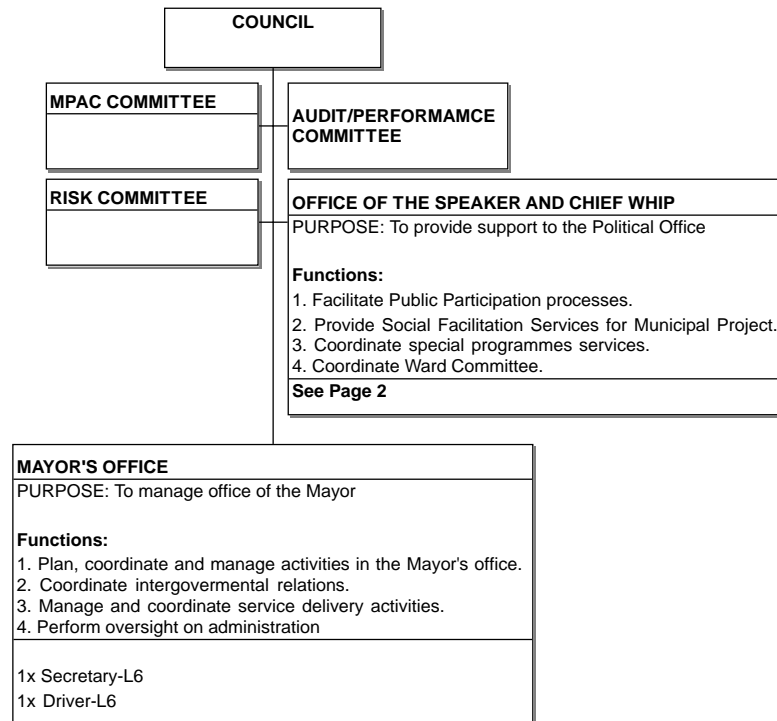


**ORGANISATIONAL STRUCTURE:
LEPHALALE LOCAL MUNICIPALITY
10 SEPTEMBER 2025**

Contents

| | |
|-----------------------------|----|
| ORGANISATIONAL STRUCTURE: | 1 |
| Contents..... | 2 |
| Sub-chart1..... | 3 |
| Sub-chart15..... | 4 |
| Sub-chart13..... | 5 |
| Sub-chart19..... | 6 |
| Sub-chart20..... | 7 |
| Sub-chart20_Copy2..... | 8 |
| Sub-chart18..... | 9 |
| Sub-chart20_Copy2_Copy..... | 10 |
| Sub-chart9..... | 11 |
| Sub-chart9..... | 12 |
| Sub-chart11..... | 13 |
| Index..... | 14 |

PROPOSED ORGANISATIONAL STRUCTURE: LEPHALALE LOCAL MUNICIPALITY 2023/27



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| OFFICE OF THE SPEAKER AND CHIEF WHIP |
| PURPOSE: To provide support to the Political Office |
| Functions: 1. Facilitate Public Participation processes. 2. Provide Social Facilitation Services for Municipal Project. 3. Coordinate special programmes services. 4. Coordinate Ward Committee. |
| 1x Secretary-L6 |

MAYOR'S OFFICE

PURPOSE: To manage office of the Mayor

Functions:

1. Plan, coordinate and manage activities in the Mayor's office.
2. Coordinate intergovernmental relations.
3. Manage and coordinate service delivery activities.
4. Perform oversight on administration

1x Secretary-L6

1x Driver-L6

OFFICE OF THE MUNICIPAL MANAGER

PURPOSE: To Provide the Municipal Basic Services and Administrative Support.

Functions:

1. Manage Internal Audit Services.
2. Manage Infrastructure Services
3. Manage Development and Planning Services.
4. Manage Social Services.
5. Manage Strategic Support Services.
6. Manage Budget and Treasury.
7. Provide Corporate Support Services.
8. Coordinate Political Offices and MPAC..

