

# CHAPTER 2: KOU-KAMMA MUNICIPALITY HUMAN RESOURCES & ORGANISATIONAL MANAGEMENT

## 2.1 Organisational Structure

The municipality's organisational structure consists of the following four departments under the umbrella of the Municipal Manager's office:

- Corporate Services
- Financial Services
- Technical and Infrastructure Services
- Community Services

The Municipal Manager's Office holds the accountability and responsibility for the effective, efficient and sound financial administration of the Koukamma Municipality. It also provided executive support to the political structure through administrations and also focuses on HIV & AIDS, Disaster Management, Performance Management and Capacity Building.

The total number of staff employed in each of the four departments on the organisational structure is as follows:

Department	Number of Employees
Office of the Municipal Manager	3
Finance	28
Corporate Services	13
Technical and Infrastructure	82
Community Services	26
<b>TOTAL</b>	<b>152</b>

### Employee Related Costs

	2004/2005	2005/2006	2006/2007
	R	R	R
Actual			
<b>Salary Budget</b>			
<b>Total Budget</b>			

Total Money owed to the Municipality by Staff:

## 2.2 Skills Development Progress Report

The Workplace Skills Plan for the 2006/07 financial year has been adopted and the implementation report for 2005/06 has been submitted to LGWSETA as required by the Skills Development Act.

For the period July 2006 to June 2007, the following progress has been made with regards to skills development as projected by the Workplace Skills Plan:





Employment profile  
Total number of employees in the Municipality as at 30 June 2007

Code	Employment category	Race												Age categories												PWD			
		African		Coloured		Indian		White		Total		- 20		21-30		31-40		41-50		+ 51		Total		M	F	Total			
		M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F										
<b>3. Technicians and Trade Workers</b>																													
	Core Admin																												
	Core Finance																												
	Legal																												
	IT																												
	Procurement																												
	HR and Training																												
	Property Valuation																												
	Rates																												
	Billing																												
	Client Services																												
	Parks																												
	Community Facilities																												
	Libraries																												
	Recreation Centres																												
	Primary Health Care Facilities																												
	Cemeteries																												
	Environmental Health																												
	Pollution Control																												
	By-laws																												
	Legal																												
	Licensing																												
	Fire & rescue																												
	Disaster Planning and																												
	Community																												
	Public Safety																												
	Safety																												
	Traffic Management																												
	Public Transport																												
	LED/IDP/Urban Planning																												
	Municipal																												
	Planning																												
	Housing																												
	Land use management																												
	Roads and Stormwater																												
	Solid Waste and Landfill																												
	Water supply and waste water																												
	Electricity																												
	<b>SUB-TOTALS</b>	0	0	1	0	0	0	1	0	2	0	2	0	1	0	0	1	0	0	0	1	0	2	0	2	0	0	0	



Employment profile  
Total number of employees in the Municipality as at 30 June 2007

Code	Employment category	Race												Age categories												PWD			
		African		Coloured		Indian		White		Total		-20		21-30		31-40		41-50		+51		Total		M	F	Total			
		M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F								
<b>S. Clerical and Administrative Workers</b>																													
	Core Admin	5	2	4						1	2	10	12																
	Core Finance	1	1	5	1					1	6	3	9																
	Legal																												
	IT																												
	Procurement																												
	Property Valuation																												
	Rates	4	3	2	2					6	5	11	11																
	Billing	1	1	3						0	4	4	4																
	Client Services	1	1	1						1	1	2	2																
	Parks																												
	Community Facilities																												
	Libraries																												
	Recreation Centres																												
	Primary Health Care Facilities																												
	Gemetries																												
	Environmental Health																												
	Environmental Management																												
	Pollution Control																												
	By-laws																												
	Licensing																												
	Emergency Services																												
	Fire & rescue																												
	Disaster Planning and																												
	Community Services																												
	Public Safety																												
	Safety																												
	Traffic Management	1	1	1						1	1	3	4																
	Public Transport																												
	LED/IDP/Urban Planning																												
	Municipal Planning																												
	Housing																												
	Roads and Stormwater																												
	Solid Waste and Landfill																												
	Water supply and waste water																												
	Electricity																												
	<b>SUB-TOTALS</b>	<b>6</b>	<b>13</b>	<b>10</b>	<b>13</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>16</b>	<b>29</b>	<b>45</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>14</b>	<b>10</b>	<b>4</b>	<b>3</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>2</b>	<b>16</b>	<b>29</b>	<b>45</b>	<b>1</b>	<b>0</b>

