C 3048/03/2023
SMC A/6032/03/2023

9.A.1 [FS]: DRAFT (TABLED) MEDIUM TERM REVENUE AND EXPENDITURE FRAMEWORK (MTREF): 2023/2024 TO 2025/2026 AS REQUIRED BY SECTION 16 OF THE MFMA

5/1/1 2023/2024 – 2025/2026

COMPETENCY: COUNCIL

IT WAS UNANIMOUSLY RESOLVED:

1. That the report regarding the Draft Medium-Term Revenue and Expenditure Framework for the 2023/2024 to 2025/2026 financial period, **BE NOTED.**

2. That the Draft Medium-Term Revenue and Expenditure Framework for the 2023/2024 to 2025/2026 financial period, inclusive of draft tariffs, the draft budget related policies, the draft SDBIP and the draft organisational structure, **BE NOTED** in terms of Section 16 of the Municipal Finance Management Act**.**

3. That the Draft Medium-Term Revenue and Expenditure Framework for the 2023/2024 to 2025/2026 financial period, inclusive of draft tariffs, draft budget related policies and draft SDBIP, **BE SUBJECTED** to a community consultation process in terms of Sections 22 and 23 of the Municipal Finance Management Act and that the consultation process be done in accordance with Chapter 4 of the Municipal Systems Act.

4. That the Final Medium-Term Revenue and Expenditure Framework for the 2023/2024 to 2025/2026 financial period, inclusive of tariffs, draft budget related policies, SDBIP and organisational structures, **BE SUBMITTED** to Council for final consideration on 25 May 2023 as required by section 24 of the Municipal Finance Management Act.

C 3048/03/2023
SMC A/6032/03/2023

9.A.1 [FS]: DRAFT (TABLED) MEDIUM TERM REVENUE AND EXPENDITURE FRAMEWORK (MTREF): 2023/2024 TO 2025/2026 AS REQUIRED BY SECTION 16 OF THE MFMA

5/1/1 2023/2024 – 2025/2026

COMPETENCY: COUNCIL

PURPOSE

To submit the Draft (Tabled) Medium-Term Revenue and Expenditure Framework for the 2023/2024 to 2025/2026 financial period in terms of Section 16 of the Municipal Finance Management Act.

RECOMMENDATIONS

1. That the report regarding the Draft Medium-Term Revenue and Expenditure Framework for the 2023/2024 to 2025/2026 financial period, **BE NOTED.**

2. That the Draft Medium-Term Revenue and Expenditure Framework for the 2023/2024 to 2025/2026 financial period, inclusive of draft tariffs, the draft budget related policies, the draft SDBIP and the draft organisational structure, **BE NOTED** in terms of Section 16 of the Municipal Finance Management Act**.**

3. That the Draft Medium-Term Revenue and Expenditure Framework for the 2023/2024 to 2025/2026 financial period, inclusive of draft tariffs, draft budget related policies and draft SDBIP, **BE SUBJECTED** to a community consultation process in terms of Sections 22 and 23 of the Municipal Finance Management Act and that the consultation process be done in accordance with Chapter 4 of the Municipal Systems Act.

4. That the Final Medium-Term Revenue and Expenditure Framework for the 2023/2024 to 2025/2026 financial period, inclusive of tariffs, draft budget related policies, SDBIP and organisational structures, **BE SUBMITTED** to Council for final consideration on 25 May 2023 as required by section 24 of the Municipal Finance Management Act.

REPORT

In terms of the legislative process, the Budget must be tabled to Council by no later than 31st March 2023 for endorsement by Council so that the public participation processes can take place during April 2023.

Section 16 of the MFMA dealing with the tabling of annual budgets, inter alia, reads as follows:

1) *The council of a municipality must for each financial year approve an annual budget for the municipality before the start of that financial year.*

2) In order for a municipality to comply with subsection (1), the mayor of the municipality must table the annual budget at a council meeting at least 90 days before the start of the budget year.

3) Subsection (1) does not preclude the appropriation of money for capital expenditure for a period not exceeding three financial years, provided a separate appropriation is made for each of those financial years.

Section 24 of the MFMA dealing with the approval of annual budgets and, inter alia, reads as follows:

1) The municipal council must at least 30 days before the start of the budget year consider approval of the annual budget.

2) An annual budget-

a) must be approved before the start of the budget year;
b) is approved by the adoption by the council of a resolution referred to in section 17(3)(a)(i); and
c) must be approved together with the adoption of resolutions as may be necessary-

i. imposing any municipal tax for the budget year;
ii. setting any municipal tariffs for the budget year;
iii. approving measurable performance objectives for revenue from each source and for each vote in the budget;
iv. approving any changes to the municipality's integrated development plan; and
v. approving any changes to the municipality's budget related policies.

3) The accounting officer of a municipality must submit the approved annual budget to the National Treasury and the relevant provincial treasury.

Process Followed

The key deadlines for the compilation of the IDP and Medium-Term Revenue and Expenditure Framework (MTREF, or Budget) was submitted to Council for approval during August 2022 as required by section 21(b) of the MFMA.

In terms of the approved key deadlines, the administrative process in the compilation of the budget was followed and the Budget Steering Committee provided the political oversight.

The Budget Steering Committee considered the operating budget, the capital budget, the tariffs and the budget related policies and recommended that same now be forwarded to the Section 80 Committee, the Mayoral Committee as well as Council for consideration.

Budget Summary

The operating revenue for 2023/2024 is budgeted at R1 709 375 802 which is an increase of 11.32% from the 2022/2023 adjusted budget.

The Revenue Budget has been compiled based on projected billing, however provision has been made for a 92% collection rate through the provision of funds for the impairment of debtors.

The following tariff increases are proposed:

- Electricity – 18.49% (subject to final confirmation of NERSA 16-20%)
- Water – 9.2%
- Sanitation – 6.7%
- Refuse Collection – 7%
- Assessment Rates – 6.7%

The tariff increases are above the projected inflation targets. Tariffs could not be contained within the targeted inflation limits due to increased cost of the provision of services. No growth in the volume of sales have been budgeted for.

The operating expenditure for 2023/2024 is budgeted at R1 814 038 275 (an increase of 13.84% from the 2022/2023 adjusted budget). This includes a provision for salary increases of 6%, increase in repairs and maintenance expenditure of 12.61%, operating cost of 7.74% and contracted services of 10.5%. Bulk purchases have been increased as follows:

Water Purchases from Rand water – 9.2%
Electricity Purchases from Eskom – 18.65%

The capital amount proposed for 2023/2024 amounts to R376 295 500.

Midvaal mainly spends its capital expenditure on infrastructure services and for the 2023/24 financial year (67%) of the capital budget is allocated to the Engineering Services and Roads departments.

The following attachments are provided: (Distributed under a separate cover)

SECTION ONE: MEDIUM TERM REVENUE AND EXPENDITURE FRAMEWORK

Annexure A1	National Treasury Format Budget Document
Annexure B	Draft Capital Budget Summary
Annexure C	Draft Capital Budget Project List

SECTION TWO: TARIFF SCHEDULES

Annexure D Tariff Schedule for 2023/2024

SECTION THREE: BUDGET RELATED POLICIES

The budget related policies are attached as follows:

Annexure E	Tariff By-Law
Annexure F	Tariff Policy

Annexure G	Property Rates By-Law
Annexure H	Property Rates Policy
Annexure I	Credit Control and Debt Collection By-Law
Annexure J	Credit Control and Debt Collection Policy
Annexure K	Cash Management Policy
Annexure L	Investment Policy
Annexure M	Borrowing Policy
Annexure N	Budget Funding and Reserves Policy
Annexure O	Municipal Supply Chain Management Policy and Procedures
Annexure P	Asset Management Policy
Annexure Q	Policy on the Planning and Approval of Capital Projects
Annexure R	Indigents Policy
Annexure S	Policy related to the provision of free basic electricity
Annexure T	Policy related to the provision of free basic water
Annexure U	Policy on the Acceptance of Grants, Donations, Sponsorships and Gifts
Annexure V	Long Term Financial Planning Policy
Annexure W	Disposal of Assets Policy
Annexure X	Budget Implementation and Monitoring Policy
Annexure Y	Unauthorised, Irregular, Fruitless and Wasteful Expenditure Policy
Annexure Z	Unclaimed Credits Policy
Annexure AA	Bulk Developer Contributions Policy
Annexure AB	Related Party Policy
Annexure AC	Cell phone and connectivity allowance Policy
Annexure AD	Caucus Budget Policy
Annexure AE	Billing Policy
Annexure AF	Electricity By-laws
Annexure AG	Water By-laws
Annexure AH	Supply Chain Management Process Turn-around Time Policy
Annexure AI	EFT Policy
Annexure AJ	Bad Debt Provision Policy
Annexure AK	Supply Chain Management Policy for Infrastructure Procurement and delivery management
Annexure AL	Contract Management Policy
Annexure AM	Driver Policy
Annexure AN	Cost Containment Policy
Annexure AO	Virement Policy
Annexure AP	Indigent Screening Committee

It must be noted that all Personnel Policies will be submitted to Council as separate items where amendments are required.

SECTION FOUR: DRAFT SDBIP

The Draft SDBIP is attached as Annexure AR.

SECTION FIVE: DRAFT PROCUREMENT PLAN

The Draft Procurement Plan is attached as Annexure AS.

SECTION SIX: DRAFT ORGANISATIONAL STRUCTURES FOR 2023/2024

The Draft Organisational Structures is attached as Annexure AT, to be viewed in conjunction with staff establishment item.

SECTION SEVEN: ADDITIONAL INFORMATION

This section deals with other information that are submitted to Council for additional information as part of the annual budget documentation.

Annexure AU	Midvaal Service Charter
Annexure AV	NT MFMA Cost Containment Regulations
Annexure AW	Midvaal Cost Containment Progress
Annexure AX	MFMA Budget Circular No 122 dated 9 December 2022
Annexure AY	MFMA Budget Circular No 123 dated 3 March 2023

1.1.1.1

TABLED MARCH 2023

Medium Term Revenue & Expenditure Framework
2023/2024 – 2025/2026

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Abbreviations and Acronyms

BSC	Budget Steering Committee
CBD	Central Business District
CFO	Chief Financial Officer
CPI	Consumer Price Index
CRR	Capital Replacement Reserve
DBSA	Development Bank of South Africa
DoRA	Division of Revenue Act
DWA	Department of Water Affairs
EE	Employment Equity
EEDSM	Energy Efficiency Demand Side Management
EM	Executive Mayor
FBS	Free basic services
GDP	Gross domestic product
GDS	Gauteng Growth and Development Strategy
GFS	Government Financial Statistics
GRAP	General Recognised Accounting Practice
HR	Human Resources
HSRC	Human Science Research Council
IDP	Integrated Development Strategy
IMFO	Institute of Municipal Finance Officers
INEP	Integrated National Electrification Programme
IT	Information Technology
kℓ	kilolitre
km	kilometre
KPA	Key Performance Area
KPI	Key Performance Indicator
kWh	Kilowatt hour
ℓ	litre
LED	Local Economic Development
MEC	Member of the Executive Committee
MFMA	Municipal Financial Management Act
MIG	Municipal Infrastructure Grant
MM	Municipal Manager
MMC	Member of Mayoral Committee
MPRA	Municipal Properties Rates Act
MSA	Municipal Systems Act
MTEF	Medium-term Expenditure Framework
MTREF	Medium-term Revenue and Expenditure Framework
NERSA	National Electricity Regulator South Africa
NGO	Non-Governmental organisations
NKPIs	National Key Performance Indicators
OHS	Occupational Health and Safety
OP	Operational Plan
PBO	Public Benefit Organisations
PHC	Provincial Health Care
PMS	Performance Management System
PPE	Property Plant and Equipment
PPP	Public Private Partnership
SALGA	South African Local Government Association
SAPS	South African Police Service
SDBIP	Service Delivery Budget Implementation Plan
SMME	Small Micro and Medium Enterprises

Part 1 – Annual Budget

1.2 Mayor's Report

Alderman Pat Hutcheson to deliver the budget speech on 25 May 2023 - speech to be circulated under separate cover at the Council meeting.

1.3 Council Resolutions

1. **That** the Council of Midvaal Local Municipality, acting in terms of section 24 of the Municipal Finance Management Act, (Act 56 of 2003) **APPROVES AND ADOPTS**:

    1.1. The annual budget of the municipality for the financial year 2023/24 and the multi-year and single-year capital appropriations as set out in the following tables:

    1.1.1. Budgeted Financial Performance (revenue and expenditure by standard classification) as contained in Table 12 of Annexure A;
    1.1.2. Budgeted Financial Performance (revenue and expenditure by municipal vote) as contained in Table 13 of Annexure A;
    1.1.3. Budgeted Financial Performance (revenue by source and expenditure by type) as contained in Table 14 of Annexure A; and
    1.1.4. Multi-year and single-year capital appropriations by municipal vote and standard classification and associated funding by source as contained in Table 15 of Annexure A.

    1.2. The financial position, cash flow budget, cash-backed reserve/accumulated surplus, asset management and basic service delivery targets are approved as set out in the following tables:

    1.2.1. Budgeted Financial Position as contained in Table 16 of Annexure A;
    1.2.2. Budgeted Cash Flows as contained in Table 17 of Annexure A;
    1.2.3. Cash backed reserves and accumulated surplus reconciliation as contained in Table 18 of Annexure A;
    1.2.4. Asset management as contained in Table 19 of Annexure A; and
    1.2.5. Basic service delivery measurement as contained in Table 20 of Annexure A.

2. **That** the Council of Midvaal Local Municipality, acting in terms of section 75A of the Local Government: Municipal Systems Act (Act 32 of 2000) **APPROVES AND ADOPTS** with effect from 1 July 2023 the tariffs as contained in Annexure D:

    2.1. the tariffs, rebates and exemptions for property rates
    2.2. the tariffs for electricity
    2.3. the tariffs for the supply of water
    2.4. the tariffs for sanitation services
    2.5. the tariffs for solid waste services

3. **That** the Council of Midvaal Local Municipality, acting in terms of section 75A of the Local Government: Municipal Systems Act (Act 32 of 2000) **APPROVES AND ADOPTS** with effect from 1 July 2023 the tariffs for other services, as set out in Annexures D.

4. To give proper effect to the municipality's annual budget, the Council of Midvaal Local Municipality **APPROVES** that cash backing is implemented through the utilisation of a portion of the revenue generated from property rates to ensure that all capital reserves and provisions, unspent long-term loans and unspent conditional grants are cash backed as required in terms of the municipality's funding and reserves policy as prescribed by section 8 of the Municipal Budget and Reporting Regulations.

5. **That** the Council of Midvaal Local Municipality, acting in terms of section 17 of the Municipal Finance Management Act, (Act 56 of 2003) **APPROVES AND ADOPTS** with effect from 1 July 2023 the following budget related policies for the 2023/2024 financial year:

    5.1. Tariff By-Law
    5.2. Tariff Policy
    5.3. Property Rates By-Law
    5.4. Property Rates Policy
    5.5. Credit Control and Debt Collection By-Law
    5.6. Credit Control and Debt Collection Policy
    5.7. Cash Management Policy
    5.8. Investment Policy
    5.9. Borrowing Policy
    5.10. Budget Funding and Reserves Policy
    5.11. Municipal Supply Chain Management Policy and Procedures
    5.12. Asset Management Policy
    5.13. Policy on the Planning and Approval of Capital Projects
    5.14. Indigents Policy
    5.15. Policy related to the provision of free basic electricity
    5.16. Policy related to the provision of free basic water
    5.17. Policy on the Acceptance of Grants, Donations, Sponsorships and Gifts
    5.18. Long Term Financial Planning Policy
    5.19. Disposal of Assets Policy
    5.20. Budget Implementation and Monitoring Policy
    5.21. Unauthorised, Irregular, Fruitless and Wasteful Expenditure Policy
    5.22. Unclaimed Credits Policy
    5.23. Bulk Developer Contributions Policy
    5.24. Related Party Policy
    5.25. Cell phone and Connectivity allowance Policy
    5.26. Caucus Budget Policy
    5.27. Billing Policy
    5.28. Electricity By-laws
    5.29. Water By-laws
    5.30. Supply Chain Management Process Turn-around Time Policy
    5.31. EFT Policy
    5.32. Bad Debt Provision Policy
    5.33. Supply Chain Management Policy for Infrastructure Procurement and delivery management
    5.34. Contract Management Policy
    5.35. Driver Policy
    5.36. Cost Containment Policy
    5.37. Virement Policy

6. **That** the Council of Midvaal Local Municipality, acting in terms of section 11.2.6 of the Midvaal Property Rates Policy **RE-AFFIRM** property rate rebates, on application, to the following property owners as development incentives as contained in the various Service Level Agreements:

    6.1. Savanna City Development (in terms of section 9.4 of the Property Rates Policy)

6.2. Cosmopolitan Projects Johannesburg (Pty) Ltd (in terms of section 9.4 of the Property Rates Policy)
6.3. Klipriver Business Park Development (in terms of section 9.4 of the Property Rates Policy)
6.4. Heineken Breweries (in terms of section 9.4 of the Property Rates Policy)

7. **That** in principle approval **BE GRANTED** for the taking up on external debt to the value of R200 000 000 to fund infrastructure projects as contemplated in the capital budget for the 2023/2024 financial year, subject to compliance with section 46 of the MFMA.

8. **That** in principle approval **BE GRANTED** for the taking up on external debt in the form of Hire Purchase (HP) agreements to the value of R25 000 000 to fund the purchase of vehicles as contemplated in the capital budget for the 2023/2024 financial year, subject to compliance with sections 46 and 48 of the MFMA.

9. **That** the Council of Midvaal Local Municipality, acting in terms of section 66 of the Local Government: Municipal Systems Act (Act 32 of 2000) **APPROVES AND ADOPTS** with effect from 1 July 2023 the revised departmental organograms, as set out in Annexures AT.

1.4 Executive Summary

Planning Framework

The Municipal Systems Act, Act 32 of 2000, requires that local government structures prepare Integrated Development Plans (IDP's). The IDP serves as a tool for the facilitation and management of development within the areas of jurisdiction. In conforming to the Act's requirements, the Council of the Midvaal Local Municipality (MLM) has delegated the authority to the Municipal Manager to prepare the IDP.

The aim of the IDP for Midvaal is to present a coherent plan to achieve the vision of the municipality. The intention of this IDP is to link, integrate and co-ordinate development plans for MLM which is aligned with national, provincial and district development plans and planning requirements binding on the municipality in terms of legislation.

Midvaal IDP Key Performance Areas

KPA	Definition
KPA 1: Good Governance & Public Participation	To promote increased participation and improved communication with all key internal and external stakeholders
KPA 2: Safety & Environment	To create a sustainable environment safe from harm
KPA 3: Social & Community Development	To create an environment focused on uplifting the youth, the poor and the most vulnerable
KPA 4: Institutional Transformation	To transform and align the people, processes and systems of the municipality to achieve its objectives
KPA 5: Financial Sustainability	To improve the financial sustainability and capacity of the municipality, whilst adhering to statutory requirements
KPA 6: Physical Infrastructure & Energy Efficiency	To ensure efficient infrastructure and energy supply that will improve the quality of life of the community
KPA 7: Services & Customer Care	To deliver inclusive and excellent services to the community
KPA 8: Economic Growth & Development	To facilitate sustainable economic empowerment for all communities within Midvaal and through the development of partnerships and innovation

Requests for resources not in support of the abovementioned KPA's were only considered in exceptional circumstances.

The application of sound financial management principles for the compilation of the Municipality's financial plan is essential and critical to ensure that the Council remains financially viable and that municipal services are provided sustainably, economically and equitably to all communities.

Commitment to cost containment
The Municipality's business and service delivery priorities are reviewed on an annual basis as part of the planning and budgeting process. Where appropriate, funds are transferred from low-

to high-priority programmes so as to maintain sound financial stewardship. A critical review was also undertaken of expenditures on non-core and 'nice to have' items. The Midvaal Local Municipality has adopted a cost containment strategy during 2013 and subsequent to the issuing of MFMA Circular 82, has intensified its cost containment strategy. A new cost containment policy has been adopted in line with the Cost Containment Regulations.

Revenue collection and indigents

The Municipality has embarked on implementing a range of revenue collection strategies to optimise the collection of debt owed by consumers. Furthermore, the Municipality is regularly undertaking workshops to register indigents to ensure the poorest of the poor are protected. There has been no change to the threshold of R150 000 property value and less which are deemed as indigent households. In addition, all RDP households are also regarded as deemed indigents.

- Deemed indigent – if the property value is less than R150 000, the household will automatically be declared as indigent and included in the indigent register. If it is found that the household members are either employed by an organ of state, or has a registered business with an income that exceeds 3 times maximum old age pension per month, the indigent status will be revoked.
- Application process – any household with a combined income of less than 3 times maximum old age pension per month can apply as indigent, and if approved, will be included in the indigent register
- The Indigent Policy also allows that RDP households where the title deeds have not yet been transferred to the beneficiary but they have already taken occupation of the RDP house, will also qualify as indigents.
  RDP houses in Savanna City qualify as deemed indigents, notwithstanding that the value of these properties exceed R150 000

National Treasury's MFMA Circular No. 122 and 123 was used to guide the compilation of the 2023/24 MTREF.

The main challenges experienced during the compilation of the 2023/24 MTREF can be summarised as follows:

- The main risks to the economic outlook are slowdown in economic growth.
- Electricity disruptions, raw material shortages and rising input costs will continue to limit output in the short to medium term. In contrast, progress on energy reforms poses upside risks to fixed investment and the overall economic outlook.
- Slow implementation of structural reforms continues to weigh on business confidence and private investment.
- Compensation of employees remains a major cost pressure. It remains critical for municipalities to adhere to compensation ceilings, manage headcounts proactively and conduct staff audit to ensure the staff complement is aligned to the approved organogram.
- Aging water, roads and electricity infrastructure;
- The need to reprioritise projects and expenditure within the existing resource envelope given the cash flow realities and declining cash position of the municipality;
- The increased cost of bulk water and electricity (due to tariff increases from Rand Water and Eskom as well as other inflationary and service delivery pressures, including the service cost of increased loan funding);
- Affordability of capital projects.

The following budget principles and guidelines directly informed the compilation of the 2023/24 MTREF:

- Revised IDP;
- The 2022/23 Adjustments Budget priorities and targets, as well as the base line allocations contained in that Adjustments Budget were adopted as the upper limits for the new baselines for the 2023/24 annual budget;
- Service level standards were used to inform the measurable objectives, targets and development goals;
- Tariff and property rate increases should be affordable. In addition, tariffs need to remain or move towards being cost reflective, and should take into account the need to address infrastructure backlogs;
- The economic challenges will continue to exert pressure on municipal revenue generation and collection levels; hence a conservative approach is taken for revenue projections;
- There will be no budget allocated to national and provincial funded projects unless the necessary grants to the municipality are reflected in the national and provincial budget and have been gazetted as required by the annual Division of Revenue Act;
- Improved revenue collection, working more efficiently and implementing cost containment measures can offset the trends of service delivery breakdowns.
- The implementation of mSCOA version 6.7.
- CPI projections of 5.3% in 2023/24, 4.9% in 2024/25 and 4.7% in 2025/26

In view of the aforementioned, the following table is a consolidated overview of the proposed 2023/24 Medium-term Revenue and Expenditure Framework:

Table 1 Consolidated Overview of the 2023/24– 2025/2026 MTREF

Financial Overview	Adjusted Budget 2022/23	Draft Budget 2023/2024	Draft Budget 2024/2025	Draft Budget 2025/2026
Total Operating Revenue	1 646 423 609	1 816 584 420	1 988 461 097	2 167 069 126
Total Operating Expenditure	1 593 435 909	1 801 819 288	1 929 706 811	2 085 417 069
Total Capital Expenditure	189 932 839	376 295 500	276 766 250	205 978 400
Total Expenditure	1 783 368 748	2 178 114 788	2 206 473 061	2 291 395 469
Employee Cost	365 562 762	436 552 479	455 049 397	476 325 453
Employee Cost as a % of Opex	22,94%	24,23%	23,58%	22,84%

Note: All figures ***excludes*** provision made for internal revenue and expenditure. Also note that abovementioned figures ***includes*** capital revenue. The attention of the reader is drawn to the fact that capital revenue is not included in all the National Treasury schedules contained in this budget document and that the header will be indicative of whether the revenue figures refer to total operating revenue, or operating revenue exclusive of capital revenue. In terms of GRAP 9, capital revenue is recognised as operating revenue and as such included in total operating revenue.

The operating revenue for 2023/2024 is budgeted at R1 816 584 420, which is an increase of 10.34% from the 2022/2023 adjusted budget.

The revenue budget is based on the following proposed tariff increases:

- Electricity – 18.49%
- Water – 9.2%

- Sanitation – 6.75%
- Refuse Collection – 7%
- Assessment Rates – 6.75%

The water and electricity tariff increases are above the projected inflation targets. Tariffs could not be contained within the targeted inflation limits due to increased cost of the provision of services.

Provision has been made to supply registered indigent households serviced by the Council with 6kl of water free of charge.

The Income Budget has been compiled based on projected billing, however provision has been made for a 92% collection rate through the provision of funds for the impairment of debtors.

The operating expenditure for 2023/2024 is budgeted at R1 801 819 288 (an increase of 13.08% from the 2022/2023 adjusted budget). This includes a provision for salary increases of 6%, increase in repairs and maintenance expenditure of 12.61%, operating cost of 7.74% and contracted services of 10.5%. Bulk purchases has been increased as follows:

Water Purchases from Randwater – 9.2%
Electricity Purchases from Eskom – 18.65%

The capital amount proposed for 2023/24 amounts to R376 295 500.

The capital budget will be funded as follows:

Funding	Draft Budget 2023/24	Draft Budget 2024/25	Draft Budget 2025/26
DAC	6 550 000	5 300 000	
Dev Contr	4 000 000	6 150 000	3 700 000
FFRG	2 000 000		
INEP	25 212 000	30 000 000	25 000 000
Leases	24 830 000	20 000 000	20 000 000
Loans	199 950 000	89 000 000	41 000 000
MIG	35 606 500	37 016 750	38 562 400
NHDPG	10 000 000	10 000 000	5 000 000
Own Funding	49 935 000	38 382 500	26 010 000
WSIG	18 212 000	18 199 000	21 519 000
WSIG - 6B	-	22 718 000	25 187 000
Grand Total	**376 295 500**	**276 766 250**	**205 978 400**

Midvaal mainly spends its capital expenditure on infrastructure services and for the 2023/24 financial year 67% of the capital budget is allocated to the Engineering Services department, and 16% allocated to Community Services department.

1.4 Operating Revenue Framework

For Midvaal to continue improving the quality of services provided to its citizens it needs to generate the required revenue. In these tough economic times strong revenue management is fundamental to the financial sustainability of the municipality. The reality is that we are faced with development backlogs and poverty. The expenditure required to address these challenges will inevitably always exceed available funding; hence difficult choices have to be made in relation to tariff increases and balancing expenditures against realistically anticipated revenues.