1x Municipal Manager

1x Secretary L6

SEE PAGE 4

PROPOSED ORGANISATIONAL STRUCTURE: LEPHALALALE LOCAL MUNICIPALITY -2023/27

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| OFFICE OF THE MUNICIPAL MANAGER PURPOSE: To Provide the Municipal Basic Services and Administrative Support. Functions: 1. Manage Internal Audit Services. 2. Manage Infrastructure Services 3. Manage Development and Planning Services. 4. Manage Social Services. 5. Manage Strategic Support Services. 6. Manage Budget and Treasury. 7. Provide Corporate Support Services. 8. Coordinate Political Offices and MPAC.. |
| 1x Municipal Manager 1x Secretary L6 |

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| DIVISION:INTERNAL AUDIT PURPOSE: To manage Internal Audit Services. Functions: 1. Provide Independent Consultative Services. 2. Provide Performance Reviews,Risk Review, Compliance Reviews and Follow-ups. 3. Coordinate the Audit Committees. |
| 1x Chief Audit Executive-L2-1 2x Internal Auditor-L4 |

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| DIVISION: RISK MANAGEMENT PURPOSE: To Render Risk Management Services. Functions: 1. Manage Risk Services. 2. Coordinate Risk committees. |
| 1x Chief Risk Officer-L2-1 1x Risk Management Officer-L4 |

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| SUB DIVISION: PROTECTION SERVICES PURPOSE: To Render Protection Service. Functions: 1. Render Physical Security Services. 2. Provide Protection Services. |
| 1x Crime Risk Officer-L3 4x Senior Security Officer-L5 |

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| DEPARTMENT: INFRASTRUCTURE SERVICES PURPOSE: To Manage Infrastructure Services. Functions: 1. Manage Water Services. 2. Manage Sanitation Services. 3. Manage Electrical and Mechanical Services. 4. Manage Public Works, Roads and Stormwater Services. 5. Manage Project Management Unit. 6. Manage Fleet Services. |
| 1x Director 1x Quantity Surveyor-L3 1x Admin Assistant-L6 SEE PAGE 5 |

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| DEPARTMENT: DEVELOPMENT PLANNING PURPOSE: To Manage Development and Planning Services. 1. Manage Land Use and Spatial Planning. 2. Manage Building Control Services. 3. Manage Human Settlements Services. 4. Manage Local Economic Development Services. |
| 1x Director 1x Admin Assistant-L6 SEE PAGE 6 |

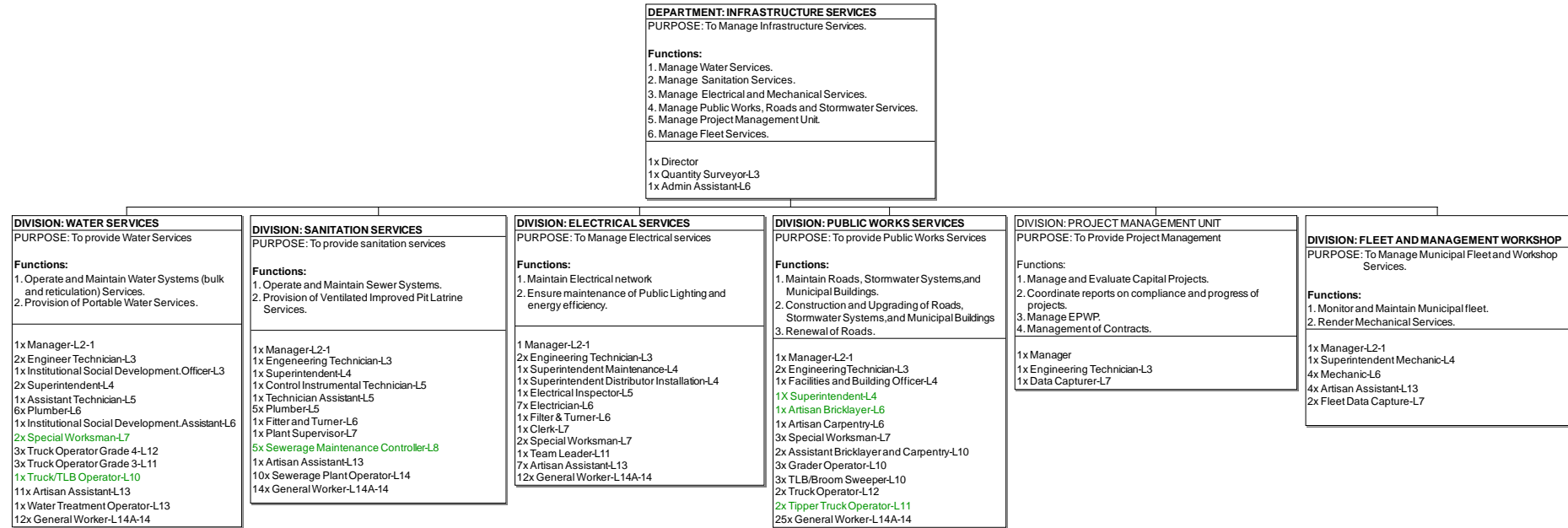
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| DEPARTMENT: SOCIAL SERVICES PURPOSE: To Manage Social Services. Functions: 1. Manage Traffic Law enforcement. 2. Manage Vehicle Testing and Licensing Services. 3. Provide Parks, Recreation Services. 4. Manage Solid Waste Services. 5. Coordinate Disaster Management Services. 6. Provide Library and Thusong Centre Services. |
| 1x Director 1x Admin Assistant-L6 SEE PAGE 7 |

