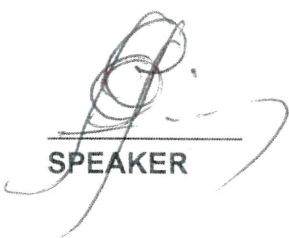




## DELEGATION FRAMEWORK POLICY

### JOHN TAOLO GAETSEWE DISTRICT MUNICIPALITY

|                                    |                           |
|------------------------------------|---------------------------|
| Council Resolution: 6.4.27/05/2026 | Approved Date: 27/05/2026 |
| Effective Date: 1 July 2026        | Review Date: Annually     |

  
SPEAKER

25.08.26  
DATE



# JOHN TAOLO GAETSEWE DISTRICT MUNICIPALITY



## DELEGATION FRAMEWORK

**2026/2027**

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JOHN TAOLO GAETSEWE  
DISTRICT MUNICIPALITY  
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# **DELEGATION FRAMEWORK FOR JOHN TAOLO GAETSEWE DISTRICT MUNICIPALITY**

## **APPROACH**

The framework has been designed around the following principles:

- (1) The basis for the delegation of decision-making authority is vested in the democratic right of the Council to exercise authority and demand accountability on behalf of the voters of the town.
- (2) The Council delegate its authority in accordance with the limitations and requirements of:-
  - Sections 156, 160 and 229 of the Constitution of the Republic of South Africa, 1996 (Constitution).
  - Sections 19, 83 and 93 of the Municipal Structures Act, 1998 (Act 117 of 1998) (Structures Act).
  - Sections 4, 11 and Chapter 7, Part III of the Municipal Systems Act, 2000 (Act 32 of 2000) (Systems Act) as amended.
  - Section 59, 60 section 79, 82, and 106, of the Local Government; Municipal Finance Management Act. 2003 (Act 56 of 2003)
- (3) Authority must be delegated to enable the proper functioning of the administrative branches of the municipality and to ensure optimal efficiency and effectiveness in the execution of
- (4) municipal activities.  
Municipal delegations authorize the Council, EXCO and officials to perform the functions required to properly implement and execute the decisions (by-laws and policies) of Council
- (5) in a cost-effective manner.

## **PRINCIPLES**

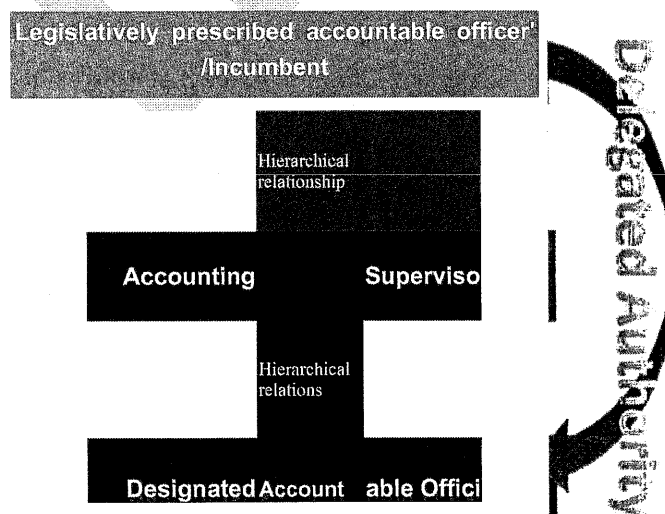
The delegations for the John Taolo Gaetsewe District Municipality are based on the following principles:

1. A distinction is made between the governance function of the COUNCIL, as the political decision-making authority for the Municipality: and

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2. The management functions of the ADMINISTRATION. The Council determines the strategic direction for the Municipality and the Administration is responsible for the implementation and execution of the political decisions of the Council.
3. The powers and functions of the Council are regarded as being vested in the collectivism of its members, while the powers and functions of the Administration are primarily vested in the Accounting Officer as Accounting Officer.
4. Certain powers and functions are legislatively vested in the Executive Mayor. These powers and functions are delegated as authorized in terms of the enabling legislation.
5. Certain selective powers and functions are vested in other officials in the municipality. These powers and functions are delegated as authorized in terms of the enabling legislation. Primary examples of such officials are the Accounting Officer, the Center Manager of the Disaster Management Center and the Manager Budget and Treasury Office (CFO).
6. All delegation powers, functions and authority must be exercised within the limitations and scope of regulating laws, regulations, by-laws, decisions of Council and Council-approved municipal policies and frameworks.
7. The delegations indicate the lowest rank (designation) in a specific hierarchical relationship to which a specific power or function is delegated, and does not exempt the incumbent of higher institutional positions in the same hierarchical relationship from their responsibilities in ensuring that the indicated function and/or power is properly performed.

*Figure 1: Principle of the hierarchical relationship in the delegation of powers and functions in the John Taolo Gaetsewe District Municipality*



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Based on the above-mentioned principles, the set of delegations reflect a distinction between:

1. Those powers and functions that are vested exclusively in the Council.
2. Those powers and functions vested in the Council, but delegated to its operational organs (committees of the Council).
3. Those powers and functions that are legally vested in the Executive Mayor and delegated, or not delegated in terms of the enabling legislation.
4. Those powers and functions that are vested in the Accounting Officer, and delegated or not delegated in terms of the enabling legislation.
5. Those powers and functions that are vested in other officials in the municipality in terms of specific statutes, and delegated or not delegated in terms of the enabling legislation.

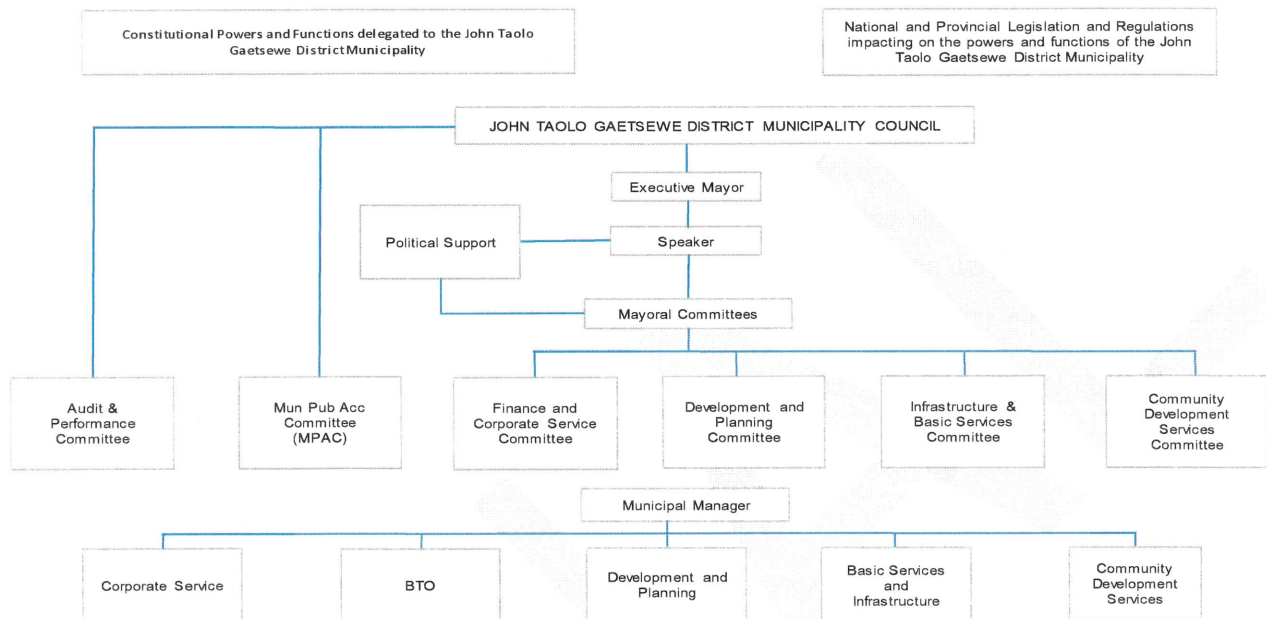
#### **STRUCTURE OF THE DELEGATIONS**

The delegations are divided into the following main categories:

1. Powers and functions exclusively vested in the Council that was not delegated,
2. Delegation of Powers and Functions by the Municipal Council.
3. Powers and Functions delegated to the Executive Mayor.
4. Powers and Functions delegated to the Executive Mayoral Committee.
5. Powers and Functions delegated to the Speaker.
6. Delegated Authority by the Accounting Officer in respect of Powers and Functions related to Financial Management.
7. Delegated Authority by the Accounting Officer in respect of Powers and Functions related to Human Resource Management.
8. Delegated Authority by the Accounting Officer in respect of Powers and Functions related to Supply Chain Management.
9. Delegated Authority by the Manager Budget and Treasury Office in respect of Powers and Functions related to Section 81 and 82 of the Local Government: Municipal Finance Management Act. 2003 (Act 56 of 2003) (MFMA)
10. Delegated Authority by the Accounting Officer.
11. Delegated Authority by the Accounting Officer in respect of Powers and Functions related to Line Functions.

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Figure 2: Graphic Presentation of the Framework for the Delegation of Powers and Powers in the John Taolo Gaetsewe District Municipality



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## **LEGISLATIVE & STATUTORY FRAMEWORK FOR THE DELEGATION OF POWERS**

These delegations have been designed within the framework of the Constitutional allocation of functions to the municipality, read in conjunction with the stipulations of sections 83 and 84 of the Local Government: Municipal Structures Act, 1998 (Act No. 117 of 1998), with intention to authorize the political and administrative branches of the municipality to give practical effect to its core functions and powers, as exposed in the following statutes:

- Section 156 of the Constitution of the Republic of South Africa, 1996
- Chapter 5 of the Local Government: Municipal Structures Act, 1998 (Act No. 117 of 1998).
- Chapter 3 of the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000) as amended.

Other legislation that impact directly on the activities, powers and functions of the Municipality, in its capacity as a district municipality, which were considered as a source for the Identification of functions and service delivery responsibilities with the compilation of the delegations include:

- The Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003) (MFMA).
- The Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000) and regulations (as amended)
- The Broad-Based Black Economic Empowerment Act, 2003 (Act 53 of 2003) (BBBEE).
- The Fire Brigade Services Act, 1997 (Act 99 of 1997).
- The National Environmental Management: Air Quality Act, 2004 (Act 39 of 2004),
- National Building Regulations and Building Standards Act, 1997 (Act 103 of 1997).
- National Environmental Management Act, 1998 (Act 107 of 1998).
- Foodstuffs, Cosmetics and Disinfectants Act, 1972 (Act 54 of 1972).

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- National Health Act, 2003 (Act 61 of 2003).
- Occupational Health and Safety Act, 1993 (Act 85 of 1993),
- The Water Services Act, 1997 (Act 108 of 1997).
- The Intergovernmental Relations Framework Act, 2005 (Act 13 of 2005).
- Basic Conditions of Employment Act, 1997 (Act 75 of 1997).
- The Labour Relations Act, 1995 (Act 66 of 1995).
- Institution of Legal Proceedings Against Certain Organs of State Act, 2002 (Act 40 of 2002).
- The Northern Cape Planning and Development Act, 1998 (Act 7 of 1998).
- Prevention of Illegal Eviction from and Unlawful Occupation of Land Act, 1998 (Act 19 of 1998).
- The Housing Act, 1997 (Act 107 of 1997).
- The South African National Roads Agency Limited and National Roads Act, 1998 (Act 7 of 1998).
- The Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000).
- Local Government: Municipal Property Rates Act, 2004 (Act 6 of 2004).
- Regulation of Gatherings Act, 1993 (Act 205 of 1993).
- Roads Ordinance 19 of 1972,
- The Policy Framework for the Introduction of the Municipal Infrastructure Grant.
- Municipal Supply Chain Management Regulations - Gazette No 27636, 30 May 2005.
- Municipal Investment and Municipal PPP Regulations - Gazette No 27431, 1 April 2005.
- Promotion of Access to Information Act, 2000 (Act 2 of 2000)
- Promotion of Administrative Justice Act, 2000 (Act 3 of 2000)

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- Employment Equity Act, 1998 (Act 55 of 1998)
- The National Veldt and Forest Fire Act, 1998 (Act 101 of 1998)
- The revised preferential procurement regulations, 2011

*Table 1: Regulatory Framework for the delegation of Powers & Functions in the John Taolo Gaetsewe District Municipality*

**Enabling Legislation, creating an integrated framework for the delegation of municipal powers and functions:**

- Constitution of the Republic of South Africa, 1996
- Sections 19, 83 to 89 and 93(a) of the Municipal Structures Act, 1998 (Act 117 of 1998) (Structures Act).
- Sections 4,11 and Chapter 7, Part III of the Municipal Systems Act, 2000 (Act 32 of 2000) (Systems Act).
- Local Government Municipal Finance Management Act, 2003 (Act 5B of 2003)
- Promotion of Access to information Act, 2000
- Promotion of Administrative Justice Act, 2000

| Financial Management                                                                                                                                                                                                                                                                       | Human Resource Management (and Organizational Arrangements)                                                                                                                                                                                                   | Supply Chain Management                                                                                                                                                                                                                                                                           | Line Functions                                                                                                                                                                                                                                                                                                             |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• Municipal Finance Management Act, and regulations 2003</li> <li>• Local Government: Municipal Property Rates Act, 2004</li> <li>• Municipal Investment and Municipal PPP Regulations</li> <li>• Intergovernmental Relations Fiscal Act</li> </ul> | <ul style="list-style-type: none"> <li>• The Systems Act, 32 of 2000, as amended</li> <li>• Basic Conditions of Employment Act, 75 of 1997</li> <li>• The Labour Relations Act, 55 of 1995</li> <li>• Employment Equity Act, 1998 (Act 55 of 1998)</li> </ul> | <ul style="list-style-type: none"> <li>• The Broad-Based Black Economic Empowerment Act, 53 of 2003</li> <li>• The Preferential Procurement Policy Framework Act. 2 of 2000</li> <li>• Municipal Supply Chain Management Regulations</li> <li>• Municipal Investment and Municipal PPP</li> </ul> | <ul style="list-style-type: none"> <li>• The Fire Brigade Services Act. 99 of 1997</li> <li>• The National Environmental Management; Air Quality Act; 39 of 2004</li> <li>• National Building Regulations and Building Standards Act, 103 of 1997</li> <li>• National Environmental Management Act, 107 of 1998</li> </ul> |

|  |  |                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|--|--|--------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  |  | <p>Regulations</p> <ul style="list-style-type: none"> <li>• Revised preferential procurement regulations 2011</li> </ul> | <p>Foodstuffs, Cosmetics and Disinfectants Act. 54 of 1972</p> <ul style="list-style-type: none"> <li>• National Health Act, 61 of 2003</li> <li>• Occupational Health and Safety Act, 85 of 1993</li> <li>• The Water Services Act. 108 of 1997</li> <li>• The Northern Cape Planning and Development Act, 7 of 1998</li> <li>• Prevention of Illegal Eviction from and Unlawful Occupation of Land Act, 19 of 1998</li> <li>• The Housing Act. 107 of 1997</li> <li>• The South African National Roads Agency Limited and National Roads Act, 7 of 1998</li> <li>• Regulation of Gatherings Act, 5 of 1993</li> <li>• Roads Ordinance 19 of 1976</li> <li>• The Policy Framework for the Introduction of the Municipal Infrastructure</li> <li>• National Archives and Record Service of South Africa Act 43 of 1996</li> <li>• The National Veldt and Forest Fire Act, 1998 (Act 101 of 1998)</li> </ul> |
|--|--|--------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

### **Operational statutory guidelines for the delegation of powers In the Municipality**

Section 59 of the Systems Act, 32 of 2000 requires of the municipality to put in place a set of delegations that maximize administrative and operational efficiency and provide for adequate checks and balances. In this regard, this set of delegations must be read and exercised within the scope, context and application of Section 59 of the Systems Act, 32 of 2000 which stipulates that "A municipal...

