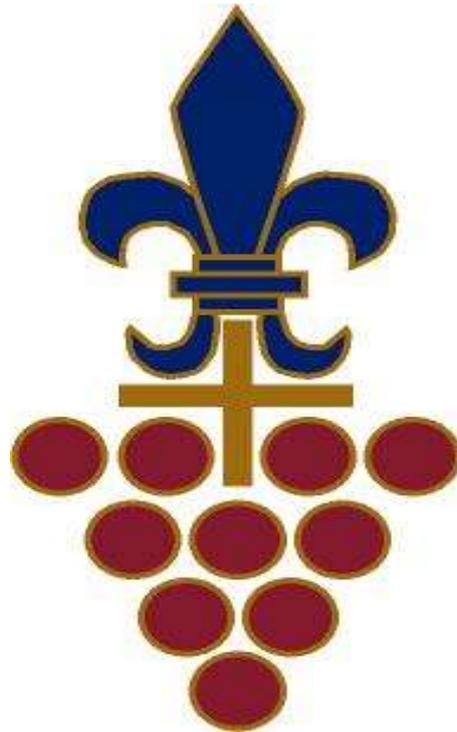


STELLENBOSCH MUNICIPALITY



SUMMARY OF POLICIES

2019/2020



STELLENBOSCH MUNICIPALITY

SUMMARY OF POLICIES

Policy/ By-law	Summarized Nature of change
Rates Policy	<p>Principle changes were made to the following sections within the policy</p> <p>4. DEFINITIONS "Accommodation Establishment "bed & breakfast" "Conservation Area" "Guesthouse"</p> <p>5. IMPOSITION OF RATES Building Clause references Properties that have attached building clause obligations as per the development agreements or contracts will not be considered as being vacant.</p> <p>7. APPLICATION OF RATING Adjoining properties Administratively a link between the adjoining property and its associated parent property must be set so as to facilitate tracking of such pairing.</p> <p>8. RELIEF MEASURES Public Benefit Organizations (PBO) As per the MPRA the specific public benefit activity listed in Item 1 (Welfare and Humanitarian), Item 2 (Health Care), and Item 4 (Education and Development) of Part I of the Ninth Schedule of the Income Tax Act will be applicable and must be conducted/executed on said property.</p> Non-Profit Organizations (NPO) Abovementioned organisations which have a total revenue/income not exceeding one million Rand per annum, will receive a 100% rebate. On the other hand, those organisations having a revenue/income exceeding one million Rand per annum will receive a rebate percentage of 20%. <p>9. LIABILITY FOR AND PAYMENT OF RATES Liability for and payment of rates The paying of rates on a monthly basis will be the preferred method unless the owner has selected (via a written request before 31 May preceding a financial year) the annual method of payment.</p> Changes to the preferred method of payment should must be exercised by the owner before 31 May of a financial year and once set the method of payment will not be changed during a current financial year. <p>14. GENERAL Applications for Relief Measures Any applicant who, during a financial year, for the first time, meets all the criteria other than (a) above, may apply to receive the relief measure initiated from the month following the approval by the Municipality of said application for the remainder of that financial year, thereafter all the criteria as per paragraph (a) above will apply to applications for subsequent financial years.</p>
Petty Cash Policy	<p>2. REGULATORY FRAMEWORK</p> <p>a) Treasury regulations in terms of Section 13(1) of the Act. b) MFMA Circular 82 (Cost Containment Measures) c) Any subsequent MFMA Circulars relevant to Petty Cash that may be issued By National Treasury from time to time.</p>

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	<p>5. PETTY CASH FRAMEWORK</p> <p>5.1 General Policy</p> <p>b. All Petty Cash expenditure must be in compliance with this Policy and MFMA Circular 82 (Cost Containment Measures). Attention is specifically drawn to Section 4 of the Circular.</p> <p>c. Under no circumstances may Petty Cash be abused for purposes of avoiding Supply Chain Management procedures. It is not acceptable for one receipt or a number of receipts, in respect of the same event, which have been obtained by the same person, to be split over multiple two cash purchase claims.</p> <p>b. The Directorate making use of Petty Cash for smaller purchases is responsible for ensuring that sufficient budget is available on the relevant votes.</p> <p>f. Examples of permissible Petty Cash Expenditure may include, but is not limited to:</p> <ul style="list-style-type: none"> Toll Fees Parking Fees Postage PDP and Licence fees Keys Car Wash Fire Arm Licencing <p>g. Should there be any uncertainty, the relevant Director may exercise discretion and approve a requisition for Petty Cash, or in the case of an own Petty Cash Float, approve such expenditure.</p> <p>d. hotter cash floats may also be established for the purpose of providing change, for a cash register, or any other purpose approved by the Chief Financial Officer. Use of such floats is restricted to the purpose for which they were established.</p>
<p>SCM Policy for Infrastructure Procurement and Delivery Management (SIPDM)</p>	<p>CONCLUSION</p> <p>The Stellenbosch Municipality to ensure that there is <i>institutional capacity</i> to drive the Standard for Infrastructure and Delivery Management (SIPDM) to conduct operational day-to-day activities. The Stellenbosch municipality will follow a phased in approach in terms of the required stages pertaining to the general compliance. The phased in approach will be accordance and as per the available resources and capacity.</p>
<p>Supply Chain Management Policy</p>	<p>Principle changes were made to the following sections within the policy</p> <p>DEFINITIONS</p> <p>“Contract manager”</p> <p>“Electronic format”</p> <p>“List of accredited prospective providers”</p> <p>“Petty Cash”</p> <p>11. SYSTEM OF ACQUISITION MANAGEMENT</p> <p>The Accounting Officer may on motivation of a Director extend the bid closing date, if circumstances justify the action, provided that the closing date may not be extended unless a notice is published by the Manager: Supply Chain Management in the same newspapers as the original advertisement as well as the website, prior to the original bid closing date. All prospective bidders must also be informed in writing by the relevant Director of the extension of the bid closing date.</p> <p>12. RANGE OF PROCUREMENT PROCESSES</p> <p>a. Petty cash purchases through one verbal request and or verbal /written quotation for the</p>