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| DEPARTMENT: STRATEGIC SUPPORT SERVICES PURPOSE: To Manage Strategic Support Services. 1. Coordinate Organisational and Individual Performance Management System Services. 2. Coordinate IDP Services. 3. Manage Communications Services 4. Manage Public Participation Services. 5. Conduct Research and Coordinate MPAC Services. |
| 1x Director 1x Admin Assistant-L6 1x MPAC Coordinator- L3 1x MPAC Assistant-L6 SEE PAGE 8 |

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| DEPARTMENT: BUDGET AND TREASURY PURPOSE: To Manage Budget and Treasury Functions: 1. Manage Budget and Reporting Services. 2. Manage Revenue Services. 3. Manage Expenditure. 4. Manage Financial Reporting Services. 5. Manage Supply Chain. 6. Manage Asset Services. |
| 1x Chief Financial Officer 1x Admin Assistant-L6 SEE PAGE 9 |

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| DEPARTMENT: CORPORATE SUPPORT SERVICES PURPOSE: To Provide Corporate Support Services. Functions: 1. Manage Human Resource Services. 2. Manage Legal and Contract Managment Services. 3. Manage Admin and Secretariat Services. 4.Administer Maintain Municipal Facilities Services. 5. Render Information Communication Technology Services. |
| 1x Director 1x Admin Assistant-L6 SEE PAGE 13 |

PROPOSED ORGANISATIONAL STRUCTURE:LEPHALALE LOCAL MUNICIPALITY-2023/27



PROPOSED ORGANISATIONAL STRUCTURE: LEPHALALE LOCAL MUNICIPALITY (2023/2027)

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| DEPARTMENT: DEVELOPMENT PLANNING |
| PURPOSE: To Manage Development and Planning Services. |
| Functions: 1. Manage Land Use and Spatial Planning. 2. Manage Building Control Services. 3. Manage Human Settlements Services. 4. Manage Local Economic Development Services. |
| 1x Director 1x Admin Assistant-L6 |

