

Date: 23 June 2023

**File Reference:
POB SALARY PACKAGE**

Author: Adv NG Mpangane

Designation: Head of CS (Acting)

APPROVAL

1st Level: EMT (N/A)
2nd Level: Section 80 Committee (N/A)
3rd Level: MAYCO (27/03/2023)
4th Level: Council (20 June 2023)

SALARY PACKAGES FOR SUPPORT STAFF AT PUBLIC OFFICE BEARERS (POBS)

1. PURPOSE

The purpose of this report is to request council:

- 1.1 to review the decision of 02 June 2023 – council resolution 83.11- staff establishment at public office bearers.
- 1.2 Amend and approve cost effective salary package (SALGBC) and simultaneous internal and external advertisement of the positions to fast track filling of the positions.

2. BACKGROUND

- 2.1 On 02 June 2023, council approved staff establishment and total cost to company salary packages to be paid to the support staff to be appointed through recruitment process. The salary packages presented to council was total cost to company meaning that employees appointed to those offices are paid full salary into their pockets with their own discretion to participate in any third-party schemes, such as medical aid, pension and etc. The issue of high salaries was raised in council resulting in the acting Executive Mayor conceding and requesting political parties to make proposal on how the matter could be dealt with in the interest of the municipality.

- 2.2 The outcry of the salary packages also attracted extensive media coverage, that the metro is continuing to conduct its business in manner that shows no sign of financial difficulties and challenges. The matter was also raised by the Minister and Deputy Minister for CoGTA with the acting Executive Mayor and acting City Manager that the municipality should review its position and ensure that cost effective and sustainable salary packages should be considered for the sustainability of the municipality.
- 2.3 During 2014, an award was granted against the municipality, when SAMWU took the matter of recruitment in POB to the SALGBC that the recruitment process to be followed be subject to the Employment policy of the municipality, that provides that advertisement of vacancies must be made internal first and only when there is no suitable internal candidate, then the positions must be advertise external. The employment policy is outdated and requires realignment to forever evolvement of the sector, such as the Municipal Staff Regulations that introduced prototype staff establishment and clear contractual obligations between municipalities and staff appointed at POB to avert bloated organisational structures, as has been the case in the metro.
- 2.4 The lacuna that was created due to absence of regulatory frameworks on POB also threatens the financial sustainability of the metro because the incumbents after terminated litigants against the municipality. To that end, policy on recruitment of staff at political office bearers (an addendum to the employment policy currently under review) must be developed to guide the recruitment, appointment, and employment contracts of those incumbents for example the 30 days period of termination, recruitment process, selection panels, nature and work of POB must find expression in the policy currently being developed.

3. DISCUSSION

- 3.1. It is of importance that at the time the report was tabled to council many factors were considered to arrive at presenting to council the total cost packages only such as the risk associated with the position that is not guaranteed. In weighing financial sustainability, public outcome, the recent draft Financial Recovery against those factors, it become apparent that the municipality must consider the public view prior implementation of staff establishment. Therefore, it is against the background that the salary package of POB is tabled to council to review the decision of 02 June 2023, in cognisance of Rule 29.5 of rules and order of council that provides that council may not review its decision within a period of 3 months, however due to the urgency and importance of filling those positions, council is requested to waive Rule 29.5.
- 3.2. A comparison of the approved salary package (Total Cost to Company) and proposed new salary packages (SALGBC) with same number of positions (COGTA prototyped) and additional (deviation) is as follows:
- The **Total Cost salary package (approved by council)** (Basic Salary plus contribution for pension/provident fund, medical aid and other benefits are subject to the discretion of the employee to restructure according to their needs. The total costs of 70 staff posts is **R37,983,657**. The additional 24 posts is **R16,087,872**.
 - Whilst **SAGLBC salary package** (Basic Salary, and 45% is distributed by the employer towards pension/provident fund, medical aid, housing and other benefits attached to a post. The total costs of 70 staff posts is **R31,073,232**. The additional

24 posts is R10,612,008. Detailed summary breakdown of both salary packages is attached at Annexures "A" and B".

