

# **RAADSBELEID**

ONDERWERP : ORGANISATIONAL DESIGN POLICY

VERWYSING : 1/2/3/16

BESLUIT NR : 17/06/2007                      DATUM : 2 JULIE 2007

## POLICY OBJECTIVE

To ensure the formation and development of an efficient and accountable administrative structure.

## POLICY PHILOSOPHY AND PRINCIPLELS

Is the process of choosing and implementing a structural configuration that will ensure optimal deployment of organisational resources to achieve organisational objectives.

## GUIDELINES

1. The Municipal Manager must develop an organisational structure -
  - 1.1 consistent with the provisions of section 51 of the Municipal Systems Act and the principles contained in this policy;
  - 1.2 to give effect to the Municipality's integrated development plan and strategic objectives; and
  - 1.3 in accordance with appropriate and universal principles of organisational design.
2. The Municipal Manager must, as soon as he/she has finalised the organisational structure of the Municipality, or effected any changes to the approved structure, submit her/his proposals thereon for consultation to the Local Labour Forum.
3. The Municipal Manager must give the Local Labour Forum a reasonable time to consider and comment on the proposed organisational structure or amendment thereof. As soon as the Municipal Manager receives the comment, if any, of the Local Labour Forum, she/he must consider those comments and may-
  - 3.1 amend the proposed organisational structure in view thereof; or
  - 3.2 reject the comment of the Local Labour Forum and approve the organisational structure.
4. The Municipal Manager must, in respect of each post in the organisational structure-
  - 4.1 provide a designation consistent with the relevant used job evaluation system;
  - 4.2 provide a job description and post specification in accordance with the job evaluation system;

- 4.3 ensure that each such post is evaluated in accordance with the job evaluation system before any appointment is made to such post; and
- 4.4 Within one month after a post has been evaluated and the evaluation results made available, determine whether such post is a promotion post or an entry post, provided that no post that has been designated as a post to be filled in terms of Section 57 of the Municipal Systems Act may be designated a promotion post.

#### PROCEDURE

1. As soon as the Municipal Manager approved the organisational structure of the Municipality, she/he must request the Council to indicate which positions in the establishment other than those of the Municipal Manager and managers directly accountable to her/him must be filled in terms of a fixed term employment contract.
2. The Municipal Manager must, with regards to the creation of a new post(s) get approval from Council to fund all new posts.
3. The permanent establishment contains all positions that must be filled on a permanent basis and those that must be filled in terms of fixed term employment and the temporary establishment contains all positions that are created.
4. The Manager responsible for human resources management must create and maintain the staff establishment.
5. A departmental head wishing to create a new permanent position in her/his department must submit a written application, via the manager responsible for human resources management, to the Municipal Manager.
6. An application for creating a new permanent position must contain the following information:
  - 6.1 Details of the department or section where the post must be created.
  - 6.2 A full explanation of the functions and responsibilities of the proposed post in accordance with the job evaluation system used in the municipal sector.
  - 6.3 An exposition of the need for the post.
  - 6.4 The alternative solutions that were considered for performing the proposed job duties allocated to the position, including re-organisation of work, rather than creating the position.
  - 6.5 The reasons why each of the alternatives have been rejected.
  - 6.6 A full explanation of the estimated costs of the position for the Municipality during the next three years.
  - 6.7 If provision has not been made in the budget for the proposed position, an indication of the budget vote from which the position will be financed.
  - 6.8 Whether the position must be full or part-time.
  - 6.9 Whether the position must be filled on a permanent or fixed term basis.
7. The Municipal Manager's decision with regard to an application for creating a new permanent position is final.

8. The Municipal Manager may, after consultation with the managers responsible for human resources management and financial management and the relevant departmental head, create one or more temporary positions on the establishment.
9. The Municipal Manager's decision with regard to the creation and abolishing of a temporary position is final.
10. Departmental head wishing to abolish an existing permanent position in her/his department must submit a written application, via the manager responsible for human resources management, to the Municipal Manager.
11. A departmental head may, in consultation with the Municipal Manager and the manager responsible for human resources management, engage one or more volunteer workers additional to her/his department's establishment, to work in his/her department for the purpose.
12. The Municipal Manager must inform Council with every change of the organizational structure.

#### SPECIFIC ROLE OF COUNCIL

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#### ROLES

1. Council.
2. Municipal Manager.
3. Financial Manager.
4. Head Human Resources.
5. Department Heads.

#### RELEVANT POLICY/ LEGISLATION

1. Municipal Systems Act.
2. Councils appointment policy.