



TSANTSABANE LOCAL MUNICIPALITY

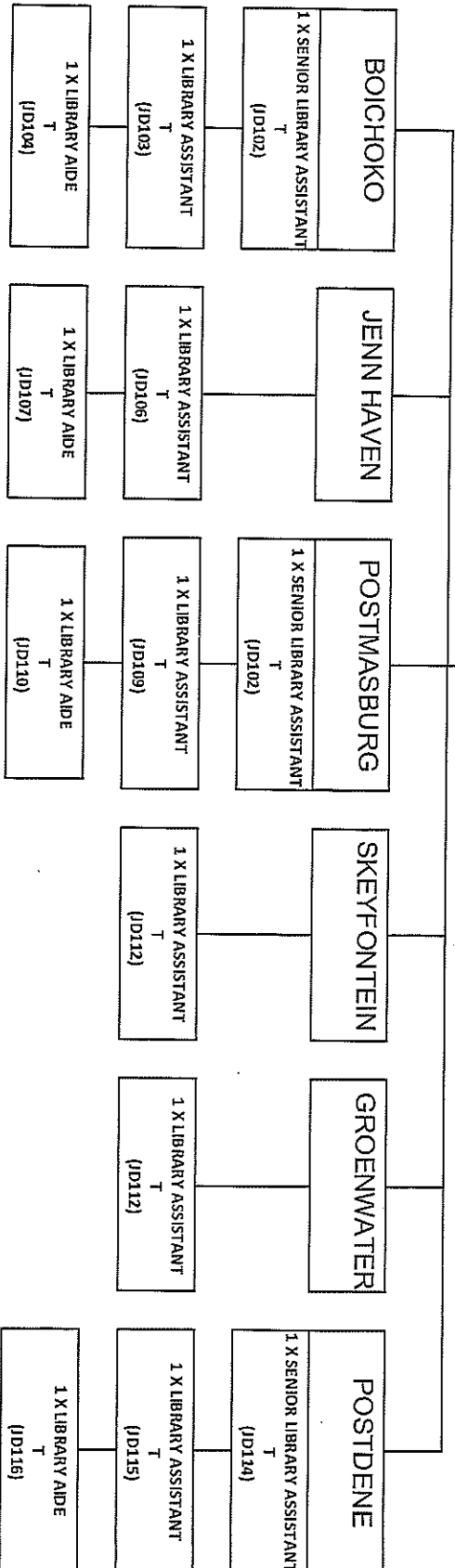
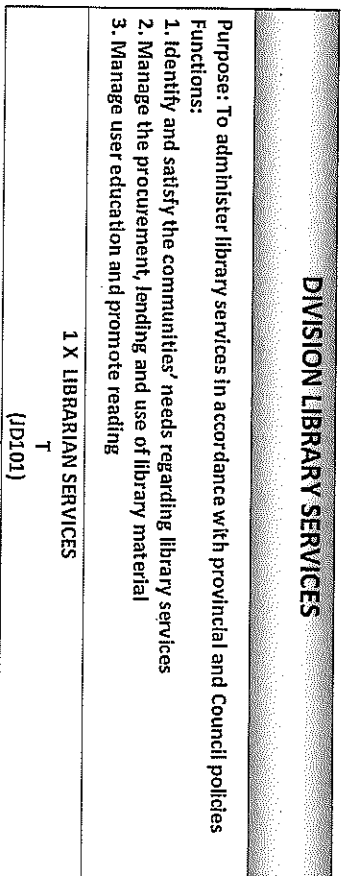
APPROVED ORGANOGRAM 2021/2022

DIVISION LIBRARY SERVICES

Purpose: To administer library services in accordance with provincial and Council policies

Functions:

1. Identify and satisfy the communities' needs regarding library services
2. Manage the procurement, lending and use of library material
3. Manage user education and promote reading



RESOLUTION NO. 11/2021
29 JUNE 2021
MUNICIPAL MANAGER



TSANTSABANE LOCAL MUNICIPALITY

APPROVED ORGANOGRAM 2021/2022

RESOLUTION NO. 17/EM CM 7/2021
29 JUNE 2021
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MUNICIPAL MANAGER

DIVISION
SOCIAL DEVELOPMENT
Purpose: To manage the provisioning of Community Development programmes Functions: 1. Managing Community Development Workers programmes, 2. Managing Youth Development programmes 3. Managing Early Childhood Development Programmes

