

ANNUAL REPORT APPENDICES

2017/2018



MAKHUDUTHAMAGA
LOCAL
MUNICIPALITY

Mmogo re somela diphetogo! | Together working for change!

No. 01 Groblersdal Road, Jane Furse

APPENDICE : A

Appendix A: Councillors, Committees Allocation and Council Attendance

Councillors

Councillors are members of the council; the municipal had functional council meetings. Council adopted the Corporate Calendar which specified dates for council meetings. The meetings were held as per the schedule. Executive Committee meetings and Portfolio Committee meetings were included in the Corporate Calendar and they were convened and held as per the schedule. There were 62 councillors who served as council members during the 2017/18 financial year from 1st July 2017 to 30 June 2018 where 31 were Ward Councillors and 31 Proportional Representatives Councillors

Below is a table that categorised the Councillors within their specific political parties and wards for the 2017/2018 financial year from 1st July 2017 to 30 June 2018.

No.	Surname	Initials	Gender	Capacity	Political Party	Ward / Proportional
1	Mamushi	F	M	Ward Councillor -1	ANC	Ward
2	Shikoane	ML	M	Ward Councillor - 2	ANC	Ward
3	Leshalabe	MM	F	Ward Councillor -3	ANC	Ward
4	Nkgadima	MR	F	Ward Councillor -4	ANC	Ward
5	Ranala	ST	F	Ward Councillor -5	ANC	Ward
6	Thokwane	KZ	M	Ward Councillor -6	ANC	Ward
7	Mapitsing	TJ	M	Ward Councillor -7	ANC	Ward
8	Morodi	PE	M	Ward Councillor -8	ANC	Ward
9	Maitjie	CD	F	Ward Councillor -9	ANC	Ward
10	Madihlaba	MG	M	Ward Councillor -10	ANC	Ward
11	Maredi	HM	F	Ward Councillor -11	ANC	Ward
12	Rankoe	TP	M	Ward Councillor -12	ANC	Ward
13	Mogashoa	NA	M	Ward Councillor -13	ANC	Ward
14	Maloma	DR	F	Ward Councillor -14	ANC	Ward
15	Maduane	KA	M	Ward Councillor -15	ANC	Ward
16	Makuwa	SS	M	Ward Councillor -16	ANC	Ward
17	Marabele	KO	F	Ward Councillor -17	ANC	Ward

No.	Surname	Initials	Gender	Capacity	Political Party	Ward / Proportional
18	Motseni	NL	F	Ward Councillor -18	ANC	Ward
19	Seboane	TM	F	Ward Councillor -19	ANC	Ward
20	Mothogwane	D	F	Ward Councillor -20	ANC	Ward
21	Mabatane	MC	M	Ward Councillor -21	ANC	Ward
22	Komane	ML	F	Ward Councillor -22	ANC	Ward
23	Maila	MJ	M	Ward Councillor -23	ANC	Ward
24	Matsageng	DB	F	Ward Councillor -24	ANC	Ward
25	Diketane	SP	M	Ward Councillor -25	ANC	Ward
26	Mahlase	MM	F	Ward Councillor -26	ANC	Ward
27	Masemola	MS	M	Ward Councillor -27	ANC	Ward
28	Mosoane	EM	M	Ward Councillor -28	ANC	Ward
29	Maleka	KJ	M	Ward Councillor -29	ANC	Ward
30	Dolamo	MF	F	Ward Councillor -30	ANC	Ward
31	Matseding	ML	F	Ward Councillor -31	ANC	Ward
32	Bahula	BM	F	Mayor	ANC	Proportional
33	Tala	MA	M	Speaker	ANC	Proportional
34	Chego	DK	M	Chief whip	ANC	Proportional
35	Maisela	KR	F	PR Councillor	ANC	Proportional
36	Mankge	HN	M	PR Councillor	ANC	Proportional
37	Lerobane	MP	F	PR Councillor	ANC	Proportional
38	Phala	M	F	PR Councillor	ANC	Proportional
39	Malaka	MS	M	PR Councillor	ANC	Proportional
40	Mokomane	ML	F	PR Councillor	ANC	Proportional
41	Matjomane	NM	M	PR Councillor	ANC	Proportional
42	Diale	KP	F	PR Councillor	ANC	Proportional

No.	Surname	Initials	Gender	Capacity	Political Party	Ward / Proportional
43	Mohlala	MJ	M	PR Councillor	ANC	Proportional
44	Mathume	MR	F	PR Councillor	APSP	Proportional
45	Thokoane	MJ	M	PR Councillor	AZAPO	Proportional
46	Mapheto	MT	M	PR Councillor	DA	Proportional
47	Diale	MH	F	PR Councillor	DA	Proportional
48	Monakedi	AL	M	PR Councillor	EFF	Proportional
49	Nkadimeng	LR	F	PR Councillor	EFF	Proportional
50	Thamaga	MR	M	PR Councillor	EFF	Proportional
51	Leshaba	TR	F	PR Councillor	EFF	Proportional
52	Madutlela	KK	M	PR Councillor	EFF	Proportional
53	Magashula	ME	F	PR Councillor	EFF	Proportional
54	Maloma	PT	M	PR Councillor	EFF	Proportional
55	Sebesho	MS	F	PR Councillor	EFF	Proportional
56	Phala	MM	F	PR Councillor	EFF	Proportional
57	Shongwe	BE	M	PR Councillor	EFF	Proportional
58	Mashifane	GM	F	PR Councillor	EFF	Proportional
59	Phasha	LP	F	PR Councillor	EFF	Proportional
60	Sekwati	KD	F	PR Councillor	EFF	Proportional
61	Moganedi	BE	F	PR Councillor	EFF	Proportional
62	Makobe	PA	M	PR Councillor	SAMEP A	Proportional
TOTAL					Males	Females
					31	31

However Councilor No. 39 (Malaka MS) resigned as a Councilor from 1 February 2018 and was subsequently replaced by Cllr Mamahlako Phokoane Michael.