- Both salary packages have advantages and disadvantages, with total cost to company give employees liberty to decide to restructure or not whilst SALGBC takes care of future investments and social welfare such as pensions, medical aid and etc. The major disadvantage of total cost is that employees fail to cater for futurist needs and at the end of term of contract and or termination, employees demand to be absorbed into full time employment by the municipality but with SALGBC, employees would have made savings to cater for end of termination.
- The fact that the Municipal Staff Regulations brought in play new contractual relationship between the municipality and staff at POB, certain factors such as recruitment processes, selection panels, contractual obligations and etc must be defined in the policy. It is a reality that the municipality is political charged and some of the factors attributed to these circumstances is that employees from either side were allowed to move positions either in the form of secondment and or employment in the municipal administrative.
- Certain limitation must be put in place in the form of policy to address those gaps and avert any possible litigations. The fact that 30 days contractual termination is provided in the staff regulations, the intention is to allow transmission between incoming and outgoing political office bearers together with their support staff. Therefore clear, policy imperatives are required to address these factors and in absence of such, the recruitment process for POB is subject to thumb sucking and guessing which is the appropriate recruitment process for example advertisement internal first versus external advertisement and secondment of municipal staff for period of five years, whilst the post remains vacant amongst others.

4. LEGISLATIVE PROVISIONS

- 4.1 The municipality is mandated to consider financial sustainability and implement the mandatory financial recovery plan.

5. DELEGATIONS

- 5.1 The Executive Mayor oversee the administration component of the municipality.

6. IMPLICATIONS

6.1. FINANCIAL

The municipality will save on employee related cost as part of implementation of the FRP and the salary scales are sustainable.

6.2. LEGAL

Municipal Staff regulations regulates the contractual relations of support staff at public office bearers to avoid bloated organizational structure. In addition, makes differences to the normal contractual relations of municipal staff and support staff to public office bearers.

6.3. COMMUNICATION

None

6.4. COMMUNITY & SERVICE DELIVERY

Public office bearers are the first and direct contact interface between the municipality and community, therefore support staff must be appointed to ensure smooth operations of those offices.

7. RECOMMENDATION

IT IS RECOMMENDED THAT COUNCIL:

- 7.1 review the decision of 02 June 2023 – council resolution 83.11- staff establishment at public office bearers as it relate to salary packages.
- 7.2 Amend and approve cost effective salary package (SALGBC) and simultaneous internal and external advertisement of the positions to fast track filling of the positions.
- 7.3 Policy on recruitment and employment of support staff at public office bearers be developed and tabled to council within 2 months.

8. Submitted by:



**N Mpangane (Adv)
ACTING HOD, CS**

Date:

9. APPROVED BY:



**N Dimalisile (Ms)
ACTING CITY MANAGER**

Date: 27/06/23

10. APPROVED BY:



**G Nthatsi (Mr)
ACTING EXECUTIVE MAYOR**

Date:

11. RATIFIED BY:



**G Malaza (Ms)
NATIONAL CABINET REPRESENTATIVE**

Date:

12. ANNEXURES

12.1. COUNCIL RESOLUTION 83.11

12.2. TOTAL COST SALARY STRUCTURE

12.3. SALGBC SALARY STRUCTURE

Ref: Ms X Qilo
Ext: 8095/8543
Date: 6 June 2023

COUNCIL 83.11 – 2/6/2023

THE ACTING HOD: CORPORATE SERVICES

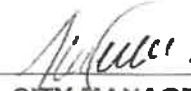
STAFF ESTABLISHMENT/ORGANISATIONAL STRUCTURE FOR PUBLIC OFFICE BEARERS' (POB) FOR MANGAUNG METROPOLITAN MUNICIPALITY (MMM)

I wish to inform you that the abovementioned report was considered and approved by Council at the meeting held on Friday, 2 June 2023 as follows:

RESOLVED that Council:

- (a) Approve reviewed staff establishment of Public Office Bearers aligned to the Municipal Staff Regulations (MSR) came into effect from 01 July 2022 and employee related costs savings in respect of employees due to the alignment with the Municipal Staff Regulations.
- (b) Approve the additional 24 posts (30%) and that deviation be sought from in line with the Municipal Staff Regulations.
- (c) Approve that the acting City Manager immediately facilitate the filling of the positions with support from response handling company to compile a long list, conduct reference, qualifications, and personal credentials of applicants to reduce turnaround time of filling these positions.

The matter is therefore conveyed for your urgent attention and execution.



ACTING CITY MANAGER
MS NR DUMALISILE
DATE: 09/06/2023



SPEAKER OF COUNCIL
CLLR M DAVIES
DATE: 21/06/2023



NATIONAL CABINET REPRESENTATIVE
Ms G MALAZA
DATE: 21/06/2023

COPIES:
• SENIOR ADMINISTRATIVE OFFICER: COUNCIL
• RECORDS MANAGEMENT UNIT

STAFF ESTABLISHMENT/ORGANISATIONAL STRUCTURE FOR PUBLIC OFFICE BEARERS' (POB) FOR MANGAUNG METROPOLITAN MUNICIPALITY (MMM)

ANNEXURE "A"

COSTING AS PER MSR COMPLIANT STAFF COMPLEMENT

SALARY LEVEL	POST	QTY	SALARY COST PER ANNUM 2022/2023	TOTAL COST To Employer (Current regime: Starting notch)	SALARY LEVEL
OFFICE OF THE EXECUTIVE MAYOR					
GM	Chief of Staff	1	1,454,436	1,454,436	SL5
SL8	Administrative Secretary	1	541,453	541,453	SL7
SL9	Private Secretary	1	467,016	467,016	SL7
SL6	Special Advisor	1	692,015	692,015	SL8
SL7	Community Liaison Officer	1	634,265	634,265	
SL12	Receptionist	1	323,901	323,901	
SL15	Driver	1	260,269	260,269	
	SUBTOTAL	7		4,373,355	
OFFICE OF THE DEPUTY EXECUTIVE MAYOR					
SL3	Head: Office of Deputy Executive Mayor	1	1,333,260	1,333,260	SL6
SL8	Administrative Secretary	1	541,453	541,453	SL9
SL9	Private Secretary	1	467,016	467,016	SL7
SL15	Driver	1	260,269	260,269	
	SUBTOTAL	4		2,601,998	
OFFICE OF SPEAKER					
SL3	Head: Office of the Speaker	1	1,333,260	1,333,260	
SL8	Administrative Secretary	1	541,453	541,453	
SL7	Public Participation & Outreach Officer	1	634,265	634,265	SL7
SL7	Public Petitions & Hearings Officer	1	634,265	634,265	
SL8	Ward Committee Clerk	2	541,453	1,082,906	SL8
SL6	Administration Officer	1	692,015	692,015	
SL12	Receptionist	1	323,901	323,901	
SL16	Driver	1	260,269	260,269	
	SUBTOTAL	9		5,502,334	
OFFICE OF THE COUNCIL WHIP					
SL7					
SL12	Support Officer	1	634,265	634,265	SL3
	Secretary	1	323,901	323,901	
	SUBTOTAL	2		958,166	
COUNCILLOR SUPPORT					
	Manager: Councillor Support	1		0	
MAYORAL COMMITTEE SUPPORT					
SL7	Councillor Support Officer	9	634,265	5,708,385	
SL12	Secretary	9	323,901	2,915,109	
	SUBTOTAL	18		8,623,494	
OFFICE OF MPAC					
SL7	Committee Support Officer	1	634,265	634,265	SL3
SL7	Data & Information Officer (Researcher)	1	634,265	634,265	SL7
SL12	Secretary	1	323,901	323,901	
	SUBTOTAL	3		1,592,431	
POLITICAL PARTY SUPPORT					
SL7	Executive Support Officer	9	634,265	5,708,385	
SL12	Data & Information Officer (Researcher)	9	634,265	5,708,385	
	Secretary	9	323,901	2,915,109	
	SUBTOTAL	27		14,331,879	
	GRAND TOTAL	70		37,983,657	

