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CITY OF JOHANNESBURG  
METROPOLITAN MUNICIPALITY

OFFICE OF THE SPEAKER



**The Role of the Office of the Speaker**  
**SALGA: Councillor Support Model and Systems engagement**  
**by Linus Muller**  
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## OVERVIEW AND ROLE OF THE OFFICE OF THE SPEAKER

- The City of Joburg Metropolitan Council is governed by the Separation of Powers model – The Executive Mayor has the Executive function, while Legislative function is held by the Speaker of Council.
- The Office of the Speaker is a combination of the Private Office of the Speaker and the offices of the Chief Whip, Chair of Chairperson and the Secretary to Council.
- Administratively the Legislature is headed by the Secretary to Council and the interface between the Legislature's Administrative Arm and the Office of the Speaker is facilitated by the Head of Department in the Private Office of the Speaker.



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## STRUCTURE OF THE PRIVATE OFFICE OF THE SPEAKER

### The Speaker is supported by:

- Head of Private Office / Chief of Staff
- Personal Assistant and an Office Manager
- Advisor
- Project Manager
- Head of Protocol
- Spokesperson\*
- Community Liaison Officer\*



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## STRUCTURE OF THE SECRETARY TO COUNCIL'S OFFICE

**The Secretary to Council's\* directorates are:**

- **Legislature and Oversight\***
- **Stakeholder Relationship Management**
- **Institutional Support**



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## SUPPORT OFFERED TO COUNCILLORS Ward Governance

- The City of Joburg comprises of 270 Councillors - 135 Ward Councillors and 135 Proportional Representative Councillors
- The ratio is 1 Ward Administrator for every 3 Ward Councillors
- There are 7 Administrative Regions in the City which are headed by Regional Managers  
Ward Governance
- Region D (Soweto) has the largest component of wards (38 Wards)
- Bulk of support is administrative in nature



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## **SUPPORT OFFERED TO COUNCILLORS Ward Governance**

### **Public Meetings**

- The City provides logistical support i.e. booking of venue, procuring sound system and inviting community to attend public meetings
- Secretarial support during the public meetings

### **Ward Committees Meetings**

- Administrative support i.e. organize monthly meetings, arrange training and administer monthly out of pocket expenses and other issues that may arise from time to time.
- Secretarial support during Ward Committee meetings



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## **SUPPORT OFFERED TO COUNCILLORS** **Councillor Affairs and Support Services Unit**

- Administration of allowances and benefits for Councillors
- Councillor Training, Development and Empowerment
- Distribution, asset register and management, insurance claims and VIP calls for IT related services (laptops)
- Applications and Management of cellphone accounts of Councillors
- Councillor Wellness
- Protection and Safety of the Councillors
- Protocol around Councillors during events and international study tours
- Civic Funerals