- (1) Council must develop a system of delegation that will maximize administrative and operational efficiency and provide for adequate checks and balances, and, in accordance with that system, may-
  - (a) delegate appropriate powers, excluding a power mentioned in section 160 (2) of the Constitution and the power to set tariffs, to decide to enter into a service delivery agreement in terms of section 76 (b) and to approve or amend the municipality's integrated development plan, to any of the municipality's other political structures, political office bearers, councillors, or staff members;
  - (b) Instruct any such political structure, political office bearer, councillor, or staff member to perform any of the municipality's duties; and
  - (c) Withdraw any delegation or instruction.
- (2) A delegation or instruction in terms of subsection (1)-
  - (a) Must not conflict with the Constitution, this Act other Municipal Structures Act;
  - (b) Must be in writing;
  - (c) is subject to any limitations, conditions and directions the municipal council may impose;
  - (d) May include the power to sub-delegate a delegated power;
  - (e) Does not divest the council of the responsibility concerning the exercise of the power other performance of the duty; and

- (f) Must be reviewed when a new council is elected or, if it is a district council, elected and appointed.

(3) The municipal council-

- (a) in accordance with procedures in its rules and orders, may, or at the request in writing of at least one quarter of the councillors, must, review any decision taken by such a political structure, political office bearer, councillor or staff member in consequence of a delegation or instruction, and either confirm, vary or revoke the decision subject to any rights that may have accrued to a person; and
- (b) May require its executive committee or executive Mayor to review any decision taken by such a political structure, political office bearer, councillor or staff member in consequence of a delegation or instruction.

- (4) Any delegation or sub-delegation to a staff member of a power conferred on a Accounting Officer must be approved by the municipal council in accordance with the system of delegation referred to in subsection (1)."

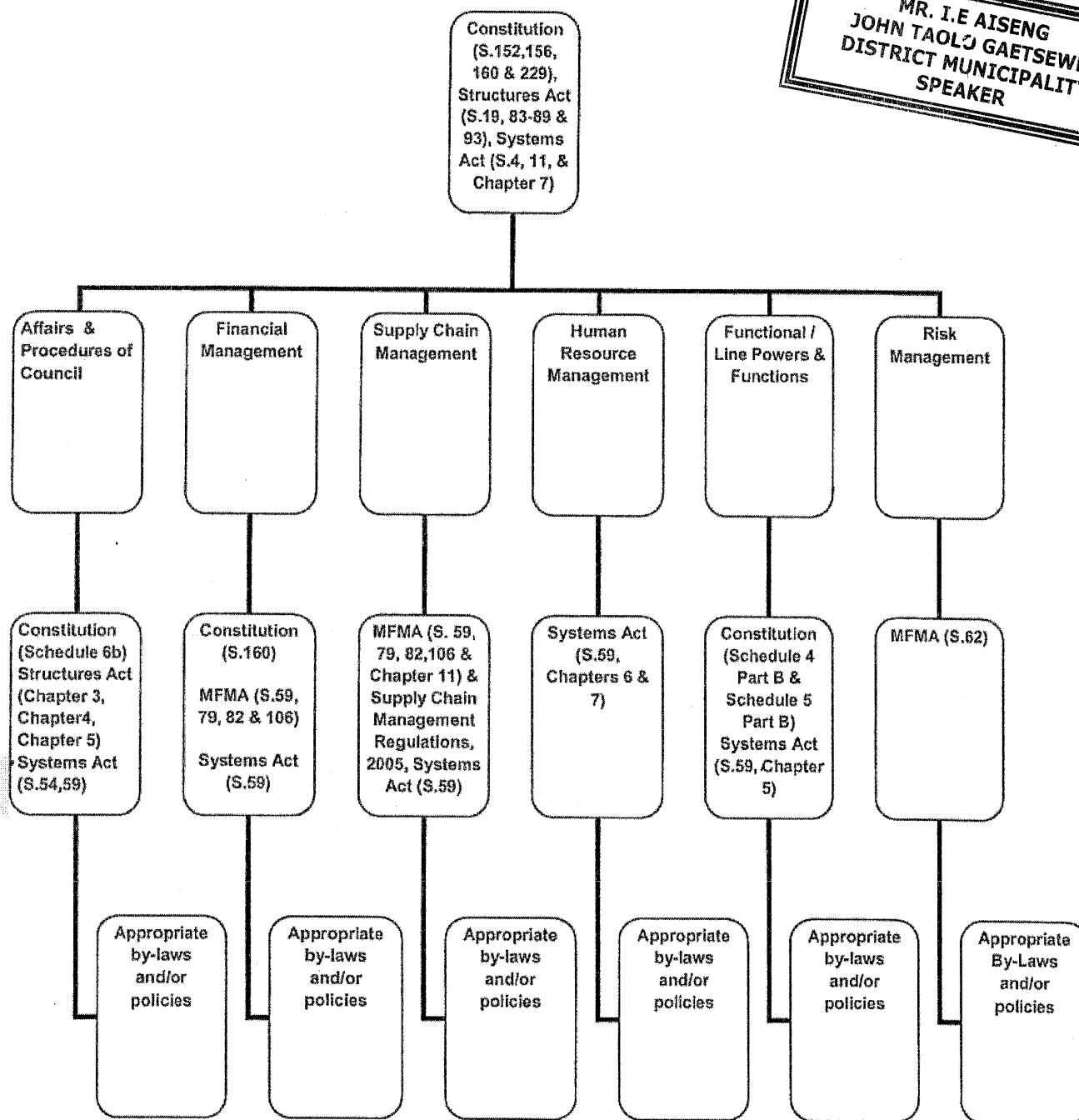
These requirements also served as a legal framework for the compilation of these delegations, and where used as a point of reference to authorize the delegation of powers and authority, especially to enable efficiency and effectiveness in respect of administrative, organizational and service delivery issues for which the Municipality is responsible.

Use has also been made of the stipulations of functional legislation, as stated above, that authorize executing authorities to delegate and/or sub-delegate the responsibility and powers to perform specific functions, and exercise the authority that enables the executing officer to perform those functions. Cognizance was also taken of the Draft Code of Governance, Principles for South Africa, King Committee on Governance (King III report), 2009.

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Figure 3: Primary enabling legislation that authorize the delegation of authority in the John Taolo Gaetsewe District Municipality

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Special legislative conditions that impact on the exercising of the municipal delegations

In exercising these delegations, official entrusted with specific powers, functions and authority, must comply with the requirements of the Promotion of Access to Information Act, 2000; with specific reference to section 11. The municipality will therefore put in place measures to ensure that municipal records are kept and maintained to enable the municipality to comply with the requirements of the said Act (No. 2 of 2000).

All officials assigned with delegated powers and functions will be sensitized regarding the implications of the Promotion of Administrative Justice Act, 2000 (Act 3 of 2000) to ensure that these delegations are exercised in a procedurally fair and just manner, as required by the said Act (No. 3 of 2000).

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## **Exclusive Powers & Functions of the Municipal Council**

The following powers and functions will be the exclusive domain of the Municipal Council of the John Taolo Gaetsewe District Municipality. The powers and authority associated with performing these functions and responsibilities are not delegated to any of the political or administrative organs of the Council:

- (01) To adopt legally enforceable by-laws. (Reference: Section 160, subsection 2 of the Constitution of the Republic of South Africa, 1996 and section 11 of the Municipal Systems Act, 2000).
- (02) To give practical to the rights and duties of municipalities, as envisaged in section 4 of the Local Government: Municipal Systems Act, 2000 and Chapter 5 of the Municipal Structures Act, 1998.
- (03) To approve all formal policies that governs the systems and powers of the Municipality.

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# FUNCTIONS AND POWERS EXCLUSIVELY VESTED IN THE MUNICIPAL COUNCIL:

| Council<br>Power /<br>Function | issues / power                                                                    | Legislative<br>reference                                       | Power /<br>Authority<br>vested in | Comments/ Remarks                                                                                                     |
|--------------------------------|-----------------------------------------------------------------------------------|----------------------------------------------------------------|-----------------------------------|-----------------------------------------------------------------------------------------------------------------------|
| C1                             | Review and rationalization of existing municipal by-laws                          | Constitution (S.<br>156, 160)<br><br>Structures Act<br>(S. 15) | Council                           |                                                                                                                       |
| C2                             | Make by-laws, prescribing rules and orders to regulate the<br>affairs of Council. | Systems Act<br>(S. 59) as<br>amended                           | Council                           | Also refer to section 160 (6) of<br>the Constitution, 1996<br><br>Note; S.31&S.2ofthe<br>Structures Act were repealed |
| C3                             | Formulating, approving and reviewing policy.                                      | Systems Act<br>(S. 59 as<br>amended                            | Council                           |                                                                                                                       |
| C4                             | Approve and review the delegation framework of the Council                        | Systems Act<br>(S. 59) as                                      | Council                           | Include any delegations to<br>Council committees, executive<br>office-bearers and /or officials.                      |

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| Council            | issues / power                                                                                                                                                                                     | Legislative reference                                        | Power / Authority vested in | Comments / Remarks                                                                                                                                         |
|--------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------|-----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Power/<br>Function |                                                                                                                                                                                                    | amended                                                      |                             | Delegations must be reviewed when a new Council is elected and appointed.<br>Note: S.31&S.2 of the Structures Act were repealed                            |
| C5                 | Passing of by-laws                                                                                                                                                                                 | Constitution, 1996 (S.160)                                   | Council                     | Also refer to the Systems Act (S.11) as amended                                                                                                            |
| C6                 | Approval of budgets and adjustment budgets                                                                                                                                                         | Constitution, 1996 (3,160)                                   | Council                     | Chapter 4 of the MFMA has reference                                                                                                                        |
| C7                 | Imposition of rates and taxes, levies and duties                                                                                                                                                   | Constitution, 1996 (S.160)                                   | Council                     |                                                                                                                                                            |
| C8                 | Decide on preference points with a view of promoting categories of preference service providers on advise of the Accounting Officer according to the Supply Chain management policy of the Council | S. 83 (2) of the Municipal Systems Act as amended<br>Revised | Council                     | In accordance with the stipulations of the Preferential Procurement Policy Framework Act, 2000 (Act 5/2000) and the Regulations issued in terms of the Act |

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| Council<br>Power /<br>Function | Issues / power                                                                                                              | Legislative<br>reference                                        | Power/<br>Authority<br>vested in | Comments / Remarks             |
|--------------------------------|-----------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|----------------------------------|--------------------------------|
|                                |                                                                                                                             | preferential<br>procurement<br>regulations<br>2011              |                                  |                                |
| C9                             | Maintain oversight over the implementation of the supply chain<br>management policy                                         | Municipal<br>Supply Chain<br>Management<br>Regulations,<br>2005 | Council                          |                                |
| C10                            | Writing off of irregular, fruitless or wasteful and/or irrecoverable<br>monies                                              | Municipal<br>Finance<br>Management<br>Act                       | Council                          |                                |
| C11                            | Approval of virement shifts between budget votes                                                                            | S. 62(1) (a) of<br>the MFMA                                     | Council                          |                                |
| C12                            | Payment of claims against the municipality where the<br>municipality does not have insurance, or the insurance does not pay | S. 62(1) (a) of<br>the MFMA                                     | Council                          | On the grounds of legal advise |

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| Council<br>Power /<br>Function | Issues / power                                 | Legislative<br>reference                                                           | Power /<br>Authority<br>vested in      | Comments / Remarks                                                                                                                                                                      |
|--------------------------------|------------------------------------------------|------------------------------------------------------------------------------------|----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| C13                            | The raising of loans / incurring debt          | Council                                                                            | S. 160 of the<br>Constitution,<br>1996 | The decisions of Council must<br>reflect consideration of Chapter<br>6 of the MFMA                                                                                                      |
| C14                            | Election of a Speaker for the Council          | S. 160 of the<br>Constitution.<br>1996 and S.36<br>LG; Municipal<br>Structures Act | Council                                | With the election of the Speaker,<br>the requirements of section 36<br>of the LG: Municipal Structures<br>Act must be adhered to, as well<br>as the Standing Orders (By-Law<br>17/2008) |
| C15                            | Election of Executive Mayor                    | S.55 LG:<br>Municipal<br>Structures Act                                            | Council                                |                                                                                                                                                                                         |
| C16                            | Election / establishment of Council committees | S. 160 of the<br>Constitution,<br>1996 &<br>S.80 LG:                               | Council                                | With the establishment / election<br>of Council committees, the<br>requirements of section 33 of<br>the LG: Municipal Structures Act                                                    |

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| Council<br>Power /<br>Function | issues / power                                                                                                                                                  | Legislative<br>reference                                                                                                                 | Power /<br>Authority<br>vested in | Comments / Remarks                                                                                                                                                                                              |
|--------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                |                                                                                                                                                                 | Municipal<br>Structures Act<br>as amended                                                                                                |                                   | must be adhered to, as well as<br>the Standing Orders (By-Law<br>17/2008)                                                                                                                                       |
| C17                            | Approval of the appointment of a Accounting Officer and all<br>section 56 HDDs in the municipality, including acting for a<br>period not exceeding three months | S. 160(1)(d)<br>of the<br>Constitution:<br>read in<br>conjunction<br>with S, 56 of<br>the LG;<br>Municipal<br>Systems Act,<br>as amended | Council                           | Power must be exercised in<br>accordance with the<br>requirements of section 54(a)<br>and section 56 of the LG:<br>Municipal Systems Act. as<br>amended, and the Recruitment<br>and Selection Policy of Council |
| C18                            | Appointment of acting Accounting Officer and Section 56<br>Managers if they act for more than a month                                                           | S. 160 (1) of<br>the<br>Constitution,<br>1996                                                                                            | Council                           | Delegation must be exercised in<br>terms of the framework provided<br>by the Municipality's PMS<br>Framework and PMS policy                                                                                     |

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| Council<br>Power /<br>Function | Issues / power                                                                                                                                                   | Legislative<br>reference                                                  | Power /<br>Authority<br>vested in | Comments / Remarks                                                                                                                                                                                                                                                   |
|--------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|-----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| C19                            | Approval of the Integrated Development Plan for the municipality                                                                                                 | S. 25(1) and<br>28 of the LG;<br>Municipal<br>Systems Act,<br>as amended. | Council                           | In the process leading up to the adoption of the IDP, Council must approve a process plan, make sure that adequate opportunity for community participation in the process is made, and that adequate notice of the process is given to the community of the district |
| C20                            | Approval of annual reviews of the Integrated Development Plan                                                                                                    | S. 34 of the<br>LG: Municipal<br>Systems Act as<br>amended                | Council                           | Process must take place in accordance with the requirements of S. 34 of the LG: Municipal Systems Act in this regard                                                                                                                                                 |
| C21                            | Approve the organizational structure and appropriate funding organizational structure and staff establishment of the administrative branches of the municipality | S. 160 (1)(d) of<br>the Constitution<br>And Chapter 4<br>of the MFMA      | Council                           | Council approval must follow a recommendation by the relevant Portfolio committee. This must be done in accordance with the requirements of s. 51-53 of the                                                                                                          |

