#### DELEGATION OF POWERS

* + 1. OBJECTIVES OF DELEGATION

To ensure maximum administrative and operational efficiency

To provide for adequate checks and balances

To delegate decision-making to the most effective level within the administration

To involve employees in management decisions as far as practicable

To promote a sense of collective responsibility for performance

To clarify duties for the management and co-ordination of administrative components, systems and mechanisms

To define the duties of each political structure and political office-bearer

To determine the relationships amongst the political structures, political office-bearers and the administration, and the appropriate lines of accountability and feedback from each of them

* + 1. POWERS DELEGATED:
* **the mayor**

The following statutory powers and duties are delegated to the Mayor in accordance with the provisions of section 37 of the Municipal Structures Act, 1998;

1. Must preside at meetings of the Council;

2. Must ensure that the Council meets at least quarterly;

1. Must maintain order during meetings of the Council;
2. Must ensure compliance with the Code of Conduct for councillors in the meetings of the Council and Council’s Committees;
3. Must ensure that Council Meetings are conducted in accordance with the standard Rules and Orders of the Council;
4. Must convene Special Meetings of the Council at the venue determined by her/him and at the time set out in any request that such a meeting be convened in terms of section 29(1) of the Structures Act, 1998;
5. Must ensure that the provisions in respect of privileges and immunities of Councillors, as set out in section 28 of the Structures Act, 1998 or any other applicable legislation, are adhered to;
6. Must submit all required reports to Council.
7. Oversees that the Committees of Council exercise and fulfil all their powers and duties;
8. Is the official Councillor responsible for finances, unless otherwise decided
9. Promotes the image of the Municipality;
10. Leads and promotes social and economic development of the municipality;
11. Performs ceremonial duties as determined by Council;
12. Liases with the community.

* FINANCIAL COMMITTEE

1. The financial committee shall make recommendations to the council –

- by council resolution,

- when the need occur,

- on issues applicable to the specific committee.

* 1. Monitor the implementation and enforcement of the Municipality’s Credit Control and debt Collection Policy and By-laws and the performance of the Accounting officer in implementing the Policy and By-Laws;
  2. The evaluation or review of the Municipality’s Credit Control and Debt Collection Policy and By-Laws, and implementation of such in order to improve efficiency of their mechanisms, processes and procedures;
  3. Approval or ratification of overtime-work by employees;
  4. Implement an Internal Audit Committee and oversee the performance of the internal Audit committee;
  5. Implement corrective measures according to recommendations from internal audit committee
  6. Oversee and monitor the monthly financial report, to council.
* **ADMINISTRATION COMMITTEE**

The Administration Committee shall make recommendations to the council –

- by council resolution,

- when the need occur,

- on issues applicable to the specific committee.

* + - 1. Arrangement, in consultation with the Mayor and Accounting officer processions and meetings;
      2. Management of the development and drafting of the Municipality’s Performance Management System;
      3. Make recommendations on the use of a coat of arms, flag and banner of any of the towns within the Municipality for commemorative and other purposes;
* **TECHNICAL COMMITTEE**

The Technical Committee shall make recommendations to the council –

- by council resolution,

- when the need occurs,

- on issues applicable to the specific committee.

1. Approval of the demolition and /or conversion of residences;
   * 1. Approval of applications to close streets in residential areas for street “braais”, bashes and other similar occasions;
     2. Granting of permission for temporary use of land, taking Council Policy Into account;
     3. The sale of Industrial sites owned by the Municipality in terms of an approved deed of sale and an approved price;
     4. Waiving of Council’s rights in respect of servitudes;
     5. The consideration and approval of applications for the provision of water outside the municipal area;
     6. At such intervals as may be determined by the Council, report to the council regarding all decisions and recommendations made by it;
     7. Requests for the use of servitude areas created for Municipal purposes, for building purposes or for the erection of other structures: Provided that such use of the servitude area does not prejudice the purpose for the which the servitude was registered;
     8. Applications for the consolidation of land which does not belong to the Municipality and the setting of building-clause conditions to be registered against the titles of the stands concerned, as well as the determination of servitudes for the protection of services and their application in which subdivisions are made;
     9. Approval of applications for subdivisions of land which does not belong to the Municipality and also the approval of applications for the abrogation of a title condition which prohibits such a subdivision and, where necessary, the setting of building-clause conditions to be registered against the titles of the stands concerned, as well as the determination of servitudes to protect services and their application in cases in which subdivisions are made;
     10. Approval of rezoning applications in respect of land within the guidelines area; and
2. Approval of applications for the relaxing of street building lines in respect of single residential stands in terms of the Town Planning Scheme.