The municipality's revenue strategy is built around the following key components:

- National Treasury's guidelines and macroeconomic policy;
- Growth in the municipality and continued economic development;
- Efficient revenue management, which aims to ensure a 92% annual collection rate for property rates and other key service charges;
- Electricity tariff increases as approved by the National Electricity Regulator of South Africa (NERSA);
- Achievement of full cost recovery of specific user charges especially in relation to trading services (remaining a challenge as a result of the offsetting of depreciation);
- Determining the tariff escalation rate by establishing/calculating the revenue requirement of each service;
- The municipality's Property Rates Policy in terms of the Municipal Property Rates Act, 2004 (Act 6 of 2004) (MPRA) as amended.
- The municipality's Indigent Policy and rendering of free basic services; and
- Tariff policies of the Municipality.

The following table is a summary of the 2023/24 MTREF (classified by main revenue source):

Table 2 Summary of revenue classified by main revenue source

Description	Ref	2019/20	2020/21	2021/22	Current Year 2022/23				2023/24 Medium Term Revenue & Expenditure Framework		
R thousand	1	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
Revenue											
Exchange Revenue											
Service charges - Electricity	2	357 488	388 232	475 822	523 642	522 890	522 890	301 742	618 887	697 304	806 149
Service charges - Water	2	221 761	249 280	214 565	271 239	251 468	251 468	164 194	274 372	297 476	321 653
Service charges - Waste Water Management	2	45 601	49 841	54 450	55 169	55 169	55 169	40 307	58 893	62 427	66 173
Service charges - Waste Management	2	41 920	46 892	55 102	55 545	55 545	55 545	37 525	59 433	62 999	66 779
Sale of Goods and Rendering of Services		4 720	6 453	5 482	6 062	6 862	6 862	4 443	7 273	7 684	8 045
Agency services											
Interest											
Interest earned from Receivables		12 981	13 263	13 009	13 449	16 773	16 773	9 218	17 662	18 527	19 398
Interest earned from Current and Non Current Asse		21 721	17 194	18 248	20 080	20 080	20 080	18 904	21 144	22 180	23 222
Dividends											
Rent on Land											
Rental from Fixed Assets		1 214	1 014	1 098	1 241	1 241	1 241	759	1 315	1 394	1 459
Licence and permits		-	-	-	-	-	-	-	-	-	-
Operational Revenue		6 427	3 191	1 641	3 716	3 716	3 716	1 788	3 918	4 118	4 312
Non-Exchange Revenue											
Property rates	2	242 117	253 452	273 314	287 653	301 041	301 041	195 275	321 362	340 643	361 082
Surcharges and Taxes											
Fines, penalties and forfeits		40 839	69 271	68 387	74 958	117 748	117 748	56 670	124 813	132 301	138 519
Licences or permits											
Transfer and subsidies - Operational		130 237	159 071	150 862	172 851	172 791	172 791	122 057	192 050	207 050	226 443
Interest		5 983	6 557	5 509	6 444	10 254	10 254	8 459	10 254	10 254	10 254
Fuel Levy											
Operational Revenue											
Gains on disposal of Assets		(1 179)	(641)	(70)	-	-	-	(47)	-	-	-
Other Gains		21	15	55	-	-	-	-	-	-	-
Discontinued Operations											
Total Revenue (excluding capital transfers		**1 131 851**	**1 263 085**	**1 337 473**	**1 492 049**	**1 535 579**	**1 535 579**	**961 292**	**1 711 376**	**1 864 357**	**2 053 490**

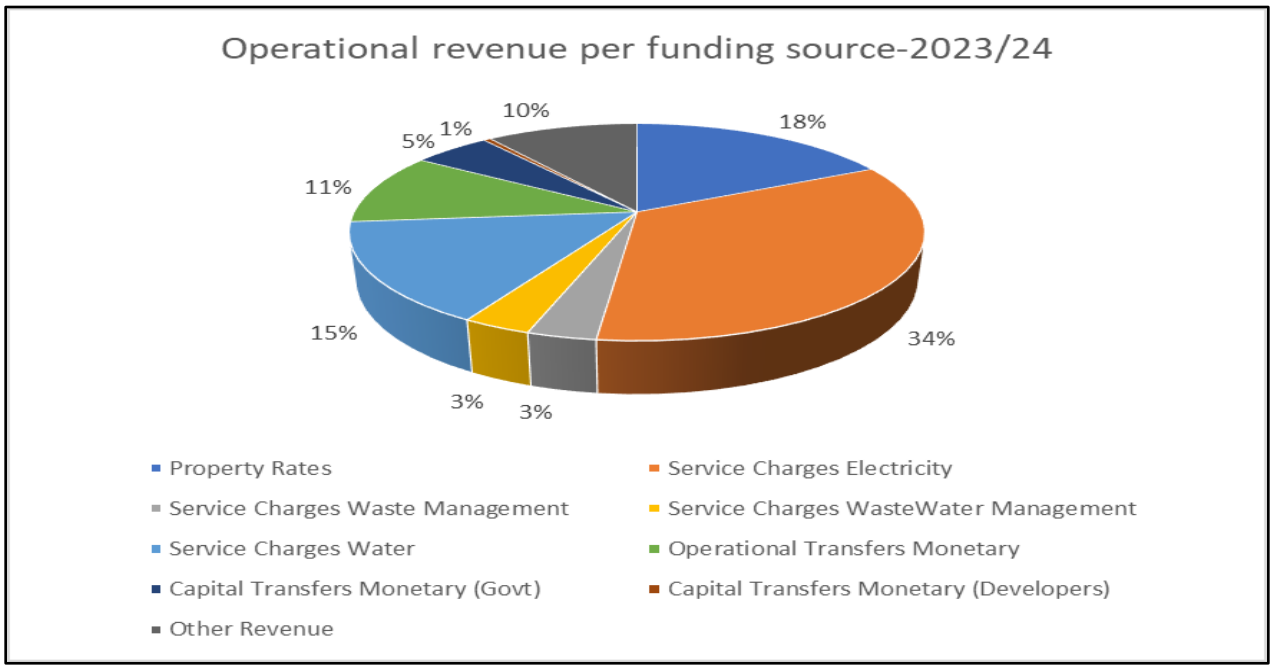

Figure 1: Operating Revenue Distribution for the 2023/24 Financial Year

Table 3 Percentage growth in revenue by main revenue source

Revenue by Source				2023/24 Medium Term Revenue & Expenditure Framework					
Income	Original Budget 2022/2023	Adjusted Budget 2022/2023	%	Budget 2023/2024	%	Budget 2024/2025	%	Budget 2025/2026	%
Property Rates	287 653 079	301 041 332	4,65%	321 361 622	6,75%	340 643 319	6,00%	361 081 918	6,00%
Service Charges Electricity	523 642 424	522 890 107	(0,14%)	618 886 886	18,36%	697 303 667	12,67%	806 149 107	15,61%
Service Charges Water	271 238 606	251 467 852	(7,29%)	274 371 936	9,11%	297 475 677	8,42%	321 653 497	8,13%
Service Charges Waste Water	55 169 433	55 169 433	0,00%	58 893 370	6,75%	62 426 972	6,00%	66 172 590	6,00%
Service Charges Waste	55 544 868	55 544 868	0,00%	59 433 009	7,00%	62 998 989	6,00%	66 778 929	6,00%
Rental of facilities & Equipment	1 240 608	1 240 608	0,00%	1 315 044	6,00%	1 393 947	6,00%	1 459 463	4,70%
Interest, Dividends and Rent on land	39 972 192	47 107 010	17,85%	49 060 203	4,15%	50 961 691	3,88%	52 874 937	3,75%
Fines Penalties and Forfeits	74 957 668	117 747 668	57,09%	124 812 528	6,00%	132 301 280	6,00%	138 519 440	4,70%
Transfers and subsidies	172 790 946	172 790 946	0,00%	192 049 996	11,15%	207 049 746	7,81%	226 443 096	9,37%
Other revenue	9 778 937	10 578 937	8,18%	11 191 209	5,79%	11 801 930	5,46%	12 356 621	4,70%
Total Revenue (excl capital transfers)	**1 491 988 761**	**1 535 578 761**	**2,92%**	**1 711 375 802**	**11,45%**	**1 864 357 219**	**8,94%**	**2 053 489 598**	**10,14%**

In line with the formats prescribed by the Municipal Budget and Reporting Regulations, capital transfers and contributions are excluded from the operating statement, as inclusion of these revenue sources would distort the calculation of the operating surplus/deficit.

Revenue generated from rates and services charges forms a significant percentage of the revenue basket for the Municipality. Rates and service charge revenues comprise 80% of the total revenue mix and follow the same trend in the outer years.

Other revenue consists of various items such as income received from, building plan fees, connection fees, renting out of properties and fines. Departments review the tariffs of these items on an annual basis to ensure they are cost reflective and market related.

Operating grants and transfers totals R192 million in the 2023/24 financial year and increases to R207 million by 2024/25. The following table gives a breakdown of the various operating grants and subsidies allocated to the municipality over the medium term:

Table 4 Operating Transfers and Grant Receipts

Description	Ref	2019/20	2020/21	2021/22	Current Year 2022/23			2023/24 Medium Term Revenue & Expenditure Framework		
R thousand		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
RECEIPTS:	1, 2									
Operating Transfers and Grants										
National Government:		**113 301**	**139 894**	**129 609**	**149 967**	**149 967**	**149 967**	**169 227**	**184 226**	**203 620**
Local Government Equitable Share		107 047	133 623	124 899	143 164	143 164	143 164	160 539	178 728	199 902
Expanded Public Works Programme Integrated Grant		1 564	1 708	1 539	2 553	2 553	2 553	3 768	–	–
Local Government Financial Management Grant		1 550	1 550	1 550	1 550	1 550	1 550	1 550	1 550	1 688
Municipal Disaster Relief Grant		718	–	–	–	–	–	–	–	–
Municipal Infrastructure Grant		922	1 513	1 621	1 700	1 700	1 700	1 870	1 948	2 030
Neighbourhood Development Partnership Grant		–	–	–	–	–	–	–	–	–
Water Services Infrastructure Grant		1 500	1 500	–	1 000	1 000	1 000	1 500	2 000	–
Provincial Government:		**13 853**	**13 552**	**18 033**	**19 802**	**19 742**	**19 742**	**19 742**	**19 742**	**19 742**
Capacity Building and Other Grants		13 853	13 552	18 033	19 802	19 742	19 742	19 742	19 742	19 742
Infrastructure Grant		–	–	–	–	–	–	–	–	–
District Municipality:		**3 083**	**3 625**	**3 220**	**3 081**	**3 081**	**3 081**	**3 081**	**3 081**	**3 081**
Specify (Add grant description)		3 083	3 625	3 220	3 081	3 081	3 081	3 081	3 081	3 081
Other grant providers:		**–**	**2 000**	**–**	**–**	**–**	**–**	**–**	**–**	**–**
Old Mutual		–	–	–	–	–	–	–	–	–
Unspecified		–	2 000	–	–	–	–	–	–	–
Total Operating Transfers and Grants	5	**130 237**	**159 071**	**150 862**	**172 851**	**172 791**	**172 791**	**192 050**	**207 050**	**226 443**

Tariff-setting is a pivotal and strategic part of the compilation of any budget. When rates, tariffs and other charges were revised, local economic conditions, input costs and the affordability of services were taken into account to ensure the financial sustainability of the Municipality.

National Treasury continues to encourage municipalities to keep increases in rates, tariffs and other charges as low as possible. Municipalities are encouraged to keep increases within the lower limit of the 3 to 6 per cent Consumer Price Index (CPI) target band. Tariffs could not be contained within the targeted limits due to increased cost of the provision of services. The increased cost of service delivery, as well as the cost to service loans for infrastructure requires higher than inflation tariff increases. The multi-year tariff increases are also higher than inflation, and the increased number of indigent customers is continuing to place upward pressure on the operating budget.

It must also be appreciated that the consumer price index, as measured by CPI, is not a good measure of the cost increases of goods and services relevant to municipalities. The basket of goods and services utilised for the calculation of the CPI consist of items such as food, petrol and medical services, whereas the cost drivers of a municipality are informed by items such as the cost of remuneration, bulk purchases of electricity and water, petrol, diesel, chemicals, cement etc. The current challenge facing the Municipality is managing the gap between cost drivers and tariffs levied, as any shortfall must be made up by either operational efficiency gains or service level reductions. Within this framework the Municipality has undertaken the tariff setting process relating to service charges as follows.

Multi-year tariff increases are proposed as follows:

Table 5 Proposed Tariff Increases

Budget Assumptions	Year 1	Year 2	Year 3
	2023/2024	2024/2025	2025/2026
Property Rates Increase	6,75%	6,00%	6,00%
Refuse Removal Increase	7,00%	6,00%	6,00%
Sanitation Increase	6,75%	6,00%	6,00%
NERSA Increase	18,65%	12,74%	15,70%
Electricity Sales Increase	18,49%	12,70%	15,70%
Rand Water Increase	9,20%	8,50%	8,20%
Water Sales Increase	9,20%	8,50%	8,20%

1.4.1 Property Rates

Property rates cover the cost of the provision of general services. Determining the effective property rate tariff is therefore an integral part of the municipality's budgeting process.

National Treasury's MFMA Circular No. 51 deals, inter alia with the implementation of the Municipal Property Rates Act, with the regulations issued by the Department of Co-operative Governance. These regulations came into effect on 1 July 2009 and prescribe the rate ratio for the non-residential categories, public service infrastructure and agricultural properties relative to residential properties to be 0.25:1. The implementation of these regulations was done in previous budget processes and the Property Rates Policy of the Municipality has been amended accordingly. Section 8 of the Act, as amended, had to be implemented within 7 years of promulgation, in other words, the municipality had to implement the revised categories before June 2022. The municipality has compiled a new valuation roll which was effective as from 1 July 2018. This valuation roll will be valid until 30 June 2025 and is fully compliant with the revised categories as per Section 8 of the Act. The valuation roll was extended with 2 years. The process is underway to appoint a valuer for the compilation of the valuation roll for the year beginning on 1 July 2025.

The following stipulations in the Property Rates Policy are highlighted:

Exemptions:

- Public Benefit Organisations will be exempt from paying property rates, subject to the property being fully operational as the registered institution.
- Municipal properties will be exempt from property rates.
- Properties on which Public Monuments and Memorials are located will be exempted from property rates.
- Properties located on special nature reserves, national parks or nature reserves within the meaning of the National Environmental Management: Protected Areas Act, 2003 (57 of 2003) or of a national botanical garden within the meaning of the National Environmental Management: Biodiversity Act 2004, (10 of 2004), which are not developed or used for

commercial, business, agricultural or residential purposes will be exempt from paying property rates.

- Properties belonging to a land reform beneficiary or his or her heirs, dependents or spouse will be exempt from paying property rates for the first ten years from the date on which such beneficiary's title was registered in the office of the Registrar of Deeds provided that upon alienation of the property by the land reform beneficiary or his or her heirs, dependents or spouse, property rates shall become payable
- Properties registered in the name of and used primarily as a place of public worship by a religious community, including the official residence registered in the name of that community which is occupied by the office bearer of that community who officiates at services at that place of worship will be exempt from paying property rates.
- Public Service Infrastructure will be exempted from paying property rates.

Reductions:

- All properties categorized as residential properties in order to alleviate the tax burden on all owners of residential property within the municipality. In addition to the impermissible rates of R15 000 described in section 17(1)(h) of the Municipal Property Rates Act a further R135 000 reduction on the market value of a property will be granted. No property rates will therefore be payable on the first R150 000 of the value of residential property.

Rebates:

- Indigent property owners will be exempted from property rates.
- Owners dependent on pensions or social grants: Residential property owners who are over 60 years of age, who are both permanent occupiers and the sole owners of the property concerned whose aggregate household income does not exceed the maximum of 4 times old age pension per month will receive a rebate of 100% of their property rates for the first R1 300 000 of their property value. Residential property owners who are over 60 years of age, who are both permanent occupiers and the sole owners of the property concerned whose aggregate household income does not exceed the maximum of 5 times old age pension per month will receive a rebate of 50% of their property rates for the first R1 300 000 of their property value (i.e. maximum of R1 150 000 after the first R150 000 residential reduction has been applied). Property Owners with more than 1 property will not qualify for Pensioner Rebates.
  Pensioner rebates will be valid for a period of 12 months from date of approval.
- Sports grounds used for amateur sports will receive a rebate of 75% of their property rates (application based, annually).
- Old age institutions registered at the Department of Welfare will receive a rebate of 85% of their property rates (application based, annually).
- Owners of small holdings (with property type as contained in the valuation roll, agricultural holdings / farms) where the usage is indicated as a residential dwelling, will receive a rebate of 50% of their property rates for the first R750 000 of their property value (i.e. maximum of R600 000 after the first R150 000 residential reduction has been applied).
- Owners of Private Schools will receive a 50% rebates of their property rates.

First time owners of Government Flisp Housing who qualified for government subsidy will receive a 75% rebate of their property rates for the first R500 000 of their property value (i.e. maximum of R350 000 after the first R150 000 residential reduction has been applied). Once the Flisp

subsidy beneficiary sells the property, the new property owner will not qualify for the rebate unless he / she is also a Flisp subsidy beneficiary.

1.4.2 Sale of Water and Impact of Tariff Increases

South Africa faces similar challenges with regard to water supply as it did with electricity, since demand growth outstrips supply. Consequently, National Treasury is encouraging all municipalities to carefully review the level and structure of their water tariffs to ensure:

- Water tariffs are not fully cost-reflective – excluding the cost of maintenance and renewal of purification plants, water networks and the cost associated with reticulation expansion;
- Water tariffs are structured to protect basic levels of service and ensure the provision of free water to the poorest of the poor (indigent); and
- Water tariffs are designed to encourage efficient and sustainable consumption.

Better maintenance of infrastructure and cost-reflective tariffs will ensure that the supply challenges are managed in future to ensure sustainability. Rand Water has proposed an increase on its bulk tariffs with 9.2% from 1 July 2023, due to the increase of Eskom tariffs and its impact on Randwater. A tariff increase of 9.2% for MLM customers as from 1 July 2023 for water is proposed.

1.4.3 Sale of Electricity and Impact of Tariff Increases

NERSA has approved an increase in the Eskom bulk electricity tariff to municipalities at 18.65%. The increase of 18.65% has been included in the budget and will be effective from 1 July 2023.

Electricity tariffs will increase by 18.49%. Registered indigents will be granted 50 kWh per 30-day period free of charge.

1.4.4 Sanitation and Impact of Tariff Increases

A tariff increase of 6.75% for sanitation from 1 July 2023 is proposed. The main cost drivers for the sanitation service are staff, chemicals and pumps. Free sanitation will be applicable to registered indigents.

1.4.5 Waste Removal and Impact of Tariff Increases

The main cost drivers for the service are repairs and maintenance on vehicles, increases in general expenditure such as petrol and diesel and the cost of remuneration. A 7% increase in the waste removal tariff is proposed from 1 July 2023.

Table 6 Comparison between property rates and services tariffs for the current year and proposed multi-year

Projected Residential Tariffs	2023/2024	2024/2025	2025/2026
Property rates	0,010783	0,01143	0,012115814
Residential Reduction	150000	150000	150000
Electricity			
Fixed Charge	0	0	0
Electricity - (block 1: 0 - 50 kwh)	1,671775	1,884091	2,179893156
Electricity - (block 2: 51 - 350 kwh)	2,101065	2,3679	2,739660178
Electricity - (block 3: 351 - 600 kwh)	3,085006	3,476801	4,022659169
Electricity - (block 4: > 600 kwh)	3,589299	4,04514	4,680227053
Cost Price per kwh	2,148229	2,421054	2,801159018
Water			
0-6 indigent households	0	0,00	0
7-12 indigent households	38,43	41,69	45,24
0-12 non indigent households	38,43	41,69	45,24
13 - 20kl	42,35	45,95	49,85
21 - 30kl	47,85	51,92	56,33
31 - 45kl	50,80	55,12	59,80
>45kl	52,77	57,25	62,12
Vaalmarina	0,00	0,00	0,00
Water - 0 - 30kl	30,75	33,36	36,20
Water - 31kl+	41,76	45,31	49,16
Cost Price per kl	12,64	13,713294	14,878924
Sewerage			
Residential	294,56	312,23	330,96
Refuse Removal			
Residential	256,82	273,51	291,29
Low Cost Housing	128,41	136,76	145,69

1.4.6 Overall impact of tariff increases on households

The following table and sample accounts shows the overall expected impact of the tariff increases on a large and small household, as well as an indigent household receiving free basic services.

Table 7 MBRR Table SA14 – Household bills current year

GT422 Midvaal - Supporting Table SA14 Household bills											
Description	Ref	2019/20	2020/21	2021/22	Current Year 2022/23			2023/24 Medium Term Revenue & Expenditure Framework			
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2023/24	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
Rand/cent								% incr.			
Monthly Account for Household - 'Middle Income Range'	1										
Rates and services charges:											
Property rates		377,62	404,05	436,76	462,97	462,97	462,97	6,8%	494,22	523,87	555,31
Electricity: Basic levy		–	–	–	–	–	–	–	–	–	–
Electricity: Consumption		1 947,26	2 068,36	2 399,00	2 629,64	2 629,64	2 629,64	11,1%	2 920,89	3 291,84	3 808,66
Water: Basic levy											
Water: Consumption		891,84	1 015,16	1 076,08	1 170,78	1 170,78	1 170,78	9,2%	1 278,49	1 387,16	1 505,07
Sanitation		229,51	245,58	260,31	275,93	275,93	275,93	6,8%	294,56	312,23	330,96
Refuse removal		197,61	213,62	226,44	240,02	240,02	240,02	7,0%	256,82	272,23	288,56
Other											
sub-total		**3 643,84**	**3 946,77**	**4 398,59**	**4 779,34**	**4 779,34**	**4 779,34**	**9,7%**	**5 244,98**	**5 787,33**	**6 488,56**
VAT on Services		489,93	531,41	594,32	647,46	647,46	647,46	10,1%	712,61	789,52	889,99
Total large household bill:		**4 133,77**	**4 478,18**	**4 992,91**	**5 426,80**	**5 426,80**	**5 426,80**	**9,8%**	**5 957,59**	**6 576,85**	**7 378,55**
% increase/-decrease			**8,3%**	**11,5%**	**8,7%**	**–**	**–**		**9,8%**	**10,4%**	**12,2%**
Monthly Account for Household - 'Affordable Range'	2										
Rates and services charges:											
Property rates		377,62	404,05	436,76	462,97	462,97	462,97	6,8%	494,22	523,87	555,31
Electricity: Basic levy											
Electricity: Consumption		782,91	831,61	964,66	1 057,26	1 057,26	1 057,26	11,3%	1 176,66	1 326,10	1 534,30
Water: Basic levy											
Water: Consumption		714,24	825,16	874,68	951,65	951,65	951,65	9,2%	1 039,20	1 127,53	1 223,37
Sanitation		229,51	245,16	260,31	275,93	275,93	275,93	6,8%	294,56	312,23	330,96
Refuse removal		197,61	213,62	226,44	240,02	240,02	240,02	7,0%	256,82	272,23	288,56
Other		–	–	–	–	–	–	–	–	–	–
sub-total		**2 301,89**	**2 519,60**	**2 762,85**	**2 987,83**	**2 987,83**	**2 987,83**	**9,2%**	**3 261,46**	**3 561,96**	**3 932,50**
VAT on Services		288,64	317,39	348,91	378,73	378,73	378,73	9,6%	415,09	455,71	506,58
Total small household bill:		**2 590,53**	**2 836,99**	**3 111,76**	**3 366,56**	**3 366,56**	**3 366,56**	**9,2%**	**3 676,55**	**4 017,67**	**4 439,08**
% increase/-decrease			**9,5%**	**9,7%**	**8,2%**	**–**	**–**		**9,2%**	**9,3%**	**10,5%**
				0,02	- 0,15	- 1,00	-				
Monthly Account for Household - 'Indigent' Household receiving free basic services	3										
Rates and services charges:											
Property rates											
Electricity: Basic levy											
Electricity: Consumption		418,59	444,63	515,76	565,27	565,27	565,27	9,3%	617,82	696,28	805,60
Water: Basic levy											
Water: Consumption		422,56	452,10	479,24	521,41	521,41	521,41	26,2%	657,94	713,87	774,54
Sanitation											
Refuse removal											
Other											
sub-total		**841,15**	**896,73**	**995,00**	**1 086,68**	**1 086,68**	**1 086,68**	**17,4%**	**1 275,76**	**1 410,15**	**1 580,14**
VAT on Services		126,17	134,51	149,25	163,00	163,00	163,00	17,4%	191,36	211,52	237,02
Total small household bill:		**967,32**	**1 031,24**	**1 144,25**	**1 249,68**	**1 249,68**	**1 249,68**	**17,4%**	**1 467,12**	**1 621,67**	**1 817,16**
% increase/-decrease			**6,6%**	**11,0%**	**9,2%**	**–**	**–**		**17,4%**	**10,5%**	**12,1%**

1.5 Operating Expenditure Framework

The Council's expenditure framework for the 2023/24 budget and MTREF is informed by the following:

- The asset renewal strategy and the repairs and maintenance plan;

- Balanced budget constraint (operating expenditure should not exceed operating revenue) unless there are existing uncommitted cash-backed reserves to fund any deficit;
- Funding of the budget over the medium-term as informed by Section 18 and 19 of the MFMA;
- The capital programme is aligned to the asset renewal strategy.
- Operational gains and efficiencies will be directed to funding the capital budget and other core services; and
- Strict adherences to the principle of no project plan *no budget*. If there is no business plan no funding allocation can be made.

