

# **ADDENDUM 5**

## **REPORT ON ORGANISATIONAL STRUCTURE REVIEW FOR THE DR. BEYERS NAUDÈ LOCAL MUNICIPALITY: 4/1/1/1**

CONFIDENTIAL

# DR BEYERS NAUDE LOCAL MUNICIPALITY PROPOSED MICRO STRUCTURE

OFFICE OF THE MUNICIPAL MANAGER

RECOMMENDED BY MUNICIPAL MANAGER	Signature	/ / 2018
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APPROVED BY COUNCIL	Signature	/ / 2018
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DR BEYERS NAUDE LOCAL MUNICIPAL  
COUNCIL

<p>OFFICE OF THE MUNICIPAL MANAGER</p> <p>PURPOSE: To ensure that municipal services are administered in accordance with the objectives of local government as prescribed in Chapter 7 of the Constitution</p> <p>FUNCTIONS:</p> <ol style="list-style-type: none"> <li>1. Manage and provide financial services in order to ensure financial viability, compliance and reporting</li> <li>2. Provide corporate services to the institution in support of efficient organisational and administrative processes</li> <li>3. Manage infrastructure services provisioning in order to ensure the rendering of sustainable and affordable services to the community</li> <li>4. Render integrated community services to enhance community development in general and promote a safe environment</li> <li>5. Provide an independent appraisal of the adequacy and effectiveness of financial controls and manage risk within the organisation</li> <li>6. Manage and provide strategic services</li> <li>7. Provide office management services to the Municipal Manager</li> </ol>	SECT. 57
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<p>EXECUTIVE SUPPORT</p> <p>PURPOSE: To provide office management services to the Municipal Manager</p> <p>FUNCTIONS:</p> <ol style="list-style-type: none"> <li>1. Provide planning, research, analyses and reporting services to the Municipal Manager</li> <li>2. Planning and monitoring of strategic / critical matters</li> <li>3. Coordinate logistical support</li> <li>4. Provide executive secretarial and administrative support services</li> </ol>	PERSONAL ASSISTANT: MM
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<p>DIRECTORATE FINANCIAL SERVICES</p> <p>PURPOSE: To manage and provide financial services in order to ensure financial viability, compliance and reporting</p>	SECT. 57
DIRECTOR: FINANCIAL SERVICES	

<p>DIRECTORATE CORPORATE SERVICES</p> <p>PURPOSE: To provide corporate services to the institution in support of efficient organisational and administrative processes</p>	SECT. 57
DIRECTOR: CORPORATE SERVICES	

<p>DIRECTORATE INFRASTRUCTURE SERVICES</p> <p>PURPOSE: To manage infrastructure services provisioning in order to ensure the rendering of sustainable and affordable services to the community</p>	SECT. 57
DIRECTOR: INFRASTRUCTURE SERVICES	

<p>DIRECTORATE COMMUNITY SERVICES</p> <p>PURPOSE: To render integrated community services to enhance community development in general and promote a safe environment</p>	SECT. 57
DIRECTOR: COMMUNITY SERVICES	

<p>DIVISION INTERNAL AUDIT &amp; RISK MANAGEMENT</p> <p>PURPOSE: To provide an independent appraisal of the adequacy and effectiveness of financial controls and manage risk within the organisation</p>	T
CHIEF AUDIT EXECUTIVE	

<p>DIVISION STRATEGIC SERVICES</p> <p>PURPOSE: To manage and provide strategic services</p>	SENIOR MANAGER
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<p>LEGAL SERVICES</p> <p>PURPOSE: To provide legal support services to the institution to facilitate proficient legal practices and procedures</p>	MANAGER LEGAL SERVICES
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**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

SECT. 57

**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

**DIRECTORATE CORPORATE SERVICES**

**PURPOSE:** To provide corporate services to the Institution in support of efficient organisational and administrative processes

**DIRECTOR:** CORPORATE SERVICES

SECT. 57

**DIRECTORATE INFRASTRUCTURE SERVICES**

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

**DIRECTOR:** INFRASTRUCTURE SERVICES

SECT. 57

**DIRECTORATE COMMUNITY SERVICES**

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

**DIRECTOR:** COMMUNITY SERVICES

SECT. 57

**AREA MANAGER**

**WILLOWMORE STEYTLERVILLE RIETBRON BAVIAANSKLOOF**

**PURPOSE:** To render management and line function executive support to the directorate in the outer areas of Graaff-Reinet

**FUNCTIONS:**

1. Provide administrative support services
3. Provide planning, research, analysis and reporting services to the Director

**AREA MANAGER**

**JANSEVILLE KLIPPLAAT WATERFORT WOLWEFONTEIN**

**PURPOSE:** To render management and line function executive support to the directorate in the outer areas of Graaff-Reinet

**FUNCTIONS:**

1. Provide administrative support services
3. Provide planning, research, analysis and reporting services to the Director

**AREA MANAGER**

**ABERDEEN**

**PURPOSE:** To render management and line function executive support to the directorate in the outer areas of Graaff-Reinet

**FUNCTIONS:**

1. Provide administrative support services
3. Provide planning, research, analysis and reporting services to the Director

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# DR BEYERS NAUDE LOCAL MUNICIPALITY PROPOSED MICRO STRUCTURE

OFFICE OF THE MUNICIPAL MANAGER  
DIVISION INTERNAL AUDIT

**DIVISION  
INTERNAL AUDIT & RISK MANAGEMENT**

**PURPOSE:** To provide an independent appraisal of the adequacy and effectiveness of financial controls and manage risk within the organisation

**FUNCTIONS:**

1. Develop and implement a risk-based audit plan and internal audit program for each financial year
2. Establish and maintain enterprise risk management (ERM) and compliance within the organisation

**CHIEF AUDIT EXECUTIVE** T

**SECTION  
INTERNAL AUDIT**

**PURPOSE:** To develop and implement a risk-based audit plan and internal audit program for each financial year

**FUNCTIONS:**

1. Advise the accounting officer and report to the Audit Committee on the implementation of the internal audit plan and matters relating to:
  - i) Internal audit
  - ii) Internal controls
  - iii) Accounting procedures and practices
  - iv) Risk and risk management
  - v) Performance management
  - vi) Loss control
  - vii) Effective governance
  - viii) Compliance with relevant legislation and policies
2. Conduct investigations, risk analyses and reviewing of financial control systems
3. Liaise with the external auditors
4. Compile regular audit reports.

**INTERNAL AUDITOR X2** T

**INTERNAL AUDIT**  
INTERN T

**SECTION  
RISK MANAGEMENT**

**PURPOSE:** To establish and maintain enterprise risk management (ERM) and compliance within the organisation

**FUNCTIONS:**

1. Analyse and advise on risk management issues and review the risk philosophy of the municipality:
  - i) Promote and communicate appropriate ethics and values in the organisation
  - ii) Develop and establish fraud detection investigation and prevention initiatives
  - iii) Manage and execute fraud investigation processes
  - iv) Communicate risk and control information to appropriate areas of the organisation
  - v) Liaise with the external auditors and other role players
2. Ensure the organisation is conforming with, or eligible for, contractual obligations, government regulations, laws, or licenses and permits:
  - i) Prevent unethical or improper conduct in the organization
  - ii) Interact with all directorates regarding issues related to compliance
  - iii) Updating standards of conduct and development of periodical reviews
  - iv) Monitor, review and evaluate compliance activities
3. Liaise with the external auditors and other role players

**RISK MANAGEMENT OFFICER** T

**INTERNAL AUDIT**  
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# DR BEYERS NAUDE LOCAL MUNICIPALITY PROPOSED MICRO STRUCTURE

OFFICE OF THE MUNICIPAL MANAGER  
DIVISION STRATEGIC SERVICES

**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

**SENIOR 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 projects
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 MANAGER**

SYSTEM CONTROLLER

**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

**IDP MANAGER**

IDP COORDINATOR

**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 commongate

**LED MANAGER**

LED/ SMME COORDINATOR

LED COORDINATOR/ AGRICULTURE

TOURISM OFFICER

SNR CLERK

**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.
- ii) Provide media relations services
- iii) 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**

COMMUNICATION ASSISTANT OFFICERS X 2

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DR BEYERS NAUDE LOCAL MUNICIPALITY

DIRECTORATE CORPORATE SERVICES

<p><b>DIRECTORATE: CORPORATE SERVICES</b></p> <p>PURPOSE: To provide corporate services to the institution in support of efficient organisational and administrative processes</p> <p>FUNCTIONS:</p> <ol style="list-style-type: none"> <li>1. Provide legal and administrative support services to the institution to facilitate proficient administrative practices and procedures</li> <li>2. Render human resources management and support services to the municipality that will sustain the optimum utilisation of the municipality's human capital</li> <li>3. Provide effective and efficient information and communication technology services</li> <li>4. Coordinate and provide functional and administrative support to the political office bearers</li> <li>5. Render management and line function executive support services to the directorate</li> </ol> <p><b>DIRECTOR: CORPORATE SERVICES</b></p>
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SECT. 57

<p><b>SECTION: EXECUTIVE SUPPORT</b></p> <p>PURPOSE: To render management and line function executive support to the directorate</p> <p>FUNCTIONS:</p> <ol style="list-style-type: none"> <li>1. Provide executive support services</li> <li>2. Provide logistic / secretarial support services</li> <li>3. Provide planning, research, analysis and reporting services to the Director</li> </ol> <p><b>PERSONAL ASSISTANT</b></p>
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<p><b>DIVISION</b></p> <p><b>ADMINISTRATION SERVICES</b></p> <p>PURPOSE: To provide legal and administrative support services to the institution to facilitate proficient administrative practices and procedures</p> <p><b>MANAGER: ADMINISTRATION SERVICES</b></p>
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<p><b>DIVISION</b></p> <p><b>HUMAN RESOURCES MANAGEMENT (HRM)</b></p> <p>PURPOSE: To render human resources management and support services to the municipality that will sustain the optimum utilization of the municipality's human capital.</p> <p><b>MANAGER: HRM</b></p>
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<p><b>DIVISION</b></p> <p><b>OFFICE OF THE POLITICAL OFFICE BEARERS</b></p> <p>PURPOSE: To coordinate and provide functional and administrative support to the political office bearers</p> <p><b>SENIOR COORDINATOR</b></p> <p>T</p>
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<p><b>DIVISION : RECORDS AND ARCHIVES MANAGEMENT</b></p> <p>PURPOSE: To manage and provide an organisation wide records management.</p> <ol style="list-style-type: none"> <li>1. Provide sound record keeping and record management policies.</li> <li>2. Implement, maintain and develop the document management system (Collaborator)</li> </ol> <p><b>MANAGER: RECORDS AND ARCHIVES MANAGEMENT</b></p>
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<p><b>AREA MANAGERS X 3</b></p> <p>PURPOSE: To render management and line function executive support to the directorate in the outer areas of Graaff-Reinet</p> <p>FUNCTIONS:</p> <ol style="list-style-type: none"> <li>1. Provide administrative support services</li> <li>3. Provide planning, research, analysis and reporting services to the Director</li> </ol>
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DR BEYERS NAUDE LOCAL MUNICIPALITY

DIRECTORATE CORPORATE SERVICES  
SECTION: AREA MANAGERS

**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**

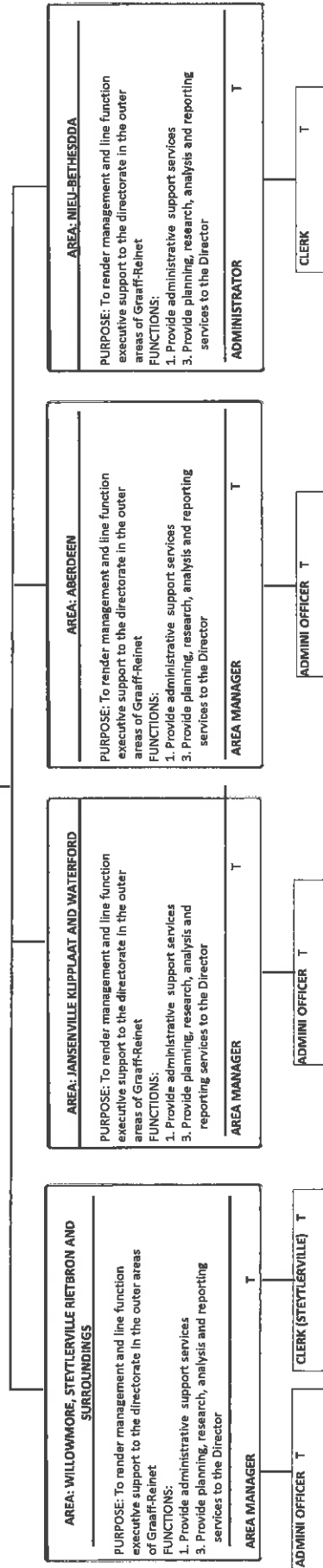
**SECTION: EXECUTIVE SUPPORT**

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

FUNCTIONS:

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

**PERSONAL ASSISTANT** T



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DR BEYERS NAUDE LOCAL MUNICIPALITY

DIRECTORATE CORPORATE SERVICES DIVISION  
LEGAL & ADMINISTRATION SERVICES

**DIVISION ADMINISTRATION SERVICES**

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

**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

**MANAGER:** 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

**SNR 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

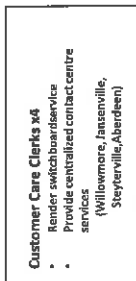
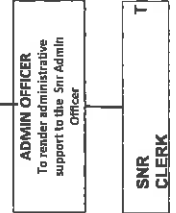
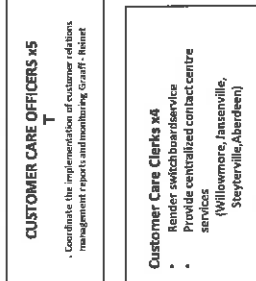
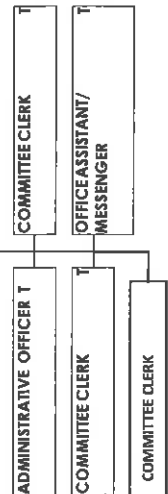
**SNR ADMINISTRATIVE OFFICER**

