

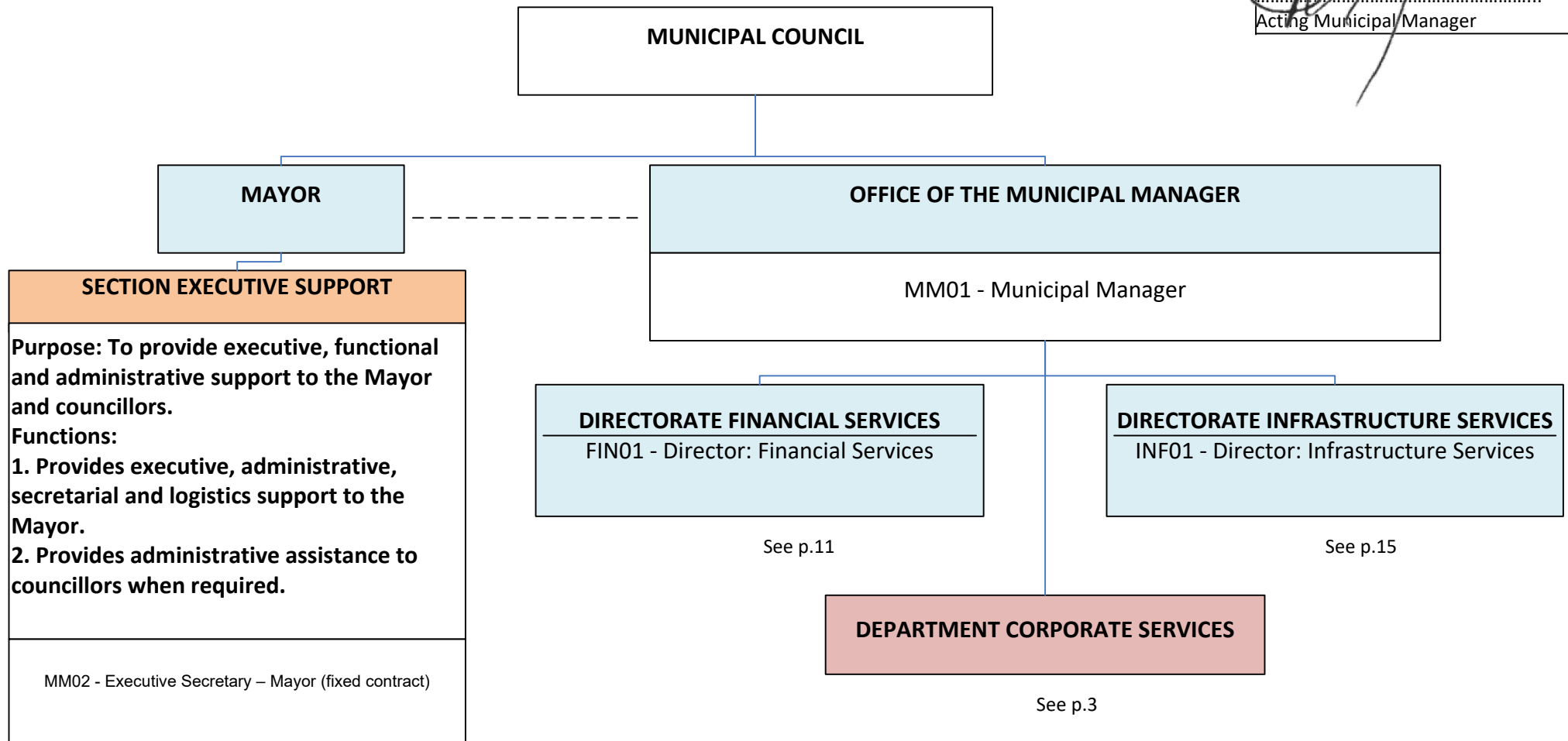
**KAROO HOOGLAND MUNICIPALITY
ORGANISATIONAL STRUCTURE**

Approved by Council

Resolution No.: 4.1

Date: 29 June 2022

.....
Acting Municipal Manager



**KAROO HOOGLAND MUNICIPALITY
ORGANISATIONAL STRUCTURE**

Approved by Council
Resolution No.: 4.1
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.....
Acting Municipal Manager

OFFICE OF THE MUNICIPAL MANAGER

Purpose: To ensure that municipal services are administered in accordance with the Council's strategic plans (IDP, etc.) and the objectives, powers and functions of local government as envisaged in the Constitution of the Republic of South Africa, 1996 and other applicable legislation.

Functions:

1. Provide financial services in order to ensure financial viability, compliance and reporting.
2. Manage and provide development and strategic support services.
3. Provide integrated community services to all communities and corporate services to the Municipality to ensure efficient support of organisational processes.
4. Maximising infrastructure development and service delivery to all communities
5. Provide an independent appraisal of the adequacy and effectiveness of financial controls.

SECTION EXECUTIVE SUPPORT

Purpose: To provide executive, functional and administrative support to the Municipal Manager.

Functions:

1. Provides executive, administrative, secretarial and logistics support to the Mayor.
2. Provides administrative assistance to councillors when required.

