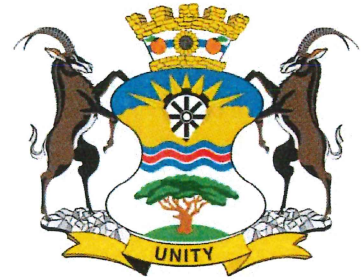


# **RUSTENBURG**

## **LOCAL MUNICIPALITY**

### **OFFICE OF THE MUNICIPAL MANAGER**

P O Box 16, Rustenburg, 0300, North West Province, South Africa  
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DATE: 14 December 2022

### **OPERATIONS OF THE MUNICIPALITY DURING THE FESTIVE SEASON: DECEMBER 2022 TO JANUARY 2023**

1. Council during its sitting of the 30<sup>th</sup> of November 2022 resolved as follows:-
  1. That the report on the Operation of Municipal Offices: December 2022 and January 2023 is noted;
  2. That employees be granted paid time off from 23<sup>rd</sup> December 2022 at 12h00 and return to work on the 3<sup>rd</sup> January 2023 at 07h30;
  3. That the public be informed accordingly;
  4. That pay day be identified as the 20<sup>th</sup> December 2022;
  5. That essential services be rendered during the above-mentioned period; and
  6. That employees who perform essential services be granted leave days.

2. In line with Council resolution 5 above, the following units will be rendering services during the festive season:

#### **2.1 Office Of the Municipal Manager**

- 2.1.1 The call Centre will be operational as per the approved roaster.

#### **2.2 Directorate Technical and infrastructure services**

The following units within the DTIS will continue rendering services as per the approved Roaster

- 2.2.1 Electrical Unit - as per the approved Roaster
- 2.2.2 Water - as per the approved Roaster
- 2.2.3 Sanitation Unit as per the approved Roaster

2.2.4 Mechanical will have two teams on standby

- Pumps
- Mechanic

**2.3 Directorate Public Safety**

2.3.1 Fire and Disaster Management Unit (All sections except Training Section)

2.3.2 Traffic Unit: (All sections except court administration)

2.3.3 Law Enforcement Unit (All sections)

**2.4 Directorate Community Development**

2.4.1 Waste Management (Landfill, Street Cleaning, Collection, Strumosa Drop Off)

2.4.2 Cemeteries and Parks (Cemeteries Management, Tree Cutting – (as and when required))

2.4.3 Community Halls (As and when required)

2.4.4 Civil Facilities (as and when required)

**2.5 Budget and Treasury Office**

2.5.1 Credit Control actions will be suspended from the 21/12/2022 which is a week before closing of Municipal offices. The reconnection team will be on standby for reconnections. Customers will be directed to Customer Care. A listing of disconnections and reconnections, will be made available to them with the list of documents required for a reconnection

2.5.2 Alternative pay points will be utilized to pay Municipal services for the period 24/12/2022 to 02/01/2023 and the public will be notified through public notice.

- Easy Pay facilities (Pick'n pay, Shoprite, checkers and other easy pay outlets)
- Bank payments
- Prepaid electricity can be bought from third party vendors (bank app, petrol station, supermarkets)

2.5.3 Billing process will be finalized by the 23/12/2022 and the billing run will be performed after the 3/01/2023.

- Unmetered services process (interims, transfers and clearances) will be finalized by the 15<sup>th</sup> December 2022
- Metered services -Last day to receive meter readings is the 14<sup>th</sup> December 2022 excluding GV, Time of Use and Xstrata.
- Preparation of meter books will be finalized by the 23<sup>rd</sup> December 2023.

- Conveyancing attorneys will close from the 15/12/2022 and open after the 3/01.2023, meaning this function will not be necessary during this time.

Purchase of prepaid electricity can also be done on the same platforms, plus at other third party vendors.

## **2.6 Directorate Planning and Human Settlement**

The units within Directorate Planning and Human Settlement will close and reopen as per the resolution of Council

## **2.7 Directorate Roads and Transport**

A separate roster will be developed for as and when necessary.



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**MR FT MABOKELA**  
**ACTING MUNICIPAL MANAGER**