ADDITIONAL POSTS FOR DEVIATION REQUEST TO MEC

POST	QTY	SALARY COST PER ANNUM 2022/2023	TOTAL COST To Employer(Current regime: Starting notch)	GRAND TOTAL [COMPLIANT PLUS DEVIATION]
OFFICE OF THE EXECUTIVE MAYOR				
Special Programmes Coordinator	1	1,046,594	1,046,594	
Special Programmes Officer	3	634,265	1,902,795	
Media Liaison Officer	2	634,265	1,268,530	
EPWP/PEP Administrator	1	541,453	541,453	
SUBTOTAL	7		4,759,372	9,132,727
OFFICE OF THE DEPUTY EXECUTIVE MAYOR				
Administration Officer	1	692,015	692,015	
Senior Clerk	1	467,016	467,016	
Community Liaison Officer	1	634,265	634,265	
SUBTOTAL	3		1,793,296	4,395,294
OFFICE OF SPEAKER				
Public Participation & Outreach Officer	3	634,265	1,902,795	
Ward Committee Clerk	8	541,453	4,331,624	
SUBTOTAL	11		6,234,419	11,736,753
OFFICE OF THE COUNCIL WHIP				
Head: Office of Council Whip	1	1,333,260	1,333,260	
SUBTOTAL	1		1,333,260	2,291,426
COUNCILLOR SUPPORT				
MAYORAL COMMITTEE SUPPORT				
SUBTOTAL			0	8,623,494
OFFICE OF MPAC				
Head: Office of MPAC	1	1,333,260	1,333,260	
Committee Support Officer (Sec. 79)	1	634,265	634,265	
SUBTOTAL	2		1,967,525	3,559,956
POLITICAL PARTY SUPPORT				
SUBTOTAL	0		0	14,331,879
	24		16,087,872	54,071,529

ANNEXURE "A"

COSTING AS PER MSR COMPLIANT STAFF COMPLEMENT

SALARY LEVEL	POST	QTY	SALARY COST PER ANNUM 2022/2023	TOTAL COST TO EMPLOYER (Current regime: Standing notch)
OFFICE OF THE EXECUTIVE MAYOR				
GM	Chief of Staff	1	1,454,436	1,454,436
SL8	Administrative Secretary	1	541,453	541,453
SL9	Private Secretary	1	487,016	487,016
SL6	Special Advisor	1	692,015	692,015
SL7	Community Liaison Officer	1	634,265	634,265
SL12	Receptionist	1	323,901	323,901
SL15	Driver	1	260,269	260,269
	SUBTOTAL	7		4,373,355
OFFICE OF THE DEPUTY EXECUTIVE MAYOR				
SL3	Head: Office of Deputy Executive Mayor	1	1,333,260	1,333,260
SL8	Administrative Secretary	1	541,453	541,453
SL9	Private Secretary	1	487,016	487,016
SL15	Driver	1	260,269	260,269
	SUBTOTAL	4		2,601,998
OFFICE OF SPEAKER				
SL3	Head: Office of the Speaker	1	1,333,260	1,333,260
SL8	Administrative Secretary	1	541,453	541,453
SL7	Public Participation & Outreach Officer	1	634,265	634,265
SL7	Public Petitions & Hearings Officer	1	634,265	634,265
SL6	Ward Committee Clerk	2	541,453	1,082,906
SL6	Administration Officer	1	692,015	692,015
SL12	Receptionist	1	323,901	323,901
SL16	Driver	1	260,269	260,269
	SUBTOTAL	9		5,502,334
OFFICE OF THE COUNCIL WHIP				
SL7	Support Officer	1	634,265	634,265
SL12	Secretary	1	323,901	323,901
	SUBTOTAL	2		958,166
COUNCILLOR SUPPORT				
	Manager: Councillor Support	1		
MAYORAL COMMITTEE SUPPORT				
SL7	Councillor Support Officer	9	634,265	5,708,385
SL12	Secretary	9	323,901	2,915,109
	SUBTOTAL	18		8,623,494
OFFICE OF MPAC				
SL7	Committee Support Officer	1	634,265	634,265
SL7	Data & Information Officer (Researcher)	1	634,265	634,265
SL12	Secretary	1	323,901	323,901
	SUBTOTAL	3		1,592,431
POLITICAL PARTY SUPPORT				
SL7	Executive Support Officer	9	634,265	5,708,385
SL12	Data & Information Officer (Researcher)	9	634,265	5,708,385
	Secretary	9	323,901	2,915,109
	SUBTOTAL	27		14,331,879
	GRAND TOTAL	70		37,983,657