Employment profile  
Total number of employees in the Municipality as at 30 June 2007

Code	Employment category	Race												Age categories												PWD		
		African		Coloured		Indian		White		Total		-20		21-30		31-40		41-50		+51		Total		Total				
		M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F			
<b>6. Machine Operators and Drivers</b>																												
	Core Admin																											
	Core Finance																											
	Legal																											
	IT																											
	Procurement																											
	HR and Training																											
	Property Valuation																											
	Rates																											
	Billing																											
	Client Services																											
	Parks																											
	Community Facilities																											
	Libraries																											
	Recreation Centres																											
	Primary Health Care Facilities																											
	Gemeities																											
	Environmental Health																											
	Pollution Control																											
	By-laws																											
	Licensing																											
	Fire & rescue																											
	Disaster Planning and																											
	Public Safety																											
	Traffic Management																											
	Public Transport																											
	Municipal Planning																											
	Land use management																											
	Housing																											
	Roads and Stormwater	1		2																								
	Solid Waste and Landfill	7		8																								
	Water/supply and waste water	1		9																								
	Electricity																											
	<b>SUB-TOTALS</b>	<b>9</b>	<b>0</b>	<b>19</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	

Employment profile  
Total number of employees in the Municipality as at 30 June 2007

Code	Employment category	Race												Age categories												PWD			
		African		Coloured		Indian		White		Total		-20		21-30		31-40		41-50		+ 51		Total		M	F	Total			
		M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F				
7. Labourers																													
Corporate Services	Core Admin		2																										
	Core Finance																												
	Legal																												
	IT																												
	Procurement																												
HR and Training	Property Valuation																												
	Rates																												
Financial Services	Billing	1			2																								
	Client Services																												
	Parks																												
	Community Facilities																												
	Libraries																												
	Recreation Centres																												
	Primary Health Care Facilities																												
	Cemeteries																												
Environmental Management	Environmental Health																												
	Pollution Control																												
	By-laws																												
Legal	Licensing																												
	Fire & rescue																												
Emergency Services	Disaster Planning and																												
	Public Safety																												
Community Safety	Traffic Management																												
Public Transport																													
Municipal Planning	LED/IDP/Urban Planning																												
	Land use management																												
Housing																													
	Roads and Stormwater	1																											
	Solid Waste and Landfill	15	2		16																								
Technical Services	Water supply and waste water	2			10																								
	Electricity																												
	<b>SUB-TOTALS</b>	<b>19</b>	<b>4</b>	<b>31</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5</b>	<b>1</b>	<b>18</b>	<b>2</b>	<b>9</b>	<b>2</b>	<b>9</b>	<b>2</b>	<b>50</b>	<b>6</b>	<b>56</b>	<b>0</b>	<b>0</b>		
Apprentices	Roads and Stormwater																												
	Solid Waste and Landfill																												
Technical Services	Water supply and waste water																												
	Electricity																												
	<b>SUB-TOTALS</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>		
	<b>TOTALS</b>	<b>47</b>	<b>19</b>	<b>71</b>	<b>18</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>15</b>	<b>17</b>	<b>47</b>	<b>15</b>	<b>39</b>	<b>8</b>	<b>21</b>	<b>6</b>	<b>122</b>	<b>46</b>	<b>168</b>	<b>1</b>	<b>0</b>		

Employment profile  
 Number of new recruits employed during the year ending 30 June 2007.