**SECTION FACILITY/AUXILIARY SERVICES**

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

**SNR ADMINISTRATIVE OFFICER**

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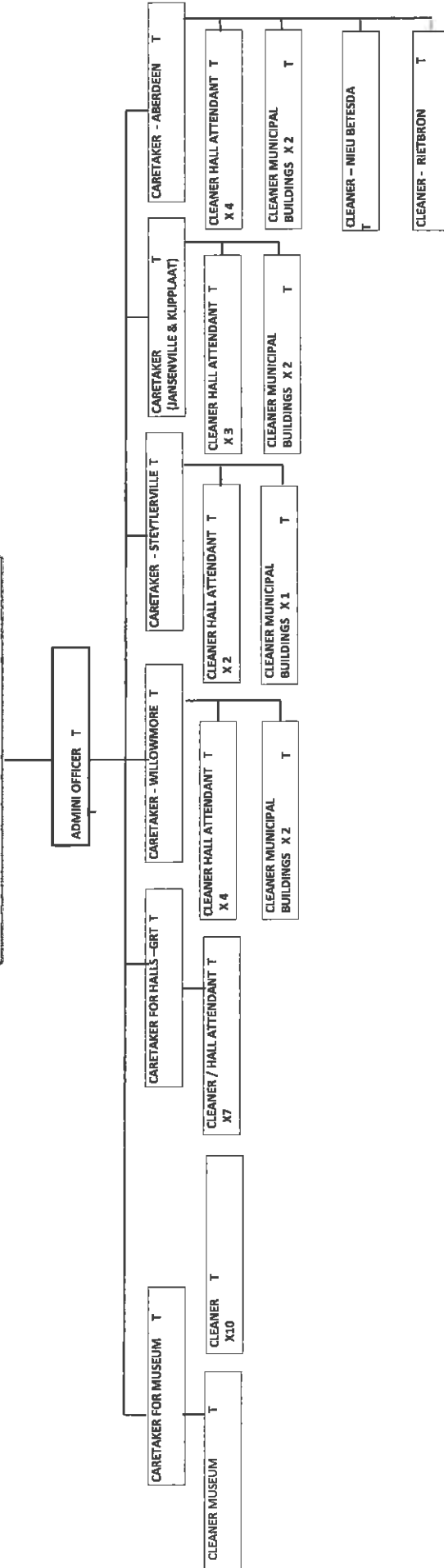




DR BEYERS NAUDE LOCAL MUNICIPALITY

DIRECTORATE CORPORATE SERVICES  
DIVISION LEGAL & ADMINISTRATION SERVICES  
SECTION FACILITY AUXILIARY SERVICES

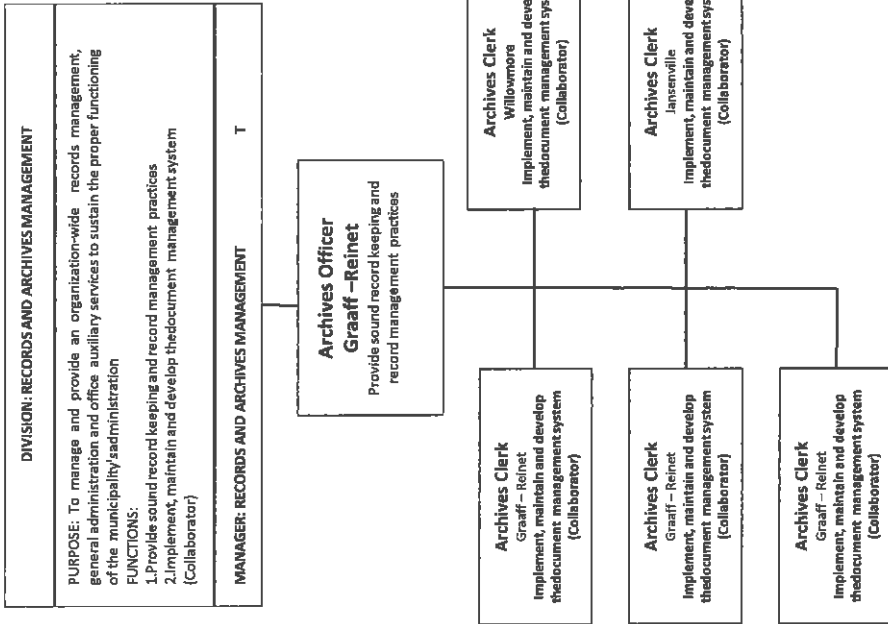
**SECTION FACILITY AUXILIARY SERVICES**  
**Purpose:** general administration and office auxiliary services to sustain the proper functioning of the municipality's administration  
**FUNCTIONS:**  
 1. Render general administrative services to ensure proper municipal administrative practices  
 2. Render 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 to community facilities, halls museum and municipal offices.  
**MANAGER LEGAL AND ADMINISTRATION SERVICES**



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DR BEYERS NAUDE LOCAL MUNICIPALITY

DIRECTORATE CORPORATE SERVICES  
DIVISION RECORDS AND ARCHIVES MANAGEMENT  
SECTION REGISTRY & OFFICE AUXILIARY SERVICES



**DIVISION: RECORDS AND ARCHIVES MANAGEMENT**

**PURPOSE:** To manage and provide an organization-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)

**MANAGER: RECORDS AND ARCHIVES MANAGEMENT T**

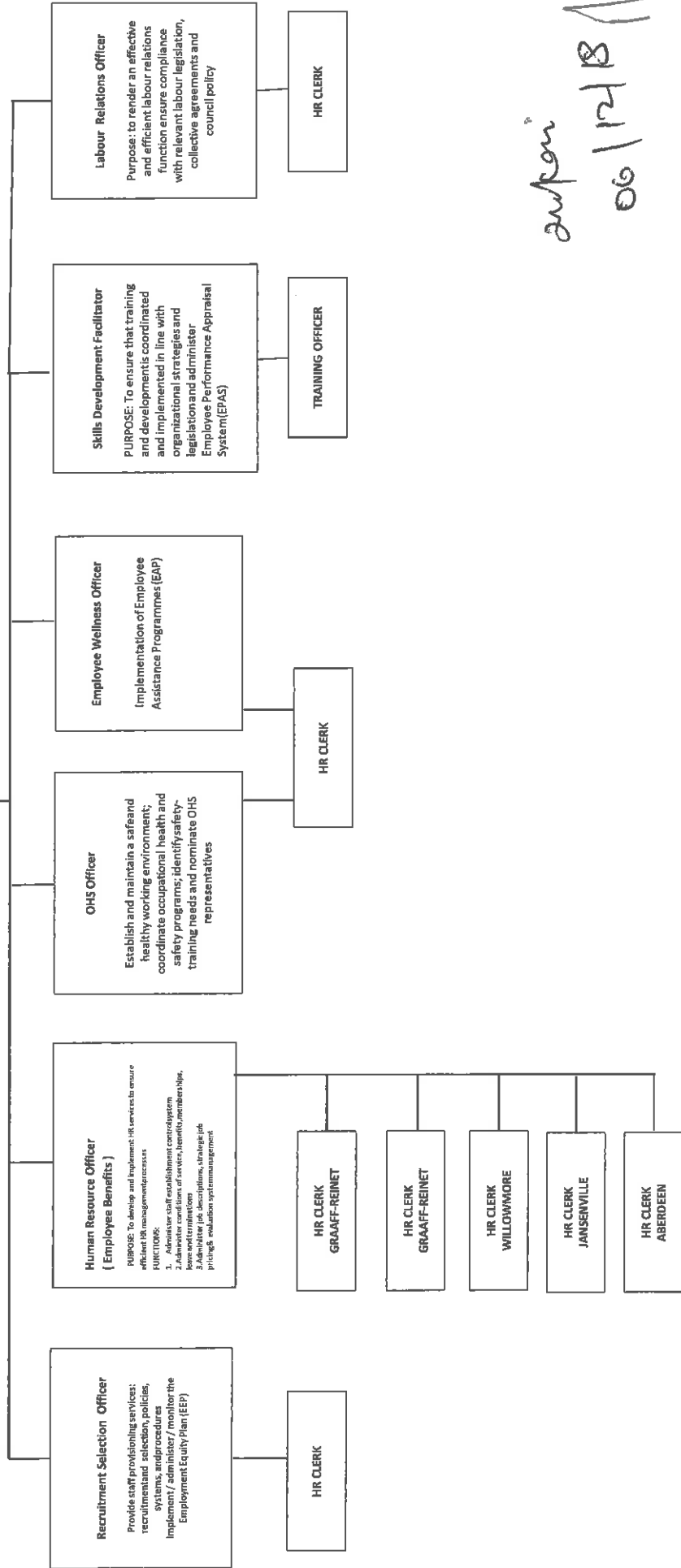
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**MANAGER HUMAN RESOURCES**

PURPOSE: To render human resources management and support services to the municipality that will sustain the optimum utilization 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**



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DR BEYERS NAUDE LOCAL MUNICIPALITY

DIRECTORATE CORPORATE SERVICES  
SECTION OFFICE OF THE POLITICAL OFFICE BEARERS

**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

**SENIOR COORDINATOR**

WARD COORDINATOR T

PUBLIC PARTICIPATION OFFICER T

**SECTION**  
**MAYORAL DRIVER**

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 analyzes

**PERSONAL ASSISTANT: MAYOR**

MAYORAL DRIVER T

**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

**PERSONAL ASSISTANT: SPEAKER**

**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 analyzes

**PERSONAL ASSISTANT : COUNCILLORS SUPPORT**

**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, paper 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

SPECIAL PROJECTS COORDINATOR T

CLERK T

SPU OFFICER T

SPU OFFICER T

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**DIRECTORATE FINANCIAL SUPPORT**  
 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 services to ensure proper execution of policies, systems, procedures, transactions and compliance  
 4. Render management and line function executive support services to the directorate

**SECTION: INFORMATION & COMMUNICATION TECHNOLOGY**

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

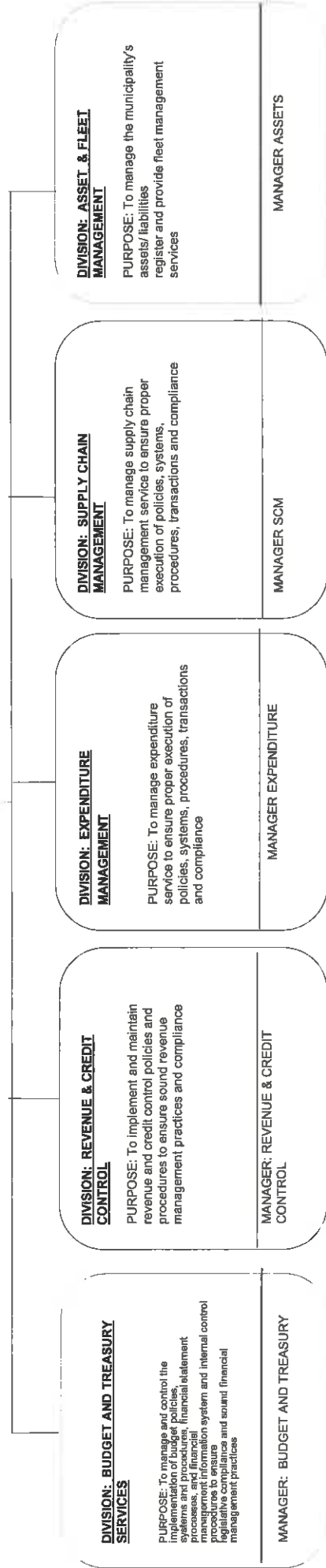
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**DIRECTOR FINANCIAL SERVICES (CFO)**

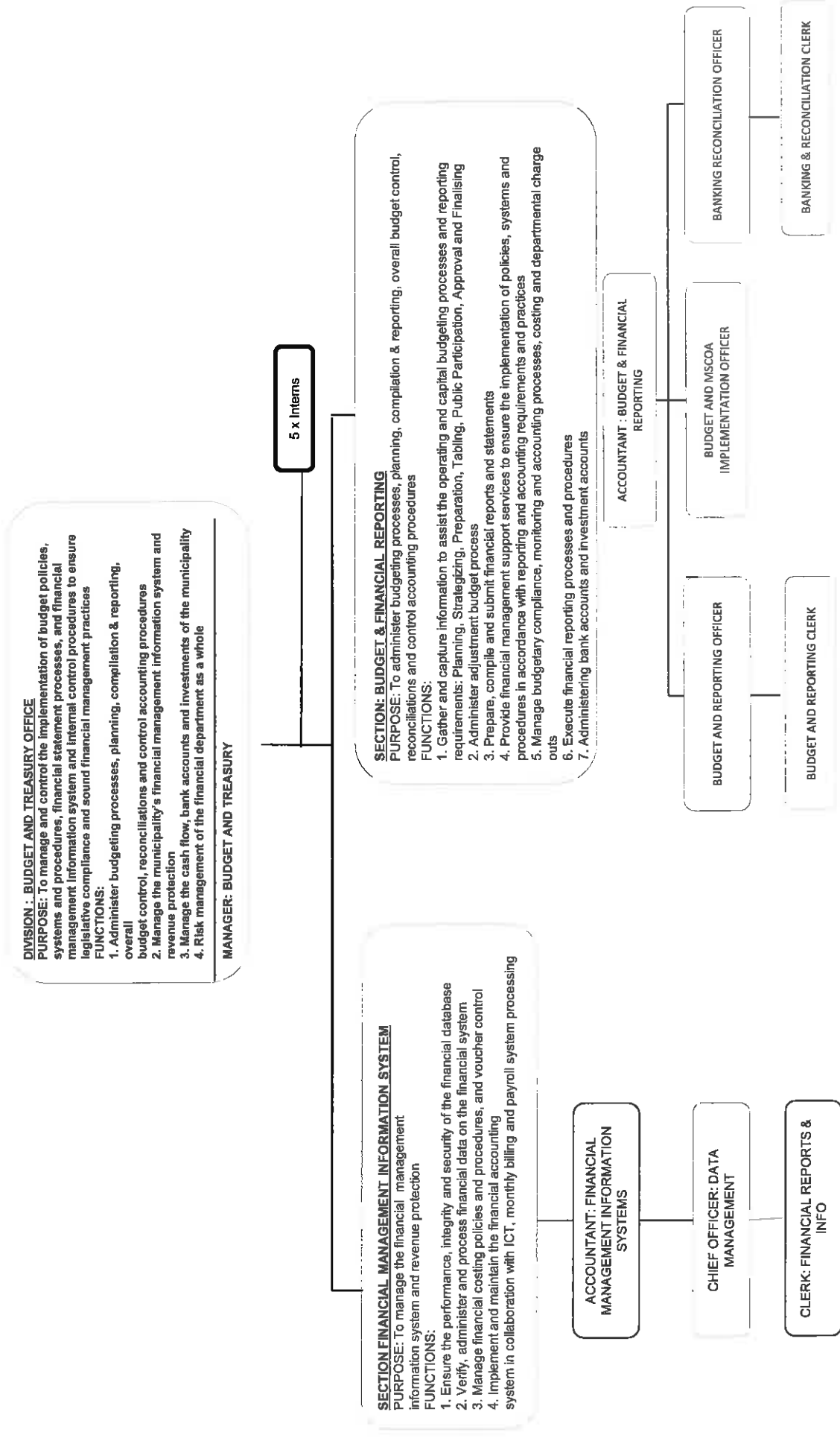
**SECTION: EXECUTIVE SUPPORT**

**PURPOSE:** To render management and line function executive support services to the directorate  
**FUNCTIONS:**  
 1. Provide executive support services  
 2. Provide logistical/ secretarial support services  
 3. Provide planning, research, analyses and reporting services to the Director