COUNCILLORS ATTENDANCE OF COUNCIL MEETINGS

P = Present
A.....:=Absent

NO	SURNAME & INITIALS	QUARTER 1 JUL-SEP 2017				QUARTER 2 OCT - DEC 2017				QUARTER 3 JAN - MAR 2018				QUARTER 4 APR - JUN 2018					TOTAL MEETINGS HELD	GRAND TOTAL	PERCENTAGE 2017/18		
		06/7/17	19/7/17	28/7/17	30/8/17	31/10/17	13/11/17	01/12/17	14/12/17	TOTAL MEETINGS HELD	31/01/18	27/02/18	23/03/18	29/03/18	TOTAL MEETINGS HELD	26/4/18	28/5/18	30/5/18				31/5/18	08/6/18
	MEETINGS									4					4						5	17	
1.	Mamushi F	P	P	P	P	P	P	P	P	4	P	P	P	P	4	P	P	P	P	A	4	16	94 %
2.	Shikoane ML	P	P	P	P	P	P	P	P	4	P	A	P	P	3	P	P	P	P	P	5	16	94 %
3.	Leshalabe MM	P	P	P	P	P	P	P	P	4	P	P	P	P	4	P	P	P	P	A	4	16	94 %
4.	Nkgadima MR	P	A	P	P	P	P	P	P	3	P	A	P	P	3	P	P	A	P	P	4	14	82 %
5.	Ranala ST	P	P	P	P	P	P	P	P	4	P	P	P	P	4	P	P	P	P	P	5	17	100 %
6.	Thokwane KZ	P	P	P	P	P	P	P	P	4	P	P	P	P	4	P	P	P	P	P	5	17	100 %
7.	Mapitsing TJ	A	P	P	P	P	P	P	P	3	P	A	P	P	3	P	P	P	P	P	5	15	88 %
8.	Morodi PE	P	P	P	P	P	P	P	P	4	P	P	P	P	4	P	P	P	P	A	4	16	94 %
9.	Maitjje CD	P	P	P	P	P	P	P	P	4	P	A	P	P	3	P	P	P	P	P	4	14	82 %
10.	Madihlaba MG	P	P	P	P	P	P	P	P	4	A	P	P	P	2	P	P	P	P	P	5	15	88 %
11.	Maredi MH	P	A	P	P	P	P	P	P	3	P	P	P	P	4	P	P	P	P	P	5	16	94 %
12.	Rankoe TP	P	P	A	A	P	P	P	P	2	P	P	P	P	4	A	P	P	P	P	4	13	76.5 %
13.	Mogashoa NA	P	P	P	P	P	P	P	P	4	P	A	P	P	3	P	P	P	P	P	5	16	94 %

Page 0 of 133

2017/2018

6

2017/2018
Draft Annual Report

36.	Mankge HN	P	A	A	P	2	P	A	P	P	3	A	P	A	P	A	P	P	2	P	P	4	11	64.7 %
37.	Lerobane MP	P	P	P	P	4	P	P	P	P	4	A	P	A	P	P	P	P	2	P	P	5	15	88 %
38.	Phala M	P	A	P	A	2	A	A	P	P	2	P	P	P	P	P	P	P	3	P	P	3	10	58.8 %
39.	Malaka MS	P	P	A	P	3	P	P	P	P	4	P	Resigned from Council										8	47 %
39.	Mamahlako PM	PR Councillor who replaced Malaka MS																					4	23.5 %
40.	Mokomane ML	P	P	P	A	3	P	P	P	P	4	P	P	P	P	P	P	P	A	3	P	3	13	76.5 %
41.	Matjomane NM	P	P	P	P	4	P	P	P	P	4	P	P	A	P	P	P	P	3	P	P	5	16	94 %
42.	Diale KE	P	A	P	P	3	P	P	P	P	4	P	P	P	P	P	P	P	A	3	P	5	15	88 %
43.	Mohlala MJ	A	P	P	P	3	P	P	A	P	3	A	P	P	P	P	P	P	P	3	P	4	13	76.5 %
44.	Mathume MR	P	P	A	P	3	A	A	A	P	1	P	P	A	A	P	A	A	A	2	P	1	07	41.2 %
45	Thokoane MJ	P	A	A	A	1	P	A	A	A	1	P	P	P	P	P	P	P	3	A	A	2	07	41.2 %
46	Mapheto MT	P	A	P	P	3	P	P	P	P	4	A	P	P	P	A	P	A	3	P	A	2	12	70.6 %
47	Diale MH	P	P	A	P	3	P	P	P	P	4	P	P	A	P	P	P	A	3	A	P	2	12	70.6 %
48	Monakedi AL	A	A	A	P	1	P	A	P	P	3	P	P	P	P	A	P	A	3	A	A	2	09	52.9 %
49	Nkadimeng LR	A	A	A	A	0	P	A	A	A	1	P	A	A	P	A	P	A	2	A	A	2	05	29.4 %
50	Thamaga MR	A	A	A	P	1	P	P	P	P	4	P	P	A	P	P	P	P	3	A	A	2	10	58.8 %
51	Leshaba TR	A	A	A	P	1	P	P	P	P	4	A	A	P	P	A	P	A	1	A	A	1	07	41.2 %
52	Madutlela KK	A	A	A	P	1	P	P	P	P	3	P	P	A	P	A	A	A	2	A	A	2	08	47 %
53	Magashula ME	A	A	A	P	1	P	A	P	P	3	A	A	P	A	P	P	P	1	A	A	3	08	47 %
54	Maloma PT	A	A	A	P	1	P	P	A	P	3	P	P	P	P	P	P	P	A	3	A	3	10	58.8 %

2017/2018
Draft Annual Report

55.	Sebesho MS	A	A	A	P	1	P	P	P	P	P	P	A	3	A	A	P	P	P	3	11	64.7 %
56	Phala MM	A	A	A	P	1	P	P	A	A	P	P	P	3	A	P	P	P	P	5	11	64.7 %
57.	Shongwe BE	A	A	A	P	1	P	P	P	P	P	P	A	2	A	A	P	P	P	2	09	52.9 %
58.	Mashifane GM	A	A	A	P	1	P	P	P	P	P	P	A	2	A	A	P	P	P	3	09	52.9 %
59.	Phasha LP	A	A	A	P	1	A	P	P	P	P	P	A	2	A	A	P	P	P	3	09	52.9 %
60.	Sekwati KD	A	A	A	P	1	P	P	P	A	A	P	A	2	A	A	P	P	P	3	09	52.9 %
61.	Mogamedi BE	A	A	A	P	1	P	A	P	P	P	P	P	3	A	A	P	P	P	3	10	58.8 %
62	Makobe PA	P	P	A	P	3	P	P	A	P	P	P	P	4	P	P	P	P	A	4	14	82 %

The attendance of Local Municipal Councils by the District Representatives has been low due to the clashing of some meetings. The Local Municipal Council granted the District Representatives a standing application for a leave of absence were the two Councils happened to clash in terms of dates.

