

8.	CONSIDERATION OF REPORTS, COMMUNICATIONS, PETITIONS AND APPLICATIONS SUBMITTED BY THE MUNICIPAL MANAGER
8.1	RATIFICATION OF DECISIONS EXERCISED BY ACTING DIRECTOR ENGINEERING SERVICES AND ACTING DIRECTOR STRATEGIC AND CORPORATE SERVICES– MR WILLEM PRETORIUS AND MR VERNON BOWERS

1. PURPOSE OF REPORT

To provide Council with a summary of the Acting Director: Engineering Service and Acting Director Strategic Services' acting tenure for the period 1 January 2017 – 14 February 2017 and 1 December 2016 – 23 December 2016 respectively.

2. BACKGROUND

Upon the termination of the contract of the then Director Engineering Services, Mr Andre van Niekerk, relevant Managers in the Engineering Department have been acting as Director Engineering Services.

During this period, Mr Willem Pretorius acted as Director Engineering Services as instructed by the Acting Municipal Manager. Mr Pretorius is appointed as acting Manager in the Engineering Department, and due to capacity constraints and the continued assurance of the delivery of services, he was requested to act as Director Engineering Services for periods of time.

The resignation of Mr Raymond Esau during August 2016 left the post of Director Strategic and Corporate Services vacant. Mr Vernon Bowers was appointed to act in the position of Director Strategic and Corporate Services from September 2016 – December 2016.

Section 56 of the **Municipal Systems Amendment Act 7 of 2011** the following is prescribed :

Section 56 (1) (a)(ii) - "A municipal council, after consultation with the municipal manager, must appoint an acting manager directly accountable to the municipal manager under circumstances and for a period as Prescribed".

Section 56 (1)c) - "A person appointed in terms of paragraph (a)(ii) may not be appointed to act for a period that exceeds three months: Provided that a municipal council may, in special circumstances and on good cause shown, apply in writing to the MEC for local government to extend the period of appointment contemplated in paragraph (a), for a further period that does not exceed three months".

Due to a bona fide oversight and the fact that various Acting Municipal Managers were appointed during this period, application was not made to the MEC prior the extension of the acting periods of Mr Willem Pretorius and Mr Vernon Bowers. The main focus of the Municipality was to ensure continued service delivery to the whole of Stellenbosch Municipal area. Said approval by Council was received at the 6th meeting of Council held on 22 February 2017 after which submission was made to the MEC, and the Municipality is still awaiting the relevant feedback.

The vacancies of both Director Engineering Services and Director Strategic Services was advertised during the acting period; interviews were held and a successful candidate was recommended for appointment.

During these acting periods various delegations were exercised. Attached as **APPENDIX 1** find a summary of Mr Pretorius and Mr Bowers tenure as the Acting Director : Engineering Services and Acting Director Strategic and Corporate Services for the period 1 January 2017 – 14 February 2017 and 1 December 2016 – 23 December 2016 respectively.

The Provincial Department of Local Government was consulted in this regard to give guidance in abovementioned instance. The suggestion that Council should ratify the decisions taken by the incumbent during the period where no application was sought from the MEC is supported by the relevant Local Government Department. (**APPENDIX 2**)

MAYORAL COMMITTEE MEETING: 2017-04-19: ITEM 6.1

RECOMMENDED

that the summary of all the decisions and/or actions taken by Mr Willem Pretorius and Mr Vernon Bowers as the Acting Director : Engineering Services and Acting Director Strategic and Corporate Services as reflected in **APPENDIX 1**, be hereby noted and ratified by the Council.

Meeting: Ref no:	8 TH COUNCIL: 2017-04-26	Submitted by Directorate: Author Referred from:	Office of the MM Office of the MM Mayoral Committee: 2017-04-19
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DELEGATIONS EXERCISED FOR PERIOD OCTOBER 2016 – FEBRUARY 2017: ENGINEERING SERVICES

Delegation	Category	Report Subject and Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
<p>To authorise, administer and manage temporary closing or temporary restriction or regulating the use of public (proclaimed) road for any purpose deemed necessary or desirable, and to temporarily divert vehicular and pedestrian traffic from a public (proclaimed) road which has been temporarily closed or restricted</p>	<p>E (d) Transport, Roads & Stormwater</p> <p>S 19 (b), (c) of the Roads Ordinance (19/76)</p>	<p>Application for road closures:</p> <p>Temporary Road Closure, Vensters, 27 January 2017</p> <p>Temporary Road Closure, Mendi Street , 26 January 2017 Construction purposes</p> <p>Partial Road Closure The Color Run, 18 February 2017</p>		<p>19 January 2017</p> <p>25 January 2017</p> <p>07 February 2017</p>	<p>Approved</p> <p>Approved</p> <p>Approved</p>
<p>To enter into and/or sign and/or terminate contracts on behalf of Stellenbosch Municipality</p>	<p>Various legal provisions and the Law of Contract</p> <p>AND</p> <p>Basic Common Law Principles</p> <p>AND</p> <p>S 59(1) of Systems Act</p>	<p>Addendum to Termination Agreement:</p> <p>Contract No. B/SM 70/16 (STB Municipality and JVR Construction CC)</p>	<p>24/01/2017</p>	<p>29/01/2017</p>	<p>Approved</p>
<p>To enter into and/or sign and/or terminate contracts on behalf of Stellenbosch Municipality</p>	<p>Various legal provisions and the Law of Contract</p> <p>AND</p>	<p>Employment Contracts:</p> <p>ACT MANAGER ELECTRICAL SERVICES</p>			<p>Approved till period ending 2017/06/30</p>

	<p>Basic Common Law Principles</p> <p>AND</p> <p>S 59(1) of Systems Act</p>	<p>ACT MANAGER DEVELOPMENT SERVICES</p> <p>SUPERVISOR KLAPMUTS</p> <p>FOREMAN DISPOSAL</p> <p>FOREMAN DWARSRIVIER</p> <p>SUPPORT ASST SWM</p> <p>INTERN</p> <p>HEAD: TRANSPORT</p> <p>SNR CLERK FINANCE</p> <p>PROJECT MANAGER WATER</p> <p>LAB TECHNICIAN</p> <p>ACT SUPT: FILTERS</p>			<p>Approved till period ending 2017/06/30</p> <p>Approved till period ending 2017/06/30</p> <p>Approved till period ending 2017/06/30</p> <p>Approved till period ending 2017/02/28</p> <p>Approved till period ending 2017/06/30</p> <p>Approved till period ending 2017/06/30</p> <p>Approved till period ending 2017/06/30</p> <p>Approved till period ending 2017/06/30</p> <p>Approved till period ending 2017/03/31</p> <p>Approved till</p>
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<p>To decide to: (a) Temporary restrict or discontinue supply of water (b) Prohibit use of water for specific purposes (c) Prohibit use of water during specified hours of day (d) Prohibit use of water in a specific manner Subject thereto that such decision will only have the force of law after the publication in the media</p>	<p>S 184 of Municipal Ordinance and also ito the Water Services Act</p>	<p>Water restrictions exemption: 53 applications approved Water restrictions exemption 19 applications not approved Water restrictions transgressions: 66 notices served</p>			<p>Approved Approved Approved</p>
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DELEGATIONS EXERCISED BY ACTING DIRECTOR STRATEGIC AND COPROPATE SERVICES DECEMBER 2016

DEL	CATOGORY	DETAILS	RECOMMENDED SUBJECT AND RECOMMENDATIONS		DATE RECEIVED	DATE RESOLVED	RESOLUTION AND COMMENTS (IF ANY)
211 (d) INV	1/12/2016	Financial Services	1. Invoice: Hilton Mandela Andries – R11 100.00 2. Invoice: Cape Subscription – R16 812.00 3. Mason Complete office: R14 569.20		1/12/2016	1/12/2016	Approved Request
211 (d) INV	1/12/2016	ICT. Department	Invoice: Bytes systems – R40 501.92		1/12/2016	1/12/2016	Approved Request
211 (d) INV	1/12/2016	Human Resources	1. Roy Steele and Associates – order 329352: R38 988.00 2. Roy Steele and Associated – order 329340: R38 988.00		1/12/2016	1/12/2016	Approved Request
211 (d) INV	1/12/2016	Human Resources	Invoice: Media 24: R18 240.00		1/12/2016	1/12/2016	Approved Request
645 (l)	2/12/2016	IDP. Department	Overtime pre-approval: Moses Michaels, Nikki du Plessis, Razeemah Abrahams, Albert Hensen, Annelie Rossouw, Ulrich Cupido		2/12/2016	2/12/2016	Approved Request
5.	2/12/2016	Human	Fixed term contract for Nickey Ceasar		2/12/2016	2/12/2016	Approved Request



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		Resources					
211 (d) INV	5/12/2016	Financial Services	ICAS – OHS – R1334 391.09		5/12/2016	5/12/2016	Approved Request
211 (d) INV	5/12/2016	ICT. Department	1. Invoice: Neotel – R121 028.44 2. Invoice: Ricoh – R111.88		5/12/2016	5/12/2016	Approved Request
55.	5/12/2016	Document Management	Stellenbosch Municipality : Destruction certificate number: D1/2017		5/12/2016	5/12/2016	Approved Request
55.	5/12/2016	Document Management	Stellenbosch Municipality : Number D6/2017		5/12/2016	5/12/2016	Approved Request
211 (d) INV	7/12/2016	Financial Services	1. Invoice: Media24 – order 328865: R20 406.00 2. Invoice: Media24 – order 328865: R40 812.00		7/12/2016	7/12/2016	Approved Request
211 (d) INV	7/12/2016	Financial Services	Invoice: Auditor General – order 330039: R119 134.10		7/12/2016	7/12/2017	Approved Request
645 (l)	9/12/2016	Municipal Court	Time and Attendance Register: Estelle Gerber, Neville Manuel, Ruby Tyatyeka, Cheryl Bailey, Alethea Nyman, Nompucuko Mbeje		9/12/2016	9/12/2016	Approved Request
643.	9/12/2016	Human Resources	Memo: Acting allowance – Appointment of MS Melloney Zimri as Acting Human Resources Manager		9/12/2016	9/12/2016	Approved Request
645 (l)	9/12/2016	Mayor's Office	Time and Attendance Registers: Donovan Muller, Mart-Marie Haasbroek, Farida le Roux and Carmen Saville		9/12/2016	9/12/2016	Approved Request



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5.	12/12/2016	Human Resources	Fixed term contracts for: Chanel Olivier, Odile Williams, Carmen Anthony and Wesley Abrahams		12/12/2016	12/12/2016	Approved Request
139.	12/12/2016	Financial Services	Budget virmentation – from vote nr: 1/7800/1335 to vote nr: 1/9910/1074 R16 000		12/12/2016	12/12/2016	Approved Request
645 (l)	12/12/2016	ICT. Department	Overtime pre-approvals: Vernon Sims, Elvino Williams and Ashley Korkie		12/12/2016	12/12/2016	Approved Request
211 (d) INV	12/12/2016	Financial Services	1. Invoice: Media24 – R20 406.00 2. Invoice the Open kitchen – R815.00		12/12/2016	12/12/2016	Approved Request
211 (d) INV	12/12/2016	Mayor's Office	1. Invoice: Rennie's Travel – order nr 326922: R102.60 2. Invoice: Rennie's Travel – order nr 326982: R107.16		12/12/2016	12/12/2016	Approved Request
710	12/12/2016	ICT. Department	ICT Request form for Colin Mcgilliwie		12/12/2016	12/12/2016	Approved Request
211 (d) INV	14/12/2016	Financial Services	Invoice: Virtualize (Pty) Ltd – R3 849.39		14/12/2016	14/12/2016	Approved Request
211 (d) INV	14/12/2016	Legal Services	1. Invoice: Webber Wentzel - R 128 867.31 2. Invoice: Webber Wentzel – R2164 245.87 3. Invoice: Webber Wentzel – R116 437.32 4. Invoice: Webber Wentzel – R277 149.39 5. Invoice: Webber Wentzel –		14/12/2016	14/12/2016	Approved Request



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			R490 440.84 6. Invoice: Webber Wentzel – R244 255.83 7. Invoice: Webber Wentzel – R388 692.12 8. Invoice: Webber Wentzel – R529 333.84 9. Invoice: Webber Wentzel – R351 888.93 10. Invoice: Webber Wentzel – R521 207.84				
5.	14/12/2016	Human Resources	Fixed term contract for Sharesa Carmeleto Arendse		14/12/2016	14/12/2016	Approved Request
211 (d) INV	14/12/2016	Financial Services	Invoice: Khusela Solutions – R1 598.00		14/12/2016	14/12/2016	Approved Request
211 (d) INV	14/12/2016	Financial Services	1. Invoice: SHARP – 130846: R 1045.78 2. Invoice: SHARP –130776; R 2060.29 3. Invoice: SHARP –130777; R198.26 4. Invoice: SHARP – 130768; R2561.65 5. Invoice: SHARP – 130769; R546.25 6. Invoice: SHARP –130754; R2060.29 7. Invoice: SHARP –130755; R91.56 8. Invoice: SHARP – 130696; R2561.66 9. Invoice: SHARP –130697; R34.04 10. Invoice: SHARP – 130694; R2561.66 11. Invoice: SHARP – 130695; R 86.72 12. Invoice: SHARP – 130688; R2561.66 13. Invoice: SHARP – 130689; R33.78		14/12/2016	14/12/2016	Approved Request



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			14. Invoice: SHARP – 130686: R1645.77 15. Invoice: SHARP – 130687: 903.15 16. Invoice: SHARP – 130684: R13970.01 17. Invoice: SHARP – 130685: R1806.90 18. Invoice: SHARP – 130682: R13970.01 19. Invoice: SHARP – 130683: R1251.17 20. Invoice: SHARP – 130692: R2561.46 21. Invoice: SHARP – 130693: R2087.18				
211 (d) INV	14/12/2016	Creditors	Invoice: Swey Design – R30 000.00		14/12/2016	14/12/2016	Approved Request
211 (d) INV	19/12/2016	Creditors	1. Kreatif code and design: invoice – 3148 R15 390.00 2. Kreatif code and design: invoice – 3145 R6 270.00		19/12/2016	19/12/2016	Approved Request
211 (d) INV	20/12/2016	Human Resources	Invoice: Mohohlo Attorneys – R12 042.20		20/12/2016	20/12/2016	Approved Request
5.	20/12/2016	Human Resources	Fixed term contracts for: Rachel Pearce, Cerelmiel van Rooyen, Boikabetso Lesoana, Daphne Geldenhuis, Gregory Viljoen, Kelly November		20/12/2016	20/12/2016	Approved Request
211 (d) INV	21/12/2016	ICT. Department	Invoice: Bytes Technology – R3 591.00		21/12/2016	21/12/2016	Approved Request



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5.	21/12/2016	Human Resources	Fixed term contracts for: Neville Manuel and Nompucuko Mbeje		21/12/2016	21/12/2016	Approved Request
5.	22/12/2016	Human Resources	Fixed term contract for: Ruby Tyatyeka, Alethea Nyman, Cheryl Bailey, Estelle Gerber		22/12/2016	22/12/2016	Approved Request
5.	22/12/2016	Human Resources	Fixed term contracts for; M Carinus and M Rosslee		22/12/2016	22/12/2016	Approved Request

Rozanne Pietersen

From: Kamal Makan <Kamal.Makan@westerncape.gov.za>
Sent: 02 April 2017 03:28 PM
To: Geraldine Mettler
Subject: [EX] RE: ACTING ALLOWANCES: SECTION 56 APPOINTMENTS [STELLENBOSCH [REF 4/12/1/1]
Attachments: image001.png; image002.png; image003.png; image004.png

Dear Geraldine

Firstly, my apologies for the late response. With reference to the below-mentioned and in particular the request for condonation by the MEC for periods where the incumbents acted beyond the prescribed period without an application to the MEC in terms of s56(1)(c)-a letter in response hereto has been forwarded to the MEC for signature.

With regard to ratification of the decisions taken by the incumbents, this was verbatim Adv. Godfrey Reed's response from the Department of the Premier: "The suggestion that Council should ratify the decisions taken by these incumbents during the period where no application was sought from the MEC in terms of section 56(1)(c) of the Municipal Systems Act, is supported."

Kind Regards

Kamal Makan
Directorate: Municipal Governance
Department of Local Government
Western Cape Government

80 St. Georges Mall, Waldorf Building, Cape Town, 8001
Tel.: (021) 483 4365
Fax.: (021) 483 4058
Email: Kamal.Makan@westerncape.gov.za



BETTER TOGETHER.

From: Geraldine Mettler [mailto:Geraldine.Mettler@stellenbosch.gov.za]
Sent: 16 March 2017 08:40 AM
To: Kamal Makan
Subject: FW: ACTING ALLOWANCES: SECTION 56 APPOINTMENTS [STELLENBOSCH [REF 4/12/1/1]
Importance: High

Dear Kamal,

Thank you for your assistance. The issue is two employees that are on contract which has been extended every 3 months was acting in sec 56 positions for more than 3 months. Permission was never sought from the MEC. Attach

find letter where we ask that MEC condones. Notwithstanding all decision the employee took is accordingly questionable based on the fact that permission was never given. Should the Mec not give the condonation my approach is to take all the decisions taken during this period to Council for ratification. Your advice on whether this approach is the best alternatively please let me know the best option to rectify this situation.



Kind regards,
Geraldine Mettler
Municipal Manager
Office of the Municipal Manager

T: +27 21 808 8025 | C: +27 82 312 3063
Plein Street, Stellenbosch, 7600
www.stellenbosch.gov.za



Disclaimer and confidentiality note: The legal status of this communication is governed by the terms and conditions published at the following link:
http://www.stellenbosch.gov.za/main_pages/disclaimerpage.htm

From: Rozanne Pietersen
Sent: 16 March 2017 08:19 AM
To: Geraldine Mettler
Subject: ACTING ALLOWANCES: SECTION 56 APPOINTMENTS [STELLENBOSCH [REF 4/12/1/1]]
Importance: High

E-mail that was sent to office of the MEC.

From: Donovan Muller
Sent: 08 March 2017 03:43 PM
To: Bernice.Labuschagne@westerncape.gov.za
Cc: Rozanne Pietersen; Geraldine Mettler; Andre van Rooyen
Subject: ACTING ALLOWANCES: SECTION 56 APPOINTMENTS [STELLENBOSCH [REF 4/12/1/1]]
Importance: High

Good day Ms Labuschagne

Please find attached a letter and supporting documentation for the urgent attention of Minister Bredell from Mayor van Deventer.

Kindly acknowledge receipt.

Please copy me into your reply / Kopieër myself asseblief in u terugvoer!



Kind regards / Vriendelike groete
Donovan Muller
Office Manager: Executive Mayor /
Kantoorbestuurder: Uitvoerende
Burgemeester

T: +27 21 808 8314 | F: +27 886 6761
2nd Floor, Main Building, Plein Street
Stellenbosch, 7600



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*Enquiries: Mr A van Rooyen
Contact numbers: 021 – 808 8751*

Reference No: 4/12/1/1

6 March 2017

MEC Anton Bredell
Minister of Local Government, Environmental Affairs and Development & Planning
(Provincial Cabinet, Western Cape Government)
9 Wale Street
Cape Town
8001

Dear Minister Bredell

ACTING ALLOWANCES SECTION 56 APPOINTMENTS / DIRECTORS

1. It is common cause that Section 56 (1)(a)(ii) of the Local Government: Municipal Systems Act 32 of 2000 prescribes the following:

“A municipal council, after consultation with the municipal manager, must appoint an acting manager directly accountable to the municipal manager under circumstances and for a period as prescribed”

2. Section 56(1)(c) of the Local Government: Municipal Systems Act 32 of 2000 furthermore prescribes that:

“A person appointed in terms of paragraph (a)(ii) may not be appointed to act for a period that exceeds three months: Provided that a municipal council may, in special circumstances and on good cause shown, apply in writing to the MEC for local government to extend the period of appointment contemplated in paragraph (a), for a further period that does not exceed three months”.

3. The MEC was not approached to extend the acting period of the current incumbents in the positions of Acting Director Strategic & Corporate Services and Acting Director Engineering Services. Please note that both vacancies were advertised, interviews were held and candidates were recommended for appointment.
4. Mr Willem Pretorius was acting as Director Engineering Services for the period 1 September 2016 until 14 February 2017. Please note that Mr Pretorius is a contract appointment.

5. Mr Vernon Bowers was acting as Director Strategic and Corporate Services for the period 1 September 2016 until 30 November 2016. Mr Bowers is a permanent appointment.
6. In light of the above facts, the Stellenbosch Municipal Council at its 6th Council Meeting held on 22 February 2017 resolved that:

“The MEC for Local Government in the Western Cape condone the acting appointment of the current incumbents in the respective positions of Acting Director Strategic & Corporate Services as well as Acting Director Engineering Services”. (For ease of reference, see attached minutes of the 6th Council Meeting of the Stellenbosch Municipality)

Yours faithfully



**ADV GESIE VAN DEVENTER
EXECUTIVE MAYOR**



REFERENCE: 3/11/2/20 (2017/516)

The Executive Mayor
Stellenbosch Municipality
PO Box 17

STELLENBOSCH

7599

Dear Councillor Van Deventer

ACTING ALLOWANCES SECTION 56 APPOINTMENTS / DIRECTORS

I refer to your letter dated 6 March 2017, regarding the abovementioned matter and Council Resolution dated 22 February 2017 requesting the MEC for Local Government to condone the acting periods beyond the three months for the incumbents acting in the posts of Director: Engineering Services and Director: Strategic and Corporate Services.

The provision of section 56(1)(c) of the Act, is expressly clear to the extent that a person appointed in terms of section 56(1)(a)(ii) may not be appointed to act for a period that exceeds three months, provided that a municipal council may, in special circumstances and on good cause shown, apply in writing to the MEC for Local Government to extend the period of appointment contemplated in paragraph (a), for a further period that does not exceed three months.

I wish to advise that I do not have the legislative powers to condone a contravention of section 56(1)(c) of the Act. In the circumstances, it would be advisable that the Municipality enforce the provisions of section 32 of the Municipal Finance Management Act, 56 of 2003, as the remuneration of the incumbents can constitute an irregular expenditure.

Yours sincerely

A handwritten signature in black ink, appearing to read 'A. Bredeell', written in a cursive style.

A BREDELL

MINISTER

DATE: 12/04/2017

8.2	DRAFT REPORT ON MACRO AND MICRO STRUCTURE
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1. PURPOSE OF REPORT

To submit to Council the Draft Macro and Micro Organogram for approval to commence with the consultation process.

2. BACKGROUND

In terms of Section 66 (a) of the Municipal Systems Act, Act 32 of 2000, a Municipal Manager must develop a staff establishment for the municipality, and submit the staff establishment to the Municipal Council for approval.

Stellenbosch Municipality commissioned AGITO MINDS (PTY) LTD to review and re-design the municipality's existing organisational structure. The re-designed structure must be compliant with the statutory mandate of the municipality, in line with statutory guidelines and the legislative competencies, powers and functions and aligned with the strategic mandate of the municipality, providing for unique local situations, operational requirements and service delivery demands.

This project improves the operational abilities of the Municipality to achieve its service delivery targets and strategic objectives.

The Scope of Work for this Project entails the following:

- Phase 1: Project Inception & Mobilization
- Phase 2: A Status quo analysis
- Phase 3: Organisational Design
- Phase 4: Conducting a Skills Audit
- Phase 5: Reviewing the HR Strategy, Policies & Delegations
- Phase 6: Project Deliverable Approvals
- Phase 7: Implementation Support
- Phase 8: Project Management

Project Progress

Phase 1 and Phase 2 of the project has been concluded. The outcomes of Phase 2: Review the Current Status was documented in a Key Findings Report (KFR), detailing the results of a diagnostic review of the current organisational structures. The final KFR was submitted on 7 December 2016.

The KFR, however, had to be submitted without a comparative analysis of the current staff establishment due to a lack of staff establishment information. After deliberation between the Municipal Manager and the Human Resource Department, AGITOMINDS was requested to execute additional work to complete and compile the current staff establishment.

The additional work activities enabled the following:

1. A comprehensive staff establishment reflecting all approved positions of the municipality, per directorate/division/section/sub-section and containing details such as T levels, salary scales, budgeting, post numbers and personnel numbers;

2. A current staff establishment including all approved organisational structures and all ad-hoc amendments;
3. A reconciled staff establishment between approved structures, payroll and all staff records;
4. Corrected staff details on the staff establishment;
5. Tallied all temporary positions, contract appointees and casuals; and
6. A developed Staff Establishment Control System to ensure maintenance and monitoring of structures, and trained members of the Human Resource component in application of the System.

The outputs of Phase 3 (a): Organisational comprise the proposed Macro and Micro that now needs to be considered by Council, in accordance with the Project Implementation Plan, for In-Principle approval to conclude Phase 3(a).

3. DISCUSSION

Due to service delivery challenges and the assurance of continued service delivery the following posts on the Current Draft Macro Organogram is required to be created and filled:

3.1 SENIOR MANAGER: GOVERNANCE (OFFICE OF THE MUNICIPAL MANAGER)

PURPOSE: To evaluate and contribute to the improvement of governance management processes.

FUNCTIONS

1. Establish and maintain enterprise risk management (ERM) and compliance within the organisation;
2. Manage and coordinate the integrated development plan (IDP), institutional performance management (PM), and intergovernmental relations (IGR);
3. Render a public and media relations and comprehensive communication service to promote and build sound relationships between the municipality and all stakeholders and to promote and manage the corporate image; and
4. Render management and line function administrative support services.

3.2 SENIOR MANAGER: WASTE MANAGEMENT (INFRASTRUCTURE SERVICES)

PURPOSE: To manage the rendering of waste management services in accordance with applicable legislation, by-laws and standards

FUNCTIONS

1. Provide waste minimization and disposal services in accordance with applicable legislation, by-laws and standards;
2. Render cleansing and collection services in accordance with applicable legislation, by-laws and standards;

3. Provide solid waste management support services;
4. Render management and line function administrative support services; and
5. Liaise with law enforcement regarding by-law enforcement.

3.3 DEPUTY DIRECTOR: PROTECTION SERVICES (COMMUNITY AND PROTECTION SERVICES)

PURPOSE: To manage the rendering of protection services to ensure the safety of the community.

FUNCTIONS

1. Manage the rendering of efficient and sustainable traffic, licensing and law enforcement services to all road users and public and administer by-laws enforcement to ensure compliance with regard to municipal legislation;
2. Manage the rendering of disaster management and fire services to prevent/ manage potential losses/threats to property and lives;
3. Provide municipal court agency services; and
4. Render management and line function administrative support services.

MAYORAL COMMITTEE MEETING: 2017-04-19: ITEM 6.2

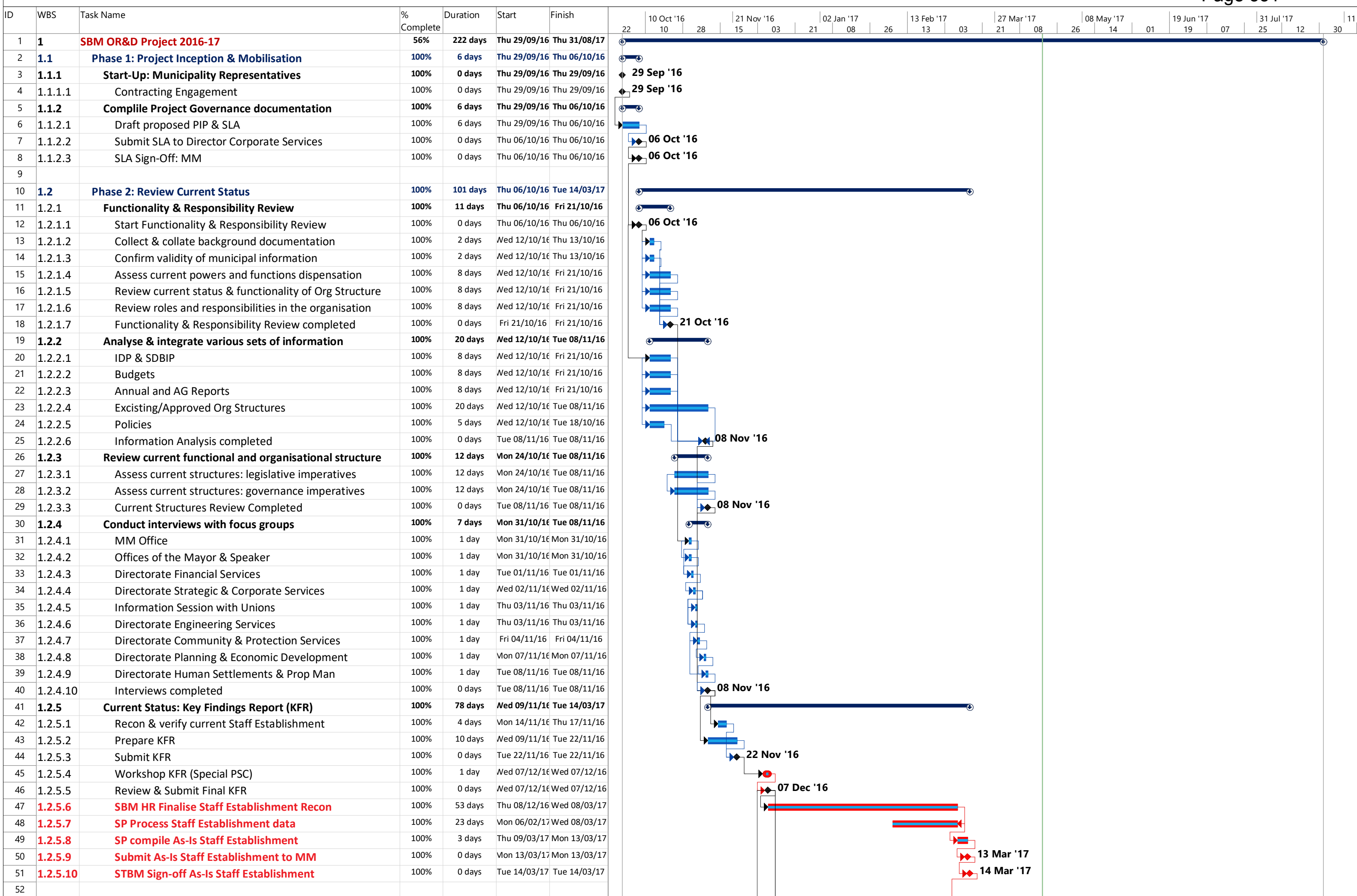
The Executive Mayor afforded the team of AGITO MINDS (PTY) LTD, Messrs Wessel Rabbets and Johan van Baalen, an opportunity to do a presentation on the proposed Macro and Micro structure (see **APPENDICES 1-3**).

RECOMMENDED

- (a) the proposed Macro and Micro structure be considered by Council, in accordance with the Project Implementation Plan, for In-Principle approval to commence with the consultation process; and
- (b) that the following posts be created and approved:

Senior Manager: Governance (Office of the Municipal Manager);
Senior Manager: Waste Management (Infrastructure Services);
Deputy- Director: Protection Services (Community and Protection Services);
3 Area Based Managers (Planning Development)

Meeting: Ref no:	8 TH COUNCIL: 2017-04-26	Submitted by Directorate: Author Referred from:	Office of the MM Office of the MM Mayoral Committee: 2017-04-19
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ID	WBS	Task Name	% Complete	Duration	Start	Finish	10 Oct '16		21 Nov '16		02 Jan '17		13 Feb '17		27 Mar '17		08 May '17		19 Jun '17		31 Jul '17		11
							22	10	28	15	03	21	08	26	13	03	21	08	26	14	01	19	
53	1.3	Phase 3 (a): Organisational Design	99%	47 days	Thu 09/02/17	Wed 19/04/17																	
54	1.3.1	Design & Develop Functional (Macro) Structures	100%	8 days	Thu 09/02/17	Mon 20/02/17																	
55	1.3.1.1	Design & develop macro organisation structure	100%	2 days	Thu 09/02/17	Fri 10/02/17																	
56	1.3.1.2	Submit Macro Structure	100%	1 day	Fri 10/02/17	Fri 10/02/17																	
57	1.3.1.3	Present Macro Structure to MAYCO	100%	0 days	Tue 14/02/17	Tue 14/02/17																	
58	1.3.1.4	Special Meeting: Mayor & MM	100%	1 day	Thu 16/02/17	Thu 16/02/17																	
59	1.3.1.5	MM: Feedback on Macro Structure to SP	100%	1 day	Mon 20/02/17	Mon 20/02/17																	
60	1.3.2	Design & Develop Proposed Micro Structures	100%	10 days	Mon 13/02/17	Fri 24/02/17																	
61	1.3.2.1	Compile Draft Proposed Organogram	100%	10 days	Mon 13/02/17	Fri 24/02/17																	
62	1.3.2.2	Determine Draft staff establishment	100%	10 days	Mon 13/02/17	Fri 24/02/17																	
63	1.3.2.3	Review numbers and level of posts	100%	10 days	Mon 13/02/17	Fri 24/02/17																	
64	1.3.2.4	SP Concept Design completed	100%	0 days	Fri 24/02/17	Fri 24/02/17																	
65	1.3.3	Conduct interviews & focus groups (Design)	100%	9 days	Mon 27/02/17	Thu 09/03/17																	
66	1.3.3.1	MM Office	100%	1 day	Mon 27/02/17	Mon 27/02/17																	
67	1.3.3.2	Offices of the Mayor & Speaker	100%	1 day	Mon 27/02/17	Mon 27/02/17																	
68	1.3.3.3	Directorate Financial Services	100%	2 days	Tue 28/02/17	Wed 01/03/17																	
69	1.3.3.4	Directorate Strategic & Corporate Services	100%	1 day	Thu 02/03/17	Thu 02/03/17																	
70	1.3.3.5	Directorate Engineering Services	100%	2 days	Fri 03/03/17	Mon 06/03/17																	
71	1.3.3.6	Directorate Community & Protection Services	100%	2 days	Fri 03/03/17	Mon 06/03/17																	
72	1.3.3.7	Directorate Planning & Economic Development	100%	1 day	Thu 09/03/17	Thu 09/03/17																	
73	1.3.3.8	Directorate Human Settlements & Prop Man	100%	1 day	Thu 09/03/17	Thu 09/03/17																	
74	1.3.3.9	Interviews completed	100%	0 days	Thu 09/03/17	Thu 09/03/17																	
75	1.3.4	Complete Proposed Structure Design	100%	6 days	Fri 10/03/17	Mon 20/03/17																	
76	1.3.4.1	Draft proposed Structures Report & CTC impact	100%	5 days	Fri 10/03/17	Thu 16/03/17																	
77	1.3.4.2	Submit proposed Structures Report & CTC impact	100%	0 days	Thu 16/03/17	Thu 16/03/17																	
78	1.3.4.3	Special PTC Meeting (14:00 - 16:30)	100%	0 days	Mon 20/03/17	Mon 20/03/17																	
79	1.3.5	Amendments on Micro Structure	100%	3 days	Wed 22/03/17	Fri 24/03/17																	
80	1.3.5.1	Receive further inputs from Directorates	100%	1 day	Wed 22/03/17	Wed 22/03/17																	
81	1.3.5.2	SP processing of further inputs	100%	2 days	Wed 22/03/17	Thu 23/03/17																	
82	1.3.5.3	Process the resolutions from the Special PTC	100%	3 days	Wed 22/03/17	Fri 24/03/17																	
83	1.3.5.4	Submit Third Draft Micro Structure	100%	0 days	Fri 24/03/17	Fri 24/03/17																	
84	1.3.6	Compilation Final Proposed Micro Structures	94%	17 days	Fri 24/03/17	Wed 19/04/17																	
85	1.3.6.1	STBM SMT consider SP proposal/guidelines	100%	12 days	Fri 24/03/17	Mon 10/04/17																	
86	1.3.6.2	Engagement SMT & SP	100%	1 day	Tue 11/04/17	Tue 11/04/17																	
87	1.3.6.3	Compile Final Proposed Micro Structure	100%	2 days	Wed 12/04/17	Thu 13/04/17																	
88	1.3.6.4	Engagement with MM	100%	1 day	Tue 18/04/17	Tue 18/04/17																	
89	1.3.6.5	Engagement with Mayor	100%	1 day	Tue 18/04/17	Tue 18/04/17																	
90	1.3.6.6	Special PSC (MayCo) Meeting	0%	1 day	Wed 19/04/17	Wed 19/04/17																	
91																							
92	1.4	Phase 3 (b): Review Period - Proposed Structures	0%	23 days	Wed 26/04/17	Tue 30/05/17																	
93	1.4.1	Council Meeting: Approval of Draft Org Structures	0%	1 day	Wed 26/04/17	Wed 26/04/17																	
94	1.4.2	Special LLF Meeting	0%	1 day	Tue 02/05/17	Tue 02/05/17																	
95	1.4.3	MM: Distribute proposed structures to Stakeholders	0%	1 day	Tue 02/05/17	Tue 02/05/17																	
96	1.4.4	Stakeholder Review & Feedback period	0%	10 days	Tue 02/05/17	Mon 15/05/17																	
97	1.4.5	MM collate feedback and submit to SP	0%	0 days	Mon 15/05/17	Mon 15/05/17																	
98	1.4.6	SP Processing of comments and inputs	0%	5 days	Tue 16/05/17	Mon 22/05/17																	
99	1.4.7	Submit Report & Proposed Organogram to MM	0%	0 days	Mon 22/05/17	Mon 22/05/17																	
100	1.4.8	MM: Submit Structures to Council for Approval	0%	1 day	Tue 23/05/17	Tue 23/05/17																	
101	1.4.9	Final Council Resolution	0%	0 days	Tue 30/05/17	Tue 30/05/17																	
102																							
103	1.5	Phase 3 (c): Draft Job Descriptions	0%	33 days	Wed 31/05/17	Mon 17/07/17																	
104	1.5.1	Identify JD'S for new and major change posts	0%	1 day	Wed 31/05/17	Wed 31/05/17																	

STELLENBOSCH LOCAL MUNICIPALITY



COSTING & POST TOTALS - SUMMARY OF CURRENT VS PROPOSED POSTS PER DIRECTORATE - 18 APRIL 2017

Directorate	Number of Posts	Number of filled posts	Number of vacant posts	% FILLED	% TOTAL VACANT	Number of PROPOSED POSTS	Number of PROPOSED NEW POSTS	Number of PROPOSED ABOLISHED POSTS	CURRENT COSTING	PROPOSED COSTING	DIFFERENCE
OFFICE OF THE MUNICIPAL MANAGER	24	18	6	75%	25%	26	2	0	6,629,148	6,872,580	243,432
CORPORATE SERVICES	130	83	47	64%	36%	136	11	5	22,077,669	23,765,145	1,687,476
FINANCIAL SERVICES	115	104	11	90%	10%	156	42	1	19,557,652	25,232,341	5,674,689
PLANNING & ECONOMIC DEVELOPMENT	101	80	21	79%	21%	126	25	0	18,651,233	24,888,942	6,237,709
INFRASTRUCTURE SERVICES	687	479	208	70%	30%	822	141	6	79,363,470	99,018,559	19,655,089
COMMUNITY & PROTECTION SERVICES	540	384	156	71%	29%	595	66	11	59,606,880	66,887,453	7,280,574
TOTAL FOR MUNICIPALITY	1597	1148	449	72%	28%	1861	287	23	205,886,052	246,665,021	40,778,969

TOTAL INCLUDING 45% BENEFITS

298,534,775

357,664,280

59,129,505

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**STELLENBOSCH LOCAL MUNICIPALITY
PROPOSED MICRO STRUCTURE - 18 APRIL 2017**

OFFICE OF THE MUNICIPAL MANAGER



RECOMMENDED BY
MUNICIPAL MANAGER

Signature

___/___/2017

APPROVED BY COUNCIL

Signature

___/___/2017

**STELLENBOSCH MUNICIPAL
COUNCIL**

**OFFICE OF THE
MUNICIPAL MANAGER**

PURPOSE: To ensure that municipal services are administered in accordance with the objectives of local government as prescribed in Chapter 7 of the Constitution of South Africa

FUNCTIONS:

1. Provide corporate services to the institution in support of efficient organisational and administrative processes
2. Manage and provide financial services in order to ensure financial viability, compliance and reporting
3. Manage and provide land use planning, economic development and human settlements administration
4. Manage infrastructure services provisioning in order to ensure the rendering of sustainable and affordable services to the community
5. Render integrated community and protection services to enhance community development in general and promote a clean and safe environment
6. Provide an independent appraisal of the adequacy and effectiveness of financial controls
7. Evaluate and contribute to the improvement of governance management processes
8. Provide office management services to the Municipal Manager

MUNICIPAL MANAGER **SECT 57**

**DIRECTORATE
CORPORATE SERVICES**

PURPOSE: To provide corporate services to the institution in support of efficient organisational and administrative processes

DIRECTOR: CORPORATE SERVICES **SECT. 57**

SEE PAGE 2

**DIRECTORATE
FINANCIAL SERVICES**

PURPOSE: To manage and provide financial services in order to ensure financial viability, compliance and reporting

DIRECTOR: FINANCIAL SERVICES (CFO) **SECT. 57**

SEE PAGE 10

**DIRECTORATE
PLANNING & ECONOMIC DEVELOPMENT**

PURPOSE: To ensure the functional and proactive planning and implementation of the municipality's constitutional obligation pertaining to environmental, social and economic development

DIRECTOR: PLANNING & ECONOMIC DEVELOPMENT **SECT. 57**

SEE PAGE 29

**DIRECTORATE
INFRASTRUCTURE SERVICES**

PURPOSE: To manage infrastructure services provisioning in order to ensure the rendering of sustainable and affordable services to the community

DIRECTOR: INFRASTRUCTURE SERVICES **SECT. 57**

SEE PAGE 40

**DIRECTORATE
COMMUNITY & PROTECTION SERVICES**

PURPOSE: To render integrated community services to enhance community development in general and promote a clean and safe environment

DIRECTOR: COMMUNITY & PROTECTION SERVICES **SECT. 57**

SEE PAGE 79

**DIVISION
INTERNAL AUDIT**

PURPOSE: To provide an independent appraisal of the adequacy and effectiveness of financial controls

CHIEF AUDIT EXECUTIVE

SEE PAGE 106

**DIVISION
GOVERNANCE**

PURPOSE: To evaluate and contribute to the improvement of governance management processes

SNR MANAGER: GOVERNANCE

SEE PAGE 109

**SECTION
EXECUTIVE SUPPORT OFFICE OF THE
MUNICIPAL MANAGER**

PURPOSE: To provide office management services to the Municipal Manager

SNR ADMINISTRATIVE OFFICER **T**

SEE PAGE 111

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STELLENBOSCH LOCAL MUNICIPALITY
PROPOSED MICRO STRUCTURE - 18 APRIL 2017

DIRECTORATE CORPORATE SERVICES



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DIRECTORATE CORPORATE SERVICES

PURPOSE: To provide corporate services to the institution in support of efficient organisational and administrative processes

FUNCTIONS:

1. Provide administrative support services to the institution enabling proficient administrative practices and procedures
2. Render human resources management and support services to the municipality that will sustain the optimum utilisation of the municipality's human capital
3. Provide effective and efficient information and communication technology services
4. Manage the offices of the political office bearers to ensure coordinated, efficient and effective administrative and support services
5. Render properties and facilities management administrative processes in respect of all land and property transactions and maintain all municipal buildings
6. Ensure the organisation is conforming with, or eligible for, contractual obligations, government regulations, laws, or licenses and permits
7. Render management and line function executive support services to the directorate

DIRECTOR: CORPORATE SERVICES SECT. 57

SECTION EXECUTIVE SUPPORT

PURPOSE: To render management and line function executive support services to the directorate

FUNCTIONS:

1. Provide executive support services
2. Provide logistic/ secretarial support services
3. Provide planning, research, analyses and reporting services to the Director

SNR ADMIN OFFICER T

PERSONAL ASISSTANT T

DIVISION ADMINISTRATIVE SUPPORT SERVICES

PURPOSE: To provide administrative support services to the institution enabling proficient administrative practices and procedures

SNR MANAGER: ADMINISTRATIVE WC T
 SUPPORT SERVICES

SEE PAGE 3

DIVISION HUMAN RESOURCES MANAGEMENT (HRM)

PURPOSE: To render human resources management and support services to the municipality that will sustain the optimum utilisation of the municipality's human capital

SNR MANAGER: HRM T

SEE PAGE 5

DIVISION INFORMATION & COMMUNICATIONS TECHNOLOGY (ICT)

PURPOSE: To provide effective and efficient information and communication technology services

SNR MANAGER: ICT T

SEE PAGE 7

SECTION COUNCILLOR'S SUPPORT

PURPOSE: To manage the offices of the political office bearers to ensure coordinated, efficient and effective administrative and support services

MANAGER: COUNCILLOR'S SUPPORT T

SEE PAGE 8

SECTION PROPERTIES MANAGEMENT & MUNICIPAL BUILDING MAINTENANCE

PURPOSE: To render properties and facilities management administrative processes in respect of all land and property transactions and maintain all municipal buildings

MANAGER: PROPERTIES MANAGEMENT & MUNICIPAL BUILDING MAINTENANCE T

SEE PAGE 9

SECTION LEGAL & COMPLIANCE SERVICES

PURPOSE: To ensure the organisation is conforming with, or eligible for, contractual obligations, government regulations, laws, or licenses and permits

FUNCTIONS:

1. Ensure legal and regulatory compliance to improve the organisational and regulatory environment
2. Provide legal guidance regarding ESTA evictions in order to ensure that the municipality operate within the legal parameters of the country
3. Provide legal opinions on by-laws