MM03 - Executive Secretary – MM (fixed contract)

INTERNAL AUDIT

Purpose: To provide an independent assessment of the adequacy and effectiveness of financial control measures.

Functions:

1. Develop and implement a risk-based audit plan and internal audit program for each financial year.
2. Advise the Accounting Officer and report to the Audit Committee on the implementation of the internal audit plan.
3. Perform internal investigations and assessments and review control systems.
4. Link with external auditors.
5. Compile regular audit reports.

MM04 - Internal Auditor

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

Approved by Council

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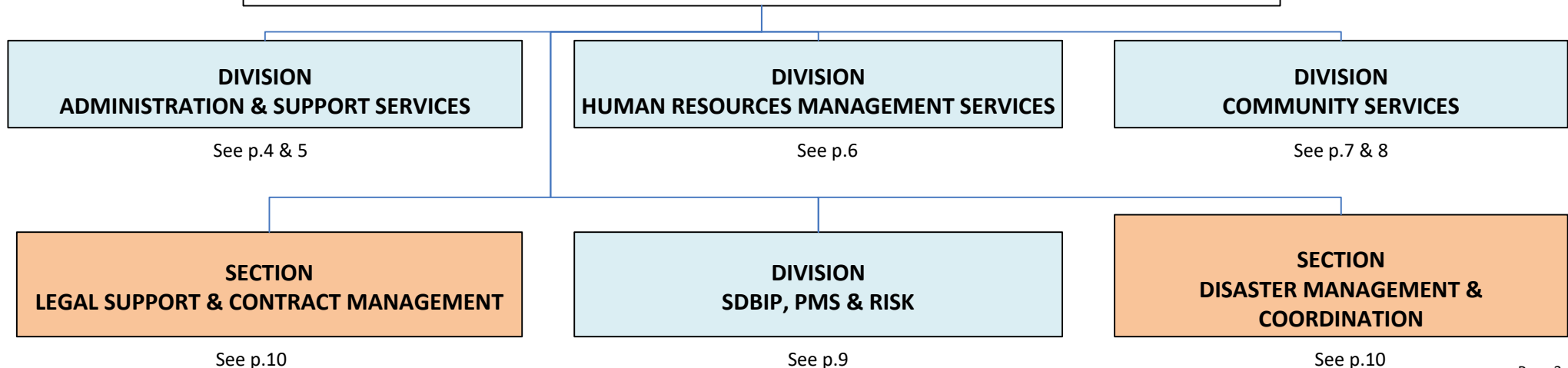
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Acting Municipal Manager

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.

MM01 - Municipal Manager



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

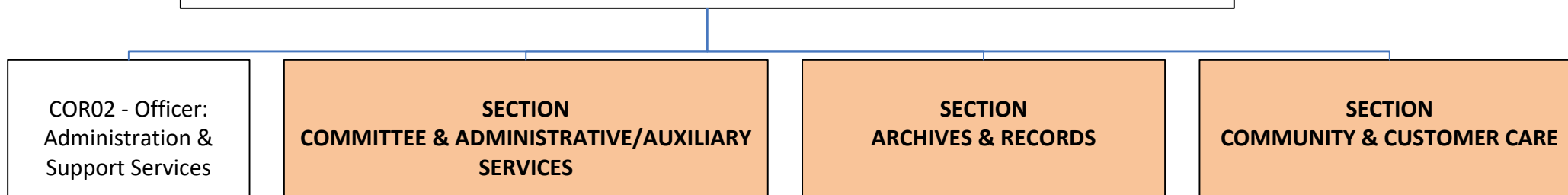
Approved by Council
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Acting Municipal Manager