**PERSONAL ASSISTANT**



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**DIVISION REVENUE & CREDIT CONTROL**

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

**FUNCTIONS:**

1. Manage and administer cashing, receipting, meter readings and valuations
2. Administer credit control policy and procedures in accordance with regulations and Council policies
3. Administer revenue protection processes and procedures

**MANAGER: REVENUE & CREDIT CONTROL**

**SECTION CASHIERING, RECEIPTING & DEBTORS**

**PURPOSE:** To manage and administer cashing, 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: INCOME**

**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 registers 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

**ACCOUNTANT: CREDIT CONTROL**

CREDIT CONTROL OFFICER

SNR CLERK

SNR CLERK

FBS OFFICER

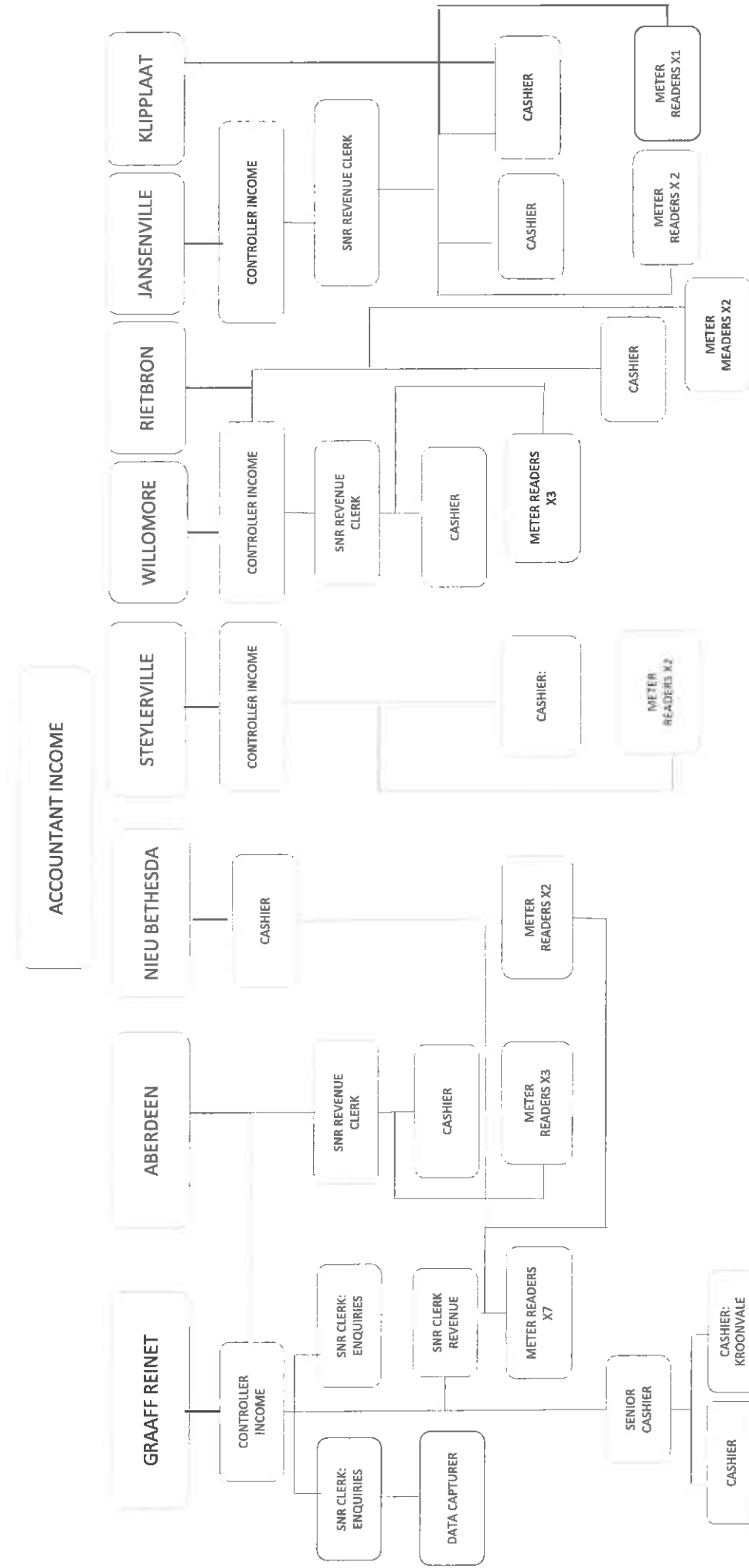
FBS OFFICER

FBS OFFICER

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**DIVISION 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  
**MANAGER EXPENDITURE**

**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  
**ACCOUNTANT EXPENDITURE**

EXPENDITURE OFFICER

EXPENDITURE OFFICER

EXPENDITURE OFFICER

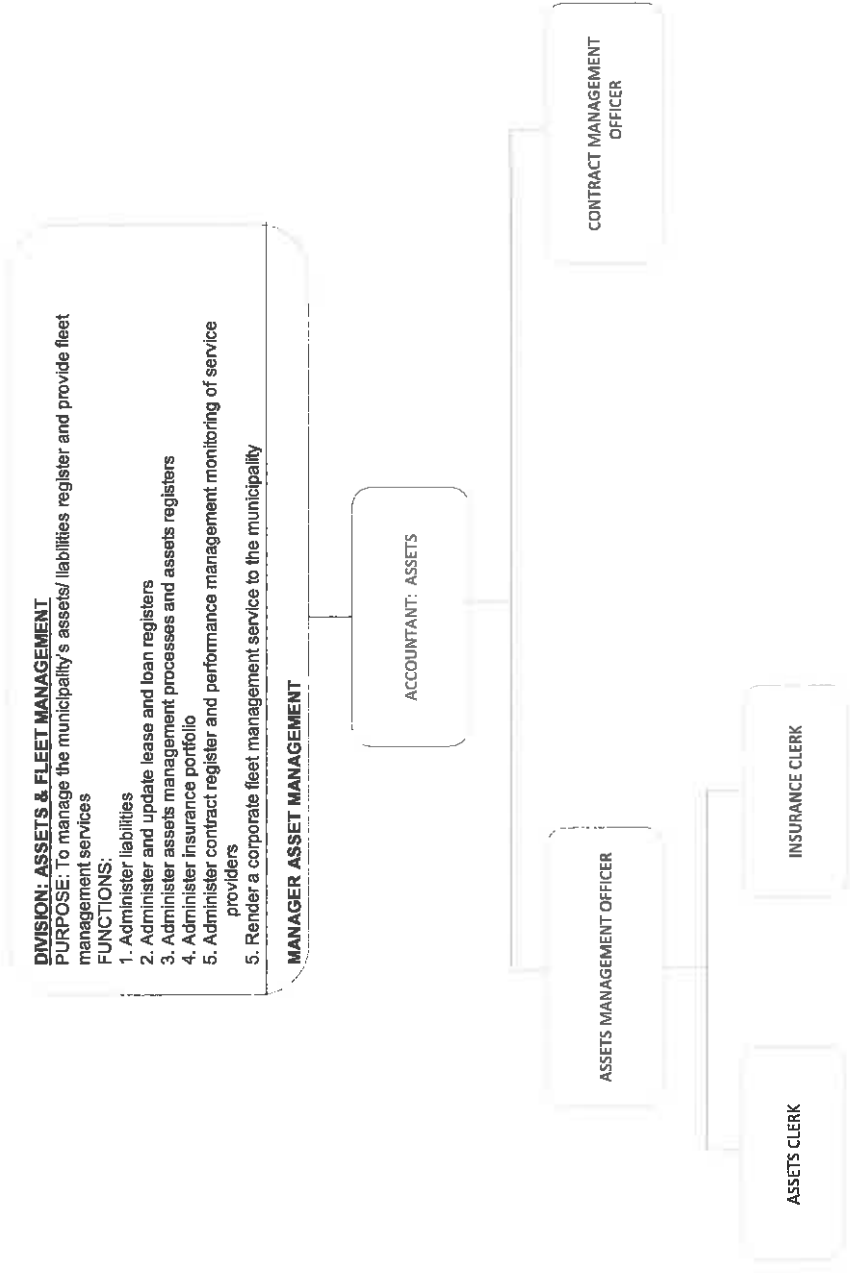
**SUB-SECTION : PAYROLL**  
**PURPOSE:** To record, authorise, execute and report payroll transactions  
**FUNCTIONS:**  
1. Compile and administer salary budget  
2. Handle staff queries, housing subsidies, deductions, pay group insurance, insurance policies, medical aid funds and pension funds  
3. 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  
**ACCOUNTANT PAYROLL**

PAYROLL OFFICER

PAYROLL OFFICER

PAYROLL OFFICER

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**DIVISION: SUPPLY CHAIN MANAGEMENT (SCM)**

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

**FUNCTIONS:**

1. Perform demand procedures and render acquisition services and provide database administration
2. Perform contract, performance and risk management processes and
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

**MANAGER: SUPPLY CHAIN MANAGEMENT**

**SUB-SECTION: ACQUISITION MANAGEMENT**

**PURPOSE:** Co-ordinates and controls processes and associated with the procuring of products and/or specific services

**FUNCTIONS:**

1. Communicating/interacting with personnel across various Departments in respect of specific requirements and priorities.
2. Receiving and verifying information recorded on requisition forms, processing information onto the system and allocating order numbers.
3. Providing input into the drafting of tender notices and/ or formulation of contracts in respect of procuring and appointing vendors/ service providers for the delivery of specific services
4. Communicating with the immediate superior on the status of specific orders and or possible steps necessary to avoid stock depletion based on supplier delivery lead times

**SUPPLY CHAIN PRACTITIONER**



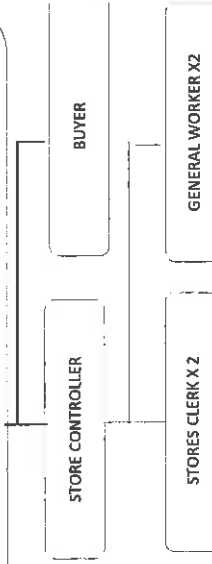
**SUB-SECTION: DEMAND MANAGEMENT**

**PURPOSE:** Co-ordinates and controls the Supply Chain Management processes, aligning procedures, systems and controls, executing applications to address the identification, acquisition or disposal of items, monitoring the stock control applications

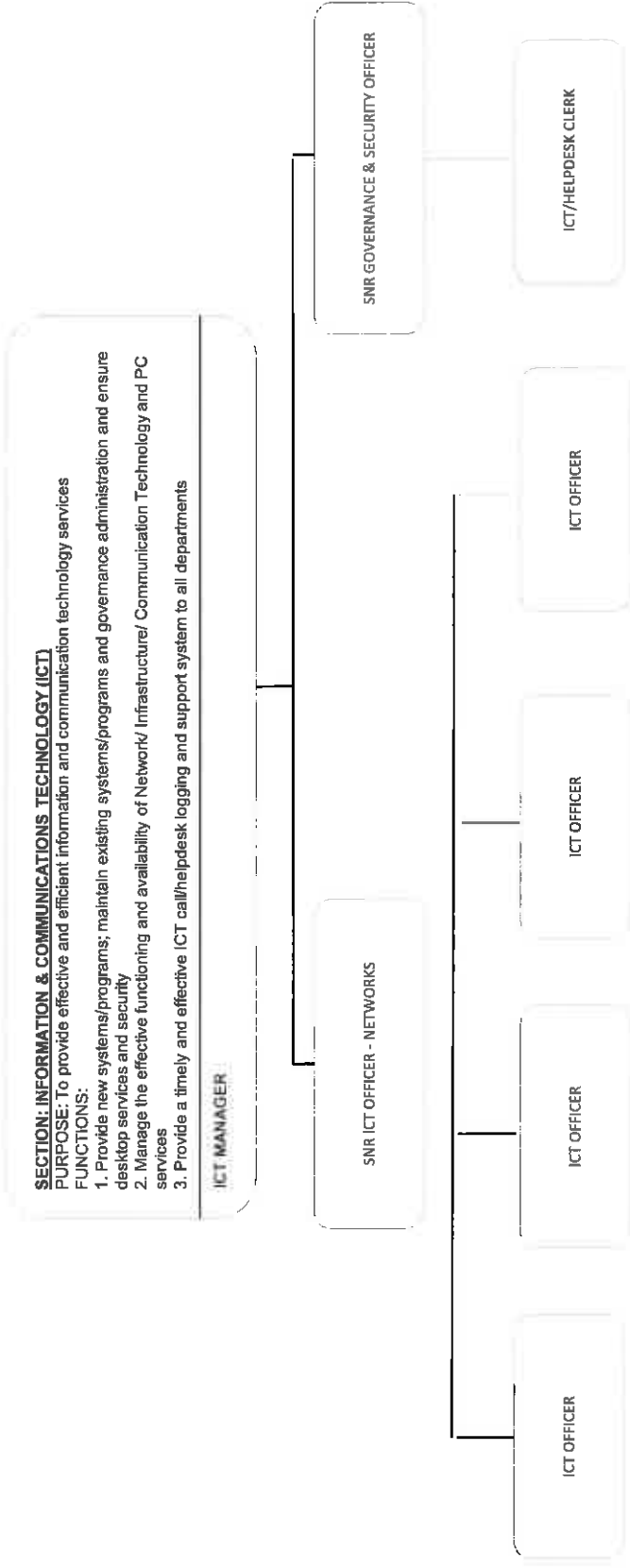
**FUNCTIONS:**

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, tenders, assessing patrons' needs
4. Interacting to clarify needs analysis with internal departments

**SUPPLY CHAIN PRACTITIONER**



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DIRECTORATE INFRASTRUCTURE SERVICES

