



the dr&pw

Department:
Roads and Public Works
NORTHERN CAPE PROVINCE
REPUBLIC OF SOUTH AFRICA

**FINANCIAL DELEGATION OF POWERS,
ACTIVITIES AND DUTIES IN RESPECT OF
THE TREASURY REGULATIONS**

Issued in terms of Section 44 of the Public Finance Management Act

Approved

A handwritten signature in black ink, appearing to be 'Kholekile Nogwili', written over a horizontal line.

**KHOLEKILE NOGWILI
ACCOUNTING OFFICER**

**Financial delegation of powers,
activities and duties in respect of the
Treasury regulations – [date]**

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**Financial delegation of powers,
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Treasury regulations – [date]**

1. General definitions, application and date of commencement

1.1 General definitions

1.1.1 In these financial delegations, unless the context indicates otherwise, a word or expression to which a meaning has been given, has the same meaning, and –

“Accounting Officer” means the Director-General: [department---]

“Act” means the Public Finance Management Act, Act 1 of 1999 (as amended)

“Budget manager” means an employee who has been designated in writing to manage and administer all resources allocated to an activity within a sub programme

“Chief Financial Officer” means the employee designated in terms of Treasury Regulation 2.1.1

“Department” means the [----] as a government department listed under Schedule 1 of the Public Service Act

“Executive Authority” means the Minister of Finance

“Programme” means one of the main segments into which the Department's Vote is divided

“Programme manager” means an employee designated to manage and oversee the financial affairs of a programme or a sub programme

“Sub programme” means a main segment of a programme

1.2 Application

1.2.1 These financial delegations apply to all employees of the Department, unless indicated otherwise.

1.3 Date of commencement

These financial delegations take effect from the date approved by the Accounting Officer.

**Chapter 3
Internal control**

Item (1)	Reference to Treasury Regulation (2)	Description of powers, activities and duties that are delegated (3)	Delegated to			Conditions/limitations/remarks (7)
			Office / Division / Programme / Chief Directorate / Directorate (4)	Designation or position delegated to (5)	Sub-delegated to designation or position (6)	
1.	3.1.2	Appoint audit committee members after consultation with the Executive Authority'.	e.g No delegation			
2.	3.1.5	Disclose the membership of the Audit Committee in the annual report.	e.g Corporate Services Chief Directorate: Internal Audit	Chief Director: Internal Audit	Director: Regularity Audit	
3.	3.1.8	Develop and maintain the Audit Committee's terms of reference.	Corporate Services Chief Directorate: Internal Audit	Chief Director: Internal Audit		The implementation is subject to the approval of the Accounting Officer.
4.	3.1.9	Disclose in the Department's annual report whether or not the audit committee has adopted a formal terms of reference and if so, whether the committee satisfied its responsibilities for the year, in compliance with its terms of reference.				
5.	3.1.12	Implement recommendations from the Audit Committee.				
6.	3.1.16	Arrange that the Audit Committee meets at least annually with the Auditor-General to ensure that there are no unresolved issues of concern.				
7.	3.2.1	Conduct risk assessments regularly to identify emerging risks.	e.g Corporate Services Chief Directorate: Financial Management All programmes	Chief Financial Officer Programme managers	Responsibility managers	<ul style="list-style-type: none"> A risk management strategy, which must include a fraud prevention plan, must be used to direct internal audit effort and priority, and to determine the skills required of managers and staff to improve controls and to manage these risks. The strategy must be clearly communicated to all employees to ensure that the risk management strategy is incorporated into the language and culture of the institution. All units are responsible for maintaining their own risk registers.

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8.	3.2.2	Establish and maintain an Internal Audit Function?	Provincial Treasury	None	None	•
9.	3.2.5	Ensure that the purpose, authority and responsibility of the internal audit function, in consultation with the Audit Committee, be formally defined in an audit charter and be consistent with the Institute of Internal Audit and definition of internal auditing.	Provincial Treasury	None	None	•
10.	3.2.6	Conduct internal audit in accordance with the standards set by the Institute of Internal Auditors.	Provincial Treasury	None	None	•
11.	3.2.7	Prepare, in consultation with and approval by the Audit Committee: a) a rolling three-year strategic internal audit plan; b) an annual internal audit plan for the first year of the rolling three-year strategic internal audit plan; c) plans indicating the proposed scope of each audit in the annual internal audit plan; and d) quarterly reports to the Audit Committee detailing its performance against the annual internal audit plan, to allow effective monitoring and possible intervention.	Provincial Treasury	None	None	•
12.	3.2.8	Assess operational procedures and monitoring mechanisms over all transfers made and received, including transfers in terms of the annual Division of Revenue Act.	CFO	Programme Managers		•
13.	3.2.11	Assist the Accounting Officer in maintaining efficient and effective				•

