

1. REPORT ON THE ORGANOGRAM

1.1. PURPOSE

The purpose of the report is to highlight further changes to the Organogram after it has been adopted in principle at the ordinary Council of 29/05/2015 at the Church of Nazarene and further to seek approval for the changes from Council.

1.2. THE PROPOSED CHANGES

Sequel to the Organogram being adopted the following changes were deemed necessary:

1.2.1. MUNICIPAL MANAGER'S OFFICE

- (a) Relocate Sports arts and Culture to Community services.
- (b) Reduce the number of Chauffers to the Mayor to one and down grade the posts of Chauffers to the mayor and the Speaker to drivers and provide role playing benefits to those who shall be assigned to these offices.
- (c) Down grade the posts of Executive secretaries to Secretaries and provide role playing benefits to those who shall be assigned to the Office of the mayor and the Municipal manager.
- (d) Separate the IDP from the PMS and move IDP to Municipal manager s Office and PMS to Corporate Services
- (d) Re introduce the Satellites to Municipal manager s office from Community services.
- (e) Rename the Community Liason Officer to Special Focus Officer: Community development for the same responsibilities as before.

1.2.2. COMMUNITY SERVICES

- (a) Introduce the post of safety coordinator
- (b) Introduce the post of waste truck driver
- (c) Include the management of Sports art and Culture amongst the functions of the department.
- (c) Introduce Sports Arts and Culture officer.
- (d) Increase the number of Enatis Cashiers by two posts.

1.2.3. INFRASTRUCTURE AND ENGINEERING SERVICES

- (a) Increase the number of Road supervisors to three

(b) Increase the number of the Electricity supervisors to three.

(c) Introduce three posts of Electrician Assistants.

1.2.4. SPATIAL PLANNING AND ECONOMIC DEVELOPMENT

(a) Introduce the post of LED Officer.

1.2.5. CORPORATE SERVICES

(a) Introduce the post of Records Manager.

(b) Bring to parity the levels and salaries of administrators in the municipality.

(c) Include performance management amongst the functions other department.

1.2.6. BUDGET AND TREASURY

(a) Reduce the number of meters readers from four to two.

1.3. LEGAL IMPLICATIONS

None

1.4. FINANCIAL IMPLICATIONS

None

1.5. ATTACHEMENT

Copy of the reviewed Organogram

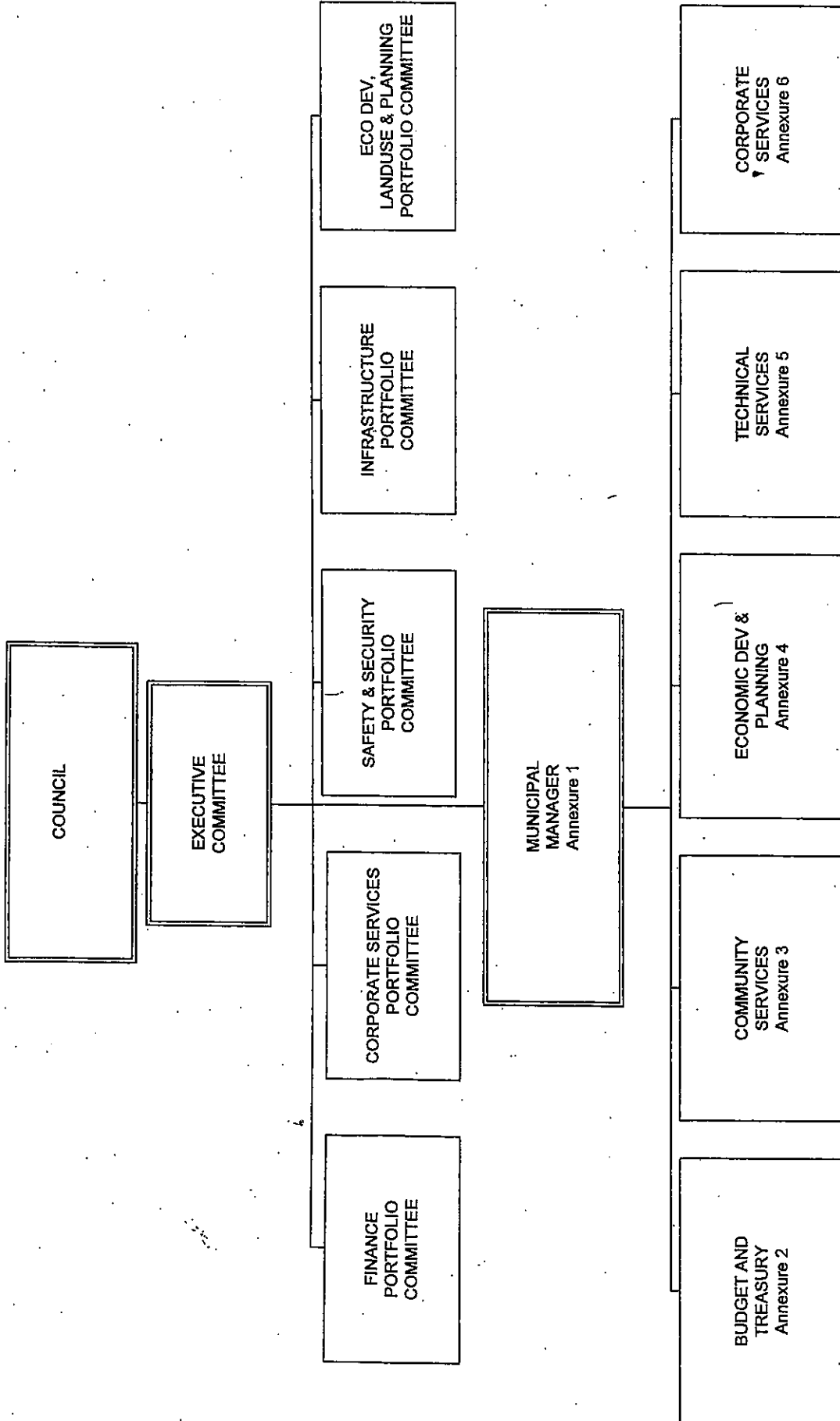
1.6. RECOMMENDATION

The Council adopt the proposed changes to the Organogram.

