

~ 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>	2 May 2025
<u>ONDERWERP SUBJECT</u>	<u>AMENDED: DELEGATIONS FOR THE AUTHORIZATION OF EXPENDITURE: 2 MAY 2025</u>		

Sir / Madam

Please note that from 2 May 2025, 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) people.

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

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

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

Acting Chief Audit Executive	-	Mr D D Engelbrecht
Manager: Human Resources	-	Mr T H Carstens
Snr Manager: Administrative Support	-	Mr G M Moelich
Manager: Labour Relations	-	Mr E Jooste
Manager: Governance Support	-	Mr A G Brönn
Chief: Traffic Services	-	Vacant
Manager: Community Facilities	-	Mrs L J H April
Manager: Parks & Amenities	-	Ms V Flepu
Manager: Human Settlements Administration	-	Mrs M B Brown
Chief Fire & Disaster Management	-	Mr N E Mdluli
Manager: Budget Office	-	Ms L Nokama
Manager: Income Services	-	Mr U Nakasa
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	-	Vacant
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

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	-	Mrs S Tabata
Snr Accountant: AFS & Reporting	-	Vacant
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	-	Ms T Doko
Controller: Creditors	-	Ms N A Pieterse
Controller: Credit Control	-	Ms T D Nel
Assistant Accountant: Salaries	-	Mrs L W Carolus
Controller: Financial Statements	-	Mr C H Scheepers
Controller: Asset Management	-	Mr G C Fielies
Controller: Auxiliary Services	-	Ms T J Wentzel
Internal Auditor	-	Ms Z Xipu
Internal Auditor	-	Mr S Moss

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 W C Haarhoff
Superintendent: Community Facilities	-	Mr M Z Njoli
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 M J J Kramer
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 D L Lakey
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 D Engelbrecht (Acting)
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.	Manager: Governance Support	Mr A G Brönn
7.	Snr Manager: Administrative Support	Mr G M Moelich
8.	Chief: Traffic Services	Vacant (<i>Snr Superintendent Mr A Dondolo / Supt. Mrs V Arendse</i>)
9.	Director: Financial Services (CFO)	Mr A Mati (Acting)
10.	Manager: Income Services	Mr U Nakasa
11.	Manager: Expenditure Services	Mr C J Franken
12.	Manager: Budget Office	Ms L Nokama
13.	Manager: Supply Chain Management	Mr S Ngcongolo
14.	Director: Economic, Social & Integrated Development Services	Mrs C O Matthys
15.	Manager: LED & Rural Development	Mrs I Cook
16.	Manager: IDP, Communication & PMS	Mrs A J Swarts
17.	Manager: ICT	Mr U B Bakaco
18.	Director: Community Services	Mr M Mgajo
19.	Manager: Parks & Amenities	Ms V Flepu
20.	Manager: Libraries	Ms F Q Gumede
21.	Manager: Community Facilities	Mrs L J H April
22.	Chief Fire and Disaster Management	Mr N E Mdluli
23.	Manager: Human Settlements Administration	Mrs M B Brown
24.	Director: Engineering Services	Mr D Louwrens
25.	Snr Manager: Civil Engineering Services	Mr C G H Posthumus
26.	Manager: Electrical Engineering Services	Vacant
27.	Manager: Town Planning	Mrs T L Brunings
28.	Manager: Project Management	Mr N W Albertyn
29.	Manager: Solid Waste Management	Mr G M Slingers