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.**

COR01 - Manager: Administration & Support Services



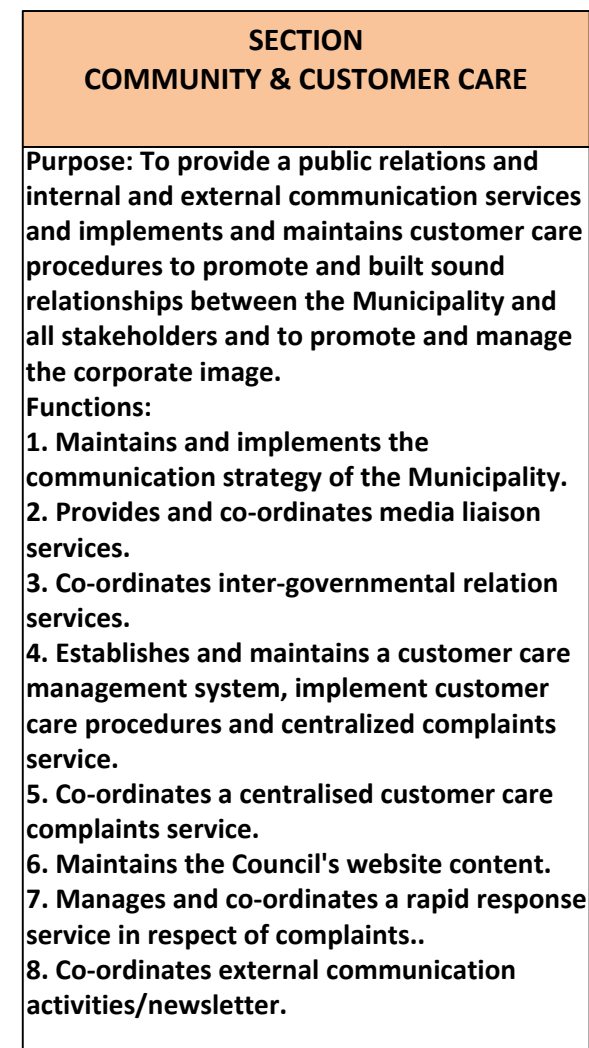
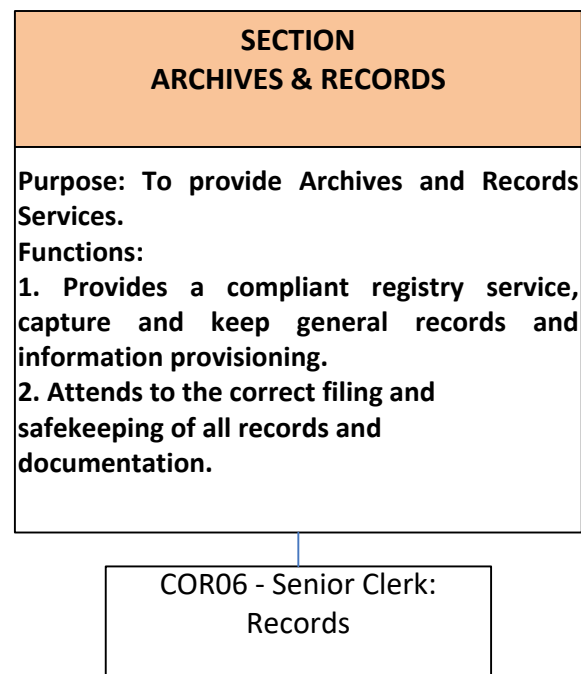
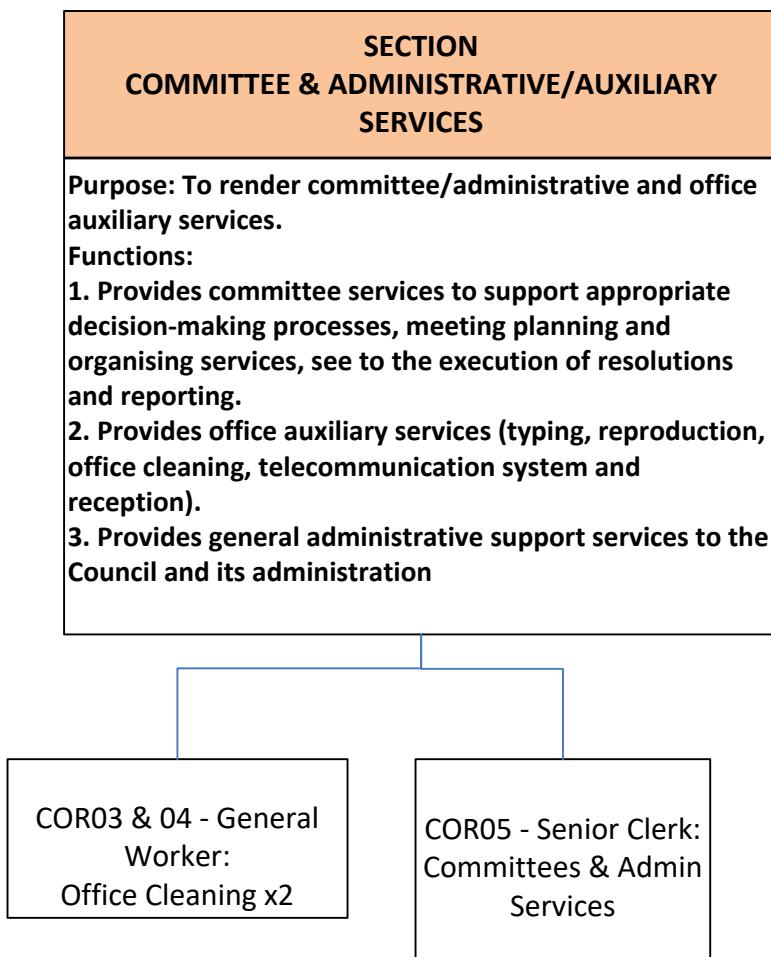
See p.6

