



POLICY 034/2018 RAADSBELEID

SUBJECT/ONDERWERP: **DELEGASIES**

REFERENCE/VERWYSING: **2.5.B**

RESOLUTION NR/BESLUIT NO: **19.1/06/2018 (RV)**

DATE/DATUM: **26 June 2018**

AMENDED RESOLUTION NO: **19.6/07/2018 (RV)**

DATE/DATUM: **31 Julie 2018**

AMENDED RESOLUTION NO: **14.3/09/2018 (RV)**

DATE/DATUM: **25 September 2018**

(Beleid is gewysig deur Beleide 35/2018 tot 38/2018 in te werk)

BELEIDSOOGMERK:

Om die delegasies en tekenmagtiging ten opsigte van amptenare te reël.

BELEIDSFILOSOFIE & BEGINSELS

Die Raad kan sekere bevoegdhede, verantwoordelikhede en funksies aan amptenare deleger en opdra vir afhandeling. Die beleid dra dus aan elke geïdentifiseerde amptenaar sekere take en funksies op. Die beleid maak ook voorsiening vir die delegering van mag aan sekere amptenare om sekere dokumentasie namens die Raad te onderteken.

RIGLYNE

A. Ten opsigte van Bevoegdhede

1. Die Raad deleger hiermee, in terme van relevante wetgewing, regulasies, beleidsbesluite en verordeninge, bevoegdhede, aan die Munisipale Bestuurder, in terme van artikel 59 van die Munisipale Stelsels Wet 32 van 2000.
2. Die Raad verleen verder hiermee magtiging aan die Munisipale Bestuurder om gemelde bevoegdhede te subdeleger aan die bekleërs van poste.
3. Enige verdere subdelegasie deur amptenare aan ander amptenare, kan slegs geskied met die vooraf goedkeuring deur die Munisipale Bestuurder.
4. In die afwesigheid van permanente posbkleërs, sal die bevoegdhede uitgevoer word deur die betrokke amptenaar wat waarneem in 'n tydelike kapasiteit in die relevante betrekking.

5. Die bevoegdhede moet nougeset ooreenkomstig huidige wetgewing/regulasies en goedgekeurde Raadsbeleide en –besluite geskied.
6. Rapportering (dus verantwoordbaarheid) betreffende gemelde delegasies geskied in terme van die hierargiese struktuur van Munisipaliteit Dawid Kruiper.

B. Ten opsigte van Tekenmagte

1. Dat die Raad, in terme van artikel 59 van die Munisipale Stelsels Wet 32 van 2000, asook artikel 79 van die Munisipale Finansiële Bestuurswet 56 van 2003, delegering van alle toepaslike tekenmagte aan die Munisipale Bestuurder, goedkeur.
2. Dat die Munisipale Bestuurder, ooreenkomstig artikel 59 van die Munisipale Stelsels Wet 32 van 2000, asook artikel 79 van die Munisipale Finansiële Bestuurswet 56 van 2003, tekenmagte aan die Direkteure, Afdelingshoofde en ander relevante amptenare subdelegeer, ten einde effektiewe funksionering van die administrasie te verseker.
3. Tekenmagte sal slegs toegestaan word nadat permanente aanstelling van 'n amptenaar bekragtig is ooreenkomstig die Raad se Aanstellingsbeleid, uitsluitend amptenare aangestel in terme van Artikel 57 van die Munisipale Strukture Wet 2000, (Wet 32 van 2000).

Die Munisipale Bestuurder mag egter, nadat sodanige persoon reeds vir 'n minimum tydperk van 1 maand reeds in diens is, volgens sy oordeel, tot en met 'n posvlak 5 aanstelling, wél tekenmagte toestaan aan 'n permanente aanstelling wat nog nie ooreenkomstig die Raad se aanstellingsbeleid bekragtig is nie.

4. Tekenmagtiging aan 'n betrokke amptenaar gedelegeer, is nie outomaties oordragbaar nie.

Waar vakante betrekkings ontstaan of tydelike afwesighede, die betrokke Direkteur, in oorleg met die Munisipale Bestuurder, tekenmagte verleen aan die amptenaar wat in gemelde poste waarneem, met dien verstande dat gemelde amptenaar volle verantwoordelikheid aanvaar vir transaksies gemagtig gedurende periode van waarneming.

5. Dat delegasies in terme van tekenmagte ooreenkomstig neergelegde wetgewing, regulasies, verordeninge en Raadsbesluite moet geskied.

PROSEDURE

Die volgende stappe moet gevolg word om die beleid toe te pas:

A. Ten opsigte van Bevoegdhede

1. Die Munisipale Bestuurder delegeer skriftelik bevoegdhede aan Direkteure, Afdelingshoofde en ander relevante amptenare. Sodanige tekenmagtiging moet (waar nodig) dienooreenkomstig op die elektroniese finansiële stelsel van die Raad aangebring word.

2. Die Munisipale Bestuurder en Direkteure moet hulself vergewis van bevoegdhede wat aan hulle, sowel as aan ander amptenare in hul onderskeie Direkorate, opgedra word.
3. Die Munisipale Bestuurder en Direkteure moet verseker dat die onderskeie hoofde vertrouwd is met die bevoegdhede wat aan hulle gedelegeer is en toesien dat dit uitgevoer word.

B. Ten opsigte van Tekenmagte

1. Die Munisipale Bestuurder delegeer skriftelik tekenmagte aan Direkteure, Afdelingshoofde en ander relevante amptenare. Sodanige tekenmagtiging moet (waar nodig) dienooreenkomstig op die elektroniese finansiële stelsel van die Raad aangebring word.
2. Sodra bekragtiging van 'n amptenaar se permanente aanstelling in terme van die Raad se aanstellingsbeleid geskied, stel die betrokke Direkteur die Senior Bestuurder Interne Oudit dienooreenkomstig skriftelik in kennis, ten einde tekenmagte, van toepassing op daardie betrokke amptenaar, te implementeer.
3. Indien 'n amptenaar waarneem in 'n vakante betrekking, stel die betrokke Direkteur, in oorleg met die Munisipale Bestuurder, die Senior Bestuurder Interne Oudit en Risikobestuur skriftelik in kennis, ten einde tekenmagte van toepassing op daardie betrokke amptenaar, te implementeer.
4. 'n Nuwe funksie/kostesentrum moet op die Raad se finansiële stelsel deur die Hoof Finansiële Beampte geskep word, indien skenkings vir 'n spesifieke doel ontvang word.
5. Waar 'n nuwe begrotingstoewysing geskep word moet die betrokke Direkteur, in oorleg met die Munisipale Bestuurder, bepaal watter amptenaar tekenmagte op daardie betrokke toewysing moet verkry.
6. Volledige maandelikse verslagdoening deur die Hoof Finansiële Beampte ten opsigte van finansiële transaksies binne 'n bepaalde afdeling/direktoraat gemagtig, moet, vir moniteringsdoeleindes, aan die betrokke Direkteur en Munisipale Bestuurder geskied.

ROLLE

1. Die Raad.
2. Die gedelegeerdes, soos vervat in die Bylae is verantwoordelik vir die uitoefening van die delegasies soos op hom/haar van toepassing.
3. Die onderskeie Direkteure is vir die opdatering van hierdie beleid verantwoordelik.
4. Die definisie "Direkteur" verwys ook na die Hoof Finansiële Beampte.

VERWANTE BELEID

1. Die Aanstellingsbeleid.
2. Die Voorkeurverkrygingsbeleid.
3. Relevante wetgewing.
4. Verordeninge van die Raad.

HERSIENING

Die beleid moet op 'n jaarlikse basis of wanneer die poste-struktuur van die Munisipaliteit gewysig word, hersien word.

HERROEPINGS/WYSIGINGS

Dat alle vorige besluite in die verband herroep word.

Toepaslike Wetgewing / Raadsbeleid / Verordening	Beskrywing/Bevoegdheid	Besluit No	Datum No	Delegeer aan	Subdelegasie	
DELEGASIES VOORTSPRUITEND UIT BELEIDE						
POLICY 01/2016	AUDIT COMMITTEE CHARTER POLICY	16/10.2/2016 (SCM)	26 October 2016	Replaced by Policy 6 of 2017		
POLICY 02/2016	INTERNAL AUDIT CHARTER	16/10.2/2016 (SCM)	26 October 2016	Replaced by Policy 6 of 2017		
POLICY 3/2016	AFSAAG VAN BOME OP PRIVAAT EIENDOMME VAN PERSONE WAT AS HULPBEHOEWEND REGISTREER IS	18/10.2/2016 (SCM)	26 October 2016			
	Opdatering			Munisipale Bestuurder	Direkteur Gemeenskapsdienste	Bestuurder: Parke
	Aanmelding			Wyksraadslid		
	Inspeksie			Munisipale Bestuurder	Direkteur Gemeenskapsdienste	Bestuurder: Parke
	Goedkeuring			Munisipale Bestuurder		
POLICY 4/2016	BENUTTING VAN SPORTTERREINE	19/10.2/2016 (SCM)	26 October 2016			
	Opdateering			Munisipale Bestuurder	Direkteur Gemeenskapsdienste	Bestuurder: Parke
	Toepassing			Munisipale Bestuurder	Direkteur Gemeenskapsdienste	Bestuurder: Parke
POLICY 5/2016	BOME OP MUNISIPALE EIENDOM	20/10.2/2016 (SCM)	26 October 2016			
	Opdateering			Munisipale Bestuurder	Direkteur Gemeenskapsdienste	Bestuurder: Parke
	Toepassing			Munisipale Bestuurder	Direkteur Gemeenskapsdienste	Bestuurder: Parke
POLICY 06/2016	GEBRUIK VAN MUNISIPALE SWEMBADDENS EN –TERREINE VIR BEIDE SPORT EN REKREASIEDOELEINDES	21/10.2/2016 (SCM)	26 October 2016			
	Opdateering			Munisipale Bestuurder	Direkteur Gemeenskapsdienste	Bestuurder: Parke
	Aansoeke			Munisipale Bestuurder	Direkteur Gemeenskapsdienste	Bestuurder: Parke
	Spesiale Versoeke			Munisipale Bestuurder		
	Toepassing			Munisipale Bestuurder	Direkteur Gemeenskapsdienste	Bestuurder: Parke
POLICY 07/2016	ARMLASTIGE (“PAUPER”) BEGRAWINGS	22/10.2/2016 (SCM)	26 October 2016			
	Opdateering			Munisipale Bestuurder	Direkteur Gemeenskapsdienste	Bestuurder: Parke
	Toepassing			Munisipale Bestuurder	Direkteur Gemeenskapsdienste	Bestuurder: Parke

Toepaslike Wetgewing / Raadsbeleid / Verordening	Beskrywing/Bevoegdheid	Besluit No	Datum No	Deleger aan	Subdelegasie	
POLICY 08/2016	BELEID INSAKE BEGRAAFPLASE	23/10.2/2016 (SCM)	26 October 2016			
	Opdateering			Munisipale Bestuurder	Direkteur Gemeenskapsdienste	Bestuurder: Parke
	Toepassing			Munisipale Bestuurder	Direkteur Gemeenskapsdienste	Bestuurder: Parke
POLICY 09/2016	BESKIKBAARSTELLING VAN MUNISIPALE PARKE VIR ANDER DOELEINDES AS VRYETYDBESTEDING	24/10.2/2016 (SCM)	26 October 2016			
	Opdateering			Munisipale Bestuurder	Direkteur Gemeenskapsdienste	Bestuurder Parke
	Toepassing			Munisipale Bestuurder	Direkteur Gemeenskapsdienste	Bestuurder Parke
POLICY 10/2016	VERSKAFFING VAN DEKORASIEPLANTE AAN REGERINGSINSTELLINGS, KERKE & SKOLE	25/10.2/2016 (SCM)	26 October 2016			
	Opdateering			Munisipale Bestuurder	Direkteur Gemeenskapsdienste	Bestuurder Parke
	Toepassing			Munisipale Bestuurder	Direkteur Gemeenskapsdienste	Bestuurder Parke
POLICY 11/2016	BESKIKBAARSTELLING VAN GRAFTE AAN HULPBEHOEWENDE PERSONE	26/10.2/2016 (SCM)	26 October 2016			
	Opdateering			Munisipale Bestuurder	Direkteur Gemeenskapsdienste	Bestuurder: Parke
	Aansoeke			Wyksraadslid		
	Meriete Gevalle			Munisipale Bestuurder		
	Toepassing			Munisipale Bestuurder	Direkteur Gemeenskapsdienste	Bestuurder: Parke
POLICY 12/2016	BELEID INSAKE SPORTGRONDE EN SWEMBADDENS SE GEBRUIK DEUR DIE MUNISIPALE RAAD OF AMPTENARE	27/10.2/2016 (SCM)	26 October 2016			
	Opdateering			Munisipale Bestuurder	Direkteur Gemeenskapsdienste	Bestuurder: Parke
	Toepassing			Munisipale Bestuurder	Direkteur Gemeenskapsdienste	Bestuurder: Parke
POLICY 13/2016	COMMUNITY LIBRARY INTERNET & COMPUTER USAGE POLICY	28/10.2/2016 (SCM)	26 October 2016			
	Updating			Municipal Manager	Director Community Services	Senior Librarian
	Application			Municipal Manager	Director Community Services	Senior Librarian

Toepaslike Wetgewing / Raadsbeleid / Verordening	Beskrywing/Bevoegdheid	Besluit No	Datum No	Delegeer aan	Subdelegasie	
POLICY 14/2016	VERHURING VAN PABALLELO BIBLIOTEEKSAAL	29/10.2/2016 (SCM)	26 October 2016	Replaced by Policy 1 of 2018		
POLICY 15/2016	AFHANDELING VAN VERKEERSBOETES VERKRY DEUR RAADSAMPTENARE	30/10.2/2016 (SCM)	26 October 2016			
	Opdateering			Munisipale Bestuurder	Direkteur Gemeenskapsdienste	Hoof Verkeersdienste
	Toepassing			Munisipale Bestuurder	Alle Direkteure	Hoof Verkeersdienste/Hoof Vlootbestuur & Meganiese Werkswinkel
POLICY 16/2016	AGTERVOLGING VAN BEWEERDE OOTREDERS DEUR VERKEERSBEAMPTES	31/10.2/2016 (SCM)	26 October 2016			
	Opdateering			Munisipale Bestuurder	Direkteur Gemeenskapsdienste	Hoof Verkeersdienste
	Toepassing			Munisipale Bestuurder	Direkteur Gemeenskapsdienste	Hoof Verkeersdienste
POLICY 17/2016	BESKERMENDE KLEREDRAG	32/10.2/2016 (SCM)	26 October 2016	Replaced by Policy 19/2018		
POLICY 18/2016	BESIKBAARSTELLING VAN ONGELUKSVERSLAE	33/10.2/2016 (SCM)	26 October 2016			
	Opdateering			Munisipale Bestuurder	Direkteur Gemeenskapsdienste	Hoof Verkeersdienste
	Toepassing			Munisipale Bestuurder	Direkteur Gemeenskapsdienste	Hoof Verkeersdienste
POLICY 19/2016	STRAATAFKONDIGINGS & OPTOGTE	34/10.2/2016 (SCM)	26 October 2016			
	Opdateering			Munisipale Bestuurder	Direkteur Gemeenskapsdienste	Hoof Verkeersdienste
	Aansoeke			Munisipale Bestuurder	Direkteur Gemeenskapsdienste	Hoof Verkeersdienste
	Goedkeurings			Munisipale Bestuurder	Direkteur Gemeenskapsdienste	
	Meriete Gevalle			Munisipale Bestuurder		
	Toepassing			Munisipale Bestuurder	Direkteur Gemeenskapsdienste	Hoof Verkeersdienste
POLICY 20/2016	BELEID INSAKE UNIFORMS (BRANDWEER, SEKURITEIT & VERKEER)	34/10.2/2016 (SCM)	26 October 2016			
	Opdateering			Munisipale Bestuurder	Direkteur Korporatiewe Dienste	Senior Bestuurder Menslike Hupbronne
	Begroting			Munisipale Bestuurder	Direkteur Gemeenskapsdienste	Hoof Brandweerdienste / Hoof Verkeersdienste / Hoof Sekuriteitsdienste

Toepaslike Wetgewing / Raadsbeleid / Verordening	Beskrywing/Bevoegdheid	Besluit No	Datum No	Delegeer aan	Subdelegasie	
	Registers			Munisipale Bestuurder	Direkteur Gemeenskapsdienste	Toesighouers
	Inspeksie			Munisipale Bestuurder	Direkteur Gemeenskapsdienste	Toesighouers
	Vervanging & Bewaring			Munisipale Bestuurder	Direkteur Gemeenskapsdienste	Toesighouers
	Vernietiging			Munisipale Bestuurder	Hoof Finansiële Beampte	Bestuurder Voorsieningskanaalbestuur
POLICY 21/2016	VRYSTELLING VAN PARKERING VIR GESTREMDE PERSONE	36/10.2/2016 (SCM)	26 October 2016			
	Opdateering			Munisipale Bestuurder	Direkteur Gemeenskapsdienste	Hoof Verkeersdienste
	Toepassing			Munisipale Bestuurder	Direkteur Gemeenskapsdienste	Hoof Verkeersdienste
POLICY 22/2016	PUBLIC PARTICIPATION POLICY	37/10.2/2016 (SCM)	26 October 2016			
	Updating			Municipal Manager	Senior Manager in the office of the Municipal Manager	Manager in the Office of the Executive Mayor & Speaker
	Render administrative support services to Ward Committees in terms of a secretariat function by the Customer Care staff.			Municipal Manager	Senior Manager in the office of the Municipal Manager	Manager in the Office of the Executive Mayor & Speaker
	Provide accommodation for Ward Committee Meetings within the relevant Council offices.			Municipal Manager	Senior Manager in the office of the Municipal Manager	Manager in the Office of the Executive Mayor & Speaker
	Provide Office equipment like access to fax machine, photo copiers, telephones and computers.			Municipal Manager	Senior Manager in the office of the Municipal Manager	Manager in the Office of the Executive Mayor & Speaker
	Any other administrative support as approved by the Municipal Manager in consultation with the Speakers to ensure the effective functioning of the Ward Committees.			Municipal Manager	Senior Manager in the office of the Municipal Manager	Manager in the Office of the Executive Mayor & Speaker
	Support the Ward Committees to implement their plans by using discretionary funds provided for in the budget.			Municipal Manager	Senior Manager in the office of the Municipal Manager	Manager in the Office of the Executive Mayor & Speaker
	Providing facilitation and support to Ward Committees using community development workers.			Municipal Manager	Director Corporate Services	Manager in the Office of the Executive Mayor & Speaker
	Provide appropriate training to Ward Committees.			Municipal Manager	Senior Manager in the office of the Municipal Manager	Senior Manager Human Resources
	Properly consider recommendations and proposal emanating from WBP and Ward Committees.			Municipal Manager	Senior Manager in the office of the Municipal Manager	Manager in the Office of the Executive Mayor & Speaker
POLICY 23/2016	PARTICIPATORY WARD COMMITTEE SYSTEM	38/10.2/2016 (SCM)	26 October 2016			

Toepaslike Wetgewing / Raadsbeleid / Verordening	Beskrywing/Bevoegdheid	Besluit No	Datum No	Delegeer aan	Subdelegasie	
	Updating			Municipal Manager	Senior Manager in the office of the Municipal Manager	Manager in the Office of the Executive Mayor & Speaker
	To serve as an official specialized participatory structure in the municipality.			Municipal Manager	Senior Manager in the office of the Municipal Manager	Manager in the office of the Executive Mayor & Speaker
	To create formal unbiased communication channels as well as co-operative partnerships between the community and the Council.			Council	Ward Councillor	Ward Committee
	To serve as a mobilizing agent for community action.			Council	Ward Councillor	Ward Committee
	No executive powers will be delegated to Ward Committee members.			Council		
POLICY 24/2016	AANVRA VAN DONASIES, BORGE & SKENKINGS	39/10.2/2016 (SCM)	26 October 2016			
	Opdateering			Munisipale Bestuurder	Senior Bestuurder in die Kantoor van die Munisipale Bestuurder	Bestuurder in die Kantoor van die Uitvoerende Burgemeester & Speaker
	Toepassing			Uitvoerende Burgemeester	Munisipale Bestuurder	Bestuurder in die Kantoor van die Uitvoerende Burgemeester & Speaker
POLICY 25/2016	ADMINISTRATIEWE GERECHTIGHEID: VERSKAFFING VAN REDES TOT BESLUIT VAN DIE RAAD	40/10.2/2016 (SCM)	26 October 2016			
	Opdateering			Munisipale Bestuurder	Direkteur Korporatiewe Dienste	Bestuurder Sekretariaat
	Toepassing			Munisipale Bestuurder	Direkteur Korporatiewe Dienste	Hoof/Senior Administratiewe Beampte Komitees
POLICY 26/2016	AANVRA VAN REGSADVIES	41/10.2/2016 (SCM)	26 October 2016			
	Opdatering			Munisipale Bestuurder	Direkteur Korporatiewe Dienste	Hoof/Senior Administratiewe Beampte Regsdienste
	Toepassing			Munisipale Bestuurder	Direkteur Korporatiewe Dienste	Hoof/Senior Administratiewe Beampte Regsdienste
POLICY 27/2016	WATER & SANITATION SERVICE STANDARD POLICY	44/10.2/2016 (SCM)	26 October 2016			
	Updating			Municipal Manager	Director Civil Engineering Services	
	Application			Municipal Manager	Director Civil Engineering Services	Control Technicians
POLICY 027/2016	WATER SERVICES INFRASTRUCTURE MAINTENANCE POLICY	42/10.2/2016 (SCM)	26 October 2016			
	Updating			Municipal Manager	Director Civil Engineering Services	

Toepaslike Wetgewing / Raadsbeleid / Verordening	Beskrywing/Bevoegdheid	Besluit No	Datum No	Delepeer aan	Subdelegasie	
	Application			Municipal Manager	Director Civil Engineering Services	Control Technicians
POLICY 028/2016	WATER & SANITATION SERVICE STANDARD POLICY	44/10.2/2016 (SCM)	26 October 2016			
	Updating			Municipal Manager	Director Civil Engineering Services	
	Application			Municipal Manager	Director Civil Engineering Services	Control Technicians
POLICY 029/2016	EXPANDED PUBLIC WORKS PROGRAMME (EPWP) – POLICY AND IMPLEMENTATION GUIDELINES	44/10.2/2016 (SCM)	26 October 2016			
	Updating			Municipal Manager	Director Civil Engineering Services	
	Application			Municipal Manager	Director Civil Engineering Services	Control Technicians
POLICY 30/2016	AANHOU VAN PLUIMVEE, VOËLS & DUIWE	45/10.2/2016 (SCM)	26 October 2016			
	Opdateering			Munisipale Bestuurder	Direkteur Ontwikkeling & Beplanning	Senior Bestuurder Stadsbeplanning & Boubeheer
	Toepassing			Munisipale Bestuurder	Direkteur Ontwikkeling & Beplanning	Boubeheerbeampte
POLICY 31/2016	BRUË OOR DIE BESPROEIINGSKANAAL	46/10.2/2016 (SCM)	26 October 2016			
	Opdateering			Munisipale Bestuurder	Direkteur Ontwikkeling & Beplanning	Senior Bestuurder Stadsbeplanning & Boubeheer
	Toepassing			Munisipale Bestuurder	Direkteur Ontwikkeling & Beplanning	Senior Bestuurder Stadsbeplanning & Boubeheer
POLICY 32/2016	INTERNE BEVORDERINGSBELEID VIR VERKEERSBEAMPTES GRAAD III-I	47/10.2/2016 (SCM)	26 October 2016			
	Opdateering			Munisipale Bestuurder	Direkteur Gemeenskapsdienste	Hoof Verkeersdienste
	Toepassing			Munisipale Bestuurder	Direkteur Gemeenskapsdienste	Hoof Verkeersdienste/Senior Bestuurder Menslike Hulpbronne
POLICY 33/2016	DRESS CODE FOR MEETINGS OF COUNCIL	17.1/11/2016 (CM)	25 November 2016			
	Updating			Municipal Manager	Director Corporate Services	Chief/Senior Administrative Official Legal Services
	Application			Speaker	Chairpersons of Committees	Municipal Manager

Toepaslike Wetgewing / Raadsbeleid / Verordening	Beskrywing/Bevoegdheid	Besluit No	Datum No	Delepeer aan	Subdelegasie	
Policy 34/2016	HANTERING VAN AANSOEKE OM TYDELIKE DRANKLISENSIES	17.2/11/2016 (RV)	25 November 2016			
	Opdateering			Munisipale Bestuurder	Direkteur Korporatiewe Dienste	Hoof/Senior Administratiewe Beampte Regsdienste
	Aansoeke			Munisipale Bestuurder	Direkteur Korporatiewe Dienste	Hoof/Senior Administratiewe Beampte Regsdienste
	Goedkeuring			Munisipale Bestuurder	Direkteur Korporatiewe Dienste	
	Uitsonderlike Gevalle			Raad		
	Afhandeling			Munisipale Bestuurder	Direkteur Korporatiewe Dienste	Hoof/Senior Administratiewe Beampte Regsdienste
Policy 35/2016	HANTERING VAN PETISIES WAT AAN DIE RAAD OORHANDIG WORD	17.3/11/2016 (RV)	25 November 2016	Munisipale Bestuurder		
	Opdateering			Munisipale Bestuurder	Senior Bestuurder in die Kantoor van die Munisipale Bestuurder	Bestuurder in die Kantoor van die Uitvoerende Burgemeester & Speaker
	Aansoeke			Munisipale Bestuurder	Direkteur Gemeenskapsdienste	Hoof Verkeersdienste
	Ontvangs			Speaker / Munisipale Bestuurder		
	Aanvra van Kommentaar			Munisipale Bestuurder	Senior Bestuurder in die Kantoor van die Munisipale Bestuurder	Bestuurder in die Kantoor van die Uitvoerende Burgemeester & Speaker
	Vorbereiding van Item vir Uitvoerende Burgemeesterskomitee			Munisipale Bestuurder	Senior Bestuurder in die Kantoor van die Munisipale Bestuurder	Bestuurder in die Kantoor van die Uitvoerende Burgemeester & Speaker
	Terugvoer			Munisipale Bestuurder	Senior Bestuurder in die Kantoor van die Munisipale Bestuurder	Bestuurder in die Kantoor van die Uitvoerende Burgemeester & Speaker
POLICY 36/2016	PARKEERVRYSTELLING	17.4/11/2016 (RV)	25 November 2016			
	Opdateering			Munisipale Bestuurder	Direkteur Gemeenskapsdienste	Hoof Verkeersdienste
	Toepassing			Munisipale Bestuurder	Direkteur Gemeenskapsdienste	Hoof Verkeersdienste
POLICY 37/2016	SLEUTELBEHEER	17.5/11/2016 (RV)	25 November 2016			
	Opdateering			Munisipale Bestuurder	Direkteur Gemeenskapsdienste	Senior Bestuurder Beskermingsdienste
	Register			Munisipale Bestuurder	Alle Direkteure	Afdelingshoofde
	Uitreiking van Sleutels			Munisipale Bestuurder	Alle Direkteure	Afdelingshoofde
	Verlore Sleutels			Munisipale Bestuurder	Alle Direkteure	Afdelingshoofde