Policy/ By-law	Summarized Nature of change
	<p>procurement of goods through the supply chain management requisition and order system of a transaction value between R 0 and R 2,000 (VAT included)</p> <p>18. PROCEDURES FOR PROCURING GOODS OR SERVICES THROUGH WRITTEN OR VERBAL QUOTATIONS AND FORMAL WRITTEN PRICE QUOTATIONS</p> <p>iii. The municipality will follow a preferred bidding process in the event that the market did not respond in terms of the sourcing of quotations on the website for seven (7) days and if no responsive bids was received.</p> <p>28. BID EVALUATION COMMITTEES</p> <p>(14) The relevant Director or the Manager: Supply Chain Management may, before the bid is considered by the Bid Evaluation Committee, provide a reasonable opportunity to a bidder who made an innocent error and / or omission in their bid document, to correct the innocent error and / or omission, provided that such opportunity will not unduly prejudice any of the other bidders.</p> <p>(15) In an event as described in sub-paragraph 14, bidders shall be afforded a minimum of two (2) working days up to a maximum of five (5) working days (on discretion of the relevant Director or the Manager: Supply Chain Management) from time of notification to correct such innocent errors and / or omissions. If no response is received from such bidders at the deadline the bid may be deemed to be non-responsive.</p> <p>58. CONDONATION OF POLICY CONTRAVENTIONS</p> <p>(1) Council may condone a contravention in terms of this Policy, provided that such contravention is also not a contravention of the MFMA or the Municipal Supply Chain Management Regulations, 2005</p> <p>(2) Any expenditure relating to such condonation by Council in terms of this Policy, will not constitute irregular expenditure as contemplated under section 1 of the MFMA.</p> <p>(3) Contraventions of the MFMA relating to supply chain management or the Municipal Supply Chain Management Regulations, 2005 must be dealt with in terms of section 32 and section 170 of the MFMA.</p>
Virement Policy	The turnaround time for processing of virementations are 72 hours, only if the virement request meets all the necessary requirements.
Travel & Subsistence Policy	<p>1. OBJECTIVE</p> <p>It should also be read together with paragraph 2 of MFMA Circular 82 of 30 March 2016 as well as the Cost Containment Regulations as far as it is applicable to travel and subsistence issues.</p> <p>2. TRAVEL</p> <p>2.2 Car Rental, Travel Costs and rates</p> <p>d) Parking and toll fee – actual cost will be reimbursed via Petty Cash after the submission of proof of expenditure.</p> <p>e) If a representative has to utilize his or her personal motor vehicle he or she will be reimbursed at:</p> <p>I. Councillors: Will be reimbursed in terms of the Private Column of Department Transport monthly circulars pertaining to Tariffs for the Use of Motor Transport to a maximum of R4.50 per kilometer.</p> <p>II. Officials with vehicle/car allowance: Will be reimbursed at a flat rate of R4.50 per kilometer where motor vehicles are used and R2.00 per kilometer where motor cycles are used.</p> <p>III. Officials who are in receipt of an Essential User Transportation Allowance: will be reimbursed according to the official Cost Tables contained in the “Essential User</p>

