Munisipaliteit • U-Masipala • Municipality
OVERSTRAND

Overstrand Municipality

Delegation of Powers and Duties

Approved by Council (EM)
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1. Introduction

Section 53 of the Local Government: Municipal Systems Act (Act No. 32 of 2000) (Systems Act) stipulates that the roles and areas of responsibility of political structures, political office bearers and the Municipal Manager must be defined. Section 59(1) of the Systems Act and section 79 of the Local Government: Municipal Finance Management Act, Act 56 of 2003, stipulate that a system of delegation must be developed that will maximise administrative and operational efficiency of a municipality. At the same time, administrative efficiency would require that delegations be aligned with the existing political and administrative organisation. Section 151(2) of the Constitution determines that "the Executive and Legislative Authority of a municipality is vested in its municipal Council". Read in conjunction with section 59(1)(a) and (b) of the Systems Act, Council has the authority to take the decision relating to the delegation of powers to the Executive Mayor.

2. Rules for a System of Delegation as determined by the Local Government: Municipal Systems Act

The Systems Act determines in section 59-65 the parameters within which a system of delegation should be developed. Some of the main elements of the legislation are the following:

2.1. Instruction to perform duties

Council may instruct any political structure, political office bearer, Councillor or staff member to perform any of the Council's duties (section 59(1)(b) of the Systems Act). This is also applicable to any other delegating authority regarding sub-delegations.

2.2. Basis for the delegation or instruction

A delegation, instruction or sub-delegation and instruction in terms of par. 4.1 (section 59(2) of the Systems Act):

2.2.1 Must not be in conflict with the Constitution, the Municipal Systems Act, the Municipal Structures Act or the Municipal Finance Management Act.

2.2.2 Must be in writing.

2.2.3 Is subject to any limitations, conditions and directions Council may impose.

2.2.4 May include the power to sub-delegate delegated powers.

2.2.5 Does not divest Council of its responsibility concerning their exercise of powers of the performance of duties.

2.2.6 Must be reviewed when a new Council is elected.

2.3. Revision of resolutions taken by delegated body [Section 59(3) of the Systems Act]

Council:

2.3.1 In accordance with the procedures in its Standing Rules of Order, may, or at the request in writing of at least one quarter of its Councillors, must review any decision taken by any delegated body in consequence of a delegation or instruction and either confirm, vary or revoke the decision subject to any rights that may have accrued to a person; and

2.3.2 may require the Executive Mayor to review any decision taken by such a delegated body in consequence of a delegation or instruction considering any rights that may have accrued to a person.

(The above do not apply to original power given to a political structure, political office bearer, councillor or staff member by legislation).

2.4. Approval of delegations [Section 59(4) of the Systems Act]

In addition to the sub-delegations awarded in terms of this document, any delegation or sub-delegation to the Municipal Manager or a staff member may be sub-delegated in writing by the Municipal Manager to such delegate having the qualification or ability to operate in terms of Section 59 of the Local Government: Municipal Systems Act, No. 32 of 2000.

2.5. Referral of matters to delegating authorities for decision

A delegated body to which authority has been delegated or sub-delegated a power to dispose of matters falling within the area of responsibility of the delegated body may or must if instructed to do so by the relevant delegating authority, refer a matter before the delegated body to the relevant delegating authority for a decision (section 61 of the Systems Act).

2.6. Appeals

A person whose rights are affected by a decision taken by a delegated body in terms of a power delegated or sub-delegated by a delegating authority, may appeal against that decision by giving written notice of the appeal and reasons to the Municipal Manager within 21 days of the date of the relevant decision (section 62 of the Systems Act).

2.6.1. Process of Appeals

Upon receipt of an appeal:

2.6.1.1 The Municipal Manager must submit the appeal to the appropriate appeal authority;

2.6.1.2 The appeal authority must consider the appear, and confirm, vary or revoke the decision, but no such variation or revocation of a decision

may detract from rights that may have accrued as a result of the decisions; and

2.6.1.3 The appeal authority must commence with an appeal within 6 weeks and decide the appeal withing a reasonable period.

2.6.2. Appeal Authorities

The following Appeal Authorities are appointed:

2.6.2.1 **The Municipal Manager:** When the appeal is against a decision taken by a staff member other than the Municipal Manager.

2.6.2.2 **The Executive Mayor:** When the appeal is against a decision taken by the Municipal Manager.

2.6.2.3 **The Appeal Committee appointed by the Council in terms of section 62(4)(c)(ii) of the Systems Act:** When the appeal is against a decision taken by a political structure or political office bearer or a Councillor.

2.7. Duty to report to delegating authority

A delegated body must report to the delegating authority at such intervals and format as the delegating authority may require, on decisions taken in terms of that delegated or subdelegated power or duties since the last report (section 63 of the Systems Act).

2.8. Withdrawal, amendment or lapsing of delegation or sub-delegation

The Council or any other delegating authority, may at any time withdraw, qualify or amend a delegation made by it. The withdrawal, amendment, qualification or lapsing of a delegation or sub-delegation does not invalidate anything done as a consequence of a decision taken in terms of that delegation or sub-delegation (section 64 of the Systems Act).

2.9. Review of delegations

Whenever it becomes necessary in terms of section 59(2)(f) of the Municipal Systems Act to review a Council's delegations, the Municipal Manager must submit through the Executive Mayor to the Council a report on the existing delegations issued in terms of section 59 by the Council and other delegating authorities of Council and the recommendations on any changes to the existing delegations which the Municipal Manager may consider necessary (section 65 of the Systems Act).

3. General Principles and Conditions of Delegation

All delegations must ensure that the Council retains all legislative powers and those executive powers which cannot be lawfully delegated.

3.1. Policy formulation and determination process is as follows:

3.1.1 Policy is determined by Council.

3.1.2 Any political office bearer or staff member may initiate the generation of proposed policy.

3.1.3 Policy must first be channelled via the executive mayor for his/her consideration and recommendations.

3.1.4 Notwithstanding the above, if, in the view of the Municipal Manager, any proposed policy has a direct and significant impact on the community, then the comments of that community must be obtained prior to the approval of the policy.

3.1.5 The Council as the legislative and executive authority may exercise no power and perform no function beyond that conferred upon it by law.

3.1.6 No political office bearer or staff member may exercise its authority contrary to any policy approved by Council.

3.1.7 Clear corporate policies in respect of support services such as finance, human resources, procurement and certain administrative functions must inform the delegated powers of relevant political office bearers and staff members. Policies should not serve as ad hoc instructions, but must be universally applicable.

3.1.8 The functions allocated to the municipality's political office bearers or staff members as may be approved by Council from time to time will form the basis for the allocation of delegations of executive decision-making power.

3.1.9 All delegations are conditional upon compliance with the municipality's policies, its Integrated Development Plan and budget.

3.1.10 All delegations must be in writing.

3.1.11 All delegations must provide for good governance and allow for adequate checks and balances.

3.1.12 All delegations must enhance service delivery without sacrificing accountability.

3.1.13 Delegations must not oblige a delegate to exercise his/her delegated power and must therefore allow for the decision to be taken at the next higher level.

3.1.14 In exercising delegated authority, the municipality's political office bearers or staff members must do so in the spirit of utmost good faith.

3.1.15 The political office bearers and staff members must be empowered to perform their functions effectively and to take decisions in the management and administration of their functional areas within the maximum amount of delegated authority, subject to compliance with the following constraints:

3.1.15.1 Clear operational policies which are determined by Council must govern the actions of the relevant political office bearers or staff members in performing their respective functions and activities. Where it is necessary for relevant political office bearers or staff members to operate in exceptional cases outside a defined policy, the authority of

either the Executive Mayor or the Municipal Manager respectively must be obtained.

3.1.15.2 Relevant political office bearers or staff members must take decisions and implement policy, projects and manage their functional areas in order to give effect to the requirements of their respective business plans.

3.1.15.3 Relevant political office bearers or staff members must ensure that their proposed business plans give maximum effect to the achievement of the municipality's strategic objectives.

3.1.15.4 During the implementation of the municipality's business plans, relevant political office bearers or staff members must, when exercising their delegated powers, ensure that council's strategic objectives are achieved.

3.1.15.5 In giving effect to policies, projects and the requirements of business plans, relevant political office bearers or staff members must take decisions and operate within the parameters of their respective operational and capital budgets.

3.1.15.6 Relevant political office bearers and staff members must give effect to the enforcement and observation of all municipal by-laws and other relevant legislation and where changing circumstances so dictate, must recommend the creation or amendment of municipal by-laws.

3.1.16 Although there is a requirement for relevant staff members to be monitored by higher levels of authority in respect of their performance in the implementation of policies, programmes and projects, they must be empowered to take decisions without unnecessary delay. This permits political office bearers and staff members at higher levels to concentrate on policy determination, strategic planning, appropriate interaction with the public and the monitoring of the implementation of individual business plans and the municipality's strategic priorities.

3.2. General Conditions of Delegation

All decision-making powers delegated by the Council are subject to the following conditions:

3.2.1 Delegated powers are conferred upon the Executive Mayor and posts in the organisation of the municipality and not personally on incumbents.

3.2.2 These delegations also apply to acting positions. Persons acting in these positions have the same delegated powers as those serving in a permanent capacity, provided that the competent authority has duly appointed such acting persons and has not excluded certain powers.

3.2.3 In executing any delegated power, the delegate must comply with all relevant legislation, agreements and policy.

3.2.4 These delegations do not redefine the municipality's powers and functions.

3.2.5 The policies whether existing or future will determine the parameters of any delegation and the delegator is bound to comply therewith. It is the duty of the delegator to ensure that clear and comprehensive policies are drafted.

3.2.6 In executing delegated powers, no expenditure may be incurred unless the delegate is satisfied that the municipality has budgeted for the expenditure and that the funds are still available on the relevant budget.

3.2.7 In executing delegated powers all decisions taken must be in support of the municipality's business plans and its strategic objectives.

3.2.8 Council or its executive mayor or any part of the municipality's staff members above the delegate may at any time, subject to applicable law, order a delegated matter not to be proceeded with by the delegate and then deal with such matter.

3.2.9 The chain of authority from the Council to the Executive Mayor to the Municipal Manager and officials below must not be jeopardised by any delegation.

3.2.10 The relevant political office bearer or staff members delegated to take a decision, may determine whether a report is needed motivating the decision and whether the decision must be reduced to writing. If a report is required, then it must indicate that all legal and financial requirements have been met.

3.2.11 A delegation may set out special circumstances in which a delegate is prohibited from exercising his/her delegated power.

3.2.12 Any sub-delegation must be reduced to writing and recorded in the delegation register, contained in this document, which must be kept updated at all times by the Director: Management Services and who must be informed in writing of any sub-delegation.

3.2.13 All decisions affecting the rights of others must be in writing and reasons must be recorded for such decisions.

3.2.14 The Council or any other delegator, may at any time withdraw, qualify or amend a delegation made by itself.

3.2.15 Provision must be made for a separation between the evaluation and recommendation stage of the decision-making process and the actual decision itself. This must happen in all cases where the decision-making process is reasonably capable of being divided as set out above.

3.2.16 Any delegator may require a selected sample of decisions taken by a part of the staff below him/her to be audited.

4. Assigned and Delegated Authorities

4.1. Powers reserved for Council

The following powers are reserved for Council only:

4.1.1 The passing and/or amendment of by-laws and policies.

4.1.2 The approval of budgets.

4.1.3 The imposition of rates and other taxes, levies and duties.

4.1.4 The raising of loans.

4.1.5 To dissolve the Council.

4.1.6 To elect its Speaker from among the Councillors.

4.1.7 To remove the Speaker from office.

4.1.8 To elect an Acting Speaker.

4.1.9 To elect an Executive Mayor and Executive Deputy Mayor and to fill a vacancy in the Office of the Executive Mayor or Executive Deputy Mayor.

4.1.10 To remove the Executive Mayor or Deputy Executive Mayor from office.

4.1.11 To choose whether to establish ward committees and to dissolve a ward committee.

4.1.12 To establish committees to perform Council's functions, to determine its functions and to delegate duties and powers to said committees.

4.1.13 To appoint committees of councillors to assist the Executive Mayor. The Executive Mayor to appoint chairpersons and delegate powers and duties.

4.1.14 To adopt and amend an Integrated Development Plan.

4.1.15 To adopt the performance management system to be submitted to Council by the Executive Mayor.

4.1.16 To define the role and area of responsibility of each political structure and office bearer of the Municipality and of the Municipal Manager. The Municipal Manager is to draft the document and submit it to Council for approval.

4.1.17 In the event where a vacancy for the position of Municipal Manager occurs, to appoint a Municipal Manager as head of the administration or an Acting Municipal Manager for a period not less than one (1) month and not exceeding three (3) months.

4.1.18 To appoint, in consultation with the Municipal Manager, managers directly accountable to the Municipal Manager.

4.1.19 Establish a system of delegations to delegate appropriate powers.

4.1.20 When a new Council is elected and appointed, review the system of delegations.

4.1.21 To review and either confirm, vary or revoke any decision taken by a political structure, political office bearer or councillor or a delegation of instruction. Note: Decisions taken by the Municipal Manager and other staff members are not included herein.

4.1.22 Approve a staff establishment for the Municipality. Municipal Manager to develop and submit in Council.

4.1.23 Adoption and/or amendment of policies.

4.1.23.1. Adopt a tariff policy on the levying of fees.

4.1.23.2. Adopt by-laws to give effect to the implementation and enforcement of the Tariff Policy.

4.1.23.3. Adopt a credit control and debt collection policy and adopt by-laws to give effect to the Policy.

4.1.24 Pass a resolution to levy fees, charges or tariffs.

4.1.25 Decide to enter into a service delivery agreement in terms of section 76(b) read with section 59(1)(a) of the Systems Act.

4.1.26 Decide to establish or to participate in the establishment of a private company.

4.1.27 To compromise, compound any action and submit to arbitration any matter involving a decision on its status, powers or duties of the validity of its actions and bylaws. Refer to delegations to Municipal Manager and officials in this regard.

4.1.28 To determine the fine for the non-attendance of meetings.

4.1.29 To grant consent to a full-time councillor to undertake any other paid work.

4.1.30 To consider a report by the Speaker in terms of Item 13 of the Code of Conduct for Councillors.

4.1.31 Deciding whether money for capital expenditure for a period not exceeding three financial years may be appropriated in an annual budget. (A separate appropriation must be made for each financial year).

4.1.32 Approving a capital project, including its total cost.

4.1.33 Considering the source of funding of a capital project.

4.1.34 Considering, in respect of a capital project, the projected cost covering all financial years until the project is operational and the future operational costs and revenue on the project, including municipal tax and tariff implications.

4.1.35 Deciding to approve capital projects below the prescribed value individually or as part of a consolidated capital programme.

4.1.36 Receiving and considering the views of the communities and organs of state received in connection with the budget.

4.1.37 Deciding to give the Mayor an opportunity to respond to any submissions received in connection with the budget from communities and organs of state.

4.1.38 Deciding to revise an approved budget by way of an adjustments budget.

4.1.39 Determining the amount of unauthorised, irregular or fruitless and wasteful expenditure to be recovered, written off or provided for in an adjustments budget.

4.1.40 Appointing a disciplinary board to investigate any suspected or reported unauthorised, irregular, fruitless or wasteful expenditure.

4.1.41 Deciding to recover unauthorised, irregular or fruitless and wasteful expenditure from the person liable for that expenditure (see exceptions).

4.1.42 Determining whether an alleged irregular expenditure incurred by the Municipal Manager constitutes a criminal offence and/or theft and fraud in the Municipality.

4.1.42.1. To ensure that allegations of financial misconduct against the Accounting Officer are investigated and disciplinary proceedings instituted.

4.1.43 Deciding whether to incur short term debt and approving any short-term debt agreement. (In terms of section 160(2) of the Constitution the council may not delegate the raising of loans. A decision to raise a loan must be taken by the Council with a supporting vote of a majority of its members in terms of section 160(3)(b) of the Constitution).

4.1.44 Deciding whether to incur long term debt and approving any long-term debt agreement.

4.1.45 Deciding whether to provide security for any of the Municipality's debt obligations or debt obligations of a municipal entity under its sole control, and contractual obligations of the Municipality undertaken in connection with capital expenditure by other persons on property, plant or equipment to be used by the Municipality or such other person;

4.1.46 Deciding if an asset or right that has been hypothecated in any manner as security is necessary for providing the minimum level of basic municipal services, the manner in which the availability of the asset or right will be protected.

4.1.47 Deciding to issue a guarantee for any commitment or debt of any organ of state, person or municipal entity under the sole or shared control of the municipality.

4.1.48 Deciding to grant exemptions from charging interest on any arrears owing to the Municipality in accordance with the Municipality's budget-related policies.

4.1.49 Considering the reasons for the proposed amendment of a contract or agreement and any representation that may have been received regarding the proposed amendment of a contract or an agreement procured through the supply chain management policy of the Municipality.

4.1.50 Determining whether a proposed public-private partnership agreement will be affordable for the Municipality; Determining whether a proposed public private partnership agreement will transfer appropriate technical, operational and financial risk to the private party; Determining whether to apply for the national government's assistance in carrying out and assessing feasibility study regarding a proposed public private partnership.

4.1.51 Receiving a report outlining the reasons for the delay from the Auditor-General if she/he is unable to complete an audit within three months after submission of the Municipality's annual financial statements and any consolidated annual financial statements of the Municipality and of a municipal entity over which the municipality has sole control or effective control (if it is a private company).

4.1.52 Considering the annual report of the Municipality and of any municipal entity under the Municipality's sole or shared control and adopting an oversight report containing the Council's comments on the annual report(s).

4.1.53 Deciding whether to adopt guidelines issued by the National Treasury on the manner in which councils should consider annual reports and conduct public

hearings and the functioning and composition of the Municipal Public Accounts Committee established by Council to assist it to consider an annual report.

4.1.54 Determining the appropriate steps to be taken to ensure that the Financial Statements are submitted to the Auditor-General or that the Annual Report, including the Financial Statements and the Audit Report on those statements, is tabled in the Council, as the case may be.

4.1.55 Deciding whether to request the Speaker or another councillor to investigate the reasons for the failure of the Municipal Manager of a municipal entity under the Municipality's sole or shared control to submit annual financial statements to the Auditor-General or the Executive Mayor's failure to table the Annual Report of the Council; and receiving the report of the appointed councillor.

4.1.56 Deciding whether disciplinary steps should be taken against the Municipal Manager or other persons responsible for the failure of the Municipal Manager of a municipal entity under the Municipality's sole or shared control to submit annual financial statements to the Auditor-General or the Executive Mayor's failure to table the Annual Report of the Municipality or a municipal entity in the Council.

4.1.57 Deciding to apply to the High Court for an order to stay all legal proceedings, including the execution of legal process by persons claiming money from the Municipality if the Municipality is unable to meet its' financial commitments (Municipal Manager to bring such application).

4.1.58 Deciding to apply to the High Court for an order to terminate the Municipality's financial obligations to creditors, and to settle claims in accordance with a distribution scheme referred to in section 155 of the MFMA. (Municipal Manager to bring such application – Refer Delegation to Municipal Manager).

4.1.59 Adopting guidelines issued by the Minister of Finance in terms of the MFMA.

4.1.60 Deciding to recover from a political office bearer or official any loss or damage suffered by it because of the deliberate or negligent unlawful actions of that political office-bearer or official when performing function of office.

4.1.61 To decide to establish an internal audit unit to provide an oversight role on the systems of internal control, risk management and governance.

4.1.62 Determining and approving the salary and allowances of councillors within the framework of prescribed regulations and legislation.

4.1.63 To decide to establish a fire brigade service.

4.1.64 To determine fees for the usage of fire-fighting services.

4.1.65 To adopt by-laws relating to fire-fighting services.

4.1.66 To decide to institute disciplinary proceedings in accordance with Disciplinary Regulations for Senior Managers.

4.1.67 To appoint an independent investigator to investigate allegations of misconduct, or to authorise the Executive Mayor (in case of the Municipal Manager) or the

Municipal Manager (in the case of other senior managers) to appoint a presiding officer and an officer to lead evidence.

4.1.68 To decide to suspend a senior manager on full pay where the circumstances in paragraph 6(1)(a) of the Disciplinary Regulations for Senior Manager's prevail.

4.1.69 To deal with cases of less serious misconduct in terms of the Disciplinary Regulations for Senior Managers.

4.1.70 To report matters of financial misconduct which constitutes a criminal offence to the South African Police.

4.1.71 Power to request the Commission for Conciliation, Mediation and Arbitration to conduct a pre-dismissal arbitration. (With the Senior Manager's consent);

4.1.72 To report the outcome of a disciplinary hearing to the parties as specified in terms of the Disciplinary Regulations for Senior Managers.

4.1.73 To deal with substandard performance of senior managers in terms of the Disciplinary Regulations for Senior Managers.

4.1.74 To approve co-operation agreements and twinning of towns with other local authorities, instances and persons.

4.1.75 The disposal and lease of capital assets subject to section 14 of the Municipal Finance Management Act read with the Municipal Asset Transfer Regulations as well as the Municipal Administration of Immovable Property Policy.

4.1.76 Authorisation a pre-public participation process for the long-term lease of municipal capital asset with an income value in excess of R10 million.

4.1.77 To approve a long-term lease of municipal capital assets with an income value in excess of R10 million.

4.1.78 The delegation of executive powers to the Executive Mayor.

4.1.79 The considering of the annual Audit Report.

4.1.80 The appointment and where applicable, the dismissal of the Municipal Manager and directly accountable to the Municipal Manager, subject to applicable labour legislation, Council's policy and contractual obligations. This includes the appointment of managers to act in a vacant post.

4.1.81 To appoint members of an appeal committee in terms of section 62(4)(c) of the Systems Act.

4.1.82 To decide to expropriate immovable property or rights in or to such property subject to a policy framework of the Council.

4.1.83 To appoint or replace the Municipality's representatives in the District Municipal Council in terms of applicable legislation.

4.1.84 To give approval for the demolition of municipal buildings.

4.1.85 To appoint a Building Control Officer in terms of section 5(1) of the National Building Regulations and Building Standards Act 103 of 1977.

4.1.86 To approve visits and the attendance of meetings, seminars or training of the Executive Mayor, Councillors or the Municipal Manager and/or officials abroad,

subject to the provision for such expenditure on the operating budget of the Municipality.

4.1.87 To permanently close streets, public open spaces and other public places after the appropriate process has been followed.

4.1.88 To approve a precinct plan**.**

4.1.89 To delegate to the Municipal Manager in terms of the Municipality's Asset Management Policy the power to determine on reasonable grounds that a moveable capital asset is not needed to provide the minimum level of basic municipal services and the fair market value of the asset and the economic and community value to be received in exchange for the asset in municipality below a value determined by the Council.

4.1.90 To declare the Municipality's willingness to fulfil the executive obligation in terms of legislation or the Constitution that gave rise to any discretionary intervention in the Municipality.

4.1.91 To decide whether to establish an internal audit committee for –

4.1.91.1 the Municipality only; or

4.1.91.2 the Municipality and the local municipalities within the district municipal area.

4.1.92 To receive and consider reports of the Audit Committee.

4.1.93 To determine the number of members of the Audit Committee and Disciplinary Board to investigate the financial affairs of the Municipality.

4.1.94 To appoint the members of the Audit Committee and Disciplinary Board of the Municipality and the appointment of the chairperson.

4.1.95 Considering the results of the provincial government's monitoring of the Municipality.

4.1.96 Powers in terms of the Spatial Planning Land Use Management Act, 2013 (as amended) and the Western Cape Land Use Planning Act, 2014 (as amended).

Note: The Council retains the right ror withdraw any delegation of power that it has delegated to a political structure, political office bearer, councillor or staff member, if such amendment or repeal does not invalidate rights that have accrued in accordance with a decision taken by a delegated authority. This right does not include original powers conferred upon a political structure, political office bearer, councillor or staff member. Where no authority of the Council is delegated to any political structure other than the Council, political office bearer and staff member, the Executive Mayor shall be regarded as having authority to exercise such power.

4.2. Powers Assigned and Delegated to the Executive Mayor

4.2.1 To conclude agreements in terms of Sections 99 (*Transfer of functions)*, 126 (*Assignment of functions)* and 156(4) (*Powers and functions of municipalities)* in terms of the Constitution of the Republic of South Africa.

4.2.2 To determine or amend the remuneration, benefits and conditions of service of the Municipal Manager and managers directly accountable to the Municipal Manager.

4.2.3 To Authorise, in consultation with the Municipal Manager legal representation for the councillors against whom legal proceedings have been instituted resulting from the execution of their duties (See delegation to Municipal Manager to authorise legal representation in respect of employees).

4.2.4 To authorise, in consultation with the Speaker legal representation for the Municipal Manager against whom legal proceedings have been instituted resulting from the execution of his/her duties.

4.2.5 Considering a notification of the provincial government of any emerging or impending financial problems in the Municipality.

4.2.6 Considering a notice received from the National Treasury of its intention to stop the transfer of funds to the Municipality.

4.2.7 Determining the deputation that will appear before a committee of Parliament considering the approval or renewal of a decision of the National Treasury of its intention to stop the transfer of funds to the Municipality.

4.2.8 Determining the case that will be presented to a committee of Parliament considering the approval or renewal of a decision of the National Treasury to stop the transfer of funds to the Municipality.

4.2.9 To make media statements on all matters on behalf of the municipality.

4.2.10 To host, welcome, receive and interview VIP's, dignitaries, representatives and delegation from international and national governments, agencies, public interest groups, etc.

4.2.11 Nomination/ appointment of councillors to represent the municipality at meetings, functions and on outside bodies, etc or to open projects, events, facilities and new buildings, etc.

4.2.12 To deal with cases of less serious misconduct in terms of the Disciplinary Regulations for Senior Managers (Only where the Municipal Manager is concerned).

4.2.13 To perform ceremonial duties as may be determined by the Council.

4.2.14 To award civic honours including Aldermanship, and the naming of public places and municipal buildings after persons subject to applicable legislation and Council's policy.

4.2.15 To determine the overall strategic policy applicable to the municipality as a whole that gives macro direction to its executive and which guides the formulation of all other policies.

4.2.16 To manage the development of the Municipality's Performance Management System, assign responsibilities in this regard to the Municipal Manager and submit the proposed system to the Council for approval.

4.2.17 To evaluate progress against key performance indicators as determined in the Municipal Performance Management System.

4.2.18 To approve visits and the attending of meetings, seminars or training of Councillors or the Municipal Manager within South Africa, subject to the provision for such expenditure on the operating budget of the Municipality.

4.2.19 To deal with all leave applications of the Municipal Manager and concomitant aspects thereof.

4.2.20 To conclude performance agreements with the Municipal Manager in accordance with section 57(2) of the Systems Act.

4.2.21 To appoint an Executive Mayoral Committee.

4.2.22 To hear appeals on decisions made by the Municipal Manager.

4.2.23 To refund a person for unused electricity coupons purchased within the past three (3) months and up to a maximum amount of R20,000.00.

4.2.24 To amend restrictive conditions of title deeds laid down by Council.

4.2.25 To consider the exemption of any person or class of persons from any, or all of the requirements of the bylaw and in considering such exemption, impose any conditions or requirements deemed appropriate.

4.2.26 To determine the manner of seeking solutions to any serious financial problem in meeting its financial commitments experienced or anticipated by the Municipality.

4.2.27 To define the solutions to be implemented to solve or avoid any serious financial problem in meeting its financial commitments experienced or anticipated by the Municipality.

4.2.28 To inform the MEC responsible for local government and the MEC responsible for finance of any serious financial problem in meeting its financial commitments experienced or anticipated by the Municipality.

4.2.29 Powers in terms of the Spatial Planning Land Use Management Act, 2013 (as amended) and the Western Cape Land Use Planning Act, 2014 (as amended)

4.2.30 As per the Disaster Management Act, 57 of 2002, the Executive Mayor of Overstrand Municipality may declare a local disaster by notice in the Provincial Gazette if:

4.2.30.1 existing legislation and contingency methods do not provide adequately for the Municipality to effectively handle the disaster; or

4.2.30.2 other exceptional circumstances justifying the declaration of a distaste condition.

4.2.31 To approve arrangements for the protection of Councillors in deserving cases based on recommendations made by the Executive Mayoral Committee after consultation with the Municipal Manager and in terms of prescribed legislation and regulations and subject to available budget.

4.2.32 To approve a long-term lease of municipal immovable capital assets with an income value less than R10 million.

4.2.33 To approve encroachments onto commonage, public open spaces or conservation areas of the municipality subject to the process provided for in Administration of Immovable Property Policy.

4.2.34 To approve the enclosure or exclusive use of portions of the commonage, public open spaces, public thoroughfares or any municipal owned immovable property for gardening purposes subject to the process provided for in Administration of Immovable Property Policy.

Note: Where no authority of the Council is delegated any political structure other than the Council, political office bearer and staff member, the Executive Mayor shall be regarded as having authority to exercise such power.

4.3. Assigned and Delegated Powers to the Speaker

4.3.1 To decide when and where the Council meets, subject thereto that if a majority of the councillors requests the speaker in writing to convene a Council meeting, the speaker must convene a meeting at a time set out in the request.

4.3.2 To preside at meetings of the Council.

4.3.3 To ensure that the Council meets at least quarterly.

4.3.4 To maintain order during formal meetings of the Council and any other formal or informal gatherings of the Council.

4.3.5 To ensure compliance in the Council and Council Committees with the Code of Conduct set out in Schedule 7 to the Local Government: Municipal Structures Act.

4.3.6 To ensure that all the meetings of council are conducted in accordance with the rules of orders of the council.

4.3.7 To authorise an investigation of the facts and circumstances of an alleged breach if the speaker, on reasonable suspicion, is of the opinion that a provision of the Code of Conduct for Councillors has been breached, provided that the speaker shall not personally conduct such an investigation.

4.3.8 To report an alleged breach of the Code of Conduct for Councillors to a meeting of the municipal council after due completion of the investigation.

4.3.9 To make a suitable recommendation to the council in respect of steps to be considered as a result of a report related to an alleged breach of the Code of Conduct for Councillors.

4.3.10 To report the outcome of the investigation related to an alleged breach of the Code of Conduct for Councillors to the MEC for local government in the Western Cape Province.

4.3.11 To ensure that each councillor when taking office is given a copy of this Code and that a copy of the Code is available in every room or place where the council meets.

4.3.12 To be responsible for councillors' affairs by ensuring that the members of the council are performing their legislative duties. To fulfil an oversight role with regards to the function of ward committees.

4.3.13 To ensure capacity building of Councillors.

4.3.14 To approve the monthly programme for Council meetings.

4.3.15 To approve together with the Executive Mayor, visits and the attendance of meetings, seminars and training of Councillors within the Republic of South Africa or abroad, subject to budgetary provision for such expenditure.

4.3.16 Considers matters pertaining to Councillors i.e. transport, leave, conferences, office equipment and stationery.

4.3.17 Appeal authority for the consideration of appeals lodged against a decision taken in terms of delegated powers by any of the information officers of the municipality in terms of the Promotion of Access to Information Act.

4.4. Powers Allocated and Delegated to the Municipal Manager (in addition to powers in terms of the Municipal Finance Management Act)

In addition to the powers, duties and functions designated to Municipal Manager in terms of any law, regulation, policy or standing order or any resolution of the Council, the following powers are delegated to the Municipal Manager, subject to the Conditions of Delegation, as amended. Although the Municipal Manager may act through an employee under his/her control, he/she may not delegate his/her liability and accountability for the proper execution of such delegation.

4.4.1 The Municipal Manager shall have all the authority to exercise all powers that are reasonably necessary for the normal execution of his/her duties and responsibilities within the provisions of the budget.

4.4.2 To grant or cancel, annual, sick, special, maternity, family responsibility and unpaid leave to officials under his/her direct control in terms of the applicable service conditions, of the Council relevant legislation and council policy.

4.4.3 To approve and withhold notch increases for staff subject to applicable legislation and Council's policy.

4.4.4 To lodge objections to the relevant authority on TASK evaluations of posts and if no objection is raised to approve the implementation of such new T-levels on condition that funds are available and is in line with the Memorandum of Understanding from TASK.

4.4.5 To consider and approve applications by managers and all staff directly accountable to the Municipal Manager to do private work subject to the policy of the Council.

4.4.6 To appoint and dismiss employees or reach settlement on T-grades 6 to 26 in terms of section 55(1)(e) of the Municipal Systems Act subject to applicable

labour legislation and Council's policy. This includes the appointment of officials to act in a vacant post.

4.4.7 To approve, enter into and sign contracts, subject to Council's Supply Chain Management Policy, for obtaining goods and services applicable to the functions of the Municipality on contracts exceeding R10 million in terms of an approved budget.

4.4.8 To approve, enter into and sign contracts and agreements on behalf of the Municipality pertaining to the functions of the Municipal Manager.

4.4.9 To approve the re-allocation of savings, or funds (in terms of the virement policy).

4.4.10 To institute an investigation in any directorate or section regarding the activities of such directorates or sections and to institute disciplinary action where it is deemed necessary.

4.4.11 To enter at reasonable times any building or premises of which the Council is the registered owner or over which the Council has control, for the purposes of inspection and the protection of the Council's rights.

4.4.12 To furnish the media with information regarding the activities of the Council.

4.4.13 To object, on the behalf of the Council, to any valuation contained in the valuation roll.

4.4.14 To grant permission to a Director or his/her nominee to attend meetings of an institute or association of which the official or the Council is a member and which, in the opinion of the Municipal Manager, will lead to direct benefits to the Council, provided that funds are available to cover expenses.

4.4.15 To incur appropriate entertainment expenses within the approved budget.

4.4.16 To appoint a person, committee or working group comprising of officials to investigate a matter and make recommendations to the Municipal Manager.

4.4.17 To grant permission to Directors to visit institutions where information can be obtained, or knowledge can be acquired regarding the Council's activities.

4.4.18 To approve staff transfers between directorates on T grades 5 to 26 and within a directorate or between directorates subject to relevant labour relations legislation and Council's policy.

4.4.19 To render in consultation with the Executive Mayor assistance in cases of an emergency to a neighbouring municipalities.

4.4.20 To take the necessary steps to dispute, defend or settle any matter, claim or case that may be instituted against the Council or any official, by any party.

4.4.21 To take the necessary steps to institute, dispute, defend or settle any matter, claim or case that may be instituted by Council against any official, person or entity.

4.4.22 To apply all by-laws, regulations, legislation and policies regarding matters that fall within the functions of the Municipality and to institute legal proceedings against any person or entity who refuses or neglects to comply with the provision of such bylaws, regulations, legislation or policies.

4.4.23 To take all the necessary steps, including the signing of the required documents or appointment of an appropriate official to sign on his/her behalf, to execute the decisions of the Council or the Executive Mayor when legal action needs to be taken or defended against an organisation or person by the Municipality.

4.4.24 To appeal, in consultation with the Executive Mayor, on the behalf of the Council against the ruling of any court.

4.4.25 To oppose, in consultation with the Executive Mayor, on the behalf of the Council any appeal to a Supreme Court against a verdict in favour of the Council by any other court.

4.4.26 To obtain, if necessary, the services of an attorney, advocate, senior advocate or applicable expert concerning any matter under his/her control.

4.4.27 To make recommendations to the Council on the audit report.

4.4.28 To apply all legislation and policies applicable to the functions of the Municipal Manager.

4.4.29 To exercise, as may be appropriate, any of the powers delegated to any other employee.

4.4.30 To ***c***onsider and approve travelling and subsistence claims of Councillors and audit committee members.

4.4.31 To authorise officials under his/her direct control to undertake journeys on the business of the Council.

4.4.32 To conclude performance agreements with managers directly accountable to the Municipal Manager in accordance with section 57(2) of the Systems Act.

4.4.33 To settle any legal action in any competent court or forum recognised by law as well as any disciplinary action instituted by the Municipality should it be in the interest of Council provided that this amount does not exceed R500,000.00.

