

CONSOLIDATED DELEGATION FRAMEWORK FOR OVERBERG DISTRICT MUNICIPALITY - 2015/2016																		
MUNICIPAL FINANCE AND GOVERNANCE DELEGATIONS				DELEGATION CHANNEL														
Section From Source	Source of Delegation	Power & Function Conferred	Applicable Condition/Limitation	Responsibility														
				Origin/ Owner	Council Not Delegated	Delegation to Mayor/Mayor Not Delegated	Delegation to Speaker	Deputy Mayor	Delegation to MFMA Finance Port Folio Committee	Delegation to Portfolio Committees	Delegation to MPAC	Delegation to Audit Committee	Delegations to Accounting Officer	Delegation to Director Management Services/CFO	Delegation To Director Community Services	Sub-Delegated/ Delegation to Managers		
7(1)	MFMA	Deciding to open a bank account for the Municipality.	Subject to Section 62(2) of the MFMA	Council	-	-	-	-	-	-	-	-	-	-	Council - Delegated to Director Management Services/CFO	Accounting Officer - Delegated to Manager Financial Services	-	Manager Financial Services
7(1)	MFMA	Deciding at which bank/banks to open a bank account.	Subject to section 8(2) of the MFMA	Council	-	-	-	-	-	-	-	-	-	-	Council - Delegated to Director Management Services/CFO	Accounting Officer - Delegated to Manager Financial Services	-	Manager Financial Services
7(1)	MFMA	Deciding to close a bank account.	Section 10(1)(B) of the MFMA	Council	-	-	-	-	-	-	-	-	-	-	Council - Delegated to Director Management Services/CFO	Accounting Officer - Delegated to Manager Financial Services	-	Manager Financial Services
7(2)	MFMA	Determining into which bank account money collected or received by the Municipality must be deposited.	See section 48(2)(d) of the MFMA	Council	-	-	-	-	-	-	-	-	-	-	Council - Delegated to Director Management Services/CFO	Accounting Officer - Delegated to Manager Income, Expenditure and ICT	-	Manager Income, Expenditure and ICT
7(4)	MFMA	Withdrawn money from the municipality bank account only in terms of Section 11(1)	Section 11(1)	Council	-	-	-	-	-	-	-	-	-	-	Council - Delegated to Director Management Services/CFO	Accounting Officer - Delegated to Manager Income, Expenditure and ICT	-	Manager Income, Expenditure and ICT
8(1)	MFMA	Designating a bank account of the Municipality as the Municipality's primary bank account.	Subject to Section 8 (5) and Section 62(2) of the MFMA	Council	-	-	-	-	-	-	-	-	-	-	Council - Delegated to Director Management Services/CFO	Accounting Officer - Delegated to Manager Financial Services	-	Manager Financial Services
8(3)	MFMA	A municipality or municipal entity must take all reasonable and prudent steps consistent with its investment policy and according to the standard of care set out in regulation 5, to ensure that it places its investments with credit-worthy institutions.	Section 62(2) of the MFMA	Council	-	-	-	-	-	-	-	-	-	-	Council - Delegated to Director Management Services/CFO	Accounting Officer - Delegated to Manager Financial Services	-	Manager Financial Services
8(4)	MFMA	Entering into an agreement with other parent municipalities of a municipal entity of which the Municipality is a parent municipality, as to which Municipality's primary bank account to use for the purpose of receiving allocations from organs of state to the municipal entity concerned.		Council	-	-	-	-	-	-	-	-	-	-	Council - Delegated to Director Management Services/CFO	Accounting Officer - Not Delegated	-	-
12(2)	MFMA	Deciding to open a separate bank account in the name of the Municipality for the purpose of a relief, charitable, trust or other fund.	Section 12(1) of the MFMA	Council	-	-	-	-	-	-	-	-	-	-	Council - Delegated to Director Management Services/CFO	Accounting Officer - Not Delegated	-	-
13(2)	MFMA	Establishing an appropriate and effective cash management and investment policy for the Municipality.	NOTE: In terms of section 60(2) of the Municipal Systems Act 2000 the Council may only delegate to the Executive Mayor or The Chief Financial Officer the authority to make decisions to make investments on behalf of the Municipality (The MC must approve the policies for implementation by the Accounting Officer and Senior Management)	Council	-	-	-	-	-	-	-	-	-	-	Council - Delegated to Director Management Services/CFO	Accounting Officer - Delegated to Manager Financial Services	-	Manager Financial Services
14(2)	MFMA	Deciding to transfer ownership as a result of a sale or other transaction or otherwise permanently dispose of a capital asset.	On condition that the asset concerned is not needed to provide the minimum level of basic municipal services and the Council considered the fair market value of the asset concerned	Council	Act - Not Delegated	-	-	-	-	-	-	-	-	-	-	-	-	-
14(2)(a)	MFMA	Deciding, at a meeting open to the public and on reasonable grounds, that an asset of the Municipality is not needed to provide the minimum level of basic municipal services.	Only in respect of movable capital assets below a value determined by the Council R 50000	Council	-	-	-	-	-	-	-	-	-	-	Council - Not Delegated	-	-	-
14(2)(b)	MFMA	Considering the fair market value of an asset to be disposed of and the economic and community value to be received in exchange for an asset to be disposed of	Only in respect of movable capital assets below a value determined by the Council R 50000	Council	-	-	-	-	-	-	-	-	-	-	Council - Not Delegated	-	-	-
14(4)	MFMA	Determining the value of movable assets in respect of which the Municipal Manager may determine – (a) whether an asset to be disposed of is not needed to provide the minimum level of basic municipal services; and (b) determining the fair market value of such asset and the economic and community value to be received in exchange for the asset	A municipal council may delegate to the accounting officer of the municipality its power to make the determinations referred to in subsection (2)(a) and (b) in respect of movable capital assets below a value determined by the council R50 000	Council	-	-	-	-	-	-	-	-	-	-	Council - Not Delegated	-	-	-





MUNICIPAL FINANCE AND GOVERNANCE DELEGATIONS				Responsibility	DELEGATION CHANNEL											
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84(2)(b)(ii)	MFMA	Considering the comments or representations received from the local community, organised labour and other interested persons in respect of the Municipality's intention to establish and/or participate in a municipal entity		Council	Act - Not Delegated	-	-	-	-	-	-	-	-	-	-	-
84(2)(b)(iii)	MFMA	Considering the views and recommendations of the National Treasury and the provincial treasury, the national and provincial departments responsible for local government and the MEC responsible for local government in respect of the Municipality's intention to establish and/or participate in a municipal entity		Council	Act - Not Delegated	-	-	-	-	-	-	-	-	-	-	-
86(1)	MFMA	Receiving information from a municipal entity of which the Municipality is the parent municipality regarding the entity's bank account(s).		Council	-	-	-	-	-	-	-	-	Council - Delegated to Director Management Services/CFO	Accounting Officer - Delegated to Manager Income, Expenditure and ICT	-	Manager Income, Expenditure and ICT
87(1)	MFMA	Receiving a proposed budget for a municipal entity of which the Municipality is the parent municipality for each financial year.		Council	-	-	-	-	-	-	-	-	Council - Delegated to Director Management Services/CFO	Accounting Officer - Delegated to Manager Financial Services	-	Manager Financial Services
87(2)	MFMA	Considering the proposed budget of a municipal entity of which the Municipality is the parent municipality and assessing the entity's priorities and objectives		Council	Act - Not Delegated	-	-	-	-	-	-	-	-	-	-	-
87(2)	MFMA	Deciding to make recommendations on the proposed budget of a municipal entity of which the Municipality is the parent municipality		Council	Act - Not Delegated	-	-	-	-	-	-	-	-	-	-	-
87(5)(c)	MFMA	Determining the limits, including any limits on tariffs, revenue, Expenditure and borrowing, on the budget of a municipal entity of which the Municipality is the parent municipality.		Council	Act - Not Delegated	-	-	-	-	-	-	-	-	-	-	-
88(b)(ii)	MFMA	Receiving and considering a mid-year performance assessment report of a municipal entity of which the Municipality is the parent municipality.		Council	Act - Not Delegated	-	-	-	-	-	-	-	-	-	-	-
89(a)	MFMA	Determining the upper limits of the salary, allowances and other benefits of the chief executive officer and senior managers of a municipal entity of which the Municipality is the parent municipality.		Council	Act - Not Delegated	-	-	-	-	-	-	-	-	-	-	-
89(b)	MFMA	Monitoring and ensuring that a municipal entity of which the Municipality is the parent municipality reports to the Municipal Council on all Expenditure incurred by that municipal entity on directors and staff remuneration matters, and in a manner that discloses such Expenditure per type of Expenditure		Council	-	-	-	-	-	-	-	-	Council - Delegated to Director Management Services/CFO	Accounting Officer - Delegated to Manager Financial Services	-	Manager Financial Services
90(2)	MFMA	Considering an application from a municipal entity of which the Municipality is the parent municipality to transfer ownership or otherwise dispose of a capital asset other than an asset needed to provide the minimum level of basic municipal services	1.The power must be exercised in a meeting which is open to the public at which the Council: (a) must determine on reasonable grounds that the asset is not needed to provide the minimum level of basic municipal services; and (b) has considered the fair market value of the asset and the economic and community value to be received in exchange for the asset In terms of subregulation (4) this authority is delegated to the Accounting Officer of the Municipal Entity for assets below the value of R 0.00	Council	-	-	-	-	-	-	-	-	-	-	-	-
90(4)	MFMA	Deciding to delegate to the Accounting Officer of the Municipal Entity the power to determine on reasonable grounds that the asset is not needed to provide the minimum level of basic municipal services and the fair market value of the asset and the economic and community value to be received in exchange for the asset in respect of movable capital assets of a municipal entity of which the Municipality is the parent municipality below a value determined by the Council	In terms of subregulation (4) this authority is delegated to the Accounting Officer of the Municipal Entity for assets below the value of R ??????	Council	Act - Not Delegated	-	-	-	-	-	-	-	-	-	-	-
90(4)	MFMA	Determining the value of movable capital assets of a municipal entity of which the Municipality is the parent municipality in respect of which the Accounting Officer of the Municipal Entity may on reasonable grounds decide that the asset is not needed to provide the minimum level of basic municipal services and the fair market value of the asset and the economic and community value to be received in exchange for the asset		Council	Act - Not Delegated	-	-	-	-	-	-	-	-	-	-	-
97(3)	MFMA	Receiving a report of the accounting officer of a municipal entity of which the Municipality is the parent municipality regarding any payments due by an organ of state to the entity in respect of service charges, if such payments are regularly in arrears for periods of more than 30 days..		Council	-	-	-	-	-	-	-	-	Council - Not Delegated	-	-	-
101(1)	MFMA	Receiving a report of the accounting officer of a municipal entity of which the Municipality is the parent municipality on any financial problems of the entity.		Council	-	-	-	-	-	-	-	-	Council - Not Delegated	-	-	-
104(1)(b)	MFMA	Deciding which information, returns, documents, explanations and motivations to require from the accounting officer of a municipal entity of which the Municipality is the parent municipality.		Council	-	-	-	-	-	-	-	-	Council - Not Delegated	-	-	-







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171(4)(a)	MFMA	Investigating any allegations of financial misconduct against the Municipal Manager, the Chief Financial Officer, a senior manager or other official of the Municipality unless those allegations are frivolous, vexatious, speculative or obviously unfounded	-	Council	-	Council - Not Delegated	-	-	-	-	-	-	-	-	-	-
171(4)(a)	MFMA	Deciding whether an allegation of financial misconduct against the Municipal Manager, the Chief Financial Officer, a senior manager or other official of the Municipality is frivolous, vexatious, speculative or obviously unfounded.	-	Council	-	Council - Not Delegated	-	-	-	-	-	-	-	-	-	-
171(4)(b)	MFMA	Deciding whether an investigation of an allegation of financial misconduct against the Municipal Manager, the Chief Financial Officer, a senior manager or other official of the Municipality revealed anything that warrants the institution of disciplinary proceedings.	Any disciplinary proceedings must be conducted in terms of the relevant collective agreement	Council	-	Council - Not Delegated	-	-	-	-	-	-	-	-	-	-
176(2)	MFMA	Deciding to recover from a political office-bearer or official of the Municipality any loss or damage suffered by it because of the deliberate or negligent unlawful actions of that political office-bearer or official when performing a function of office.	-	Council	Act - Not Delegated	-	-	-	-	-	-	-	-	-	-	-
178(2)(a)	MFMA	Submitting to the National Treasury a list of all corporate entities in which the Municipality or a municipal entity under its sole or shared control has an interest.	-	Council	-	-	-	-	-	-	-	-	Council - Delegated to Director Management Services/CFO	-	-	-
178(2)(b)	MFMA	Submitting to the National Treasury a list of all public-private partnerships to which the Municipality is a party, with a value of more than one million Rands in total or per annum.	-	Council	-	-	-	-	-	-	-	-	Council - Delegated to Director Management Services/CFO	-	-	-
178(2)(c)	MFMA	Submitting to the National Treasury a list of all other types of contracts of the Municipality for a period beyond 1 January 2007 and with a value of more than one million Rands in total or per annum.	-	Council	-	-	-	-	-	-	-	-	Council - Delegated to Director Management Services/CFO	-	-	-
12(1)	MFMA	Deciding to set-up a relief, charitable, trust or other fund of whatever description	-	Mayor	-	Act - Delegated to Accounting Officer	-	-	-	-	-	-	Mayor - Not Delegated	-	-	-
16(2)	MFMA	Tabling the annual budget at a Municipal Council meeting	The annual budget must be tabled at least 90 days before 1 July each year. The work output on the annual budget is managed by the Accounting Officer	Mayor	-	Act - Not Delegated	-	-	-	-	-	-	-	-	-	-
21(1)(a)	MFMA	Co-ordinating the processes of preparing the annual budget and reviewing the Municipality's integrated development plan and budget-related policies	-	Mayor	-	Act - Delegated to Accounting Officer	-	-	-	-	-	-	Mayor - Delegated to Director Management Services/CFO	Accounting Officer - Delegated to Manager Financial Services	-	Manager Financial Services
21(1)(b)	MFMA	Tabling in the Municipal Council a time schedule outlining key deadlines for the preparation, tabling and approval of the annual budget, the annual review of the integrated development plan and the Municipality's budget-related policies, the tabling and adoption of any amendments to the integrated development plan and the budget-related policies and any consultative processes forming part of the processes	At least 10 months before 1 July each year	Mayor	-	Act - Delegated to Accounting Officer	-	-	-	-	-	-	Mayor - Delegated to Director Management Services/CFO	Accounting Officer - Delegated to Manager Financial Services	-	Manager Financial Services
21(2)(b)	MFMA	Implementing the reasonable steps to be taken to review the Municipality's integrated development plan	-	Mayor	-	Act - Delegated to MFMA Steering Comm	-	-	-	-	-	-	Mayor - Delegated to Manager IDP and LED	-	-	Manager IDP
21(2)(d)	MFMA	A municipality or municipal entity must take all reasonable and prudent steps consistent with its investment policy and according to the standard of care set out in regulation 5, to ensure that it places its investments with credit-worthy institutions.	-	Mayor	-	Act - Not Delegated	-	-	-	-	-	-	-	-	-	-
21(2)(e)	MFMA	Providing information relating to the budget that may be requested by the National Treasury and any other organ of state	Subject to any limitations that may be prescribed in respect of organs of state other than the National Treasury	Mayor	-	Act - Delegated to Accounting Officer	-	-	-	-	-	-	Mayor - Delegated to Director Management Services/CFO	Accounting Officer - Delegated to Manager Financial Services	-	Manager Financial Services
25(3)	MFMA	Complying with section 55 of the MFMA if the Municipality has not approved an annual budget, including revenue-raising measures necessary to give effect to the budget, by 1 July of any year	Immediately report the matter to the MEC responsible for local government	Mayor	-	Act - Delegated to Accounting Officer	-	-	-	-	-	-	Mayor - Delegated to Director Management Services/CFO	Accounting Officer - Not Delegated	-	-
26(4)	MFMA	Obtaining the MEC responsible for finance's approval to withdraw funds from the Municipality's bank accounts, if a budget has not been approved on or before 1 July of each year.	-	Mayor	-	Act - Delegated to Accounting Officer	-	-	-	-	-	-	Mayor - Delegated to Director Management Services/CFO	Accounting Officer - Not Delegated	-	-
27(1)	MFMA	Determining the likelihood of the Municipality not being able to comply with the MFMA or other legislation relating to the tabling or approval of an annual budget or compulsory consultation processes	-	Mayor	-	Act - Delegated to Accounting Officer	-	-	-	-	-	-	Mayor - Delegated to Director Management Services/CFO	Accounting Officer - Not Delegated	-	-







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87(3)	MFMA	Tabling the proposed budget of a municipal entity of which the Municipality is the parent municipality in the Municipal Council	Together with the Municipality's budget for the relevant financial year	Mayor	-	Act - Not Delegated	-	-	-	-	-	-	-	-	-	-
87(6)	MFMA	Considering an application by the board of directors of a municipal entity of which the Municipality is the parent municipality to revise the budget of the municipal entity	-	Mayor	-	Act - Not Delegated	-	-	-	-	-	-	-	-	-	-
87(9)	MFMA	Tabling the budget or adjusted budget and any adjustments budget of a municipal entity of which the Municipality is the parent municipality at the next Council meeting	-	Mayor	-	Act - Not Delegated	-	-	-	-	-	-	-	-	-	-
102(1)	MFMA	Receiving a report of the board of directors of a municipal entity of which the Municipality is the parent municipality any irregular Expenditure or any fruitless and wasteful Expenditure incurred by, or on behalf of, that municipal entity	-	Mayor	-	Act - Delegated to Accounting Officer	-	-	-	-	-	-	Mayor - Not Delegated	-	-	-
103	MFMA	Receiving a report of the accounting officer of a municipal entity of which the Municipality is the parent municipality regarding any interference by a councillor outside that councillor's assigned duties, in the financial affairs of the municipal entity; or the responsibilities of the board of directors of the municipal entity	-	Mayor	-	Act - Delegated to Accounting Officer	-	-	-	-	-	-	Mayor - Not Delegated	-	-	-
127(2)	MFMA	Tabling in the Municipal Council the Municipality's annual report and the annual report of any municipal entity under the Municipality's sole or shared control	-	Mayor	-	Act - Not Delegated	-	-	-	-	-	-	-	-	-	-
127(3)(a)	MFMA	Submitting to the Council a written explanation setting out the reasons for any delay in tabling the Municipality's annual report and the annual report of any municipal entity under the Municipality's sole or shared control	-	Mayor	-	Act - Delegated to Accounting Officer	-	-	-	-	-	-	Mayor - Not Delegated	-	-	-
130(1)	MFMA	Determining the reasonable time period to be allowed during a council meeting at which an annual report is to be discussed or at which decisions concerning an annual report are to be taken for the discussion of any written submissions received from the local community or organs of state on the annual report and for members of the local community or any organs of state to address the Municipal Council	-	Mayor	-	Act - Delegated to Accounting Officer	-	-	-	-	-	-	Mayor - Not Delegated	-	-	-
131(1)	MFMA	Ensuring that the Municipality addresses all the issues raised in an audit report	-	Mayor	-	Act - Delegated to Accounting Officer	-	-	-	-	-	-	Mayor - Delegated to All Directors	Accounting Officer - Not Delegated	Accounting Officer - Not Delegated	-
133(1)(a)	MFMA	Tabling in the Municipal Council a written explanation setting out the reasons for the failure of the Municipal Manager or of the accounting officer of a municipal entity under the Municipality's sole or shared control to submit annual financial statements to the Auditor-General or the Executive Mayor's failure to table the annual report of the Municipality or a municipal entity in the Municipal Council	-	Mayor	-	Act - Delegated to Accounting Officer	-	-	-	-	-	-	Mayor - Delegated to Director Management Services/CFO	Accounting Officer - Not Delegated	-	-
136(1)(a)	MFMA	Participating in consultations with the MEC for local government regarding a serious financial problem in the Municipality	-	Mayor	-	Act - Delegated to Accounting Officer	-	-	-	-	-	-	Mayor - Delegated to Director Management Services/CFO	Accounting Officer - Not Delegated	-	-
137(1)(d)	MFMA	Participating in consultations with the MEC for local government regarding the Municipality's co-operation in resolving any financial problem, and if applicable, implementing the financial recovery plan	-	Mayor	-	Act - Delegated to Accounting Officer	-	-	-	-	-	-	Mayor - Delegated to All Directors	Accounting Officer - Not Delegated	Accounting Officer - Not Delegated	-
139(1)(b)	MFMA	Participating in consultations with the MEC for local government regarding the Municipality's co-operation in implementing the recovery plan, including the approval of a budget and legislative measures giving effect to the recovery plan	-	Mayor	-	Act - Delegated to Accounting Officer	-	-	-	-	-	-	Mayor - Delegated to All Directors	Accounting Officer - Not Delegated	Accounting Officer - Not Delegated	-
139(2)	MFMA	Receiving a request made by the provincial executive to the Municipal Financial Recovery Service to determine the reasons for the crisis in the Municipality's financial affairs, to assess the Municipality's financial state and to prepare an appropriate recovery plan for the Municipality	-	Mayor	-	Act - Delegated to Accounting Officer	-	-	-	-	-	-	Mayor - Not Delegated	-	-	-
8(5)	MFMA	Submission of the Municipality's primary bank account details, and any impending change thereof.	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Delegated to Director Management Services/CFO	Accounting Officer - Delegated to Director Management Services/CFO	-	Not Sub-delegated
9(a)	MFMA	Submission of the prescribed details regarding any new bank accounts opened for the Municipality	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Delegated to Director Management Services/CFO	Accounting Officer - Delegated to Manager Financial Services	-	Manager Financial Services
9(b)	MFMA	Submission of the details of the Municipality's bank accounts annually before the start of a financial year	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Delegated to Director Management Services/CFO	Accounting Officer - Delegated to Manager Financial Services	-	Manager Financial Services

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10(1)(a)	MFMA	Administration of the Municipality's bank accounts	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Delegated to Director Management Services/CFO	Accounting Officer - Delegated to Manager Financial Services	-	Manager Financial Services
10(2)	MFMA	Enforcing compliance with sections 7, 8 and 11 of the MFMA	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Delegated to Director Management Services/CFO	Accounting Officer - Not Delegated	-	Not Sub-delegated
11(1)	MFMA	A municipality or municipal entity must take all reasonable and prudent steps consistent with its investment policy and according to the standard of care set out in regulation 5, to ensure that it places its investments with credit-worthy institutions.	The Chief Financial Officer or any other senior financial official must be issued with written authorisation by the Accounting Officer to implement section 11 of the Act	Accounting Officer	-	-	-	-	-	-	-	-	Act - Delegated to Director Management Services/CFO	Accounting Officer - Delegated to Manager Income, Expenditure and ICT	-	Manager Income, Expenditure and ICT
11(4)(a)	MFMA	Preparation & tabling of a quarterly consolidated report of all withdrawals made in terms of section 11(1)(b) to (j) of the MFMA from the Municipality's bank accounts	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Delegated to Director Management Services/CFO	Accounting Officer - Delegated to Manager Financial Services	-	Manager Financial Services
11(4)(b)	MFMA	Submission of quarterly consolidated report of all withdrawals made in terms of section 11 (1)(b) to (j) of the MFMA to the provincial treasury and the Auditor-General	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Delegated to Director Management Services/CFO	Accounting Officer - Delegated to Manager Financial Services	-	Manager Financial Services
12(4)	MFMA	Issuing written authority to withdraw money without appropriation in terms of an approved budget from a bank account opened for the purpose of relief, charitable, trust or other fund.	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Delegated to Director Management Services/CFO	Accounting Officer - Delegated to Manager Financial Services	-	Manager Financial Services
22	MFMA	Making the annual budget public, inviting the community to submit representations in connection therewith and submitting the annual budget to the national and provincial treasuries and affected municipalities	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Delegated to Director Management Services/CFO	Accounting Officer - Delegated to Manager Financial Services	-	Manager Financial Services
24(3)	MFMA	Submission of the approved annual budget to the National Treasury and the provincial treasury	Submission within ten working days after the municipal council has approved the annual budget and compliant with regulations 20 (1) & (2) and 27 (1) & (2) of the Budg & Rep Regulations	Accounting Officer	-	-	-	-	-	-	-	-	Act - Delegated to Director Management Services/CFO	Accounting Officer - Delegated to Manager Financial Services	-	Manager Financial Services
31(c)	MFMA	Issuing a certificate specifying that actual revenue for the financial year concerned is expected to exceed budgeted revenue and that sufficient funds are available for exceeding the amount appropriated for a specific capital programme without incurring further borrowing beyond the annual budget limit	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Not Delegated	-	-	-
32(4)	MFMA	Informing the Executive Mayor, the MEC for local government and the Auditor-General, in writing, of any unauthorised, irregular or fruitless and wasteful Expenditure incurred by the Municipality, whether any person is responsible or under investigation for such unauthorised, irregular or fruitless and wasteful Expenditure and the steps that have been taken to recover or rectify such Expenditure and to prevent a recurrence of such Expenditure.	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Not Delegated	-	-	-
32(6)	MFMA	Reporting alleged irregular Expenditure that constitutes a criminal offence and alleged theft and fraud which occurred in the Municipality to the SAPS.	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Not Delegated	-	-	-
37(2)	MFMA	Accounting Officer of the Municipality responsible for the transfer must notify the receiving Municipality at least 120 days before the start of the financial year of any allocation proposed to be transferred to another municipality during each of the next three financial years	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Not Delegated	-	-	-
45(2)(b)	MFMA	Signing a debt agreement or other document which creates or acknowledges any short term debt	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Not Delegated	-	-	-
46(2)(b)	MFMA	Signing a debt agreement or other document which creates or acknowledges any long-term debt	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Not Delegated	-	-	-
60(b)(i)	MFMA	Provide guidance and advice on compliance with this Act to the Political Structures, Political Office Bearers and Officials of the Municipality and or Municipal Entity	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Delegated to Director Management Services/CFO	Accounting Officer - Not Delegated	-	-
61(1)(b)	MFMA	Deciding the timing and manner of disclosing to the Municipal Council and the Executive Mayor all material facts which are available or reasonably discoverable, and which in any way might influence the decisions or actions of the Municipal Council or the Executive Mayor.	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Delegated to Director Management Services/CFO	Accounting Officer - Not Delegated	-	-
62(1)(a)	MFMA	Deciding the reasonable steps to be taken to ensure that that the resources of the Municipality are used effectively, efficiently and economically	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Delegated to All Directors	Accounting Officer - Not Delegated	Accounting Officer Not Delegated	-

