

RESPONSIBILITIES FOR DIRECTOR CORPORATE SERVICES

Corporate Services Department's core function is to provide support to all the Departments within the Siyancuma Municipality Coast Municipality to ensure efficient and effective delivery. It consists of nine (9) divisions, namely:-

1. Human Resources - is responsible for labour matters, recruitment and Selection and Staff benefits
2. Estate Administration - is responsible for the administration and management of all council owned properties, closure of road / lane and public open spaces, encroachment, leases and alienation of council owned land.
3. Housing
4. Administration - is responsible for minute taking for all Council meetings i.e Executive Committee, Council, Portfolio Committees and Sub-Committees. The division is also responsible for Council's municipal code, ensure efficient registry and switchboard operations
5. Douglas Holiday Resort – Leisure
6. Traffic Services – By Law enforcement and traffic services
7. Disaster Management
8. IDP – ensure community and other stakeholders inputs in the IDP processes
9. LED – is responsible for the development of our local economy, business/companies registration

Corporate services functions

- Human Resources
 - Skills Development and Training
 - Estates Administration
 - Meeting Administration
 - Records and Registry
 - Switchboard and Reception
- General Administration
 - Municipal Notices
 - Translation and Interpretation
 - Policies Register
 - Municipal Code
 - Ward Committees
 - Councillors Information