4.4.34 To provide a member of staff, other than the Municipal Manager or managers directly accountable to the Municipal Manager, with legal representation in terms of section 109A of the Systems Act where:

4.4.34.1 legal proceedings have been instituted against the member of staff as a result of any act or omission by the official in the exercise of his or her powers or the performance of his/her duties; or

4.4.34.2 the official has been summoned to attend any inquest or inquiry arising from the exercise of his/her powers or the performance of his/her duties.

4.4.35 To appoint Law Enforcement Officers in terms of Part 5(a) of GN R209 of 19 February 2002, Declaration of Peace Officers.

4.4.36 To authorise peace officers in the Municipality's employ, in terms of section 15(2)(a) of the Magistrate's Court Act, 1944, to serve court process and all other documents in respect of criminal prosecutions.

4.4.37 To make media and press releases.

4.4.38 To delegate to the Divisional Manager: Strategic Services in conjunction with the Communications officer to issue media and press releases in terms of Council's policy.

4.4.39 To appoint a director to act as Municipal Manager, in consultation with the Executive Mayor, when the Municipal Manager is on leave.

4.4.40 To appoint an acting director when the Director is on leave.

4.4.41 To consider and approve all applications for private work in consultation with the Directors.

4.4.42 To authorise an application for vehicle scheme allowances.

4.4.43 To sign lease agreements for a period not exceeding three (3) years where the value is less than one (1) million Rand.

4.4.44 To decide to open a bank account for the Municipality, decide at which bank/banks to open a bank account and to decide to close a bank account.

4.4.45 To determine into which bank account money collected or received by the Municipality must be deposited.

4.4.46 To designate a bank account of the Municipality as the Municipality's primary bank account and to determine the reasonable steps to be taken to ensure that the prescribed money received is paid into the Municipality's primary bank account.

4.4.47 To decide to open a separate bank account in the name of the Municipality for the purpose of a relief, charitable, trust or other fund.

4.4.48 To establish an appropriate and effective cash management and investment policy for the Municipality.

4.4.49 To decide to transfer ownership as a result of a sale or other transaction or otherwise permanently dispose of a capital asset on condition that the asset concerned is not needed to provide the minimum level of basic municipal services and the Council considered the fair market value of the asset concerned.

4.4.50 To decide at a meeting open to the public and on reasonable grounds, that an asset of the Municipality is not needed to provide the minimum level of basic municipal services only in respect of movable capital assets below a value determined by the Council.

4.4.51 To consider the fair market value of an asset to be disposed of and the economic and community value to be received in exchange for an asset to be disposed of only in respect of movable capital assets below a value determined by the Council.

4.4.52 To decide whether money for capital expenditure for a period not exceeding three financial years may be appropriated in an annual budget.

4.4.53 To consider the sources of funding of a capital project.

4.4.54 Deciding to recover unauthorised, irregular or fruitless and wasteful expenditure from the person liable for that expenditure except, in the case of irregular or

fruitless and wasteful expenditure is, after investigation by a Council committee, certified by the Council as irrecoverable and written off by the Council.

4.4.55 To determine the amount of unauthorised, irregular or fruitless and wasteful expenditure to be recovered, written off or provided for in an adjustments budget.

4.4.56 To identify the person who is liable for unauthorised, irregular or fruitless and wasteful expenditure.

4.4.57 To enter into an agreement with the national or provincial government to assist the Municipality to build its capacity for efficient, effective and transparent financial management.

4.4.58 To consider the results of the provincial government's monitoring of the Municipality.

4.4.59 To determine the steps the Municipality must take to promote co-operative government with the national and provincial spheres of government and other municipalities in the Municipality's fiscal and financial relations.

4.4.60 To determine the resources or opportunities to be made available for the training of officials to meet the prescribed financial management competency levels.

4.4.61 To decide whether to consider an unsolicited bid received outside the Municipality's normal bidding process.

4.4.62 To decide whether to conduct a feasibility study before a public-private partnership is concluded.

4.4.63 To prepare an annual report for the Municipality.

4.4.64 To participate in consultations with the person or body appointed to prepare a financial recovery plan or an amendment of such plan for the Municipality.

4.4.65 To comment on a draft financial recovery plan or an amendment to such plan for the Municipality.

4.4.66 To implement an approved financial recovery plan for the Municipality.

4.4.67 To report monthly to the MEC for local government on the implementation of the approved financial recovery plan for the Municipality.

4.5. Legal actions and proceedings in regard to legal actions and proceedings by or against the Council –

4.5.1 To deal with legal action and claims, including the initiation, dealing with or settlement of such on behalf of the municipality.

4.5.2 To deal with arbitrations, including the initiation, dealing with or settlement of such arbitration.

4.5.3 Entering appearance and authorising the defending of all matters.

4.5.4 Authorising the briefing of Counsel to obtain legal opinion for any matter. Instructing attorneys to defend the municipality's employees and/or Councillors in criminal and/or civil cases arising out of any act or thing done or omitted by such employee in the exercise of powers, duties and functions.

4.5.5 Executing all documents, deposing to founding affidavits and taking such other action as may be necessary in connection with authorised legal proceedings of any kind.

4.5.6 Waiving provisions of section 3 of the Institution of Legal Proceedings Against Certain Organs of State Act, 2002 (Act 40 of 2002) where claims are brought against the municipality after the prescribed period where – the delays have not been prejudicial to the municipality's interests; or by reason of special circumstances the claimant could not reasonably have been expected to serve notice within the prescribed period.

4.5.7 To decide to apply to the High Court for an order to stay all legal proceedings, including the execution of legal process, by persons claiming money from the Municipality if the Municipality is unable to meet its financial commitments.

4.5.8 To decide to apply to the High Court for an order to stay, for a period not exceeding 90 days at a time; all legal proceedings, including the execution of legal process, by persons claiming money from the Municipality.

4.5.9 To decide to apply to the High Court for an order to suspend the Municipality's financial obligations to creditors, or any portion of those obligations, until the Municipality can meet those obligations.

4.5.10 To decide to apply to the High Court for an order to terminate the Municipality's financial obligations to creditors, and to settle claims in accordance with a distribution scheme referred to in section 155 of the MFMA.

4.5.11 To decide whether or not to outsource the internal audit function.

4.5.12 To consider any guidelines issued by the Minister of Finance in terms of section 168(1) of the MFMA.

4.5.13 To submit to the National Treasury a list of all corporate entities in which the Municipality has an interest.

4.5.14 To submit to the National Treasury a list of all public-private partnerships to which the Municipality is a party, with a value of more than one million Rand in total or per annum.

4.5.15 To submit to the National treasury a list of all other types of contracts of the Municipality for a period beyond 1 January 2007 and with a value of more than one million Rand in total or per annum.

4.5.16 To determine where a cost order was granted in favour of the Municipality, or in any other instance whether or not to proceed with the recovery of the costs where it would be deemed as not cost effective or irrecoverable.

4.5.17 To authorise officials who do not receive a fixed monthly transport allowance on the Essential User Scheme to be paid a fixed average kilometre tariff, on condition that a fully motivated log sheet, for six months prior to the application is provided and such application is recommended by the relevant Director and funds

are available on the budget and such application is according to the rules of the scheme.

4.5.18 To approve/reject applications by employees or teams representing the Municipality in terms of the Guidelines for the management and attendance of sports events after consideration by Executive Management.

4.5.19 Powers in terms of the Spatial Planning Land Use Management Act, 2013 (as amended) and the Western Cape Land Use Planning Act, 2014 (as amended)

4.5.20 To consider and approve or reject applications for hanging banners free of charge.

4.5.21 To approve or reject requests for copies of, or access to municipal camera footage.

4.5.22 To allocate offices to officials and councillors.

4.5.23 To consider and approve or reject the re-use of any existing space as offices and the minimising or extension thereof within the approved budget.

4.5.24 To ensure that the Municipality's supply chain management function is executed in terms of the Municipality's Supply Chain Management Policy.

4.5.25 To approve the permanent appointment or extension of probation period of officials on probation for T-grades 6 to 26.

4.5.26 To authorise overtime in consultation with the relevant director and payment thereof in accordance with the regulations, applicable legislation and councils' policies and provided budgeted funds are available.

4.5.27 To appoint the Chairperson in Incapacity Hearings relating to directors and personnel in the Office of the Municipal Manager.

4.5.28 Ad hoc delegations to the Senior Managers directly accountable to Municipal Manager.

4.5.29 To consider and approve or reject the re-use of any existing space as offices and the minimising or extension thereof within the approved budget.

4.5.30 To institute an investigation in their respective directorates or sections regarding the activities of such directorates or sections and to institute disciplinary action where it is deemed necessary.

4.5.31 With regards to the lease of municipal immovable property:

4.5.31.1 To approve lease agreements up to 3 years in relation to municipal immovable property.

4.5.31.2 To approve the renewal of lease agreements where the initial period and renewal period does not exceed 3 years in total.

4.5.31.3 To approve in principle that the process for a long-term lease agreement where the income value is less than R10 million may be proceeded with.

4.5.31.4 The approval of the cancellation of lease agreements where the terms or conditions thereof have been breached by lessees or on request of the lessee.

4.5.32 Signature of all conveyancing and notarial documents relating to the sale and lease of municipal owned land as well as notarial tie agreements and subsequent documents where applicable.

4.5.33 Signature of all deeds office documents in relation to Regulation 68(1) of the Deeds Registry (Act 47 of 1937) to apply for a certified copy of a title deed for registration purposes.

4.5.34 Approving of and consenting to the removal of restrictive conditions from title deeds where the conditions have been met.

4.5.35 Consent to the transfer of property where a title deed restriction requires the consent from the Municipality in terms of a title deed condition, excluding those conditions imposed by a land use planning approval.

4.5.36 In expropriation of land proceedings:

4.5.36.1 Conducting proceedings after the Council has authorised its institution.

4.5.36.2 Taking possession of expropriated property before expiry of the prescribed period of 60 days after service of the expropriation notice if the land is urgently required for the purpose for which it has been expropriated.

4.5.36.3 Authorising the payment of the nett rentals received by the municipality in respect of expropriated property between the date of expropriation and the date of payment of the purchase price in lieu of interest which might have been payable.

4.5.37 Granting of reward for reporting of damage to / stolen municipal property.

4.5.38 Granting of approval for the temporary closure of offices/depots and the suspension of services.

5. Specific powers delegated to Officials in the Office of the Municipal Manager (in addition to powers in terms of the Municipal Finance Management Act)

5.1. Principal Legal Advisor

5.1.1 To grant or cancel, annual, sick, special, maternity, family responsibility and unpaid leave to officials under his/her direct control in terms of the applicable service conditions, of the Council relevant legislation and council policy.

5.1.2 Evaluation of direct staff members performance during the probation period.

5.1.3 Dealing with all matters to which Occupational Health and Safety Act, 1993 relates.

5.1.4 Management of attendance registers and time sheets in the Division.

5.1.5 Approval of standby service.

5.1.6 Approval to work overtime of officials within the Division.

5.1.7 Approval of issuing protective clothing within the Division.

5.1.8 Conducting of resignation interviews.

5.1.9 Authorisation for payment of public drivers permits where required in course of employment.

5.1.10 As far as delegations with regard to recruitment and selection are concerned:

5.1.10.1 Determining of KPAs.

5.1.10.2 Filling of funded vacant post(s) on the staff establishment within six months of a funded post becoming vacant.

5.1.11 To authorise the placement of advertisements in public newspapers in accordance with the Council's policy.

5.1.12 To make recommendations on the permanent appointment of employees on probation in the Division.

5.1.13 To approve any expenditure and purchases for the Division from the approved budget of Council to an amount determined in the Supply Chain Management Policy and provided that the annual expense has been budgeted for.

5.1.14 To ensure that a contract or agreement procured through the Supply Chain Management Policy is properly enforced and that the performance of contractors is monitored on a monthly basis.

5.1.15 Responsible for managing the financial administration of the municipality, and must for this purpose take all reasonable steps to ensure:—

5.1.15.1 that the resources of the municipality are used effectively, efficiently and economically;

5.1.15.2 that full and proper records of the financial affairs of the municipality are kept in accordance with any prescribed norms and standards; and

5.1.15.3 that the municipality has and maintains effective, efficient and transparent systems —

(i) of financial and risk management and internal control; and

(ii) of internal audit operating in accordance with any prescribed norms and standards;

5.1.15.4 that unauthorised, irregular or fruitless and wasteful expenditure and other losses are prevented;

5.1.15.5 that disciplinary or, when appropriate, criminal proceedings are instituted against any official of the municipality who has allegedly committed an act of financial misconduct or an offence in terms of Chapter 15.

5.1.16 Responsible for the management of the assets of the municipality, including the safeguarding and the maintenance of those assets.

5.1.17 Ensure that the municipality has and maintains a system of internal control of assets and liabilities, including an asset and liabilities register, as may be prescribed.

5.1.18 To obtain, if necessary, the services of an attorney or advocate or applicable expert concerning any matter under his/her control.

5.1.19 To take all the necessary steps to dispute, defend or settle any matter, claim or case that may be instituted against the Council or any official, by any party, in consultation with the Municipal Manager.

5.1.20 To take the necessary steps to institute, dispute, defend or settle any matter, claim or case that may be instituted by Council against any official, person or entity in consultation with the Municipal Manager.

5.1.21 To update the Council's "Access to Information Manual" and refer any amendment to the Information Regulator for approval/publication.

5.1.22 In regard to legal actions and proceedings by or against the Council –

5.1.22.1 To deal with legal action and claims, including the initiation, dealing with or settlement of such on behalf of the municipality.

5.1.22.2 To deal with arbitrations, including the initiation, dealing with or settlement of such arbitration.

5.1.22.3 Assist with the briefing of Counsel to obtain legal opinion for any matter.

5.1.22.4 Instructing attorneys to defend the municipality's employees and/or Councillors in criminal and/or civil cases arising out of any act or thing done or omitted by such employee in the exercise of powers, duties and functions in consultation with the Municipal Manager.

5.1.22.5 Executing all documents, deposing to founding affidavits and taking such other action as may be necessary in connection with authorised legal proceedings of any kind.

5.1.22.6 To take all the necessary steps, including the signing of the required documents and affidavits, when legal action needs to be taken or defended against an organisation or person by the Municipality.

5.2. Chief Audit Executive

5.2.1 To grant or cancel, annual, sick, special, maternity, family responsibility and unpaid leave to officials under his/her direct control in terms of the applicable service conditions, of the Council relevant legislation and council policy.

5.2.2 Evaluation of direct staff members performance during the probation period.

5.2.3 Dealing with all matters to which Occupational Health and Safety Act, 1993 relates.

5.2.4 Management of attendance registers and time sheets in the Division.

5.2.5 Approval of standby service.

5.2.6 Approval to work overtime of officials within the Division.

5.2.7 Approval of issuing protective clothing within the Division.

5.2.8 Conducting of resignation interviews.

5.2.9 Authorisation for payment of public drivers permits where required in course of employment.

5.2.10 As far as delegations with regard to recruitment and selection are concerned:

5.2.10.1 Determining of KPAs.

5.2.10.2 Filling of funded vacant post(s) on the staff establishment within six months of a funded post becoming vacant.

5.2.11 To authorise the placement of advertisements in public newspapers in accordance with the Council's policy.

5.2.12 To make recommendations on the permanent appointment of employees on probation in the Division.

5.2.13 To approve any expenditure and purchases for the Division from the approved budget of Council to an amount determined in the Supply Chain Management Policy and provided that the annual expense has been budgeted for.

5.2.14 To ensure that a contract or agreement procured through the Supply Chain Management Policy is properly enforced and that the performance of contractors is monitored on a monthly basis.

5.2.15 Responsible for managing the financial administration of the municipality, and must for this purpose take all reasonable steps to ensure:—

5.2.15.1 that the resources of the municipality are used effectively, efficiently and economically;

5.2.15.2 that full and proper records of the financial affairs of the municipality are kept in accordance with any prescribed norms and standards; and

5.2.15.3 that the municipality has and maintains effective, efficient and transparent systems —

(i) of financial and risk management and internal control; and

(ii) of internal audit operating in accordance with any prescribed norms and standards;

5.2.15.4 that unauthorised, irregular or fruitless and wasteful expenditure and other losses are prevented;

5.2.15.5 that disciplinary or, when appropriate, criminal proceedings are instituted against any official of the municipality who has allegedly committed an act of financial misconduct or an offence in terms of Chapter 15.

5.2.16 Responsible for the management of the assets of the municipality, including the safeguarding and the maintenance of those assets.

5.2.17 Ensure that the municipality has and maintains a system of internal control of assets and liabilities, including an asset and liabilities register, as may be prescribed.

5.2.18 Must establish capacity in the administration of the municipality to assist the accounting officer in carrying out the duties to enforce agreements procured through the Supply Chain Management Policy and the monitoring of the

performance of the contractor under the agreement; and to oversee the day-to-day management of the contract or agreement.

5.3 Divisional Manager Strategic Support Services

5.3.1 To grant or cancel, annual, sick, special, maternity, family responsibility and unpaid leave to officials under his/her direct control in terms of the applicable service conditions, of the Council relevant legislation and council policy.

5.3.2 Evaluation of direct staff members performance during the probation period.

5.3.3 Dealing with matters in the Division to which Occupational Health and Safety Act, 1993 relates.

5.3.4 Management of attendance registers and time sheets in the Division.

5.3.5 Approval of standby service.

5.3.6 Approval to work overtime of officials within the Division.

5.3.7 Approval of issuing protective clothing within the Division.

5.3.8 Conducting of resignation interviews.

5.3.9 As far as delegations with regard to recruitment and selection are concerned:

5.3.9.1 Determining of KPAs.

5.3.9.2 Filling of funded vacant post(s) on the staff establishment within six months of a funded post becoming vacant.

5.3.10 To authorise the placement of advertisements in public newspapers in accordance with the Council's policy.

5.3.11 To make recommendations on the permanent appointment of employees on probation in the Division.

5.3.12 To ensure that a contract or agreement within the Division procured through the Supply Chain Management Policy is properly enforced and that the performance of contractors is monitored on a monthly basis.

5.3.13 To approve any expenditure and purchases for the Division from the approved budget of Council to an amount determined in the Supply Chain Management Policy and provided that the annual expense has been budgeted for.

5.3.14 Responsible for managing the financial administration of the Division, and must for this purpose take all reasonable steps to ensure:—

5.3.15.1 that the resources of the Division are used effectively, efficiently and economically;

5.3.15.2 that full and proper records of the financial affairs of the Division are kept in accordance with any prescribed norms and standards; and

5.3.15.3 that the Division has and maintains effective, efficient and transparent systems —

(i) of financial and risk management and internal control; and

(ii) of internal audit operating in accordance with any prescribed norms and standards;

5.3.15.4 that unauthorised, irregular or fruitless and wasteful expenditure and other losses are prevented;

5.3.15.5 that disciplinary or, when appropriate, criminal proceedings are instituted against any official of the Division who has allegedly committed an act of financial misconduct or an offence in terms of Chapter 15.

5.3.17 Responsible for the management of the assets within the Division, including the safeguarding and the maintenance of those assets and the liabilities of the Division.

5.3.18 Ensure that the Division has and maintains a system of internal control of assets and liabilities, including an asset and liabilities register, as may be prescribed.

5.3.19 Must establish capacity in the administration of the Division to assist the accounting officer in carrying out the duties to enforce agreements procured through the Supply Chain Management Policy and the monitoring of the performance of the contractor under the agreement; and to oversee the day-to-day management of the contract or agreement.

5.3.20 To ensure the integration of the communications function within the municipality's decision-making processes as well as the integration of strategic communication planning (IDP) in the overall planning of the municipality.

5.3.21 To ensure that the municipality's annual communication strategy is in line with municipal communication objectives and reflects the municipality's priorities.

5.3.22 Prepare for tabling in the municipal council at least 10 months before the start of the budget year, a time schedule outlining key deadlines for:—

5.3.22.1 Preparation, tabling and approval of the annual budget;

5.3.22.2 Annual review of —

(i) integrated development plan in terms of section 34 of the Municipal Systems Act; and

(ii) budget-related policies;

5.3.22.3 Tabling and adoption of any amendments to the integrated development plan and the budget-related policies.

5.3.23 When preparing the annual budget:—

5.3.23.1 Take into account the municipality's integrated development plan;

5.3.23.2 take all reasonable steps to ensure that the municipality revises the integrated development plan in terms of section 34 of the Municipal Systems Act, taking into account realistic revenue and expenditure projections for future years;

5.3.23.3 take into account the national budget, the relevant provincial budget, the national government's fiscal and macro-economic policy, the annual Division of Revenue Act and any agreements reached in the Budget Forum;

5.3.23.4 consult —

(i) the relevant district municipality and all other local municipalities within the area of the district municipality;

(ii) the Provincial treasury, and when requested, the National Treasury; and

(iii) any national or provincial organs of state, as may be prescribed; and

5.3.23.4 provide, on request, any information relating to the budget —

(i) to the National Treasury; and

(ii) subject to any limitations that may be prescribed, to —

(aa) the national departments responsible for water, sanitation, electricity and any other service as may be prescribed;

(bb) any other national and provincial organ of states, as may be prescribed; and

(cc) another municipality affected by the budget.

5.3.24 Ensure that the performance agreements of the municipal manager, senior managers and any other categories of officials as may be prescribed, are made public no later than 14 days after the approval of the municipality's service delivery and budget implementation plan. Copies of such performance agreements must be submitted to the council and the MEC for local government in the province.

5.3.25 On receipt of a statement or report submitted by the accounting officer of the municipality in terms of section 71 or 72, must:—

5.3.25.1 consider the statement or report;

5.3.25.2 check whether the municipality's approved budget is implemented in accordance with the service delivery and budget implementation plan;

5.3.25.3 consider and, if necessary, make any revisions to the service delivery and budget implementation plan, provided that revisions to the service delivery targets and performance indicators in the plan may only be made with the approval of the council following approval of an adjustments budget.

5.3.26 Ensure that any revisions of the service delivery and budget implementation plan are made public promptly.

5.3.27 Must by 25 January of each year assess the performance of the municipality during the first half of the financial year, taking into account:—

5.3.27.1 the monthly statements referred to in section 71 for the first half of the financial year;

5.3.27.2 the municipality's service delivery performance during the first half of the financial year, and the service delivery targets and performance indicators set in the service delivery and budget implementation plan;

5.3.27.3 the past year's annual report, and progress on resolving problems identified in the annual report; and

5.3.27.4 the performance of every municipal entity under the sole or shared control of the municipality, taking into account reports in terms of section 88 from any such entities.

5.3.28 Must immediately after an annual report is tabled in the council in terms of section 127(2):—

5.3.28.1 in accordance with section 21A of the Municipal Systems Act make public the annual report; and invite the local community to submit representations in connection with the annual report; and

5.3.28.2 submit the annual report to the Auditor-General, the Provincial Treasury and the provincial department responsible for local government in the province.

5.3.29 Must submit copies of the minutes of those meetings to the Auditor-General, the Provincial Treasury and the provincial department responsible for local government in the province.

5.3.30 Make public an oversight report referred to in section 129(1) within seven days of its adoption in accordance with section 21A of the Municipal Systems Act.

5.3.31 Submit the documents referred to in section 132(1)(a) and (b) to the provincial legislature within seven days after the municipal council has adopted the relevant oversight report in terms of section 129(1).

5.4 Communication Officer

5.4.1 To request the placement of advertisements in public newspapers in accordance with the Council's policy to the Divisional Manager: Strategic Support Services.

5.4.2 To make recommendations on the permanent appointment of employees on probation in the Sub-section.

5.4.3 To request any expenditure and purchases for the Sub-section from the approved budget of Council to an amount determined in the Supply Chain Management Policy and provided that the annual expense has been budgeted for.

5.4.4 To ensure that a contract or agreement within the Sub-section procured through the Supply Chain Management Policy is properly enforced and that the performance of contractors is monitored on a monthly basis.

5.4.5 Responsible for managing the financial administration of the Sub-section, and must for this purpose take all reasonable steps to ensure:—

5.4.5.1 that the resources of the Sub-section are used effectively, efficiently and economically;

5.4.5.2 that full and proper records of the financial affairs of the Sub-section are kept in accordance with any prescribed norms and standards; and

5.4.5.3. that the Sub-section has and maintains effective, efficient and

transparent systems —

(i) of financial and risk management and internal control; and

(ii) of internal audit operating in accordance with any prescribed norms and standards;

5.4.5.4. that unauthorised, irregular or fruitless and wasteful expenditure and other losses are prevented;

5.4.6 Responsible for the management of the assets of the Sub-section, including the safeguarding and the maintenance of those assets.

5.4.7 Ensure that the Sub-section has and maintains a system of internal control of assets and liabilities, including an asset and liabilities register, as may be prescribed.

5.4.8 Must establish capacity in the administration of the Sub-section to assist the accounting officer in carrying out the duties to enforce agreements procured through the Supply Chain Management Policy and the monitoring of the performance of the contractor under the agreement; and to oversee the day-to day management of the contract or agreement.

5.4.9 To issue media and press releases in terms of the Municipal policy in consultation with the Municipal Manager and / or the Executive Mayor.

5.4.10 To prepare content approval for sms's, electronic board, press releases and website content for approval by the Municipal Manager/ Executive Mayor.

5.4.11 Place on the website referred to in section 21A of the Municipal Systems Act the following documents of the municipality:

5.4.11.1 the annual and adjustments budgets and all budget-related documents;

5.4.11.2 all budget-related policies;

5.4.11.3 the annual report;

5.4.11.4 all performance agreements required in terms of section 57(1)(b) of the Municipal Systems Act;

5.4.11.5 all service delivery agreements;

5.4.11.6 all long-term borrowing contracts;

5.4.11.7 all supply chain management contracts above a prescribed value;

5.4.11.8 an information statement containing a list of assets over a prescribed value that have been disposed of in terms of section 14(2) or (4) during the previous quarter;

5.4.11.9 contracts to which subsection (1) of section 33 apply, subject to subsection (3) of that section;

5.4.11.10 public-private partnership agreements referred to in section 120;

5.4.11.11 all quarterly reports tabled in the council in terms of section 52(d); and

5.4.11.12 any other documents that must be placed on the website in terms of this Act or any other applicable legislation, or as may be prescribed.

5.5 Public Liaison Managers (Ward Committees x 3)

5.5.1 To grant or cancel, annual, sick, special, maternity, family responsibility and unpaid leave to officials under his/her direct control in terms of the applicable service conditions, of the Council relevant legislation and council policy.

5.5.2 Evaluation of direct staff members performance during the probation period.

5.5.3 Dealing with the matters in the Section to which Occupational Health and Safety Act, 1993 relates.

5.5.4 Management of attendance registers and time sheets in the Section.

5.5.5 Approval of standby service.

5.5.6 Recommend to the Divisional Manager: Strategic Support Services the approval of overtime worked by officials within the section.

5.5.7 Approval of issuing protective clothing within the Section.

5.5.8 Conducting of resignation interviews.

5.5.9 Authorisation for payment of public drivers permits where required in course of employment.

5.5.10 As far as delegations with regard to recruitment and selection are concerned:

5.5.10.1 Determining of KPAs.

5.5.10.2 Filling of funded vacant post(s) on the staff establishment within six months of a funded post becoming vacant.

5.5.11 To authorise the placement of advertisements in public newspapers in accordance with the Council's policy.

5.5.12 To make recommendations on the permanent appointment of employees on probation in the Section.

5.5.13 To approve any expenditure and purchases for the Section from the approved budget of Council to an amount determined in the Supply Chain Management Policy and provided that the annual expense has been budgeted for.

5.5.14 To ensure that a contract or agreement within the Section procured through the Supply Chain Management Policy is properly enforced and that the performance of contractors is monitored on a monthly basis.

5.5.15 Responsible for managing the financial administration of the Section, and must for this purpose take all reasonable steps to ensure:—

5.5.15.1 that the resources of the Section are used effectively, efficiently and economically;

5.5.15.2 that full and proper records of the financial affairs of the Section are kept in accordance with any prescribed norms and standards; and

5.5.15.3 that the Section has and maintains effective, efficient and transparent systems —

(i) of financial and risk management and internal control; and

(ii) of internal audit operating in accordance with any prescribed norms and standards;

5.5.15.4 that unauthorised, irregular or fruitless and wasteful expenditure and other losses are prevented;

5.5.15.5 that disciplinary or, when appropriate, criminal proceedings are instituted against any official of the Section who has allegedly committed an act of financial misconduct or an offence in terms of Chapter 15.

5.5.16 Responsible for the management of the assets of the Section, including the safeguarding and the maintenance of those assets.

5.5.17 Ensure that the Section has and maintains a system of internal control of assets and liabilities, including an asset and liabilities register, as may be prescribed.

5.5.18 Must establish capacity in the administration of the Section to assist the accounting officer in carrying out the duties to enforce agreements procured through the Supply Chain Management Policy and the monitoring of the performance of the contractor under the agreement; and to oversee the day-to-day management of the contract or agreement.

5.5.19 Dealing with all administration and operational matters regarding ward committees (in consultation with the Ward Councillors).

5.5.20 To approve applications to undertake portrait painting and art exhibition stands.

5.5.21 To administer legislation and Municipal policy relating to informal trading and the control of hawkers.

5.5.22 Approval of applications for the holding of religious services, missions, fêtes and other private functions in parks, playgrounds, open spaces and other municipal land.

5.5.23 Dealing with applications for street collections i.t.o. By-law Street, Public Places and the Prevention of Public Nuisance.

5.5.24 Approving or refusing applications for the holding of street markets in streets and public places.

5.5.25 The approval of applications for street theatre performances for performances of a similar artistic or musical nature on squares, streets, pavements or other land under the control of the municipality.

5.5.26 To manage the short term trade (less than 30 days) on the beaches and at picnic sites or any other property owned by the municipality. *(More than 30 days are handled by Property Management and caravan & camping sites are under delegation of Manager: Parks, Recreation & Cemeteries)*.

5.5.27 Receive applications to hold road running races, cycle races, motor races, motorcycle scrambles and similar motoring events; to process same and where applicable refer to Departments for comments/ recommendations and

5.5.28 To communicate the outcome of event applications to the organisers and, if applicable, to provide reasons for the rejection of event applications.

5.5.29 To enhance public participation through creating conditions for the local community to participate in the affairs of the municipality as is provided for in section 16 of the Local Government: Municipal Systems Act, No. 32 of 2000

5.5.30 To receive all applications for business licences, to process same and where applicable refer to the applicable Departments for comments/recommendations.

5.5.31 To grant licences as provided for in terms of items 1 and 3 of Schedule 1 to the Businesses Act 1991 (excluding health facilities or entertainment as provided for in terms of item 2 of Schedule 1), and to exercise all powers conferred on the Municipality in terms of section 2(4) to 2(10)

5.5.32 To consider and approve applications for the holding of events according to By-law criteria.

5.5.33 The approval of the landing of aircraft at places which are not aerodromes or landing strips on such conditions as may be deemed advisable in the interests of the municipality and of public safety or for any other reason.

5.5.34 Exercise all powers in respect of applications to operate amusement parks / circus on sites set aside for this purpose at the tariff laid down. *(Handle as part of Event Applications in current delegation – 5.5.32.)*

5.5.35 Recommend, for approval, suitable parking areas for events after consultation with the Traffic Department, in accordance with applicable legislation.

5.5.36 Coordinate public meetings, gatherings and marches in public places, in consultation with the Municipal Public Safety Directorate, and impose or recommend appropriate conditions for such events, without assuming operational responsibility, which shall remain with the Municipal Public Safety Directorate.

5.5.37 To grant permission for the display of any advertisement, placard, poster or bill in a street or public place.

5.5.38 Allocation of reserved parking for officials at municipal buildings.

5.5.39 Identify a suitable designated area for smoking in the respective administrations.

5.5.40 Convene and conduct meetings and site visits with the Principal Technologists: Civil, Manager: Parks & Recreation, Manager: Integrated Human Settlements & Development and Divisional Manager: Facilities, Halls & Building Maintenance to address service delivery complaints or requests, and, where applicable, issue instructions in respect of matters falling within the delegated responsibilities of the Manager: Community Liaison for the relevant ward.

6 Specific powers delegated to the Director: Corporate Services (In addition to powers in terms of the Municipal Finance Management Act)

6.1 Apply all bylaws, regulations, legislation and policies regarding matters that fall within the directorate and to institute legal proceedings against any person who refuses or neglects to comply with the provisions of such regulations or legislation.

6.2 To decide to which officials commemorative tokens should be awarded, in conjunction with the Executive Mayor, Executive Deputy Mayor or Municipal Manager depending on who will make the award.

6.3 To approve the payment of housing subsidies and non-pensionable allowances to officials in terms of the Council's policy

6.4 To consider and approve requests from trade unions for mass meetings and training in terms of the Collective Agreement

6.5 The granting of authority for staff in the Directorate to attend congresses, conferences, seminars, courses and other meetings within the Republic and approval of travel and subsistence allowance.

6.6 Instructing attorneys to defend the municipality's employees in criminal and/or civil cases arising out of any act or thing done or omitted by such employee in the exercise of powers, duties and functions.

6.7 To approve and/or cancel all applications for leave within the Directorate.

6.8 Approval of second opinion for doctors as per leave policy.

6.9 Approval of the encashment of leave in excess of 48 days, due to operational requirements.

6.10 Approval for the request for leave in excess of 48 days to be reversed and taken at a later stage.

6.11 Appointment of staff on levels below that of a section 56 Manager.

6.12 To approve the extension of Probationary Periods of officials on levels below that of a section 56 Manager.

6.13 Evaluation of direct staff members performance during the probation period.

6.14 To approve the payment of a kilometre allowance for the occasional use of own car on official business within the Directorate.

6.15 Approve additions and deletions to prescribed list of uniforms and protective clothing.

6.16 Approve overtime payment to officials within the Directorate.

6.17 Dealing with all matters to which Occupational Health and Safety Act, 1993 relates.

6.18 Approval of termination and/or suitable placement due to incapacity and matters resulting from same.

6.19 The filling of all vacancies and the appointment of temporary staff (no longer that 3 months) in funded vacant posts on the staff establishment.

6.20 Managing attendance registers and time sheets of direct staff.

6.21 Approval of personnel to temporarily act in another position for a period no longer or exceeding nine months (other than that of Municipal Manager). All funded vacant posts to be filled within six months of a funded post becoming vacant.

6.22 Appointment of contract workers, “specialized” contract workers, “Grey Power” Mentors.

6.23 Approval / requesting of premedical testing for the inherent requirements of a job.

6.24 Approval of standby service and the payment of a standby allowance.

6.25 Approval to work overtime.

6.26 Approval of time off for overtime worked.

6.27 Approval for attending staff member funerals and the provision of transport.

6.28 Approval of Home Owners Allowance and non-pensionable allowance in terms of the Salary and Wage Agreement.

6.29 Approval of relocation and removal expenditure for newly appointed employees.

6.30 Approval of trade union meetings.

6.31 Approval of issuing protective clothing.

6.32 Approval of access to personal files.

6.33 Conducting of resignation interviews within the Directorate.

6.34 Acceptance of resignations within the Directorate.

6.35 Authorisation for payment of public drivers permits where required in course of employment within the Directorate.

6.36 Approval of unpaid leave after leave has been exhausted.

6.37 As far as delegations with regard to recruitment and selection are concerned:

- 6.37.1 Determining of KPAs.
- 6.37.2 Authorisation for advertising of vacancy.
- 6.37.3 Filling of funded vacant post(s) on the staff establishment within six months of a funded post becoming vacant.
- 6.37.4 Approval of shortlist for interviews.
- 6.37.5 Appeal against shortlist approval.
- 6.37.6 Approval of placements and transfers on organogram.

6.38 Temporary placement of an employee incapacitated due to injury or illness.

6.39 Receive outcome of incapacity hearing due to ill health / injury / non-performance requirement with regard to dismissal, transfer or demotion.