SECTION
ENVIRONMENTAL HEALTH
Purpose: To perform environmental health functions Functions: 1. Provide support to district municipality on an agency basis regarding the monitoring of noise / air / and environmental pollution 2. Participate in strategic environmental and social environmental impact assessments 3. To provide environmental management services.
1 X ENVIRONMENTAL HEALTH PRACTITIONER ZFM (JD122)
District Funded Mandate



TSANT'SABANE LOCAL MUNICIPALITY

APPROVED ORGANOGRAM 2021/2022

DIVISION

COMMUNITY SUPPORT SERVICES

Purpose: To manage the provisioning and maintenance of parks, street cleaning, cemeteries and refuse removal to the community

Functions:

1. Provide and maintain parks, caravan park, public gardens, open spaces and cemeteries and provide and prepare burial facilities
2. Provide domestic, household and business refuse removal services together with a sweeping/cleansing service i.e. streets and public places

RESOLUTION NO. 17/2021
29 June 2021
MUNICIPAL MANAGER

SECTION
PARKS, SPORT AND RECREATION

Purpose: To manage the provisioning and maintenance of parks, sports facilities, cemeteries and Municipal buildings to the community

Functions:
1. Provide and maintain parks, caravan park, public gardens, open spaces and cemeteries and provide and prepare burial facilities .
2. Provide and maintain services relating to municipal sports facilities and buildings.

1 X Superintendent
NAME (JD124)

SECTION
REFUSE REMOVAL

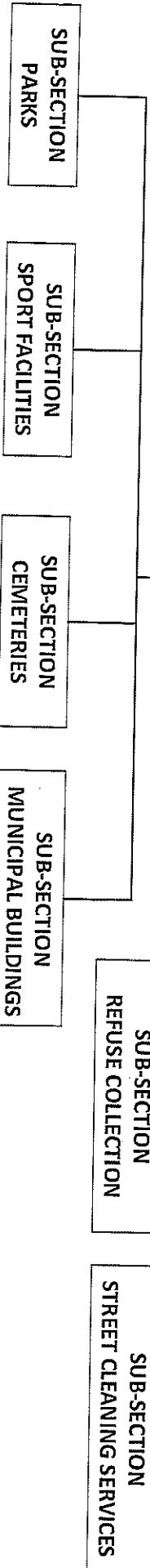
Purpose: To manage the provisioning of street cleaning, and refuse removal to the community

Functions:
1. Provide domestic, household and business refuse removal services together with sweeping/cleansing service i.e. streets and public places