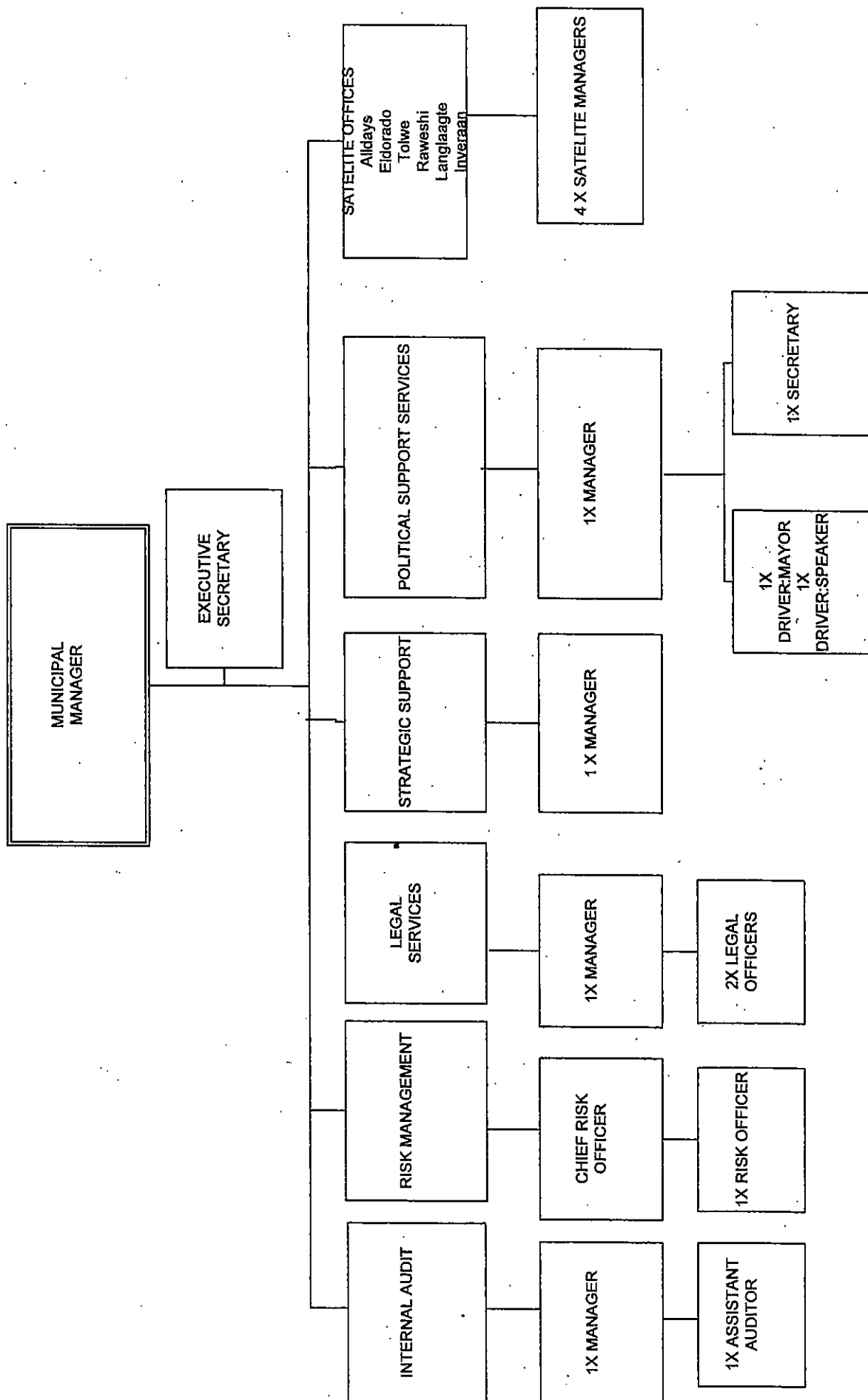


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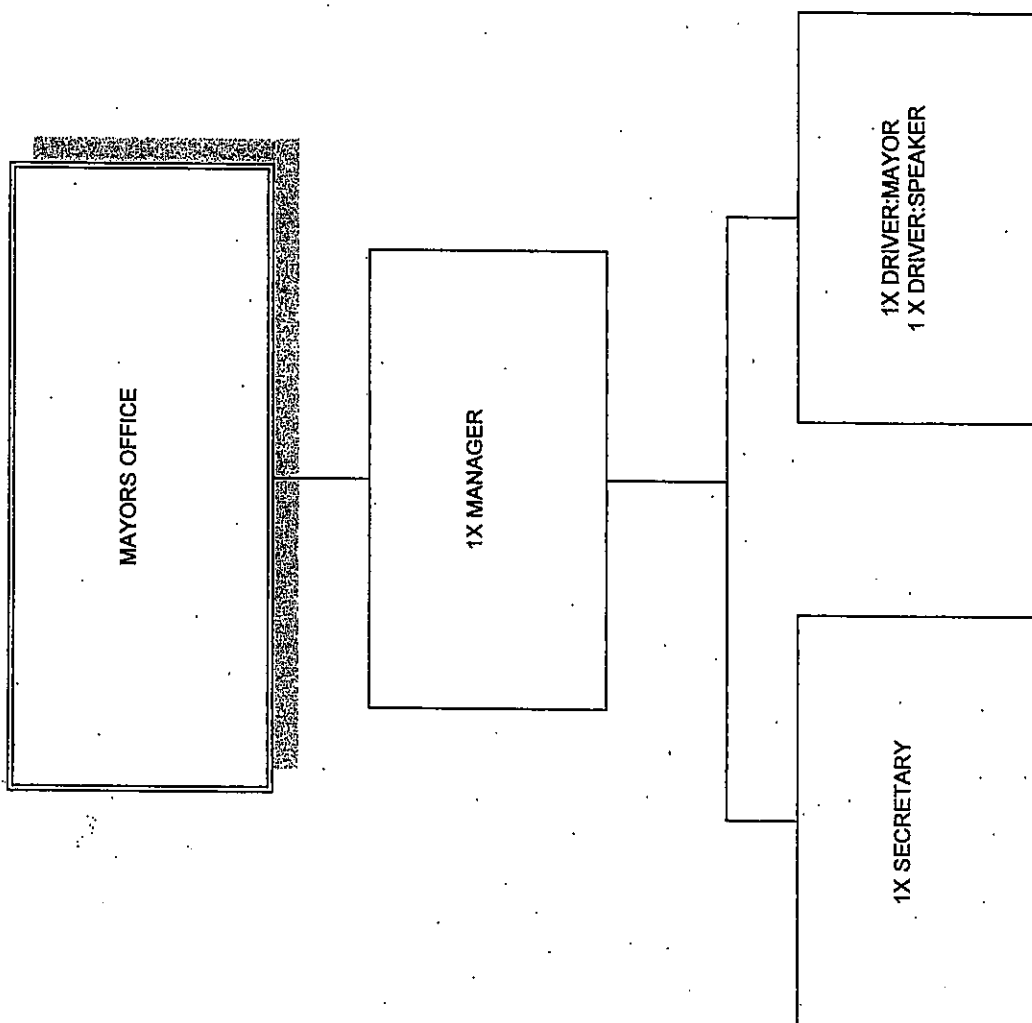
Chairperson: Executive Committee