6.40 Granting of ex-gratia sick leave in terms of Leave Policy.

6.41 Enforcement of “no work no pay” principle.

6.42 Appointment of replacement labour in the event of a strike.

6.43 Suspension of officials within the Directorate.

6.44 Granting of authority for medical examinations re medical disability.

6.45 To approve an application by an employee to attend union representative meeting.

6.46 As far as delegations with regard to training and development are concerned:

- 6.46.1 To approve mandatory training of officials as well as the payment of costs attached thereto, provided such expenses have been budgeted for.

6.46.2 Approval of expenditure in terms of training budget.

6.46.3 Approval of study bursaries / study aid applications.

6.47 Approval of job descriptions within the Directorate to be subjected to evaluation.

6.48 Request to change minimum requirements of an existing, evaluated, audited post, which changes will have no effect on the TASK grading of the post.

6.49 To implement the municipality's SALGA TASK Job Evaluation Policy

6.50 As far as delegations with regard to Occupational Health and Safety in the workplace are concerned.

6.50.1 Identify a suitable designated area for smoking in consultation with the Director: Community Services.

6.50.2 Approval of safety clothing as prescribed by a medical practitioner.

6.50.3 Approval for payment of temporary staff in case of injury on duty within their contract period, up to 3 months.

6.51 As far as delegations with regard to employee wellness are concerned:

6.51.1 Approval for 60% contribution for first time treatment for intoxicating liquor or drug abuse.

6.51.2 Approval of further treatment for intoxicating liquor or drug abuse.

6.52 To communicate the municipality's Code of Ethics for Municipal Staff to all municipal staff.

6.53 To decide whether an employee within the Directorate may retain an offering of business courtesies or gifts.

6.54 As far as delegations with regard to labour relations are concerned:

6.54.1 Consideration and decision to investigate an employee for alleged misconduct.

6.54.2 Appointment of investigating officer for alleged misconduct against an employee.

6.54.3 Appointment of chairperson of informal hearing.

6.54.4 Appointment of initiators for informal hearings.

6.54.5 Appointment of external initiators for disciplinary tribunals.

6.54.6 Appointment of external chairperson of disciplinary tribunal.

6.54.7 Appointment of external initiator into disciplinary misconduct.

6.54.8 Appointment of external investigator into disciplinary misconduct.

6.54.9 Receipt of outcomes of disciplinary tribunals with regard to dismissals and/or demotions and/or suspensions.

6.54.10 Request for approval of compensation for transport/ accommodation for witnesses to testify in disciplinary hearings or arbitration hearings on behalf of the employer.

6.55 To be ultimately accountable for the record keeping and records and documents' management practices of the municipality.

6.56 When preparing the annual budget:—

6.56.1 Take into account the municipality's integrated development plan;

6.56.2 Take all reasonable steps to ensure that the municipality revises the integrated development plan in terms of section 34 of the Municipal Systems Act, taking into account realistic revenue and expenditure projections for future years;

6.56.3 take into account the national budget, the relevant provincial budget, the national government's fiscal and macro-economic policy, the annual Division of Revenue Act and any agreements reached in the Budget Forum;

6.56.4 consult —

(i) the relevant district municipality and all other local municipalities within the area of the district municipality;

(ii) the Provincial treasury, and when requested, the National Treasury; and

(iii) any national or provincial organs of state, as may be prescribed; and

6.56.5 provide, on request, any information relating to the budget —

(i) to the National Treasury; and

(ii) subject to any limitations that may be prescribed, to —

(aa) the national departments responsible for water, sanitation, electricity and any other service as may be prescribed;

(bb) any other national and provincial organ of states, as may be prescribed; and

(cc) another municipality affected by the budget.

6.57 If, for whatever reason, unable to table in the council the annual report of the municipality, or the annual report of any municipal entity under the municipality's sole or shared control, within seven months after the end of the financial year to which the report relates, must:—

6.57.1 promptly submit to the council a written explanation referred to in section 133(1)(a) setting out the reasons for the delay, together with any components of the annual report listed in section 121(3) or (4) that are ready; and

6.57.2 submit to the council the outstanding annual report or the outstanding components of the annual report as soon as may be possible.

6.58 Responsible for managing the financial administration of the municipality, and must for this purpose take all reasonable steps to ensure:—

6.58.1 that the resources of the municipality are used effectively, efficiently and economically;

6.58.2 that full and proper records of the financial affairs of the municipality are kept in accordance with any prescribed norms and standards; and

6.58.3 that unauthorised, irregular or fruitless and wasteful expenditure and other losses are prevented;

6.58.4 that disciplinary or, when appropriate, criminal proceedings are instituted against any official of the municipality who has allegedly committed an act of financial misconduct or an offence in terms of Chapter 15

6.59 Responsible for the management of the assets of the municipality, including the safeguarding and the maintenance of those assets and the liabilities of the municipality.

6.60 Ensure that the municipality has and maintains a system of internal control of assets and liabilities, including an asset and liabilities register, as may be prescribed.

6.61 Assist the mayor in performing the budgetary functions assigned to the mayor in terms of Chapters 4 and 7 and provide the mayor with the administrative support, resources and information necessary for the performance of those functions.

6.62 Must monitor on a monthly basis the performance of the contractor under a contract or agreement procured through the Supply Chain Management Policy.

6.63 Ensure that a contract or agreement procured through the Supply Chain Management Policy is properly enforced and that the performance of contractors is monitored on a monthly basis.

(i) the National Treasury;

(ii) the national department responsible for local government;

6.64 Ensure that the municipality addresses any issues raised by the Auditor- General in an audit report.

6.65 To approve any expenditure and purchases for the Directorate from the approved budget of Council to an amount determined in the Supply Chain Management Policy and provided that the annual expense has been budgeted for.

6.66 The signing of all contracts, documents and procurations on behalf of the municipality, excluding deeds of sale and lease agreements.

6.67 Issuing of press statements to the media and comments on administrative/technical matters.

6.68 Approval of specifications for competitive bids, in terms of clause 27(2)(g) of the SCM Policy.

6.69 Approval of Expansions / Variations / Amendments in the contract sum or period.

6.70 To authorise the payment of subscriptions to organisations to which the municipality subscribes or of which it is a member.

6.71 To lease vehicles for official use when official vehicles are not available.

7 Specific Powers Delegated to Officials in the Directorate: Corporate Services (in addition to powers in terms of the Municipal Finance Management Act)

7.1 Divisional Manager: Business Architecture and Customer Relations Management

7.1.1 To grant or cancel, annual, sick, special, maternity, family responsibility and unpaid leave to officials under his/her direct control in terms of the applicable service conditions, of the Council relevant legislation and council policy.

7.1.2 Evaluation of direct staff members performance during the probation period.

7.1.3 Dealing with all matters to which Occupational Health and Safety Act, 1993 relates.

7.1.4 Management of attendance registers and time sheets in the Division.

7.1.5 Approval of standby service.

7.1.6 Approval to work overtime of officials within the Division.

7.1.7 Approval of issuing protective clothing within the Division.

7.1.8 Conducting of resignation interviews.

7.1.9 Authorisation for payment of public drivers permits where required in course of employment.

7.1.10 As far as delegations with regard to recruitment and selection are concerned:

7.1.10.1 Determining of KPAs.

7.1.10.2 Filling of funded vacant post(s) on the staff establishment within six months of a funded post becoming vacant.

7.1.11 To authorise the placement of advertisements in public newspapers in accordance with the Council's policy.

7.1.12 To make recommendations on the permanent appointment of employees on probation in the Division.

7.1.13 To approve any expenditure and purchases for the Division from the approved budget of Council to an amount determined in the Supply Chain Management Policy and provided that the annual expense has been budgeted for.

7.1.14 To ensure that a contract or agreement procured through the Supply Chain Management Policy is properly enforced and that the performance of contractors is monitored on a monthly basis.

7.1.15 Responsible for managing the financial administration of the municipality, and must for this purpose take all reasonable steps to ensure:—

7.1.15.1 that the resources of the municipality are used effectively, efficiently and economically;

7.1.15.2 that full and proper records of the financial affairs of the municipality are kept in accordance with any prescribed norms and standards; and

7.1.15.3 that the municipality has and maintains effective, efficient and transparent systems —

(i) of financial and risk management and internal control; and

(ii) of internal audit operating in accordance with any prescribed norms and standards;

7.1.15.4 that unauthorised, irregular or fruitless and wasteful expenditure and other losses are prevented;

7.1.15.5 that disciplinary or, when appropriate, criminal proceedings are instituted against any official of the municipality who has allegedly committed an act of financial misconduct or an offence in terms of Chapter 15.

7.1.16 Responsible for the management of the assets of the municipality, including the safeguarding and the maintenance of those assets.

7.1.17 Ensure that the municipality has and maintains a system of internal control of assets and liabilities, including an asset and liabilities register, as may be prescribed.

7.1.18 Must establish capacity in the administration of the municipality to assist the accounting officer in carrying out the duties to enforce agreements procured through the Supply Chain Management Policy and the monitoring of the performance of the contractor under the agreement; and to oversee the day-to-day management of the contract or agreement.

7.1.19 To sign all agreements regarding the installation of telephones and office equipment for approved official purposes.

7.2 Manager: Administrative Support Services

7.2.1 To grant or cancel, annual, sick, special, maternity, family responsibility and unpaid leave to officials under his/her direct control in terms of the applicable service conditions, of the Council relevant legislation and council policy.

7.2.2 Evaluation of direct staff members performance during the probation period.

7.2.3 Management of attendance registers and time sheets in the Section.

7.2.4 Approval to work overtime of officials within the Section.

7.2.5 Approval of issuing protective clothing within the Section.

7.2.6 Conducting of resignation interviews.

7.2.7 As far as delegations with regard to recruitment and selection are concerned:

7.2.7.1 Determining of KPAs.

7.2.7.2 Filling of funded vacant post(s) on the staff establishment within six months of a funded post becoming vacant.

7.2.8 To make recommendations on the permanent appointment of employees on probation in the Section.

7.2.9 To approve any expenditure and purchases for the Section from the approved budget of Council to an amount determined in the Supply Chain Management Policy and provided that the annual expense has been budgeted for.

7.2.10 To ensure that a contract or agreement (in the Section) procured through the Supply Chain Management Policy is properly enforced and that the performance of contractors is monitored on a monthly basis.

7.2.11 Responsible for managing the financial administration of the Section, and must for this purpose take all reasonable steps to ensure:—

7.2.11.1 that the resources of the Section are used effectively, efficiently and economically;

7.2.11.2 that full and proper records of the financial affairs of the Section are kept in accordance with any prescribed norms and standards; and

7.2.11.3 that the Section has and maintains effective, efficient and transparent systems —

(i) of financial and risk management and internal control; and

(ii) of internal audit operating in accordance with any prescribed norms and standards;

7.2.11.4 that unauthorised, irregular or fruitless and wasteful expenditure and other losses are prevented;

7.2.11.5 that disciplinary or, when appropriate, criminal proceedings are instituted against any official of the Section who has allegedly committed an act of financial misconduct or an offence in terms of Chapter 15.

7.2.12 Responsible for the management of the assets of the Section, including the safeguarding and the maintenance of those assets.

7.2.13 To manage and administer the Municipality's Archives in accordance with relevant legislation.

7.2.14 To obtain approval for disposal, transfer, destroying of archives and amendments to the municipality's Archive System from the Western Cape Archive.

7.3 Divisional Manager: Human Resources Management

7.3.1 To grant or cancel, annual, sick, special, maternity, family responsibility and unpaid leave to officials under his/her direct control in terms of the applicable service conditions, of the Council relevant legislation and council policy.

7.3.2 Dealing with all matters to which Occupational Health and Safety Act, 1993 relates.

7.3.3 Management of attendance registers and time sheets in the Division.

7.3.4 Approval to work overtime of officials within the Division.

7.3.5 Approval of issuing protective clothing within the Division.

7.3.6 Conducting of resignation interviews for the division.

7.3.7 Authorisation for payment of public drivers permits where required in course of employment.

7.3.8 As far as delegations with regard to recruitment and selection are concerned:

7.3.8.1 Determining of KPAs all divisional managers/ managers

7.3.8.2 Filling of funded vacant post(s) on the staff establishment within six months of a funded post becoming vacant within the division.

7.3.9 To authorise the placement of recruitment advertisements in public newspapers in accordance with the Council's policy.

7.3.10 To make recommendations on the permanent appointment of employees on probation in the Division.

7.3.11 To approve any expenditure and purchases for the Division from the approved budget of Council to an amount determined in the Supply Chain Management Policy and provided that the annual expense has been budgeted for.

7.3.12 To ensure that a contract or agreement procured through the Supply Chain Management Policy is properly enforced and that the performance of contractors is monitored on a monthly basis.

7.3.13 Responsible for managing the financial administration of the municipality, and must for this purpose take all reasonable steps to ensure:—

7.3.13.1 that the resources of the municipality are used effectively, efficiently and economically;

7.3.13.2 that full and proper records of the financial affairs of the municipality are kept in accordance with any prescribed norms and standards; and

7.3.13.3 that the municipality has and maintains effective, efficient and transparent systems —

(i) of financial and risk management and internal control; and

(ii) of internal audit operating in accordance with any prescribed norms and standards;

7.3.13.4 that unauthorised, irregular or fruitless and wasteful expenditure and other losses are prevented;

7.3.13.5 that disciplinary or, when appropriate, criminal proceedings are instituted against any official of the municipality who has allegedly committed an act of financial misconduct or an offence in terms of Chapter 15.

7.3.14 Must establish capacity in the administration of the municipality to assist the accounting officer in carrying out the duties to enforce agreements procured through the Supply Chain Management Policy and the monitoring of the performance of the contractor under the agreement; and to oversee the day-to-day management of the contract or agreement.

7.3.15 Provide access to personnel files on request.

7.4 Manager: Employee Relations

7.4.1 To grant or cancel, annual, sick, special, maternity, family responsibility and unpaid leave to officials under his/her direct control in terms of the applicable service conditions, of the Council relevant legislation and council policy.

7.4.2 Evaluation of direct staff members performance during the probation period.

7.4.3 Dealing with all matters to which Occupational Health and Safety Act, 1993 relates.

7.4.4 Management of attendance registers and time sheets in the Section.

7.4.5 Approval of standby service.

7.4.6 Approval to work overtime of officials within the Section.

7.4.7 Approval of issuing protective clothing within the Section.

7.4.8 Conducting of resignation interviews.

7.4.9 Responsible for the management of the assets of the section, including the safeguarding and the maintenance of those assets.

7.4.10 To sign internal memorandums of the Section as instructed by the Divisional Manager: Human Resources Management.

7.5 Occupational Health and Safety Officer

7.5.1 To report any accidents/incidents within the municipality to the Department of Labour.

7.5.2 To have direct access to the Municipal Manager and bring any contravention to the attention of the Municipal Manager.

7.5.3 To have access to and/or visit any construction site where Council is involved either directly or indirectly.

7.5.4 Inspect any safety document, safety plans, etc.

7.5.5 To accompany the Department of Labour, in consultation with the relevant director, to on-site inspections/enquiries regarding municipal properties.

7.5.6 Identify mandatory training and be able to identify training needs.

7.6 Divisional Manager: ICT

7.6.1 To grant or cancel, annual, sick, special, maternity, family responsibility and unpaid leave to officials under his/her direct control in terms of the applicable service conditions, of the Council relevant legislation and council policy.

7.6.2 Evaluation of direct staff members performance during the probation period.

7.6.3 Dealing with all matters to which Occupational Health and Safety Act, 1993 relates.

7.6.4 Management of attendance registers and time sheets in the Division.

7.6.5 Approval of standby service.

7.6.6 Approval to work overtime of officials within the Division.

7.6.7 Approval of issuing protective clothing within the Division.

7.6.8 Conducting of resignation interviews.

7.6.9 Authorisation for payment of public drivers permits where required in course of employment.

7.6.10 As far as delegations with regard to recruitment and selection are concerned:

7.6.10.1 Determining of KPAs.

7.6.10.2 Filling of funded vacant post(s) on the staff establishment within six months of a funded post becoming vacant.

7.6.11 To authorise the placement of advertisements in public newspapers in accordance with the Council's policy.

7.6.12 To make recommendations on the permanent appointment of employees on probation in the Division.

7.6.13 To approve any expenditure and purchases for the Division from the approved budget of Council to an amount determined in the Supply Chain Management Policy and provided that the annual expense has been budgeted for.

7.6.14 To ensure that a contract or agreement procured through the Supply Chain Management Policy is properly enforced and that the performance of contractors is monitored on a monthly basis.

7.6.15 Responsible for managing the financial administration of the municipality, and must for this purpose take all reasonable steps to ensure:—

7.6.15.1 that the resources of the municipality are used effectively, efficiently and economically;

7.6.15.2 that full and proper records of the financial affairs of the municipality are kept in accordance with any prescribed norms and standards; and

7.6.15.3 that the municipality has and maintains effective, efficient and transparent systems —

(i) of financial and risk management and internal control; and

(ii) of internal audit operating in accordance with any prescribed norms and standards;

7.6.15.4 that unauthorised, irregular or fruitless and wasteful expenditure and other losses are prevented;

7.6.15.5 that disciplinary or, when appropriate, criminal proceedings are instituted against any official of the municipality who has allegedly committed an act of financial misconduct or an offence in terms of Chapter 15.

7.6.16 Responsible for the management of the assets of the municipality, including the safeguarding and the maintenance of those assets.

7.6.17 Ensure that the municipality has and maintains a system of internal control of assets and liabilities, including an asset and liabilities register, as may be prescribed.

7.6.18 Must establish capacity in the administration of the municipality to assist the accounting officer in carrying out the duties to enforce agreements procured through the Supply Chain Management Policy and the monitoring of the performance of the contractor under the agreement; and to oversee the day-to-day management of the contract or agreement.

7.6.19 To sign all agreements regarding the installation of telephones and office equipment for approved official purposes.

7.7 Prosecutor

7.7.1 To grant or cancel, annual, sick, special, maternity, family responsibility and unpaid leave to officials under his/her direct control in terms of the applicable service conditions, of the Council relevant legislation and council policy.

7.7.2 Evaluation of direct staff members performance during the probation period.

7.7.3 Dealing with all matters to which Occupational Health and Safety Act, 1993 relates.

7.7.4 Management of attendance registers and time sheets in the Section.

7.7.5 Approval of standby service.

7.7.6 Approval to work overtime of officials within the Section.

7.7.7 Approval of issuing protective clothing within the Section.

7.7.8 Conducting of resignation interviews.

7.7.9 Authorisation for payment of public drivers permits where required in course of employment.

7.7.10 As far as delegations with regard to recruitment and selection are concerned:

7.7.10.1 Determining of KPAs.

7.7.10.2 Filling of funded vacant post(s) on the staff establishment within six months of a funded post becoming vacant.

7.7.11 To authorise the placement of advertisements in public newspapers in accordance with the Council's policy.

7.7.12 To make recommendations on the permanent appointment of employees on probation in the Section.

7.7.13 To ensure that a contract or agreement procured through the Supply Chain Management Policy is properly enforced and that the performance of contractors is monitored on a monthly basis.

7.7.14 To approve any expenditure and purchases for the Section from the approved budget of Council to an amount determined in the Supply Chain Management Policy and provided that the annual expense has been budgeted for.

7.8 Chief Risk Officer

7.8.1 To grant or cancel, annual, sick, special, maternity, family responsibility and unpaid leave to officials under his/her direct control in terms of the applicable service conditions, of the Council relevant legislation and council policy.

7.8.2 Evaluation of direct staff members performance during the probation period.

7.8.3 Dealing with all matters to which Occupational Health and Safety Act, 1993 relates.

7.8.4 Management of attendance registers and time sheets in the Section.

7.8.5 Approval of standby service.

7.8.6 Approval to work overtime of officials within the Section.

7.8.7 Approval of issuing protective clothing within the Section.

7.8.8 Conducting of resignation interviews.

7.8.9 Authorisation for payment of public drivers permits where required in course of employment.

7.8.10 As far as delegations with regard to recruitment and selection are concerned:

7.8.10.1 Determining of KPAs.

7.8.10.2 Filling of funded vacant post(s) on the staff establishment within six months of a funded post becoming vacant.

7.8.11 To authorise the placement of advertisements in public newspapers in accordance with the Council's policy.

7.8.12 To make recommendations on the permanent appointment of employees on probation in the Section.

7.8.13 To ensure that a contract or agreement procured through the Supply Chain Management Policy is properly enforced and that the performance of contractors is monitored on a monthly basis.

8 Specific Powers Delegated to the Director: Financial Services (in addition to powers in terms of the Municipal Finance Management Act)

8.1 Apply all bylaws, regulations, legislation and policies regarding matters that fall within the directorate and to institute legal proceedings against any person who refuses or neglects to comply with the provisions of such regulations or legislation.

8.2 To decide to which officials commemorative tokens should be awarded, in conjunction with the Executive Mayor, Executive Deputy Mayor or Municipal Manager depending on who will make the award.

8.3 The granting of authority for staff in the Directorate to attend congresses, conferences, seminars, courses and other meetings within the Republic and approval of travel and subsistence allowance.

8.4 To approve and/or cancel all applications for leave within the Directorate.

8.5 Approval of the encashment of leave in excess of 48 days, due to operational requirements.

8.6 Approval for the request for leave in excess of 48 days to be reversed and taken at a later stage.

8.7 To approve the extension of Probationary Periods of officials on levels below that of a section 56 Manager.

8.8 Evaluation of direct staff members performance during the probation period.

8.9 To approve the payment of a kilometre allowance for the occasional use of own car on official business within the Directorate.

8.10 Approve additions and deletions to prescribed list of uniforms and protective clothing.

8.11 Approve overtime payment to officials within the Directorate.

8.12 Dealing with all matters to which Occupational Health and Safety Act, 1993 relates.

8.13 The filling of all vacancies and the appointment of temporary staff (no longer that 3 months) in funded vacant posts on the staff establishment within the Directorate.

8.14 Managing attendance registers and time sheets of direct staff.

8.15 Approval of personnel to temporarily act in another position for a period no longer or exceeding nine months (other than that of Municipal Manager). All funded vacant posts to be filled within six months of a funded post becoming vacant.

8.16 Approval of standby service and the payment of a standby allowance.

8.17 Approval to work overtime.

8.18 Approval of time off for overtime worked.

8.19 Approval for attending staff member funerals and the provision of transport.

8.20 Approval of issuing protective clothing.

8.21 Conducting of resignation interviews within the Directorate.

8.22 Acceptance of resignations within the Directorate.

8.23 Authorisation for payment of public drivers permits where required in course of employment within the Directorate.

8.24 Approval of unpaid leave after leave has been exhausted.

8.25 As far as delegations with regard to recruitment and selection are concerned:

8.25.1 Determining of KPAs.

8.25.2 Filling of funded vacant post(s) on the staff establishment within six months of a funded post becoming vacant.

8.25.3 Appeal against shortlist approval provided for in 56.46.6.

8.26 Receive outcome of incapacity hearing due to ill health / injury / non-performance requirement with regard to dismissal, transfer or demotion.

8.27 Appointment of replacement labour in the event of a strike.

8.28 Suspension of officials within the Directorate.

8.29 To approve an application by an employee to attend union representative meeting.

8.30 Approval of job descriptions within the Directorate to be subjected to evaluation.

8.31 As far as delegations with regard to Occupational Health and Safety in the workplace are concerned.

8.31.1 Identify a suitable designated area for smoking in consultation with the Director: Community Services.

8.31.2 Approval of safety clothing as prescribed by a medical practitioner.

8.32 To decide whether an employee within the Directorate may retain an offering of business courtesies or gifts.

8.33 As far as delegations with regard to labour relations are concerned the consideration and decision to investigate an employee for alleged misconduct.

8.34 When preparing the annual budget:—

8.34.1 Take into account the municipality's integrated development plan;

8.34.2 Take all reasonable steps to ensure that the municipality revises the integrated development plan in terms of section 34 of the Municipal Systems Act, taking into account realistic revenue and expenditure projections for future years;

8.34.3 take into account the national budget, the relevant provincial budget, the national government's fiscal and macro-economic policy, the annual Division of Revenue Act and any agreements reached in the Budget Forum;

8.34.4 consult —

(i) the relevant district municipality and all other local municipalities within the area of the district municipality;

(ii) the Provincial treasury, and when requested, the National Treasury; and

(iii) any national or provincial organs of state, as may be prescribed; and

8.34.5 provide, on request, any information relating to the budget —

(i) to the National Treasury; and

(ii) subject to any limitations that may be prescribed, to —

(aa) the national departments responsible for water, sanitation, electricity and any other service as may be prescribed;

(bb) any other national and provincial organ of states, as may be prescribed; and

(cc) another municipality affected by the budget.

8.35 Responsible for managing the financial administration of the municipality, and must for this purpose take all reasonable steps to ensure:—

8.35.1 that the resources of the municipality are used effectively, efficiently and economically;

8.35.2 that full and proper records of the financial affairs of the municipality are kept in accordance with any prescribed norms and standards; and

8.35.3 that the municipality has and maintains effective, efficient and transparent systems —

(i) of financial and risk management and internal control; and

(ii) of internal audit operating in accordance with any prescribed norms and standards;

8.35.4 that unauthorised, irregular or fruitless and wasteful expenditure and other losses are prevented;

8.35.5 that disciplinary or, when appropriate, criminal proceedings are instituted against any official of the municipality who has allegedly committed an act of financial misconduct or an offence in terms of Chapter 15; and

8.35.6 that the municipality has and implements —

8.35.6.1 a tariff policy referred to in section 74 of the Municipal Systems Act;

8.35.6.2 a rates policy as may be required in terms of any applicable national legislation;

8.35.6.3 a credit control and debt collection policy referred to in section 96(b) of the Municipal Systems Act; and

8.35.6.4 a supply chain management policy in accordance with Chapter 11.

8.36 Responsible for the management of the assets of the municipality, including the safeguarding and the maintenance of those assets and the liabilities of the municipality.

8.37 Ensure that the municipality has and maintains a system of internal control of assets and liabilities, including an asset and liabilities register, as may be prescribed.

8.38 Assist the mayor in performing the budgetary functions assigned to the mayor in terms of Chapters 4 and 7 and provide the mayor with the administrative support, resources and information necessary for the performance of those functions.

8.39 Must monitor on a monthly basis the performance of the contractor under a contract or agreement procured through the Supply Chain Management Policy.

8.40 Ensure that a contract or agreement procured through the Supply Chain Management Policy is properly enforced and that the performance of contractors is monitored on a monthly basis.

8.41 Must when a feasibility study has been completed:—

8.41.1 submit the report on the feasibility study together with all other relevant documents to the council for a decision, in principle, on whether the municipality should continue with the proposed public-private partnership;

8.41.2 at least 60 days prior to the meeting of the council at which the matter is to be considered, in accordance with section 21A of the Municipal Systems Act —

(i) make public particulars of the proposed public-private partnership, including the report on the feasibility study; and

(ii) invite local community and other interested persons to submit to the municipality comments or representations in respect of the proposed public-private partnership; and

8.41.3 solicit the views and recommendations of —

(i) the National Treasury;

(ii) the national department responsible for local government;

(iii) if the public-private partnership involves the provision of water, sanitation, electricity or any other service as may be prescribed, the responsible national department; and

(iv) any other national or provincial organ of state as may be prescribed.

8.42 Ensure that the municipality addresses any issues raised by the Auditor- General in an audit report.

8.43 To approve any expenditure and purchases for the Directorate from the approved budget of Council to an amount determined in the Supply Chain Management Policy and provided that the annual expense has been budgeted for.

8.44 The signing of all contracts, documents and procurations on behalf of the municipality, excluding deeds of sale and lease agreements.

8.45 Issuing of press statements to the media and comments on administrative/technical matters.

8.46 Approval of specifications for competitive bids, in terms of clause 27(2)(g) of the SCM Policy.

8.47 Approval of Expansions / Variations / Amendments in the contract sum or period

8.48 To authorise the payment of subscriptions to organisations to which the municipality subscribes or of which it is a member.

8.49 To lease vehicles for official use when official vehicles are not available.

8.50 To arrange the insurance of the Council's property, to maintain such insurance and pay the necessary premiums, to institute claims and effect amendments as approved by Council to cover risks.

8.51 To invest surplus cash or to call up investments subject to a ministerial framework and policy as stipulated in Section 13 of the Municipal Finance Management Act.

8.52 To make deposits in respect of consumer services, contracts, guarantees and indemnities and of other services when such deposits are payable.

8.53 To take all required steps, and if necessary, legal action for the collection of outstanding amounts owed to the Council in terms of the Systems Act and Credit Control Policy.

8.54 To apply all bylaws, regulations, legislation and policies regarding matters that the functions of the Directorate and to institute legal proceedings against any person who refuses or neglects to comply with the provision of such regulations, legislation or policies.

8.55 To regulate and arrange for the valuation of property within the Council's area of jurisdiction and in accordance with the provisions of the Municipal Property Rates Act, 2004.

8.56 To appoint a Secretary for the Appeal Valuation Tribunal in terms of the Municipal Property Rates Act, 2004.

8.57 To approve the recommendations made by the Divisional Manager: Revenue Management with regard to metering of the provision and connection of services to informal settlements after consultation with the Principal Engineer: Electrical Services and Principal Engineer: Civil Infrastructure Planning in terms of Council's Policy.

8.58 Executing all documents, deposing to founding affidavits and taking such other action as may be necessary in connection with authorised legal proceedings with regard to defaulted obligations in terms of rates and services.

8.59 Determine a date for a general valuation.

8.60 To execute the municipality's Customer Care, Credit Control and Debt Collection Policy.

8.61 To ensure that procedures to manage all aspects of the municipality's Tariff Policy are prepared in the form of a manual and reviewed regularly.

8.62 Grant prior written approval for the increase when funds for a capital programme are appropriated in terms of section 16(3) for more than one financial year, expenditure for that programme during a financial year exceeds the amount of that year's appropriation for that programme.

8.63 On receipt of a statement or report submitted by the accounting officer of the municipality in terms of section 71 or 72, must:

8.63.1 issue any appropriate instructions to the accounting officer to ensure that the budget is implemented in accordance with the service delivery and budget implementation plan; and that spending of funds and revenue collection proceed in accordance with the budget;

8.63.2 identify any financial problems facing the municipality, including any emerging or impending financial problems.

8.64 If the municipality faces any serious financial problems, must:—

8.64.1 respond promptly to and initiate any remedial or corrective steps proposed by the accounting officer to deal with such problems, which may include—

8.64.1.1 steps to reduce spending when revenue is anticipated to be less than projected in the municipality's approved budget;

8.64.1.2 the tabling of an adjustments budget; or

8.64.1.3 steps in terms of Chapter 13; and

8.64.2 alert the council and the MEC for local government in the province to those problems.

8.65 Advise a political office-bearer of a municipality that any anticipated expenditure is likely to result in unauthorised expenditure.

8.66 Inform the council, the mayor or the executive committee, in writing, that the expenditure that would result from a decision taken is likely to be unauthorised, irregular or fruitless and wasteful expenditure.

8.67 Responsible for and must account for all bank accounts of the municipality, including any bank account opened for any relief, charitable, trust or other fund set up by the municipality in terms of section 12; or a purpose referred to in section 48(2)(d).

8.68 Take all reasonable steps to ensure that the municipality has effective revenue collection systems consistent with section 95 of the Municipal Systems Act and the municipality's credit control and debt collection policy.

8.69 Ensure that the spending of funds is in accordance with the budget and is reduced as necessary when revenue is anticipated to be less than projected in the budget or in the service delivery and budget implementation plan; and that revenue and expenditure are properly monitored.

8.70 Report in writing to the municipal council:—

8.70.1 any impending —

8.70.1.1 shortfalls in budgeted revenue; and

8.70.1.2 overspending of the municipality's budget; and

8.70.2 any steps taken to prevent or rectify such shortfalls or overspending.

8.71 Must, as part of the review required in terms of section 72(1) make recommendations as to whether an adjustments budget is necessary; and recommend revised projections for revenue and expenditure to the extent that this may be necessary.

9 Specific powers delegated to Officials in the Directorate: Financial Services (In addition to power in terms of the Municipal Finance Management Act)

9.1 Divisional Manager: Financial Accounting

9.1.1 To grant or cancel, annual, sick, special, maternity, family responsibility and unpaid leave to officials under his/her direct control in terms of the applicable service conditions, of the Council relevant legislation and council policy.

9.1.2 Evaluation of direct staff members performance during the probation period.

9.1.3 Dealing with all matters to which Occupational Health and Safety Act, 1993 relates.

9.1.4 Management of attendance registers and time sheets in the Division.

9.1.5 Approval of standby service.

9.1.6 Approval to work overtime of officials within the Division.

9.1.7 Approval of issuing protective clothing within the Division.

9.1.8 Conducting of resignation interviews.

9.1.9 Authorisation for payment of public drivers permits where required in course of employment.

9.1.10 As far as delegations with regard to recruitment and selection are concerned:

9.1.10.1 Determining of KPAs.

9.1.10.2 Filling of funded vacant post(s) on the staff establishment within six months of a funded post becoming vacant.

9.1.11 To authorise the placement of advertisements in public newspapers in accordance with the Council's policy.

9.1.12 To make recommendations on the permanent appointment of employees o probation in the Division.

9.1.13 To approve any expenditure and purchases for the Division from the approved

budget of Council to an amount determined in the Supply Chain Management Policy and provided that the annual expense has been budgeted for.

9.1.15 To ensure that a contract or agreement procured through the Supply Chain Management Policy is properly enforced and that the performance of contractors is monitored on a monthly basis.

9.1.16 Responsible for managing the financial administration of the municipality, and must for this purpose take all reasonable steps to ensure:—

9.1.16.1 that the resources of the municipality are used effectively, efficiently and economically;

9.1.16.2 that full and proper records of the financial affairs of the municipality are kept in accordance with any prescribed norms and standards; and

9.1.16.3 that the municipality has and maintains effective, efficient and transparent systems —

(i) of financial and risk management and internal control; and

(ii) of internal audit operating in accordance with any prescribed norms and standards;

9.1.16.4 that unauthorised, irregular or fruitless and wasteful expenditure and other losses are prevented;

9.1.16.5 that disciplinary or, when appropriate, criminal proceedings are instituted against any official of the municipality who has allegedly committed an act of financial misconduct or an offence in terms of Chapter 15.

9.1.17 Responsible for the management of the assets of the municipality, including the safeguarding and the maintenance of those assets.

9.1.18 Ensure that the municipality has and maintains a system of internal control of assets and liabilities, including an asset and liabilities register, as may be prescribed.

9.1.19 Must establish capacity in the administration of the municipality to assist the accounting officer in carrying out the duties to enforce agreements procured through the Supply Chain Management Policy and the monitoring of the performance of the contractor under the agreement; and to oversee the day-to-day management of the contract or agreement.

9.1.20 To annually table in Council a list of all exemptions, rebates and reductions granted during the previous financial year; and a statement reflecting the income forgone during the previous financial year by way of such exemptions, rebates and reductions, exclusions and the phasing-in discount granted.

9.1.21 To ensure that the municipality has and maintains a management, accounting and information system that accounts for the assets of the municipality, that the municipality's assets are valued in accordance with the principles of GRAP and

that the municipality has and maintains a system of internal control of assets including an asset register.

9.1.22 Co-ordinate the processes for preparing the annual budget and for reviewing the municipality's integrated development plan and budget-related policies to ensure that the tabled budget and any revisions of the integrated development plan and budget-related policies are mutually consistent and credible.

