

### **INCIDENTAL POWERS**

**(Powers, functions and duties not explicitly conferred by statute, but that are incidental to such powers)**

# **1. Signing, authenticating and executing documents**

Par	Power	Delegating authority	Delegated body	Conditions, limitations and directions
1.1	Signing, authenticating and/or executing any document conferring freedom of the Municipality or honorary residence to a person, pursuant to a Council resolution	Council	Executive Mayor and the Municipal Manager	
1.2	Signing, authenticating and/or executing any other document the signing, authentication or execution of which had not been delegated to another person	Council	Municipal Manager	
1.3	Signing, authenticating and/or executing contracts relating to the construction of buildings and civil works	Council	Municipal Manager	
1.4	Signing, authenticating and/or executing a declaration by a seller for the payment of transfer duties in connection with all property transactions, including declarations concerning buildings constructed with funds obtained from the state, including the national or provincial housing fund	Council	Municipal Manager	
1.5	Signing, authenticating and/or executing contracts for the acquisition and alienation of immovable property and rights in respect thereof	Council	Municipal Manager	
1.6	Signing, authenticating and/or executing contracts for the leasing of property by or to the Municipality	Council	Municipal Manager	
1.7	Signing, authenticating and/or executing any and all documentation regarding the registration of immovable property in the Municipality's name, irrespective of the manner in which such property was acquired	Council	Municipal Manager	
1.8	Signing, authenticating and/or executing contracts for the alienation of any rights of the Municipality in immovable property owned by the Municipality	Council	Municipal Manager	
1.9	Signing, authenticating and/or executing any and all documentation relating to the expropriation of immovable property by the Municipality	Council	Municipal Manager	
1.10	Signing, authenticating and/or executing any and all documents relating to the registration in favour of the Council or another party of servitudes and notarial deeds	Council	Municipal Manager	
1.11	Signing, authenticating and/or executing any and all documents relating to obtaining statutory required permits and licences, including the establishment, extension and closing of landfill sites and cemeteries and the treatment and disposal of wastewater and industrial effluent	Council	Municipal Manager	

<b>Par</b>	<b>Power</b>	<b>Delegating authority</b>	<b>Delegated body</b>	<b>Conditions, limitations and directions</b>
1.12	Signing, authenticating and/or executing contracts relating to the provision of water and electricity to the Municipality whether in bulk or retail quantities	Council	Municipal Manager	
1.13	Signing, authenticating and/or executing any and all documents relating to the registration, deregistration or changes to sectional title schemes	Council	Director Infrastructure and Utilities	
1.14	Granting power of attorney to any supplier of vehicles and other equipment that must be licensed to register such vehicle or equipment in the name of the Municipality	Council	Municipal Manager	

## 2. Litigation

Par	Power	Delegating authority	Delegated body	Conditions, limitations and directions
2.1	Commencing with any legal process, whether civil or criminal, on behalf of the Municipality, including deposing any founding, replying, answering and confirmatory affidavit in connection thereto	Council	Municipal Manager	After consultation with the Director Corporate Governance
2.2	Defending or opposing any legal process, whether civil or criminal, against the Municipality, including deposing any founding, replying, answering and confirmatory affidavit in connection thereto	Council	Municipal Manager	After consultation with the Director Corporate Governance
2.3	Submitting or opposing an appeal to a higher court or other judicial tribunal in respect of a judgment handed down by a lower court or tribunal	Council	Municipal Manager	After consultation with the Director Corporate Governance
2.4	Obtaining the services of an attorney or advocate for official purposes, including obtaining legal opinion	Council	Municipal Manager	After consultation with the Director Corporate Governance
2.5	Instituting criminal or civil proceeding against any former employee who neglected or failed to return any property of the Municipality which she/he may have had in her/his possession at the time of terminating her/his employment	Council	Director Corporate Governance	
2.6	Signing, authenticating and/or executing documents to commence with any legal process, whether criminal or civil, on behalf of the Municipality and to defend or oppose any legal process against the Municipality	Council	Municipal Manager	After consultation with the Director Corporate Governance
2.7	Signing, authenticating and/or executing documents necessary to submit, oppose or defend any appeal to a higher court or other body in respect of judgement handed down by a lower court or body	Council	Municipal Manager	After consultation with the Director Corporate Governance
2.8	Instituting legal proceedings against any third party for damages to property of the Municipality caused by such third party and for injuries sustained by an employee of the Municipality whilst on duty as a result of the action or inaction of a third party	Council	Director Corporate Governance	After consultation with the Municipal Manager and the Chief Financial Officer
2.9	Enforcing national, provincial and local legislation, including the institution of criminal proceedings for the alleged contravention thereof	Council	Departmental head concerned	
2.10	Implementing routine prosecutions for contravention of by-laws,	Council	Departmental head	

Par	Power	Delegating authority	Delegated body	Conditions, limitations and directions
	ordinances, regulations and acts		concerned	
2.11	Instituting legal action against any person arising from transgression of or non-compliance with any legislation (including the Council's bylaws and Town Planning Schemes), conditions contained in servitudes in Council's favour, contracts to which the Municipality is a party, recovery of money owed to the Municipality (including money owed for delivering services) and defending action brought against the Municipality this regard	Council	Municipal Manager	
2.12	Where a Court has ordered the Municipality to pay the cost of the parties jointly or severally with another person, entering into an agreement with such other party regarding the liability of each party	Council	Municipal Manager	After consultation with the Director Corporate Governance
2.13	Where a Court has ordered the Municipality to pay the cost of the parties jointly or severally with another person, the one paying to absolve the other, considering granting absolution to the other party	Council	None	
2.14	Authorising an official to sign documents relating to the institution or in defence of legal action	Council	Municipal Manager	
2.15	Authoring an employee to give evidence during any litigation by or against the Municipality	Council	Municipal Manager	

### 3. Human resources management

No	Power, function or duty	Delegating authority	Delegated body	Conditions, directions and limitations
3.1	Deciding to relax a requirement contained in a human resources policy	Council	The Council, if it affects the Municipal Manager  The Municipal Manager in all other cases	1. If it is in the best interest of the Municipality. 2. Subject to the provisions of any collective agreement or legislation that may regulate the matter concerned. 3. Taking into account the effect that such relaxation or exemption may have on workplace relations within the Municipality.
3.2	Deciding to exempt an employee from compliance with any provision of a human resources policy	Council	The Council, if it affects the Municipal Manager  The Municipal Manager in all other cases	1. If it is in the best interest of the Municipality 2. Subject to the provisions of any collective agreement or legislation that may regulate the matter concerned 3. Taking into account the effect that such relaxation or exemption may have on workplace relations within the Municipality.
3.4	Approval, adoption and review of human resources policies	Council	None	
3.5	Updating and maintaining the human resources policy manual	Council	Director Corporate Governance	
3.6	Determining which functional competencies the Municipality performs and the standard at which they are to be performed	Council	None	
3.7	Deciding which functional competencies are to be performed at the corporate headquarters and which at the Municipality's decentralised offices	Council	None	