<p><b>DIRECTORATE INFRASTRUCTURE SERVICES</b></p> <p><b>PURPOSE:</b> To manage Infrastructure services provisioning in order to ensure the rendering of sustainable and affordable services to the community.</p> <p><b>FUNCTIONS:</b></p> <ol style="list-style-type: none"> <li>1 Provide and maintain civil engineering services and coordinate administrative processes to the community of Graaff-Reinet, Aberdeen and Nieu-Bethesda</li> <li>2 Provide and maintain civil engineering services and coordinate administrative processes to the community of Willowmore, Steytlerville and surroundings.</li> <li>3 1 Provide and maintain civil engineering services and coordinate administrative processes to the community of Jansenville, Klipplaat and Waterford.</li> <li>4 Manage the provisioning and maintenance of electrical services to ensure the rendering of sustainable and affordable electricity to the community</li> <li>5 Coordinate the provisioning of project management services for the construction phase of capital / maintenance / external funded projects</li> <li>6 Provide and manage planning, land affairs, building control and human settlements</li> <li>7 Render management and line function executive support service to the directorate</li> </ol> <p><b>DIRECTOR: ENGINEERING AND PLANNING</b></p>
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<p><b>SECTION EXECUTIVE SUPPORT</b></p> <p><b>PURPOSE:</b> To render management and line function executive support services to the directorate.</p> <p><b>FUNCTIONS:</b></p> <ol style="list-style-type: none"> <li>1 Provide executive support services</li> <li>2 Provide logistic / secretarial support services</li> <li>3 Provide planning, research, analysis and reporting services to the Director</li> </ol> <p><b>PERSONAL ASSISTANT</b></p>
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<p><b>DIVISION WATER SERVICES, PUBLIC WORKS, MECHANICAL WORKSHOP AND FLEET AREA 1</b></p> <p><b>GRAAFF-REINET, ABERDEEN AND NIEU-BETHESDA</b></p> <p><b>PURPOSE:</b> To provide and maintain civil engineering services and coordinate administrative processes to the community of Graaff-Reinet, Aberdeen and Nieu-Bethesda</p> <p style="text-align: right;">T</p> <p><b>AREA ENGINEER</b></p>
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<p><b>DIVISION WATER SERVICES AND PUBLIC WORKS AREA 2</b></p> <p><b>WILLOWMORE, STEYTLERVILLE AND SURROUNDINGS</b></p> <p><b>PURPOSE:</b> To provide and maintain civil engineering services and coordinate administrative processes to the community of Willowmore, Steytlerville and surroundings</p> <p style="text-align: right;">T</p> <p><b>AREA ENGINEER</b></p>
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<p><b>DIVISION WATER SERVICES AND PUBLIC WORKS AREA 3</b></p> <p><b>JANSENVILLE, KLIPPLAAT AND WATERFORD</b></p> <p><b>PURPOSE:</b> To provide and maintain civil engineering services and coordinate administrative processes to the community of Jansenville, Klipplaat and Waterford</p> <p style="text-align: right;">T</p> <p><b>AREA ENGINEER</b></p>
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<p><b>DIVISION ELECTRICAL SERVICES</b></p> <p><b>PURPOSE:</b> To manage the provisioning and maintenance of electrical services to ensure the rendering of sustainable and affordable electricity to the community</p> <p style="text-align: right;">T</p> <p><b>MANAGER: ELECTRICAL SERVICES</b></p>
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<p><b>DIVISION PMU, CAPITAL PROJECTS &amp; GIS</b></p> <p><b>PURPOSE:</b> To provide project / program management, planning, technical support and GIS services</p> <p style="text-align: right;">T</p> <p><b>MANAGER: PMU &amp; CAPITAL PROJECTS</b></p>
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<p><b>DIVISION TOWNPLANNING AND BUILDING CONTROL</b></p> <p><b>PURPOSE:</b> To provide and manage planning, land affairs and building control.</p> <p style="text-align: right;">T</p> <p><b>MANAGER: TOWN PLANNING AND BUILDING CONTROL</b></p>
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# DR BEYERS NAUDE LOCAL MUNICIPALITY

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

<p>DIVISION WATER SERVICES &amp; PUBLIC WORKS AREA 1 GRAAFF REINET, ABERDEEN &amp; NIEU BETHESDA</p> <p>PURPOSE: To provide and maintain civil engineering services and coordinate administrative processes to the community of Graaff Reinet, Aberdeen and Nieu Bethesda</p> <p>FUNCTIONS:</p> <ol style="list-style-type: none"> <li>1. Provide and maintain water services and public works to the community of Graaff Reinet</li> <li>2. Provide and maintain water services and public works to the community of Aberdeen and Nieu Bethesda</li> <li>3. Render management and line function administrative support services to the region</li> <li>4. Monitor the region's office administration and service provision activities</li> <li>5. Render a liaison service between the municipality and the community</li> </ol> <p>AREA ENGINEER</p>
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<p>SECTION GRAAFF REINET</p> <p>PURPOSE: To provide and maintain water services and public works to the community of Graaff Reinet</p> <p>CIVIL ENGINEERING TECHNICIAN</p>
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<p>SECTION ABERDEEN &amp; NIEU BETHESDA</p> <p>PURPOSE: To provide and maintain water services and public works to the community of Aberdeen and Nieu Bethesda</p> <p>SUPERINTENDENT</p>
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<p>DIVISION MECHANICAL WORKSHOP AND FLEET</p> <p>PURPOSE: to provide and maintain mechanical and logistical services and coordinate administrative processes to ensure the rendering of sustainable services to the community</p> <p>MECHANICAL SUPERINTENDENT</p>
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DIRECTORATE INFRASTRUCTURE SERVICES  
DIVISION – MECHANICAL AND FLEET MANAGEMENT

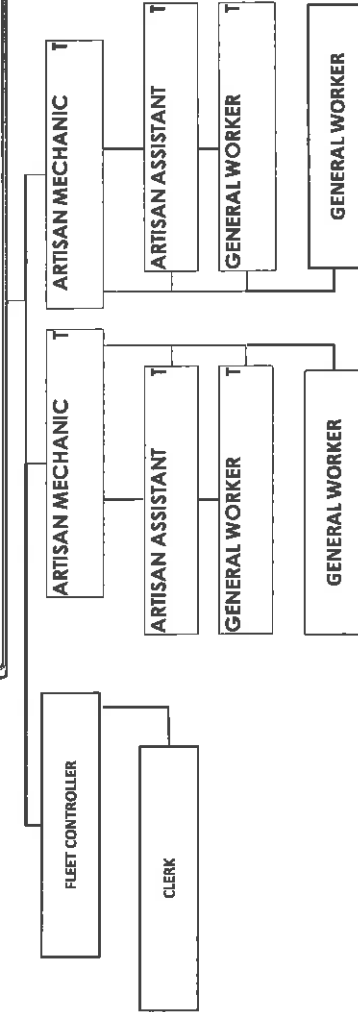
**SECTION**  
**MECHANICAL WORKSHOP**

**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

**MECHANICAL SUPERINTENDENT**



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DR BEYERS NAUDE LOCAL MUNICIPALITY

DIRECTORATE INFRASTRUCTURE SERVICES  
DIVISION ELECTRICAL

<b>DIVISION</b>
<b>ELECTRICAL SERVICES</b>
<b>PURPOSE:</b> To manage the provisioning and maintenance of electrical services to ensure the rendering of sustainable and affordable electricity to the community
<b>FUNCTIONS:</b>
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
<b>MANAGER:</b> ELECTRICAL SERVICES

<b>SECTION</b>
<b>ELECTRICAL SERVICES</b>
<b>PURPOSE:</b> To manage the provisioning and maintenance of electrical services
<b>SENIOR ELECTRICIAN</b>

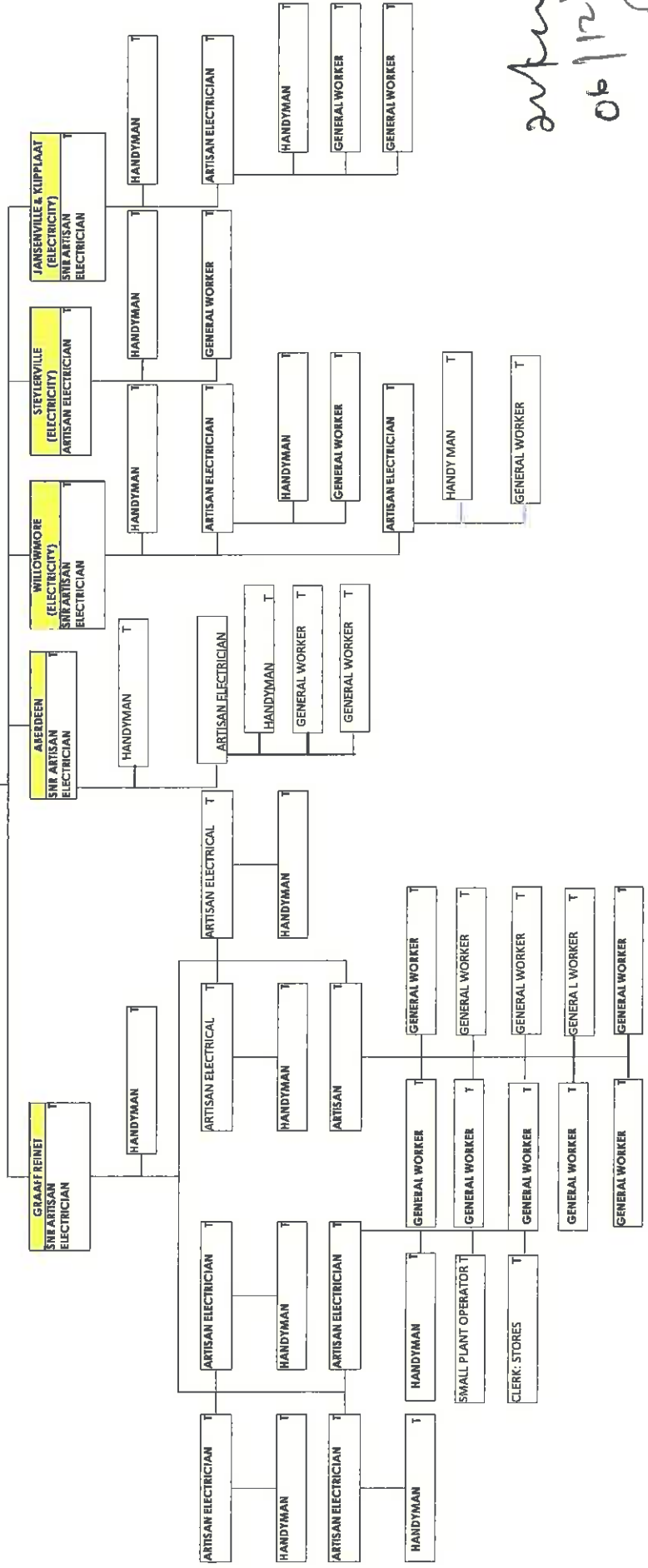
<b>SECTION</b>
<b>ADMINISTRATIVE SUPPORT</b>
<b>PURPOSE:</b> To render management and line function administrative support services
<b>FUNCTIONS:</b>
1. Provide administrative support services
2. Compliance monitoring and reporting
3. Administer departmental performance management progress monitoring 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
<b>CHIEF CLERK</b>

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DIRECTORATE INFRASTRUCTURE SERVICES  
DIVISION ELECTRICAL

**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  
**SENIOR ELECTRICIAN**



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

<b>SECTION</b> <b>GRAAFF REINET</b>
<b>PURPOSE:</b> To provide and maintain water services and public works to the community of Graaff Reinet
<b>FUNCTIONS:</b> 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
<b>CIVIL ENGINEERING TECHNICIAN</b>
<b>T</b>

<b>SUB-SECTION</b> <b>WATER &amp; WASTEWATER TREATMENT</b>
<b>PURPOSE:</b> To render the provisioning and maintenance of water treatment services, wastewater treatment services, water network and wastewater network
<b>SUPERINTENDENT</b>
<b>T</b>

<b>SUB-SECTION</b> <b>PUBLIC WORKS</b>
<b>PURPOSE:</b> To maintain and operate minor construction of tar roads, streets, gravel roads, bridges, sidewalks, storm water systems / structures and render building maintenance
<b>SUPERINTENDENT</b>
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DIRECTORATE INFRASTRUCTURE SERVICES  
DIVISION WATER SERVICES AND WASTE WATER AREA 1 GRAAF RUIJET, ABERDEEN & NIEU  
BETHESDA SECTION GRAAF RUIJET  
SUB-SECTION WATER & WASTEWATER TREATMENT

**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 WORKS**

**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 the consumers and render bulk supply – water demand and conservation
5. Provide laboratory services by performing quality control tests to ensure compliance

**SUPERVISOR**

**UNIT**  
**WASTE WATER TREATMENT WORKS**

**PURPOSE:** To manage the maintenance and operation of waste water 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

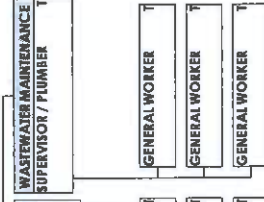
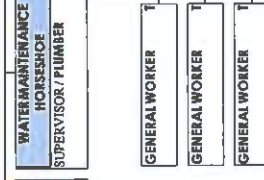
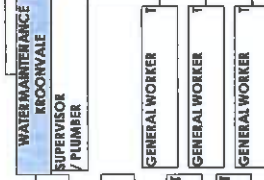
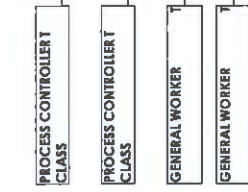
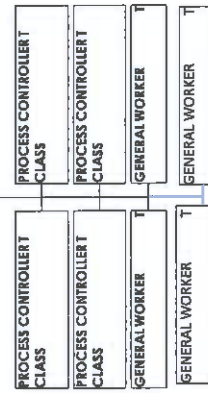
**SUPERVISOR**

**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, tanks service, construction operations and pump stations
2. Install and maintain bulk metering, meter management and operations
3. Maintain water distribution networks



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

**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 far roads, streets, gravel roads, bridges, sidewalks and storm water systems / structures

**SUPERINTENDENT**

**SECTION**  
**WATER NETWORK MAINTENANCE**

**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 ensure uninterrupted services
4. Ensure 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**

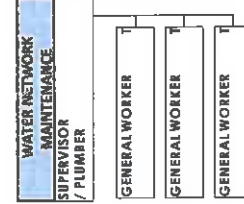


**SECTION**  
**WATER NETWORK MAINTENANCE**

**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

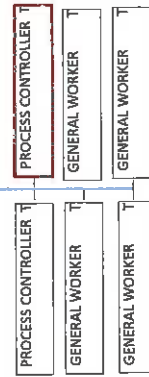


**SECTION**  
**WASTE WATER NETWORK MAINTENANCE**

**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 ensure 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

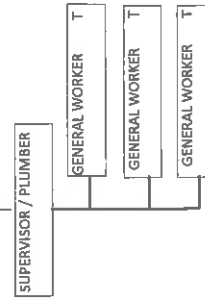


**SECTION**  
**WASTE WATER NETWORK MAINTENANCE**

**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



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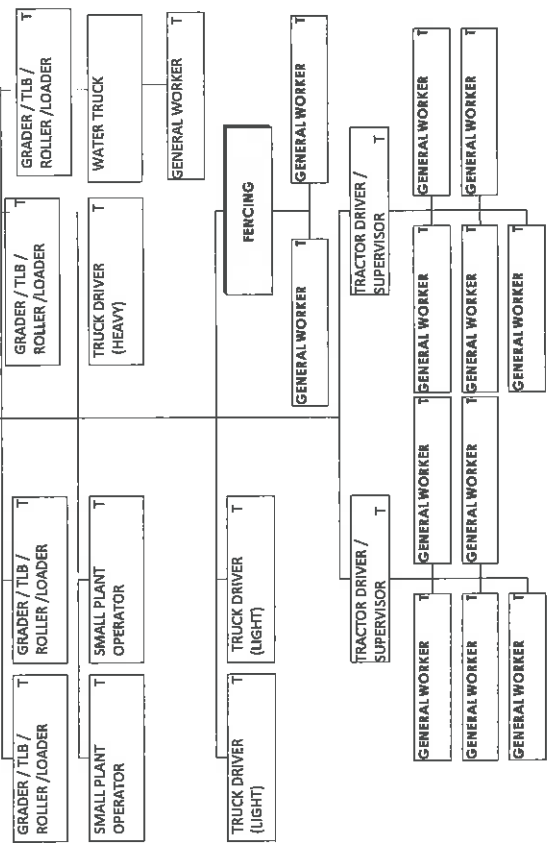
DIRECTORATE INFRASTRUCTURE SERVICES  
DIVISION WATER SERVICES & PUBLIC WORKS AREA T GRAAFF REINET, ABERDEN & MSU BETHEDA  
SUB-SECTION PUBLIC WORKS