9.1.23 When preparing the annual budget:—

9.1.23.1 Take into account the municipality's integrated development plan;

9.1.23.2 take all reasonable steps to ensure that the municipality revises the integrated development plan in terms of section 34 of the Municipal Systems Act, taking into account realistic revenue and expenditure projections for future years;

9.1.23.3 take into account the national budget, the relevant provincial budget, the national government's fiscal and macro-economic policy, the annual Division of Revenue Act and any agreements reached in the Budget Forum;

9.1.23.4 consult —

(i) the relevant district municipality and all other local municipalities within the area of the district municipality;

(ii) the Provincial treasury, and when requested, the National Treasury; and

(iii) any national or provincial organs of state, as may be prescribed; and

9.1.23.5 provide, on request, any information relating to the budget —

9.1.23.5.1 to the National Treasury; and

9.1.23.5.2 subject to any limitations that may be prescribed, to —

(aa) the national departments responsible for water, sanitation, electricity and any other service as may be prescribed;

(bb) any other national and provincial organ of states, as may be prescribed; and

(cc) another municipality affected by the budget.

9.1.24 Ensure that the revenue and expenditure projections for each month and the service delivery targets and performance indicators for each quarter, as set out in the service delivery and budget implementation plan, are made public no later than 14 days after the approval of the service delivery and budget implementation plan.

9.1.25 On receipt of a statement or report submitted by the accounting officer of the municipality in terms of section 71 or 72, must in the case of a section 72 report, submit the report to the council by 31 January of each year.

9.1.26 Submit to the National Treasury, the Provincial Treasury and the Auditor-General, in writing, the name of the bank where the primary bank account of the municipality is held, and the type and number of the account.

9.1.27 Inform the National Treasury and the Auditor-General, in writing, at least 30 days before changing the municipality's primary bank account.

9.1.28 Submit to the Provincial Treasury and the Auditor-General, in writing:—

9.1.28.1 within 90 days after the municipality has opened a new bank account, the name of the bank where the account has been opened, and the type and number of the account; and

9.1.28.2 annually before the start of a financial year, name of each bank where the municipality holds a bank account, and the type and number of each account.

9.1.29 Administer all the municipality's bank accounts, including a bank account referred to in section 12 or 48(2)(d).

9.1.30 Accountable to the municipal council for the municipality's bank accounts.

9.1.31 Withdraw money or authorise the withdrawal of money from any of the municipality's bank accounts, subject to stipulated provisos (a) to (j).

9.1.32 Within 30 days after the end of each quarter:—

9.1.32.1 table in the municipal council a consolidated report of all withdrawals made in terms of subsection (1)(b) to (j) during that quarter; and

9.1.32.2 submit a copy of the report to the Provincial Treasury and the Auditor-General.

9.1.33 Immediately after an annual budget is tabled in a municipal council:—

9.1.33.1 in accordance with Chapter 4 of the Municipal Systems Act —

(i) make public the annual budget and the documents referred to in section 17(3); and

(ii) invite the local community to submit representations in connection with the budget; and

9.1.33.2 submit the annual budget—

(i) in both printed and electronic formats to the National Treasury and the Provincial Treasury; and

(ii) in either format to any prescribed national or provincial organs of state and to other municipalities affected by the budget.

9.1.34 Submit the approved annual budget to the National Treasury and the Provincial Treasury.

9.1.35 Notify the receiving municipality of the projected amount of any allocation proposed to be transferred to that municipality during each of the next three financial years, no later than 120 days before the start of its budget year.

9.1.36 Notify the council in writing as soon as practical of the amount, duration and cost of any debt incurred in terms of a credit facility that is limited to emergency use, as well as options for repaying such debt.

9.1.37 To incur long-term debt has, in accordance with section 21A of the Municipal Systems Act:—

9.1.37.1 at least 21 days prior to the meeting of the council at which approval for the debt is to be considered, made public an information statement setting out particulars of the proposed debt, including the amount of the proposed debt, the purposes for which the debt is to be incurred and particulars of any security to be provided; and

9.1.37.2 invited the public, the National Treasury and the Provincial Treasury to submit written comments or representations to the council in respect of the proposed debt.

9.1.38 To incur long-term debt, has submitted a copy of the information statement to the municipal council at least 21 days prior to the meeting of the council, together with particulars of:—

9.1.38.1 the essential repayment terms, including the anticipated debt repayment schedule; and

9.1.38.2 the anticipated total cost in connection with such debt over the repayment period.

9.1.39 Responsible for the management of the liabilities of the municipality.

9.1.40 Take all reasonable steps:—

9.1.40.1 that the municipality has and maintains an effective system of expenditure control, including procedures for the approval, authorisation, withdrawal and payment of funds;

9.1.40.2 that the municipality has and maintains a management, accounting and information system which—

(i) recognises expenditure when it is incurred;

(ii) accounts for creditors of the municipality; and

(iii) accounts for payments made by the municipality;

9.1.40.3 that the municipality has and maintains a system of internal control in respect of creditors and payments;

9.1.40.4 that payments by the municipality are made—

(i) directly to the person to whom it is due unless agreed otherwise for reasons as may be prescribed; and

(ii) 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;

9.1.40.5 that all money owing by the municipality be paid within 30 days of receiving the relevant invoice or statement, unless prescribed otherwise for certain categories of expenditure;

9.1.40.6 that the municipality complies with its tax, levy, duty, pension, medical aid, audit fees and other statutory commitments.

9.1.40.7 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;

9.1.40.8 that the municipality's available working capital is managed effectively and economically in terms of the prescribed cash management and investment framework;

9.1.40.9 that the municipality's Supply Chain Management Policy referred to in section 111 is implemented in a way that is fair, equitable, transparent, competitive and cost-effective; and

9.1.40.10 that all financial accounts of the municipality are closed at the end of each month and reconciled with its records.

9.1.41 Report to the council, in a format and for periods as may be prescribed, on all expenditure incurred by the municipality on staff salaries, wages, allowances and benefits, and in a manner that discloses such expenditure per type of expenditure as stipulated.

9.1.42 Prepare when necessary, adjustments budget and submit it to the mayor for consideration and tabling in the municipal council.

9.1.43 Notify the National Treasury, if a municipality's bank account, or if the municipality has more than one bank account, the consolidated balance in those bank accounts, shows a net overdrawn position for a period exceeding a prescribed period, in the prescribed format of:—

9.1.43.1 the amount by which the account or accounts are overdrawn;

9.1.43.2 the reasons for the overdrawn account or accounts; and

9.1.43.3 the steps taken or to be taken to correct the matter.

9.1.44 Submit no later than 10 working days after the end of each month to the mayor of the municipality and the Provincial Treasury a statement in the prescribed format on the state of the municipality's budget reflecting the following particulars for that month and for the financial year up to the end of that month:-

9.1.44.1 actual revenue, per revenue source;

9.1.44.2 actual borrowings;

9.1.44.3 actual expenditure, per vote;

9.1.44.4 actual capital expenditure, per vote;

9.1.44.5 the amount of any allocations received;

9.1.44.6 actual expenditure on those allocations, excluding expenditure on —

(i) its share of the local government equitable share; and

(ii) allocations exempted by the annual Division of Revenue Act from compliance with this paragraph; and

9.1.44.7 when necessary, an explanation of—

(i) any material variances from the municipality's projected revenue by source, and from the municipality's expenditure projections per vote;

(ii) any material variances from service delivery and budget implementation plan; and

(iii) any remedial or corrective steps taken or to be taken to ensure that projected revenue and expenditure remain within the municipality's approved budget.

9.1.45 The monthly budget statement must include:—

9.1.45.1 a projection of the relevant municipality's revenue and expenditure for the rest of the financial year, and any revisions from initial projections; and

9.1.45.2 the prescribed information relating to the state of the budget of each municipal entity as provided to the municipality in terms of section 87(10).

9.1.46 Submit that part of the statement reflecting the particulars referred to in section 71(1)l and (f) to the national or provincial organ of state or municipality which transferred the allocation referred to in section 71(1)l during any particular month, by no later than 10 working days after the end of that month.

9.1.47 Must by 25 January of each year assess the performance of the municipality during the first half of the financial year, taking into account:—

9.1.47.1 the monthly statements referred to in section 71 for the first half of the financial year;

9.1.47.2 the municipality's service delivery performance during the first half of the financial year, and the service delivery targets and performance indicators set in the service delivery and budget implementation plan;

9.1.47.3 the past year's annual report, and progress on resolving problems identified in the annual report; and

9.1.47.4 the performance of every municipal entity under the sole or shared control of the municipality, taking into account reports in terms of section 88 from any such entities.

9.1.48 Must:—

9.1.48.1 prepare the annual financial statements of the municipality and, within two months after the end of the financial year to which those statements relate, submit the statements to the Auditor-General for auditing; and

9.1.48.2 in addition, in the case of a municipality referred to in section 122(2), prepare consolidated annual financial statements in terms of that

section and, within three months after the end of the financial year to which those statements relate, submit the statements to the Auditor-General for auditing.

9.2 Manager: Budgeting

9.2.1 To grant or cancel, annual, sick, special, maternity, family responsibility and unpaid leave to officials under his/her direct control in terms of the applicable service conditions, of the Council relevant legislation and council policy.

9.2.2 Evaluation of direct staff members performance during the probation period.

9.2.3 Dealing with all matters to which Occupational Health and Safety Act, 1993 relates.

9.2.4 Management of attendance registers and time sheets in the Section.

9.2.5 Approval of standby service.

9.2.6 Approval to work overtime of officials within the Section.

9.2.7 Approval of issuing protective clothing within the Section.

9.2.8 Conducting of resignation interviews.

9.2.9 Authorisation for payment of public drivers permits where required in course of employment.

9.2.10 As far as delegations with regard to recruitment and selection are concerned:

9.2.10.1 Determining of KPAs.

9.2.10.2 Filling of funded vacant post(s) on the staff establishment within six months of a funded post becoming vacant.

9.2.11 To authorise the placement of advertisements in public newspapers in accordance with the Council's policy.

9.2.12 To make recommendations on the permanent appointment of employees on probation in the Section.

9.2.13 To ensure that a contract or agreement procured through the Supply Chain Management Policy is properly enforced and that the performance of contractors is monitored on a monthly basis.

9.2.14 To approve any expenditure and purchases for the Section from the approved budget of Council to an amount determined in the Supply Chain Management Policy and provided that the annual expense has been budgeted for.

9.2.15 Responsible for managing the financial administration of the municipality, and must for this purpose take all reasonable steps to ensure:—

9.2.15.1 that the resources of the municipality are used effectively, efficiently and economically;

9.2.15.2 that full and proper records of the financial affairs of the municipality are kept in accordance with any prescribed norms and standards; and

9.2.15.3 that the municipality has and maintains effective, efficient and transparent systems —

(i) of financial and risk management and internal control; and

(ii) of internal audit operating in accordance with any prescribed norms and standards;

9.2.15.4 that unauthorised, irregular or fruitless and wasteful expenditure and other losses are prevented;

9.2.15.5 that disciplinary or, when appropriate, criminal proceedings are instituted against any official of the municipality who has allegedly committed an act of financial misconduct or an offence in terms of Chapter 15; and

9.2.16 Responsible for the management of the assets of the municipality within the Section, including the safeguarding and the maintenance of those assets and the liabilities of the municipality.

9.2.17 Ensure that the municipality has and maintains a system of internal control of assets and liabilities, including an asset and liabilities register, as may be prescribed.

9.2.18 Must establish capacity in the administration of the municipality to assist the accounting officer in carrying out the duties to enforce agreements procured through the Supply Chain Management Policy and the monitoring of the performance of the contractor under the agreement; and to oversee the day-to-day management of the contract or agreement.

9.3 Manager: Annual Financial Statements

9.3.1 To grant or cancel, annual, sick, special, maternity, family responsibility and unpaid leave to officials under his/her direct control in terms of the applicable service conditions, of the Council relevant legislation and council policy.

9.3.2 Evaluation of direct staff members performance during the probation period.

9.3.3 Dealing with all matters to which Occupational Health and Safety Act, 1993 relates.

9.3.4 Management of attendance registers and time sheets in the Section.

9.3.5 Approval of standby service.

9.3.6 Approval to work overtime of officials within the Section.

9.3.7 Approval of issuing protective clothing within the Section.

9.3.8 Conducting of resignation interviews.

9.3.9 Authorisation for payment of public drivers permits where required in course of employment.

9.3.10 As far as delegations with regard to recruitment and selection are concerned:

9.3.10.1 Determining of KPAs.

9.3.10.2 Filling of funded vacant post(s) on the staff establishment within six months of a funded post becoming vacant.

9.3.11 To authorise the placement of advertisements in public newspapers in accordance with the Council’s policy.

9.3.12 To make recommendations on the permanent appointment of employees on probation in the Section.

9.3.13 To ensure that a contract or agreement procured through the Supply Chain Management Policy is properly enforced and that the performance of contractors is monitored on a monthly basis.

9.3.14 To approve any expenditure and purchases for the Section from the approved budget of Council to an amount determined in the Supply Chain Management Policy and provided that the annual expense has been budgeted for.

9.3.15 Responsible for managing the financial administration of the municipality, and must for this purpose take all reasonable steps to ensure:—

9.3.15.1 that the resources of the municipality are used effectively, efficiently and economically;

9.3.15.2 that full and proper records of the financial affairs of the municipality are kept in accordance with any prescribed norms and standards; and

9.3.15.3 that the municipality has and maintains effective, efficient and transparent systems —

(i) of financial and risk management and internal control; and

(ii) of internal audit operating in accordance with any prescribed norms and standards;

9.3.15.4 that unauthorised, irregular or fruitless and wasteful expenditure and other losses are prevented;

9.3.15.5 that disciplinary or, when appropriate, criminal proceedings are instituted against any official of the municipality who has allegedly committed an act of financial misconduct or an offence in terms of Chapter 15; and

9.3.16 Responsible for the management of the assets of the municipality within the Section, including the safeguarding and the maintenance of those assets and the liabilities of the municipality.

9.3.17 Ensure that the municipality has and maintains a system of internal control of assets and liabilities, including an asset and liabilities register, as may be prescribed.

9.3.18 Must establish capacity in the administration of the municipality to assist the accounting officer in carrying out the duties to enforce agreements procured through the Supply Chain Management Policy and the monitoring of the performance of the contractor under the agreement; and to oversee the day-to-day management of the contract or agreement.

9.4 Divisional Manager: Expenditure, Fleet and Asset Management

9.4.1 To grant or cancel, annual, sick, special, maternity, family responsibility and unpaid leave to officials under his/her direct control in terms of the applicable service conditions, of the Council relevant legislation and council policy.

9.4.2 Evaluation of direct staff members performance during the probation period.

9.4.3 Dealing with all matters to which Occupational Health and Safety Act, 1993 relates.

9.4.4 Management of attendance registers and time sheets in the Division.

9.4.5 Approval of standby service.

9.4.6 Approval to work overtime of officials within the Division.

9.4.7 Approval of issuing protective clothing within the Division.

9.4.8 Conducting of resignation interviews.

9.4.9 Authorisation for payment of public drivers permits where required in course of employment.

9.4.10 As far as delegations with regard to recruitment and selection are concerned:

9.4.10.1 Determining of KPAs.

9.4.10.2 Filling of funded vacant post(s) on the staff establishment within six months of a funded post becoming vacant.

9.4.11 To authorise the placement of advertisements in public newspapers in accordance with the Council's policy.

9.4.12 To make recommendations on the permanent appointment of employees on probation in the Division.

9.4.13 To ensure that a contract or agreement procured through the Supply Chain Management Policy is properly enforced and that the performance of contractors is monitored on a monthly basis.

9.4.14 To approve any expenditure and purchases for the Division from the approved budget of Council to an amount determined in the Supply Chain Management Policy and provided that the annual expense has been budgeted for.

9.4.15 Responsible for managing the financial administration of the municipality, and must for this purpose take all reasonable steps to ensure:—

9.4.15.1 that the resources of the municipality are used effectively, efficiently and economically;

9.4.15.2 that full and proper records of the financial affairs of the municipality are kept in accordance with any prescribed norms and standards; and

9.4.15.3 that the municipality has and maintains effective, efficient and transparent systems —

(i) of financial and risk management and internal control; and

(ii) of internal audit operating in accordance with any prescribed norms and standards;

9.4.15.4 that unauthorised, irregular or fruitless and wasteful expenditure and other losses are prevented;

9.4.15.5 that disciplinary or, when appropriate, criminal proceedings are instituted against any official of the municipality who has allegedly committed an act of financial misconduct or an offence in terms of Chapter 15; and

9.4.16 Responsible for the management of the assets of the municipality within the Division, including the safeguarding and the maintenance of those assets and the liabilities of the municipality.

9.4.17 Ensure that the municipality has and maintains a system of internal control of assets and liabilities, including an asset and liabilities register, as may be prescribed.

9.4.18 Must establish capacity in the administration of the municipality to assist the accounting officer in carrying out the duties to enforce agreements procured through the Supply Chain Management Policy and the monitoring of the performance of the contractor under the agreement; and to oversee the day-to-day management of the contract or agreement.

9.4.19 To ensure that the municipality has and maintains a management, accounting and information system that accounts for the assets of the municipality, that the municipality's assets are valued in accordance with the principles of GRAP and that the municipality has and maintains a system of internal control of assets including an asset register.

9.4.20 To ensure that movable assets are insured at least against fire and theft, and that all municipal buildings are insured at least against fire and allied perils.

9.4.21 Co-ordinate the processes for preparing the annual budget and for reviewing the municipality's integrated development plan and budget-related policies to ensure that the tabled budget and any revisions of the integrated development plan and budget-related policies are mutually consistent and credible.

9.5 Manager: Fleet Management

9.5.1 To grant or cancel, annual, sick, special, maternity, family responsibility and unpaid leave to officials under his/her direct control in terms of the applicable service conditions, of the Council relevant legislation and council policy.

9.5.2 Evaluation of direct staff members performance during the probation period.

9.5.3 Dealing with all matters to which Occupational Health and Safety Act, 1993 relates.

9.5.4 Management of attendance registers and time sheets in the Section.

9.5.5 Approval of standby service.

9.5.6 Approval to work overtime of officials within the Section.

9.5.7 Approval of issuing protective clothing within the Section.

9.5.8 Conducting of resignation interviews.

9.5.9 Authorisation for payment of public drivers permits where required in course of employment.

9.5.10 As far as delegations with regard to recruitment and selection are concerned:

9.5.10.1 Determining of KPAs.

9.5.10.2 Filling of funded vacant post(s) on the staff establishment within six months of a funded post becoming vacant.

9.5.11 To authorise the placement of advertisements in public newspapers in accordance with the Council's policy.

9.5.12 To make recommendations on the permanent appointment of employees on probation in the Section.

9.5.13 To ensure that a contract or agreement procured through the Supply Chain Management Policy is properly enforced and that the performance of contractors is monitored on a monthly basis.

9.5.14 To approve any expenditure and purchases for the Section from the approved budget of Council to an amount determined in the Supply Chain Management Policy and provided that the annual expense has been budgeted for.

9.5.15 Responsible for managing the financial administration of the municipality, and must for this purpose take all reasonable steps to ensure:—

9.5.15.1 that the resources of the municipality are used effectively, efficiently and economically;

9.5.15.2 that full and proper records of the financial affairs of the municipality are kept in accordance with any prescribed norms and standards; and

9.5.15.3 that the municipality has and maintains effective, efficient and transparent systems —

(i) of financial and risk management and internal control; and

(ii) of internal audit operating in accordance with any prescribed norms and standards;

9.5.15.4 that unauthorised, irregular or fruitless and wasteful expenditure and other losses are prevented;

9.5.15.5 that disciplinary or, when appropriate, criminal proceedings are instituted against any official of the municipality who has allegedly committed an act of financial misconduct or an offence in terms of Chapter 15.

9.5.16 Responsible for the management of the assets of the municipality within the Section, including the safeguarding and the maintenance of those assets and the liabilities of the municipality.

9.5.17 Ensure that the municipality has and maintains a system of internal control of assets and liabilities, including an asset and liabilities register, as may be prescribed.

9.5.18 Must establish capacity in the administration of the municipality to assist the accounting officer in carrying out the duties to enforce agreements procured through the Supply Chain Management Policy and the monitoring of the performance of the contractor under the agreement; and to oversee the day-to-day management of the contract or agreement.

9.6 Manager: Expenditure

9.6.1 To grant or cancel, annual, sick, special, maternity, family responsibility and unpaid leave to officials under his/her direct control in terms of the applicable service conditions, of the Council relevant legislation and council policy.

9.6.2 Evaluation of direct staff members performance during the probation period.

9.6.3 Dealing with all matters to which Occupational Health and Safety Act, 1993 relates.

9.6.4 Management of attendance registers and time sheets in the Section.

9.6.5 Approval of standby service.

9.6.6 Approval to work overtime of officials within the Section.

9.6.7 Approval of issuing protective clothing within the Section.

9.6.8 Conducting of resignation interviews.

9.6.9 Authorisation for payment of public drivers permits where required in course of employment.

9.6.10 As far as delegations with regard to recruitment and selection are concerned:

9.6.10.1 Determining of KPAs.

9.6.10.2 Filling of funded vacant post(s) on the staff establishment within six months of a funded post becoming vacant.

9.6.11 To authorise the placement of advertisements in public newspapers in accordance with the Council's policy.

9.6.12 To make recommendations on the permanent appointment of employees on probation in the Section.

9.6.13 To ensure that a contract or agreement procured through the Supply Chain Management Policy is properly enforced and that the performance of contractors is monitored on a monthly basis.

9.6.14 To approve any expenditure and purchases for the Section from the approved budget of Council to an amount determined in the Supply Chain Management Policy and provided that the annual expense has been budgeted for.

9.6.15 Responsible for managing the financial administration of the municipality, and must for this purpose take all reasonable steps to ensure:—

9.6.15.1 that the resources of the municipality are used effectively, efficiently and economically;

9.6.15.2 that full and proper records of the financial affairs of the municipality are kept in accordance with any prescribed norms and standards; and

9.6.15.3 that the municipality has and maintains effective, efficient and transparent systems —

(i) of financial and risk management and internal control; and

(ii) of internal audit operating in accordance with any prescribed norms and standards;

9.6.15.4 that unauthorised, irregular or fruitless and wasteful expenditure and other losses are prevented;

9.6.15.5 that disciplinary or, when appropriate, criminal proceedings are instituted against any official of the municipality who has allegedly committed an act of financial misconduct or an offence in terms of Chapter 15.

9.6.16 Responsible for the management of the assets of the municipality within the Section, including the safeguarding and the maintenance of those assets and the liabilities of the municipality.

9.6.17 Ensure that the municipality has and maintains a system of internal control of assets and liabilities, including an asset and liabilities register, as may be prescribed.

9.6.18 Must establish capacity in the administration of the municipality to assist the accounting officer in carrying out the duties to enforce agreements procured through the Supply Chain Management Policy and the monitoring of the performance of the contractor under the agreement; and to oversee the day-to-day management of the contract or agreement.

9.7 Divisional Manager: Revenue Management

9.7.1 To grant or cancel, annual, sick, special, maternity, family responsibility and unpaid leave to officials under his/her direct control in terms of the applicable service conditions, of the Council relevant legislation and council policy.

9.7.2 Evaluation of direct staff members performance during the probation period.

9.7.3 Dealing with all matters to which Occupational Health and Safety Act, 1993 relates.

9.7.4 Management of attendance registers and time sheets in the Division.

9.7.5 Approval of standby service.

9.7.6 Approval to work overtime of officials within the Division.

9.7.7 Approval of issuing protective clothing within the Division.

9.7.8 Conducting of resignation interviews.

9.7.9 Authorisation for payment of public drivers permits where required in course of employment.

9.7.10 As far as delegations with regard to recruitment and selection are concerned:

9.7.10.1 Determining of KPAs.

9.7.10.2 Filling of funded vacant post(s) on the staff establishment within six months of a funded post becoming vacant.

9.7.11 To authorise the placement of advertisements in public newspapers in accordance with the Council's policy.

9.7.12 To make recommendations on the permanent appointment of employees on probation in the Division.

9.7.13 To ensure that a contract or agreement procured through the Supply Chain Management Policy is properly enforced and that the performance of contractors is monitored on a monthly basis.

9.7.14 To approve any expenditure and purchases for the Section from the approved budget of Council to an amount determined in the Supply Chain Management Policy, inclusive of indigent subsidy applications, and provided that the annual expense has been budgeted for.

9.7.15 Responsible for managing the financial administration of the municipality, and must for this purpose take all reasonable steps to ensure:—

9.7.15.1 that the resources of the municipality are used effectively, efficiently and economically;

9.7.15.2 that full and proper records of the financial affairs of the municipality are kept in accordance with any prescribed norms and standards; and

9.7.15.3 that the municipality has and maintains effective, efficient and transparent systems —

(i) of financial and risk management and internal control; and

(ii) of internal audit operating in accordance with any prescribed norms and standards;

9.7.15.4 that unauthorised, irregular or fruitless and wasteful expenditure and other losses are prevented;

9.7.15.5 that disciplinary or, when appropriate, criminal proceedings are instituted against any official of the municipality who has allegedly committed an act of financial misconduct or an offence in terms of Chapter 15.

9.7.16 Responsible for the management of the assets of the municipality within the Division, including the safeguarding and the maintenance of those assets and the liabilities of the municipality.

9.7.17 Ensure that the municipality has and maintains a system of internal control of assets and liabilities, including an asset and liabilities register, as may be prescribed.

9.7.18 Must establish capacity in the administration of the municipality to assist the accounting officer in carrying out the duties to enforce agreements procured through the Supply Chain Management Policy and the monitoring of the

performance of the contractor under the agreement; and to oversee the day-to-day management of the contract or agreement.

9.7.19 To sign the consumer's agreements in terms of the standard services bylaws.

9.7.20 To submit claims against an insolvent estate or company in liquidation for monies owed to Council.

9.7.21 To determine consumer deposits in terms of relevant regulations and Council policy.

9.7.22 To approve quotations and / or make final bid awards in respect of goods and services procured by the Municipality up to an amount as approved by the Municipal Manager. To certify payments for accounts up to an amount as approved by the Director: Financial Services.

9.7.23 To make recommendations to the Chief Financial Officer with regard to the metering of provision and connection of services to informal settlements after consultation with the Principal Engineer: Electrical Services and Principal Engineer: Civil Infrastructure Planning in terms of Council's Policy.

9.7.24 As far as municipal property rates are concerned, to draw up, maintain and regularly update a register in respect of properties situated within the municipal area and to ensure that it is open for inspection by the public and to display it on the official website.

9.7.25 Instructing attorneys to take appropriate action against individuals, companies or business who have defaulted in their obligations in terms of rates and services.

9.7.26 To draw up, maintain and regularly update a register in respect of properties situated within the municipal area and to ensure that it is open for inspection by the public and to display it on the official website.

9.7.27 To receive appeals to an appeal board against a decision of a municipal valuer and to forward such appeals to the chairperson of the Valuation Appeal Board.

9.7.28 To publish the Council resolution levying rates in the Provincial Gazette.

9.7.29 Considering and approval of claims for exemption from and rebates on rates in terms of the provisions of legislation and Council resolutions.

9.7.30 To on receipt of the certified valuation roll from the valuer-

9.7.31.1 Publish a notice stating that the roll is open for public inspection and inviting objections;

9.7.31.2 Disseminate the substance of the notice to the local community; and

9.7.31.3 Serve, on every owner of property listed in the valuation roll a copy of the notice together with and extract of the valuation roll pertaining to that owner's property.

9.7.32 To receive objections against any matter reflected in, or omitted from, the roll.

9.7.33 To submit all objections to the municipal valuer for decision and disposal.

9.7.34 To lodge an objection with the Municipal Manager concerning any matter reflected in or omitted from the roll.

9.7.35 To, if an adjustment in the valuation of a property affects the amount due for rates payable on that property-

9.7.35.1 calculate the amount actually paid since the effective date and the amount payable in terms of the adjustment since the effective date; and

9.7.35.2 recover from, or repay to, the person liable for the payment of the rate the difference plus interest at a prescribed rate.

9.7.36 To, where an addition has been made to a valuation roll, recover from the person liable for the payment of the rate the amount due for rates payable plus interest.

9.7.37 To ensure that all avenues are utilised to collect debt owing to the municipality.

9.7.38 To maintain a list of all minor services indicating their unit of service for the purposes of determining tariffs, fees, charges and levies which list is to be reviewed annually together with the proposed tariffs, fees charges and levies.

9.7.39 Co-ordinate the processes for preparing the annual budget and for reviewing the municipality's integrated development plan and budget-related policies to ensure that the tabled budget and any revisions of the integrated development plan and budget-related policies are mutually consistent and credible;

9.7.40 When preparing the annual budget:—

9.7.40.1 Take into account the municipality's integrated development plan;

9.7.40.2 take all reasonable steps to ensure that the municipality revises the integrated development plan in terms of section 34 of the Municipal Systems Act, taking into account realistic revenue and expenditure projections for future years;

9.7.40.3 take into account the national budget, the relevant provincial budget, the national government's fiscal and macro-economic policy, the annual Division of Revenue Act and any agreements reached in the Budget Forum;

9.7.40.4 consult —

(i) the relevant district municipality and all other local municipalities within the area of the district municipality;

(ii) the Provincial treasury, and when requested, the National Treasury; and

(iii) any national or provincial organs of state, as may be prescribed; and

9.7.40.5 provide, on request, any information relating to the budget —

(i) to the National Treasury; and

(ii) subject to any limitations that may be prescribed, to —

(aa) the national departments responsible for water, sanitation, electricity and any other service as may be prescribed;

(bb) any other national and provincial organ of states, as may be prescribed; and

(cc) another municipality affected by the budget.

9.7.41 Take all reasonable steps to ensure;—

9.7.41.1 that revenue due to the municipality is calculated on a monthly basis;

9.7.41.2 that accounts for municipal tax and charges for municipal services are prepared on a monthly basis, or less often as may be prescribed where monthly accounts are uneconomical;

9.7.41.3 that all money received is promptly deposited in accordance with this Act into the municipality's primary and other bank accounts;

9.7.41.4 that the municipality has and maintains a management, accounting and information system which—

(i) recognises revenue when it is earned;

(ii) accounts for debtors; and

(iii) accounts for receipts of revenue;

9.7.41.5 that the municipality has and maintains a system of internal control in respect of debtors and revenue, as may be prescribed;

9.7.41.6 that the municipality charges interest on arrears, except where the council has granted exemptions in accordance with its budget-related policies and within a prescribed framework; and

9.7.41.7 that all revenue received by the municipality, including revenue received by any collecting agent on its behalf, is reconciled at least on a weekly basis.

9.7.42 Inform the National Treasury of any payments due by an organ of state to the municipality in respect of municipal tax or for municipal services, if such payments are regularly in arrears for periods of more than 30 days.

9.7.43 Take all reasonable steps to ensure:—

9.7.43.1 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

9.7.43.2 that such funds are not used for purposes of the municipality.

9.7.44 Take all reasonable steps:—

9.7.44.1 that the municipality has and maintains an effective system of expenditure control, including procedures for the approval, authorisation, withdrawal and payment of funds;

9.7.44.2 that the municipality has and maintains a management, accounting and information system which—

(i) recognises expenditure when it is incurred;

(ii) accounts for creditors of the municipality; and

(iii) accounts for payments made by the municipality;

9.7.44.3 that the municipality has and maintains a system of internal control in respect of creditors and payments;

9.7.44.4 that payments by the municipality are made—

(i) directly to the person to whom it is due unless agreed otherwise for reasons as may be prescribed; and

(ii) 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;

9.7.44.5 that all money owing by the municipality be paid within 30 days of receiving the relevant invoice or statement, unless prescribed otherwise for certain categories of expenditure;

9.7.44.6 that the municipality complies with its tax, levy, duty, pension, medical aid, audit fees and other statutory commitments;

9.7.44.7 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;

9.7.44.8 that the municipality's available working capital is managed effectively and economically in terms of the prescribed cash management and investment framework;

9.7.44.9 that the municipality's Supply Chain Management Policy referred to in section 111 is implemented in a way that is fair, equitable, transparent, competitive and cost-effective; and

9.7.44.10 that all financial accounts of the municipality are closed at the end of each month and reconciled with its records.

9.8 Senior Accountant: Collections

9.8.1 Evaluation of direct staff members performance during the probation period.

9.8.2 Dealing with all matters to which Occupational Health and Safety Act, 1993 relates.

9.8.3 Management of attendance registers and time sheets in the Section

9.8.4 To authorise Section 129's, Summons, Warrants and Attorney and Sheriff invoices.

9.8.5 To ensure that a contract or agreement procured through the Supply Chain Management Policy is properly enforced and that the performance of contractors is monitored on a monthly basis.

9.8.6 To approve any expenditure and purchases for the Section from the approved budget of Council to an amount determined in the Supply Chain Management Policy, inclusive of indigent subsidy applications, and provided that the annual expense has been budgeted for.

9.8.7 Responsible for managing the financial administration of the municipality, and

must for this purpose take all reasonable steps to ensure:—

9.8.7.1 that the resources of the municipality are used effectively, efficiently and economically;

9.8.7.2 that full and proper records of the financial affairs of the municipality are kept in accordance with any prescribed norms and standards; and that the municipality has and maintains effective, efficient and transparent systems —

(i) of financial and risk management and internal control; and

(ii) of internal audit operating in accordance with any prescribed norms and standards;

9.8.7.3 that unauthorised, irregular or fruitless and wasteful expenditure and other losses are prevented;

9.8.7.4 that disciplinary or, when appropriate, criminal proceedings are instituted against any official of the municipality who has allegedly committed an act of financial misconduct or an offence in terms of Chapter 15.

9.8.8 Responsible for the management of the assets of the municipality within the Section, including the safeguarding and the maintenance of those assets and the liabilities of the municipality.

9.8.9 Must establish capacity in the administration of the municipality to assist the accounting officer in carrying out the duties to enforce agreements procured through the Supply Chain Management Policy and the monitoring of the performance of the contractor under the agreement; and to oversee the day-to day management of the contract or agreement.

9.9 Manager: Billing Services, Cashiering & Enquiries

9.9.1 To grant or cancel, annual, sick, special, maternity, family responsibility and unpaid leave to officials under his/her direct control in terms of the applicable service conditions, of the Council relevant legislation and council policy.

9.9.2 Evaluation of direct staff members performance during the probation period.

9.9.3 Dealing with all matters to which Occupational Health and Safety Act, 1993 relates.

9.9.4 Management of attendance registers and time sheets in the Section.

9.9.5 Approval of standby service.

9.9.6 Approval to work overtime of officials within the Section.

9.9.7 Approval of issuing protective clothing within the Section.

9.9.8 Conducting of resignation interviews.

9.9.9 Authorisation for payment of public drivers permits where required in course of employment.

9.9.10 As far as delegations with regard to recruitment and selection are concerned:

9.8.10.1 Determining of KPAs.

9.8.10.2 Filling of funded vacant post(s) on the staff establishment within six months of a funded post becoming vacant.

9.9.11 To authorise the placement of advertisements in public newspapers in accordance with the Council's policy.

9.9.12 To make recommendations on the permanent appointment of employees on probation in the Section.

9.9.13 To ensure that a contract or agreement procured through the Supply Chain Management Policy is properly enforced and that the performance of contractors is monitored on a monthly basis.

9.9.14 To approve any expenditure and purchases for the Section from the approved budget of Council to an amount determined in the Supply Chain Management Policy, inclusive of indigent subsidy applications, and provided that the annual expense has been budgeted for.

9.9.15 Responsible for managing the financial administration of the municipality, and must for this purpose take all reasonable steps to ensure:—

9.9.15.1 that the resources of the municipality are used effectively, efficiently and economically;

9.9.15.2 that full and proper records of the financial affairs of the municipality are kept in accordance with any prescribed norms and standards; and

9.9.15.3 that the municipality has and maintains effective, efficient and transparent systems —

(i) of financial and risk management and internal control; and

(ii) of internal audit operating in accordance with any prescribed norms and standards;

9.9.15.4 that unauthorised, irregular or fruitless and wasteful expenditure and other losses are prevented;

9.9.15.5 that disciplinary or, when appropriate, criminal proceedings are instituted against any official of the municipality who has allegedly committed an act of financial misconduct or an offence in terms of Chapter 15.

9.9.16 Responsible for the management of the assets of the municipality within the Section, including the safeguarding and the maintenance of those assets and the liabilities of the municipality.

