

**KANNALAND LOCAL MUNICIPALITY  
PROPOSED MICRO STRUCTURE AS PER ADMINISTRATOR'S DIRECTIVE  
9 MAY 2020**



RECOMMENDED BY  
MUNICIPAL MANAGER

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**KANNALAND  
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. Manage infrastructure and community services provisioning in order to ensure the rendering of sustainable and affordable services to the community
3. Provide administrative support services to the institution to facilitate proficient administrative practices and procedures
4. Render human resources management and support services to the municipality that will sustain the optimum utilisation of the municipality's human capital
5. Provide an independent appraisal of the adequacy and effectiveness of financial controls
6. Develop and coordinate the IDP, LED, PM & SDBIP processes
7. Provide office management services to the Municipal Manager

MUNICIPAL MANAGER SECT. 57  
REYNOLD STEVENS

**DIRECTORATE  
FINANCIAL SERVICES**

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

DIRECTOR: FINANCIAL SERVICES (CFO) SECT. 57

SEE PAGE 2

**DIRECTORATE  
INFRASTRUCTURE & COMMUNITY SERVICES**

**PURPOSE:** To manage infrastructure and community services provisioning in order to ensure the rendering of sustainable and affordable services to the community

DIRECTOR: INFRASTRUCTURE & COMMUNITY SERVICES SECT. 57

SEE PAGE 7

**DIVISION  
ADMINISTRATION SUPPORT**

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

MANAGER: ADMINISTRATION SUPPORT T

SEE PAGE 18

**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 21

**DIVISION  
INTERNAL AUDIT**

**PURPOSE:** To provide an independent appraisal of the adequacy and effectiveness of financial controls

INTERNAL AUDITOR T

SEE PAGE 22

**SECTION  
IDP, LED & PM**

**PURPOSE:** To develop and coordinate the IDP, LED, PM & SDBIP processes

IDP, LED & PM OFFICER T

SEE PAGE 23

**SECTION  
EXECUTIVE SUPPORT**

**PURPOSE:** To provide office management services to the Municipal Manager

**FUNCTIONS:**

1. Provide planning, research, analyses and reporting services to the Municipal Manager
2. Render secretarial, administrative and logistical support services to the Municipal Manager
3. Monitor, review and evaluate compliance activities
4. Provide comprehensive communication, intergovernmental relations and tourism liaison services

PERSONAL ASSISTANT

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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, expenditure and information technology 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 supply chain and contract management services to ensure proper systems, procedures and control for demand, acquisition, logistics, disposal management, as well as contract monitoring and performance
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 auxiliary/ logistic/ secretarial support services
2. Administer customer care processes
3. Administer departmental records management system

**PERSONAL ASSISTANT** T

**DIVISION  
FINANCIAL & ACCOUNTING SERVICES**

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

**MANAGER: FINANCIAL & ACCOUNTING SERVICES** T

SEE PAGE 3

**DIVISION  
REVENUE & DEBT COLLECTION**

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

**MANAGER: REVENUE & DEBT COLLECTION** T

SEE PAGE 4

**DIVISION  
SUPPLY CHAIN & CONTRACT MANAGEMENT**

**PURPOSE:** To manage supply chain and contract management services to ensure proper systems, procedures and control for demand, acquisition, logistics, disposal management, as well as contract monitoring and performance

**MANAGER: SUPPLY CHAIN & CONTRACT MANAGEMENT** T

SEE PAGE 6

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**DIVISION  
FINANCIAL & ACCOUNTING SERVICES**

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

**FUNCTIONS:**

1. Administer budgeting processes, planning, compilation & reporting, overall budget control, and control accounting procedures
2. Prepare and compile Annual Financial Statements (AFS) and implement procedures, reconciliations, systems and controls to ensure compliance to all relevant accounting standards
3. Record, authorise, execute and report creditors, ad-hoc payments transactions and EFT payments on system
4. Record, authorise, execute and report payroll transactions
5. Provide effective and efficient information and communication technology services
6. Manage the municipality's financial management information system and revenue protection
7. Coordinate in-service training and internship programmes in terms of prescribed requirements

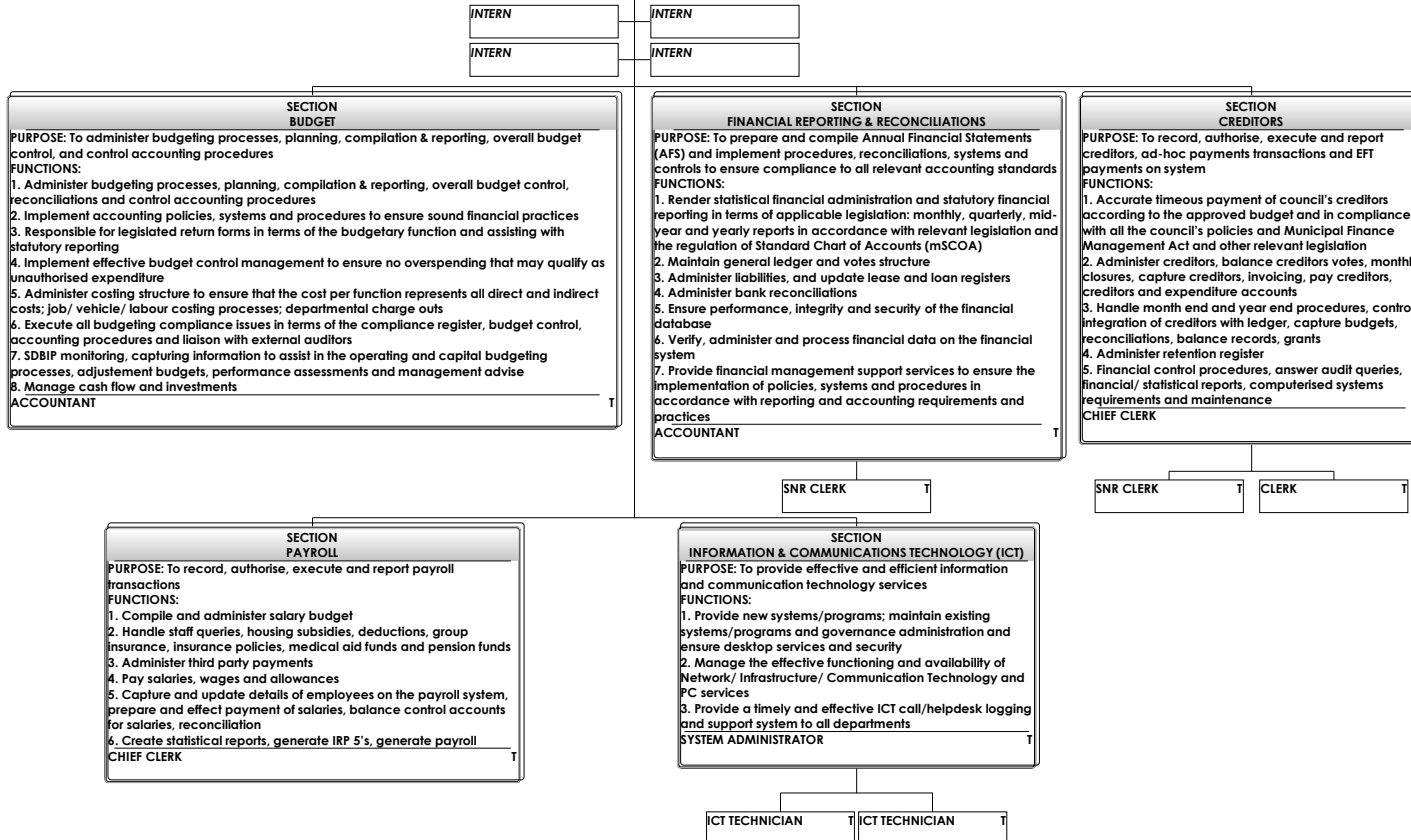
MANAGER: FINANCIAL & ACCOUNTING SERVICES T