**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**

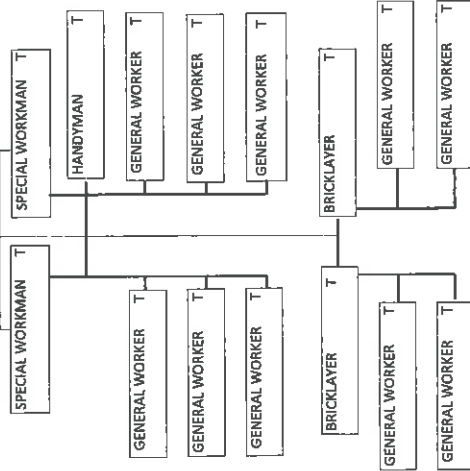
**UNIT STORM WATER - GET**  
**PURPOSE:** To coordinate and perform storm water construction and maintenance services  
**FUNCTIONS:**  
1. Construct, clean and maintain of storm water systems with regards to structures and kerbs and oversee the execution thereof  
2. Construct and maintain adequate and safe infrastructure for the handling and removal of stormwater  
**SUPERVISOR**

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**UNIT ROAD MAINTENANCE - GET**  
**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. Safe guarding of road networks on construction site  
**SUPERVISOR**



**UNIT ROAD MAINTENANCE - GET**  
**PURPOSE:** To maintain buildings, property, structures & public facility maintenance programs of the municipality  
**FUNCTIONS:**  
1. Render property and building maintenance services including basic carpentry and plumbing maintenance services  
2. Control and perform the internal construction and maintenance programs with regard to Council's structures, buildings and public facilities  
3. Perform regular inspections on facilities and compile maintenance programmes in terms of structures and provide engineering / technical project support  
4. Manage preventative maintenance program  
**SUPERVISOR**



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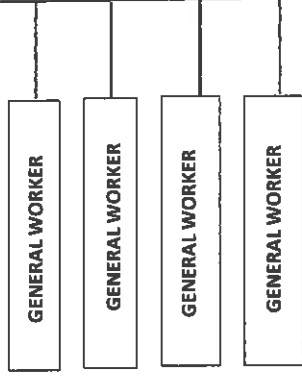
**NIÊU BETHESDA**  
**SUB SECTION**  
**ROAD MAINTENANCE**

**PURPOSE:** To maintain buildings, property, structures & public facility maintenance programs of the municipality

**FUNCTIONS:**

1. Render property and building maintenance services including basic carpentry and plumbing maintenance
2. Control and perform the internal construction and maintenance programs with regard to Council's structures, sidings and public facilities
3. Perform regular inspections on facilities and compile maintenance programmes in terms of structures and provide

**SUPERVISOR**



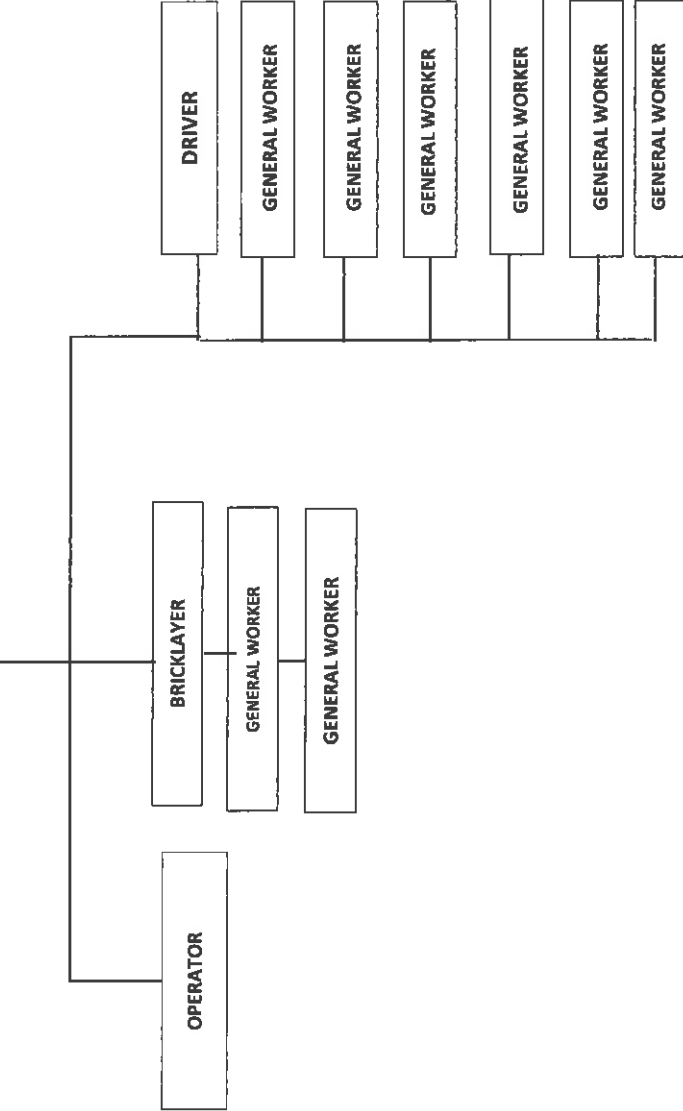
**ABERDEEN**  
**SUB SECTION**  
**ROAD MAINTENANCE**

**PURPOSE:** To maintain buildings, property, structures & public facility maintenance programs of the municipality

**FUNCTIONS:**

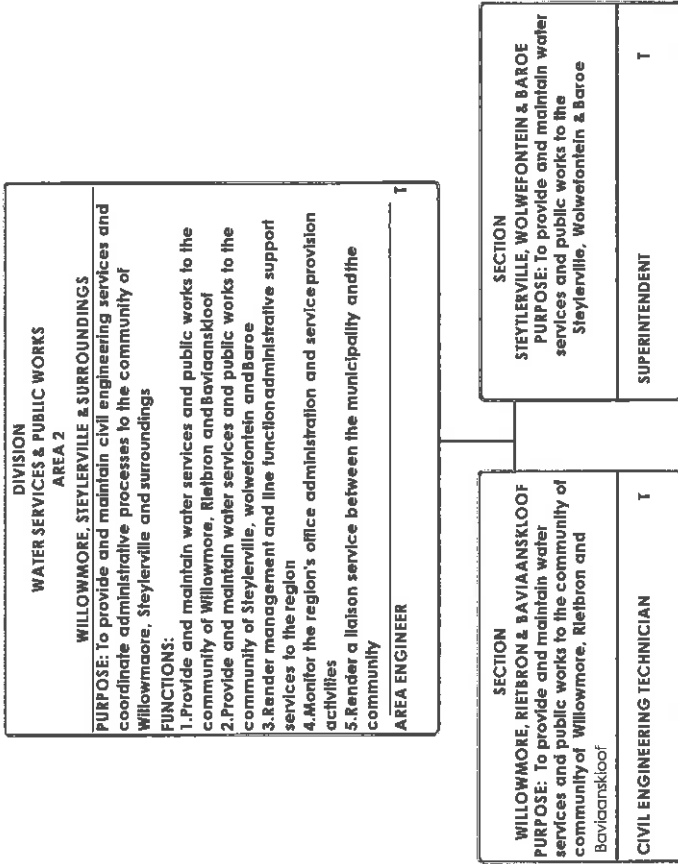
1. Render property and building maintenance services including basic carpentry and plumbing maintenance services
2. Control and perform the internal construction and maintenance programs with regard to Council's structures, sidings and public facilities
3. Perform regular inspections on facilities and compile maintenance programmes in terms of structures and provide

**SUPERVISOR**



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



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

**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

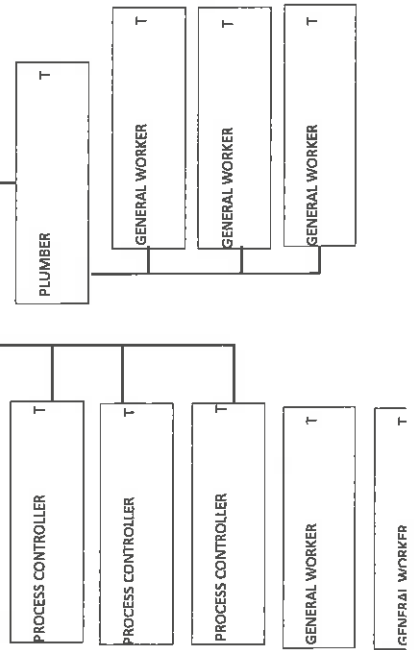
CIVIL ENGINEERIN TECHNICIAN T

**SUB SECTION WATER NETWORK AND WATER TREATMENT WILLOWMORE AND BAVIAANSKLOOF**

**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 the consumers and render bulk supply – water demand and conservation
5. Provide laboratory services by performing quality control tests to ensure compliance

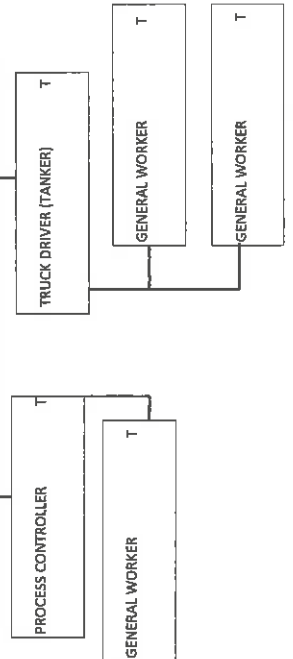


**UNIT WASTEWATER TREATMENT**

**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.



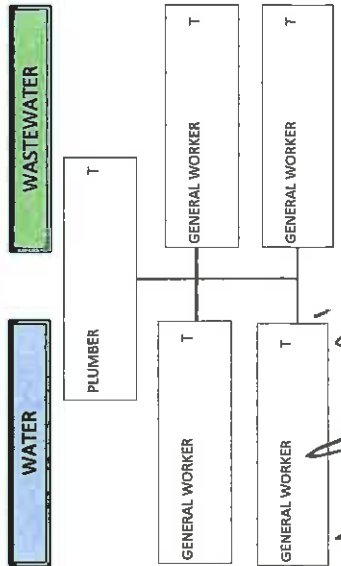
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**UNIT WATER AND WASTEWATER NETWORK RIETBRON**

**PURPOSE:** To 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.

**FUNCTIONS:**

- 1 Perform preventative maintenance to manage the water networks pipelines, tanker services, 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



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

**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 ensure 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

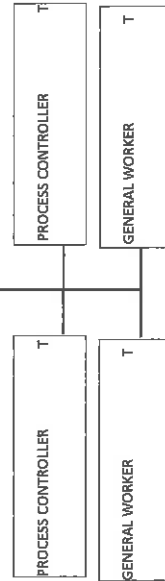
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**UNIT WATER TREATMENT**

**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 the consumers and render bulk supply - water demand and conservation
5. Provide laboratory services by performing quality control tests to ensure compliance

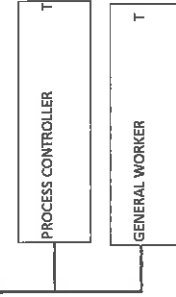


**UNIT WASTEWATER TREATMENT**

**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.

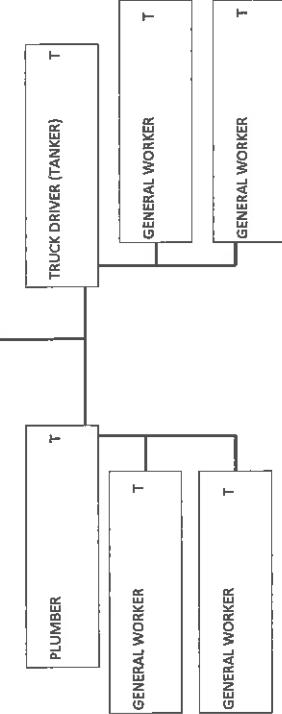


**UNIT WATER AND WASTEWATER NETWORK**

**PURPOSE:** To 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.

**FUNCTIONS:**

1. Perform preventative maintenance to manage the water networks pipelines, tanker services, 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



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DR BEYERS NAUDE LOCAL MUNICIPALITY

DIRECTORATE INFRASTRUCTURE SERVICES  
DIVISION WATER SERVICES & PUBLIC WORKS AREA 2 WILLOWMOORE, TETTERVILLE AND  
SIETILVILLE  
SECTION WILLOWMOORE, BIRIBON, AND BANYANKLOOF  
SUB-SECTION PUBLIC WORKS

**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**

**SUB SECTION SIETILVILLE STORM WATER AND ROAD MAINTENANCE**  
**PURPOSE:** To coordinate and perform storm water construction and maintenance services  
**FUNCTIONS:**  
1. Construct, clean and maintain of storm water systems with regards to structures and kerbs and oversee the execution thereof  
2. Construct and maintain adequate and safe infrastructure for the handling and removal of storm water  
**SUPERVISOR**

- GENERAL WORKER T
- GENERAL WORKER T
- GENERAL WORKER T
- BRICK LAYER T
- GENERAL WORKER T

**SUB SECTION WILLOWMOORE STORM WATER AND 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. Safeguarding of road networks on construction site  
**SUPERVISOR**

- TRUCK DRIVER (LIGHT) T
- GENERAL WORKER T
- GENERAL WORKER T
- GENERAL WORKER T
- BRICK LAYER T
- GENERAL WORKER T
- GENERAL WORKER T

**SUB SECTION RIETBON STORM WATER AND ROAD MAINTENANCE**  
**PURPOSE:** To maintain buildings, property, structures & public facility maintenance programs of the municipality  
**FUNCTIONS:**  
1. Render property and building maintenance services including basic carpentry and plumbing maintenance services  
2. Control and perform the internal construction and maintenance programs with regard to Council's structures, sidings and public facilities  
3. Perform regular inspections on facilities and compile maintenance programmes in terms of structures and provide engineering / technical project support  
5. Manage preventative maintenance program  
**SUPERVISOR**

