



THORNHILL
Estate

THORNHILL ESTATE
DOCUMENT CONTROL SYSTEM

MAS:008:A

AUTHORITY FRAMEWORK

Original Issue 'A'	Name	Signature	Date
Prepared by:	<i>GovCom</i>	<i>ORIGINAL</i>	<i>05/10/2017</i>
Recommended by Sub Committee:	<i>Ian Boxall</i>	<i>Signed I.B.</i>	<i>27/10/2015</i>
Authorised for issue by THOA Chairman:	<i>Steve Burrow</i>	<i>Signed S.B.</i>	<i>27/10/2015</i>

REV	DESCRIPTION	DATE	CONTENT APPROVED	AUTHORISED
A	Incorporated into the THOA Document Control System	08/06/2017	THOA Board 15/06/2017	Signed by S. Burrow

Item	Propose	Informed prior	Agree	Authorise	Execute ²	Informed after
1 Budget - Preparation - Approval	Com-Fin Com-Fin	- Com-All/Gov	- Com-Maj ¹	- Com-Ch	Agent Ops-Mgr	- Own-All
2 Annual Financial Report - Preparation - Approval	Com-Fin Com-Fin	- Com-All/Gov	- Com-Maj	- AGM-Maj	Agent Auditor	- Own-All
3 Monthly Financial Report - Preparation - Approval	Com-Fin Com-Fin	- -	- Com-Maj	- Com-Fin	Agent -	- Own-All
4 Non-budget spend – < R2 000 >R2000<R10 000 >R10 000	Ops-Mgr Ops-Mgr Ops-Mgr	- - Com-All/Gov	Com-1 Com-3 Com-Maj	Com-1 Com-Ch/Fin Com-Ch	Ops-Mgr Ops-Mgr Ops-Mgr	Own-All Own-All Own-All
5 Budgeted spend	-	-	-	-	Ops-Mgr	-
6 Funds - Accounts held - Fund movements	Com-Any Com-Any	Com-Fin/Gov Com-Fin/Gov	Com-Maj Com-Maj	Com-Ch Com-Ch	Com-Fin Com-Fin	Own-All Own-All
7 Special levy	Com-Any	Com-Fin/Gov	Com-Maj	A/EGM-75%	Com-Fin	-
8 Change - Constitution - Code of Conduct	Com-1/Own Com-1	Com-Leg/Gov Com-Leg/Gov	Com-Leg Com-All	A/EGM-75% Com-Ch	Com-Gov Com-Gov	Own-All Own-All
9 Exercise of Discretion	Own-Aff	Com-Maj/Gov	Com-3	Com-Ch	Ops-Mgr	Own-Aff
10 Disciplinary Action – Against employee - Against owner	Com-1 Anyone	Emp-Aff Own-Aff	Com-Maj -	Com-Ch -	Ops-Mgr Ops-Mgr	Emp-Aff Own-Aff
11 Appeal	Own/Emp-Aff	Com-Maj/Gov	Com-Maj	Com-Ch	Ops-Mgr	Own/Emp-Aff
12 Appointing specialist services	Com-Any	Com-All/Gov	Com-Maj	Com-Ch	Ops-Mgr	-
13 Legal action	Com-Any	Com-All/Gov	Com-Maj	Com-Ch	Com-Leg	-

Note 1 – Provided a levy increase of > CPI + 50% is not required whence AGM-75% is required.

Note 2 - In all cases, a suitable recordal will be made in the appropriate place in the Estate Office following Execution.

Key to acronyms.

Agent – Managing agent.

AGM/EGM – Annual or Extraordinary General Meeting, as the case may be.

Com-All – Full Committee

Com-Ch – Chairman of the Committee.

Com-Fin – Financial representative on the Committee.

Com-Gov - Governance Committee.

Com-Leg – Legal representative on the Committee.

Com-Maj – Majority of the Committee.

Com-1/3 - 1 or 3 Committee members, as the case may be.

EGM-Maj - Simple majority of members present at an EGM (or AGM).

EGM-75% - At least 75% of members present at an EGM (or AGM).

Emp-Aff – Employee Affected by the specific issue.

Ops-Mgr –Operations Manager and his/her staff.

Own-Aff – Owner Affected by the specific issue.

Own-All – All Owners on the Estate.