Toepaslike Wetgewing / Raadsbeleid / Verordening	Beskrywing/Bevoegdheid	Besluit No	Datum No	Delegeer aan	Subdelegasie	
	Nooduitgang Sleutels			Munisipale Bestuurder	Direkteur Gemeenskapsdienste	
POLICY 38/2016	EMAIL ADDRESS ALLOCATION AND NAMING POLICY	17.6/11/2016 (CM)	25 November 2016			
	Updating			Municipal Manager	Chief Financial Officer	Manager ITC
	Application			Municipal Manager	Chief Financial Officer	Manager ITC
POLICY 39/2016	IT BACKUP POLICY	17.7/11/2016 (CM)	25 November 2016			
	Updating			Municipal Manager	Chief Financial Officer	Manager ITC
	Application			Municipal Manager	Chief Financial Officer	Manager ITC
POLICY 40/2016	IT CHANGE MANAGEMENT POLICY	17.8/11/2016 (CM)	25 November 2016			
	Updating			Municipal Manager	Chief Financial Officer	Manager ITC
	Application			Municipal Manager	Chief Financial Officer	Manager ITC
POLICY 41/2016	IT OPERATING SYSTEM SECURITY CONTROLS POLICY	17.9/11/2016 (CM)	25 November 2016			
	Updating			Municipal Manager	Chief Financial Officer	Manager ITC
	Application			Municipal Manager	Chief Financial Officer	Manager ITC
POLICY 42/2016	IT PATCH MANAGEMENT POLICY	17.10/11/2016 (CM)	25 November 2016			
	Updating			Municipal Manager	Chief Financial Officer	Manager ITC
	Application			Municipal Manager	Chief Financial Officer	Manager ITC
POLICY 43/2016	IT SECURITY CONTROLS POLICY	17.11/11/2016 (CM)	25 November 2016			
	Updating			Municipal Manager	Chief Financial Officer	Manager ITC
	Application			Municipal Manager	All Directors	
POLICY 44/2016	IT USER ACCOUNT MANAGEMENT POLICY	17.12/11/2016 (CM)	25 November 2016			
	Updating			Municipal Manager	Chief Financial Officer	Manager ITC
	Application			Municipal Manager	All Directors	
POLICY 45/2016	IT DISASTER MANAGEMENT POLICY	17.13/11/2016 (CM)	25 November 2016			
	Updating			Municipal Manager	Chief Financial Officer	Manager ITC

Toepaslike Wetgewing / Raadsbeleid / Verordening	Beskrywing/Bevoegdheid	Besluit No	Datum No	Delekeer aan	Subdelegasie	
	Application			Municipal Manager	Chief Financial Officer	Manager ITC
POLICY 46/2016	IT-DISASTER RECOVERY PLAN	17.14/11/2016 (CM)	25 November 2016			
	Updating			Municipal Manager	Chief Financial Officer	Manager ITC
	Application			Municipal Manager	Chief Financial Officer	Manager ITC
POLICY 47/2016	MUNICIPAL CORPORATE GOVERNANCE OF ITC	17.15/11/2016 (CM)	25 November 2016			
	Updating			Municipal Manager	Chief Financial Officer	Manager ITC
	Application			Municipal Manager	Chief Financial Officer	Manager ITC
POLICY 48/2016	HANDEKENINGMAGTIGINGS VAN MUNISIPALE TJEKS EN ELEKTRONIESE BETALINGS	17.16/11/2016 (RV)	25 November 2016			
	Opdateering			Munisipale Bestuurder	Hoof Finansiële Beampte	
	Toepassing			Munisipale Bestuurder	Hoof Finansiële Beampte	Senior Bestuurder: Finansiële & Batebestuur / Bestuurder: Heffings & Invorderings / Bestuurder: Voorsieningskanaalbestuur / Bestuurder: Finansiële Verslagdoening / Snr Rekenmeester: Debiteure & Inkomste / Snr Rekenmeester: Salaries en
POLICY 49/2016	VEILING VAN RAADSEIENDOM	17.17/11/2016 (RV)	25 November 2016			
	Opdateering			Munisipale Bestuurder	Hoof Finansiële Beampte	Bestuurder Voorsieningskanaalbestuur
	Toepassing			Munisipale Bestuurder	Hoof Finansiële Beampte	Bestuurder Voorsieningskanaalbestuur
POLICY 50/2016	SELLULÊRE TELEFOON VIR AMPTENARE IN SLEUTELPOSTE	17.18/11/2016 (RV)	25 November 2016			
	Opdateering			Munisipale Bestuurder	Hoof Finansiële Beampte	Bestuurder Bates
	Toepassing			Munisipale Bestuurder	Alle Direkteure	Bestuurder Bates
POLICY 51/2016	CASH MANAGEMENT & INVESTMENT POLICY	17.19/11/2016 (CM)	25 November 2016	Municipal Manager	Chief Financial Officer	Manager Financial Reporting
	Updating			Municipal Manager	Chief Financial Officer	Manager Financial Reporting
	Application					

Toepaslike Wetgewing / Raadsbeleid / Verordening	Beskrywing/Bevoegdheid	Besluit No	Datum No	Delegeer aan	Subdelegasie	
POLICY 52/2016	VIREMENT POLICY	17.20/11/2016 (CM)	25 November 2016			
	Updating			Municipal Manager	Chief Financial Officer	
	Application			Municipal Manager	All Directors	
POLICY 53/2016	SUPPLY CHAIN MANAGEMENT POLICY	17.21/11/2016 (CM)	25 November 2016			
	Updating			Municipal Manager	Chief Financial Officer	Manager Supply Chain Management
	Application			Municipal Manager	All Directors	
POLICY 54/2016	TRAVEL & SUBSISTENCE POLICY	21/11/2016 (CM)	25 November 2016			
	Updating			Municipal Manager	Chief Financial Officer	
	Application			Municipal Manager	All Directors	
POLICY 055/2016	PERFORMANCE MANAGEMENT FRAMEWORK	17/10.2/2016 (SCM)	26 October 2016			
	Updating			Municipal Manager	Senior Manager in the Officer of the Municipal Manager	Manager PMS
	Application			Municipal Manager	Senior Manager in the Officer of the Municipal Manager	Manager PMS
POLICY 01/2017	CUSTOMER CARE, CREDIT CONTROL AND DEBT COLLECTION POLICY	18/02/2017 (RV)	28 February 2017	Replaced by Policy 49 of 2017		
POLICY 02/2017	INDIGENT MANAGEMENT POLICY	19/02/2017 (RV)	28 February 2017	Replaced by Policy 50 of 2017		
POLICY 03/2017	POLICY FRAMEWORK	22.4/02/2017 (RV)	28 February 2017			
	Updating			Municipal Manager	Director Corporate Services	
	Ensures that all Policies / Procedures / Guidelines developed in their area of responsibility meet the requirements at this Framework			Municipal Manager	All Directors	Director Corporate Services/Senior Manager Policy & Research
	Ensures that appropriate consultation has taken place before seeking formal approval for any new Policies / Procedures / Guidelines / Codes of Practice.			Municipal Manager	All Directors	Director Corporate Services/Senior Manager Policy & Research
	Ensures that a record of issues relating to Policies / Procedures / Guidelines / Codes of Practice in their area is maintained, to be used to inform subsequent policy reviews.			Municipal Manager	All Directors	Director Corporate Services/Legal Services Unit

Toepaslike Wetgewing / Raadsbeleid / Verordening	Beskrywing/Bevoegdheid	Besluit No	Datum No	Deleger aan	Subdelegasie	
	Conducts Policy reviews as required by the Framework to ensure that these Policies / Procedures /Guidelines / Codes of Practice in their area are accurate, widely understood and achieving their intended purpose.			Municipal Manager	All Directors	Director Corporate Services/Senior Manager Policy & Research Director Corporate Services/Legal Services Unit
	Ensures policy content that needs revision is edited and re-posted in the Policy Database. The Responsible Officer may choose to undertake training to edit Policy / Procedure / Guideline / Code of Practice content themselves, or delegate responsibility for editing content to a suitably trained administrative staff member.			Municipal Manager	All Directors	Director Corporate Services/Senior Manager Policy & Research
	Maintains oversight of all Policies / Procedures / Guidelines / Codes of Practice within their portfolio of responsibilities that are published in the Policy Database.			Municipal Manager	All Directors	Senior Manager Policy & Research
	Acts as a source of information on the Policies / Procedures / Guidelines / Codes of Practice in their area.			Municipal Manager	Director Corporate Services	Senior Manager Policy & Research
POLICY 04/2017	ASSET MANAGEMENT POLICY	19.5/03/2017	30 March 2017			
	Updating			Municipal Manager	Chief Financial Officer	Manager Asset Management
	Application			Municipal Manager	All Directors	
POLICY 05/2017	AUDIT COMMITTEE CHARTER	13.1/04/2017	25 April 2017		REPLACED BY POLICY 13/2018	
POLICY 06/2017	INTERNAL AUDIT CHARTER	13.2/04/2017	25 April 2017		REPLACED BY POLICY 14/2018	
POLICY 07/2017	FLEET MANAGEMENT POLICY	13.3/04/2017	25 April 2017			
	Updating			Municipal Manager	Director Electro-Mechanical Services	Chief Mechanical Workshop
	Transport of Participants in Motor Scheme in Council Vehicles			Municipal Manager	All Directors / Fleet Management	
	Usage of Vehicles			Municipal Manager	All Directors	Drivers
	Professional Driving Permits			Municipal Manager	All Directors	Drivers
	Inspection of Vehicles			Municipal Manager	All Directors	Drivers
	Use of Vehicles outside Jurisdiction Area			Municipal Manager	All Directors / Fleet Management	
	Damage/Loss/Theft			Municipal Manager	All Directors	Drivers
	Vehicles not stored on Municipal Property			Municipal Manager	All Directors / Fleet Management	
	Vehicle/Equipment/Tyre Replacement			Municipal Manager	Director Electro-Mechanical Services	Chief Mechanical Workshop

Toepaslike Wetgewing / Raadsbeleid / Verordening	Beskrywing/Bevoegdheid	Besluit No	Datum No	Delegeer aan	Subdelegasie	
	Appearance of Vehicles			Municipal Manager	All Directors	Drivers
	Servicing of Vehicles			Municipal Manager	Director Electro-Mechanical Services	Chief Mechanical Workshop
	Roadworthiness			Municipal Manager	All Directors	Drivers
	Identification of Municipal Vehicles			Municipal Manager	All Directors	Drivers
	Accidents			Municipal Manager	All Directors	Drivers
	Insurance of Vehicles			Municipal Manager	Chief Financial Officer	Manager Assets
	Application			Municipal Manager	Director Electro-Mechanical Services	Chief Mechanical Workshop
POLICY 09/2017	VOORUITBETAAL ELEKTRIESE METERS	13.5/04/2017	25 April 2017			
	Opdateering			Munisipale Bestuurder	Direkteur Elektro-Meganiese Dienste	
	Toepassing			Munisipale Bestuurder	Direkteur Elektro-Meganiese Dienste	
POLICY 10/2017	INSPEKSIE VAN VOORUITBETAAL ELEKTRIESE ENERGIE METERS	13.6/04/2017	25 April 2017			
	Opdateering			Munisipale Bestuurder	Direkteur Elektro-Meganiese Dienste	
	Toepassing			Munisipale Bestuurder	Direkteur Elektro-Meganiese Dienste	
POLICY 11/2017	VERVANGING EN HERSTEL VAN VOORAFVERVAARDIGDE ELEKTRIESE DISTRIBUSIE PANELE ("READY BOARDS") IN HUISE VAN HULPBEHOEWENDE VERBRUIKERS	13.7/04/2017	25 April 2017			
	Opdateering			Munisipale Bestuurder	Direkteur Elektro-Meganiese Dienste	
	Toepassing			Munisipale Bestuurder	Direkteur Elektro-Meganiese Dienste	
POLICY 12/2017	LIDMAATSKAP VAN MEDIESE SKEMAS	13.8/04/2017	25 April 2017			
	Opdateering			Munisipale Bestuurder	Direkteur Korporatiewe Dienste	Senior Bestuurder Menslike Hulpbronne
	Toepassing			Munisipale Bestuurder	Direkteur Korporatiewe Dienste	Senior Bestuurder Menslike Hulpbronne
POLICY 13/2017	OORTYD- EN BYSTANDSBELEID	13.9/04/2017	25 April 2017			
	Opdateering			Munisipale Bestuurder	Direkteur Korporatiewe Dienste	Senior Bestuurder Menslike Hulpbronne
	Bepande Oortyd					
	Aansoeke			Munisipale Bestuurder	Alle Direkteure	
	Goedkeuring			Munisipale Bestuurder		

Toepaslike Wetgewing / Raadsbeleid / Verordening	Beskrywing/Bevoegdheid	Besluit No	Datum No	Delepeer aan	Subdelegasie	
	Onbepaalde Oortyd					
	Aansoeke			Munisipale Bestuurder	Alle Direkteure	Afdelingshoofde
	Goedkeuring			Munisipale Bestuurder		
	Toepassing			Munisipale Bestuurder	Alle Direkteure	Senior Bestuurder Menslike Hulpbronne
POLICY 14/2017	OPLEIDING-, ONTWIKKELING- EN LEERBELEID	13.11/04/2017	25 April 2017			
	Opdateering			Munisipale Bestuurder	Direkteur Korporatiewe Dienste	Senior Bestuurder Menslike Hulpbronne
	Rolverdeling					
	Bepaal Beleid			Raad		
	Befondsing			Raad		
	Oorweging van Verslae			Raad		
	Aanwys van Munisipale Verteenwoordigers op Menslike Hulpbronne Komitee			Raad		
	Goedkeuring van WSP			Raad		
	Regstellende Maatreëls			Raad		
	Bepaling van Opleidingsbehoefte van Raadslede			Speaker		
	Koördinerende van leergeleenthede vir Raadslede			Speaker		
	Evaluasie van Programme			Speaker		
	Verslagdoening oor Raadslede Opleiding			Speaker		
	Oorweging van Verslae en aanbeveling na Raad			Uitvoerende Burgemeesterskomitee		
	Adviseer rakende maak en wysiging van Opleidingsbeleid			Uitvoerende Burgemeesterskomitee		
	Toesig oor Beheer van Opleidingsbeleid			Uitvoerende Burgemeesterskomitee		
	Oorweging van WSP			Uitvoerende Burgemeesterskomitee		
	Advies rakende Regstellende Maatreëls			Uitvoerende Burgemeesterskomitee		
	Plaas van Fondse op Konsepbegroting			Uitvoerende Burgemeesterskomitee		
	Vaardighedsoudits			Menslike Hulpbronne Komitee		
	Koördineer & Integreer Opleidingsaktiwiteite			Menslike Hulpbronne Komitee		
	Goedkeuring van deelname aan werknemerstudies			Munisipale Bestuurder		
	Hantering van dispute			Munisipale Bestuurder		
	Aanstelling van Mentor/Afrigter			Munisipale Bestuurder		
	Goedkeuring van leerprogramme & bywoning			Munisipale Bestuurder		

Toepaslike Wetgewing / Raadsbeleid / Verordening	Beskrywing/Bevoegdheid	Besluit No	Datum No	Delegeer aan	Subdelegasie	
	Administrasie van opleiding van raadslede & werknemers			Munisipale Bestuurder	Direkteur Korporatiewe Dienste	Senior Bestuurder Menslike Hulpbronne
	Opstel en voorbereiding van WSP			Munisipale Bestuurder	Direkteur Korporatiewe Dienste	Senior Bestuurder Menslike Hulpbronne
	Opstel van Opleidingskodule			Munisipale Bestuurder	Direkteur Korporatiewe Dienste	Senior Bestuurder Menslike Hulpbronne
	Rapportering oor deelname aan opleidingsprogramme ens.			Munisipale Bestuurder	Direkteur Korporatiewe Dienste	Senior Bestuurder Menslike Hulpbronne
	Hersiening van Indiensnemings- en opleidingspraktyke			Munisipale Bestuurder	Direkteur Korporatiewe Dienste	Senior Bestuurder Menslike Hulpbronne
	Voorsiening van Opleidingsbehoefte in Begroting			Munisipale Bestuurder	Alle Direkteure	Afdelingshoofde
	Identifisering van Opleidingsbehoefte			Munisipale Bestuurder	Alle Direkteure	Afdelingshoofde
	Oorweging & Goedkeuring van Studie-, eksamen & klasbywoningsverlof			Munisipale Bestuurder	Alle Direkteure	Afdelingshoofde
	Toepassing			Munisipale Bestuurder	Alle Direkteure	
POLICY 15/2017	UITDIENSTREDE	13.12/04/2017	25 April 2017			
	Opdateering			Munisipale Bestuurder	Direkteur Korporatiewe Dienste	Senior Bestuurder Menslike Hulpbronne
	Toestemming vir korter tydperk as voorgeskryf			Munisipale Bestuurder		
	Terugtrekking van bedanking of weiering daarvan			Munisipale Bestuurder		
	Uitstel van aftrede			Munisipale Bestuurder		
	Toepassing			Munisipale Bestuurder	Direkteur Korporatiewe Dienste	Senior Bestuurder Menslike Hulpbronne
POLICY 16/2017	VERLOFBELEID	13.13/04/2017	25 April 2017			
	Opdateering			Munisipale Bestuurder	Direkteur Korporatiewe Dienste	Senior Bestuurder Menslike Hulpbronne
	Toepassing			Munisipale Bestuurder	Alle Direkteure	Afdelingshoofde/Toesighouers
POLICY 17/2017	RECORDS MANAGEMENT POLICY	13.14/04/2017	25 April 2017			
	Updating			Municipal Manager	Director Corporate Services	Manager Secretariat
	Application			Municipal Manager	All Directors	
POLICY 18/2017	REGISTRY PROCEDURE MANUAL	13.15/04/2017	25 April 2017			
	Updating			Municipal Manager	Director Corporate Services	Manager Secretariat
	Application			Municipal Manager	All Directors	
POLICY 19/2017	HANDTEKENINGMAGTIGING VAN MUNISIPALE TJEKS EN BANKTRANSAKSIES	13.16/04/2017	25 April 2017			
	Opdateering			Munisipale Bestuurder	Hoof Finansiële Beampte	

Toepaslike Wetgewing / Raadsbeleid / Verordening	Beskrywing/Bevoegdheid	Besluit No	Datum No	Deleger aan	Subdelegasie	
	Toepassing			Munisipale Bestuurder	Hoof Finansiële Beampte	Snr Best: Finansiële en Batebestuur / Best: Heffings en Invorderings / Voorsienings-kanaalbestuur / Finansiële Verslagdoening / Debiteure & Inkomste / Salarisse en Krediteure / Finansiële Bestuur
POLICY 20/2017	SUPPLY CHAIN POLICY	13.19/04/2017	25 April 2017			
	Updating			Municipal Manager	Chief Financial Officer	Manager Supply Chain Management
	Application			Municipal Manager	All Directors	Supply Chain Unit
POLICY 021/2017	ANTI-FRAUD AND CORRUPTION PLAN	13.24/04/2017	25 April 2017			
	Updating			Municipal Manager	Senior Manager in the Office of the Municipal Manager	Manager Anti-Fraud & Corruption Unit
	Application			Municipal Manager	All Directors	Anti-Fraud & Corruption Unit
POLICY 022/2017	TYDELIKE SLUITING VAN STRATE/STRAATGEDEELTES MET DIE OOG OP FONDSINSAMELINGS	13.25/04/2017	25 April 2017			
	Opdatering			Munisipale Bestuurder	Direkteur Gemeenskapsdienste	Hoof Verkeersdienste
	Toepassing			Munisipale Bestuurder	Direkteur Gemeenskapsdienste	Hoof Verkeersdienste
POLICY 023/2017	VERGOEDING VIR ASEMSIFTINGSTOETSE	13.26/04/2017	25 April 2017			
	Opdatering			Munisipale Bestuurder	Direkteur Gemeenskapsdienste	Hoof Verkeersdienste
	Toepassing			Munisipale Bestuurder	Direkteur Gemeenskapsdienste	Hoof Verkeersdienste.
POLICY 024/2017	PLASING VAN WETLIKE KENNISGEWINGS	13.27/04/2017	25 April 2017			
	Opdatering			Munisipale Bestuurder	Direkteur Korporatiewe Dienste	Bestuurder Sekretariaat
	Toepassing			Munisipale Bestuurder	Alle Direkteure	Hoof/Senior Administratiewe Beampte Komitees
POLICY 025/2017	AANWYSING VAN ALTERNATIEWE LEDE VAN VASTE KOMITEES	13.28/04/2017	25 April 2017			
	Opdatering			Munisipale Bestuurder	Direkteur Korporatiewe	Bestuurder Sekretariaat
	Toepassing			Speaker	Alle Raadslede	

Toepaslike Wetgewing / Raadsbeleid / Verordening	Beskrywing/Bevoegdheid	Besluit No	Datum No	Delegeer aan	Subdelegasie	
POLICY 026/2017	HUIS-TOT-HUIS KOLLEKTES	13.29/04/2017	42850			
	Opdatering			Munisipale Bestuurder	Direkteur Korporatiewe Dienste	Bestuurder Sekretariaat
	Toepassing			Munisipale Bestuurder	Direkteur Korporatiewe	Administratiewe Beampte Graad II
POLICY 027/2017	KOÖPTERING VAN RAADSLEDE OP SPESIALE KOMITEEVERGADERINGS WAAR DAAR NIE 'N KWORUM AANWESIG IS NIE	13.30/04/2017	25 April 2017			
	Opdateering			Munisipale Bestuurder	Direkteur Korporatiewe	Bestuurder Sekretariaat
	Toepassing			Speaker	Munisipale Bestuurder	
POLICY 028/2017	POLICY ON NAME CHANGES IN THE DAWID KRUIPER MUNICIPAL AREA	13.31/04/2017	25-Apr-17			
	Updating			Municipal Manager	Director Corporate Services	Manager Secretariat
	Databasis of Street names			Municipal Manager	Director Development & Planning	Senior Manager Town Planning & Building Control
	Applications			Municipal Manager	Director Corporate Services	Manager Secretariat
	Public Hearings			Municipal Manager	Senior Manager in the Office of the Municipal Manager	Manager in the Office of the Executive Mayor & Speaker
POLICY 029/2017	ONDERHOUDE BY WERKSESSIE VAN DIE RAAD	13.32/04/2017	25 April 2017			
	Opdateering			Munisipale Bestuurder	Direkteur Korporatiewe Dienste	Hoof/Senior Administratiewe Beampte (Komitees)
	Toepassing			Speaker	Direkteur Korporatiewe Dienste	Hoof/Senior Administratiewe Beampte (Komitees)
POLICY 030/2017	PLAAS VAN TAFELS EN STOELE-, UITSTAL VAN GOEDERE- EN BRAAI VAN PRODUKTE OP SYPAADJIES	13.33/04/2017	25 April 2017			
	Opdateering			Munisipale Bestuurder	Direkteur Korporatiewe Dienste	Bestuurder Sekretariaat
	Aansoeke			Munisipale Bestuurder	Direkteur Korporatiewe Dienste	Bestuurder Sekretariaat
	Aanvra van Kommentaar			Munisipale Bestuurder	Direkteur Korporatiewe Dienste	Bestuurder Sekretariaat
	Item na Handelslisensiekomitee			Munisipale Bestuurder	Direkteur Korporatiewe Dienste	Bestuurder Sekretariaat
	Afhandeling			Munisipale Bestuurder	Direkteur Korporatiewe	Bestuurder Sekretariaat
POLICY 31/2017	RISK MANAGEMENT POLICY	14.1/05/2017 (RV)	30 MAY 2017	REPLACED BY POLICY 08/2018		
POLICY 33/2017	RISK MANAGEMENT COMMITTEE CHARTER	14.1/05/2017 (SCM)	31 MAY 2017	REPLACED BY POLICY 010/2018		

Toepaslike Wetgewing / Raadsbeleid / Verordening	Beskrywing/Bevoegdheid	Besluit No	Datum No	Deleger aan	Subdelegasie	
POLICY 34/2017	RISK MANAGEMENT FRAMEWORK	14.1/05/2017 (SCM)	30 MAY 2017		REPLACED BY POLICY 11/2018	
POLICY 35/2017	RISK MANAGEMENT IMPLEMENTATION PLAN	14.2/05/30 (SCM)	30 MAY 2017		REPLACED BY POLICY 12/2018	
POLICY 36/2017	ELECTRONIC COMMUNICATION POLICY	14.3/05/2017 (SCM)	30 MAY 2017			
	Updating			Municipal Manager	Chief Financial Officer	Manager ITC
	Inform and educate Users on the access to and use of Dawid Kruiper's Communication Facilities and Equipment.			Council		
	Create rules for the access to and use of Dawid Kruiper's Communication Facilities and Equipment.			Municipal Manager	Chief Financial Officer	Manager ITC
	Provide for the Interception of Communications Provide for disciplinary action against Users who fail to comply with this Policy.			Municipal Manager	Chief Financial Officer	Manager ITC
	Ensure and maintain the value and integrity of the			Municipal Manager	Chief Financial Officer	
POLICY 37/2017	WEBSITE TERMS & CONDITIONS	14.4/05/2017 (SCM)	30 MAY 2017	Municipal Manager	Chief Financial Officer	Manager ITC
	Updating			Municipal Manager	Director Corporate Services	Chief Communications
	Application					
POLICY 38/2017	E-MAIL LEGAL NOTICE	14.5/05/2017 (SCM)	30 MAY 2017			
	Updating			Municipal Manager	Chief Financial Officer	Manager ITC
	Application			Municipal Manager	Chief Financial Officer	Manager ITC
POLICY 39/2017	TUCKSHOP POLICY	15.3/05/2017 (CM)	30 MAY 2017			
	Updating			Municipal Manager	Director Development & Planning	Manager LED, Tourism & Resorts
	Application			Municipal Manager	Director Development & Planning	Local Economic Development Unit
	Fire Safety Inspections			Municipal Manager	Director Community Services	Chief Fire Services
	Electricity Inspections			Municipal Manager	Director Electro-Mechanical Services	
	Law Enforcement			Municipal Manager	Director Community Services	Chief Security Services
	Monitoring & Compliance			Municipal Manager	Director Development & Planning	Manager LED, Tourism & Resorts
	Business License Application			Municipal Manager	Director Corporate Services	Chief/Senior Administrative Official Committees
POLICY 40/2017	BESIGHEIDSKONTINUITSPLAN	15.2/.5/2017 (RV)	30 Mei 2017		REPLACED BY POLICY 16/2018	

Toepaslike Wetgewing / Raadsbeleid / Verordening	Beskrywing/Bevoegdheid	Besluit No	Datum No	Deleger aan	Subdelegasie	
POLICY 41/2017	GRATIS GEBRUIK VAN SPORT-ONTSPANNINGSGRONDE EN SWEMBADDENS DEUR DIE MUNISIPALE RAAD OF SY AMPTENARE ASOOK ANDER GOEDGEKEURDE GEBRUIKERS	15.4/05/2017 (RV)	30 Mei 2017			
	Opdateering			Munisipale Bestuurder	Direkteur Gemeenskapsdienste	Bestuurder Parke
	Aansoek			Munisipale Bestuurder	Alle Direkteure	
	Inspeksie			Munisipale Bestuurder	Direkteur Gemeenskapsdienste	Bestuurder Parke
	Goedkeuring			Munisipale Bestuurder		
POLICY 42/2017	LAND DISPOSAL POLICY	15.5/05/2017 (SCM)	30 MAY 2017			
	Updating			Municipal Manager	Director Corporate Services	Manager Secretariat
	Applications			Municipal Manager	Director Corporate Services	Manager Secretariat
	Requesting Inputs			Municipal Manager	Director Corporate Services	Manager Secretariat
	Item to Council			Municipal Manager	Director Corporate Services	Manager Secretariat
	Advertisements			Municipal Manager	Director Corporate Services	Manager Secretariat
	Tenderdocuments			Municipal Manager	Director Corporate Services	Manager Secretariat
	Valuations			Municipal Manager	Director Corporate Services	Manager Secretariat
	Approval of Negotiation Price			Municipal Manager	Tender Adjudication Committee	
	Approval of Purchase Price and -Conditions			Municipal Manager	Tender Adjudication Committee	
	Purchase Agreements			Municipal Manager	Director Corporate Services	Head Legal Services
	Notification to other Departments			Municipal Manager	Director Corporate Services	Head Legal Services
	Application					
POLICY 43/2017	VOORSIENING VAN ROOIGROND	15.8/05/2017 (RV)	30 Mei 2017			
	Opdateering			Munisipale Bestuurder	Direkteur Siviele Ingenieursdienste	
	Aankope			Munisipale Bestuurder	Direkteur Siviele Ingenieursdienste	
	Meriete Aansoeke			Munisipale Bestuurder	Senior Bestuurder in die Kantoor van die Munisipale Bestuurder	Bestuurder in die Kantoor van die Uitvoerende Burgemeester & Speaker
POLICY 44/2017	DELEGASIES	27.2/06/2017 (RV)	30 Junie 2017			
	Opdateering			Munisipale Bestuurder	Direkteur Korporatiewe Dienste	Hoof/Senior Administratiewe Beampte Regsdienste
	Toepassing			Speaker	Raadslede	
				Munisipale Bestuurder	Alle Direkteure	Afdelingshoofde/Toesighouers

