

Delegation No.	ACT, REGULATION, BY-LAW POLICY	MATTERS	Reference No.	Power/Duty	Applicable conditions	Duty of	Delegated to	Sub-delegated to	Remarks	Report
1	GENERAL DELEGATIONS TO THE EXECUTIVE MAYOR	CIVIC AND CEREMONIAL DUTIES	1	To receive and interview representatives and delegations from international and national agencies, public interest groups etc.		Council	Executive Mayor	None		
2	GENERAL DELEGATIONS TO THE EXECUTIVE MAYOR	CIVIC AND CEREMONIAL DUTIES	2	To represent the Council at meetings and functions other than those outside bodies to which Councillors have been nominated.		Council	Executive Mayor	None		
3	GENERAL DELEGATIONS TO THE EXECUTIVE MAYOR	CIVIC AND CEREMONIAL DUTIES	3	To make media statements on all matters on behalf of the municipality		Council	Executive Mayor/ Municipal Manager	None		
4	GENERAL DELEGATIONS TO THE EXECUTIVE MAYOR	CIVIC AND CEREMONIAL DUTIES	4	To perform ceremonial duties including the following:-		Council	Executive Mayor	None	May be sub delegated to Deputy Executive Mayor/Mayoral Committee	
5	GENERAL DELEGATIONS TO THE EXECUTIVE MAYOR	CIVIC AND CEREMONIAL DUTIES	a)	· Opening projects, civic functions and events, and new buildings;		Council	Executive Mayor	None		
6	GENERAL DELEGATIONS TO THE EXECUTIVE MAYOR	CIVIC AND CEREMONIAL DUTIES	b)	· Hosting and welcoming dignitaries		Council	Executive Mayor	None		
7	GENERAL DELEGATIONS TO THE EXECUTIVE MAYOR	CIVIC AND CEREMONIAL DUTIES	5	To present a medal, memento, address or other commemorative token to: -		Council	Executive Mayor	None		
8	GENERAL DELEGATIONS TO THE EXECUTIVE MAYOR	CIVIC AND CEREMONIAL DUTIES	a)	· any person who holds or has held office as a councillor (excluding aldermanship);		Council	Executive Mayor	None		
9	GENERAL DELEGATIONS TO THE EXECUTIVE MAYOR	CIVIC AND CEREMONIAL DUTIES	b)	· any person who is or was an employee of the council, for long or outstanding service with the council;		Council	Executive Mayor	None		
10	GENERAL DELEGATIONS TO THE EXECUTIVE MAYOR	CIVIC AND CEREMONIAL DUTIES	c)	· public dignitaries, in commemoration of a public event of local or international importance, or		Council	Executive Mayor	None		

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11	GENERAL DELEGATIONS TO THE EXECUTIVE MAYOR	CIVIC AND CEREMONIAL DUTIES	d)	any person –		Council	Executive Mayor	None		
12	GENERAL DELEGATIONS TO THE EXECUTIVE MAYOR	CIVIC AND CEREMONIAL DUTIES		(i) for gaining distinction in a public examination		Council	Executive Mayor	None		
13	GENERAL DELEGATIONS TO THE EXECUTIVE MAYOR	CIVIC AND CEREMONIAL DUTIES		(ii) for performing an act of bravery within its municipal area, or		Council	Executive Mayor	None		
14	GENERAL DELEGATIONS TO THE EXECUTIVE MAYOR	CIVIC AND CEREMONIAL DUTIES		(iii) for a meritorious achievement within its municipal area.		Council	Executive Mayor	None		
15	GENERAL DELEGATIONS TO THE EXECUTIVE MAYOR	CIVIC AND CEREMONIAL DUTIES	6	To enter into co-operative agreements with other cities, pledges on international matters of public interest, provided that these do not create any financial obligations		Council	None	None		
16	GENERAL DELEGATIONS TO THE EXECUTIVE MAYOR	CORPORATE ENTITIES, UTILITIES, AGENCIES	1	To appoint and nominate to, or remove or recall municipal representatives from the board of any corporate entity, utility or agency in terms of an agreement or other legal instrument governing such appointment or nomination.		Council	Executive Mayor	None	Designated in terms of Section60 (3) Structures Act	
17	GENERAL DELEGATIONS TO THE EXECUTIVE MAYOR	CORPORATE ENTITIES, UTILITIES, AGENCIES	2	To nominate to, or remove or recall Councillors from outside bodies		Council	Executive Mayor	None		
18	GENERAL DELEGATIONS TO THE EXECUTIVE MAYOR	CORPORATE ENTITIES, UTILITIES, AGENCIES	3	To appoint to, remove or recall a director of a municipal entity, appointed or nominated by the municipality, in accordance with sections 93 E and G of the <i>Systems Act</i> .		N/A	N/A	N/A	N/A	
19	GENERAL DELEGATIONS TO THE EXECUTIVE MAYOR	CORPORATE ENTITIES, UTILITIES, AGENCIES	4	To designate a councillor as municipal representative in terms of section 93D of the <i>Systems Act</i> and to instruct the municipal representative how to exercise the municipality's rights and responsibilities as a shareholder		Council	Executive Mayor	None		
20	GENERAL DELEGATIONS TO THE EXECUTIVE MAYOR	CORPORATE ENTITIES, UTILITIES, AGENCIES	5	To designate an official as municipal representative in terms of section 93D of the <i>Systems Act</i> and to instruct the municipal representative how to exercise the municipality's rights and responsibilities as a shareholder		Council	Municipal Manager	Relevant Director	Only relevant to entities. BM has no entity	
21	GENERAL DELEGATIONS TO THE EXECUTIVE MAYOR	LEGAL MATTERS	1	To institute or defend legal proceedings, in any court, against other organs of state, where all reasonable steps in terms of the principles of co-operative government have failed		Council	Executive Mayor	Municipal Manager		First Council meeting after decision
22	GENERAL DELEGATIONS TO THE EXECUTIVE MAYOR	LEGAL MATTERS	2	To institute or defend any court action in the High Court or Court of equal stature [excluding claims relating to recovery of debt owed to the municipality], in respect of matters referred to in delegation (7)(a) to (d), in his or her sole discretion.		Council	Executive Mayor	Municipal Manager	In any other matter this delegation is to be exercised, after considering a recommendation from the Municipal Manager.	First Council meeting after decision
23	GENERAL DELEGATIONS TO THE EXECUTIVE MAYOR	LEGAL MATTERS	3	To institute or defend arbitration proceedings in matters where it otherwise would have been dealt with in the High Court or a court of equal stature, in respect of matters referred to in delegation (7)(a) to (d), in his or her sole discretion.		Council	Executive Mayor	Municipal Manager	In any other matter this delegation is to be exercised, after considering a recommendation from the Municipal Manager.	First Council meeting after decision

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24	GENERAL DELEGATIONS TO THE EXECUTIVE MAYOR	LEGAL MATTERS	4	To institute or defend appeal proceedings in the High Court or a court of equal stature, Supreme Court of Appeal or the Constitutional Court, in respect of matters referred to in paragraph (7)(a) to (d), in his or her sole discretion.		Council	Executive Mayor	None		First Council meeting after decision
25	GENERAL DELEGATIONS TO THE EXECUTIVE MAYOR	LEGAL MATTERS	5	To settle after considering a recommendation from the Municipal Manager:		Council	Executive Mayor	Accounting Officer	For settlement of amounts below the amounts mentioned – see delegations to the MM	First Council meeting after decision
26	GENERAL DELEGATIONS TO THE EXECUTIVE MAYOR	LEGAL MATTERS		- any action instituted in any competent court excluding magistrates' court;		Council	Executive Mayor	Accounting Officer		
27	GENERAL DELEGATIONS TO THE EXECUTIVE MAYOR	LEGAL MATTERS	a)	- arbitration referred to in 3 above;		Council	Executive Mayor	Accounting Officer		
28	GENERAL DELEGATIONS TO THE EXECUTIVE MAYOR	LEGAL MATTERS		- any other arbitration where the value of the settlement exceeds R250 000 ;		Council	Executive Mayor	Accounting Officer		
29	GENERAL DELEGATIONS TO THE EXECUTIVE MAYOR	LEGAL MATTERS	b)	- any debt in a High Court in excess of R10 000 000,00.		Council	None	None		
30	GENERAL DELEGATIONS TO THE EXECUTIVE MAYOR	LEGAL MATTERS	7	To obtain and procure legal opinions including Senior Council's on any matter, excluding the following:		Council	Municipal Manager	All Directors		
31	GENERAL DELEGATIONS TO THE EXECUTIVE MAYOR	LEGAL MATTERS	a)	- the appointment, composition, powers and functions of political office bearers and political structures of Council;		Council	Executive Mayor	None		
32	GENERAL DELEGATIONS TO THE EXECUTIVE MAYOR	LEGAL MATTERS	b)	- the appointment, discipline and conditions of service of the Municipal Manager;		Council	Executive Mayor	None		
33	GENERAL DELEGATIONS TO THE EXECUTIVE MAYOR	LEGAL MATTERS	c)	- the appointment, discipline and conditions of service of Managers directly accountable to the Municipal Manager; and		Council	Municipal Manager	None		
34	GENERAL DELEGATIONS TO THE EXECUTIVE MAYOR	LEGAL MATTERS	d)	- any matter affecting the constitutional powers of the municipality.		Council	Municipal Manager	None		
35	GENERAL DELEGATIONS TO THE EXECUTIVE MAYOR	LEGAL MATTERS	8	To formulate comments on proposed national and provincial legislation, regulations, policy frameworks, etc. based on recommendations from the relevant council committee, except in those instances where time constraints make this impossible, in which case the Executive Mayor may act of his or her own accord.		Council	Municipal Manager	Relevant Director		
36	GENERAL DELEGATIONS TO THE EXECUTIVE MAYOR	LEGAL MATTERS	9	To appoint and procure the services of lawyers, attorneys and Council to provide professional assistance including that of Senior Council on any matter.		Council	Municipal Manager	Relevant Director		
37	GENERAL DELEGATIONS TO THE EXECUTIVE MAYOR	HUMAN RESOURCE MATTERS	1	To determine a short list of candidates for appointment as Municipal Manager, to interview these candidates and to make recommendations to Council on a preferred candidate.		Council	Executive Mayor	None	Designated in terms of Section60 (3) Structures Act	First Council meeting after decision
38	GENERAL DELEGATIONS TO THE EXECUTIVE MAYOR	HUMAN RESOURCE MATTERS	2	To determine, after consultation with the Municipal Manager, a short list of candidates for appointment as managers directly accountable to the Municipal Manager; to interview these candidates and to make recommendations to Council on the preferred candidates		Council	Executive Mayor	None	Designated in terms of Section60 (3) Structures Act	First Council meeting after decision
39	GENERAL DELEGATIONS TO THE EXECUTIVE MAYOR	HUMAN RESOURCE MATTERS	3	To exercise the rights and obligations of Council in terms of the employment contracts of the Municipal Manager and managers directly accountable to the Municipal Manager, excluding disciplinary matters.		Council	Executive Mayor	None	Designated in terms of Section 60 (3) Structures Act	

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40	GENERAL DELEGATIONS TO THE EXECUTIVE MAYOR	HUMAN RESOURCE MATTERS	4	To authorize, after consultation with the Municipal Manager, members of staff to attend congresses, workshops, meetings of institutes etc. outside the borders of the RSA.		Council	Executive Mayor	None		First Council meeting after decision
41	GENERAL DELEGATIONS TO THE EXECUTIVE MAYOR	HUMAN RESOURCE MATTERS	5	To authorize the Municipal Manager to attend congresses, workshops, meetings, court and related legal engagements outside the boundaries of the municipality and abroad.		Council	Executive Mayor	None		First Council meeting after decision
42	GENERAL DELEGATIONS TO THE EXECUTIVE MAYOR	HUMAN RESOURCE MATTERS	6	To grant the Municipal Manager leave and sick leave.		Council	Executive Mayor	None		
43	GENERAL DELEGATIONS TO THE EXECUTIVE MAYOR	HUMAN RESOURCE MATTERS	7	To appoint an Acting Municipal Manager and/or Acting Managers directly accountable to the Municipal Manager		Council	Executive Mayor	None	Together with Mayoral Committee	
44	GENERAL DELEGATIONS TO THE EXECUTIVE MAYOR	FINANCIAL AND AUDIT MATTERS	1	To consider audit reports and to make recommendations to Council.		Council	Executive Mayor	Municipal Manager	Designated in terms of Section60 (3) Structures Act	
45	GENERAL DELEGATIONS TO THE EXECUTIVE MAYOR	FINANCIAL AND AUDIT MATTERS	2	To authorize audit investigations.		Council	Executive Mayor	Municipal Manager		
46	GENERAL DELEGATIONS TO THE EXECUTIVE MAYOR	FINANCIAL AND AUDIT MATTERS	3	To procure and authorize forensic investigations into alleged irregularities where the Municipal Manager and managers directly accountable to him/her may be implicated.		Council	Executive Mayor	None	Subject to prior consultation with the Audit Committee	
47	GENERAL DELEGATIONS TO THE EXECUTIVE MAYOR	FINANCIAL AND AUDIT MATTERS	4	To determine from time to time the maximum amount that the Municipal Manager may authorize in respect of the transfer of operational and capital expenditure (within a single function).		Council	Executive Mayor	None		
48	GENERAL DELEGATIONS TO THE EXECUTIVE MAYOR	FINANCIAL AND AUDIT MATTERS	5	To authorize the transfer of operational and capital expenditure (within a single function) over and above the maximum amount of R 400 000,00 or an amended amount as determined by the Executive Mayor from time to time.		Council	Executive Mayor	Municipal Manager		
49	GENERAL DELEGATIONS TO THE EXECUTIVE MAYOR	FINANCIAL AND AUDIT MATTERS	6	To incur expenditure necessary for the performance of the functions in the office of the Executive Mayor within budget.		Council	Executive Mayor	Municipal Manager		
50	GENERAL DELEGATIONS TO THE EXECUTIVE MAYOR	FINANCIAL AND AUDIT MATTERS	7	To write off individual bad debts exceeding		Council	None	None		
51	GENERAL DELEGATIONS TO THE EXECUTIVE MAYOR	FINANCIAL AND AUDIT MATTERS		R500 000, 00 on the recommendation of the Chief Financial Officer, provided that: -		Council	None	None		
52	GENERAL DELEGATIONS TO THE EXECUTIVE MAYOR	FINANCIAL AND AUDIT MATTERS	a)	- an individual bad debt written off shall not exceed R1 million, and		Council	None	None		
53	GENERAL DELEGATIONS TO THE EXECUTIVE MAYOR	FINANCIAL AND AUDIT MATTERS	b)	- an individual bad debt shall not be split into parts or items of a lesser value merely to avoid complying with the restriction of R1million		Council	None	None		
54	GENERAL DELEGATIONS TO THE EXECUTIVE MAYOR	FINANCIAL AND AUDIT MATTERS	8	To decide in terms of section 12(4) of the MFMA the circumstances in which money may be withdrawn by the Accounting Officer from a separate bank account of the Municipality established for relief, charitable, trusts or other funds.		Council	Executive Mayor	None	Together with Mayoral Committee	
55	GENERAL DELEGATIONS TO THE EXECUTIVE MAYOR	FINANCIAL AND AUDIT MATTERS	9	To receive any grant, donation or gift and to agree to the conditions in terms of which said are made and to authorize the signing of any related documentation.		Council	Executive Mayor	Municipal Manager		

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56	GENERAL DELEGATIONS TO THE EXECUTIVE MAYOR	GENERAL MATTERS	1	To consult with the national and provincial spheres of government, the local and other district municipalities and organized local government with respect to the powers and functions of municipalities including the division, assignment, delegation and the exercise of such powers and functions on an agency basis and to determine strategies that will inform such consultations.		Council	Executive Mayor	Municipal Manager and Relevant Directors		
57	GENERAL DELEGATIONS TO THE EXECUTIVE MAYOR	GENERAL MATTERS	2	To determine appropriate actions to be taken arising from consultations referred to (1) above.		Council	Executive Mayor	Municipal Manager and Relevant Directors		
58	GENERAL DELEGATIONS TO THE EXECUTIVE MAYOR	GENERAL MATTERS	4	To exercise during recess any power of the Council and/or its political structures, as well as designated powers, after consultation with the Municipal Manager, or if the Municipal Manager is not available in consultation with the Chief Financial Officer, provided that: -		Council	Executive Mayor	None		
59	GENERAL DELEGATIONS TO THE EXECUTIVE MAYOR	GENERAL MATTERS	a)	- the failure to exercise such power as a matter of urgency would have a substantial detrimental impact on the municipality and/or its services; and/or its people;		Council	Executive Mayor	None		
60	GENERAL DELEGATIONS TO THE EXECUTIVE MAYOR	GENERAL MATTERS	b)	- the delegation excludes the exercise of all powers reserved for Council in terms of the law;		Council	Executive Mayor	None		
61	GENERAL DELEGATIONS TO THE EXECUTIVE MAYOR	GENERAL MATTERS	c)	- where the public interest so demands, this power be exercised after consultation with as many members of the Mayoral Committee as reasonably possible		Council	Executive Mayor	None		
62	GENERAL DELEGATIONS TO THE EXECUTIVE MAYOR	GENERAL MATTERS	5	To establish and determine the terms of reference of sub-committees of the Mayoral Committee, and other ad-hoc task-teams, working groups and committees of investigation established by the Executive Mayor and to appoint members and chairpersons thereof		Council	Executive Mayor	None		
63	GENERAL DELEGATIONS TO THE EXECUTIVE MAYOR	GENERAL MATTERS	6	To recover unauthorized, irregular or fruitless or wasteful expenditure from political office bearers, the Municipal Manager and managers directly accountable to the Municipal Manager and any former councillor(s) or former Municipal Managers and former managers directly accountable to the Municipal Manager or former Municipal Manager.		Council	Executive Mayor	None		
64	GENERAL DELEGATIONS TO THE EXECUTIVE MAYOR	GENERAL MATTERS	7	To perform the functions and exercise the delegations of the Speaker in terms of the Code of Conduct for Councillors where the Speaker is allegedly in breach of the said Code.		Council	Executive Mayor	None		
65	GENERAL DELEGATIONS TO THE EXECUTIVE MAYOR	GENERAL MATTERS	8	To authorize the payment of a reward exceeding:		Council	Executive Mayor	None		
66	GENERAL DELEGATIONS TO THE EXECUTIVE MAYOR	GENERAL MATTERS		R20 000 but not more than R100 000 to any person who furnishes information leading to the successful criminal prosecution of any person who has committed any criminal act against the Municipality, any municipal entity as defined in the Systems Act and which is owned-controlled and/or effectively managed by the Municipality and any Councillor or official of the Municipality. (b)		Council	Executive Mayor	None		

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67	GENERAL DELEGATIONS TO THE EXECUTIVE MAYOR	GENERAL MATTERS	9	To authorize the payment of a reward exceeding		Council	Executive Mayor	None		
68	GENERAL DELEGATIONS TO THE EXECUTIVE MAYOR	GENERAL MATTERS		R20 000 but not more than R100 000 to any person who furnishes information leading to Council achieving substantial savings, recovering monies due to it and/or the implementation of measures which substantially improve the manner in which it conducts its operations.		Council	Executive Mayor	None		
69	GENERAL DELEGATIONS TO THE EXECUTIVE MAYOR	GENERAL MATTERS	10	To facilitate the establishment and operation of neighbourhood watches.		Council	Executive Mayor	None		
70	GENERAL DELEGATIONS TO THE SPEAKER	LEGAL MATTERS	1	To obtain a legal opinion, including opinion from Senior Counsel, on any matter related to his or her powers, duties and functions in respect of the following:		Council	Speaker	N/A		
71	GENERAL DELEGATIONS TO THE SPEAKER	LEGAL MATTERS		(a) Disciplinary investigations in terms of the <i>Code of Conduct relating to Councillors</i>		Council	Speaker	N/A		
72	GENERAL DELEGATIONS TO THE SPEAKER	LEGAL MATTERS		(b) Rules of meetings of political structure and meeting procedure		Council	Speaker	N/A		
73	GENERAL DELEGATIONS TO THE SPEAKER	LEGAL MATTERS		(c) Appeals Committee		Council	Speaker	N/A		
74	GENERAL DELEGATIONS TO THE SPEAKER	LEGAL MATTERS		(d) Political office bearers and political structures of council.		Council	Speaker	N/A		
75	GENERAL DELEGATIONS TO THE SPEAKER	LEGAL MATTERS	2	To provide legal representation, in terms of section 109A of the <i>Systems Act</i> , for the Executive Mayor where-		Council	Speaker	N/A		
76	GENERAL DELEGATIONS TO THE SPEAKER	LEGAL MATTERS		(a) legal proceedings have been instituted against the Executive Mayor as a result of any act or omission by the Executive Mayor in the exercise of his or her powers or the performance of his or her duties; or		Council	Speaker	N/A		
77	GENERAL DELEGATIONS TO THE SPEAKER	LEGAL MATTERS		(b) The Executive Mayor has been summoned to attend any inquest or inquiry arising from the exercise of his or her powers or the performance of his or her duties		Council	Speaker	N/A		
78	GENERAL DELEGATIONS TO THE SPEAKER	POLICY	1	To determine policy and oversee the use of the Council Chamber in terms of such policy.		Council	Speaker	Municipal Manager		
79	GENERAL DELEGATIONS TO THE SPEAKER	WARD COMMITTEES	1	To determine administrative arrangements to enable Ward Committees to perform their functions and exercise their powers effectively.		Council	Speaker	None		
80	GENERAL DELEGATIONS TO THE SPEAKER	WARD COMMITTEES	2	To oversee the establishment and coordination of the Ward Committees.		Council	Speaker	None		
81	GENERAL DELEGATIONS TO THE SPEAKER	POLITICAL OVERSIGHT	1	To monitor and report on the performance of Ward Committees.		Council	Speaker	None		
82	GENERAL DELEGATIONS TO THE SPEAKER	POLITICAL OVERSIGHT	2	To make recommendations to Council in respect of the dissolution of Ward Committees which fail to fulfill their objectives.		Council	Speaker	None		
83	GENERAL DELEGATIONS TO THE SPEAKER	FINANCIAL MATTERS	1	To incur expenditure necessary for the performance of the functions in the office of the Speaker within budget.		Council	Speaker	None		
84	GENERAL DELEGATIONS TO THE SPEAKER	GENERAL MATTERS	1	Subject to relevant legislation, to permit a councillor or an official to disclose any privileged or confidential information of the council or a committee to any unauthorised person, in terms of item 10 of the <i>Code of Conduct for Councillors</i> . For the purpose of this item "privileged or confidential information" includes any information-		Council	Speaker	None		
85	GENERAL DELEGATIONS TO THE SPEAKER	GENERAL MATTERS		(a) determined by the municipal council or a committee to be privileged or confidential;		Council	Speaker	None		

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86	GENERAL DELEGATIONS TO THE SPEAKER	GENERAL MATTERS		(b) discussed in closed session by the council or committee;		Council	Speaker	None		
87	GENERAL DELEGATIONS TO THE SPEAKER	GENERAL MATTERS		(c) disclosure of which would violate a person's right to privacy; or		Council	Speaker	None		
88	GENERAL DELEGATIONS TO THE SPEAKER	GENERAL MATTERS		(d) declared to be privileged, confidential or secret in terms of law.		Council	Speaker	None		
89	GENERAL DELEGATIONS TO THE SPEAKER	GENERAL MATTERS	2	To determine the development needs of councillors after consultation with the party whips.		Council	Speaker	None		
90	GENERAL DELEGATIONS TO THE SPEAKER	GENERAL MATTERS	3	To determine a programme of training for the development needs of councillors.		Council	Speaker	None		
91	GENERAL DELEGATIONS TO THE SPEAKER	GENERAL MATTERS	4	To approve the facilitation and coordination of Councillor development and capacity building.		Council	Speaker	None		
92	GENERAL DELEGATIONS TO THE SPEAKER	GENERAL MATTERS	5	To recommend to the Executive Mayor which Councillors should serve on outside bodies.		Council	Speaker	None		
93	GENERAL DELEGATIONS TO THE SPEAKER	GENERAL MATTERS	6	To ensure that whips monitor whether councillors report back to constituencies as required in the preamble to the <i>Code of Conduct</i> and to quarterly report to council on compliance therewith.		Council	Speaker	None		
94	GENERAL DELEGATIONS TO THE SPEAKER	GENERAL MATTERS	7	To appoint an initiator to present a case against a councillor for contravention of the <i>Code of Conduct for Councillors</i> at a disciplinary hearing and to undertake any investigation in connection therewith.		Council	Speaker	None		
95	GENERAL DELEGATIONS TO THE SPEAKER	GENERAL MATTERS	8	To authorize forensic investigations into financial irregularities where councillors may be implicated, upon receipt of at least one written complaint to that effect.		Council	Speaker	None	After consultation with the Audit Committee	
96	GENERAL DELEGATIONS TO THE SPEAKER	GENERAL MATTERS	9	To disclose in terms of Council policy the financial interests referred to in item 5A(1) of the <i>Code of Conduct for Municipal Staff Members</i> that may be made public.		Council	Speaker	None		
97	GENERAL DELEGATIONS TO THE SPEAKER	GENERAL MATTERS	10	To authorize Councillors to attend or undertake congresses, workshops, meetings and study tours which are relevant to Council, <u>within or outside</u> the RSA		Council	1. In the case of a councillor, the Speaker 2. In the case of the Speaker, the Executive Mayor	None		
98	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	LEGAL MATTERS	1	To, in consultation with the Executive Mayor, settle any legal action in any competent court or forum recognised by law, in respect of the recovery of debt to Council should it be in the interest of Council provided that this amount does not exceed R10 000 000.		Council	Municipal Manager	None	This power may not be sub-delegated.	
99	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	LEGAL MATTERS	2	To lay criminal charges or authorise any official to lay criminal charges with the South African Police Service in respect of any criminal act perpetrated by a councillor, employee, agent, contractor, supplier or service provider where such act impacts on the interests of the municipality.		Municipal Manager	Relevant Director	Relevant Manager	In case of Councillors the Speaker must first be consulted. When officials intend to lay charges, the Manager to be consulted	
100	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	LEGAL MATTERS	3	To settle any arbitration that is not before any court up to an amount of not more than R 250 000,00.		Council	Municipal Manager	None		
101	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	LEGAL MATTERS	4	Authorise the instituting or defending of any court action in the High Court or Court of equal stature.		Council	Municipal Manager	Relevant Director	After consultation with Municipal Manager	

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102	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	LEGAL MATTERS	5	Approve contents of all legal notices required		Municipal Manager	Relevant Director	Relevant Manager	Responsibility for placement of notices – line function	
103	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	LEGAL MATTERS	6	Signing of correspondence on behalf of Bergrivier Municipality		Municipal Manager	Relevant Director	Relevant Manager		
104	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	LEGAL MATTERS	7	Abandon right of pre-emption in respect of immovable property sold by Council.		Council	Municipal Manager	None	Only in respect of properties where the development thereon has been completed.	
105	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	LEGAL MATTERS	8	Authorising the obtaining of legal opinion		Council	Municipal Manager (Attorneys and senior council)	Relevant Director	After consultation with Municipal Manager and within approved budget	
106	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	LEGAL MATTERS	9	Appointment of attorneys for debt collection		Council	Municipal Manager	Director Financial Services		
107	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	LEGAL MATTERS	10	To formulate comments on proposed national and provincial legislation, regulations, policy frameworks, etc. based on recommendations from the relevant council committee, except in those instances where time constraints make this impossible, in which case the Executive Mayor may act of his or her own accord.		Council	Municipal Manager	Relevant Director		
108	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	LEGAL MATTERS	11	To deal with legal action and claims, including the initiation, dealing with or settlement of such on behalf of the municipality		Council	Municipal Manager	None		
109	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	LEGAL MATTERS	12	Defending or opposing any legal process, whether civil or criminal, against the municipality		Council	Municipal Manager	Relevant Director	After consultation with Municipal Manager	
110	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	LEGAL MATTERS	13	Submitting or opposing an appeal to a higher court or other judicial tribunal in respect of a judgment handed down by a lower court or tribunal		Council	Municipal Manager	None		
111	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	LEGAL MATTERS	14	To deal with arbitrations, including the initiation, dealing with or settlement of such on behalf of the municipality		Council	Municipal Manager	Relevant Director		
112	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	LEGAL MATTERS	15	Obtaining the services of an attorney or advocate for official purposes		Council	Municipal Manager	Relevant Director		
113	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	LEGAL MATTERS	16	Incurring expenses relating to obtaining the services of investigators to obtain evidence in cases of alleged irregular conduct or misconduct		Council	Municipal Manager	Relevant Director		
114	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	LEGAL MATTERS	17	Administering and letting all municipal land and buildings, formulating recommendations relating to the disposal of such property, determining whether or not to cancel leases where the terms or conditions thereof have been breached by lessees and instituting legal proceedings for the eviction of lessees consequent upon such cancellation and for the recovery of monies owing to the municipality where such cancellation arose from the lessees default in making timeous payment of such monies		Council	Municipal Manager	Relevant Director		
115	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	LEGAL MATTERS	18	Deciding on and acting in matters of exigency requiring an immediate decision and giving such instructions as he/she deems appropriate in the circumstances either on his/her own initiative or where he/she is available, after consultation with the Executive Mayor.		Council	Municipal Manager	None		

Delegation No.	ACT, REGULATION, BY-LAW POLICY	MATTERS	Reference No.	Power/Duty	Applicable conditions	Duty of	Delegated to	Sub-delegated to	Remarks	Report
116	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	LEGAL MATTERS	19	Executing all documents, deposing to founding affidavits and taking such other action as may be necessary in connection with authorised legal proceedings of any kind		Municipal Manager	Relevant Director	Relevant Manager		
117	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	LEGAL MATTERS	20	Waiving provisions of section 3 of the Institution of Legal Proceedings Against Certain Organs of State Act, 2002 (Act 40 of 2002) where claims are brought against the municipality after the prescribed period where – (1) the delays have not been prejudicial to the municipality's interests, or (2) by reason of special circumstances the claimant could not reasonably have been expected to serve notice within the prescribed period.		Council	Municipal Manager	None		
118	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	LEGAL MATTERS	21	Instructing attorneys to defend the municipalities employees and/or Councillors in criminal and/or civil cases arising out of any act or thing done or omitted by such employee in the exercise of powers, duties and functions		Council	Municipal Manager	None		
119	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	LEGAL MATTERS	22	Signing of contracts and allocating official tele- and mobile phones to employees according to the policy		Municipal Manager	Director Corporate Services	Manager Administration		
120	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	LEGAL MATTERS	23	Signing, authenticating and/or executing documents relating to the transfer or acquisition of immovable property		Municipal Manager	None	None		
121	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	LEGAL MATTERS	24	Signing, authenticating and/or executing any other document the signing, authentication or execution of which had not been delegated to another person		Municipal Manager	None	None		
122	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	LEGAL MATTERS	25	Signing, authenticating and/or executing contracts relating to the construction of buildings and civil works		Municipal Manager	Director Technical Services	None		
123	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	LEGAL MATTERS	26	Signing, authenticating and/or executing a declaration by a seller for the payment of transfer duties in connection with all property transactions, including declarations concerning buildings constructed with funds obtained from the state, including the national or provincial housing fund		Municipal Manager	Director Financial Services	Manager Revenue Management		
124	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	LEGAL MATTERS	27	Signing, authenticating and/or executing contracts for the acquisition and alienation of immovable property and rights in respect thereof		Municipal Manager	None	None		
125	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	LEGAL MATTERS	28	Signing, authenticating and/or executing contracts for the leasing of property by or to the municipality		Municipal Manager	None	None		
126	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	LEGAL MATTERS	29	Signing, authenticating and/or executing any and all documentation regarding the registration of immovable property in the municipality's name, irrespective of the manner in which such property was acquired		Municipal Manager	None	None		
127	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	LEGAL MATTERS	30	Signing, authenticating and/or executing contracts which may be necessary for the alienation of any rights of the municipality in immovable property owned by the municipality		Council	Municipal Manager	None		

Delegation No.	ACT, REGULATION, BY-LAW POLICY	MATTERS	Reference No.	Power/Duty	Applicable conditions	Duty of	Delegated to	Sub-delegated to	Remarks	Report
128	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	LEGAL MATTERS	31	Signing, authenticating and/or executing any and all documentation relating to the expropriation of immovable property by the municipality		Council	Municipal Manager	None		
129	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	LEGAL MATTERS	32	Signing, authenticating and/or executing any and all documents relating to the registration in favour of the council or another party of servitudes and notarial deeds		Municipal Manager	None	None		
130	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	LEGAL MATTERS	33	Signing, authenticating and/or executing contracts for the handling and disposal of waste		Municipal Manager	Director Technical Services	None		
131	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	LEGAL MATTERS	34	Signing, authenticating and/or executing any and all documents relating to obtaining statutory required permits and licences, including the establishment, extension and closing of landfill sites and cemeteries and the treatment and disposal of wastewater and industrial effluent		Municipal Manager	Director Technical Services	None		
132	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	LEGAL MATTERS	35	Signing, authenticating and/or executing contracts relating to the provision of water and electricity to the municipality whether in bulk or retail quantities		Municipal Manager	All Directors	None		
133	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	LEGAL MATTERS	36	Granting permission to persons to examine the records of the municipality for research purposes		Municipal Manager	All Directors	All Managers		
134	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	PROCUREMENT (FOR OTHER PROCUREMENT DELEGATIONS, SEE SCM REGULATIONS)	1	When the interest of the Municipality so demands, to terminate, after consultation with the Legal Services, any contract to which the Municipality is a party.		Council	Municipal Manager	None		
135	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	FINANCIAL MATTERS DERIVED FROM THE SYSTEMS ACT (SECTION 55(2))	1	To make investments on behalf of the municipality within a policy framework determined by the <i>Minister of Finance</i> and the investment of surplus funds in terms of Council policy.		Council	Municipal Manager	None	This power may not be sub-delegated.	
136	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	FINANCIAL MATTERS DERIVED FROM THE SYSTEMS ACT (SECTION 55(2))	2	Authorise the virement of funds on the operational budget		Municipal Manager	Relevant Director	None	Subject to policy	
137	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	FINANCIAL MATTERS DERIVED FROM THE SYSTEMS ACT (SECTION 55(2))	3	Effect payments of all amounts due by Council		Municipal Manager	Director Financial Services	Manager Expenditure & Supply Chain Management		
138	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	FINANCIAL MATTERS DERIVED FROM THE SYSTEMS ACT (SECTION 55(2))	4	Authorise the use of Council vehicles and assets		Municipal Manager	All Directors	All Managers		
139	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	FINANCIAL MATTERS DERIVED FROM THE SYSTEMS ACT (SECTION 55(2))	5	Introduce stocktaking of municipal assets		Municipal Manager	Director Financial Services	Manager Expenditure & Supply Chain Management		
140	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	FINANCIAL MATTERS DERIVED FROM THE SYSTEMS ACT (SECTION 55(2))	6	Authorise the writing off and disposal of redundant stock and redundant or damaged assets		Council	Municipal Manager	Director Financial Services		

Delegation No.	ACT, REGULATION, BY-LAW POLICY	MATTERS	Reference No.	Power/Duty	Applicable conditions	Duty of	Delegated to	Sub-delegated to	Remarks	Report
141	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	FINANCIAL MATTERS DERIVED FROM THE SYSTEMS ACT (SECTION 55(2))	7	Control and maintain record of all assets		Municipal Manager	Director Financial Services	Manager Expenditure & Supply Chain Management		
142	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	FINANCIAL MATTERS DERIVED FROM THE SYSTEMS ACT (SECTION 55(2))	8	Decide to defend liability claims against the Council		Council	Municipal Manager	None		
143	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	FINANCIAL MATTERS DERIVED FROM THE SYSTEMS ACT (SECTION 55(2))	9	Authorise the payment of accounts in respect of payments for which provision is made in the budget		Municipal Manager	All Directors	All Managers		
144	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	FINANCIAL MATTERS DERIVED FROM THE SYSTEMS ACT (SECTION 55(2))	10	Authorise the writing off outstanding debts older than 3 months and less than R300		Council	Municipal Manager	Director Financial Services	Writing off of any amounts in excess of R300 to be submitted to Council for approval.	
145	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	EMERGENCY DECISION-MAKING	1	To decide on and to act in cases requiring an immediate decision, in consultation with the Executive Mayor or Deputy Executive Mayor or Speaker, and if the Executive Mayor or Deputy Executive Mayor or Speaker are not available, then only in exceptional cases the Municipal Manager may act on his/her own initiative; provided that this power –		Council	Municipal Manager	All Directors	In consultation with MM	First Council meeting after decision.
146	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	EMERGENCY DECISION-MAKING		(a) may only be exercised in an emergency or in exceptional circumstances which may severely prejudice and have a detrimental impact on the Municipality and/or its residents, without detracting from the principle of accountability; and		Council	Municipal Manager	All Directors	In consultation with MM	First Council meeting after decision.
147	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	EMERGENCY DECISION-MAKING		(b) cannot be delegated or sub-delegated and whenever it is exercised, a report must be submitted to Council as soon as possible.		Council	Municipal Manager	All Directors	In consultation with MM	First Council meeting after decision.
148	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	FORENSIC INVESTIGATION	1	To authorise forensic investigations in relation to any alleged fraud, corruption or other criminal activity, maladministration and/or negligence on the part of any employee (this does not include managers directly accountable to the Municipal Manager), any agent, contractor, supplier or service provider to the Municipality.		Council	Municipal Manager	None	This power may not be sub-delegated. Subject to prior consultation with the Audit Committee.	Quarterly
149	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	FORENSIC INVESTIGATION	2	To pursue, facilitate and/or represent the Municipality in any appropriate disciplinary, criminal, civil and/or related proceedings flowing from any forensic investigation referred to above.		Council	Municipal Manager	None		
150	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	FORENSIC INVESTIGATION	3	In the performance of any of his/her functions, -		Council	Municipal Manager	None		
151	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	FORENSIC INVESTIGATION		(a) to have access to all immovable property, premises, movable property, including motor vehicles, owned by, under the control of and/or managed by the Municipality.		Council	Municipal Manager	None		

Delegation No.	ACT, REGULATION, BY-LAW POLICY	MATTERS	Reference No.	Power/Duty	Applicable conditions	Duty of	Delegated to	Sub-delegated to	Remarks	Report
152	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	FORENSIC INVESTIGATION		(b) subject to any relevant legislation, have access to, to copy and/or to seize any register, file, document, account, minute and/or other records, whether physical or electronic, of the Municipality and/or any such register, file, document and/or record which may be maintained by any employee, in relation to the performance of his/her official functions;		Council	Municipal Manager	None		
153	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	FORENSIC INVESTIGATION		(c) to have access and to be able to question any employee, whether permanent or temporary, as to his/her official activities and, if necessary, summons any employee, agent, contractor, supplier and/or service provider in such regard; and		Council	Municipal Manager	None		
154	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	FORENSIC INVESTIGATION		(d) to issue appropriate executive instructions to any municipal employee, agent, contractor, supplier and/or service provider in respect of any forensic activity.		Council	Municipal Manager	None		
155	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	HUMAN RESOURCE MATTERS DERIVED FROM THE MUNICIPAL SYSTEMS ACT (SECTION 55(1))	1	Formulates draft policy and procedure in respect of conditions of service and related issues		Municipal Manager	Director Corporate Services	Manager Human Resources Management		
156	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	HUMAN RESOURCE MATTERS DERIVED FROM THE MUNICIPAL SYSTEMS ACT (SECTION 55(1))	2	Appoints agents for advertising, recruitment and assessment of candidates		Council	Director Corporate Services	Manager Human Resources Management		
157	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	HUMAN RESOURCE MATTERS DERIVED FROM THE MUNICIPAL SYSTEMS ACT (SECTION 55(1))	3	Determines guidelines for the appointment of non-permanent staff and their continued employment		Municipal Manager	Director Corporate Services	Manager Human Resources Management		
158	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	HUMAN RESOURCE MATTERS DERIVED FROM THE MUNICIPAL SYSTEMS ACT (SECTION 55(1))	4	Determines competency profiles for posts		Municipal Manager	Director Corporate Services	Manager Human Resources Management		
159	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	HUMAN RESOURCE MATTERS DERIVED FROM THE MUNICIPAL SYSTEMS ACT (SECTION 55(1))	5	Approves the filling of funded vacant posts		Municipal Manager	None	None	In consultation with Director Corporate Services	
160	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	HUMAN RESOURCE MATTERS DERIVED FROM THE MUNICIPAL SYSTEMS ACT (SECTION 55(1))	6	Appoints staff other than referred to in section 56(a), including contract staff		Municipal Manager	None	None	All appointments subject to available funding as per budget.	
161	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	HUMAN RESOURCE MATTERS DERIVED FROM THE MUNICIPAL SYSTEMS ACT (SECTION 55(1))	7	Determines employment offers		Municipal Manager	None	None		

Delegation No.	ACT, REGULATION, BY-LAW POLICY	MATTERS	Reference No.	Power/Duty	Applicable conditions	Duty of	Delegated to	Sub-delegated to	Remarks	Report
162	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	HUMAN RESOURCE MATTERS DERIVED FROM THE MUNICIPAL SYSTEMS ACT (SECTION 55(1))	8	Approves the re-imbursement cost related to interviews of head hunted job applicants		Municipal Manager	Director Corporate Services	Manager Human Resources Management		
163	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	HUMAN RESOURCE MATTERS DERIVED FROM THE MUNICIPAL SYSTEMS ACT (SECTION 55(1))	9	To formulate a process to regularly evaluate the staff establishment, remuneration and conditions of service.		Municipal Manager	Director Corporate Services	Manager Human Resources Management	In consultation with other Directors	
164	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	HUMAN RESOURCE MATTERS DERIVED FROM THE MUNICIPAL SYSTEMS ACT (SECTION 55(1))	10	To determine guidelines to inform the identification of jobs to be designated as scarce skills or premium positions.		Municipal Manager	Director Corporate Services	Manager Human Resources Management	In consultation with other Directors	
165	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	HUMAN RESOURCE MATTERS DERIVED FROM THE MUNICIPAL SYSTEMS ACT (SECTION 55(1))	11	Transfer of staff from one department to another department in accordance with the directives of the Standard Conditions of Service		Municipal Manager	Director Corporate Services	Manager Human Resources Management	In consultation with relevant directors	
166	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	HUMAN RESOURCE MATTERS DERIVED FROM THE MUNICIPAL SYSTEMS ACT (SECTION 55(1))	12	To recommend retirement on the grounds of ill health.		Municipal Manager	All Directors	None	In consultation with Manager Human Resources Management	
167	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	HUMAN RESOURCE MATTERS DERIVED FROM THE MUNICIPAL SYSTEMS ACT (SECTION 55(1))	13	To enter into a contract of employment with a retired staff member (post retirement contract).		Municipal Manager	None	None		
168	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	HUMAN RESOURCE MATTERS DERIVED FROM THE MUNICIPAL SYSTEMS ACT (SECTION 55(1))	14	To authorise re-imbursement for occasional use of an employee's own car on official business.		Municipal Manager	All Directors	All Managers		
169	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	HUMAN RESOURCE MATTERS DERIVED FROM THE MUNICIPAL SYSTEMS ACT (SECTION 55(1))	15	Approves re-location cost of newly appointed staff		Municipal Manager	Director Corporate Services	Manager Human Resources Management		
170	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	HUMAN RESOURCE MATTERS DERIVED FROM THE MUNICIPAL SYSTEMS ACT (SECTION 55(1))	16	Authorise the allocation of essential transport allowances		Municipal Manager	All Directors	None	Within approved budget	
171	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	HUMAN RESOURCE MATTERS DERIVED FROM THE MUNICIPAL SYSTEMS ACT (SECTION 55(1))	17	Approve payment and/or time off in lieu of overtime		Municipal Manager	All Directors	None	Subject to limitations in terms of Basic Conditions of Service Act and Collective Agreements.	

Delegation No.	ACT, REGULATION, BY-LAW POLICY	MATTERS	Reference No.	Power/Duty	Applicable conditions	Duty of	Delegated to	Sub-delegated to	Remarks	Report
172	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	HUMAN RESOURCE MATTERS DERIVED FROM THE MUNICIPAL SYSTEMS ACT (SECTION 55(1))	18	Act for council in labour fora and agrees on settlement conditions		Municipal Manager	All Directors	None	Settlement Conditions : In consultation with MM	
173	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	HUMAN RESOURCE MATTERS DERIVED FROM THE MUNICIPAL SYSTEMS ACT (SECTION 55(1))	19	Administer discipline and grievance processes		Municipal Manager	Director Corporate Services	Manager Human Resources Management		
174	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	HUMAN RESOURCE MATTERS DERIVED FROM THE MUNICIPAL SYSTEMS ACT (SECTION 55(1))	20	Authorise suspension of staff member		Municipal Manager	None	None	Or Assignee	
175	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	HUMAN RESOURCE MATTERS DERIVED FROM THE MUNICIPAL SYSTEMS ACT (SECTION 55(1))	21	Take action against staff member for misconduct		Municipal Manager	Director Corporate Services	Manager Human Resources Management		
176	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	HUMAN RESOURCE MATTERS DERIVED FROM THE MUNICIPAL SYSTEMS ACT (SECTION 55(1))	22	Instruct an official to go for a medical examination		Municipal Manager	Director Corporate Services	Manager Human Resources Management		
177	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	HUMAN RESOURCE MATTERS DERIVED FROM THE MUNICIPAL SYSTEMS ACT (SECTION 55(1))	23	To coordinate and manage strike action.		Municipal Manager	All Directors	None		
178	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	HUMAN RESOURCE MATTERS DERIVED FROM THE MUNICIPAL SYSTEMS ACT (SECTION 55(1))	24	Authorise training projects and training of members of staff.		Municipal Manager	All Directors	All Managers		
179	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	HUMAN RESOURCE MATTERS DERIVED FROM THE MUNICIPAL SYSTEMS ACT (SECTION 55(1))	25	Authorise contracts for outsourcing training		Municipal Manager	Director Corporate Services	Manager Human Resources Management		
180	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	HUMAN RESOURCE MATTERS DERIVED FROM THE MUNICIPAL SYSTEMS ACT (SECTION 55(1))	26	Authorise uniforms and protective clothing for certain categories of staff		Municipal Manager	All Directors	None	Subject to approved budget	
181	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	HUMAN RESOURCE MATTERS DERIVED FROM THE MUNICIPAL SYSTEMS ACT (SECTION 55(1))	27	To approve the terms and conditions for the repayment of staff debt owed to Council.		Municipal Manager	All Directors	All Managers		

Delegation No.	ACT, REGULATION, BY-LAW POLICY	MATTERS	Reference No.	Power/Duty	Applicable conditions	Duty of	Delegated to	Sub-delegated to	Remarks	Report
182	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	HUMAN RESOURCE MATTERS DERIVED FROM THE MUNICIPAL SYSTEMS ACT (SECTION 55(1))	28	Allocation of cell phones/cell phone allowances		Municipal Manager	Director Corporate Services	Manager Administration	According to policy	
183	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	HUMAN RESOURCE MATTERS DERIVED FROM THE MUNICIPAL SYSTEMS ACT (SECTION 55(1))	29	Accept notices of resignation that are less than the period prescribed		Municipal Manager	All Directors	None		
184	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	HUMAN RESOURCE MATTERS DERIVED FROM THE MUNICIPAL SYSTEMS ACT (SECTION 55(1))	30	Authorise performing of private work by staff		Municipal Manager	None	None		
185	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	HUMAN RESOURCE MATTERS DERIVED FROM THE MUNICIPAL SYSTEMS ACT (SECTION 55(1))	31	Sign documents and contracts pertaining to human resources		Municipal Manager	Director Corporate Services	Manager Human Resources Management		
186	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	HUMAN RESOURCE MATTERS DERIVED FROM THE MUNICIPAL SYSTEMS ACT (SECTION 55(1))	32	Accept an official's written notice of termination of services		Municipal Manager	All Directors	None		
187	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	HUMAN RESOURCE MATTERS DERIVED FROM THE MUNICIPAL SYSTEMS ACT (SECTION 55(1))	33	Instruct an official to temporarily report for duty outside his normal working hours		Municipal Manager	All Directors	All Managers		
188	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	HUMAN RESOURCE MATTERS DERIVED FROM THE MUNICIPAL SYSTEMS ACT (SECTION 55(1))	34	Instruct an official to perform duties outside those assigned to him		Municipal Manager	All Directors	All Managers	Subject to applicable labour relations procedures	
189	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	HUMAN RESOURCE MATTERS DERIVED FROM THE MUNICIPAL SYSTEMS ACT (SECTION 55(1))	35	Approve the performance of standby duties and the payment of standby allowance		Municipal Manager	All Directors	All Managers		
190	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	GENERAL MATTERS	1	To determine corporate criteria to govern the authorisation and financial control of the attendance of staff at conferences, congresses, seminars, workshops, symposiums, lectures, courses and meetings; and to monitor compliance with criteria.		Municipal Manager	None	None		
191	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	GENERAL MATTERS	2	To appoint officials to represent Council on outside bodies.		Council	Municipal Manager in consultation with the relevant Director	None		
192	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	GENERAL MATTERS	3	To award external scholarships and bursaries.		Municipal Manager	None	None	In consultation with Executive Mayor	

Delegation No.	ACT, REGULATION, BY-LAW POLICY	MATTERS	Reference No.	Power/Duty	Applicable conditions	Duty of	Delegated to	Sub-delegated to	Remarks	Report
193	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	GENERAL MATTERS	4	To co-operate in mutual trust and good faith with the municipal managers of other municipalities, and officials of other spheres of government, on matters of common interest.		Municipal Manager	All Directors	None		
194	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	GENERAL MATTERS	5	To determine the operational policies and procedures in respect of all matters falling within the functional areas of the various directorates.		Municipal Manager	All Directors	None		
195	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	GENERAL MATTERS	6	Granting special leave to employees who are sportsmen and –women, referees or umpires, to participate in national and provincial sports activities		Municipal Manager	All Directors	None		
196	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	GENERAL MATTERS	7	Granting of permission for the free use of municipal facilities for departmental purposes		Municipal Manager	All Directors	All Managers		
197	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	GENERAL MATTERS	8	Granting of permission for the free use of municipal facilities by the public		Municipal Manager	All Directors	None		
198	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	GENERAL MATTERS	9	Approval for the use of official vehicles outside the municipal area.		Municipal Manager	All Directors	All Managers		
199	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	GENERAL MATTERS	10	Deciding to refund tender deposits in respect of any tender where the municipality is not contractually obliged to refund deposits		Municipal Manager	Director Financial Services	Manager Expenditure & Supply Chain Management		
200	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	GENERAL MATTERS	11	Approving the attendance by employees of meetings, workshops, training, seminars, conferences and similar events at the municipality's cost		Council	1. In the case of the MM, the Executive Mayor 2. In the case of a manager directly accountable to the MM, the MM 3. In the case of a manager directly accountable to the director, the relevant director 4. In all other cases, the relevant manager	None		
201	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	GENERAL MATTERS	12	Authorising employees to work overtime		Municipal Manager	All Directors	All Managers		
202	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	GENERAL MATTERS	13	Disposing of documents and other records in terms of relevant legislation regulating archives		Municipal Manager	Director Corporate Services	Manager Administration		
203	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	GENERAL MATTERS	14	enforcing national, provincial and local legislation, including the institution of criminal proceedings for the alleged contravention thereof		Municipal Manager	All Directors	None		
204	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	GENERAL MATTERS	15	Instituting criminal or civil proceeding against any former employee who neglected or failed to return any property of the municipality which she/he may have had in her/his possession at the time of terminating her/his employment		Municipal Manager	All Directors	None		
205	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	GENERAL MATTERS	16	Instituting criminal or civil proceeding against any former Councillor who neglected or failed to return any property of the municipality which she/he may have had in her/his possession at the time of terminating her/his employment		Municipal Manager	None	None		

Delegation No.	ACT, REGULATION, BY-LAW POLICY	MATTERS	Reference No.	Power/Duty	Applicable conditions	Duty of	Delegated to	Sub-delegated to	Remarks	Report
206	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	GENERAL MATTERS	17	Implementing and enforcing the municipality's debt collection and credit control policies, including the institution legal proceedings to recover monies owed to the municipality, the signing, execution and authentication of any documents in this regard and the appointment of attorneys and advocates to represent the municipality in such cases		Municipal Manager	Director Financial Services	Manager Revenue Management	In consultation with CFO	
207	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	GENERAL MATTERS	18	Instituting legal proceedings against any third party for damages to property of the municipality caused by such third party and for injuries sustained by an employee of the municipality whilst on duty as a result of the action or inaction of a third party		Municipal Manager	All Directors	None		
208	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	GENERAL MATTERS	19	Authorising pauper and indigent burials		Municipal Manager	None	None		
209	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	GENERAL MATTERS	20	Submitting and finalising insurance claims		Municipal Manager	Director Financial Services	Manager Expenditure & Supply Chain Management		
210	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	GENERAL MATTERS	21	Enforcing penalty clauses for late delivery of goods and services or the completion of work		Municipal Manager	All Directors	None		
211	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	GENERAL MATTERS	22	Leasing of municipal facilities, including halls, to third parties		Municipal Manager	All Directors	All Managers		
212	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	GENERAL MATTERS	23	Granting permission to third parties to perform work on municipal property		Municipal Manager	All Directors	All Managers		
213	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	GENERAL MATTERS	24	Providing temporary or ad hoc technical, administrative and management assistance, including training, to another municipality		Municipal Manager	All Directors	None		
214	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	GENERAL MATTERS	25	Considering and granting or refusing applications for the erection of temporary advertisements		Municipal Manager	Manager Protection Services	Head Traffic Services & Law Enforcement		
215	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	GENERAL MATTERS	26	Considering applications for the licensing of businesses		Municipal Manager	Manager Planning & Environmental Management	None		
216	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	GENERAL MATTERS	27	Issuing notices regarding nuisances on premises		Municipal Manager	Head Traffic Services & Law Enforcement	Law Enforcement Officers		
217	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	GENERAL MATTERS	28	Authorising the removal, pruning and planting of trees and other plants on property of the municipality		Municipal Manager	Director Community Services	Head Facilities Management		
218	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	GENERAL MATTERS	29	Approval of leave applications from Directors.		Municipal Manager	None	None		
219	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	GENERAL MATTERS	30	Control over publicity matters in newspapers and other publications.		Municipal Manager	All Directors	All Managers		
220	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	GENERAL MATTERS	31	Control over the placing of publicity advertisements in newspapers and other publications.		Municipal Manager	Manager Administration	Head Secretariate & Records		
221	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	GENERAL MATTERS	32	Issuing of press releases on behalf of Council.		Executive Mayor	Municipal Manager	None		
222	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	GENERAL MATTERS	33	Issuing of service certificates in respect of employees.		Municipal Manager	Director Corporate Services	Manager Human Resources Management		
223	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	GENERAL MATTERS	34	Approval of the training of employees, including part-time employees.		Municipal Manager	All Directors	All Managers		