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**DIVISION  
REVENUE & DEBT COLLECTION**

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

**FUNCTIONS:**

1. Administer rates, taxes and property valuations in accordance with legislative prescripts
2. Administer credit control policy and procedures in accordance with regulations and Council policies
3. Provide meter reading, water and electricity billing services and administer sundry debtors, cashiering and receipting
4. Administer revenue protection processes and procedures

MANAGER: REVENUE & DEBT COLLECTION T

**SECTION  
VALUATIONS, RATES AND TAXES**

**PURPOSE:** To administer rates, taxes and property valuations in accordance with legislative prescripts

**FUNCTIONS:**

1. Accurate levying of fixed municipal rates and taxes according to council's By-Laws
2. Ensuring levying of rates and taxes in accordance with rates policy in order to maintain and extend council tax base
3. Ensure the regular reconciliation of rates and taxes accounts against valuation roll
4. Issue clearance certificates
5. Administer valuations in accordance with legislative prescripts; valuation roll, consultation, objections, administrative support regarding valuation process, supplementary valuations, financial procedures regarding property valuations property register

CHIEF CLERK T

**SECTION  
CREDIT CONTROL**

**PURPOSE:** To administer credit control policy and procedures in accordance with regulations and Council policies

**FUNCTIONS:**

1. Implement and maintain credit control policy and control procedures and execute credit control measures and procedures
2. Receive, approve, capture and administer indigent applications, indigent register and policies in accordance with relevant legislative/ policy directives and perform inspections at indigent premises on an ad hoc basis
3. Execute collection policies and control procedures
4. Administer revenue protection processes and procedures, deal with statistical data/ reports and compile deviation reports

CHIEF CLERK T

**SECTION  
DEBTORS & CASHIERING**

**PURPOSE:** To provide meter reading, water and electricity billing services and administer sundry debtors, cashiering and receipting

ACCOUNTANT T

SEE PAGE 5

SNR CLERK T

CLERK T

LADISMITH & ZOAR  
SNR CLERK T

CALITZDORP  
SNR CLERK T

CLERK T

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**SECTION  
DEBTORS & CASHIERING**

**PURPOSE:** To provide meter reading, water and electricity billing services and administer sundry debtors, cashiering and receipting

**FUNCTIONS:**

1. 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
2. Administer connections, new connections and re-connections
3. Render billing service and ensure correct billing run, 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
4. Reconciliation of sundry debtors and pre-paid electricity accounts
5. Coordinate and 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
6. 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

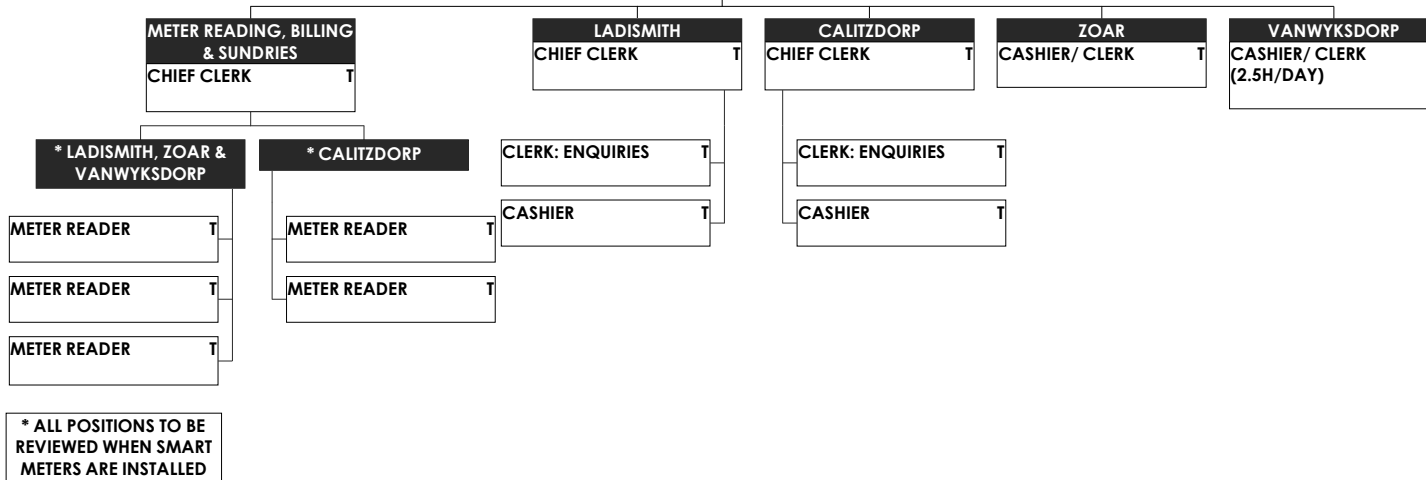
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**DIVISION**  
**SUPPLY CHAIN & CONTRACT MANAGEMENT**

**PURPOSE:** To manage supply chain and contract management services to ensure proper systems, procedures and control for demand, acquisition, logistics, disposal management, as well as contract monitoring and performance

**FUNCTIONS:**

1. Perform demand procedures wrt written quotations procedures and render acquisition services
2. Administer fleet, asset and insurance management and administration processes
3. Coordinate, control and apply logistics and disposal management practices and administer and perform contract and tender administration, compliance and performance

**MANAGER:** SUPPLY CHAIN & CONTRACT MANAGEMENT T

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**SECTION**  
**DEMAND & ACQUISITION MANAGEMENT**

