

DR BEYERS NAUDE LOCAL MUNICIPALITY
PROPOSED MICRO STRUCTURE
15 JUNE 2017

OFFICE OF THE MUNICIPAL MANAGER

RECOMMENDED BY
MUNICIPAL MANAGER

Signature

___/___/2017

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Signature

___/___/2017

**DR BEYERS NAUDE LOCAL
MUNICIPAL
COUNCIL**

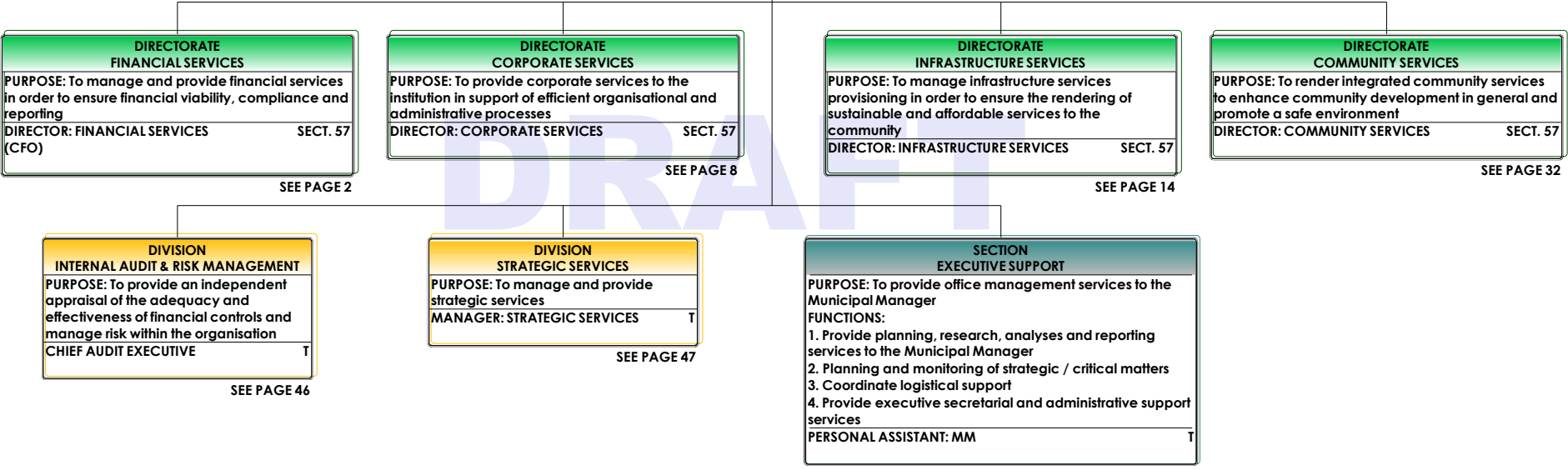
**OFFICE OF THE
MUNICIPAL MANAGER**

PURPOSE: To ensure that municipal services are administered in accordance with the objectives of local government as prescribed in Chapter 7 of the Constitution

FUNCTIONS:

1. Manage and provide financial services in order to ensure financial viability, compliance and reporting
2. Provide corporate services to the institution in support of efficient organisational and administrative processes
3. Manage infrastructure services provisioning in order to ensure the rendering of sustainable and affordable services to the community
4. Render integrated community services to enhance community development in general and promote a safe environment
5. Provide an independent appraisal of the adequacy and effectiveness of financial controls and manage risk within the organisation
6. Manage and provide strategic services
7. Provide office management services to the Municipal Manager

MUNICIPAL MANAGER SECT 57



DR BEYERS NAUDE LOCAL MUNICIPALITY
PROPOSED MICRO STRUCTURE
15 JUNE 2017

DIRECTORATE FINANCIAL SERVICES

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**DIRECTORATE
 FINANCIAL SERVICES**

PURPOSE: To manage and provide financial services in order to ensure financial viability, compliance and reporting

FUNCTIONS:

1. Manage and control the implementation of budget policies, systems and procedures and financial statement processes, assets and financial management information system and internal control procedures 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. Manage expenditure and supply chain management service to ensure proper execution of policies, systems, procedures, transactions and compliance
4. Render management and line function executive support services to the directorate

DIRECTOR: FINANCIAL SERVICES (CFO) SECT. 57

**SECTION
 EXECUTIVE SUPPORT**

PURPOSE: To render management and line function executive support services to the directorate

FUNCTIONS:

1. Provide executive support services
2. Provide logistic/ secretarial support services
3. Provide planning, research, analyses and reporting services to the Director

EXECUTIVE SECRETARY T

**DIVISION
 FINANCIAL MANAGEMENT SERVICES**

PURPOSE: To manage and control the implementation of budget policies, systems and procedures and financial statement processes, assets and financial management information system and internal control procedures to ensure legislative compliance and sound financial management practices

MANAGER: FINANCIAL MANAGEMENT SERVICES T

SEE PAGE 3

**DIVISION
 REVENUE & CREDIT CONTROL**

PURPOSE: To implement and maintain revenue and credit control policies and procedures to ensure sound revenue management practices and compliance

MANAGER: REVENUE & CREDIT CONTROL T

SEE PAGE 4

**DIVISION
 EXPENDITURE & SUPPLY CHAIN MANAGEMENT (SCM)**

PURPOSE: To manage expenditure and supply chain management service to ensure proper execution of policies, systems, procedures, transactions and compliance

MANAGER: EXPENDITURE & SCM T

SEE PAGE 6

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PROPOSED MICRO STRUCTURE
15 JUNE 2017

DIRECTORATE FINANCIAL SERVICES
 DIVISION FINANCIAL MANAGEMENT SERVICES

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DIVISION
FINANCIAL MANAGEMENT SERVICES

PURPOSE: To manage and control the implementation of budget policies, systems and procedures and financial statement processes, assets and financial management information system and internal control procedures to ensure legislative compliance and sound financial management practices

FUNCTIONS:

1. Administer budgeting processes, planning, compilation & reporting, overall budget control, reconciliations and control accounting procedures
2. Manage the municipality's assets/ liabilities register, financial management information system and revenue protection
3. Manage the financial management information system and revenue protection
4. Risk management of the financial department as a whole

MANAGER: FINANCIAL MANAGEMENT SERVICES T

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SECTION
BUDGET & FINANCIAL REPORTING

PURPOSE: To administer budgeting processes, planning, compilation & reporting, overall budget control, reconciliations and control accounting procedures

FUNCTIONS:

1. Gather and capture information to assist the operating and capital budgeting processes and reporting requirements: Planning, Strategizing, Preparation, Tabling, Public Participation, Approval and Finalising
2. Administer adjustment budget process
3. Prepare, compile and submit financial reports and statements
4. Provide financial management support services to ensure the implementation of policies, systems and procedures in accordance with reporting and accounting requirements and practices
5. Manage budgetary compliance, monitoring and accounting processes, costing and departmental charge-outs
6. Execute financial reporting processes and procedures

ACCOUNTANT (SNR) T

SECTION
ASSETS & FLEET MANAGEMENT

PURPOSE: To manage the municipality's assets/ liabilities register and provide fleet management services

FUNCTIONS:

1. Administer liabilities
2. Administer and update lease and loan registers
3. Administer assets management processes and assets registers
4. Manage cash flow and investments
5. Administer insurance portfolio
6. Administer bank reconciliations
7. Render a corporate fleet management service to the municipality

ACCOUNTANT T

SECTION
FINANCIAL MANAGEMENT INFORMATION SYSTEM

PURPOSE: To manage the financial management information system and revenue protection

FUNCTIONS:

1. Ensure the performance, integrity and security of the financial database
2. Verify, administer and process financial data on the financial system
3. Manage financial costing policies and procedures, fleet management and voucher control
4. Implement and maintain the financial accounting system in collaboration with ICT, monthly billing and payroll system processing

ACCOUNTANT (SNR SYSTEM ADMINISTRATOR) T

CHIEF CLERK T

SNR CLERK T

CHIEF CLERK T

SNR CLERK T

SNR CLERK: FINANCIAL REPORTS & INFO (SYSTEM ADMINISTRATOR) T

DR BEYERS NAUDE LOCAL MUNICIPALITY
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DIRECTORATE FINANCIAL SERVICES
 DIVISION REVENUE & CREDIT CONTROL

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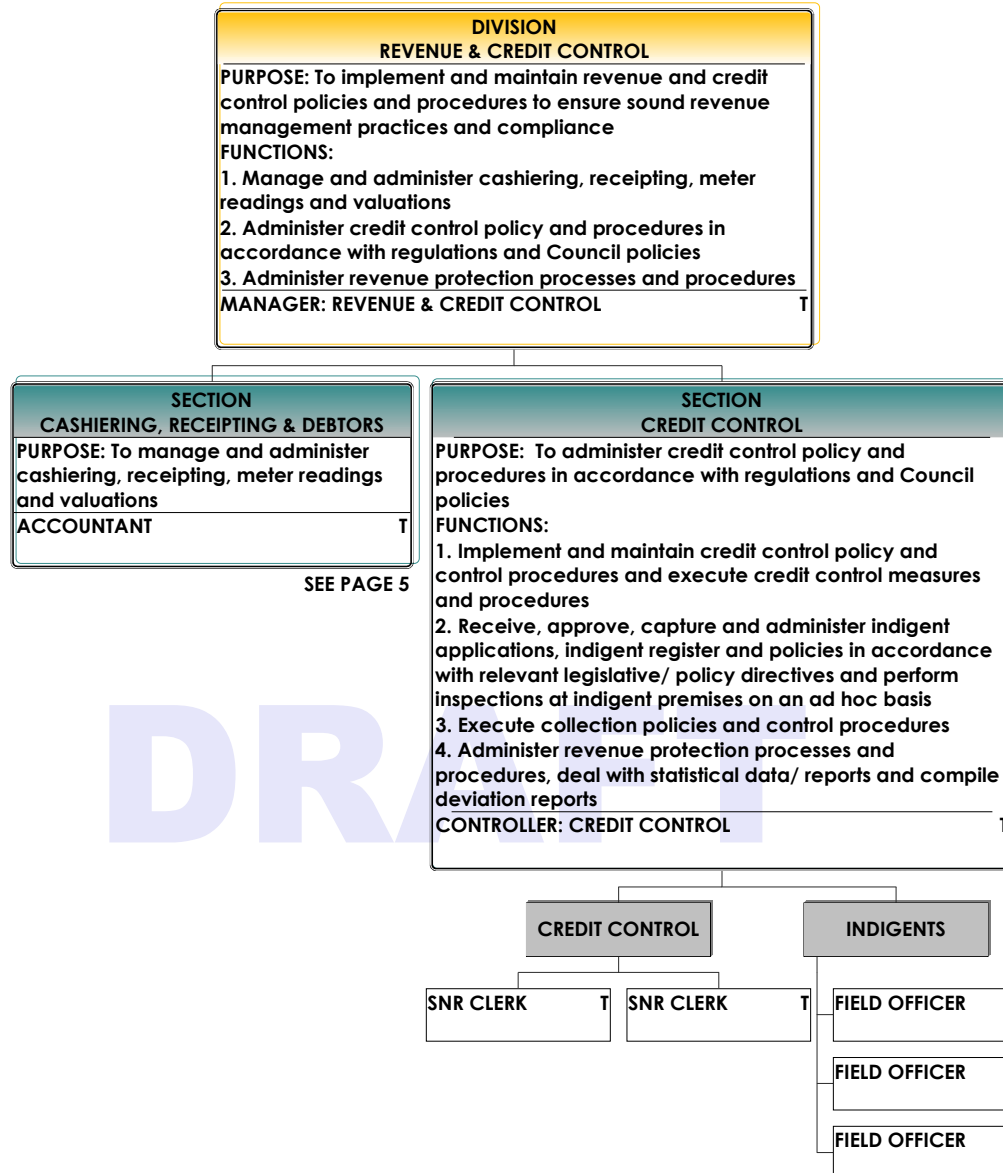
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DR BEYERS NAUDE LOCAL MUNICIPALITY

PROPOSED MICRO STRUCTURE

15 JUNE 2017

DIRECTORATE FINANCIAL SERVICES
DIVISION REVENUE & CREDIT CONTROL
SECTION CASHIERING, RECEIPTING & DEBTORS

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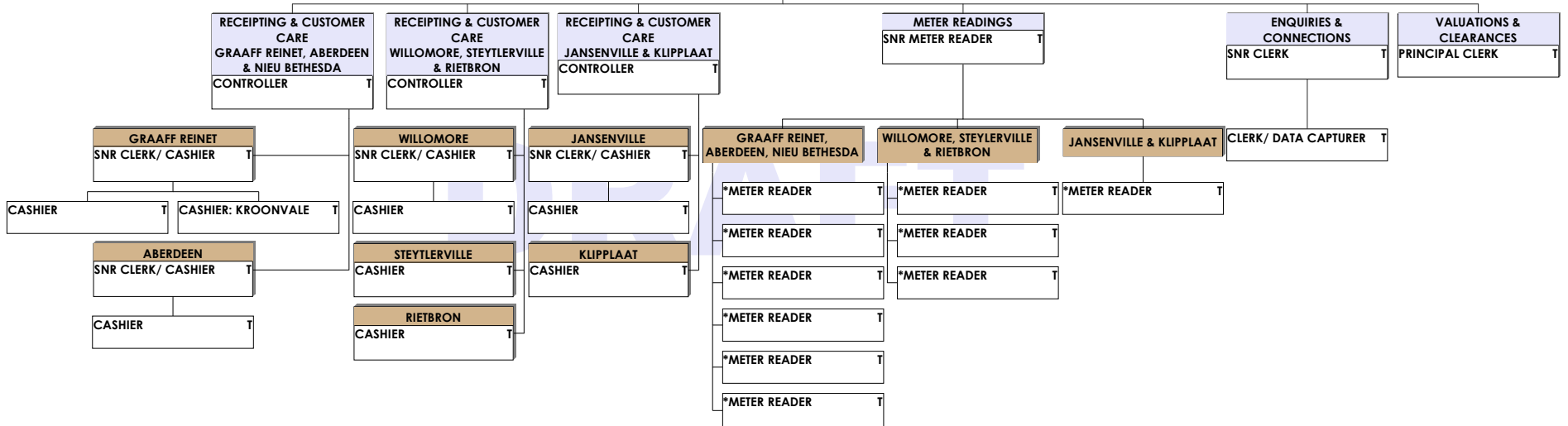
**SECTION
CASHIERING, RECEIPTING & DEBTORS**

PURPOSE: To manage and administer cashiering, receipting, meter readings and valuations

FUNCTIONS:

1. Receipting, capture financial transactions, receive monies, cashier services, assistance to the public, income protection and control, financial control procedures and administration of the council's pay points
2. Ensure revenue protection through physical inspections
3. Provide customer care services, liaise with consumers, handle queries, correspondence, keep complaints register, register new users on the financial system, opening and closing of accounts and prepare refunds on remaining credits and deposits on closed accounts
4. Render billing service, administer sundry debtors in accordance to signed contracts and Council's by-laws, printing and posting of sundry accounts and diverse debtors, generate accounts, journals and data capturing
5. Ensuring levying of rates and taxes in accordance with rates policy in order to maintain and extend council tax base
6. Administer connections, new connections and re-connections
7. Administer property valuations, rates and taxes in accordance with legislative prescripts
8. Ensuring the regular reconciliation of rates and taxes accounts against valuation roll
9. Administer and manage meter reading services, download meter reader units, generate electronic reports, interdepartmental charges, manage meter reading routes, service charges, cut-off lists, cutting off and switching on meters

ACCOUNTANT



*REVIEW ALL POSITIONS AS AND WHEN VACANT

DR BEYERS NAUDE LOCAL MUNICIPALITY

PROPOSED MICRO STRUCTURE

15 JUNE 2017

DIRECTORATE FINANCIAL SERVICES
DIVISION EXPENDITURE & SUPPLY CHAIN MANAGEMENT (SCM)

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DIVISION
EXPENDITURE & SUPPLY CHAIN MANAGEMENT (SCM)

PURPOSE: To manage expenditure and supply chain management service to ensure proper execution of policies, systems, procedures, transactions and compliance

FUNCTIONS:

1. Ensure the recording, authorisation and proper execution of expenditure policies, systems, procedures and transactions
2. Render supply chain management services to ensure proper systems, policies, procedures and control for demand, acquisition, logistics, assets and disposal management

MANAGER: EXPENDITURE & SCM T

SECTION
EXPENDITURE

PURPOSE: To ensure the recording, authorisation and proper execution of expenditure policies, systems, procedures and transactions

FUNCTIONS:

1. Record, authorise, execute and report creditors, ad-hoc payments transactions and EFT payments on system
2. Record, authorise, execute and report payroll transactions

ACCOUNTANT T

SECTION
SUPPLY CHAIN MANAGEMENT (SCM)

PURPOSE: To render supply chain management services to ensure proper systems, policies, procedures and control for demand, acquisition, logistics, assets and disposal management

ACCOUNTANT (SNR) T

SEE PAGE 7

SUB-SECTION
CREDITORS

PURPOSE: To record, authorise, execute and report creditors, ad-hoc payments transactions and EFT payments on system

FUNCTIONS:

1. Accurate timeous payment of council's creditors according to the approved budget and in compliance with relevant legislation
2. Administer creditors, balance creditors votes, monthly closures, capture creditors, invoicing, pay creditors, creditors and expenditure accounts
3. Administer bank statements
4. Handle month end and year end procedures, control integration of creditors with ledger, capture budgets, reconciliations, balance records
5. Administer retention register
6. Administer grants
7. Financial control procedures, answer audit queries, financial/ statistical reports, computerised systems requirements and maintenance

CONTROLLER T

SUB-SECTION
PAYROLL

PURPOSE: To record, authorise, execute and report payroll transactions

FUNCTIONS:

1. Compile and administer salary budget
2. Handle staff queries, housing subsidies, deductions, pay group insurance, insurance policies, medical aid funds and pension funds
3. Administer third party payments
4. Pay salaries and wages, allowances
5. Capture and update details of employees on the payroll system, prepare and effect payment of salaries, balance control accounts for salaries, reconciliation
6. Create statistical reports, generate IRP 5's, generate payroll

