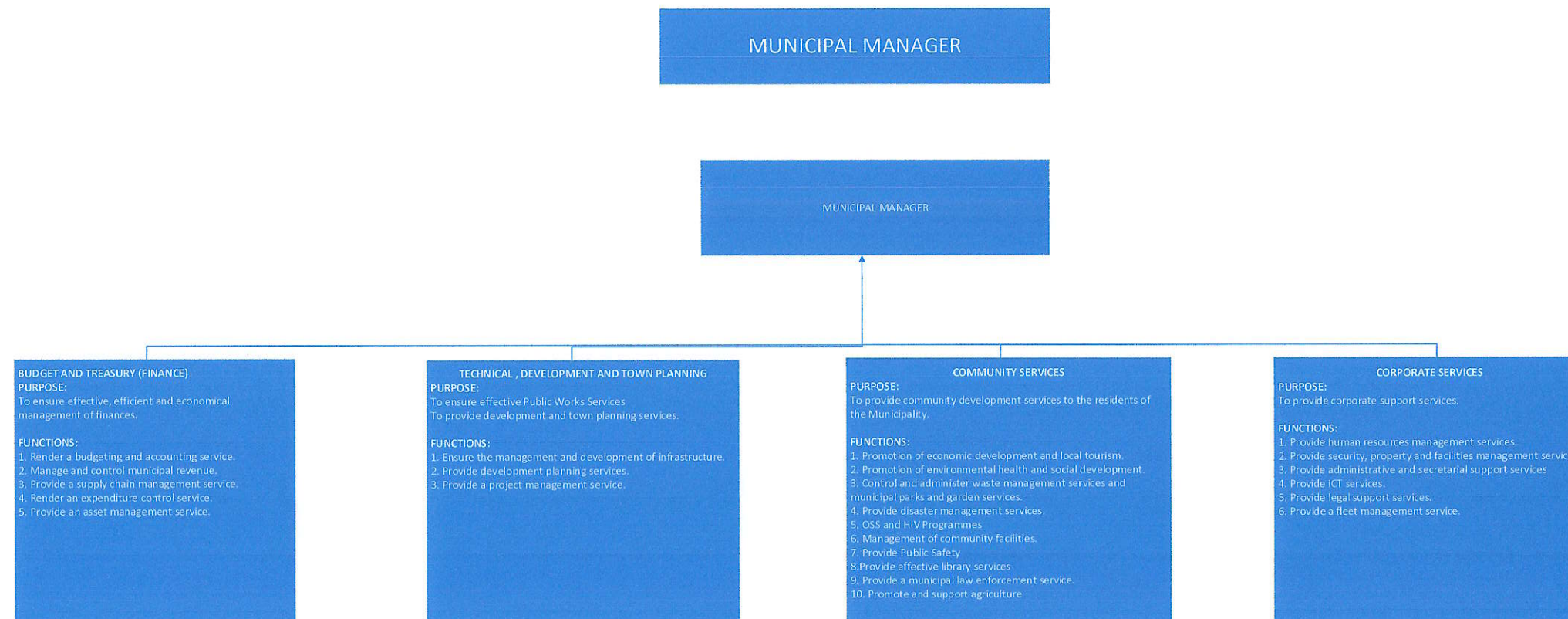


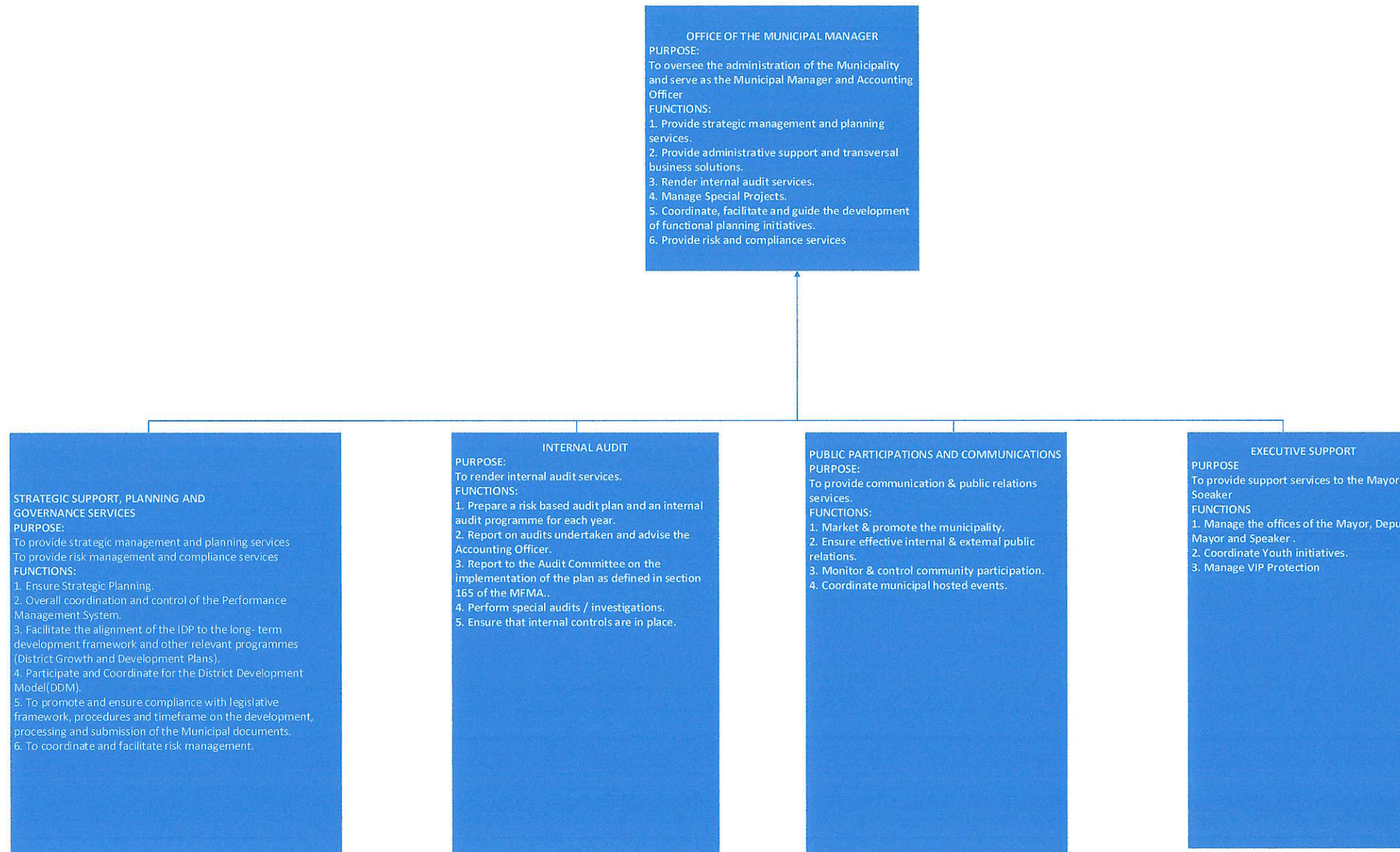


ADOPTED ORGANISATIONAL STRUCTURE 2025/2026

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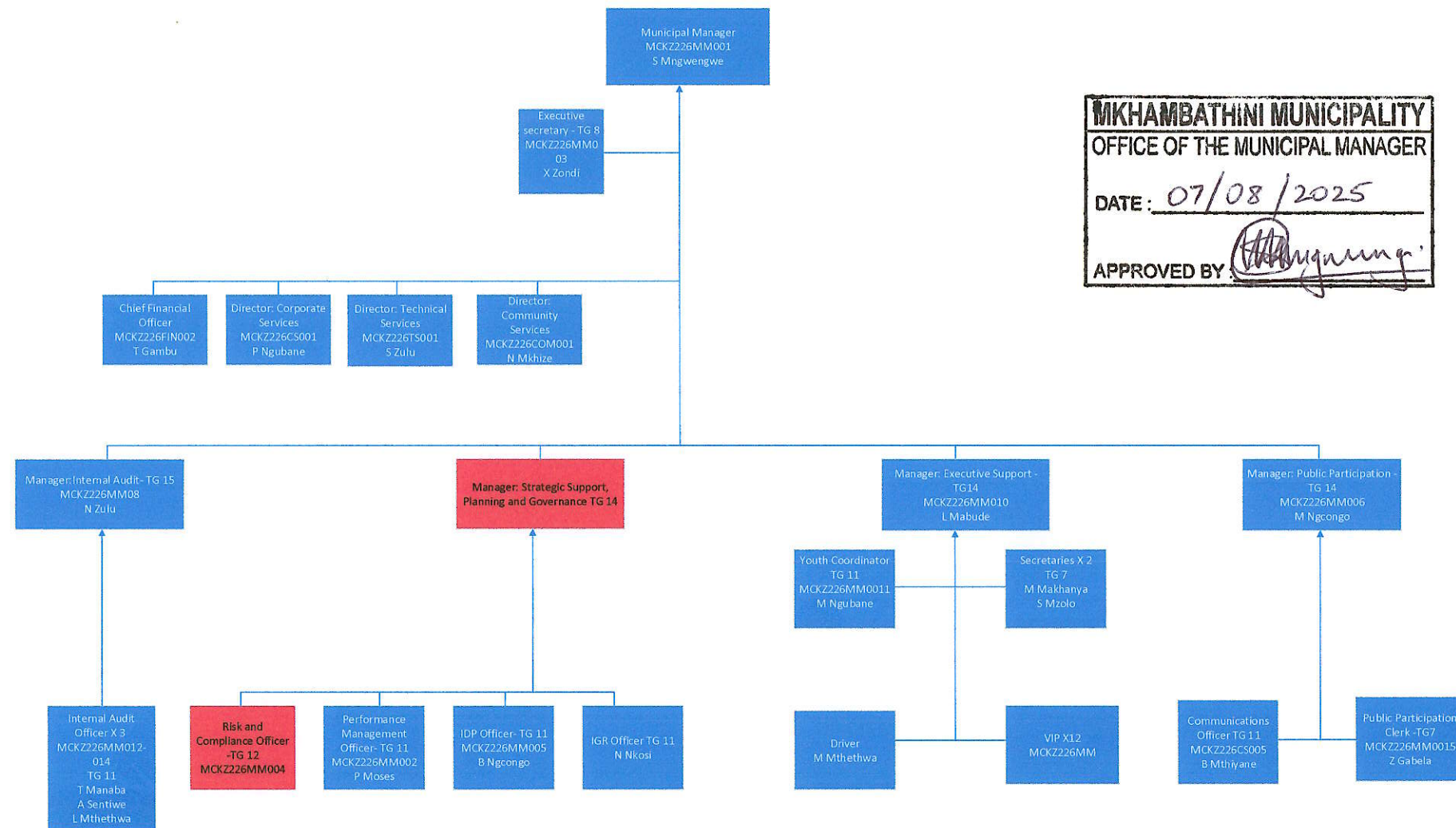
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CORPORATE SERVICES DEPARTMENT

CORPORATE SERVICES
PURPOSE:
To provide corporate support services.
FUNCTIONS:
1. Provide human resources management services.
2. Provide security, property and facilities management services
3. Provide administrative and secretarial support services
4. Provide ICT services.
5. Provide legal support services.
6. Provide a fleet management service.

HUMAN RESOURCES
PURPOSE:
To provide HR management services.
FUNCTIONS:
1. Render HR development services.
2. Render HR administrative services.
3. Provide an organisational design and development service.
4. Development of municipal policies
5. Provide employee and industrial relations.
5. Provide an occupational health and safety services

SECURITY AND FACILITIES MANAGEMENT SERVICES
PURPOSE:
To provide security & facilities management service.
FUNCTIONS:
1. Provide an internal security/ security management service.
2. To manage, maintain and safe guide municipal property.

INFORMATION AND COMMUNICATION TECHNOLOGY
PURPOSE:
To provide ICT services.
FUNCTIONS:
1. Develop & maintain all municipal networks
2. Develop & maintain all departmental applications & systems.
3. Provide general administration of ICT services

SECRETARIAL SUPPORT SERVICES
PURPOSE:
To provide administrative & secretarial support for all council committees.
FUNCTIONS:
1. Record the minutes of all meetings.
2. Ensure the timeous distribution of minutes & agenda.
3. Render administrative support service to the committees.