LEGAL & COMPLIANCE OFFICER T

SNR CLERK
 NEW POST T

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STELLENBOSCH LOCAL MUNICIPALITY
PROPOSED MICRO STRUCTURE - 18 APRIL 2017



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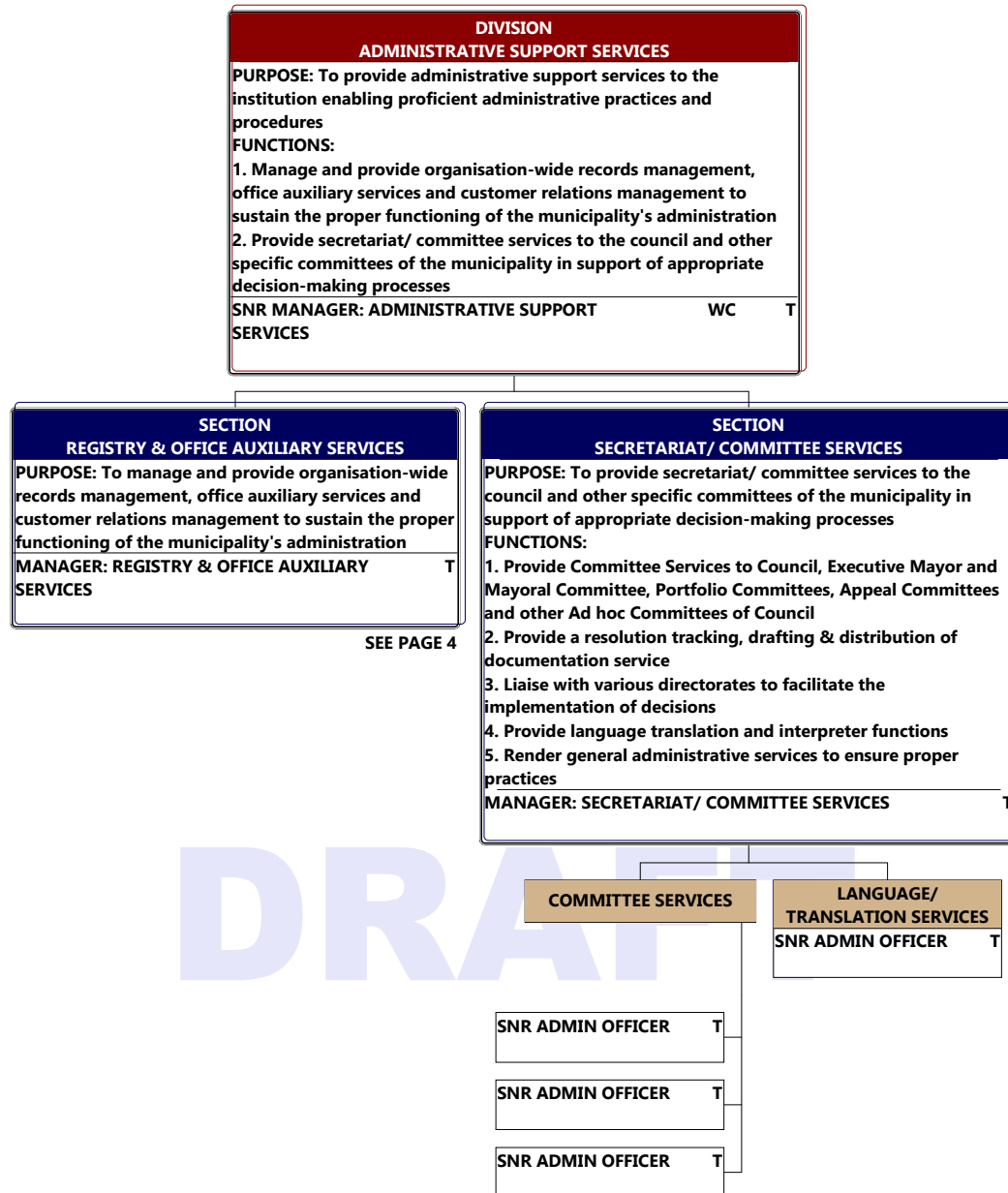
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PROPOSED MICRO STRUCTURE - 18 APRIL 2017



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SECTION
REGISTRY & OFFICE AUXILIARY SERVICES

PURPOSE: To manage and provide organisation-wide records management, office auxiliary services and customer relations management to sustain the proper functioning of the municipality's administration

FUNCTIONS:

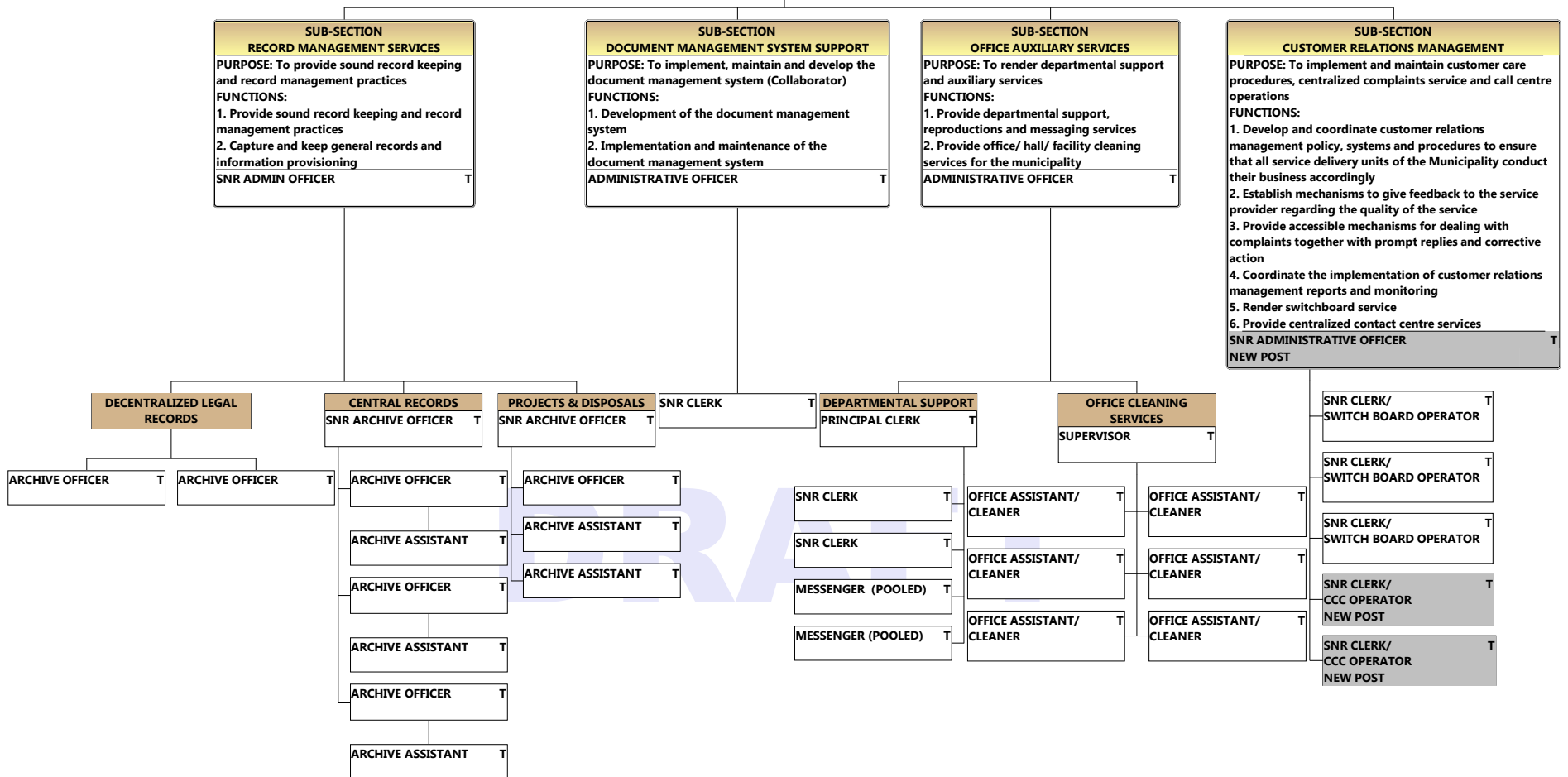
1. Provide sound record keeping and record management practices
2. Implement, maintain and develop the document management system (Collaborator)
3. Render departmental support and auxiliary services
4. Implement and maintain customer care procedures, centralized complaints service and call centre operations

MANAGER: REGISTRY & OFFICE AUXILIARY SERVICES T

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STELLENBOSCH LOCAL MUNICIPALITY
PROPOSED MICRO STRUCTURE - 18 APRIL 2017



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DIVISION
HUMAN RESOURCES MANAGEMENT (HRM)

PURPOSE: To render human resources management and support services to the municipality that will sustain the optimum utilisation of the municipality's human capital

FUNCTIONS:

1. Achieve maximum benefit from the talent potential of individuals within the organisation to enable the development and implementation of the talent and retention strategy for the municipality
2. Ensure remuneration and development, implementation & maintenance of OEI services, norms and standards, services strategies, workforce planning, policies and employee performance appraisal system (EPAS)
3. Render an effective and efficient labour relations function and to ensure compliance with relevant labour legislation, collective agreements and council policy
4. Render occupational health, safety and employees wellness services
5. Render management and line function administrative support services

SNR MANAGER: HRM T

SECTION
ADMINISTRATIVE SUPPORT

PURPOSE: To render management and line function administrative support services

FUNCTIONS:

1. Provide secretarial/ administrative/ logistical support services to the Manager
2. Administer and maintain HR database, contracts and records

ADMIN OFFICER T

OFFICE ASSISTANT/ CLEANER T

SECTION
TALENT MANAGEMENT

PURPOSE: To achieve maximum benefit from the talent potential of individuals within the organisation to enable the development and implementation of the talent and retention strategy for the municipality

MANAGER: TALENT MANAGEMENT T

NEW POST

SEE PAGE 6

SECTION
ORGANISATIONAL EFFICIENCY IMPROVEMENT (OEI)

PURPOSE: To ensure remuneration and development, implementation & maintenance of OEI services, norms and standards, services strategies, workforce planning, policies and employee performance appraisal system (EPAS)

FUNCTIONS:

1. Administer salary-advices / instructions to Finance (Payroll office)
2. Manage organisation design & business modelling
3. Coordinate culture & change management intervention
4. Administer job descriptions, strategic job pricing & evaluation system management
5. Develop and maintain an effective employee performance appraisal system (EPAS)

MANAGER: OEI T

NEW POST

SECTION
LABOUR RELATIONS

PURPOSE: To render an effective and efficient labour relations function and to ensure compliance with relevant labour legislation, collective agreements and council policy

FUNCTIONS:

1. Managing the labour relations function and provide a general administrative and advisory service to management and trade unions
2. Develop, implement and maintain sound labour relation policies and procedures, grievance procedures and disciplinary hearing processes
3. Studying and interpreting all relevant labour legislation and other available literature including case law reports and attend relevant labour law seminars
4. Case management with regard to grievances, disciplinary, incapacity, conciliation and arbitration cases

LR SPECIALIST T

HR OFFICER T

SNR CLERK T

SECTION
OCCUPATIONAL HEALTH & SAFETY (OHS)

PURPOSE: To render occupational health, safety and employees wellness services

FUNCTIONS:

1. Conduct health and safety inspections/ audits and safety meetings
2. Administer IOD claims
3. Coordinate occupational health and safety programmes, identify safety-training needs and nominate OHS representatives
4. Direct the municipality's employee wellness programmes in support of optimum achievement of a healthy working environment for the municipality
5. Coordinate counselling support to staff by selected institutions/ agencies

OHS SPECIALIST T

ASST OHS OFFICER T

ASST OHS OFFICER T

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PROPOSED MICRO STRUCTURE - 18 APRIL 2017



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**SECTION
 TALENT MANAGEMENT**

PURPOSE: To achieve maximum benefit from the talent potential of individuals within the organisation to enable the development and implementation of the talent and retention strategy for the municipality

FUNCTIONS:

1. Render human resources administration services: recruitment and selection, policies, systems, procedures and staff establishment
2. Facilitate / arrange / coordinate training interventions and implement and monitor career pathing, talent management and succession planning
3. Provide an effective personnel administration and benefit function

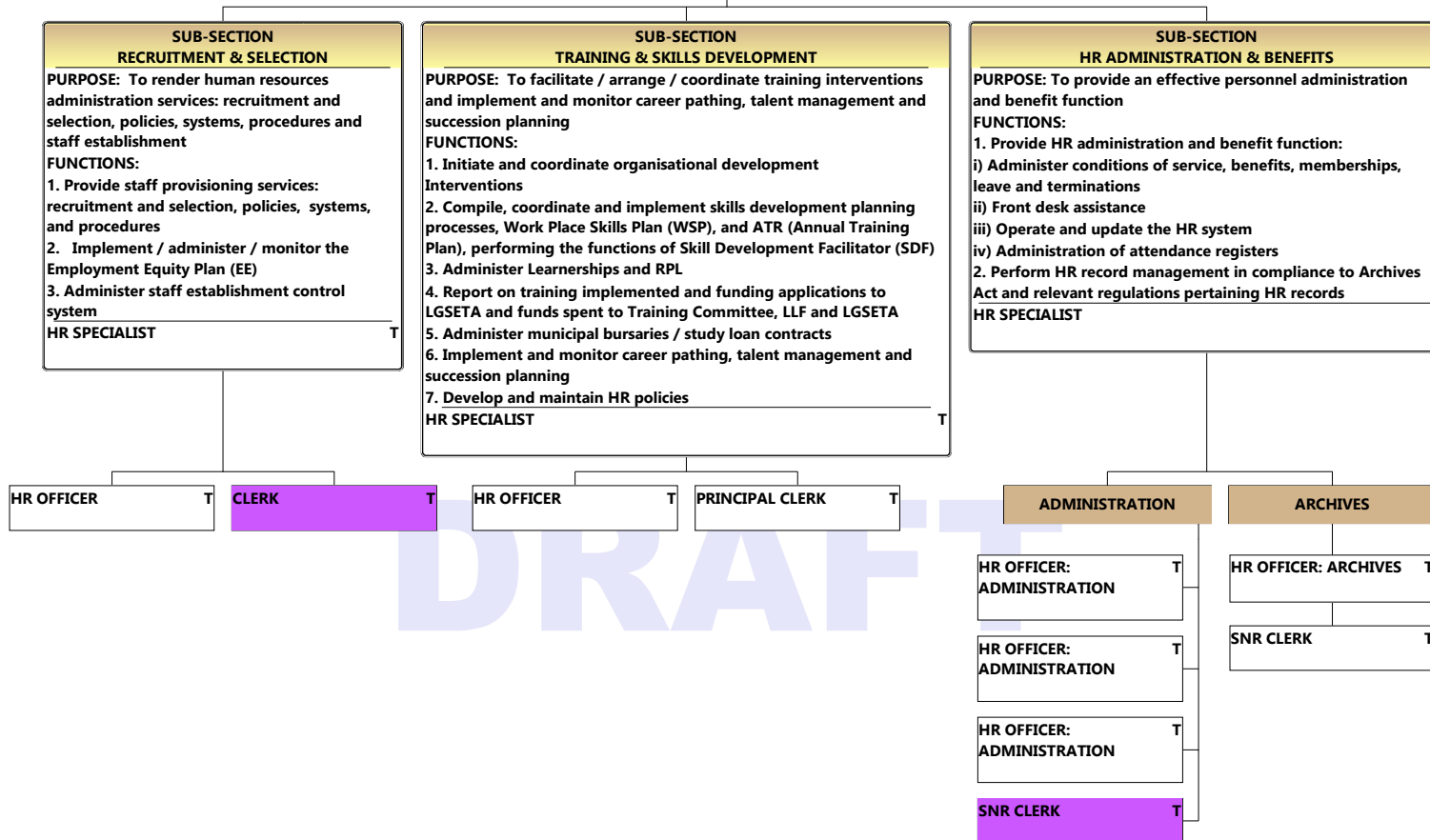
MANAGER: TALENT MANAGEMENT

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PROPOSED MICRO STRUCTURE - 18 APRIL 2017



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DIVISION
INFORMATION & COMMUNICATIONS TECHNOLOGY (ICT)

PURPOSE: To provide effective and efficient information and communication technology services

FUNCTIONS:

1. Provide ICT applications systems, software, database, active directory, helpdesk, lan and desktop support
2. Manage the effective functioning and availability of storage, network, connectivity, hardware, DR and telecoms

SNR MANAGER: ICT T

SECTION
ICT SYSTEMS & DESKTOP SUPPORT

PURPOSE: To provide ICT applications systems, software, database, active directory, helpdesk, lan and desktop support

FUNCTIONS:

1. Ensure sever uptime and system performance
2. Implement cyber crime prevention methods
3. Implement user account management procedures
4. Render proactive monitoring of databases and requirements
5. Coordinate policy and process implementation
6. Provide ICT applications systems and software
7. Provide tailored solutions vs inter-municipal collaboration
8. Coordinate shared services

MANAGER: ICT SYSTEMS & DESKTOP SUPPORT T

SECTION
ICT INFRASTRUCTURE

PURPOSE: To manage the effective functioning and availability of storage, network, connectivity, hardware, DR and telecoms

FUNCTIONS:

1. Provide ICT risk and governance administration
2. Ensure municipal reporting portal
3. Provide remote infrastructure management
4. Render data, voice and video communication management
5. Compile information plan management
6. Perform network security and reviews
7. Ensure system security, archiving, continuity & maintenance
8. Coordinate shared services

MANAGER: ICT INFRASTRUCTURE T

BUSINESS ANALYST T

SNR TECHNICIAN:
 THIRD PARTY SYSTEMS T

ICT ADMINISTRATION
 OFFICER T

ICT ADMINISTRATION
 OFFICER T

SNR TECHNICIAN T

NETWORK
 ADMINISTRATOR T

SNR TECHNICIAN:
 TELECOM SERVICE T

TECHNICIAN T

TECHNICIAN T

TECHNICIAN T

TECHNICIAN T

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STELLENBOSCH LOCAL MUNICIPALITY
PROPOSED MICRO STRUCTURE - 18 APRIL 2017



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**SECTION
 COUNCILLOR'S SUPPORT**

PURPOSE: To manage the offices of the political office bearers to ensure coordinated, efficient and effective administrative and support services

FUNCTIONS:

1. Render secretarial, administrative, liaison and logistical support services to the Political Office Bearers:
 - i) Executive Mayor
 - ii) Speaker
 - iii) Chief Whip
2. Render secretarial, administrative and logistical support services to the political office bearers
3. Advise the Executive Mayor and Political Office Bearers on a daily basis with regard to functional activities

MANAGER: COUNCILLOR'S SUPPORT T

FUNCTIONAL
 REPORTING LINE TO
 POLITICAL OFFICE
 BEARERS

**SUB-SECTION
 EXECUTIVE MAYOR**

PURPOSE: To render secretarial, administrative and logistical support services to the political office bearers

FUNCTIONS:

1. Office management functions
2. Executive secretarial functions
3. Administrative and logistical support
4. Communication and liaison between Executive Mayor and councillors
5. Conduct research, analyses and speech writing

PA: EXECUTIVE MAYOR T

**SUB-SECTION
 DEPUTY EXECUTIVE MAYOR**

PURPOSE: To render secretarial, administrative and logistical support services to the political office bearers

FUNCTIONS:

1. Office management functions
2. Executive secretarial functions
3. Administrative and logistical support

PA: DEPUTY EXECUTIVE MAYOR T
 NEW POST

**SUB-SECTION
 SPEAKER**

PURPOSE: To render secretarial, administrative and logistical support services to the political office bearers

FUNCTIONS:

1. Office management functions
2. Executive secretarial functions
3. Administrative and logistical support
4. Communication and liaison between Speaker and councillors
5. Support management, councillors and/or ward committees in the development of effective strategies and programs to strengthen community involvement and/or participation in Council matters
6. Coordinate ward committees

ADMIN OFFICER T
 PA: SPEAKER T
 NEW POST

**SUB-SECTION
 CHIEF WHIP**

PURPOSE: To render secretarial, administrative and logistical support services to the political office bearers

FUNCTIONS:

1. Office management functions
2. Executive secretarial functions
3. Administrative and logistical support

PA: CHIEF WHIP T
 NEW POST

**SUB-SECTION
 EXECUTIVE COUNCIL SUPPORT**

PURPOSE: To render secretarial, administrative and logistical support services to the fulltime councillors

FUNCTIONS:

1. Office management functions
2. Executive secretarial functions
3. Administrative and logistical support
4. Communication and liaison between stakeholders and councillors
5. Conduct research, analyses and speech writing
6. Render support wrt IDP engagements and public participation processes
7. Render MPAC administrative support services

EXECUTIVE SUPPORT OFFICER T

EXECUTIVE SECRETARY T
 MESSENGER/ DRIVER T
 NEW POST

EXECUTIVE SECRETARY	T	EXECUTIVE SECRETARY	T
WARD ADMINISTRATOR	5/8	WARD ADMINISTRATOR	5/8
WARD ADMINISTRATOR	5/8	WARD ADMINISTRATOR	5/8
WARD ADMINISTRATOR	5/8	WARD ADMINISTRATOR	5/8
WARD ADMINISTRATOR	5/8	WARD ADMINISTRATOR	5/8
WARD ADMINISTRATOR	5/8	WARD ADMINISTRATOR	5/8
WARD ADMINISTRATOR	5/8	WARD ADMINISTRATOR	5/8
WARD ADMINISTRATOR	5/8	WARD ADMINISTRATOR	5/8
WARD ADMINISTRATOR	5/8	WARD ADMINISTRATOR	5/8

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STELLENBOSCH LOCAL MUNICIPALITY
PROPOSED MICRO STRUCTURE - 18 APRIL 2017



RECOMMENDED BY
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____/____/2017

SECTION
PROPERTIES MANAGEMENT & MUNICIPAL BUILDING MAINTENANCE

PURPOSE: To render properties and facilities management administrative processes in respect of all land and property transactions and maintain all municipal buildings

FUNCTIONS:

1. administer land and properties purchases, sales and leases
2. ensure drafting of contracts according to stipulated, developed policies and procedures
3. maintain all municipal buildings, property, fences, structures & public facility maintenance programs of the municip
4. Initiate, coordinate and monitor portfolio management processes of all council properties

MANAGER: PROPERTIES MANAGEMENT & MUNICIPAL BUILDING MAINTENANCE T

SUB-SECTION SALES/ LEASES

PURPOSE: To administer land and properties purchases, sales and leases

FUNCTIONS:

1. Administer all processes regarding alienation, sales, leases, donations, servitudes, notaries agreements, deeds of sales and ownership confirmation of properties
2. Administer land and properties purchases, sales and leases
3. Manage and administer council's immovable assets used for administrative purposes

SNR ADMINISTRATIVE OFFICER T

SUB-SECTION TRANSACTION

PURPOSE: To ensure drafting of contracts according to stipulated, developed policies and procedures

FUNCTIONS:

1. Administration of transfers in respect of municipal houses
2. Monitor usage in terms of contracts and upkeep of council properties

SNR ADMINISTRATIVE OFFICER T

SUB-SECTION MUNICIPAL BUILDING MAINTENANCE

PURPOSE: To maintain all municipal buildings, property, fences, structures & public facility maintenance programs of the municipality

FUNCTIONS:

1. Render property and building maintenance services including basic carpentry and plumbing maintenance services
2. Control and perform the internal construction and maintenance programs with regard to Council's fences, structures, sidings and public facilities
3. Perform regular inspections on facilities and compile maintenance programmes in terms of structures and provide engineering / technical project support
4. Provide renovations and minor construction services to all municipal buildings, property, fences, structures & public facilities
5. Manage preventative maintenance program

SNR SUPERINTENDENT T

CLERK T

CLERK NEW POST T

CLERK T

ASST SUPERINTENDENT T

ARTISAN (PAINTER) T

ARTISAN ASSISTANT T

ARTISAN ASSISTANT T

ARTISAN (PLUMBER) T

ARTISAN ASSISTANT T

ARTISAN ASSISTANT T

ARTISAN (PLUMBER) T

ARTISAN ASSISTANT T

ARTISAN ASSISTANT T

ARTISAN (BRICKLAYER) T

ARTISAN ASSISTANT T

ARTISAN ASSISTANT T

HANDYMAN T

ARTISAN (CARPENTER) T

ARTISAN ASSISTANT T

ARTISAN (CARPENTER) T

ARTISAN ASSISTANT T

CONFIDENTIAL

**STELLENBOSCH LOCAL MUNICIPALITY
PROPOSED MICRO STRUCTURE - 18 APRIL 2017**

DIRECTORATE FINANCIAL SERVICES



RECOMMENDED BY
MUNICIPAL MANAGER

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____/____/2017

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Signature

____/____/2017

**DIRECTORATE
FINANCIAL SERVICES**

PURPOSE: To manage and provide financial services in order to ensure financial viability, compliance and reporting

FUNCTIONS:

1. Manage and control the implementation of budget policies, systems and procedures and financial statement processes, assets and financial management information system to ensure legislative compliance and sound financial management practices
2. Implement and maintain revenue and credit control policies and procedures to ensure sound revenue management practices and compliance
3. Ensure the recording, authorisation and proper execution of expenditure policies, systems, procedures and transactions
4. Manage supply chain management services to ensure proper systems, policies, procedures and control for demand, acquisition, logistics, assets and disposal management
5. Render management and line function executive support services to the directorate

DIRECTOR: FINANCIAL SERVICES (CFO) **SECT. 57**

**SECTION
EXECUTIVE SUPPORT**

PURPOSE: To render management and line function executive support services to the directorate

FUNCTIONS:

1. Provide executive support services
2. Provide logistic/ secretarial support services
3. Provide planning, research, analyses and reporting services to the Director

PERSONAL ASSISTANT **T**

FILING/ ARCHIVES CLERK **T**
NEW POST

**BRANCH
FINANCIAL MANAGEMENT SERVICES**

PURPOSE: To manage and control the implementation of budget policies, systems and procedures and financial statement processes, assets and financial management information system to ensure legislative compliance and sound financial management practices

DEPUTY DIRECTOR: FINANCIAL MANAGEMENT SERVICES **T**

SEE PAGE 11

**BRANCH
REVENUE & EXPENDITURE**

PURPOSE: To implement and maintain revenue and credit control policies and procedures to ensure sound revenue management practices and compliance, and ensure recording, authorisation and proper execution of expenditure policies, systems, procedures and transactions

DEPUTY DIRECTOR: REVENUE & EXPENDITURE

SEE PAGE 15

**DIVISION
SUPPLY CHAIN MANAGEMENT (SCM)**

PURPOSE: To manage supply chain management (SCM) services to ensure proper systems, policies, procedures and control for demand, acquisition, logistics, assets and disposal management

SNR MANAGER: SCM **T**

SEE PAGE 25

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BRANCH
FINANCIAL MANAGEMENT SERVICES

PURPOSE: To manage and control the implementation of budget policies, systems and procedures and financial statement processes, assets and financial management information system to ensure legislative compliance and sound financial management practices

FUNCTIONS:

1. Administer budgeting processes, planning, compilation & reporting, overall budget control, reconciliations and control accounting procedures
2. Prepare and compile Annual Financial Statements (AFS's) and implement procedures, systems and controls to ensure implementation and compliance to all relevant accounting standards
3. Administer assets management processes and procedures, asset register and implementation of asset management policy
4. Administer the financial management information system
5. Render management and line function administrative support services
6. Risk management of the whole financial department

DEPUTY DIRECTOR: FINANCIAL MANAGEMENT SERVICES T

SECTION
ADMINISTRATIVE SUPPORT

PURPOSE: To render management and line function administrative support services

FUNCTIONS:

1. Provide administrative support services
2. Provide planning, research, statistics, analyses and reporting services

ADMIN OFFICER T

OFFICE ASSISTANT/ CLEANER T

OFFICE ASSISTANT/ CLEANER T

DIVISION
BUDGET & COSTING

PURPOSE: To administer budgeting processes, planning, compilation & reporting, overall budget control, reconciliations and control accounting procedures

SNR MANAGER: BUDGET & COSTING T

SEE PAGE 12

DIVISION
FINANCIAL STATEMENTS, COMPLIANCE & REPORTING

PURPOSE: To prepare and compile Annual Financial Statements (AFS's) and implement procedures, systems and controls to ensure implementation and compliance to all relevant accounting standards

SNR MANAGER: FINANCIAL STATEMENTS, COMPLIANCE & REPORTING T

SEE PAGE 13

DIVISION
FINANCIAL ASSET MANAGEMENT

PURPOSE: To administer assets management processes and procedures, asset register and implementation of asset management policy

MANAGER: FINANCIAL ASSET MANAGEMENT NEW POST T

SEE PAGE 14

SECTION
FINANCIAL SYSTEMS

PURPOSE: To administer the financial management information system

FUNCTIONS:

1. Verify, administer financial data on the financial system in order to ensure performance, integrity and security of the financial database:
 - i) Ensure data remains consistent across the database and is clearly defined
 - ii) Control user access to the financial database and ensure data security and recovery control measures
 - iii) Administer financial GIS
2. Implement and maintain the financial accounting system in collaboration with ICT, monthly billing and payroll system processing

FINANCIAL SYSTEM SPECIALIST T

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STELLENBOSCH LOCAL MUNICIPALITY
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**DIVISION
 BUDGET & COSTING**

PURPOSE: To administer budgeting processes, planning, compilation & reporting, overall budget control, reconciliations and control accounting procedures

FUNCTIONS:

1. Administer budgeting processes, planning, compilation & reporting, overall budget control, reconciliations and control accounting procedures
2. Implement accounting policies, systems and procedures to ensure sound financial practices of costing system
3. Responsible for legislated return forms in terms of the budgetary function and assisting with statutory reporting
4. Provide financial management support services to ensure the implementation of policies, systems and procedures in accordance with reporting and accounting requirements and practices
5. Implement effective budget control management to ensure no overspending that may qualify as unauthorised expenditure
6. Administer costing structure to ensure that the cost per function represents all direct and indirect costs
7. Execute all budgeting compliance issues in terms of the compliance register, budget control and accounting procedures
8. Coordinate in-service training and internship programmes in terms of prescribed requirements

SNR MANAGER: BUDGET & COSTING _____ T

INTERNAL FINANCIAL
 INTERNS

**SECTION
 SDBIP MONITORING & BUDGET CONTROL
 UNIT A**

PURPOSE: To administer budgeting processes, planning, compilation & reporting, overall budget control, reconciliations and control accounting procedures - Unit A

FUNCTIONS:

1. Gather and capture information to assist the operating and capital budgeting processes and reporting requirements: planning, strategizing, preparation, tabling, public participation, approval and finalising
2. Prepare and compile annual, adjusted operational and capital budgets including budget assumptions, forecasts based on historical trends and submissions from all user departments
3. Administer adjustment budgeting processes: midyear budget and performance assessment, prepare adjustment budget, process public participation inputs, NT/ PT submissions, virements
4. Render budgetary control through compilation of variance and spending reports and the follow up of overspending patterns
5. Pro-actively advise management on strategies to implement budget and prevent revenue leakage and revenue enhancement

CHIEF ACCOUNTANT _____ T

**SECTION
 SDBIP MONITORING & BUDGET CONTROL
 UNIT B**

PURPOSE: To administer budgeting processes, planning, compilation & reporting, overall budget control, reconciliations and control accounting procedures - Unit B

FUNCTIONS:

1. Gather and capture information to assist the operating and capital budgeting processes and reporting requirements: planning, strategizing, preparation, tabling, public participation, approval and finalising
2. Prepare and compile annual, adjusted operational and capital budgets including budget assumptions, forecasts based on historical trends and submissions from all user departments
3. Administer adjustment budgeting processes: midyear budget and performance assessment, prepare adjustment budget, process public participation inputs, NT/ PT submissions, virements
4. Render budgetary control through compilation of variance and spending reports and the follow up of overspending patterns
5. Pro-actively advise management on strategies to implement budget and prevent revenue leakage and revenue enhancement

CHIEF ACCOUNTANT _____ T

**SECTION
 COSTING**

PURPOSE: To implement accounting policies, systems and procedures to ensure sound financial practices of costing system

FUNCTIONS:

1. Updating of costing structure to ensure that the cost per function represents all direct and indirect costs
2. Administer job/ vehicle/ labour costing processes
3. Administer departmental charge outs
4. Coordinate feedback and liaise with user departments on incident reports

SNR ACCOUNTANT _____ T

ACCOUNTANT
 NEW POST _____ T

SNR CLERK
 NEW POST _____ T

SNR CLERK _____ T

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DIVISION

FINANCIAL STATEMENTS, COMPLIANCE & REPORTING

PURPOSE: To prepare and compile Annual Financial Statements (AFS's) and implement procedures, systems and controls to ensure implementation and compliance to all relevant accounting standards

FUNCTIONS:

1. Render statistical financial administration and statutory financial reporting in terms of applicable legislation
2. Compile monthly and annual financial statements and administer reconciliations
3. Streamline grants reporting and administration to ensure compliance to national and provincial requirements
4. Ensure proper statistical administration and statutory financial reporting in terms of applicable legislation

SNR MANAGER: FINANCIAL STATEMENTS, COMPLIANCE & REPORTING T

SECTION

MFMA REPORTING & COMPLIANCE

PURPOSE: To render statistical financial administration and statutory financial reporting in terms of applicable legislation

FUNCTIONS:

1. Prepare monthly, quarterly, mid-year and yearly reports in accordance with relevant legislation
2. Prepare monthly Appendix B and Schedule C reports to National and Provincial Treasuries
3. Administer financial reporting requirements and procedures
4. Prepare all other reports and statistical information as requested
5. Execute and maintain Standard Chart of Accounts (SCOA)
6. Liaise with different spheres of governments and ensure sound effective communication
7. Handle reporting queries

CHIEF ACCOUNTANT T

SECTION

FINANCIAL STATEMENTS & RECONCILIATIONS

PURPOSE: To compile monthly and annual financial statements and administer reconciliations

FUNCTIONS:

1. Administer bank reconciliations, daily cash flow and investment management and insurance portfolio
2. Administer financial reporting requirements and procedures
3. Maintain general ledger and votes structure
4. Handle audit files and audit outcomes
5. Administer borrowing and investments management process
6. Control the implementation of accounting policies, systems and procedures

CHIEF ACCOUNTANT T

SNR CLERK
NEW POST T

BANK RECONCILIATIONS

SNR CLERK T

RECONCILIATIONS

SNR CLERK
NEW POST T

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DIVISION
FINANCIAL ASSET MANAGEMENT

PURPOSE: To administer assets management processes and procedures, asset register and implementation of asset management policy

FUNCTIONS:

1. Administer assets management processes and procedures
2. Coordinate insurance portfolio processes
3. Render a corporate fleet administration service to the municipality

MANAGER: FINANCIAL ASSET MANAGEMENT T

NEW POST

SECTION
ASSET MANAGEMENT

PURPOSE: To administer assets management processes and procedures

FUNCTIONS:

1. Administer assets management processes and assets registers
2. Develop and implement asset management system, policies and procedures
3. Develop and maintain strategic and annual asset management plans
4. Develop asset needs assessment, acquisition management, operational and disposal plans
7. Investigate and report on variances and provide recommendations to resolve discrepancies
8. Develop, implement and manage mechanisms to effectively safeguard assets

CHIEF ACCOUNTANT T

SECTION
INSURANCE

PURPOSE: To coordinate insurance portfolio processes

FUNCTIONS:

1. Administer insurance procedures
2. Administer the settlement of all claims received
3. Interacting with the insurance company on the status of the Municipality's insurance portfolio and verifying that all assets are insured at replacement or market value
4. Prepare draft tender documents for the invitation of short term insurance
5. Update and maintain information, transactional records and insurance documentation and registers
6. Enable electronic insurance payments

CHIEF CLERK T

NEW POST

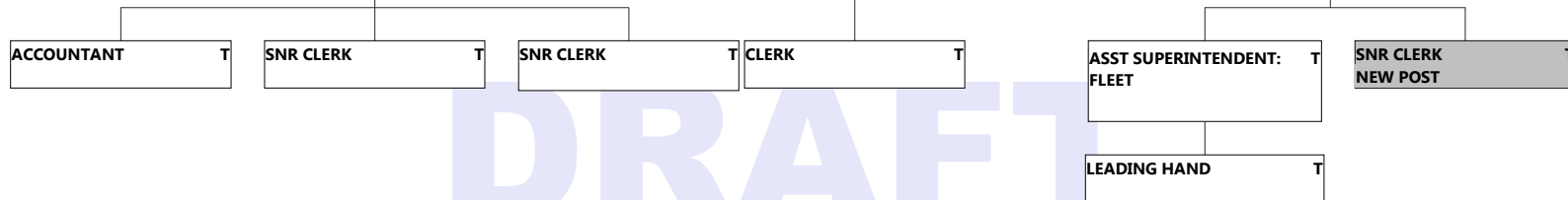
SECTION
FLEET MANAGEMENT

PURPOSE: To render a corporate fleet administration service to the municipality

FUNCTIONS:

1. Provide official vehicle inspection and driver training services
2. Develop, implement and maintain a fleet management program and system to ensure effectiveness, affordability and efficiency
3. Provide administrative support services to (insurance, assessment of fleet statistics and needs, monitoring fleet administration processes and controls, reporting)
4. Determining and monitoring of operational criteria

FLEET MANAGEMENT OFFICER T



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**BRANCH
REVENUE & EXPENDITURE**

PURPOSE: To implement and maintain revenue and credit control policies and procedures to ensure sound revenue management practices and compliance, and ensure recording, authorisation and proper execution of expenditure policies, systems, procedures and transactions

FUNCTIONS:

1. Implement and maintain revenue and credit control policies and procedures to ensure sound revenue management practices and compliance
2. Ensure the recording, authorisation and proper execution of expenditure policies, systems, procedures and transactions
3. Render management and line function administrative support services
4. Implement revenue protection processes and procedures

DEPUTY DIRECTOR: REVENUE & EXPENDITURE

**SECTION
ADMINISTRATIVE SUPPORT**

PURPOSE: To render management and line function administrative support services

FUNCTIONS:

1. Provide administrative support services
2. Provide planning, research, statistics, analyses and reporting services

ADMIN OFFICER T

OFFICE ASSISTANT/ CLEANER T

OFFICE ASSISTANT/ CLEANER T

**DIVISION
REVENUE**

PURPOSE: To implement and maintain revenue and credit control policies and procedures to ensure sound revenue management practices and compliance

SNR MANAGER: REVENUE

SEE PAGE 16

**DIVISION
EXPENDITURE**

PURPOSE: To ensure the recording, authorisation and proper execution of expenditure policies, systems, procedures and transactions

SNR MANAGER: EXPENDITURE

SEE PAGE 23

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STELLENBOSCH LOCAL MUNICIPALITY
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____/____/2017

**DIVISION
 REVENUE**

PURPOSE: To implement and maintain revenue and credit control policies and procedures to ensure sound revenue management practices and compliance

FUNCTIONS:

1. Implement and maintain revenue and credit control policies and procedures to ensure sound revenue management practices and compliance
2. Ensure the recording, authorisation and proper execution of expenditure policies, systems, procedures and transactions
3. Render management and line function administrative support services

 SNR MANAGER: REVENUE

**SECTION
 ADMINISTRATIVE SUPPORT**

PURPOSE: To render management and line function administrative support services

FUNCTIONS:

1. Provide administrative support services
2. Provide planning, research, statistics, analyses and reporting services

ADMIN OFFICER T
 NEW POST

FILING CLERK T
 NEW POST

**SECTION
 CONSUMER ACCOUNTS & VALUATIONS**

PURPOSE: To administer billing, rates and taxes and property valuations in accordance with legislative prescripts and coordinate customer care management services

CHIEF ACCOUNTANT T

SEE PAGE 17

**SECTION
 CASH MANAGEMENT & CREDIT CONTROL**

PURPOSE: To manage and administer cashiering, receipting, credit control policy and procedures in accordance with regulations and Council

SNR ACCOUNTANT T

SEE PAGE 19

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STELLENBOSCH LOCAL MUNICIPALITY
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___/___/2017

SECTION
CONSUMER ACCOUNTS & VALUATIONS

PURPOSE: To administer billing, rates and taxes and property valuations in accordance with legislative prescripts and coordinate customer care management services

FUNCTIONS:

1. Provide meter reading, water and electricity billing services
2. Administer rates and taxes
3. Administer valuations in accordance with legislative prescripts

CHIEF ACCOUNTANT T

SUB-SECTION
SERVICES

PURPOSE: To provide meter reading, water and electricity billing services

ACCOUNTANT T

SEE PAGE 18

SUB-SECTION
RATES & TAXES

PURPOSE: To administer rates and taxes

FUNCTIONS:

1. Assist with compilation of statistics; check journals and data changes; approve and check customer tariffs and perform special rating area functions
2. Accurate levying of fixed municipal rates and taxes according to council's By-Laws
3. Ensuring levying of rates and taxes in accordance with rates policy in order to maintain and extend council tax base
4. Ensure the levying of service charges e.g. sewerage and refuse
5. Ensuring the regular reconciliation of rates and taxes accounts against valuation roll
6. Issuing of clearances
7. Maintain Council's property owners system and balance erf sale register
8. Administer revenue protection processes and procedures
9. Administer and ensure compliance by both parties with Financial Agreements signed between municipality and SRA(s):
 - i) Debtor administration pertaining to SRAs
 - ii) Reporting and statistics with regards to SRA
 - iii) Financial administration with regards to SRAs

ACCOUNTANT T

SUB-SECTION
VALUATIONS

PURPOSE: To administer valuations in accordance with legislative prescripts

FUNCTIONS:

1. Administer all valued properties within the municipality for purposes of levying rates
2. Prepare, certify and submit valuation roll
3. Apply consultation and objection procedures
4. Provide administrative support regarding valuation matters
5. Directs the processes of general and supplementary valuations
6. Administer and maintain financial procedures regarding property valuation
7. Maintain the property register
8. Liaise with Valuer

SNR VALUATION OFFICER T

CHIEF CLERK T

SNR CLERK T

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 NEW POST T

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 NEW POST T

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STELLENBOSCH LOCAL MUNICIPALITY
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SUB-SECTION SERVICES

PURPOSE: To provide meter reading, water and electricity billing services

FUNCTIONS:

1. Billing, debtors accounts, generate accounts and journals
2. Administer and manage meter reading services, download meter reader units, generate electronic reports, interdepartmental charges, manage meter reading routes, service charges, cut-off lists, cutting off and switching on meters; readings for new applications & disconnection.
3. Prepare refunds on remaining credits and deposits on closed accounts
4. Reconciliation of the monthly movements with ledger in relation to the relevant votes
5. Administer water & electricity records; water & electricity consumption; bulk meter readings; process final accounts trial billing runs
6. Revenue protection through physical inspections
7. Handle queries and complaints from the general public in respect of accounts; service applications/disconnections; correctness of water and electricity records
8. Administer revenue protection processes and procedures

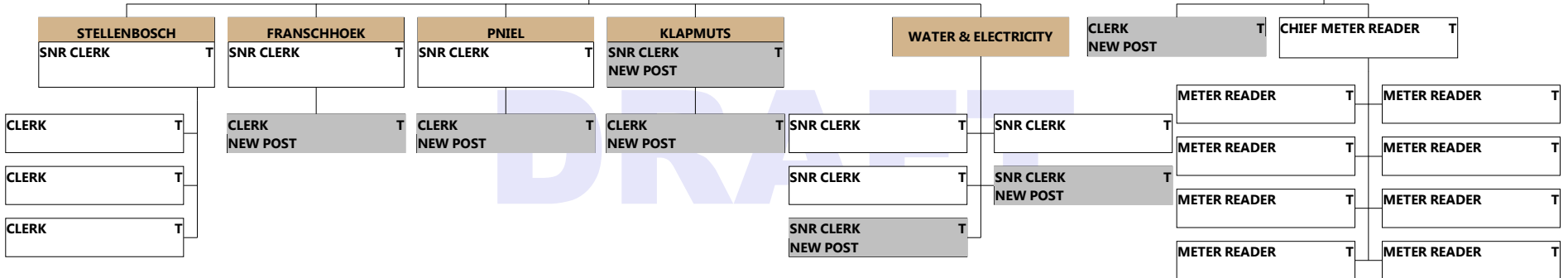
ACCOUNTANT T

**CUSTOMER CARE,
 ENQUIRIES, LIAISON,
 WATER & ELECTRICITY**

CHIEF CLERK T

METER READING

SNR CLERK T



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**SECTION
CASH MANAGEMENT & CREDIT CONTROL**

PURPOSE: To manage and administer cashiering, receipting, credit control policy and procedures in accordance with regulations and Council

FUNCTIONS:

1. Administer sundry debtors, cashiering and receipting
2. Administer and coordinate credit control and debt recovery, housing finance, sundry debtors and cash management
3. Administer credit control policy and procedures, indigent and legal actions in accordance with regulations and Council policies

SNR ACCOUNTANT T

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Signature

____/____/2017

**SUB-SECTION
SUNDRY DEBTORS & CASHIERS**

PURPOSE: To administer sundry debtors, cashiering and receipting

ACCOUNTANT T

SEE PAGE 20

**SUB-SECTION
CREDIT CONTROL & DISCONNECTIONS**

PURPOSE: To administer and coordinate credit control and debt recovery, housing finance, sundry debtors and cash management

ACCOUNTANT T

SEE PAGE 21

**SUB-SECTION
INDIGENT & PRE-LEGAL SERVICES**

PURPOSE: To administer credit control policy and procedures, indigent and legal actions in accordance with regulations and Council policies

