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**RESTRUCTURING COMMITTEE MEETING: SWELLENDAM MUNICIPALITY
COUNCIL CHAMBERS, 10 JUNE 2024 AT 14:00**

AGENDA

- a) Welcome
 - b) Attendance and Apologies
 - c) Items for Discussion
1. Confirming the Status of post "Director Corporate Services"
 2. Confirming the Reporting Lines relating to the post "Director Corporate Services"
 3. Status of eh branch "Land Use Planning"
 4. Reporting Lines of "Town Manager: Barrydale"
 5. Status of post "Manager: Governance, Compliance and Legal Services"
 6. Reporting Lines of "PM Officer" and Senior IDP Officer" if the post under point (5) is unbudgeted for.
 7. Status of post "Manager: ICT Services"
 8. Reporting Lines of post "Manager: Electro-Technical Services"
 9. Status of posts that were added to division "Water and Wastewater"
 10. Status of posts that were added to division "Water Network Services"
 11. Confirmation of proposed title change "Town Planner" to "Senior Town Planner"
 12. Status of post "General Assistant" in PM
 13. Confirmation of proposed title change "Senior Foreman" to "Superintendent" Parks, Cemeteries and Open Spaces Swellendam
 14. Confirmation of proposed title change "Senior Foreman" to "Superintendent" Solid Waste Management
 15. Finalize the reallocation of post "Administrator" in Records Management
 16. Formalization of "Shared Service" to replace the post CEA
 17. Formalization of "Shared Service" for Risk Management

P. Le Roux
Manager: Human Resources

**MINUTES OF A RESTRUCTURING COMMITTEE MEETING HELD ON MONDAY, 10 JUNE 2024 AT
14:00 IN THE COUNCIL CHAMBERS, RHENIUS STREET, SWELLENDAM**

PRESENT:

P. Le Roux (Chairperson)	Senior Manager : Hr
A. Vorster	Municipal Manager
E. Wasserman	Director Financial Services
K. Stuurman	Director Community Services
J. Bester	Acting Director Infrastructure Services
W. Treurnicht	Senior Manager : Civil Engineering
A. Beyers	Human Resources
J. Kapp	Human Resources
S. Lintnaar	Human Resources
N. Olivier	IMATU
S. Evertson	IMATU
D. Murphy	IMATU
E. Dolf	SAMWU

1. CONFIRMING THE STATUS OF POST 'DIRECTOR CORPORATE SERVICES'

The post Director : Corporate Services will be kept vacant and unbudgeted on the current organizational structure and will be removed when the new structure is adopted in line with Council's decision taken at meeting of a Special Council of 24 January 2024 with item A8/24/01/2023.

2. CONFIRMING THE REPORTING LINES RELATING TO THE POST 'DIRECTOR CORPORATE SERVICES'

The reporting lines to the post Director Corporate Services will be redirected in line with the arrangement mentioned above under item 1 and will be as follows:

- Branch Human Resources will report to the Office of the Municipal Manager;
- Branch Land Use Planning will report to the Director Infrastructure Services;
- Division Administration will report to the Office of the Municipal Manager;
- Property Management Administration will report to the Office of the Municipal Manager

3. STATUS OF THE BRANCH 'LAND USE PLANNING'

The Branch : Land Use Planning that were previously in the Directorate 'Corporate Services', will be transferred to Infrastructure Services and will report to the Director Infrastructure Services.

4. REPORTING LINES OF 'TOWN MANAGER : BARRYDALE'

All functions in Barrydale will report to the post 'Town Manager' who will coordinate these functions in conjunction with the managers of various functions in Swellendam.

5. STATUS OF THE POST 'MANAGER : GOVERNANCE, COMPLIANCE & LEGAL SERVICES'

The position with the title 'Manager : Governance, Compliance & Legal Services' will remain vacant and unfunded.

6. REPORTING LINES PM OFFICER AND SENIOR IDP OFFICER

The post titles 'Performance Management Officer' and 'Senior IDP Officer' will report to the Office of the Municipal Manager.

7. STATUS OF THE POST 'MANAGER : ICT SERVICES'

The post with title 'Manager : ICT Services' will remain vacant and unfunded.

8. REPORTING LINES OF POST 'MANAGER : ELECTRO-TECHNICAL SERVICES'

The post 'Manager Electro-Technical Services' reporting line will change to report to the 'Senior Manager : Civil Engineering & Electro-Technical Services'.

9. STATUS OF THE POSTS THAT WERE ADDED TO DIVISION 'WATER & WASTEWATER TREATMENT SERVICES'

Only posts that previously appeared on the current organizational structure and were funded, can be filled.

10. STATUS OF THE POSTS THAT WERE ADDED TO DIVISION 'WATER NETWORK SERVICES'

Only posts that previously appeared on the current organizational structure and were funded, can be filled.

11. CONFIRMATION OF PROPOSED TITLE CHANGE 'TOWN PLANNER' TO 'SENIOR TOWN PLANNER'

The job description of post with title 'Town Planner' must be submitted to TASK for re-evaluation with the proposed title 'Senior Town Planner'.

12. STATUS OF THE POST 'GENERAL ASSISTANT' IN PROJECT MNGT/BUILDING UNIT

This position is newly funded, but filling must be delayed until the finalization of the wage negotiations process.

13. CONFIRMATION OF PROPOSED TITLE CHANGE 'SENIOR FOREMAN' TO 'SUPERINTENDENT PARKS, CEMETERIES & OPEN SPACES'

The job description of post with title 'Senior Foreman : Parks' must be submitted to TASK for re-evaluation with the proposed title 'Superintendent : Parks, Cemeteries & Open Spaces'.

14. CONFIRMATION OF PROPOSED TITLE CHANGE 'SENIOR FOREMAN' TO 'SUPERINTENDENT SOLID WASTE MANAGEMENT'

The job description of post with title 'Senior Foreman : Refuse Removal' must be submitted to TASK for re-evaluation with the proposed title 'Superintendent : Solid Waste Management'.

15. FINALIZE THE RE-ALLOCATION OF POST 'ADMINISTRATOR : RECORDS MANAGEMENT'

The re-allocation of the redundant post 'Administrator : Records & Archives' will be done after final approval of the new organizational structure by Council.

16. FORMALIZATION OF "SHARED SERVICE" TO REPLACE THE POST CHIEF AUDIT EXECUTIVE (CAE)

Formalization of shared service will be done through the signing of a Memorandum of Understanding (MOU) with the relevant stakeholders.

17. FORMALIZATION OF "SHARED SERVICE" FOR RISK MANAGEMENT

Formalization of shared service will be done through the signing of a Memorandum of Understanding (MOU) with the relevant stakeholders.

18. FINANCIAL SERVICES : EXPANDING OF THE SECTION BUDGET & REPORTING

The current 'Budget & Reporting section' should be expanded to make provision for two sections, namely "**AFS, Assets-, Insurance- & Fleet management**" (1st section) and 2nd section to "**Budget, Financial Statement Reporting & Compliance**". Reason being to improve segregation of duties and create a dedicated asset division as per MFMA requirements.