The following table is a high level summary of the 2023/2024 budget and MTREF (classified per main type of operating expenditure):

Table 8 Summary of operating expenditure by standard classification item

Description	Ref	2019/20	2020/21	2021/22	Current Year 2022/23				2023/24 Medium Term Revenue & Expenditure Framework		
R thousand	1	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
Expenditure											
Employee related costs	2	277 572	298 272	322 148	382 892	366 100	366 100	257 727	436 552	455 049	476 326
Remuneration of councillors		12 970	12 822	12 968	14 203	14 482	14 482	10 854	13 860	14 414	14 991
Bulk purchases - electricity	2	300 622	333 403	387 270	430 019	430 019	430 019	298 129	510 217	575 219	665 528
Inventory consumed	8	15 224	17 005	107 595	139 054	146 192	146 192	5 132	161 352	174 235	187 730
Debt impairment	3	30 693	75 392	64 731	133 459	171 720	171 720	52 997	169 656	174 285	183 803
Depreciation and amortisation		130 385	134 535	127 289	139 695	136 038	136 038	63 712	140 855	145 807	151 112
Interest		18 568	17 471	30 123	18 087	17 055	17 055	8 843	27 715	34 952	31 910
Contracted services		107 576	106 283	127 895	161 342	171 623	171 623	84 501	188 333	193 644	202 824
Transfers and subsidies		1 301	1 212	1 534	1 500	1 500	1 500	1 384	1 500	1 500	1 500
Irrecoverable debts written off		56 225	45 208	58 514	4 779	6 169	6 169	4 896	6 496	6 814	7 135
Operational costs		51 516	62 320	58 791	81 790	89 464	89 464	42 155	97 618	102 069	106 601
Losses on disposal of Assets		12 055	2 245	7 739	-	-	-	180	-	-	-
Other Losses		223	35	31 095	43 649	43 649	43 649	0	47 665	51 717	55 957
Total Expenditure		**1 014 931**	**1 106 204**	**1 337 691**	**1 550 469**	**1 594 012**	**1 594 012**	**830 509**	**1 801 819**	**1 929 706**	**2 085 417**

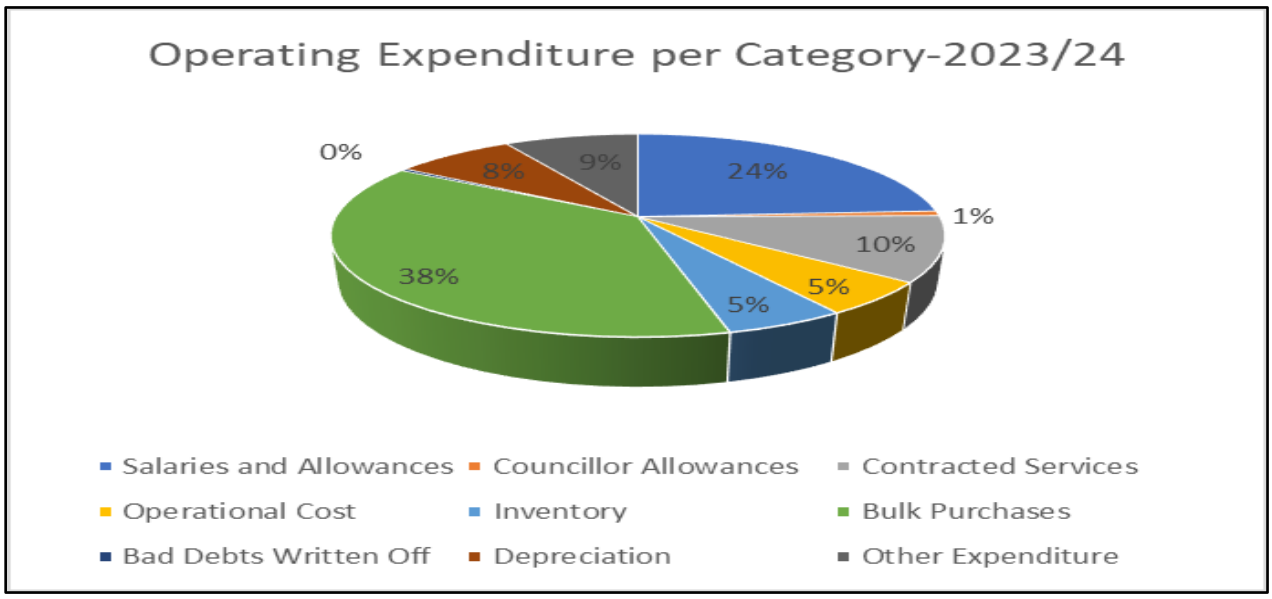

Figure 2 Operating Expenditure Distribution for the 2023/24 Financial Year

The operating expenditure for 2023/2024 is budgeted at R1 801 819 288 (an increase of 13.08% from the 2022/2023 adjusted budget). This includes a provision for salary increases of 6%, increase in repairs and maintenance expenditure of 12.61%, operating cost of 7.74% and contracted services of 10.5%. Bulk purchases has been increased as follows:

Water Purchases from Randwater – 9.2%
Electricity Purchases from Eskom – 18.65%

The budgeted allocation for salaries and allowances for the 2023/24 financial year totals R436 million, which equals 24.23% of the total operating expenditure. When Councillor's remuneration is included, it increases to 25% of the total operating expenditure. Salary increases have been factored into this budget at a percentage increase of 6% for municipal staff and 4% for senior managers. In addition, notch increases have been provided. An annual increase of 4.9% (inflationary increase and notches included) has been included in the two outer years of the MTREF. As part of the Municipality's cost reprioritisation and cash management strategy non-critical vacancies have been frozen for the MTREF period.

The cost associated with the remuneration of councillors is determined by the Minister of Co-operative Governance and Traditional Affairs in accordance with the Remuneration of Public Office Bearers Act, 1998 (Act 20 of 1998). The most recent proclamation in this regard has been taken into account in compiling the Municipality's budget.

The provision of debt impairment was determined based on an annual collection rate of 92%. In addition, the impairment of traffic fines recognised as revenue in accordance with iGRAP 1 have been provided for. For the 2023/24 financial year this amount equates to R124 million and escalates to R132 million by 2024/25.

Provision for depreciation and asset impairment has been informed by the Municipality's Asset Management Policy. Depreciation is widely considered a proxy for the measurement of the rate asset consumption. Budget appropriations in this regard total R140 million for the 2023/24 financial and equates to 7.8% of the total operating expenditure.

Interest, dividends and rent on land consist primarily of the repayment of interest on long-term borrowing (cost of capital). Finance charges make up 1.54% (R27 million) of operating expenditure. An additional loan of R225m is proposed for the 2023/24 financial year.

Bulk purchases are directly informed by the purchase of electricity from Eskom and water from Rand Water. The annual price increases have been factored into the budget appropriations and directly inform the revenue provisions. The expenditures include distribution losses.

Contracted services have been identified as a cost saving area for the Council. As part of the compilation of the 2023/24 MTREF this expenditure category was critically evaluated and operational efficiencies were enforced. In the 2023/24 financial year, this expenditure category totals R188 million. For the two outer years, growth has been limited CPI to ensure cost reduction over the medium term.

Operational cost comprises of various line items relating to the daily operations of the municipality. This expenditure category has also been identified as an area in which cost savings and efficiencies can be achieved. A progress report dealing with how costs have been curtailed are contained as an Annexure to this budget report.

Aligned to the priority being given to preserving and maintaining the Council's current infrastructure, the MTREF provide for extensive growth in the area of asset maintenance, as informed by the asset renewal strategy and repairs and maintenance plan of the Municipality. In terms of the Municipal Budget and Reporting Regulations and mSCOA, operational repairs and maintenance is not considered a direct expenditure driver but an outcome or project comprising certain other expenditures, such as remuneration, purchases of materials and contracted services.

Repairs and maintenance is a strategic imperative owing to the aging of the Municipality's infrastructure and historic deferred maintenance. The remaining useful lives of assets are reviewed annually as part of the condition assessment performed on the assets. This is done to ensure that there are no unexpected asset failures. The municipality is also ensuring that at least 40% of the capital budget is allocated to the renewal of assets (in addition to the maintenance budget provided for on the operating budget). The municipality is not spending 8% of the value of the assets on maintenance as per the NT norm, but continues to increase the budget allocations to maintenance in line with affordability.

The table below provides a breakdown of the repairs and maintenance in relation to asset class:

Table 9 Repairs and maintenance per asset class

GT422 Midvaal - Supporting Table SA34c Repairs and maintenance expenditure by asset class										
Description	Ref	2019/20	2020/21	2021/22	Current Year 2022/23			2023/24 Medium Term Revenue & Expenditure Framework		
R thousand	1	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
Repairs and maintenance expenditure by Asset Class/Sub-class										
Infrastructure		**90 372**	**88 102**	**114 493**	**136 910**	**143 761**	**143 761**	**160 263**	**168 119**	**176 024**
Roads Infrastructure		24 648	15 851	23 392	34 973	33 836	33 836	41 070	43 083	45 109
Storm water Infrastructure		–	–	–	–	–	–	–	–	–
Electrical Infrastructure		19 129	22 334	28 949	32 766	34 688	34 688	37 237	39 063	40 900
Water Supply Infrastructure		22 829	25 310	29 682	31 866	36 621	36 621	39 992	41 952	43 925
Sanitation Infrastructure		23 766	22 751	31 258	35 606	37 116	37 116	40 464	42 448	44 444
Solid Waste Infrastructure		–	–	–	–	–	–	–	–	–
Information and Communication Infrastructure		–	1 857	1 212	1 700	1 500	1 500	1 500	1 574	1 647
Community Assets		**38**	**82**	**1 027**	**3 646**	**3 283**	**3 283**	**3 482**	**3 652**	**3 824**
Community Facilities		38	82	1 027	3 646	3 283	3 283	3 482	3 652	3 824
Sport and Recreation Facilities		–	–	–	–	–	–	–	–	–
Heritage assets		–	–	–	–	–	–	–	–	–
Investment properties		**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**
Revenue Generating		–	–	–	–	–	–	–	–	–
Non-revenue Generating		–	–	–	–	–	–	–	–	–
Other assets		**2 793**	**965**	**5 667**	**8 347**	**5 726**	**5 726**	**6 287**	**6 521**	**6 817**
Operational Buildings		2 793	965	5 667	8 347	5 726	5 726	6 287	6 521	6 817
Intangible Assets		–	–	–	–	–	–	–	–	–
Servitudes										
Licences and Rights		–	–	–	–	–	–	–	–	–
Computer Equipment		11	–	–	–	–	–	–	–	–
Computer Equipment		11	–	–	–	–	–	–	–	–
Furniture and Office Equipment		56	166	157	386	353	353	370	383	401
Furniture and Office Equipment		56	166	157	386	353	353	370	383	401
Machinery and Equipment		–	–	–	–	–	–	–	–	–
Machinery and Equipment		–	–	–	–	–	–	–	–	–
Transport Assets		10 338	9 685	13 199	11 792	15 684	15 684	16 353	17 015	17 814
Transport Assets		10 338	9 685	13 199	11 792	15 684	15 684	16 353	17 015	17 814
Total Repairs and Maintenance Expenditure	1	**103 609**	**99 001**	**134 543**	**161 081**	**168 807**	**168 807**	**186 754**	**195 690**	**204 880**

1.5.1 Free Basic Services: Basic Social Services Package

The social package assists households that are poor or face other circumstances that limit their ability to pay for services. To receive these free services, the households are required to either register in terms of the Council's Indigent Policy, or to qualify as deemed indigents as defined in Council's Indigent Policy. Detail relating to free services, cost of free basis services, revenue lost owing to free basic services as well as basic service delivery measurement are contained in Table 25 MBRR A10 (Basic Service Delivery Measurement).

The cost of the social package of the registered indigent households is largely financed by national government through the local government equitable share received in terms of the annual Division of Revenue Act.

The municipality provides free basic services at a higher level than what the National Policies provides for and the total cost of the social package (all inclusive) are reflected below:

Income Foregone	2023/24	2024/25	2025/26
Cost of Free Basic Electricity	-2805072	- 3 162 438	- 3 658 941
Cost of Free Basic Water	-6890957	- 7 476 688	- 8 089 777
Cost of Free Basic Waste Water	-18229360	- 19 323 122	- 20 482 509
Cost of Free Basic Refuse	-6183318	- 6 554 317	- 6 947 576
Rebate Pensioners	-606270	- 642 646	- 681 204
Rebate Residential	-51727094	- 54 830 719	- 58 120 563
Total Income foregone	**-86442070**	**-91989930**	**-97980570**

This social package is funded from the Equitable Share Grant and uses up the majority of the grant. The equitable share grant for the MTREF are as follows:

2023/2024 R160 539 000
2024/2025 R178 728 000
2025/2026 R199 902 000

The sustainability of the social package will be revieed in future years and social benefits may be reduced should it no longer be affordable.

The increase in the cost of the free basic services are directly linked to the increase in the expected number of indigents. The number of indigents provided for are as follows:

2023/2024 4 600
2024/2025 5 000
2025/2026 5 500

1.6 Capital expenditure

The capital amount proposed for 2023/24 amounts to R376 295 500.

The capital budget will be funded as follows:

Funding	Draft Budget 2023/24	Draft Budget 2024/25	Draft Budget 2025/26
DAC	6 550 000	5 300 000	
Dev Contr	4 000 000	6 150 000	3 700 000
FFRG	2 000 000		
INEP	25 212 000	30 000 000	25 000 000
Leases	24 830 000	20 000 000	20 000 000
Loans	199 950 000	89 000 000	41 000 000
MIG	35 606 500	37 016 750	38 562 400
NHDPG	10 000 000	10 000 000	5 000 000
Own Funding	49 935 000	38 382 500	26 010 000
WSIG	18 212 000	18 199 000	21 519 000
WSIG - 6B	-	22 718 000	25 187 000
Grand Total	**376 295 500**	**276 766 250**	**205 978 400**

Midvaal mainly spends its capital expenditure on infrastructure services and for the 2023/24 financial year (67%) of the capital budget is allocated to the Engineering Services department.

The following table provides a breakdown of budgeted capital expenditure by vote:

Table 10 2023/24 Medium-term capital budget per vote

Vote Description	Ref	2019/20	2020/21	2021/22	Current Year 2022/23				2023/24 Medium Term Revenue & Expenditure Framework		
R thousand	1	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
Capital expenditure - Vote											
Multi-year expenditure to be appropriated	2										
Vote 01 - Executive & Council		8 234	77 449	17	–	2	2	2	–	–	–
Vote 02 - Corporate Services		(5 940)	8 973	6 499	2 410	2 198	2 198	1 921	17 225	8 435	6 500
Vote 03 - Financial Services		87	132	956	2 147	3 697	3 697	2	17 000	5 000	–
Vote 04 - Development & Planning		163	49	7 676	14 550	10 720	10 720	2 250	14 126	10 000	5 000
Vote 05 - Health		–	–	–	–	–	–	–	–	–	–
Vote 06 - Community And Social Services		9 244	24 373	13 526	12 384	12 726	12 726	6 592	28 600	17 550	10 010
Vote 07 - Public Safety		591	4 550	7 375	12 560	14 460	14 460	4 440	4 365	3 598	3 000
Vote 08 - Sport And Recreation		–	–	–	–	–	–	–	–	–	–
Vote 09 - Environmental Protection		–	–	–	–	–	–	–	–	–	–
Vote 10 - Waste Water Management		12 397	23 704	16 553	7 000	13 371	13 371	6 957	46 250	20 500	30 700
Vote 11 - Solid Waste Management		545	15 552	14 935	1 500	4 099	4 099	2 118	14 650	17 017	18 000
Vote 12 - Roads And Transport		12 632	13 775	18 776	30 423	35 221	35 221	16 498	53 000	3 200	12 562
Vote 13 - Water Services		38 215	46 365	47 350	47 655	48 602	48 602	42 616	55 973	83 767	74 706
Vote 14 - Electrical Services		42 562	24 511	30 965	49 968	43 440	43 440	11 628	84 962	84 550	25 700
Vote 15 - Other		–	–	–	–	–	–	–	–	–	–
Capital multi-year expenditure sub-total	7	**118 729**	**239 433**	**164 627**	**180 597**	**188 536**	**188 536**	**95 023**	**336 151**	**253 616**	**186 178**
Single-year expenditure to be appropriated	2										
Vote 01 - Executive & Council		–	–	–	–	–	–	–	115	–	–
Vote 02 - Corporate Services		–	–	–	–	210	210	154	–	–	–
Vote 03 - Financial Services		–	–	–	–	–	–	–	250	–	–
Vote 04 - Development & Planning		–	–	–	–	160	160	–	400	–	–
Vote 05 - Health		–	–	–	–	–	–	–	–	–	–
Vote 06 - Community And Social Services		–	–	–	–	657	657	105	5 260	3 050	200
Vote 07 - Public Safety		–	–	–	–	20	20	–	3 300	–	8 000
Vote 08 - Sport And Recreation		–	–	–	–	–	–	–	–	–	–
Vote 09 - Environmental Protection		–	–	–	–	–	–	–	–	–	–
Vote 10 - Waste Water Management		–	–	–	–	–	–	–	200	700	700
Vote 11 - Solid Waste Management		–	–	–	–	–	–	–	12 970	2 500	4 400
Vote 12 - Roads And Transport		–	–	–	–	350	350	32	6 800	2 500	–
Vote 13 - Water Services		–	–	–	–	–	–	–	6 500	6 500	6 500
Vote 14 - Electrical Services		–	–	–	–	–	–	–	4 350	7 900	–
Vote 15 - Other		–	–	–	–	–	–	–	–	–	–
Capital single-year expenditure sub-total		**–**	**–**	**–**	**–**	**1 397**	**1 397**	**290**	**40 145**	**23 150**	**19 800**
Total Capital Expenditure - Vote		**118 729**	**239 433**	**164 627**	**180 597**	**189 933**	**189 933**	**95 314**	**376 296**	**276 766**	**205 978**

The following graph provides a breakdown of the capital budget to be spent per funding source:

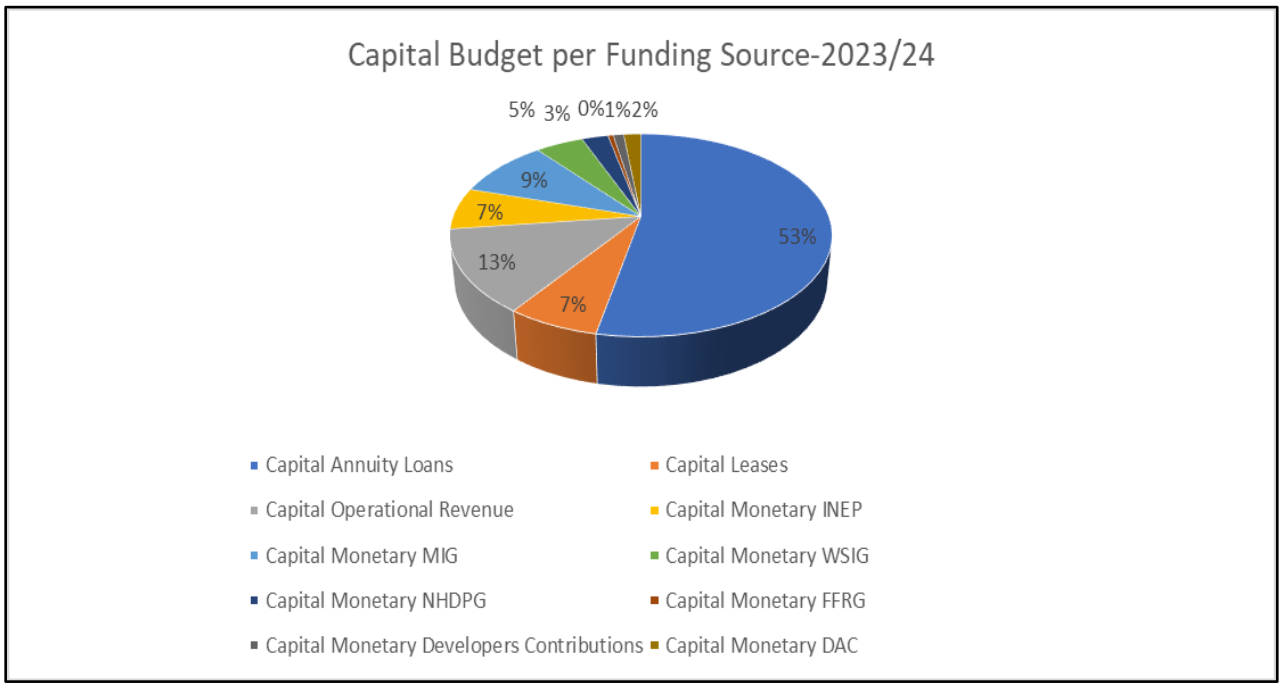

Figure 3 Capital Expenditure per Funding Source for the 2023/2024financial year

1.6.1 Future operational cost of new infrastructure

The future operational costs and revenues associated with the capital programme have been included in Table 56 MBRR SA35.

Vote Description	Ref	2023/24 Medium Term Revenue & Expenditure Framework			Forecasts			
R thousand		Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26	Forecast 2026/27	Forecast 2027/28	Forecast 2028/29	Present value
Capital expenditure	1							
Vote 01 - Executive & Council		115	–	–	–	–	–	–
Vote 02 - Corporate Services		17 225	8 435	6 500	–	–	–	–
Vote 03 - Financial Services		17 250	5 000	–	–	–	–	–
Vote 04 - Development & Planning		14 526	10 000	5 000	–	–	–	–
Vote 05 - Health		–	–	–	–	–	–	–
Vote 06 - Community And Social Services		33 860	20 600	10 210	–	–	–	–
Vote 07 - Public Safety		7 665	3 598	11 000	–	–	–	–
Vote 08 - Sport And Recreation		–	–	–	–	–	–	–
Vote 09 - Environmental Protection		–	–	–	–	–	–	–
Vote 10 - Waste Water Management		46 450	21 200	31 400	–	–	–	–
Vote 11 - Solid Waste Management		27 620	19 517	22 400	–	–	–	–
Vote 12 - Roads And Transport		59 800	5 700	12 562	–	–	–	–
Vote 13 - Water Services		62 473	90 267	81 206	–	–	–	–
Vote 14 - Electrical Services		89 312	92 450	25 700	–	–	–	–
Vote 15 - Other		–	–	–	–	–	–	–
List entity summary if applicable								
Total Capital Expenditure		**376 296**	**276 766**	**205 978**	**–**	**–**	**–**	**–**
Future operational costs by vote	2							
Vote 01 - Executive & Council								
Vote 02 - Corporate Services								
Vote 03 - Financial Services								
Vote 04 - Development & Planning								
Vote 05 - Health								
Vote 06 - Community And Social Services								
Vote 07 - Public Safety								
Vote 08 - Sport And Recreation								
Vote 09 - Environmental Protection								
Vote 10 - Waste Water Management								
Vote 11 - Solid Waste Management								
Vote 12 - Roads And Transport								
Vote 13 - Water Services								
Vote 14 - Electrical Services								
Vote 15 - Other								
List entity summary if applicable								
Total future operational costs		–	–	–	–	–	–	–
Future revenue by source	3							
Exchange Revenue		51 312	53 903	56 437				
Service charges - Electricity								
Service charges - Water		618 887	697 304	806 149				
Service charges - Waste Water Management		274 372	297 476	321 653				
Service charges - Waste Management		58 893	62 427	66 173				
Agency services								
List other revenues sources if applicable		753 687	837 071	875 065				
List entity summary if applicable								
Total future revenue		1 757 151	1 948 180	2 125 477	–	–	–	–
Net Financial Implications		**(1 380 856)**	**(1 671 414)**	**(1 919 499)**	**–**	**–**	**–**	**–**

1.7 Annual Budget Tables

The following pages present the ten main budget tables as required in terms of section 8 of the Municipal Budget and Reporting Regulations. These tables set out the municipality's 2023/24 budget and MTREF as approved by the Council.

Table 11 MBRR Table A1 – Budget Summary

Description	2019/20	2020/21	2021/22	Current Year 2022/23				2023/24 Medium Term Revenue & Expenditure Framework		
R thousands	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
Financial Performance										
Property rates	242 117	253 452	273 314	287 653	301 041	301 041	195 275	321 362	340 643	361 082
Service charges	666 770	734 246	799 938	905 595	885 072	885 072	543 767	1 011 585	1 120 205	1 260 754
Investment revenue	21 721	17 194	18 248	20 080	20 080	20 080	18 904	21 144	22 180	23 222
Transfer and subsidies - Operational	130 237	159 071	150 862	172 851	172 791	172 791	122 057	192 050	207 050	226 443
Other own revenue	71 006	99 123	95 111	105 870	156 595	156 595	81 289	165 235	174 279	181 988
Total Revenue (excluding capital transfers and contributions)	1 131 851	1 263 085	1 337 473	1 492 049	1 535 579	1 535 579	961 292	1 711 376	1 864 357	2 053 490
Employee costs	277 572	298 272	322 148	382 892	366 100	366 100	257 727	436 552	455 049	476 326
Remuneration of councillors	12 970	12 822	12 968	14 203	14 482	14 482	10 854	13 860	14 414	14 991
Depreciation and amortisation	130 385	134 535	127 289	139 695	136 038	136 038	63 712	140 855	145 807	151 112
Finance charges	18 568	17 471	30 123	18 087	17 055	17 055	8 843	27 715	34 952	31 910
Inventory consumed and bulk purchases	315 846	350 408	494 865	569 073	576 211	576 211	303 261	671 569	749 454	853 258
Transfers and subsidies	1 301	1 212	1 534	1 500	1 500	1 500	1 384	1 500	1 500	1 500
Other expenditure	258 288	291 484	348 766	425 019	482 626	482 626	184 729	509 768	528 530	556 320
Total Expenditure	1 014 931	1 106 204	1 337 691	1 550 469	1 594 012	1 594 012	830 509	1 801 819	1 929 706	2 085 417
Surplus/(Deficit)	116 921	156 881	(218)	(58 420)	(58 433)	(58 433)	130 783	(90 443)	(65 349)	(31 928)
Transfers and subsidies - capital (monetary allocations)	90 839	184 315	96 481	109 398	110 845	110 845	55 912	105 209	124 104	113 580
Transfers and subsidies - capital (in-kind)	–	–	–	10 192	10 192	10 192	10 191	–	22 718	25 187
Surplus/(Deficit) after capital transfers & contributions	207 759	341 196	96 263	61 170	62 603	62 603	196 886	14 765	81 473	106 839
Share of Surplus/Deficit attributable to Associate	–	–	–	–	–	–	–	–	–	–
Surplus/(Deficit) for the year	207 759	341 196	96 263	61 170	62 603	62 603	196 886	14 765	81 473	106 839
Capital expenditure & funds sources										
Capital expenditure	118 729	239 433	164 627	180 597	189 933	189 933	95 314	376 296	276 766	205 978
Transfers recognised - capital	95 455	172 541	87 901	114 940	116 573	116 573	59 305	101 581	129 384	118 968
Borrowing	23 099	26 307	36 518	19 900	23 130	23 130	13 773	149 880	82 000	54 000
Internally generated funds	175	40 585	40 209	45 757	50 229	50 229	22 235	124 835	65 383	33 010
Total sources of capital funds	118 729	239 433	164 627	180 597	189 933	189 933	95 314	376 296	276 766	205 978
Financial position										
Total current assets	579 895	373 853	759 411	744 449	757 469	757 469	891 713	646 439	649 854	730 696
Total non current assets	2 014 773	2 129 253	2 153 572	2 511 645	2 520 981	2 520 981	2 184 947	2 821 273	2 743 114	2 679 327
Total current liabilities	329 422	1 234 615	354 748	321 461	327 480	327 480	361 225	291 763	269 161	292 652
Total non current liabilities	151 461	147 992	237 215	214 154	198 064	198 064	235 466	433 168	421 348	409 555
Community wealth/Equity	2 295 221	2 505 205	2 467 624	2 720 689	2 753 087	2 753 087	2 642 971	2 743 127	2 703 467	2 709 903
Cash flows										
Net cash from (used) operating	–	(40 227)	640 534	101 501	384 811	384 811	(11 000)	825 136	640 038	–
Net cash from (used) investing	–	(109 053)	(164 627)	(177 497)	(184 208)	(184 208)	(87 422)	(362 666)	(266 816)	–
Net cash from (used) financing	–	21 500	(21 589)	(29 433)	(20 498)	(20 498)	(17 236)	182 767	20 000	–
Cash/cash equivalents at the year end	292 900	272 267	905 623	465 005	660 539	660 539	(115 658)	652 774	1 045 996	1 045 996
Cash backing/surplus reconciliation										
Cash and investments available	2 527 239	2 446 352	2 807 685	3 144 418	3 127 224	3 127 224	2 869 341	3 329 238	3 260 462	3 280 561
Application of cash and investments	157 342	999 791	162 592	223 427	212 423	212 423	84 591	180 702	187 582	246 214
Balance - surplus (shortfall)	2 369 897	1 446 561	2 645 093	2 920 990	2 914 800	2 914 800	2 784 750	3 148 536	3 072 880	3 034 347
Asset management										
Asset register summary (WDV)	1 850 141	1 943 292	2 019 829	2 220 061	2 229 397	2 229 397	2 529 689	2 451 530	2 387 742	–
Depreciation	130 385	134 535	127 289	139 695	136 038	136 038	140 855	145 807	151 112	–
Renewal and Upgrading of Existing Assets	95 493	165 653	93 088	87 435	95 654	95 654	199 158	177 549	142 206	–
Repairs and Maintenance	103 609	99 001	134 543	161 081	168 807	168 807	186 754	195 690	204 880	–
Free services										
Cost of Free Basic Services provided	10 166	8 166	6 768	6 984	8 690	8 690	9 709	10 639	11 749	–
Revenue cost of free services provided	34 439	68 531	67 517	72 374	71 880	71 880	76 746	81 351	86 232	–
Households below minimum service level										
Water:	5	4	–	3	3	3	3	3	–	–
Sanitation/sewerage:	1	1	–	1	1	1	1	1	–	–
Energy:	7	7	–	7	7	7	7	7	–	–
Refuse:	10	10	–	10	10	10	10	10	–	–

Explanatory notes to MBRR Table A1 – Budget Summary

1. Table A1 is a budget summary and provides a concise overview of the municipality's budget from all of the major financial perspectives (operating, capital expenditure, financial position, cash flow, and MFMA funding compliance).