- TRACTOR DRIVER T
- GENERAL WORKER T
- GENERAL WORKER T

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*D. Naude*

# DR BEYERS NAUDE LOCAL MUNICIPALITY

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

<p><b>DIVISION</b>  <b>WATER SERVICES &amp; PUBLIC WORKS</b>  <b>AREA 3</b>  <b>JANSENVILLE, KLIPPLAAT &amp; WATERFORD</b></p> <p><b>PURPOSE:</b> To provide and maintain civil engineering services and coordinate administrative processes to the community of Jansenville, Klipplaat and Waterford</p> <p><b>FUNCTIONS:</b></p> <ol style="list-style-type: none"> <li>1. Provide and maintain water services and public works to the community of Jansenville, Klipplaat and Waterford</li> <li>2. Render management and line function administrative support services to the region</li> <li>3. Monitor the region's office administration and service provision activities</li> <li>4. Render a liaison service between the municipality and the community</li> </ol> <p><b>AREA ENGINEER</b></p>
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<p><b>SECTION</b>  <b>JANSENVILLE, KLIPPLAAT &amp; WATERFORD</b></p> <p><b>PURPOSE:</b> To provide and maintain water services and public works to the community of Jansenville, Klipplaat and Waterford</p> <p><b>CIVIL ENGINEERING TECHNICIAN</b></p>
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DR BEYERS NAUDE LOCAL MUNICIPALITY

DIRECTORATE INFRASTRUCTURE SERVICES  
DIVISION WATER AND WASTE WATER SERVICES & PUBLIC WORKS AREA 3 JANSENVILLE,  
KUPPLAAT & WATERFORD SECTION JANSENVILLE, KUPPLAAT & WATERFORD

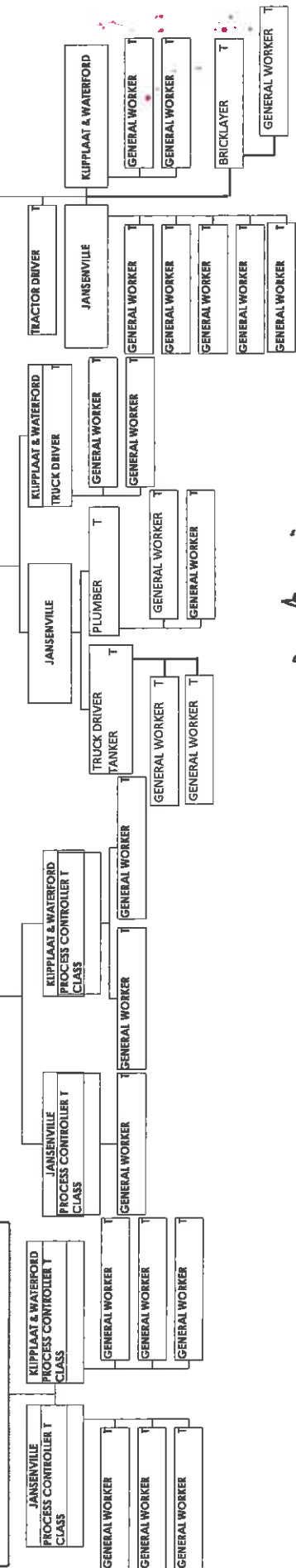
SECTION  
JANSENVILLE, KUPPLAAT & WATERFORD  
PURPOSE: To provide and maintain water services and public works to the community of Jansenville, Kupplaat and Waterford  
FUNCTIONS:  
1. Operate water treatment works and plant to ensure potable water in compliance with the license agreement as issued by the Department of Water Affairs  
2. Manage the maintenance and operation of wastewater treatment infrastructure to ensure 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 roads, streets, gravel roads, bridges, sidewalks and storm water systems / structures  
CIVIL ENGINEERING TECHNICIAN

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 tender bulk supply - water demand and conservation  
5. Provide laboratory services by performing quality control tests to ensure compliance  
SUPERVISOR

SUB-SECTION  
WASTEWATER TREATMENT SERVICES  
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

SUB-SECTION  
WATER & WASTEWATER NETWORKS  
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

SUB-SECTION  
ROADS & SIDEWALKS  
PURPOSE: To maintain and operate minor construction of roads, streets, sidewalks, 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



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# DR BEYERS NAUDE LOCAL MUNICIPALITY

DIRECTORATE INFRASTRUCTURE SERVICES  
DIVISION PMU, CAPITAL PROJECTS & GIS

<p><b>DIVISION</b> <b>PMU, CAPITAL PROJECTS &amp; GIS</b></p> <p><b>PURPOSE:</b> To provide project/ program management, planning, technical support and GIS services</p> <p><b>FUNCTIONS:</b></p> <ol style="list-style-type: none"> <li>1. Coordinate the provisioning of project management services for the construction phase of capital / maintenance / external funded projects</li> <li>2. Develop, implement and maintain GIS and planning asset management services with regard to infrastructure services</li> <li>3. Manage the operational processes with regard to SIMME</li> </ol> <p><b>MANAGER:</b> PMU &amp; CAPITAL PROJECTS</p>
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<p><b>SECTION</b> <b>PMU &amp; CAPITAL PROJECTS</b></p> <p><b>PURPOSE:</b> To coordinate the provisioning of project management services for the construction phase of capital / maintenance / external funded projects</p> <p><b>FUNCTIONS:</b></p> <ol style="list-style-type: none"> <li>1. Provide project management support, execute feasibility studies and administer contracts</li> <li>2. Manage, monitor and control all projects/ contracts for all directorates / departments</li> <li>3. Manage, monitor and control external funded capital and maintenance projects / contracts / administration</li> <li>4. Manage the coordination and implementation of EPWP funded projects</li> </ol> <p><b>PMU COORDINATOR</b></p>
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<p><b>SECTION</b> <b>GIS</b></p> <p><b>PURPOSE:</b> To develop, implement and maintain GIS and planning asset management services with regard to infrastructure services</p> <p><b>FUNCTIONS:</b></p> <ol style="list-style-type: none"> <li>1. Implement the spatial and land use GIS in collaboration with ICT</li> <li>2. Develop, populate and update GIS data sets</li> <li>3. Develop protocol for the GIS</li> <li>4. Operate and maintain Council's geo spatial datasets</li> <li>5. Design, develop and assemble digital base maps and provide support to all departments</li> <li>6. Edit, create and maintain the geographic and tabular GIS databases</li> </ol> <p><b>GIS OFFICER</b></p>
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CLERK/ DATA CAPTURER

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06/12/18

DIRECTORATE INFRASTRUCTURE SERVICES  
DIVISION TOWN PLANNING & BUILDING CONTROL

**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

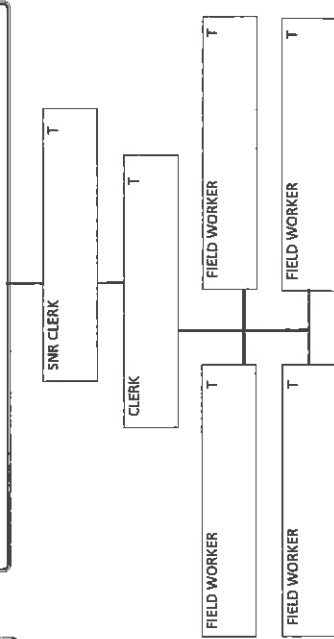


**SECTION**  
**HUMAN SETTLEMENTS**

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

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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# DR BEYERS NAUDE LOCAL MUNICIPALITY

DIRECTORATE COMMUNITY SERVICES

**DIRECTORATE COMMUNITY SERVICES**

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

**FUNCTIONS:**

1. Render protection services to ensure the safety of the community
2. Manage the rendering of waste management services in accordance with applicable legislation, by-laws and standards
3. Provide and maintenance/ operation of parks, sport grounds, commonage and public amenities
4. Provide library and information services to municipality's communities
5. Provide human settlement administration and support services to address the housing needs in the area
6. Manage the provisioning of municipal health management to ensure a clean, safe and healthy environment
7. Render management and line function administrative support services to the directorate

**DIRECTOR:** COMMUNITY SERVICES **SECT. 57**

**SECTION ADMINISTRATIVE SUPPORT**

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

**ADMINISTRATIVE OFFICER** T

**DIVISION PROTECTION SERVICES**

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

**MANAGER: PROTECTION SERVICES** T

**DIVISION WASTE MANAGEMENT**

**PURPOSE:** To manage the rendering of waste management services in accordance with applicable legislation, by-laws and standards

**MANAGER: WASTE MANAGEMENT** T

**SECTION HUMAN SETTLEMENTS**

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

**ADMINISTRATOR: HUMAN SETTLEMENTS** T

SEE PAGE 45

**SECTION PARKS, GYMNASIES & PUBLIC AMENITIES**

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

**SUPERINTENDENT** T

**SECTION LIBRARY SERVICES**

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

**CHIEF LIBRARIAN** T

**SECTION MUNICIPAL HEALTH SERVICES**

**PURPOSE:** To manage the provisioning of municipal health management to ensure a clean, safe and healthy environment

**FUNCTIONS:**

1. Manage municipal health services efficiently and effectively through the coordination of municipal health and air quality management services
2. Ensure municipal health management monitoring and compliance with legislation
3. Perform municipal health services on behalf of the District Municipality as per SIA
4. Administer complaints / inspections and ensure enforcement of by-laws and relevant legislation

**MANAGER ENVIRONMENTAL HEALTH** T

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DIRECTORATE COMMUNITY SERVICES  
SECTION ADMIN SUPPORT

**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**

PERSONAL ASSISTANT	CLERK
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DIRECTORATE COMMUNITY SERVICES DIVISION  
MUNICIPAL ENVIRONMENTAL HEALTH

**DIVISION**  
**MUNICIPAL HEALTH SERVICES**

**PURPOSE:** To manage the provisioning of municipal health management to ensure a clean, safe and healthy environment.

**FUNCTIONS:**

1. Manage municipal health services efficiently and effectively through the coordination of municipal health and air quality management services.
2. Ensure municipal health management monitoring and compliance with legislation.
3. Perform municipal health services on behalf of the District municipality as per SLA
4. Administer complaints / inspections and ensure enforcement of by-laws and relevant legislation.

**MANAGER: MUNICIPAL ENVIRONMENTAL HEALTH T**

SNR ENVIRONMENTAL HEALTH PRACTITIONER T

ENVIRONMENTAL HEALTH PRACTITIONER T  
(JANSEVILLE, KLIPPLAAT, WOLWEFONTEIN)

ENVIRONMENTAL HEALTH PRACTITIONER T  
WILLOWMORE, STEYTLERVILLE, RIETBON, BAVIAANSKLOOF

ENVIRONMENTAL HEALTH PRACTITIONER T  
(GRAAFF-REINET, ABERDEEN, NIEU-BETHESDA)

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*06/12/18*  
*Dr. N. J. Naude*

# DR BEYERS NAUDE LOCAL MUNICIPALITY

DIRECTORATE COMMUNITY SERVICES  
DIVISION PROTECTION SERVICES

<b>DIVISION PROTECTION SERVICES</b>
<b>PURPOSE:</b> To render protection services to ensure the safety of the community <b>FUNCTIONS:</b> 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 <b>MANAGER:</b> PROTECTION SERVICES
T

<b>SECTION TRAFFIC &amp; LAW ENFORCEMENT SERVICES</b>
<b>PURPOSE:</b> 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 <b>CHIEF TRAFFIC OFFICER</b>
T

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

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

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 N. D. Naude

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

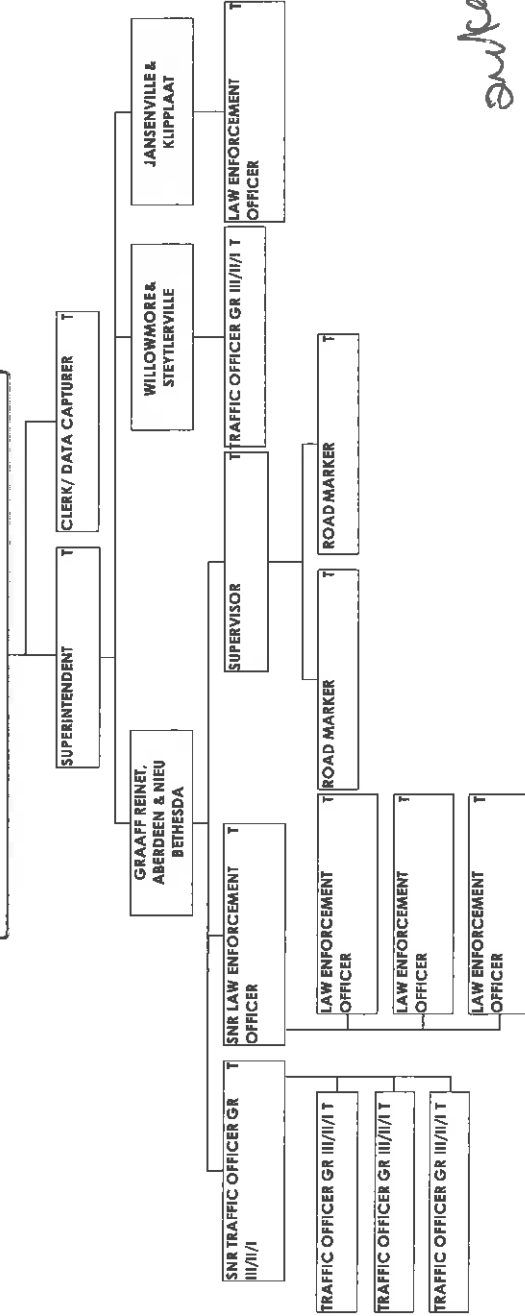
**SECTION**  
**TRAFFIC & LAW ENFORCEMENT SERVICES**

**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;
  - ii) Visible traffic law enforcement services;
  - iii) Speed limit enforcement;
  - iv) Point duties;
  - v) Escort duties;
  - vi) Road Block Operations;
  - vii) Serving of summonses and execution of warrants;
  - viii) Supervise and coordinate traffic law enforcement with regard to taxi's including administer permits, liaise with taxi associations;
  - ix) 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 courts services
6. Perform contract administration w/it service providers