Delegation No.	ACT, REGULATION, BY-LAW POLICY	MATTERS	Reference No.	Power/Duty	Applicable conditions	Duty of	Delegated to	Sub-delegated to	Remarks	Report
224	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	GENERAL MATTERS	35	Employment of temporary employees in approved posts.		Municipal Manager	All Directors	None		
225	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	GENERAL MATTERS	36	Suspension and dismissal of temporary employees		Municipal Manager	None	None		
226	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	GENERAL MATTERS	37	Appointment of relief aid.		Municipal Manager	All Directors	All Managers	In consultation with Director Corporate Services	
227	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	GENERAL MATTERS	38	Discharging any temporary employee or employee appointed for a fixed term at the expiration of her/his term of employment or when her/his services are no longer required		Municipal Manager	All Directors	None		
228	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	GENERAL MATTERS	39	Appointment of a Director in an acting capacity as municipal manager		Council	None	None		
229	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	GENERAL MATTERS	40	Appointment of an employee in an acting capacity.		Municipal Manager	All Directors	All Managers	In consultation with the director	
230	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	GENERAL MATTERS	41	Approval of the resumption of duties before an employee's holiday leave has expired or the postponement of leave.		Municipal Manager	All Directors	All Managers	In consultation with Human Resource Services	
231	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	GENERAL MATTERS	42	Approval of normal holiday and sick leave of employees.		Municipal Manager	All Directors	All Managers		
232	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	GENERAL MATTERS	43	Approval of overtime of employees.		Municipal Manager	All Directors	None		
233	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	GENERAL MATTERS	44	Approval for the payment of travel and accommodation costs.		Municipal Manager	All Directors	All Managers		
234	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	GENERAL MATTERS	45	Allocation of offices, workplaces, facilities, equipment and furniture in the various Council departments.		Municipal Manager	All Directors	None		
235	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	GENERAL MATTERS	46	Entering into recoverable expenditure in accordance with operational requirements.		Municipal Manager	Director Financial Services	Manager Expenditure & Supply Chain Management		
236	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	GENERAL MATTERS	47	Acceptance or rejection of guarantees in respect of contractors and the execution of contractual requirements in this regard.		Municipal Manager	All Directors	All Managers		
237	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	GENERAL MATTERS	48	Authorisation for the purchase of goods and services and the execution of works.		Municipal Manager	All Directors	All Managers		
238	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	GENERAL MATTERS	49	Enforcement of zoning scheme provisions and conditions pertaining to applications for consent use, departures, subdivisions and rezoning or any condition pertaining to a township or an erf in a township or small-holding, servitude or agreement.		Municipal Manager	Director Corporate Services	Manager Planning & Environmental Management		
239	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	GENERAL MATTERS	50	Obtaining surveyor diagrams and status reports pertaining to the purchase, sale or lease of land, subdivisions, consolidations, servitudes and closures.		Municipal Manager	Director Corporate Services	Manager Planning & Environmental Management		
240	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	GENERAL MATTERS	51	Issuing and endorsing of certificates to the Surveyor-General pertaining to subdivision plans as well as exemptions.		Municipal Manager	Director Corporate Services	Manager Planning & Environmental Management		
241	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	GENERAL MATTERS	52	Issuing of certificates to the Deeds Registrar that Council has waived its right to pre-emption on land.		Municipal Manager	None	None		
242	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	GENERAL MATTERS	53	Issuing of certificates to the Deeds Registrar that subdivision conditions have been complied with.		Municipal Manager	Director Corporate Services	Manager Planning & Environmental Management		

Delegation No.	ACT, REGULATION, BY-LAW POLICY	MATTERS	Reference No.	Power/Duty	Applicable conditions	Duty of	Delegated to	Sub-delegated to	Remarks	Report
243	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	GENERAL MATTERS	54	Enforcement of conditions pertaining to property that Council has leased or sold.		Municipal Manager	Director Corporate Services	Manager Planning & Environmental Management		
244	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	GENERAL MATTERS	55	Approval of study bursaries		Municipal Manager	None	None		
245	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	GENERAL MATTERS	56	Granting of consent to an organisation to hold a sale, including a junk sale as well as fund-raisings and street collections.		Municipal Manager	Manager Protection Services	Head Traffic Services & Law Enforcement		
246	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	GENERAL MATTERS	57	Approval to hold processions and gatherings in the municipal area.		Municipal Manager	Manager Protection Services	Head Traffic Services & Law Enforcement		
247	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	GENERAL MATTERS	58	Permission to use loudspeakers on vehicles.		Municipal Manager	Manager Protection Services	Head Traffic Services & Law Enforcement		
248	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	GENERAL MATTERS	59	Permission to hold sport events.		Municipal Manager	Director Community Services	Manager Community Facilities		
249	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	GENERAL MATTERS	60	Permission to display banners and political posters.		Municipal Manager	Manager Protection Services	Head Traffic Services & Law Enforcement		
250	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	GENERAL MATTERS	61	Granting of approval for the installation of telephone- and IT services on Council property.		Municipal Manager	Director Corporate Services	Manager Administration		
251	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	GENERAL MATTERS	62	Arranging services and maintenance of municipal vehicles.		Municipal Manager	All Directors	All Managers		
252	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	GENERAL MATTERS	63	Allocation of parking spaces for employees' vehicles.		Municipal Manager	None	None		
253	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	GENERAL MATTERS	64	Allocation/retraction of office keys and access control pertaining to employees.		Municipal Manager	All Directors	All Personal Assistants		
254	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	GENERAL MATTERS	65	Control over posters, banners and other similar notices.		Municipal Manager	Manager Protection Services	Head Traffic Services & Law Enforcement		
255	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	GENERAL MATTERS	66	Control over traffic and tourism signs		Municipal Manager	Manager Protection Services	Head Traffic Services & Law Enforcement		
256	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	GENERAL MATTERS	67	Provision and management of telephone, photocopier, e-mail and fax facilities including retraction and certifying.		Municipal Manager	Director Corporate Services	Manager Administration		
257	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	GENERAL MATTERS	68	Regulating and control of usage of telephone, photocopier, e-mail and fax facilities		Municipal Manager	All Directors	All Managers		
258	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	GENERAL MATTERS	69	Allocation of grave sites and the administration thereof, including the funeral and maintaining good order.		Municipal Manager	Director Community Services	Head Facilities Management		
259	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	GENERAL MATTERS	70	Control, use and maintenance of administrative buildings, office equipment, furniture and IT equipment.		Municipal Manager	All Directors	All Managers		
260	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	GENERAL MATTERS	71	Procurement of cleansing materials for offices and other daily office requirements.		Municipal Manager	Manager Administration	Head Administrative Support		
261	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	GENERAL MATTERS	72	Control over cleansing materials and other daily office requirements.		Municipal Manager	Manager Administration	Head Administrative Support		
262	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	GENERAL MATTERS	73	Procurement of office stationery.		Municipal Manager	All Directors	All Managers		
263	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	GENERAL MATTERS	74	Control over office stationery.		Municipal Manager	All Directors	All Managers		

Delegation No.	ACT, REGULATION, BY-LAW POLICY	MATTERS	Reference No.	Power/Duty	Applicable conditions	Duty of	Delegated to	Sub-delegated to	Remarks	Report
264	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	GENERAL MATTERS	75	Investing Council's available funds at approved institutions		Municipal Manager	Director Financial Services	Manager Expenditure & Supply Chain Management		
265	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	GENERAL MATTERS	76	Signing of cheques and handling electronic transactions as well as authorising others on behalf of Council		Municipal Manager	Director Financial Services	All Managers and Accountants on post level T12 and above in the Directorate Financial Services		
266	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	GENERAL MATTERS	77	Preparation and calculation of salaries and allocation of advance payment of salaries to employees on a set date.		Municipal Manager	Director Corporate Services	Manager Human Resources Management		
267	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	GENERAL MATTERS	78	Payment of salaries and allocation of advance payment of salaries to employees on a set date.		Municipal Manager	Director Financial Services	All Managers and Accountants on post level T12 and above in the Directorate Financial Services	No advance payments allowed without CFO approval	
268	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	GENERAL MATTERS	79	Instructions to attorneys to collect all monies due to Council, in terms of the provisions of the relevant by-law.		Municipal Manager	Director Financial Services	Accountant Credit Control		
269	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	GENERAL MATTERS	80	Organising of insurance at institutions approved by Council to ensure that Council is sufficiently insured against any action through which Council may suffer any damages.		Municipal Manager	Director Financial Services	Head Assets & Supply Chain Management		
270	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	GENERAL MATTERS	81	Approval of housing subsidies and housing allowances in terms of Council policy.		Municipal Manager	Director Corporate Services	Manager Human Resources Management		
271	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	GENERAL MATTERS	82	Payment of housing subsidies and housing allowances in terms of Council policy.		Municipal Manager	Director Corporate Services	Manager Human Resources Management		
272	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	GENERAL MATTERS	83	Preparation and calculation of long service bonuses to employees who qualify for them.		Municipal Manager	Director Corporate Services	Manager Human Resources Management		
273	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	GENERAL MATTERS	84	Payment of long service bonuses to employees who qualify for them.		Municipal Manager	Director Corporate Services	Manager Human Resources Management		
274	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	GENERAL MATTERS	85	Suspension of electricity and water supply in terms of the relevant by-law and Council's credit control policy.		Municipal Manager	Director Financial Services	Accountant Credit Control		
275	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	GENERAL MATTERS	86	Numbering of houses (street numbers)		Municipal Manager	Director Corporate Services	Manager Planning & Environmental Management		

Delegation No.	ACT, REGULATION, BY-LAW POLICY	MATTERS	Reference No.	Power/Duty	Applicable conditions	Duty of	Delegated to	Sub-delegated to	Remarks	Report
276	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	GENERAL MATTERS	87	Authorisation for the procurement, rental and repairs to vehicles, equipment and installation or goods and services and the execution of works up to a specific value each time.		Municipal Manager	All Directors	All Managers		
277	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	GENERAL MATTERS	88	Authority to sink boreholes.		Municipal Manager	Director Technical Services	None		
278	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	GENERAL MATTERS	89	Supervision with regards to Council agreement for the construction of buildings, road, bridges and other civil works, as well as support any other building and construction work that is rendered to Council in terms of an agreement and part of any certificate or declaration in this regard.		Municipal Manager	Director Technical Services	All Heads Civil Engineering Services		
279	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	GENERAL MATTERS	90	Determining which erven, sites and terrains can be connected to Council's water, electricity and main sewerage pipelines		Municipal Manager	Director Technical Services	All Heads Civil Engineering Services		
280	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	GENERAL MATTERS	91	Approval of competent persons and consulting engineers regarding structural designs as well as pertaining to plumbing work.		Municipal Manager	Director Technical Services	None		
281	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	GENERAL MATTERS	92	Establishment of water restriction arrangements.		Municipal Manager	Director Technical Services	None		
282	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	GENERAL MATTERS	93	Procurement of the services of an expert or specialist with regard to any technical matter in urgent cases.		Municipal Manager	All Directors	None		
283	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	GENERAL MATTERS	94	Provision of additional street lights.		Municipal Manager	Director Technical Services	Manager Electrical Engineering Services		
284	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	GENERAL MATTERS	95	Issuing of notices with regard to the laying of electrical cables over or through private property within the municipal area.		Municipal Manager	Director Technical Services	Manager Electrical Engineering Services		
285	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	GENERAL MATTERS	96	Issuing of notices and making arrangements with regard to interruption in electricity supply for emergency and maintenance work.		Municipal Manager	Director Technical Services	Manager Electrical Engineering Services		
286	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	GENERAL MATTERS	97	Approval of assistance with regard to fire and traffic services outside the municipal area, taking into account local needs and circumstances.		Municipal Manager	Manager Protection Services	Head Traffic Services & Law Enforcement and Head Disaster Management & Fire Services		
287	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	GENERAL MATTERS	98	Compliance with obligations pertaining to emergency management/civil defence.		Municipal Manager	Manager Protection Services	Head Disaster Management & Fire Services		
288	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	GENERAL MATTERS	99	Approval of building and drainage plans, plans for advertising signs and plans for the construction of antenna systems.		Municipal Manager	Director Technical Services	Manager Project Management & Building Control		
289	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	GENERAL MATTERS	100	Obtaining approval for applications to demolish buildings.		Municipal Manager	Director Technical Services	Manager Project Management & Building Control		

Delegation No.	ACT, REGULATION, BY-LAW POLICY	MATTERS	Reference No.	Power/Duty	Applicable conditions	Duty of	Delegated to	Sub-delegated to	Remarks	Report
290	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	GENERAL MATTERS	101	Temporary closure of public swimming pools to the public and making swimming pools available to schools or swimming clubs.		Municipal Manager	Director Community Services	Head Facilities Management		
291	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	GENERAL MATTERS	102	Temporary closure of swimming pools in resorts		Municipal Manager	Manager Community Facilities	Caretaker Stywelyne	In consultation with Director Community Services	
292	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	GENERAL MATTERS	103	Approval or rejection of applications for the relaxation of side boundaries with written consent of adjacent erf owners and scheme regulations		Municipal Manager	Director Technical Services	Manager Project Management & Building Control		
293	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	GENERAL MATTERS	104	Issuing of hawkers' permits.		Municipal Manager	Manager Protection Services	Head Traffic Services & Law Enforcement		
294	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	GENERAL MATTERS	105	Erection of traffic signs and making of road marks within the municipal area, provided that no traffic lights may be erected or removed without Council's permission.		Municipal Manager	Manager Protection Services	Head Traffic Services & Law Enforcement		
295	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	GENERAL MATTERS	106	Temporary closure of streets for traffic control purposes.		Municipal Manager	Manager Protection Services	Head Traffic Services & Law Enforcement		
296	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	GENERAL MATTERS	107	Authority for the construction of temporary route and road signs.		Municipal Manager	Manager Protection Services	Head Traffic Services & Law Enforcement		
297	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	GENERAL MATTERS	108	Determining and making of loading zones in business areas.		Municipal Manager	Manager Protection Services	Head Traffic Services & Law Enforcement		
298	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	GENERAL MATTERS	109	Signing of lease agreements and agreements of sale with regard to new housing schemes and phasing out of existing schemes.		Municipal Manager	Director Community Services	None		
299	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	GENERAL MATTERS	110	Exercising the powers conferred on the municipality by the legislation relating to the control of usage of loudspeakers		Municipal Manager	Manager Protection Services	Head Traffic Services & Law Enforcement		
300	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	GENERAL MATTERS	111	The authorisation, for experimental purposes, of minor engineering works such as the laying out of temporary traffic islands and loose kerbing for traffic canalisation schemes, the closing off or deviation of road intersections and erection of temporary traffic signals and installations		Municipal Manager	Director Technical Services	None		
301	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	GENERAL MATTERS	112	Authorization for the payment of membership fees of a maximum of two relevant professional institutions		Municipal Manager	All Directors	None		
302	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	GENERAL MATTERS	113	Granting of approval for the installation of other communication services (Excluding telephone- and IT services) on Council property.		Council	Municipal Manager	None		
303	GENERAL DELEGATIONS TO THE MUNICIPAL MANAGER	GENERAL MATTERS	114	The Regulation of Gatherings Act (Act 205 of 1993) : Responsible Officer to perform functions relating to gatherings		Municipal Manager	Manager Protection Services	Head Traffic Services & Law Enforcement		
304	GENERAL DELEGATIONS TO THE MUNICIPAL PUBLIC ACCOUNTS COMMITTEE	UNFORSEEN AND UNAVOIDABLE EXPENDITURE	1	MPAC must consider unforeseen and unavoidable expenditure and make recommendations to the council; and		Executive mayor	MPAC	None	Section 29 MFMA	
305	GENERAL DELEGATIONS TO THE MUNICIPAL PUBLIC ACCOUNTS COMMITTEE	UNFORSEEN AND UNAVOIDABLE EXPENDITURE	2	Report to council the failure to prepare adjustment budget		Executive mayor	MPAC	None	Section 29 MFMA	
306	GENERAL DELEGATIONS TO THE MUNICIPAL PUBLIC ACCOUNTS COMMITTEE	UNAUTHORISED AND FRUITLESS EXPENDITURE	1	Report to the council on the appropriateness of the steps taken to either authorise or certify payment or to recover unauthorised expenditure		MPAC	None	None	Section 32 MFMA	

Delegation No.	ACT, REGULATION, BY-LAW POLICY	MATTERS	Reference No.	Power/Duty	Applicable conditions	Duty of	Delegated to	Sub-delegated to	Remarks	Report
307	GENERAL DELEGATIONS TO THE MUNICIPAL PUBLIC ACCOUNTS COMMITTEE	UNAUTHORISED AND FRUITLESS EXPENDITURE	2	Report to Council where no criminal or civil steps taken and report where no further action was taken and why.		MPAC	None	None	Section 32 MFMA	
308	GENERAL DELEGATIONS TO THE MUNICIPAL PUBLIC ACCOUNTS COMMITTEE	QUARTERLY SDBIP REPORT	1	Report to council where quarterly report not submitted to MPAC within 30 days after quarter		Executive Mayor	MPAC	None	Section 52 MFMA	
309	GENERAL DELEGATIONS TO THE MUNICIPAL PUBLIC ACCOUNTS COMMITTEE	QUARTERLY SDBIP REPORT	2	Interrogate report where submitted and report to Council		Executive Mayor	MPAC	None	Section 52 MFMA	
310	GENERAL DELEGATIONS TO THE MUNICIPAL PUBLIC ACCOUNTS COMMITTEE	QUARTERLY SDBIP REPORT	3	Report to Council failure by Executive Mayor to report proposed adjustments to budget where SDBIP is amended		Executive Mayor	MPAC	None	Section 52 MFMA	within 30 days after end of quarter
311	GENERAL DELEGATIONS TO THE MUNICIPAL PUBLIC ACCOUNTS COMMITTEE	QUARTERLY SDBIP REPORT	4	Report to Council any matter of concern regarding the Executive Mayor's report		MPAC	None	None	Section 52 MFMA	
312	GENERAL DELEGATIONS TO THE MUNICIPAL PUBLIC ACCOUNTS COMMITTEE	MONTHLY BUDGET STATEMENTS	1	Interrogation of statements and report matters of concern to Council		MPAC	None	None	Section 71 MFMA	
313	GENERAL DELEGATIONS TO THE MUNICIPAL PUBLIC ACCOUNTS COMMITTEE	MIDYEAR BUDGET AND PERFORMANCE ASSESSMENT	1	Interrogate assessment and submit comments to Council		MPAC	None	None	Section 72 MFMA	
314	GENERAL DELEGATIONS TO THE MUNICIPAL PUBLIC ACCOUNTS COMMITTEE	DISCLOSURES CONCERNING COUNCILLORS & OFFICIALS	1	MPAC must ensure that the necessary disclosures were made in the financial statements, including: <ul style="list-style-type: none"> • salaries, allowances and benefits of political office bearers and councillors of the municipality; • arrears owed by individual councillors by the municipality for more than 90 days; • salaries, allowances and benefits of the municipal manager, CFO and senior managers; • salaries, allowances and benefits of the board of directors of municipal entities • the salaries, allowances and benefits of the chief executive officer and senior managers of municipal entities; 		MPAC	None	None	Section 124 MFMA	
315	GENERAL DELEGATIONS TO THE MUNICIPAL PUBLIC ACCOUNTS COMMITTEE	SUBMISSION AND AUDITING OF FINANCIAL STATEMENTS	1	Report to Council if financial statements are not submitted to MPAC		MPAC	None	None	Section 126 MFMA	
316	GENERAL DELEGATIONS TO THE MUNICIPAL PUBLIC ACCOUNTS COMMITTEE	SUBMISSION OF ANNUAL REPORT	1	Request written explanation from Executive Mayor if annual report not submitted to MPAC		MPAC	None	None	Section 127 MFMA - Not later than 2 weeks after date required	
317	GENERAL DELEGATIONS TO THE MUNICIPAL PUBLIC ACCOUNTS COMMITTEE	SUBMISSION OF ANNUAL REPORT	2	Report to Council where report not submitted		MPAC	None	None		
318	GENERAL DELEGATIONS TO THE MUNICIPAL PUBLIC ACCOUNTS COMMITTEE	SUBMISSION OF ANNUAL REPORT	3	MPAC must monitor the submission of annual report to AG and provincial departments		MPAC	None	None		
319	GENERAL DELEGATIONS TO THE MUNICIPAL PUBLIC ACCOUNTS COMMITTEE	SUBMISSION OF ANNUAL REPORT	4	Monitor municipal entities for compliance with action 127		MPAC	None	None		
320	GENERAL DELEGATIONS TO THE MUNICIPAL PUBLIC ACCOUNTS COMMITTEE	ISSUES BY AUDITOR GENERAL	1	Interrogate AG Report and make recommendations to Council		MPAC	None	None	Section 131 MFMA	
321	GENERAL DELEGATIONS TO THE MUNICIPAL PUBLIC ACCOUNTS COMMITTEE	ISSUES BY AUDITOR GENERAL	2	Report to Council where report not submitted to MPAC		MPAC	None	None		

Delegation No.	ACT, REGULATION, BY-LAW POLICY	MATTERS	Reference No.	Power/Duty	Applicable conditions	Duty of	Delegated to	Sub-delegated to	Remarks	Report
322	GENERAL DELEGATIONS TO THE MUNICIPAL PUBLIC ACCOUNTS COMMITTEE	DISCIPLINARY ACTION IN TERMS OF MFMA	1	Receive report on disciplinary processes		MPAC	None	None		
323	GENERAL DELEGATIONS TO THE MUNICIPAL PUBLIC ACCOUNTS COMMITTEE	DISCIPLINARY ACTION IN TERMS OF MFMA	2	Monitor that all matters reported are brought to conclusion		MPAC	None	None		
324	GENERAL DELEGATIONS TO THE MUNICIPAL PUBLIC ACCOUNTS COMMITTEE	DISCIPLINARY ACTION IN TERMS OF MFMA	3	Report to Council where matters are not dealt with effectively		MPAC	None	None		
325	GENERAL DELEGATIONS TO THE MUNICIPAL PUBLIC ACCOUNTS COMMITTEE	AUDIT COMMITTEE	1	Ensure that audit committee is operational		MPAC	None	None	Section 166 MFMA	
326	GENERAL DELEGATIONS TO THE MUNICIPAL PUBLIC ACCOUNTS COMMITTEE	AUDIT COMMITTEE	2	Receive reports from Audit Committee		MPAC	None	None		
327	GENERAL DELEGATIONS TO THE MUNICIPAL PUBLIC ACCOUNTS COMMITTEE	AUDIT COMMITTEE	3	Report to council where not received		MPAC	None	None		
328	GENERAL DELEGATIONS TO THE MUNICIPAL PUBLIC ACCOUNTS COMMITTEE	REVIEW OF IDP	1	Monitor review of IDP after elections		MPAC	None	None	Section 25 Municipal Systems Act	
329	GENERAL DELEGATIONS TO THE MUNICIPAL PUBLIC ACCOUNTS COMMITTEE	REVIEW OF IDP	2	Report to Council if review not done		MPAC	None	None		
330	GENERAL DELEGATIONS TO THE MUNICIPAL PUBLIC ACCOUNTS COMMITTEE	REVIEW OF IDP	3	Monitor annual review of IDP		MPAC	None	None	Section 34 Municipal Systems Act	
331	GENERAL DELEGATIONS TO THE MUNICIPAL PUBLIC ACCOUNTS COMMITTEE	REVIEW OF IDP	4	Report to Council if review not done		MPAC	None	None		
332	GENERAL DELEGATIONS TO THE MUNICIPAL PUBLIC ACCOUNTS COMMITTEE	PERFORMANCE MANAGEMENT	1	Monitor annual preparation of performance plan		MPAC	None	None	Section 39 Municipal Systems Act	
333	GENERAL DELEGATIONS TO THE MUNICIPAL PUBLIC ACCOUNTS COMMITTEE	PERFORMANCE MANAGEMENT	2	Report to Council if not done		MPAC	None	None		
334	GENERAL DELEGATIONS TO THE MUNICIPAL PUBLIC ACCOUNTS COMMITTEE	BUDGET REVIEW	1	Review annual draft budget to ensure alignment with IDP		MPAC	None	None	Reg. 6 of Planning & Performance Regulations	
335	GENERAL DELEGATIONS TO THE MUNICIPAL PUBLIC ACCOUNTS COMMITTEE	BUDGET REVIEW	2	Report to Council if not aligned		MPAC	None	None		
336	GENERAL DELEGATIONS TO THE MUNICIPAL PUBLIC ACCOUNTS COMMITTEE	DECLARATIONS OF INTEREST	1	Monitor completion and updating of declaration of interest forms		MPAC	None	None	Section 54 rw Item 7 of Schedule 1	
337	GENERAL DELEGATIONS TO THE MUNICIPAL PUBLIC ACCOUNTS COMMITTEE	DECLARATIONS OF INTEREST	2	Report to Council if not done or updated		MPAC	None	None		
338	CONSTITUTION OF THE REPUBLIC OF SOUTH AFRICA, 1996		6	Determination of a language policy		Council	None	None		
339	CONSTITUTION OF THE REPUBLIC OF SOUTH AFRICA, 1996		23(3)	Forming/joining an employer's organisation		Council	None	None		
340	CONSTITUTION OF THE REPUBLIC OF SOUTH AFRICA, 1996		25(2)	Expropriation of property and rights in, to or over property		Council	Executive Mayor	None		
341	CONSTITUTION OF THE REPUBLIC OF SOUTH AFRICA, 1996		25(3)	Determining the amount of compensation payable for expropriated property		Council	Executive Mayor	None		
342	CONSTITUTION OF THE REPUBLIC OF SOUTH AFRICA, 1996		43(c)	To make by-laws		Council	None	None		
343	CONSTITUTION OF THE REPUBLIC OF SOUTH AFRICA, 1996		99	Concluding an agreement with a Cabinet member to receive a function or power assigned to the municipality		Council	Executive Mayor	None		

Delegation No.	ACT, REGULATION, BY-LAW POLICY	MATTERS	Reference No.	Power/Duty	Applicable conditions	Duty of	Delegated to	Sub-delegated to	Remarks	Report
344	CONSTITUTION OF THE REPUBLIC OF SOUTH AFRICA, 1996		126	Concluding an agreement with a member of the provincial executive council to receive a function or power assigned to the municipality		Council	Executive Mayor	None		
345	CONSTITUTION OF THE REPUBLIC OF SOUTH AFRICA, 1996		139	Considering a directive issued by the provincial government pursuant to the municipality failing to fulfil an executive obligation in terms of legislation		Council	None	None		
346	CONSTITUTION OF THE REPUBLIC OF SOUTH AFRICA, 1996		152	Deciding the actions that must be taken to achieve the objects of local government		Council	None	None		
347	CONSTITUTION OF THE REPUBLIC OF SOUTH AFRICA, 1996		153	Deciding on the structure and management of the municipality's administration and budgeting and planning processes to give priority to the basic needs of the community and to promote the social and economic development of the community		Council	Municipal Manager	None		
348	CONSTITUTION OF THE REPUBLIC OF SOUTH AFRICA, 1996		153	Deciding on the nature and scope of the municipality's participation in national and provincial development programmes		Council	Executive Mayor	None		
349	CONSTITUTION OF THE REPUBLIC OF SOUTH AFRICA, 1996		154(2)	Making representations regarding draft legislation affecting the status, institutions, powers or functions of local government		Council	None	None		
350	CONSTITUTION OF THE REPUBLIC OF SOUTH AFRICA, 1996		156(1)	Deciding which of the local government matters assigned to the municipality must be performed		Council	None	None		
351	CONSTITUTION OF THE REPUBLIC OF SOUTH AFRICA, 1996		156(4)	Concluding an agreement for the assignment of a matter to the municipality by the national or provincial government		Council	Executive Mayor	None		
352	CONSTITUTION OF THE REPUBLIC OF SOUTH AFRICA, 1996		160(1)(b)	Electing a chairperson (speaker)		Council	None	None		
353	CONSTITUTION OF THE REPUBLIC OF SOUTH AFRICA, 1996		160(1)(c)	Electing an executive and other committees		Council	None	None		
354	CONSTITUTION OF THE REPUBLIC OF SOUTH AFRICA, 1996		160(6)	Making bylaws that prescribe rules and orders		Council	None	None		
355	CONSTITUTION OF THE REPUBLIC OF SOUTH AFRICA, 1996		160(7)	Deciding to close a meeting of the Council or those of its committees		Council	Chair person at the meeting	None		
356	CONSTITUTION OF THE REPUBLIC OF SOUTH AFRICA, 1996		163	Deciding to become and remain a member of an organisation representing municipalities		Council	None	None		
357	CONSTITUTION OF THE REPUBLIC OF SOUTH AFRICA, 1996		217	Determining a procurement system that is fair, equitable, transparent, competitive and cost-effective when it contracts for goods or services		Council	None	None		
358	CONSTITUTION OF THE REPUBLIC OF SOUTH AFRICA, 1996		227(1)	Deciding on the allocation of the equitable share of revenue raised nationally accruing to the municipality		Council	None	None		
359	CONSTITUTION OF THE REPUBLIC OF SOUTH AFRICA, 1996		229(1)	Imposing rates on property and surcharges on fees for services provided by or on behalf of the municipality and other taxes, levies and duties appropriate to local government		Council	None	None		
360	CONSTITUTION OF THE REPUBLIC OF SOUTH AFRICA, 1996		229(4)	Deciding to share revenue raised by the municipality with municipalities that have fiscal power and functions in the municipality's area		Council	None	None		
361	CONSTITUTION OF THE REPUBLIC OF SOUTH AFRICA, 1996		230	Deciding to raise loans for capital or current expenditure		Council	None	None		
362	Municipal Demarcation Act, 27 of 1998		21(4)	Submitting an objection regarding the determination or re-determination of the municipality's boundaries to the Demarcation Board		Council	None	None		
363	Municipal Demarcation Act, 27 of 1998		26(3)	Considering a written invitation by the Demarcation Board to make representations regarding the intended demarcation of the municipality's boundaries		Council	None	None		

Delegation No.	ACT, REGULATION, BY-LAW POLICY	MATTERS	Reference No.	Power/Duty	Applicable conditions	Duty of	Delegated to	Sub-delegated to	Remarks	Report
364	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		7(1)	Open & maintain at least one bank account in municipality's name	Section 62(2) of the MFMA	Accounting Officer	Chief Financial Officer	None		Ongoing function – no report.
365	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		7(1)	Deciding at which bank to open bank account	Subject to section 8(2) of the MFMA	Accounting Officer	None	None	Recommendation from Bid Adjudication Committee after supply chain management process	
366	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		7(1)	Deciding to close a bank account	Section 10(1)(B) of the MFMA	Accounting Officer	Chief Financial Officer	None		
367	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		7(2)	Ensure all money received is paid into bank account	See section 48(2)(d) of the MFMA	Accounting Officer	Chief Financial Officer	Manager Revenue Management		Ongoing function – no report.
368	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		8(1)	Designate one bank account as main bank account	Section 62(2) of the MFMA	Accounting Officer	Chief Financial Officer	None		Ongoing function – no report.
369	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		8(2)	Ensure all listed and prescribed moneys are paid into primary bank account		Accounting Officer	Chief Financial Officer	Manager Revenue Management		Ongoing function – no report.
370	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		8(3)	Determining the reasonable steps to be taken to ensure that the prescribed money received is paid into the Municipality's primary bank account.	Section 62(2) of the MFMA	Accounting Officer	Chief Financial Officer	Manager Revenue Management		
371	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		8(5)	Submit information regarding banking details of primary account to National Treasury, Provincial Treasury and Auditor-General		Accounting Officer	Chief Financial Officer	Manager Financial Management & Reporting		
372	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		8(5)	Inform National Treasury and Auditor-General 30 days before changing primary account.		Accounting Officer	Chief Financial Officer	Manager Financial Management & Reporting		
373	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		9(a)	Notify Provincial Treasury and Auditor-General of new bank account and of all details of account		Accounting Officer	Chief Financial Officer	Manager Financial Management & Reporting	Within 90 days after opening account	
374	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		9(b)	Notify Provincial Treasury and Auditor-General annually, before start of financial year, of all bank accounts and details		Accounting Officer	Chief Financial Officer	Manager Financial Management & Reporting		
375	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		10(1)(a)	Administer all bank accounts		Accounting Officer	Chief Financial Officer	Manager Financial Management & Reporting		
376	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		10(1)(b)	Be accountable to municipal council for municipality's bank accounts		Accounting Officer	Chief Financial Officer	None		
377	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		10(1)(c)	Enforce compliance with sections 7, 8, 11		Accounting Officer	Chief Financial Officer	None	Delegable to Chief Financial Officer only	
378	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		11(1)	Withdraw money or issue written authority to withdraw money from any of the municipality's bank accounts subject to provisos (a)-(j)		Accounting Officer	Chief Financial Officer	All Managers and Accountants on post level T12 and above in the Directorate Financial Services	Any written authorisation must comply with section 11(2)	
379	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		11(4)(a)	Table quarterly consolidated report of all withdrawals made in council		Accounting Officer	Chief Financial Officer	Manager Financial Management & Reporting	Within 30 days after end of quarter	

Delegation No.	ACT, REGULATION, BY-LAW POLICY	MATTERS	Reference No.	Power/Duty	Applicable conditions	Duty of	Delegated to	Sub-delegated to	Remarks	Report
380	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		11(4)(b)	Submit quarterly consolidated report to Provincial Treasury and Auditor-General		Accounting Officer	Chief Financial Officer	Manager Financial Management & Reporting	Within 30 days after end of quarter	
381	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		12(1)	Set up relief, charitable, trust or other fund		Council, Executive Mayor	Accounting Officer	Chief Financial Officer	Only the Municipal Manager may be the Accounting Officer of such fund.	First council meeting after decision.
382	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		12(2)	Set up separate bank account for relief, charitable, trust or other fund	Section 12(1) of the MFMA	Accounting Officer	Chief Financial Officer	None	In accordance with decision of Municipal Council.	Quarterly
383	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		12(4)	Grant written authority to withdraw money without appropriation in terms of an approved budget subject to provisos (a) and (b)		Accounting Officer	Chief Financial Officer	None	Written authority of the accounting officer must be in accordance with decisions of the municipal council.	
384	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		13(2)	Establishing an appropriate and effective cash management and investment policy for the Municipality	Note : In terms of section 60(2) of the Municipal Systems Act 2000 the Council may only delegate to the Executive Mayor or The Chief Financial Officer the authority to make decisions on behalf of the Municipality	Council	N/A	N/A		
385	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		14(2)	Deciding to transfer ownership as a result of a sale or other transaction or otherwise permanently dispose of a capital asset	On condition that the asset concerned is not needed to provide the minimum level of basic municipal services and the Council considered the fair market value of the asset concerned	Council	N/A	N/A		
386	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		14(2)(a)	Deciding, at a meeting open to the public and on reasonable grounds, that an asset of the Municipality is not needed to provide the minimum level of basic municipal services	Only in respect of movable capital assets below a value determined by the Council	Council	N/A	N/A		
387	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		14(2)(b)	Considering the fair market value of an asset to be disposed of and the economic and community value to be received in exchange for an asset to be disposed of	Only in respect of movable capital assets below a value determined by the Council	Council	Accounting Officer	None		
388	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		14(4)	Transfer ownership or disposal of a movable capital asset below a value of R500 000	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.	Council	Accounting Officer	Chief Financial Officer	Subject to S14(5) and subject to Regulation (40(2)(b) of SCM Regulations PN 868. For capital assets above value of R200 000 first obtain the recommendation of the Chief Financial Officer	Quarterly

Delegation No.	ACT, REGULATION, BY-LAW POLICY	MATTERS	Reference No.	Power/Duty	Applicable conditions	Duty of	Delegated to	Sub-delegated to	Remarks	Report
389	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		16(1) &24(2)(a)	Approval of budget	Note : 1. In terms of section 160(2)(b), read with section 160(3)(b) of the Constitution a budget must be approved by a decision taken by the Council with a supporting vote of a majority of its members. 2. Approval of the budget must be considered on or before 1 June each year in terms of section 24(1) of the MFMA. 3. In terms of section 30(5) of the Local Government: Municipal Structures Act 1998 (Act No 117 of 1998) the Council may only after it received and considered the report and recommendations of the Executive Mayor regarding the annual budget, approve the budget . 4. See section 25(1) of the MFMA	Council	None	None	30 days before start of budget year	
390	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		16(2)	Tabling of budget at Council 90 days before start of budget year		Executive Mayor	None	None		
391	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		16(3)	Deciding whether money for capital expenditure for a period not exceeding three financial years may be appropriated in an annual budget	A separate appropriation must be made for each of financial year	Council	None	None		
392	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		19(1)(b)	Approving a capital project, including its total cost		Council	None	None		
393	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		19(1)(d)	Considering the sources of funding of a capital project		Council	None	None		
394	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		19(2)	Considering, in respect of a capital project, the projected cost covering all financial years until the project is operational and the future operational costs and revenue on the project, including municipal tax and tariff implications.		Council	None	None		
395	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		19(3)	Deciding to approve capital projects below the prescribed value individually or as part of a consolidated capital programme		Council	None	None		
396	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		21(1)(a)	Co-ordinate process for preparing budget, review IDP and budget-related policies for consistency and credibility		Executive Mayor	Accounting Officer	Chief Financial Officer / Manager Strategic Services	Chief Financial Officer : Budget and Budget related policies; Manager Strategic Services : IDP review	
397	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		21(1)(b)	Table at council schedule for deadlines for preparation, tabling and approval of budget, IDP review and budget-related policies and processes		Executive Mayor	Manager Strategic Services	None	10 months before start of budget year	

Delegation No.	ACT, REGULATION, BY-LAW POLICY	MATTERS	Reference No.	Power/Duty	Applicable conditions	Duty of	Delegated to	Sub-delegated to	Remarks	Report
398	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		21(2)	When preparing the budget, take those factors into account and consult as set out in sub paragraph 2(a) to (d) and furnish information as per (e)		Executive Mayor	None	None		
399	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		22(a)	Make public annual budget and invite local community to submit representations		Accounting Officer	Chief Financial Officer	Manager Financial Management & Reporting	Immediately after budget was tabled in council	
400	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		22(b)(i)	Submit printed and electronic copies of budget to National Treasury, Provincial Treasury		Accounting Officer	Chief Financial Officer	Manager Financial Management & Reporting	Immediately after budget was tabled	
401	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		22(b)(ii)	Submit printed or electronic copies of budget to national or provincial state organs and other municipalities affected by budget		Accounting Officer	Chief Financial Officer	Manager Financial Management & Reporting	Immediately after budget was tabled	
402	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		23(1)	Consideration of comments on budget		Council	N/A	N/A		
403	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		23(2)	Give the Mayor an opportunity to respond to submissions by community, national and provincial treasury and other organs of state and revise budget and table amendments in council		Council	Executive Mayor	Chief Financial Officer		
404	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		23(4)	Adopt guidelines on processing of budget by council, formation of committees for consideration and holding of public hearings		Council	N/A	N/A	After issuing of guidelines by National Treasury (S23(3))	
405	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		24(2)(c) (i)	Adopt resolution for imposing municipal tax		Council	N/A	N/A		
406	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		24(2)(c)(ii)	Adopt resolution for setting municipal tariffs		Council	N/A	N/A		
407	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		24(2)(c)(iii)	Adopt resolution for approving measurable performance objectives for revenue		Council	N/A	N/A		
408	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		24(2)(c)(iv)	Adopt resolution for approving changes to IDP		Council	N/A	N/A		
409	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		24(2)(c)(v)	Adopt resolution for approving changes to budget-related policies		Council	N/A	N/A		
410	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		24(3)	Submit approved budget to National and Provincial Treasury		Accounting Officer	Chief Financial Officer	Manager Financial Management & Reporting		
411	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		25(1)	Reconsider, vote again on budget or amended version		Council	N/A	N/A	Within 7 days if not approved at first meeting	
412	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		25(3)	Must, if the council has by the first day of the budget year failed to approve an annual budget, including revenue-raising measures necessary to give effect to the budget, as contemplated by section 55-		Executive Mayor	None	None		
413	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)			(a) immediately report the matter to the MEC for local government; and		Executive Mayor	None	None		
414	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)			(b) may recommend to the MEC an appropriate provincial intervention in terms of section 139 of the Constitution		Executive Mayor	None	None		
415	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		27(1)	Inform MEC for finance in province of impending non-compliance to tabling, approval or consultation process in budget process		Executive Mayor	None	None		
416	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		27(2)	Apply for extension of time or deadline		Executive Mayor	None	None		

Delegation No.	ACT, REGULATION, BY-LAW POLICY	MATTERS	Reference No.	Power/Duty	Applicable conditions	Duty of	Delegated to	Sub-delegated to	Remarks	Report
417	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		27(3)	Inform, in writing, council, MEC and National Treasury of actual non-compliance and remedial or corrective measures intended to implement for avoiding recurrence		Executive Mayor	None	None		
418	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		28(1)	Revise an approved budget through an adjustments budget		Council	None	None		
419	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		28(4)	Table adjustments budget in council		Executive Mayor	None	None		
420	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		29(1)& (2)(c)	Authorise unforeseeable and unavoidable expenditure not provided for in budget and report to Council at next meeting		Executive Mayor	None	None		
421	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		29(2)(d)	Authorise unforeseeable and unavoidable expenditure through an adjustment budget		Council	None	None		
422	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		31(c)	Issue certificate required to exceed capital programme up to 20%		Accounting Officer	Chief Financial Officer	None		
423	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		31(d)	Approval to exceed capital programme up to 20%		Executive Mayor	Accounting Officer	None		
424	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		31(e)	Submission of documents re shifting of funding to provincial treasury and Auditor- General		Accounting Officer	Chief Financial Officer	Manager Financial Management & Reporting		
425	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		32(1)(a)	Advise a political office-bearer that any anticipated expenditure instructed by that councillor is likely to be unauthorised expenditure		Accounting Officer	Chief Financial Officer	None	Accounting Officer to be advised by relevant Director when applicable	
426	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		32(2)	To recover unauthorised, irregular or fruitless or wasteful expenditure from political office bearers, the Municipal Manager and managers directly accountable to the Municipal Manager and any former councillor(s) or former Municipal Managers and former managers directly accountable to the Municipal Manager or former Municipal Manager.	Except, in the case of-	Council	N/A	N/A		
427	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)				1. unauthorised expenditure, if the amount of the expenditure is authorised in an adjustments budget; or	Council	N/A	N/A		
428	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)				2. is certified by the Council, after investigation by a Council committee, as irrecoverable and written off by the Council;	Council	N/A	N/A		
429	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)				3. irregular or fruitless and wasteful expenditure is, after investigation by a Council committee, certified by the Council as irrecoverable and written off by the Council.	Council	Accounting Officer	N/A		
430	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		32(2)	Determining the amount of unauthorised, irregular or fruitless and wasteful expenditure to be recovered, written off or provided for in an adjustments budget		Council	Accounting Officer	Chief Financial Officer		

Delegation No.	ACT, REGULATION, BY-LAW POLICY	MATTERS	Reference No.	Power/Duty	Applicable conditions	Duty of	Delegated to	Sub-delegated to	Remarks	Report
431	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		32(2)	Identifying the identity of the person who is liable for unauthorised, irregular or fruitless and wasteful expenditure.	section 62(1)(e)	Council	Accounting Officer	Chief Financial Officer		
432	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		32(2)	Appointing a committee to investigate any suspected or reported unauthorised, irregular or fruitless and wasteful expenditure	in terms of the judgements of the Courts in the cases of <u>The Democratic Alliance and another v. Amos Masondo and another (WLD)</u> (Case No 01/9260) (2001) and <u>Democratic Alliance and Another v. Amos Masondo N.O. and the Minister of Provincial and Local Government (CC)</u> (Case No CCT 29/02) a mayoral committee was found not to be a committee of a municipal council. The Council may therefore not appoint the Mayoral Committee to perform such an investigation.	Council	None	None		
433	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		32(3)	Inform council or mayor in writing, that expenditure resulting from decision taken is likely to be unauthorised, irregular, fruitless or wasteful		Accounting Officer	Chief Financial Officer	None		
434	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		32(4)(a)	Inform mayor, MEC for local government in province and Auditor-General, in writing, of unauthorised, irregular, fruitless or wasteful expenditure		Accounting Officer	Chief Financial Officer	None		
435	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		32(4)(b)	Inform mayor, MEC for local government in province and Auditor-General, in writing, whether any person is responsible or under investigation for unauthorised, irregular, fruitless or wasteful expenditure		Accounting Officer	Chief Financial Officer	None		
436	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		32(4)(c)	Inform mayor, MEC and Auditor-General of steps taken to recover or rectify such expenditure and prevention of recurrence		Accounting Officer	Chief Financial Officer	None		
437	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		32(6)	Report irregular expenditure that constitute a criminal offence and theft or fraud to the SAPS		Accounting Officer	Relevant Director	None	After consultation with CFO	
438	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		32(7)	Ensuring that cases against the Accounting Officer are reported to SAPS and if Accounting Officer fails to report other cases.		Council	Executive Mayor	None		First Council meeting after decision.
439	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		33	Approving contract which will impose financial obligations beyond 3 years covered in budget		Council	None	None		
440	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		33(1)(a)(i)	Before approval of contract for financial obligations beyond 3 years, make public draft contract for comments and representations		Accounting Officer	Chief Financial Officer	Head Assets & Supply Chain Management	60 days before meeting	
441	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		33(1)(a)(ii)	Solicit views of National Treasury, provincial treasury, national department for local government or other national department		Accounting Officer	Chief Financial Officer	Head Assets & Supply Chain Management		
442	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		34(1)	Entering into an agreement with the national or provincial government to assist the Municipality to build its capacity for efficient, effective and transparent financial management.		Council	Accounting Officer	None		

Delegation No.	ACT, REGULATION, BY-LAW POLICY	MATTERS	Reference No.	Power/Duty	Applicable conditions	Duty of	Delegated to	Sub-delegated to	Remarks	Report
443	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		34(3)(a)	Considering the results of the provincial government's monitoring of the Municipality.		Council	Accounting Officer	Chief Financial Officer		
444	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		34(3)(b)	Considering a notification of the provincial government of any emerging or impending financial problems in the Municipality.		Council	Executive Mayor	None		
445	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		37(1)(a)	Determining the steps the Municipality must take to promote co-operative government with the national and provincial spheres of government and other municipalities in the Municipality's fiscal and financial relations.		Council	Accounting Officer	None		
446	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		38(2)	Considering a notice received from the National Treasury of its intention to stop the transfer of funds to the Municipality.		Council	Executive Mayor	Accounting Officer	In consultation with the CFO	
447	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		38(2)(a)	Submit written representations on proposed stopping of funds by National Treasury		Accounting Officer	Chief Financial Officer	None		Quarterly
448	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		39(3)(b)	Answering allegations causing the stopping of equitable share allocations		Council	Executive Mayor	Accounting Officer	After consultation with CFO	Quarterly
449	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		44	In a dispute of financial nature with other organ of state to try to resolve without going to court and where National Treasury is not party report to National Treasury or request mediation		Council	Executive Mayor	Accounting Officer	After consultation with CFO	Quarterly
450	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		45(1)	Deciding whether to incur short term debt	1. In terms of section 160(2) of the Constitution the Council may not delegate the raising of loans	Council	N/A	N/A		
451	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)				2. A decision to raise a loan must be taken by the Council with a supporting vote of a majority of its members in terms of section 160(3)(b) of the Constitution	Council	N/A	N/A		
452	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)				3. In terms of section 30(5) of the Local Government: Municipal Structures Act 1998 (Act No 117 of 1998) the Council may only after it received and considered the report and recommendations of the Executive Mayor regarding a loan, approve the raising of a loan	Council	N/A	N/A		
453	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		45(2)	Must sign a resolution of the council to incur short-term debt, and which signifies that council has approved the debt agreement.		Executive Mayor	None	None		
454	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		45(2)(b)	Signing a debt agreement or other document which creates or acknowledges any short term debt		Accounting Officer	Chief Financial Officer	None		
455	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		45(3)(b)(i) and (ii)	Approval of agreement and amendments thereof for short term debt		Council	None	None		
456	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		45(3)(b)(iii)	Notification to Council of use of credit facility for emergency use		Accounting Officer	Chief Financial Officer	None	As soon as practical	

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457	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		46	Incur long-term debt and approve debt agreement	1. In terms of section 160(2) of the Constitution the Council may not delegate the raising of loans	Council	None	None		
458	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)				2. A decision to raise a loan must be taken by the Council with a supporting vote of a majority of its members in terms of section 160(3)(b) of the Constitution	Council	None	None		
459	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)				3. In terms of section 30(5) of the Local Government: Municipal Structures Act 1998 (Act No 117 of 1998) the Council may only after it received and considered the report and recommendations of the Executive Mayor regarding a loan, approve the raising of a loan	Council	None	None		
460	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		46(2)(a)	Must sign a resolution of the council to incur long-term debt, and which signifies that council has approved the debt agreement.		Executive Mayor	None	None		
461	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		46(2)(b)	Sign agreement or document that creates or acknowledges creation of long-term debt for municipality		Accounting Officer	Chief Financial Officer	None		
462	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		46(3)(a)(i)	Make intention to incur long-term debt public in an information statement.		Accounting Officer	Chief Financial Officer	Head Assets & Supply Chain Management	At least 21 days before council meeting	
463	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		46(3)(a)(ii)	Invite public, National and Provincial Treasury to submit written comment on proposed long-term debt to council		Accounting Officer	Chief Financial Officer	Head Assets & Supply Chain Management		
464	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		46(3)(b)	Submit information statement of proposed long-term debt to council		Accounting Officer	Chief Financial Officer	Head Assets & Supply Chain Management	At least 21 days before council meeting	
465	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		48	Provide security for own debt or contractual obligations or for debt of municipal entity		Council	None	None		
466	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		50	Issue guarantee for commitment or debt		Council	None	None	Must be in budget	
467	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)			Deciding to issue a guarantee for any commitment or debt of any organ of state, person or municipal entity under the sole or shared control of the Municipality	Subject to any prescripts in this regard	Council	None	None		
468	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		52(a)	Provide political guidance over fiscal and financial affairs		Executive Mayor	None	None		
469	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		52(b)	Monitor and oversee accounting officer and chief financial officer		Executive Mayor	None	None	In consultation with Portfolio Chair for Finance	
470	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		52(c)	Ensure municipality performs constitutional and statutory functions		Executive Mayor	None	None		

Delegation No.	ACT, REGULATION, BY-LAW POLICY	MATTERS	Reference No.	Power/Duty	Applicable conditions	Duty of	Delegated to	Sub-delegated to	Remarks	Report
471	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		52(d)	Submit report to council on implementation of budget and financial state of affairs		Executive Mayor	None	None	Draft report to be prepared by Chief Financial Officer	
472	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		52(e)	Exercise powers and perform duties assigned by council		Executive Mayor	None	None		
473	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		53(1)(a)	Provide general political guidance over budget process and priorities in preparation of budget		Executive Mayor	None	None		
474	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		53(1)(b)	Co-ordinate review of IDP for budget and determine how it will be incorporated		Executive Mayor	None	None		
475	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		53(1)(c)	Ensure budget is approved, service delivery and budget implementation plan is approved in time and that performance agreements comply with statutory requirements		Executive Mayor	None	None		
476	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		53(2)	Report to council and MEC for finance any delay in tabling of budget, approval of service delivery and budget implementation plan and signing of performance agreement		Executive Mayor	None	None		
477	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		53(3)(a)	Ensure monthly expenditure projections and quarterly service delivery targets and performance indicators are made public		Executive Mayor	None	None	Information to be prepared by Chief Financial Officer	
478	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		53(3)(b)	Make public and submit copies to council and MEC for local government of performance agreements of municipal manager and senior managers		Executive Mayor	Accounting Officer	None		
479	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		54(1)(a)	Consider monthly budget statements and mid-year budget and performance assessment		Executive Mayor	None	None	Reports as required by S71 and S72	
480	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		54(1)(b)	Check whether budget is implemented in accordance with service delivery and budget implementation plan		Executive Mayor	None	None		
481	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		54(1)(c)	Consider and make adjustments to service delivery and budget implementation plan and submit to council for approval after approval of adjustments budget where applicable		Executive Mayor	None	None		
482	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		54(1)(d)(i)	Issue instructions to accounting officer to ensure budget is implemented in accordance with service delivery and budget implementation plan		Executive Mayor	None	None		
483	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		54(1)(d)(ii)	Issue instructions to accounting officer to ensure spending of funds and revenue collection proceed in accordance with the budget		Executive Mayor	None	None		
484	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		54(1)(e)	Identify financial problems		Executive Mayor	Accounting Officer	All Directors		
485	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		54(1)(f)	Submit S72 mid-year report to council by 31 January		Executive Mayor	None	None		
486	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		54(2)(a)	Facing financial problems: respond to and initiate remedial or corrective steps as proposed by accounting officer		Executive Mayor	Chief Financial Officer	None		
487	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		54(2)(b)	Facing financial problems: alert council and MEC for local government		Executive Mayor	Accounting Officer	None		
488	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		54(3)	Ensure revisions of service delivery and budget implementation plan are made public		Executive Mayor	Accounting Officer	Manager Strategic Services		
489	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		55	If Council has not approved budget by first day of financial year, or if serious financial problem as envisaged in S136 is encountered, report to the MEC for local government and may recommend provincial intervention		Executive Mayor	None	None		
490	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		59	(1) Delegate any of the powers and duties assigned to the mayor		Executive Mayor	None	None	Approved by Council	