DELEGATIONS OF POWERS BY THE ACCOUNTING OFFICER IN TERMS OF 6
 THE TREASURY REGULATIONS, 2005
 DEPARTMENT OF ROADS & PUBLIC WORKS

Item (1)	Reference to Treasury Regulation (2)	Description of powers, activities and duties that are delegated (3)	Delegated to			Conditions/limitations/remarks (7)
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		controls by evaluating those controls to determine their effectiveness and efficiency, and by developing recommendations for enhancements or improvement.				
14.	3.2.12	Evaluate and develop recommendations for the enhancement and improvement of processes through which: a) Objectives and values are established and communicated; b) The accomplishment of objectives is monitored; c) Accountability is ensured; and d) Corporate values are preserved.				•

Chapter 4
Financial misconduct

Item (1)	Reference to Treasury Regulation (2)	Description of powers, activities and duties that are delegated (3)	Delegated to			Conditions/limitations/remarks (7)
			Office / Division / Programme / Chief Directorate / Directorate (4)	Designation or position delegated to (5)	Sub-delegated to designation or position (6)	
15.	4.1.1	Conduct an investigation if an official is alleged to have committed financial misconduct and if confirmed ensure that a disciplinary hearing is held in accordance with the relevant prescripts and agreements applicable in the public service.	Chief Financial Officer	Cost Centre Manager	All Districts and Divisions	HRM to assist on procedures to followed. HRM to participate in proceedings
16.	4.2.1	Advise the Executive Authority, National Treasury and the Auditor-General of any criminal charges it has laid against any person in terms of section 86 of the Public Finance Management Act.	None	None	Office of the HOD	Regional Managers to advise HOD
17.	4.3.1	Report to the Executive Authority, the Department of Public Service and Administration and the Public Service Commission on the outcome, as soon as the disciplinary proceedings are completed.	None	None	Legal Services	Responsible Managers to compile the report for approval by HOD
18.	4.3.3	Report to the Executive Authority, National Treasury, the Department of Public Service and Administration and the Public Service Commission of the outcome of any criminal proceedings instituted against any person for	None	None	Legal Services	Regional Managers to prepare schedule. HRM to co-ordinate

Item (1)	Reference to Treasury Regulation (2)	Description of powers, activities and duties that are delegated (3)	Delegated to			Conditions/limitations/remarks (7)
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19.	4.3.4	financial misconduct in terms of section 86 of the Act. Submit on an annual basis, to National Treasury and the Auditor- General a schedule of: a) the outcome of any disciplinary proceedings and/or criminal charges; b) the names and ranks of employees involved; and c) the sanctions and any further actions taken against these employee.				

Chapter 5
Strategic planning
Delegated to

Item (1)	Reference to Treasury Regulation (2)	Description of powers, activities and duties that are delegated (3)	Office / Division / Programme / Chief Directorate / Directorate (4)	Designation or position delegated to (5)	Sub-delegated to designation or position (6)	Conditions/limitations/remarks (7)
20.	5.1.1	Prepare a strategic plan that is consistent with the period covered by the Medium Term Expenditure Framework for approval by the Executive Authority.	e.g Chief Director Institutional Support	Programme Managers	Responsibility Managers	The strategic plan must: a) Comply with the requirements as prescribed by Treasury Regulation 5.2.3; and b) Form the basis for the annual reports of the Accounting Officer as required by sections 40(1)(d) and (e) of the Public Finance Management Act. The submission of the Department's strategic plan to the Executive Authority must be made through and is subject to the approval of the Accounting Officer.
21.	5.3.1	Establish procedures for quarterly reporting to the Executive Authority in order to facilitate effective performance monitoring, evaluation and corrective action.	None	None	None	