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| <b>Council<br/>Power /<br/>Function</b> | <b>Issues / power</b>                                                                                                                                 | <b>Legislative<br/>reference</b>                                  | <b>Power /<br/>Authority<br/>vested In</b> | <b>Comments / Remarks</b>                                                                                                           |
|-----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------|--------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|
|                                         |                                                                                                                                                       | Section 66 of<br>the LG<br>Municipal<br>Systems as<br>amended Act |                                            | Municipal Systems Act as<br>amended                                                                                                 |
| C22                                     | Adoption of the Annual Report and Municipal Public Accounts<br>Committee (MPAC) report                                                                | S- 121 and 129<br>of the MFMA                                     | Council                                    | Conditions stipulated in s. 127 -<br>129 of the MFMA; as well as the<br>requirements of MFMA Circular<br>No. 32 must be adhered to. |
| C23                                     | Approve specific mechanisms for service delivery as exposed in<br>sections 76-82 of the Municipal Systems Act. on advise of the<br>Accounting Officer | Section 76-82<br>of the<br>Municipal<br>Systems Act as<br>amended | Council                                    | In accordance with the<br>conditions and requirements<br>stipulated in sections 76-82 of<br>the Municipal Systems Act               |
| C24                                     | Approval for the writing-off of outstanding debtors                                                                                                   |                                                                   | Council                                    |                                                                                                                                     |
| C25                                     | Granting of gifts, donations and sponsorships, in exception of<br>operational requirements should be handled in line with the                         |                                                                   | Mayor                                      | The Executive Mayor to award<br>donation in line with the                                                                           |

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| Council<br>Power /<br>Function | issues / power                                                                                                                                        | Legislative<br>reference | Power /<br>Authority<br>vested in  | Comments / Remarks                                                                        |
|--------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|------------------------------------|-------------------------------------------------------------------------------------------|
|                                | donations policy.<br>Donations that falls within the category of operational requirements be handled accordingly, and a report to be made to council. |                          | Accounting<br>Officer and<br>HOD'S | donations policy.<br>The Executive Mayor to report<br>to council on donations<br>awarded. |
| C26                            | Request for continuation of service post a pensionable age                                                                                            |                          | Council                            |                                                                                           |
| C27                            | Expropriation of immovable property or rights to or for immovable property                                                                            |                          | Council                            |                                                                                           |
| C28                            | Liaise with / report to the provincial executive (MEC) if conditions for provincial intervention exist                                                |                          | Council                            |                                                                                           |

MR. I.E AISENG  
JOHN TAOLQ GAETSEWE  
DISTRICT MUNICIPALITY  
SPEAKER

| Council                     | Issues / power                                                                                                                                     | Legislative reference                                                                                           | Power / Authority vested in | Comments / Remarks |
|-----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|-----------------------------|--------------------|
| Power / Function<br><br>C29 | Suspension of Section 56 HODs, Accounting Officer and first reporting levels (HOD's)                                                               | Labour Relations Act / Basic Conditions of Employment Act<br>Local government disciplinary code for senior HODs | Council                     |                    |
| C30                         | Adopt the National Treasury's code of conduct for supply chain management practitioners and other role-players involved in supply chain management |                                                                                                                 | Council                     |                    |
| C31                         | Enter into Public-Private Partnerships and Public-Public Partnerships, or Municipal Service Partnerships on behalf of the Municipality             |                                                                                                                 | Council                     |                    |

MR. I.E AISENG  
JOHN TAOLLO GAETSEWE  
DISTRICT MUNICIPALITY  
SPEAKER

| Council          | Issues / power                          | Legislative reference | Power / Authority vested in | Comments / Remarks                                           |
|------------------|-----------------------------------------|-----------------------|-----------------------------|--------------------------------------------------------------|
| Power / Function |                                         |                       |                             |                                                              |
| C32              | Demotions of senior municipal employees |                       | Council                     | In accordance with Municipal Conditions of Services Policies |

MR. I.E AISENG  
JOHN TAOLJ GAETSEWE  
DISTRICT MUNICIPALITY  
SPEAKER

## DELEGATION OF POWERS AND FUNCTIONS BY MUNICIPAL COUNCIL

**Any delegation may be sub-delegated or delegated further, provided that it is not explicitly prohibited by legislation or Council**

| Council<br>Power /<br>Function | issue                                                                                        | Statutory /<br>Legislative<br>section | Power<br>vested in | Authority<br>for<br>delegation                | Delegation<br>to (lowest<br>rank of<br>official) | Department<br>/ Section | Comments /<br>Restrictions / Notes                                                                                                                                                                                    |
|--------------------------------|----------------------------------------------------------------------------------------------|---------------------------------------|--------------------|-----------------------------------------------|--------------------------------------------------|-------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| DC1                            | Develop, submit to council for approval and maintain a staff structure/establishment         |                                       | Accounting Officer | S. 66 of the Municipal Systems Act as amended | Accounting Officer                               |                         | The organization of the Municipality must be done in terms of the requirements of sections 51-53 of the Municipal Systems Act and the Job evaluation system must be in line with the Bargaining Council's Task System |
| DC2                            | Advise Council regarding the appropriation of funding for the Administrative branches of the | S. 51 of the Municipal Systems        | Council            | S. 59(1) of the Municipal Systems Act         | Accounting Officer                               |                         |                                                                                                                                                                                                                       |

**MR. I. E. AISENG  
JOHN TAOLONG GAETSEWE  
DISTRICT MUNICIPALITY  
SPEAKER**

| Council<br>Power /<br>Function | Issue                                                                                                                       | Statutory/<br>Legislative<br>section          | Power<br>vested in | Authority<br>for<br>delegation                        | Delegation<br>to (lowest<br>rank of<br>official) | Department<br>/ Section | Comments /<br>Restrictions / Notes                                                                 |
|--------------------------------|-----------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|--------------------|-------------------------------------------------------|--------------------------------------------------|-------------------------|----------------------------------------------------------------------------------------------------|
|                                | Municipality                                                                                                                | Act                                           |                    | as amended                                            |                                                  |                         |                                                                                                    |
| DCS                            | Signing of correspondence on behalf of the Council                                                                          |                                               | Council            | S. 59 (1) of the Municipal Systems Act as amended     | HOD                                              | AH                      |                                                                                                    |
| DC4                            | Signing of contracts on behalf of the Council (including employment contracts for temporary workers and contract employees) |                                               | Council            | S. 59 (1) of the Municipal Systems Act as amended     | Accounting Officer                               |                         |                                                                                                    |
| DCS                            | Suspension of non-Section 56 Employees                                                                                      | S. 55 of the Municipal Systems Act as amended | Accounting officer | Labour Relations Act / Basic Conditions of Employment | Accounting officer or assignee                   |                         | The stipulations of the Collective Agreement regulating disciplinary proceedings must be followed. |

MR. I.E AISENG  
JOHN TAGLO-GAETSEWE  
DISTRICT MUNICIPALITY  
SPEAKER

| Council           | Issue                                                                                                     | Statutory / Legislative section               | Power vested in    | Authority for delegation                                  | Delegation to (lowest rank of official) | Department / Section | Comments/ Restrictions / Notes                                                                     |
|-------------------|-----------------------------------------------------------------------------------------------------------|-----------------------------------------------|--------------------|-----------------------------------------------------------|-----------------------------------------|----------------------|----------------------------------------------------------------------------------------------------|
| Power of Function |                                                                                                           |                                               |                    | Act                                                       |                                         |                      |                                                                                                    |
| DC6               | Issue written warnings for misconduct by non-Section 56 Employees.                                        | S. 55 of the Municipal Systems Act as amended | Accounting officer | Labour Relations Act / Basic Conditions of Employment Act | All Supervisors                         | All                  | The stipulations of the Collective Agreement regulating disciplinary proceedings must be followed. |
| DC7               | Issue final written warnings and terminate services of an employee resulting from a disciplinary enquiry. | S. 55 of the Municipal Systems Act as amended | Accounting officer |                                                           | Accounting Officer                      | Corporate Services   | The stipulations of the Collective Agreement regulating disciplinary proceedings must be followed. |
| DCS               | Appoint presiding officers and members of disciplinary enquiry panels                                     | S. 55 of the Municipal Systems Act as amended | Accounting officer |                                                           | Accounting officer                      | Corporate Services   | The stipulations of the Collective Agreement regulating disciplinary proceedings must be followed. |

MR. I.E AISENG  
JOHN TAOLC GAETSEWE  
DISTRICT MUNICIPALITY  
SPEAKER

| Council<br>Power /<br>Function | Issue                                                                                                                     | Statutory /<br>Legislative<br>section                     | Power<br>vested in    | Authority<br>for<br>delegation | Delegation<br>to (lowest<br>rank of<br>official) | Department<br>/ Section           | Comments /<br>Restrictions / Notes                                                                                           |
|--------------------------------|---------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|-----------------------|--------------------------------|--------------------------------------------------|-----------------------------------|------------------------------------------------------------------------------------------------------------------------------|
|                                |                                                                                                                           | amended                                                   |                       |                                |                                                  |                                   | followed.                                                                                                                    |
| DC9                            | Process requests for disciplinary<br>action and grievances                                                                | S. 55 of the<br>Municipal<br>Systems<br>Act as<br>amended | Accounting<br>officer |                                | HR<br>Manager                                    | Corporate<br>Services             | The stipulations of the<br>Collective Agreement<br>regulating disciplinary and<br>grievance proceedings<br>must be followed. |
| DC10                           | Appoint of services of an attorney<br>and/or advocate to litigate on<br>behalf of Council as and when the<br>needs arises |                                                           | Accounting<br>officer |                                |                                                  | HR and<br>Legal and<br>Compliance |                                                                                                                              |

**MR. I.E AISENG  
JOHN TAOL'J GAETSEWE  
DISTRICT MUNICIPALITY  
SPEAKER**

# POWERS AND FUNCTIONS DELEGATED TO THE EXECUTIVE MAYOR

| ITEM | ISSUE                                                                             | STATUTORY/<br>LEGISLATIVE<br>SECTION | POWER<br>VESTED IN    | COMMENTS / RESTRICTIONS /NOTES                                                                                  |
|------|-----------------------------------------------------------------------------------|--------------------------------------|-----------------------|-----------------------------------------------------------------------------------------------------------------|
| EMI  | Tabling of the annual budget to the Council                                       | S. 16 of the MFMA                    | Executive<br>Mayor    | Budget must be tabled 90 days prior to the start of the new financial year                                      |
| EM2  | Annual review of the IDP and budget policies                                      | S. 21 of the MFMA                    | Council               | Process must be conducted in terms of the directives of section 21 of the MFMA                                  |
| EM3  | Authorization of unforeseen or unavoidable expenditure                            | S. 29 of the MFMA                    | Executive<br>Mayor    | On advise of the Accounting Officer and CFO<br>According to the directives of s. 29 of the MFMA                 |
| EM4  | Receive and deal with monthly and quarterly performance and budget review reports | S. 52 (d) of the MFMA                | Executive<br>Mayor    | The Executive Mayor must execute this responsibility in close collaboration with the Accounting Officer and CFO |
| EM5  | Adoption of the Service Delivery and Budget Implementation Plan (Top Layer)       | S. 53 of the MFMA                    | Executive<br>Mayor    |                                                                                                                 |
|      | Departmental Service Delivery and Budget implementation Plans                     |                                      | Accounting<br>Officer |                                                                                                                 |

MR. I.E AISENG  
JOHN TAOLO GAETSEWE  
DISTRICT MUNICIPALITY  
SPEAKER

| ITEM | ISSUE                                                                                                                                                                                                                                                                                     | STATUTORY/<br>LEGISLATIVE<br>SECTION                | POWER<br>VESTED IN    | COMMENTS / RESTRICTIONS / NOTES                                                    |
|------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------|-----------------------|------------------------------------------------------------------------------------|
| EM6  | Enter Into a Performance Agreements of section 56<br>HODS                                                                                                                                                                                                                                 | S. 53 of the MFMA                                   | Accounting<br>Officer |                                                                                    |
| EM7  | Enter into a Performance Agreement with the<br>Accounting Officer                                                                                                                                                                                                                         | S. 56 of the<br>Municipal Systems<br>Act as amended | Executive<br>Mayor    | Compliance with the requirements of section<br>56 of the LG; Municipal Systems Act |
| EM8  | Recommend to the Council strategies, programmes<br>and services to address priority needs through the<br>integrated development plan and the estimates of<br>revenue and expenditure, taking into account any<br>applicable national and provincial development plans                     | Municipal<br>Structures Act,<br>1998 (S. 56(2)(c))  | Executive<br>Mayor    | To be executed on advice of the Accounting<br>Officer and the Manager IDP and PMS  |
| EM9  | Identify and develop criteria in terms of which<br>progress with the implementation of strategies,<br>programmes and services can be evaluated: including<br>determining key performance indicators that are<br>specific to the municipality and common to local<br>government in general | Municipal<br>Structures Act,<br>1998 (S. 56(3)(a))  | Executive<br>Mayor    | To be executed on advice of the Accounting<br>Officer and the Manager IDP and PMS  |

**MR. I.E AISENG**  
**JOHN TAOLJ GAETSEWE**  
**DISTRICT MUNICIPALITY**  
**SPEAKER**

| ITEM | ISSUE                                                                                                                                                                                                    | STATUTORY/<br>LEGISLATIVE<br>SECTION                        | POWER<br>VESTED IN | COMMENTS / RESTRICTIONS / NOTES                                                                                                                                                                                        |
|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|--------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| EM10 | Evaluate progress against municipal key performance indicators                                                                                                                                           | Municipal Structures Act, 1998 (S. 56(3Xb))                 | Executive Mayor    | To be executed on advice of the Accounting Officer and the Manager IDP and PMS                                                                                                                                         |
| EM11 | Development of the municipality's performance management system; including assigning responsibilities in this regard to the Accounting Officer                                                           | Section 39 of the Municipal Systems Act, 2000 as amended    | Executive Mayor    | System must be in line with the requirements of the Municipality's Performance Management Policy. The development of the Performance Management System must be done in close collaboration with the Mayoral Committee. |
| EM12 | Oversee and monitor the implementation and enforcement of the municipality's credit control and debt collection policy and any by-laws enacted in terms of section 98 of the Municipal Systems Act. 2000 | Section 99(a) of the Municipal Systems Act, 2000 as amended | Executive Mayor    |                                                                                                                                                                                                                        |
| EM13 | Receive reports from committees of council and forward these reports together with a recommendation to the council when the matter cannot be disposed of by the Executive Mayor in terms of his or her   | Municipal Structures Act, 1998 (Section 56(1))              | Executive Mayor    |                                                                                                                                                                                                                        |

**MR. I. E. AISENG**  
**JOHN TAOLO GAETSEWE**  
**DISTRICT MUNICIPALITY**  
**SPEAKER**

| ITEM | ISSUE                                                                                                                                                            | STATUTORY/<br>LEGISLATIVE<br>SECTION                                                       | POWER<br>VESTED IN | COMMENTS / RESTRICTIONS / NOTES                                                                                                      |
|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|--------------------|--------------------------------------------------------------------------------------------------------------------------------------|
|      | delegated powers                                                                                                                                                 |                                                                                            |                    |                                                                                                                                      |
| EMU  | Monitor the management of the municipality's administration in accordance with the directions of the municipal council                                           | Municipal Structures Act, 1998 (S.56(3)(d))                                                | Executive Mayor    | To be executed on advice of the Accounting Officer and the Manager IDP and PMS                                                       |
| EM15 | Oversee the provision of services to communities by the municipality to promote sustainability                                                                   | Municipal Structures Act, 1998 (S.56(3)(e))                                                | Executive Mayor    |                                                                                                                                      |
| EM16 | Establishment and effective functioning of the District intergovernmental Forum (IGF)                                                                            | Part 4, S. 24 - 29 of the Intergovernmental Relations Framework Act, 2005 (Act 13 of 2005) | Executive Mayor    | Authority to be executed in accordance with the requirements of the Intergovernmental Relations Framework Act, 2005 (Act 13 of 2005) |
| EM17 | Establishment of additional bi-lateral inter-municipal forums, as prescribed in s. 28-29 of the Intergovernmental Relations Framework Act, 2005 (Act 13 of 2005) | S. 28-29 of the Intergovernmental Relations Framework Act, 2005                            | Executive Mayor    | Authority to be executed in accordance with the requirements of the Intergovernmental Relations Framework Act, 2005 (Act 13 of 2005) |