**CHIEF TRAFFIC OFFICER**



*submits  
06/12/18  
P. D. Naude*



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

**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

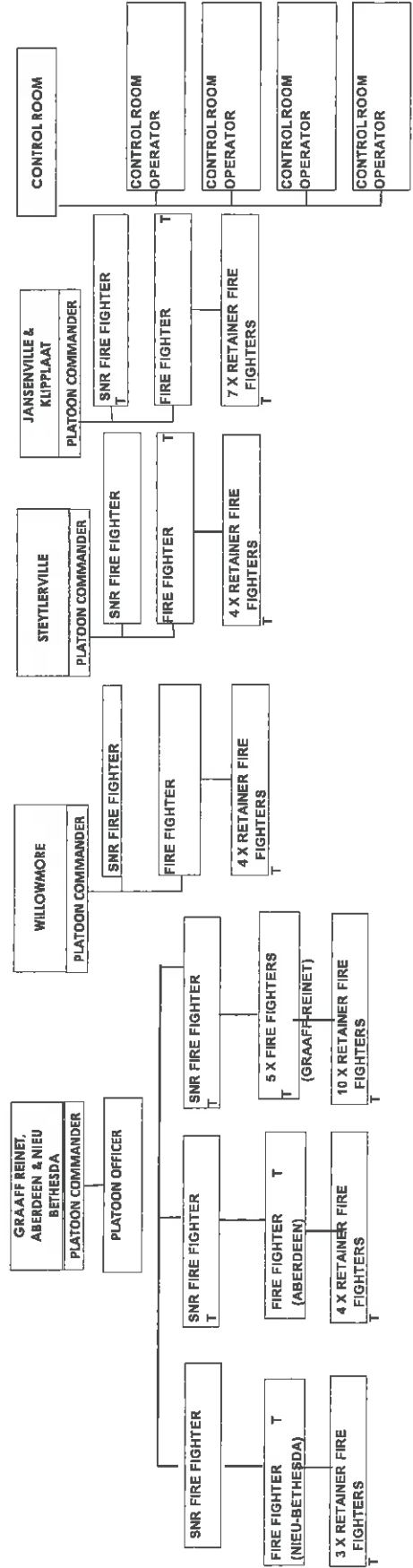
**SUB-SECTION  
FIRE SERVICES**

**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

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DIRECTORATE COMMUNITY SERVICES  
DIVISION WASTE MANAGEMENT

<b>DIVISION WASTEMANAGEMENT</b>	
<b>PURPOSE:</b> To manage the rendering of waste management services in accordance with applicable legislation, by-laws and standards	
<b>FUNCTIONS:</b>	
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	
<b>MANAGER:</b> WASTE MANAGEMENT	
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<b>SECTION AREA CLEANSING – GRAAFF-REINET</b>	
<b>PURPOSE:</b> To provide street and public/ open space cleaning service together with public facility and toilet cleaning service	
SUPERINTENDENT	
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<b>SECTION REFUSE REMOVAL, SKIPS &amp; ILLEGAL DUMPING – GRAAFF-REINET</b>	
<b>PURPOSE:</b> To provide residential, businesses and bulk removal services in accordance a refuse removal program and refuse collection services in rural areas.	
SUPERINTENDENT	
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<b>SECTION LANDFILL SITES AND TRANSFER STATION</b>	
<b>PURPOSE:</b> To control landfill sites, pounds and transfer station	
SUPERINTENDENT	
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<b>SECTION AREA CLEANSING, REFUSE REMOVAL, SKIPS &amp; ILLEGAL DUMPING – WILLOWMORE, STEYTLERVILLE AND SURROUNDINGS</b>	
<b>PURPOSE:</b> To provide residential, businesses and bulk removal services in accordance a refuse removal program and refuse collection services in rural areas.	
SUPERINTENDENT	
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<b>SECTION AREA CLEANSING, REFUSE REMOVAL, SKIPS &amp; ILLEGAL DUMPING – ABERDEEN</b>	
<b>PURPOSE:</b> To provide residential, businesses and bulk removal services in accordance a refuse removal program and refuse collection services in rural areas.	
SUPERINTENDENT	
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<b>SECTION AREA CLEANSING, REFUSE REMOVAL, SKIPS &amp; ILLEGAL DUMPING, JANSENVILLE, KLIPPLAAT</b>	
<b>PURPOSE:</b> To provide residential, businesses and bulk removal services in accordance a refuse removal program and refuse collection services in rural areas.	
SUPERINTENDENT	
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DR BEYERS NAUDE LOCAL MUNICIPALITY

DIRECTORATE COMMUNITY SERVICES  
DIVISION OF MAINTENANCE  
SECTION AREA CLEANING

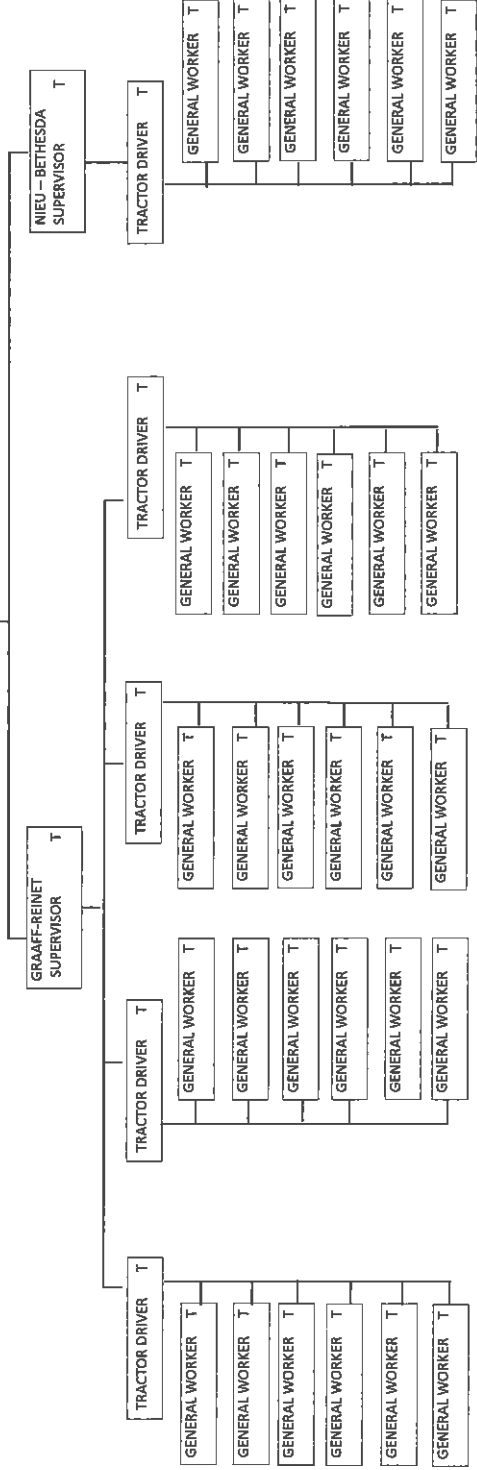
**SECTION AREA CLEANING**

**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 cleaning 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**



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DR BEYERS NAUDE LOCAL MUNICIPALITY

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

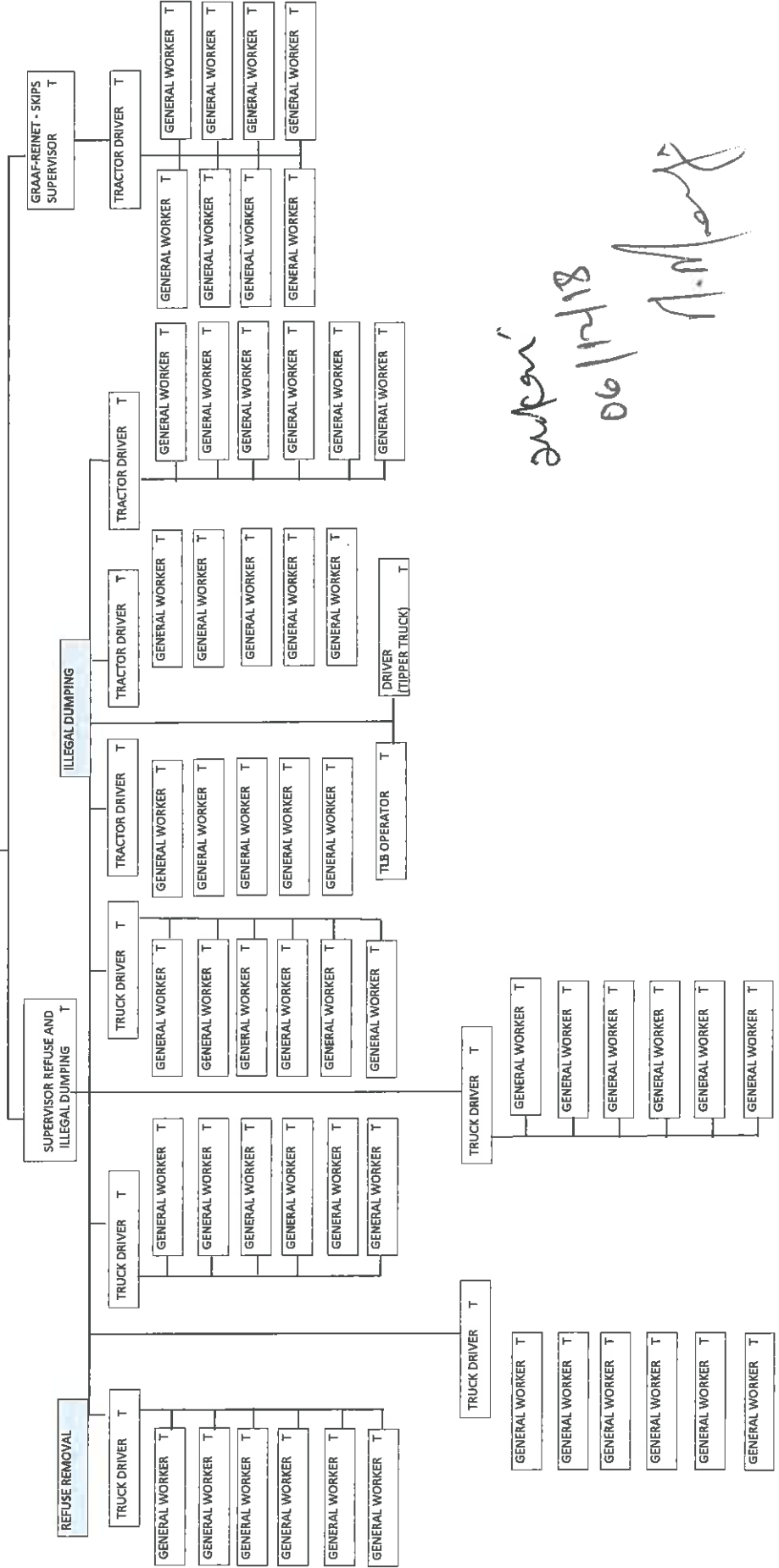
**SECTION SUPERINTENDENT**

**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.



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

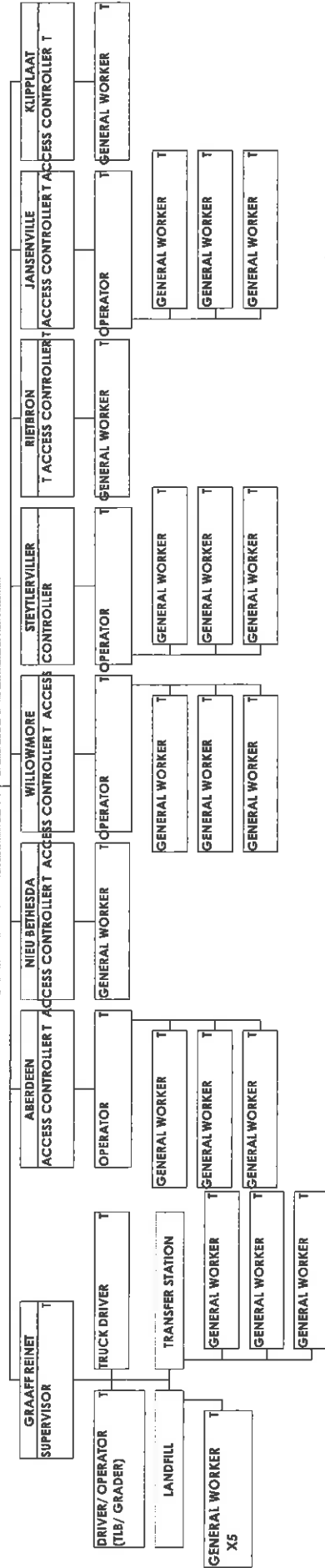
**SECTION**  
**LANDFILL SITES & TRANSFER STATION**

**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**



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DIRECTORATE COMMUNITY SERVICES  
SECTION PARKS, CEMETRIES & PUBLIC AMENITIES

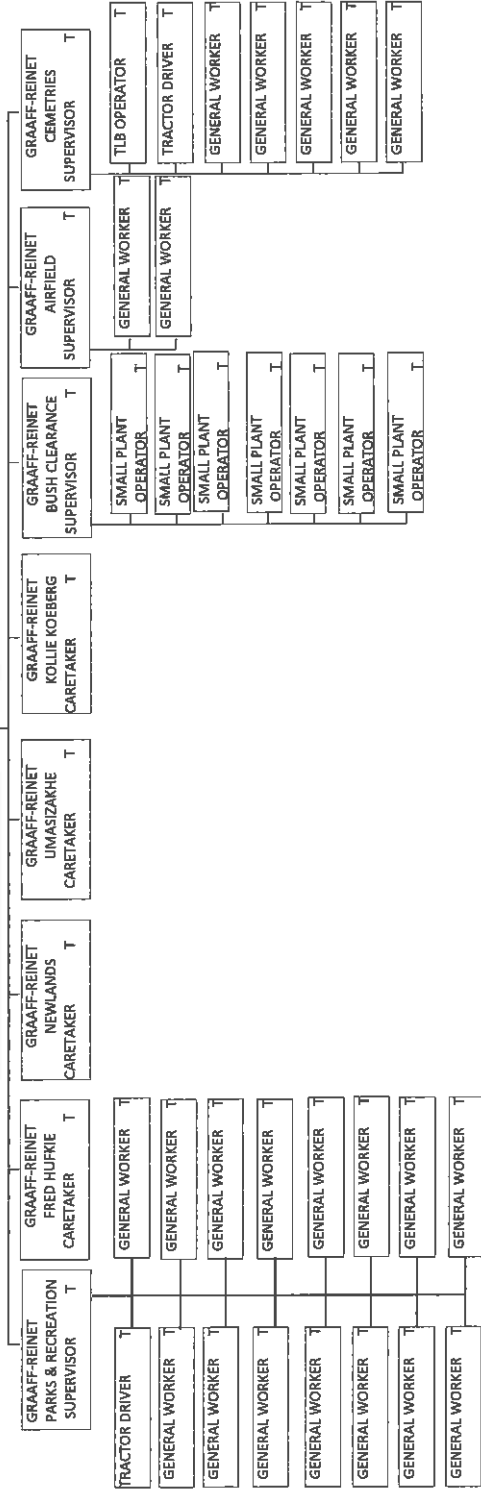
**SECTION**  
**PARKS, CEMETRIES & PUBLIC AMENITIES - GRAAFF - REINET AND NIEL-BETHESDA**

**PURPOSE:** To provide and maintain/ 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
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**



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DIRECTORATE COMMUNITY SERVICES  
DIVISION WASTE MANAGEMENT  
WILLOWMORE, STEYTLERVILLE,  
RIETBRON AND SURROUNDINGS  
SECTION REFUSE REMOVAL, SOPS & ILLEGAL DUMPING

SECTION

AREA CLEANSING, REFUSE REMOVAL, SKIPS & ILLEGAL DUMPING, PARKS, CEMETRIES & PUBLIC AMENITIES

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. To provide street and public space cleaning services together with public toilet cleaning services. To provide maintenance and operation of parks, sport grounds, commonages and public amenities