Delegation No.	ACT, REGULATION, BY-LAW POLICY	MATTERS	Reference No.	Power/Duty	Applicable conditions	Duty of	Delegated to	Sub-delegated to	Remarks	Report
491	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)			(2) Confirm, vary or revoke any decision taken in consequence of a delegation of a power or duty assigned to the mayor in terms of the MFMA		Executive Mayor	None	None	Approved by Council	
492	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		60(b)	Provide guidance and advice on compliance with MFMA to political structures and office-bearers, officials and municipal entities under sole or shared control		Accounting Officer	Chief Financial Officer	None	In general, with Directors providing same iro their sections	
493	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		61(1)(a)	Act in best interest of municipality in managing financial affairs		Accounting Officer	All Directors	All Managers	In general, with Directors providing same iro their sections	
494	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		61(1)(b)	Disclose all material facts that may influence decisions to council		Accounting Officer	All Directors	All Managers	In general, with Directors providing same iro their sections	
495	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		61(1)(c)	Seek to prevent any prejudice to financial interests of municipality		Accounting Officer	All Directors	All Managers	In general, with Directors providing same iro their sections	
496	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		62(1)(a)	Take steps to ensure all resources are used effectively, efficiently and economically		Accounting Officer	All Directors	All Managers	In general, with Directors providing same iro their sections	
497	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		62(1)(b)	Take steps to ensure full records are kept of financial affairs		Accounting Officer	All Directors	All Managers	In general, with Directors providing same iro their sections	
498	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		62(1)(c)	Take steps to ensure that effective, efficient and transparent systems are kept of financial and risk management, internal control and internal auditing		Accounting Officer	All Directors	All Managers	In general, with Directors providing same iro their sections	
499	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		62(1)(d)	Take steps to ensure that unauthorised, irregular, fruitless or wasteful expenditure are prevented		Accounting Officer	All Directors	All Managers	In general, with Directors providing same iro their sections	
500	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		62(1)(e)	Take steps to ensure that disciplinary and, when appropriate, criminal proceedings are instituted when financial misconduct is suspected		Accounting Officer	All Directors	All Managers	In general, with Directors providing same iro their sections and after consultation with Internal Auditor	
501	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		62(1)(f)	Take steps to ensure that municipality has and implements a tariff policy, rates policy, credit control and debt collection policy and supply chain management policy.		Accounting Officer	Chief Financial Officer	None		
502	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		62(2)	Take responsibility and account for all bank accounts of the municipality, including relief, charitable, trust or other fund iro S12 or purpose referred to in section 48(2)(d)		Accounting Officer	Chief Financial Officer	None		
503	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		63(1)	Responsible for the management of the assets and liabilities of the municipality		Accounting Officer	All Directors	All Managers		
504	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		63(2)(a)	Ensure municipality has and maintains management, accounting and information system to account for assets and liabilities		Accounting Officer	Chief Financial Officer	None		
505	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		63(2)(b)	Ensure assets and liabilities are valued		Accounting Officer	Chief Financial Officer	Manager Expenditure & Supply Chain Management		
506	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		63(2)(c)	Ensure municipality has and maintains a system of internal control of assets and liabilities, including asset and liabilities register		Accounting Officer	Chief Financial Officer	Manager Expenditure & Supply Chain Management		

Delegation No.	ACT, REGULATION, BY-LAW POLICY	MATTERS	Reference No.	Power/Duty	Applicable conditions	Duty of	Delegated to	Sub-delegated to	Remarks	Report
507	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		64(1)	Responsible for the revenue of the municipality		Accounting Officer	Chief Financial Officer	Manager Revenue Management		
508	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		64(2)(a)	Ensure municipality has effective revenue collection systems		Accounting Officer	Chief Financial Officer	Manager Revenue Management		
509	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		64(2)(b)	Ensure revenue due to municipality is calculated on a monthly basis		Accounting Officer	Chief Financial Officer	Manager Revenue Management		
510	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		64(2)(c)	Ensure accounts for tax and charges for municipal services are prepared on monthly or otherwise economical basis		Accounting Officer	Chief Financial Officer	Manager Revenue Management		
511	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		64(2)(d)	Ensure all money received are promptly deposited		Accounting Officer	Chief Financial Officer	Manager Revenue Management		
512	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		64(2)(e)	Ensure municipality has and maintains management, accounting and information system which recognises revenue earned, accounts for debtors and accounts for receipt of revenue		Accounting Officer	Chief Financial Officer	None		
513	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		64(2)(f)	Ensure municipality has and maintains system of internal control in respect of debtors and revenue as prescribed		Accounting Officer	Chief Financial Officer	Manager Revenue Management		
514	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		64(2)(g)	Ensure municipality charges interest on arrears except in case of exemptions		Accounting Officer	Chief Financial Officer	Manager Revenue Management		
515	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		64(2)(h)	Ensure all revenue collected, including revenue received via collection agent, is reconciled on at least a weekly basis		Accounting Officer	Chief Financial Officer	Manager Revenue Management		
516	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		64(3)	Inform National Treasury of payments due by a state organ that is regularly in arrears for more than 30 days		Accounting Officer	Chief Financial Officer	Manager Revenue Management		
517	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		64(4)	Ensure any funds collected by municipality on behalf of any other state organ is transferred at least on a weekly basis and not used for the purposes of the municipality		Accounting Officer	Chief Financial Officer	Manager Expenditure & Supply Chain Management		
518	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		65(1)	Responsible for the management of the expenditure of the municipality		Accounting Officer	All Directors	None		
519	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		65(2)(a)	Ensure municipality has and maintains a effective system of expenditure control		Accounting Officer	Chief Financial Officer	Manager Expenditure & Supply Chain Management		
520	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		65(2)(b)	Ensure municipality has and maintains management, accounting and information system which recognises expenditure, accounts for creditors, and accounts for payments made by the municipality		Accounting Officer	Chief Financial Officer	None		
521	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		65(2)(c)	Ensure that municipality has and maintain a system of internal control in respect of creditors and payments		Accounting Officer	Chief Financial Officer	Manager Expenditure & Supply Chain Management		
522	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		65(2)(d)	Ensure payments are made directly, electronically, by non-transferable cheques or cash cheques up to prescribed limit		Accounting Officer	Chief Financial Officer	Manager Expenditure & Supply Chain Management		

Delegation No.	ACT, REGULATION, BY-LAW POLICY	MATTERS	Reference No.	Power/Duty	Applicable conditions	Duty of	Delegated to	Sub-delegated to	Remarks	Report
523	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		65(2)(e)	Ensure all money owed by municipality is paid within 30 days of receiving invoice or statement, or as prescribed		Accounting Officer	Chief Financial Officer	Manager Expenditure & Supply Chain Management		
524	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		65(2)(f)	Ensure municipality complies with tax, levy, duty, pension, medical aid, audit fees and other statutory commitments		Accounting Officer	Chief Financial Officer	Manager Expenditure & Supply Chain Management		
525	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		65(2)(g)	Ensure disputes over payments are disposed of in terms of legislation regulating disputes between organs of state		Accounting Officer	Chief Financial Officer	Manager Expenditure & Supply Chain Management		
526	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		65(2)(h)	Ensure municipality's available working capital is managed effectively and economically in terms of legislation		Accounting Officer	Chief Financial Officer	Manager Expenditure & Supply Chain Management		
527	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		65(2)(i)	Ensure supply chain management policy is implemented		Accounting Officer	Chief Financial Officer	Manager Expenditure & Supply Chain Management		
528	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		65(2)(j)	Ensure financial accounts are closed and reconciled with records at the end of each month		Accounting Officer	Chief Financial Officer	Manager Expenditure & Supply Chain Management		
529	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		66	Report to council, as prescribed, expenditure on staff salaries, wages, benefits and allowances		Accounting Officer	Chief Financial Officer	Manager Expenditure & Supply Chain Management		
530	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		67(1)(a)(i)	Ensure, before transferring funds to a body outside any sphere of government, that the body has the capacity and has agreed to comply with any agreement		Accounting Officer	Chief Financial Officer	Manager Expenditure & Supply Chain Management		
531	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		67(1)(a)(ii)	Ensure that the body has the capacity and has agreed to comply with any reporting, financial management and auditing requirements		Accounting Officer	Chief Financial Officer	Manager Expenditure & Supply Chain Management		
532	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		67(1)(a)(iii)	Ensure that the body has the capacity and has agreed to report at least monthly on actual expenditure		Accounting Officer	Chief Financial Officer	Manager Expenditure & Supply Chain Management		
533	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		67(1)(a)(iv)	Ensure that the body has the capacity and has agreed to submit audited financial statements		Accounting Officer	Chief Financial Officer	Manager Expenditure & Supply Chain Management		
534	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		67(1)(b)	Ensure that the body implements effective, efficient and transparent financial and internal control systems		Accounting Officer	Chief Financial Officer	Manager Expenditure & Supply Chain Management		
535	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		67(1)(c)	Ensure that the body has in previous similar transfers complied with all the requirements		Accounting Officer	Chief Financial Officer	Manager Expenditure & Supply Chain Management		
536	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		67(2)	Power to make further transfer in spite of non-compliance on certain conditions after compliance with provisos (a) and (b)		Council	Accounting Officer	None	After consultation with CFO	

Delegation No.	ACT, REGULATION, BY-LAW POLICY	MATTERS	Reference No.	Power/Duty	Applicable conditions	Duty of	Delegated to	Sub-delegated to	Remarks	Report
537	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		67(3)	Enforce compliance with section 67(1)		Accounting Officer	Chief Financial Officer	Manager Expenditure & Supply Chain Management		
538	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		67(4)(b)(i)	When section 67(1)(a) does not apply take steps to ensure targeted beneficiaries receive benefits		Accounting Officer	Chief Financial Officer	Manager Expenditure & Supply Chain Management		
539	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		67(4)(b)(ii)	When section 67(1)(a) does not apply certify to the Auditor-General that compliance will be uneconomical or unreasonable		Accounting Officer	Chief Financial Officer	Manager Expenditure & Supply Chain Management		
540	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		68(a)	Assist mayor in performing budgetary functions in terms of Chapters 4&7		Accounting Officer	Chief Financial Officer	None		
541	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		68(b)	Provide mayor with administrative support, resources and information		Accounting Officer	Chief Financial Officer	None		
542	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		69(1)(a)	Ensure funds are spent in accordance with budget and are reduced if necessary		Accounting Officer	Chief Financial Officer	None	For own Office and through Directors for their sections	
543	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		69(1)(b)	Ensure that revenue and expenditure are properly monitored		Accounting Officer	Chief Financial Officer	None		
544	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		69(2)	Prepare adjustments budget and submit to mayor for consideration and tabling to council		Accounting Officer	Chief Financial Officer	Manager Financial Management & Reporting		
545	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		69(3)(a)	Submit to mayor a draft service delivery and budget implementation plan		Accounting Officer	Manager Strategic Services	None	No later than 14 days after approval of budget	
546	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		69(3)(b)	Submit to the mayor drafts of annual performance agreements		Accounting Officer	Manager Strategic Services	None	No later than 14 days after approval of budget	
547	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		70(1)(a)(i)	Report, in writing, to municipal council any impending shortfalls in budgetary revenue		Accounting Officer	Chief Financial Officer	None		
548	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		70(1)(a)(ii)	Report in writing to the council any overspending of the budget		Accounting Officer	Chief Financial Officer	None		
549	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		70(1)(b)	Report, in writing, to municipal council any steps taken to rectify such shortfalls in budgetary revenue and overspending		Accounting Officer	Chief Financial Officer	None		
550	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		70(2)	Notify the National Treasury if the municipality's bank account(s) shows an overdrawn position for a period exceeding a prescribed period in the prescribed format		Accounting Officer	Chief Financial Officer	None		
551	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		71(1)	Submit to the mayor and Provincial Treasury a statement in the prescribed format on the state of the municipality's budget reflecting the prescribed particulars for that month and the financial year up to that month		Accounting Officer	Chief Financial Officer	Manager Financial Management & Reporting	No later than 10 working days after the end of each month	
552	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		71(1)(g)	Submit to the mayor and Provincial Treasury an explanation of variances in projected revenue, expenditure, service delivery and budget implementation plan and corrective steps taken		Accounting Officer	Chief Financial Officer	Manager Financial Management & Reporting	No later than 10 working days after the end of each month	
553	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		71(5)	Submit the part of the statement reflecting particulars referred to in section 71(1)(e)&(f) to the national or provincial organ of state as referred to		Accounting Officer	Chief Financial Officer	Manager Financial Management & Reporting	Not later than 10 working days after the end of each month	
554	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		72(1)(a)(i)	Assess the performance of the municipality in the first half of the financial year taking into account the monthly section 71 statements.		Accounting Officer	Chief Financial Officer	None	By the 25 January of each year: for own office and through Directors for their Directorates	

Delegation No.	ACT, REGULATION, BY-LAW POLICY	MATTERS	Reference No.	Power/Duty	Applicable conditions	Duty of	Delegated to	Sub-delegated to	Remarks	Report
555	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		72(1)(a)(ii) & (iii)	Assess the performance of the municipality in the first half of the financial year taking into account the service delivery, the past year's annual report and progress made on problems identified therein, the performance of every entity under sole or shared control		Accounting Officer	Chief Financial Officer	None	By the 25 January of each year. For own Office and through Directors for their directorates with assistance from the Manager Strategic Services	
556	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		72(1)(b)	Submit a report on the assessment to the mayor, National and Provincial Treasury		Accounting Officer	Chief Financial Officer	Manager Financial Management & Reporting	Ensure that service delivery performance portion is combined with financial/adjustment budget portion of report.	
557	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		73	Inform Provincial Treasury, in writing, of any failure to adopt or implement budget-related or supply chain management policy referred to in section 111, or non-compliance by political structure or office bearer with policy		Accounting Officer	Chief Financial Officer	None		
558	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		74(1)	Submit to National and Provincial treasury, dept of local government, or Auditor-General information, returns, documents, explanations, motivations as prescribed or required		Accounting Officer	Chief Financial Officer	Manager Financial Management & Reporting		
559	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		74(2)	Report inability to comply with responsibilities in terms of Act to mayor and Provincial Treasury		Accounting Officer	Chief Financial Officer	None		
560	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		75(1)	Place on the website of the municipality the following documents:		Accounting Officer	All Directors	All Managers	For own Office and through Directors for their sections.	
561	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)			(a) Annual and adjustment budgets and budget-related documents		Accounting Officer	All Directors	All Managers	Not later than 5 days after tabling in Council or date on which it must be made public, whichever occurs first. For own Office and through Directors for their sections.	
562	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)			(b) Budget-related policies		Accounting Officer	All Directors	All Managers	For own Office and through Directors for their sections.	
563	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)			(c) Annual report		Accounting Officer	All Directors	All Managers	For own Office and through Directors for their sections.	
564	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)			(d) Performance agreements		Accounting Officer	All Directors	All Managers	For own Office and through Directors for their sections.	
565	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)			(e) Service delivery agreements		Accounting Officer	All Directors	All Managers	For own Office and through Directors for their sections.	
566	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)			(f) Long-term borrowing contracts		Accounting Officer	All Directors	All Managers	For own Office and through Directors for their sections.	
567	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)			(g) Supply chain managements contracts above prescribed value		Accounting Officer	All Directors	All Managers	For own Office and through Directors for their sections.	
568	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)			(h) Information statements of list of assets disposed of in terms of section 14(2) or (4) during the previous quarter		Accounting Officer	All Directors	All Managers	For own Office and through Directors for their sections.	

Delegation No.	ACT, REGULATION, BY-LAW POLICY	MATTERS	Reference No.	Power/Duty	Applicable conditions	Duty of	Delegated to	Sub-delegated to	Remarks	Report
569	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)			(i) Contracts to which section 33(1) apply subject to 33(3)		Accounting Officer	All Directors	All Managers	For own Office and through Directors for their sections.	
570	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)			(j) Public-private partnership agreements referred to in section 120		Accounting Officer	All Directors	All Managers	For own Office and through Directors for their sections.	
571	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)			(k) Quarterly reports tabled in terms of section 52(d)		Accounting Officer	All Directors	All Managers	For own Office and through Directors for their sections.	
572	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)			(l) Other documents and legislation required		Accounting Officer	All Directors	All Managers	For own Office and through Directors for their sections.	
573	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		79(1)(c)	Regular review of delegations in terms of the MFMA		Accounting Officer	None	None		
574	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		79(4)	Accounting Officer may confirm vary or revoke any decision taken in consequence of a delegation, not affecting accrued rights		Accounting Officer	None	None		
575	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		81(1)(a)	Takes control of budget and treasury office		Chief Financial Officer	None	None		
576	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		81(1)(b)	Advise the Accounting Officer on the exercise of powers and duties of the Accounting Officer in terms of the MFMA		Chief Financial Officer	None	None	In co-operation with all financial sectional heads	
577	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		81(1)(d)	Advise senior managers and officials in the exercise of powers and duties given in terms of S78 or S79		Chief Financial Officer	None	None	In co-operation with all financial sectional heads	
578	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		81(1)(e)	Must perform the following duties:		Chief Financial Officer	None	None	In co-operation with all financial sectional heads	
579	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)			budgeting		Chief Financial Officer	None	None	In co-operation with all financial sectional heads	
580	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)			accounting		Chief Financial Officer	None	None	In co-operation with all financial sectional heads	
581	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)			analysis		Chief Financial Officer	None	None	In co-operation with all financial sectional heads	
582	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)			financial reporting		Chief Financial Officer	None	None	In co-operation with all financial sectional heads	
583	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)			cash management		Chief Financial Officer	None	None	In co-operation with all financial sectional heads	
584	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)			debt management		Chief Financial Officer	None	None	In co-operation with all financial sectional heads	
585	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)			supply chain management		Chief Financial Officer	None	None	In co-operation with all financial sectional heads	
586	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)			financial management		Chief Financial Officer	None	None	In co-operation with all financial sectional heads	
587	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		82(4)	The Chief Financial Officer may confirm, vary or revoke any decision taken as a consequence of a delegation in terms of S82 not affecting accrued rights		Chief Financial Officer	None	None		
588	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		83(2)	Determining the resources or opportunities to be made available for the training of officials to meet the prescribed financial management competency levels		Council	Accounting Officer	None		

Delegation No.	ACT, REGULATION, BY-LAW POLICY	MATTERS	Reference No.	Power/Duty	Applicable conditions	Duty of	Delegated to	Sub-delegated to	Remarks	Report
589	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		103	Receives report from Accounting Officer of improper interference by councillors		Speaker	None	None		
590	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		111	Approval of supply chain management policy	Subject to the content requirements in terms of section 112(1) of the MFMA	Council	None	None		
591	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		111	Implementation of supply chain management policy		Chief Financial Officer	Manager Expenditure & Supply Chain Management	None		
592	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		113	Consideration of unsolicited bids received outside normal bidding process		Council	Accounting Officer	None	In terms of Policy	
593	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		114(1)	Notification of Auditor-General, provincial treasury and National Treasury if other tender than recommended one is approved		Accounting Officer	Chief Financial Officer	Head Assets & Supply Chain Management		
594	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		115(1)	Implementation of supply chain management system		Chief Financial Officer	Manager Expenditure & Supply Chain Management	None		
595	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		116(2)(a)	Ensure contract or agreement procured through supply chain management is enforced		Accounting Officer	Relevant Director	Relevant Manager		
596	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		116(2)(b)	Monitor performance of contractor monthly		Accounting Officer	Relevant Director	Relevant Manager		
597	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		116(2)(c)	Establish capacity to assist accounting officer in carrying out (a)&(b) and oversee day-to-day management of contract or agreement		Accounting Officer	Relevant Director	Relevant Manager		
598	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		116(2)(d)	Report regularly to council on the management of contract or agreement and performance of the contractor		Accounting Officer	Relevant Director	Relevant Manager		
599	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		116(3)	Considering the reasons for the proposed amendment of a contract or agreement and any representation that may have been received regarding the proposed amendment of a contract or an agreement procured through the supply chain management policy of the Municipality and deciding whether to consent to the amendment of the contract or agreement		Council	N/A	N/A		
600	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		116(3)	Considering the reasons for the proposed amendment of a contract or agreement and any representation that may have been received regarding the proposed amendment of a contract or an agreement procured through the supply chain management policy of a municipal entity of which the Municipality is a parent municipality and deciding whether to consent to the amendment of a contract or agreement		Council	N/A	N/A		
601	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		119	Ensure officials involved in implementing supply chain management policy meet required competency levels		Accounting Officer	Chief Financial Officer	None		
602	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		119	Provide resources or opportunities for training of officials to meet competency levels		Accounting Officer	Chief Financial Officer	None		
603	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		120(1-5)	Conduct feasibility study (public-private partnership agreement)		Council	Accounting Officer	Relevant Director		Quarterly

Delegation No.	ACT, REGULATION, BY-LAW POLICY	MATTERS	Reference No.	Power/Duty	Applicable conditions	Duty of	Delegated to	Sub-delegated to	Remarks	Report
604	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		120(6)(a)	Submit feasibility study and other documents to council for decision in principle on continuance of public-private partnership		Accounting Officer	Relevant Director	None		
605	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		120(6)(b)	Make public particulars of proposed public-private partnership, including feasibility study and invite comments and representations		Accounting Officer	Relevant Director	None	At least 60 days prior to council meeting at which the matter will be considered	
606	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		120(6)(c)	Solicit the views of the National Treasury, national department responsible for local government, national department responsible for services and any other national or provincial organ of state as may be prescribed		Accounting Officer	Chief Financial Officer	None		
607	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		121(1)	Prepare annual report for each financial year		Accounting Officer	Manager Strategic Services	None	With inputs of all Directors	
608	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		121(1)	Consideration of annual report		Council	None	None	Within 9 months after end of financial year	
609	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		122	Preparation of annual financial statements		Accounting Officer	Chief Financial Officer	Manager Financial Management & Reporting	Final sign-off by Accounting Officer & CFO	
610	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		126(1)(a)	Prepare annual financial statements and submit to the Auditor-General		Accounting Officer	Chief Financial Officer	Manager Financial Management & Reporting	Within 2 months after the end of the financial year. Final sign-off by Accounting Officer	
611	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		126(4)	Receiving a report outlining the reasons for the delay from the Auditor-General if she/he is unable to complete an audit within three months after submission of the Municipality's annual financial statements and any consolidated annual financial statements of the Municipality and of a municipal entity over which the Municipality has sole control or effective control (if it is a private company)		Council	N/A	N/A		
612	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		127(2)	Table the annual report in council		Executive Mayor	None	None	Within 7 months after the end of the financial year	
613	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		127(3) and 133(1)	If mayor is unable to submit annual report within time limit, submission to Council of reasons and components that are ready		Executive Mayor	None	None		
614	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		127(5)(a)	Make public annual report and invite local community to submit representations		Accounting Officer	Manager Strategic Services	None	Immediately after annual report is tabled in council in terms of section 127(2) section 21A of Municipal Systems Act	
615	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		127(5)(b)	Submit annual report to Auditor-General, Provincial Treasury and provincial department for local government		Accounting Officer	Manager Strategic Services	None	Immediately after annual report is tabled in council in terms of section 127(2)	
616	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		128(a)	Monitor whether accounting officer of any municipal entity under sole or shared custody has complied with section 121(1) & 126(2)		N/A	N/A	N/A		
617	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		128(b)	Establish reasons for non-compliance		N/A	N/A	N/A		
618	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		128(c)	Report non-compliance, with reasons to council of parent municipality, Provincial Treasury and Auditor-General		N/A	N/A	N/A		
619	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		129(1)	Consider annual report and adopt oversight report containing council's comments on annual report		Council	N/A	N/A	Within 2 months after tabling	

Delegation No.	ACT, REGULATION, BY-LAW POLICY	MATTERS	Reference No.	Power/Duty	Applicable conditions	Duty of	Delegated to	Sub-delegated to	Remarks	Report
620	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		129(2)(a)	Attend council meetings where annual report is discussed		Accounting Officer	All Directors	None		
621	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		129(2)(b)	Submit copies of minutes of meetings to Auditor-General, provincial treasury and local government department		Accounting Officer	Manager Strategic Services	None		
622	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		129(3)	Make public an oversight report within 7 days of its adoption in accordance with section 21A of Municipal Systems Act		Accounting Officer	Manager Strategic Services	None		
623	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		129(5)	Deciding whether to adopt guidelines issued by the National Treasury on the manner in which councils should consider annual reports and conduct public hearings and the functioning and composition of any public accounts or oversight committees established by a council to assist it to consider an annual report		Council	N/A	N/A		
624	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		130	Ensure council meetings where annual report is tabled is open to the public and organs of state		Speaker	None	None		
625	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		131(1)	Ensure issues raised in audit report is addressed		Executive Mayor	Accounting Officer	All Directors	Issues must be addressed by Accounting Officer	
626	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		132(2)	Submit documents referred to if section 132(1)(a) & (b) to provincial legislature after adoption of relevant oversight report in terms of section 129(1)		Accounting Officer	Manager Strategic Services	None	Within 7 days after council has adopted the report	
627	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		133(1)(a)	Table a written explanation in council why accounting officer failed to submit financial statements to Auditor-General or mayor failed to table annual report to council		Executive Mayor	None	None		
628	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		133(1)(i)	Investigate the reasons for failure to submit financial statements		Speaker	None	None		
629	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		133(c)(ii)	Determining the appropriate steps to be taken to ensure that the financial statements are submitted to the Auditor-General or that the annual report, including the financial statements and the audit report on those statements, is tabled in the Council, as the case may be		Council	N/A	N/A		
630	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		133(c)(iii)	Deciding whether disciplinary steps should be taken against the Municipal Manager or other persons responsible for the failure of the Municipal Manager or of the accounting officer of a municipal entity under the Municipality's sole or shared control to submit annual financial statements to the Auditor-General or the Executive Mayor's failure to table the annual report of the Municipality or a municipal entity in the Council		Council	N/A	N/A		
631	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		135(3)	In the event of encountering a serious financial problem, seek solutions, notify MEC's for Local Government and Finance and organised local government		Council	Executive Mayor	None		First council meeting after decision.

Delegation No.	ACT, REGULATION, BY-LAW POLICY	MATTERS	Reference No.	Power/Duty	Applicable conditions	Duty of	Delegated to	Sub-delegated to	Remarks	Report
632	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		137(2)	Receiving an assessment of the seriousness of the financial problem in the Municipality, the determination of the provincial executive whether the financial problem experienced by the Municipality, singly or in combination with other problems, is sufficiently serious or sustained that the Municipality would benefit from a financial recovery plan and the request to a suitably qualified person to prepare and submit a financial recovery plan for the Municipality		Council	Speaker	None		
633	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)			Receiving a copy of the Municipal Financial Recovery Service's determination of the reasons for the crisis in the Municipality's financial affairs and assessment of the Municipality's financial state		Council	Speaker	None		
634	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		141(3)(a) 144(2)	Participating in consultations with the person or body appointed to prepare a financial recovery plan or an amendment of such plan for the Municipality.		Council	Accounting Officer	Chief Financial Officer		
635	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		141(3)(c) 144(2)	Commenting on a draft financial recovery plan or an amendment to such plan for the Municipality.		Council	Accounting Officer	Chief Financial Officer		
636	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		143(3)(a)	Receiving an approved financial recovery plan for the Municipality		Council	Speaker	None		
637	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		145(1)(a) 146(1)(a)	Implementing an approved financial recovery plan for the Municipality		Council	Accounting Officer	Chief Financial Officer		
638	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		145(1)(b)	Reporting monthly to the MEC for local government on the implementation of the approved financial recovery plan for the Municipality		Council	Accounting Officer	Chief Financial Officer		
639	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		147(1)(b)	Receiving progress reports and a final report on any intervention from the MEC for local government or the MEC responsible for finance		Council	Speaker	None		
640	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		148(1)(b)(i)	Declaring the Municipality's willingness to fulfil the executive obligation in terms of legislation or the Constitution that gave rise to any discretionary intervention in the Municipality		Council	N/A	N/A		
641	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		148(3)(a)	Receiving a notification that an intervention in the Municipality has ended		Council	Speaker	None		
642	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		152(1) & 153(1)(a)	If municipality cannot meet financial commitments, apply to High Court for an order to stay legal proceedings by persons claiming money from municipality		Council	Accounting Officer	None		Quarterly
643	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		153(3) & 152(2)	Give notice of application to stay legal proceedings to MEC for local government, the Minister, Cabinet member responsible for local government, organised local government, all persons the municipality owes money in excess of the prescribed amount or if not prescribed in excess of R100 000		Council	Accounting Officer	None		
644	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		153(1)(a)	Apply to High Court for an order to stay, not longer than 90 days, all legal proceedings by persons claiming money		Council	Accounting Officer	None		Quarterly
645	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		153(1)(b)	Apply to High Court for order to suspend financial obligations to creditors until municipality can meet obligations		Council	Accounting Officer	None		Quarterly
646	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		153(1)(c)	Apply to High Court for order to terminate financial obligations to creditors and settle claims in accordance with distribution scheme		Council	Accounting Officer	None		Quarterly

Delegation No.	ACT, REGULATION, BY-LAW POLICY	MATTERS	Reference No.	Power/Duty	Applicable conditions	Duty of	Delegated to	Sub-delegated to	Remarks	Report
647	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		163	Ensure municipality does not incur a liability or risk payable in foreign currency, except in prescribed conditions		Council	Chief Financial Officer	None		
648	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		164(1)(a)	Ensure the municipality does not conduct commercial activities otherwise than in the exercise of powers and functions assigned to it in terms of Constitution, national or provincial legislation or outside the borders of the Republic		Council	Chief Financial Officer	None		
649	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		164(1)(b)	Ensure the municipality does not provide service to an area outside their jurisdiction, except with the approval of the municipality having jurisdiction over that area		Accounting Officer	Relevant Director	None		
650	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		164(1)(c)	Ensure the municipality does not make loans to councillors, officials or members of the public		Accounting Officer	Chief Financial Officer	None		
651	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		165(1)	Establish internal audit unit		Council	Accounting Officer	None		Quarterly
652	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		165(2)(a)	Prepare risk based audit plan and internal audit program for each year		Accounting Officer	Internal Auditor	None		
653	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		165(2)(b)	Advise accounting officer and report to audit committee on implementation of internal audit plan and matters relating to: internal audit; internal controls; accounting proceedings and practices; risk and risk management; performance management; loss control and compliance with the annual Division of Revenue Act		Internal Auditor	None	None		
654	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		165(3)	Consider outsourcing internal audit function		Accounting Officer	Internal Auditor	None	Only after consultation with Accounting Officer	
655	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		166 (1; 4;5;6)	Establish audit committee		Council	None	None		
656	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		166(2)	Receiving reports of the audit committee		Council	Accounting Officer	None		
657	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		166(2)(d)	Requesting the audit committee to investigate the financial affairs of the Municipality or a municipal entity of which the Municipality is a parent		Council	Executive Mayor	None		
658	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		167(2)	Recover any unlawful remuneration paid or given in cash to a person as political office-bearer or as member of a political structure		Accounting Officer	Chief Financial Officer	None	CFO to inform Speaker	First council meeting after decision.
659	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		168(3)	Considering any guidelines issued by the Minister of Finance in terms of section 168(1) of the MFMA		Council	None	None		
660	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		171(4)(a)	Investigate allegations of financial misconduct against Accounting Officer, CFO and Directors		Council	Executive Mayor	None	After investigation by Financial Fraud Committee established in terms of the regulation	Special council Meeting in terms of regulation.
661	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		171(4)(a)	Investigate allegations of financial misconduct against a manager and any other official		Accounting Officer	All Directors	None	In terms of Disciplinary Collective Agreement	
662	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		171(4)(b)	Institute disciplinary proceedings against Accounting Officer, CFO and Directors		Council	Executive Mayor	None	In terms of the relevant regulation	
663	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		171(4)(b)	Institute disciplinary proceedings against a manager and any other official		Accounting Officer	All Directors	None	In terms of Disciplinary Collective Agreement	

Delegation No.	ACT, REGULATION, BY-LAW POLICY	MATTERS	Reference No.	Power/Duty	Applicable conditions	Duty of	Delegated to	Sub-delegated to	Remarks	Report
664	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		176(2)	Deciding to recover from a political office-bearer or official of the Municipality any loss or damage suffered by it because of the deliberate or negligent unlawful actions of that political office-bearer or official when performing a function of office		Council	1.In the case of a councillor, the Speaker 2.In the case of the MM, the Executive Mayor 3.In the case of a manager directly accountable to the MM, the MM 4.In all other cases, the relevant Director	None		
665	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		178(2)(a)	Submitting to the National Treasury a list of all corporate entities in which the Municipality or a municipal entity under its sole or shared control has an interest		Council	Accounting Officer	Chief Financial Officer		
666	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		178(2)(b)	Submitting to the National Treasury a list of all public-private partnerships to which the Municipality is a party, with a value of more than one million Rands in total or per annum		Council	Accounting Officer	Chief Financial Officer		
667	MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA)		178(2)(c)	Submitting to the National Treasury a list of all other types of contracts of the Municipality for a period beyond 1 January 2007 and with a value of more than one million Rands in total or per annum		Council	Accounting Officer	Chief Financial Officer		
668	LOCAL GOVERNMENT: MUNICIPAL PROPERTY RATES ACT, 2004 (ACT 6 OF 2004)		2(1) and 14(1)	Levy a rate		Council	None	None		
669	LOCAL GOVERNMENT: MUNICIPAL PROPERTY RATES ACT, 2004 (ACT 6 OF 2004)		3(1)	Adopt a rates policy		Council	None	None		
670	LOCAL GOVERNMENT: MUNICIPAL PROPERTY RATES ACT, 2004 (ACT 6 OF 2004)		4(2)(a)	To conspicuously display and advertise a draft rates policy.		Municipal Manager	Director Financial Services	Manager Revenue Management		
671	LOCAL GOVERNMENT: MUNICIPAL PROPERTY RATES ACT, 2004 (ACT 6 OF 2004)		4(2)(b)	Advertise media notice on policy		Municipal Manager	Director Financial Services	Manager Revenue Management		
672	LOCAL GOVERNMENT: MUNICIPAL PROPERTY RATES ACT, 2004 (ACT 6 OF 2004)		5(1)	Review rates policy		Council	None	None		
673	LOCAL GOVERNMENT: MUNICIPAL PROPERTY RATES ACT, 2004 (ACT 6 OF 2004)		6(1)	Adopt rating by-law		Council	None	None		
674	LOCAL GOVERNMENT: MUNICIPAL PROPERTY RATES ACT, 2004 (ACT 6 OF 2004)		14(2)	Promulgation of rating resolution in Provincial Gazette		Chief Financial Officer	Manager Financial Management & Reporting	None		
675	LOCAL GOVERNMENT: MUNICIPAL PROPERTY RATES ACT, 2004 (ACT 6 OF 2004)		14(3)(a)	To conspicuously display the resolution for a period of at least 30 days.		Municipal Manager	Director Financial Services	Manager Financial Management & Reporting		
676	LOCAL GOVERNMENT: MUNICIPAL PROPERTY RATES ACT, 2004 (ACT 6 OF 2004)		14(3)(b)	Advertise media notice on rating		Municipal Manager	Director Financial Services	Manager Financial Management & Reporting		
677	LOCAL GOVERNMENT: MUNICIPAL PROPERTY RATES ACT, 2004 (ACT 6 OF 2004)		15(3)	To annually table in council,		Municipal Manager	Director Financial Services	Manager Revenue Management		

Delegation No.	ACT, REGULATION, BY-LAW POLICY	MATTERS	Reference No.	Power/Duty	Applicable conditions	Duty of	Delegated to	Sub-delegated to	Remarks	Report
678	LOCAL GOVERNMENT: MUNICIPAL PROPERTY RATES ACT, 2004 (ACT 6 OF 2004)			(a) list of all exemptions, rebates and reductions granted during the previous financial year; and		Municipal Manager	Director Financial Services	Manager Revenue Management		
679	LOCAL GOVERNMENT: MUNICIPAL PROPERTY RATES ACT, 2004 (ACT 6 OF 2004)			(b) statement reflecting the income foregone during the previous financial year by way of such exemptions, rebates and reductions, exclusions and the phasing-in discount granted.		Municipal Manager	Director Financial Services	Manager Revenue Management		
680	LOCAL GOVERNMENT: MUNICIPAL PROPERTY RATES ACT, 2004 (ACT 6 OF 2004)		18(1)	Apply for exemption from parts of S17		Council	None	None		
681	LOCAL GOVERNMENT: MUNICIPAL PROPERTY RATES ACT, 2004 (ACT 6 OF 2004)		22	Determining of special rating areas and matters incidental		Council	None	None		
682	LOCAL GOVERNMENT: MUNICIPAL PROPERTY RATES ACT, 2004 (ACT 6 OF 2004)		23(1)	Drawing up and maintain register of properties		Municipal Manager	Director Financial Services	Manager Revenue Management		
683	LOCAL GOVERNMENT: MUNICIPAL PROPERTY RATES ACT, 2004 (ACT 6 OF 2004)		27(1)	Furnishing of accounts for rates		Municipal Manager	Director Financial Services	Manager Revenue Management		
684	LOCAL GOVERNMENT: MUNICIPAL PROPERTY RATES ACT, 2004 (ACT 6 OF 2004)		30(1)(a) and 30(2)	Valuation of all properties		Municipal Manager	Director Financial Services	Manager Revenue Management		
685	LOCAL GOVERNMENT: MUNICIPAL PROPERTY RATES ACT, 2004 (ACT 6 OF 2004)		30(1)(b)	Compiling of valuation roll		Municipal Manager	Director Financial Services	Manager Revenue Management		
686	LOCAL GOVERNMENT: MUNICIPAL PROPERTY RATES ACT, 2004 (ACT 6 OF 2004)		31(1)	Determination of valuation date		Municipal Manager	Director Financial Services	Manager Revenue Management	First council meeting after decision.	
687	LOCAL GOVERNMENT: MUNICIPAL PROPERTY RATES ACT, 2004 (ACT 6 OF 2004)		33(1)	Designation of person as municipal valuer		Municipal Manager	Director Financial Services	Manager Revenue Management	Quarterly	
688	LOCAL GOVERNMENT: MUNICIPAL PROPERTY RATES ACT, 2004 (ACT 6 OF 2004)		33(3)	Issuing of identity card to valuer		Municipal Manager	Director Financial Services	Manager Revenue Management		
689	LOCAL GOVERNMENT: MUNICIPAL PROPERTY RATES ACT, 2004 (ACT 6 OF 2004)		35(1)	Designation of assistant municipal valuers		Municipal Manager	Director Financial Services	Manager Revenue Management		
690	LOCAL GOVERNMENT: MUNICIPAL PROPERTY RATES ACT, 2004 (ACT 6 OF 2004)		35(2)	Approval to appoint assistant municipal valuers (outsourced)		Municipal Manager	Director Financial Services	Manager Revenue Management		
691	LOCAL GOVERNMENT: MUNICIPAL PROPERTY RATES ACT, 2004 (ACT 6 OF 2004)		35(4)	Issuing of identity card to assistant valuer		Municipal Manager	Director Financial Services	Manager Revenue Management		
692	LOCAL GOVERNMENT: MUNICIPAL PROPERTY RATES ACT, 2004 (ACT 6 OF 2004)		35(5)	Withdrawing of designation as assistant valuer or requesting such withdrawing (outsourced)		Municipal Manager	Director Financial Services	Manager Revenue Management		
693	LOCAL GOVERNMENT: MUNICIPAL PROPERTY RATES ACT, 2004 (ACT 6 OF 2004)		36(1)	Designation of data collectors		Municipal Manager	Director Financial Services	Manager Revenue Management		
694	LOCAL GOVERNMENT: MUNICIPAL PROPERTY RATES ACT, 2004 (ACT 6 OF 2004)		36(2)	Approval to appoint data collectors (outsourced)		Municipal Manager	Director Financial Services	Manager Revenue Management		
695	LOCAL GOVERNMENT: MUNICIPAL PROPERTY RATES ACT, 2004 (ACT 6 OF 2004)		36(4)	Issuing of identity card to data collectors		Municipal Manager	Director Financial Services	Manager Revenue Management		
696	LOCAL GOVERNMENT: MUNICIPAL PROPERTY RATES ACT, 2004 (ACT 6 OF 2004)		36(5)	Withdrawing of designation as data collector or requesting such withdrawing (outsourced)		Municipal Manager	Director Financial Services	Manager Revenue Management		

Delegation No.	ACT, REGULATION, BY-LAW POLICY	MATTERS	Reference No.	Power/Duty	Applicable conditions	Duty of	Delegated to	Sub-delegated to	Remarks	Report
697	LOCAL GOVERNMENT: MUNICIPAL PROPERTY RATES ACT, 2004 (ACT 6 OF 2004)		38	Enter into agreement with another municipality to designate single municipal valuer		Council	Director Financial Services	None	First Council meeting after decision.	
698	LOCAL GOVERNMENT: MUNICIPAL PROPERTY RATES ACT, 2004 (ACT 6 OF 2004)		41(2)	To issue to the person, authorised by the municipal valuer to enter any property that must be valued, an identity card in the prescribed format containing a photograph of that person		Municipal Manager	Director Financial Services	Manager Revenue Management		
699	LOCAL GOVERNMENT: MUNICIPAL PROPERTY RATES ACT, 2004 (ACT 6 OF 2004)		43(3)	Dismissal of municipal valuer		Municipal Manager	Director Financial Services	Manager Revenue Management		
700	LOCAL GOVERNMENT: MUNICIPAL PROPERTY RATES ACT, 2004 (ACT 6 OF 2004)		43(5)	To designate a special valuer to perform a valuation which a municipal valuer or assistant municipal valuer may not perform, i.e. in cases where that valuer, or any spouse, parent, child, partner or business associate of the valuer, has a personal or private business interest		Municipal Manager	Director Financial Services	Manager Revenue Management		
701	LOCAL GOVERNMENT: MUNICIPAL PROPERTY RATES ACT, 2004 (ACT 6 OF 2004)		49(1)(a)	Publication of valuation roll in Provincial Gazette and in media		Municipal Manager	Director Financial Services	Manager Revenue Management		
702	LOCAL GOVERNMENT: MUNICIPAL PROPERTY RATES ACT, 2004 (ACT 6 OF 2004)		49(1)(b)	Disseminate substance of notice to local community		Municipal Manager	Director Financial Services	Manager Revenue Management		
703	LOCAL GOVERNMENT: MUNICIPAL PROPERTY RATES ACT, 2004 (ACT 6 OF 2004)		49(1)(c)	Serve notice on every owner of property		Municipal Manager	Director Financial Services	Manager Revenue Management		
704	LOCAL GOVERNMENT: MUNICIPAL PROPERTY RATES ACT, 2004 (ACT 6 OF 2004)		49(2)	Publication of valuation roll on website		Municipal Manager	Director Financial Services	Manager Revenue Management		
705	LOCAL GOVERNMENT: MUNICIPAL PROPERTY RATES ACT, 2004 (ACT 6 OF 2004)		50(1)(b)	Determination of fee for extracts from valuation roll		Municipal Manager	Director Financial Services	Manager Revenue Management		
706	LOCAL GOVERNMENT: MUNICIPAL PROPERTY RATES ACT, 2004 (ACT 6 OF 2004)		50(1)(c)	Receipt of objections		Municipal Manager	Director Financial Services	Manager Revenue Management		
707	LOCAL GOVERNMENT: MUNICIPAL PROPERTY RATES ACT, 2004 (ACT 6 OF 2004)		50(3)	Assistance of Objector		Municipal Manager	Director Financial Services	Manager Revenue Management		
708	LOCAL GOVERNMENT: MUNICIPAL PROPERTY RATES ACT, 2004 (ACT 6 OF 2004)		50(4)	Lodging of objection on behalf of municipality		Municipal Manager	Director Financial Services	Manager Revenue Management		
709	LOCAL GOVERNMENT: MUNICIPAL PROPERTY RATES ACT, 2004 (ACT 6 OF 2004)		50(5)	Submission of objections to valuer		Municipal Manager	Director Financial Services	Manager Revenue Management		
710	LOCAL GOVERNMENT: MUNICIPAL PROPERTY RATES ACT, 2004 (ACT 6 OF 2004)		52(1)(b)	Submission of valuer's decision to valuation appeal board		Municipal Manager	Director Financial Services	Manager Revenue Management		
711	LOCAL GOVERNMENT: MUNICIPAL PROPERTY RATES ACT, 2004 (ACT 6 OF 2004)		53(2)	Receipt of applications for reasons for decision		Municipal Manager	Director Financial Services	Manager Revenue Management		
712	LOCAL GOVERNMENT: MUNICIPAL PROPERTY RATES ACT, 2004 (ACT 6 OF 2004)		54(1)	Receipt of appeals		Municipal Manager	Director Financial Services	Manager Revenue Management		
713	LOCAL GOVERNMENT: MUNICIPAL PROPERTY RATES ACT, 2004 (ACT 6 OF 2004)		54(3)(a)	Forwarding of appeals to valuation appeals board		Municipal Manager	Director Financial Services	Manager Revenue Management		
714	LOCAL GOVERNMENT: MUNICIPAL PROPERTY RATES ACT, 2004 (ACT 6 OF 2004)		54(3)(c)	Copy of appeal to valuer		Municipal Manager	Director Financial Services	Manager Revenue Management		

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715	LOCAL GOVERNMENT: MUNICIPAL PROPERTY RATES ACT, 2004 (ACT 6 OF 2004)		55(2)(a)	Calculation of adjusted rates		Municipal Manager	Director Financial Services	Manager Revenue Management		
716	LOCAL GOVERNMENT: MUNICIPAL PROPERTY RATES ACT, 2004 (ACT 6 OF 2004)		55(2)(b)	Recover or repay adjusted rates		Municipal Manager	Director Financial Services	Manager Revenue Management		
717	LOCAL GOVERNMENT: MUNICIPAL PROPERTY RATES ACT, 2004 (ACT 6 OF 2004)		55(3)	Levy and recover in respect of properties added		Municipal Manager	Director Financial Services	Manager Revenue Management		
718	LOCAL GOVERNMENT: MUNICIPAL PROPERTY RATES ACT, 2004 (ACT 6 OF 2004)		77	Updating of valuation roll		Municipal Manager	Director Financial Services	Manager Revenue Management		
719	LOCAL GOVERNMENT: MUNICIPAL PROPERTY RATES ACT, 2004 (ACT 6 OF 2004)		79	Amendment of valuation roll		Municipal Manager	Director Financial Services	Manager Revenue Management		
720	LOCAL GOVERNMENT: MUNICIPAL PROPERTY RATES ACT, 2004 (ACT 6 OF 2004)		84(b)	Commenting on draft regulations		Municipal Manager	Director Financial Services	Manager Revenue Management		
721	MUNICIPAL STRUCTURES ACT 1997, (ACT 117 OF 1998)		12(4)	Participating in any consultations regarding the establishment of a municipality		Council	Executive Mayor	None		
722	MUNICIPAL STRUCTURES ACT 1997, (ACT 117 OF 1998)		15	Reviewing and rationalising the by-laws and resolutions (including standing delegations) of any preceding municipalities that binds the municipality		Council	Executive Mayor	None		
723	MUNICIPAL STRUCTURES ACT 1997, (ACT 117 OF 1998)		16(3)	Participating in any consultation regarding an amendment to the notice establishing the municipality		Council	None	None		
724	MUNICIPAL STRUCTURES ACT 1997, (ACT 117 OF 1998)		18(4)	Designating councillors determined by the MEC for local government to be full-time councillors		Council	None	None		
725	MUNICIPAL STRUCTURES ACT 1997, (ACT 117 OF 1998)		19(2)(a)	Annual reviewing of the needs of the community		Council	Executive Mayor	None	Municipal Manger, All Directors and Manager Strategic Services to assist.	
726	MUNICIPAL STRUCTURES ACT 1997, (ACT 117 OF 1998)		19(2)(b)	Annual reviewing of the municipality's priorities to meet those needs		Council	Executive Mayor	None	Municipal Manger, All Directors and Manager Strategic Services to assist.	
727	MUNICIPAL STRUCTURES ACT 1997, (ACT 117 OF 1998)		19(2)(c)	Annual reviewing of the municipality's processes for involving the community		Council	Executive Mayor	None	Municipal Manger, All Directors and Manager Strategic Services to assist.	
728	MUNICIPAL STRUCTURES ACT 1997, (ACT 117 OF 1998)		19(2)(d)	Annual reviewing of the municipality's organisational and delivery mechanisms for meeting the needs of the community		Council	Executive Mayor	None	Municipal Manger, All Directors and Manager Strategic Services to assist.	
729	MUNICIPAL STRUCTURES ACT 1997, (ACT 117 OF 1998)		19(2)(e)	Annual reviewing of the municipality's overall performance in achieving the objects of local government set out in the Constitution		Council	Executive Mayor	None	Municipal Manger, All Directors and Manager Strategic Services to assist.	
730	MUNICIPAL STRUCTURES ACT 1997, (ACT 117 OF 1998)		19(3)	Developing mechanisms to consult the community and community organisations in performing its functions and exercising its powers		Council	Executive Mayor	None	Municipal Manger, All Directors and Manager Strategic Services to assist.	
731	MUNICIPAL STRUCTURES ACT 1997, (ACT 117 OF 1998)		25(3)	Calling and setting a date or dates for a by-election		Municipal Manager	None	None		
732	MUNICIPAL STRUCTURES ACT 1997, (ACT 117 OF 1998)		29(1)	Deciding when and where a council meets		Speaker	None	None		

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733	MUNICIPAL STRUCTURES ACT 1997, (ACT 117 OF 1998)		29(1)	Convening special council meetings at a place and time set out in a request received in terms of section 29(1) of the Structures Act		Speaker	None	None		
734	MUNICIPAL STRUCTURES ACT 1997, (ACT 117 OF 1998)		29(2)	Determining the time, date and place of the first council meeting after a Council has been declared elected		Municipal Manager	None	None		
735	MUNICIPAL STRUCTURES ACT 1997, (ACT 117 OF 1998)		30(4)	Casting a casting vote when there is an equality of votes		Councillor presiding at a meeting	None	None		
736	MUNICIPAL STRUCTURES ACT 1997, (ACT 117 OF 1998)		30(5)	Submitting the report and recommendation of the Executive Mayor before the Council considers- * any matter mentioned in section 160 (2) of the Constitution; [1] * the approval of an integrated development plan and any amendment to that plan; and * the appointment and conditions of service of the Municipal Manager and departmental heads of the municipality.		Executive Mayor	None	None		
737	MUNICIPAL STRUCTURES ACT 1997, (ACT 117 OF 1998)		33	Determining whether the establishment of a particular committee is necessary		Council	None	None		
738	MUNICIPAL STRUCTURES ACT 1997, (ACT 117 OF 1998)		34	Deciding to dissolve the Council		Council	None	None		
739	MUNICIPAL STRUCTURES ACT 1997, (ACT 117 OF 1998)		36(2)	Electing a Speaker to fill a vacancy in the position of speaker		Council	None	None		
740	MUNICIPAL STRUCTURES ACT 1997, (ACT 117 OF 1998)		37(a)	Presiding at council meetings		Speaker	None	None		
741	MUNICIPAL STRUCTURES ACT 1997, (ACT 117 OF 1998)		37(c)	Ensure quarterly meetings of Council		Speaker	None	None		
742	MUNICIPAL STRUCTURES ACT 1997, (ACT 117 OF 1998)		37(d)	Maintain order at meetings		Speaker	None	None		
743	MUNICIPAL STRUCTURES ACT 1997, (ACT 117 OF 1998)		37(e)	Ensure compliance with Code of Conduct at meetings		Speaker	None	None		
744	MUNICIPAL STRUCTURES ACT 1997, (ACT 117 OF 1998)		37(f)	Ensure that council meetings are conducted in terms of rules of order		Speaker	None	None		
745	MUNICIPAL STRUCTURES ACT 1997, (ACT 117 OF 1998)		40	Deciding to remove the Speaker from office		Council	None	None		
746	MUNICIPAL STRUCTURES ACT 1997, (ACT 117 OF 1998)		41	Electing an acting Speaker		Council	None	None		
747	MUNICIPAL STRUCTURES ACT 1997, (ACT 117 OF 1998)		54	Deciding to have an Executive Mayor		Council	None	None		
748	MUNICIPAL STRUCTURES ACT 1997, (ACT 117 OF 1998)		55	Electing an Executive Mayor		Council	None	None		
749	MUNICIPAL STRUCTURES ACT 1997, (ACT 117 OF 1998)		56(1)	Receiving reports from committees of the Council and forwarding such reports together with a recommendation to the council when the matter cannot be disposed of by the Executive Mayor in terms of her/his delegated powers		Executive Mayor	None	None		
750	MUNICIPAL STRUCTURES ACT 1997, (ACT 117 OF 1998)		56(2)(a)	Identifying the needs of the municipality		Executive Mayor	Municipal Manager	All Directors		
751	MUNICIPAL STRUCTURES ACT 1997, (ACT 117 OF 1998)		56(2)(b)	Reviewing and evaluating the identified needs of the municipality in order of priority		Executive Mayor	Municipal Manager	All Directors		
752	MUNICIPAL STRUCTURES ACT 1997, (ACT 117 OF 1998)		56(2)(c)	Recommending to the Council strategies, programmes and services to address priority needs through the integrated development plan and the estimates of revenue and expenditure, taking into account any applicable national and provincial development plans		Executive Mayor	Municipal Manager	All Directors		

Delegation No.	ACT, REGULATION, BY-LAW POLICY	MATTERS	Reference No.	Power/Duty	Applicable conditions	Duty of	Delegated to	Sub-delegated to	Remarks	Report
753	MUNICIPAL STRUCTURES ACT 1997, (ACT 117 OF 1998)		56(2)(d)	Recommending or determining the best way, including partnership and other approaches, to deliver the strategies, programmes and services that were recommended to the maximum benefit of the community		Executive Mayor	Municipal Manager	All Directors		
754	MUNICIPAL STRUCTURES ACT 1997, (ACT 117 OF 1998)		56(3)(a)	Identifying and developing criteria in terms of which progress in the implementation of the strategies, programmes and services can be evaluated, including key performance indicators which are specific to the municipality and common to local government in general		Executive Mayor	Municipal Manager	All Directors		
755	MUNICIPAL STRUCTURES ACT 1997, (ACT 117 OF 1998)		56(3)(b)	Evaluating progress against the key performance indicators determined by the Council		Executive Mayor	Municipal Manager	All Directors		
756	MUNICIPAL STRUCTURES ACT 1997, (ACT 117 OF 1998)		56(3)(c)	Reviewing the performance of the municipality in order to improve the economy, efficiency and effectiveness of the municipality; the efficiency of credit control and revenue and debt collection services and the implementation of the municipality's by-laws		Executive Mayor	Municipal Manager	All Directors		
757	MUNICIPAL STRUCTURES ACT 1997, (ACT 117 OF 1998)		56(3)(d)	Monitoring the management of the municipality's administration in accordance with the directions of the Council		Executive Mayor	Municipal Manager	None		
758	MUNICIPAL STRUCTURES ACT 1997, (ACT 117 OF 1998)		56(3)(e)	Overseeing the provision of services to communities in a sustainable manner		Executive Mayor	Municipal Manager	All Directors		
759	MUNICIPAL STRUCTURES ACT 1997, (ACT 117 OF 1998)		56(3)(g)	Annual reporting on the involvement of communities and community organisations in the affairs of the municipality		Executive Mayor	Municipal Manager	Manager Strategic Services		
760	MUNICIPAL STRUCTURES ACT 1997, (ACT 117 OF 1998)		56(3)(h)	Ensuring that regard is given to public views and report on the effect of consultation on the decisions of the Council		Executive Mayor	Municipal Manager	All Directors		
761	MUNICIPAL STRUCTURES ACT 1997, (ACT 117 OF 1998)		56(4)	Determining the ceremonial role, if any, to be performed by the Executive Mayor		Council	None	None		
762	MUNICIPAL STRUCTURES ACT 1997, (ACT 117 OF 1998)		56(4)	Performing a ceremonial role as determined by the Council		Executive Mayor	None	None		
763	MUNICIPAL STRUCTURES ACT 1997, (ACT 117 OF 1998)		56(5)	Reporting to the council on decisions taken by the Executive Mayor		Executive Mayor	None	None		
764	MUNICIPAL STRUCTURES ACT 1997, (ACT 117 OF 1998)		58	Removing the Executive Mayor from office		Council	None	None		
765	MUNICIPAL STRUCTURES ACT 1997, (ACT 117 OF 1998)		60(1)(a)	Appointing a mayoral committee from among the councillors to assist the Executive Mayor		Executive Mayor	None	None		
766	MUNICIPAL STRUCTURES ACT 1997, (ACT 117 OF 1998)		60(1)(b)	Delegating of specific responsibilities to members of the mayoral committee		Executive Mayor	None	None		
767	MUNICIPAL STRUCTURES ACT 1997, (ACT 117 OF 1998)		60(1)(d)	Dismissing members of the mayoral committee		Executive Mayor	None	None		
768	MUNICIPAL STRUCTURES ACT 1997, (ACT 117 OF 1998)		60(2)	Determining the size of the mayoral committee		Executive Mayor	None	None		
769	MUNICIPAL STRUCTURES ACT 1997, (ACT 117 OF 1998)		60(3)	Designating the powers and functions of the Executive Mayor that must be performed and exercised together with the other members of the mayoral committee		Council	None	None		
770	MUNICIPAL STRUCTURES ACT 1997, (ACT 117 OF 1998)		79(1)(a)	Establishing committees		Council	None	None		
771	MUNICIPAL STRUCTURES ACT 1997, (ACT 117 OF 1998)		79(1)(b)	Appointing members of committees		Council	None	None		
772	MUNICIPAL STRUCTURES ACT 1997, (ACT 117 OF 1998)		79(1)(c)	Dissolving committees		Council	None	None		
773	MUNICIPAL STRUCTURES ACT 1997, (ACT 117 OF 1998)		79(2)(a)	Determining the functions of a committee		Council	None	None		

Delegation No.	ACT, REGULATION, BY-LAW POLICY	MATTERS	Reference No.	Power/Duty	Applicable conditions	Duty of	Delegated to	Sub-delegated to	Remarks	Report
774	MUNICIPAL STRUCTURES ACT 1997, (ACT 117 OF 1998)		79(2)(c)	Appointing the chairperson of a committee		Council	None	None		
775	MUNICIPAL STRUCTURES ACT 1997, (ACT 117 OF 1998)		79(2)(d)	Authorising a committee to co-opt advisory members who are not members of the Council and setting limits on such co-option		Council	None	None		
776	MUNICIPAL STRUCTURES ACT 1997, (ACT 117 OF 1998)		79(2)(e)	Removing a member of a committee		Council	None	None		
777	MUNICIPAL STRUCTURES ACT 1997, (ACT 117 OF 1998)		79(2)(f)	Determining a committee's procedures		Council	None	None		
778	MUNICIPAL STRUCTURES ACT 1997, (ACT 117 OF 1998)		80(1)	Appointing committees to assist the Executive Mayor		Council	None	None		
779	MUNICIPAL STRUCTURES ACT 1997, (ACT 117 OF 1998)		80(3)(a)	Appointing the chairperson of a section 80 committee		Executive Mayor	None	None		
780	MUNICIPAL STRUCTURES ACT 1997, (ACT 117 OF 1998)		80(3)(d)	Varying or revoking decisions of a section 80 committee		Executive Mayor	None	None		
781	MUNICIPAL STRUCTURES ACT 1997, (ACT 117 OF 1998)		87(2)	Deciding whether to object to the temporary assignment of a functional competency of another municipality to the municipality		Council	Executive Mayor	None		
782	MUNICIPAL STRUCTURES ACT 1997, (ACT 117 OF 1998)		88(1)	Deciding on the nature and scope of the assistance to be provided to another municipality		Council	None	None		
783	MUNICIPAL STRUCTURES ACT 1997, (ACT 117 OF 1998)		88(2)	Deciding to request another municipality for financial, technical and administrative assistance		Council	Executive Mayor	None		
784	MUNICIPAL STRUCTURES ACT 1997, (ACT 117 OF 1998)		18(1)(b) of Schedule 1	Inform chief electoral officer when an elected councillor ceases to hold office		Municipal Manager	None	None		
785	MUNICIPAL STRUCTURES ACT 1997, (ACT 117 OF 1998)		3 of schedule 3	Determine the form on which nominations must be made whenever a council meets to elect a speaker, executive mayor, deputy executive mayor.		Municipal Manager	None	None		
786	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		4(2)(a)	Exercise executive and legislative authority and use resources in the best interest of local community		Council	Executive Mayor	Municipal Manager	All Directors to assist.	
787	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		4(2)(b)	Provide democratic and accountable government		Council	Executive Mayor	Municipal Manager	All Directors to assist.	
788	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		4(2)(c)	Determining processes, mechanisms and procedures for encouraging the involvement of the local community		Council	Executive Mayor	Municipal Manager	All Directors to assist.	
789	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		4(2)(d)	Determining processes, mechanisms and procedures for ensuring that municipal services are provided to the local community in a financially and environmentally sustainable manner		Council	Executive Mayor	Municipal Manager	All Directors to assist.	
790	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		4(2)(e)	Determining processes, mechanisms and procedures for consulting the local community about the level, quality, range and impact of municipal services		Council	Executive Mayor	Municipal Manager	All Directors to assist.	
791	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		4(2)(f)	Determining mechanisms to provide equitable access to services		Council	Executive Mayor	Municipal Manager	All Directors to assist.	
792	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		4(2)(h)	Determining processes, mechanisms and procedures for promoting gender equity in the exercise of the municipality's executive and legislative authority		Council	Executive Mayor	Municipal Manager	All Directors to assist.	
793	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		4(2)(i)	Promote a safe and healthy environment in the municipality		Council	Executive Mayor	Municipal Manager	All Directors to assist.	