See p.6

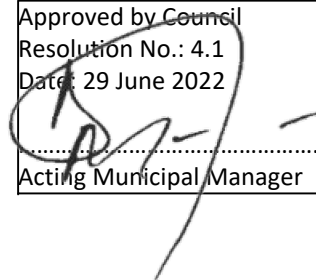
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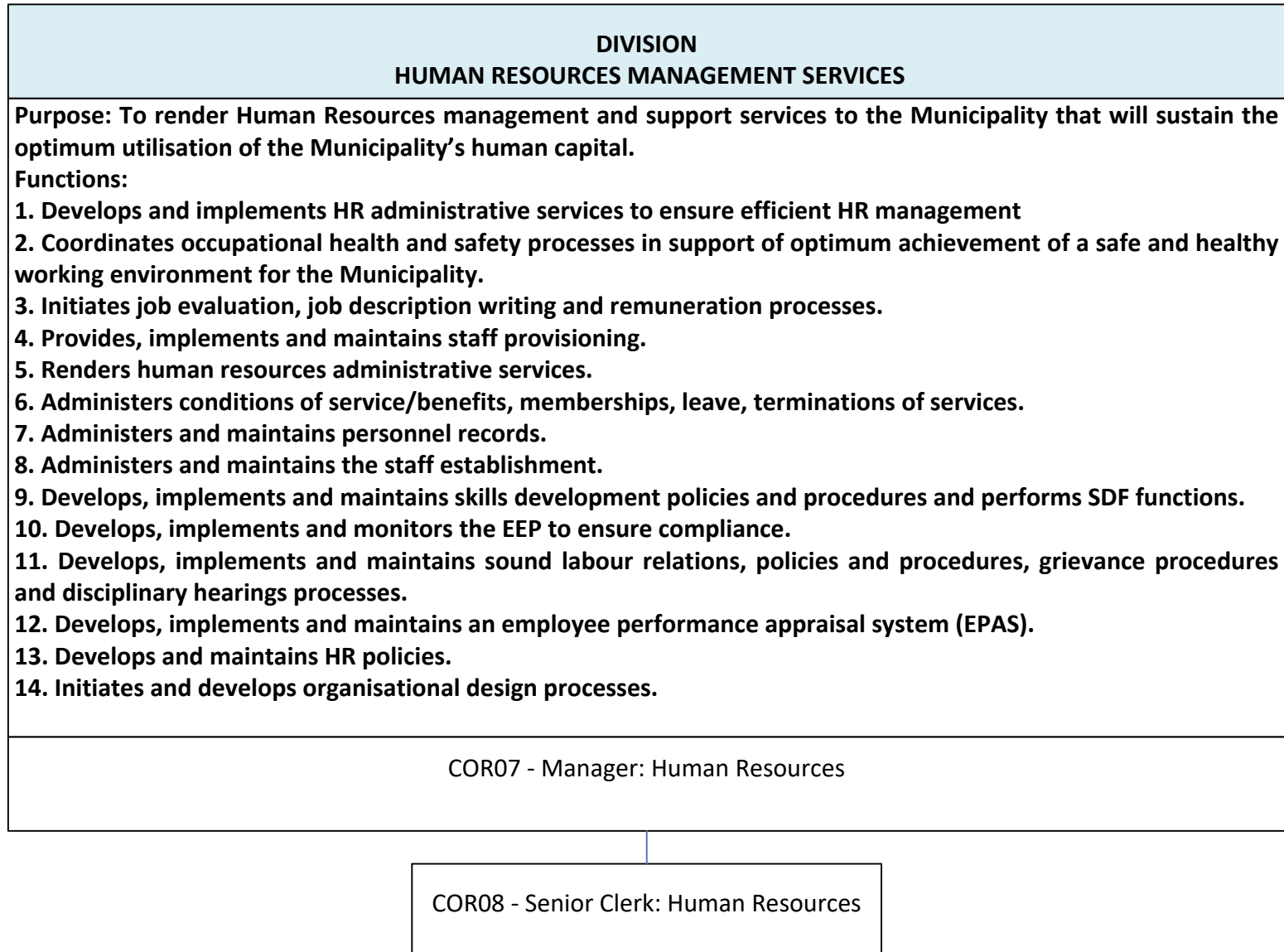
**KAROO HOOGLAND MUNICIPALITY
ORGANISATIONAL STRUCTURE
DEPARTMENT CORPORATE SERVICES
DIVISION ADMINISTRATION & SUPPORT SERVICES
SECTION COMMITTEE & ADMINISTRATIVE/AUXILIARY SERVICES
SECTION ARCHIVES & RECORDS
SECTION COMMUNITY & CUSTOMER CARE**

Approved by Council
Resolution No.: 4.1
Date: 29 June 2022
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Acting Municipal Manager



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

Approved by Council
Resolution No.: 4.1
Date: 29 June 2022

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Acting Municipal Manager



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

Approved by Council

Resolution No.: 4.1

Date: 29 June 2022

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Acting 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.**

COR09 - Manager: Community Services

SECTION LIBRARIES

See p.8

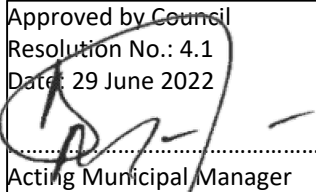
**SECTION IDP, LED, TOURISM, SPECIAL PROJECTS
& WARD COMMITTEES**

See p.8

SECTION MUSEUMS

See p.8

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

Approved by Council
Resolution No.: 4.1
Date: 29 June 2022

Acting Municipal Manager

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.