ADDITIONAL POSTS FOR DEVIATION REQUEST TO MEC

SALARY LEVEL	POST	QTY	SALARY COST PER ANNUM 2022/2023	TOTAL COST TO EMPLOYER (Current regime: Standing notch)	GRAND TOTAL [COMPLIANT PLUS DEVIATION]
OFFICE OF THE EXECUTIVE MAYOR					
SL5	Special Programmes Coordinator	1	1,046,594	1,046,594	
SL7	Special Programmes Officer	3	634,265	1,902,795	
SL7	Media Liaison Officer	2	634,265	1,268,530	
SL8	EPWP/PEP Administrator	1	541,453	541,453	
	SUBTOTAL	7		4,759,372	9,132,727
OFFICE OF THE DEPUTY EXECUTIVE MAYOR					
SL6	Administration Officer	1	692,015	692,015	
SL9	Senior Clerk	1	487,016	487,016	
SL7	Community Liaison Officer	1	634,265	634,265	
	SUBTOTAL	3		1,793,296	4,395,294
OFFICE OF SPEAKER					
SL7	Public Participation & Outreach Officer	3	634,265	1,902,795	
SL8	Ward Committee Clerk	8	541,453	4,331,624	
	SUBTOTAL	11		6,234,419	11,736,753
OFFICE OF THE COUNCIL WHIP					
SL3	Head: Office of Council Whip	1	1,333,260	1,333,260	
	SUBTOTAL	1		1,333,260	2,291,426
COUNCILLOR SUPPORT					
MAYORAL COMMITTEE SUPPORT					
	SUBTOTAL			0	8,623,494
OFFICE OF MPAC					
SL3	Head: Office of MPAC	1	1,333,260	1,333,260	
SL7	Committee Support Officer (Sec. 79)	1	634,265	634,265	
	SUBTOTAL	2		1,967,525	3,559,956
POLITICAL PARTY SUPPORT					
	SUBTOTAL	0		0	14,331,879
	GRAND TOTAL	24		16,087,872	54,071,529