Kgoale TMP
Municipal Manager

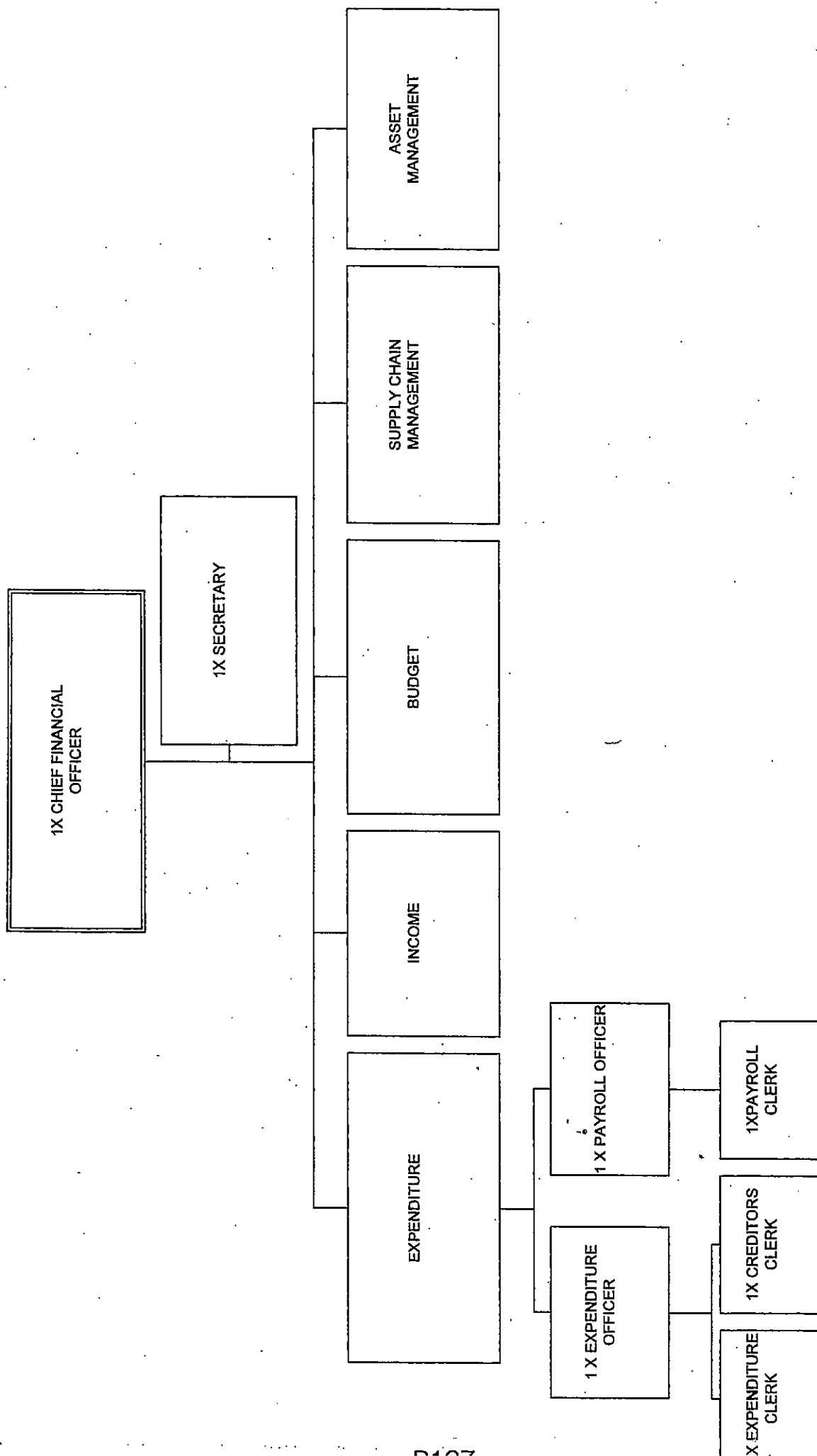


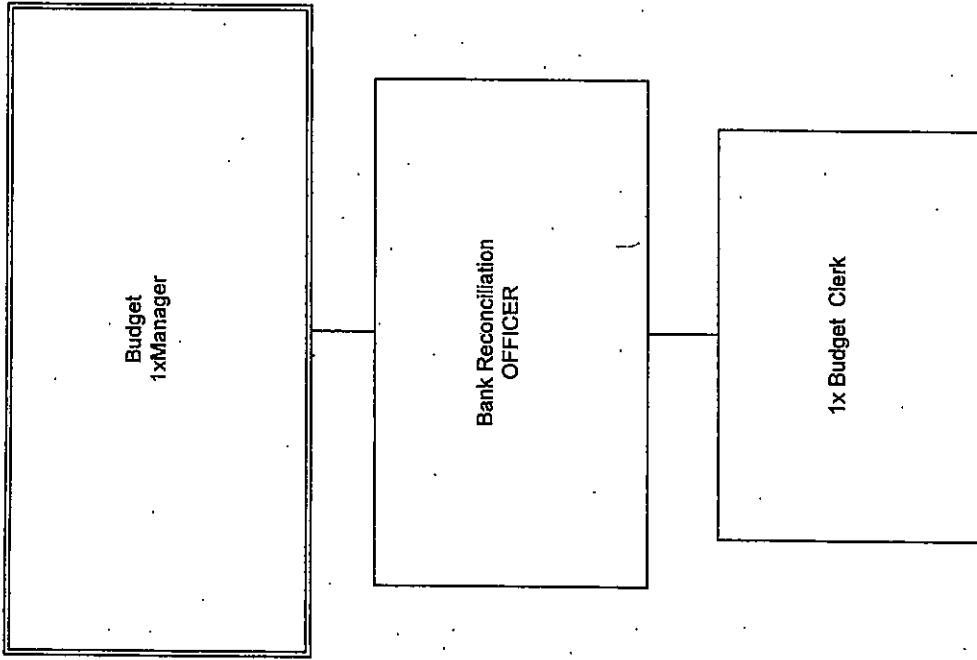
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Municipal Manager



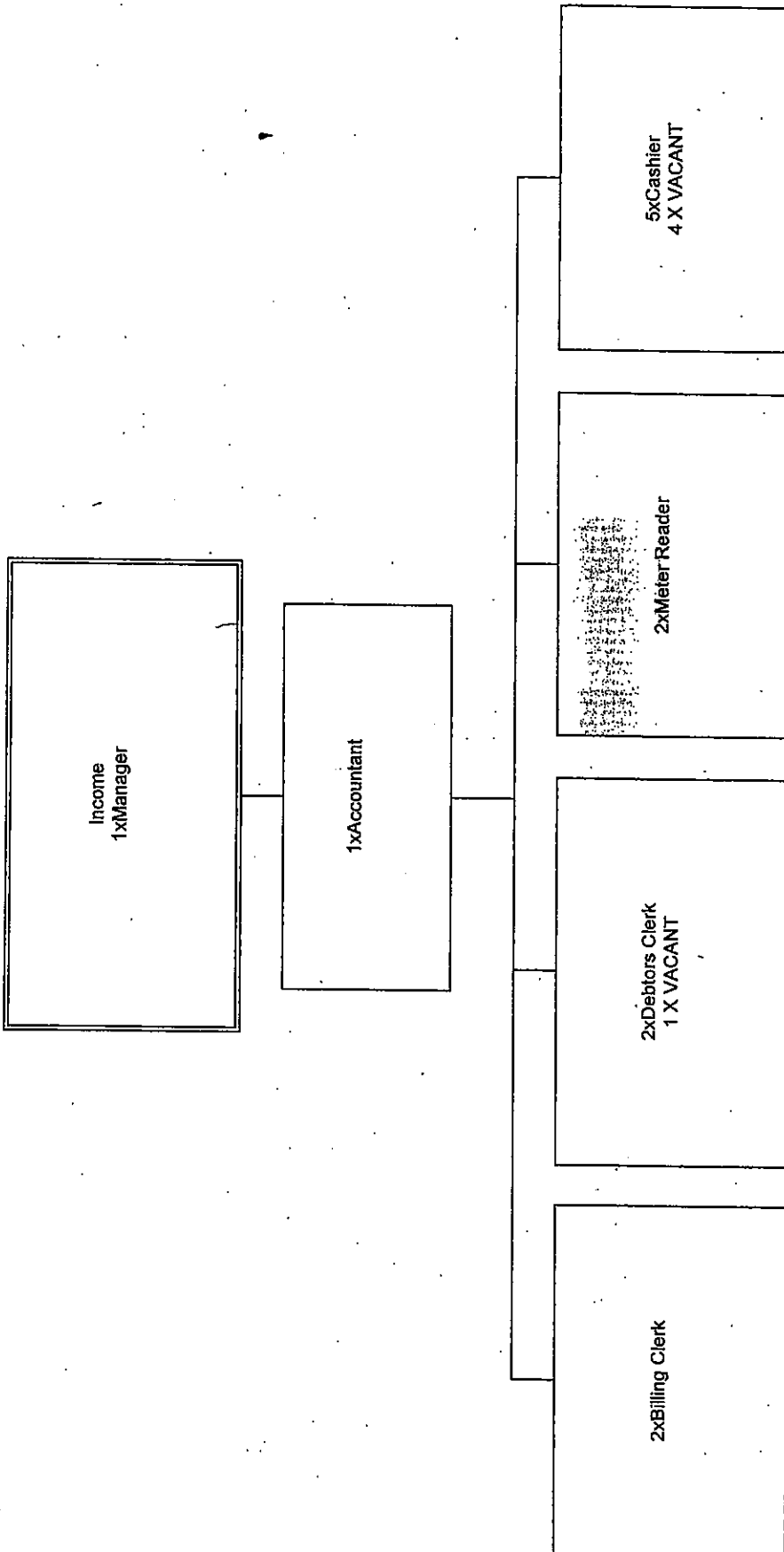
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FINANCE DEPARTMENT

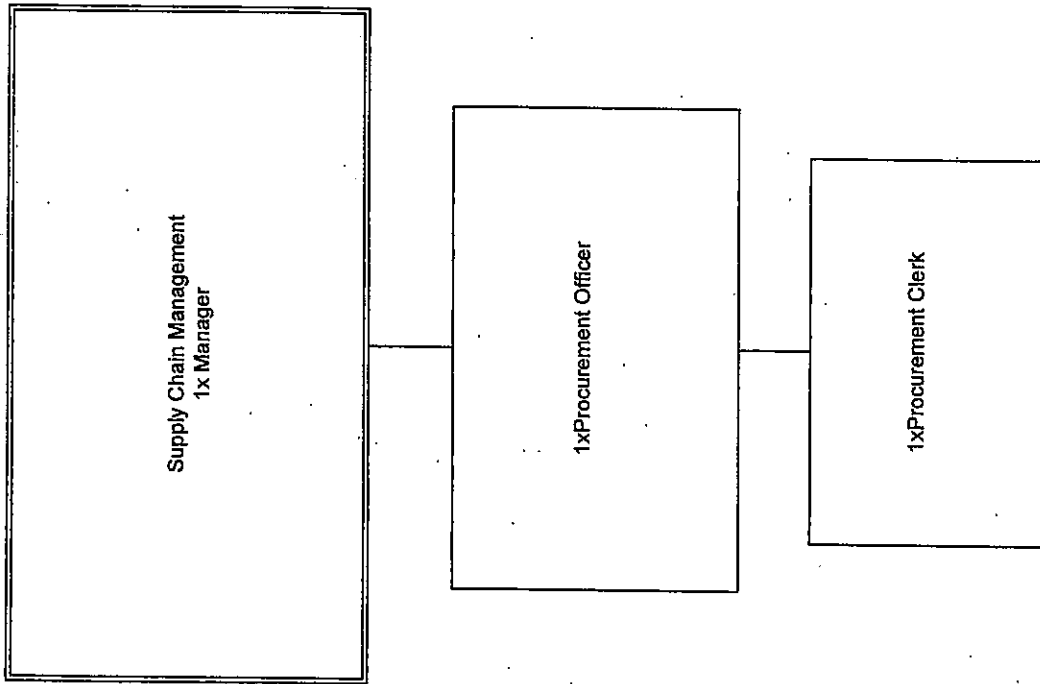




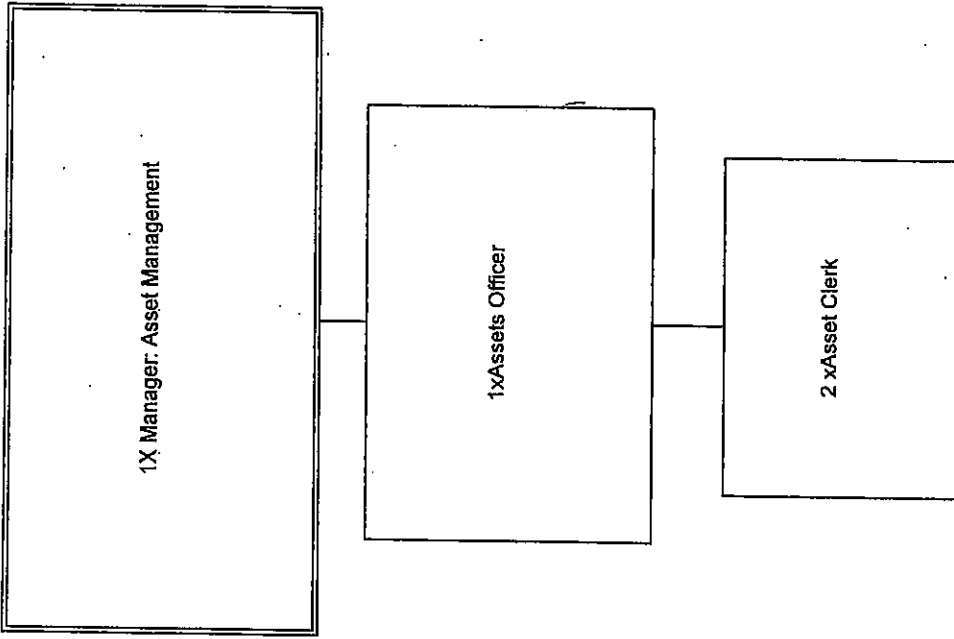
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Municipal Manager