**PURPOSE:** To perform demand procedures wrt quotations procedures and render acquisition services

**FUNCTIONS:**

1. Implement demand management policies and procedures in accordance with legislation and directives
2. Confirm capacity and capability of suppliers to meet specific requirements
3. Ensure that all procurement/ acquisitions as well as the appointment of service providers, is done in the most effective, efficient and consistent manner and in accordance with authorised processes
4. Collate and verify transactional documentation (requisitions, delivery notes.)
5. Provide detailing report on outstanding/ back orders and re-order status

**SNR SCM PRACTITIONER** T

**SECTION**  
**FLEET, ASSET & INSURANCE MANAGEMENT**

**PURPOSE:** To administer fleet, asset and insurance management and administration processes

**FUNCTIONS:**

1. Render corporate fleet administration service to the municipality
2. Coordinate official vehicle inspection and driver training services
3. Develop, implement and maintain fleet management program and system to ensure effectiveness, affordability and efficiency
4. Provide administrative support services (insurance, assessment of fleet statistics and needs, monitoring fleet administration processes and controls, reporting)
5. Administer assets management processes and procedures, assets register and implementation of assets management policy
6. Administer insurance portfolio, claims, liaison with insurance company and transactional records and register

**ACCOUNTANT** T

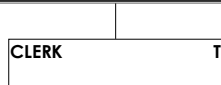
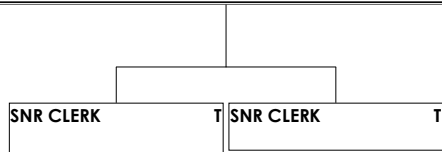
**SECTION**  
**LOGISTICS, COMPLIANCE & CONTRACT MANAGEMENT**

**PURPOSE:** To coordinate, control and apply logistics and disposal management practices and administer and perform contract and tender administration, compliance and performance

**FUNCTIONS:**

1. Administer the disposal of obsolete items/ goods and maintain a database of redundant materials/ goods
2. Perform contracts, risks and performance management processes, to ensure that the stipulations of the contract conditions are adhered to and to identify, consider and avoid potential risks in the supply chain management system
3. Maintain and provide supplier database administration
4. Render bid administrative support function to bid committees, tender document management, tender administration and CIDB

**SNR SCM PRACTITIONER** T



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**DIRECTORATE  
INFRASTRUCTURE & COMMUNITY SERVICES**

**PURPOSE:** To manage infrastructure and community services provisioning in order to ensure the rendering of sustainable and affordable services to the community

**FUNCTIONS:**

1. Maintain and provide civil engineering services to ensure the rendering of effective, efficient, sustainable and affordable civil engineering services to the community
2. Provide and maintain electrical and mechanical services to ensure the rendering of effective, efficient, economical, electrical maintenance service
3. Coordinate the provisioning of project management services for the construction phase of capital / maintenance / external funded projects
4. Render spatial / town planning services (policies, SDF including urban and rural development planning) and building control
5. Render integrated community services to enhance community development in general and promote a clean and safe environment
6. Render management and line function administrative support services to the directorate

DIRECTOR: INFRASTRUCTURE & COMMUNITY SERVICES SECT. 57

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**SECTION  
ADMINISTRATIVE SUPPORT**

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

**FUNCTIONS:**

1. Provide auxiliary/ logistic/ secretarial supprt services
2. Administer customer care processes for directorate wrt queries, complaints, applications for new or upgraded services
3. Administer departmental records management system
4. Assist with monthly reports, registers, agenda compilation and correspondence
5. Administer and submit leave, IOD, overtime and standby to HR

ADMIN ASSISTANT T      ADMIN ASSISTANT T

**DIVISION  
CIVIL ENGINEERING**

**PURPOSE:** To maintain and provide civil engineering services to ensure the rendering of effective, efficient, sustainable and affordable civil engineering services to the community

MANAGER: CIVIL ENGINEERING T

SEE PAGE 8

**DIVISION  
ELECTRICAL & MECHANICAL SERVICES**

**PURPOSE:** To provide and maintain electrical and mechanical services to ensure the rendering of effective, efficient, economical, electrical maintenance service

MANAGER: ELECTRICAL & MECHANICAL SERVICES T

SEE PAGE 11

**DIVISION  
PMU & CAPITAL PROJECTS**

**PURPOSE:** To coordinate the provisioning of project management services for the construction phase of capital / maintenance / external funded projects

MANAGER: PMU & CAPITAL PROJECTS T

SEE PAGE 12

**DIVISION  
LAND USE PLANNING & BUILDING CONTROL**

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

TOWN PLANNER (SHARED SERVICES) T

SEE PAGE 13

**DIVISION  
COMMUNITY SERVICES**

**PURPOSE:** To render integrated community services to enhance community development in general and promote a clean and safe environment

MANAGER: COMMUNITY SERVICES T

SEE PAGE 14

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**DIVISION  
 CIVIL ENGINEERING**

**PURPOSE:** To maintain and provide civil engineering services to ensure the rendering of effective, efficient, sustainable and affordable civil engineering services to the community

**FUNCTIONS:**

1. Perform operational processes with regard to water and waste water 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, storm water systems / structures and buildings
3. Manage the provisioning of transport planning, public transport, traffic engineering services and infrastructure

**MANAGER: CIVIL ENGINEERING** T

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**SECTION  
 WATER & SANITATION**

