

PORTFOLIO COMMITTEE :

MANAGEMENT SERVICES

Chairperson :

Cllr A Komani

Committee Members :

**Ald M Sapepa, N Botha-Guthrie,
Cllrs M Opperman & N Nqinata**

PORTEFEULJEKOMITEE :

BESTUURSDIENSTE

Voorsitter :

Rdl A Komani

Komiteelede :

**Rdh M Sapepa, N Botha-Guthrie,
Rdle M Opperman & N Nqinata**

MANAGEMENT SERVICES PORTFOLIO COMMITTEE

BESTUURSDIENSTE PORTEFEULJEKOMITEE

19 February 2019

I N D E X

ITEM

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**STATEMENTS AND COMMUNICATIONS BROUGHT FORWARD BY THE
CHAIRPERSON**

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**AGENDA of the
Portfolio Committee : Management Services
19 February 2019
(Also the agenda for the Mayoral Committee Meeting : 27 February 2019)**

**1.
AMENDMENTS AND ADDITIONS TO THE DELEGATION OF POWERS AND
DUTIES: MUNICIPAL MANAGER: HUMAN RESOURCES**

2/5/3

D Arrison

(028) 313 8004

Corporate Head Office

14 January 2019

1. Executive Summary

The purpose of the report is to obtain approval for amendments and additions to the Municipal Manager's delegations of powers and duties conferred on him.

2. Service Delivery and Budget Implementation Plan Reference

Directorate: Management Services
Human Resources

3. Compliance with Strategic Priority

Provision of democratic, accountable and ethical governance

4. Delegated Authority

None

5. Legal Requirements

Constitution of the Republic of South Africa, 1996 (Constitution)
Local Government: Municipal Systems Act (No. 32 of 2000) (Systems Act)
Local Government: Municipal Finance Management Act (No. 56 of 2003)

6. Background/Discussion

On 24 February 2009, as amended thereafter, Council adopted the Principles and Conditions of Delegation which are applicable on the municipality's system of delegation.

Section 59(4) of the Systems Act provides as follows:

"(4) Any delegation or sub-delegation to a staff member of a power conferred on a municipal manager must be approved by the municipal council in accordance with the system of delegation referred to in subsection (1)."

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Portfolio Committee : Management Services
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On 25 November 2009, as amended thereafter, Council approved the Municipal Manager's delegations and/or sub-delegations of powers and duties conferred on him.

Attached as Annexure "A" is a memorandum containing a request for amendments and additions to the Municipal Manager's delegation to be approved. It is recommended that Council approve the amendments and additions to the Municipal Manager's delegations.

7. Financial Implications

None

8. Staff Implications

None

9. Comments from other Departments, Divisions and Administrations

None

10. Annexures

Annexure A: Memorandum with regard to the amendment of Delegation of Powers and Duties

RECOMMENDATION TO THE COUNCIL:

that the amendments and additions to the Municipal Manager's delegations (as per Annexure A to the item) of powers and duties conferred on him, **be approved**.

RESPONSIBLE OFFICIAL :

**L BUCCHIANERI
H VAN TONDER**

TARGET DATE FOR IMPLEMENTATION :

12 MARCH 2019

**AGENDA of the
Portfolio Committee : Management Services
19 February 2019
(Also the agenda for the Mayoral Committee Meeting : 27 February 2019)**

**1.
AMENDMENTS AND ADDITIONS TO THE DELEGATION OF POWERS AND
DUTIES: MUNICIPAL MANAGER: HUMAN RESOURCES**

2/5/3

D Arrison

(028) 313 8004

Corporate Head Office

14 January 2019

**THIS MATTER SERVED BEFORE THE JOINT PORTFOLIO COMMITTEE ON
19 FEBRUARY 2019, WHICH COMMITTEE RECOMMENDED AS FOLLOWS:**

RECOMMENDATION TO THE COUNCIL:

that the amendments and additions to the Municipal Manager's delegations of powers and duties conferred on him, **be approved**.

RESPONSIBLE OFFICIAL :

**L BUCCHIANERI
H VAN TONDER**

TARGET DATE FOR IMPLEMENTATION :

12 MARCH 2019

E-mail: lbucchianeri@overstrand.gov.za

Tel: 028-313 8120

Fax: 028-313 2297

TO: Director: Management Services
Ms Desiree Arrison

FROM: Manager: Human Resources
Ms Lucinda Bucchianeri

RE: Amendment of Delegation of Powers and Duties:

The above mentioned matter refers.

It is advisable to change the Human Resources delegations as follows:

Proposed/ suggested wording of the amended/ replaced delegations:

Item No	Cryptic description of Power or Duty	Lowest level sub-delegated to	Remarks, Limitations or Conditions
5.1.1.4	<p>To approve the reimbursement costs related to interviews in terms of the municipality's policy.</p> <p><i>(To be deleted. Travel and subsistence Policy was updated on 25 May 2016. No payments will be made to applicants for employment interviews in terms of the scope of this policy.)</i></p>	<p>Director: Management Services</p>	

Item No	Cryptic description of Power or Duty	Lowest level sub-delegated to	Remarks, Limitations or Conditions
5.1.1.12	<p>The change of designation or change of functions when salary or post level remains unaltered.</p> <p><i>(To be deleted as these changes are dealt with at the TASK Audit Committee.)</i></p>	<p>Director: Management Services</p>	

Item No	Cryptic description of Power or Duty	Lowest level sub-delegated to	Remarks, Limitations or Conditions
5.1.1.13	Authorisation of farewell function and purchase of gift. (To be deleted)	Directors	Subject to the expenditure not to exceed the approved amounts.

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Item No	Cryptic description of Power or Duty	Lowest level sub-delegated to	Remarks, Limitations or Conditions
5.1.1.34.4	Approval of shortlist for interviews.	Managers	After consultation with Senior Manager: Human Resources
<i>To read:</i>			
5.1.1.34.4	Compilation of shortlists for interviews.	Managers	In co-operation with the shortlisting panel
5.1.1.34.4A	Approval of shortlist for interviews.	Senior Manager: Human Resources	After consultation with relevant Manager
5.1.1.34.4B	Appeal against shortlist approval provided for in 5.1.1.34.4.A	Director: Management Services	In consultation with the relevant Director

New delegations: To be inserted

Item No	Cryptic description of Power or Duty	Lowest level sub-delegated to	Remarks, Limitations or Conditions
5.1.1.2C	Approval of the encashment of leave in excess of 48 days, due to operational requirements (in terms of clause 8.1.6 of the SALGBC Agreement)	Directors	In consultation with Municipal Manager, subject to budgetary provision.

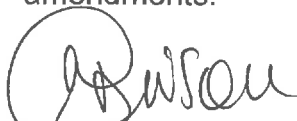
5.1.1.34.6	Request to change minimum requirements of an existing, evaluated, audited post, which will have no effect on the TASK grading of the post.	Director: Management Services	
5.1.1.35.9	Request for approval of compensation for transport/ accommodation for witnesses to testify in disciplinary hearings or arbitration hearings on behalf of the employer.	Director: Management Services	In consultation with the Municipal Manager

Kind regards

Bucchianeri
LUCINDA BUCCHIANERI

SENIOR MANAGER: HUMAN RESOURCES

Recommendation supported/ ~~not supported~~ / ~~supported with the following amendments:~~



DESIREE ARRISON
DIRECTOR: MANAGEMENT SERVICES

28 AUGUST 2018

Recommendation approved / ~~not approved~~ / ~~approved with the following amendments:~~



COENIE GROENEWALD
MUNICIPAL MANAGER

~~AUGUST 2018~~

25 October 2018