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	<p>Scheme: Transport Allowance” circulars of the South African Local Government Bargaining Council – Western Cape Division applicable.</p> <p>IV. Officials without a car allowance and Members of a Committee: established in terms of applicable legislation, as per the Rate per kilometer fixed by the Minister of Finance under section 8(1)(b)(ii) and (iii) of the Income Tax Act, 1962. . The distance to which the reimbursement applies, must be the shortest distance between the municipality’s offices and the location where the official business is to be transacted. If the total number of kilometers for which such reimbursement is received exceeds 8 000 in any tax year, reimbursement for the excess kilometers over 8 000 must be taxed for PAYE purposes. If the cost of any one trip exceeds that of an air ticket, the lesser amount will be paid.</p> <p>The number of employees travelling to conferences or meetings on official duty for the same matter is limited to three (3) employees, unless otherwise approved in advance by the relevant Director, or Accounting Officer in the case of Directors travelling.</p> <p>f) Similar to the above, the number of employees travelling by air to other centers to attend an official engagement on the same matter is also limited to three (3) employees, unless otherwise approved in advance by the relevant Director or Accounting Officer in the case of Directors travelling.</p> <p>3. SUBSISTENCE 3.1 Subsistence Allowance</p> <p>a) In line with SARS guidelines on Subsistence Allowances and Advances, A daily subsistence allowance will only be applicable where-</p> <p>(i) The representative is obliged to spend at least one night away from his or her usual place of residence on business; R416 per day, or</p> <p>(ii) The representative will be on official business for a period exceeding 12 hours, without having to spend a night away from his or her usual place of residence; R128 per day.</p> <p>8. COMMITTEES ESTABLISHED AS A RESULT OF PRESCRIBED LEGISLATION</p> <p>Any committee established as a result of prescriptions in relevant legislation, will for the purposes of application of this policy, qualify for an allowance equal to that paid to Holders of Public Office.</p> <p>11. SHORT TITLE</p> <p>This Policy will be known as the Travel and Subsistence Policy.</p>
Indigent Policy	<p>PREAMBLE</p> <p>The Stellenbosch Municipal Council accepts and acknowledges its Constitutional duties and mandate relating to indigent support in terms of Sections 152 and 153 of the Constitution of the Republic of South Africa, 1996 (Act 108 of 1996) towards the community/consumers within the jurisdiction of Stellenbosch Municipality (WC024).</p> <p>Council further acknowledges that because of the level of unemployment and consequential poverty in the municipal area, there are households incapable of paying for basic municipal services.</p> <p>Indigent relief measures are thus a fundamental requirement that is achievable only within sustainable budgets set by Council as well as support and direction via National Government.</p> <p>Concomitantly, indigent households equally have the responsibility of managing their levels of consumption and that they are responsible for the payment of municipal services that are consumed in excess of the reduced cost or Free Basic Service levels as described in this Policy.</p>

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	<p>The effective implementation of such a program depends principally on affordability and is supported by the socio-economic analysis of various areas as included in the Council's Integrated Development Planning. The Council's mandate regarding affordability of basic services to poor households is directed by mechanisms in Section 74(2)(c) of the Local Government: Municipal Systems Act, 2000 (Act 32 of 2000) and Section 15 of the Local Government: Municipal Property Rates Act, 2004 (Act 6 of 2004).</p> <p>1. DEFINITIONS</p> <p><i>"the Municipality"</i> <i>"Basic Services"</i> <i>"Child-headed household"</i> <i>"Constitution"</i> <i>"Household"</i> <i>"Indigent"</i> <i>"Indigent Income Threshold"</i> <i>"Valuation Threshold"</i></p> <p>2.POLICY OBJECTIVES</p> <p>The objectives of this Policy are to:</p> <p>(a) Provide a framework within which the Municipality can exercise its executive and legislative authority regarding the identification of indigent households and the implementation of financial aid to such.</p> <p>(a) ensure the provision of basic services to indigent households within the jurisdiction of the Municipality in a sustainable manner and within the financial and administrative capacity of the Municipality.</p> <p>(b) ensure the establishment of procedures and guidelines for the effective subsidisation of basic services charges to such approved indigent households within budgetary and national grant guidelines.</p> <p>3.POLICY PRINCIPLES</p> <p>The following guiding principles for the formulation of this Policy, are to:</p> <p>(a) ensure that the portion for free basic services allocated as part of the equitable share received annually, be utilised for the benefit of indigent households.</p> <p>(b) promote an integrated approach to subsidised basic service delivery.</p> <p>(c) optionally use external services and/or references to verify the information provided by the applicants.</p> <p>(d) ? maintain the relief measures to indigent households for a period of 12 months after the approval of such, after which the subsidy will automatically lapse,</p> <p>(e) review the relief measures by random sampling to ensure <i>bona fide</i> indigent support.</p> <p>(f) engage the community in the development and implementation of this Policy.</p> <p>4. LEGISLATIVE CONTEXT</p> <p>4.1 This policy is implemented within the framework of the following legislation:</p> <p>All citations to applicable Acts as referenced in this Policy shall include all amendments and regulations to such as promulgated.</p> <p>(a) The Constitution of the Republic of South Africa, 1996 (Act 108 of 1996), in particular Sections 152 and 153.</p>