Employment category	Race												Age categories												PWD														
	African			Coloured			Indian			White			Total			- 20			21-30			31-40			41-50			+ 51			Total		Total						
	M	F	Total	M	F	Total	M	F	Total	M	F	Total	M	F	Total	M	F	Total	M	F	Total	M	F	Total	M	F	Total	M	F	Total	M	F	Total	M	F	Total			
Legislators	3	1	4							1	1	2	6	4	10																								
Directors and Corporate Managers													0	0	0																								
Professionals													0	0	0																								
Technicians and Trade Workers													0	0	0																								
Community and Personal Service Workers	1		1										0	1	1				1		1																		
Clerical and Administrative Workers	1	2	3										2	4	6				1	4	5																		
Machine Operators and Drivers													0	0	0																								
Labourers	1	2	3										2	1	3				1	1	2																		
Apprentices													0	0	0																								
<b>TOTALS</b>	<b>4</b>	<b>5</b>	<b>9</b>	<b>4</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>2</b>	<b>10</b>	<b>10</b>	<b>20</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5</b>	<b>4</b>	<b>9</b>	<b>4</b>	<b>1</b>	<b>5</b>	<b>4</b>	<b>1</b>	<b>5</b>	<b>2</b>	<b>3</b>	<b>5</b>	<b>3</b>	<b>3</b>	<b>6</b>	<b>1</b>	<b>10</b>	<b>11</b>	<b>0</b>	<b>0</b>	<b>0</b>



Employment profile

Number of interns given structured work experience during the year ending 30 June 2007

Work area	African		Coloured		Indian		White		Total		Total		PWD		Total
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	
Corporate Services	Core Admin								0	0	0	0			0
	Core Finance	1		1					2	0	2	0			0
	Legal								0	0	0	0			0
	IT								0	0	0	0			0
HR and Training	Procurement								0	0	0	0			0
	Property Valuation								0	0	0	0			0
	Rates								0	0	0	0			0
	Billing								0	0	0	0			0
Financial Services	Client Services								0	0	0	0			0
	Parks								0	0	0	0			0
	Community Facilities								0	0	0	0			0
	Libraries								0	0	0	0			0
Community Services	Recreation Centres								0	0	0	0			0
	Primary Health Care Facilities								0	0	0	0			0
	Cemeteries								0	0	0	0			0
	Environmental Health								0	0	0	0			0
Environmental Management	Pollution Control								0	0	0	0			0
	By-laws								0	0	0	0			0
Legal	Licensing								0	0	0	0			0
	Fire & rescue								0	0	0	0			0
Emergency Services	Disaster Planning and Management								0	0	0	0			0
	Public Safety								0	0	0	0			0
Community Safety	Traffic Management								0	0	0	0			0
	Public Transport								0	0	0	0			0
Municipal Planning	LED/IDP/Urban Planning								0	0	0	0			0
	Land use management								0	0	0	0			0
Housing	Roads and Stormwater								0	0	0	0			0
	Solid Waste and Landfill								0	0	0	0			0
Technical Services	Water supply and waste water								0	0	0	0			0
	Electricity								0	0	0	0			0
Other (specify below)								0	0	0	0			0	
<b>TOTALS</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>



Employee qualification profile  
Employee qualification profile as at 30 June 2007

Employment category	Highest level qualifications held by employees														Total	Total													
	Below NQF 1		NQF 1		NQF 2		NQF 3		NQF 4		NQF 5		NQF 6				NQF 7		NQF 8		Unknown		Total						
	M	F	M	F	M	F	M	F	M	F	M	F	M	F			M	F	M	F	M	F	M	F					
<b>1. Legislators</b>																													
Executive Mayor																								0	0	0			
Mayor																											1	0	1
Local Government Legislators (Councilors)																											5	4	9
Traditional Leaders & Heads of Villages																											0	0	0
Other (specify below)																											0	0	0
<b>SUB-TOTALS</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5</b>	<b>3</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6</b>	<b>4</b>	<b>10</b>	
<b>1. Directors and Corporate Managers</b>																													
City/Municipal Manager																											1	0	1
General Managers																											0	0	0
Corporate Services Managers																											0	1	1
Finance Managers																											0	0	0
Human Resource Managers																											0	0	0
Policy and Planning Managers																											0	0	0
Engineering Managers																											2	0	2
Construction Managers																											0	0	0
ICT Managers																											0	0	0
Health, Welfare and Education Service Managers																											0	0	0
Commissioned Fire Officer																											0	0	0
Commissioned Police Officer (Metro/Traffic Police)																											0	0	0
Laboratory Managers																											0	0	0
Environment, Parks and Land Care Managers																											0	0	0
Sports Administrator or Manager																											0	0	0
Arts Administrator or Manager																											0	0	0
Sport and Recreation Managers																											0	0	0
Customer Services Managers																											0	0	0
Other (specify below)																											1	0	1
Community Services Manager																											1	0	1
<b>SUB-TOTALS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>1</b>	