No	Power, function or duty	Delegating authority	Delegated body	Conditions, directions and limitations
3.8	Developing, approving and implementing an organisational structure for the administration	Municipal Manager	None	<ol style="list-style-type: none"> <li>1. In accordance with the functional competencies performed by the Municipality as determined from time to time by the Council, as well as the corporate staff functions normally associated therewith.</li> <li>2. Taking into account the decentralisation of functional competencies between the Municipality's administrative headquarters and decentralised offices</li> <li>3. See s 55 of the Municipal Systems Act</li> </ol>
3.9	Creating and abolishing departments, divisions, sections and other organisational units, including decentralised offices, in the administration	Council	Municipal Manager	Only the Council may establish and abolish decentralised offices
3.10	Transferring responsibility for the management and operation of any of the Municipality's functional competencies from one department to another	Council	Municipal Manager	
3.11	Determining which positions in the establishment other than those of the Municipal Manager and managers directly accountable to her/him must be filled in terms of a fixed term employment contract.	Council	None	
3.12	Creating and abolishing positions on the permanent establishment	Municipal Manager	None	After consultation with the relevant departmental head and the Chief Financial Officer
3.13	Creating and abolishing positions on the temporary establishment	Municipal Manager	None	After consultation with the relevant departmental head and the Chief Financial Officer
3.14	Developing and approving a job description, including a job specification, for each post on the permanent and temporary establishment	Municipal Manager	Director Corporate Governance	<ol style="list-style-type: none"> <li>1. After consultation with the relevant departmental head</li> <li>2. In accordance with the relevant collective agreement</li> </ol>
3.15	Determining a permanent staff complement for each organisational unit in the administration	Municipal Manager	None	

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3.16	Establishing and maintaining the approved permanent staff establishment for the administration and for each department as an electronic database	Municipal Manager	Director Corporate Governance	
3.17	Determining the Municipality's recruitment needs	Municipal Manager	Departmental heads	
3.18	Deciding whether a vacancy in a Department's permanent establishment must be filled	Municipal Manager	Departmental head in whose department the vacancy exists	1. After consultation with the Municipal Manager 2. Provided that adequate provision has been made in a current budget for filling the vacancy
3.19	Approving the filling of a vacancy in a department's permanent establishment	Municipal Manager	None	Upon receipt of a written application for the vacancy to be filled by the departmental head concerned
3.20	Giving notice of a vacancy in the permanent establishment	Municipal Manager	Director Corporate Governance	Filling the vacancy must be approved
3.21	Receiving applications for jobs and preparing a master list of applications received	Municipal Manager	Director Corporate Governance	
3.22	Considering a master list of applications received and selecting applicants for participation in the Municipality's selection process	Municipal Manager	Departmental head concerned	After consultation with the Director Corporate Governance
3.23	Informing candidates selected for short listing of the date, venue and time of interviews and other selection procedures	Municipal Manager	Director Corporate Governance	
3.24	Determining the proficiency and other tests candidates must complete as part of the selection process	Municipal Manager	Departmental head concerned	1. Any <u>proficiency test</u> must be applied fairly to all candidates and must be directly related to the inherent requirements of the job for which applicants are being selected. 2. Any <u>psychological</u> or similar test or <u>assessment</u> has been scientifically shown to be valid and reliable, can be applied fairly to all employees and is not biased against any employee or group.
3.25	Administering proficiency and other tests as part of the selection process	Municipal Manager	Departmental head concerned	



No	Power, function or duty	Delegating authority	Delegated body	Conditions, directions and limitations
3.26	Conducting interviews with candidates	Municipal Manager	Departmental head concerned	In consultation with the Director Corporate Governance
3.27	Deciding to waive the requirements contained in the job specification of the position concerned	Municipal Manager	None	No qualification, experiential or skills requirements imposed in terms of a law may be waived
3.28	Selecting a candidate for appointment from amongst short listed job applicants	Municipal Manager	Departmental head concerned	
3.29	Determining on which notch of the applicable salary scale an employee must be appointed	Municipal Manager	Director Corporate Governance	
3.30	Making a job offer to a candidate selected for appointment	Municipal Manager	Director Corporate Governance	
3.31	Considering and approving an application by a newly appointed employee to subsidise the cost incurred in moving her/his household possessions to a place within the Municipality closer to her/his ordinary place of work	Municipal Manager	Director Corporate Governance	In consultation with the Chief Financial Officer
3.32	Granting permission to an employee to reside outside the Municipality	Municipal Manager	None	Provided that no indulgence shall be afforded the employee concerned in respect of commuting between her/his residence and work place or in respect of her/his working hours
3.33	Engagement of volunteer workers for a period not exceeding three (3) months	Municipal Manager	Departmental head concerned	<ol style="list-style-type: none"> <li>For the purpose of – <ol style="list-style-type: none"> <li>gaining work experience; or</li> <li>partial fulfilment of the requirements of her/his training or education at another institution; or</li> <li>serving as a reservist in any emergency services the Municipality may operate; or</li> <li>serving as a member of any disaster management organisation established by the Municipality.</li> </ol> </li> <li>After consultation with the Director Corporate Governance and in consultation with the Municipal Manager</li> </ol>

No	Power, function or duty	Delegating authority	Delegated body	Conditions, directions and limitations
3.34	Appointing temporary employees in permanent positions	Municipal Manager	Departmental head concerned	<ol style="list-style-type: none"> <li>Only if- <ol style="list-style-type: none"> <li>the position is vacant and is likely to remain vacant for a significant period; or</li> <li>the incumbent of that position is or will be absent from work for a prolonged period (30 days or more).</li> </ol> </li> <li>After consultation with the Municipal Manager, the Director Corporate Governance and the Chief Financial Officer</li> </ol>
3.35	Appointing personnel in the office of any councillor	Municipal Manager	None	<ol style="list-style-type: none"> <li>The appointment must be in terms of a written fixed term contract entered into with the Municipal Manager.</li> <li>The term of employment expires automatically when the councillor to whom the employee had been assigned, ceases to be a councillor, political office-bearer or a full-time councillor of the Municipality, whichever event happens first.</li> <li>In consultation with the councillor concerned</li> </ol>
3.36	Appointing replacement labour in the event of a strike	Municipal Manager	None	<ol style="list-style-type: none"> <li>Employment of replacement labour must be consistent with section 76 of the Labour Relations Act, 1995</li> <li>After consultation with the managers directly accountable to the Municipal Manager</li> </ol>
3.37	Determining the period of probation, if any, a newly appointed permanent employee will be required to serve	Municipal Manager	Director Corporate Governance	<ol style="list-style-type: none"> <li>After consultation with the departmental head concerned.</li> <li>Taking into account the inherent requirements of the job concerned</li> </ol>
3.38	Establishing the criteria and job standards required to be met by an employee on probation	Municipal Manager	Departmental head concerned	<ol style="list-style-type: none"> <li>Taking into account the inherent requirements of the job concerned.</li> <li>After consultation with the Director Corporate Governance</li> </ol>