MUNICIPAL FINANCE AND GOVERNANCE DELEGATIONS				Responsibility Origin/ Owner	DELEGATION CHANNEL											
Section From Source	Source of Delegation	Power & Function Conferred	Applicable Condition/Limitation		Council Not Delegated	Delegation to Mayor/Mayor Not Delegated	Delegation to Speaker	Deputy Mayor	Delegation to MFMA Finance Port Folio Committee	Delegation to Portfolio Committees	Delegation to MPAC	Delegation to Audit Committee	Delegations to Accounting Officer	Delegation to Director Management Services/CFO	Delegation To Director Community Services	Sub-Delegated/ Delegation to Managers
62(1)(b)	MFMA	Deciding the reasonable steps to be taken to ensure that that full and proper records of the Municipality's financial affairs are kept in accordance with any prescribed norms and standards	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Delegated to Director Management Services/CFO	Accounting Officer - Not Delegated	-	-
62(1)(c)(i)	MFMA	Deciding the reasonable steps to be taken to ensure that that the Municipality has and maintains effective, efficient and transparent systems of financial and risk management and internal control	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Delegated to Chief Risk Officer	-	-	Chief Risks Officer
62(1)(c)(ii)	MFMA	Deciding the reasonable steps to be taken to ensure that the Municipality has and maintains effective, efficient and transparent systems of internal audit operating in accordance with any prescribed norms and standards	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Delegated to Head Internal Audit	-	-	Head Internal Audit
62(1)(d)	MFMA	Deciding the reasonable steps to be taken to ensure that unauthorised, irregular or fruitless and wasteful Expenditure and other losses are prevented	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Delegated to All Directors	Accounting Officer - Delegated to All Managers	Accounting Officer Delegated to All Managers	Managers
62(1)(e)	MFMA	Deciding the reasonable steps to be taken to ensure that disciplinary or, when appropriate, criminal proceedings are instituted against any official of the Municipality who has allegedly committed an act of financial misconduct or an offence in terms of Chapter 15 of the MFMA	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Not Delegated	-	-	-
62(1)(f)(i)	MFMA	Deciding the reasonable steps to be taken to ensure that the Municipality has and implements a tariff policy referred to in section 74 of the Municipal Systems Act (Tariff Policy)	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Delegated to Director Management Services/CFO	Accounting Officer - Delegated to Manager Financial Services	-	Manager Financial Services
62(1)(f)(ii)	MFMA	Deciding the reasonable steps to be taken to ensure that the Municipality has and implements a rates policy as required in terms of section 3 of the Local Government: Municipal Property Rates Act, 2004 (Act No 6 of 2004)	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Delegated to Director Management Services/CFO	Accounting Officer - Delegated to Manager Income, Expenditure and	-	Manager Income, Expenditure and ICT
62(1)(f)(iii)	MFMA	Deciding the reasonable steps to be taken to ensure that the Municipality has and implements a credit control and debt collection policy referred to in section 96(b) of the Municipal Systems Act	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Delegated to Director Management Services/CFO	Accounting Officer - Delegated to Manager Income, Expenditure and ICT	-	Manager Income, Expenditure and ICT
62(1)(f)(iv)	MFMA	Deciding the reasonable steps to be taken to ensure that that the Municipality has and implements a supply chain management policy in accordance with Chapter 11 of the MFMA	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Delegated to Director Management Services/CFO	Accounting Officer - Delegated to Manager SCM	-	Manager SCM
63(2)(a)	MFMA	Deciding the reasonable steps to be taken to ensure that the Municipality has and maintains a management, accounting and information system that accounts for the assets and liabilities of the Municipality	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Delegated to Director Management Services/CFO	-	-	Manager Income, Expenditure and ICT
63(2)(b)	MFMA	Deciding the reasonable steps to be taken to ensure that the Municipality's assets and liabilities are valued in accordance with standards of generally recognised accounting practice	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Delegated to Director Management Services/CFO	Accounting Officer - Delegated to Manager Financial Services	-	Manager Financial Services
63(2)(c)	MFMA	Deciding the reasonable steps to be taken to ensure that the Municipality has and maintains a system of internal control of assets and liabilities, including an asset and liabilities register, as may be prescribed	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Delegated to Head Internal Audit	-	-	Head Internal Audit
64(2)(a)	MFMA	Deciding the reasonable steps to be taken to ensure that the Municipality has effective revenue collection systems consistent with section 95 of the Municipal Systems Act and the Municipality's credit control and debt collection policy	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Delegated to Director Management Services/CFO	Accounting Officer - Delegated to Manager Income, Expenditure and ICT	-	Manager Income, Expenditure and ICT
64(2)(b)	MFMA	Deciding the reasonable steps to be taken to ensure that revenue due to the Municipality is calculated on a monthly basis	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Delegated to Director Management Services/CFO	Accounting Officer - Delegated to Manager Income, Expenditure and ICT	-	Manager Income, Expenditure and ICT
64(2)(c)	MFMA	Deciding the reasonable steps to be taken to ensure that accounts for charges for municipal services are prepared on a monthly basis, or less often as may be prescribed where monthly accounts are uneconomical	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Delegated to Director Management Services/CFO	Accounting Officer - Delegated to Manager Income, Expenditure and ICT	-	Manager Income, Expenditure and ICT
64(2)(d)	MFMA	Deciding the reasonable steps to be taken to ensure that all money received is promptly deposited in accordance with the MFMA into the Municipality's primary and other bank accounts	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Delegated to Director Management Services/CFO	Accounting Officer - Delegated to Manager Income, Expenditure and ICT	-	Manager Income, Expenditure and ICT

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Section From Source	Source of Delegation	Power & Function Conferred	Applicable Condition/Limitation	Origin/ Owner	Council Not Delegated	Delegation to Mayor/Mayor Not Delegated	Delegation to Speaker	Deputy Mayor	Delegation to MFMA Finance Port Folio Committee	Delegation to Portfolio Committees	Delegation to MPAC	Delegation to Audit Committee	Delegations to Accounting Officer	Delegation to Director Management Services/CFO	Delegation To Director Community Services	Sub-Delegated/ Delegation to Managers	
64(2)(e)	MFMA	Deciding the reasonable steps to be taken to ensure that the Municipality has and maintains a management, accounting and information system which recognises revenue when it is earned and accounts for debtors and for receipts of Revenue		Accounting Officer	-	-	-	-	-	-	-	-	Act - Delegated to Director Management Services/CFO	Accounting Officer - Delegated to Manager Income, Expenditure and ICT		-	Manager Income, Expenditure and ICT
64(2)(f)	MFMA	Deciding the reasonable steps to be taken to ensure that the Municipality has and maintains a system of internal control in respect of debtors and revenue		Accounting Officer	-	-	-	-	-	-	-	-	Act - Delegated to Director Management Services/CFO	Accounting Officer - Delegated to Manager Income, Expenditure and ICT		-	Manager Income, Expenditure and ICT
64(2)(g)	MFMA	Deciding the reasonable steps to be taken to ensure that the Municipality charges interest on arrears, except where the Council has granted exemptions in accordance with its budget-related policies and within a prescribed framework		Accounting Officer	-	-	-	-	-	-	-	-	Act - Delegated to Director Management Services/CFO	Accounting Officer - Delegated to Manager Income, Expenditure and ICT		-	Manager Income, Expenditure and ICT
64(2)(h)	MFMA	Deciding the reasonable steps to be taken to ensure that all revenue received by the Municipality, including revenue received by any collecting agent on its behalf, is reconciled at least on a weekly basis		Accounting Officer	-	-	-	-	-	-	-	-	Act - Delegated to Director Management Services/CFO	Accounting Officer - Delegated to Manager Income, Expenditure and ICT		-	Manager Income, Expenditure and ICT
64(3)	MFMA	Informing the National Treasury of any payments due by an organ of state to the Municipality in respect of municipal tax or for municipal services, if such payments are regularly in arrears for periods of more than 30 days.	(This would relate to the support and information that is provided to the Director Management Services/CFO. The A/O & Director Management Services/CFO would inform the NT)	Accounting Officer	-	-	-	-	-	-	-	-	Act - Delegated to Director Management Services/CFO	Accounting Officer - Delegated to Manager Income, Expenditure and ICT		-	Manager Income, Expenditure and ICT
64(4)(a)	MFMA	Deciding the reasonable steps to be taken to ensure that any funds collected by the Municipality on behalf of another organ of state is transferred to that organ of state at least on a weekly basis	(This would relate to the support and information that is provided to the Director Management Services/CFO)	Accounting Officer	-	-	-	-	-	-	-	-	Act - Delegated to Director Management Services/CFO	Accounting Officer - Delegated to Manager Income, Expenditure and ICT		-	Manager Income, Expenditure and ICT
64(4)(b)	MFMA	Deciding the reasonable steps to be taken to ensure that funds collected by the Municipality on behalf of another organ of state are not used for purposes of the Municipality		Accounting Officer	-	-	-	-	-	-	-	-	Act - Delegated to Director Management Services/CFO	Accounting Officer - Delegated to Manager Income, Expenditure and ICT		-	Manager Income, Expenditure and ICT
65(2)(a)	MFMA	Deciding the reasonable steps to be taken to ensure that the Municipality has and maintains an effective system of Revenue control, including procedures for the approval, authorisation, withdrawal and payment of funds		Accounting Officer	-	-	-	-	-	-	-	-	Act - Delegated to Director Management Services/CFO	Accounting Officer - Not Delegated		-	
65(2)(b)	MFMA	Deciding the reasonable steps to be taken to ensure that the Municipality has and maintains a management, accounting and information system which recognises revenue when it is incurred and that accounts for creditors of, and payments made by, the Municipality		Accounting Officer	-	-	-	-	-	-	-	-	Act - Delegated to Director Management Services/CFO	Accounting Officer - Delegated to Manager Income, Expenditure and ICT		-	Manager Income, Expenditure and ICT
65(2)(c)	MFMA	Deciding the reasonable steps to be taken to ensure that the Municipality has and maintains a system of internal control in respect of creditors and payments		Accounting Officer	-	-	-	-	-	-	-	-	Act - Delegated to Director Management Services/CFO	Accounting Officer - Delegated to Manager Income, Expenditure and ICT		-	Manager Income, Expenditure and ICT
65(2)(d)	MFMA	Deciding the reasonable steps to be taken to ensure that payments by the Municipality are made directly to the person to whom it is due unless agreed otherwise for reasons as may be prescribed and either electronically or by way of non-transferable cheques		Accounting Officer	-	-	-	-	-	-	-	-	Act - Delegated to Director Management Services/CFO	Accounting Officer - Delegated to Manager Income, Expenditure and ICT		-	Manager Income, Expenditure and ICT
65(2)(e)	MFMA	Deciding the reasonable steps to be taken to ensure that all money owing by the Municipality be paid within 30 days of receiving the relevant invoice or statement, unless prescribed otherwise for certain categories of revenue		Accounting Officer	-	-	-	-	-	-	-	-	Act - Delegated to Director Management Services/CFO	Accounting Officer - Delegated to Manager Income, Expenditure and ICT		-	Manager Income, Expenditure and ICT
65(2)(f)	MFMA	Deciding the reasonable steps to be taken to ensure that the Municipality complies with its tax, levy, duty, pension, medical aid, audit fees and other statutory commitments		Accounting Officer	-	-	-	-	-	-	-	-	Act - Delegated to Director Management Services/CFO	Accounting Officer - Delegated to Manager Income, Expenditure and ICT		-	Manager Income, Expenditure and ICT

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65(2)(g)	MFMA	Deciding the reasonable steps to be taken to ensure that any dispute concerning payments due by the Municipality to another organ of state is disposed of in terms of legislation regulating disputes between organs of state	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Delegated to Director Management Services/CFO	Accounting Officer - Not Delegated	-	-
65(2)(h)	MFMA	Deciding the reasonable steps to be taken to ensure that the Municipality's available working capital is managed effectively and economically in terms of the prescribed cash management and investment framework	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Delegated to Director Management Services/CFO	Accounting Officer - Not Delegated	-	-
65(2)(i)	MFMA	Deciding the reasonable steps to be taken to ensure that the Municipality's supply chain management policy is implemented in a way that is fair, equitable, transparent, competitive and cost-effective	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Delegated to Director Management Services/CFO	Accounting Officer - Delegated to Manager SCM	-	Manager SCM
65(2)(j)	MFMA	Deciding the reasonable steps to be taken to ensure that all financial accounts of the Municipality are closed at the end of each month and reconciled with its records	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Delegated to Director Management Services/CFO	Accounting Officer - Delegated to Manager Financial Services	-	Manager Financial Services
66	MFMA	Reporting to the Council on all Expenditure incurred by the Municipality on staff salaries, wages, allowances and benefits, and in a manner that discloses such Expenditure per type of revenue	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Delegated to Director Management Services/CFO	Accounting Officer - Not Delegated	-	-
67(1)	MFMA	Determining whether an organisation or body outside any sphere of government to whom funds of the Municipality stand to be transferred otherwise than in compliance with a commercial or other business transaction, - (a) has the capacity to comply with sub-sections (i) - (iv) (b) implements effective, efficient and transparent financial management and internal control systems to guard against fraud, theft and financial mismanagement; and (c) has in respect of previous similar transfers complied with all the requirements of section 67(1) of the MFMA	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Delegated to Director Management Services/CFO	Accounting Officer - Not Delegated	-	-
67(1)	MFMA	Entering into an agreement with an organisation or body outside any sphere of government to whom funds of the Municipality stand to be transferred otherwise than in compliance with a commercial or other business transaction	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Not Delegated	-	-	-
67(2)	MFMA	Obtaining the approval of the provincial treasury to transfer funds of the Municipality to an organisation or body outside any sphere of government otherwise than in compliance with a commercial or other business transaction if there has been a failure by an organisation or body to comply with the requirements of section 67(1) of the MFMA in respect of a previous transfer	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Not Delegated	-	-	-
67(3)	MFMA	Determining the appropriate mechanisms to ensure compliance by an organisation or body outside any sphere of government to whom funds of the Municipality was transferred otherwise than in compliance with a commercial or other business transaction with – (a) any agreement with the Municipality, (b) for the period of the agreement to comply with all reporting, financial management and auditing requirements as may be stipulated in the agreement, (c) to report at least monthly to the Municipal Manager on actual revenue against such transfer and to submit its audited financial statements for its financial year to the Municipal Manager promptly; (d) implements effective, efficient and transparent financial management and internal control systems to guard against fraud, theft and financial mismanagement; and (e) has in respect of previous similar transfers complied with all the requirements of section 67(1) of the MFMA	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Not Delegated	-	-	-
67(4)	MFMA	Determining whether an organisation or body outside any sphere of government to whom funds of the Municipality stand to be transferred otherwise than in compliance with a commercial or other business transaction is an organisation or body serving the poor or used by government as an agency to serve the poor	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Not Delegated	-	-	-
68(a)	MFMA	Assisting the Executive Mayor in performing the budgetary steps assigned to the Executive Mayor	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Delegated to Director Management Services/CFO	Accounting Officer - Delegated to Manager Financial Services	-	Manager Financial Services
68(b)	MFMA	Determining and making available the administrative support, resources and information required by the Executive Mayor to perform the budgetary steps assigned to the Executive Mayor.	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Delegated to Director Management Services/CFO	Accounting Officer - Delegated to Manager Financial Services	-	Manager Financial Services

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69(1)(a)	MFMA	Determining, in relation to implementing the Municipality's approved budget, the reasonable steps required to ensure that the spending of funds is in accordance with the budget and is reduced as necessary when revenue is anticipated to be less than projected in the budget or in the service delivery and budget implementation plan	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Delegated to Director Management Services/CFO	Accounting Officer - Delegated to Manager Income, Expenditure and ICT	-	Manager Income, Expenditure and ICT
69(1)(b)	MFMA	Determining, in relation to implementing the Municipality's approved budget, the reasonable steps required to ensure that Expenditure and revenue are properly monitored	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Delegated to Director Management Services/CFO	Accounting Officer - Delegated to Manager Financial Services	-	Manager Income, Expenditure and ICT
69(2)	MFMA	Determining whether it is necessary to prepare an adjustments budget	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Not Delegated	-	-	-
69(2)	MFMA	Preparing an adjustments budget and submitting it to the Executive Mayor for consideration and tabling in the Council	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Delegated to Director Management Services/CFO	Accounting Officer - Delegated to Manager Financial Services	-	Manager Financial Services
69(3)(a)	MFMA	Preparing and submitting, within 14 days after the approval of the Municipality's annual budget, a draft service delivery and budget implementation plan for the budget year	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Delegated to Manager PMS	-	-	Manager PMS
69(3)(b)	MFMA	Preparing and submitting, within 14 days after the approval of the Municipality's annual budget, drafts of the annual performance agreements as required in terms of section 57(l)(b) of the Municipal Systems Act for the Municipal Manager and all senior managers	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Delegated to Manager PMS	-	-	Manager PMS
70(1)	MFMA	Reporting in writing to the Municipal Council any impending shortfalls in budgeted revenue and overspending of the Municipality's budget and any steps taken to prevent or rectify such shortfalls or overspending	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Delegated to Director Management Services/CFO	Accounting Officer - Delegated to Manager Financial Services	-	Manager Financial Services
70(2)	MFMA	Informing the National Treasury that the Municipality's bank account or, if the Municipality has more than one bank account, the consolidated balance in those bank accounts, shows a net overdrawn position for a period exceeding a prescribed period	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Delegated to Director Management Services/CFO	Accounting Officer - Delegated to Manager Financial Services	-	Manager Financial Services
71(1)	MFMA	Submitting to the Executive Mayor and the provincial treasury, within 10 working days after the end of each month, a statement in the prescribed format on the state of the municipality's budget	Regulation 28 of the Bud & Rep Regulations - the monthly budget statement of a municipality must be in the format specified in Schedule C	Accounting Officer	-	-	-	-	-	-	-	-	Act - Delegated to Director Management Services/CFO	Accounting Officer - Delegated to Manager Financial Services	-	Manager Financial Services
71(5)	MFMA	Submitting to the national or provincial organ of state or municipality which transferred an allocation during any particular month to the Municipality within 10 working days after the end of the month concerned a statement indicating the amount of any allocations received and actual revenue on those allocations, excluding revenue on its share of the local government equitable share and allocations exempted by the annual Division of Revenue Act from compliance with this requirement	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Delegated to Director Management Services/CFO	Accounting Officer - Delegated to Manager Financial Services	-	Manager Financial Services
72(1)(a)	MFMA	Performing an assessment of the Municipality's performance during the first half of each financial year	Bud & Rep Regulation 33. A mid-year budget and performance assessment of a municipality referred to in section 72 of the Act must be in the format specified in Schedule C and include all the required tables, charts and explanatory information, taking into account any guidelines issued by the Minister in terms of section 168(1) of the Act	Accounting Officer	-	-	-	-	-	-	-	-	Act - Delegated to Director Management Services/CFO	Accounting Officer - Delegated to Manager Financial Services	-	Manager Financial Services
72(1)(b)	MFMA	Submitting the mid-year performance assessment report to the Executive Mayor, the National Treasury and the Provincial Treasury	Bud & Rep Regulation 35. The municipal manager must submit to the National Treasury and the relevant provincial treasury, in both printed and electronic form - (a) the mid-year budget and performance assessment by 25 January of each year; and (b) any other information relating to the mid-year budget and performance assessment as may be required by the National Treasury.	Accounting Officer	-	-	-	-	-	-	-	-	Act - Delegated to Director Management Services/CFO	Accounting Officer - Delegated to Manager Financial Services	-	Manager Financial Services
72(3)	MFMA	Determining whether it is necessary to recommend that an adjustments budget be considered and that revised projections for revenue and expenditure is necessary	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Not Delegated	-	-	-
73(a)	MFMA	Informing the provincial treasury of any failure by the Municipal Council to adopt or implement a budget-related policy or a supply chain management policy	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Delegated to Director Management Services/CFO	Accounting Officer - Not Delegated	-	-
73(b)	MFMA	Informing the provincial treasury of any non-compliance by a political structure or political office-bearer of the Municipality with a budget-related policy or the supply chain management policy	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Delegated to Director Management Services/CFO	Accounting Officer - Not Delegated	-	-



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74(1)	MFMA	Submitting to the National Treasury, the provincial treasury, the department for local government and the Auditor-General such information, returns, documents, explanations and motivations as may be prescribed or as may be required.	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Delegated to Director Management Services/CFO	Accounting Officer - Delegated to Manager Financial Services	-	Manager Financial Services
74(2)	MFMA	Reporting his/her inability to comply with any of the responsibilities in terms of the MFMA, together with reasons, to the Executive Mayor and the provincial treasury	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Not Delegated	-	-	-
75(1)	MFMA	Ensuring that the required documents are uploaded to, and available on, the Municipality's website within five days after its tabling in the Council or on the date on which it must be made public, whichever occurs first	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Delegated to Communications Officer	-	-	Communications Officer
77(1)	MFMA	Deciding to designate any officials other than those listed in section 77(1)(a) to (c) of the MFMA as "top management"	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Not Delegated	-	-	-
79(1)(a)	MFMA	Developing an appropriate system of delegation that will both maximise administrative and operational efficiency and provide adequate checks and balances in the Municipality's financial administration for the proper application of the MFMA.	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Delegated to Director Management Services/CFO	Accounting Officer - Not Delegated	Accounting Officer - Not Delegated	-
79(1)(b)	MFMA	Delegating to a member of the Municipality's top management or any other official of the Municipality any of the powers or duties assigned to an accounting officer in terms of the MFMA or any powers or duties reasonably necessary to assist the accounting officer in complying with a duty which requires the accounting officer to take reasonable or appropriate steps to ensure the achievement of the aims of a specific provision of the MFMA.	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Not Delegated	-	-	-
79(1)(c)	MFMA	Regularly reviewing delegations issued to a member of the Municipality's top management or any other official of the Municipality and, if necessary, amending or withdrawing any of those delegations.	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Delegated to Director Management Services/CFO	-	Accounting Officer - Not Delegated	-
79(4)	MFMA	Reviewing and confirming, varying or revoking any decision taken in consequence of a delegation or sub-delegation in terms of the MFMA.	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Not Delegated	-	-	-
80(2)(b)	MFMA	Allocating officials of the Municipality to the Chief Financial Officer.	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Not Delegated	-	-	-
84(1)(b)	MFMA	Making an assessment of the impact of the shifting of a function or service to a municipal entity on the Municipality's staff, assets and liabilities when considering the establishment of, or participation in, a municipal entity	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Delegated to Director Management Services/CFO	Accounting Officer - Not Delegated	-	-
84(2)(a)(i) (aa)	MFMA	Publishing an information statement regarding the Municipality's intention to establish and/or participate in a municipal entity	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Delegated to Director Management Services/CFO	Accounting Officer - Not Delegated	-	-
84(2)(a)(i) (bb)	MFMA	Inviting the local community, organised labour and other interested persons to submit comments or representations in respect of the Municipality's intention to establish and/or participate in a municipal entity	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Delegated to Director Management Services/CFO	Accounting Officer - Not Delegated	-	-
84(2)(a)(ii)	MFMA	Soliciting the views and recommendations of the National Treasury and the provincial treasury, the national and provincial departments responsible for local government and the MEC responsible for local government in respect of the Municipality's intention to establish and/or participate in a municipal entity	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Not Delegated	-	-	-
86(2)	MFMA	Submitting the information received from a municipal entity of which the Municipality is the parent municipality regarding the entity's bank account(s) to the Auditor-General, the National Treasury and the provincial treasury	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Delegated to Director Management Services/CFO	Accounting Officer - Not Delegated	-	-
87(11)	MFMA	Receiving a monthly statement in the prescribed format on the state of the budget of a municipal entity of which the Municipality is the parent municipality	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Delegated to Director Management Services/CFO	Accounting Officer - Not Delegated	-	-
101(2)	MFMA	Tabling a report of the accounting officer of a municipal entity of which the Municipality is the parent municipality on any financial problems of the entity in the first Council meeting next ensuing	-	Accounting Officer	-	-	-	-	-	-	-	-	Accounting Officer - Not Delegated	-	-	-
102(1)	MFMA	Receiving a report of the board of directors of a municipal entity of which the Municipality is the parent municipality any irregular expenditure or any fruitless and wasteful Expenditure incurred by, or on behalf of, that municipal entity.	-	Accounting Officer	-	-	-	-	-	-	-	-	Accounting Officer - Not Delegated	-	-	-
114(1)	MFMA	Submitting a report containing the reasons for deviating from such recommendation to the Auditor-General, the provincial treasury and the National Treasury if a tender other than the one recommended in the normal course of implementing the supply chain management policy of the Municipality is approved	-	Accounting Officer	-	-	-	-	-	-	-	-	Accounting Officer - Delegated to Director Management Services/CFO	Accounting Officer - Not Delegated	-	-