Chapter 6
Budgeting and related matters
Delegated to

Item (1)	Reference to Treasury Regulation (2)	Description of powers, activities and duties that are delegated (3)	Office / Division / Programme / Chief Directorate / Directorate (4)	Designation or position delegated to (5)	Sub-delegated to designation or position (6)	Conditions/limitations/remarks (7)
22.	6.1.1	Comply with any annual budget circulars issued by National Treasury.	Chief Financial Officer	Cost Centre Manager	All Districts and Divisions	Divisional managers to assist Regional Managers
23.	6.1.3	Ensure that the budget submission for the vote includes appropriate supporting information in respect of institutions and public entities receiving transfer payments from the Department.	Chief Financial Officer	Programme Managers	All Districts and Divisions	Managers to assist
24.	6.2.1	Ensure that the annual budget documentation, as presented to Parliament conform to the formats as determined by National Treasury.				
25.	6.3	Comply with all relevant prescripts regulating virement.	None	None	None	CFO to submit submission for virement before adjustment budget and at end of financial year
26.	6.4	Comply with all relevant prescripts regulating rollovers.	None	None	None	CFO to submit submission for virement before 30 April in order to submit to Provincial Treasury
27.	6.5	Co-ordinate and facilitate processes where functions are transferred between votes.	None	None	None	
28.	6.6	Comply with all relevant prescripts regulating additional funds through an adjustments budget.	CFO	None	None	

Chapter 7
Revenue management

Item (1)	Reference to Treasury Regulation (2)	Description of powers, activities and duties that are delegated (3)	Delegated to			Conditions/limitations/remarks (7)
			Office / Division / Programme / Chief Directorate / Directorate (4)	Designation or position delegated to (5)	Sub-delegated to designation or position (6)	
29.	7.2.1	Manage revenue efficiently and effectively by developing and implementing appropriate processes that provide for the identification, collection, recording, reconciliation and safeguarding of information about revenue.				
30.	7.3.1	Review, at least annually when finalising the budget, all fees, charges or the rates, scales or tariffs of fees and charges that are not, or cannot, be fixed by any law and that relate to revenue accruing to a fund.				

Chapter 8
Expenditure management
Delegated to

Item (1)	Reference to Treasury Regulation (2)	Description of powers, activities and duties that are delegated (3)	Office / Division / Programme / Chief Directorate / Directorate (4)	Designation or position delegated to (5)	Sub-delegated to designation or position (6)	Conditions/limitations/remarks (7)
31.	8.1.1	Establish internal procedures and internal control measures for payment approval and processing.	Chief Financial Officer	Cost Centre Manager	All Districts and Divisions	Other Officials to assist. Internal Audit to evaluate the adequacy of efficiency of internal controls
32.	8.2.1	Designate in writing to employees who may authorise the commitment or spending of public money (budget managers and others).	Chief Financial Officer	Cost Centre Manager	All Districts and Divisions	Other Officials to assist. Internal Audit to evaluate the adequacy of efficiency of internal controls
33.	8.2.3	Settle all payments due to creditors within 30 days from receipt of invoice.	Chief Financial Officer	Cost Centre Manager	All District and Divisions	Other Officials to assist
34.	8.3.1	Ensure that activities relating to the authorisation of appointments, the authorisation of payments and the recording of those payments may not be performed by the same person.	Chief Financial Officer	Cost Centre Manager	All District and Divisions	Other Officials to assist
35.	8.3.2	Ensure that the costs related to compensation of employees, as well as promotion and salary increases, can be met within the budgetary allocation.	Chief Financial Officer	Cost Centre Manager	All District and Divisions	Other Officials to assist
36.	8.3.4	Certify on the date of payment that all persons listed on the payroll report are entitled to payment.				
37.	8.3.5	Return all payroll reports to the Chief Financial Officer within 10 working days after being certified.	Chief Financial Officer	Cost Centre Manager	All District and Divisions	Other Officials to assist
38.	8.4.1	Maintain appropriate measures to ensure that transfer payments to entities are applied for their intended purposes.	Chief Financial Officer	Programme Managers	All Districts and Divisions	(i) Sub-Programme Managers to assist

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			Office / Division / Programme / Chief Directorate / Directorate (4)	Designation or position delegated to (5)	Sub-delegated to designation or position (6)	
39..	8.5.1	Comply with the provisions in terms of the annual Division of Revenue Act when transferring funds to other spheres of government.	Chief Financial Officer	Programme Managers	All Districts and Divisions	