Toepaslike Wetgewing / Raadsbeleid / Verordening	Beskrywing/Bevoegdheid	Besluit No	Datum No	Delegeer aan	Subdelegasie	
POLICY 45/2017	OORSKAKELING VAN BOGRONDSE ELEKTRIESE AANSLUITINGS NA ONDERGRONDSE AANSLUITINGS	13.4/04.2017 (RV)	25 April 2017			
	Opdateering			Munisipale Bestuurder	Direkteur Elektro-Meganiese Dienste	
	Toepassing			Munisipale Bestuurder	Direkteur Elektro-Meganiese Dienste	
POLICY 46/2017	OORSKRYDINGSBELEID	27.3/06/201 (RV)	30 Junie 2017			
	Opdateering			Munisipale Bestuurder	Direkteur Korporatiewe Dienste	Hoof/Senior Administratiewe Beampte Regsdienste
	Kennisgewing			Munisipale Bestuurder	Direkteur Ontwikkeling & Beplanning	Boubeheerbeampte
	Uitreiking van oorskrydingspermit			Munisipale Bestuurder	Direkteur Korporatiewe Dienste	Hoof/Senior Administratiewe Beampte Regsdienste
	Uitreiking van Heffingsadvies			Munisipale Bestuurder	Direkteur Korporatiewe Dienste	Hoof/Senior Administratiewe Beampte Regsdienste
	Bevestiging van voortbestaan van oorskryding			Munisipale Bestuurder	Direkteur Ontwikkeling & Beplanning	Boubeheerbeampte
POLICY 47/2017	SKRAAP VAN OOP RUIMTES	15.7/05/2017 (RV)	30 Mei 2017			
	Opdateering			Munisipale Bestuurder	Direkteur Siviele Ingenieursdienste	
	Aansoeke			Munisipale Bestuurder	Senior Bestuurder in die Kantoor van die Munisipale Bestuurder	Bestuurder in die Kantoor van die Uitvoerende Burgemeester & Speaker
	Toepassing			Munisipale Bestuurder	Direkteur Siviele Ingenieursdienste	
POLICY 48/2017	POLICY FOR INFRASTRUCTURE PROCUREMENT & DELIVERY MANAGEMENT	15.7/05/2017 (RV)	30 Mei 2017			
	Updating			Municipal Manager	Chief Financial Officer	
	Application			Municipal Manager	Chief Financial Officer / All Directors	Bid Committees
POLICY 49/2017	CUSTOMER CARE, CREDIT CONTROL AND DEBT COLLECTION POLICY	10/05/2017 (CM)	30 May 2017			
	Updating			Municipal Manager	Chief Financial Officer	
	To approve a budget consistent with the needs of communities, ratepayers and residents.			Council		
	To impose rates and taxes and to determine service charges, fees and penalties to finance the budget.			Council		
	To facilitate sufficient funds to give access to basic services for the poor.			Council		

Toepaslike Wetgewing / Raadsbeleid / Verordening	Beskrywing/Bevoegdheid	Besluit No	Datum No	Delegeer aan	Subdelegasie	
	To provide for bad debt provision, in line with the payment record of the community, ratepayers and residents, as reflected in the financial statements of the municipality.			Council		
	To set an improvement target for debt collection, in line with acceptable accounting ratios and the ability of the <u>Implementing Authority</u> .			Council		
	To approve a reporting framework for customer care, credit control and debt collection.			Council		
	To consider and approve bylaws to give effect to this policy.			Council		
	To monitor the performance of the Municipal Manager via the Executive Committee (Supervising Authority) regarding customer care, credit control, debt collection and indigent support.			Council		
	To revise the budget should the targets for Council's customer care, credit control, debt collection and indigent support not be met.			Council	Municipal Manager	Chief Financial Officer
	To take disciplinary and/or legal action against councilors, officials and agents who do not execute council policies and by-laws, or act improperly in terms of such policies.			Council	Municipal Manager	Director Corporate Services / Senior Manager Human resources
	To approve a list of attorneys that will act for Council in all legal matters relating to debt collection.			Council	Municipal Manager	Chief Financial Officer
	To delegate the required authority to monitor and execute the customer care, credit control, debt collection and indigent policy to the Executive Committee, Municipal Manager and Service Provider (if required) respectively.			Council	Municipal Manager	Chief Financial Officer
	To provide sufficient capacity in the Municipality's Directorate: Financial Services to execute customer care, credit control, debt collection and indigent support actions. Alternatively, if required as such, to appoint a Service Provider or debt collection agent to perform these actions.			Council	Municipal Manager	Director Corporate Services / Senior Manager Human resources
	To assist the Municipal Manager in the execution of his duties, if and when required.			Council		
	To provide funds for the training of staff.			Council	Municipal Manager	Director Corporate Services
POLICY 50/2017	INDIGENT MANAGEMENT POLICY	10/05/2017 (CM)	30 May 2017			
	Updating			Municipal Manager	Chief Financial Officer	
	Application			Municipal Manager	Chief Financial Officer	Senior Manager Income & Collection
POLICY 51/2017	PROPERTY RATES POLICY	10/05/2017 (CM)	30 May 2017			

Toepaslike Wetgewing / Raadsbeleid / Verordening	Beskrywing/Bevoegdheid	Besluit No	Datum No	Delegeer aan	Subdelegasie	
	Updating			Municipal Manager	Chief Financial Officer	
	Application			Municipal Manager	Chief Financial Officer	Senior Manager Incoe & Collection
POLICY 52/2017	TARIFF POLICY	10/05/2017 (CM)	30 May 2017			
	Updating			Municipal Manager	Chief Financial Officer	
	Application			Municipal Manager	Chief Financial Officer	
POLICY 53/2017	SUPPLY CHAIN MANAGEMENT POLICY AMENDMENTS	14.5/05/2017 (SCM)	30 MAY 2017			
	Updating			Municipal Manager	Chief Financial Officer	Manager Supply Chain Management
	Application			Municipal Manager	All Directors	Department Heads / Supervisors / Supply Chain Unit
POLICY 01/2018	VERHURING VAN PABALLELO BIBLIOTEEKSAAL	14.5/03/2018 (RV)	27 March 2018			
	Opdatering			Munisipale Bestuurder	Direkteur Gemeenskapsdienste	Senior Bibliotekaresse
	Toepassing			Munisipale Bestuurder	Direkteur Gemeenskapsdienste	Senior Bibliotekaresse
POLICY 02/2018	WRITE-OFF POLICY	14.12/03/2018 (CM)	27 March 2018			
	Updating			Municipal Manager	Chief Financial Officer	
	Application					
POLICY 03/2018	HULPVERLEENING AAN RAMPGETEISTERDE FAMILIES	14.13/03/2018 (RV)	27 March 2018			
	Opdatering			Munisipale Bestuurder	Direkteur Gemeenskapsdienste	Senior Bestuurder Beskermingsdienste
	Toepassing			Munisipale Bestuurder	Direkteur Gemeenskapsdienste	Senior Bestuurder Beskermingsdienste
POLICY 04/2018	POLICY PROCESS GUIDE FOR DAWID KRUIPER MUNICIPALITY: NEW, REVIEWING, REPEALING OF POLICY	14.15/03/2018 (RV)	27 March 2018			
	Updating			Municipal Manager	Director Corporate Services	Senior Manager Policies & Research
	Application			Municipal Manager	All Directors	
POLICY 05/2018	RIGLYNE MET BETREKKING TOT DIE REËL VAN OPENBARE ONTHALE	14.2/05/2018	29 May 2018			
	Updating			Municipal Manager	Senior Manager in the Office of the Municipal Manager	Manager in the office of the Mayor & Speaker

Toepaslike Wetgewing / Raadsbeleid / Verordening	Beskrywing/Bevoegdheid	Besluit No	Datum No	Delegeer aan	Subdelegasie	
	Consideration			Executive Mayor / Speaker / Municipal Manager		
	Organising			Municipal Manager	Senior Manager in the Office of the Municipal Manager	Manager in the office of the Mayor & Speaker
	Guest List			Executive Mayor / Speaker / Municipal Manager		
	Preparation of Facility			Municipal Manager	Director Corporate Services	Manager Secretariat
POLICY 06/2018	VERVOER VAN WYKSKOMITEELEDE	14.3/05/2018	29 May 2018			
	Updating			Municipal Manager	Senior Manager in the Office of the Municipal Manager	Manager in the office of the Mayor & Speaker
	Appointment of Driver			Municipal Manager	Senior Manager in the Office of the Municipal Manager	Manager in the office of the Mayor & Speaker
	Schedule of Meetings			Speaker	Ward Committee Chairperson	Manager in the office of the Mayor & Speaker
	Indemnity			Municipal Manager	Senior Manager in the Office of the Municipal Manager	Manager in the office of the Mayor & Speaker
POLICY 07/2018	USE OF MAYORAL VEHICLE	14.4/05/2018	29 May 2018			
	Updating			Municipal Manager	Senior Manager in the Office of the Mayor & Speaker	Manager in the office of the Mayor & Speaker
	Acquisition of Vehicle			Municipal Manager	Director Electro-Mechanical Services	Chief Mechanical Workshop
	Use of Vehicle			Executive Mayor		
	Driver Requirements			Municipal Manager	Senior Manager in the Office of the Mayor & Speaker	Manager in the office of the Mayor & Speaker
POLICY 08/2018	RISK MANAGEMENT POLICY	14.5/05/2018	29 May 2018			
	Updating			Municipal Manager	Manager Risk Management	
	Application			Municipal Manager	Manager Risk Management	
POLICY 09/2018	RISK MANAGEMENT STRATEGY	14.5/05/2018	29 May 2018			
	Updating			Municipal Manager	Manager Risk Management	
	Application			Municipal Manager	All Directors	
POLICY 10/2018	RISK MANAGEMENT COMMITTEE CHARTER	14.5/05/2018	29 May 2018			
	Updating			Municipal Manager	Manager Risk Management	

Toepaslike Wetgewing / Raadsbeleid / Verordening	Beskrywing/Bevoegdheid	Besluit No	Datum No	Delepeer aan	Subdelegasie	
	Application			Risk Management Committee		
POLICY 11/2018	RISK MANAGEMENT FRAMEWORK	14.5/05/2018	29 May 2018			
	Updating			Municipal Manager	Manager Risk Management	
	Application			Municipal Manager	All Directors	Department Heads/Supervisors
POLICY 12/2018	RISK MANAGEMENT IMPLEMENTATION PLAN	14.6/05/2018	29 May 2018			
	Updating			Municipal Manager	Manager Risk Management	
	Application			Municipal Manager	All Directors	
POLICY 13/2018	AUDIT COMMITTEE CHARTER	14.8/05/2018	29 May 2018			
	Updating			Municipal Manager	Senior Manager Internal Audit	
	Application			Audit Committee		
POLICY 14/2018	INTERNAL AUDIT CHARTER	14.9/05/2018	29 May 2018			
	Updating			Municipal Manager	Senior Management Internal Audit	
	Application			Municipal Manager	Senior Management Internal Audit	
POLICY 15/2018	HANTERING VAN AANSOEKE OM DRANKLISENSIES	14.10/05/2018	29 May 2018			
	Updating			Municipal Manager	Director Corporate Services	Head Legal Services
	Handling of Applications			Municipal Manager	Director Corporate Services	Head Legal Services
	Comments			Ward Councillor	Ward Committee	
	Preparation of Item to Council			Municipal Manager	Director Corporate Services	Head Legal Services
	Feedback to Liquor Board			Municipal Manager	Director Corporate Services	Head Legal Services
POLICY 16/2018	BESIGHEIDSKONTINITEITSPLAN	14.7/05/2018	29 May 2018			
	Updating			Municipal Manager	Risk Manager	
	Application			Municipal Manager	All Directors	
POLICY 17/2018	EMPLOYEE WELLNESS POLICY	19.2/06/2018	26 June 2018			
	Updating			Municipal Manager	Director Corporate Services	Senior Manager Human Resources
	Implementation of Program			Municipal Manager	Wellness Committee	
	Advice & Recommendations			Municipal Manager	Wellness Committee	
	Raising of Funds			Municipal Manager	Wellness Committee	
	Chairperson of Wellness Committee			Municipal Manager	Director Corporate Services	

Toepaslike Wetgewing / Raadsbeleid / Verordening	Beskrywing/Bevoegdheid	Besluit No	Datum No	Delegeer aan	Subdelegasie	
	Secretariat of Wellness Committee			Municipal Manager	Director Corporate Services	Senior Manager Human Resources
	Implementation of Policy			Municipal Manager	All Directors	Department Heads
	Human Resources Strategy & Operational Plan			Municipal Manager	Director Corporate Services	Senior Manager Human Resources
	Reporting on Policy			Municipal Manager	Director Corporate Services	Senior Manager Human Resources
	Facilitation of Training Requirements			Municipal Manager	Director Corporate Services	Senior Manager Human Resources
	Monitoring of Effectiveness of Wellness Interventions			Municipal Manager	Director Corporate Services	Senior Manager Human Resources
	Promotion of Program			Municipal Manager	Director Corporate Services	Senior Manager Human Resources
	Administration of Referrals			Municipal Manager	Director Corporate Services	Senior Manager Human Resources
	Provision of Information			Municipal Manager	Director Corporate Services	Senior Manager Human Resources
POLICY 18/2018	OCCUPATION HEALTH & SAFETY POLICY	19.3/06/2018	26 June 2018			
	Updating			Municipal Manager	Director Corporate Services	Senior Manager Human Resources
	Medical Surveillance Program			Municipal Manager	Director Corporate Services	Senior Manager Human Resources
	Pre-Employment Examination			Municipal Manager	Director Corporate Services	Senior Manager Human Resources
	Periodic Screenings			Municipal Manager	Director Corporate Services	Senior Manager Human Resources
	Transfer Screenings			Municipal Manager	Director Corporate Services	Senior Manager Human Resources
	Injury Reporting			Municipal Manager	All Directors	Department Heads
	Wearing of Protective Clothing			Municipal Manager	All Directors	Department Heads
	Hazardous Chemical Substance			Municipal Manager	All Directors	Department Heads
	Workplace Safety Rules			Municipal Manager	All Directors	Department Heads
	Accident Reporting			Municipal Manager	All Directors	Department Heads
POLICY 19/2018	PERSONAL PROTECTIVE EQUIPMENT POLICY	19.4/06/2018	26 June 2018			
	Updating			Municipal Manager	Director Corporate Services	Senior Manager Human Resources
	Determination & Initiating of Processes			Municipal Manager	Director Corporate Services	Senior Manager Human Resources
	Procurement			Municipal Manager	Chief Financial Officer	Manager Supply Chain Unit
	Provision of Protective Equipment			Municipal Manager	All Directors	Department Heads
	Equipment Selection/Allocation/Use/Maintenance			Municipal Manager	All Directors	Department Heads

Toepaslike Wetgewing / Raadsbeleid / Verordening	Beskrywing/Bevoegdheid	Besluit No	Datum No	Delegeer aan	Subdelegasie	
	Training			Municipal Manager	Director Corporate Services	Senior Manager Human Resources
	Record Keeping/Reporting			Municipal Manager	All Directors	Department Heads
POLICY 20/2018	INDIENS- & VAKLEERLINGOPLEIDING	19.6/06/2018	26 Junie 2018			
	Opdatering			Munisipale Bestuurder	Direkteur Korporatiewe Dienste	Senior Bestuurder Menslike Hulpbronne
	Goedkeuring van Aansoeke			Direksie		
	Goedkeuring van Versoeke om Vakleerlingopleiding			Direksie		
	Toepassing			Munisipale Bestuurder	Direkteur Korporatiewe Dienste	Senior Bestuurder Menslike Hulpbronne
POLICY 21/2018	BEHOUD VAN SKAARS VAARDIGHEDE	19.7/06/2018	26 Junie 2018			
	Opdatering			Munisipale Bestuurder	Direkteur Korporatiewe Dienste	Senior Bestuurder Menslike Hulpbronne
	Toepassing					
POLICY 22/2018	BETALING VAN VAKANSIEBONUS	19.8/06/2018	26 Junie 2018			
	Opdatering			Munisipale Bestuurder	Direkteur Korporatiewe Dienste	Senior Bestuurder Menslike Hulpbronne
	Toepassing			Munisipale Bestuurder	Direkteur Korporatiewe Dienste	Senior Bestuurder Menslike Hulpbronne
POLICY 23/2018	BETROKKENDHEID VAN RAADSLEDE BY BEGRAFNIS VAN AMPTENARE	19.9/06/2018	26 Junie 2018			
	Opdatering			Munisipale Bestuurder	Direkteur Korporatiewe Dienste	Senior Bestuurder Menslike Hulpbronne
	Kennisgewing			Munisipale Bestuurder	Alle Direkteure	Departementshoofde
	Aanwys van Raadslid			Speaker		
	Voorsiening van inligting aan Raadslid			Munisipale Bestuurder	Direkteur Korporatiewe Dienste	Senior Bestuurder Menslike Hulpbronne
	Skrywe van Meegevoel			Munisipale Bestuurder		
POLICY 24/2018	INTERNE VORDERINGSBELEID: BRANDWEER	19.10/06/2018	26 Junie 2018			
	Opdatering			Munisipale Bestuurder	Direkteur Korporatiewe Dienste	Senioe Bestuurder Menslike Hulpbronne
	Vorbereiding van Voorlegging			Munisipale Bestuurder	Direkteur Gemeenskapsdienste	Hoof Brandweerdienste
	Voorlegging			Munisipale Bestuurder	Direkteur Gemeenskapsdienste	
	Goedkeuring			Raad		

Toepaslike Wetgewing / Raadsbeleid / Verordening	Beskrywing/Bevoegdheid	Besluit No	Datum No	Deleger aan	Subdelegasie	
POLICY 25/2018	OORTYD- & BYSTANDSBELEID	19.11/06/2018	26 Junie 2018			
	Opdatering			Munisipale Bestuurder	Direkteur Korporatiewe Dienste	Senior Bestuurder Menslike Hulpbronne
	Beplande Oortyd					
	Motiveringsverslag			Munisipale Bestuurder	Alle Direkteure	Departementshoofde
	Goedkeuring			Munisipale Bestuurder		
	Onbeplande Oortyd					
	Vooraf Motivering			Munisipale Bestuurder	Alle Direkteure	Departmentshoofde
	Goedkeuring			Munisipale Bestuurder		
	Nood-Oortyd					
POLICY 26/2018	TOESTEMMING AAN AMPTENARE OM PRIVAATWERK TEEN VERGOEDING TE VERRIG	19.12/06/2018	26 Junie 2018			
	Opdatering			Munisipale Bestuurder	Direkteur Korporatiewe Dienste	Senior Bestuurder Menslike Hulpbronne
	Aansoeke			Munisipale Bestuurder	Alle Direkteure	Departementshoofde
	Motivering			Munisipale Bestuurder	Alle Direkteure	Departementshoofde
	Goedkeuring			Raad		
POLICY 27/201	VERVOERTOELAE	19.13/06/2018	26 Junie 2018			
	Opdatering			Munisipale Bestuurder	Direkteur Korporatiewe Dienste	Senior Bestuurder Menslike Hulpbronne
	Toepassing			Munisipale Bestuurder	Direkteur Korporatiewe Dienste	Senior Bestuurder Menslike Hulpbronne
POLICY 28/2018	AFTREKORDERFASILITEITE	19.14/06/2018	26 Junie 2018			
	Opdatering			Munisipale Bestuurder	Direkteur Korporatiewe Dienste	Senior Bestuurder Menslike Hulpbronne
	Toepassing			Munisipale Bestuurder	Direkteur Korporatiewe Dienste	Senior Bestuurder Menslike Hulpbronne
POLICY 29/2018	INDIENSNEMING VAN STUDENTE & LEERDERS	19.16/06/2018	26 Junie 2018			
	Opdatering			Munisipale Bestuurder	Direkteur Korporatiewe Dienste	Senior Bestuurder Menslike Hulpbronne
	Toepassing			Munisipale Bestuurder	Direkteur Korporatiewe Dienste	Senior Bestuurder Menslike Hulpbronne
POLICY 30/2018	BETALING VAN LEDE- & ANDER GELDE NAMENS WERKNEMERS AAN BEROEPISOEFENING	19.17/06/2018	26 Junie 2018			
	Opdatering			Munisipale Bestuurder	Direkteur Korporatiewe Dienste	Senior Bestuurder Menslike Hulpbronne

Toepaslike Wetgewing / Raadsbeleid / Verordening	Beskrywing/Bevoegdheid	Besluit No	Datum No	Delegeer aan	Subdelegasie	
	Toepassing			Munisipale Bestuurder	Direkteur Korporatiewe Dienste	Senior Bestuurder Menslike Hulpbronne
POLICY 31/2018	HOUSING ALLOWANCE POLICY	19.18/06/2018	26 June 2018			
	Updating			Municipal Manager	Director Corporate Service	Senior Manager Human Resources
	Application			Municipal Manager	Director Corporate Service	Senior Manager Human Resources
POLICY 32/2018	WERWINGS- & KEURINGSBELEID	19.19/06/2018	26 Junie 2018			
	Opdatering			Munisipale Bestuurder	Direkteur Korporatiewe Dienste	Senior Bestuurder Menslike Hulpbronne
	Aansoek vir Vulling van Vakature			Munisipale Bestuurder	Alle Direkteure	
	Goedkeuring & Bepaling van Voorwaardes			Munisipale Bestuurder		
	Advertering van Pos			Munisipale Bestuurder	Direkteur Korporatiewe Dienste	Senior Bestuurder Menslike Hulpbronne
	Aansoekvorms			Munisipale Bestuurder	Direkteur Korporatiewe Dienste	Senior Bestuurder Menslike Hulpbronne
	Keuringsproses			Keurkomitee		
	Saamstel van lys van Aansoekers			Munisipale Bestuurder	Direkteur Korporatiewe Dienste	Senior Bestuurder Menslike Hulpbronne
	Saamstel van Kortlys			Keurkomitee		
	Kennisgewing aan Kortlys Kandidate vir Keuring			Munisipale Bestuurder	Direkteur Korporatiewe Dienste	Senior Bestuurder Menslike Hulpbronne
	Onderhoude			Keurkomitee		
	Maak van Werksaanbod			Munisipale Bestuurder	Direkteur Korporatiewe Dienste	Senior Bestuurder Menslike Hulpbronne
	Evaluering van Proefaanstellings			Munisipale Bestuurder	Alle Direkteure	Departementshoofde
	Tydlike Werknemers			Munisipale Bestuurder	Direkteur Korporatiewe Dienste	Senior Bestuurder Menslike Hulpbronne
	Plaasvervangende Arbeid tydens Stakings			Munisipale Bestuurder	Direkteur Korporatiewe Dienste	Senior Bestuurder Menslike Hulpbronne
	Vrywillige Werkers			Munisipale Bestuurder	Direkteur Korporatiewe Dienste	Senior Bestuurder Menslike Hulpbronne
	Oorplasing			Munisipale Bestuurder	Direkteur Korporatiewe Dienste	Senior Bestuurder Menslike Hulpbronne
	Verplasing			Munisipale Bestuurder	Direkteur Korporatiewe Dienste	Senior Bestuurder Menslike Hulpbronne
	Bevordering			Munisipale Bestuurder	Direkteur Korporatiewe Dienste	Senior Bestuurder Menslike Hulpbronne
	Demovering			Munisipale Bestuurder	Direkteur Korporatiewe Dienste	Senior Bestuurder Menslike Hulpbronne
	Induksie			Munisipale Bestuurder	Direkteur Korporatiewe Dienste	Senior Bestuurder Menslike Hulpbronne

Toepaslike Wetgewing / Raadsbeleid / Verordening	Beskrywing/Bevoegdheid	Besluit No	Datum No	Delepeer aan	Subdelegasie	
	Verhuiskoste			Munisipale Bestuurder	Direkteur Korporatiewe Dienste	Senior Bestuurder Menslike Hulpbronne
POLICY 33/2018	POLICY FOR INFRASTRUCTURE PROCUREMENT & DELIVERY MANAGEMENT	19.22/06/2018	26 June 2018			
	Updating			Municipal Manager	Chief Financial Officer	Senior Manager Finance & Asset Management
	Delegations			Council	Municipal Manager	
	Supervision of Infrastructure Delivery Management Unit			Municipal Manager	Chief Financial Officer	
	Objections & Complaints			Municipal Manager		
	Control Framework for Infrastructure Delivery Management					
	Project Initiation			Municipal Manager	Director Civil Engineering Services/Director Electro-Mechanical Services/Director Development & Planning	
	Infrastructure Planning			Municipal Manager	Director Civil Engineering Services/Director Electro-Mechanical Services/Director Development & Planning	
	Strategic Resourcing			Municipal Manager	Director Civil Engineering Services/Director Electro-Mechanical Services/Director Development & Planning	
	Pre-feasibility			Municipal Manager	Director Civil Engineering Services/Director Electro-Mechanical Services/Director Development & Planning	Sub-delegated Official
	Preparation & Briefing			Municipal Manager	Director Civil Engineering Services/Director Electro-Mechanical Services/Director Development & Planning	Sub-delegated Official
	Feasibility			Municipal Manager	Director Civil Engineering Services/Director Electro-Mechanical Services/Director Development & Planning	Sub-delegated Official

Toepaslike Wetgewing / Raadsbeleid / Verordening	Beskrywing/Bevoegdheid	Besluit No	Datum No	Deleger aan	Subdelegasie	
	Concept & Viability			Municipal Manager	Director Civil Engineering Services/Director Electro-Mechanical Services/Director Development & Planning	Sub-delegated Official
	Design Development			Municipal Manager	Director Civil Engineering Services/Director Electro-Mechanical Services/Director Development & Planning	Sub-delegated Official
	Design Documentation			Municipal Manager	Director Civil Engineering Services/Director Electro-Mechanical Services/Director Development & Planning	
	Works			Municipal Manager	Director Civil Engineering Services/Director Electro-Mechanical Services/Director Development & Planning	
	Handover			Municipal Manager	Director Civil Engineering Services/Director Electro-Mechanical Services/Director Development & Planning	
	Package Completion			Municipal Manager	All Directors	
	Procurement Activities					
	Establish what is to be procured			Municipal Manager	Bid Specification Committee	
	Decision on Procurement Strategy			Municipal Manager	Bid Specification Committee	
	Solicit Tender Offers			Municipal Manager	Bid Specification Committee	
	Evaluate Tender Offers			Municipal Manager	Bid Evaluation Committee	
	Awarding of Contract			Municipal Manager		
	Administration of Contracts & Compliance			Municipal Manager		
	Acquisition Management			Municipal Manager		
	Payment of Contractors			Municipal Manager	All Directors	Chief Financial Officer
	Receipt & Safeguarding of Submissions			Municipal Manager	Chief Financial Officer	Manager Supply Chain Unit
	Opening of Submissions			Municipal Manager	Chief Financial Officer	Manager Supply Chain Unit
	Use of another organ of state's framework agreement			Municipal Manager		
	Insurances			Municipal Manager	Chief Financial Officer	
POLICY 34/2018	DELEGASIES	19.1/06/2018	26 Junie 2018			
	Opdatering			Munisipale Bestuurder	Direkteur Korporatiewe Dienste	Hoof Administratiewe Beampte Regsdienste