2. The table provides an overview of the amounts approved by Council for operating performance, resources deployed to capital expenditure, financial position, cash and funding compliance, as well as the municipality's commitment to eliminating basic service delivery backlogs.

3. Financial management reforms emphasises the importance of the municipal budget being funded. This requires the simultaneous assessment of the Financial Performance, Financial Position and Cash Flow Budgets, along with the Capital Budget. The Budget Summary provides the key information in this regard:

    a. The operating surplus/deficit (when taking offset depreciation into account) is positive over the MTREF

    b. Capital expenditure is balanced by capital funding sources, of which
        i. Transfers recognised is reflected on the Financial Performance Budget;
        ii. New Borrowing (HP agreements for vehicles) is incorporated in the net cash from financing on the Cash Flow Budget
        iii. Internally generated funds are financed from a combination of the current operating surplus and accumulated cash-backed surpluses from previous years. The amount is incorporated in the Net cash from investing on the Cash Flow Budget.

4. The Cash backing/surplus reconciliation shows that in previous financial years the municipality did not have all reserves cash-backed due to the economic recession. The reserves are now cash backed according to the funding and reserves. The cash and reserves will have to continue to increase over the MTREF period.

5. Even though the Council is placing great emphasis on securing the financial sustainability of the municipality, this is not being done at the expense of services to the poor. The section of Free Services shows that the amount spent on Free Basic Services and the revenue cost of free services provided by the municipality continues to increase. In addition, the municipality continues to make progress in addressing service delivery backlogs.

Table 12 MBRR Table A2 – Budgeted Financial Performance (revenue and expenditure by functional classification)

Functional Classification Description	Ref	2019/20	2020/21	2021/22	Current Year 2022/23			2023/24 Medium Term Revenue & Expenditure Framework		
R thousand	1	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
Revenue - Functional										
Governance and administration		**358 830**	**464 574**	**381 878**	**416 828**	**437 331**	**437 331**	**459 969**	**481 922**	**505 046**
Executive and council		6 218	6 218	6 473	6 665	6 665	6 665	6 665	7 063	7 344
Finance and administration		352 612	458 356	375 405	410 163	430 666	430 666	453 304	474 859	497 702
Internal audit		–	–	–	–	–	–	–	–	–
Community and public safety		**62 358**	**104 402**	**108 893**	**119 062**	**162 639**	**162 639**	**171 493**	**175 360**	**181 711**
Community and social services		11 956	21 313	22 927	20 391	20 580	20 580	20 637	20 698	20 749
Sport and recreation		7 585	12 337	9 946	8 666	8 666	8 666	16 852	13 105	13 123
Public safety		38 964	66 999	71 361	84 053	127 502	127 502	128 111	135 664	141 946
Housing		–	–	–	–	–	–	–	–	–
Health		3 853	3 752	4 658	5 952	5 892	5 892	5 892	5 892	5 892
Economic and environmental services		**7 459**	**12 591**	**14 067**	**33 431**	**34 231**	**34 231**	**21 411**	**17 633**	**21 409**
Planning and development		2 073	2 894	10 845	18 436	19 236	19 236	18 330	14 552	9 766
Road transport		2 303	6 072	2	11 914	11 914	11 914	–	–	8 562
Environmental protection		3 083	3 625	3 220	3 081	3 081	3 081	3 081	3 081	3 081
Trading services		**794 043**	**865 833**	**929 116**	**1 042 317**	**1 022 414**	**1 022 414**	**1 163 711**	**1 336 264**	**1 484 090**
Energy sources		393 064	402 044	502 677	564 757	564 604	564 604	672 118	772 613	871 458
Water management		284 534	329 085	276 686	339 007	319 236	319 236	345 406	393 354	400 921
Waste water management		69 380	83 302	85 622	73 978	73 998	73 998	77 725	81 261	95 009
Waste management		47 065	51 402	64 132	64 575	64 575	64 575	68 463	89 036	116 702
Other	4	–	–	–	–	–	–	–	–	–
Total Revenue - Functional	2	**1 222 690**	**1 447 400**	**1 433 954**	**1 611 638**	**1 656 616**	**1 656 616**	**1 816 584**	**2 011 179**	**2 192 256**
Expenditure - Functional										
Governance and administration		**188 827**	**200 359**	**211 180**	**258 584**	**259 161**	**259 161**	**287 543**	**300 057**	**313 953**
Executive and council		33 161	32 528	30 882	39 904	45 230	45 230	51 321	53 736	56 050
Finance and administration		155 666	167 831	180 298	218 680	213 931	213 931	236 222	246 321	257 903
Internal audit		–	–	–	–	–	–	–	–	–
Community and public safety		**140 512**	**172 938**	**185 836**	**223 248**	**257 462**	**257 462**	**276 409**	**284 429**	**298 894**
Community and social services		15 784	19 333	23 004	26 455	27 118	27 118	28 122	29 463	30 820
Sport and recreation		24 147	24 778	32 569	38 673	37 887	37 887	43 478	43 897	45 958
Public safety		96 062	124 404	125 805	152 272	186 836	186 836	199 037	205 019	215 785
Housing		–	–	–	–	–	–	–	–	–
Health		4 519	4 423	4 458	5 849	5 621	5 621	5 773	6 050	6 330
Economic and environmental services		**98 883**	**93 804**	**106 862**	**127 188**	**124 419**	**124 419**	**139 552**	**146 350**	**153 229**
Planning and development		28 005	30 916	38 941	44 709	44 389	44 389	48 691	51 075	53 423
Road transport		67 622	59 115	63 762	78 054	75 560	75 560	86 185	90 371	94 673
Environmental protection		3 256	3 773	4 160	4 424	4 471	4 471	4 676	4 903	5 133
Trading services		**718 977**	**772 691**	**855 352**	**941 448**	**952 942**	**952 942**	**1 098 450**	**1 199 006**	**1 319 477**
Energy sources		382 493	417 636	482 044	564 517	557 820	557 820	647 906	719 313	816 348
Water management		220 608	226 152	226 777	235 033	241 862	241 862	261 729	280 416	299 873
Waste water management		61 916	63 902	75 598	72 047	76 407	76 407	91 199	95 892	100 724
Waste management		53 960	65 002	70 932	69 852	76 854	76 854	97 616	103 384	102 532
Other	4	–	–	–	–	–	–	–	–	–
Total Expenditure - Functional	3	**1 147 200**	**1 239 792**	**1 359 229**	**1 550 469**	**1 593 984**	**1 593 984**	**1 801 955**	**1 929 842**	**2 085 553**
Surplus/(Deficit) for the year		**75 491**	**207 608**	**74 725**	**61 170**	**62 631**	**62 631**	**14 629**	**81 337**	**106 703**

Explanatory notes to MBRR Table A2 – Budgeted Financial Performance (revenue and expenditure by standard classification)

1. Table A2 is a view of the budgeted financial performance in relation to revenue and expenditure per standard classification. The modified GFS standard classification divides the municipal services into 15 functional areas. Municipal revenue, operating expenditure and capital expenditure are then classified in terms if each of these functional areas which enables the National Treasury to compile 'whole of government' reports.
2. Note the Total Revenue on this table includes capital revenues (Transfers recognised – capital) and so does not balance to the operating revenue shown on Table A4.
3. Note that as a general principle the revenues for the Trading Services should exceed their expenditures.
4. Other functions that show a deficit between revenue and expenditure are being financed from rates revenues and other revenue sources.

Table 13 MBRR Table A3 – Budgeted Financial Performance (revenue and expenditure by municipal vote)

Vote Description	Ref	2019/20	2020/21	2021/22	Current Year 2022/23			2023/24 Medium Term Revenue & Expenditure Framework		
R thousand		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
Revenue by Vote	1									
Vote 01 - Executive & Council		25 553	111 073	9 627	6 665	6 665	6 665	6 665	7 063	7 344
Vote 02 - Corporate Services		1 221	1 155	1 572	1 868	1 868	1 868	1 980	2 099	2 197
Vote 03 - Financial Services		331 021	350 775	369 059	406 500	427 003	427 003	449 455	470 813	493 475
Vote 04 - Development & Planning		2 073	2 894	10 845	18 436	19 236	19 236	18 330	14 552	9 766
Vote 05 - Health		3 853	3 752	4 658	5 952	5 892	5 892	5 892	5 892	5 892
Vote 06 - Community And Social Services		19 541	33 651	32 873	29 056	29 246	29 246	37 489	33 804	33 872
Vote 07 - Public Safety		886	2 652	3 042	8 902	9 631	9 631	3 169	3 226	3 283
Vote 08 - Sport And Recreation		–	–	–	–	–	–	–	–	–
Vote 09 - Environmental Protection		3 083	3 625	3 220	3 081	3 081	3 081	3 081	3 081	3 081
Vote 10 - Waste Water Management		69 380	83 302	85 622	73 978	73 998	73 998	77 725	81 261	95 009
Vote 11 - Solid Waste Management		47 065	51 402	64 132	64 575	64 575	64 575	68 463	89 036	116 702
Vote 12 - Roads And Transport		40 382	70 420	68 321	87 065	129 785	129 785	124 943	132 438	147 225
Vote 13 - Water Services		284 534	329 085	276 686	339 007	319 236	319 236	345 406	393 354	400 921
Vote 14 - Electrical Services		394 100	403 615	504 298	566 552	566 400	566 400	673 987	774 561	873 488
Vote 15 - Other		–	–	–	–	–	–	–	–	–
Total Revenue by Vote	2	**1 222 690**	**1 447 400**	**1 433 954**	**1 611 638**	**1 656 616**	**1 656 616**	**1 816 584**	**2 011 179**	**2 192 256**
Expenditure by Vote ***to be appropriated***	1									
Vote 01 - Executive & Council		42 907	43 401	28 462	39 179	44 505	44 505	50 600	53 019	55 337
Vote 02 - Corporate Services		54 995	63 736	64 573	76 389	80 056	80 056	88 952	93 453	97 874
Vote 03 - Financial Services		61 101	63 194	84 152	97 805	92 631	92 631	101 491	106 491	111 783
Vote 04 - Development & Planning		28 005	30 916	38 941	43 667	43 346	43 346	47 649	50 032	52 381
Vote 05 - Health		4 253	4 130	4 154	5 831	5 603	5 603	5 755	6 032	6 312
Vote 06 - Community And Social Services		49 243	53 808	66 160	77 464	75 574	75 574	83 481	84 609	88 550
Vote 07 - Public Safety		26 319	28 455	31 858	43 860	41 582	41 582	48 795	51 145	53 521
Vote 08 - Sport And Recreation		–	–	–	–	–	–	–	–	–
Vote 09 - Environmental Protection		3 256	3 773	4 160	4 424	4 471	4 471	4 676	4 903	5 133
Vote 10 - Waste Water Management		56 034	55 826	68 105	71 986	76 346	76 346	91 138	95 831	100 663
Vote 11 - Solid Waste Management		54 160	65 096	71 032	72 316	79 317	79 317	100 080	105 848	104 996
Vote 12 - Roads And Transport		141 562	159 205	162 448	192 650	226 788	226 788	244 286	252 407	265 491
Vote 13 - Water Services		221 135	224 143	226 892	236 087	242 916	242 916	262 783	281 471	300 927
Vote 14 - Electrical Services		404 231	444 108	508 293	588 812	580 849	580 849	672 270	744 599	842 586
Vote 15 - Other		–	–	–	–	–	–	–	–	–
Total Expenditure by Vote	2	**1 147 200**	**1 239 792**	**1 359 229**	**1 550 469**	**1 593 984**	**1 593 984**	**1 801 955**	**1 929 842**	**2 085 553**
Surplus/(Deficit) for the year	2	**75 491**	**207 608**	**74 725**	**61 170**	**62 631**	**62 631**	**14 629**	**81 337**	**106 703**

Explanatory notes to MBRR Table A3 – Budgeted Financial Performance (revenue and expenditure by municipal vote)

1. Table A3 is a view of the budgeted financial performance in relation to the revenue and expenditure per municipal vote. This table facilitates the view of the budgeted operating performance in relation to the organisational structure of the Council. This means it is possible to present the operating surplus or deficit of a vote.

Table 14 MBRR Table A4 – Budgeted Financial Performance (revenue and expenditure) by Source

Description	Ref	2019/20	2020/21	2021/22	Current Year 2022/23				2023/24 Medium Term Revenue & Expenditure Framework		
R thousand	1	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
Revenue											
Exchange Revenue											
Service charges - Electricity	2	357 488	388 232	475 822	523 642	522 890	522 890	301 742	618 887	697 304	806 149
Service charges - Water	2	221 761	249 280	214 565	271 239	251 468	251 468	164 194	274 372	297 476	321 653
Service charges - Waste Water Management	2	45 601	49 841	54 450	55 169	55 169	55 169	40 307	58 893	62 427	66 173
Service charges - Waste Management	2	41 920	46 892	55 102	55 545	55 545	55 545	37 525	59 433	62 999	66 779
Sale of Goods and Rendering of Services		4 720	6 453	5 482	6 062	6 862	6 862	4 443	7 273	7 684	8 045
Agency services											
Interest											
Interest earned from Receivables		12 981	13 263	13 009	13 449	16 773	16 773	9 218	17 662	18 527	19 398
Interest earned from Current and Non Current Assets		21 721	17 194	18 248	20 080	20 080	20 080	18 904	21 144	22 180	23 222
Dividends											
Rent on Land											
Rental from Fixed Assets		1 214	1 014	1 098	1 241	1 241	1 241	759	1 315	1 394	1 459
Licence and permits		-	-	-	-	-	-	-	-	-	-
Operational Revenue		6 427	3 191	1 641	3 716	3 716	3 716	1 788	3 918	4 118	4 312
Non-Exchange Revenue											
Property rates	2	242 117	253 452	273 314	287 653	301 041	301 041	195 275	321 362	340 643	361 082
Surcharges and Taxes											
Fines, penalties and forfeits		40 839	69 271	68 387	74 958	117 748	117 748	56 670	124 813	132 301	138 519
Licences or permits											
Transfer and subsidies - Operational		130 237	159 071	150 862	172 851	172 791	172 791	122 057	192 050	207 050	226 443
Interest		5 983	6 557	5 509	6 444	10 254	10 254	8 459	10 254	10 254	10 254
Fuel Levy											
Operational Revenue											
Gains on disposal of Assets		(1 179)	(641)	(70)	-	-	-	(47)	-	-	-
Other Gains		21	15	55	-	-	-	-	-	-	-
Discontinued Operations											
Total Revenue (excluding capital transfers and cont		**1 131 851**	**1 263 085**	**1 337 473**	**1 492 049**	**1 535 579**	**1 535 579**	**961 292**	**1 711 376**	**1 864 357**	**2 053 490**
Expenditure											
Employee related costs	2	277 572	298 272	322 148	382 892	366 100	366 100	257 727	436 552	455 049	476 326
Remuneration of councillors		12 970	12 822	12 968	14 203	14 482	14 482	10 854	13 860	14 414	14 991
Bulk purchases - electricity	2	300 622	333 403	387 270	430 019	430 019	430 019	298 129	510 217	575 219	665 528
Inventory consumed	8	15 224	17 005	107 595	139 054	146 192	146 192	5 132	161 352	174 235	187 730
Debt impairment	3	30 693	75 392	64 731	133 459	171 720	171 720	52 997	169 656	174 285	183 803
Depreciation and amortisation		130 385	134 535	127 289	139 695	136 038	136 038	63 712	140 855	145 807	151 112
Interest		18 568	17 471	30 123	18 087	17 055	17 055	8 843	27 715	34 952	31 910
Contracted services		107 576	106 283	127 895	161 342	171 623	171 623	84 501	188 333	193 644	202 824
Transfers and subsidies		1 301	1 212	1 534	1 500	1 500	1 500	1 384	1 500	1 500	1 500
Irrecoverable debts written off		56 225	45 208	58 514	4 779	6 169	6 169	4 896	6 496	6 814	7 135
Operational costs		51 516	62 320	58 791	81 790	89 464	89 464	42 155	97 618	102 069	106 601
Losses on disposal of Assets		12 055	2 245	7 739	-	-	-	180	-	-	-
Other Losses		223	35	31 095	43 649	43 649	43 649	0	47 665	51 717	55 957
Total Expenditure		**1 014 931**	**1 106 204**	**1 337 691**	**1 550 469**	**1 594 012**	**1 594 012**	**830 509**	**1 801 819**	**1 929 706**	**2 085 417**
Surplus/(Deficit)		**116 921**	**156 881**	**(218)**	**(58 420)**	**(58 433)**	**(58 433)**	**130 783**	**(90 443)**	**(65 349)**	**(31 928)**
Transfers and subsidies - capital (monetary	6	90 839	184 315	96 481	109 398	110 845	110 845	55 912	105 209	124 104	113 580
Transfers and subsidies - capital (in-kind)	6	–	–	–	10 192	10 192	10 192	10 191	–	22 718	25 187
Surplus/(Deficit) after capital transfers & contributions		**207 759**	**341 196**	**96 263**	**61 170**	**62 603**	**62 603**	**196 886**	**14 765**	**81 473**	**106 839**
Income Tax											
Surplus/(Deficit) after income tax		**207 759**	**341 196**	**96 263**	**61 170**	**62 603**	**62 603**	**196 886**	**14 765**	**81 473**	**106 839**
Share of Surplus/Deficit attributable to Joint Venture											
Share of Surplus/Deficit attributable to Minorities											
Surplus/(Deficit) attributable to municipality		**207 759**	**341 196**	**96 263**	**61 170**	**62 603**	**62 603**	**196 886**	**14 765**	**81 473**	**106 839**
Share of Surplus/Deficit attributable to Associate	7										
Intercompany/Parent subsidiary transactions											
Surplus/(Deficit) for the year	1	**207 759**	**341 196**	**96 263**	**61 170**	**62 603**	**62 603**	**196 886**	**14 765**	**81 473**	**106 839**

Explanatory notes to Table A4 – Budgeted Financial Performance (revenue and expenditure)

1. This table provides a summary of the revenue and expenditure expected over the MTREF period.

2. It distinguishes between operating revenue and capital revenue. Capital revenue is recognised as revenue in the Statement of Financial Position but it is utilised for capital funding and not operations.

Table 15 MBRR Table A5 – Budgeted Capital Expenditure by vote, standard classification and funding source

Vote Description	Ref	2019/20	2020/21	2021/22	Current Year 2022/23				2023/24 Medium Term Revenue & Expenditure Framework		
R thousand	1	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
Capital expenditure - Vote											
Multi-year expenditure *to be appropriated*	2										
Vote 01 - Executive & Council		8 234	77 449	17	–	2	2	2	–	–	–
Vote 02 - Corporate Services		(5 940)	8 973	6 499	2 410	2 198	2 198	1 921	17 225	8 435	6 500
Vote 03 - Financial Services		87	132	956	2 147	3 697	3 697	2	17 000	5 000	–
Vote 04 - Development & Planning		163	49	7 676	14 550	10 720	10 720	2 250	14 126	10 000	5 000
Vote 05 - Health		–	–	–	–	–	–	–	–	–	–
Vote 06 - Community And Social Services		9 244	24 373	13 526	12 384	12 726	12 726	6 592	28 600	17 550	10 010
Vote 07 - Public Safety		591	4 550	7 375	12 560	14 460	14 460	4 440	4 365	3 598	3 000
Vote 08 - Sport And Recreation		–	–	–	–	–	–	–	–	–	–
Vote 09 - Environmental Protection		–	–	–	–	–	–	–	–	–	–
Vote 10 - Waste Water Management		12 397	23 704	16 553	7 000	13 371	13 371	6 957	46 250	20 500	30 700
Vote 11 - Solid Waste Management		545	15 552	14 935	1 500	4 099	4 099	2 118	14 650	17 017	18 000
Vote 12 - Roads And Transport		12 632	13 775	18 776	30 423	35 221	35 221	16 498	53 000	3 200	12 562
Vote 13 - Water Services		38 215	46 365	47 350	47 655	48 602	48 602	42 616	55 973	83 767	74 706
Vote 14 - Electrical Services		42 562	24 511	30 965	49 968	43 440	43 440	11 628	84 962	84 550	25 700
Vote 15 - Other		–	–	–	–	–	–	–	–	–	–
Capital multi-year expenditure sub-total	7	**118 729**	**239 433**	**164 627**	**180 597**	**188 536**	**188 536**	**95 023**	**336 151**	**253 616**	**186 178**
Single-year expenditure *to be appropriated*	2										
Vote 01 - Executive & Council		–	–	–	–	–	–	–	115	–	–
Vote 02 - Corporate Services		–	–	–	–	210	210	154	–	–	–
Vote 03 - Financial Services		–	–	–	–	–	–	–	250	–	–
Vote 04 - Development & Planning		–	–	–	–	160	160	–	400	–	–
Vote 05 - Health		–	–	–	–	–	–	–	–	–	–
Vote 06 - Community And Social Services		–	–	–	–	657	657	105	5 260	3 050	200
Vote 07 - Public Safety		–	–	–	–	20	20	–	3 300	–	8 000
Vote 08 - Sport And Recreation		–	–	–	–	–	–	–	–	–	–
Vote 09 - Environmental Protection		–	–	–	–	–	–	–	–	–	–
Vote 10 - Waste Water Management		–	–	–	–	–	–	–	200	700	700
Vote 11 - Solid Waste Management		–	–	–	–	–	–	–	12 970	2 500	4 400
Vote 12 - Roads And Transport		–	–	–	–	350	350	32	6 800	2 500	–
Vote 13 - Water Services		–	–	–	–	–	–	–	6 500	6 500	6 500
Vote 14 - Electrical Services		–	–	–	–	–	–	–	4 350	7 900	–
Vote 15 - Other		–	–	–	–	–	–	–	–	–	–
Capital single-year expenditure sub-total		**–**	**–**	**–**	**–**	**1 397**	**1 397**	**290**	**40 145**	**23 150**	**19 800**
Total Capital Expenditure - Vote		**118 729**	**239 433**	**164 627**	**180 597**	**189 933**	**189 933**	**95 314**	**376 296**	**276 766**	**205 978**
Capital Expenditure - Functional											
Governance and administration		**2 682**	**86 762**	**7 763**	**4 672**	**6 808**	**6 808**	**2 397**	**34 620**	**13 455**	**6 510**
Executive and council		373	345	17	–	2	2	2	115	–	–
Finance and administration		2 310	86 417	7 747	4 672	6 806	6 806	2 395	34 505	13 455	6 510
Internal audit											
Community and public safety		**11 186**	**30 605**	**22 091**	**25 574**	**28 692**	**28 692**	**11 559**	**46 795**	**26 678**	**23 200**
Community and social services		2 738	7 190	7 327	6 650	6 769	6 769	3 084	9 050	10 300	5 000
Sport and recreation		6 377	17 087	5 922	5 714	6 344	6 344	3 356	24 780	10 280	5 200
Public safety		2 071	6 327	8 842	13 210	15 578	15 578	5 119	12 965	6 098	13 000
Housing											
Health											
Economic and environmental services		**11 314**	**12 047**	**24 986**	**44 323**	**45 003**	**45 003**	**18 069**	**69 026**	**13 200**	**15 562**
Planning and development		163	49	7 676	14 550	10 880	10 880	2 250	14 526	10 000	5 000
Road transport		11 152	11 998	17 309	29 773	34 122	34 122	15 819	54 500	3 200	10 562
Environmental protection											
Trading services		**93 547**	**110 019**	**109 787**	**106 028**	**109 430**	**109 430**	**63 288**	**225 855**	**223 434**	**160 706**
Energy sources		42 390	24 398	30 950	49 873	43 358	43 358	11 597	89 312	92 450	25 700
Water management		38 215	46 365	47 350	47 655	48 602	48 602	42 616	62 473	90 267	81 206
Waste water management		12 397	23 704	16 553	7 000	13 371	13 371	6 957	46 450	21 200	31 400
Waste management		545	15 552	14 935	1 500	4 099	4 099	2 118	27 620	19 517	22 400
Other											
Total Capital Expenditure - Functional	3	**118 729**	**239 433**	**164 627**	**180 597**	**189 933**	**189 933**	**95 314**	**376 296**	**276 766**	**205 978**
Funded by:											
National Government		82 100	83 320	75 997	86 398	86 384	86 384	43 090	89 031	95 216	90 081
Provincial Government		2 714	8 744	9 652	23 442	24 489	24 489	13 026	8 550	28 018	25 187
District Municipality											
Transfers and subsidies - capital (in-kind)		10 642	80 477	2 252	5 100	5 700	5 700	3 189	4 000	6 150	3 700
Transfers recognised - capital	4	**95 455**	**172 541**	**87 901**	**114 940**	**116 573**	**116 573**	**59 305**	**101 581**	**129 384**	**118 968**
Borrowing	6	23 099	26 307	36 518	19 900	23 130	23 130	13 773	149 880	82 000	54 000
Internally generated funds		175	40 585	40 209	45 757	50 229	50 229	22 235	124 835	65 383	33 010
Total Capital Funding	7	**118 729**	**239 433**	**164 627**	**180 597**	**189 933**	**189 933**	**95 314**	**376 296**	**276 766**	**205 978**

Explanatory notes to Table A5 – Budgeted Capital Expenditure by vote, standard classification and funding source

1. Table A5 is a breakdown of the capital programme in relation to capital expenditure by municipal vote (multi-year and single-year appropriations); capital expenditure by standard classification; and the funding sources necessary to fund the capital budget, including information on capital transfers from national and provincial departments.

2. The MFMA provides that a municipality may approve multi-year or single-year capital budget appropriations. In relation to multi-year appropriations.

3. Unlike multi-year capital appropriations, single-year appropriations relate to expenditure that will be incurred in the specific budget year such as the procurement of vehicles and specialized tools and equipment. The budget appropriations for the two outer years are indicative allocations based on the departmental business plans as informed by the IDP and will be reviewed on an annual basis to assess the relevance of the expenditure in relation to the strategic objectives and service delivery imperatives of the municipality.