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	<p>(b) Local Government: Municipal Systems Act, 2000 (Act 32 of 2000).</p> <p>(c) Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003).</p> <p>(d) Local Government: Municipal Property Rates Act, 2004 (Act 6 of 2004), in particular Section 15 and/or.</p> <p>(e) any other legislation that may be applicable</p> <p>4.2 This Policy was developed using the following guideline(s):</p> <p>(a) National Framework for Municipal Policies.</p> <p>(b) National Indigent Policy Assessment tool, 2018 - COGTA</p> <p>5. QUALIFICATIONS AND SCOPE</p> <p>The introduction of reduced cost or free basic services will ensure that indigent consumers have access to basic services.</p> <p>Subsidy:</p> <p>Subsidies are granted from external funds, allocated by the National Government as an Equitable Share allocation, to subsidize Indigent households with specified levels of basic services. This is based on a:</p> <p>(a) Level of income enabling Indigent households to pay for a basic package of municipal services; and/or</p> <p>(b) Municipal property valuation value that sets the level at which indigent support may be granted.</p> <p>(c) Subsidy scheme that is promoted through the press and by means of personal referral, but principally via referrals by the credit control and debt recovery section of the Municipality.</p> <p>Household:</p> <p>(a) The head of the household must be a South African citizen and have permanent residency.</p> <p>(b) The head of the household should be:</p> <p>(i) the registered owner or part owner of the property; or</p> <p>(ii) the registered lessee of a Council housing unit; or</p> <p>(iii) the registered lessee of a Government owned housing unit; or</p> <p>(iv) a person, being the head of the household, who is incapable of paying for basic municipal services and who resides in said property/unit.</p> <p>The head of the child-headed household shall be deemed to meet these criteria.</p> <p>(c) To register as an indigent consumer the head of the household must personally complete and sign the registration form.</p> <p>(d) Child-headed households will only be approved on the basis of the following criteria:</p> <p>(i) both parents of the household are deceased, or one parent and/or guardian is deceased, and the other is totally alienated from the household;</p> <p>(ii) a minor has assumed the role of caregiver in respect of the other minor(s) in the household;</p> <p>(iii) such minors reside permanently on the property;</p> <p>(iv) such minors, and exclusively only minors occupy the property as their normal residence;</p> <p>(v) such minors are scholars or unemployed and if income is derived, the household earns less than the qualifying income as envisaged by the defined Indigent Income Threshold;</p> <p>(vi) the situation pertaining to the household has been verified by the Municipality; and</p> <p>(vii) the situation pertaining to the household will be reviewed when the caregiver as per (ii) above reaches the age older than 18 years.</p> <p>(e) Indigent households living in homes for senior citizens shall be eligible to qualify for assistance and support under this Policy, subject to the following rules and procedures:</p> <p>(i) For the purposes of passing/issuing the free basic electricity units to such indigent household, the onus will be on the unit owner or lessee to apply and submit proof that the electricity connection is in the name of the Indigent consumer and not in the name of the</p>

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	<p style="text-align: center;">organization providing the accommodation.</p> <p>(ii) In the event of the unit being occupied by a single individual without any dependents as per the definition of a household above, the level of income to qualify shall be equal to or less than 50% (fifty percent) of the defined Indigent Income Threshold per month.</p> <p>Basis of Subsidy:</p> <p>(a) Only formal or informal housing units utilized for residential purposes will be taken into consideration for the purpose of this subsidy, being the provision of free basic services.</p> <p>(b) All informal structures where a prepaid electricity meter has been installed by the Municipality will qualify for this subsidy. In the cases where off-grid electricity is supplied by an authorised service provider appointed in terms of paragraph 5.7.2(b) of this Policy such households will also qualify for a subsidy, which subsidy will be paid directly to the authorised service provider.</p> <p>(c) Applications deviating from the above will only be considered after a detailed investigation and evaluation by the Municipality</p> <p>Qualifying income:</p> <p>(b) The maximum qualifying income level defined as the Indigent Income Threshold for a household as described in paragraph 5.2 of this Policy will be equal to or less than R 6 500 per month. Proof must be produced in the form of pay slips, unemployment certificates, income certificates or other acceptable proof of income.</p> <p>Targeting mechanisms:</p> <p>The following principles for the granting of free basic services apply:</p> <p>a) Properties in respect of which property tax is levied on a municipal valuation amount will qualify as follows:</p> <p>i) The municipal valuation of a property being less than or equal to the defined Valuation Threshold will be used as the guiding threshold.</p> <p>Basic services :</p> <p>The Municipality will provide the following basic services at reduced or at no cost to the Indigent consumer:</p> <p>Formal Households</p> <p>Free basic services for Formal households will consist of the following:</p> <p>(a) 100 kWh electricity per household per month subject to it being supplied via a prepayment metering system as the qualifying criteria for a registered indigent household to be placed on the Lifeline Electricity Tariff. Free electricity units will not be applicable should the Indigent Household choose not to install a pre-paid meter;</p> <p>(b) a basic charge for water and a maximum of 6 kl water per household per month;</p> <p>(c) a service subsidy not exceeding the cost of one refuse unit in respect of a single residential property not exceeding an area of 250m² and a maximum valuation not exceeding the defined Valuation Threshold;</p> <p>Other concessions</p> <p>(a) Registered indigent consumers limited to the immediate occupants of the household occupying the property excluding any extended family members could qualify for a discount of up to 50% (fifty percent) on the approved fees and tariffs for non-trading services (refer paragraph (d) below) as defined by Council from time to time subject to application to the relevant Director.</p> <p>ALLOCATION OF SUBSIDIES</p>

