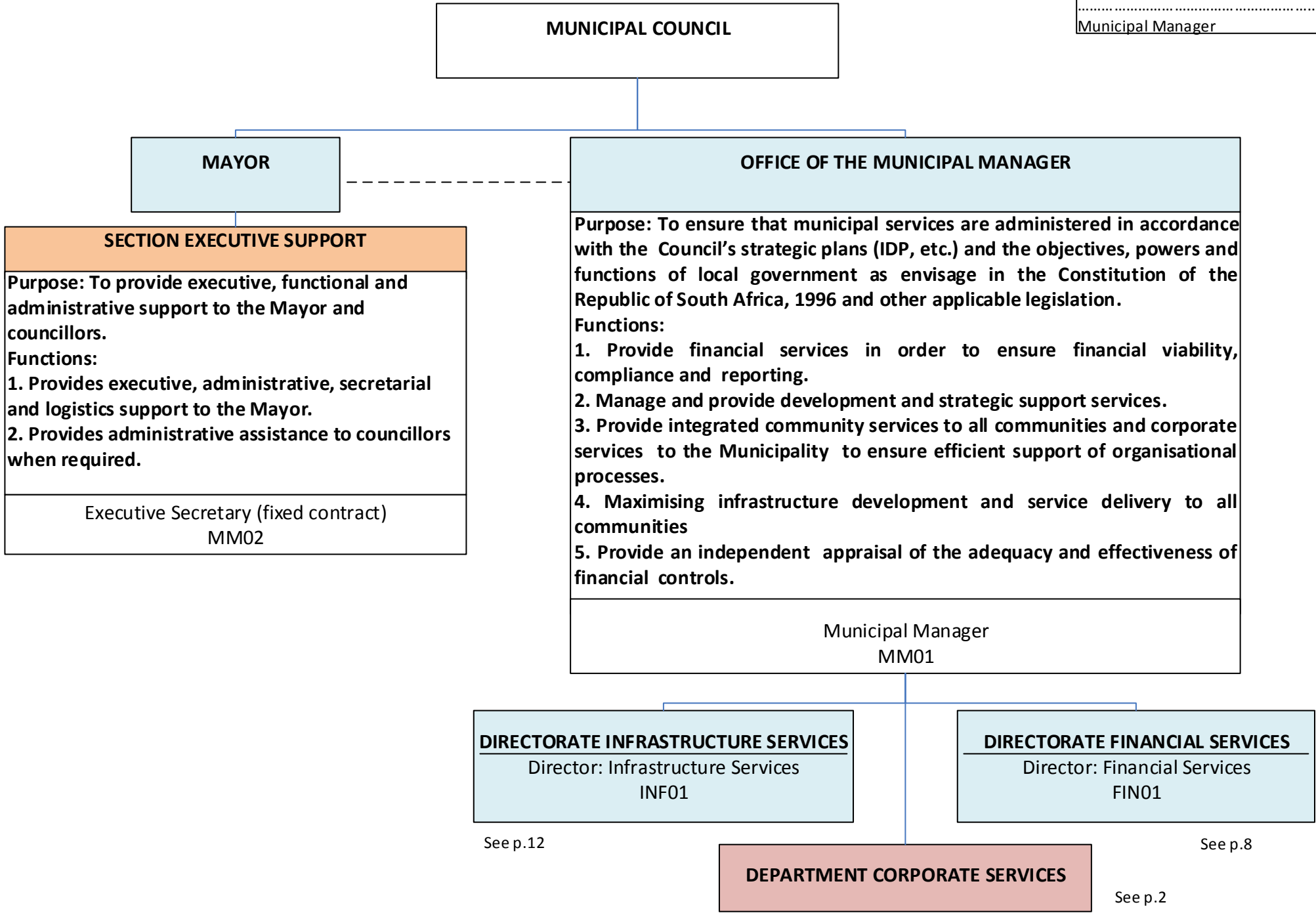


**KAROO HOOGLAND MUNICIPALITY
ORGANISATIONAL STRUCTURE**

Approved by Council
Resolution No.
9 December 2015
.....
Municipal Manager



**KAROO HOOGLAND MUNICIPALITY
ORGANISATIONAL STRUCTURE
DEPARTMENT CORPORATE SERVICES**

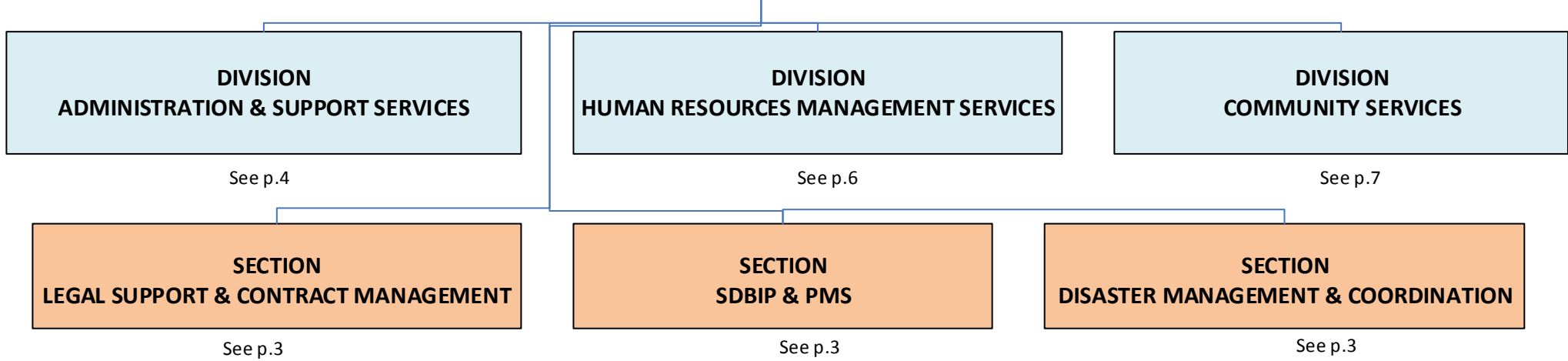
Approved by Council
Resolution No.
9 December 2015

.....
Municipal Manager

Purpose: To provide corporate services to the Municipality to ensure efficient support of organisational processes

Functions:

1. Renders Human Resources management and support services to the MMunicipality that will sustain the optimum utilisation of the Municipality’s human capital.
2. Provide committee, office auxiliary and administrative support services to the Council and its administration to facilitate proficient administrative practices and procedures, inclusive of land use planning matters and evaluation of building plans.
3. Renders a public relations, complaints management, customer care and communication service to promote and build good relationships between the Municipality and all stakeholders and to promote and manage the corporate image.
4. Administers library and information services in accordance with provincial policies.
5. Manages museums to promote culture, heritage and related initiatives.
6. Provides a compliant records and registry management service to the Municipality.
7. Develops and coordinates IDP, LED and local tourism processes.
8. Develops and coordinates community development processes and commonage activities.
9. Provides legal support and contract management services.
10. Coordinates SDBIP and PMS processes.
11. Coordinates disaster management services in accordance with relevant legislation and policies.
- 12.Coordinates and maintains a housing waiting list for the Municipality.



**KAROO HOOGLAND MUNICIPALITY
 ORGANISATIONAL STRUCTURE