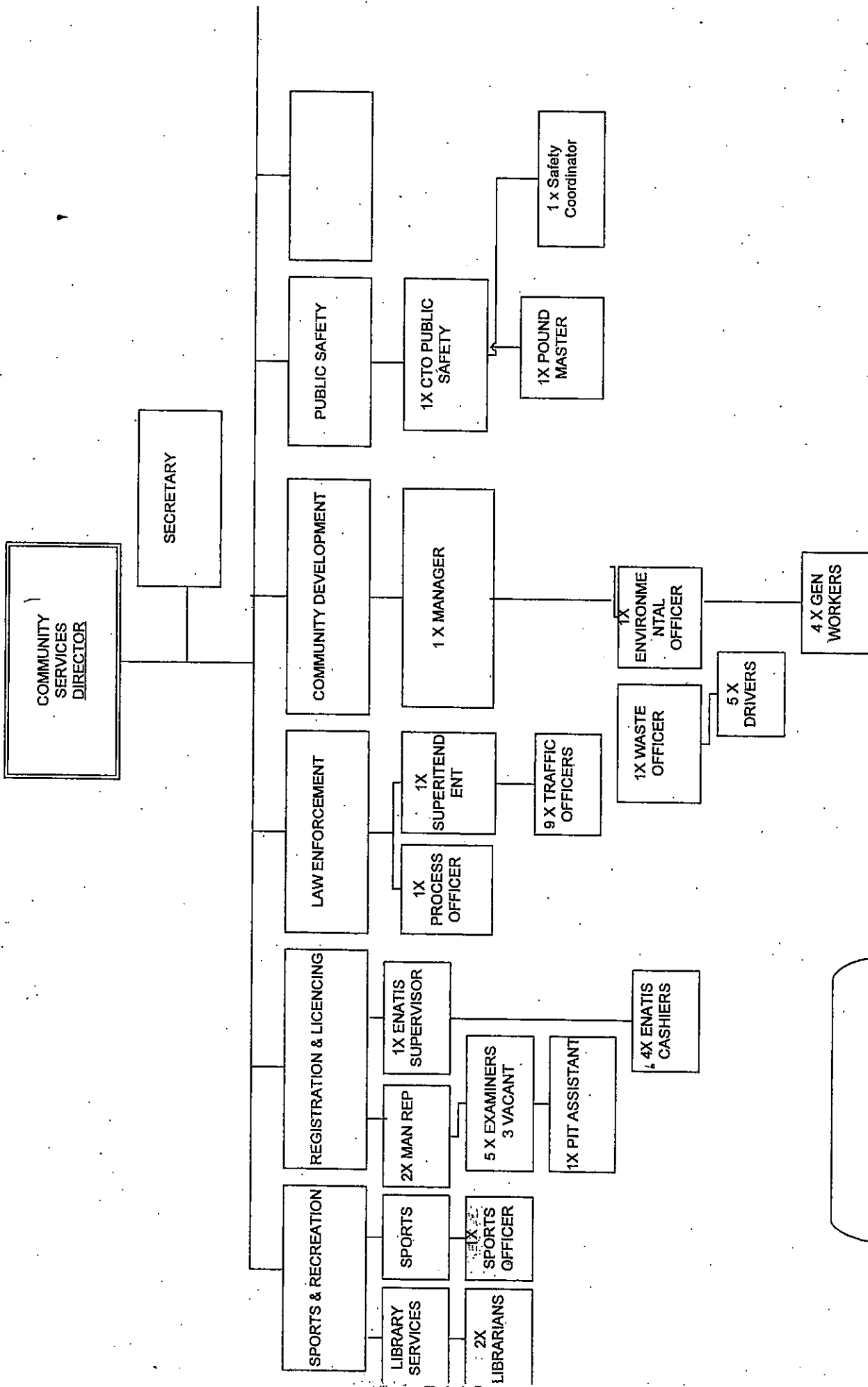
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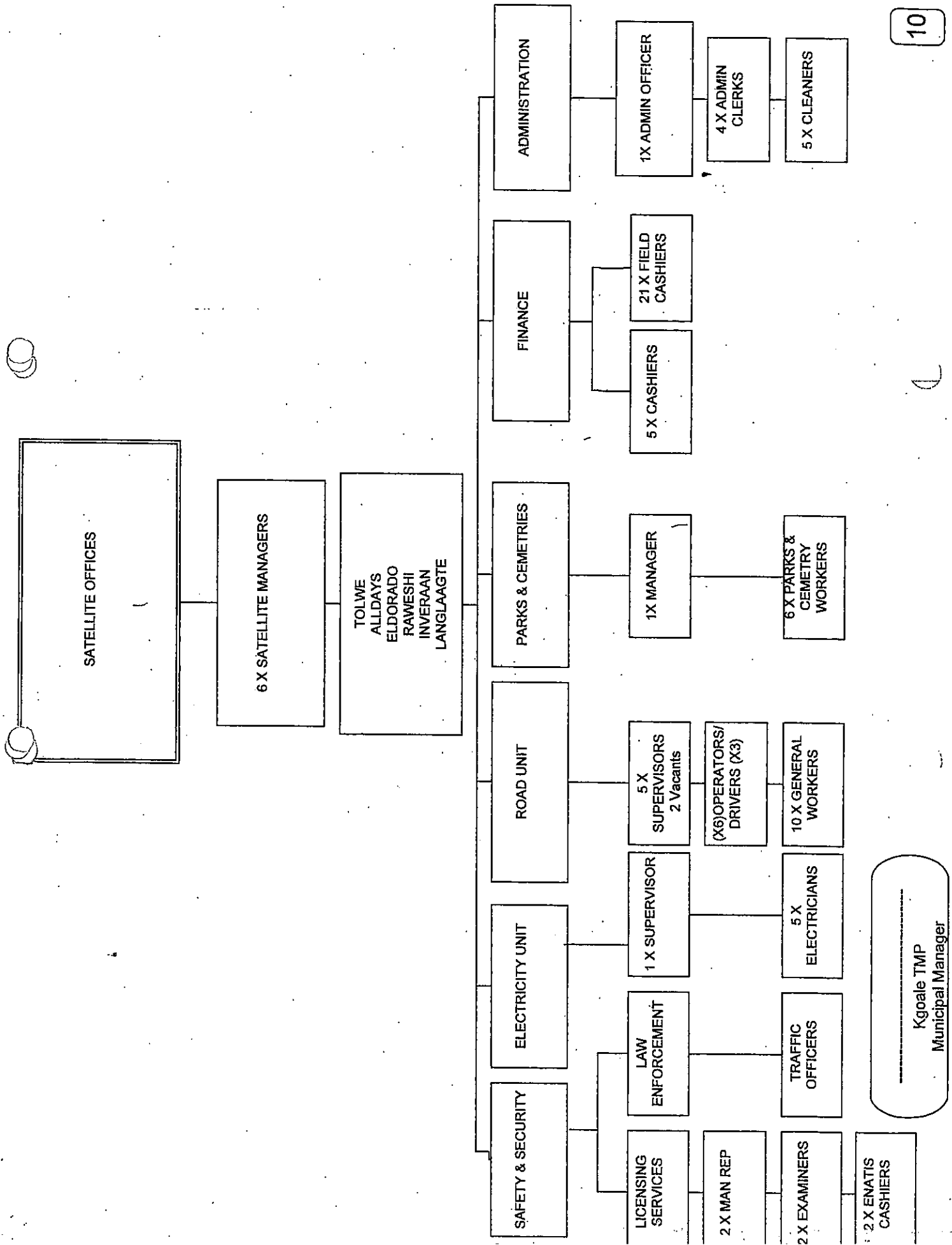
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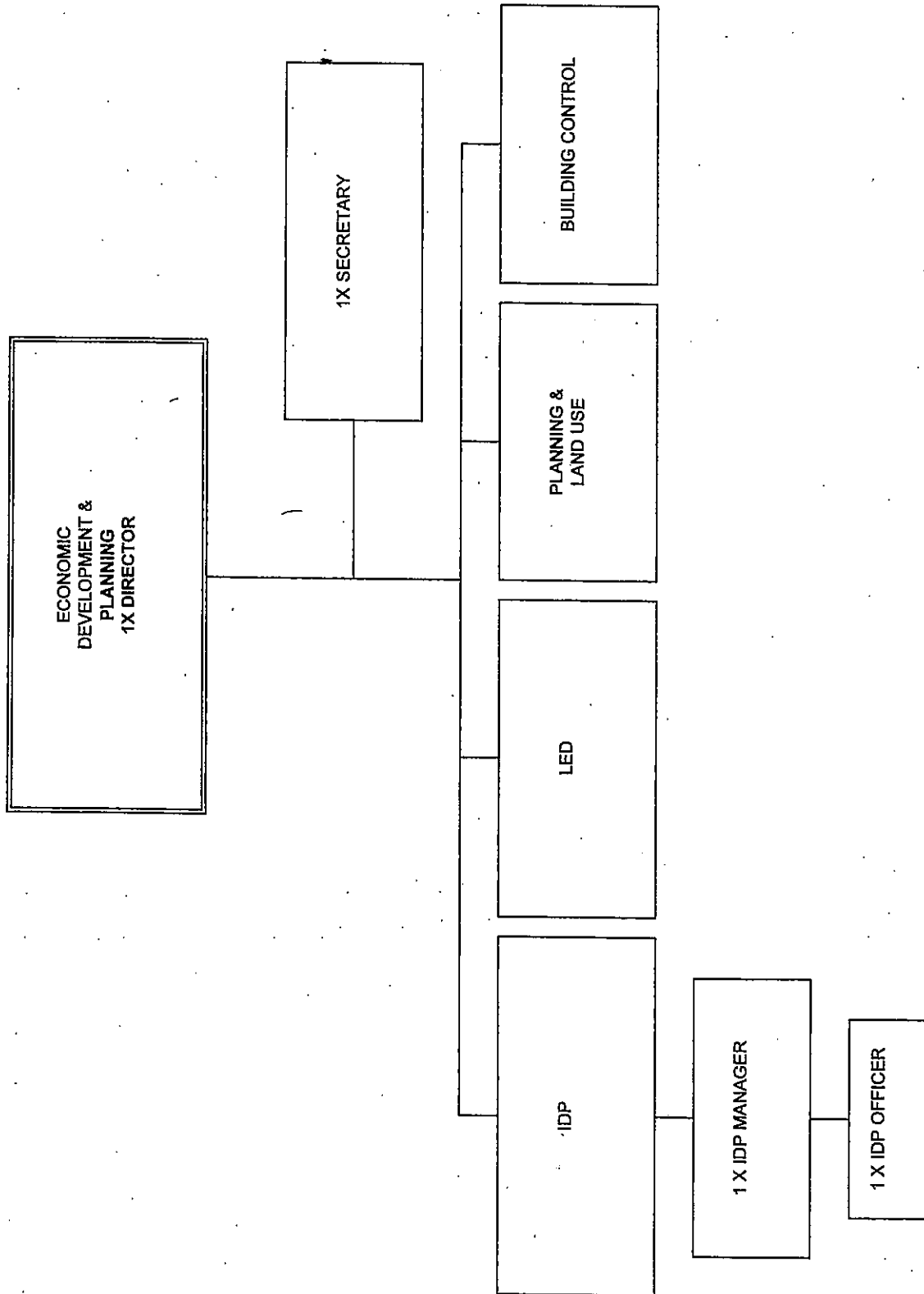