1 X Superintendent
NAME (JD141)

SEE PAGE 28

SEE PAGE 29

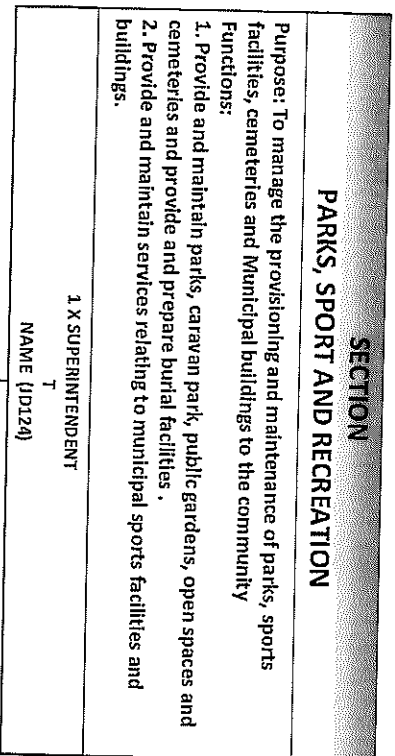




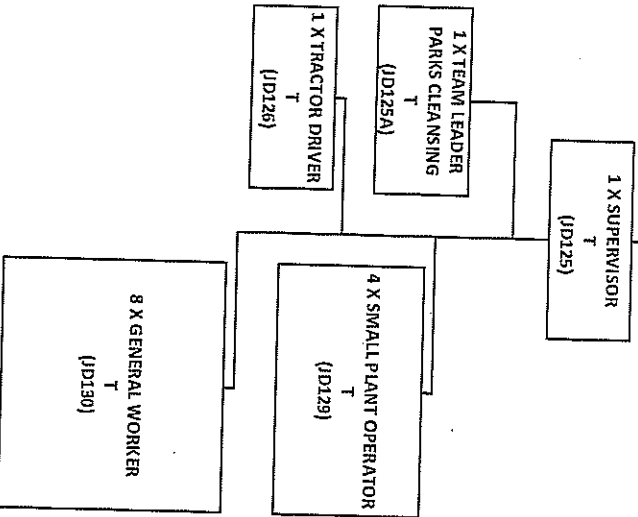
APPROVED ORGANOGRAM 2021/2022

**SECTION
PARKS, SPORT AND RECREATION**

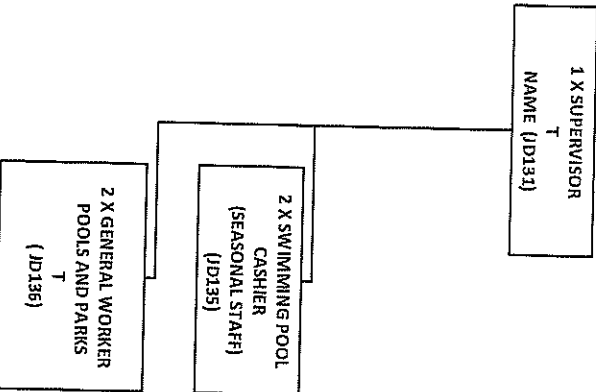
Purpose: To manage the provisioning and maintenance of parks, sports facilities, cemeteries and Municipal buildings to the community
 Functions:
 1. Provide and maintain parks, caravan park, public gardens, open spaces and cemeteries and provide and prepare burial facilities.
 2. Provide and maintain services relating to municipal sports facilities and buildings.



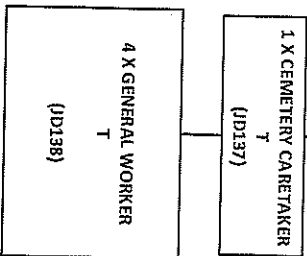
**SUB-SECTION
PARKS**



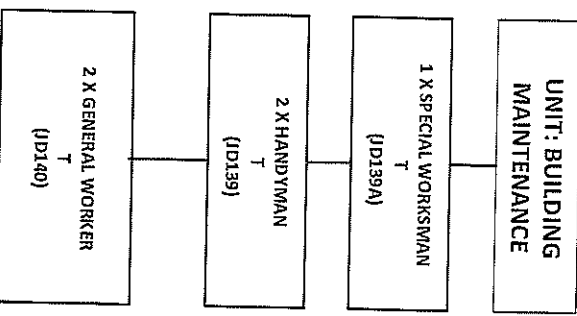
**SUB-SECTION
SPORT FACILITIES**



**SUB-SECTION
CEMETERIES**



**SUB-SECTION
MUNICIPAL BUILDINGS**



APPROVED ORGANOGRAM 2021/2022



TSANTSABANE LOCAL MUNICIPALITY

RESOLUTION NO. ITEM CM 7/2021
29 JUNE 2021

MUNICIPAL MANAGER

SECTION
REFUSE REMOVAL

Purpose: To manage the provisioning of street cleaning, and refuse removal to the community

Functions:
1. Provide domestic, household and business refuse removal services together with sweeping/cleaning service i.e. streets and public places

1 X Superintendent --
(JD141)

SUB-SECTION
RECYCLING
Outsourcing

SUB-SECTION
REFUSE COLLECTION

1 X SUPERVISOR
T
(JD142)

3 X DRIVER
T
(JD143)

2 Teams

12 X GENERAL WORKER
T
(JD144)

1 X SKIP LOADER DRIVER
T
(JD145)

2 X GENERAL WORKER
SKIP LOADER
T
(JD146)

SUB-SECTION
STREET CLEANING SERVICES

1 X SUPERVISOR
T
(JD147)

1 X TEAM LEADER
STREET CLEANING
MOBEMOITL
T
(JD148)

EPWP
WORKERS

10 GENERAL
WORKERS
STREET CLEANING
T
(JD 144B)

2 X TIPPER TRUCK DRIVERS
T
(JD149)

2 X TIPPER TRUCK GENERAL
WORKER
T
(JD149)

1 X TTB OPERATOR
T
(JD150)

1 X GENERAL WORKER
T
(JD151)



TSANTSABANE LOCAL MUNICIPALITY

APPROVED ORGANOGRAM 2021/2022

RESOLUTION NO: 17/2021
29 JUNE 2021
MUNICIPAL MANAGER

**DIRECTORATE
TECHNICAL SERVICES**

Purpose: To manage infrastructure services provisioning and project management

Functions:

1. Manage the provisioning and maintenance of civil engineering services
2. Manage the coordination and implementation of project management processes with regard to engineering projects (MIG, EPWP and other grant funded projects)
3. Manage the provisioning and maintenance of electrical and fleet management services
4. Render management and line function administrative support services to the directorate

1 X DIRECTOR Technical Services
SECT 56
(JD005)

SECRETARIAL SUPPORT

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

Functions:

1. Provide auxiliary / logistic/ secretarial support services
2. Administer customer care processes
3. Administer departmental records management system

1 X SECRETARY
T
(JD152)

**DIVISION CIVIL
ENGINEERING SERVICES**

Purpose: To manage the provisioning and maintenance of civil engineering services

1 X SENIOR: TECHNICAL CIVIL SERVICES
T
(JD156)

DIVISION PMU

Purpose: To manage the coordination and implementation of project management processes with regard to engineering projects (MIG, EPWP and other grant funded projects)

**DIVISION ELECTRICAL
SERVICES**

Purpose: To manage the provisioning and maintenance of electrical services

SEE PAGE 32

SEE PAGE 38



TSANTSABANE LOCAL MUNICIPALITY

APPROVED ORGANOGRAM 2021/2022

RESOLUTION NO: 11/M/CM 7/2021
29 JUNE 2021

MUNICIPAL/MANAGER

**DIVISION CIVIL
ENGINEERING SERVICES**

Purpose: To manage the provisioning and maintenance of civil engineering services

- Functions:
1. Manage the rendering of water services to provide bulk and potable water and sanitation services to the community
 2. Manage the construction, repair and maintenance of roads and storm water systems
 3. Provide planning, design, compliance and technical support for water services and landfill sites

1 X SENIOR: TECHNICAL CIVIL SERVICES
T
(JD156)

**SECTION WATER PROVISIONING &
MAINTENANCE SERVICES
(POTABLE WATER)**

Purpose: To manage the provisioning and maintenance of bulk and reticulation water Infrastructure

1 X SUPERINTENDENT WATER PROVISIONING &
MAINTENANCE SERVICES
T
(JD157)

SEE PAGE 33

**SECTION WASTE
WATER SERVICES**

Purpose: To manage the provisioning and maintenance of waste water networks and Treatment Plants services to provide bulk and potable water and sanitation services to the community

1 X SUPERINTENDENT WASTE WATER
SERVICES
T
(JD169)

SEE PAGE 34

**SECTION ROADS & STORM
WATER SERVICES**

Purpose: To manage the construction, repair and maintenance of roads and storm water systems

1 X SUPERINTENDENT ROADS & STORM
WATER SERVICES
T
(JD188)

SEE PAGE 35

**SECTION SOLID WASTE
DISPOSAL**

Purpose: To provide Solid Waste disposal services including the management of landfill sites

SEE PAGE 36

JUNE 2021



TSANTSABANE LOCAL MUNICIPALITY

APPROVED ORGANOGRAM 2021/2022

RESOLUTION NO. 29/JUNE 2021
29/JUNE 2021
MUNICIPAL MANAGER

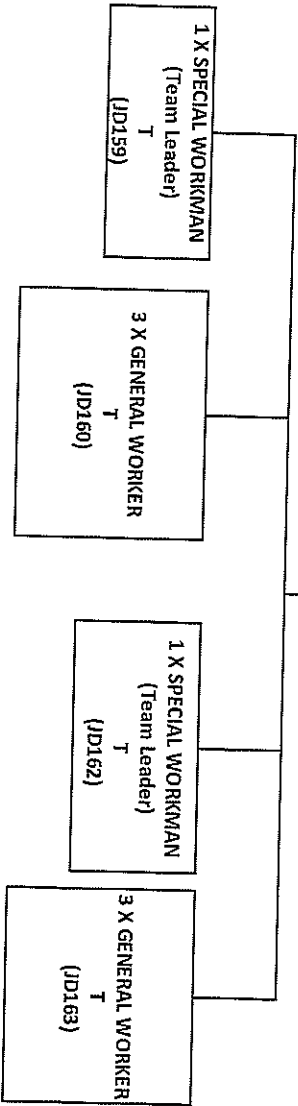
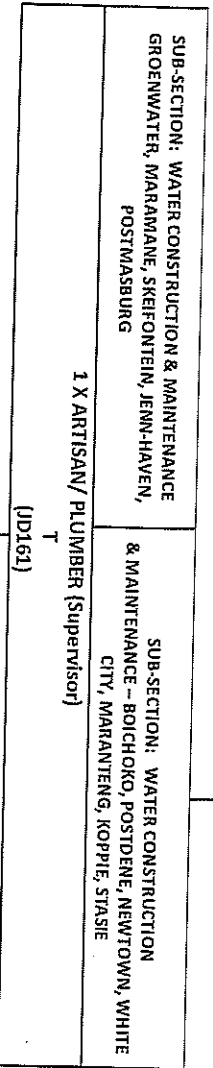
SECTION WATER PROVISIONING & MAINTENANCE SERVICES