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Section From Source	Source of Delegation	Power & Function Conferred	Applicable Condition/Limitation	Origin/ Owner	Council Not Delegated	Delegation to Mayor/Mayor Not Delegated	Delegation to Speaker	Deputy Mayor	Delegation to MFMA Finance Port Folio Committee	Delegation to Portfolio Committees	Delegation to MPAC	Delegation to Audit Committee	Delegations to Accounting Officer	Delegation to Director Management Services/CFO	Delegation To Director Community Services	Sub-Delegated/ Delegation to Managers
115(1)(a)	MFMA	Implementing the Municipality's supply chain management policy	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Delegated to Director Management Services/CFO	Accounting Officer - Delegated to Manager SCM	-	Manager SCM
115(1)(b)	MFMA	Determining the reasonable steps that must be taken to ensure that proper mechanisms and separation of duties in the supply chain management system are in place to minimise the likelihood of fraud, corruption, favouritism and unfair and irregular practices	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Delegated to Director Management Services/CFO	Accounting Officer - Delegated to Manager SCM	-	Manager SCM
116(2)(a)	MFMA	Determining the reasonable steps that must be taken to ensure that a contract or agreement procured through the supply chain management policy of the Municipality is properly enforced	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Delegated to Director Management Services/CFO	Accounting Officer - Manager SCM	-	Manager SCM
116(2)(b)	MFMA	Monitoring the performance of a contractor under a contract or an agreement with the Municipality on a monthly basis	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Delegated to All Directors	Accounting Officer - Delegated to All Managers	Accounting Officer - Delegated to All Managers	Managers
116(2)(c)	MFMA	Establishing the capacity in the Municipality's administration to assist the Municipal Manager to enforce the provisions of a contract or agreement between the Municipality and a contractor and to monitor the performance of a contractor under a contract or an agreement with the Municipality on a monthly basis	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Delegated to Director Management Services/CFO and Other Directors	Accounting Officer - Not Delegated	Accounting Officer - Not Delegated	-
116(2)(d)	MFMA	Determining the frequency/regularity of reports to be submitted to the Municipal Council and regularly report to the Municipal Council regarding the management of contracts and/or agreements and the performance of contractors.	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Delegated to Director Management Services/CFO	Accounting Officer - Manager SCM	-	Manager SCM
116(3)(a)	MFMA	Tabling the reasons for the proposed amendment of a contract or agreement procured through the supply chain management policy of the Municipality in the Council	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Delegated to Director Management Services/CFO	Accounting Officer - Not Delegated	-	-
116(3)(b)	MFMA	Giving the local community reasonable notice of the intention to amend a contract or agreement procured through the supply chain management policy of the Municipality and inviting the local community to submit representations to the Municipality	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Delegated to Director Management Services/CFO	Accounting Officer - Manager SCM	-	Manager SCM
120(6)(a)	MFMA	Submitting the report on the feasibility study together with all other relevant documents to the Council for a decision, in principle, on whether the municipality should continue with the proposed public-private partnership	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Not Delegated	-	-	-
120(6)(b)	MFMA	Making the particulars of the proposed public-private partnership, including the report on the feasibility study and inviting the local community and other interested persons to submit to the Municipality comments or representations in respect of the proposed public-private partnership at least 60 days prior to the meeting of the Municipal Council at which the matter is to be considered	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Delegated to Director Management Services/CFO	Accounting Officer - Not Delegated	-	-
120(6)(c)	MFMA	Soliciting the views and recommendations of the National Treasury, the national department responsible for local government, the responsible national department if the proposed public-private partnership involves the provision of water, sanitation, electricity or any other service as may be prescribed and any other national or provincial organ of state as may be prescribed in respect of the proposed public-private partnership at least 60 days prior to the meeting of the Municipal Council at which the matter is to be considered	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Delegated to Director Management Services/CFO	Accounting Officer - Not Delegated	-	-
121(3)(e)	MFMA	Performing an assessment of any arrears on municipal taxes and service charges for inclusion in the Municipality's annual report	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Delegated to Director Management Services/CFO	Accounting Officer - Delegated to Manager Income, Expenditure and ICT	-	Manager Income, Expenditure and ICT
121(3)(f)	MFMA	Performing an assessment of the Municipality's performance against the measurable performance objectives referred to in section 17(3)(b) of the MFMA for revenue collection from each revenue source and for each vote in the Municipality's approved budget for the relevant financial year for inclusion in the Municipality's annual report	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Delegated to Manager PMS	-	-	Manager PMS
122(1)/126 (1)(a)	MFMA	Preparing annual financial statements which fairly presents the state of affairs of the Municipality, its performance against its budget, its management Revenue, Expenditure, assets and liabilities, its business activities, its financial results, and its financial position as at the end of the financial year	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Delegated to Director Management Services/CFO	Accounting Officer - Not Delegated	-	-
126(1)(a)	MFMA	Submitting the annual financial statements of the Municipality to the Auditor-General on or before 31 August of each year	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Delegated to Director Management Services/CFO	Accounting Officer - Not Delegated	-	-

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126(1)(b)	MFMA	Preparing consolidated annual financial statements of the Municipality and of a municipal entity over which the Municipality has sole control or over which it has effective control within the meaning of the Municipal Systems Act of a municipal entity which is a private company	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Delegated to Director Management Services/CFO	Accounting Officer - Not Delegated	-	-
127(1)	MFMA	Receiving the annual report of a municipal entity of which the Municipality is a parent municipality	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Delegated to Manager PMS	-	-	Manager PMS
127(5)(a)	MFMA	Publishing the annual report and inviting the local community to submit representations in connection with the annual report	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Delegated to Manager PMS	-	-	Manager PMS
127(5)(b)	MFMA	Submitting the annual report to the Auditor-General, the provincial treasury and the provincial department responsible for local government	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Delegated to Manager PMS	-	-	Manager PMS
128	MFMA	Monitoring whether the accounting officer of any municipal entity under the sole or shared control of the Municipality has complied with sections 121(1) and 126(2) of the MFMA, establish the reasons for any non-compliance and report any non-compliance, together with the reasons for such non-compliance, to the Municipal Council, the provincial treasury and the Auditor-General	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Not Delegated	-	-	-
129(2)(a)	MFMA	Attending the meetings of the Municipal Council and its committees where the annual report is discussed and responding to questions concerning the report	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Not Delegated	-	-	-
129(2)(b)	MFMA	Submitting copies of the minutes of meetings of the Municipal Council and its committees where the annual report was discussed to the Auditor-General, the provincial treasury and the provincial department responsible for local government	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Delegated to Manager PMS	-	-	Manager PMS
129(3)	MFMA	Publishing the oversight report regarding the annual report	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Delegated to Manager PMS	-	-	Manager PMS
132(2)	MFMA	Submission of the Municipality's annual report and oversight report and the annual report and oversight report of a municipal entity under the Municipality's sole or shared control to the provincial legislature	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Delegated to Manager PMS	-	-	Manager PMS
146(1)(c)	MFMA	Reporting monthly to the MEC responsible for finance on the implementation of a financial recovery plan for the Municipality resulting from a mandatory provincial intervention	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Not Delegated	-	-	-
152(1)	MFMA	Bringing an application to the High Court for an order to stay all legal proceedings, including the execution of legal process, by persons claiming money from the Municipality if the Municipality is unable to meet its financial commitments	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Not Delegated	-	-	-
152(2)	MFMA	Giving notice of an application by the Municipality to the High Court for an order to stay all legal proceedings, including the execution of legal process, to persons claiming money from the Municipality if the Municipality is unable to meet its financial commitments	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Not Delegated	-	-	-
153(1)(b)	MFMA	Bringing an application in the High Court for an order to suspend the Municipality's financial obligations to creditors, or any portion of those obligations, until the Municipality can meet those obligations	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Not Delegated	-	-	-
153(3)	MFMA	Giving notice of an application in the High Court for an order to suspend the Municipality's financial obligations to creditors, or any portion of those obligations, until the Municipality can meet those obligations	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Not Delegated	-	-	-
167(2)(a)	MFMA	Recovering any amount paid or given in cash or in kind to a to a person as a political office-bearer or as a member of a political structure of the Municipality otherwise than in accordance with the framework of the Public Office-Bearers Act, 1998 (Act No. 20 of 1998), including any bonus, bursary, loan, advance or other benefit	#REF!	Accounting Officer	-	-	-	-	-	-	-	-	Act - Delegated to Director Management Services/CFO	Accounting Officer - Not Delegated	-	-
81(1)(b)	MFMA	Advising the Municipal Manager on the exercise of powers and duties assigned to her/him in terms of the MFMA	-	Director Management Services/CFO	-	-	-	-	-	-	-	-	-	Act - Not Delegated	-	-
81(1)(c)	MFMA	Assisting the Municipal Manager in administering the Municipality's bank accounts and in the preparation and implementation of the Municipality's budget	-	Director Management Services/CFO	-	-	-	-	-	-	-	-	-	Act - Delegated to Manager Income, Expenditure and ICT	-	Manager Income, Expenditure and ICT
81(1)(d)	MFMA	Advising senior managers and other senior officials in the exercise of powers and duties assigned or delegated to them	-	Director Management Services/CFO	-	-	-	-	-	-	-	-	-	Act - Not Delegated	-	-
82	MFMA	Deciding to sub-delegate any powers and duties to employees in the Budget and Treasury Office	A sub-delegation must be in writing, is subject to such limitations or conditions as the Chief Financial Officer may impose and does not divest the Chief Financial Officer of the responsibility concerning the delegated duty.	Director Management Services/CFO	-	-	-	-	-	-	-	-	-	Act - Not Delegated	-	-
82(4)	MFMA	Reviewing and confirming, varying or revoking any decision taken in consequence of a sub-delegation by the Chief Financial Officer	-	Director Management Services/CFO	-	-	-	-	-	-	-	-	-	Act - Not Delegated	-	-

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3(1)(a)	SCM Regulations	Prepare and submit a draft supply chain management policy complying with regulation 2 to the council of the municipality for adoption.	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Delegated to Director Management Services/CFO	Accounting Officer - Delegated to Manager SCM	-	Manager SCM
3(1)(b)	SCM Regulations	Review at least annually the implementation of the policy.	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Delegated to Director Management Services/CFO	Accounting Officer - Delegated to Manager SCM	-	Manager SCM
3(1)(c)	SCM Regulations	Submit when considered necessary, proposals for the amendment of the policy to the council.	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Delegated to Director Management Services/CFO	Accounting Officer - Not Delegated	-	-
3(2)(a)	SCM Regulations	Make use of any Treasury guidelines determining standards for municipal supply chain management policies, and submit to the council that guideline standard, or any modified version thereof, as a draft policy.	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Delegated to Director Management Services/CFO	Accounting Officer - Delegated to Manager SCM	-	Manager SCM
3(2)(b)	SCM Regulations	Ensure that a draft policy submitted to council that differs from the guideline standard complies with Regulation 2.	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Delegated to Director Management Services/CFO	Accounting Officer - Not Delegated	-	-
3(2)(c)	SCM Regulations	A municipality or municipal entity must take all reasonable and prudent steps consistent with its investment policy and according to the standard of care set out in regulation 5, to ensure that it places its investments with credit-worthy institutions.	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Delegated to Director Management Services/CFO	Accounting Officer - Not Delegated	-	-
3(4)	SCM Regulations	Must, in terms of section 62(1) (f) (iv) take all reasonable steps to ensure that the municipality has and implements a supply chain management policy as set out in Regulation 2.	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Delegated to Director Management Services/CFO	Accounting Officer - Delegated to Manager SCM	-	Manager SCM
5(2)(a)	SCM Regulations	Make a final award above R10 million (VAT included).	After considering the recommendation of the Bid Adjudication Committee	Accounting Officer	-	-	-	-	-	-	-	-	Act - Not Delegated	-	-	-
5(2) (b)	SCM Regulations	Make a final award above R2 000 000 (VAT included), but not exceeding R10 million (VAT included).	Director Management Services/CFO or Relevant Sect 57 Manager must be part of the Bid Adjudication Committee if delegated in terms of Systems of Delegation	Council	-	-	-	-	-	-	-	-	Act - Delegated to Bid Adjudication Committee	-	-	Bid Adjudication Committee
5(2) (c)	SCM Regulations	Make a final award not exceeding R2 000 000 (VAT included) but excluding the appointment of consultants.	Align to final agreement by management to SCM Policy (sect 18) & NT Reg 5 (2) (b) & (c)	Council	-	-	-	-	-	-	-	-	Council - Delegated to Bid Adj Comm	-	-	Bid Adjudication Committee
5(3)	SCM Regulations	Submit to the official referred to in subsection (4) within five days of the end of each month a written report containing particulars of each final award, except procurements made out of petty cash, made during that month, including- (a) the amount of the award; (b) the name of the person to whom the award was made; (c) the reason why the award was made to that person; and	Applicable to the relevant entities or individuals delegated with the power to make a final award in terms of Regulation 5 (2).	Accounting Officer	-	-	-	-	-	-	-	-	Accounting Officer - Delegated to Director Management Services/CFO	Accounting Officer - Manager SCM	-	Manager SCM
6(1)	SCM Regulations	Maintain oversight over the implementation of the supply chain management policy.	-	Council	Act - Not Delegated	-	-	-	-	-	-	-	-	-	-	-
6(2)(a)(i)	SCM Regulations	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.	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Delegated to Director Management Services/CFO	Accounting Officer - Not Delegated	-	-
6(2)(a) (ii)	SCM Regulations	Submit to council a report from any municipal entity made in terms of this Regulation 6(2) (a) (ii) regarding implementation of the municipal entity's supply chain management policy.	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Delegated to Director Management Services/CFO	Accounting Officer - Not Delegated	-	-
6(2)(a) (iii)	SCM Regulations	Immediately submit a report to council whenever there are serious and material problems in the implementation of the supply chain management policy, including such a report from any municipal entity as envisaged by this Regulation 6(2) (a) (iii).	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Delegated to Director Management Services/CFO	Accounting Officer - Not Delegated	-	-
6(3)	SCM Regulations	Submit a report to the mayor of the municipality within ten days of each quarter on the implementation of the supply chain management policy.	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Delegated to Director Management Services/CFO	Accounting Officer - Not Delegated	-	-
7(1)	SCM Regulations	Must establish a supply chain management unit.	-	Council	-	-	-	-	-	-	-	-	Council - Delegated to Director Management Services/CFO	Accounting Officer - Not Delegated	-	-
7(2)	SCM Regulations	May establish a joint supply chain management unit between the parent municipality and a municipal entity under its sole or shared control.	-	Council	-	-	-	-	-	-	-	-	Council - Delegated to Director Management Services/CFO	Accounting Officer - Not Delegated	-	-

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11(3)	SCM Regulations	Must make public the fact that the municipality procures goods or services contemplated in section 110(2) of the MFMA.	-	Council	-	-	-	-	-	-	-	-	Council - Delegated to Director Management Services/CFO	Accounting Officer - Delegated to Manager SCM	-	Manager SCM
12(2)(a)	SCM Regulations	Allow the Accounting Officer to lower, but not to increase, the different threshold values specified in sub regulation 12 (1).	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Not Delegated	-	-	-
12(2)(b)	SCM Regulations	Direct that: (i) written quotations be obtained for any specific procurement of a transaction value lower than R2000; (ii) formal written price quotations be obtained for any specific procurement of a transaction value lower than R10 000; or (iii) a competitive bidding process be followed for any specific procurement of a transaction value lower than R200 000.	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Not Delegated	-	-	-
14(1)(a)(i)	SCM Regulations	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.	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Delegated to Director Management Services/CFO	Accounting Officer - Delegated to Manager SCM	-	Manager SCM
14(1)(a)(ii)	SCM Regulations	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	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Delegated to Director Management Services/CFO	Accounting Officer - Delegated to Manager SCM	-	Manager SCM
14(1)(b)	SCM Regulations	Specify the listing criteria for accredited prospective providers.	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Delegated to Director Management Services/CFO	Accounting Officer - Delegated to Manager SCM	-	Manager SCM
14(1)(c)	SCM Regulations	Disallow the listing of any prospective provider whose name appears on the National Treasury's database as a person prohibited from doing business with the public sector.	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Delegated to Director Management Services/CFO	Accounting Officer - Delegated to Manager SCM	-	Manager SCM
14(2)	SCM Regulations	Update the list of prospective providers at least quarterly to include any additional prospective providers and any new commodities or types of services.	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Delegated to Director Management Services/CFO	Accounting Officer - Delegated to Manager SCM	-	Manager SCM
16(c)	SCM Regulations	If it is not possible to obtain at least three written quotations, record and report quarterly to the accounting officer, or another official designated by the accounting officer, the reasons for this.	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Delegated to Director Management Services/CFO	Accounting Officer - Delegated to Manager SCM	-	Manager SCM
16(d)	SCM Regulations	Record the names of potential providers requested to provide written quotations with their quoted prices.	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Delegated to Director Management Services/CFO	Accounting Officer - Delegated to Manager SCM	-	Manager SCM
17(1)(c)	SCM Regulations	Record the reasons for not obtaining at least three formal written price quotations.	-	Director Management Services/CFO	-	-	-	-	-	-	-	-	-	Act - Delegated to Manager SCM	-	Manager SCM
17(1)(c)	SCM Regulations	Approve the recorded reasons for not obtaining at least three written price quotations.	Director Management Services/CFO recommends - MM Approves	Accounting Officer	-	-	-	-	-	-	-	-	Accounting Officer - Not Delegated	-	-	-
17(1)(d)	SCM Regulations	Record the names of the potential formal written price quotation providers and their written quotations.	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Delegated to Director Management Services/CFO	Accounting Officer - Delegated to Manager SCM	-	Manager SCM
17(2)	SCM Regulations	Report to the Director Management Services/CFO within three days of the end of the month on any approvals given during that month by that the designated official referred to in sub-regulation 17 (1) (c).	SCM Manager is the designated official in terms of sect 17 (1) (c)	Manager SCM	-	-	-	-	-	-	-	-	-	-	-	Manager SCM
18(b)	SCM Regulations	Must promote on-going competition amongst providers, including by inviting providers to submit quotations on a rotation basis, when using the list of accredited prospective providers.	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Delegated to Director Management Services/CFO	Accounting Officer - Delegated to Manager SCM	-	Manager SCM
18(c)	SCM Regulations	Must take all reasonable steps to ensure that the procurement of goods and services through written quotations or formal written price quotations is not abused.	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Delegated to Director Management Services/CFO	Accounting Officer - Delegated to Manager SCM	-	Manager SCM
18(d)	SCM Regulations	Notify the Accounting Officer or Director Management Services/CFO in writing on a monthly basis of all written quotations and formal written price quotations accepted by the official acting in terms of a sub-delegation.	Procurement between R30 000 to R200 000	Director Management Services/CFO	-	-	-	-	-	-	-	-	-	Act - Delegated to Manager SCM	-	Manager SCM
22(2)	SCM Regulations	Determine a closure date for submission of bids which is less than the 30 or 14 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.	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Not Delegated	-	-	-

MUNICIPAL FINANCE AND GOVERNANCE DELEGATIONS				Responsibility	DELEGATION CHANNEL											
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23(c)	SCM Regulations	(i) record in a register all bids received in time; (ii) make the register available for public inspection; (iii) publish the entries in the register and the bid results on the website of the municipality.	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Delegated to Director Management Services/CFO	Accounting Officer - Delegated to Manager SCM	-	Manager SCM
24(1)	SCM Regulations	Negotiate the final terms of a contract with bidders identified through a competitive bidding process as preferred bidders, provided that such negotiation- (a) does not allow any preferred bidder a second or unfair opportunity; (b) is not to the detriment of any other bidder; and (c) does not lead to a higher price than the bid submitted. Minutes of such negotiations must be kept.	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Delegated to Director Management Services/CFO	Accounting Officer - Not Delegated	-	-
26 1 (b)	SCM Regulations	Appoint the members of the bid specification, evaluation and adjudication committees, taking into account section 117 of the MFMA.	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Not Delegated	-	-	-
26(1)(c)	SCM Regulations	Appoint a neutral or independent observer to a bid specification, evaluation or adjudication committee for an attendance and oversight process when this is appropriate for ensuring fairness and promoting transparency.	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Not Delegated	-	-	-
26(3)	SCM Regulations	Apply the committee system to formal written price quotations.	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Not Delegated	-	-	-
27(1)	SCM Regulations	Compile specifications for the procurement of goods or services by the municipality.	-	Bid Specification Committee	-	-	-	-	-	-	-	-	-	-	-	Bid Specification Committee
27(2)(g)	SCM Regulations	Approve specifications compiled by the bid specification committee prior to publication of the invitation for bids.	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Not Delegated	-	-	-
28(1)(a)	SCM Regulations	Evaluate bids in accordance with- (i) the specifications for a specific procurement; and (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.	-	Bid Evaluation Committee	-	-	-	-	-	-	-	-	-	-	-	Bid Evaluation Committee
28(1)(b)	SCM Regulations	Evaluate each bidder's ability to execute the contract.	-	Bid Evaluation Committee	-	-	-	-	-	-	-	-	-	-	-	Bid Evaluation Committee
28(1)(c)	SCM Regulations	Check in respect of the recommended bidder whether municipal rates and taxes and municipal service charges are not in arrears.	-	Bid Evaluation Committee	-	-	-	-	-	-	-	-	-	-	-	Bid Evaluation Committee
28(1)(d)	SCM Regulations	Submit to the adjudication committee a report and recommendations regarding the award of the bid or any other related matter.	-	Bid Evaluation Committee	-	-	-	-	-	-	-	-	-	-	-	Bid Evaluation Committee
29(1)(a)	SCM Regulations	Consider the report and recommendations of the bid evaluation committee and either make an award exceeding R2000000 but not exceeding R2000000 or recommend to the accounting officer to make a final award above R2000000	Sect 29(1)(b)(i) - For bids above R10 million, the BAC will make recommendation to the accounting officer to make the final award.	Bid Adjudication Committee	-	-	-	-	-	-	-	-	BAC - Not Delegated	-	-	-
29(3)	SCM Regulations	Appoint the chairperson of the bid adjudication committee.	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Not Delegated	-	-	-
29(5)(a)	SCM Regulations	If a bid adjudication committee decides to award a bid other than the one recommended by the bid evaluation committee, the bid adjudication committee must prior to awarding the bid- (i) check in respect of the preferred bidder whether that bidder's municipal rates and taxes and municipal service charges are not in arrears; and (ii) notify the accounting officer.	-	Bid Adjudication Committee	-	-	-	-	-	-	-	-	-	-	-	Bid Adjudication Committee
29(5)(b)	SCM Regulations	(i) After due consideration of the reasons for the deviation, ratify or reject the decision of the bid adjudication committee referred to in Regulation 29 (5) (a); and (ii) If the decision of the bid adjudication committee is rejected, refer the decision of the adjudication committee back to that committee for reconsideration.	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Not Delegated	-	-	-
29(6)	SCM Regulations	Refer any recommendation made by the evaluation committee or adjudication committee back to that committee for reconsideration of the recommendation.	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Not Delegated	-	-	-
29(7)	SCM Regulations	Comply with section 114 of the MFMA within ten working days.	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Not Delegated	-	-	-
31(1)	SCM Regulations	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.	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Delegated to Director Management Services/CFO	Accounting Officer - Not Delegated	-	-
31(2)	SCM Regulations	Enter into a written agreement to regulate the services rendered by, and the payments made to, SITA.	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Delegated to Director Management Services/CFO	Accounting Officer - Not Delegated	-	-