 DEPARTMENT CORPORATE SERVICES
 SECTION LEGAL SUPPORT & CONTRACT MANAGEMENT
 SECTION SDBIP & PMS
 SECTION DISASTER MANAGEMENT & COORDINATION**

Approved by Council
 Resolution No.
 9 December 2015

.....
 Municipal Manager

SECTION LEGAL SUPPORT & CONTRACT MANAGEMENT
<p>Purpose: To provide legal support services to the Municipality and administers contracts to ensure sufficient support of legal and contractual processes.</p> <p>Functions:</p> <ol style="list-style-type: none"> 1. Provides and coordinates legal support services to the Municipality pertaining to Council resolutions, service agreements, legal obligations, by-laws, etc. 2. Administers and coordinates the development and maintenance of by-laws and policies. 3. Manages the administration of contracts to ensure compliance with contractual terms and conditions.

SECTION SDBIP & PMS
<p>Purpose: To develop and coordinate the SDBIP and PMS processes</p> <p>Functions:</p> <ol style="list-style-type: none"> 1. Manages and coordinates an institutional performance management system (PMS). 2. Ensures legislative compliance of the PMS and SDBIP requirements. 3. Coordinates SDBIP processes.

SECTION DISATER MANNAGEMENT & COORDINATION
<p>Purpose: To support and coordinate disaster management services in the municipal area.</p> <p>Functions:</p> <ol style="list-style-type: none"> 1. Render disaster management services in liaison with the District Municipality. 2. Provides logistics support and combined operational centre services.

**KAROO HOOGLAND MUNICIPALITY
ORGANISATIONAL STRUCTURE
DEPARTMENT CORPORATE SERVICES
DIVISION ADMINISTRATION & SUPPORT SERVICES**

Approved by Council
Resolution No.
9 December 2015

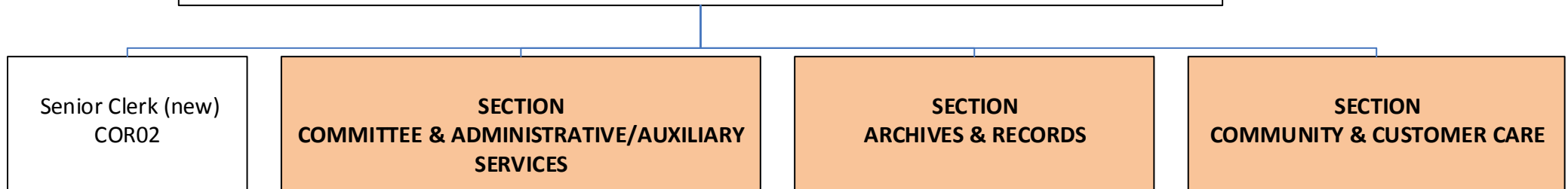
.....
Municipal Manager

Purpose: To provide committee, reception, secretarial, administrative and office auxiliary services.