* **SOCIAL AND ECONOMIC COMMITTEE**

The Social and Economic Committee shall make recommendations to the council –

- by council resolution,

- when the need occurs,

- on issues applicable to the specific committee.

(a) Local Economic Development.

(b) Involvement of communities and community organisations in the affairs of the Municipality;

© Ensuring that due regard is given to public views and reporting on the effect of consultation on the decisions of the council;

* POWERS DELEGATED TO THE ACCOUNTING OFFICER AS HEAD OF THE ADMINISTRATION

As Head of the Administration, the following statutory powers and duties are delegated to the Accounting officer in accordance with a the provisions of the Municipal Structures Act, 1998 and the Municipal Systems Act, 2000;

1. Forms and develops an economic, effective, efficient, accountable and performance driven administration for the Municipality in accordance with the provisions of section 55 of the Municipal Systems Act, 2000;

2. Manage the municipality’s administration in accordance with the provisions of the Municipal Systems Act, 2000 and other legislation applicable to the Municipality;

3. Implement the Municipality’s Integrated Development Plan, monitors and evaluates progress with the implementation of the Plan;

4. Manage the provision of services to communities, residents and ratepayers in a sustainable manner;

5. Controls and manages the effective utilisation and training of staff;

Maintains discipline of staff;

6. Promotes sound labour relations and compliance by the municipality of labour legislation, conditions of service and collective agreement;

7. Advise political structures and functionaries of the municipality;

8. Manage the communication between the municipality’s administration and its political structures and political office bearers;

9. Carry out the decisions of the structures and functionaries of the municipality;

10. Administers and implements the municipality’s by-laws and other legislation;

11. Implements national and provincial legislation applicable to the municipality;

12. Facilitates participation by communities, residents, ratepayers and other stakeholders in the affairs of the municipality;

13. Implements and enforces the Municipality’s Credit Control and Debt Collection Policy and relevant By-laws in accordance with the provisions of section 96 of the Municipal Systems Act, 2000;

14. Establishes effective administrative mechanisms, processes and procedures in accordance with the Credit Control and Debt Collection Policy and relevant by-laws of the Municipality, to collect money due and payable to the Municipality in accordance with the provisions of section 96 and 98 of the Municipal Systems Act, 2000;

15. Gives authorisation to officials concerned, to obtain access, at all reasonable hours, to premises in the Municipality in order to read, inspect, install or repair any meter or service connection for reticulation, or to disconnect, stop or restrict the provision of any service in accordance with the provisions of section 101 of the Systems Act, 2000;

16. Is the custodian of all records and documents of the Municipality, except where otherwise provided, in accordance with the provisions of section 117 of the Municipal Systems Act, 2000;

17. On written request by staff member, makes a copy of, or extract from, the staff systems and procedures of the Municipality, including any amendments, available to that staff member in accordance with the provision of section 67 of the Municipal Systems Act 2000;

18. Provide a copy of the Code of Conduct, including any amendments, to every member of the staff of the municipality in accordance with section 70 of the Municipal Systems Act, 2000;

19. Ensures that the purpose, contents and consequences of the staff systems and procedures of the Municipality and the Code of Conduct for Officials are explained to staff members who cannot read, in accordance with the provisions of section 67 and 70 of the Municipal Systems Act, 2000;

20. Promptly submit an appeal received by him/her from a person whose rights are affected by a decision taken by a delegated body in terms of a power or duty delegated or sub-delegated by a delegating authority to that delegated body against the decision, to the delegating authority concerned in accordance with the provisions of section 65 of the Municipal Systems Act 2000;

21. Report on the existing delegations issued by the Council and other delegating authorities of the Municipality, and to make recommendations on any changes that he may deem necessary whenever it becomes necessary to review the Municipality’s delegations in accordance with the provisions of section 60 of the Municipal Systems Act, 2000;

22. In the event off legal proceedings by or against the Municipality, signs certificate to the effect that the Municipality uses the best known, or only, or most practicable and available methods in exercising any power performing any duty assigned to it in terms of any legislation, which certificate must, in accordance with the provisions of section 110 of the Municipal Systems Act, 2000 on its mere production by any person be accepted by the Court as evidence of that fact;