CONTROLLER T

SNR CLERK T SNR CLERK T

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15 JUNE 2017

DIRECTORATE FINANCIAL SERVICES
 DIVISION EXPENDITURE & SUPPLY CHAIN MANAGEMENT (SCM)
 SECTION SUPPLY CHAIN MANAGEMENT (SCM)

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SECTION
SUPPLY CHAIN MANAGEMENT (SCM)

PURPOSE: To render supply chain management services to ensure proper systems, policies, procedures and control for demand, acquisition, logistics, assets and disposal management

FUNCTIONS:

1. Perform demand procedures and render acquisition services
2. Perform contract, performance and risk management processes and provide database administration
3. Coordinate, control and apply logistics and disposal management practices and procedures in order to administer and manage the receipt, safeguarding and issuing of store items

ACCOUNTANT (SNR) T

SUB-SECTION
DEMAND & ACQUISITION MANAGEMENT

PURPOSE: To perform demand procedures and render acquisition services

FUNCTIONS:

1. Formulate supply chain management policies and procedures; compile annual procurement plan and perform needs analyses
2. Link requirements with available budgets, facilitate all bidding processes and apply demand management system and procedures
3. Execute prescribed procurement practices, compile specifications and terms of reference, contract initiation and conclusion, journals, requisitions, tenders, assessing patrons' needs
4. Ensure that all acquisitions, as well as the appointment of service providers is done in accordance with authorised processes
5. Execute procurement process compliance

BUYER T

SUB-SECTION
CONTRACT MANAGEMENT, PERFORMANCE, RISK, COMPLIANCE AND REPORTING & DATABASE ADMINISTRATION

PURPOSE: To perform contract, performance and risk management processes and provide database administration

FUNCTIONS:

1. Perform contracts, performance and risks management processes and implement effective systems
2. Maintain and provide supplier database administration

SNR CLERK T

SUB-SECTION
STORES & DISPOSAL MANAGEMENT

PURPOSE: To coordinate, control and apply logistics and disposal management practices and procedures in order to administer and manage the receipt, safeguarding and issuing of store items

FUNCTIONS:

1. Apply logistics management practices
2. Execute prescribed procurement practices, orders, requisitions, assessing patrons' needs, dispatch goods
3. Administer and control specific accounting procedures associated with disposal management
4. Administer the disposal of obsolete items/ goods and maintain a database of redundant materials/ goods

STOREKEEPER T

SNR CLERK T

CLERK/ DATA CAPTURER T

CLERK: STORES T

STOREMAN T

GENERAL WORKER T

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DIRECTORATE CORPORATE SERVICES

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DIRECTORATE CORPORATE SERVICES	
PURPOSE: To provide corporate services to the institution in support of efficient organisational and administrative processes FUNCTIONS: 1. Provide legal and administrative support services to the institution to facilitate proficient administrative practices and procedures 2. Render human resources management and support services to the municipality that will sustain the optimum utilisation of the municipality's human capital 3. Provide effective and efficient information and communication technology services 4. Coordinate and provide functional and administrative support to the political office bearers 5. Render management and line function executive support services to the directorate	
DIRECTOR: CORPORATE SERVICES	SECT. 57

SECTION EXECUTIVE SUPPORT
PURPOSE: To render management and line function executive support services to the directorate FUNCTIONS: 1. Provide executive support services 2. Provide logistic/ secretarial support services 3. Provide planning, research, analyses and reporting services to the Director
EXECUTIVE SECRETARY T

DIVISION LEGAL & ADMINISTRATION SERVICES
PURPOSE: To provide legal and administrative support services to the institution to facilitate proficient administrative practices and procedures MANAGER: LEGAL & ADMINISTRATION SERVICES T

SEE PAGE 9

DIVISION HUMAN RESOURCES MANAGEMENT (HRM)
PURPOSE: To render human resources management and support services to the municipality that will sustain the optimum utilisation of the municipality's human capital MANAGER: HRM T

SEE PAGE 11

SECTION INFORMATION & COMMUNICATIONS TECHNOLOGY (ICT)
PURPOSE: To provide effective and efficient information and communication technology services SNR ICT OFFICER T

SEE PAGE 12

SECTION OFFICE OF THE POLITICAL OFFICE BEARERS
PURPOSE: To coordinate and provide functional and administrative support to the political office bearers SNR COORDINATOR T

SEE PAGE 13

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PROPOSED MICRO STRUCTURE

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DIRECTORATE CORPORATE SERVICES
DIVISION LEGAL & ADMINISTRATION SERVICES

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DIVISION
LEGAL & ADMINISTRATION SERVICES

PURPOSE: To provide legal and administrative support services to the institution to facilitate proficient administrative practices and procedures

FUNCTIONS:

1. Provide secretariat/ committee services to the council and other specific committees of the municipality in support of appropriate decision-making processes
2. Implement and maintain customer care procedures, centralized complaints service and call centre operations
3. Render properties and facilities management administrative processes in respect of all land and property transactions and maintain all municipal buildings
4. Manage and provide an organisation-wide records management, general administration and office auxiliary services to sustain the proper functioning of the municipality's administration
5. Provide a comprehensive legal service to the institution to safeguard the municipality's interests in all legally related matters

MANAGER: LEGAL & ADMINISTRATION SERVICES

SECTION
SECRETARIAT/ COMMITTEE SERVICES

PURPOSE: To provide secretariat/ committee services to the council and other specific committees of the municipality in support of appropriate decision-making processes

FUNCTIONS:

1. Provide Committee Services to Council, Executive Mayor and Mayoral Committee, Portfolio Committees, Appeal Committees and other Ad hoc Committees of Council
2. Provide a resolution tracking, drafting & distribution of documentation service
3. Liaise with various directorates to facilitate the implementation of decisions

SNR ADMINISTRATIVE OFFICER

SECTION
CUSTOMER RELATIONS MANAGEMENT

PURPOSE: To implement and maintain customer care procedures, centralized complaints service and call centre operations

FUNCTIONS:

1. Develop and coordinate customer relations management policy, systems and procedures to ensure that all service delivery units of the Municipality conduct their business accordingly
2. Establish mechanisms to give feedback to the service provider regarding the quality of the service
3. Provide accessible mechanisms for dealing with complaints together with prompt replies and corrective action
4. Coordinate the implementation of customer relations management reports and monitoring
5. Render switchboard service
6. Provide centralized contact centre services

CRM OFFICER

SECTION
PROPERTY MANAGEMENT

PURPOSE: To render properties and facilities management administrative processes in respect of all land and property transactions and maintain all municipal buildings

FUNCTIONS:

1. Administer all processes regarding alienation, sales, leases, donations, servitudes, notaries agreements, deeds of sales and ownership confirmation of properties
2. Administer land and properties purchases, sales and leases
3. Manage and administer council's immovable assets used for administrative purposes
4. Administration of transfers in respect of municipal houses
5. Monitor usage in terms of contracts and upkeep of council properties

SNR ADMINISTRATIVE OFFICER

SECTION
REGISTRY & OFFICE AUXILIARY SERVICES

PURPOSE: To manage and provide an organisation-wide records management, general administration and office auxiliary services to sustain the proper functioning of the municipality's administration

ADMINISTRATIVE OFFICER

SEE PAGE 10

ADMINISTRATIVE OFFICER

COMMITTEE CLERK

RECEPTIONIST/
SWITCH BOARD OPERATOR

CLERK

SNR CLERK

COMMITTEE CLERK

OFFICE ASSISTANT/
MESSENGER

DR BEYERS NAUDE LOCAL MUNICIPALITY
PROPOSED MICRO STRUCTURE
15 JUNE 2017

DIRECTORATE CORPORATE SERVICES
 DIVISION LEGAL & ADMINISTRATION SERVICES
 SECTION REGISTRY & OFFICE AUXILIARY SERVICES

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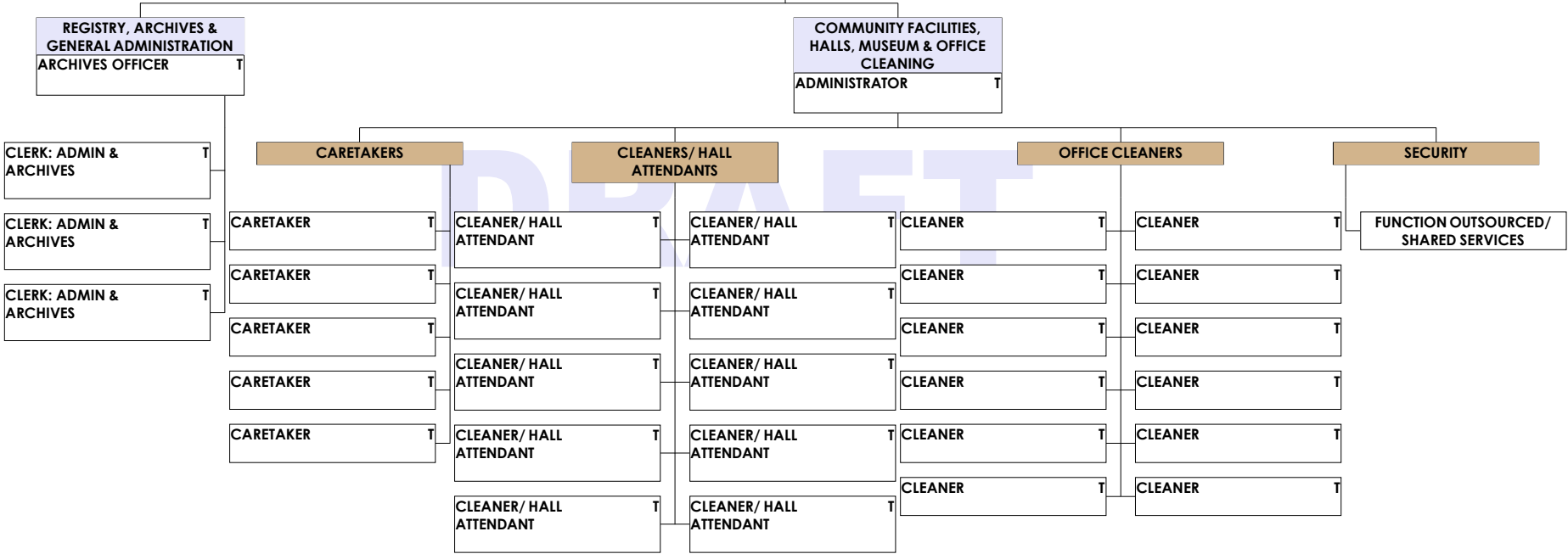
SECTION
REGISTRY & OFFICE AUXILIARY SERVICES

PURPOSE: To manage and provide an organisation-wide records management, general administration and office auxiliary services to sustain the proper functioning of the municipality's administration

FUNCTIONS:

1. Provide sound record keeping and record management practices
2. Implement, maintain and develop the document management system (Collaborator)
3. Render general administrative services to ensure proper municipal administrative practices
4. Render efficient office auxiliary services to sustain the proper functioning of the municipality's:
 - i) Provide and coordinate caretaker services at the community facilities
 - ii) Perform hall booking services and utilisation
 - iii) Provide cleaning services

ADMINISTRATIVE OFFICER T



**DR BEYERS NAUDE LOCAL MUNICIPALITY
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15 JUNE 2017**

DIRECTORATE CORPORATE SERVICES
DIVISION HUMAN RESOURCES MANAGEMENT (HRM)

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**DIVISION
HUMAN RESOURCES MANAGEMENT (HRM)**

PURPOSE: To render human resources management and support services to the municipality that will sustain the optimum utilisation of the municipality's human capital

FUNCTIONS:

1. Render an effective and efficient labour relations function and occupational health, safety services to ensure compliance with relevant labour legislation, collective agreements and council policy
2. Ensure that training and development is coordinated and implemented in line with organizational strategies and legislation and administer Employee Performance Appraisal System (EPAS) and Employee Assistance Programmes (EAP)
3. Develop and implement HR services to ensure efficient HR management processes

MANAGER: HRM

**SECTION
LABOUR RELATIONS & OCCUPATIONAL HEALTH & SAFETY (OHS)**

PURPOSE: To render an effective and efficient labour relations function and occupational health, safety services to ensure compliance with relevant labour legislation, collective agreements and council policy and administer Employee Assistance Programmes (EAP)

FUNCTIONS:

1. Managing the labour relations function and provide a general administrative and advisory service to management and trade unions
2. Develop, implement and maintain sound labour relation policies and procedures, grievance procedures and disciplinary hearing processes
3. Establish and maintain a safe and healthy working environment; coordinate occupational health and safety programmes; identify safety-training needs and nominate OHS representatives
4. Implementation of Employee Assistance Programmes (EAP)

HR OFFICER

CLERK

**SECTION
TRAINING & DEVELOPMENT (HRD)/ EPAS**

PURPOSE: To ensure that training and development is coordinated and implemented in line with organisational strategies and legislation and administer Employee Performance Appraisal System (EPAS)

FUNCTIONS:

1. Develop, implement and maintain skills development policies and procedures
2. Perform SDF's functions
3. Coordinate training and development
4. Administer Employee Performance Appraisal System (EPAS)

HR OFFICER/ SDF

**SECTION
HR ADMINISTRATION**

PURPOSE: To develop and implement HR services to ensure efficient HR management processes

FUNCTIONS:

1. Provide staff provisioning services: recruitment and selection, policies, systems, and procedures
2. Implement / administer / monitor the Employment Equity Plan (EE)
3. Administer staff establishment control system
4. Administer conditions of service, benefits, memberships, leave and terminations
5. Administer job descriptions, strategic job pricing & evaluation system management

HR OFFICER

SNR CLERK

CLERK

CLERK

DR BEYERS NAUDE LOCAL MUNICIPALITY
PROPOSED MICRO STRUCTURE
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DIRECTORATE CORPORATE SERVICES
SECTION INFORMATION & COMMUNICATIONS TECHNOLOGY (ICT)

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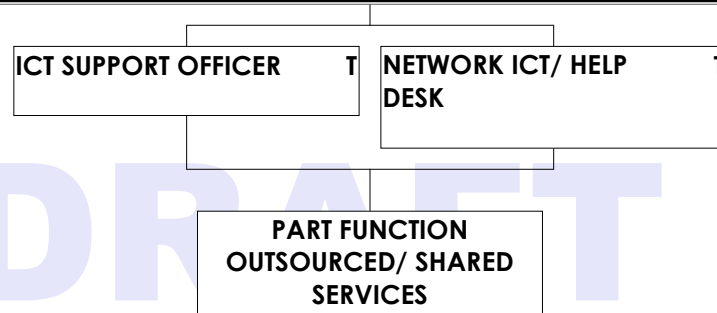
SECTION
INFORMATION & COMMUNICATIONS TECHNOLOGY (ICT)

PURPOSE: To provide effective and efficient information and communication technology services

FUNCTIONS:

1. Provide new systems/programs; maintain existing systems/programs and governance administration and ensure desktop services and security
2. Manage the effective functioning and availability of Network/ Infrastructure/ Communication Technology and PC services
3. Provide a timely and effective ICT call/helpdesk logging and support system to all departments

SNR ICT OFFICER T



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DIRECTORATE CORPORATE SERVICES
 SECTION OFFICE OF THE POLITICAL OFFICE BEARERS

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SECTION
OFFICE OF THE POLITICAL OFFICE BEARERS

PURPOSE: To coordinate and provide functional and administrative support to the political office bearers

FUNCTIONS:

1. Render secretarial, administrative and logistical support services to the Mayor
2. Render secretarial, administrative and logistical support services to the Speaker
3. Render secretarial, administrative and logistical support services to the fulltime councillors
4. Coordinate, plan and facilitate the following mayoral special/ outreach programmes:
 - i) Youth programmes
 - ii) Gender, disabled and elderly programmes
 - iii) HIV/Aids programmes
 - iv) Early childhood development programmes
5. Coordinate public participation processes associated with the delivery of plans and programs to promote and achieve sound public participation objectives

SNR COORDINATOR T

SUB-SECTION
OFFICE OF THE MAYOR

Purpose: To render secretarial, administrative and logistical support services to the Mayor

Functions:

1. Office management functions
2. Executive secretarial functions
3. Administrative and logistical support
4. Communication with stakeholders
5. Conduct research and analyses

EXECUTIVE SECRETARY: MAYOR T

SUB-SECTION
OFFICE OF THE SPEAKER

Purpose: To render secretarial, administrative and logistical support services to the Speaker

Functions:

1. Office management functions
2. Executive secretarial functions
3. Administrative and logistical support
4. Coordinate ward committees and public participation processes
5. Ensure constitutionality/ legality procedures
6. Render secretarial, administrative and logistical support services to the fulltime councillors

EXECUTIVE SECRETARY: SPEAKER T

SUB-SECTION
COUNCILLORS SUPPORT

Purpose: To render secretarial, administrative and logistical support services to the fulltime councillors

Functions:

1. Office management functions
2. Executive secretarial functions
3. Administrative and logistical support
4. Communication with stakeholders
5. Conduct research and analyses

EXECUTIVE SECRETARY: COUNCILLORS SUPPORT T

SUB-SECTION
SPECIAL PROJECTS

PURPOSE: To coordinate, plan and facilitate the following mayoral special/ outreach programmes

FUNCTIONS:

1. Coordinate / facilitate vulnerable groups, early childhood development programmes, children living on the street, homeless, awareness campaigns, after school skills programmes, pauper burials and grants-in-aid
2. Coordinate / facilitate special youth programmes
3. Coordinate / facilitate special gender, disabled and elderly programmes
4. Coordinate / facilitate special HIV/Aids programmes

MAYORAL DRIVER T

WARD COORDINATOR T

SPECIAL PROJECTS COORDINATOR T

SPECIAL PROJECTS COORDINATOR T

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DIRECTORATE INFRASTRUCTURE SERVICES