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3.39	Assessing a probationary employee's suitability against the agreed job standards and other criteria	Municipal Manager	Departmental head concerned	
3.40	Upon completion of an employee's probationary period - (a) confirming her/his appointment; (b) extending the period of probation; or (c) dismissing the employee concerned.	Municipal Manager	Departmental head concerned	1. An employee may only be dismissed after following a fair procedure. 2. The employee must be informed in writing of the reasons for the extension of her/his period of probation.
3.41	Notifying the employee concerned in writing whether her/his - (a) appointment has been confirmed; (b) probation period has been extended; or (c) employment has been terminated.	Municipal Manager	Director Corporate Governance	The employee must be informed in writing of the reasons for the extension of her/his period of probation
3.42	Deciding to accept an employee's resignation	Municipal Manager	Departmental head concerned	
3.43	Deciding to accept an employee's withdrawal of her/his resignation	Municipal Manager	None	Withdrawal of an employee's resignation – (a) must be in writing; and (b) may only be accepted if it is submitted within a reasonable time after the resignation was tendered
3.44	Waiving the notice period to be worked by an employee upon her/his resignation	Municipal Manager	None	Provided that the employee is paid for the notice period
3.45	Informing an employee in writing of the date of termination of her/his employment due to - (a) reaching retirement age; or (b) her/his fixed term contract expiring.	Municipal Manager	Director Corporate Governance	Such notification must be given at least 30 days prior to the date of termination
3.46	Issuing a certificate of service to an employee who resigns, retires or who is dismissed	Municipal Manager	Director Corporate Governance	
3.47	Deciding to – (a) postpone the termination date of an employee who is due to retire; or (b) re-employ an employee who retires in a temporary capacity in the position she/he vacates upon retirement with effect from the day immediately following the date of her/his retirement	Municipal Manager	None	

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3.48	Dismissing an employee for – (a) the Municipality's operational requirements; (b) the employee's persistent poor work performance due to ill-health or injury; (c) the employee's persistent poor work performance due to her/his incompetence	Municipal Manager	None	Provided that dismissing of the Municipal Manager and a manager directly accountable to the Municipal Manager is reserved for the Council
3.49	Granting to a retiring employee who was not a member of, and who did not contribute to, a retirement fund an <i>ex gratia</i> payment	Municipal Manager	None	
3.50	Transferring an employee from one department to another where the transfer does not involve spatial relocation of the employee concerned	Municipal Manager	None	Provided that – (a) the employee concerned consents to the transfer; (b) the departmental head of the receiving department consents to the transfer; and (c) a suitable vacancy exists in the receiving department
3.51	Transferring an employee from one position to another within the same department where the transfer does not involve spatial relocation of the employee concerned	Municipal Manager	None	Provided that – (a) the employee concerned consents to the transfer; and (b) a suitable vacancy exists in the receiving division, branch, section or unit
3.52	Transferring an employee from one position to another within the same department, or between departments, where the transfer involves spatial relocation of the employee concerned	Municipal Manager	None	
3.53	Demoting an employee to a lower position which does not involve the spatial relocation of the employee concerned	Municipal Manager	In the case of a penalty for misconduct, the relevant presiding officer  In all other cases, the Municipal Manager	Provided that – (a) the demotion is a penalty for misconduct or a measure to avoid the employee's dismissal due to the Municipality's operational requirements; (b) there is a suitable vacancy to which the employee can be demoted

No	Power, function or duty	Delegating authority	Delegated body	Conditions, directions and limitations
3.54	Demoting an employee to a lower position which involves the spatial relocation of the employee concerned	Municipal Manager	In the case of a penalty for misconduct, the relevant presiding officer  In all other cases, the Municipal Manager	Provided that – (a) the demotion is a penalty for misconduct or a measure to avoid the employee's dismissal due to the Municipality's operational requirements; (b) there is a suitable vacancy to which the employee can be demoted
3.55	Conducting skills assessments in the Municipality (including linguistic skills assessments)	Municipal Manager	Director Corporate Governance	
3.56	Ensuring that an employee undergoes the training stipulated in her/his personal development plan and the work place skills plan	Municipal Manager	Departmental head concerned	1. After consultation with the Director Corporate Governance 2. In accordance with the workplace skills plan
3.57	Determining the actual daily hours of work	Municipal Manager	None	1. Different actual working hours may be determined for different categories of personnel. 2. No employee working a five day working week shall work more than 40 hours per week and more than 8 hours per day
3.58	Determining the commencement time of work, the commencement and end of lunch time and knock-off time	Municipal Manager	None	All work places shall have uniform working hours
3.59	Ensuring that employees sign the prescribed attendance registers as determined	Municipal Manager	Departmental head concerned in respect of head quarters personnel  Unit Managers in respect of decentralised offices	An employee must sign the relevant attendance register – (a) not later than the commencement time of work; and (b) not before the end of a work day
3.60	Instructing/authorising an employee to work overtime	Municipal Manager	Departmental head concerned	Provided an agreement exist between the employee and the Municipality in terms of which the employee concerned shall work overtime
3.61	Authorising overtime payments or time off	Municipal Manager	Departmental head	Subject to the overtime agreement

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	for overtime worked, as the case may be		concerned	between the Municipality and the employee concerned
3.62	Determining whether an employee shall be available on stand-by duty	Municipal Manager	Departmental head concerned	Provided that an employee who did not enter into an overtime agreement with the Municipality shall not be required or permitted to perform standby duty
3.63	Determining the shift system and shifts employees who perform jobs related to continuous services shall work	Municipal Manager	Departmental head concerned	
3.64	Informing employees of the legislation and safety measures applicable to their jobs	Municipal Manager	Departmental head concerned	
3.65	Determining the protective clothing and uniforms that must be worn by employees	Municipal Manager	Departmental head concerned	The Director Corporate Governance shall maintain a list of protective clothing and uniforms to be worn in different organisational units and positions
3.66	Granting sick leave with full pay to employees who receive treatment for substance abuse and addiction	Municipal Manager	Departmental head concerned	<ol style="list-style-type: none"> <li>On one occasion only</li> <li>After consultation with the Director Corporate Governance</li> </ol>
3.67	Replacing an official's private equipment or items of clothing which were damaged in the execution of her/his official duties	Municipal Manager	Departmental head concerned	<ol style="list-style-type: none"> <li>A claim submitted by an employee must include – <ol style="list-style-type: none"> <li>an affidavit stating the cause and circumstances of the damage or loss and confirming that she/he was performing official duties; and</li> <li>at least two written quotations for the replacement of the damaged item.</li> </ol> </li> <li>After consultation with the Chief Financial Officer</li> </ol>
3.68	Designating a specific office or space as a designated smoking area	Municipal Manager	<ol style="list-style-type: none"> <li>In respect of the head quarters, the Municipal Manager</li> <li>In respect of decentralised offices, Unit Managers</li> <li>In respect of workshops and</li> </ol>	

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			stores, the person directly responsible for its management	
3.69	Providing appropriate education and awareness programmes to all employees to help them understand how HIV is spread and to reduce unrealistic fears of contracting AIDS and other life-threatening diseases.	Municipal Manager	Director Municipal and Social Services	
3.70	Providing first aid boxes in all workplaces	Municipal Manager	Departmental head concerned	In accordance with the directions of the Director Infrastructure and Utilities
3.71	Ensuring that membership subscription payments with the employers' organisation are up to date	Municipal Manager	Chief Financial Officer	
3.72	Maintaining employee discipline in the work place	Municipal Manager	Departmental heads	
3.73	Appointing independent presiding officers, investigators and prosecutors during disciplinary enquiries	Municipal Manager	None	<ol style="list-style-type: none"> <li>1. If - <ol style="list-style-type: none"> <li>(a) no employee of the Municipality is adequately independent and unbiased to preside at the disciplinary enquiry in a fair manner; or</li> <li>(b) the case is of such a complexity that one or more persons with specialised knowledge and experience of the subject matter of the allegations against the accused employee would be best suited to preside at the disciplinary enquiry; or</li> <li>(c) a departmental head is involved.</li> </ol> </li> <li>2. An independent investigator may include a forensic auditor but not a councillor</li> </ol>
3.74	Developing and maintaining a strike management plan	Municipal Manager	Director Corporate Governance	After consultation with the other departmental heads
3.75	Determining of the actual remuneration of the Municipal Manager	Council	None	

