

BLOUBERG MUNICIPALITY



DRAFT 2024/2025 ORGANISATIONAL STRUCTURE

Signed by

Ramothwala R.J
Ramothwala R.J

Municipal Manager

Date: 08/05/2024

OVERVIEW

Section 66 of the Municipal System Act, 2000 (Act 32 of 2000)

empowers the municipal manager to:

- a) Provide job descriptions for each post on the staff establishment
- b) Attach to those posts remuneration and other conditions of service as may be determined by applicable labour legislations
- c) The Municipality must therefore have an organisational structure of staff establishment outlining hierarchy and segregation of duties.

The structure must be developed in line with the guidelines provided in Municipal Staff Regulations Gazette no 45181, 20 September 2021 which must take effect as from 01st July 2022.

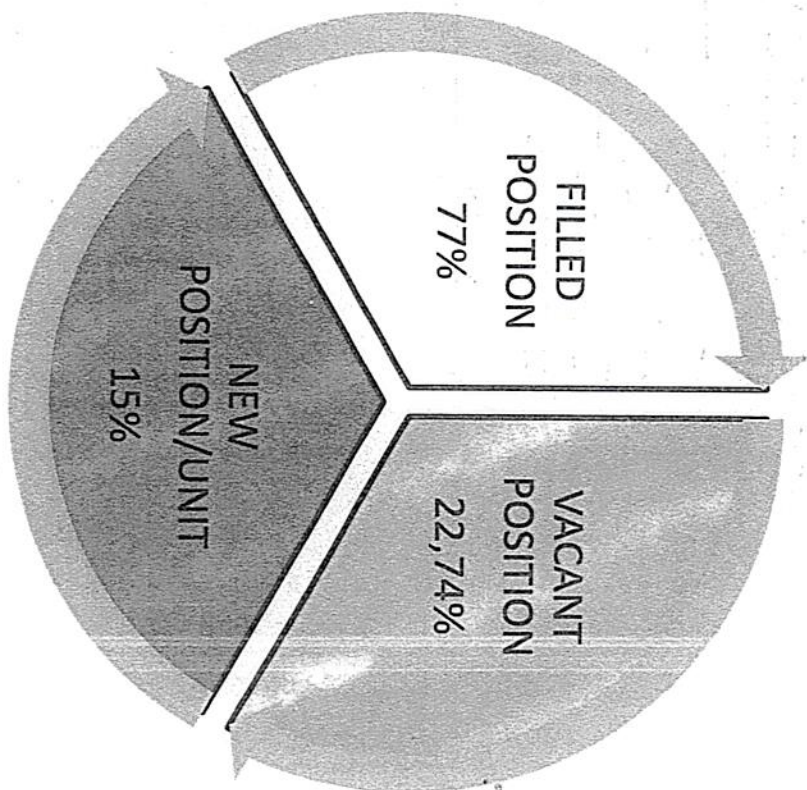
The new regulations provides the composition of departments and units as well as KPA's/KPI's attached to each and every position.

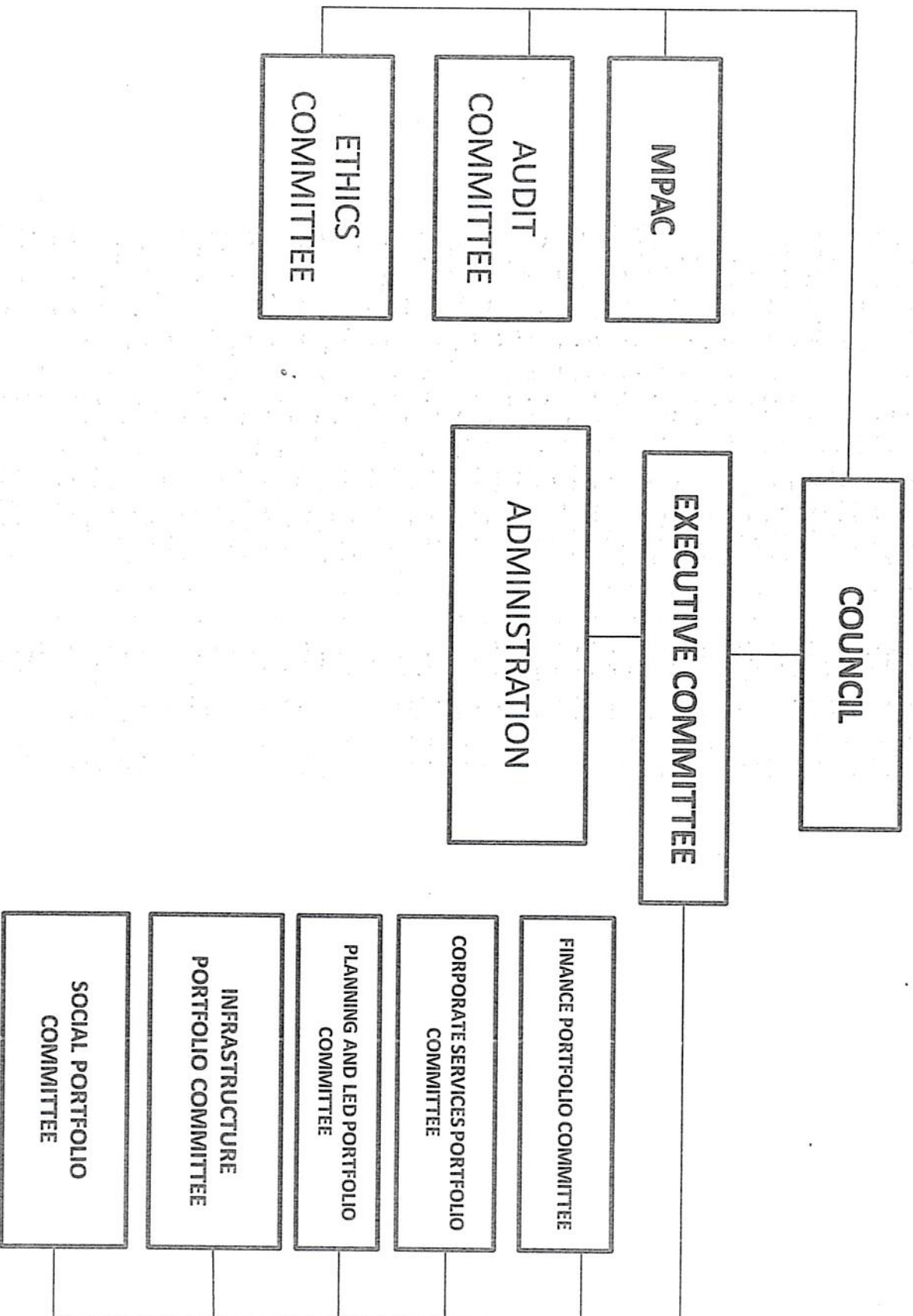
For local municipality the composition of staff establishment must be at least 1% Senior Management staff, 1%-15% managerial staff and 85%-95% Operational.

TOTAL STAFF TURNOVER

- Total positions on the 2024/2025 organogram=255
 - Total filled is 197 = 77%
 - Total vacancies is 58= 22,74% %
- Total new positions 39 which amounts to 15%

INDICATORS





Municipal Council

Mayor

Speaker

Whip

OFFICE OF THE MAYOR

PURPOSE

To coordinate the activities of the Mayor and give administrative support

FUNCTIONS

1. Manage Stakeholder Engagement
2. Manage and Monitor the implementation of special programmes

POSTS

- 1 X Manager
- 1x Executive Secretary
- 1x Admin Clerk
- 1 x Chauffeur
- 1x VIP Protector

OFFICE OF THE SPEAKER

PURPOSE

To lead and Coordinate legislative function.

FUNCTIONS

1. Ensure compliance in the Council and Council Committees with the Code of Conduct of Councillors
2. Ensure Council meetings are conducted in accordance with rules and orders of Council
3. Establish and manage the functions of ward committees
4. Provide administrative Support to Council and Councillors

POSTS

- 1X Admin Officer
- 1 x Admin Clerk
- 1 x Chauffeur
- 1x VIP Protector

OFFICE OF THE WHIP

PURPOSE

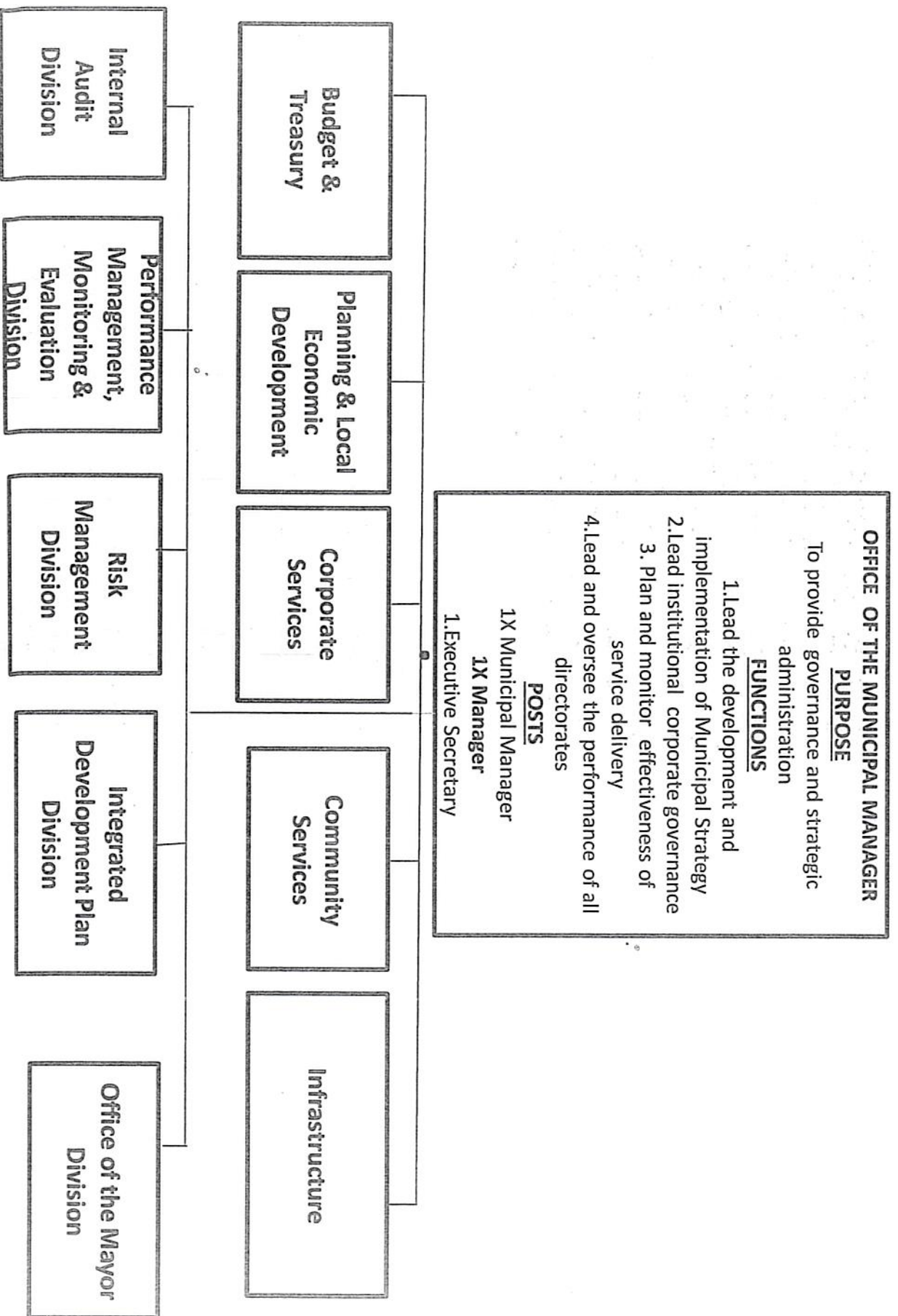
Coordinate activities of political parties in Council

FUNCTIONS

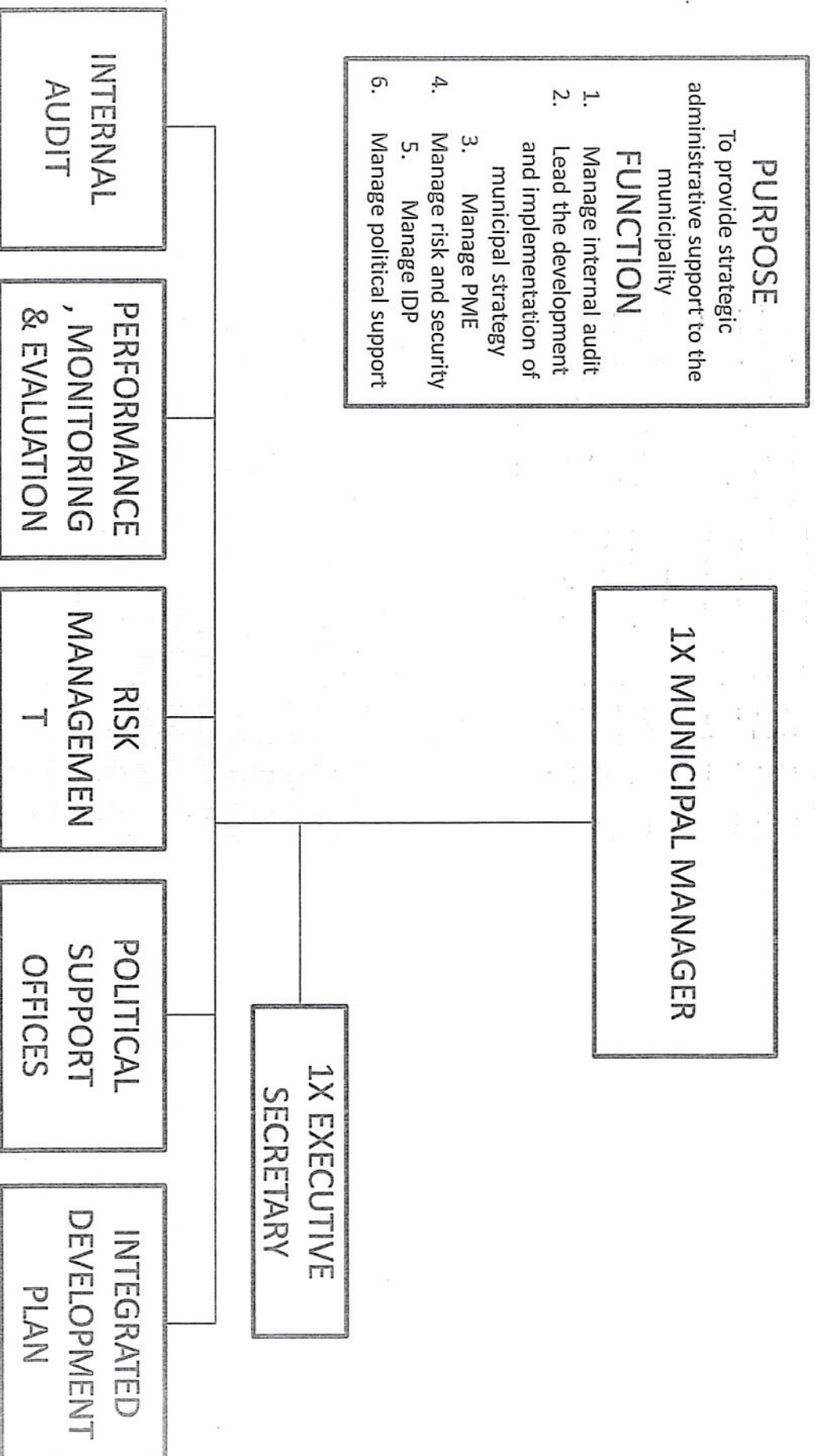
1. Facilitates sound working relationship within political parties in Council
2. Support the functioning of councillors deployed in various committees