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31(3)	SCM Regulations	Notify SITA together with a motivation of the IT needs of the municipality if- (a) the transaction value of IT related goods or services required by the municipality in any financial year will exceed R5 million (VAT included); or (b) the transaction value of a contract to be procured by the municipality whether for one or more years exceeds R5 million.	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Delegated to Director Management Services/CFO	Accounting Officer - Not Delegated	-	-
31(4)	SCM Regulations	Submit to the council, the National Treasury, the relevant provincial treasury and the Auditor General the SITA comments and the reasons for rejecting or not following such comments if the municipality disagrees with SITA's comments.	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Delegated to Director Management Services/CFO	Accounting Officer - Not Delegated	-	-
32(1)	SCM Regulations	To procure goods or services for the municipality under a contract secured by another organ of state, but only if- (a) the contract has been secured by that organ of state by means of a competitive bidding process applicable to that organ of state; (b) the municipality has no reason to believe that such contract was not validly procured; (c) there are demonstrable discounts or benefits for the municipality; and (d) that other organ of state and the provider have consented to such procurement in writing.	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Delegated to Bid Adjudications Committee	-	-	Bid Adjudication Committee
35(1)	SCM Regulations	Procure consulting services provided that any Treasury guidelines in respect of consulting services are taken into account when such procurements are made.	Sect 35 (2) - Procurement of consulting services above the value of R200 000 (VAT included) or /or the duration period exceeds one year must be procured through competitive bidding process	Accounting Officer	-	-	-	-	-	-	-	-	Act - Delegated to Bid Adjudications Committee	-	-	Bid Adjudication Committee
35(4)	SCM Regulations	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.	-	Council	-	-	-	-	-	-	-	-	Council - Delegated to All Directors	Accounting Officer - Not Delegated	Accounting Officer Not Delegated	-
36(1)(a)	SCM Regulations	Dispense with the official procurement processes established by the policy and to procure any required goods or services through any convenient process, which may include direct negotiations, but only- (i) in an emergency; (ii) if such goods or services are produced or available from a single provider only; (iii) for the acquisition of special works of art or historical objects where specifications are difficult to compile; (iv) acquisition of animals or zoos; or (v) in any other exceptional case where it is impractical or impossible to follow the official procurement processes.	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Not Delegated	-	-	-
36(1)(b)	SCM Regulations	Ratify any minor breaches of the procurement processes by an official or committee acting in terms of delegated powers or duties which are purely of a technical nature.	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Not Delegated	-	-	-
36(2)	SCM Regulations	Record the reasons for any deviations in terms of Regulations 36(1)(a) and (b); and report them to the next meeting of the council and include as a note to the annual financial statements	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Delegated to Director Management Services/CFO	Accounting Officer - Delegated to Manager SCM	-	Manager SCM
37(2)	SCM Regulations	Decide to consider an unsolicited bid but only if- (a) the product or service offered is a demonstrably or proven unique innovative concept; (b) the product or service will be exceptionally beneficial to, or have exceptional cost advantages for, the municipality; (c) the person who made the bid is the sole provider of the product or service; and (d) the reasons for not going through the normal bidding processes are found to be sound by the accounting officer.	-	Council	-	-	-	-	-	-	-	-	Council - Not Delegated	-	-	-
37(3)	SCM Regulations	Make public in accordance with section 21A of the Municipal Systems Act the decision to consider an unsolicited bid that complies with Regulation 37(2) together with- (a) reasons as to why the bid should not be open to other competitors; (b) an explanation of the potential benefits for the municipality were it to accept the unsolicited bid; and (c) an invitation to the public or other potential suppliers to submit their comments within 30 days of the notice.	-	Accounting Officer	-	-	-	-	-	-	-	-	Accounting Officer - Delegated to Director Management Services/CFO	Accounting Officer - Delegated to Manager SCM	-	Manager SCM
37(4)	SCM Regulations	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.	-	Council	-	-	-	-	-	-	-	-	Council - Delegated to Director Management Services/CFO	Accounting Officer - Delegated to Manager SCM	-	Manager SCM

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37(5)	SCM Regulations	Consider the unsolicited bid.	Sect 37 (6) - Meeting of BAC must be open to the public	Bid Adjudication Committee	-	-	-	-	-	-	-	-	-	-	-	-	Bid Adjudication Committee
37(5)	SCM Regulations	Consider the unsolicited bid and award the bid if the value of the bid does not exceeding R10 million (VAT included).	Sect 35 - For bids above R10 million, the BAC will make recommendation to the accounting officer to make the final award. Sect 37 (6) - Meeting of BAC must be open to the public	Bid Adjudication Committee	-	-	-	-	-	-	-	-	BAC - Not Delegated	-	-	-	-
37(7)	SCM Regulations	Take into account when considering an unsolicited bid- (i) any comments submitted by the public; and (ii) any written comments and recommendations of the National Treasury or the relevant provincial treasury.	Sect 35 - For bids above R10 million, the BAC will make recommendation to the accounting officer to make the final award.	Bid Adjudication Committee	-	-	-	-	-	-	-	-	BAC - Not Delegated	-	-	-	-
37(8)	SCM Regulations	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.	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Not Delegated	-	-	-	-
38(1)(a)	SCM Regulations	Take all reasonable steps to prevent abuse of the supply chain management system.	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Not Delegated	-	-	-	-
38(1)(b)	SCM Regulations	Investigate any allegations against an official or other role player of fraud, corruption, favouritism, unfair or irregular practices or failure to comply with the supply chain management policy, and when justified- (i) take appropriate steps against such official or other role player; or (ii) report any alleged criminal conduct to the South African Police Service.	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Not Delegated	-	-	-	-
38(1)(c)	SCM Regulations	Check the National Treasury's database prior to awarding any contract to ensure that no recommended bidder, or any of its directors, is listed as a person prohibited from doing business with the public sector.	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Delegated to Director Management Services/CFO	Accounting Officer - Delegated to Manager SCM	-	-	Manager SCM
38(1)(d)	SCM Regulations	Reject any bid from a bidder- (i) if any municipal rates and taxes or municipal service charges owed by that bidder or any directors to the municipality are in arrears for more than three months; (ii) who during the last five years 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.	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Delegated to Director Management Services/CFO	Accounting Officer - Delegated to Manager SCM	-	-	Manager SCM
38(1)(e)	SCM Regulations	Reject a recommendation for the award of a contract if the recommended bidder, or any of its directors, has committed a corrupt or fraudulent act in competing for the particular contract.	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Delegated to Director Management Services/CFO	Accounting Officer - Delegated to Manager SCM	-	-	Manager SCM
38(1)(f)	SCM Regulations	Cancel a contract awarded to a person if- (i) the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract; or (ii) 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.	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Delegated to Director Management Services/CFO	Accounting Officer - Delegated to Manager SCM	-	-	Manager SCM
38(1)(g)	SCM Regulations	Reject the bid of any bidder if that bidder or any of its directors- (i) has abused the supply chain management system of the municipality or has committed any improper conduct in relation to such system; (ii) has been convicted for fraud or corruption during the last five years; (iii) has wilfully neglected or reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or (iv) has been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (no 12 of 2004).	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Delegated to Director Management Services/CFO	Accounting Officer - Delegated to Manager SCM	-	-	Manager SCM
38(2)	SCM Regulations	Inform the National Treasury and relevant provincial treasury in writing of any actions taken in terms of regulation 38(1) (b) (ii), (e) or (f).	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Delegated to Director Management Services/CFO	Accounting Officer - Not Delegated	-	-	-
43(2)	SCM Regulations	Check with SARS whether a person's tax matters are in order before making an award to such person	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Delegated to Director Management Services/CFO	Accounting Officer - Delegated to Manager SCM	-	-	Manager SCM



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45	SCM Regulations	Disclose on the notes to the annual financial statements of the municipality particulars of any award of more than R2000 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- (a) the name of that person; (b) the capacity in which that person is in the service of the state; and (c) the amount of the award.	-	Council	-	-	-	-	-	-	-	-	Council - Not Delegated	-	-	-
46(2)	SCM Regulations	Adopt code of conduct for supply chain management practitioners and other role players involved in supply chain management.	Sect 46(2) ( c) - not applicable to value less than R350 Sect 46(5) - The municipality may adopt the National Treasury's code of conduct for supply chain management practitioners and other role players involved in supply chain management.	Council	-	-	-	-	-	-	-	-	Council - Delegated to Director Management Services/CFO	Accounting Officer - Not Delegated	-	-
46(3)(a)	SCM Regulations	Keep a register of all declarations in terms of Regulation 46(2) (d) and (e).	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Delegated to Director Management Services/CFO	Accounting Officer - Delegated to Manager SCM	-	Manager SCM
46(3)(b)	SCM Regulations	Ensure that declarations from the accounting officer in terms of Regulation 46(2) (d) and (e) are recorded in the register.	-	Mayor	-	Act - Not Delegated	-	-	-	-	-	-	-	-	-	-
47(2)	SCM Regulations	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.	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Not Delegated	-	-	-
48	SCM Regulations	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 who is- (a) a provider or prospective provider of goods or services to the municipality; or (b) a recipient or prospective recipient of goods disposed or to be disposed, of by the municipality.	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Not Delegated	-	-	-
50(1)	SCM Regulations	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).	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Not Delegated	-	-	-
50(3)	SCM Regulations	Responsible to assist the person appointed in terms of Regulation 50(1) to perform his or her functions effectively.	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Not Delegated	-	-	-
2 (4)	Investment Regulations	The accounting officer of a municipality and municipal entity must provide the National Treasury with details of all pension or provident funds that do not comply with sub-regulation (2) (a) within 30 days of promulgation of these regulations.	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Delegated to Director Management Services/CFO	Accounting Officer - Not Delegated	-	-
3 (1)	Investment Regulations	The investment policy to be established by a municipality in terms of section 13 (2) of the Act, must be - (a) adopted by the council of the municipality; (b) consistent with the Act and the regulations.	-	Council	-	-	-	-	-	-	-	-	Council - Delegated to Director Management Services/CFO	Accounting Officer - Delegated to Manager Financial Services	-	Manager Financial Services
3 (3)	Investment Regulations	All investments made by a municipality or municipal entity, or by an investment manager on behalf of a municipality or municipal entity, must be in accordance with the investment policy of the municipality or entity and these regulations.	-	Council	-	-	-	-	-	-	-	-	Council - Delegated to Director Management Services/CFO	Accounting Officer - Delegated to Manager Financial Services	-	Manager Financial Services
9 (1)	Investment Regulations	The accounting officer of a municipality or municipal entity must within 10 working days of the end of each month, as part of the section 71 report required by the Act, submit to the mayor of the municipality or the board of directors of the municipal entity a report describing in accordance with generally recognised accounting practice the investment portfolio of that municipality or municipal entity as at the end of the month.	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Delegated to Director Management Services/CFO	Accounting Officer - Delegated to Manager Financial Services	-	Manager Financial Services
10 (1)	Investment Regulations	A municipality or municipal entity must take all reasonable and prudent steps consistent with its investment policy and according to the standard of care set out in regulation 5, to ensure that it places its investments with credit-worthy institutions.	-	Council	-	-	-	-	-	-	-	-	Council - Delegated to Director Management Services/CFO	Accounting Officer - Delegated to Manager Financial Services	-	Manager Financial Services
10 (2)	Investment Regulations	A municipality or municipal entity must take all reasonable and prudent steps consistent with its investment policy and according to the standard of care set out in regulation 5, to ensure that it places its investments with credit-worthy institutions.	-	Council	-	-	-	-	-	-	-	-	Council - Delegated to Director Management Services/CFO	Accounting Officer - Delegated to Manager Financial Services	-	Manager Financial Services
11	Investment Regulations	A municipality or municipal entity must take all reasonable and prudent steps, consistent with its investment policy and according to the standard of care prescribed in regulation 5, to diversify its investment portfolio across institutions, types of investment and investment maturities.	-	Council	-	-	-	-	-	-	-	-	Council - Delegated to Director Management Services/CFO	Accounting Officer - Delegated to Manager Financial Services	-	Manager Financial Services

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2 (1)	PPP Regulations	Before a municipality initiates a feasibility study for a public-private partnership contemplated in section 120 (4) of the Act, the accounting officer of the municipality must- (a) notify the National Treasury and the relevant provincial treasury in writing of the municipality's intention, together with information on the expertise within the municipality to comply with that section of the Act; and (b) if requested to do so by the National Treasury or the relevant provincial treasury, appoint a person with appropriate skills and experience, either from within or outside the municipality, as the transaction advisor to assist and advise the municipality on the preparation and procurement of the public-private partnership agreement.	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Not Delegated	-	-	-
2 (2)	PPP Regulations	Sub-regulation (1) also applies when a municipality in terms of section 78(2) of the Municipal Systems Act explores the provision of a municipal service through an external mechanism to be appointed in terms of a public-private partnership agreement.	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Not Delegated	-	-	-
4 (1)	PPP Regulations	When complying with Part 1 of Chapter 11 of the Act, the accounting officer of the municipality must solicit the views and recommendations of the National Treasury and relevant Provincial Treasury on (a) The proposed bid documentation at least 30 days before bids are publicly invited, and; (b) The evaluation of the bids received and of any preferred bidder at least 30 days before any award is made	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Not Delegated	-	-	-
4 (2)	PPP Regulations	An award of a public-private partnership agreement - (a) may be made only after the process set out in section 120 (6) of the Act has been completed; and (b) is subject to compliance with section 33 of the Act.	-	Council	-	-	-	-	-	-	-	-	Council - Not Delegated	-	-	-
4 (3)	PPP Regulations	When complying with section 120 (6) (c) (i) of the Act, the municipality must specifically solicit the views and recommendations of the National Treasury on- (a) the proposed terms and conditions of the draft public-private partnership agreement; (b) the municipality's plan for the effective management of the agreement after its conclusion; and (c) the preferred bidder's- (i) competency to enter into the public-private partnership agreement; and (ii) capacity to comply with his or her obligations in terms of the public-private partnership agreement.	-	Council	-	-	-	-	-	-	-	-	Council - Not Delegated	-	-	-
4 (4)	PPP Regulations	A municipality or municipal entity must take all reasonable and prudent steps consistent with its investment policy and according to the standard of care set out in regulation 5, to ensure that it places its investments with credit-worthy institutions.	-	Council	-	-	-	-	-	-	-	-	Council - Not Delegated	-	-	-
6 (1) & (2)	PPP Regulations	(1) Only the accounting officer of a municipality may sign a public-private partnership agreement on behalf of the municipality. (2) The accounting officer may not sign a public-private partnership agreement unless section 33 of the Act has been complied with.	-	Council	-	-	-	-	-	-	-	-	Council - Not Delegated	-	-	-
7 (1)	PPP Regulations	As soon as a municipality initiates a project that may be a public-private partnership, the accounting officer must appoint a person with appropriate skills and experience, either from within or outside the municipality, as the project officer for the public-private partnership.	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Delegated to Project Officer PPP	-	-	Project Officer PPP
7 (2)	PPP Regulations	The project officer is responsible for performing - (a) the duties set out in section 116 (2) (c) (i) and (ii) of the Act; and (b) any other duties or powers delegated by the accounting officer to the project officer in terms of section 79 of the Act.	-	Project Officer PPP	-	-	-	-	-	-	-	-	-	-	-	Project Officer PPP
8	PPP Regulations	The accounting officer of a municipality which has entered into a public-private partnership agreement must, in addition to complying with section 116 (2) of the Act, take all reasonable steps to ensure - (a) that the outsourced activity is effectively and efficiently carried out in accordance with the agreement; (b) that municipal property which is placed under the control of the private party in terms of the agreement is appropriately protected against forfeiture, theft, loss, wastage and misuse; and (c) that the municipality has contract management and monitoring capacity.	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Delegated to Project Officer PPP	-	-	Project Officer PPP

MUNICIPAL FINANCE AND GOVERNANCE DELEGATIONS				Responsibility Origin/ Owner	DELEGATION CHANNEL											
Section From Source	Source of Delegation	Power & Function Conferred	Applicable Condition/Limitation		Council Not Delegated	Delegation to Mayor/Mayor Not Delegated	Delegation to Speaker	Deputy Mayor	Delegation to MFMA Finance Port Folio Committee	Delegation to Portfolio Committees	Delegation to MPAC	Delegation to Audit Committee	Delegations to Accounting Officer	Delegation to Director Management Services/CFO	Delegation To Director Community Services	Sub-Delegated/ Delegation to Managers
9 (2)	PPP Regulations	At least 60 days before a public-private partnership agreement is amended, the accounting officer must solicit the views and recommendations of the National Treasury and the relevant provincial treasury on the reasons for the amendment. The period may be shortened if the National Treasury and relevant provincial treasury respond earlier.	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Not Delegated	-	-	-
5 (1)	Asset Transfer Regulations	(1) A municipality may transfer or dispose of a non-exempted capital asset only after- (a) the accounting officer has in terms of regulation 6 conducted a public participation process to facilitate the determinations a municipal council must make in terms of section 14(2)(a) and (b) of the Act; and subject to the prescripts of sub-regulation (2)	-	Council	-	-	-	-	-	-	-	-	Council - Not Delegated	-	-	-
5 (1)	Asset Transfer Regulations	A municipality may transfer or dispose of a non-exempted capital asset only after (b) the municipal council- (i) has made the determinations required by section 14(2)(a) and (b), and (ii) has as a consequence of those determinations approved in principle that the capital asset may be transferred or disposed of. (and further subject to full compliance with regulations 5, 7, 11 and 12) Sub-regulation (b) (i) & (ii) may be sub-delegated to the Accounting Officer in terms of sub-regulation (6)	NB – Value to be determined by Council for application to delegation to Accounting officer in terms of sub-regulation (6)	Council	-	-	-	-	-	-	-	-	-	-	-	-
5 (3)	Asset Transfer Regulations	(a) Only the municipal council may authorise the public participation process referred to in sub-regulation (l) (a) (and further subject to full compliance with sub-regulations 2, 3 (b), 4 and 5).	-	Council	-	-	-	-	-	-	-	-	-	-	-	-
5 (6)	Asset Transfer Regulations	A municipal council may delegate to the accounting officer its power to make the determinations referred to in sub-regulation (1)(b)(i) and to give the approval referred to in sub-regulation (1)(b)(ii) in respect of movable capital assets below a value determined by the municipal council.	NB – Value to be determined by Council	Council	-	-	-	-	-	-	-	-	-	-	-	-
6	Asset Transfer Regulations	If the municipal council has in terms of regulation 5(3)(a) authorised the accounting officer to conduct a public participation process in connection with any proposed transfer or disposal of a high value capital asset or other asset referred to in regulation 5(2), the accounting officer must at least 60 days before the meeting of the council at which the determinations referred to in regulation 5(1)(b) are to be considered- (a) in accordance with section 21A of the Municipal Systems Act- (i) make public the proposal to transfer or dispose of the capital asset together with the information statement referred to in regulation 5(3)(b); and (ii) invite the local community and other interested persons to submit to the municipality comments or representations in respect of the proposed transfer or disposal of the capital asset; and (b) solicit the views and recommendations of the National Treasury and the relevant provincial treasury on the matter.	-	Council	-	-	-	-	-	-	-	Council - Not Delegated	-	-	-	-
8 (1)	Asset Transfer Regulations	A municipality or municipal entity must take all reasonable and prudent steps consistent with its investment policy and according to the standard of care set out in regulation 5, to ensure that it places its investments with credit-worthy institutions.	NB – Value to be determined by Council for application to delegation to Accounting officer in terms of sub-regulation (6)	Council	-	-	-	-	-	-	-	Council - Delegate to Director Management Services/CFO	Accounting Officer - Not Delegated	-	-	-
8 (3)	Asset Transfer Regulations	(a) Only the council of the parent municipality of a municipal entity may authorise the public participation process referred to in sub-regulation (l) (a) (and further subject to full compliance with sub-regulations 2, 3 (b), 4 and 5).	-	Council	Act - Not Delegated	-	-	-	-	-	-	-	-	-	-	-
8 (6)	Asset Transfer Regulations	The council of the parent municipality of a municipal entity may delegate to the accounting officer of the entity its power to make the determinations referred to in sub-regulation (l) (b) (i) and to give the approval referred to in sub-regulation (l) (b) (ii) in respect of movable capital assets below a value determined by the municipal council.	NB – Value to be determined by Council	Council	-	-	-	-	-	-	-	-	-	-	-	-
14	Asset Transfer Regulations	If a municipality or municipal entity intends to transfer to a private sector party or organ of state a non-exempted capital asset following the selection through a competitive bidding process of a service provider for the performance of a municipal service referred to in regulation 12(2)(a) or for the performance of a commercial service referred to in regulation 12(2)(b) - (a) all assets needed or directly related to the performance of that service must be properly identified to distinguish those assets from the other assets of the municipality or municipal entity;	-	Council	-	-	-	-	-	-	-	Council - Delegated to Director Management Services/CFO	Accounting Officer - Delegated to Manager Financial Services	-	Manager Financial Services	-

MUNICIPAL FINANCE AND GOVERNANCE DELEGATIONS				Responsibility	DELEGATION CHANNEL											
Section From Source	Source of Delegation	Power & Function Conferred	Applicable Condition/Limitation	Origin/ Owner	Council Not Delegated	Delegation to Mayor/Mayor Not Delegated	Delegation to Speaker	Deputy Mayor	Delegation to MFMA Finance Port Folio Committee	Delegation to Portfolio Committees	Delegation to MPAC	Delegation to Audit Committee	Delegations to Accounting Officer	Delegation to Director Management Services/CFO	Delegation To Director Community Services	Sub-Delegated/ Delegation to Managers
15 (1)	Asset Transfer Regulations	If a service provider is appointed for the performance of a municipal service referred to in regulation 12(2) (a) or for the performance of a commercial service referred to in regulation 12(2)(b), the municipality or municipal entity may, as may be agreed with the service provider and subject to section 14(1) of the Act, transfer to that service provider all capital assets, including subsidiary assets, essential to the performance of that service as defined in sub-regulation (2)	-	Council	-	-	-	-	-	-	-	-	Council - Delegated to Director Management Services/CFO	Accounting Officer - Not Delegated	-	-
16 (1) & (2)	Asset Transfer Regulations	(1) The proceeds received from the transfer or disposal of an asset in terms of this Chapter must be used to discharge any borrowing against the asset as at its redemption date, or another date as may be negotiated with the lender. (2) Sub-regulation (1) may not be read as preventing a municipality or municipal entity from negotiating with the private sector party or organ of state to which an asset is transferred in terms of this Chapter, to take over, as part of the compensation payable to the municipality or entity, any borrowing the municipality or entity made against the asset.	-	Council	-	-	-	-	-	-	-	-	Council - Delegated to Director Management Services/CFO	Accounting Officer - Not Delegated	-	-
17 (1)	Asset Transfer Regulations	A municipality or municipal entity may transfer assets approved for transfer to a private sector party or organ of state in terms of this Chapter, only by way of a written transfer agreement concluded between the transferring municipality or entity and the receiving private sector party or organ of state (and further subject to full compliance with the terms and conditions contemplated in sub-regulations (2) & (3).	-	Council	-	-	-	-	-	-	-	-	-	-	-	-
18	Asset Transfer Regulations	An agreement in terms of which a municipality or municipal entity transfers a non-exempted capital asset in terms of this Chapter- (a) must be made available in its entirety to the council of the municipality or the council of the parent municipality of the municipal entity; and (b) may not be withheld from public scrutiny except as provided for in terms of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000).	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Delegated to Director Management Services/CFO	Accounting Officer - Not Delegated	-	-
22 (1)	Asset Transfer Regulations	If an exempted capital asset is to be transferred to an organ of state in connection with the performance of a municipal service contemplated in regulation 20(1)(a) or a reorganisation of powers or functions contemplated in 20(1)(b) the transfer should be compliant with sub-regulations (1) (a) – (c)	-	Council	-	-	-	-	-	-	-	-	Council - Delegated to Director Management Services/CFO	Accounting Officer - Not Delegated	-	-
22 (2)	Asset Transfer Regulations	If a feasibility study referred to in sub regulation (1)(c) indicates that there will be a significant increase in the costs of the municipality or municipal entity after the transfer of the capital asset to the organ of state, the municipality or the parent municipality of the entity must demonstrate - (a) how the costs can be minimised by considering the sharing of administrative, information technology or financial costs between the municipality or municipal entity and the organ of state; (b) how much revenue can be generated by the organ of state which will be available to the municipality or municipal entity to offset any increased costs it will incur as a result of the transfer; and (c) the extent to which the municipality or municipal entity can rationalise its administrative, information technology and financial costs subsequent to the transfer.	-	Council	-	-	-	-	-	-	-	-	Council - Delegated to Director Management Services/CFO	Accounting Officer - Not Delegated	-	-
22 (3)	Asset Transfer Regulations	A municipality transferring a capital asset to an organ of state in the circumstances described in regulation 20(1) (a) must take all reasonable steps to ensure that the transfer will result in the continuation of the municipal service concerned at least at the same or better level that would otherwise have been rendered by the transferring municipality had it not transferred the asset.	-	Council	-	-	-	-	-	-	-	-	Council - Not Delegated	-	-	-