23. Is responsible and accountable for all the Municipality’s income, expenditure, assets and liabilities, and the proper and diligent compliance with the provisions of the Municipal finance management legislation and in accordance with the provisions of section 55 of the Municipal Systems Act, 2000;

24. Compromise or compound any legal, claim or proceedings, and submit to arbitration any matter other than a matter involving a decision on the status, powers or duties of the Municipality of the validity of its Acts or by-laws, in accordance with the provisions of section109 of the Municipal Systems Act, 2000;

26. Within a policy framework determined by the Council-

* + 1. Approves a staff complement for the administration;
    2. Provides a job description for each post on the staff establishment for evaluation purposes;
    3. Aligns the remuneration and other conditions of service for each post on the staff establishment in accordance with applicable labour legislation and any collective agreement;
    4. Regularly evaluates the staff establishment and if necessary, review the staff establishment and the remuneration and Conditions of Service.

1. Appointment of personnel beneath managerial level in accordance with the Employment Equity Plan of the municipality, subject to the Employment Equity Act, 1998 (act No 55 of 1998) ;
2. Application of personnel conditions of service and implement labour legislation;

* **OTHER POWERS DELEGATED TO THE ACCOUNTING OFFICER.**

1. The Accounting officer is responsible for-
2. All income and expenditure of the Municipality;
3. All assets and the discharge of all liabilities of the Municipality; and
4. Proper and diligent compliance with the Municipal Finance management legislation.
5. Ensuring that the Municipality has and maintains-
6. Effective, efficient and transparent systems of financial and risk management and internal control;
7. A system of internal audit;
8. An appropriate procurement and provisioning system which is fair, equitable, transparent, competitive and cost-effective; and
9. A system for properly evaluating and prioritising all major capital projects prior to a final decision on the project.
10. Keeping full and proper records of the financial affairs of the Municipality in accordance with any prescribed norms and standards;
11. The effective, efficient, economical and transparent use of the resources of the Municipality;
12. Taking effective and appropriate steps to-
13. Collect all money due to the municipality;
14. Prevent unauthorised expenditure;
15. Prevent losses resulting from possible criminal conduct; and
16. Manage available working capital efficiently and economically.
17. Without delay, reporting all losses as result of suspected criminal conduct and irregular expenditure to the South African Police Service;
18. The management, including the safeguarding and the maintenance of the assets, and the managing of the liabilities of the Municipality;
19. Compliance by the Municipality with any tax, levy duty, pension and audit commitments as may be required by legislation;
20. On discovery of any unauthorised expenditure, immediately reporting in writing, particulars of the expenditure to the Mayor, Members of the Executive Council of the province responsible for Finance, Local Government and the Auditor-General.
21. Taking effective and appropriate disciplinary steps against any employee who-
    1. Contravenes or fails to comply with a provision of the Municipal finance management legislation, financial by-laws, policies and procedures of the Municipality.
    2. Commits an act which undermines the financial management and internal control system of the Municipality; or
    3. Makes or permits any unauthorised or fruitless expenditure.
22. Enforcing compliance with any prescribed conditions if the municipality gives financial assistance to any entity or person.
23. Ensuring the submission by the Municipality of all reports, returns, notices, explanations and motivations and other information to the Provincial Treasury, the National Treasury, the Provincial Treasury or the Auditor-General, as may be required by the Municipal finance management legislation;
24. Complying and taking all reasonable steps to ensure compliance by the Municipality with the provisions of the applicable Municipal finance management legislation;
25. Ensuring that expenditure of the Municipality is in accordance with the approved budget and that effective and appropriate steps are taken to prevent-
    1. Overspending of the approved budget;
    2. Under collection of revenue due to the Municipality; and
    3. Unauthorised and fruitless expenditure;
26. Within 10 days of the end of each month submitting, to the council:
    1. Information, in the format prescribed by the National Treasury, on actual revenue and expenditure for that month;