POSTS

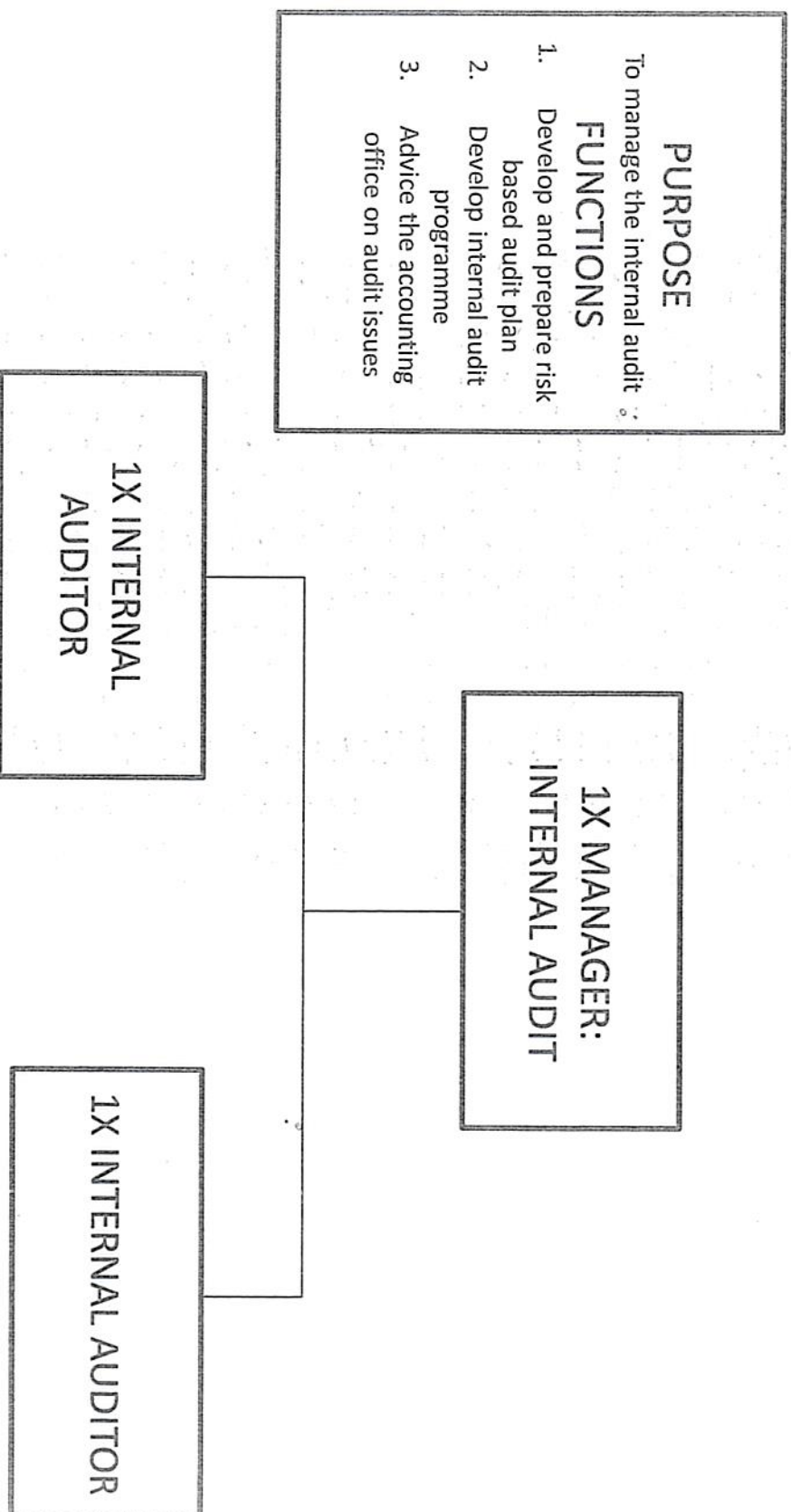
- 1 X Admin Clerk



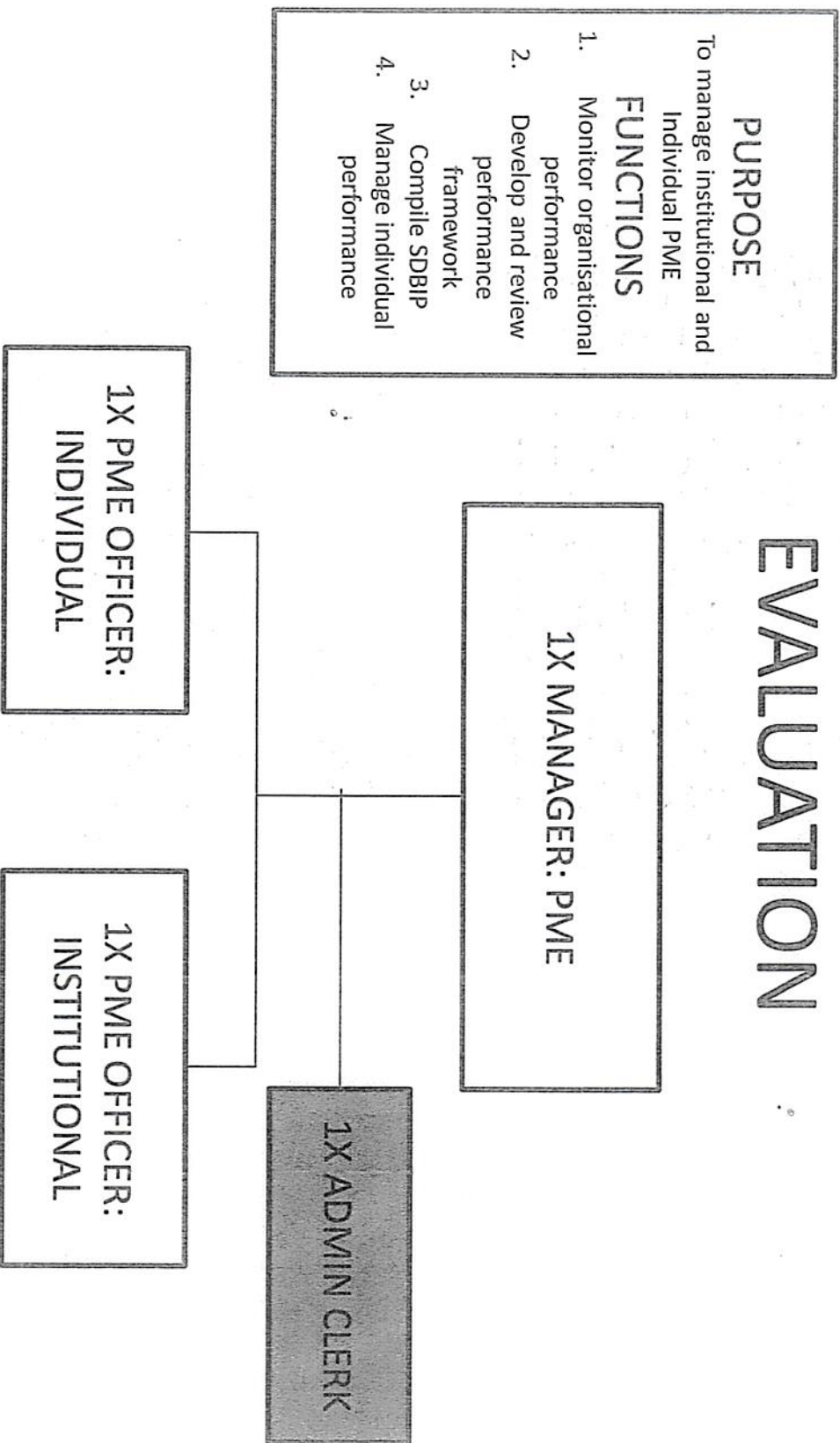
MUNICIPAL MANAGER'S OFFICE



INTERNAL AUDIT



PERFORMANCE, MONITORING & EVALUATION

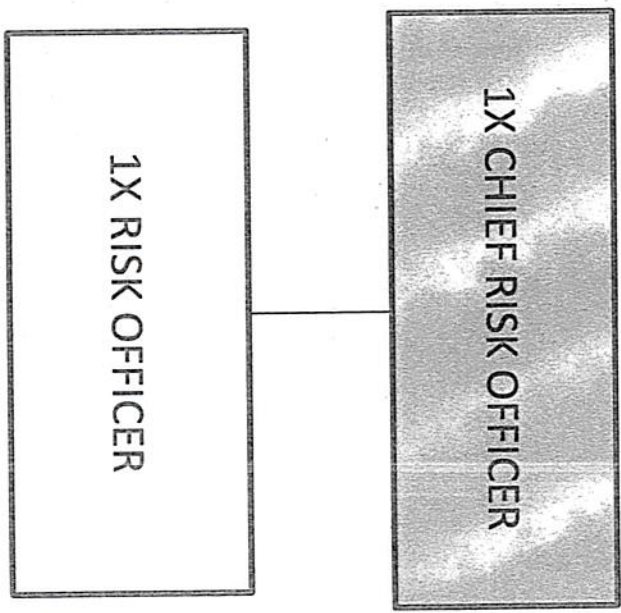


RISK MANAGEMENT

PURPOSE
To manage risk and security

FUNCTIONS

1. Facilitate risk assessment
2. Manage security services
3. Prepare risk management implementation plan

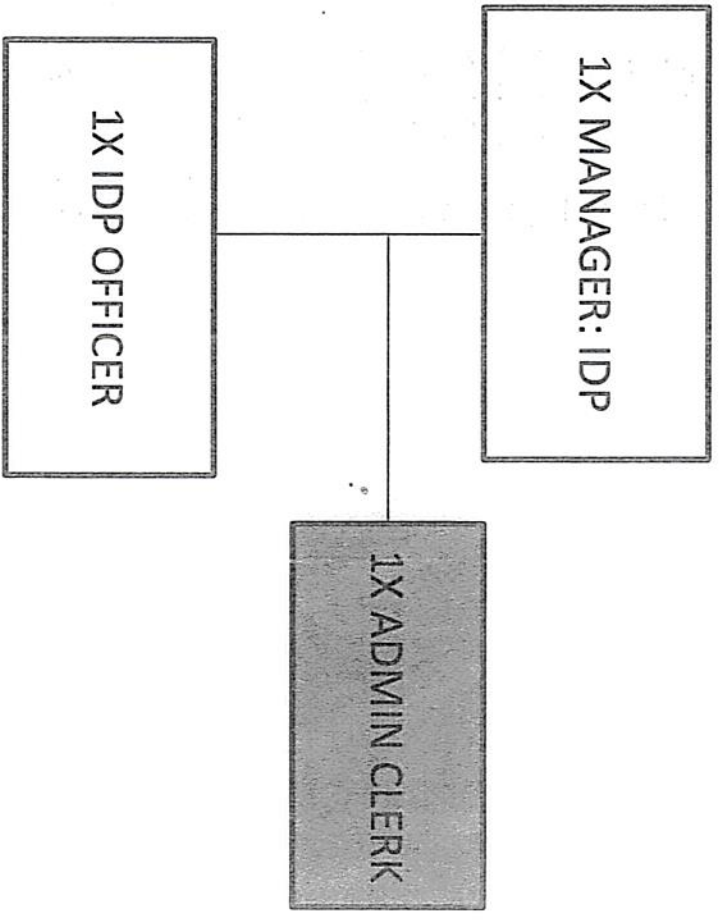


INTEGRATED DEVELOPMENT PLAN

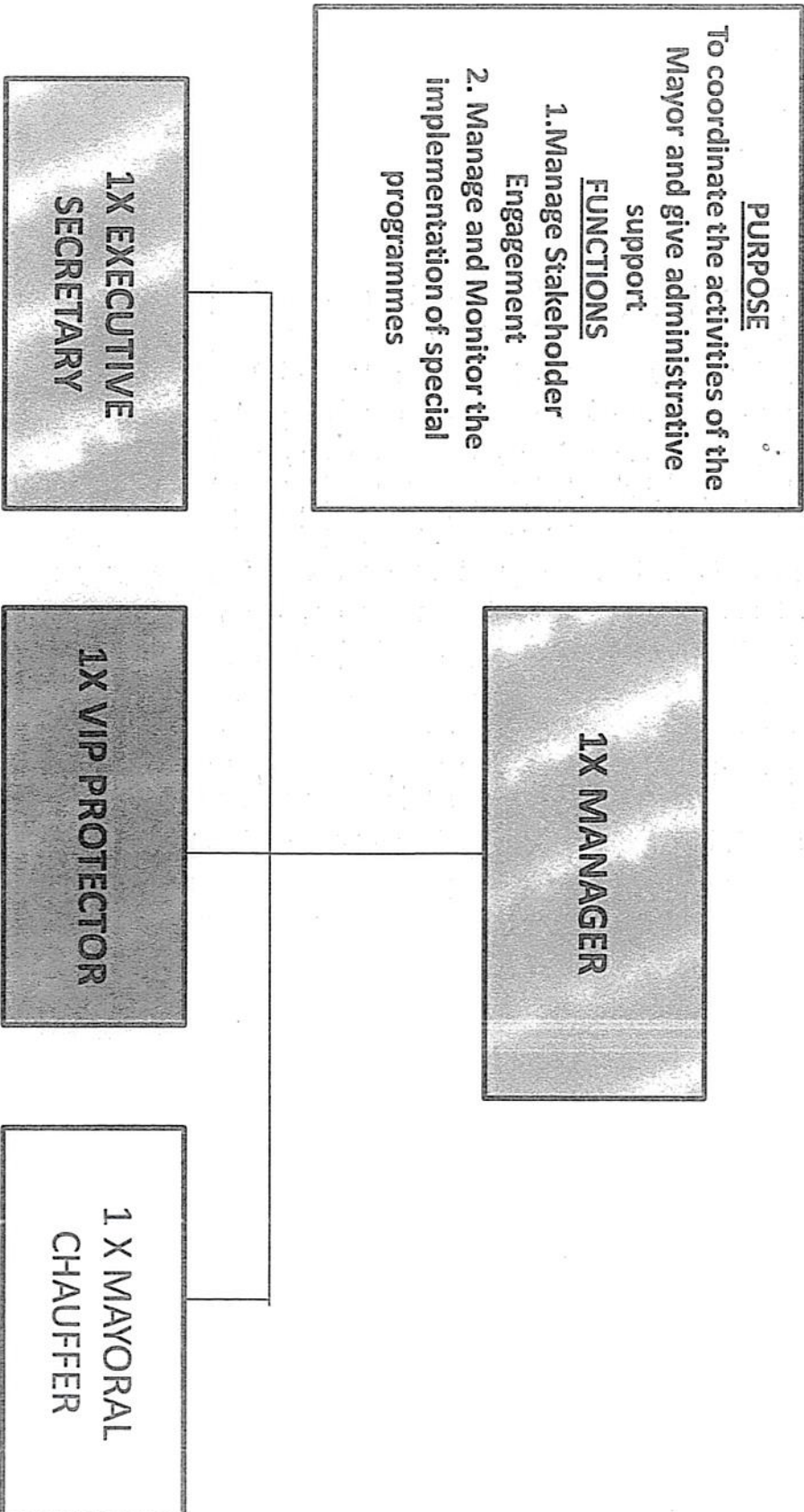
PURPOSE
To manage the integrated development plan processes

FUNCTIONS

1. Develop, review and coordinate IDP
2. Develop IDP process plan



OFFICE OF THE MAYOR



OFFICE OF THE SPEAKER

PURPOSE
To coordinate the activities of the Speaker and give administrative support

- FUNCTIONS
1. Manage Stakeholder Engagement
 2. Manage and Monitor the implementation of special programmes
- POSTS

1X Admin Officer

1X VIP
PROTECTOR

1 X SPEAKER
CHAUFFER

OFFICE OF THE WHIP

PURPOSE
To coordinate the activities of the WHIP and give administrative support

- FUNCTIONS
1. Manage Stakeholder Engagement
 2. Manage and Monitor the implementation of special programmes
- POSTS