Purpose: To manage the provisioning and maintenance of bulk and reticulation water Infrastructure

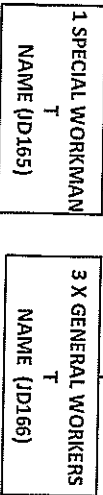
Functions:

1. Manage the provisioning and maintenance of bulk and reticulation water Infrastructure
2. Manage the operation of water treatment works and plant to ensure potable water in compliance with the license agreement as issued by the Department of Water Affairs
3. Perform maintenance and construction services to the water network
4. Manage the operation of water treatment to ensure potable water in compliance with the license agreement as issued by the Department of Water Affairs

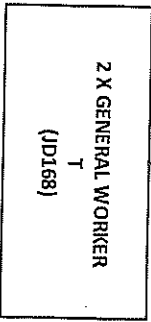
1 X SUPERINTENDENT WATER PROVISIONING & MAINTENANCE SERVICES (JD157)



Sub-section: WATER PURIFICATION



SUB-SECTION: TANKER SERVICES
1 X TANKER DRIVER (JD167)





APPROVED ORGANOGRAM 2021/2022

SECTION WASTE WATER SERVICES

Purpose: To manage the provisioning and maintenance of waste water networks and Treatment Plants
Functions:

1. Perform maintenance services for the waste water networks and pump stations
2. Perform construction services for the waste water networks and pump stations
3. Manage the rendering of sewerage tanker services
4. Manage the maintenance and operation of waste water reticulation infrastructure to ensure a clean and healthy environment to the community in compliance with regulatory prescripts
5. Maintain reservoirs and raw water dams

1 X SUPERINTENDENT WASTE WATER SERVICES
 T (JD169)

SUB-SECTION: WASTE WATER CONSTRUCTION & MAINTENANCE

1 X SPECIAL WORKMAN T (JD171)
 1 X GENERAL WORKER T (JD172)

SUB-SECTION: SEWER SERVICES

1 X SUPERVISOR SEWER T (JD173)

SUB-SECTION: WASTE WATER TREATMENT WORKS CLASS C

1 X SENIOR PROCESS CONTROLLER T (JD185)

SEWER CLEANSING HIGH PRESSURE CLEANING

1 X SPECIAL WORKMAN T (JD174)
 1 X TEAM LEADER/ DRIVER T (JD175)

SEWER CLEANSING TEAM 1

1 X SPECIAL WORKMAN T (JD177)
 3 X GENERAL WORKERS T (JD176)
 1 X TEAM LEADER/ DRIVER T (JD178)

SEWER CLEANSING TEAM 2

1 X SPECIAL WORKMAN T (JD180)
 3 X GENERAL WORKERS T (JD179)
 1 X TEAM LEADER/ DRIVER T (JD181)

TANKER SERVICES

1 X TANKER DRIVER T (JD183)
 2 X GENERAL WORKER T (JD184)

4 X PROCESS CONTROLLER T (JD186)

8 X GENERAL WORKER T (JD187)

[Signature]
 MUNICIPAL MANAGER

APPROVED ORGANOGRAM 2021/2022



TSANTSABANE LOCAL MUNICIPALITY

RESOLUTION NUMBER CM 7/2021
29 June 2021

MUNICIPAL MANAGER

SECTION ROADS & STORM WATER SERVICES

Purpose: To manage the construction, repair and maintenance of roads and storm water systems