Toepaslike Wetgewing / Raadsbeleid / Verordening	Beskrywing/Bevoegdheid	Besluit No	Datum No	Delepeer aan	Subdelegasie	
	Toepassing			Munisipale Bestuurder	Alle Direkteure	Departementshoofde
POLICY 35/2018	MUNICIPAL INTERNATIONAL RELATIONS	19.2/07/2018	31 July 2018			
	Updating			Municipal Manager	Director Corporate Services	Senior Manager Policy & Research
	Internal Role Players			Municipal Manager	Director Corporate Services	Senior Manager Policy & Research
				Municipal Manager	Senior Manager in the Office of the Municipal Manager	Manager in the Office of the Mayor & Speaker
POLICY 36/2018	POLICY ON CIVIC FUNERALS	19.5/07/2018	31 JULY 2018			
	Updating			Municipal Manager	Senior Manager in the Office of the Municipal Manager	Manager in the Office of the Mayor & Speaker
	Arrangements					
	Family			Municipal Manager	Senior Manager in the Office of the Municipal Manager	Manager in the Office of the Mayor & Speaker
	Church & Minister			Municipal Manager	Senior Manager in the Office of the Municipal Manager	Manager in the Office of the Mayor & Speaker
	Announcement of Service			Municipal Manager	Senior Manager in the Office of the Municipal Manager	Manager in the Office of the Mayor & Speaker
	Special Council Meeting			Municipal Manager	Senior Manager in the Office of the Municipal Manager	Manager in the Office of the Mayor & Speaker
	Other Arrangements			Municipal Manager	Senior Manager in the Office of the Municipal Manager	Manager in the Office of the Mayor & Speaker
	Reporting of Death			Municipal Manager	Director Corporate Services	Senior Manager Human Resources
POLICY 37/2018	TERUGBETALING VAN DEPOSITOS & HUURGELDE - EILAND VAKANSIE OORD	19.7/07/2018	31 Julie 2018			
	Opdatering			Munisipale Bestuurder	Direkteur Ontwikkeling & Beplanning	Senior Bestuurder LED, Toerisme & Oorde
	Toepassing			Munisipale Bestuurder	Direkteur Ontwikkeling & Beplanning / Hoof Finansiële Beampte	Bestuurder Oorde / Klerke / Senior Bestuurder Heffings & Invorderings
POLICY 38/2018	DAGBESOEKERS AAN EILAND VAKANSIE OORD	19.7/07/2018	31 Julie 2018			

Toepaslike Wetgewing / Raadsbeleid / Verordening	Beskrywing/Bevoegdheid	Besluit No	Datum No	Delepeer aan	Subdelegasie	
	Opdatering			Munisipale Bestuurder	Direkteur Ontwikkeling & Beplanning	Senior Bestuurder LED, Toerisme & Oorde
	Toepassing			Munisipale Bestuurder	Direkteur Ontwikkeling & Beplanning	Bestuurder Oorde / Klerke
Raadsbeleid 19.2/08/2003 van 25 Augustus 2003	Tref van reëlins vir die betaling van behuisingshulp aan nuut aangestelde personeel vanaf buite die jurisdiksiegebied van die Raad.					
	Toepassing			Munisipale Bestuurder	Direkteur Korporatiewe	Senior Bestuurder Menslike
DELEGASIES VOORTSPRUITEND UIT WETGEWING						
Artikel 59 van Wet 32/2000	Om reklame aangeleenthede te beheer, met inbegrip van die plasing van reklame advertensies in die koerante en ander publikasies, teen 'n koste van hoogstens 'n bedrag wat jaarliks vir dié doel begroot word.					
	Toepassing			Munisipale Bestuurder	Direkteur Ontwikkeling & Beplanning	Bestuurder LED, Toerisme & Oorde
	Die verlening van goedkeuring dat 'n telefoon op, of in eiendom van die Raad, installeer word.					
	Toepassing			Munisipale Bestuurder	Direkteur Korporatiewe Dienste	
	Om in oorleg met die relevante Direkteur, kantore en ameublement aan die onderskeie amptenare in sy Departement toe te ken.					
	Toepassing			Munisipale Bestuurder	Alle Direkteure	
	Ondertekening van dokumente en uitreiking van sertifikate wat deur, of namens die Raad gewaarmerk, verly, onderteken, of verifieer, moet word.					
	Toepassing			Munisipale Bestuurder		
	Om goedkeuring ten opsigte van die maak van skenkings en donasies in verdienstelike gevalle vir, byvoorbeeld, gratis beskikbaarstelling van raadsfasiliteite soos gemeenskapsale, sportstadions, akkommodasie en toegang van die Eiland Vakansieoord te gee en kwartaalliks, vir kondonasie aan die Raad voor te lê.					
	Toepassing			Munisipale Bestuurder		

Toepaslike Wetgewing / Raadsbeleid / Verordening	Beskrywing/Bevoegdheid	Besluit No	Datum No	Deleger aan	Subdelegasie	
	Die ontwikkeling van 'n effektiewe en verantwoordbare organisasiestruktuur.					
	Toepassing			Munisipale Bestuurder	Bestuurder in die Kantoor van die Munisipale Bestuurder	
	Ondertekening van uitgaande korrespondensie.					
	Toepassing			Munisipale Bestuurder	Alle Direkteure	Afdelingshoofde
	Parkeerplekke, ná oorlegpleging met die Direkteur Korporatiewe Dienste, in die kelders en afdakke toe te ken.					
	Toepassing			Munisipale Bestuurder	Direkteur Korporatiewe	Bestuurder Sekretariaat
	Die uitreiking van sertifikate tot die effek dat die bodemgesteldheid van 'n eiendom, waar 'n dorp gestig staan te word, geskik is vir die oprigting van 'n gebou volgens konvensionele boumetodes.					
	Toepassing			Munisipale Bestuurder	Direkteur Ontwikkeling & Senior Bestuurder Beplanning	Stadsbeplanning & Boubeheer
	Die bepaling van watter erwe, persele en terreine by die Raad se elektrisiteits-hoofleidings aansluitbaar is.					
	Toepassing			Munisipale Bestuurder	Direkteur Elektro-Meganiese Dienste	
	Binne die raamwerk van die goedgekeurde verkoopvoorwaardes, soos neergelê deur die Raad in oorleg met die Munisipale Bestuurder en binne die Raad se beleid, toestemming te verleen tot 'n aansoek om uitstel om 'n erf te ontwikkel					
	Toepassing			Munisipale Bestuurder	Direkteur Korporatiewe Dienste	
	Dat die Direkteur Korporatiewe Dienste van tyd-tot-tyd in die afwesigheid van die Munisipale Bestuurder alle dokumente met betrekking tot grond- transaksies namens die Raad onderteken, wat deur die Munisipale Bestuurder in sy persoonlike hoedanigheid met die Raad aangegaan word.					
	Toepassing			Munisipale Bestuurder	Direkteur Korporatiewe Dienste	

Toepaslike Wetgewing / Raadsbeleid / Verordening	Beskrywing/Bevoegdheid	Besluit No	Datum No	Delegeer aan	Subdelegasie	
	Om ingevolge die bepalings van die voorwaardes betreffende die huur van sale en toebehore van die Raad en enige wysiging daarvan, toestemming te verleen om dit te verhuur.					
	Toepassing			Munisipale Bestuurder	Hoof Finansiële Beampte	Senior Bestuurder Heffings & Invorderings
	Die uitreiking van uitklaringssertifikate teen betaling van die voorgeskrewe gelde.					
	Toepassing			Munisipale Bestuurder	Hoof Finansiële Beampte	Senior Bestuurder Heffings & Invorderings
	Toesig te hou met betrekking tot ooreenkomste van die Raad vir die oprigting van geboue, paaie, brûe, ens en enige bou- en konstruksiewerk wat vir die Raad ingevolge 'n ooreenkoms gelewer word en enige stuk, sertifikaat, of verklaring in verband daarmee, te onderteken.					
	Toepassing			Munisipale Bestuurder	Direkteur Siviele Ingenieursdienste	
	Die uitreiking van sertifikate vir die verskaffing van noodsaaklike dienste, waar daar aan die bepalings van die Raad voldoen is, in oorleg met die betrokke Afdelingshoofde.					
	Toepassing			Munisipale Bestuurder	Direkteur Siviele Ingenieursdienste / Direkteur Elektro-Meganiese Dienste	
	Die bepaling van watter erwe, persele en terreine, by die Raad se water en rioolhoofgeleidings aansluitbaar is.					
	Toepassing			Munisipale Bestuurder	Direkteur Siviele Ingenieursdienste	
	Om skemas met betrekking tot die nommering van huise te oorweeg en goed te keur.					
	Toepassing			Munisipale Bestuurder	Direkteur Ontwikkeling & Beplanning	Senior Bestuurder Stadsbeplanning & Boubesker

Toepaslike Wetgewing / Raadsbeleid / Verordening	Beskrywing/Bevoegdheid	Besluit No	Datum No	Delegeer aan	Subdelegasie	
	In gevalle waar die Raad 'n vergunde gebruik toegestaan het en die onderneming van eienaar verwissel, die verleen van goedkeuring aan die nuwe eienaar om sy regte in terme van die vergunde gebruik voort te sit, onderhewig aan sodanige voorwaardes as wat nodig geag word, in oorleg met die Senior Bestuurder Stadsbeplanning & Boubeheer.					
	Toepassing			Munisipale Bestuurder	Direkteur Ontwikkeling & Beplanning	Senior Bestuurder Stadsbeplanning & Boubeheer
	Magtiging vir die terugbetaling van bouplangelde op sodanige voorwaardes as wat van tyd-tot-tyd deur die Raad gestel word.					
	Toepassing			Munisipale Bestuurder	Direkteur Ontwikkeling & Beplanning	Senior Bestuurder Stadsbeplanning & Boubeheer
	Die beskikbaarstelling van alle munisipale sportfasiliteite en feesterrein aan sportliggame en die publiek, ingevolge die Raad se toepaslike besluite en teen betaling van die bedrae soos deur die Raad bepaal.					
	Toepassing			Munisipale Bestuurder	Direkteur Gemeenskapsdienste	Bestuurder Parke
	Tydlike sluiting van strate vir verkeersbeheer.					
	Toepassing			Munisipale Bestuurder	Direkteur Gemeenskapsdienste	Hoof Verkeersdienste
	Die bepaling en aanbring van laaistroke in die sakegebiede.					
	Toepassing			Munisipale Bestuurder	Direkteur Gemeenskapsdienste	Hoof Verkeersdienste
	'n Amptenaar in 'n waarnemende hoedanigheid, ooreenkomstig die beleid van die Raad, aanstel.					
	Toepassing			Munisipale Bestuurder		
	Deurgee van mandate ten opsigte van aanstellings en bedankings aan finansies.					
	Toepassing			Munisipale Bestuurder	Direkteur Korporatiewe Dienste	Senior Bestuurder Menslike Hulpbronne
	Die uitbetaling van gratifikasies aan werknemers wat daarvoor kwalifiseer in ooreenstemming met Raadsbeleid en Wetgewing.					

Toepaslike Wetgewing / Raadsbeleid / Verordening	Beskrywing/Bevoegdheid	Besluit No	Datum No	Deleeger aan	Subdelegasie			
	Toepassing			Munisipale Bestuurder	Direkteur Korporatiewe Dienste	Senior Bestuurder Hulpbronne		Menslike
	Die goedkeuring van hulpverlening met betrekking tot Brandweer- en Verkeersdienste, in oorleg met die Munisipale Bestuurder, buite die munisipale gebied met inagneming van die plaaslike behoeftes en omstandighede, in ooreenstemming met die beleid van die Raad.							
	Toepassing			Munisipale Bestuurder	Direkteur Gemeenskapsdienste			
	Personeel in goedgekeurde poste te skors en nadat die nodige ondersoek / verhoor afgehandel is, in diens te herstel of te ontslaan.							
	Toepassing			Munisipale Bestuurder				
	Die verwydering van versperrings op sypaadjies, in oorleg met die Direkteur Siviele Ingenieursdienste, wat die normale voetgangers- gebruik belemmer of 'n verkeersgevaar skep.	Raadsbesluit A5/161/91	25 Maart 1991					
	Toepassing			Munisipale Bestuurder	Direkteur Gemeenskapsdienste	Hoof Verkeersdienste		
	Die tydelike sluiting van strate, parke, oopruimtes, ens, ooreenkomstig die bepalings van Artikel 138 van Ordonnansie 20 van 1974, soos gewysig.							
	Toepassing			Munisipale Bestuurder				
	Om enige spesiale toestemming te verleen tot die tydelike gebruik vir 'n tydperk van hoogstens 7 (sewe) dae by enige besondere geleentheid by enige terrein, gebou en geriewe van die Raad, behoudens die bepalings van enige wetgewing, regulasies, verordeninge, huurooreenkomste en besluite van die Raad wat daarmee verband hou.							
	Toepassing			Munisipale Bestuurder				
	Die gee van geskenke in uitsonderlike gevalle.							
	Toepassing			Munisipale Bestuurder				

Toepaslike Wetgewing / Raadsbeleid / Verordening	Beskrywing/Bevoegdheid	Besluit No	Datum No	Deleeger aan	Subdelegasie	
	Om, in oorleg en met die steun van die betrokke lid van die Parlement, enige eiendomstransaksie waarby die staat 'n party is, te bespoedig indien dit na oordeel vir 'n onredelike tyd <u>vertraag word</u> .	Raadsbesluit JB15/466/92	27 Julie 1992			
	Toepassing			Munisipale Bestuurder		
	Die nodige stappe te doen om die voorwaardes waarop eiendom van die Raad verhuur of verkoop is, af te dwing.					
	Toepassing			Munisipale Bestuurder	Direkteur Korporatiewe Dienste	Bestuurder Sekretariaat / Hoof/Senior Administratiewe Regsdienste
	Om, onderhewig aan die bepalings van die Finansiële Verordeninge van die Raad, magtiging te verleen vir die herstel van voertuie of toerusting, of installasie, soos en wanneer nodig, om die vlot verloop van dienste te verseker, met dien verstande dat die bedrag soos van tyd-tot-tyd deur die LUR vir Samewerkende Regering, Menslike Huisvestings & Tradisionele Sake bepaal, nie oorskry word nie.					
	Toepassing			Munisipale Bestuurder	Direkteur Elektro-Meganiese Dienste / Hoof Finansiële Beampte	Hoof Meganiese Werkswinkel
	Toepassing van die regulasies insake die verwydering van plantegroei vanaf grond (met die oog op oorlaste, sig- of verkeersgevaar.)					
	Toepassing			Munisipale Bestuurder	Direkteur Gemeenskapsdienste	Bestuurder Parke
	Hantering en administrasie van advertensietekens en aansoeke om oprigting van advertensietekens, buurtwagborde, tydelike roetetekens, oprigting van baniere en plakkate en goedkeuring daarvan, onderhewig aan die nakoming van die Raad se beleid en regulasies.					
	Toepassing			Munisipale Bestuurder	Direkteur Ontwikkeling & Beplanning	Senior Bestuurder Stadsbeplanning & Boubesheer / Boubesheerbeampte

Toepaslike Wetgewing / Raadsbeleid / Verordening	Beskrywing/Bevoegdheid	Besluit No	Datum No	Delegeer aan	Subdelegasie	
	Om al die nodige stappe te doen om die bepalings van die dorpsbeplan-ningskema, weiering om 'n vergunningsgebruik toe te staan, of enige voorwaarde met betrekking tot 'n dorpsgebied, of 'n erf in 'n dorpsgebied, of Landbouhoewe, of om enige verandering of reg van die Raad, of om die nakoming van enige voorwaarde wat in verband staan met 'n toegestane vergunningsgebruik ingevolge die Dorpsbeplanningskema, of om die bepalings van 'n serwituut, toestemmingsakte of ooreenkoms, wat deel van 'n skikking met betrekking tot enige regsaaengeleentheid in terme van die dorpsbeplanningskema, of ander verordening van die Raad vorm af te dwing, in oorleg met die Direkteur Siviele Ingenieursdienste.					
	Toepassing			Munisipale Bestuurder	Direkteur Ontwikkeling & Beplanning	Senior Bestuurder Stadsbeplanning & Boubeheer
Artikel 55 van Wet 32/200	Die implementering van die munisipaliteit se GOP sowel as die rapportering van vordering daarvan.					
	Toepassing			Munisipale Bestuurder	Direkteur Ontwikkeling & Beplanning	Bestuurder GOP
	Die handhawing van dissipline ten opsigte van personeel.					
	Toepassing			Munisipale Bestuurder	Alle Direkteure	Afdelingshoofde / Toesighouers
	Die promovering van gesonde arbeidsverhoudinge en voldoening aan toepaslike arbeidswetgewing deur die munisipaliteit.					
	Toepassing			Munisipale Bestuurder	Alle Direkteure	Senior Bestuurder Menslike Hulpbronne
	Adviseer die politieke strukture en politieke ampsbekleërs van die munisipaliteit.					
	Toepassing			Munisipale Bestuurder	Alle Direkteure	
	Bestuur kommunikasie tussen die administrasie en politieke ampsbekleërs van die munisipaliteit.					
	Toepassing			Munisipale Bestuurder		
	Implementeer besluite van die politieke strukture en politieke ampsbekleërs van die munisipaliteit.					
	Toepassing			Munisipale Bestuurder	Alle Direkteure	Afdelingshoofde

Toepaslike Wetgewing / Raadsbeleid / Verordening	Beskrywing/Bevoegdheid	Besluit No	Datum No	Delekeer aan	Subdelegasie	
	Administreer en implementeer die munisipaliteit se verordeninge en ander wetgewing.					
	Toepassing			Munisipale Bestuurder	Alle Direkteure	Afdelingshoofde
Wet op basiese Diensvoorwaardes, Wet 75/1997	Uitreiking van dienssertifikate onder die handtekening van die Munisipale Bestuurder.					
	Toepassing			Munisipale Bestuurder	Direkteur Korporatiewe Dienste	
Wet op Rampbestuur 57/2002	Die toepassing van die bevoegdhede van die Raad, kragtens die Ordonnansie op Burgerlike Beskerming 1977 en die Wet op Burgerlike Beskerming soos gewysig in afwesigheid van die Munisipale Bestuurder. (Hoof Brandweerdienste.)					
	Toepassing			Munisipale Bestuurder	Direkteur Gemeenskapsdienste	Hoof Brandweerdienste
Elektisiteit Reguleringwet, 2000 [Wet 4 van 2000]	Die bevoegdheid wat ingevolge die <i>Electricity Regulation Act, 2000 [Act 4 of 2006]</i> aan die Raad opgedra is, uit te oefen.					
	Toepassing			Munisipale Bestuurder	Direkteur Elektro-Meganiese Dienste	
Wet op Beroepsgesondheid en Veiligheid, 1993 [Wet 85 van 1993]	Die bevoegdheid wat ingevolge die bepalings, soos vereis deur die Wet op Beroepsgesondheid en Veiligheid, 1993 [Wet 85 van 1993], met betrekking tot die algemene veilige gebruik van masjinerie en toerusting wat aan die Raad opgedra is, uit te oefen.					
	Toepassing			Munisipale Bestuurder	Alle Direkteure	
Nasionale Padverkeerswet, 93/1996	Toepassing van die bevoegdhede wat die Raad kragtens die bepaling van die Nasionale Padverkeerswet, 1996 [Wet 93 van 1996] wat insluit die bevoegdhede om ingevolge Artikel 57(3)(a)(b) & (c) verkeerstekens binne die Munisipale regsgebied op te rig en Artikel 133 van die Padverkeerswet, 1989 [Wet 29 van 1989], bevoegdheid van Plaaslike Owerheid om Verordeninge uit te vaardig met dien verstande dat ingevolge Artikel 57, geen verkeersligte sonder die toestemming van die Raad opgerig of verwyder mag word.					
				Munisipale Bestuurder	Direkteur Gemeenskapsdienste	Hoof Verkeersdienste

Toepaslike Wetgewing / Raadsbeleid / Verordening	Beskrywing/Bevoegdheid	Besluit No	Datum No	Deleger aan	Subdelegasie	
Nasionale Bouregulasies	Goedkeuring van bou- en dreineringsplanne, planne vir advertensietekens of skuttings en planne vir die oprigting van antennestelsels, onderworpe aan die bepalings van die betrokke wetgewing en die verordeninge van die Raad.					
	Toepassing			Munisipale Bestuurder	Boubeheerbeampte	
	Goedkeuring van bevoegde persone vir strukturele ontwerpe ingevolge Regulasie A19 van die Nasionale Bouregulasies en Boustandaarde, SANS 10400.					
	Toepassing			Munisipale Bestuurder	Boubeheerbeampte	
	Aan die Wet op Argitektuurprofessie ten opsigte van registrasie van plantekenaars; Wet op Ingenieurs-professie, Bourekenaarsprofessie, Wet op Gedenkwaardighede en Wet op Statistieke.					
	Toepassing			Munisipale Bestuurder	Boubeheerbeampte	
Artikel 6B(I) Wet 52/1951	Die Wet op Voorkoming van Onregmatige uitsetting en onregmatige besetting van grond, 1998 [Wet 19 van 1998].					
	Toepassing			Munisipale Bestuurder	Direkteur Ontwikkeling & Beplanning / Direkteur Gemeenskapsdienste	Hoof Behuising / Hoof Sekuriteitsdienste
DELEGASIES VOORTSPRUITEND UIT RAADSBSLUIE						
Raadsbesluit 22.10/01/2001	Beskikbaarstelling van 'n terrein vir pretparke en sirkusse.					
	Toepassing			Munisipale Bestuurder	Direkteur Siviele Ingenieursdienste	
Raadsbesluit 12.6/03/2003	Die uitreiking van soneringsertifikate en onderverdelingsdiagramme teen betaling van die voorgeskrewe gelde.					
	Toepassing			Munisipale Bestuurder	Direkteur Ontwikkeling & Beplanning	Senior Bestuurder Stadsbeplanning & Boubeheer
Raadsbesluit 14.5/04.1/99 (UK)	Die goedkeuring van boulynverslappings by skakelhuse wat vroeër op Residensieel I erwe opgerig is.					
	Toepassing			Munisipale Bestuurder	Direkteur Ontwikkeling & Beplanning	Senior Bestuurder Stadsbeplanning & Boubeheer

Toepaslike Wetgewing / Raadsbeleid / Verordening	Beskrywing/Bevoegdheid	Besluit No	Datum No	Delepeer aan	Subdelegasie			
Beleidsbesluit : Direksie van 3/8/2006	Verskaffing van vuurmaakhout aan naasbestaandes van oorledenes in gevalle van geregistreerde hulp- behoewendes.							
	Toepassing			Munisipale Bestuurder	Direkteur Gemeenskapsdienste	Bestuurder Parke		
Raadsbesluit 19.2/08/2003	Om te besluit oor welke poste vir oorbruggingshulp vir behuising, ingevolge paragraaf 11 van Raadsbesluit 19.2/08/2003 van 25 Augustus 2003 kwalifiseer.							
	Toepassing			Direksie				
Raadsbesluit 21.18/04/200	Goedkeuring van voorskotte vir alkohol/psigiatrisie behandeling.							
	Toepassing			Munisipale Bestuurder				
Raadsbesluit 23.2/01/2003	Bewoning van Raadswonings.							
	Toepassing			Munisipale Bestuurder				
Raadsbesluit 24/11/2008 25 November 2008	Verseker dat Artikel 57 Amptenare Prestasiebonusse ooreenkomstig Raadsbeleid ontvang.							
	Toepassing			Munisipale Bestuurder	Direkteur Korporatiewe Dienste	Senior Bestuurder Menslike Hulpbronne		
Raadsbesluit 13.4/03/2003 van 31 Maart 2003	Die daarstelling van 'n veilige werkplek ooreenkomstig bepaling van relevante wetgewing.							
	Toepassing			Munisipale Bestuurder	Direkteur Korporatiewe	Senior Bestuurder Menslike		
Raadsbesluit 21.4/04/2003 van 29 April 2003	Die uitbetaling van <i>pro rata</i> vakansie besparingsbonusse van personeel wat uit diens tree.							
	Toepassing			Munisipale Bestuurder	Direkteur Korporatiewe Dienste	Senior Bestuurder Menslike Hulpbronne		
Raadsbesluit 9.9/11/96	Goedkeuring van salarisvoorskotte							
	Toepassing			Munisipale Bestuurder	Direkteur Korporatiewe Dienste	Senior Bestuurder Menslike Hulpbronne		
Raadsbesluit 22.17/01/2003 27 Januarie 2003	Voldoening aan beleid vir die voorsiening van parkering by hersonerings vir sakedoeleindes tot die sentrale sakekern.							