APPENDICE : B

MUNICIPAL PORTFOLIO COMMITTEES AND COMMITTEE PURPOSE

MUNICIPAL COMMITTEE	PURPOSE OF COMMITTEE
Budget and Treasury	Committee plays oversight and ensures that financial resources of the municipality are managed in line with legislation and accounting policies/regulations
Corporate Services	Committee plays oversight and ensures department implements Human Resource development strategy/policy and other related policies and that staff establishment is in line with IDP objectives
Community Services	Committee plays oversight and ensures that the department functions properly and implement core mandate such as disaster management and waste management
Economic Development and Planning	Committee plays oversight and ensures that the department deliver on its mandate of economic growth, job creation, poverty and proper spatial planning
Infrastructure and Development Services	Committee plays oversight and ensures that the department provides basic services to communities and capital budget is spent in line with council priorities



Portfolio Committees

Section 79 & 80 Committees are permanent committees that specialise in a specific functional area of the Municipality and may in some instances make decisions on specific functional issues depending on whether delegations have been granted to them. They are appointed to advise the Mayor on policy matters and any other matters to be considered by the Mayor or any matter deferred by Council.

The Portfolio Committees for the 2017/2018 Mayoral term and their Chairpersons are as follows:

Committee	Chairperson
Chairperson of Chairpersons	Cllr. Matjomane NM
Budget and Treasury	Cllr. Leshalabe MM
Community Services	Cllr. Mabatane MC
Corporate Services	Cllr. Mokomane ML
Economic Development and Planning	Cllr. Mahlase M.M
Infrastructure Services	Cllr. Diale KE
Municipal Public Accounts Committee	Cllr. Diketane SP
Council Whippers	Cllr. Chego DK
Ethics Committee	Cllr. Tala MA
Rules and Petitions Committee	Cllr. Tala MA
Geographical Names Committee	Cllr. Tala MA

BUDGET AND TREASURY MEMBERS

Surname and Initials	Designation
Cllr. Leshalabe MM	Chairperson
Cllr. Matseding ML	Portfolio Whip
Cllr. Masemola MS	Member
Cllr. Rankoe TP	Member
Cllr. Maduana KA	Member
Cllr. Mashifane GM	Member
Cllr. Leshaba TR	Member
Cllr. Mathume MR	Member
Cllr. Kgoshi Masegoana	Member
Cllr. Kgoshigadi Ntobeng	Member



COMMUNITY SERVICES MEMBERS

Surname and Initials	Designation
Cllr. Mabatane MC	Chairperson
Cllr. Mosoane EM	Portfolio Whip
Cllr. Motseni NL	Member
Cllr. Mamushi F	Member
Cllr. Marabele KO	Member
Cllr. Maredi HM	Member
Cllr. Madutlela KK	Member
Cllr. Phala MM	Member
Cllr. Kgoshi Thulare	Member
Cllr. Kgoshigadi Mashabela	Member

CORPORATE SERVICES MEMBERS

Surname and Initials	Designation
Cllr. Mokomane ML	Chairperson
Cllr. Komane ML	Portfolio Whip
Cllr. Maila MJ	Member
Cllr. Ranala ST	Member
Cllr. Maleka KJ	Member
Cllr. Phala LP	Member
Cllr. Shongwe BE	Member
Cllr. Kgoshi Maila	Member

ECONOMIC DEVELOPMENT AND PLANNING MEMBERS

Surname and Initials	Designation
Cllr. Mahlase MM	Chairperson
Cllr. Nkgadima MR	Portfolio Whip
Cllr. Matsageng DB	Member



Mmogo re šomela diphetogo!

Cllr. Seboane TM	Member
Cllr. Nkadimeng LR	Member
Cllr. Magashula ME	Member
Cllr. Makobe PA	Member
Cllr. Kgoshigadi Maia	Member
Cllr. Kgoshigadi Ntobeng	Member

INFRASTRUCTURE DEVELOPMENT SERVICES MEMBERS

Surname and Initials	Designation
Cllr. Diale KE	Chairperson
Cllr. Madihlaba MG	Portfolio Whip
Cllr. Thokwane KZ	Member
Cllr. Maloma DR	Member
Cllr. Morodi PE	Member
Cllr. Mothogwane D	Member
Cllr. Makua SS	Member
Cllr. Sekwati KD	Member
Cllr. Moganedi BE	Member
Cllr. Mamahlako PM	Member (Appointed in April 2018)
Cllr. Kgoshigadi Seopela	Member
Cllr. Kgoshi Ratau	Member

MUNICIPAL PUBLIC ACCOUNTS COMMITTEE

Surname and Initials	Designation
Cllr. Diketane SP	Chairperson
Cllr. Mapitsing TJ	Member
Cllr. Maitjie CD	Member
Cllr. Mogashoa NA	Member
Cllr. Shikoane ML	Member
Cllr. Diale HM	Member



Mmogo re šamele diphetogo!

Cllr. Thamaga MR	Member
Cllr. Phasha LP	Member
Cllr. Thokoane MJ	Member
Cllr. Kgoshi Maloma	Member

RULES AND PETITIONS COMMITTEE

Surname and Initials	Designation
Cllr. Tala MA	Chairperson [Speaker]
Cllr. Chego DK	Member
Cllr. Maila MJ	Member
Cllr. Motseni NL	Member
Cllr. Rankoe TP	Member
Cllr. Madutlela KK	Member
Cllr. Phasha LP	Member
Cllr. Shongwe BE	Member
Cllr. Mathume MR	Member
Cllr. Diale MH	Member
Cllr. Thokoane MJ	Member
Cllr. Makobe PA	Member
Cllr. Mabatane MC	Member
Cllr. Diketane SP	Member
Cllr. Diale KE	Member

ETHICS COMMITTEE

Surname and Initials	Designation
Cllr. Tala MA	Chairperson
Cllr. Chego DK	Deputy Chairperson
Cllr. Leshalabe MM	Member
Cllr. Marabele NO	Member



Mmogo re šomela diphetogo!