MR. I.E AISENG  
JOHN TAOLJ GAETSEWE  
DISTRICT MUNICIPALITY  
SPEAKER

| ITEM | ISSUE                                                                                                                                   | STATUTORY/<br>LEGISLATIVE<br>SECTION         | POWER<br>VESTED IN | COMMENTS / RESTRICTIONS / NOTES |
|------|-----------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|--------------------|---------------------------------|
|      |                                                                                                                                         | 2005 (Act 13 of 2005)                        |                    |                                 |
| EM18 | Promote and annually report regarding the involvement of communities and community organizations in the affairs of the municipality     | Municipal Structures Act, 1998 (S. 56(3)(g)) | Executive Mayor    |                                 |
| EM19 | Designate a Head of Department to temporarily act as Accounting Officer in the absence of the Accounting Officer not more than a month. |                                              | Executive Mayor    |                                 |
| EM20 | Sign the Employment Contract and the Performance Agreement of the Accounting Officer on behalf of Council                               |                                              | Executive Mayor    |                                 |

**MR. I.E AISENG  
JOHN TAOA GAETSEWE  
DISTRICT MUNICIPALITY  
SPEAKER**

# POWERS AND FUNCTIONS DELEGATED TO THE EXECUTIVE MAYORAL COMMITTEE

| Item  | Issue                                                                                                                                                                                                                                                                                                                                                            | Statutory / Legislative section                        | Power vested in   | Comments / Restrictions / Notes                                                                                                                               |
|-------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------|-------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|
| MC1   | Identify, review and evaluate the needs of the municipality in terms of the functional portfolios                                                                                                                                                                                                                                                                | Section 56(2)(a) of the Municipal Structures Act, 1998 | Executive Mayor   | identification, reviewing and evaluation of the needs of the Municipality should be done in close collaboration with Mayoral Committee and Accounting Officer |
| MC2   | Review and recommend issues related to the performance of functional portfolios with a view of improving: <ul style="list-style-type: none"> <li>The economy, efficiency and effectiveness of each functional area;</li> <li>The efficiency of credit control and revenue &amp; debt collection services; and</li> <li>The implementation of by-laws.</li> </ul> | Section 56(3)(c) of the Municipal Structures Act, 1998 | Mayoral Committee |                                                                                                                                                               |
| IV1C3 | Prepares a draft budget in respect of the functional portfolios                                                                                                                                                                                                                                                                                                  | Section 56(2)(c) of the Municipal Structures Act, 1998 | Mayoral Committee | This delegation must be exercised in conjunction with the relevant manager                                                                                    |

MR. I. E. AISENG  
JOHN TAOLJ GAETSEWE  
DISTRICT MUNICIPALITY  
SPEAKER

|     |                                                                                                                                                                                                                                                                                                                                 |                                 |                   |  |
|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|-------------------|--|
| MC4 | The councillor responsible for financial matters must manage the budget process in such a way that a draft budget is tabled in the council at least 90 days before the start of the financial year and the budget is tabled in the council at least 30 days before the start of the financial year to which that budget relates | Section 15-33 of the MFMA. 2003 | Executive Mayor   |  |
| MC5 | Designate a Mayoral Committee Member to temporarily act as Executive Mayor or Speaker in the absence of the Executive Mayor or Speaker.                                                                                                                                                                                         |                                 | Mayoral Committee |  |
| MC6 | Monthly performance reports from Departments                                                                                                                                                                                                                                                                                    |                                 | Mayoral Committee |  |

### POWERS AND FUNCTIONS DELEGATED TO THE SPEAKER

| Item | Issue                         | Statutory / Legislative section                      | Power vested in | Comments / Restrictions / Notes                          |
|------|-------------------------------|------------------------------------------------------|-----------------|----------------------------------------------------------|
| S1   | Preside over Council meetings | Section 37 (a) of the Municipal Structures Act, 1998 | Speaker         | The Standing Orders of Council, 2008 must be adhered to. |

**MR. I.E. AISENG  
JOHN TAOLO GAETSEWE  
DISTRICT MUNICIPALITY  
SPEAKER**

|    |                                                                                                   |                                                      |         |                                                          |
|----|---------------------------------------------------------------------------------------------------|------------------------------------------------------|---------|----------------------------------------------------------|
| S2 | Ensure that the Council meets at least quarterly                                                  | Section 37 (c) of the Municipal Structures Act, 1998 | Speaker | The Standing Orders of Council, 2008 must be adhered to. |
| S3 | Maintain order during council meetings                                                            | Section 37 (d) of the Municipal Structures Act, 1998 | Speaker | The Standing Orders of Council, 2008 must be adhered to. |
| S4 | Enforce the Code of Conduct for Councillors                                                       | Section 37 (e) of the Municipal Structures Act, 1998 | Speaker | The Standing Orders of Council, 2008 must be adhered to. |
| S5 | Ensure that Council meetings are conducted in accordance with the rules and orders of the Council | Section 37 (f) of the Municipal Structures Act, 1998 | Speaker | The Standing Orders of Council, 2008 must be adhered to. |
| S6 | Determine the date and venue for ordinary Council meetings                                        | Section 29 (1) of the Municipal Structures Act, 1998 | Speaker | The Standing Orders of Council, 2008 must be adhered to. |
| S7 | Convene special Council meetings at a venue                                                       | Section 29 (1) of the Municipal Structures Act, 1998 | Speaker | The Standing Orders of Council, 2008 must be adhered to. |

**MR. I.E AISENG**  
**JOHN TAOLJ GAETSEWE**  
**DISTRICT MUNICIPALITY**  
**SPEAKER**

|     | determined by her / him and at the time set out in the request for such a meeting                           | the Municipal Structures Act, 1998                          |                            | adhered to.                                              |
|-----|-------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|----------------------------|----------------------------------------------------------|
| S8  | Ensure that the conditions in respect of the privileges and immunities of members of Council are adhered to | Section 28 of the Municipal Structures Act, 1998            | Speaker                    | The Standing Orders of Council. 2008 must be adhered to. |
| S9  | Monitor implementation of Council Resolutions and report progress to Council                                | Section 59 of the Municipal Systems Act, 2000 as amended    | Speaker                    |                                                          |
| S10 | Approval of Councillors' leave (if required)                                                                |                                                             | Speaker                    |                                                          |
| S11 | Travel and Subsistence allowance for Councillors                                                            | Section 65(2) of the Municipal Finance Management Act. 2003 | Executive Mayor or Speaker |                                                          |

MR. I.E AISENG  
JOHN TAOLO GAETSEWE  
DISTRICT MUNICIPALITY  
SPEAKER

**DELEGATED AUTHORITY BY THE ACCOUNTING OFFICER IN RESPECT OF POWERS & FUNCTIONS RELATED TO FINANCIAL MANAGEMENT**

| Item | Issue                                                                                                              | Statutory / Legislative section | Power vested in    | Authority for delegation                            | Delegation to (lowest rank of official) | Department / Section       | Comments / Restrictions<br>1 Notes                                        |
|------|--------------------------------------------------------------------------------------------------------------------|---------------------------------|--------------------|-----------------------------------------------------|-----------------------------------------|----------------------------|---------------------------------------------------------------------------|
| FM1  | Withdrawing of money from the primary bank account, including the signing of cheques on behalf of the municipality | S. 10(1) of the MFMA            | Accounting Officer | MFMA 79(1)(b)(i): read in conjunction with S. 11(1) | CFO                                     | Budget and Treasury Office | Authority to be exercised within the guidelines of section 11 of the MFMA |
| FM2  | Administer the bank accounts of the municipality within the framework approved by Council                          | S. 10(1) of the MFMA            | Accounting Officer | MFMA 79(1)(b)(i)                                    | CFO                                     | Budget and Treasury Office |                                                                           |
| FM3  | Approve the opening of bank accounts for the municipality, or the changing of bank accounts                        | S. 7(1) of the MFMA             | Accounting Officer | MFMA 79(1)(b)(i)                                    | CFO                                     | Budget and Treasury Office |                                                                           |

**MR. I.E AISENG  
JOHN TAOLJ GAETSEWE  
DISTRICT MUNICIPALITY  
SPEAKER**

| Item | issue                                                                                                                                  | Statutory / Legislative section  | Power 'vested in   | Authority for delegation | Delegation to (lowest rank Of official) | Department / Section       | Comments / Restrictions / Notes                                             |
|------|----------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|--------------------|--------------------------|-----------------------------------------|----------------------------|-----------------------------------------------------------------------------|
| FM4  | Monthly calculation of revenue due to the municipality                                                                                 | s- 64(2)(b) of the MFMA          | Accounting Officer | MFMA 79(1)(b)(i)         | CFO                                     | Budget and Treasury Office | Could be sub-delegated to an official on the level of an Accountant         |
| FM5  | Preparation of accounts for municipal taxes and charges for services on a monthly basis                                                | S. 64 (2)(c)                     | Accounting Officer | MFMA 79(1)(b)(i)         | CFO                                     | Budget and Treasury Office | Could be sub-delegated to the Senior Income Accountant                      |
| FM6  | Daily deposit of monies received in the municipal primary bank account                                                                 | S. 64 (2)(c)                     | Accounting Officer | MFMA 79(1)(b)(i)         | CFO                                     | Budget and Treasury Office | Could be sub-delegated to the cashiers of checking by the Senior Accountant |
| FM7  | The maintenance of accounting systems and systems of internal control to ensure effective control over expenditure, debtor and revenue | S. 64C2)(Ce) and (f) of the MFMA | Accounting Officer | MFMA 79(1)(b)(i)         | CFO                                     | Budget and Treasury Office |                                                                             |

**MR. I.E AISENG  
JOHN TAOLO GAETSEWE  
DISTRICT MUNICIPALITY  
SPEAKER**

| item | Issue                                                                                                                            | Statutory /<br>Legislative<br>section | Power<br>vested in | Authority<br>for<br>delegation | Delegation to<br>(lowest rank<br>of official) | Department<br>/ Section    | Comments / Restrictions<br>/ Notes                                                 |
|------|----------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|--------------------|--------------------------------|-----------------------------------------------|----------------------------|------------------------------------------------------------------------------------|
| FM8  | Setting up relief, charitable trust or other funds                                                                               | S. 12 of the MFMA                     | Accounting Officer |                                | Accounting Officer                            |                            | In accordance with the requirements and procedures prescribed in S. 12 of the MFMA |
| FM9  | Notifying the Auditor-general about the opening of bank account/s                                                                | S. 8 and 13 of the MFMA               | Accounting Officer | MFMA 79(1)(b)(i)               | CFO                                           | Budget and Treasury Office |                                                                                    |
| FM10 | Payment of creditors within 30 days                                                                                              | S. 65 (2)(e) of the MFMA              | Accounting Officer | MFMA 79(1)(b)(i)               | CFO                                           | Budget and Treasury Office |                                                                                    |
| FM11 | Ensure that the municipality complies with its tax, levy, duty, pension, medical aid, audit fees and other statutory commitments | S. 65 (2)(f)                          | Accounting Officer | MFMA 79(1)(b)(i)               | CFO                                           | Budget and Treasury Office |                                                                                    |
| FM12 | Report to the Council regarding expenditure on staff benefits                                                                    | S. 66 of the MFMA                     | Accounting Officer | MFMA 79(1)(b)(i)               | CFO                                           | Budget and Treasury Office |                                                                                    |

**MR. I.E AISENG  
JOHN TAOLJ GAETSEWE  
DISTRICT MUNICIPALITY  
SPEAKER**

| Item | Issue                                                                                                            | Statutory /<br>Legislative<br>section | Power<br>vested In    | Authority<br>for<br>delegation | Delegation to<br>(lowest rank<br>of official)                           | Department<br>/ Section          | Comments / Restrictions<br>1 Notes                                                                                                |
|------|------------------------------------------------------------------------------------------------------------------|---------------------------------------|-----------------------|--------------------------------|-------------------------------------------------------------------------|----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|
| FM13 | Prevention of unauthorized,<br>irregular, fruitless or wasteful<br>expenditure                                   | S. 32 of the<br>MFMA                  | Accounting<br>Officer | MFMA<br>79(1)(b)(i)            | HODs                                                                    | All                              | All HOD'S are responsible<br>to institute measures to<br>prevent unauthorized,<br>irregular, fruitless or<br>wasteful expenditure |
| FM14 | Support the Executive Mayor<br>in preparing the annual budget                                                    | S. 68 of the<br>MFMA                  | Accounting<br>Officer | MFMA<br>79(1)(b)(i)            | All HODS are<br>responsible for<br>submitting<br>budget<br>requirements | All                              |                                                                                                                                   |
| FM15 | Support the Executive Mayor<br>in preparing the budget<br>policies                                               | S. 68 of the<br>MFMA                  | Accounting<br>Officer | MFMA<br>79(1)(b)(i)            | CFO                                                                     | Budget and<br>Treasury<br>Office |                                                                                                                                   |
| FM16 | Publication and submission of<br>the annual budget to the<br>community, Treasury and<br>relevant organs of state | S. 22 of the<br>MFMA                  | Accounting<br>Officer | MFMA<br>79(1)(b)(i)            | CFO                                                                     | Budget and<br>Treasury<br>Office |                                                                                                                                   |
| FM17 | Finalisation of the annual                                                                                       | S. 28 of the                          | Accounting            | MFMA                           | CFO                                                                     | Budget and                       | Process must be                                                                                                                   |

MR. I.E AISENG  
JOHN TAOLO GAETSEWE  
DISTRICT MUNICIPALITY  
SPEAKER

| Item | Issue                                                                                                                 | Statutory /<br>Legislative<br>section | Power<br>vested in    | Authority<br>for<br>delegation | Delegation to<br>{lowest rank<br>of official | Department<br>/ Section | Comments / Restrictions<br>/ Notes                                                                  |
|------|-----------------------------------------------------------------------------------------------------------------------|---------------------------------------|-----------------------|--------------------------------|----------------------------------------------|-------------------------|-----------------------------------------------------------------------------------------------------|
|      | adjustment budget                                                                                                     | MFMA                                  | Officer               | 79(1){b}(i)                    |                                              | Treasury<br>Office      | completed according to the<br>requirements of section 28<br>of the MFMA                             |
| FM18 | Authorization of expenditure<br>from budgeted funds valuing<br>from R30 000 to R200 000                               | S65 of the<br>MFMA                    | Accounting<br>Officer | MFMA<br>79(1){b}(i)            | HODs                                         | All                     | Subject to the requirements<br>and conditions of the<br>Municipal Supply Chain<br>Management Policy |
| FM19 | Authorization of expenditure<br>from budgeted funds valuing<br>less than R30 000                                      | S65 of the<br>MFMA                    | Accounting<br>Officer | MFMA<br>79(1){b}(i)            | HODs                                         | All                     |                                                                                                     |
| FM20 | Authorization of expenditure<br>from budgeted funds R200<br>000 and above                                             | S65 of the<br>MFMA                    | Accounting<br>Officer | MFMA<br>79(1Xb)(i)             | Not delegated                                |                         | Subject to the requirements<br>and conditions of the<br>Municipal Supply Chain<br>Management Policy |
| FM21 | Inform the Executive Mayor,<br>MEC for local government and<br>the council about possible<br>unauthorized expenditure | S. 32 (4) of<br>the MFMA              | Accounting<br>Officer |                                | Accounting<br>Officer and<br>CFO             |                         |                                                                                                     |