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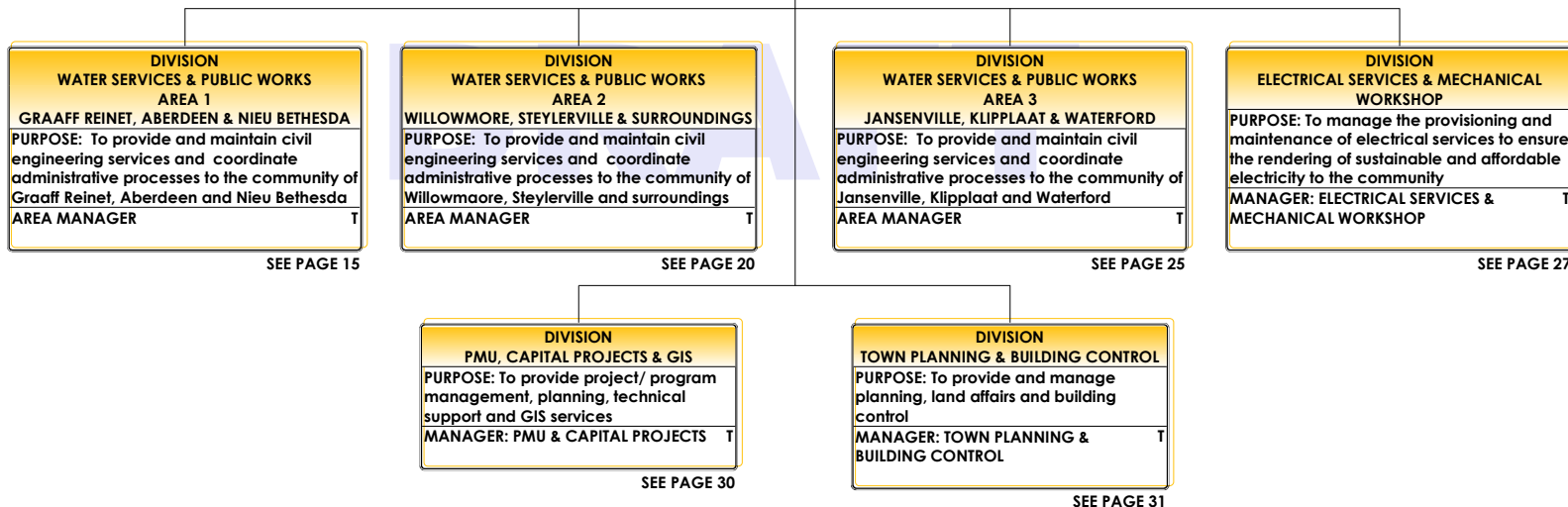
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DIRECTORATE INFRASTRUCTURE SERVICES
PURPOSE: To manage infrastructure services provisioning in order to ensure the rendering of sustainable and affordable services to the community FUNCTIONS: 1. Provide and maintain civil engineering services and coordinate administrative processes to the community of Graaff Reinet, Aberdeen and Nieu Bethesda 2. Provide and maintain civil engineering services and coordinate administrative processes to the community of Willowmaore, Steylerville and surroundings 3. Provide and maintain civil engineering services and coordinate administrative processes to the community of Jansenville, Klipplaat and Waterford 4. Manage the provisioning and maintenance of electrical services to ensure the rendering of sustainable and affordable electricity to the community 5. Coordinate the provisioning of project management services for the construction phase of capital / maintenance / external funded projects 6. Provide and manage planning, land affairs, building control and human settlements 7. Render management and line function executive support services to the directorate DIRECTOR: INFRASTRUCTURE SERVICES SECT. 57

SECTION EXECUTIVE SUPPORT
PURPOSE: To render management and line function executive support services to the directorate FUNCTIONS: 1. Provide executive support services 2. Provide logistic/ secretarial support services 3. Provide planning, research, analyses and reporting services to the Director EXECUTIVE SECRETARY T



DR BEYERS NAUDE LOCAL MUNICIPALITY
PROPOSED MICRO STRUCTURE
15 JUNE 2017

DIRECTORATE INFRASTRUCTURE SERVICES
 DIVISION WATER SERVICES & PUBLIC WORKS AREA 1 GRAAFF REINET, ABERDEEN & NIEU BETHESDA

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DIVISION WATER SERVICES & PUBLIC WORKS AREA 1 GRAAFF REINET, ABERDEEN & NIEU BETHESDA
PURPOSE: To provide and maintain civil engineering services and coordinate administrative processes to the community of Graaff Reinet, Aberdeen and Nieu Bethesda FUNCTIONS: 1. Provide and maintain water services and public works to the community of Graaf Reinet 2. Provide and maintain water services and public works to the community of Aberdeen and Nieu Bethesda 3. Render management and line function administrative support services to the region 4. Monitor the region's office administration and service provision activities 5. Render a liaison service between the municipality and the community AREA MANAGER

SECTION GRAAFF REINET
PURPOSE: To provide and maintain water services and public works to the community of Graaff Reinet CIVIL ENGINEERING TECHNICIAN

SEE PAGE 16

SECTION ABERDEEN & NIEU BETHESDA
PURPOSE: To provide and maintain water services and public works to the community of Aberdeen and Nieu Bethesda SUPERINTENDENT

SEE PAGE 19

SECTION ADMINISTRATIVE SUPPORT
PURPOSE: To render management and line function administrative support services to the region FUNCTIONS: 1. Provide administrative and clerical support services 2. Provide planning, research, analyses and reporting services and compliance monitoring 3. Control and ensure the maintenance of the complaints management system, time and attendance system, and filing system 4. Perform client and public relations services to ensure effective and efficient services to the public 5. Maintaining registers and records associated with the region's staff establishment 6. Liaise with public and process customer relations inputs and complaints 7. Render efficient office auxiliary services to sustain the proper functioning of the municipality's: Switchboard/ Reception/ Customer Relations Management; Office cleaning/ Halls OFFICE ADMINISTRATOR

RECEPTIONIST/ CLERK/ HELPDESK

DRAFT

DR BEYERS NAUDE LOCAL MUNICIPALITY
PROPOSED MICRO STRUCTURE
15 JUNE 2017

DIRECTORATE INFRASTRUCTURE SERVICES
DIVISION WATER SERVICES & PUBLIC WORKS AREA 1 GRAAFF REINET, ABERDEEN & NIEU BETHESDA
SECTION GRAAFF REINET

RECOMMENDED BY
MUNICIPAL MANAGER

Signature

____/____/2017

APPROVED BY COUNCIL

Signature

____/____/2017

**SECTION
GRAAFF REINET**

PURPOSE: To provide and maintain water services and public works to the community of Graaff Reinet

FUNCTIONS:

1. Render the provisioning and maintenance of water treatment services, wastewater treatment services, water network and wastewater network
2. Maintain and operate minor construction of tar roads, streets, gravel roads, bridges, sidewalks, storm water systems / structures and render building maintenance

CIVIL ENGINEERING TECHNICIAN T

**SUB-SECTION
WATER & WASTEWATER TREATMENT**

PURPOSE: To render the provisioning and maintenance of water treatment services, wastewater treatment services, water network and wastewater network

SUPERINTENDENT T

SEE PAGE 17

**SUB-SECTION
PUBLIC WORKS**

PURPOSE: To maintain and operate minor construction of tar roads, streets, gravel roads, bridges, sidewalks, storm water systems / structures and render building maintenance

SUPERINTENDENT T

SEE PAGE 18

DRAFT

DR BEYERS NAUDE LOCAL MUNICIPALITY

PROPOSED MICRO STRUCTURE

15 JUNE 2017

DIRECTORATE INFRASTRUCTURE SERVICES
DIVISION WATER SERVICES & PUBLIC WORKS AREA 1 GRAAFF REINET, ABERDEEN & NIEU BETHESDA
SECTION GRAAFF REINET
SUB-SECTION WATER & WASTEWATER TREATMENT

RECOMMENDED BY
MUNICIPAL MANAGER

Signature

___/___/2017

APPROVED BY COUNCIL

Signature

___/___/2017

SUB-SECTION
WATER & WASTEWATER TREATMENT

PURPOSE: To render the provisioning and maintenance of water treatment services, wastewater treatment services, water network and wastewater network

FUNCTIONS:

1. Operate water treatment works and plant to ensure potable water in compliance with the license agreement as issued by the Department of Water Affairs
2. Manage the maintenance and operation of wastewater treatment infrastructure to assure uninterrupted services
3. Perform operational processes with regard to water and wastewater networks by ensuring the distribution of potable water in a sustainable manner to satisfy the needs of consumers
4. Compile and update potable water services by-laws and regulations
5. Provide laboratory services by performing quality control tests to ensure compliance

SUPERINTENDENT

UNIT
WATER TREATMENT

PURPOSE: To operate water treatment works and plant to ensure potable water in compliance with the license agreement as issued by the Department of Water Affairs

FUNCTIONS:

1. Manage the maintenance and operation of bulk water treatment works, systems and pump stations
2. Perform cleaning and maintenance services to the water treatment works
3. Compile and update potable water services by-laws and regulations
4. Manage the distribution of potable water in a sustainable manner to satisfy the needs of consumers and render bulk supply - water demand and conservation
5. Provide laboratory services by performing quality control tests to ensure compliance

SUPERVISOR

UNIT
WASTEWATER TREATMENT WORKS

PURPOSE: To manage the maintenance and operation of wastewater treatment infrastructure to assure uninterrupted services

FUNCTIONS:

1. Treat wastewater and dispose of by-products in accordance with legally prescribed standards
2. Perform cleaning and maintenance services to the wastewater treatment works
3. Assure the collection and conveying of wastewater in a sustainable, efficient and safe manner to render adequate services to the community
4. Manage the maintenance and operation of wastewater treatment infrastructure to assure uninterrupted services

SUPERVISOR

UNIT
WATER & WASTEWATER NETWORK

PURPOSE: To perform operational processes with regard to water and wastewater networks by ensuring the distribution of potable water in a sustainable manner to satisfy the needs of consumers

FUNCTIONS:

1. Perform preventative maintenance to manage the water network pipelines, tanker service, construction operations and pump stations
2. Install and maintain bulk metering, meter management and operations
3. Maintain water distribution networks

PROCESS CONTROLLER CLASS ??	PROCESS CONTROLLER CLASS ??
PROCESS CONTROLLER CLASS ??	PROCESS CONTROLLER CLASS ??
GENERAL WORKER	GENERAL WORKER

PROCESS CONTROLLER CLASS ??	PROCESS CONTROLLER CLASS ??	WATER MAINTENANCE KROONVALE	WATER MAINTENANCE HORSESHOE	WATER & WASTEWATER MAINTENANCE UMASIZAKHE TEAM A	WATER & WASTEWATER MAINTENANCE UMASIZAKHE TEAM B	WASTEWATER MAINTENANCE
PROCESS CONTROLLER CLASS ??	PROCESS CONTROLLER CLASS ??	SUPERVISOR	SUPERVISOR	SUPERVISOR/ DRIVER	SUPERVISOR/ DRIVER	SUPERVISOR
GENERAL WORKER	GENERAL WORKER	GENERAL WORKER	GENERAL WORKER	GENERAL WORKER	GENERAL WORKER	GENERAL WORKER
GENERAL WORKER	GENERAL WORKER	GENERAL WORKER	GENERAL WORKER	GENERAL WORKER	GENERAL WORKER	GENERAL WORKER
GENERAL WORKER	GENERAL WORKER	GENERAL WORKER	GENERAL WORKER	GENERAL WORKER	GENERAL WORKER	GENERAL WORKER

DR BEYERS NAUDE LOCAL MUNICIPALITY

PROPOSED MICRO STRUCTURE

15 JUNE 2017

DIRECTORATE INFRASTRUCTURE SERVICES
DIVISION WATER SERVICES & PUBLIC WORKS AREA 1 GRAAFF REINET, ABERDEEN & NIEU BETHESDA
SECTION GRAAFF REINET
SUB-SECTION PUBLIC WORKS

RECOMMENDED BY
MUNICIPAL MANAGER

Signature

___/___/2017

APPROVED BY COUNCIL

Signature

___/___/2017

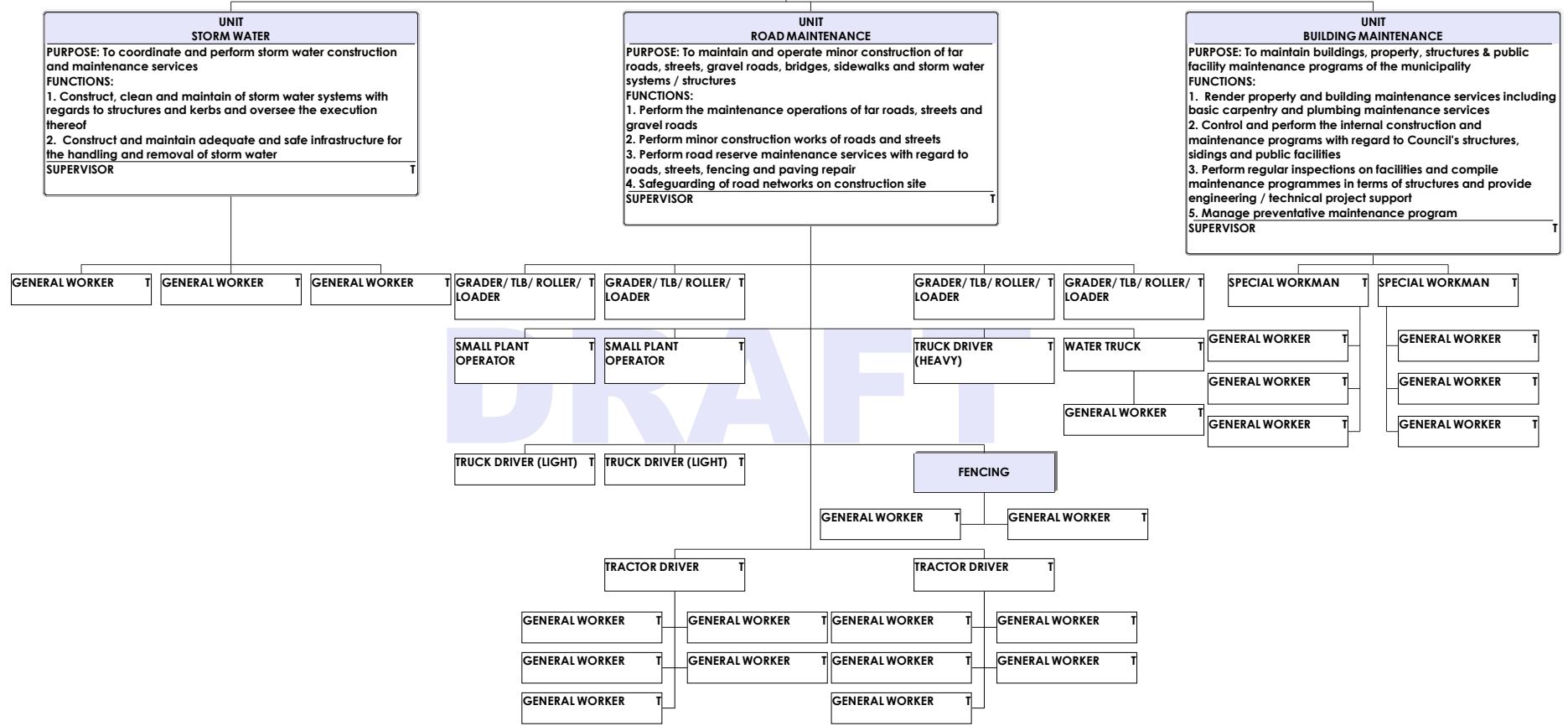
**SUB-SECTION
PUBLIC WORKS**

PURPOSE: To maintain and operate minor construction of tar roads, streets, gravel roads, bridges, sidewalks, storm water systems / structures and render building maintenance

FUNCTIONS:

1. Coordinate and perform storm water construction and maintenance services
2. Maintain and operate minor construction of tar roads, streets, gravel roads, bridges, sidewalks and storm water systems / structures
3. Maintain buildings, property, fences, structures & public facility maintenance programs of the municipality

SUPERINTENDENT T



DR BEYERS NAUDE LOCAL MUNICIPALITY

PROPOSED MICRO STRUCTURE

15 JUNE 2017

DIRECTORATE INFRASTRUCTURE SERVICES
DIVISION WATER SERVICES & PUBLIC WORKS AREA 1 GRAAFF REINET, ABERDEEN & NIEU BETHESDA
SECTION ABERDEEN & NIEU BETHESDA

RECOMMENDED BY
MUNICIPAL MANAGER

Signature

___/___/2017

APPROVED BY COUNCIL

Signature

___/___/2017

SECTION
ABERDEEN & NIEU BETHESDA

PURPOSE: To provide and maintain water services and public works to the community of Aberdeen and Nieu Bethesda

FUNCTIONS:

1. Operate water and wastewater treatment works and plant to ensure potable water in compliance with the license agreement as issued by the Department of Water Affairs
2. Perform operational processes with regard to water and wastewater networks by ensuring the distribution of potable water in a sustainable manner to satisfy the needs of consumers
3. Perform operational processes with regard to water and wastewater networks by ensuring the distribution of potable water in a sustainable manner to satisfy the needs of consumers
4. Maintain and operate minor construction of tar roads, streets, gravel roads, bridges, sidewalks and storm water systems / structures

SUPERINTENDENT

SUB-SECTION
WATER & WASTEWATER TREATMENT WORKS
ABERDEEN

PURPOSE: To operate water and wastewater treatment works and plant to ensure potable water in compliance with the license agreement as issued by the Department of Water Affairs

FUNCTIONS:

1. Manage the maintenance, operation and cleaning of bulk water treatment works, systems and pump stations and render bulk supply - water demand and conservation
2. Compile and update potable water services by-laws and regulations
3. Manage the maintenance and operation of wastewater treatment infrastructure to assure uninterrupted services
4. Assure the collection and conveying of wastewater in a sustainable, efficient and safe manner to render adequate services to the community
5. Provide laboratory services by performing quality control tests to ensure compliance

SUPERVISOR/ PROCESS CONTROLLER

SUB-SECTION
WATER & WASTEWATER NETWORK MAINTENANCE
ABERDEEN

PURPOSE: To perform operational processes with regard to water and wastewater networks by ensuring the distribution of potable water in a sustainable manner to satisfy the needs of consumers

FUNCTIONS:

1. Perform preventative maintenance to manage the water network pipelines, tanker service, construction operations and pump stations
2. Install and maintain bulk metering, meter management and operations
3. Maintain water distribution networks

SUB-SECTION
WATER & WASTEWATER TREATMENT & NETWORK MAINTENANCE
NIEU BETHESDA

PURPOSE: To perform operational processes with regard to water and wastewater networks by ensuring the distribution of potable water in a sustainable manner to satisfy the needs of consumers

FUNCTIONS:

1. Manage the maintenance, operation and cleaning of bulk water treatment works, systems and pump stations and render bulk supply - water demand and conservation
2. Compile and update potable water services by-laws and regulations
3. Manage the maintenance and operation of wastewater treatment infrastructure to assure uninterrupted services
4. Perform preventative maintenance to manage the water network pipelines, tanker service, construction operations and pump stations
5. Install and maintain bulk metering, meter management and operations
6. Maintain water distribution networks
7. Provide laboratory services by performing quality control tests to ensure compliance

SUPERVISOR/ PROCESS CONTROLLER

SUB-SECTION
ROAD MAINTENANCE

PURPOSE: To maintain and operate minor construction of tar roads, streets, gravel roads, bridges, sidewalks and storm water systems / structures

FUNCTIONS:

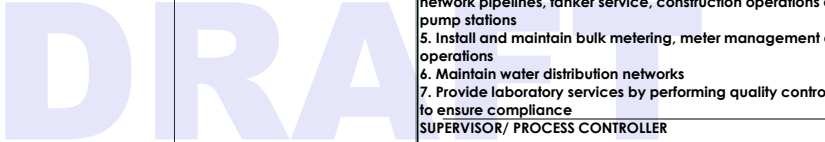
1. Perform the maintenance operations of tar roads, streets and gravel roads
2. Perform minor construction works of roads and streets
3. Perform road reserve maintenance services with regard to roads, streets, fencing and paving repair
4. Perform maintenance operations and minor construction works of storm water systems and channels
5. Safeguarding of road networks on construction site

GENERAL WORKER T GENERAL WORKER T

<p>WATER NETWORK MAINTENANCE</p> <p>_____ SUPERVISOR T</p> <p>GENERAL WORKER T</p> <p>GENERAL WORKER T</p> <p>GENERAL WORKER T</p>	<p>WASTEWATER NETWORK MAINTENANCE</p> <p>_____ SUPERVISOR T</p> <p>GENERAL WORKER T</p> <p>GENERAL WORKER T</p> <p>GENERAL WORKER T</p>
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<p>_____ PROCESS CONTROLLER T</p> <p>GENERAL WORKER T</p> <p>GENERAL WORKER T</p>	<p>_____ GENERAL WORKER T</p> <p>_____ GENERAL WORKER T</p>
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<p style="text-align: center;">ABERDEEN</p> <p>_____ SUPERVISOR/ TRACTOR DRIVER T</p> <p>GENERAL WORKER T</p> <p>GENERAL WORKER T</p> <p>GENERAL WORKER T</p>	<p style="text-align: center;">NIEU BETHESDA</p> <p>_____ SUPERVISOR/ TRACTOR DRIVER T</p> <p>GENERAL WORKER T</p> <p>GENERAL WORKER T</p>
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DR BEYERS NAUDE LOCAL MUNICIPALITY
PROPOSED MICRO STRUCTURE
15 JUNE 2017

DIRECTORATE INFRASTRUCTURE SERVICES
 DIVISION WATER SERVICES & PUBLIC WORKS AREA 2 WILLOWMORE, STEYLerville & SURROUNDINGS

RECOMMENDED BY
 MUNICIPAL MANAGER

Signature

___/___/2017

APPROVED BY COUNCIL

Signature

___/___/2017

DIVISION WATER SERVICES & PUBLIC WORKS AREA 2 WILLOWMORE, STEYLerville & SURROUNDINGS
PURPOSE: To provide and maintain civil engineering services and coordinate administrative processes to the community of Willowmore, Steylerville and surroundings FUNCTIONS: 1. Provide and maintain water services and public works to the community of Willowmore, Rietbron and Baviaanskloof 2. Provide and maintain water services and public works to the community of Steylerville, wolfontein and Baroe 3. Render management and line function administrative support services to the region 4. Monitor the region's office administration and service provision activities 5. Render a liaison service between the municipality and the community AREA MANAGER

SECTION WILLOWMORE, RIETBRON & BAVIAANSKLOOF
PURPOSE: To provide and maintain water services and public works to the community of Willowmore, Rietbron and Baviaanskloof CIVIL ENGINEERING TECHNICIAN

SEE PAGE 21

SECTION STeyLerville, WOLFEFontein & BAROE
PURPOSE: To provide and maintain water services and public works to the community of Steylerville, Wolfontein & Baroe SUPERINTENDENT

SEE PAGE 23

SECTION ADMINISTRATIVE SUPPORT
PURPOSE: To render management and line function administrative support services to the region FUNCTIONS: 1. Provide administrative and clerical support services 2. Provide planning, research, analyses and reporting services and compliance monitoring 3. Control and ensure the maintenance of the complaints management system, time and attendance system, and filing system 4. Perform client and public relations services to ensure effective and efficient services to the public 5. Maintaining registers and records associated with the region's staff establishment 6. Liaise with public and process customer relations inputs and complaints 7. Render efficient office auxiliary services to sustain the proper functioning of the municipality's: Switchboard/ Reception/ Customer Relations Management; Office cleaning/ Halls OFFICE ADMINISTRATOR

RECEPTIONIST/ CLERK/ HELPDESK

DRAFT

DR BEYERS NAUDE LOCAL MUNICIPALITY

PROPOSED MICRO STRUCTURE

15 JUNE 2017

DIRECTORATE INFRASTRUCTURE SERVICES
DIVISION WATER SERVICES & PUBLIC WORKS AREA 2 WILLOWMORE, STEYLERVILLE & SURROUNDINGS
SECTION WILLOWMORE, RIETBRON & BAVIAANSKLOOF

RECOMMENDED BY
MUNICIPAL MANAGER

Signature

___/___/2017

APPROVED BY COUNCIL

Signature

___/___/2017

SECTION
WILLOWMORE, RIETBRON & BAVIAANSKLOOF

PURPOSE: To provide and maintain water services and public works to the community of Willowmore, Rietbron and Baviaanskloof

FUNCTIONS:

1. Render the provisioning and maintenance of water treatment services, wastewater treatment services, water network and wastewater network
2. Maintain and operate minor construction of tar roads, streets, gravel roads, bridges, sidewalks and storm water systems / structures

CIVIL ENGINEERING TECHNICIAN T

SUB-SECTION
WATER & WASTEWATER TREATMENT
WILLOWMORE & BAVIAANSKLOOF

PURPOSE: To render the provisioning and maintenance of water treatment services, wastewater treatment services, water network and wastewater network

SUPERVISOR/ DRIVER T

SEE PAGE 22

SUB-SECTION
ROAD MAINTENANCE
WILLOWMORE & BAVIAANSKLOOF

PURPOSE: To maintain and operate minor construction of tar roads, streets, gravel roads, bridges, sidewalks and storm water systems / structures

FUNCTIONS:

1. Perform the maintenance operations of tar roads, streets and gravel roads
2. Perform minor construction works of roads and streets
3. Perform road reserve maintenance services with regard to roads, streets, fencing and paving repair
4. Perform maintenance operations and minor construction works of storm water systems and channels
5. Safeguarding of road networks on construction site

SUPERVISOR T

SUB-SECTION
WATER SERVICES & ROAD MAINTENANCE
RIETBRON

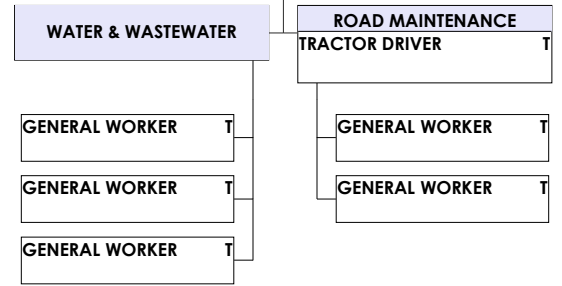
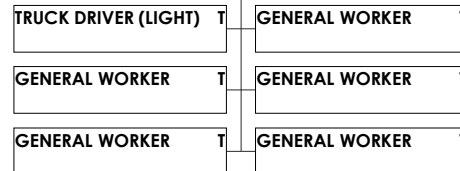
PURPOSE: To maintain and operate minor construction of tar roads, streets, gravel roads, bridges, sidewalks and storm water systems / structures

FUNCTIONS:

1. Render the provisioning and maintenance of water treatment services, wastewater treatment services, water network and wastewater network
2. Maintain and operation of wastewater treatment infrastructure to assure uninterrupted services
3. Perform the maintenance operations of tar roads, streets and gravel roads Perform minor construction works of roads and streets Perform road reserve maintenance services with regard to roads, streets, fencing and paving repair
4. Perform maintenance operations and minor construction works of storm water systems and channels
5. Safeguarding of road networks on construction site

SUPERVISOR T

DRAFT



DR BEYERS NAUDE LOCAL MUNICIPALITY

PROPOSED MICRO STRUCTURE

15 JUNE 2017

DIRECTORATE INFRASTRUCTURE SERVICES
 DIVISION WATER SERVICES & PUBLIC WORKS AREA 2 WILLOWMORE, STEYLERVILLE & SURROUNDINGS
 SECTION WILLOWMORE, RIETBRON & BAVIAANSKLOOF
 SUB-SECTION WATER & WASTEWATER TREATMENT

RECOMMENDED BY
 MUNICIPAL MANAGER

Signature

___/___/2017

APPROVED BY COUNCIL

Signature

___/___/2017

SUB-SECTION
WATER & WASTEWATER TREATMENT
WILLOWMORE & BAVIAANSKLOOF

PURPOSE: To render the provisioning and maintenance of water treatment services, wastewater treatment services, water network and wastewater network

FUNCTIONS:

1. Operate water treatment works and plant to ensure potable water in compliance with the license agreement as issued by the Department of Water Affairs
2. Manage the maintenance and operation of wastewater treatment infrastructure to assure uninterrupted services
3. Perform operational processes with regard to water and wastewater networks by ensuring the distribution of potable water in a sustainable manner to satisfy the needs of consumers
4. Compile and update potable water services by-laws and regulations
5. Provide laboratory services by performing quality control tests to ensure compliance
6. Render sewerage tanker services in rural areas

SUPERVISOR/ DRIVER T

UNIT
WATER TREATMENT

PURPOSE: To operate water treatment works and plant to ensure potable water in compliance with the license agreement as issued by the Department of Water Affairs

FUNCTIONS:

1. Manage the maintenance and operation of bulk water treatment works, systems and pump stations
2. Perform cleaning and maintenance services to the water treatment works
3. Compile and update potable water services by-laws and regulations
4. Manage the distribution of potable water in a sustainable manner to satisfy the needs of consumers and render bulk supply - water demand and conservation
5. Provide laboratory services by performing quality control tests to ensure compliance

PROCESS CONTROLLER T
 CLASS ???

PROCESS CONTROLLER T
 CLASS ???

PROCESS CONTROLLER T
 CLASS ???

GENERAL WORKER T

UNIT
WASTEWATER TREATMENT WORKS

PURPOSE: To manage the maintenance and operation of wastewater treatment infrastructure to assure uninterrupted services

FUNCTIONS:

1. Treat wastewater and dispose of by-products in accordance with legally prescribed standards
2. Perform cleaning and maintenance services to the wastewater treatment works
3. Assure the collection and conveying of wastewater in a sustainable, efficient and safe manner to render adequate services to the community
4. Manage the maintenance and operation of wastewater treatment infrastructure to assure uninterrupted services

PROCESS CONTROLLER ??? T

GENERAL WORKER T

UNIT
WATER & WASTEWATER NETWORK

PURPOSE: To perform operational processes with regard to water and wastewater networks by ensuring the distribution of potable water in a sustainable manner to satisfy the needs of consumers

FUNCTIONS:

1. Perform preventative maintenance to manage the water network pipelines, tanker service, construction operations and pump stations
2. Install and maintain bulk metering, meter management and operations
3. Maintain water distribution networks
4. Render sewerage tanker services in rural areas

TRUCK DRIVER T
 (TANKER)

GENERAL WORKER T

GENERAL WORKER T

**DR BEYERS NAUDE LOCAL MUNICIPALITY
PROPOSED MICRO STRUCTURE
15 JUNE 2017**

DIRECTORATE INFRASTRUCTURE SERVICES
DIVISION WATER SERVICES & PUBLIC WORKS AREA 2 WILLOWMORE, STEYTLERVILLE & SURROUNDINGS
SECTION STEYTLERVILLE, WOLWEFONTEIN & BAROE

RECOMMENDED BY
MUNICIPAL MANAGER

Signature

___/___/2017

APPROVED BY COUNCIL

Signature

___/___/2017

**SECTION
STEYTLERVILLE, WOLWEFONTEIN & BAROE**

PURPOSE: To provide and maintain water services and public works to the community of Steytlerville, Wolwefontein & Baroe

FUNCTIONS:

1. Render the provisioning and maintenance of water treatment services, wastewater treatment services, water network and wastewater network
2. Perform operational processes with regard to water and wastewater networks by ensuring the distribution of potable water in a sustainable manner to satisfy the needs of consumers
2. Maintain and operate minor construction of tar roads, streets, gravel roads, bridges, sidewalks and storm water systems / structures

SUPERINTENDENT T

**SUB-SECTION
WATER & WASTEWATER TREATMENT**

PURPOSE: To render the provisioning and maintenance of water treatment services and wastewater treatment services

SUPERVISOR T

SEE PAGE 24

**SUB-SECTION
WATER & WASTEWATER NETWORK**

PURPOSE: To perform operational processes with regard to water and wastewater networks by ensuring the distribution of potable water in a sustainable manner to satisfy the needs of consumers

FUNCTIONS:

1. Perform preventative maintenance to manage the water network pipelines, tanker service, construction operations and pump stations
2. Install and maintain bulk metering, meter management and operations
3. Maintain water distribution networks

SUPERVISOR T

**SUB-SECTION
ROAD MAINTENANCE**

PURPOSE: To maintain and operate minor construction of tar roads, streets, gravel roads, bridges, sidewalks and storm water systems / structures

FUNCTIONS:

1. Perform the maintenance operations of tar roads, streets and gravel roads
2. Perform minor construction works of roads and streets
3. Perform road reserve maintenance services with regard to roads, streets, fencing and paving repair
4. Perform maintenance operations and minor construction works of storm water systems and channels
5. Safeguarding of road networks on construction site

SUPERVISOR/ DRIVER T

**TRUCK DRIVER
(TANKER)** T

GENERAL WORKER T

GENERAL WORKER T

GENERAL WORKER T

GENERAL WORKER T

GENERAL WORKER T

DR BEYERS NAUDE LOCAL MUNICIPALITY

PROPOSED MICRO STRUCTURE

15 JUNE 2017

DIRECTORATE INFRASTRUCTURE SERVICES
 DIVISION WATER SERVICES & PUBLIC WORKS AREA 2 WILLOWMORE, STEYLERVILLE & SURROUNDINGS
 SECTION STEYTLERVILLE, WOLWEFONTEIN & BAROE
 SUB-SECTION WATER & WASTEWATER TREATMENT

RECOMMENDED BY
 MUNICIPAL MANAGER

 Signature

____/____/2017

APPROVED BY COUNCIL

 Signature

____/____/2017

SUB-SECTION
WATER & WASTEWATER TREATMENT

PURPOSE: To render the provisioning and maintenance of water treatment services and wastewater treatment services

FUNCTIONS:

1. Operate water treatment works and plant to ensure potable water in compliance with the license agreement as issued by the Department of Water Affairs
2. Manage the maintenance and operation of wastewater treatment infrastructure to assure uninterrupted services
3. Compile and update potable water services by-laws and regulations
4. Provide laboratory services by performing quality control tests to ensure compliance
5. Render sewerage tanker services in rural areas

SUPERVISOR T

UNIT
WATER TREATMENT

PURPOSE: To operate water treatment works and plant to ensure potable water in compliance with the license agreement as issued by the Department of Water Affairs

FUNCTIONS:

1. Manage the maintenance and operation of bulk water treatment works, systems and pump stations
2. Perform cleaning and maintenance services to the water treatment works
3. Manage the distribution of potable water in a sustainable manner to satisfy the needs of consumers and render bulk supply - water demand and conservation

UNIT
WASTEWATER TREATMENT WORKS

PURPOSE: To manage the maintenance and operation of wastewater treatment infrastructure to assure uninterrupted services

FUNCTIONS:

1. Treat wastewater and dispose of by-products in accordance with legally prescribed standards
2. Perform cleaning and maintenance services to the wastewater treatment works
3. Assure the collection and conveying of wastewater in a sustainable, efficient and safe manner to render adequate services to the community
4. Manage the maintenance and operation of wastewater treatment infrastructure to assure uninterrupted services

PROCESS CONTROLLER T

PROCESS CONTROLLER CLASS T

PROCESS CONTROLLER CLASS T

PROCESS CONTROLLER CLASS T

PROCESS CONTROLLER CLASS T

GENERAL WORKER T

GENERAL WORKER T

GENERAL WORKER T

DR BEYERS NAUDE LOCAL MUNICIPALITY
PROPOSED MICRO STRUCTURE
15 JUNE 2017

DIRECTORATE INFRASTRUCTURE SERVICES
 DIVISION WATER SERVICES & PUBLIC WORKS AREA 3 JANSENVILLE, KLIPPLAAT & WATERFORD

RECOMMENDED BY
 MUNICIPAL MANAGER

Signature

___/___/2017

APPROVED BY COUNCIL

Signature

___/___/2017

DIVISION WATER SERVICES & PUBLIC WORKS AREA 3 JANSENVILLE, KLIPPLAAT & WATERFORD
PURPOSE: To provide and maintain civil engineering services and coordinate administrative processes to the community of Jansenville, Klipplaat and Waterford FUNCTIONS: 1. Provide and maintain water services and public works to the community of Jansenville, Klipplaat and Waterford 2. Render management and line function administrative support services to the region 3. Monitor the region's office administration and service provision activities 4. Render a liaison service between the municipality and the community AREA MANAGER _____ T