Delegation No.	ACT, REGULATION, BY-LAW POLICY	MATTERS	Reference No.	Power/Duty	Applicable conditions	Duty of	Delegated to	Sub-delegated to	Remarks	Report
794	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		4(2)(j)	Determining the contribution to be made by the municipality, together with other organs of state, to the progressive realisation of the fundamental rights contained in sections 24, 25, 26, 27 and 29 of the Constitution		Council	Executive Mayor	Municipal Manager	All Directors to assist.	
795	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		11(2)	Conclude a written agreement with another municipality whereby the municipality may exercise executive authority in the area of the other municipality		Council	Executive Mayor	None		
796	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		11(4)	Recording in writing of decisions by the council and all political structures		Municipal Manager	Director Corporate Services	Manager Administration		
797	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		12	To publish a proposed by-law for public comment and representations		Municipal Manager	Director Corporate Services	Manager Administration		
798	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		13	To publish in the Provincial Gazette and a local newspaper or other publication to inform the public of the contents of a by-law passed by the council		Municipal Manager	Director Corporate Services	Manager Administration		
799	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		15(1)	Compile and maintain a bound/loose leaf form and where possible an electronic format of all by-laws		Municipal Manager	Director Corporate Services	Manager Administration		
800	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		15(2)	Update, annotate and keep municipal code at municipality's head office		Municipal Manager	Director Corporate Services	Manager Administration		
801	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		15(3)	Provide members of the public with a copy or extract from municipal code at a fee		Municipal Manager	Director Corporate Services	Manager Administration		
802	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		16(1)(a)	Determining the processes, mechanisms and procedures for encouraging, and creating conditions for the local community to participate in the affairs of the municipality		Council	None	None		
803	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		16(1)(b)	Determining the processes, mechanisms and procedures for contributing to building the capacity of the local community to enable it to participate in the affairs of the municipality		Council	None	None		
804	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		16(1)(c)	Determining the annual allocation of funds in the budget		Council	None	None		
805	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		17(2)	Determining appropriate mechanisms, processes and procedures:		Council	None	None		
806	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		(a)	to enable the local community for the receipt, processing and consideration of petitions and complaints lodged by members of the local community		Council	None	None		
807	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		(b)	for notification and public comment procedures, when appropriate		Council	None	None		
808	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		(c)	for public meetings and hearings by the Council and other political structures and political office bearers of the municipality, when appropriate		Council	None	None		
809	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		(d)	for consultative sessions with locally recognised community organisations and traditional authorities		Council	None	None		
810	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		(e)	for report-back to the local community		Council	None	None		
811	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		18(a)	Communicate to the community information concerning available mechanism, processes and procedures to encourage and facilitate community participation		Municipal Manager	Manager Strategic Services	None		
812	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		18(b)	Communicate to the community information concerning matters with regard to which community participation is encouraged		Municipal Manager	Manager Strategic Services	None		

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813	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		18(c)	Communicate to the community information concerning rights and duties of members of the local community		Municipal Manager	Manager Strategic Services	None		
814	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		18(d)	Communicate municipal governance management and development information to community		Municipal Manager	Manager Strategic Services	None		
815	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		19	To give notice to the public of every ordinary meeting of the council, and special or urgent meetings except when time constraints make this impossible		Municipal Manager	Director Corporate Services	Manager Administration		
816	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		19	Determine manner in which public will be notified of every meeting of the council		Council	None	None		
817	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		20	Ensure meeting of the council is open the public including the media except in cases set out in S20		Council	Speaker	None		
818	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		20(3)	Closing of Mayoral Committee to the public or media		Executive Mayor	None	None	Designated in terms of Sec 60 (3) of Systems Act	
819	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		20(4)(a)	To ensure there is space for the public where the council and its committees meet		Council	Speaker	Municipal Manager		Ongoing function – no reporting
820	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		20(4)(b)	Regulating public access to and conduct at council meetings		Council	Speaker	Municipal Manager		Ongoing function – no reporting
821	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		21	Approve notices of anything that must be notified to the public through the media		Municipal Manager	All Directors	All Managers		
822	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		21(1)(b)	Determine a newspaper(s) of the area as the newspaper of record		Council	None	None		
823	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		21(3)	Ensure a copy of every notice to be published in Provincial Gazette or other media is displayed at the municipal offices		Council	Director Corporate Services	Manager Administration		
824	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		21B	Establishing a website for the municipality		Council	Municipal Manager	None		
825	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		21B	Maintaining a website for the municipality		Municipal Manager	Director Corporate Services	Manager Administration		
826	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		25	Adoption of IDP		Council	None	None		
827	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		25(4)	Publicise summary of IDP and notify public that it is available for inspection		Council	Municipal Manager	Manager Strategic Services	Within 14 days of adoption of IDP	
828	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		28(1)	Develop process to guide planning, drafting, adoption and review of IDP		Municipal Manager	Manager Strategic Services	None	Allocation of a function	
829	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		28(1)	Adopt process to guide planning, drafting, adoption and review of IDP		Council	None	None		
830	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		28(2)	Consult community before adopting the process		Council	Municipal Manager	Manager Strategic Services		
831	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		28(3)	Give notice to the public of the particulars of the process it intends to follow		Council	Municipal Manager	Manager Strategic Services		
832	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		29(1)	Adopt a programme specifying the timeframes for the steps of the IDP,		Council	None	None		

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833	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		29(1)(b)	Initiate the establishment of mechanisms, processes and procedures to allow for consultation and participation of local community and consultation of organs of state and other role players in drafting the IDP.		Council	Municipal Manager	Manager Strategic Services		
834	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		30(a)	Manage drafting of IDP		Executive Mayor	Municipal Manager	Manager Strategic Services		
835	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		30(b)	Assign responsibilities to the municipal manager		Executive Mayor	None	None		
836	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		30(c)	Submit draft to council for adoption		Executive Mayor	None	None		
837	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		32(1)	Submit IDP and amendments to the MEC		Municipal Manager	Manager Strategic Services	None	Within 10 days	
838	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		32(3)	Consider MEC's proposals for amendment		Council	None	None	Within 30 days	
839	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		34	Annual review of IDP in accordance with municipality's performance assessment in terms of S41		Council	None	None	Executive Mayor to annually report to Council on the review of the IDP	
840	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		38	Establish a performance management system		Council	Municipal Manager	Manager Strategic Services		
841	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		38(b)	To adopt a strategy for promotion of a culture of performance		Council	Executive Mayor	None		
842	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		39(a)	Manage development of municipality's performance management system		Executive Mayor	Municipal Manager	Manager Strategic Services		
843	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		39(b)	Assign responsibilities to municipal manager		Executive Mayor	None	None		
844	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		39(c)	Submit proposed system to council for adoption		Executive Mayor	None	None		
845	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		40	Adopt mechanisms to monitor and review performance management system		Council	None	None	MM to recommend	
846	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		41	To exercise all powers relating to core components of the performance management system		Council	Executive Mayor	Municipal Manager		
847	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		42	Involve community in the development, implementation and review of performance management system		Council	Executive Mayor	Municipal Manager	Manager Strategic Services to assist.	
848	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		44	Determine manner in which targets of performance management system will be made public		Council	Executive Mayor	Municipal Manager	Manager Strategic Services to assist.	
849	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		46	Prepare annual performance report for adoption by council		Council	Municipal Manager	Manager Strategic Services	Part of annual report	
850	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		53(1)	Develop a system for defining the role and area of responsibility of each political structure and political office bearer of the municipality and of the municipal manager		Council	Executive Mayor	Municipal Manager		
851	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		53(1)	Approve the system defining the role and area of responsibility of each political structure and office bearer of the municipality and of the municipal manager		Council	None	None		
852	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		54A(1)(a)	Appointment of Municipal Manager		Council	None	None		

Delegation No.	ACT, REGULATION, BY-LAW POLICY	MATTERS	Reference No.	Power/Duty	Applicable conditions	Duty of	Delegated to	Sub-delegated to	Remarks	Report
853	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		54A(1)(b) & 54A(2A)	Appointment of acting Municipal Manager for a period not exceeding three months		Council	None	None		
854	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		54A(6)(a)	Apply to the MEC to second a suitable person until a Municipal Manager has been appointed.		Executive Mayor	None	None		
855	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		54A(7)	Within 14 days inform the MEC for Local Government of the Municipal Manager appointment process and outcome.		Executive Mayor	None	None		
856	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		54A(10)	Apply to the Minister to waive appointment requirements for Municipal Manager		Executive Mayor	None	None	In special circumstances	
857	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		55(1)(a)	Establishment of administration		Municipal Manager	None	None	Subject to policy directions of council	
858	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		55(1)(c)	Implement and monitor progress of IDP		Municipal Manager	All Directors	All Managers		
859	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		55(1)(d)	Manage provision of services		Municipal Manager	All Directors	All Managers		
860	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		55(1)(e)	Appoint staff other than S56 appointments		Municipal Manager	None	None		
861	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		55(1)(f)	Manage, utilise and train staff		Municipal Manager	All Directors	All Managers		
862	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		55(1)(g)	Maintaining staff discipline		Municipal Manager	All Directors	All Managers		
863	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		55(1)(h)	Promote sound labour relations		Municipal Manager	All Directors	All Managers		
864	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		55(1)(i)	Advise political structures and office bearers		Municipal Manager	All Directors	None		
865	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		55(1)(j)	Manage communication between administration and political structures and office bearers		Municipal Manager	All Directors	None		
866	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		55(1)(k)	Carry out decisions of political structures and office bearers		Municipal Manager	All Directors	None		
867	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		55(1)(l)	Administer and implement by-laws and other legislation		Municipal Manager	All Directors	All Managers		
868	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		55(1)(m)	Exercise of delegated duties		Municipal Manager	All Directors	All Managers		
869	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		55(1)(n)	Facilitate local community's participation in municipal affairs		Municipal Manager	All Directors	All Managers		
870	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		55(1)(o)	Develop and maintain system to assess community's satisfaction with services		Municipal Manager	Manager Administration	Head Administrative Support	Obtain input from all directors	
871	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		56	Appoint managers or acting managers directly accountable to municipal manager subject to conditions in subsection (1)		Council	None	None	After consultation with the Municipal Manager	
872	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		56(1)(c)	Apply to the MEC to extend period of appointment of an acting manager accountable to the Municipal Manager		Municipal Manager	None	None		
873	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		56(4)	Within 14 days inform the MEC for Local Government of the process and outcome of the appointment of a manager directly accountable to the Municipal Manager.		Council	Municipal Manager	None		
874	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		56(6)	Apply to the Minister to waive appointment requirements for acting Manager accountable to the Municipal Manager		Council	Municipal Manager	None	In special circumstances	
875	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		57	Conclude performance contract for municipal manager within 60 days of appointment and annually thereafter, within one month after the beginning of each financial year of the municipality;		Council	Executive Mayor	None	Conclude annually within one month after beginning of financial year	First Council meeting after decision.

Delegation No.	ACT, REGULATION, BY-LAW POLICY	MATTERS	Reference No.	Power/Duty	Applicable conditions	Duty of	Delegated to	Sub-delegated to	Remarks	Report
876	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		57	Conclude performance contracts for S56 managers within 60 days of appointment and annually thereafter, within one month after the beginning of each financial year of the municipality;		Council	Municipal Manager	None	Conclude annually within one month after beginning of financial year	First Council meeting after decision.
877	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		57	To report to Council on the evaluation of the performance of the Municipal Manager and managers directly accountable to him/her in terms of their performance agreements and to recommend the payment of a performance bonus or the consequences of substandard performance.		Council	Executive Mayor	Municipal Manager	Designated in terms of Section 60(3) of Structures Act.	First Council meeting after decision.
878	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		57(1)(a) and (3)	Conclude employment contract with Municipal Manager stipulating terms and conditions of employment as agreed between parties		Council	Executive Mayor	None		
879	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		57(1)(a) and (3)	Conclude employment contract with managers directly accountable to Municipal Manager stipulating terms and conditions of employment as agreed between parties		Council	Municipal Manager	None		
880	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		57A(6)&(7)	Maintain a record regarding disciplinary proceedings of staff dismissed for misconduct and submit to MEC quarterly.		Council	Director Corporate Services	Manager Human Resources Management		
881	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		59	Develop and maintain a system of delegation		Municipal Manager	Director Corporate Services	Manager Administration		Ongoing function – no reporting
882	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		59	Approve system of delegation		Council	None	None		
883	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		59(4)	Approval of delegation to staff member of power conferred on Municipal Manager		Council	None	None		
884	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		60(1)(a)	Decide to expropriate immovable property or rights to immovable property		Council	None	None		First Council meeting after decision.
885	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		60(1)(b)	Determine or alter remuneration, benefits or other conditions of service of municipal manager or S56 managers		Council	Executive Mayor	None		First Council meeting after decision.
886	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		62	Administer appeal applications		Municipal Manager	None	None		
887	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		62	To consider appeals in terms of section 62 of the <i>Systems Act</i> in respect of decisions taken by staff members in terms of any power or duty delegated or sub-delegated by a delegating authority.		Municipal Manager	None	None		
888	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		62(4)(b)	Is the appeal authority when an appeal is lodged against a decision taken by the municipal manager.		Executive Mayor	None	None	Must commence with an appeal within six weeks and decide the appeal within a reasonable period.	
889	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		62(4)(c)(ii)	Establishment of appeal authority against decision taken by political structure (not full council), political office bearer or councillor		Council	None	None		
890	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		63	Reporting of delegatee to delegator		Council	Executive Mayor	Municipal Manager	At such intervals as the delegator may determine	
891	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		65	Submit report and recommendations on review of system of delegations to council		Municipal Manager	Director Corporate Services	Manager Administration	Report must be submitted through Executive Mayor	
892	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		66(1)(a)	Develop staff establishment and submit to council for approval.		Municipal Manager	None	None	Subject to policy framework determined by municipal council	

Delegation No.	ACT, REGULATION, BY-LAW POLICY	MATTERS	Reference No.	Power/Duty	Applicable conditions	Duty of	Delegated to	Sub-delegated to	Remarks	Report
893	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		66(1)(a)	Approval of staff establishment for municipality		Council	None	None		
894	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		66(1)(b)	Provide job description for each post		Municipal Manager	Director Corporate Services	Manager Human Resources Management	All Directors and Managers to assist.	
895	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		66(1)(c)	Attach remuneration and other conditions to posts		Municipal Manager	Director Corporate Services	Manager Human Resources Management	In terms of approved structure and grading system	
896	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		66(1)(d)	Establish process or mechanism to evaluate staff establishment		Municipal Manager	Director Corporate Services	Manager Human Resources Management	In consultation with MM and all Directors.	
897	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		67	Develop and adopt systems and procedures for personnel administration		Municipal Manager	Director Corporate Services	Manager Human Resources Management	Systems and procedures to be consistent with uniform standards prescribed in sec 72(1) In consultation with Director: Corporate Services	
898	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		67(4)	Ensure staff and unions have access to staff systems and procedures and amendments, can obtain copies and explained to staff who cannot read		Municipal Manager	Director Corporate Services	Manager Human Resources Management		
899	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		68(3)	Apply to the SETA for local government for funds to develop human resources capacity		Council	Director Corporate Services	Manager Human Resources Management		
900	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		70	Provide copy of code of conduct to every staff member and communicate it to the community		Municipal Manager	Director Corporate Services	Manager Human Resources Management		
901	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		71	Ensure municipality complies with collective agreements		Municipal Manager	All Directors	All Managers		
902	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		74	Approval of tariff policy		Council	None	None	To be recommended by CFO	
903	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		74	Implementation of tariff policy		Director Financial Services	Manager Revenue Management	None	Allocation of function	
904	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		75	Adoption of by-laws to give effect to tariff policy		Council	None	None	To be recommended by Executive Mayor after report from Directors: Financial Services and Corporate Services	
905	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		75A(3)	Display for 30 days and publish in a newspaper a decision to levy fees, charges or tariffs		Municipal Manager	Director Financial Services	Manager Financial Management & Reporting		
906	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		75A(4)	Send copy of notice to MEC for local government		Municipal Manager	Director Financial Services	Manager Financial Management & Reporting		
907	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		76(a)	Decide on internal mechanism for the provision of services		Council	None	None		First Council meeting after decision.
908	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		76(b)	Decide on external mechanism for the provision of services		Council	None	None	May not be delegated in terms of Section 59	

Delegation No.	ACT, REGULATION, BY-LAW POLICY	MATTERS	Reference No.	Power/Duty	Applicable conditions	Duty of	Delegated to	Sub-delegated to	Remarks	Report
909	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		77	Review and decide on mechanism to provide a municipal service in accordance with S78		Council	Executive Mayor	Municipal Manager	Allocation of function. Submit review to Council for adoption.	
910	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		78(1)	Authorize an assessment when the municipality has to decide on a mechanism for the provision of services.		Council	Executive Mayor	Municipal Manager		
911	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		79	Allocate sufficient human, financial and other resources necessary to render service if decision is to use internal mechanism		Council	Executive Mayor	Municipal Manager	In budget	
912	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		80	Process for provision of services through service delivery agreements with external providers		Council	Municipal Manager	None		
913	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		81	Responsibilities when providing services through service delivery agreements with external mechanisms		Council	Municipal Manager	All Directors		
914	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		84(1)	Negotiate final terms and conditions of service delivery agreement and enter into agreement with service provider		Municipal Manager	All Directors	All Managers	After consultation with relevant Director.	
915	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		84(2)	Negotiate agreement with next ranked prospective service provider if a agreement cannot be reached with selected service provider		Municipal Manager	All Directors	All Managers		
916	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		84(3)	Make copies of service delivery agreement available to public and give notice thereof in media		Municipal Manager	All Directors	All Managers		
917	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		85	Establish part of municipal area as an internal municipal service district in accordance with this Section.		Council	Executive Mayor	None	After consideration of report from relevant Director	First council meeting after decision.
918	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		86	Develop and adopt policy framework for establishment, regulation and management of internal municipal service districts		Council	None	None	After consideration of report from Executive Mayor who considered a report from the Municipal Manager	
919	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		86C(1)	Establish private company and hold interest in private company		Council	None	None	After consideration of report from Executive Mayor who considered a report from the Municipal Manager	First Council meeting after decision.
920	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		86G	Transfer or dispose of interests in companies		Council	None	None	Subject to S14 of MFMA and procurement policy and after consideration of report from Executive Mayor who considered a report from the Municipal Manager	First Council meeting after decision.
921	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		86H	Establishment and disestablishment (S86K) of service utility by by-law		Council	None	None		
922	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		87	Negotiate and conclude agreement with another municipality to establish a multi-jurisdictional service utility		Council	Municipal Manager	None		First Council meeting after decision.
923	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		88	Decide whether to accede to request of Minister to establish multi-jurisdictional service utilities		Council	None	None	Within two months of receiving request	
924	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		95(a)	Establish customer management system		Council	Municipal Manager	Manager Administration		
925	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		95(b)	Establish mechanisms for feedback on quality of services and performance of service provider		Council	Municipal Manager	Manager Administration		
926	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		95(c)	Ensure users of services is informed of cost of service provision, reason for payment of service fees and manner in which monies are utilised		Council	Municipal Manager	Director Financial Services		

Delegation No.	ACT, REGULATION, BY-LAW POLICY	MATTERS	Reference No.	Power/Duty	Applicable conditions	Duty of	Delegated to	Sub-delegated to	Remarks	Report
927	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		95(d)	Ensuring of accurate measuring through accurate and verifiable metering systems		Council	Municipal Manager	Director Financial Services		
928	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		95(e)	Ensuring that customers receive regular and accurate accounts		Council	Municipal Manager	Director Financial Services		
929	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		95(f) and (g)	Providing mechanisms for queries and complaints regarding accounts and remedial action		Council	Municipal Manager	Director Financial Services		
930	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		95(h)	Providing mechanisms to measure response time and efficiency		Council	Municipal Manager	Director Financial Services		
931	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		95(i)	Providing pay points and other mechanisms for settling accounts		Council	Municipal Manager	Director Financial Services		
932	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		96(a)	Collect money due and payable to municipality		Council	Municipal Manager	Director Financial Services		
933	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		96(b)	Adopt a credit control and debt collection policy		Council	None	None		Ongoing function – no reporting.
934	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		96(b)	Maintain and implement a credit control and debt collection policy		Council	Municipal Manager	Director Financial Services		
935	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		98	Adopt by-laws to give effect to policy		Council	None	None	Director Financial Services to present report	
936	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		99(a)(i)	Oversee and monitor implementation and enforcement of credit control and debt collection policy and by-laws		Executive Mayor	None	None		
937	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		99(a)(ii)	Oversee the performance of the municipal manager in implementing the policy and by-laws		Executive Mayor	None	None		
938	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		99(b)	Evaluate or review policy and by-law or its implementation to improve efficiency of credit control		Executive Mayor	None	None	Designated in terms of Section 60(3) of Structures Act	
939	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		99(c)	Report to council regarding (a) and (b)		Executive Mayor	None	None	Council to determine frequency of report-back	
940	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		100	Implement, enforce and report on credit control and debt control policies and by-laws		Municipal Manager	Director Financial Services	Manager Revenue Management		
941	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		100	Establish and report to executive mayor on mechanisms, processes and procedures to collect money due to the municipality		Municipal Manager	Director Financial Services	Manager Revenue Management	Executive Mayor to determine frequency of report-back	
942	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		102(a)	Decide to consolidate any separate accounts of a debtor		Council	Municipal Manager	Director Financial Services		
943	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		102(b)	Decide to credit payment by such a debtor against any account of that debtor		Council	Municipal Manager	Director Financial Services		
944	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		102(c)	Decide to implement debt collection and credit control measures in relation to arrears		Council	Municipal Manager	Director Financial Services		
945	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		102(3)	Providing of copies of accounts to occupier on request to owner of property		Council	Municipal Manager	Director Financial Services		

Delegation No.	ACT, REGULATION, BY-LAW POLICY	MATTERS	Reference No.	Power/Duty	Applicable conditions	Duty of	Delegated to	Sub-delegated to	Remarks	Report
946	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		103	With consent of debtor, enter into agreement with the person's employer to deduct from their wages or salary outstanding amounts and pay to municipality and may provide special incentives in return		Council	Municipal Manager	Director Financial Services		
947	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		109	Compromise or compound any action, claim or proceedings and may submit to arbitration any matter except those described		Council	Municipal Manager	None		
948	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		109A	Provide an employee or councillor with legal representation		Executive Mayor (in case of a Councillor)	None	None	This power may not be delegated	
949	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)					Speaker (in case of the Executive Mayor)	None	None	This power may not be delegated	
950	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)					Municipal Manager (in case of employees)	None	None	This power may not be delegated	
951	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		117	Keep and safeguard all records and documents of the municipality		Municipal Manager	Director Corporate Services	Manager Administration		
952	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		118	Issue transfer certificates before register of deeds may register transfer of property		Municipal Manager	Director Financial Services	Accountant Valuations & Rates		
953	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		Schedule1 Clause 3	Grant councillor leave or absence from attending meetings		Council	Speaker or Chairman of meeting of which councillor is a member	None		
954	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		Clause 4	Impose fine on a councillor for contravening 4(1)		Council	Attendance Committee	None	After due process	First Council meeting after decision.
955	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		Clause 4(2)	Removing from office of councillor in terms of this clause		Council	None	None	After due process	
956	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		Clause 4(3)	Determine and adopt uniform standing procedure for proceedings in terms of this clause		Council	None	None		
957	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		Clause 5	Decide whether a councillor's interest in a matter is trivial or irrelevant		Council or committee being attended	None	None		
958	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		Clause 7	Ensure a councillor declares any financial interest and gifts received to Municipal Manager		Council	Municipal Manager	None		
959	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		Clause 7(4)	Determine which financial interest must be made public or not		Council	None	None		
960	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		Clause 8	Grant consent to a full-time councillor to undertake any other paid work		Council	None	None		
961	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		Clause 13 (1)(a)	On reasonable suspicion that code has been breach authorise an investigation		Speaker	None	None		
962	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		Clause 13 (1)(b)	Give councillor opportunity to reply		Speaker	None	None		
963	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		Clause13 (1)(c)	Report matter to the council after (a) and (b)		Speaker	None	None		
964	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		Clause13 (3)	Report outcome of the investigation to MEC		Speaker	None	None		
965	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		Clause 13 (4)	Ensure each councillor receive a copy of the code of conduct and that a copy is available in every the room where meetings take place		Speaker	None	None		

Delegation No.	ACT, REGULATION, BY-LAW POLICY	MATTERS	Reference No.	Power/Duty	Applicable conditions	Duty of	Delegated to	Sub-delegated to	Remarks	Report
966	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		Clause 14 (1)	Determine if investigation will be done by council or special committee and establishment of such committee		Council	None	None		
967	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		Clause 14 (2)	Determine sanction		Council	None	None		
968	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		Clause 14 (3)	Make representations to MEC in regard to any appeal by a councillor who have been warned, reprimanded or fined		Council	None	None		
969	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		Schedule 2 Clause 4 (2)(c)	Grant approval that a member of staff may be engaged in any business, trade or profession other than the work of the municipality		Council	Municipal Manager	None	In consultation with all Directors.	
970	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		Clause 5A	Receive declaration of interests from Municipal Manager and persons appointed in terms of Sec 56		Speaker	None	None		
971	LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT 32 of 2000)		Clause 7 (c)	Permit a staff member to be involved in a business venture with a councillor		Council	Municipal Manager	None		
972	REMUNERATION OF PUBLIC OFFICE BEARERS ACT, 1998 (ACT 20 of 1998)		7(3)	Determining the salary, allowances and benefits payable to councillors		Council	None	None		
973	PROMOTION OF ACCESS TO INFORMATION ACT, 2000 (ACT 2 of 2000)		17(1)	Designating such number of persons as deputy information officers as are necessary to render the municipality as accessible as reasonably possible for requesters of its records		Municipal Manager	None	None		
974	PROMOTION OF ACCESS TO INFORMATION ACT, 2000 (ACT 2 of 2000)		32	Annually submit reports to the Human Rights Commission		Municipal Manager	Director Corporate Services	Manager Administration		
975	PROMOTION OF ACCESS TO INFORMATION ACT, 2000 (ACT 2 of 2000)		74-77	Ensure an internal appeal against a decision of an information officer is done according to requirements		Municipal Manager	None	None		
976	PROMOTION OF ACCESS TO INFORMATION ACT, 2000 (ACT 2 of 2000)		78	Decide whether to oppose court applications against decisions of an information officer		Municipal Manager	None	None		
977	PROMOTION OF ADMINISTRATIVE JUSTICE ACT, 2000 (ACT 3 of 2000)		3(3)	Granting to a person whose rights or legitimate expectations may be materially affected by intended administrative action by the municipality, an opportunity to obtain assistance and, in serious or complex cases, legal representation, present and dispute information and arguments and appear in person.		Council	Executive Mayor	Municipal Manager		
978	PROMOTION OF ADMINISTRATIVE JUSTICE ACT, 2000 (ACT 3 of 2000)		4(1)	Deciding, in cases where an administrative action materially and adversely affects the rights of the public, whether to hold a public inquiry or to follow a notice and comment procedure, or to hold a public enquiry and follow a procedure of notice and comment in order to give effect to the right to procedurally fair administrative action		Council	Executive Mayor	Municipal Manager		
979	PROMOTION OF EQUALITY AND PREVENTION OF UNFAIR DISCRIMINATION ACT, 2000 (ACT 4 of 2000)		26	Adopting appropriate equality plans, codes, regulatory mechanisms and other appropriate measures for the effective promotion of equality in the spheres of the municipality's operation		Council	None	None		
980	PROMOTION OF EQUALITY AND PREVENTION OF UNFAIR DISCRIMINATION ACT, 2000 (ACT 4 of 2000)		28(3)	Determining mechanisms, processes and procedures to eliminate discrimination on the grounds of race, gender and disability and promote equality in respect of race, gender and disability.		Council	Municipal Manager	Manager Strategic Services		
981	NATIONAL WATER ACT, 1998 (ACT 36 OF 1998)		118(1)(a)	Providing Minister with required information regarding dam with safety risk		Municipal Manager	Director Technical Services	Manager Civil Engineering Services		

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982	NATIONAL WATER ACT, 1998 (ACT 36 OF1998)		118(1)(b)	Giving authorised person access to dam		Municipal Manager	Director Technical Services	Manager Civil Engineering Services		
983	NATIONAL WATER ACT, 1998 (ACT 36 OF1998)		120	Registration of dam with safety risk		Municipal Manager	Director Technical Services	Manager Civil Engineering Services		
984	WATER SERVICES ACT, 1997 (ACT 108 of 1997)		3(2)	Determining the processes, mechanisms, plans and programmes for realising the right of access to basic water supply and basic sanitation.		Council	Municipal Manager	Director Technical Services		
985	WATER SERVICES ACT, 1997 (ACT 108 of 1997)		4(1)	Determining conditions for the provision of water services		Municipal Manager	Municipal Manager	Director Technical Services		
986	WATER SERVICES ACT, 1997 (ACT 108 of 1997)		7(1)	Granting permission to obtain water for industrial use from any source other than the distribution system of a water services provider nominated by the municipality		Municipal Manager	Municipal Manager	Director Technical Services		
987	WATER SERVICES ACT, 1997 (ACT 108 of 1997)		11(6)	Determining reasonable limits on the use of water		Municipal Manager	Municipal Manager	Director Technical Services		
988	WATER SERVICES ACT, 1997 (ACT 108 of 1997)		15(1)	Adoption of a water services plan		Council	Municipal Manager	Director Technical Services		
989	WATER SERVICES ACT, 1997 (ACT 108 of 1997)		21(1)	Making bylaws which contain conditions for the provision of water services		Council	Municipal Manager	Director Technical Services		
990	WATER SERVICES ACT, 1997 (ACT 108 of 1997)		22(1)	Considering applications to operate as water services provider within the municipality		Council	Municipal Manager	Director Technical Services		
991	LABOUR RELATIONS ACT, 1995 (ACT 66 of 1995)		12(4)	Setting conditions as to time and place that are reasonable and necessary to safeguard life or property or to prevent the undue disruption of work when any office-bearer or official of a trade union enters the municipality's premises in order to recruit or communicate with members, or otherwise serve members' interests, to hold meetings with employees outside their working hours at the municipality's premises and to vote at the employer's premises in any election or ballot contemplated in that trade union's constitution.		Municipal Manager	Director Corporate Services	Manager Human Resources Management		
992	LABOUR RELATIONS ACT, 1995 (ACT 66 of 1995)		15(1)	Granting of leave to union representatives and office-bearers for union activities		Municipal Manager	All Directors	All Managers	In consultation with Manager Human Resources Management	
993	LABOUR RELATIONS ACT, 1995 (ACT 66 of 1995)		16(2) and (3)	Deciding whether or not to disclose information to a union representative or union		Municipal Manager	Director Corporate Services	Manager Human Resources Management		
994	LABOUR RELATIONS ACT, 1995 (ACT 66 of 1995)		23	Ensuring compliance with collective agreements		Municipal Manager	All Directors	Manager Human Resources Management		
995	LABOUR RELATIONS ACT, 1995 (ACT 66 of 1995)		69(2)	Considering an application by a trade union to picket inside the municipality's premises		Municipal Manager	Director Corporate Services	None		
996	LABOUR RELATIONS ACT, 1995 (ACT 66 of 1995)		72	Ratification of a minimum service level agreement in respect of essential services provided by the municipality		Municipal Manager	Director Corporate Services	Manager Human Resources Management		

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997	LABOUR RELATIONS ACT, 1995 (ACT 66 of 1995)		76	Deciding to take into employment one or more replacement workers during a strike or similar action and determining there conditions of employment		Municipal Manager	All Directors	All Managers		
998	LABOUR RELATIONS ACT, 1995 (ACT 66 of 1995)		142	Applying to the CCMA to subpoena a person to appear in proceedings before the CCMA		Municipal Manager	Director Corporate Services	Manager Human Resources Management		
999	LABOUR RELATIONS ACT, 1995 (ACT 66 of 1995)		142A	Applying to the CCMA to make a settlement agreement or arbitration award		Municipal Manager	Director Corporate Services	Manager Human Resources Management		
1000	LABOUR RELATIONS ACT, 1995 (ACT 66 of 1995)		188A(1)	Seeking the consent of an employee accused of misconduct or poor work performance to consent to arbitration regarding the allegations		Municipal Manager	Director Corporate Services	Manager Human Resources Management	In consultation with MM	
1001	LABOUR RELATIONS ACT, 1995 (ACT 66 of 1995)		188A(1)	Applying to the SALGBC or the CCMA to arbitrate any allegation relating to an employee's conduct or capacity		Municipal Manager	Director Corporate Services	Manager Human Resources Management	In consultation with MM	
1002	LABOUR RELATIONS ACT, 1995 (ACT 66 of 1995)		189	Deciding whether to dismiss one or more employees based on the municipality's operational requirements		Municipal Manager	None	None		
1003	LABOUR RELATIONS ACT, 1995 (ACT 66 of 1995)		189A(3)	Requesting the CCMA to appoint a facilitator to facilitate consultation between the municipality and other consulting parties regarding the proposed dismissal of one or more employees based on the municipality's operational requirements		Municipal Manager	Director Corporate Services	Manager Human Resources Management		
1004	LABOUR RELATIONS ACT, 1995 (ACT 66 of 1995)		191	Appointing a person or body to represent the municipality in any proceedings before the SALGBC or the CCMA		Municipal Manager	Director Corporate Services	Manager Human Resources Management		
1005	BASIC CONDITIONS OF EMPLOYMENT ACT, 1997 (ACT 75 of 1997)		7	Regulating the working time of each employee in accordance with the provisions of any Act governing occupational health and safety		Municipal Manager	All Directors	All Managers		
1006	BASIC CONDITIONS OF EMPLOYMENT ACT, 1997 (ACT 75 of 1997)		9(2)	Concluding an agreement to extend the working hours of an employee		Municipal Manager	Director Corporate Services	Manager Human Resources Management		
1007	BASIC CONDITIONS OF EMPLOYMENT ACT, 1997 (ACT 75 of 1997)		11(1)	Concluding an agreement requiring or permitting an employee to work up to twelve hours in a day, inclusive of the meal intervals, without receiving overtime pay.		Municipal Manager	All Directors	All Managers		
1008	BASIC CONDITIONS OF EMPLOYMENT ACT, 1997 (ACT 75 of 1997)		14(5)	Concluding an agreement reducing the meal interval to not less than 30 minutes; and dispensing with a meal interval for an employee who works fewer than six hours on a day.		Municipal Manager	All Directors	All Managers		
1009	BASIC CONDITIONS OF EMPLOYMENT ACT, 1997 (ACT 75 of 1997)		17(2)	Concluding an agreement requiring or permitting an employee to perform night work		Municipal Manager	All Directors	All Managers		
1010	BASIC CONDITIONS OF EMPLOYMENT ACT, 1997 (ACT 75 of 1997)		18(1)	Concluding an agreement requiring an employee to work on a public holiday		Municipal Manager	All Directors	All Managers		
1011	BASIC CONDITIONS OF EMPLOYMENT ACT, 1997 (ACT 75 of 1997)		20(4)	Granting of annual leave not later than six months after the end of an employee's annual leave cycle		1.In the case of the MM, the Executive Mayor	None	None		

Delegation No.	ACT, REGULATION, BY-LAW POLICY	MATTERS	Reference No.	Power/Duty	Applicable conditions	Duty of	Delegated to	Sub-delegated to	Remarks	Report
1012	BASIC CONDITIONS OF EMPLOYMENT ACT, 1997 (ACT 75 of 1997)					2. In the case of a Manager directly accountable to the MM, the MM	None	None		
1013	BASIC CONDITIONS OF EMPLOYMENT ACT, 1997 (ACT 75 of 1997)					3. In the case of a Manager directly accountable to the Director, the Director	None	None		
1014	BASIC CONDITIONS OF EMPLOYMENT ACT, 1997 (ACT 75 of 1997)					4. In the case of all other personnel, the relevant Manager/Head	None	None		
1015	BASIC CONDITIONS OF EMPLOYMENT ACT, 1997 (ACT 75 of 1997)		20(6)	Permitting an employee, at the employee's written request, to take leave during a period of unpaid leave		Municipal Manager	Director Corporate Services	None		
1016	BASIC CONDITIONS OF EMPLOYMENT ACT, 1997 (ACT 75 of 1997)		20(7)	Reducing an employee's entitlement to annual leave by the number of days of occasional leave on full remuneration granted to the employee at the employee's request in that leave cycle		Municipal Manager	None	None		
1017	BASIC CONDITIONS OF EMPLOYMENT ACT, 1997 (ACT 75 of 1997)		20(9)	Ensuring that an employee who has been granted leave does not work during such leave		Municipal Manager	All Directors	All Managers		
1018	BASIC CONDITIONS OF EMPLOYMENT ACT, 1997 (ACT 75 of 1997)		23(1)	Deciding whether an employee who has been absent from work for more than two consecutive days or on more than two occasions during an eight-week period and, on request by the employer, does not produce a medical certificate stating that the employee was unable to work for the duration of the employee's absence on account of sickness or injury		Municipal Manager	All Directors	All Managers		
1019	BASIC CONDITIONS OF EMPLOYMENT ACT, 1997 (ACT 75 of 1997)		25	Granting of maternity leave		Municipal Manager	All Directors	All Managers		
1020	BASIC CONDITIONS OF EMPLOYMENT ACT, 1997 (ACT 75 of 1997)		26(1)	Making arrangements to ensure that a pregnant employee or an employee who is nursing her child does not perform work that is hazardous to her health or the health of her child		Municipal Manager	Director Corporate Services	Manager Human Resources Management		
1021	BASIC CONDITIONS OF EMPLOYMENT ACT, 1997 (ACT 75 of 1997)		26(2)	Making arrangements during an employee's pregnancy, and for a period of six months after the birth of her child for suitable, alternative employment on terms and conditions that are no less favourable than her ordinary terms and conditions of employment, if the employee is required to perform night work or her work poses a danger to her health or safety or that of her child and it is practicable for the employer to do so		Municipal Manager	Director Corporate Services	Manager Human Resources Management		
1022	BASIC CONDITIONS OF EMPLOYMENT ACT, 1997 (ACT 75 of 1997)		27(2)	Granting of not more than 5 days family responsibility leave to an employee during an annual leave cycle		Municipal Manager	All Directors	All Managers		
1023	BASIC CONDITIONS OF EMPLOYMENT ACT, 1997 (ACT 75 of 1997)		27(5)	Deciding whether an employee who applied for or who has been granted family responsibility leave must submit reasonable proof of the event for which the leave was required		Municipal Manager	All Directors	All Managers		

Delegation No.	ACT, REGULATION, BY-LAW POLICY	MATTERS	Reference No.	Power/Duty	Applicable conditions	Duty of	Delegated to	Sub-delegated to	Remarks	Report
1024	BASIC CONDITIONS OF EMPLOYMENT ACT, 1997 (ACT 75 of 1997)		29(1)	Supplying the written particulars of her/his employment to a newly appointed employee		Municipal Manager	Director Corporate Services	Manager Human Resources Management		
1025	BASIC CONDITIONS OF EMPLOYMENT ACT, 1997 (ACT 75 of 1997)		29(2)	Amending the written particulars of employment issued to an employee when any such particulars changes		Municipal Manager	Director Corporate Services	Manager Human Resources Management		
1026	BASIC CONDITIONS OF EMPLOYMENT ACT, 1997 (ACT 75 of 1997)		29(3)	Explaining, in cases where an employee is not able to understand the written particulars of her/his employment to the employee the written particulars in a language and in a manner that the employee understands.		Municipal Manager	Director Corporate Services	Manager Human Resources Management		
1027	BASIC CONDITIONS OF EMPLOYMENT ACT, 1997 (ACT 75 of 1997)		29(4)	Keeping the written particulars of an employee for a period of three years after the termination of employment		Municipal Manager	Director Corporate Services	Manager Human Resources Management		
1028	BASIC CONDITIONS OF EMPLOYMENT ACT, 1997 (ACT 75 of 1997)		30	Ensuring the display at the workplace where it can be read by employees a statement in the prescribed form of the employee's rights under Basic Conditions of Employment Act in the official languages which are spoken in the workplace.		Municipal Manager	Director Corporate Services	Manager Human Resources Management		
1029	BASIC CONDITIONS OF EMPLOYMENT ACT, 1997 (ACT 75 of 1997)		31(1)	Keeping of records in respect of each employee		Municipal Manager	Director Corporate Services	Manager Human Resources Management		
1030	BASIC CONDITIONS OF EMPLOYMENT ACT, 1997 (ACT 75 of 1997)		38(1)	Deciding whether to require an employee who has resigned or has been dismissed to work during the notice period or whether the notice period is waived		Municipal Manager	None	None		
1031	BASIC CONDITIONS OF EMPLOYMENT ACT, 1997 (ACT 75 of 1997)		41(2)	Determining the severance pay payable to an employee dismissed due to the operational requirements of the municipality		Council	Municipal Manager	None		
1032	BASIC CONDITIONS OF EMPLOYMENT ACT, 1997 (ACT 75 of 1997)		69(4)	Ensuring that a copy of a compliance order is displayed prominently at a place accessible to the affected employees at each workplace named in it		Municipal Manager	Director Corporate Services	Manager Human Resources Management		
1033	BASIC CONDITIONS OF EMPLOYMENT ACT, 1997 (ACT 75 of 1997)		69(5)	Ensuring compliance with a compliance order within the time period stated in the order		Municipal Manager	Director Corporate Services	Manager Human Resources Management		
1034	OCCUPATIONAL HEALTH AND SAFETY ACT, 1993, (ACT 85 of 1993)		7(1)	Ensuring compliance with a directive issued by notice in the Government Gazette to prepare a written policy concerning the protection of the health and safety of employees		Municipal Manager	Director Corporate Services	Manager Human Resources Management		
1035	OCCUPATIONAL HEALTH AND SAFETY ACT, 1993, (ACT 85 of 1993)		7(3)	Ensuring that the municipality's health and safety policy is signed by the Municipal Manager and displayed in the workplace		Municipal Manager	Director Corporate Services	Manager Human Resources Management		
1036	OCCUPATIONAL HEALTH AND SAFETY ACT, 1993, (ACT 85 of 1993)		8(1)	Ensuring a working environment that is safe and without risk to the health of employees is provided and maintained.		Municipal Manager	All Directors	All Managers		
1037	OCCUPATIONAL HEALTH AND SAFETY ACT, 1993, (ACT 85 of 1993)		9(1)	Ensuring that persons other than employees who may be directly affected by the municipality's activities are not thereby exposed to hazards to their health or safety		Municipal Manager	All Directors	All Managers		

Delegation No.	ACT, REGULATION, BY-LAW POLICY	MATTERS	Reference No.	Power/Duty	Applicable conditions	Duty of	Delegated to	Sub-delegated to	Remarks	Report
1038	OCCUPATIONAL HEALTH AND SAFETY ACT, 1993, (ACT 85 of 1993)		10(1)	Ensuring that any article supplied for use at work is safe and without risks to health when properly used and that it complies with all prescribed requirements		Municipal Manager	All Directors	All Managers		
1039	OCCUPATIONAL HEALTH AND SAFETY ACT, 1993, (ACT 85 of 1993)		10(2)	Ensuring safe erection or installation of any article for use at work on or in any premises of the municipality		Municipal Manager	All Directors	All Managers		
1040	OCCUPATIONAL HEALTH AND SAFETY ACT, 1993, (ACT 85 of 1993)		16(1)	Ensuring that the duties of the municipality as contemplated in Occupational Health and Safety Act are properly discharged		Municipal Manager	All Directors	All Managers		
1041	OCCUPATIONAL HEALTH AND SAFETY ACT, 1993, (ACT 85 of 1993)		17(1)	Designating health and safety representatives for every workplace where more than 20 employees work, or for different sections thereof		Municipal Manager	None	None		
1042	OCCUPATIONAL HEALTH AND SAFETY ACT, 1993, (ACT 85 of 1993)		17(2)	Consulting with recognised representatives of employees for designation of health and safety representatives		Municipal Manager	Director Corporate Services	Manager Human Resources Management		
1043	OCCUPATIONAL HEALTH AND SAFETY ACT, 1993, (ACT 85 of 1993)		17(2)	Recognising employees for the purpose consulting about the election or appointment of health and safety representatives		Municipal Manager	Director Corporate Services	Manager Human Resources Management		
1044	OCCUPATIONAL HEALTH AND SAFETY ACT, 1993, (ACT 85 of 1993)		17(6)	Complying with a directive of a labour inspector with regard to the appointment of additional health and safety representatives at a workplace		Municipal Manager	Director Corporate Services	Manager Human Resources Management		
1045	OCCUPATIONAL HEALTH AND SAFETY ACT, 1993, (ACT 85 of 1993)		18(3)	Providing facilities, assistance and training as a health and safety representative may reasonably require		Municipal Manager	Director Corporate Services	Manager Human Resources Management		
1046	OCCUPATIONAL HEALTH AND SAFETY ACT, 1993, (ACT 85 of 1993)		19(1)	Establishing a health and safety committee for every workplace where two or more health and safety representatives has been appointed		Municipal Manager	Director Corporate Services	Manager Human Resources Management		
1047	OCCUPATIONAL HEALTH AND SAFETY ACT, 1993, (ACT 85 of 1993)		19(1)	Consulting with the health and safety committee with a view to ensure the health and safety of employees at work		Municipal Manager	Director Corporate Services	Manager Human Resources Management		
1048	OCCUPATIONAL HEALTH AND SAFETY ACT, 1993, (ACT 85 of 1993)		19(2)	Determining the number of members of a health and safety committee		Municipal Manager	Director Corporate Services	Manager Human Resources Management		
1049	OCCUPATIONAL HEALTH AND SAFETY ACT, 1993, (ACT 85 of 1993)		19(2)	Designating persons to represent the employer in a health and safety committee		Municipal Manager	None	None		
1050	OCCUPATIONAL HEALTH AND SAFETY ACT, 1993, (ACT 85 of 1993)		20(1)	Receiving and considering reports and recommendations of the health and safety committee		Municipal Manager	All Directors	All Managers		
1051	EMPLOYMENT EQUITY ACT, 1998 (ACT 55 of 1998)		5	Taking steps to promote equal opportunity in the workplace		Municipal Manager	All Directors	All Managers		
1052	EMPLOYMENT EQUITY ACT, 1998 (ACT 55 of 1998)		7(1)	Deciding whether an employee or an applicant for employment must submit for medical testing		Municipal Manager	All Directors	None		
1053	EMPLOYMENT EQUITY ACT, 1998 (ACT 55 of 1998)		13(1)	Implementing affirmative action measures		Municipal Manager	Director Corporate Services	Manager Human Resources Management		
1054	EMPLOYMENT EQUITY ACT, 1998 (ACT 55 of 1998)		24	Assigning one or more senior managers to take responsibility for monitoring and implementing an employment equity plan		Municipal Manager	None	None		