AUXILIARY SERVICES
PURPOSE:
To provide general administrative services.
FUNCTIONS:
1. Provide a records management and functional registry service.
2. Provide a general reception and reception service.
3. Provide housekeeping services (Messenger & Cleaning Services)

LEGAL SUPPORT SERVICES
PURPOSE:
To provide legal services
FUNCTIONS:
1. The compilation of contracts, by-laws and agreements
2. The provision of legal opinions
3. The provision of legal support and advice
4. The coordination of legal cases.

FLEET SERVICES
PURPOSE:
To manage the Municipality's vehicle fleet.
FUNCTIONS:
1. Administer and control vehicle usage.

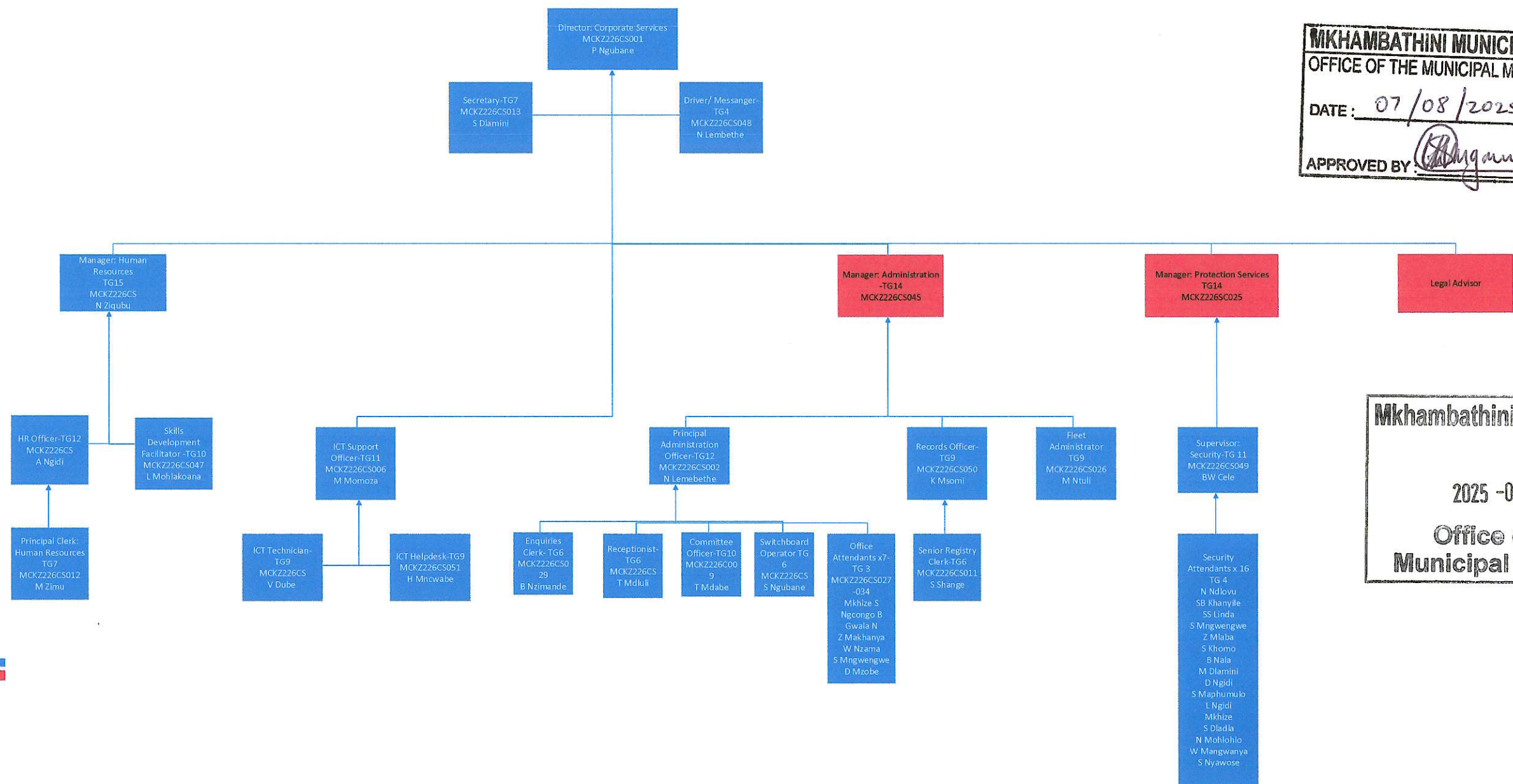
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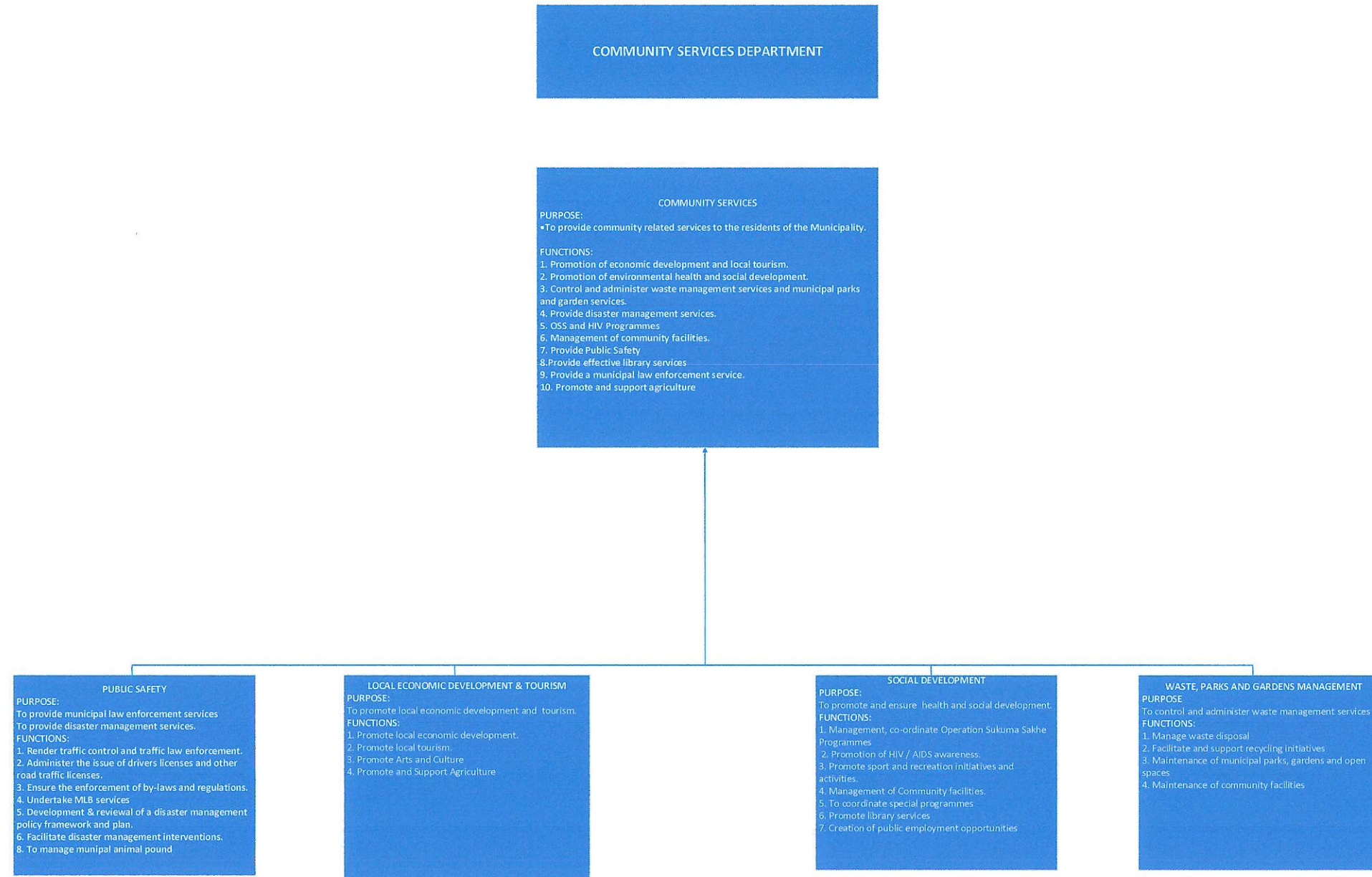
CORPORATE SERVICES DEPARTMENT



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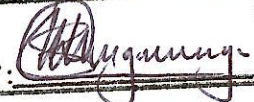
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TECHNICAL, DEVELOPMENT AND TOWN PLANNING SERVICES

TECHNICAL SERVICES

PURPOSE:

To ensure effective Public Works Services.
To ensure development and town planning services.

