

ORGANISATIONAL ESTABLISHMENT POLICY

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1 OBJECTIVES

- 1.1 To provide a framework for the formulation of an establishment plan for the Municipality.**
- 1.2 To put into place requirements for organisational establishment as well as organizational components and sub-components**
- 1.3 To give effect to the objectives of the Municipal Structures Act, 1998 and Municipal Systems Act, 2000 as well as subsequent regulations.**
- 1.4 To provide a framework for formulation of a responsive Human Resources Plan.**
- 1.5 To regulate formulation of organograms, creation and abolition of posts within the Municipality.**
- 1.6 This policy shall apply to all permanent and temporary Municipal functionaries of the Municipality, unless otherwise specified.**
- 1.7 This policy will also apply to posts created in terms of Sections 54, 57 and 66 of the Municipal Systems Act, 2000, as amended.**
- 1.8 This policy will apply to the creation of both established and non-established posts within the Municipality.**
- 1.9 To provide a criterion for establishment of Departments, Units, sub units or sections as well as functions and sub-functions for the Municipality.**
- 1.10 This policy shall be binding to Municipal Council, Municipal Councillors, Management and Employees.**
- 1.11 To provide for conducting of organizational work study and/or method study on periodical basis, in intervals of three (3) to five (5) years subject to consultation with organised labour.**

2. DEFINITIONS

- 2.1. Dispute: means an issue of conflict declared in writing by an affected party or parties as such to the other party.**
- 2.2. Established post: means a formally created post intended to be filled on a permanent basis or on a long term basis.**
- 2.3. Non-Section 54 post: means a post not created in terms of Section 54 of the Municipal Systems Act, 2000.**
- 2.4. Organisational component: means a strategic unit of an organisation established to achieve strategic objectives of the organisations.**
- 2.5. Section 56 post: means a post created by the Municipality in terms of the provisions of Section 57 of the Municipal Systems Act, 2000.**
- 2.6. Section 66 posts: means posts other than Section 57 posts created in terms of the provisions of Section 66 of the Municipal Systems Act, 2000.**

3. PRINCIPLES OF ORGANISATIONAL ESTABLISHMENT

- 3.1. The Municipality shall strive within its financial and administrative capacity to achieve the objectives as set out in sub-section 152(1) on Objects of Local Government of the RSA Constitution and the Municipal Systems Act, 2000.**

- 3.2. The Municipality shall determine an establishment plan based on its powers and functions as set out in the RSA Constitution, Municipal Structures Act, 1998, and subsequent Ministerial determinations.
- 3.3. The following structural arrangements shall be put in place in order to fulfill the mandate of the Municipality as set out in its powers, functions and the IDP framework:
 - 3.3.1. Functional structure;
 - 3.3.2. Organisational structure/organogram;
 - 3.3.3. Post establishment;
 - 3.3.4. Job descriptions;
 - 3.3.5. Job specifications.
- 3.4. All jobs/posts shall be evaluated in terms of recognised and agreed-upon SALGBC job evaluation system.

4. POSTS CREATION PRINCIPLES

- 4.1. Job creation shall be the prerogative of the Municipality.
- 4.2. Job creation shall be precipitated by the empirical needs of service delivery.
- 4.3. Job analysis shall precede job creation, job description and job specification.
- 4.4. Job descriptions shall be written by the Head of Department/Designee in conjunction with the job incumbent, where necessary, according to the agreed upon format.
- 4.5. Job specification shall be determined according to the class of the post.
- 4.6. Academic qualifications for the post shall fall in line with stipulations of the South African Qualifications Authority.
- 4.7. The provisional job level shall be determined in terms of the family of post determined by the Bargaining Municipal Council, subject to determination of final job level by the job evaluation committee.
- 4.8. Creation of posts contemplated in Section 57 of the Municipal Systems Act, 2000, as amended shall be approved by the Municipal Council.
- 4.9. Creation of other posts contemplated in Section 66 of the Municipal Systems Act, 2000, shall be approved by the Municipal Manager.
- 4.10. Once creation of a post has been approved, it shall be filled according to the procedural requirements for filling a vacant post.
- 4.11. Freezing and/or abolition of a post on grounds of operational requirements shall be done with the concurrence of the Head of Department.
- 4.12. Initiation of the creation of a new post shall be the prerogative of the Head of Department.

5. ESTABLISHMENT OF ADMINISTRATIVE COMPONENTS OF ORGANISATIONAL EFFICIENCY AND EFFECTIVENESS

- 5.1. Components of operational efficiency and effectiveness in the form of Departments and the office of the Municipal Manager shall be established as the main pillars of the establishment plan.
- 5.2. A Department must have a minimum of three (3) units for it to exist.
- 5.3. Each Unit must have a minimum of three (3) sub-units or sections or functional areas for it to exist.

- 5.4. Each department or organisational component shall have a detailed organogram/staff establishment with a listing of all posts and job levels or TASK Grades.
- 5.5. The initial establishment plan for the entire Municipality shall be presented to Municipal Council for adoption.
- 5.6. Subsequent amendments to the establishment plan shall be presented to Municipal Council provided it involves the creation of more than five (5) posts or the abolition of more than five (5) posts.
- 5.7. Key functions for the highest three posts in each departmental organogram must be captured for exposition of the load of work.
- 5.8. All created posts shall be subject to evaluation, except the posts of Heads of Department and that of the Municipal Manager, prior to filling after creation of restructuring.
- 5.9. Notwithstanding clause 5.6, a newly created post with a provisional post level shall be filled prior to evaluation under circumstances of exigency or urgency.
- 5.10. The Corporate Services Department shall provide assistance with the creation and abolition of posts by the departments.
- 5.11. Trade Unions shall be consulted in respect of massive organisational restructuring.
- 5.12. Organisational restructuring shall not be pursued unreasonably and to the unnecessary detriment of employees or loss of jobs.

6. INTERPRETATION OF THIS POLICY

- 6.1. All words contained in this policy shall have a direct grammatical meaning unless the definition or context indicates otherwise.
- 6.2. The dispute on interpretation of this policy shall be declared in writing by any party concerned.
- 6.3. The Office of the Manager shall give a final interpretation of this policy in case of written dispute.
- 6.4. The party concerned is not satisfied with the interpretation, a dispute may then be pursued with the South Local Government Bargaining Municipal Council.

7. PERMANENT/TEMPORARY WAIVER OF THIS POLICY

- 7.1 This policy may be partly or wholly waived by the Municipal Council on temporary or permanent basis.
- 7.2 Notwithstanding clause No. 7.1 the Municipal Manager may under circumstances of emergency temporarily waive this policy subject to reporting of such waiver to Municipal Council.

8. AMENDMENT AND/OR ABOLITION OF THIS POLICY

- 8.1. This may be partly amended or wholly amended by the Municipal Council
- 8.2. This policy may be partly or wholly abolished by the Municipal Council
- 8.3. Violation of or non-compliance with this policy will give a just cause for disciplinary steps to be taken.
- 8.4. It will be the responsibility of all Managers, Supervisors, Executive Committee and Municipal Council to enforce compliance with this policy.

9. SUSPENSION OF THIS POLICY

9.1. This policy may only be repealed by Municipal Council

9.2. This policy may only be suspended by Municipal Council

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MR. L. MATIWANE
MUNICIPAL
MANAGER



CLLR M. STUURMAN
ACTING HON.
MAYOR



CLLR N. NGWANYA
HON. SPEAKER