COR 10 - Senior Librarian (Williston) T10

COR11 - Librarian
(Fraserburg)

COR12 - Librarian
(Sutherland)

COR13 - Library Assistant
(Fraserburg)

**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.

COR14 - Senior Clerk:
Community Services

SECTION MUSEUMS

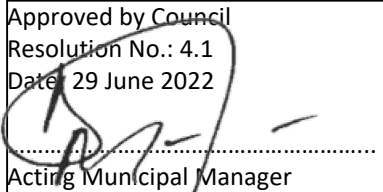
Purpose: To administer the Municipality's museums.

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.

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

**KAROO HOOGLAND MUNICIPALITY
ORGANISATIONAL STRUCTURE
DEPARTMENT CORPORATE SERVICES
DIVISION SDBIP, PMS & RISK**

Approved by Council
Resolution No.: 4.1
Date: 29 June 2022

.....
Acting Municipal Manager

**DIVISION
SDBIP, PMS & RISK**

Purpose: To develop and coordinate the SDBIP and PMS processes and provide strategic, tactical and operational advice to executive management and MPAC to mitigate risk exposure, fraud, ensure compliance with policies, procedures and legislation.

Functions:

- 1. Manages and coordinates an institutional performance management system (PMS) and ERM framework for the Municipality.**
- 2. Ensures legislative compliance of the PMS and SDBIP requirements.**
- 3. Coordinates SDBIP processes.**
- 4. Manage all risks including emerging risks and implement national treasury frameworks and applicable legislation (MFMA, etc.).**
- 5. Identify, control and analyze the extent of risk tolerance levels within the organization continuously.**
- 6. Study methodologies to ensure that ERM strategies, processes and procedures are aligned.**
- 7. Provide assurance about the design and functioning of the management environment, information and communication and monitoring systems.**
- 8. Coordinate investigations on fraud and corruption allegations.**
- 9. Decision-making processes influenced by risk analysis and risk tolerance levels determined by the municipality and recommended improvements (durable and reliable service delivery, development and review of fraud and corruption management strategy, better value for money through more efficient use of resources, etc.).**
- 10. Ensure that the Municipality complies with or qualifies for contractual obligations, state regulations, laws, licenses and permits.**
- 11. Monitor and evaluate legislative compliance activities.**
- 12. Monitor compliance with reporting periods.**
- 13. Attends to specific office support/clerical activities associated with the preparation, copy typing, circulation, safekeeping and retrieval of documents/correspondence and communication with other stakeholders**

COR17 - Performance and Risk Officer

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

Approved by Council
Resolution No.: 4.1
Date: 29 June 2022
.....
Acting Municipal Manager

**SECTION
LEGAL SUPPORT & CONTRACT MANAGEMENT**

Purpose: To provide legal support services to the Municipality and administers contracts to ensure sufficient support of legal and contractual processes.

Functions:

- 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.**

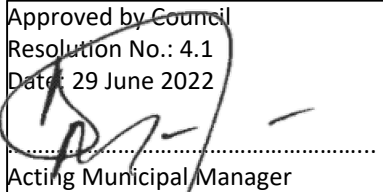
**SECTION
DISASTER MANAGEMENT & COORDINATION**

Purpose: To support and coordinate disaster management services in the municipal area.

Functions:

- 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
DIRECTORATE FINANCIAL SERVICES**

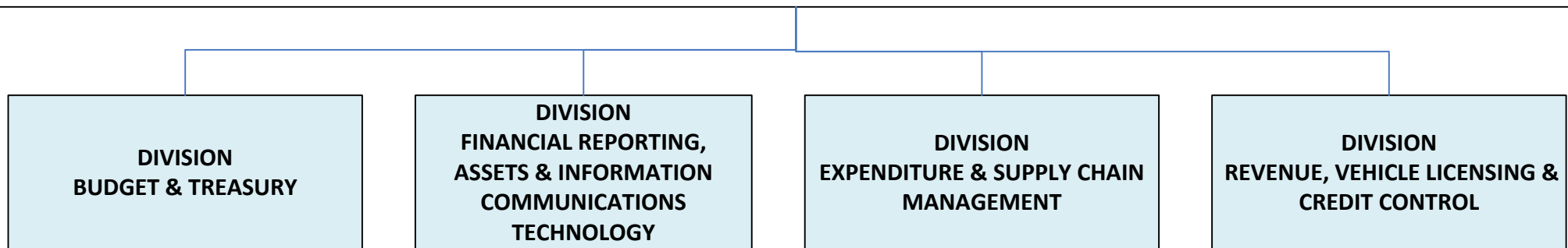
Approved by Council
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Date: 29 June 2022

Acting 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.

FIN01 - Director: Financial Services



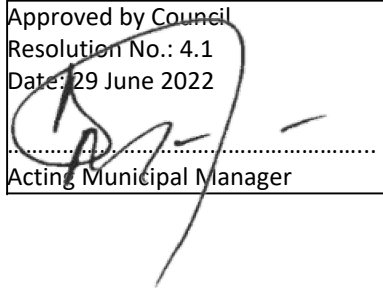
See p.12

See p.13

See p.13

See p.14

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

Approved by Council
Resolution No.: 4.1
Date: 29 June 2022

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Acting Municipal Manager

Director: Financial Services

**DIVISION
BUDGET & TREASURY**

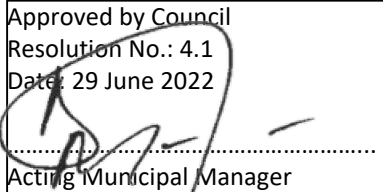
Purpose: To co-ordinate and control budgeting processes, planning, compilation and reporting, budget control and reconciliations, prepare financial statements, manage the Municipality's assets, cash flow and investments, liability management and control accounting procedures.