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	<p>(a) The subsidy in any given month and service will be an amount not exceeding the amount as reflected in the Council's approved Tariff Schedules for services for Indigent households as per paragraphs 5.7 and 5.9 of this Policy.</p> <p>CONTACT OF RESPONSIBLE OFFICE</p> <p>The contact details for Indigent enquiries: E-mail Address: Indigent.office@ Stellenbosch.gov.za Telephone Numbers : 021 – 808 8501/8579/8597/8932 PO Box 17, Stellenbosch Any Municipal Office in the jurisdiction of Stellenbosch Municipality</p> <p>SHORT TITLE</p> <p>This Policy is the Indigent Policy of the Municipality.</p>
Credit control & Debt collection Policy	<p>2. MUNICIPAL ACCOUNTS and ADDITIONAL MECHANISMS</p> <p>2.2 Additional Mechanisms</p> <p>2.2.1 Electricity Services:</p> <p>In the event of an owner/debtor/consumer other than a registered unemployed Indigent consumer regulated by Stellenbosch Municipality's Indigent Policy, failing to pay for electrical services due and payable, and in the event of such consumer having been placed on the disconnection list 3 times within a twelve (12) month period prior to such event, then Stellenbosch Municipality will have the right to install pre-paid electricity meters in a bid to limit credit risk. The Municipality may also consider upward adjustment of the relevant consumer deposit/bank guarantee.</p> <p>2.2.2 Water Services:</p> <p>The Stellenbosch Municipality may in the event of an owner/debtor/consumer exhibiting a trend of non-payment of accounts during a twelve (12) month period prior to a non-payment event (i.e. 3 times or more non-payment events) consider the installation of water demand management devices with pre-paid functionality in a bid to limit credit risk. The Municipality may also consider upward adjustment of the relevant consumer deposit/bank guarantee.</p> <p>3. ARRANGEMENTS</p> <p>(d) All arrangements must be concluded in writing and the debtor must be provided with a copy thereof. Arrangements will be invalid unless signed by the debtor and one or more delegated representative(s) of the municipality.</p> <p>4. ADJUSTMENT OF DEPOSITS/BANK GUARANTEES</p> <p>i) Deposits/Bank guarantees may be increased to cover the additional risk as regulated in terms of the Municipality's By-Laws. Increases in deposits/bank guarantees shall be utilised to cover the additional risk resulting from default payments. The latter deposits will be utilised only after closing of account by debtor or transfer of property. Should the account remain unpaid, such deposit will be utilised for the unpaid portion. Any credits will be refunded to the consumer.</p> <p>5. FURTHER ACTIONS</p> <p>(b) Should amounts owed not be settled by the final date, i.e. after the date for payment set out in a final demand, such accounts and the relevant Section 57 Agreements, where applicable, will be handed over to the Municipality's Collection Attorneys for recovery and/or to consider instituting further legal action.</p> <p>(d) Stellenbosch Municipality may consider an auxiliary levy of up to 50% on the purchase of pre-paid electricity to recover arrear debt.</p> <p>(f) The Municipality may attach the rental income in whole or in part from a tenant or occupier of a property which is left unpaid by the owner thereof, provided that Section 115 of the Local Government: Municipal Systems Act, 2000 (Act 32 of 2000) is adhered to.</p>

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	<p>9.DUE DATES OF ACCOUNTS</p> <p>i) Accounts are payable by the 7th day of each month or the first working day thereafter, should the 7th day fall on a weekend or public holiday.</p> <p>15. INTEREST</p> <p>15.1 Interest will be raised monthly, on a reasonable time after due date, to allow finalization of EFT payments, journal processing, system updates, etc. The latter interest raising will be on all arrear balances of all services (excluding housing services), property rates or arrangements as per paragraph 3 of this Policy, remaining unpaid.</p> <p>15.3 Interest on outstanding arrear accounts will be calculated and charged at the South African Reserve Bank's prime interest rate plus one percent.</p> <p>16. GENERAL AND OTHER SERVICES</p> <p>16.1 Monthly Consumer accounts:</p> <p>16.1.3 Due to the inclined block tariffs employed for these services, care must be taken to ensure meter readings are taken accurately and at intervals as close as possible to 30 days. Should this not be possible, consumption may be estimated as set out in the Municipality's By-Laws. As a general rule it is accepted that deviations in consumption periods exceeding 10% should be guarded against.</p>
Irrecoverable Debt Policy	<p>3. Thresholds for writing-off of debt</p> <p>(iii) Amounting to ten thousand rand (R10 000) and below may be effected after motivation to and approval by the Senior Manager: Revenue and Expenditure</p> <p>(iv) Amounting to five thousand rand (R5 000) and below may be effected after motivation to and approval by the Manager Revenue.</p> <p>Amounting to five thousand rand (R5 000) and below may be effected after motivation to and approval by the Senior Manager Revenue and Expenditure or Manager Revenue.</p>
Development Charges Policy	<p>12. DEFINITIONS</p> <p>"Engineer"</p> <p>"link service"</p> <p>13. ACTUAL COSTS</p> <p>Where a development is situated outside the urban area and was not taken into account during the determination of the DC tariffs, then DCs of that development will be based on its actual impact, as confirmed by a report by a professionally registered engineer appointed by the Developer, and as approved by the (municipality's) Engineer. Examples of such a scenario would be development on farms that supports the primary farming activity, i.e. a cellar on a wine farm. The actual trip generation might be less than what is allowed for in the DC tables and if it can be justified the DC can be based on the actual impact/demand on the bulk infrastructure.</p> <p>14. INSTALLATION OF EXTERNAL ENGINEERING SERVICES INSTEAD OF THE PAYMENT OF DEVELOPMENT CHARGES.</p> <p>When a developer installs external engineering services instead of payment of a development charge, he or she must adopt the most cost-effective and efficient approach to meet the Municipality's technical standards. The principles of procuring the most cost-effective and efficient services must be followed. Therefore, the installation of engineering services must be provided at a competitive bidding process. As a minimum, three quotations or tenders should be obtained and evaluated by the Developer's consultant with a recommendation for appointment. Such recommendation must be approved by the Municipality before the appointment of a</p>