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23	Asset Transfer Regulations	Before transferring an exempted capital asset to an organ of state in any of the circumstances described in regulation 20(1), a municipality or municipal entity must- (a) Properly identify the capital asset, including- (i) In the case of a transfer emanating from the circumstances referred to in regulation 20 (1)(a), all other assets needed for or directly related to, and staff associated with the performance of the municipal service concerned (ii) in the case of a transfer emanating from the circumstances referred to in regulation 20(1)(b) or (c), all other assets needed for or directly related to, and staff associated with, the exercise of the power or function concerned; or (iii) in the case of a transfer emanating from the circumstances referred to in regulation 20(1)(d) or (e), all other assets needed for or directly related to that capital asset; and (b) distinguish that asset and staff from the other assets and staff of the municipality or municipal entity.	-	Council	-	-	-	-	-	-	-	-	-	Council - Delegated to Director Management Services/CFO	Accounting Officer - Delegated to Manager Financial Services	-	Manager Financial Services
24	Asset Transfer Regulations	If a municipality or municipal entity transfers to an organ of state an exempted capital asset needed to provide the minimum level of basic municipal services, such transfer may only be effected on condition that and in compliance with sub-regulations (1) – (5)	-	Council	-	-	-	-	-	-	-	-	-	Council - Not Delegated	-	-	-
25 (1)	Asset Transfer Regulations	If a municipality appoints an organ of state as the service provider for the performance of a municipal service as contemplated in regulation 20(1)(a) or if a power or function of a municipality or municipal entity is assigned to an organ of state as contemplated in regulation 20(1)(c), the municipality or entity must, as may be agreed with the organ of state, transfer to that organ of state all capital assets, including subsidiary assets, essential to the performance of that municipal service or the exercise of that power or function and as defined in sub-regulation (2)	-	Council	-	-	-	-	-	-	-	-	-	Council - Delegated to Director Management Services/CFO	Accounting Officer - Not Delegated	-	-
26 (1)	Asset Transfer Regulations	If a municipality or municipal entity transfers an exempted capital asset to an organ of state, any borrowings or other amounts owing by the municipality or entity specifically associated with the asset being transferred, or with its acquisition, operation or maintenance, must also be transferred to the organ of state.	-	Council	-	-	-	-	-	-	-	-	-	Council - Delegated to Director Management Services/CFO	Accounting Officer - Not Delegated	-	-
26 (2)	Asset Transfer Regulations	If the transfer of an exempted capital asset by a municipality or municipal entity to an organ of state emanates from the appointment of an organ of state as the service provider for the performance of a municipal service as contemplated in regulation 20(1)(a) or the assignment of a power or function of a municipality or entity to an organ of state as contemplated in regulation 20(1)(c), any borrowings or other amounts owing by the municipality or entity specifically associated with the performance of that municipal service or the exercise of that power or function, must also be transferred to the organ of state.	-	Council	-	-	-	-	-	-	-	-	-	Council - Delegated to Director Management Services/CFO	Accounting Officer - Not Delegated	-	-
26 (3)	Asset Transfer Regulations	In addition, a portion of the outstanding balance of general borrowings on capita Expenditure by the municipality or municipal entity which is attributable or associated with the capital asset being transferred or with the performance of the relevant municipal service or with the exercise of the relevant power or function must also be transferred to the organ of state, in a ratio of total value of capital assets being transferred to the organ of state to total value of all capital assets of the municipality or entity, as appears in the accounting records of the municipality or entity.	-	Council	-	-	-	-	-	-	-	-	-	Council - Delegated to Director Management Services/CFO	Accounting Officer - Not Delegated	-	-
26 (6)	Asset Transfer Regulations	If for any reason a borrowing or other amount owing referred to in sub-regulation (1), (2) or (3) is not transferred to the organ of state- (a) the municipality or municipal entity remains liable for the amount owing to the creditor; and (b) the municipality or municipal entity and the organ of state must enter into an agreement whereby the organ of state undertakes to compensate the municipality or entity for all payments made by it to the creditor in terms of paragraph (a).	-	Council	-	-	-	-	-	-	-	-	-	Council - Delegated to Director Management Services/CFO	Accounting Officer - Not Delegated	-	-
27	Asset Transfer Regulations	If a municipality or municipal entity transfers an exempted capital asset to an organ of state and the transfer of that asset gives rise to the transfer to the organ of state of staff associated with the asset the staff transfer must be consistent with legislation regulating staff transfers in those circumstances, including any applicable labour legislation and legislation regulating the transfer of liabilities associated with such staff.	-	Council	-	-	-	-	-	-	-	-	-	Council - Delegated to Director Management Services/CFO	Accounting Officer - Not Delegated	-	-

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28 (1) & (2)	Asset Transfer Regulations	(1) A municipality or municipal entity transferring an exempted capital asset and any subsidiary assets to an organ of state may receive compensation for the value of those assets, as may be agreed with the organ of state. (2) The value of an asset must for purposes of sub-regulation (1) be determined in accordance with regulation 29.	-	Council	-	-	-	-	-	-	-	-	Council - Delegated to Director Management Services/CFO	Accounting Officer - Delegated to Manager Financial Services	-	Manager Financial Services
30 (1)	Asset Transfer Regulations	A municipality or municipal entity may transfer assets and liabilities in terms of this Chapter to an organ of state only in accordance with a written transfer agreement concluded between the municipality or entity and the organ of state. Transfer agreements must be drafted in terms of conditions stipulated in sub-regulations 2 & 3.	-	Council	-	-	-	-	-	-	-	-	Council - Not Delegated	-	-	-
30 (2)	Asset Transfer Regulations	A transfer agreement must- (c) be signed on behalf of the municipality or municipal entity and the organ of state.	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Not Delegated	-	-	-
31 (1) & (2)	Asset Transfer Regulations	(1) Before entering into a transfer agreement in terms of regulation 30, a municipality or municipal entity must consider the effect that the transfer of an asset will have on (a) its credit rating and ability to raise long-term or short-term funds in the future; and (b) its financial position and cash flow. (2) Sub-regulation (1) does not apply if the asset is transferred to an organ of state in the circumstances referred to in regulation 20(1), (c), (d) or (e).	-	Council	-	-	-	-	-	-	-	-	Council - Delegated to Director Management Services/CFO	Accounting Officer - Not Delegated	-	-
34 (1) & (2)	Asset Transfer Regulations	(1) A municipality may grant a right to use, control or manage a capital asset only after- (a) the accounting officer has in terms of regulation 35 conducted a public participation process regarding the proposed granting of the right; and (b) the municipal council has approved in principle that the right may be granted and after considering the prescripts of regulation 36 and subject to the conditions listed in regulation 40 and 44. (2) Sub-regulation (1)(a) must be complied with only if- (a) the capital asset in respect of which the proposed right is to be granted has a value in excess of R10 million; and (b) a long term right is proposed to be granted in respect of the capital asset.	-	Council	-	-	-	-	-	-	-	-	Council - Not Delegated	-	-	-
34 (3)	Asset Transfer Regulations	(a) Only the municipal council may authorise the public participation process referred to in sub-regulation (1) (a). (b) A request to the municipal council for authorisation of a public participation process must be accompanied by an information statement stating including information listed in sub-regulations (i) – (iv)	-	Council	Act - Not Delegated	-	-	-	-	-	-	-	-	-	-	-
34 (4)	Asset Transfer Regulations	A municipal council may delegate to the accounting officer its approval power referred to in sub-regulation (1)(b) excluding the power to grant long term rights to use, control or manage capital assets of a value in excess of R10 million.	Asset value must be less than R 10 million	Council	-	-	-	-	-	-	-	-	Council - Not Delegated	-	-	-
35	Asset Transfer Regulations	If the municipal council has in terms of regulation 34(3)(a) authorised the accounting officer to conduct a public participation process in connection with any proposed granting of a long term right to use, control or manage a capital asset with a value in excess of R10 million, the accounting officer must at least 60 days before the meeting of the municipal council at which the decision referred to in regulation 34(1)(b) is to be considered - (a) in accordance with section 21A of the Municipal Systems Act- (i) make public the proposal to grant the relevant right together with the information statement referred to in regulation 34(3)(b); and (ii) invite the local community and other interested persons to submit to the municipality comments or representations in respect of the proposed granting of the right; and (b) solicit the views and recommendations of the National Treasury and the relevant provincial treasury on the matter.	Regulation 35 must be complied with only if (a) the capital asset in respect of which the proposed right is to be granted has a value in excess of R10 million; and (b) a long term right is proposed to be granted in respect of the capital asset.	Council	-	-	-	-	-	-	-	-	Council - Not Delegated	-	-	-

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37 (1)	Asset Transfer Regulations	A municipal entity may grant a right to use, control or manage a capital asset only after- (a) the accounting officer of the entity has in terms of regulation 38 conducted a public participation process regarding the proposed granting of the right; and (b) the council of the parent municipality of the entity has approved in principle that the right may be granted and after considering the prescripts of regulation 39 and subject to the conditions listed in regulation 40 and 44. (2) Sub-regulation (1)(a) must be complied with only if- (a) the capital asset in respect of which the proposed right is to be granted has a value in excess of R10 million; and (b) a long term right is proposed to be granted in respect of the capital asset.		Council	-	-	-	-	-	-	-	-	-	-	-	-
37 (3)	Asset Transfer Regulations	(a) Only the council of the parent municipality of a municipal entity may authorise the public participation process referred to in sub-regulation (1) (a). (b) A request to the municipal council for authorisation of a public participation process must be accompanied by an information statement approved by the board of directors of the municipal entity stating information listed in sub-regulations (i) – (iv)		Council	Act - Not Delegated	-	-	-	-	-	-	-	-	-	-	-
37 (4)	Asset Transfer Regulations	The council of the parent municipality of a municipal entity may delegate to the accounting officer of the entity its approval power referred to in sub-regulation (1)(b) excluding the power to grant long term rights to use, control or manage capital assets of a value in excess of R10 million.	Asset value must be less than R 10 million	Council	-	-	-	-	-	-	-	-	Council - Not Delegated	-	-	-
38	Asset Transfer Regulations	If the council of the parent municipality of a municipal entity has in terms of regulation 37(3)(a) authorised the entity to conduct a public participation process in connection with any proposed granting of a long term right to use, control or manage a capital asset with a value in excess of R10 million, the chief executive officer of the entity must at least 90 days before the meeting of the council of the parent municipality at which the decision referred to in regulation 37(1)(b) is to be considered- (a) in accordance with section 21A of the Municipal Systems Act- (i) make public the proposal to grant the relevant right together with the information statement referred to in regulation 37(3)(b); and (ii) invite the local community and other interested persons to submit to the parent municipality comments or representations in respect of the proposed of the right; and (b) solicit the views and recommendations of the National Treasury and the relevant provincial treasury on the matter.	Regulation 38 must be complied with only if (a) the capital asset in respect of which the proposed right is to be granted has a value in excess of R10 million; and (b) a long term right is proposed to be granted in respect of the capital asset.	Council	-	-	-	-	-	-	-	-	Council - Not Delegated	-	-	-
41 (1)	Asset Transfer Regulations	If approval in principle has been given in terms of regulation 34(1)(b) or 37(1)(b) that a right to use, control or manage a capital asset may be granted, the relevant municipality or municipal entity may grant the right only in accordance with the disposal management system of the municipality or entity, irrespective of- (a) the value of the asset; (b) the period for which the right is to be granted; or (c) whether the right is to be granted to a private sector party or organ of state The application of sub-regulation (1) is further subject to the exclusions contemplated in sub-regulation (2) & (3)	Subject to the exclusions contemplated in sub-regulation 41 (2) & (3)	Council	-	-	-	-	-	-	-	-	Council - Not Delegated	Accounting Officer - Delegated to Manager SCM	-	Manager SCM
41 (4)	Asset Transfer Regulations	Before granting the right to use, control or manage a capital asset, the municipality or municipal entity must be satisfied that the private sector party or organ of state to whom the right is to be granted can demonstrate the ability to adequately maintain and safeguard the asset.		Council	-	-	-	-	-	-	-	-	Council - Delegated to Director Management Services/CFO	Accounting Officer - Not Delegated	-	-
42	Asset Transfer Regulations	If a municipality or municipal entity intends to grant to a private sector party or organ of state a long term right to use, control or manage a capital asset with a value in excess of R10 million following the selection of that private sector party or organ of state as the service provider for the performance of a municipal service referred to in regulation 41(2)(a) or for the performance of a commercial service referred to in regulation 41(2)(b) it should be done in compliance with sub-regulations (a) – (b)		Council	-	-	-	-	-	-	-	-	Council - Delegated to Director Management Services/CFO	Accounting Officer - Not Delegated	-	-





MUNICIPAL FINANCE AND GOVERNANCE DELEGATIONS				Responsibility	DELEGATION CHANNEL											
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7 (2)	Debt Disclosure Regulations	The accuracy of the information set out in a disclosure statement must be confirmed by - (a) an opinion from an independent auditor registered with the Independent Regulatory Board for Auditors; (b) a legal opinion; and (c) the opinions referred to in sub-regulation (2)(a) and (b) must be included in the disclosure statement together with any qualifications subject to which the opinions were issued	-	Council	-	-	-	-	-	-	-	-	Council - Not Delegated	-	-	-
14 (1)	Debt Disclosure Regulations	A municipality or municipal entity, having incurred debt through the issuing of municipal debt instruments, must, annually within 90 days after the end of the financial year until the debt has been repaid, prepare a consolidated disclosure statement reflecting the detail as required in sub-regulations (a) – (c)	-	Council	-	-	-	-	-	-	-	-	Council - Delegated to Director Management Services/CFO	Accounting Officer - Delegated to Manager Financial Services	-	Manager Financial Services
14(2)	Debt Disclosure Regulations	A municipality or municipal entity must place the annually updated disclosure statement prepared in terms of sub-regulation (1) on the municipal debt disclosure depository in terms of regulation 24(1).	-	Council	-	-	-	-	-	-	-	-	Council - Delegated to Director Management Services/CFO	Accounting Officer - Delegated to Manager Financial Services	-	Manager Financial Services
14 (3)	Debt Disclosure Regulations	If there are no changes the annually updated disclosure statement must so indicate and be placed on the municipal debt disclosure depository in terms of regulation 24(1).	-	Council	-	-	-	-	-	-	-	-	Council - Delegated to Director Management Services/CFO	Accounting Officer - Delegated to Manager Financial Services	-	Manager Financial Services
15	Debt Disclosure Regulations	Where debt incurred by a municipality or municipal entity is to be repaid from expenditure linked to a particular municipal service, the municipality or municipal entity must disclose information as contemplated in sub-regulations (a) - (c) and in accordance with sub-regulation 2(a) or (b)	-	Council	-	-	-	-	-	-	-	-	Council - Delegated to Director Management Services/CFO	Accounting Officer - Delegated to Manager Financial Services	-	Manager Financial Services
16	Debt Disclosure Regulations	A municipality or municipal entity having incurred debt, irrespective of whether by way of the issuing of municipal debt instruments or otherwise, must provide written notification to lenders, investors and other holders of record of such debt instruments or debt, any designated fiduciaries representing any such lenders, investors or holders, any securities exchange on which the instruments are listed, and the National Treasury and relevant Provincial Treasury, as soon as possible after becoming aware of any event listed in sub-regulation (a) - (f)	-	Council	-	-	-	-	-	-	-	-	Council - Delegated to Director Management Services/CFO	Accounting Officer - Delegated to Manager Financial Services	-	Manager Financial Services
17	Debt Disclosure Regulations	Without derogating from any obligation to make documents available at places set out in a disclosure statement, a municipality or municipal entity must keep readily available at its main office for inspection, on request of any interested person, copies of all documents relating to a debt transaction or documentation required to be disclosed or made available in terms of these regulations, including document listed in sub-regulation (a) - (e)	-	Council	-	-	-	-	-	-	-	-	Council - Delegated to Director Management Services/CFO	Accounting Officer - Delegated to Manager Financial Services	-	Manager Financial Services
24 (3)	Debt Disclosure Regulations	Documents submitted to the National Treasury in terms of these regulations must be submitted in physical or electronic form, as the National Treasury may direct from time to time.	-	Council	-	-	-	-	-	-	-	-	Council - Delegated to Director Management Services/CFO	Accounting Officer - Delegated to Manager Financial Services	-	Manager Financial Services
26	Debt Disclosure Regulations	Any failure by the municipality or municipal entity to meet- (i) any of its obligations pertaining to security provided by the municipality or municipal entity; or (ii) any other obligation constituting a default as defined for purposes of a debt transaction; must be notified by the respective parties to the contract to the National Treasury within four working days of the default.	-	Council	-	-	-	-	-	-	-	-	Council - Not Delegated	-	-	-
4 (1)	Financial Services Regulations	The mayor of a municipality must establish a budget steering committee to provide technical assistance to the mayor in discharging the responsibilities set out in section 53 of the Act subject to the composition prescribe in sub-regulation (2).	-	Mayor	-	Act - Not Delegated	-	-	-	-	-	-	-	-	-	-
5	Financial Services Regulations	Whenever an annual budget and supporting documentation, an adjustments budget and supporting documentation or an in-year report of a municipality is submitted to the mayor, tabled in the municipal council, made public or submitted to another organ of state, it must be accompanied by a quality certificate complying with Schedule A, B or C, as the case may be, and signed by the municipal manager.	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Not Delegated	-	-	-



MUNICIPAL FINANCE AND GOVERNANCE DELEGATIONS				Responsibility	DELEGATION CHANNEL											
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18 (1) & (2)	Financial Services Regulations	(1) Within ten working days after the municipal council has approved the annual budget of a municipality, the municipal manager must in accordance with section 21A of the Municipal Systems Act make public the approved annual budget and supporting documentation and the resolutions referred to in section 24(2) (c) of the Act. (2) The municipal manager must also make public any other information that the municipal council considers appropriate to facilitate public awareness of the annual budget as prescribed in sub-regulations (a) & (b) and in accordance with sub-regulation 3 (a) & (b)	-	Accounting Officer	-	-	-	-	-	-	-	-	Accounting Officer - Delegated to Director Management Services/CFO	Accounting Officer - Delegated to Manager Financial Services	-	Manager Financial Services
19	Financial Services Regulations	The municipal manager must in accordance with section 21A of the Municipal Systems Act make public the approved service delivery and budget implementation plan within ten working days after the mayor has approved the plan in terms of section 53(1)(c)(ii) of the Act.	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Delegated to Manager PMS	-	-	Manager PMS
20 (3)	Financial Services Regulations	The municipal manager must send copies of the approved annual budget and supporting documentation, in both printed and electronic form to stakeholders as prescribed in sub-regulations (a) &(b)	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Delegated to Director Management Services/CFO	Accounting Officer - Delegated to Manager Financial Services	-	Manager Financial Services
23	Financial Services Regulations	The municipality must comply to the timeframes for tabling of adjustments budgets as prescribed in regulation 23	-	Mayor	-	Act - Not Delegated	-	-	-	-	-	-	-	-	-	-
24 (1)	Financial Services Regulations	The municipal manager must comply with section 28(7) of the Act, read together with section 22(b) (i) of the Act, within ten working days after the mayor has tabled an adjustments budget in the municipal council.	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Delegated to Director Management Services/CFO	Accounting Officer - Delegated to Manager Financial Services	-	Manager Financial Services
24 (2)	Financial Services Regulations	When submitting the tabled adjustments budget to the National Treasury and the relevant provincial treasury in terms of section 28(7) of the Act, read together with section 22(b)(i) of the Act, the municipal manager must submit the documents and information prescribed in sub-regulations (a) & (b) in both printed and electronic form -	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Delegated to Director Management Services/CFO	Accounting Officer - Delegated to Manager Financial Services	-	Manager Financial Services
24 (3)	Financial Services Regulations	The municipal manager must send copies of an adjustments budget and supporting documentation, in both printed and electronic form to stakeholders as prescribed in sub-regulations (a) &(b)	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Delegated to Director Management Services/CFO	Accounting Officer - Delegated to Manager Financial Services	-	Manager Financial Services
25 (1)	Financial Services Regulations	In order to comply with section 28 (1) of the MFMA a municipal council must consider the full implications, financial or otherwise, of the adjustments budget and supporting documentation referred to in regulation 21 before approving the adjustments budget and make recommendations in line with the prescripts of sub-regulation (3).	-	Council	Act - Not Delegated	-	-	-	-	-	-	-	-	-	-	-
25 (2)	Financial Services Regulations	A municipal council may approve an adjustments budget dealing with matters referred to in section 28(2)(c) of the Act only if the revenue and Expenditure was recommended by the mayor in accordance with the framework prescribed in Chapter5 of these Regulations.	-	Council	Act - Not Delegated	-	-	-	-	-	-	-	-	-	-	-
26 (1)	Financial Services Regulations	Within ten working days after the municipal council has approved an adjustments budget, the municipal manager must in accordance with section 21A of the Municipal Systems Act make public the approved adjustments budget and supporting documentation, as well as the resolutions referred to in regulation 25(3). (2) When making public an adjustments budget and supporting documentation in terms of sub-regulation (1), the municipal manager must make public any other information that the municipal council considers appropriate to facilitate public awareness of the adjustments budget, including information prescribed in sub-regulations (a) –(c)	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Delegated to Director Management Services/CFO	Accounting Officer - Delegated to Manager Financial Services	-	Manager Financial Services
27 (2)	Financial Services Regulations	The municipal manager must send copies of an approved adjustments budget and supporting documentation, in both printed and electronic form to stakeholders as prescribed in sub-regulations (a) &(b)	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Delegated to Director Management Services/CFO	Accounting Officer - Delegated to Manager Financial Services	-	Manager Financial Services
29	Financial Services Regulations	The mayor may table in the municipal council a monthly budget statement submitted to the mayor in terms of section 71(1) of the Act. If the mayor does so, the monthly budget statement must be accompanied by a mayor's report in a format set out in Schedule C.	-	Mayor	-	Act - Not Delegated	-	-	-	-	-	-	-	-	-	-
30	Financial Services Regulations	Placing of monthly budget statement of a municipality on the municipality's website in accordance with sub-regulations (1) & (2)	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Delegated to Communications Officer	-	-	Communications Officer