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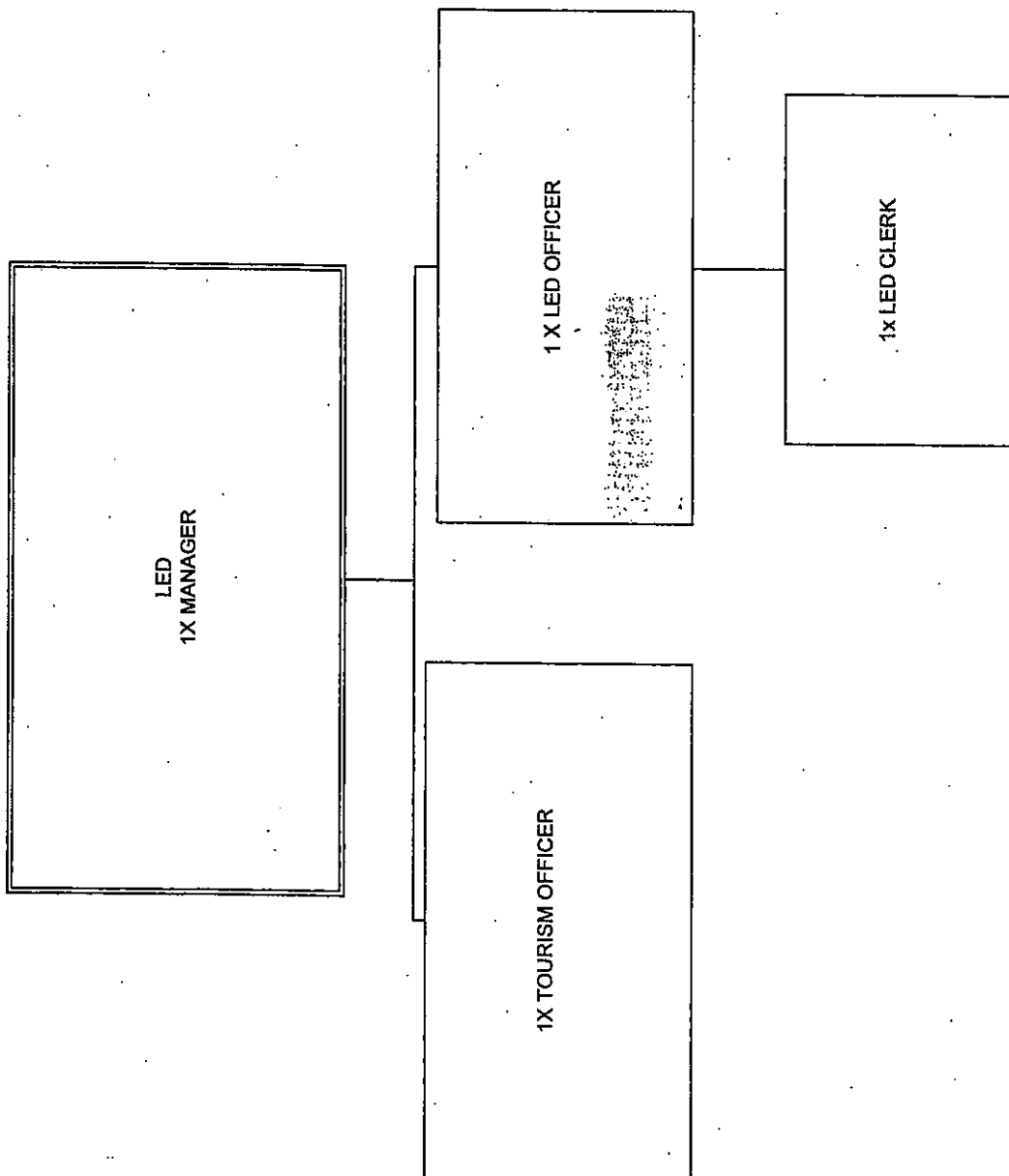


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Municipal Manager

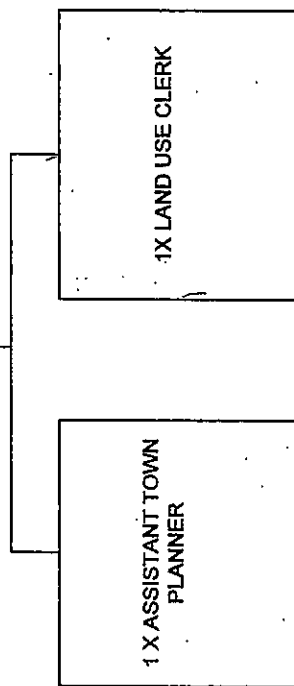
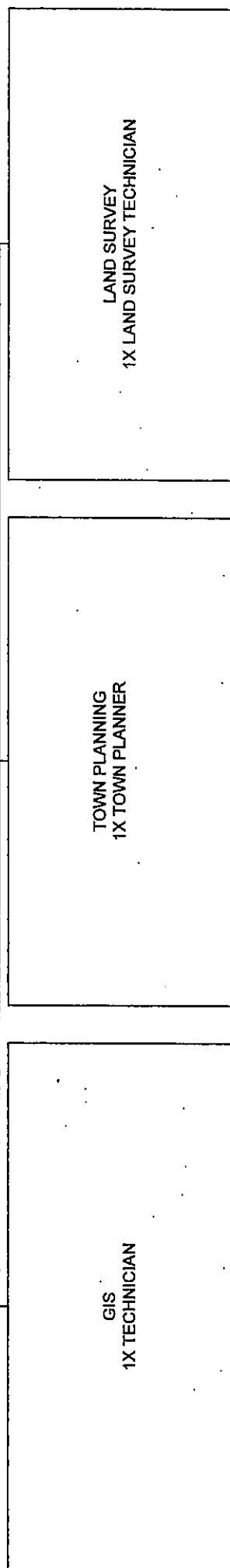
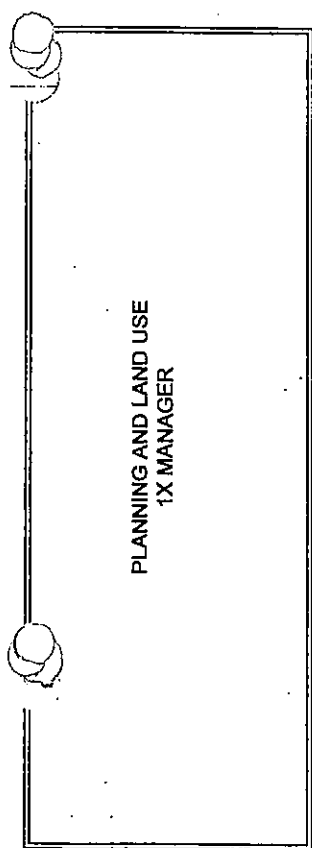