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	<p>contractor.</p> <p>15. OTHER PRINCIPLES TO BE APPLIED</p> <p>14.1 Where a particular service does not fall into the criteria of Par 4 and Par 6.2 of the Development Charge Calculation Report (Annexure A), it can still be DC deductible if it fits the definition of a bulk service, and at the discretion of the Engineer.</p> <p>14.2 DC's will be applied based on the impact on services by the increase in land use rights and/or intensification of land use leading to increased demand, irrespective of the geographical location of the development. For example, the traffic generated by a development located along a provincial road, will ultimately end up on the Municipality's road network that link to the provincial roads. The same applies to the additional stormwater run-off that ends up in downstream municipal networks and river courses, increase in demand and the bulk supply of water, and sewer and solid waste disposal.</p> <p>14.3 DCs in rural areas/farms: DCs will be determined in terms of 9.1.3 for buildings/development related to the primary farming activities and can be classified as an agricultural building/agricultural industry i.e.: cellar and bottling facilities on a wine farm or a fruit packaging and storage facility on a fruit farm. It can be assumed that in most cases, the people already working or residing on the farm will work in these buildings and not place a significant additional demand on the bulk services. The approved DC tariffs will be applicable for any other development on a farm i.e. a farm stall, function venues, tourist accommodation facilities, conference facilities or other business and commercial activities including wine tasting since these land uses attract people from outside and places an additional demand on the bulk infrastructure.</p> <p>14.4 Where a development's DC's are utilised to upgrade a specific service in order to create the required capacity, and the DCs for that specific service category is not sufficient to cover the cost of the upgrade, the Engineer, at his discretion, will determine if DCs from the other service categories can be utilized to cover the cost. Factors to be taken into consideration include the status of bulk services in the development area, the practicality and timing to secure alternative sources of funding, etc.</p> <p>14.5 GLA – Gross Leasable Area – where this is not known at the time of the DC calculation being done, it will be deemed to be 15% less than the total bulk i.e. 85% of the total bulk.</p> <p>14.6 DCs in lieu of Parking bays: If the development is located in an area where the lack of sufficient on-site parking is currently causing problems for the municipality and or the public, this option will not be considered. Other criteria:</p> <ul style="list-style-type: none"> • In the historical CDB core where buildings were approved with limit parking provision • When a development is situated within a 500m radius of a public transport hub or facility • When a development is situated along a primary functional public transport route – provide that the necessary embayment is provided • When a development is situated along a primary NMT route (as defined by the NMT Masterplan) – provide that the necessary facilities is of good state • Where public parking garage has been constructed that can cater for shortfall in parking demand.
Special Ratings Area Policy	<p>1. DEFINITIONS</p> <p>“the Municipality”</p> <p>8. INSTITUTIONAL ARRANGEMENTS</p> <p>8.1.5. Structural requirements of the Non-Profit company:</p> <p>(a) The Non-Profit company must give a written notice by the most effective manner to all the property owners within the special rating area of the intention to hold an Annual General Meeting (AGM) on the date stated</p>

