

## KANNALAND MUNICIPALITY SYSTEM OF DELEGATIONS

No	Statutory Provision	Power or duty	Delegated by :	Delegated to :
<b>PART 1 : GENERAL MATTERS</b>				
<b>G.1. General Delegation and Sub-delegation</b>				
<b>G.1.01</b>	STR 60(3)	To perform all powers of Council, except for those that cannot be delegated in terms of applicable legislation	Council	Executive Mayor together with the members of the Mayoral Committee
<b>G.1.02</b>	SYS 59	To delegate and sub-delegate any statutory powers or powers which were delegated to the office-bearer or member of staff by the municipal council.	Council	Executive Mayor, Municipal Manager, Executive Managers, other delegated officials
<b>G.2. International Relations</b>				
<b>G.2.01</b>		To promote international relations and liaise on behalf of Council with international organs of state or other entities	Council	Executive Mayor
<b>G.3. Co-operate Governance</b>				
<b>G.3.01</b>		To consult with the national and provincial spheres of government, local and other municipalities and organized local government with regard to the division, assignment, delegation and agency powers and functions and to promote and defend Council's views.	Council	Executive Mayor

<b>G.3.02</b>		To decide on the most appropriate method of liaison with national and provincial departments and other external agencies in the event of combined actions, emergencies, incidents etc. is so far as it relates to the activities of the department.	Council	Municipal Manager & Executive Managers
<b>G.4. Attendance of Workshops, Congresses, etc</b>				
<b>G.4.01</b>		To grant approval for Councillors to attend workshops, congresses, meetings, etc of an official nature inside the borders of the RSA: Provided that the prior written approval of the Executive Manager: Financial Services be obtained that adequate funding is available.	Council	Council
<b>G.4.02</b>		To grant approval to officials attend workshops, congresses, meetings, etc within the borders of the RSA: Provided that the prior written approval of the Executive Manager: Financial Services be obtained that adequate funding is available.	Council	Municipal Manager
<b>G.4.03</b>		For Councillors to attend workshops, congresses, meetings, etc of an official nature within the borders of the RSA: Provided that the prior written approval of the Municipal Manager is obtained that adequate funding is available.	Council	Speaker
<b>G.4.04</b>		To authorize the attendance of workshops, congresses, meetings, etc of an official nature within the borders of the RSA, by personnel in his/her Department: Provided that the prior written approval of the Executive Manager: Financial Services be obtained that adequate funding is available.	Council	Executive Manager

<b>G.4.05</b>		To grant approval for the attendance of workshops, congresses, meetings, etc. by Councillors, including the Speaker, Executive Mayor, Deputy Executive Mayor, Members of the Mayoral Committee, Municipal Manager and other members of staff <u>outside the borders of the RSA.</u>	Council	Council Municipal Manager
<b>G.4.06</b>		To grant approval for the attendance of workshops, congresses, meetings, etc. <u>outside the borders of the RSA</u> by members of staff	Council	Municipal Manager
<b>G.5. Urgent Matters</b>				
<b>G.5.01</b>	STR 60(3)	To finalize and/or approve urgent matters arising in between Mayoral Committee meetings	Council	Executive Mayor together with the members of the Mayoral Committee
<b>G.5.02</b>		To decide and act in urgent cases that require immediate action and to give such instructions as the circumstances may require provided that a comprehensive report on the circumstances and actions taken be submitted.	Council	Municipal Manager
<b>G.6. Ceremonial Functions</b>				
<b>G.6.01</b>	STR 56(4)	To determine a framework for ceremonial and official functions to be attended by the Speaker, Executive Mayor, Deputy Executive Mayor and Members of the Mayoral Committee.	Council	Executive Mayor together with the Mayoral Committee

<b>G.7. Monitoring</b>				
<b>G.7.01</b>	STR 56(3)(d)	To monitor the administration of the municipality in accordance with the directions of Council	Executive Mayor	Deputy Executive Mayor
<b>G.7.02</b>	STR 60(1)(c)	To monitor the executive functions of the municipality which relates to the matters in their respective portfolios and report to the Executive Mayor together with the Mayoral Committee	Executive Mayor	Members of the Mayoral Committee
<b>G.7.03</b>	STR 60(1)(c)	To monitor the provision and sustainability of services to the community which resort under their respective portfolios and to provide a report on a quarterly basis to the Executive Mayor	Executive Mayor	Members of the Mayoral Committee
<b>G.8. Other</b>				
<b>G.8.01</b>		To introduce access control at municipal premises under the control of the incumbent.	Council	Municipal Manager and Executive Manager: Corporate Services in consultation with the appropriate Executive Manager.
<b>G.8.02</b>		To execute the functions of the authorized officer as provided for in the <b>Control of Access to Public Premises and Vehicles Act, 1985.</b>	Council	Municipal Manager & Executive Managers
<b>G.8.03</b>		To take all reasonable steps to ensure that the strategies, programmes and services reflected in the IDP, in so far as it relates to the functional area of the department, are implemented within the limits of income and expenditure and taking account of the national and provincial development plans.	Council	Municipal Manager & Executive Managers
<b>G.8.04</b>		To report to the Municipal Manager on progress in the implementation of department's strategies, programmes and services aimed at realizing the needs reflected in the IDP.	Council	Executive Managers

<b>G.8.05</b>		To actively promote the interests of, and ensure the benefit by, women, youth and people with disabilities in the planning and implementation of services and programmes delivered by the municipality.	Council	Speaker Municipal Manager Executive Managers
<b>G.8.06</b>		To, in respect of the activities of the department, appoint consultants that operate in the discipline of the relevant department. The activities of the consultant must be regulated by a terms of reference and contract.	Municipal Manager	Municipal Manager & Executive Managers
<b>G.8.07</b>		To decide on office accommodation and furnishing of offices for political office bearers of the Council.	Council	Speaker in consultation with the Municipal Manager, Executive Manager: Corporate Services
<b>G.8.08</b>		To authorize the installation of telephones, coin operated machines and similar equipment on Council property.	Municipal Manager	Executive Manager: Corporate Services
<b>G.8.09</b>		To decide on the accommodation of Council and its committees as well as furniture and equipment required for Council and its committees	Municipal Manager	Executive Manager: Corporate Services in consultation with Speaker
<b>G.8.10</b>		To develop and approve a policy framework that regulates the form and nature of catering services at meetings of Council and its structures in accordance with the Supply Chain Management of the Municipality.	Council	Council in consultation with Governance Committee
<b>PART 2 : POLICY MATTERS</b>				
<b>POL.1.01</b>		To submit policies to Council for adoption	Council	Executive Mayor
<b>POL.1.02</b>	<b>STR 60(1)(c)</b>	To decide on the necessity of policies and to authorize members of the Mayoral Committee to formulate appropriate policy related to their respective portfolios	Council	Executive Mayor

## PART 3 : FINANCIAL MATTERS

### F.1. Procurement of Goods and Services – Refer to \*Supply Chain Management Policy

\*To be regarded as included in this document

### F.2. Bank Accounts

<b>F.2.01</b>	MFMA 7(1)	To determine a financial institution to operate Council's bank accounts	Council	Municipal Manager
<b>F.2.02</b>	MFMA 7(1)	To authorize the opening and closing of bank accounts with approved financial institutions	Council	Municipal Manager
<b>F.2.03</b>	MFMA 7(1), 10(1)(a) & (b), 62(2) & 79	To advise the Accounting Officer on the opening and closing bank accounts in the name of the municipality at registered financial institutions.	Council	Chief Financial Officer
<b>F.2.04</b>	MFMA 12(1)	To make decisions regarding the setting up of relief, charitable, trust or other funds in the name of the municipality	Council	Executive Mayor together with the members of the Mayoral Committee
<b>F.2.05</b>		To administer internal funds and reserve funds	Council	Chief Financial Officer
<b>F.2.06</b>	MFMA 10(1)(a) & (b), 62(2) & 79	To administer the municipality's bank accounts and to account to the Accounting Officer for all bank accounts of the municipality, including those contemplated in sections 12 and 48(2)(d)	Accounting Officer	Chief Financial Officer
<b>F.2.07</b>	MFMA 10(2), 79	To enforce compliance with the provisions regarding the opening of bank accounts as stipulated in sections 7, 8 & 11 of the MFMA	Accounting Officer	Chief Financial Officer
<b>F.2.08</b>	MFMA 8(5), 9 & 79	To inform the National Treasury, Provincial Treasury and Auditor General in writing of the name of banks where accounts are held, as well as the types and numbers of accounts	Accounting Officer	Chief Financial Officer
<b>F.2.09</b>	MFMA 7(2), 8(2), 8(3), 64(1)(d) & 79	To ensure that all money received by the municipality is paid into its bank account(s)	Accounting Officer	Chief Financial Officer

<b>F.2.10</b>	MFMA 11(4) & 79	To provide the Accounting Officer with a consolidated report of all withdrawals made in terms of section 11(1)(b) to (j) for purposes of tabling in Council and submission to the Provincial Treasury and Auditor General	Accounting Officer	Chief Financial Officer
<b>F.2.11</b>	MFMA 12(4) & 79	To submit to the Executive Mayor together with the Mayoral Committee for approval, a proposed business plan setting out particulars regarding costs and spending related to a relief, charitable, trust or other fund in terms of section 7	Accounting Officer	Executive Managers in respect of matters falling within their respective departments
<b>F.2.12</b>	MFMA 12(4) & 79	To incur expenditure from a relief, charitable, trust or other fund set up in terms of section 12(1) for the purposes for which the fund was established, on written authority of the Accounting Officer	Accounting Officer	Executive Managers in respect of matters falling within their respective departments
<b>F.3. Cash Management and Investments</b>				
<b>F.3.01</b>	MFMA 13(2)	To make recommendations to Council regarding an effective cash management and investment policy in accordance with the framework prescribed by the Minister of Finance	Council	Chief Financial Officer
<b>F.3.02</b>	MFMA 168 SYS 60	To decide to make investments on behalf of the municipality within a policy framework prescribed by the Minister of Finance	Council	Chief Financial Officer
<b>F.3.03</b>		To approve petty cash facilities and determine restrictions on the amounts of cash which may be kept and to determine amount per transaction	Council	Chief Financial Officer

<b>F.4. Budget</b>				
<b>F.4.01</b>	MFMA 68 & 79	To draft the annual budget	Accounting Officer	Chief Financial Officer
<b>F.4.02</b>	MFMA 22 & 79 SYS Chapter 4	To make public the annual budget, invite the local community to make representations in connection with the budget and submit the budget to the National Treasury, Provincial Treasury, national or provincial organs of state or other municipalities affected by the budget	Accounting Officer	Chief Financial Officer
<b>F.4.03</b>	MFMA 24 & 79	To submit approved annual budget to National and Provincial Treasury	Accounting Officer	Chief Financial Officer
<b>F.4.04</b>	MFMA 69(1) & 79	To implement the municipality's approved budget	Accounting Officer	Executive Managers and Managers reporting to Executive Managers as per SCM policy
<b>F.4.05</b>	MFMA 69(3) & 79	To submit to the Accounting Officer a draft service delivery and budget implementation plan for the budget year, for purposes of submission to the Executive Mayor by no later than 14 days after the approval of the annual budget	Accounting Officer	Executive Managers
<b>F.4.06</b>	MFMA 71 & 79	To submit to the Accounting Officer a statement in the prescribed format on the state of the municipality's budget, reflecting the particulars as listed in sub-sections 71(a)(g), to enable the Accounting Officer to submit the statement to the Executive Mayor by no later than 10 working days after the end of each month	Accounting Officer	Chief Financial Officer
<b>F.4.07</b>	MFMA 72 & 79	To submit to the Accounting Officer a report on an assessment of the performance of the municipality during the first half of the financial year in terms of the requirements of section 72 of the MFMA	Accounting Officer	Executive Managers as regards the activities of their respective departments
<b>F.5. Insurance</b>				
<b>F.5.01</b>		To execute the municipality's insurance, risk management and loss control policy	Council	Chief Financial Officer



<b>F.5.02</b>		To administer the municipality's insurance portfolio	Council	Chief Financial Officer
<b>F.5.03</b>		To authorize insurance and liability claims up to a maximum amount of R300 000-00	Council	Chief Financial Officer
<b>F.5.04</b>		To accept or reject insurance claims in terms of the municipality's insurance policies	Council	Chief Financial Officer
<b>F.5.05</b>		To consider or defend liability claims against the municipality	Council	Accounting Officer
<b>F.5.06</b>		To decide on and grant approval for legal action/assistance and appointment of legal representation, including assessors, with regard to insurance claims	Council	Chief Financial Officer
<b>F.6. Disposal of assets, goods, material and equipment</b>				
<b>F.6.01</b>	MFMA 14(4)	To, in accordance with the provisions of the Supply Chain Management Policy, make a determination in accordance with section 14(2)(a) & (b) of the MFMA, in respect of the transferring of ownership or disposal otherwise, of a <u>movable</u> capital asset to a maximum value of R300 000-00: Provided that such asset is not required to provide the minimum level of basic municipal services.	Council	Accounting Officer
<b>F.6.02</b>	MFMA 14	To, in accordance with the provisions of the Supply Chain Management Policy, authorize the sale of redundant or obsolete assets, goods, material and equipment to an organ of state, including another municipality, or a public utility company, excluding assets, goods, material and equipment required to provide the minimum basic municipal services	Council	Accounting Officer
<b>F.6.03</b>	MFMA 14	To, in accordance with the provisions of the Supply Chain Management Policy, authorize the sale of redundant or obsolete assets, goods, materials and equipment per public auction	Council	Chief Financial Officer
<b>F.6.04</b>		To authorize the lending of assets, goods, material and equipment to organs of state, municipalities or public utility companies	Council	Accounting Officer