Functions:

1. Provides committee services to the Council and Committees, attend to meeting arrangements/ planning and the execution of resolutions and reporting.
2. Provides office auxiliary services (typing, reproduction, office cleaning, reception/ switchboard).
3. Provides reception and secretarial services to the Municipal Manager.
4. Provides administrative support services to the Council, Municipal Manager and Directorates to facilitate proficient administrative practices.
5. Prepares circulars/reports and analyze and formulate responses to correspondence to facilitate clarification and understanding.
6. Coordinates the maintenance of an unemployment data base for the municipal area.
7. Performs administrative duties regarding the lease/disposal of municipal houses.
8. Co-ordinates procedures and processes for the approval of building plans.
9. Processes applications for land use planning (subdivisions, rezoning, departures, etc.) and prepare reports with recommendations.
10. Processes applications for the holding of public gatherings and marches.
11. Formulates and co-ordinates inputs on the capital and operational budget of the Directorate based on analysed trends and operating requirements.

Manager: Administration & Support Services
COR01



See p.5

See p.5

See p.5

**KAROO HOOGLAND MUNICIPALITY
 ORGANISATIONAL STRUCTURE
 DEPARTMENT CORPORATE SERVICES
 DIVISION ADMINISTRATION & SUPPORT SERVICES
 SECTION COMMITTEE & ADMINISTRATIVE/AUXILIARY SERVICES
 SECTION ARCHIVES & RECORDS
 SECTION COMMUNITY & CUSTOMER CARE**

Approved by Council
 Resolution No.
 9 December 2015

 Municipal Manager

**SECTION
 COMMITTEE & ADMINISTRATIVE/AUXILIARY
 SERVICES**

Purpose: To render committee/administrative and office auxiliary services.
Functions:
 1. Provides committee services to support appropriate decision-making processes, meeting planning and organising services, see to the execution of resolutions and reporting.
 2. Provides office auxiliary services (typing, reproduction, office cleaning, telecommunication system and reception).
 3. Provides general administrative support services to the Council and its administration

**SECTION
 ARCHIVES & RECORDS**

Purpose: To provide Archives and Records Services.
Functions:
 1. Provides a compliant registry service, capture and keep general records and information provisioning.
 2. Attends to the correct filing and safekeeping of all records and documentation.

**SECTION
 COMMUNITY & CUSTOMER CARE**

Purpose: To provide a public relations and internal and external communication services and implements and maintains customer care procedures to promote and built sound relationships between the Municipality and all stakeholders and to promote and manage the corporate image.
Functions:
 1. Maintains and implements the communication strategy of the Municipality.
 2. Provides and co-ordinates media liaison services.
 3. Co-ordinates inter-governmental relation services.
 4. Establishes and maintains a customer care management system, implement customer care procedures and centralized complaints service.
 5. Co-ordinates a centralised customer care complaints service.
 6. Maintains the Council's website content.
 7. Manages and co-ordinates a rapid response service in respect of complaints..
 8. Co-ordinates external communication activities/newsletter.