SECTION JANSENVILLE, KLIPPLAAT & WATERFORD
PURPOSE: To provide and maintain water services and public works to the community of Jansenville, Klipplaat and Waterford CIVIL ENGINEERING TECHNICIAN _____ T

SEE PAGE 26

SECTION ADMINISTRATIVE SUPPORT
PURPOSE: To render management and line function administrative support services to the region FUNCTIONS: 1. Provide administrative and clerical support services 2. Provide planning, research, analyses and reporting services and compliance monitoring 3. Control and ensure the maintenance of the complaints management system, time and attendance system, and filing system 4. Perform client and public relations services to ensure effective and efficient services to the public 5. Maintaining registers and records associated with the region's staff establishment 6. Liaise with public and process customer relations inputs and complaints 7. Render efficient office auxiliary services to sustain the proper functioning of the municipality's: Switchboard/ Reception/ Customer Relations Management; Office cleaning/ Halls OFFICE ADMINISTRATOR _____ T

RECEPTIONIST/ CLERK/ HELPDESK T

DRAFT

DR BEYERS NAUDE LOCAL MUNICIPALITY

PROPOSED MICRO STRUCTURE

15 JUNE 2017

DIRECTORATE INFRASTRUCTURE SERVICES
DIVISION WATER SERVICES & PUBLIC WORKS AREA 3 JANSENVILLE, KLIPPLAAT & WATERFORD
SECTION JANSENVILLE, KLIPPLAAT & WATERFORD

RECOMMENDED BY
MUNICIPAL MANAGER

Signature

___/___/2017

APPROVED BY COUNCIL

Signature

___/___/2017

SECTION
JANSENVILLE, KLIPPLAAT & WATERFORD

PURPOSE: To provide and maintain water services and public works to the community of Jansenville, Klipplaat and Waterford

FUNCTIONS:

1. Operate water treatment works and plant to ensure potable water in compliance with the license agreement as issued by the Department of Water Affairs
2. Manage the maintenance and operation of wastewater treatment infrastructure to assure uninterrupted services
3. Perform operational processes with regard to water and wastewater networks by ensuring the distribution of potable water in a sustainable manner to satisfy the needs of consumers
4. Maintain and operate minor construction of tar roads, streets, gravel roads, bridges, sidewalks and storm water systems / structures

CIVIL ENGINEERING TECHNICIAN T

SUB-SECTION
WATER TREATMENT

PURPOSE: To operate water treatment works and plant to ensure potable water in compliance with the license agreement as issued by the Department of Water Affairs

FUNCTIONS:

1. Manage the maintenance and operation of bulk water treatment works, systems and pump stations
2. Perform cleaning and maintenance services to the water treatment works
3. Compile and update potable water services by-laws and regulations
4. Manage the distribution of potable water in a sustainable manner to satisfy the needs of consumers and render bulk supply - water demand and conservation
5. Provide laboratory services by performing quality control tests to ensure compliance

SUPERVISOR T

SUB-SECTION
WASTEWATER TREATMENT WORKS

PURPOSE: To manage the maintenance and operation of wastewater treatment infrastructure to assure uninterrupted services

FUNCTIONS:

1. Treat wastewater and dispose of by-products in accordance with legally prescribed standards
2. Perform cleaning and maintenance services to the wastewater treatment works
3. Assure the collection and conveying of wastewater in a sustainable, efficient and safe manner to render adequate services to the community
4. Manage the maintenance and operation of wastewater treatment infrastructure to assure uninterrupted services

SUPERVISOR T

SUB-SECTION
WATER & WASTEWATER NETWORK

PURPOSE: To perform operational processes with regard to water and wastewater networks by ensuring the distribution of potable water in a sustainable manner to satisfy the needs of consumers

FUNCTIONS:

1. Perform preventative maintenance to manage the water network pipelines, tanker service, construction operations and pump stations
2. Install and maintain bulk metering, meter management and operations
3. Maintain water distribution networks
4. Render sewerage tanker services in rural areas

SUPERVISOR T

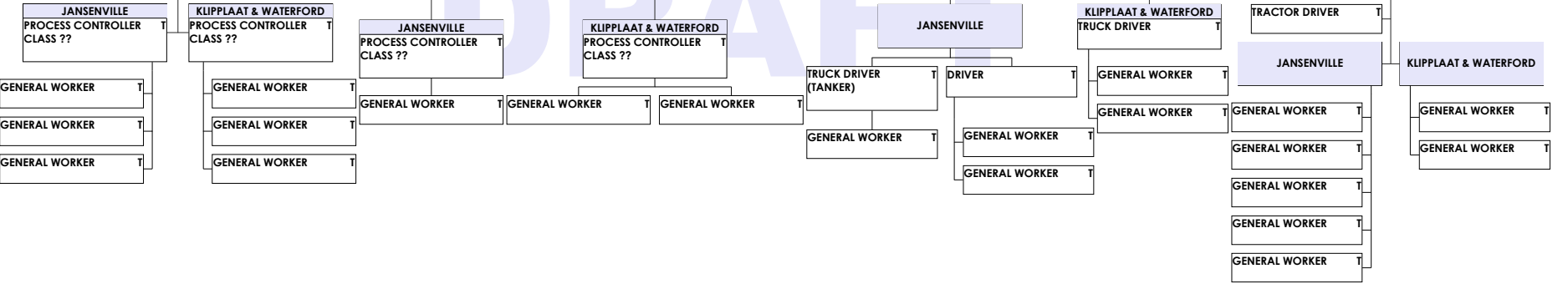
SUB-SECTION
ROAD MAINTENANCE

PURPOSE: To maintain and operate minor construction of tar roads, streets, gravel roads, bridges, sidewalks and storm water systems / structures

FUNCTIONS:

1. Perform the maintenance operations of tar roads, streets and gravel roads
2. Perform minor construction works of roads and streets
3. Perform road reserve maintenance services with regard to roads, streets, fencing and paving repair
4. Perform maintenance operations and minor construction works of storm water systems and channels
5. Safeguarding of road networks on construction site

SUPERVISOR T



DR BEYERS NAUDE LOCAL MUNICIPALITY
PROPOSED MICRO STRUCTURE
15 JUNE 2017

DIRECTORATE INFRASTRUCTURE SERVICES
 DIVISION ELECTRICAL SERVICES & MECHANICAL WORKSHOP

RECOMMENDED BY
 MUNICIPAL MANAGER

Signature

___/___/2017

APPROVED BY COUNCIL

Signature

___/___/2017

DIVISION	
ELECTRICAL SERVICES & MECHANICAL WORKSHOP	
PURPOSE: To manage the provisioning and maintenance of electrical services to ensure the rendering of sustainable and affordable electricity to the community	
FUNCTIONS:	
1. manage the provisioning and maintenance of electrical services	
2. provide the effective, efficient and economical operation of a mechanical workshop service to ensure the readily availability of Council's plant, machinery and equipment	
3. Manage energy efficiency & electricity demand and develop and encourage alternative energy sources	
4. Manage the planning, design and construction of all extensions, upgrading and modifications to the electricity network to ensure operational efficiency and sustainability	
MANAGER: ELECTRICAL SERVICES & MECHANICAL WORKSHOP	

SECTION	
ELECTRICAL SERVICES	
PURPOSE: To manage the provisioning and maintenance of electrical services	
ASST MANAGER: ELECTRICAL SERVICES	

SEE PAGE 28

SECTION	
MECHANICAL WORKSHOP	
PURPOSE: To provide the effective, efficient and economical operation of a mechanical workshop service to ensure the readily availability of Council's plant, machinery and equipment	
SUPERINTENDENT	

SEE PAGE 29

SECTION	
ADMINISTRATIVE SUPPORT	
PURPOSE: To render management and line function administrative support services	
FUNCTIONS:	
1. Provide administrative support services	
2. Compliance monitoring and reporting	
3. Administer departmental performance management progress monitoring and reporting (PMS and SDBIP)	
4. Provide planning, research, analyses and reporting services to the Director	
5. Provide logistic/ secretarial / receptionist/ switchboard services	
6. Control and ensure the maintenance of the complaints management system, time and attendance finger print system, filing system	
7. Performs client and public related services to ensure effective and efficient services to the public:	
(i) Front Desk - queries, complaints, applications for new or upgraded services	
(ii) Businesses / Residential / Developers / Contractors in respect with any information pertaining to an electrical query / supply / connection or services or account to be addressed	
(iii) Damaged appliances - investigating, finalising, and final consensus - refund customer or no liability as per bylaws	
8. Maintaining registers and records associated with the Departments staff establishment	
CHIEF CLERK	

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DR BEYERS NAUDE LOCAL MUNICIPALITY
 PROPOSED MICRO STRUCTURE
 15 JUNE 2017

DIRECTORATE INFRASTRUCTURE SERVICES
 DIVISION ELECTRICAL SERVICES & MECHANICAL WORKSHOP
 SECTION ELECTRICAL SERVICES

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**SECTION
 ELECTRICAL SERVICES**

PURPOSE: To manage the provisioning and maintenance of electrical services

FUNCTIONS:

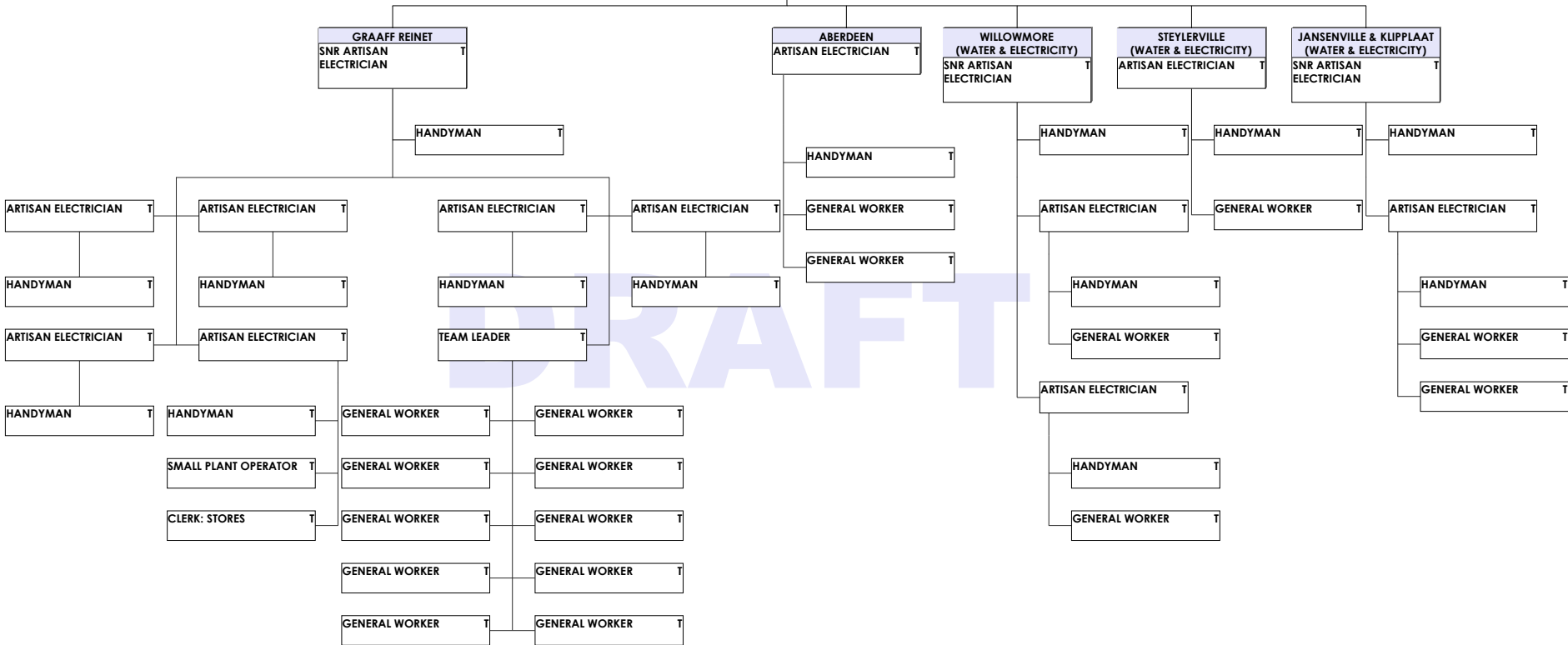
1. Manage the maintenance of electrical distribution networks including:

- i) Manage the procurement and safeguarding of electrical supplies and equipment
- ii) Manage the maintenance and repair of streetlights, buildings and electrical water works equipment

2. Plan the provisioning of new/improved electro-technical services including:

- i) Planning of electrical capital and maintenance projects
- ii) Managing the maintenance and repair of electrical and meter connections
- iii) Provide electrical maintenance of pumps

ASST MANAGER: ELECTRICAL SERVICES T



DR BEYERS NAUDE LOCAL MUNICIPALITY
PROPOSED MICRO STRUCTURE
15 JUNE 2017

DIRECTORATE INFRASTRUCTURE SERVICES
DIVISION ELECTRICAL SERVICES & MECHANICAL WORKSHOP
SECTION MECHANICAL WORKSHOP

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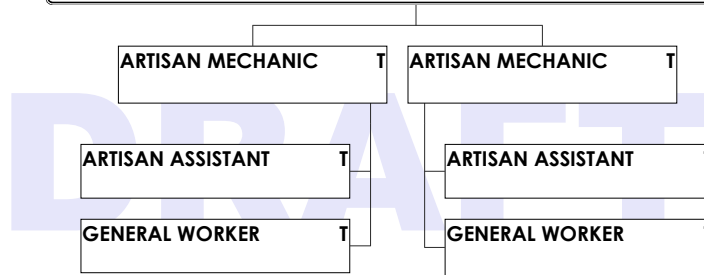
**SECTION
MECHANICAL WORKSHOP**

PURPOSE: To provide the effective, efficient and economical operation of a mechanical workshop service to ensure the readily availability of Council's plant, machinery and equipment

FUNCTIONS:

1. Operating of a workshop to provide general preventative and reactive maintenance services to repair Council's plant, equipment and machinery to the satisfaction of the client
2. Outsourcing of specialised maintenance and repair of plant, equipment and machinery
3. Provide administrative support services to facilitate procurement processes and ensure timeous ordering and delivery of material and equipment
4. Execute all planned maintenance and repair work on municipal equipment, facilities and structures
5. Install all new mechanical equipment and machinery (water and sewer pumps, hydraulic equipment, etc.)
6. Perform preventative maintenance to mechanical pumps, valves, filters, gearboxes, dosing equipment and pipelines

SUPERINTENDENT T



DR BEYERS NAUDE LOCAL MUNICIPALITY

PROPOSED MICRO STRUCTURE

15 JUNE 2017

DIRECTORATE INFRASTRUCTURE SERVICES
DIVISION PMU, CAPITAL PROJECTS & GIS

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DIVISION PMU, CAPITAL PROJECTS & GIS
PURPOSE: To provide project/ program management, planning, technical support and GIS services FUNCTIONS: 1. Coordinate the provisioning of project management services for the construction phase of capital / maintenance / external funded projects 2. Develop, implement and maintain GIS and planning asset management services with regard to Infrastructure services 3. Manage the operational processes with regard to SMME MANAGER: PMU & CAPITAL PROJECTS

SECTION PMU & CAPITAL PROJECTS
PURPOSE: To coordinate the provisioning of project management services for the construction phase of capital / maintenance / external funded projects FUNCTIONS: 1. Provide project management support, execute feasibility studies and administer contracts 2. Manage, monitor and control all projects/ contracts for all directorates / departments 3. Manage, monitor and control external funded capital and maintenance projects / contracts / administration 4. Manage the coordination and implementation of EPWP funded projects PMU COORDINATOR

SECTION GIS
PURPOSE: To develop, implement and maintain GIS and planning asset management services with regard to Infrastructure services FUNCTIONS: 1. Implement the spatial and land use GIS in collaboration with ICT 2. Develop, populate and update GIS data sets 3. Develop protocol for the GIS 4. Operate and maintain Council's geo spatial datasets 5. Design, develop and assemble digital base maps and provide support to all departments 6. Edit, create and maintain the geographic and tabular GIS databases GIS OFFICER

CLERK/ DATA CAPTURER

DR BEYERS NAUDE LOCAL MUNICIPALITY
PROPOSED MICRO STRUCTURE
15 JUNE 2017

DIRECTORATE INFRASTRUCTURE SERVICES
 DIVISION TOWN PLANNING & BUILDING CONTROL

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____/____/2017

DIVISION
TOWN PLANNING & BUILDING CONTROL

PURPOSE: To provide and manage planning, land affairs and building control

FUNCTIONS:

1. Render spatial / town planning services (policies, SDF including urban and rural development planning)
2. Manage and regulate building control activities and services

MANAGER: TOWN PLANNING & BUILDING CONTROL T

SECTION
TOWN PLANNING

PURPOSE: To render spatial / town planning services (policies, SDF including urban and rural development planning)

FUNCTIONS:

1. Develop and implement the Spatial Development Framework and ensure compliance with town planning scheme and land use legislation / by-laws
2. Formulation of spatial strategies, policies and plans
3. Provide information and advice to decision makers on strategic spatial planning issues
4. Provide land use legislation advisory service and ensure compliance and consistency of land use application processes with national and provincial legislation
5. Comment on applications for development of council land/ properties, tender process and project manage such developments
6. Maintain zoning scheme, map and register

TOWN PLANNER T

SECTION
BUILDING CONTROL

PURPOSE: To manage and regulate building control activities and services

FUNCTIONS:

1. Administer just processing of all building plan applications and related processes in terms of statutory requirements and standard operating procedures
2. Uphold the Building Regulations and applicable by-laws, policies and guidelines in the approval of building plans
3. Ensure compliance and related law enforcement of building works with approved building plans and related statutory requirements and related approvals
4. Ensure enforcement of outdoor advertisement policies and by-laws
5. Identify, protect and manage the heritage (built form) in the municipal area