**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

**SUPERINTENDENT** T

SEE PAGE 9

**SECTION  
 ROADS, STORM WATER & BUILDING  
 MAINTENANCE**

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

**SUPERVISOR** T

SEE PAGE 10



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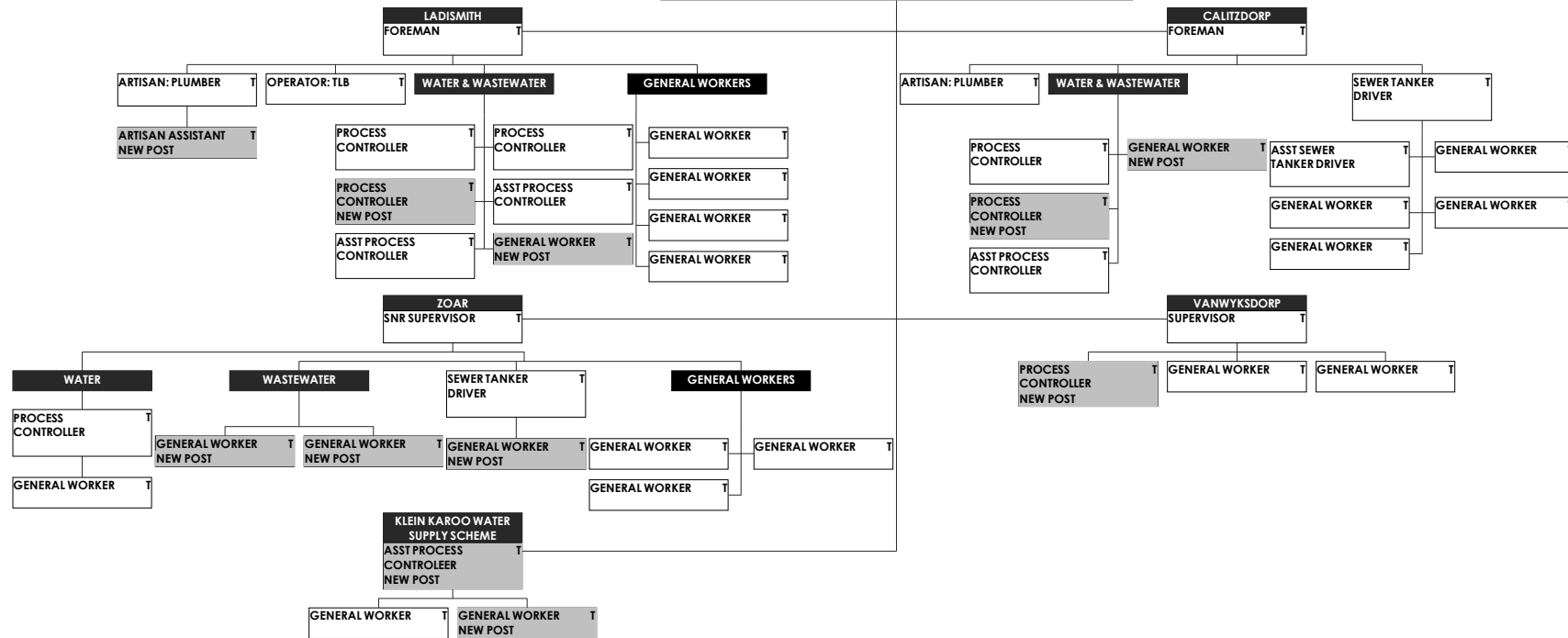
**SECTION WATER & SANITATION**

**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 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, including:
  - i) Perform preventative maintenance to manage the water network pipelines, tanker service, construction operations and pump stations
  - ii) Install and maintain bulk metering, meter management and operations
  - iii) Maintain water distribution networks
2. Operate water treatment works to ensure potable water in compliance with the license agreement as issued by the Department of Water Affairs:
  - i) Manage the maintenance and operation of bulk water treatment works, systems and pump stations
  - ii) Perform cleaning and maintenance services to the water treatment works
  - iii) Compile and update potable water services by-laws and regulations
  - iv) Manage the distribution of potable water in a sustainable manner to satisfy the needs of consumers and render bulk supply - water demand and conservation
  - v) Provide laboratory services by performing quality control tests to ensure compliance
3. Maintenance and operation of wastewater treatment infrastructure to assure uninterrupted services:
  - i) Treat wastewater and dispose of by-products in accordance with legally prescribed standards
  - ii) Assure the collection and conveying of wastewater in a sustainable, efficient and safe manner to render adequate services to the community

**SUPERINTENDENT**



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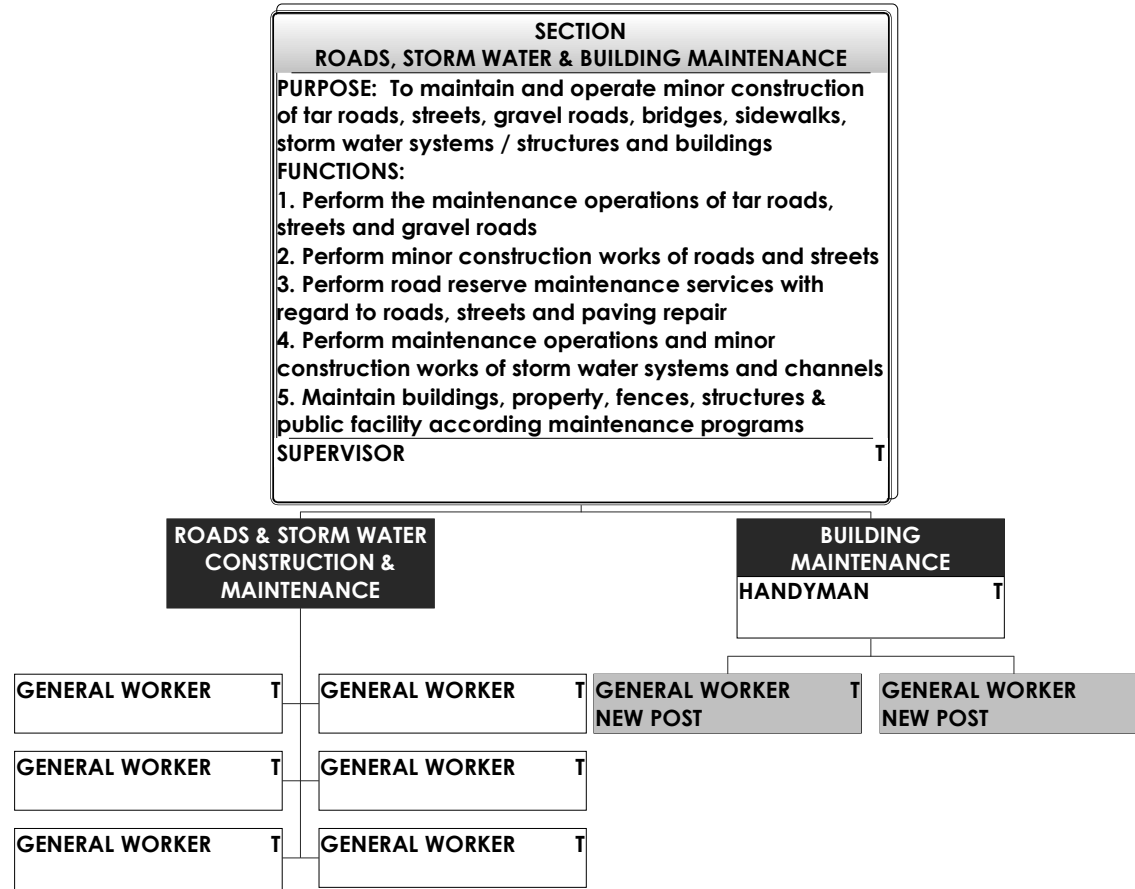
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**DIVISION  
ELECTRICAL & MECHANICAL SERVICES**

**PURPOSE:** To provide and maintain electrical and mechanical services to ensure the rendering of effective, efficient, economical, electrical maintenance service

**FUNCTIONS:**

1. Manage the operation and maintenance of the electricity distribution network
2. Manage electrical maintenance of all plants, pumps and equipment
3. Plan, design and construction of extensions, upgrading and modifications to the electricity network to ensure operational efficiency and sustainability
4. Develop and maintain databases with relation to protection, installations, settings, scheduled maintenance, S.C.A.D.A. and relays
5. Maintenance, implement and monitor electrical plant, switchgear and telemetry
6. Render corporate fleet maintenance, mechanical workshop service and quality control to the municipality
7. Outsourcing of specialised maintenance and repair of vehicles and equipment