Policy/ By-law	Summarized Nature of change
	<p>in the notice;</p> <p>15. COMMENCEMENT AND IMPLEMENTATION</p> <p>15.1 Implementation of this Policy will commence on 01 July 2019.</p>
<p>Cash Management and Investments Policy</p>	<p>3. CASH MANAGEMENT</p> <p>3.2 Bank Accounts</p> <p>Post names of signatories were changed in line with the new organisation structure.</p> <p>3.3 Bank Overdraft</p> <p>3.3.1 Council made the decision to not request an overdraft facility with its primary banker. as the general policy is to avoid going into overdraft.</p> <p>In the instance that short-term debt is incurred based on expected income it must be repaid within the same financial year. (Section 45 of the MFMA)</p> <p>4. CASH MANAGEMENT PROCEDURES</p> <p>4.4 Cash Balancing</p> <p>After the end of each shift, the cashier will count the monies received, and do a daily end of day cashier procedure. The supervisor will then re-count the money to ensure that the cashier's daily takings balances with the supervisor's end-of-day totals. The cashier will do a final end-of-day procedure when he/she balances, and the supervisor will do a receipting end of day shut-down procedure.</p> <p>4.4.1. Cashier surplus and shortage</p> <p>If the cashier is short, he/she will then pay the monies in immediately. If there is a surplus the cashier will receipt the surplus on the same day. Management discretion can be used should there be substantial evidence and motivation that it was out of the control of a cashier to avoid a shortage the Manager can exonerate the cashier from paying the shortfall and in such an instance the shortage should be allocated to an expense line item.</p> <p>5. INVESTMENTS</p> <p>5.3 Diversification</p> <p>Council will only make investments, as prescribed by Section 6 of the Municipal Investment Regulations, with approved institutions which have a rating as defined per Appendix A. Excluding investments made per Executive Mayoral Committee resolution not more than 50% of available funds will be placed with a single institution. . The discretion of management should be used when investing funds into the institution quoting the highest rate versus diversification of investment portfolio. Should the difference between the investment quotes be minimal, a decision can be made to invest in the lower quote for the diversification of investment portfolios.</p> <p>5.3 Diversification</p> <p>Council will only make investments, as prescribed by Section 6 of the Municipal Investment Regulations, with approved institutions which have a rating as defined per Appendix A. Excluding investments made per Executive Mayoral Committee resolution not more than 50% of available funds will be placed with a single institution. The discretion of management should be used when investing funds into the institution quoting the highest rate versus diversification of investment portfolio. Should the difference between the investment quotes be minimal, a decision can be made to invest in the lower quote for the diversification of investment portfolios.</p> <p>5.5.3A monthly investment register should be kept of all investments made. The following information must be</p>

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	<p>recorded:-</p> <ul style="list-style-type: none"> - name of institution; - capital invested; - date invested; - interest rate; - maturation date; - interest received; - Investment balance; - total withdrawal amount; - total interest earned. 																																																																																	
Accounting Policy	<p>2. Basis of Preparation</p> <p>Going concern</p> <p>The annual financial statements have been prepared on the basis that the municipality is a going concern and will continue operation for the next 12 months.</p> <p>Impairment</p> <p>The useful lives of items of property, plant and equipment have been assessed as follows:</p> <table border="0" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Item</th> <th style="text-align: left;">Average useful life</th> <th></th> </tr> </thead> <tbody> <tr> <td colspan="3">Land</td> </tr> <tr> <td>• Land</td> <td>indefinite</td> <td></td> </tr> <tr> <td colspan="3">Buildings</td> </tr> <tr> <td>• Buildings</td> <td>30-99</td> <td></td> </tr> <tr> <td colspan="3">Infrastructure assets</td> </tr> <tr> <td>• Roads and paving</td> <td></td> <td>10-100</td> </tr> <tr> <td>• Electricity</td> <td>10-50</td> <td></td> </tr> <tr> <td>• Water</td> <td></td> <td>10-100</td> </tr> <tr> <td>• Hsewerage</td> <td>10-100</td> <td></td> </tr> <tr> <td>• Stormwater</td> <td>10-100</td> <td></td> </tr> <tr> <td>• Solid Waste</td> <td>10-100</td> <td></td> </tr> <tr> <td colspan="3">Community assets</td> </tr> <tr> <td>• Improvements</td> <td>30</td> <td></td> </tr> <tr> <td>• Recreational facilities</td> <td></td> <td>20-30</td> </tr> <tr> <td>• Security</td> <td></td> <td></td> </tr> <tr> <td colspan="3">Capital restoration asset</td> </tr> <tr> <td>• Landfill site</td> <td>5-30</td> <td></td> </tr> <tr> <td colspan="3">Machinery and equipment</td> </tr> <tr> <td>• Emergency equipment</td> <td></td> <td>5-15</td> </tr> <tr> <td>• Office equipment</td> <td>3-5</td> <td></td> </tr> <tr> <td>• Plant and equipment</td> <td></td> <td>3-25</td> </tr> <tr> <td colspan="3">Furniture and office equipment</td> </tr> <tr> <td>• Office equipment</td> <td>5-25</td> <td></td> </tr> <tr> <td>• Furniture and fittings</td> <td></td> <td>3-30</td> </tr> <tr> <td colspan="3">Transport assets</td> </tr> <tr> <td>• Motor Vehicles</td> <td>5-20</td> <td></td> </tr> </tbody> </table>	Item	Average useful life		Land			• Land	indefinite		Buildings			• Buildings	30-99		Infrastructure assets			• Roads and paving		10-100	• Electricity	10-50		• Water		10-100	• Hsewerage	10-100		• Stormwater	10-100		• Solid Waste	10-100		Community assets			• Improvements	30		• Recreational facilities		20-30	• Security			Capital restoration asset			• Landfill site	5-30		Machinery and equipment			• Emergency equipment		5-15	• Office equipment	3-5		• Plant and equipment		3-25	Furniture and office equipment			• Office equipment	5-25		• Furniture and fittings		3-30	Transport assets			• Motor Vehicles	5-20	
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	<ul style="list-style-type: none"> • Plant and equipment 5-15 • Watercraft 15 <p>Computer equipment</p> <ul style="list-style-type: none"> • Computer hardware 5-15 <p>Libraries</p> <ul style="list-style-type: none"> • Library buildings 30 <p>Service charges</p> <p>These adjustments are recognised as revenue in the invoicing period. In respect of estimates of consumption between the last reading date and the reporting date, an accrual is made based on the average monthly consumption of consumers billings done during July and August. The billing and invoiced amounts done in July are recognized in total as an accrual as all billing in July pertains to services rendered prior 30 June. An estimate is then made based on August billing pertaining to services rendered up until 30 June.</p> <p>2. New standards and interpretations</p> <p>No accounting standards has been identified.</p> <p>2.1 Standards and interpretations early adopted</p> <p>In the current year, the municipality has adopted the following standards and interpretations that are effective for the current financial year and that are relevant to its operations:</p> <p>No accounting standards has been early adopted.</p> <p>1.1 Standards and interpretations issued but not yet effective</p> <p>The municipality has not applied the following standards and interpretations, which have been published and are mandatory for the municipality's accounting periods beginning on or after 01 July 2019 or later periods:</p> <p>GRAP 34: Separate Financial Statements</p> <p>The objective of this Standard is to prescribe the accounting and disclosure requirements for investments in controlled entities, joint ventures and associates when an entity prepares separate financial statements. It furthermore covers Definitions, Preparation of separate financial statements, Disclosure, Transitional provisions and Effective date.</p> <p>The effective date of the standard is not yet set by the Minister of Finance.</p> <p>The municipality does not envisage the adoption of the standard until such time as it becomes applicable to the municipality's operations.</p> <p>It is unlikely that the standard will have a material impact on the municipality's annual financial statements.</p> <p>GRAP 35: Consolidated Financial Statements</p> <p>The objective of this Standard is to establish principles for the presentation and preparation of consolidated financial statements when an entity controls one or more other entities.</p> <p>To meet this objective, the Standard:</p> <ul style="list-style-type: none"> ☑ requires an entity (the controlling entity) that controls one or more other entities (controlled entities) to present consolidated financial statements; ☑ defines the principle of control, and establishes control as the basis for consolidation; ☑ sets out how to apply the principle of control to identify whether an entity controls another entity and therefore must consolidate that entity; ☑ sets out the accounting requirements for the preparation of consolidated financial statements; and ☑ defines an investment entity and sets out an exception to consolidating particular controlled entities of an investment entity. <p>It furthermore covers Definitions, Control, Accounting requirements, Investment entities: Fair value requirement, Transitional provisions and Effective date.</p> <p>The effective date of the standard is not yet set by the Minister of Finance.</p> <p>The municipality does not envisage the adoption of the standard until such time as it becomes applicable to the</p>