ACCOUNTANT T

SEE PAGE 22

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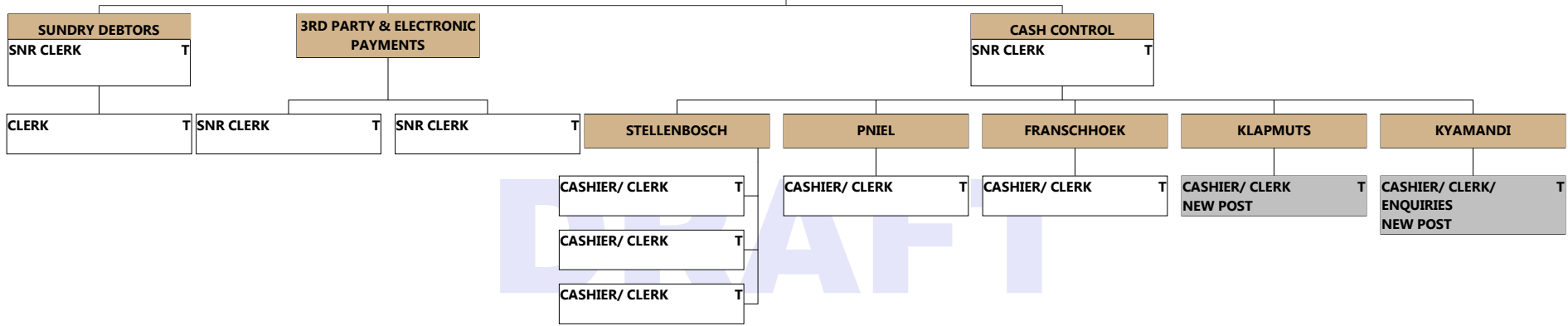
**SUB-SECTION
SUNDRY DEBTORS & CASHIERS**

PURPOSE: To administer sundry debtors, cashiering and receipting

FUNCTIONS:

1. Administer sundry income in accordance to signed contracts and Council's by laws
2. Printing and posting of sundry accounts and diverse debtors
3. Administer collections with respect to housing scheme, perform general financial administration, compile rental and service tariffs, reconcile long term debtors, selling and rental schemes and capital unsold units
4. Receipting, capture financial transactions, receive monies, cashier services, assistance to the public, income protection and control , financial control procedures and administration of the council's Pay points
5. Ensure revenue protection through physical inspections
6. Handle queries and complaints from the general public in respect of accounts

ACCOUNTANT T



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**SUB-SECTION
CREDIT CONTROL & DISCONNECTIONS**

PURPOSE: To administer and coordinate credit control and debt recovery, housing finance, sundry debtors and cash management

FUNCTIONS:

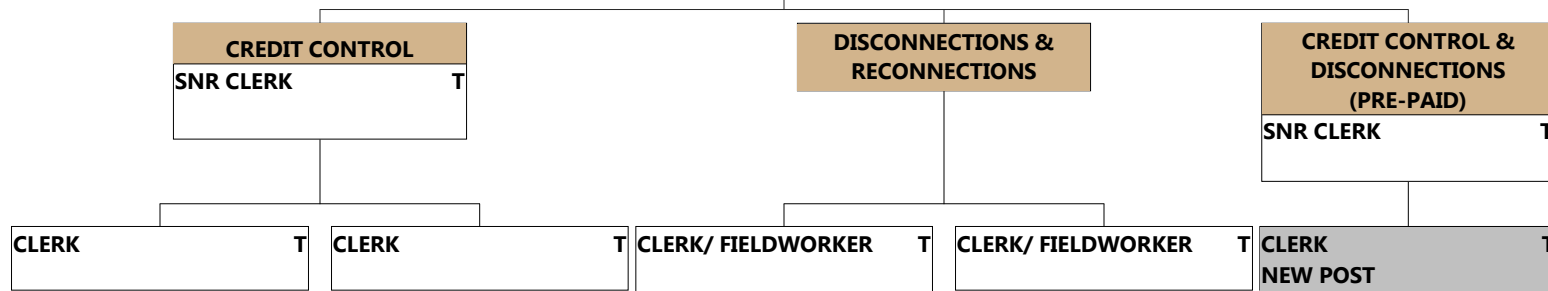
1. Maintain Council's debtor's arrangement file system
2. Recommend disconnections & reconnections
3. Admin & maintenance of notices and reminders for debtors accounts up to 60 days
4. Identification of potential write-offs
5. Control & maintain Council's debtor files
6. Liaison with internal and external parties

ACCOUNTANT T

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____/____/2017



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**STELLENBOSCH LOCAL MUNICIPALITY
PROPOSED MICRO STRUCTURE - 18 APRIL 2017**



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MUNICIPAL MANAGER

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**SUB-SECTION
INDIGENT & PRE-LEGAL SERVICES**

PURPOSE: To administer credit control policy and procedures, indigent and legal actions in accordance with regulations and Council policies

FUNCTIONS:

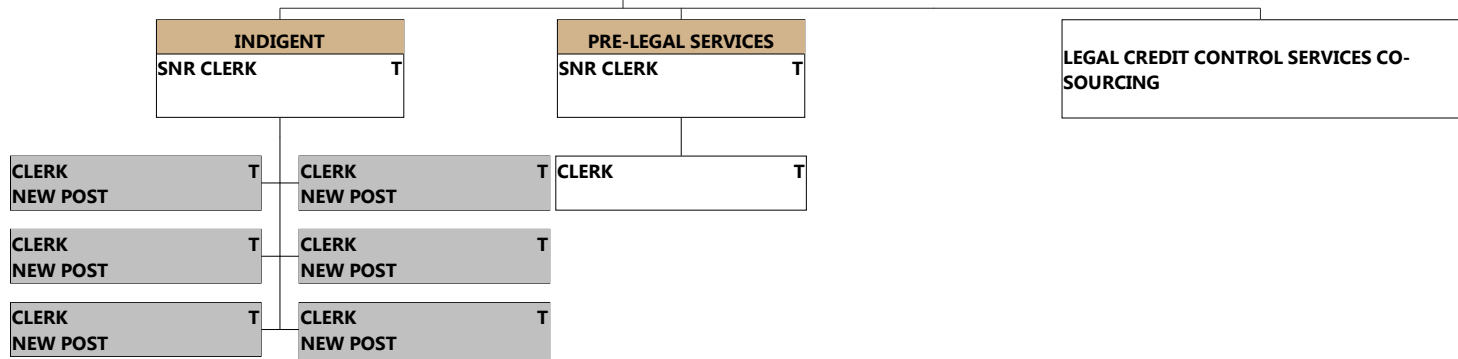
1. Generation and co-ordinating of the monthly notices and final demands for debtors with accounts outstanding above 60 days
2. Generation, evaluation and compilation of handover lists to Council's attorney
3. Maintain and supervise Council's hand over file system
4. Administration of processes i.r.o debtors under debt review, administration, insolvent / late estates, liquidations etc
5. Supervise Council's indigent registration processes
6. Check applications for refunds
7. Recommend potential debtors for write off
8. Manage all accounts in respect of staff, councillor and government accounts
9. Liaise with external service providers regarding legal credit control services

ACCOUNTANT T

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Signature

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**DIVISION
 EXPENDITURE**

PURPOSE: To ensure the recording, authorisation and proper execution of expenditure policies, systems, procedures and transactions

FUNCTIONS:

1. Manage the recording, authorisation, executing and reporting of creditors and payroll related payment transactions
2. Handle month end and year end procedures, control integration of creditors with ledger, reconciliations, balance records
3. Render management and line function administrative support services

SNR MANAGER: EXPENDITURE

**SECTION
 ADMINISTRATIVE SUPPORT**

PURPOSE: To render management and line function administrative support services

FUNCTIONS:

1. Provide administrative support services
2. Provide planning, research, statistics, analyses and reporting services

ADMIN OFFICER T
 NEW POST

**SECTION
 CREDITORS & PAYROLL**

PURPOSE: To manage the recording, authorisation, executing and reporting of creditors and payroll related payment transactions

SNR ACCOUNTANT T

SEE PAGE 24

**SECTION
 RECONCILIATIONS**

PURPOSE: To handle month end and year end procedures, control integration of creditors with ledger, reconciliations, balance records

FUNCTIONS:

1. Administer bank statements
2. Administer retention register
3. Financial control procedures, answer audit queries, financial/statistical reports, computerised systems requirements and maintenance
4. Implement and maintain expenditure processes and procedures, including outstanding orders, customer enquiries and filing

ACCOUNTANT T
 NEW POST

CLERK T
 NEW POST

CLERK T
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FILING
 CLERK T

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SECTION
CREDITORS & PAYROLL

PURPOSE: To manage the recording, authorisation, executing and reporting of creditors and payroll related payment transactions

FUNCTIONS:

1. Provide recording, authorisation, executing and reporting of creditors, ad-hoc payments transactions and EFT payments on system
2. Provide recording, authorisation, executing and reporting of payroll transactions

SNR ACCOUNTANT T

SUB-SECTION
CREDITORS

PURPOSE: To provide recording, authorisation, executing and reporting of creditors, ad-hoc payments transactions and EFT payments on system

FUNCTIONS:

1. Accurate timeous payment of council's creditors according to the approved budget and in compliance with all the council's policies and Municipal Finance Management Act and other relevant prescripts
2. Implement and maintain expenditure processes and procedures, including adhoc payments, VAT, EFT, process invoices, master file of council creditors, outstanding orders, customer enquiries and filing

ACCOUNTANT T

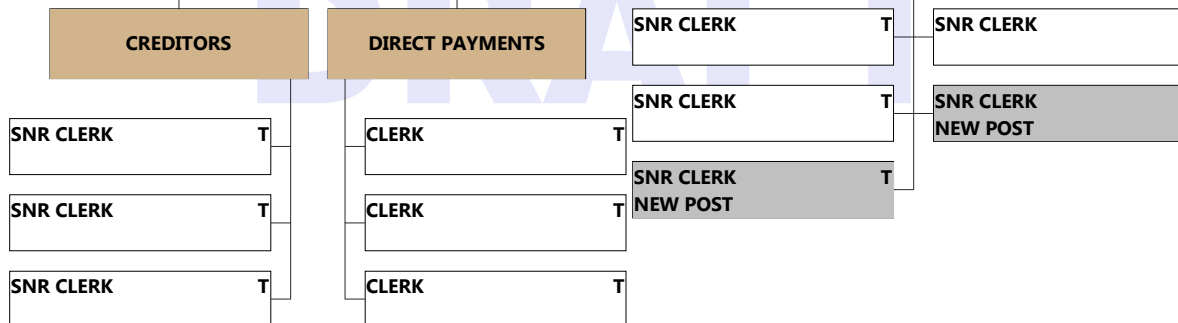
SUB-SECTION
PAYROLL

PURPOSE: To provide recording, authorisation, executing and reporting of payroll transactions

FUNCTIONS:

1. Compile and administer salary budget
2. Handle staff queries, housing subsidies, deductions, pay group insurance, insurance policies, medical aid funds and pension funds
3. Administer third party payments
4. Pay salaries and wages, allowances, S&T claims
5. Capture and update details of employees on the payroll system, prepare and effect payment of salaries, balance control accounts for salaries, reconciliation
6. Create statistical reports, generate IRP 5's, generate payroll

ACCOUNTANT T



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DIVISION
SUPPLY CHAIN MANAGEMENT (SCM)

PURPOSE: To manage supply chain management (SCM) services to ensure proper systems, policies, procedures and control for demand, acquisition, logistics, assets and disposal management

FUNCTIONS:

1. Render a demand management service
2. Render an acquisition management service
3. Render an acquisition management service for purchases lower than R30 000
4. Administer and perform SCM procurement contract and tender administration
5. Coordinate, control and apply logistics and disposal management practices and procedures in order to administer and manage the receipt, safeguarding and issuing of store items
6. Render management and line function administrative support services

SNR MANAGER: SCM T

SECTION
ADMINISTRATIVE SUPPORT

PURPOSE: To render management and line function administrative support services

FUNCTIONS:

1. Provide administrative support services
2. Provide planning, research, statistics, analyses and reporting services

SNR CLERK T

SECTION
DEMAND MANAGEMENT

PURPOSE: To render a demand management service

SNR ACCOUNTANT T

SEE PAGE 26

SECTION
ACQUISITION MANAGEMENT (ABOVE R30 000)

PURPOSE: To render acquisition management services

SNR ACCOUNTANT T

SEE PAGE 27

SECTION
ACQUISITION MANAGEMENT (BELOW R30 000)

PURPOSE: To render acquisition management services for purchases lower than R30 000

SNR BUYER T
 NEW POST

SEE PAGE 28

SECTION
STORES & DISPOSAL MANAGEMENT

PURPOSE: To coordinate, control and apply logistics and disposal management practices and procedures in order to administer and manage the receipt, safeguarding and issuing of store items

FUNCTIONS:

1. Apply logistics management practices
2. Execute prescribed procurement practices, orders, requisitions, assessing patrons' needs, dispatch goods
3. Administer and control specific accounting procedures associated with disposal management
4. Administer the disposal of obsolete items/ goods and maintain a database of redundant materials/ goods

ACCOUNTANT T

STORES ADMINISTRATOR T

STORES ASSISTANT T

STORES ASSISTANT T

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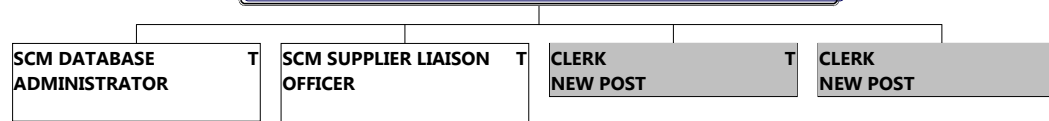
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SECTION DEMAND MANAGEMENT	
PURPOSE: To render a demand management service	
FUNCTIONS:	
1. Compile annual demand management plan	
2. Develop procurement strategy	
3. Perform needs analyses	
4. Perform expenditure analysis with respect to payments, quotations and bids	
5. Compile specifications and terms of reference	
6. Maintain supplier database, perform market research and sourcing of suppliers	
7. Perform commodity analysis	
8. Render bid administrative support function to bid committees and maintain bid registers	
9. Administer and perform SCM procurement contract and tender administration:	
i) Administer tender administration, conditions of contracts and CIDB	
ii) Perform SCM procurement contracts, risks and performance management processes	
iii) Implement effective systems for contract, performance and risk management	
iv) Develop legal framework for contract management and administration	
v) Monitor and report on contracts	
SNR ACCOUNTANT	T

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**SECTION
ACQUISITION MANAGEMENT
(ABOVE R30 000)**

PURPOSE: To render acquisition management services

FUNCTIONS:

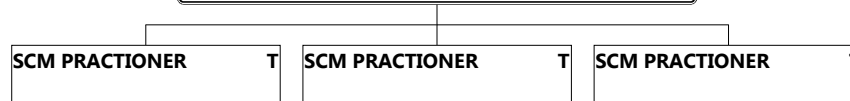
1. Formulate, implement and monitor the annual demand management plan (inclusive of strategic and operational procurement plan)
2. Process and apply bid systems to solicit responses in the form of quotations from suppliers/ vendors or service providers
3. Perform procurement function for department (inclusive of transversal bids) and facilitate the emergency procurement process
4. Execute procurement process compliance
6. Administer concluded contracts, interact with departments to establish conformance with specifications, terms and conditions and related legal aspects
7. Perform Bid operations, compilation, evaluation, adjudication, administration, maintenance of bid registers and bid reporting

SNR ACCOUNTANT T

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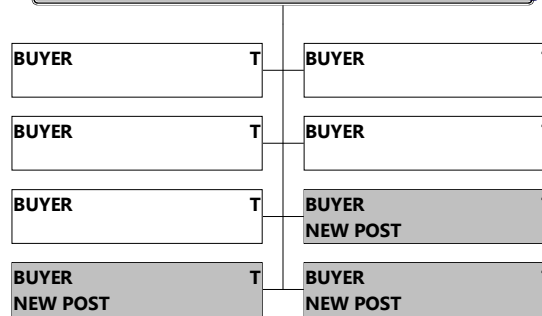
____/____/2017

SECTION ACQUISITION MANAGEMENT (BELOW R30 000)	
PURPOSE: To render acquisition management services for purchases lower than R30 000 FUNCTIONS: <ol style="list-style-type: none"> 1. Coordinate and control procurement and/ or purchasing sequences 2. Confirm capacity and capability of suppliers to meet specific requirements 3. Monitor compliance and perform supplier audits and performance evaluation 4. Collate and verify transactional documentation (requisitions, delivery notes.) 5. Provide detailing report on outstanding/ back orders and re-order status 6. Analyze inventory schedules to determine critical needs 	
SNR BUYER	T
NEW POST	

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DIRECTORATE
PLANNING & ECONOMIC DEVELOPMENT



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**DIRECTORATE
PLANNING & ECONOMIC DEVELOPMENT**

PURPOSE: To ensure the functional and proactive planning and implementation of the municipality's constitutional obligation pertaining to environmental, social and economic development

FUNCTIONS:

1. Render development management services
2. Undertake development planning to address development challenges and facilitate sustainable development
3. Provide integrated human settlements administration and support services to address the housing needs in the area
4. Render administrative support services and ensure implementation of electronic and digital application systems

DIRECTOR: PLANNING & ECONOMIC DEVELOPMENT SECT. 57

**DIVISION
DEVELOPMENT MANAGEMENT**

PURPOSE: To render development management services

SNR MANAGER: DEVELOPMENT MANAGEMENT T

NEW POST

SEE PAGE 30

**DIVISION
DEVELOPMENT PLANNING**

PURPOSE: To undertake development planning to address development challenges and facilitate sustainable development

SNR MANAGER: DEVELOPMENT PLANNING T

NEW POST

SEE PAGE 33

**DIVISION
INTEGRATED HUMAN SETTLEMENTS**

PURPOSE: To provide integrated human settlements administration and support services to address the housing needs in the area

SNR MANAGER: INTEGRATED HUMAN SETTLEMENTS T

SEE PAGE 36

**SECTION
ARCHIVES & ADMINISTRATIVE SUPPORT**

PURPOSE: To render administrative support services and ensure implementation of electronic and digital application systems

MANAGER: ARCHIVES & ADMINISTRATIVE SUPPORT T

SEE PAGE 39

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DIVISION
DEVELOPMENT MANAGEMENT

PURPOSE: To render development management services

FUNCTIONS:

- Administer, uphold and ensure compliance with municipal planning and related legislation and by-laws, policies and guidelines and ensure and enforce compliance with all relevant legislation and resolutions in order to create a safe and attractive environment
- Administer, uphold and ensure compliance with building regulations and related by-laws, polices and guidelines and ensure and enforce compliance of Building Plan Permissions in order to create a safe and attractive built environment
- Obtain, process, research and manage development information in support of development planning and management
- Render management and line function administrative support services

SNR MANAGER: DEVELOPMENT MANAGEMENT T
 NEW POST

SECTION
ADMINISTRATIVE SUPPORT

PURPOSE: To render management and line function administrative support services

FUNCTIONS:

- Provide administrative support services
- Provide planning, research, statistics, analyses and reporting services

ADMIN ASSISTANT T
 NEW POST

SECTION
LAND USE MANAGEMENT

PURPOSE: To administer, uphold and ensure compliance with municipal planning and related legislation and by-laws, policies and guidelines and ensure and enforce compliance with all relevant legislation and resolutions in order to create a safe and attractive environment

MANAGER: LAND USE MANAGEMENT T

SEE PAGE 31

SECTION
BUILDING DEVELOPMENT MANAGEMENT

PURPOSE: To administer, uphold and ensure compliance with building regulations and related by-laws, polices and guidelines and ensure and enforce compliance of Building Plan Permissions in order to create a safe and attractive built environment

MANAGER: BUILDING DEVELOPMENT MANAGEMENT T

SEE PAGE 32

SECTION
DEVELOPMENT INFORMATION (GIS)

PURPOSE: To obtain, process, research and manage development information in support of development planning and management

FUNCTIONS:

- Manage and maintain development information systems
- Produce related topical planning reports
- Implement the spatial and land use Geographical Information System (GIS) in collaboration with ICT
- Edit, create and maintain the geographic and tabular GIS databases
- Ensure and verify integrity, quality and accuracy of GIS information and data

MANAGER: DEVELOPMENT INFORMATION (GIS) T
 NEW POST

GIS TECHNICIAN T

GIS DATABASE ADMINISTRATOR T
 NEW POST

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SECTION
LAND USE MANAGEMENT

PURPOSE: To administer, uphold and ensure compliance with municipal planning and related legislation and by-laws, policies and guidelines and ensure and enforce compliance with all relevant legislation and resolutions in order to create a safe and attractive environment

FUNCTIONS:

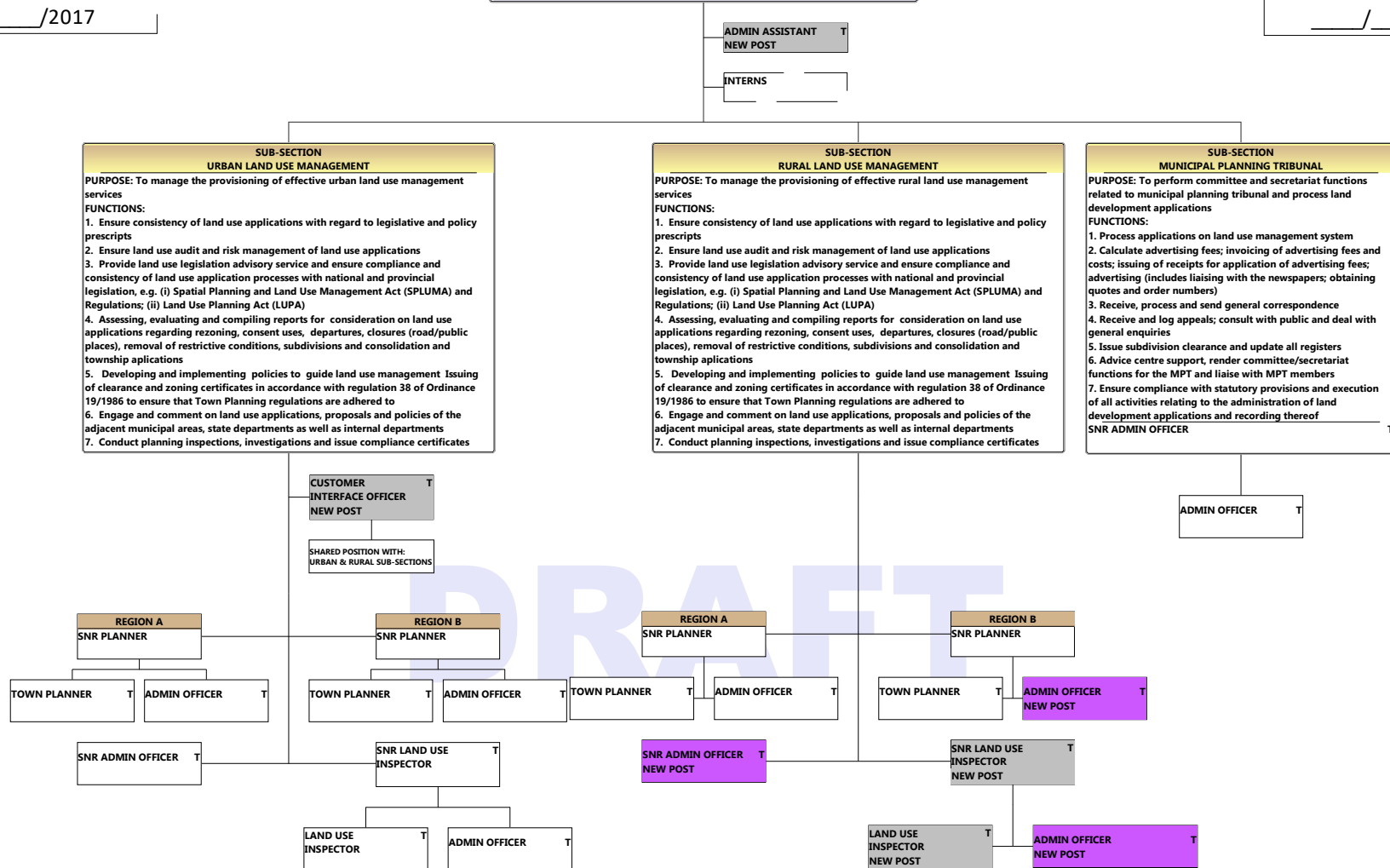
1. Manage the provisioning of effective urban land use management services
2. Manage the provisioning of effective rural land use management services
3. Perform committee and secretariat functions related to municipal planning tribunal and process land development applications

MANAGER: LAND USE MANAGEMENT T

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SECTION
BUILDING DEVELOPMENT MANAGEMENT

PURPOSE: To administer, uphold and ensure compliance with building regulations and related by-laws, polices and guidelines and ensure and enforce compliance of Building Plan Permissions in order to create a safe and attractive built environment

FUNCTIONS:

1. Ensure compliance and related law enforcement of building works with approved building plans, statutory requirements and approvals
2. Uphold the Building Regulations and applicable by-laws, policies and guidelines in the approval of building plans
3. Receive and verify information recorded on applications from clients

MANAGER: BUILDING DEVELOPMENT MANAGEMENT T

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____/____/2017

ADMIN ASSISTANT T

SUB SECTION
BUILDING CONTROL & INSPECTORATE

PURPOSE: To ensure compliance and related law enforcement of building works with approved building plans, statutory requirements and approvals

FUNCTIONS:

1. Make recommendations to the Council, regarding any plans, specifications, documents and information submitted to the Council in terms of relevant legislation
2. Ensure that any instruction given in terms of the Act by the Council, be carried out
3. Inspect the erection of a building and any activity or matters connected therewith, in respect of which approval referred to relevant legislation was granted
4. Report to Council regarding non-compliance with any conditions

PROFESSIONAL OFFICER: BUILDING CONTROL T

SUB-SECTION
BUILDING PLAN APPROVALS

PURPOSE: To uphold the Building Regulations and applicable by-laws, policies and guidelines in the approval of building plans

FUNCTIONS:

1. Coordinate and control administrative functions and attend to the implementation of procedures, building plan circulation, pre-scrutiny of building plan applications and administrative functions
2. Serve the customer interface in providing a professional service to the public in respect to the receiving of building plan applications and to ensure that the technical and administrative integrity of submitted applications
3. Process the received building plan applications in terms of the relevant legislation as well as policies and to ensure that statutory decision-making processes pertaining to the applications are dealt with in a manner that satisfy statutory requirements

CHIEF PLANS EXAMINER
 NEW POST

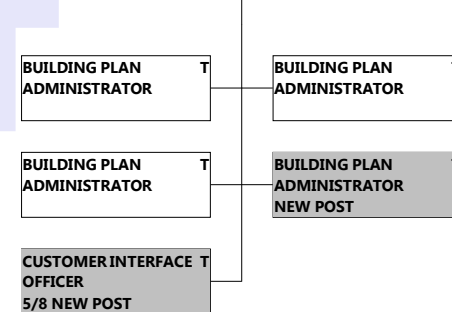
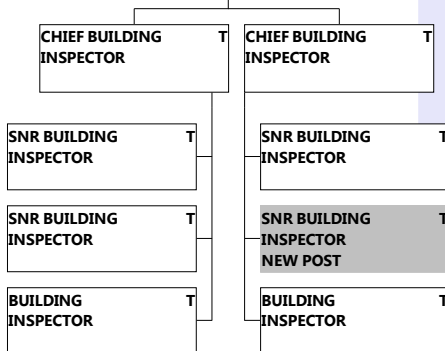
SUB-SECTION
PLANNING ADMINISTRATION

PURPOSE: To receive and verify information recorded on applications from clients

FUNCTIONS:

1. Interact with clients on outstanding information
2. Inform clients on building plan process and progress and check accuracy of data on specific applications
3. Perform administrative functions associated with building plan process
4. Implement approved workflow processes, procedures and documentation
5. Render effective implementation of the collaborator and liaise with Registry in order to allow adherence to the relevant legislation

SNR ADMIN OFFICER T



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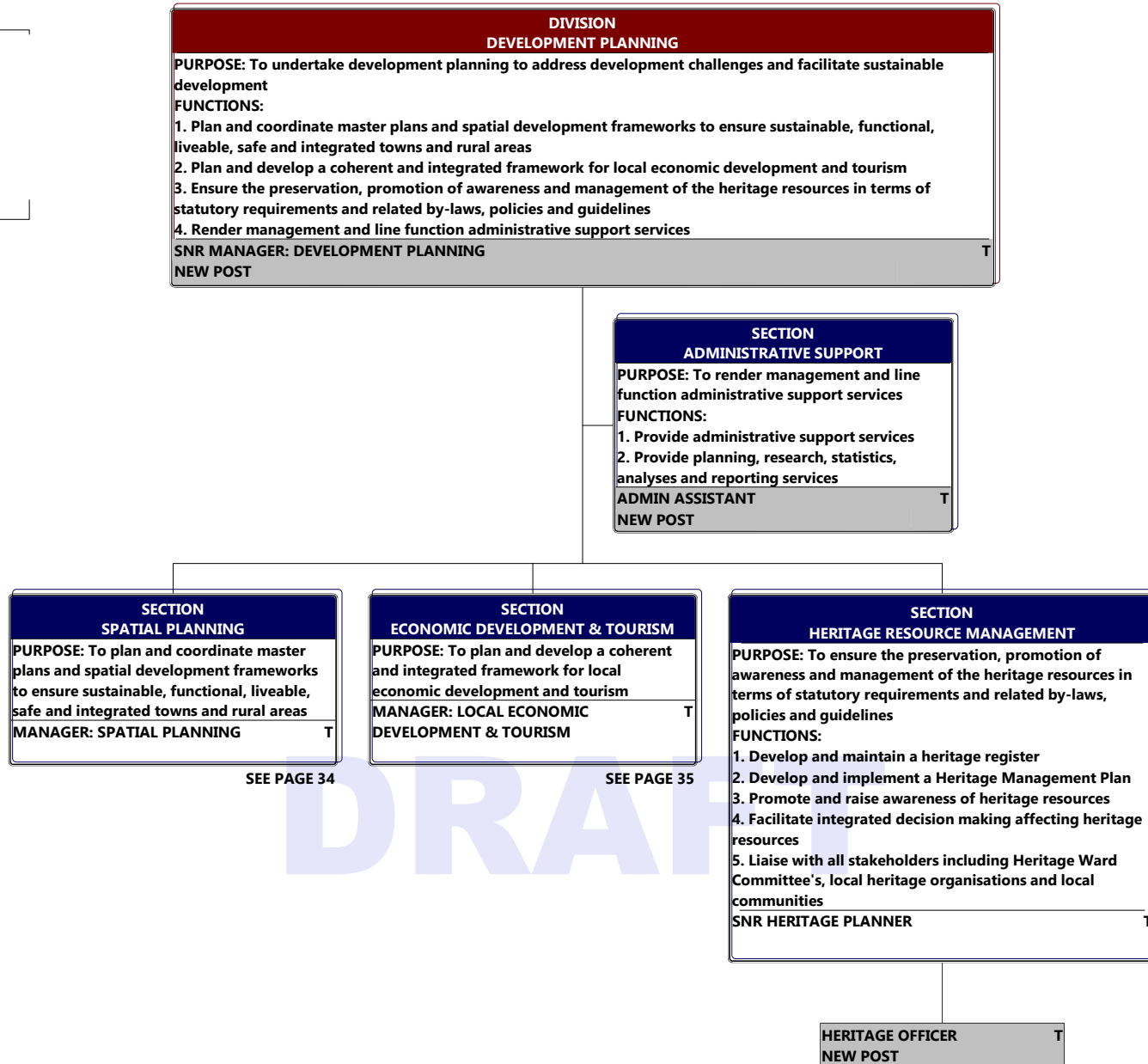
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**SECTION
 SPATIAL PLANNING**

PURPOSE: To plan and coordinate master plans and spatial development frameworks to ensure sustainable, functional, liveable, safe and integrated towns and rural areas

FUNCTIONS:

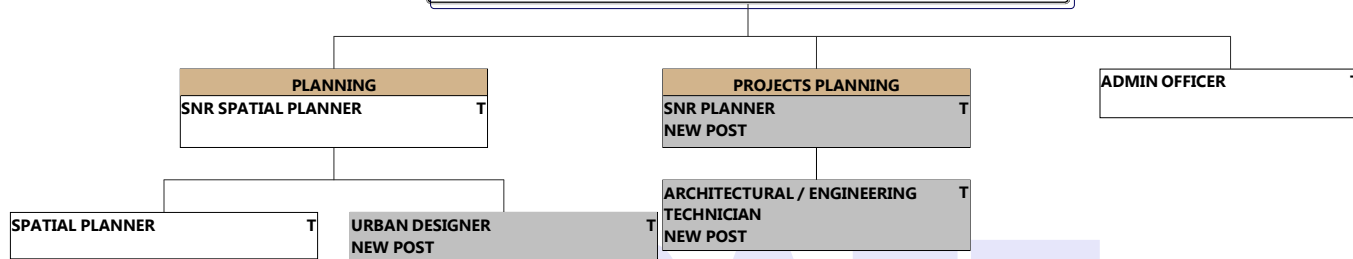
1. Plan and facilitate a desirable spatial manifestation for sustainable development and quality living environments
2. Conduct research, studies and investigations and draft spatial and development plans, strategies, policies and guidelines for the urban, rural and regional context
3. Identify, research, plan, coordinate, execute and facilitate strategic planning and multi-disciplinary projects
4. Provide information and advice to decision makers on strategic spatial planning issues
5. Develop and implement the Spatial Development Framework
6. Provide land use legislation advisory service and ensure compliance and consistency of land use application processes with national and provincial legislation, e.g. (i) Spatial Planning and Land Use Management Act (SPLUMA) and Regulations; (ii) Land Use Planning Act (LUPA)
7. Pro-active planning of municipal development projects to ensure readiness for in keeping with the IDP:
 - i) Authorize processes for municipal projects
 - ii) Perform project management for planning projects
 - iii) Draughting & architectural services
 - iv) Rural development policy implementation

MANAGER: SPATIAL PLANNING T

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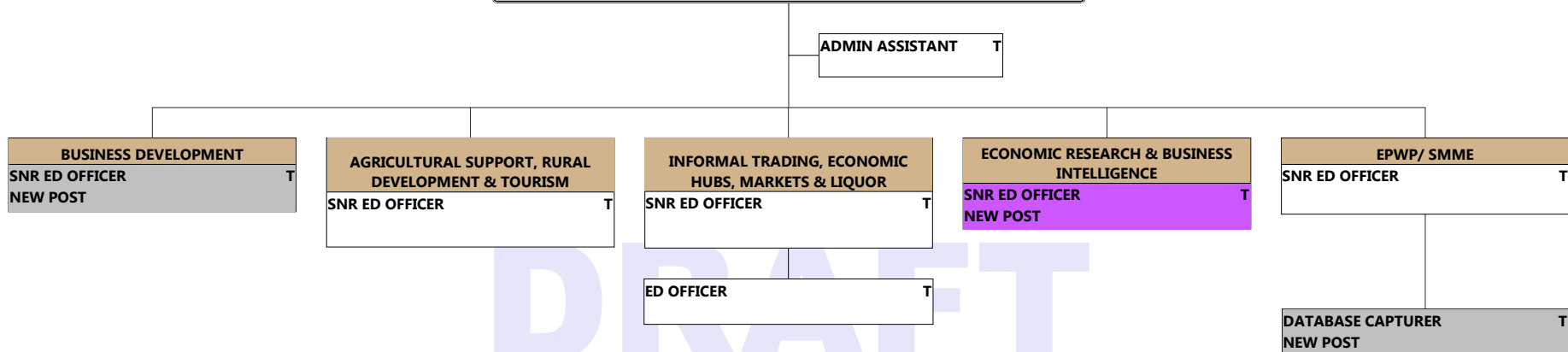
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SECTION ECONOMIC DEVELOPMENT & TOURISM	
PURPOSE: To plan and develop a coherent and integrated framework for local economic development and tourism	
FUNCTIONS:	
1. Identify sustainable LED initiatives	
2. Constant engagement with Tourism associations to ensure alignment with the LED strategy of the municipality	
3. Build relationships and linkages with other spheres of government, other stakeholders such University of Stellenbosch and local and international partners regarding tourism and LED initiatives	
4. Liaison with LED stakeholders	
5. Provision of economic data and research	
6. Coordinate the economic development to ensure the functionality is capable of supporting Council's objectives through recognition of immediate priorities and longer term interventions:	
i) Business development, project implementation and policy development	
ii) Agricultural support, rural development and tourism	
iii) Informal trading, economic hubs, project implementation, policy development, markets and liquor	
iv) Economic research and business intelligence	
7. Facilitate sustainable community based projects and capacity building programs linked to the IDP/EPWP	
MANAGER: LOCAL ECONOMIC DEVELOPMENT & TOURISM	
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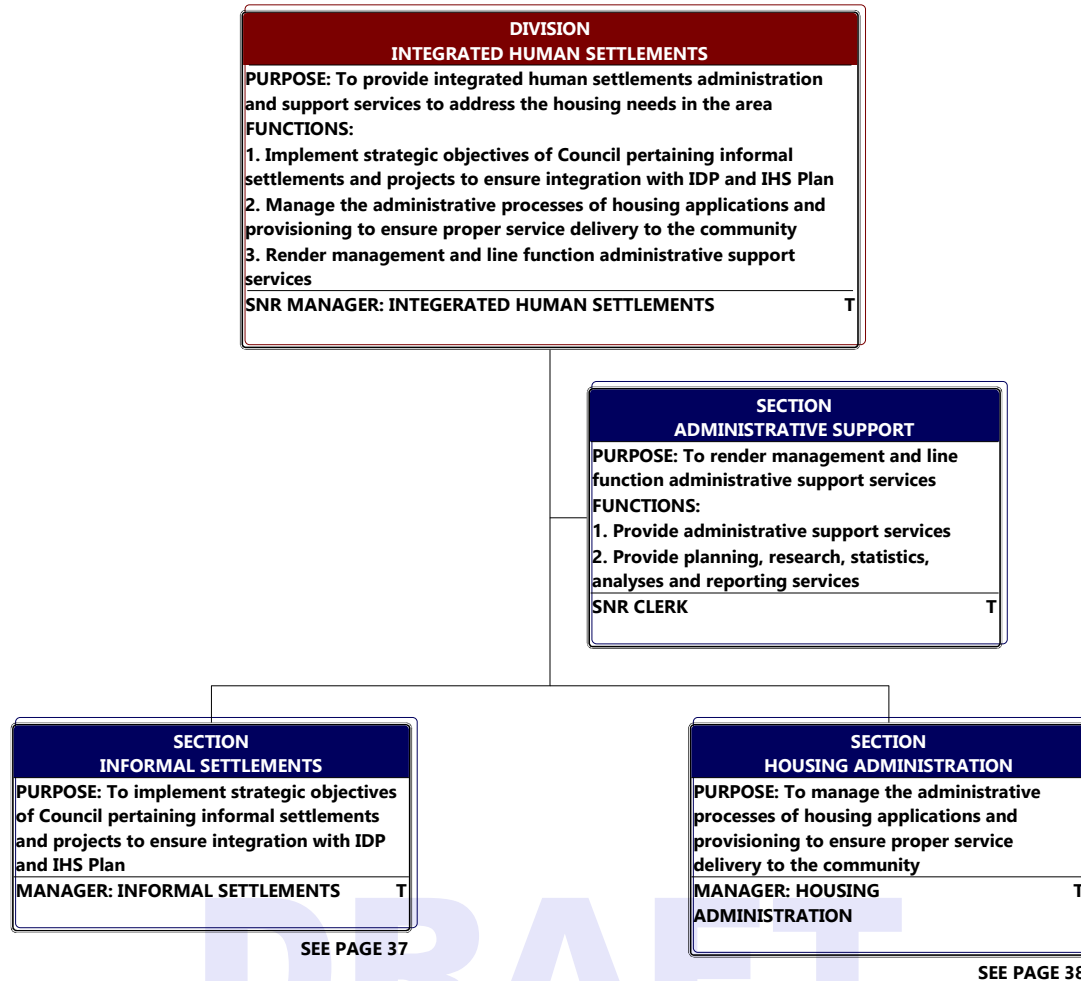
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SECTION
INFORMAL SETTLEMENTS

PURPOSE: To implement strategic objectives of Council pertaining informal settlements and projects to ensure integration with IDP and IHS Plan

FUNCTIONS:

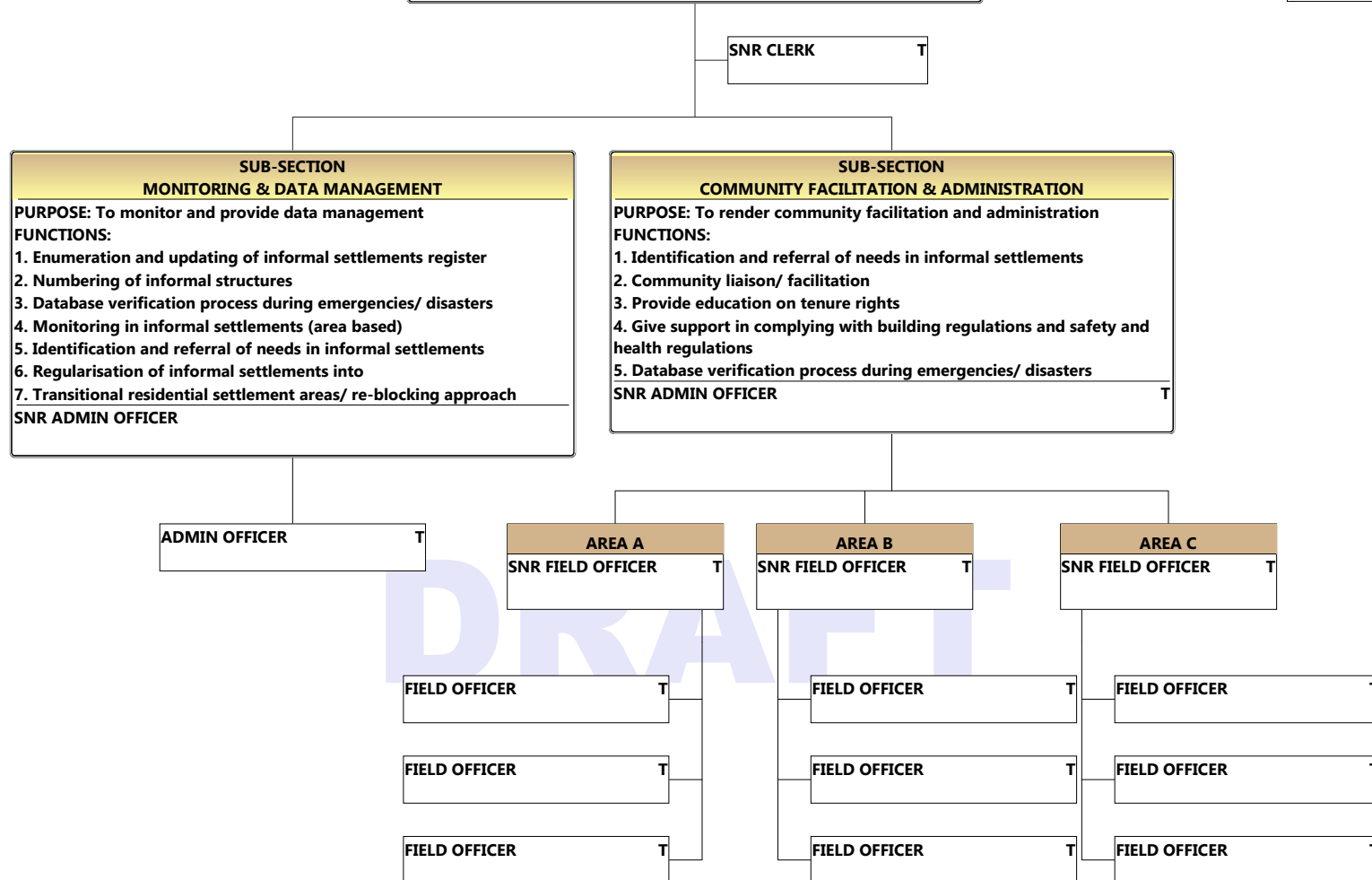
1. Monitor and provide data management
2. Render community facilitation and administration