**MANAGER:** ELECTRICAL & MECHANICAL SERVICES T

**SECTION  
DISTRIBUTION SERVICES**

**PURPOSE:** To manage the operation and maintenance of the electricity distribution network

**FUNCTIONS:**

1. Manage the operations and maintenance of the LV electricity distribution network
2. Manage the operations and maintenance of the HV/MV electricity distribution network
3. Manage the operations and maintenance of all electricity substations
4. Manage the maintenance of electricity interconnecting lines and network cables
5. Maintain electrical distribution network, including:
  - i) Procure and safeguard electrical supplies and equipment
  - ii) Maintain and repair streetlights, buildings and electrical water works equipment
6. Manage control room to ensure the safety of workers and compliance to health and safety legislation

**SNR ARTISAN:** ELECTRICIAN T

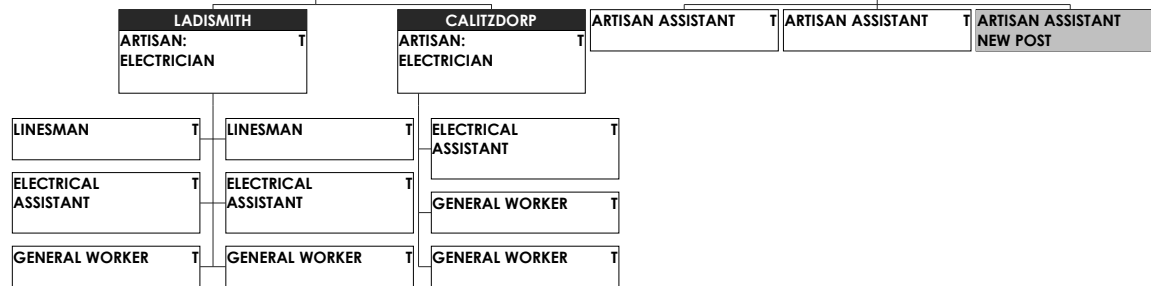
**SECTION  
MECHANICAL SERVICES**

**PURPOSE:** To manage electrical maintenance of all plants, pumps and equipment

**FUNCTIONS:**

1. Maintain and repair electrical and meter connections
2. Maintain electrical sewerage pumps and plant
3. Perform preventative maintenance services on all electrical pumps and plants

**ARTISAN:** ELECTRICIAN T



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**DIVISION  
 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, monitor and control EPWP projects/ contracts for the directorate after the appointment of consultants and contractors and ensure quality monitoring and supervision:
  - i) Monitor construction/ maintenance projects
  - ii) Provide administrative support services and data capturing
  - iii) Administer financial processes and contracts regarding projects
6. Implement and monitor quality management systems (QMS)

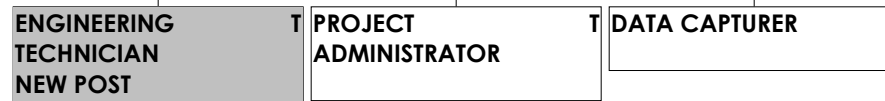
**MANAGER:** PMU & CAPITAL PROJECTS T

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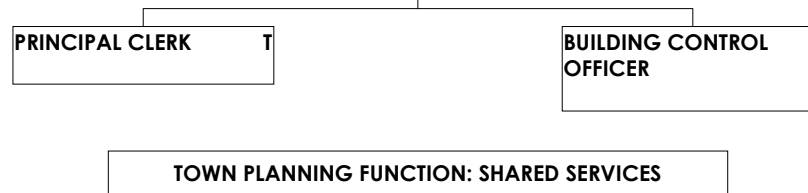
<b>DIVISION</b>	
<b>LAND USE PLANNING &amp; BUILDING CONTROL</b>	
<b>PURPOSE:</b> To render spatial / town planning services (policies, SDF including urban and rural development planning) and building control	
<b>FUNCTIONS:</b>	
1. Develop and implement the Spatial Development Framework and ensure compliance 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 and process administrative requirements regarding land use audits and applications	
5. Comment on applications for development of council land/ properties, tender process and project manage such developments	
6. Maintain zoning scheme, map and register	
7. Provide administrative support regarding Municipal Planning Tribunal	
8. Administer just processing of all building plan applications and related processes in terms of statutory requirements and standard operating procedures	
9. Uphold the Building Regulations and applicable by-laws, policies and guidelines in the approval of building plans	
10. Ensure compliance and related law enforcement of building works with approved building plans and related statutory requirements and related approvals	
11. Ensure enforcement of outdoor advertisement policies and by-laws Identify, protect and manage the heritage (built form) in the municipal area	
<b>TOWN PLANNER</b>	<b>T</b>
<b>(SHARED SERVICES)</b>	

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**DIVISION  
COMMUNITY SERVICES**

**PURPOSE:** To render integrated community services to enhance community development in general and promote a clean and safe environment

**FUNCTIONS:**

1. Render protection services to ensure the safety of the community
2. Render cleansing services, maintenance of parks and cemeteries and refuse removal services to ensure waste management in accordance with applicable legislation, by-laws and standards
3. Provide library and information services to municipality's communities
4. Provide human settlements administration and support services to address the housing needs in the area
6. Ensure compliance with all the statutory obligations of the municipality relating to waste management and pollution control

**MANAGER: COMMUNITY SERVICES** T

**SECTION  
PROTECTION SERVICES**

**PURPOSE:** To render protection services to ensure the safety of the community

**CHIEF PROTECTION SERVICES** T

SEE PAGE 15

**SECTION  
CLEANSING, PARKS, CEMETERIES & REFUSE REMOVAL**

**PURPOSE:** To render cleansing services, maintenance of parks and cemeteries and refuse removal services to ensure waste management in accordance with applicable legislation, by-laws and standards

**SUPERINTENDENT** T

SEE PAGE 16

**SECTION  
LIBRARY SERVICES**

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

**SNR LIBRARIAN** T

SEE PAGE 17

**SECTION  
HOUSING**

**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

**SNR HOUSING OFFICER** T

**SNR CLERK: HOUSING** T

**SECTION  
ENVIRONMENTAL MANAGEMENT**

**PURPOSE:** To ensure compliance with all the statutory obligations of the municipality relating to waste management and pollution control

**FUNCTIONS:**

1. Coordinate, inspect and enforce compliance on practices that negatively impact on the environment
2. Perform waste management with regard to recycling, waste minimisation and clean up campaigns
3. Ensure environmental management monitoring and compliance with legislation
4. Render measures to curb and control risks in order to ensure the provision of a clean and healthy environment
5. Coordinate and issue business licenses and street trading
6. Administer complaints / inspections and ensure enforcement of by-laws and relevant legislation
7. Coordinate community consultations and establish education and awareness campaigns
8. Facilitate the development of Integrated Environmental Management Systems Framework for the municipality
9. Monitor of air, soil and noise pollution including radiation hazard control