<b>F.7. Shifting of funds</b>				
<b>F.7.01</b>		To, within a financial year, authorize the transfer of operational expenditure (including the transfer to and from a salary or wages vote) exceeding an amount of R300 000-00 per transaction, within a specific vote.	Council	Executive Mayor in consultation with the Chief Financial Officer
<b>F.7.02</b>		To, within a financial year, authorize the transfer of operational expenditure (including the transfer to and from a salary or wages vote) as from R0-00 to R300 000-00 per transaction, within a specific vote.	Council	Accounting Officer in consultation with the Chief Financial Officer
<b>F.7.03</b>		To, within a financial year, authorize the transfer of operational expenditure (including the transfer to and from a salary or wages vote) as from R0-00 to R200 000-00 per transaction, within a specific vote.	Council	Chief Financial Officer
<b>F.7.04</b>		To authorize the transfer of funds on the operational budget (including the transfer to and from a salary or wages vote) as from R0-00 to R100 000-00, within a specific vote.	Council	Accounting officer in consultation with the Chief Financial Officer & Executive Managers regards the activities of their respective departments
<b>F.7.05</b>		<p>To, within a financial year, authorize the transfer of operating and capital funds within a specific vote from R1-00 to R300 000-00 (depreciation excluded) from one project or item to another, on condition that –</p> <ul style="list-style-type: none"> <li>• Authority has been obtained for the capital expenditure</li> <li>• The project or item to which the funds are transferred, is funded from the same source from which it had been received</li> <li>• Such transfer will not have a negative</li> </ul>	Council	Accounting Officer in consultation with the Chief Financial Officer

		effect on any existing project approved by Council		
<b>F.7.06</b>		<p>To, within a financial year, authorize the transfer of operating and capital funds within the same vote from R1-00 to R200 000-00 (depreciation excluded) from one project or item to another, on condition that –</p> <ul style="list-style-type: none"> <li>• Authority has been obtained for the capital expenditure</li> <li>• The project or item to which the funds are transferred, is funded from the same source from which it had been received</li> <li>• Such transfer will not have a negative effect on any existing project approved by Council</li> </ul>	Council	Chief Financial Officer
<b>F.7.07</b>		To advise the Executive Mayor on the maximum amounts which the Municipal Manager and other staff may transfer on the operation budget	Council	Accounting Officer
<b>F.8. Co-operative Government &amp; Disputes between the Municipality and other Organs of State</b>				
<b>F.8.01</b>	MFMA 37(1)(a)	To, in the municipality's fiscal and financial relations with the national and provincial governments as well as other municipalities, promote co-operative government in accordance with Chapter 3 of the Constitution and the Intergovernmental Fiscal Relations Act	Council	Executive Mayor
<b>F.8.02</b>	MFMA 35(b) & 64(3)	To ensure that national and provincial departments and public entities promptly meet their financial commitments towards the municipality	Council	Accounting Officer

<b>F.8.03</b>	MFMA 35(c) & Chapter 4	To ensure that national and provincial departments and public entities provide timely information and assistance to the municipality to plan properly and to prepare the budget in accordance with the processes set out in Chapter 4	Council	Accounting Officer
<b>F.8.04</b>	MFMA 37(1)(b)	To provide budgetary and other financial information to relevant municipalities and national and provincial organs of state	Council	Chief Financial Officer
<b>F.8.05</b>	MFMA 37(1)(c)	To ensure that the municipality meets all its financial commitments towards other municipalities or national and provincial organs of state	Council	Chief Financial Officer
<b>F.8.06</b>	MFMA 51	To request the National or Provincial Treasury to guarantee the debt of the municipality in terms of Chapter 8 of the Public Finance Management Act	Council	Accounting Officer
<b>F.8.07</b>	MFMA 65(2)(g)	To take all reasonable steps to ensure that any dispute concerning payments due by the municipality to another organ of state is disposed of in terms of legislation regulating disputes between organs of state	Council	Accounting Officer
<b>F.8.08</b>	MFMA 35(c), Chapter 4 & 79	To ensure that the national and provincial departments and public entities provide timely information and assistance to the municipality to plan properly and to prepare the budget in accordance with the processes set out in Chapter 4	Accounting Officer	Chief Financial Officer
<b>F.8.09</b>	MFMA 37(1)(b) & 79	To provide budgetary and other financial information to relevant municipalities and national and provincial organs of state	Accounting Officer	Chief Financial Officer
<b>F.8.10</b>	MFMA 37(1)(c) & 79	To ensure that the municipality meets all its financial commitments towards other municipalities or national or provincial organs of state	Accounting Officer	Chief Financial Officer

<b>F.9. Stopping of funds to the Municipality</b>				
<b>F.9.01</b>	MFMA 38(2) CONS 214(1)(a)	To submit written representations to the National Treasury with regard to the proposed stopping of the transfer of funds due to the municipality as its share of local government's equitable share in terms of section 214(1)(a) of the Constitution	Council	Accounting Officer
<b>F.9.02</b>	MFMA 39(3)(b)	To state the municipality's case and to answer to allegations against the municipality before a committee, prior to Parliament approving or renewing a decision to stop the transfer of funds to the municipality	Council	Accounting Officer
<b>F.10. Debt</b>				
<b>F.10.01</b>	MFMA 45(4)	To ensure that the municipality pays off short-term debt within the financial year	Council	Chief Financial Officer
<b>F.10.02</b>		To determine from time to time the total value of irrecoverable income and debt that the Municipal Manager and other staff may write off	Council	Executive Mayor together with Mayoral Committee
<b>F.10.03</b>		To authorize the writing-off of irrecoverable income and debt to a value exceeding R300 000-00	Council	Executive Mayor together with Mayoral Committee
<b>F.10.04</b>		To authorize the writing-off of irrecoverable income and debt to a maximum value of R300 000-00	Council	Accounting Officer
<b>F.10.05</b>		To authorize the writing-off of irrecoverable income and debt to a maximum value of R100 000-00	Council	Chief Financial Officer in consultation with the Accounting Officer
<b>F.10.06</b>		To administer and to exercise all rights and perform all duties of Council with regard to loans approved by Council	Council	Chief Financial Officer
<b>F.10.07</b>	MFMA 45(3)(b)(iii) & 79	To, in instances where Council approves a credit facility that is limited to emergency use, notify the Accounting Officer in writing of the practical amount, duration and cost of any debt incurred in terms of a credit facility, as well as options for repaying the debt, for purposes of submitting a report to Council	Accounting Officer	Chief Financial Officer

<b>F.10.08</b>	MFMA 46(3)(a), (b) & 79 SYS 21A	To, in accordance with section 21A of the Systems Act, make public an information statement setting out the particulars of long-term debt as contemplated in section 46(3)(a)(i) & (ii) and invite the public, National Treasury and Provincial Treasury to submit written comments or representations to Council in respect of the proposed debt, as well as to submit the information statement together with the particulars as specified in section 46(3)(b)(i) and (ii) to the Accounting Officer for purposes of submission to Council	Accounting Officer	Chief Financial Officer
<b>F.11. Expenditure Management</b>				
<b>F.11.01</b>		To incur reasonable expenses related to the functions of the Municipal Manager	Council	Municipal Manager
<b>F.11.02</b>		To incur reasonable expenses related to the activities of the Department and to recover any resulting debt	Council	Municipal Manager & Executive Managers as regards the activities of their respective departments
<b>F.11.04</b>		To grant authority for the payment of an amount of R5 000-00 as reward for information which may lead to the prosecution and sentencing of anyone who unlawfully appropriated property of the Council or stole or damaged Council property	Council	Accounting Officer
<b>F.11.05</b>		To administer the salary and wages accounts of Council	Council	Chief Financial Officer
<b>F.11.06</b>		To administer all payments arising from orders and direct payments to staff	Council	Chief Financial Officer
<b>F.11.07</b>		To authorize the remittance of monies paid to the municipality in error	Council	Chief Financial Officer
<b>F.11.08</b>	MFMA 65(2)(a) & 79	To take all reasonable steps to ensure that the municipality maintains an effective system of expenditure control, including procedures for the approval, authorization, withdrawal and payment of funds	Accounting Officer	Chief Financial Officer

<b>F.11.9</b>	MFMA 65(2)(c) & 79	To take all reasonable steps to ensure that the municipality maintains a system of internal control in respect of creditors and payments	Accounting Officer	Chief Financial Officer
<b>F.11.10</b>	MFMA 65(2)(b) & 79	To take all reasonable steps to ensure that the municipality maintains a management, accounting and information system which recognizes expenditure when it is incurred and accounts for creditors of the municipality and payments made to the municipality	Accounting Officer	Chief Financial Officer
<b>F.11.11</b>	MFMA 65(2)(d)(i) & (ii) & 79	To take all reasonable steps to ensure that payments made by the municipality are made directly to the person to whom it is due, unless agreed otherwise for reasons as may be prescribed by the Minister of Finance by regulation in terms of section 168, and either electronically or by way of non-transferable cheques, provided that cash payments and payments by way of cash cheques may be made for exceptional reasons only and only up to a prescribed limit as determined by the Minister of Finance by regulation in terms of section 168	Accounting Officer	Chief Financial Officer
<b>F.11.12</b>	MFMA 65(2)(e) & 79	To take all reasonable steps to ensure that all money owing by the municipality is paid within 30 days of receiving the invoice or statement, unless prescribed otherwise by the Minister of Finance by regulation in terms of section 168 for certain categories of expenditure	Accounting Officer	Chief Financial Officer
<b>F.11.13</b>	MFMA 65(2)(f) & 79	To take all reasonable steps to ensure that the municipality complies with its tax, levy, duty, pension, medical aid and audit fees or any other statutory commitments	Accounting Officer	Chief Financial Officer
<b>F.11.14</b>	MFMA 65(2)(h) & 79	To take all reasonable steps to ensure that the municipality's working capital is managed effectively and economically in terms of the cash management and investment framework prescribed by the Minister of Finance by regulation in terms of section 168	Accounting Officer	Chief Financial Officer
<b>F.11.15</b>	MFMA 65(2)(i), 111 & 79	To take all reasonable steps to ensure that the municipality's supply chain management policy is implemented in a way that is fair, equitable, transparent, competitive and cost-effective	Accounting Officer	Executive Managers and Managers reporting to Executive managers as per the

				SCM policy
<b>F.11.16</b>	MFMA 65(2)(j) & 79	To take all reasonable steps to ensure that all financial accounts of the municipality are closed at the end of each month and reconciled with its records	Accounting Officer	Chief Financial Officer
<b>F.11.17</b>	MFMA 66 & 79	To report to Accounting Officer on all expenditure incurred by the municipality on staff salaries, wages, allowances and benefits in a manner which discloses such expenditure per type as stipulated in section 66 of the MFMA, for purposes of reporting to Council	Accounting Officer	Chief Financial Officer
<b>F.12. Revenue Management</b>				
<b>F.12.01</b>		To take all reasonable steps to ensure the recovery of all monies owed to the municipality	Council	Chief Financial Officer
<b>F.12.02</b>		To appoint legal representatives for the recovery of monies owed to the municipality and to authorize the repossession of property where necessary	Council	Chief Financial Officer
<b>F.12.03</b>		To issue final notices and cut-off notices	Council	Chief Financial Officer
<b>F.12.04</b>		To obtain sentencing and court orders and to take legal steps for the recovery of monies	Council	Chief Financial Officer
<b>F.12.05</b>		To exercise all the rights and duties of the Council in respect of liquidations, insolvencies, deceased estates and administration orders in the interest of Council	Council	Chief Financial Officer
<b>F.12.06</b>		To decide on the most appropriate methods of tracing and debt investigations	Council	Chief Financial Officer
<b>F.12.07</b>		To liaise with and enter into agency agreements with debt collection agencies	Council	Chief Financial Officer
<b>F.12.08</b>		To, in respect of the management area, approve applications for the exemption of rates, subject to applicable legislation	Council	Chief Financial Officer
<b>F.12.09</b>		To approve applications to pay taxes on a monthly basis	Council	Chief Financial Officer
<b>F.12.10</b>	MFMA 64(2)(a) & 79 SYS 95	To take all reasonable steps to ensure that the municipality has effective revenue collection systems, which are consistent with section 95 of the Systems Act and the municipality's credit control and debt collection policies	Accounting Officer	Chief Financial Officer