FUNCTIONS:

1. Ensure the management and development of infrastructure.
2. Provide development planning services.
3. Provide a project management service.



DEVELOPMENT AND TOWN PLANNING

PURPOSE:

To provide spatial planning & land use management service.

FUNCTIONS:

1. Facilitate effective land use management.
2. Deal with all matters pertaining to rezoning, sub-divisions, townships & establishment matters.
3. Evaluate, approve & control building plans.
4. Ensure the prevention of illegal structures.
5. Provide environmental services
6. Plan and implement human settlement initiatives.

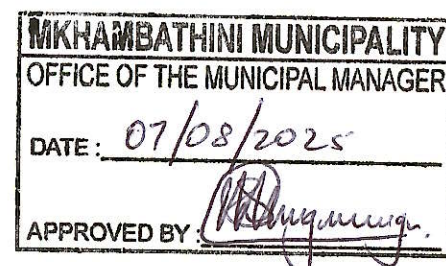
PROJECT MANAGEMENT UNIT

PURPOSE:

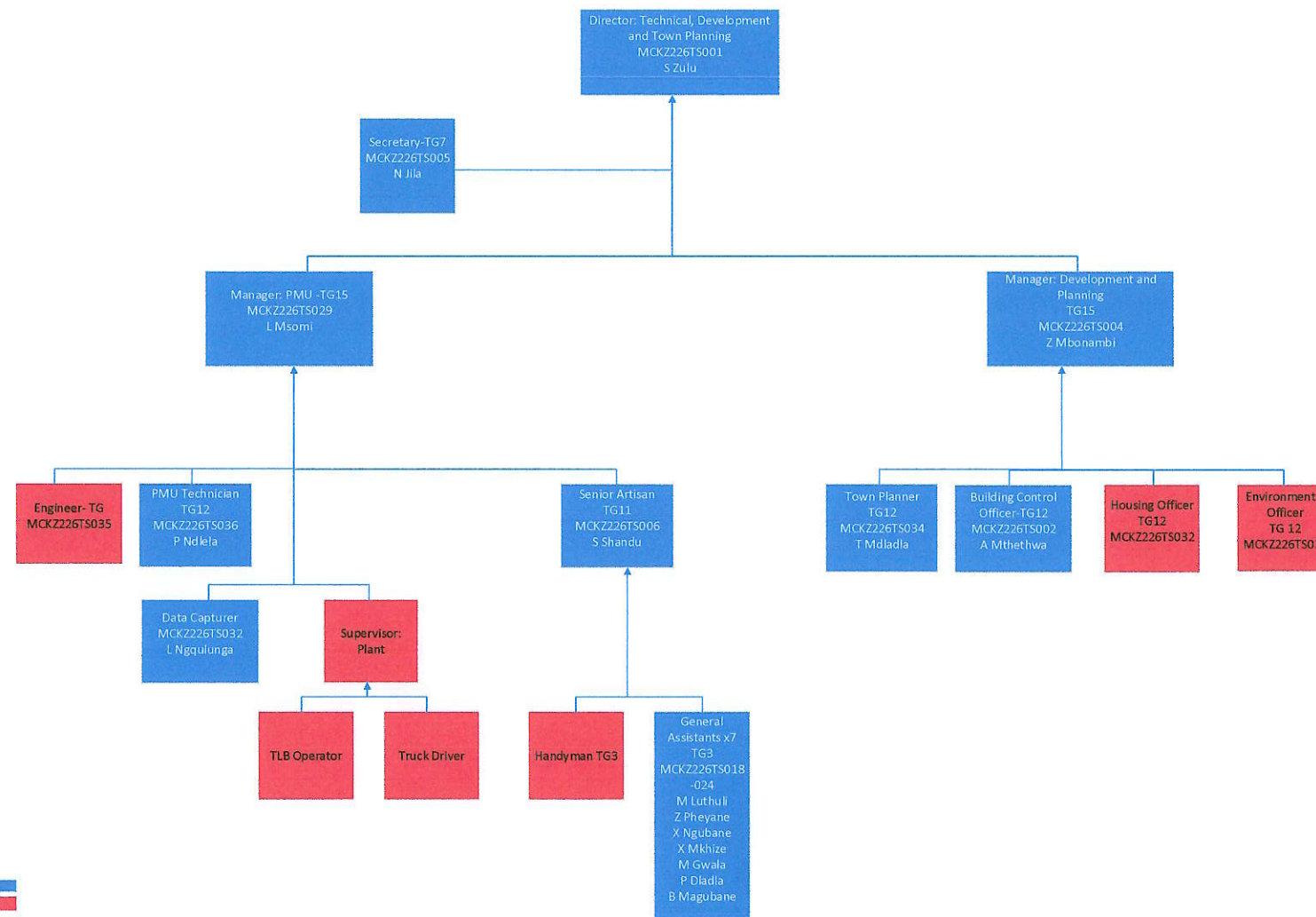
To provide a project management service.
To ensure the development of Technical Infrastructure
To plan, manage, develop and maintain municipal infrastructure
To plan, manage and maintain all electrical engineering projects