Control Officer:
 Archives & Records
 COR7

General Worker:
 Office Cleaning x2
 COR03 & 04

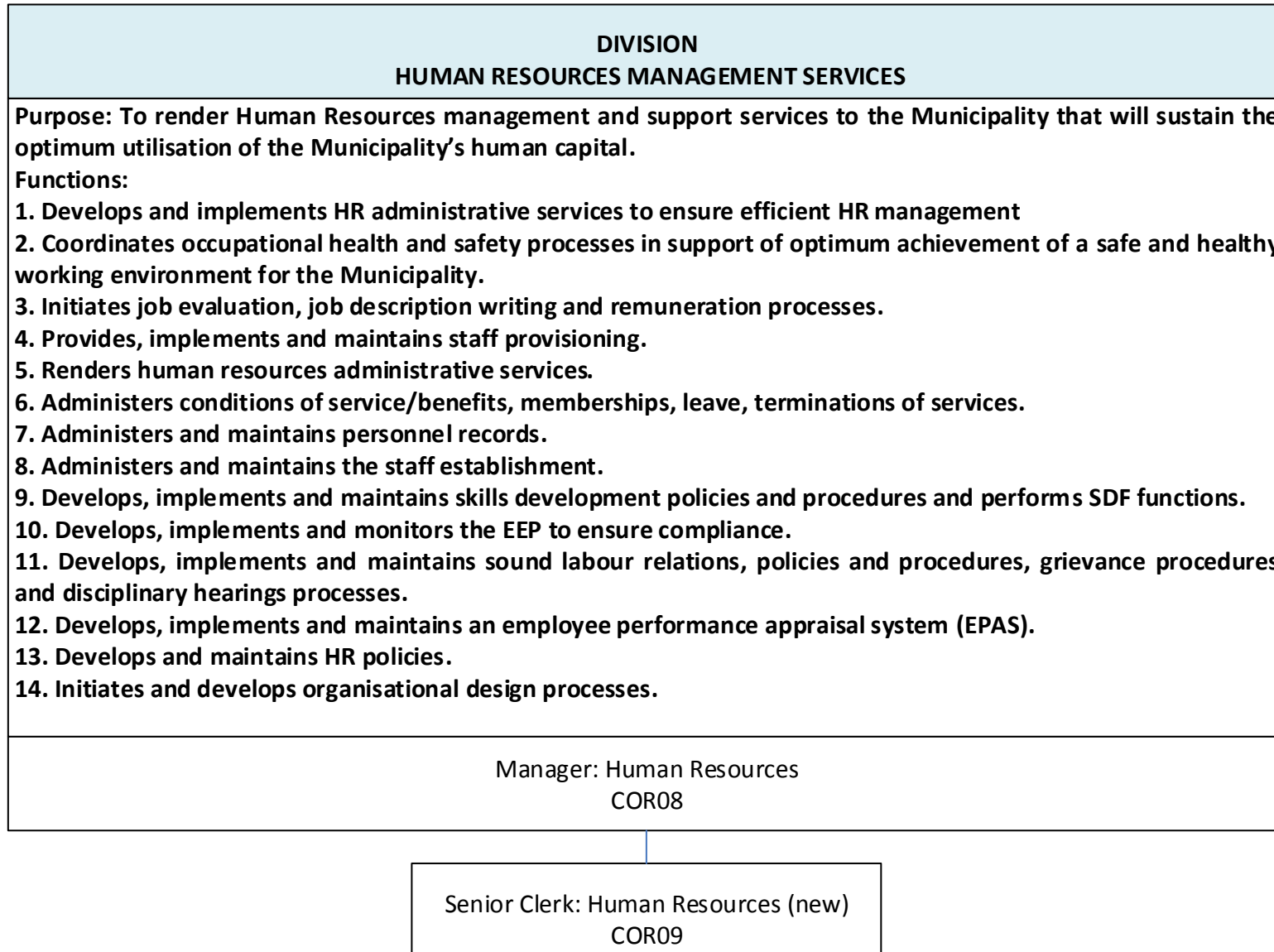
Senior Clerk (new)
 COR05

Telephonist
 COR06

**KAROO HOOGLAND MUNICIPALITY
ORGANISATIONAL STRUCTURE
DEPARTMENT CORPORATE SERVICES
DIVISION HUMAN RESOURCES MANAGEMENT SERVICES**

Approved by Council
Resolution No.
9 December 2015

.....
Municipal Manager



**KAROO HOOGLAND MUNICIPALITY
ORGANISATIONAL STRUCTURE
DEPARTMENT CORPORATE SERVICES
DIVISION COMMUNITY SERVICES**

Approved by Council
Resolution No.
9 December 2015

.....
Municipal Manager

Purpose: To develop and implement an integrated framework for local economic development, coordinates special programs, IDP processes and commonage/land reform activities, coordinates the provision of library and museum services and provides logistical/committee support to the Ward Committees.

Functions:

- 1. Promotes an enabling environment for economic sectors of the local economy and facilitates participation of all role players (tourism, agriculture, economic empowerment/SMME development, etc.).**
- 2. Implements planning and logistical arrangements in respect of IDP processes.**
- 3. Coordinates special/social development programs/activities (e.g. youth development, aged/disability, HIV/AIDS, EPWP reporting, etc.) and strengthens collaboration with NGO's, external role players, national/provincial departments etc.**
- 4. Coordinates library and information services in accordance with provincial/Council directives.**
- 5. Coordinates operational activities related to the Council's museums.**
- 6. Liaises with Ward/Commonage Committees and attend to logistical/committee support requirements.**
- 7. Liaises with and obtains information/data from Community Development Workers and reports on matters affecting the affairs of the Municipality.**
- 8. Coordinates the development and promotion of local tourism.**
- 9. Coordinates and maintains the housing waiting list.**

Manager: Community Services
COR10

SECTION LIBRARIES

Purpose: To provide library services to the community.

Functions:

- 1. Administer library services in accordance with Provincial policies.**
- 2. Identify and satisfy the communities' needs regarding library services.**
- 3. Manage the procurement, lending and use of library material.**
- 4. Facilitate user education and promote reading.**

Senior Librarian (Fraserburg)
COR 11

Librarian x3 (Fraserburg, Wiliston & Sutherland
COR12, 13, 14)

**SECTION IDP, LED, TOURISM, SPECIAL PROJECTS
& WARD COMMITTEES**

Purpose: To develop and coordinate IDP, LED, local tourism and provide support to Ward/Commonage Committees.

Functions:

- 1. Develop and implement a coherent and integrated framework for local economic development.**
- 2. Guide and direct planning and logistical arrangements of the IDP processes.**
- 3. Ensure participation in IDP processes.**
- 4. Coordinate and facilitate local tourism.**
- 5. Coordinate and facilitate special/social development programs/activities e.g. youth development, aged/disability, HIV/AIDS, EPWP reporting, etc. in liaison with the Office of the Mayor.**
- 6. Provide administrative and logistics support to Ward/Commonage Committees.**
- 7. Coordinate commonage/land reform activities.**

SECTION MUSEUMS

Purpose: To administer the Municipality's museums.