**ENVIRONMENTAL MANAGEMENT OFFICER** T

KANNALAND LOCAL MUNICIPALITY  
**PROPOSED MICRO STRUCTURE AS PER ADMINISTRATOR'S DIRECTIVE**  
**9 MAY 2020**



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**SECTION**  
**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 and administer processes of motor vehicle registration, licensing on a service level agreement basis and vehicle testing station
2. Administer financial and administrative procedures with regard to traffic law enforcement and provide administrative and financial support services
3. Render fire fighting services in collaboration with DM for the area in terms of SLA
4. Liaise with Operators Licensing Board and taxi's associations

**CHIEF PROTECTION SERVICES**

**TRAFFIC & LAW ENFORCEMENT/ DLIC & VTS**

**PURPOSE:** To render efficient and sustainable traffic and law enforcement services and administer processes of motor vehicle registration, licensing on a service level agreement basis and vehicle testing

**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:
  - 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) Promote road traffic safety and education; viii) Supervise and coordinate traffic law enforcement with regard to taxi's including administer permits, liaise with taxi associations; ix) Manage and coordinate seasonal traffic warden activities as required
2. Administer processes of motor vehicle registration, licensing on a service level agreement basis and vehicle testing:
  - i) Administer the issuing and payment of vehicle registrations and licenses
  - ii) Administer processes of motor vehicle registration, licensing on a service level agreement basis
  - iii) Process and administer traffic fines and perform court services
  - iv) Perform road marking and signage services
  - v) Perform eye testing and drivers license testing services

**ADMINISTRATIVE SUPPORT**

**PURPOSE:** To administer financial and administrative procedures with regard to traffic law enforcement and provide administrative and financial support services

**FUNCTIONS:**

1. Traffic fine management
2. Link to NPA and Justice Department
3. Contravention system management, cashiering, receipting and filing

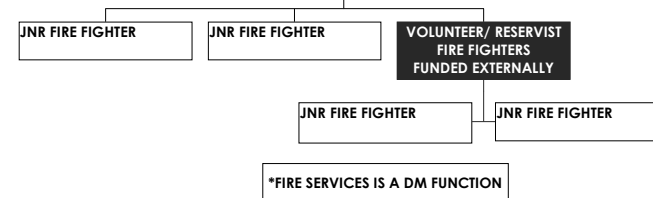
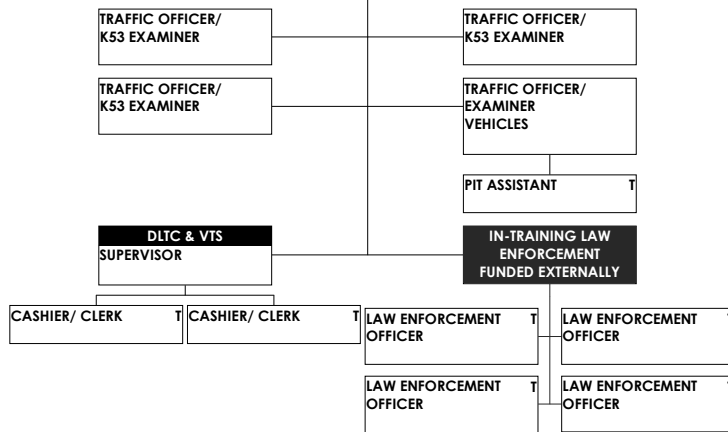
**CASHIER/ CLERK**

**\* FIRE SERVICES & DISASTER MANAGEMENT**

**PURPOSE:** To render firefighting and disaster management services in collaboration with DM for the area in terms of SLA

**FUNCTIONS:**

1. Render fire and rescue operational services and fire safety inspectorate services to save and protect the lives and property of the community
2. Render fire safety, prevention, training and proactive fire-fighting services
3. Render disaster management services to prevent/ manage potential losses/threats to property and lives



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**SECTION**  
**CLEANSING, PARKS, CEMETERIES & REFUSE REMOVAL**

**PURPOSE:** To render cleansing services, maintenance of parks and cemeteries and refuse removal services to ensure waste management in accordance with applicable legislation, by-laws and standards

**FUNCTIONS:**

1. Provide street and public/ open space cleaning service together with public facility/ toilet cleaning service
2. Provide and maintain parks, cemeteries, fences, structures and public facilities and open spaces including:
  - i) Maintain street trees and the application of pest and weed control services
  - ii) Maintenance of playground equipment
  - iii) Prepare burial facilities by preparation of graves and ensuring compliance with legislation/ by laws
3. Provide residential, business and bulk refuse removal services in accordance with a refuse removal program and control landfill disposal sites
4. Monitor and coordinate the illegal dumping of waste to ensure the waste generated and waste illegally dumped is disposed
5. Facilitate and coordinate composting process for peak effectiveness

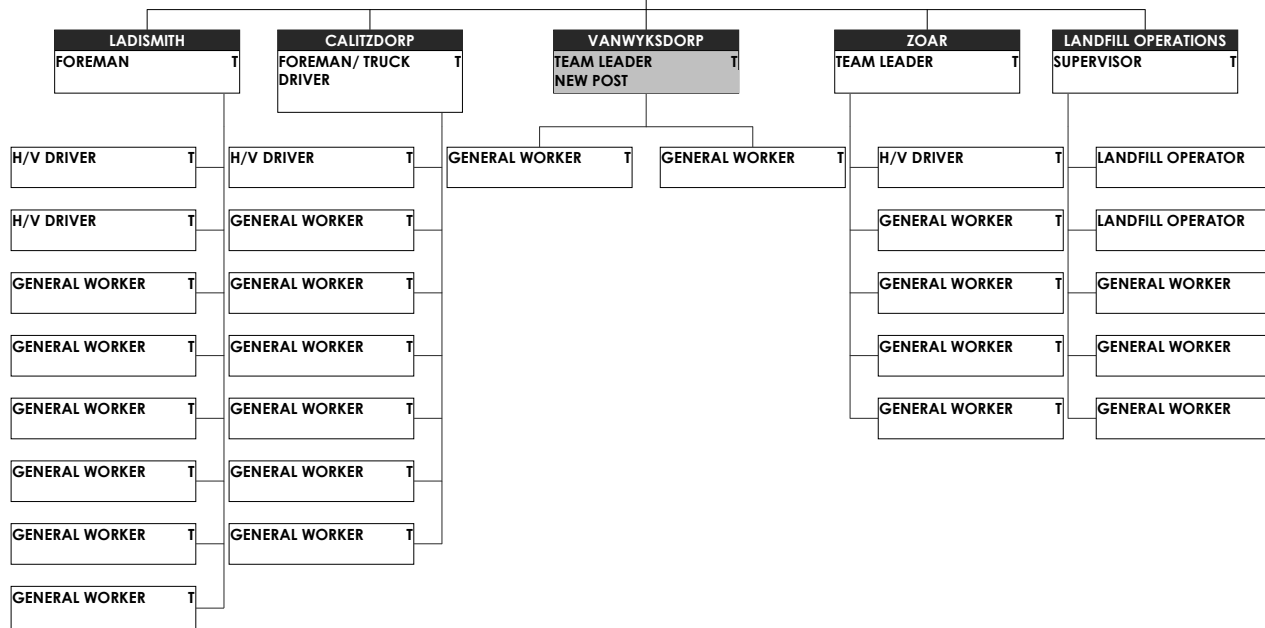
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**SECTION  
LIBRARY SERVICES**