4. The capital programme is funded from capital and provincial grants and transfers, public contributions and donations, borrowing and internally generated funds from current year surpluses.

Table 16 MBRR Table A6 – Budgeted Financial Position

Description	Ref	2019/20	2020/21	2021/22	Current Year 2022/23				2023/24 Medium Term Revenue & Expenditure Framework		
R thousand		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
ASSETS											
Current assets											
Cash and cash equivalents		400 047	150 136	487 962	537 974	513 086	513 086	461 854	450 737	404 582	424 404
Trade and other receivables from exchange transactions	1	112 298	171 153	222 285	151 866	150 224	150 224	279 049	138 395	186 134	245 198
Receivables from non-exchange transactions	1	33 972	21 366	16 214	24 790	64 339	64 339	119 652	27 487	29 029	30 665
Current portion of non-current receivables											
Inventory	2	13 827	14 080	14 333	14 333	14 333	14 333	23 485	14 333	14 333	14 333
VAT		19 732	16 818	18 573	15 501	15 501	15 501	6 848	15 501	15 792	16 111
Other current assets		20	300	43	(16)	(16)	(16)	825	(16)	(16)	(16)
Total current assets		**579 895**	**373 853**	**759 411**	**744 449**	**757 469**	**757 469**	**891 713**	**646 439**	**649 854**	**730 696**
Non current assets											
Investments											
Investment property		(2 247)	(245)	49 281 032.24	49 351	49 351	49 351	49 234	49 351	49 351	49 351
Property, plant and equipment	3	2 014 894	2 125 063	2 097 438	2 454 578	2 463 913	2 463 913	2 128 437	2 740 105	2 669 746	2 610 959
Biological assets											
Living and non-living resources											
Heritage assets		19	19	19	19	19	19	19	19	19	19
Intangible assets		2 107	4 416	6 834	7 698	7 698	7 698	7 257	31 798	23 998	18 998
Trade and other receivables from exchange transactions											
Non-current receivables from non-exchange transactions											
Other non-current assets											
Total non current assets		**2 014 773**	**2 129 253**	**2 153 572**	**2 511 645**	**2 520 981**	**2 520 981**	**2 184 947**	**2 821 273**	**2 743 114**	**2 679 327**
TOTAL ASSETS		**2 594 668**	**2 503 106**	**2 912 983**	**3 256 094**	**3 278 449**	**3 278 449**	**3 076 660**	**3 467 712**	**3 392 969**	**3 410 022**
LIABILITIES											
Current liabilities											
Bank overdraft											
Financial liabilities		33 581	35 136	43 427	25 246	25 246	25 246	26 181	25 246	–	–
Consumer deposits		18 814	19 862	21 153	20 757	20 757	20 757	21 914	20 757	20 757	20 757
Trade and other payables from exchange transactions	4	157 342	1 002 475	204 663	254 777	255 809	255 809	179 354	219 839	224 791	246 214
Trade and other payables from non-exchange transactions	5	29 429	46 551	43 721	3 836	8 823	8 823	85 429	9 075	5 925	6 225
Provision		64 914	91 273	–	16 845	16 845	16 845	–	16 845	17 687	19 455
VAT		20 582	33 499	41 784	–	–	–	48 347	–	–	–
Other current liabilities		4 761	5 819	–	–	–	–	–	–	–	–
Total current liabilities		**329 422**	**1 234 615**	**354 748**	**321 461**	**327 480**	**327 480**	**361 225**	**291 763**	**269 161**	**292 652**
Non current liabilities											
Financial liabilities	6	151 461	147 992	130 554	125 370	109 280	109 280	128 804	344 384	321 998	300 525
Provision	7	–	–	106 661	88 784	88 784	88 784	106 661	88 784	99 350	109 030
Long term portion of trade payables											
Other non-current liabilities											
Total non current liabilities		**151 461**	**147 992**	**237 215**	**214 154**	**198 064**	**198 064**	**235 466**	**433 168**	**421 348**	**409 555**
TOTAL LIABILITIES		**480 883**	**1 382 607**	**591 963**	**535 615**	**525 544**	**525 544**	**596 690**	**724 930**	**690 509**	**702 207**
NET ASSETS		**2 113 785**	**1 120 499**	**2 321 020**	**2 720 479**	**2 752 905**	**2 752 905**	**2 479 969**	**2 742 781**	**2 702 459**	**2 707 815**
COMMUNITY WEALTH/EQUITY											
Accumulated surplus/(deficit)	8	2 310 754	2 560 982	2 560 999	2 720 689	2 753 087	2 753 087	2 756 229	2 743 127	2 703 467	2 709 903
Reserves and funds	9	(15 533)	(55 777)	(93 375)	–	–	–	(113 257)	–	–	–
Other											
TOTAL COMMUNITY WEALTH/EQUITY	10	**2 295 221**	**2 505 205**	**2 467 624**	**2 720 689**	**2 753 087**	**2 753 087**	**2 642 971**	**2 743 127**	**2 703 467**	**2 709 903**

Explanatory notes to Table A6 – Budgeted Financial Position

1. Table A6 is consistent with international standards of good financial management practice, and improves understandability for councilors and management of the impact of the budget on the statement of financial position (balance sheet).

2. This format of presenting the statement of financial position is aligned to GRAP1, which is generally aligned to the international version which presents Assets less Liabilities as "accounting" Community Wealth. The order of items within each group illustrates items in order of liquidity; i.e. assets readily converted to cash, or liabilities immediately required to be met from cash, appear first.

3. Table A6 is supported by an extensive table of notes (SA3) providing a detailed analysis of the major components of a number of items, including:

   - Call investments deposits;
   - Consumer debtors;
   - Property, plant and equipment;
   - Trade and other payables;

- Provisions non-current;
- Changes in net assets; and
- Reserves

4. The municipal equivalent of equity is Community Wealth/Equity. The justification is that ownership and the net assets of the municipality belong to the community.

5. Any movement on the Budgeted Financial Performance or the Capital Budget will inevitably impact on the Budgeted Financial Position. As an example, the collection rate assumption will impact on the cash position of the municipality and subsequently inform the level of cash and cash equivalents at year end. Similarly, the collection rate assumption will inform the budget appropriation for debt impairment which in turn would impact on the provision for bad debt. These budget and planning assumptions form a critical link in determining the applicability and relevance of the budget as well as the determination of ratios and financial indicators. In addition, the funding compliance assessment is informed directly by forecasting the statement of financial position.

Table 17 MBRR Table A7 – Budgeted Cash Flow Statement

Description	Ref	2019/20	2020/21	2021/22	Current Year 2022/23				2023/24 Medium Term Revenue & Expenditure Framework		
R thousand		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
CASH FLOW FROM OPERATING ACTIVITIES											
Receipts											
Property rates		–	78 789	592 132	264 641	276 958	276 958	155 471	295 653	313 392	–
Service charges		–	148 800	787 382	999 235	966 591	966 591	434 192	1 108 922	1 230 174	–
Other revenue		–	(19 981)	146 353	(153 571)	(66 353)	(66 353)	452 293	211 758	75 990	–
Transfers and Subsidies - Operational	1	–	–	6 125	172 851	172 791	172 791	45 308	199 877	214 030	–
Transfers and Subsidies - Capital	1	–	4 335	83 992	105 798	110 845	110 845	96 260	105 559	110 527	–
Interest		–	7 671	18 248	20 080	20 080	20 080	18 371	21 144	22 180	–
Dividends									–	–	–
Payments											
Suppliers and employees		–	(259 841)	(993 698)	(1 289 446)	(1 079 045)	(1 079 045)	(1 212 896)	(1 090 062)	(1 291 303)	–
Finance charges		–	–	–	(18 087)	(17 055)	(17 055)	–	(27 715)	(34 952)	–
Transfers and Subsidies	1								–	–	–
NET CASH FROM/(USED) OPERATING ACTIVITIES		**–**	**(40 227)**	**640 534**	**101 501**	**384 811**	**384 811**	**(11 000)**	**825 136**	**640 038**	**–**
CASH FLOWS FROM INVESTING ACTIVITIES											
Receipts											
Proceeds on disposal of PPE									–	–	–
Decrease (increase) in non-current receivables									–	–	–
Decrease (increase) in non-current investments									–	–	–
Payments											
Capital assets		–	(109 053)	(164 627)	(177 497)	(184 208)	(184 208)	(87 422)	(362 666)	(266 816)	–
NET CASH FROM/(USED) INVESTING ACTIVITIES		**–**	**(109 053)**	**(164 627)**	**(177 497)**	**(184 208)**	**(184 208)**	**(87 422)**	**(362 666)**	**(266 816)**	**–**
CASH FLOWS FROM FINANCING ACTIVITIES											
Receipts											
Short term loans									–	–	–
Borrowing long term/refinancing		–	21 500	18 600	12 800	21 735	21 735	–	225 000	20 000	–
Increase (decrease) in consumer deposits		–	–	–	–	–	–	9	–	–	–
Payments											
Repayment of borrowing		–	–	(40 189)	(42 233)	(42 233)	(42 233)	(17 245)	(42 233)	–	–
NET CASH FROM/(USED) FINANCING ACTIVITIES		**–**	**21 500**	**(21 589)**	**(29 433)**	**(20 498)**	**(20 498)**	**(17 236)**	**182 767**	**20 000**	**–**
NET INCREASE/ (DECREASE) IN CASH HELD		**–**	**(127 780)**	**454 318**	**(105 429)**	**180 106**	**180 106**	**(115 658)**	**645 238**	**393 222**	**–**
Cash/cash equivalents at the year begin:	2	**292 900**	**400 047**	**451 305**	**570 433**	**480 433**	**480 433**	**–**	**7 536**	**652 774**	**1 045 996**
Cash/cash equivalents at the year end:	2	**292 900**	**272 267**	**905 623**	**465 005**	**660 539**	**660 539**	**(115 658)**	**652 774**	**1 045 996**	**1 045 996**

Explanatory notes to Table A7 – Budgeted Cash Flow Statement

1. The budgeted cash flow statement is the first measurement in determining if the budget is funded.

2. It shows the expected level of cash in-flow versus cash out-flow that is likely to result from the implementation of the budget.

Table 18 MBRR Table A8 – Cash Backed Reserves/Accumulated Surplus Reconciliation

Description	Ref	2019/20	2020/21	2021/22	Current Year 2022/23				2023/24 Medium Term Revenue & Expenditure Framework		
R thousand		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
Cash and investments available											
Cash/cash equivalents at the year end	1	292 900	272 267	905 623	465 005	660 539	660 539	(115 658)	652 774	1 045 996	1 045 996
Other current investments > 90 days		219 445	49 021	(195 375)	224 835	2 771	2 771	856 562	(63 641)	(455 280)	(376 393)
Investments - Property, plant and equipment	1	2 014 894	2 125 063	2 097 438	2 454 578	2 463 913	2 463 913	2 128 437	2 740 105	2 669 746	2 610 959
Cash and investments available:		**2 527 239**	**2 446 352**	**2 807 685**	**3 144 418**	**3 127 224**	**3 127 224**	**2 869 341**	**3 329 238**	**3 260 462**	**3 280 561**
Application of cash and investments											
Trade payables from Non-exchange transactions: Other		–	–	–	–	–	–	–	–	–	–
Unspent borrowing		–	–	–	–	–	–		–	–	–
Statutory requirements	2										
Other working capital requirements	3	157 342	999 791	162 592	223 427	212 423	212 423	84 591	180 702	187 582	246 214
Other provisions											
Long term investments committed	4	–	–	–	–	–	–	–	–	–	–
Reserves to be backed by cash/investments	5										
Total Application of cash and investments:		**157 342**	**999 791**	**162 592**	**223 427**	**212 423**	**212 423**	**84 591**	**180 702**	**187 582**	**246 214**
Surplus(shortfall)		**2 369 897**	**1 446 561**	**2 645 093**	**2 920 990**	**2 914 800**	**2 914 800**	**2 784 750**	**3 148 536**	**3 072 880**	**3 034 347**

Explanatory notes to Table A8 – Cash Backed Reserves/Accumulated Surplus Reconciliation

1. The cash backed reserves/accumulated surplus reconciliation is aligned to the requirements of MFMA Circular 42 – Funding a Municipal Budget.

2. In essence the table evaluates the funding levels of the budget by firstly forecasting the cash and investments at year end and secondly reconciling the available funding to the liabilities/commitments that exist.

3. The outcome of this exercise would either be a surplus or deficit. A deficit would indicate that the applications exceed the cash and investments available and would be indicative of non-compliance with the MFMA requirements that the municipality's budget must be "funded".

4. From the table it can be seen that the budget is funded over the MTREF period.

Table 19 MBRR Table A9 – Asset Management

Description	Ref	2019/20	2020/21	2021/22	Current Year 2022/23			2023/24 Medium Term Revenue & Expenditure Framework		
R thousand		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
CAPITAL EXPENDITURE										
Total New Assets	1	**23 236**	**73 780**	**71 539**	**93 162**	**94 279**	**94 279**	**177 138**	**99 218**	**63 772**
Roads Infrastructure		6 304	33 892	14 077	29 773	33 922	33 922	40 000	–	10 562
Storm water Infrastructure		–	–	–	–	–	–	5 000	–	–
Electrical Infrastructure		10 048	18 472	20 909	20 200	14 634	14 634	41 212	46 650	10 700
Water Supply Infrastructure		–	–	–	–	–	–	–	–	–
Sanitation Infrastructure		1 109	750	1 000	4 000	4 000	4 000	12 200	3 000	3 000
Solid Waste Infrastructure		–	–	160	950	950	950	10 400	–	–
Rail Infrastructure		–	–	–	–	–	–	–	–	–
Coastal Infrastructure		–	–	–	–	–	–	–	–	–
Information and Communication Infrastructure		–	–	–	–	–	–	–	–	–
Infrastructure		***17 461***	***53 114***	***36 145***	***54 923***	***53 507***	***53 507***	***108 812***	***49 650***	***24 262***
Community Facilities		–	3 812	1 366	4 600	1 400	1 400	5 526	4 500	2 000
Sport and Recreation Facilities		–	–	–	–	–	–	–	–	–
Community Assets		**–**	***3 812***	***1 366***	***4 600***	***1 400***	***1 400***	***5 526***	***4 500***	***2 000***
Heritage Assets		**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**
Revenue Generating		–	–	–	–	–	–	–	–	–
Non-revenue Generating		–	–	–	–	–	–	–	–	–
Investment properties		**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**
Operational Buildings		–	55	–	200	105	105	–	–	–
Housing		–	–	7 587	10 000	10 000	10 000	10 000	10 000	5 000
Other Assets		**–**	***55***	***7 587***	***10 200***	***10 105***	***10 105***	***10 000***	***10 000***	***5 000***
Biological or Cultivated Assets		**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**
Servitudes		–	–	–	–	–	–	–	–	–
Licences and Rights		–	998	721	2 000	2 000	2 000	3 500	5 000	–
Intangible Assets		**–**	***998***	***721***	***2 000***	***2 000***	***2 000***	***3 500***	***5 000***	**–**
Computer Equipment		**93**	**1 102**	**1 165**	**1 700**	**1 837**	**1 837**	**2 000**	**1 000**	**–**
Furniture and Office Equipment		**1 948**	**2 814**	**5 260**	**1 662**	**2 135**	**2 135**	**5 320**	**2 588**	**2 510**
Machinery and Equipment		**1 011**	**1 298**	**10 891**	**3 517**	**6 484**	**6 484**	**20 940**	**8 380**	**13 000**
Transport Assets		**1 544**	**10 515**	**8 012**	**14 560**	**16 812**	**16 812**	**21 040**	**18 100**	**17 000**
Land		**1 179**	**72**	**391**	**–**	**–**	**–**	**–**	**–**	**–**
Zoo's, Marine and Non-biological Animals		**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**
Mature		–	-	-	-	-	-	-	-	-
Immature		–	-	-	-	-	-	-	-	-
Living Resources		-	-	-	-	-	-	-	-	-
Total Renewal of Existing Assets	2	**78 593**	**134 156**	**69 925**	**80 735**	**84 987**	**84 987**	**170 108**	**171 549**	**140 206**
Roads Infrastructure		–	–	–	–	–	–	–	–	–
Storm water Infrastructure		–	–	–	–	–	–	–	–	–
Electrical Infrastructure		32 201	4 789	7 493	24 056	25 262	25 262	42 700	37 000	15 000
Water Supply Infrastructure		34 467	92 416	43 659	42 955	43 902	43 902	54 473	77 917	72 706
Sanitation Infrastructure		2 305	5 271	1 832	–	–	–	12 500	12 500	15 000
Solid Waste Infrastructure		66	3 641	3 566	250	2 049	2 049	8 800	17 017	18 000
Rail Infrastructure		–	–	–	–	–	–	–	–	–
Coastal Infrastructure		–	–	–	–	–	–	–	–	–
Information and Communication Infrastructure		–	–	–	–	–	–	–	–	–
Infrastructure		***69 039***	***106 118***	***56 551***	***67 261***	***71 213***	***71 213***	***118 473***	***144 434***	***120 706***
Community Facilities		1 986	1 500	1 967	2 000	2 552	2 552	8 950	11 800	5 000
Sport and Recreation Facilities		5 525	12 970	4 019	6 024	5 472	5 472	12 820	–	–
Community Assets		***7 510***	***14 470***	***5 985***	***8 024***	***8 024***	***8 024***	***21 770***	***11 800***	***5 000***
Heritage Assets		**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**
Revenue Generating		–	–	–	–	–	–	–	–	–
Non-revenue Generating		–	–	–	–	–	–	–	–	–
Investment properties		**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**
Operational Buildings		–	65	–	–	–	–	2 500	–	–
Housing		–	–	–	–	–	–	–	–	–
Other Assets		**–**	***65***	**–**	**–**	**–**	**–**	***2 500***	**–**	**–**
Biological or Cultivated Assets		**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**
Servitudes		–	–	–	–	–	–	–	–	–
Licences and Rights		–	–	972	500	500	500	13 800	4 500	4 500
Intangible Assets		**–**	**–**	***972***	***500***	***500***	***500***	***13 800***	***4 500***	***4 500***
Computer Equipment		**652**	**8 762**	**4 726**	**–**	**–**	**–**	**6 700**	**8 400**	**6 500**
Furniture and Office Equipment		**207**	**96**	**–**	**2 950**	**2 525**	**2 525**	**1 015**	**515**	**500**
Machinery and Equipment		**–**	**–**	**–**	**300**	**300**	**300**	**–**	**–**	**–**
Transport Assets		**1 185**	**4 646**	**1 692**	**1 700**	**2 425**	**2 425**	**5 850**	**1 900**	**3 000**
Land		**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**
Zoo's, Marine and Non-biological Animals		**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**
Mature		–	-	-	-	-	-	-	-	-
Immature		–	-	-	-	-	-	-	-	-
Living Resources		-	-	-	-	-	-	-	-	-

Total Upgrading of Existing Assets	6	**16 900**	**31 497**	**23 162**	**6 700**	**10 666**	**10 666**	**29 050**	**6 000**	**2 000**
Roads Infrastructure		3 808	6 750	2 283	–	–	–	5 000	–	–
Storm water Infrastructure		–	–	–	–	–	–	–	–	–
Electrical Infrastructure		–	–	1 170	1 000	1 000	1 000	1 350	1 500	–
Water Supply Infrastructure		3 748	2 076	3 273	4 500	4 500	4 500	1 500	2 000	2 000
Sanitation Infrastructure		8 800	16 401	13 797	–	3 871	3 871	16 500	–	–
Solid Waste Infrastructure		–	–	–	–	–	–	–	2 500	–
Rail Infrastructure		–	–	–	–	–	–	–	–	–
Coastal Infrastructure		–	–	–	–	–	–	–	–	–
Information and Communication Infrastructure		–	–	–	–	–	–	–	–	–
Infrastructure		***16 356***	***25 227***	***20 523***	***5 500***	***9 371***	***9 371***	***24 350***	***6 000***	***2 000***
Community Facilities		–	–	–	–	–	–	–	–	–
Sport and Recreation Facilities		–	–	–	–	–	–	–	–	–
Community Assets		**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**
Heritage Assets		**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**
Revenue Generating		–	–	–	–	–	–	–	–	–
Non-revenue Generating		–	–	–	–	–	–	–	–	–
Investment properties		**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**
Operational Buildings		543	6 270	2 639	500	595	595	4 700	–	–
Housing		–	–	–	–	–	–	–	–	–
Other Assets		***543***	***6 270***	***2 639***	***500***	***595***	***595***	***4 700***	**–**	**–**
Biological or Cultivated Assets		**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**
Servitudes		–	–	–	–	–	–	–	–	–
Licences and Rights		–	–	–	–	–	–	–	–	–
Intangible Assets		**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**
Computer Equipment		**–**	**–**	**–**	**700**	**700**	**700**	**–**	**–**	**–**
Furniture and Office Equipment		**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**
Machinery and Equipment		**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**
Transport Assets		**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**
Land		**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**
Zoo's, Marine and Non-biological Animals		**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**
Mature		–	-	-	-	-	-	-	-	-
Immature		–	-	-	-	-	-	-	-	-
Living Resources		-	-	-	-	-	-	-	-	-
Total Capital Expenditure	4	**118 729**	**239 433**	**164 627**	**180 597**	**189 933**	**189 933**	**376 296**	**276 766**	**205 978**
Roads Infrastructure		10 112	40 643	16 360	29 773	33 922	33 922	45 000	–	10 562
Storm water Infrastructure		–	–	–	–	–	–	5 000	–	–
Electrical Infrastructure		42 249	23 261	29 572	45 256	40 897	40 897	85 262	85 150	25 700
Water Supply Infrastructure		38 215	94 492	46 933	47 455	48 402	48 402	55 973	79 917	74 706
Sanitation Infrastructure		12 215	22 422	16 629	4 000	7 871	7 871	41 200	15 500	18 000
Solid Waste Infrastructure		66	3 641	3 726	1 200	2 999	2 999	19 200	19 517	18 000
Rail Infrastructure		–	–	–	–	–	–	–	–	–
Coastal Infrastructure		–	–	–	–	–	–	–	–	–
Information and Communication Infrastructure		–	–	–	–	–	–	–	–	–
Infrastructure		***102 856***	***184 459***	***113 219***	***127 684***	***134 091***	***134 091***	***251 635***	***200 084***	***146 968***
Community Facilities		1 986	5 312	3 333	6 600	3 952	3 952	14 476	16 300	7 000
Sport and Recreation Facilities		5 525	12 970	4 019	6 024	5 472	5 472	12 820	–	–
Community Assets		***7 510***	***18 282***	***7 352***	***12 624***	***9 425***	***9 425***	***27 296***	***16 300***	***7 000***
Heritage Assets		**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**
Revenue Generating		–	–	–	–	–	–	–	–	–
Non-revenue Generating		–	–	–	–	–	–	–	–	–
Investment properties		**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**
Operational Buildings		543	6 390	2 639	700	700	700	7 200	–	–
Housing		–	–	7 587	10 000	10 000	10 000	10 000	10 000	5 000
Other Assets		***543***	***6 390***	***10 226***	***10 700***	***10 700***	***10 700***	***17 200***	***10 000***	***5 000***
Biological or Cultivated Assets		**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**
Servitudes		–	–	–	–	–	–	–	–	–
Licences and Rights		–	998	1 694	2 500	2 500	2 500	17 300	9 500	4 500
Intangible Assets		**–**	***998***	***1 694***	***2 500***	***2 500***	***2 500***	***17 300***	***9 500***	***4 500***
Computer Equipment		**745**	**9 864**	**5 891**	**2 400**	**2 537**	**2 537**	**8 700**	**9 400**	**6 500**
Furniture and Office Equipment		**2 154**	**2 910**	**5 260**	**4 612**	**4 660**	**4 660**	**6 335**	**3 103**	**3 010**
Machinery and Equipment		**1 011**	**1 298**	**10 891**	**3 817**	**6 784**	**6 784**	**20 940**	**8 380**	**13 000**
Transport Assets		**2 730**	**15 162**	**9 704**	**16 260**	**19 237**	**19 237**	**26 890**	**20 000**	**20 000**
Land		**1 179**	**72**	**391**	**–**	**–**	**–**	**–**	**–**	**–**
Zoo's, Marine and Non-biological Animals		**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**
Mature		–	-	-	-	-	-	-	-	-
Immature		–	-	-	-	-	-	-	-	-
Living Resources		-	-	-	-	-	-	-	-	-
TOTAL CAPITAL EXPENDITURE - Asset class		**118 729**	**239 433**	**164 627**	**180 597**	**189 933**	**189 933**	**376 296**	**276 766**	**205 978**