Delegation No.	ACT, REGULATION, BY-LAW POLICY	MATTERS	Reference No.	Power/Duty	Applicable conditions	Duty of	Delegated to	Sub-delegated to	Remarks	Report
1055	EMPLOYMENT EQUITY ACT, 1998 (ACT 55 of 1998)		25(1)	Ensuring that a notice informing employees about the provisions of the Act is displayed at the workplace		Municipal Manager	Director Corporate Services	Manager Human Resources Management		
1056	EMPLOYMENT EQUITY ACT, 1998 (ACT 55 of 1998)		25(2)	Placing in prominent places that are accessible to all employees the most recent report submitted by the municipality to the Director-General of Labour		Municipal Manager	Director Corporate Services	Manager Human Resources Management		
1057	EMPLOYMENT EQUITY ACT, 1998 (ACT 55 of 1998)		27(1)	Submitting a statement to the Employment Conditions of Commission on the remuneration and benefits received in each occupational category and level of that employer's workforce.		Municipal Manager	Director Corporate Services	Manager Human Resources Management		
1058	SKILLS DEVELOPMENT ACT, 1998 (ACT 97 of 1998)		17	Entering in to a learnership agreement		Municipal manager	Director Corporate Services	Manager Human Resources Management		
1059	FIRE BRIGADE SERVICES ACT, 1997 (ACT 99 OF 1987)		3	Establishment of service		Council	None	None		
1060	FIRE BRIGADE SERVICES ACT, 1997 (ACT 99 OF 1987)		5	To appoint a Chief Fire Officer or acting Chief Fire Officer		Council	Municipal Manager	None		
1061	FIRE BRIGADE SERVICES ACT, 1997 (ACT 99 OF 1987)		6A	Establish a reserve force		Municipal Manager	Director Community Services	Manager Protection Services		
1062	FIRE BRIGADE SERVICES ACT, 1997 (ACT 99 OF 1987)		9(3)	To grant extension of time for the payment of costs for the salvage, removal or safe storage of objects which are endangered		Municipal Manager	Director Community Services	Manager Protection Services		
1063	FIRE BRIGADE SERVICES ACT, 1997 (ACT 99 OF 1987)		9(6)	To give notice by means of a newspaper advertisement that goods placed in safe storage, must be claimed within a specified time		Municipal Manager	Director Community Services	Manager Protection Services		
1064	FIRE BRIGADE SERVICES ACT, 1997 (ACT 99 OF 1987)		9(6)	To grant authority that goods placed in safe storage may be sold		Municipal Manager	Director Community Services	Manager Protection Services		
1065	FIRE BRIGADE SERVICES ACT, 1997 (ACT 99 OF 1987)		10	Determine fees for services		Council	None	None		
1066	FIRE BRIGADE SERVICES ACT, 1997 (ACT 99 OF 1987)		12	Enter into agreement with other controlling bodies		Council	Executive Mayor	Municipal Manager		
1067	FIRE BRIGADE SERVICES ACT, 1997 (ACT 99 OF 1987)		16	Adopt by-laws		Council	None	None		
1068	FIRE BRIGADE SERVICES ACT, 1997 (ACT 99 OF 1987)		18	To take all necessary steps on behalf of and at the cost of an owner who failed to comply with the directions in regard to the utilisation and storage of hazardous substances and safety precautions		Municipal Manager	Director Community Services	Manager Protection Services		
1069	NATIONAL ROAD TRAFFIC ACT, 1996 (ACT 93 OF 1996)		3A(1)	Appointment of Traffic Officers and Traffic Wardens		Municipal Manager	None	None		
1070	NATIONAL ROAD TRAFFIC ACT, 1996 (ACT 93 OF 1996)		57	To direct the owner/occupant of land on which an object is being displayed and where a road traffic sign is hidden or the effectiveness of such a sign is obstructed, to remove such object or to direct that it be removed		Director Community Services	Manager Protection Services	None	In terms of policy or by-law	
1071	NATIONAL ROAD TRAFFIC ACT, 1996 (ACT 93 OF 1996)		57(3)(a)	To either generally or specifically authorise the display of road traffic signs on any public road within the municipal area		Director Community Services	Manager Protection Services	None	In terms of policy or by-law	

Delegation No.	ACT, REGULATION, BY-LAW POLICY	MATTERS	Reference No.	Power/Duty	Applicable conditions	Duty of	Delegated to	Sub-delegated to	Remarks	Report
1072	NATIONAL ROAD TRAFFIC ACT, 1996 (ACT 93 OF 1996)		57(3)(b)	To authorise any other person or body to display within the municipal area any road traffic sign approved by it prior to the display of such sign, to determine conditions for such display and to order the removal of such		Director Community Services	Manager Protection Services	None	In terms of policy or by-law	
1073	NATIONAL ROAD TRAFFIC ACT, 1996 (ACT 93 OF 1996)		57(3)	To display or cause to be displayed (erect and maintain) road traffic signs (other than traffic signals) in the prescribed manner		Director Community Services	Manager Protection Services	None	In terms of policy or by-law	
1074	NATIONAL ENVIRONMENTAL MANAGEMENT: AIR QUALITY ACT, 2004 (ACT 39 of 2004)		11(1)(a)&(b)	Establishment of local standards for emission from point, non-point or mobile sources		Council	None	None		
1075	NATIONAL ENVIRONMENTAL MANAGEMENT: AIR QUALITY ACT, 2004 (ACT 39 of 2004)		11(4)	Passing of a by-law relating to air quality		Council	None	None		
1076	NATIONAL ENVIRONMENTAL MANAGEMENT: AIR QUALITY ACT, 2004 (ACT 39 of 2004)		14(3)	Designation of an air quality officer		Municipal Manager	None	None		
1077	NATIONAL ENVIRONMENTAL MANAGEMENT: AIR QUALITY ACT, 2004 (ACT 39 of 2004)		15(2)	Compilation of an air quality management plan for inclusion in the IDP		Municipal Manager	Director Corporate Services	Environmental Planning Management Officer		
1078	MAGISTRATES COURT ACT, 1944 (ACT 32 of 1944)		15(2)	Appointment of persons to serve summons and related court documents		Council	Municipal Manager	None		
1079	INSTITUTION OF LEGAL PROCEEDINGS AGAINST OTHER ORGANS OF STATE ACT, NO 40 OF 2002		3(1)	Consent in writing to the institution of legal proceedings for the recovery of debt against the municipality where the creditor has failed to give written notice of his intention to institute the relevant proceedings		Council	Municipal Manager	None		Quarterly
1080	INSTITUTION OF LEGAL PROCEEDINGS AGAINST OTHER ORGANS OF STATE ACT, NO 40 OF 2002		3(4)(a)	Make representations against any application for condonation or failure to serve on the municipality a notice of his intention to institute legal proceedings		Council	Municipal Manager	None	Notice must be served within 6 months from the date which the debt became due	
1081	CONTROL OF ACCESS TO PUBLIC PREMISES AND VEHICLES ACT, 1985 (ACT 53 OF 1985)		1 and 2(2)	Appoint authorised officer		Municipal Manager	None	None		
1082	CONTROL OF ACCESS TO PUBLIC PREMISES AND VEHICLES ACT, 1985 (ACT 53 OF 1985)		2(1)(b)	Direct that premises or vehicles may only be entered upon in accordance with Section 2(2)		Municipal Manager	Director Community Services	Manager Protection Services		Ongoing function – no reporting
1083	REGULATION OF GATHERINGS ACT, NO 205 OF 1993		2(4)	Appoint a responsible officer and deputy		Municipal Manager	None	None		
1084	PREVENTION OF ILLEGAL EVICTION FROM AND UNLAWFUL OCCUPATION OF LAND ACT, 1998 (ACT NO 19 OF 1998)		4(2)	Receipt of notice of proceedings against unlawful occupiers		Municipal Manager	Director Community Services	None	Issue of instruction	
1085	PREVENTION OF ILLEGAL EVICTION FROM AND UNLAWFUL OCCUPATION OF LAND ACT, 1998 (ACT NO 19 OF 1998)		6	Start proceedings for the eviction of unlawful occupiers of land		Municipal Manager	Director Community Services	None		
1086	PREVENTION OF ILLEGAL EVICTION FROM AND UNLAWFUL OCCUPATION OF LAND ACT, 1998 (ACT NO 19 OF 1998)		6(4)	Give notice to owner of land to institute proceedings for the eviction of unlawful occupiers and in failure to do so request court to grant cost for the proceedings		Municipal Manager	Director Community Services	None		
1087	PREVENTION OF ILLEGAL EVICTION FROM AND UNLAWFUL OCCUPATION OF LAND ACT, 1998 (ACT NO 19 OF 1998)		7(1)	Appoint persons to mediate and determine conditions for appointment		Municipal Manager	None	None	After court order requiring mediation	
1088	NATIONAL ARCHIVES OF SOUTH AFRICA ACT, NO 43 OF 1996		13(5)(a)	Designate an official to be records manager		Municipal Manager	Director Corporate Services	None		

Delegation No.	ACT, REGULATION, BY-LAW POLICY	MATTERS	Reference No.	Power/Duty	Applicable conditions	Duty of	Delegated to	Sub-delegated to	Remarks	Report
1089	SECTIONAL TITLES ACT, 1986 (ACT 95 OF 1986)		4(5)	Condone non-compliance with town planning scheme, etc		Council	Executive Mayor	None		
1090	COMPENSATION FOR OCCUPATIONAL INJURIES AND DISEASES ACT, NO 130 OF 1993		39	Notice of accident by employer to Director General		Municipal Manager	Director Corporate Services	Manager Human Resources Management	Within 7 days after notice of accident	
1091	COMPENSATION FOR OCCUPATIONAL INJURIES AND DISEASES ACT, NO 130 OF 1993		80(1)	Employer to register with director General and to furnish particulars		Municipal Manager	Director Corporate Services	Manager Human Resources Management		
1092	COMPENSATION FOR OCCUPATIONAL INJURIES AND DISEASES ACT, NO 130 OF 1993		81(1)	Employer to keep record of earnings of employees		Municipal Manager	Director Corporate Services	Manager Human Resources Management		
1093	COMPENSATION FOR OCCUPATIONAL INJURIES AND DISEASES ACT, NO 130 OF 1993		82	Employer to furnish returns of earnings of employees		Municipal Manager	Director Corporate Services	Manager Human Resources Management	Annually on 31 March	
1094	COMPENSATION FOR OCCUPATIONAL INJURIES AND DISEASES ACT, NO 130 OF 1993		80 - 82	Exercise the functions, powers and obligations of an employer		Municipal Manager	None	None		
1095	DISASTER MANAGEMENT ACT, 200, (ACT 57 OF 2002)		53(1)	Preparation of a disaster management plan for inclusion in the IDP		Municipal manager	Director Community Services	Manager Protection Services		
1096	DISASTER MANAGEMENT ACT, 200, (ACT 57 OF 2002)		54(2)	Enter into agreement with the District Municipality when necessary to assume primary responsibility for a local disaster		Council	Municipal Manager	None		
1097	DISASTER MANAGEMENT ACT, 200, (ACT 57 OF 2002)		55(1)	Declaration of a local disaster		Council	Executive Mayor	None		
1098	DISASTER MANAGEMENT ACT, 200, (ACT 57 OF 2002)		55(2)	Passing of a by-law relating to disaster management		Council	None	None		
1099	DISASTER MANAGEMENT ACT, 200, (ACT 57 OF 2002)		55(2)	Issue directions or authorise the issue of directions on matters set out in this section		Municipal manager	Director Community Services	Manager Protection Services		First Council meeting after decision.
1100	DISASTER MANAGEMENT ACT, 200, (ACT 57 OF 2002)		55(5)(b)	Termination of state of disaster before lapsing		Council	Executive Mayor	None		
1101	DISASTER MANAGEMENT ACT, 200, (ACT 57 OF 2002)		55(5)(c)	Extension of state of disaster for one month at a time before lapsing		Council	Executive Mayor	None		
1102	UNEMPLOYMENT INSURANCE ACT, NO 63 OF 2001		56(1)	Providing details of employees to Commissioner		Municipal Manager	Director Corporate Services	Manager Human Resources Management		
1103	UNEMPLOYMENT INSURANCE ACT, NO 63 OF 2001		56(3)	Notifying Commissioner of changes in detail		Municipal Manager	Director Corporate Services	Manager Human Resources Management	Before 7th of month	
1104	NATIONAL ENVIRONMENTAL MANAGEMENT ACT, NO 107 OF 1998		16(1)(b)	Report annually on the implementation of its adopted environmental management plan		Municipal Manager	Manager Strategic Services	None		within 4 months after end of financial year
1105	NATIONAL ENVIRONMENTAL MANAGEMENT ACT, NO 107 OF 1998		24K(2)	To submit the Municipality's comments on applications for environmental authorisation outside the urban edge when requested to do so by the Minister or MEC or Minister of Minerals and Energy in terms of Section 240(2) of NEMA, and to object to the contents of an application for prospecting, mining, exploration, production or related activities via the Regional Mining Development and Environmental Committee.		Municipal Manager	Director Corporate Services	Manager Planning & Environmental Management		

Delegation No.	ACT, REGULATION, BY-LAW POLICY	MATTERS	Reference No.	Power/Duty	Applicable conditions	Duty of	Delegated to	Sub-delegated to	Remarks	Report
1106	NATIONAL ENVIRONMENTAL MANAGEMENT ACT, NO 107 OF 1998		43	To appeal to the MEC in terms of S43(2) of the <i>National Environmental Management Act</i> .		Municipal Manager	None	None		
1107	MINERAL AND PRETROLEUM RESOURCES DEVELOPMENT ACT, 28 OF 2002		10,16,22 and 27	To submit Municipality's comments to the Minister of Minerals and Energy in terms of Sections 10, 16, 22 and 27 of the <i>MPRDA</i> relating to the contents of an application outside the urban edge for prospecting, mining, exploration, production or related activities, or on environmental management programmes or environmental management plans in terms of sections 39 and 40.		Municipal Manager	Director Corporate Services	Manager Planning & Environmental Management		
1108	EXPROPRIATION ACT, NO 63 OF 1975		2(1)	Expropriate property for public purposes or take right to use temporarily property for public purposes and to make an offer of compensation		Council	None	None	Power to expropriate to be conferred i.t.o. by-law	First Council meeting after decision.
1109	EXPROPRIATION ACT, NO 63 OF 1975		2(2)	Expropriate property affected by expropriation of another property		Council	None	None		First Council meeting after decision.
1110	EXPROPRIATION ACT, NO 63 OF 1975		2(3)	Expropriate the remainder of a property if the expropriation of a part thereof makes it useless or an uneconomic farming unit		Council	None	None		First Council meeting after decision.
1111	EXPROPRIATION ACT, NO 63 OF 1975		2(4)	Negotiate acquisition of a property and expropriate at owner's request		Council	Municipal Manager	None		First Council meeting after decision.
1112	EXPROPRIATION ACT, NO 63 OF 1975		6	Authorisation of person/s to inspect property for expropriation or temporary use thereof		Council	Municipal Manager	None		Quarterly
1113	EXPROPRIATION ACT, NO 63 OF 1975		7	Serve notice on owner of intended expropriation or temporary use of property		Municipal Manager	Director Corporate Services	Manager Planning & Environmental Management		No reporting – notices follow expropriation decision, which is already reported.
1114	EXPROPRIATION ACT, NO 63 OF 1975		8 (4)	Recover depreciated amount from owner if owner fails to care of property before possession is taken		Council	Director Financial Services	None		First Council meeting after decision.
1115	EXPROPRIATION ACT, NO 63 OF 1975		8 (4)	Compensate owner for cost incurred in maintaining the property before possession is taken		Council	Director Financial Services	None		First Council meeting after decision.
1116	EXPROPRIATION ACT, NO 63 OF 1975		10(1) and (4)	Make offer and another offer to owner if proposed offer of compensation is not acceptable		Council	Municipal Manager	None		First Council meeting after decision.
1117	EXPROPRIATION ACT, NO 63 OF 1975		13(2)	Notification of lessee of intended expropriation (where applicable)		Municipal Manager	Director Corporate Services	Manager Planning & Environmental Management		No reporting – notices follow expropriation decision, which is already reported.
1118	EXPROPRIATION ACT, NO 63 OF 1975		14(8)	Make written offer before or during the hearing to the other party and accept liability for the cost or portion thereof		Council	Municipal Manager	None		Quarterly
1119	EXPROPRIATION ACT, NO 63 OF 1975		19	Authorise the discharge of a debt secured by a mortgage bond and the payment of compensation in case of existing or unregistered rights		Council	Municipal Manager	None		Quarterly
1120	EXPROPRIATION ACT, NO 63 OF 1975		20	Authorise payment of taxes and other moneys out of compensation moneys		Council	Executive Mayor	Municipal Manager		Quarterly
1121	EXPROPRIATION ACT, NO 63 OF 1975		23	Withdraw expropriation and pay compensation for damage as consequence of withdrawal		Council	Municipal Manager	None		First Council meeting after decision.
1122	EXPROPRIATION ACT, NO 63 OF 1975		48	Apply for exemption from Chapter IV of the Act		Council	Executive Mayor	Municipal Manager		
1123	EXPROPRIATION ACT, NO 63 OF 1975		49	Apply for establishment of land development areas and give required notice		Municipal Manager	Director Corporate Services	Manager Planning & Environmental Management		

Delegation No.	ACT, REGULATION, BY-LAW POLICY	MATTERS	Reference No.	Power/Duty	Applicable conditions	Duty of	Delegated to	Sub-delegated to	Remarks	Report
1124	EXPROPRIATION ACT, NO 63 OF 1975		55	Lodge documents with the Surveyor General and Registrar of deeds		Municipal Manager	Director Corporate Services	Manager Planning & Environmental Management		
1125	EXPROPRIATION ACT, NO 63 OF 1975		61	Apply for registration arrangement involving the surveyor and conveyance		Municipal Manager	Director Corporate Services	Manager Planning & Environmental Management		
1126	NATIONAL LAND TRANSPORT ACT, NO 5 of 2009		11(1)(c)	Developing a land transport policy		Municipal Manager	Director Technical Services	Manager Civil Engineering Services	Input from Manager Protection Services	
1127	SA NATIONAL ROADS AGENCY LIMITED AND NATIONAL ROADS ACT, NO 7 OF 1998		26(a)	Request Roads Agency to undertake work on behalf of the municipality		Municipal Manager	Director Technical Services	None	Input from Manager Civil Engineering Services	Quarterly
1128	SA NATIONAL ROADS AGENCY LIMITED AND NATIONAL ROADS ACT, NO 7 OF 1998		27(4)(b)(ii)	Provide comments on toll		Council	Municipal Manager	None		First council meeting after decision.
1129	UNEMPLOYMENT INSURANCE CONTRIBUTIONS ACT, 2002 (ACT 4 OF 2002)		7(1)	Deduction of contributions form employees		Municipal Manager	Director Corporate Services	Manager Human Resources Management		
1130	UNEMPLOYMENT INSURANCE CONTRIBUTIONS ACT, 2002 (ACT 4 OF 2002)		8(1)	Payment of contributions to fund		Municipal Manager	Director Financial Services	None	Monthly 7 days after month end	
1131	UNEMPLOYMENT INSURANCE CONTRIBUTIONS ACT, 2002 (ACT 4 OF 2002)		8(2)	Submit returns to Commissioner		Municipal Manager	Director Corporate Services	Manager Human Resources Management	Monthly together with payments	
1132	UNEMPLOYMENT INSURANCE CONTRIBUTIONS ACT, 2002 (ACT 4 OF 2002)		10(1)	Application to Commissioner for registration in terms of Tax Administration Act		Municipal Manager	Director Corporate Services	Manager Human Resources Management		
1133	WESTERN CAPE LIQUOR ACT, 2008 (ACT 4 OF 2008)		40(2)	To approve the Municipality's comments on the applications for liquor licences.		Council	Municipal Manager	Manager Planning & Environmental Management		
1134	WESTERN CAPE LIQUOR ACT, 2008 (ACT 4 OF 2008)		63 & 64(e)	To lodge an objection against the automatic renewal of a liquor license.		Council	Municipal Manager	Manager Planning & Environmental Management		
1135	WESTERN CAPE LIQUOR ACT, 2008 (ACT 4 OF 2008)		68(3)	To lodge an appeal against a decision by the Liquor Licensing Tribunal.		Council	Municipal Manager	Manager Planning & Environmental Management		
1136	WASTE ACT, 2008 (ACT 59 OF 2008)		10(3)	Designation of Waste Manager		Council	Municipal Manager	None		
1137	WASTE ACT, 2008 (ACT 59 OF 2008)		11(4)	Submit integrated waste management plan		Municipal manager	Director Technical Services	Waste Manager (Manager Civil Engineering Services)		
1138	NATIONAL VELD AND FOREST FIRES ACT, 1998 (ACT 101 OF 1998)		4(7)	Obtain membership of Fire Protection Association		Municipal Manager	Director Community Services	Manager Protection Services		

Delegation No.	ACT, REGULATION, BY-LAW POLICY	MATTERS	Reference No.	Power/Duty	Applicable conditions	Duty of	Delegated to	Sub-delegated to	Remarks	Report
1139	NATIONAL VELD AND FOREST FIRES ACT, 1998 (ACT 101 OF 1998)		12(1)	Prepare and maintain fire breaks		Municipal Manager	Director Community Services	Manager Protection Services		
1140	NATIONAL HERITAGES RESOURCES ACT, 1999 (ACT 25 OF 1999)		8(4)	Identification and management of Grade III heritage resources		Municipal Manager	Director Technical Services & Director Corporate Services	Manager Project Management & Building Control & Manager Planning and Environmental Management	* Manager Project Management & Building Control : Structures * Manager Planning and Environmental Management : Land	
1141	NATIONAL HERITAGES RESOURCES ACT, 1999 (ACT 25 OF 1999)		8(6)(c)	Application for assessment of competence to manage heritage resources		Municipal Manager	Director Technical Services & Director Corporate Services	Manager Project Management & Building Control & Manager Planning and Environmental Management	* Manager Project Management & Building Control : Structures * Manager Planning and Environmental Management : Land	
1142	NATIONAL HERITAGES RESOURCES ACT, 1999 (ACT 25 OF 1999)		28	Adoption of by-laws for management of protected areas		Council	None	None		
1143	NATIONAL HERITAGES RESOURCES ACT, 1999 (ACT 25 OF 1999)		29(2)	Provisional protection of conservation worthy places		Council	Director Technical Services & Director Corporate Services	Manager Project Management & Building Control & Manager Planning and Environmental Management	* Manager Project Management & Building Control : Structures * Manager Planning and Environmental Management : Land	
1144	NATIONAL HERITAGES RESOURCES ACT, 1999 (ACT 25 OF 1999)		30	To compile a heritage inventory as part of the Provincial Heritage Register, and follow application assessment requirements and to mark listed places, in terms of section 30 of the "NHRA".		Municipal Manager	Director Technical Services & Director Corporate Services	Manager Project Management & Building Control & Manager Planning and Environmental Management	* Manager Project Management & Building Control : Structures * Manager Planning and Environmental Management : Land	
1145	NATIONAL HERITAGES RESOURCES ACT, 1999 (ACT 25 OF 1999)		30(10)	Notification of Provincial Authority of destruction of listed property		Municipal Manager	Director Technical Services & Director Corporate Services	Manager Project Management & Building Control & Manager Planning and Environmental Management	* Manager Project Management & Building Control : Structures * Manager Planning and Environmental Management : Land	
1146	NATIONAL HERITAGES RESOURCES ACT, 1999 (ACT 25 OF 1999)		30(11)	Provision for protection of heritage resources listed in municipal area in by-law or scheme regulations		Council	Director Technical Services & Director Corporate Services	Manager Project Management & Building Control & Manager Planning and Environmental Management	* Within 6 months after inclusion of place in register * Manager Project Management & Building Control : Structures * Manager Planning and Environmental Management : Land	

Delegation No.	ACT, REGULATION, BY-LAW POLICY	MATTERS	Reference No.	Power/Duty	Applicable conditions	Duty of	Delegated to	Sub-delegated to	Remarks	Report
1147	NATIONAL HERITAGES RESOURCES ACT, 1999 (ACT 25 OF 1999)		31	Investigate the need for the designation of heritage areas to protect any place of environmental or cultural interest.		Municipal Manager	Director Technical Services & Director Corporate Services	Manager Project Management & Building Control & Manager Planning and Environmental Management	* Manager Project Management & Building Control : Structures * Manager Planning and Environmental Management : Land	
1148	NATIONAL HERITAGES RESOURCES ACT, 1999 (ACT 25 OF 1999)		38(2)	Notify developers of requirement for Heritage Impact Assessment		Municipal Manager	Director Technical Services & Director Corporate Services	Manager Project Management & Building Control & Manager Planning and Environmental Management	* Manager Project Management & Building Control : Structures * Manager Planning and Environmental Management : Land	
1149	NATIONAL HERITAGES RESOURCES ACT, 1999 (ACT 25 OF 1999)		42	Negotiation of heritage agreements		Municipal Manager	Director Technical Services & Director Corporate Services	Manager Project Management & Building Control & Manager Planning and Environmental Management	* Manager Project Management & Building Control : Structures * Manager Planning and Environmental Management : Land	
1150	NATIONAL HERITAGES RESOURCES ACT, 1999 (ACT 25 OF 1999)		45	Serve notices for compulsory repair and maintenance of heritage resources		Municipal Manager	Director Technical Services & Director Corporate Services	Manager Project Management & Building Control & Manager Planning and Environmental Management	* Manager Project Management & Building Control : Structures * Manager Planning and Environmental Management : Land	
1151	NATIONAL HERITAGES RESOURCES ACT, 1999 (ACT 25 OF 1999)		49	To lodge appeals against decisions in terms of section 49 of the <i>NHRA</i>		Municipal Manager	Director Technical Services & Director Corporate Services	Manager Project Management & Building Control & Manager Planning and Environmental Management	* Manager Project Management & Building Control : Structures * Manager Planning and Environmental Management : Land	
1152	NATIONAL BUILDING REGULATIONS AND BUILDING STANDARDS ACT, 1977 (ACT 103/1977)		2(4)	Formulate comments on plans, specifications and certificates pertaining to buildings erected by or on behalf of the State		Manager Project Management & Building Control	Building Control Officers	None		
1153	NATIONAL BUILDING REGULATIONS AND BUILDING STANDARDS ACT, 1977 (ACT 103/1977)		4	Approval of building plans		Manager Project Management & Building Control	Building Control Officers	None	Building Control Officers can only approve building plans when acting as Decisionmaker	
1154	NATIONAL BUILDING REGULATIONS AND BUILDING STANDARDS ACT, 1977 (ACT 103/1977)		5(1)	Appointment of Building Control Officer		Council	None	None		
1155	NATIONAL BUILDING REGULATIONS AND BUILDING STANDARDS ACT, 1977 (ACT 103/1977)		6(b)	Ensuring that instructions given in terms of this Act by municipality are carried out		Manager Project Management & Building Control	Building Control Officers	None		

Delegation No.	ACT, REGULATION, BY-LAW POLICY	MATTERS	Reference No.	Power/Duty	Applicable conditions	Duty of	Delegated to	Sub-delegated to	Remarks	Report
1156	NATIONAL BUILDING REGULATIONS AND BUILDING STANDARDS ACT, 1977 (ACT 103/1977)		6(c)	Inspect erection of buildings		Manager Project Management & Building Control	Building Control Officers	None		
1157	NATIONAL BUILDING REGULATIONS AND BUILDING STANDARDS ACT, 1977 (ACT 103/1977)		6(2)	Incorporation of report of chief fire officer if fire protection plan is required		Manager Project Management & Building Control	Building Control Officers	None		
1158	NATIONAL BUILDING REGULATIONS AND BUILDING STANDARDS ACT, 1977 (ACT 103/1977)		7(1)(a) & (b)	Approval or refusal of application after consideration of comments by Building Control Officer		Manager Project Management & Building Control	Building Control Officers	None		
1159	NATIONAL BUILDING REGULATIONS AND BUILDING STANDARDS ACT, 1977 (ACT 103/1977)		7(4)	Extend 12 month period in which a building work must commence with not more than 12 months		Manager Project Management & Building Control	Building Control Officers	None		
1160	NATIONAL BUILDING REGULATIONS AND BUILDING STANDARDS ACT, 1977 (ACT 103/1977)		7(6)	Provisionally authorise an applicant to commence or proceed with erection of a building		Manager Project Management & Building Control	Building Control Officers	None		
1161	NATIONAL BUILDING REGULATIONS AND BUILDING STANDARDS ACT, 1977 (ACT 103/1977)		10(1)	Prohibit the erection/proceeding with the erection of a building in terms of this section and determining conditions for commencement or proceeding with building		Manager Project Management & Building Control	Building Control Officers	None		
1162	NATIONAL BUILDING REGULATIONS AND BUILDING STANDARDS ACT, 1977 (ACT 103/1977)		11(1)	If building is not proceeded with for 3 months, order a owner of a building to proceed and complete building within specified time		Manager Project Management & Building Control	Building Control Officers	None		
1163	NATIONAL BUILDING REGULATIONS AND BUILDING STANDARDS ACT, 1977 (ACT 103/1977)		11(2)	Extension of time in (1)		Manager Project Management & Building Control	Building Control Officers	None		
1164	NATIONAL BUILDING REGULATIONS AND BUILDING STANDARDS ACT, 1977 (ACT 103/1977)		11(3)	Order owner of a building who failed to comply with time specifications to demolish the building and remove building materials if the premises is unsightly, dangerous to life/property or derogating from the value of adjoining properties		Manager Project Management & Building Control	Building Control Officers	None		
1165	NATIONAL BUILDING REGULATIONS AND BUILDING STANDARDS ACT, 1977 (ACT 103/1977)		11(4)	Authorise demolishing and removal of building material when owner fails to comply		Manager Project Management & Building Control	Building Control Officers	None		
1166	NATIONAL BUILDING REGULATIONS AND BUILDING STANDARDS ACT, 1977 (ACT 103/1977)		12(1)	Determine whether a building is dilapidated, in a state of disrepair, the land or earthwork is dangerous to life or property and order owner to demolish, alter or secure it with or without notice		Manager Project Management & Building Control	Building Control Officers	None		

Delegation No.	ACT, REGULATION, BY-LAW POLICY	MATTERS	Reference No.	Power/Duty	Applicable conditions	Duty of	Delegated to	Sub-delegated to	Remarks	Report
1167	NATIONAL BUILDING REGULATIONS AND BUILDING STANDARDS ACT, 1977 (ACT 103/1977)		12(3)(a)	Order owner of property to consult an architect or registered person to investigate		Manager Project Management & Building Control	Building Control Officers	None		
1168	NATIONAL BUILDING REGULATIONS AND BUILDING STANDARDS ACT, 1977 (ACT 103/1977)		12(3)(b)	Order any activities stopped or prohibited that may increase danger or obstruct the architect		Manager Project Management & Building Control	Building Control Officers	None		
1169	NATIONAL BUILDING REGULATIONS AND BUILDING STANDARDS ACT, 1977 (ACT 103/1977)		12(3)(c)	Requiring evidence of competence		Manager Project Management & Building Control	Building Control Officers	None		
1170	NATIONAL BUILDING REGULATIONS AND BUILDING STANDARDS ACT, 1977 (ACT 103/1977)		12(3)(d)	Ordering the owner to instruct another architect or competent person		Manager Project Management & Building Control	Building Control Officers	None		
1171	NATIONAL BUILDING REGULATIONS AND BUILDING STANDARDS ACT, 1977 (ACT 103/1977)		12(4)(a) and (b)	If deemed necessary for the safety of any person ordering owner to remove any person from a building or ordering person to vacate building		Manager Project Management & Building Control	Building Control Officers	None		
1172	NATIONAL BUILDING REGULATIONS AND BUILDING STANDARDS ACT, 1977 (ACT 103/1977)		12(5)	Grant authority that a building may be occupied again		Manager Project Management & Building Control	Building Control Officers	None		
1173	NATIONAL BUILDING REGULATIONS AND BUILDING STANDARDS ACT, 1977 (ACT 103/1977)		13	Exempt owner from submitting plan and authorise erection of building defined as minor building work		Manager Project Management & Building Control	Building Control Officers	None		
1174	NATIONAL BUILDING REGULATIONS AND BUILDING STANDARDS ACT, 1977 (ACT 103/1977)		14(1)(a)	Issue or refuse certificate of occupancy		Manager Project Management & Building Control	Building Control Officers	None		
1175	NATIONAL BUILDING REGULATIONS AND BUILDING STANDARDS ACT, 1977 (ACT 103/1977)		14(1A)	Permit use of building before certificate of occupancy is issued, determine conditions and alter or extend period		Manager Project Management & Building Control	Building Control Officers	None		
1176	NATIONAL BUILDING REGULATIONS AND BUILDING STANDARDS ACT, 1977 (ACT 103/1977)		18(1)	Permit deviation or grant exemption from national building regulations		Manager Project Management & Building Control	Building Control Officers	None		
1177	NATIONAL BUILDING REGULATIONS - 1977		A1(3)(e)	Require that notification be accompanied by assessment of the adequacy of the structural support		Manager Project Management & Building Control	Building Control Officers	None		

Delegation No.	ACT, REGULATION, BY-LAW POLICY	MATTERS	Reference No.	Power/Duty	Applicable conditions	Duty of	Delegated to	Sub-delegated to	Remarks	Report
1178	NATIONAL BUILDING REGULATIONS - 1977		A1(4)	Require drawings where structural loading is affected or is a repair of any part of structural system		Manager Project Management & Building Control	Building Control Officers	None		
1179	NATIONAL BUILDING REGULATIONS - 1977		A1(7)(c)	Authorisation for period of time of building for experimental, testing, demonstration or assessment purposes, or completion is only way to ascertain compliance		Manager Project Management & Building Control	Building Control Officers	None		
1180	NATIONAL BUILDING REGULATIONS - 1977		A2(1)(f)	Require additional plans and particulars from applicant as set out		Manager Project Management & Building Control	Building Control Officers	None		
1181	NATIONAL BUILDING REGULATIONS - 1977		A(4)(9)(a)	Require test report or evaluation certificate on construction system		Manager Project Management & Building Control	Building Control Officers	None		
1182	NATIONAL BUILDING REGULATIONS - 1977		A5(5)(b)	Accept a scale for plans that differ from regulation description		Manager Project Management & Building Control	Building Control Officers	None		
1183	NATIONAL BUILDING REGULATIONS - 1977		A7(i)&(i)	Require detail as set out herein		Manager Project Management & Building Control	Building Control Officers	None		
1184	NATIONAL BUILDING REGULATIONS - 1977		A8(4)(a)	Require the submission of drainage design calculations and basis		Manager Project Management & Building Control	Building Control Officers	None		
1185	NATIONAL BUILDING REGULATIONS - 1977		A8(4)(b)	Require the submission of estimate of composition and quantity of industrial effluent		Manager Project Management & Building Control	Building Control Officers	None		
1186	NATIONAL BUILDING REGULATIONS - 1977		A8(4)(c)	Require the submission of plans and particulars of drainage works to discharge effluent		Manager Project Management & Building Control	Building Control Officers	None		
1187	NATIONAL BUILDING REGULATIONS - 1977		A9(1)	Require fire protection plan		Manager Project Management & Building Control	Building Control Officers	None		
1188	NATIONAL BUILDING REGULATIONS - 1977		A11(1)	Require appointment of surveyor to identify boundaries of property		Manager Project Management & Building Control	Building Control Officers	None		

Delegation No.	ACT, REGULATION, BY-LAW POLICY	MATTERS	Reference No.	Power/Duty	Applicable conditions	Duty of	Delegated to	Sub-delegated to	Remarks	Report
1189	NATIONAL BUILDING REGULATIONS - 1977		A11(2)	Engage professional land surveyor when owner fails to do so		Manager Project Management & Building Control	Building Control Officers	None		
1190	NATIONAL BUILDING REGULATIONS - 1977		A13(1)(b)	Require proof of treatment of structural timber		Manager Project Management & Building Control	Building Control Officers	None		
1191	NATIONAL BUILDING REGULATIONS - 1977		A13(2)	Require material or component to be tested		Manager Project Management & Building Control	Building Control Officers	None		
1192	NATIONAL BUILDING REGULATIONS - 1977		A13(3)	Prohibit use of materials		Manager Project Management & Building Control	Building Control Officers	None		
1193	NATIONAL BUILDING REGULATIONS - 1977		A13(5)	Recover cost of test		Manager Project Management & Building Control	Building Control Officers	None		
1194	NATIONAL BUILDING REGULATIONS - 1977		A13(6)	Permit utilisation of certain materials		Manager Project Management & Building Control	Building Control Officers	None		
1195	NATIONAL BUILDING REGULATIONS - 1977		A15(3)	Order owner to comply with sub regulations (1) and (2) and specify time		Manager Project Management & Building Control	Building Control Officers	None		
1196	NATIONAL BUILDING REGULATIONS - 1977		A15(4)	Order evacuation of building under circumstances as set out		Manager Project Management & Building Control	Building Control Officers	None		
1197	NATIONAL BUILDING REGULATIONS - 1977		A17	Issuing and withdrawal of certificate of identity to Building Control Officer and other authorised officials		Manager Project Management & Building Control	Building Control Officers	None		
1198	NATIONAL BUILDING REGULATIONS - 1977		A19(3)	Exempt buildings classified as minor building work		Manager Project Management & Building Control	Building Control Officers	None		
1199	NATIONAL BUILDING REGULATIONS - 1977		A19(6)(a)	Require assessment from competent persons when building is extended		Manager Project Management & Building Control	Building Control Officers	None		

Delegation No.	ACT, REGULATION, BY-LAW POLICY	MATTERS	Reference No.	Power/Duty	Applicable conditions	Duty of	Delegated to	Sub-delegated to	Remarks	Report
1200	NATIONAL BUILDING REGULATIONS - 1977		A19(9)	Accept or decline application for acceptance as competent person		Manager Project Management & Building Control	Building Control Officers	None		
1201	NATIONAL BUILDING REGULATIONS - 1977		A22(3)	Approve trenches or excavations for foundations and enclosing of drainage installation		Manager Project Management & Building Control	Building Control Officers	None		
1202	NATIONAL BUILDING REGULATIONS - 1977		A23	Grant provisional authorisation for erection of temporary building, determine conditions and period		Manager Project Management & Building Control	Building Control Officers	None		
1203	NATIONAL BUILDING REGULATIONS - 1977		A25(2)	Serving of contravention notice		Manager Project Management & Building Control	Building Control Officers	None		
1204	NATIONAL BUILDING REGULATIONS - 1977		A25(6)	Serving of notice to stop erection of building and authorising work to continue		Manager Project Management & Building Control	Building Control Officers	None		
1205	NATIONAL BUILDING REGULATIONS - 1977		A25(7)	Serving of notice to rectify or demolish building by certain date		Manager Project Management & Building Control	Building Control Officers	None		
1206	NATIONAL BUILDING REGULATIONS - 1977		A25(9)	Serving of notice to comply with regulations by certain date		Manager Project Management & Building Control	Building Control Officers	None		
1207	NATIONAL BUILDING REGULATIONS - 1977		A25(10)	Serving of notice where building has or is being erected without approval		Manager Project Management & Building Control	Building Control Officers	None		
1208	NATIONAL BUILDING REGULATIONS - 1977		E1(1)&(2)	Grant permission for demolition of a building and impose conditions		Manager Project Management & Building Control	Building Control Officers	None		
1209	NATIONAL BUILDING REGULATIONS - 1977		E1(4)	Order site of demolition to be made safe or arrange for work to be done and recover costs from owner		Manager Project Management & Building Control	Building Control Officers	None		
1210	NATIONAL BUILDING REGULATIONS - 1977		E3	Prohibit use of dangerous demolition methods		Manager Project Management & Building Control	Building Control Officers	None		

Delegation No.	ACT, REGULATION, BY-LAW POLICY	MATTERS	Reference No.	Power/Duty	Applicable conditions	Duty of	Delegated to	Sub-delegated to	Remarks	Report
1211	NATIONAL BUILDING REGULATIONS - 1977		F1(1)	Require fence/ hoarding/ barricade to be erected where building may cause danger, inconvenience to public		Manager Project Management & Building Control	Building Control Officers	None		
1212	NATIONAL BUILDING REGULATIONS - 1977		F1(4)	Permit temporary encroachment on streets/ public places for building activities and determine conditions		Manager Project Management & Building Control	Building Control Officers	None		
1213	NATIONAL BUILDING REGULATIONS - 1977		F1(5)	Impose additional conditions before/during erection/ demolition of building		Manager Project Management & Building Control	Building Control Officers	None		
1214	NATIONAL BUILDING REGULATIONS - 1977		F2(1)	Require deposit to Municipality or provide security to cover cost of repair work		Manager Project Management & Building Control	Building Control Officers	None		
1215	NATIONAL BUILDING REGULATIONS - 1977		F3(2)	Require from owner of unstable land to consult competent person		Manager Project Management & Building Control	Building Control Officers	None		
1216	NATIONAL BUILDING REGULATIONS - 1977		F6(2)(a)	Determining if use of machinery etc is interfering with amenity of neighbourhood		Manager Project Management & Building Control	Building Control Officers	None		
1217	NATIONAL BUILDING REGULATIONS - 1977		F7(1)(a)	Order a owner of a building to supply proof that work is according to any provision, approval or authority		Manager Project Management & Building Control	Building Control Officers	None		
1218	NATIONAL BUILDING REGULATIONS - 1977		F7(1)(b)	Order a owner of a building to cause building work to be cut into, laid open or demolished		Manager Project Management & Building Control	Building Control Officers	None		
1219	NATIONAL BUILDING REGULATIONS - 1977		F7(1)(c)	Order a owner of a building to cause test of work		Manager Project Management & Building Control	Building Control Officers	None		
1220	NATIONAL BUILDING REGULATIONS - 1977		F7(2)(b)	Order owner to take steps so that work complies with regulations		Manager Project Management & Building Control	Building Control Officers	None		
1221	NATIONAL BUILDING REGULATIONS - 1977		F8(1)&(2) & F9	Order owner to remove rubbish, rubble or surplus building material from the site, arrange for removal and recover costs from owner		Manager Project Management & Building Control	Building Control Officers	None		

Delegation No.	ACT, REGULATION, BY-LAW POLICY	MATTERS	Reference No.	Power/Duty	Applicable conditions	Duty of	Delegated to	Sub-delegated to	Remarks	Report
1222	NATIONAL BUILDING REGULATIONS - 1977		F10(2)	Approve construction, location and maintenance of builder's shed		Manager Project Management & Building Control	Building Control Officers	None		
1223	NATIONAL BUILDING REGULATIONS - 1977		F10(4)	Order removal, reconstruction or repair of builder's shed		Manager Project Management & Building Control	Building Control Officers	None		
1224	NATIONAL BUILDING REGULATIONS - 1977		F11(1)	Order cessation of building work where sanitary facilities are inadequate and approve sanitary facilities		Manager Project Management & Building Control	Building Control Officers	None		
1225	NATIONAL BUILDING REGULATIONS - 1977		G1(3)	Authorise excavation work		Manager Project Management & Building Control	Building Control Officers	None		
1226	NATIONAL BUILDING REGULATIONS - 1977		J1(5)	Order compliance with requirements as set out		Manager Project Management & Building Control	Building Control Officers	None		
1227	NATIONAL BUILDING REGULATIONS - 1977		K2(2)	Require designs as set out		Manager Project Management & Building Control	Building Control Officers	None		
1228	NATIONAL BUILDING REGULATIONS - 1977		O3	Approve installation of artificial ventilation works		Manager Project Management & Building Control	Building Control Officers	None		
1229	NATIONAL BUILDING REGULATIONS - 1977		P1(2)	Determining requirements of drain construction and period		Manager Project Management & Building Control	Building Control Officers	None		
1230	NATIONAL BUILDING REGULATIONS - 1977		P1(4)	Authorise installation, extension or alteration to drainage works at owner's cost where he failed to comply with notice		Manager Project Management & Building Control	Building Control Officers	None		
1231	NATIONAL BUILDING REGULATIONS - 1977		P3(3)	Order owner to execute precautionary measures to prevent entry of sewerage into storm water drain, river, stream or storm water into drainage installation		Manager Project Management & Building Control	Building Control Officers	None		
1232	NATIONAL BUILDING REGULATIONS - 1977		P3(4)	Authorise discharge of water from a swimming pool		Manager Project Management & Building Control	Building Control Officers	None		

Delegation No.	ACT, REGULATION, BY-LAW POLICY	MATTERS	Reference No.	Power/Duty	Applicable conditions	Duty of	Delegated to	Sub-delegated to	Remarks	Report
1233	NATIONAL BUILDING REGULATIONS - 1977		P6(1)	Authorise undertaking of work on a sewer		Manager Project Management & Building Control	Building Control Officers	None		
1234	NATIONAL BUILDING REGULATIONS - 1977		P7(3)	Inspect, test and approve drainage installations		Manager Project Management & Building Control	Building Control Officers	None		
1235	NATIONAL BUILDING REGULATIONS - 1977		Q1&Q2	Permit other means of sewage disposal		Manager Project Management & Building Control	Building Control Officers	None		
1236	NATIONAL BUILDING REGULATIONS - 1977		Q3(3)(a)	Requiring design by competent person		Manager Project Management & Building Control	Building Control Officers	None		
1237	NATIONAL BUILDING REGULATIONS - 1977		R1(3) & R2(2)	Approve and require plans and particulars of complete storm water control and disposal installation		Manager Project Management & Building Control	Building Control Officers	None		
1238	NATIONAL BUILDING REGULATIONS - 1977		T(2)	Order owner to submit rational design for approval		Manager Project Management & Building Control	Building Control Officers	None		
1239	NATIONAL BUILDING REGULATIONS - 1977		W2	Approval for use of water supply from a fire installatuon		Manager Project Management & Building Control	Building Control Officers	None		
1240	BUSINESSES ACT 1991 (ACT 71 OF 1991)		2(4)	Issuing of business licenses		Municipal Manager	Manager Planning & Environmental Management	Compliance Officer		
1241	BUSINESSES ACT 1991 (ACT 71 OF 1991)		2(9)	Decision to withdraw or suspend a license		Municipal Manager	Manager Planning & Environmental Management	Compliance Officer		
1242	BUSINESSES ACT 1991 (ACT 71 OF 1991)		2(10)	Notification application in case of refusal to issue license		Municipal Manager	Manager Planning & Environmental Management	Compliance Officer		
1243	BUSINESSES ACT 1991 (ACT 71 OF 1991)		6A(1)	Adoption of by-laws		Council	None	None		
1244	BUSINESSES ACT 1991 (ACT 71 OF 1991)		6A(2)	Decision to declare restricted or prohibited aeas		Council	None	None		
1245	BUSINESSES ACT 1991 (ACT 71 OF 1991)		6A(3)	Entering into agreements to let stands or places		Municipal Manager	Director Community Services	Manager Protection Services		
1246	SPACIAL PLANNING AND LAND USE MANAGEMENT ACT, 2013 (ACT 16 OF 2013)		20(1)	Adoption of a spacial development framework		Council	None	None		

Delegation No.	ACT, REGULATION, BY-LAW POLICY	MATTERS	Reference No.	Power/Duty	Applicable conditions	Duty of	Delegated to	Sub-delegated to	Remarks	Report
1247	SPACIAL PLANNING AND LAND USE MANAGEMENT ACT, 2013 (ACT 16 OF 2013		20(3)	Conduct public participation process before adoption of spacial development framwework		Municipal Manager	Director Corporate Services	Manager Planning & Environmental Management		
1248	SPACIAL PLANNING AND LAND USE MANAGEMENT ACT, 2013 (ACT 16 OF 2013		23(1)(a)	Provision of policy and other guidance		Council	None	None		
1249	SPACIAL PLANNING AND LAND USE MANAGEMENT ACT, 2013 (ACT 16 OF 2013		24(1)	Adoption of a land use scheme		Council	None	None		
1250	SPACIAL PLANNING AND LAND USE MANAGEMENT ACT, 2013 (ACT 16 OF 2013		27(1)	Review of land use scheme		Council	Director Corporate Services	Manager Planning & Environmental Management	Every 5 years	
1251	SPACIAL PLANNING AND LAND USE MANAGEMENT ACT, 2013 (ACT 16 OF 2013		27(2)	Amendement of scheme where boundaries are altered		Council	None	None		
1252	SPACIAL PLANNING AND LAND USE MANAGEMENT ACT, 2013 (ACT 16 OF 2013		27(3)	Submission of land use scheme to Premier for monitoring		Municipal Manager	Director Corporate Services	Manager Planning & Environmental Management	In terms of Provincial legislation	
1253	SPACIAL PLANNING AND LAND USE MANAGEMENT ACT, 2013 (ACT 16 OF 2013		28(2)	Conduct public participation process before amendment of land use scheme		Municipal Manager	Director Corporate Services	Manager Planning & Environmental Management		
1254	SPACIAL PLANNING AND LAND USE MANAGEMENT ACT, 2013 (ACT 16 OF 2013		29	Consultation with other land development authorities		Municipal Manager	Director Corporate Services	Manager Planning & Environmental Management		
1255	SPACIAL PLANNING AND LAND USE MANAGEMENT ACT, 2013 (ACT 16 OF 2013		29(2)	Entering into agreement with other organs of state		Municipal Manager	None	None		
1256	SPACIAL PLANNING AND LAND USE MANAGEMENT ACT, 2013 (ACT 16 OF 2013		30	Decision to align authorisations with other organs of state		Municipal Manager	None	None		
1257	SPACIAL PLANNING AND LAND USE MANAGEMENT ACT, 2013 (ACT 16 OF 2013		31(1)	Keeping of record of amendments to land use scheme		Municipal Manager	Director Corporate Services	Manager Planning & Environmental Management		
1258	SPACIAL PLANNING AND LAND USE MANAGEMENT ACT, 2013 (ACT 16 OF 2013		32	Adoption of by-laws		Council	None	None		
1259	SPACIAL PLANNING AND LAND USE MANAGEMENT ACT, 2013 (ACT 16 OF 2013		34	Entering into agreement with other municipalities to establish joint Municipal Planning Tribunal		Council	None	None		
1260	SPACIAL PLANNING AND LAND USE MANAGEMENT ACT, 2013 (ACT 16 OF 2013		34(3)	Publication of agreement in newspapers		Municipal Manager	Director Corporate Services	Manager Planning & Environmental Management		
1261	SPACIAL PLANNING AND LAND USE MANAGEMENT ACT, 2013 (ACT 16 OF 2013		35(1)	Establishment of Municipal Planning Tribunal		Council	None	None		
1262	SPACIAL PLANNING AND LAND USE MANAGEMENT ACT, 2013 (ACT 16 OF 2013		35(2)	Categorise development applications to be considered by an official and those to be referred to the Municipal Planning Tribunal.		Council	None	None		

Delegation No.	ACT, REGULATION, BY-LAW POLICY	MATTERS	Reference No.	Power/Duty	Applicable conditions	Duty of	Delegated to	Sub-delegated to	Remarks	Report
1263	SPACIAL PLANNING AND LAND USE MANAGEMENT ACT, 2013 (ACT 16 OF 2013)		38(5)	Removal of member of tribunal from office		Council	None	None		
1264	SPACIAL PLANNING AND LAND USE MANAGEMENT ACT, 2013 (ACT 16 OF 2013)		51(2)	Submission of appeal to executive authority		Municipal Manager	Director Corporate Services	Manager Planning & Environmental Management		
1265	REMOVAL OF RESTRICTIONS ACT, 1967 (ACT 84 OF 1967)		2	Removal/ amendment of restrictive title conditions where Council has delegated authority		Council	None	None		
1266	REMOVAL OF RESTRICTIONS ACT, 1967 (ACT 84 OF 1967)		4(1)	Commenting on the application for the removal of restrictions		Municipal Manager	Director Corporate Services	Manager Planning & Environmental Management		
1267	ELECTRICITY REGULATION ACT, 2006 (ACT 4 OF 2006)		10	Application to Regulator for distribution license		Municipal Manager	Director Technical Services	None	Input from Manager Electrical Engineering Services	
1268	ELECTRICITY REGULATION ACT, 2006 (ACT 4 OF 2006)		11(1)	Advertising of license application if required by Regulator		Municipal Manager	Director Technical Services	None	Input from Manager Electrical Engineering Services	
1269	ELECTRICITY REGULATION ACT, 2006 (ACT 4 OF 2006)		28(1)	Selection and appointment of external service providers		Municipal Manager	Director Technical Services	None	Input from Manager Electrical Engineering Services	
1270	ROADS ORDINANCE, NO 19 OF 1976		11	To instruct the owner or occupant of property to remove/trim a tree or any growth that may cause an inconvenience, danger or discomfort to any person using such road, failing which, it may be removed / trimmed at the expense of the owner / occupant		Municipal Manager	Director Community Services	Manager Protection Services		
1271	ROADS ORDINANCE, NO 19 OF 1976		11	To instruct the owner of grounds to reduce the height of any trees, bushes, murals, walls or fences, that is deemed necessary for the safety of pedestrians or traffic		Municipal Manager	Director Community Services	Manager Protection Services		
1272	LAND USE PLANNING ORDINANCE, 15 OF 1985		4(1)	To prepare and submit to the Premier for final approval a new Structure Plan		Council	Director Corporate Services	Manager Planning & Environmental Management		
1273	LAND USE PLANNING ORDINANCE, 15 OF 1985		4(6)	To ensure that before a new Structure Plan is submitted to the Premier for final decision making, that it is made available to residents for inspection, the lodging of objections or representations		Municipal Manager	Director Corporate Services	Manager Planning & Environmental Management		
1274	LAND USE PLANNING ORDINANCE, 15 OF 1985		4(7)	Structure Plan amendments		Council	Executive Mayor	Manager Planning & Environmental Management		
1275	LAND USE PLANNING ORDINANCE, 15 OF 1985		9 and 10	To recommend to Province the adoption of revised Zoning Scheme Regulations and a revised Zoning Map		Council	Executive Mayor	None		
1276	LAND USE PLANNING ORDINANCE, 15 OF 1985		12(1)	To keep & maintain a Register that forms part of a Zoning Scheme		Municipal Manager	Director Corporate Services	Manager Planning & Environmental Management		
1277	LAND USE PLANNING ORDINANCE, 15 OF 1985		14	Zoning determinations		Council	Executive Mayor	None		
1278	LAND USE PLANNING ORDINANCE, 15 OF 1985		15(1)(a)(i)	Land use restriction departures		Council	Executive Mayor	None		

Delegation No.	ACT, REGULATION, BY-LAW POLICY	MATTERS	Reference No.	Power/Duty	Applicable conditions	Duty of	Delegated to	Sub-delegated to	Remarks	Report
1279	LAND USE PLANNING ORDINANCE, 15 OF 1985		15(1)(b)	Temporary land use departures		Council	Executive Mayor	None		
1280	LAND USE PLANNING ORDINANCE, 15 OF 1985		15(1)(c)	To, when granting a departure, determine that a building, for the purposes of the Sectional Titles Act, be deemed to comply with the provisions of a Zoning Scheme		Municipal Manager	Director Corporate Services	Manager Planning & Environmental Management		
1281	LAND USE PLANNING ORDINANCE, 15 OF 1985		15(2)	To attend to the administration of any application for a departure		Municipal Manager	Director Corporate Services	Manager Planning & Environmental Management		
1282	LAND USE PLANNING ORDINANCE, 15 OF 1985		15(5)	Extensions of time regarding the validity period of land use restriction departure approvals		Council	Executive Mayor	None		
1283	LAND USE PLANNING ORDINANCE, 15 OF 1985		16(1)	Rezoning		Council	Executive Mayor	None		
1284	LAND USE PLANNING ORDINANCE, 15 OF 1985		16(2)(a)(i)	Extensions of time regarding the validity period of rezoning approvals		Council	Executive Mayor	None		
1285	LAND USE PLANNING ORDINANCE, 15 OF 1985		17(2)	To attend to the administration of an application for rezoning		Municipal Manager	Director Corporate Services	Manager Planning & Environmental Management		
1286	LAND USE PLANNING ORDINANCE, 15 OF 1985		19(1)	To consider any claim by a owner whose land sustains a fall in value consequent on the rezoning thereof or a part thereof, contrary to his wishes, or consequent on the rejection of a plan for a building which is in accordance with the use right of the land concerned and conclude an agreement in that regard		Council	None	None		
1287	LAND USE PLANNING ORDINANCE, 15 OF 1985		23(1)	Subdivisions exempted from the Section 25 subdivisional process (eg. minor boundary adjustments)		Municipal Manager	Director Corporate Services	Manager Planning & Environmental Management		
1288	LAND USE PLANNING ORDINANCE, 15 OF 1985		24(2)	To attend to the administration of an application for subdivision		Municipal Manager	Director Corporate Services	Manager Planning & Environmental Management		
1289	LAND USE PLANNING ORDINANCE, 15 OF 1985		25(1)	Subdivisions		Council	Executive Mayor	None		
1290	LAND USE PLANNING ORDINANCE, 15 OF 1985		27(1)	Extensions of time regarding the validity period of subdivisional approvals		Council	Executive Mayor	None		
1291	LAND USE PLANNING ORDINANCE, 15 OF 1985		29(1)	Impose a condition that a Home Owners Association must be established		Council	Executive Mayor	None		
1292	LAND USE PLANNING ORDINANCE, 15 OF 1985		29(2)	To approve the Constitution of a Home Owners Association		Council	Executive Mayor	None		
1293	LAND USE PLANNING ORDINANCE, 15 OF 1985		29(4)	To, when a Home Owners Association fails to meet any obligation, take all steps required to rectify that failure, and to recover from the owners the amount of any expenditure so incurred		Council	Executive Mayor	None		
1294	LAND USE PLANNING ORDINANCE, 15 OF 1985		30(1)	Amendment of subdivisional plans		Council	Executive Mayor	None		
1295	LAND USE PLANNING ORDINANCE, 15 OF 1985		31(1)	To issue a clearance certificate that signifies that the conditions on which an application for subdivision was granted, has been complied with		Municipal Manager	Director Corporate Services	Manager Planning & Environmental Management		

Delegation No.	ACT, REGULATION, BY-LAW POLICY	MATTERS	Reference No.	Power/Duty	Applicable conditions	Duty of	Delegated to	Sub-delegated to	Remarks	Report
1296	LAND USE PLANNING ORDINANCE, 15 OF 1985		39(1)	To comply and enforce compliance with the provisions of the Land Use Planning Ordinance and provisions incorporated in a Zoning Scheme		Municipal Manager	Director Corporate Services	Manager Planning & Environmental Management		
1297	LAND USE PLANNING ORDINANCE, 15 OF 1985		40(1)	To enforce the rectification of contraventions		Municipal Manager	Director Corporate Services	Manager Planning & Environmental Management		
1298	LAND USE PLANNING ORDINANCE, 15 OF 1985		42(1)	Impose conditions of approval		Council	Executive Mayor	None		
1299	LAND USE PLANNING ORDINANCE, 15 OF 1985		42(3)	Amendment of conditions of approval		Council	Executive Mayor	None		
1300	LAND USE PLANNING ORDINANCE, 15 OF 1985		42(4)	To advertise		Municipal Manager	Director Corporate Services	Manager Planning & Environmental Management		
1301	MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS P/N 868 OF 30 MAY 2005		3(1)(a)	Prepare and submit a draft supply chain management policy complying with regulation 2 to the council of the municipality for adoption.		Accounting Officer	Chief Financial Officer	Manager Expenditure & Supply Chain Management	Input form all managers	
1302	MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS P/N 868 OF 30 MAY 2005		3(1)(b)	Review at least annually the implementation of the policy.		Accounting Officer	Chief Financial Officer	Manager Expenditure & Supply Chain Management	Input from all managers	
1303	MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS P/N 868 OF 30 MAY 2005		3(1)(c)	Submit when considered necessary, proposals for amendment of the policy by the Council.		Accounting Officer	Chief Financial Officer	Manager Expenditure & Supply Chain Management		
1304	MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS P/N 868 OF 30 MAY 2005		3(2)(a)	Make use of any Treasury guidelines determining standards for municipal supply chain management policies, and submit to the council that guidelines standard or modified version therefore, as a draft policy.		Accounting Officer	Chief Financial Officer	Manager Expenditure & Supply Chain Management		
1305	MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS P/N 868 OF 30 MAY 2005		3(2)(b)	Ensure that a draft policy submitted to council that differs from the guideline standard complies with Regulation 2.		Accounting Officer	Chief Financial Officer	Manager Expenditure & Supply Chain Management		
1306	MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS P/N 868 OF 30 MAY 2005		3(2)(c)	Report any deviation from the guideline standard to the National Treasury and relevant provincial treasury		Accounting Officer	Chief Financial Officer	Manager Expenditure & Supply Chain Management		
1307	MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS P/N 868 OF 30 MAY 2005		4	To exercise all supply chain management powers and duties and to take decisions on all procurement of goods and services subject to the Municipal supply chain management regulations and council's SCM policy.		Accounting Officer	None	None	Also see MFMA Sec 112(1)(q)	As per Regulations PN 868.
1308	MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS P/N 868 OF 30 MAY 2005		5(2)(a)	Make a final award above R10 million (VAT included).		Accounting Officer (after considering recommendation of the bid adjudication committee	None	None	May not be sub-delegated.	