    2. A projection of expected expenditure and revenue collection for the remainder of the current financial year;
    3. When necessary, an explanation of any material variances, and
    4. A summary of the steps that are taken to ensure that the projected expenditure and revenue remain within the approved budget.
27. Reporting to the council, any impending-
    1. Under-collection of revenue due;
    2. Shortfalls in budgeted revenue;
    3. Overspending of the approved budget and
    4. Any appropriate steps to be taken to rectify the situation.
28. Utilising a saving in the amount appropriated under a vote in a budget towards the defrayment of excess expenditure under another vote in the same budget, unless the Council directs otherwise and must as soon as possible table in the municipal Council a report containing the prescribed particulars concerning the utilisation of such a saving.
29. Preparing Financial Statements for each financial year in accordance with generally recognised accounting practices reflecting any financial stake the Municipality may have in any other undertakings and submit those financial statements to the Auditor-General for auditing within two months after the end of the financial year.
30. Within one month of receiving the Audit Report from the Auditor-General, tabling in the Council an Annual Report on the activities of the Municipality and the municipal entities concerned during the financial year, a copy of the (consolidated) Financial Statements and the Audit Report and submitting to the National Treasury and the Provincial Treasury-
    1. Copies of the Annual Report, the (consolidated) financial Statements and the Audit Report; and
    2. Particulars of any corrective action taken in response to the findings of the Audit Report;
31. Giving reasonable written notice of any meetings where the Financial Statements and Audit Report will be considered to the Auditor-General, the Provincial Treasury and the Provincial Department responsible for Local Government and submit copies of the Minutes of these meetings to the Auditor-General, the Provincial Department responsible for Local Government.
32. If she/he fails to submit Financial Statements to the Auditor-General or to table financial statements and the Auditor-General’s audit report on those statements in the Council, he or she must promptly table in that Council a written explanation setting out the reasons why they were not submitted.
33. When an annual Budget is tabled in the Council, the Accounting officer submitting measurable incomes and expenditure targets of the financial year to which the budget relates.
34. Enforcing compliance with the provisions of relevant legislation regarding the revenue fund. If she or he is unable to comply with this responsibility, he or she must promptly report the inability, together with reasons, to the Council, the National Treasury and the Provincial Treasury.
35. Giving public notice in a manner determined by the Council of the time, date and venue of every-
    1. Ordinary Meeting of the Council and any Committee; and
    2. Special or Urgent meeting of the council and any Committee.
36. Determining and recovering the amount of any loss or damage incurred by the Municipality from the person who was responsible for the loss or damage in appropriate cases institute disciplinary action. An employee who is or was employed by the Municipality is responsible for a loss or damage if it is proven during a disciplinary enquiry that he/she-
    * 1. Failed to collect money owing to the Municipality, the collection for which he/she was responsible;
    1. Is or was responsible for a payment of money without proper authority or without following the prescribed procedure or without a proper supporting voucher;
    2. Due to an omission to carry out his/her duties, is or was responsible for fruitless expenditure;
    3. Is or was responsible for damage to or the destruction of money of the Municipality, stamps or other face value documents or securities or other property of the Municipality; and
    4. Due to an omission to carry out his/her duties is or was responsible for a claim against the Municipality;
37. Recovering the amount of any unauthorised expenditure from the person who was responsible for incurring such expenditure or the beneficiary thereof.

Expenditure is unauthorised when-

* + 1. A payment had been made without provision, having been made in the approved budget, with due regard for any legal provisions governing payment;
    2. A payment or part of any payment resulting in the total amount of the approved budget or a vote in the budget being exceeded;
    3. Any external or internal authorisation required by law for a payment cannot be produced;
    4. A payment had been made without proper legal authority or inconsistent with any legal requirements; and
    5. Expenditure from a vote in the budget that is unconnected with the purpose of that vote.