Toepaslike Wetgewing / Raadsbeleid / Verordening	Beskrywing/Bevoegdheid	Besluit No	Datum No	Delekeer aan	Subdelegasie	
	Toepassing			Munisipale Bestuurder	Direkteur Ontwikkeling & Beplanning	Senior Bestuurder Stadsbeplanning & Boubeheer
Raadsbesluit JB10/127/92 24 Februarie 1992	Om die bruikbaarheid van elektrisiteitsmeters wat vervang word te bepaal en krediet daarvoor toe te staan.					
	Toepassing			Munisipale Bestuurder		
	Toepassing van alle verordeninge waar op Siviele Ingenieursdienste van toepassing.					
	Toepassing			Munisipale Bestuurder	Direkteur Elektro-Meganiese Dienste	
DELEGASIES VOORTSPRUITEND UIT VERORDENING VAN DIE RAAD						
By-Law 1 of 2012, as amended	Advertising Signs By-Law					
	Application			Municipal Manager	Director Development & Planning	Senior Manager Town Planning & Building Control / Building Control Official
By-Law 2 of 2012, as amended	Cemetries By-Law					
	Application			Munisipale Bestuurder	Director Community Services	Manager Parks
By-Law 3 of 2012, as amended	Caravan Parks By-Law					
	Application			Municipal Manager	Director Development & Planning	Senior Manager Town Planning & Building Control
By-Law 4 of 2012, as amended	Health Nuisances					
	Application			Municipal Manager		
By-Law 5 of 2012, as amended	Tariffs, Credit Control & Debt Collection					
	Application			Municipal Manager	Chief Financial Officer	Senior Manager Billing & Debt Collection
By-Law 6 of 2012, as amended	Fireworks By-Law					
	Application			Municipal Manager	Director Community Services	Head Fire Brigade

Toepaslike Wetgewing / Raadsbeleid / Verordening	Beskrywing/Bevoegdheid	Besluit No	Datum No	Deleger aan	Subdelegasie	
By-Law 7 of 2012, as amended	Keeping of Animals, Poultry & Bees					
	Application			Municipal Manager	Director Development & Planning	Building Control Officer
By-Law 8 of 2012, as amended	Accommodation Establishments					
	Application			Municipal Manager	Director Development & Planning	Senior Manager Town Planning & Building Control
By-Law 9 of 2012, as amended	Keeping of Dogs					
	Application			Municipal Manager	Director Corporate Services	Manager Secretariat
By-Law 10 of 2012, as amended	Fire Brigade By-Law					
	Application			Municipal Manager	Director Community Services	Head Fire Services
By-Law 11 of 2012, as amended	Crechés By-Law					
	Application			Municipal Manager	Director Development & Planning	Building Control Officer
By-Law 12 of 2012, as amended	Standing Orders By-Law					
	Application			Speaker		
By-Law 13 of 2012, as amended	Municipal Taxi Ranks By-Law					
	Application			Municipal Manager	Director Community Services	Head Traffic Services
By-Law 14 of 2012, as amended	Water Services By-Law					
	Application			Municipal Manager	Director Civil Engineering Services	
By-Law 15 of 2012, as amended	NOT ISSUED					
				Municipal Manager		
By-Law 16 of 2012 , as amended	Aerial Systems By-Law					

Toepaslike Wetgewing / Raadsbeleid / Verordening	Beskrywing/Bevoegdheid	Besluit No	Datum No	Delekeer aan	Subdelegasie	
	Application			Municipal Manager	Director Development & Planning	Building Control Officer
By-Law 17 of 2012, as amended	Street Trading By-Law					
	Application			Municipal Manager	Director Development & Planning	Manager LED, Tourism & Resorts
By-Law 18 of 2012, as amended	Electricity By-Law					
	Suspension of Services			Municipal Manager	Chief Financial Officer	Senior Manager Billing & Debt Collection
	Application			Municipal Manager	Director Electro-Mechanical Services	
By-Law 19 of 2012, as amended	Commonage By-Law					
	Toepassing			Municipal Manager	Director Corporate Services	Manager Secretariat
By-Law 20 of 2012, as amended	Swimming-Pools By-Law					
	Council Pools			Municipal Manager	Director Community Services / Director Development & Planning	Manager Parks / Manager Resorts / Senior Manager Town Planning & Building Control
By-Law 21 of 2012, as amended	Refuse Removal By-Law					
	Application			Municipal Manager	Director Community Services	Manager Refuse Removal & Cleansing
By-Law 22 of 2012, as amended	Law Enforcement By-Law					
	Application			Municipal Manager	Director Community Services	Senior Manager Emergency Services
By-Law 23 of 2012, as amended	Barbers, Hair-Dressers, Beautician, Body Piercer or Tattooist					
	Application			Municipal Manager		

Toepaslike Wetgewing / Raadsbeleid / Verordening	Beskrywing/Bevoegdheid	Besluit No	Datum No	Delegeer aan	Subdelegasie	
Regulasie 1(1) van die Regulasie insake die beheer van huis-tot-huis kollekte PK.338/73 van 5 April 1973	Goedkeuring van aansoeke om geld of goedere van huis-tot-huis te kollekteer.					
	Toepassing			Munisipale Bestuurder	Direkteur Korporatiewe Dienste	Bestuurder Sekretariaat
Regulasie 19 van Standaard Verordening insake strate PK.562/1987	Toestemming, onderworpe aan die beleid van die Raad, te gee aan geregistreerde welsyns- en liefdadigheidsorganisasies, godsdienstige instellings om kollekte, veilings of verkopings op enige straat, of ander terrein wat aan die Raad behoort, of waaroor die Raad beheer het (uitgesonderd parke en speelgronde) te hou, of om sulke terreine sonder om vergoeding te betaal, vir fondsinsameling te gebruik.					
	Toepassing			Munisipale Bestuurder	Direkteur Korporatiewe Dienste	Bestuurder Sekretariaat

KHARA HAIS LOCAL MUNICIPALITY

Delegations from the Municipal Council to the Municipal Manager

MFMA SECTION NO	MUNICIPAL FINANCE MANAGEMENT ACT NO 56 OF 2003	RESPONSIBILITY & DELEGATION CHANNEL		
	THE MFMA - SPECIFIC DETAIL OF THE SECTION AND SUBSECTION TO BE DELEGATED		FROM	TO
		APPLICABLE CONDITIONS		
7(1)	Deciding to open a bank account for the Municipality.		Council	Accounting Officer
	Deciding at which bank/banks to open a bank account.	Subject to section 8(2) of the MFMA	Council	Accounting Officer
	Deciding to close a bank account.	Section 10(1)(B) of the MFMA	Council	Accounting Officer
7(2)	Determining into which bank account money collected or received by the Municipality must be deposited.	See section 48(2)(d) of the MFMA	Council	Accounting Officer
8(1)	Designating a bank account of the Municipality as the Municipality's primary bank account.	Section 62(2) of the MFMA	Council	Accounting Officer
8(3)	Determining the reasonable steps to be taken to ensure that the prescribed money received is paid into the Municipality's primary bank account.	Section 62(2) of the MFMA	Council	Accounting Officer
8(4)	Entering into an agreement with other parent municipalities of a municipal entity of which the Municipality is a parent municipality, as to which Municipality's primary bank account to use for the purpose of receiving allocations from organs of state to the municipal entity concerned.		Council	Accounting Officer
12(2)	Deciding to open a separate bank account in the name of the Municipality for the purpose of a relief, charitable, trust or other fund.	Section 12(1) of the MFMA	Council	Accounting Officer
13(2)	Establishing an appropriate and effective cash management and investment policy for the Municipality.	NOTE: In terms of section 60(2) of the Municipal Systems Act 2000 the Council may only delegate to the Executive Mayor or The Chief Financial Officer the authority to make decisions to make investments on behalf of the Municipality	Municipal Council (The MC must approve the policies for implementation by the Accounting Officer and Senior Management)	Accounting Officer

14(2)	Deciding to transfer ownership as a result of a sale or other transaction or otherwise permanently dispose of a capital asset.	On condition that the asset concerned is not needed to provide the minimum level of basic municipal services and the Council considered the fair market value of the asset concerned	Municipal Council	Accounting Officer
14(2)(a)	Deciding, at a meeting open to the public and on reasonable grounds, that an asset of the Municipality is not needed to provide the minimum level of basic municipal services.	Only in respect of movable capital assets below a value determined by the Council	Municipal Council	Accounting Officer
14(2)(b)	Considering the fair market value of an asset to be disposed of and the economic and community value to be received in exchange for an asset to be disposed of	Only in respect of movable capital assets below a value determined by the Council	Municipal Council	Accounting Officer
14(4)	Determining the value of movable assets in respect of which the Municipal Manager may determine – (a) whether an asset to be disposed of is not needed to provide the minimum level of basic municipal services; and (b) determining the fair market value of such asset and the economic and community value to be received in exchange for the asset	A municipal council may delegate to the accounting officer of the municipality its power to make the determinations referred to in subsection (2)(a) and (b)	Municipal Council	Accounting Officer
			Municipal Council	Accounting Officer
16(1)	Approval of an annual budget	NOTE: 1. In terms of section 160(2)(b), read with section 160(3)(b) of the Constitution a budget must be approved by a decision taken by the Municipal Council with a supporting vote of a majority of its members.	Municipal Council	N/A
		2. Approval of the budget must be considered on or before 1 June each year in terms of section 24(1) of the MFMA.	Municipal Council	N/A

		3. In terms of section 30(5) of the Local Government: Municipal Structures Act 1998 (Act No 117 of 1998) the Council may only after it received and considered the report and recommendations of the Executive Mayor regarding the annual budget, approve the budget	Municipal Council	N/A
		4. See section 25(1) of the MFMA	Municipal Council	N/A
16(3)	Deciding whether money for capital expenditure for a period not exceeding three financial years may be appropriated in an annual budget	A separate appropriation must be made for each of financial year	Municipal Council	Accounting Officer
19(1)(b)	Approving a capital project, including its total cost		Municipal Council	N/A
19(1)(d)	Considering the sources of funding of a capital project		Municipal Council	Accounting Officer
19(2)	Considering, in respect of a capital project, the projected cost covering all financial		Municipal Council	N/A
19(3)	Deciding to approve capital projects below the prescribed value individually or as		Municipal Council	N/A
23(1)	Receiving and considering the views of the communities and organs of state received in connection with the budget		Municipal Council	N/A
23(2)	Deciding to give the Mayor an opportunity to respond to any submissions received in connection with the budget from communities and organs of state		Municipal Council	N/A
28(1)	Deciding to revise an approved budget by way of an adjustments budget		Municipal Council	N/A
32(2)	Deciding to recover unauthorised, irregular or fruitless and wasteful expenditure from the person liable for that expenditure	Except, in the case of –		
		1. unauthorised expenditure, if the amount of the expenditure is authorised in an adjustments budget; or	Municipal Council	N/A
		2. is certified by the Council, after investigation by a Council committee, as irrecoverable and written off by the Council; and	Municipal Council	N/A

		3. irregular or fruitless and wasteful expenditure is, after investigation by a Council committee, certified by the Council as irrecoverable and written off by the Council	Municipal Council	Accounting Officer
32(2)	Determining the amount of unauthorised, irregular or fruitless and wasteful expenditure to be recovered, written off or provided for in an adjustments budget		Municipal Council	Accounting Officer
32(2)	Identifying the identity of the person who is liable for unauthorised, irregular or fruitless and wasteful expenditure.	section 62(1)(e)	Council	Accounting Officer
32(2)	Appointing a committee to investigate any suspected or reported unauthorised, irregular or fruitless and wasteful expenditure	<p>NOTE:</p> <p>In terms of the judgements of the Courts in the cases of <u>The Democratic Alliance and another v Amos Masondo and another</u> (WLD) (Case No 01/9260) (2001) and <u>Democratic Alliance and Another v Amos Masondo N O and the Minister of Provincial and Local Government</u> (CC) (Case No CCT 29/02) a mayoral committee was found not to be a committee of a municipal council. The Council may therefore not appoint the Mayoral Committee to perform such an investigation</p>	Municipal Council	Mayor
32(7)	Determining whether an alleged irregular expenditure incurred by the Municipal Manager constitutes a criminal offence		Municipal Council	N/A
	Determining whether the Municipal Manager allegedly committed an act of theft and fraud		Municipal Council	Mayor

	Reporting alleged irregular expenditure incurred by the Municipal Manager that constitutes a criminal offence and alleged theft and fraud perpetrated by the Municipal Manager to the SAPS		Municipal Council	N/A
33(1)	Deciding to enter into a contract which will impose financial obligations on the		Council	N/A
34(1)	Entering into an agreement with the national or provincial government to assist		Council	Accounting Officer
34(3)(a)	Considering the results of the provincial government's monitoring of the Municipality.		Council	Accounting Officer
34(3)(b)	Considering a notification of the provincial government of any emerging or impending financial problems in the Municipality.		Council	Mayor
37(1)(a)	Determining the steps the Municipality must take to promote co-operative government with the national and provincial spheres of government and other municipalities in the Municipality's fiscal and financial relations.		Council	Accounting Officer
38(2)	Considering a notice received from the National Treasury of its intention to stop the transfer of funds to the Municipality.		Council	Mayor
39(3)	Determining the deputation that will appear before a committee of Parliament considering the approval or renewal of a decision of the National Treasury to stop the transfer of funds to the Municipality		Municipal Council	Mayor
	Determining the case that will be presented to a committee of Parliament considering the approval or renewal of a decision of the National Treasury to stop the transfer of funds to the Municipality		Municipal Council	Mayor
45(1)	Deciding whether to incur short term debt.	1. In terms of section 160(2) of the Constitution the Council may not delegate the raising of loans	Council	N/A
		2. A decision to raise a loan must be taken by the Council with a supporting vote of a majority of its members in terms of section 160(3)(b) of the Constitution	Council	N/A
		3. In terms of section 30(5) of the Local	Council	N/A
45(2)(a)	Approving any short term debt agreement		Municipal Council	
46(1)	Deciding whether to incur long term debt.	1. In terms of section 160(2) of the Constitution the Council may not delegate the raising of loans	Council	N/A

		2. A decision to raise a loan must be taken by the Council with a supporting vote of a majority of its members in terms of section 160(3)(b) of the Constitution	Council	N/A
		3. In terms of section 30(5) of the Local Government: Municipal Structures Act 1998 (Act No 117 of 1998) the Council may only after it received and considered the report and recommendations of the Executive Mayor regarding a loan, approve the raising of a loan	Council	N/A
46(2)(a)	Approving any long term debt agreement		Municipal Council	N/A
48(1)	Deciding whether to provide security for any of the Municipality's debt obligations,		Municipal Council	N/A
48(2)	Deciding the form/nature of security to be provided for any of the Municipality's		Council	N/A
48(3)(a)	Deciding whether an asset or right that has been hypothecated in any manner as security is necessary for providing the minimum level of basic municipal services		Municipal Council	N/A
48(3)(b)	Deciding, if an asset or right that has been hypothecated in any manner as security		Council	N/A
50	Deciding to issue a guarantee for any commitment or debt of any organ of state,		Municipal Council	N/A
	Deciding to grant exemptions from charging interest on any arrears owing to the Municipality in accordance with the Municipality's budget-related policies.	Subject to any prescripts in this regard	Council	
83(2)	Determining the resources or opportunities to be made available for the training of officials to meet the prescribed financial management competency levels.		Council	Accounting Officer
84(1a)	Determining precisely the function or service that a municipal entity would perform on behalf of the Municipality when considering the establishment of, or participation in, a municipal entity.		Council	Accounting Officer

84(2)(b)(i)	Considering an assessment of the impact of the shifting of a function or service to a municipal entity on the Municipality's staff, assets and liabilities when considering the establishment of, or participation in, a municipal entity.		Council	Accounting Officer
84(2)(b)(ii)	Considering the comments or representations received from the local community,		Municipal Council	N/A
84(2)(b)(iii)	Considering the views and recommendations of the National Treasury and the		Municipal Council	N/A
86(1)	Receiving information from a municipal entity of which the Municipality is the parent municipality regarding the entity's bank account(s).		Council	Accounting Officer
87(1)	Receiving a proposed budget for a municipal entity of which the Municipality is the parent municipality for each financial year.		Council	N/A
87(2)	Considering the proposed budget of a municipal entity of which the Municipality is the parent municipality and assessing the entity's priorities and objectives		Municipal Council	Accounting Officer
	Deciding to make recommendations on the proposed budget of a municipal entity of which the Municipality is the parent municipality		Municipal Council	Accounting Officer
87(5)(c)	Determining the limits, including any limits on tariffs, revenue, expenditure and		Council	Accounting Officer
88(b)(ii)	Receiving and considering a mid-year performance assessment report of a		Council	Accounting Officer
89(a)	Determining the upper limits of the salary, allowances and other benefits of the		Council	N/A
89(b)	Monitoring and ensuring that a municipal entity of which the Municipality is the		Municipal Council	Accounting Officer
	Considering an application from a municipal entity of which the Municipality is the parent municipality to transfer ownership or otherwise dispose of a capital asset other than an asset needed to provide the minimum level of basic municipal services	The power must be exercised in a meeting which is open to the public at which the Council –	Council	N/A
		(a) must determine on reasonable grounds that the asset is not needed to provide the minimum level of basic municipal services; and	Council	
		(b) has considered the fair market value of the asset and the economic and community value to be received in exchange for the asset	Municipal Council	N/A
			Municipal Council	N/A

90(4)	Deciding to delegate to the Municipal Manager the power to determine on reasonable grounds that the asset is not needed to provide the minimum level of basic municipal services and the fair market value of the asset and the economic and community value to be received in exchange for the asset in respect of movable capital assets of a municipal entity of which the Municipality is the parent municipality below a value determined by the Council		Municipal Council	N/A
	Determining the value of movable capital assets of a municipal entity of which the		Municipal Council	Accounting Officer
97(3)	Receiving a report of the accounting officer of a municipal entity of which the		Council Council	Accounting Officer N/A
101(1)	Receiving a report of the accounting officer of a municipal entity of which the Municipality is the parent municipality on any financial problems of the entity.		Council	Accounting Officer
104(1)(b)	Deciding which information, returns, documents, explanations and motivations to require from the accounting officer of a municipal entity of which the Municipality is the parent municipality.		Council	Accounting Officer
109	Deciding, when a municipal entity of which the Municipality is the parent municipality, experiences serious or persistent financial problems and the board of directors of the entity fails to act effectively –		Council	N/A
	(a) the appropriate steps to be taken in terms of the Municipality's rights and powers over the entity concerned, including its rights and powers in terms of any relevant service delivery or other agreement;		Council	N/A
	(b) impose a financial recovery plan, which meets the criteria set out in section 142 of the MFMA; or.		Council	N/A
	(c) liquidate and disestablish the entity.		Municipal Council	Accounting Officer
111	Making and implementing a supply chain management policy for the Municipality.	Subject to the content requirements in terms of section 112(1) of the MFMA	Council	CFO
113(1)	Deciding whether to consider an unsolicited bid received outside the Municipality's normal bidding process.		Council	Accounting Officer
116(3)	Considering the reasons for the proposed amendment of a contract or agreement and any representation that may have been received regarding the proposed amendment of a contract or an agreement procured through the supply chain management policy of the Municipality and deciding whether to consent to the amendment of the contract or agreement.		Council	N/A

116(3)	Considering the reasons for the proposed amendment of a contract or agreement and any representation that may have been received regarding the proposed amendment of a contract or an agreement procured through the supply chain management policy of a municipal entity of which the Municipality is a parent municipality and deciding whether to consent to the amendment of a contract or agreement.		Council	N/A
119(2)	Determining the resources or opportunities to be made available for the training of officials involved in the implementation of the supply chain management policy of the Municipality to meet the prescribed competency levels.		Council	CFO
120(1)	Deciding to enter into a public-private partnership agreement.		Council	N/A
120(1)(a)	Determining whether a proposed public-private partnership agreement will provide value for money to the municipality.		Council	N/A
120(1)(b)	Determining whether a proposed public-private partnership agreement will be affordable for the Municipality.		Council	N/A
120(1)(c)	Determining whether a proposed public-private partnership agreement will transfer appropriate technical, operational and financial risk to the private party.		Council	N/A
120(4)	Deciding to conduct a feasibility study before a public-private partnership is concluded.		Council	Accounting Officer
120(5)	Determining whether to apply for the national government's assistance in carrying out and assessing a feasibility study regarding a proposed public-private partnership.		Council	N/A
121(1)	Preparing an annual report for the Municipality.		Council	Accounting Officer
121(4)(f)	Determining any additional information to be contained in the annual report of a municipal entity of which the Municipality is a parent municipality.		Council	Accounting Officer
126(2)(a)	Receiving the financial statements of municipal entity over which the Municipality has sole control or effective control (if it is a private company).		Council	Accounting Officer
126(4)	Receiving a report outlining the reasons for the delay from the Auditor-General if she/he is unable to complete an audit within three months after submission of the Municipality's annual financial statements and any consolidated annual financial statements of the Municipality and of a municipal entity over which the Municipality has sole control or effective control (if it is a private company).		Council	N/A
			Council	N/A
129(1)	Considering the annual report of the Municipality and of any municipal entity under the Municipality's sole or shared control Adopting an oversight report containing the Council's comments on the annual report(s)		Municipal Council	N/A

129(5)	Deciding whether to adopt guidelines issued by the National Treasury on the manner in which councils should consider annual reports and conduct public hearings and the functioning and composition of any public accounts or oversight committees established by a council to assist it to consider an annual report		Municipal Council	N/A
133(c)(i)	Deciding whether to request the Speaker or another councillor to investigate the reasons for the failure of the Municipal Manager or of the accounting officer of a municipal entity under the Municipality's sole or shared control to submit annual financial statements to the Auditor-General or the Executive Mayor's failure to table the annual report of the Municipality or a municipal entity in the Council Receiving the report of the appointed councillor regarding the failure of the Municipal Manager or of the accounting officer of a municipal entity under the Municipality's sole or shared control to submit annual financial statements to the Auditor-General or the Executive Mayor's failure to table the annual report of the Municipality or a municipal entity in the Council		Municipal Council	N/A
133(c)(ii)	Determining the appropriate steps to be taken to ensure that the financial statements are submitted to the Auditor-General or that the annual report, including the financial statements and the audit report on those statements, is tabled in the Council, as the case may be.		Municipal Council	N/A
133(c)(iii)	Deciding whether disciplinary steps should be taken against the Municipal Manager or other persons responsible for the failure of the Municipal Manager or of the accounting officer of a municipal entity under the Municipality's sole or shared control to submit annual financial statements to the Auditor-General or the Executive Mayor's failure to table the annual report of the Municipality or a municipal entity in the Council		Municipal Council	N/A
135(3)	Considering whether the Municipality is, or is likely to, encounter a serious financial problems in meeting its financial commitments		Municipal Council	Mayor
135(3)(a)	Determining the manner of seeking solutions to any serious financial problem in meeting its financial commitments experienced or anticipated by the Municipality Defining the solutions to be implemented to solve or avoid any serious financial problem in meeting its financial commitments experienced or anticipated by the Municipality		Municipal Council	Mayor
135(3)(b)	Informing the MEC responsible for local government and the MEC responsible for finance of any serious financial problem in meeting its financial commitments experienced or anticipated by the Municipality		Municipal Council	Mayor
135(3)(c)	Notifying organised local government of any serious financial problem in meeting its financial commitments experienced or anticipated by the Municipality		Municipal Council	Mayor

137(2)	Receiving an assessment of the seriousness of the financial problem in the Municipality, the determination of the provincial executive whether the financial problem experienced by the Municipality, singly or in combination with other problems, is sufficiently serious or sustained that the Municipality would benefit from a financial recovery plan and the request to a suitably qualified person to prepare and submit a financial recovery plan for the Municipality		Municipal Council	Speaker of council
	Receiving a copy of the Municipal Financial Recovery Service's determination of the reasons for the crisis in the Municipality's financial affairs and assessment of the Municipality's financial state		Municipal Council	Speaker of council
141(3)(a)	Participating in consultations with the person or body appointed to prepare a financial recovery plan or an amendment of such plan for the Municipality.		Council	Accounting Officer
144(2)			Council	Accounting Officer
141(3)(c)	Commenting on a draft financial recovery plan or an amendment to such plan for the Municipality.		Council	Accounting Officer
144(2)			Council	Accounting Officer
143(3)(a)	Receiving an approved financial recovery plan for the Municipality		Municipal Council	Speaker of council
145(1)(a)	Implementing an approved financial recovery plan for the Municipality			
146(1)(a)			Municipal Council	Accounting Officer
145(1)(b)	Reporting monthly to the MEC for local government on the implementation of the approved financial recovery plan for the Municipality		Municipal Council	Accounting Officer
147(1)(b)	Receiving progress reports and a final report on any intervention from the MEC for local government or the MEC responsible for finance		Municipal Council	Speaker of council
148(1)(b)(i)	Declaring the Municipality's willingness to fulfil the executive obligation in terms of legislation or the Constitution that gave rise to any discretionary intervention in the Municipality		Municipal Council	N/A
148(3)(a)	Receiving a notification that an intervention in the Municipality has ended		Municipal Council	Speaker of council
152(1)	Deciding to apply to the High Court for an order to stay all legal proceedings, including the execution of legal process, by persons claiming money from the Municipality if the Municipality is unable to meet its financial commitments		Municipal Council	Accounting Officer
153(1)(a)	Deciding to apply to the High Court for an order to stay, for a period not exceeding 90 days at a time, all legal proceedings, including the execution of legal process, by persons claiming money from the Municipality		Municipal Council	Accounting Officer
153(1)(b)	Deciding to apply to the High Court for an order to suspend the Municipality's financial obligations to creditors, or any portion of those obligations, until the Municipality can meet those obligations		Municipal Council	Accounting Officer
153(1)(b)	Deciding to apply to the High Court for an order to terminate the Municipality's financial obligations to creditors, and to settle claims in accordance with a distribution scheme referred to in section 155 of the MFMA		Municipal Council	Accounting Officer
165(1)	Deciding whether to establish an internal internal audit unit or to outsource the internal audit function.		Council	Accounting Officer

166(1) and (6)	Deciding whether to establish an internal audit committee for – (a) the Municipality only; or (b) the Municipality and the local municipalities within the district municipal area; or (c) the Municipality and any municipal entity under its sole control.		Council Council Council Council	Accounting Officer Accounting Officer Accounting Officer Accounting Officer
166(2)	Receiving reports of the audit committee		Municipal Council	Accounting Officer
166(2)(d)	Requesting the audit committee to investigate the financial affairs of the Municipality or a municipal entity of which the Municipality is a parent		Municipal Council	Mayor
166(4)	Determining the number of members of the audit committee		Municipal Council	Accounting Officer
	Determining the nature of the appropriate experience that persons should possess to be considered for appointment as a member of the audit committee		Municipal Council	Accounting Officer
166(5)	Appointing the members of the audit committee of the Municipality and of a municipal entity of which the Municipality is a parent municipality Appointing from amongst the members of an audit committee who is not in the employ of the Municipality or municipal entity a chairperson		 Municipal Council	 Accounting Officer
168(3)	Considering any guidelines issued by the Minister of Finance in terms of section 168(1) of the MFMA		Municipal Council	Accounting Officer
171(4)(a)	Investigating any allegations of financial misconduct against the Municipal Manager, the Chief Financial Officer, a senior manager or other official of the Municipality unless those allegations are frivolous, vexatious, speculative or obviously unfounded Deciding whether an allegation of financial misconduct against the Municipal Manager, the Chief Financial Officer, a senior manager or other official of the Municipality is frivolous, vexatious, speculative or obviously unfounded.		 Municipal Council	 Mayor
171(4)(b)	Deciding whether an investigation of an allegation of financial misconduct against the Municipal Manager, the Chief Financial Officer, a senior manager or other official of the Municipality revealed anything that warrants the institution of disciplinary proceedings.	Any disciplinary proceedings must be conducted in terms of the relevant collective agreement	Council	Mayor
176(2)	Deciding to recover from a political office-bearer or official of the Municipality any loss or damage suffered by it because of the deliberate or negligent unlawful actions of that political office-bearer or official when performing a function of office.		Council	N/A
178(2)(a)	Submitting to the National Treasury a list of all corporate entities in which the Municipality or a municipal entity under its sole or shared control has an interest.		Council	Accounting Officer
178(2)(b)	Submitting to the National Treasury a list of all public-private partnerships to which the Municipality is a party, with a value of more than one million Rands in total or per annum.		Council	Accounting Officer

178(2)(c)	Submitting to the National Treasury a list of all other types of contracts of the Municipality for a period beyond 1 January 2007 and with a value of more than one million Rands in total or per annum.		Council	Accounting Officer

KHARA HAIS LOCAL MUNICIPALITY

Delegations from the Municipal Council to the Mayor

MFMA SECTION NO	MUNICIPAL FINANCE MANAGEMENT ACT NO 56 OF 2003	RESPONSIBILITY & DELEGATION CHANNEL				
	THE MFMA - SPECIFIC DETAIL OF THE SECTION AND SUBSECTION TO BE DELEGATED	RESPONSIBILITY				
			FROM	TO	SUB-DELEGATED TO	CONDITIONS & LIMITATIONS
32(2)	Appointing a committee to investigate any suspected or reported unauthorised, irregular or fruitless and wasteful expenditure	Municipal Council	Municipal Council	Mayor		
32(7)	Determining whether the Municipal Manager allegedly committed an act of theft and fraud	Municipal Council	Municipal Council	Mayor		
34(3)(b)	Considering a notification of the provincial government of any emerging or impending financial problems in the Municipality.	Municipal Council	Municipal Council	Mayor		
38(2)	Considering a notice received from the National Treasury of its intention to stop the transfer of funds to the Municipality.	Municipal Council	Municipal Council	Mayor		
39(3)	Determining the deputation that will appear before a committee of Parliament considering the approval or renewal of a decision of the National Treasury to stop the transfer of funds to the Municipality	Municipal Council	Municipal Council	Mayor		
	Determining the case that will be presented to a committee of Parliament considering the approval or renewal of a decision of the National Treasury to stop the transfer of funds to the Municipality	Municipal Council	Municipal Council	Mayor		
135(3)	Considering whether the Municipality is, or is likely to, encounter a serious financial problems in meeting its financial commitments	Municipal Council	Municipal Council	Mayor		
135(3)(a)	Determining the manner of seeking solutions to any serious financial problem in meeting its financial commitments experienced or anticipated by the Municipality	Municipal Council	Municipal Council	Mayor		
	Defining the solutions to be implemented to solve or avoid any serious financial problem in meeting its financial commitments experienced or anticipated by the Municipality	Municipal Council	Municipal Council	Mayor		
135(3)(b)	Informing the MEC responsible for local government and the MEC responsible for finance of any serious financial problem in meeting its financial commitments experienced or anticipated by the Municipality	Municipal Council	Municipal Council	Mayor		
135(3)(c)	Notifying organised local government of any serious financial problem in meeting its financial commitments experienced or anticipated by the Municipality	Municipal Council	Municipal Council	Mayor		
137(2)	Receiving an assessment of the seriousness of the financial problem in the Municipality, the determination of the provincial executive whether the financial problem experienced by the Municipality, singly or in combination with other problems, is sufficiently serious or sustained that the Municipality would benefit from a financial recovery plan and the request to a suitably qualified person to prepare and submit a financial recovery plan for the Municipality	Municipal Council	Municipal Council	Speaker of council/Mayor		