1X Admin Clerk

FINANCE

PURPOSE

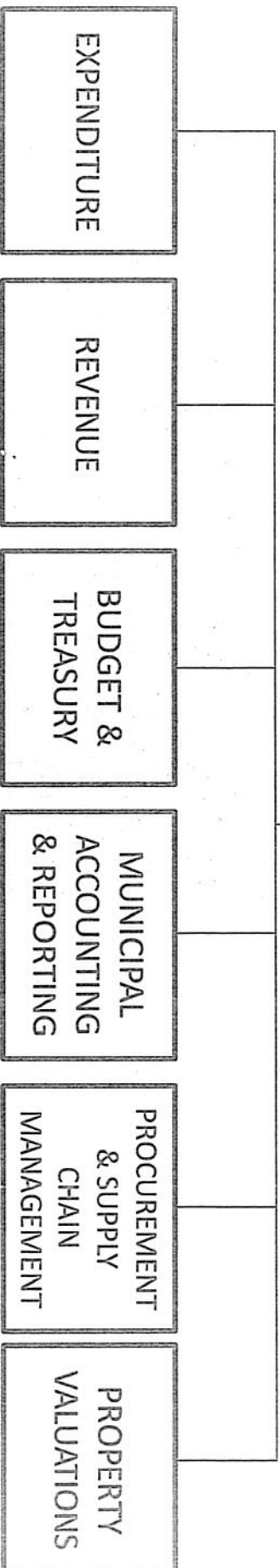
To manage the budget and treasury of the municipality

FUNCTIONS

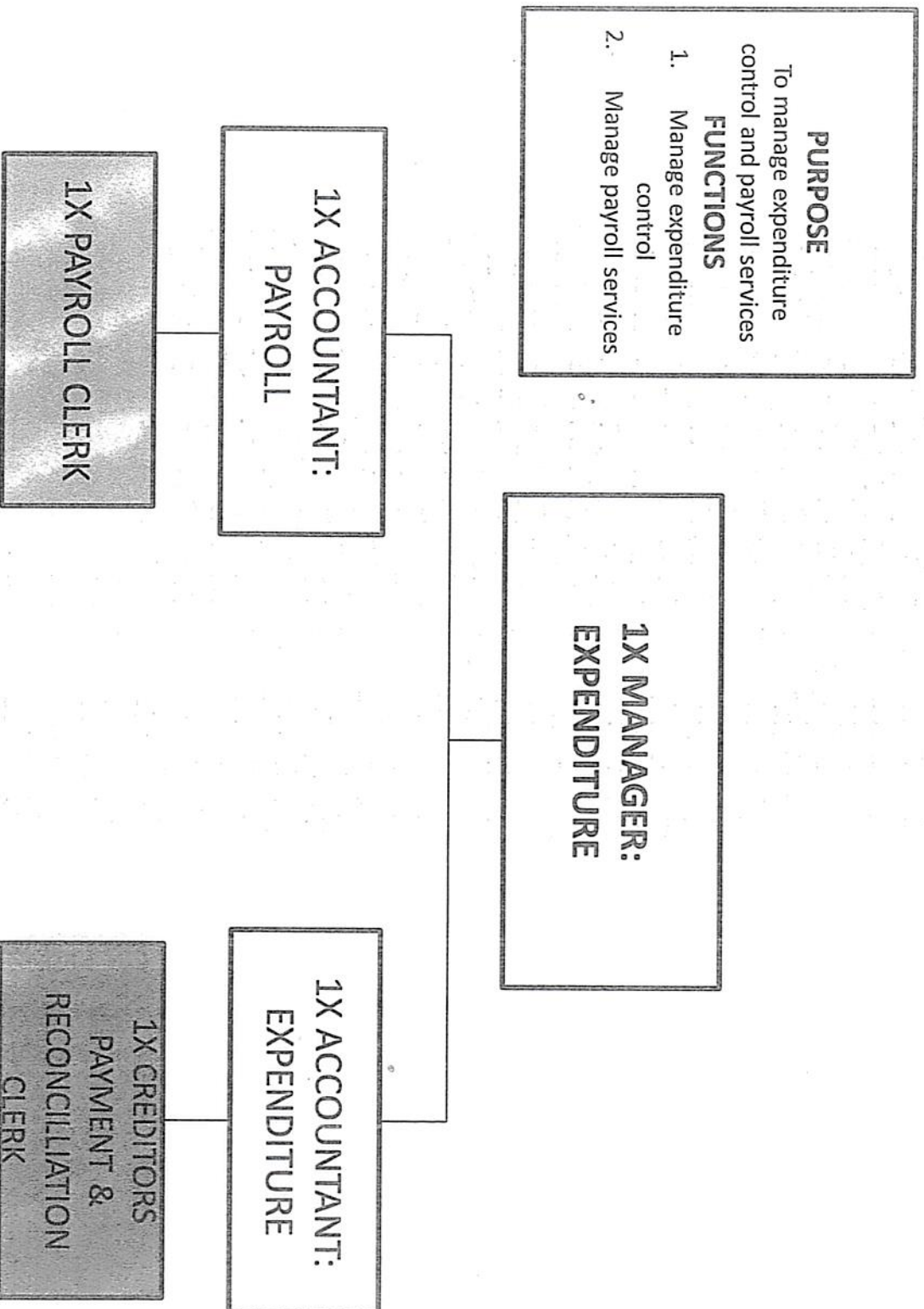
1. Manage expenditure
2. Manage revenue
3. Manage budget & treasury
4. Manage municipal Accounting & Reporting
5. Manage procurement and supply chain management
6. Manage property valuations