**MR. I.E AISENG  
JOHN TAOL'J GAETSEWE  
DISTRICT MUNICIPALITY  
SPEAKER**

| Item | Issue                                                                                                                              | Statutory /<br>Legislative<br>section | Power<br>vested in    | Authority<br>for<br>delegation | Delegation to<br>(lowest rank<br>of official) | Department<br>/ Section          | Comments / Restrictions<br>/ Notes     |
|------|------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|-----------------------|--------------------------------|-----------------------------------------------|----------------------------------|----------------------------------------|
| FM22 | Submission of draft<br>Departmental SDBIPs and an<br>institutional SDBIP to the<br>Executive Mayor fourteen days<br>after approval | S. 69(3) of<br>The MFMA               | Accounting<br>Officer | MFMA<br>79(1)(b)(i)            | Accounting<br>Officer                         |                                  |                                        |
| FM23 | Submission of draft<br>Performance Agreements to<br>the Executive Mayor fourteen<br>days after approval of the<br>institutional    | S. 69(3) of<br>the MFMA               | Accounting<br>Officer | MFMA<br>79(1)(b)(i)            | Accounting<br>Officer                         |                                  |                                        |
| FM24 | Preparation and submission of<br>monthly budget statements                                                                         | S. 71 of the<br>MFMA                  | Accounting<br>Officer | MFMA<br>79(1)(b)(i)            | CFO                                           | Budget and<br>Treasury<br>Office | According to section 71 of<br>the MFMA |
| FM25 | Preparation and submission of<br>quarterly mid-year and annual<br>performance assessment<br>reports                                | S. 72 of the<br>MFMA                  | Accounting<br>Officer | MFMA<br>79(1)(b)(i)            | HODS                                          | All                              | According to section 72 of<br>the MFMA |
| FM26 | Keep complete financial                                                                                                            | S. 62(1)(b)                           | Accounting            | MFMA                           | CFO                                           | Budget and                       | Keying of financial                    |

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| Hem    | Issue                                                                                                                                   | Statutory/<br>Legislative<br>section  | Power<br>vested in    | Authority<br>for<br>delegation | Delegation to<br>(lowest rank<br>of official) | Department<br>/ Section    | Comments / Restrictions<br>/ Notes                                                                                                                                                                    |
|--------|-----------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|-----------------------|--------------------------------|-----------------------------------------------|----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|        | records                                                                                                                                 | of the<br>MFMA                        | Officer               | 79(1)(b)(i)                    |                                               | Treasury<br>Office         | records must also be done<br>in close collaboration with<br>the Records Manager in<br>accordance with the<br>National Archives and<br>Record Service of South<br>Africa Act, 1996 {Act 43 of<br>1996} |
| FIV127 | Existence and effective<br>functioning of an internal audit<br>unit                                                                     | S. 62(1)(c)<br>of the<br>MFMA         | Accounting<br>Officer | MFMA<br>79(1)(b)(i)            | Accounting<br>Officer                         |                            |                                                                                                                                                                                                       |
| FM28   | Establish and maintains<br>effective, efficient and<br>transparent systems- of<br>financial and risk management<br>and internal control | S. 62(1)(c)<br>of the<br>MFMA         | Accounting<br>Officer | MFMA<br>79(1)(b)(i)            | Chief Risk<br>Officer                         | Risk<br>Management<br>Unit |                                                                                                                                                                                                       |
| FM29   | Existence and annual review<br>of a tariff,, rates, credit control<br>and debt collection policies for                                  | S. 62<br>(1)(f)(i) and<br>(ii) of the | Accounting<br>Officer | MFMA<br>79(1)(b)(i)            | CFO                                           | Budget and<br>Treasury     |                                                                                                                                                                                                       |

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| item | Issue                                                                               | Statutory /<br>Legislative<br>section                              | Power<br>vested in    | Authority<br>for<br>delegation | Delegation to<br>(lowest rank<br>of official) | Department<br>/ Section          | Comments / Restrictions<br>/ Notes                                              |
|------|-------------------------------------------------------------------------------------|--------------------------------------------------------------------|-----------------------|--------------------------------|-----------------------------------------------|----------------------------------|---------------------------------------------------------------------------------|
|      | the municipality                                                                    | MFMA and<br>section 74<br>of the LG<br>Municipal<br>Systems<br>Act |                       |                                |                                               | Office                           |                                                                                 |
| FM30 | Complying with MFMA<br>Circulars issued by National<br>Treasury                     | S. 5(1) and<br>6 of the<br>MFMA                                    | Accounting<br>Officer | MFMA<br>79(1)(b)(i)            | CFO and all<br>section 56<br>HDDs             | Budget and<br>Treasury<br>Office |                                                                                 |
| FM31 | Complying with the reporting<br>requirements of the Division of<br>Revenue Act      | Division of<br>Revenue<br>Act                                      | Accounting<br>Officer | MFMA<br>79(1)(b)(i)            | CFO                                           | Budget and<br>Treasury<br>Office |                                                                                 |
| FM32 | Institute the disciplinary action<br>in cases of identified financial<br>misconduct | S. 171 and<br>172 of the<br>MFMA                                   | Accounting<br>Officer | MFMA<br>79(1)(b)(i)            | Immediate<br>supervisors                      |                                  | Chapter 15 of the MFMA<br>and all relevant labour<br>legislation are applicable |
| FM33 | Preparation of financial<br>statements                                              | S. 122-125<br>of the<br>MFMA                                       | Accounting<br>Officer | MFMA<br>79(1)(b)(i)            | CFO                                           | Budget and<br>Treasury<br>Office | The contents prescribed in<br>s. 122-125 of the MFMA<br>must be adhered to      |

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| Item | Issue                                                                                                  | Statutory /<br>Legislative<br>section | Power<br>vested in    | Authority<br>for<br>delegation | Delegation to<br>(lowest rank<br>of official) | Department<br>1 Section          | Comments / Restrictions<br>/ Notes |
|------|--------------------------------------------------------------------------------------------------------|---------------------------------------|-----------------------|--------------------------------|-----------------------------------------------|----------------------------------|------------------------------------|
| FM34 | Approval of journal entries and transfer slips                                                         | S. 62(1)<br>(a) of the<br>MFMA        | Accounting<br>Officer | MFMA<br>79(1)(b)(i)            | CFO                                           | Budget and<br>Treasury<br>Office |                                    |
| FM35 | Monthly estimates of revenue and expenditure                                                           | S. 69(1)(a)<br>of the<br>MFMA         | Accounting<br>Officer | MFMA<br>79(1)(b)(i)            | CFO                                           | Budget and<br>Treasury<br>Office |                                    |
| FM36 | Payment of claims against the municipality in cases where the municipality is not covered by insurance | S. 69(1)(a)<br>of the<br>MFMA         | Accounting<br>Officer | MFMA<br>79(1)(b)(i)            | CFO                                           |                                  |                                    |
| FM37 | Approval of petty cash payments                                                                        | S. 65(1) of<br>the MFMA               | Accounting<br>Officer | MFMA<br>79(1)(b)(i)            | HODs                                          |                                  |                                    |
| FM38 | Authorize monthly deductions on salaries through stop orders                                           | S. 66 of the<br>MFMA                  | Accounting<br>Officer | MFMA<br>79(1)(b)(i)            | CFO                                           |                                  |                                    |
| FM39 | Authorize the recovery of debts by means of monthly instalments                                        | S. 66 of the<br>MFMA                  | Accounting<br>Officer | MFMA<br>79(1)(b)(i)            | CFO                                           |                                  |                                    |

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| Item | Issue                                                                                                                         | Statutory /<br>Legislative<br>section | Power<br>vested In    | Authority<br>for<br>delegation                                      | Delegation to<br>(lowest rank<br>of official) | Department<br>/ Section           | Comments / Restrictions<br>/ Notes                                                                                                                                                       |
|------|-------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|-----------------------|---------------------------------------------------------------------|-----------------------------------------------|-----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| FM40 | Reply to audit inquiries from<br>the AG                                                                                       |                                       | Accounting<br>Officer | S. 59 of the<br>Municipal<br>Systems Act.<br>2000                   | Senior HODs                                   |                                   | Persons exercising this<br>delegation must be familiar<br>with the requirements of<br>the Public Audit Act, 25 of<br>2005                                                                |
| FM41 | Signing of correspondence to<br>National or Provincial Treasury<br>and/or Provincial and National<br>Regulatory institutions. |                                       | Accounting<br>Officer | MFMA<br>79(1)(b)(i)                                                 | Senior HODs                                   | Relevant<br>department<br>or unit | Correspondence must be<br>signed on behalf of the<br>Accounting Officer by the<br>relevant senior manager to<br>which the issues or Inquiry<br>relates and copied to AO at<br>all times  |
|      | Signing of all other<br>correspondence                                                                                        |                                       | Accounting<br>Officer | MFMA<br>79(1)(b)(i)<br>S. 59 (1) of<br>the Municipal<br>Systems Act | Relevant<br>senior HODs                       | Relevant<br>Department<br>or unit | Correspondence must be<br>signed on behalf of the<br>Accounting Officer by the<br>relevant senior manager to<br>which the issues or inquiry<br>relates and copied to AO at<br>all times. |

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# Delegated Authority by the Accounting Officer in respect of Powers & Functions related to Human Resource Management

| Item | Issue                                                                                                                                                                              | Statutory 1<br>Legislative<br>section                     | Power<br>vested in | Authority<br>for<br>delegation                   | Delegation<br>to (lowest<br>rank of<br>official) | Department<br>1 Section                | Comments / Restrictions /<br>Notes                                                                                                                                 |
|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|--------------------|--------------------------------------------------|--------------------------------------------------|----------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| HR42 | Ensure that the municipality's personnel utilization and remuneration practices are in line with the requirements of the Basic Conditions on Employment Act, 1997 (No. 75 of 1997) | Basic Conditions on Employment Act, 1997 (No. 75 of 1997) | Accounting Officer | S. 59(1) of the Municipal Systems Act as amended | HOD<br>Corporate Services                        | Human Resources and Corporate Services | The exercising of this delegation must be strictly according to the requirements of the S. 59 (1) of the Basic Conditions on Employment Act. 1997 (No. 75 of 1997) |
| HR43 | Develop and adopt appropriate systems and procedures to ensure fair, efficient, effective and transparent personnel administration                                                 | S. 67 of the Municipal Systems Act as amended             | Accounting Officer | S. 59(1) of the Municipal Systems Act as amended | HOD<br>Corporate Services                        | Corporate Services                     | To be exercised in accordance with the requirements of section 67 of the LG: Municipal Systems Act                                                                 |
| HR44 | Development of human resource                                                                                                                                                      | Section 68 of the                                         | Accounting Officer | Section 59 of the                                | HOD<br>Corporate                                 | Corporate                              | To be exercised in accordance with the                                                                                                                             |

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|      | capacity                                                                                                                                                                                                                                       | Municipal Systems Act as amended               | Manager            | Municipal Systems Act amended                    | Services               | Services                               | requirements of section 68 of the LG; Municipal Systems Act                                                      |
|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|--------------------|--------------------------------------------------|------------------------|----------------------------------------|------------------------------------------------------------------------------------------------------------------|
| HR45 | Advise the Council regarding all staff related matters                                                                                                                                                                                         | S. 51 of the LG: Municipal Systems Act amended | Accounting Officer | S. 59(1) of the Municipal Systems Act as amended | HOD Corporate Services | Human Resources and Corporate Services | The organisation of the Municipality must be in line with the requirements of S. 51 of the Municipal Systems Act |
| HR46 | Advise the Accounting Officer and management on, and reporting on the achievement of employment equity targets in the municipality; including the compilation of the Employment Equity Plan for the municipality and the annual update thereof | Employment Equity Act, 55 of 1998              | Accounting Officer | S. 59(1) of the Municipal Systems Act            | HOD Corporate Services | Human Resources and Corporate Services | Delegation must be executed in adherence to the requirements of the Employment Equity Act, 55 of 1998            |
| HR47 | Transfers (excluding Accounting Officer and Section 56 HODs)                                                                                                                                                                                   | S. 55 of the LG: Municipal Systems Act         | Accounting Officer | S. 59(1) of the Municipal Systems Act as amended | Senior HODs            |                                        |                                                                                                                  |

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|      |                                                          | as amended                                                                           |                       | amended                                                          |                                          |                       |                                                                                                                                                                  |  |
|------|----------------------------------------------------------|--------------------------------------------------------------------------------------|-----------------------|------------------------------------------------------------------|------------------------------------------|-----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| HR48 | Changes in designation<br>(excluding Council appointees) | S. 55 of the<br><b>LG:</b><br>Municipal<br>Systems Act<br>as amended                 | Accounting<br>Officer |                                                                  | Accounting<br>Officer (Not<br>delegated) |                       |                                                                                                                                                                  |  |
| HR49 | Advertisement of posts                                   | S. 55 of the<br><b>LG:</b><br>Municipal<br>Systems Act<br>as amended                 | Accounting<br>Officer | S. 59 (1) of<br>the<br>Municipal<br>Systems<br>Act as<br>amended | HOD<br>Corporate<br>Services             | Corporate<br>Services | To be exercised in line with<br>the Recruitment and<br>Selection Policy                                                                                          |  |
| HR50 | Approval of shortlist for<br>Accounting Officer          | <b>S. 54(a) of</b><br>the LG:<br><b>Municipal<br/>Systems<br/>Act as<br/>amended</b> | Council               | S. 59(1) of<br>the<br>Municipal<br>Systems<br>Act as<br>amended  | Selection<br>panel                       |                       | Council will have to approve<br>the short listing before<br>interviews could commence<br>To be exercised in line with<br>the Recruitment and<br>Selection Policy |  |
| HR51 | Approval of shortlist for Post level<br>1                | <b>S. 56(a) of</b><br>the LG:<br><b>Municipal</b>                                    | Council               | S. 59(1) of<br>the<br>Municipal                                  | Selection<br>Panel                       |                       | <b>To be exercised in time<br/>with Regulation for<br/>Appointment of Senior</b>                                                                                 |  |

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|      |                                                                  | Systems<br>Act as<br>amended                               | Systems<br>Act as<br>amended | Systems<br>Act as<br>amended                     | HODs                                                                                                                                                                           |
|------|------------------------------------------------------------------|------------------------------------------------------------|------------------------------|--------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| HR52 | Approval of shortlist for Post level 3 and below                 | S- 55 of the LG: Municipal Systems Act as amended          | Accounting Officer           | S. 59(1) of the Municipal Systems Act as amended | Accounting Officer<br>Corporate Services<br>To be exercised in line with the Recruitment and Selection Policy                                                                  |
| HR53 | Personal to incumbent and contractual to incumbent               | S. 55 of the LG: Municipal Systems Act as amended          | Accounting Officer           | S. 59(1) of the Municipal Systems Act            | Accounting Officer<br>Corporate Services                                                                                                                                       |
| HR54 | Approval of the leave of the Accounting Officer                  |                                                            | Executive Mayor              |                                                  | Not to be delegated                                                                                                                                                            |
| HR55 | Leave to all HODs directly Accountable to the Accounting Officer | S. 55 of the LG: Municipal Systems Act. as amended read in | Accounting Officer           |                                                  | Accounting Officer (Not to be delegated)<br>To be exercised in line with the municipal Leave Policy and the Local Government: Municipal Performance Regulations for Section 56 |

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|      |                                                                                                                                                                                                                                                                                           | conjunction with s. 56                                                            |                    |                                                  |             |     | employees.                                              |
|------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|--------------------|--------------------------------------------------|-------------|-----|---------------------------------------------------------|
| HR56 | Approval of leave to other personnel in the case of: <ul style="list-style-type: none"><li>• Annual leave</li><li>• Maternity leave</li><li>• Family Responsibility leave</li><li>• Sick leave</li><li>• Study leave</li></ul>                                                            | S. 55 of the LG: Municipal Systems Act, read in conjunction with s. 56            | Accounting Officer | S. 59(1) of the Municipal Systems Act as amended | Supervisors | All | To be exercised in line with the municipal Leave Policy |
| HR57 | Approval of Special leave to be granted under the following circumstances (excluding the Accounting Officer); <ul style="list-style-type: none"><li>• Court attendance as a state witness</li><li>• Voluntary Military or Police Service</li><li>• Participation under National</li></ul> | S. 55 of the LG: Municipal Systems Act, as amended read in conjunction with s. 57 | Accounting Officer |                                                  | HODS        |     | To be exercised in line with the municipal Leave Policy |