Functions:

- 1. Administer museums in accordance with Council policies.**
- 2. See to the upkeep and cleanliness of museum items.**
- 3. Promote cultural, heritage and related initiatives.**
- 4. Receive and communicate with visitors.**

Museum Assistant x2 ⁵/₈
(Williston & Fraserburg)
COR15 & 16

**KAROO HOOGLAND MUNICIPALITY
ORGANISATIONAL STRUCTURE
DIRECTORATE FINANCIAL SERVICES**

Approved by Council
Resolution No.
9 December 2015

.....
Municipal Manager

Purpose: To provide financial services in order to ensure financial viability, compliance and reporting and to plan, coordinate and render ICT services to the Municipality to ensure efficient operations and support services in terms of the ICT strategy and policy.

Functions:

- 1. Manage and control the implementation of budget policies, systems and procedures and financial statement processes to ensure legislative compliance and sound financial management practices.**
- 2. Implement and maintain revenue and credit control policies and procedures to ensure sound revenue management practices and compliance**
- 3. Ensure the recording, authorization and proper execution of expenditure systems, procedures and transactions.**
- 4. Manage supply chain management services to ensure appropriate systems, procedures and control for demand, acquisition, logistics, assets and disposal management.**
- 5. Ensure network connectivity so that users have access to the network.**
- 6. Install ICT equipment and appropriate software programmes to ensure the availability of services and licensing.**
- 7. Provide operations and support services and advice regarding the acquisition and maintenance of ICT equipment and systems.**
- 8. Maintain ICT systems, including SEBATA, to ensure efficient operations.**
- 9. Manage service level agreements regarding vehicle licensing.**
- 10. Coordinate in-service training and internship programmes in terms of prescribed requirements.**
- 11. Manage and coordinate internal/external audit processes.**
- 12. Manage cash flow, investments and the Municipality's insurance portfolio.**

Director: Financial Services
FIN1

**DIVISION
BUDGET & TREASURY**

See p.9

**DIVISION
REVENUE, VEHICLE LICENSING
& CREDIT CONTROL**

See p.11

**DIVISION
FINANCIAL REPORTING,
ASSETS & INFORMATION
COMMUNICATIONS
TECHNOLOGY**

See p.10

**DIVISION
EXPENDITURE & SUPPLY CHAIN
MANAGEMENT**

See p.10

**KAROO HOOGLAND MUNICIPALITY
ORGANISATIONAL STRUCTURE
DIRECTORATE FINANCIAL SERVICES
DIVISION BUDGET & TREASURY**

Approved by Council
Resolution No.
9 December 2015

.....
Municipal Manager

Director: Financial Services

**DIVISION
BUDGET & TREASURY**

Purpose: To co-ordinate and control budgeting processes, planning, compilation and reporting, budget control and reconciliations, prepare financial statements, manage the Municipality's assets, cash flow and investments, liability management and control accounting procedures.

Functions:

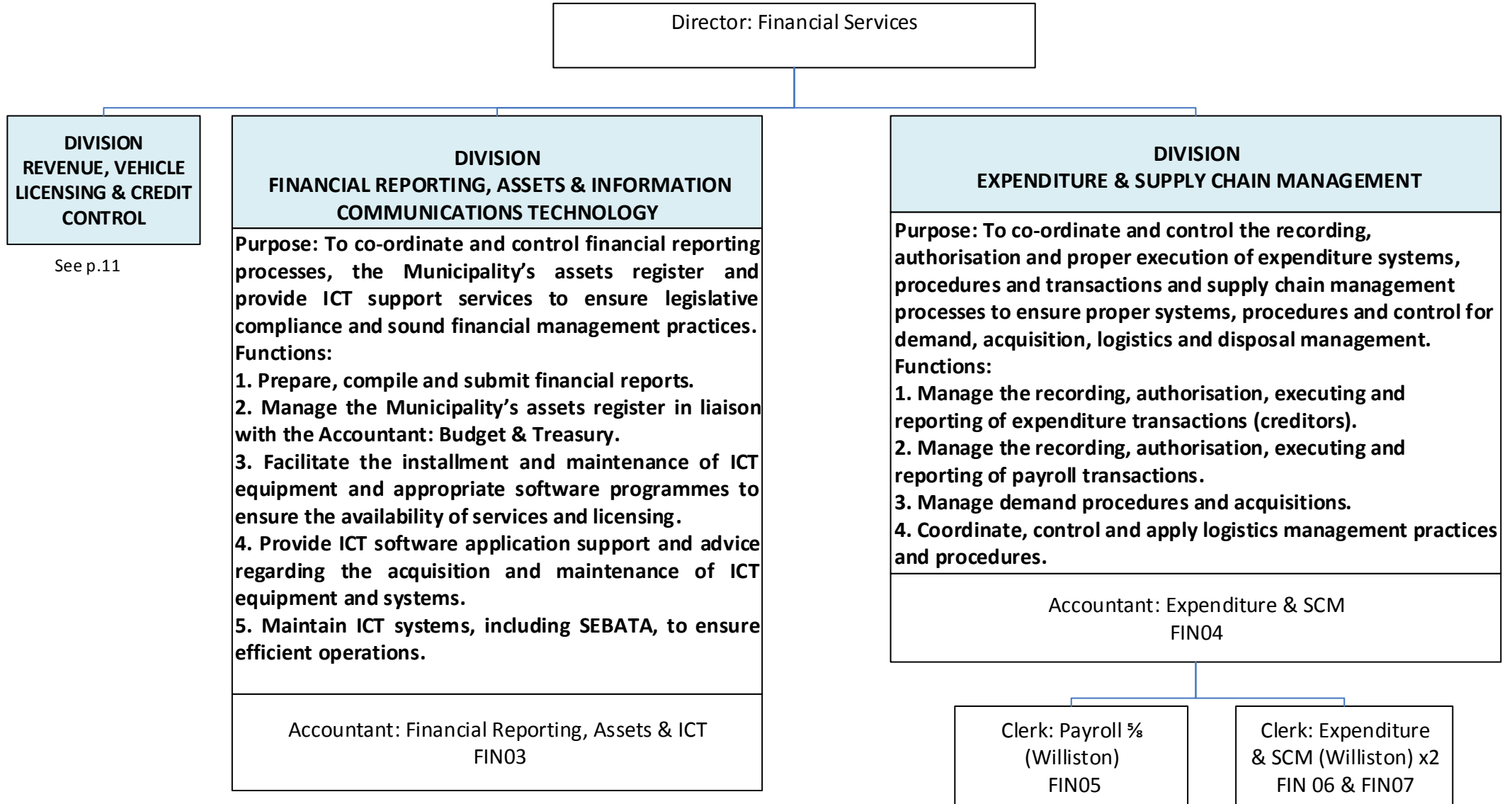
- 1. Administer budgeting processes, planning, compilation and reporting, budget control, reconciliations and control accounting procedures.**
- 2. Gather and capture information to assist the operating and capital budgeting processes and reporting requirements.**
- 3. Prepare, compile and submit financial statements in collaboration with the Director: Financial Services.**
- 4. Provide financial management support services to ensure the implementation of policies, systems and procedures in accordance with reporting and accounting requirements and practices in collaboration with the Director: Financial Services.**
- 5. Manage the Municipality's assets and insurance portfolio.**
- 6. Manage cash flow and investments.**
- 7. Liability management, administer and update lease and loan registers.**