1X CHIEF FINANCE
OFFICER

1X SECRETARY



EXPENDITURE DIVISION



REVENUE

PURPOSE

To manage revenue and debtors control

FUNCTIONS

1. Manage billing system and collections
2. Manage cash control Services
3. Manage Credit control services

1X MANAGER: REVENUE

1X ACCOUNTANT:
DEBTORS

1X DEBTORS
CLERK

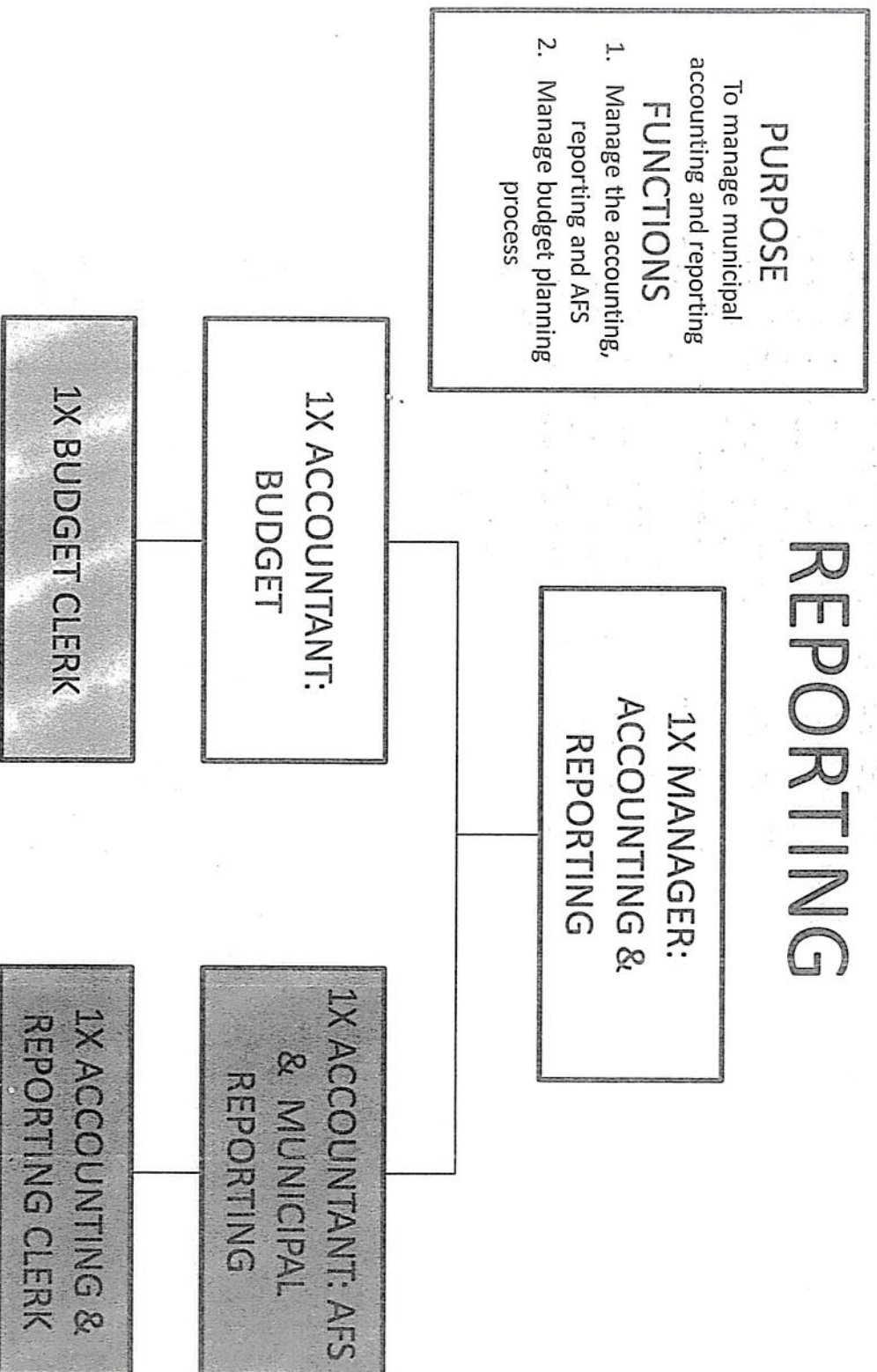
1X ACCOUNTANT:
REVENUE

2X BILLING CLERKS

1 VACANT

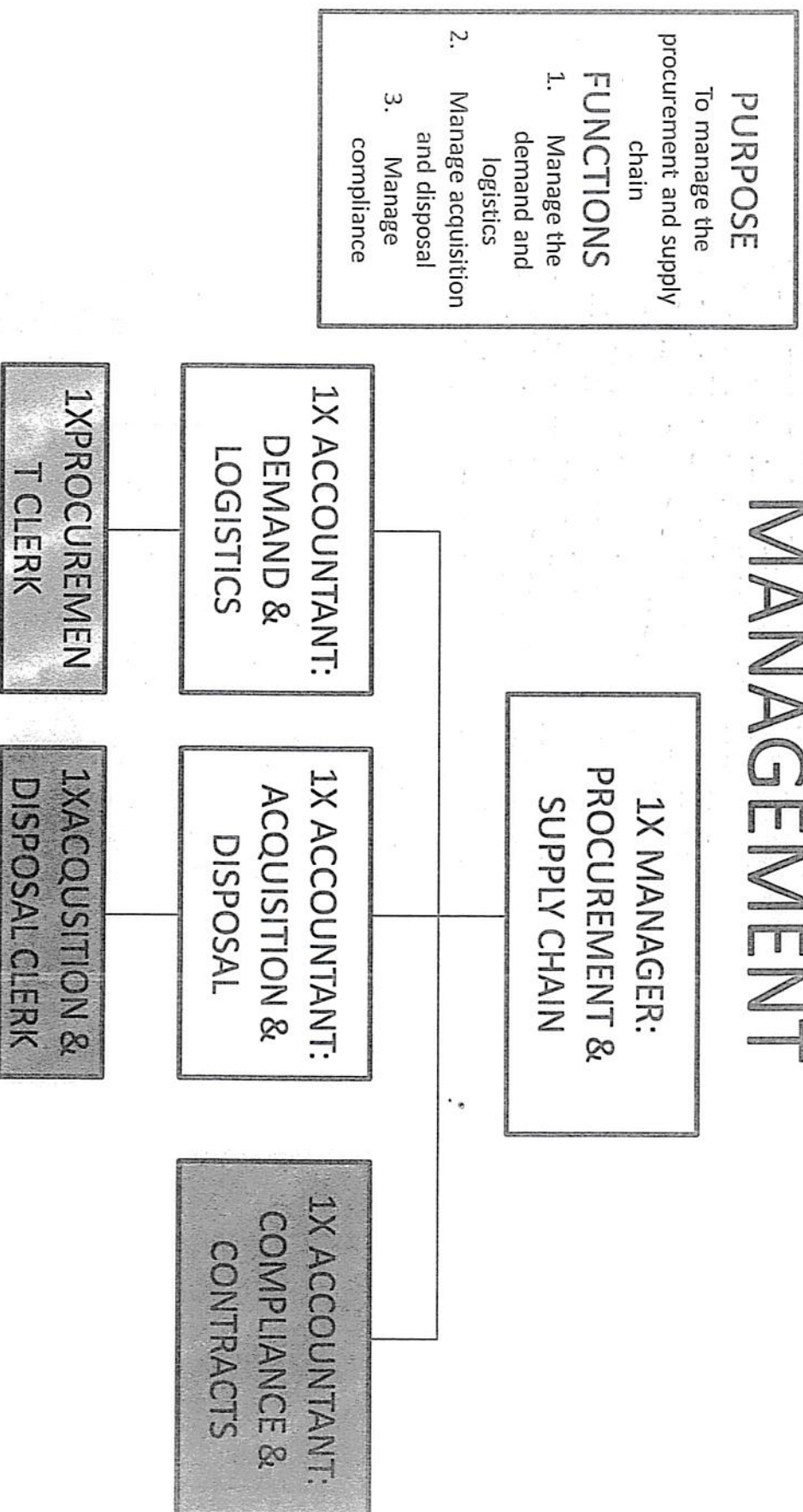
2X CASHIERS
1 VACANT

MUNICIPAL ACCOUNTING & REPORTING

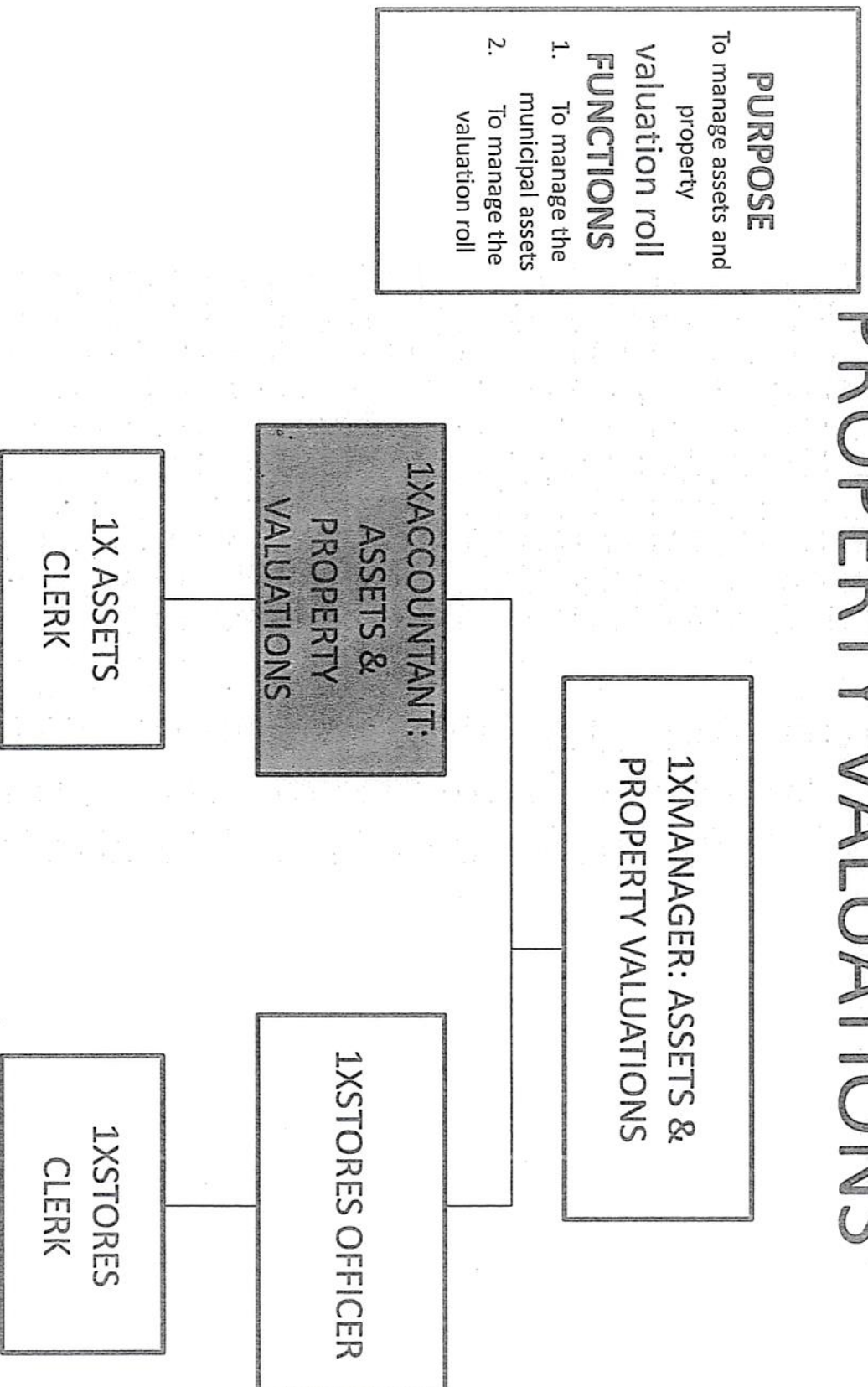


PROCUREMENT & SUPPLY CHAIN

MANAGEMENT



PROPERTY VALUATIONS



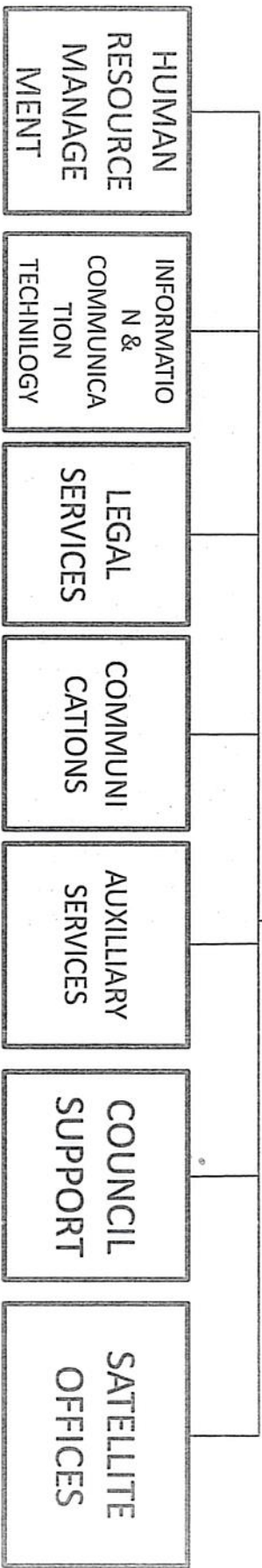
CORPORATE SERVICES

PURPOSE
 To provide corporate support services

FUNCTIONS
 1. Manage human resources
 2. Manage ICT
 3. Manage Legal Services
 4. Manage Communications
 5. Auxiliary services
 6. Manage Council Support

1XDIRECTOR: CORPORATE SERVICES

1XSECRETARY



HUMAN RESOURCE MANAGEMENT

PURPOSE

To manage human capital

FUNCTIONS

1. Manage human resource services
2. Manage organisational development
3. Manage OHS
4. Manage human resource development (SDF)

1XMANAGER: HRM

1XHRM OFFICER

1XOD & WORK
STUDY OFFICER

1XOHS OFFICER

1XSKILLS
DEVELOPMENT
FACILITATOR

2X HR CLERKS

1 /ACANT

INFORMATION & COMMUNICATIONS

TECHNOLOGY

PURPOSE

To provide ICT services

FUNCTIONS

1. Manage and maintain internet
2. Develop maintenance pan
3. Manage the website
4. Manage network and security

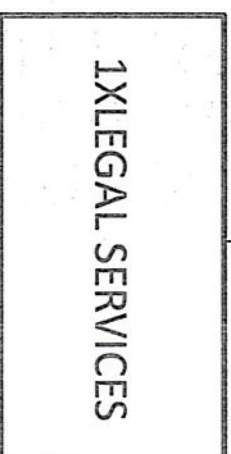
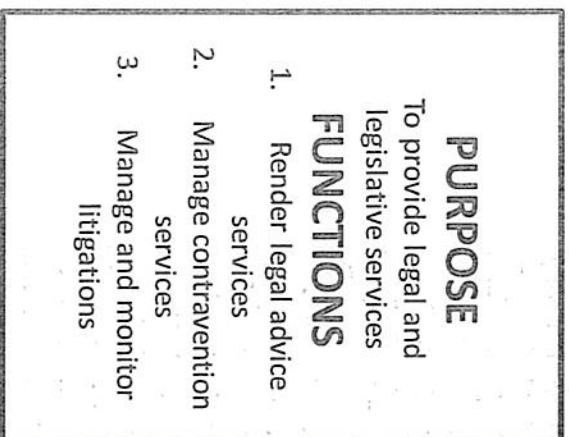
1XMANAGER: ICT