**ANNEXURE "B"
COSTING AS PER MSR COMPLIANT STAFF COMPLIMENT**

ADDITIONAL POSTS FOR DEVIATION REQUEST TO MEC

SALARY LEVEL (From .. To ..)	POST	QTY	SALARY COST PER ANNUM (on Normal SALGBC Scales and notches) Starting Notch	TOTAL COST PER ANNUM (excluding benefits)	SALARY LEVEL (From .. To ..)	POST	QTY	SALARY COST PER ANNUM (on Normal SALGBC Scales and notches) Starting Notch	TOTAL COST PER ANNUM (excluding benefits)	GRAND TOTAL (COMPLIANT PLUS DEVIATION)
	OFFICE OF THE EXECUTIVE MAYOR					OFFICE OF THE EXECUTIVE MAYOR				
GM	Chief of Staff	1	1,454,436	1,454,436	SL5	Special Programmes Coordinator	1	581,580	581,580	
SL8	Administrative Secretary	1	373,416	373,416	SL7	Special Programmes Officer	3	437,424	1,312,272	
SL9	Private Secretary	1	322,080	322,080	SL7	Media Liaison Officer	2	437,424	874,848	
SL6	Special Advisor	1	581,580	581,580	SL8	EPWP/PEP Administrator	1	373,416	373,416	
SL7	Community Liaison Officer	1	437,424	437,424						
SL12	Receptionist	1	223,380	223,380						
SL16	Driver	1	179,496	179,496						
	SUBTOTAL	7		3,571,812		SUBTOTAL	7		3,142,116	6,713,928
	OFFICE OF THE DEPUTY EXECUTIVE MAYOR					OFFICE OF THE DEPUTY EXECUTIVE MAYOR				
SL3	Head: Office of Deputy Executive Mayor	1	748,056	748,056	SL6	Administration Officer	1	477,252	477,252	
SL8	Administrative Secretary	1	373,416	373,416	SL9	Senior Clerk	1	322,080	322,080	
SL9	Private Secretary	1	322,080	322,080	SL7	Community Liaison Officer	1	437,424	437,424	
SL16	Driver	1	179,496	179,496						
	SUBTOTAL	4		1,623,048		SUBTOTAL	3		1,236,756	2,859,804
	OFFICE OF SPEAKER					OFFICE OF SPEAKER				
SL3	Head: Office of the Speaker	1	748,056	748,056						
SL8	Administrative Secretary	1	373,416	373,416						
SL7	Public Participation & Outreach Officer	1	437,424	437,424	SL7	Public Participation & Outreach Officer	3	437,424	1,312,272	
SL7	Public Petitions & Hearings Officer	1	437,424	437,424						
SL8	Ward Committee Clerk	2	373,416	746,832	SL8	Ward Committee Clerk	8	373,416	2,987,328	
SL6	Administration Officer	1	477,252	477,252						
SL12	Receptionist	1	223,380	223,380						
SL16	Driver	1	179,496	179,496						
	SUBTOTAL	9		3,623,280		SUBTOTAL	11		4,299,600	7,922,880
	OFFICE OF THE COUNCIL WHIP					OFFICE OF THE COUNCIL WHIP				
SL7	Support Officer	1	437,424	437,424						
SL12	Secretary	1	223,380	223,380		Head: Office of Council Whip	1	748,056	748,056	
	SUBTOTAL	2		660,804		SUBTOTAL	1		748,056	1,408,860
	COUNCILLOR SUPPORT					COUNCILLOR SUPPORT				
	Manager: Councillor Support	1								
	MAYORAL COMMITTEE SUPPORT					MAYORAL COMMITTEE SUPPORT				
SL7	Councillor Support Officer	9	437,424	3,936,816						
SL12	Secretary	9	223,380	2,010,420						
	SUBTOTAL	18		5,947,236		SUBTOTAL	1		748,056	1,408,860
	OFFICE OF MPAC					OFFICE OF MPAC				
SL7	Committee Support Officer	1	437,424	437,424	SL3	Head: Office of MPAC	1	748,056	748,056	
SL7	Data & Information Officer (Researcher)	1	437,424	437,424	SL7	Committee Support Officer (Sec. 79)	1	437,424	437,424	
SL12	Secretary	1	223,380	223,380						
	SUBTOTAL	3		1,098,228		SUBTOTAL	2		1,185,480	2,283,708
	POLITICAL PARTY SUPPORT					POLITICAL PARTY SUPPORT				
SL7	Executive Support Officer	9	437,424	3,936,816						
SL7	Data & Information Officer (Researcher)	9	437,424	3,936,816						
SL12	Secretary	9	223,380	2,010,420						
	SUBTOTAL	27		9,884,052		SUBTOTAL	0		0	9,884,052
	GRAND TOTAL	70		26,403,860		GRAND TOTAL	24		10,612,008	31,073,232