Accountant: Budget & Treasury
FIN02

**KAROO HOOGLAND MUNICIPALITY
ORGANISATIONAL STRUCTURE
DIRECTORATE FINANCIAL SERVICES
DIVISION FINANCIAL REPORTING, ASSETS & ICT
DIVISION EXPENDITURE & SCM**

Approved by Council
Resolution No.
9 December 2015

.....
Municipal Manager



**KAROO HOOGLAND MUNICIPALITY
ORGANISATIONAL STRUCTURE
DIRECTORATE FINANCIAL SERVICES
DIVISION REVENUE, VEHICLE LICENSING & CREDIT CONTROL**

Approved by Council
Resolution No.
9 December 2015
.....
Municipal Manager

Director: Financial Services

**DIVISION
REVENUE, VEHICLE LICENSING & CREDIT CONTROL**

Purpose: To co-ordinate and control rates and debtor services, administer the credit control policy and procedures and service level agreements regarding vehicle licensing.

Functions:

- 1. Render billing services, accurate levying of fixed municipal rates and taxes according to council policies and by-laws.**
- 2. Administer debtors' accounts, generate accounts, journals and data capturing.**
- 3. Administer property valuation services and related financial procedures and reconciliations.**
- 4. Capture financial transactions and provides cashier and receipting services, debtors and ledger accounts, statistical reports.**
- 5. Issue clearances.**
- 6. Attend to queries/complaints.**
- 7. Administer the indigent register**
- 8. Implement and maintain credit control policy and control procedures.**
- 9. Execute credit control measures and procedures.**
- 10. Liaise with consumers and attend to payment arrangements.**
- 11. Performs data capturing and compile statistical reports.**
- 12. Administer and manage meter reading services.**

Accountant: Revenue, Vehicle Licensing & Credit Control
FIN08

Senior Clerk: Revenue
(Williston) FIN09

Clerk: Credit Control
(Williston) FIN13

Clerk: Cashier/Licensing
(Williston) FIN14

Clerk: Cashier/Licensing/
Credit Control
(Fraserburg) FIN15

Clerk: Cashier/Licensing/
Credit Control (Sutherland)
x2 FIN16 & 17

Meter Reader x3
FIN10, 11 & 12

**KAROO HOOGLAND MUNICIPALITY
ORGANISATIONAL STRUCTURE
DIRECTORATE INFRASTRUCTURE SERVICES**

Approved by Council
Resolution No.
9 December 2015

.....
Municipal Manager

Purpose: To manage the construction, repair and maintenance of roads, storm water systems, municipal buildings/facilities, water and waste water reticulation networks/systems and the Council’s fleet, plant and equipment.