Cllr. Thokwane KZ	Member
Cllr. Mosoane ME	Member
Cllr. Mathume MR	Member
Cllr. Diale MH	Member
Cllr. Thokoane MJ	Member
Cllr. Shongwe BE	Member
Cllr. Makobe PA	Member
Cllr. Mashifane GM	Member
Cllr. Thamaga MR	Member
Cllr. Madihlaba MG	Member
Cllr. Shikoane ML	Member
Cllr. Motseni NL	Member

MUNICIPAL GEOGRAPHIC NAMES COMMITTEE

Surname and Initials	Designation
Cllr. Tala MA	Chairperson
Cllr. Chego DK	Member
Cllr. Maisela KR	Member
Cllr. Diale KE	Member
Cllr. Makobe PA	Member
Cllr. Shongwe BE	Member
Cllr. Diale MH	Member
Cllr. Thokoane MJ	Member
Cllr. Mathume MR	Member
Cllr. Phala M	Member
Cllr. Nkadimeng LR	Member
Cllr. Makua SS	Member
Cllr. Maitjie CD	Member



Cllr. Mokomane ML	Member
Cllr. Malaka MS	Member (Resigned on 31 January 2018)
Cllr. Kgoshigadi Maserumule	Member
Cllr. Kgoshigadi Seopela	Member

MUNICIPAL PROGRAMMING COMMITTEE

Surname and Initials	Designation
Cllr. Matjomane NM	Chairperson
Cllr. Malaka MS	LOEB (Resigned in January 31, 2018)
Cllr. Chego DK	Member
Cllr. Shongwe BE	Member
Cllr. Diale MH	Member
Cllr. Makobe PA	Member
Cllr. Thokoane MJ	Member
Cllr. Mathume MR	Member

COUNCIL WHIPPERY

Surname and Initials	Designation	PARTY
Cllr .Chego DK	Chief Whip	ANC
Cllr. Shongwe BE	Party Whip	EFF
Cllr. Diale MH	Party Whip	DA
Cllr. Mathume MR	Party Whip	APSP
Cllr. Thokoane MJ	Party Whip	AZAPO
Cllr. Makobe PA	Party Whip	SAMEBA

MUNICIPAL AUDIT COMMITTEE

Name	Capacity
Adv. Manthata HM	Chairperson
Ms. Ngoetjana MS	Member
Mr. Mpjane J N	Member
Mr. Maeyane A K	Member

APPENDICE : C



APPENDICE C: Third Tier Administrative structure

Organisational Structure

Name of Department	Number	M	F
Office of the Mayor	8	7	1
Office of the Speaker	6	3	3
Office of the Municipal Manager	13	7	6
Budget and Treasury	39	15	24
Community Services	42	24	18
Corporate Services	18	10	8
Economic Development and Planning	6	6	0
Infrastructure Development Services	14	11	3
TOTAL	146	83	63

MUNICIPAL COUNCIL

MUNICIPAL COUNCIL 2018-2019

MUNICIPAL COUNCIL	
ROLE OF COUNCIL:	A. To represent the public and to consider the well-being and interests of the municipality B. To develop and evaluate the policies and programs of the municipality C. To determine which services the municipality provides D. To ensure that administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of council E. To ensure the accountability and transparency of the operations of the municipality, including the activities of the senior management of the municipality F. To maintain the financial integrity of the municipality and to carry out the duties of council under this or any other act."
31 WARD COUNCILLORS	
31 PR COUNCILLORS	

EXECUTIVE SUPPORT	
PURPOSE: TO PROVIDE POLITICAL AND EXECUTIVE SUPPORT SERVICES	
FUNCTIONS: 1. Provide political and executive support to the Mayor, Speaker & Chief Whip 2. Provide administrative support to the municipality 3. Provide executive and operational support to the Mayor, Speaker & Chief Whip	
MAYOR	

LEGISLATIVE SUPPORT	
PURPOSE: TO PROVIDE SUPPORT TO THE SPEAKER AND OFFICE OF THE CHIEF WHIP	
FUNCTION: 1. RENDER ADMINISTRATIVE SUPPORT TO THE LEGISLATIVE ARM OF THE MUNICIPALITY	
Speaker & Chief Whip	

MUNICIPAL MANAGER'S OFFICE

MUNICIPAL MANAGER'S OFFICE

MUNICIPAL MANAGER
PURPOSE: TO LEAD AND MANAGE THE ADMINISTRATION OF THE LOCAL MUNICIPALITY
FUNCTIONS:
1. Provide strategic leadership for executive support
2. Provide strategic management for economic development and planning
3. Provide strategic management for infrastructure development
4. Provide strategic management for community services
5. Provide strategic management for budget and financial management
6. Provide strategic management for corporate and support services
7. Provide strategic leadership for risk management services
8. Provide strategic leadership for internal audit services
X1 Municipal Manager(Vacant)
X1 Deputy Director (Strategic Support) (vacant)
X1 Manager in Municipal Manager's Office(filled)
X1 Admin Assistant(new vacant)

DIVISION: INTERNAL AUDIT	DIVISION: RISK MANAGEMENT
PURPOSE: TO PROVIDE INDEPENDENT AND OBJECTIVE ASSURANCE AND CONSULTING SERVICES(ADVISORY)	PURPOSE: TO PROVIDE RISK MANAGEMENT SERVICES
FUNCTIONS:	FUNCTIONS:
1. Provide different types of internal audit services	1. Develop and implement risk management framework, policy, processes, strategy, and plans
2. Monitor compliance to rules and regulations	2. Develop and implement risk management systems (including a Risk Register to record risks and management responses)
3. Facilitate external audit and steering committee meetings	3. Facilitate fraud and corruption investigations
4. Provide secretariat work for Audit committee	X1 Manager Risk (filled)
X1 Manager Internal Audit(filled)	X1 Risk Management Officer(filled)
X1 Senior Internal Auditor(filled)	X1 Intern
X1 Internal Audit Officers(filled)	
X1 Intern	
DIVISION: INTEGRATED DEVELOPMENT PLANNING	DIVISION: PMS
PURPOSE: TO PROVIDE STRATEGIC AND INTEGRATED DEVELOPMENT PLANNING AND	PURPOSE: TO PROVIDE MUNICIPAL PERFORMANCE MANAGEMENT SERVICE
FUNCTIONS:	FUNCTION:
1. Provide strategic planning service (Integrated Development Plan - IDP)	1. Monitor and evaluate implementation of Integrated Development Plan (IDP) and Service Delivery and Budget Implementation Plan (SDBIP)
X1 Manager IDP(filled)	X1 Manager PMS (Filled)
X1 Senior IDP Officer(filled)	X1 PMS Officer(filled)
X1 IDP Officer(vacant)	