<b>F.12.11</b>	MFMA 64(2)(b) & 79	To take all reasonable steps to ensure that revenue due to the municipality is calculated on a monthly basis	Accounting Officer	Chief Financial Officer
<b>F.12.12</b>	MFMA 64(2)(c) & 79	To take all reasonable steps to ensure that accounts for municipal taxes and charges in respect of municipal services are prepared on a monthly basis or, where monthly accounts are uneconomical, less often as may be prescribed by the Minister of Finance by regulation in terms of section 168	Accounting Officer	Chief Financial Officer
<b>F.12.13</b>	MFMA 64(2)(d) & 79	To take all reasonable steps to ensure that all money received by the municipality is promptly deposited in accordance with this Act into the municipality's bank account(s)	Accounting Officer	Chief Financial Officer
<b>F.12.14</b>	MFMA 64(2)(e)(i)-(iii) & 79	To take all reasonable steps to ensure that the municipality maintains a management, accounting and information system which recognizes revenue when it is earned and accounts for debtors and receipts of revenue	Accounting Officer	Chief Financial Officer
<b>F.12.15</b>	MFMA 64(2)(f) & 79	To take all reasonable steps to ensure that the municipality maintains a system of internal control in respect of debtors and revenue consistent with regulations promulgated by the Minister of Finance in terms of section 168	Accounting Officer	Chief Financial Officer
<b>F.12.16</b>	MFMA 64(2)(g) & 79	To take all reasonable steps to ensure that the municipality charges interest on arrears, except where Council has granted exemptions in accordance with its budget-related policies and within a framework prescribed in the Minister of Finance by regulation in terms of section 168	Accounting Officer	Chief Financial Officer
<b>F.12.17</b>	MFMA 64(2)(h) & 79	To take all reasonable steps to ensure that all revenue received by the municipality, including revenue received by any collection agent on its behalf, is reconciled at least on a weekly basis	Accounting Officer	Chief Financial Officer

<b>F.12.18</b>	MFMA 64(3), 35(1)(b) & 79	To inform the National Treasury of any payments due by any organ of state to the municipality in respect of municipal tax or for municipal services, if such payments are regularly in arrears for periods of more than 30 days	Accounting Officer	Chief Financial Officer
<b>F.12.19</b>	MFMA 64(4) & 79	To ensure that any funds collected by the municipality on behalf of another organ of state is transferred to that organ of state at least on a weekly basis and that such funds are not used for the purposes of the municipality	Accounting Officer	Chief Financial Officer
<b>F.13. Guarantees</b>				
<b>F.13.01</b>	MFMA 50	To issue guarantees for commitments or debt on the conditions as specified in section 50(a) to (c)	Council	Accounting Officer
<b>F.14. Scrapping and writing-off of redundant, obsolete or lost assets, goods, material and equipment</b>				
<b>F.14.01</b>		To determine from time of time the total value of redundant, obsolete or lost assets, goods, material and equipment that the Municipal Manager and other staff may scrap	Council	Executive Mayor together with the Mayoral Committee
<b>F.14.02</b>		To authorize the scrapping and writing-off of redundant, obsolete or lost, assets, goods, material and equipment to a maximum value of R300 000-00 per item	Council	Accounting Officer
<b>F.14.03</b>		To authorize the scrapping and writing-off of redundant, obsolete or lost assets, goods, material and equipment to a maximum value of R120 000-00 per item	Council	Municipal Manager & Executive Managers in respect of assets, goods, material and equipment related to their respective departments

<b>F.15. Resolution of Financial Problems</b>				
<b>F.15.01</b>	MFMA 135(3)	To seek solutions for serious financial problems or anticipated problems in meeting the municipality's financial commitments	Council	Accounting Officer
<b>F.15.02</b>	MFMA 135(3)(b) & (c)	To notify the MEC for local government, MEC for finance and organized local government of serious financial problems or anticipated problems in meeting the financial commitments of the municipality	Council	Executive Mayor
<b>F.15.03</b>	MFMA 152, 153, 154 & 155	To, on behalf of Council, sign all documentation related to applications to the High Court for a stay of legal proceedings or extraordinary relief in terms of sections 152 & 153 of the MFMA where the municipality is unable to meet its financial commitments	Council	Accounting Officer
<b>F.15.04</b>	MFMA 135(3) & 79	To seek solutions for serious financial problems or anticipated problems in meeting the municipality's financial commitments	Accounting Officer	Chief Financial Officer
<b>F.16. Reports</b>				
<b>F.16.01</b>	MFMA 121(1)	To prepare annual reports for each financial year in accordance with the provisions of Chapter 12	Council	Municipal Manager
<b>F.16.02</b>	MFMA 133(1)(c)(i) & 127(2)	To investigate and report to Council the reasons for failure by the Executive Mayor to table the annual report of the municipality or a municipal entity to Council	Council	Speaker
<b>F.16.03</b>	MFMA 133(1)(c)(i)	To investigate and report to Council the reasons for failure by the Accounting Officer to submit financial statements to the Auditor-General in accordance with Section 126(1) or (2) of the MFMA	Council	Speaker
<b>F.16.04</b>	MFMA 121(3)(e) & 79	To submit to the Accounting Officer an assessment of any arrears on municipal taxes and service charges	Accounting Officer	Chief Financial Officer

<b>F.16.05</b>	MFMA 121(3)(f) & 79	To submit to the Accounting Officer an assessment of the municipality's performance against measurable objectives for revenue collection and for each vote in the municipality's approved budget	Accounting Officer	Chief Financial Officer
<b>F.16.06</b>	MFMA 74(1) & 79	To submit to the National Treasury, Provincial Treasury, Department of Local Government in the Province and the Auditor-General such information, returns, documents, explanations and motivations as may be required or prescribed by the Minister of Finance by regulation in terms of section 168	Accounting Officer	Chief Financial Officer
<b>F.16.07</b>	MFMA 132 & 79	To submit the documents referred to in Section 132 to the Provincial Legislature	Accounting Officer	Chief Financial Officer
<b>F.16.08</b>	MFMA 75(1) & 79 SYS 21A	To place on the website of the municipality the documents as stipulated in section 75(1)(a) to (l)	Accounting Officer	Executive Managers as regards documents related to their respective functions
<b>F.17. Financial Reporting</b>				
<b>F.17.01</b>	MFMA 121(3)(c) SYS 46	To prepare an annual performance report for the municipality in terms of section 46 of the Systems Act	Council	Accounting officer
<b>F.17.02</b>	MFMA 123(g)	To provide particulars of any corrective action taken or to be taken in response to issues raised in the Auditor General's audit reports referred to in section 123(3)(b) & (d)	Council	Accounting Officer
<b>F.18. Forbidden Activities</b>				
<b>F.18.01</b>	MFMA 164	To ensure that no forbidden activities as stipulated in section 164 of the MFMA occurs within the municipality and that where the municipality is engaged in an activity prohibited by this section on the day it takes effect, all reasonable steps are taken to rectify the municipality's position and comply with the section as soon as may be reasonable in the circumstances	Council	Accounting Officer, & Executive Managers insofar as it relates to their respective functions/departments

<b>F.19. Unauthorized, irregular or fruitless and wasteful expenditure</b>				
<b>F.19.01</b>	MFMA 32(6) & 79	To ensure that all reasonable steps have been taken to report to the SAPS irregular expenditure that constitutes a criminal offence and/or theft and fraud that occurred in the municipality	Accounting Officer	Chief Financial Officer
<b>F.19.02</b>	MFMA 32(7) & (6)	To ensure that all reasonable steps have been taken to report to the SAPS irregular expenditure that constitutes a criminal offence and/or theft and fraud that occurred in the municipality, if the charge is against the Accounting Officer or the Accounting Officer fails to report such alleged cases to the SAPS in terms of subsection 37(6)	Council	Executive Mayor
<b>F.19.03</b>	MFMA 32(2)	To recover unauthorized, irregular or fruitless and wasteful expenditure from the person liable for such expenditure	Council	Chief Financial Officer
<b>F.20. Financial Misconduct</b>				
<b>F.20.01</b>	MFMA 171 & 173	To investigate allegations of financial misconduct against the Chief Financial Officer, a senior manager or other official and to institute disciplinary proceedings against the relevant official, <b>subject</b> to the provisions regarding criminal offences as contemplated in section 173 and the regulations contemplated in section 175	Council	Accounting Officer
<b>F.20.02</b>	MFMA 167(1), (2), (3) SYS Schedule 1	To ensure that irregular expenditure is not incurred by paying remuneration or giving payment in cash or in kind to political office-bearers or a member of a political structure of the municipality (otherwise than in accordance with section 162(1)) and that such irregular expenditure is recovered and not written-off	Council	Chief Financial Officer
<b>F.20.03</b>	MFMA 176(2)	To recover from a political office-bearer or official of the municipality any loss or damage suffered as a result of deliberate or negligent unlawful actions when performing a function of office	Council	Accounting Officer
<b>F.20.04</b>	MFMA 62(1)(e) & 79	To ensure that disciplinary proceedings are instituted against any official of the municipality who has allegedly committed an act of financial misconduct or an offence in terms of Chapter 15	Accounting Officer	Executive Managers
<b>F.20.05</b>	MFMA 171(4)	To investigate allegations of financial misconduct	Council	Executive Mayor

	& 173	against the Accounting Officer and to institute disciplinary proceedings against the Accounting Officer, <b>subject</b> to the provisions regarding criminal offences as contemplated in section 173 and the regulations contemplated in section 175		
<b>F.21. Auditing</b>				
<b>F.21.01</b>		To authorize audit investigations, including forensic investigations	Council	Accounting Officer
<b>F.21.02</b>	MFMA 165(1)	To establish an internal audit unit for the municipality in accordance with the provisions of section 165 of the MFMA	Council	Accounting Officer
<b>F.21.03</b>		To manage and control the municipality's audit function	Council	Accounting Officer
<b>F.21.04</b>		To manage and co-ordinate the matters of the Audit Committee and to provide the necessary administrative infrastructure required for the functioning of the committee	Council	Accounting Officer
<b>F.21.05</b>		To furnish the Council with all reports required by legislation	Council	Accounting Officer
<b>F.21.06</b>		To act as intermediary between Council and the Auditor General	Council	Accounting Officer
<b>F.21.07</b>		To ensure compliance with all laws that regulate the audit functions	Council	Accounting Officer
<b>F.22. Costing</b>				
<b>F.22.01</b>		To determine the internal allocated costs/cost recoveries	Council	Chief Financial Officer
<b>F.22.02</b>	MFMA 44	To take all reasonable steps that may be necessary to resolve disputes of a financial nature which arises between the municipality and other organs of state, out of court	Council	Executive Mayor

<b>F.23. Budget and Treasury Office</b>				
<b>F.23.01</b>	MFMA	<p>To decide on the most appropriate methods for the rendering of services, including the following –</p> <ul style="list-style-type: none"> <li>• Cash control, including the administration of collection, safeguarding and banking of all income</li> <li>• Client services</li> <li>• Accounts and income</li> <li>• Meter readings</li> <li>• Discount on rates</li> <li>• Transfer certificates</li> </ul>	Council	Chief Financial Officer
<b>F.24. Capital Projects</b>				
<b>F.24.01</b>		To ensure that the relevant Executive Director submits a business plan to the Accounting Officer.	Executive Mayor	Members of the Mayoral Committee in respect of matters falling within their respective portfolios
<b>F.24.02</b>	MFMA 19 & 79	To submit business plans in respect of capital projects to the Accounting Officer for purposes of submission to the Executive Mayor for approval in terms of section 53(c)(ii) , taking into account and setting out the information as required by section 19. The relevant Portfolio Holder must be consulted in the preparation of the business plans.	Accounting Officer	Executive Managers in respect of matters falling within their respective departments
<b>F.25. Allocations to other Municipalities</b>				
<b>F.25.01</b>	MFMA 37(2) & 79	To notify receiving municipalities of projected amounts or allocations to be transferred to such municipalities during consecutive three financial years, in order to enable municipalities to include allocations in their budgets and to plan effectively for the spending of such allocations	Accounting Officer	Chief Financial Officer

<b>F.26. Financial Management</b>				
<b>F.26.01</b>	MFMA 62(1)(b) & 79	To ensure that full and proper financial records of the financial affairs of the municipality are kept in accordance with the norms and standards prescribed by the Minister of Finance by regulation in terms of section 168 of the MFMA	Accounting Officer	Chief Financial Officer
<b>F.26.02</b>	MFMA 34(3)(a), 62 & 79 CONS 155(6)	To take all necessary steps to improve the municipality's financial management, taking into consideration the results submitted by the Provincial Government in respect of its monitoring function	Accounting Officer	Chief Financial Officer
<b>F.26.03</b>	MFMA 62(1)(c) & 79	To ensure that the municipality has and maintains effective, efficient and transparent systems of financial and risk management and internal control, as well as internal audit operating in accordance with norms and standards prescribed by regulation by the Minister of Finance in terms of section 168	Accounting Officer	Chief Financial Officer
<b>F.26.04</b>	MFMA 62(f), Chapter 11 & 79 SYS 74 & 96(b) MPRA	To ensure that the municipality implements its tariff, rates, credit control, debt collection and supply chain management policies	Accounting Officer	Chief Financial Officer
<b>F.27. Asset Management</b>				
<b>F.27.01</b>	MFMA 63(2)(a) & 79	To ensure that the municipality maintains a management, accounting and information system that accounts for the assets and liabilities of the municipality	Accounting Officer	Chief Financial Officer
<b>F.27.02</b>	MFMA 63(2)(b) & 79	To ensure that the municipality's assets and liabilities are valued in accordance with standards of generally recognized accounting practice	Accounting Officer	Chief Financial Officer
<b>F.27.03</b>	MFMA 63(2)(c) & 79	To ensure that the municipality maintains a system of internal control of assets and liabilities, including an asset and liability register prescribed by the Minister of Finance by regulation in terms of section 168	Accounting Officer	Chief Financial Officer



