

~ MEMORANDUM ~			
<u>AAN / TO</u>	Distribution List	<u>VAN / FROM</u>	Mr D P Lubbe Municipal Manager
<u>VERW / REF</u>	2/5/1	<u>DATUM / DATE</u>	1 July 2024
<u>ONDERWERP SUBJECT</u>	<u>AMENDED: DELEGATIONS FOR THE AUTHORIZATION OF EXPENDITURE: 1 JULY 2024</u>		

Sir / Madam

Please note that from 1 July 2024, the following amended delegations for the authorization of expenditure are approved:

1. **Authority for electronic transfers**

Director: Financial Services (CFO)
Manager: Budget Office
Manager: Income Services
Manager: Expenditure Services
Snr Accountant: AFS & Reporting

All electronic transfers must be approved by 2 (two) persons.

2. **Authority to sign purchases / orders**

Director: Financial Services (CFO)
Manager: Supply Chain Management
Senior SCM Practitioner
SCM Practitioner
Principal Clerk: SCM

3. **Authority to approve requisitions**

3.1 **Unlimited amount**

Municipal Manager

3.2 **Up to R75 000.00**

Director: Financial Services (CFO)
Director: Corporate Services
Director: Economic, Social & Integrated Development Services
Director: Community Services
Director: Engineering Services

The Directors can approve requisitions for higher amounts if the spending/purchase was approved by the Tender Adjudication Committee (from R75 001 up to R300 000) or Municipal Manager (more than R300 000) in writing and such approval is attached to the requisition.

3.3 Up to R20 000.00

Chief Audit Executive	-	Mr A Mati
Manager: Human Resources	-	Mr T H Carstens
Snr Manager: Administrative Support	-	Mr G M Moelich
Manager: Labour Relations	-	Mr E Jooste
Chief: Traffic Services	-	Vacant
Manager: Community Facilities	-	Mrs L J H April
Manager: Parks & Amenities	-	Ms V Flepu
Manager: Human Settlement Administration	-	Mrs M B Brown
Chief Fire & Disaster Management	-	Mr N E Mdluli
Manager: Budget Office	-	Ms L Nokama
Manager: Income Services	-	Ms J C R Ladouce
Manager: Expenditure Services	-	Mr C J Franken
Manager: IDP, Communication & PMS	-	Mrs A J Swarts
Manager: LED & Rural Development	-	Mrs I Cook
Manager: ICT	-	Mr U B Bakaco
Snr Manager: Civil Engineering Services	-	Mr C G H Posthumus
Manager: Electrical Engineering Services	-	Mr G A Lotter
Manager: Town Planning	-	Mrs T L Brunings
Manager: Project Management	-	Mr N W Albertyn
Manager: Solid Waste Management	-	Mr G M Slingers
Office Head (Executive Mayor)	-	Mr R de Jong
Manager: Libraries	-	Miss F Q Gumede

The Managers can approve requisitions for higher amounts if the spending/purchase was approved by the Director (from R20 001 up to R75 000), Tender Adjudication Committee (from R75 001 up to R300 000) or Municipal Manager (more than R300 000) in writing and such approval is attached to the requisition.

3.4 Up to R5 000.00

Assistant Manager: Governance Support	-	Mr A G Brönn
Snr Network Administrator	-	Mr M Z Prins
Snr Town Planner	-	Mr J Le R van Zyl
Snr Accountant: Budget & Costing	-	Mrs A Gcaleka
Snr Accountant: Income	-	Mr B E Cavernelis
Snr Accountant: AFS & Reporting	-	Mr U Nakasa
Snr Technician: Water & Sanitation	-	Mr X Maliwa
Snr Technician: Civil Engineering Services	-	Mr A F Joubert
Snr Technician: Civil Engineering Services	-	Mr J M Norman
Snr Technician: Electrical Engineering Services	-	Mr C J Opperman
Snr Technician: Project Management	-	Mr D F Neethling
Snr Internal Auditor	-	Mr D D Engelbrecht

3.5 Up to R2 000.00

Town Planner	-	Ms A J De Wet
Accountant: Insurance & Store Management	-	Mrs K M Meiring
Controller: Property Rates & Services	-	Vacant
Controller: Creditors	-	Ms N A Pieterse
Controller: Credit Control	-	Vacant
Controller: Salaries	-	Mrs L W Carolus
Controller: Financial Statements	-	Mr C H Scheepers
Controller: Asset Management	-	Mr G C Fielies
Controller: Auxiliary Services	-	Vacant
Internal Auditor	-	Ms P P Nkosi
Internal Auditor	-	Ms K A Mphalwa