No	Power, function or duty	Delegating authority	Delegated body	Conditions, directions and limitations
3.76	Determining the actual remuneration the managers directly accountable to the Municipal Manager	Council	None	Any difference in pay between managers directly accountable to the Municipal Manager must be based on scientific method
3.77	Reviewing the remuneration of each manager	Council	None	
3.78	Determining whether a position is a telephone allowance carrying position	Municipal Manager	None	After consultation with the departmental head concerned
3.79	Determining whether a position is a mobile telephone allowance carrying position	Municipal Manager	None	After consultation with the departmental head concerned
3.80	Reducing, suspending, temporarily increasing and discontinuing payment of a fixed, non-accountable travelling allowance paid to an employee	Municipal Manager	None	After consultation with the Director Corporate Governance and the Chief Financial Officer
3.81	Making <i>ex gratia</i> grants to employees who represents South Africa in sporting activities at national level	Municipal Manager	None	If the employee concerned- (a) has attained national colours; and (b) will represent South Africa abroad.
3.82	Approving leave of employees	Municipal Manager	Departmental head concerned	
3.83	Approving leave of managers directly accountable to the Municipal Manager	Municipal Manager	None	
3.84	Approving leave of the Municipal Manager	Council	Executive Mayor	
3.85	Cancelling approved leave granted to an employee	In the case of the Municipal Manager, the Council  In all other cases, the Municipal Manager	1. In the case of the Municipal Manager, the Executive Mayor 2. In the case of a manager directly accountable to the Municipal Manager, the Municipal Manager 3. In all other cases, the departmental head concerned	
3.86	Granting unpaid leave in the event of an employee abusing sick leave	In the case of the Municipal Manager,	1. In the case of the Municipal	Provided that the granting of unpaid leave does not absolve the employee concerned



No	Power, function or duty	Delegating authority	Delegated body	Conditions, directions and limitations
		the Council  In all other cases, the Municipal Manager	Manager, the Executive Mayor In all other cases, the Municipal Manager	from being charged with misconduct
3.87	Granting sick leave before the commencement of holiday leave	In the case of the Municipal Manager, the Council  In all other cases, the Municipal Manager	In the case of the Municipal Manager, the Executive Mayor  In all other cases, the Municipal Manager	
3.88	Granting leave without pay to an employee for urgent private matters	In the case of the Municipal Manager, the Council  In all other cases, the Municipal Manager	In the case of the Municipal Manager, the Executive Mayor  In all other cases, the Municipal Manager	Provided that- (a) satisfactory arrangements can be made for the execution of the duties of such an employee during her/his absence; (b) the employee does not have any annual leave to her/his credit; and (c) the period granted does not exceed 10 days in any leave cycle
3.89	Granting special leave with full pay to an employee if the employee is placed under quarantine	In the case of the Municipal Manager, the Council  In all other cases, the Municipal Manager	In the case of the Municipal Manager, the Executive Mayor  In all other cases, the Municipal Manager	1. The period granted may not exceed 180 days 2. The quarantine must be ordered by a physician with the authority to do so
3.90	Granting special leave with full pay to an employee for court cases and appearance before official tribunals	In the case of the Municipal Manager, the Council  In all other cases, the Municipal Manager	1. In the case of the Municipal Manager, the Executive Mayor 2. In the case of a manager directly accountable to the Municipal Manager, the Municipal Manager 3. In all other cases, the departmental	When the employee is summonsed by the State to appear before a court, a commission of enquiry, a committee of the provincial legislature or Parliament, the Public Protector or any similar organ of state or public body to give evidence as a witness in proceedings before it

No	Power, function or duty	Delegating authority	Delegated body	Conditions, directions and limitations
			head concerned	
3.91	Approving special leave with full pay to write examinations	<p>In the case of the Municipal Manager, the Council</p> <p>In all other cases, the Municipal Manager</p>	<p>1. In the case of the Municipal Manager, the Executive Mayor</p> <p>2. In the case of a manager directly accountable to the Municipal Manager, the Municipal Manager</p> <p>3. In all other cases, the departmental head concerned</p>	<p>1. The application must be accompanied by a written notification by the institution of the date(s) on which the candidate will sit for examination.</p> <p>2. Only for the days on which examination is written</p>
3.92	Approving study leave with full pay to prepare for examinations	<p>In the case of the Municipal Manager, the Council</p> <p>In all other cases, the Municipal Manager</p>	<p>1. In the case of the Municipal Manager, the Executive Mayor</p> <p>2. In the case of a manager directly accountable to the Municipal Manager, the Municipal Manager</p> <p>3. In all other cases, the departmental head concerned</p>	<p>1. Granted for an equal number of days on which examination is written.</p> <p>2. No study leave is granted if the examination is written on a Monday or a day immediately following a public holiday</p>
3.93	Granting of special leave with full pay when an employee is unable to perform her/his duties owing to an accident to which the provisions of the Compensation for Occupational Injuries and Diseases Act (Act No. 130 of 1993) apply	<p>In the case of the Municipal Manager, the Council</p> <p>In all other cases, the Municipal Manager</p>	<p>1. In the case of the Municipal Manager, the Executive Mayor</p> <p>2. In the case of a manager directly accountable to the Municipal Manager, the Municipal Manager</p>	

No	Power, function or duty	Delegating authority	Delegated body	Conditions, directions and limitations
			Manager 3. In all other cases, the departmental head concerned	
3.94	Granting of special leave with full pay to employee who participate in provincial/national sports activities	In the case of the Municipal Manager, the Council  In all other cases, the Municipal Manager	In the case of the Municipal Manager, the Executive Mayor  In all other cases, the Municipal Manager	
3.95	Granting of maternity leave	In the case of the Municipal Manager, the Council  In all other cases, the Municipal Manager	1. In the case of the Municipal Manager, the Executive Mayor 2. In the case of a manager directly accountable to the Municipal Manager, the Municipal Manager 3. In all other cases, the departmental head concerned	
3.96	Granting of adoption leave	In the case of the Municipal Manager, the Council  In all other cases, the Municipal Manager	1. In the case of the Municipal Manager, the Executive Mayor 2. In the case of a manager directly accountable to the Municipal Manager, the Municipal Manager 3. In all other cases, the departmental head concerned	

No	Power, function or duty	Delegating authority	Delegated body	Conditions, directions and limitations
3.97	Granting of family responsibility leave	In the case of the Municipal Manager, the Council  In all other cases, the Municipal Manager	1. In the case of the Municipal Manager, the Executive Mayor 2. In the case of a manager directly accountable to the Municipal Manager, the Municipal Manager 3. In all other cases, the departmental head concerned	Only – (a) when an employee's child is sick or born; or (b) in the event of the death of the employee's spouse or life partner, parent, adoptive parent, grandparent, child, adopted child, grandchild or sibling.
3.98	Approving and/or refusing applications for private work	Municipal Manager	Director Corporate Governance	Provided that no such consent shall be granted to the Municipal Manager and a manager directly accountable to the Municipal Manager
3.99	Administering the training process, training programmes and events	Municipal Manager	Director Corporate Governance	
3.100	Establishing the impact of training programmes at appropriate intervals after the programme was completed and compared with the potential impact	Municipal Manager	Director Corporate Governance	
3.101	Establishing a training schedule at the beginning of each financial year taking into account the training needs of employees and the Municipality	Municipal Manager	Director Corporate Governance	
3.102	Making provision in the annual operating budget for training and development of employees in addition to the payment of the skills development levy	Municipal Manager	Chief Financial Officer	In consultation with the Municipal Manager and the managers directly accountable to the Municipal Manager
3.103	Making recommendations to the Municipal Manager regarding employees' participation in training programmes and attendance of seminars, workshops and similar training events upon receiving nominations from departmental heads	Municipal Manager	Director Corporate Governance	