<b>F.28. Immovable Property</b>				
<b>F.28.01</b>		To authorize the letting of immovable property of the municipality at market value, in accordance with the Supply Chain Management Policy.	Council	Municipal Manager
<b>F.28.02</b>		To authorize the letting of immovable property of the municipality below market value: Provided that such action is in the best interest of the municipality, in accordance with the Supply Chain Management Policy.	Council	Executive Mayor together with Mayoral Committee
<b>F.28.03</b>		To authorize the purchase or lease of immovable property for public purposes, in accordance with the Supply Chain Management Policy.	Council	Municipal Manager
<b>F.28.04</b>	SYS 60(a)	To authorize the expropriation of immovable property or rights in respect of immovable property for public purposes, in accordance with a policy framework determined by Council and/or the Supply Chain Management Policy	Council	Executive Mayor
<b>F.28.05</b>		To determine the terms and conditions when acquiring or alienating immovable property or rights in immovable property, in accordance with the Supply Chain Management Policy.	Council	Municipal Manager
<b>F.28.06</b>		To draft and enforce the terms and conditions with regard to the acquiring or alienating immovable property or rights in immovable property, in accordance with the Supply Chain Management Policy.	Council	Municipal Manager
<b>F.28.07</b>		To accept offers to settle claims in respect of compensation for expropriated property or acquired property	Council	Municipal Manager

<b>F.29. Funds transferred to organizations and bodies outside government</b>				
<b>F.29.01</b>	MFMA 67(1) & 79	To ensure that organizations or bodies outside any sphere of government, except organizations and bodies serving the poor or used by government as an agency to serve the poor, to which funds are transferred by the municipality, otherwise than in compliance with a commercial or other business transaction, comply with the requirements as set out in section 67(1)(a) of the MFMA	Accounting Officer	Executive Managers and Section Heads/Managers
<b>F.29.02</b>	MFMA 67(3) & 79	To enforce compliance with section 67(1) through contractual or other appropriate mechanisms when transferring funds to organizations and bodies outside any sphere of government, except organizations and bodies serving the poor or used by government as an agency to serve the poor	Accounting Officer	Executive Managers and Section Heads/Managers
<b>F.30. Shortfalls, overspending and overdrafts</b>				
<b>F.30.01</b>	MFMA 70(1) & 79	To report to the Accounting officer any impending shortfall or overspending of the municipality's budget and any steps taken to prevent or rectify such shortfall or overspending, for purposes of reporting to Council	Accounting Officer	Chief Financial Officer
<b>F.30.02</b>	MFMA 70(2) & (3) & 79	To notify the National Treasurer in the prescribed format of the amount by which bank accounts are overdrawn, the reasons for the overdrawn accounts and steps taken to correct the matter	Accounting Officer	Chief Financial Officer

<b>F.31. Public-private Partnerships</b>				
<b>F.31.01</b>	MFMA 120(6) & 79	To make public particulars of a public-private partnership and solicit views and recommendations as contemplated in section 120(6), at least 60 days prior to the Council meeting at which a report on the feasibility must be submitted by the Accounting Officer for a decision in principle, whether or not the municipality should continue with a proposed public-private partnership	Accounting Officer	Executive Managers insofar as the public-private partnership relates to their respective departments
<b>PART 4 : PERSONNEL MATTERS</b>				
<b>P.1. Appointments</b>				
<b>P.1.01</b>	STR 82(1)(a)	To determine a short list for appointment of a Municipal Manager, to interview candidates, to make recommendations to Council on a preferred candidate and to sign the contract of employment on behalf of the Municipality.	Council	Executive Mayor
<b>P.1.02</b>	SYS 56	To determine a short list of candidates for appointment in positions that are directly accountable to the Municipal Manager, to interview candidates, to make recommendations to Council on preferred candidates.	Council	Executive Mayor in consultation with the Municipal Manager
<b>P.1.03</b>	SYS 56	To sign the contracts of employment of managers directly accountable to the Municipal Manager on behalf of the Municipality.	Council	Municipal Manager
<b>P.1.04</b>	SYS 57	To determine the conditions of service and the terms of employment contracts of the Municipal Manager and those members of staff directly accountable to the Municipal Manager.	Council	Executive Mayor in consultation with the Deputy Executive Mayor.
<b>P.1.05</b>	SYS 57	To exercise all the rights and duties of Council and to take all decisions regarding the privileges, rights and duties of the Municipal Manager and those Members of staff directly accountable to the Municipal Manager, in terms of their respective service contracts.	Council	Executive Mayor in consultation with the Deputy Executive Mayor.

<b>P.1.06</b>	STR 82(1)(b) & 82(2)	To appoint an official to act as Municipal Manager in the absence of the Municipal Manager.	Council	
<b>F.1.07</b>		To make employment offers to staff (permanent and temporary)	Municipal Manager	
<b>P.1.08</b>		To nominate or appoint officials to represent Council on outside bodies or other forums	Municipal Manager	
<b>P.1.09</b>		To appoint officials in terms of relevant legislation administered by the municipality	Municipal Manager	
<b>P.1.10</b>		To make statutory appointments such as Head of Civil Protection, Deputy Heads of Civil Protection, Fire Chief, Medical Officer of Health, Building Control Officer (in respect of a management area) and Deputy Information Officers, as well as similar other statutory appointments and any acting appointments.	Municipal Manager	
<b>P.1.11</b>		To appoint a Secretary and/or Acting Secretary of the Valuation Court (in respect of a management area), as and when required.	Council	Municipal Manager
<b>P.1.12</b>	SYS 55(1)	To approve the filling of vacant posts in the department in accordance with the appointment policy.	Municipal Manager	Executive Managers
<b>P.1.13</b>	SYS 55(1)	To appoint staff and to make employment offers to staff (permanent and temporary) on post levels up to and including that of the Managers in terms of the appointment policy.	Municipal Manager	Executive Managers
<b>P.1.14</b>	SYS 55(1)	To appoint casual workers or contract workers for a specific task or project for a continuous period of not more than 6 months and on conditions determined by the Municipal Manager, in so far as such tasks or projects fall within the jurisdiction of the department.	Municipal Manager	Executive Managers
<b>P.1.15</b>	SYS 55(1)	To authorize the placing of staff advertisements in the press.	Municipal Manager	Executive Managers
<b>P.1.16</b>	SYS 55(1)	To authorize the appointment of officials in the department to act in a higher position in terms of the municipality's acting policy.	Municipal Manager	Executive Managers
<b>P.1.17</b>	SYS 57	To authorize the appointment of an Executive Manager to act on behalf of an Executive Manager.	Council	Municipal Manager in consultation with relevant Executive Manager
<b>P.1.18</b>	SYS 55(1)	To appoint an official as Employment Equity Officer, in terms of the <b>Employment Equity Act</b> .	Municipal Manager	Executive Manager: Corporate Services

<b>P.2. Granting of Leave and Associated Matters</b>				
<b>P.2.01</b>	SYS 55(1)	To grant leave, including sick leave, to officials of the department.	Municipal Manager	Executive Managers
<b>P.2.02</b>	SYS 55(1)	To grant special leave to officials of the department.	Municipal Manager	Executive Managers
<b>P.2.03</b>	SYS 55(1)	To grant approval that the compulsory leave of an official of the department may be transferred to the next leave cycle.	Municipal Manager	Executive Managers
<b>P.2.04</b>	SYS 55(1)	To recall from leave any official of the department when such official's services are required in cases of emergency or abnormal circumstances.	Municipal Manager	Executive Managers
<b>P.2.05</b>		To authorize the commutation of leave by members of staff in the department in terms of the leave policy.	Council	Executive Managers
<b>P.3. Transfers/Relocation</b>				
<b>P.3.01</b>	SYS 55(1)	To transfer officials of the department from one geographical locality to another, subject to Council's policy on Centralization/Decentralization of Functions and Relocation of Staff	Municipal Manager	Executive Managers
<b>P.3.02</b>	SYS 55(1)	To transfer officials for one functional unit to another, subject to Council's policy on Centralization/Decentralization of Functions and Relocation of Staff	Municipal Manager	Relevant Executive Manager

<b>P.3.03</b>		To authorize expenditure for the relocation of newly appointed staff: Provided that the prior written approval be obtained from the Executive Manager Financial Services that adequate funding is available	Council	Municipal Manager
<b>P.4. Standby Services</b>				
<b>P.4.01</b>	SYS 55(1)	To authorize the rendering of standby services by officials of the department and where applicable the payment of a standby allowance.	Municipal Manager	Executive Managers
<b>P.5. Travel and Subsistence</b>				
<b>P.5.01</b>		To approve the payment of travel and subsistence expenditure incurred by officials of the department.	Council	Municipal Manager, & Executive Managers
<b>P.5.02</b>	SYS 55(1)	To authorize officials of the department to use official vehicles of the municipality.	Council	Municipal Manager, & Executive Managers
<b>P.7. Training</b>				
<b>P.7.01</b>	SYS 55(1) & SDA	To identify the training needs in the department, to actively promote the development of skills of staff in the department and to see to training and re-training.	Municipal Manager	Respective Executive Managers
<b>P.7.02</b>	SYS 55(1) & SDA	To evaluate, approve, initiate and arrange training programmes, sessions and actions for staff, to authorize all expenditure in connection therewith and to claim compensation from national training funds.	Municipal Manager	Executive Manager: Corporate Services
<b>P.7.03</b>	SYS 55(1)	To approve applications and renewal of applications by staff for study bursaries.	Municipal Manager	Executive Manager: Corporate Services

<b>P.7.04</b>	SYS 55(1)	To approve the appointment of students to gain practical experience as part of their study curriculum	Municipal Manager	Relevant Executive Manager
<b>P.7.06</b>		Approving of Councillor Training	Council	Speaker
<b>P.8. Housing</b>				
<b>P.8.01</b>	SYS 55(1)	To allocate municipal dwellings to officials who have to reside at specific locations to perform their functions.	Council	Municipal Manager
<b>P.9. Administration of Vehicle Scheme for Staff</b>				
<b>P.9.01</b>	SYS 55(1)	To administer the Council's vehicle scheme for staff and to take all decisions necessary to give effect thereto.	Municipal Manager	Executive Manager: Corporate Services
<b>P.10. Official Telephones/Cellular Phones &amp; Internet Facilities</b>				
<b>P.10.01</b>	SYS 55(1)	To authorize the allocation of cell phones or the installation of official telephones at residences of staff.	Council	Executive Manager: Corporate Services
<b>P.10.02</b>	SYS 55(1)	To decide which members of staff should have access to internet facilities	Council	Municipal Manager
<b>P.11. Allocation of Offices, Depots, Amenities and Furniture</b>				
<b>P.11.01</b>		To allocate offices, depots and amenities to departments	Municipal Manager	Executive Managers
<b>P.11.02</b>		To allocate furniture and sub-allocate offices to officials of the department	Municipal Manager	Executive Managers
<b>P.11.03</b>		To allocate offices and furniture to political office bearers	Council	Speaker in consultation with the Municipal Manager

<b>P.12. Parking</b>				
<b>P.12.01</b>		To allocate official parking bays to officials at offices of the municipality.	Municipal Manager	Executive Manager: Corporate Services
<b>P.13. Resignation and Associated Matters</b>				
<b>P.13.01</b>	SYS 55(1)	To accept notices of resignation from officials of the department for shorter periods than is prescribed in the conditions of service.	Council	Municipal Manager & Executive Managers
<b>P.13.02</b>	SYS 55(1)	To issues service certificates.	Municipal Manager	Executive Manager: Corporate Services
<b>P.14. Time-off</b>				
<b>P.14.01</b>	SYS 55(1)	To authorize the time off for trade union Members in terms of the Organizational Rights Agreement.	Municipal Manager	Executive Manager: Corporate Services
<b>P.14.02</b>	SYS 55(1)	To, in exceptional circumstances, grant authority that members of trade unions may be given time off despite existing policy and agreements.	Municipal Manager	Municipal Manager
<b>P.15. Overtime</b>				
<b>P.15.01</b>	SYS 55(1)	To authorize the payment of overtime and/or time off in lieu of overtime in respect of officials of the department.	Municipal Manager	Executive Managers
<b>P.17. Labour Unrest</b>				
<b>P.17.01</b>		To consider and to take whatever steps that may be necessary before or during labour unrest, which may include authorizing officials to negotiate with trade unions.	Council	Municipal Manager
<b>P.18. Promotions &amp; Merit Awards</b>				
<b>P.18.01</b>	SYS 55(1)	To approve promotions of or grant merit awards to officials in the department in terms of the appointment and/or performance measurement policy.	Municipal Manager	Executive Managers