3.6 **Up to R1 000.00**

Snr Superintendent: Traffic Services	-	Mr A J Dondolo
Superintendent: Parks & Amenities	-	Ms M Hucklesby
Superintendent: Sport Facilities	-	Mr A Mgulwa
Superintendent: Community Facilities	-	Vacant
Superintendent: Electrical (Ashton)	-	Mr M Nortje
Superintendent: Electrical (Bonnievale)	-	Mr S A Thousand
Superintendent: Electrical (Montagu)	-	Mr B Beukes
Superintendent: Electrical (Robertson)	-	Mr R C Bouwer
Superintendent: Electrical (Robertson)	-	Mr C J Mouton
Superintendent: Works (Robertson)	-	Mr Y Oosthuizen
Superintendent: Works (Bonnievale)	-	Mr N C N Nomdo
Superintendent: Works (Montagu)	-	Mr J G Carolus
Superintendent: Works (Ashton)	-	Mr D J P Bukwana
Superintendent: Mechanical Workshop	-	Mr W Brewis
Superintendent: Solid Waste Management (x2)	-	Miss B Dlangamandla
	-	Miss S Tutu
Snr Communication Officers	-	Mrs M Pieterse & Mr W Gordon
Ward Committee Co-ordinator	-	Ms N M Fikizolo
IDP Co-ordinator	-	Mr J J Mfutwana
Building Control Officer	-	Mr J J dos Santos

4. **Reporting**

- a. Where an employee acted in terms of the delegation as per paragraph 3, must the relevant employee report on a monthly basis. The requisition number, supplier and amount of requisition must be reported.
- b. Where employees acted in terms of the other delegations (excluded delegation as per paragraph 3), must the relevant employee report on an annual basis on such actions.

Note:

- (i) All purchases must be done in terms of the Supply Chain Management Policy Council and the Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003).
- (ii) The Municipal Manager must approve all expenditure on capital items which are financed from the Operational Budget (Contribution to Capital Spending).
- (iii) An employee may only utilize funds from his/her department/vote which were budgeted for.
- (iv) Requisitions must be signed by two (2) different officials. The officials that sign a requisition as a requester and approver may not be the same official.

5. **Approval of Deviations up to R75 000.00**

The Director: Economic, Social & Integrated Development Services (Mrs C O Matthys) is authorized to approve deviations up to an amount of R75 000.00 of the normal supply chain processes in terms of Council Supply Chain Management Policy on behalf of the Municipal Manager.

Yours faithfully



D P LUBBE
MUNICIPAL MANAGER

Distribution List

	<u>Position</u>	<u>Name</u>
1.	Municipal Manager	Mr D P Lubbe
2.	Chief Audit Executive	Mr A Mati
3.	Director: Corporate Services	Mr A W J Everson
4.	Manager: Human Resources	Mr T H Carstens
5.	Manager: Labour Relations	Mr E Jooste
6.	Snr Manager: Administrative Support	Mr G M Moelich
7.	Chief: Traffic Services	<i>Vacant (Snr Superintendent Mr A Dondolo / Supt. Mrs V Arendse)</i>
8.	Director: Financial Services (CFO)	Mr M Shude
9.	Manager: Income Services	Mrs J C R Ladouce
10.	Manager: Expenditure Services	Mr C J Franken
11.	Manager: Budget Office	Ms L Nokama
12.	Manager: Supply Chain Management	Mr S Ngcongolo
13.	Director: Economic, Social & Integrated Development Services	Mrs C O Matthys
14.	Manager: LED & Rural Development	Mrs I Cook
15.	Manager: IDP, Communication & PMS	Mrs A J Swarts
16.	Manager: ICT	Mr U B Bakaco
17.	Director: Community Services	Mr M Mgajo
18.	Manager: Parks & Amenities	Ms V Flepu
19.	Manager: Libraries	Ms F Q Gumede
20.	Manager: Community Facilities	Mrs L J H April
21.	Chief Fire and Disaster Management	Mr N E Mdluli
22.	Manager: Human Settlements Administration	Mrs M B Brown
23.	Director: Engineering Services	Mr D Louwrens
24.	Snr Manager: Civil Engineering Services	Mr C G H Posthumus
25.	Manager: Electrical Engineering Services	Mr G A Lotter
26.	Manager: Town Planning	Mrs T L Brunings
27.	Manager: Project Management	Mr N W Albertyn
28.	Manager: Solid Waste Management	Mr G M Slingers