MANAGER: INFORMAL SETTLEMENTS T

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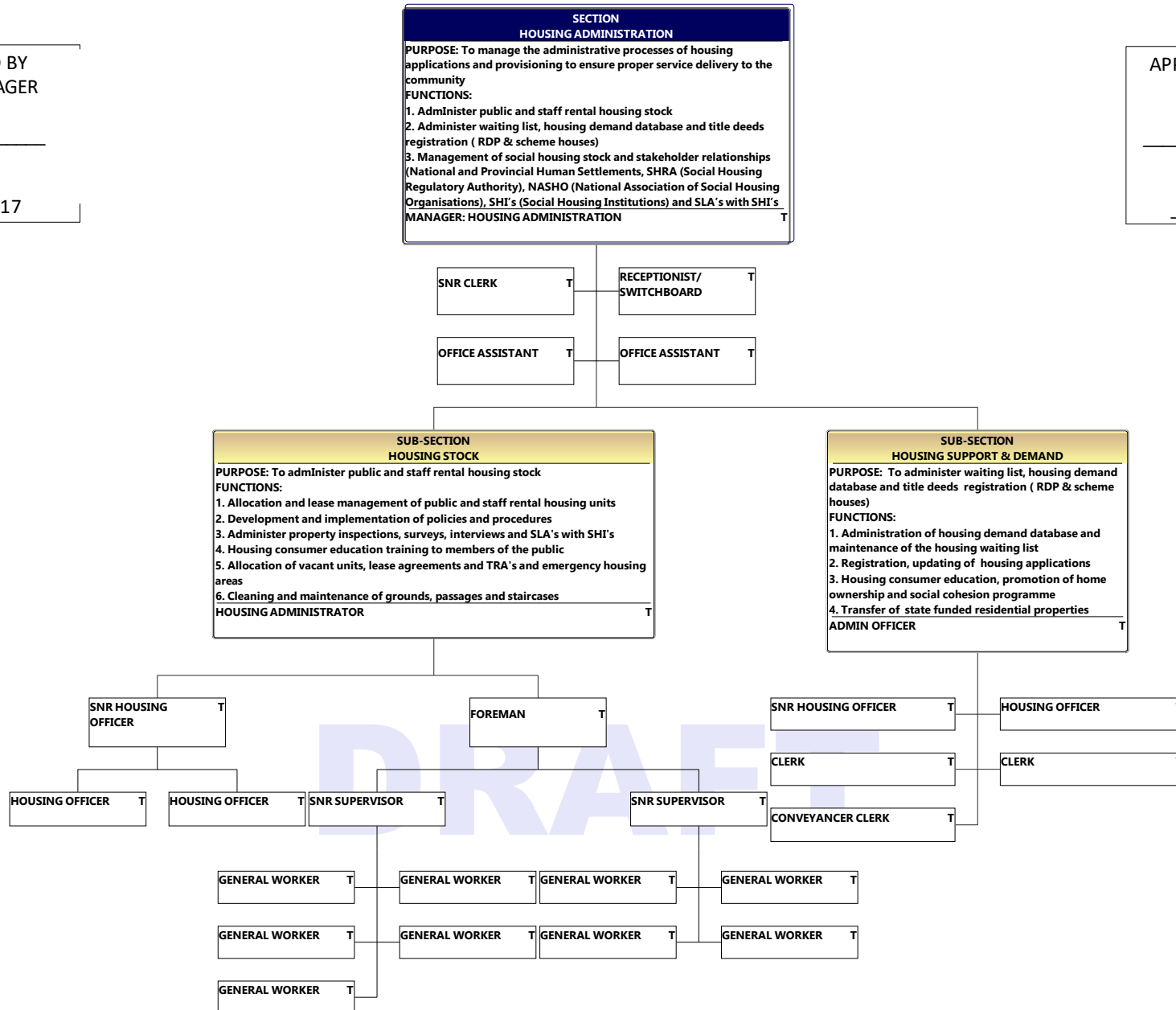
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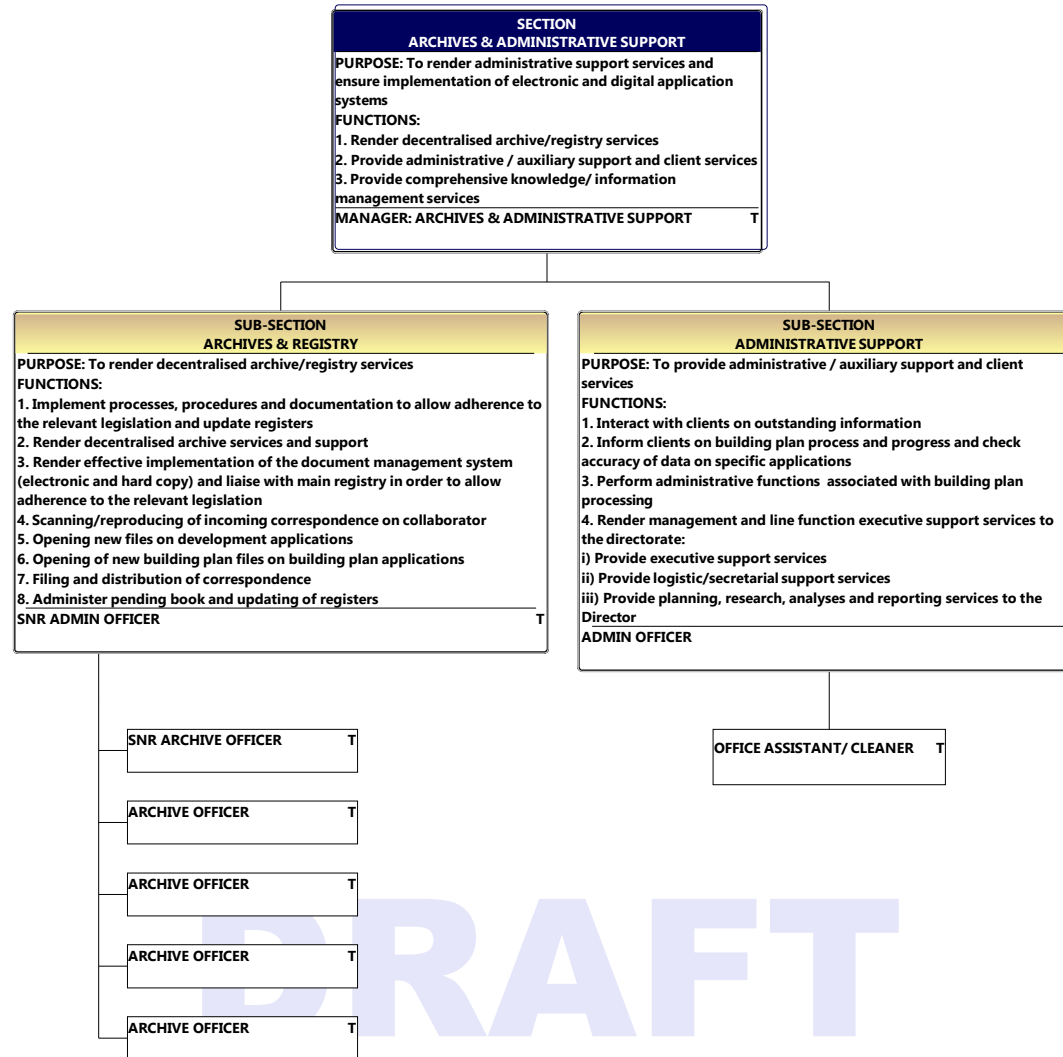
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DIRECTORATE INFRASTRUCTURE SERVICES

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**DIRECTORATE
 INFRASTRUCTURE SERVICES**

PURPOSE: To manage infrastructure services provisioning in order to ensure the rendering of sustainable and affordable services to the community

FUNCTIONS:

1. Manage the rendering of water services to provide bulk and potable water and sanitation services to the community
2. Manage the provisioning of infrastructure planning, development, implementation, roads, streets, storm water, public transport and traffic engineering services
3. Manage the provisioning and maintenance of electrical and mechanical services
4. Manage the rendering of waste management services in accordance with applicable legislation, by-laws and standards
5. Render management and line function administrative support services to the directorate
6. Render management and line function executive support services to the directorate

DIRECTOR: INFRASTRUCTURE SERVICES **SECT. 57**

**SECTION
 EXECUTIVE SUPPORT**

PURPOSE: To render management and line function executive support services to the directorate

FUNCTIONS:

1. Provide executive support services
2. Provide logistic/ secretarial support services
3. Provide planning, research, analyses and reporting services to the Director

PERSONAL ASSISTANT **T**

**BRANCH
 WATER & WASTEWATER SERVICES**

PURPOSE: To manage the rendering of water services to provide bulk and potable water and sanitation services to the community

DEPUTY DIRECTOR: WATER & WASTEWATER SERVICES **T**

SEE PAGE 41

**BRANCH
 INFRASTRUCTURE DEVELOPMENT & RTS**

PURPOSE: To manage the provisioning of infrastructure planning, development, implementation, roads, streets, storm water, public transport and traffic engineering services

DEPUTY DIRECTOR: INFRASTRUCTURE DEVELOPMENT & RTS
 NEW POST

SEE PAGE 54

**DIVISION
 ELECTRO-TECHNICAL SERVICES**

PURPOSE: To manage the provisioning and maintenance of electrical and mechanical services

SNR MANAGER: ELECTRO-TECHNICAL SERVICES **T**

SEE PAGE 62

**DIVISION
 WASTE MANAGEMENT**

PURPOSE: To manage the rendering of waste management services in accordance with applicable legislation, by-laws and standards

SNR MANAGER: WASTE MANAGEMENT **T**

SEE PAGE 73

**SECTION
 SUPPORT SERVICES**

PURPOSE: To render management and line function administrative support services to the directorate

MANAGER: SUPPORT SERVICES **T**

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BRANCH
WATER & WASTEWATER SERVICES

PURPOSE: To manage the rendering of water services to provide bulk and potable water and sanitation services to the community

Functions:

1. Manage the maintenance of wastewater treatment plants
2. Manage the operation of water treatment works and plant to ensure potable water in compliance with the license agreement as issued by the Department of Water Affairs
3. Manage the operational processes with regard to water and wastewater networks
4. Provide planning, design and technical support services with regard to water and wastewater services
5. Maintain wastewater treatment plants / systems and pump stations
6. Render management and line function administrative support services

DEPUTY DIRECTOR: WATER & WASTEWATER SERVICES

SECTION
ADMINISTRATIVE SUPPORT

PURPOSE: To render management and line function administrative support services

FUNCTIONS:

1. Provide secretarial/ administrative/ logistical support services to the Deputy Director
2. Provide planning, research, analyses and reporting services to the Deputy Director

ADMIN OFFICER

SNR CLERK

DIVISION
WASTEWATER TREATMENT

PURPOSE: To manage the maintenance of wastewater treatment plants in compliance with prescripts

SNR MANAGER: WASTEWATER TREATMENT

SEE PAGE 42

SECTION
WATER TREATMENT

PURPOSE: To manage the operation of water treatment works and plant to ensure potable water in compliance with prescripts and license agreement as issued by the Department of Water Affairs

MANAGER: WATER TREATMENT

SEE PAGE 45

DIVISION
WATER & WASTEWATER OPERATIONS

PURPOSE: To manage the operational processes with regard to water and wastewater network operations

SNR MANAGER: WATER & WASTEWATER OPERATIONS

SEE PAGE 47

SECTION
WATER SERVICES PLANNING

PURPOSE: To provide planning, design and technical support services with regard to water and waste water services

FUNCTIONS:

1. Plan, monitor, control and report on the design and construction of new bulk water infrastructure master plan with the aim to ensure continuous water supply, reducing maintenance cost and maximisation of capacity
2. Develop, update, implement, monitor and maintain a maintenance / operational plan of water purification plants to optimise potable water production.
3. Develop policies, service standards and regulatory requirements for water service provisioning in compliance to legislation
4. Compile and update potable water services by-laws and regulations
5. Assist with the develop and updating of an asset and asset maintenance management system
6. Perform Quality Control reporting functions with regard to Blue & Green Drop

MANAGER: PLANNING, DESIGN AND SUPPORT

ADMIN OFFICER

WATER DEMAND MANAGEMENT/ LOSS CONTROL/ METER MANAGEMENT/ REGULATION COMPLIANCE

CHIEF ENGINEERING TECHNICIAN

WATER & SANITATION INFRASTRUCTURE PLANNING & DESIGN

CHIEF ENGINEERING TECHNICIAN

WATER & SANITATION INFRASTRUCTURE SUPPORT & PROJECT MANAGEMENT

CHIEF ENGINEERING TECHNICIAN

SNR TECHNICIAN

SNR TECHNICIAN

TECHNICIAN

SUB-SECTION
MAINTENANCE

PURPOSE: To maintain wastewater treatment plants / systems and pump stations

FUNCTIONS:

1. Maintain the wastewater plants
2. Maintain pump station maintenance
3. Perform scheduled maintenance

SUPERINTENDENT

STELLENBOSCH MILLWRIGHT

ELECTRICIAN

HANDYMAN

GENERAL WORKER NEW POST

RURAL MILLWRIGHT

ELECTRICIAN

HANDYMAN

GENERAL WORKER NEW POST

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**DIVISION
 WASTEWATER TREATMENT**

PURPOSE: To manage the maintenance of wastewater treatment plants in compliance with prescripts

FUNCTIONS:

1. Manage the maintenance and operation of wastewater treatment infrastructure to assure uninterrupted services
2. Manage the maintenance and operation of waste water treatment infrastructure to assure uninterrupted services
3. Render pollution control services to ensure acceptable water quality and standards
4. Perform quality control functions and ensure compliance with regard to Green Drop

SNR MANAGER: WASTEWATER TREATMENT T

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**SECTION
 STELLENBOSCH
 WASTEWATER TREATMENT WORKS (WWTW)
 CLASS A**

PURPOSE: To manage the maintenance and operation of wastewater treatment infrastructure to assure uninterrupted services

MANAGER: STELLENBOSCH WASTEWATER TREATMENT WORKS T
 NEW POST

SEE PAGE 43

**SUB-SECTION
 RURAL
 WASTEWATER TREATMENT WORKS
 (WWTW)**

PURPOSE: To manage the maintenance and operation of wastewater treatment infrastructure to assure uninterrupted services

SNR PROFESSIONAL OFFICER T
 NEW POST

SEE PAGE 44

**SUB-SECTION
 POLLUTION CONTROL**

PURPOSE: To render pollution control services to ensure acceptable water quality and standards

FUNCTIONS:

1. Ensure quality control of wastewater disposal
2. Render inspection services to monitor industrial effluent water and pollution to ensure compliance

SNR PROFESSIONAL OFFICER T
 NEW POST

POLLUTION CONTROL OFFICER T

POLLUTION CONTROL OFFICER T

POLLUTION CONTROL OFFICER T
 NEW POST

SNR CLERK T

SNR CLERK T

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PROPOSED MICRO STRUCTURE - 18 APRIL 2017



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**SECTION
 STELLENBOSCH
 WASTEWATER TREATMENT WORKS (WWTW)
 CLASS A**

PURPOSE: To manage the maintenance and operation of wastewater treatment infrastructure to assure uninterrupted services

FUNCTIONS:

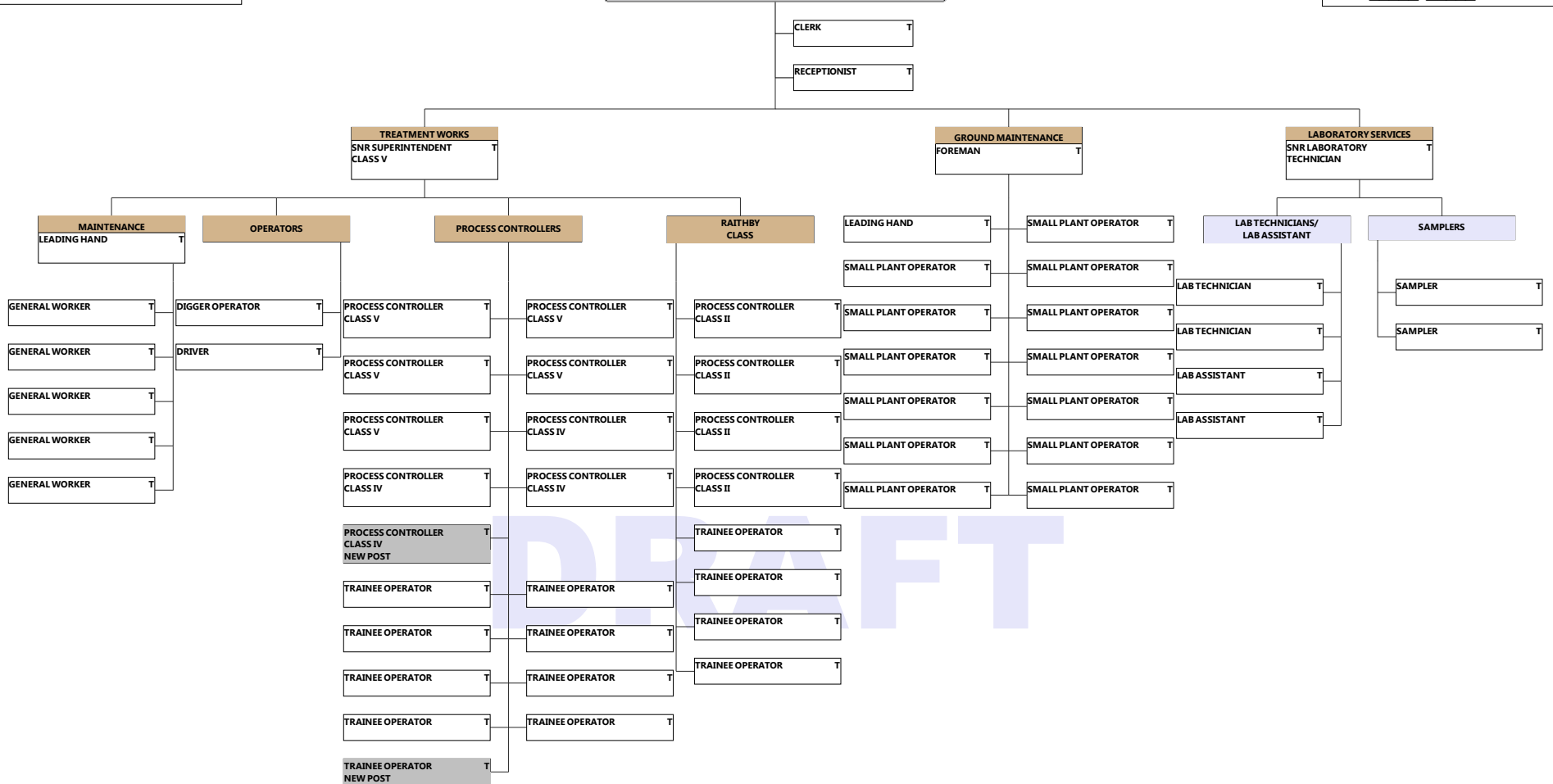
1. Treat wastewater and disposal of by-products in accordance with legally prescribed standards
2. Perform cleaning and maintenance services to the wastewater treatment works
3. Render laboratory services to ensure acceptable water quality and standards

MANAGER: STELLENBOSCH WASTEWATER TREATMENT WORKS NEW POST

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**SUB-SECTION
 RURAL
 WASTEWATER TREATMENT WORKS (WWTW)**

PURPOSE: To manage the maintenance and operation of wastewater treatment infrastructure to assure uninterrupted services

FUNCTIONS:

1. Treat wastewater and disposal of by-products in accordance with legally prescribed standards
2. Perform cleaning and maintenance services to the wastewater treatment works
3. Provide maintenance of sewerage pumps, pump stations and render a sewerage tanker services in outlying areas

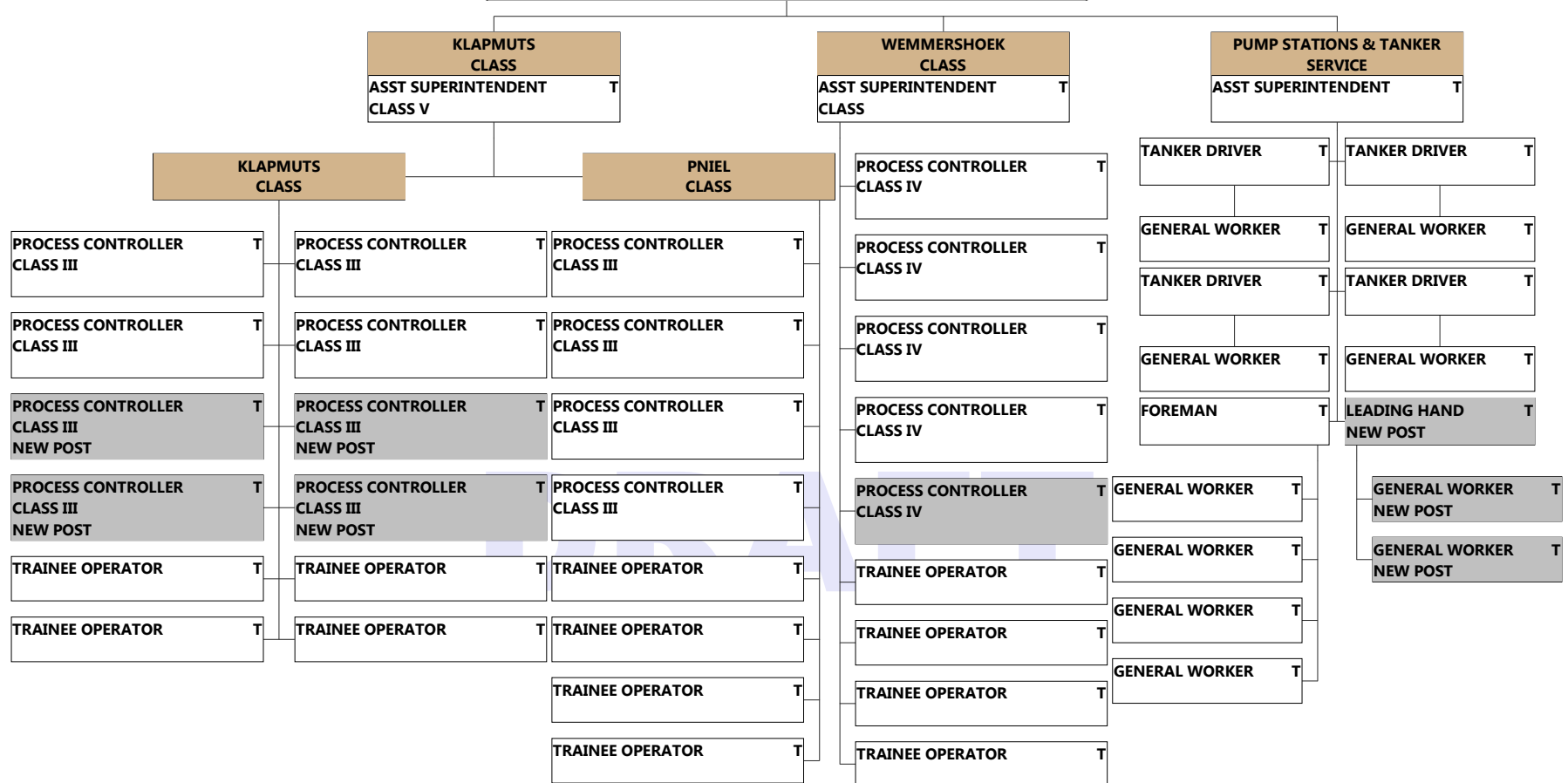
SNR PROFESSIONAL OFFICER T

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PROPOSED MICRO STRUCTURE - 18 APRIL 2017**



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SECTION WATER TREATMENT	
PURPOSE: To manage the operation of water treatment works and plant to ensure potable water in compliance with prescripts and license agreement as issued by the Department of Water Affairs	
FUNCTIONS: 1. Manage the maintenance and operation of the water treatment works to assure uninterrupted services 2. Provide quality control services to ensure acceptable water quality and standards	
MANAGER: WATER TREATMENT	
T	

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____/____/2017

SUB-SECTION WATER TREATMENT WORKS (WTW)	
PURPOSE: To manage the maintenance and operation of the water treatment works to assure uninterrupted services	
SNR PROFESSIONAL OFFICER	
NEW POST	
T	

SEE PAGE 46

SUB-SECTION WATER QUALITY	
PURPOSE: To provide quality control services to ensure acceptable water quality and standards	
FUNCTIONS: 1. Ensure quality control of potable water 2. Render inspection services to monitor water quality for compliance 3. Initiate and manage water awareness and education programs in the municipal area 4. Perform quality control functions and ensure compliance with regard to Blue Drop	
ASST SUPERINTENDENT	
T	

WATER QUALITY CONTROLLER	T
WATER QUALITY CONTROLLER	T

WATER QUALITY CONTROLLER	T
WATER QUALITY CONTROLLER	T

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**SUB-SECTION
 WATER TREATMENT WORKS (WTW)**

PURPOSE: To manage the maintenance and operation of the water treatment works to assure uninterrupted services

FUNCTIONS:

1. Manage the maintenance and operation of bulk water treatment plants, systems and pump stations
2. Perform cleaning and maintenance services to the water treatment works

SNR PROFESSIONAL OFFICER

NEW POST

**PARADYSKLOOF
 WATER TREATMENT WORKS (WTW)
 CLASS**

ASST SUPERINTENDENT

**IDAS VALLEY
 WATER TREATMENT WORKS (WTW)
 CLASS**

ASST SUPERINTENDENT

TREATMENT WORKS

GROUND MAINTENANCE

TREATMENT WORKS

**MAINTENANCE
 FOREMAN/ ARTISAN**

PROCESS CONTROLLER
 CLASS III

PROCESS CONTROLLER
 CLASS III

GENERAL WORKER

PROCESS CONTROLLER
 CLASS III

PROCESS CONTROLLER
 CLASS III

DIGGER OPERATOR

PROCESS CONTROLLER
 CLASS III

PROCESS CONTROLLER
 CLASS III

GENERAL WORKER

PROCESS CONTROLLER
 CLASS III

PROCESS CONTROLLER
 CLASS III

GENERAL WORKER

GENERAL WORKER
 NEW POST

PROCESS CONTROLLER
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DIVISION
WATER & WASTEWATER OPERATIONS

PURPOSE: To manage the operational processes with regard to water and wastewater network operations

FUNCTIONS:

1. Manage the distribution of potable water in a sustainable manner to satisfy the needs of consumers
2. Manage the operations and construction of waste water reticulation infrastructure to ensure a clean and healthy environment to the community in compliance with regulatory prescripts
3. Manage, monitor and administer maintenance contractors and EPWP/ MIG projects in conjunction with the relevant division within the directorate
4. Provide wastewater system compliance services to ensure operational activities are executed in accordance with prescribed quality standards

SNR MANAGER: WATER & WASTEWATER OPERATIONS T

SUB-SECTION
WATER OPERATIONS

PURPOSE: To manage the distribution of potable water in a sustainable manner to satisfy the needs of consumers

FUNCTIONS:

1. Maintain the water distribution networks and pipelines
2. Manage the construction, maintenance of reservoirs and pump station maintenance
3. Manage, install and maintain the operation of bulk water meters
4. Render meter management

SNR PROFESSIONAL OFFICER T
 NEW POST

SUB-SECTION
SEWER OPERATIONS

PURPOSE: To manage the operations and construction of waste water reticulation infrastructure to ensure a clean and healthy environment to the community in compliance with regulatory prescripts

FUNCTIONS:

1. Provide maintenance services for the wastewater networks
2. Manage the maintenance of sewerage pumps, ablation, pump stations and render a sewerage tanker services in outlying areas

SNR PROFESSIONAL OFFICER T
 NEW POST

SNR CLERK T

SNR CLERK T
 NEW POST

STELLENBOSCH
WATER NETWORK
 SNR SUPERINTENDENT T
 SEE PAGE 48

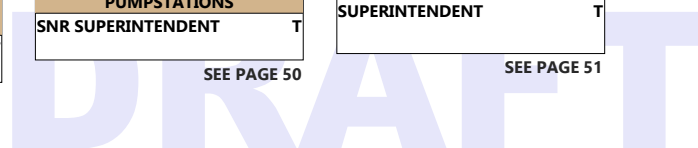
OPERATIONS WATER
FRANSCHHOEK/ DWARSRIVIER/
KLAPMUTS
 SUPERINTENDENT T
 SEE PAGE 49

WATER BULK SUPPLY &
PUMPSTATIONS
 SNR SUPERINTENDENT T
 SEE PAGE 50

WATER METERING
 SUPERINTENDENT T
 SEE PAGE 51

STELLENBOSCH
SEWER OPERATIONS
 SNR SUPERINTENDENT T
 SEE PAGE 52

SEWER OPERATIONS
FRANSCHHOEK/ DWARSRIVIER/
KLAPMUTS
 SUPERINTENDENT T
 SEE PAGE 53



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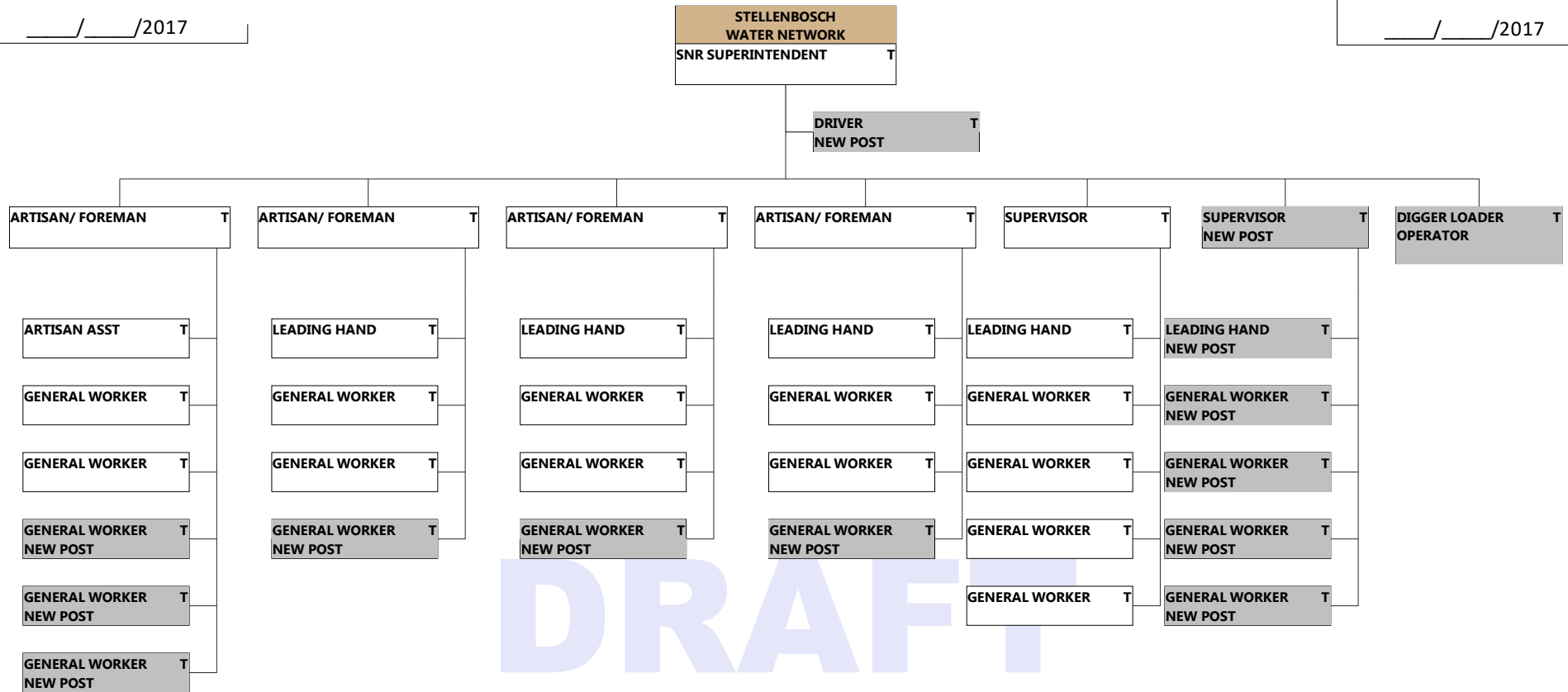
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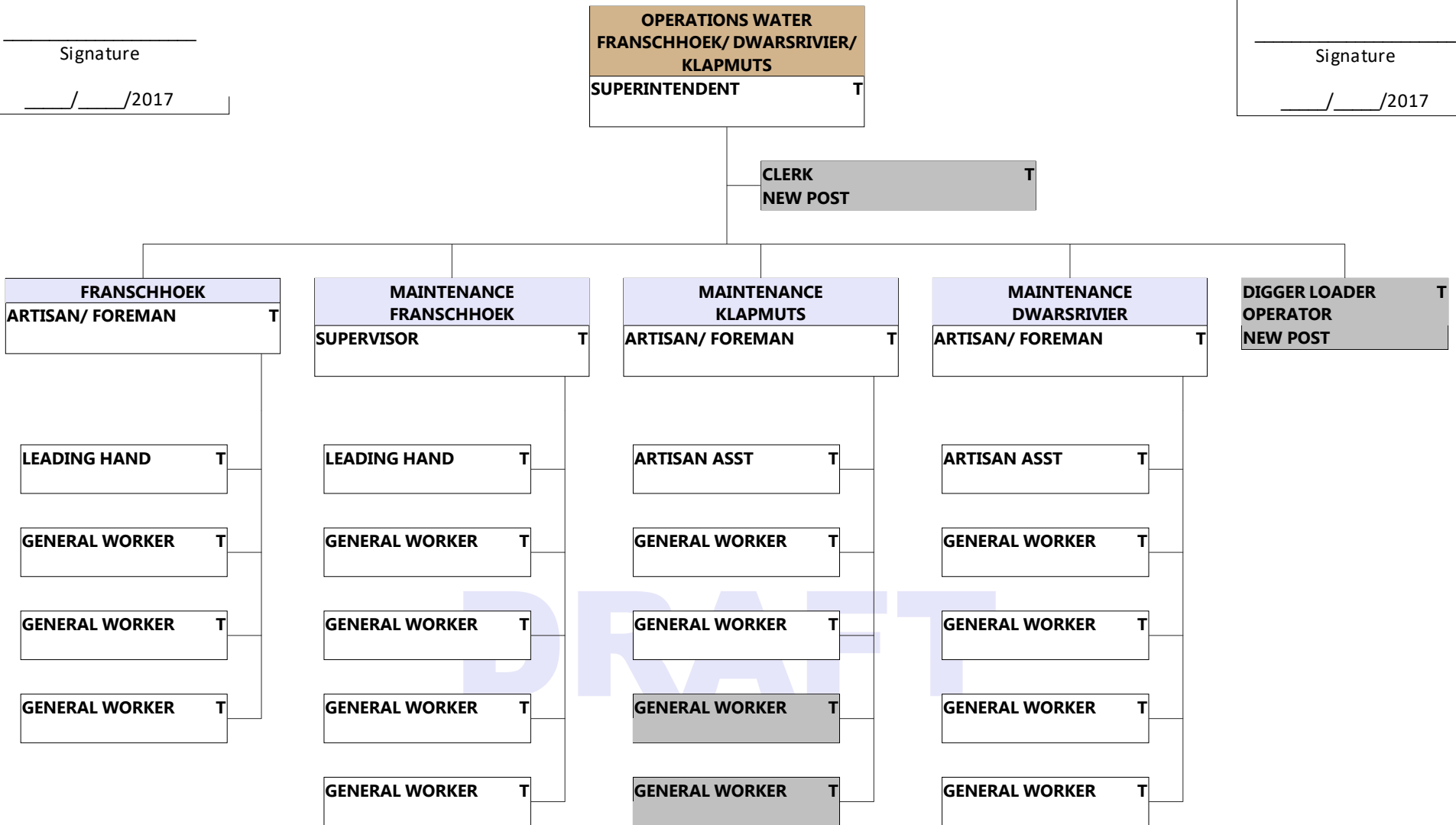
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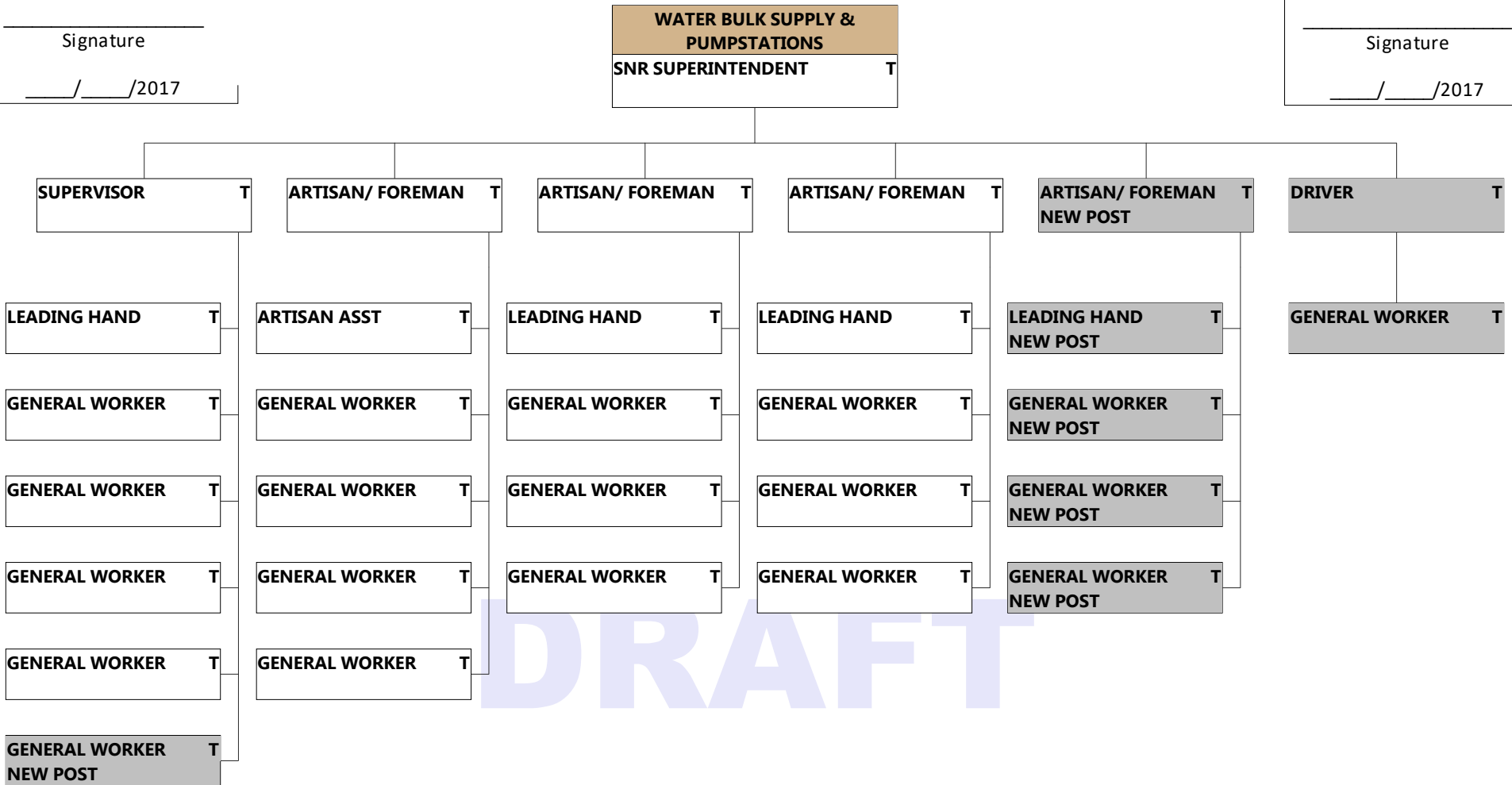
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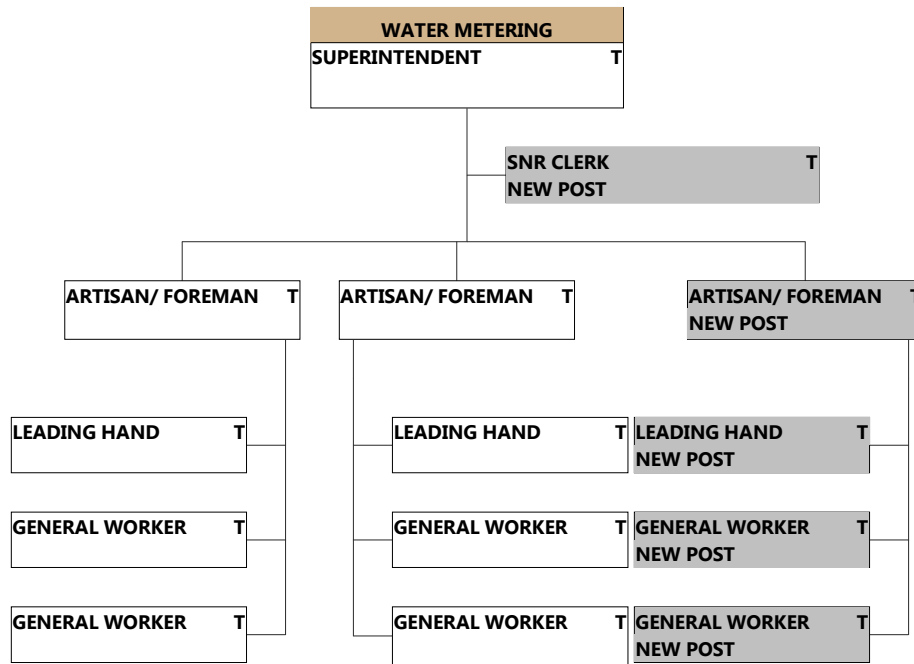
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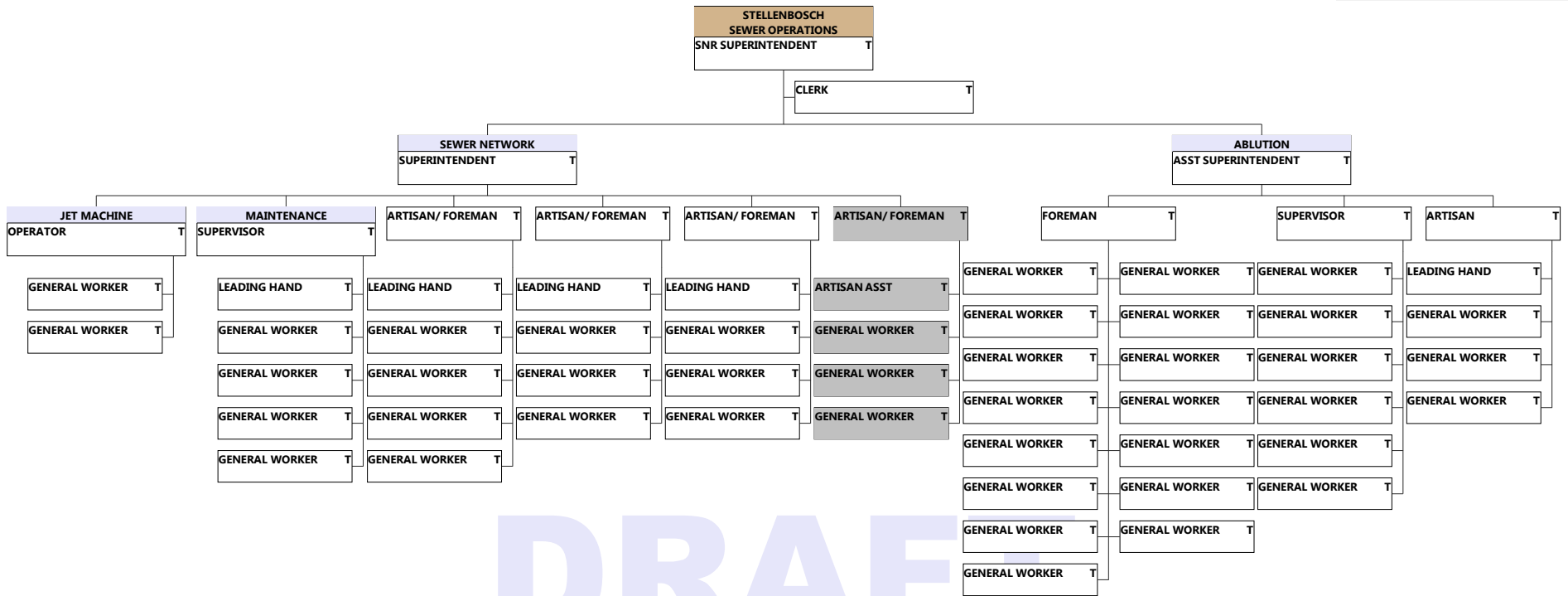
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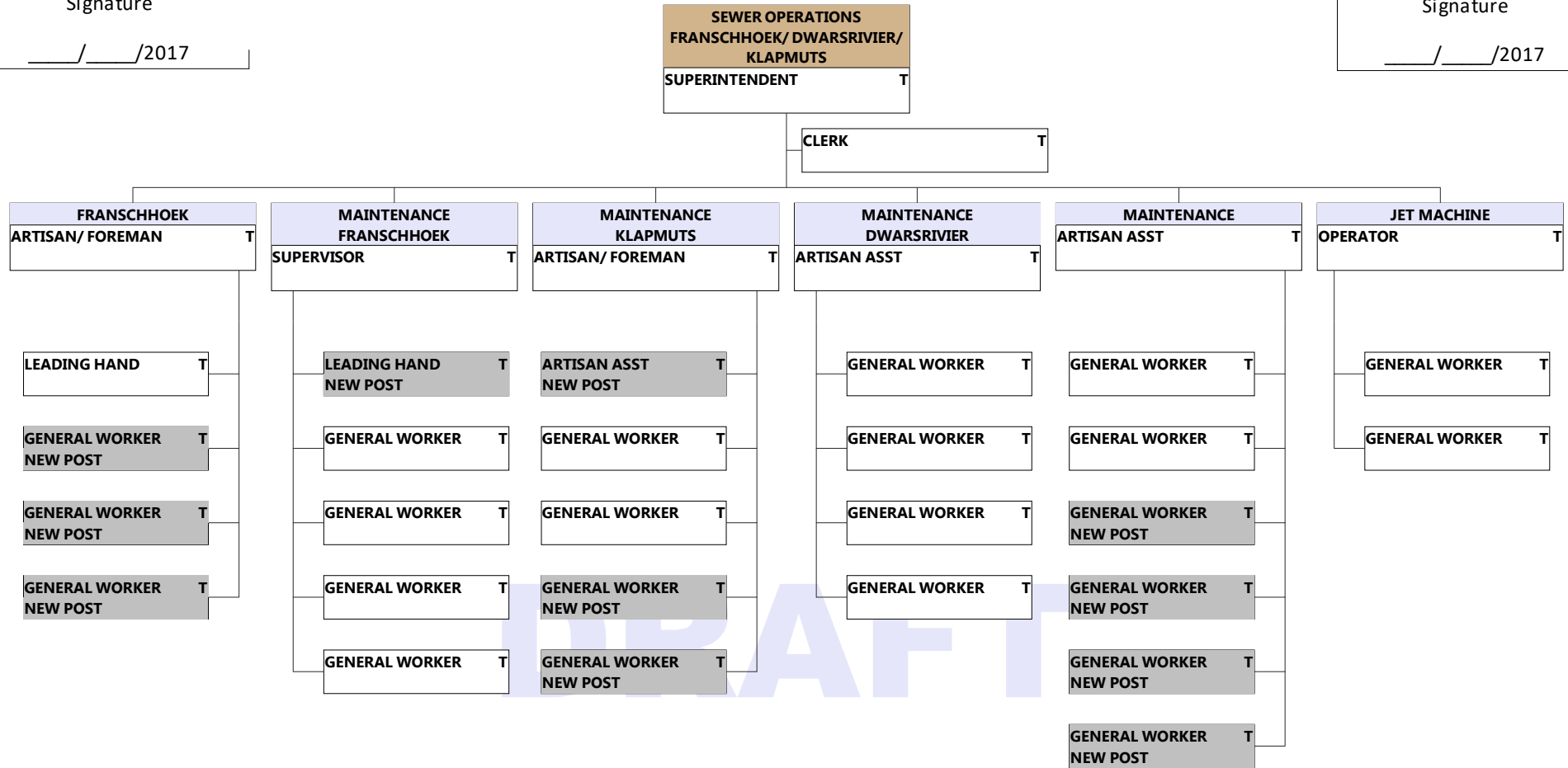
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BRANCH
INFRASTRUCTURE DEVELOPMENT & RTS