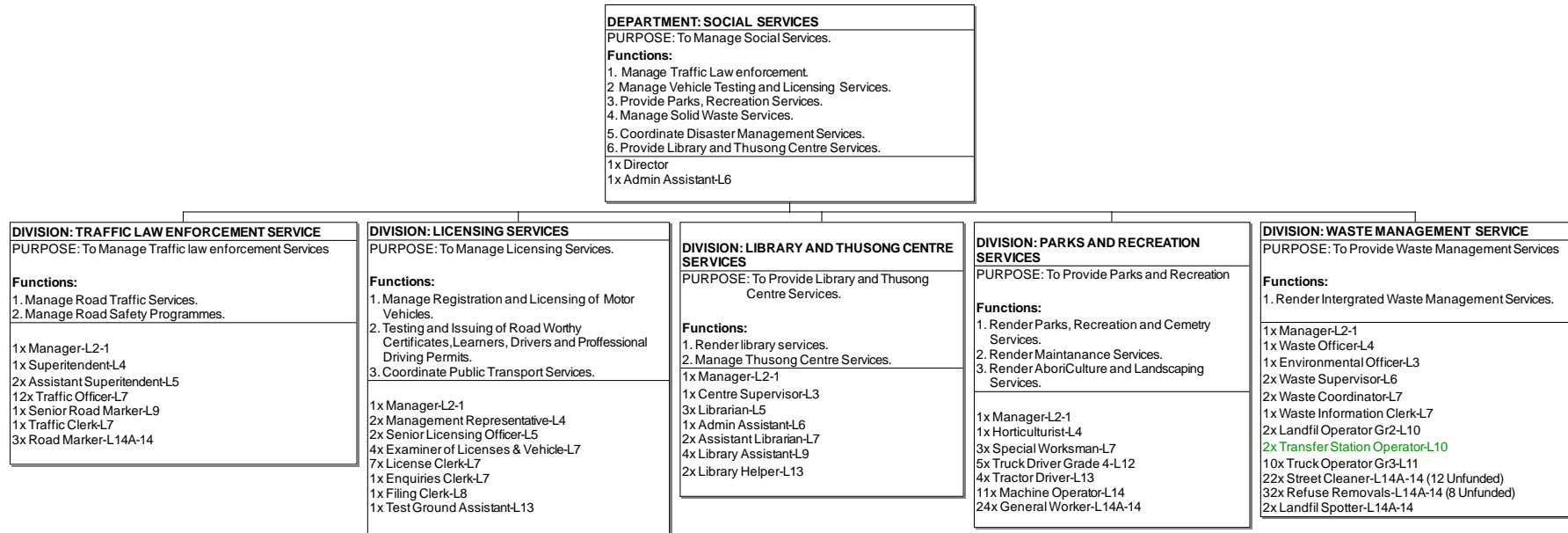
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| DIVISION: LAND USE AND SPATIAL PLANNING |
| PURPOSE: To Manage Land Use and Spatial Planning Services |
| Functions: 1. Ensure Compliance to Spatial Planning and Land Use Management Legislation. 2. Manage and Update Geographical Information System. 3. Coordinate and implement Land Use Schemes and Municipal Spatial Development Framework. |
| 1x Manager-L2-1 1x GIS Specialist-L3 2x Town Planner-L3 1x Assistant Town Planner-L4 1x GIS Officer-L5 1x Land Use Clerk-L7 |

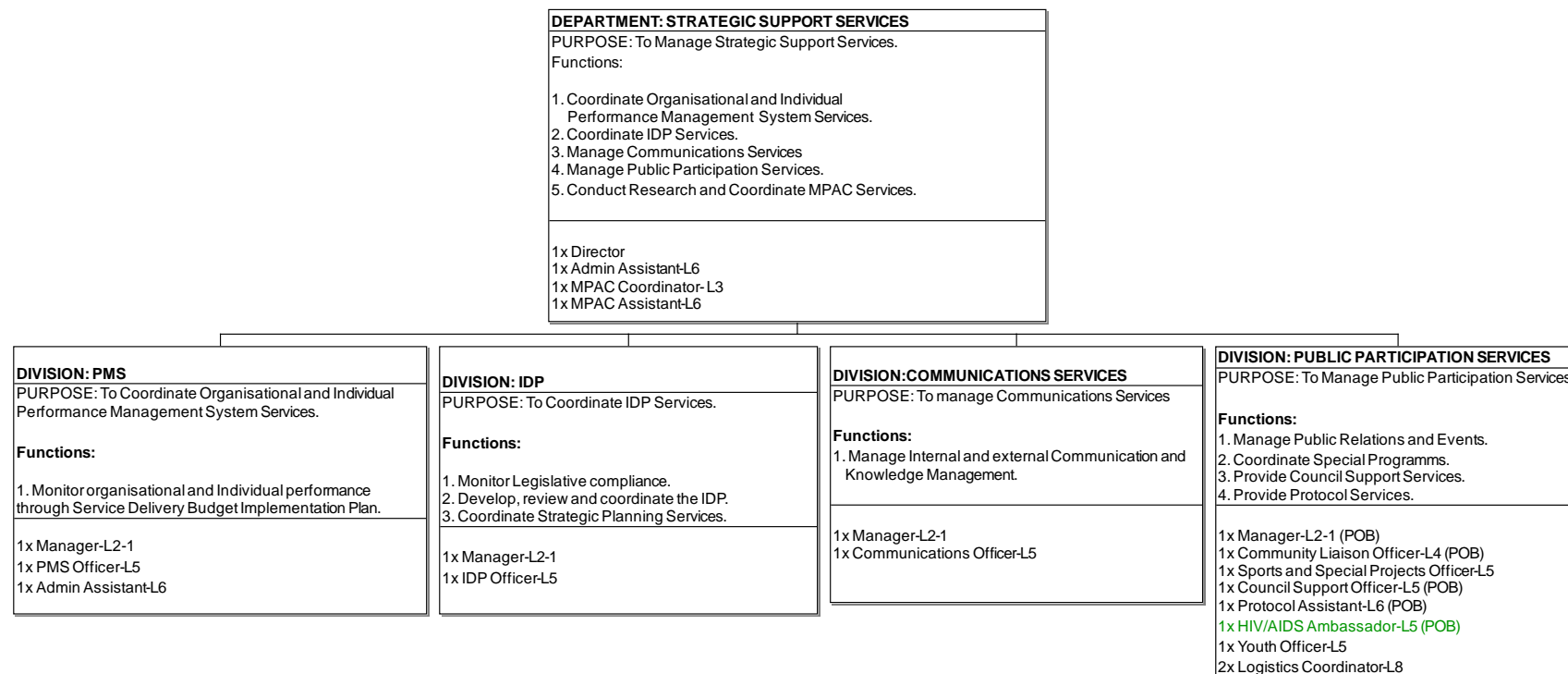
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| DIVISION: BUILDING CONTROL |
| PURPOSE: To Manage Building Control Services |
| Functions: 1. Conduct Building Inspection. 2. Ensure compliance with National Building Regulation. |
| 1x Manager-L2-1 3x Building Inspector-L5 1x Admin Officer-L5 |