DEPARTMENT: CORPORATE SUPPORT SERVICES	DEPARTMENT: BUDGET AND TREASURY OFFICE	DEPARTMENT: COMMUNITY SERVICES	DEPARTMENT: INFRASTRUCTURE DEVELOPMENT	DEPARTMENT: ECONOMIC DEVELOPMENT AND PLANNING	DEPARTMENT: EXECUTIVE SUPPORT
PURPOSE: TO RENDER CORPORATE SUPPORT SERVICES	PURPOSE: TO MANAGE BUDGET AND TREASURY SERVICES	PURPOSE: TO MANAGE COMMUNITY SERVICES	PURPOSE: TO MANAGE INFRASTRUCTURE DEVELOPMENT SERVICES	PURPOSE: TO MANAGE ECONOMIC DEVELOPMENT AND PLANNING	PURPOSE: TO PROVIDE POLITICAL AND EXECUTIVE SUPPORT SERVICES
FUNCTIONS:	FUNCTIONS:	FUNCTIONS:	FUNCTIONS:	FUNCTIONS:	FUNCTIONS:
1. Manage provision of human resource services	1. Provide a budget planning and management service	1. Provide waste and environmental management services	1. Manage engineering services for infrastructure development	1. Manage the provision of Local Economic Development services	1. Provide political and executive support to the Mayor
2. Manage provision of general administration and facilities management services	2. Provide an expenditure management service	2. Provide sport, recreation, arts and culture facilitation and development services	2. Manage construction and maintenance for all infrastructure	2. Manage the provision of Development and Town Planning services	2. Provide administrative support to the municipality
3. Manage provision of legal support services	3. Provide a revenue management service	3. Provide institutional and social development services	3. Provide a Project Management Unit service	3. Manage the provision of Property Management and Housing planning	3. Provide executive and operational support to the Municipal Manager
4. Manage provision of information and communication technology services	4. Develop and manage implementation of financial policies and procedures	4. Provide road traffic management services	4. Co-ordinate the supply of water, sanitation, and electricity services	4. Manage integrated development planning	X1 Deputy Director (new vacant)
5. Manage customer care services	7. Install and manage implementation of internal controls	X1 Senior Manager(vacant)	X1 Senior Manager(filled)	5. Manage municipal performance management and monitoring service	X1 Admin Assistant (vacant)
X1 Senior Manager(vacant)	X1 CHIEF FINANCIAL OFFICER (FILLED)	X1 Admin Assistant (vacant)	X1 Admin Assistant (filled)	X1 Senior Manager (vacant)	
X1 Admin Assistant (filled)	X1 DEPUTY CHIEF FINANCIAL OFFICER(VACANT)			X1 Admin Assistant (filled)	

EXECUTIVE SUPPORT

EXECUTIVE SUPPORT DIVISION

EXECUTIVE SUPPORT
PURPOSE: TO PROVIDE POLITICAL AND EXECUTIVE SUPPORT SERVICES
FUNCTIONS:
1. Provide political and executive support to the Mayor
2. Provide administrative support to the municipality
3. Provide executive and operational support to the Municipal Manager
X1 Deputy Director (vacant)

OFFICE OF THE SPEAKER PURPOSE: TO PROVIDE SUPPORT TO THE SPEAKER FUNCTION: 1. RENDER ADMINISTRATIVE SUPPORT TO THE LEGISLATIVE ARM OF THE MUNICIPALITY x1 Council Secretary (vacant) x1 Personal Assistant (filled) x1 Driver/Chauffeur (filled) x1 VIP Protection (new vacant)	OFFICE OF THE CHIEF WHIP PURPOSE: COORDINATE ACTIVITIES OF POLITICAL PARTIES IN COUNCIL FUNCTIONS: 1. FACILITATE SOUND WORKING RELATIONSHIP IN COUNCIL 2. PROVIDE ADMINISTRATIVE SUPPORT TO COUNCIL WHIPPERS x1 Admin Officer (new vacant) x1 Personal Assintnt (vacant)	MAYOR'S SUPPORT PURPOSE: Provide executive and administrative support to the Mayor FUNCTIONS: 1. Lead and manage special focus programmes (woman, youth, HIV/AIDS, disability and older persons) 3. Render executive support to the Mayor x1 Manager Mayor's Office (filled) x1 Youth Officer (filled) x1 Special Programmes Officer (filled) x1 Community Liason Officer (filled) x2 VIP Protection (new vacant) x1 Chauffeur/Driver Mayor (X1 vacant) x1 Personal Assistant (filled) x1 HIV/AIDS CO-ORDINATOR (X1 New Vacant)	INTERGOVERNMENTAL RELATIONS AND PROTOCOL PURPOSE: Provide intergovernmental relations and VIP protection to the Mayor FUNCTION: 1. Co-ordinate intergovernmental Relations, protocol, and VIP protection services x1 Manager Intergovernmental Relations, events and Protocol (filled) x2 IGOR Officer (filled)
---	---	--	---

DIVISION: PUBLIC PARTICIPATION PURPOSE: To facilitate public participation and public relations FUNCTIONS: 1. Coordinate public participation and stakeholder engagement 2. To oversee ward committees programme x2 Public Participation Officers (x1 filled & X1 new Vacant) x4 ward Committee Coordinators (vacant)	DIVISION: COUNCIL SECRETARIATE & WELFARE PURPOSE: To render council secretariat and support services FUNCTIONS: 1. Provide support to council 2. Maintain council record 3. Provide secretariat services to council 4. Co-ordinate capacity building and councillors welfare x3 Committees Coordinators (x3 vacant) x1 Council welfare Officer (filled) x1 Researcher (vacant)
--	--

BUDGET AND TREASURY

BUDGET AND TREASURY DEPARTMENT

DEPARTMENT: BUDGET AND TREASURY OFFICE
PURPOSE: TO MANAGE BUDGET AND TREASURY SERVICES
FUNCTIONS:
1. Provide a budget planning and management service
2. Provide an expenditure management service
3. Provide a revenue management service
4. Provide a supply chain management service
5. Provide an asset management service
6. Develop and manage implementation of financial policies and procedures
7. Install and manage implementation of internal controls
X1 CHIEF FINANCIAL OFFICER (FILLED)
X1 DEPUTY CHIEF FINANCIAL OFFICER (VACANT)
X1 Admin Assistant (filled)
(x6 Interns)

DIVISION: BUDGET PLANNING AND REPORTING
PURPOSE: TO PROVIDE A BUDGET PLANNING AND REPORTING SERVICE
FUNCTIONS:
1. Prepare credible budgets for Municipality
2. Provide budget information for compiling the SDBIP
3. Acquire, install and manage financial systems to ensure data integrity (in collaboration with ICT)
4. Manage budget information and provide in-year monitoring (IYM) and reporting
5. Compile Annual Financial Statements
X1 MANAGER BUDGET PLANNING AND REPORTING (filled)
X1 Accountant Budget (filled)
X1 Accountant Budget Reporting (filled)
X1 Bookkeeper (vacant)

DIVISION: EXPENDITURE MANAGEMENT
PURPOSE: TO MANAGE EXPENDITURE AND PAYMENTS
FUNCTIONS:
1. Manage creditors (Accounts payable)
2. Manage and implement all payments
3. Monitor all expenditure and provide monthly reports
4. Manage payroll and personnel expenditure (verification of staff-expenditure entries with HR on a monthly basis)
X1 MANAGER EXPENDITURE (filled)
X1 Accountant (filled)
X2 Bookkeeper (filled)
X2 Payroll Officer (filled)