PART 5 : LEGAL MATTERS				
<b>L.1. By-laws</b>				
<b>L.1.01</b>		To introduce by-laws into Council for adoption.	Council	Executive Mayor
<b>L.1.02</b>		To decide which policies should be adopted as by-laws.	Council	Executive Mayor together with the Mayoral Committee
<b>L.1.03</b>		To monitor contraventions of laws and by-laws applicable to the activities of the department and to take such reasonable action as to ensure compliance with its provisions or discouragement of prohibited acts and where it fails to enforce compliance by law.	Council	Municipal Manager & Executive Managers
<b>L.2. National and Provincial Legislation</b>				
<b>L.2.01</b>		To, where adequate time is available, formulate comments on proposed national and provincial legislation, regulations, policy frameworks.	Council	Executive Mayor together with the Mayoral Committee
<b>L.2.02</b>		To make recommendations to the Executive Mayor regarding comments on proposed national and provincial legislation, regulations and policy frameworks which resort under their respective portfolios	Executive Mayor	Members of the Mayoral Committee
<b>L.2.03</b>		To formulate of comments on proposed national and provincial legislation, regulations, policy frameworks, where the deadline for comment will prevent <u>Council</u> to comment in time.	Council	Executive Manager: Corporate Services; Legal Adviser
<b>L.3. Legal Proceedings</b>				
<b>L.3.01</b>		To decide to institute legal proceedings against other organs of state in order to enforce the municipality's rights, where all reasonable steps in terms of the principles of co-operative government have failed.	Council	Executive Mayor

<b>L.3.02</b>		To institute or authorize the institution of legal action against any person or body, excluding organs of state, or defend any action brought against Council in any competent court.	Council	Municipal Manager
<b>L.3.03</b>		To authorize the institution of appeal proceedings in the High Court of Appeal or the Constitutional Court, where judgment has been given against the municipality.	Council	Municipal Manager
<b>L.3.04</b>		To authorize the institution of appeal proceedings in a High Court in regard to any action where judgment was given against Council in a magistrate's court or by a single judge, but excluding appeals to the High Court of Appeal and the Constitutional Court, if such action is in the best interest of the Council.	Council	Municipal Manager
<b>L.3.05</b>		To reject any claim for compensation by any person or body against Council as a result of any action or failure to act by Council or any of its employees.	Council	Municipal Manager
<b>L.4. Court Orders, Interdicts, Evictions, Affidavits, etc</b>				
<b>L.4.01</b>		To authorize the obtaining of interdicts and other court orders against any person or body in order to compel or prevent him/her/it to act in accordance with or in conflict with statutory provisions.	Council	Municipal Manager
<b>L.4.02</b>		To on behalf of Council depose to affidavits, where Council is involved in litigation, either as applicant or respondent.	Council	Municipal Manager
<b>L.4.03</b>		To on behalf of council depose of affidavits, in legal proceedings or imminent legal proceedings involving council.	Council	Municipal Manager
<b>L.4.04</b>		To sign powers of attorney on behalf of Council, except where this power has already been delegated to another functionary.	Council	Municipal Manager
<b>L.4.05</b>		To grant authority to obtain eviction and/or demolition orders in terms of the provisions of the <b>Prevention of Illegal Eviction of Unlawful Occupants from Land Act</b> .	Council	Municipal Manager

<b>L.5. Legal Representation</b>				
<b>L.5.01</b>		To consider granting legal representation to Councillors against whom legal proceedings have been instituted or are being contemplated, as a result of any act or omission in the exercise of their duties.	Council	Speaker
<b>L.5.02</b>		To authorize the appointment of legal representatives, including senior advocates to act on behalf of the municipality in legal actions or to provide legal advice.	Council	Municipal Manager
<b>L.5.03</b>		To nominate officials to represent the municipality in any action brought against Council in a Small Claims Court	Council	Municipal Manager
<b>L.5.04</b>		To represent Council or to appoint someone to represent Council before any quasi judicial forum	Council	Municipal Manager
<b>L.5.05</b>		To appoint legal consultants to furnish Council with advice or to render other legal aid.	Council	Municipal Manager
<b>L.5.06</b>		To appoint legal representatives to institute or defend legal actions.	Council	Municipal Manager
<b>L.5.07</b>		To appoint legal consultants to furnish Council with advice or to render other legal aid.	Council	Municipal Manager
<b>L.5.08</b>		To obtain legal representation if legal proceedings have been instituted or are being contemplated against the Municipal Manager, as a result of any act or omission in the exercise of his/her duties	Council	Executive Mayor in consultation with the Legal Adviser
<b>L.5.09</b>		To provide legal representation to officials against whom legal proceedings have been instituted or are being contemplated, as a result of any act or omission in the exercise their duties.	Council	Municipal Manager

<b>L.6. Mediation and Arbitration</b>				
<b>L.6.01</b>		To decide on settlements in legal or arbitration proceedings, up to <b>R500 000</b> , in cases not covered by Council's insurance.	Council	Executive Mayor together with the Mayoral Committee
<b>L.6.02</b>		To refer disputes to arbitration or mediation or to authorize participation.	Council	Municipal Manager
<b>L.6.03</b>		To decide on settlements in legal or arbitration proceedings, up to <b>R250 000</b> , in cases not covered by Council's insurance.	Council	Municipal Manager
<b>L.6.04</b>		To consider and to do whatever he/she regards necessary in all arbitration proceedings	Council	Municipal Manager
<b>L.7. Contracts</b>				
<b>L.7.01</b>		To conclude and sign contracts on behalf of Council, except where Council has in particular instances decided otherwise or where the power has been delegated to another functionary.	Council	Municipal Manager
<b>L.7.02</b>		To draft and enforce contracts and the terms and conditions in regard to the acquisitions or alienation of immovable property or rights in immovable property.	Council	Municipal Manager
<b>L.7.03</b>		To sign contracts, power of attorney and relevant documents pertaining to the acquisition or alienation of immovable property or rights in immovable property and the consequential registration thereof.	Council	Municipal Manager
<b>L.7.04</b>		To conclude and sign contracts on behalf of council, where such contracts relate to the activities of the department.	Council	Municipal Manager
<b>L.7.05</b>		To exercise all rights and duties of the municipality in terms of an agency agreement for the rendering of services on behalf of an organ of state, in so far such agreement relates to the activities of the department: Provided that where more than one department is affected by Deputy Municipal Manager shall exercise those rights and duties in consultation with the respective Executive Directors.	Council	Municipal Manager & Executive Managers

<b>L.7.06</b>		To Conclude and sign Twinning Agreements, Co – Operation Agreements and Memorandum of Understandings with Political Office Bearers of other organs of state within or outside the borders of the Republic.	Council	Executive Mayor
<b>L.8. Bank Guarantees</b>				
<b>L.8.01</b>		To approve the terms and conditions of bank guarantees required for the compliance of the contractual obligations by a contractor or service provider.	Council	Municipal Manager
<b>L.8.02</b>		To authorize the cancellation or amendment of bank guarantees on full or partial compliance of the contractual obligations by a contractor or service provider.	Council	Municipal Manager in consultation with the relevant Executive Manager
<b>L.8.03</b>		To recall and liquidate bank guarantees or non-compliance of the contractual obligations by a contractor or service provider.	Council	Municipal Manager
<b>PART 6 : INTEGRATED DEVELOPMENT PLANNING</b>				
<b>IDP.1. Consultation</b>				
<b>IDP.1.01</b>	SYS 29(b)	To consult with affected municipalities and other organs of state and to advise Council on the method of aligning the municipality's planning with and supplement the development plans and strategies of such affected municipalities and other organs of state.	Council	Executive Mayor

<b>IDP.1.02</b>	SYS 28(2)	To consult the community before adopting a process that will guide Council in the planning, drafting, adoption and reviewing of an integrated development plan, prior to approval of the process.	Council	Executive Mayor
<b>IDP.1.03</b>	SYS 28	To approve a process that will guide Council in the planning, drafting, adoption and reviewing of the integrated development plan	Council	Executive Mayor together with the Mayoral Committee
<b>IDP.1.04</b>	SYS 28	To develop a process that will guide Council in the planning, drafting, adoption and review of its integrated development plan	Council	Municipal Manager
<b>IDP.1.05</b>	SYS 29	To take the necessary steps and to make arrangements for consultation with the local community before adoption of the process	Council	Municipal Manager
<b>IDP.2. Drafting &amp; Revision</b>				
<b>IDP.2.01</b>	SYS 34	To annually advise the Council on the review of the integrated development plan in accordance with an evaluation of the municipality's performance measurement as provided by the Deputy Executive Mayor	Council	Executive Mayor together with the Mayoral committee
<b>IDP.2.02</b>	SYS 30 STR 60(3)	To finalize the draft integrated development plan for purposes of submission to Council.	Council	Executive Mayor together with the Mayoral Committee
<b>IDP.2.03</b>	STR 56(2)(c)	To approve strategies, programmes and services to address the priority needs through the integrated development plan and budget	Council	Executive Mayor
<b>IDP.2.04</b>	STR 56(2)(d)	To, in accordance with the integrated development plan, budget and applicable statutory provisions, determine the best methods, including partnerships and other approaches, to deliver strategies, programmes and services to the maximum benefit of the community	Council	Executive Mayor together with the Mayoral Committee

<b>IDP.2.05</b>	STR 56(2)(d)	To, in accordance with the integrated development plan, budget and applicable statutory provisions, make recommendations to the Executive Mayor regarding the best methods, including partnerships and other approaches, to deliver strategies, programmes and services related to their respective portfolios to the maximum benefit of the community	Council	Members of the Mayoral Committee
<b>IDP.2.06</b>	STR 29	To investigate development plans and strategies that can be aligned with and supplement the development plans and strategies of affected municipalities and other organs of state	Council	Municipal Manager
<b>IDP.2.07</b>		To ensure that Council approves a predetermined programme specifying timeframes for the different steps of process to be followed.	Council	Municipal Manager
<b>IDP.2.08</b>	SYS 34	To ensure that Council reviews its integrated development plan annually in accordance with an assessment of its performance measurements	Council	Municipal Manager
<b>PART 7 : PERFORMANCE MANAGEMENT</b>				
<b>PM.1.01</b>	SYS 38	To adopt a strategy for the promotion of a culture of performance management among the municipality's political office bearers, political structures and Councillors and in the administration.	Council	Executive Mayor
<b>PM.1.02</b>	SYS 38	To recommend a strategy to the Executive Mayor for the promotion of a culture of performance management among the municipality's political office bearers, political structures and Councillors and in the administration	Executive Mayor	Deputy Mayor      Executive Mayor
<b>PM.1.03</b>	SYS 42	To consult the community on the development, implementation and review of the municipality's performance management system	Council	Deputy Mayor      Executive Mayor
<b>PM.1.04</b>	SYS 46	To present to Council an annual performance report for approval.	Council	Executive Mayor

<b>PM.1.05</b>	STR 56(3)(a)	To identify and develop criteria in terms of which progress in the implementation of strategies, programmes and services referred to in Section 56(2)(c) can be evaluated, including key performance indicators which are specific to the municipality and common to local government in general.	Executive Mayor	Deputy Mayor	Executive
<b>PM.1.06</b>	STR 56(3)(b)	To evaluate progress against the key performance indicators	Executive Mayor	Deputy Mayor	Executive
<b>PM.1.07</b>	STR 56(3)(c)	To review the performance of the municipality in order to improve – (i) The economy, efficiency and effectiveness of the municipality; (ii) The efficiency of credit control and revenue and debt collection services; (iii) The implementation of the Municipality's by-laws.	Executive Mayor	Deputy Mayor	Executive
<b>PM.1.08</b>	SYS 39(a)	To manage the development of the Municipality's performance management system.	Executive Mayor	Deputy Mayor	Executive
<b>PM.1.09</b>	SYS 39(b)	To assign responsibilities with regard to the performance management system to the Municipal Manager	Executive Mayor	Deputy Mayor	Executive
<b>PM.1.10</b>	SYS 40	To adopt a mechanism for monitoring and review of the municipality's performance management system	Council	Executive Mayor together with the Mayoral Committee	
<b>PM.1.11</b>	SYS 38	To develop a strategy for the promotion of a culture of performance management among the municipality's political office bearers, political structures and Councillors and in the administration	Council	Municipal Manager	
<b>PM.1.12</b>	SYS 38	To develop a mechanism for the monitoring and review of the municipality's performance management system	Council	Executive Mayor	
<b>PM.1.13</b>	SYS 42	To take the necessary steps and to make appropriate arrangements to involve the local community in the development, implementation and review of the municipality's performance management systems	Council	Executive Mayor	



<b>PM.1.14</b>	SYS 46	To prepare an annual performance report for approval by Council	Council	Deputy Executive Mayor
<b>PART 8 : COMMUNITY PARTICIPATION</b>				
<b>CP.1.01</b>		To monitor the community participation process of the municipality	Council	Executive Mayor
<b>CP.1.02</b>		To report on an annual basis to the Executive Mayor regarding the involvement of the community and community organizations in the affairs of the municipality	Council	Members of the Mayoral Committee as regards their respective portfolios
<b>PART 9 : INFORMATION TECHNOLOGY</b>				
<b>IT.1.01</b>		To decide on the standardization of software and hardware and the optimum manner for operation, support, maintenance and acquisition as regards information technology	Council	Municipal Manager
<b>IT.1.02</b>		To approve extensions, departures or exceptions in compliance with IT.1.01 above	Municipal Manager	Executive Manager: Strategic Services
<b>IT.1.03</b>		To preserve all electronic records and documents of the department and to maintain an index thereof as required in terms of audit and archive laws	Municipal Manager	Executive Manager: Corporate Services
<b>IT.1.04</b>		To advise the Municipal Manager with regard to the standardization of hardware and software and the optimum methods of operation, support and maintenance of information technology	Executive Manager: Strategic Services	Manager: ITC
<b>IT.1.05</b>		To advise the Municipal Manager on deviations/exceptions to compliance with IT.1.04	Executive Manager: Strategic Services	Manager: ITC
<b>IT.1.06</b>		To decide on the most appropriate methods to ensure the integrity of the Council's information technology systems	Municipal Manager	Executive Manager: Strategic Services
<b>IT.1.07</b>		To decide on and approve the most appropriate methods to render information technology services to Councillors	Municipal Manager	Executive Manager: Strategic Services