**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

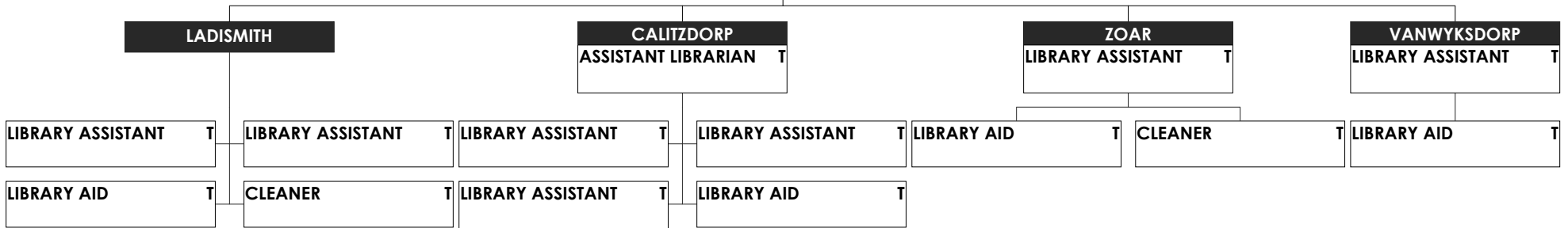
SNR LIBRARIAN T

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**DIVISION  
ADMINISTRATION SUPPORT**

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

**FUNCTIONS:**

1. Provide sound record keeping and record management practices and implement the document management system (Collaborator)
2. Coordinate administrative processes and activities pertaining to Thusong centres' services
3. Provide secretariat/ committee services to the council and other specific committees of the municipality in support of appropriate decision-making processes; render and coordinate efficient office auxiliary services
4. Coordinate and provide functional and administrative support to the political office bearers
5. Perform property management by administer rentals and selling of council owned investment properties, alienation, donations, servitudes, notaries agreements, deeds of sales and ownership confirmation of properties
6. Provide legal and contract management support services to the institution to facilitate proficient administrative practices and procedures
7. Establish and maintain enterprise risk management (ERM) and compliance within the organisation

**MANAGER:** ADMINISTRATION SUPPORT T

**SECTION  
RECORDS MANAGEMENT SERVICES**

**PURPOSE:** To provide sound record keeping and record management practices and implement the document management system (Collaborator)

**FUNCTIONS:**

1. Provide sound record keeping and record management practices
2. Capture and keep general records and information provisioning
3. Implement, maintain and develop the document management system (Collaborator)
4. Provide support function regarding property management and administration

**HEAD:** RECORDS MANAGEMENT SERVICES T

**SECTION  
THUSONG CENTRE**

**PURPOSE:** To coordinate administrative processes and activities pertaining to Thusong centres' services

**FUNCTIONS:**

1. Coordinate and provide administrative support to the Thusong centre
2. Provide and coordinate caretaker and maintenance services at the Thusong Centre
3. Perform hall booking services and utilisation
4. Provide cleaning services for the Thusong Centre
5. Identify and coordinate the establishment of integrated cost effective information services through the Thusong Centre

**CENTRE COORDINATOR** T

**SECTION  
COMMITTEE/ OFFICE AUXILIARY SERVICES**

**PURPOSE:** To provide secretariat/ committee services to the council and other specific committees of the municipality in support of appropriate decision-making processes; render and coordinate efficient office auxiliary services

**ADMINISTRATIVE OFFICER** T

**SECTION  
OFFICE OF THE POLITICAL OFFICE BEARERS**

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

**COORDINATOR:** MAYORAL PROGRAMMES T  
NEW POST

SEE PAGE 19

SEE PAGE 20

CLERK T OFFICE ASSISTANT/ MESSENGER T

CLEANER T

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**SECTION  
COMMITTEE/ OFFICE AUXILIARY SERVICES**

**PURPOSE:** To provide secretariat/ committee services to the council and other specific committees of the municipality in support of appropriate decision-making processes; render and coordinate efficient office auxiliary services

**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
4. Provide language translation and interpreter functions
5. Render general administrative services to ensure proper municipal administrative practices
6. Provide switchboard, reception services and execute implementation of customer relations management (CRM):
  - i) Establish mechanisms to give feedback to the service provider regarding the quality of the service
  - ii) Provide accessible mechanisms for dealing with complaints together with prompt replies and corrective action

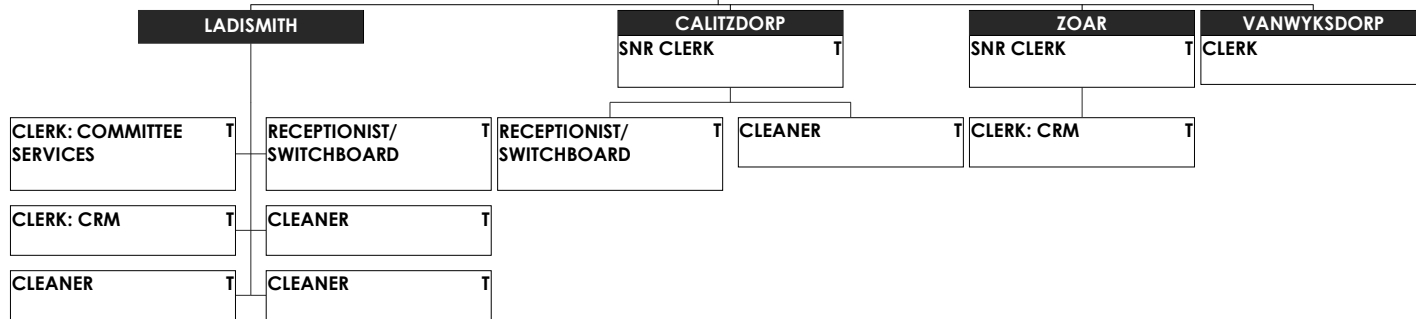
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**SECTION  
OFFICE OF THE POLITICAL OFFICE BEARERS**