PURPOSE: To manage the provisioning of infrastructure planning, development, implementation, roads, streets, storm water, public transport and traffic engineering services

FUNCTIONS:

1. Manage the provisioning of infrastructure planning, development and implementation services
2. Manage the provisioning of roads, streets, storm water, public transport and traffic engineering services to enhance road safety and accessibility in favour of the community and other road users
3. Render management and line function administrative support services

DEPUTY DIRECTOR: INFRASTRUCTURE DEVELOPMENT & RTS
NEW POST

SECTION
ADMINISTRATIVE SUPPORT

PURPOSE: To render management and line function administrative support services

FUNCTIONS:

1. Provide administrative support services
2. Provide planning, research, statistics, analyses and reporting services

ADMIN OFFICER T
NEW POST

OFFICE ASSISTANT/ CLEANER T
NEW POST

DIVISION
INFRASTRUCTURE PLANNING, DEVELOPMENT & IMPLEMENTATION

PURPOSE: To manage the provisioning of infrastructure planning, development and implementation services

SNR MANAGER: INFRASTRUCTURE PLANNING, DEVELOPMENT & IMPLEMENTATION SERVICES T

SEE PAGE 55

DIVISION
ROADS, TRANSPORT & STORM WATER (RTS)

PURPOSE: To manage the provisioning of roads, streets, storm water, public transport and traffic engineering services to enhance road safety and accessibility in favour of the community and other road users

SNR MANAGER: ROADS, TRANSPORT & STORM WATER (RTS) T

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DIVISION
INFRASTRUCTURE PLANNING, DEVELOPMENT & IMPLEMENTATION

PURPOSE: To manage the provisioning of infrastructure planning, development and implementation services

FUNCTIONS:

1. Manage the provisioning of project management services for the construction phase of capital / external funded projects
2. Manage the provisioning of technical comments/ advise on town planning applications and sub-divisioning processes
3. Manage the provisioning of infrastructure planning and design services
4. Render management and line function administrative support services

SNR MANAGER: INFRASTRUCTURE PLANNING, DEVELOPMENT & IMPLEMENTATION SERVICES T

SECTION
ADMINISTRATIVE SUPPORT

PURPOSE: To render management and line function administrative support services

FUNCTIONS:

1. Provide secretarial/ administrative/ logistical support services
2. Provide planning, research, analyses and reporting services

SNR CLERK T

SECTION
INFRASTRUCTURE PLANNING & DESIGN

PURPOSE: To manage the provisioning of project management services for the construction phase of capital / external funded projects

FUNCTIONS:

1. Administer infrastructure master planning and systems
2. Perform long term infrastructure budgeting including MIG
3. Render informal settlements infrastructure planning, project initiation and conceptualisation (UISP, BNG, GAP, CRU's, social housing)
4. Render new and social housing infrastructure planning
5. Plan and design of infrastructure with the aim to ensure continuous service delivery, reducing maintenance cost and maximisation of capacity

MANAGER: INFRASTRUCTURE PLANNING NEW POST T

SECTION
DEVELOPMENT

PURPOSE: To manage the provisioning of technical comments/ advise on town planning applications and sub-divisioning processes

FUNCTION:

1. Manage development applications
2. Render development contribution management
3. Coordinate development agreements
4. Investigate and comment on town planning/development and Bulk Infrastructure Contribution Levy (BICL)
5. Administer drawing office/ GIS services for the directorate
6. Render way-leave management

MANAGER: DEVELOPMENT T

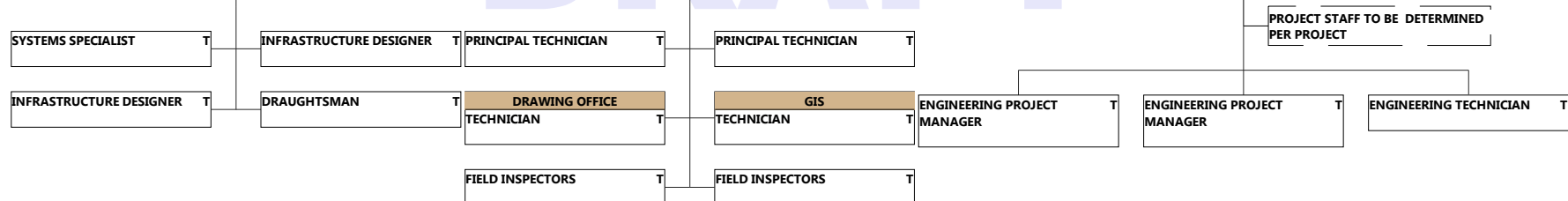
SECTION
INFRASTRUCTURE IMPLEMENTATION

PURPOSE: To manage the provisioning of project management services for the construction phase of capital / maintenance / external funded projects

FUNCTIONS:

1. Render municipal housing/ build environment project implementation management, monitoring, stakeholder management, social partnerships and community liaison
2. Manage informal settlements infrastructure implementation, project packaging and project management cycle
3. Manage new and social housing infrastructure development and implementation of housing pipeline
4. Facilitate new development infrastructure implementation
5. Coordinate and manage MIG project implementation and management

MANAGER: INFRASTRUCTURE IMPLEMENTATION T



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DIVISION
ROADS, TRANSPORT & STORM WATER (RTS)

PURPOSE: To manage the provisioning of roads, streets, storm water, public transport and traffic engineering services to enhance road safety and accessibility in favour of the community and other road users

FUNCTIONS:

1. manage the maintenance of roads, streets, bridges, sidewalks and irrigations systems in accordance with laid down maintenance programs and standards
2. Manage the provisioning of transport planning and public transport services
3. Develop and implement public transport and transport plans, TDM projects and transport studies
4. Render management and line function administrative support services

SNR MANAGER: ROADS, TRANSPORT & STORM WATER (RTS) T

SECTION
ADMINISTRATIVE SUPPORT

PURPOSE: To render management and line function administrative support services

FUNCTIONS:

1. Provide secretarial/ administrative/ logistical support services
2. Provide planning, research, analyses and reporting services

SNR CLERK T

SECTION
ROADS & STORM WATER

PURPOSE: To manage the maintenance of roads, streets, bridges, sidewalks and irrigations systems in accordance with laid down maintenance programs and standards

MANAGER: ROADS, STORM WATER & BUILDING MAINTENANCE T

SEE PAGE 57

SECTION
TRANSPORT PLANNING & PUBLIC TRANSPORT

PURPOSE: To manage the provisioning of transport planning and public transport services

FUNCTIONS:

1. Plan, monitor and control transport planning and public transport to ensure integrated roads access and quality infrastructure
2. Manage and coordinate the planning of traffic engineering services to improve accessibility, traffic flow and traffic safety

MANAGER: TRANSPORT PLANNING & PUBLIC TRANSPORT T

PRINCIPAL TECHNICIAN: ROAD PLANNING T

SECTION
TRAFFIC ENGINEERING

PURPOSE: To develop and implement public transport and transport plans, TDM projects and transport studies

MANAGER: TRAFFIC ENGINEERING T

SEE PAGE 61

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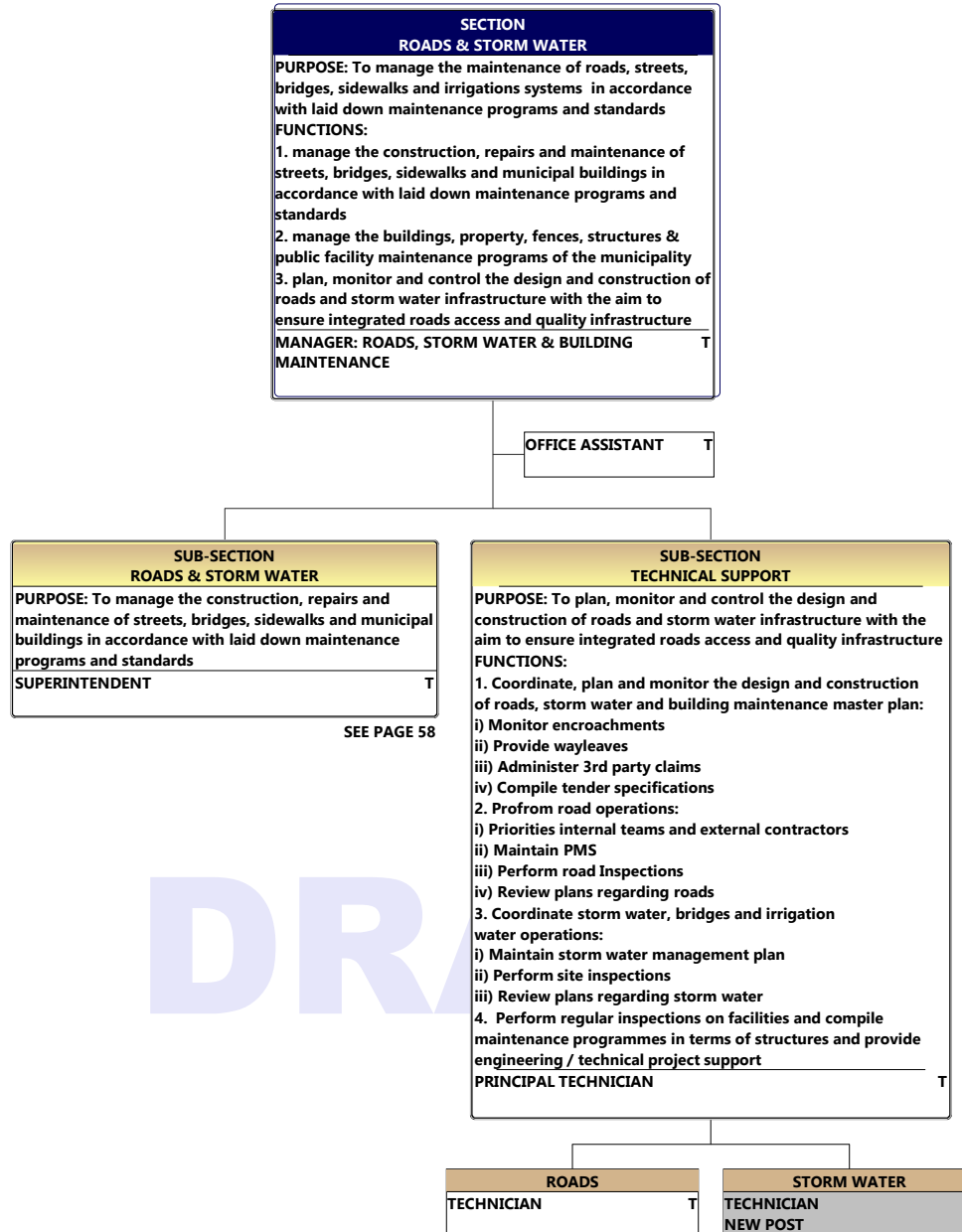
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**SUB-SECTION
ROADS & STORM WATER**

PURPOSE: To manage the construction, repairs and maintenance of streets, bridges, sidewalks and municipal buildings in accordance with laid down maintenance programs and standards

FUNCTIONS:

1. Coordinate and perform street construction and maintenance services
2. Coordinate and perform storm water construction and maintenance services
3. Coordinate, control and apply logistics management practices and procedures in order to administer and manage the receipt , safeguarding and issuing of store items

SUPERINTENDENT T

GENERAL WORKER T

ROADS & STORM WATER

PURPOSE: To coordinate and perform roads and storm water construction and maintenance services

ASST SUPERINTENDENT T

SEE PAGE 59

**ROADS & STORM WATER
OUTLYING AREAS**

PURPOSE: To coordinate and perform general maintenance and smaller construction of storm water systems, smaller roads and sidewalk maintenance

ASST SUPERINTENDENT T

SEE PAGE 60

DEPOT STORE

PURPOSE: To coordinate, control and apply logistics management practices and procedures in order to administer and manage the receipt , safeguarding and issuing of store items

FUNCTIONS:

1. Apply logistics management practices
2. Administer the disposal of obsolete items/ goods and maintain a database of redundant materials/ goods
3. Administer and control specific accounting procedures associated with asset and disposal management
4. Liaise with SCM and stores section

CLERK T

**CLERK
NEW POST** T

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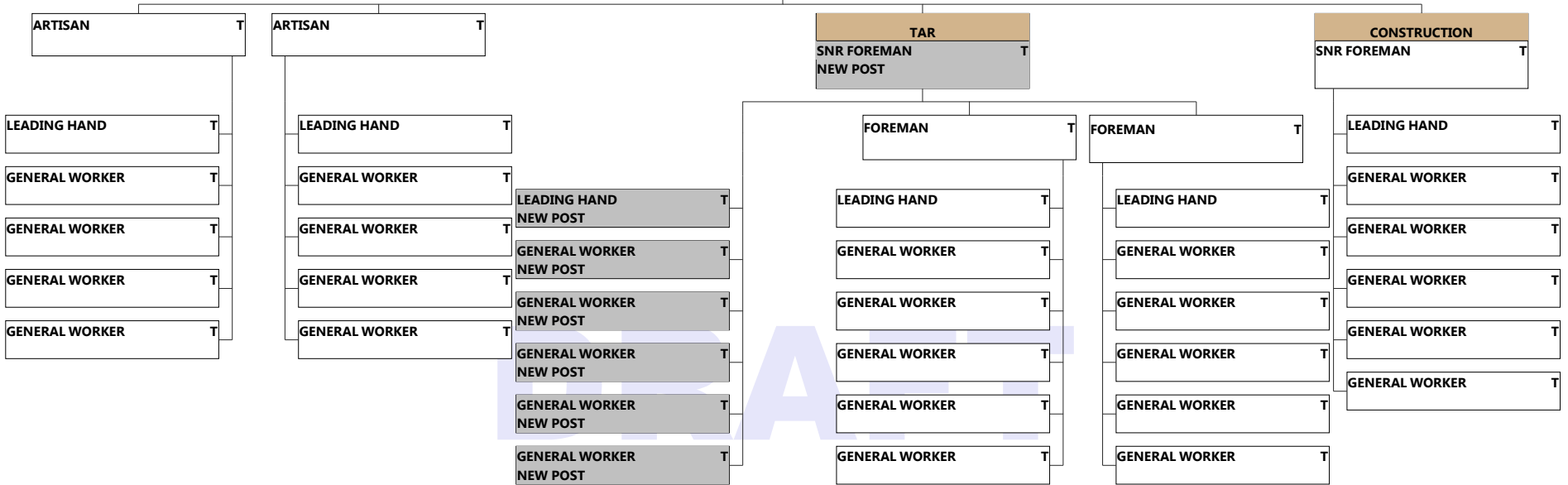
ROADS & STORM WATER

PURPOSE: To coordinate and perform roads and storm water construction and maintenance services

FUNCTIONS:

1. Perform specialised road repair services
2. Repair roads, sidewalks, storm water, drainage systems and road reserve maintenance services
3. Perform gravel road maintenance and repair services
4. Construct, clean and maintain of storm water systems with regards to structures and kerbs
5. Construct and maintain adequate and safe infrastructure for the handling and removal of storm water, blockages and debris from drainage systems

ASST SUPERINTENDENT T



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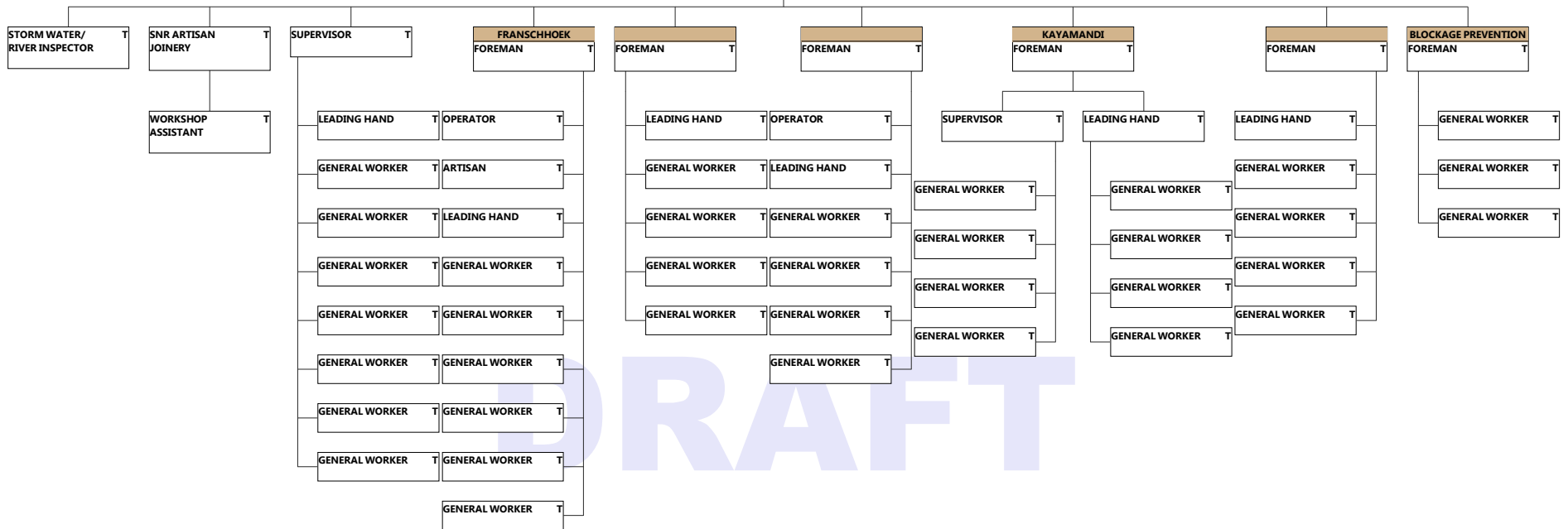
**ROADS & STORM WATER
 OUTLYING AREAS**

PURPOSE: To coordinate and perform general maintenance and smaller construction of storm water systems, smaller roads and sidewalk maintenance

FUNCTIONS:

1. Perform general smaller road repair
2. Perform road reserve maintenance services with regard to roads, streets and paving repair
3. Perform gravel road maintenance and repair services
4. Construct, clean and maintain of storm water systems with regards to structures and kerbs
5. Construct and maintain adequate and safe infrastructure for the handling and removal of storm water, blockages and debris from drainage systems

ASST SUPERINTENDENT T



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DIVISION ELECTRO-TECHNICAL SERVICES	
PURPOSE: To manage the provisioning and maintenance of electrical and mechanical services	
FUNCTIONS:	
1. Manage the operation and maintenance of the electrical infrastructure to ensure an effective, safe and sufficient continuity of supply to the community in the Stellenbosch area	
2. Monitor the planning, design and coordination of all construction work performed when installing new or improving existing electrical infrastructure	
3. Manage the maintenance and operations of electricity meters, systems, loss control, house connections, inspections and client services	
4. Manage the effective, efficient and economical operation of a mechanical workshop service to ensure the readily availability of Council's plant, machinery and equipment	
5. Render management and line function administrative support services	
SNR MANAGER: ELECTRO-TECHNICAL SERVICES T	

SECTION ADMINISTRATIVE SUPPORT	
PURPOSE: To render management and line function administrative support services	
FUNCTIONS:	
1. Provide administrative support services	
2. Provide planning, research, statistics, analyses and reporting services	
SNR CLERK T	

SECTION OPERATIONS & MAINTENANCE	
PURPOSE: To manage the operation and maintenance of the electrical infrastructure to ensure an effective, safe and sufficient continuity of supply to the community in the Stellenbosch area	
MANAGER: OPERATIONS & MAINTENANCE T	

SEE PAGE 63

SECTION PLANNING, DESIGN, CONSTRUCTION & SERVICES	
PURPOSE: To monitor the planning, design and coordination of all construction work performed when installing new or improving existing electrical infrastructure	
MANAGER: PLANNING, DESIGN, CONSTRUCTION & SERVICES T	

SEE PAGE 66

SECTION METERING, LOSS CONTROL & DWARSRIEVER	
PURPOSE: To manage the maintenance and operations of electricity meters, systems, loss control, house connections, inspections and client services	
MANAGER: METERING, LOSS CONTROL & DWARSRIEVER T	

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**SECTION
 OPERATIONS & MAINTENANCE**

PURPOSE: To manage the operation and maintenance of the electrical infrastructure to ensure an effective, safe and sufficient continuity of supply to the community in the Stellenbosch area

FUNCTIONS:

1. Provide administrative support to ensure effective implementation and control of operation & maintenance activities and efficient services to the client and public related services
2. Manage the operation and maintenance of the electrical HV/MV overhead lines and cable network in the municipal area
3. Manage the operation and maintenance of the HV/MV substations in the municipal area
4. Provide technical support for the implementation, monitoring, evaluation and reporting with regard to the HV/MV/LV infrastructure, operations and preventative maintenance schedules and programs
5. Evaluate and monitor the status of the network infrastructure to ensure adequate provision for the change in electricity demand for future growth of the municipal area
6. Monitor the performance of the network and implement upgrades to keep abreast with technological and improved safety developments
7. Manage the planning and implementation of operation and maintenance functions of the electrical network according to statutory requirements, legislation and standards related to the electrical distribution industry

MANAGER: OPERATIONS & MAINTENANCE T

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____/____/2017

**SUB-SECTION
 ADMINISTRATIVE SUPPORT**

PURPOSE: To provide administrative support to ensure effective implementation and control of operation & maintenance activities and efficient services to the client and public related services

FUNCTIONS:

1. Provide administrative support to the Operations & Maintenance section
2. Capturing and ensure the maintenance of the complaints management system, time and attendance finger print system and filing system
3. Provide maintenance planning reports, statistical analysis reports for the section

SNR CLERK T

CLERK T

**SUB-SECTION
 LINES AND CABLES**

PURPOSE: To manage the operation and maintenance of the electrical HV/MV overhead lines and cable network in the municipal area

SUPERINTENDENT

SEE PAGE 64

**SUB-SECTION
 SUBSTATION OPERATIONS & MAINTENANCE**

PURPOSE: To manage the operation and maintenance of the HV/MV substations in the municipal area

SUPERINTENDENT

SEE PAGE 65

**SUB-SECTION
 TECHNICAL SUPPORT**

PURPOSE: To provide technical support for the implementation, monitoring, evaluation and reporting with regard to the HV/MV/LV infrastructure, operations and preventative maintenance schedules and programs

FUNCTIONS:

1. Perform network protection, monitor installations and maintenance of sub-stations
2. Maintenance and integrating of the plans and diagrams of the substations and relevant equipment
3. Performs HV/MV switching
4. Develop and maintain databases with relation to protection, installations, settings, scheduled maintenance, S.C.A.D.A. and relays
5. Control and monitor the Quality of Supply systems in the substations and provide analysis reports on performance and system fault events.
6. Grant permissions and issue instructions for "live" activities on the distribution network
7. Compile technical tender specifications and assist with the formulation of specific contracts and controls contractual obligations.
8. Conduct research into best practices for the operation and maintenance of electrical infrastructure applicable to Stellenbosch areas and ensuring the implementation thereof

PRINCIPAL TECHNICIAN T

NEW POST

TECHNICIAN

DRAFT

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**SUB-SECTION
 LINES AND CABLES**

PURPOSE: To manage the operation and maintenance of the electrical HV/MV overhead lines and cable network in the municipal area

FUNCTIONS:

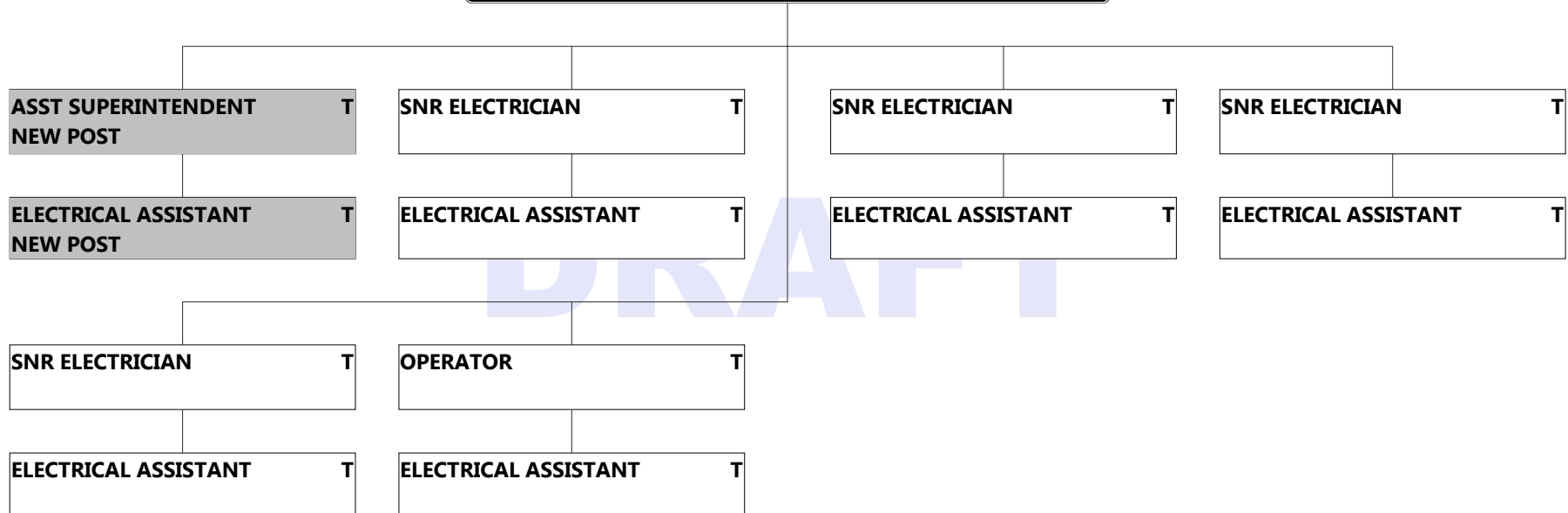
1. Manage the operation and maintenance of the HV/MV/LV overhead lines and cables of the electrical infrastructure
2. Manage the operations and maintenance of the High 2. Implements planned preventative and routine maintenance operations and attend to service disruptions to ensure system efficiency
3. Analysing and interpreting progress reports, efficiency indicators and test performance results, establishing the need for investigations and/or adjustments to operating parameters and/or alerting management to variables impacting on supply
4. Monitor and maintenance of street furniture
5. Perform HV/MV switching operations

 SUPERINTENDENT

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PROPOSED MICRO STRUCTURE - 18 APRIL 2017**



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____/____/2017

**SUB-SECTION
SUBSTATION OPERATIONS & MAINTENANCE**

PURPOSE: To manage the operation and maintenance of the HV/MV substations in the municipal area

FUNCTIONS:

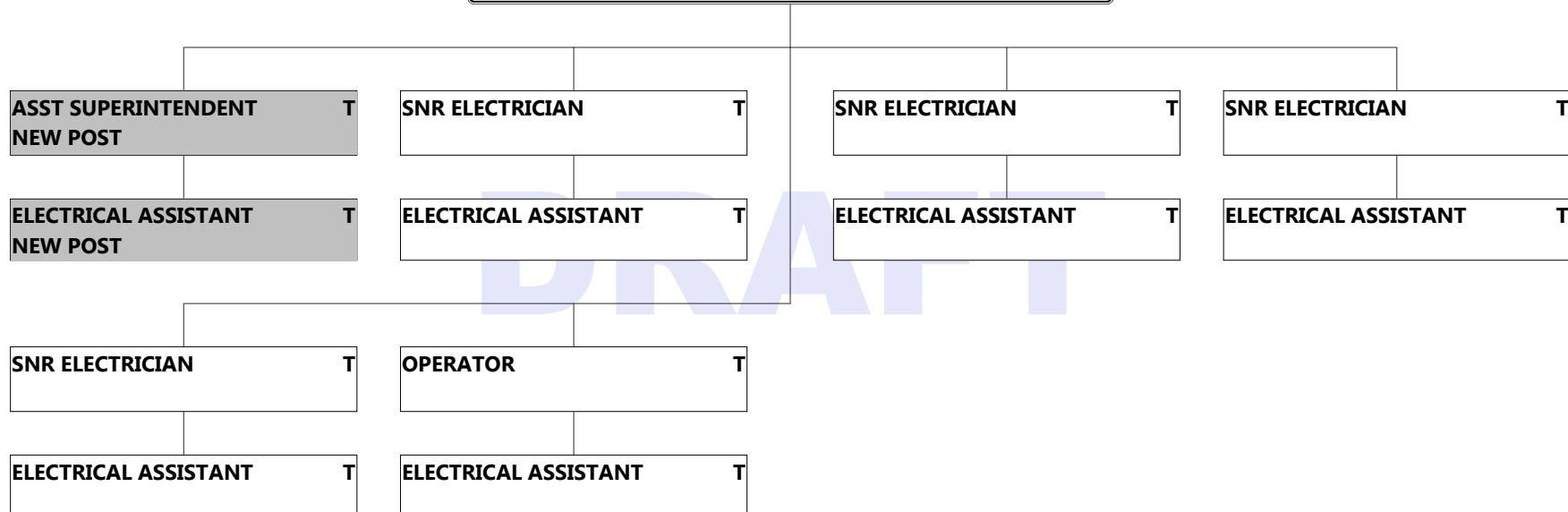
1. Manage the operation and maintenance of the HV/MV substations of the electrical infrastructure
2. Implements planned preventative and routine maintenance operations and attend to service disruptions to ensure system efficiency
3. Analysing and interpreting progress reports, efficiency indicators and test performance results, establishing the need for investigations and/or adjustments to operating parameters and/or alerting management to variables impacting on supply
4. Provide support services to ensure sustainable electricity provisioning
5. Monitor and assist with the operation and control of the SCADA system in substations
6. Perform HV/MV switching operations

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SECTION
PLANNING, DESIGN, CONSTRUCTION & SERVICES

PURPOSE: To monitor the planning, design and coordination of all construction work performed when installing new or improving existing electrical infrastructure

FUNCTIONS:

1. Manage the maintenance and repairs of electrical network and installations on municipal buildings, facilities and streetlights as well as to attend to all electrical complaints of the public
2. Implement and coordinate all construction work performed when installing new or improving existing electrical infrastructure
3. Provide technical support on planning & design of all electrical infrastructure upgrades as well as new installations
4. Provide support re services & construction to ensure effective and efficient service delivery to the public

MANAGER: PLANNING, DESIGN, CONSTRUCTION & SERVICES T

SUB-SECTION SERVICES

PURPOSE: To manage the maintenance and repairs of electrical network and installations on municipal buildings, facilities and streetlights as well as to attend to all electrical complaints of the public

SUPERINTENDENT

SEE PAGE 67

SUB-SECTION CONSTRUCTION

PURPOSE: To implement and coordinate all construction work performed when installing new or improving existing electrical infrastructure

SUPERINTENDENT

SEE PAGE 68

SUB-SECTION TECHNICAL SUPPORT (NETWORK SIMULATION/OPTIMIZATION)

PURPOSE: To provide technical support on planning & design of all electrical infrastructure upgrades as well as new installations

FUNCTIONS:

1. Implement EEDSM initiatives and programmes by keeping abreast with technological developments in the industry
2. Ensure the implementation of National Government initiatives and programs:
 - i) Investigate, plan and implement the EEDSM and INEP programmes and initiatives
 - ii) Manage the electrical infrastructure upgrades and forward planning
3. Manage planning, design and construction upgrading and modification of electricity network to ensure operational and sustainability
4. Maintain electrical network drawings
5. Ensure that the electrical network simulations are performed on software

PRINCIPAL TECHNICIAN
NEW POST

TECHNICIAN T
NEW POST

TECHNICIAN T
NEW POST

SUB-SECTION SUPPORT SERVICE

PURPOSE: To provide support re client related services to ensure effective and efficient service delivery to the public

FUNCTIONS:

1. Reconcile on a monthly the leave registers of the section with payday, leave book and attendance register as per the auditors finding and recommendation.
2. Complete the monthly council report and the D-Forms submitted to NERSA for the functions relating to the section.
3. Investigate and finalise damaged appliances, refunds or no liability as per by-laws
4. Provide data re the Services Section's complaints management system, time & attendance finger print system, filing system ????
5. Render administrative functions

SNR CLERK
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**SUB-SECTION
SERVICES**

PURPOSE: To manage the maintenance and repairs of electrical network and installations on municipal buildings, facilities and streetlights as well as to attend to all electrical complaints of the public

FUNCTIONS:

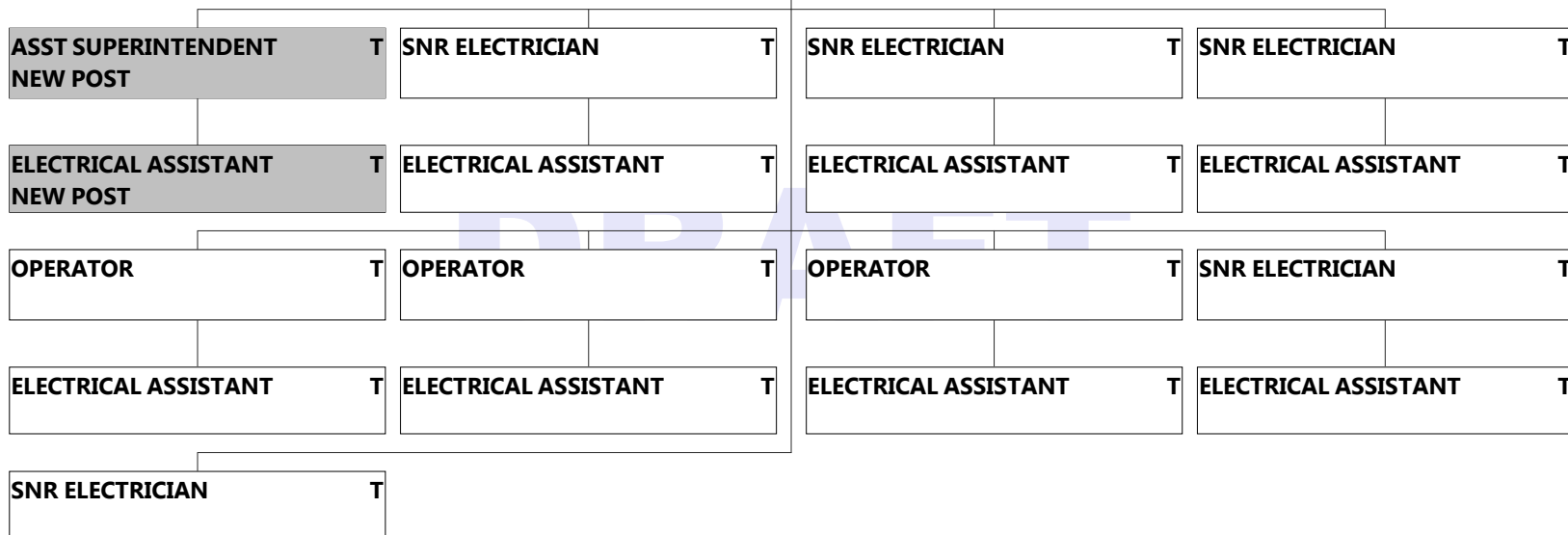
1. Manage the provision of maintenance and operational services regarding property service connections
2. Ensure maintenance and operational services of electrical supply and electrical reticulation on council buildings and facilities
3. Ensure maintenance and operational services of streetlights
4. Ensure that municipal street furniture is made safe in an event of damage due to accident
5. Manage the maintenance and repairs of electrical installations of all municipal buildings and facilities and streetlights

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**SUB-SECTION
CONSTRUCTION**

PURPOSE: To implement and coordinate all construction work performed when installing new or improving existing electrical infrastructure

FUNCTIONS:

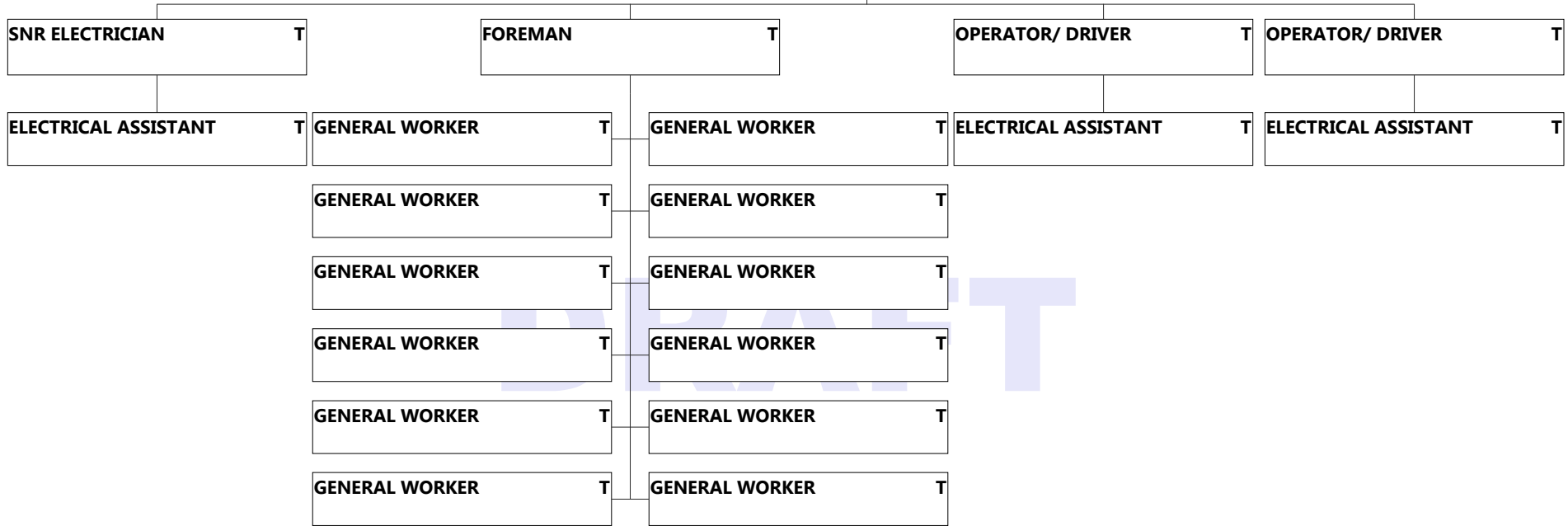
1. Ensure that all construction work is done in accordance with the specifications and requirements of Stellenbosch Municipality
2. Responsible for all irrecoverable cost jobs and its formal reporting processes
3. Ensure that all "as-built" drawings are transferred to the SLD and GIS drawings

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SECTION
METERING, LOSS CONTROL & DWARSRIVIER

PURPOSE: To manage the maintenance and operations of electricity meters, systems, loss control, house connections, inspections and client services

FUNCTIONS:

1. Manage the provisioning and maintenance of electricity meters
2. Manage, control and minimise electricity losses to protect Council's revenue
3. Manage the operations and maintenance of the distribution network of Dwarsrivier and surrounding areas
4. Conduct visual inspections of supporting structures, lines and cables and evaluating the performance of step down transformers, switchgear and associated components
5. Render administrative support and client services re metering

MANAGER: METERING, LOSS CONTROL & DWARSRIVIER T

TRAINEE APPRENTICE
 NEW POST T

SUB-SECTION
METERING SERVICES

PURPOSE: To manage the provisioning and maintenance of electricity meters

SUPERINTENDENT

SEE PAGE 70

SUB-SECTION
METERING SYSTEMS & LOSS CONTROL

Purpose: To manage, control and minimise electricity losses to protect Council's revenue

TECHNICIAN

SEE PAGE 71

SUB-SECTION
DWARSRIVIER

PURPOSE: To manage the operations and maintenance of the distribution network of Dwarsrivier and surrounding areas

SUPERINTENDENT

SEE PAGE 72

SUB-SECTION
INSPECTIONS

PURPOSE: To conduct visual inspections of supporting structures, lines and cables and evaluating the performance of step down transformers, switchgear and associated components

FUNCTIONS:

1. Transgression management and investigations with regards to theft of cables etc. and contract with local police forums
2. Provide inspections services with regard to sub-stations, electricity lines, cables and meters
3. Perform site inspection regarding the possible illegal use of electricity and water
4. Perform disconnections of illegal users

INSPECTOR T

ELECTRICAL ASSISTANT
 NEW POST T

SUB-SECTION
SUPPORT & DATA

PURPOSE: To render administrative support and client services re metering

FUNCTIONS:

1. Render capturing of all new installations
2. Register and activate meters
3. Generate meter tariff codes
4. Perform vending administration and maintenance of system
5. Provide Metering Section's client services and complaint system to ensure telephone calls and enquiries are attended to promptly and professionally in accordance with customer service standards and objectives
6. Manage and maintain software strongbox system

SNR CLERK/ DATA ANALYST T

CLERK T

CLERK
 NEW POST T

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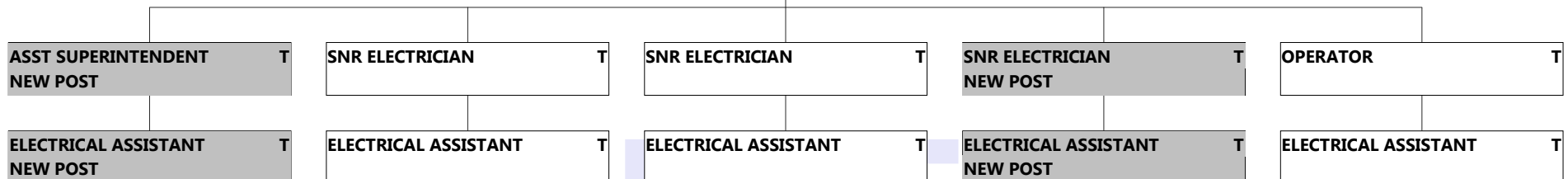
**SUB-SECTION
METERING SERVICES**

PURPOSE: To manage the provisioning and maintenance of electricity meters

FUNCTIONS:

1. Provide maintenance and operational services with regard to house connections
2. Administer the commissioning of electricity meters
3. Facilitate the programming and installation of electricity meters

SUPERINTENDENT



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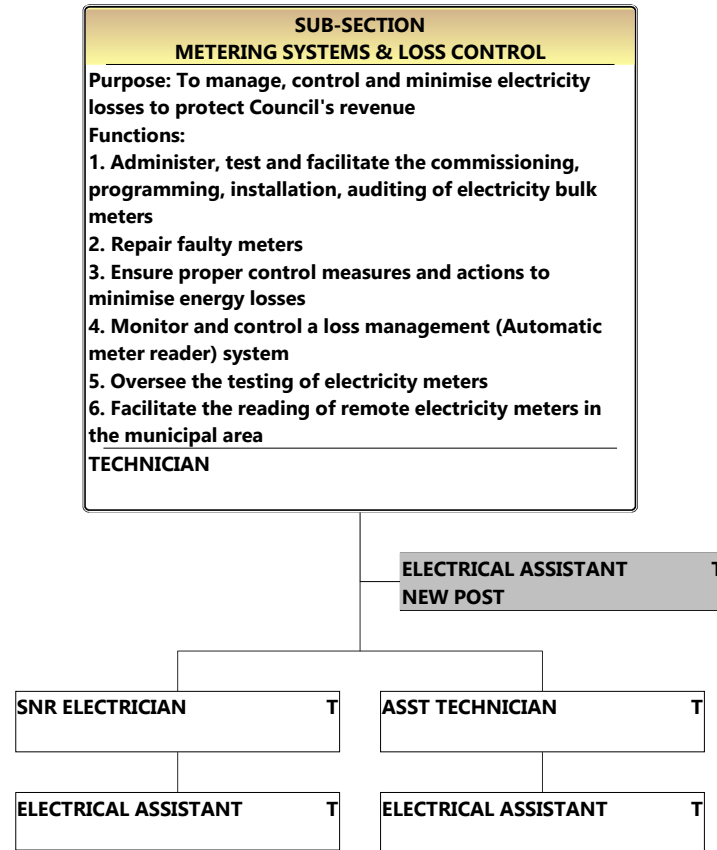
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**SUB-SECTION
DWARSRIVIER**