FUNCTIONS:

1. Ensure that all projects are properly managed.
2. Manage the contract administration of all grant funded projects.
3. Plan, manage, develop and maintain municipal infrastructure and assets.

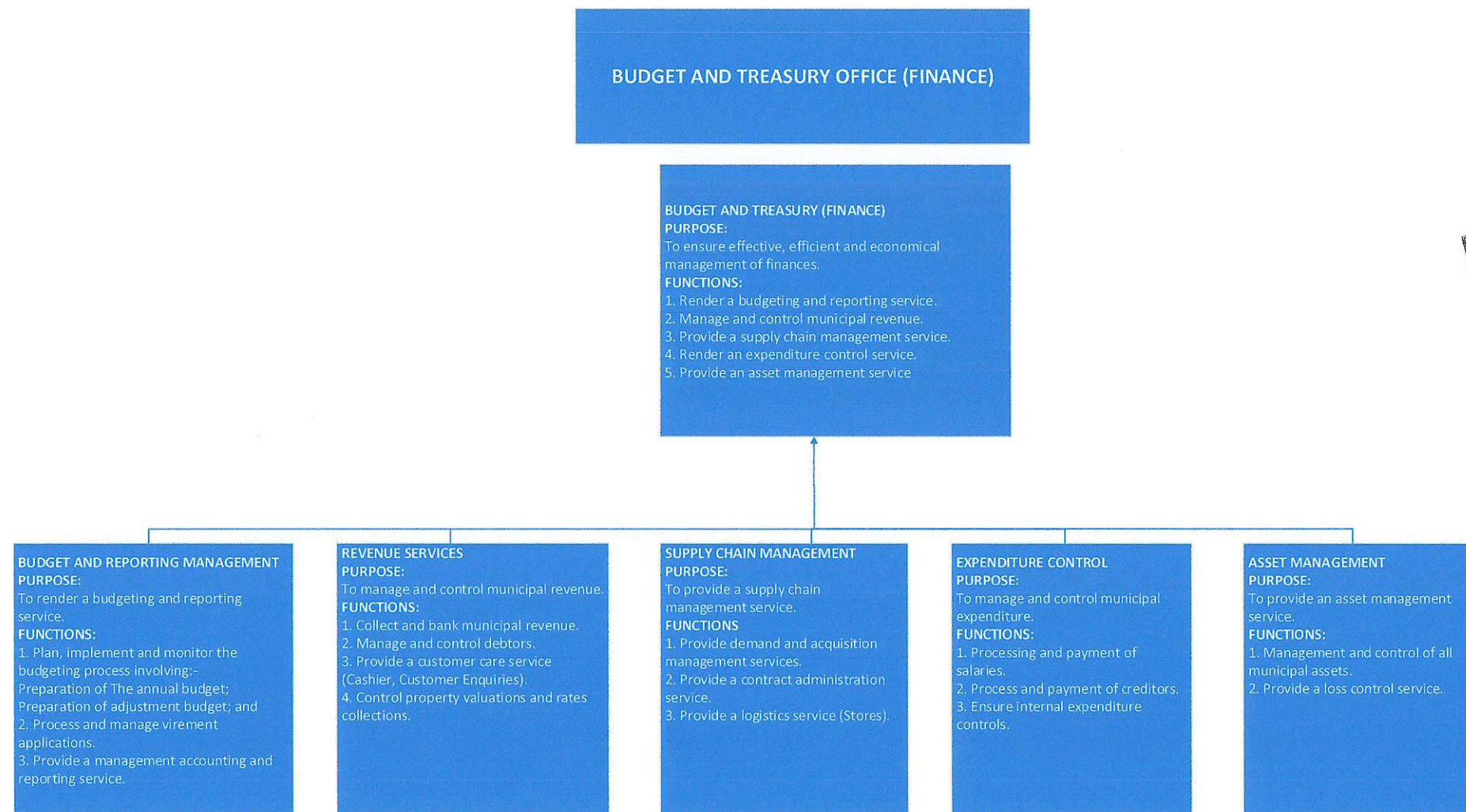


TECHNICAL, DEVELOPMENT AND TOWN PLANNING SERVICES



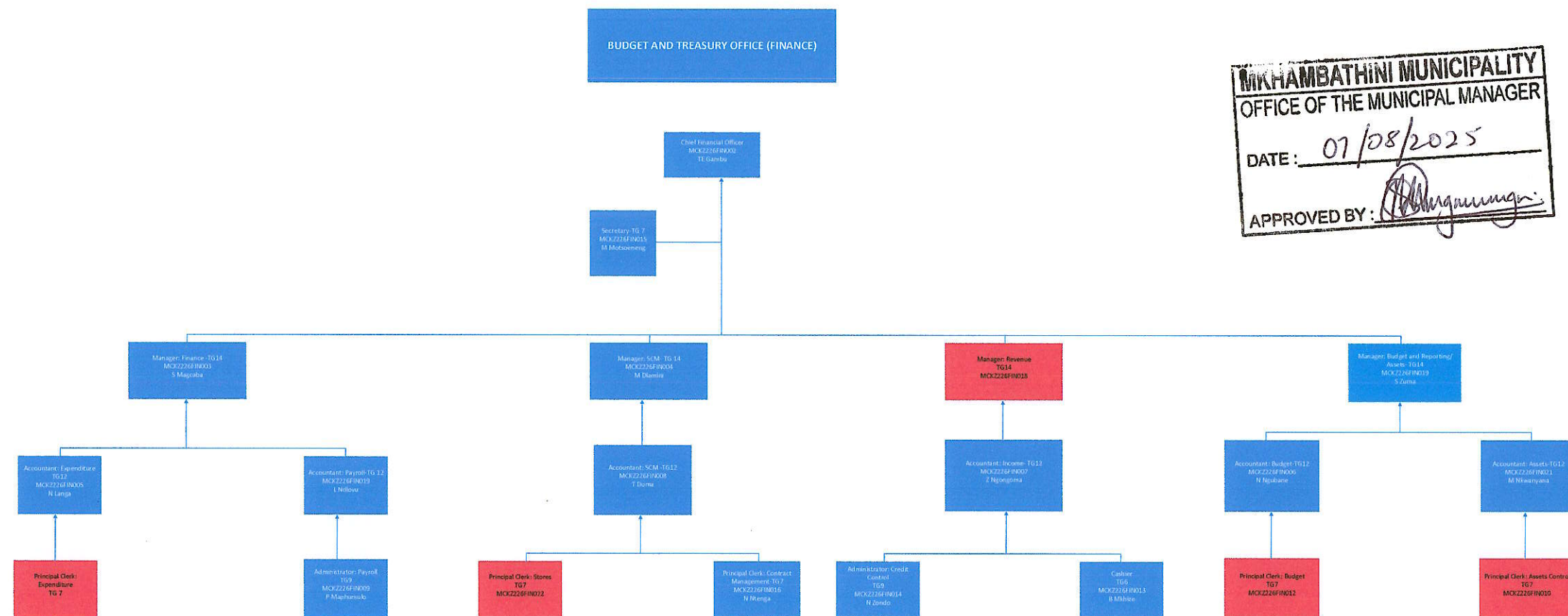
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