Chapter 9
Unauthorised, irregular, fruitless and wasteful expenditure

Item (1)	Reference to Treasury Regulation (2)	Description of powers, activities and duties that are delegated (3)	Delegated to			Conditions/limitations/remarks (7)
			Office / Division / Programme / Chief Directorate / Directorate (4)	Designation or position delegated to (5)	Sub-delegated to designation or position (6)	
40.		Exercise all reasonable care to prevent and detect unauthorised, irregular, fruitless and wasteful expenditure.	Chief Financial Officer	Programme Manager	All Districts and Divisions	(i) Sub- Programme Managers to assist (ii) Internal Audit to evaluate the internal control structure
41.	9.1.1	Develop, implement and maintain effective, efficient and transparent processes of financial management.	Chief Financial Officer	Programme Manager	All Districts and Divisions	(i) Sub- Programme Managers to assist (ii) Internal Audit to evaluate the internal control structure
42.		Develop and implement effective, efficient and transparent processes of risk management.	Chief Financial Officer	Programme Manager	All Districts and Divisions	(i) Sub- Programme Managers to assist (ii) Internal Audit to evaluate the internal control structure
43.	9.1.3	Determine the appropriateness of disciplinary steps against an official in terms of section 38(1)(g).	Chief Financial Officer	Programme Managers	All Districts and Divisions	Sub- Programme Managers to assist

Chapter 10
Asset management

Item (1)	Reference to Treasury Regulation (2)	Description of powers, activities and duties that are delegated (3)	Delegated to			Conditions/limitations/remarks (7)
			Office / Division / Programme / Chief Directorate / Directorate (4)	Designation or position delegated to (5)	Sub-delegated to designation or position (6)	
44.	10.1.1	Implement proper control systems and preventative mechanisms to eliminate theft, losses, wastage and misuse of assets and to keep stock levels at an economical level.	Chief Financial Officer	Cost Centre Manager	All Districts and Divisions	Internal Audit to assess and evaluate mechanisms used.
45.	10.1.2	Develop, implement and maintain processes (whether manual or electronic) and procedures for the effective, efficient, economical and transparent use of the Department's assets.	Chief Financial Officer	Cost Centre Manager	All Districts and Divisions	

**Chapter 11
Management of debtors**

Item (1)	Reference to Treasury Regulation (2)	Description of powers, activities and duties that are delegated (3)	Delegated to			Conditions/limitations/remarks (7)
			Office / Division / Programme / Chief Directorate / Directorate (4)	Designation or position delegated to (5)	Sub-delegated to designation or position (6)	
46.	11.2.1	Take effective and appropriate steps to timeously collect all money due to the Department, maintain proper accounts and records for all debtors, including amounts received in part payment and referral of a matter to the State Attorney, where economical, to consider a legal demand and possible legal proceedings in a court of law.	Chief Financial Officer	Programme Managers	All Districts and Divisions	
47.	11.3.1	Grant approval for the recovery of debts by instalments.	Chief Financial Officer	None	None	
48.	11.4.1	Grant approval to write-off debts owing to the state.	Chief Financial Officer	None	Financial Accounting	Should be in accordance with the debt write-off policy

Chapter 12
Management of losses and claims
Delegated to

Item (1)	Reference to Treasury Regulation (2)	Description of powers, activities and duties that are delegated (3)	Delegated to			Conditions/limitations/remarks (7)
			Office / Division / Programme / Chief Directorate / Directorate (4)	Designation or position delegated to (5)	Sub-delegated to designation or position (6)	
49.	12.1.2	Establish and maintain an insurance policy to insure motor vehicles, including hired vehicles, or such other moveable assets determined by National Treasury if deemed economical and based on a risk assessment.	Chief Financial Officer	Cost Centre Manager	Fleet Entity	
50.	12.2.1	Grant approval to accept liability for any loss or damage suffered by another person, which arose from an act or omission of an employee as a claim against the state.	Chief Financial	Cost Centre Manager	Financial Accounting	<ul style="list-style-type: none"> Settlements up to R10 000-00 per case in co-operation with the state attorney. Cases over R10 000-00 must be refer to AO.
51	12.2.2	Grant approval to recover a loss as a result of an omission from an employee where that employee has forfeited his/her cover.	Chief Financial	Programme Managers	All Districts and Divisions	<ul style="list-style-type: none">
52.	12.2.4	Grant written approval to the State Attorney to obligate funds of the Department.	Chief State Law Advisor	State Law Advisors	None	
53.	12.3.1	Initiate claims by the Department against other persons.	Chief State Law Advisor	State Law Advisors	Not Applicable	
54	12.4.1	Grant approval to settle claims by employees against the Department.	None	None	Office of the HOD	
55.	12.5.1	Grant approval to recover losses or damages resulting from criminal acts or omissions from the responsible person.	Chief Financial Officer	Cost Centre Manager	Legal Services	Should be treated in accordance with departmental policies
56.	12.5.2	Write off losses or damages arising from criminal acts or omissions.	Chief Financial Officer	None	Financial Accounting	
57.	12.6.1	Grant approval to write off losses and	None	None	Office of the HOD	