Delegation No.	ACT, REGULATION, BY-LAW POLICY	MATTERS	Reference No.	Power/Duty	Applicable conditions	Duty of	Delegated to	Sub-delegated to	Remarks	Report
1309	MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS P/N 868 OF 30 MAY 2005		5(2)(b)	Make a final award above R200 000(VAT included), but not exceeding R10 million (VAT included).		Accounting Officer (after considering recommendation of the bid adjudication committee)	None	None		
1310	MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS P/N 868 OF 30 MAY 2005		5(2)(c)	Make a final award not exceeding R200 000 (VAT included) including the appointment of consultants.		Accounting Officer	All Directors	None		
1311	MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS P/N 868 OF 30 MAY 2005		5(3)	An official or bid adjudication committee to which the power to make final awards has been subdelegated in accordance with subregulation (2) must within five days of the end of each month submit to the official referred to in subsection (4) a written report containing particulars of each final award made by such official or committee during that month, including- (a) the amount of the award; (b) the name of the person to whom the award was made; and (c) the reason why the award was made to that person.		Accounting Officer	Chief Financial Officer	Manager Expenditure & Supply Chain Management		
1312	MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS P/N 868 OF 30 MAY 2005		6(1)	Maintain oversight over the implementation of the supply chain management policy		Council	Executive Mayor	None		
1313	MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS P/N 868 OF 30 MAY 2005		6(2)(a)(i)	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	Chief Financial Officer	Manager Expenditure & Supply Chain Management		
1314	MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS P/N 868 OF 30 MAY 2005		6(2)(a)(iii)	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	Chief Financial Officer	Manager Expenditure & Supply Chain Management		
1315	MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS P/N 868 OF 30 MAY 2005		6(3)	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	Chief Financial Officer	Manager Expenditure & Supply Chain Management		
1316	MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS P/N 868 OF 30 MAY 2005		7(1)	Establish a supply chain management unit.		Accounting Officer	Chief Financial Officer	None		
1317	MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS P/N 868 OF 30 MAY 2005		12(1)	Comply with prescribed procedures for different levels of procurement.		Accounting Officer	Chief Financial Officer	Manager Expenditure & Supply Chain Management		
1318	MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS P/N 868 OF 30 MAY 2005		12(2)(a)	Allow the Accounting Officer to lower, but not to increase, the different threshold values specified in sub regulation(1).		Accounting Officer	None	None		
1319	MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS P/N 868 OF 30 MAY 2005		14(1)(a)(i)	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	Chief Financial Officer	Manager Expenditure & Supply Chain Management		

Delegation No.	ACT, REGULATION, BY-LAW POLICY	MATTERS	Reference No.	Power/Duty	Applicable conditions	Duty of	Delegated to	Sub-delegated to	Remarks	Report
1320	MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS P/N 868 OF 30 MAY 2005		14(1)(a)(ii)	Invite prospective providers of goods and services at least once a year through newspaper commonly circulating locally and the website of the municipality		Accounting Officer	Chief Financial Officer	Manager Expenditure & Supply Chain Management		
1321	MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS P/N 868 OF 30 MAY 2005		14(1)(b)	Specify the listing criteria for accredited prospective providers.		Accounting Officer	Chief Financial Officer	Manager Expenditure & Supply Chain Management		
1322	MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS P/N 868 OF 30 MAY 2005		14(1)(c)	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	Chief Financial Officer	Manager Expenditure & Supply Chain Management		
1323	MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS P/N 868 OF 30 MAY 2005		14(2)	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	Chief Financial Officer	Manager Expenditure & Supply Chain Management		
1324	MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS P/N 868 OF 30 MAY 2005		15	Requesting reconciliation's on petty cash purchases on a monthly basis.		Chief Financial Officer	None	None		
1325	MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS P/N 868 OF 30 MAY 2005		16 (c)	If it is not possible to obtain at least three written quotations including a transaction value for goods and services R 2, 000 – R10, 000, record and report quarterly to the accounting officer, or another official designated by the accounting officer, the reasons for this.		Accounting Officer	Chief Financial Officer	Manager Expenditure & Supply Chain Management		
1326	MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS P/N 868 OF 30 MAY 2005		16(d)	Record the name of potential providers requested to provide written quotation with their quoted prices.		Accounting Officer	Chief Financial Officer	Manager Expenditure & Supply Chain Management		
1327	MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS P/N 868 OF 30 MAY 2005		17(1)(c)	Approve the recorded reasons for not obtaining at least three written price quotations for a transaction value for goods and services between R 10, 000 – R200, 000.		Chief Financial Officer	None	None		
1328	MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS P/N 868 OF 30 MAY 2005		17(1)(d)	Record the names of the potential formal written price quotation providers and their written quotations.		Accounting Officer	Chief Financial Officer	Manager Expenditure & Supply Chain Management		
1329	MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS P/N 868 OF 30 MAY 2005		17(2)	Report to the Chief Financial Officer within three days at the end of the month on any approvals given during that month by that the designed official referred to in sub-regulation (1)(c).		Chief Financial Officer	None	None		
1330	MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS P/N 868 OF 30 MAY 2005		18 (a)	All requirements in excess of R30,000 (VAT included) by means of formal written price quotations should be advertised for at least 7 days on the website and an official notice board of the municipality.		Accounting Officer	Chief Financial Officer	Manager Expenditure & Supply Chain Management		
1331	MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS P/N 868 OF 30 MAY 2005		18(c)	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	All Directors	All Managers		
1332	MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS P/N 868 OF 30 MAY 2005		18(d)	Notify the Accounting Officer or Chief Financial Officer 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		Accounting Officer	All Directors	None		

Delegation No.	ACT, REGULATION, BY-LAW POLICY	MATTERS	Reference No.	Power/Duty	Applicable conditions	Duty of	Delegated to	Sub-delegated to	Remarks	Report
1333	MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS P/N 868 OF 30 MAY 2005		22 (b) (i)	The publication notice must contain the closure date for the submission of bids, which may not be less than 30 days in case of transactions over R10m (VAT included), or which are of long term nature, or 14 days in any other case, from date on which the advertisement is placed in a newspaper.		Accounting Officer	Chief Financial Officer	Manager Expenditure & Supply Chain Management		
1334	MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS P/N 868 OF 30 MAY 2005		22(2)	The Accounting Officer may determine the closure date for the submission of bids which is less than the 30 days or 14 days 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	None	None		
1335	MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS P/N 868 OF 30 MAY 2005		23(c)	The handling, opening and recording of bids should be (i) recorded in a register all bids received in time; (ii) make the register available for public inspection; and (iii) publish the entries in the register and the bid results on the website of the municipality.		Accounting Officer	Chief Financial Officer	Manager Expenditure & Supply Chain Management		
1336	MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS P/N 868 OF 30 MAY 2005		24(1)	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	Relevant Director	None		
1337	MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS P/N 868 OF 30 MAY 2005		26(b)	Appoint the members of the bid specification, evaluation and adjudication committees, taking into account Section 117 of the MFMA.		Accounting Officer	None	None		
1338	MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS P/N 868 OF 30 MAY 2005		26(1)(c)	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	None	None		
1339	MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS P/N 868 OF 30 MAY 2005		26(3)	Apply the committee system to formal written price quotations.		Accounting Officer	Chief Financial Officer	Manager Expenditure & Supply Chain Management		
1340	MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS P/N 868 OF 30 MAY 2005		27(1)	Compile specifications for the procurement of goods and services by the municipality.		Bid Specification Committee	None	None		
1341	MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS P/N 868 OF 30 MAY 2005		27(2)(g)	Approve specifications compiled by the bid specification committee prior to publication of the invitation for bids.		Accounting Officer	None	None		
1342	MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS P/N 868 OF 30 MAY 2005		28(1)(a)	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		Bid Evaluation Committee	None	None		
1343	MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS P/N 868 OF 30 MAY 2005		28(1)(b)	Evaluate each bidder's ability to execute the contract.		Bid Evaluation Committee	None	None		

Delegation No.	ACT, REGULATION, BY-LAW POLICY	MATTERS	Reference No.	Power/Duty	Applicable conditions	Duty of	Delegated to	Sub-delegated to	Remarks	Report
1344	MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS P/N 868 OF 30 MAY 2005		28(1)(c)	Check in respect of the recommended bidder whether municipal rates and taxes and municipal service charges are not in arrears.		Bid Evaluation Committee	None	None		
1345	MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS P/N 868 OF 30 MAY 2005		28(1)(d)	Submit to the adjudication committee a report and recommendations regarding the award of the bid or any other related matter.		Bid Evaluation Committee	None	None		
1346	MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS P/N 868 OF 30 MAY 2005		29(1)(a)	Consider the report and recommendations of the bid evaluation committee where the award value exceeds R200 000 (VAT incl) and make the award up to value of R10m (as per delegated authority)		Bid Adjudication Committee	None	None		
1347	MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS P/N 868 OF 30 MAY 2005		29(1)(b)(i)	For bids above R10 million, the bid adjudication committee will make recommendation to the Municipal Manager to make the final award.		Bid Adjudication Committee	None	None		
1348	MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS P/N 868 OF 30 MAY 2005		29(1)(b)(ii)	Make another recommendation to the accounting officer on how to proceed with the relevant procurement.		Bid Adjudication Committee	None	None		
1349	MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS P/N 868 OF 30 MAY 2005		29(3)	Appoint the chairperson of the bid adjudication committee.		Accounting Officer	None	None		
1350	MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS P/N 868 OF 30 MAY 2005		29(5)(a)	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 –		Bid Adjudication Committee	None	None		
1351	MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS P/N 868 OF 30 MAY 2005		29(5)(a)	(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		Bid Adjudication Committee	None	None		
1352	MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS P/N 868 OF 30 MAY 2005		29(5)(a)	(ii) notify the accounting officer.		Bid Adjudication Committee	None	None		
1353	MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS P/N 868 OF 30 MAY 2005		29(5)(b)	(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		Accounting Officer	None	None		
1354	MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS P/N 868 OF 30 MAY 2005		29(5)(b)	(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	None	None		
1355	MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS P/N 868 OF 30 MAY 2005		29(6)	Refer any recommendation made by the evaluation committee or adjudication committee back to that committee for reconsideration of the recommendation.		Accounting Officer	None	None		
1356	MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS P/N 868 OF 30 MAY 2005		29(7)	Comply with Section 114 of the MFMA within ten working days.		Accounting Officer	None	None		
1357	MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS P/N 868 OF 30 MAY 2005		31(1)	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	Chief Financial Officer	Manager Expenditure & Supply Chain Management		
1358	MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS P/N 868 OF 30 MAY 2005		31(2)	Enter into a written agreement to regulate the services rendered by, and the payments made to, SITA.		Accounting Officer	Director Corporate Services	None		
1359	MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS P/N 868 OF 30 MAY 2005		31(3)	Notify SITA together with a motivation of the IT needs of the municipality if –		Accounting Officer	Chief Financial Officer	Manager Expenditure & Supply Chain Management		

Delegation No.	ACT, REGULATION, BY-LAW POLICY	MATTERS	Reference No.	Power/Duty	Applicable conditions	Duty of	Delegated to	Sub-delegated to	Remarks	Report
1360	MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS P/N 868 OF 30 MAY 2005		31(3)	(a) the transaction value of IT related goods or services required by the municipality in any financial year will exceed R50 million (VAT incl); or		Accounting Officer	Chief Financial Officer	Manager Expenditure & Supply Chain Management		
1361	MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS P/N 868 OF 30 MAY 2005		31(3)	(b) the transaction value of a contract to be procured by the municipality whether for one or more years exceeds R50 million.		Accounting Officer	Chief Financial Officer	Manager Expenditure & Supply Chain Management		
1362	MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS P/N 868 OF 30 MAY 2005		31(4)	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	Chief Financial Officer	Manager Expenditure & Supply Chain Management		
1363	MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS P/N 868 OF 30 MAY 2005		32(1)	To procure goods or services for the municipality under a contract secured by another organ of state, but only if –		Accounting Officer	Chief Financial Officer	Manager Expenditure & Supply Chain Management		
1364	MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS P/N 868 OF 30 MAY 2005		32(1)	(a) the contract has been secured by that organ of state by means of a competitive bidding process applicable to that organ of state;		Accounting Officer	Chief Financial Officer	Manager Expenditure & Supply Chain Management		
1365	MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS P/N 868 OF 30 MAY 2005		32(1)	(b) the municipality has no reason to believe that such contract was not validly procured;		Accounting Officer	Chief Financial Officer	Manager Expenditure & Supply Chain Management		
1366	MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS P/N 868 OF 30 MAY 2005		32(1)	(c) there are demonstrable discounts or benefits of the municipality; and		Accounting Officer	Chief Financial Officer	Manager Expenditure & Supply Chain Management		
1367	MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS P/N 868 OF 30 MAY 2005		32(1)	that other organ of state and the provider have consented to such procurement in writing.		Accounting Officer	Chief Financial Officer	Manager Expenditure & Supply Chain Management		
1368	MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS P/N 868 OF 30 MAY 2005		35(1)	Procure consulting services above the value of R200 000 (VAT incl) provided that any Treasury guidelines in respect of consulting services or CIDB guidelines in respect of services related to the build environment and construction works are taken into account when such procurements are made		Accounting Officer	Chief Financial Officer	Manager Expenditure & Supply Chain Management		
1369	MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS P/N 868 OF 30 MAY 2005		35(4)	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.		Accounting Officer	Chief Financial Officer	Manager Expenditure & Supply Chain Management		

Delegation No.	ACT, REGULATION, BY-LAW POLICY	MATTERS	Reference No.	Power/Duty	Applicable conditions	Duty of	Delegated to	Sub-delegated to	Remarks	Report
1370	MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS P/N 868 OF 30 MAY 2005		36(1)(a)	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 –		Accounting Officer (above R 200 000) Only after recommendation of Chief Financial Officer and Manager SCM was considered	None	None		
1371	MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS P/N 868 OF 30 MAY 2005		36(1)(a)	(i) in an emergency;		Accounting Officer (above R 200 000) Only after recommendation of Chief Financial Officer and Manager SCM was considered	None	None		
1372	MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS P/N 868 OF 30 MAY 2005		36(1)(a)	(ii) if such goods or services are produced or available from a single provider only;		Accounting Officer (above R 200 000) Only after recommendation of Chief Financial Officer and Manager SCM was considered	None	None		
1373	MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS P/N 868 OF 30 MAY 2005		36(1)(a)	(iii) for the acquisition of special worker of art or historical objects where specifications are difficult to compile;		Accounting Officer (above R 200 000) Only after recommendation of Chief Financial Officer and Manager SCM was considered	None	None		
1374	MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS P/N 868 OF 30 MAY 2005		36(1)(a)	(iv) acquisition of animals or zoos; or		Accounting Officer (above R 200 000) Only after recommendation of Chief Financial Officer and Manager SCM was considered	None	None		

Delegation No.	ACT, REGULATION, BY-LAW POLICY	MATTERS	Reference No.	Power/Duty	Applicable conditions	Duty of	Delegated to	Sub-delegated to	Remarks	Report
1375	MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS P/N 868 OF 30 MAY 2005		36(1)(a)	(v) in any other exceptional case where it is impractical or impossible to follow the official procurement processes		Accounting Officer (above R 200 000) Only after recommendation of Chief Financial Officer and Manager SCM was considered	None	None		
1376	MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS P/N 868 OF 30 MAY 2005		36(1)(b)	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	None	None		
1377	MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS P/N 868 OF 30 MAY 2005		36(2)	Record the reasons for any deviations in terms of Regulations 36(1)(a) and (b); and		Accounting Officer	Chief Financial Officer	Manager Expenditure & Supply Chain Management		
1378	MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS P/N 868 OF 30 MAY 2005		36(2)	Report them to the next meeting of the Council and include as a note to the annual financial statements.		Accounting Officer	Chief Financial Officer	Manager Expenditure & Supply Chain Management		
1379	MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS P/N 868 OF 30 MAY 2005		37(2)	Decide to consider an unsolicited bid but only if –		Accounting Officer	None	None		
1380	MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS P/N 868 OF 30 MAY 2005		37(2)	(a) the product or service offered is a demonstrably or proven unique innovative concept;		Accounting Officer	None	None		
1381	MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS P/N 868 OF 30 MAY 2005		37(2)	(b) the product or service will be exceptionally beneficially to, or have exceptional cost advantages for, the municipality;		Accounting Officer	None	None		
1382	MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS P/N 868 OF 30 MAY 2005		37(2)	(c) the person who made the bid is the sole provider of the product or service; and		Accounting Officer	None	None		
1383	MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS P/N 868 OF 30 MAY 2005		37(2)	(d) the reasons for not going through the normal bidding processes are found to be sound by the accounting officer.		Accounting Officer	None	None		
1384	MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS P/N 868 OF 30 MAY 2005		37(3)	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	Chief Financial Officer	Manager Expenditure & Supply Chain Management		
1385	MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS P/N 868 OF 30 MAY 2005		37(4)	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		Accounting Officer	Chief Financial Officer	Manager Expenditure & Supply Chain Management		
1386	MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS P/N 868 OF 30 MAY 2005		37(5)	Consider and may award the bid or make recommendations to the accounting officer depending on the delegations to the adjudication committee.		Accounting Officer	None	None		

Delegation No.	ACT, REGULATION, BY-LAW POLICY	MATTERS	Reference No.	Power/Duty	Applicable conditions	Duty of	Delegated to	Sub-delegated to	Remarks	Report
1387	MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS P/N 868 OF 30 MAY 2005		37(7)	When considering an unsolicited bid, take into account where considering an unsolicited bid –		Accounting Officer	None	None		
1388	MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS P/N 868 OF 30 MAY 2005		37(7)	(i) any comments submitted by the public; and		Accounting Officer	None	None		
1389	MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS P/N 868 OF 30 MAY 2005		37(7)	any written comments and recommendations of the National Treasury or the relevant provincial treasury.		Accounting Officer	None	None		
1390	MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS P/N 868 OF 30 MAY 2005		37(8)	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	Chief Financial Officer	Manager Expenditure & Supply Chain Management		
1391	MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS P/N 868 OF 30 MAY 2005		38(1)(a)	Take all reasonable steps to prevent abuse of the supply chain management system.		Accounting Officer	Chief Financial Officer	Manager Expenditure & Supply Chain Management		
1392	MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS P/N 868 OF 30 MAY 2005		38(1)(b)	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 –		Accounting Officer	Director Corporate Services	Manager Human Resources Management		
1393	MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS P/N 868 OF 30 MAY 2005			(i) take appropriate steps against such official or other role player; or		Accounting Officer	Director Corporate Services	Manager Human Resources Management		
1394	MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS P/N 868 OF 30 MAY 2005			report any alleged criminal conduct to the South African Police Service.		Accounting Officer	Relevant Director	None		
1395	MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS P/N 868 OF 30 MAY 2005		38(1)(c)	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	Chief Financial Officer	Manager Expenditure & Supply Chain Management		
1396	MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS P/N 868 OF 30 MAY 2005		38(1)(d)	Reject any bid from a bidder –		Accounting Officer	Chief Financial Officer	Manager Expenditure & Supply Chain Management		
1397	MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS P/N 868 OF 30 MAY 2005		38(1)(d)	(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;		Accounting Officer	Chief Financial Officer	Manager Expenditure & Supply Chain Management		
1398	MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS P/N 868 OF 30 MAY 2005		38(1)(d)	(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	Chief Financial Officer	Manager Expenditure & Supply Chain Management		
1399	MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS P/N 868 OF 30 MAY 2005		38(1)(e)	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	Chief Financial Officer	Manager Expenditure & Supply Chain Management		

Delegation No.	ACT, REGULATION, BY-LAW POLICY	MATTERS	Reference No.	Power/Duty	Applicable conditions	Duty of	Delegated to	Sub-delegated to	Remarks	Report
1400	MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS P/N 868 OF 30 MAY 2005		38(1)(f)	Cancel a contract awarded to a person if –		Accounting Officer	Chief Financial Officer	Manager Expenditure & Supply Chain Management		
1401	MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS P/N 868 OF 30 MAY 2005		38(1)(f)	the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract; or		Accounting Officer	Chief Financial Officer	Manager Expenditure & Supply Chain Management		
1402	MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS P/N 868 OF 30 MAY 2005		38(1)(f)	(i) 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	Chief Financial Officer	Manager Expenditure & Supply Chain Management		
1403	MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS P/N 868 OF 30 MAY 2005		38(1)(g)	Reject the bid of any bidder if that bidder or any of its directors –		Accounting Officer	Chief Financial Officer	Manager Expenditure & Supply Chain Management		
1404	MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS P/N 868 OF 30 MAY 2005		38(1)(g)	(i) has abused the supply chain management system of the municipality or has committed any improper conduct in relation to such system;		Accounting Officer	Chief Financial Officer	Manager Expenditure & Supply Chain Management		
1405	MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS P/N 868 OF 30 MAY 2005		38(1)(g)	(ii) has been convicted for fraud or corruption during the last five years;		Accounting Officer	Chief Financial Officer	Manager Expenditure & Supply Chain Management		
1406	MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS P/N 868 OF 30 MAY 2005		38(1)(g)	(iii) has willfully neglected or reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or		Accounting Officer	Chief Financial Officer	Manager Expenditure & Supply Chain Management		
1407	MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS P/N 868 OF 30 MAY 2005		38(1)(g)	(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	Chief Financial Officer	Manager Expenditure & Supply Chain Management		
1408	MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS P/N 868 OF 30 MAY 2005		38(2)	Inform the National Treasury and relevant provincial treasury in writing of any actions taken in terms of Regulation 38(1)(b)(ii), (e) or (if).		Accounting Officer	Chief Financial Officer	Manager Expenditure & Supply Chain Management		
1409	MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS P/N 868 OF 30 MAY 2005		40(1)	The Supply chain policy must provide for an effective system of disposal management for the disposal or letting of assets, including unserviceable, redundant or obsolete assets, subject to sections 14&90 of MFMA		Accounting Officer	Chief Financial Officer	Manager Expenditure & Supply Chain Management	1. For assets above R200 000 first obtain a recommendation of the Chief Financial Officer. 2. The limitation of R500 000 does not apply to moveable assets sold by public auction.	
1410	MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS P/N 868 OF 30 MAY 2005		40(2) a	A Supply Chain management policy must specify the ways in which assets may be disposed of, including by –		Accounting Officer	Chief Financial Officer	Manager Expenditure & Supply Chain Management		
1411	MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS P/N 868 OF 30 MAY 2005		40(2) a	(i) Transferring the asset to another organ of state in terms of a provision of the MFMA enabling the transfer of assets		Accounting Officer	Chief Financial Officer	Manager Expenditure & Supply Chain Management		

Delegation No.	ACT, REGULATION, BY-LAW POLICY	MATTERS	Reference No.	Power/Duty	Applicable conditions	Duty of	Delegated to	Sub-delegated to	Remarks	Report
1412	MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS P/N 868 OF 30 MAY 2005		40(2) a	(ii) Transferring the asset to another organ of state at market related value or, when appropriate, free of charge		Accounting Officer	Chief Financial Officer	Manager Expenditure & Supply Chain Management		
1413	MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS P/N 868 OF 30 MAY 2005		40(2) a	(iii) Selling the asset		Accounting Officer	Chief Financial Officer	Manager Expenditure & Supply Chain Management		
1414	MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS P/N 868 OF 30 MAY 2005		40(2) a	(iv) Destroying the asset		Accounting Officer	Chief Financial Officer	Manager Expenditure & Supply Chain Management		
1415	MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS P/N 868 OF 30 MAY 2005		40(2)(b)(i)	Stipulate that –		Accounting Officer	Chief Financial Officer	Manager Expenditure & Supply Chain Management		
1416	MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS P/N 868 OF 30 MAY 2005		40(2)(b)(i)	Immoveable property may be sold only at market related prices except when public interest or the plight of the poor demands otherwise		Accounting Officer	Chief Financial Officer	Manager Expenditure & Supply Chain Management		
1417	MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS P/N 868 OF 30 MAY 2005		40(2)(b)(ii)	Movable assets may be sold either by way of written price quotations, a competitive bidding process, auction or at market related prices, whichever is the most advantageous to the municipality		Accounting Officer	Chief Financial Officer	Manager Expenditure & Supply Chain Management	1. For assets above R200 000 first obtain a recommendation of the Chief Financial Officer. 2. The limitation of R500 000 does not apply to moveable assets sold by public auction.	
1418	MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS P/N 868 OF 30 MAY 2005		40(2)(b)(iii)	In the case of the free disposal of computer equipment, the Provincial Department of Education must first be approached to indicate within 30 days whether any of the local schools are interested in the equipment.		Accounting Officer	Chief Financial Officer	Manager Expenditure & Supply Chain Management		
1419	MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS P/N 868 OF 30 MAY 2005		40(2)(b)(iv)	In the case of the disposal of firearms, the National Conventional Arms Control Committee has approved any sale or donation of firearms to any person or institution within or outside the Republic		Accounting Officer	Chief Financial Officer	Manager Expenditure & Supply Chain Management		
1420	MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS P/N 868 OF 30 MAY 2005		40(2)(c)(ii)	All fees, charges, rates, tariffs, scales of fees or other charges relating to the letting of immovable property are annually reviewed		Accounting Officer	Chief Financial Officer	Manager Expenditure & Supply Chain Management		
1421	MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS P/N 868 OF 30 MAY 2005		40(2)(d)	Ensure that where assets are traded in for other assets, the highest possible trade-in is negotiated		Accounting Officer	Chief Financial Officer	Manager Expenditure & Supply Chain Management		
1422	MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS P/N 868 OF 30 MAY 2005		41(1)	A Supply chain management policy must provide for an effective system of risk management for the identification, consideration and avoidance of potential risks in the supply chain management system		Accounting Officer	Chief Financial Officer	Manager Expenditure & Supply Chain Management		

Delegation No.	ACT, REGULATION, BY-LAW POLICY	MATTERS	Reference No.	Power/Duty	Applicable conditions	Duty of	Delegated to	Sub-delegated to	Remarks	Report
1423	MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS P/N 868 OF 30 MAY 2005		42	Establish and implement an internal monitoring system in order to determine, on a retrospective analysis, whether the authorised supply chain management processes were followed and whether the objectives of this policy were achieved.		Accounting Officer	Chief Financial Officer	Manager Expenditure & Supply Chain Management		
1424	MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS P/N 868 OF 30 MAY 2005		43(2)	Check with SARS whether a person's tax matters are in order before making an award to such person.		Accounting Officer	Chief Financial Officer	Manager Expenditure & Supply Chain Management		
1425	MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS P/N 868 OF 30 MAY 2005		45	Disclose in the notes to the annual financial statements of the municipality particulars of any award of more than R2,000 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 –		Accounting Officer	Chief Financial Officer	Manager Expenditure & Supply Chain Management		
1426	MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS P/N 868 OF 30 MAY 2005		45	(a) the name of that person;		Accounting Officer	Chief Financial Officer	Manager Expenditure & Supply Chain Management		
1427	MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS P/N 868 OF 30 MAY 2005		45	(b) the capacity in which that person is in the service of the state; and		Accounting Officer	Chief Financial Officer	Manager Expenditure & Supply Chain Management		
1428	MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS P/N 868 OF 30 MAY 2005		45	(c) the amount of the award.		Accounting Officer	Chief Financial Officer	Manager Expenditure & Supply Chain Management		
1429	MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS P/N 868 OF 30 MAY 2005		46(3)(a)	Keep a register of all declarations in terms of Regulation 46(2)(d) and (e).		Accounting Officer	Chief Financial Officer	Manager Expenditure & Supply Chain Management		
1430	MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS P/N 868 OF 30 MAY 2005		46(3)(b)	Declarations must be made to the mayor of the municipality who must ensure that such declarations are recorded in the register.		Accounting Officer	Chief Financial Officer	Manager Expenditure & Supply Chain Management		
1431	MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS P/N 868 OF 30 MAY 2005		46(4)	Adopt the National Treasury's code of conduct and Schedule 2 of the Systems Act for supply chain management practitioners and other role players involved in supply chain management.		Accounting Officer	Chief Financial Officer	Manager Expenditure & Supply Chain Management		
1432	MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS P/N 868 OF 30 MAY 2005		46(2)(i)	All cases of non-compliance to this Policy should be reported to the Accounting Officer.		Chief Financial Officer	None	None		
1433	MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS P/N 868 OF 30 MAY 2005		47(2)	Report any alleged contravention of Regulation 47(1) to the National Treasury for considering whether the offending person, and any representative or intermediate 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	Chief Financial Officer	Manager Expenditure & Supply Chain Management		

Delegation No.	ACT, REGULATION, BY-LAW POLICY	MATTERS	Reference No.	Power/Duty	Applicable conditions	Duty of	Delegated to	Sub-delegated to	Remarks	Report
1434	MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS P/N 868 OF 30 MAY 2005		48	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 intermediate, by any person who is –		Accounting Officer	Chief Financial Officer	Manager Expenditure & Supply Chain Management		
1435	MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS P/N 868 OF 30 MAY 2005		48	(a) a provider or prospective provider of goods or services to the municipality; or		Accounting Officer	Chief Financial Officer	Manager Expenditure & Supply Chain Management		
1436	MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS P/N 868 OF 30 MAY 2005		48	(b) a recipient or prospective recipient of goods disposed or to be disposed, of by the municipality.		Accounting Officer	Chief Financial Officer	Manager Expenditure & Supply Chain Management		
1437	MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS P/N 868 OF 30 MAY 2005		49	Persons aggrieved by decisions or actions taken in the implementation of this supply chain management system, may lodge within 14 days of the decision or action, a written objection or compliant against the decision or action.		Accounting Officer	Chief Financial Officer	Manager Expenditure & Supply Chain Management		
1438	MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS P/N 868 OF 30 MAY 2005		50(1)	Appoint an independent and impartial person to assist in the resolution of disputes between the municipality and other persons and to deal with objections, complaints or queries as described more fully in Regulation 49.		Accounting Officer	None	None		
1439	MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS P/N 868 OF 30 MAY 2005		50(3)	Responsible to assist the person appointed in terms of Regulation 50(1) to perform his or her functions effectively.		Accounting Officer	Chief Financial Officer	Manager Expenditure & Supply Chain Management		
1440	MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS P/N 868 OF 30 MAY 2005		50(4)(b)	Appointed must submit monthly reports to the Accounting Officer on all disputes, objections, complaints or queries received, attended to or resolved.		Accounting Officer	Chief Financial Officer	Manager Expenditure & Supply Chain Management		
1441	MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS P/N 868 OF 30 MAY 2005		51	Service provider that acts on behalf of municipality to provide any service or act as a collector of fees, service charges or taxes and the compensation payable to service provider, contract must stipulate a cap on compensation payable to the service provider; that such compensation must be performance based.		Accounting Officer	Chief Financial Officer	Manager Expenditure & Supply Chain Management		
1442	MUNICIPAL PERFORMANCE REGULATIONS FOR MUNICIPAL MANAGERS (GN R805 dated 1 August 2006)		4	Establishment of contract for municipal manager		Executive Mayor	None	None		
1443	MUNICIPAL PERFORMANCE REGULATIONS FOR MUNICIPAL MANAGERS (GN R805 dated 1 August 2006)		4	Establishment of contract for managers accountable to municipal manager		Municipal Manager	None	None		
1444	MUNICIPAL PERFORMANCE REGULATIONS FOR MUNICIPAL MANAGERS (GN R805 dated 1 August 2006)		26	Adoption of performance management system		Council	None	None		
1445	MUNICIPAL PERFORMANCE REGULATIONS FOR MUNICIPAL MANAGERS (GN R805 dated 1 August 2006)		26(7)	Negotiation of KPA's with managers		Municipal Manager	None	None		

Delegation No.	ACT, REGULATION, BY-LAW POLICY	MATTERS	Reference No.	Power/Duty	Applicable conditions	Duty of	Delegated to	Sub-delegated to	Remarks	Report
1446	MUNICIPAL PERFORMANCE REGULATIONS FOR MUNICIPAL MANAGERS (GN R805 dated 1 August 2006)		27	To constitute evaluation panels for evaluation of the Municipal Manager and managers directly accountable to the MM		Executive Mayor	Municipal Manager	None		
1447	DISCIPLINARY REGULATIONS FOR SENIOR MANAGERS - GN R344 OF 21 APRIL 2011		5(2)	Tabling of alleged misconduct before council by mayor in case of misconduct by the municipal manager.		Executive Mayor	None	None	Must be tabled within 7 days of receipt of allegation	
1448	DISCIPLINARY REGULATIONS FOR SENIOR MANAGERS - GN R344 OF 21 APRIL 2011		5(2)	Tabling of alleged misconduct by a senior manager before council.		Municipal Manager	None	None		
1449	DISCIPLINARY REGULATIONS FOR SENIOR MANAGERS - GN R344 OF 21 APRIL 2011		5(3)(a)	Appointment of investigator		Council	Executive mayor	None	Within 7 days of council resolution	
1450	DISCIPLINARY REGULATIONS FOR SENIOR MANAGERS - GN R344 OF 21 APRIL 2011		5(5)	Tabling of investigator's report before council		Municipal Manager	None	None	Within 7 days of receipt	
1451	DISCIPLINARY REGULATIONS FOR SENIOR MANAGERS - GN R344 OF 21 APRIL 2011		5(6)	Instituting disciplinary action		Council	Executive mayor	None		
1452	DISCIPLINARY REGULATIONS FOR SENIOR MANAGERS - GN R344 OF 21 APRIL 2011		6(3)	Submission of representations by senior manager to council		Municipal Manager and Directors	None	None	Council to consider representations within 7 days of submission	
1453	DISCIPLINARY REGULATIONS FOR SENIOR MANAGERS - GN R344 OF 21 APRIL 2011		6(5)(a)	Notification of senior manager of reasons for suspension		Council	Executive mayor	None		
1454	DISCIPLINARY REGULATIONS FOR SENIOR MANAGERS - GN R344 OF 21 APRIL 2011		6(5)(b)	Notification of Minister and MEC for local government of suspension of senior manager		Council	Executive mayor	None	Within 7 days after suspension	
1455	DISCIPLINARY REGULATIONS FOR SENIOR MANAGERS - GN R344 OF 21 APRIL 2011		6(6)(a)	Commencement with disciplinary hearing		Council	Executive mayor	None	Within 3 months after date of suspension	
1456	DISCIPLINARY REGULATIONS FOR SENIOR MANAGERS - GN R344 OF 21 APRIL 2011		11(1)	Requesting CCMA for pre-dismissal arbitration		Council	Executive mayor	None		
1457	DISCIPLINARY REGULATIONS FOR SENIOR MANAGERS - GN R344 OF 21 APRIL 2011		18(1)	Safe keeping of records of disciplinary proceedings		Municipal Manager	Manager Human Resources Management	None		
1458	DISCIPLINARY REGULATIONS FOR SENIOR MANAGERS - GN R344 OF 21 APRIL 2011		19(1)	Providing MEC with quarterly reports on status of disciplinary cases		Council	Executive mayor	None		Quarterly
1459	FINANCIAL MISCONDUCT REGULATIONS - GN R430 OF 30 MAY 2014		5(1)	Referral of alleged financial misconduct to disciplinary board for preliminary investigation		Council	Executive Mayor	None	Within 7 days after receipt of report	
1460	FINANCIAL MISCONDUCT REGULATIONS - GN R430 OF 30 MAY 2014		6(1)	Development of terms of reference for an investigation for approval by council or board of directors		Council	Disciplinary Committee	None	With 7 days of receipt of referral	
1461	FINANCIAL MISCONDUCT REGULATIONS - GN R430 OF 30 MAY 2014		6(4)	Tabling of investigation report by investigator before council		Executive Mayor/Accounting Officer	None	None		
1462	FINANCIAL MISCONDUCT REGULATIONS - GN R430 OF 30 MAY 2014		6(6)	Providing investigator with reasons for rejection of findings		Council	Executive Mayor/Accounting Officer	None	Within 7 days of rejection	
1463	FINANCIAL MISCONDUCT REGULATIONS - GN R430 OF 30 MAY 2014		6(8)	Institution of disciplinary proceedings		Council	None	None		
1464	FINANCIAL MISCONDUCT REGULATIONS - GN R430 OF 30 MAY 2014		10(1)	Reporting of financial offence to SA Police		Council	Executive Mayor/Accounting Officer	None		
1465	FINANCIAL MISCONDUCT REGULATIONS - GN R430 OF 30 MAY 2014		10(3)	Reporting of successful prosecution to National Treasury		Council	Executive Mayor/Accounting Officer	None		

Delegation No.	ACT, REGULATION, BY-LAW POLICY	MATTERS	Reference No.	Power/Duty	Applicable conditions	Duty of	Delegated to	Sub-delegated to	Remarks	Report
1466	FINANCIAL MISCONDUCT REGULATONS - GN R430 OF 30 MAY 2014		11(1)(a)	Designated official must authorise investigation where a councillor has allegedly committed a financial offence		Accounting Officer	None	None		
1467	FINANCIAL MISCONDUCT REGULATONS - GN R430 OF 30 MAY 2014		11(2)	Designated official must report outcome of investigation to council		Accounting Officer	None	None	Within 5 days from completion of investigation	
1468	FINANCIAL MISCONDUCT REGULATONS - GN R430 OF 30 MAY 2014		11(3)	Designated official must ensure public access to investigation report		Speaker	None	None		
1469	FINANCIAL MISCONDUCT REGULATONS - GN R430 OF 30 MAY 2014		11(4)	Designated official must submit outcome of investigation to MEC's and Ministers for Finance and Local Govt. in province		Speaker	None	None	Withrin 5 days of submitting report to council	
1470	FINANCIAL MISCONDUCT REGULATONS - GN R430 OF 30 MAY 2014		12(1)(a)	Designated official must authorise investigation of alleged financial offence by a member of the board of directors or any other person mentioned in section 175(3) of the MFMA		Accounting Officer	None	None		
1471	FINANCIAL MISCONDUCT REGULATONS - GN R430 OF 30 MAY 2014		12(2)	The designated official must report outcome of investigation to board of directors		Accounting Officer	None	None	Within 5 days of completion of investigation	
1472	FINANCIAL MISCONDUCT REGULATONS - GN R430 OF 30 MAY 2014		12(3)	Designated official must ensure public access to investigation report		Accounting Officer	None	None		
1473	FINANCIAL MISCONDUCT REGULATONS - GN R430 OF 30 MAY 2014		12(4)	The designated official must report outcome of investigation to board of directors, council and MEC's and Minsters of Finance and Local Government in the province		Accounting Officer	None	None	Within 5 days of submission of report to board of directors	
1474	FINANCIAL MISCONDUCT REGULATONS - GN R430 OF 30 MAY 2014		14(1)	Preparation of information document on any financial misconduct or offence		Accounting Officer	Internal Auditor	None		
1475	FINANCIAL MISCONDUCT REGULATONS - GN R430 OF 30 MAY 2014		14(2)	The designated official must submit finalised information document and any report referred to in regulations 5 and 6 to:		Accounting Officer	Internal Auditor	None		
1476	FINANCIAL MISCONDUCT REGULATONS - GN R430 OF 30 MAY 2014		14(2)	(a) the mayor of the municipality;		Accounting Officer	Internal Auditor	None		
1477	FINANCIAL MISCONDUCT REGULATONS - GN R430 OF 30 MAY 2014		14(2)	(b) the accounting officer of the parent municipality;		Accounting Officer	Internal Auditor	None		
1478	FINANCIAL MISCONDUCT REGULATONS - GN R430 OF 30 MAY 2014		14(2)	(c) the chairperson of the board of directors;		Accounting Officer	Internal Auditor	None		
1479	FINANCIAL MISCONDUCT REGULATONS - GN R430 OF 30 MAY 2014		14(2)	(d) the MEC for local government in the province;		Accounting Officer	Internal Auditor	None		
1480	FINANCIAL MISCONDUCT REGULATONS - GN R430 OF 30 MAY 2014		14(2)	(e) the national department responsible for local government;		Accounting Officer	Internal Auditor	None		
1481	FINANCIAL MISCONDUCT REGULATONS - GN R430 OF 30 MAY 2014		14(2)	(f) the provincial treasury;		Accounting Officer	Internal Auditor	None		
1482	FINANCIAL MISCONDUCT REGULATONS - GN R430 OF 30 MAY 2014		14(2)	(g) the National Treasury; and		Accounting Officer	Internal Auditor	None		
1483	FINANCIAL MISCONDUCT REGULATONS - GN R430 OF 30 MAY 2014		14(2)	(h) the Auditor-General;		Accounting Officer	Internal Auditor	None		
1484	FINANCIAL MISCONDUCT REGULATONS - GN R430 OF 30 MAY 2014		15(1)	Tabling of information document at council		Executive Mayor	None	None	First council meeting after receipt of document	

Delegation No.	ACT, REGULATION, BY-LAW POLICY	MATTERS	Reference No.	Power/Duty	Applicable conditions	Duty of	Delegated to	Sub-delegated to	Remarks	Report
1485	FINANCIAL MISCONDUCT REGULATIONS - GN R430 OF 30 MAY 2014		15(2)	Reporting of council resolutions on report to provincial and national treasury		Accounting Officer	Internal Auditor	None		
1486	FINANCIAL MISCONDUCT REGULATIONS - GN R430 OF 30 MAY 2014		16(2)	Reporting on disciplinary proceedings and criminal charges to institutions in regulation 14(2)(a) to (f)		Accounting Officer	Internal Auditor	None		
1487	FINANCIAL MISCONDUCT REGULATIONS - GN R430 OF 30 MAY 2014		17(1)(a)	Establishment of reporting procedures for persons to report alleged financial misconduct		Council	Accounting Officer	None		
1488	FINANCIAL MISCONDUCT REGULATIONS - GN R430 OF 30 MAY 2014		17(1)(b)	Making public the reporting procedures		Accounting Officer	None	None		
1489	LOCAL GOVERNMENT PLANNING AND PERFORMANCE REGULATIONS - GN R796 OF 24 AUGUST 2001		3(1)	Introduction of proposal for amendment of the municipality's IDP		Municipal Manager	Manager Strategic Services	None		
1490	LOCAL GOVERNMENT PLANNING AND PERFORMANCE REGULATIONS - GN R796 OF 24 AUGUST 2001		3(3)	Ensuring compliance with the municipality's rules and orders regarding an amendment to the integrated development plan		Municipal Manager	Manager Strategic Services	None		
1491	LOCAL GOVERNMENT PLANNING AND PERFORMANCE REGULATIONS - GN R796 OF 24 AUGUST 2001		3(4)(b)	Publishing a proposed amendment to the municipality's integrated development plan		Municipal Manager	Manager Strategic Services	None		
1492	LOCAL GOVERNMENT PLANNING AND PERFORMANCE REGULATIONS - GN R796 OF 24 AUGUST 2001		4(2)(b)	Making and submitting written representations regarding an objection to the proposed amendments to the municipality's integrated development plan suggested by the MEC		Municipal Manager	Manager Strategic Services	None		
1493	LOCAL GOVERNMENT PLANNING AND PERFORMANCE REGULATIONS - GN R796 OF 24 AUGUST 2001		6(b)	Preparing action plans for the implementation of strategies identified by municipality		Municipal Manager	All Directors	All Managers		
1494	LOCAL GOVERNMENT PLANNING AND PERFORMANCE REGULATIONS - GN R796 OF 24 AUGUST 2001		8	Adopting a performance management system		Council	None	None		
1495	LOCAL GOVERNMENT PLANNING AND PERFORMANCE REGULATIONS - GN R796 OF 24 AUGUST 2001		9(1)	Setting key performance indicators, including input indicators, output indicators and outcome indicators, in respect of each of the development priorities and objectives contained in the integrated development plan		Municipal Manager	All Directors	None	With input from all managers	
1496	LOCAL GOVERNMENT PLANNING AND PERFORMANCE REGULATIONS - GN R796 OF 24 AUGUST 2001		9(2)	Determining the manner and frequency of the involvement of the community in setting key performance indicators		Council	None	None		
1497	LOCAL GOVERNMENT PLANNING AND PERFORMANCE REGULATIONS - GN R796 OF 24 AUGUST 2001		11	Annually reviewing the municipality's key performance indicators		Council	None	None		
1498	LOCAL GOVERNMENT PLANNING AND PERFORMANCE REGULATIONS - GN R796 OF 24 AUGUST 2001		12	Determining performance targets in respect of each key performance indicator		Municipal Manager	All Directors	None		
1499	LOCAL GOVERNMENT PLANNING AND PERFORMANCE REGULATIONS - GN R796 OF 24 AUGUST 2001		13(1)	Involving the community in developing and implementing mechanisms, systems and processes for the monitoring, measurement and review of performance		Municipal Manager	Manager Strategic Services	None		
1500	LOCAL GOVERNMENT PLANNING AND PERFORMANCE REGULATIONS - GN R796 OF 24 AUGUST 2001		14(1)(a)	Developing and implementing mechanisms, systems and processes for auditing the results of performance measurements as part of the municipality's internal auditing processes		Municipal Manager	Internal Auditor	None		
1501	LOCAL GOVERNMENT PLANNING AND PERFORMANCE REGULATIONS - GN R796 OF 24 AUGUST 2001		14(1)(c)	Auditing the performance measurements of the municipality and submitting quarterly reports to the Municipal Manager and the performance audit committee		Internal auditor	None	None		
1502	LOCAL GOVERNMENT PLANNING AND PERFORMANCE REGULATIONS - GN R796 OF 24 AUGUST 2001		14(2)	Establishing a performance audit committee		Council	None	None		

Delegation No.	ACT, REGULATION, BY-LAW POLICY	MATTERS	Reference No.	Power/Duty	Applicable conditions	Duty of	Delegated to	Sub-delegated to	Remarks	Report
1503	LOCAL GOVERNMENT PLANNING AND PERFORMANCE REGULATIONS - GN R796 OF 24 AUGUST 2001		14(2)	Appointing the members of a performance audit committee		Council	None	None		
1504	LOCAL GOVERNMENT PLANNING AND PERFORMANCE REGULATIONS - GN R796 OF 24 AUGUST 2001		14(2)(d)	Designating a member of the performance audit committee as chairperson		Council	None	None		
1505	LOCAL GOVERNMENT PLANNING AND PERFORMANCE REGULATIONS - GN R796 OF 24 AUGUST 2001		14(2)(f)	Filling of any casual vacancy in the performance audit committee		Council	None	None		
1506	LOCAL GOVERNMENT PLANNING AND PERFORMANCE REGULATIONS - GN R796 OF 24 AUGUST 2001		14(2)(g)	Provision of secretariat services to the performance audit committee		Municipal Manager	Director Corporate Services	Manager Administration		
1507	LOCAL GOVERNMENT PLANNING AND PERFORMANCE REGULATIONS - GN R796 OF 24 AUGUST 2001		15(1)(b)	Inviting the local community to identify persons to serve on the IDP forum, including representatives from ward committees, if any		Municipal Manager	Manager Strategic Services	None		
1508	LOCAL GOVERNMENT PLANNING AND PERFORMANCE REGULATIONS - GN R796 OF 24 AUGUST 2001		15(2)	Convening meetings of the IDP Forum		Municipal Manager	Manager Strategic Services	None		
1509	GENERAL MACHINERY REGULATIONS - GN R1521 of 15 August 1988		2(1)	Designating a person in a full-time capacity in respect of every premises on or in which machinery is being used		Municipal Manager	All Directors	Technical Services: All Heads and Superintendents		
1510	GENERAL MACHINERY REGULATIONS - GN R1521 of 15 August 1988		3	Safeguarding of machinery		Municipal Manager	All Directors	Technical Services: All Heads and Superintendents		
1511	GENERAL MACHINERY REGULATIONS - GN R1521 of 15 August 1988		4	Operators of machinery to be made aware of dangers and measures to observe dangers		Municipal Manager	All Directors	Technical Services: All Heads and Superintendents		
1512	GENERAL MACHINERY REGULATIONS - GN R1521 of 15 August 1988		7	Notifying the inspector of any incident involving machinery		Municipal Manager	Director Corporate Services	Manager Human Resources Management		
1513	GENERAL MACHINERY REGULATIONS - GN R1521 of 15 August 1988		8	Notifying the Regional Director of notifiable substances		Municipal Manager	Director Corporate Services	Manager Human Resources Management		
1514	GENERAL MACHINERY REGULATIONS - GN R1521 of 15 August 1988		9	Furnishing employees with required information		Municipal Manager	Director Corporate Services	Manager Human Resources Management		
1515	SMOKING OF TOBACCO PRODUCTS IN PUBLIC PLACES - GN R975 of 29 September 2000		3	Designate a smoking area for municipal employees		Municipal Manager	None	None		
1516	SMOKING OF TOBACCO PRODUCTS IN PUBLIC PLACES - GN R975 of 29 September 2000		6	Ensure nobody smokes outside the designated area		Municipal Manager	All Directors	All Managers		
1517	SMOKING OF TOBACCO PRODUCTS IN PUBLIC PLACES - GN R975 of 29 September 2000		7	Ensure employees are not exposed to tobacco smoke		Municipal Manager	All Directors	All Managers		
1518	SMOKING OF TOBACCO PRODUCTS IN PUBLIC PLACES - GN R975 of 29 September 2000		7(b)	Ensure employees can complain about smoke without retaliation		Municipal Manager	All Directors	All Managers		
1519	SMOKING OF TOBACCO PRODUCTS IN PUBLIC PLACES - GN R975 of 29 September 2000		8	Formulate written policy for council to adopt on smoking in the workplace		Municipal Manager	Director Corporate Services	Manager Human Resources Management		