BUILDING CONTROL OFFICER T

LAND USE ADMINISTRATOR T

GIS OPERATOR T

BUILDING INSPECTOR T

BUILDING INSPECTOR T

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DR BEYERS NAUDE LOCAL MUNICIPALITY

PROPOSED MICRO STRUCTURE

15 JUNE 2017
DIRECTORATE COMMUNITY SERVICES

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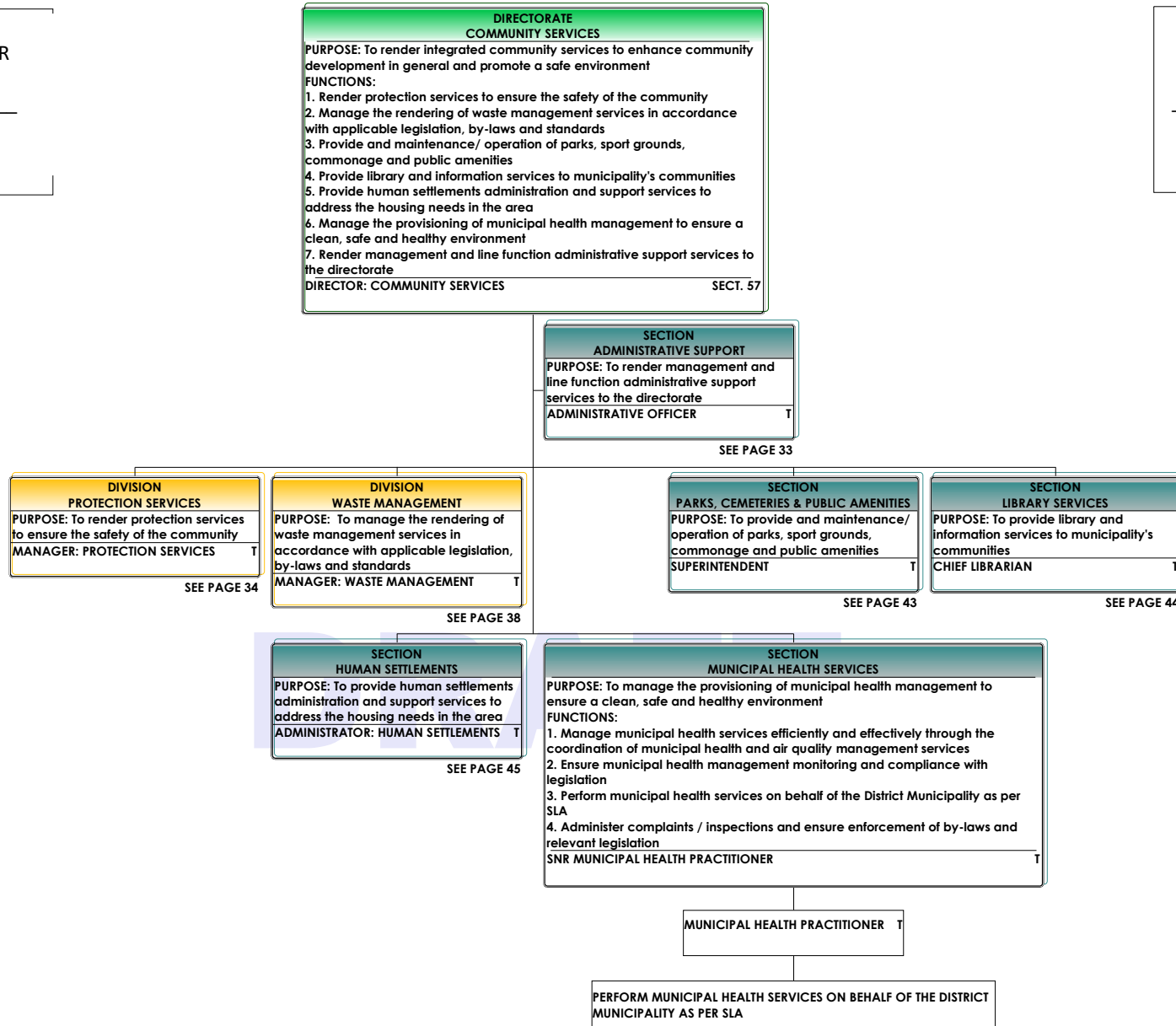
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DR BEYERS NAUDE LOCAL MUNICIPALITY
PROPOSED MICRO STRUCTURE
15 JUNE 2017

DIRECTORATE COMMUNITY SERVICES
SECTION ADMIN SUPPORT

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**SECTION
ADMINISTRATIVE SUPPORT**

PURPOSE: To render management and line function administrative support services to the directorate

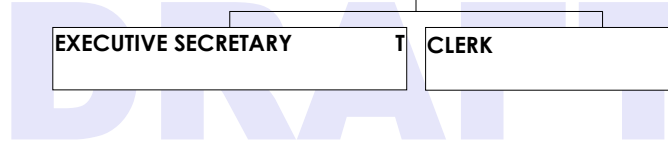
FUNCTIONS:

1. Provide administrative support services
2. Provide logistic/ secretarial support services
3. Provide planning, research, analyses and reporting services to the Director
4. Compliance monitoring and reporting
5. Administer departmental performance management progress monitoring and reporting (PMS and SDBIP)
6. Performs client and public related services to ensure effective and efficient services to the public:
(i) Front Desk - queries, complaints, pound administration, applications for new or upgraded services
(ii) Businesses / Residential / Developers / Contractors in respect with any information pertaining to query or services or account to be addressed
7. Maintaining registers and records associated with the Departments staff establishment

ADMINISTRATIVE OFFICER T

EXECUTIVE SECRETARY T

CLERK T



**DR BEYERS NAUDE LOCAL MUNICIPALITY
PROPOSED MICRO STRUCTURE
15 JUNE 2017**

DIRECTORATE COMMUNITY SERVICES
DIVISION PROTECTION SERVICES

RECOMMENDED BY MUNICIPAL MANAGER _____ Signature ____/____/2017

APPROVED BY COUNCIL _____ Signature ____/____/2017

DIVISION PROTECTION SERVICES
PURPOSE: To render protection services to ensure the safety of the community FUNCTIONS: 1. render efficient and sustainable traffic and law enforcement services to all road users and public and administer by-laws enforcement to ensure compliance with regard to municipal legislation 2. Administer processes of motor vehicle registration, the testing for learner, driving licenses and vehicles for fitness / roadworthiness 3. Render local disaster management & fire fighter service services to prevent/ manage potential losses/threats to property and lives 4. Liaise with Operators Licensing Board and taxi's associations
MANAGER: PROTECTION SERVICES T

SECTION TRAFFIC & LAW ENFORCEMENT SERVICES
PURPOSE: To render efficient and sustainable traffic and law enforcement services to all road users and public and administer by-laws enforcement to ensure compliance with regard to municipal legislation
CHIEF TRAFFIC OFFICER T

SEE PAGE 35

SECTION DRIVING LICENSE TESTING CENTRE (DLTC), VEHICLE TESTING STATION (VTS) & MOTOR VEHICLE REGISTRATION AUTHORITY (MVRA)
PURPOSE: To administer processes of motor vehicle registration, the testing for learner, driving licenses and vehicles for fitness / roadworthiness
SUPERINTENDENT T

SEE PAGE 36

SECTION DISASTER MANAGEMENT & FIRE FIGHTER SERVICES
PURPOSE: To render local disaster management & fire fighter service services to prevent/ manage potential losses/threats to property and lives
CHIEF FIRE OFFICER T

SEE PAGE 37

DR BEYERS NAUDE LOCAL MUNICIPALITY

PROPOSED MICRO STRUCTURE

15 JUNE 2017

DIRECTORATE COMMUNITY SERVICES
DIVISION PROTECTION SERVICES
SECTION TRAFFIC & LAW ENFORCEMENT SERVICES

RECOMMENDED BY
MUNICIPAL MANAGER

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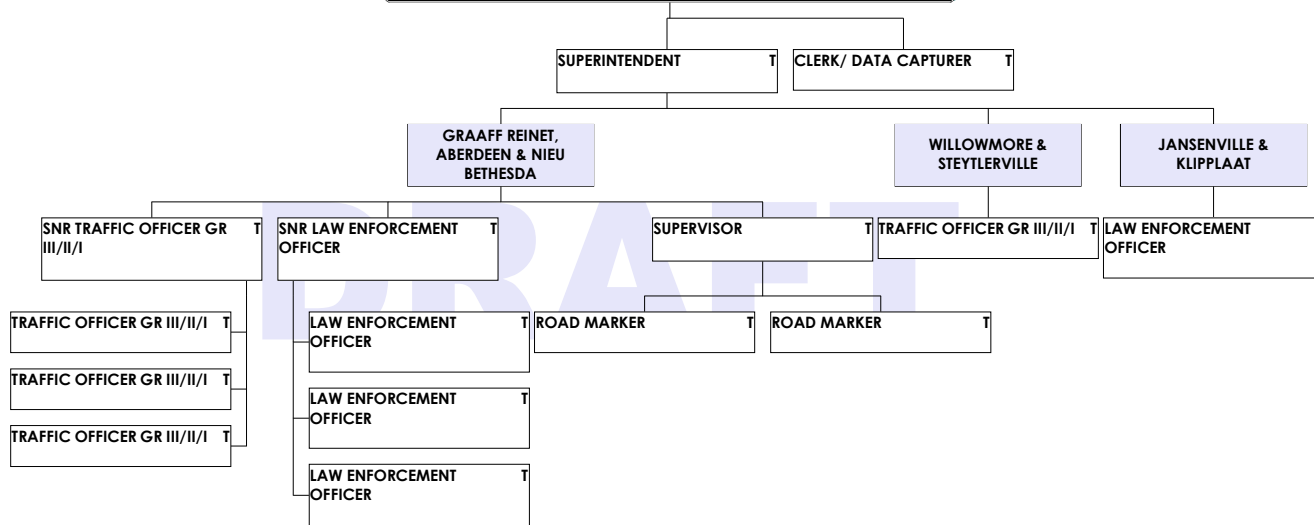
SECTION
TRAFFIC & LAW ENFORCEMENT SERVICES

PURPOSE: To render efficient and sustainable traffic and law enforcement services to all road users and public and administer by-laws enforcement to ensure compliance with regard to municipal legislation

FUNCTIONS:

1. Render specialised traffic functions:
 - i) Road traffic accident management;
2. Provide traffic law enforcement services:
 - i) Visible traffic policing and law enforcement;
 - ii) Speed limit enforcement;
 - iii) Point duties;
 - iv) Escort duties;
 - v) Road Block Operations;
 - vi) Serving of summonses and execution of warrants;
 - vii) Supervise and coordinate traffic law enforcement with regard to taxi's including administer permits, liaise with taxi associations;
 - viii) Promote road traffic safety and education
3. Enforce and administer municipal by-laws enforcement to ensure compliance with regard to municipal legislation
4. Perform road marking and signage services
5. Process and administer traffic fines and perform court services
6. Perform contract administration wrt service providers

CHIEF TRAFFIC OFFICER T



DR BEYERS NAUDE LOCAL MUNICIPALITY

PROPOSED MICRO STRUCTURE

15 JUNE 2017

DIRECTORATE COMMUNITY SERVICES
DIVISION PROTECTION SERVICES
SECTION DRIVING LICENSE TESTING CENTRE (DLTC), VEHICLE TESTING STATION (VTS) &
MOTOR VEHICLE REGISTRATION AUTHORITY (MVRA)

RECOMMENDED BY
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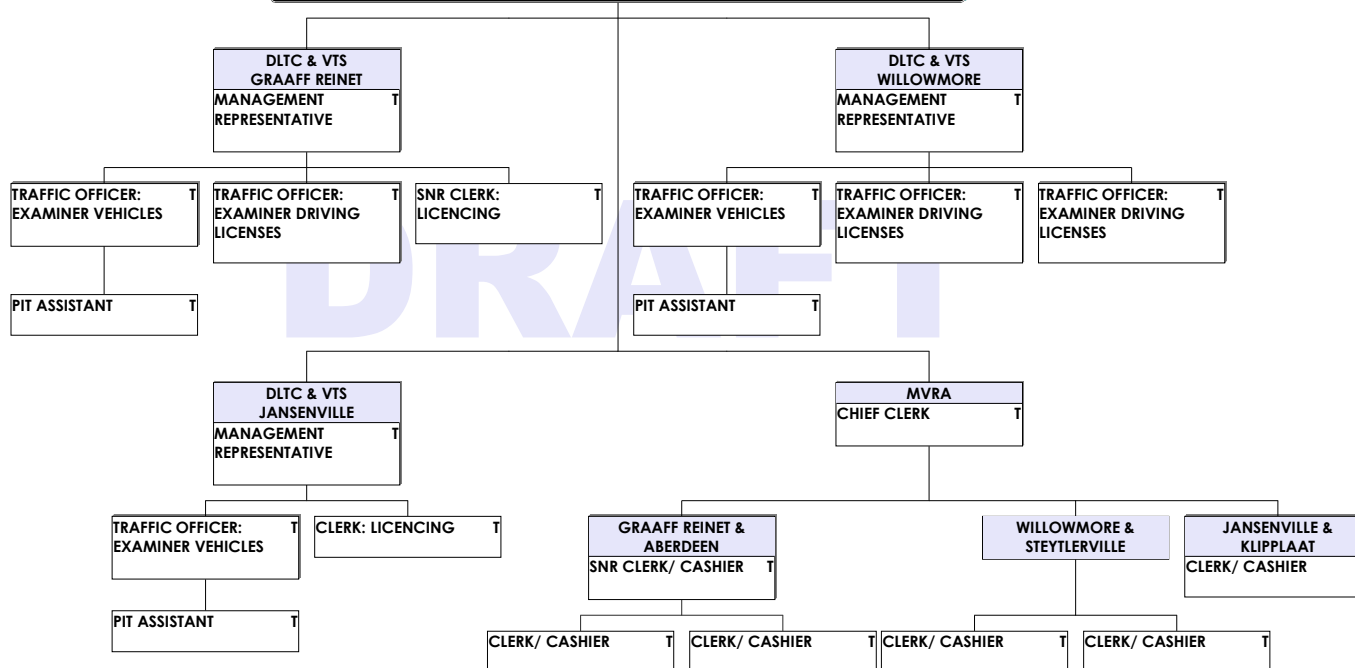
SECTION
DRIVING LICENSE TESTING CENTRE (DLTC), VEHICLE TESTING STATION (VTS) &
MOTOR VEHICLE REGISTRATION AUTHORITY (MVRA)

PURPOSE: To administer processes of motor vehicle registration, the testing for learner, driving licenses and vehicles for fitness / roadworthiness

FUNCTIONS:

1. Administer the testing for learner and driving licenses:
 - i). Administer applications and appointments
 - ii). Conduct learner / driver testing
 - iii). Issue learner / driver licenses
 - iv). Cash control and compliance
 - v). Perform general enquiries and administrative support
 - vi). Renew drivers license cards
2. Administer the testing of vehicles for fitness / roadworthiness
 - i) Examine and re-examine vehicles
 - ii) Perform general enquiries, administrative support and compliance reporting
3. Administer the processes of motor vehicle registration and licensing on a service level agreement basis
 - i) Process applications
 - ii) Administer cash control and compliance
 - iii) Capture transactions (E-NATIS)
 - iv) Issue roadworthy certificates and relevant documents
 - v) Perform general enquiries and administrative support

SUPERINTENDENT T



DR BEYERS NAUDE LOCAL MUNICIPALITY

PROPOSED MICRO STRUCTURE

15 JUNE 2017

DIRECTORATE COMMUNITY SERVICES
DIVISION PROTECTION SERVICES
SECTION DISASTER MANAGEMENT & FIRE FIGHTER SERVICES

RECOMMENDED BY
MUNICIPAL MANAGER

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SECTION
DISASTER MANAGEMENT & FIRE FIGHTER SERVICES

PURPOSE: To render local disaster management & fire fighter service services to prevent/ manage potential losses/threats to property and lives

FUNCTIONS:

1. Render disaster management services to prevent/ manage potential losses/threats to property and lives
2. Render fire and rescue operational services and fire safety inspectorate services to save and protect the lives and property of the community

CHIEF FIRE OFFICER

SUB-SECTION
DISASTER MANAGEMENT

PURPOSE: To render disaster management services to prevent/ manage potential losses/threats to property and lives

FUNCTIONS:

1. Render a disaster management service in accordance with relevant legislation
2. Develop guidelines for the preparation and regular review and updating of disaster management plans and strategies
3. Align disaster management plans and strategies to ensure an integrated approach during emergencies
4. Establish uniform approach to assessing and monitoring disaster risks

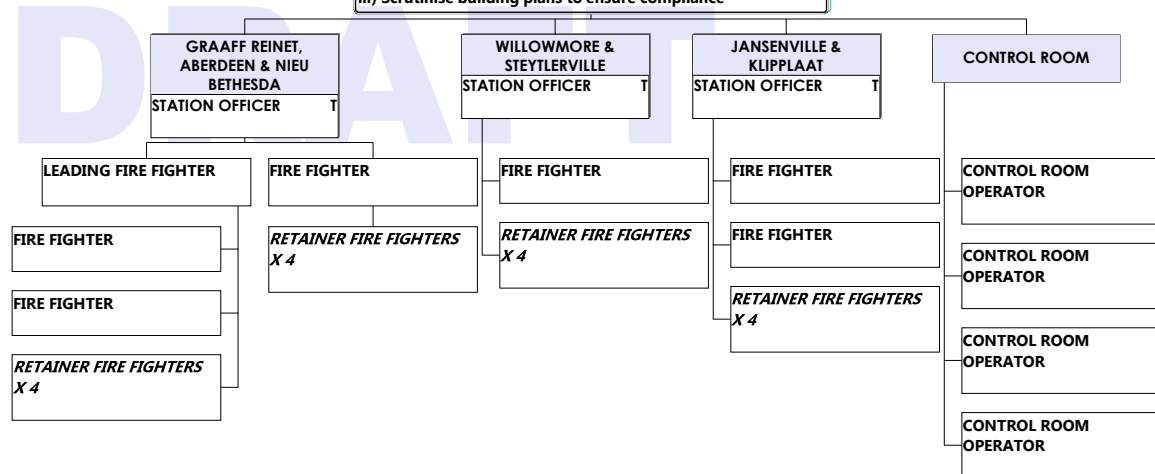
DISASTER MANAGEMENT OFFICER

SUB-SECTION
FIRE SERVICES

PURPOSE: To render fire and rescue operational services and fire safety inspectorate services to save and protect the lives and property of the community