ASSET REGISTER SUMMARY - PPE (WDV)	5	1 850 141	1 943 292	2 019 829	2 220 061	2 229 397	2 229 397	2 529 689	2 451 530	2 387 742
Roads Infrastructure		528 159	550 758	544 085	563 607	567 757	567 757	628 834	603 834	614 397
Storm water Infrastructure		–	–	–	–	–	–	5 000	–	–
Electrical Infrastructure		429 611	381 218	367 113	608 947	604 588	604 588	683 582	683 470	624 020
Water Supply Infrastructure		254 969	352 199	408 634	465 982	466 929	466 929	494 500	520 444	522 233
Sanitation Infrastructure		334 987	332 167	331 666	247 444	251 315	251 315	284 644	258 944	261 444
Solid Waste Infrastructure		–	1 559	6 967	1 200	2 999	2 999	19 200	19 517	18 000
Rail Infrastructure										
Coastal Infrastructure										
Information and Communication Infrastructure										
Infrastructure		***1 547 725***	***1 617 901***	***1 658 465***	***1 887 180***	***1 893 587***	***1 893 587***	***2 115 761***	***2 086 209***	***2 040 094***
Community Assets		48 957	56 734	75 928	59 140	55 940	55 940	73 811	62 815	53 515
Heritage Assets		**19**	**19**	**19**	**19**	**19**	**19**	**19**	**19**	**19**
Investment properties		**(2 247)**	**(245)**	**49 281**	**49 351**	**49 351**	**49 351**	**49 351**	**49 351**	**49 351**
Other Assets		8 287	22 926	18 558	(3 432)	(3 432)	(3 432)	3 068	(4 762)	(9 762)
Biological or Cultivated Assets										
Intangible Assets		2 107	4 416	6 834	7 698	7 698	7 698	31 798	23 998	18 998
Computer Equipment		**3 735**	**11 924**	**13 316**	**9 216**	**9 353**	**9 353**	**15 516**	**16 216**	**13 316**
Furniture and Office Equipment		**6 439**	**6 882**	**11 468**	**9 747**	**9 795**	**9 795**	**11 470**	**8 237**	**8 145**
Machinery and Equipment		**26 876**	**9 792**	**24 284**	**17 935**	**20 902**	**20 902**	**35 058**	**22 498**	**27 118**
Transport Assets		**38 630**	**46 811**	**44 821**	**56 342**	**59 319**	**59 319**	**66 972**	**60 082**	**60 082**
Land		**169 614**	**166 133**	**116 856**	**126 866**	**126 866**	**126 866**	**126 866**	**126 866**	**126 866**
Zoo's, Marine and Non-biological Animals										
Living Resources										
TOTAL ASSET REGISTER SUMMARY - PPE (WDV)	5	**1 850 141**	**1 943 292**	**2 019 829**	**2 220 061**	**2 229 397**	**2 229 397**	**2 529 689**	**2 451 530**	**2 387 742**
EXPENDITURE OTHER ITEMS		**233 993**	**233 537**	**261 831**	**300 777**	**304 846**	**304 846**	**327 610**	**341 497**	**355 993**
Depreciation	7	130 385	134 535	127 289	139 695	136 038	136 038	140 855	145 807	151 112
Repairs and Maintenance by Asset Class	3	**103 609**	**99 001**	**134 543**	**161 081**	**168 807**	**168 807**	**186 754**	**195 690**	**204 880**
Roads Infrastructure		24 648	15 851	23 392	34 973	33 836	33 836	41 070	43 083	45 109
Storm water Infrastructure		–	–	–	–	–	–	–	–	–
Electrical Infrastructure		19 129	22 334	28 949	32 766	34 688	34 688	37 237	39 063	40 900
Water Supply Infrastructure		22 829	25 310	29 682	31 866	36 621	36 621	39 992	41 952	43 925
Sanitation Infrastructure		23 766	22 751	31 258	35 606	37 116	37 116	40 464	42 448	44 444
Solid Waste Infrastructure		–	–	–	–	–	–	–	–	–
Rail Infrastructure		–	–	–	–	–	–	–	–	–
Coastal Infrastructure		–	–	–	–	–	–	–	–	–
Information and Communication Infrastructure		–	1 857	1 212	1 700	1 500	1 500	1 500	1 574	1 647
Infrastructure		***90 372***	***88 102***	***114 493***	***136 910***	***143 761***	***143 761***	***160 263***	***168 119***	***176 024***
Community Facilities		38	82	1 027	3 646	3 283	3 283	3 482	3 652	3 824
Sport and Recreation Facilities		–	–	–	–	–	–	–	–	–
Community Assets		***38***	***82***	***1 027***	***3 646***	***3 283***	***3 283***	***3 482***	***3 652***	***3 824***
Heritage Assets		**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**
Revenue Generating		–	–	–	–	–	–	–	–	–
Non-revenue Generating		–	–	–	–	–	–	–	–	–
Investment properties		**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**
Operational Buildings		2 793	965	5 667	8 347	5 726	5 726	6 287	6 521	6 817
Housing		–	–	–	–	–	–	–	–	–
Other Assets		***2 793***	***965***	***5 667***	***8 347***	***5 726***	***5 726***	***6 287***	***6 521***	***6 817***
Biological or Cultivated Assets		**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**
Servitudes		–	–	–	–	–	–	–	–	–
Licences and Rights		–	–	–	–	–	–	–	–	–
Intangible Assets		**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**
Computer Equipment		**11**	**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**
Furniture and Office Equipment		**56**	**166**	**157**	**386**	**353**	**353**	**370**	**383**	**401**
Machinery and Equipment		**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**
Transport Assets		**10 338**	**9 685**	**13 199**	**11 792**	**15 684**	**15 684**	**16 353**	**17 015**	**17 814**
Land		**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**
Zoo's, Marine and Non-biological Animals		**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**
Mature		–	-	-	-	-	-	-	-	-
Immature		–	-	-	-	-	-	-	-	-
Living Resources		-	-	-	-	-	-	-	-	-
TOTAL EXPENDITURE OTHER ITEMS		**233 993**	**233 537**	**261 831**	**300 777**	**304 846**	**304 846**	**327 610**	**341 497**	**355 993**
Renewal and upgrading of Existing Assets as % of total capex		*80.4%*	*69.2%*	*56.5%*	*48.4%*	*50.4%*	*50.4%*	*52.9%*	*64.2%*	*69.0%*
Renewal and upgrading of Existing Assets as % of deprecn		*73.2%*	*123.1%*	*73.1%*	*62.6%*	*70.3%*	*70.3%*	*141.4%*	*121.8%*	*94.1%*
R&M as a % of PPE		*5.1%*	*4.7%*	*6.4%*	*6.6%*	*6.9%*	*6.9%*	*8.8%*	*7.1%*	*7.7%*
Renewal and upgrading and R&M as a % of PPE		*11.0%*	*14.0%*	*11.0%*	*11.0%*	*12.0%*	*12.0%*	*15.0%*	*15.0%*	*15.0%*

Explanatory notes to Table A9 – Asset Management

1. Table A9 provides an overview of municipal capital allocations to building new assets and the renewal of existing assets, as well as spending on repairs and maintenance by asset class.

2. National Treasury has recommended that municipalities should allocate at least 40 % of their capital budget to the renewal of existing assets, and allocations to repairs and maintenance should be 8% of PPE. The Minister of COGTA has announced in the Back to Basics Programme that at least 7% of the operational budget should be allocated to Repairs and Maintenance.

3. The following graph provides an analysis between depreciation and operational repairs and maintenance. It highlights the Municipality's strategy to address the maintenance backlog.

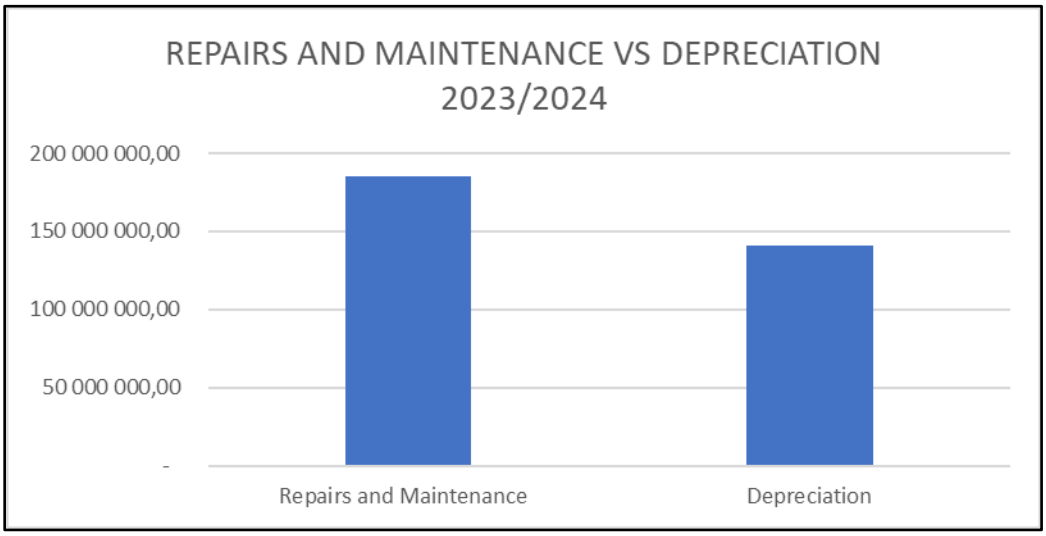

Figure 4 Repairs and Maintenance vs Depreciation

Table 20 MBRR Table A10 – Basic Service Delivery Measurement

Description	Ref	2019/20	2020/21	2021/22	Current Year 2022/23			2023/24 Medium Term Revenue & Expenditure Framework		
		Outcome	Outcome	Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
Household service targets	1									
Water:										
Piped water inside dwelling		19 461	19 850	–	19 850	19 850	19 850	19 850	19 850	–
Piped water inside yard (but not in dwelling)		5 376	5 484	–	5 484	5 484	5 484	5 848	5 848	–
Using public tap (at least min.service level)	2	1 467	1 496	–	1 496	1 496	1 496	1 496	1 496	–
Other water supply (at least min.service level)	4	26 304	–	–	26 830	26 830	26 830	26 830	26 830	–
Minimum Service Level and Above sub-total		52 608	26 830	–	53 660	53 660	53 660	54 024	54 024	–
Using public tap (< min.service level)	3	–	2 442	–	–	–	–	–	–	–
Other water supply (< min.service level)	4	1 266	–	–	1 291	1 291	1 291	1 291	1 291	–
No water supply		3 660	1 291	–	1 291	1 291	1 291	1 291	1 291	–
Below Minimum Service Level sub-total		4 926	3 733	–	2 582	2 582	2 582	2 582	2 582	–
Total number of households	5	**57 534**	**30 563**	**–**	**56 242**	**56 242**	**56 242**	**56 606**	**56 606**	**–**
Sanitation/sewerage:										
Flush toilet (connected to sewerage)		17 370	17 717	–	17 717	17 717	17 717	17 717	17 717	–
Flush toilet (with septic tank)		5 505	5 615	–	5 615	5 615	5 615	5 615	5 615	–
Chemical toilet		1 842	1 879	–	1 879	1 879	1 879	1 879	1 879	–
Pit toilet (ventilated)		477	487	–	487	487	487	487	487	–
Other toilet provisions (> min.service level)		3 519	3 589	–	3 589	3 589	3 589	3 589	3 589	–
Minimum Service Level and Above sub-total		28 713	29 287	–	29 287	29 287	29 287	29 287	29 287	–
Bucket toilet		–	–	–	–	–	–	–	–	–
Other toilet provisions (< min.service level)		658	658	–	658	658	658	658	658	–
No toilet provisions		606	618	–	618	618	618	618	618	–
Below Minimum Service Level sub-total		1 264	1 276	–	1 276	1 276	1 276	1 276	1 276	–
Total number of households	5	**29 977**	**30 563**	**–**	**30 563**	**30 563**	**30 563**	**30 563**	**30 563**	**–**
Energy:										
Electricity (at least min.service level)		15 906	16 224	–	16 224	16 224	16 224	16 224	16 224	–
Electricity - prepaid (min.service level)		7 500	7 650	–	7 650	7 650	7 650	7 650	7 650	–
Minimum Service Level and Above sub-total		23 406	23 874	–	23 874	23 874	23 874	23 874	23 874	–
Electricity (< min.service level)		363	370	–	370	370	370	370	370	–
Electricity - prepaid (< min. service level)		–	–	–	–	–	–	–	–	–
Other energy sources		6 195	6 319	–	6 689	6 689	6 689	6 689	6 689	–
Below Minimum Service Level sub-total		6 558	6 689	–	7 059	7 059	7 059	7 059	7 059	–
Total number of households	5	**29 964**	**30 563**	**–**	**30 933**	**30 933**	**30 933**	**30 933**	**30 933**	**–**
Refuse:										
Removed at least once a week		24 594	25 086	–	25 086	25 086	25 086	25 086	25 086	–
Minimum Service Level and Above sub-total		24 594	25 086	–	25 086	25 086	25 086	25 086	25 086	–
Removed less frequently than once a week		303	309	–	309	309	309	309	309	–
Using communal refuse dump		–	591	–	–	–	–	–	–	–
Using own refuse dump		3 177	3 241	–	3 241	3 241	3 241	3 241	3 241	–
Other rubbish disposal		948	967	–	967	967	967	967	967	–
No rubbish disposal		5 370	5 370	–	5 478	5 478	5 478	5 478	5 478	–
Below Minimum Service Level sub-total		9 798	10 478	–	9 995	9 995	9 995	9 995	9 995	–
Total number of households	5	**34 392**	**35 564**	**–**	**35 081**	**35 081**	**35 081**	**35 081**	**35 081**	**–**
Households receiving Free Basic Service	7									
Water (6 kilolitres per household per month)		9 553 349	–	–	11 468 574	11 468 574	11 468 574	12 374 591	–	–
Sanitation (free minimum level service)		–	–	–	–	–	–	–	–	–
Electricity/other energy (50kwh per household per month)		602 045	–	–	656 885	656 885	656 885	715 348	–	–
Refuse (removed at least once a week)		–	–	–	–	–	–	–	–	–
Informal Settlements		–	–	–	–	–	–	–	–	–
Cost of Free Basic Services provided - Formal Settlements (R'000)										
Water (6 kilolitres per **indigent** household per month)		9 553	6 743	4 434	6 310	6 310	6 310	6 891	7 477	8 090
Sanitation (free sanitation service to **indigent households**)		–	–	–	–	–	–	–	–	–
Electricity/other energy (50kwh per **indigent** household per month)		602	1 423	2 334	661	2 367	2 367	2 805	3 162	3 659
Refuse (removed once a week **for indigent households**)		–	–	–	–	–	–	–	–	–
Cost of Free Basic Services provided - Informal Formal Settlements (R'000)		10	–	–	12	12	12	13	–	–
Total cost of FBS provided	8	**10 166**	**8 166**	**6 768**	**6 984**	**8 690**	**8 690**	**9 709**	**10 639**	**11 749**
Highest level of free service provided per household										
Property rates (R value threshold)										
Water (kilolitres per household per month)										
Sanitation (kilolitres per household per month)										
Sanitation (Rand per household per month)										
Electricity (kwh per household per month)										
Refuse (average litres per week)										
Revenue cost of subsidised services provided (R'000)	9									
Property rates **(tariff adjustment)** (**impermissable values per section 17 of MPRA**)		–	–	–	–	–	–	–	–	–
Property rates exemptions, reductions and rebates **and impermissable values in excess of section 17 of MPRA)**		4 574	44 319	42 184	49 519	49 024	49 024	52 333	55 473	58 802
Water **(in excess of 6 kilolitres per indigent household per month)**		7 776	298	–	–	–	–	–	–	–
Sanitation **(in excess of free sanitation service to indigent households)**		14 173	15 157	15 702	17 077	17 077	17 077	18 229	19 323	20 483
Electricity/other energy **(in excess of 50 kwh per indigent household per month)**		–	–	–	–	–	–	–	–	–
Refuse **(in excess of one removal a week for indigent households)**		7 916	8 757	9 631	5 779	5 779	5 779	6 183	6 554	6 948
Municipal Housing - rental rebates										
Housing - top structure subsidies	6									
Other										
Total revenue cost of subsidised services provided		**34 439**	**68 531**	**67 517**	**72 374**	**71 880**	**71 880**	**76 746**	**81 351**	**86 232**

Explanatory notes to Table A10 – Basic Service Delivery Measurement

1. Table A10 provides an overview of service delivery levels, including backlogs (below minimum service level), for each of the main services.

2. The budget provides for households registered as indigents to receive Free Basic Services. The number is set to increase given the rapid rate of in-migration to the municipality, especially by poor people seeking economic opportunities related to the Savanna City development, as well as due to the unemployment rate as a result of the COVID-19 pandemic.

3. The cost of Free Basic Services will be covered by the municipality's equitable share allocation from national government.

The following statistical information have been used in populating the household statistics:

Definition of Household- Stats SA definition- *A household is a group of persons who live together and provide themselves jointly with food or other essentials for living, or a single person who lives alone.*

Description of Economic Indicator	Clarification
1. Demographics* All demographic information/values is per the base information from the STATS SA official Census 2011- The years provided Further clarification will be provided per attribute	
1.1 Population	
• **2011 Census**	– The demographics are as per Stats SA Census 2011
• **2021/2022 Outcome**	- – Is as per the Stats SA Community Survey for 2016
• **Current year 2022/2023**	- Demographics data is projected as per 3% annual anticipated percentage increase
• **2023/2024Medium Term Revenue & Expenditure Framework**	-Demographics data is projected as per 3% annual anticipated percentage increase
• **3 % used to project for outer years**	-The Average annual population growth for Midvaal for the periods (1996-2011) =3.1% Source: Midvaal Economic Analysis Report
2. Monthly Household income (no of households)**	
• **2011 Census**	-The monthly household income is as per Stats SA Census 2011
• **2021/2022 Outcome**	-Monthly income data is projected as per 3% annual anticipated percentage increase
• **Current year 2022/2023**	-Demographics data is projected as per 3% annual anticipated percentage increase

• **2023/2024 Medium Term Revenue & Expenditure Framework**	-Demographics data is projected as per 3% annual anticipated percentage increase
3. Poverty Profiles *** Poverty definition?- *Income band as per template provided by National treasury*	
• **2011 Census**	-Poverty profiles as per STATS SA Census 2011
• **2021/2022 Outcome**	-Poverty profile data is projected as per 3% annual anticipated percentage increase
• **Current year 2022/2023**	-Poverty profile data is projected as per 3% annual anticipated percentage increase
• **2023/2024 Medium Term Revenue & Expenditure Framework**	-Poverty profile data is projected as per 3% annual anticipated percentage increase
4. Household/demographics (000)**** Definition of poor households as per Midvaal Indegent Policy	
• **2011 Census**	Household demographics as per the STATS SA Census 2011 data
• **2023/2024 Medium Term Revenue & Expenditure Framework**	Household demographics data is projected as per the 3% annual anticipated percentage increase
5. Housing statistics ***** **Formal definition**- A structure built according to approved plans, i.e. house on a separate stand, flat or apartment, townhouse, room in a backyard or rooms or flatlet elsewhere. (STATS SA) **Informal definition-** Makeshift structure not approved by a local authority and not intended as a permanent dwelling. Typically built with found materials (corrugated iron, cardboard, plastic, etc.). Contrasted with formal dwelling and traditional dwelling. (STATS SA)	
6. Total number of households******	
• **Dwellings provided by municipality**	The Midvaal local municipality is not an accredited municipality/implementing agent and thus it does not provide any dwellings.
• **Dwellings provided by province/s**	The data provided is in relation to the total number of houses as built by the Gauteng Department of Housing
• **Dwellings provided by private sector**	The dwellings reported here are the ones built by private sector and individual applicants (The information is as reflective of the certificates of occupancies issued to completed and legally compliant structures)
7. Households with access to water services	
• Piped water inside dwelling	Households supplied by MLM and/or other WSPs within MLM jurisdiction that have either a metered connection or own

	unmetered borehole and also including all tenants and backyard dwellers within the same supply point in different settlements viz, Sicelo, Lakeside Estates, etc.
• Piped water inside yard but not dwelling	Households supplied by MLM and/or other WSPs within MLM jurisdiction that have either a metered or unmetered connection with a standpipe in yard but not connected to dwelling
• Using public tap (at least minimum service level)	Households supplied by MLM and/or other WSPs within MLM jurisdiction that share a communal water supply point within a walking distance of 200 metres in a form of a standpipe or storage tank
• Other water supply (at least min.service level)	Households supplied by MLM and/or other WSPs within MLM jurisdiction that receive water through mobile water tankers(trucks) at a pre-determined periods or on request within a walking distance of 200 metres
• No water supply	Any known households that are completely not having a form of water supply by MLM or any entity in any settlement in public or private property.
8. Households with access to sanitation services	
• Flush toilet (connected to sewerage)	Households serviced by MLM water bourne sewer system including their tenants and backyard dwellers
• Flush toilet (with septic tank)	Households with flushing toilets serviced by owners and SP other than MLM that are connected to septic tanks and Bio-chemical on-site treatment package plants mostly found where there is in no sewer reticulation system for MLM
• Chemical toilet	Households serviced by portable toilets on a shared basis utilizing chemical for breakdown of solids and emptied through honey suckers viz, Sicelo x4&5
• Pit toilet (ventilated)	Households serviced by portable toilets(VIP) on a shared basis utilizing either chemical breakdown of solids or biological. viz, Beers' farm, Boitumelo, Khayelitsha, Piels farm, etc.
• Other toilet provisions (> min.service level)	Households serviced by Pit toilets fitted with conservancy bladder to prevent water from seeping into the ground. Viz, Skansdam
• Bucket toilet	Known Households utilizing buckets that are serviced by MLM or any other Service provider

• Other toilet provisions (< min.service level)	Known Household with self-constructed toilet systems mostly unlined pit but do not meet the minimum standards as set out the DWS
• No toilet provisions	Known households without any form of sanitation facility or toilet.
9. Households with access to Electricity	
• Formal households	Households supplied by MLM and/or other WSPs within MLM jurisdiction that have an Electricity meter
• Granny flats	Households supplied by MLM and/or other WSPs within MLM jurisdiction that an Electricity meter
10. Households with no access to Electricity	
• Households in Savanna City	Households serviced by MLM with no reticulation system
• Informal households	Households that are not reticulated. These households are not represented in the statistics
11. Households with no access to Waste Collection	In terms of Integrated Management Plan the municipality worked on rolling out waste collection services to all residents of Midvaal Local municipalty on a weekly basis which resulted in a decline on total number of household receiving below minimum service level on waste collection. Informal settlements are now also receiving weekly waste collection services according to the predetermined waste collection programme.

Part 2 – Supporting Documentation

2.1 Overview of the annual budget process

Section 53 of the MFMA requires the Mayor of the municipality to provide general political guidance in the budget process and the setting of priorities that must guide the preparation of the budget. In addition, Chapter 2 of the Municipal Budget and Reporting Regulations states that the Mayor of the municipality must establish a Budget Steering Committee to provide technical assistance to the Mayor in discharging the responsibilities set out in section 53 of the Act.

The Budget Steering Committee consists of the Municipal Manager and senior officials of the municipality meeting under the chairpersonship of the Executive Mayor.

The primary aims of the Budget Steering Committee are to ensure:

- that the process followed to compile the budget complies with legislation and good budget practices;
- that there is proper alignment between the policy and service delivery priorities set out in the Municipality's IDP and the budget, taking into account the need to protect the financial sustainability of the municipality;
- that the municipality's revenue and tariff setting strategies ensure that the cash resources needed to deliver services are available; and
- that the various spending priorities of the different municipal departments are properly evaluated and prioritised in the allocation of resources.

2.1.1 Budget Process Overview

In terms of section 21 of the MFMA the Mayor is required to table in Council ten months before the start of the new financial year (i.e. August annually) a time schedule that sets out the process to revise the IDP and prepare the budget.

The Mayor tabled in Council as required the IDP and budget time schedule in August 2023, and it was subsequently amended and tabled in Council in January. Key dates applicable to the process were:

	Submission of IDP to MEC for Comments. Submission of Budget to NT for Comments (Including upload files in printed and electronic format). Submission of draft IDP / Budget to organs of state.
April 2023	Engagements with National and Provincial Treasury regarding the tabled IDP, Budget and SDBIP.
April 2023	Workshop with all councilors regarding the IDP and Budget.
April 2023 **(Detailed dates to be determined by the Office of the Speaker)**	IDP and Budget Hearings in terms of section 16 of the Municipal Systems Act and section 23 of the MFMA: - Conduct IDP/Corporate Scorecard / Budget Public Hearings to obtain public comment and inputs from communities, provincial government and other relevant stakeholders (performed through ward councilors) - Comments to be provided in writing - Acknowledgement of comments received - Response to public comment i.r.o. Budget, tariffs and policies (to Budget Steering Committee).
10 May 2023	Budget Steering Committee to consider final IDP, Budget and SDBIP.
16 May 2023	Section 80 Committee to recommend final IDP, Budget and SDBIP.
17 May 2023	Mayoral Committee to recommend final IDP, Budget and SDBIP.
26 May 2023	Council to approve final IDP and Budget. SDBIP to be noted by Council. Council must give final approval of the IDP/Corporate Scorecard and Budget document by resolution, setting taxes and tariffs, approving changes to the IDP and budget related policies, approve measurable performance objectives for revenue by source and expenditure by vote before the start of the financial year as required by sections 23 and 24 of the MFMA and section 25 of the MSA.
June 2023	Making public of approved IDP / Budget as per the MFMA and MSA requirements. Tariff and By-law Promulgation. Submission of approved IDP to MEC for Local Government and Housing. Submission of approved IDP and Budget to NT (Including upload files in printed and electronic format).
June 2023	Submission of Draft SDBIP to Executive Mayor:

	- Executive Mayor to receive Draft Municipal SDBIP within 14 days after approval of the budget.
June 2023	Approval of SDBIP by Executive Mayor: - Executive Mayor to approve Municipal SDBIP within 28 days after approval of the budget - Place all Directorate Executive Summaries and SDBIPs and Department Business Plans and SDBIPs on website.
June 2023	Section 57 (MSA) Performance Agreements: - Submit performance agreements to the Executive Mayor within a month after the beginning of the financial year. - Council to note New Section 57 Scorecards. - Performance agreements of Municipal Manager and senior managers to be made public no later than 14 days after the approval of the SDBIP.

2.1.2 IDP and Service Delivery and Budget Implementation Plan

The IDP review started in September 2022 after the tabling of the IDP Process Plan and the Budget Time Schedule for the 2023/24 MTREF in August.

The Municipality's IDP is its principal strategic planning instrument, which directly guides and informs its planning, budget, management and development actions. This framework is rolled out into objectives, key performance indicators and targets for implementation which directly inform the Service Delivery and Budget Implementation Plan. The Process Plan includes the following key IDP processes and deliverables:

- Registration of community needs;
- Compilation of departmental business plans including key performance indicators and targets;
- Financial planning and budgeting process;
- Public participation process;
- Compilation of the SDBIP, and
- The review of the performance management and monitoring processes.

The IDP includes the Spatial Development Plan.

2.1.3 Financial Modelling and Key Planning Drivers

As part of the compilation of the 2023/24 MTREF, extensive financial modelling was undertaken to ensure affordability and long-term financial sustainability. The following key factors and planning strategies have informed the compilation of the 2023/24 MTREF:

- Municipal growth (no growth projected for the MTREF period other than for Savanna City)
- Policy priorities and strategic objectives
- Asset maintenance
- Economic climate and trends (i.e. inflation, Eskom increases, household debt, migration patterns)
- Performance trends
- The approved 2022/23 adjustments budget and performance against the SDBIP
- Cash Flow Management Strategy
- Debtor payment levels
- Investment possibilities
- The need for tariff increases versus the ability of the community to pay for services;
- Improved and sustainable service delivery

In addition to the above, the strategic guidance given in National Treasury's MFMA Circulars have been taken into consideration in the planning and prioritisation process.

The municipality has commissioned a Long Term Financial Plan in the previous financial year, and this plan is in the process of being updated in the current financial year. This plan included an assessment of the financial position of the municipality. The next step will be developing a Capital Investment Framework (CIF) and the Long Term Financial Plan and the CIF to be aligned.

2.1.4 Community Consultation

The draft 2023/24 MTREF is tabled before Council (in March 2023) for endorsement of the budget for community consultation. The budget will be published on the municipality's website for public comment. In addition, hard copies will be made available at municipal offices, municipal notice boards and various libraries.

All documents in the appropriate format will be provided to National and Provincial Treasury, and other national and provincial departments in accordance with section 23 of the MFMA, to provide an opportunity for them to provide inputs. No printed copies will be submitted as per the MFMA circular 112 and 115.

Public consultation meetings will be held during the month of March and April 2023. Radio interviews will also be held, as well as newspaper articles published summarising the budget. We would also be using the Midvaal app for comments.

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2.2 Overview of alignment of annual budget with IDP

The Constitution mandates local government with the responsibility to exercise local developmental and cooperative governance. The eradication of imbalances in South African society can only be realized through a credible integrated developmental planning process.

Municipalities in South Africa need to utilise integrated development planning as a method to plan future development in their areas and so find the best solutions to achieve sound long-term development goals. A municipal IDP provides a five-year strategic programme of action aimed at setting short, medium and long term strategic and budget priorities to create a development platform, which correlates with the term of office of the political incumbents. The plan aligns the resources and the capacity of a municipality to its overall development aims and guides the municipal budget. An IDP is therefore a key instrument which municipalities use to provide vision, leadership and direction to all those that have a role to play in the development of a municipal area. The IDP enables municipalities to make the best use of scarce resources and speed up service delivery.

Integrated developmental planning in the South African context is amongst others, an approach to planning aimed at involving the municipality and the community to jointly find the best solutions towards sustainable development. Furthermore, integrated development planning provides a strategic environment for managing and guiding all planning, development and decision making in the municipality.