No	Power, function or duty	Delegating authority	Delegated body	Conditions, directions and limitations
3.104	Co-ordinating and integrating the training and development activities of the Municipality	Council	Director Corporate Governance	
3.105	Promoting equitable access to training and development opportunities	Council	Director Corporate Governance	
3.106	Assessing and monitoring training needs of employees and prioritise identified needs	Council	Director Corporate Governance	
3.107	Reviewing, monitoring and making recommendations on employment and training practices in order to achieve the objectives and targets of the Municipality	Council	Director Corporate Governance	
3.108	Evaluating employment decisions in terms of the approved employment equity plan	Council	Director Corporate Governance	
3.109	Facilitating ongoing communication and feedback on all matters relating to equity, unfair discrimination and affirmative action in employment and training practices	Council	Director Corporate Governance	
3.110	Assessing the workplace skills and employment equity plans and making recommendations thereabout to the Council	Council	Director Corporate Governance	
3.111	Assessing the effectiveness of training and training programmes	Council	Director Corporate Governance	
3.112	Making recommendations on allocation of resources for training	Council	Director Corporate Governance	
3.113	Reviewing and formulating training and development policies for the Municipality	Council	Director Corporate Governance	
3.114	Recruiting, selecting and appointing interns	Municipal Manager	Director Corporate Governance	1. In terms of the Municipality's training strategy and policy 2. After consultation with the relevant departmental heads
3.115	Regularly meeting with interns' mentors and ensure that interns are making progress toward the achievement of the agreed outcomes and milestones	Municipal Manager	Director Corporate Governance	Submit a regular report to the Municipal Manager regarding the internship program and progress made
3.116	Informing the relevant departmental head, mentor, the Chief Financial Officer and the intern concerned when an intern's employment with the Municipality terminates	Municipal Manager	Director Corporate Governance	

No	Power, function or duty	Delegating authority	Delegated body	Conditions, directions and limitations
3.117	Providing protective clothing to interns	Municipal Manager	The departmental head concerned	
3.118	Providing particulars of employment to interns before commencement with employment	Municipal Manager	Director Corporate Governance	
3.119	Monitoring the implementation of the internship programme	Municipal Manager	Director Corporate Governance	
3.120	Annually reviewing the Municipality's internship programme	Municipal Manager	Director Corporate Governance	
3.121	Identifying positions to which the rapid progression policy can be applied and setting of qualification and experiential standards for progressing from one level to the next or from one salary notch to the next	Municipal Manager	Director Corporate Governance	After consultation with the Municipal Manager and the relevant departmental heads
3.122	At the beginning of every financial year, and thereafter as often as is necessary, preparing and submitting to the Management Team, a succession planning schedule	Municipal Manager	Director Corporate Governance	
3.123	Advising the Council whether the employment contract of any employee that expires during the year in question be extended/renewed for another period on the same or different conditions	Council	Executive Mayor	After receiving and considering a report from the Municipal Manager
3.124	Deciding to extend the employment contract of the Municipal Manager and managers directly accountable to her/him that expires during the year in question for another period on the same or different conditions	Council	None	
3.125	Compiling a career plan and log book in respect of identified employees	Municipal Manager	Director Corporate Governance	
3.126	Submitting a draft career plan to the targeted employee for consideration and comment and conducting an interview with her/him to ascertain her/his comments (if any).	Municipal Manager	Director Corporate Governance	
3.127	Approving an employee's career plan	Municipal Manager	None	
3.128	Deducting any monies owed by an	Council	Chief Financial Officer	

No	Power, function or duty	Delegating authority	Delegated body	Conditions, directions and limitations
	employee or councillor to the Municipality from her/his pay			

#### 4. Supply chain, asset and contract management

Par	Power	Delegating authority	Delegated body	Conditions, limitations and directions
4.1	Enforcing penalty clauses in contracts in the event of late delivery of goods and services or the completion of work	Council	Departmental head responsible for the management of the contract concerned	After consulting the Municipal Manager and the Chief Financial Officer
4.2	Deciding the payment of an award not exceeding an amount determined from time to time by the Council to a person, other than an employee, who willingly reported an incident that resulted in the conviction of an accused person by a court for an offence relating to damage to or theft of municipal property	Council	Municipal Manager	After consultation with the Chief Financial Officer
4.3	Considering and granting or refusing any application by third parties to use the facilities of the Municipality	Council	Director Corporate Governance	Subject to the applicable bylaws
4.4	Granting of permission for the free use of municipal facilities for departmental purposes	Council	Director Corporate Governance	
4.5	Deciding to reduce the rent payable in respect of the leasing of the Municipality's facilities in meritorious cases	Council	Director Corporate Governance	
4.6	Approving the construction, demolition or extension of permanent municipal buildings	Council	None	
4.7	Considering the sub-division, consolidation or changing the legitimate use of land owned by the Municipality	Council	None	
4.8	Considering the acquisition of land and other fixed property for the Municipality	Council	None	
4.9	Claiming payment from and making payments to professional service providers	Council	Chief Financial Officer	
4.10	Submitting and finalising insurance claims	Council	Chief Financial Officer	
4.11	Maintaining the Municipality's financial records relating to the leasing of assets by or to the Municipality	Council	Chief Financial Officer	
4.12	Appointing site staff to supervise the excavation, demolition and construction of building and other infrastructure performed on	Council	Director Infrastructure and Utilities	After consultation with the Director Corporate Governance and the Chief Financial Officer



Par	Power	Delegating authority	Delegated body	Conditions, limitations and directions
	behalf of the Municipality by independent contractors			
4.13	Checking and controlling vehicle log books	Council	Departmental Heads	
4.14	Causing an investigation to be conducted into an accident involving a municipal vehicle	Municipal Manager	Director Infrastructure and Utilities	
4.15	Deciding to charge an employee who allegedly was responsible for an accident involving a municipal vehicle with misconduct	Municipal Manager	Director Infrastructure and Utilities  In the case of a departmental head, the Municipal Manager  In the case of the Municipal Manager, the Executive Mayor	
4.16	Causing an investigation to be conducted into the negligent use or abuse of a municipal vehicle	Municipal Manager	Director Infrastructure and Utilities  In the case of a departmental head, the Municipal Manager  In the case of the Municipal Manager, the Executive Mayor	
4.17	Deciding to charge an employee who allegedly was responsible for negligent use or abuse of a municipal vehicle with misconduct	Municipal Manager	Director Infrastructure and Utilities	
4.18	Causing an investigation to be conducted into the circumstances of damage to, or theft of, a municipal vehicle whilst left unattended	Municipal Manager	Director Infrastructure and Utilities	
4.19	Deciding to charge an employee who was entrusted with the control and supervision of a municipal vehicle that was damaged or stolen	Municipal Manager	Director Infrastructure and Utilities	