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58.	12.7.1	damages that result from <i>vis major</i> and other unavoidable causes. Grant approval to recover losses or damages suffered by the Department because of an act committed or omitted by an employee, if he/she is liable in law.	Chief Financial Officer	Programme Managers	All Districts and Divisions	
59.	12.7.2	Determine the amount of the loss or damage and, in writing, request that official to pay the amount within 30 days or in reasonable instalments.	Chief Financial Officer	Programme Managers	All Districts and Divisions	
60.	12.7.3	Waive a claim against an employee if the conditions mentioned under Treasury Regulation 12.2.1(a) to (g) are not applicable.	Chief Financial Officer	Programme Managers	All Districts and Divisions	

**Chapter 13
Loans guarantees and other commitments**

Item (1)	Reference to Treasury Regulation (2)	Description of powers, activities and duties that are delegated (3)	Delegated to			Conditions/limitations/remarks (7)
			Office / Division / Programme / Chief Directorate / Directorate (4)	Designation or position delegated to (5)	Sub-delegated to designation or position (6)	
61.	13.1.2	Ensure that no employee in the Department or any other person borrows money on behalf of the Department, or issues an unauthorised guarantee, security or indemnity.	None	None	Office of the HOD	
62.	13.1.4	Report on all known contingent liabilities in the Department's annual report.	Chief Financial Officer	Programme Managers	All Districts and Divisions	
63.	13.2.4	Enter into lease transactions for conducting the Department's business.	None	None	Office of the HOD	

**Chapter 14
Money and property held in trust**

Item (1)	Reference to Treasury Regulation (2)	Description of powers, activities and duties that are delegated (3)	Delegated to			Conditions/limitations/remarks (7)
			Office / Division / Programme / Chief Directorate / Directorate (4)	Designation or position delegated to (5)	Sub-delegated to designation or position (6)	
64.	14.2.2	Responsible for the safekeeping and proper use of trust money and property, in accordance with the relevant deed of trust or equivalent instrument.	Chief Financial Officer	None	None	
65.	14.3.1	For each separate portion of trust money – a) Open and maintain a separate bank account, called a trust account; b) Assign to the trust account a name or title that clearly identifies the account; c) Maintain separate accounting records for each trust account, of the transactions, including investment transactions, undertaken; and d) Annually prepare separate annual financial statements that comply with generally accepted accounting practice.	None	None	Office of the HOD	
66.	14.4.1	Invest any trust money on such terms and conditions as may seem appropriate provided that it does not conflict with the terms of the trust agreement.	None	None	Office of the HOD	

Chapter 15
Banking, cash management and investment

Item (1)	Reference to Treasury Regulation (2)	Description of powers, activities and duties that are delegated (3)	Delegated to			Conditions/limitations/remarks (7)
			Office / Division / Programme / Chief Directorate / Directorate (4)	Designation or position delegated to (5)	Sub-delegated to designation or position (6)	
67.	15.2.4	Request approval for one sub-account from National Treasury if the Department necessitates a separate bank account within the Paymaster-General account.	Chief Financial Officer	Programme Managers	All Districts and Divisions	
68.	15.5.1	Ensure that all revenue received is deposited into the Paymaster-General account daily or, for amounts less than R500, as soon as practicable.	Chief Financial Officer	Programme Managers	All Districts and Divisions	
69.	15.7.1	Submit funds requisitions to National Treasury, in accordance with approved cash flow estimates.	Chief Financial Officer	Programme Managers	All Districts and Divisions	
70.	15.8.1	Surrender to National Treasury any unexpended voted money, for redepositing into the Exchequer bank account of the revenue fund at the end of each financial year, and after the books of account of the Department have been closed.	Chief Financial Officer	Programme Managers	All Districts and Divisions	
71.	15.10.1.1	Establish systems, procedures, processes and training and awareness programmes to ensure efficient and effective banking and cash management.	Chief Financial Officer	Programme Managers	All Districts and Divisions	
72.	15.10.2.1	Submit annually to National Treasury a breakdown of anticipated revenue and expenditure in the predetermined format.				
73.	15.10.2.4	Motivate to National Treasury to adjust the approved projections.	Chief Financial Officer	Programme Managers	Financial Accounting	

DELEGATIONS OF POWERS BY THE ACCOUNTING OFFICER IN TERMS OF
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74.	15.11.2	Grant approval to an employee for the safekeeping of private money or personal possessions in a state safe or strongroom in the course of official duty.	Chief Financial Officer	None	None	
75.	15.12.1	Assign, in writing, employees who may approve warrant vouchers, cheques or electronic payments.	Chief Financial Officer	Programme Managers	All Districts and Divisions	This will be done in accordance with policy on delegations