1X IT TECHNICIAN

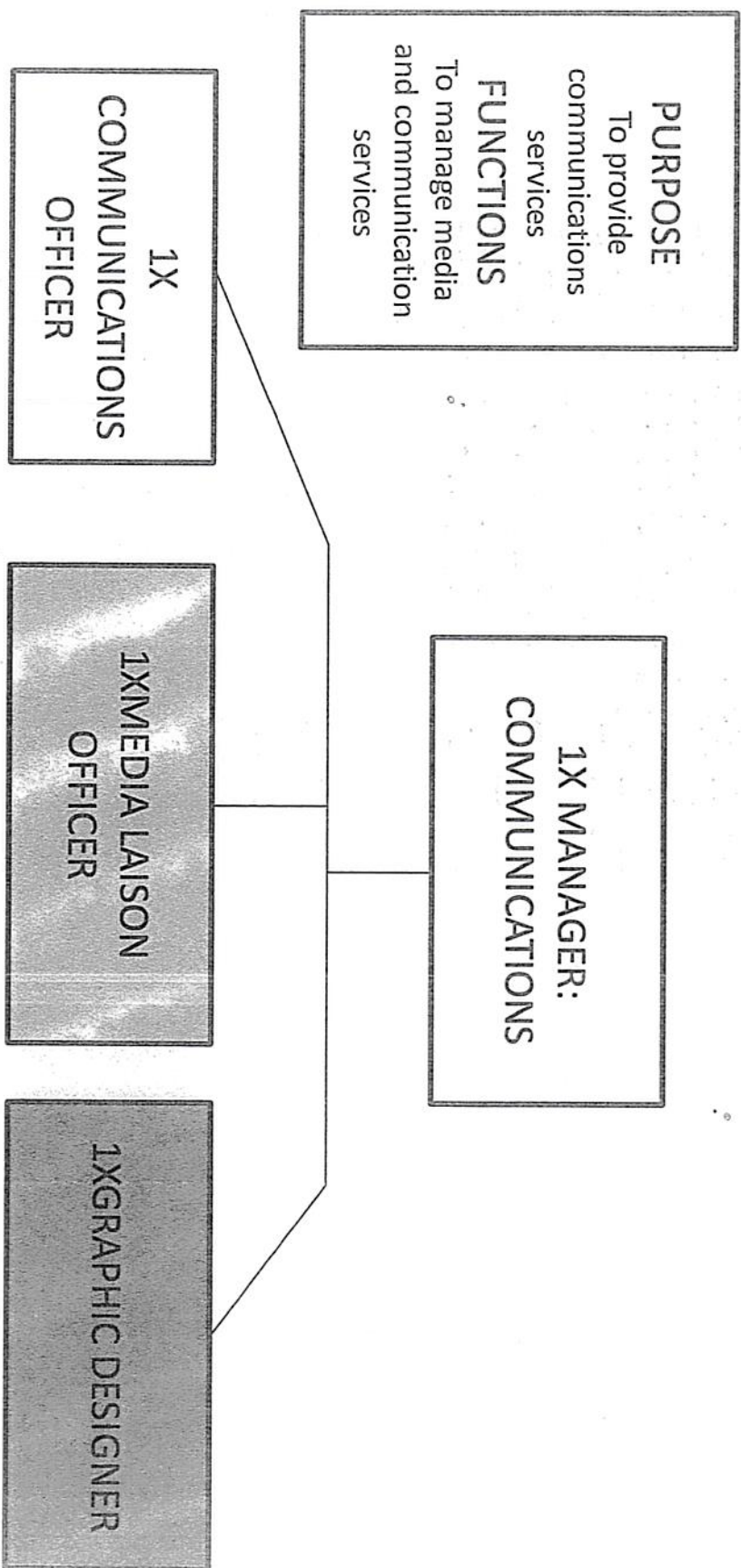
1XWEB
ADMINISTRATOR

1XICT SECURITY &
GOVERNANCE
ADMINISTRATOR

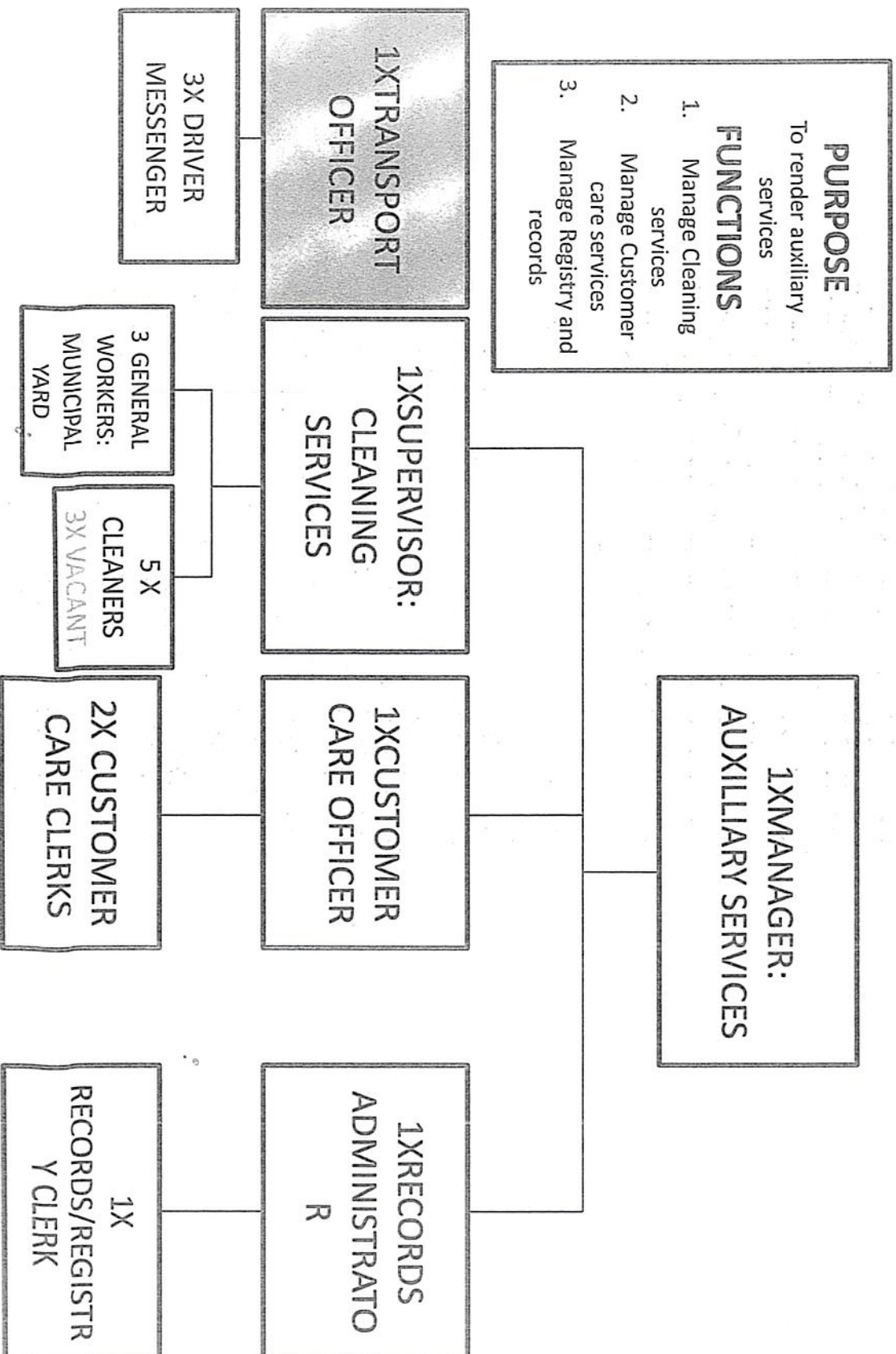
LEGAL SERVICES



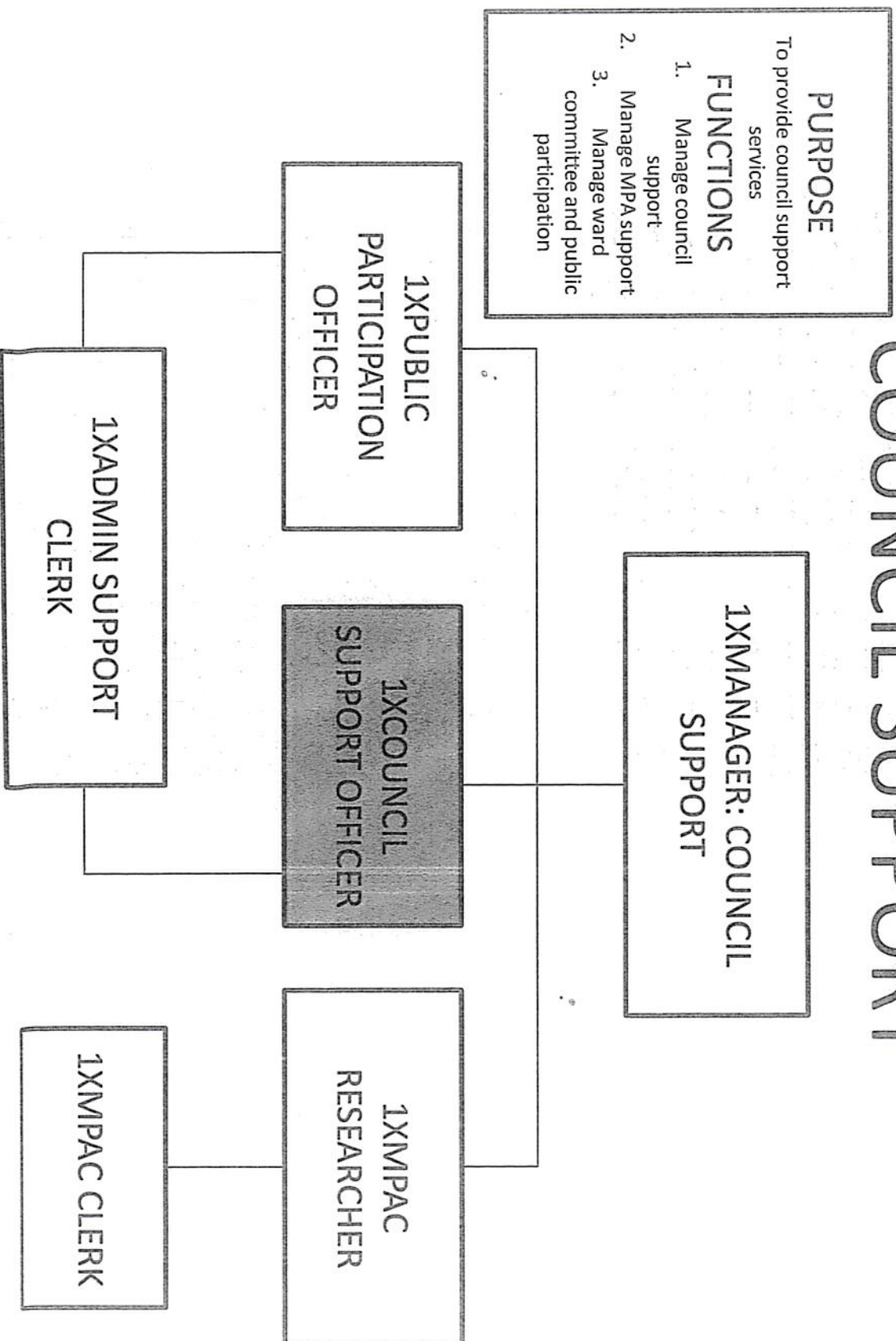
COMMUNICATIONS



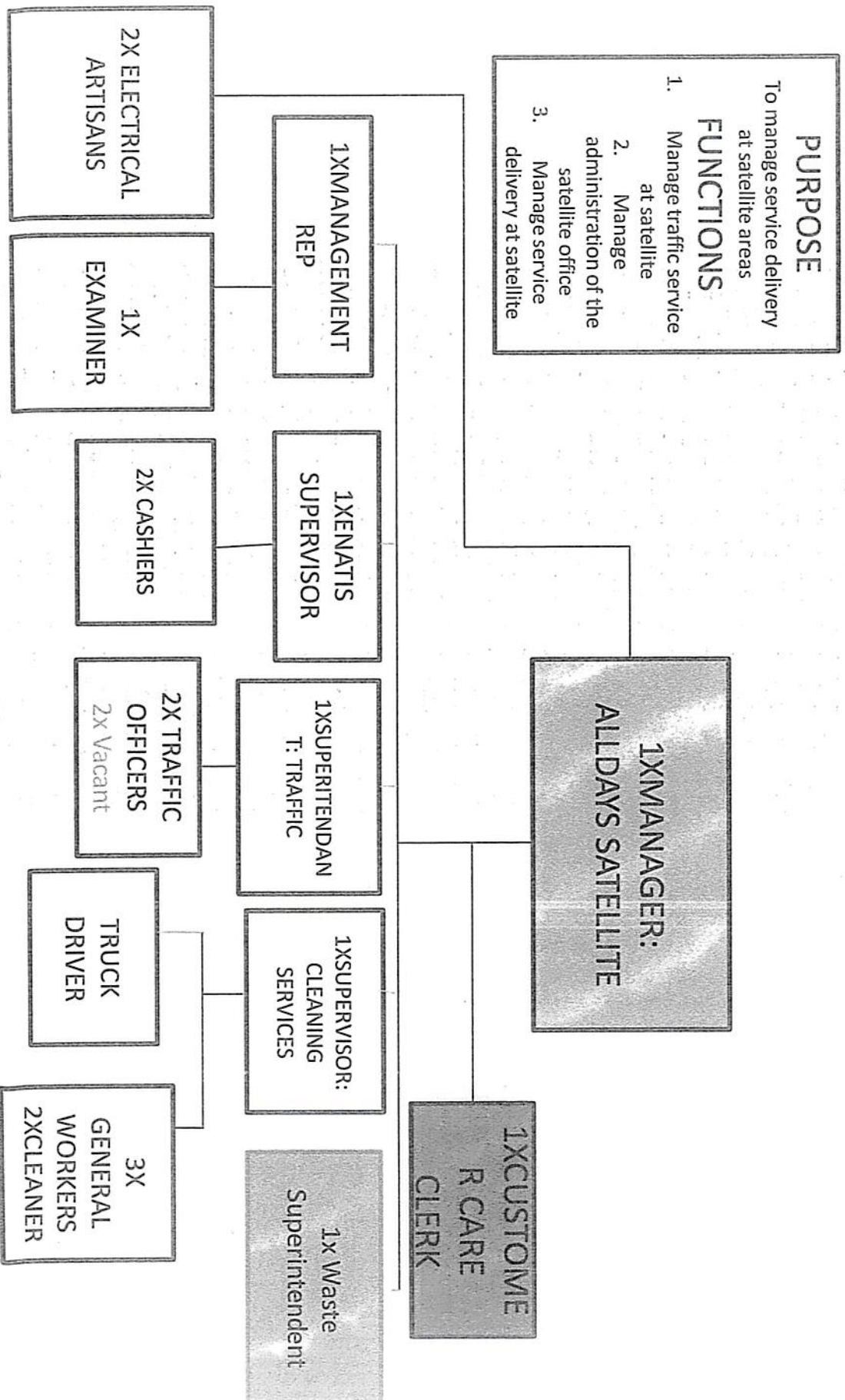
AUXILIARY SERVICES



COUNCIL SUPPORT



ALLDAYS SATELLITE OFFICE



ELDORADO SATELLITE OFFICE

PURPOSE
To manage service delivery at satellite areas

FUNCTIONS

1. Manage traffic service at satellite
2. Manage administration of the satellite office
3. Manage service delivery at satellite

1XMANAGER:
ELDORADO SATELLITE

2x cleaners

1XADMIN
OFFICER:CUS
TOMER CARE

1XMANAGEMENT
NT REP

1XENATIS
SUPERVISOR

1XSUPERVISOR:
ELECTRICITY

1XSUPERVISOR:
ROADS
MAINTANANCE

1XADMIN
CLERK
CUSTOMER
CARE

2X
EXAMINER

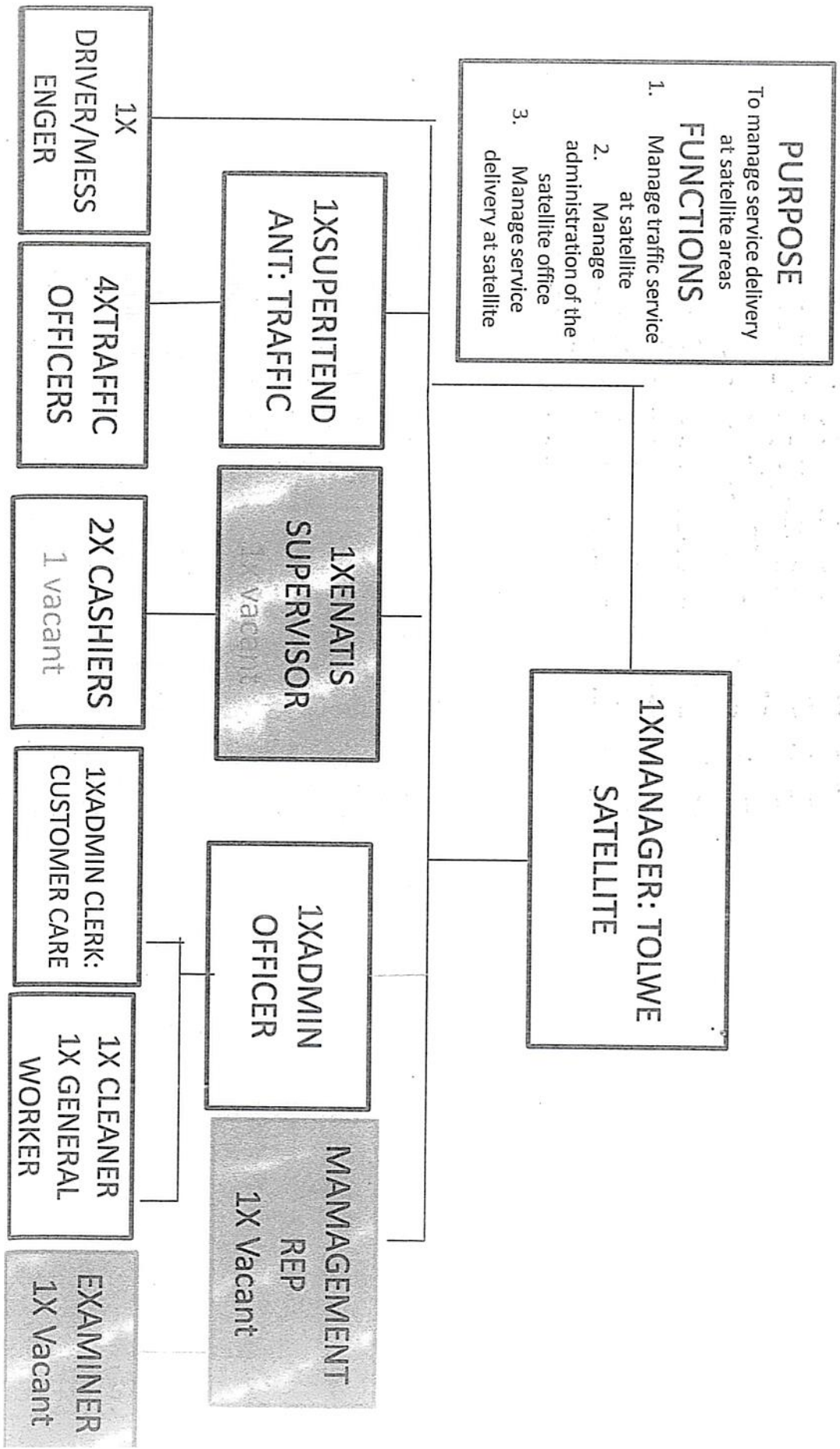
2X
CASHIERS

4X ELEC
TRICAL
ARTISANS
2 Vaca

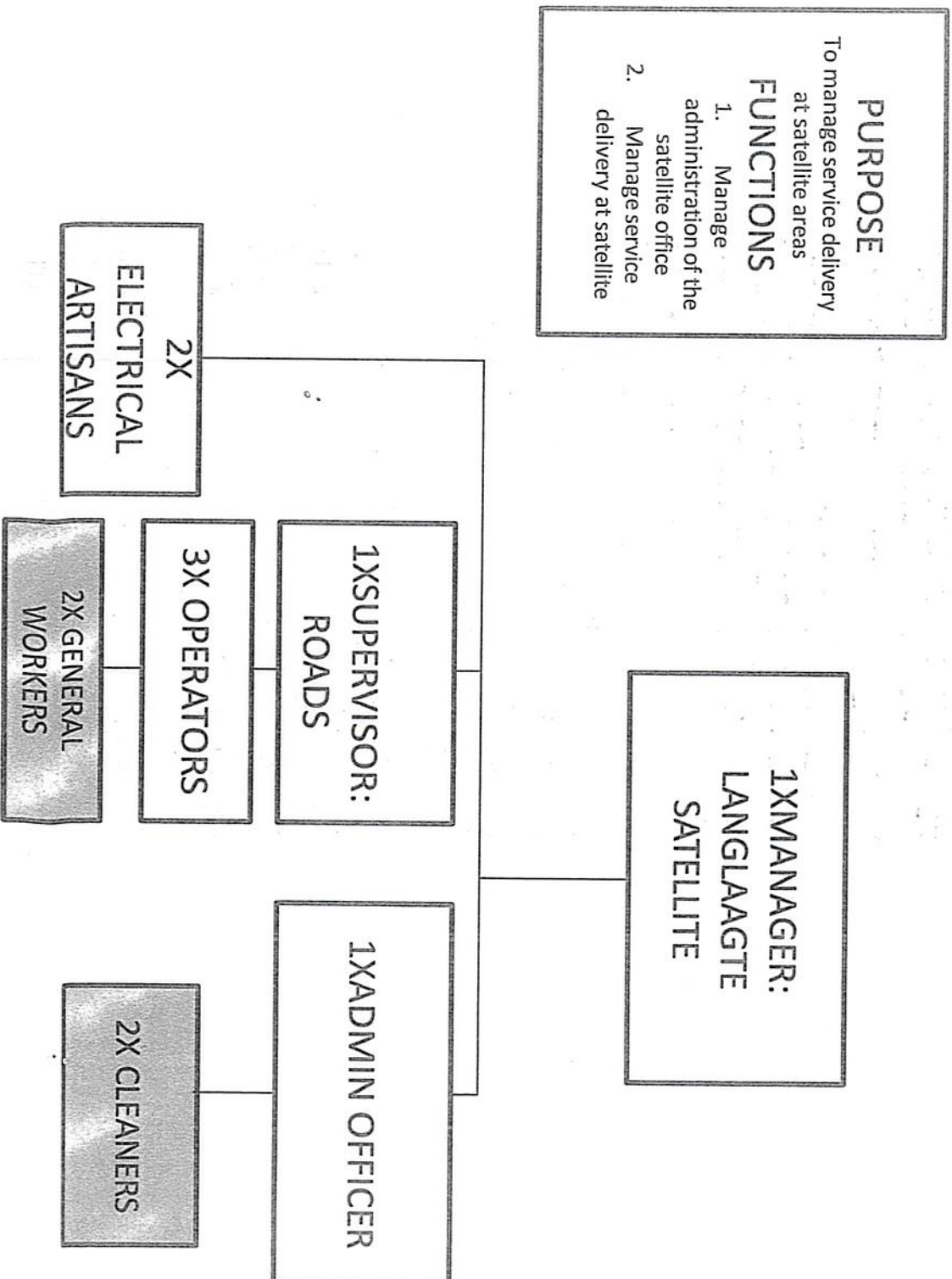
3xOperato
rs
1x Vacant

2X
GENERAL
WORKERS
1x Vacant

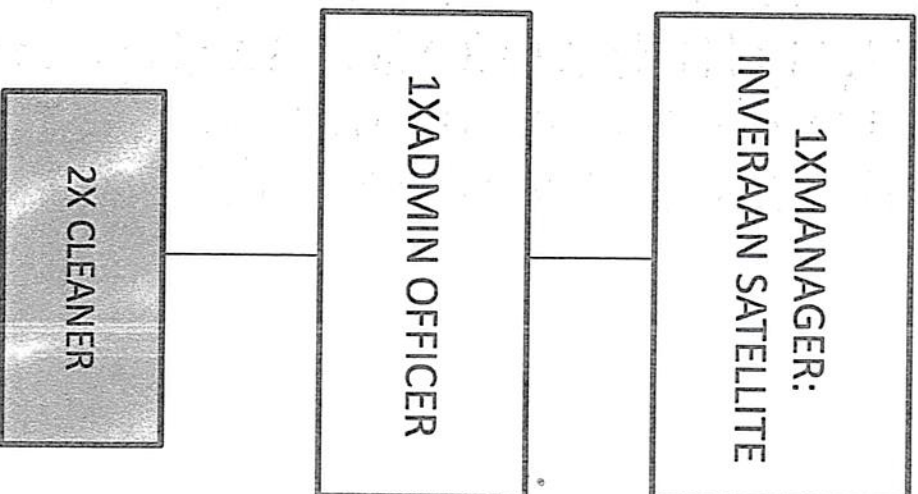
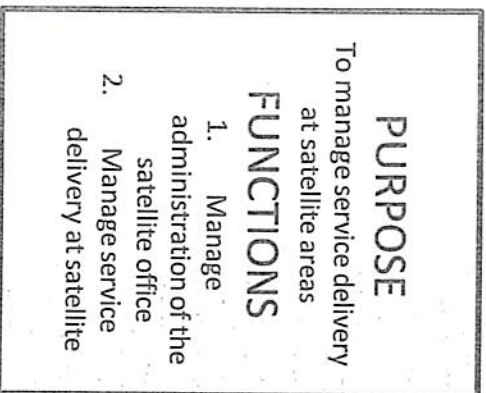
TOLWE SATELLITE OFFICE