Delegation No.	ACT, REGULATION, BY-LAW POLICY	MATTERS	Reference No.	Power/Duty	Applicable conditions	Duty of	Delegated to	Sub-delegated to	Remarks	Report
1520	SMOKING OF TOBACCO PRODUCTS IN PUBLIC PLACES - GN R975 of 29 September 2000		9	Totally prohibit smoking in the workplace		Council	None	None		
1521	UPPER LIMIT OF REMUNERATION OF MUNICIPAL MANAGERS AND MANAGERS - GN 225 of 29 March 2014		10(2)	Where a municipality finds it difficult to attract suitably qualified and competent candidates to fill a position of a senior manager such municipality may offer and pay a market premium allowance to a suitably qualified and competent person.		Council	None	None		
1522	UPPER LIMIT OF REMUNERATION OF MUNICIPAL MANAGERS AND MANAGERS - GN 225 of 29 March 2014		10(5)	The percentage of the market premium allowance must be determined by the municipality through an assessment of the market, and the municipal council must satisfy itself that the market assessment is reflective of a sufficient sample and that the various market factors are considered sufficiently.		Municipal Manager	None	None		
1523	UPPER LIMIT OF REMUNERATION OF MUNICIPAL MANAGERS AND MANAGERS - GN 225 of 29 March 2014		11(2)	A municipality may, in exceptional circumstances and on good cause shown, and after consultation with the MEC for local government, apply in writing to the Minister to waive any of the prescribed requirements set out in this Government Notice. The Minister will consider each application on merit, based on the circumstances and motivation that will be provided.		Municipal Manager	None	None		
1524	South African Local Government Bargaining Council: Disciplinary Procedure Collective Agreement		5.6	Publication of agreement and issuing to employees		Municipal Manager	Director Corporate Services	Manager Human Resources Management		
1525	South African Local Government Bargaining Council: Disciplinary Procedure Collective Agreement		6.1	Receiving a written allegation of misconduct		Municipal Manager	Director Corporate Services	Manager Human Resources Management		
1526	South African Local Government Bargaining Council: Disciplinary Procedure Collective Agreement		6.2	Deciding whether, if there is prima facie cause to believe that an act of misconduct has been committed, to institute disciplinary proceedings		Municipal Manager	Director Corporate Services	Manager Human Resources Management		
1527	South African Local Government Bargaining Council: Disciplinary Procedure Collective Agreement		6.3	Proceed forthwith or as soon as possible with a disciplinary hearing but in any event not later than three months from the date upon which the Employer became aware of the alleged misconduct		Municipal Manager	Director Corporate Services	Manager Human Resources Management		
1528	South African Local Government Bargaining Council: Disciplinary Procedure Collective Agreement		6.4	Deciding whether the alleged misconduct by an employee should be heard by a departmental enquiry or a disciplinary tribunal		Municipal Manager	Director Corporate Services	Manager Human Resources Management		
1529	South African Local Government Bargaining Council: Disciplinary Procedure Collective Agreement		6.5	Establishing a disciplinary tribunal if the alleged misconduct is serious and may result in suspension, dismissal or demotion, by appointing a presiding officer		Municipal Manager	Director Corporate Services	Manager Human Resources Management		
1530	South African Local Government Bargaining Council: Disciplinary Procedure Collective Agreement		6.6.1 & 6.6.2	Deciding whether a senior employee of the municipality or another suitably qualified must be appointed as presiding officer		Municipal Manager	Director Corporate Services	Manager Human Resources Management		
1531	South African Local Government Bargaining Council: Disciplinary Procedure Collective Agreement		6.6.3 & 6.6.4	Deciding whether to appoint an employee or another suitably qualified person as prosecutor		Municipal Manager	Director Corporate Services	Manager Human Resources Management		

Delegation No.	ACT, REGULATION, BY-LAW POLICY	MATTERS	Reference No.	Power/Duty	Applicable conditions	Duty of	Delegated to	Sub-delegated to	Remarks	Report
1532	South African Local Government Bargaining Council: Disciplinary Procedure Collective Agreement		6.8.	Notice of misconduct		Municipal Manager	Director Corporate Services	Manager Human Resources Management		
1533	South African Local Government Bargaining Council: Disciplinary Procedure Collective Agreement		14.1	Deciding whether to suspend and employee or to utilise her/him temporarily in another capacity		Municipal Manager	None	None		
1534	South African Local Government Bargaining Council: Disciplinary Procedure Collective Agreement		15.3	Appointing a disciplinary appeal tribunal		Municipal Manager	Director Corporate Services	Manager Human Resources Management		
1535	South African Local Government Bargaining Council: Disciplinary Procedure Collective Agreement		16.1	Obtaining the consent of an employee to have the SALGBC, an accredited agency or the CCMA, conduct an arbitration into allegation regarding the conduct of the employee		Municipal Manager	Director Corporate Services	Manager Human Resources Management		
1536	South African Local Government Bargaining Council: Main Collective Agreement - Essential Services		4.1.1	Determination of minimum level of services in designated essential services		Council	Executive Mayor	None	To be negotiated in Local Labour Forum	
1537	South African Local Government Bargaining Council: Main Collective Agreement - Essential Services		4.2.2	Deciding whether to take on replacement labour during a strike of the municipality's employees in respect of those services not classified as essential services		Municipal Manager	All Directors	All Managers	In consultation with relevant Director	
1538	South African Local Government Bargaining Council: Main Collective Agreement - Organisational Rights		2.2.1	Granting access to the workplace to officials of SAMWU and IMATU		Municipal Manager	Director Corporate Services	Manager Human Resources Management		
1539	South African Local Government Bargaining Council: Main Collective Agreement - Organisational Rights		2.3.1	Deduction of subscriptions for IMATU and SAMWU from members' salaries		Municipal Manager	Director Corporate Services	Manager Human Resources Management		
1540	South African Local Government Bargaining Council: Main Collective Agreement - Organisational Rights		2.3.5	Monthly remittance of deducted subscriptions to trade union banks		Municipal Manager	Director Corporate Services	Manager Human Resources Management		
1541	South African Local Government Bargaining Council: Main Collective Agreement - Organisational Rights		2.3.6	Informing trade unions of deductions and new members		Municipal Manager	Director Corporate Services	Manager Human Resources Management		
1542	South African Local Government Bargaining Council: Main Collective Agreement - Organisational Rights		2.5.8.1	Granting of permission to use offices and furniture to full time shop stewards		Municipal Manager	Director Corporate Services	Manager Human Resources Management	In consultation with Director	
1543	South African Local Government Bargaining Council: Main Collective Agreement - Organisational Rights		2.5.8.2	Granting permission for reasonable telephone, fax, and copying facilities to trade unions		Municipal Manager	Director Corporate Services	Manager Human Resources Management	In consultation with Director	
1544	South African Local Government Bargaining Council: Main Collective Agreement - Organisational Rights		2.6.1	Granting additional time off to office bearers of trade unions		Municipal Manager	Director Corporate Services	Manager Human Resources Management	In consultation with relevant Manager	

Delegation No.	ACT, REGULATION, BY-LAW POLICY	MATTERS	Reference No.	Power/Duty	Applicable conditions	Duty of	Delegated to	Sub-delegated to	Remarks	Report
1545	OUTDOOR ADVERTISING AND SIGNAGE BY-LAW		3(1) and (2)	Approval of advert or sign		Municipal Manager	Relevant Director (Director Technical Services & Director Community Services)	Relevant Manager (Manager Project Management & Building Control; Manager Civil Engineering Services; Manager Protection Services)	<ul style="list-style-type: none"> * Signs that require the approval of a building plan- Manager Project Management & Building Control. * Signs to be erected in streets or street reserves excluding tourism signs- Civil Engineering Department. * Temporary signs in terms of Schedules 9, 10 and 11- Manager Protection Services in consultation with the relevant manager 	
1546	OUTDOOR ADVERTISING AND SIGNAGE BY-LAW		3(6)	Requiring of studies or assessments		Municipal Manager	Relevant Director (Director Technical Services & Director Community Services)	Relevant Manager (Manager Project Management & Building Control; Manager Civil Engineering Services; Manager Protection Services)	<ul style="list-style-type: none"> * Signs that require the approval of a building plan- Manager Project Management & Building Control. * Signs to be erected in streets or street reserves excluding tourism signs- Civil Engineering Department. * Temporary signs in terms of Schedules 9, 10 and 11- Manager Protection Services in consultation with the relevant manager 	
1547	OUTDOOR ADVERTISING AND SIGNAGE BY-LAW		3(7)	Deciding if public participation process is required		Municipal Manager	Relevant Director (Director Technical Services & Director Community Services)	Relevant Manager (Manager Project Management & Building Control; Manager Civil Engineering Services; Manager Protection Services)	<ul style="list-style-type: none"> * Signs that require the approval of a building plan- Manager Project Management & Building Control. * Signs to be erected in streets or street reserves excluding tourism signs- Civil Engineering Department. * Temporary signs in terms of Schedules 9, 10 and 11- Manager Protection Services in consultation with the relevant manager 	

Delegation No.	ACT, REGULATION, BY-LAW POLICY	MATTERS	Reference No.	Power/Duty	Applicable conditions	Duty of	Delegated to	Sub-delegated to	Remarks	Report
1548	OUTDOOR ADVERTISING AND SIGNAGE BY-LAW		3(9)	Notify applicant of additional requirements		Municipal Manager	Relevant Director (Director Technical Services & Director Community Services)	Relevant Manager (Manager Project Management & Building Control; Manager Civil Engineering Services; Manager Protection Services)	<ul style="list-style-type: none"> * Signs that require the approval of a building plan- Manager Project Management & Building Control. * Signs to be erected in streets or street reserves excluding tourism signs- Civil Engineering Department. * Temporary signs in terms of Schedules 9, 10 and 11- Manager Protection Services in consultation with the relevant manager 	
1549	OUTDOOR ADVERTISING AND SIGNAGE BY-LAW		4(1)	Determination of fees		Council	None	None		
1550	OUTDOOR ADVERTISING AND SIGNAGE BY-LAW		8(1)	Approval of illuminated sign		Municipal Manager	Relevant Director (Director Technical Services & Director Community Services)	Relevant Manager (Manager Project Management & Building Control; Manager Civil Engineering Services; Manager Protection Services)	<ul style="list-style-type: none"> * Signs that require the approval of a building plan- Manager Project Management & Building Control. * Signs to be erected in streets or street reserves excluding tourism signs- Civil Engineering Department. * Temporary signs in terms of Schedules 9, 10 and 11- Manager Protection Services in consultation with the relevant manager 	
1551	OUTDOOR ADVERTISING AND SIGNAGE BY-LAW		9(7)	Approval of signs within road reserve		Municipal Manager	Director Technical Services	Manager Civil Engineering Services		
1552	OUTDOOR ADVERTISING AND SIGNAGE BY-LAW		11(1)	Refuse or grant application or determine conditions		Municipal Manager	Relevant Director (Director Technical Services & Director Community Services)	Relevant Manager (Manager Project Management & Building Control; Manager Civil Engineering Services; Manager Protection Services)	<ul style="list-style-type: none"> * Signs that require the approval of a building plan- Manager Project Management & Building Control. * Signs to be erected in streets or street reserves excluding tourism signs- Civil Engineering Department. * Temporary signs in terms of Schedules 9, 10 and 11- Manager Protection Services in consultation with the relevant manager 	

Delegation No.	ACT, REGULATION, BY-LAW POLICY	MATTERS	Reference No.	Power/Duty	Applicable conditions	Duty of	Delegated to	Sub-delegated to	Remarks	Report
1553	OUTDOOR ADVERTISING AND SIGNAGE BY-LAW		11(2)	Withdrawal of approval or amend conditions		Municipal Manager	Relevant Director (Director Technical Services & Director Community Services)	Relevant Manager (Manager Project Management & Building Control; Manager Civil Engineering Services; Manager Protection Services)	* Signs that require the approval of a building plan- Manager Project Management & Building Control. * Signs to be erected in streets or street reserves excluding tourism signs- Civil Engineering Department. * Temporary signs in terms of Schedules 9, 10 and 11- Manager Protection Services in consultation with the relevant manager	
1554	OUTDOOR ADVERTISING AND SIGNAGE BY-LAW		11(3)	Extension of 12 month period		Municipal Manager	Relevant Director (Director Technical Services & Director Community Services)	Relevant Manager (Manager Project Management & Building Control; Manager Civil Engineering Services; Manager Protection Services)	* Signs that require the approval of a building plan- Manager Project Management & Building Control. * Signs to be erected in streets or street reserves excluding tourism signs- Civil Engineering Department. * Temporary signs in terms of Schedules 9, 10 and 11- Manager Protection Services in consultation with the relevant manager	
1555	OUTDOOR ADVERTISING AND SIGNAGE BY-LAW		11(6)	Notifying of applicant		Municipal Manager	Relevant Director (Director Technical Services & Director Community Services)	Relevant Manager (Manager Project Management & Building Control; Manager Civil Engineering Services; Manager Protection Services)	* Signs that require the approval of a building plan- Manager Project Management & Building Control. * Signs to be erected in streets or street reserves excluding tourism signs- Civil Engineering Department. * Temporary signs in terms of Schedules 9, 10 and 11- Manager Protection Services in consultation with the relevant manager	
1556	OUTDOOR ADVERTISING AND SIGNAGE BY-LAW		12	Acceptance of notice of appeal		Municipal Manager	None	None		

Delegation No.	ACT, REGULATION, BY-LAW POLICY	MATTERS	Reference No.	Power/Duty	Applicable conditions	Duty of	Delegated to	Sub-delegated to	Remarks	Report
1557	OUTDOOR ADVERTISING AND SIGNAGE BY-LAW		13(3)(b)	Ordering of removal of sign		Municipal Manager	Relevant Director (Director Technical Services & Director Community Services)	Relevant Manager (Manager Project Management & Building Control; Manager Civil Engineering Services; Manager Protection Services)	<ul style="list-style-type: none"> * Signs that require the approval of a building plan- Manager Project Management & Building Control. * Signs to be erected in streets or street reserves excluding tourism signs- Civil Engineering Department. * Temporary signs in terms of Schedules 9, 10 and 11- Manager Protection Services in consultation with the relevant manager 	
1558	OUTDOOR ADVERTISING AND SIGNAGE BY-LAW		13(10)(b)	Approval for erection of signs on municipal land		Municipal Manager	Relevant Director (Director Technical Services & Director Community Services)	Relevant Manager (Manager Project Management & Building Control; Manager Civil Engineering Services; Manager Protection Services)	<ul style="list-style-type: none"> * Signs that require the approval of a building plan- Manager Project Management & Building Control. * Signs to be erected in streets or street reserves excluding tourism signs- Civil Engineering Department. * Temporary signs in terms of Schedules 9, 10 and 11- Manager Protection Services in consultation with the relevant manager 	
1559	OUTDOOR ADVERTISING AND SIGNAGE BY-LAW		19(1)	Notifying person to remove sign		Municipal Manager	Relevant Director (Director Technical Services & Director Community Services)	Relevant Manager (Manager Project Management & Building Control; Manager Civil Engineering Services; Manager Protection Services)	<ul style="list-style-type: none"> * Signs that require the approval of a building plan- Manager Project Management & Building Control. * Signs to be erected in streets or street reserves excluding tourism signs- Civil Engineering Department. * Temporary signs in terms of Schedules 9, 10 and 11- Manager Protection Services in consultation with the relevant manager 	

Delegation No.	ACT, REGULATION, BY-LAW POLICY	MATTERS	Reference No.	Power/Duty	Applicable conditions	Duty of	Delegated to	Sub-delegated to	Remarks	Report
1560	OUTDOOR ADVERTISING AND SIGNAGE BY-LAW		19(2)	Withdrawal of notice		Municipal Manager	Relevant Director (Director Technical Services & Director Community Services)	Relevant Manager (Manager Project Management & Building Control; Manager Civil Engineering Services; Manager Protection Services)	<ul style="list-style-type: none"> * Signs that require the approval of a building plan- Manager Project Management & Building Control. * Signs to be erected in streets or street reserves excluding tourism signs- Civil Engineering Department. * Temporary signs in terms of Schedules 9, 10 and 11- Manager Protection Services in consultation with the relevant manager 	
1561	OUTDOOR ADVERTISING AND SIGNAGE BY-LAW		19(3)	Authorisation of removal of sign		Municipal Manager	Relevant Director (Director Technical Services & Director Community Services)	Relevant Manager (Manager Project Management & Building Control; Manager Civil Engineering Services; Manager Protection Services)	<ul style="list-style-type: none"> * Signs that require the approval of a building plan- Manager Project Management & Building Control. * Signs to be erected in streets or street reserves excluding tourism signs- Civil Engineering Department. * Temporary signs in terms of Schedules 9, 10 and 11- Manager Protection Services in consultation with the relevant manager 	
1562	OUTDOOR ADVERTISING AND SIGNAGE BY-LAW		19(5)	Authorisation of removal of sign without notice		Municipal Manager	Relevant Director (Director Technical Services & Director Community Services)	Relevant Manager (Manager Project Management & Building Control; Manager Civil Engineering Services; Manager Protection Services)	<ul style="list-style-type: none"> * Signs that require the approval of a building plan- Manager Project Management & Building Control. * Signs to be erected in streets or street reserves excluding tourism signs- Civil Engineering Department. * Temporary signs in terms of Schedules 9, 10 and 11- Manager Protection Services in consultation with the relevant manager 	
1563	OUTDOOR ADVERTISING AND SIGNAGE BY-LAW		19(8)	Disposal of removed signs		Council	None	None		

Delegation No.	ACT, REGULATION, BY-LAW POLICY	MATTERS	Reference No.	Power/Duty	Applicable conditions	Duty of	Delegated to	Sub-delegated to	Remarks	Report
1564	OUTDOOR ADVERTISING AND SIGNAGE BY-LAW		21	Establishment of liaison forums		Municipal Manager	Relevant Director (Director Technical Services & Director Community Services)	Relevant Manager (Manager Project Management & Building Control; Manager Civil Engineering Services; Manager Protection Services)	* Signs that require the approval of a building plan- Manager Project Management & Building Control. * Signs to be erected in streets or street reserves excluding tourism signs- Civil Engineering Department. * Temporary signs in terms of Schedules 9, 10 and 11- Manager Protection Services in consultation with the relevant manager	
1565	OUTDOOR ADVERTISING AND SIGNAGE BY-LAW		22	Application for order to enforce by-law		Municipal Manager	Relevant Director (Director Technical Services & Director Community Services)	Relevant Manager (Manager Project Management & Building Control; Manager Civil Engineering Services; Manager Protection Services)	In consultation with relevant director	
1566	OUTDOOR ADVERTISING AND SIGNAGE BY-LAW		23	Approval of exemption from provisions of by-law		Council	None	None		
1567	BY-LAW RELATING TO AIR QUALITY		3(2)	Monitoring impact and effectiveness of air quality measures		Municipal Manager	Director Corporate Services	Environmental Planning Management Officer		
1568	BY-LAW RELATING TO AIR QUALITY		3(3)	Issue of directives to implement measures to prevent air pollution		Municipal Manager	Director Corporate Services	Environmental Planning Management Officer		
1569	BY-LAW RELATING TO AIR QUALITY		3(5)	Recovery of cost in case of failure to implement required measures		Municipal Manager	Director Corporate Services	Environmental Planning Management Officer		
1570	BY-LAW RELATING TO AIR QUALITY		4(1)	Declaration of air pollution control zone		Council	None	None		
1571	BY-LAW RELATING TO AIR QUALITY		4(2)(a)-(c)	Publication of notice with restrictions and requirements in air pollution control zone		Municipal Manager	Director Corporate Services	Environmental Planning Management Officer		
1572	BY-LAW RELATING TO AIR QUALITY		12(1)	Granting exemptions from provisions of by-law		Council	None	None		
1573	BY-LAW RELATING TO AIR QUALITY		13(3)	Granting of temporary exemption of smoke emissions from dwellings		Municipal Manager	Director Corporate Services	Environmental Planning Management Officer		

Delegation No.	ACT, REGULATION, BY-LAW POLICY	MATTERS	Reference No.	Power/Duty	Applicable conditions	Duty of	Delegated to	Sub-delegated to	Remarks	Report
1574	BY-LAW RELATING TO AIR QUALITY		14(1)	Approval for emissions caused by open burning		Municipal Manager	Director Corporate Services	Environmental Planning Management Officer		
1575	BY-LAW RELATING TO AIR QUALITY		19(1)	Issue of repair notice to owner of vehicle emitting dark smoke		Municipal Manager	Manager Planning & Environmental Management	Environmental Planning Management Officer		
1576	BY-LAW RELATING TO AIR QUALITY		20(1)	Issue of compliance notice to a person who permits emissions that cause a nuisance		Municipal Manager	Manager Planning & Environmental Management	Environmental Planning Management Officer		
1577	BY-LAW RELATING TO AIR QUALITY		22	Determining steps to remedy harm caused by emissions causing a nuisance and to recover costs incurred		Municipal Manager	Director Corporate Services	Environmental Planning Management Officer		
1578	BY-LAW RELATING TO AIR QUALITY		27(3)(a)	Approval of pesticide spraying emissions		Municipal Manager	Director Corporate Services	Environmental Planning Management Officer		
1579	BY-LAW RELATING TO AIR QUALITY		27(5)(a)(c)	Approval of exemption if pesticide spraying emissions are to manage pests that transmit human diseases, a threat to eco systems or in urgent cases		Municipal Manager	Director Corporate Services	Environmental Planning Management Officer		
1580	BY-LAW RELATING TO CEMETERIES AND CREMATORIA		3(1)	Acquisition of land for establishment of cemeteries		Council	None	None		
1581	BY-LAW RELATING TO CEMETERIES AND CREMATORIA		3(2)	Decision to set aside sections of cemeteries		Council	Executive Mayor	None		
1582	BY-LAW RELATING TO CEMETERIES AND CREMATORIA		3(3)	Conduct public participation process		Municipal Manager	Director Community Services	None		
1583	BY-LAW RELATING TO CEMETERIES AND CREMATORIA		4	Determination of alternative method of disposal of bodies		Council	Executive Mayor	Municipal Manager		
1584	BY-LAW RELATING TO CEMETERIES AND CREMATORIA		5	Appointment of Caretaker		Municipal Manager	None	None		
1585	BY-LAW RELATING TO CEMETERIES AND CREMATORIA		6	Determination of hours for admission of public		Municipal Manager	Director Community Services	None		
1586	BY-LAW RELATING TO CEMETERIES AND CREMATORIA		9(2)	Determination of fees for reservation of plots		Council	None	None		
1587	BY-LAW RELATING TO CEMETERIES AND CREMATORIA		10	Approval of burials		Director Community Services	Manager Community Facilities	None		
1588	BY-LAW RELATING TO CEMETERIES AND CREMATORIA		11	Determination of interment times		Director Community Services	Manager Community Facilities	None		

Delegation No.	ACT, REGULATION, BY-LAW POLICY	MATTERS	Reference No.	Power/Duty	Applicable conditions	Duty of	Delegated to	Sub-delegated to	Remarks	Report
1589	BY-LAW RELATING TO CEMETERIES AND CREMATORIA		12	Keeping of register of burials		Director Community Services	Manager Community Facilities	Head Facilities Management	In consultation with Manager Community Facilities	
1590	BY-LAW RELATING TO CEMETERIES AND CREMATORIA		13	Interment of destitute persons (pauper burials)		Municipal Manager	None	None		
1591	BY-LAW RELATING TO CEMETERIES AND CREMATORIA		14(1)	Permission to bury more than one corpse in a coffin		Director Community Services	Manager Community Facilities	None		
1592	BY-LAW RELATING TO CEMETERIES AND CREMATORIA		17(1)	Reservation of grave plots		Director Community Services	Manager Community Facilities	None		
1593	BY-LAW RELATING TO CEMETERIES AND CREMATORIA		21(1) & (2)	Permitting a hearse and setting routes in a cemetery		Director Community Services	Manager Community Facilities	None		
1594	BY-LAW RELATING TO CEMETERIES AND CREMATORIA		22	Permitting music in a cemetery		Director Community Services	Manager Community Facilities	Head Facilities Management		
1595	BY-LAW RELATING TO CEMETERIES AND CREMATORIA		23	Numbering of graves		Director Community Services	Manager Community Facilities	Head Facilities Management		
1596	BY-LAW RELATING TO CEMETERIES AND CREMATORIA		24	Permission for disturbance of mortal remains		Municipal Manager	Director Community Services	None		
1597	BY-LAW RELATING TO CEMETERIES AND CREMATORIA		25	Determination of time for exumations		Director Community Services	Director Community Services	Manager Community Facilities		
1598	BY-LAW RELATING TO CEMETERIES AND CREMATORIA		26	Permission for re-opening of grave		Municipal Manager	Director Community Services	Head Facilities Management		
1599	BY-LAW RELATING TO CEMETERIES AND CREMATORIA		30(3)	Permission to bury, exhume or scatter ashes		Director Community Services	Manager Community Facilities	Head Facilities Management		
1600	BY-LAW RELATING TO CEMETERIES AND CREMATORIA		31	Issue of cremation certificate		Director Community Services	Manager Community Facilities	Head Facilities Management		
1601	BY-LAW RELATING TO CEMETERIES AND CREMATORIA		32	Permission for erection and maintainance of memorial work		Director Community Services	Manager Community Facilities	None		
1602	BY-LAW RELATING TO CEMETERIES AND CREMATORIA		33	Determination of requirements for erection of memorial work		Director Community Services	Manager Community Facilities	None		
1603	BY-LAW RELATING TO CEMETERIES AND CREMATORIA		34(1) - (3)	Determination of position and removal of memorial work		Director Community Services	Manager Community Facilities	None		
1604	BY-LAW RELATING TO CEMETERIES AND CREMATORIA		35(1)	Issue of notice to repair memorial work		Director Community Services	Manager Community Facilities	None		
1605	BY-LAW RELATING TO CEMETERIES AND CREMATORIA		41(1)	Permission for erection of memorial work in a crematorium		Director Community Services	Manager Community Facilities	None		
1606	BY-LAW RELATING TO CEMETERIES AND CREMATORIA		42	Permission to exempt Commonwealth War Graves from provisions of by-law		Council	Executive Mayor	None		
1607	BY-LAW RELATING TO CEMETERIES AND CREMATORIA		43(1)	Establishment of sections in a cemetery		Director Community Services	Manager Community Facilities	None		

Delegation No.	ACT, REGULATION, BY-LAW POLICY	MATTERS	Reference No.	Power/Duty	Applicable conditions	Duty of	Delegated to	Sub-delegated to	Remarks	Report
1608	BY-LAW RELATING TO CEMETERIES AND CREMATORIA		51(1)	Permission to establish private cemeteries		Council	Executive Mayor	None		
1609	BY-LAW RELATING TO CEMETERIES AND CREMATORIA		51(5)	Permission to depart from approved private cemetery plans		Council	Executive Mayor	None		
1610	BY-LAW RELATING TO CEMETERIES AND CREMATORIA		53(1)	Decision to use disused or closed cemeteries for other purposes		Council	Executive Mayor	None		
1611	BY-LAW RELATING TO CEMETERIES AND CREMATORIA		53(2)	Decision to remove mortal remains from disused cemetery to another		Council	Executive Mayor	None		
1612	BY-LAW RELATING TO CEMETERIES AND CREMATORIA		61(1)	Approval of exemption from provisions of by-law		Council	None	None		
1613	COMMONAGE BY-LAW		3(1) - (3)	Establishment of camps and paddocks for grazing		Council	None	None		
1614	COMMONAGE BY-LAW		4(1)	Decision to close camps		Council	None	None		
1615	COMMONAGE BY-LAW		5(1)	Approval to graze animals		Council	None	None		
1616	COMMONAGE BY-LAW		7(1)	Determination of numbers and conditions for grazing of animals		Council	None	None		
1617	COMMONAGE BY-LAW		9(1)	Determination of grazing fees		Council	None	None		
1618	COMMONAGE BY-LAW		12(1)(a) - (l)	Giving consent to any of the prohibited conduct on the commonage		Council	None	None		
1619	COMMONAGE BY-LAW		13	Approval of exemptions from provisions of by-law		Council	None	None		
1620	COMMONAGE BY-LAW		14	Establishment of liaison forums in communities		Council	None	None		
1621	CREDIT CONTROL BY-LAW		4(2)	Approval of exemption from provisions of by-law		Council	None	None		
1622	CREDIT CONTROL BY-LAW		4(3)	Decision to withdraw exemptions		Council	None	None		
1623	CREDIT CONTROL BY-LAW		5(1)	Approval of application for municipal services		Director Financial Services	Manager Revenue Management	None		
1624	CREDIT CONTROL BY-LAW		5(3)	Conclusion of agreement to supply services		Director Financial Services	Manager Revenue Management	None		
1625	CREDIT CONTROL BY-LAW		5(6)	Notification of applicant of refusal to supply services		Director Financial Services	Manager Revenue Management	None		
1626	CREDIT CONTROL BY-LAW		6(1)	Determination of deposit for services		Council	None	None		
1627	CREDIT CONTROL BY-LAW		7(7)	Estimation of quantity of services consumed		Director Financial Services	Manager Revenue Management	None		
1628	CREDIT CONTROL BY-LAW		8(1)	Termination of services agreement		Director Financial Services	Manager Revenue Management	Accountant Credit control		
1629	CREDIT CONTROL BY-LAW		9(1) & (2)	Arrangement and entering into agreement for payment of arrears		Director Financial Services	Manager Revenue Management	Accountant Credit control		
1630	CREDIT CONTROL BY-LAW		10(1)	Determination of interest payable on accounts		Council	None	None		
1631	CREDIT CONTROL BY-LAW		11	Implementation of debt collection mechanisms		Director Financial Services	Manager Revenue Management	Accountant Credit control		
1632	CREDIT CONTROL BY-LAW		11(6)	Termination of services due to non payment		Director Financial Services	Manager Revenue Management	Accountant Credit control		

Delegation No.	ACT, REGULATION, BY-LAW POLICY	MATTERS	Reference No.	Power/Duty	Applicable conditions	Duty of	Delegated to	Sub-delegated to	Remarks	Report
1633	CREDIT CONTROL BY-LAW		13(1)	Provision of metering equipment		Director Financial Services	Manager Revenue Management	Accountant Debtors		
1634	CREDIT CONTROL BY-LAW		13(10)	Consideration of adjustment to accounts because of inaccurate metering		Director Financial Services	Manager Revenue Management	Accountant Debtors		
1635	CREDIT CONTROL BY-LAW		13(17)	Decision on measures for restriction of use of services		Council	Executive Mayor	None		
1636	CREDIT CONTROL BY-LAW		14(1)	Approval for the re-sale of water or electricity		Council	Executive Mayor	None		
1637	CREDIT CONTROL BY-LAW		16(1)	Decision on credit given to indigent households		Council	None	None		
1638	CREDIT CONTROL BY-LAW		17(1)	Cancellation of registration of indigent households		Director Financial Services	Manager Revenue Management	Accountant Credit control		
1639	CREDIT CONTROL BY-LAW		18(1)	Adoption of tariff structure		Council	None	None		
1640	CREDIT CONTROL BY-LAW		18(7)	Annual review of indigence relief measures		Council	None	None		
1641	CREDIT CONTROL BY-LAW		33	Abandonment of debt		Council	None	None		
1642	ELECTRICITY SUPPLY BY-LAW		3	Entering into agreement for electricity supply		Municipal Manager	Director Technical Services	None		
1643	ELECTRICITY SUPPLY BY-LAW		7	Processing of applications for supply		Director Technical Services	Manager Electrical Engineering Services	None		
1644	ELECTRICITY SUPPLY BY-LAW		8	Consideration of way leave applications		Municipal Manager	Director Technical Services	All Senior Superintendents Electrical Services		
1645	ELECTRICITY SUPPLY BY-LAW		9	Notification of owner of proposed works		Director Technical Services	Manager Electrical Engineering Services	All Senior Superintendents Electrical Services		
1646	ELECTRICITY SUPPLY BY-LAW		18(1)	Approval for re-sale of electricity		Council	Executive Mayor	None		
1647	ELECTRICITY SUPPLY BY-LAW		18(2)	Determination of tariffs for re-sale of electricity		Council	None	None	Annually during budget	
1648	ELECTRICITY SUPPLY BY-LAW		19(1)	Decision to disconnect supply		Director Technical Services	Manager Electrical Engineering Services	All Senior Superintendents Electrical Services	Reasonable notice to be given	
1649	ELECTRICITY SUPPLY BY-LAW		19(2)	Decision to remove illegal connection or in case of tampering		Director Technical Services	Manager Electrical Engineering Services	None		
1650	ELECTRICITY SUPPLY BY-LAW		25(1)(a)-(d)	Granting of consent to undertake electrical installations or excavate ground near supply mains		Director Technical Services	Manager Electrical Engineering Services	All Senior Superintendents Electrical Services		
1651	ELECTRICITY SUPPLY BY-LAW		27	Authorising of person to connect to supply mains		Director Technical Services	Manager Electrical Engineering Services	All Senior Superintendents Electrical Services		
1652	ELECTRICITY SUPPLY BY-LAW		28	Authorising of person to re-connect		Director Technical Services	Manager Electrical Engineering Services	All Senior Superintendents Electrical Services		

Delegation No.	ACT, REGULATION, BY-LAW POLICY	MATTERS	Reference No.	Power/Duty	Applicable conditions	Duty of	Delegated to	Sub-delegated to	Remarks	Report
1653	ELECTRICITY SUPPLY BY-LAW		30(1)	Termination of temporary supply		Director Technical Services	Manager Electrical Engineering Services	All Senior Superintendents Electrical Services		
1654	ELECTRICITY SUPPLY BY-LAW		31	Permission for connection of temporary supply to supply mains		Director Technical Services	Manager Electrical Engineering Services	All Senior Superintendents Electrical Services		
1655	ELECTRICITY SUPPLY BY-LAW		32(1)	Decision to interrupt supply at times of peak load		Director Technical Services	Manager Electrical Engineering Services	None		
1656	ELECTRICITY SUPPLY BY-LAW		33	Approval and installation of high, medium or low medium voltage equipment		Director Technical Services	Manager Electrical Engineering Services	None		
1657	ELECTRICITY SUPPLY BY-LAW		35(1)	Approval of wiring diagrams and specification for multiple supply		Director Technical Services	Manager Electrical Engineering Services	None		
1658	ELECTRICITY SUPPLY BY-LAW		35(2)	Approval of drawings and specification for installations supplied from a substation		Director Technical Services	Manager Electrical Engineering Services	None		
1659	ELECTRICITY SUPPLY BY-LAW		36	Approval and determination of conditions for standby supply		Director Technical Services	Manager Electrical Engineering Services	None		
1660	ELECTRICITY SUPPLY BY-LAW		37	Approval of alternate electricity supply to premises		Director Technical Services	Manager Electrical Engineering Services	None		
1661	ELECTRICITY SUPPLY BY-LAW		44(1)	Determination of cost of service connections		Council	None	None	Annually during budget	
1662	ELECTRICITY SUPPLY BY-LAW		44(3)	Determination of specifications for service connection conductors		Director Technical Services	Manager Electrical Engineering Services	None		
1663	ELECTRICITY SUPPLY BY-LAW		48(2)	Assessment of interference with other customer's supply		Director Technical Services	Manager Electrical Engineering Services	All Senior Superintendents Electrical Services		
1664	ELECTRICITY SUPPLY BY-LAW		49	Determination of rating for electric motors		Director Technical Services	Manager Electrical Engineering Services	None		
1665	ELECTRICITY SUPPLY BY-LAW		52(1)	Installation of metering equipment		Director Technical Services	Manager Electrical Engineering Services	All Senior Superintendents Electrical Services		
1666	ELECTRICITY SUPPLY BY-LAW		52(5)	Approval for alterations to electricity connection		Director Technical Services	Manager Electrical Engineering Services	All Senior Superintendents Electrical Services		
1667	ELECTRICITY SUPPLY BY-LAW		53(9)	Notification of consumer adjustment to account		Director Financial Services	Manager Revenue Management	None	Before adjustment	
1668	ELECTRICITY SUPPLY BY-LAW		54	Reading of meters		Director Financial Services	Manager Revenue Management	None		
1669	ELECTRICITY SUPPLY BY-LAW		55	Appointment of vendors for sale of electricity		Director Financial Services	Manager Revenue Management	None		
1670	ELECTRICITY SUPPLY BY-LAW		59	Determination of norms and standards for supply		Council	Executive Mayor	None		

Delegation No.	ACT, REGULATION, BY-LAW POLICY	MATTERS	Reference No.	Power/Duty	Applicable conditions	Duty of	Delegated to	Sub-delegated to	Remarks	Report
1671	ELECTRICITY SUPPLY BY-LAW		60	Approval of exemptions from provisions of by-law		Council	None	None		
1672	FENCES AND WALLS BY-LAW		4(1)	Approval for erection of fences		Director Technical Services	Manager Project Management & Building Control	None		
1673	FENCES AND WALLS BY-LAW		4(3)	Notifying applicant of reasons for refusal of application		Director Technical Services	Manager Project Management & Building Control	Building Control Officers		
1674	FENCES AND WALLS BY-LAW		4(7)	Instruct the owner in the interest of safety to erect or repair a fence or to reduce the height of a wall		Director Technical Services	Manager Project Management & Building Control	Building Control Officers		
1675	FENCES AND WALLS BY-LAW		6(4)	Obtaining demolition order when necessary		Director Technical Services	Manager Project Management & Building Control	Building Control Officers		
1676	FENCES AND WALLS BY-LAW		7	Decision to recover costs for failure to take required measures		Director Technical Services	Manager Project Management & Building Control	None		
1677	FENCES AND WALLS BY-LAW		13(1)	Approval of exemptions from provisions of the by-law		Council	None	None		
1678	FIRE SAFETY BY-LAW		4	Establishment and maintenance of fire service		Council	None	None		
1679	FIRE SAFETY BY-LAW		22(1)	Determination of tariffs for fire services		Council	None	None	Annually during budget	
1680	FIRE SAFETY BY-LAW		23	Establishment of joint fire services committee		Municipal Manager	Director Community Services	Manager Protection Services		
1681	FIRE SAFETY BY-LAW		57	Preparation and maintenance of fire breaks		Municipal Manager	Manager Protection Services	Head Disaster Management & Fire Services		
1682	FIRE SAFETY BY-LAW		59(1)	Designation of places for fire works to be discharged		Council	Executive Mayor	None		
1683	FIRE SAFETY BY-LAW		59(2)	Approval of application to discharge fireworks on a private open space		Municipal Manager	Manager Protection Services	Head Disaster Management & Fire Services		
1684	FIRE SAFETY BY-LAW		59(3)	Publication of list of designated places for discharge of fireworks		Municipal Manager	Director Community Services	Manager Protection Services		
1685	FIRE SAFETY BY-LAW		59(4)	Imposition of conditions for discharge of fireworks		Municipal Manager	Manager Protection Services	Head Disaster Management & Fire Services		
1686	FIRE SAFETY BY-LAW		60(2)	Approval for fireworks display		Municipal Manager	Manager Protection Services	Head Disaster Management & Fire Services		
1687	FIRE SAFETY BY-LAW		77(2)	Decision to hold public inquiry into declaration of fire control zones		Municipal Manager	Director Community Services	Manager Protection Services		
1688	FIRE SAFETY BY-LAW		77(3)	Appointment of chairperson to hold inquiry and determination of procedures for the inquiry		Municipal Manager	None	None		
1689	FIRE SAFETY BY-LAW		77(5)	Publication of report after inquiry		Municipal Manager	Director Community Services	Manager Protection Services		

Delegation No.	ACT, REGULATION, BY-LAW POLICY	MATTERS	Reference No.	Power/Duty	Applicable conditions	Duty of	Delegated to	Sub-delegated to	Remarks	Report
1690	FIRE SAFETY BY-LAW		77(7)	Publication of fire control zone		Municipal Manager	Director Community Services	Manager Protection Services		
1691	FIRE SAFETY BY-LAW		115	Approval of exemption from provisions of by-law		Council	None	None		
1692	HOUSE SHOP BY-LAW		4	Consideration of application to operate house shop		Council	Executive Mayor	None	By-law repealed and replaced with House Shop Policy (RVN017/10/2017)	
1693	HOUSE SHOP BY-LAW		5	Determination of principles for consideration of applications		Council	Executive Mayor	None		
1694	HOUSE SHOP BY-LAW		5(5)	Approval of midblock applications where no corner shop located		Council	Executive Mayor	None		
1695	HOUSE SHOP BY-LAW		7	Withdrawal of permission to operate house shop		Council	Executive Mayor	None		
1696	HOUSE SHOP BY-LAW		9	Issue of compliance notices		Director Corporate Services	Manager Planning & Environmental Management	Town and Regional Planner (East) & Town and Regional Planner (West)		
1697	IMPOUNDMENT OF ANIMALS BY-LAW		3	Designation of pound		Council	Executive Mayor	None		
1698	IMPOUNDMENT OF ANIMALS BY-LAW		4	Designation of other pound to be used		Council	Executive Mayor	None		
1699	IMPOUNDMENT OF ANIMALS BY-LAW		5(1)	Determination of hours of operation of a pound		Municipal Manager	Director Community Services	Manager Protection Services		
1700	IMPOUNDMENT OF ANIMALS BY-LAW		7	Establishment of enclosures for animals		Municipal Manager	Director Community Services	Manager Protection Services		
1701	IMPOUNDMENT OF ANIMALS BY-LAW		12	Submission of entries of pound sales		Director Community Services	Manager Protection Services	None		
1702	IMPOUNDMENT OF ANIMALS BY-LAW		14	Determination of impoundment tariffs		Council	None	None	Annually during budget	
1703	IMPOUNDMENT OF ANIMALS BY-LAW		15(2)	Payment of pound fees received		Director Community Services	Manager Protection Services	None	7 days after impoundment	
1704	IMPOUNDMENT OF ANIMALS BY-LAW		16	Publication of notice of sale		Director Community Services	Manager Protection Services	None		
1705	IMPOUNDMENT OF ANIMALS BY-LAW		17(1)	Appointment of Auctioneer		Municipal Manager	None	None	Supply Chain Process	
1706	IMPOUNDMENT OF ANIMALS BY-LAW		18(d)	Payment of proceeds of sales to owners		Director Community Services	Manager Protection Services	None		
1707	IMPOUNDMENT OF ANIMALS BY-LAW		20	Recovery of cost from other municipalities		Director Community Services	Manager Protection Services	None		
1708	INFORMAL TRADING BY-LAW		3(1)(i)	Setting aside areas for trading		Council	Executive Mayor	None		
1709	INFORMAL TRADING BY-LAW		3(1)(j)(ii)	Adoption of policy for informal trading		Council	Executive Mayor	None		
1710	INFORMAL TRADING BY-LAW		3(1)(k)	Declaration of restricted or prohibited areas		Council	Executive Mayor	None		
1711	INFORMAL TRADING BY-LAW		4	Determination of rental for allocated stands for informal trading		Council	None	None		

Delegation No.	ACT, REGULATION, BY-LAW POLICY	MATTERS	Reference No.	Power/Duty	Applicable conditions	Duty of	Delegated to	Sub-delegated to	Remarks	Report
1712	INFORMAL TRADING BY-LAW		4(d)	Consideration of exemption from daily removal of goods		Municipal Manager	Director Community Services	Manager Protection Services		
1713	INFORMAL TRADING BY-LAW		6(2)(b)	Provision of receptacles for disposal of litter at allocated stands		Director Technical Services	Manager Civil Engineering Services	All Heads Civil Engineering Services		
1714	INFORMAL TRADING BY-LAW		7	Approval for trading in parks and gardens		Municipal Manager	Director Community Services	Manager Protection Services		
1715	INFORMAL TRADING BY-LAW		9(1)	Removal and impoundment of property or goods		Director Community Services	Manager Protection Services	Head Traffic Services & Law Enforcement		
1716	INFORMAL TRADING BY-LAW		9(3)	Sale or destruction of impounded property		Director Community Services	Manager Protection Services	Head Traffic Services & Law Enforcement		
1717	INFORMAL TRADING BY-LAW		12	Establishment of liaison forums		Municipal Manager	Director Community Services	Manager Protection Services		
1718	LIQUOR TRADING BY-LAW		3	Issue of zoning certificate for premises		Director Corporate Services	Manager Planning & Environmental Management	Town and Regional Planner (East) & Town and Regional Planner (West)		Repealed – Replaced with By-Law Relating to Control of Undertakings that Sell Liquor to the Public
1719	LIQUOR TRADING BY-LAW		4(1)	Determination of trading hours for on-consumption		Council	None	None		Repealed – Replaced with By-Law Relating to Control of Undertakings that Sell Liquor to the Public
1720	LIQUOR TRADING BY-LAW		5(1)	Determination of trading hours for off-consumption		Council	None	None		Repealed – Replaced with By-Law Relating to Control of Undertakings that Sell Liquor to the Public
1721	LIQUOR TRADING BY-LAW		6	Appointment of officials		Municipal Manager	None	None		Repealed – Replaced with By-Law Relating to Control of Undertakings that Sell Liquor to the Public
1722	LIQUOR TRADING BY-LAW		7	Determination of type of licensed premises		Director Corporate Services	Manager Planning & Environmental Management	None		Repealed – Replaced with By-Law Relating to Control of Undertakings that Sell Liquor to the Public
1723	LIQUOR TRADING BY-LAW		9(1)	Consideration of applications for extended trading hours		Council	Municipal Manager	Manager Planning & Environmental Management	1. In case of objections to be referred to Municipal Manager for final decision. 2. In case of no objections to be finalised by Manager Planning & Environmental Management.	Repealed – Replaced with By-Law Relating to Control of Undertakings that Sell Liquor to the Public

Delegation No.	ACT, REGULATION, BY-LAW POLICY	MATTERS	Reference No.	Power/Duty	Applicable conditions	Duty of	Delegated to	Sub-delegated to	Remarks	Report
1724	LIQUOR TRADING BY-LAW		10(1)	Lodging of representations against automatic renewal of licenses		Municipal Manager	Manager Planning & Environmental Management	None	Before 31 October of each year	Repealed – Replaced with By-Law Relating to Control of Undertakings that Sell Liquor to the Public
1725	PUBLIC NUISANCES BY-LAW		3(1)(g)	Approval of enclosing of stoep		Director Technical Services	Manager Project Management & Building Control	None		
1726	PUBLIC NUISANCES BY-LAW		3(2)(a)	Issuing notices for compliance		Director Community Services	Manager Protection Services	Head Traffic Services & Law Enforcement		
1727	PUBLIC NUISANCES BY-LAW		3(2)(b)	Issuing certificate of compliance		Director Community Services	Manager Protection Services	Head Traffic Services & Law Enforcement		
1728	PUBLIC NUISANCES BY-LAW		5	Approval of plans for structures		Director Technical Services	Manager Project Management & Building Control	None		
1729	PUBLIC NUISANCES BY-LAW		11	Notification of applicant to remove or abate nuisance by animals kept in unsatisfactory manner		Director Community Services	Manager Protection Services	Head Traffic Services & Law Enforcement		
1730	PUBLIC NUISANCES BY-LAW		12	Order for destruction of animals		Director Community Services	Manager Protection Services	Head Traffic Services & Law Enforcement		
1731	PUBLIC NUISANCES BY-LAW		15(3)	Approval of plans for structure		Director Technical Services	Manager Project Management & Building Control	None		
1732	PUBLIC NUISANCES BY-LAW		16	Granting of approval for breeding of pets		Director Community Services	Manager Protection Services	None		
1733	PUBLIC NUISANCES BY-LAW		18	Decision to withdraw permission		Director Community Services	Manager Protection Services	None		
1734	PUBLIC NUISANCES BY-LAW		18(2)	Recovery of costs for removal or impoundment of animals		Director Community Services	Manager Protection Services	None		
1735	PUBLIC NUISANCES BY-LAW		20(2)	Seizure and impoundment of dogs		Director Community Services	Manager Protection Services	Head Traffic Services & Law Enforcement		
1736	PUBLIC NUISANCES BY-LAW		20(3)	Determination of pound fees		Council	None	None		
1737	PUBLIC NUISANCES BY-LAW		21	Granting of approval for operating kennels, catteries, pet shops and pet parlours		Council	Executive Mayor	None		
1738	PUBLIC NUISANCES BY-LAW		22	Conclusion of agreement with District Municipality		Municipal Manager	None	None		
1739	PUBLIC NUISANCES BY-LAW		23(1)	To serve a notice of compliance on District Municipality		Municipal Manager	Director Community Services	None		
1740	PUBLIC NUISANCES BY-LAW		24(1)	Inspection of premises		Director Community Services	Manager Protection Services	Head Traffic Services & Law Enforcement		
1741	PUBLIC NUISANCES BY-LAW		27(2)	Submission of appeal to appeal authority		Municipal Manager	None	None		

Delegation No.	ACT, REGULATION, BY-LAW POLICY	MATTERS	Reference No.	Power/Duty	Applicable conditions	Duty of	Delegated to	Sub-delegated to	Remarks	Report
1742	PUBLIC NUISANCES BY-LAW		29	Approval of exemption from provisions of by-law		Council	None	None		
1743	PUBLIC NUISANCES BY-LAW		30	Establishment of liaison forums		Director Community Services	Manager Protection Services	None		
1744	PUBLIC AMENITIES BY-LAW		3	Determination of number of persons allowed in amenities		Director Community Services	Manager Community Facilities	Head Facilities Management		
1745	PUBLIC AMENITIES BY-LAW		4(1)	Determination of visiting hours to amenities		Director Community Services	Manager Community Facilities	None		
1746	PUBLIC AMENITIES BY-LAW		4(2)	Determination of activities to be undertaken in public amenities		Director Community Services	Manager Community Facilities	None		
1747	PUBLIC AMENITIES BY-LAW		4(3)	Granting permission for exclusive use of amenities by person or groups		Director Community Services	None	None		
1748	PUBLIC AMENITIES BY-LAW		4(4)	Temporary closure or suspension of activities in amenities		Director Community Services	Manager Community Facilities	Head Facilities Management		
1749	PUBLIC AMENITIES BY-LAW		5	Determination of entrance fees		Council	None	None	Annually during budget	
1750	PUBLIC AMENITIES BY-LAW		6	Erection of notice boards		Director Community Services	Manager Community Facilities	Head Facilities Management		
1751	PUBLIC AMENITIES BY-LAW		7(1)-(d)	Granting consent for certain activities in amenities		Director Community Services	Manager Community Facilities	None		
1752	PUBLIC AMENITIES BY-LAW		7(3)	Granting consent for erection of structures in amenities		Director Community Services	Manager Community Facilities	None	Resorts: Subject to approved building plans	
1753	PUBLIC AMENITIES BY-LAW		7(4)	Granting consent for bringing fire arms into amenities		Director Community Services	Manager Community Facilities	None		
1754	PUBLIC AMENITIES BY-LAW		8	Conclusion of agreements for use of amenities		Municipal Manager	Director Community Services	None		
1755	PUBLIC AMENITIES BY-LAW		9(1)	Issue of permits free of charge to groups/students for scientific research		Director Community Services	Manager Community Facilities	None		
1756	PUBLIC AMENITIES BY-LAW		10	Determination of fees payable in terms of by-law		Council	None	None	Annually during budget	
1757	PUBLIC AMENITIES BY-LAW		12(1)(b)	Authorisation of activities in 12(1)(b) and determining conditions		Municipal Manager	Director Community Services	None		
1758	PUBLIC AMENITIES BY-LAW		12	Provision of places for laundry or washing of crockery in amenities		Municipal Manager	Director Community Services	None		
1759	PUBLIC AMENITIES BY-LAW		13(1)	Determination of directions for bringing in of vehicles in amenities		Director Community Services	Manager Community Facilities	None		
1760	PUBLIC AMENITIES BY-LAW		13(2)	Determination of speed limits in amenities		Director Community Services	Manager Community Facilities	None		

Delegation No.	ACT, REGULATION, BY-LAW POLICY	MATTERS	Reference No.	Power/Duty	Applicable conditions	Duty of	Delegated to	Sub-delegated to	Remarks	Report
1761	PUBLIC AMENITIES BY-LAW		13(3)	Publication/indication of speed limits by notice		Director Community Services	Manager Community Facilities	None		
1762	PUBLIC AMENITIES BY-LAW		22	Entering into agreements for development or management of public amenities		Council	Municipal Manager	None	Subject to prior council approval	
1763	BUSES AND TAXIS BY-LAW		9	Establishment of liaison forums		Municipal Manager	Director Community Services	Manager Community Facilities		
1764	BUSES AND TAXIS BY-LAW		10	Approval of exemptions from provisions of by-law		Council	None	None		
1765	RATES BY-LAW		3(1)	Adoption of rates policy		Council	None	None		
1766	RATES BY-LAW		5	Enforcement of rates policy		Municipal Manager	Director Financial Services	Manager Revenue Management		
1767	BY-LAW RELATING TO ROADS & STREETS		3(a)	Granting of permission to make or construct streets or sidewalks		Director Technical Services	Manager Civil Engineering Services	All Heads Civil Engineering Services		
1768	BY-LAW RELATING TO ROADS & STREETS		3(b)	Permission to construct veranda etc in a street or public place		Director Technical Services	Manager Civil Engineering Services	None		
1769	BY-LAW RELATING TO ROADS & STREETS		3(c)	Permission to undertake beautification or improvements in streets		Director Technical Services	Manager Civil Engineering Services	All Heads Civil Engineering Services		
1770	BY-LAW RELATING TO ROADS & STREETS		4	Granting of permission to display advertisements etc in a street		Director Technical Services	None	None		
1771	BY-LAW RELATING TO ROADS & STREETS		5(c)	Approval for projections over streets		Director Technical Services	None	None		
1772	BY-LAW RELATING TO ROADS & STREETS		6	Approval for planting or removal of street trees		Director Technical Services	Manager Civil Engineering Services	All Heads Civil Engineering Services		
1773	BY-LAW RELATING TO ROADS & STREETS		7	Order to prune or remove tree		Director Technical Services	Manager Civil Engineering Services	All Heads Civil Engineering Services		
1774	BY-LAW RELATING TO ROADS & STREETS		8	Approval for dumping or placing matter in a street		Director Technical Services	Manager Civil Engineering Services	All Heads Civil Engineering Services		
1775	BY-LAW RELATING TO ROADS & STREETS		10	Permission to act as parking attendants		Director Technical Services	None	None		
1776	BY-LAW RELATING TO ROADS & STREETS		11	Regulation of encroachments		Director Technical Services	Manager Planning & Environmental Management	None		
1777	BY-LAW RELATING TO ROADS & STREETS		14	Permission to use explosives in a street		Director Technical Services	Manager Civil Engineering Services	None		
1778	BY-LAW RELATING TO ROADS & STREETS		16	Permission for erection of fences and wall on streets		Director Technical Services	Manager Project Management & Building Control	None		