Par	Power	Delegating authority	Delegated body	Conditions, limitations and directions
	whilst left unattended with misconduct			
4.20	Causing an investigation to be conducted into the circumstances of damage to, or destruction, loss or theft of, any municipal property (other than a vehicle), including records of the Municipality, whilst left unattended or entrusted to the care of an employee or councillor	Municipal Manager	<p>In the case of a councillor or the Municipal Manager, the Executive Mayor</p> <p>Relevant departmental head</p> <p>In the case of a departmental head, the Municipal Manager</p>	
4.21	Deciding to charge an employee who was entrusted with the control and supervision of municipal property (other than a vehicle), including records of the Municipality, that was damaged, destroyed, lost or stolen whilst left unattended or entrusted to her/his care and supervision	Municipal Manager	<p>Director Infrastructure and Utilities</p> <p>In the case of a departmental head, the Municipal Manager</p> <p>In the case of the Municipal Manager, the Executive Mayor</p>	
4.22	Authorising fuel vouchers to be used at the Municipality's fuel depot	Council	Departmental Heads	
4.23	Maintaining and updating inventories of assets as prescribed by the Chief Financial Officer	Council	Departmental Heads	
4.24	Maintaining public toilet facilities	Council	Director Infrastructure and Utilities	
4.25	Removing or pruning of problematic trees on municipal property, which cause a nuisance, is dangerous or may cause damage	Council	Director Infrastructure and Utilities	
4.26	Establishing, managing and operating sanitary services and public conveniences on Municipal property	Council	Director Infrastructure and Utilities	
4.27	Managing, operating and maintaining	Council	Director	

<b>Par</b>	<b>Power</b>	<b>Delegating authority</b>	<b>Delegated body</b>	<b>Conditions, limitations and directions</b>
	municipal parking areas		Infrastructure and Utilities	
4.28	Establishing and maintaining a register of securities including contracts and title deeds regarding land and Council properties	Council	Director Corporate Governance	
4.29	Considering and approving or rejecting requests for the purchase or leasing of municipal residential units built with State funds	Council	Director Corporate Governance	Provided that, in respect of an application/offer to purchase such dwelling, section 14 of the MFMA are complied with
4.30	Considering and approving or rejecting applications for the installation of telephones in the Council's buildings and rented housing schemes	Council	Director Corporate Governance	
4.31	Taking the necessary steps after the Council has approved the initiation of expropriation procedures	Council	Director Corporate Governance	
4.32	Formulating reversionary clauses and other applicable conditions of sale, where the Council disposes of land to religious bodies or charity organisations at a nominal amount	Council	Director Corporate Governance	
4.33	Granting possession of land to the purchaser prior to the registration of transfer	Council	Director Corporate Governance	Subject to – 1. the conditions of sale; 2. the sale having already been approved; and 3. the necessary services have been delivered to the plot concerned
4.34	Conducting negotiations concerning the leasing of land or buildings to or by the Council	Council	Municipal Manager	
4.35	Managing the Municipality's insurance portfolio, and to administer all matters concerning the insurance of the Municipality's assets	Council	Chief Financial Officer	
4.36	Adjusting tariffs contained in the contracts with professional service providers, in accordance with the applicable tariffs as published in the Government Gazette in terms of the legislation concerned	Council	Director Infrastructure and Utilities	

Par	Power	Delegating authority	Delegated body	Conditions, limitations and directions
4.37	Allocating departmental residential units	Council	Director Corporate Governance	
4.38	Considering and approving or rejecting applications from lessees of departmental housing to put up temporary or permanent borders	Council	Director Corporate Governance	
4.39	Considering and approving or rejecting applications from lessees of municipal housing to effect smaller changes, fixtures and improvements to the leased property	Council	Director Corporate Governance	After consultation with the Director Infrastructure and Utilities
4.40	Approving the development of open spaces	Council	None	
4.41	Negotiating fees with the professional service providers as soon as possible after their appointment for projects relating to township services, i.e. roads, storm water, sewerage reticulation and water reticulation	Council	Director Infrastructure and Utilities	In consultation with the Municipal Manager
4.42	Considering stock-loss reports following stock taking and writing off losses with a book value not exceeding R5,000 per item	Council	Municipal Manager	
4.43	Ensuring that every employee who is required to drive a municipal vehicle from time to time is in the possession of a valid driver's license.	Municipal Manager	Relevant departmental heads	<ol style="list-style-type: none"> <li>1. A copy of a valid driver's license (and any renewal thereof) must be put and remain on the employee's personal personnel file</li> <li>2. An employee who is required to supply a vehicle for the effective performance of her/his functions and an employee who receives a travel allowance may not use a municipal vehicle</li> </ol>
4.44	Approving the use a municipal vehicle	Municipal Manager	Departmental head concerned	Approval of a person to use a vehicle must be signified in writing in the logbook of the vehicle concerned
4.45	Supplying and maintaining a logbook for each municipal vehicle	Municipal Manager	Director Infrastructure and Utilities	Any employee who drives a municipal vehicle must properly complete the logbook before and at the end of each trip.
4.46	Ensure that a trip authorisation form is completed for every trip undertaken with a	Municipal Manager	Departmental head concerned	

<b>Par</b>	<b>Power</b>	<b>Delegating authority</b>	<b>Delegated body</b>	<b>Conditions, limitations and directions</b>
	municipal vehicle			
4.47	Considering and approving or rejecting applications for the re-sale of undeveloped residential stands	Council	Director Infrastructure and Utilities	

## 5. Financial management

Par	Power	Delegating authority	Delegated body	Conditions, limitations and directions
5.1	Turning down applications for donations that are obviously contrary to the Municipality's policy governing grants and donations	Council	Chief Financial Officer	
5.2	Approve the payment of transfer and survey costs payable by the Municipality	Council	Municipal Manager	
5.3	Collecting moneys owed to the Municipality in terms of a contract, legislation, court orders and decisions of the Council or any other legal basis	Council	Chief Financial Officer	In terms of the Municipality's debt collection policy and procedures
5.4	Claiming from and making of payments to professional persons or firms	Council	Chief Financial Officer	
5.5	Releasing funds in respect of capital items in terms of the approved capital budget	Council	Chief Financial Officer	
5.6	Deducting money which an official owes the Municipality from forfeited salaries or wages	Council	Chief Financial Officer	
5.7	Utilising the rent reserve for payment of losses sustained in respect of leases	Council	Chief Financial Officer	Provided that a motivated report is submitted for audit purposes in respect of each residential unit
5.8	Managing reserve funds and provisions	Council	Chief Financial Officer	
5.9	In cases where all reasonable efforts to recover debts owing to the Municipality have been made and were unsuccessful, writing off such debts as irrecoverable	Council	Chief Financial Officer	<ol style="list-style-type: none"> <li>1. To a maximum of R 500 per debtor</li> <li>2. A report indicating the amounts written off, with reasons, are submitted to the Speaker within 10 working days after the end of each quarter</li> </ol>

**6. Reporting and accountability**

<b>Par</b>	<b>Power</b>	<b>Delegating authority</b>	<b>Delegated body</b>	<b>Conditions, limitations and directions</b>
6.1	Considering reports of the audit committee and performance management audit committee	Council	None	
6.2	Considering departmental reports	Council	None	
6.3	Deciding whether or not a report submitted to the Council is for the Council's information or consideration	Council	None	