DIVISION: REVENUE MANAGEMENT
PURPOSE: TO MANAGE REVENUE COLLECTION AND SAFEGUARDING
FUNCTIONS:
1. Manage debtors (Accounts receivable)
2. Operate and manage billing and revenue collection systems and banking
3. Manage the collection of intergovernmental amounts / debts due rates
4. Set and manage all municipal tariffs / rates
5. Provide legislative and best practice framework for all municipal cashier services
X1 MANAGER: REVENUE (filled)
X1 Accountant Revenue (filled)
X1 Accountant Account Receivable and Vat (filled)
X1 Bookkeeper debt Collection (x1 new vacant)
X1 Bookkeeper (filled)
X2 Supervisor Cashiers (filled)
X8 Cashiers (8 Filled)

DIVISION: SUPPLY CHAIN MANAGEMENT
PURPOSE: TO RENDER SUPPLY CHAIN MANAGEMENT SERVICES
FUNCTIONS:
1. Conduct commodity and industry analysis for demand planning
2. Collate all projects' procurement schedules and compile annual municipal procurement plan
3. Manage all open and closed bid acquisitions as per annual procurement plan
3. Manage all service level agreements for all purchases / acquisitions (contract management)
4. Monitor and report on supply chain performance (in collaboration with risk management & internal audit services)
X1 MANAGER: SUPPLY CHAIN (filled)
X1 Supply Chain Accountant (filled)
X3 Acquisition Officers (X2 filled & X1 Vacant)
X1 Contract and Logistics Officer (filled)

DIVISION: ASSET MANAGEMENT
PURPOSE: TO RENDER AN ASSET MANAGEMENT SERVICE
FUNCTIONS:
1. Provide a life cycle asset management to all fixed assets (guidelines only for fleet)
2. Compile and maintain a GRAP-compliant municipal asset register (including fleet)
3. Manage asset depreciation and disposals (guidelines only for fleet)
4. Manage logistics / inventory and stock-taking
X1 MANAGER ASSETS (filled)
X2 Accountants (filled)
X1 Assets Officer (filled)
X1 Inventory Officer (filled)
X4 Drivers (X2 Vacant) (X2 New Vacant)

COMMUNITY SERVICES

COMMUNITY SERVICES DEPARTMENT

DEPARTMENT: COMMUNITY SERVICES PURPOSE: TO MANAGE COMMUNITY SERVICES FUNCTIONS: 1. Provide waste and environmental management services 2. Provide sport, recreation, arts and culture facilitation and development services 3. Provide institutional and social development services 4. Provide road traffic management services X1 Senior Manager(filled) X1 Admin Assistant (Vacant)

DIVISION: COMMUNITY AND SOCIAL SERVICES PURPOSE: TO PROVIDE SPORTS & RECREATION,DISASTER MANAGEMENT SERVICES FUNCTIONS: 1.Co-ordinate arts and culture activities 2.Co-ordinate disaster management services with District Municipality 3.Co-ordinate and support Council and various sport federations' sporting activities X1 MANAGER: COMMUNITY AND SOCIAL SERVICES (vacant) X1 Sports and Recreation Officer (filled) X1 Arts & Culture Officer(filled) X1 Librarian(filled) X6 Library Assistant (x3 filled) (x3 vacant) X1 Disaster Management Co-ordinator (Vacant) X1 Disaster Management Officer(filled)

DIVISION: ROAD TRAFFIC MANAGEMENT SERVICES AND LICENSING PURPOSE: TO PROVIDE ROAD TRAFFIC MANAGEMENT SERVICES FUNCTIONS: 1. Render traffic law enforcement services 2. Provide a motor vehicle registration and licensing / authority (MVRA) service 3. Provide a vehicle roadworthy testing service 4. Provide a drivers' license testing service 5. Ensure road safety promotion X1 MANAGER :ROAD TRAFFIC MANAGEMENT SERVICES AND LICENSING(filled)

DIVISION: ENVIRONMENTAL & WASTE MANAGEMENT SERVICES PURPOSE: TO PROVIDE ENVIRONMENTAL & WASTE MANAGEMENT SERVICES FUNCTIONS: 1.Provide waste management services (solid waste, refuse removal, landfill sites) 2. Provide environmental management services X1 MANAGER ENVIRONMENTAL & WASTE MANAGEMENT SERVICES(vacant) X1 Senior Environmental & Waste Management Officer (new vacant) X1 Environmental & Waste Management Officer (filled) X1 Sporter(X1 New Vacant) X1 Landfill Supervisor(new vacant) 4 Drivers (2 filled) (X2 new vacant) X16 General Workers(10 New Vacant) (x2 interns)
--

DIVISION: ROAD TRAFFIC MANAGEMENT SERVICES

DIVISION: ROAD TRAFFIC MANAGEMENT SERVICES AND LICENSING
PURPOSE: TO PROVIDE ROAD TRAFFIC MANAGEMENT SERVICES
FUNCTIONS:
1. Render traffic law enforcement services
2. Provide a motor vehicle registration and licensing / authority (MVRA) service
3. Provide a vehicle roadworthy testing service
4. Provide a drivers' license testing service
5. Ensure road safety promotion
X1 MANAGER :ROAD TRAFFIC MANAGEMENT SERVICES AND LICENSING(filled)

SUB-DIVISION: REGISTERING AUTHORITY	SUB-DIVISION: ROAD TRAFFIC LAW ENFORCEMENT
PURPOSE: TO PROVIDE ROAD TRAFFIC MANAGEMENT SERVICES	PURPOSE: TO RENDER ROAD TRAFFIC LAW ENFORCEMENT SERVICES
FUNCTIONS:	FUNCTIONS:
1. Provide a motor vehicle registration and licensing / authority (MVRA) service	1. Provide and manage road traffic law enforcement field services
2. Provide a vehicle roadworthy testing service	2. Provide road traffic law enforcement administrative services
3. Provide a drivers' license testing service	
x2 Chief Licensing Officers(x2filled)	X1 Chief Traffic Officer (filled)
	4X SUPERINTENDENTS(vacant)
	20 TRAFFIC WARDENS(vacant)
	4X CONTRAVENSION OFFICERS(vacant)
	X18 Traffic Officers (x13filled) (X5 vacant)
	X1 Admin Officer and Traffic Management (filled)

