



Duties and responsibilities of portfolio holders on the OCA Sub Committee's

The duties of Architecture & Heritage include, but are not limited to

- a) The A+H assesses applications for building work, with regard to Heritage aspects, and provides comments on behalf of OCA to Heritage Western Cape and to the City Planning department where indicated.
- b) The A+H may also participate in objecting to departures from the City of CT's zoning regulations such as insufficient parking or building heights being exceeded.

Important: The Chair of the A+H should ideally have a thorough knowledge of Planning, Heritage and/or Architecture matters, particularly the City of CT's zoning regulations, and illustrate an interest in preserving the Heritage qualities that are present in Observatory. It would be preferable that the Chair is an Architect – either practicing or retired – but not essential, as long as the chair is familiar with processes around approvals for developments and planning.

The duties of Arts & Culture include, but are not limited to

- a) Engage with local creative artists, sports groups and NGOs about ACS activities that would advance community well-being in Obs
- b) Promote their involvement in the OCA
- c) Organise an annual Heritage Day event for the OCA with other partners
- d) Encourage and/or organise artistic, cultural or sports events that would advance community well-being in Obs
- e) Participate in, and report to the OCA Management Committee on activities of the group

The duties of Car Park include, but are not limited to

- a) Perform a daily oversight role on:
 - Staff
 - Customers – Enforcing the rules and dealing with complaints.
 - Equipment and premises
 - Administration
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- b) Engage with customers, suppliers and other role players (or manage the process).

For example:

 - Sign up monthly parkers.
 - Issue invoices to monthly parkers and follow up on payments.
 - Order goods or services and process invoices for payment
 - Negotiate and renew contracts. (Eg. Property Lease, Insurance)
- c) Manage all aspects relating to the staff employed.
- d) Ensure that cash sales are reconciled for accuracy.
- e) Ensure that all the expenses are authorised, recorded and correctly reflected in the financial records.

(done in conjunction with the treasurer)
- d) Report to the OCA Management Committee on a monthly basis

The duties of Communications include, but are not limited to

- a) The main task of the communications portfolio is to ensure that the OCA newsletter goes out to all OCA members at least 7 days before each Mancomm meeting
- b) Compile and present in an eye-catching way all news related to the OCA in at least one other Newsletter each month so as to inform our members of what we are doing in a way that also encourages members to participate in and have their say about the various important activities that the OCA is engaged in.
- c) Update the OCA website and facebook page frequently,
- d) Posting to the many other facebook pages that cover issues of interest to Observatorians.
- e) Liaison with community papers and local and national press
- f) Liaison with City Media department and Sub Council 16
- g) Supervision of the OCA admin assistant on all IT and social media matters

The duties of Social Issues include, but are not limited to

- a) Liquor license issues:
 1. Deal with Liquor Licence Applications – consult local residents, the OCA and other structures and formulate an OCA

position on a license application, represent the OCA at any hearings

2. Develop and maintain good working relationship with the Woodstock SAPS DLO

3. Undertake any other engagements or activities needed to promote the effective management of liquor issues in Obs

b) Events:

1. Deal with Event License applications - – consult local residents, the OCA and other structures and formulate an OCA position on a license application.

c) Homeless persons on the street:

1. Identify and implement strategies to address problems linked to homeless people in Observatory, in conjunction with OBSID

d) Action on other Social Issues affecting Obs that may arise from time to time

e) Portfolio holder must represent the sub-group at the OCA Man Comm at monthly meetings and submit a monthly report on activities of the group