It is important that the IDP developed by municipalities correlate with National and Provincial intent. It must aim to co-ordinate the work of local and other spheres of government in a coherent plan to improve the quality of life for all the people living in that area. Applied to the Municipality, issues of national and provincial importance should be reflected in the IDP of the municipality. A clear understanding of such intent is therefore imperative to ensure that the Municipality strategically complies with the key national and provincial priorities.

The Constitution requires local government to relate its management, budgeting and planning functions to its objectives. This gives a clear indication of the intended purposes of municipal integrated development planning. Legislation stipulates clearly that a municipality must not only give effect to its IDP, but must also conduct its affairs in a manner which is consistent with its IDP.

The following table highlights the IDP's strategic objectives for the 2023/24 MTREF and further planning refinements that have directly informed the compilation of the budget:

Table 21 IDP Strategic Objectives

KPA	Definition
KPA 1: Good Governance & Public Participation	To promote increased participation and improved communication with all key internal and external stakeholders
KPA 2: Safety & Environment	To create a sustainable environment safe from harm
KPA 3: Social & Community Development	To create an environment focussed on uplifting the youth, the poor and the most vulnerable
KPA 4: Institutional Transformation	To transform and align the people, processes and systems of the municipality to achieve its objectives
KPA 5: Financial Sustainability	To improve the financial sustainability and capacity of the municipality, whilst adhering to statutory requirements
KPA 6: Physical Infrastructure & Energy Efficiency	To ensure efficient infrastructure and energy supply that will improve the quality of life of the community
KPA 7: Services & Customer Care	To deliver inclusive and excellent services to the community
KPA 8: Economic Growth & Development	To facilitate sustainable economic empowerment for all communities within Midvaal and through the development of partnerships and innovation

In order to ensure integrated and focused service delivery between all spheres of government it was important for the Municipality to align its budget priorities with that of national and provincial government. All spheres of government place a high priority on infrastructure development, economic development and job creation, efficient service delivery, poverty alleviation and building sound institutional arrangements.

In line with the MSA, the IDP constitutes a single, inclusive strategic plan for the Municipality. The five-year programme responds to the development challenges and opportunities faced by the Municipality by identifying the key performance areas to achieve the strategic objectives mentioned above.

The 2023/24 MTREF has therefore been directly informed by the IDP revision process and the following tables provide a reconciliation between the IDP strategic objectives and operating revenue, operating expenditure and capital expenditure.

Refer to MBRR Table SA4, MBRR SA 5 and MBRR SA 6 which are contained at the end of this document for the following information:

- **MBRR Table SA4 – Reconciliation between the IDP strategic objectives and budgeted revenue**
- **MBRR Table SA5 – Reconciliation between the IDP strategic objectives and budgeted operating expenditure**
- **MBRR Table SA6 – Reconciliation between the IDP strategic objectives and budgeted capital expenditure**

2.3 Measurable performance objectives and indicators

Performance Management is a system intended to manage and monitor service delivery progress against the identified strategic objectives and priorities. In accordance with legislative requirements and good business practices as informed by the National Framework for Managing Programme Performance Information, the Municipality has developed and implemented a performance management system of which system is constantly refined as the integrated planning process unfolds. The Municipality targets, monitors, assesses and reviews organisational performance which in turn is directly linked to individual employee's performance.

At any given time within government, information from multiple years is being considered; plans and budgets for next year; implementation for the current year; and reporting on last year's performance. Although performance information is reported publicly during the last stage, the performance information process begins when policies are being developed, and continues through each of the planning, budgeting, implementation and reporting stages. The planning, budgeting and reporting cycle can be graphically illustrated as follows:

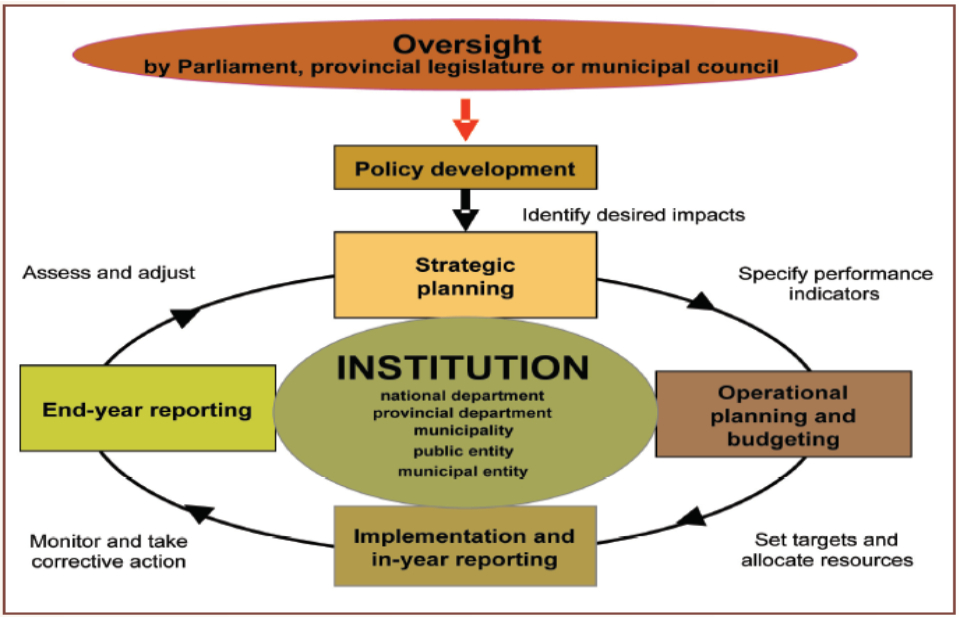

Figure 5 Planning, budgeting and reporting cycle

The performance of the Municipality relates directly to the extent to which it has achieved success in realising its goals and objectives, complied with legislative requirements and meeting stakeholder expectations. The Municipality therefore has adopted one integrated performance management system which encompasses:

- Planning (setting goals, objectives, targets and benchmarks);
- Monitoring (regular monitoring and checking on the progress against plan);
- Measurement (indicators of success);
- Review (identifying areas requiring change and improvement);
- Reporting (what information, to whom, from whom, how often and for what purpose); and
- Improvement (making changes where necessary).

The performance information concepts used by the Municipality in its integrated performance management system are aligned to the ***Framework of Managing Programme Performance Information*** issued by the National Treasury:

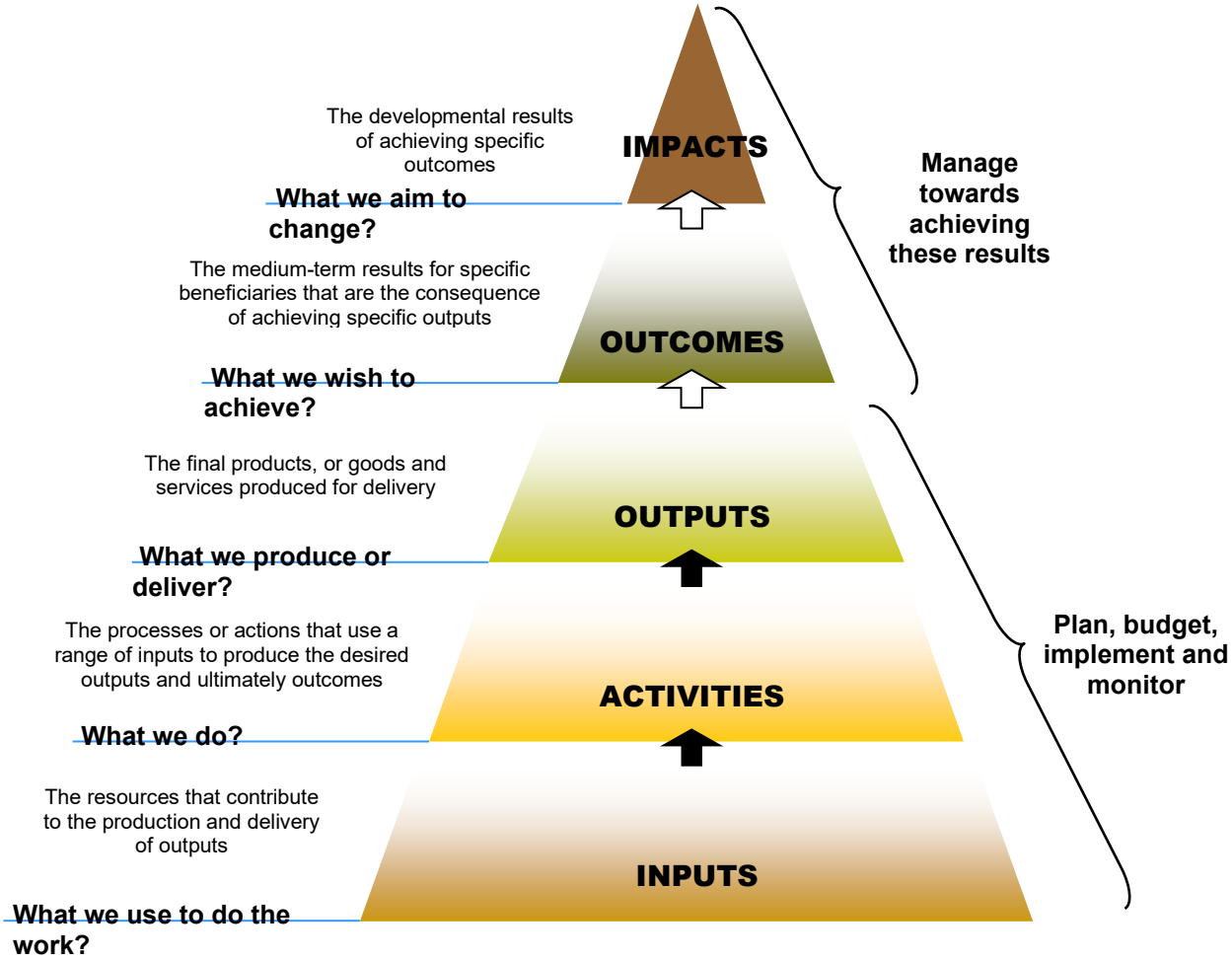

Figure 6 Definition of performance information concepts

The following tables attached to this document provides the main measurable performance objectives the municipality undertakes to achieve this financial year as well as the main performance objectives and benchmarks for the 2023/24 MTREF.

- **MBRR Table SA7 – Measurable performance objectives**
- **MBRR Table SA8 – Performance indicators and benchmarks**

Also refer to the full SDBIP of the Municipality as contained in Annexure AM of this report for full details on the targets set for the year to achieve the organisational goals.

2.3.1 Performance indicators and benchmarks

This section provides information on how the indicators and benchmarks contained in Table SA 8 should be interpreted:

2.3.1.1 Borrowing Management

Capital expenditure in local government can be funded by capital grants, own-source revenue and long term borrowing. The ability of a municipality to raise long term borrowing is largely dependent on its creditworthiness and financial position. As with all other municipalities, Midvaal's borrowing strategy is primarily informed by the affordability of debt repayments. The structure of the municipality's debt portfolio is dominated by annuity loans. The following financial performance indicators have formed part of the compilation of the 2023/24 MTREF:

- *Borrowing to asset ratio* is a measure of the long-term borrowing as a percentage of the total asset base of the municipality.
- *Capital charges to operating expenditure* is a measure of the cost of borrowing in relation to the operating expenditure.
- *Borrowing funding of own capital expenditure* measures the degree to which own capital expenditure (excluding grants and contributions) has been funded by way of borrowing.

2.3.1.2 Safety of Capital

- *The debt-to-equity ratio* is a financial ratio indicating the relative proportion of equity and debt used in financing the municipality's assets. The indicator is based on the total of loans, creditors, overdraft and tax provisions as a percentage of funds and reserves.
- *The gearing ratio* is a measure of the total long term borrowings over funds and reserves.

2.3.1.3 Liquidity

- *Current ratio* is a measure of the current assets divided by the current liabilities and as a benchmark the municipality has set a limit of 1, hence at no point in time should this ratio be less than 1.

- *The liquidity ratio* is a measure of the ability of the municipality to utilise cash and cash equivalents to extinguish or retire its current liabilities immediately. Ideally the municipality should have the equivalent cash and cash equivalents on hand to meet at least the current liabilities, which should translate into a liquidity ratio of 1.

2.3.1.4 Revenue Management

- The budget is compiled based on a 92% collection rate. The debt collection and credit control policy is being implemented on an ongoing basis and debt older than 90 days are handed over to the external debt collectors for legal collections.

2.3.1.5 Creditors Management

- The Municipality has managed to ensure that creditors are settled within the legislated 30 days of invoice.

2.3.1.6 Other Indicators

- The electricity and water distribution losses are currently not within acceptable norms. The municipality is implementing programmes on an ongoing basis to reduce these losses.
- Employee costs as a percentage of operating revenue remains stable over the MTREF period.
- Repairs and maintenance as percentage of operating revenue is increasing as part of the municipality's approach to increase repairs and maintenance expenditure to protect its assets.

2.3.2 Free Basic Services: basic social services package for indigent households

The social package assists residents that have difficulty paying for services and are registered as indigent households in terms of the Indigent Policy of the Municipality. Only registered indigents qualify for the free basic services.

In terms of the Municipality's indigent policy registered households are entitled to 6 kℓ free water, 50 kwh of electricity, sanitation and free waste removal equivalent to 85 ℓ once a week, as well as a rebate on their property rates.

Further detail relating to the number of households receiving free basic services, the cost of free basic services, highest level of free basic services as well as the revenue cost associated with the free basic services is contained in Table MBRR A10 (Basic Service Delivery Measurement).

Note that the number of households in informal areas that receive free services and the cost of these services (e.g. the provision of water through stand pipes, water tankers, etc.) are not taken into account in the table noted above.

2.3.3 Providing clean water and managing waste water

The Municipality is the Water Services Authority in terms of the Water Services Act, 108 of 1997 and acts as water services provider. The Municipality's bulk water needs are provided directly by Rand Water in the form of purified water for the Meyerton supply system and Department of Water and Sanitation provides raw bulk water which is further purified by the Municipality through Vaal Marina Water Treatment Works for the supply of Vaal Marina supply system.

The Department of Water and Sanitation conducts an annual water services regulatory performance evaluation of water services authority's performance on the provision of water services through the Green Drop System which evaluates the performance of Water Services Authority on the effective, efficient and sustainable provision of Wastewater Management Service and through the Blue Drop System which evaluates the performance of Water Services Authority on the effective, efficient and sustainable provision of Drinking Water Management Service and award Green Drop and Blue Drop Status to water services authorities who complies with the set requirements of the two regulatory systems.

To ensure that all water supply institutions across the world define their water losses in a similar way, the International Water Association (IWA) has developed a standard water balance now utilized abroad and in SA by most municipalities including Midvaal Local Municipality. Non-Revenue Water (NRW) is defined as the volume of water supplied by the municipality for which no income is received. It should be noted that the Standard International Water Association (IWA)

water balance is a volumetric water balance and not a financial balance. Most South African municipalities are sitting with high NRW figures which translates to high financial loss, and are all experiencing the same challenges in lowering NRW.

The current National NRW figure for SA is 39,3%, but this is highly influenced by data for the metropolitan and large city municipalities which account for more than 80% of the data.

South African municipalities should aspire towards a NRW figure of 20%, representing desirable and good performance. The effort required within the SA environment to reduce NRW below 20% may not be regarded as feasible nor cost effective, because of the extensive effort required with regards to the outlay of resources (human & financial) to achieve this goal.

WC/WDM is one of the most important functions performed by municipalities in reducing NRW. Without the proper implementation and functioning of holistic WDM initiatives attending to all aspects relating to water wastage and non-revenue generating serviced properties, and without involving all the relevant role-players such as Engineering, Finance, Communications, etc. and also without Political and Senior Management support, there will be little chance of success in lowering NRW.

The implementation of the Water Demand Management Plan of the Midvaal Local Municipality is in progress and the following progress was made on identified and budgeted projects in the 2022/2023 financial year.

2022/23 financial year project scope on WDM

Aged Bulk Pipe Project

Project Area	Length (km)
Sicelo informal Settlement Upgrading (Installation of new water reticulation) with stand pipes and fire hydrants	7.6
De Deur: Replacement of old AC pipeline	12.69

NEW PRV's installed:

1) PRV44: Randvaal

2) PRV45: De Deur

Bulk Water Meters installation:

17 Bulk Water meters were installateed across Midvaal.

Water Supply Valves installation

43 old malfunctioning gate valves replaced with new valves in Lakeside.

Indigent leaks repairs.

Service provider appointed in February 2023, project earmarked to retrofit 200 indigent households.

Prepaid Water Meters Project.

Project ongoing: to install 100 prepaid water meters in Risiville and 80 in BantoBonke.

Domestic water meter audit.

Ongoing: Currently conducting meter audits on 15 000 properties.

Monthly IWA water balance calculations.

Ongoing every month

Zonal flow logging and flow analyses

Ongoing every month

2.4 Overview of budget related-policies

The Municipality's budgeting process is guided and governed by relevant legislation, frameworks, strategies and related policies.

2.4.1 Review of procedures/policies

The Budget Related Policies have been reviewed as part of the compilation of the Medium Term Revenue and Expenditure Framework for the 2023/2024– 2024/2025 period. The Budget related policies will be considered by Council in May 2023. While the adopted policies were credible, sustainable, manageable and informed by affordability and value for money, the policies were reviewed as part of the budget compilation as required by the Municipal Budget and Reporting regulations.

The following policy changes are recommended:

Schedule of Changes to policies	2021/22	2022/23
Policy	**Change Yes/No**	**Change Yes/No**
Annexure E Tariff By-Law	Minor changes on the definitions.	No changes
Annexure F Tariff Policy	Added to 9.4 and the payment level must be realistic considering current payment levels and past trends. 13.1.1.2 was changed to • 0 to 6 kl – Indigent households • 7 to 12 kl – Non-Indigents • 0 to 12 kl – Non-Indigents • 13 to 20 kl – Non-Indigents • 21 to 30 kl – Non-Indigents • 31 to 45 kl – Non-Indigents • >45 kl – Non-Indigents And other cosmetic changes	- Added 13.5.3 Pre-Paid Water - And other cosmetic changes.
Annexure G Property Rates By-Law	No changes	No changes
Annexure H Property Rates Policy	Cosmetic changes on the abbreviations. 6.1 (10) was removed from the table. Rebates: 9.3.1 Owners dependent on pensions or social grants: Residential property owners who are over 60 years of age, who are both permanent occupiers and the sole owners of the property concerned whose aggregate household income does not exceed R6 500 per month will receive a rebate of 100% of their property rates for the first R1 300 000 of their property value. Residential property owners who are over 60 years of age, who are both	- Added 9.3.9 “the closing date for Rebate applications in terms of the sections above will be the end of July of every financial year” - 9.3.1 Aggregate income for pensioners who are over 60 to qualify for a rebate increased from R6 500 to R8 000 - 12 (10) was removed from the table (Protected areas).

	permanent occupiers and the sole owners of the property concerned whose aggregate household income does not exceed R8 000 per month will receive a rebate of 50% of their property rates for the first R1 300 000 of their property value (i.e. maximum of R1 150 000 after the first R150 000 residential reduction has been applied). Property Owners with more than 1 property will not qualify for Pensioner Rebates. 9.3.8 Was changed to "In the event of owners of properties situated within an area affected by a disaster within a meaning of Disaster Management Act, (Act No. 57 of 2002), and the Property Rates Act, as amended, Section 15(2) (c) and (d), and any other serious adverse social or economic conditions, an additional R70 000 exemption on municipal valuation may be provided to Pensioners, Indigent households, Flisp properties and Residential properties. Council will determine the period for which the rebate will apply." And grammatic and editorial changes. 12 (10) was removed from the table.	
Annexure I Credit Control and Debt Collection By-Law	No changes	Minor grammar changes
Annexure J Credit Control and Debt Collection Policy	Apart from the below mentioned changes, there were cosmetic changes as well to the policy.	- Cosmetic changes to policy

	Removed from 5.1 (a) - All existing guarantees in lieu of a cash deposit below R100 000 must be converted to a cash deposit before 30 June 2020. Added to 5.2 (c) is Queries can also be made through the Call Centre and the My Midvaal App. Added to 5.6 is (g) which states that Interest may be waived on a clearance application if it is in the best interest of the municipality and by approval of the Chief Financial Officer Number 5.9 (g) was changed to Interest may be waived on a clearance application if it is in the best interest of the municipality and by approval of the Chief Financial Officer 16 (b) Added: A consumption fee for possible lost units equalling 1 500 electricity units per meter or phase, whichever applicable per month will be charged for a six month period as well as 100 kl of water per meter per month. In addition, an admin fee will be charged. 16 (c) For households with electrical connections limited to 25 amps: A consumption fee for possible lost units equalling 630 electricity units per meter per month will be charged for a six-month period as well as 100 kl of water	- Added to 7.1(a) that " Council may amend the percentage deduction for outstanding debt via the prepaid system on an annual basis. As of 1 July 2022, the percentage will be 40%"

	per meter per month. In addition, an admin fee will be charged. 16(d) A consumption fee for possible lost units equalling 3 000 electricity units per meter or phase, whichever applicable per month will be charged for a six-month period as well as 200kl of water per meter per month. In addition, a penalty fee of R50 000 will be charged for the tampering of bulk meters supply Added: 16 (f) The property owner is responsible and liable for any illegal connection / tampering done by the tenant or any other party residing or doing business or any other activity on the property. 16 (h) The second offence for illegal connections on electricity and water meters will be charged double the number of units mentioned in Clause (b), (c), and (d) above And other grammatical changes.	
Annexure K Cash Management Policy	Added to 2.5 is "The likelihood of all customers approaching the municipality simultaneously demanding that their deposits be refunded is highly unlikely. In cases where a customer's deposit is refunded, it is often replenished by another customers deposit - who acquires the property."	Minor grammatical changes
Annexure L Investment Policy	Added to no. 8 "Any downward gradings of the major financial institutions shall be	Minor grammatical changes

	taken into consideration and the revised ratings shall be evaluated holistically. The revised gradings may be lower than what may be required in clause 9. below and may still be acceptable provided that the downgrading was across the industry, affecting all the major financial institutions.”	
Annexure M Borrowing Policy	Cosmetic changes to the abbreviations. 5.2.3.1 was replaced with “Approve a short-term transaction individually”. 5.2.4.2 was changed to 5.2.3.2 5.2.3 was changed to 5.2.4. And other cosmetic changes.	Minor grammatical changes
Annexure N Funding and Reserves Policy	No changes	No changes as yet
Annexure O Municipal Supply Chain Management Policy and Procedures	Minor grammatical and editorial changes. No. 15 (a) was removed from the policy No. 28.3 was changed to 29.6 and other minor changes.	- 5.2.2(a) senior manager in Bid Adjudication Committee changed from Deputy Municipal Manager to Executive Director: Corporate Services - Removed 5.2.3(b): Sub-delegations by CFO to managers directly accountable to the CFO. - 15 was changed from “Petty cash amounts…” to “Emergency purchases…” - 16(c) was added, that the accounting officer must record the names of the potential providers requested to

		provide such quotations with their quoted prices - Added 28.5 Quorum for Bid Evaluation Committee meetings consists of 50%plus one of its total membership with voting power (rounded to the nearest whole number) - 46.2(e) was changed to "Notwithstanding sub regulation (2)(c), must declare to the accounting officer details of any reward, gift, favour, hospitality or other benefit promised, offered or granted to that person or to any close family member, partner or associate of that person" - Added 46.2(f) "must declare to the accounting officer details of any private or business interest which that person, or any close family member, partner or associate, may have in any proposed procurement or disposal process of, or in any award of a contract by, the Midvaal Local Municipality"
Annexure P Fixed Asset Management Policy	Cosmetic changes on the abbreviations. Removed No: 4 Council shall indicate the effective date for implementation of the policy	- Cosmetic changes on policy

	Change in useful life was changed to: Where the remaining useful life of the asset has changed, the carrying value of the asset will be written off over the revised remaining useful life of the asset. Removed from Policy Statement: The method of depreciation / amortisation shall be reviewed on an annual basis, though the straight line method / diminishing amount method / fixed percentage on reducing balance method / sum of the year digits method / production unit method shall be used in all cases unless Council determines otherwise. Removed from Responsibilities: The CFO shall indicate a fixed annual date for the review of the remaining useful life of immovable PPE under the control of the respective HODs. The CFO shall report changes made to the remaining useful life of immovable PPE in the asset register to the AO and Council.	