**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 Executive Mayor
2. Render secretarial, administrative and logistical support services to the Deputy Executive Mayor
3. Render secretarial, administrative and logistical support services to the Speaker
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. Supporting management, councillors and/or ward committees in the development of effective strategies and programs to strengthen community involvement and/or participation in Council matters

**COORDINATOR: MAYORAL PROGRAMMES** T

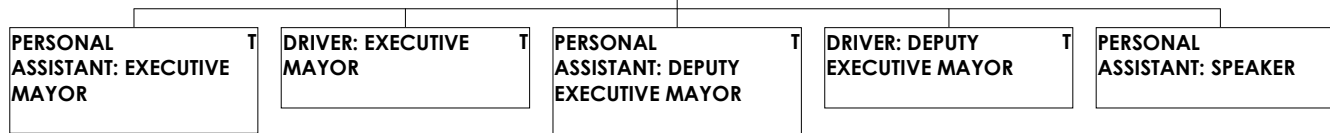
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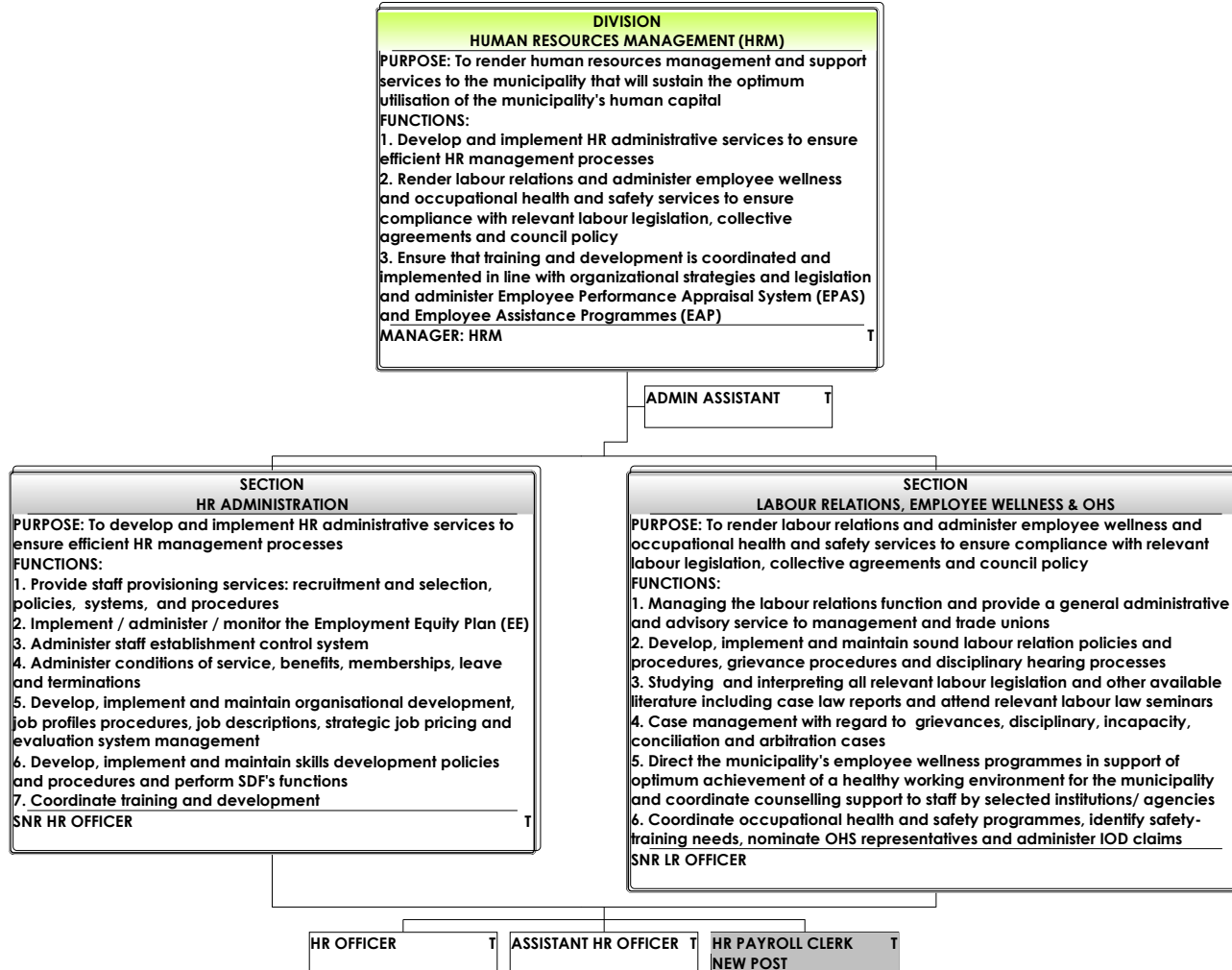
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**DIVISION  
INTERNAL AUDIT**

**PURPOSE:** To provide an independent appraisal of the adequacy and effectiveness of financial controls

**FUNCTIONS:**

1. Develop and implement a risk-based audit plan and internal audit program for each financial year and provide assurance regarding the effectiveness and efficiency of the organisational performance management system:
  - i) Advise the accounting officer and report to the Audit Committee on the implementation of the internal audit plan
  - ii) Provide assurance audit on risk management systems
  - iii) Conduct internal investigations and review financial control systems
  - iv) Plan, perform and report on audit engagements and monitor progress on the implementation of results
  - v) Liaise with the external auditors
2. Provide assurance regarding the effectiveness and efficiency of the organisational performance management system:
  - i) Assess the functionality of performance management system
  - ii) Assess the reliability of performance results
  - iii) Assess effectiveness and efficiency of operations and economic utilisation of resources

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INTERNAL AUDIT FUNCTION: SHARED SERVICES

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SECTION IDP, LED & PM	
<p><b>PURPOSE:</b> To develop and coordinate the IDP, LED, PM &amp; SDBIP processes</p> <p><b>FUNCTIONS:</b></p> <p>1. Coordinate the IDP processes in accordance with legislative requirements:</p> <p>i) Integrate organisational management activities with the strategic planning process</p> <p>ii) Monitor and report on the implementation of the IDP and ensure public participation in IDP processes</p> <p>2. Plan and develop a coherent and integrated framework for economic development:</p> <p>i) Implement integrated LED framework and provide institutional capacity to promote and implement LED programs</p> <p>ii) Coordinate departmental LED activities, agricultural development, trade and investment development and promote SMME development and training</p> <p>3. Coordinate institutional performance management (PM) and service delivery and budget implementation plan (SDBIP):</p> <p>i) Develop, maintain and monitor institutional PM</p> <p>ii) Monitor and evaluate service delivery and strategic projects and prepare and submit legislated reports such as quarterly and annual reports</p>	
<p>_____                  IDP, LED &amp; PM OFFICER <span style="float:right">T</span></p>	

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