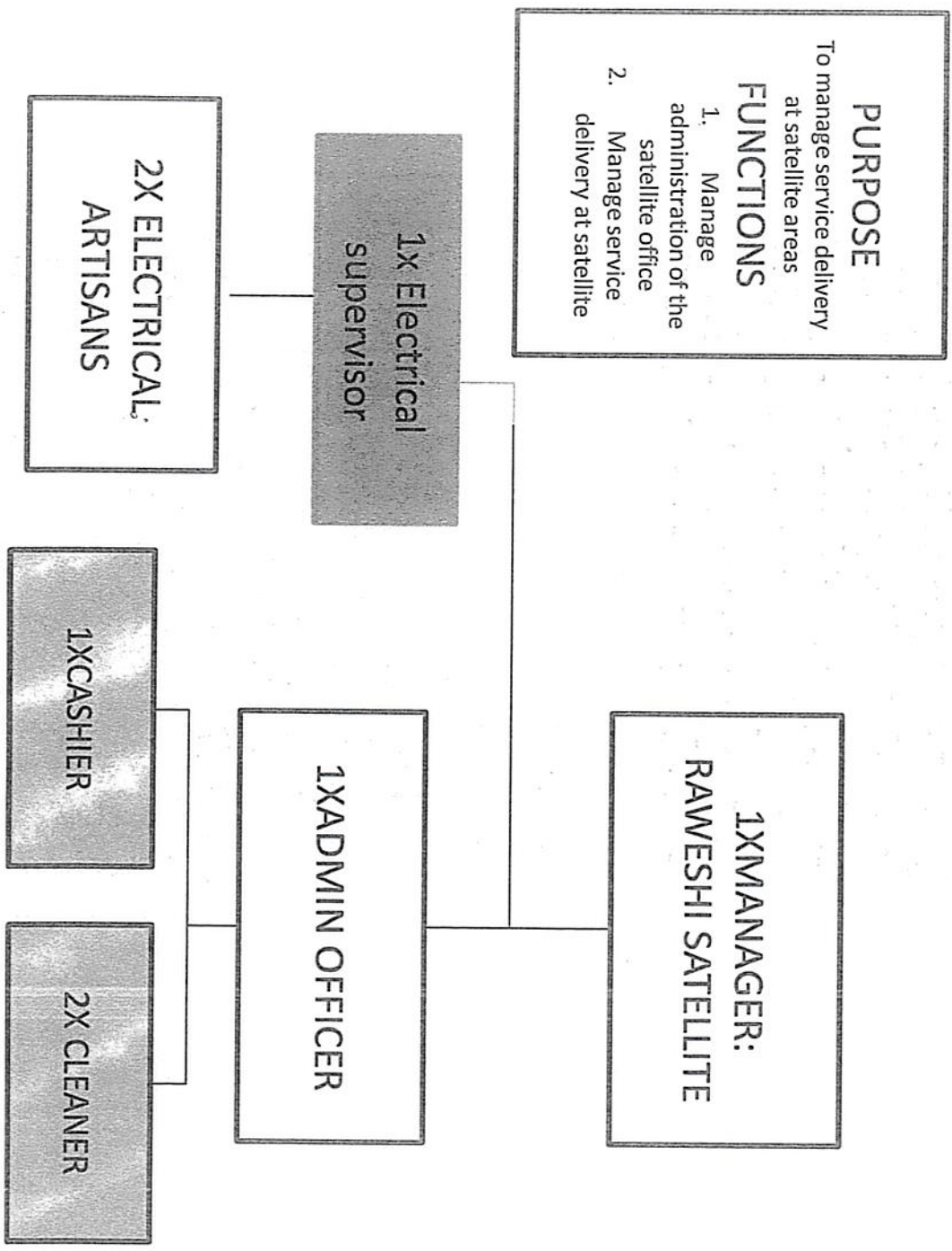
LANGLAAGTE SATELLITE OFFICE



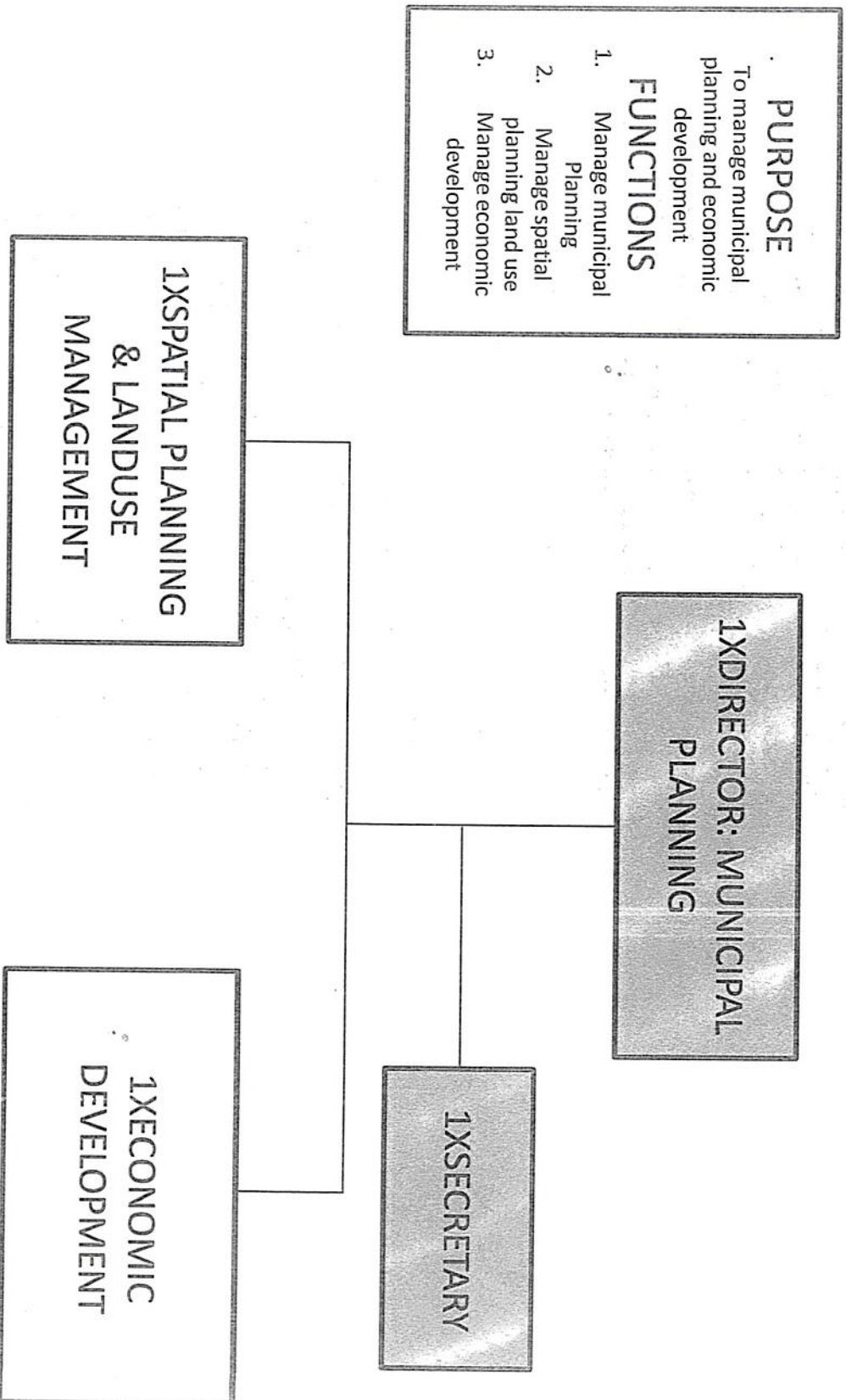
INVERAAN SATELLITE OFFICE



RAWESHI SATELLITE OFFICE

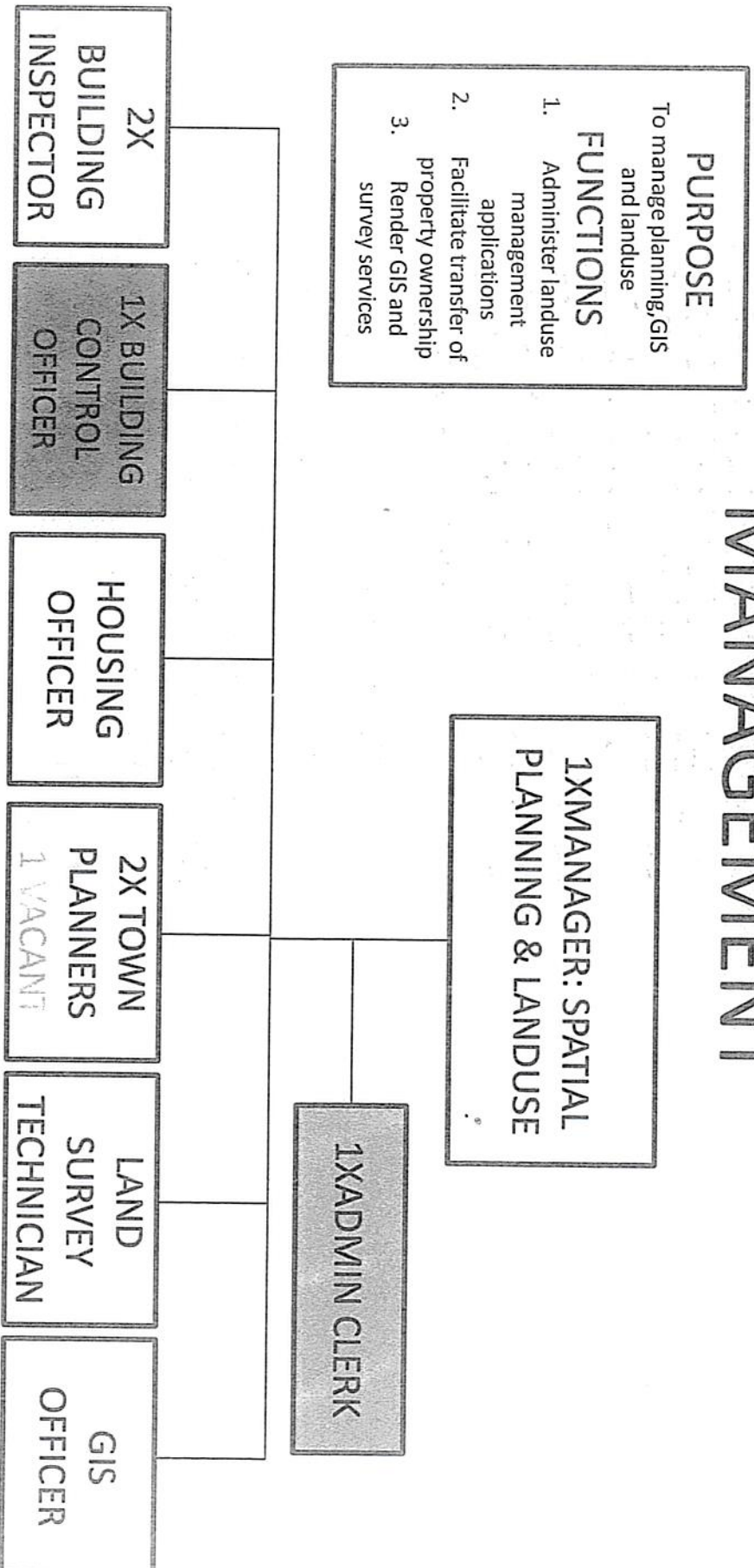


MUNICIPAL PLANNING

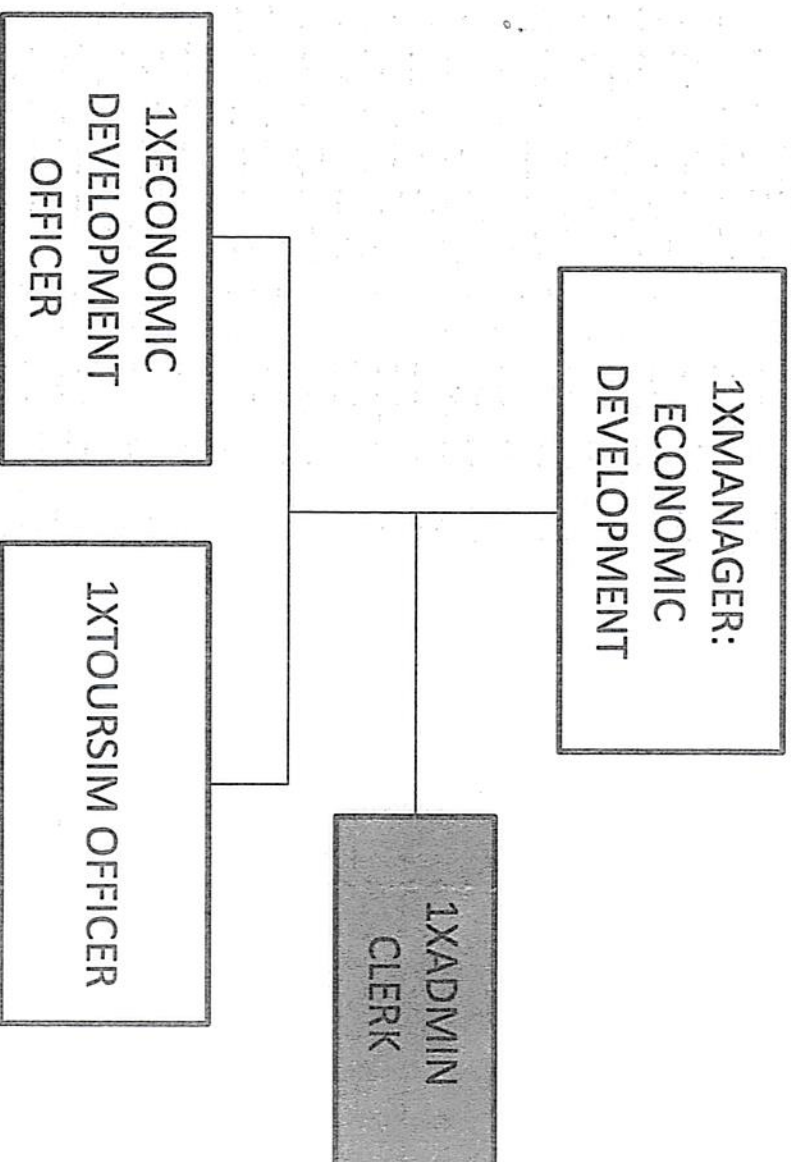
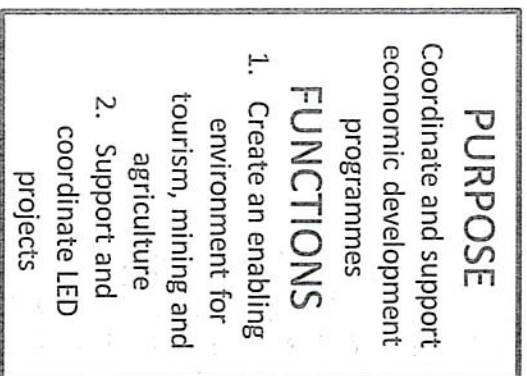