PURPOSE:To manage the operations and maintenance of the distribution network of Dwarsrivier and surrounding areas

FUNCTIONS:

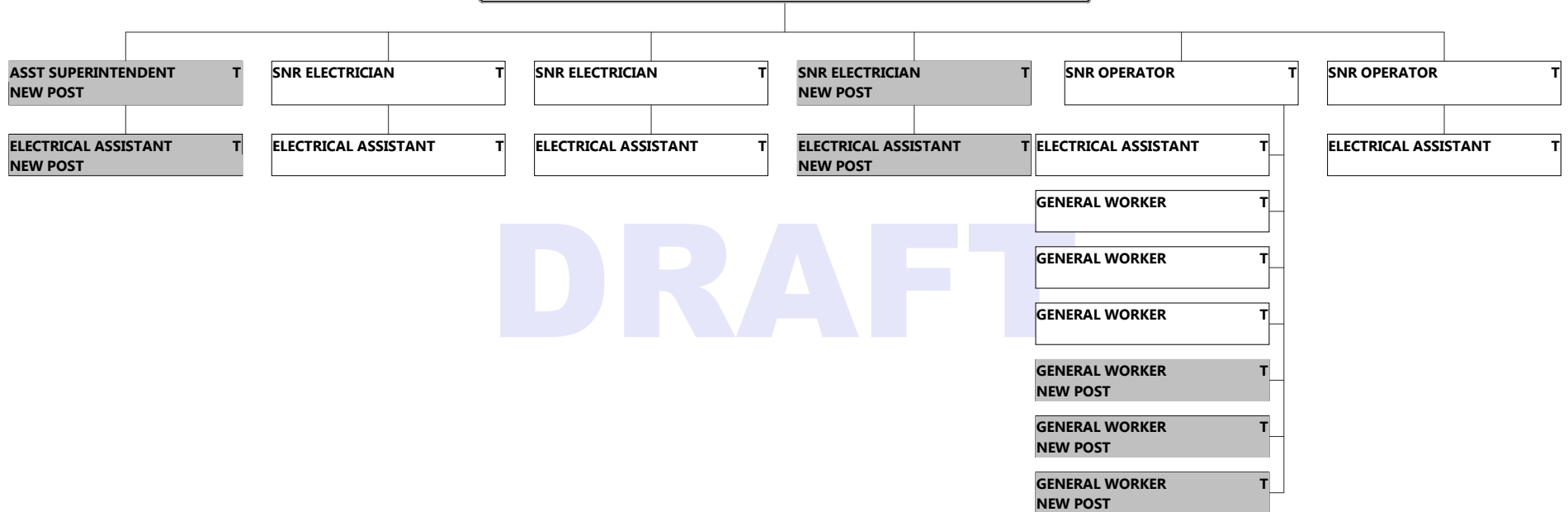
1. Manage the operations and maintenance of the low, medium and high voltage distribution network
2. Perform installations and maintenance of overhead lines and cables, low & medium voltage
3. Provide inspections and preventative maintenance services wrt electricity lines and cables, medium and low voltage
4. Ensure sustainable electricity provisioning
5. Monitor street infrastructure
6. Provide inspections and preventative maintenance services w.r.t. substations
7. Monitor and control the overall view of electricity supply with an electronic monitoring system
8. Render electricity maintenance services wrt streetlights, municipal buildings and house connections
9. Monitor the construction of electrical projects and upgrades and provide project management support function wrt electrical engineering projects including formal reporting processes
10. Administer the commissioning of electrical meters
11. Facilitate the reading of remote electrical meters

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DIVISION WASTE MANAGEMENT	
PURPOSE: To manage the rendering of waste management services in accordance with applicable legislation, by-laws and standards FUNCTIONS: <ol style="list-style-type: none"> 1. Provide waste minimization and disposal services in accordance with applicable legislation, by-laws and standards 2. Render cleansing and collection services in accordance with applicable legislation, by-laws and standards 3. Provide solid waste management support services 4. Render management and line function administrative support services 5. Liaise with law enforcement regarding by-law enforcement 	
SNR MANAGER: WASTE MANAGEMENT T	

SECTION ADMINISTRATIVE SUPPORT	
PURPOSE: To render management and line function administrative support services FUNCTIONS: <ol style="list-style-type: none"> 1. Provide secretarial/ administrative/ logistical support services 2. Provide planning, research, analyses and reporting services 	
SNR CLERK T	

SECTION AREA CLEANSING & COLLECTIONS	
PURPOSE: To render cleansing and collection services in accordance with applicable legislation, by-laws and standards MANAGER: AREA CLEANSING & COLLECTIONS T	

SEE PAGE 74

SECTION WASTE MINIMIZATION & DISPOSAL	
PURPOSE: To provide waste minimization and disposal services in accordance with applicable legislation, by-laws and standards MANAGER: WASTE MINIMIZATION & DISPOSAL T	

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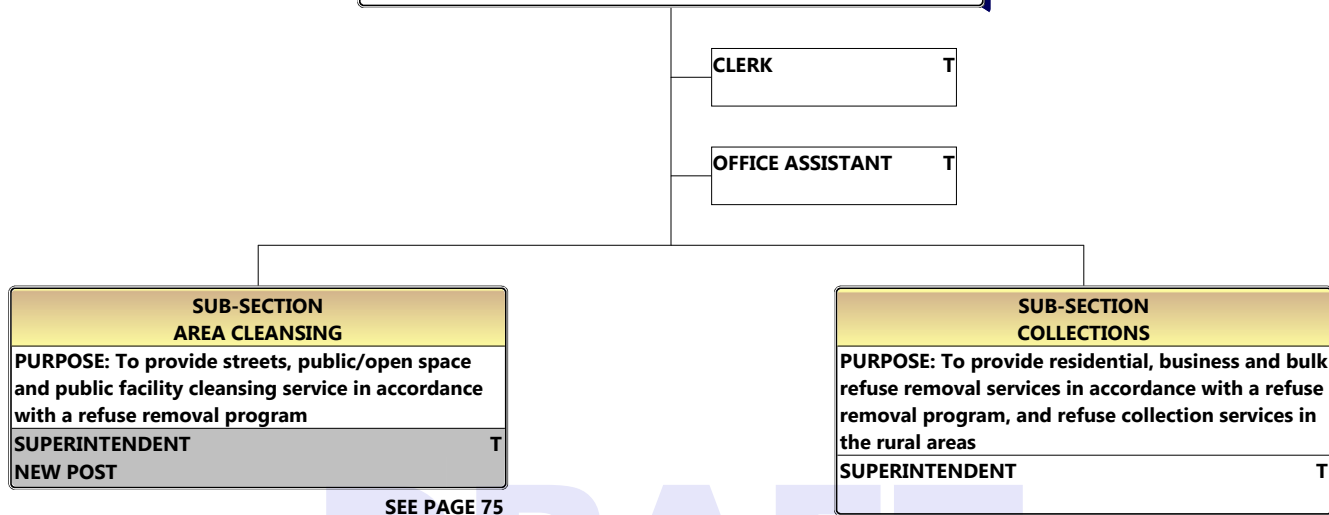
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SECTION AREA CLEANSING & COLLECTIONS	
PURPOSE: To render cleansing and collection services in accordance with applicable legislation, by-laws and standards FUNCTIONS: 1. Provide streets, public/open space and public facility cleansing service in accordance with a refuse removal program 2. Provide residential, business and bulk refuse removal services in accordance with a refuse removal program, and refuse collection services in the rural areas	
MANAGER: AREA CLEANSING & COLLECTIONS	T

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**SUB-SECTION
 AREA CLEANSING**

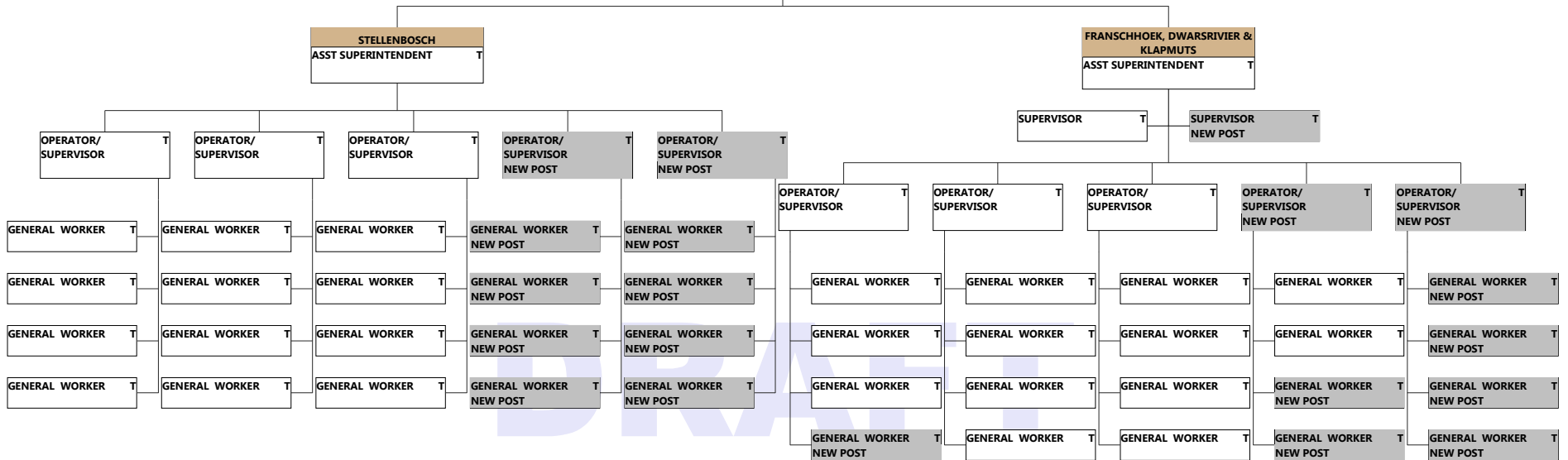
PURPOSE: To provide streets, public/open space and public facility cleansing service in accordance with a refuse removal program

FUNCTIONS:

1. Render a street cleansing service
2. Provide public spaces, facility / toilet cleaning and cleansing service
3. Ensure disposal of dead animals
4. Supervise, administer and monitor small maintenance contractors and EPWP/ MIG projects
5. Ensure cleaning of illegal dumping

SUPERINTENDENT T

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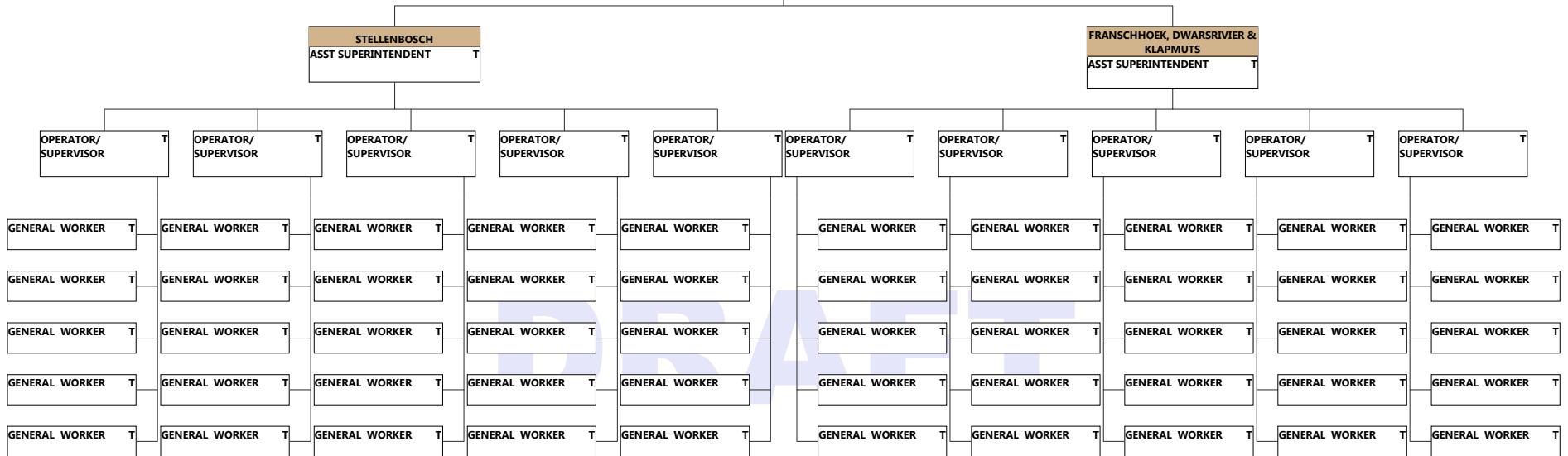
**SUB-SECTION
 COLLECTIONS**

PURPOSE: To provide residential, business and bulk refuse removal services in accordance with a refuse removal program, and refuse collection services in the rural areas

FUNCTIONS:

1. Ensure the regular removal of residential / household waste according to a waste removal program and applicable standards
2. Ensure the removal of business waste according to a stipulated program and standards
3. Ensure the removal of waste as collected in bulk containers from informal settlements and businesses according to pre-determined arrangements and standards
4. Supervise, administer and monitor small maintenance contractors and EPWP/ MIG projects

SUPERINTENDENT T



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SECTION
WASTE MINIMIZATION & DISPOSAL

PURPOSE: To provide waste minimization and disposal services in accordance with applicable legislation, by-laws and standards

FUNCTIONS:

1. Coordinate public awareness campaigns to support initiatives in relation to littering, as well as to promote a general awareness of waste issues
2. Coordinate elimination of waste by reducing the amount of waste produced in society and helps to eliminate the generation of harmful and persistent wastes
3. Ensure proper disposition of a discarded or discharged material in accordance with local environmental guidelines or laws
4. Monitor and administer green policing and by-law enforcement regarding cleaning and greening issues

MANAGER: WASTE MINIMIZATION & DISPOSAL T

SUB-SECTION
EDUCATION & AWARENESS

PURPOSE: To coordinate public awareness campaigns to support initiatives in relation to littering, as well as to promote a general awareness of waste issues

FUNCTIONS:

1. Promote waste awareness and education in order to increased involvement of citizens in oversight of waste delivery services
2. Coordinate schools recycling programs and education campaigns linked to practical projects such as recycling and litter control
3. Promote recycling awareness and conduct surveys
4. Perform landfill tours

SNR TECHNICIAN T
NEW POST

SUB-SECTION
WASTE MINIMIZATION

PURPOSE: To coordinate elimination of waste by reducing the amount of waste produced in society and helps to eliminate the generation of harmful and persistent wastes

FUNCTIONS:

1. Coordinate waste management events to coordinate waste measures, particularly those aimed at waste reduction, recycling and litter prevention
2. Promote swap shops initiatives and programs
3. Perform data management/reporting
4. Administer recycling logistics and participation in order to redesign products and/or changing societal patterns to prevent the creation of waste
5. Promote and comply with industry waste minimisation in order to promote a more sustainable society

TECHNICIAN T
NEW POST

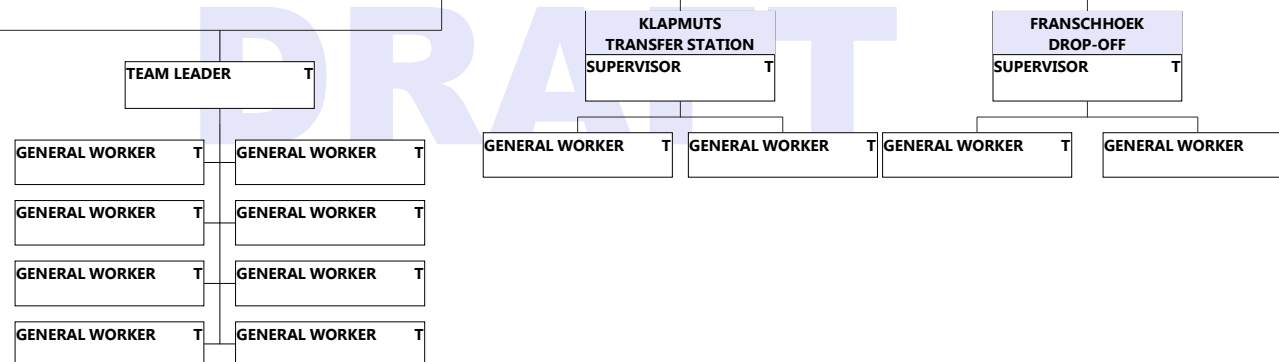
SUB-SECTION
DISPOSAL

PURPOSE: To ensure proper disposition of a discarded or discharged material in accordance with local environmental guidelines or laws

FUNCTIONS:

1. Monitor offloading of waste in order to ensure an effective operation associated with the provision of a clean environment are accomplished through the implementation of a high quality transfer station/ landfill/ drop-off
2. Operate and administer the waste transfer station and calculate volumes and total tariff (amounts) charged
3. Conduct site inspections by performing visual checks and identifying with any deviations or breaches to waste disposal procedures
4. Operate and administer the waste transfer station and drop-off facilities

TECHNICIAN T



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**SECTION
SUPPORT SERVICES**

PURPOSE: To render management and line function administrative support services to the directorate

FUNCTIONS:

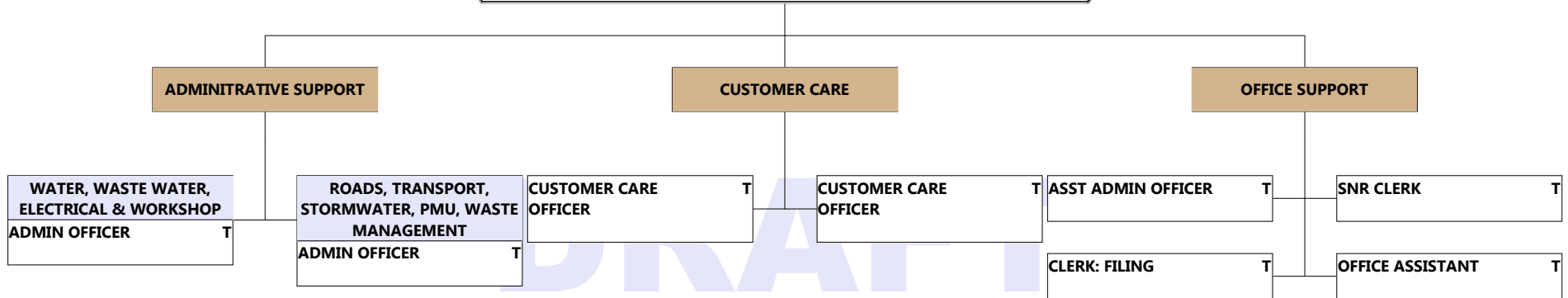
1. Provide administrative support services
2. Compile reports wrt compliance monitoring
3. Administer departmental performance management progress monitoring and reporting (PMS and SDBIP)
4. Provide planning, research, analyses and reporting services to the Director
5. Control and ensure the maintenance of the departmental complaints management system, time and attendance finger print system, filing system
6. Performs client and public related services to ensure effective and efficient services to the public:
 - (i) Front Desk - queries, complaints, applications for new or upgraded services
 - (ii) Businesses / Residential / Developers / Contractors in respect with any information pertaining to Infrastructure queries/ supply/ connection or services or account to be addressed
 - (iii) Damaged appliances - investigating, finalising, and final consensus - refund customer or no liability as per bylaws
7. Maintaining registers and records associated with the Departments staff establishment

MANAGER: SUPPORT SERVICES T

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DIRECTORATE COMMUNITY & PROTECTION SERVICES



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**DIRECTORATE
 COMMUNITY & PROTECTION SERVICES**

PURPOSE: To render integrated community services to enhance community development in general and promote a clean and safe environment

FUNCTIONS:

1. Manage the rendering of protection services to ensure the safety of the community
2. Manage the rendering of community services to ensure environmental compliance and promote a clean environment
3. Build social capital within Stellenbosch Municipality as an institution and all communities within its jurisdiction through community development collaboration and a focus on marginalized citizens
4. Render management and line function executive support services to the directorate

DIRECTOR: COMMUNITY & PROTECTION SERVICES SECT. 57

**SECTION
 EXECUTIVE SUPPORT**

PURPOSE: To render management and line function executive support services to the directorate

FUNCTIONS:

1. Provide executive support services
2. Provide logistic/ secretarial support services
3. Provide planning, research, analyses and reporting services to the Director

PERSONAL ASISSTANT T

OFFICE ASSISTANT/ MESSENGER T

OFFICE ASSISTANT T

**BRANCH
 PROTECTION SERVICES**

PURPOSE: To manage the rendering of protection services to ensure the safety of the community

DEPUTY DIRECTOR: PROTECTION SERVICES T

NEW POST

SEE PAGE 80

**DIVISION
 COMMUNITY SERVICES**

PURPOSE: To manage the rendering of community services to ensure environmental compliance and promote a clean environment

SNR MANAGER: COMMUNITY SERVICES T

SEE PAGE 93

**SECTION
 COMMUNITY DEVELOPMENT**

PURPOSE: To build social capital within Stellenbosch Municipality as an institution and all communities within its jurisdiction through community development collaboration and a focus on marginalized citizens

MANAGER: COMMUNITY DEVELOPMENT T

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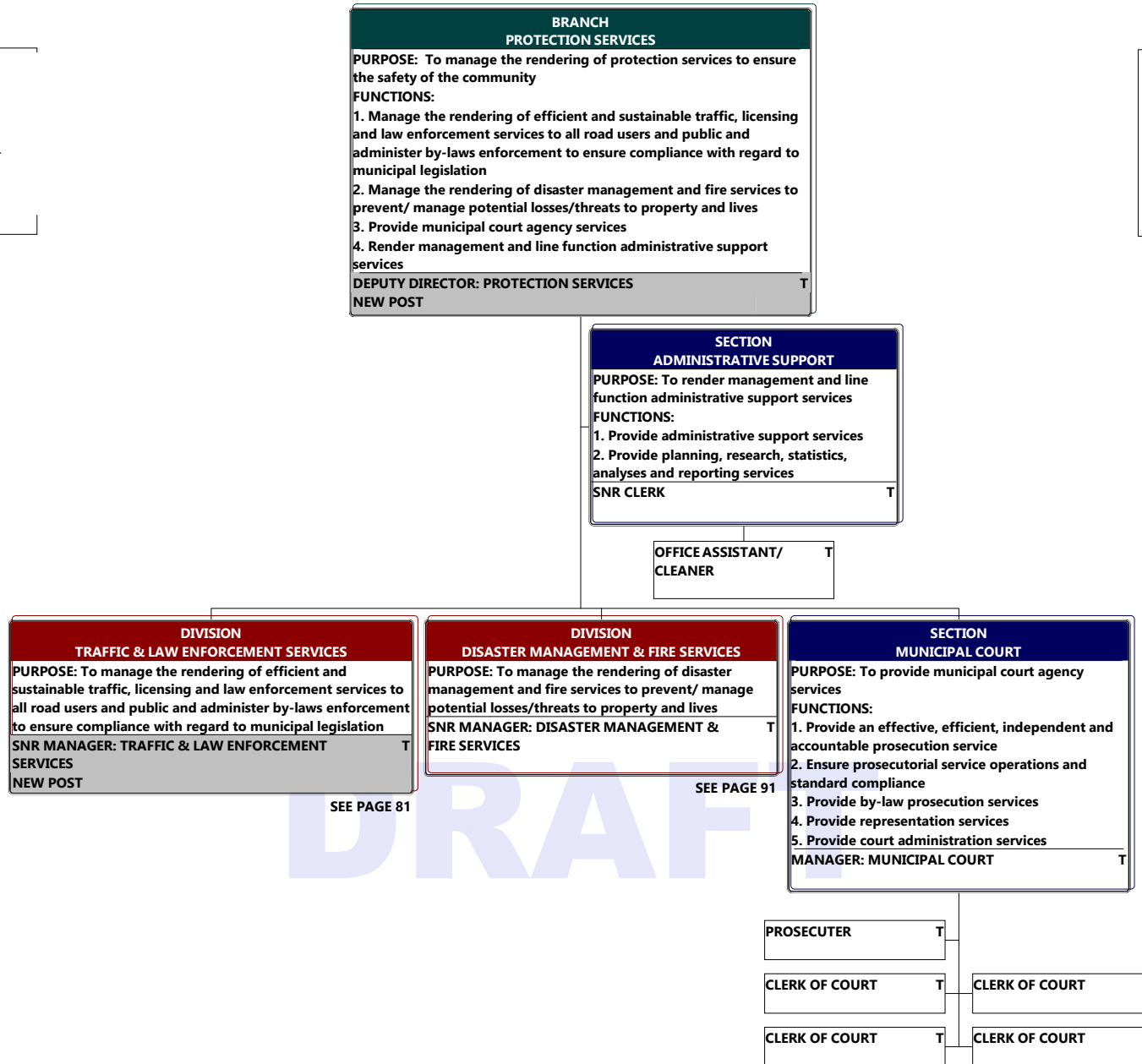
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DIVISION
TRAFFIC & LAW ENFORCEMENT SERVICES

PURPOSE: To manage the rendering of efficient and sustainable traffic, licensing and law enforcement services to all road users and public and administer by-laws enforcement to ensure compliance with regard to municipal legislation

FUNCTIONS:

1. Manage the rendering of efficient and sustainable traffic law enforcement services to all road users and public
2. Administer by-laws enforcement to ensure compliance with regard to municipal legislation
3. Render management and line function administrative support services

SNR MANAGER: TRAFFIC & LAW ENFORCEMENT SERVICES T

NEW POST

SECTION
ADMINISTRATIVE SUPPORT

PURPOSE: To render management and line function administrative support services

FUNCTIONS:

1. Provide administrative support services
2. Provide planning, research, statistics, analyses and reporting services

ADMIN OFFICER T

NEW POST

SECTION
TRAFFIC SERVICES

PURPOSE: To manage the rendering of efficient and sustainable traffic law enforcement services to all road users and public

CHIEF TRAFFIC SERVICES T

SEE PAGE 82

SECTION
LAW ENFORCEMENT & SECURITY

PURPOSE: To administer by-laws enforcement to ensure compliance with regard to municipal legislation

CHIEF LAW ENFORCEMENT & SECURITY T

SEE PAGE 88

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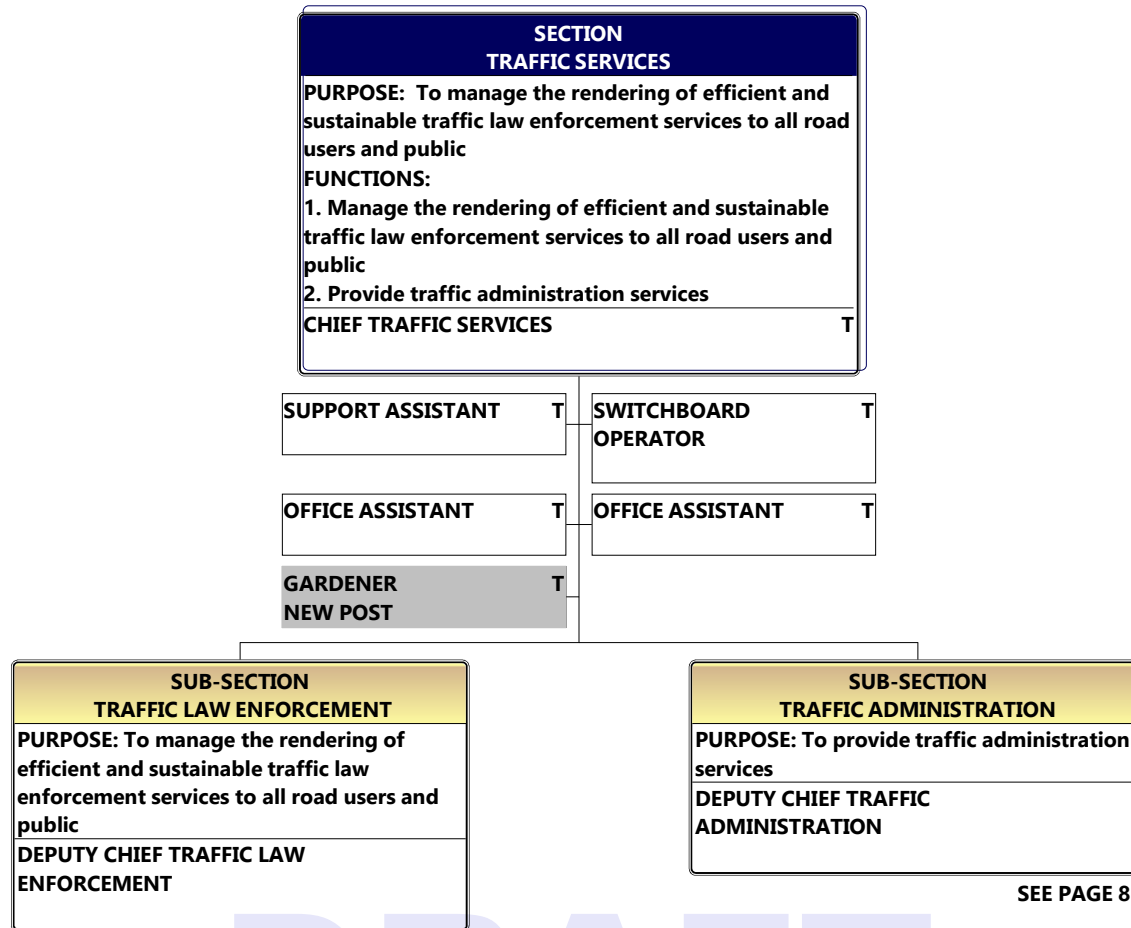
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SUB-SECTION
TRAFFIC LAW ENFORCEMENT

PURPOSE: To manage the rendering of efficient and sustainable traffic law enforcement services to all road users and public

FUNCTIONS:

1. Render specialised traffic functions
2. Provide traffic law enforcement services

DEPUTY CHIEF TRAFFIC LAW ENFORCEMENT

SNR CLERK T
 NEW POST

TRAINING & EDUCATION

PURPOSE: To render specialised traffic functions

FUNCTIONS:

1. Perform ANPR operations
2. Promote road traffic safety, public awareness initiatives and education
3. Administer impoundment

SUPERINTENDENT

TRAFFIC LAW ENFORCEMENT

PURPOSE: To provide traffic law enforcement services

SUPERINTENDENT

SEE PAGE 84

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TRAFFIC LAW ENFORCEMENT

PURPOSE: To provide traffic law enforcement services

FUNCTIONS:

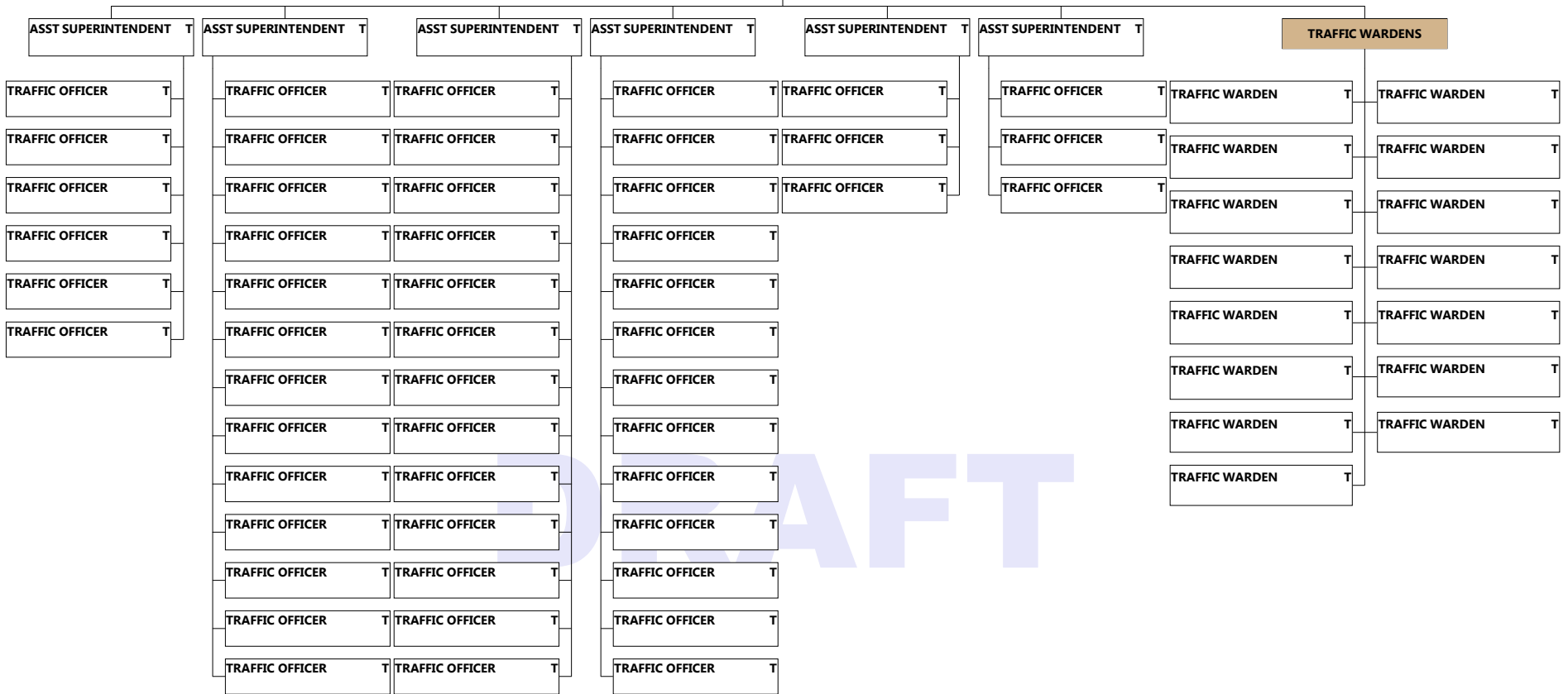
1. Visible traffic policing and law enforcement
2. Speed limit enforcement, point duties and escort duties
3. Road Block Operations
4. Serving of summonses and execution of warrants
5. Manage traffic law enforcement with regard to public transport
6. Liaise with Operators Licensing Board and liaise with taxi associations wrt enquiries/ confirmation

SUPERINTENDENT

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**SUB-SECTION
 TRAFFIC ADMINISTRATION**

PURPOSE: To provide traffic administration services

FUNCTIONS

1. Administer financial and administrative procedures with regard to traffic law enforcement and provide administrative and financial support services
2. Administer the processes of motor vehicle registration and licensing on a service level agreement basis
3. Administer the testing for learner, driving licenses and vehicles for fitness / roadworthiness
4. Administer the testing of vehicles for fitness / roadworthiness

DEPUTY CHIEF TRAFFIC ADMINISTRATION

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TRAFFIC FINES

PURPOSE: To administer financial and administrative procedures with regard to traffic law enforcement and provide administrative and financial support services

FUNCTIONS:

1. Traffic fine management
2. Link to NPA and Justice Department
3. Contravention system management
4. Cashiering, receipting and filing

SNR ADMIN OFFICER

MOTOR VEHICLE REGISTRATION AUTHORITY (MVRA)

PURPOSE: To administer the processes of motor vehicle registration and licensing on a service level agreement basis

FUNCTIONS:

1. Process applications
2. Administer cash control and compliance
3. Capture transactions (E-NATIS)
4. Issue roadworthy certificates and relevant documents
5. Perform general enquiries and administrative support

CHIEF CLERK

DRIVING LICENSE TESTING CENTRE (DLTC)

PURPOSE: To administer the testing for learner and driving licenses

SNR SUPERINTENDENT T

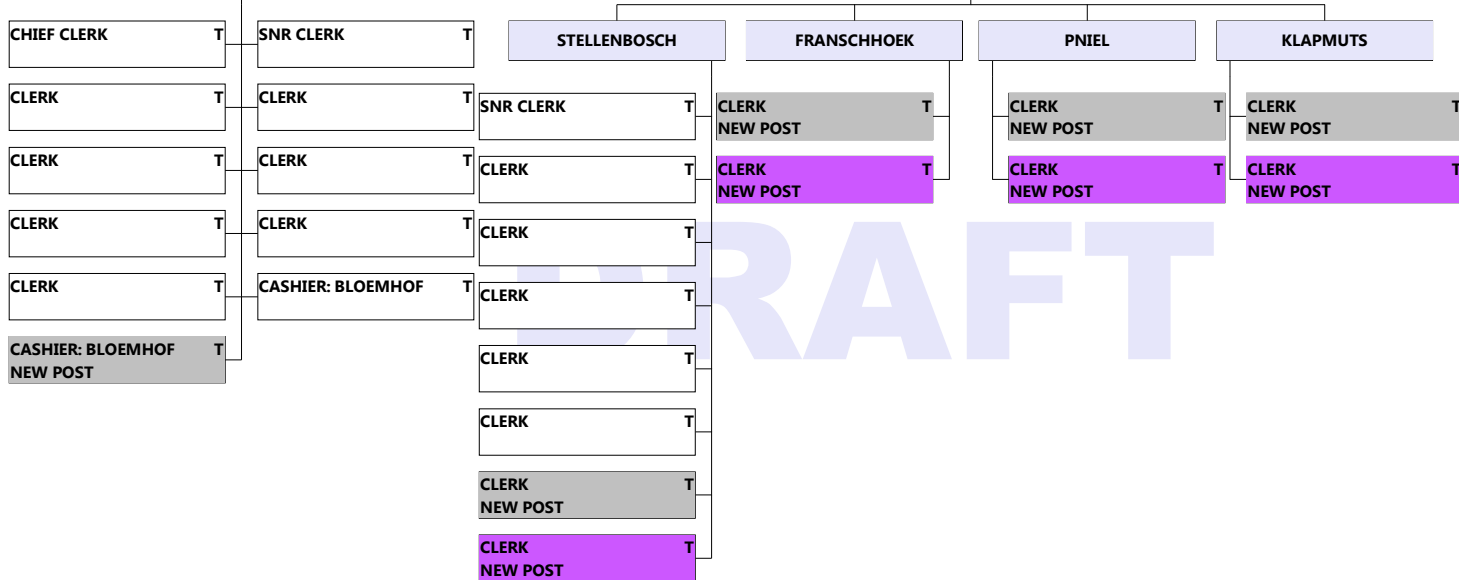
SEE PAGE 86

VEHICLE TESTING STATION (VTS)

PURPOSE: To administer the testing of vehicles for fitness / roadworthiness

SNR SUPERINTENDENT T

SEE PAGE 87



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DRIVING LICENSE TESTING CENTRE (DLTC)

PURPOSE: To administer the testing for learner and driving licenses

FUNCTIONS:

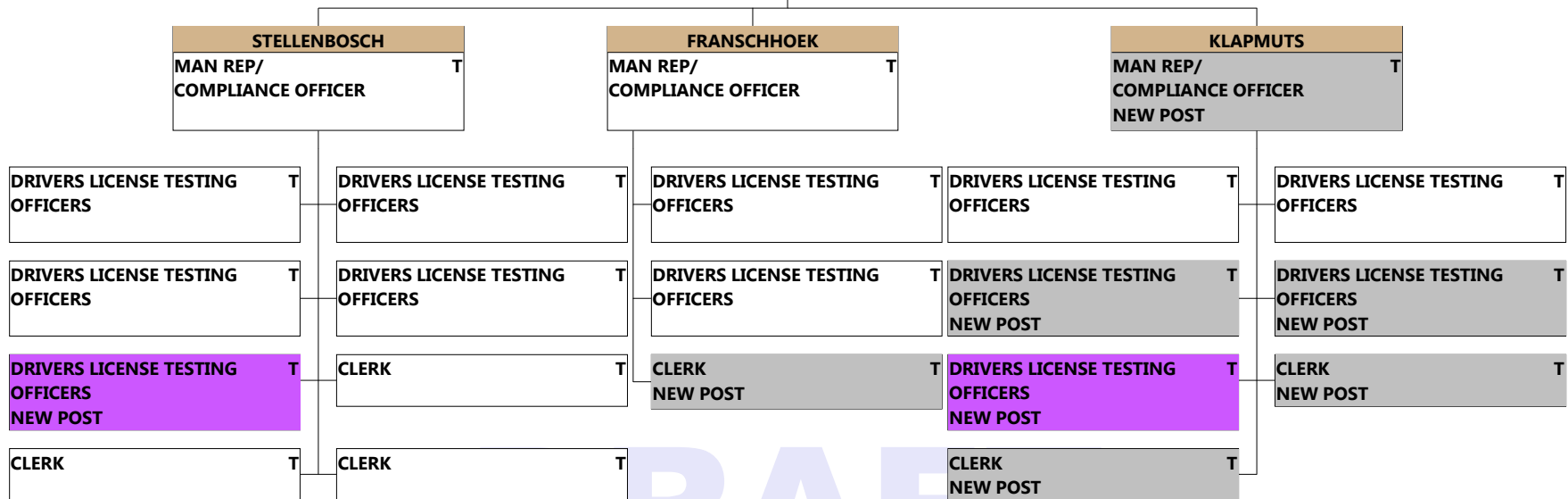
1. Administer applications and appointments
2. Conduct learner / driver testing
3. Issue learner / driver licenses
4. Cash control and compliance
5. Perform general enquiries and administrative support
6. Renew drivers license cards
7. Perform driving license and learner license tests in accordance with prescripts

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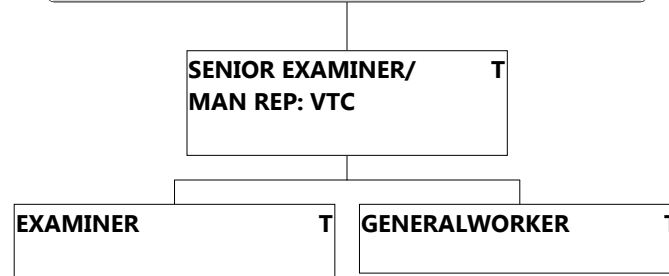
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VEHICLE TESTING STATION (VTS)
PURPOSE: To administer the testing of vehicles for fitness / roadworthiness
FUNCTIONS:
1. Examine and re-examine vehicles
2. Perform general enquiries, administrative support and compliance reporting
3. Perform vehicle tests in accordance with prescripts
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SECTION LAW ENFORCEMENT & SECURITY	
PURPOSE: To administer by-laws enforcement to ensure compliance with regard to municipal legislation	
FUNCTIONS:	
1. Enforce and administer general and municipal by-laws	
2. Provide and manage Law Enforcement administration services, events management, CCTV control room, access control, alarm systems and pound	
CHIEF LAW ENFORCEMENT & SECURITY	T

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____/____/2017

SNR CLERK	T
OFFICE ASSISTANT/ CLEANER	T

SUB-SECTION BY-LAW ENFORCEMENT	
PURPOSE: To enforce and administer general and municipal by-laws	
DEPUTY CHIEF BY-LAW ENFORCEMENT	T

SEE PAGE 89

SUB-SECTION SECURITY & CCTV SERVICES	
PURPOSE: To provide and manage Law Enforcement administration services, events management, CCTV control room, access control, alarm systems and pound	
DEPUTY CHIEF SECURITY & CCTV SERVICES	T
NEW POST	

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**SUB-SECTION
 BY-LAW ENFORCEMENT**

PURPOSE: To enforce and administer general and municipal by-laws

FUNCTIONS:

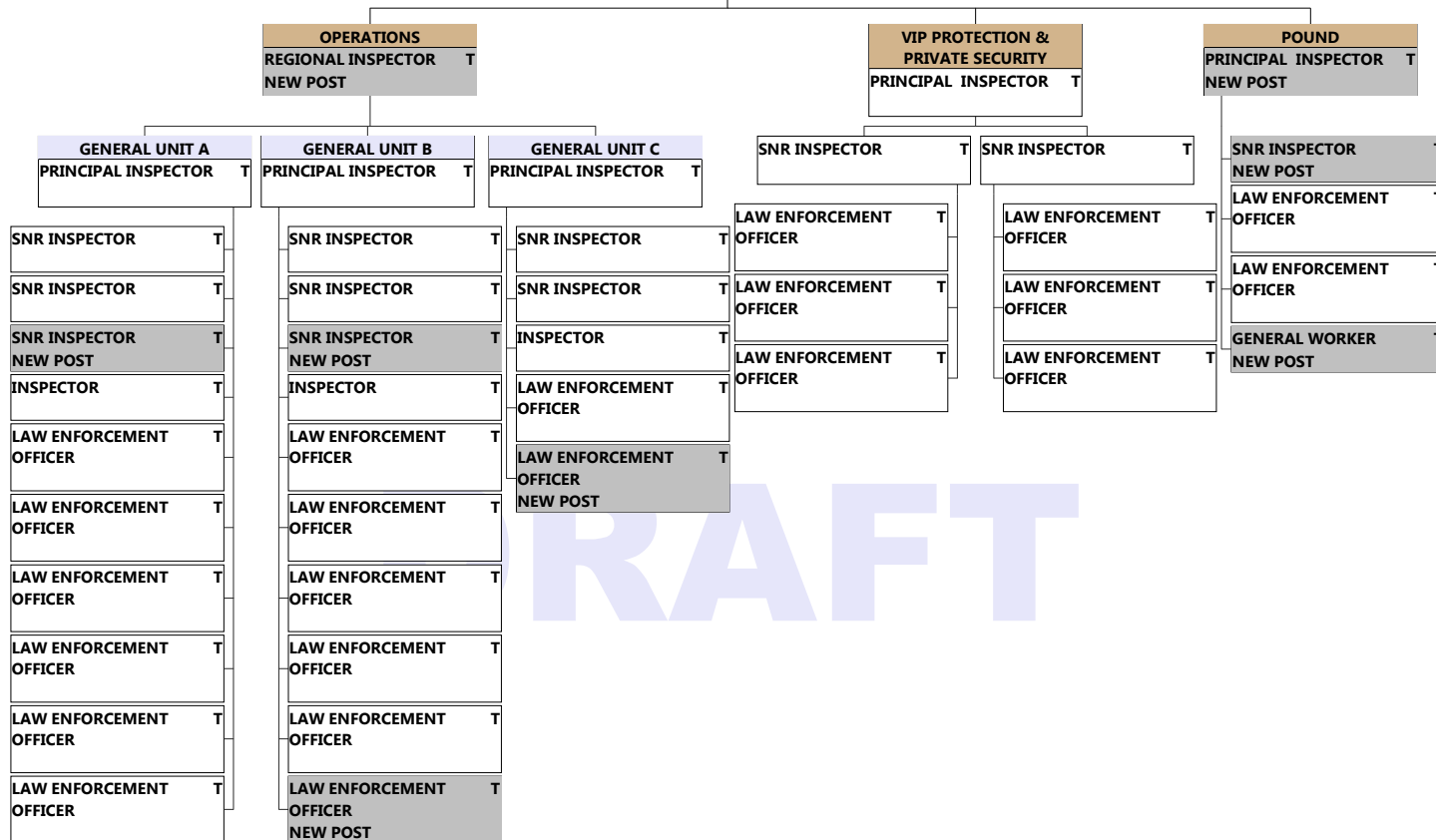
1. Resolve complaints and enforce by-laws regarding public nuisances, liquor, pound, informal trading, keeping of animals, public amenities, streets, informal traders, "green" law enforcement and traffic related offences
2. Administer the impoundment of abandoned vehicles
3. Render anti-land invasion and demolishing of illegal structures
4. Monitor and control illegal occupancy of derelict/ dilapidated buildings
5. Render CCTV/LPR reaction function and assist with joint law enforcement operations
6. Secure municipal sites and render VIP protection
7. Provide access control (deployment) and firearms control