<b>PART 10 : COMMUNICATION</b>				
<b>C.1.01</b>		To make press statements and announcements in the media on behalf of Council.	Council	Executive Mayor in relation to political matters  Municipal Manager in relation to Administrative and / or Strategic matters
<b>C.1.02</b>		To decide on the most appropriate methods of publication of external publications as regards matters of the municipality	Council	Municipal Manager
<b>C.1.03</b>		To undertake the marketing and promotion of the municipality in accordance with the most appropriate system	Council	Municipal Manager
<b>C.1.04</b>		To decide on the most appropriate method to manage sound, video and photographic services	Council	Municipal Manager
<b>C.1.05</b>		To administer functions and gatherings approved by Council or its structures and to take all decisions necessary to give effect thereto	Council	Municipal Manager
<b>C.1.06</b>		To decide on the most appropriate method of presentation of information and introductory campaigns	Council	Municipal Manager
<b>C.1.07</b>		To approve the content of internal publications	Council	Municipal Manager
<b>C.1.08</b>		To grant permission for the use of the municipality's coat of arms/logo and other regalia	Council	Municipal Manager
<b>C.1.09</b>		To administer relations with the media	Council	Municipal Manager
<b>C.1.10</b>		To prepare press releases	Council	Municipal Manager
<b>C.1.11</b>		To decide on the most appropriate system for the management of public relations	Council	Municipal Manager
<b>C.1.12</b>		To decide on the most appropriate methods of publishing internal publications on the activities of the department	Council	Municipal Manager & Executive Managers

PART 11 : ADMINISTRATION				
A.1.01	STR 56(3)(d)	To monitor the administration of the municipality in accordance with the directions of Council and to report thereon to the Executive Mayor every 3 months.	Executive Mayor	Deputy Executive Mayor
PART 12 : PLANNING & DEVELOPMENT				
PD.1.01		To approve planning applications, except for applications on which objections have been received	Council	Executive Mayor on in consultation with relevant portfolio committee
PART 13 : AMENITIES				
AM.1.01		To decide on the most appropriate systems to administer the amenities under the control of the department	Council	Municipal Manager & Executive Managers
AM.1.02		To determine the opening and closing time of amenities under the control of the department	Council	Municipal Manager & Executive Managers
AM.1.03		To approve applications for the use of amenities under the control of the department	Council	Municipal Manager & Executive Managers
AM.1.04		To determine the conditions under which access to amenities under the control of the department will be granted	Council	Municipal Manager & Executive Managers
AM.1.05		To exercise all the rights and duties of Council as lesser or lessee in terms of the provisions of any lease or conditions of use in respect of the department's activities	Council	Municipal Manager & Executive Managers
AM.1.06		To administer the contents of all advertisements displayed in or at amenities and to approve advertisements displayed at such amenities	Council	Municipal Manager & Executive Managers as regards amenities falling under their respective departments

PART 14 : CLEANING SERVICES				
CS.1.01		To decide on the most appropriate systems for planning, control, safety, management and maintenance of cleaning services at Council buildings, facilities, depots and amenities	Council	Executive Manager: Corporate Services
PART 15 : ARCHIVES				
AR.1.01	ARCA	To be responsible for the compilation of Council's records system, as well as the operation, preservation and disposal of records in terms of the provisions of applicable legislation	Council	Executive Manager: Corporate Services
AR.1.02		To preserve all electronic records and documents of the Council and to compile an index thereof in accordance with archives and audit legislation	Municipal Manager	Executive Manager: Corporate Services
PART 16 : LAND AFFAIRS				
LA.1.01		To appoint sworn appraisers to determine the market value of immovable property or rights in immovable property which Council intends to alienate or acquire	Council	Municipal Manager
LA.1.02		To negotiate with persons in respect of the intended alienation or acquisition of immovable property, or rights in, on or over immovable property	Council	Municipal Manager
LA.1.03		To approve applications for servitudes over the property of the municipality, to enter into agreements and to determine the compensation to be paid	Council	Municipal Manager

<b>LA.1.04</b>		To advise the Executive Manager: Public Safety and Planning Services as regards applications for the approval of cell masts, radio masts and apparatus and the determination of rent/fees, subject to compliance with the policy of Council	Council	Executive Manager: Technical Services
<b>LA.1.05</b>		To grant authorization for the appointment of land surveyors and the preparation of land surveyors' diagrams of immovable property or rights in immovable property	Council	Executive Manager: Technical Services
<b>LA.1.06</b>		To approve applications for the erection of cell masts, radio masts and apparatus on immovable Council property, enter into the agreements concerned and determine the rental	Council	Executive Manager: Strategic Services in consultation with the Municipal Manager
<b>LA.1.07</b>		To investigate the need for conservation areas	Council	Executive Manager: Strategic Services in consultation with the Municipal Manager
<b>LA.1.08</b>		To investigate the need for by – laws in relation to Land Affairs	Council	Municipal Manager and Executive Managers as far as it relates to their respective Departments
<b>LA.1.09</b>		To complete a land audit for the purposes of land redistribution	Council	Municipal manager

## PART 17 : TECHNICAL SERVICES

### CMIP AND MIG GRANTS

The Executive Director: Engineering & Infrastructure services must:

- Include a process of due diligence in the Business Plan over the CMIP and MIG funding and make
- Make representations to the Executive Mayor on the results of the due diligence
- Ensure effective and efficient oversight on implementation by the Local Councils in respect of MIG grants

### EI.1 Roads & Storm water

<b>EI.1.01</b>		To decide on the most appropriate systems for the planning, control, safety, management and maintenance of roads which form an integrated part of a roads network system for the area of the municipality as a whole.	Municipal Manager	Executive Manager Technical Services
<b>EI.1.02</b>		To decide on the most appropriate systems for the planning, control, management and maintenance of storm water systems, flood control, rivers, dams, etc.	Municipal Manager	Executive Manager Technical Services
<b>EI.1.03</b>		To decide on the most appropriate systems for the planning, control, management and maintenance of intersections, bridges, etc.	Municipal Manager	Executive Manager Technical Services
<b>EI.1.04</b>		To approve and administer the permanent and temporary closure of roads.	Council	Executive Manager Technical Services in consultation with the Municipal Manager
<b>EI.1.05</b>		To decide on the placement and removal of road traffic signs, road markings and advertisements on roads.	Municipal Manager	Executive Manager Technical Services

<b>EI.1.06</b>		To decide on the most appropriate systems for the provision of premix and other road making materials.	Municipal Manager	Executive Manager Technical Services
<b>EI.1.07</b>		To grant or reject applications to make or erect private entrances, crossings, etc, and to determine conditions in this regard.	Council	Executive Manager Technical Services
<b>EI.1.08</b>		To determine whether any tree or vegetation has a detrimental influence on municipal services, causes a nuisance, discomfort or danger and to decide whether such vegetation should be removed.	Municipal Manager	Executive Manager Technical Services
<b>E.I2. Solid Waste</b>				
<b>E.I2.01</b>		To determine the days, times and conditions for access to solid waste premises.	Municipal Manager	Executive Manager Technical Services
<b>EI2.02</b>		To grant permission to enter solid waste premises and to determine such conditions as may deemed necessary.	Municipal Manager	Executive Manager Technical Services
<b>E.I2.03</b>		To prohibit the dumping of toxic materials in, at or on solid waste premises.	Municipal Manager	Executive Manager Technical Services
<b>E.I2.04</b>		To grant permission for the removal of material from solid waste premises.	Municipal Manager	Executive Manager Technical Services
<b>E.I2.05</b>		To grant authority for the placement of containers for the recycling of glass, paper, metals etc. at solid waste premises.	Municipal Manager	Executive Manager Technical Services
<b>E.I2.06</b>		To, in respect of a management area, exercise all the powers of the Council in regard to the dumping of litter, waste and car wrecks in terms of bylaws.	Municipal Manager	Executive Manager Technical Services

<b>E.12.07</b>		To decide on the most appropriate systems for the planning, control, safety, management and operation of refuse dumps, bulk waste transfer facilities and refuse removal facilities for more than one more local municipality in the	Municipal Manager	Executive Manager Technical Services in consultation with the Executive Manager: Community Services
<b>E.12.08</b>		To decide on the most appropriate system for the planning, control, safety, management and operation of refuse removal services in a management area.	Municipal Manager	Executive Manager Technical Services in consultation with the Executive Manager: Community Services
<b>E.13. Sewage</b>				
<b>E.13.01</b>	NBRBSA 103/1977	To, in respect of the management area, grant authority for sewer installations on premises where the owner has failed to comply in terms of the <b>National Building Regulations and Building Standard Act, 103/1977</b> and the regulations issued in terms thereof and as further described in clause “F Building Services” hereunder.	Municipal Manager	Executive Manager Technical Services
<b>E.13.02</b>	NBRBSA 103/1977	To, in respect of the management, give instructions in regard to safety measures in regard to sewage, in terms of the <b>National Building Regulations and Building Standards Act, 103/1977</b> and the regulations issued in terms thereof, and as further described in clause “F Building Services” here under.	Municipal Manager	Executive Manager Technical Services



<b>E.I3.03</b>	NBRBSA 103/1977	To, in respect of the management area, grant authorization for sewage work in terms of the <b>National Building Regulations and Building Standards Act 103/1977</b> and the regulations issued there under, and as further described in clause “F Building Services” hereunder.	Municipal Manager	Executive Manager Technical Services
<b>E.I3.04</b>	NBRBSA 103/1977	To, in respect of the management area, inspect sewer installations on premises and to test and approve such installations in terms of the <b>National Building Regulations and Building Standards Act, 13\03/1977</b> and the regulations issued there under, and as further described in clause “F Building Services” hereunder.	Municipal Manager	Executive Manager Technical Services
<b>E.I3.05</b>	NBRBSA 103/1977	To, in respect of the management area, authorize other forms of doing away with sewage, in terms of the <b>National Building Regulations and Building Standards Act, 103/1977</b> and the regulations issued there under, and as further described in clause “F Building Services” here under.	Municipal Manager	Executive Manager Technical Services
<b>E.I3.06</b>		To, in respect of the management area, and decide on the most appropriate systems for the planning, control management, safety and maintenance of sewage services.	Municipal Manager	Executive Manager Technical Services in consultation with the Executive Manager: Community Services
<b>E.I3.07</b>		To, in respect of the management area, and decide on the most appropriate systems for the planning, control, safety, management and maintenance of systems for the removal of domestic wastewater and sewage.	Municipal Manager	Executive Manager Technical Services in consultation with the Executive Manager: Community Services

<b>E.I4. Water</b>				
<b>E.I4.01</b>		To decide, in respect of the management area and in on the most appropriate systems for the planning, control, safety, management and maintenance of water services.	Municipal Manager	Executive Manager Technical Services in consultation with the Executive Manager: Community Services
<b>E.I5. Electrical Services</b>				
<b>E.I5.01</b>		To advise the service provider as regards the most appropriate systems for the planning, control, safety, management, operation and maintenance of electricity distribution services and telecommunication services	Municipal Manager	Executive Manager Technical Services in consultation with the Executive Manager: Community Services
<b>E.I5.02</b>		To ensure that all legislation relating to electricity for the enforcement of which Council is responsible, is complied with	Municipal Manager	Executive Manager: Technical Services
<b>E.I5.03</b>		To decide on the placement and removal of infrastructure which is utilized for the supply of electricity and telecommunication services	Municipal Manager	Executive Manager: Technical Services
<b>E.I5.04</b>		To decide on the placement and most effective methods of street lighting	Municipal Manager	Executive Manager: Technical Services

<b>E.I6. Building Services</b>  <b>Delegations in this part emanate from the National Building Regulations and Building Standards Act and the regulations issued thereunder</b>				
<b>E.I6.01</b>	NBRA S2(4)	To provide comments on building plans for the State	Council	Municipal Manager and Executive Manager: Technical Services
<b>E.I6.02</b>	NBRA S7(1)(a), (b) & 7(5)	To approve or reject building plans	Council	Municipal Manager and Executive Manager: Technical Services
<b>E.I6.03</b>	NBRA S7(4)	To extend the 12 month period	Council	Municipal Manager and Executive Manager: Technical Services
<b>E.I6.04</b>	NBRA S7(6)	To grant provisional approval	Council	Municipal Manager and Executive Manager: Technical Services
<b>E.I6.05</b>	NBRA S10(1)	To prohibit the erection of a building	Council	Municipal Manager and Executive Manager: Technical Services
<b>E.I6.06</b>	NBRA S10(1)	To impose conditions	Council	Municipal Manager and Executive Manager: Technical Services
<b>E.I6.07</b>	NBRA S11(1)	To impose an instruction to resume erection or to complete a building	Council	Municipal Manager and Executive Manager: Technical Services