9.9.17 Ensure that the municipality has and maintains a system of internal control of assets and liabilities, including an asset and liabilities register, as may be prescribed.

9.9.18 Must establish capacity in the administration of the municipality to assist the accounting officer in carrying out the duties to enforce agreements procured

through the Supply Chain Management Policy and the monitoring of the performance of the contractor under the agreement; and to oversee the day-to-day management of the contract or agreement.

9.10 Manager: Rates and Data Control

9.10.1 To grant or cancel, annual, sick, special, maternity, family responsibility and unpaid leave to officials under his/her direct control in terms of the applicable service conditions, of the Council relevant legislation and council policy.

9.10.2 Evaluation of direct staff members performance during the probation period.

9.10.3 Dealing with all matters to which Occupational Health and Safety Act, 1993 relates.

9.10.4 Management of attendance registers and time sheets in the Section.

9.10.5 Approval of standby service.

9.10.6 Approval to work overtime of officials within the Section.

9.10.7 Approval of issuing protective clothing within the Section.

9.10.8 Conducting of resignation interviews.

9.10.9 Authorisation for payment of public drivers permits where required in course of employment.

9.10.10 As far as delegations with regard to recruitment and selection are concerned:

9.9.10.1 Determining of KPAs.

9.9.10.2 Filling of funded vacant post(s) on the staff establishment within six months of a funded post becoming vacant.

9.10.11 To authorise the placement of advertisements in public newspapers in accordance with the Council's policy.

9.10.12 To make recommendations on the permanent appointment of employees on probation in the Section.

9.10.13 To ensure that a contract or agreement procured through the Supply Chain Management Policy is properly enforced and that the performance of contractors is monitored on a monthly basis.

9.10.14 To approve any expenditure and purchases for the Section from the approved budget of Council to an amount determined in the Supply Chain Management Policy, inclusive of indigent subsidy applications, and provided that the annual expense has been budgeted for.

9.10.15 Responsible for managing the financial administration of the municipality, and must for this purpose take all reasonable steps to ensure:—

9.10.15.1 that the resources of the municipality are used effectively, efficiently and economically;

9.10.15.2 that full and proper records of the financial affairs of the municipality are kept in accordance with any prescribed norms and standards; and

9.10.15.3 that the municipality has and maintains effective, efficient and transparent systems —

(i) of financial and risk management and internal control; and

(ii) of internal audit operating in accordance with any prescribed norms and standards;

9.10.15.4 that unauthorised, irregular or fruitless and wasteful expenditure and other losses are prevented;

9.10.15.5 that disciplinary or, when appropriate, criminal proceedings are instituted against any official of the municipality who has allegedly committed an act of financial misconduct or an offence in terms of Chapter 15; and

9.10.16 Responsible for the management of the assets of the municipality within the Section, including the safeguarding and the maintenance of those assets and the liabilities of the municipality.

9.10.17 Ensure that the municipality has and maintains a system of internal control of assets and liabilities, including an asset and liabilities register, as may be prescribed.

9.10.18 Must establish capacity in the administration of the municipality to assist the accounting officer in carrying out the duties to enforce agreements procured through the Supply Chain Management Policy and the monitoring of the performance of the contractor under the agreement; and to oversee the day-to-day management of the contract or agreement.

9.11 Divisional Manager: Supply Chain Management

9.11.1. To grant or cancel, annual, sick, special, maternity, family responsibility and unpaid leave to officials under his/her direct control in terms of the applicable service conditions, of the Council relevant legislation and council policy.

9.11.2. Evaluation of direct staff members performance during the probation period.

9.11.3. Dealing with all matters to which Occupational Health and Safety Act, 1993 relates.

9.11.4. Management of attendance registers and time sheets in the Division.

9.11.5. Approval of standby service.

9.11.6. Approval to work overtime of officials within the Division.

9.11.7. Approval of issuing protective clothing within the Division.

9.11.8. Conducting of resignation interviews.

9.11.9. Authorisation for payment of public drivers permits where required in course of employment.

9.11.10. As far as delegations with regard to recruitment and selection are concerned:

9.9.10.1. Determining of KPAs.

9.9.10.2. Filling of funded vacant post(s) on the staff establishment,

within six months of a funded post becoming vacant.

9.11.11. To authorise the placement of advertisements in public newspapers in accordance with the Council's policy.

9.11.12. To make recommendations on the permanent appointment of employees on probation in the Division.

9.11.13. To ensure that a contract or agreement procured through the Supply Chain Management Policy is properly enforced and that the performance of contractors is monitored on a monthly basis.

9.11.14. To approve any expenditure and purchases for the Division from the approved budget of Council to an amount determined in the Supply Chain Management Policy and provided that the annual expense has been budgeted for.

9.11.15. Responsible for managing the financial administration of the municipality, and must for this purpose take all reasonable steps to ensure:—

9.11.15.1 that the resources of the municipality are used effectively, efficiently and economically;

9.11.15.2 that full and proper records of the financial affairs of the municipality are kept in accordance with any prescribed norms and standards; and

9.11.15.3 that the municipality has and maintains effective, efficient and transparent systems —

9.11.15.3.1 of financial and risk management and internal control;

9.11.15.3.2 and of internal audit operating in accordance with any prescribed norms and standards;

9.11.15.4 that unauthorised, irregular or fruitless and wasteful expenditure and other losses are prevented;

9.11.15.5 that disciplinary or, when appropriate, criminal proceedings are instituted against any official of the municipality who has allegedly committed an act of financial misconduct or an offence in terms of Chapter 15

9.11.16 Responsible for the management of the assets of the municipality, including the safeguarding and the maintenance of those assets.

9.11.17 Ensure that the municipality has and maintains a system of internal control of assets and liabilities, including an asset and liabilities register, as may be prescribed.

9.11.18 Co-ordinate the processes for preparing the annual budget and for reviewing the municipality's integrated development plan and budget-related policies to ensure that the tabled budget and any revisions of the integrated development plan and budget-related policies are mutually consistent and credible.

9.11.19 Take all reasonable steps:—

9.11.19.1 that the municipality has and maintains an effective system of expenditure control, including procedures for the approval, authorisation, withdrawal and payment of funds;

9.11.19.2 that the municipality has and maintains a management, accounting and information system which—

(i) recognises expenditure when it is incurred;

(ii) accounts for creditors of the municipality; and

(iii) accounts for payments made by the municipality.

9.11.19.3 that the municipality has and maintains a system of internal control in respect of creditors and payments;

9.11.19.4 that payments by the municipality are made—

(i) directly to the person to whom it is due unless agreed otherwise for reasons as may be prescribed; and

(ii) 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.

9.11.19.5 that all money owing by the municipality be paid within 30 days of receiving the relevant invoice or statement, unless prescribed otherwise for certain categories of expenditure;

9.11.19.6 that the municipality complies with its tax, levy, duty, pension, medical aid, audit fees and other statutory commitments;

9.11.19.6 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;

9.11.19.7 that the municipality's available working capital is managed effectively and economically in terms of the prescribed cash management and investment framework;

9.11.19.8 that the municipality's Supply Chain Management Policy referred to in section 111 is implemented in a way that is fair, equitable, transparent, competitive and cost-effective; and

9.11.19.9 that all financial accounts of the municipality are closed at the end of each month and reconciled with its records.

9.11.20 Must:—

9.11.20.1 implement the Supply Chain Management Policy of the municipality; and

9.11.20.2 take all reasonable steps to ensure that proper mechanisms and separation of duties in the supply chain management system are in place to minimise the likelihood of fraud, corruption, favouritism and unfair and irregular practices.

9.11.21 Must:

9.11.21.1 establish capacity in the administration of the municipality —

(i) to assist the accounting officer in carrying out the duties to enforce agreements procured through the Supply Chain Management Policy and the monitoring of the performance of the contractor under the agreement; and

(ii) to oversee the day-to-day management of the contract or agreement.

9.11.21.2 regularly report to the council of the municipality on the management of the contract or agreement and the performance of the contractor.

9.11.22 Approval of Expansions / Variations / Amendments in the contract sum or period.

9.12 Manager: Purchases

9.12.1 To grant or cancel, annual, sick, special, maternity, family responsibility and unpaid leave to officials under his/her direct control in terms of the applicable service conditions, of the Council relevant legislation and council policy.

9.12.2 Evaluation of direct staff members performance during the probation period.

9.12.3 Dealing with all matters to which Occupational Health and Safety Act, 1993 relates.

9.12.4 Management of attendance registers and time sheets in the Section.

9.12.5 Approval of standby service.

9.12.6 Approval to work overtime of officials within the Section.

9.12.7 Approval of issuing protective clothing within the Section.

9.12.8 Conducting of resignation interviews.

9.12.9 Authorisation for payment of public drivers permits where required in course of employment.

9.12.10 As far as delegations with regard to recruitment and selection are concerned:

9.12.10.1 Determining of KPAs.

9.12.10.2 Filling of funded vacant post(s) on the staff establishment within six months of a funded post becoming vacant.

9.12.11 To authorise the placement of advertisements in public newspapers in accordance with the Council's policy.

9.12.12 To make recommendations on the permanent appointment of employees on probation in the Section.

9.12.13 To ensure that a contract or agreement procured through the Supply Chain Management Policy is properly enforced and that the performance of contractors is monitored on a monthly basis.

9.12.14 To approve any expenditure and purchases for the Section from the approved budget of Council to an amount determined in the Supply Chain Management Policy and provided that the annual expense has been budgeted for.

9.12.15 Responsible for managing the financial administration of the municipality, and must for this purpose take all reasonable steps to ensure:—

9.12.15.1 that the resources of the municipality are used effectively, efficiently and economically;

9.12.15.2 that full and proper records of the financial affairs of the municipality are kept in accordance with any prescribed norms and standards; and

9.12.15.3 that the municipality has and maintains effective, efficient and transparent systems —

(i) of financial and risk management and internal control; and

(ii) of internal audit operating in accordance with any prescribed norms and standards;

9.12.15.4 that unauthorised, irregular or fruitless and wasteful expenditure and other losses are prevented;

9.12.15.5 that disciplinary or, when appropriate, criminal proceedings are instituted against any official of the municipality who has allegedly committed an act of financial misconduct or an offence in terms of Chapter 15.

9.12.16 Responsible for the management of the assets of the municipality within the Section, including the safeguarding and the maintenance of those assets and the liabilities of the municipality.

9.12.17 Ensure that the municipality has and maintains a system of internal control of assets and liabilities, including an asset and liabilities register, as may be prescribed.

9.12.18 Must establish capacity in the administration of the municipality to assist the accounting officer in carrying out the duties to enforce agreements procured through the Supply Chain Management Policy and the monitoring of the performance of the contractor under the agreement; and to oversee the day-to-day management of the contract or agreement.

9.13 Manager: Demand & Procurement Management

9.13.1 To grant or cancel, annual, sick, special, maternity, family responsibility and unpaid leave to officials under his/her direct control in terms of the applicable service conditions, of the Council relevant legislation and council policy.

9.13.2 Evaluation of direct staff members performance during the probation period.

9.13.3 Dealing with all matters to which Occupational Health and Safety Act, 1993 relates.

9.13.4 Management of attendance registers and time sheets in the Section.

9.13.5 Approval of standby service.

9.13.6 Approval to work overtime of officials within the Section.

9.13.7 Approval of issuing protective clothing within the Section.

9.13.8 Conducting of resignation interviews.

9.13.9 Authorisation for payment of public drivers permits where required in course of employment.

9.13.10 As far as delegations with regard to recruitment and selection are concerned:

9.13.10.1 Determining of KPAs.

9.13.10.2 Filling of funded vacant post(s) on the staff establishment within six months of a funded post becoming vacant.

9.13.11 To authorise the placement of advertisements in public newspapers in accordance with the Council's policy.

9.13.12 To make recommendations on the permanent appointment of employees on probation in the Section.

9.13.13 To ensure that a contract or agreement procured through the Supply Chain Management Policy is properly enforced and that the performance of contractors is monitored on a monthly basis.

9.13.14 To approve any expenditure and purchases for the Section from the approved budget of Council to an amount determined in the Supply Chain Management Policy and provided that the annual expense has been budgeted for.

9.13.15 Responsible for managing the financial administration of the municipality, and must for this purpose take all reasonable steps to ensure:—

9.12.15.1 that the resources of the municipality are used effectively, efficiently and economically;

9.12.15.2 that full and proper records of the financial affairs of the municipality are kept in accordance with any prescribed norms and standards; and

9.12.15.3 that the municipality has and maintains effective, efficient and transparent systems —

(i) of financial and risk management and internal control; and

(ii) of internal audit operating in accordance with any prescribed norms and standards;

9.12.15.4 that unauthorised, irregular or fruitless and wasteful expenditure and other losses are prevented;

9.12.15.5 that disciplinary or, when appropriate, criminal proceedings are instituted against any official of the municipality who has allegedly committed an act of financial misconduct or an offence in terms of Chapter 15; and

9.13.16 Responsible for the management of the assets of the municipality within the Section, including the safeguarding and the maintenance of those assets and the liabilities of the municipality.

9.13.17 Ensure that the municipality has and maintains a system of internal control of assets and liabilities, including an asset and liabilities register, as may be prescribed.

9.13.18 Must establish capacity in the administration of the municipality to assist the accounting officer in carrying out the duties to enforce agreements procured through the Supply Chain Management Policy and the monitoring of the performance of the contractor under the agreement; and to oversee the day-to-day management of the contract or agreement.

9.14 Manager: Logistic and Contract Administration

9.14.1 To grant or cancel, annual, sick, special, maternity, family responsibility and unpaid leave to officials under his/her direct control in terms of the applicable service conditions, of the Council relevant legislation and council policy.

9.14.2 Evaluation of direct staff members performance during the probation period.

9.14.3 Dealing with all matters to which Occupational Health and Safety Act, 1993 relates.

9.14.4 Management of attendance registers and time sheets in the Section.

9.14.5 Approval of standby service.

9.14.6 Approval to work overtime of officials within the Section.

9.14.7 Approval of issuing protective clothing within the Section.

9.14.8 Conducting of resignation interviews.

9.14.9 Authorisation for payment of public drivers permits where required in course of employment.

9.14.10 As far as delegations with regard to recruitment and selection are concerned:

9.14.10.1 Determining of KPAs.

9.14.10.2 Filling of funded vacant post(s) on the staff establishment within six months of a funded post becoming vacant.

9.14.11 To authorise the placement of advertisements in public newspapers in accordance with the Council's policy.

9.14.12 To make recommendations on the permanent appointment of employees on probation in the Section.

9.14.13 To ensure that a contract or agreement procured through the Supply Chain Management Policy is properly enforced and that the performance of contractors is monitored on a monthly basis.

9.14.14 To approve any expenditure and purchases for the Section from the approved budget of Council to an amount determined in the Supply Chain Management Policy and provided that the annual expense has been budgeted for.

9.14.15 Responsible for managing the financial administration of the municipality, and must for this purpose take all reasonable steps to ensure:—

9.14.15.1 that the resources of the municipality are used effectively, efficiently and economically;

9.14.15.2 that full and proper records of the financial affairs of the municipality are kept in accordance with any prescribed norms and standards; and

9.14.15.3 that the municipality has and maintains effective, efficient and transparent systems —

(i) of financial and risk management and internal control; and

(ii) of internal audit operating in accordance with any prescribed norms and standards;

9.14.15.4 that unauthorised, irregular or fruitless and wasteful expenditure and other losses are prevented;

9.14.15.5 that disciplinary or, when appropriate, criminal proceedings are instituted against any official of the municipality who has allegedly committed an act of financial misconduct or an offence in terms of Chapter 15.

9.14.16 Responsible for the management of the assets of the municipality within the Section, including the safeguarding and the maintenance of those assets and the liabilities of the municipality.

9.14.17 Ensure that the municipality has and maintains a system of internal control of assets and liabilities, including an asset and liabilities register, as may be prescribed.

9.14.18 Must establish capacity in the administration of the municipality to assist the accounting officer in carrying out the duties to enforce agreements procured through the Supply Chain Management Policy and the monitoring of the performance of the contractor under the agreement; and to oversee the day-to-day management of the contract or agreement.

10 Specific Powers delegated to Chief Engineer: Infrastructure Services (in addition to powers in terms of the Municipal Finance Management Act)

10.1 Apply all bylaws, regulations, legislation and policies regarding matters that fall within the directorate.

10.2 To decide to which officials commemorative tokens should be awarded, in conjunction with the Executive Mayor, Executive Deputy Mayor or Municipal Manager depending on who will make the award.

10.3 The granting of authority for staff in the Directorate to attend congresses, conferences, seminars, courses and other meetings within the Republic and approval of travel and subsistence allowance.

10.4 To approve and/or cancel all applications for leave within the Directorate.

10.5 Approval of the encashment of leave in excess of 48 days, due to operational requirements.

10.6 Approval for the request for leave in excess of 48 days to be reversed and taken at a later stage.

10.7 To approve the extension of Probationary Periods of officials on levels below that of a section 56 Manager.

10.8 Evaluation of direct staff members performance during the probation period.

10.9 To approve the payment of a kilometre allowance for the occasional use of own car on official business within the Directorate.

10.10 Approve additions and deletions to prescribed list of uniforms and protective clothing.

10.11 Dealing with matters within the directorate to which Occupational Health and Safety Act, 1993 relates.

10.12 The initialization/request for filling of vacancies and the appointment of temporary staff (no longer that 3 months) within the directorate in funded vacant posts on the staff establishment.

10.13 Managing attendance registers and time sheets of direct staff.

10.14 Approval of personnel to temporarily act in another position for a period no longer or exceeding nine months (other than that of Municipal Manager). All funded vacant posts to be filled within six months of a funded post becoming vacant.

10.15 Approval of standby service and the payment of a standby allowance.

10.16 Approval to work overtime.

10.17 Approve overtime payment to officials within the Directorate.

10.18 Approval of time off for overtime worked.

10.19 Approval for attending staff member funerals and the provision of transport.

10.20 Approval of issuing protective clothing.

10.21 Conducting of resignation interviews within the Directorate.

10.22 Acceptance of resignations within the Directorate.

10.23 Authorisation for payment of public drivers permits where required in course of employment within the Directorate.

10.24 Approval of unpaid leave after leave has been exhausted.

10.25 As far as delegations with regard to recruitment and selection are concerned:

10.25.1 Determining of KPAs.

10.25.2 Appeal against shortlist approval of the Director: Corporate Services.

10.26 Receive outcome of incapacity hearing due to ill health / injury / non-performance requirement with regard to dismissal, transfer or demotion.

10.27 Appointment of replacement labour in the event of a strike.

10.28 Suspension of officials within the Directorate.

10.29 To approve an application by an employee to attend union representative meeting.

10.30 Approval of job descriptions within the Directorate to be subjected to evaluation.

10.31 To decide whether an employee within the Directorate may retain an offering of business courtesies or gifts.

10.32 As far as delegations with regard to labour relations are concerned, the consideration and decision to investigate an employee for alleged misconduct.

10.33 When preparing the annual budget:—

10.33.1 Take into account the municipality's integrated development plan;

10.33.2 Take all reasonable steps to ensure that the municipality revises the integrated development plan in terms of section 34 of the Municipal Systems Act, taking into account realistic revenue and expenditure projections for future years;

10.33.3 take into account the national budget, the relevant provincial budget, the national government's fiscal and macro-economic policy, the annual Division of Revenue Act and any agreements reached in the Budget Forum;

10.33.4 provide, on request, any information relating to the budget —

(i) to the National Treasury; and

(ii) subject to any limitations that may be prescribed, to —

(aa) the national departments responsible for water, sanitation, electricity and any other service as may be prescribed;

(bb) any other national and provincial organ of states, as may be prescribed; and

(cc) another municipality affected by the budget.

10.34 Responsible for the management of the assets of the directorate, including the safeguarding and the maintenance of those assets and the liabilities of the municipality.

10.35 Ensure that the directorate has and maintains a system of internal control of assets and liabilities, including an asset and liabilities register, as may be prescribed.

10.36 Assist the mayor in performing the budgetary functions assigned to the mayor in terms of Chapters 4 and 7 and provide the mayor with the administrative support, resources and information necessary for the performance of those functions.

10.37 Must monitor on a monthly basis the performance of the contractor under a contract or agreement procured through the Supply Chain Management Policy.

10.38 Ensure that a contract or agreement procured through the Supply Chain Management Policy is properly enforced and that the performance of contractors is monitored on a monthly basis.

10.39 Must when a feasibility study has been completed:—

10.39.1 submit the report on the feasibility study together with all other relevant documents to the council for a decision, in principle, on whether the municipality should continue with the proposed public-private partnership;

10.39.2 at least 60 days prior to the meeting of the council at which the matter is to be considered, in accordance with section 21A of the Municipal Systems Act —

(i) make public particulars of the proposed public-private partnership, including the report on the feasibility study; and

(ii) invite local community and other interested persons to submit to the municipality comments or representations in respect of the proposed public-private partnership; and

10.39.3 solicit the views and recommendations of —

(i) the National Treasury;

(ii) the national department responsible for local government;

(iii) if the public-private partnership involves the provision of water, sanitation, electricity or any other service as may be prescribed, the responsible national department; and

(iv) any other national or provincial organ of state as may be prescribed.

10.40 Ensure that the directorate addresses any issues raised by the Auditor- General in an audit report.

10.41 To approve any expenditure and purchases for the Directorate from the approved budget of Council to an amount determined in the Supply Chain Management Policy and provided that the annual expense has been budgeted for.

10.42 The signing of all contracts, documents and procurations on behalf of the municipality, excluding deeds of sale and lease agreements.

10.43 Approval of specifications for competitive bids, in terms of clause 27(2)(g) of the SCM Policy.

10.44 Approval of Expansions / Variations / Amendments in the contract sum or period.

10.45 To authorise the payment of subscriptions to organisations to which the municipality subscribes or of which it is a member.

10.46 To lease vehicles for official use when official vehicles are not available.

10.47 The exercise of all powers conferred upon the municipality by Land Transport Act.

10.48 The authorisation of servitudes and the signature of servitude agreements and subsequent documents for access, water mains, stormwater drains, sewerage lines and electricity services in favour of the Municipality over private property and the registration and cancellation of such servitudes where required.

10.49 To calculate and certify amounts in connection with the construction of services and associated infrastructure as laid out in service agreements and authorise the deduction of such amounts.

10.50 To sign agreements with Eskom.

10.51 To sign agreements with Government departments for various types of service.

10.52 To authorise planned interruptions in respect of water and electricity supplies for periods in excess of 6 hours.

10.53 To authorise environmental applications in terms of the National Environmental Management Act to execute Council's projects.

10.54 To sign environmental authorisation applications on behalf of the Municipality.

10.55 To sign Heritage authorisation applications on behalf of the Municipality.

10.56 To sign building plan applications for all Municipal properties

10.57 To sign services agreements in respect of new and existing developments.

10.58 Recommend the appointment of a dedicated Municipal Waste Manager as required by clause 10(3) of the National Environmental Management: Waste Act, 2008.

11 Specific Powers delegated to the Officials in the Directorate: Infrastructure Services. (In addition to powers in terms of the Municipal Finance Management Act)

11.1 Principal Engineer Civil Infrastructure Planning

11.1.1 To grant or cancel, annual, sick, special, maternity, family responsibility and unpaid leave to officials under his/her direct control in terms of the applicable service conditions, of the Council relevant legislation and council policy.

11.1.2 Evaluation of direct staff members performance during the probation period.

11.1.3 Dealing with all matters to which Occupational Health and Safety Act, 1993 relates.

11.1.4 Management of attendance registers and time sheets in the Division.

11.1.5 Approval of standby service.

11.1.6 Approval to work overtime of officials within the Division.

11.1.7 Approval of issuing protective clothing within the Division.

11.1.8 Conducting of resignation interviews.

11.1.9 Authorisation for payment of public drivers permits where required in course of employment.

11.1.10 As far as delegations with regard to recruitment and selection are concerned:

11.1.10.1 Determining of KPAs.

11.1.10.2 Filling of funded vacant post(s) on the staff establishment within six months of a funded post becoming vacant.

11.1.11 To authorise the placement of advertisements in public newspapers in accordance with the Council's policy.

11.1.12 To make recommendations on the permanent appointment of employees on probation in the Division.

11.1.13 To ensure that a contract or agreement procured through the Supply Chain Management Policy is properly enforced and that the performance of contractors is monitored on a monthly basis.

11.1.14 To approve any expenditure and purchases for the Division from the approved budget of Council to an amount determined in the Supply Chain Management Policy and provided that the annual expense has been budgeted for.

11.1.15 Responsible for managing the financial administration of the municipality, and must for this purpose take all reasonable steps to ensure:—

11.1.15.1 that the resources of the municipality are used effectively, efficiently and economically;

11.1.15.2 that full and proper records of the financial affairs of the municipality are kept in accordance with any prescribed norms and standards; and

11.1.155.3 that the municipality has and maintains effective, efficient and transparent systems —

(i) of financial and risk management and internal control; and

(ii) of internal audit operating in accordance with any prescribed norms and standards;

11.1.15.4 that unauthorised, irregular or fruitless and wasteful expenditure and other losses are prevented;

11.1.15.5 that disciplinary or, when appropriate, criminal proceedings are instituted against any official of the municipality who has allegedly committed an act of financial misconduct or an offence in terms of Chapter 15.

11.1.16 Responsible for the management of the assets of the municipality within the Section, including the safeguarding and the maintenance of those assets and the liabilities of the municipality.

11.1.17 Ensure that the municipality has and maintains a system of internal control of assets and liabilities, including an asset and liabilities register, as may be prescribed.

11.1.18 Must establish capacity in the administration of the municipality to assist the accounting officer in carrying out the duties to enforce agreements procured through the Supply Chain Management Policy and the monitoring of the performance of the contractor under the agreement; and to oversee the day-to-day management of the contract or agreement.

11.1.19 To sign agreements with landowners in respect of the re-use of municipal treated wastewater.

11.1.20 To authorise the use of sludge where there is no cost to Council.

11.1.21 To approve permit applications for the discharge of industrial effluent into the municipal sewer system in terms of the Overstrand Municipality Water Services By-Law.

11.1.22 To authorise payments to the Department of Water and Sanitation / BOCMA / Water Research Commission / Eskom for various bulk supplies without official orders.

11.2 Senior Engineer: Bulk Water Services

11.2.1 To grant or cancel, annual, sick, special, maternity, family responsibility and unpaid leave to officials under his/her direct control in terms of the applicable service conditions, of the Council relevant legislation and council policy.

11.2.2 Evaluation of direct staff members performance during the probation period.

11.2.3 Dealing with all matters to which Occupational Health and Safety Act, 1993 relates.

11.2.4 Management of attendance registers and time sheets in the Section.

11.2.5 Approval of standby service.

11.2.6 Approval to work overtime of officials within the Section.

11.2.7 Approval of issuing protective clothing within the Section.

11.2.8 Conducting of resignation interviews.

11.2.9 Authorisation for payment of public drivers permits where required in course of employment.

11.2.10 As far as delegations with regard to recruitment and selection are concerned:

11.2.10.1 Determining of KPAs.

11.2.10.2 Filling of funded vacant post(s) on the staff establishment within six months of a funded post becoming vacant.

11.2.11 To authorise the placement of advertisements in public newspapers in accordance with the Council's policy.

11.2.12 To make recommendations on the permanent appointment of employees on probation in the Section.

11.2.13 To ensure that a contract or agreement procured through the Supply Chain Management Policy is properly enforced and that the performance of contractors is monitored on a monthly basis.

11.2.14 To approve any expenditure and purchases for the Section from the approved budget of Council to an amount determined in the Supply Chain Management Policy and provided that the annual expense has been budgeted for.

11.2.15 Responsible for managing the financial administration of the municipality, and must for this purpose take all reasonable steps to ensure:—

11.2.15.1 that the resources of the municipality are used effectively, efficiently and economically;

11.2.15.2 that full and proper records of the financial affairs of the municipality are kept in accordance with any prescribed norms and standards; and

11.2.15.3 that the municipality has and maintains effective, efficient and transparent systems —

(i) of financial and risk management and internal control; and

(ii) of internal audit operating in accordance with any prescribed norms and standards;

11.2.15.4 that unauthorised, irregular or fruitless and wasteful expenditure and other losses are prevented;

11.2.15.5 that disciplinary or, when appropriate, criminal proceedings are instituted against any official of the municipality who has allegedly committed an act of financial misconduct or an offence in terms of Chapter 15.

11.2.16 Responsible for the management of the assets of the municipality, including the safeguarding and the maintenance of those assets and the liabilities of the municipality.

11.2.17 Ensure that the municipality has and maintains a system of internal control of assets and liabilities, including an asset and liabilities register, as may be prescribed.

11.2.18 Must establish capacity in the administration of the municipality to assist the accounting officer in carrying out the duties to enforce agreements procured through the Supply Chain Management Policy and the monitoring of the performance of the contractor under the agreement; and to oversee the day-to-day management of the contract or agreement.

11.3 Senior Engineer: Water Infrastructure and Quality

11.3.1 To grant or cancel, annual, sick, special, maternity, family responsibility and unpaid leave to officials under his/her direct control in terms of the applicable service conditions, of the Council relevant legislation and council policy.

11.3.2 Evaluation of direct staff members performance during the probation period.

11.3.3 Dealing with all matters to which Occupational Health and Safety Act, 1993 relates.

11.3.4 Management of attendance registers and time sheets in the Section.

11.3.5 Approval of standby service.

11.3.6 Approval to work overtime of officials within the Section.

11.3.7 Approval of issuing protective clothing within the Section.

11.3.8 Conducting of resignation interviews.

11.3.9 Authorisation for payment of public drivers permits where required in course of employment.

11.3.10 As far as delegations with regard to recruitment and selection are concerned:

11.3.10.1 Determining of KPAs.

11.3.10.2 Filling of funded vacant post(s) on the staff establishment within six months of a funded post becoming vacant.

11.3.11 To authorise the placement of advertisements in public newspapers in accordance with the Council's policy.

11.3.12 To make recommendations on the permanent appointment of employees on probation in the Section.

11.3.13 To ensure that a contract or agreement procured through the Supply Chain Management Policy is properly enforced and that the performance of contractors is monitored on a monthly basis.

11.3.14 To approve any expenditure and purchases for the Section from the approved budget of Council to an amount determined in the Supply Chain Management Policy and provided that the annual expense has been budgeted for.

11.3.15 Responsible for managing the financial administration of the municipality, and must for this purpose take all reasonable steps to ensure:—

11.3.15.1 that the resources of the municipality are used effectively, efficiently and economically;

11.3.15.2 that full and proper records of the financial affairs of the municipality are kept in accordance with any prescribed norms and standards; and

11.3.15.3 that the municipality has and maintains effective, efficient and transparent systems —

(i) of financial and risk management and internal control; and

(ii) of internal audit operating in accordance with any prescribed norms and standards;

11.3.15.4 that unauthorised, irregular or fruitless and wasteful expenditure and other losses are prevented;

11.3.15.5 that disciplinary or, when appropriate, criminal proceedings are instituted against any official of the municipality who has allegedly committed an act of financial misconduct or an offence in terms of Chapter 15.

11.3.16 Responsible for the management of the assets of the municipality within the Section, including the safeguarding and the maintenance of those assets and the liabilities of the municipality.

11.3.17 Ensure that the municipality has and maintains a system of internal control of assets and liabilities, including an asset and liabilities register, as may be prescribed.

11.3.18 Must establish capacity in the administration of the municipality to assist the accounting officer in carrying out the duties to enforce agreements procured through the Supply Chain Management Policy and the monitoring of the performance of the contractor under the agreement; and to oversee the day-to-day management of the contract or agreement.

11.4 Senior Engineer: Waste Management

11.4.1 To grant or cancel, annual, sick, special, maternity, family responsibility and unpaid leave to officials under his/her direct control in terms of the applicable service conditions, of the Council relevant legislation and council policy.

11.4.2 Evaluation of direct staff members performance during the probation period.

11.4.3 Dealing with all matters to which Occupational Health and Safety Act, 1993 relates.

11.4.4 Management of attendance registers and time sheets in the Section.

11.4.5 Approval of standby service.

11.4.6 Approval to work overtime of officials within the Section.

11.4.7 Approval of issuing protective clothing within the Section.

11.4.8 Conducting of resignation interviews.

11.4.9 Authorisation for payment of public drivers permits where required in course of employment.

11.4.10 As far as delegations with regard to recruitment and selection are concerned:

11.4.10.1 Determining of KPAs.

11.4.10.2 Filling of funded vacant post(s) on the staff establishment within six months of a funded post becoming vacant.

11.4.11 To authorise the placement of advertisements in public newspapers in accordance with the Council's policy.

11.4.12 To make recommendations on the permanent appointment of employees on probation in the Section.

11.4.13 To ensure that a contract or agreement procured through the Supply Chain Management Policy is properly enforced and that the performance of contractors is monitored on a monthly basis.

11.4.14 To approve any expenditure and purchases for the Section from the approved budget of Council to an amount determined in the Supply Chain Management Policy and provided that the annual expense has been budgeted for.

11.4.15 Responsible for managing the financial administration of the municipality, and must for this purpose take all reasonable steps to ensure:—

11.4.15.1 that the resources of the municipality are used effectively, efficiently and economically;

11.4.15.2 that full and proper records of the financial affairs of the municipality are kept in accordance with any prescribed norms and standards; and

11.4.15.3 that the municipality has and maintains effective, efficient and transparent systems —

(i) of financial and risk management and internal control; and

(ii) of internal audit operating in accordance with any prescribed norms and standards;

11.4.15.4 that unauthorised, irregular or fruitless and wasteful expenditure and other losses are prevented;

11.4.15.5 that disciplinary or, when appropriate, criminal proceedings are instituted against any official of the municipality who has allegedly committed an act of financial misconduct or an offence in terms of Chapter 15.

11.4.16 Responsible for the management of the assets of the municipality within the Section, including the safeguarding and the maintenance of those assets and the liabilities of the municipality.

11.4.17 Ensure that the municipality has and maintains a system of internal control of assets and liabilities, including an asset and liabilities register, as may be prescribed.

11.4.18 Must establish capacity in the administration of the municipality to assist the accounting officer in carrying out the duties to enforce agreements procured through the Supply Chain Management Policy and the monitoring of the performance of the contractor under the agreement; and to oversee the day-to-day management of the contract or agreement.

11.4.19 The administration of legislation relating to the accumulation, dumping, storage or depositing of building refuse and the like.

11.4.20 The initiation and implementation of recycling and other waste minimisation initiatives.

11.5 Principal Engineer: Project Management (PMU)

11.5.1 To grant or cancel, annual, sick, special, maternity, family responsibility and unpaid leave to officials under his/her direct control in terms of the applicable service conditions, of the Council relevant legislation and council policy.

11.5.2 Evaluation of direct staff members performance during the probation period.

11.5.3 Dealing with all matters to which Occupational Health and Safety Act, 1993 relates.

11.5.4 Management of attendance registers and time sheets in the Division.

11.5.5 Approval of standby service.

11.5.6 Approval to work overtime of officials within the Division.

11.5.7 Approval of issuing protective clothing within the Division.

11.5.8 Conducting of resignation interviews.

11.5.9 Authorisation for payment of public drivers permits where required in course of employment.

11.5.10 As far as delegations with regard to recruitment and selection are concerned:

11.5.10.1 Determining of KPAs.

11.5.10.2 Filling of funded vacant post(s) on the staff establishment within six months of a funded post becoming vacant.

11.5.11 To authorise the placement of advertisements in public newspapers in accordance with the Council's policy.

11.5.12 To make recommendations on the permanent appointment of employees on probation in the Division.

11.5.13 To ensure that a contract or agreement within the department procured through the Supply Chain Management Policy is properly enforced and that the performance of contractors is monitored on a monthly basis.

11.5.14 To approve any expenditure and purchases for the Division from the approved budget of Council to an amount determined in the Supply Chain Management Policy and provided that the annual expense has been budgeted for.