**7. Cooperative government**

<b>Par</b>	<b>Power</b>	<b>Delegating authority</b>	<b>Delegated body</b>	<b>Conditions, limitations and directions</b>
7.1	Providing temporary or <u>ad hoc</u> technical, administrative and management assistance, including training, to another Municipality	Council	Municipal Manager	After consultation with the managers directly accountable to the Municipal Manager
7.2	Providing assistance and training on <u>ad hoc</u> basis to other municipalities, private persons and organisations that are deemed necessary and essential, without prejudice to the training of the Council's own personnel	Council	Relevant departmental head	In consultation with the Municipal Manager



## 8. Building and construction

Par	Power	Delegating authority	Delegated body	Conditions, limitations and directions
8.1	Considering and granting or refusing any application regarding the relaxation of building lines and building over servitudes registered in favour of the Municipality	Council	Director Infrastructure and Utilities	After consultation with other departmental heads
8.2	Considering and granting or refusing applications for the erection of temporary and permanent advertisements	Council	Director Infrastructure and Utilities	
8.3	Considering applications for the waiving of the Municipality's rights under any servitude registered in favour of any property	Council	Director Infrastructure and Utilities	After consultation with the managers directly accountable to the Municipal Manager
8.4	Finalising the fitting of antennas to existing masts and structures	Council	Director Infrastructure and Utilities	After consultation with the departmental heads concerned
8.5	Considering and finalising applications for temporary advertisements and posters, the placing of banners and posters in respect of functions and other events, as well as other ways of advertisement, such as using balloons	Council	Director Corporate Governance	
8.6	Consider and approving or rejecting applications for the erection of permanent advertisements	Council	Director Infrastructure and Utilities	
8.7	Considering and approving or rejecting applications for the erection of advertising signs within road reserves and within five meters of the border of the legal width of a public road, on garbage containers and on bus shelters within the legal width of a public road.	Council	Director Infrastructure and Utilities	
8.8	Issuing instructions for the removal or obliteration of illegal signs within road reserves and within five meters of the border of the legal width of a public road, on garbage containers and on bus shelters within the legal width of a public road	Council	Director Infrastructure and Utilities	
8.9	Authorising professional service providers to appoint site staff to supervise contract works	Council	Director Infrastructure and Utilities	
8.10	Granting permission for the excavation and	Council	Director	

<b>Par</b>	<b>Power</b>	<b>Delegating authority</b>	<b>Delegated body</b>	<b>Conditions, limitations and directions</b>
	removal of soil/gravel on municipal property at a tariff as determined by the Council from time to time, or at a standard tariff as determined by legislation, whichever is applicable		Infrastructure and Utilities	
8.12	Administering right of way/servitudes of electricity and post-office lines/cables that have to be installed under streets	Council	Director Infrastructure and Utilities	
8.13	Taking the necessary steps to terminate encroachments of municipal land, or to facilitate the removal of such encroachments	Council	Director Infrastructure and Utilities	
8.14	Considering and approving or rejecting applications for the use servitude areas created for municipal purposes, for the erection of permanent or temporary structures	Council	Director Infrastructure and Utilities	Provided that such use of the servitude area does not prejudice the purpose for which the servitude was registered
8.15	Considering and approving or rejecting applications for the erection of a second residential unit on a stand or premises in terms of the Town Planning Schemes and other relevant legislation	Council	Director Infrastructure and Utilities	
8.16	Considering and approving or rejecting applications for relaxing height restrictions of buildings to a maximum structure height of 10 metres	Council	Director Infrastructure and Utilities	
8.18	Considering and approving or rejecting applications for the placement of non commercial notice boards on Council property, as well as restricting the number thereof	Council	Director Infrastructure and Utilities	After consultation with the Director Corporate Governance
8.19	Making recommendations to the relevant government departments in respect of the approval or rejection of applications to demolish or reconstruct houses	Council	Director Infrastructure and Utilities	
8.20	Considering and approving or rejecting applications to relax street building lines in respect of single residential stands	Council	Director Infrastructure and Utilities	
8.21	Appointing agents for the right to display/erect any advertisement-media	Council	None	

## 9. Miscellaneous powers

Par	Power	Delegating authority	Delegated body	Conditions, limitations and directions
9.1	Deciding on the use of the coat of arms of the Municipality for commemorative and other purposes	Council	Municipal Manager	
9.2	Granting permission to persons to examine the records of the Municipality for research purposes	Council	Director Corporate Governance	With the authority to impose conditions on such examination
9.3	Nominating, electing and appointing representatives of the Municipality in public bodies	Council	None	
9.4	Disposing of documents and other records in terms of relevant legislation regulating archives	Council	Director Corporate Governance	
9.5	Considering requests for making available address lists of consumers and rate-payers	Council	Chief Financial Officer	
9.6	Granting permission to third parties to perform work on municipal property	Council	Director Infrastructure and Utilities	Provided that - (a) Such permission does not prejudice the Municipality's interests; and (b) the Municipality is indemnified in writing against any damages and claims which may arise or result from such activities
9.7	Authorising the removal, pruning and planting of trees and other plants on property of the Municipality	Council	Director Infrastructure and Utilities	
9.8	Approving official journeys to be undertaken with a municipal vehicles allocated to the Department	Council	Departmental Heads	
9.9	Acting on a complaint received from a member of the public or a police officer about an alleged irregularity in respect of fund raising, to request any person who is raising funds to produce the concession or special concession in terms of which the raising of funds is taking place	Council	Director Corporate Governance	
9.10	Deciding whether the fire brigade may be used for fire fighting and/or rescue purposes outside the municipal area	Council	Director Infrastructure and Utilities	
9.11	Deciding on the placement of exclusive parking bays for any lawful purpose	Council	Director Infrastructure and	

Par	Power	Delegating authority	Delegated body	Conditions, limitations and directions
			Utilities	
9.12	Removing metered parking bays in urgent cases	Council	Director Infrastructure and Utilities	
9.13	Granting permission for parades, athletic and other events to be conducted in streets, as well as for the temporary closing of streets for such purpose	Council	Director Corporate Governance	
9.14	Administering, enforcing and implementing the powers that vest in the Council in respect of the use or discharge of fireworks, firearms or similar devices as contained in the provisions of the Explosives Act, 1956 (Act No 26 of 1956), and the provisions of the noise control regulations	Council	Director Corporate Governance	
9.15	Approving the participation of the fire brigade and the traffic division in public demonstrations, public displays, welfare functions and other private functions	Council	Municipal Manager	
9.16	Granting permission for the use of loudspeakers and loud hailer in the streets to advertise functions and events	Council	Director Corporate Governance	
9.17	Considering applications for funerals, re-interment or exhumation of human remains and the erection or removal of memorials and tombstones in cemeteries	Council	Director Municipal and Social Services	
9.18	Exercising control over the installation and maintenance of parking meters as well as the collection of parking meter fees	Council	Director Infrastructure and Utilities	
9.19	Considering and approving or rejecting applications for cycle tours, rallies, marathons, street races, fun-runs/walks	Council	Director Corporate Governance	
9.20	Making rulings in respect of the Council's pre-emptive sales right in accordance with relevant housing legislation	Council	Director Infrastructure and Utilities	
9.21	Considering and disposing of applications for home industries and house cafes in terms of the Town Planning Scheme.	Council	Director Infrastructure and Utilities	Provided that those cases which the Director Infrastructure and Utilities considers an application to be of a controversial nature or that