Chapter 16
Public/private partnerships

Item (1)	Reference to Treasury Regulation (2)	Description of powers, activities and duties that are delegated (3)	Delegated to			Conditions/limitations/remarks (7)
			Office / Division / Programme / Chief Directorate / Directorate (4)	Designation or position delegated to (5)	Sub-delegated to designation or position (6)	
76.	16.3.1	Register the PPP with National Treasury and supply any information as may be required by National Treasury.	None			
77.	16.4.1	Undertake a feasibility study to determine whether a proposed PPP agreement is in the best interest of the Department.	None			
78.	16.4.4	Immediately notify and submit details if at any time during a PPP project, any of the assumptions in the feasibility report differ materially from the approved feasibility study.	None			
79.	16.5.1	Obtain approval from National Treasury for the procurement documentation, including the draft PPP agreement prior to the issuing any procurement documentation for a PPP to any prospective bidders.	None			
80.	16.6.1	Obtain approval from National Treasury after the procurement procedure has been concluded but before the Department enters into a PPP agreement.	None			

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81.	16.7.1	Implement, enforce, monitor and report on, and maintain mechanisms and procedures as approved by National Treasury when managing and administering a PPP agreement.	None			
82.	16.8.1	Obtain approval from National Treasury to amend a PPP agreement.	None			

Chapter 16A
Supply chain management

Item (1)	Reference to Treasury Regulation (2)	Description of powers, activities and duties that are delegated (3)	Delegated to			Conditions/limitations/remarks (7)
			Office / Division / Programme / Chief Directorate / Directorate (4)	Designation or position delegated to (5)	Sub-delegated to designation or position (6)	
83.		Develop and implement an effective and efficient supply chain management system for acquiring goods and services.	Chief Financial Officer	Director: Supply Chain Management	Supply Chain Management	
84.	16A3.1	Develop and implement an effective and efficient system for disposing and letting of departmental assets.	Chief Financial Officer	Director: Supply Chain Management	Supply Chain Management	
85	16A4.1	Establish a separate supply chain management unit within the Office of the Chief Financial Officer, to implement the Department's supply chain management system.	Chief Financial Officer	Director: Supply Chain Management	Supply Chain Management	
86.	16A5.1	Ensure that the employees responsible for implementing the supply chain management system are trained and deployed in accordance with the requirements of the Framework for Minimum Training and Deployment issued by National Treasury.	Chief Financial Officer	Director: Supply Chain Management	Supply Chain Management	
87.	16A6.1	Ensure that the procurement of goods and services, either by way of quotations or through a bidding process, must be within the threshold values as determined by National Treasury.	Chief Financial Officer	Director: Supply Chain Management	Supply Chain Management	
88.	16A6.2(a)	Ensure that bids are adjudicated through a bid adjudication committee.	Chief Financial Officer	Director: Supply Chain Management	Supply Chain Management	
89.	16A6.2(b)	Establish, compose and appoint bid committees.	None	None	None	

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			Office / Division / Programme / Chief Directorate / Directorate (4)	Designation or position delegated to (5)			
90.	16A6.2(c)	Select bid adjudication committee members	None	None	None	None	
91.	16A6.2(d)	Grant approval for bidding and supply chain procedures.	Chief Financial Officer	Director: Supply Chain Management	Supply Chain Management		
92.	16A6.2(e)	Approve the bid adjudication committee recommendations.	None	None	None	•	
93	16A6.3(a)(i)	Ensure that bid documentation and the general conditions and special conditions of a contract are in accordance with the instructions of the National Treasury	Chief Financial Officer	Director: Supply Chain Management	Supply Chain Management		
94.	16A6.3(b)	Ensure that bid documentation includes evaluation and adjudication criteria, including the criteria prescribed in terms of the Preferential Procurement Policy Framework Act and the Broad Based Black Economic Empowerment Act.	Chief Financial Officer	Director: Supply Chain Management	Supply Chain Management		
95.	16.A.6.3(c)	Grant approval to advertise urgent bids for periods shorter than 21 days.	None				
96.	16A6.3(d)	Ensure that bids awarded are published in the Government Tender Bulletin and other media by means of which bids were advertised.	Chief Financial Officer	Director: Supply Chain Management	Supply Chain Management		
97.	16A6.3(e)	Ensure that contracts relating to information technology are prepared in accordance with the State Information Technology Act (SITA) and any other regulations made in terms of that Act.	Chief Financial Officer	Director: Supply Chain Management	Supply Chain Management		