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58 (2)	Financial Services Regulations	The municipal manager must also make public any other information that the municipal council considers appropriate to facilitate public awareness of a municipal entity's mid-year budget and performance assessment, including information stipulated in sub-regulations (a) & (b).	-	Accounting Officer	-	-	-	-	-	-	-	-	-	-	-	-
59	Financial Services Regulations	When submitting the mid-year budget and performance assessment of the municipality in terms of regulation 35, the municipal manager must submit to the National Treasury and the relevant provincial treasury, in both printed and electronic form, the mid-year budget and performance assessments of all municipal entities of the municipality.	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Delegated to Director Management Services/CFO	Accounting Officer - Delegated to Manager Financial Services	-	Manager Financial Services
61 (6)	Financial Services Regulations	The mayor must table the response of the MEC for finance to any application referred to in regulation 60 at the first meeting of the municipal council following the receipt of the response.	-	Mayor	-	Act - Not Delegated	-	-	-	-	-	-	-	-	-	-
63 (2)	Financial Services Regulations	The mayor must table a copy of any notification referred to in sub-regulation (1) at the first meeting of the municipal council following the submission of the notification.	-	Mayor	-	Act - Not Delegated	-	-	-	-	-	-	-	-	-	-
65 (1)	Financial Services Regulations	The municipal manager of a municipality must notify the mayor of the municipality, the MEC for finance of the relevant province and the National Treasury if the municipal manager has failed to comply with a time provision pertaining to any in-year report. Such notification must comply with the prescripts of sub-regulation (2)	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Not Delegated	-	-	-
65 (3)	Financial Services Regulations	The mayor must table a copy of any notification referred to in sub-regulation (1) at the first meeting of the municipal council following the receipt of the notification.	-	Mayor	-	Act - Not Delegated	-	-	-	-	-	-	-	-	-	-
67 (1)	Financial Services Regulations	The mayor of the parent municipality of a municipal entity must put in place systems to monitor whether the entity complies with the time provisions affecting its annual budget, adjustments budgets and in-year reports.	-	Mayor	-	Act - Delegated to Accounting Officer	-	-	-	-	-	-	Mayor - Delegated to Director Management Services/CFO	Accounting Officer - Not Delegated	-	-
67 (2)	Financial Services Regulations	At the first council meeting after the end of each quarter, the mayor of a municipality must report to the council on the extent to which each municipal entity of the municipality is complying with the time provisions affecting its budget, adjustments budget and in-year reports, taking into account any guidelines issued by the Minister in terms of section 168(1) of the Act.	-	Mayor	-	Act - Not Delegated	-	-	-	-	-	-	-	-	-	-
69 (1)	Financial Services Regulations	The mayor of the parent municipality must promptly consider a notification referred to in regulation 68 with a view to take appropriate steps and must take into account all relevant factors, including all factors contemplated in sub-regulations (2) & (3)	-	Mayor	-	Act - Not Delegated	-	-	-	-	-	-	-	-	-	-
69 (4)	Financial Services Regulations	The mayor must table at the first meeting of the municipal council following the receipt of a notification referred to in sub-regulation (1).- (a) a copy of the notification; and (b) a report on steps taken to remedy the non-compliance.	-	Mayor	-	Act - Not Delegated	-	-	-	-	-	-	-	-	-	-
70	Financial Services Regulations	The municipal manager must promptly send to the relevant provincial treasury and the National Treasury a copy of a notification received from the chief executive officer of a municipal entity referred to in regulation 68 together with a copy of the report referred to in regulation 69(4)(b).	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Not Delegated	-	-	-
73 (1)	Financial Services Regulations	The board of directors of a municipal entity and the mayor of the parent municipality may approve revenue and Expenditure in terms of section 87(6)(c) of the Act in line with the prescripts of sub-regulations (1) – (3)	-	Mayor	-	Act - Not Delegated	-	-	-	-	-	-	-	-	-	-
74 (2)	Financial Services Regulations	The municipal manager must provide all information required by the council committee referred to in sub-regulation (1), and any other information the council committee may require for the purpose of conducting a proper investigation.	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Not Delegated	-	-	-
2 (1)	Minimum Competency Regulations	The accounting officer of a municipality must generally have the skills, experience and capacity to assume and fulfil the responsibilities and exercise the functions and powers assigned in terms of the Act to the accounting officer of a municipality.	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Not Delegated	-	-	-
2 (3)	Minimum Competency Regulations	An accounting officer must note that specific financial management responsibilities, functions and powers are entrusted by the Act to accounting officers and that any failure to comply with these may constitute financial misconduct.	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Not Delegated	-	-	-
3	Minimum Competency Regulations	The accounting officer of a municipality or municipal entity must comply with the minimum competency levels required for higher education qualification, work related experience, core managerial and occupational competencies and be competent in the unit standards prescribed for financial and supply chain management competency areas as set out in regulation 3.	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Not Delegated	-	-	-



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13	Minimum Competency Regulations	The municipal manager of a municipality and the chief executive officer of a municipal entity must ensure that competencies of all financial officials and supply chain management officials are assessed in order to identify and address gaps in competency levels of those officials.	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Not Delegated	-	-	-
14 (1)	Minimum Competency Regulations	The municipal manager of a municipality and the chief executive officer of a municipal entity must monitor, and take any necessary steps to ensure, compliance with the prescribed minimum competency levels for financial officials and supply chain management officials within the timeframes set out in regulation 15.	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Not Delegated	-	-	-
14 (2)	Minimum Competency Regulations	A municipality must report the consolidated information in respect of the municipality and each of its entities as prescribed in sub-regulation (a) & (b) and as set out in sub-regulation (4)	-	Council	-	-	-	-	-	-	-	-	Council - Delegated to Director Management Services/CFO	Accounting Officer - Not Delegated	-	-
16 (1)	Minimum Competency Regulations	If a Financial Official or Supply Chain Management Officials is employed subject to performance agreement and that Official does not meet the minimum competency levels, attainment of such competency levels within the timeframes set out in regulation 15 must be included as a performance target in that official's performance agreement	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Delegated to Director Management Services/CFO	Accounting Officer - Not Delegated	-	-
16 (2)	Minimum Competency Regulations	If a Municipal Manager does not meet the minimum competency levels in the higher education qualification and the financial and supply chain management competency areas included in regulation 3, 5 or 7, attainment of such competency levels within the timeframes set out in regulation 15 must be included as a performance target in that official's performance agreement in terms of regulation 26 of the Performance Regulations. It must further comply with the prescripts of sub-regulation (3)	-	Council	-	-	-	-	-	-	-	-	Council - Not Delegated	-	-	-
16 (2)	Minimum Competency Regulations	If a Chief Financial Officer does not meet the minimum competency levels in the higher education qualification and the financial and supply chain management competency areas included in regulation 3, 5 or 7, attainment of such competency levels within the timeframes set out in regulation 15 must be included as a performance target in that official's performance agreement in terms of regulation 26 of the Performance Regulations. It must further comply with the prescripts of sub-regulation (3)	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Not Delegated	-	-	-
16 (2)	Minimum Competency Regulations	If a Senior Manager officer does not meet the minimum competency levels in the higher education qualification and the financial and supply chain management competency areas included in regulation 3, 5 or 7, attainment of such competency levels within the timeframes set out in regulation 15 must be included as a performance target in that official's performance agreement in terms of regulation 26 of the Performance Regulations. It must further comply with the prescripts of sub-regulation (3)	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Not Delegated	-	-	-
17	Minimum Competency Regulations	A municipality or municipal entity must assist a financial official or supply chain management official who at the effective date does not meet the minimum competency levels, to attain those competency levels within the timeframes set out in regulation 15 by providing resources or opportunities for the training of that official.	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Delegated to Director Management Services/CFO	Accounting Officer - Not Delegated	-	-
18 (1)	Minimum Competency Regulations	No municipality or municipal entity may, with effect 1 January 2013, employ a person as a financial official or supply chain management official if that person does not meet the competency levels prescribed for the relevant position in terms of these Regulations.	Exemption from section 15 & 18 to September 2015 - Promulgated in Gov Gazette 37432 - 2014/03/14	Accounting Officer	-	-	-	-	-	-	-	-	Act - Not Delegated	-	-	-
18 (2)	Minimum Competency Regulations	A municipality or municipal entity may before 1 January 2013 employ a person that does not meet the competency levels prescribed for the relevant position, provided that such official's continued employment is subject to a condition that the official attains the required higher education qualification and the required minimum competency level in the required unit standards for each competency area on or before 1 January 2013.	-	Accounting Officer	-	-	-	-	-	-	-	-	Act - Not Delegated	-	-	-
4 (1)	SCOA	The standard chart of accounts for a municipality or municipal entity must contain the segments as set out in the Schedule.	-	Council	-	-	-	-	-	-	-	-	Act - Delegated To Director Management Services/CFO	Accounting Officer - Delegated to Manager Financial Services	-	Manager Financial Services

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5 (1)	SCOA	The standard chart of accounts of a municipality or municipal entity- (a) must contain the segments in the Schedule as required by regulation 4(1); (b) must accurately record all financial transactions and data in the applicable segment; and (c) may not contain data which is mapped or extrapolated or which otherwise does not reflect transactions recorded or measured by the municipality or municipal entity		- Council	-	-	-	-	-	-	-	-	Act - Delegated To Director Management Services/CFO	Accounting Officer - Delegated to Manager Financial Services	-	Manager Financial Services
5 (2)	SCOA	The financial and business applications or systems used by a municipality or municipal entity must- (a) provide for the hosting of the general ledger structured in accordance with the classification framework determined in terms of regulation 4(2); (b) be capable of accommodating and operating the standard chart of accounts;		- Council	-	-	-	-	-	-	-	-	Act - Delegated To Director Management Services/CFO	Accounting Officer - Delegated to Manager Financial Services	-	Manager Financial Services
5 (2)	SCOA	The financial and business applications or systems used by a municipality or municipal entity must-  (c) provide a portal allowing for free access, for information purposes, to the general ledger of the municipality or municipal entity, by any person authorised by the Director-General or the Accounting officer of the municipality		- Council	-	-	-	-	-	-	-	-	Act - Delegated to Director Management Services/CFO	Accounting Officer - Delegated to Manager Income, Expenditure and ICT		Manager IT
5 (3)	SCOA	Each municipality and municipal entity must have, or have access to, computer hardware with sufficient capacity to run the software which complies with the requirements in sub-regulation (2)		- Council	-	-	-	-	-	-	-	-	Act - Delegated to Director Management Services/CFO	Accounting Officer - Delegated to Manager Income, Expenditure and ICT		Manager IT
6 (2)	SCOA	Each municipality and municipal entity must implement the minimum business process requirements by the date determined in the notice referred to in subregulation 6 (1)		- Council	-	-	-	-	-	-	-	-	Act - Delegated to Director Management Services/CFO	Accounting Officer - Delegated to Manager Income, Expenditure and ICT		Manager IT
7 (2)	SCOA	(2) Each municipality and municipal entity must implement the minimum system requirements by the date determined in the notice referred to in sub-regulation 7 (1).		- Council	-	-	-	-	-	-	-	-	Act - Delegated to Director Management Services/CFO	Accounting Officer - Delegated to Manager Income, Expenditure and ICT		Manager IT
12	SCOA	The municipal council of a municipality and the board of directors of a municipal entity must take the necessary steps to ensure that these Regulations are implemented by the adoption of any resolutions, policies and budgetary provisions necessary for the implementation of these Regulations.		- Council	Act - Not Delegated	-	-	-	-	-	-	-	-	-	-	-
13 (a)	SCOA	The accounting officer of a municipality or municipal entity must take all necessary steps to ensure that these Regulations are implemented by at least- (a) delegating the necessary powers and duties to the appropriate officials;		- Council	-	-	-	-	-	-	-	-	Act - Not Delegated	-	-	-
13 (b)	SCOA	The accounting officer of a municipality or municipal entity must take all necessary steps to ensure that these Regulations are implemented by at least-  (b) ensuring that the responsible officials have the necessary capacity by providing for training and ensuring that they attend training or workshops provided by the National Treasury;		- Council	-	-	-	-	-	-	-	-	Act - Delegated to Director Management Services/CFO	Accounting Officer - Not Delegated		
13 (c)	SCOA	The accounting officer of a municipality or municipal entity must take all necessary steps to ensure that these Regulations are implemented by at least-  (c) ensuring that the financial and business applications of the municipality or municipal entity have the capacity to accommodate the implementation of these Regulations and that the required modifications or upgrades are implemented; and		- Council	-	-	-	-	-	-	-	-	Act - Delegated to Director Management Services/CFO	Accounting Officer - Delegated to Manager IT		Manager IT
13 (d)	SCOA	The accounting officer of a municipality or municipal entity must take all necessary steps to ensure that these Regulations are implemented by at least-  (d) submitting reports and recommendations to the municipal council or the board of directors, as the case may be, that provide for the adoption of any resolutions, policies and budgetary provisions necessary for the implementation of these Regulations		- Council	-	-	-	-	-	-	-	-	Act - Delegated To Director Management Services/CFO	Accounting Officer - Not Delegated		







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59	Municipal Systems Act, Act Of 2000	1. The authority to interrogate the following documents and to make recommendations to the municipal council in accordance with the terms of reference of the committee: 1.1 Unforeseen and unavoidable Expenditure; 1.2 Unauthorised, irregular or fruitless and wasteful Expenditure; 1.3 Service Delivery & Budget Implementation Plan (SDBIP); 1.4 Monthly budget statements; 1.5 Mid-year budget and performance assessment; 1.6 Mid-year budget and performance assessment of municipal entities; 1.7 Disclosures concerning councillors, directors and officials; 1.8 Annual financial statements; 1.9 Annual report; 1.10 Issues raised by the Auditor General in the audit reports; 1.11 The appointment of the audit committee; 1.12 Disciplinary steps instituted in terms of the MFMA; 1.13 The review of the IDP post elections; 1.14 The annual review of the IDP; 1.15 Performance management plan; 1.16 The draft annual budget with reference to the approved IDP; and 1.17 Declaration of interest forms submitted by councillors.	-	Council	-	-	-	-	-	-	Council - Not Delegated	-	-	-	-	-
59	Municipal Systems Act, Act Of 2000	2. The authority to consider all presentations made by the community on the annual report and the authority to have interviews with members of the community to obtain input on the annual report, as well as the authority to prepare the draft oversight report over the annual report. 3. The authority to instruct any member of the executive or the municipal manager to attend the meeting of the MPAC to address matters specified by the MPAC and to provide the MPAC with copies of documents to be dealt with by the committee in terms of its terms of reference. 4. The authority to instruct any member of the board or the CEO of a municipal entity to attend the meeting of the MPAC to address matters specified by the MPAC and to provide the MPAC with copies of documents to be dealt with by the committee in terms of its terms of reference. 5. The authority to obtain legal, technical and other specialised assistance required to exercise its functions and duties within the budget approved for the committee and subject to the supply chain management policy where applicable.	-	Council	-	-	-	-	-	-	Council - Not Delegated	-	-	-	-	-
59	Municipal Systems Act, Act Of 2000	3. The authority to instruct any member of the executive or the municipal manager to attend the meeting of the MPAC to address matters specified by the MPAC and to provide the MPAC with copies of documents to be dealt with by the committee in terms of its terms of reference.	-	Council	-	-	-	-	-	-	Council - Not Delegated	-	-	-	-	-
59	Municipal Systems Act, Act Of 2000	4. The authority to instruct any member of the board or the CEO of a municipal entity to attend the meeting of the MPAC to address matters specified by the MPAC and to provide the MPAC with copies of documents to be dealt with by the committee in terms of its terms of reference.	-	Council	-	-	-	-	-	-	Council - Not Delegated	-	-	-	-	-
59	Municipal Systems Act, Act Of 2000	5. The authority to obtain legal, technical and other specialised assistance required to exercise its functions and duties within the budget approved for the committee and subject to the supply chain management policy where applicable.	-	Council	-	-	-	-	-	-	Council - Not Delegated	-	-	-	-	-
53 & 59	Municipal Systems Act, Act Of 2000	<ul style="list-style-type: none"> <li>• Make recommendations on (draft) policies</li> <li>• Make recommendations on (draft) bylaws</li> <li>• Make recommendations in regard to the setting or revision of tariffs, levies, taxes and duties</li> <li>• Monitor the implementation of Council's IDP, budget, policies and programmes and make recommendations</li> <li>• Recommend the best way (including partnerships and other approaches) to be followed to implement strategies, programmes and delivery of services to the maximum benefit of the communities</li> <li>• Receive reports from their respective Directors and officials and make recommendations</li> <li>• Require councillors and officials to appear before the Committee so as to assist the latter in the performance of its functions.</li> </ul>	-	Council	-	-	-	-	-	Council - Not Delegated	-	-	-	-	-	-

MUNICIPAL FINANCE AND GOVERNANCE DELEGATIONS				Responsibility	DELEGATION CHANNEL											
Section From Source	Source of Delegation	Power & Function Conferred	Applicable Condition/Limitation	Origin/ Owner	Council Not Delegated	Delegation to Mayor/Mayor Not Delegated	Delegation to Speaker	Deputy Mayor	Delegation to MFMA Finance Port Folio Committee	Delegation to Portfolio Committees	Delegation to MPAC	Delegation to Audit Committee	Delegations to Accounting Officer	Delegation to Director Management Services/CFO	Delegation To Director Community Services	Sub-Delegated/ Delegation to Managers
66	Municipal Systems Act, Act Of 2000	Must within the policy framework assist the Municipal Manager with regard to: - Approve the staff establishment of the municipality. - Provide job descriptions for each post on the staff establishment. - Establish a process and mechanisms to regularly evaluate the staff establishment.	-	Council	-	-	-	-	-	-	-	-	Council - Delegated to All Directors	Accounting Officer - Not Delegated	Accounting Officer - Not Delegated	-
74	Municipal Systems Act, Act 32 Of 2000	Must adopt and implement a tariff policy on the levying of fees for municipal services.	-	Council	Act - Not Delegated	-	-	-	-	-	-	-	-	-	-	-
75	Municipal Systems Act, Act 32 Of 2000	Must adopt by-laws to give effect to the implementation and enforcement of its tariff policy	-	Council	Act - Not Delegated	-	-	-	-	-	-	-	-	-	-	-
75A(1) & 75A(3)	Municipal Systems Act, Act Of 2000	Advertising & public notice of resolution regarding levying and recovering of fees, charges and tariffs in respect of Municipal services.	-	Council	-	-	-	-	-	-	-	-	Council - Delegated to Director Management Services/CFO	Accounting Officer - Not Delegated	-	-
76	Municipal Systems Act, Act 32 Of 2000	Must develop mechanisms for the provision of services to the local community	-	Council	Act - Not Delegated	-	-	-	-	-	-	-	-	-	-	-
95	Municipal Systems Act, Act Of 2000	A customer care management system must be established that: - Creates a reciprocal relationship between ratepayers and the service providers - Establish mechanisms for feedback from clients - Informs users of the costs involved in the use of service and the manner in which monies are used - Ensure regular receipt of accounts and mechanisms to query such accounts - Provide mechanisms to deal with complaints and to promptly respond to same - Provide accessible pay points	-	Council	-	-	-	-	-	-	-	-	Council - Delegated to Director Management Services/CFO	Accounting Officer - Not Delegated	-	-
96(a)	Municipal Systems Act, Act Of 2000	Must collect all monies owed to Municipality, subject to any applicable legislation.	-	Council	-	-	-	-	-	-	-	-	Council - Delegated to Director Management Services/CFO	Accounting Officer - Not Delegated	-	-
96(b)	Municipal Systems Act, Act Of 2000	Must develop a credit control and debt collection policy for adoption by Council.	-	Council	-	-	-	-	-	-	-	-	Council - Delegated to Director Management Services/CFO	Accounting Officer - Not Delegated	-	-
98	Municipal Systems Act, Act 32 Of 2000	Must adopt by-laws to give effect to the municipality's credit control and debt collection policy	-	Council	Act - Not Delegated	-	-	-	-	-	-	-	-	-	-	-
118	Municipal Systems Act, Act Of 2000	Issue certificates on behalf of the Municipality to the Registrar Of Deeds certifying full payments due to the Municipality before registration of such properties can be effected.	-	Council	-	-	-	-	-	-	-	-	Council - Delegated to Director Management Services/CFO	Accounting Officer - Not Delegated	-	-
12(3)(a)	Municipal Systems Act, Act Of 2000	Invite public comments on draft by-laws on behalf of Council.	-	Council	-	-	-	-	-	-	-	-	Council - Delegated to Director Management Services/CFO	Accounting Officer - Not Delegated	-	-
13	Municipal Systems Act, Act Of 2000	Must assist Council in the adoption of by-laws and publication in the Provincial Gazette thereof.	-	Council	-	-	-	-	-	-	-	-	Council - Delegated to Director Management Services/CFO	Accounting Officer - Not Delegated	-	-
15	Municipal Systems Act, Act Of 2000	Must establish a Municipal Code consisting of all the by-laws which must be: - In loose leaf format - Available electronically - Accessible to the public	-	Council	-	-	-	-	-	-	-	-	Council - Delegated to Director Management Services/CFO	Accounting Officer - Not Delegated	-	-
19	Municipal Systems Act, Act Of 2000	Public notice must be given of council meetings in a manner determined by the Council.	-	Council	-	-	-	-	-	-	-	-	Council - Delegated to Director Management Services/CFO	Accounting Officer - Not Delegated	-	-
21B(1)(a)	Municipal Systems Act, Act Of 2000	Establish and upgrade official website. Information required by the Systems Act and MFMA must be placed on the website	-	Council	-	-	-	-	-	-	-	-	Council - Delegated to Director Management Services/CFO	Accounting Officer - Not Delegated	-	-
55(e)	Municipal Systems Act, Act Of 2000	Deal with the appointment of staff other than those referred to in section 56(a), subject to the Employment Equity Act, Act 55 of 1998 in consultation with the Municipal Manager and other Executive Managers.	-	Council	-	-	-	-	-	-	-	-	Council - Not Delegated	-	-	-
59	Municipal Systems Act, Act Of 2000	Develop a system of delegations that will maximize administrative and operational efficiency and provide for adequate checks and balances in consultation with the Municipal Manager.	-	Council	-	-	-	-	-	-	-	-	Council - Delegated to Director Management Services/CFO	Accounting Officer - Not Delegated	-	-
62	Municipal Systems Act, Act Of 2000	Appealing authority in terms of appeals	-	Council	-	-	-	-	-	-	-	-	Council - Not Delegated	-	-	-

MUNICIPAL FINANCE AND GOVERNANCE DELEGATIONS				Responsibility Origin/ Owner	DELEGATION CHANNEL											
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65	Municipal Systems Act, Act Of 2000	To submit to Council: - Report on the existing delegations issued in terms of Section 59 by the Council and other delegating authorities of the municipality - Report on any changes to the existing delegations through the Executive Mayor	-	Council	-	-	-	-	-	-	-	-	Council - Not Delegated	-	-	-
66	Municipal Systems Act, Act Of 2000	Establish a Council approved policy framework for the : - Approval of staff establishment - Establishment of a process or mechanism for regular evaluation and review of the staff establishment.	-	Council	-	-	-	-	-	-	-	-	Council - Delegated to Director Management Services/CFO	Accounting Officer - Not Delegated	-	-
67	Municipal Systems Act, Act Of 2000	Develop systems and procedures for human resource development.	-	Council	-	-	-	-	-	-	-	-	Council - Delegated to Director Management Services/CFO	Accounting Officer - Not Delegated	-	-
70	Municipal Systems Act, Act Of 2000	Provide code of conduct to staff of the municipality	-	Council	-	-	-	-	-	-	-	-	Council - Delegated to Director Management Services/CFO	Accounting Officer - Not Delegated	-	-
75	Municipal Systems Act, Act Of 2000	Develop by-laws for adoption to give effect to the implementation and enforcement of the tariff policy.	-	Council	-	-	-	-	-	-	-	-	Council - Delegated to Director Management Services/CFO	Accounting Officer - Not Delegated	-	-
76(b)	Municipal Systems Act, Act Of 2000	Enter into a service level agreement with: · A service licensed provider registered or recognised in terms of national legislation to recover all charges due to the municipality.	-	Council	-	-	-	-	-	-	-	-	Council - Delegated to Director Management Services/CFO	Accounting Officer - Not Delegated	-	-
96	Municipal Systems Act, Act Of 2000	To instruct Council attorneys in collaboration with the Director Management Services/CFO and the relevant committee established for this purpose to collect monies payable to the municipality.	-	Council	-	-	-	-	-	-	-	-	Council - Delegated to Director Management Services/CFO	Accounting Officer - Not Delegated	-	-
100	Municipal Systems Act, Act Of 2000	The Municipal Manager must implement and enforce Credit Control and Debt Collection Policy	-	Council	-	-	-	-	-	-	-	-	Council - Delegated to Director Management Services/CFO	Accounting Officer - Delegated to Manager Income, Expenditure and ICT	-	Manager Income, Expenditure and ICT
109	Municipal Systems Act, Act Of 2000	May institute legal action for and on behalf of the municipality in consultation with the Municipal Manager and responsible Executive Manager if any.	-	Council	-	-	-	-	-	-	-	-	Council - Delegated to Director Management Services/CFO	Accounting Officer - Not Delegated	-	-
111	Municipal Systems Act, Act Of 2000	Keep record of all copies of Provincial Gazettes	-	Council	-	-	-	-	-	-	-	-	Council - Delegated to Director Management Services/CFO	Accounting Officer - Not Delegated	-	-
117	Municipal Systems Act, Act Of 2000	Act as custodian of all records and documents of the municipality on behalf of the Municipal Manager.	-	Council	-	-	-	-	-	-	-	-	Council - Delegated to Director Management Services/CFO	Accounting Officer - Not Delegated	-	-
All	Schedule 2 Of The Local Government Municipal Systems Act, Act 32 Of 2000	Develop the Municipal Code of Conduct for municipal staff in consultation with the Municipal Manager and all Executive Managers.	-	Council	-	-	-	-	-	-	-	-	Council - Delegated to Director Management Services/CFO	Accounting Officer - Not Delegated	-	-
8	Schedule 1 :Code Of Conduct For Councillors	Grant consent to full-time Councillors to undertake any paid work	-	Council	Act - Not Delegated	-	-	-	-	-	-	-	-	-	-	-
13 of Schedule 1	Municipal Systems Act, Act Of 2000	Duty of chairpersons of municipal councils  1.On reasonable suspicion if he /she is of the opinion that a provision of the Code of the Conduct has been breached, then he/she must:- a) Authorize an investigation of the facts and circumstances of the alleged breach; b) Give the Councillor a reasonable opportunity to reply in writing regarding the alleged breach; c) Report the matter to a meeting of the Municipal Council after paragraphs (a) and (b) have been complied with.	-	Council	-	-	Council - Not Delegated	-	-	-	-	-	-	-	-	-
3	Municipal Property Rates Act, Act 6 Of 2004	Must adopt a policy consistent with the Act on levying of rates on ratable properties and approval of the valuation roll	-	Council	Act - Not Delegated	-	-	-	-	-	-	-	-	-	-	-
4	Municipal Property Rates Act,Act 6 Of 2004	Consultation with community before adoption of rates policy	-	Council	-	-	-	-	-	-	-	-	Council - Delegated to Director Management Services/CFO	Accounting Officer - Not Delegated	-	-