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| DIVISION: HUMAN SETTLEMENTS |
| PURPOSE: To Manage Human Settlements Services |
| Functions: 1. Coordinate Low and Middle Cost Housing. 2. Ensure implementation and compliance with Housing Legislation, Policies and Plans. |
| 1x Manager-L2-1 1x Project Officer-L5 2x Admin Assistant-L6 1x Human Settlement Clerk Grade 2-L8 1x Human Settlement Clerk Grade 3-L9 |

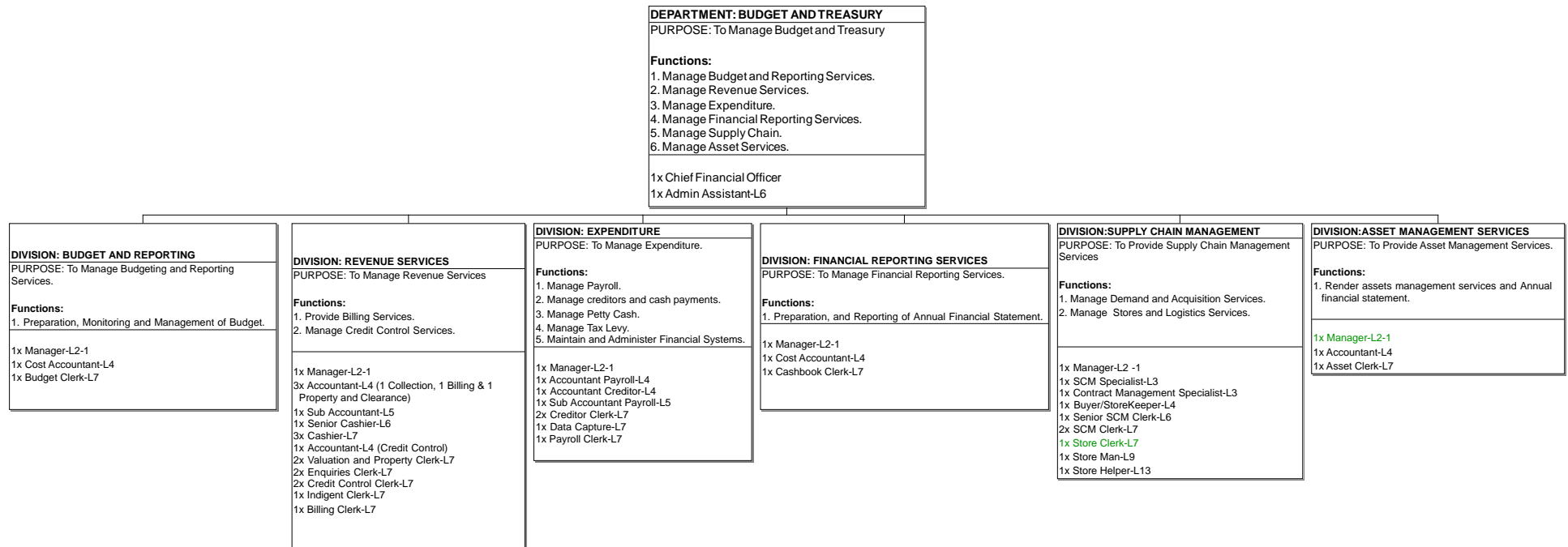
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| DIVISION: LOCAL ECONOMIC DEVELOPMENT |
| PURPOSE: To Manage Local Economic Development Services |
| Functions: 1. Coordinate Local Economic Development Services. 2. Coordinate Tourism Services. |
| 1x Manager-L2-1 1x LED Specialist-L3 1x LED Officer-L5 1x Tourism Officer-L5 |