SECTION: VEHICLE ROADWORTHY TESTING	SECTION: DRIVERS'LICENSES TESTING
PURPOSE: TO PROVIDE MOTOR VEHICLE ROADWORTHY TESTING SERVICE,VEHICLE REGISTRATION AND LICENSING SERVICE	PURPOSE: TO PROVIDE DRIVERS'LICENSE TESTING SERVICES
FUNCTIONS:	FUNCTIONS:
1. Provide a motor vehicle roadworthy testing service	1. Provide a drivers' license testing service
2. Provide a motor vehicle registration and licensing / authority (MVRA) service	x2 Management Representative (vacant)
x2 Examiner of Vehicles(vacant)	X12 Examiner of Drivers Licenses(x8 filled & 4 vacant)
x2 Assistant Examiners(filled)	2 X GENERAL WORKERS(vacant)
	X2 Help desk clerks(filled)

INFRASTRUCTURE DEVELOPMENT

INFRASTRUCTURE DEVELOPMENT DEPARTMENT

DEPARTMENT: INFRASTRUCTURE DEVELOPMENT PURPOSE: TO MANAGE INFRASTRUCTURE DEVELOPMENT SERVICES FUNCTIONS: 1. Manage engineering services for infrastructure development 2. Manage construction and maintenance for all infrastructure 3. Provide a Project Management Unit service 4. Co-ordinate the supply of water, sanitation, and electricity services
X1 Senior Manager(filled) X1 Admin Assistant (filled)

DIVISION: CONSTRUCTION AND MAINTENANCE PURPOSE: TO PROVIDE CONSTRUCTION AND MAINTENANCE SERVICES FOR ALL INFRASTRUCTURE FUNCTIONS: 1. Manage construction and maintenance of roads and storm water infrastructure 2. Manage construction and maintenance of building infrastructure 3. Manage construction and maintenance of all other infrastructure 4. Co-ordinate the supply of water, sanitation, and electricity services
X1 MANAGER: CONSTRUCTION AND MAINTENANCE(filled) X1 Technician Housing and Electricity (filled) X1 Technicians Roads and Stormwater(filled) X1 Technician Electricity (filled) (X2 Interns)

DIVISION: PROJECT MANAGEMENT UNIT PURPOSE: TO PROVIDE PROJECT IMPLEMENTATION SERVICES FOR INFRASTRUCTURE DEVELOPMENT FUNCTIONS: 1. Manage MIG (Municipal Infrastructure Grant) projects implementation 2. Provide an infrastructure project management centre for capital projects (e.g. EPWP, etc.)
X1 MANAGER: PROJECT MANAGEMENT UNIT(filled) X2 Technician: Project Management(filled) X1 Data Capturer (filled)

SUD-DIVISION: INFRASTRUCTURE MAINTENANCE UNITS / TEAMS PURPOSE: TO PROVIDE IN-HOUSE INFRASTRUCTURE MAINTENANCE SERVICE FUNCTIONS: 1. Maintain roads and storm water infrastructure 2. Maintain building infrastructure 3. Maintain all other infrastructure
X1 Heavy Duty Diesel Mechanic(vacant) X 4 Operators(filled) X2 Driver (Truck / Tipper / Bakkie)(x1 vacant)(x1 Filled) X8 General Worker(vacant)

CORPORATE SERVICES

CORPORATE SERVICES DEPARTMENT

DEPARTMENT: CORPORATE SUPPORT SERVICES
PURPOSE: TO RENDER CORPORATE SUPPORT SERVICES
FUNCTIONS:
1. Manage provision of human resource services
2. Manage provision of general administration and facilities management services
3. Manage provision of legal support services
4. Manage provision of information and communication technology services
5. Manage customer care services
X1 Senior Manager(Vacant)
X1 Admin Assistant(filled)

DIVISION: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT
PURPOSE: TO PROVIDE A STRATEGIC HUMAN RESOURCE FUNCTION
FUNCTIONS:
1. Rendering of efficient human resource management services
2. Promotion of optimal development of municipal human resources
3. Development of human resource organisational strategies
4. Management of sound employment relations programmes
5. Management of employee health and wellness programmes
X1 MANAGER: HUMAN RESOURCES (filled)

DIVISION: GENERAL ADMINISTRATION
PURPOSE: TO PROVIDE GENERAL ADMINISTRATION AND FACILITIES MANAGEMENT SERVICES
TO PROVIDE A COMMUNITY CUSTOMER CARE SERVICE
FUNCTIONS:
1. Provide general registry/records management service
2. Provide facilities management services (cleaning, security and minor building maintenance)
3. Provide driver, messenger and receptionist services
4. Provide administrative support to satellite / regional offices
5. Provide a continuous process improvement and management service
6. Facilitate development and documenting of service standards
7. Provide a customer complaints and compliments Help Desk service, and facilitating resolution of customer problems and complaints
X1 MANAGER: GENERAL ADMINISTRATION AND FACILITIES(Vacant)

DIVISION: LEGAL SERVICES
PURPOSE: TO PROVIDE LEGAL SUPPORT SERVICES
FUNCTIONS:
1. Provide sound legal advice and opinions
2. Handle litigation matters
3. Advice on the drafting and monitoring of service level agreements
4. Draft and amend legislation and legal instruments
5. Carry out all administrative legal actions to ensure compliance
X1 MANAGER: LEGAL SERVICES(filled)
X1 Senior Legal Services Officer(filled)

DIVISION: INFORMATION TECHNOLOGY
PURPOSE: TO MANAGE THE PROVISION OF INFORMATION TECHNOLOGY
FUNCTIONS:
1. Develop and monitor the acquisition and implementation of ICT framework, architecture (e.g. ERP), infrastructure, policies, processes and procedures
2. Provide and facilitate infrastructure and operational support services (networks, hardware, software, applications, system administration)
3. Install and maintain ICT systems security, data integrity, and information security and backup
4. Conduct ICT research and advice municipality on latest ICT needs and requirements
X1 MANAGER: INFORMATION TECHNOLOGY (filled)
X1 Senior IT Technician(filled)
X1 IT Officer(filled)
X1 Help Desk Officer (filled)

COMMUNICATIONS SERVICES
PURPOSE: TO PROVIDE COMMUNICATION SERVICES
FUNCTIONS:
1. Provide corporate communication services
2. Provide media liaison services
3. Provide brand, advertising and marketing services
4. Provide events management services
X1 Manager Communication(filled)
X1 Audio Visual Officer(New)
X1 Communication Officer: Multimedia & Media Relations (filled)
X1 Media Relations Communication Officer(new vacant)