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Municipal Manager

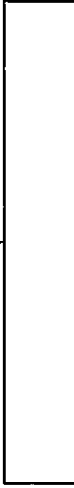


Kgoale TMP
Municipal Manager



Kgoale TMP
Municipal Manager

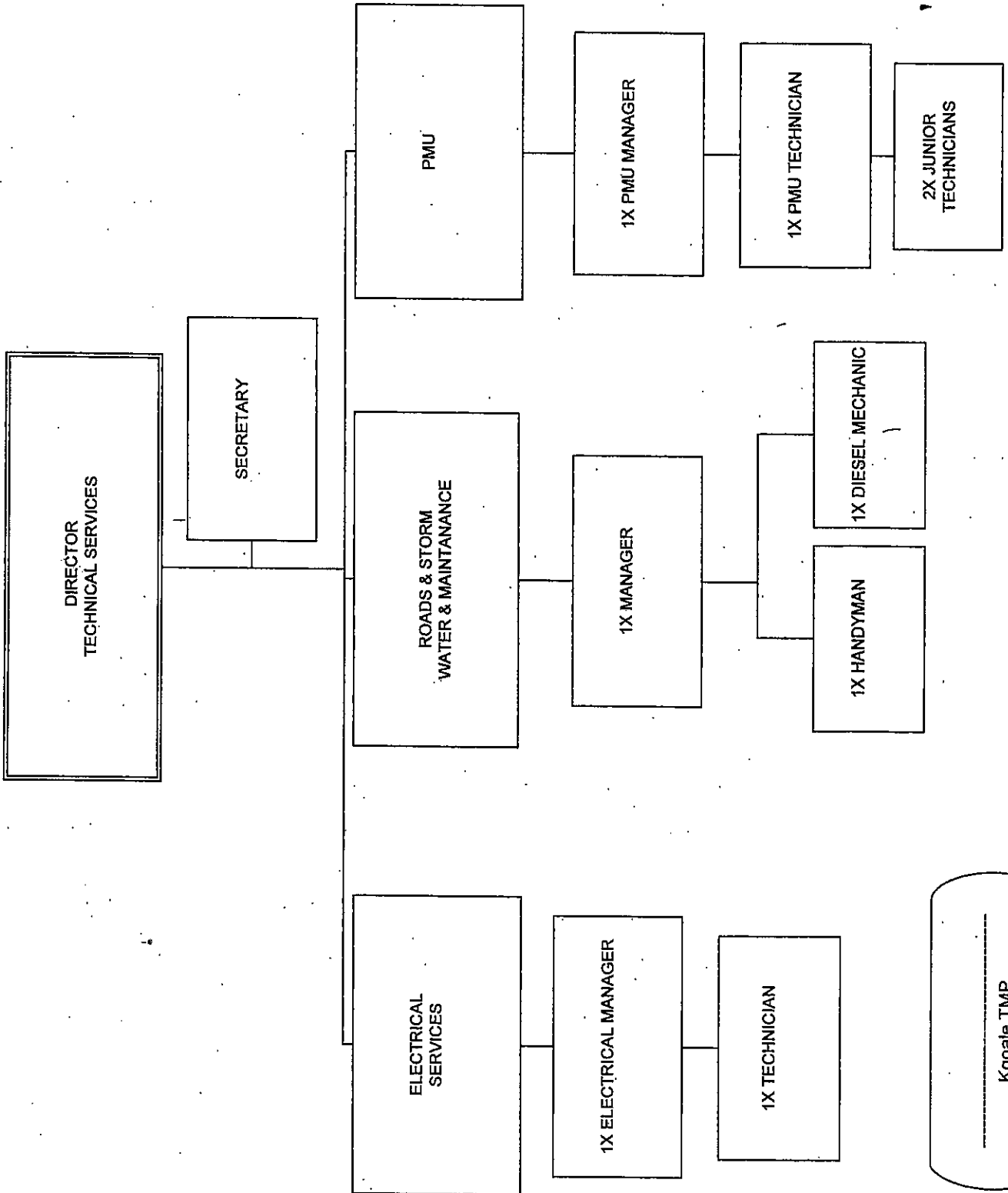
BUILDING CONTROL
1X MANAGER

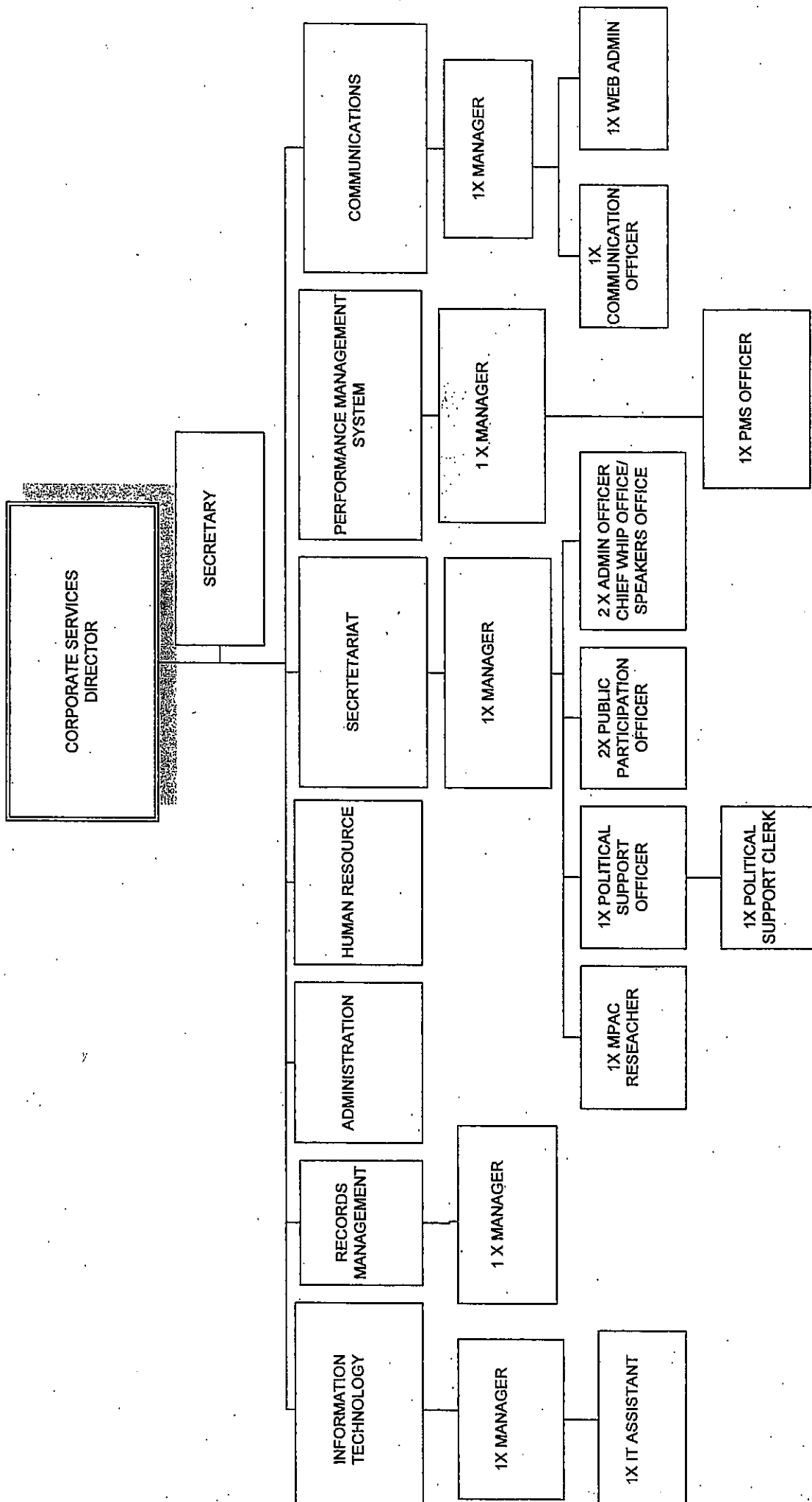


1X ARCHITECTURE TECHNICIAN

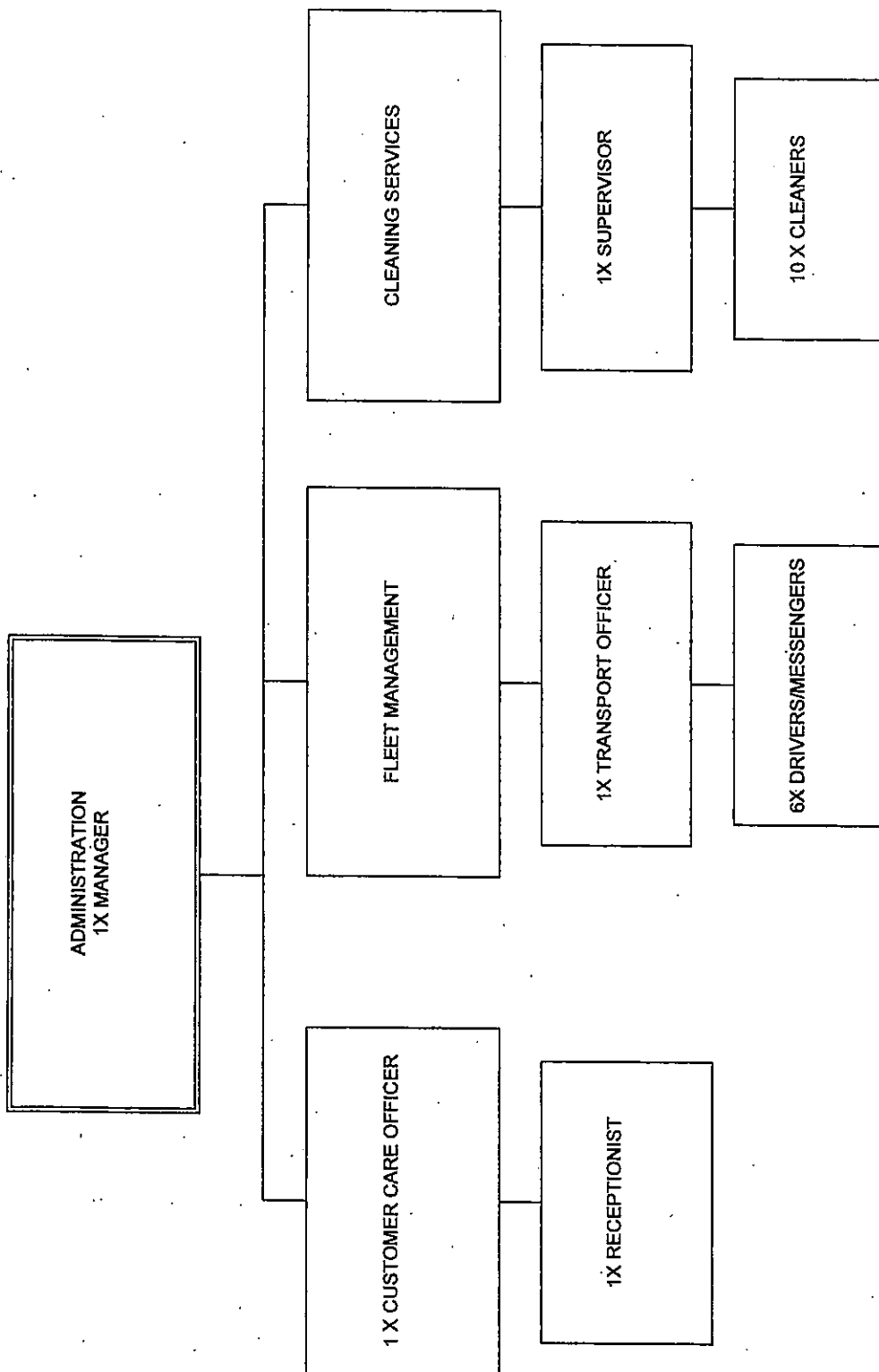
BUILDING INSPECTION
2X BUILDING INSPECTOR