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.**

FIN02 - Accountant: Budget & Treasury

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

Approved by Council
Resolution No.: 4.1
Date: 29 June 2022

Acting Municipal Manager

Director: Financial Services

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

Purpose: To co-ordinate and control financial reporting processes, the Municipality's assets register and provide ICT support services to ensure legislative compliance and sound financial management practices.

Functions:

1. Prepare, compile and submit financial reports.
2. Manage the Municipality's assets register in liaison with the Accountant: Budget & Treasury.
3. Facilitate the installment and maintenance of ICT equipment and appropriate software programmes to ensure the availability of services and licensing.
4. Provide ICT software application support and advice regarding the acquisition and maintenance of ICT equipment and systems.
5. Maintain ICT systems, including SEBATA, to ensure efficient operations.

FIN03 - Accountant: Financial Reporting, Assets & ICT

**DIVISION
EXPENDITURE & SUPPLY CHAIN MANAGEMENT**

Purpose: To co-ordinate and control the recording, authorisation and proper execution of expenditure systems, procedures and transactions and supply chain management processes to ensure proper systems, procedures and control for demand, acquisition, logistics and disposal management.

Functions:

1. Manage the recording, authorisation, executing and reporting of expenditure transactions (creditors).
2. Manage the recording, authorisation, executing and reporting of payroll transactions.
3. Manage demand procedures and acquisitions.
4. Coordinate, control and apply logistics management practices and procedures.

FIN04 - Accountant: Expenditure & SCM

FIN05 - Clerk: Payroll
(Williston)

FIN06 & FIN07 - Clerk:
Expenditure
& SCM (Williston) x2

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

Approved by Council
Resolution No.: 4.1
Date: 29 June 2022
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Acting 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.

FIN08 - Accountant: Revenue, Vehicle Licensing & Credit Control

FIN09 - Senior Clerk:
Revenue (Williston)

FIN10, 11 & 12 - Meter
Reader x3

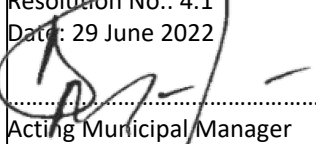
FIN13 - Clerk: Credit Control
(Williston)

FIN14 - Clerk: Cashier/
Licensing
(Williston) x1

FIN15A & FIN15B - Clerk:
Cashier/Licensing/Credit
Control (Fraserburg) x2

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

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

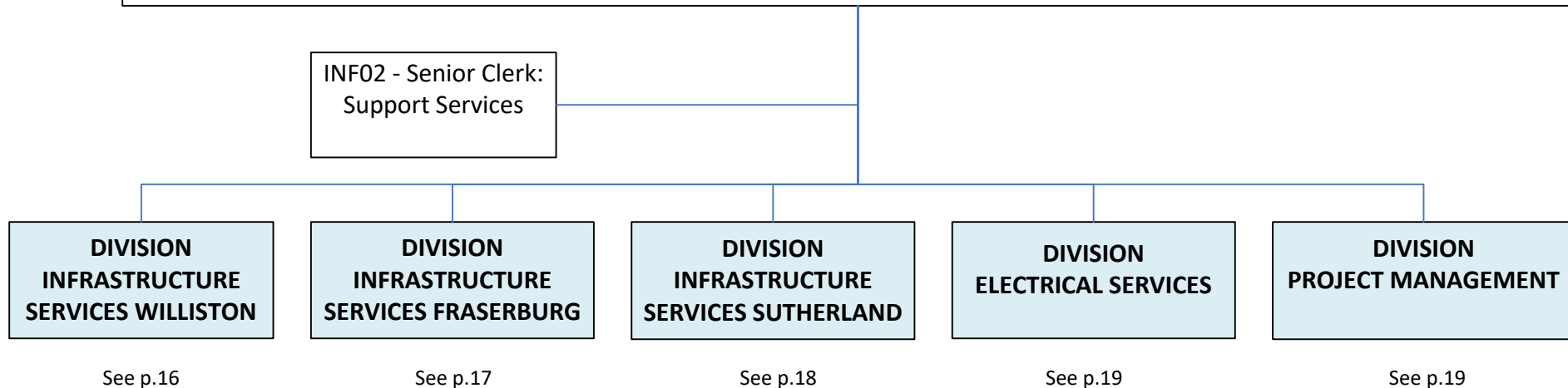
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Acting Municipal Manager

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:

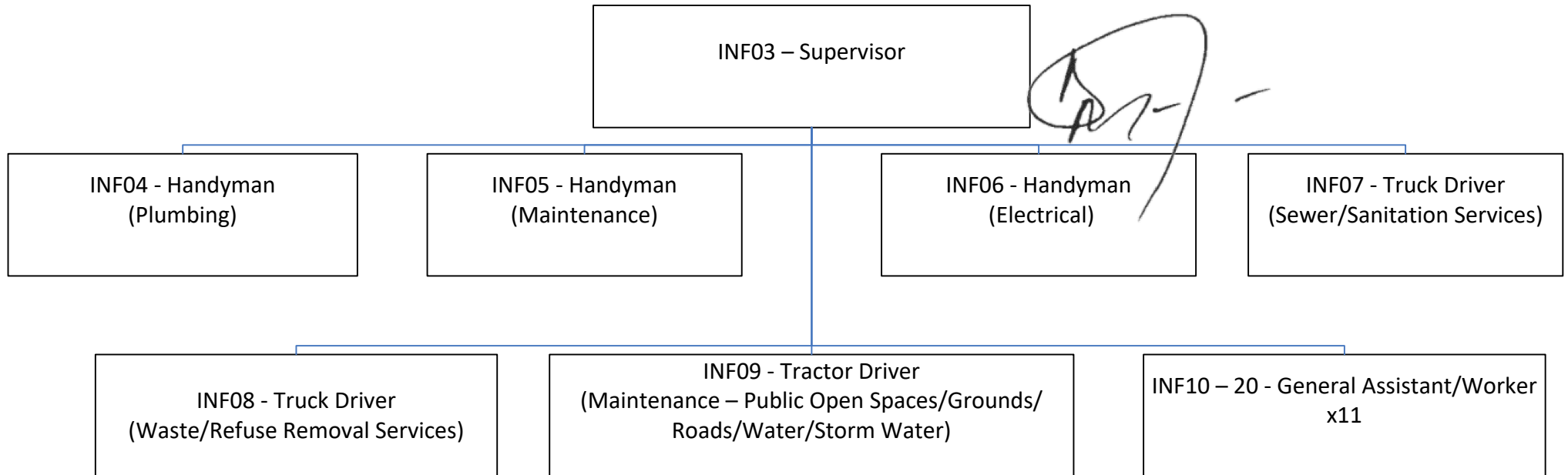
1. Manage the construction, repair and maintenance of roads, streets, storm water systems and other infrastructure
2. Manage the maintenance of municipal buildings and facilities.
3. Manage and control the provisioning and maintenance of Council's fleet, plant and equipment.
4. Administer the registering 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.

INF01 - Director: Infrastructure Services



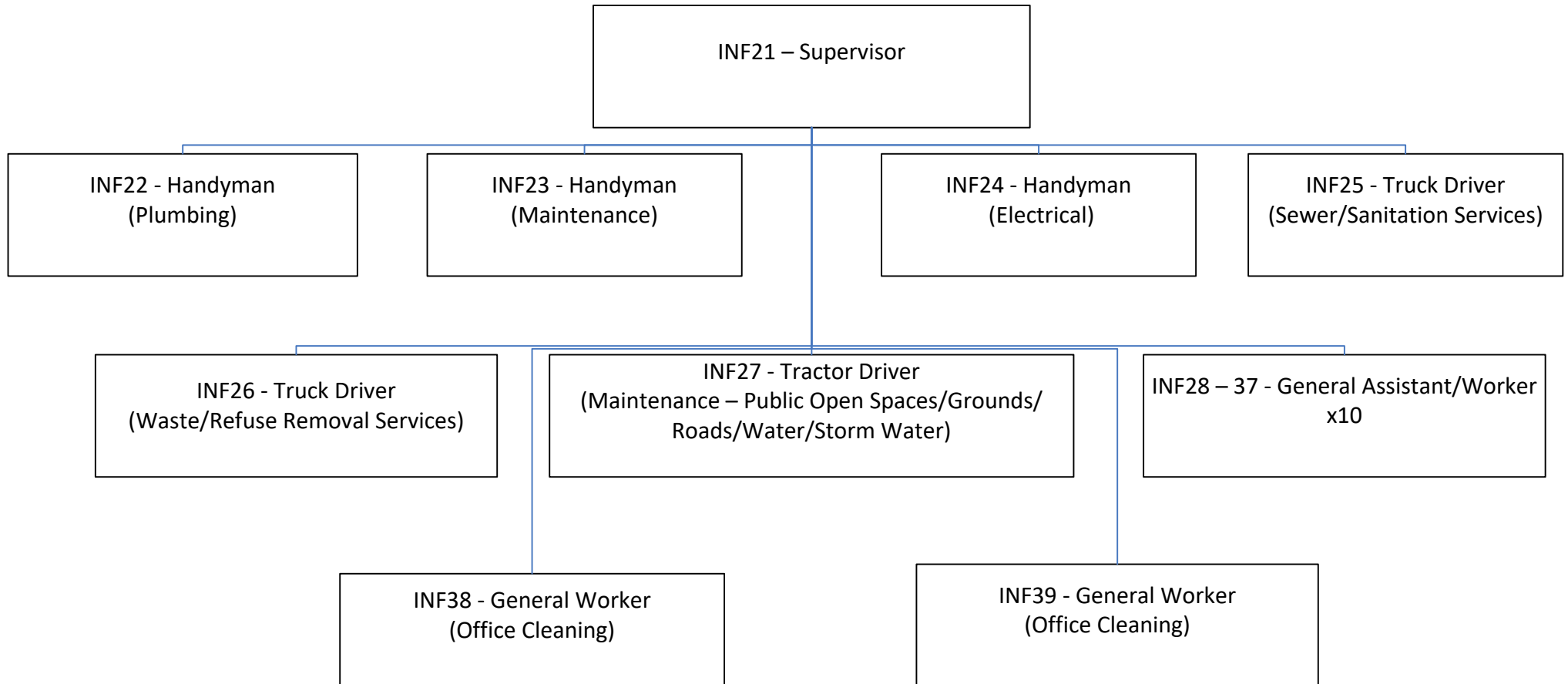
**KAROO HOOGLAND MUNICIPALITY
ORGANISATIONAL STRUCTURE
DIRECTORATE INFRASTRUCTURE SERVICES
DIVISION WILLISTON**