FUNCTIONS:

1. Render fire and rescue response services:
 - i) Provide specialised emergency and relief services
 - ii) Control and contain hazardous materials from endangering lives, environment and property
 - iii) Administer and provide disaster relief response services
 - iv) Provide a 24/7 emergency medical relief response service to save lives
 - v) Operate a 24/7 communication and control centre
2. Conduct preventative and reactive fire inspections:
 - i) Fire safety and fire risk inspections within buildings, premises and plants to ensure compliance
 - ii) Issuing compliance certificates
 - iii) Scrutinise building plans to ensure compliance



**DR BEYERS NAUDE LOCAL MUNICIPALITY
PROPOSED MICRO STRUCTURE
15 JUNE 2017**

DIRECTORATE COMMUNITY SERVICES
DIVISION WASTE MANAGEMENT

RECOMMENDED BY
MUNICIPAL MANAGER

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___/___/2017

DIVISION WASTE MANAGEMENT	
PURPOSE: To manage the rendering of waste management services in accordance with applicable legislation, by-laws and standards	
FUNCTIONS:	
1. Provide street and public/ open space cleaning service together with public facility and toilet cleaning service	
2. Provide residential, business and bulk refuse removal services in accordance with a refuse removal program, and refuse collection services in the rural areas	
3. Control landfill disposal sites, pounds and transfer station	
4. Perform environmental management functions	
MANAGER: WASTE MANAGEMENT	T

SECTION AREA CLEANSING	
PURPOSE: To provide street and public/ open space cleaning service together with public facility and toilet cleaning service	
SUPERINTENDENT	T

SEE PAGE 39

SECTION REFUSE REMOVAL, SKIPS & ILLEGAL DUMPING	
PURPOSE: To provide residential, business and bulk refuse removal services in accordance with a refuse removal program, and refuse collection services in the rural areas	
SUPERINTENDENT	T

SEE PAGE 40

SECTION LANDFILL SITES & TRANSFER STATION	
PURPOSE: To control landfill disposal sites, pounds and transfer station	
SUPERINTENDENT	T

SEE PAGE 42

SECTION ENVIRONMENTAL MANAGEMENT	
PURPOSE: To perform environmental management functions	
FUNCTIONS:	
1. Provide support to district municipality on an agency basis regarding the monitoring of noise / air / and environmental pollution	
2. Participate in strategic environmental and social environmental impact assessments	
3. Ensure compliance with legislation, e.g. air quality management, water & waste management	
4. Administer complaints / inspections and ensure enforcement of by-laws and relevant legislation	
5. Ensure environmental management monitoring and compliance services	
ENVIRONMENTAL OFFICER	T

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DR BEYERS NAUDE LOCAL MUNICIPALITY PROPOSED MICRO STRUCTURE 15 JUNE 2017

DIRECTORATE COMMUNITY SERVICES
DIVISION WASTE MANAGEMENT
SECTION AREA CLEANSING

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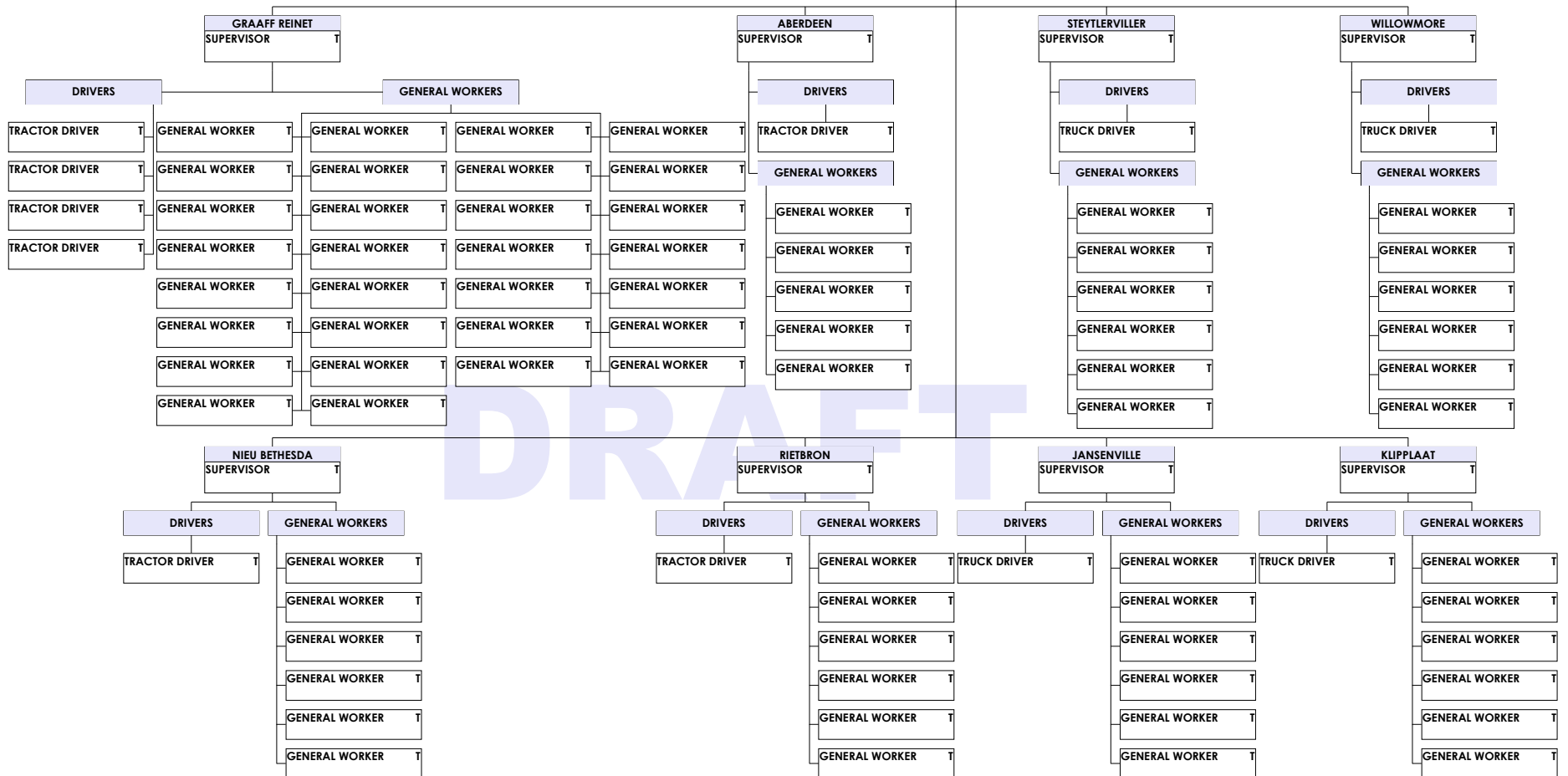
**SECTION
AREA CLEANSING**

PURPOSE: To provide street and public/ open space cleaning service together with public facility and toilet cleaning service

FUNCTIONS:

1. Render a street and pavement cleansing service
2. Provide public spaces, facility / toilet cleaning and cleansing service
3. Ensure disposal of dead animals
4. Supervise, administer and monitor small maintenance contractors and EPWP/ MIG projects

SUPERINTENDENT



DR BEYERS NAUDE LOCAL MUNICIPALITY PROPOSED MICRO STRUCTURE 15 JUNE 2017

DIRECTORATE COMMUNITY SERVICES
DIVISION WASTE MANAGEMENT
SECTION REFUSE REMOVAL, SKIPS & ILLEGAL DUMPING

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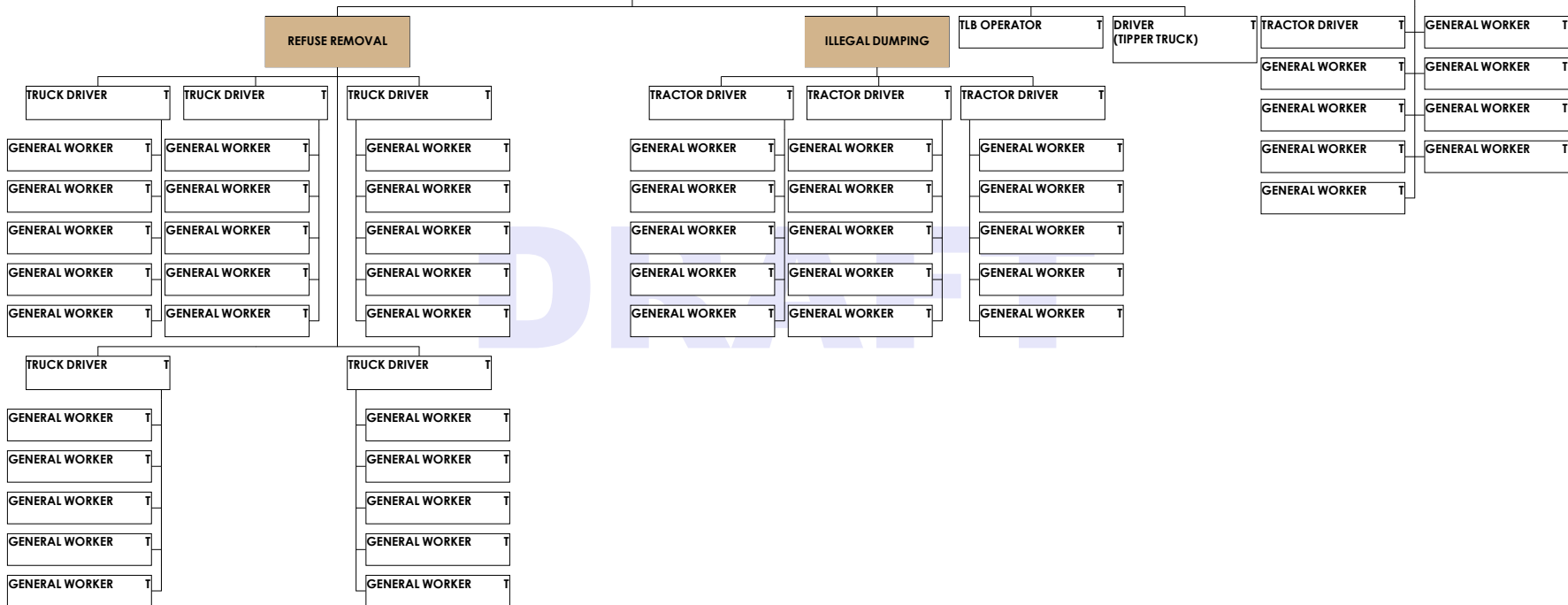
SECTION
REFUSE REMOVAL, SKIPS & ILLEGAL DUMPING
PURPOSE: To provide residential, business and bulk refuse removal services in accordance with a refuse removal program, and refuse collection services in the rural areas
FUNCTIONS:
1. Ensure the regular removal of residential / household waste according to a waste removal program and applicable standards
2. Ensure the removal of business waste according to a stipulated program and standards
3. Ensure the removal of waste as collected in bulk containers from informal settlements and businesses according to pre-determined arrangements and standards
4. Monitor and coordinate the illegal dumping of waste to ensure the waste generated and waste illegally dumped is disposed
5. Supervise, administer and monitor small maintenance contractors and EPWP / MIG projects
SUPERINTENDENT

**GRAAFF REINET
REFUSE & ILLEGAL
DUMPING**
SUPERVISOR

**GRAAFF REINET
SKIPS**
SUPERVISOR

**ABERDEEN, NIEU BETHESDA,
WILLOWMORE, STEYTLERVILLE,
JANSENVILLE, KLIPPLAAT &
RIETBRON**

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DR BEYERS NAUDE LOCAL MUNICIPALITY

PROPOSED MICRO STRUCTURE

15 JUNE 2017

DIRECTORATE COMMUNITY SERVICES
 DIVISION WASTE MANAGEMENT
 SECTION REFUSE REMOVAL, SKIPS & ILLEGAL DUMPING
 ABERDEEN, NIEU BETHESDA, WILLOWMORE, STEYTLERVILLE, JANSENVILLE, KLIPPLAAT & RIETBRON

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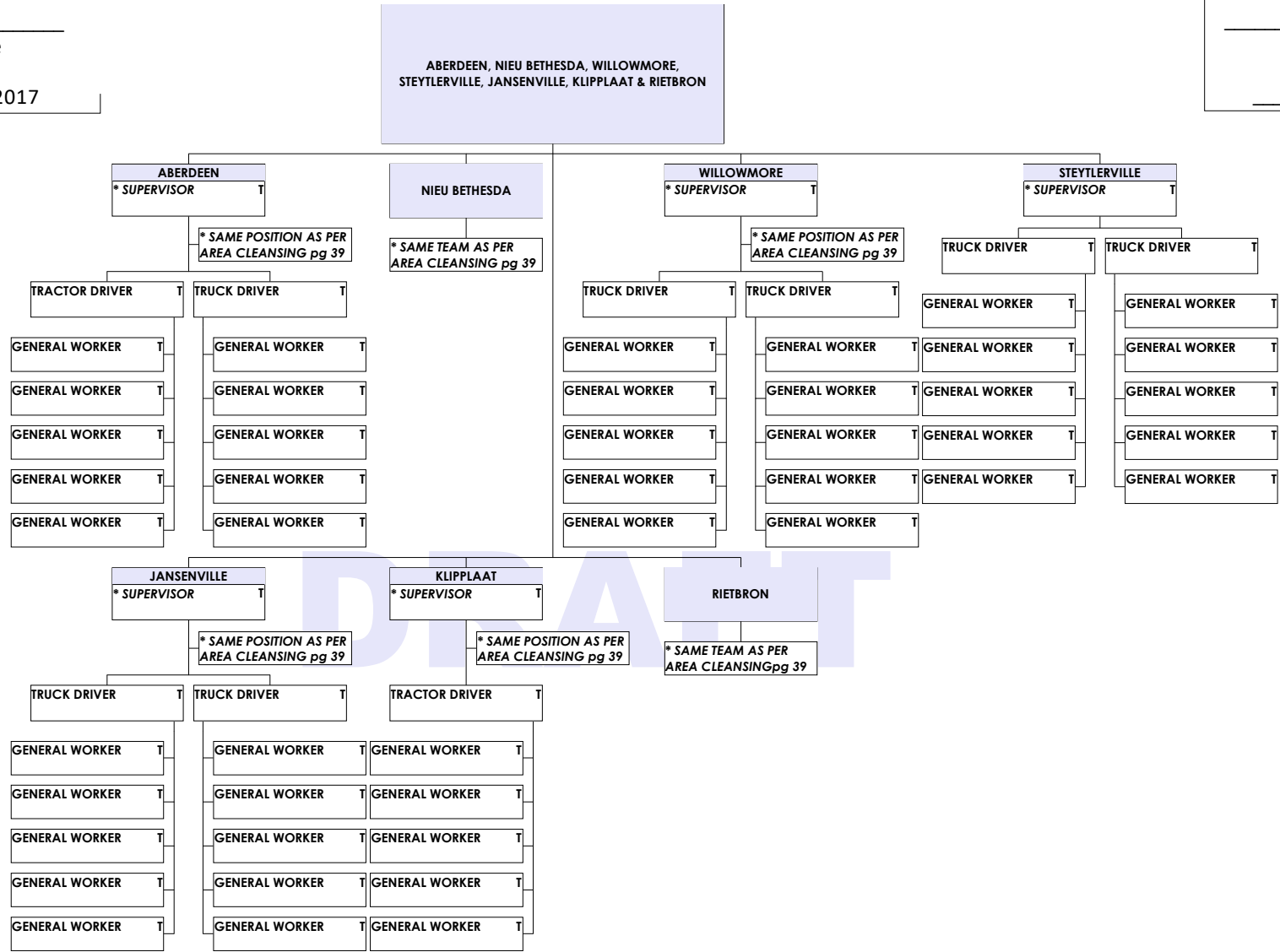
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DR BEYERS NAUDE LOCAL MUNICIPALITY
PROPOSED MICRO STRUCTURE
15 JUNE 2017

DIRECTORATE COMMUNITY SERVICES
DIVISION WASTE MANAGEMENT
SECTION LANDFILL SITES & TRANSFER STATION

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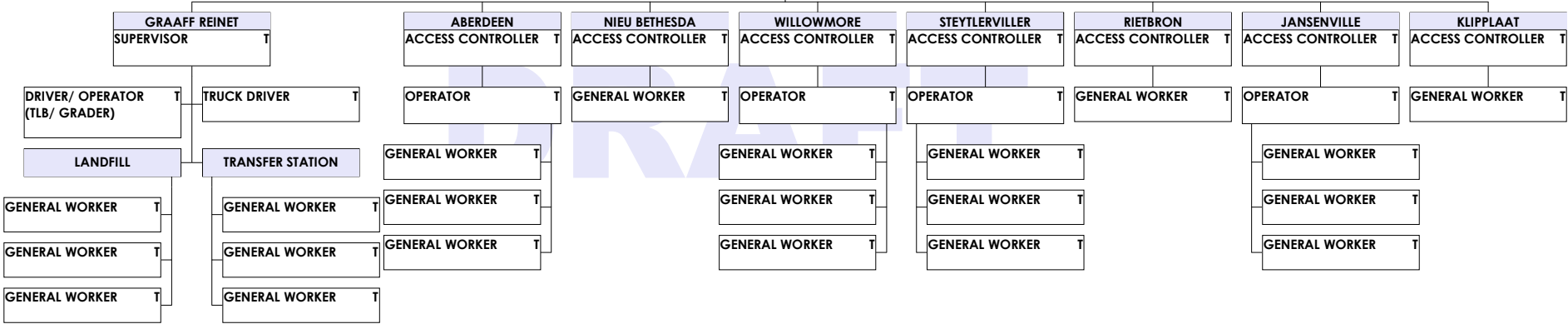
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**SECTION
LANDFILL SITES & TRANSFER STATION**
PURPOSE: To control landfill disposal sites, pounds and transfer station
FUNCTIONS:
1. Monitor offloading of waste in order to ensure an effective operation associated with the provision of a clean environment are accomplished through the implementation of a high quality transfer station/ landfill/ / drop-off
2. Monitor and coordinate the illegal dumping of waste to ensure the waste generated and waste illegally dumped is disposed
3. Facilitate and coordinate the composting process for peak effectiveness
4. Operate and administer the waste transfer station and calculate volumes and total tariff (amounts) charged
5. Conduct site inspections by performing visual checks and identifying with any deviations or breaches to waste disposal procedures
6. Operate and administer the waste transfer station and drop-off facilities
SUPERINTENDENT _____ T