Item (1)	Reference to Treasury Regulation (2)	Description of powers, activities and duties that are delegated (3)	Delegated to			Conditions/limitations/remarks (7)
			Office / Division / Programme / Chief Directorate / Directorate (4)	Designation or position delegated to (5)	Sub-delegated to designation or position (6)	
98.	16A6.3(g)	Ensure that the instructions issued by National Treasury in respect of the appointment of consultants are complied with.	Chief Financial Officer	Director: Supply Chain Management	Supply Chain Management	
99.	16A6.4	Grant approval to procure goods or services including the appointment of consultants by other means where in a specific case it is impractical to invite the required quotations or competitive bids.	Chief Financial Officer	Director: Supply Chain Management	Supply Chain Management	
100	16A6.5	Ensure that where there is a transversal contract in place, no bids are solicited for the same or similar product or service during the tenure of the transversal term contract.	Chief Financial Officer	Director: Supply Chain Management	Supply Chain Management	
101	16A7.1	Grant approval to transfer movable assets free of charge to other departments, constitutional institutions or public entities by means of formal vouchers.	Chief Financial Officer	Director: Supply Chain Management	Supply Chain Management	
102	16A7.1	Grant approval to dispose of, or transfer computer equipment to any state institution involved in education and/or training free of charge.	Chief Financial Officer	Director: Supply Chain Management	Supply Chain Management	
103	16A9.1(a)	Take all reasonable steps to prevent abuse of the supply chain management system.	Chief Financial Officer	Director: Supply Chain Management	Supply Chain Management	

Item (1)	Reference to Treasury Regulation (2)	Description of powers, activities and duties that are delegated (3)	Delegated to			Conditions/limitations/remarks (7)
			Office / Division / Programme / Chief Directorate / Directorate (4)	Designation or position delegated to (5)	Sub-delegated to designation or position (6)	
104	16A9.1(b)	Investigate, when justified, any allegations against an employee or other role player of corruption, improper conduct, or failure to comply with the supply chain management system.	Chief Financial Officer	Director: Supply Chain Management	Supply Chain Management	
105	16A9.1(c)	Ensure that National Treasury's database has been properly checked prior to awarding any contract.	Chief Financial Officer	Director: Supply Chain Management	Supply Chain Management	
106	16A9.1(d)	Grant approval to reject any bid from a supplier who fails to provide written proof from the South African Revenue Service that the supplier either has no outstanding tax obligations or has made arrangements to meet outstanding tax obligations.	Chief Financial Officer	Director: Supply Chain Management	Supply Chain Management	
107	16A9.1(e)	Grant approval to reject a proposal for the award of a contract if the recommended bidder has committed a corrupt or fraudulent act in competing for the particular contract.	Chief Financial Officer	Director: Supply Chain Management	Supply Chain Management	
108	16A9.1(f)	Grant approval to cancel a contract awarded to a supplier of goods or services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract or if any official or other role player committed any corrupt or fraudulent act during the bidding process or the execution of that contract that benefited that supplier.	Chief Financial Officer	Director: Supply Chain Management	Supply Chain Management	Chief Financial Officer

Item (1)	Reference to Treasury Regulation (2)	Description of powers, activities and duties that are delegated (3)	Delegated to			Conditions/limitations/remarks (7)
			Office / Division / Programme / Chief Directorate / Directorate (4)	Designation or position delegated to (5)	Sub-delegated to designation or position (6)	
109	16A9.2	Grant approval to disregard the bid of any bidder if a bidder, or any of its directors have abused the Department's supply chain management system or have committed fraud or any other improper conduct in relation to the system or have failed to perform on any previous contract.	Chief Financial Officer	Director: Supply Chain Management	Supply Chain Management	
110	16A.10.1	Obtain clearance for a recommended bidder from the Department of Trade and Industry, in respect of contracts, which are subject to the National Industrial Participation Program.	Chief Financial Officer	Director: Supply Chain Management	Supply Chain Management	
111	16A11.1	Submit to National Treasury such supply chain management information in the format and intervals as may be required.	Chief Financial Officer	Director: Supply Chain Management	Supply Chain Management	