* **ADDITIONAL POWERS, FUNCTIONS AND DUTIES DELEGATED TO THE ACCOUNTING OFFICER**

1. To commence with any legal process, whether criminal or civil, on behalf of the Council and to defend or oppose any legal process, whether criminal or civil, against the Council;
2. To submit or oppose an appeal to a higher court or other body in respect of a judgement given by a lower court or body concerned;
3. In consultation with the Council, to incur expenses to appoint investigators to obtain evidence in cases of alleged irregularities or misconduct;
4. To advise the Council on the granting of legal aid to employees in terms of section 73b of the Local Government Ordinance, 1982;
5. To decide about the refunding of tender deposits in respect of those tenders where the Council has no contractual obligation to refund deposits;
6. To sign the following documents-
   1. Together with the Mayor, the granting of Honorary citizenship and freedom of the Municipality;
   2. Documents for the transfer or acquisition of immovable property or rights in respect thereof;
   3. Documents to commence with any legal process, whether criminal or civil, on behalf of the council and to defend or oppose any legal process, whether criminal or civil, against the Council;
   4. Documents necessary to submit or oppose an appeal to a higher court or other body in respect of a judgement given by a lower court or body concerned; and
   5. Any other contract or document not specified in respect of any Departmental Head.
7. In his or her discretion, not to lease a hall of the Council if he or she is of the opinion that the risk involved is too high;
8. To turn down any applications for donations, which cannot be considered in terms of Council Policy;
9. To close Council’s Libraries on a temporary basis;
10. To perform the functions and exercise the powers vested in the council in terms of the provisions of-
11. Sections 3(1) to 3(7) of the Civil Protection Ordinance, 1977 (Ordinance No 10 of 1977). Any financial implication in terms of this delegation must be submitted to the Council for approval.
12. To grant of permission for the free use of Council premises for departmental functions and other municipal-orientated activities/events;
13. In consultation with the Departmental Head concerned, to dismiss with proper notice, any employee, whether in a permanent or temporary post, if his or her services are no longer required, subject to the provisions of labour legislation;
14. In consultation with the Departmental Head concerned, to decide about the acceptance or not of a notice of termination of service received from an employee on a shorter period than the period set in the conditions of service of the employee;
15. In consultation with the Departmental Head concerned the authority to extend the validity of non-accumulative leave of an employee.

* **Chief Financial Officer**

1. The authority to collect money owed to the council in terms of contract legislation, court orders and decisions of the Council or any other legal basis.
2. In consultation with the Accounting officer, authority to commence with a legal process on behalf of Council in respect of the recovering of any money owed to the Council for whatever reason and in any Court, which has jurisdiction, with the inclusion the signing of all necessary documents, This includes the power to instruct the Council’s Attorneys to act on behalf of Council in such cases;
3. The issuing of a clearance certificate, which certifies that the rates, fees, amounts and interest in respect of a certain property in the municipal area, have been paid to the Council as required by the applicable legislation.
4. The claiming from and making of payments to, professional persons or firms.
5. The authority to release funds in respect of capital items in terms of the approved capital budget.
6. The authority to deduct money, due by any official to the Council, from salaries or wages.
7. The handling of requests from financial institutions for service delivery in respect of the payment of Municipal accounts.
8. The authority (in conjunction with the Accounting officer) to make a ruling in respect of the commencement with legal process for the claiming of expenses caused by damage to Council property by a third party, and for expenses in respect of injuries sustained by an official while on duty, in terms of the Workmen’s Compensation Act.
9. The authority to perform the functions and exercise the powers that vest in the council in terms of the provisions of;
   * 1. Dog Regulations;
     2. Financial Regulations;
     3. Regulations relating to the municipal Pension and Gratuity Funds; and
     4. Water Supply and Electricity Supply Regulations with regard to financial matters.
10. All requests for the lists of names and addresses of water and electricity consumers, as well as the taxation ledger, will be considered subject to the circumstances and requirements of the Council, which take precedence at all times.
11. The authority to sign the following documents;
    1. Share certificates in respect of approved loans;
    2. Documents concerning the collection of money owed to the Council, in either the Magistrate or the High Court; and
    3. Debt certificates.
    4. Cheques, Official orders and clearance certificates.
12. The authority to finalise insurance claims concerning the Council’s internal insurance fund.
13. In consultation with the departmental head concerned, the authority to enforce the penalty clauses contained in Council’s contracts for the late delivery of goods and services.
14. The maintenance of Council’s Register for Lease Contracts and the informational submissions thereof to the Council on 30 June of each year.
15. Budget Control.
16. Attendance of Council and other relevant Committee Meetings.
17. The authority to appoint officials as Health and Safety Representatives for his department in terms of the provisions of the Occupational Health and Safety Act, 1993 (Act No 85 of 1993).
18. The monitoring /exercise of all duties vested in the Treasury Department.