Approved by Council
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Acting Municipal Manager



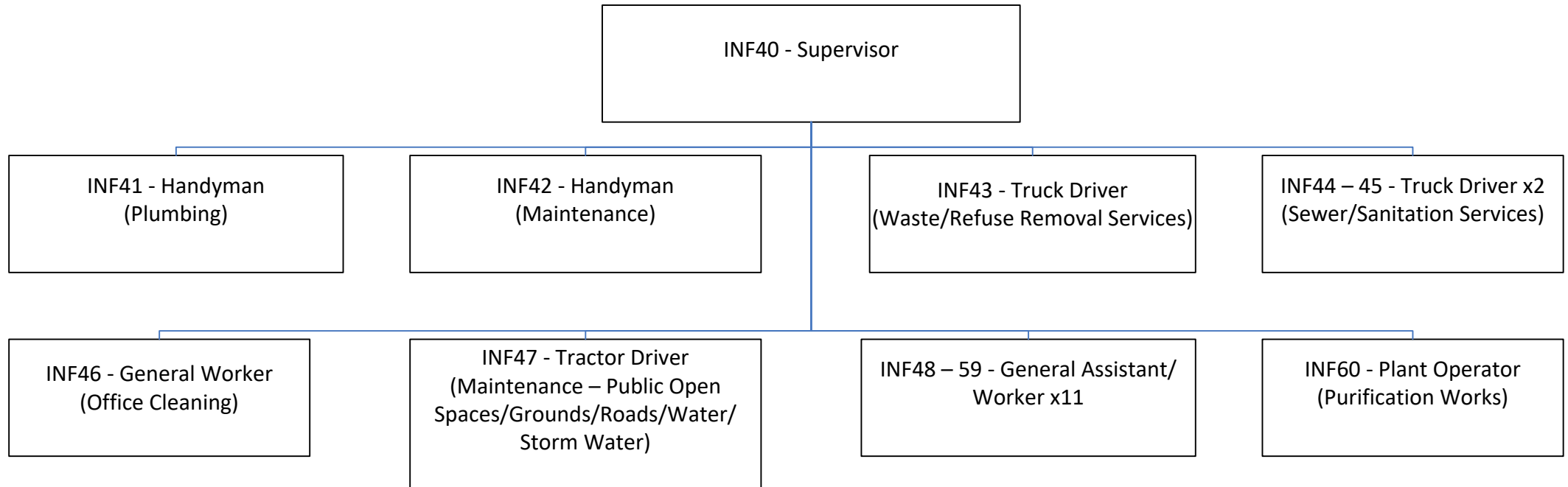
**KAROO HOOGLAND MUNICIPALITY
ORGANISATIONAL STRUCTURE
DIRECTORATE INFRASTRUCTURE SERVICES
DIVISION FRASERBURG**

Approved by Council
Resolution No.: 4.1
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Acting Municipal Manager



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

Approved by Council
Resolution No.: 4.1
Date: 29 June 2022
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Acting Municipal Manager



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

Approved by Council
Resolution No.: 4.1
Date: 29 June 2022
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Acting Municipal Manager

INF01 - Director: Infrastructure Services

DIVISION ELECTRICAL SERVICES
Purpose: To manage and perform the provisioning and maintenance of electrical distribution networks, substations and mechanical equipment in Williston and Fraserburg. Functions: 1. Manage and perform the provisioning and maintenance of water and sewerage pumps/ equipment. 2. Manage the planning of electricity services and bulk connections. 3. Manage electricity demand and losses. 4. Maintain electrical distribution networks and substations. 5. Repair and maintain electrical pumps to ensure continuation of basic services.

DIVISION PROJECT MANAGEMENT
Purpose: To provide project management services (MIG and other national/provincial funded projects). Functions: 1. Identify projects and execute feasibility studies. 2. Manage the planning and design phase of new projects/developments. 3. Manage and facilitate the approval and funding of new developments. 4. Plan, implement and manage capital and maintenance projects.