PROPOSED ORGANISATIONAL STRUCTURE: LEPHALALE LOCAL MUNICIPALITY-2023/27

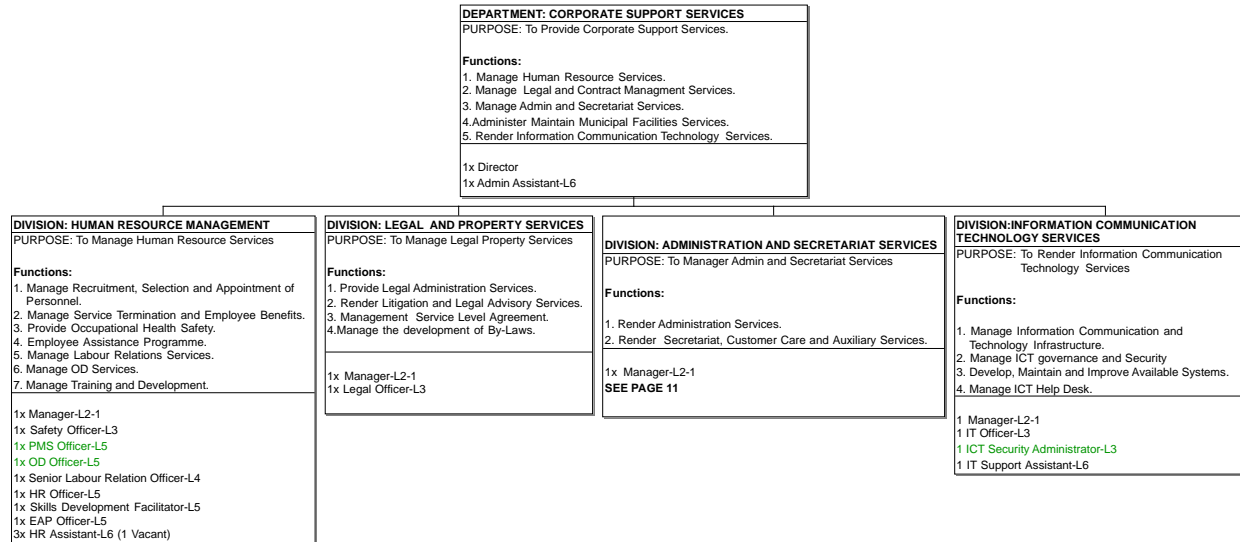




PROPOSED ORGANISATIONAL STRUCTURE: LEPHALALE LOCAL MUNICIPALITY 2023/27



PROPOSED ORGANISATIONAL STRUCTURE: LEPHALALE LOCAL MUNICIPALITY- 2023/27



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|---|
| DIVISION: ADMINISTRATION AND SECRETARIAT SERVICES |
| PURPOSE: To Manager Admin and Secretariat Services |
| Functions: 1. Render Administration Services. 2. Render Secretariat, Customer Care and Auxiliary Services. |
| 1x Manager-L2-1 |

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| SUB DIVISION: ADMINISTRATION SERVICES |
| PURPOSE: To Render Administration Services |
| Functions: 1. Render Records Management and Archiving. 2. Render Photocopying Services. |
| 1x Records Officer-L5 1x Senior Records Clerk-L6 2x Records Clerk-L7 1x Office Assistant (Records)-L13 |