* **AdministratiON Manager**

1. Attendance of all Council and other committee meetings as may be determined from time to time.
2. The authority to allocate or re-allocate dates for street collections for which applications have been received.
3. The authority to sign official correspondence and employment certificates.
4. The authority to perform the applicable functions and exercise the powers that vest in the council in terms of the provisions of-
   1. Standard Rules and Orders;
   2. Library by-laws;
   3. Public Procession Regulations;
   4. Leave Regulations;
   5. Code of Conduct for Officials;
   6. Conditions of Service;
   7. Labour Legislation;
   8. Other legislation applicable to local government; and
   9. The Municipal Code.
5. Updating of all relevant legislation;
6. The authority to appoint officials as Health and Safety Representatives for his or her department in terms of the provisions of the Occupational Health and Safety Act, 1993 (Act No 85 of 1993);
7. As Human Resources Manager, responsible for;
   1. Maintaining Personal Files, Appointment Letters, Employment Certificates, Unemployment Fund cards, addressing labour queries, personnel circulars, recommendation of leave application;
   2. Skills Development and Employment Equity; and
   3. General human resource management.

1. Committee services;
2. Responsible for overseeing the Libraries;
3. Support services to Mayor and Councillors;
4. Execution of applicable Council Resolutions;
5. Keeping registers: Policy Register, Standing Resolutions Register, leave Register and Attendance Registers of meetings;
6. Daily administration of the Department’s Council administration
7. Budget control of the department;
8. Legal matters (updating, briefing council/personnel of any changes, etc).
9. Auxiliary Services: records (filing system), typing, switchboard, cleaning, photo- copying, messenger services etc;
10. Management and maintenance of Archives, including securities;
11. Drafting of Council Circulars to the community;
12. Secretarial Services: Disaster Management as well as other delegated Disaster Management Functions;
13. Editing of all official correspondence before forwarding;
14. Opening of daily mail and referral of items to HOD’S for comments/further information;
15. Compilation of legal notices and ensuring that they are published when and where necessary;
16. Public Relations;
17. The authority to consider applications for the licensing of businesses in accordance with the provision of the Business Act, 1991 (Act 71 of 1991).
18. The authority to take the necessary readings to measure BA values and acting within noise control legislation/regulations;
19. The issuing of building clause and waiver certificates as well as certificates for the raising of property title conditions to bring these in line with the Council’s Town Planning Schemes.
20. The authority to issue certificates of condonation in terms of section 4(B) of the Sectional Titles Act 1988 (Act No 95 of 1988)
21. The authority to take the necessary steps to secure a suitable court order which obliges the owner or occupier of land or premises to meet the requirements of the Town Planning Schemes should such owners or occupiers of land or premises fail to meet the requirements of the said Town Planning Scheme.
22. The authority (in conjunction with the chief technical officer) to make recommendations (for submission to the Council) in respect of applications for the cancellation, suspension or amendment of title conditions which are restrictive, to bring the title deed of a premises into line with the Town Planning scheme, except in cases in which a revisionary clause in favour of the Council exists in the Title Deed.
23. The authority (in conjunction with the chief technical officer) to consider applications for Home industries and House Cafes in terms of the Town Planning Scheme. Where the application is of a controversial nature, which might have a significant impact on the surrounding community and objections have been lodged by surrounding property owners, the matter has to be referred to the Council for a decision.
24. Performing of any duties as may be delegated by the Accounting officer from time to time.
25. Publishing of general advertisements and promotions
26. Approval of advertisement signs in terms of council resolutions;
27. Approval of applications to exhibit and/or distribute posters and promotional material in terms of council directions;
28. Discipline within the Municipality;
29. Training and capacity building of employees;
30. Approval of acting allowances in terms of the Personnel Conditions of Service;
31. The creation of temporary posts in the event of the occurrence of bottlenecks or emergency situations;
32. The application of disciplinary measures;
33. In the case of a new appointment, if such an appointee has been obliged to change his/her place of residence as result of the appointment, the granting of permission in terms of Council’s Employment Policy for the payment of removal costs in respect of the appointee’s movable property, provided sufficient proof of the costs incurred, has been furnished;
34. Confirmation of appointments of employees on probation to a permanent position or to extension of the probation period in the light of his/her performance and competence, subject to the provisions of labour legislation