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|      |                                             |                                                                                   |                    |  |  |  |                                                                                          |  |                                                                                                                     |
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|      | sports code                                 |                                                                                   |                    |  |  |  |                                                                                          |  |                                                                                                                     |
|      | • For uninterrupted service                 |                                                                                   |                    |  |  |  |                                                                                          |  |                                                                                                                     |
| HR58 | Leave without pay                           | S. 55 of the LG: Municipal Systems Act, as amended read in conjunction with s. 56 | Accounting Officer |  |  |  | HODS                                                                                     |  |                                                                                                                     |
| HR59 | Granting of incentives for good performance | S. 38 of the LG: Municipal Systems Act as amended                                 | Accounting Officer |  |  |  | Accounting Officer, in consultation with the Individual Performance Management Committee |  | Framework for Individual Human Resource Performance Management System for John Taolo Gaetsewe District Municipality |

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|      |                                                                     |                                                             |                                             |  |                                                                 |                                                                                                                             |
|------|---------------------------------------------------------------------|-------------------------------------------------------------|---------------------------------------------|--|-----------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|
| HR60 | Study assistance                                                    |                                                             | Accounting Officer and Heads of Departments |  | Corporate Services; HOD in consultation with Accounting Officer | Study assistance policy                                                                                                     |
| HR61 | Approval of travel and Subsistence allowance for Accounting Officer | Section 65(2) of the Municipal Finance Management Act, 2003 | Executive Mayor                             |  | Executive Mayor                                                 | To be exercised in line with the Travel and Subsistence Policy.                                                             |
| HR62 | Approval of travel and Subsistence allowance for Officials          | Section 65(2) of the Municipal Finance Management Act, 2003 | Accounting Officer                          |  | HODS                                                            | To be exercised in line with the Travel and Subsistence Policy                                                              |
| HR63 | Use of cellular phones and 3G cards                                 |                                                             | Accounting Officer                          |  | Accounting Officer in consultation with HODs                    | To be exercised in line with the Policy for the use of cellular phones within the John Taolo Gaetsewe District Municipality |

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|      |                                                                                                    |  |                                        |  |                           |  |                                                                                                                        |
|------|----------------------------------------------------------------------------------------------------|--|----------------------------------------|--|---------------------------|--|------------------------------------------------------------------------------------------------------------------------|
| HR64 | Use of Telephones (land lines)                                                                     |  | Accounting Officer                     |  | HDDs                      |  | To be exercised in line with the Policy for the use of telephones within the John Taolo Gaetsewe District Municipality |
| HR65 | Liaise with the media on behalf of the Municipality (other than normal notices and advertisements) |  | Executive Mayor and Accounting Officer |  |                           |  |                                                                                                                        |
| HR66 | Preparation of the contents and publication of notices                                             |  | Accounting Officer                     |  | HODS                      |  | Preparation of notices must be done in consultation with Communication Officer                                         |
| HR67 | Operations and maintenance of the IT network                                                       |  | Accounting Officer                     |  | HOD<br>Corporate Services |  |                                                                                                                        |

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## Delegated Authority by the Accounting Officer in respect of Powers & Functions related to Supply Chain Management

| item  | Issue                                                                                                                    | Statutory / Legislative section                                                      | Power vested in    | Authority for delegation                           | Delegation to (lowest rank of official) | Department / Section | Comments / Restrictions / Notes                                                                                                                                                                           |
|-------|--------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|--------------------|----------------------------------------------------|-----------------------------------------|----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| SCM68 | Implementation of the Supply Chain Management System                                                                     | -S. 115 of the MFMA                                                                  | Accounting Officer | MFMA 79(1)(b)(i)                                   | CFO                                     | BTO                  | The system must include all reasonable and proper steps and mechanisms to ensure the separation of duties to minimize the likelihood of fraud, corruption, favoritism and unfair and irregular practices. |
| SCM69 | Ensure compliance with the national requirements and strategies in respect of Broad Based Black Economic Empowerment Act | Broad Based Black Economic Empowerment Act 53 of 2003 (with specific reference to s. | Accounting Officer | S. 59 (1) of the Municipal Systems Act, as amended | CFO                                     | BTO                  |                                                                                                                                                                                                           |

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|       |                                                                                                                                                                                                                                      | 2 and 11)                                          |                    |                                                  |     |     |  |  |                                                                                                                                       |
|-------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|--------------------|--------------------------------------------------|-----|-----|--|--|---------------------------------------------------------------------------------------------------------------------------------------|
| SCM70 | Ensure implementation of the Property Rates Act, 2004, and exercise all relevant municipal powers and functions to ensure the effective valuation of properties, levying of rates and finalization of a rates policy for the Council | Municipal Property Rates Act, 2004 (Act 6 of 2004) | Accounting Officer | S. 59(1) of the Municipal Systems Act as amended | CFO | BTO |  |  |                                                                                                                                       |
| SCM71 | Advise the Council regarding appropriate points system to promote categories of preference service providers                                                                                                                         | S. 83 (2) of the Municipal Systems Act as amended  | Accounting Officer | S. 59(1) of the Municipal Systems Act as amended | CFO | BTO |  |  | In accordance with the requirements of the Preferential Procurement Policy Framework Act and the Preferential Procurement regulations |
| SCM72 | Compilation and annual review of a supply chain management policy for the municipality                                                                                                                                               | S.111 and 112 of the MFMA                          | Accounting Officer | MFMA 79(1)(b)(i) and S. 82 of the MFMA           | CFO | BTO |  |  |                                                                                                                                       |
| SCM73 | Review at least annually the                                                                                                                                                                                                         | Municipal Supply Chain                             | Accounting         | Regulations                                      | CFO | BTO |  |  |                                                                                                                                       |

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|       | implementation of the policy                                                                                                                              | Management Regulations                        | Officer            | 5 & 6             |               |     |                                      |
|-------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|--------------------|-------------------|---------------|-----|--------------------------------------|
| SCM74 | Submit when considered necessary, proposals for the amendment of the policy to the council                                                                | Municipal Supply Chain Management Regulations | Accounting Officer | Regulations 5&6   | CFO           | BTO | Through management of the department |
| SCM75 | Report any deviation from the guideline standard to the National Treasury and relevant provincial treasury                                                | Municipal Supply Chain Management Regulations | Accounting Officer | Regulations 5&6   | CFO           | BTO |                                      |
| SCM76 | Make a final award not exceeding R2 000 000 (VAT included)                                                                                                | Municipal Supply Chain Management Regulations | Accounting Officer | Regulations 5&6   | Not delegated | BTO | Regulation 5 (2) (c) has reference   |
| SCM77 | Submit reports regarding the following matters to the Accounting Officer on a monthly basis;<br>(a) the amount of the award<br>(b) the name of the person | Municipal Supply Chain Management Regulations | Accounting Officer | Regulations 5 & 6 | CFO           | BTO | Regulation 5 (3) has reference       |

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|       | or entity to whom the award was made<br>(c) the reason why the award was made to that person or entity; and<br>(d) The BEE status of that entity/ person or entity. |                                               |                    |                   |     |     |                                        |  |
|-------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|--------------------|-------------------|-----|-----|----------------------------------------|--|
| SCM78 | Submit a report to council within 30 days of the end of each financial year on the implementation of the supply chain management policy of the municipality         | Municipal Supply Chain Management Regulations | Accounting Officer | Regulations 5 & 6 | CFO | BTO | Regulation 6 (2)(a) (i) has reference  |  |
| SCM79 | Submit a report to council whenever there are serious and material problems in the implementation of the supply chain management policy                             | Municipal Supply Chain Management Regulations | Accounting Officer | Regulations 5&6   | CFO | BTO | Regulation 6(2)(a)(iii) has reference  |  |
| SCM80 | Submit a report to the Executive Mayor of the municipality within ten days of each quarter on the                                                                   | Municipal Supply Chain Management Regulations | Accounting Officer | Regulations 5 & 6 | CFO | BTO | Regulation 6 (3) and (4) has reference |  |

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|       | Implementation of the supply chain management policy                                                                                                                                                        |                                               |                    |                   |     |     |                             |  |
|-------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|--------------------|-------------------|-----|-----|-----------------------------|--|
| SCM81 | Putting in place measures to ensure that written quotations must be obtained for any specific procurement in line with the Municipal Supply Chain Management Policy                                         | Municipal Supply Chain Management Regulations | Accounting Officer | Regulations 5&6   | CFO | BTO | Regulation 12 has reference |  |
| SCM82 | Putting in place measures to ensure that a competitive bidding process be followed for any specific procurement of a transaction value lower than R200.000                                                  | Municipal Supply Chain Management Regulations | Accounting Officer | Regulations 5&6   | CFO | BTO | Regulation 12 has reference |  |
| SCM83 | Keep a list of accredited prospective providers of goods and services that must be used for the procurement requirements of the municipality through written quotations and formal written price quotations | Municipal Supply Chain Management Regulations | Accounting Officer | Regulations 5 & 6 | CFO | BTO | Regulation 14 (1)           |  |

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|       |                                                                                                                                                                                                                                                                 |                                               |                    |                 |     |     |                   |
|-------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|--------------------|-----------------|-----|-----|-------------------|
| SCM84 | Invite prospective providers of goods or services at least once a year through newspapers commonly circulating locally, the website of the municipality and any other appropriate ways, to apply for evaluation and listing as accredited prospective providers | Municipal Supply Chain Management Regulations | Accounting Officer | Regulations 5&6 | CFO | BTO | Regulation 14 (2) |
| SCM85 | Specify the listing criteria for accredited prospective providers                                                                                                                                                                                               | Municipal Supply Chain Management Regulations | Accounting Officer | Regulations 5&6 | CFO | BTO |                   |
| SCM86 | Ensure that petty cash purchases are handled according to Regulation 15 {Municipal Supply Chain Management Regulations, 2005}                                                                                                                                   | Municipal Supply Chain Management Regulations | Accounting Officer | Regulations 5&6 | CFO | BTO |                   |
| SCM87 | Ensure that written or quotations are handled according to Regulation 16 (Municipal Supply Chain                                                                                                                                                                | Municipal Supply Chain Management             | Accounting Officer | Regulations 5&6 | CFO | BTO |                   |

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|       | Management Regulations, 2005)                                                                                                                                                                                                                                                           | Regulations                                   |                    |                  |     |     |  |
|-------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|--------------------|------------------|-----|-----|--|
| SCM88 | Ensure that formal written price quotations are handled according to Regulation 17 (Municipal Supply Chain Management Regulations, 2005)                                                                                                                                                | Municipal Supply Chain Management Regulations | Accounting Officer | Regulations 5&6  | CFO | BTO |  |
| SCM89 | Determine a closure date for submission of bids which is less than 21 day requirement, but only if such shorter period can be justified on the grounds of urgency or emergency or any exceptional case where it is impractical or impossible to follow the official procurement process | Municipal Supply Chain Management Regulations | Accounting Officer | Regulations 5a>6 | CFO | BTO |  |
| SCM90 | Administration of the bidding process;<br>(i) Record in a register all bids received in time                                                                                                                                                                                            | Municipal Supply Chain Management Regulations | Accounting Officer | Regulations 5&6  | CFO | BTO |  |

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| SCM91 | Negotiate the final terms of a contract with bidders identified through a competitive bidding process as preferred bidders, provided that such negotiation: | Municipal Supply Chain Management Regulations | Accounting Officer | Regulations 5&6 | CFO           | BTO         |
|       | does not allow any preferred bidder a second or unfair opportunity                                                                                          |                                               |                    |                 |               |             |
|       | is not to the detriment of any other bidder                                                                                                                 |                                               |                    |                 |               |             |
|       | does not lead to a higher price than the bid submitted                                                                                                      |                                               |                    |                 |               |             |
|       | Minutes of such negotiations must be kept                                                                                                                   |                                               |                    |                 |               |             |
| SCM92 | Appoint the members of the bid specification, evaluation or adjudication committees, taking into account section 117 of the MFMA                            | Municipal Supply Chain Management Regulations | Accounting Officer | Regulations 5&6 | Not delegated | MM's Office |
| SCM93 | Appoint a neutral or independent observer to a bid                                                                                                          | Municipal Supply Chain                        | Accounting         | Regulations     | Not Delegated | MMs office  |

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|         | specification, evaluation or adjudication committee for an attendance and oversight process when this is appropriate for ensuring fairness and promoting transparency | Management Regulations                        | Officer            | 5&6             |               |     |                                                                                                                                                                                      |
|---------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|--------------------|-----------------|---------------|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| SCM94   | Compile specifications for the procurement of goods or services by the municipality                                                                                   | Municipal Supply Chain Management Regulations | Accounting Officer | Regulations 5&6 | CFO           | BTO | Specifications must reflect the requirements of the Municipal Supply Chain Management Regulations. Specifications must be submitted to the Bid Specification Committee for approval. |
| SCIV195 | Compilation of the bid documentation                                                                                                                                  |                                               | Accounting Officer | Regulations 5&6 | CFO           | BTO | Must be scrutinized by legal services                                                                                                                                                |
| SCM96   | Approve specifications                                                                                                                                                | Municipal Supply Chain Management Regulations | Accounting Officer | Regulations 5&6 | Not delegated | BTO |                                                                                                                                                                                      |

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|-------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|--------------------------|--|--------------------------|------------------------------------------------------------------------------------|
| SCM97 | Evaluate bids in accordance with-<br>(i) the specifications for a specific procurement; and<br>(ii) the points system as must be set out in the supply chain management policy of the municipality in terms of Regulation 27(2)(f) and as prescribed in terms of the Preferential Procurement Policy Framework Act | Municipal Supply Chain Management Regulations | Bid Evaluation Committee |  | Bid Evaluation Committee | According to the requirements of Municipal Supply Chain Management Regulations     |
| SCM98 | Evaluate each bidder's ability to execute the contract                                                                                                                                                                                                                                                             | Municipal Supply Chain Management Regulations | Bid Evaluation Committee |  | Bid Evaluation Committee | According to the requirements of the Municipal Supply Chain Management Regulations |
| SCM99 | Check in respect of the recommended bidder whether                                                                                                                                                                                                                                                                 | Municipal Supply Chain                        | Bid Evaluation           |  | CFO                      | According to the requirements of the                                               |

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|        | municipal rates and taxes and<br>municipal services charges are<br>not in arrears                                                        | Management<br>Regulations                              | Committee                      |  |                           | Municipal Supply Chain<br>Management<br>Regulations                                            |
|--------|------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------|--------------------------------|--|---------------------------|------------------------------------------------------------------------------------------------|
| SCM100 | Submit to the adjudication<br>committee a report and<br>recommendations regarding the<br>award of the bid or any other<br>related matter | Municipal<br>Supply Chain<br>Management<br>Regulations | Bid<br>Evaluation<br>Committee |  | Chairperson<br>BEC        | According to the<br>requirements of the<br>Municipal Supply Chain<br>Management<br>Regulations |
| SCM1Q1 | Consideration of the Evaluation<br>Committee's Report                                                                                    | Municipal<br>Supply Chain<br>Management<br>Regulations |                                |  | Adjudication<br>Committee | According to the<br>requirements of the<br>Municipal Supply Chain<br>Management<br>Regulations |
| SCM102 | Consider the report and<br>recommendations of the bid<br>evaluation committee where the<br>award value exceeds R200 000<br>(VAT incl)    | Municipal<br>Supply Chain<br>Management<br>Regulations | Accounting<br>Officer          |  | Bid                       | According to the<br>requirements of the<br>Municipal Supply Chain<br>Management<br>Regulations |
| SCM103 | Appoint the committee and<br>chairperson of the bid<br>adjudication committee                                                            | Municipal<br>Supply Chain<br>Management                | Accounting<br>Officer          |  | Not delegated             | According to the<br>requirements of the<br>Municipal Supply Chain<br>Management                |