Delegation No.	ACT, REGULATION, BY-LAW POLICY	MATTERS	Reference No.	Power/Duty	Applicable conditions	Duty of	Delegated to	Sub-delegated to	Remarks	Report
1779	BY-LAW RELATING TO ROADS & STREETS		17	Permission to store or place building materials in a street.		Director Technical Services	Manager Project Management & Building Control	None	In consultation with Head Traffic Services	
1780	BY-LAW RELATING TO ROADS & STREETS		18	Permission for erection or enclosure of balconies and verandah		Director Technical Services	Manager Project Management & Building Control	None		
1781	BY-LAW RELATING TO ROADS & STREETS		21(1)	Granting of permission for street collections and distribution of handbills		Municipal Manager	Manager Protection Services	Head Traffic Services & Law Enforcement		
1782	BY-LAW RELATING TO ROADS & STREETS		25(1)	Permission to set up amusement shows or devices in streets		Municipal Manager	Manager Protection Services	Head Traffic Services & Law Enforcement	In consultation with Head Traffic Services and Technical Managers	
1783	BY-LAW RELATING TO ROADS & STREETS		27	Permission to close or restrict access to streets		Director Community Services	Manager Protection Services	Head Traffic Services & Law Enforcement		
1784	BY-LAW RELATING TO ROADS & STREETS		30	Permission to undertake work in public roads or streets		Director Technical Services	Manager Civil/ Electrical Engineering Services	None		
1785	BY-LAW RELATING TO ROADS & STREETS		31(1)	Determination of norms and guidelines for work in streets		Director Technical Services	Manager Civil/ Electrical Engineering Services	None		
1786	BY-LAW RELATING TO ROADS & STREETS		32(1)	Permission to discharge water in streets or public roads		Director Technical Services	Manager Civil Engineering Services	All Heads Civil Engineering Services		
1787	BY-LAW RELATING TO ROADS & STREETS		35(1)	Order to display street number		Director Technical Services	Manager Civil Engineering Services	All Heads Civil Engineering Services		
1788	BY-LAW RELATING TO ROADS & STREETS		36(1)	Recovery of costs for unlawful work or erection of structures		Director Technical Services	Manager Civil Engineering Services	None		
1789	BY-LAW RELATING TO ROADS & STREETS		37(1)	Decision to permanently close or divert streets		Council	Executive Mayor	None		
1790	BY-LAW RELATING TO ROADS & STREETS		38	Granting of permission for temporary closing of or restricting access to streets or public places		Director Community Services	Manager Protection Services	Head Traffic Services & Law Enforcement		
1791	BY-LAW RELATING TO ROADS & STREETS		39(b)	Naming and re-naming of streets		Council	Executive Mayor	None		
1792	BY-LAW RELATING TO ROADS & STREETS		39 (c)	Allocation of street numbers		Director Corporate Services	Manager Planning & Environmental Management	None		
1793	BY-LAW RELATING TO ROADS & STREETS		40(1)	Declaration of streets and public places		Council	Executive Mayor	None		
1794	BY-LAW RELATING TO ROADS & STREETS		40(2)	Notification to public of declaration of streets or public places		Municipal Manager	Director Corporate Services	Manager Planning & Environmental Management		
1795	BY-LAW RELATING TO ROADS & STREETS		41(1)	Granting permission to hold or organise processions in streets		Municipal Manager	Manager Protection Services	Head Traffic Services & Law Enforcement		

Delegation No.	ACT, REGULATION, BY-LAW POLICY	MATTERS	Reference No.	Power/Duty	Applicable conditions	Duty of	Delegated to	Sub-delegated to	Remarks	Report
1796	BY-LAW RELATING TO ROADS & STREETS		41(5)	Withdrawal of permission to hold processions in streets		Municipal Manager	Manager Protection Services	Head Traffic Services & Law Enforcement		
1797	BY-LAW RELATING TO ROADS & STREETS		43	Approval of exemptions from provisions of by-law		Council	None	None		
1798	RULES OF ORDER		9(1)	Preparation of agenda for meetings		Municipal Manager	Director Corporate Services	Manager Administration		
1799	RULES OF ORDER		9(3)	Notice of Council meetings		Municipal Manager	Director Corporate Services	Manager Administration	At least 72 hours notice	
1800	RULES OF ORDER		9(5)	Convene Council meeting when requested by majority of councillors where Speaker fails to convene		Municipal Manager	None	None		
1801	RULES OF ORDER		9(6)	Notice of Council meeting convened in terms of section 9(5) at direction of the Speaker		Municipal Manager	Director Corporate Services	Manager Administration		
1802	RULES OF ORDER		9(9)	Publishing of notice of Council meeting in local press		Municipal Manager	Director Corporate Services	Manager Administration		
1803	RULES OF ORDER		9(11)	Making available copies of agenda and an official correspondence at various municipal offices		Municipal Manager	Director Corporate Services	Manager Administration		
1804	RULES OF ORDER		10(1)	Keeping of attendance register at meetings		Municipal Manager	Director Corporate Services	Manager Administration		
1805	RULES OF ORDER		11(7)	Recording of names of absent members at meetings		Municipal Manager	Director Corporate Services	Manager Administration		
1806	RULES OF ORDER		13(1)	Recording of minutes of proceedings at meetings		Municipal Manager	Director Corporate Services	Manager Administration		
1807	RULES OF ORDER		14(7)	Reporting of names of absent members to Speaker for purposes of an investigation in terms of Item 5 of the Schedule to the By-law		Municipal Manager	Director Corporate Services	Manager Administration		
1808	RULES OF ORDER		19(2)	Provision of members with a notice of intention to move for rescision of a council resolution		Municipal Manager	None	None	At least 12 hours before meeting	
1809	RULES OF ORDER		21(2)	Recording of motivation to exclude public from meeting		Municipal Manager	Director Corporate Services	Manager Administration		
1810	RULES OF ORDER		57(1)	Submission of draft by-law to Council		Municipal Manager	Director Corporate Services	Manager Administration		
1811	RULES OF ORDER		57(4)	Advertisement of adopted draft by-law for public comment		Municipal Manager	Director Corporate Services	Manager Administration		
1812	RULES OF ORDER		60(1)	Submission of report to Executive Mayor after public comment		Municipal Manager	Director Corporate Services	Manager Administration		
1813	RULES OF ORDER		60(2)	Publication of adopted by-law in Provincial Gazette		Municipal Manager	Director Corporate Services	Manager Administration		
1814	RULES OF ORDER		Item 7(4) Schedule	Taking of steps to ensure payment of fines imposed by Attendance Committee		Municipal Manager	None	None		
1815	RULES OF ORDER		Item 8(1) Schedule	Request to MEC for removal of member from Council after findings of Attendance Committee		Council	None	None		
1816	SOLID WASTE BY-LAW		4(1)	Provision of waste disposal service		Council	None	None		
1817	SOLID WASTE BY-LAW		6	Establishment and control of waste disposal site		Municipal Manager	Director Technical Services	Waste Manager (Manager Civil Engineering Services)		
1818	SOLID WASTE BY-LAW		7(1)	Granting of permission to dump waste or to recycle waste		Director Technical services	Waste Manager (Manager Civil Engineering Services)	None		

Delegation No.	ACT, REGULATION, BY-LAW POLICY	MATTERS	Reference No.	Power/Duty	Applicable conditions	Duty of	Delegated to	Sub-delegated to	Remarks	Report
1819	SOLID WASTE BY-LAW		8(2)	Determination of restrictions on off-loading of waste		Director Technical services	Waste Manager (Manager Civil Engineering Services)	None		
1820	SOLID WASTE BY-LAW		8(3)	Giving appropriate notice to public of requirements for waste disposal		Director Technical services	Waste Manager (Manager Civil Engineering Services)	None		
1821	SOLID WASTE BY-LAW		10	Determination of categories of waste		Director Technical services	Waste Manager (Manager Civil Engineering Services)	None		
1822	SOLID WASTE BY-LAW		15(1)	Determination of positions on premises for collection of waste		Director Technical services	Waste Manager (Manager Civil Engineering Services)	None		
1823	SOLID WASTE BY-LAW		15(4)7 (5)	Determination of times and periods for waste removal		Director Technical services	Waste Manager (Manager Civil Engineering Services)	None		
1824	SOLID WASTE BY-LAW		16	Regulation of access to waste disposal sites		Director Technical services	Waste Manager (Manager Civil Engineering Services)	None		
1825	SOLID WASTE BY-LAW		19	Granting of permission to burn waste		Director Technical services	Waste Manager (Manager Civil Engineering Services)	None	In consultation with Head Disaster Management & Fire Services	
1826	SOLID WASTE BY-LAW		20	Determination of fees for waste disposal		Council	None	None	Annually during budget	
1827	SOLID WASTE BY-LAW		21(1)	Approval for exemption from provisions of by-law		Council	None	None		
1828	SOLID WASTE BY-LAW		22	Establishment of liaison forums		Director Technical services	Waste Manager (Manager Civil Engineering Services)	None		
1829	SPORTING FACILITIES BY-LAW		4(1)	Establishing of a body or sport committee for advisory purposes		Municipal Manager	Director Community Services	Manager Community Facilities		
1830	SPORTING FACILITIES BY-LAW		4(3)	Acquiring of land or buildings for development of sport facilities		Council	None	None		
1831	SPORTING FACILITIES BY-LAW		4(4)	Determination of terms and conditions for hiring of sport facilities		Council	Executive Mayor	None		
1832	SPORTING FACILITIES BY-LAW		4(7)	Granting of permission for use of alcohol at sporting facilities		Municipal Manager	Director Community Services	Manager Community Facilities		
1833	SPORTING FACILITIES BY-LAW		4(8)	Decision to permanently close sporting facilities		Council	None	None		
1834	SPORTING FACILITIES BY-LAW		4(9)	Temporary Closure of sport facilities		Municipal Manager	Director Community Services	Manager Community Facilities		

Delegation No.	ACT, REGULATION, BY-LAW POLICY	MATTERS	Reference No.	Power/Duty	Applicable conditions	Duty of	Delegated to	Sub-delegated to	Remarks	Report
1835	SPORTING FACILITIES BY-LAW		5(1)	Determination of hours for use of facilities		Municipal Manager	Director Community Services	Manager Community Facilities		
1836	SPORTING FACILITIES BY-LAW		5(3)	Determination of the maximum capacity of a sporting facility		Municipal Manager	Director Community Services	Manager Community Facilities		
1837	SPORTING FACILITIES BY-LAW		6	Determination of tariffs for use or hiring of facilities		Council	None	None	Annually during budget	
1838	SPORTING FACILITIES BY-LAW		8(1)	Granting of permission to sport organisations to use facilities		Municipal Manager	Director Community Services	Manager Community Facilities		
1839	SPORTING FACILITIES BY-LAW		10(4)	Decision to cancel hiring of facilities		Municipal Manager	Director Community Services	Manager Community Facilities		
1840	SPORTING FACILITIES BY-LAW		10(5)	Notification of person/organisation involved of cancellation		Municipal Manager	Director Community Services	Manager Community Facilities	Reasonable notice in writing	
1841	SPORTING FACILITIES BY-LAW		11(2)(i)	Decision to take remedial steps in case of failure by a sport organisation to comply with conditions		Municipal Manager	Director Community Services	Manager Community Facilities		
1842	WATER SERVICES BY-LAW		2(1)	Consideration of application for water services		Director Technical Services	Manager Civil Engineering Services	None		
1843	WATER SERVICES BY-LAW		2(4)	Notification of client of available services		Director Technical Services	Manager Civil Engineering Services	All Heads Civil Engineering Services		
1844	WATER SERVICES BY-LAW		2(12)	Notification of applicant of reason for refusal of application		Director Technical Services	Manager Civil Engineering Services	All Heads Civil Engineering Services		
1845	WATER SERVICES BY-LAW		3	Entering into special agreements and determination of conditions		Municipal Manager	Director Technical Services	Manager Civil Engineering Services		
1846	WATER SERVICES BY-LAW		5	Determination of fees and charges		Council	None	None	Annually during budget.	
1847	WATER SERVICES BY-LAW		13(1)	Approval for exemption from provisions of by-law		Council	None	None		
1848	WATER SERVICES BY-LAW		13(2)	Decision on withdrawal of exemption		Council	None	None		
1849	WATER SERVICES BY-LAW		14(2)	Give written notice to restore access and restore as matter of urgency at cost of person		Director Technical Services	Manager Civil Engineering Services	None		
1850	WATER SERVICES BY-LAW		22(1)	Decision to issue notice of compliance		Director Technical Services	Manager Civil Engineering Services	All Heads Civil Engineering Services		
1851	WATER SERVICES BY-LAW		22(4)	Decision to undertake work and recover cost		Director Technical Services	Manager Civil Engineering Services	All Heads Civil Engineering Services		
1852	WATER SERVICES BY-LAW		33(3)	Notification of the owner of the premises to take reasonable measures to prevent or minimise illegal discharge or pollution.		Director Technical Services	Manager Civil Engineering Services	All Heads Civil Engineering Services		
1853	WATER SERVICES BY-LAW		33(6)	Decision to recover costs as result of illegal discharges		Director Technical Services	Manager Civil Engineering Services	All Heads Civil Engineering Services		
1854	WATER SERVICES BY-LAW		35	Approval for laying of pipes in streets or public places		Director Technical Services	Manager Civil Engineering Services	None		

Delegation No.	ACT, REGULATION, BY-LAW POLICY	MATTERS	Reference No.	Power/Duty	Applicable conditions	Duty of	Delegated to	Sub-delegated to	Remarks	Report
1855	WATER SERVICES BY-LAW		36(1)	Approval for use of water from other sources than main supply		Director Technical Services	Manager Civil Engineering Services	None		
1856	WATER SERVICES BY-LAW		36(3)	Decision to withdraw approval in terms of section 36(1)		Director Technical Services	Manager Civil Engineering Services	None		
1857	WATER SERVICES BY-LAW		37(1)	Approval for use of on site sanitation services not connected to municipality's sanitation system		Director Technical Services	Manager Civil Engineering Services	All Heads Civil Engineering Services		
1858	WATER SERVICES BY-LAW		37(3)	Decision to withdraw permission because of non-compliance with conditions		Director Technical Services	Manager Civil Engineering Services	None		
1859	WATER SERVICES BY-LAW		39(1)	Determination of service levels		Council	None	None		
1860	WATER SERVICES BY-LAW		43(1)	Granting of approval for connection of water services		Director Technical Services	Manager Civil Engineering Services	All Heads Civil Engineering Services		
1861	WATER SERVICES BY-LAW		47	Decision to disconnect water supply in circumstances listed in subsections (a) to (c)		Director Technical Services	Manager Civil Engineering Services	All Heads Civil Engineering Services		
1862	WATER SERVICES BY-LAW		49(1)	Authorisation for temporary water supply from fire hydrants		Director Technical Services	Manager Civil Engineering Services	All Heads Civil Engineering Services		
1863	WATER SERVICES BY-LAW		53(1)	Provision of measuring devices for consumption of water		Director Technical Services	Manager Civil Engineering Services	All Heads Civil Engineering Services		
1864	WATER SERVICES BY-LAW		58(1)	Decision to require owners to undertake water audits		Director Technical Services	Manager Civil Engineering Services	All Heads Civil Engineering Services		
1865	WATER SERVICES BY-LAW		59(1)	Approval for installation of water works		Director Technical Services	Manager Civil Engineering Services	None		
1866	WATER SERVICES BY-LAW		61(3)	Granting permission to person other than qualified plumber to do installation		Director Technical Services	Manager Civil Engineering Services	All Heads Civil Engineering Services		
1867	WATER SERVICES BY-LAW		67(1)	Decision to impose water restrictions		Council	Executive Mayor	None		
1868	WATER SERVICES BY-LAW		77(3)	Decision to require impact assessments for sinking of boreholes		Director Technical Services	Manager Civil Engineering Services	None		
1869	WATER SERVICES BY-LAW		82	Approval for the use of grey water		Director Technical Services	Manager Civil Engineering Services	All Heads Civil Engineering Services		
1870	WATER SERVICES BY-LAW		89(1)	Approval for the use of ventilated improved pit latrines		Director Technical Services	Manager Civil Engineering Services	None		
1871	WATER SERVICES BY-LAW		90(1)	Approval for the use of septic tanks and treatment plants		Director Technical Services	Manager Civil Engineering Services	All Heads Civil Engineering Services		
1872	WATER SERVICES BY-LAW		91(1)	Approval for the use of french drains		Director Technical Services	Manager Civil Engineering Services	All Heads Civil Engineering Services		
1873	WATER SERVICES BY-LAW		92(1)	Approval for the use of conservancy tanks		Director Technical Services	Manager Civil Engineering Services	All Heads Civil Engineering Services		
1874	WATER SERVICES BY-LAW		97(1)	Approval of location of connecting sewers		Director Technical Services	Manager Civil Engineering Services	All Heads Civil Engineering Services		

Delegation No.	ACT, REGULATION, BY-LAW POLICY	MATTERS	Reference No.	Power/Duty	Applicable conditions	Duty of	Delegated to	Sub-delegated to	Remarks	Report
1875	WATER SERVICES BY-LAW		99	Approval for interconnection between premises		Director Technical Services	Manager Civil Engineering Services	None		
1876	WATER SERVICES BY-LAW		101	Approval for acceptance of sewage by road haulage		Director Technical Services	Manager Civil Engineering Services	None		
1877	WATER SERVICES BY-LAW		102(1)	Granting of permission to discharge sewage into municipal system by road haulage		Director Technical Services	Manager Civil Engineering Services	None		
1878	WATER SERVICES BY-LAW		104(1)	Decision to withdraw permission to deliver sewage by road haulage		Director Technical Services	Manager Civil Engineering Services	None		
1879	WATER SERVICES BY-LAW		105(1)	Conclusion of agreement to use purified sewage		Municipal Manager	Director Technical Services	None		
1880	WATER SERVICES BY-LAW		106(1)	Granting of approval for discharge of industrial effluent		Director Technical Services	Manager Civil Engineering Services	None		
1881	WATER SERVICES BY-LAW		108(1)	Setting of quality standards for industrial effluent		Director Technical Services	Manager Civil Engineering Services	None		
1882	WATER SERVICES BY-LAW		109(1)	Determining of conditions for disposal of industrial effluent		Director Technical Services	Manager Civil Engineering Services	None		
1883	WATER SERVICES BY-LAW		110(1)	Decision to withdraw permission to discharge industrial effluent		Director Technical Services	Manager Civil Engineering Services	None		
1884	WATER SERVICES BY-LAW		116(1)	Approval of construction and installation of drainage installations		Director Technical Services	Manager Civil Engineering Services	All Heads Civil Engineering Services		
1885	WATER SERVICES BY-LAW		118	Approval for laying of drains and pipes in streets or public places		Director Technical Services	Manager Civil Engineering Services	None		
1886	WATER SERVICES BY-LAW		126	Decision to require installation of grease traps		Director Technical Services	Manager Civil Engineering Services	All Heads Civil Engineering Services		
1887	WATER SERVICES BY-LAW		129	Approval for connection of sewers to stables, cowsheds, etc.		Director Technical Services	Manager Civil Engineering Services	None		
1888	WATER SERVICES BY-LAW		130	Approval for incorporation of mechanical food waste into municipal systems		Director Technical Services	Manager Civil Engineering Services	None		
1889	WATER SERVICES BY-LAW		131(1)	Approval for installation to be done by owner		Director Technical Services	Manager Civil Engineering Services	None		
1890	STORM WATER BY-LAW		5	Approval of application to undertake stormwater activities		Director Technical services	Manager Civil Engineering Services	All Heads Civil Engineering Services		
1891	STORM WATER BY-LAW		5(2)	Decision to require impact studies		Director Technical services	Manager Civil Engineering Services	None		
1892	STORM WATER BY-LAW		6(3)	Decision to undertake measures to refurbish or reconstruct storm water system as result of actions by owners		Director Technical services	Manager Civil Engineering Services	All Heads Civil Engineering Services		
1893	STORM WATER BY-LAW		7(2)(g)(i)	Decision to instruct owner to lay storm water drainage or gutter to a suitable place		Director Technical services	Manager Civil Engineering Services	All Heads Civil Engineering Services		

Delegation No.	ACT, REGULATION, BY-LAW POLICY	MATTERS	Reference No.	Power/Duty	Applicable conditions	Duty of	Delegated to	Sub-delegated to	Remarks	Report
1894	STORM WATER BY-LAW		7(2)(g)(ii)	Decision to instruct the owner of property to allow the owner of higher lying property to install a drain or pipe over his property		Director Technical services	Manager Civil Engineering Services	All Heads Civil Engineering Services		
1895	STORM WATER BY-LAW		7(3)	Decision to take measures to take remedial measures where owner fails to comply with section 7(2)(g)(ii)		Director Technical services	Manager Civil Engineering Services	All Heads Civil Engineering Services		
1896	STORM WATER BY-LAW		7(5)	Decision to recover costs as result of actions taken by property owners		Director Technical services	Manager Civil Engineering Services	All Heads Civil Engineering Services		
1897	STORM WATER BY-LAW		10	Approval for exemption of provisions of by-law		Council	None	None		
1898	MUNICIPAL ASSET TRANSFER REGULATIONS - GN R 878 of 22 August 2008		5(1)(a)	Determining whether asset to be transferred is needed for provision of minimum level of basic services		Council	None	None		
1899	MUNICIPAL ASSET TRANSFER REGULATIONS - GN R 878 of 22 August 2008		5(1)(b)	Determining fair market value of asset to be transferred		Council	None	None		
1900	MUNICIPAL ASSET TRANSFER REGULATIONS - GN R 878 of 22 August 2008		6(a)(i)&(ii)	Publish proposed transfer of asset and invite public comment		Municipal Manager	All Directors	None	Input from managers	
1901	MUNICIPAL ASSET TRANSFER REGULATIONS - GN R 878 of 22 August 2008		6(b)	Solicit views of Provincial and National Treasury on proposed transfer		Municipal Manager	Director Financial Services	None	Input from managers	
1902	MUNICIPAL ASSET TRANSFER REGULATIONS - GN R 878 of 22 August 2008		14(a)	Identification of assets related to the performance of a service where such assets follow the service transferred		Municipal Manager	All Directors	None	Input from managers	
1903	MUNICIPAL ASSET TRANSFER REGULATIONS - GN R 878 of 22 August 2008		17(1)	Entering into agreements for the transfer of assets		Municipal Manager	All Directors	None		
1904	MUNICIPAL ASSET TRANSFER REGULATIONS - GN R 878 of 22 August 2008		18(a) & (b)	Making available of an agreement for the transfer of an asset to Council and the public		Municipal Manager	All Directors	None		
1905	MUNICIPAL ASSET TRANSFER REGULATIONS - GN R 878 of 22 August 2008		22(1)(c)	Conducting of feasibility studies for the transfer of exempted capital assets		Municipal Manager	All Directors	None		
1906	MUNICIPAL ASSET TRANSFER REGULATIONS - GN R 878 of 22 August 2008		23(a)	Identification of exempted capital assets to be transferred under circumstances listed in regulation 20(1)		Municipal Manager	All Directors	None		
1907	MUNICIPAL ASSET TRANSFER REGULATIONS - GN R 878 of 22 August 2008		24(2)	Determining the ability of organ of state to maintain and safeguard asset to be transferred		Municipal Manager	All Directors	None		
1908	MUNICIPAL ASSET TRANSFER REGULATIONS - GN R 878 of 22 August 2008		29(1)	Determination of value of assets according to accounting standards applicable		Municipal Manager	All Directors	None		
1909	MUNICIPAL ASSET TRANSFER REGULATIONS - GN R 878 of 22 August 2008		30(1)	Entering into agreements for the transfer of exempted capital assets		Municipal Manager	All Directors	None		
1910	MUNICIPAL ASSET TRANSFER REGULATIONS - GN R 878 of 22 August 2008		31(1)	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.		Municipal Manager	Director Financial Services	None		
1911	MUNICIPAL ASSET TRANSFER REGULATIONS - GN R 878 of 22 August 2008		34(3)(a)	Authorisation for process of public participation for the granting of rights to use, manage or control over a capital asset		Council	None	None		
1912	MUNICIPAL ASSET TRANSFER REGULATIONS - GN R 878 of 22 August 2008		35(a)	Publish proposed granting of rights and invite public comment		All Directors	None	None	Input from Managers	

Delegation No.	ACT, REGULATION, BY-LAW POLICY	MATTERS	Reference No.	Power/Duty	Applicable conditions	Duty of	Delegated to	Sub-delegated to	Remarks	Report
1913	MUNICIPAL ASSET TRANSFER REGULATIONS - GN R 878 of 22 August 2008		35(b)	Solicit the views of National and Provincial Treasury		Director Financial Services	None	None		
1914	MUNICIPAL ASSET TRANSFER REGULATIONS - GN R 878 of 22 August 2008		40	Determining conditions for transfer of rights		Director Financial Services	None	None		
1915	MUNICIPAL ASSET TRANSFER REGULATIONS - GN R 878 of 22 August 2008		42(a)	Identification of assets related to performance of service connected to rights transferred		All Directors	None	None		
1916	MUNICIPAL ASSET TRANSFER REGULATIONS - GN R 878 of 22 August 2008		45(1) & (2)	Determining of conditions for agreement for transfer of rights		Council	None	None		
1917	MUNICIPAL ASSET TRANSFER REGULATIONS - GN R 878 of 22 August 2008		46(a)	Making available of agreement in terms of section 45 for public scrutiny		All Directors	All Managers	None		
1918	By-Law on Municipal Land Use Planning		3(1)(a)	Establish an intergovernmental steering committee to compile a draft municipal spatial development framework or a draft amendment of its municipal spatial development framework		Municipal Manager	Director Corporate Services	Manager Planning & Environmental Management	When council compiles or amends SDF	
1919	By-Law on Municipal Land Use Planning		3(1)(b)	Refer its draft municipal spatial development framework or draft amendment of its municipal spatial development framework to the Provincial Minister for comment.		Municipal Manager	Director Corporate Services	Manager Planning & Environmental Management	When no steering committee established	
1920	By-Law on Municipal Land Use Planning		3(2)(a)	Publish a notice of intent to compile or amend an SDF		Municipal Manager	Director Corporate Services	Manager Planning & Environmental Management	In two official languages and in two local news papers	
1921	By-Law on Municipal Land Use Planning		3(2)(b)	Inform Provincial Minister of intent to develop or amend an SDF and council's decision		Municipal Manager	Director Corporate Services	Manager Planning & Environmental Management		
1922	By-Law on Municipal Land Use Planning		4(1)	Municipality may establish a project committee to assist to compile or amend its municipal spatial development framework and to perform the duties of the municipality referred to in section 6 to 8.		Municipal Manager	Director Corporate Services	Manager Planning & Environmental Management		
1923	By-Law on Municipal Land Use Planning		5	Written invitation to members to serve on intergovernmental steering committee		Municipal Manager	Director Corporate Services	Manager Planning & Environmental Management	If such a committee is established	
1924	By-Law on Municipal Land Use Planning		9(1)	Adoption of a local SDF for a specific geographical area in a part of the municipality		Municipal Manager	Director Corporate Services	Manager Planning & Environmental Management		
1925	By-Law on Municipal Land Use Planning		10(1)	Adoption of a process plan for adopting or amendment of a local SDF		Municipal Manager	Director Corporate Services	Manager Planning & Environmental Management	Only if local SDF is compiled and adopted	
1926	By-Law on Municipal Land Use Planning		10(2)	Publication of adoption of a local SDF in the Provincial Gazette		Municipal Manager	Director Corporate Services	Manager Planning & Environmental Management	Within 21 days from adoption	

Delegation No.	ACT, REGULATION, BY-LAW POLICY	MATTERS	Reference No.	Power/Duty	Applicable conditions	Duty of	Delegated to	Sub-delegated to	Remarks	Report
1927	By-Law on Municipal Land Use Planning		12(1)(a)	Review structure plan and make it consistent with the purpose of a local SDF contemplated in section 9(2);		Municipal Manager	Director Corporate Services	Manager Planning & Environmental Management	Only if council intends to convert structure plan into local SDF	
1928	By-Law on Municipal Land Use Planning		12(2)	Municipality must withdraw the relevant structure plan by notice in the <i>Provincial Gazette</i> when local SDF is adopted		Municipal Manager	Director Corporate Services	Manager Planning & Environmental Management		
1929	By-Law on Municipal Land Use Planning		15(1)	Approval of application for land development	Category 1 & Opposed Category 2	Municipal Planning Tribunal	None	None		
1930	By-Law on Municipal Land Use Planning		15(1)	Approval of application for land development	Category 2	Authorised Official	None	None		
1931	By-Law on Municipal Land Use Planning		17(1)	Rezoning of land of which the municipality is not the owner		Municipal Planning Tribunal	None	None		
1932	By-Law on Municipal Land Use Planning		17(2)	Land to be rezoned.	Category 1 & Opposed Category 2	Municipal Planning Tribunal	None	None		
1933	By-Law on Municipal Land Use Planning		17(2)	Land to be rezoned.	Category 2	Authorised Official	None	None		
1934	By-Law on Municipal Land Use Planning		18(1)	Approval of applications for departure	Category 2	Authorised Official	None	None		
1935	By-Law on Municipal Land Use Planning		18(1)	Approval of applications for departure	Opposed Category 2	Municipal Planning Tribunal	None	None		
1936	By-Law on Municipal Land Use Planning		19(1)	Approval of applications for consent uses	Category 2	Authorised Official	None	None		
1937	By-Law on Municipal Land Use Planning		19(1)	Approval of applications for consent uses	Opposed Category 2	Municipal Planning Tribunal	None	None		
1938	By-Law on Municipal Land Use Planning		20(1)	Approval of applications for subdivision	Category 1 & Opposed Category 2	Municipal Planning Tribunal	None	None		
1939	By-Law on Municipal Land Use Planning		20(1)	Approval of applications for subdivision	Category 2	Authorised Official	None	None		
1940	By-Law on Municipal Land Use Planning		20(4)	Determining conditions relating to engineering services for an approval of a subdivision.		Municipal Manager	Director Technical Services	Manager Civil Engineering and/or Manager Electrical Engineering Services, as relevant		
1941	By-Law on Municipal Land Use Planning		20(6)	Issuing a certificate to confirm compliance with conditions imposed		Municipal Manager	Director Corporate Services	Manager Planning & Environmental Management		
1942	By-Law on Municipal Land Use Planning		21(3)	Written confirmation to the applicant or any other person of compliance with requirements of section 21(1)(a)-(d) for subdivision		Municipal Manager	Director Corporate Services	Manager Planning & Environmental Management		

Delegation No.	ACT, REGULATION, BY-LAW POLICY	MATTERS	Reference No.	Power/Duty	Applicable conditions	Duty of	Delegated to	Sub-delegated to	Remarks	Report
1943	By-Law on Municipal Land Use Planning		21(4)	Approval for erection of buildings or structures on subdivided land		Municipal Manager	Director Corporate Services	Manager Planning & Environmental Management	Subject to approved application.	
1944	By-Law on Municipal Land Use Planning		22(3)(a)(i)	Amendment of zoning map and register where subdivision lapses		Director Corporate Services	Manager Planning & Environmental Management	Town and Regional Planner (East) & Town and Regional Planner (West)		
1945	By-Law on Municipal Land Use Planning		22(3)(a)(ii)	Notification of Surveyor General of amendment of zoning map		Municipal Manager	Director Corporate Services	Manager Planning & Environmental Management		
1946	By-Law on Municipal Land Use Planning		23(1)	Approval for amendment or cancellation of subdivision plan	Category 2	Authorised Official	None	None		
1947	By-Law on Municipal Land Use Planning		23(1)	Approval for amendment or cancellation of subdivision plan	Opposed Category 2	Municipal Planning Tribunal	None	None		
1948	By-Law on Municipal Land Use Planning		23(3)	Notification of Surveyor General of amendment or cancellation of subdivision plan		Municipal Manager	Director Corporate Services	Manager Planning & Environmental Management		
1949	By-Law on Municipal Land Use Planning		24(1), (2) & (3)	Exemption of certain subdivisions and consolidations		Municipal Manager	Director Corporate Services	Manager Planning & Environmental Management		
1950	By-Law on Municipal Land Use Planning		26(1)	Approval for closure of public places	Category 2	Authorised Official	None	None	Subject to process.	
1951	By-Law on Municipal Land Use Planning		26(1)	Approval for closure of public places	Opposed Category 2	Municipal Planning Tribunal	None	None	Subject to process.	
1952	By-Law on Municipal Land Use Planning		26(7)	Notification of Surveyor General of closure of public place		Municipal Manager	Director Corporate Services	Manager Planning & Environmental Management		
1953	By-Law on Municipal Land Use Planning		28(3)	Issuing of a certificate to transfer a land unit		Municipal Manager	Director Corporate Services	Manager Planning & Environmental Management	Applicant must provide municipality with the information/documentation required in section 28(3)(a) - (c)	
1954	By-Law on Municipal Land Use Planning		29(1)	Determining conditions relating to the compulsory establishment of an owner's association		Municipal Manager	Director Corporate Services	Manager Planning & Environmental Management		
1955	By-Law on Municipal Land Use Planning		29(3)	Approval of the constitution of an owner's association before registration of the transfer of the first land unit		Municipal Manager	Director Corporate Services	Manager Planning & Environmental Management		

Delegation No.	ACT, REGULATION, BY-LAW POLICY	MATTERS	Reference No.	Power/Duty	Applicable conditions	Duty of	Delegated to	Sub-delegated to	Remarks	Report
1956	By-Law on Municipal Land Use Planning		29(6)	Approval of an amendment of the constitution of an owner's association		Municipal Manager	Director Corporate Services	Manager Planning & Environmental Management		
1957	By-Law on Municipal Land Use Planning		30(1)(a)	Application for disestablishment of an owner's association		Municipal Manager	None	None	In terms of section 15(2)(q) of by-law. In consultation with Directors.	
1958	By-Law on Municipal Land Use Planning		30(1)(c)	Application to High Court for appointment of an administrator to exercise the powers of owner's association		Municipal Manager	None	None	In consultation with Directors.	
1959	By-Law on Municipal Land Use Planning		30(3)	Decision to recover costs from owner's association in case of disestablishment		Municipal Manager	None	None	In consultation with Directors.	
1960	By-Law on Municipal Land Use Planning		31(1)	Approval of application for consolidation of land units	Category 2	Authorised Official	None	None		
1961	By-Law on Municipal Land Use Planning		31(1)	Approval of application for consolidation of land units	Opposed Category 2	Municipal Planning Tribunal	None	None		
1962	By-Law on Municipal Land Use Planning		31(3)	Amendment of zoning map and register in case of consolidation		Municipal Manager	Director Corporate Services	Manager Planning & Environmental Management		
1963	By-Law on Municipal Land Use Planning		32(2)(a)(i)	Amendment of zoning map and register where consolidation lapses		Municipal Manager	Director Corporate Services	Manager Planning & Environmental Management		
1964	By-Law on Municipal Land Use Planning		32(2)(a)(ii)	Notification of Surveyor General of amendment of zoning map		Municipal Manager	Director Corporate Services	Manager Planning & Environmental Management		
1965	By-Law on Municipal Land Use Planning		33(1)	Removal, suspension or amendment of restrictive title conditions	Category 2	Authorised Official	None	None		
1966	By-Law on Municipal Land Use Planning		33(1)	Removal, suspension or amendment of restrictive title conditions	Opposed Category 2	Municipal Planning Tribunal	None	None		
1967	By-Law on Municipal Land Use Planning		33(3)	Publication of notice of application to remove, suspend or amend restrictive conditions		Municipal Manager	Director Corporate Services	Manager Planning & Environmental Management		
1968	By-Law on Municipal Land Use Planning		33(6)	Publication of notice in the Provincial Gazette after decision in terms of section 33(1) has come into operation		Municipal Manager	Director Corporate Services	Manager Planning & Environmental Management	Registrar of Deeds must be notified of decision	
1969	By-Law on Municipal Land Use Planning		35(3)	Determining method of serving of notices and notification in respect of applications and appeals		Municipal Manager	Director Corporate Services	Manager Planning & Environmental Management		
1970	By-Law on Municipal Land Use Planning		37(1)	Decision to require a pre-application consultation		Municipal Manager	Director Corporate Services	Manager Planning & Environmental Management		

Delegation No.	ACT, REGULATION, BY-LAW POLICY	MATTERS	Reference No.	Power/Duty	Applicable conditions	Duty of	Delegated to	Sub-delegated to	Remarks	Report
1971	By-Law on Municipal Land Use Planning		37(2)	Determining guidelines for pre-application consultation		Municipal Manager	Director Corporate Services	Manager Planning & Environmental Management		
1972	By-Law on Municipal Land Use Planning		37(3)	Keeping of minutes of pre-application consultation		Municipal Manager	Director Corporate Services	Manager Planning & Environmental Management		
1973	By-Law on Municipal Land Use Planning		39(1)	Determining fees for applications		Council	None	None	Annually during budget	
1974	By-Law on Municipal Land Use Planning		41(1)	Recording of receipt of applications		Municipal Manager	Director Corporate Services	Manager Planning & Environmental Management		
1975	By-Law on Municipal Land Use Planning		41(1)(c)	Notification of applicant whether application is complete or not		Director Corporate Services	Manager Planning & Environmental Management	Town and Regional Planner (East) & Town and Regional Planner (West)	Within 14 days from receipt of application	
1976	By-Law on Municipal Land Use Planning		41(4)	Notification of applicant where application is refused		Director Corporate Services	Manager Planning & Environmental Management	Town and Regional Planner (East) & Town and Regional Planner (West)		
1977	By-Law on Municipal Land Use Planning		41(7)	Publication of notice of application		Director Corporate Services	Manager Planning & Environmental Management	Town and Regional Planner (East) & Town and Regional Planner (West)	Within 21 days after application process commences	
1978	By-Law on Municipal Land Use Planning		42(1)	Notification of applicant of additional information required to process application		Director Corporate Services	Manager Planning & Environmental Management	Town and Regional Planner (East) & Town and Regional Planner (West)	Within 30 days of receipt of application	
1979	By-Law on Municipal Land Use Planning		42(4)	Notification of applicant whether additional information furnished is adequate and that application process commences		Director Corporate Services	Manager Planning & Environmental Management	Town and Regional Planner (East) & Town and Regional Planner (West)	Within 21 days from receipt of additional information	
1980	By-Law on Municipal Land Use Planning		44(1)	Decision to follow public notice procedures in terms of other legislation if requested by applicant		Municipal Manager	Director Corporate Services	Manager Planning & Environmental Management		
1981	By-Law on Municipal Land Use Planning		44(2)	Entering into agreement with other organs of state if public notice procedure in terms of section 44(1) is followed		Municipal Manager	Director Corporate Services	Manager Planning & Environmental Management		

Delegation No.	ACT, REGULATION, BY-LAW POLICY	MATTERS	Reference No.	Power/Duty	Applicable conditions	Duty of	Delegated to	Sub-delegated to	Remarks	Report
1982	By-Law on Municipal Land Use Planning		45(1)	Publication of notices in respect of applications listed in paragraphs (a) to (h) of section 45(1)		Director Corporate Services	Manager Planning & Environmental Management	Town and Regional Planner (East) & Town and Regional Planner (West)		
1983	By-Law on Municipal Land Use Planning		45(5)	Publication of notice of municipality's intention to conduct development or an activity listed in paragraphs (a) to (h) of section 45(1)		Director Corporate Services	Manager Planning & Environmental Management	Town and Regional Planner (East) & Town and Regional Planner (West)		Deleted
1984	By-Law on Municipal Land Use Planning		51(1)	Notification of other organs of state that may have interest in any application		Director Corporate Services	Manager Planning & Environmental Management	Town and Regional Planner (East) & Town and Regional Planner (West)		
1985	By-Law on Municipal Land Use Planning		52(2)	Notification of affected parties in case of amendment of an application		Director Corporate Services	Manager Planning & Environmental Management	Town and Regional Planner (East) & Town and Regional Planner (West)		
1986	By-Law on Municipal Land Use Planning		55(1)	Furnishing applicant with copies of all documentation and comments after closing date for comments		Director Corporate Services	Manager Planning & Environmental Management	Town and Regional Planner (East) & Town and Regional Planner (West)	Within 14 days after closing date for comments	
1987	By-Law on Municipal Land Use Planning		56(1)	Written assessment of applications and comments to decision maker		Director Corporate Services	Manager Planning & Environmental Management	Town and Regional Planner (East) & Town and Regional Planner (West)	Assessments to Municipal Planning Tribunal (MPT) to be signed off by Manager Planning and Environmental Management.	
1988	By-Law on Municipal Land Use Planning		61(1)	Notification of applicant and any person whose rights are affected by a decision and the right to appeal		Director Corporate Services	Manager Planning & Environmental Management	Town and Regional Planner (East) & Town and Regional Planner (West)	Within 21 days of decision	
1989	By-Law on Municipal Land Use Planning		63(1)	Correction of error in wording of a decision		Municipal Manager	Director Corporate Services	Manager Planning & Environmental Management	If the correction does not change the decision or result in an alteration, insertion, suspension or deletion of a condition of approval.	
1990	By-Law on Municipal Land Use Planning		63(2)	Condonation of error in procedure		Municipal Manager	None	None	If the condonation does not have a material adverse effect on, or unreasonably prejudice, any party.	

Delegation No.	ACT, REGULATION, BY-LAW POLICY	MATTERS	Reference No.	Power/Duty	Applicable conditions	Duty of	Delegated to	Sub-delegated to	Remarks	Report
1991	By-Law on Municipal Land Use Planning		64(1)	Approval of exemption from provisions of the by-law		Council	None	None		
1992	By-Law on Municipal Land Use Planning		66(3)	Entering into agreement with owner of land where conditions relating to engineering services are imposed		Municipal Manager	Director Technical Services	None		
1993	By-Law on Municipal Land Use Planning		67(1)	Approval of applications for extension of period of validity of approval		Authorised Official	None	None	Decisions taken by Authorised Official.	
1994	By-Law on Municipal Land Use Planning		67(1)	Approval of applications for extension of period of validity of approval		Municipal Planning Tribunal	None	None	Decisions taken by Municipal Planning Tribunal.	
1995	By-Law on Municipal Land Use Planning		69(1)	Categorisation of applications for consideration and approval		Council	None	None		
1996	By-Law on Municipal Land Use Planning		70(1)(a) to (c)	Establishment of Municipal Planning Tribunal, Joint Tribunal or District Tribunal		Council	None	None		
1997	By-Law on Municipal Land Use Planning		71(1)	Appointment of members of tribunal		Council	None	None		
1998	By-Law on Municipal Land Use Planning		72(1)(a)	Invitation to officials of National and Provincial departments to serve on tribunal		Municipal Manager	Director Corporate Services	None		
1999	By-Law on Municipal Land Use Planning		72(1)(b)	Invitation to interested parties to serve on tribunal		Municipal Manager	Director Corporate Services	None	To be published in local newspapers	
2000	By-Law on Municipal Land Use Planning		72(7)	Convening of evaluation panel to evaluate nominations		Municipal Manager	None	None		
2001	By-Law on Municipal Land Use Planning		72(10)	Designation of chairperson of tribunal		Council	None	None		
2002	By-Law on Municipal Land Use Planning		72(11)(a)	Notification of members of tribunal of appointment		Municipal Manager	Director Corporate Services	Manager Planning & Environmental Management	Council Minutes	
2003	By-Law on Municipal Land Use Planning		72(11)(b)	Obtain written confirmation from the Council that the Council is satisfied that the Tribunal is in a position to commence its operations		Municipal Manager	None	None		
2004	By-Law on Municipal Land Use Planning		72(11)(c)	After receipt of the confirmation referred to in paragraph (b), publish a notice in the <i>Provincial Gazette</i> of the detail of appointed members		Municipal Manager	Director Corporate Services	Manager Planning & Environmental Management		
2005	By-Law on Municipal Land Use Planning		73(3)	Removal of members from tribunal		Council	None	None	After giving member opportunity to be heard	
2006	By-Law on Municipal Land Use Planning		74(6)	If a member's appointment is terminated or the member resigns, the Council may appoint a person to fill the vacancy for the unexpired portion of the vacating member's term of office		Council	None	None		
2007	By-Law on Municipal Land Use Planning		76(2)(a) -(b)	Institution of disciplinary proceedings or removal of member of tribunal in case of transgression of Code of Conduct		Council	None	None		
2008	By-Law on Municipal Land Use Planning		77(1)	Appointment of person as Administrator of the tribunal		Municipal Manager	Director Corporate Services	None		

Delegation No.	ACT, REGULATION, BY-LAW POLICY	MATTERS	Reference No.	Power/Duty	Applicable conditions	Duty of	Delegated to	Sub-delegated to	Remarks	Report
2009	By-Law on Municipal Land Use Planning		79(1)	Consideration of appeals as Appeal Authority		Executive Mayor together with the Mayoral Committee	None	None		
2010	By-Law on Municipal Land Use Planning		80(8)	Notification of applicant of appeal lodged		Director Corporate Services	Manager Planning & Environmental Management	Town and Regional Planner (East) & Town and Regional Planner (West)	Within 14 days of receipt of appeal	
2011	By-Law on Municipal Land Use Planning		80(12)	Written assessment of appeal and report to municipal manager		Director Corporate Services	Manager Planning & Environmental Management	Town and Regional Planner (East) & Town and Regional Planner (West)	Within 30 days from receipt of comment	
2012	By-Law on Municipal Land Use Planning		80(13)	The Municipal manager must within 14 days of receiving the report contemplated in subsection (12) submit the appeal to the Appeal Authority		Municipal Manager	Director Corporate Services	Manager Planning & Environmental Management		
2013	By-Law on Municipal Land Use Planning		80(14)	The Municipal Manager or an employee designated by him or her must:		Municipal Manager	None	None		
2014	By-Law on Municipal Land Use Planning			(a) liaise with the Appeal Authority and the parties concerned regarding any appeal lodged with the Appeal Authority;		Municipal Manager	Director Corporate Services	Manager Planning & Environmental Management	Manager Planning and Environmental Management except for decisions taken as Authorised Official.	
2015	By-Law on Municipal Land Use Planning			(b) maintain a diary of meetings of the Appeal Authority;		Director Corporate Services	Manager Planning & Environmental Management	Compliance Officer		
2016	By-Law on Municipal Land Use Planning			(c) allocate a meeting date for, and appeal number to, an appeal;		Director Corporate Services	Manager Planning & Environmental Management	Compliance Officer		
2017	By-Law on Municipal Land Use Planning			(d) arrange the attendance of members of the Appeal Authority at meetings;		Director Corporate Services	Manager Planning & Environmental Management	Compliance Officer		
2018	By-Law on Municipal Land Use Planning			(e) arrange venues for the Appeal Authority;		Director Corporate Services	Manager Planning & Environmental Management	Compliance Officer		
2019	By-Law on Municipal Land Use Planning			(f) perform the administrative functions in connection with the proceedings of the Appeal Authority;		Director Corporate Services	Manager Planning & Environmental Management	Compliance Officer		
2020	By-Law on Municipal Land Use Planning			(g) ensure that the proceedings of the Appeal Authority are conducted efficiently and in accordance with the directions of the Appeal Authority;		Director Corporate Services	Manager Planning & Environmental Management	Compliance Officer		

Delegation No.	ACT, REGULATION, BY-LAW POLICY	MATTERS	Reference No.	Power/Duty	Applicable conditions	Duty of	Delegated to	Sub-delegated to	Remarks	Report
2021	By-Law on Municipal Land Use Planning			(h) arrange the affairs of the Appeal Authority so as to ensure that time is available to liaise with other organs of state regarding the alignment of integrated appeal procedures;		Director Corporate Services	Manager Planning & Environmental Management	Compliance Officer		
2022	By-Law on Municipal Land Use Planning			(i) notify the parties concerned of decisions and procedural directives given by the Appeal Authority;		Director Corporate Services	Manager Planning & Environmental Management	Town and Regional Planner (East) & Town and Regional Planner (West)		
2023	By-Law on Municipal Land Use Planning			(j) keep a record of all appeals lodged as well as the outcome of each, including—		Director Corporate Services	Manager Planning & Environmental Management	Compliance Officer		
2024	By-Law on Municipal Land Use Planning			(i) decisions of the Appeal Authority;		Director Corporate Services	Manager Planning & Environmental Management	Compliance Officer		
2025	By-Law on Municipal Land Use Planning			(ii) on-site inspections and any matter recorded as a result thereof;		Director Corporate Services	Manager Planning & Environmental Management	Compliance Officer		
2026	By-Law on Municipal Land Use Planning			(iii) reasons for decisions; and		Director Corporate Services	Manager Planning & Environmental Management	Compliance Officer		
2027	By-Law on Municipal Land Use Planning			(iv) proceedings of the Appeal Authority; and		Director Corporate Services	Manager Planning & Environmental Management	Compliance Officer		
2028	By-Law on Municipal Land Use Planning			(k) keep records by any means as the Appeal Authority may deem expedient.		Director Corporate Services	Manager Planning & Environmental Management	Compliance Officer		
2029	By-Law on Municipal Land Use Planning		82(4)	Entering into agreement with applicant for the provision of engineering services		Municipal Manager	Director Technical Services	None		
2030	By-Law on Municipal Land Use Planning		83(2)	Adoption of policy relating to engineering services		Mayoral Committee	None	None	To be reviewed annually	
2031	By-Law on Municipal Land Use Planning		83(6)	Submission of annual report to council on development charges received		Municipal Manager	Director Financial Services	None	Receivables only	
2032	By-Law on Municipal Land Use Planning		84(2)	Determination extent of land required for open spaces in development		Municipal Manager	Director Corporate Services	Manager Planning & Environmental Management		
2033	By-Law on Municipal Land Use Planning		84(4)	Determination of money to be paid in lieu of open space provided		Mayoral Committee	None	None		

Delegation No.	ACT, REGULATION, BY-LAW POLICY	MATTERS	Reference No.	Power/Duty	Applicable conditions	Duty of	Delegated to	Sub-delegated to	Remarks	Report
2034	By-Law on Municipal Land Use Planning		85(1)	Enforcement of compliance with by-law		Director Corporate Services	Manager Planning & Environmental Management	Town and Regional Planner (East) & Town and Regional Planner (West)		
2035	By-Law on Municipal Land Use Planning		87(1)	Serving of compliance notices		Director Corporate Services	Manager Planning & Environmental Management	Town and Regional Planner (East) & Town and Regional Planner (West)		
2036	By-Law on Municipal Land Use Planning		89(2)	Consideration of objections to compliance notices		Municipal Manager	Director Corporate Services	Manager Planning & Environmental Management		
2037	By-Law on Municipal Land Use Planning		90(b)	Application to Court for order in case of non-compliance		Municipal Manager	None	None		
2038	By-Law on Municipal Land Use Planning		91(1)	Issue of certificate of compliance		Municipal Manager	Director Corporate Services	Manager Planning & Environmental Management		
2039	By-Law on Municipal Land Use Planning		97	Application to Court for appropriate interdict or order		Municipal Manager	None	None		
2040	By-Law on Municipal Land Use Planning		98(1)	Approval of street names ...		Mayoral Committee	None	None		
2041	By-Law on Municipal Land Use Planning		98(1)	... and allocation of street numbers		Municipal Manager	Director Corporate Services	Manager Planning & Environmental Management		
2042	By-Law on Municipal Land Use Planning		98(4)	Notification of Surveyor General of new streets as result of amended or cancelled subdivision plans		Municipal Manager	Director Corporate Services	Manager Planning & Environmental Management		
2043	LIQUOR TRADING BY-LAW		8	Enforcement of By-Law		Council	Municipal Manager	Compliance Officer	In collaboration with Law Enforcement Officers	Repealed – Replaced with By-Law Relating to Control of Undertakings that Sell Liquor to the Public
2044	BY-LAW RELATING TO CONTROL OF UNDERTAKINGS THAT SELL LIQUOR TO THE PUBLIC		3	Determination of trading days and hours for sale and consumption of liquor on licensed premises		Council	None	None		
2045	BY-LAW RELATING TO CONTROL OF UNDERTAKINGS THAT SELL LIQUOR TO THE PUBLIC		4(1)	Determination of trading days and hours for sale of liquor and consumption off licensed premises (Excluding wineries & wine shops)		Council	None	None		
2045	BY-LAW RELATING TO CONTROL OF UNDERTAKINGS THAT SELL LIQUOR TO THE PUBLIC		4(2)	Determination of trading days and hours of wineries and wine shops for sale of liquor and consumption off licensed premises		Council	None	None		

Delegation No.	ACT, REGULATION, BY-LAW POLICY	MATTERS	Reference No.	Power/Duty	Applicable conditions	Duty of	Delegated to	Sub-delegated to	Remarks	Report
2047	BY-LAW RELATING TO CONTROL OF UNDERTAKINGS THAT SELL LIQUOR TO THE PUBLIC		5	Special events and temporary licenses		Council	Municipal Manager	Manager Planning & Environmental Management	1. In case of objections to be referred to Municipal Manager for final decision. 2. In case of no objections to be finalised by Manager Planning & Environmental Management.	
2048	BY-LAW RELATING TO CONTROL OF UNDERTAKINGS THAT SELL LIQUOR TO THE PUBLIC		6	Appointment of authorised officials		Municipal Manager	None	None		
2049	BY-LAW RELATING TO CONTROL OF UNDERTAKINGS THAT SELL LIQUOR TO THE PUBLIC		7	Determination of type of licensed premises		Director Corporate Services	Manager Planning & Environmental Management	None		
2050	BY-LAW RELATING TO CONTROL OF UNDERTAKINGS THAT SELL LIQUOR TO THE PUBLIC		8	Enforcement of by-law		Council	Municipal Manager	Compliance Officer		
2051	BY-LAW RELATING TO CONTROL OF UNDERTAKINGS THAT SELL LIQUOR TO THE PUBLIC		9	Consideration of applications for extended trading hours		Council	Municipal Manager	Manager Planning & Environmental Management	1. In case of objections to be referred to Municipal Manager for final decision. 2. In case of no objections to be finalised by Manager Planning & Environmental Management.	
2052	BY-LAW RELATING TO CONTROL OF UNDERTAKINGS THAT SELL LIQUOR TO THE PUBLIC		10(1)	Lodging of representations against automatic renewal of licenses		Municipal Manager	Manager Planning & Environmental Management	None	Before 31 October of each year	