11.5.15 Responsible for managing the financial administration of the department, and must for this purpose take all reasonable steps to ensure:—

11.5.15.1 that the resources of the department are used effectively, efficiently and economically;

11.5.15.2 that full and proper records of the financial affairs of the department are kept in accordance with any prescribed norms and standards; and

11.5.15.3 that the department has and maintains effective, efficient and transparent systems —

(i) of financial and risk management and internal control; and

(ii) of internal audit operating in accordance with any prescribed norms and standards;

11.5.15.4 that unauthorised, irregular or fruitless and wasteful expenditure and other losses are prevented;

11.5.15.5 that disciplinary or, when appropriate, criminal proceedings are instituted against any official of the department who has allegedly committed an act of financial misconduct or an offence in terms of Chapter 15.

11.5.16 Responsible for the management of the assets of the municipality, including the safeguarding and the maintenance of those assets and the liabilities of the municipality.

11.5.17 Ensure that the municipality has and maintains a system of internal control of assets and liabilities, including an asset and liabilities register, as may be prescribed.

11.5.18 Must establish capacity in the administration of the municipality to assist the accounting officer in carrying out the duties to enforce agreements procured through the Supply Chain Management Policy and the monitoring of the performance of the contractor under the agreement; and to oversee the day-to-day management of the contract or agreement.

11.5.19 The construction of (non-bulk) stormwater drainage in line with master planning.

11.5.20 The construction of stormwater drainage that forms part of housing projects and which are funded through a Municipal Infrastructure Grant or similar.

11.5.21 The construction of larger stormwater drainage projects as agreed upon during budget process.

11.6 Principal Technologist: Development Control

11.6.1 To grant or cancel, annual, sick, special, maternity, family responsibility and unpaid leave to officials under his/her direct control in terms of the applicable service conditions, of the Council relevant legislation and council policy.

11.6.2 Evaluation of direct staff members performance during the probation period.

11.6.3 Dealing with all matters to which Occupational Health and Safety Act, 1993 relates.

11.6.4 Management of attendance registers and time sheets in the Section.

11.6.5 Approval of standby service.

11.6.6 Approval to work overtime of officials within the Section.

11.6.7 Approval of issuing protective clothing within the Section.

11.6.8 Conducting of resignation interviews.

11.6.9 Authorisation for payment of public drivers permits where required in course of employment.

11.6.10 As far as delegations with regard to recruitment and selection are concerned:

11.6.10.1 Determining of KPAs.

11.6.10.2 Filling of funded vacant post(s) on the staff establishment within six months of a funded post becoming vacant.

11.6.11 To authorise the placement of advertisements in public newspapers in accordance with the Council's policy.

11.6.12 To make recommendations on the permanent appointment of employees on probation in the Section.

11.6.13 To ensure that a contract or agreement procured through the Supply Chain Management Policy is properly enforced and that the performance of contractors is monitored on a monthly basis.

11.6.14 To approve any expenditure and purchases for the Section from the approved budget of Council to an amount determined in the Supply Chain Management Policy and provided that the annual expense has been budgeted for.

11.6.15 Responsible for managing the financial administration of the municipality, and must for this purpose take all reasonable steps to ensure:—

11.6.15.1 that the resources of the municipality are used effectively, efficiently and economically;

11.6.15.2 that full and proper records of the financial affairs of the municipality are kept in accordance with any prescribed norms and standards; and

11.6.15.3 that the municipality has and maintains effective, efficient and transparent systems —

(i) of financial and risk management and internal control; and

(ii) of internal audit operating in accordance with any prescribed norms and standards;

11.6.15.4 that unauthorised, irregular or fruitless and wasteful expenditure and other losses are prevented;

11.6.15.5 that disciplinary or, when appropriate, criminal proceedings are instituted against any official of the municipality who has allegedly committed an act of financial misconduct or an offence in terms of Chapter 15.

11.6.16 Responsible for the management of the assets of the municipality, including the safeguarding and the maintenance of those assets and the liabilities of the municipality.

11.6.17 Ensure that the municipality has and maintains a system of internal control of assets and liabilities, including an asset and liabilities register, as may be prescribed.

11.6.18 Must establish capacity in the administration of the municipality to assist the accounting officer in carrying out the duties to enforce agreements procured through the Supply Chain Management Policy and the monitoring of the performance of the contractor under the agreement; and to oversee the day-to-day management of the contract or agreement.

11.6.19 To determine contributions for bulk infrastructure contribution levy.

11.6.20 To take such decisions as may be necessary from time to time on matters affecting housing schemes approved by the Council and arising out of the following:

11.6.20.1 amendments to plans and specifications of dwellings;

11.6.20.2 amendments to the layout plans of housing schemes including the layout of services;

11.6.20.3 relocation of dwellings on residential sites within housing schemes necessitated by adverse subsoil conditions or by other unforeseen circumstances, provided the number of each type of dwelling remains unaltered.

11.7 Principal Engineer: Civil Engineering Services (Hermanus, Gansbaai and Kleinmond)

11.7.1 To grant or cancel, annual, sick, special, maternity, family responsibility and unpaid leave to officials under his/her direct control in terms of the applicable service conditions, of the Council relevant legislation and council policy.

11.7.2 Evaluation of direct staff members performance during the probation period.

11.7.3 Dealing with all matters to which Occupational Health and Safety Act, 1993 relates.

11.7.4 Management of attendance registers and time sheets in the Division.

11.7.5 Approval of standby service.

11.7.6 Approval to work overtime of officials within the Division.

11.7.7 Approval of issuing protective clothing within the Division.

11.7.8 Conducting of resignation interviews.

11.7.9 Authorisation for payment of public drivers permits where required in course of employment.

11.7.10 As far as delegations with regard to recruitment and selection are concerned:

11.7.10.1 Determining of KPAs.

11.7.10.2 Filling of funded vacant post(s) on the staff establishment within six months of a funded post becoming vacant.

11.7.11 To authorise the placement of advertisements in public newspapers in accordance with the Council's policy.

11.7.12 To make recommendations on the permanent appointment of employees on probation in the Division.

11.7.13 To ensure that a contract or agreement procured through the Supply Chain Management Policy is properly enforced and that the performance of contractors is monitored on a monthly basis.

11.7.14 To approve any expenditure and purchases for the Division from the approved budget of Council to an amount determined in the Supply Chain Management Policy and provided that the annual expense has been budgeted for.

11.7.15 Responsible for managing the financial administration of the municipality, and must for this purpose take all reasonable steps to ensure:—

11.7.15.1 that the resources of the municipality are used effectively, efficiently and economically;

11.7.15.2 that full and proper records of the financial affairs of the municipality are kept in accordance with any prescribed norms and standards; and

11.7.15.3 that the municipality has and maintains effective, efficient and transparent systems —

(i) of financial and risk management and internal control; and

(ii) of internal audit operating in accordance with any prescribed norms and standards;

11.7.15.4 that unauthorised, irregular or fruitless and wasteful expenditure and other losses are prevented;

11.7.15.5 that disciplinary or, when appropriate, criminal proceedings are instituted against any official of the municipality who has allegedly committed an act of financial misconduct or an offence in terms of Chapter 15.

11.7.16 Responsible for the management of the assets of the municipality, including the safeguarding and the maintenance of those assets and the liabilities of the municipality.

11.7.17 Ensure that the municipality has and maintains a system of internal control of assets and liabilities, including an asset and liabilities register, as may be prescribed.

11.7.18 Must establish capacity in the administration of the municipality to assist the accounting officer in carrying out the duties to enforce agreements procured through the Supply Chain Management Policy and the monitoring of the performance of the contractor under the agreement; and to oversee the day-to-day management of the contract or agreement.

11.7.19 To approve the cancellation of unused/redundant electrical and water servitudes.

11.7.20 To sign way-leave and associated agreements in respect of optic fibre cables on municipal land.

11.7.21 The authorisation of minor traffic engineering works such as the laying out of temporary traffic islands and loose kerbing for traffic canalisation schemes, the closing off or deviation of road intersections and the erection of temporary traffic signals and installations.

11.7.22 The definition and approval of parking areas in terms of legislation.

11.8 Principal Technologist: Civil: Gansbaai and Stanford
Principal Technologist: Civil: Hermanus
Principal Technologist: Civil: Kleinmond

11.8.1 To grant or cancel, annual, sick, special, maternity, family responsibility and unpaid leave to officials under his/her direct control in terms of the applicable service conditions, of the Council relevant legislation and council policy.

11.8.2 Evaluation of direct staff members performance during the probation period.

11.8.3 Dealing with all matters to which Occupational Health and Safety Act, 1993 relates.

11.8.4 Management of attendance registers and time sheets in the Section.

11.8.5 Approval of standby service.

11.8.6 Approval to work overtime of officials within the Section.

11.8.7 Approval of issuing protective clothing within the Section.

11.8.8 Conducting of resignation interviews.

11.8.9 Authorisation for payment of public drivers permits where required in course of employment.

11.8.10 As far as delegations with regard to recruitment and selection are concerned:

11.8.10.1 Determining of KPAs.

11.8.10.2 Filling of funded vacant post(s) on the staff establishment within six months of a funded post becoming vacant.

11.8.11 To authorise the placement of advertisements in public newspapers in accordance with the Council's policy.

11.8.12 To make recommendations on the permanent appointment of employees on probation in the Section.

11.8.13 To ensure that a contract or agreement procured through the Supply Chain Management Policy is properly enforced and that the performance of contractors is monitored on a monthly basis.

11.8.14 To approve any expenditure and purchases for the Section from the approved budget of Council to an amount determined in the Supply Chain Management Policy and provided that the annual expense has been budgeted for.

11.8.15 Responsible for managing the financial administration of the municipality, and must for this purpose take all reasonable steps to ensure:—

11.8.15.1 that the resources of the municipality are used effectively, efficiently and economically;

11.8.15.2 that full and proper records of the financial affairs of the municipality are kept in accordance with any prescribed norms and standards; and

11.8.15.3 that the municipality has and maintains effective, efficient and transparent systems —

(i) of financial and risk management and internal control; and

(ii) of internal audit operating in accordance with any prescribed norms and standards;

11.8.15.4 that unauthorised, irregular or fruitless and wasteful expenditure and other losses are prevented;

11.8.15.5 that disciplinary or, when appropriate, criminal proceedings are instituted against any official of the municipality who has allegedly committed an act of financial misconduct or an offence in terms of Chapter 15.

11.8.16 Responsible for the management of the assets of the municipality, including the safeguarding and the maintenance of those assets and the liabilities of the municipality.

11.8.17 Ensure that the municipality has and maintains a system of internal control of assets and liabilities, including an asset and liabilities register, as may be prescribed.

11.8.18 Must establish capacity in the administration of the municipality to assist the accounting officer in carrying out the duties to enforce agreements procured through the Supply Chain Management Policy and the monitoring of the performance of the contractor under the agreement; and to oversee the day-to-day management of the contract or agreement.

11.8.19 Section 181 of Ordinance 20 of 1974 in so far as public nuisances appertaining to roadworks are concerned.

11.8.20 The surfacing of roadways, footways or verges and the construction of embayments.

11.8.21 Improvements to and reconstruction and rehabilitation of streets and allied roadway components, together with all consequential stormwater drainage and sewer construction.

11.8.22 The granting of way leaves, servitudes etc. in respect of roads/streets.

11.8.23 To maintain public roads where the Municipality is the road authority.

11.8.24 As far as sanitation is concerned: The construction of sewer extensions where the length of the extension involved does not exceed 100 metres per property being served, provided that in the case of new buildings, bona fide building plans have been submitted and the construction of at least one new building has commenced.

11.8.25 Repairs to and replacement of sewers, drains and the like.

11.8.26 The collection, removal and disposal of nightsoil.

11.8.27 As far as stormwater drainage is concerned: The construction of (non-bulk) stormwater drainage in line with master planning.

11.8.28 Power to enter upon any premises of any portion thereof to carry out inspections or test to determine the status of a storm water system.

11.8.29 To maintain stormwater systems within the municipal area.

11.8.30 The exercise of all the powers conferred on the municipality by legislation in connection with the temporary closing of streets.

11.8.31 The maintenance of all public off-street parking areas.

11.8.32 As far as waste management is concerned:

11.8.33.1 The exercise of all powers conferred upon the Municipality by applicable legislation relating to the collection, removal, storage and disposal of refuse and other offensive or unhealthy matter and the cleansing and flushing of gullies, channels, watercourses, catchpits and receptacles connected therewith.

11.8.33.2 The administration of the municipality's by-laws relating to the accumulation, dumping, storage or depositing of refuse and the like.

11.8.34 The exercise of all powers conferred upon the Municipality by applicable legislation relating to the supply of water and matters incidental thereto as far as Water Service Providers is concerned.

11.8.35 The laying of water mains prior to the construction of roads, extensions of water mains and the relaying of existing and repairs to burst water mains.

11.8.36 To recover costs/expenses due to council related work done by directorate civil engineering services.

11.8.37 To erect and maintain direction sign posts and distance indicators.

11.8.38 To grant written permission for the making, construction, reconstruction of alteration of a street or sidewalk.

11.8.39 To grant permission for the discharging of water, except stormwater, on or across a public road.

11.8.40 To remove any obstruction from the drainage system, for which a service charge shall be paid to Council when the obstruction was on private land.

11.8.41 To recover any costs or losses incurred for damages to the water meter installation on the premises occupied by the consumer.

11.9 Principal Engineer: Electrical Services

11.9.1 To grant or cancel, annual, sick, special, maternity, family responsibility and unpaid leave to officials under his/her direct control in terms of the applicable service conditions, of the Council relevant legislation and council policy.

11.9.2 Evaluation of direct staff members performance during the probation period.

11.9.3 Dealing with all matters to which Occupational Health and Safety Act, 1993 relates.

11.9.4 Management of attendance registers and time sheets in the Division.

11.9.5 Approval of standby service.

11.9.6 Approval to work overtime of officials within the Division.

11.9.7 Approval of issuing protective clothing within the Division.

11.9.8 Conducting of resignation interviews.

11.9.9 Authorisation for payment of public drivers permits where required in course of employment.

11.9.10 As far as delegations with regard to recruitment and selection are concerned:

11.9.10.1 Determining of KPAs.

11.9.10.2 Filling of funded vacant post(s) on the staff establishment within six months of a funded post becoming vacant.

11.9.11 To authorise the placement of advertisements in public newspapers in accordance with the Council's policy.

11.9.12 To make recommendations on the permanent appointment of employees on probation in the Division.

11.9.13 To ensure that a contract or agreement procured through the Supply Chain Management Policy is properly enforced and that the performance of contractors is monitored on a monthly basis.

11.9.14 To approve any expenditure and purchases for the Division from the approved budget of Council to an amount determined in the Supply Chain Management Policy and provided that the annual expense has been budgeted for.

11.9.15 Responsible for managing the financial administration of the municipality, and must for this purpose take all reasonable steps to ensure:—

11.9.15.1 that the resources of the municipality are used effectively, efficiently and economically;

11.9.15.2 that full and proper records of the financial affairs of the municipality are kept in accordance with any prescribed norms and standards; and

11.9.15.3 that the municipality has and maintains effective, efficient and transparent systems —

(i) of financial and risk management and internal control; and

(ii) of internal audit operating in accordance with any prescribed norms and standards;

11.9.15.4 that unauthorised, irregular or fruitless and wasteful expenditure and other losses are prevented;

11.9.15.5 that disciplinary or, when appropriate, criminal proceedings are instituted against any official of the municipality who has allegedly committed an act of financial misconduct or an offence in terms of Chapter 15.

11.9.16 Responsible for the management of the assets of the municipality, including the safeguarding and the maintenance of those assets and the liabilities of the municipality.

11.9.17 Ensure that the municipality has and maintains a system of internal control of assets and liabilities, including an asset and liabilities register, as may be prescribed.

11.9.18 Must establish capacity in the administration of the municipality to assist the accounting officer in carrying out the duties to enforce agreements procured through the Supply Chain Management Policy and the monitoring of the performance of the contractor under the agreement; and to oversee the day-to-day management of the contract or agreement.

11.9.19 To consider and approve applications for the erection of streetlights in accordance with Council policy.

11.9.20 To approve and sign agreements with customers in respect of small-scale embedded generation.

11.9.21 To authorise payments to Eskom for various bulk supplies without official orders.

11.10 Principal Technician: Electrical

11.10.1 To grant or cancel, annual, sick, special, maternity, family responsibility and unpaid leave to officials under his/her direct control in terms of the applicable service conditions, of the Council relevant legislation and council policy.

11.10.2 Evaluation of direct staff members performance during the probation period.

11.10.3 Dealing with all matters to which Occupational Health and Safety Act, 1993 relates.

11.10.4 Management of attendance registers and time sheets in the Section.

11.10.5 Approval of standby service.

11.10.6 Approval to work overtime of officials within the Section.

11.10.7 Approval of issuing protective clothing within the Section.

11.10.8 Conducting of resignation interviews.

11.10.9 Authorisation for payment of public drivers permits where required in course of employment.

11.10.10 As far as delegations with regard to recruitment and selection are concerned:

11.10.10.1 Determining of KPAs.

11.10.10.2 Filling of funded vacant post(s) on the staff establishment within six months of a funded post becoming vacant.

11.10.11 To authorise the placement of advertisements in public newspapers in accordance with the Council's policy.

11.10.12 To make recommendations on the permanent appointment of employees on probation in the Section.

11.10.13 To ensure that a contract or agreement procured through the Supply Chain Management Policy is properly enforced and that the performance of contractors is monitored on a monthly basis.

11.10.14 To approve any expenditure and purchases for the Section from the approved budget of Council to an amount determined in the Supply Chain Management Policy and provided that the annual expense has been budgeted for.

11.10.15 Responsible for managing the financial administration of the municipality, and must for this purpose take all reasonable steps to ensure:—

11.10.15.1 that the resources of the municipality are used effectively, efficiently and economically;

11.10.15.2 that full and proper records of the financial affairs of the municipality are kept in accordance with any prescribed norms and standards; and

11.10.15.3 that the municipality has and maintains effective, efficient and transparent systems —

(i) of financial and risk management and internal control; and

(ii) of internal audit operating in accordance with any prescribed norms and standards;

11.10.15.4 that unauthorised, irregular or fruitless and wasteful expenditure and other losses are prevented;

11.10.15.5 that disciplinary or, when appropriate, criminal proceedings are instituted against any official of the municipality who has allegedly committed an act of financial misconduct or an offence in terms of Chapter 15.

11.10.16 Responsible for the management of the assets of the municipality, including the safeguarding and the maintenance of those assets and the liabilities of the municipality.

11.10.17 Ensure that the municipality has and maintains a system of internal control of assets and liabilities, including an asset and liabilities register, as may be prescribed.

11.10.18 Must establish capacity in the administration of the municipality to assist the accounting officer in carrying out the duties to enforce agreements procured through the Supply Chain Management Policy and the monitoring of the performance of the contractor under the agreement; and to oversee the day-to-day management of the contract or agreement.

11.11 Superintendent: Mechanical Workshop

11.11.1 To grant or cancel, annual, sick, special, maternity, family responsibility and unpaid leave to officials under his/her direct control in terms of the applicable service conditions, of the Council relevant legislation and council policy.

11.11.2 Evaluation of direct staff members performance during the probation period.

11.11.3 Dealing with all matters to which Occupational Health and Safety Act, 1993 relates.

11.11.4 Management of attendance registers and time sheets in the Sub-section.

11.11.5 Approval of standby service.

11.11.6 Approval to work overtime of officials within the Sub-section.

11.11.7 Approval of issuing protective clothing within the Sub-section.

11.11.8 Conducting of resignation interviews.

11.11.9 Authorisation for payment of public drivers permits where required in course of employment.

11.11.10 As far as delegations with regard to recruitment and selection are concerned:

11.11.10.1 Determining of KPAs.

11.11.10.2 Filling of funded vacant post(s) on the staff establishment within six months of a funded post becoming vacant.

11.11.11 To authorise the placement of advertisements in public newspapers in accordance with the Council's policy.

11.11.12 To make recommendations on the permanent appointment of employees on probation in the Sub-section.

11.11.13 To ensure that a contract or agreement procured through the Supply Chain Management Policy is properly enforced and that the performance of contractors is monitored on a monthly basis.

11.11.14 To approve any expenditure and purchases for the Sub-section from the approved budget of Council to an amount determined in the Supply Chain Management Policy and provided that the annual expense has been budgeted for.

11.11.15 Responsible for managing the financial administration of the municipality, and must for this purpose take all reasonable steps to ensure:—

11.11.15.1 that the resources of the municipality are used effectively, efficiently and economically;

11.11.15.2 that full and proper records of the financial affairs of the municipality are kept in accordance with any prescribed norms and standards; and

11.11.15.3 that the municipality has and maintains effective, efficient and transparent systems —

(i) of financial and risk management and internal control; and

(ii) of internal audit operating in accordance with any prescribed norms and standards;

11.11.15.4 that unauthorised, irregular or fruitless and wasteful expenditure and other losses are prevented;

11.11.15.5 that disciplinary or, when appropriate, criminal proceedings are instituted against any official of the municipality who has allegedly committed an act of financial misconduct or an offence in terms of Chapter 15.

11.11.16 Responsible for the management of the assets of the municipality, including the safeguarding and the maintenance of those assets and the liabilities of the municipality.

11.11.17 Ensure that the municipality has and maintains a system of internal control of assets and liabilities, including an asset and liabilities register, as may be prescribed.

11.11.18 Must establish capacity in the administration of the municipality to assist the accounting officer in carrying out the duties to enforce agreements procured through the Supply Chain Management Policy and the monitoring of the performance of the contractor under the agreement; and to oversee the day-to-day management of the contract or agreement.

12 Specific Powers delegated to the Director: Community Services (In addition to powers in terms of the Municipal Finance Management Act)

12.1. Apply all bylaws, regulations, legislation and policies regarding matters that fall within the directorate and to institute legal proceedings against any person who refuses or neglects to comply with the provisions of such regulations or legislation.

12.2. To decide to which officials commemorative tokens should be awarded, in conjunction with the Executive Mayor, Executive Deputy Mayor or Municipal Manager depending on who will make the award.

12.3. The granting of authority for staff in the Directorate to attend congresses, conferences, seminars, courses and other meetings within the Republic and approval of travel and subsistence allowance.

12.4. To approve and/or cancel all applications for leave within the Directorate.

12.5. Approval of the encashment of leave in excess of 48 days, due to operational requirements.

12.6. Approval for the request for leave in excess of 48 days to be reversed and taken at a later stage.

12.7. To approve the extension of Probationary Periods of officials on levels below that of a section 56 Manager.

12.8. Evaluation of direct staff members performance during the probation period.

12.9. To approve the payment of a kilometre allowance for the occasional use of own car on official business within the Directorate.

12.10. Approve additions and deletions to prescribed list of uniforms and protective clothing.

12.11. Dealing with all matters to which Occupational Health and Safety Act, 1993 relates.

12.12. The filling of all vacancies and the appointment of temporary staff (no longer that 3 months) in funded vacant posts on the staff establishment.

12.13. Managing attendance registers and time sheets of direct staff.

12.14. Approval of personnel to temporarily act in another position for a period no longer or exceeding nine months (other than that of Municipal Manager). All funded vacant posts to be filled within six months of a funded post becoming vacant.

12.15. Approval of standby service and the payment of a standby allowance.

12.16. Approval to work overtime.

12.17. Approve overtime payment to officials within the Directorate.

12.18. Approval of time off for overtime worked.

12.19. Approval for attending staff member funerals and the provision of transport.

12.20. Approval of issuing protective clothing.

12.21. Conducting of resignation interviews within the Directorate.

12.22. Acceptance of resignations within the Directorate.

12.23. Authorisation for payment of public drivers permits where required in course of employment within the Directorate.

12.24. Approval of unpaid leave after leave has been exhausted.

12.25. As far as delegations with regard to recruitment and selection are concerned:

12.25.1 Determining of KPAs.

12.25.2 Filling of funded vacant post(s) on the staff establishment within six months of a funded post becoming vacant.

12.25.3 Appeal against shortlist approval of the Director: Corporate Services.

12.26 Receive outcome of incapacity hearing due to ill health / injury / non-performance requirement with regard to dismissal, transfer or demotion.

12.27 Appointment of replacement labour in the event of a strike.

12.28 Suspension of officials within the Directorate.

12.29 To approve an application by an employee to attend union representative meeting.

12.30 Approval of job descriptions within the Directorate to be subjected to evaluation.

12.31 As far as delegations with regard to Occupational Health and Safety in the workplace are concerned.

12.31.1 Identify a suitable designated area for smoking in consultation with the Director: Community Services.

12.31.2 Approval of safety clothing as prescribed by a medical practitioner.

12.32 To decide whether an employee within the Directorate may retain an offering of business courtesies or gifts.

12.33 As far as delegations with regard to labour relations are concerned, the consideration and decision to investigate an employee for alleged misconduct.

12.34 When preparing the annual budget:—

12.34.1 Take into account the municipality’s integrated development plan;

12.34.2 Take all reasonable steps to ensure that the municipality revises the integrated development plan in terms of section 34 of the Municipal Systems Act, taking into account realistic revenue and expenditure projections for future years;

12.34.3 take into account the national budget, the relevant provincial budget, the national government's fiscal and macro-economic policy, the annual Division of Revenue Act and any agreements reached in the Budget Forum;

12.34.4 consult —

(i) the relevant district municipality and all other local municipalities within the area of the district municipality;

(ii) the Provincial treasury, and when requested, the National Treasury; and

(iii) any national or provincial organs of state, as may be prescribed; and

12.34.5 provide, on request, any information relating to the budget —

(i) to the National Treasury; and

(ii) subject to any limitations that may be prescribed, to —

(aa) the national departments responsible for water, sanitation, electricity and any other service as may be prescribed;

(bb) any other national and provincial organ of states, as may be prescribed; and

(cc) another municipality affected by the budget.

12.35 Responsible for managing the financial administration of the municipality, and must for this purpose take all reasonable steps to ensure:—

12.35.1 that the resources of the municipality are used effectively, efficiently and economically;

12.35.2 that full and proper records of the financial affairs of the municipality are kept in accordance with any prescribed norms and standards; and

12.35.3 that the municipality has and maintains effective, efficient and transparent systems —

(i) of financial and risk management and internal control; and

(ii) of internal audit operating in accordance with any prescribed norms and standards;

12.35.4 that unauthorised, irregular or fruitless and wasteful expenditure and other losses are prevented;

12.35.5 that disciplinary or, when appropriate, criminal proceedings are instituted against any official of the municipality who has allegedly committed an act of financial misconduct or an offence in terms of Chapter 15; and

12.35.6 that the municipality has and implements —

(i) a tariff policy referred to in section 74 of the Municipal Systems Act;

(ii) a rates policy as may be required in terms of any applicable national legislation;

(iii) a credit control and debt collection policy referred to in section 96(b) of the Municipal Systems Act; and

12.36 Responsible for the management of the assets of the municipality, including the safeguarding and the maintenance of those assets and the liabilities of the municipality.

12.37 Ensure that the municipality has and maintains a system of internal control of assets and liabilities, including an asset and liabilities register, as may be prescribed.

12.38 Assist the mayor in performing the budgetary functions assigned to the mayor in terms of Chapters 4 and 7 and provide the mayor with the administrative support, resources and information necessary for the performance of those functions.

12.39 Must monitor on a monthly basis the performance of the contractor under a contract or agreement procured through the Supply Chain Management Policy.

12.40 Ensure that a contract or agreement procured through the Supply Chain Management Policy is properly enforced and that the performance of contractors is monitored on a monthly basis.

12.41 Must when a feasibility study has been completed:—

12.41.1 submit the report on the feasibility study together with all other relevant documents to the council for a decision, in principle, on whether the municipality should continue with the proposed public-private partnership;

12.41.2 at least 60 days prior to the meeting of the council at which the matter is to be considered, in accordance with section 21A of the Municipal Systems Act —

(i) make public particulars of the proposed public-private partnership, including the report on the feasibility study; and

(ii) invite local community and other interested persons to submit to the municipality comments or representations in respect of the proposed public-private partnership; and

12.41.3 solicit the views and recommendations of —

(i) the National Treasury;

(ii) the national department responsible for local government;

(iii) if the public-private partnership involves the provision of water, sanitation, electricity or any other service as may be prescribed, the responsible national department; and

(iv) any other national or provincial organ of state as may be prescribed.

12.42 Ensure that the municipality addresses any issues raised by the Auditor- General in an audit report.

12.43 To approve any expenditure and purchases for the Directorate from the approved budget of Council to an amount determined in the Supply Chain Management Policy and provided that the annual expense has been budgeted for.

12.44 The signing of all contracts, documents and procurations on behalf of the municipality, excluding deeds of sale and lease agreements.

12.45 Issuing of press statements to the media and comments on administrative/technical matters.

12.46 Approval of specifications for competitive bids, in terms of clause 27(2)(g) of the SCM Policy.

12.47 Approval of Expansions / Variations / Amendments in the contract sum or period.

12.48 To authorise the payment of subscriptions to organisations to which the municipality subscribes or of which it is a member.

12.49 To lease vehicles for official use when official vehicles are not available.

12.50 Approval of the leasing of municipal dwellings and/or land to persons on the housing demand database (government subsidised housing project).

12.51 Approval for signing of Temporary Occupation Agreements for residents of the Temporary Relocation Area (TRA), Zwelihle.

12.52 To compile and submit on Council's behalf business plans applicable provincial department for funding under the Conditional Grant.

12.53 Dealing with matters with regards to the management of informal settlements within the municipal area.

12.54 Manage and administer new applications/verifications of applications to be registered on the provincial housing demand database.

13 Specific Powers delegated to Officials in the Directorate: Community Services (In addition to powers in terms of the Municipal Finance Management Act)

13.1 Manager: Integrated Human Settlements

13.1.1 To grant or cancel, annual, sick, special, maternity, family responsibility and unpaid leave to officials under his/her direct control in terms of the applicable service conditions, of the Council relevant legislation and council policy.

13.1.2 Evaluation of direct staff members performance during the probation period.

13.1.3 Dealing with all matters to which Occupational Health and Safety Act, 1993 relates.

13.1.4 Management of attendance registers and time sheets in the Section.

13.1.5 Approval of standby service.

13.1.6 Approval to work overtime of officials within the Section.

13.1.7 Approval of issuing protective clothing within the Section.

13.1.8 Conducting of resignation interviews.

13.1.9 Authorisation for payment of public drivers permits where required in course of employment.

13.1.10 As far as delegations with regard to recruitment and selection are concerned:

13.1.10.1 Determining of KPAs.

13.1.10.2 Filling of funded vacant post(s) on the staff establishment within six months of a funded post becoming vacant.

13.1.11 To authorise the placement of advertisements in public newspapers in accordance with the Council's policy.

13.1.12 To make recommendations on the permanent appointment of employees on probation in the Section.

13.1.13 To ensure that a contract or agreement procured through the Supply Chain Management Policy is properly enforced and that the performance of contractors is monitored on a monthly basis.

13.1.14 To approve any expenditure and purchases for the Section from the approved budget of Council to an amount determined in the Supply Chain Management Policy and provided that the annual expense has been budgeted for.

13.1.15 Responsible for managing the financial administration of the municipality, and must for this purpose take all reasonable steps to ensure:—

13.1.15.1 that the resources of the municipality are used effectively, efficiently and economically;

13.1.15.2 that full and proper records of the financial affairs of the municipality are kept in accordance with any prescribed norms and standards; and

13.1.15.3 that the municipality has and maintains effective, efficient and transparent systems —

(i) of financial and risk management and internal control; and

(ii) of internal audit operating in accordance with any prescribed norms and standards;

13.1.15.4 that unauthorised, irregular or fruitless and wasteful expenditure and other losses are prevented;

13.1.15.5 that disciplinary or, when appropriate, criminal proceedings are instituted against any official of the municipality who has allegedly committed an act of financial misconduct or an offence in terms of Chapter 15.

13.1.16 Responsible for the management of the assets of the municipality within the Section, including the safeguarding and the maintenance of those assets and the liabilities of the municipality.

13.1.17 Ensure that the municipality has and maintains a system of internal control of assets and liabilities, including an asset and liabilities register, as may be prescribed.

13.1.18 Must establish capacity in the administration of the municipality to assist the accounting officer in carrying out the duties to enforce agreements procured through the Supply Chain Management Policy and the monitoring of the performance of the contractor under the agreement; and to oversee the day-to-day management of the contract or agreement.

13.1.19 Certification in respect of participants in Government subsidised/funded housing project as set out in Section 118(4), Local Government Systems Act No. 32 of 2000.

13.1.20 Signing of Temporary Occupation Agreements for residents of the Temporary Relocation Area (TRA).

13.1.21 To authorise Allocations of municipal rental housing units.

13.1.22 To authorise Evictions in the event of lapsed lease agreements.

13.1.23 To apply the prescribed policy procedures when land invasion occurs on municipal land.

13.2 Manager: Parks, Recreation and Cemeteries

13.2.1 To grant or cancel, annual, sick, special, maternity, family responsibility and unpaid leave to officials under his/her direct control in terms of the applicable service conditions, of the Council relevant legislation and council policy.

13.2.2 Evaluation of direct staff members performance during the probation period.

13.2.3 Dealing with all matters to which Occupational Health and Safety Act, 1993 relates.

13.2.4 Management of attendance registers and time sheets in the Section.

13.2.5 Approval of standby service.

13.2.6 Approval to work overtime of officials within the Section.

13.2.7 Approval of issuing protective clothing within the Section.

13.2.8 Conducting of resignation interviews.

13.2.9 Authorisation for payment of public drivers permits where required in course of employment.

13.2.10 As far as delegations with regard to recruitment and selection are concerned:

13.2.10.1 Determining of KPAs.

13.2.10.2 Filling of funded vacant post(s) on the staff establishment within six months of a funded post becoming vacant.

13.2.11 To authorise the placement of advertisements in public newspapers in accordance with the Council's policy.

13.2.12 To make recommendations on the permanent appointment of employees on probation in the Section.

13.2.13 To ensure that a contract or agreement procured through the Supply Chain Management Policy is properly enforced and that the performance of contractors is monitored on a monthly basis.

13.2.14 To approve any expenditure and purchases for the Section from the approved budget of Council to an amount determined in the Supply Chain Management Policy and provided that the annual expense has been budgeted for.

13.2.15 Responsible for managing the financial administration of the municipality, and must for this purpose take all reasonable steps to ensure:—

13.3.15.1 that the resources of the municipality are used effectively, efficiently and economically;

13.3.15.2 that full and proper records of the financial affairs of the municipality are kept in accordance with any prescribed norms and standards; and

13.3.15.3 that the municipality has and maintains effective, efficient and transparent systems —

(i) of financial and risk management and internal control; and

(ii) of internal audit operating in accordance with any prescribed norms and standards;

13.3.15.4 that unauthorised, irregular or fruitless and wasteful expenditure and other losses are prevented;

13.3.15.5 that disciplinary or, when appropriate, criminal proceedings are instituted against any official of the municipality who has allegedly committed an act of financial misconduct or an offence in terms of Chapter 15.

13.3.16 Responsible for the management of the assets of the municipality within the Section, including the safeguarding and the maintenance of those assets and the liabilities of the municipality.

13.3.17 Ensure that the municipality has and maintains a system of internal control of assets and liabilities, including an asset and liabilities register, as may be prescribed.

13.3.18 Exercise all powers in respect of the management and maintenance of sportsgrounds/stadiums.

13.3.19 To take actions to prevent pollution or degradation of the environment. Establishment of cemeteries will require environmental authorization (EIA).

13.3.20 Responsibility to ensure, while operating cemeteries, that operation will not result in pollution of a water resource.

13.3.21 The municipality to obtain the required permits from HWC and SAHRA for grave exhumations and alterations to existing cemeteries. New cemeteries require a Phase 1 Heritage Assessment, which can be part of the EIA.