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	<p>municipality's operations. It is unlikely that the standard will have a material impact on the municipality's annual financial statements.</p> <p>GRAP 36: Investments in Associates and Joint Ventures</p> <p>The objective of this Standard is to prescribe the accounting for investments in associates and joint ventures and to set out the requirements for the application of the equity method when accounting for investments in associates and joint ventures. It furthermore covers Definitions, Significant influence, Equity method, Application of the equity method, Separate financial statements, Transitional provisions and Effective date. The effective date of the standard is not yet set by the Minister of Finance. The municipality does not envisage the adoption of the standard until such time as it becomes applicable to the municipality's operations. It is unlikely that the standard will have a material impact on the municipality's annual financial statements.</p> <p>GRAP 37: Joint Arrangements</p> <p>The objective of this Standard is to establish principles for financial reporting by entities that have an interest in arrangements that are controlled jointly (i.e. joint arrangements). To meet this objective, the Standard defines joint control and requires an entity that is a party to a joint arrangement to determine the type of joint arrangement in which it is involved by assessing its rights and obligations and to account for those rights and obligations in accordance with that type of joint arrangement. It furthermore covers Definitions, Joint arrangements, Financial statements and parties to a joint arrangement, Separate financial statements, Transitional provisions and Effective date. The effective date of the standard is not yet set by the Minister of Finance. The municipality does not envisage the adoption of the standard until such time as it becomes applicable to the municipality's operations. It is unlikely that the standard will have a material impact on the municipality's annual financial statements.</p> <p>GRAP 38: Disclosure of Interests in Other Entities</p> <p>The objective of this Standard is to require an entity to disclose information that enables users of its financial statements to evaluate:</p> <ul style="list-style-type: none"> ☒ the nature of, and risks associated with, its interests in controlled entities, unconsolidated controlled entities, joint arrangements and associates, and structured entities that are not consolidated; and ☒ the effects of those interests on its financial position, financial performance and cash flows. <p>It furthermore covers Definitions, Disclosing information about interests in other entities, Significant judgements and assumptions, Investment entity status, Interests in controlled entities, Interests in joint arrangements and associates, Interests in structured entities that are not consolidated, Non-qualitative ownership interests, Controlling interests acquired with the intention of disposal, Transitional provisions and Effective date. The effective date of the standard is not yet set by the Minister of Finance. The municipality does not envisage the adoption of the standard until such time as it becomes applicable to the municipality's operations. It is unlikely that the standard will have a material impact on the municipality's annual financial statements.</p>