MUNICIPAL FINANCE AND GOVERNANCE DELEGATIONS				Responsibility	DELEGATION CHANNEL												
Section From Source	Source of Delegation	Power & Function Conferred	Applicable Condition/Limitation	Origin/ Owner	Council Not Delegated	Delegation to Mayor/Mayor Not Delegated	Delegation to Speaker	Deputy Mayor	Delegation to MFMA Finance Port Folio Committee	Delegation to Portfolio Committees	Delegation to MPAC	Delegation to Audit Committee	Delegations to Accounting Officer	Delegation to Director Management Services/CFO	Delegation To Director Community Services	Sub-Delegated/ Delegation to Managers	
0	Per Council Resolution	To manage and enhance the political relationship between political parties represented in Council;	-	N/A	-	-	-	Council - Not Delegated	-	-	-	-	-	-	-	-	-
0	Per Council Resolution	To monitor and report on the manner in which Council exercises executive and legislative authority;	-	N/A	-	-	-	Council - Not Delegated	-	-	-	-	-	-	-	-	-
0	Per Council Resolution	To monitor the general attendance by Councillors of Council and committees meetings;	-	N/A	-	-	-	Council - Not Delegated	-	-	-	-	-	-	-	-	-
0	Per Council Resolution	To recommend the designation of councillors to serve in the Section 79 committees and other council committees in consultation with the Speaker.	-	N/A	-	-	-	Council - Not Delegated	-	-	-	-	-	-	-	-	-
0	Per Council Resolution	To take the lead during Council meetings when disagreements arise to facilitate consensus between different political parties.	-	N/A	-	-	-	Council - Not Delegated	-	-	-	-	-	-	-	-	-
Schedule 5 Of The Constitution Of Rsa, Act 108 Of 1996 - Part B	Constitution Of South Africa, Act 108 Of 1996	Management of: - Beaches and Amusement Facilities - Refuse removal, landfill sites, waste disposal - Air and Noise pollution - Fire Fighting Services - Local Tourism - Municipal Health Services	-	Council	-	-	-	-	-	-	-	-	Council - Delegated to Director Community Services	-	Accounting Officer Director Community Services	-	-
All	National Health Act, Act 61 Of 2003	Ensure compliance and implementation of the sections and regulations	-	Council	-	-	-	-	-	-	-	-	Council - Delegated to Director Community Services	-	Accounting Officer Manager Municipal Health	Manager Municipal Health	-
2(c)	Tobacco Products Control Amendment Act, Act 12 Of 1998	Power to enforce national legislation in compliance with the Act	-	Council	-	-	-	-	-	-	-	-	Council - Delegated to Director Community Services	-	Accounting Officer Manager Municipal Health	Manager Municipal Health	-
6	Regulation On Smoking Of Tobacco Products In Public Places-Gn R975 Dated 29/09/2000	Control of smoking in places other than designated areas in public places	-	Council	-	-	-	-	-	-	-	-	Council - Delegated to Director Community Services	-	Accounting Officer Manager Municipal Health	Manager Municipal Health	-
7	Regulation On Smoking Of Tobacco Products In Public Places-Gn R975 Dated 29/09/2000	Protection of employees in the work place from tobacco smoke	-	Council	-	-	-	-	-	-	-	-	Council - Delegated to Director Community Services	-	Accounting Officer Manager Municipal Health	Manager Municipal Health	-
8	Regulation On Smoking Of Tobacco Products In Public Places-Gn R975 Dated 29/09/2000	Adoption of policy on smoking in the workplace	-	Council	-	-	-	-	-	-	-	-	Council - Delegated to Director Community Services	-	Accounting Officer Manager Municipal Health	Manager Municipal Health	-
9	Hazardous Substance Act	All activities relating to hazardous substances in compliance with the Act	-	Council	-	-	-	-	-	-	-	-	Council - Delegated to Director Community Services	-	Accounting Officer Manager Municipal Health	Manager Municipal Health	-
All	Foodstuffs, Cosmetics And Disinfectants Act	All activities relating to foodstuffs, cosmetics and disinfectants in compliance with the Act	-	Council	-	-	-	-	-	-	-	-	Council - Delegated to Director Community Services	-	Accounting Officer Manager Municipal Health	Manager Municipal Health	-
0	Liquor Act, Act 27 Of 1989	Comment on liquor license applications in terms of the relevant stipulations and regulations of the Act	-	Council	-	-	-	-	-	-	-	-	Council - Not Delegated	-	-	-	-
8	Occupational Health And Safety Act, Act 85 Of 1985	Provision of safe working environment	-	Council	-	-	-	-	-	-	-	-	Council - Delegated to Director Management Services/CFO	Accounting Officer - Senior Human Resource Officer	-	Senior Human Resource Officer	-
17	Occupational Health And Safety Act, Act 85 Of 1985	Must designate Health and Safety representatives	-	Council	-	-	-	-	-	-	-	-	Council - Delegated to Director Management Services/CFO	Accounting Officer - Senior Human Resource Officer	-	Senior Human Resource Officer	-
19	Occupational Health And Safety Act, Act 85 Of 1985	Must establish Health and Safety Committees	-	Council	-	-	-	-	-	-	-	-	Council - Delegated to Director Management Services/CFO	Accounting Officer - Senior Human Resource Officer	-	Senior Human Resource Officer	-
24	Occupational Health And Safety Act, Act 85 Of 1985	Report to the inspector regarding injuries to or death of staff	-	Council	-	-	-	-	-	-	-	-	Council - Delegated to Director Management Services/CFO	Accounting Officer - Senior Human Resource Officer	-	Senior Human Resource Officer	-



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All	National Road Transportation Act, Act 74 Of 1977	Facilitate the appointment of Traffic Officers and exercise powers and duties relevant therewith	-	N/A	-	-	-	-	-	-	-	-	-	-	-	-	
All	Firearms Control Act, Act 60 Of 2000	Facilitate the appointment of responsible person and perform functions connected therewith	-	N/A	-	-	-	-	-	-	-	-	-	-	-	-	
All	Criminal Procedure Act, Act 51 Of 1977	Facilitate the appointment of peace officers and perform functions connected therewith	-	N/A	-	-	-	-	-	-	-	-	-	-	-	-	
All	National Building Regulations And Building Standards Act, Act 103 Of 1977 Government Notice R 3378 Dated 12/10/1990	Approval of building plans considering "T" regulations- Fire Plan	-	Council	-	-	-	-	-	-	-	-	Council - Delegated to Director Community Services	-	Accounting Officer Manager Protective Services	Manager Protective Services	
All	Control Of Access To Public Premises Act, Act 53 Of 1986	Control access and exit to all municipal premises	-	Council	-	-	-	-	-	-	-	-	Council - Delegated to Director Community Services	-	Accounting Officer Not Delegated	-	
All	Hazardous Substances Act, Act 15 Of 1973	Application of the Act with regard to control of hazardous substances	-	Council	-	-	-	-	-	-	-	-	Council - Delegated to Director Community Services	-	Accounting Officer Not Delegated	-	
All	By-Laws/Policies: Street And Miscellaneous By-Laws	All matters related to law enforcement	-	Council	-	-	-	-	-	-	-	-	Council - Delegated to Director Community Services	-	Accounting Officer Not Delegated	-	
All	Car Watch And Car Washers By-Law	Facilitate the appointment of administrators to oversee and coordinate activities of parking attendance, car guard, car washers and car watchers in demarcated areas on such terms and conditions set in the by-law	-	N/A	-	-	-	-	-	-	-	-	-	-	-	-	
30(9)	National Heritage Resources Act, Act 25 Of 1999	Notify owner of a place included in the provincial heritage register or if the entry is amended or deleted	-	N/A	-	-	-	-	-	-	-	-	-	-	-	-	
30(11)	National Heritage Resources Act, Act 25 Of 1999	Provide for the protection of a heritage resource through the planning scheme or by-law	-	N/A	-	-	-	-	-	-	-	-	-	-	-	-	
39(30)(b)	National Heritage Resources Act, Act 25 Of 1999	Notify SAHRA of destruction of a place listed in the heritage register	-	N/A	-	-	-	-	-	-	-	-	-	-	-	-	
6	Funeral Undertakers Regulations, Gn R237 Dated 08/02/1985	Issuing of certificate of competence in respect of funeral undertakers premises	-	N/A	-	-	-	-	-	-	-	-	-	-	-	-	
10(10)(a)(b)(c)	Funeral Undertakers Regulations, Gn R237 Dated 08/02/1985	Keeping of recordings of enquiry in relation to premises	-	N/A	-	-	-	-	-	-	-	-	-	-	-	-	
10(13)(a)	Funeral Undertakers Regulations, Gn R237 Dated 08/02/1985	Facilitate and prepare written order of suspension of certificate of competence	-	N/A	-	-	-	-	-	-	-	-	-	-	-	-	
10(13)(b)	Funeral Undertakers Regulations, Gn R237 Dated 08/02/1985	Notification of Director-General of order of suspension of certificate of compliance	-	N/A	-	-	-	-	-	-	-	-	-	-	-	-	
10(16)	Funeral Undertakers Regulations, Gn R237 Dated 08/02/1985	Repeal of suspension of certificate of compliance	-	N/A	-	-	-	-	-	-	-	-	-	-	-	-	
All	Civil Aviation Act, Act 28 Of 1994	Permission to use airfield for airfield activities/leasing of hangars in consultation with the Director Community Services	-	Council	-	-	-	-	-	-	-	-	Council - Delegated to Director Community Services	-	Accounting Officer Not Delegated	-	
0	Civil Aviation Act, Act 28 Of 1994	Permission to use airfield for non-airfield related activities and tariffs	-	Council	-	-	-	-	-	-	-	-	Council - Delegated to Director Community Services	-	Accounting Officer Not Delegated	-	
0	Civil Aviation Act, Act 28 Of 1994	Licensing of Airfield	-	Council	-	-	-	-	-	-	-	-	Council - Delegated to Director Community Services	-	Accounting Officer Not Delegated	-	

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All	National Environment Management Act, Act 107 Of 1989	Provide comments on concerns regarding Environmental Impact Assessments	-	Council	-	-	-	-	-	-	-	-	Council - Delegated to Director Community Services	-	Accounting Officer - Manager Environmental Management	Manager Environmental Management
30	National Environment Management Act, Act 107 Of 1989	Control and report emergency incidents within the municipal area of jurisdiction	-	Council	-	-	-	-	-	-	-	-	Council - Delegated to Director Community Services	-	Accounting Officer - Not Delegated	-
All	By-Laws : Public Libraries By-Laws	General Library Administration & Management	-	N/A	-	-	-	-	-	-	-	-	-	-	-	-
All	Auditorium By-Laws	General auditorium responsibilities	-	N/A	-	-	-	-	-	-	-	-	-	-	-	-
19	National Water Act, Act 36 Of 1998	Prevention of pollution of water resources	-	Council	-	-	-	-	-	-	-	-	Council - Delegated to Director Community Services	-	Accounting Officer - Manager Municipal Health	Manager Municipal Health
All	National Water Act, Act 36 Of 1998	Ensure application and implementation of all relevant sections and regulations	-	N/A	-	-	-	-	-	-	-	-	-	-	-	-
5	Regulations Relating To Compulsory National Standards And Measures To Conserve Water, Gn R509 Dated 8 June 2001	Development of programme for sampling of potable water	-	Council	-	-	-	-	-	-	-	-	Council - Delegated to Director Community Services	-	Accounting Officer - Manager Municipal Health	Manager Municipal Health
6	Regulations Relating To Compulsory National Standards And Measures To Conserve Water, Gn R509 Dated 8 June 2001	Develop measures to prevent entrance of objectionable substances into water courses	-	N/A	-	-	-	-	-	-	-	-	-	-	-	-
8	Regulations Relating To Compulsory National Standards And Measures To Conserve Water, Gn R509 Dated 8 June 2001	Control over the use of effluent	-	N/A	-	-	-	-	-	-	-	-	-	-	-	-
10	Regulations Relating To Compulsory National Standards And Measures To Conserve Water, Gn R509 Dated 8 June 2001	Conduct annual water services audit	-	N/A	-	-	-	-	-	-	-	-	-	-	-	-
13	Regulations Relating To Compulsory National Standards And Measures To Conserve Water, Gn R509 Dated 8 June 2001	Measurement and control of water supply	-	N/A	-	-	-	-	-	-	-	-	-	-	-	-
All	Water Supply Regulations	Ensure compliance to all regulations regarding water supply	-	N/A	-	-	-	-	-	-	-	-	-	-	-	-
22	Electricity Regulation Act, Act 4 Of 2006	To exercise powers and duties set out in the Act	-	N/A	-	-	-	-	-	-	-	-	-	-	-	-
23	Electricity Regulation Act, Act 4 Of 2006	To appoint an authorised person at all times to enter any premises to which electricity is supplied by the municipality to inspect lines, meters fixing works and apparatus belonging to the municipality or to ascertain quantity of electricity consumed, supply no longer required and or cut of supply	-	Council	-	-	-	-	-	-	-	-	Council - Delegated to Director Community Services	-	Accounting Officer - Manager Resorts	-
All	National Roads Management Act,	Ensure compliance and implementation of relevant sections and regulations in consultation with the Municipal Manager and relevant Executive Manager/s	-	Council	-	-	-	-	-	-	-	-	Council - Delegated to Director Community Services	-	Accounting Officer - Manager Roads	Manager Roads
All	Fleet And Equipment Policy	Service, repair and control of fleet in line with the policy	-	Council	-	-	-	-	-	-	-	-	Council - Delegated to Director Community Services	-	Accounting Officer - Manager Roads	Manager Roads

MUNICIPAL FINANCE AND GOVERNANCE DELEGATIONS				Responsibility	DELEGATION CHANNEL											
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5	National Building Regulations And Building Standards Act, Act 103 Of 1997	Must appoint Building Control Officer in consultation with the Municipal Manager and Director Community Services	-	N/A	-	-	-	-	-	-	-	-	-	-	-	-
7	National Building Regulations And Building Standards Act, Act 103 Of 1997	Must approve building plans	-	N/A	-	-	-	-	-	-	-	-	-	-	-	-
14	National Building Regulations And Building Standards Act, Act 103 Of 1997	Must issue certificates of occupancy	-	N/A	-	-	-	-	-	-	-	-	-	-	-	-
All	National Building Regulations And Building Standards Act, Act 103 Of 1997	Must implement all sections to local government applicable	-	N/A	-	-	-	-	-	-	-	-	-	-	-	-
Chapter II	Division Of Land Ordinance, Ordinance 20 Of 1986	Must manage provisions applicable to division of land situated outside the area of jurisdiction of the municipality	-	N/A	-	-	-	-	-	-	-	-	-	-	-	-
Chapter IV	Division Of Land Ordinance, Ordinance 20 Of 1986	Must manage provisions applicable to division of land situated within the area of jurisdiction of the municipality	-	N/A	-	-	-	-	-	-	-	-	-	-	-	-
Chapter V	Division Of Land Ordinance, Ordinance 20 Of 1986	Must manage miscellaneous provisions	-	N/A	-	-	-	-	-	-	-	-	-	-	-	-
All	Physical Planning Act, Act 125 Of 1991	All applicable sections regarding local authority	-	N/A	-	-	-	-	-	-	-	-	-	-	-	-
All	Development Facilitation Act, Act 67 Of 1995	Ensure compliance to applicable stipulation of this Act	-	N/A	-	-	-	-	-	-	-	-	-	-	-	-
4	Agricultural Land Act, Act Of 1970	To comment in the event of application to subdivide the land	-	Accounting Officer	-	-	-	-	-	-	-	-	Accounting Officer - Delegated to Director Management Services/CFO and Other Directors	Accounting Officers - Not Delegated	Accounting Officer Managers	All Managers
All	Manual For Outdoor Advertising	Approval of applications in terms of outdoor and advertising and advertising control policy	-	N/A	-	-	-	-	-	-	-	-	-	-	-	-
5(2)	Regulation On Advertising On Or From National Roads Gn 1402 Dated 20/12/2002	Conditional approval of advertising signs facing national roads	-	N/A	-	-	-	-	-	-	-	-	-	-	-	-
All	Prevention Of Illegal Eviction And Unlawful Occupation Of Land Act, Act 19 Of 1998	Ensure prevention of squatters and illegal occupation of land	-	Council	-	-	-	-	-	-	-	-	Accounting Officer - Not Delegated	-	-	-
13(2)	Labour Relations Act, Act 66 Of 1998	Deduction of trade union subscription or levies in consultation with the Director Management Services/CFO	-	Council	-	-	-	-	-	-	-	-	Council - Delegated to Director Management Services/CFO	Accounting Officer - Delegated to Senior Human Resource Officer	-	Senior Human Resource Officer
23	Value Added Tax Act, Act 89 Of 1991	Registration of municipality for VAT purposes	-	Council	-	-	-	-	-	-	-	-	Council - Delegated to Director Management Services/CFO	Accounting Officer - Delegated to Manager Income, Expenditure and ICT	-	Manager Income, Expenditure and ICT
ALL	Preferential Procurement Policy Framework Act, Act 5 Of 2000	Implementation of Preferential Procurement Policy within the prescribed framework	-	Council	-	-	-	-	-	-	-	-	Council - Delegated to Director Management Services/CFO	Accounting Officer - Not Delegated	-	-
16	Electricity Regulations Act, Act 4 Of 2006	Implementation of electricity tariff in consultation with the Executive Manager Technical Services	-	N/A	-	-	-	-	-	-	-	-	-	-	-	-
13	Employment Equity Act, Act 55 Of 1998	Responsible for the implementation of affirmative action measures	-	Council	-	-	-	-	-	-	-	-	Council - Delegated to Director Management Services/CFO	Accounting Officer - Senior Human Resource Officer	-	Senior Human Resource Officer

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16	Employment Equity Act, Act 55 Of 1998	Consultation with employees	-	Council	-	-	-	-	-	-	-	-	Council - Delegated to Director Management Services/CFO	Accounting Officer - Senior Human Resource Officer	-	Senior Human Resource Officer
18	Employment Equity Act, Act 55 Of 1998	Disclosure of information	-	Council	-	-	-	-	-	-	-	-	Council - Delegated to Director Management Services/CFO	Accounting Officer - Senior Human Resource Officer	-	Senior Human Resource Officer
19	Employment Equity Act, Act 55 Of 1998	Analyses of Employment policies, practices, procedures etc.	-	Council	-	-	-	-	-	-	-	-	Council - Delegated to Director Management Services/CFO	Accounting Officer - Senior Human Resource Officer	-	Senior Human Resource Officer
20	Employment Equity Act, Act 55 Of 1998	Preparation and implementation of Employment Equity Plan.	-	Council	-	-	-	-	-	-	-	-	Council - Delegated to Director Management Services/CFO	Accounting Officer - Senior Human Resource Officer	-	Senior Human Resource Officer
21(2)(a)(b)	Employment Equity Act, Act 55 Of 1998	Submit report to Department of Labour on the Equity Plan.	-	Council	-	-	-	-	-	-	-	-	Council - Delegated to Director Management Services/CFO	Accounting Officer - Senior Human Resource Officer	-	Senior Human Resource Officer
22	Employment Equity Act, Act 55 Of 1998	Publication of report required Section 21.	-	Council	-	-	-	-	-	-	-	-	Council - Delegated to Director Management Services/CFO	Accounting Officer - Senior Human Resource Officer	-	Senior Human Resource Officer
23	Employment Equity Act, Act 55 Of 1998	Prepare successive equity plan before end of existing equity plan.	-	Council	-	-	-	-	-	-	-	-	Council - Delegated to Director Management Services/CFO	Accounting Officer - Senior Human Resource Officer	-	Senior Human Resource Officer
24	Employment Equity Act, Act 55 Of 1998	Assign Manager to take responsibility for monitoring and implementing employment equity plan.	-	Council	-	-	-	-	-	-	-	-	Council - Delegated to Director Management Services/CFO	Accounting Officer - Senior Human Resource Officer	-	Senior Human Resource Officer
25	Employment Equity Act, Act 55 Of 1998	Display most recent report on equity plan in each of Council's workplaces.	-	Council	-	-	-	-	-	-	-	-	Council - Delegated to Director Management Services/CFO	Accounting Officer - Senior Human Resource Officer	-	Senior Human Resource Officer
26	Employment Equity Act, Act 55 Of 1998	Duty to keep records of workforce and employment equity plan.	-	Council	-	-	-	-	-	-	-	-	Council - Delegated to Director Management Services/CFO	Accounting Officer - Senior Human Resource Officer	-	Senior Human Resource Officer
27	Employment Equity Act, Act 55 Of 1998	Submission of statement to Employment Conditions of Council.	-	Council	-	-	-	-	-	-	-	-	Council - Delegated to Director Management Services/CFO	Accounting Officer - Senior Human Resource Officer	-	Senior Human Resource Officer
7(3)	Remuneration Of Public Office Bearers Act, Act 20 Of 1998	Determination of salary and allowances of members of Municipal Council in consultation with Municipal Manager and the MEC for Local Government.	-	Council	Act - Not Delegated	-	-	-	-	-	-	-	-	-	-	-
16(2)	Labour Relations Act, Act 66 Of 1995	Disclosure of information to trade unions.	-	Council	-	-	-	-	-	-	-	-	Council - Delegated to Director Management Services/CFO	Accounting Officer - Senior Human Resource Officer	-	Senior Human Resource Officer
85	Labour Relations Act, Act 66 Of 1995	Consultation with workplace forums.	-	Accounting Officer	-	-	-	-	-	-	-	-	Accounting Officer - Not Delegated	-	-	-
87(2)	Labour Relations Act, Act 66 Of 1995	Submission of central disciplinary codes to the Local Labour Forum.	-	Council	-	-	-	-	-	-	-	-	Council - Delegated to Director Management Services/CFO	Accounting Officer - Senior Human Resource Officer	-	Senior Human Resource Officer
89(1)	Labour Relations Act, Act 66 Of 1995	Disclosure of information to workplace forum.	-	Council	-	-	-	-	-	-	-	-	Council - Delegated to Director Management Services/CFO	Accounting Officer - Senior Human Resource Officer	-	Senior Human Resource Officer
189	Labour Relations Act, Act 66 Of 1995	Consultation before dismissal based on operational requirements.	-	Council	-	-	-	-	-	-	-	-	Council - Delegated to Director Management Services/CFO	Accounting Officer - Senior Human Resource Officer	-	Senior Human Resource Officer
205	Labour Relations Act, Act 66 Of 1995	Keeping of records regarding collective agreements, arbitrations and determinations.	-	Council	-	-	-	-	-	-	-	-	Council - Delegated to Director Management Services/CFO	Accounting Officer - Senior Human Resource Officer	-	Senior Human Resource Officer
7	Basic Conditions Of Employment Act, Act 75 Of 1997	Regulation of working time	-	Council	-	-	-	-	-	-	-	-	Council - Delegated to Director Management Services/CFO	Accounting Officer - Senior Human Resource Officer	-	Senior Human Resource Officer

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31	Basic Conditions Of Employment Act, Act 75 Of 1997	Written particulars of employment for employees.	-	Council	-	-	-	-	-	-	-	-	Council - Delegated to Director Management Services/CFO	Accounting Officer - Senior Human Resource Officer	-	Senior Human Resource Officer
33	Basic Conditions Of Employment Act, Act 75 Of 1997	Keeping of employees records.	-	Council	-	-	-	-	-	-	-	-	Council - Delegated to Director Management Services/CFO	Accounting Officer - Senior Human Resource Officer	-	Senior Human Resource Officer
34(a)	Basic Conditions Of Employment Act, Act 75 Of 1997	Payment of contributions to pension fund, in consultation with the Chief Financial Officer.	-	Council	-	-	-	-	-	-	-	-	Council - Delegated to Director Management Services/CFO	Accounting Officer - Senior Human Resource Officer	-	Senior Human Resource Officer
3	Skills Development Levies Act, Act 9 Of 1999	Payment of levy (subject to exemption in terms of section 4 (e)).	-	Council	-	-	-	-	-	-	-	-	Council - Delegated to Director Management Services/CFO	Accounting Officer - Manager Income, Expenditure and ICT	-	Manager Income, Expenditure and ICT
7(4)	Skills Development Levies Act, Act 9 Of 1999	Payment of levies to SETA	-	Council	-	-	-	-	-	-	-	-	Council - Delegated to Director Management Services/CFO	Accounting Officer - Manager Income, Expenditure and ICT	-	Manager Income, Expenditure and ICT
14	Promotion Of Access To Information Act, Act 2 Of 2000	Compile manual on functions of the Municipality.	-	Council	-	-	-	-	-	-	-	-	Council - Delegated to Communications Officer	-	-	Communications Officer
15(1)	Promotion Of Access To Information Act, Act 2 Of 2000	Submission of categories of records kept to the Minister in consultation with the Municipal Manager.	-	Council	-	-	-	-	-	-	-	-	Council - Communications Officer	-	-	Communications Officer
17(1)	Promotion Of Access To Information Act, Act 2 Of 2000	Act as deputy information officer.	-	Council	-	-	-	-	-	-	-	-	Council - Delegated to Communications Officer	-	-	Communications Officer
32	Promotion Of Access To Information Act, Act 2 Of 2000	Reports to Human Rights Commission	-	Council	-	-	-	-	-	-	-	-	Council - Delegated to Communications Officer	-	-	Communications Officer
47	Promotion Of Access To Information Act, Act 2 Of 2000	Notice to third parties to whom the request for a record may relate.	-	Council	-	-	-	-	-	-	-	-	Council - Delegated to Communications Officer	-	-	Communications Officer
67(1)	Promotion Of Access To Information Act, Act 2 Of 2000	Notice to third parties of appeals.	-	Council	-	-	-	-	-	-	-	-	Council - Delegated to Communications Officer	-	-	Communications Officer
77(4)	Promotion Of Access To Information Act, Act 2 Of 2000	Notice to third parties of outcome of appeal.	-	Council	-	-	-	-	-	-	-	-	Council - Delegated to Communications Officer	-	-	Communications Officer
All	Promotion Of Administrative Justice Act, Act 2 Of 2000	Comply with the stipulations of the Act	-	Council	-	-	-	-	-	-	-	-	Council - Delegated to All Directors	Accounting Officer - Not Delegated	Accounting Officer - Not Delegated	-