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|        |                                                                                                                                                                              | Regulations                                   |                    |                   |                        |     | Regulations and Supply Chain Management Policy                                                                        |
|--------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|--------------------|-------------------|------------------------|-----|-----------------------------------------------------------------------------------------------------------------------|
| SCM104 | Appoint the committee and chairperson of the bid specification and evaluation committee                                                                                      | Municipal Supply Chain Management Regulations | Accounting Officer |                   | Not delegated          |     | According to the requirements of the Municipal Supply Chain Management Regulations and Supply Chain Management Policy |
| SCM105 | Comply with section 114 of the MFMA within ten working days                                                                                                                  | Municipal Supply Chain Management Regulations | Accounting Officer | Regulations 5 & 6 | Not delegated          | BTO |                                                                                                                       |
| SCM1Q6 | Request the State Information Technology Agency (SITA) to assist the municipality with the acquisition of IT related goods or services through a competitive bidding process | Municipal Supply Chain Management Regulations | Accounting Officer | Regulations 5&6   | HOD Corporate services | BTO |                                                                                                                       |

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| SCM107 | Enter into a written agreement to regulate the services rendered by. and the payments made to, SETA                                                                                                                                                                                                                                                                                                                                                                                                                   | Municipal Supply Chain Management Regulations | Accounting Officer | Regulations 5&6 | not delegated | BTO |
| SCM108 | <p>To procure goods or services for the municipality under a contract secured by another organ of state, but only if-</p> <p>(a) the contract has been secured by that organ of state by means of a competitive bidding process applicable to that organ of state;</p> <p>(b) the municipality has no reason to believe that such contract was not validly procured;</p> <p>(c) there are demonstrable discounts or benefits for the municipality; and</p> <p>(d) that other organ of state and the provider have</p> | Municipal Supply Chain Management Regulations | Accounting Officer | Regulations 5&6 | not delegated | BTO |

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|        | consented to such procurement in writing                                                                                                                                                                                                         |                                               |                    |                 |               |     |  |  |
|--------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|--------------------|-----------------|---------------|-----|--|--|
| SCM109 | Procure consulting services up to the value of R200 000 (VAT included) provided that any Treasury guidelines in respect of consulting services are taken into account such procurements are made.                                                | Municipal Supply Chain Management Regulations | Accounting Officer | Regulations 5&6 | Not delegated | BTO |  |  |
| SCM110 | Ensure that copyright in any document produced, and the patent rights or ownership in any plant, machinery, thing, system or process designed or devised, by a consultant in the course of the consultancy service is vested in the municipality | Municipal Supply Chain Management Regulations | Accounting Officer | Regulations 5&6 | Not delegated | BTO |  |  |
| SCM111 | Dispense with the official procurement processes established by the policy and to procure any required goods or services through any                                                                                                             | Municipal Supply Chain Management Regulations | Accounting Officer | Regulations 5&6 | Not delegated | BTO |  |  |

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| SCM112 | convenient process, which may include direct negotiations, but only-<br>(i) in an emergency:<br>(ii) If such goods or services are produced or available from a single provider only;<br>(iii) for the acquisition of special works of art or historical objects where specifications are difficult to compile;<br>(iv) acquisition of animal or zoos: or<br>(v) in any other exceptional case where it is impractical or impossible to follow the official procurement processes |                                   |                    |                 |    |     |  |  |  |
|        | Ratify any minor breaches of the procurement processes by an official or committee acting                                                                                                                                                                                                                                                                                                                                                                                         | Municipal Supply Chain Management | Accounting Officer | Regulations 5&6 | MM | BTO |  |  |  |

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|        | in terms of delegated powers or duties which are purely of a technical nature                                                                                                                                                                                                 | Regulations                                            |                       |                    |  |                       |     |                                                 |
|--------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------|-----------------------|--------------------|--|-----------------------|-----|-------------------------------------------------|
| SCM113 | Record the reasons for any deviations in terms of Regulations 36(1)(a) and (b); and<br>Report them to the next meeting of the council and include as a note to the annual financial statements                                                                                | Municipal<br>Supply Chain<br>Management<br>Regulations | Accounting<br>Officer | Regulations<br>5&6 |  | Not delegated         | BTO | In line with departmental management procedures |
| SCM114 | Decide to consider an unsolicited bid but only if-<br>(a) the product or service offered is a demonstrably or proven unique innovative concept:<br>(b) the product or service will be exceptionally beneficial to, or have exceptional cost advantages for, the municipality: | Municipal<br>Supply Chain<br>Management<br>Regulations | Accounting<br>Officer | Regulations<br>5&6 |  | Accounting<br>Officer | 8TO | Head; Supply Chain should assist the CFO        |

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|        | (c) the person who made the bid is the sole provider of the product or service; and<br>(d) the reasons for not going through the normal bidding processes are found to be sound by the accounting officer                                                                                                                                                                                                               |                                               |                    |                 |     |     |  |  |
| SCM115 | Make public aware in accordance with section 21A of the Municipal Systems Act as amended the decision to consider an unsolicited bid that complies with Regulation 37(2) together with-<br>(a) reasons as to why the bid should not be open to other competitors;<br>(b) an explanation of the potential benefits for the municipality were it to accept the unsolicited bid; and<br>(c) an invitation to the public or | Municipal Supply Chain Management Regulations | Accounting Officer | Regulations 5&6 | CFO | BTO |  |  |

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|        | other potential suppliers to submit their comments within 30 days of the notice                                                                                                               |                                               |                    |                 |                            |     |  |  |
|--------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|--------------------|-----------------|----------------------------|-----|--|--|
| SCM116 | Submit written comments received pursuant to Regulation 37(3), including any responses from the unsolicited bidder, to the National Treasury and the relevant provincial treasury for comment | Municipal Supply Chain Management Regulations | Accounting Officer | Regulations 5&6 | CFO                        | BTO |  |  |
| SCM117 | Consider the unsolicited bid                                                                                                                                                                  | Municipal Supply Chain Management Regulations | Accounting Officer | Regulations 5&6 | Bid Adjudication Committee | BTO |  |  |
| SCM118 | Make recommendations to the accounting officer depending on the delegations to the adjudication committee                                                                                     | Municipal Supply Chain Management Regulations | Accounting Officer | Regulations 5&6 | Bid Adjudication Committee | BTO |  |  |
| SCM119 | Take into account when considering an unsolicited bid-<br>(i) any comments submitted by the public;                                                                                           | Municipal Supply Chain Management Regulations | Accounting Officer | Regulations 5&6 | Not delegated              | BTO |  |  |

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|        | and<br>(ii) any written comments and recommendations of the National Treasury or the relevant provincial treasury                                                                                                                         |                                               |                    |                 |             |     |  |  |
|--------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|--------------------|-----------------|-------------|-----|--|--|
| SCM120 | Submit to the Auditor General, the relevant provincial treasury and the National Treasury the reasons for rejecting or not following any recommendations of the National Treasury or provincial treasury in regard to the unsolicited bid | Municipal Supply Chain Management Regulations | Accounting Officer | Regulations 5&6 | MM's Office | BTO |  |  |
| SCM121 | Take all reasonable steps to prevent abuse of the supply chain management system                                                                                                                                                          | Municipal Supply Chain Management Regulations | Accounting Officer | Regulations 5&6 | CFO         | BTO |  |  |
| SCM122 | Investigate any allegations against an official or other role player of fraud, corruption,                                                                                                                                                | Regulations Financial                         | Accounting Officer | Regulations 5&6 | HOD         | BTO |  |  |

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| SCM125 | by that bidder or any HODs to the municipality are in arrears for more than three months;<br><br>(ii) who during the last five year has failed to perform satisfactorily on a previous contract with the municipality or any other organ of state after written notice was given to that bidder that performance was unsatisfactory | Municipal Supply Chain Management Regulations | Accounting Officer | Regulations 5&6 | Bid Adjudication Committee | BAG | Based on the decision recommendation of the Adjudication Committee |
|        | Reject a recommendation for the award of a contract if the recommended bidder, or any of its HODs, has committed a corrupt or fraudulent act in competing for the particular contract                                                                                                                                               |                                               |                    |                 |                            |     |                                                                    |

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|--------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|--------------------|------------------|---------------|-----|
| SCM126 | <p>Cancel a contract awarded to a person if-</p> <p>(i) the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract; or an official or other role player committed any corrupt or fraudulent act during the bidding process or the execution of the contract that benefited that person</p> | Municipal Supply Chain Management Regulations | Accounting Officer | Regulations 5S.6 | Not delegated | BTO |
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| SCM127 | Reject the bid of any bidder if that bidder or any of its HODs-                                                                                                                                                                 | Municipal Supply Chain Management Regulations | Accounting Officer | Regulations 5&6 | Not delegated | BTO |
|--------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|--------------------|-----------------|---------------|-----|
|        | 0)<br>has abused the supply chain management system of the municipality or has committed any improper conduct in relation to such system: has been convicted for                                                                |                                               |                    |                 |               |     |
|        | (ii)<br>fraud or corruption during the last five years;<br>has willfully neglected                                                                                                                                              |                                               |                    |                 |               |     |
|        | (iii)<br>or reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or<br>has been listed in the Register for Tender Defaulters in terms of section 29 of the |                                               |                    |                 |               |     |
|        | (iv)                                                                                                                                                                                                                            |                                               |                    |                 |               |     |

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|--------|-----------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|--------------------|-----------------|---------------|-----|--|--|--|
|        | Prevention and Combating of Corrupt Activities Act (no 12 of 2004)                                                                            |                                               |                    |                 |               |     |  |  |  |
| SCM128 | Inform the National Treasury and relevant provincial treasury in writing of any actions taken in terms of Regulations 38(1)(b)(ii), (e) or(f) | Municipal Supply Chain Management Regulations | Accounting Officer | Regulations 6&6 | Not delegated | BTO |  |  |  |
| SCM129 | Check with SARS whether a person's tax matters are in order before making an award to such person                                             | Municipal Supply Chain Management Regulations | Accounting Officer | Regulations 5&6 | CFO           | BTO |  |  |  |
| SCM130 | Disclose on the notes to the annual financial statements of the municipality particulars of any award of more than R2000                      | Municipal Supply Chain Management             | Accounting Officer | Regulations 5&6 | CFO           | BTO |  |  |  |

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|        | to a person who is a spouse, child or parent of a person in the service of the state, or has been in the service of the state in the previous twelve months, including- | Regulations                                   |                    |                 |     |     |  |  |
|--------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|--------------------|-----------------|-----|-----|--|--|
| SCM131 | (a) the name of that person;<br>(b) the capacity in which that person is in the service of the state; and<br>(c) the amount of the award                                | Municipal Supply Chain Management Regulations | Accounting Officer | Regulations 5&6 | CFO | BTO |  |  |
| SCM132 | Keep a register of all declarations in terms of Regulation 46(2)(d) and (e)                                                                                             | Municipal Supply Chain Management Regulations | Accounting Officer | Regulations 5&6 | CFO | BTO |  |  |
| SCM133 | Ensure that declarations from the accounting officer in terms of Regulation 46(2)(d) and (e) are recorded in the register                                               | Municipal Supply Chain Management Regulations | Accounting Officer | Regulations 5&6 | CFO | BTO |  |  |
|        | Ensure compliance with the National Treasury's code of conduct for supply chain management practitioners and                                                            | Municipal Supply Chain Management             | Accounting Officer | Regulations 5&6 | CFO | BTO |  |  |

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|        | other role players involved in supply chain management                                                                                                                                                                                                                                                                                       | Regulations                                   |                    |                 |     |     |                                      |
|--------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|--------------------|-----------------|-----|-----|--------------------------------------|
| SCM134 | Report any alleged contravention of Regulation 47(1) to the National Treasury for considering whether the offending person, and any representative or intermediary through which such person is alleged to have acted, should be listed in the National Treasury's database of persons prohibited from doing business with the public sector | Municipal Supply Chain Management Regulations | Accounting Officer | Regulations 5&6 | CFO | BTO | With assistance of Head Supply Chain |
| SCM135 | Disclose to the National Treasury and the relevant provincial treasury any sponsorship promised, offered or granted to the municipality whether directly or through a representative or intermediary, by any person vs'no is- a provider or prospective                                                                                      | Municipal Supply Chain Management Regulations | Accounting Officer | Regulations 5&6 | CFO | BTO |                                      |

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|         | provider of goods or services to the municipality; or<br>a recipient or prospective recipient of goods disposed or to be disposed, of by the municipality                          |                                               |                    |                                        |               |     |  |  |  |
| SCM 136 | Appoint an independent and impartial person to assist in the resolution of disputes and to deal with objections, complaints or queries as described more fully in Regulation 50(1) | Municipal Supply Chain Management Regulations | Accounting Officer | Regulations 5 & 6                      | Not delegated | BTO |  |  |  |
| SCM137  | Responsible to assist the person appointed in terms of Regulation 50(1) to perform his or her functions effectively                                                                | Municipal Supply Chain Management Policy      | Accounting Officer | Regulations 5 & 6                      | CFO           | BTO |  |  |  |
| SCM138  | Compilation and annual review of a supply chain management policy for the municipality                                                                                             | S111 and 112 of the MFMA                      | Accounting Officer | MFMA 79(1)(b)(i) and S. 82 of the MFMA | CFO           | BTO |  |  |  |

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|--------|----------------------------------------|--------------------|-----------------------------------------------------------|---------------------------------------------------------|-----|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| SCM139 | Preparation of the annual report (SCM) | Accounting Officer | S. 121 of the MFMA and s. 46 of the Municipal Systems Act | MFMA 79(1)(b)(i) and s. 59 of the Municipal Systems Act | CFO | BTO | The annual report must be compiled in terms of the requirements of S. 121 of the MFMA and s. 46 of the Municipal Systems Act and MFMA Circular No. 11, dated 14 January 2005. |
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**Delegated Authority by the Chief Financial Officer in respect of Powers & Functions related to  
Section 81 of the MFMA**

| Item | Issue                                                                                                                                                                  | Statutory /<br>Legislative<br>section | Power<br>vested in            | Authority<br>for<br>delegation | Delegation<br>to (lowest<br>rank of<br>official) | Department<br>/ Section    | Comments / Restrictions /<br>Notes                          |
|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|-------------------------------|--------------------------------|--------------------------------------------------|----------------------------|-------------------------------------------------------------|
| CF01 | Advise the Accounting Officer on the exercise of powers and duties assigned to him or her in terms of the MFMA                                                         | Chief Financial Officer               | S. 81 (b) and (c) of the MFMA | S. 82 of the MFMA              | CFO                                              | Budget and Treasury Office | Subject to the conditions of sections 81 and 82 of the MFMA |
| CF02 | Advise senior HODs and others officials in the municipality regarding the exercising of powers and duties assigned to them in terms of sections 78 and 79 of the MFMA. | Chief Financial Officer               | S. 81 (d) of the MFMA         | S. 82 of the MFMA              | CFO                                              | Budget and Treasury Office | Subject to the conditions of sections 81 and 82 of the MFMA |