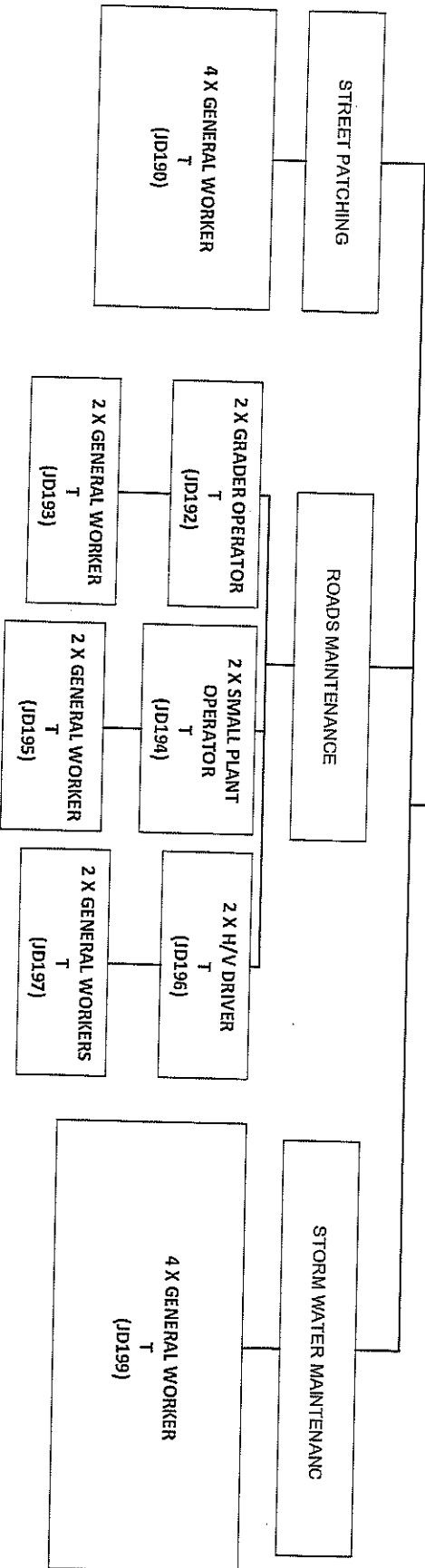
Functions:

1. Manage the construction, repairing and maintenance of roads and streets, road paving, curbing, sidewalks and storm water maintenance services
2. Manage the provisioning and maintenance of technical services to the community
3. Functionally responsible for roads and storm water

1 X SUPERINTENDENT ROADS & STORM WATER SERVICES
(JD188)

SUB-SECTION ROAD & STORM WATER MAINTENANCE

1 X SUPERVISOR: SUB-SECTION ROADS & STORM WATER MAINTENANCE
(JD189A)





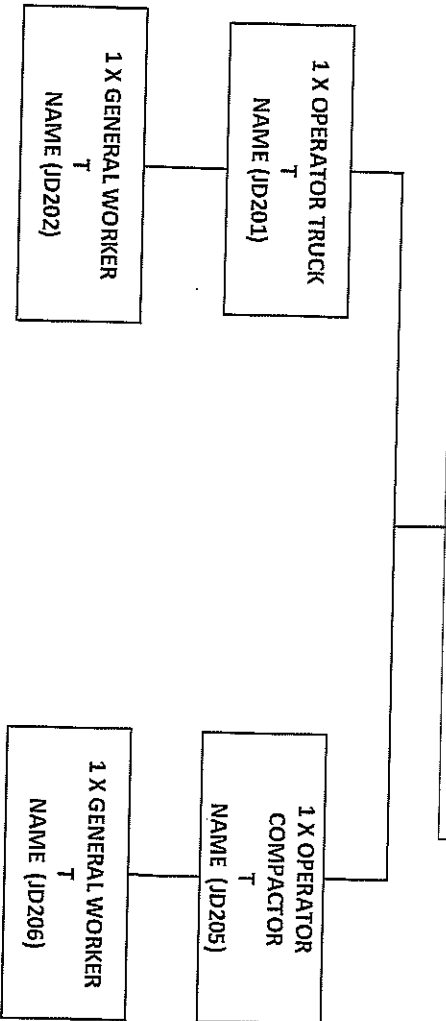
APPROVED ORGANOGRAM 2021/2022

SECTION SOLID WASTE DISPOSAL

Purpose: To provide solid waste disposal services which includes the management of landfill sites

Functions:

1. Plan, monitor and control existing, and construction of new landfill sites
2. Compile and update landfill by-laws and regulations.
3. Ensure compliance to relevant legislation / licensing requirements for water services and landfill sites.
4. Manage landfill sites operation.