13.3.22 Directive to Local Authorities to establish cemeteries.

13.3.23 Issuing of directive to close any cemetery or portion thereof.

13.3.24 Directive regarding exhumations/internments.

13.3.25 The exercise of all the powers conferred upon the municipality by or in connection with legislation and existing policies relating to parks and public places of recreation, sport and pleasure, public spaces, public thoroughfares and road verges and to initiate the processes for the removal of any encroachments thereon.

13.3.26 Exercise all powers in respect of the general administration of all beaches within the municipal area and to demarcate sections of beaches and inland water

surfaces for various water sports, for example swimming, board sailing, paddle-skiing, water-skiing, surfing, and boating.

13.3.27 To resolve all matters relating to the management and maintenance of registered public launching sites under the municipality's control.

13.3 Divisional Manager: Facilities, Halls & Building Maintenance

13.3.1 To grant or cancel, annual, sick, special, maternity, family responsibility and unpaid leave to officials under his/her direct control in terms of the applicable service conditions, of the Council relevant legislation and council policy.

13.3.2 Evaluation of direct staff members performance during the probation period.

13.3.3 Dealing with all matters to which Occupational Health and Safety Act, 1993 relates.

13.3.4 Management of attendance registers and time sheets in the Sub-section.

13.3.5 Approval of standby service.

13.3.6 Approval to work overtime of officials within the Sub-section.

13.3.7 Approval of issuing protective clothing within the Sub-section.

13.3.8 Conducting of resignation interviews.

13.3.9 Authorisation for payment of public drivers permits where required in course of employment.

13.3.10 As far as delegations with regard to recruitment and selection are concerned:

13.3.10.1 Determining of KPAs.

13.3.10.2 Filling of funded vacant post(s) on the staff establishment within six months of a funded post becoming vacant.

13.3.11 To authorise the placement of advertisements in public newspapers in accordance with the Council's policy.

13.3.12 To make recommendations on the permanent appointment of employees on probation in the Sub-section.

13.3.13 To ensure that a contract or agreement procured through the Supply Chain Management Policy is properly enforced and that the performance of contractors is monitored on a monthly basis.

13.3.14 To approve any expenditure and purchases for the Sub-section from the approved budget of Council to an amount determined in the Supply Chain Management Policy and provided that the annual expense has been budgeted for.

13.3.15 Responsible for managing the financial administration of the municipality, and must for this purpose take all reasonable steps to ensure:—

13.5.15.1 that the resources of the municipality are used effectively, efficiently and economically;

13.5.15.2 that full and proper records of the financial affairs of the municipality are kept in accordance with any prescribed norms and standards; and

13.5.15.3 that the municipality has and maintains effective, efficient and transparent systems —

(i) of financial and risk management and internal control; and

(ii) of internal audit operating in accordance with any prescribed norms and standards;

13.5.15.4 that unauthorised, irregular or fruitless and wasteful expenditure and other losses are prevented;

13.5.15.5 that disciplinary or, when appropriate, criminal proceedings are instituted against any official of the municipality who has allegedly committed an act of financial misconduct or an offence in terms of Chapter 15.

13.3.16 Responsible for the management of the assets of the municipality within the Section, including the safeguarding and the maintenance of those assets and the liabilities of the municipality.

13.3.17 Ensure that the municipality has and maintains a system of internal control of assets and liabilities, including an asset and liabilities register, as may be prescribed.

13.3.18 Exercising for and on behalf of the municipality all the powers, duties and functions with regard to the letting and cancellation of bookings in respect of all municipal halls/civic centre excluding Thusong Centre.

13.3.19 Exercising for and on behalf of the municipality all the powers, duties and functions with regard to the letting and cancellation of bookings in respect of the auditorium/banquet hall.

13.3.20 Administration of the leasing of public halls.

14 Specific Powers delegated to the Director: Municipal Public Safety (In addition to powers in terms of the Municipal Finance Management Act)

14.1 Apply all bylaws, regulations, legislation and policies regarding matters that fall within the directorate and to institute legal proceedings against any person who refuses or neglects to comply with the provisions of such regulations or legislation.

14.2 To decide to which officials commemorative tokens should be awarded, in conjunction with the Executive Mayor, Executive Deputy Mayor or Municipal Manager depending on who will make the award.

14.3 The granting of authority for staff in the Directorate to attend congresses, conferences, seminars, courses and other meetings within the Republic and approval of travel and subsistence allowance.

14.4 To approve and/or cancel all applications for leave within the Directorate.

14.5 Approval of the encashment of leave in excess of 48 days, due to operational requirements.

14.6 Approval for the request for leave in excess of 48 days to be reversed and taken at a later stage.

14.7 To approve the extension of Probationary Periods of officials on levels below that of a section 56 Manager.

14.8 Evaluation of direct staff members performance during the probation period.

14.9 To approve the payment of a kilometre allowance for the occasional use of own car on official business within the Directorate.

14.10 Approve additions and deletions to prescribed list of uniforms and protective clothing.

14.11 Dealing with all matters to which Occupational Health and Safety Act, 1993 relates.

14.12 The filling of all vacancies and the appointment of temporary staff (no longer that 3 months) in funded vacant posts on the staff establishment.

14.13 Managing attendance registers and time sheets of direct staff.

14.14 Approval of personnel to temporarily act in another position for a period no longer or exceeding nine months (other than that of Municipal Manager). All funded vacant posts to be filled within six months of a funded post becoming vacant.

14.15 Approval of standby service and the payment of a standby allowance.

14.16 Approval to work overtime.

14.17 Approve overtime payment to officials within the Directorate.

14.18 Approval of time off for overtime worked.

14.19 Approval for attending staff member funerals and the provision of transport.

14.20 Approval of issuing protective clothing.

14.21 Conducting of resignation interviews within the Directorate.

14.22 Acceptance of resignations within the Directorate.

14.23 Authorisation for payment of public drivers permits where required in course of employment within the Directorate.

14.24 Approval of unpaid leave after leave has been exhausted.

14.25 As far as delegations with regard to recruitment and selection are concerned:

- 14.25.1 Determining of KPAs.
- 14.25.2 Filling of funded vacant post(s) on the staff establishment within six months of a funded post becoming vacant.
- 14.25.3 Appeal against shortlist approval of the Director: Corporate Services.

14.26 Receive outcome of incapacity hearing due to ill health / injury / non-performance requirement with regard to dismissal, transfer or demotion.

14.27 Appointment of replacement labour in the event of a strike.

14.28 Suspension of officials within the Directorate.

14.29 To approve an application by an employee to attend union representative meeting.

14.30 Approval of job descriptions within the Directorate to be subjected to evaluation.

14.31 As far as delegations with regard to Occupational Health and Safety in the workplace are concerned.

14.31.1 Identify a suitable designated area for smoking in consultation with the Director: Community Services.

14.31.2 Approval of safety clothing as prescribed by a medical practitioner.

14.32 To decide whether an employee within the Directorate may retain an offering of business courtesies or gifts.

14.33 As far as delegations with regard to labour relations are concerned, the consideration and decision to investigate an employee for alleged misconduct.

14.34 When preparing the annual budget:—

14.34.1 Take into account the municipality's integrated development plan;

14.34.2 Take all reasonable steps to ensure that the municipality revises the integrated development plan in terms of section 34 of the Municipal Systems Act, taking into account realistic revenue and expenditure projections for future years;

14.34.3 take into account the national budget, the relevant provincial budget, the national government's fiscal and macro-economic policy, the annual Division of Revenue Act and any agreements reached in the Budget Forum;

14.34.4 consult —

(i) the relevant district municipality and all other local municipalities within the area of the district municipality;

(ii) the Provincial treasury, and when requested, the National Treasury; and

(iii) any national or provincial organs of state, as may be prescribed; and

14.34.5 provide, on request, any information relating to the budget —

(i) to the National Treasury; and

(ii) subject to any limitations that may be prescribed, to —

(aa) the national departments responsible for water, sanitation, electricity and any other service as may be prescribed;

(bb) any other national and provincial organ of states, as may be prescribed; and

(cc) another municipality affected by the budget.

14.35 Responsible for managing the financial administration of the municipality, and must for this purpose take all reasonable steps to ensure:—

14.35.1 that the resources of the municipality are used effectively, efficiently and economically;

14.35.2 that full and proper records of the financial affairs of the municipality are kept in accordance with any prescribed norms and standards; and

14.35.3 that the municipality has and maintains effective, efficient and transparent systems —

(i) of financial and risk management and internal control; and

(ii) of internal audit operating in accordance with any prescribed norms and standards;

14.35.4 that unauthorised, irregular or fruitless and wasteful expenditure and other losses are prevented;

14.35.5 that disciplinary or, when appropriate, criminal proceedings are instituted against any official of the municipality who has allegedly committed an act of financial misconduct or an offence in terms of Chapter 15; and

14.35.6 that the municipality has and implements —

(i) a tariff policy referred to in section 74 of the Municipal Systems Act;

(ii) a rates policy as may be required in terms of any applicable national legislation;

(iii) a credit control and debt collection policy referred to in section 96(b) of the Municipal Systems Act; and

14.36 Responsible for the management of the assets of the municipality, including the safeguarding and the maintenance of those assets and the liabilities of the municipality.

14.37 Ensure that the municipality has and maintains a system of internal control of assets and liabilities, including an asset and liabilities register, as may be prescribed.

14.38 Assist the mayor in performing the budgetary functions assigned to the mayor in terms of Chapters 4 and 7 and provide the mayor with the administrative support, resources and information necessary for the performance of those functions.

14.39 Must monitor on a monthly basis the performance of the contractor under a contract or agreement procured through the Supply Chain Management Policy.

14.40 Ensure that a contract or agreement procured through the Supply Chain Management Policy is properly enforced and that the performance of contractors is monitored on a monthly basis.

14.41 Must when a feasibility study has been completed:—

14.41.1 submit the report on the feasibility study together with all other relevant documents to the council for a decision, in principle, on whether the municipality should continue with the proposed public-private partnership;

14.41.2 at least 60 days prior to the meeting of the council at which the matter is to be considered, in accordance with section 21A of the Municipal Systems Act —

(i) make public particulars of the proposed public-private partnership, including the report on the feasibility study; and

(ii) invite local community and other interested persons to submit to the municipality comments or representations in respect of the proposed public-private partnership; and

14.41.3 solicit the views and recommendations of —

(i) the National Treasury;

(ii) the national department responsible for local government;

(iii) if the public-private partnership involves the provision of water, sanitation, electricity or any other service as may be prescribed, the responsible national department; and

(iv) any other national or provincial organ of state as may be prescribed.

14.42 Ensure that the municipality addresses any issues raised by the Auditor- General in an audit report.

14.43 To approve any expenditure and purchases for the Directorate from the approved budget of Council to an amount determined in the Supply Chain Management Policy and provided that the annual expense has been budgeted for.

14.44 The signing of all contracts, documents and procurations on behalf of the municipality, excluding deeds of sale and lease agreements.

14.45 Issuing of press statements to the media and comments on administrative/technical matters.

14.46 Approval of specifications for competitive bids, in terms of clause 27(2)(g) of the SCM Policy.

14.47 Approval of Expansions / Variations / Amendments in the contract sum or period.

14.48 To authorise the payment of subscriptions to organisations to which the municipality subscribes or of which it is a member.

14.49 To lease vehicles for official use when official vehicles are not available.

14.50 To approve applications to install closed circuit television cameras (CCTV) on municipal owned and private owned property in terms of the Closed Circuit Television Policy on Municipal and Privately Owned Property Monitoring Public Spaces.

14.51 Framing appropriate terms and conditions and the signature of formal agreements to be entered into as a result of any approval given under the Closed Circuit Television Policy on Municipal and Privately Owned Property Monitoring Public Spaces.

14.52 Signing of MOUs with the Department of Community Safety pertaining to Place of Chrysalis Interns in consultation with the Director: Corporate Services.

14.53 Appointing officials as Peace Officers to enforce all legislation which the municipality may from time to time be called upon to enforce.

14.54 To authorise peace officers in the Municipality's employ, in terms of section 15(2)(a) of the Magistrate's Court Act, 1944, to serve court process and all other documents in respect of criminal prosecutions.

14.55 To resolve all matters relating to the management and maintenance of registered public launching sites under the municipality's control.

14.56 As far as the administration & implementation of the Signage By-laws are concerned:

14.56.1 To administer and implement the municipality's signage by-laws.

14.56.2 To grant permission for the display of any advertisement, placard, poster or bill in a street of public place.

15 Specific Powers delegated to Officials in the Directorate: Municipal Public Safety Services. (In addition to powers in terms of the Municipal Finance Management Act)

15.1 Chief: Traffic

15.1.1 To grant or cancel, annual, sick, special, maternity, family responsibility and unpaid leave to officials under his/her direct control in terms of the applicable service conditions, of the Council relevant legislation and council policy.

15.1.2 Evaluation of direct staff members performance during the probation period.

15.1.3 Dealing with all matters to which Occupational Health and Safety Act, 1993 relates.

15.1.4 Management of attendance registers and time sheets in the Division.

15.1.5 Approval of standby service.

15.1.6 Approval to work overtime of officials within the Division.

15.1.7 Approval of issuing protective clothing within the Division.

15.1.8 Conducting of resignation interviews.

15.1.9 Authorisation for payment of public drivers permits where required in course of employment.

15.1.10 As far as delegations with regard to recruitment and selection are concerned:

15.1.10.1 Determining of KPAs.

15.1.10.2 Filling of funded vacant post(s) on the staff establishment within six months of a funded post becoming vacant.

15.1.11 To authorise the placement of advertisements in public newspapers in accordance with the Council's policy.

15.1.12 To make recommendations on the permanent appointment of employees on probation in the Division.

15.1.13 To ensure that a contract or agreement procured through the Supply Chain Management Policy is properly enforced and that the performance of contractors is monitored on a monthly basis.

15.1.14 To approve any expenditure and purchases for the Division from the approved budget of Council to an amount determined in the Supply Chain Management Policy and provided that the annual expense has been budgeted for.

15.1.15 Responsible for managing the financial administration of the municipality, and must for this purpose take all reasonable steps to ensure:—

15.1.15.1 that the resources of the municipality are used effectively, efficiently and economically;

15.1.15.2 that full and proper records of the financial affairs of the municipality are kept in accordance with any prescribed norms and standards; and

15.1.15.3 that the municipality has and maintains effective, efficient and transparent systems —

(i) of financial and risk management and internal control; and

(ii) of internal audit operating in accordance with any prescribed norms and standards;

15.1.15.4 that unauthorised, irregular or fruitless and wasteful expenditure and other losses are prevented;

15.1.15.5 that disciplinary or, when appropriate, criminal proceedings are instituted against any official of the municipality who has allegedly committed an act of financial misconduct or an offence in terms of Chapter 15.

15.1.16 Responsible for the management of the assets of the municipality within the Division, including the safeguarding and the maintenance of those assets and the liabilities of the municipality.

15.1.17 Ensure that the municipality has and maintains a system of internal control of assets and liabilities, including an asset and liabilities register, as may be prescribed.

15.1.18 Must establish capacity in the administration of the municipality to assist the accounting officer in carrying out the duties to enforce agreements procured through the Supply Chain Management Policy and the monitoring of the performance of the contractor under the agreement; and to oversee the day-to-day management of the contract or agreement.

15.1.19 The exercise of all powers conferred upon the Council by all legislation relating to anti-social behaviour in conflict with law.

15.1.20 Except where otherwise provided, the powers conferred on the municipality under the Businesses Act 71 of 1991 and the Regulations relating to businesses enforcement thereunder.

15.1.21 The power to demand the production of hawker licences issued in terms of the Businesses Act 71 of 1991.

15.1.22 To apply the prescribed policy procedures when land invasion occurs on municipal land.

15.1.23 The summarily demolition of unoccupied illegal shacks in line with applicable legislation.

15.1.24 The demolition of occupied illegal structures (squatters), subject to compliance with section 26 of the Constitution and applicable legislation and the obtaining of a Court order.

15.1.25 The furnishing of comments to the local Road Transportation Board on applications for motor carrier transportation certificates.

15.1.26 Dealing with all aspects of the issue and cancellation of public driving permits.

15.1.27 The erection and/or removal of road traffic signs other than traffic lights and automatic traffic signals.

15.1.28 The enforcement of legislation relating to the control of hawkers/informal traders.

15.1.29 The control of all public off-street parking areas.

15.1.30 The maintenance of all public off-street parking areas.

15.1.31 The maintenance of all public off-street parking areas.

15.1.32 The taking of all steps necessary to publicise matters affecting traffic education.

15.1.33 Assisting in the establishment and supervision of road safety centres at schools subject to all costs, for example labour, material and paint being met by the applicants.

15.1.34 Responsibility generally for the enforcement of all laws and regulations relating to traffic control and enforcement.

15.1.35 The granting or refusal to members of the public, other than those who desire entry for the purpose of transacting lawful business thereon or therein, permission to enter and be on or in land or buildings comprising the Traffic Depot and testing stations and to take the necessary steps to prosecute persons who enter upon such land or buildings without prior permission.

15.1.36 To temporarily close an alley or streets for urgent municipal or safety purposes or other specific reasons in the community.

15.1.37 To grant exemption in respect of parking to doctors, medical staff and disabled persons in terms of the Road Traffic Act.

15.1.38 To consider and approve erecting or display of any required road traffic sign or notice deemed necessary in terms of the Road Traffic Act.

15.1.39 To grant permission to any organisation to erect or display any temporary road traffic sign or notice deemed necessary in terms of the Road Traffic Act.

15.1.40 To execute and apply all the powers with which the Council is charged with in terms of the Road Traffic Act.

15.1.41 To grant taxi-stand permits in accordance with the Council's standing resolutions.

15.1.42 To consider, approve, vary or reject permit applications in terms of the National Land Transportation Act.

15.2 Chief: Law Enforcement

15.2.1 To grant or cancel, annual, sick, special, maternity, family responsibility and unpaid leave to officials under his/her direct control in terms of the applicable service conditions, of the Council relevant legislation and council policy.

15.2.2 Evaluation of direct staff members performance during the probation period.

15.2.3 Dealing with all matters to which Occupational Health and Safety Act, 1993 relates.

15.2.4 Management of attendance registers and time sheets in the Division.

15.2.5 Approval of standby service.

15.2.6 Approval to work overtime of officials within the Division.

15.2.7 Approval of issuing protective clothing within the Division.

15.2.8 Conducting of resignation interviews.

15.2.9 Authorisation for payment of public drivers permits where required in course of employment.

15.2.10 As far as delegations with regard to recruitment and selection are concerned:

15.2.10.1 Determining of KPAs.

15.2.10.2 Filling of funded vacant post(s) on the staff establishment within six months of a funded post becoming vacant.

15.2.11 To authorise the placement of advertisements in public newspapers in accordance with the Council's policy.

15.2.12 To make recommendations on the permanent appointment of employees on probation in the Division.

15.2.13 To ensure that a contract or agreement procured through the Supply Chain Management Policy is properly enforced and that the performance of contractors is monitored on a monthly basis.

15.2.14 To approve any expenditure and purchases for the Division from the approved budget of Council to an amount determined in the Supply Chain Management Policy and provided that the annual expense has been budgeted for.

15.2.15 Responsible for managing the financial administration of the municipality, and must for this purpose take all reasonable steps to ensure:—

15.2.15.1 that the resources of the municipality are used effectively, efficiently and economically;

15.2.15.2 that full and proper records of the financial affairs of the municipality are kept in accordance with any prescribed norms and standards; and

15.2.15.3 that the municipality has and maintains effective, efficient and transparent systems —

(i) of financial and risk management and internal control; and

(ii) of internal audit operating in accordance with any prescribed norms and standards;

15.2.15.3 that unauthorised, irregular or fruitless and wasteful expenditure and other losses are prevented;

15.2.15.4 that disciplinary or, when appropriate, criminal proceedings are instituted against any official of the municipality who has allegedly committed an act of financial misconduct or an offence in terms of Chapter 15.

15.2.16 Responsible for the management of the assets of the municipality within the Division, including the safeguarding and the maintenance of those assets and the liabilities of the municipality.

15.2.17 Ensure that the municipality has and maintains a system of internal control of assets and liabilities, including an asset and liabilities register, as may be prescribed.

15.2.18 Must establish capacity in the administration of the municipality to assist the accounting officer in carrying out the duties to enforce agreements procured through the Supply Chain Management Policy and the monitoring of the performance of the contractor under the agreement; and to oversee the day-to-day management of the contract or agreement.

15.2.19 The exercise of all powers conferred upon the Council by all legislation relating to anti-social behaviour in conflict with law.

15.2.20 Except where otherwise provided, the powers conferred on the municipality under the Businesses Act 71 of 1991 and the Regulations relating to businesses enforcement thereunder.

15.2.21 The power to demand the production of hawker licences issued in terms of the Businesses Act 71 of 1991.

15.2.22 To apply the prescribed policy procedures when land invasion occurs on municipal land.

15.2.23 The summarily demolition of unoccupied illegal shacks in line with applicable legislation in conjunction with the Human Settlements department.

15.2.24 The demolition of occupied illegal structures (squatters), subject to compliance with section 26 of the Constitution and applicable legislation and the obtaining of a Court order in conjunction with the Human Settlements department.

15.2.25 The furnishing of comments to the local Road Transportation Board on applications for motor carrier transportation certificates.

15.2.26 Dealing with all aspects of the issue and cancellation of public driving permits.

15.2.27 The erection and/or removal of road traffic signs other than traffic lights and automatic traffic signals.

15.2.28 The enforcement of legislation relating to the control of hawkers/informal traders.

15.2.29 The control of all public off-street parking areas.

15.2.30 he maintenance of all public off-street parking areas.

15.2.31 The maintenance of all public off-street parking areas.

15.2.32 The taking of all steps necessary to publicise matters affecting traffic education.

15.2.33 Assisting in the establishment and supervision of road safety centres at schools subject to all costs, for example labour, material and paint being met by the applicants.

15.2.34 Responsibility generally for the enforcement of all laws and regulations relating to traffic control and enforcement.

15.2.35 The granting or refusal to members of the public, other than those who desire entry for the purpose of transacting lawful business thereon or therein, permission to enter and be on or in land or buildings comprising the Traffic Depot and testing

stations and to take the necessary steps to prosecute persons who enter upon such land or buildings without prior permission.

15.2.36 Exercising for and on behalf of the municipality all the powers, duties and functions conferred upon it in terms of the By-law relating to the keeping of dogs and cats.

15.3 Chief: Fire, Rescue and Disaster Management

15.3.1 To grant or cancel, annual, sick, special, maternity, family responsibility and unpaid leave to officials under his/her direct control in terms of the applicable service conditions, of the Council relevant legislation and council policy.

15.3.2 Evaluation of direct staff members performance during the probation period.

15.3.3 Dealing with all matters to which Occupational Health and Safety Act, 1993 relates.

15.3.4 Management of attendance registers and time sheets in the Division.

15.3.5 Approval of standby service.

15.3.6 Approval to work overtime of officials within the Division.

15.3.7 Approval of issuing protective clothing within the Division.

15.3.8 Conducting of resignation interviews.

15.3.9 Authorisation for payment of public drivers permits where required in course of employment.

15.3.10 As far as delegations with regard to recruitment and selection are concerned:

15.3.10.1 Determining of KPAs.

15.3.10.2 Filling of funded vacant post(s) on the staff establishment within six months of a funded post becoming vacant.

15.3.11 To authorise the placement of advertisements in public newspapers in accordance with the Council's policy.

15.3.12 To make recommendations on the permanent appointment of employees on probation in the Division.

15.3.13 To ensure that a contract or agreement procured through the Supply Chain Management Policy is properly enforced and that the performance of contractors is monitored on a monthly basis.

15.3.14 To approve any expenditure and purchases for the Division from the approved budget of Council to an amount determined in the Supply Chain Management Policy and provided that the annual expense has been budgeted for.

15.3.15 Responsible for managing the financial administration of the municipality, and must for this purpose take all reasonable steps to ensure:—

15.3.15.1 that the resources of the municipality are used effectively, efficiently and economically;

15.3.15.2 that full and proper records of the financial affairs of the municipality are kept in accordance with any prescribed norms and standards; and

15.3.15.3 that the municipality has and maintains effective, efficient and transparent systems —

(i) of financial and risk management and internal control; and

(ii) of internal audit operating in accordance with any prescribed norms and standards;

15.3.15.4 that unauthorised, irregular or fruitless and wasteful expenditure and other losses are prevented;

15.3.15.5 that disciplinary or, when appropriate, criminal proceedings are instituted against any official of the municipality who has allegedly committed an act of financial misconduct or an offence in terms of Chapter 15.

15.3.16 Responsible for the management of the assets of the municipality within the Division, including the safeguarding and the maintenance of those assets and the liabilities of the municipality.

15.3.17 Ensure that the municipality has and maintains a system of internal control of assets and liabilities, including an asset and liabilities register, as may be prescribed.

15.3.18 Must establish capacity in the administration of the municipality to assist the accounting officer in carrying out the duties to enforce agreements procured through the Supply Chain Management Policy and the monitoring of the performance of the contractor under the agreement; and to oversee the day-to-day management of the contract or agreement.

15.3.19 The exercise of all powers conferred upon the municipality by –

15.3.19.1 legislation relating to fire hazards in built-up areas where access is available to the Overstrand Fire and Rescue Service vehicles;

15.3.19.2 the Hazardous Substances Act 15 of 1973 to enforce the provisions of the regulations governing the conveyance of hazardous substances by road tankers; and Fire Brigade Services Act 99 of 1987.

15.3.20 Appointing officials as Peace Officers to enforce all legislation which the municipality may from time to time be called upon to enforce.

15.3.21 Dealing with the clearing of fire hazards on land belonging to or under the control of the municipality and plot clearing.

16 Specific Powers delegated to the Director: Planning and Development (In addition to powers in terms of the Municipal Finance Management Act)

16.1 Apply all bylaws, regulations, legislation and policies regarding matters that fall within the directorate and to institute legal proceedings against any person who refuses or neglects to comply with the provisions of such regulations or legislation.

16.2 To decide to which officials commemorative tokens should be awarded, in conjunction with the Executive Mayor, Executive Deputy Mayor or Municipal Manager depending on who will make the award.

16.3 The granting of authority for staff in the Directorate to attend congresses, conferences, seminars, courses and other meetings within the Republic and approval of travel and subsistence allowance.

16.4 To approve and/or cancel all applications for leave within the Directorate.

16.5 Approval of the encashment of leave in excess of 48 days, due to operational requirements.

16.6 Approval for the request for leave in excess of 48 days to be reversed and taken at a later stage.

16.7 To approve the extension of Probationary Periods of officials on levels below that of a section 56 Manager.

16.8 Evaluation of direct staff members performance during the probation period.

16.9 To approve the payment of a kilometre allowance for the occasional use of own car on official business within the Directorate.

16.10 Approve additions and deletions to prescribed list of uniforms and protective clothing.

16.11 Dealing with all matters to which Occupational Health and Safety Act, 1993 relates.

16.12 The filling of all vacancies and the appointment of temporary staff (no longer that 3 months) in funded vacant posts on the staff establishment.

16.13 Managing attendance registers and time sheets of direct staff.

16.14 Approval of personnel to temporarily act in another position for a period no longer or exceeding nine months (other than that of Municipal Manager). All funded vacant posts to be filled within six months of a funded post becoming vacant.

16.15 Approval of standby service and the payment of a standby allowance.

16.16 Approval to work overtime.

16.17 Approve overtime payment to officials within the Directorate.

16.18 Approval of time off for overtime worked.

16.19 Approval for attending staff member funerals and the provision of transport.

16.20 Approval of issuing protective clothing.

16.21 Conducting of resignation interviews within the Directorate.

16.22 Acceptance of resignations within the Directorate.

16.23 Authorisation for payment of public drivers permits where required in course of employment within the Directorate.

16.24 Approval of unpaid leave after leave has been exhausted.

16.25 As far as delegations with regard to recruitment and selection are concerned:

16.25.1 Determining of KPAs.

16.25.2 Filling of funded vacant post(s) on the staff establishment within six months of a funded post becoming vacant.

16.25.3 Appeal against shortlist approval of the Director: Corporate Services.

16.26 Receive outcome of incapacity hearing due to ill health / injury / non-performance requirement with regard to dismissal, transfer or demotion.

16.27 Appointment of replacement labour in the event of a strike.

16.28 Suspension of officials within the Directorate.

16.29 To approve an application by an employee to attend union representative meeting.

16.30 Approval of job descriptions within the Directorate to be subjected to evaluation.

16.31 As far as delegations with regard to Occupational Health and Safety in the workplace are concerned.

16.31.1 Identify a suitable designated area for smoking in consultation with the Director: Community Services.

16.31.2 Approval of safety clothing as prescribed by a medical practitioner.

16.32 To decide whether an employee within the Directorate may retain an offering of business courtesies or gifts.

16.33 As far as delegations with regard to labour relations are concerned, the consideration and decision to investigate an employee for alleged misconduct.

16.34 When preparing the annual budget:—

16.34.1 Take into account the municipality's integrated development plan;

16.34.2 Take all reasonable steps to ensure that the municipality revises the integrated development plan in terms of section 34 of the Municipal Systems Act, taking into account realistic revenue and expenditure projections for future years;

16.34.3 take into account the national budget, the relevant provincial budget, the national government's fiscal and macro-economic policy, the annual Division of Revenue Act and any agreements reached in the Budget Forum;

16.34.4 consult —

(i) the relevant district municipality and all other local municipalities within the area of the district municipality;

(ii) the Provincial treasury, and when requested, the National Treasury; and

(iii) any national or provincial organs of state, as may be prescribed; and

16.34.5 provide, on request, any information relating to the budget —

(i) to the National Treasury; and

(ii) subject to any limitations that may be prescribed, to —

(aa) the national departments responsible for water, sanitation, electricity and any other service as may be prescribed;

(bb) any other national and provincial organ of states, as may be prescribed; and

(cc) another municipality affected by the budget.

16.35 Responsible for managing the financial administration of the municipality, and must for this purpose take all reasonable steps to ensure:—

16.35.1 that the resources of the municipality are used effectively, efficiently and economically;

16.35.2 that full and proper records of the financial affairs of the municipality are kept in accordance with any prescribed norms and standards; and

16.35.3 that the municipality has and maintains effective, efficient and transparent systems —

(i) of financial and risk management and internal control; and

(ii) of internal audit operating in accordance with any prescribed norms and standards;

16.35.4 that unauthorised, irregular or fruitless and wasteful expenditure and other losses are prevented;

16.35.5 that disciplinary or, when appropriate, criminal proceedings are instituted against any official of the municipality who has allegedly committed an act of financial misconduct or an offence in terms of Chapter 15; and

16.35.6 that the municipality has and implements —

(i) a tariff policy referred to in section 74 of the Municipal Systems Act;

(ii) a rates policy as may be required in terms of any applicable national legislation;

(iii) a credit control and debt collection policy referred to in section 96(b) of the Municipal Systems Act; and

16.36 Responsible for the management of the assets of the municipality, including the safeguarding and the maintenance of those assets and the liabilities of the municipality.

16.37 Ensure that the municipality has and maintains a system of internal control of assets and liabilities, including an asset and liabilities register, as may be prescribed.

16.38 Assist the mayor in performing the budgetary functions assigned to the mayor in terms of Chapters 4 and 7 and provide the mayor with the administrative support, resources and information necessary for the performance of those functions.

16.39 Must monitor on a monthly basis the performance of the contractor under a contract or agreement procured through the Supply Chain Management Policy.

16.40 Ensure that a contract or agreement procured through the Supply Chain Management Policy is properly enforced and that the performance of contractors is monitored on a monthly basis.

16.41 Must when a feasibility study has been completed:—

16.41.1 submit the report on the feasibility study together with all other relevant documents to the council for a decision, in principle, on whether the municipality should continue with the proposed public-private partnership;

16.41.2 at least 60 days prior to the meeting of the council at which the matter is to be considered, in accordance with section 21A of the Municipal Systems Act —

(i) make public particulars of the proposed public-private partnership, including the report on the feasibility study; and

(ii) invite local community and other interested persons to submit to the municipality comments or representations in respect of the proposed public-private partnership; and

16.41.3 solicit the views and recommendations of —

(i) the National Treasury;

(ii) the national department responsible for local government;

(iii) if the public-private partnership involves the provision of water, sanitation, electricity or any other service as may be prescribed, the responsible national department; and

(iv) any other national or provincial organ of state as may be prescribed.

16.42 Ensure that the municipality addresses any issues raised by the Auditor- General in an audit report.

16.43 To approve any expenditure and purchases for the Directorate from the approved budget of Council to an amount determined in the Supply Chain Management Policy and provided that the annual expense has been budgeted for.

16.44 The signing of all contracts, documents and procurations on behalf of the municipality, excluding deeds of sale and lease agreements.

16.45 Issuing of press statements to the media and comments on administrative/technical matters.

16.46 Approval of specifications for competitive bids, in terms of clause 27(2)(g) of the SCM Policy.

16.47 Approval of Expansions / Variations / Amendments in the contract sum or period.

16.48 To authorise the payment of subscriptions to organisations to which the municipality subscribes or of which it is a member.

16.49 To lease vehicles for official use when official vehicles are not available.

16.50 Initiating the acquisition of land or a right in land for any approved municipal scheme or service.

16.51 Authorise the payment of interest on the purchase price of land or buildings acquired from the date of occupation to the date of payment of the purchase price where the municipality requires or takes occupation prior to registration of transfer in its favour.

16.52 Allocation of benches to applicants on the Municipality’s waiting list.

16.53 To grant extension for the completion of a development on a property bought from the municipality beyond two years from date of purchase.

16.54 Taking transfer of land gratuitously ceded to or vesting in the municipality or where the municipality is compelled to take transfer and authorising payment of the costs involved and the refund of a pro-rata share of the rates paid in respect of the land as from the date of transfer to or occupation by the municipality, which ever be the earlier.

16.55 Signing of all documents relating to land ceded to or vesting in the municipality or where the municipality is compelled to take transfer.

16.56 Delegations in terms of the Spatial Planning Land Use Management Act, 2013 (as amended) and Land Use Planning Act, 2014 (as amended).

16.57 To approve or refuse applications for closure of balconies in accordance with the National Building Regulations.

16.58 To authorise environmental applications in terms of the National Environmental Management Act to execute Council's projects.

16.59 To sign environmental authorisation applications on behalf of the Municipality.

16.60 To sign Heritage authorisation applications on behalf of the Municipality.

16.61 To sign building plan applications for all Municipal properties.

16.62 To take all the necessary steps, including the signing of the required documents and affidavits, when legal action needs to be taken or defended against an organisation or person by the Municipality in relation to matters of the Directorate.

16.63 Signing of all Public Employment Programme i.e. EPWP employment contracts (1 year).

16.64 Ensure before transferring funds of the municipality to an organisation or body outside any sphere of government otherwise than in compliance with a commercial or other business transaction, that the organisation or body:—

16.64.1 has the capacity and has agreed —

16.64.1.1 to comply with any agreement with the municipality;

16.64.1.2 for the period of the agreement to comply with all reporting, financial management and auditing requirements as may be stipulated in the agreement;

16.64.1.3 to report at least monthly to the accounting officer on actual expenditure against such transfer; and

16.64.1.4 to submit its audited financial statements for its financial year to the accounting officer promptly;

16.64.2 implements effective, efficient and transparent financial management and internal control systems to guard against fraud, theft and financial mismanagement; and

16.64.3 has in respect of previous similar transfers complied with all the requirements of this section.

16.65 Enforce, through contractual and other appropriate mechanisms, compliance with section 67(1).

16.66 Where section 67(1)(a) does not apply to an organisation or body serving the poor or used by government as an agency to serve the poor:-

16.66.1 takes all reasonable steps to ensure that the targeted beneficiaries receive the benefit of the transferred funds; and

16.66.2 certifies to the Auditor-General that compliance by that organisation or body with subsection (1)(a) is uneconomical or unreasonable.