<b>E.I6.08</b>	NBRA S11(1)	To extend the period for erection or completion	Council	Municipal Manager and Executive Manager: Technical Services
<b>E.I6.09</b>	NBRA S11(2)	To order a building to be demolished	Council	Municipal Manager and Executive Manager: Technical Services
<b>E.I6.10</b>	NBRA S11(4)	To authorize the demolition of a building	Council	Municipal Manager and Executive Manager: Technical Services
<b>E.I6.11</b>	NBRA S12(1)	To determine whether a building or earthwork is dangerous	Council	Municipal Manager and Executive Manager: Technical Services
<b>E.I6.12</b>	NBRA S12(1)	To require that a building be demolished, changed or safeguarded	Council	Municipal Manager and Executive Manager: Technical Services
<b>E.I6.13</b>	NBRA S12(3)(a)	To require that an architect or engineer be appointed	Municipal Manager	Executive Manager: Technical Services
<b>E.I6.14</b>	NBRA S12(3)(b)	To require that work be ceased	Municipal Manager	Executive Manager: Technical Services
<b>E.I6.15</b>	NBRA S12(4)	To require that a building be evacuated	Municipal Manager	Executive Manager: Technical Services
<b>E.I6.16</b>	NBRA S12(5)	To grant approval that a building be re-utilized or re-occupied	Municipal Manager	Executive Manager: Technical Services
<b>E.I6.17</b>	NBRA S14(1)(a), (b)	To issue or refuse the issue of occupation certificates	Municipal Manager	Executive Manager: Technical Services
<b>E.I6.18</b>	NBRA S14(1)(b)(1A)	To grant permission for and to determine conditions for occupation before an occupation certificate is issued	Municipal Manager	Executive Manager: Technical Services

<b>E.I6.19</b>	NBRA S18(1)	To authorize exemption of or deviation from the regulations	Municipal Manager	Executive Manager: Technical Services
<b>E.I6.20</b>	NBRA Reg A2(1)(f)	To require additional documents	Municipal Manager	Executive Manager: Technical Services
<b>E.I6.21</b>	NBRA Reg A5(5)(b)	To accept the scale of drawings, etc	Municipal Manager	Executive Manager: Technical Services
<b>E.I6.22</b>	NBRA Reg A7 (h), (i)	To require construction drawings	Municipal Manager	Executive Manager: Technical Services
<b>E.I6.23</b>	NBRA Reg A8(4)	To require particulars of the sewage installation	Municipal Manager	Executive Manager: Technical Services
<b>E.I6.24</b>	NBRA Reg A9(1)	To require a fire plan	Municipal Manager	Executive Manager: Technical Services
<b>E.I6.25</b>	NBRA Reg A11(1)	To require the appointment of a land surveyor	Municipal Manager	Executive Manager: Technical Services
<b>E.I6.26</b>	NBRA Reg A11(2)	To appoint a land surveyor	Municipal Manager	Executive Manager: Technical Services
<b>E.I6.27</b>	NBRA Reg A13(1)(b)	To require proof of treatment of wood	Municipal Manager	Executive Manager: Technical Services
<b>E.I6.28</b>	NBRA Reg A13(2), (3)	To test any materials or components and prohibit the utilization thereof	Municipal Manager	Executive Manager: Technical Services
<b>E.I6.29</b>	NBRA Reg A13(5)	To recover costs of tests	Municipal Manager	Executive Manager: Technical Services
<b>E.I6.30</b>	NBRA Reg A13(6)	To determine whether any material or component may be utilized	Municipal Manager	Executive Manager: Technical Services
<b>E.I6.31</b>	NBRA Reg A15(3)	To require that it be ensured that mechanical equipment or service installations is in working order	Municipal Manager	Executive Manager: Technical Services
<b>E.I6.32</b>	NBRA Reg A15(4)	To require the evacuation of a building	Municipal Manager	Executive Manager: Technical Services

<b>E.I6.33</b>	NBRA Reg A22(3)	To approve trenches and excavations	Municipal Manager	Executive Manager: Technical Services
<b>E.I6.34</b>	NBRA Reg A23(1)-(7)	To grant provisional authority for temporary buildings	Municipal Manager	Executive Manager: Technical Services
<b>E.I6.35</b>	NBRA Reg E1(1), (2)	To grant authority for the demolition of a building and determine conditions	Municipal Manager	Executive Manager: Technical Services
<b>E.I6.36</b>	NBRA Reg E1(4)	To require that a terrain be safeguarded	Municipal Manager	Executive Manager: Technical Services
<b>E.I6.37</b>	NBRA Reg E4	To arrange that premises be safeguarded and costs be recovered from the owner	Municipal Manager	Executive Manager: Technical Services
<b>E.I6.38</b>	NBRA Reg E3	To prohibit a method of demolition	Municipal Manager	Executive Manager: Technical Services
<b>E.I6.39</b>	NBRA Reg F1(1)	To require that fences, etc must be erected	Municipal Manager	Executive Manager: Technical Services
<b>E.I6.40</b>	NBRA Reg F1(4)	To grant authorization for encroachments	Municipal Manager	Executive Manager: Technical Services
<b>E.I6.41</b>	NBRA Reg F1(5)	To prescribe further conditions for demolition or erection	Municipal Manager	Executive Manager: Technical Services
<b>E.I6.42</b>	NBRA Reg F2(1)	To require the payment of deposits	Municipal Manager	Executive Manager: Technical Services
<b>E.I6.43</b>	NBRA Reg F3(2)	To require that an engineer be appointed	Municipal Manager	Executive Manager: Technical Services
<b>E.I6.44</b>	NBRA Reg F7(1)	To order provision of proof of compliance, that work be cut into, uncovered or demolished and that tests be done	Municipal Manager	Executive Manager: Technical Services
<b>E.I6.45</b>	NBRA Reg F7(2)(b)	To require that steps be taken to ensure that work complies	Municipal Manager	Executive Manager: Technical Services
<b>E.I6.46</b>	NBRA Reg F8(1), (2), F9(1), (2)	To require that waste, etc be removed	Municipal Manager	Executive Manager: Technical Services

<b>E.I6.47</b>	NBRA Reg F8, F9	To arrange that waste, etc be removed at the cost of the owner if the owner fails to comply	Municipal Manager	Executive Manager: Technical Services
<b>E.I6.48</b>	NBRA Reg F10(2)	To grant approval for the erection, placement, maintenance, relocation and rebuilding of builders' huts	Municipal Manager	Executive Manager: Technical Services
<b>E.I6.49</b>	NBRA Reg F10(4)	To order the builders' huts, etc be removed	Municipal Manager	Executive Manager: Technical Services
<b>E.I6.50</b>	NBRA Reg F11	To grant authorization to cease erection or demolition and to determine which sanitation will be adequate	Municipal Manager	Executive Manager: Technical Services
<b>E.I6.51</b>	NBRA Reg G1(3)	To grant authorization for earthworks	Municipal Manager	Executive Manager: Technical Services
<b>E.I6.52</b>	NBRA Reg O3	To approve artificial ventilation systems	Municipal Manager	Executive Manager: Technical Services
<b>E.I6.53</b>	NBRA Reg P1(4)	To grant authorization in respect of sewage installations where the owner failed to comply with Reg. P1(2)	Municipal Manager	Executive Manager: Technical Services
<b>E.I6.54</b>	NBRA Reg P3(3)	To order preventative measures for sewage	Municipal Manager	Executive Manager: Technical Services
<b>E.I6.55</b>	NBRA Reg P3(4)	To grant authorization for the discharge of water from a swimming pool	Municipal Manager	Executive Manager: Technical Services
<b>E.I6.56</b>	NBRA Reg P6(1)	To grant authorization for sewage works	Municipal Manager	Executive Manager: Technical Services
<b>E.I6.57</b>	NBRA Ref P7	To inspect, test and approve sewage installations	Municipal Manager	Executive Manager: Technical Services
<b>E.I6.58</b>	NBRA Reg Q1, Q2	To approve other methods of doing away with sewage	Municipal Manager	Executive Manager: Technical Services
<b>E.I6.59</b>	NBRA Reg R1(3)	To grant approval for and to require that plans and particulars as regards storm water systems be provided	Municipal Manager	Executive Manager: Technical Services

PART 18 : COMMUNITY & DEVELOPMENTAL SERVICES				
CD1. Health Matters				
CD.1.01	HA 63 of 1977	To exercise the powers and functions which vests in the Council in regard to health matters (also in regard to the management area), or has been devolved to Council in terms of the <b>Health Act, 63 of 1977</b> , as amended, and the regulations issued there under, on condition that Section 22 of the Act, which deals with the appointment of a medical officer of health, is excluded there from.	Municipal Manager	Executive Manager: Community Services
CD.1.02	BA 71, of 1991	To exercise the powers and functions which vests in the Council in regard to health matters (also in regard to the management area), or has been devolved to Council in terms of the <b>Businesses Act, 71 of 1991</b> , insofar as it relates to the licensing of businesses.	Municipal Manager	Executive Manager: Community Services
CD.1.03	APP 45, of 1965	To exercise the powers and functions which vests in the Council in regard to health matters (also in regard to the management area), or has been devolved to Council in terms of the <b>Atmospheric Pollution Prevention Act, 45 of 1965</b> .	Municipal Manager	Executive Manager: Community Services
CD.1.04	NCR	To exercise the powers and functions which vests in the Council in regard to health matters (also in regard to the management area), or has been devolved to Council in terms of <b>Noise Control Regulations</b> , in terms of the Environmental Conservation Act, 1989.	Municipal Manager	Executive Manager: Community Services
CD.1.05	TPCA, 83 of 1993	To exercise the powers and functions which vests in the Council in regard to health matters (also in regard to the management area), or has been devolved to Council in terms of the <b>Tobacco Products Control Act, 83 of 1993</b> , and regulations issued in terms of Section 12 thereof.	Council	Executive Manager: Community Services



CD.1.06		To exercise the powers and functions which vests in the Council in regard to health matters (also in regard to the management area), or has been devolved to Council in terms of Regulations controlling offensive trades.	Council	Executive Manager: Community Services
CD.1.07	NBRBS 103, 1977	To exercise the powers and functions which vests in the Council in regard to health matters (also in regard to the management area), or has been devolved to Council in terms of the <b>National Building Regulations and Building Standards Act, 103 of 1977</b> , and the regulations issued there under.	Council	Executive Manager: Community Services
CD.1.08	FCD 1972 (Act 54 of 1972)	To exercise the powers and functions which vests in the Council in regard to health matters (also in regard to the management area), or has been devolved to Council in terms of the <b>Foodstuffs, Cosmetics and Disinfectants Act, 1972 (Act 54 of 1972)</b> .	Council	Executive Manager: Community Services
CD.1.09		To decide on the most appropriate systems for the administration, planning, control management and maintenance of services listed under the functional areas of the incumbent.	Council	Executive Manager: Community Services
CD.1.10		To determine operational procedures and formulate policy in regard to all matters falling under the functional areas of the incumbent.	Council	Executive Manager: Community Services
CD.1.11	EOO 12 of 1980	To grant approval for the exhumation, re-interment, disturbance or removal of human remains in terms of the <b>Exhumations Ordinance, Ordinance 12 of 1980</b> .	Council	Executive Manager: Community Services
CD.1.12	DCOO 18 of 1976	To grant authority for the establishment of cemeteries on farms in terms of the provisions of the <b>Divisional Councils Ordinance, Ordinance 18 of 1976</b> .	Council	Executive Manager: Community Services
CD.1.13		To determine conditions and requirements regarding the establishment, conduct and control of cemeteries and crematoria serving the area of a major proportion of municipalities in the .	Council	Executive Manager: Community Services in consultation with the Executive Manager: Technical Services and Strategic Services

<b>CD.1.14</b>		<p>To perform such duties and exercise such powers as may be contained in a service delivery agreement between Council and local municipalities, in so far as such duties and powers relate to health (primary as well as environmental) matters in regard to but not limited to -</p> <ul style="list-style-type: none"> <li>(a) Applications for planning approvals in terms of the <b>Land Use Planning Ordinance, 1985</b></li> <li>(b) Applications for business licenses in terms of <b>Business Act 1991</b></li> <li>(c) Exhumations and burials</li> <li>(d) Establishment of cemeteries</li> <li>(e) Approval of building plans</li> </ul>	Council	Executive Mayor
<b>CD.1.15</b>		To ensure effective community participation in the planning and implementation of health services within the .	Council	Executive Manager: Community Services
<b>CD.1.16</b>		To ensure the ongoing training of staff (in terms of the skills development plan) within the department and of the community health workers to safeguard quality service provision.	Council	Executive Manager: Community Services
<b>CD.2. Local Economic Development</b>				
<b>CD.2.01</b>		To authorize investigations into the viability of economic development initiatives in the municipal area.	Council	Executive Manager: Strategic Services
<b>CD.2.02</b>		To take such steps as may be necessary to market and advertise the potential of the municipal area to investors and developers.	Council	Executive Manager: Strategic Services
<b>CD.2.03</b>	BA 71 of 1991	To, in respect of the management area, administer the applicable provisions of the <b>Business Act, 71 of 1991</b> , and the regulations relating to businesses.	Council	Executive Manager: Strategic Services
<b>CD.2.04</b>		To, in respect of the management area, allocate stands for informal traders in areas declared by the Council as areas for restricted informal trade, subject to such criteria as the Council has determined for the allocation of such stands	Council	Executive Manager: Strategic Services