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| SUB DIVISION: SECRETARIAT SERVICES |
| PURPOSE: To Render Secretariat, Customer Care and Auxiliary Services |
| Functions: 1 Provides Administrative Support to the Council. 2. Coordinate Council Committees. 3. Manage Cleaning Services. 4. Render Customer Care Services. 5. Provide Messenger Services. |
| 2x Chief Admin Officer-L4 2x Admin Assistant-L6 2x Customer Care Clerk-L7 1x Supervisor Cleaner-L11 1x Driver/Messenger-L11 16x Cleaner-L14A-14 |

Index

| | |
|--|--------|
| DEPARTMENT: SOCIAL SERVICES..... | 6, 9 |
| DIVISION: LEGAL AND PROPERTY SERVICES..... | 12 |
| SUB DIVISION: ADMINISTRATION SERVICES..... | 13 |
| DEPARTMENT: BUDGET AND TREASURY..... | 6, 11 |
| DIVISION: ADMINISTRATION AND SECRETARIAT SERVICES..... | 12, 13 |
| DIVISION: BUDGET AND REPORTING..... | 11 |
| DIVISION: FLEET AND MANAGEMENT WORKSHOP..... | 7 |
| DIVISION: LIBRARY AND THUSONG CENTRE SERVICES..... | 9 |
| DIVISION: PARKS AND RECREATION SERVICES..... | 9 |
| DIVISION:INTERNAL AUDIT..... | 6 |
| AUDIT/PERFORMAMCE COMMITTEE..... | 3 |
| MPAC COMMITTEE..... | 3 |
| RISK COMMITTEE..... | 3 |
| DIVISION: BUILDING CONTROL..... | 8 |
| COUNCIL..... | 3 |
| DIVISION: LOCAL ECONOMIC DEVELOPMENT..... | 8 |
| DIVISION: EXPENDITURE..... | 11 |
| DIVISION: IDP..... | 10 |
| DIVISION: TRAFFIC LAW ENFORCEMENT SERVICE..... | 9 |
| DIVISION: PROJECT MANAGEMENT UNIT..... | 7 |
| DIVISION: RISK MANAGEMENT..... | 6 |
| DIVISION: WASTE MANAGEMENT SERVICE..... | 9 |
| DIVISION:SUPPLY CHAIN MANAGEMENT..... | 11 |
| MAYOR'S OFFICE..... | 3, 5 |
| DIVISION: PUBLIC PARTICIPATION SERVICES..... | 10 |
| DEPARTMENT: DEVELOPMENT PLANNING..... | 6, 8 |
| DIVISION: PMS..... | 10 |
| SUB DIVISION: PROTECTION SERVICES..... | 6 |
| DIVISION: FINANCIAL REPORTING SERVICES..... | 11 |
| DIVISION: HUMAN RESOURCE MANAGEMENT..... | 12 |
| SUB DIVISION: SECRETARIAT SERVICES..... | 13 |
| DEPARTMENT: INFRASTRUCTURE SERVICES..... | 6, 7 |
| DIVISION: ELECTRICAL SERVICES..... | 7 |
| DIVISION: LICENSING SERVICES..... | 9 |
| DIVISION: REVENUE SERVICES..... | 11 |
| DIVISION: SANITATION SERVICES..... | 7 |
| DIVISION: WATER SERVICES..... | 7 |

Index continue...

| | |
|---|-------|
| DIVISION:ASSET MANAGEMENT SERVICES..... | 11 |
| DIVISION:COMMUNICATIONS SERVICES..... | 10 |
| DIVISION: HUMAN SETTLEMENTS..... | 8 |
| DEPARTMENT: CORPORATE SUPPORT SERVICES..... | 6, 12 |
| DEPARTMENT: STRATEGIC SUPPORT SERVICES..... | 6, 10 |
| DIVISION:INFORMATION COMMUNICATION TECHNOLOGY SERVICES..... | 12 |
| OFFICE OF THE MUNICIPAL MANAGER..... | 5, 6 |
| OFFICE OF THE SPEAKER AND CHIEF WHIP..... | 3, 4 |
| DIVISION: LAND USE AND SPATIAL PLANNING..... | 8 |
| DIVISION: PUBLIC WORKS SERVICES..... | 7 |