Functions:

- 1. Manage the construction, repair and maintenance of roads, streets, storm water systems and other infrastructure**
- 2. Manage the maintenance of municipal buildings and facilities.**
- 3. Manage and control the provisioning and maintenance of Council’s fleet, plant and equipment.**
- 4. Administer the registering and license renewals of vehicles.**
- 5. Maintain water reticulation networks and waste water disposal networks/systems.**
- 6. Manage the construction of minor reticulation networks and drainage systems.**
- 7. Manage water demand and control water losses.**
- 8. Monitor potable water to comply with requirements to maintain Blue Drop status for the Municipality.**
- 9. Monitor effluent water to comply with requirements to ensure Green Drop status for the Municipality.**
- 10. Manage the rendering of engineering planning and project/program management services.**
- 11. Manage the provisioning and maintenance of electrical distribution networks and mechanical equipment.**
- 12. Manage and ensure compliance to applicable legislation, policies and guidelines.**

Director: Infrastructure Services
INF01

Senior Clerk: Support
Services (new) 5/8
INF02



See p.13

See p.14

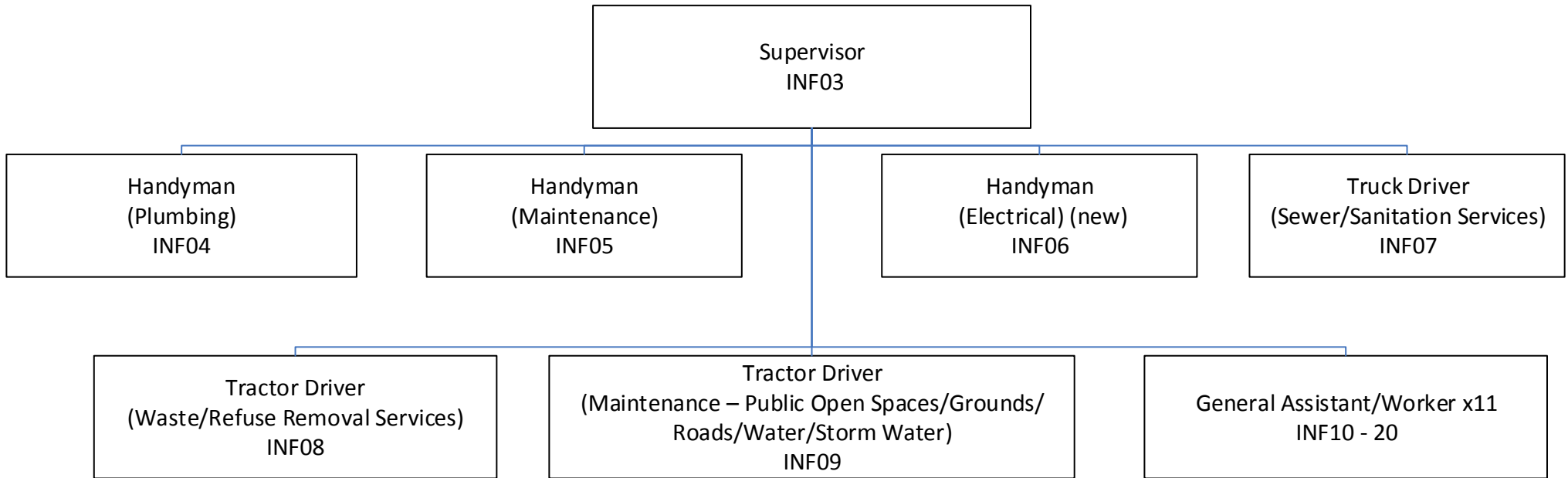
See p.15

See p.16

**KAROO HOOGLAND MUNICIPALITY
ORGANISATIONAL STRUCTURE
DIRECTORATE INFRASTRUCTURE SERVICES
DIVISION WILLISTON**

Approved by Council
Resolution No.
9 December 2015

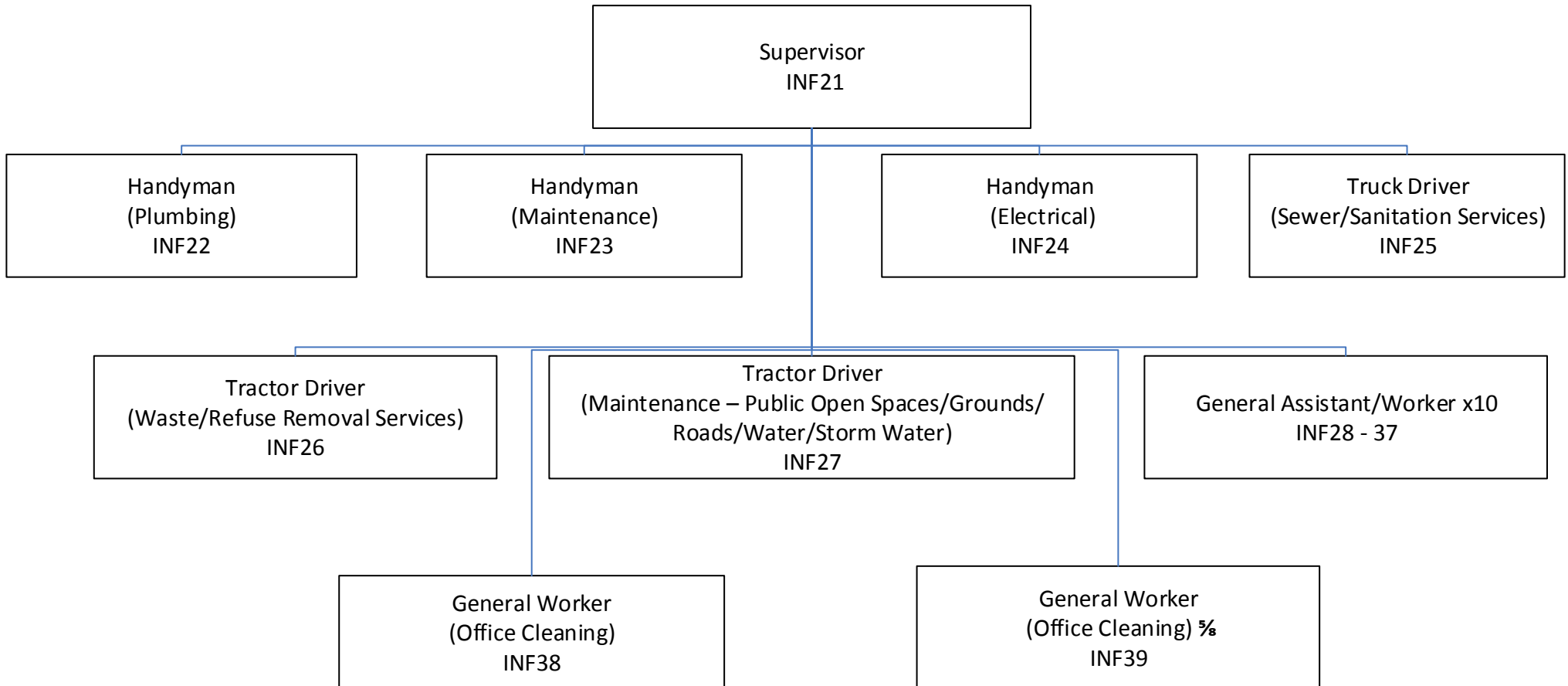
.....
Municipal Manager



**KAROO HOOGLAND MUNICIPALITY
ORGANISATIONAL STRUCTURE
DIRECTORATE INFRASTRUCTURE SERVICES
DIVISION FRASERBURG**

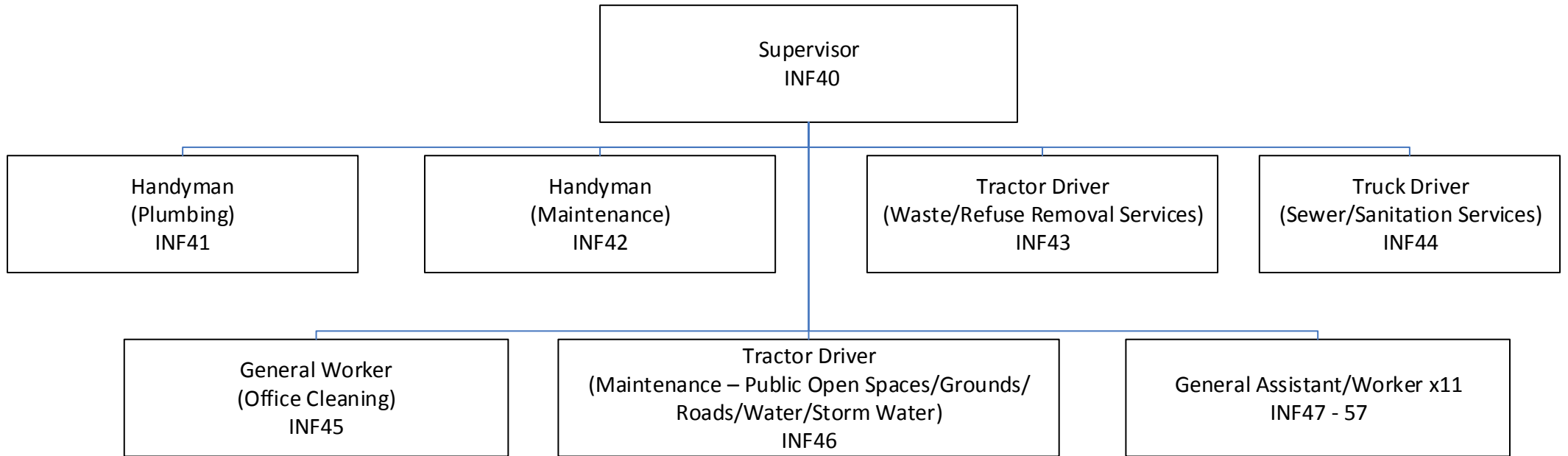
Approved by Council
Resolution No.
9 December 2015

.....
Municipal Manager



**KAROO HOOGLAND MUNICIPALITY
ORGANISATIONAL STRUCTURE
DIRECTORATE INFRASTRUCTURE SERVICES
DIVISION SUTHERLAND**

Approved by Council
Resolution No.
9 December 2015
.....
Municipal Manager



**KAROO HOOGLAND MUNICIPALITY
ORGANISATIONAL STRUCTURE
DIRECTORATE INFRASTRUCTURE SERVICES
DIVISION ELECTRICAL SERVICES
DIVISION PROJECT MANAGEMENT**

Approved by Council
Resolution No.
9 December 2015

.....
Municipal Manager