MUNICIPAL FINANCE AND GOVERNANCE DELEGATIONS				Responsibility	DELEGATION CHANNEL											
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Section 59 Municipal Systems Act	Council Resolution	<p><b>Delegation by the Executive Committee to Members of the Portfolio Committees</b> Acting in terms of section 44 of the Systems Act, the Executive Committee hereby delegates the powers reflected in this document to the Councilor of the Portfolio Committee subject to any conditions that may impose.</p> <p>FUNCTIONAL AREAS:</p> <p>5.2.1 Financial Services</p> <p>5.2.2 Community Services</p> <p>5.2.3 Corporate Services</p> <p>5.2.4 Local Economic Development and Tourism</p>		Mayor						Mayor - Delegate to Portfolio Committees						
Section 59 Municipal Systems Act	Council Resolution	<p><b>Other Delegations to Portfolio Committees</b> The Portfolio Councilor shall have the following powers in respect of the identified functional areas:</p> <ol style="list-style-type: none"> <li>1. The power to submit reports and recommendations to the respective Committee on matters falling within the Terms of Reference of that committee;</li> <li>2. The power to submit reports with recommendations to the Executive Committee;</li> <li>3. The power to monitor the implementation of Council's IDP, budget, business plan, strategic objectives, policies and programs and report herein to the Executive Committee and Mayor;</li> <li>4. The power to assess the performance of service delivery generally within the functional area of the respective committee and report to the Executive Committee and Mayor;</li> <li>5. The power to identify the needs of the Municipality as far as it relates to the functional area of the committee and to recommend the same to the Executive Committee and Mayor;</li> <li>6. The power to determine the best way, including other approaches to deliver on Council strategies, programs and services the best interest and maximum benefit of the Municipality and to recommend the same to the Executive Committee and Mayor;</li> <li>7. The power to ensure that during the deliberations of the</li> </ol>		Mayor						Mayor - Delegate to Portfolio Committees						
Section 59 Municipal Systems Act	Council Resolution	<p><b>Delegation of Powers By Council To The Municipal Manager:</b> Acting in terms of Section 59 (1) (a) of the Systems Act Council hereby delegates the following specific powers to the Municipal Manager:</p> <ol style="list-style-type: none"> <li>1. The power to draft and finalise the Municipality's Performance Management System and to take all steps necessary to implement same;</li> <li>2. The power to implement the Integrated Development Plan;</li> <li>3. To appoint staff (other than a Manager directly accountable to the Municipal Manager);</li> <li>4. The power to approve a staff structure;</li> <li>5. The power to attach to staff posts appropriate remuneration and conditions of service (other than a Manager directly accountable to the Municipal Manager);</li> </ol>		Council								Council - Delegate to Accounting Officer				
Section 59 Municipal Systems Act	Council Resolution	<p>6. The power to maintain discipline and ensure sound labor relations amongst staff. Including inter alia the following specific powers:</p> <ol style="list-style-type: none"> <li>(a) The power to institute disciplinary proceedings;</li> <li>(b) To dismiss employees;</li> <li>(c) The power to impose any other appropriate sanction as may be allowed in terms of the relevant collective agreement;</li> <li>(d) The power to transfer staff;</li> <li>(e) The power to institute investigations in respect of allegations of misconduct or complaints against staff;</li> <li>(f) The power to retrench staff;</li> <li>(g) The power to deal with any aspect of staff as may be required in order to fulfill the overall objective to ensure proper functioning and fulfillment of the objectives and responsibilities of the Municipality.</li> <li>(h) The power to suspend an employee subject to existing collective agreements.</li> </ol>		Council								Council - Delegate to Accounting Officer				

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Section 59 Municipal Systems Act	Council Resolution	<p>7. The power to draft appropriate By-laws for submission to Council</p> <p>8. The power to prepare a draft budget for approval by Council;</p> <p>(i) The power to institute and defend any legal action on behalf of the Municipality;</p> <p>(ii) The power to enforce By-laws;</p> <p>(iii) The power to take all steps necessary to ensure that the financial and other resources of the Municipality are utilised effectively, efficiently and economically</p> <p>(iv) The power to take all steps necessary to ensure that irregular expenditure, fruitless and wasteful expenditure are prevented</p> <p>(v) The power to ensure that all revenue due to the Municipality is collected;</p> <p>(vi) The power to invest funds on behalf of the Municipality in the best interest of the Municipality;</p> <p>(vii) The power to establish and maintain a website;</p> <p>(viii) The power to take all steps necessary to safeguard assets;</p> <p>(ix) The power to sign contracts on behalf of the Municipality;</p> <p>(x) The power to open the Municipality's bank account as contemplated in section 7 8,and 10 of the MFMA.</p> <p>(xi) The power to disburse funds and approve expenditure on behalf of the Municipality;</p> <p>(xii) The power to implement all steps necessary to ensure that the Municipality complies with all the relevant</p>		Council									Council - Delegate to Accounting Officer			
Section 59 Municipal Systems Act	Council Resolution	<p><b>Administrative Delegations to Directors</b></p> <p><b>Human Resources</b></p> <p>1 The power to utilise an official in another capacity.</p> <p>2 The power to withhold an official's annual salary increment.</p> <p>3 The power to accept an official's written notice of termination of employment.</p> <p>4 The power to instruct an official to temporarily report for duty outside his or her normal working hours.</p> <p>5. The power to approve the vacation, sick and special leave of an official.</p> <p>6. The power to cancel, postpone or interrupt an official's leave of absence.</p> <p>7. The power to approve leave of absence (vacation leave) without remuneration.</p> <p>8. The power to refuse an application for sick leave, vacation and special leave.</p> <p>9. The power to compel an official to take sick leave.</p> <p>10. The power to approve maternity leave for female officials and paternity leave for male officials.</p> <p>11. The power to approve study and examination leave in accordance with Council policies and applicable conditions of service.</p> <p>12. The power to approve overtime.</p> <p>13. The power to approve the notch increment and merit increments in accordance with approved Council policies.</p> <p>14. The power to transfer an official to a post subject to</p>		Council									Council - Delegate to Accounting Officer	Council - Delegated to Director Management Services/CFO	Council - Delegated to Director Community Services	
Section 59 Municipal Systems Act	Council Resolution	<p><b>Medical</b></p> <p>23. The power to instruct an official to submit a medical report.</p> <p>24. The power to authorise the medical examination of officials claiming damages from the Municipality arising from bodily injuries on duty</p>		Council									Council - Delegate to Accounting Officer	Council - Delegated to Director Management Services/CFO	Council - Delegated to Director Community Services	
Section 59 Municipal Systems Act	Council Resolution	<p><b>Finance</b></p> <p>25. The power to authorise payment or cancellation of an acting allowance to officials from the levels below a Manager in accordance with approved municipal policies.</p> <p>26. The power to approve the payment or cancellation of payment of telephone, transport, and housing or cell phone allowance to employees in Department in accordance with approved municipal policies.</p> <p>27. The power to approve payments pertaining to the Department.</p> <p>28. The power to authorise the payment of the medical or funeral expenses of an official who sustains an injury or dies as a result of an accident arising out of or in the course of employment or as a result of an illness contracted in the course of employment, in accordance with municipal policies.</p> <p>29. The power to authorise the expense in respect of wreath for an individual or official, in accordance with municipal policies.</p> <p>30. The power to recommend the transfer of funds within expenditure groups in the operating budget in accordance with the approved municipal policy.</p> <p>31. The power to recommend the transfer for funds within the expenditure groups in the capital budget in accordance with the approved Municipal policy.</p>		Council								Council - Delegate to Accounting Officer	Council - Delegated to Director Management Services/CFO	Council - Delegated to Director Community Services		

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Section 59 Municipal Systems Act	Council Resolution	<b>Enforcement of Statutory Obligations</b> 32. The power to take all the necessary action to enforce statutory provisions. 33. The power to accept conditions imposed by statutory agencies. 34. The power to exercise all powers in terms of the by-laws falling within the ambit of the competencies of the Directorate, including the granting of any permission that may be required and the issuing of any notice in accordance with the by-laws whereby a person is summoned to comply. 35. The power to exercise all applicable powers in terms of the Occupational Health and Safety Act, 1993 (Act 85 of 1993), and the General Machinery Regulations. 36. The power to authenticate any order, notice or other document requiring authentication. 37. The power to ensure that the Municipality complies with all its obligations in terms of the Promotion of Access to information Act, 2 of 2002, as well as the amendments thereto.		Council									Council - Delegate to Accounting Officer	Council - Delegated to Director Management Services/CFO	Council - Delegated to Director Community Services	
Section 59 Municipal Systems Act	Council Resolution	<b>Official Vehicles</b> 38. The power to approve the use of official vehicles of the Municipality outside the municipal area.		Council									Council - Delegate to Accounting Officer	Council - Delegated to Director Management Services/CFO	Council - Delegated to Director Community Services	
Section 59 Municipal Systems Act	Council Resolution	<b>Attendance of Conference, Workshop and Seminar</b> 39. The power to approve in terms of the council policy, the attendance of conferences, workshops, seminars, symposium or training sessions by employees (excluding international conferences, congresses, symposium, training sessions and visits), provided that the expenditure per individual per occasion, and there is sufficient budget to cover accommodation and traveling costs.		Council									Council - Delegate to Accounting Officer	Council - Delegated to Director Management Services/CFO	Council - Delegated to Director Community Services	
Section 59 Municipal Systems Act	Council Resolution	<b>Reports</b> 40. The power to approve reports that are to be brought before the Portfolio Committee.		Council									Council - Delegate to Accounting Officer	Council - Delegated to Director Management Services/CFO	Council - Delegated to Director Community Services	
Section 59 Municipal Systems Act	Council Resolution	<b>Procurement Delegations</b> 41. The power to approve procurement of goods and services from R0.00 but not exceeding R 200,000.  Have the power to sub-delegate to managers in the terms of the councils supply chain management policy to approve procurement of goods and services from R0 but not exceeding R30000 the following managers  1 Head of Roads 2 Head of Fire and Disaster Management 3 Head of Supply Chain Management 4 Head of Internal Audit 5 Head Performance Management 6 Head of Municipal Health 7 Head of Resorts 8 Head of Environmental Management 9 Head of IDP 10 Head Support Services 11 Head Income and Expenditure 12 Head of Financial Services  The Director Community Services have the power to delegate to the Head of Roads to approve all requisitions up to the amount not exceeding R200000 (VAT Inclusive) subject the SCM policy and approval of the Provincial Roads Department in terms of the approved agreement. (SDA)		Council									Council - Delegated to Director Management Services/CFO	Council - Delegated to Director Community Services	All Managers	
Section 59 Municipal Systems Act	Council Resolution	<b>Tenders</b> 42. The power to approve applications to advertise for tenders within a Department		Council									Council - Delegate to Accounting Officer	Council - Delegated to Director Management Services/CFO	Council - Delegated to Director Community Services	
Section 59 Municipal Systems Act	Council Resolution	<b>Specific Delegations - Director Management Services/CFO</b> The following powers are hereby delegated to the Director Management Services/CFO, which powers he/she may from time to time exercise in consultation with the Municipal Manager: <b>Legal</b> 1. The power to draft and implement the Municipality's Performance Management System and to take all steps necessary to implement same 2. The power to draft, and recommend, the Integrated Development Plan and to take all steps necessary to implement same. 3. The power to draft appropriate by-laws for submission to Council. 4. The power to enforce by-laws. 5. The power to establish and maintain a website for the Municipality.		Council									Council - Delegated to Director Management Services/CFO			

MUNICIPAL FINANCE AND GOVERNANCE DELEGATIONS				DELEGATION CHANNEL												
Section From Source	Source of Delegation	Power & Function Conferred	Applicable Condition/Limitation	Responsibility Origin/ Owner	Council Not Delegated	Delegation to Mayor/Mayor Not Delegated	Delegation to Speaker	Deputy Mayor	Delegation to MFMA Finance Port Folio Committee	Delegation to Portfolio Committees	Delegation to MPAC	Delegation to Audit Committee	Delegations to Accounting Officer	Delegation to Director Management Services/CFO	Delegation To Director Community Services	Sub-Delegated/ Delegation to Managers
Section 59 Municipal Systems Act	Council Resolution	<p><b>Legal</b></p> <p>6. The power to issue and/or make media statements on behalf of the Municipality; and/or to authorize a designate official to issue and/or make same.</p> <p>7. The power to take all steps that may be necessary on behalf of the Municipality to comply with the provisions of the Promotion of Administrative Justice Act 3 of 2000.</p> <p>8. The power to authorize all forensic investigations in relation to the alleged fraud, corruption or criminal activity, mal-administration and/or negligence on the part of any Municipal employee.</p> <p>9. The power to pursue, facilitate and/or represent the Municipality in respect of any appropriate disciplinary, criminal, civil and or related proceedings flowing from any forensic investigations in paragraph 8 above.</p> <p>10. The power, to subject to any relevant legislation have access to, to copy and/or to seize any register, file, document, account, minutes and/or other records whether physical or electronic which may be a subject of a forensic investigation.</p>		Council										Council - Delegated to Director Management Services/CFO		
Section 59 Municipal Systems Act	Council Resolution	<p><b>Legal</b></p> <p>11. The power to have access and be able to question any Municipal employee as to his/her official activities, and if necessary, summon any employee, agent, contractor, supplier and/or service provider in such regard.</p> <p>12. The power to institute or defend claims and actions in the name of or against the Municipality:</p> <p>(a) to on behalf of the Municipality, accept payment, settle and do everything deemed necessary to finalize it in the best interest of the Municipality;</p> <p>(b) to appoint attorneys and Counsel to institute oppose or defend claims and do everything deemed necessary to finalise a claim in the best interest of the municipality;</p> <p>(c) to in the event that the defendant/ respondent are in default in respect of a claim, to apply and execute the judgment or Order of court; and</p> <p>(d) to, at his or her discretion, deny, pay or settle any claim, action instituted against the Municipality.</p> <p>13. The power to obtain a legal opinion from the attorneys of the Municipality.</p>		Council										Council - Delegated to Director Management Services/CFO		
Section 59 Municipal Systems Act	Council Resolution	<p><b>Legal</b></p> <p>13. The power to obtain a legal opinion from the attorneys of the Municipality.</p> <p>14. The power to instruct attorneys to enter appearance on behalf of the Municipality in any matter instituted by or against the Municipality and to sign all necessary documents for this purpose, and to authorise the briefing of advocates.</p> <p>15. The power to instruct attorneys to collect any monies owed to the Municipality.</p> <p>16. The power to appear before a notary to execute any document or to appoint any other person to appear before the notary on behalf of the Municipality</p> <p>17. The power to appoint a person to serve legal documents.</p> <p>18. The power to conduct any necessary action in any matter instituted by or against the Municipality, including the signature of the prescribed powers of attorney, affidavits and other documents in order to conduct the matter to its end.</p> <p>19. The power to institute or defend any legal action in a competent court in order to protect the interests of the Municipality.</p> <p>20. The power to conduct all necessary action, including the procurement of legal aid in a competent court to enforce all statutory provisions.</p>		Council										Council - Delegated to Director Management Services/CFO		
Section 59 Municipal Systems Act	Council Resolution	<p><b>Legal</b></p> <p>21. The power to institute a claim against an insolvent estate or company in liquidation for monies owed to the Municipality.</p> <p>22. The power to appoint an external chair person in a disciplinary tribunal and disciplinary appeal tribunal.</p> <p>23. The power to appoint an external legal practitioner to represent the Municipality in mediations and arbitrations</p> <p>24. The power to sign resolutions in matters before the High Court where the amount involved is less than R50 000.00.</p>		Council										Council - Delegated to Director Management Services/CFO		

MUNICIPAL FINANCE AND GOVERNANCE DELEGATIONS				Responsibility	DELEGATION CHANNEL											
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Section 59 Municipal Systems Act	Council Resolution	<p><b>Finance</b></p> <p>25. The power to prepare a draft budget for approval by Council.</p> <p>26. The power to take all steps necessary to ensure that the financial and other resources of the Municipality are utilised effectively, efficiently and economically.</p> <p>27. The power to take all steps necessary to ensure that irregular expenditure, fruitless and wasteful expenditure are prevented.</p> <p>28. The power to ensure that all revenue due to the Municipality is collected.</p> <p>29. The power to invest funds on behalf of the Municipality in the best interest of the Municipality.</p> <p>30. The power to take all steps necessary to safeguard assets.</p> <p>31. The power to open the Municipality's bank account as contemplated in section 7 8, and 10 of the MFMA.</p> <p>32. The power to disburse funds and approve expenditure on behalf of the Municipality.</p>		Council										Council - Delegated to Director Management Services/CFO		
Section 59 Municipal Systems Act	Council Resolution	<p><b>Finance</b></p> <p>33. The power to implement and take all steps necessary in terms of the Municipality's Credit Collection By-law, including inter alia, in consultation with the Accounting Officer and defending actions; and the instructing of any other form of collection agency which may be necessary to ensure compliance with same.</p> <p>34. The power to take all steps that may be necessary on behalf of the Municipality to comply with the National Credit Act, 34 of 2005.</p> <p>35. The power to take all steps that may be necessary on behalf of the Municipality to comply with the Municipal Property Rates Act 6 of 2004.</p> <p>36. The power to effect payment on any accounts lawfully due by the Municipality and to authorise such officials as deemed necessary from time to time.</p> <p>37. The power to disconnect or restrict electricity supplies and the supply of water to consumers where such consumers have failed to pay any sum due to the Municipality in terms of the relevant policies of Council and or by-laws.</p> <p>38. The power to arrange all risk insurance cover in respect of any asset which to safeguard the Municipality's interest.</p> <p>39. The power to take all steps that may be necessary on behalf of the Municipality to comply with the Municipal Finance Management 56 of 2003.</p>		Council										Council - Delegated to Director Management Services/CFO		
Section 59 Municipal Systems Act	Council Resolution	<p><b>Human Resources</b></p> <p>41. The power to terminate after proper notice the services of a temporary employee.</p> <p>42. The power to enter into and sign apprenticeship, learner ship or similar contracts in terms of any schemes which Council has approved, in respect of employees on behalf of Council.</p> <p>43. The power to authorize officials to act in the stead of officials who are legitimately absent or officials who have to fill vacancies temporarily on a higher level than their own in terms of Council policy and authorize the payment thereof.</p> <p>44. The power to negotiate and finalize, subject to Council policy, the removal expenses and temporary accommodation costs to newly appointed staff residing outside the jurisdictional areas of the Municipality subject to applicable Council policy</p> <p>45. The power to authorize in accordance with Council policy, the payment of travelling and subsistence allowance of applicants for vacant Council positions</p> <p>46. The power to authorize study bursaries for officials in accordance with any resolution of the Council or applicable legislation or policy of the Council</p> <p>47. The power to authorize refunds of subsistence and travelling costs actually incurred by officials in the course of their duties at the scale as provided for in the travel and subsistence policy of Council.</p> <p>48. The power to recommend the approval of an</p>		Council										Council - Delegated to Director Management Services/CFO		





MUNICIPAL FINANCE AND GOVERNANCE DELEGATIONS				Responsibility	DELEGATION CHANNEL											
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Section 59 Municipal Systems Act	Council Resolution	<b>Manager Health</b> 4. The power to enforce the relevant provisions of the following Acts, including all the Regulations and By-laws promulgated there-under and to institute prosecution should the need arise; inter alia: (a) The National Health Act 61 of 2003. (b) The Medical, Dental and Supplementary 56 Act of 1974. (c) Health Professions Act 56 of 1974. (d) The Pharmacy Act 5 of 1974. (e) The Medicines and Related Substances Act 101 of 1965. (f) The Sterilisation Act 44 of 1998. (g) The Choice on Termination of Pregnancy Act 92 of 1996. (h) The Health Standards in Traditional Circumcision Act 6 of 2001. (i) The National Health Laboratory Services Act 37 of 2000. (j) The Hazardous Substances Act 15 of 1973. (k) The National Road Traffic Act 93 of 1996. (l) The Mines and Works Act 50 of 1956. (m) The Mineral and Petroleum Resources Development Act 28 of 2002. (n) The National Environmental Management Act 107 of 1998. (o) The National Environmental Management Air Quality Act 39 of 2004.		Council												Manager Health
Section 59 Municipal Systems Act	Council Resolution	<b>Manager Health</b> (p) The Fire Brigade Ordinance 14 of 1978. (q) The National Building Standards Act 103 of 1977 (r) The National Veld and Forest Fire Act 101 of 1998 (s) SABS 0400 (on the application of the National Building Regulation). (t) The Foodstuffs, Cosmetics and Disinfectant Act 54 of 1972. (u) The Atmospheric Pollution Prevention Act 45 of 1945. (v) The National Water Act 40 of 1998. (w) The Meat Safety Act 40 of 2000. (x) The Tobacco Control Act 83 of 1993 (y) The public health aspect of: (i) The Children's Act 38 of 2005. (ii) The child Care Act 74 of 1983. (iii) The Mental Health Care Act 17 of 2002. (iv) The Older Persons Act 13 of 2006. (v) The prevention and Treatment of Drug Dependency Act 20 of 1992 (vi) The Disaster Management Act 57 of 2002.		Council												Manager Health
Section 59 Municipal Systems Act	Council Resolution	<b>Specific Delegations - Manager Local Economic Development and Tourism</b> The following powers are hereby delegated to the Manager: Local Economic Development and Tourism, which powers he or she may from time to time exercise in consultation with the Municipal Manager: 1 The power to let and cancel the letting of facilities at resorts, including the marketing and administration thereof. 2 The power to let to persons or organizations equipment at resorts (i.e. chairs, deck-chairs, trestle tables) at the prescribed tariff approved by Council. 3 The power to approve the erection of any notice- boards or warning signs on property falling under the control of the Directorate. 4 The power to subject to the Supply Chain Management Policy, purchase of material. 5 The power to let or cancel the letting of amenities at the resorts (halls). 6 The power to approve or refuse application for the hire of dwelling units at resorts and other recreational facilities under the control of the Directorate		Council												Manager LED and Tourism

MUNICIPAL FINANCE AND GOVERNANCE DELEGATIONS				Responsibility	DELEGATION CHANNEL											
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Section 59 Municipal Systems Act	Council Resolution	<p><b>Specific Delegations - Director Community Services</b></p> <p>The following powers are hereby delegated to the Director: Community Services, which powers he may from time to time exercise in consultation with the Municipal Manager:</p> <ol style="list-style-type: none"> <li>1. The power to grant approval for the attendance of training courses by Fire Fighting staff, as well as other personnel to whom it may apply in terms of Council policy.</li> <li>3. The power to exercise any powers and perform any duties delegated or assigned in terms of Section 14 of the Disaster Management Act 57 of 2002, or any relevant provisions of the Act.</li> <li>4. The power to exercise any powers and perform any duties delegated or assigned in terms of the Fire Brigade Act 99 of 1990 to enforce the provisions of the Act.</li> <li>5. The power to approve, subject to the concurrence of the Director Community Services, applications for permission to install tanks and pumps or other delivery devices for the storage, sale or distribution of petrol or petroleum products.</li> <li>6. The duty to perform and execute all powers, functions and duties in terms of the National Veld and Forest Fire Act of 1998 including but not limited to, training of staff regarding veld fire prevention, management and control and to prevent and fight veld fires in terms of this Act and any other relevant legislation</li> <li>7. The power to protect Councils' assets and to take whatever action necessary to ensure the security of all municipal assets and personnel.</li> </ol>		Council											Council - Delegated to Director Community Services	