RESOLUTION NO: ITEM CM 7/2021
29 JUNE 2021

MUNICIPAL MANAGER



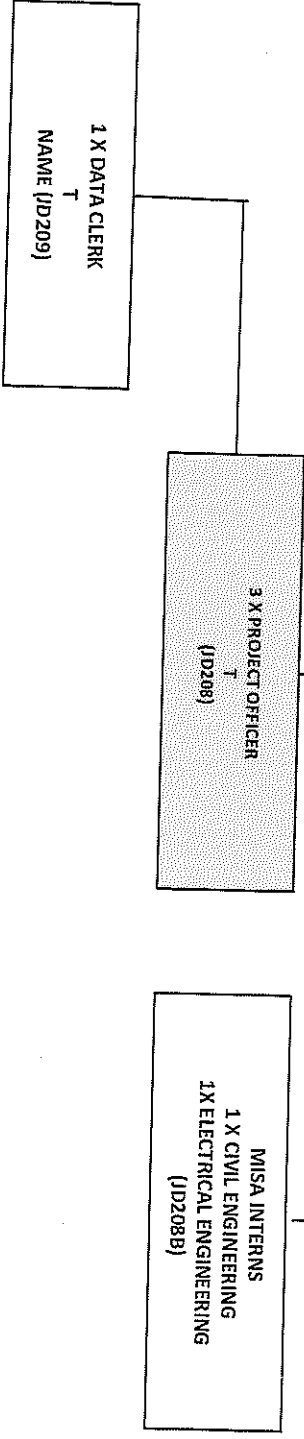
TSANTSABANE LOCAL MUNICIPALITY

APPROVED ORGANOGRAM 2021/2022

SECTION
PMU

Purpose: To manage the coordination and implementation of project management processes with regard to civil and engineering projects (MIG, EPWP, SLP and other grant funded projects)

- Functions:
1. Provide project management and monitoring:
 - i) Identify projects and execute feasibility studies
 - ii) Co-ordinate, compile specification reports and submit to finance to order to finalize tender documents
 - iii) Plan, implement and manage external funded capital and maintenance projects
 - iv) Administer project finances/MIG/ EPWP/SLP and other grant funded projects
 - v) Co-ordinate project-based capacity building programs
 - vi) Manage the coordination and implementation of departmental management information systems (MIS) and asset and maintenance management services
 2. Manage project budgets



RESOLUTION ND: JTB/DM 7/2021
 29 JUNE 2021
 MUNICIPAL MANAGER



APPROVED ORGANOGRAM 2021/2022

RESOLUTION NO. 11 ITEM CM 7/2021
29 JUNE 2021
MUNICIPAL MANAGER

DIVISION ELECTRICAL SERVICES

Purpose: To manage the provisioning and maintenance of electrical services

Functions:

1. Provide planning, design, compliance, technical support and operational management for electrical services
2. Manage the mechanical maintenance services to enhance service delivery in general
3. Manage the operation and maintenance of the electricity distribution network

SECTION DISTRIBUTION SERVICES

Purpose: To manage the operation and maintenance of the electricity distribution network

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
 - iii) Managing the maintenance and repair of electrical and meter connections
2. Manage the maintenance of all electricity substations.
3. Manage the operations and maintenance of the distribution network.
4. Plan, monitor and control the design and construction of new electrical infrastructure to ensure continuous service delivery, reducing maintenance cost and maximization of capacity
5. Develop, update, implement, monitor and maintain a maintenance / operational and risk/ loss control plan for electrical services
6. Ensure compliance to relevant legislation / licensing requirements for electrical services
7. Plan the provisioning of new/improved electrical services

1 X SUPERINTENDENT

T

(JD212)

SECTION MECHANICAL SERVICES

Purpose: To manage the operation and maintenance of the Mechanical Services

Functions:

1. Manage the effective, efficient and economical operation of a fleet and equipment maintenance service to ensure the readily availability and road worthiness of Council's vehicle, plant, machinery and equipment.
2. To provide centralize mechanical workshop services to the municipality in order to maintain machinery vehicles plant and equipment.
3. To administer the registry and license renewal of vehicles in conjunction with fleet management

1 X SUPERVISOR

T

(JD217)

SEE PAGE 40

SEE PAGE 39



TSANTSABANE LOCAL MUNICIPALITY

APPROVED ORGANOGRAM 2021/2022

RESOLUTION NO: ITEM CM 7/2021
29 JUNE 2021
MUNICIPAL MANAGER

SUB SECTION DISTRIBUTION SERVICES

Purpose: To manage the operation and maintenance of the electricity distribution network

Functions:

- i) Manage the maintenance of electrical distribution networks including:
 - ii) Manage the procurement and safeguarding of electrical supplies and equipment
 - iii) Manage the maintenance and repair of streetlights, buildings and electrical water works equipment
 - iv) Managing the maintenance and repair of electrical and meter connections
2. Manage the maintenance of all electricity substations.
 3. Manage the operations and maintenance of the distribution network