	Receiving a copy of the Municipal Financial Recovery Service's determination of the reasons for the crisis in the Municipality's financial affairs and assessment of the Municipality's financial state	Municipal Council	Municipal Council	Speaker of council/Mayor		
143(3)(a)	Receiving an approved financial recovery plan for the Municipality	Municipal Council	Municipal Council	Speaker of council/Mayor		
147(1)(b)	Receiving progress reports and a final report on any intervention from the MEC for local government or the MEC responsible for finance	Municipal Council	Municipal Council	Speaker of council/Mayor		
148(3)(a)	Receiving a notification that an intervention in the Municipality has ended	Municipal Council	Municipal Council	Speaker of council/Mayor		
166(2)(d)	Requesting the audit committee to investigate the financial affairs of the Municipality or a municipal entity of which the Municipality is a parent	Municipal Council	Municipal Council	Mayor		
171(4)(a)	Investigating any allegations of financial misconduct against the Municipal Manager, the Chief Financial Officer, a senior manager or other official of the Municipality unless those allegations are frivolous, vexatious, speculative or obviously unfounded	Municipal Council	Municipal Council	Mayor		
	Deciding whether an allegation of financial misconduct against the Municipal Manager, the Chief Financial Officer, a senior manager or other official of the Municipality is frivolous, vexatious, speculative or obviously unfounded.	Municipal Council	Municipal Council	Mayor		
171(4)(b)	Deciding whether an investigation of an allegation of financial misconduct against the Municipal Manager, the Chief Financial Officer, a senior manager or other official of the Municipality revealed anything that warrants the institution of disciplinary proceedings.	Municipal Council	Municipal Council	Mayor		

KHARA HAIS LOCAL MUNICIPALITY

Delegations from the Mayor to the Accounting Officer

MFMA SECTION NO.	MUNICIPAL FINANCE MANAGEMENT ACT NO 56 OF 2003 THE MFMA - SPECIFIC DETAIL OF THE SECTION AND SUBSECTION TO BE DELEGATED	RESPONSIBILITY & DELEGATION CHANNEL				
		RESPONSIBILITY				
			FROM	TO	SUB-DELEGATED TO	APPLICABLE CONDITIONS
12(1)	Deciding to set-up a relief, charitable, trust or other fund of whatever description	Mayor	Mayor or Exco. Comm	Accounting officer		
16(2)	Tabling the annual budget at a Municipal Council meeting	Mayor	Mayor or Exco. Comm	Accounting officer		The annual budget must be tabled at least 90 days before 1 July each year. The work output on the annual budget is managed by the Accounting
21(1)(a)	Co-ordinating the processes of preparing the annual budget and reviewing the Municipality's integrated development plan and budget-related policies	Mayor	Mayor or Exco. Comm	Accounting officer		
21(1)(b)	Tabling in the Municipal Council a time schedule outlining key deadlines for the preparation, tabling and approval of the annual budget, the annual review of the integrated development plan and the Municipality's budget-related policies, the tabling and adoption of any amendments to the integrated development plan and the budget-related policies and any consultative processes forming part of the processes	Mayor	Mayor or Exco. Comm	Accounting officer		At least 10 months before 1 July each year
21(2)(b)	Implementing the reasonable steps to be taken to review the Municipality's integrated development plan 35	Mayor	Mayor or Exco. Comm	Accounting officer		
21(2)(d)	Determining the manner and timing of consultation of the local municipalities within the municipal area, the provincial treasury and such other organs of state as may be prescribed with regard to the Municipality's annual budget	Mayor	Mayor or Exco. Comm	Accounting officer		
21(2)(e)	Providing information relating to the budget that may be requested by the National Treasury and any other organ of state	Mayor	Mayor or Exco. Comm	Accounting officer		Subject to any limitations that may be prescribed in respect of organs of state other than the National Treasury
25(3)	Complying with section 55 of the MFMA if the Municipality has not approved an annual budget, including revenue-raising measures necessary to give effect to the budget, by 1 July of any year	Mayor	Mayor or Exco. Comm	Accounting officer		Immediately report the matter to the MEC responsible for local government
26(4)	Obtaining the MEC responsible for finance's approval to withdraw funds from the Municipality's bank accounts, if a budget has not been approved on or before 1 July of each year.	Mayor	Mayor or Exco. Comm	Accounting officer		

27(1)	Determining the likelihood of the Municipality not being able to comply with the MFMA or other legislation relating to the tabling or approval of an annual budget or compulsory consultation processes	Mayor	Mayor or Exco. Comm	Accounting officer		
	Informing the MEC responsible for finance of any impending non-compliance by the Municipality of any provisions of the MFMA or any other legislation pertaining to the tabling or approval of an annual budget or compulsory consultation processes	Mayor	Mayor or Exco. Comm	Accounting officer		
27(2)	Decision to apply to the MEC responsible for finance to extend any time limit or deadline with regard to the preparation and approval of the annual budget	Mayor	Mayor or Exco. Comm	Accounting officer		
	Applying to the MEC responsible for finance to extend any time limit or deadline with regard to the preparation and approval of the annual budget	Mayor	Mayor or Exco. Comm	Accounting officer		
27(3)	Informing the Municipal Council, the MEC responsible for finance and the National Treasury, in writing, of any actual non-compliance by the Municipality of a provision of Chapter 4 of the MFMA and any remedial or corrective measures the Municipality intends to implement to avoid a recurrence of such non-compliance	Mayor	Mayor or Exco. Comm	Accounting officer		
28(4)	Tabling an adjustments budget in the Municipal Council	Mayor	Mayor or Exco. Comm	Accounting officer		
29(1)	Decision to authorise unforeseeable and unavoidable expenditure for which no provision was made in an approved budget in emergency or other exceptional circumstances	Mayor	Mayor or Exco. Comm	Accounting officer		
29(2)(c)	Reporting to the Municipal Council regarding the authorisation of unforeseeable and unavoidable expenditure for which no provision was made in an approved budget in emergency or other exceptional circumstances	Mayor	Mayor or Exco. Comm	Accounting officer		Such report must be made to the Council at the first Council meeting next ensuing after the authorisation was given
52(a)	Decision on the nature and extent of, and manner in which political guidance over the fiscal and financial affairs of the Municipality will be provided	Mayor	Mayor or Exco. Comm	Accounting officer		
52(b)	Decision on the monitoring and oversight mechanisms to be applied to the exercise by the Municipal Manager and the Chief Financial Officer of their powers, functions and duties in terms of the MFMA	Mayor	Mayor or Exco. Comm	Accounting officer		
52(c)	Decision on the reasonable steps to be taken to ensure that the Municipality performs its constitutional and statutory functions within the limits of the Municipality's approved budget	Mayor	Mayor or Exco. Comm	Accounting officer		
52(d)	Submitting to the Municipal Council, within 30 days of the end of each quarter, a report on the implementation of the budget and the financial state of affairs of the Municipality	Mayor	Mayor or Exco. Comm	Accounting officer		
53(1)(a)	Decision on the nature and extent of, and manner in which political guidance is to be given over the budget process and the priorities that must guide the preparation of a budget	Mayor	Mayor or Exco. Comm	Accounting officer		
53(1)(b)	Decision on the steps to be taken to co-ordinate the annual revision of the integrated development plan and the preparation of the annual budget	Mayor	Mayor or Exco. Comm	Accounting officer		
	Determining how the integrated development plan is to be taken into account or revised for the purposes of the budget	Mayor	Mayor or Exco. Comm	Accounting officer/IDP Steering Comm		
53(1)(c)(i)	Determining the reasonable steps to be taken to ensure that the Municipality approves its annual budget before the start of the budget year	Mayor	Mayor or Exco. Comm	Accounting officer/IDP Steering Comm		

53(1)(c)(ii)	Determining the reasonable steps to be taken to ensure he/she approves the Municipality's service delivery and budget implementation plan	Mayor	Mayor or Exco. Comm	Accounting officer		The Mayor must approve the annual service delivery and budget implementation plan within 28 days after the approval of the budget
53(1)(c)(iii)	Determining the reasonable steps to be taken to ensure that the annual performance agreements for the Municipal Manager and all senior managers comply with the MFMA, are linked to the measurable performance objectives approved with the budget and to the service delivery and budget implementation plan and are concluded in accordance with section 57(2) of the Municipal Systems Act	Mayor	Mayor or Exco. Comm	Members of the Municipal Council		In terms of section 57(2)(a) of the Municipal Systems Act the annual performance agreements must be concluded on or before 30 July of each year
53(2)	Reporting to the Municipal Council and the MEC responsible for finance any delay in the tabling of an annual budget, the approval of the service delivery and budget implementation plan or the signing of the annual performance agreements	Mayor	Mayor or Exco. Comm	Accounting officer		
53(3)(a)	Ensuring that the revenue and expenditure projections for each month and the service delivery targets and performance indicators for each quarter, contained in the service delivery and budget implementation plan, are made public no later than 14 days after the approval of the service delivery and budget implementation plan	Mayor	Mayor or Exco. Comm	Accounting officer		
53(3)(b)	Ensuring that the performance agreements of the Municipal Manager, senior managers and any other categories of officials as may be prescribed, are made public no later than 14 days after the approval of the Municipality's service delivery and budget implementation plan	Mayor	Mayor or Exco. Comm	Accounting officer		
54(1)(a)	Making arrangements for the receipt of a monthly statement on the state of the Municipality's budget and a mid-year corporate performance assessment report	Mayor	Mayor or Exco. Comm	Accounting officer		<p>1. The statement a statement regarding the state of the municipality's budget must be submitted not later than 10 working days after the end of each month</p> <p>2. The mid-year performance assessment report must be submitted not later than 25 January of each year</p> <p>3. The mid-year corporate performance assessment report must be submitted to the Council not later than 31 January each year</p>
54(1)(b)	Determining the procedures, including reports required to check whether the Municipality's approved budget is implemented in accordance with the service delivery and budget implementation plan	Mayor	Mayor or Exco. Comm	Accounting officer		
54(1)(c)	Determining whether it is necessary to make any revisions to the service delivery and budget implementation plan	Mayor	Mayor or Exco. Comm	Accounting officer		Revisions to the service delivery targets and performance indicators in the plan may only be made with the approval of the Council following approval of an adjustments budget

54(1)(d)	Determining the instructions to be given to the Municipal Manager to ensure that the budget is implemented in accordance with the service delivery and budget implementation plan and that spending of funds and revenue collection proceed in accordance with the budget	Mayor	Mayor or Exco. Comm	Accounting officer		If the Municipality faces any serious financial problems, the Executive Mayor must promptly respond to and initiate any remedial or corrective
54(1)(e)	Considering whether the Municipality faces any financial problems including any emerging or impending financial problems	Mayor	Mayor or Exco. Comm	Accounting officer		
54(3)	Making public any revisions of the service delivery and budget implementation plan	Mayor	Mayor or Exco. Comm	Accounting officer		
55	Immediately report to the MEC for local government if the Municipality has not approved an annual budget by 1 July of any year or if the Municipality encounters a serious financial problem	Mayor	Mayor or Exco. Comm	Accounting officer		
56	Providing guidance to the Municipality to exercise its rights and powers over any municipal entity in which the Municipality has sole or shared control	Mayor	Mayor or Exco. Comm	Accounting officer		
59(1)(a)	Deciding to delegate the powers and duties assigned to the Executive Mayor in terms of the MFMA	Mayor	Mayor or Exco. Comm	N/A		1. Such power or duty may only be delegated to another member of the Mayoral Committee
		Mayor	Mayor or Exco. Comm	N/A		2. A delegation by the Executive Mayor must be in writing
		Mayor	Mayor or Exco. Comm	N/A		3. A delegation by the Executive Mayor does not divest him/her of the responsibility concerning the exercise of the delegated power or the
59(2)	Determining the conditions and limitations of any delegation by the Executive Mayor	Mayor	Mayor or Exco. Comm	N/A		
59(3)	Deciding to confirm, vary or revoke any decision taken in consequence of a delegation by the Executive Mayor	Mayor	Mayor or Exco. Comm	N/A		No variation or revocation of a decision may detract from any rights that may have accrued as a result of
87(3)	Tabling the proposed budget of a municipal entity of which the Municipality is the parent municipality in the Municipal Council	Mayor	Mayor or Exco. Comm	Accounting Officer		Together with the Municipality's budget for the relevant financial year
87(6)	Considering an application by the board of directors of a municipal entity of which the Municipality is the parent municipality to revise the budget of the municipal entity	Mayor	Mayor or Exco. Comm	Accounting Officer		
87(9)	Tabling the budget or adjusted budget and any adjustments budget of a municipal entity of which the Municipality is the parent municipality at the next Council meeting	Mayor	Mayor or Exco. Comm	Accounting officer		
102(1)	Receiving a report of the board of directors of a municipal entity of which the Municipality is the parent municipality any irregular expenditure or any fruitless and wasteful expenditure incurred by, or on behalf of, that municipal entity	Mayor	Mayor or Exco. Comm	Accounting officer		
103	Receiving a report of the accounting officer of a municipal entity of which the Municipality is the parent municipality regarding any interference by a councillor outside that councillor's assigned duties, in the financial affairs of the municipal entity; or the responsibilities of the board of directors of the municipal entity	Mayor	Mayor or Exco. Comm	Accounting officer		

127(2)	Tabling in the Municipal Council the Municipality's annual report and the annual report of any municipal entity under the Municipality's sole or shared control	Mayor	Mayor or Exco. Comm	Accounting officer		
127(3)(a)	Submitting to the Council a written explanation setting out the reasons for any delay in tabling the Municipality's annual report and the annual report of any municipal entity under the Municipality's sole or shared control	Mayor	Mayor or Exco. Comm	Accounting officer		
		Mayor	Mayor or Exco. Comm	Accounting officer		
130(1)	Determining the reasonable time period to be allowed during a council meeting at which an annual report is to be discussed or at which decisions concerning an annual report are to be taken for the discussion of any written submissions received from the local community or organs of state on the annual report and for members of the local community or any organs of state to address the Municipal Council	Mayor	Mayor or Exco. Comm	Accounting officer		
		Mayor	Mayor or Exco. Comm	Accounting officer		
131(1)	Ensuring that the Municipality addresses all the issues raised in an audit report	Mayor	Mayor or Exco. Comm	Accounting officer		
133(1)(a)	Tabling in the Municipal Council a written explanation setting out the reasons for the failure of the Municipal Manager or of the accounting officer of a municipal entity under the Municipality's sole or shared control to submit annual financial statements to the Auditor-General or the Executive Mayor's failure to table the annual report of the Municipality or a municipal entity in the Municipal Council	Mayor	Mayor or Exco. Comm	Accounting officer		
136(1)(a)	Participating in consultations with the MEC for local government regarding a serious financial problem in the Municipality	Mayor	Mayor or Exco. Comm	Accounting officer		
137(1)(d)	Participating in consultations with the MEC for local government regarding the Municipality's co-operation in resolving any financial problem, and if applicable, implementing the financial recovery plan	Mayor	Mayor or Exco. Comm	Accounting officer		
139(1)(b)	Participating in consultations with the MEC for local government regarding the Municipality's co-operation in implementing the recovery plan, including the approval of a budget and legislative measures giving effect to the recovery plan	Mayor	Mayor or Exco. Comm	Accounting officer		
139(2)	Receiving a request made by the provincial executive to the Municipal Financial Recovery Service to determine the reasons for the crisis in the Municipality's financial affairs, to assess the Municipality's financial state and to prepare an appropriate recovery plan for the Municipality	Mayor	Mayor or Exco. Comm	Accounting officer		
166(2)	Receiving reports of the audit committee	Mayor	Mayor or Exco. Comm	Accounting officer		

KHARA HAI LOCAL MUNICIPALITY

Delegations from the Municipal Manager to the Chief Financial Officer

MFMA SECTION NO.	MUNICIPAL FINANCE MANAGEMENT ACT NO 56 OF 2003	RESPONSIBILITY	RESPONSIBILITY & DELEGATION CHANNEL			
	THE MFMA - SPECIFIC DETAIL OF THE SECTION AND SUBSECTION TO BE DELEGATED		FROM	TO	SUB-DELEGATED TO	CONDITIONS & LIMITATIONS
8(5)	Submission of the Municipality’s primary bank account details, and any impending change thereof.	Accounting officer	Accounting officer	Chief Financial Officer	Senior Manager - Financial & Asset Management	
9(a)	Submission of the prescribed details regarding any new bank accounts opened for the Municipality	Accounting officer	Accounting officer	Chief Financial Officer	Sebior Manager - Financial & Asset Management	
9(b)	Submission of the details of the Municipality’s bank accounts annually before the start of a financial year	Accounting officer	Accounting officer	Chief Financial Officer	Senior Manager - Fnancial & Asset Management	
10(1)(a)	Administration of the Municipality’s bank accounts	Accounting officer	Accounting officer	Chief Financial Officer	Senior Manager - Financial & Asset Management	
10(2)	Enforcing compliance with sections 7, 8 and 11 of the MFMA	Accounting officer	Accounting officer	Chief Financial Officer	No further sub-delegation permitted	
11(1)	Written authorisation to senior financial official to withdraw or authorise the withdrawal of money from the Municipality’s bank account for the purpose outlined in terms of sect 11 of the MFMA	Accounting officer	Accounting officer	Chief Financial Officer	The Accounting Officer must issue written authorization to any other senior financial to implement section 11. This authority lies only with th Accounting Officer tst	
11(4)(a)	Preparation of a quarterly consolidated report of all withdrawals made in terms of section 11(1)(b) to (j) of the MFMA from the Municipality’s bank accounts	Accounting officer	Accounting officer	Chief Financial Officer	Senior Manager - Financial and Asset Management	
	Tabling of a quarterly consolidated report of all withdrawals made in terms of section 11 (1)(b) to (j) of the MFMA from the Municipality’s bank accounts in the Municipal Council	Accounting officer	Accounting officer	Chief Financial Officer	Senior Manager - Financial & Asset Management	
11(4)(b)	Submission of quarterly consolidated report of all withdrawals made in terms of section 11 (1)(b) to (j) of the MFMA to the provincial treasury and the Auditor-General	Accounting officer	Accounting officer	Chief Financial Officer	No further sub-delegation permitted	

12(4)	Issuing written authority to withdraw money without appropriation in terms of an approved budget from a bank account opened for the purpose of relief, charitable, trust or other fund.	Accounting officer	Accounting officer	Chief Financial Officer		
22	Making the annual budget public, inviting the community to submit representations in connection therewith and submitting the annual budget to the national and provincial treasuries and affected municipalities	Accounting officer	Accounting officer	Chief Financial Officer	Senior Manager - Financial & Asset Management	
24(3)	Submission of the approved annual budget to the National Treasury and the provincial treasury	Accounting officer	Accounting officer	Chief Financial Officer	Senior Manager - Financial and Asset Management	
31(c)	Issuing a certificate specifying that actual revenue for the financial year concerned is expected to exceed budgeted revenue and that sufficient funds are available for exceeding the amount appropriated for a specific capital programme without incurring further borrowing beyond the annual budget limit	Accounting officer	Accounting officer	Chief Financial Officer	Senior Manager - Financial & Asset Management	
32(4)	Informing the Executive Mayor, the MEC for local government and the Auditor-General, in writing, of any unauthorised, irregular or fruitless and wasteful expenditure incurred by the Municipality, whether any person is responsible or under investigation for such unauthorised, irregular or fruitless and wasteful expenditure and the steps that have been taken to recover or rectify such expenditure and to prevent a recurrence of such expenditure.	Accounting officer - Directly accountable to the MFMA for implementation	Accounting officer	Chief Financial Officer	Senior Manager - Financial & Asset Management and/or Manager Supply Chain Management	
32 (6)	Reporting alleged irregular expenditure that constitutes a criminal offence and alleged theft and fraud which occurred in the Municipality to the SAPS	Accounting officer	Accounting officer			
37(2)	Determining the projected amount of any allocation proposed to be transferred to another municipality during each of the next three financial years and notifying the receiving municipality thereof	Accounting officer	Accounting officer			
45(2)(b)	Signing a debt agreement or other document which creates or acknowledges any short term debt	Accounting officer	Accounting officer	Chief Financial Officer		
46(2)(b)	Signing a debt agreement or other document which creates or acknowledges any long-term debt	Accounting officer	Accounting officer	Chief Financial Officer		
60(b)(i)	Provide guidance and advice on compliance with this Act to the Political Structures, Political Office Bearers and Officials of the Municipality and or Municipal Entity	Accounting officer	Accounting officer	Chief Financial Officer	Not sub-delegated	
62(1)(a)	Deciding the reasonable steps to be taken to ensure that the resources of the Municipality are used effectively, efficiently and economically	Accounting officer	Accounting officer	Chief Financial Officer	All Senior Managers as per MFMA	

62(1)(b)	Deciding the reasonable steps to be taken to ensure that full and proper records of the Municipality's financial affairs are kept in accordance with any prescribed norms and standards	Accounting officer	Accounting officer	Chief Financial Officer	All BTO Managers	
62(1)(c)(i)	Deciding the reasonable steps to be taken to ensure that the Municipality has and maintains effective, efficient and transparent systems of financial and risk management and internal control	Accounting officer	Accounting officer	All Senior Managers as per MFMA	All Divisional Managers	
62(1)(c)(ii)	Deciding the reasonable steps to be taken to ensure that the Municipality has and maintains effective, efficient and transparent systems of internal audit operating in accordance with any prescribed norms and standards	Accounting Officer	Accounting Officer	Senior Manager Internal Audit		
62(1)(d)	Deciding the reasonable steps to be taken to ensure that unauthorised, irregular or fruitless and wasteful expenditure and other losses are prevented	Accounting officer	Accounting officer	All Senior Managers as per MFMA	All Senior BTO Managers & Other Divisional Manager	
62(1)(e)	Deciding the reasonable steps to be taken to ensure that disciplinary or, when appropriate, criminal proceedings are instituted against any official of the Municipality who has allegedly committed an act of financial misconduct or an offence in terms of Chapter 15 of the MFMA	Accounting officer	Accounting officer			
62(1)(f)(i)	Deciding the reasonable steps to be taken to ensure that the Municipality has and implements a tariff policy referred to in section 74 of the Municipal Systems Act	Accounting officer	Accounting officer	Chief Financial Officer	Senior Manager - Income & Revenue & Collection and all other relevant Divisional Managers	
62(1)(f)(ii)	Deciding the reasonable steps to be taken to ensure that the Municipality has and implements a rates policy as required in terms of section 3 of the Local Government: Municipal Property Rates Act, 2004 (Act No 6 of 2004)	Accounting officer	Accounting officer	Chief Financial Officer	senior BTO Manager - Revenue & Debt Management and all other relevant Divisional Managers	
62(1)(f)(iii)	Deciding the reasonable steps to be taken to ensure that the Municipality has and implements a credit control and debt collection policy referred to in section 96(b) of the Municipal Systems Act	Accounting officer	Accounting officer	Chief Financial Officer	Senior Manager - Income & Revenue & Collection	

62(1)(f)(iv)	Deciding the reasonable steps to be taken to ensure that the Municipality has and implements a supply chain management policy in accordance with Chapter 11 of the MFMA	Accounting officer	Accounting officer	Chief Financial Officer and all Senior Managers	Manager - Supply Chain Management	
63(2)(a)	Deciding the reasonable steps to be taken to ensure that the Municipality has and maintains a management, accounting and information system that accounts for the assets and liabilities of the Municipality	Accounting officer	Accounting officer	Chief Financial Officer, Director Corporate Services	Senior Manager - Financial & Asset Management and Manager Information Technology	
63(2)(b)	Deciding the reasonable steps to be taken to ensure that the Municipality's assets and liabilities are valued in accordance with standards of generally recognised accounting practice	Accounting Officer	Accounting officer	Chief Financial Officer	Senior Manager - Financial & Asset Management	
63(2)(c)	Deciding the reasonable steps to be taken to ensure that the Municipality has and maintains a system of internal control of assets and liabilities, including an asset and liabilities register, as may be prescribed	Accounting Officer	Accounting officer	Chief Financial Officer	Senior Manager - Financial & Asset Management	
64(2)(a)	Deciding the reasonable steps to be taken to ensure that the Municipality has effective revenue collection systems consistent with section 95 of the Municipal Systems Act and the Municipality's credit control and debt collection policy	Accounting officer	Accounting officer	Chief Financial Officer	Senior Manager - Income & Revenue Collection	
64(2)(b)	Deciding the reasonable steps to be taken to ensure that revenue due to the Municipality is calculated on a monthly basis	Accounting officer	Accounting officer	Chief Financial Officer	Senior Manager - Income & Revenue Collection	
64(2)(c)	Deciding the reasonable steps to be taken to ensure that accounts for regional services council levies and charges for municipal services are prepared on a monthly basis, or less often as may be prescribed where monthly accounts are uneconomical	Accounting officer	Accounting officer	Chief Financial Officer	Senior Manager - Income & Revenue Collection	
64(2)(d)	Deciding the reasonable steps to be taken to ensure that all money received is promptly deposited in accordance with the MFMA into the Municipality's primary and other bank accounts	Accounting officer	Accounting officer	Chief Financial Officer	Senior Manager - Income & Revenue Collection	
64(2)(e)	Deciding the reasonable steps to be taken to ensure that the Municipality has and maintains a management, accounting and information system which recognises revenue when it is earned and accounts for debtors and for receipts of revenue	Accounting Officer	Accounting officer	Chief Financial Officer and Director Corporate Services	Senior Manager - INCOME & Revenue Collection and Manager Information Technology	
64(2)(f)	Deciding the reasonable steps to be taken to ensure that the Municipality has and maintains a system of internal control in respect of debtors and revenue	Accounting Officer	Accounting officer	Chief Financial Officer	Senior Manager - Income & Revenue Collection	

64(2)(g)	Deciding the reasonable steps to be taken to ensure that the Municipality charges interest on arrears, except where the Council has granted exemptions in accordance with its budget-related policies and within a prescribed framework	Accounting officer	Accounting officer	Chief Financial Officer	Senior Manager - Income & Revenue Collection	
64(2)(h)	Deciding the reasonable steps to be taken to ensure that all revenue received by the Municipality, including revenue received by any collecting agent on its behalf, is reconciled at least on a weekly basis	Accounting officer	Accounting officer	Chief Financial Officer	Senior Manager - Income & Revenue Collection	
64(3)	Informing the National Treasury of any payments due by an organ of state to the Municipality in respect of municipal tax or for municipal services, if such payments are regularly in arrears for periods of more than 30 days.	Accounting officer	Accounting officer	Chief Financial Officer	Senior Manager - Income & Revenue Collection	
64(4)(a)	Deciding the reasonable steps to be taken to ensure that any funds collected by the Municipality on behalf of another organ of state is transferred to that organ of state at least on a weekly basis	Accounting officer	Accounting officer	Chief Financial Officer and Director Community Services	Senior Manager Financial & Asset Management, Chief Traffic Services	
64(4)(b)	Deciding the reasonable steps to be taken to ensure that funds collected by the Municipality on behalf of another organ of state are not used for purposes of the Municipality	Accounting officer	Accounting officer	Chief Financial Officer		
65(2)(a)	Deciding the reasonable steps to be taken to ensure that the Municipality has and maintains an effective system of expenditure control, including procedures for the approval, authorisation, withdrawal and payment of funds	Accounting officer	Accounting officer	Chief Financial Officer	Senior Manager Financial & Asset Management, Manager Supply Chain	
65(2)(b)	Deciding the reasonable steps to be taken to ensure that the Municipality has and maintains a management, accounting and information system which recognises expenditure when it is incurred and that accounts for creditors of, and payments made by, the Municipality	Accounting officer	Accounting officer	Chief Financial Officer and Director Corporate Services	Senior Manager Financial & Asset Management, Manager Supply Chain and Manager Information Technology	
65(2)(c)	Deciding the reasonable steps to be taken to ensure that the Municipality has and maintains a system of internal control in respect of creditors and payments	Accounting officer	Accounting officer	Chief Financial Officer	Senior Manager Financial & Asset Management	
65(2)(d)	Deciding the reasonable steps to be taken to ensure that payments by the Municipality are made directly to the person to whom it is due unless agreed otherwise for reasons as may be prescribed and either electronically or by way of non-transferable cheques	Accounting officer	Accounting officer	Chief Financial Officer	Senior Manager Financial & Asset Management	
65(2)(e)	Deciding the reasonable steps to be taken to ensure that all money owing by the Municipality be paid within 30 days of receiving the relevant invoice or statement, unless prescribed otherwise for certain categories of expenditure	Accounting officer	Accounting officer	Chief Financial Officer	Senior Manager Financial & Asset Management	
65(2)(f)	Deciding the reasonable steps to be taken to ensure that the Municipality complies with its tax, levy, duty, pension, medical aid, audit fees and other statutory commitments	Accounting officer	Accounting officer	Chief Financial Officer	Senior Manager Financial & Asset Management	
65(2)(g)	Deciding the reasonable steps to be taken to ensure that any dispute concerning payments due by the Municipality to another organ of state is disposed of in terms of legislation regulating disputes between organs of state	Accounting officer	Accounting officer	Chief Financial Officer	Senior Manager Financial & Asset Management	
65(2)(h)	Deciding the reasonable steps to be taken to ensure that the Municipality's available working capital is managed effectively and economically in terms of the prescribed cash management and investment framework	Accounting officer	Accounting officer	Chief Financial Officer	Senior Manager Financial & Asset Management	