SPATIAL PLANNING & LAND USE

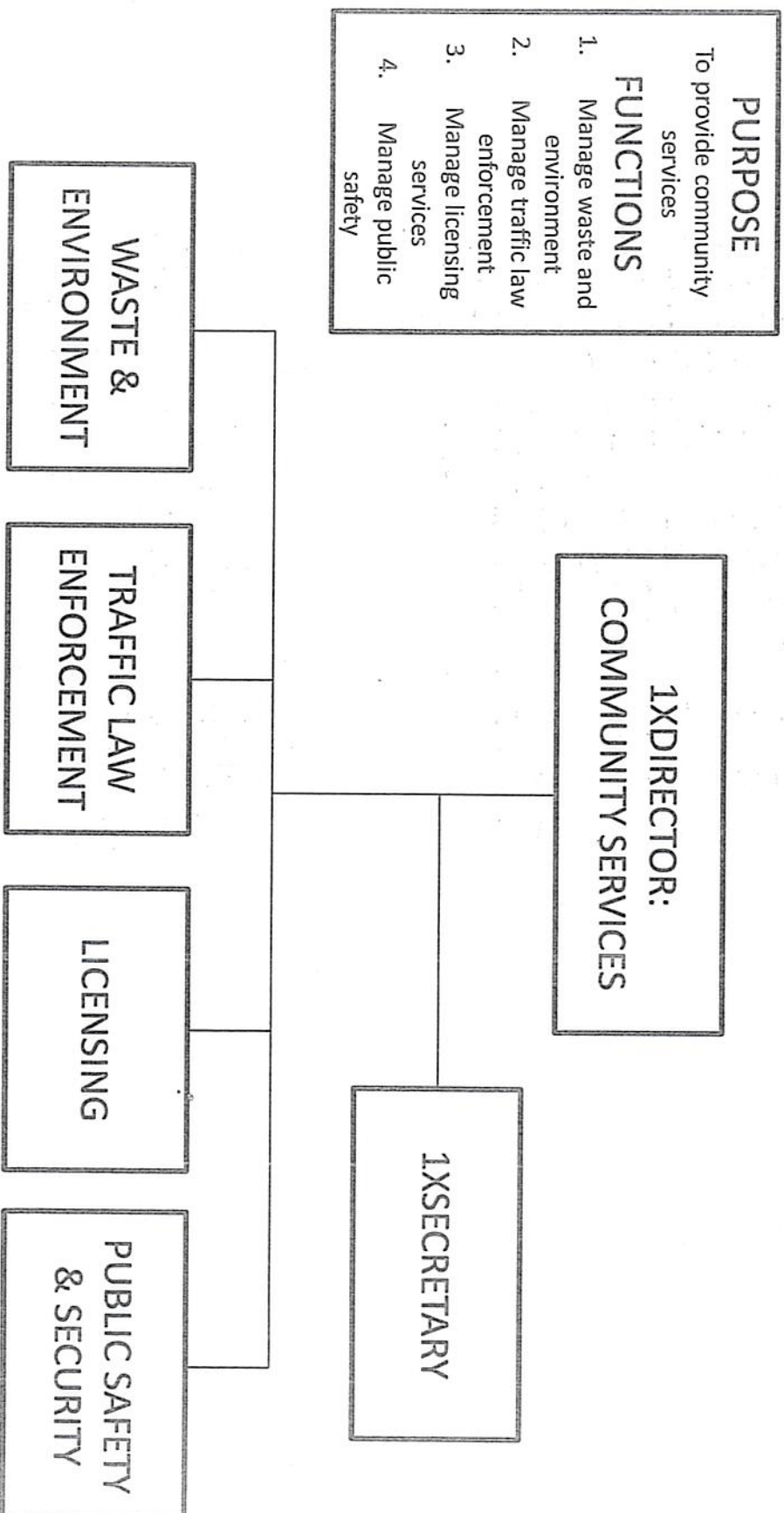
MANAGEMENT



ECONOMIC DEVELOPMENT



COMMUNITY SERVICES



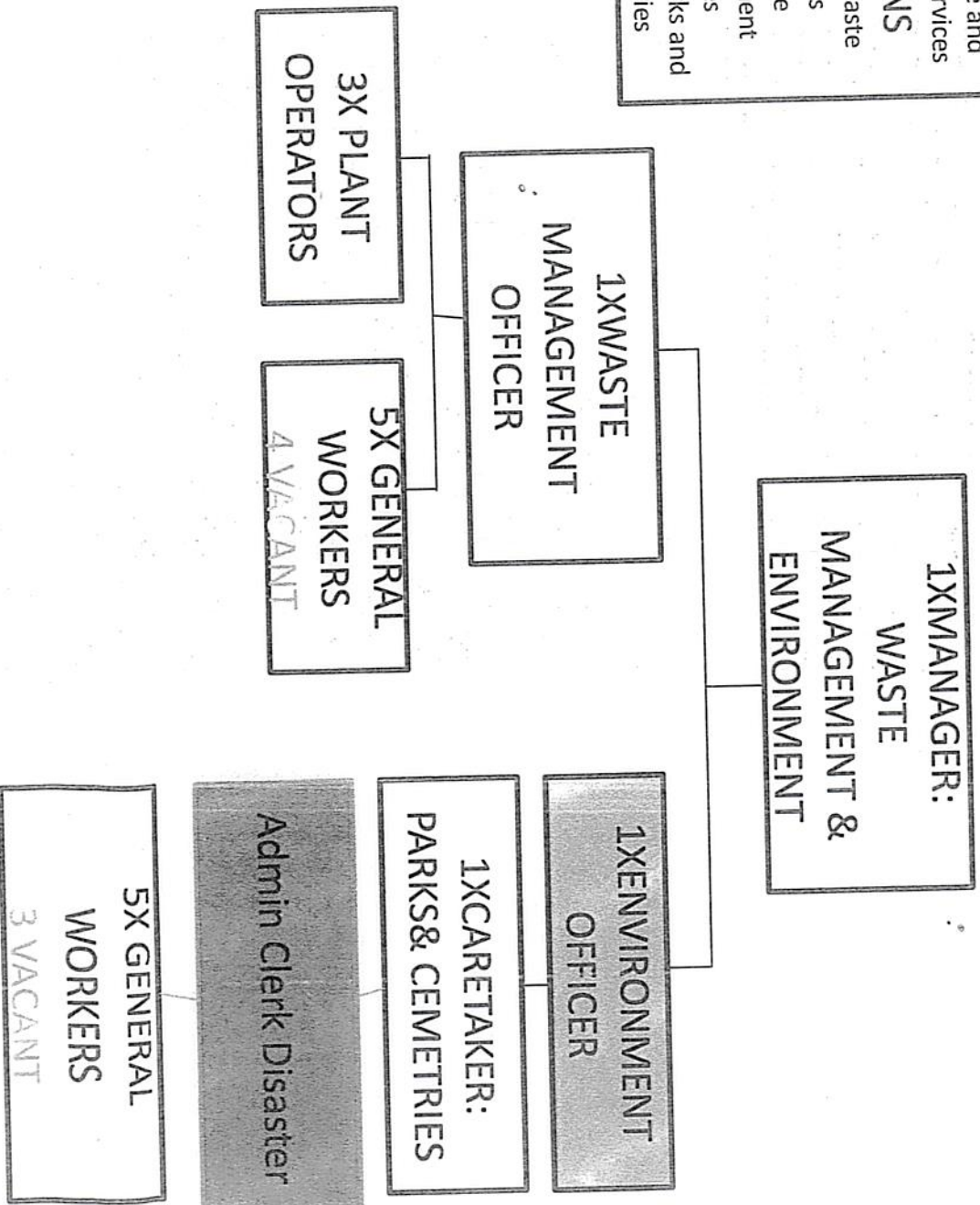
WASTE MANAGEMENT & ENVIRONMENT

PURPOSE

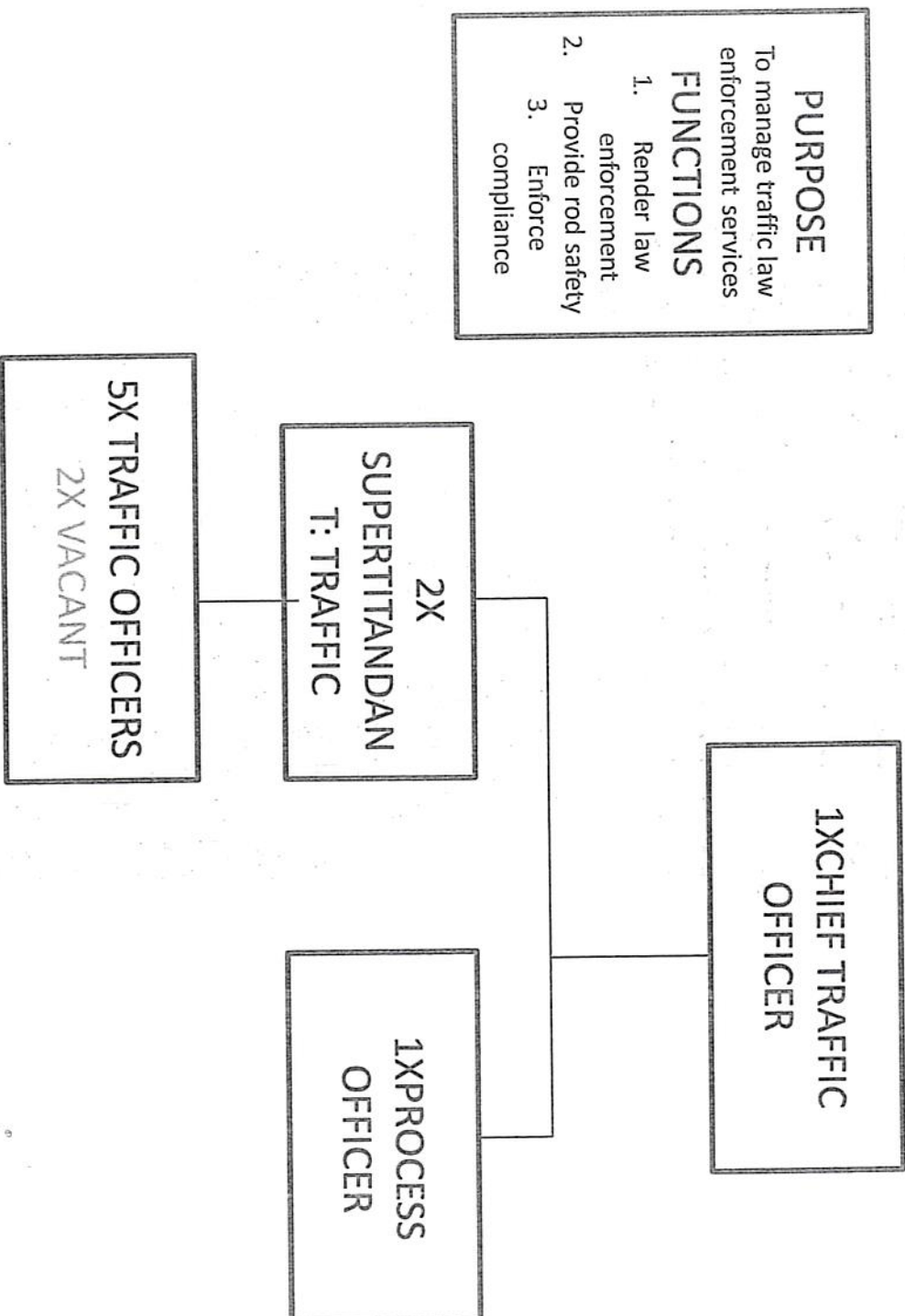
To manage waste and environmental services

FUNCTIONS

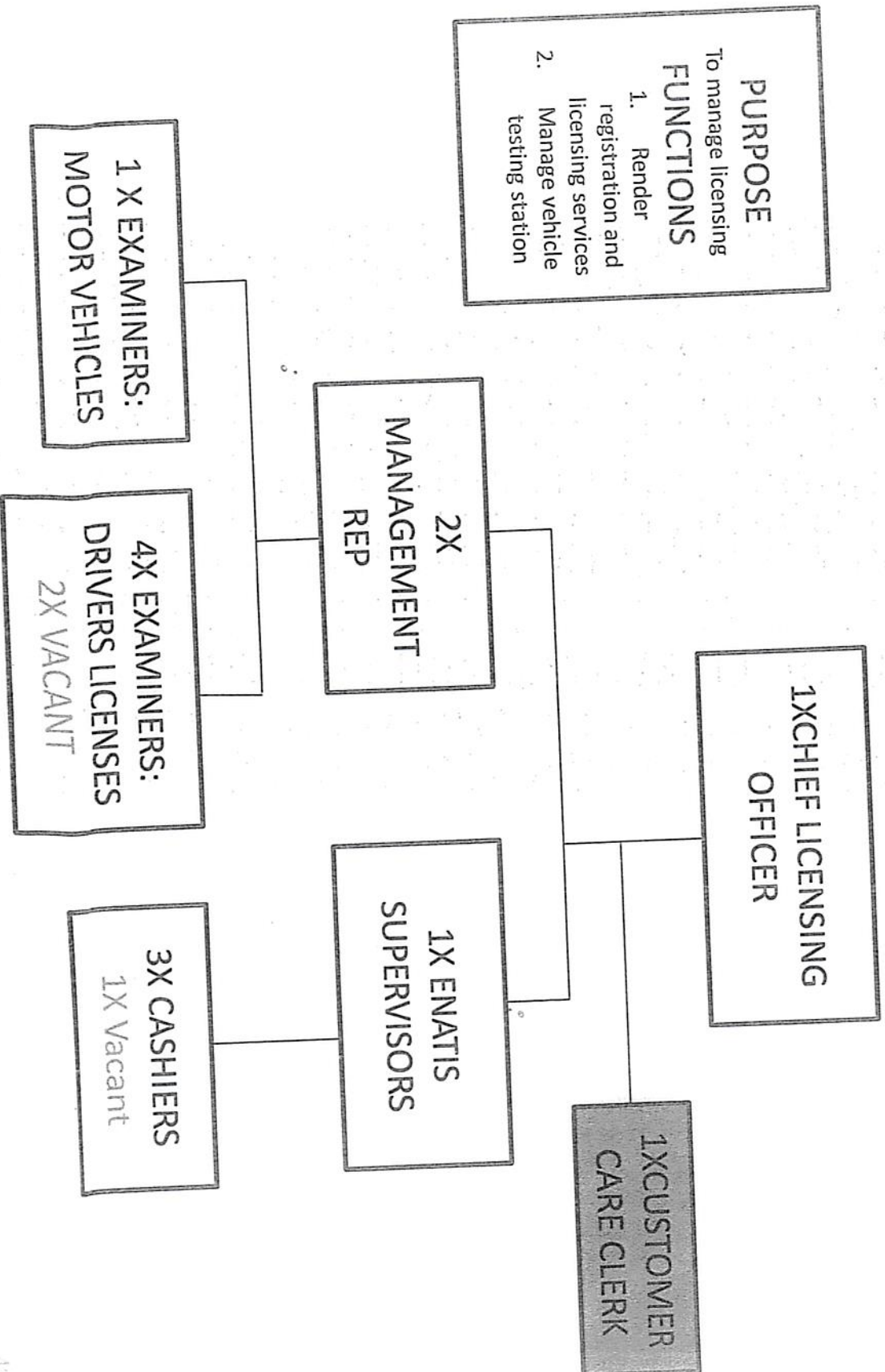
1. Manage waste services
2. Manage environment services
3. Manage parks and cemeteries