1 X SUPERINTENDENT

T
(JD212)

2 X SNR ELECTRICIAN

T
(JD213)

4 X ELECTRICIAN

T
(JD214)

4 X ARTISAN ASSISTANT

T
(JD215)

4 X GENERAL WORKER

T
(JD216)



APPROVED ORGANOGRAM 2021/2022

**SECTION
MECHANICAL SERVICES**

Purpose: To manage the operation and maintenance of the mechanical Services

Functions:

1. Manage the effective, efficient and economical operation of a fleet and equipment maintenance service to ensure the ready availability and road worthiness of Council's vehicle, plant, machinery and equipment.
2. To provide centralized mechanical workshop services to the municipality in order to maintain machinery vehicles plant and equipment.
3. To administer the registry and licence renewal of vehicles in conjunction with fleet management

1 X SUPERVISOR
T
(JD217)

2 X ARTISAN / MECHANIC
T
(JD218)

1 X WELDER
T
(JD221)

2 X ARTISAN ASSISTANT
T
(JD219)

1 X WELDER ASSISTANT
T
(JD222)

2 X GENERAL WORKER
T
(JD220)



APPROVED ORGANOGRAM 2021/2022

MUNICIPAL MANAGER

DIRECTORATE PLANNING AND DEVELOPMENT SERVICES

Purpose: To manage Provide planning and development Services which include Housing, Town Planning and Building Control as well as LED

1 X DIRECTOR PLANNING AND DEVELOPMENT SERVICES – (JD006)

DIVISION LAND USE AND SPATIAL PLANNING

Purpose: To manage the rendering of spatial and land use planning, surveying, valuations and building control services

Functions:

1. Develop, implement and maintain GIS
2. Manage and regulate building control activities and services
3. Ensure integrated land use planning for sustainable management of land resources
4. Perform environmental management functions

SECTION TOWN PLANNING

SECTION BUILDING CONTROL

SEE PAGE 41

DIVISION LED & TOURISM

Purpose: To plan and develop a coherent and integrated framework for local economic development.

Functions:

1. Implement integrated framework
2. Provide institutional capacity to promote and implement LED programs
3. Coordinate departmental LED activities
4. Promote SMME development and training
5. Promote and support local tourism organisations

1 X LED & TOURISM OFFICER
NAME (JD228)

1 X LED & TOURISM CLERK
NAME (JD229)

DIVISION HOUSING ADMINISTRATION

Purpose: To provide housing / human settlement administration and support services to address the housing needs in the area

1 X SENIOR HOUSING ADMINISTRATION OFFICER
(JD232)

1 X HOUSING ADMINISTRATION OFFICER
(JD230)

1 X HOUSING ADMINISTRATION CLERK
(JD231)



APPROVED ORGANOGGRAM 2021/2022

DIVISION LAND USE AND SPATIAL PLANNING

Purpose: To manage the rendering of spatial and land use planning, surveying, valuations and building control services

Functions:

1. Develop, implement and maintain GIS
2. Manage and regulate building control activities and services
3. Ensure integrated land use planning for sustainable management of land resources
4. Perform environmental management functions

SECTION TOWN PLANNING

Purpose: To ensure integrated land use planning for sustainable management of land resources

Functions:

1. Develop and implement the Spatial Development Framework and policy prescripts
2. Ensure consistency of land use applications with regard to legislative legislation / by-laws
3. Ensure land use audit and risk management of land use applications
4. Ensure compliance with town planning scheme and land use legislation / by-laws
5. Administer land use planning application processes
6. Maintain zoning scheme, map and register
7. Ensure proper and effective building plan administration services and approvals
8. Handle applications for billboards/ posters

1 X TOWN PLANNER

T
NAME(JD227)

MISA INTERNIS
2 X TOWN PLANNING
(JD227B)

SECTION BUILDING CONTROL

Purpose: To manage and regulate building control activities and services

Functions:

1. Manage the rendering of building inspection services in compliance with legislation and land use management
2. Ensure enforcement of outdoor advertisement policies and by-laws
3. Enforce applicable provisions of relevant legislation

1 X SNR BUILDING INSPECTOR

T
NAME (JD225)

1 X BUILDING INSPECTOR
T
NAME (JD226)

RESOLUTION NO: ITEM/CM 7/2021
29 JUNE 2021
Municipal Manager