65(2)(i)	Deciding the reasonable steps to be taken to ensure that the Municipality's supply chain management policy is implemented in a way that is fair, equitable, transparent, competitive and cost-effective	Accounting officer	Accounting officer	Chief Financial Officer	Manager Supply Chain Management	
65(2)(j)	Deciding the reasonable steps to be taken to ensure that all financial accounts of the Municipality are closed at the end of each month and reconciled with its records	Accounting officer	Accounting officer	Chief Financial Officer	Senior Manager Financial & Asset Management, Manager Financial Reporting	
66	Reporting to the Council on all expenditure incurred by the Municipality on staff salaries, wages, allowances and benefits, and in a manner that discloses such expenditure per type of expenditure	Accounting officer	Accounting officer	Chief Financial Officer	Senior Manager Financial & Asset Management, Manager Financial Reporting	
67(1)	<p>Determining whether an organisation or body outside any sphere of government to whom funds of the Municipality stand to be transferred otherwise than in compliance with a commercial or other business transaction, -</p> <p>(a) has the capacity and has agreed on:</p> <p>(i) to comply with any agreement with the municipality</p> <p>(ii) for the period of the agreement to comply with all reporting, financial management and auditing requirements as may be stipulated in the agreement,</p> <p>(iii) to report at least monthly to the accounting officer on actual expenditure against such transfer</p> <p>(iv) to submit its audited financial statements for its financial year to the accounting officer promptly</p>	Accounting officer ^b	Accounting officer	Chief Financial Officer and/or applicable Senior Manager	Applicable Manager	
		Municipal Manager	Municipal Manager	Chief Financial Officer and/or applicable Senior Manager	Applicable Manager	
		Municipal Manager	Municipal Manager	Chief Financial Officer and/or applicable Senior Manager	Applicable Manager	
		Municipal Manager	Municipal Manager	Chief Financial Officer and/or applicable Senior Manager	Applicable Manager	
		Municipal Manager	Municipal Manager	Chief Financial Officer and/or applicable Senior Manager	Applicable Manager	
		Municipal Manager	Municipal Manager	Chief Financial Officer and/or applicable Senior Manager	Applicable Manager	
	(b) implements effective, efficient and transparent financial management and internal control systems to guard against fraud, theft and financial mismanagement; and	Municipal Manager	Municipal Manager	Chief Financial Officer and/or applicable Senior Manager	Applicable Manager	
	(c) has in respect of previous similar transfers complied with all the requirements of section 67(1) of the MFMA	Municipal Manager	Municipal Manager	Chief Financial Officer and/or applicable Senior Manager	Applicable Manager	

67(2)	Obtaining the approval of the provincial treasury to transfer funds of the Municipality to an organisation or body outside any sphere of government otherwise than in compliance with a commercial or other business transaction if there has been a failure by an organisation or body to comply with the requirements of section 67(1) of the MFMA in respect of a previous transfer	Municipal Manager	Municipal Manager	Chief Financial Officer and/or applicable Senior Manager	Applicable Manager	
		Municipal Manager	Municipal Manager	Chief Financial Officer		
67(3)	Determining the appropriate mechanisms to ensure compliance by an organisation or body outside any sphere of government to whom funds of the Municipality was transferred otherwise than in compliance with a commercial or other business transaction with –	Municipal Manager	Municipal Manager	Chief Financial Officer and/or applicable Senior Manager	Applicable Manager	
67(3)	(a) any agreement with the Municipality,	Municipal Manager	Municipal Manager	Chief Financial Officer and/or applicable Senior Manager	Applicable Manager	
67(3)	(b) for the period of the agreement to comply with all reporting, financial management and auditing requirements as may be stipulated in the agreement,	Municipal Manager	Municipal Manager	Chief Financial Officer and/or applicable Senior Manager	Applicable Manager	
67(3)	(c) to report at least monthly to the Municipal Manager on actual expenditure against such transfer and to submit its audited financial statements for its financial year to the Municipal Manager promptly;	Municipal Manager	Municipal Manager	Chief Financial Officer and/or applicable Senior Manager	Applicable Manager	
67(3)	(d) implements effective, efficient and transparent financial management and internal control systems to guard against fraud, theft and financial mismanagement; and	Municipal Manager	Municipal Manager	Chief Financial Officer and/or applicable Senior Manager	Applicable Manager	
67(3)	(e) has in respect of previous similar transfers complied with all the requirements of section 67(1) of the MFMA	Municipal Manager	Municipal Manager	Chief Financial Officer and/or applicable Senior Manager	Applicable Manager	
67(4)	Determining whether an organisation or body outside any sphere of government to whom funds of the Municipality stand to be transferred otherwise than in compliance with a commercial or other business transaction is an organisation or body serving the poor or used by government as an agency	Municipal Manager	Municipal Manager	Chief Financial Officer and/or applicable Senior Manager	Applicable Manager	
68(a)	Assisting the Executive Mayor in performing the budgetary steps assigned to the Executive Mayor	Municipal Manager	Municipal Manager	Chief Financial Officer	Senior Manager Financial & Asset Management, Manager Financial Reporting	
68(b)	Determining the administrative support, resources and information required by the Executive Mayor to perform the budgetary steps assigned to the Executive Mayor	Municipal Manager	Municipal Manager	Chief Financial Officer	Senior Manager Financial & Asset Management, Manager Financial Reporting	
	Making the administrative support, resources and information required by the Executive Mayor to perform the budgetary steps assigned to the Executive Mayor available to him/her	Municipal Manager	Municipal Manager	Chief Financial Officer	Senior Manager Financial & Asset Management, Manager Financial Reporting	

69(1)(a)	Determining, in relation to implementing the Municipality's approved budget, the reasonable steps required to ensure that the spending of funds is in accordance with the budget and is reduced as necessary when revenue is anticipated to be less than projected in the budget or in the service delivery and budget implementation plan	Municipal Manager	Municipal Manager	Chief Financial Officer	Senior Manager Financial & Asset Management, Manager Financial Reporting	
69(1)(b)	Determining, in relation to implementing the Municipality's approved budget, the reasonable steps required to ensure that revenue and expenditure are properly monitored	Municipal Manager	Municipal Manager	Chief Financial Officer	Senior Manager Financial & Asset Management, Manager Financial Reporting	
69(2)	Determining whether it is necessary to prepare an adjustments budget	Municipal Manager	Municipal Manager	Chief Financial Officer	Senior Manager Financial & Asset Management, Manager Financial Reporting	
69(2)	Preparing an adjustments budget and submitting it to the Executive Mayor for consideration and tabling in the Council	Municipal Manager	Municipal Manager	Chief Financial Officer	Senior Manager Financial & Asset Management, Manager Financial Reporting	
69(3)(a)	Preparing and submitting, within 14 days after the approval of the Municipality's annual budget, a draft service delivery and budget implementation plan for the budget year	Municipal Manager	Municipal Manager	Manager: Office of the Municipal Manager	Manager Performance Management	
69(3)(b)	Preparing and submitting, within 14 days after the approval of the Municipality's annual budget, drafts of the annual performance agreements as required in terms of section 57(l)(b) of the Municipal Systems Act for the Municipal Manager and all senior managers	Municipal Manager	Municipal Manager	Director Corporate Services	Senior Manager Human Resources	
70(1)	Reporting in writing to the Municipal Council any impending shortfalls in budgeted revenue and overspending of the Municipality's budget and any steps taken to prevent or rectify such shortfalls or overspending	Accounting officer	Accounting officer	Chief Financial Officer	Senior Manager Financial & Asset Management, Manager Financial Reporting	
70(2)	Informing the National Treasury that the Municipality's bank account or, if the Municipality has more than one bank account, the consolidated balance in those bank accounts, shows a net overdrawn position for a period exceeding a prescribed period	Accounting officer	Accounting officer	Chief Financial Officer	Senior Manager Financial & Asset Management, Manager Financial Reporting	
71(1)	Submitting to the Executive Mayor and the provincial treasury, within 10 working days after the end of each month, a statement in the prescribed format on the state of the municipality's budget	Accounting officer	Accounting officer	Chief Financial Officer	Senior Manager Financial & Asset Management, Manager Financial Reporting	
71(5)	Submitting to the national or provincial organ of state or municipality which transferred an allocation during any particular month to the Municipality within 10 working days after the end of the month concerned a statement indicating the amount of any allocations received and actual expenditure on those allocations, excluding expenditure on its share of the local government equitable share and allocations exempted by the annual Division of Revenue Act from compliance with this requirement	Accounting officer	Accounting officer	Chief Financial Officer	Senior Manager Financial & Asset Management, Manager Financial Reporting	

72(1)(a)	Performing an assessment of the Municipality's performance during the first half of each financial year	Accounting officer	Accounting officer	Chief Financial Officer and Manager: Office of the Municipal Manager and Director Corporate Services	Senior Manager Financial & Asset Management, Manager Financial Reporting and Manager Performance Management and Senior Chief Legal Officer	
72(1)(b)	Submitting the mid-year performance assessment report to the Executive Mayor, the National Treasury and the Provincial Treasury	Accounting officer	Accounting officer	Chief Financial Officer and Manager: Office of the Municipal Manager and Director Corporate Services	Senior Manager Financial & Asset Management, Manager Financial Reporting and Manager Performance Management and Senior Chief Legal Officer	
72(3)	Determining whether it is necessary to recommend that an adjustments budget be considered and that revised projections for revenue and expenditure is necessary	Accounting officer	Accounting officer	Chief Financial Officer	Senior Manager Financial & Asset Management, Manager Financial Reporting	
73(a)	Informing the provincial treasury of any failure by the Municipal Council to adopt or implement a budget-related policy or a supply chain management policy	Accounting officer	Accounting officer	Chief Financial Officer		
73(b)	Informing the provincial treasury of any non-compliance by a political structure or political office-bearer of the Municipality with a budget-related policy or the supply chain management policy	Accounting officer	Accounting officer	Chief Financial Officer		
74(1)	Submitting to the National Treasury, the provincial treasury, the department for local government and the Auditor-General such information, returns, documents, explanations and motivations as may be prescribed or as may be required.	Accounting officer	Accounting officer	All Senior Managers as per MFMA	All Managers	
74(2)	Reporting his/her inability to comply with any of the responsibilities in terms of the MFMA, together with reasons, to the Executive Mayor and the provincial treasury	Accounting officer	Accounting officer			
75(1)	Ensuring that the required documents are uploaded to, and available on, the Municipality's website within five days after its tabling in the Council or on the date on which it must be made public, whichever occurs first	Accounting officer	Accounting officer	All Senior Managers as per MFMA	All Managers	
79(1)(a)	Developing an appropriate system of delegation that will both maximise administrative and operational efficiency and provide adequate checks and balances in the Municipality's financial administration for the proper application of the MFMA.	Accounting officer	Accounting officer	Director Corporate Services	Manager: Secretariat	

79(1)(c)	Regularly reviewing delegations issued to a member of the Municipality's top management or any other official of the Municipality and, if necessary, amending or withdrawing any of those delegations.	Accounting officer	Accounting officer	Director Corporate Services	Manager: Secretariat	
79(2)	Reviewing and confirming, varying or revoking any decision taken in consequence of a delegation or sub-delegation in terms of the MFMA.	Accounting officer	Accounting officer			
84(1)(b)	Making an assessment of the impact of the shifting of a function or service to a municipal entity on the Municipality's staff, assets and liabilities when considering the establishment of, or participation in, a municipal entity	Accounting officer	Accounting officer	All Senior Managers as per MFMA		
84(2)(a)(i)(aa)	Publishing an information statement regarding the Municipality's intention to establish and/or participate in a municipal entity	Accounting officer	Accounting officer			
84(2)(a)(i)(bb)	Inviting the local community, organised labour and other interested persons to submit comments or representations in respect of the Municipality's intention to establish and/or participate in a municipal entity	Accounting officer	Accounting officer			
84(2)(a)(ii)	Soliciting the views and recommendations of the National Treasury and the provincial treasury, the national and provincial departments responsible for local government and the MEC responsible for local government in respect of the Municipality's intention to establish and/or participate in a municipal entity	Accounting officer	Accounting officer	All Senior Managers as per MFMA		
86(2)	Submitting the information received from a municipal entity of which the Municipality is the parent municipality regarding the entity's bank account(s) to the Auditor-General, the National Treasury and the provincial treasury	Accounting officer	Accounting officer	Chief Financial Officer		
87(11)	Receiving a monthly statement in the prescribed format on the state of the budget of a municipal entity of which the Municipality is the parent municipality	Accounting officer	Accounting officer	Chief Financial Officer		
101(2)	Tabling a report of the accounting officer of a municipal entity of which the Municipality is the parent municipality on any financial problems of the entity in the first Council meeting next ensuing	Accounting officer	Accounting officer	Accounting Officer of the municipal entity		
102(1)	Receiving a report of the board of directors of a municipal entity of which the Municipality is the parent municipality any irregular expenditure or any fruitless and wasteful expenditure incurred by, or on behalf of, that municipal entity.	Accounting officer	Accounting officer			
114(1)	Submitting a report containing the reasons for deviating from such recommendation to the Auditor-General, the provincial treasury and the National Treasury if a tender other than the one recommended in the normal course of implementing the supply chain management policy of the Municipality is approved	Accounting Officer	Accounting Officer	Not Delegated	Not Delegated	
115(1)(a)	Implementing the Municipality's supply chain management policy	Accounting officer	Accounting officer	Chief Financial Officer	Manager Supply Chain Management	
115(1)(b)	Determining the reasonable steps that must be taken to ensure that proper mechanisms and separation of duties in the supply chain management system are in place to minimise the likelihood of fraud, corruption, favouritism and unfair and irregular practices	Accounting officer	Accounting officer	Chief Financial Officer	Manager Supply Chain Management	

116(2)(a)	Determining the reasonable steps that must be taken to ensure that a contract or agreement procured through the supply chain management policy of the Municipality is properly enforced	Accounting officer	Accounting officer	Chief Financial Officer and all Senior Managers and Manager Legal Services		
116(2)(b)	Monitoring the performance of a contractor under a contract or an agreement with the Municipality on a monthly basis	Accounting officer	Accounting officer	Chief Financial Officer and all Senior Managers and Manager legal Services		
116(2)(c)	Determining the capacity that needs to be established within the Municipality's administration to assist the Municipal Manager to enforce the provisions of a contract or agreement between the Municipality and a contractor and to monitor the performance of a contractor under a contract or an agreement with the Municipality on a monthly basis	Accounting officer	Accounting officer	All Senior Managers as per MFMA	Manager Supply Chain Management and applicable manager	
	Establishing the capacity in the Municipality's administration to assist the Municipal Manager to enforce the provisions of a contract or agreement between the Municipality and a contractor and to monitor the performance of a contractor under a contract or an agreement with the Municipality on a monthly basis	Accounting officer	Accounting officer	All Senior Managers as per MFMA	Manager Supply Chain Management and applicable manager	
116(2)(d)	Regularly report to the Municipal Council regarding the management of contracts and/or agreements and the performance of contractors.	Accounting officer	Accounting officer	All Senior Managers as per MFMA	Manager Supply Chain Management and applicable manager	
	Determining the frequency/regularity of reports to be submitted to the Municipal Council regarding the management of contracts and/or agreements and the performance of contractors.	Accounting officer	Accounting officer	All Senior Managers as per MFMA	Manager Supply Chain Management and applicable manager	
116(3)(a)	Tabling the reasons for the proposed amendment of a contract or agreement procured through the supply chain management policy of the Municipality in the Council	Accounting officer	Accounting officer	All Senior Managers as per MFMA	Manager Supply Chain Management and applicable manager	
116(3)(b)	Giving the local community reasonable notice of the intention to amend a contract or agreement procured through the supply chain management policy of the Municipality and inviting the local community to submit representations to the Municipality	Accounting officer	Accounting officer	All Senior Managers as per MFMA	Manager Supply Chain Management and applicable manager	
120(6)(a)	Submitting the report on the feasibility study together with all other relevant documents to the Council for a decision, in principle, on whether the municipality should continue with the proposed public-private partnership	Accounting officer	Accounting officer			
120(6)(b)	Making the particulars of the proposed public-private partnership, including the report on the feasibility study and inviting the local community and other interested persons to submit to the Municipality comments or representations in respect of the proposed public-private partnership at least 60 days prior to the meeting of the Municipal Council at which the matter is to be considered	Accounting officer	Accounting officer			

120(6)(c)	Soliciting the views and recommendations of the National Treasury, the national department responsible for local government, the responsible national department if the proposed public-private partnership involves the provision of water, sanitation, electricity or any other service as may be prescribed and any other national or provincial organ of state as may be prescribed in respect of the proposed public-private partnership at least 60 days prior to the meeting of the Municipal Council at which the matter is to be considered	Accounting officer	Accounting officer			
121(3)(e)	Performing an assessment of any arrears on municipal taxes and service charges for inclusion in the Municipality's annual report	Accounting officer	Accounting officer	Chief Financial Officer	Senior Manager: Income and Revenue	
121(3)(f)	Performing an assessment of the Municipality's performance against the measurable performance objectives referred to in section 17(3)(b) of the MFMA for revenue collection from each revenue source and for each vote in the Municipality's approved budget for the relevant financial year for inclusion in the Municipality's annual report	Accounting officer	Accounting officer	Chief Financial Officer and relevant Senior Managers and Manager Performance Management	Senior Manager Financial & Asset Management, Manager Financial Reporting,	
122(1)	Preparing annual financial statements which fairly presents the state of affairs of the Municipality, its performance against its budget, its management of revenue, expenditure, assets and liabilities, its business activities, its financial results, and its financial position as at the end of the financial year	Accounting officer	Accounting officer	Chief Financial Officer	Senior Manager Financial & Asset Management, Manager Financial Reporting,	
126(1)(a)	Submitting the annual financial statements of the Municipality to the Auditor-General on or before 31 August of each year	Accounting officer	Accounting officer	Chief Financial Officer	Senior Manager Financial & Asset Management, Manager Financial Reporting,	
126(1)(b)	Preparing consolidated annual financial statements of the Municipality and of a municipal entity over which the Municipality has sole control or over which it has effective control within the meaning of the Municipal Systems Act of a municipal entity which is a private company	Accounting officer	Accounting officer	Chief Financial Officer	Not applicable	
127(1)	Receiving the annual report of a municipal entity of which the Municipality is a parent municipality	Accounting Officer	Accounting Officer			
127(5)(a)	Publishing the annual report and inviting the local community to submit representations in connection with the annual report	Accounting Officer	Accounting Officer	Director Corporate Services	Manager Secretariat	
127(5)(b)	Submitting the annual report to the Auditor-General, the provincial treasury and the provincial department responsible for local government	Accounting Officer	Accounting Officer	Director Corporate Services	Manager Secretariat	

128	Monitoring whether the accounting officer of any municipal entity under the sole or shared control of the Municipality has complied with sections 121(1) and 126(2) of the MFMA, establish the reasons for any non-compliance and report any non-compliance, together with the reasons for such non-compliance, to the Municipal Council, the provincial treasury and the Auditor-General	Accounting Officer	Accounting Officer			
129(2)(a)	Attending the meetings of the Municipal Council and its committees where the annual report is discussed and responding to questions concerning the report	Accounting Officer	Accounting Officer	All Senior Managers as per MFMA	All relevant managers	
129(3)	Publishing the oversight report regarding the annual report	Accounting Officer	Accounting Officer	Director Corporate Services	Manager Secretariat	
132(2)	Submission of the Municipality's annual report and oversight report and the annual report and oversight report of a municipal entity under the Municipality's sole or shared control to the provincial legislature	Accounting Officer	Accounting Officer	Director Corporate Services	Manager Secretariat	
146(1)(c)	Reporting monthly to the MEC responsible for finance on the implementation of a financial recovery plan for the Municipality resulting from a mandatory provincial intervention	Accounting Officer	Accounting Officer	Chief Financial Officer		
	Bringing an application to the High Court for an order to stay all legal proceedings, including the execution of legal process, by persons claiming money from the Municipality if the Municipality is unable to meet its financial commitments	Accounting Officer	Accounting Officer	Chief Financial Officer & Director Corporate Services		
152(2)	Giving notice of an application by the Municipality to the High Court for an order to stay all legal proceedings, including the execution of legal process, to persons claiming money from the Municipality if the Municipality is unable to meet its financial commitments	Accounting Officer	Accounting Officer	Chief Financial Officer & Director Corporate Services		
153(1)(b)	Bringing an application in the High Court for an order to suspend the Municipality's financial obligations to creditors, or any portion of those obligations, until the Municipality can meet those obligations	Accounting Officer	Accounting Officer	Chief Financial Officer & Director Corporate Services		
153(3)	Giving notice of an application in the High Court for an order to suspend the Municipality's financial obligations to creditors, or any portion of those obligations, until the Municipality can meet those obligations	Accounting Officer	Accounting Officer	Chief Financial Officer & Director Corporate Services		
167(2)(a)	Recovering any amount paid or given in cash or in kind to a person as a political office-bearer or as a member of a political structure of the Municipality otherwise than in accordance with the framework of the Public Office-Bearers Act, 1998 (Act No. 20 of 1998), including any bonus, bursary, loan, advance or other benefit	Accounting Officer	Accounting Officer	Chief Financial Officer	Senior Manager Financial & Asset Management, Senior Manager Income & Revenue Collection	

KHARA HAIS LOCAL MUNICIPALITY

Sub - Delegations from the Chief Financial Officer to Other Parties

MFMA SECTION NO.	MUNICIPAL FINANCE MANAGEMENT ACT NO 56 OF 2003	RESPONSIBILITY & DELEGATION CHANNEL				
	THE MFMA - SPECIFIC DETAIL OF THE SECTION AND SUBSECTION TO BE DELEGATED	RESPONSIBILITY				
			FROM	TO	SUB-DELEGATED TO	CONDITIONS & LIMITATIONS
81(1)(b)	Advising the Municipal Manager on the exercise of powers and duties assigned to her/him in terms of the MFMA	Chief Financial Officer	Chief Financial Officer	N/A	N/A	
81(1)(c)	Assisting the Municipal Manager in administering the Municipality's bank accounts and in the preparation and implementation of the Municipality's budget	Chief Financial Officer	Chief Financial Officer	Senior Manager Financial and Asset Management	N/A	
81(1)(d)	Advising senior managers and other senior officials in the exercise of powers and duties assigned or delegated to them	Chief Financial Officer	Chief Financial Officer	Senior Manager Financial and Asset Management, Senior Manager Revenue & Income Collection, Manager Supply Chain Management	N/A	
82	Deciding to sub-delegate any powers and duties to employees in the Budget and Treasury Office	Chief Financial Officer	Chief Financial Officer	Senior Manager Financial and Asset Management, Senior Manager Revenue & Income Collection, Manager Supply Chain Management	N/A	A sub-delegation must be in writing, is subject to such limitations or conditions as the Chief Financial Officer may impose and does not divest the Chief Financial Officer of the responsibility concerning the delegated duty.
82(4)	Reviewing and confirming, varying or revoking any decision taken in consequence of a sub-delegation by the Chief Financial Officer	Chief Financial Officer	Chief Financial Officer		N/A	

KHARA HAIS LOCAL MUNICIPALITY

Powers, Duties, Functions and Responsibilities Reserved by the Municipal Council

MFMA SECTION NO	MUNICIPAL FINANCE MANAGEMENT ACT NO 56 OF 2003	RESPONSIBILITY	RESPONSIBILITY & DELEGATION CHANNEL			
	THE MFMA - SPECIFIC DETAIL OF THE SECTION AND SUBSECTION TO BE DELEGATED		FROM	TO	SUB-DELEGATED TO	CONDITIONS & LIMITATIONS
16(1)	Approval of an annual budget	Municipal Council	Municipal Council	Not Applicable		
19(1)(b)	Approval of a capital project including the total cost of the project	Municipal Council	Municipal Council	Not Applicable		
19(2)	Considering, in respect of a capital project, the projected cost covering all financial years until the project is operational and the future operational costs and revenue on the project, including municipal tax and tariff implications.	Municipal Council	Municipal Council	Not Applicable		
19(3)	Deciding to approve capital projects below the prescribed value individually or as part of a consolidated capital programme	Municipal Council	Municipal Council	Not Applicable		
23(1)	Receiving and considering the views of the communities and organs of state received in connection with the budget	Municipal Council	Municipal Council	Not Applicable		
23(2)	Deciding to give the Mayor an opportunity to respond to any submissions received in connection with the budget from communities and organs of state	Municipal Council	Municipal Council	Not Applicable		
28(1)	Deciding to revise an approved budget by way of an adjustments budget	Municipal Council	Municipal Council	Not Applicable		
32(2)	Deciding to recover unauthorised, irregular or fruitless and wasteful expenditure from the person liable for that expenditure	Municipal Council	Municipal Council	Not Applicable		
32(7)	Determining whether an alleged irregular expenditure incurred by the Municipal Manager constitutes a criminal offence	Municipal Council	Municipal Council	Not Applicable		
32(7)	Reporting alleged irregular expenditure incurred by the Municipal Manager that constitutes a criminal offence and alleged theft and fraud perpetrated by the Municipal Manager to the SAPS	Municipal Council	Municipal Council	Not Applicable		
33(1)	Deciding to enter into a contract which will impose financial obligations on the municipality beyond a financial year.	Municipal Council	Municipal Council	Not Applicable		
45(1)	Deciding whether to incur short term debt.	Municipal Council	Municipal Council	Not Applicable		
45(2)(a)	Approving any short term debt agreement	Municipal Council	Municipal Council	Not Applicable		
46(1)	Deciding whether to incur long term debt.	Municipal Council	Municipal Council	Not Applicable		
46(2)(a)	Approving any long term debt agreement	Municipal Council	Municipal Council	Not Applicable		
48(1)	Deciding whether to provide security for any of the Municipality's debt obligations, debt obligations of a municipal entity under its sole control and contractual obligations of the Municipality undertaken in connection with capital expenditure by other persons on property, plant or equipment to be used by the Municipality or such other person.	Municipal Council	Municipal Council	Not Applicable		
48(2)	Deciding the form/nature of security to be provided for any of the Municipality's debt obligations, debt obligations of a municipal entity under its sole control and contractual obligations of the Municipality undertaken in connection with capital expenditure by other persons on property, plant or equipment to be used by the Municipality or such other person.	Municipal Council	Municipal Council	Not Applicable		