Par	Power	Delegating authority	Delegated body	Conditions, limitations and directions
				it might have a significant impact on the surrounding community or where objections has been lodged by surrounding property owners shall be referred to the Speaker for decision
9.22	Allocating and re-allocating dates for street collections	Council	Director Corporate Governance	Provided that a formal written application has been received
9.23	Issuing of certificates for the raising of property title conditions to bring it in line with the provisions of Municipality's Town Planning Schemes	Council	Director Infrastructure and Utilities	
9.24	Considering and approving or rejecting applications for performing of parachute jumps and hot-air ballooning within the Municipality	Council	Director Corporate Governance	<ol style="list-style-type: none"> <li>1. Provided that the applicant in writing indemnifies the Municipality, its officers and servants against any possible claims</li> <li>2. Provided further that the approval of the Department responsible for civil aviation also be obtained</li> </ol>
9.25	Considering and approving or rejecting applications for establishing and conducting merry-go-rounds and circuses	Council	Director Corporate Governance	
9.26	Considering and approving or rejecting applications for helicopter landings in places other than a designated airport or landing strip	Council	Director Corporate Governance	Provided that the approval of the Department responsible for civil aviation also be obtained
9.27	Managing, operation and maintenance of objects of historical value and interest, excluding statues and monuments, under the control of the Council	Council	Director Corporate Governance	
9.28	Approving deletions from the valuation roll as a result of the demolition or destruction of buildings	Council	Chief Financial Officer	In consultation with the Director Infrastructure and Utilities
9.29	Considering and approving or rejecting applications for the installation of public telephone booths and post boxes in certain areas or streets	Council	Director Infrastructure and Utilities	
9.30	Considering and approving or rejecting applications for the use of coat of arms, flag and banner of any city or municipality within the Municipality, for commemorative and other	Council	Municipal Manager	

Par	Power	Delegating authority	Delegated body	Conditions, limitations and directions
	purposes			
9.31	Issuing a certificate, in compliance with the requirements of the Townships Board, that an applicant who has applied for township establishment, has provided services to the satisfaction of the Council	Council	Municipal Manager	After consultation with the Director Infrastructure and Utilities
9.32	Waiving Council's rights in respect of servitudes	Council	Director Infrastructure and Utilities	
9.33	Except where otherwise provided, administering, enforcing and implementing the Municipality's by-laws, including undertaking all prosecutions of transgressions of such by-laws as well as regulations, ordinances and acts and to keep such by-laws updated on a continuous basis.	Council	Municipal Manager	In consultation with departmental head concerned
9.34	Updating the bylaws of the Municipality when necessary	Council	Director Corporate Governance	
9.35	Considering and approving or rejecting applications for leasing mobile toilet units to the public	Council	Director Infrastructure and Utilities	
9.36	Entering into or onto and inspecting any site or premises and to question any person found on such a site or premises in respect of any matter which may be relevant at such a time	Council	Any official of the Municipality duly authorised	
9.37	Extending the electricity supply network, to make connections thereto in terms of the electricity supply bylaws and to authorise repayments in connection therewith	Council	Director Infrastructure and Utilities	
9.38	Considering and approving or rejecting applications for waiving the condition whereby bulk electricity users must provide land for a substation	Council	Director Infrastructure and Utilities	
9.39	Controlling two-way radio communications of the Council	Council	Departmental heads	
9.40	Ensuring and facilitating trigonometric and topographic survey of the municipal area	Council	Director Infrastructure and Utilities	
9.41	Considering and approving or rejecting	Council	Director	

<b>Par</b>	<b>Power</b>	<b>Delegating authority</b>	<b>Delegated body</b>	<b>Conditions, limitations and directions</b>
	applications for the selling and installation of easy readable house numbers		Infrastructure and Utilities	
9.42	Approving construction works of the State, Telkom and Eskom	Council	Director Infrastructure and Utilities	
9.43	Authorising the erection and moving of street lights and high mast lights	Council	Director Infrastructure and Utilities	
9.44	Considering and approving or rejecting applications for motor races, motorbike competitions and similar activities	Council	Director Infrastructure and Utilities	
9.45	Considering and approving or rejecting applications to deviate in respect of levies in lieu of the under-provision of parking	Council	Director Infrastructure and Utilities	
9.46	Exercise the powers conferred upon the Council in terms of legislation regulating the operation of cemeteries	Council	Director Municipal and Social Services	
9.47	Considering and disposing of all matters relating to the administering of Council's housing schemes	Council	Director Infrastructure and Utilities	
9.48	Ensuring support for and building the capacity of councillors, which may include holding training programmes and workshops for which Council should budget	Council	Speaker	
9.49	Allocating PR councillors to particular areas within the Municipality in order to ensure that all councillors are accountable to local communities	Council	Speaker	
9.50	Monitoring whether the constitutional obligation of public participation and consultation as required and in general has been complied with	Council	Speaker	

**10. Travelling and official journeys by councillors and officials**

<b>Par</b>	<b>Power</b>	<b>Delegating authority</b>	<b>Delegated body</b>	<b>Conditions, limitations and directions</b>
10.1	Approving official journeys to be undertaken with a municipal vehicles allocated to a Department	Council	Departmental Heads	<p>Provided that no such approval shall be given in respect of an official journey to be undertaken by an employee –</p> <ol style="list-style-type: none"> <li>1. who is required in terms of her/his employment contract to supply a vehicle for the proper execution of her/his job duties; or</li> <li>2. who participates in a travelling allowance scheme for employees of the Municipality and who receives a fixed travelling allowance</li> </ol>
10.2	Authorising the transportation of officials and Councillors with municipal vehicles to attend congresses, meetings, seminars and similar events	Council	<p>In the case of a councillor, the Speaker</p> <p>In the case of an official, the Municipal Manager</p>	<p>Provided that no such approval shall be given to –</p> <ol style="list-style-type: none"> <li>1. an <b>official</b> who is required in terms of her/his employment contract to supply a vehicle for the proper execution of her/his job duties or who participates in a travelling allowance scheme for employees of the Municipality and who receives a fixed travelling allowance</li> <li>2. a <b>councillor</b> who receives a travelling allowance</li> </ol>



Par	Power	Delegating authority	Delegated body	Conditions, limitations and directions
10.3	Authorising officials to attend meetings, conferences and similar events of professional institutes, medical aid schemes and retirement funds	Council	In the case of the Municipal Manager, the Executive Mayor  In all other cases, the Municipal Manager	
10.4	Designating councillors and/or officials to attend meetings, conferences and similar events outside the Republic	Council	Speaker	
10.5	Designating councillors to attend meetings, conferences and similar events called by – (a) an organ of state in the national or provincial sphere of government, (b) SALGA (and its provincial affiliates and office-bearers), (c) SALGBC, including regional/provincial meetings of professional institutes and training events, and (d) Retirement funds and medical aid schemes	Council	Speaker	
10.6	Designation of officials to attend meetings, conferences and similar events called by – (a) an organ of state in the national or provincial sphere of government, (b) SALGA (and its provincial affiliates, office-bearers and officials), (c) the SALGBC, (d) regional/provincial meetings of professional institutes, and (e) training events	Council	In the case of the Municipal Manager, the Executive Mayor  In all other cases, the Municipal Manager	
10.7	Authorising officials to undertake journeys outside the Municipality for the performance of official functions	Council	In the case of the Municipal Manager the Executive Mayor  In all other cases, the Municipal Manager	
10.8	Authorising officials to participate, at the Municipality's cost, in working groups of SALGA (and its provincial affiliates), the SALGBC and a professional institute of which such an official is a member	Council	In the case of the Municipal Manager, the Executive Mayor  In all other cases, the Municipal Manager	