Chapter 17
Basic accounting records and related issues

Item (1)	Reference to Treasury Regulation (2)	Description of powers, activities and duties that are delegated (3)	Delegated to			Conditions/limitations/remarks (7)
			Office / Division / Programme / Chief Directorate / Directorate (4)	Designation or position delegated to (5)	Sub-delegated to designation or position (6)	
112.	17.1.2	Ensure that the sources of transactions are readily identifiable, amounts included in the control accounts are, each month, cleared and correctly allocated to the relevant cost centres, monthly reconciliations are performed to confirm the balance of each account, and reports are provided about uncleared items on a monthly basis, should it be necessary, in exceptional cases, to account for revenue and expenditure transactions in control accounts.	Chief Financial Officer	Director: Financial & Management Accounting	Financial Accounting	
113.	17.1.3	Certify, in each month's section 40(4) report, that the forecast/projection for the remainder of the financial year adequately makes provision for all amounts not yet cleared from clearing and suspense accounts.	Chief Financial Officer	Director: Financial & Management Accounting	Management Accounting	
114.	17.2.1	Retain all financial information in its original form, subject to the provisions of national legislation.	Chief Financial Officer	All Accounting Staff	Departmental Accounting Branch	

Chapter 18
Monthly and annual reports

Item (1)	Reference to Treasury Regulation (2)	Description of powers, activities and duties that are delegated (3)	Delegated to			Conditions/limitations/remarks (7)
			Office / Division / Programme / Chief Directorate / Directorate (4)	Designation or position delegated to (5)	Sub-delegated to designation or position (6)	
115.	18.1.1	Comply with the reporting requirements of the annual Division of Revenue Act in addition to the reporting requirements of sections 40(4)(b) and (c) of the Act.	All programmes Corporate Services Chief Directorate: Financial Management	Programme manager Chief Financial Officer		Programme managers must submit such information to the Chief Financial Officer for consolidation and submission purposes.

Chapter 21
Gifts, donations and sponsorship

Item (1)	Reference to Treasury Regulation (2)	Description of powers, activities and duties that are delegated (3)	Delegated to			Conditions/limitations/remarks (7)
			Office / Division / Programme / Chief Directorate / Directorate (4)	Designation or position delegated to (5)	Sub-delegated to designation or position (6)	
116.	21.1.1	Approve the granting of gifts, donations and sponsorships by the Department.	None	None	Office of the HOD	
117.	21.2.1	Approve the acceptance of any gift, donation or sponsorship to the Department, whether such gifts, donations or sponsorships are in cash or kind.	None	None	Office of the HOD	Chief Financial Officer Program Managers to assist with submission.
118.	21.3.1	Obtain approval from National Treasury before the Department offers or accepts any gift of immovable property.	None	None	Office of the HOD	

Chapter 22
Payments and remissions as an act of grace

Item (1)	Reference to Treasury Regulation (2)	Description of powers, activities and duties that are delegated (3)	Delegated to		Sub-delegated to designation or position (6)	Conditions/limitations/remarks (7)
			Office / Division / Programme / Chief Directorate / Directorate (4)	Designation or position delegated to (5)		
119.	22.1.1	Grant approval for payments and remissions as an act of grace or favour.				

Chapter 23
Government payroll deductions

Item (1)	Reference to Treasury Regulation (2)	Description of powers, activities and duties that are delegated (3)	Delegated to		Conditions/limitations/remarks (7)
			Office / Division / Programme / Chief Directorate / Directorate (4)	Designation or position delegated to (5)	
120.	23.2.2	Certify before a benefit, collective agreement, state or statutory deduction is processed on PERSAL, that the deduction is due and that no portion of it is a discretionary deduction.	Chief Financial Officer	Cost Centre Manager	All Districts and Divisions
121.	23.2.3	Ensure that the documentation presented by the judgement creditor or his/her attorney <i>inter alia</i> reflects, as contemplated in this Act, that the employee has given written consent to the issuing of the order or that a court has authorised it and that this authorisation has not been suspended, or that the official has first been sent a registered letter advising him/her of the amount of the judgement debt and costs, and warning that an emoluments attachment order will be issued if this amount is not paid within ten days of the date of its posting.	Chief Financial Officer	Cost Centre Manager	All Districts and Divisions
122.		Ensure that after the deduction, the employee will have sufficient means for maintenance for him/herself and any dependants where such certification is for an emoluments attachment order issued against an employee in terms of section 65J of	Chief Financial Officer	Cost Centre Manager	All Districts and Divisions

123.	23.2.4	<p>the Magistrates' Court Act (Act 32 of 1944). Advise an employee of his/her right to approach the court to either rescind the order or amend it to affect only the balance of the salary after provision for such maintenance should the deduction not leave the employee with sufficient means for maintenance or for that of his/her dependants.</p>	CFO	None	None	<p>The salary administration unit to assist the CFO to advise the HOD</p>
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