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## Delegated Authority by the Internal Auditor & Issues Related to Risk Management

| Item | Issue                                                   | Statutory / Legislative section | Power vested in    | Authority for delegation                     | Delegation to (lowest rank of official)                                 | Department / Section | Comments / Restrictions/ Notes                                      |
|------|---------------------------------------------------------|---------------------------------|--------------------|----------------------------------------------|-------------------------------------------------------------------------|----------------------|---------------------------------------------------------------------|
| RM1  | Perform the Internal Audit function for the district    | MFMA, S. 165                    | Accounting Officer |                                              | Manager Internal Audit (Not to be delegated)                            | Internal Audit Unit  | To be exercised in line with relevant audit and related legislation |
| RM2  | Compilation of an annual audit plan                     | MFMA, S. 62, 165                | Accounting Officer |                                              | Manager Internal Audit in consultation with HOD'S (Not to be delegated) | Internal Audit Unit  | To be exercised in line with relevant audit and related legislation |
| RMS  | Facilitation of an annual comprehensive risk assessment | MFMA, S. 62, 165                | Accounting Officer | S. 59 (2) of the Municipal Systems Act, 2000 | Chief Risk Official                                                     | Risk Management      | To be exercised In line with relevant audit and related legislation |

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|     |                                                                                                                                    |                           |                    | as amended |                                                          |                     |                                                                  |
|-----|------------------------------------------------------------------------------------------------------------------------------------|---------------------------|--------------------|------------|----------------------------------------------------------|---------------------|------------------------------------------------------------------|
| RM4 | Advise the AO and the Audit Committee regarding the implementation of the internal audit plan and related internal audit functions | S. 165 (2)(b) of the MFMA |                    |            | Head of Internal Audit Department<br>Not to be delegated | Internal Audit Unit | Compliance to the requirements of section 165 (2)(b) of the MFMA |
| RMS | Monitoring and evaluation of the management of risks                                                                               |                           | Accounting Officer |            | Risk Management Committee                                |                     |                                                                  |

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**Delegated Authority by the Accounting Officer in respect of Powers & Functions related to Line Functions of the Municipality**

| Item | Issue                                                                   | Statutory / Legislative section                                                         | Power vested in    | Authority for delegation                                | Delegation to (lowest rank of official) | Department / Section                    | Comments / Restrictions / Notes                                                                                          |
|------|-------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|--------------------|---------------------------------------------------------|-----------------------------------------|-----------------------------------------|--------------------------------------------------------------------------------------------------------------------------|
| A01  | Registration of projects at the Construction Industry Development Board | Construction Industry Development Board Act, 38 of 2000                                 | Accounting Officer | S. 59 (2) of the Municipal Systems Act, 2000 as amended | HOD                                     | Basic Services and Infrastructure (BSI) | Delegation must be exercised in terms of the requirements of the Construction Industry Development Board Act, 38 of 2000 |
| A02  | Co-ordinate approval of building plans                                  | National Building Regulations and Building Standards Act, 1997: as amended by Act 49 of | Accounting Officer | S. 59 (2) of the Municipal Systems Act, 2000 as amended | HOD                                     | Community Development Services          | Upon recommendations by all other relevant departments                                                                   |

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| Item | issue                                                              | Statutory /<br>Legislative<br>section                                                        | Power<br>vested in | Authority<br>for<br>delegation                                        | Delegation to<br>(lowest rank<br>of official) | Department /<br>Section             | Comments /<br>Restrictions / Notes                                                                                           |
|------|--------------------------------------------------------------------|----------------------------------------------------------------------------------------------|--------------------|-----------------------------------------------------------------------|-----------------------------------------------|-------------------------------------|------------------------------------------------------------------------------------------------------------------------------|
|      |                                                                    | 1995                                                                                         |                    |                                                                       |                                               |                                     |                                                                                                                              |
| AOS  | <b>Provide</b> assistance in the execution of Building inspections | National Building Regulations and Building Standards Act, 1997, as amended by Act 49 of 1995 | Accounting Officer | S. 59 (2) of the <b>Municipal Systems Act, 2000</b> as <b>amended</b> | HOD                                           | Basic Services and infrastructure   |                                                                                                                              |
| A04  | <b>Provide</b> assistance of land use management applications      | Northern Cape Planning and Development Act 7/1998                                            | Accounting Officer | S. 59 (2) of the <b>Municipal Systems Act, 2000</b> as <b>amended</b> | Manager planning and performance              | Development and Planning Department | Function to be performed in terms of the Scheme Regulations (or Town Planning Scheme) for the District Management Area, 2004 |

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| Item | Issue                                                                                                | Statutory /<br>Legislative<br>section                               | Power<br>vested in | Authority<br>for<br>delegation                          | Delegation to<br>(lowest rank<br>Of official) | Department /<br>Section              | Comments/<br>Restrictions / Notes                                                  |
|------|------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|--------------------|---------------------------------------------------------|-----------------------------------------------|--------------------------------------|------------------------------------------------------------------------------------|
| A05  | Provide assistance in terms of the town planning function, up to the level where erven are allocated | Housing Act, 107/1997                                               | Accounting Officer | S. 59 (2) of the Municipal Systems Act, 2000 as amended | Manager planning and performance              | Development and Planning Department  | Function to be performed in terms of the requirements of the Housing Act, 107/1997 |
| A06  | Registration of Housing Projects                                                                     | Housing Consumer Protection Measures Act, 1998 (Act No. 95 of 1998) | Accounting Officer | S. 59 (2) of the Municipal Systems Act, 2000 as amended | HOD BSI                                       | Basic Services and Infrastructure    |                                                                                    |
| A07  | Establishment and functioning of an Occupational Health and Safety Committee                         | Occupational Health and Safety Act, 85 of 1993                      | Accounting Officer |                                                         | HOD CDS                                       | Community Development Services (CDS) |                                                                                    |

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|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|--------------------|---------------------------------------------------------|-----------------------------------------------|-----------------------------------|----------------------------------------|
| AOS  | Administration of the Expanded Public Works Programme; both in terms of job-creation, as well as registration at the Department of Labour for skills training | EPWP requirements and guidelines           | Accounting officer | S. 59 (2) of the Municipal Systems Act, 2000 as amended | HOD BSI                                       | Basic Services and Infrastructure |                                        |
| A09  | Provision of Bulk water services                                                                                                                              | Water Services Act, 108/199                | Accounting officer | S. 59 (2) of the Municipal Systems Act, 2000            | HOD BSI                                       | Basic Services and Infrastructure |                                        |
| AO10 | Administer and perform the waste management function of the district municipality                                                                             | Schedule 5 of the Constitution of SA, 1996 | Accounting officer | S. 59 (2) of the Municipal Systems Act, 2000            | HOD CDS                                       | Community Development Services    |                                        |
| A011 | Conduct the municipal health function as required by the                                                                                                      | National Health Act                        | Accounting         | S. 59 (2) of the                                        | HOD CDS                                       | Community Development             | Delegation to be exercised in terms of |

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|      | National Health Act, 61 of 2003                                   | 61 of 2003                                                             | Officer               | Municipal<br>Systems<br>Act, 2000                        |                                               | Services                             | the requirements of the<br>National Health Act, 61<br>of 2003                                                                                                |
| A012 | Exercise food control                                             | Food stuffs,<br>Cosmetics<br>and<br>Disinfectants<br>Act 54 of<br>1972 | Accounting<br>Officer | S. 59 (2) of<br>the<br>Municipal<br>Systems<br>Act, 2000 | HOD CDS                                       | Community<br>Development<br>Services | Authorization to<br>enforce sections<br>10(3)(b), 11.23(1) and<br>24 of the Foodstuffs,<br>Cosmetics and<br>Disinfectants Act 54 of<br>1972 is still awaited |
| A013 | SHE management of health and<br>safety plans for project purposes | Occupational<br>Health and<br>Safety Act,<br>85 of 1993                | Accounting<br>Officer | S. 59 (2) of<br>the<br>Municipal<br>Systems<br>Act, 2000 | HOD CDS                                       | Community<br>Development<br>Services |                                                                                                                                                              |
| A014 | Perform the responsibilities<br>related to air pollution control  | National<br>Environmental<br>Management                                | Accounting<br>Officer | S. 59 (2) of<br>the<br>Municipal<br>Systems              | HOD CDS                                       | Community<br>Development<br>Services |                                                                                                                                                              |

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|      |                                                                                             | : Air Quality<br>Act, 39 of<br>2004                                                                                                                                                     |                       | Act, 2000                                                |                                               |                                      |                                                                                                                                                                                        |
| A015 | Administer and perform the<br>disaster management functions<br>of the district municipality | Disaster<br>Management<br>Act, 57 of 2002<br><br>The National<br>Veld and<br>Forest Fire<br>Act, 1998<br>(Act 101 of<br>1998)<br><br>The Fire<br>Brigade<br>Services Act,<br>99 of 1997 | Accounting<br>Officer | S. 59 (2) of<br>the<br>Municipal<br>Systems<br>Act. 2000 | HOD CDS                                       | Community<br>Development<br>Services | Section 45 of the<br>Disaster Management<br>Act, 57 of 2002; subject<br>to the approval of the<br>Disaster Management<br>Framework for the<br>municipality by the<br>Municipal Council |

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|------|-----------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|--------------------|---------------------------------------------------------|--------------------------------------------------------------|-------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|
| A016 | Ensure effective and efficient execution of the local economic development responsibilities of the Municipality | S. 83 (3) of the Municipal Structures Act, 1998                                 | Accounting Officer | S. 59 (2) of the Municipal Systems Act, 2000            | HOD Development and Planning (D&P)                           |                               |                                                                                                                                                   |
| A017 | Ensure effective planning and execution of transversal programmes                                               | S. 83 (3) of the Municipal Structures Act, 1998                                 | Accounting Officer | S. 59 (2) of the Municipal Systems Act, 2000 as amended | Manager Political Office                                     | MM'S Office                   |                                                                                                                                                   |
| A018 | Establish and maintain effective and efficient records management systems                                       | National Archives and Record Service of South Africa Act. 1996 (Act 43 of 1996) | Accounting Officer | S. 59 (2) of the Municipal Systems Act, 2000 as amended | HOD Corporate Services (Records Manager) Not to be delegated | Corporate Services Department | The Records Manager may be assisted by other officials in the Department, but the function may not be delegated further.<br>The execution of this |

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|      |                                                                                   |                                                                             |                                                   | S.79 of the<br>MFMA                                                                              |                                               |                        | function must be done<br>in compliances with<br>Archival Directives, the<br>Records Management<br>Policy and the Registry<br>Manual      |
| A019 | Process and approve<br>applications for access to<br>information                  | Promotion of<br>Access to<br>Information<br>Act. 2000<br>(Act 2 of<br>2000) | Accounting<br>Officer<br>(Information<br>Officer) | S. 59 (2) of<br>the<br>Municipal<br>Systems<br>Act, 2000<br>as<br>amended<br>S.79 of the<br>MFMA | Manager legal<br>and<br>compliance            | MM's Office            | Applications for access<br>to information must <b>be</b><br>processed and<br>considered In terms of<br>the Manual approved<br>by Council |
| AO20 | Establish and maintain standard,<br>consistent fair and transparent<br>procedures | Promotion of<br>Administrative<br>Justice Act,<br>2000 (Act 3               | Accounting<br>Officer                             | S. 59 (2) of<br>the<br>Municipal<br>Systems                                                      | Manager legal<br>and<br>compliance            | All departments        | Standard procedures<br>must be developed for<br>all processes, with due<br>consideration of the                                          |

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|------|---------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------|-----------------------|--------------------------------------------------------------------------------------------------|-----------------------------------------------|-------------------------------------|-----------------------------------------------------------------------------------------------|
|      |                                                                                                                                                         | of 2000)                                                     |                       | Act, 2000<br>as<br>amended                                                                       |                                               |                                     | stipulations of the<br>Promotion of<br>Administrative Justice<br>Act, 2000 (Act 3 of<br>2000) |
| A021 | Processing of claims and<br>obtaining legal services (e.g.<br>preparation of contracts, legal<br>opinions, court orders, transfer<br>of property, etc.) |                                                              | Accounting<br>Officer | S. 59 (2) of<br>the<br>Municipal<br>Systems<br>Act, 2000<br>as<br>amended<br>S.79 of the<br>MFMA | Manager legal<br>and<br>compliance            | MM'S Office                         |                                                                                               |
| A022 | Prepare agenda's and minutes<br>of Council and Committees                                                                                               | Municipal<br>Structures<br>Act, 1998<br>(Act 117 of<br>1998) | Accounting<br>Officer | S. 59 (2) of<br>the<br>Municipal<br>Systems<br>Act, 2000                                         | HOD<br>CORPORATE<br>SERVICES                  | Corporate<br>Services<br>Department |                                                                                               |

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|------|-------------------------------------------------------------|---------------------------------------|-----------------------|---------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|-------------------------|-----------------------------------------------------|
|      |                                                             |                                       |                       | S.79 of the<br>MFMA                                                       |                                                                                                                     |                         |                                                     |
| A023 | Acting as Commissioner of<br>Oaths and certifying documents |                                       | Accounting<br>Officer | S. 59 (2) of<br>the<br>Municipal<br>Systems<br>Act, 2000<br>as<br>amended | The CFO, the<br>manager legal<br>and<br>compliance<br>and the HOD<br>Corporate<br>Service<br>Not to be<br>delegated | All                     | only Corporate Services<br>HOD and<br>Legal Manager |

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|------|-----------------|-----------------------------------------|-----------------------|----------------------------------------------------------------------------|--------------------------------------------------|--------------------------------------|------------------------------------|
| BL1  | Law Enforcement | Law<br>Enforcement<br>By-law,<br>1/2008 | Accounting<br>Officer | S. 59 (2) of<br>the<br>Municipal<br>Systems<br>Act, as<br>amended.         | HOD CDS                                          | Community<br>Development<br>Services |                                    |
| BL2  | Fire Brigade    | Fire Brigade<br>By-law,<br>11/2008      | Accounting<br>Officer | S. 59 (2) of<br>the<br>Municipal<br>Systems<br>Act. 2000,<br>as<br>amended | HOD CDS                                          | Disaster<br>Management<br>Centre     |                                    |

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|------|---------------------|----------------------------------------------|-----------------------|----------------------------------------------------------------------------|-----------------------------------------------------------------|-----------------------------|------------------------------------|
| BL3  | Municipal Commonage | Municipal<br>Commonage<br>By-law,<br>15/2008 | Accounting<br>Officer | S. 59 (2) of<br>the<br>Municipal<br>Systems<br>Act, 2000,<br>as<br>amended | HOD<br><br>Dev and<br>Plan                                      | Development<br>and Planning |                                    |
| BU   | Standing Orders     | Standing<br>Orders,<br>17/2008               | Accounting<br>Officer | S. 59 (2) of<br>the<br>Municipal<br>Systems<br>Act, 2000                   | Council<br><br>Disciplinary<br>Committee<br>for<br>councillors. | Council                     |                                    |

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| BL5  | Tariffs Credit Control and Debt<br>Collection | Tariffs, Credit<br>Control and<br>Debt<br>Collection<br>By-law,<br>19/2008 | Accounting<br>Officer | S. 59 (2) of<br>the<br>Municipal<br>Systems<br>Act, 2000<br>as<br>amended                         | CFO                                              | Budget and<br>Treasury<br>Office |                                                                                                                                                                                                                             |
| BL6  | Financial By-laws                             | Financial By-<br>laws, 2001                                                | Accounting<br>Officer | S. 59 (2) of<br>the<br>Municipal<br>Systems<br>Act, 2000,<br>as<br>amended<br>S.79 of the<br>MFMA | CFO                                              | Budget and<br>Treasury<br>Office | Where it relates to the<br>approval of expenditure and<br>inputs to the budgets of<br>individual departments or<br>sections the delegation<br>reverts to the appropriate<br>person in that particular<br>department/section |

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