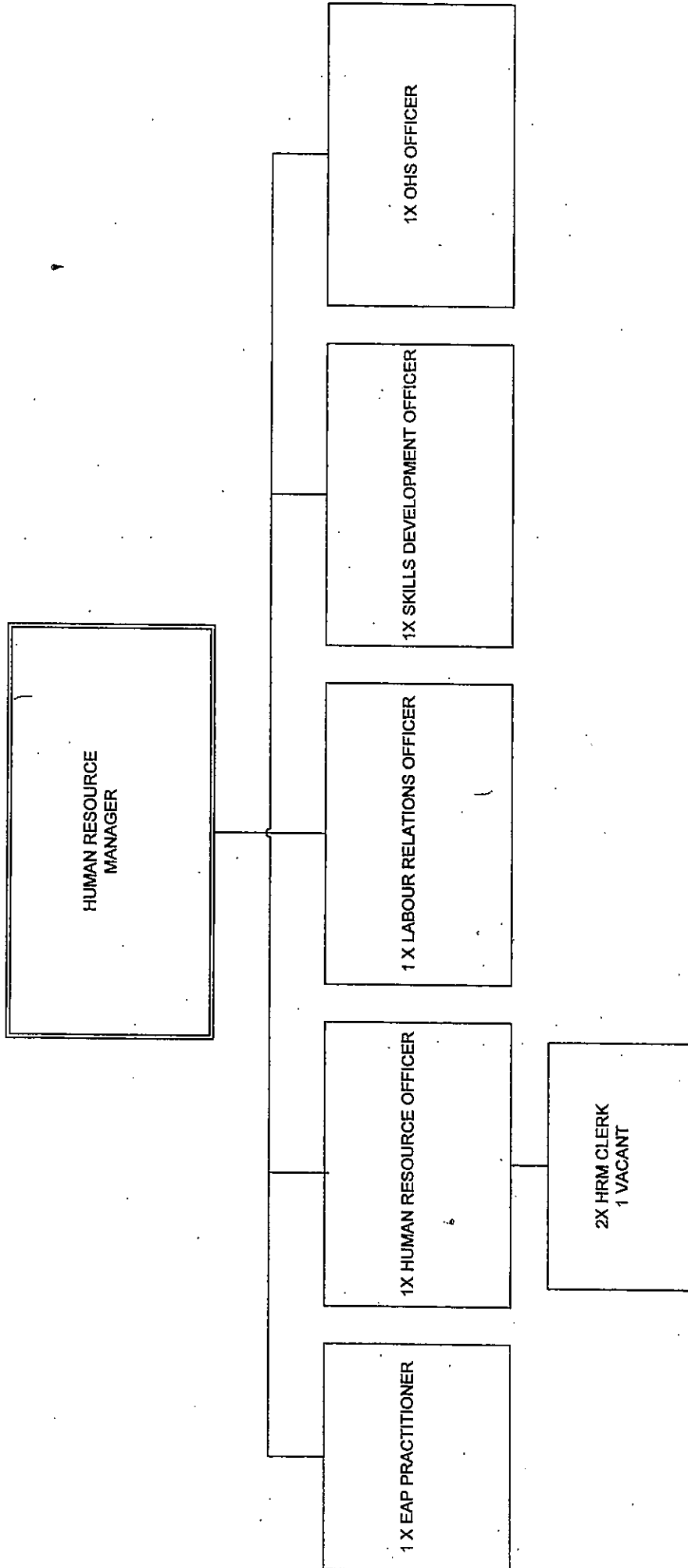
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Municipal Manager



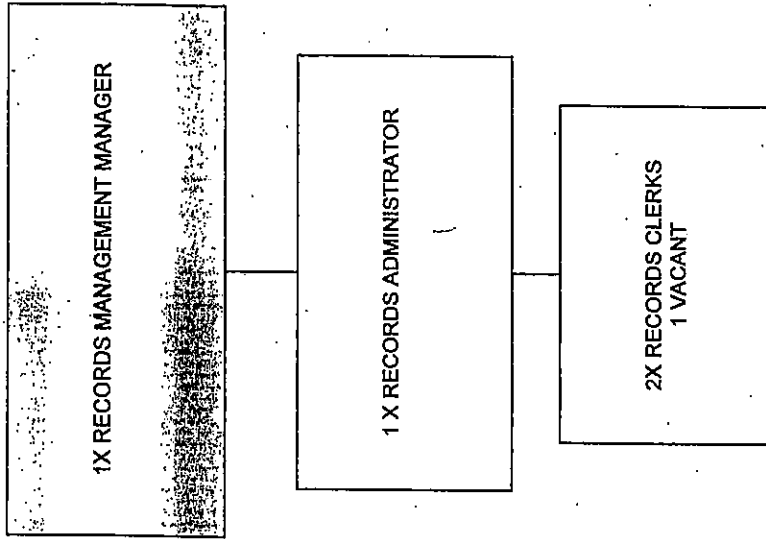


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RECORDS MANAGEMENT



OFFICE OF THE MUNICIPAL MANAGER



Director: Office of the Municipal Manager

Purpose : TO provide executive organisational leadership and strategic direction

Functions:

1. Manage community services
2. Manage technical services
3. Manage ED & Planning
4. Manage Budget and Treasury
5. Manage Corporate services
6. Manage risk management
7. Manage internal audit
8. Manage Satellite Offices
9. Manage IDP

Posts

Executive Secretary to the Municipal Manager

Community Services

Purpose: To provide community services

Functions:

- Manage traffic safety & license service
- Manage environmental, parks & cemeteries
- Manage sport, arts, culture & library services
- Manage Sports facilities and community halls

Posts

Community Services Division

Technical Services

Purpose : TO provide Technical Services

Functions:

- Manage Water & Sanitation Services
- Management of Roads, Storm Water, Electrical services & Building Services
- 3. Infrastructure

Posts

Technical Services Division

Spatial Planning & Economic Development

Purpose: To render Spatial Planning, Municipal Valuation & Economic Development Service

Functions:

1. To manage Spatial Planning,
2. To manage Municipal Valuation
3. To manage , Local Economic Development
4. To manage Building Regulation

Posts: ED & P Director

Budget & Treasury

Purpose: To provide Financial Management Services

Functions

1. Manage financial services
2. Manage revenue
3. Manage assets and supply chain
4. Manage expenditure
5. Manage Fleet

Posts

Budget & Treasury Office

Corporate Services

Purpose: To render corporate services

Functions

1. Render IT services
2. Render Administration services
3. Render HRM services
4. Render Communication
5. Render secretariat services and support
6. render pms management

Posts

Corporate Services Division

CORPORATE SERVICES

Directorate: Corporate Services
Purpose: To render Corporate Services
Functions
1. Administration & Council support
2. Communications
3. Human Resources Management & Development
4. IT Management
5. Secretariat
6. Manage PMS management
Posts

SECRETARY

Division: Administration And Auxiliary Services
Purpose: To render Administrative and Council Support
Functions:
To render secretariat services to Council
Manage registry, switch board & communication services
Auxiliary services
Fleet management
Posts:
Records clerks X 2
Transport Officer
Media Admin X 1
Security Guarding X 1
Drivers X 6
Workers X 2

Division: Secretariat
Purpose: To render secretariat services
Function:
To render secretariat services
Manage committees and public participation
Post
Secretariat Manager X 1
Political support clerk X 1

Division: Human Resource Management and Development
Purpose: To render Human Resources Management & Development services
Functions:
1. Human Resource Management
2. Human Resource Development
4. Managing Occupational Health and Safety
5. Employees Assistance Programs
Posts:
HR Manager X 1
HR Officer X 1
HR Clerk X 2

Division: Communications
Purpose: To render Communication services to the municipality
Functions:
1. Provide media relations and publications services.
2. Events management
3. Projection of municipal image
4. Render inter-governmental relations
Posts:

Division: Information Technology
Purpose: To render Information technology services
Functions:
1. Advice on municipal IT matters
2. Support users on IT services
3. Updating of operational systems
4. Network and cabling
5. Maintenance of municipal website
6. Train personnel on IT matters
Posts:
IT Manager X 1
IT Assistant X 1



Directorate: Budget and Treasury

Purpose: To provide financial management services

Functions

1. Manage Expenditure
2. Manager Income
3. Management of Budget
4. Manage Supply chain management
5. Manage financial reporting

Posts

Division: Expenditure

Purpose: To Manage appropriation of funds

Functions:

1. Requisition of cheques
2. Prepare salary and payments
3. Manage credit

Posts:

Expenditure Officer X 1

Expenditure Clerk X 1

Division: Income

Purpose: To manage revenue

Functions:

1. Collect revenue
2. Control debtors
3. Administer property taxation

Posts:

Income Officer X 1

Income Clerk X 1

Division: Budget

Purpose: To manage the budgeting process and financial reporting

Functions:

1. Plan manage and consolidate the budgetary process
2. Monitor spending pattern of municipality
3. Preparation of financial statement
4. Bank reconciliation

Posts:

Budget Clerk X 1

Division: Supply Chain management

Purpose: To manage supply chain management service

Functions:

1. Render logistics management services
2. Manage demand and acquisition management
3. Register and disposal of assets

Posts:

Procurement Officer X 1
Procurement Clerk X 1

Directorate: Economic Development and Planning

Purpose: To render economic development and planning services

Functions

1. Render LED services
2. Render planning services
3. Render building services
4. Render Integrated development planning

Posts

Division: LED Services

Purpose: To render Local economic development to the community

Functions:

1. Develop LED strategy
2. Render support to SMMEs and promote trade and industry projects
3. Coordinate, monitor and manage LED projects
4. Promote Tourism
5. Manage grants

Posts:

LED Manager X 1
LED Officer X 1
LED Officer X 1

Division: Planning and Landuse

Purpose: To render planning and landuse management

Functions:

1. Render town and planning services
2. Render survey and demarcation of sites
3. Render Land use administration
4. Render valuation services

Posts:

Surveyor X 1
Town Planner X 1
Land survey technician X 1

Division: Building Services

Purpose: To render building services

Functions:

1. Monitor approval of building plans
2. Monitor adherence to National Building Control Regulations and applications.
3. Coordinate Housing projects and planning services
4. Provide approval of structural planning services

Posts:

Building Inspector X 1
Building Inspector X 1

Division: Integrated Development Planning

Purpose: To render IDP

Functions:

1. Manage, oversee and monitor annual review of IDP
2. Manage and coordinate the development of IDP
3. Monitor implementation of IDP

Posts:

IDP Manager X 1
IDP Officer X 1

COMMUNITY SERVICES

Directorate: Community Services

Purpose: To render community services

Functions

1. Coordinate Disaster management services
2. Render environmental management services
3. render law enforcement and licensing services
4. Render sports, arts & culture
5. Render community liaison services

Posts

Division: Environmental Management

Purpose: To manage environmental services and coordinate disaster management

Functions:

1. Render refuse removal services
2. Coordinate disaster management services
3. Render parks, facilities and cemeteries services
4. Manage pounds
5. promote sports, arts & culture

Posts:

Electrician X 4

Sports officer x 1

Community Liaison officer x 1

Division: Traffic Services

Purpose: To render law enforcement and licensing services to the community

Functions:

1. Promote traffic safety and law enforcement
2. Render registration and licensing services

Posts:

Satellite Offices

Purpose : TO Render transversal services at the satellite offices

Functions:

1. Manage revenue
2. Maintenance of electricity
3. Manage auxiliary services
4. Maintenance of roads & storm water.
5. Maintenance of parks and cemeteries

Posts

Electricians X 6

Cashiers

Division: Traffic Services

Purpose: To render law enforcement and licensing services to the community

Functions

1. Promote public safety and law enforcement
2. Render registration and licensing services

Posts

Section: Licensing services

Purpose: To render licensing services

Functions:

1. Examine vehicles for roadworthiness
2. Examine and issue certificates for driving schools instructors
3. Examine and issue learners and driving licenses
4. Administer traffic summons

Posts:

Management Rep X2
Examiners X6
Process Officer X4

Division: Law Enforcement Services

Purpose: To promote traffic safety and law enforcement

Functions:

1. Render traffic inspection
2. Ensure compliance with road safety regulations
3. Render support to community and dignitaries
4. Respond to accidents
5. Coordination of security services

Posts:

Registering Authority & Police Officer X2
Superintendent X1
Traffic Officer X9
Road Safety Officer X2
Road Safety Officer X2



Directorate: Technical Services

Purpose: To render technical services to the community

Functions

1. Render electrical services
2. Render roads, storm water drainage and structures
3. Render project management.

Posts

Division: Electrical Services

Purpose: To render electrical services to the community

Functions:

1. Coordinate electrical connections to the community
2. Maintenance of streets lights, high masts and municipal facilities
3. Maintenance of electrical connections
4. Monitoring of free basic electricity
5. Manage mechanical services

Posts:

Manager of Electrical Services
Electrical Technicians X4
Electrical Assistant X4

Division: Roads and Storm Water

Purpose: To render roads and storm water services

Functions:

1. Construction and maintenance of roads and storm water
2. Construction and maintenance of special structures

Posts:

Manager X1
Assistant Manager X1
General Workers X6
Technicians X4

Division: Project Management Unit

Purpose: To render project management services

Functions:

1. Manage capital and MIG funded projects within the municipality
2. Develop projects costing models
3. Monitor and evaluate projects within the municipality
4. Submission of MIG projects for registration

Posts:

Manager X1
Project Technicians X2