DEPUTY CHIEF BY-LAW ENFORCEMENT T

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**SUB-SECTION
SECURITY & CCTV SERVICES**

PURPOSE: To provide and manage Law Enforcement administration services, events management, CCTV control room, access control, alarm systems and pound

FUNCTIONS:

1. Perform control room operations (call taking and monitoring)
2. Perform CCTV/LPR monitoring
3. Maintain access control system
4. Maintain alarm systems
5. Maintain radio coms
6. Provide general administration wrt pound, events, noise exemptions and Act applications

DEPUTY CHIEF SECURITY & CCTV SERVICES T
NEW POST

**ADMINISTRATION, EVENTS
& POUND**

PRINCIPAL INSPECTOR T
NEW POST

COURT

SNR INSPECTOR T

**CONTROL ROOM CCTV
MONITORING**

SNR INSPECTOR T

**ACCESS CONTROL &
ALARMS**

SNR INSPECTOR T

**LAW ENFORCEMENT
OFFICER** T

**LAW ENFORCEMENT
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OFFICER** T

INSPECTOR T
NEW POST

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**LAW ENFORCEMENT
OFFICER** T

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OFFICER** T

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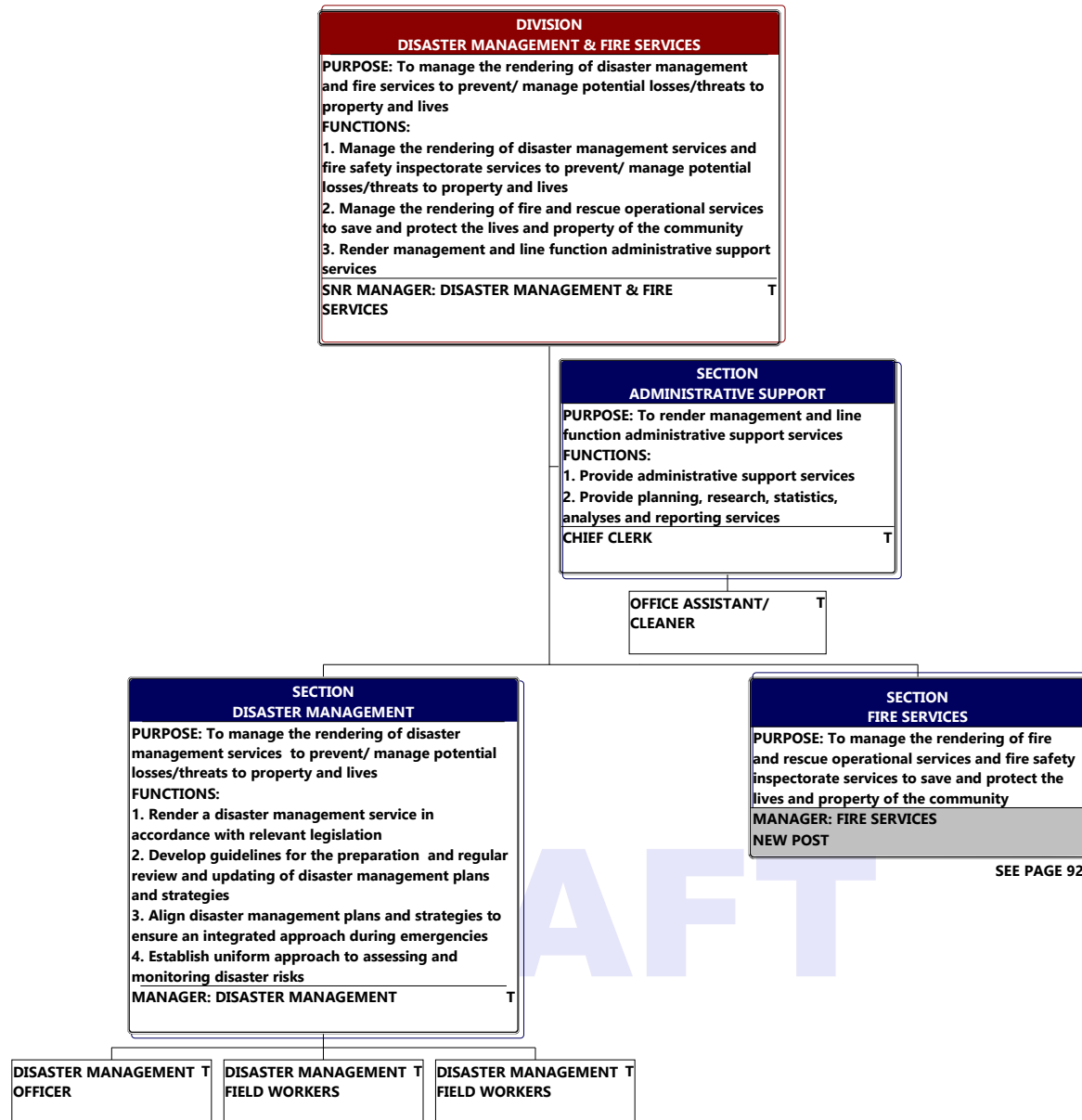
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**SECTION
 FIRE SERVICES**

PURPOSE: To manage the rendering of fire and rescue operational services and fire safety inspectorate services to save and protect the lives and property of the community

FUNCTIONS:

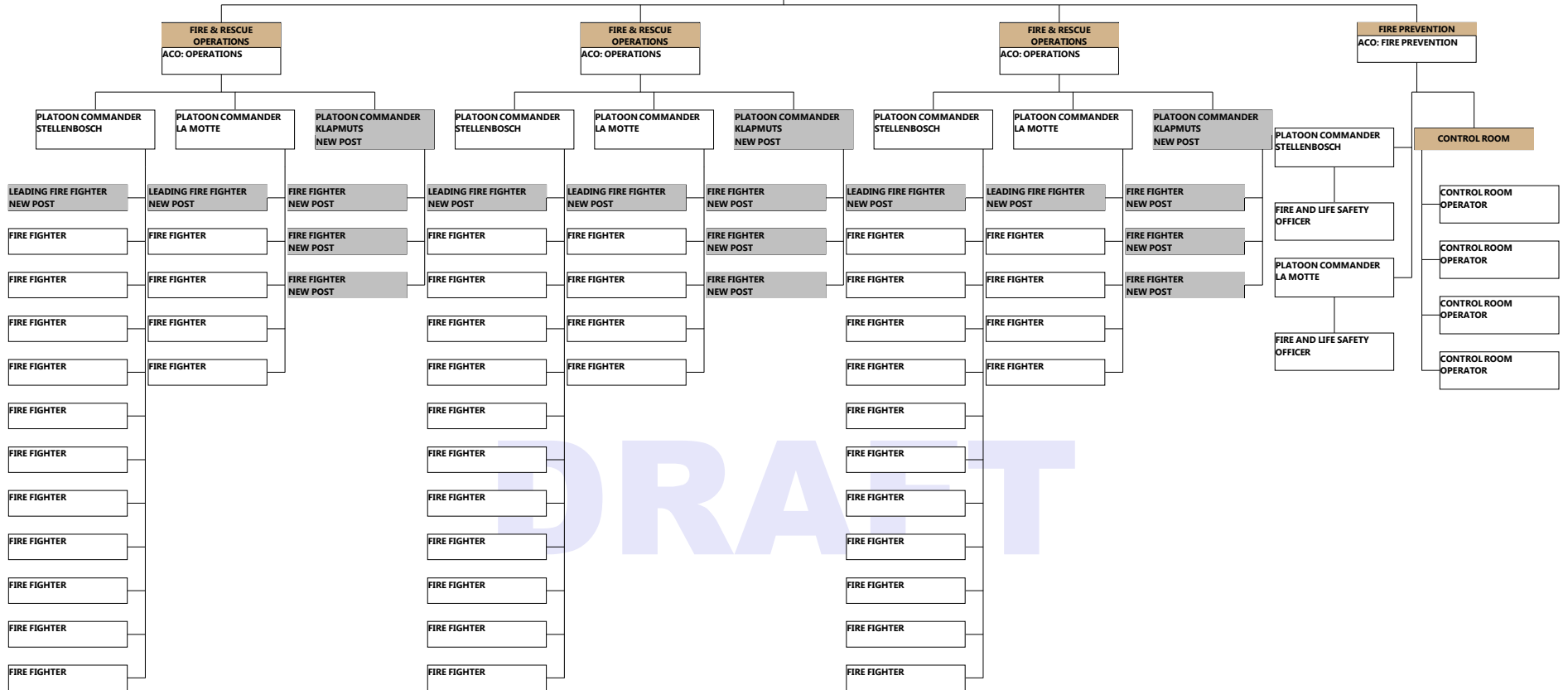
1. Render fire and rescue response services:
 - i) Provide specialised emergency and relief services
 - ii) Control and contain hazardous materials from endangering lives, environment and property
 - iii) Administer and provide disaster relief response services
 - iv) Provide a 24/7 emergency medical relief response service to save lives
 - v) Operate a 24/7 communication and control centre
2. Conduct preventative and reactive fire inspections:
 - i) Fire safety and fire risk inspections within buildings, premises and plants to ensure compliance
 - ii) Issuing compliance certificates
 - iii) Scrutinise building plans to ensure compliance

**MANAGER: FIRE SERVICES
 NEW POST**

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DIVISION
COMMUNITY SERVICES

PURPOSE: To manage the rendering of community services to ensure environmental compliance and promote a clean environment

FUNCTIONS:

1. Coordinate provisioning of library and information services to the municipality's communities
2. Manage all aspects related to the environment through the preparation of appropriate plans and strategies that will ensure the integrity of the natural and cultural environment through the sustainable use and development in support of a quality living environment
3. Provide and maintain municipal amenities, sport facilities, sport grounds and halls to the benefit of the community
4. Provide and maintain all horticultural and arboricultural operations and develop landscaped gardens to the benefit of the community
5. Manage the effective, efficient and economical operation of small plant, minor repairs and maintenance service to ensure the readily availability of Community's plant, machinery and equipment
6. Render management and line function administrative support services

SNR MANAGER: COMMUNITY SERVICES T

SECTION
ADMINISTRATIVE SUPPORT

PURPOSE: To render management and line function administrative support services

FUNCTIONS:

1. Provide administrative support services
2. Provide planning, research, statistics, analyses and reporting services
3. Provide project management support services with regards to public amenities

SNR CLERK T

CLERK T

OFFICE ASSISTANT/
 CLEANER T

SECTION
LIBRARY SERVICES

PURPOSE: To coordinate provisioning of library and information services to the municipality's communities

MANAGER: LIBRARY SERVICES T
 NEW POST

SEE PAGE 94

SECTION
ENVIRONMENTAL MANAGEMENT

PURPOSE: To manage all aspects related to the environment through the preparation of appropriate plans and strategies that will ensure the integrity of the natural and cultural environment through the sustainable use and development in support of a quality living environment

MANAGER: ENVIRONMENTAL MANAGEMENT T

SEE PAGE 95

SECTION
RECREATION, SPORT GROUNDS & HALLS

PURPOSE: To provide and maintain municipal amenities, sport facilities, sport grounds and halls to the benefit of the community

MANAGER: RECREATION, SPORT GROUNDS & HALLS T

SEE PAGE 97

SECTION
PARKS & CEMETERIES

PURPOSE: To provide and maintain all horticultural and arboricultural operations and develop landscaped gardens to the benefit of the community

MANAGER: PARKS & CEMETERIES T

SEE PAGE 101

SECTION
SMALL PLANT MAINTENANCE SERVICES

PURPOSE: To manage the effective, efficient and economical operation of small plant, minor repairs and maintenance service to ensure the readily availability of Community's plant, machinery and equipment

FUNCTIONS:

1. Provide general preventative and reactive maintenance services to repair plant, equipment and machinery
2. Manage the outsourcing of specialised maintenance and repair of plant, equipment and machinery
3. Provide administrative support services to facilitate procurement processes and ensure timeous ordering and delivery of material and equipment

SUPERINTENDENT T

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SECTION
ENVIRONMENTAL MANAGEMENT

PURPOSE: To manage all aspects related to the environment through the preparation of appropriate plans and strategies that will ensure the integrity of the natural and cultural environment through the sustainable use and development in support of a quality living environment

FUNCTIONS:

1. Ensure compliance with all the statutory obligations of the municipality relating to all aspects of human settlement in general and the environment in particular
2. Manage protected, rivers, forest and conserve areas in terms of the legal obligations relevant to the municipality as local authority but also as landowner is vital in ensuring the organization's compliance in terms of the latter

MANAGER: ENVIRONMENTAL MANAGEMENT T

SUB-SECTION
ENVIRONMENTAL PLANNING

PURPOSE: To ensure compliance with all the statutory obligations of the municipality relating to all aspects of human settlement in general and the environment in particular

FUNCTIONS:

1. Ensure environmental management monitoring and compliance with legislation
2. Develop and implement environmental policy framework for the municipality
3. Provide environmental management with relevant plans and other strategic documents for the execution of environmental management in accordance with its legal mandate and responsibilities
4. Provide support to other municipal departments and the public
5. Provide internal advice as to the application of the legislation and policies
6. Oversee the functions of the Air Quality Officer in terms of the National Environmental Management: Air Quality Act (39 of 2004) as well as those of the Noise Control Officer to ensure that the municipality fulfills its mandate in terms of the Noise Control Regulations of the Provincial Government of the Western Cape
7. Provide Geographical Information System (mapping support) to the section as a whole
8. Facilitate provincial programs relevant to the municipality as far as it relates to environmental management

SNR ENVIRONMENTAL PLANNER T
 NEW POST

SUB-SECTION
ENVIRONMENTAL MANAGEMENT IMPLEMENTATION

PURPOSE: To manage protected, rivers, forest and conserve areas in terms of the legal obligations relevant to the municipality as local authority but also as landowner is vital in ensuring the organization's compliance in terms of the latter

SUPERINTENDENT T

SEE PAGE 96

FT

ENVIRONMENTAL PLANNER T
 NEW POST

AIR QUALITY CONTROL OFFICER T

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SUB-SECTION
ENVIRONMENTAL MANAGEMENT IMPLEMENTATION

PURPOSE: To manage protected, rivers, forest and conserve areas in terms of the legal obligations relevant to the municipality as local authority but also as landowner is vital in ensuring the organization's compliance in terms of the latter

FUNCTIONS:

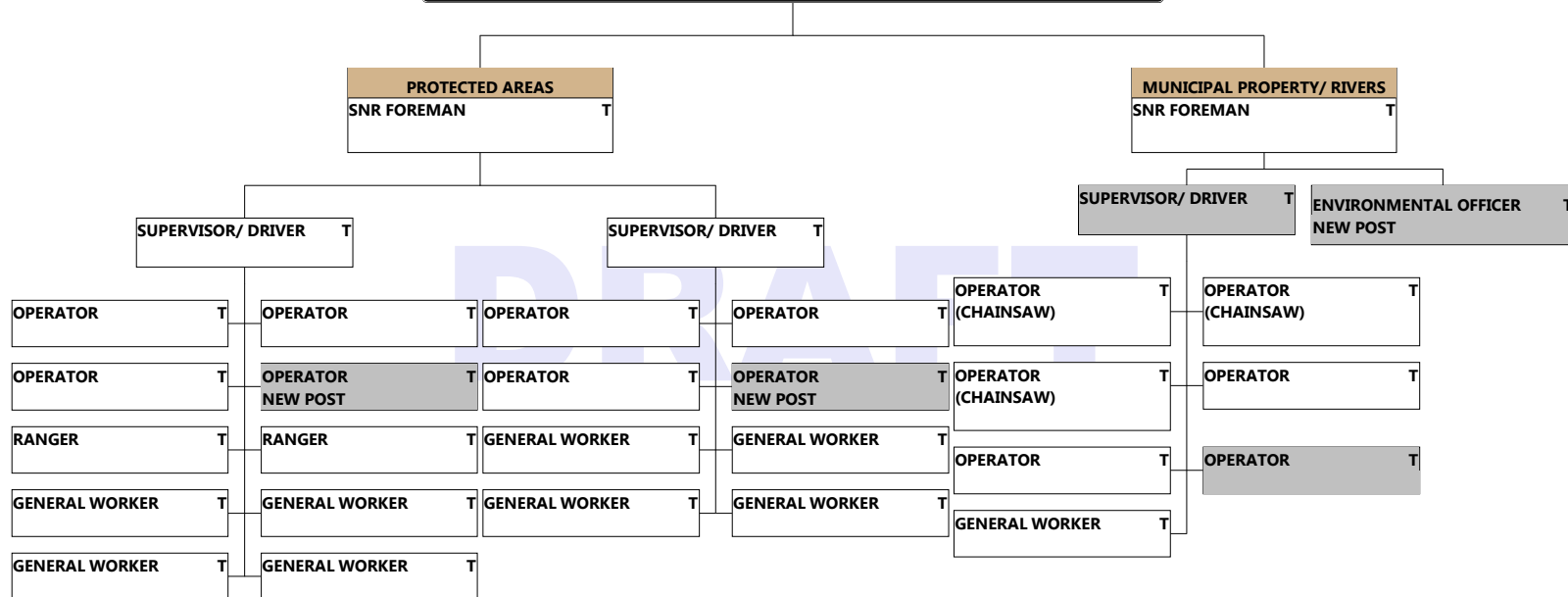
1. Implement management plans and other strategic documents complied by environmental planning and adopted by Council, such as those prepared for:
 - i) Invasive species monitoring, control and eradication
 - ii) River management
 - iii) Fire management
 - iv) Pollution control
 - v) Erosion control
 - vi) Reserve management
2. Conserve formally declared protected areas by executing management actions as included in approved management plans
3. Manage municipal land / previous forestry areas (not under lease agreement)
4. Manage / execute river maintenance / rehabilitation projects
5. Manage expanded public works program (EPWP) employees employed on the management of protected areas, municipal land (as defined above) and river management / rehabilitation projects
6. Policing of public use of municipal land
7. Provide general environmental education to local communities

SUPERINTENDENT T

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SECTION
RECREATION, SPORT GROUNDS & HALLS

PURPOSE: To provide and maintain municipal amenities, sport facilities, sport grounds and halls to the benefit of the community

FUNCTIONS:

1. Perform administrative support function
2. Provide and maintain sports grounds, recreational facilities and stadiums
3. Provide and maintain sports grounds, recreational facilities and stadiums
4. Provide and maintain all community halls

MANAGER: RECREATION, SPORT GROUNDS & HALLS T

SUB-SECTION
ADMIN SUPPORT

PURPOSE: To perform administrative support function

FUNCTIONS:

1. Coordinate use of amenities
2. Administer and coordinate fixtures
3. Administer all sport related contracts eg. SSRA, rental

ADMIN OFFICER T

SUB-SECTION
SPORT GROUND MAINTENANCE
STELLENBOSCH

PURPOSE: Provide and maintain sports grounds and stadiums

SUPERINTENDENT T

SEE PAGE 98

SUB-SECTION
SPORT GROUND MAINTENANCE
PNIEL/ FRANSCHHOEK/ KLAPMUTS/ DWR

PURPOSE: Provide and maintain sports grounds and stadiums

SUPERINTENDENT T

SEE PAGE 99

SUB-SECTION
HALLS

PURPOSE: To provide and maintain all community halls

SUPERINTENDENT T

SEE PAGE 100

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PROPOSED MICRO STRUCTURE - 18 APRIL 2017



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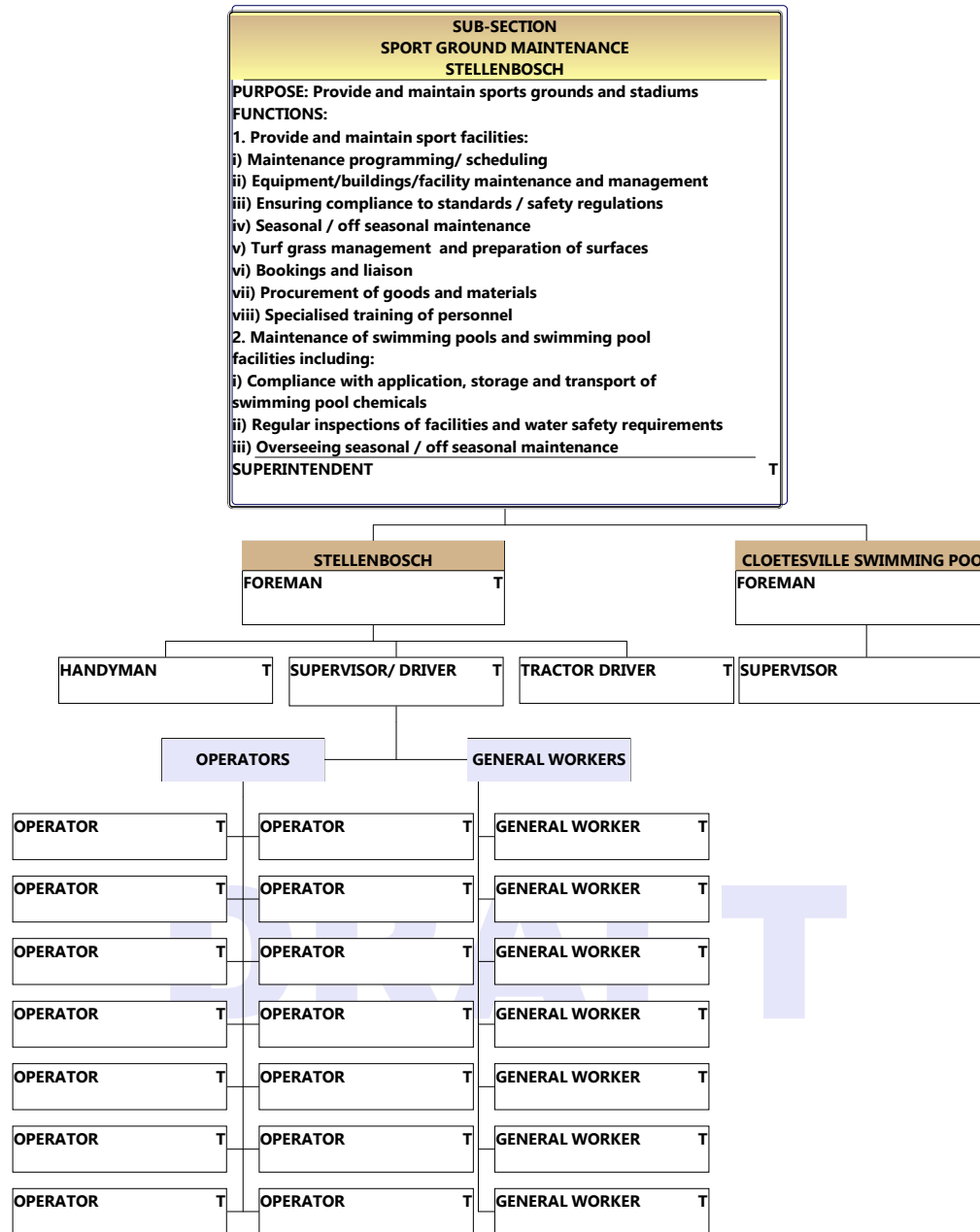
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SUB-SECTION
SPORT GROUND MAINTENANCE
PNIEL/ FRANSCHHOEK/ KLAPMUTS/ DWR

PURPOSE: Provide and maintain sports grounds and stadiums

FUNCTIONS:

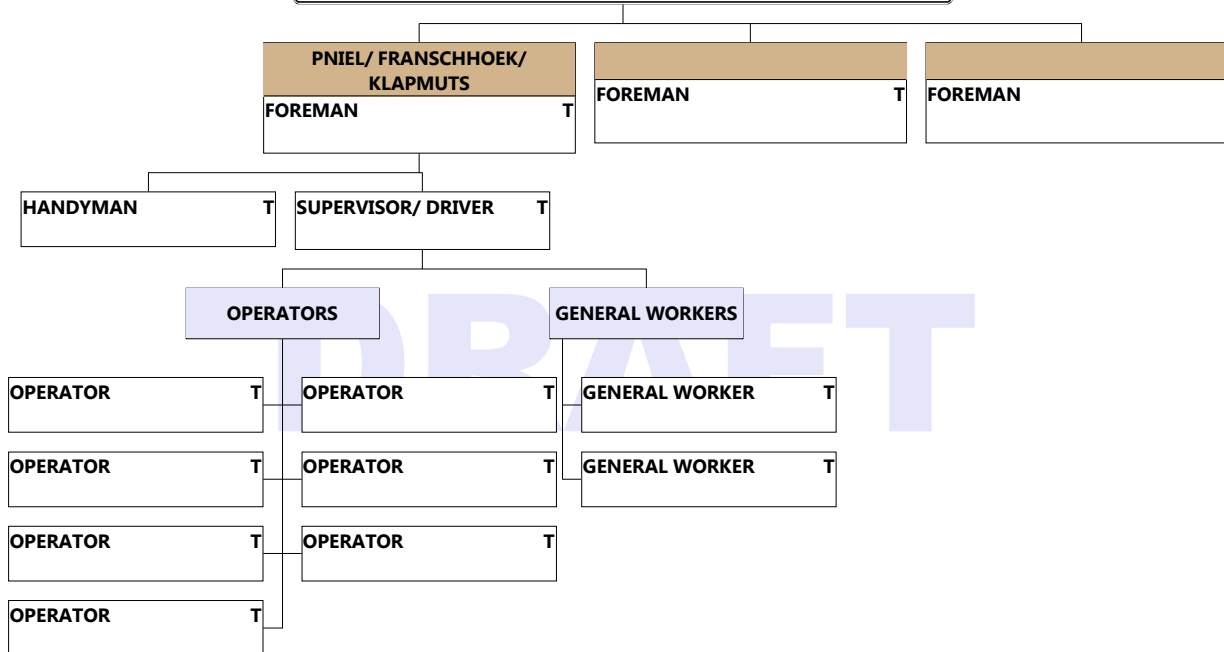
1. Provide and maintain sport facilities:
 - i) Maintenance programming/ scheduling
 - ii) Equipment/buildings/facility maintenance and management
 - iii) Ensuring compliance to standards / safety regulations
 - iv) Seasonal / off seasonal maintenance
 - v) Turf grass management and preparation of surfaces
 - vi) Bookings and liaison
 - vii) Procurement of goods and materials
 - viii) Specialised training of personnel
2. Maintenance of swimming pools and swimming pool facilities including:
 - i) Compliance with application, storage and transport of swimming pool chemicals
 - ii) Regular inspections of facilities and water safety requirements
 - iii) Overseeing seasonal / off seasonal maintenance

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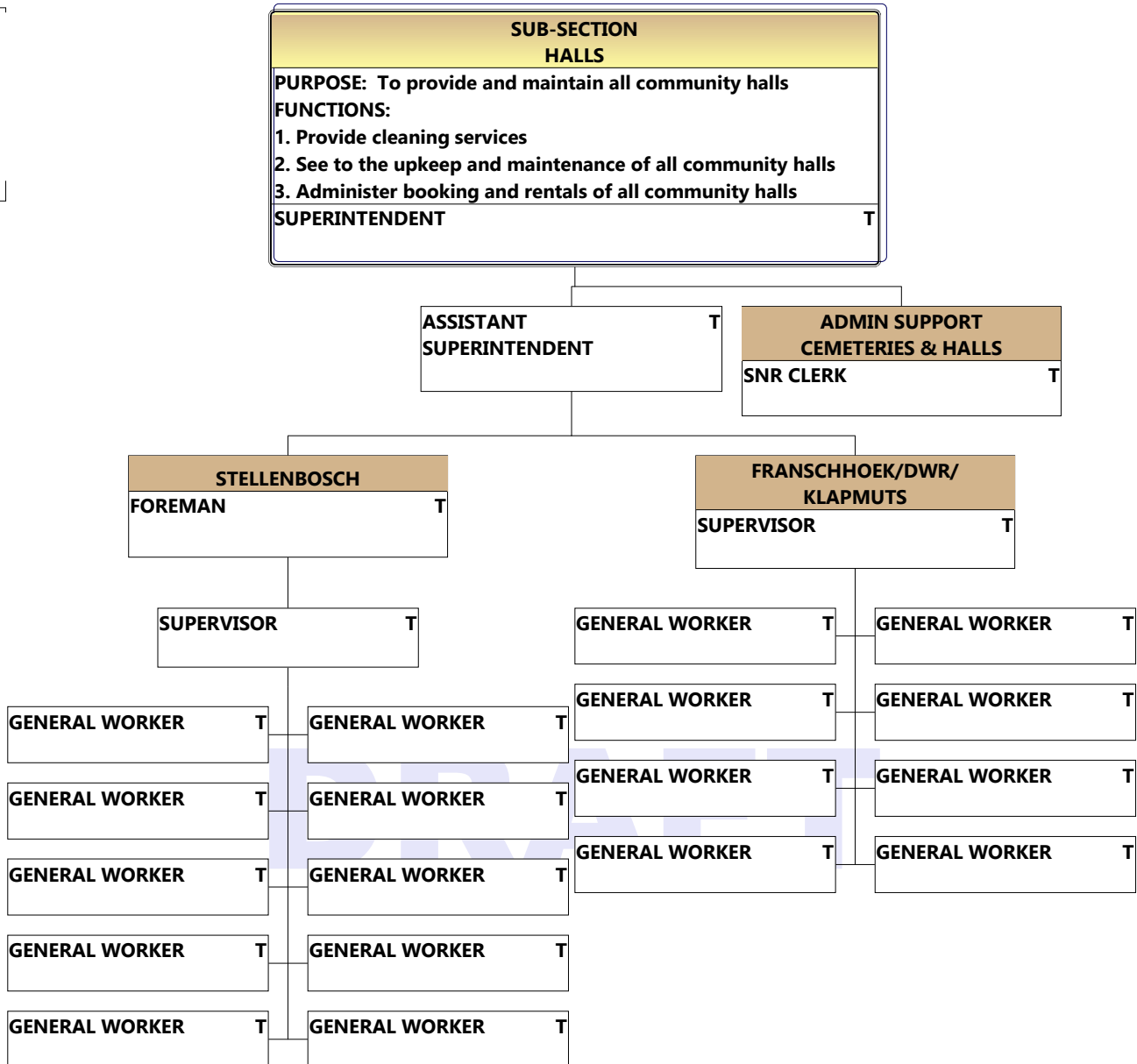
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SECTION PARKS & CEMETERIES	
PURPOSE: To provide and maintain all horticultural and arboricultural operations and develop landscaped gardens to the benefit of the community FUNCTIONS: 1. Provide and maintain forestry, conservation and cemeteries 2. Provide and maintain landscaping, garden maintenance, nursery management, town entrances and oak heritage 3. Provide and maintain open spaces, parks, rivers, landscaping, garden maintenance, nursery management, town entrances, oak heritage and playground maintenance 4. Provide and maintain open spaces, parks, rivers, landscaping, garden maintenance, nursery management, town entrances and oak heritage 5. Manage projects contracted to external service providers regarding public amenities MANAGER: PARKS & CEMETERIES	
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SUB-SECTION PLAYGROUNDS, PARKS, TOWN ENTRANCE & WARD PROJECTS	
PURPOSE: To provide and maintenance/operation of playgrounds, parks, town entrances and ward projects SUPERINTENDENT	
	T

SEE PAGE 102

SUB-SECTION CEMETERY, TREES & NURSERY	
PURPOSE: To provide and maintenance/operation of cemeteries, trees, irrigation and nursery SUPERINTENDENT	
	T

SEE PAGE 103

SUB-SECTION AREA 3 FRANSCHHOEK, PNIEL, KLAPMUTS & KYLEMORE	
PURPOSE: To provide and maintenance/operation of parks, cemeteries, commonage and public amenities SUPERINTENDENT	
	T

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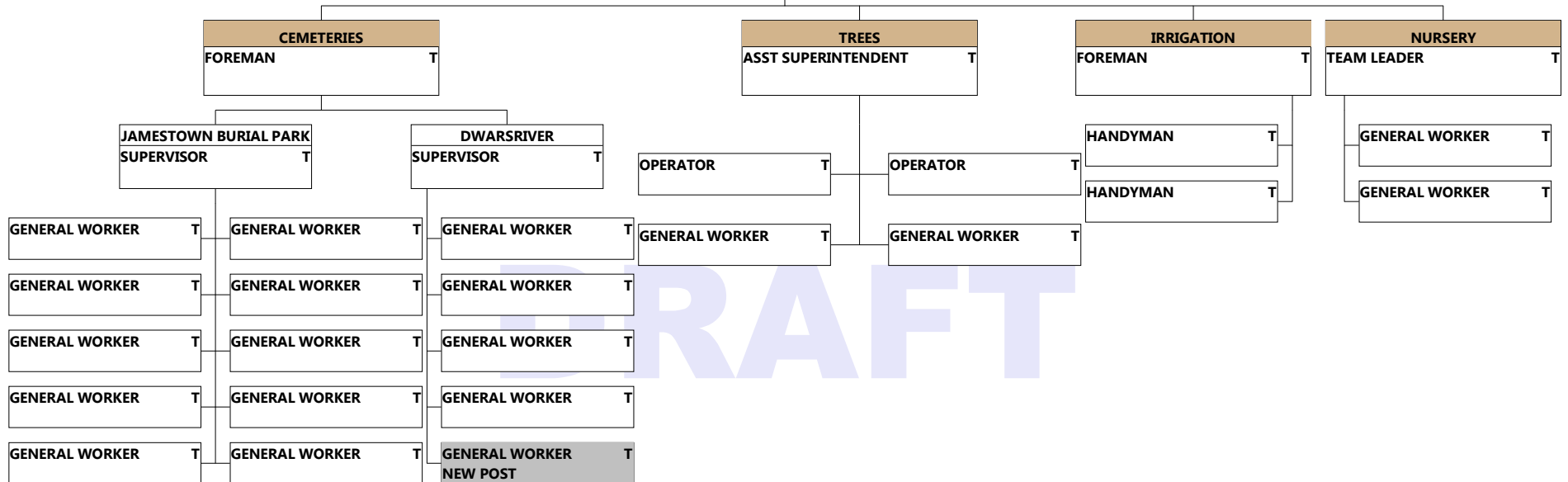
SUB-SECTION
CEMETERY, TREES & NURSERY

PURPOSE: To provide and maintenance/ operation of cemeteries, trees, irrigation and nursery

FUNCTIONS:

1. Provide and maintain cemeteries, trees, irrigation and nursery including:
 - i) Maintenance programming/ scheduling
 - ii) Equipment maintenance/ management/ training
 - iii) Prepare burial facilities by preparation of graves and ensuring compliance with legislation/ by laws
 - iv) Supervise the maintenance of street trees and the application of pest and weed control services
 - v) Parks capital projects
2. Maintain, coordinate and provide pound operations
3. Implementation of EPWP programmes

SUPERINTENDENT T



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**SUB-SECTION
 AREA 3
 FRANSCHHOEK, PNIEL, KLAPMUTS & KYLEMORE**

PURPOSE: To provide and maintenance/ operation of parks, cemeteries, commonage and public amenities

FUNCTIONS:

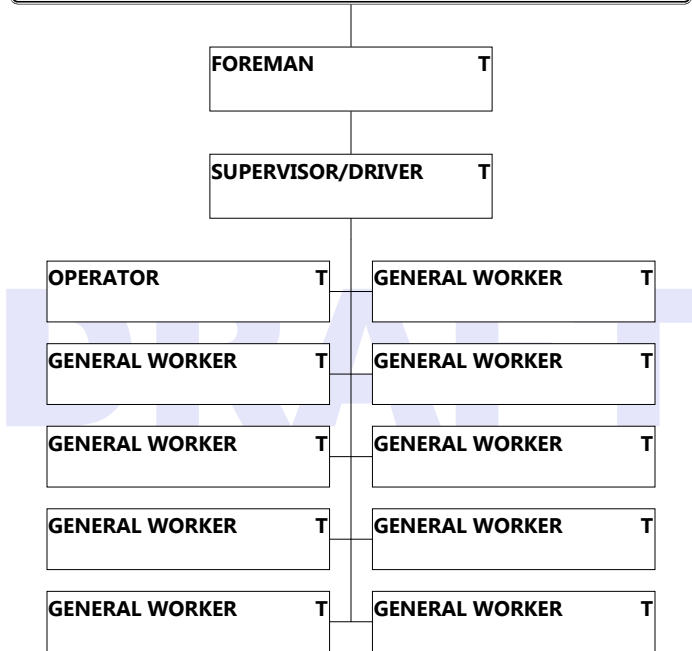
1. Provide and maintain parks, cemeteries, fences, structures and public facilities including:
 - i) Maintenance programming/ scheduling
 - ii) Equipment maintenance/ management/ training
 - iii) Compliance of playground equipment
 - iv) Prepare burial facilities by preparation of graves and ensuring compliance with legislation/ by laws
 - v) Supervise the maintenance of street trees and the application of pest and weed control services
2. Maintain, coordinate and provide pound operations
3. Implementation of EPWP programmes

SUPERINTENDENT T

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SECTION
COMMUNITY DEVELOPMENT

PURPOSE: To build social capital within Stellenbosch Municipality as an institution and all communities within its jurisdiction through community development collaboration and a focus on marginalized citizens

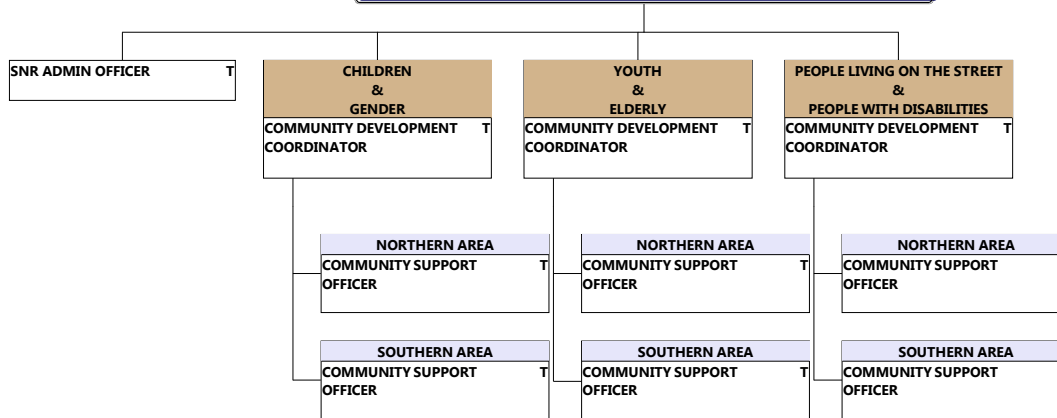
FUNCTIONS:
 Target groups: Children, Youth, Elderly, People Living on the street, Persons with disability, Gender and cross cutting issues:
 1. Coordinate and facilitate community development programmes and events focussed on identified vulnerable groups
 2. Develop, capacitate and collaborate with community structures and networks.
 3. Manage municipal Grant in Aid policy and programme to benefit marginalized communities in line with identified IDP needs
 4. Implement and administer ward projects aligned with departmental responsibility.
 5. Ensure effective management of Municipal Night Shelter services
 6. Implement provincial and national programmes through partnerships (IGR) to the benefit of local marginalized groups
 7. Ensure effective distribution of Social Relief of Distress and activation of SASSA support to affected persons in collaboration with DM
 8. Ensure adherence to Human Rights Based approach in all municipal services
 9. Drive and implement awareness events to promote sustainable programmes

MANAGER: COMMUNITY DEVELOPMENT T

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OFFICE OF THE MUNICIPAL MANAGER
 DIVISION INTERNAL AUDIT



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 MUNICIPAL MANAGER

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**DIVISION
 INTERNAL AUDIT**

PURPOSE: : To provide an independent appraisal of the adequacy and effectiveness of financial controls

FUNCTIONS:

1. Develop and implement a risk-based audit plan and internal audit program for each financial year and provide assurance regarding the effectiveness and efficiency of the organisational performance management system per allocated directorates according to rotation plan - Unit A
2. Develop and implement a risk-based audit plan and internal audit program for each financial year and provide assurance regarding the effectiveness and efficiency of the organisational performance management system per allocated directorates according to rotation plan - Unit B
3. Render management and line function administrative support services

 CHIEF AUDIT EXECUTIVE

**SECTION
 ADMINISTRATIVE SUPPORT**

PURPOSE: To render management and line function administrative support services

FUNCTIONS:

1. Provide administrative support services
2. Provide planning, research, statistics, analyses and reporting services

 SNR CLERK T

 NEW POST

**SECTION
 COMPLIANCE & PERFORMANCE AUDIT
 UNIT A**

PURPOSE: To develop and implement a risk-based audit plan and internal audit program for each financial year and provide assurance regarding the effectiveness and efficiency of the organisational performance management system per allocated directorates according to rotation plan - Unit A

FUNCTIONS:

1. Develop and implement a risk-based audit plan and internal audit program for each financial year:
 - i) Advise the accounting officer and report to the Audit Committee on the implementation of the internal audit plan
 - ii) Provide assurance audit on risk management systems
 - iii) Conduct internal investigations and review financial control systems
 - iv) Plan, perform and report on audit engagements and monitor progress on the implementation of results
 - v) Liaise with the external auditors
2. Provide assurance regarding the effectiveness and efficiency of the organisational performance management system
 - i) Assess the functionality of performance management system
 - ii) Audit/ Assess the reliability of performance results
 - iii) Assess effectiveness and efficiency of operations and economic utilisation of resources

 SNR INTERNAL AUDITOR T

**SECTION
 COMPLIANCE & PERFORMANCE AUDIT
 UNIT B**

PURPOSE: To develop and implement a risk-based audit plan and internal audit program for each financial year and provide assurance regarding the effectiveness and efficiency of the organisational performance management system per allocated directorates according to rotation plan - Unit B

FUNCTIONS:

1. Develop and implement a risk-based audit plan and internal audit program for each financial year:
 - i) Advise the accounting officer and report to the Audit Committee on the implementation of the internal audit plan
 - ii) Provide assurance audit on risk management systems
 - iii) Conduct internal investigations and review financial control systems
 - iv) Plan, perform and report on audit engagements and monitor progress on the implementation of results
 - v) Liaise with the external auditors
2. Provide assurance regarding the effectiveness and efficiency of the organisational performance management system
 - i) Assess the functionality of performance management system
 - ii) Audit/ Assess the reliability of performance results
 - iii) Assess effectiveness and efficiency of operations and economic utilisation of resources

 SNR INTERNAL AUDITOR T

INTERNAL AUDIT
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CONFIDENTIAL

STELLENBOSCH LOCAL MUNICIPALITY
PROPOSED MICRO STRUCTURE - 18 APRIL 2017



OFFICE OF THE MUNICIPAL MANAGER
 DIVISION GOVERNANCE

RECOMMENDED BY
 MUNICIPAL MANAGER

 Signature

____/____/2017

DIVISION GOVERNANCE
<p>PURPOSE: To evaluate and contribute to the improvement of governance management processes</p> <p>FUNCTIONS:</p> <ol style="list-style-type: none"> 1. Establish and maintain enterprise risk management (ERM) and compliance within the organisation 2. Manage and coordinate the integrated development plan (IDP), institutional performance management (PM), and intergovernmental relations (IGR) 3. Render comprehensive communication service to promote and build sound relationships between the municipality and all stakeholders and to promote and manage the corporate image 4. Render management and line function administrative support services <p>SNR MANAGER: GOVERNANCE</p>

APPROVED BY COUNCIL

 Signature

____/____/2017

SECTION ADMINISTRATIVE SUPPORT
<p>PURPOSE: To render management and line function administrative support services</p> <p>FUNCTIONS:</p> <ol style="list-style-type: none"> 1. Provide administrative support services 2. Provide planning, research, statistics, analyses and reporting services <p>ADMIN OFFICER T</p>

SECTION RISK MANAGEMENT
<p>PURPOSE: To establish and maintain enterprise risk management (ERM) and compliance within the organisation</p> <p>CHIEF RISK OFFICER T</p>