DR BEYERS NAUDE LOCAL MUNICIPALITY

PROPOSED MICRO STRUCTURE

15 JUNE 2017

DIRECTORATE COMMUNITY SERVICES
SECTION PARKS, CEMETERIES & PUBLIC AMENITIES

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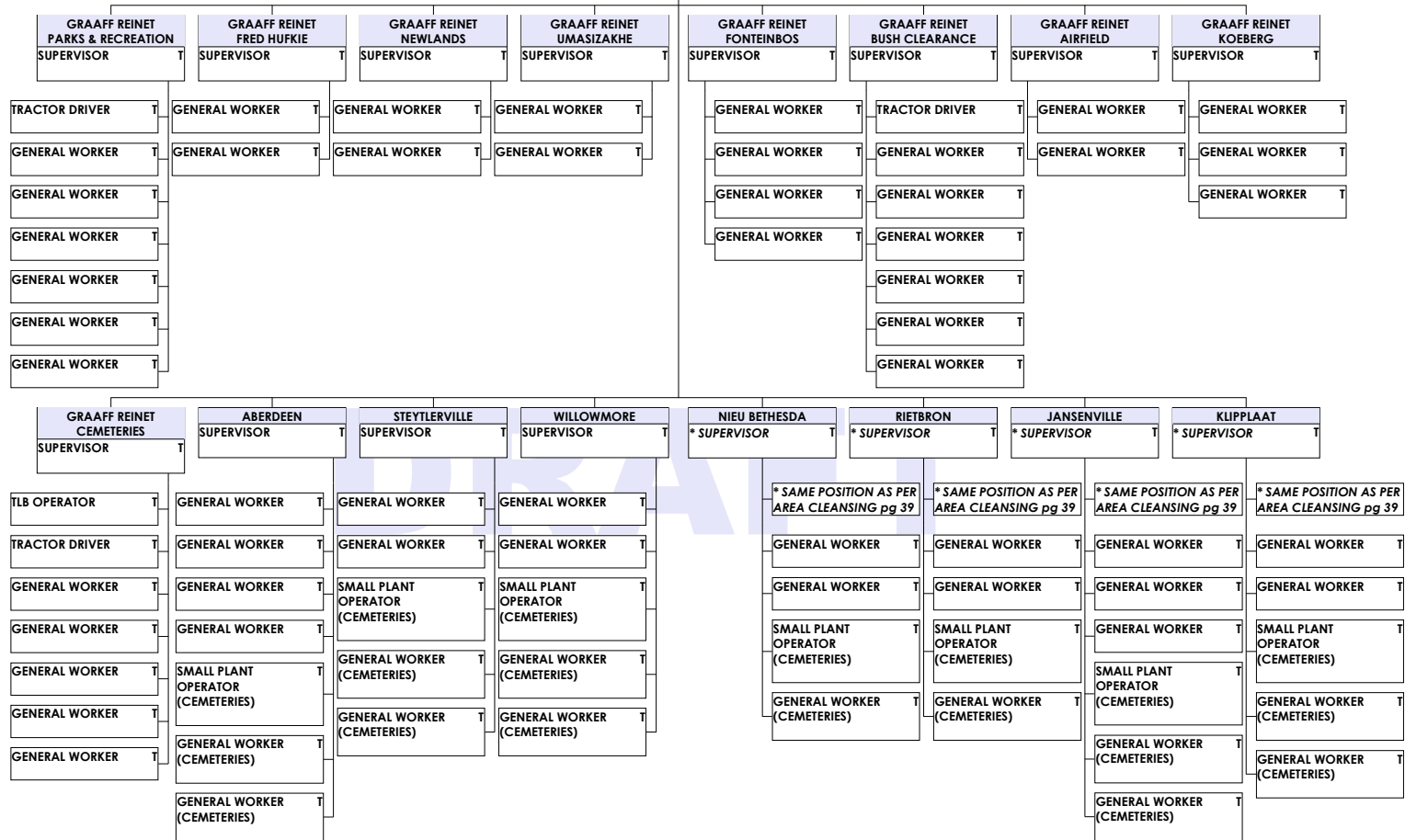
SECTION
PARKS, CEMETERIES & PUBLIC AMENITIES

PURPOSE: To provide and maintenance/ operation of parks, sport grounds, commonage and public amenities

FUNCTIONS:

1. Provide and maintain parks, cemeteries, sport fields, fences, structures and public facilities including:
 - i) Maintenance programming/ scheduling
 - ii) Equipment maintenance/ management/ training
 - iii) Compliance of playground equipment
 - iv) Prepare burial facilities by preparation of graves and ensuring compliance with legislation/ by laws
 - v) Supervise the maintenance of street trees and the application of pest and weed control services
2. Provide maintenance services in terms of sport fields, sport & recreation facilities and swimming pools
3. Clean and maintain irrigation canals
4. Maintain, coordinate and provide impounding operations

SUPERINTENDENT T



DR BEYERS NAUDE LOCAL MUNICIPALITY

PROPOSED MICRO STRUCTURE

15 JUNE 2017

DIRECTORATE COMMUNITY SERVICES
SECTION LIBRARY SERVICES

RECOMMENDED BY
MUNICIPAL MANAGER

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____/____/2017

**SECTION
LIBRARY SERVICES**

PURPOSE: To provide library and information services to municipality's communities

FUNCTIONS:

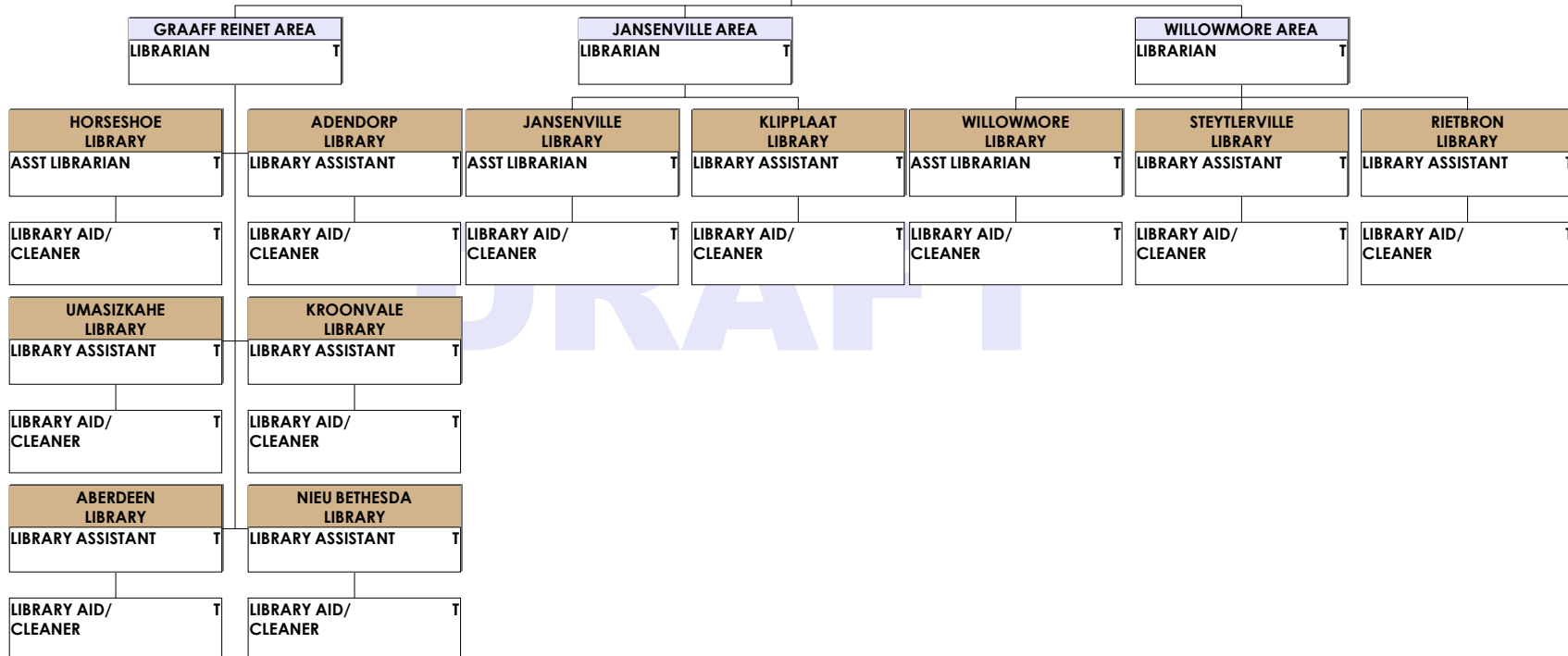
1. Administer library services in accordance with provincial and Council policies
2. Identify and satisfy the communities' needs regarding library services
3. Manage the procurement, lending and use of library material (issuing, circulation, preservation, referencing, shelving and guidance)
4. Provide specialised library services (internet facilities, information services, cataloguing and classification)
5. Coordinate user education and promote reading for future growth of the community
6. Maintain all pc's in libraries in order to provide internet access to the public

CHIEF LIBRARIAN _____ T

APPROVED BY COUNCIL

Signature

____/____/2017



DR BEYERS NAUDE LOCAL MUNICIPALITY
PROPOSED MICRO STRUCTURE
15 JUNE 2017

DIRECTORATE COMMUNITY SERVICES
SECTION HUMAN SETTLEMENTS

RECOMMENDED BY
MUNICIPAL MANAGER

Signature

____/____/2017

**SECTION
HUMAN SETTLEMENTS**

PURPOSE: To provide human settlements administration and support services to address the housing needs in the area

FUNCTIONS:

1. Coordinate the funding and administration of housing projects and basic services to informal settlements
2. Coordinate the administration processes of housing applications and provisioning to ensure proper service delivery to the community
3. Coordinate housing project development in rural areas and emergency housing provisioning

ADMINISTRATOR: HUMAN SETTLEMENTS T

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FIELD WORKER T

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APPROVED BY COUNCIL

Signature

____/____/2017

DR BEYERS NAUDE LOCAL MUNICIPALITY

PROPOSED MICRO STRUCTURE

15 JUNE 2017

OFFICE OF THE MUNICIPAL MANAGER
DIVISION INTERNAL AUDIT

RECOMMENDED BY
MUNICIPAL MANAGER

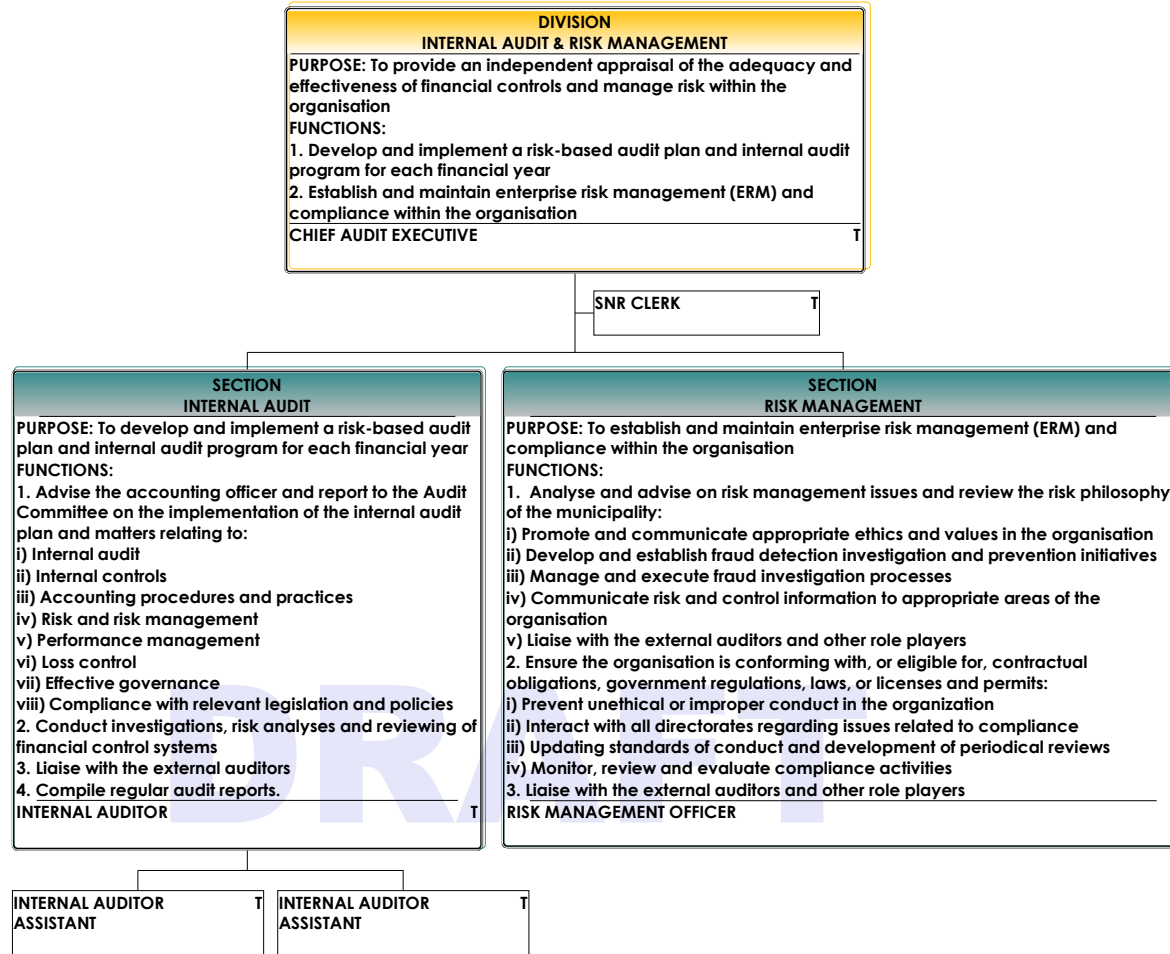
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___/___/2017

APPROVED BY COUNCIL

Signature

___/___/2017



DR BEYERS NAUDE LOCAL MUNICIPALITY

PROPOSED MICRO STRUCTURE

15 JUNE 2017

OFFICE OF THE MUNICIPAL MANAGER
DIVISION STRATEGIC SERVICES

RECOMMENDED BY
MUNICIPAL MANAGER

Signature

___/___/2017

APPROVED BY COUNCIL

Signature

___/___/2017

**DIVISION
STRATEGIC SERVICES**

PURPOSE: To manage and provide strategic services

FUNCTIONS:

1. Manage and coordinate institutional performance management (PM)
2. Manage and coordinate the IDP processes in accordance with legislative requirements
3. Plan and develop a coherent and integrated framework for local economic development
4. Provide comprehensive communication and intergovernmental relations services

MANAGER: STRATEGIC SERVICES

**SECTION
INSTITUTIONAL PERFORMANCE MANAGEMENT (PM)**

PURPOSE: To manage and coordinate institutional performance management (PM)

FUNCTIONS:

1. Develop, maintain and monitor the institutional PM
2. Operate and manage the system throughout the planning, performance review and reporting stages
3. Ensure legislative compliance of the institutional PM
4. Monitor and evaluate service delivery and strategic projects
5. Prepare and submit legislated reports such as quarterly and annual reports
6. Coordinate and implement SDBIP processes

PM OFFICER

**SECTION
IDP**

PURPOSE: To manage and coordinate the IDP processes in accordance with legislative requirements

FUNCTIONS:

1. Guide and direct planning and logistical arrangements of the IDP processes
2. Integrate organisational management activities with the strategic planning process
3. Monitor and report on the implementation of the IDP
4. Ensure public participation in IDP processes

SNR IDP OFFICER

**SECTION
ECONOMIC DEVELOPMENT & TOURISM**

PURPOSE: To plan and develop a coherent and integrated framework for economic development and tourism processes in accordance with legislative requirements

FUNCTIONS:

1. Implement integrated framework
2. Provide institutional capacity to promote and implement ED programs
3. Coordinate departmental ED activities
4. Promote SMME development and training:
 - i) Responsible for the implementation of the SMME assistance programme so that the ED goals can be achieved
 - ii) Facilitate community skills development projects in order to determine and initiate the skills development needs and programs for the establishment of SMME's
 - iii) Provide support to SMME's wrt the preparation and submission of business plans
5. Promote and support local tourism organisations
6. Administer, coordinate and manage the effective utilisation of the commonage

SNR ED/ TOURISM OFFICER

**SECTION
COMMUNICATION & IGR**

PURPOSE: To provide comprehensive communication and intergovernmental relations services

FUNCTIONS:

1. Render a public and media relations and comprehensive communication service to promote and build sound relationships between the municipality and all stakeholders and to promote and manage the corporate image:
 - i) Provide media relations services
 - ii) Conduct communications research
 - iii) Render advance corporate communications and marketing
 - iv) Develop and maintain municipality's website and perform website content management
2. Facilitate, mainstream and promote intergovernmental relations (IGR) programmes and projects:
 - i) Guide and co-ordinate IGR and protocol related actions
 - ii) Render and coordinate institutional public participation support services to ensure regular consultation between council and the community
 - iii) Render support services to ward councillors
 - iv) Provide institutional community facilitation and liaison services
 - v) Strengthen community participation in council matters at administrative level
3. Promote marketing and branding opportunities
4. Provide support regarding communication events

COMMUNICATION & IGR OFFICER

IDP COORDINATOR

ECONOMIC DEVELOPMENT OFFICER

TOURISM OFFICER

ECONOMIC DEVELOPMENT OFFICER

SNR CLERK

DRA