48(3)(a)	Deciding whether an asset or right that has been hypothecated in any manner as security is necessary for providing the minimum level of basic municipal services	Municipal Council	Municipal Council	Not Applicable		
48(3)(b)	Deciding, if an asset or right that has been hypothecated in any manner as security is necessary for providing the minimum level of basic municipal services, the manner in which the availability of the asset or right will be protected.	Municipal Council	Municipal Council	Not Applicable		
50	Deciding to issue a guarantee for any commitment or debt of any organ of state, person or municipal entity under the sole or shared control of the Municipality	Municipal Council	Municipal Council	Not Applicable		
	Deciding to grant exemptions from charging interest on any arrears owing to the Municipality in accordance with the Municipality's budget-related policies.	Municipal Council	Municipal Council	Not Applicable		
84(2)(b)(ii)	Considering the comments or representations received from the local community, organised labour and other interested persons in respect of the Municipality's intention to establish and/or participate in a municipal entity	Municipal Council	Municipal Council	Not Applicable		
84(2)(b)(iii)	Considering the views and recommendations of the National Treasury and the provincial treasury, the national and provincial departments responsible for local government and the MEC responsible for local government in respect of the Municipality's intention to establish and/or participate in a municipal entity	Municipal Council	Municipal Council	Not Applicable		
87(1)	Receiving a proposed budget for a municipal entity of which the Municipality is the parent municipality for each financial year.	Municipal Council	Municipal Council	Not Applicable		
89(a)	Determining the upper limits of the salary, allowances and other benefits of the chief executive officer and senior managers of a municipal entity of which the Municipality is the parent municipality.	Municipal Council	Municipal Council	Not Applicable		
	Considering an application from a municipal entity of which the Municipality is the parent municipality to transfer ownership or otherwise dispose of a capital asset other than an asset needed to provide the minimum level of basic municipal services	Municipal Council	Municipal Council	Not Applicable		
90(4)	Deciding to delegate to the Municipal Manager the power to determine on reasonable grounds that the asset is not needed to provide the minimum level of basic municipal services and the fair market value of the asset and the economic and community value to be received in exchange for the asset in respect of movable capital assets of a municipal entity of which the Municipality is the parent municipality below a value determined by the Council	Municipal Council	Municipal Council	Not Applicable		

109	Deciding, when a municipal entity of which the Municipality is the parent municipality, experiences serious or persistent financial problems and the board of directors of the entity fails to act effectively –	Municipal Council	Municipal Council	Not Applicable		
	(a) the appropriate steps to be taken in terms of the Municipality's rights and powers over the entity concerned, including its rights and powers in terms of any relevant service delivery or other agreement;	Municipal Council	Municipal Council	Not Applicable		
109	(b) impose a financial recovery plan, which meets the criteria set out in section 142 of the MFMA; or.	Municipal Council	Municipal Council	Not Applicable		
	(c) liquidate and disestablish the entity.	Municipal Council	Municipal Council	Not Applicable		
116(3)	Considering the reasons for the proposed amendment of a contract or agreement and any representation that may have been received regarding the proposed amendment of a contract or an agreement procured through the supply chain management policy of the Municipality and deciding whether to consent to the amendment of the contract or agreement.	Municipal Council	Municipal Council	Not Applicable		
116(3)	Considering the reasons for the proposed amendment of a contract or agreement and any representation that may have been received regarding the proposed amendment of a contract or an agreement procured through the supply chain management policy of a municipal entity of which the Municipality is a parent municipality and deciding whether to consent to the amendment of a contract or	Municipal Council	Municipal Council	Not Applicable		
120(1)	Deciding to enter into a public-private partnership agreement.	Municipal Council	Municipal Council	Not Applicable		
120(1)(a)	Determining whether a proposed public-private partnership agreement will provide value for money to the municipality.	Municipal Council	Municipal Council	Not Applicable		
120(1)(b)	Determining whether a proposed public-private partnership agreement will be affordable for the Municipality.	Municipal Council	Municipal Council	Not Applicable		
120(1)(c)	Determining whether a proposed public-private partnership agreement will transfer appropriate technical, operational and financial risk to the private party.	Municipal Council	Municipal Council	Not Applicable		
120(5)	Determining whether to apply for the national government's assistance in carrying out and assessing a feasibility study regarding a proposed public-private partnership.	Municipal Council	Municipal Council	Not Applicable		
126(4)	Receiving a report outlining the reasons for the delay from the Auditor-General if she/he is unable to complete an audit within three months after submission of the Municipality's annual financial statements and any consolidated annual financial statements of the Municipality and of a municipal entity over which the Municipality has sole control or effective control (if it is a private company).	Municipal Council	Municipal Council	Not Applicable		
129(1)	Considering the annual report of the Municipality and of any municipal entity under the Municipality's sole or shared control	Municipal Council	Municipal Council	Not Applicable		
	Adopting an oversight report containing the Council's comments on the annual report(s)	Municipal Council	Municipal Council	Not Applicable		
129(5)	Deciding whether to adopt guidelines issued by the National Treasury on the manner in which councils should consider annual reports and conduct public hearings and the functioning and composition of any public accounts or oversight committees established by a council to assist it to consider an annual report	Municipal Council	Municipal Council	Not Applicable		

133(c)(i)	Deciding whether to request the Speaker or another councillor to investigate the reasons for the failure of the Municipal Manager or of the accounting officer of a municipal entity under the Municipality's sole or shared control to submit annual financial statements to the Auditor-General or the Executive Mayor's failure to table the annual report of the Municipality or a municipal entity in the Council	Municipal Council	Municipal Council	Not Applicable		
	Receiving the report of the appointed councillor regarding the failure of the Municipal Manager or of the accounting officer of a municipal entity under the Municipality's sole or shared control to submit annual financial statements to the Auditor-General or the Executive Mayor's failure to table the annual report of the Municipality or a municipal entity in the Council	Municipal Council	Municipal Council	Not Applicable		
133(c)(ii)	Determining the appropriate steps to be taken to ensure that the financial statements are submitted to the Auditor-General or that the annual report, including the financial statements and the audit report on those statements, is tabled in the Council, as the case may be.	Municipal Council	Municipal Council	Not Applicable		
133(c)(iii)	Deciding whether disciplinary steps should be taken against the Municipal Manager or other persons responsible for the failure of the Municipal Manager or of the accounting officer of a municipal entity under the Municipality's sole or shared control to submit annual financial statements to the Auditor-General or the Executive Mayor's failure to table the annual report of the Municipality or a municipal entity in the Council	Municipal Council	Municipal Council	Not Applicable		
148(1)(b)(i)	Declaring the Municipality's willingness to fulfil the executive obligation in terms of legislation or the Constitution that gave rise to any discretionary intervention in the Municipality	Municipal Council	Municipal Council	Not Applicable		
165(1)	Deciding whether to establish an internal audit unit or to outsource the internal audit function.	Municipal Council	Municipal Council	Not Applicable		
166(1) and (6)	Deciding whether to establish an internal audit committee for –	Municipal Council	Municipal Council	Not Applicable		
	(a) the Municipality only; or	Municipal Council	Municipal Council	Not Applicable		
	(b) the Municipality and the local municipalities within the district municipal area; or	Municipal Council	Municipal Council	Not Applicable		
	(c) the Municipality and any municipal entity under its sole control.	Municipal Council	Municipal Council	Not Applicable		
166(2)	Receiving reports of the audit committee	Municipal Council	Municipal Council	Not Applicable		
166(2)(d)	Requesting the audit committee to investigate the financial affairs of the Municipality or a municipal entity of which the Municipality is a parent	Municipal Council	Municipal Council	Not Applicable		
166(4)	Determining the number of members of the audit committee	Municipal Council	Municipal Council	Not Applicable		
	Determining the nature of the appropriate experience that persons should possess to be considered for appointment as a member of the audit committee	Municipal Council	Municipal Council	Not Applicable		
166(5)	Appointing the members of the audit committee of the Municipality and of a municipal entity of which the Municipality is a parent municipality	Municipal Council	Municipal Council	Not Applicable		
	Appointing from amongst the members of an audit committee who is not in the employ of the Municipality or municipal entity a chairperson	Municipal Council	Municipal Council	Not Applicable		
168(3)	Considering any guidelines issued by the Minister of Finance in terms of section 168(1) of the MFMA	Municipal Council	Municipal Council	Not Applicable		

KHARA HAIS LOCAL MUNICIPALITY

Powers, Duties, Functions and Responsibilities Reserved by the Mayor

MFMA SECTION NO	MUNICIPAL FINANCE MANAGEMENT ACT NO 56 OF 2003	RESPONSIBILITY & DELEGATION CHANNEL				
	THE MFMA - SPECIFIC DETAIL OF THE SECTION AND SUBSECTION TO BE DELEGATED	RESPONSIBILITY				
			FROM	TO	SUB-DELEGATED TO	CONDITIONS & LIMITATIONS
12(1)	Deciding to set-up a relief, charitable, trust or other fund of whatever description	Mayor	Mayor	Not Applicable		
25(3)	Complying with section 55 of the MFMA if the Municipality has not approved an annual budget, including revenue-raising measures necessary to give effect to the budget, by 1 July of any year	Mayor	Mayor	Not Applicable		
53(1)(c)(iii)	Determining the reasonable steps to be taken to ensure that the annual performance agreements for the Municipal Manager and all senior managers comply with the MFMA, are linked to the measurable performance objectives approved with the budget and to the service delivery and budget implementation plan and are concluded in accordance with section 57(2) of the Municipal Systems Act	Mayor	Mayor	Not Applicable		
59(1)(a)	Deciding to delegate the powers and duties assigned to the Executive Mayor in terms of the MFMA	Mayor	Mayor	Not Applicable		
59(2)	Determining the conditions and limitations of any delegation by the Executive Mayor	Mayor	Mayor	Not Applicable		
59(3)	Deciding to confirm, vary or revoke any decision taken in consequence of a delegation by the Executive Mayor	Mayor	Mayor	Not Applicable		
166(2)	Receiving reports of the audit committee	Mayor	Mayor	Not Applicable		

KHARA HAIS LOCAL MUNICIPALITY

Powers, Duties, Functions and Responsibilities Reserved by the Municipal Manager

MFMA SECTION NO	MUNICIPAL FINANCE MANAGEMENT ACT NO 56 OF 2003	RESPONSIBILITY & DELEGATION CHANNEL				
	THE MFMA - SPECIFIC DETAIL OF THE SECTION AND SUBSECTION TO BE DELEGATED	RESPONSIBILITY				
			FROM	TO	SUB-DELEGATED TO	CONDITIONS & LIMITATIONS
10(2)	Enforcing compliance with sections 7, 8 and 11 of the MFMA	Accounting officer	Accounting officer	Not Applicable		
11(1)	Written authorisation to senior financial official to withdraw or authorise the withdrawal of money from the Municipality's bank account for the purpose outlined in terms of sect 11 of the MFMA	Accounting officer	Accounting officer	Not Applicable		
32(6)	Reporting alleged irregular expenditure that constitutes a criminal offence and alleged theft and fraud which occurred in the Municipality to the SAPS.	Accounting officer	Accounting officer	Not Applicable		
37(2)	Determining the projected amount of any allocation proposed to be transferred to another municipality during each of the next three financial years and notifying the receiving municipality thereof.	Accounting officer	Accounting officer	Not Applicable		
61(1)(b)	Deciding the timing and manner of disclosing to the Municipal Council and the Executive Mayor all material facts which are available or reasonably discoverable, and which in any way might influence the decisions or actions of the Municipal Council or the Executive Mayor.	Accounting officer	Accounting officer	Not Applicable		
77(1)	Deciding to designate any officials other than those listed in section 77(1)(a) to (c) of the MFMA as "top management"	Accounting officer	Accounting officer	Not Applicable		
79(1)(b)	Delegating to a member of the Municipality's top management or any other official of the Municipality any of the powers or duties assigned to an accounting officer in terms of the MFMA or any powers or duties reasonably necessary to assist the accounting officer in complying with a duty which requires the accounting officer to take reasonable or appropriate steps to ensure the achievement of the aims of a specific provision of the MFMA.	Accounting officer	Accounting officer	Not Applicable		
80(2)(b)	Allocating officials of the Municipality to the Chief Financial Officer.	Accounting officer	Accounting officer	Not Applicable		
114(1)	Submitting a report containing the reasons for deviating from such recommendation to the Auditor-General, the provincial treasury and the National Treasury if a tender other than the one recommended in the normal course of implementing the supply chain management policy of the Municipality is approved	Accounting officer	Accounting officer	Not Applicable		
127(1)	Receiving the annual report of a municipal entity of which the Municipality is a parent municipality	Accounting officer	Accounting officer	Not Applicable		
127(5)(a)	Publishing the annual report and inviting the local community to submit representations in connection with the annual report	Accounting officer	Accounting officer	Not Applicable		
127(5)(b)	Submitting the annual report to the Auditor-General, the provincial treasury and the provincial department responsible for local government	Accounting officer	Accounting officer	Not Applicable		

128	Monitoring whether the accounting officer of any municipal entity under the sole or shared control of the Municipality has complied with sections 121(1) and 126(2) of the MFMA, establish the reasons for any non-compliance and report any non-compliance, together with the reasons for such non-compliance, to the Municipal Council, the provincial treasury and the Auditor-General	Accounting officer	Accounting officer	Not Applicable		
129(2)(a)	Attending the meetings of the Municipal Council and its committees where the annual report is discussed and responding to questions concerning the report	Accounting officer	Accounting officer	Not Applicable		
129(2)(b)	Submitting copies of the minutes of meetings of the Municipal Council and its committees where the annual report was discussed to the Auditor-General, the provincial treasury and the provincial department responsible for local government	Accounting officer	Accounting officer	Not Applicable		
129(3)	Publishing the oversight report regarding the annual report	Accounting officer	Accounting officer	Not Applicable		
132(2)	Submission of the Municipality's annual report and oversight report and the annual report and oversight report of a municipal entity under the Municipality's sole or shared control to the provincial legislature	Accounting officer	Accounting officer	Not Applicable		

KHARA HAIS LOCAL MUNICIPALITY

Powers, Duties, Functions and Responsibilities not sub-delegated by Chief Financial Officer

MFMA SECTION NO	MUNICIPAL FINANCE MANAGEMENT ACT NO 56 OF 2003	RESPONSIBILITY & DELEGATION CHANNEL				
	THE MFMA - SPECIFIC DETAIL OF THE SECTION AND SUBSECTION TO BE DELEGATED	RESPONSIBILITY				
			FROM	TO	SUB-DELEGATED TO	CONDITIONS & LIMITATIONS
11(4)(b)	Submission of quarterly consolidated report of all withdrawals made in terms of section 11 (1)(b) to (j) of the MFMA to the provincial treasury and the Auditor-General	Accounting officer	Accounting officer	Chief Financial Officer	Not sub-delegated	
12(4)	Issuing written authority to withdraw money without appropriation in terms of an approved budget from a bank account opened for the purpose of relief, charitable, trust or other fund.	Accounting officer	Accounting officer	Chief Financial Officer	Not sub-delegated	
31(c)	Issuing a certificate specifying that actual revenue for the financial year concerned is expected to exceed budgeted revenue and that sufficient funds are available for exceeding the amount appropriated for a specific capital programme without incurring further borrowing beyond the annual budget limit	Accounting officer	Accounting officer	Chief Financial Officer	Not sub-delegated	
32(4)	Informing the Executive Mayor, the MEC for local government and the Auditor-General, in writing, of any unauthorised, irregular or fruitless and wasteful expenditure incurred by the Municipality, whether any person is responsible or under investigation for such unauthorised, irregular or fruitless and wasteful expenditure and the steps that have been taken to recover or rectify such expenditure and to prevent a recurrence of such expenditure.	Accounting officer	Accounting officer	Chief Financial Officer	Not sub-delegated	
45(2)(b)	Signing a debt agreement or other document which creates or acknowledges any short term debt	Accounting officer	Accounting officer	Chief Financial Officer	Not sub-delegated	
46(2)(b)	Signing a debt agreement or other document which creates or acknowledges any long-term debt	Accounting officer	Accounting officer	Chief Financial Officer	Not sub-delegated	
60(b)(i)	Provide guidance and advice on compliance with this Act to the Political Structures, Political Office Bearers and Officials of the Municipality and or Municipal Entity	Accounting officer	Accounting officer	Chief Financial Officer	Not sub-delegated	
62(1)(a)	Deciding the reasonable steps to be taken to ensure that the resources of the Municipality are used effectively, efficiently and economically	Accounting officer	Accounting officer	Chief Financial Officer	Not sub-delegated	
69(3)(b)	Preparing and submitting, within 14 days after the approval of the Municipality's annual budget, drafts of the annual performance agreements as required in terms of section 57(l)(b) of the Municipal Systems Act for the Municipal Manager and all senior managers	Accounting officer	Accounting officer	Chief Financial Officer	Not sub-delegated	
65(2)(h)	Deciding the reasonable steps to be taken to ensure that the Municipality's available working capital is managed effectively and economically in terms of the prescribed cash management and investment framework	Accounting officer	Accounting officer	Chief Financial Officer	Not sub-delegated	

69(3)(a)	Preparing and submitting, within 14 days after the approval of the Municipality's annual budget, a draft service delivery and budget implementation plan for the budget year	Accounting officer	Accounting officer	Chief Financial Officer	Not sub-delegated	
69(3)(b)	Preparing and submitting, within 14 days after the approval of the Municipality's annual budget, drafts of the annual performance agreements as required in terms of section 57(l)(b) of the Municipal Systems Act for the Municipal Manager and all senior managers	Accounting officer	Accounting officer	Chief Financial Officer	Not sub-delegated	
72(1)(b)	Submitting the mid-year performance assessment report to the Executive Mayor, the National Treasury and the Provincial Treasury	Accounting officer	Accounting officer	Chief Financial Officer	Not sub-delegated	
79(1)(a)	Developing an appropriate system of delegation that will both maximise administrative and operational efficiency and provide adequate checks and balances in the Municipality's financial administration for the proper application of the MFMA.	Accounting officer	Accounting officer	Chief Financial Officer	Not sub-delegated	
79(1)(c)	Regularly reviewing delegations issued to a member of the Municipality's top management or any other official of the Municipality and, if necessary, amending or withdrawing any of those delegations.	Accounting officer	Accounting officer	Chief Financial Officer	Not sub-delegated	
79(2)	Reviewing and confirming, varying or revoking any decision taken in consequence of a delegation or sub-delegation in terms of the MFMA.	Accounting officer	Accounting officer	Chief Financial Officer	Not sub-delegated	
84(1)(b)	Making an assessment of the impact of the shifting of a function or service to a municipal entity on the Municipality's staff, assets and liabilities when considering the establishment of, or participation in, a municipal entity	Accounting officer	Accounting officer	Chief Financial Officer	Not sub-delegated	
84(2)(a)(i)(aa)	Publishing an information statement regarding the Municipality's intention to establish and/or participate in a municipal entity	Accounting officer	Accounting officer	Chief Financial Officer	Not sub-delegated	
84(2)(a)(i)(bb)	Inviting the local community, organised labour and other interested persons to submit comments or representations in respect of the Municipality's intention to establish and/or participate in a municipal entity	Accounting officer	Accounting officer	Chief Financial Officer	Not sub-delegated	
84(2)(a)(ii)	Soliciting the views and recommendations of the National Treasury and the provincial treasury, the national and provincial departments responsible for local government and the MEC responsible for local government in respect of the Municipality's intention to establish and/or participate in a municipal entity	Accounting officer	Accounting officer	Chief Financial Officer	Not sub-delegated	
116(2)(c)	Determining the capacity that needs to be established within the Municipality's administration to assist the Municipal Manager to enforce the provisions of a contract or agreement between the Municipality and a contractor and to monitor the performance of a contractor under a contract or an agreement with the Municipality on a monthly basis	Accounting officer	Accounting officer	Chief Financial Officer	Not sub-delegated	
	Establishing the capacity in the Municipality's administration to assist the Municipal Manager to enforce the provisions of a contract or agreement between the Municipality and a contractor and to monitor the performance of a contractor under a contract or an agreement with the Municipality on a monthly basis	Accounting officer	Accounting officer	Chief Financial Officer	Not sub-delegated	

116(2)(d)	Regularly report to the Municipal Council regarding the management of contracts and/or agreements and the performance of contractors.	Accounting officer	Accounting officer	Chief Financial Officer	Not sub-delegated	
	Determining the frequency/regularity of reports to be submitted to the Municipal Council regarding the management of contracts and/or agreements and the performance of contractors.	Accounting officer	Accounting officer	Chief Financial Officer	Not sub-delegated	
126(1)(a)	Submitting the annual financial statements of the Municipality to the Auditor-General on or before 31 August of each year	Accounting officer	Accounting officer	Chief Financial Officer	Not sub-delegated	
126(1)(b)	Preparing consolidated annual financial statements of the Municipality and of a municipal entity over which the Municipality has sole control or over which it has effective control within the meaning of the Municipal Systems Act of a municipal entity which is a private company	Accounting officer	Accounting officer	Chief Financial Officer	Not sub-delegated	
146(1)(c)	Reporting monthly to the MEC responsible for finance on the implementation of a financial recovery plan for the Municipality resulting from a mandatory provincial intervention	Accounting officer	Accounting officer	Chief Financial Officer	Not sub-delegated	
	Bringing an application to the High Court for an order to stay all legal proceedings, including the execution of legal process, by persons claiming money from the Municipality if the Municipality is unable to meet its financial commitments	Accounting officer	Accounting officer	Chief Financial Officer	Not sub-delegated	
152(2)	Giving notice of an application by the Municipality to the High Court for an order to stay all legal proceedings, including the execution of legal process, to persons claiming money from the Municipality if the Municipality is unable to meet its financial commitments	Accounting officer	Accounting officer	Chief Financial Officer	Not sub-delegated	
153(1)(b)	Bringing an application in the High Court for an order to suspend the Municipality's financial obligations to creditors, or any portion of those obligations, until the Municipality can meet those obligations	Accounting officer	Accounting officer	Chief Financial Officer	Not sub-delegated	
153(3)	Giving notice of an application in the High Court for an order to suspend the Municipality's financial obligations to creditors, or any portion of those obligations, until the Municipality can meet those obligations	Accounting officer	Accounting officer	Chief Financial Officer	Not sub-delegated	
167(2)(a)	Recovering any amount paid or given in cash or in kind to a to a person as a political office-bearer or as a member of a political structure of the Municipality otherwise than in accordance with the framework of the Public Office-Bearers Act, 1998 (Act No. 20 of 1998), including any bonus, bursary, loan, advance or other benefit	Accounting officer	Accounting officer	Chief Financial Officer	Not sub-delegated	

KHARA HAIS LOCAL MUNICIPALITY						
Delegations from the Accounting officer to the directors						
	MUNICIPAL FINANCE MANAGEMENT ACT NO 56 OF 2003					
MFMA SECTION NO.	THE MFMA - SPECIFIC DETAIL OF THE SECTION AND SUBSECTION TO BE DELEGATED	RESPONSIBILITY	RESPONSIBILITY & DELEGATION CHANNEL			
			FROM	TO	SUB-DELEGATED TO	CONDITIONS & LIMITATIONS
62(1)(a)	Deciding the reasonable steps to be taken to ensure that that the resources of the Municipality are used effectively, efficiently and economically	Accounting officer	Accounting officer	DKD, HFB, DGD, DO&B, DSID, DEMD, BMM		
62(1)(e)	Deciding the reasonable steps to be taken to ensure that disciplinary or, when appropriate, criminal proceedings are instituted against any official of the Municipality who has allegedly committed an act of financial misconduct or an offence in terms of Chapter 15 of the MFMA	Accounting officer	Accounting officer	DKD, HFB, DGD, DO&B, DSID, DEMD, BMM		

62(1)(f)(iv)	Deciding the reasonable steps to be taken to ensure that the Municipality has and implements a supply chain management policy in accordance with Chapter 11 of the MFMA	Accounting officer	Accounting officer	DKD, HFB, DGD, DO&B, DSID, DEMD, BMM		
69(3)(b)	Preparing and submitting, within 14 days after the approval of the Municipality's annual budget, drafts of the annual performance agreements as required in terms of section 57(l)(b) of the Municipal Systems Act for the MM and all senior managers	Accounting officer	Accounting officer	DKD, HFB, DGD, DO&B, DSID, DEMD, BMM		
72(1)(a)	Performing an assessment of the Municipality's performance during the first half of each financial year	Accounting officer	Accounting officer	DKD, HFB, DGD, DO&B, DSID, DEMD, BMM		
72(3)	Determining whether it is necessary to recommend that an adjustments budget be considered and that revised projections for revenue and expenditure is necessary	Accounting officer	Accounting officer	DKD, HFB, DGD, DO&B, DSID, DEMD, BMM		

79(1)(a)	Developing an appropriate system of delegation that will both maximise administrative and operational efficiency and provide adequate checks and balances in the Municipality's financial administration for the proper application of the MFMA.	Accounting officer	Accounting officer	DKD, HFB, DGD, DO&B, DSID, DEMD, BMM		
79(1)(c)	Regularly reviewing delegations issued to a member of the Municipality's top management or any other official of the Municipality and, if necessary, amending or withdrawing any of those delegations.	Accounting officer	Accounting officer	DKD, HFB, DGD, DO&B, DSID, DEMD, BMM		
79(2)	Reviewing and confirming, varying or revoking any decision taken in consequence of a delegation or sub-delegation in terms of the MFMA.	Accounting officer	Accounting officer	DKD, HFB, DGD, DO&B, DSID, DEMD, BMM		
84(1)(b)	Making an assessment of the impact of the shifting of a function or service to a municipal entity on the Municipality's staff, assets and liabilities when considering the establishment of, or participation in, a municipal	Accounting officer	Accounting officer	DKD, HFB, DGD, DO&B, DSID, DEMD, BMM		

84(2)(a)(i) (aa)	Publishing an information statement regarding the Municipality's intention to establish and/or participate in a municipal entity	Accounting officer	Accounting officer	DKD, HFB, DGD, DO&B, DSID, DEMD, BMM		
84(2)(a)(i) (bb)	Inviting the local community, organised labour and other interested persons to submit comments or representations in respect of the Municipality's intention to establish and/or participate in a municipal entity	Accounting officer	Accounting officer	DKD, HFB, DGD, DO&B, DSID, DEMD, BMM		
84(2)(a)(ii)	Soliciting the views and recommendations of the National Treasury and the provincial treasury, the national and provincial departments responsible for local government and the MEC responsible for local government in respect of the Municipality's intention to establish and/or participate in a municipal entity	Accounting officer	Accounting officer	DKD, HFB, DGD, DO&B, DSID, DEMD, BMM		
115(1)(a)	Implementing the Municipality's supply chain management policy	Accounting officer	Accounting officer	DKD, HFB, DGD, DO&B, DSID, DEMD, BMM		

115(1)(b)	Determining the reasonable steps that must be taken to ensure that proper mechanisms and separation of duties in the supply chain management system are in place to minimise the likelihood of fraud, corruption, favouritism and unfair and irregular practices	MM	MM	DKD, HFB, DGD, DO&B, DSID, DEMD, BMM		
116(2)(a)	Determining the reasonable steps that must be taken to ensure that a contract or agreement procured through the supply chain management policy of the Municipality is properly enforced	MM	MM	DKD, HFB, DGD, DO&B, DSID, DEMD, BMM		
116(2)(b)	Monitoring the performance of a contractor under a contract or an agreement with the Municipality on a monthly basis	Accounting officer	Accounting officer	DKD, HFB, DGD, DO&B, DSID, DEMD, BMM		

116(2)(c)	Determining the capacity that needs to be established within the Municipality's administration to assist the MM to enforce the provisions of a contract or agreement between the Municipality and a contractor and to monitor the performance of a contractor under a contract or an agreement with the Municipality on a monthly basis	Accounting officer	Accounting officer	DKD, HFB, DGD, DO&B, DSID, DEMD, BMM		
	Establishing the capacity in the Municipality's administration to assist the MM to enforce the provisions of a contract or agreement between the Municipality and a contractor and to monitor the performance of a contractor under a contract or an agreement with the Municipality on a monthly	Accounting officer	Accounting officer	DKD, HFB, DGD, DO&B, DSID, DEMD, BMM		
128	Monitoring whether the acco	Accounting officer	Accounting officer	HFB, DGD, DO&B, DSID, DEMD, BMM		