SEE PAGE 108

SECTION IDP/ PM / IGR
<p>PURPOSE: To manage and coordinate the integrated development plan (IDP), institutional performance management (PM), and intergovernmental relations (IGR)</p> <p>MANAGER: IDP/ PM / IGR T</p>

SEE PAGE 109

SECTION COMMUNICATION
<p>PURPOSE: To render comprehensive communication service to promote and build sound relationships between the municipality and all stakeholders and to promote and manage the corporate image</p> <p>MANAGER: COMMUNICATION T</p>

SEE PAGE 110

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**STELLENBOSCH LOCAL MUNICIPALITY
PROPOSED MICRO STRUCTURE - 18 APRIL 2017**



RECOMMENDED BY
MUNICIPAL MANAGER

Signature

____/____/2017

SECTION RISK MANAGEMENT	
PURPOSE: To establish and maintain enterprise risk management (ERM) and compliance within the organisation	
FUNCTIONS:	
1. Analyse and advise on risk management issues and review the risk philosophy of the municipality:	
i) Promote and communicate appropriate ethics, values and control information in the organisation; drive and coordinate risk management and facilitate risk assessments	
ii) Develop enterprise risk management strategy and assist with implementation of risk responses	
iii) Develop and establish fraud detection investigation and prevention initiatives;	
iv) Manage and execute fraud investigation processes and provide fraud and corruption hotline service	
2. Ensure the organisation is conforming with, or eligible for, contractual obligations, government regulations, laws, licenses and permits:	
i) Prevent unethical or improper conduct in the organization	
ii) Interact with all directorates regarding issues related risk	
iii) Updating standards of conduct and development of periodical reviews	
iv) Monitor, review and evaluate compliance activities	
3. Liaise with the external auditors and other relevant role-players	
CHIEF RISK OFFICER T	

APPROVED BY COUNCIL

Signature

____/____/2017

ADMINISTRATIVE SUPPORT & ANTI FRAUD HOTLINE	
SNR CLERK	T

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STELLENBOSCH LOCAL MUNICIPALITY
PROPOSED MICRO STRUCTURE - 18 APRIL 2017



RECOMMENDED BY
 MUNICIPAL MANAGER

 Signature

____/____/2017

SECTION
IDP / PM / IGR

PURPOSE: To manage and coordinate the integrated development plan (IDP), institutional performance management (PM), and intergovernmental relations (IGR)

FUNCTIONS:

1. Manage and coordinate the integrated development plan (IDP) processes in accordance with legislative requirements
2. Manage and coordinate institutional performance management (PM) and service delivery and budget implementation plan (SDBIP)
3. Develop a framework for effective and efficient international (IR) and intergovernmental relations (IGR)

MANAGER: IDP / PM / IGR T

APPROVED BY COUNCIL

 Signature

____/____/2017

SNR CLERK T

SUB-SECTION
IDP

PURPOSE: To manage and coordinate the integrated development plan (IDP) processes in accordance with legislative requirements

FUNCTIONS:

1. Guide and direct planning and logistical arrangements of the IDP processes and ensure public participation in IDP processes
2. Integrate organisational management activities with the strategic planning process
3. Monitor and report on the implementation of the IDP

IDP OFFICER T

SUB-SECTION
PM & SDBIP

PURPOSE: To manage and coordinate institutional performance management (PM) and service delivery and budget implementation plan (SDBIP)

FUNCTIONS:

1. Develop, maintain and monitor the institutional PM
2. Operate and manage the system throughout the planning, performance review and reporting stages
3. Ensure legislative compliance of the institutional PM
4. Monitor and evaluate service delivery and strategic projects
5. Prepare and submit legislated reports such as quarterly and annual reports

PM OFFICER T

SUB-SECTION
IGR RELATIONS

PURPOSE: To develop a framework for effective and efficient international (IR) and intergovernmental relations (IGR)

FUNCTIONS:

1. Facilitate, mainstream and promote international relations (IR) intergovernmental relations (IGR) programmes, liaison and projects:
 - i) Guide and co-ordinate IR & IGR and protocol related actions
 - ii) Render and coordinate institutional public participation support services to ensure regular consultation between council and the community
 - iii) Render support services to ward councillors
 - iv) Provide institutional community facilitation and liaison services
 - v) Strengthen community participation in council matters at administrative level

IGR OFFICER T

PUBLIC PARTICIPATION OFFICER T

PUBLIC PARTICIPATION OFFICER T

PUBLIC PARTICIPATION OFFICER T

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**STELLENBOSCH LOCAL MUNICIPALITY
PROPOSED MICRO STRUCTURE - 18 APRIL 2017**



RECOMMENDED BY
MUNICIPAL MANAGER

Signature

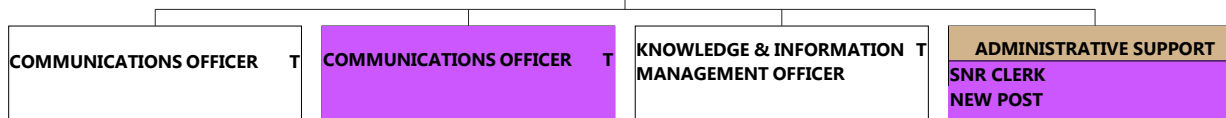
____/____/2017

SECTION COMMUNICATION	
<p>PURPOSE: To render comprehensive communication service to promote and build sound relationships between the municipality and all stakeholders and to promote and manage the corporate image</p> <p>FUNCTIONS:</p> <p>1. Provide media relations service:</p> <p>i) Coordinate, scrutinize and arrange media statements, briefings and conferences</p> <p>ii) Cultivate good media relationships and liaison and rapid response</p> <p>iii) Manage and coordinate a rapid response media service</p> <p>2. Conduct communications research:</p> <p>i) Implement the Municipality's communication strategy, policy and procedures</p> <p>ii) Develop appropriate content and provide advice / copy</p> <p>iii) Analyse communications environment to identify communication opportunities</p> <p>3. Advance corporate communications and marketing:</p> <p>i) Source and write / check content of internal and external copy</p> <p>ii) Website content management</p> <p>iii) Coordinate internal and external communication activities / newsletter</p> <p>iv) Promote marketing and branding opportunities</p> <p>v) Provide support regarding communication events</p> <p>MANAGER: COMMUNICATION T</p>	

APPROVED BY COUNCIL

Signature

____/____/2017



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CONFIDENTIAL

**STELLENBOSCH LOCAL MUNICIPALITY
PROPOSED MICRO STRUCTURE - 18 APRIL 2017**

OFFICE OF THE MUNICIPAL MANAGER
SECTION EXECUTIVE SUPPORT OFFICE OF THE MUNICIPAL MANAGER



RECOMMENDED BY
MUNICIPAL MANAGER

Signature

___/___/2017

**SECTION
EXECUTIVE SUPPORT OFFICE OF THE MUNICIPAL
MANAGER**

PURPOSE: To provide office management services to the Municipal Manager

FUNCTIONS:

- 1. Provide planning, research, statistics, analyses and reporting services to the Municipal Manager**
- 2. Planning and monitoring of strategic / critical matters**
- 3. Coordinate logistical support**
- 4. Provide executive secretarial and administrative support services**
- 5. Liaise internally and externally with relevant stakeholder**
- 6. Advise the Municipal Manager on a daily basis with regard to functional activities**

SNR ADMINISTRATIVE OFFICER T

PA: MUNICIPAL MANAGER T

APPROVED BY COUNCIL

Signature

___/___/2017

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8.3	UPPER LIMITS OF SALARIES, ALLOWANCE AND BENEFITS OF COUNCILLORS
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- To inform Council of the contents of Government Notice No 313 of 3 April 2017 that deals with the upper limits of salaries, allowances and benefits of councillors. See attached **ANNEXURE A**. Also to highlight changes from the previous Notice.

- BACKGROUND**

A recent Notice, 1600 of 21 December 2016, published in this regard, has been repealed and replaced by Notice 313 of 3 April 2017.

The Implementation Date of the Notice is back dated to 1 July 2016, and has become standard practice over the years.

Issues that need particular noting, are listed below. In essence, the Notice does not deviate from the format of previous years, but there are some improvements that are highlighted below:

- DISCUSSION**

- 3.1 Calculation of Municipality's Grading**

In order to determine which of the remuneration levels are applicable to Stellenbosch Municipality, the grading of the municipality needs to be determined according to the calculation/formula provided:

Category	Details	Number of Points	Source
Total Municipal Income	R1 183 820 239	33.33	Audited AFS for 2015/16 – As per definition given in Notice.
Total Population	173 419	25.00	Community Survey 2016: Statistical Release No P0301 – As per Definition given in Notice.
Total Number of Points		58.33	

Stellenbosch Municipality therefore remains unchanged at a Grade 4 for purposes of determining the upper limits of the remuneration of Public Office bearers.

- 3.2 Limited Change in Remuneration Packages**

When comparing the latest Notice with the previous one, it becomes clear that only the remuneration packages of Full Time Chairpersons of Section 79 Committees, Part Time Chairpersons of Section 79 Committees and Part Time Councillors have increased, while others have remained the same.

POSITION	PREVIOUS UPPER LIMIT	NEW UPPER LIMIT	INCREASE
F/T Mayor or Executive Mayor	R787 061	R787 061	R0
F/T Speaker, Deputy Mayor or Deputy Executive Mayor	R629 647	R629 647	R0
F/T Exco Member, Mayco Member, Whip or Chairperson of a	R590 296	R590 296	R0

Sub Council			
F/T Chairperson of Section 79 Committee	R550 942	R572 979	R22 037
P/T Mayor or Executive Mayor	R434 935	R434 935	R0
P/T Speaker, Deputy Mayor or Deputy Executive Mayor	R347 947	R347 947	R0
P/T Exco Member, Mayco Member or Whip	R326 201	R326 201	R0
P/T Chairperson of Section 79 Committee	R304 454	R316 632	R12 178
P/T Councillor	R237 236	R246 725	R9 489

3.3 Pension Fund Membership

The repealed Notice made it compulsory for all councillors to contribute 15% of monthly basic salary to a registered pension fund. This would have had far reaching implications.

Notice 313 however, has been amended and membership of pension funds is now again at the discretion of each individual councillor.

3.4 Increased Cell Phone Allowance

Cell Phone allowance for all Stellenbosch councillors increases to R1 900 per month and to R2 400 per month for the Executive Mayor, Deputy Mayor and Speaker.

The term “may be reimbursed” has now been replaced by “may be paid” which is more practical to administer.

3.5 Data Bundles

Data Bundles remain at R300 per month.

The term “may be reimbursed” has now been replaced by “may be paid” which is more practical to administer.

3.6 Special Risk Cover (SASRIA)

The limits of R1.5million on residential property and R750 000 on vehicles remain the same.

Section 13 (4) however, makes it clear that a councillor is obliged to submit details of properties and vehicles to be covered by the municipality’s insurance and that any councillor who fails to submit the required information, forfeits the benefit of the insurance.

Despite a number of previous requests, several councillors have not submitted the required information as yet.

Also important is for councillors to note that this cover is for Riot and Unrest related incidents only and is not intended to replace any current short term insurance that might be in place.

3.7 Affordability

The total anticipated amount in terms of the latest Gazette payable to all councilors for the 2016/2017 year, are less than budgeted for and should therefore be implemented subject to approval by the Minister.

3. PARTIES CONSULTED

Finance: The 2016/2017 budget is sufficient to absorb the increase. Council did budget for the following amounts for 2016/2017 :

• Allowance Councillors	=	R11 307 821
• Councillors Travel Allowance	=	R3 816 545
• Councillors Telephone Allowances	=	R807 946
• Councillors Medical Allowance	=	R129 034
• Councillor Pension Allowance	=	R965 470
• Total amount budgeted	=	R17 026 816

MAYORAL COMMITTEE MEETING: 2017-04-19: ITEM 6.3**RECOMMENDED**

- (a) that the upper limits pertaining to Councillors' remuneration as determined by the National Minister for Cooperative Governance and Traditional Affairs, be adopted and approved by Council;
- (b) that the Administration effect implementation after due process has been followed, which includes: Notifying the MEC for Local Government of the Council resolution, the availability of funds in terms of affordability and the schedule containing the increased salaries, allowances and benefits; and
- (c) that the adjustments to the upper limits are approved by Council for implementation by the Administration effective from 1 July 2016, subject to approval by the MEC for Local Government.

Meeting: Ref no:	Mayoral Committee: 2017-04-19	Submitted by Directorate: Author Referred from:	Office of the MM Office of the MM
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FURTHER COMMENTS BY THE MUNICIPAL MANAGER: 2017-04-20**THAT IT BE RECOMMENDED**

that the previous Council decision taken on 22 February 2017 stating:

"6TH COUNCIL MEETING: 2017-02-22: ITEM 8.1

RESOLVED (nem con)

- (a) *that the upper limits pertaining to Councillors' remuneration as determined by the National Minister for Cooperative Governance and Traditional Affairs, be adopted and approved by Council;*

- (b) *that the Administration effect implementation after due process has been followed, which includes: Notifying the MEC for Local Government of the Council resolution, the availability of funds in terms of affordability and the schedule containing the increased salaries, allowances and benefits;*
- (c) *that the following specific adjustments to the upper limits are approved by Council for implementation by the Administration effective from 1 July 2016, subject to approval by the MEC for Local Government; and*
- (d) *that the MEC for Local Government be informed of the following challenges:*
- *Implementation date for the Pension fund for Councillors;*
 - *The administrative burden regarding the cell phone allowances and data bundles.*
 - *Compulsory pension fund membership*
 - *Retrospective nature of compulsory pension fund membership*
 - *Retrospective nature of data bundles reimbursement*
 - *Non-increase in remuneration packages for some Councillors”*

be rescinded and replaced with:

- (a) that the upper limits pertaining to Councillors’ remuneration as determined by the National Minister for Cooperative Governance and Traditional Affairs, be adopted and approved by Council;
- (b) that the Administration effect implementation after due process has been followed, which includes: Notifying the MEC for Local Government of the Council resolution, the availability of funds in terms of affordability and the schedule containing the increased salaries, allowances and benefits; and
- (c) that the adjustments to the upper limits are approved by Council for implementation by the Administration effective from 1 July 2016, subject to approval by the MEC for Local Government.

Meeting: Ref no:	8 TH COUNCIL: 2017-04-26	Submitted by Directorate: Author Referred from:	Office of the MM Office of the MM Mayoral Committee: 2017-04-19
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File Reference: 2017/82

LOCAL GOVERNMENT CIRCULAR: C 14 OF 2017

THE MAYOR, CITY OF CAPE TOWN: MS P DE LILLE
THE MAYOR, WEST COAST DISTRICT MUNICIPALITY: MR JH CLEOPHAS
THE MAYOR, MATZIKAMA MUNICIPALITY: MS G STEPHAN
THE MAYOR, CEDERBERG MUNICIPALITY: MR J BARNARD
THE MAYOR, BERGRIVIER MUNICIPALITY: MR EB MANUEL
THE MAYOR, SALDANHA BAY MUNICIPALITY: MR M KOEN
THE MAYOR, SWARTLAND MUNICIPALITY: MR T VAN ESSEN
THE MAYOR, CAPE WINELANDS DISTRICT MUNICIPALITY: DR. H VON SCHLICHT
THE MAYOR, WITZENBERG MUNICIPALITY: MR BC KLAASSEN
THE MAYOR, DRAKENSTEIN MUNICIPALITY: MR CJ POOLE
THE MAYOR, STELLENBOSCH MUNICIPALITY: ADV. G VAN DEVENTER
THE MAYOR, BREEDE VALLEY MUNICIPALITY: MS A STEYN
THE MAYOR, LANGEBERG MUNICIPALITY: MR H JANSEN
THE MAYOR, OVERBERG DISTRICT MUNICIPALITY: MR A FRANKEN
THE MAYOR, THEEWATERSKLOOF MUNICIPALITY: MS CJM VOSLOO
THE MAYOR, OVERSTRAND MUNICIPALITY: MR RJ SMITH
THE MAYOR, CAPE AGULHAS MUNICIPALITY: MR PJ SWART
THE MAYOR, SWELLENBAM MUNICIPALITY: MR NG MYBURGH
THE MAYOR, EDEN DISTRICT MUNICIPALITY: Ms M BOOYSEN
THE MAYOR, KANNALAND MUNICIPALITY: MS M BARRY
THE MAYOR, HESSEQUA MUNICIPALITY: MR G RIDDELS
THE MAYOR, MOSSEL BAY MUNICIPALITY: MR H LEVENDAL
THE MAYOR, GEORGE MUNICIPALITY: MR MG NAIK
THE MAYOR, OUDTSHOORN MUNICIPALITY: MR C SYLVESTER
THE MAYOR, BITOU MUNICIPALITY: MR MP LOBESE
THE MAYOR, KNYSNA MUNICIPALITY: MS E BOUW-SPIES
THE MAYOR, CENTRAL KAROO DISTRICT MUNICIPALITY: MR N CONSTABLE
THE MAYOR, LAINGSBURG MUNICIPALITY: MR A MARTHINUS
THE MAYOR, PRINCE ALBERT MUNICIPALITY: MR G LOTTERING
THE EXECUTIVE DEPUTY MAYOR, BEAUFORT WEST MUNICIPALITY: MS A SLABBERT

THE MUNICIPAL MANAGER, CITY OF CAPE TOWN: MR A EBRAHIM
THE MUNICIPAL MANAGER, WEST COAST DISTRICT MUNICIPALITY: MR H PRINS
THE MUNICIPAL MANAGER, MATZIKAMA MUNICIPALITY: MR D LUBBE
THE MUNICIPAL MANAGER, CEDERBERG MUNICIPALITY: MR G MATTHYSE
THE MUNICIPAL MANAGER, BERGRIVIER MUNICIPALITY: ADV H LINDE
THE MUNICIPAL MANAGER, SALDANHA BAY MUNICIPALITY: MR G SMITH (ACTING)
THE MUNICIPAL MANAGER, SWARTLAND MUNICIPALITY: MR J SCHOLTZ
THE MUNICIPAL MANAGER, CAPE WINELANDS DISTRICT MUNICIPALITY: MR M MGAJO
THE MUNICIPAL MANAGER, WITZENBERG MUNICIPALITY: MR D NASSON

THE MUNICIPAL MANAGER, DRAKENSTEIN MUNICIPALITY: DR JH LEIBRANDT
 THE MUNICIPAL MANAGER, STELLENBOSCH MUNICIPALITY: MS G METLER
 THE MUNICIPAL MANAGER, BREEDE VALLEY MUNICIPALITY: MR D MCTHOMAS
 THE MUNICIPAL MANAGER, LANGEBERG MUNICIPALITY: MR SA MOKWENI
 THE MUNICIPAL MANAGER, OVERBERG DISTRICT MUNICIPALITY: MR D BERETTI
 THE MUNICIPAL MANAGER, THEEWATERSKLOOF MUNICIPALITY: MR D LOUW (ACTING)
 THE MUNICIPAL MANAGER, OVERSTRAND MUNICIPALITY: MR C GROENEWALD
 THE MUNICIPAL MANAGER, CAPE AGULHAS MUNICIPALITY: MR D O'NEILL
 THE MUNICIPAL MANAGER, SWELLENBOSCH MUNICIPALITY : MR C AFRICA
 THE MUNICIPAL MANAGER, EDEN DISTRICT MUNICIPALITY: MR G LOUW
 THE MUNICIPAL MANAGER, KANNALAND MUNICIPALITY : MR P WILLIAMS (ACTING)
 THE MUNICIPAL MANAGER, HESSEQUA MUNICIPALITY: MR J JACOBS
 THE MUNICIPAL MANAGER, MOSSEL BAY MUNICIPALITY: MR T GILLIOME
 THE MUNICIPAL MANAGER, GEORGE MUNICIPALITY: MR T BOTHA
 THE MUNICIPAL MANAGER, OUDTSHOORN MUNICIPALITY: MR A PAULSE
 THE MUNICIPAL MANAGER, BITOU MUNICIPALITY: MR T NDLOVU
 THE MUNICIPAL MANAGER, KNYSNA MUNICIPALITY: MR J DOUGLAS (ACTING)
 THE MUNICIPAL MANAGER, CENTRAL KAROO DISTRICT MUNICIPALITY: MR S JOOSTE
 THE MUNICIPAL MANAGER, LAINGSBURG MUNICIPALITY: MR S PIETERSE (ACTING)
 THE MUNICIPAL MANAGER, PRINCE ALBERT MUNICIPALITY: MR H METTLER
 THE MUNICIPAL MANAGER, BEAUFORT WEST MUNICIPALITY: MR R VAN STADEN (ACTING)

DETERMINATION OF UPPER LIMITS OF SALARIES, ALLOWANCES AND BENEFITS FOR COUNCILLORS FOR 2016/2017 FINANCIAL YEAR

The National Minister for Cooperative Governance and Traditional Affairs re-determined the upper limits of salaries, allowances and benefits of different members of municipal councils with effect from 1 July 2016. This determination was published as Government Notice No.313 in Government Gazette No. 40763 dated 3 April 2017.

Your attention is drawn to the preamble in the Schedule to the said Notice which states as follows:

The salary and allowances of a member of a municipal council is determined by that municipal council by resolution of a supporting vote of a majority of its members, in consultation with the member of the Executive Council responsible for local government in the province concerned, having regard to the upper limits as set out in the Schedule, the financial year of a municipality and the affordability of a municipality to pay the different grades of remuneration of councillors.

For purposes of "in consultation with" the MEC for Local Government, the following information is required:

- Grading of municipality for remuneration purposes. The calculation must be determined as per the attached Grading Certificate. Municipalities are also required to complete the attached Affordability Verification Certificate, together with extracts of financial statements providing the total municipal income as defined; and their Councillor Remuneration budget.
- Salaries and allowances determined by the Municipal Council with a supporting vote of the majority of its members;

- Record of council approval; and
- Statement that sufficient budgetary provision has been made for the increased Councillor Remuneration, where applicable.

We wish to remind you that "in consultation with" means that a municipality will require the concurrence of the Member of the Executive Council responsible for local government in the province concerned before the new upper limit can be implemented. The Department and the Minister will endeavour to convey the decision within 2 weeks of date of receipt, provided all the requested information has been submitted.

Please forward your request for concurrence together with the documentation requested above directly to the Department. Kindly mark it for the attention of Mario Baatjes at e-mail Mario.Baatjes@westerncape.gov.za or to Nicolene Peters at Nicolene.Peters@westerncape.gov.za . Telephonic enquiries can be made at 021 483 4109.

A copy of the Notice, Affordability Verification Certificate and Grading Certificate are attached.

Yours faithfully



Graham Paulse
HEAD OF DEPARTMENT: LOCAL GOVERNMENT

DATE:



GRADING CERTIFICATE

	DETAILS	POINTS
	Population as per 2016 Community Survey figures as defined	
	Total Municipal Income (gross income as stated in the financial statement of the municipality for the 2015/16 financial year)	
	Total Points	
	Grade	

AFFORDABILITY VERIFICATION CERTIFICATE

COUNCILLOR REMUNERATION: RE-DETERMINATION OF UPPER LIMITS WITH EFFECT FROM 1 JULY 2016: GOVERNMENT NOTICE NO. 313 DATED 03 APRIL 2017

I, _____ Accounting Officer of
_____ (name of the municipality), hereby
certify that:

(mark and complete as appropriate)

Current Councillor Remuneration Budget _____

Rand Increase of Total Budget as per new upper limits _____

- Adequate provision** has been made in the 2016/17 budget for the said increases in councillor remuneration including the back pay.
- There is **inadequate provision** in the 2016/17 budget for the said increases in councillor remuneration including the back pay and that the shortfall will be funded from the accumulated surplus or savings (delete the inappropriate).
- Based on the current financial performance and collection trends that the increases in councillor remuneration is affordable and does not compromise service delivery and the sustainability of the municipality.

Is an adjustment budget required to provide for back pay or the increase in councillor remuneration? Y / N

If Yes, how will the additional expenditure be funded? (Provide sufficient detail of how savings have been achieved to fund the additional expenditure)

The information submitted above, is to the best of my knowledge accurate.

Print name: _____

Accounting Officer of _____

Signature: _____ Date: _____

Municipal Stamp

GOVERNMENT NOTICES

DEPARTMENT OF CO-OPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS

NO. 313

03 APRIL 2017

REMUNERATION OF PUBLIC OFFICE BEARERS ACT, 1998 (ACT NO. 20 OF 1998)

AMENDMENT NOTICE NO. 1600 OF 21 DECEMBER 2016

DETERMINATION OF UPPER LIMITS OF SALARIES, ALLOWANCES AND BENEFITS OF DIFFERENT MEMBERS OF MUNICIPAL COUNCILS

Under the powers vested in me by sections 7(1), 8(5)(a) and 9(5)(a) of the *Remuneration of Public Office-bearers Act, 1998* (Act No. 20 of 1998), I, David Douglas Des van Rooyen, Minister for Cooperative Governance and Traditional Affairs, hereby –

- (a) after consultation with the member of the Executive Council responsible for local government in each province; and
- (b) after taking into consideration the matters listed in paragraphs (a) to (i) of section 7(1) of the Act,

repeal the determination of upper limits of the salaries, allowances and benefits of the different members of municipal councils as set out in Government Notice No. 1600, published in Government Gazette No. 40519 of 21 December 2016, and replace it with the upper limits of the salaries, allowances and benefits of the different members of municipal councils as set out in the Schedule.



DES VAN ROOYEN, MP
MINISTER FOR COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS

SCHEDULE

PREAMBLE

The salary and allowances of a councillor is determined by that municipal council by resolution of a supporting vote of a majority of its members, in consultation with the member of the Executive Council responsible for local government in each province, having regard to the upper limits as set out hereunder, the financial year of a municipality and affordability of municipality to pay within the different grades of the remuneration of councillors, including the austerity measures as approved by national Cabinet.

For purposes of implementation of this Government Notice, "in consultation with" means that a municipal council must obtain concurrence of the MEC for local government prior to the implementation of the provisions of this Notice.

1. Definitions

In this Schedule, unless the context indicates otherwise, a word or phrase to which a meaning has been assigned in the *Remuneration of Public Office-bearers Act, 1998* (Act No. 20 of 1998) (hereinafter referred to as "the Act") and the *Local Government: Municipal Structures Act, 1998* (Act No. 117 of 1998) (hereinafter referred to as "the Structures Act"), has that meaning and –

"**basic salary**" means the amount payable to a councillor that excludes travel allowance, housing allowance, municipal contribution to a pension fund and municipal contribution to a medical aid scheme as provided for in items 9(1), 9(2), 12(1) and 12(2) of this Notice;

"**Demarcation Act**" means the *Local Government: Municipal Demarcation Act, 1998* (Act No. 27 of 1998);

"**existing municipality**" in relation to this Notice means a municipality that existed prior to the 2016 local government elections which was not affected by the boundary re-determination that only came into effect at the commencement of the first election of the new council of that municipality;

"**full-time councillor**" means a councillor who has been elected or appointed to an office which has been designated as full-time in terms of section 18(4) of the Structures Act;

"**grade**" in relation to this Notice means the grade of municipal council as determined in terms of item 4;

"**new municipality**" in relation to this Notice means the municipality established in terms of section 21 of the Demarcation Act consisting of the disestablished areas of an existing municipality that came into effect at the commencement of the first election of the council of that municipality following the 2016 local government elections;

"**out of pocket expenses**" means actual and necessary expenses incurred by a councillor which have been specifically authorised or provided for in terms of the municipality's policy, in connection with a specific official or ceremonial duty that has been delegated to the councillor in question;

"**part-time councillor**" means a councillor other than a full-time councillor;

"pension fund" means any fund established and registered in terms of, and subject to, any law governing the registration and control of pension funds in the Republic of South Africa and to which an office bearer contributes or any pension scheme approved by Parliament for such office bearers so approved;

"section 79 committee" means a committee of the municipal council established in terms of section 79 of the Structures Act;

"SETAs" means the Sector Education and Training Authorities established in terms of section 9 of the *Skills Development Act, 1998* (Act No. 97 of 1998);

"special risk cover" means an insurance cover, provided to a councillor by the municipality, which covers the loss of or damage to a councillor's personal fixed or moveable property and assets, excluding property used by such councillor for business purposes, as well as life and disability cover, for any loss or damage caused by riot, civil unrest, strike or public disorder;

"superseding municipality" means an incorporating, merged or split municipality that came into effect at the commencement of the first election of the council of that municipality following the 2016 local government elections;

"tools of trade" means the resources provided by a municipal council to a councillor to enable such councillor to discharge his or her duties in the most efficient and effective manner, and at all times remain the assets of the municipality concerned;

"total municipal income" means gross income in respect of a metropolitan, local or district municipality based on actual income received as stated in the audited financial statements of that municipality for the 2015/ 2016 financial year. The gross income for the municipality will include the following:

- rates on property;
- fees for services rendered by the municipality, or on its behalf by a municipal entity;
- surcharges;
- other authorised taxes;
- levies and duties;
- income from fines for traffic offences and contravention of municipal by-laws or legislation assigned to the local sphere of government;
- regional services council replacement grant for district municipalities;
- interest earned on invested funds other than national and provincial conditional grants;
- rental for the use of municipal movable or immovable property; and
- amounts received as agent for other spheres of government.

The gross income excludes the following:

- transfers and / or grants from the national fiscus, with the exception of regional services council replacement grant for district municipalities; and
- all value added tax (VAT) refunds.

"total population" means the official statistics of the population residing in the area of jurisdiction of a metropolitan, local or district municipality, as published in the Community Survey 2016: Statistical Release No. P0301, in terms of the *Statistics Act, 1999* (Act No. 6 of 1999); and

"total remuneration package" means the annual total cost to a municipality of a basic salary component and housing allowance, payable to a councillor as provided for in

items 9(1), 9(2), 12(1) and 12(2) of this Notice as well as the municipal contribution to a pension fund and a medical aid scheme that is payable by the municipality on behalf of the councillor.

2. Allocation of number of points for total municipal income

The number of points allocated for the total municipal income of a municipality is as follows:

TOTAL MUNICIPAL INCOME		NUMBER OF POINTS
R 0	- R 10,000,000	8.33
R 10,000,001	- R 50,000,000	16.67
R 50,000,001	- R 200,000,000	25.00
R 200,000,001	- R 1,500,000,000	33.33
R 1,500,000,001	- R 2,000,000,000	41.67
More than R2,000,000,000		50.00

3. Allocation of number of points for total population

The number of points allocated for the total population within a municipality, is as follows:

TOTAL POPULATION		NUMBER OF POINTS
0	- 50,000	8.33
50,001	- 100,000	16.67
100,001	- 250,000	25.00
250,001	- 550,000	33.33
550,001	- 1,800,000	41.67
More than 1,800,000		50.00

4. Determination of grade of municipal council

(1) The sum of the number of points allocated to a municipal council, other than a municipal council referred to in terms of items 2 and 3 respectively, determines the grade of such municipal council as follows:

GRADE OF MUNICIPAL COUNCIL	POINTS
1	0 to 16.66
2	16.67 to 33.33
3	33.34 to 50.00
4	50.01 to 66.67
5	66.68 to 83.35
6	83.36 and above

5. Upper limits of the annual total remuneration packages of full-time councillors

The upper limits of the annual total remuneration packages of full-time councillors are as follows:

GRADE	MAYOR OR EXECUTIVE MAYOR	SPEAKER, DEPUTY MAYOR OR DEPUTY EXECUTIVE MAYOR	MEMBER OF THE EXECUTIVE COMMITTEE OR MAYORAL COMMITTEE, WHIP OR CHAIRPERSON OF A SUBCOUNCIL	CHAIRPERSON OF A SECTION 79 COMMITTEE
	TOTAL REMUNERATION PACKAGE	TOTAL REMUNERATION PACKAGE	TOTAL REMUNERATION PACKAGE	TOTAL REMUNERATION PACKAGE
6	1 242 409	1 003 393	940 680	913 086
5	921 912	737 529	691 433	671 152
4	787 061	629 647	590 296	572 979
3	758 012	606 410	568 510	551 832
2	709 765	567 812	532 323	516 708
1	689 087	551 266	516 811	501 651

The mayor of a plenary type municipality should be remunerated according to the total remuneration package column of mayor/ executive mayor.

6. Upper limit of annual total remuneration package or allowance in respect of appointed councillors

(1) A councillor appointed to a district council in terms of section 23(1)(b) of the Structures Act, may be paid the upper limit of the total remuneration package or allowance as follows:

- (a) If a councillor is elected or appointed as speaker, mayor, executive mayor, member of a mayoral committee, member of an executive committee, chairperson of a section 79 committee or part-time member of a district council, such councillor is entitled to an amount equal to the difference between the total remuneration package that a councillor receives as a member of the local council and the total remuneration package allocated to that office in the district council in terms of items 5, 6, 7, 8, 9, 10 and 11, as the case may be.
- (b) If the total remuneration package payable to a councillor as a member of the local council is equal to or higher than the total remuneration package that an appointed councillor to the district council receives, such a councillor is, in addition to the total remuneration package, entitled to a sitting allowance not exceeding R962: Provided

that this allowance is limited to R962 per day, regardless of the number of meetings of the district council or committees of that council that are attended by such councillor on a specific day.

(2) A district municipality is responsible for –

- (a) the payment of the remuneration or the allowance referred to in sub-item (1);
- (b) the reimbursement of travel expenses not exceeding the applicable tariffs prescribed by the national department responsible for transport for the use of privately-owned vehicles incurred by a councillor for the execution of official duties on behalf of that district municipality, in terms of that district council's policy; and
- (c) the payment of cell phone expenses not exceeding 50% of the applicable allowances as prescribed under item 10 incurred by a part-time councillor for the execution of official duties on behalf of that district municipality, in terms of that district council's policy.

7. Upper limit of allowance in respect of councillors serving in the governance and intergovernmental structures of organised local government

(1) (a) A councillor designated to serve in a governance structure of organised local government must, in addition to the total remuneration package applicable to that councillor, be paid an allowance not exceeding R962 per sitting and actual attendance of any meeting: Provided that the allowance is limited to R962 per day, irrespective of the number of meetings attended by such councillor on a specific day.

(b) A councillor designated to represent organised local government at any intergovernmental structure, include national and provincial executive authorities, must in addition to the total remuneration package applicable to that councillor, be paid an allowance not exceeding R962 per sitting and actual attendance of such structure: Provided that the allowance is limited to R962 per day, irrespective of the number of attendances by such councillor on a specific day.

(2) Organised local government is responsible for –

- (a) the payment of the allowance referred to in sub-item (1);
- (b) the payment of accommodation expenses incurred for attending a meeting of governance and intergovernmental structures in terms of applicable organised local government policy; and
- (c) reimbursement of travel expenses, not exceeding the applicable tariffs prescribed by the national department responsible for transport for the use of privately-owned

vehicles, incurred by a councillor for attending a meeting of governance and intergovernmental structures.

8. Upper limits of the annual total remuneration packages of part-time councillors

The upper limits of the annual total remuneration packages of part-time councillors are as follows:

GRADE	MAYOR / EXECUTIVE MAYOR	SPEAKER, DEPUTY MAYOR OR DEPUTY EXECUTIVE MAYOR	MEMBER OF THE EXECUTIVE COMMITTEE OR MAYORAL COMMITTEE OR WHIP	CHAIRPERSON OF SECTION 79 COMMITTEE	OTHER PART-TIME MEMBERS
	TOTAL REMUNERATION PACKAGE	TOTAL REMUNERATION PACKAGE	TOTAL REMUNERATION PACKAGE	TOTAL REMUNERATION PACKAGE	TOTAL REMUNERATION PACKAGE
6	693 101	586 335	519 826	504 578	458 706
5	509 454	407 564	382 091	370 882	288 998
4	434 935	347 947	326 201	316 632	246 725
3	418 883	335 106	314 168	304 945	237 620
2	392 221	313 778	294 166	285 537	222 496
1	380 791	304 632	285 594	277 215	215 753

The mayor of a plenary type municipality should be remunerated according to the total remuneration package column of mayor/ executive mayor.

9. Upper limits of allowances of full-time and part-time councillors

The upper limits of allowances of full-time and part-time councillors, that constitute part of the annual total remuneration package, are as follows:

(1) Motor vehicle and travel allowance

- (a) A councillor listed in item 5 and 8 of this Notice may structure his or her basic salary to provide for motor vehicle allowance.
- (b) A councillor may in the exercise of his or her official duties utilise a municipal-owned vehicle: Provided that the municipal council must, in line with the approved municipal policy, exercise prudent financial management to ensure that the provision of motor vehicle does not undermine the need to prioritise service delivery and sustain viable municipalities.
- (c) If a councillor structures a vehicle allowance, the councillor must provide proof of ownership of a private vehicle to the municipality and have the vehicle available for official duties: Provided that a councillor may, in exceptional circumstances and upon good cause shown, and with the approval of the Mayor or Speaker, utilise the municipal vehicle.

(d) A councillor who utilises his or her motor vehicle must, for purpose of claiming kilometres travelled, keep a travel logbook containing the following information relating to actual official and private kilometres travelled per month as may be determined from time to time by the South African Revenue Service:

- (i) Date of travel;
- (ii) Kilometres travelled; and
- (iii) Travel details, where to and reason for the trip.

(e) If a councillor uses a municipal-owned motor vehicle for official purposes, such councillor will not be reimbursed for kilometres travelled.

(2) Housing allowance

A councillor may structure his or her salary to provide for housing allowance as part of the total remuneration package.

(3) Out of pocket expenses

A councillor may, in addition to the total remuneration package, be reimbursed for reasonable and actual out of pocket expenses incurred during the execution of official or ceremonial duties, in accordance with the applicable council policy.

10. Upper limits of cell phone allowance for councillors

A councillor may, in addition to the annual total remuneration packages provided for in terms of items 5 and 8 respectively, be paid a cell phone allowance not exceeding the following amounts:

(1) R3400.00 per month to a executive mayor or mayor, deputy mayor and speaker of only a grade 6 municipal council;

(2) R2400.00 per month to an executive mayor or mayor, deputy mayor and speaker of grade 4 and 5 municipal councils; and

(3) R1900.00 per month to an executive mayor or mayor, deputy mayor and speaker of grade 1, 2 and 3 of a municipal council, including any other councillor.

11. Upper limits of mobile data bundles for councillors

A councillor may, in addition to the annual total remuneration packages provided for in terms of items 5 and 8 respectively, be paid an allowance on the use of data bundles not exceeding R300 per month.

12. Upper limits of pension fund contributions and medical benefits of councillors

(1) Pension contributions

- (a)** A councillor may participate in a pension fund duly established in terms of law.
- (b)** If a councillor elects to participate in a pension fund, the municipality shall pay, on behalf of that councillor, the monthly council contributions and councillor's own contributions to a pension fund to which the councillor is a member in accordance with the rules of such pension fund.
- (c)** Sub-items (a) and (b) apply to a councillor who –
 - (i)** was in office prior to 1 July 2016 and who is currently a councillor a municipality and who on 1 July 2016 did not participate in a pension fund scheme;
 - (ii)** has reached the retirement age determined in terms of the applicable pension rules, and who does not participate in a pension fund nor receive any pension benefits; and
 - (iii)** took office as a councillor after the 2016 Local Government Elections.
- (d)** Sub-item (a), (b) and (c) takes effect from 1 June 2017.
- (e)** The provisions of sub-items (a) and (b) do not apply to a councillor who was in office prior to 1 July 2016 and who is currently in office and participates in a pension fund scheme.

(2) Medical Aid Scheme

- (a)** A councillor may participate in a medical aid scheme duly established in terms of a law and such councillor shall be entitled to receive such medical aid benefits from the medical aid scheme to which the councillor contributes as may be determined by the rules of such medical aid scheme.
- (b)** If a councillor elects to participate in a medical aid scheme, the municipality shall pay from his or her monthly salary, councillor's own contributions and council contributions charged against and paid from the budget of the municipality to the medical aid scheme to which the councillor is a member.

13. Special risk cover

- (1)** A municipality must, in addition to the annual total remuneration packages provided for in items 5 and 8 respectively, take out risk insurance cover, to provide for an insurance cover, provided to a councillor by the municipality, which covers the loss of or damage to a councillor's personal fixed or moveable property and assets, excluding

property used by such councillor for business purposes, as well as life and disability cover, for any loss or damage caused by riot, civil unrest, strike or public disorder. The special risk insurance on residential property will be limited to R1, 5 million while on vehicles it is limited to R750 000. The life and disability insurance cover is limited to 2 times the total remuneration package of a councillor.

(2) In the event where the residential property of a councillor was damaged or destroyed as a result of riot, civil unrest, strike or public disorder, the municipality may, subject to affordability, provide alternative accommodation to the affected councillor, for a period of 30 days from the date of such an incident.

(3) Notwithstanding sub-item (2), the municipal council may, on good cause shown, provide alternative accommodation for a further period not exceeding 30 days.

(4) A councillor is obliged to submit to the municipality details of property, assets and beneficiaries to be covered by the special risk insurance upon request. A councillor who fails to submit the required details referred to herein will forfeit the benefits associated with the special risk insurance cover.

(5) If a councillor already belongs to another special risk cover, such councillor must declare to the municipality the details of property, assets and beneficiaries to be covered by the special risk insurance.

14. Tools of trade

(1) A municipal council may extend the following tools of trade to a councillor:

	TOOLS OF TRADE	APPLICABLE TO:
(a)	Braille reader	All visually impaired councillors.
(b)	Office space and furniture; Parking bay; Business cards; Calculators; Letter-heads; Stationery; Toner cartridges; Diaries; Postage costs; Office telephone; and Appropriate mobile technology and multi-digital office (excluding cell phones and mobile data card as per item 10 and 11), including laptop and or desktop computer, facsimile, printer, photocopier and scanner.	Full-time councillors, part-time executive mayors or mayor, part-time deputy executive mayors or deputy mayors, part-time speakers, part-time members of mayoral committee or members of executive committee and part-time chairpersons of section 79 committees.
(c)	Business cards; Calculators; Letter-heads;	Part-time councillors and the usage must comply with policy directives of the municipality.

	TOOLS OF TRADE	APPLICABLE TO:
	Stationery; and Diaries.	
(d)	Postage costs; Office telephone; and Multi-digital office, facsimile, printer, photocopier and scanner.	Part-time councillors to have access to these tools of trade at the municipal offices.
(e)	Personal security	All councillors, subject to a threat and risk analysis conducted by the South African Police Service.

(2) If a municipal council makes available tools of trade in terms of sub-item (1), such a municipal council must take into account accessibility, affordability and cost control, equity, flexibility, simplicity, transparency, accountability and value of tools of trade.

(3) The application of sub-item (1) is subject to concurrence by the MEC for local government in the province.

15. Capacity building

(1) A municipality must make a provision in its budget for the development and implementation of capacity building programme for councillors.

(2) This capacity building programme may include specific training conducted by national departments, associated government agencies and SETAs, provincial departments, municipalities and organised local government.

(3) The training programme must take into consideration the capacity needs to fulfil a councillor's statutory obligations and affordability by a municipality.

16. Overpayment

(1) Any remuneration paid to a councillor of a municipality otherwise than in accordance with section 167(1) of the *Local Government: Municipal Finance Management Act, 2003 (Act No. 53 of 2003)* including any bonus, bursary, loan, advance or other benefit, is an irregular expenditure and the municipality –

- (a) must recover that remuneration from the political office bearer or member; and
- (b) may not write-off any expenditure incurred by the municipality in paying or giving that remuneration.

(2) The MEC must report to the Minister –

- (a) any transgression of subsection (1); and

- (b) any non-compliance with this Notice.

17. Information to be submitted to the Minister

(1) A municipality must submit to the MEC responsible for local government in the province, by not later than 1 July 2017, a report containing the following information in respect of its serving councillors on an official letterhead of the municipality, signed by the mayor:

- (a) Total number of councillors;
- (b) Designation;
- (c) Part-time or full-time;
- (d) Name of incumbent;
- (e) Gender;
- (f) Total municipal income;
- (g) Total population;
- (h) Grading of municipal council;
- (i) Date concurrence granted by the MEC;
- (j) Total remuneration package; and
- (k) Any allowance(s) payable to a councillor.

(2) Upon receipt of the data referred to in sub-item 1, the MEC must submit a consolidated report to the Minister by not later than 1 August 2017.

18. Transitional measures

(1) A municipality that does not have any municipal income is a grade 1 municipal council as envisaged in item 4(1): Provided that –

- (a) LIM 345, the new municipality in Limpopo Province that was established in terms of section 21 of the Demarcation Act that came into effect at the commencement of the first election of the council of that municipality following the 2016 local government elections, is a grade 3 municipality; and
- (b) superseding municipalities that came into effect at the commencement of the first election of the council of that municipality following the 2016 local government elections with different grading, must utilise the highest total municipal income between one of the superseding municipalities based on the audited financial statements for the 2015 /16 financial year; and
- (c) superseding municipalities that came into effect at the commencement of the first election of the council of that municipality following the 2016 local government elections with the same grading, must utilise the highest total municipal income between one of the superseding municipalities based on the audited financial statements for the 2015 /16 financial year.

(2) If a municipality has no audited financial statements for 2015/16 financial year by the date of publication of this Notice, the audited financial statements for the 2014/15 financial year will apply.

(3) In the event that a municipality bought a mayoral vehicle before the publication of this Notice, the usage of such motor vehicle between the period 1 July 2016 and the date of publication of this Notice will not be considered irregular.

19. Short title and commencement

(1) This Notice is called the Determination of Upper Limits of Salaries, Allowances and Benefits of Different Members of Municipal Councils.

(2) Unless otherwise specified in herein, this Notice takes effect from 1 July 2016.