* **Chief Technical Officer**

1. The authority to appoint officials as Health and Safety Representatives to his or her department in terms of the provisions of the Occupational Health and Safety Act, 1993 (Act no 85 of 1993).
2. The authority to perform the functions and exercise the powers that vest in the Council in terms of the provisions of;
   1. Sewerage Regulations; and
   2. Water and Electricity Supply Regulations.
3. The authority, in consultation with the Accounting officer, to permit private persons or organisations to perform work on Council property: Provided that–
   1. This does not prejudice the council’s interests; and
   2. The Council is indemnified, in writing, against any damages and claims that may arise or result from such activities.
4. The authority to grant permission for the excavation of gravel on commonage at a tariff determined by Council from time to time, or at a standard tariff determined by legislation, whichever is applicable.
5. In consultation with the Chief Financial Officer, the authority to enforce the penalty clauses contained in Council’s contracts for the late delivery of goods and services.
6. The authority to enter and inspect any site or premises within the municipal area 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.
7. Responsible for the proper functioning of Council’s water Supply Network/water Reticulation.
8. Responsible for maintenance of Council’s infrastructure, Buildings and Equipment.
9. The maintenance/upgrading of Council’s Electricity Network.
10. The authority to appoint officials as Health and Safety Representatives to his or her Department in terms of the provisions of the Occupational Health and Safety Act, 1993 (Act No 85 of 1993).
11. The authority to perform the functions and exercise (in respect of Public Works) the powers that vest in the council in terms of the provisions of;
    1. Regulations Regarding cemeteries;
    2. Policies Regarding Control of Commonage; and
    3. Regulations Regarding Traffic.
12. The authority to erect traffic signs and to affect traffic measurements;
13. The responsibility for the maintenance and proper running of public toilet facilities in parks;
14. The authority to decide whether the Fire Fighting equipment may be used for fire fighting purposes outside the boundaries of the municipal area;
15. The authority to perform the functions and exercise 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, 1958 (Act No 26 of 1958);
16. The authority to perform the following diverse functions and exercise the powers that vest in the Council in terms of the provisions of:
    1. Regulations Regarding Fire Brigade;
    2. Regulations Regarding Petroleum Liquid and other substances; and
    3. Regulations Regarding Traffic.
17. The authority to perform the functions and exercise the powers (in respect of electricity) that vest in the Council in terms of the provisions of;
    1. Electricity Supply Regulations;
    2. Electricity Act, 1987 (Act No 41 of 1987); and
    3. Occupational Health and Safety Act, 1993(Act No 85 of 1993) and the Electricity Act, 1987 (Act, No 4 of 1987) as supplier of electricity within the municipal area.
18. The monitoring/exercise of all duties vested in the Technical Department.
19. The authority to perform the functions and exercise the powers that vest in the council in terms of the provisions of;
    1. Regulations regarding display of advertisements;
    2. Regulations regarding Hawkers;
    3. Provisions of regulations 7and 8 of the Noise Control Regulations promulgated in terms of the Environment Conservation Act, 1988(Act No 73 of 1988);
    4. Regulations relating to bakeries;
    5. Regulations relating to barbers, hairdressers and beauty salons;
    6. Regulations regarding boarding houses;
    7. Regulations regarding cleanliness of plots;
    8. Regulations regarding crèches or nursery schools;
    9. Regulations regarding keeping of pigs;
    10. Regulations regarding laundries and receiving depots;
    11. Regulations regarding milk and dairies;
    12. Regulations regarding noxious or offensive trades;
    13. Regulations regarding public health and sanitation;
    14. Regulations regarding refuse removal;
    15. Regulations regarding the sale of meat, and
    16. The Health Act, 1977 (act No 83 of 1977).
20. The authority to issue all statutory notices for the elimination of nuisances;
21. The authority to sanction the relaxation of any structural changes to buildings in terms of the provisions of the regulations governing crèches and crèches-cum-nursery schools: Provided that the provisions of the National Building Regulations, 1977 are not contravened.
22. Regulation of Advertisement Boards/Signs and Posters erected/affixed within the Municipal area.
23. The authority to perform the functions and exercise the powers that vest in the Council in terms of the provisions of;
    1. The National Building Regulations and Building Standards Act, 1977 (Act No 103 of 1977) of any regulations promulgated in section 5 of the Act, and
    2. The provisions of regulations in respect of the numbering and renumbering of buildings and places and the assignment and display of names on flat complexes.
24. Administration and related functions in respect of low cost (RDP) Housing.
    1. Approval of the placement of neighbourhood watches notice boards on Council property as well as restricting such placements.