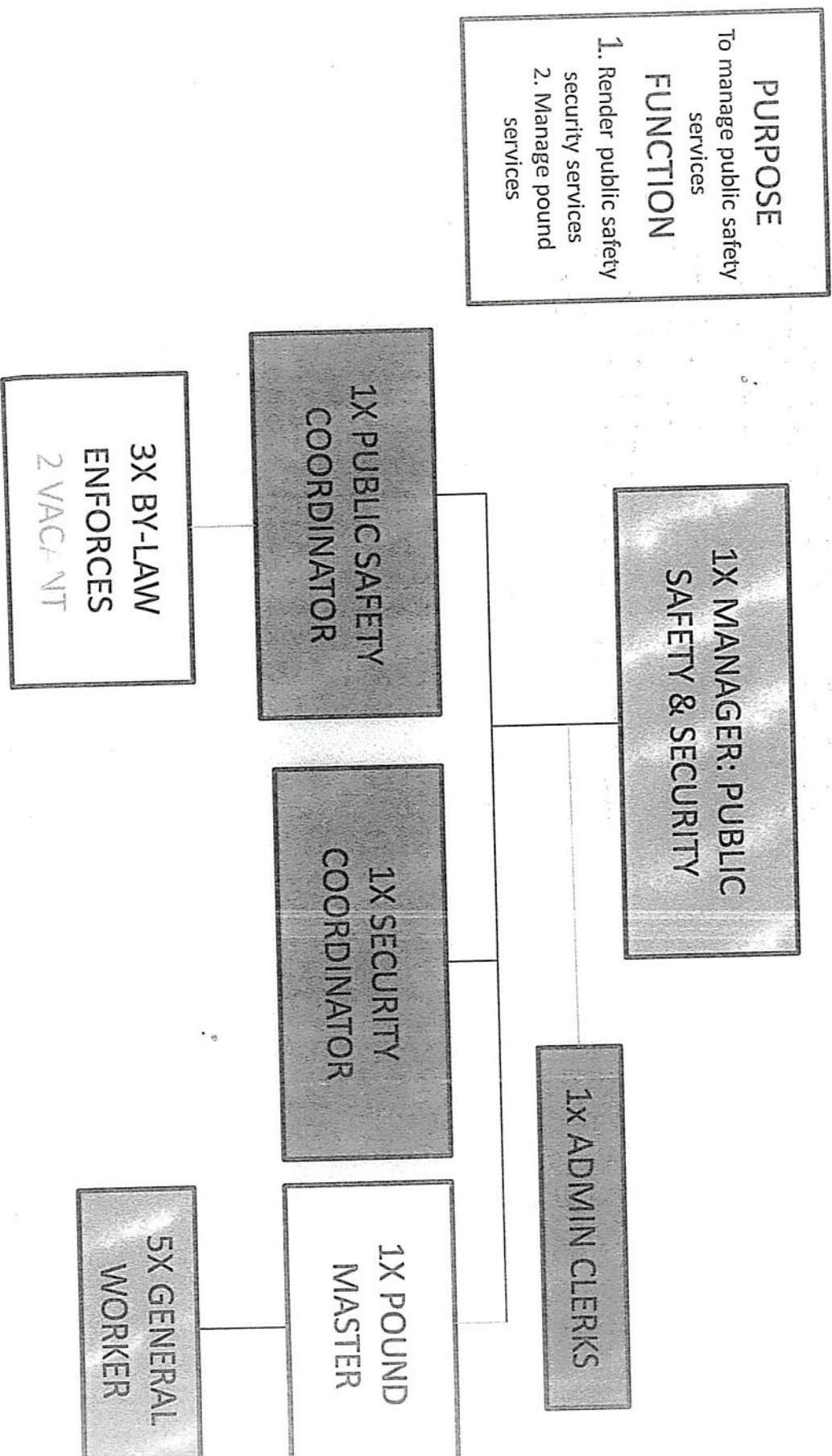
TRAFFIC LAW ENFORCEMENT



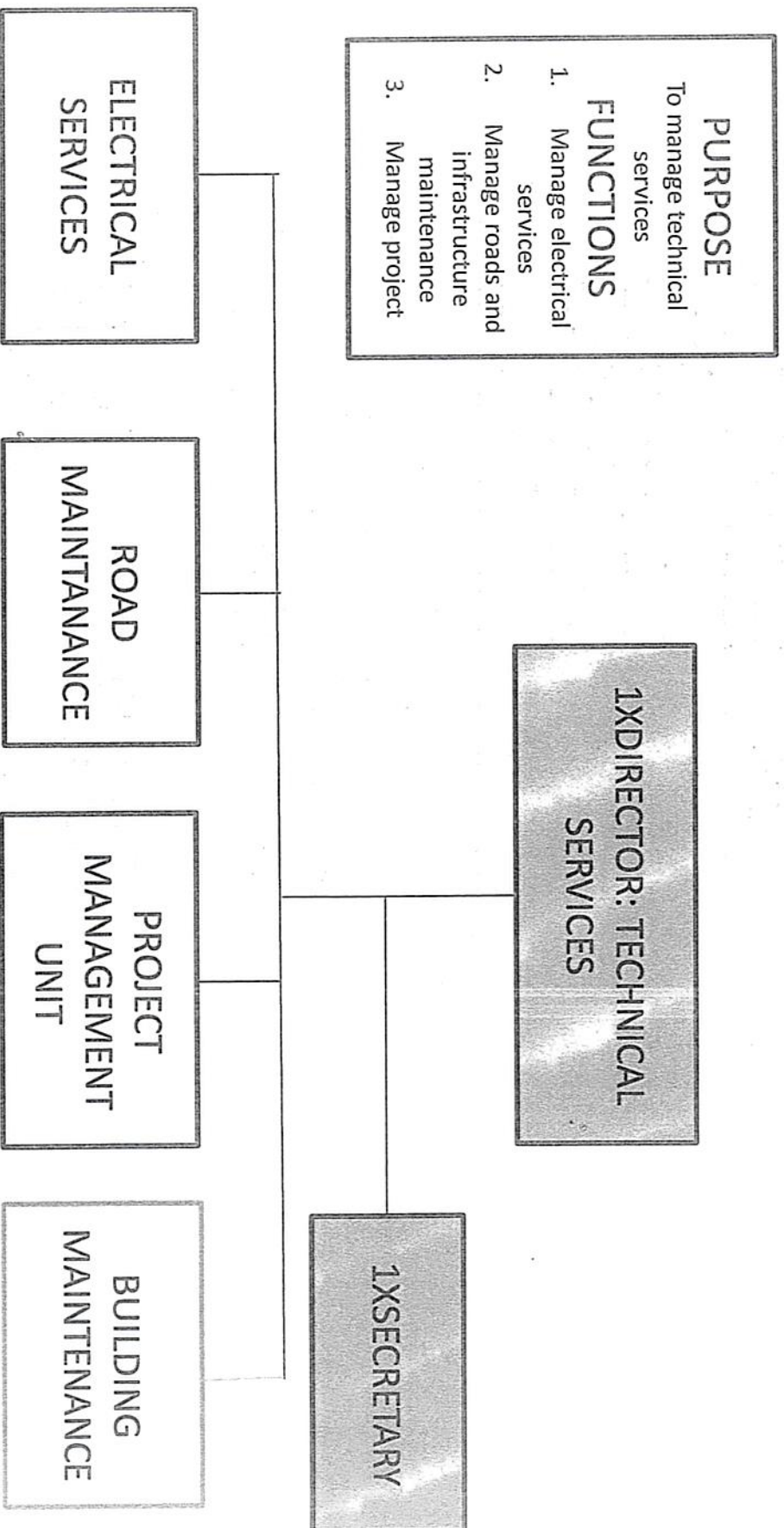
LICENSING



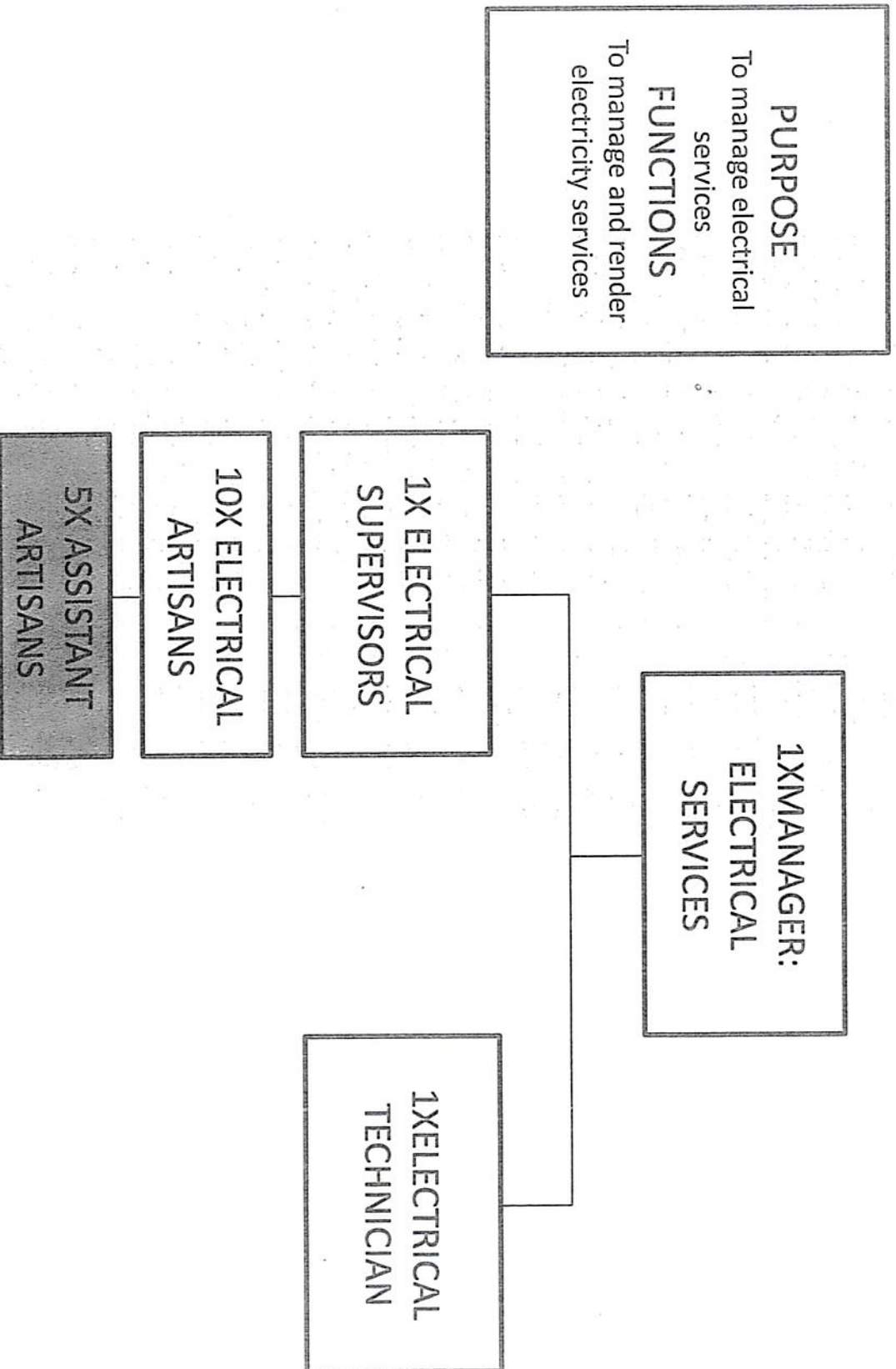
PUBLIC SAFETY & SECURITY



TECHNICAL SERVICES



ELECTRICAL SERVICES



ROAD MAINTANANCE

PURPOSE
To manage roads
maintenance
FUNCTIONS
Maintain road
infrastructure

1XMANAGER: ROAD
MAINTANANCE

1 x Road Maintenance
Technician

1X SUPERVISORS

8X GENERAL
WORKERS
6 vacânt

6X PLANT
OPERATORS

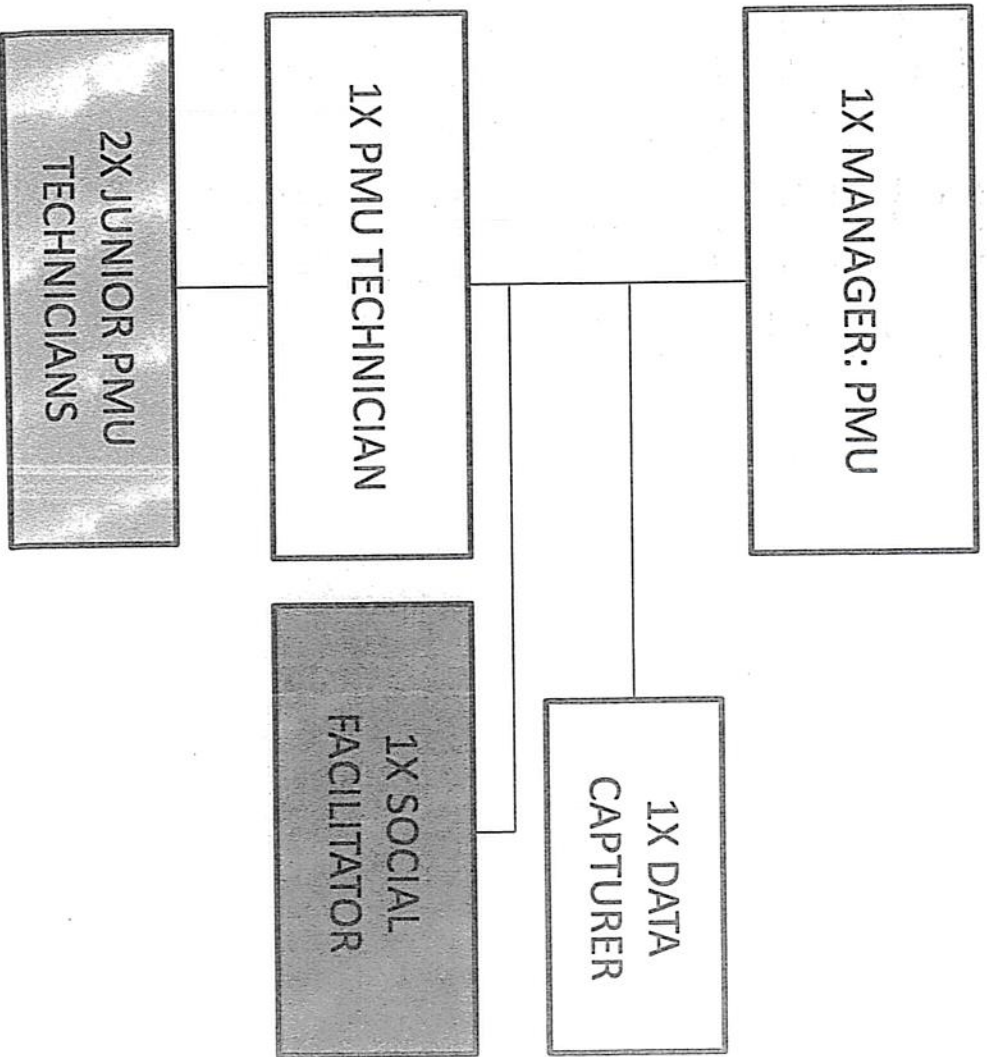
PROJECT MANAGEMENT UNIT

PURPOSE

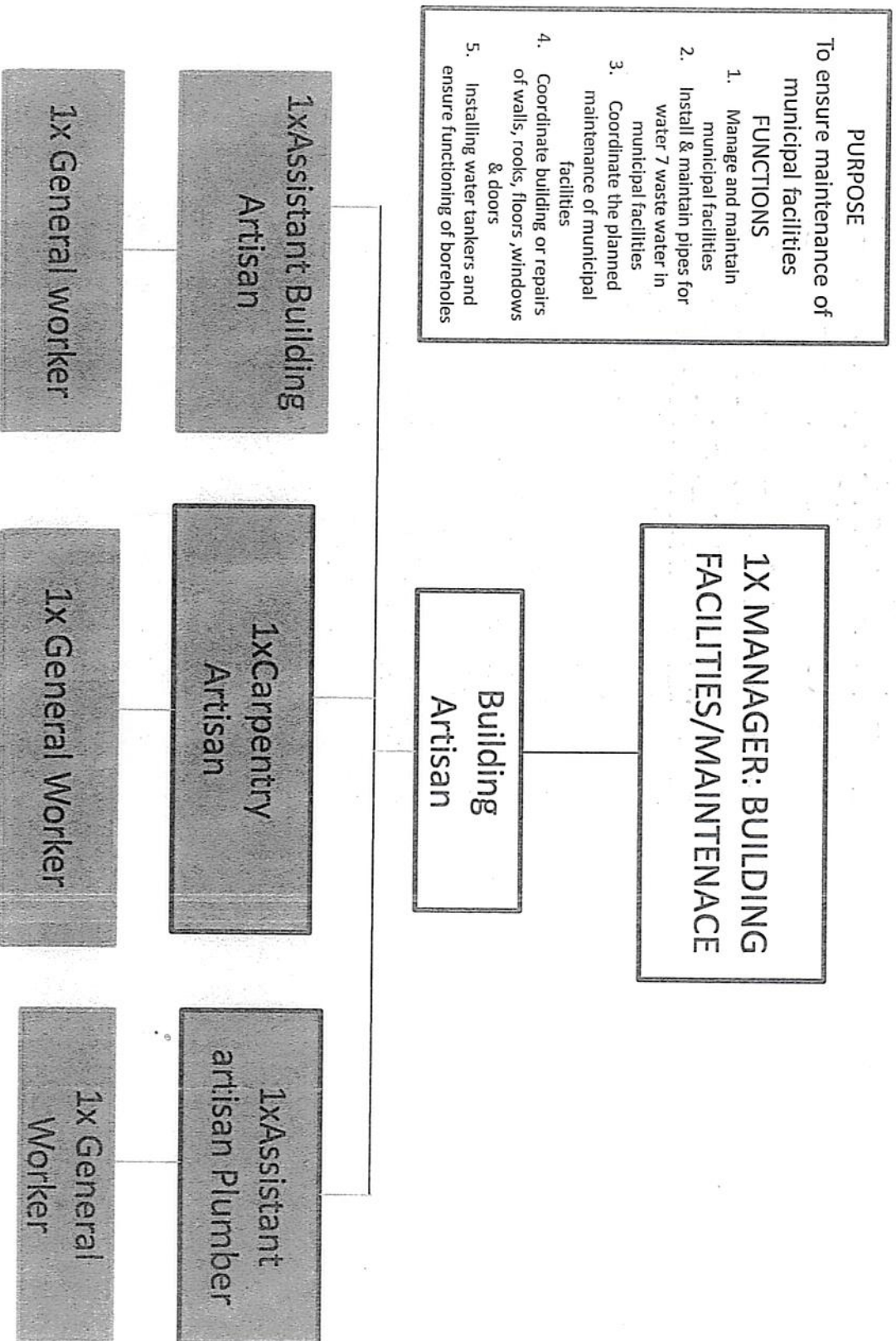
To provide project management

FUNCTIONS

1. Manage and evaluate capital projects
2. Coordinate reports on complaints and projects progress
3. Manage EPWP on Capital projects



BUILDING MAINTENANCE DIVISION



Authorised by Municipal Manager: Signature: [Signature] Date: 13/05/2024
Recommended by Portfolio Committee on Corporate Services:

Signature: [Signature] Date: 03/05/2024

Approved by Municipal Council: Signature: [Signature] Date: 03/05/2024