DIVISION: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT

DIVISION: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT
PURPOSE: TO PROVIDE A STRATEGIC HUMAN RESOURCE FUNCTION
FUNCTIONS:
1. Rendering of efficient human resource management services
2. Promotion of optimal development of municipal human resources
3. Development of human resource organisational strategies
4. Management of sound employment relations programmes
5. Management of employee health and wellness programmes
X1 MANAGER :HUMAN RESOURCES (filled)

SUB-DIVISION: HUMAN RESOURCE & TALENT MANAGEMENT PURPOSE: TO RENDER EFFICIENT HUMAN RESOURCE ADMINISTRATION SERVICES, TO DEVELOP HUMAN RESOURCE STRATEGIES AND ENSURE THE ALIGNMENT OF ORGANISATIONAL STRUCTURES TO THE MUNICIPAL STRATEGIC PLAN (IDP) FUNCTIONS: 1. Manage recruitment, selection, appointment and other life cycle events of employees 2. Manage compensation and the conditions of service of employees 3. Manage human resource personnel records 4. Manage the development of HR strategies 5. Monitor and evaluate implementation of HR strategies 6. Manage the provisioning and allocation of posts 7. Manage human resources information and knowledge management 8. Maintain a human resource management information system (HRIS) X1 Senior HR Officer (filled) X1 Human Resources Officer(1 vacant) (x2 interns) (vacant)	SUB-DIVISION: HUMAN RESOURCE UTILISATION AND CAPACITY DEVELOPMENT PURPOSE: TO PROVIDE OPTIMAL DEVELOPMENT OF MUNICIPAL HUMAN RESOURCES FUNCTIONS: 1. Manage and monitor implementation of Skills Development Legislation 2. Manage learnership and internship programmes 3. Manage training and development of employees 4. Manage and implement performance management system X1 SKILLS DEVELOPMENT FACILITATOR (filled)	SUB-DIVISION: EMPLOYEE RELATIONS AND PEOPLE MANAGEMENT PURPOSE: TO PROVIDE SOUND EMPLOYEE RELATIONS FUNCTIONS: 1. Manage labour relations services (policies, codes, practices, grievances, disputes, disciplinary matters) 2. Manage collective bargaining matters (communicate resolutions and decisions of the collective bargaining structures (SALGBC, LLF) to the employees of the Municipality) X1 Labour Relations Officer (Filled)	SUB-DIVISION: EMPLOYEE HEALTH AND WELLNESS PURPOSE: TO MANAGE EMPLOYEE HEALTH AND WELLNESS PROGRAMMES FUNCTIONS: 1. Manage the quality of worklife within the Municipality (Employee Wellness Programme) 2. Manage the implementation of occupational health and safety programmes in the Municipality X1 Senior Occupational Health and Safety Officer (filled)
--	--	--	---

DIVISION: GENERAL ADMINISTRATION, FACILITIES AND FLEET MANAGEMENT

DIVISION: GENERAL ADMINISTRATION
PURPOSE: TO PROVIDE GENERAL ADMINISTRATION AND FACILITIES MANAGEMENT SERVICES TO PROVIDE A COMMUNITY CUSTOMER CARE SERVICE
FUNCTIONS:
1. Provide general registry/records management service
2. Provide facilities management services (cleaning, security and minor building maintenance)
3. Provide driver, messenger and receptionist services
4. Provide administrative support to satellite / regional offices
5. Provide a continuous process improvement and management service
6. Facilitate development and documenting of service standards
7. Provide a customer complaints and compliments Help Desk service, and facilitating resolution of customer problems and complaints
X1 MANAGER: GENERAL ADMINISTRATION AND FACILITIES(vacant)

SUB-DIVISION: REGISTRY / RECORDS OFFICE	SUB-DIVISION: CUSTOMER CARE
PURPOSE: TO RENDER RECORDS MANAGEMENT AND RECEPTION SERVICES	PURPOSE: TO PROVIDE A COMMUNITY CUSTOMER CARE SERVICE
FUNCTIONS:	FUNCTIONS:
1. Provide a general records management service	1. Provide a continuous process improvement and management service
2. Render a messenger (and driver-messenger) service	2. Facilitate development and documenting of service standards
3. Render switchboard and receptionist services	3. Provide a customer complaints and compliments Help Desk service, and facilitating resolution of customer problems and complaints
4. Render bulk document reproduction service	
X1 Registry Officer (filled)	X1 Customer Care Officer(filled)
X1 Registry Clerk (filled)	
X1 Receptionist(filled)	
X1 Data Capture(filled)	
X1 Messenger(new vacant)	
X2 Switchboard Operator (1 filled & 1 vacant)	

ECONOMIC AND DEVELOPMENT PLANNING

ECONOMIC DEVELOPMENT AND PLANNING DEPARTMENT

DEPARTMENT: ECONOMIC DEVELOPMENT AND PLANNING
PURPOSE: TO MANAGE ECONOMIC DEVELOPMENT AND PLANNING
FUNCTIONS:
1. Manage the provision of Local Economic Development services
2. Manage the provision of Development and Town Planning services
3. Manage the provision of Property Management and Housing
4. Manage integrated development planning
5. Manage municipal performance management and monitoring service
X1 Senior Manager (vacant)
X1 Deputy Senior Manager (new Vacant)
X1 Admin Assistant (filled)

DIVISION: LOCAL ECONOMIC DEVELOPMENT	DIVISION: DEVELOPMENT & TOWN PLANNING
PURPOSE: TO PROVIDE LOCAL ECONOMIC DEVELOPMENT SERVICES	PURPOSE: TO PROVIDE DEVELOPMENT PLANNING SERVICES
FUNCTIONS:	FUNCTIONS:
1. Manage and facilitate investment and enterprise development, and stakeholders	1. Prepare and manage spatial development frameworks
2. Provide agribusiness development support	2. Provide town planning services
3. Provide co-operatives, SMME's and informal business development support	3. Develop, manage and maintain municipal Land Use Management System (LUMS)
4. Provide tourism development support	4. Provide land development advisory and management services
5. Manage and co-ordinate trade and business licenses, and outdoor advertisements	5. Provide administrative support to Municipal Planning Tribunal (MPT)
6. Co-ordinate mining development and community beneficiation	6. Provide building control services
X1 MANAGER LOCAL ECONOMIC DEVELOPMENT (vacant)	X1 MANAGER TOWN PLANNING (New Vacant)
X1 Senior LED Officer (new Vacant)	X1 Senior Town Planner: Spatial Development (filled)
X1 LED Officer (filled)	X2 GIS Officers (New Vacant)
X1 Business Licensing Officer (vacant)	X1 Town Planner: Land Use Management (filled)
X1 Tourism Officer (filled)	X1 Senior Building Inspector (filled)
(x1 Intern)	(x1 Intern)