17 Specific Powers delegated to Officials in the Directorate: Planning and Development (in addition to powers in terms of the Municipal Finance Management Act)

17.1 Divisional Manager: Town and Spatial Planning

17.1.1 To grant or cancel, annual, sick, special, maternity, family responsibility and unpaid leave to officials under his/her direct control in terms of the applicable service conditions, of the Council relevant legislation and council policy.

17.1.2 Evaluation of direct staff members performance during the probation period.

17.1.3 Dealing with all matters to which Occupational Health and Safety Act, 1993 relates.

17.1.4 Management of attendance registers and time sheets in the Division.

17.1.5 Approval of standby service.

17.1.6 Approval to work overtime of officials within the Division.

17.1.7 Approval of issuing protective clothing within the Division.

17.1.8 Conducting of resignation interviews.

17.1.9 Authorisation for payment of public drivers permits where required in course of employment.

17.1.10 As far as delegations with regard to recruitment and selection are concerned:

17.1.10.1 Determining of KPAs.

17.1.10.2 Filling of funded vacant post(s) on the staff establishment within six months of a funded post becoming vacant.

17.1.11 To authorise the placement of advertisements in public newspapers in accordance with the Council's policy.

17.1.12 To make recommendations on the permanent appointment of employees on probation in the Division.

17.1.13 To ensure that a contract or agreement procured through the Supply Chain Management Policy is properly enforced and that the performance of contractors is monitored on a monthly basis.

17.1.14 To approve any expenditure and purchases for the Division from the approved budget of Council to an amount determined in the Supply Chain Management Policy and provided that the annual expense has been budgeted for.

17.1.15 Responsible for managing the financial administration of the municipality, and must for this purpose take all reasonable steps to ensure:—

17.1.15.1 that the resources of the municipality are used effectively, efficiently and economically;

17.1.15.2 that full and proper records of the financial affairs of the municipality are kept in accordance with any prescribed norms and standards; and

17.1.15.3 that the municipality has and maintains effective, efficient and transparent systems —

(i) of financial and risk management and internal control; and

(ii) of internal audit operating in accordance with any prescribed norms and standards;

17.1.15.4 that unauthorised, irregular or fruitless and wasteful expenditure and other losses are prevented;

17.1.15.5 that disciplinary or, when appropriate, criminal proceedings are instituted against any official of the municipality who has allegedly committed an act of financial misconduct or an offence in terms of Chapter 15.

17.1.16 Responsible for the management of the assets of the municipality within the Division, including the safeguarding and the maintenance of those assets and the liabilities of the municipality.

17.1.17 Ensure that the municipality has and maintains a system of internal control of assets and liabilities, including an asset and liabilities register, as may be prescribed.

17.1.18 Must establish capacity in the administration of the municipality to assist the accounting officer in carrying out the duties to enforce agreements procured through the Supply Chain Management Policy and the monitoring of the performance of the contractor under the agreement; and to oversee the day-to-day management of the contract or agreement.

17.1.19 Delegations to the Authorised Official in accordance with the categorisation of planning applications approved by Council in terms of Section 35(3) of the Spatial Planning and Land Use Management Act, 2013 (as amended) and Land Use Planning Act, 2014 (as amended):

17.1.19.1 Approval or refusal of an application for rezoning of land in terms of Section 16 (2)(a) of the Overstrand Municipality Municipal Land Use By-law (as amended).

17.1.19.2 Approval or refusal of an application for permanent departure from the provisions of the Land Use Scheme in terms of Section 16 (2)(b) of the Overstrand Municipality Municipal Land Use By-law (as amended).

17.1.19.3 Approval or refusal of an application for departure to use land on a temporary basis for which no provision is made in the land use scheme in terms of Section 16 (2)(c) of the Overstrand Municipality Municipal Land Use By-law (as amended).

17.1.19.4 Approval or refusal of an application in terms of Section16 (2)(d) of the Overstrand Municipality Land Use By-law (as amended) for the subdivision of land into two or more portions, including registration of a new servitude or lease agreement if it is not exempted in terms of Section 26.

17.1.19.5 Approval or refusal of and application for the consolidation of two or more land units in terms of Section 16 (2)(e) of the Overstrand Municipality Municipal Land Use By-law (as amended).

17.1.19.6 Approval or refusal of an application for amendment, suspension of deletion of a restrictive condition of a Title Deed in terms of Section 16 (2)(f) of the Overstrand Municipality Municipal Land Use By-law (as amended).

17.1.19.7 Approval or refusal of an application for a permission in terms of the land use scheme in terms of 16 (2)(g) of the Overstrand Municipality Municipal Land Use By-law (as amended).

17.1.19.8 Approval or refusal of an application for the amendment, deletion or additional conditions in respect of an existing approval in terms of Section 16 (2)(h) of the Overstrand Municipality Municipal Land Use By- law (as amended).

17.1.19.9 Approval or refusal of an application for extension of the validity period of an approval vain terms of Section 16 (2)(i) of the Overstrand Municipality Municipal Land Use By-law (as amended).

17.1.19.10 Approval or refusal of an application submitted for the phasing, amendment or cancellation of a plan of subdivision or a part thereof, including a general plan or diagram in terms of Section 16(2)(k) of the Overstrand Municipality Municipal Land Use By-law (as amended).

17.1.19.11 Approval or refusal for an application for permission required in terms of a condition of approval submitted in terms of Section 16 (2)(l) of the Overstrand Municipality Municipal Land Use By-law (as amended).

17.1.19.12 Zoning determination in terms of Section 16(2)(m) of the Overstrand Municipality Municipal Land Use By-law (as amended).

17.1.19.13 Approval or refusal of an application for closure of a public place or part thereof in terms of Section 16(2)(n) of the Land Use By-law

17.1.19.14 Approval of an application for consent use in terms of Section 16(2)(o) of the Overstrand Municipality Municipal Land Use By-law (as amended).

17.1.19.15 Approval or refusal of an application in terms of section 16(2)(p) of Overstrand Municipality Municipal Land Use by-law (as amended) for permission for the reconstruction of an existing building that constitutes a non-conforming use that is destroyed or damaged to the extent that it is necessary to demolish a substantial part of the building.

17.1.19.16 Approval or refusal of an application for the determination of an administrative penalty in terms of Section 16(2)(q) of the Overstrand Municipality Municipal Land Use By-law (as amended).

17.1.20 The Authorised Official, when, in terms of his/her discretionary powers, elects not to act in terms of his/her delegation to consider and decide an application brought under paragraph 17.1.19 above, must refer the matter to the MPT for it to decide on the application.

17.1.21 Certification in terms of Section 26 (2) of the Land Use By-law that subdivision or consolidation is exempt from an application in terms of Section 16 (2) of the

17.1.22 Consent in terms of the Title Deed pertaining to building lines (title relaxation) and land use.

17.1.23 Correction of Zoning map error.

17.1.24 Approval and amendment of the constitutions/ architectural guidelines of Home Owners Associations as depicted in an application submitted in terms of Section 16(2)(l) and Section 31 of the Land Use By-law.

17.1.25 The authority to impose conditions of approval in terms of Section 61 of the Overstrand Municipality Municipal Land Use Planning By-law (as amended).

17.1.26 The authority in terms of Section 30 (2) of the Overstrand Municipality Municipal Land Use Planning By-law (as amended) to certify that the legal requirements and the conditions of approval have been complied with.

17.2 Senior Town Planner

17.2.1 To grant or cancel, annual, sick, special, maternity, family responsibility and unpaid leave to officials under his/her direct control in terms of the applicable service conditions, of the Council relevant legislation and council policy.

17.2.1 Evaluation of direct staff members performance during the probation period.

17.2.2 Dealing with all matters to which Occupational Health and Safety Act, 1993 relates.

17.2.3 Management of attendance registers and time sheets in the Division.

17.2.4 As far as delegations with regard to recruitment and selection are concerned:

17.2.4.1 Determining of KPAs

17.2.4.2 Filling of funded vacant post(s) on the staff establishment within six months of a funded post becoming vacant.

17.2.5 To authorise the placement of advertisements in public newspapers in accordance with the Council's policy.

17.2.6 To make recommendations on the permanent appointment of employees on probation in the Division.

17.2.7 To ensure that a contract or agreement procured through the Supply Chain Management Policy is properly enforced and that the performance of contractors is monitored on a monthly basis.

17.2.8 To approve any expenditure and purchases for the Division from the approved budget of Council to an amount determined in the Supply Chain Management Policy and provided that the annual expense has been budgeted for.

17.2.9 Responsible for managing the financial administration of the municipality, and must for this purpose take all reasonable steps to ensure:

17.2.9.1 that the resources of the municipality are used effectively, efficiently and economically;

17.2.9.2 that full and proper records of the financial affairs of the municipality are kept in accordance with any prescribed norms and standards; and

17.2.9.3 that the municipality has and maintains effective, efficient and transparent systems —

(i) of financial and risk management and internal control; and

(ii) of internal audit operating in accordance with any prescribed norms and standards;

17.2.9.4 that unauthorised, irregular or fruitless and wasteful expenditure and other losses are prevented;

17.2.9.5 that disciplinary or, when appropriate, criminal proceedings are instituted against any official of the municipality who has allegedly committed an act of financial misconduct or an offence in terms of Chapter 15.

17.2.10 Responsible for the management of the assets of the municipality within the Division, including the safeguarding and the maintenance of those assets and the liabilities of the municipality.

17.2.11 Ensure that the municipality has and maintains a system of internal control of assets and liabilities, including an asset and liabilities register, as may be prescribed.

17.2.12 Must establish capacity in the administration of the municipality to assist the accounting officer in carrying out the duties to enforce agreements procured through the Supply Chain Management Policy and the monitoring of the performance of the contractor under the agreement; and to oversee the day-to-day management of the contract or agreement.

17.2.13 Registered planner written assessment in terms of Section 66 of the Western Cape Land Use Planning Act, 2014 (as amended).

17.2.14 Evaluation of planning reports by Town Planners prior to submission to the Authorised Official or Municipal Planning Tribunal.

17.2.15 Provide technical input on Spatial Planning policies, guidelines, frameworks (i.e. IDP and SDF).

17.2.16 Oversee and manage officials in the department.

17.2.17 Grant authorization for repayments of town planning fees, advertisement cost etc.

17.2.18 Provide comments on Business License applications, Liquor License applications and purchasing or lease of Municipal land applications received from other departments / institutions from a town planning point of view in compliance with town planning requirements.

17.2.19 Evaluation of building plans for compliance with the Overstrand Municipal Land Use Scheme.

17.2.20 Compilation of zoning certificates in respect of existing land use rights to the public upon request

17.2.21 To apply all bylaws, regulations, legislation and policies regarding matters that falls within the functions of the Division and to institute legal proceedings against any person who refuses or neglects to comply with the provision of such regulations, legislation or policies.

17.2.22 To sign the required documents and affidavits, when legal action needs to be taken or defended against an organisation or person by the Municipality in relation to matters of the Division

17.3 Divisional Manager: Building Control

17.3.1 To grant or cancel, annual, sick, special, maternity, family responsibility and unpaid leave to officials under his/her direct control in terms of the applicable service conditions, of the Council relevant legislation and council policy.

17.3.2 Evaluation of direct staff members performance during the probation period.

17.3.3 Dealing with all matters to which Occupational Health and Safety Act, 1993 relates.

17.3.4 Management of attendance registers and time sheets in the Division.

17.3.5 Approval of standby service.

17.3.6 Approval to work overtime of officials within the Division.

17.3.7 Approval of issuing protective clothing within the Division.

17.3.8 Conducting of resignation interviews.

17.3.9 Authorisation for payment of public drivers permits where required in course of employment.

17.3.10 As far as delegations with regard to recruitment and selection are concerned:

17.3.10.1 Determining of KPAs.

17.3.10.2 Filling of funded vacant post(s) on the staff establishment within six months of a funded post becoming vacant.

17.3.11 To authorise the placement of advertisements in public newspapers in accordance with the Council's policy.

17.3.12 To make recommendations on the permanent appointment of employees on probation in the Division.

17.3.13 To ensure that a contract or agreement procured through the Supply Chain Management Policy is properly enforced and that the performance of contractors is monitored on a monthly basis.

17.3.14 To approve any expenditure and purchases for the Division from the approved budget of Council to an amount determined in the Supply Chain Management Policy and provided that the annual expense has been budgeted for.

17.3.15 Responsible for managing the financial administration of the municipality, and must for this purpose take all reasonable steps to ensure:—

17.3.15.1 that the resources of the municipality are used effectively, efficiently and economically;

17.3.15.2 that full and proper records of the financial affairs of the municipality are kept in accordance with any prescribed norms and standards; and

17.3.15.3 that the municipality has and maintains effective, efficient and transparent systems —

(i) of financial and risk management and internal control; and

(ii) of internal audit operating in accordance with any prescribed norms and standards;

17.3.15.4 that unauthorised, irregular or fruitless and wasteful expenditure and other losses are prevented;

17.3.15.5 that disciplinary or, when appropriate, criminal proceedings are instituted against any official of the municipality who has allegedly committed an act of financial misconduct or an offence in terms of Chapter 15.

17.3.16 Responsible for the management of the assets of the municipality within the Division, including the safeguarding and the maintenance of those assets and the liabilities of the municipality.

17.3.17 Ensure that the municipality has and maintains a system of internal control of assets and liabilities, including an asset and liabilities register, as may be prescribed.

17.3.18 Must establish capacity in the administration of the municipality to assist the accounting officer in carrying out the duties to enforce agreements procured through the Supply Chain Management Policy and the monitoring of the performance of the contractor under the agreement; and to oversee the day-to day management of the contract or agreement.

17.3.19 To approve/refuse demolition applications in terms of the National Building Regulations and Building Standards Act, Act 103 of 1977.

17.3.20 Regulations and Building Standards Act, Act 103 of 1977.

17.3.21 To apply all bylaws, regulations, legislation and policies regarding matters that falls within the functions of the Division and to institute legal proceedings against any person who refuses or neglects to comply with the provision of such regulations, legislation or policies.

17.3.22 To sign the required documents and affidavits, when legal action needs to be taken or defended against an organisation or person by the Municipality in relation to matters of the Division.

17.3.23 Approve refunds of builders' deposits.

17.3.24 Approve the extension of a building plan validity period beyond the twelve (12) month period as per the National Building Regulations.

17.3.25 To exercise the powers vested in the municipality under the Advertising on Roads & Ribbon Development Act (Act 21 of 1940), regulating the display of advertisements on private property visible from public roads.

17.3.26 The approval or refusal of building plan applications in terms of section 7 of the National Building Regulations and Building Standards Act (Act 103 of 1977) and/or other applicable legislation.

17.3.27 Except as otherwise provided, the administration of the following sections of the Building Act:

17.3.27.1 Sec 2(4) – Buildings erected by and on behalf of the State,

17.3.27.2 Sec 4(2) and Sec 4(3) – To prescribe the application form for the erection of any building and to require such particulars as may be required for the carrying out of the objects and purposes of this Act,

17.3.27.3 Sec 6 – Functions of Building Control Officer,

17.3.27.4 Sec 7 – Approval by local authorities in respect of erection of buildings

17.3.27.5 Sec 10 – Erection of buildings subject to prohibition and conditions,

17.3.27.6 Sec 12 – Demolition or alteration of certain buildings,

17.3.27.7 Sec 18 – Deviation and exemption from national building regulations.

17.3.28 The administration of Sections 11, 13, 14,15, 21 22 and 23 of the Building Act.

17.3.29 The approval of plans involving consolidation of building sites; authority to approve building plans where the work is to be carried out on a property comprising separate lots, consolidation of which has not yet been registered.

17.3.30 The demolition, save as may be otherwise provided, of vacant buildings, other than residential buildings, on land acquired for open space or recreational purposes in housing estate areas.

17.3.31 The demolition of dilapidated buildings/structures (i.e. clearance operations) owned by the municipality and used for residential purposes.

17.3.32 The approval of the extension of validity of approved plans in accordance with the National Building Regulations & Building Standards Act (Act 103 of 1977).

17.3.33 To apply the municipality's policy relating to the positioning, appearance, erection and removal or alteration of signage pertaining to sports fields, playgrounds, parks and recreation facilities.

17.3.34 The approval or refusal of temporary structures.

17.3.35 To grant provisional authorisation to an applicant to commence or proceed with the erection of a building, before approval has been considered and to impose such conditions as may be deemed fit in terms of section 7(6).

17.4 Building Control Officer

17.4.1 Evaluation of direct staff members performance during the probation period.

17.4.2 Dealing with all matters to which Occupational Health and Safety Act, 1993 relates.

17.4.3 Management of attendance registers and time sheets in the Sub-section.

17.4.4 Approval of issuing protective clothing within the Sub-section.

17.4.5 Conducting of resignation interviews.

17.4.6 As far as delegations with regard to recruitment and selection are concerned:

17.4.6.1 Determining of KPAs.

17.4.6.2 Filling of funded vacant post(s) on the staff establishment within six months of a funded post becoming vacant.

17.4.7 To authorise the placement of advertisements in public newspapers in accordance with the Council's policy.

17.4.8 To make recommendations on the permanent appointment of employees on probation in the Sub-section.

17.4.9 To ensure that a contract or agreement procured through the Supply Chain Management Policy is properly enforced and that the performance of contractors is monitored on a monthly basis.

17.4.10 To approve any expenditure and purchases for the Sub-section from the approved budget of Council to an amount determined in the Supply Chain Management Policy and provided that the annual expense has been budgeted for.

17.4.11 Except as otherwise provided, the administration of the following sections of the Building Act:

17.4.11.1 Sec 2(4) – Buildings erected by and on behalf of the State,

17.4.11.2 Sec 6 – Functions of Building Control Officer,

17.4.11.3 Sec 10 – Erection of buildings subject to prohibition and conditions,

17.4.11.4 Sec 11 – Erection of buildings subject to time limit,

17.4.11.5 Sec 12 – Demolition or alteration of certain buildings,

17.4.11.6 Sec 13 – Exemption of buildings from national building regulations and authorization for erection thereof (Minor Works Applications)

17.4.11.7 Sec 14 – Certificates of occupancy in respect of buildings

17.4.11.8 Sec 15 – Entry by building control officers and certain other persons of certain buildings and land

17.4.11.9 Sec 17 – National building regulations and directives

17.4.11.10 Sec 18 – Deviation and exemption from national building regulations.

17.4.12 The demolition of dilapidated buildings/structures (i.e. clearance operations) owned by the municipality and used for residential purposes.

17.5 x 6 Building Inspectors and x 2 Enforcement and Compliance Building Inspectors (Total x 8)

17.5.1 To approve/refuse applications for outdoor advertising signs in accordance with the By-Law relating to Outdoor Advertising and Signage, for all Schedules in terms of Sec 4 of the By-Law, excluding Schedule 1.9 & 2.

17.5.2 The issuing of orders and notices in terms of the National Building Regulations and Standards Act (Sections 10, 11, 12,14, 15 and 17) as well as the Outdoor Advertising and Signage By-law (Sec 6).

17.5.3 Building Plan Application Examination – Sec 4 and 7 of the National Building Regulations and Standards Act.

17.6 Divisional Manager: Property Management

17.6.1 To grant or cancel, annual, sick, special, maternity, family responsibility and unpaid leave to officials under his/her direct control in terms of the applicable service conditions, of the Council relevant legislation and council policy.

17.6.2 Evaluation of direct staff members performance during the probation period.

17.6.3 Dealing with all matters to which Occupational Health and Safety Act, 1993 relates.

17.6.4 Management of attendance registers and time sheets in the Division.

17.6.5 Approval of standby service.

17.6.6 Approval to work overtime of officials within the Division.

17.6.7 Approval of issuing protective clothing within the Division.

17.6.8 Conducting of resignation interviews.

17.6.9 Authorisation for payment of public drivers permits where required in course of employment.

17.6.10 As far as delegations with regard to recruitment and selection are concerned:

17.6.10.1 Determining of KPAs.

17.6.10.2 Filling of funded vacant post(s) on the staff establishment within six months of a funded post becoming vacant.

17.6.11 To authorise the placement of advertisements in public newspapers in accordance with the Council's policy.

17.6.12 To make recommendations on the permanent appointment of employees on probation in the Division.

17.6.13 To ensure that a contract or agreement procured through the Supply Chain Management Policy is properly enforced and that the performance of contractors is monitored on a monthly basis.

17.6.14 To approve any expenditure and purchases for the Division from the approved budget of Council to an amount determined in the Supply Chain Management Policy and provided that the annual expense has been budgeted for.

17.6.15 Responsible for managing the financial administration of the municipality, and must for this purpose take all reasonable steps to ensure:—

17.6.15.1 that the resources of the municipality are used effectively, efficiently and economically;

17.6.15.2 that full and proper records of the financial affairs of the municipality are kept in accordance with any prescribed norms and standards; and

17.6.15.3 that the municipality has and maintains effective, efficient and transparent systems —

(i) of financial and risk management and internal control; and

(ii) of internal audit operating in accordance with any prescribed norms and standards;

17.6.15.4 that unauthorised, irregular or fruitless and wasteful expenditure and other losses are prevented;

17.6.15.5 that disciplinary or, when appropriate, criminal proceedings are instituted against any official of the municipality who has allegedly committed an act of financial misconduct or an offence in terms of Chapter 15.

17.6.16 Responsible for the management of the assets of the municipality within the Division, including the safeguarding and the maintenance of those assets and the liabilities of the municipality.

17.6.17 Ensure that the municipality has and maintains a system of internal control of assets and liabilities, including an asset and liabilities register, as may be prescribed.

17.6.18 Must establish capacity in the administration of the municipality to assist the accounting officer in carrying out the duties to enforce agreements procured through the Supply Chain Management Policy and the monitoring of the performance of the contractor under the agreement; and to oversee the day-to-day management of the contract or agreement.

17.6.19 Administering and letting Municipal land and buildings, formulating recommendations relating to the disposal of such property, determining whether or not to cancel leases where the terms or conditions thereof have been breached by lessees with regards to those allocated to the specific Division.

17.6.20 Framing appropriate terms and conditions and the signature of formal agreements allocated to the specific Division to be entered into regarding the acquisition, lease, use, sale, exchange, encroachment on, and granting of land and buildings, etc. as well as bench agreements.

17.6.21 Framing appropriate terms and conditions and the signature of non-compensation agreements and all subsequent notarial documents where the agreement is between the owner of the land and the Municipality.

17.6.22 Approval of encroachments on road reserves and public thoroughfares.

17.6.23 Approval of the erection or retention of a veranda, balcony, sign, signboard or similar structure which projects or extends into, under or over public places of public streets.

17.6.24 Taking appropriate action in terms of the conditions of sale where such conditions have not been complied with by a purchaser.

17.6.25 Giving possession of land, prior to the registration of transfer, to a purchaser in terms of the relevant conditions of sale and where services have been provided to the site in question with regards to functions allocated to the Division.

17.6.26 Approval of lease of official houses to employees of the municipality in accordance with the relevant policy.

17.6.27 Signature and issuing of Power of Attorneys / Consents to professional consultants to submit applications for Town Planning, Environmental and associated approvals in relation to municipal properties.

17.7 Manager: Social Economic Services

17.7.1 To grant or cancel, annual, sick, special, maternity, family responsibility and unpaid leave to officials under his/her direct control in terms of the applicable service conditions, of the Council relevant legislation and council policy.

17.7.2 Evaluation of direct staff members performance during the probation period.

17.7.3 Dealing with all matters to which Occupational Health and Safety Act, 1993 relates.

17.7.4 Management of attendance registers and time sheets in the Section.

17.7.5 Approval of standby service.

17.7.6 Approval to work overtime of officials within the Section.

17.7.7 Approval of issuing protective clothing within the Section.

17.7.8 Conducting of resignation interviews.

17.7.9 Authorisation for payment of public drivers permits where required in course of employment.

17.7.10 As far as delegations with regard to recruitment and selection are concerned:

17.7.10.1 Determining of KPAs.

17.7.10.2 Filling of funded vacant post(s) on the staff establishment within six months of a funded post becoming vacant.

17.7.11 To authorise the placement of advertisements in public newspapers in accordance with the Council's policy.

17.7.12 To make recommendations on the permanent appointment of employees on probation in the Section.

17.7.13 To ensure that a contract or agreement procured through the Supply Chain Management Policy is properly enforced and that the performance of contractors is monitored on a monthly basis.

17.7.14 To approve any expenditure and purchases for the Section from the approved budget of Council to an amount determined in the Supply Chain Management Policy and provided that the annual expense has been budgeted for.

17.7.15 Responsible for managing the financial administration of the municipality, and must for this purpose take all reasonable steps to ensure:—

17.7.15.1 that the resources of the municipality are used effectively, efficiently and economically;

17.7.15.2 that full and proper records of the financial affairs of the municipality are kept in accordance with any prescribed norms and standards; and

17.7.15.3 that the municipality has and maintains effective, efficient and transparent systems —

(i) of financial and risk management and internal control; and

(ii) of internal audit operating in accordance with any prescribed norms and standards;

17.7.15.4 that unauthorised, irregular or fruitless and wasteful expenditure and other losses are prevented;

17.7.15.5 that disciplinary or, when appropriate, criminal proceedings are instituted against any official of the municipality who has allegedly committed an act of financial misconduct or an offence in terms of Chapter 15.

17.7.16 Responsible for the management of the assets of the municipality within the Section, including the safeguarding and the maintenance of those assets and the liabilities of the municipality.

17.7.17 Ensure that the municipality has and maintains a system of internal control of assets and liabilities, including an asset and liabilities register, as may be prescribed.

17.7.18 Must establish capacity in the administration of the municipality to assist the accounting officer in carrying out the duties to enforce agreements procured through the Supply Chain Management Policy and the monitoring of the performance of the contractor under the agreement; and to oversee the day-to-day management of the contract or agreement.

17.7.19 To place public adverts in the main local newspapers distributed in the Overstrand municipal area calling for applications for grand in aid.

17.7.20 The general management and control of all activities booked and organised at the Multi-purpose Centre (Thusong Centre).

17.7.21 Recruitment of all Public Employment Programme i.e. EPWP participants in accordance with EPWP recruitment guidelines.

17.7.22 Signing of all Public Employment Programme i.e. EPWP employment contracts (1 year).

17.8 Manager: Tourism

17.8.1 To grant or cancel, annual, sick, special, maternity, family responsibility and unpaid leave to officials under his/her direct control in terms of the applicable service conditions, of the Council relevant legislation and council policy.

17.8.2 Evaluation of direct staff members performance during the probation period.

17.8.3 Dealing with all matters to which Occupational Health and Safety Act, 1993 relates.

17.8.4 Management of attendance registers and time sheets in the Section.

17.8.5 Approval of standby service.

17.8.6 Approval to work overtime of officials within the Section.

17.8.7 Approval of issuing protective clothing within the Section.

17.8.8 Conducting of resignation interviews.

17.8.9 Authorisation for payment of public drivers permits where required in course of employment.

17.8.10 As far as delegations with regard to recruitment and selection are concerned:

17.8.10.1 Determining of KPAs.

17.8.10.2 Filling of funded vacant post(s) on the staff establishment within six months of a funded post becoming vacant.

17.8.11 To authorise the placement of advertisements in public newspapers in accordance with the Council's policy.

17.8.12 To make recommendations on the permanent appointment of employees on probation in the Section.

17.8.13 To ensure that a contract or agreement procured through the Supply Chain Management Policy is properly enforced and that the performance of contractors is monitored on a monthly basis.

17.8.14 To approve any expenditure and purchases for the Section from the approved budget of Council to an amount determined in the Supply Chain Management Policy and provided that the annual expense has been budgeted for.

17.8.15 Responsible for managing the financial administration of the municipality, and must for this purpose take all reasonable steps to ensure:—

17.8.15.1 that the resources of the municipality are used effectively, efficiently and economically;

17.8.15.2 that full and proper records of the financial affairs of the municipality are kept in accordance with any prescribed norms and standards; and

17.8.15.3 that the municipality has and maintains effective, efficient and transparent systems —

(i) of financial and risk management and internal control; and

(ii) of internal audit operating in accordance with any prescribed norms and standards;

17.8.15.4 that unauthorised, irregular or fruitless and wasteful expenditure and other losses are prevented;

17.8.15.5 that disciplinary or, when appropriate, criminal proceedings are instituted against any official of the municipality who has allegedly committed an act of financial misconduct or an offence in terms of Chapter 15.

17.8.16 Responsible for the management of the assets of the municipality within the Section, including the safeguarding and the maintenance of those assets and the liabilities of the municipality.

17.8.17 Ensure that the municipality has and maintains a system of internal control of assets and liabilities, including an asset and liabilities register, as may be prescribed.

17.8.18 Must establish capacity in the administration of the municipality to assist the accounting officer in carrying out the duties to enforce agreements procured through the Supply Chain Management Policy and the monitoring of the performance of the contractor under the agreement; and to oversee the day-to-day management of the contract or agreement.

17.9 Divisional Manager: Environmental Management and Conservation

17.9.1 To grant or cancel, annual, sick, special, maternity, family responsibility and unpaid leave to officials under his/her direct control in terms of the applicable service conditions, of the Council relevant legislation and council policy.

17.9.2 Evaluation of direct staff members performance during the probation period.

17.9.3 Dealing with all matters to which Occupational Health and Safety Act, 1993 relates.

17.9.4 Management of attendance registers and time sheets in the Division.

17.9.5 Approval of standby service.

17.9.6 Approval to work overtime of officials within the Division.

17.9.7 Approval of issuing protective clothing within the Division.

17.9.8 Conducting of resignation interviews.

17.9.9 Authorisation for payment of public drivers permits where required in course of employment.

17.9.10 As far as delegations with regard to recruitment and selection are concerned:

17.9.10.1 Determining of KPAs.

17.9.10.2 Filling of funded vacant post(s) on the staff establishment within six months of a funded post becoming vacant.

17.9.11 To authorise the placement of advertisements in public newspapers in accordance with the Council’s policy.

17.9.12 To make recommendations on the permanent appointment of employees on probation in the Division.

17.9.13 To ensure that a contract or agreement procured through the Supply Chain Management Policy is properly enforced and that the performance of contractors is monitored on a monthly basis.

17.9.14 To approve any expenditure and purchases for the Division from the approved budget of Council to an amount determined in the Supply Chain Management Policy and provided that the annual expense has been budgeted for.

17.9.15 Responsible for managing the financial administration of the municipality, and must for this purpose take all reasonable steps to ensure:—

17.8.15.1 that the resources of the municipality are used effectively, efficiently and economically;

17.8.15.2 that full and proper records of the financial affairs of the municipality are kept in accordance with any prescribed norms and standards; and

17.8.15.3 that the municipality has and maintains effective, efficient and transparent systems —

(i) of financial and risk management and internal control; and

(ii) of internal audit operating in accordance with any prescribed norms and standards;

17.8.15.4 that unauthorised, irregular or fruitless and wasteful expenditure and other losses are prevented;

17.8.15.5 that disciplinary or, when appropriate, criminal proceedings are instituted against any official of the municipality who has allegedly committed an act of financial misconduct or an offence in terms of Chapter 15.

17.9.16 Responsible for the management of the assets of the municipality within the Division, including the safeguarding and the maintenance of those assets and the liabilities of the municipality.

17.9.17 Ensure that the municipality has and maintains a system of internal control of assets and liabilities, including an asset and liabilities register, as may be prescribed.

17.9.18 Must establish capacity in the administration of the municipality to assist the accounting officer in carrying out the duties to enforce agreements procured through the Supply Chain Management Policy and the monitoring of the performance of the contractor under the agreement; and to oversee the day-to-day management of the contract or agreement.

17.9.19 The exercise of all the powers conferred upon the municipality by or in connection with legislation relating to botanical gardens, nature reserves and land zoned as public open space. (The exercise of all powers conferred upon the Council by Environmental Legislation.)

17.9.20 The exercise of all powers conferred upon the Council by the municipality's by-laws relating to the issuing of licenses on the use of the Bot River and Klein River

Estuaries.

17.10 Manager: Environmental Management and Conservation

17.10.1 To grant or cancel, annual, sick, special, maternity, family responsibility and unpaid leave to officials under his/her direct control in terms of the applicable service conditions, of the Council relevant legislation and council policy.

17.10.2 Evaluation of direct staff members performance during the probation period.

17.10.3 Dealing with all matters to which Occupational Health and Safety Act, 1993 relates.

17.10.4 Management of attendance registers and time sheets in the Section.

17.10.5 Approval of standby service.

17.10.6 Approval to work overtime of officials within the Section.

17.10.7 Approval of issuing protective clothing within the Section.

17.10.8 Conducting of resignation interviews.

17.10.9 Authorisation for payment of public drivers permits where required in course of employment.

17.10.10 As far as delegations with regard to recruitment and selection are concerned:

17.10.10.1 Determining of KPAs.

17.10.10.2 Filling of funded vacant post(s) on the staff establishment within six months of a funded post becoming vacant.

17.10.11 To authorise the placement of advertisements in public newspapers in accordance with the Council's policy.

17.10.12 To make recommendations on the permanent appointment of employees on probation in the Section.

17.10.13 To ensure that a contract or agreement procured through the Supply Chain Management Policy is properly enforced and that the performance of contractors is monitored on a monthly basis.

17.10.14 To approve any expenditure and purchases for the Section from the approved budget of Council to an amount determined in the Supply Chain Management Policy and provided that the annual expense has been budgeted for.

17.10.15 Responsible for managing the financial administration of the municipality, and must for this purpose take all reasonable steps to ensure:—

17.10.15.1 that the resources of the municipality are used effectively, efficiently and economically;

17.10.15.2 that full and proper records of the financial affairs of the municipality are kept in accordance with any prescribed norms and standards; and

17.10.15.3 that the municipality has and maintains effective, efficient and transparent systems —

(i) of financial and risk management and internal control; and

(ii) of internal audit operating in accordance with any prescribed norms and standards;

17.10.15.4 that unauthorised, irregular or fruitless and wasteful expenditure and other losses are prevented;

17.10.15.5 that disciplinary or, when appropriate, criminal proceedings are instituted against any official of the municipality who has allegedly committed an act of financial misconduct or an offence in terms of Chapter 15.

17.10.16 Responsible for the management of the assets of the municipality within the Section, including the safeguarding and the maintenance of those assets and the liabilities of the municipality.

17.10.17 Must establish capacity in the administration of the municipality to assist the accounting officer in carrying out the duties to enforce agreements procured through the Supply Chain Management Policy and the monitoring of the performance of the contractor under the agreement; and to oversee the day-to-day management of the contract or agreement.

17.10.18 Ensure that the municipality has and maintains a system of internal control of assets and liabilities, including an asset and liabilities register, as may be prescribed.

17.10.19 To gain access to property in order to take noise measurements and to act in terms of the Noise Control Regulations.

Policy Section	Corporate Services
Current update (EM)	15 September 2026
Previous review (EM)	07 August 2026
Previous review	30 July 2025
Previous review	31 July 2024
Previous review (EM)	18 March 2024
Previous review (EM)	20 November 2023
Previous review (EM	7 July 2023
Previous update	31 May 2023
Previous update	30 November 2022
Previous review (EM	30 August 2022
Previous review (EM)	29 July 2022
Previous review (EM)	29 October 2021
Previous review	28 October 2021
Previous review (EM)	12 January 2021
Previous review	26 February 2020
Previous review (EM)	12 September 2019
Previous review (EM)	14 June 2019
Previous review	27 February 2019
Previous review (EM)	10 October 2017
Previous review (EM)	4 September 2017
Previous review (EM)	5 May 2016
Previous review	24 February 2016
Previous review (EM)	15 September 2015

Previous review	28 May 2015
Previous review (EM)	13 March 2015
Previous review (EM)	14 October 2014
Previous review	23 July 2013
Previous review	28 November 2012
Previous review	26 July 2012
Previous review	27 March 2012
Previous review	31 August 2011
Previous review	26 May 2010
Previous review	25 November 2009
Previous review	24 February 2009
Previous review	27 June 2007
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