<b>CD.2.05</b>		To, in respect of the management area, keep and administer a waiting list of informal traders, who applied for stands in areas declared by Council as restricted for informal trade	Council	Executive Manager: Strategic Services
<b>CD.2.06</b>		To, in respect of the management area, plan and decide on the most appropriate utilization of staff and infrastructure and to determine the priorities for the administration of areas declared as restricted for informal trade.	Council	Executive Manager: Strategic Services
<b>CD.2.07</b>		To, in respect of the management area, identify areas where informal trade should be restricted.	Council	Executive Manager: Strategic Services
<b>CD.2.08</b>		To take all necessary steps to ensure the operation, maintenance and extension of LED initiatives of the Council and to submit proposals on new initiatives in this regard to Council.	Council	Executive Manager: Strategic Services
<b>CD.2.09</b>		To take all necessary steps to ensure effective co-ordination of LED initiatives within the between the district municipality and the local municipalities.	Council	Executive Manager: Strategic Services
<b>CD.2.10</b>		To be responsible for the Council's participation in LED initiatives launched on and provincial basis by government, business and non-government institutions.	Council	Executive Manager: Strategic Services
<b>CD.2.11</b>		To supervise the obligations of LED bodies to report on the employment of funds obtained from the Council, and to take all reasonable steps to enforce compliance.	Council	Executive Manager: Strategic Services
<b>CD.2.12</b>		To ensure sufficient compilation of data within the to facilitate Council decisions on economic development strategies.	Council	Executive Manager: Strategic Services
<b>CD.2.13</b>		To liaise on an ongoing basis on behalf of Council with other bodies with similar aims and to keep Council informed of developments in the economy, the Council's obligations in this regard and the present and future costs to Council.	Council	Executive Manager: Strategic Services
<b>CD.2.14</b>		To take all necessary steps to ensure effective community participation in the planning and implementation of the Council's LED programme.	Council	Mayoral Committee & Executive Manager: Strategic Services

<b>CD.2.15</b>		To take all necessary steps to ensure the proper training of staff in order to build the capacity of the in economic development.	Council	Executive Manager: Strategic Services
<b>CD.3. Resorts</b>				
<b>CD.3.01</b>		To determine the maximum number of persons who may be admitted to a public amenity, in terms of section 2.	Council	Executive Manager: Strategic Services
<b>CD.3.02</b>		To grant or deny applications to erect structures, etc. in a public amenity, in terms of Section 7.	Council	Executive Manager: Strategic Services
<b>CD.3.03</b>		To determine whether alcohol or food may be brought into a public amenity, in terms of Section 8.	Council	Executive Manager: Strategic Services
<b>CD.3.04</b>		To determine whether live animals, etc. may be brought into a public amenity and, if so to determine the conditions in this regard in terms of Section 9.	Council	Executive Manager: Strategic Services
<b>CD.3.05</b>		To grant or deny applications to hold or present gatherings, processions or other matters in public amenities, and to impose conditions in terms of Section 11.	Council	Executive Manager: Strategic Services
<b>CD.3.06</b>		To determine which matters will be allowed in a public amenity and to determine the conditions in this regard in terms of Section 12.	Council	Executive Manager: Strategic Services
<b>CD.3.07</b>		To determine the places where laundry may be washed and clothes may be hung out, as well as where crockery may be washed in a public amenity in terms of Section 14.	Council	Executive Manager: Strategic Services
<b>CD.3.08</b>		To determine the directions in terms of which vehicles may be brought into a public amenity in terms of Section 15(1)	Council	Executive Manager: Strategic Services
<b>CD.3.09</b>		To determine the speed limit for vehicles in a public amenity in terms of Section 15(2)(.	Council	Executive Manager: Strategic Services
<b>CD.3.10</b>		To determine the place where games may be played in a public amenity as well as the conditions under which it may take place, in terms of Section 16.	Council	Executive Manager: Strategic Services

<b>CD.3.11</b>		To determine the times and dates when resorts will be open for the public as well as the conditions for entry.	Council	Executive Manager: Strategic Services
<b>CD.3.12</b>		To determine safety measures at any resort, to appoint or acquire such persons or equipment as may be necessary, and to deploy such persons and equipment.	Council	Executive Manager: Strategic Services
<b>CD.3.13</b>		To grant permission and determine the conditions in respect of any actions or matters at or in any resort.	Council	Executive Manager: Strategic Services
<b>CD.3.14</b>		To refuse to grant permission in respect of any applications for any activity in or on any resort.	Council	Executive Manager: Strategic Services
<b>CD.3.15</b>		To close resorts for a specific time or purpose.	Council	Executive Manager: Strategic Services
<b>CD.3.16</b>		To prescribe control measures at resorts and to enforce compliance.	Council	Executive Manager: Strategic Services
<b>CD.3.17</b>		To determine the number of caravans and mobile homes which may at any time be accommodated in a resort?	Council	Executive Manager: Strategic Services
<b>CD.3.18</b>		To, in respect of mobile homes at resorts, approve the water supply and network system.	Council	Executive Manager: Strategic Services
<b>CD.3.19</b>		To, in respect of mobile homes at resorts, approve the sanitary conveniences.	Council	Executive Manager: Strategic Services
<b>CD.3.20</b>		To, in respect of mobile homes at resorts, approve systems for the removal of effluent and waste water.	Council	Executive Manager: Strategic Services
<b>CD.3.21</b>		To, at resorts reserve stands for the exclusive use of mobile homes and determines periods for such use.	Council	Executive Manager: Strategic Services
<b>CD.3.22</b>		To approve or reject applications to erect or establish any structure, shelter or anything else, at resorts.	Council	Executive Manager: Strategic Services
<b>CD.3.23</b>		To decide on the number, type and deployment of play park equipment or other apparatus at any resorts.	Council	Executive Manager: Strategic Services

<b>CD.3.24</b>		To approve or reject applications to plant, chop down or remove any plants or shrubbery in a resort.	Council	Executive Manager: Strategic Services
<b>CD.4. Tourism</b>				
<b>CD.4.01</b>		To, operate, maintain and extend the local tourism initiatives of the Council and to submit proposals on new initiatives in this regard to the Executive Mayor.	Council	Executive Manager: Strategic Services
<b>CD.4.02</b>		To be responsible for the Council's participation in tourism initiatives launched on area and provincial basis by bodies and organs of state authorized thereto by legislation.	Council	Executive Mayor
<b>CD.4.03</b>		To supervise the obligations of tourism bodies to report on the employment of funds obtained from the Council, and to take all reasonable steps to ensure compliance.	Council	Executive Manager: Strategic Services
<b>CD.4.04</b>		To liaise on ongoing basis on behalf of the Council with other bodies with similar aims and to keep Council informed of developments in the tourism industry, the Council's obligations in this regard and the present and future costs to Council.	Council	Executive Mayor
<b>CD.4.05</b>		To actively market the tourism potential of the municipal area by means of inter alia audio and visual presentations, campaigns, promotions, exhibitions, events, conventions etc, with or without the co-operation of other tourism bodies.	Council	Executive Manager: Strategic Services
<b>PART 19 : PUBLIC SAFETY &amp; PLANNING</b>				
<b>PSP.1. Traffic Matters</b>				
<b>PSP.1.01</b>		To, in respect of the management area, grant authority for the display, removal or change of road traffic signs on any public road in terms of road traffic legislation.	Council	Executive Director: Public Safety and Planning Services

<b>PSP.1.02</b>		To, in respect of the management area, order an owner/occupier of land to remove an object such land which obscures a road traffic sign and, at failure to comply, to arrange for such removal, in terms of <b>road traffic legislation</b> .	Council	Executive Director: Public Safety and Planning Services
<b>PSP.1.03</b>		To, in respect of the management area, grant approval and impose conditions for the placement of permanent direction signs to schools, churches, etc. in terms of <b>road traffic legislation</b> .	Council	Executive Director: Public Safety and Planning Services
<b>PSP.1.04</b>		To authorize the temporary closure of streets, sidewalks and roads in a management area.	Council	Executive Director: Public Safety and Planning Services in consultation with the Executive Director: Engineering and Infrastructure Services
<b>PSP.2. Law Enforcement</b>				
<b>PSP.2.01</b>		To, on request of the Municipal Manager or own initiative, put the necessary procedures in place to enforce compliance with the Council's bylaws.	Council	Municipal Manager
<b>PSP.2.02</b>		To execute the functions of the responsible official in terms of the provisions of the <b>Regulations of Gatherings Act, 1993</b> .	Council	Municipal Manager
<b>PSP.3. Fire-fighting Services</b>				
<b>PSP.3.01</b>		To decide on the most appropriate systems for the control, management, planning, coordination and regulation of fire fighting services which serve the area of the municipality as a whole	Council	Municipal Manager
<b>PSP.3.02</b>		To decide on the most appropriate deployment of the fire and emergency services of the municipality and to determine priorities in this regard.	Council	Municipal Manager
<b>PSP.3.03</b>	FSA 9(3)	To grant extension of time for the payment of costs for the salvage, removal or safe storage of objects which are endangered	Council	Municipal Manager

<b>PSP.3.04</b>	FSA 9(5)	To give notice by means of a newspaper advertisement that goods placed in safe storage, must be claimed within a specified time	Council	Municipal Manager
<b>PSP.3.05</b>	FSA 9(6)	To grant authority that goods placed in safe storage may be sold	Council	Municipal Manager
<b>PSP.3.06</b>	FSA 10(3)	To confirm, amend or revoke an assessment for payment for fire services after consideration of representation of Fire Brigade staff		Municipal Manager
<b>PSP.3.07</b>	FSA 12	To grant authority for the utilization of the fire service outside the area of jurisdiction of the municipality	Council	Municipal Manager
<b>PSP.3.08</b>	FSA 18	To take all necessary steps on behalf of and the cost of owner who failed to comply with the directions in regard to the utilization and storage of hazardous substances and safety precautions	Council	Municipal Manager
<b>PSP.3.09</b>		To undertake the coordination of the standardization of infrastructure, vehicles, equipment and procedures.	Council	Municipal Manager
<b>PSP.3.10</b>		To undertake the training of Fire Brigade officials	Council	Municipal Manager
<b>PSP.3.11</b>		To, in emergencies, request the support of assistance of other fire services, if necessary.	Council	Municipal Manager
<b>PSP.3.12</b>		To authorize public demonstrations and the use of Council equipment and staff at such occasions to promote fire safety and prevention.	Council	Municipal Manager
<b>PSP.3.13</b>		To authorize the procurement of helicopter services from private service providers or organs of state in cases of emergency.	Council	Executive Manager Strategic Services in consultation with the Municipal Manager
<b>PSP.4. Disaster Management</b>				
<b>PSP.4.01</b>		To exercise or comply with all the rights and obligations of the municipality in terms of an assigned agreement with the national or provincial government	Council	Municipal Manager



<b>PSP.5. Planning</b>				
<b>PSP.5.01</b>		To consider and approve or reject applications for rezoning (consent use) and departures from zoning of properties.	Council	Municipal Manager
<b>PSP.5.02</b>		To approve or reject applications for departures from land use restrictions (eg. building lines, height restrictions, coverage, parking etc.) and to set conditions, in terms of Section 15 of the <b>Land Use Planning Ordinance, 1985.</b>	Council	Municipal Manager
<b>PSP.5.03</b>		To approve or reject applications for subdivisions and set conditions in terms of Section 25 of the <b>Land Use Planning Ordinance, 1985.</b>	Council	Municipal Manager
<b>PSP.5.04</b>		To process appeals to Province in terms of Section 44 of the <b>Land Use Planning Ordinance, 1985.</b>	Council	Municipal Manager
<b>PSP.5.05</b>		To approve or reject development plans for premises which are submitted in terms of the <b>Land Use Planning Ordinance, 1985.</b>	Council	Municipal Manager
<b>PSP.5.06</b>		To issue certificates to the Surveyor General in confirmation that a proposed development plan is in accordance with the zoning scheme.	Council	Municipal Manager
<b>PSP.5.07</b>		To make recommendations to the Premier in regard to applications for the removal of restrictions in terms of Section 3(2) of the <b>Removal of Restrictions Act, 84 of 1967.</b>	Council	Municipal Manager
<b>PSP.5.08</b>		To approve or reject development schemes or sectional plans in terms of the provisions of the <b>Sectional Titles Act, 1985.</b>	Council	Municipal Manager
<b>PSP.5.09</b>		To approve or reject applications of second dwellings in terms of Provincial Circular 28/1984 dated 19 September 1984.	Council	Municipal Manager
<b>PPS.5.10</b>		To determine the extent of interest in the advertisement of applications in terms of Sections 15, 17 and 24 of the <b>Land Use Planning Ordinance, 15 of 1985.</b>	Council	Municipal Manager
<b>PSP.5.11</b>		To allocate a number to an address and the impose conditions for the display thereof.	Council	Municipal Manager
<b>PSP.5.12</b>		To issue clearance certificates to the effect that all town planning conditions had been complied with, in terms of Section 32 of the <b>Land Use Planning Ordinance, 15 of 1985.</b>	Council	Municipal Manager

<b>PSP.5.13</b>		To grant authority for the display of an advertisement, poster, etc. in a street, in terms of applicable by-laws.	Council	Municipal Manager
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