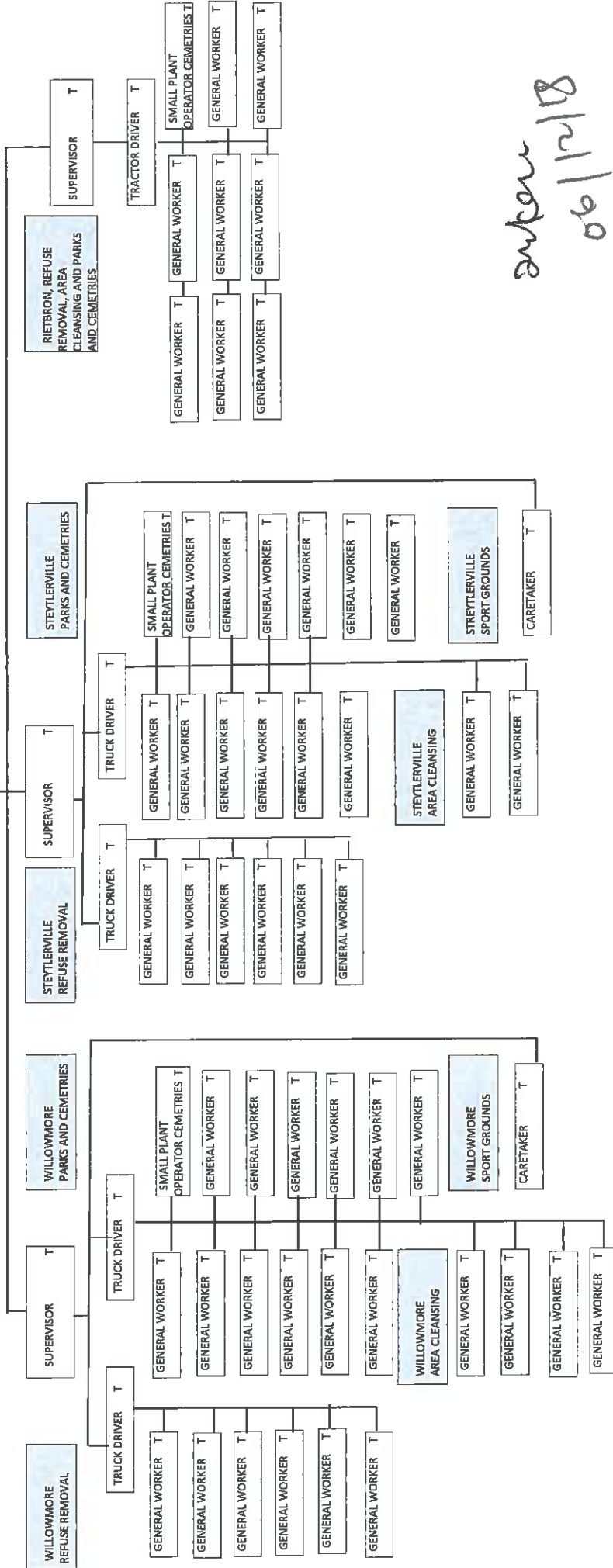
FUNCTIONS:

1. Ensure the regular removal of residential / household waste according to a waste removal program and applicable standards. Ensure the removal of business waste according to a stipulated program and standards. Ensure the removal of waste as collected in bulk containers from informal settlements and businesses according to pre-determined arrangements and standards.
2. Monitor and coordinate the illegal dumping of waste to ensure the waste generated and waste illegally dumped is disposed in accordance with applicable legislation and standards.
3. Provide and maintain parks, cemeteries, sport fields, fences structures and public facilities including: maintenance programming and scheduling, equipment maintenance/ management/training, compliance of playground equipment

1. Supervise, administer and monitor small maintenance contractors and EPWP/MIG projects

SUPERINTENDENT

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# DR BEYERS NAUDE LOCAL MUNICIPALITY

DIRECTORATE COMMUNITY SERVICES  
DIVISION WASTE MANAGEMENT -  
JANSENVILLE, KLIPPLAAT AND  
SURROUNDINGS  
SECTION REFUSE REMOVAL, SIPS & ILLEGAL DUMPING

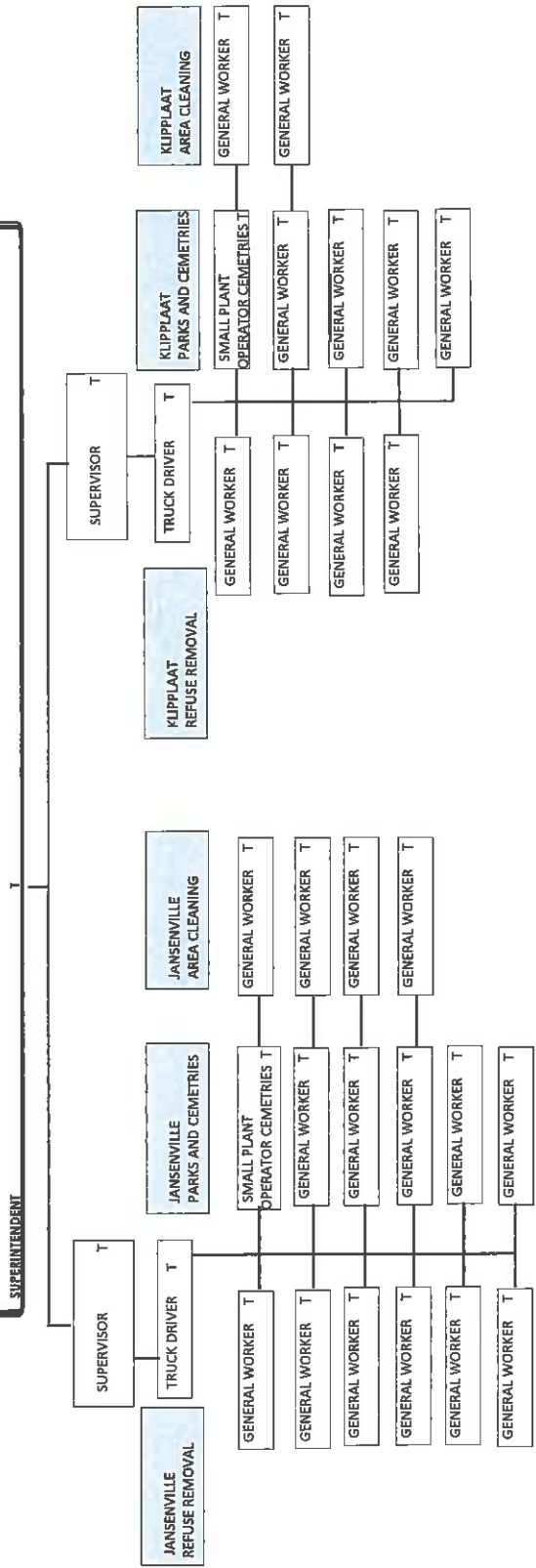
**SECTION**  
**AREA CLEANING, REFUSE REMOVAL, SIPS & ILLEGAL DUMPING, PARKS, CEMETRIES & PUBLIC AMENITIES**

**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. To provide street and public space cleaning services together with public toilet cleaning services. To provide maintenance and operation of parks, sport grounds, commanages and public amenities.

**FUNCTIONS:**

1. Ensure the regular removal of residential / household waste according to a waste removal program and applicable standards. Ensure the removal of business waste according to a stipulated program and standards. Ensure the removal of waste as collected in bulk containers from informal settlements and businesses according to pre-determined arrangements and standards.
2. Monitor and coordinate the illegal dumping of waste to ensure the waste generated and waste illegally dumped is disposed.
3. Provide and maintain parks, cemeteries, sport fields, tennis structures and public facilities including: maintenance programming and scheduling, equipment maintenance/ management/training, compliance of playground equipment.

1. Supervise, administer and monitor small maintenance contractors and EPWP/ MIG projects



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# DR BEYERS NAUDE LOCAL MUNICIPALITY

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

**SECTION**  
**AREA CLEANSING, REFUSE REMOVAL, SHIPS & ILLEGAL DUMPING, PARKS, CEMETRIES & PUBLIC AMENITIES**

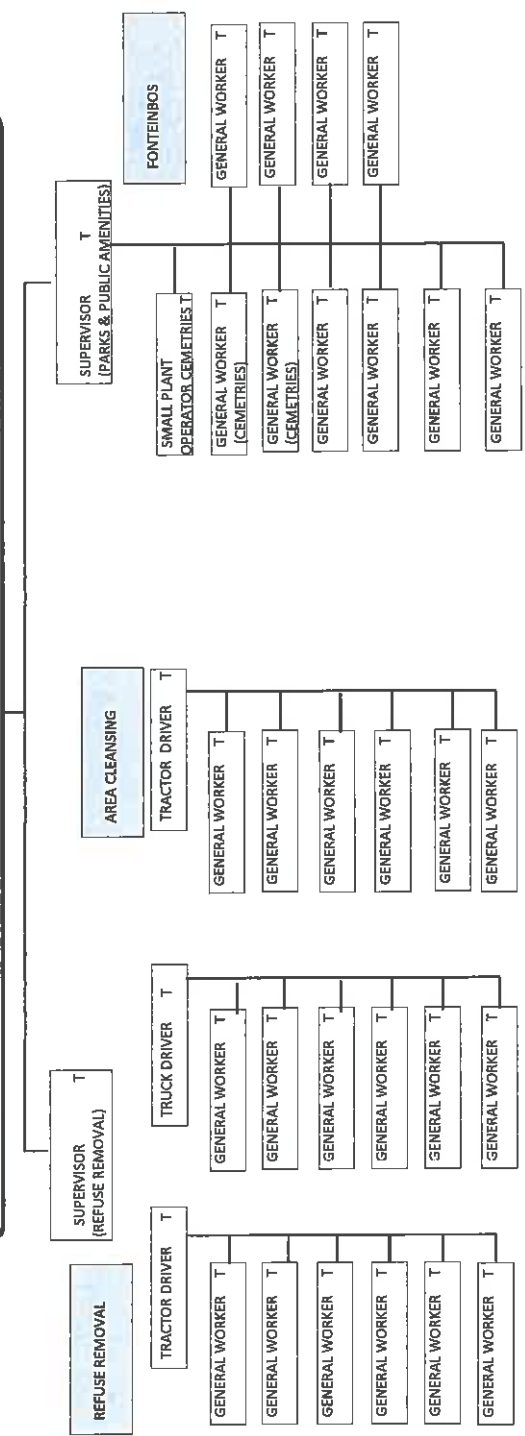
**PURPOSE:** To provide residential, business and bulk refuse removal services in accordance with a refuse removal program, and refuse collection services in the rural areas. To provide street and public space cleaning services together with public toilet cleaning services. To provide maintenance and operation of parks, sport grounds, commonages and public amenities

**FUNCTIONS:**

1. Ensure the regular removal of residential / household waste according to a waste removal program and applicable standards. Ensure the removal of business waste according to a stipulated program and standards. Ensure the removal of waste as collected in bulk containers from informal settlements and businesses according to pre-determined arrangements and standards.
2. Monitor and coordinate the illegal dumping of waste to ensure the waste generated and waste illegally dumped is disposed.
3. Provide and maintain parks, cemeteries, sport fields, fences structures and public facilities including: maintenance programming and scheduling, equipment maintenance/ management/training, compliance of playground equipment

1. Supervise, administer and monitor small maintenance contractors and EPWP/MIG projects

**SUPERINTENDENT**



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DIRECTORATE COMMUNITY SERVICES  
SECTION LIBRARY SERVICES

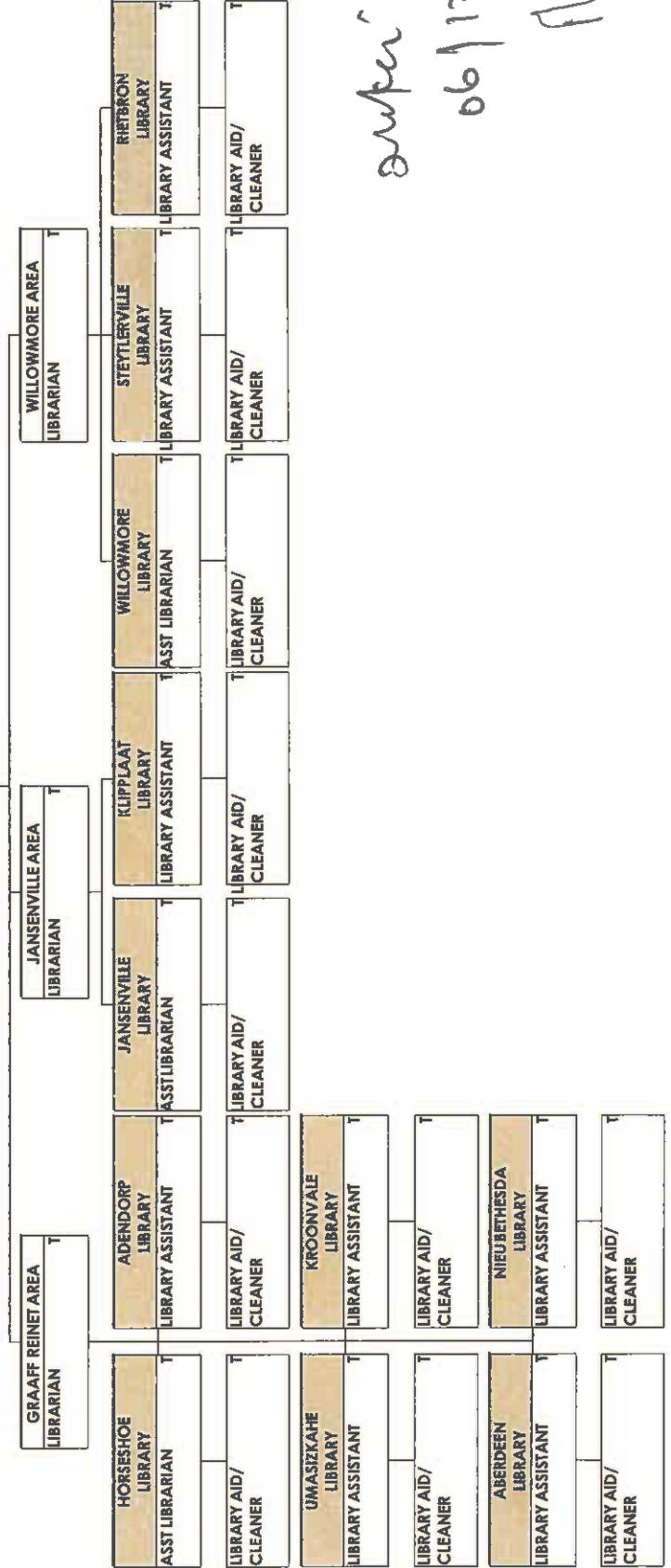
**SECTION LIBRARY SERVICES**

**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**



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