Annexure Q Policy on the Planning and Approval of Capital Projects	No changes	No changes as yet
Annexure R Indigents Policy	5.2 The indigent registration threshold was increased to R5500 per month. Added: 9.1.4 These properties shall be levied for refuse and sewer services where the occupiers are already receiving the services. 9.2 (up to a maximum of R1 000 per month) child support grant, foster grant and disability grant and bursaries such as NSFAS. Rental income will be included in the threshold of R5500.00 but will exclude the salary of the tenant living on the Indigent applicant's property. 9.9.2 In the event of joint ownership (e.g 3 owners) where only one owner is staying at the property, the proof of income of all owners shall be included in the joint monthly household. 9.12 Removed: Indigent relief will be withdrawn where upon verification of the deemed indigent household, including owners/ occupants / residents and / or dependants residing on the property, as the case may be,	- 8.2 The indigent threshold was increased to R6 000 per month. - Combined monthly household income increase to R6 000

	9.1.3 was replaced with “the RDP allocated houses in Savanna City’ 9.1.4 was replaced with “the municipal value of property does not exceed R150 000 subject to the owner having only a single residential property. Added: 9.14 The municipal value of property does not exceed R150 000 subject to the owner having only a single residential property; Indigent relief will be withdrawn where the owners, occupants, residents and or dependants residing on the property, as the case may be, - 9.15 owns more than one property, registered individually or jointly. Other cosmetic changes and change in the numbering.	
Annexure S Policy related to the provision of free basic electricity	No changes.	No changes.
Annexure T Policy related to the provision of free basic water	Minor grammatical and editorial changes.	No changes
Annexure U Policy on the Acceptance of Grants, Donations, Sponsorships and Gifts	Removed from the policy: 3.3 (2) Whether the Municipal Finance Management Act Training Sponsorship comply with the MFMA Circular 9 in that	No changes

	the training providers must be validated by National Treasury. This applies only to training on MFMA and not any other training courses.	
Annexure V Long Term Financial Planning Policy	No changes	No changes
Annexure W Disposal of assets Policy	No changes	No changes
Annexure X Budget Implementation and Monitoring Policy	Cosmetic changes Removed: 8.2.1.2 the project is to be financed from surplus there must be sufficient cash available at time of execution of the project.	No changes
Annexure Y Unauthorised, Irregular, Fruitless and Wasteful Expenditure Policy	Added: No: 11 The municipality will take all possible steps and practical preventative measures to proactively …… No. 12 This policy is to be reviewed annually and approved by Council together with the adoption of the MTREF for the following year. And other minor changes.	No changes
Annexure AA Bulk Developer Contributions Policy	No changes.	No changes
Annexure AB Related Party Policy	Added: no 14 implementation and review of this policy.	No changes
Annexure AC Cell phone and connectivity allowance Policy	3.3.1 Removed: The amount, in terms of this policy, should also be reflected. This will ensure that the cell phone allowance	No changes

	forms part of the employee's remuneration package. Replaced by : The Head of Department must ensure that the allowance is budgeted for as a benefit to the salary cost of the post. 3.3.2 was changed to : In the event of an employee not receiving a cell-phone allowance, but due to operations require the allowance, the relevant Head of Department will submit a written motivation to the Municipal Manager for approval of the allowance in relation to the provisions of this policy. The approval must be submitted to Human Resources to inform the Finance Department accordingly to implement the allowance. 4. Added: Any additional airtime not covered by the allowance, or in the event where an employee's network provider charges more than the allowance received, will be for the employee's own account. In the event where an employee does not answer or return calls or failing to utilise the allowance as prescribed, the allowance may be forfeited and Minor grammatic changes. Added is 4.1 which states: DATA PROVISION In addition to the cell-phone allowance employees may be entitled to a data	

	allowance in relation to their job level(s). Employees will receive a capped data allowance to a maximum of 10GB across the board. The data allowance is not linked to receiving a cell-phone allowance as the provision of data is linked to employees who are required to provide services outside normal working hours/off-site. Should an employee, as a tool of trade, require additional data, such increase must be motivated by the relevant Head of Department, approved by the IT Section (Director: IT) and Municipal Manager. The motivation may include an increase in data allowance above the capped 10GB (to a maximum of 20GB) or in general an increase in data below 10GB to a maximum of the capped allowance. Any additional data not covered by the capped allowance, will be for the employee's own account. The following table represents the data allowance applicable to eligible employees:	
Annexure AD Caucus Budget Policy	No changes	No changes
Annexure AE Billing Policy	Grammatical changes to the abbreviations.	No changes

	6.6 Was changed to Local Government: Municipal Property Rates Act, (Act 6 of 2004) as amended 10.4 Was replaced with "Guarantees less than R100 000 in lieu of a cash deposit will no longer accepted. Added to 18.6.8 is "…… The amount that may be deducted for the 2021-2022 financial year and allocated towards other arrears will be 30%	
Annexure AF Electricity By-laws	Cosmetic changes Added: 18.6.8: The amount that may be deducted for the 2021-2022 financial year and allocated towards other arrears will be 30% .	No changes
Annexure AG Water By-laws	No changes	No changes
Annexure AH SCM Turnaround time policy	Added: 3. To ensure that services are rendered efficiently and effectively. And other minor changes.	No changes
Annexure AI EFT Policy	Removed: 2. Deputy Chief Financial Officer	- 2. Wording changed from "…the withdrawal of money from Midvaal Local Municipality's bank account

		Electronic Fund Transfer" to "… withdrawal of money from Midvaal Local Municipality's bank account through the appropriate EFT process" - 3. Removed "An audit trail of changes to bank details is printed and verified monthly." - 4. Removed "The bank manager would then send a bank official to verify the user and grant him/her access to the system from their PC. Users have a login name and are required to have two passwords. The user is prompted by the system on a monthly basis to change the second password. The first password can be voluntarily changed whenever the user wants to. If you have logged on and have not used the service for three minutes, you will be logged off. To access your account, you will need to LOGON again. You have three opportunities to enter your password correctly. After the third unsuccessful attempt, you will be denied access to the service. You will then be required to call the Helpdesk to have the password reset. A user is temporarily suspended from using the system if they have not accessed the system for more than a month. Once

		suspended, the user will have to contact the bank to re-instate their access
Annexure AJ Policy on Impairment of Receivables	No changes	No changes
Annexure AK Supply Chain Policy for Infrastructure Procurement and Delivery Management	Minor cosmetics changes	No changes
Annexure AL SCM Contract Management Policy	Minor cosmetics changes	- Added **PRINCIPLES UNDERPINNING THE IMPLEMENTATION OF REGULATION 32** to 6.3.4
Annexure AM Driver Policy	No changes	No changes
Annexure AN Cost Containment Policy	3.1 was replaced with The Municipal manager must adopt a fair and reasonable remuneration framework for consultants. (AG Hourly rates; Guide on hourly fee rates for consultants; Fees of the regulating body for its members) 4.2 was added with “unless it can be procured cheaper at a lower cost through other procurement mechanisms” Added. 7.8 Take advantage of early registration discounts, as far as practicable and feasible. 9.6 Accommodation should only be booked where the return trip exceeds 500 kilometres. Unless here the circumstances make such a limitation	No changes.

	impractical, in which case the approval of the Accounting Officer will be required. 10.8 Entertainment budgets for qualifying officials limited to R2000 per annum, unless approved otherwise by the municipal manager. 10.9 Avoid expensive and elaborate office furniture	
Annexure AO Virement Policy	Minor grammatic changes.	No changes
Annexure AP Indigent Screening Policy	No changes	No changes
Annexure AR Allocation of unclaimed credits policy	No changes	No changes
Annexure AS Allocation of payments policy	No changes	No changes

2.5 Overview of budget assumptions

2.5.1 External factors

The budget policy framework for the next three years is designed to manage risk in a constrained fiscal environment, while building a foundation for economic growth which is supported by the implementation of the National Development Plan (NDP). The National Treasury MTBPS highlights that South Africa's economic performance has deteriorated over the past several years. GDP growth is projected to improve over the medium term as infrastructure constraints ease, private investment recovers and exports grow. Economic growth is expected to rise gradually over the medium term.

This trend reflects a confluence of unfavourable global and domestic circumstances which impact on all spheres of government. Inflation and a nominal spending ceiling will put real budgets under pressure over the medium term, requiring MLM to work more efficiently.

2.5.2 General inflation outlook and its impact on the municipal activities

There are five key factors that have been taken into consideration in the compilation of the 2023/24 MTREF:

- National Government macro-economic targets;
- The general inflationary outlook and the impact on Municipal residents and businesses;
- The impact of municipal cost drivers;
- The increase in prices for bulk electricity and water; and
- The increase in the cost of remuneration.

The projected economic indicators used as basis of the budget are reflected hereunder:

Table 22 Key Economic Indicators

Budget Assumptions	Basis of Assumption	Year 1	Year 2	Year 3
		2023/2024	2024/2025	2025/2026
Projected Growth		0.00%	0.0%	0.0%
Projected CPI	NT Circ 123	5.30%	4.9%	4.7%

2.5.3 Credit rating outlook

Midvaal does not have a formal credit rating, however, the latest viability rating received from Ratings Afrika reflects a sustainability index score of 75 (Decemer 2021 review).

2.5.4 Interest rates for borrowing and investment of funds

The MFMA specifies that borrowing can only be utilised to fund capital or refinancing of borrowing in certain conditions. The Municipality will take up borrowings in the 2022/23– 2023/24 MTREF period requiring both regular principal and interest payments. A 11% interest rate has been

assumed and a 10-year redemption period for infrastructure loans. HP loans will be repaid over 5 years.

2.5.5 Collection rate for revenue services

The base assumption is that tariff and rating increases will increase at a rate higher than CPI over the long term. It is also assumed that current economic conditions, and relatively controlled inflationary conditions, will continue for the forecasted term.

The rate of revenue collection is currently expressed as a percentage (92%) of annual billings. No provision has been made for collection of arrears due to the historic trends showing that the collection of long outstanding arrears is very low.

2.5.6 Growth or decline in tax base of the municipality and increases for services

Debtor's revenue is assumed to increase at a rate that is influenced by the consumer debtor's collection rate, tariff/rate pricing, real growth rate of the municipality, household formation growth rate and the poor household change rate.

Table 23 Property Rates and Service Income Increases projected over the MTREF

Budget Assumptions	Year 1	Year 2	Year 3
	2023/2024	2024/2025	2025/2026
Property Rates Increase	6,75%	6,00%	6,00%
Refuse Removal Increase	7,00%	6,00%	6,00%
Sanitation Increase	6,75%	6,00%	6,00%
NERSA Increase	18,65%	12,74%	15,70%
Electricity Sales Increase	18,49%	12,70%	15,70%
Rand Water Increase	9,20%	8,50%	8,20%
Water Sales Increase	9,20%	8,50%	8,20%

Table 24 Other Income Increases

Budget Assumptions	Basis of Assumption	Year 1	Year 2	Year 3
		2023/2024	2024/2025	2025/2026
Income				
Non-Exchange Revenue				
Property Rates				
BUSINESS & COMMERCIAL PROPERTIES	New Val Roll	6.75%	6.0%	6.0%
COMMUNAL LAND: OTHER	New Val Roll	6.75%	6.0%	6.0%
FARM PROPERTIES: AGRICULTURAL PURPOSES	New Val Roll	6.75%	6.0%	6.0%
INDUSTRIAL PROPERTIES	New Val Roll	6.75%	6.0%	6.0%
MINING PROPERTIES	New Val Roll	6.75%	6.0%	6.0%
MUNICIPAL PROPERTIES	New Val Roll	6.75%	6.0%	6.0%
PROTECTED AREAS	New Val Roll	6.75%	6.0%	6.0%
PUBLIC SERVICE INFRASTRUCTURE	New Val Roll	6.75%	6.0%	6.0%
RESIDENTIAL PROPERTIES: DEVELOPED	New Val Roll	6.75%	6.0%	6.0%
RESIDENTIAL PROPERTIES: VACANT LAND	New Val Roll	6.75%	6.0%	6.0%
STATE-OWNED PROPERTIES	New Val Roll	6.75%	6.0%	6.0%
AGRICULTURAL PROPERTY	New Val Roll	6.75%	6.0%	6.0%
OTHER CATEGORIES	New Val Roll	6.75%	6.0%	6.0%
FINES PENALTIES AND FORFEITS				
FINES: OVERDUE BOOKS FINE	MLM Guidance	6.00%	6.0%	4.7%
FINES: POUND FEES	MLM Guidance	6.00%	6.0%	4.7%
FINES: TRAFFIC - MUNICIPAL	MLM Guidance	6.00%	6.0%	4.7%
PENALTIES: DISCONNECTION FEES	MLM Guidance	6.00%	6.0%	4.7%
FORFEITS: DEPOSITS	MLM Guidance	6.00%	6.0%	4.7%
FORFEITS: RETENTIONS	MLM Guidance	6.00%	6.0%	4.7%
FORFEITS: UNCLAIMED MONEY	MLM Guidance	6.00%	6.0%	4.7%
TRANSFERS AND SUBSIDIES				
OPERATIONAL : MONETARY				
EPWP GRANT	DORA	0.00%	0.0%	0.0%
LOCAL GOV FIN MNG GRANT	DORA	0.00%	0.0%	0.0%
MIG GRANT	DORA	0.00%	0.0%	0.0%
NEIGHBOURHOOD DEV PART GRANT	DORA	0.00%	0.0%	0.0%
WSIG GRANT	DORA	0.00%	0.0%	0.0%
NRF_EQUITABLE SHARE	DORA	0.00%	0.0%	0.0%
PRIV ENT: OTH TRF -OLD MUTUAL	DORA	0.00%	0.0%	0.0%
PUB CORP O/TRF: UNSPECIFIED	UMG Agreement	0.00%	0.0%	0.0%
DM GP: SEDIBENG - ENVIRON HEALTH & SAFET	Subsidy	0.00%	0.0%	0.0%
DM GP: SEDIBENG - HEALTH	Subsidy	0.00%	0.0%	0.0%
PG GP - RECAP COMM LIBRARIES GRANT	DAC	0.00%	0.0%	0.0%
PG GP - RECAPITAL. COMM LIBRARIES GRANT	DAC	0.00%	0.0%	0.0%
PG_GAU_DAC OPEX	DAC	0.00%	0.0%	0.0%
CAPITAL : MONETARY				
INEP GRANT	DORA	0.00%	0.0%	0.0%
MIG GRANT	DORA	0.00%	0.0%	0.0%
NEIGBOORHOUD DEV PARTNER GRANT	DORA	0.00%	0.0%	0.0%
WSIG GRANT	DORA	0.00%	0.0%	0.0%
PRIV ENT: OTH TRF -DEVELOPERS CONTRIB	UMG Agreement	0.00%	0.0%	0.0%
PG GP - RECAP COMM LIBRARIES GRANT	DAC	0.00%	0.0%	0.0%

Budget Assumptions	Basis of Assumption	Year 1	Year 2	Year 3
		2023/2024	2024/2025	2025/2026
Income				
EXCHANGE REVENUE				
SERVICE CHARGES				
ELEC: CON/RECON - CHANGE CIRCUIT BREAKER	CPI	5.30%	4.9%	4.7%
ELEC: CONNEC NEW FEES NON-GOVERN HOUSING	CPI	5.30%	4.9%	4.7%
ELEC: CONNEC/RECON DISCONN/RECONN FEES	CPI	5.30%	4.9%	4.7%
ELEC: METER READING FEES	CPI	5.30%	4.9%	4.7%
ELEC SALES: COMMERC CONVEN SINGLE PHASE	NERSA	18.49%	12.7%	15.7%
ELEC SALES: COMMERCIAL CONVEN 3-PHASE	NERSA	18.49%	12.7%	15.7%
ELEC SALES: COMMERCIAL PREPAID	NERSA	18.49%	12.7%	15.7%
ELEC SALES: DOMESTI LOW HOME LIGHT 1 60A	NERSA	18.49%	12.7%	15.7%
ELEC SALES: DOMESTI LOW HOME LIGHT 2 20A	NERSA	18.49%	12.7%	15.7%
ELEC SALES: DOMESTIC LOW: PREPAID	NERSA	18.49%	12.7%	15.7%
ELEC SALES: DOMESTIC HIGH HOME POWER 1	NERSA	18.49%	12.7%	15.7%
ELEC SALES: DOMESTIC HIGH HOME POWER 2	NERSA	18.49%	12.7%	15.7%
ELEC SALES: TIME OF USE TARIFFS	NERSA	18.49%	12.7%	15.7%
ELEC SALES: AGRICULTURAL MEDIUM	NERSA	18.49%	12.7%	15.7%
ELEC SALES: INDUSTRIAL 400 VOLTS (LOW)	NERSA	18.49%	12.7%	15.7%
ELEC SALES: INDUSTR 11 000 VOLTS (HIGH)	NERSA	18.49%	12.7%	15.7%
ELEC SALES: SPORT/CHURCH/HOLIDAY/OLD-AGE	NERSA	18.49%	12.7%	15.7%
ELEC SALES: STREET LIGHTING	NERSA	18.49%	12.7%	15.7%
ELEC: AVAILABILITY CHARGES	NERSA	18.49%	12.7%	15.7%
ELEC SALES: INDUSTR MORE THAN 11 000 V	NERSA	18.49%	12.7%	15.7%
WASTE MANGEMENT: DISPOSAL FACILITIES	Waste Mgt Incr	7.00%	6.0%	6.0%
WASTE MANGEMENT: REFUSE BAGS	Waste Mgt Incr	7.00%	6.0%	6.0%
WASTE MANGEMENT: REFUSE REMOVAL	Waste Mgt Incr	7.00%	6.0%	6.0%
WASTE MANGEMENT: WASTE BINS	Waste Mgt Incr	7.00%	6.0%	6.0%
WASTE MANGEMENT: SKIP	Waste Mgt Incr	7.00%	6.0%	6.0%
WASTE WATER MANG: INDUSTRIAL EFFLUENT	Waste Wat Incr	6.75%	6.0%	6.0%
WASTE WATER MANG: SANITATION CHARGES	Waste Wat Incr	6.75%	6.0%	6.0%
WASTE WATER MANG: AVAILABILITY CHARGES	Waste Wat Incr	6.75%	6.0%	6.0%
WATER: CONNECTION/RECONNECTION	CPI	5.30%	4.9%	4.7%
WATER: METER READING FEES	CPI	5.30%	4.9%	4.7%
WATER: SALE - CONVENTIONAL	RAND WATER	9.20%	8.5%	8.2%
WATER: SALE - PREPAID	RAND WATER	9.20%	8.5%	8.2%
WATER: INDUSTRIAL WATER	RAND WATER	9.20%	8.5%	8.2%
WATER: AVAILABILITY CHARGES	RAND WATER	9.20%	8.5%	8.2%
INTEREST DIVIDENDS AND RENT ON LAND				
INTER: RECEIV - ELECTRICITY	CPI	5.30%	4.9%	4.7%
INTER: RECEIV - SERVICE CHARGES	CPI	5.30%	4.9%	4.7%
INTER: RECEIV - WASTE MANAGEMENT	CPI	5.30%	4.9%	4.7%
INTER: RECEIV - WASTE WATER MANAGEMENT	CPI	5.30%	4.9%	4.7%
INTER: RECEIV - WATER	CPI	5.30%	4.9%	4.7%
INTER: BANK ACCOUNTS	CPI	5.30%	4.9%	4.7%
INTER: SHORT TERM INVEST & CALL ACCOUNTS	CPI	5.30%	4.9%	4.7%
INT DIV & RENT LAND -INT: REC-PROP RATES	Cash Flow Forecast	0.00%	0.0%	0.0%
OPERATIONAL REVENUE				
ADMINISTRATIVE HANDLING FEES	CPI	5.30%	4.9%	4.7%
DISHONOURED CHEQUES	CPI	5.30%	4.9%	4.7%
LOST TOKENS	CPI	5.30%	4.9%	4.7%
MEMBERSHIP FEES	CPI	5.30%	4.9%	4.7%
SERVICE CHARGES	CPI	5.30%	4.9%	4.7%
SUNDRY INCOME	CPI	5.30%	4.9%	4.7%
BREAKAGES RECOVERED	CPI	5.30%	4.9%	4.7%
COLLECTION CHARGES	CPI	5.30%	4.9%	4.7%
INCIDENTAL CASH SURPLUSES	CPI	5.30%	4.9%	4.7%
STAFF RECOVERIES	Actual trends	6.00%	6.0%	4.7%
REQ INFO - PLAN PRINTING & DUPLICATES	CPI	5.30%	4.9%	4.7%

Budget Assumptions	Basis of Assumption	Year 1	Year 2	Year 3
		2023/2024	2024/2025	2025/2026
Income				
OPERATIONAL REVENUE				
INSURANCE REFUND	CPI	5.30%	4.9%	4.7%
SALE OF PROPERTY	CPI	5.30%	4.9%	4.7%
BURSARY REFUND	CPI	5.30%	4.9%	4.7%
SKILLS DEVELOPMENT LEVY REFUND	Actual trends	6.00%	6.0%	4.7%
RENTAL FROM FIXED ASSETS				
N-M-R PPE: AD HOC-OTHER ASSETS	Actual trends	6.00%	6.0%	4.7%
M-R PPE: S/LINE -OTHER ASSETS	Actual trends	6.00%	6.0%	4.7%
M-R PPE: AD HOC-OTHER ASSETS	Actual trends	6.00%	6.0%	4.7%
SALES OF GOODS AND RENDERING OF SERVICES				
ADVERTISEMENTS	Actual trends	6.00%	6.0%	4.7%
CEMETERY & BURIAL	Actual trends	6.00%	6.0%	4.7%
CLEANING & REMOVAL	Actual trends	6.00%	6.0%	4.7%
DEVELOPMENT CHARGES	CPI	5.30%	4.9%	4.7%
ESCORT FEES	Actual trends	6.00%	6.0%	4.7%
ENTRANCE FEES	Actual trends	6.00%	6.0%	4.7%
FIRE SERVICES	Actual trends	6.00%	4.9%	4.7%
LEGAL FEES	Actual trends	6.00%	6.0%	4.7%
LIBRARY FEES: MEMBERSHIP	Actual trends	6.00%	4.9%	4.7%
OBJECTIONS & APPEALS	CPI	5.30%	4.9%	4.7%
PHOTOCOPIES & FAXES	Actual trends	6.00%	4.9%	4.7%
PLAN & DEV: BUILDING PLAN APPROVAL	Actual trends	6.00%	4.9%	4.7%
PLAN & DEV: CLEARANCE CERTIFICATES	Actual trends	6.00%	6.0%	4.7%
PLAN & DEV: OCCUPATION CERTIFICATES	CPI	5.30%	4.9%	4.7%
PLAN & DEV: TOWN PLANNING & SERVITUDES	Actual trends	6.00%	6.0%	4.7%
SALE OF: PUBLICATION - TENDER DOCUMENTS	CPI	5.30%	4.9%	4.7%
SALE OF: VALUATION ROLLS	Actual trends	6.00%	6.0%	4.7%
SALE OF SCRAP WASTE & OTH: SCRAP	CPI	5.30%	4.9%	4.7%
LICENCES AND PERMITS				
ROAD & TRSP: ACTIV ON PUBLIC ROADS FEES	CPI	5.30%	4.9%	4.7%

2.5.7 Salary increases

Salary increases were based on guidance received in the National Treasury budget circular. The increases reflected below include both inflationary increases and notch increases.

Table 25 Salary Cost Increases

Budget Assumptions	Basis of Assumption	Year 1	Year 2	Year 3
		2023/2024	2024/2025	2025/2026
Expenditure				
Employee Related Cost				
Senior Management				
SM - Salaries Allow And Serv Benefits				
MM - Salaries Allow And Serv Benefits				
SM MM: Sal & All - Basic Salary	SALGBC	4.00%	4.9%	4.7%
SM MM: Allow - Cellular & Telephone	SALGBC	4.00%	4.9%	4.7%
SM MM: SRB - Long Service	SALGBC	4.00%	4.9%	4.7%
SM MM: SRB - Entertainment	SALGBC	4.00%	4.9%	4.7%
SM MM: Allow - Travel Or Motor Vehicle	SALGBC	4.00%	4.9%	4.7%
CFO - Salaries Allow And Serv Benefits				
SM CFO: Sal & All - Basic Salary	SALGBC	4.00%	4.9%	4.7%
SM CFO: Allow - Cellular & Telephone	SALGBC	4.00%	4.9%	4.7%
SM CFO: Allow - Travel Or Motor Vehicle	SALGBC	4.00%	4.9%	4.7%
DMM - Salaries Allow And Serv Benefits				
DMM: Sal & All - Basic Salary	SALGBC	4.00%	4.9%	4.7%
DMM: Allow - Cellular & Telephone	SALGBC	4.00%	4.9%	4.7%
DMM: Allow - Travel Or Motor Vehicle	SALGBC	4.00%	4.9%	4.7%
HOD D&P - Salaries Allow And Serv Benefits				
HOD D&P: Sal & All - Basic Salary	SALGBC	4.00%	4.9%	4.7%
HOD D&P: Allow - Cellular & Telephone	SALGBC	4.00%	4.9%	4.7%
HOD D&P: Bonus	SALGBC	4.00%	4.9%	4.7%
HOD D&P: Allow - Travel Or Motor Vehicle	SALGBC	4.00%	4.9%	4.7%
HOD CS - Salaries Allow And Serv Benefits				
HOD CS: Sal & All - Basic Salary	SALGBC	4.00%	4.9%	4.7%
HOD CS: Allow - Cellular & Telephone	SALGBC	4.00%	4.9%	4.7%
HOD CS: Allow - Travel Or Motor Vehicle	SALGBC	4.00%	4.9%	4.7%
HOD ES - Salaries Allow And Serv Benefits				
HOD ES: Sal & All - Basic Salary	SALGBC	4.00%	4.9%	4.7%
HOD ES: Allow - Cellular & Telephone	SALGBC	4.00%	4.9%	4.7%
HOD ES: Bonus	SALGBC	4.00%	4.9%	4.7%
HOD ES: Allow - Travel Or Motor Vehicle	SALGBC	4.00%	4.9%	4.7%
HOD PS&R - Salaries Allow And Serv Benefits				
HOD PS&R: Sal & All - Basic Salary	SALGBC	4.00%	4.9%	4.7%
HOD PS&R: Allow - Cellular & Telephone	SALGBC	4.00%	4.9%	4.7%
HOD PS&R: Bonus	SALGBC	4.00%	4.9%	4.7%
HOD PS&R: Allow - Travel Or Motor Vehicle	SALGBC	4.00%	4.9%	4.7%
SM - Social Contributions				
MM - Social Contributions				
SM MM: Soc Contr: Medical	SALGBC	4.00%	4.9%	4.7%
SM MM: Soc Contr: Pension Funds	SALGBC	4.00%	4.9%	4.7%
SM MM: Soc Contr: Uif	SALGBC	4.00%	4.9%	4.7%
SM MM: Soc Contr: Bargaining Council	SALGBC	4.00%	4.9%	4.7%
CFO - Social Contributions				
SM CFO: Soc Contr: Pension Funds	SALGBC	4.00%	4.9%	4.7%
SM CFO: Soc Contr: Uif	SALGBC	4.00%	4.9%	4.7%
SM CFO: Soc Contr: Bargaining Council	SALGBC	4.00%	4.9%	4.7%
DMM - Social Contributions				
DMM: Soc Contr: Uif	SALGBC	4.00%	4.9%	4.7%
DMM: Soc Contr: Bargaining Council	SALGBC	4.00%	4.9%	4.7%

Budget Assumptions	Basis of Assumption	Year 1	Year 2	Year 3
		2023/2024	2024/2025	2025/2026
Expenditure				
Employee Related Cost				
Senior Management				
HOD D&P - Social Contributions				
HOD D&P: Soc Contr: Medical	SALGBC	4.00%	4.9%	4.7%
HOD D&P: Soc Contr: Pension Funds	SALGBC	4.00%	4.9%	4.7%
HOD D&P: Soc Contr: Uif	SALGBC	4.00%	4.9%	4.7%
HOD D&P: Soc Contr: Bargaining Council	SALGBC	4.00%	4.9%	4.7%
HOD CS - Social Contributions				
HOD CS: Soc Contr: Medical	SALGBC	4.00%	4.9%	4.7%
HOD CS: Soc Contr: Pension Funds	SALGBC	4.00%	4.9%	4.7%
HOD CS: Soc Contr: Uif	SALGBC	4.00%	4.9%	4.7%
HOD CS: Soc Contr: Bargaining Council	SALGBC	4.00%	4.9%	4.7%
HOD ES - Social Contributions				
HOD ES: Soc Contr: Pension Funds	SALGBC	4.00%	4.9%	4.7%
HOD ES: Soc Contr: Uif	SALGBC	4.00%	4.9%	4.7%
HOD ES: Soc Contr: Medical	SALGBC	4.00%	4.9%	4.7%
HOD ES: Soc Contr: Bargaining Council	SALGBC	4.00%	4.9%	4.7%
Municipal Staff				
MS - Salaries Allow And Serv Benefits				
MS: Sal & All: Basic Salary & Wages	SALGBC	6.00%	4.9%	4.7%
MS: Sal & All: Performance Based Bonuses	SALGBC	6.00%	4.9%	4.7%
MS: All - Cellular & Telephone	SALGBC	6.00%	4.9%	4.7%
MS: Hb & Inc: Housing Benefits	SALGBC	6.00%	4.9%	4.7%
MS: All - Leave Pay	SALGBC	6.00%	4.9%	4.7%
MS: All - Travel Or Motor Vehicle	SALGBC	6.00%	4.9%	4.7%
MS: Overtime - Non Structured	SALGBC	6.00%	4.9%	4.7%
MS: Payments - Shift Add Remuneration	SALGBC	6.00%	4.9%	4.7%
MS: SRB - Acting Allowance	SALGBC	6.00%	4.9%	4.7%
MS: SRB - Annual Bonus	SALGBC	6.00%	4.9%	4.7%
MS: SRB - Long Service Award	SALGBC	6.00%	4.9%	4.7%
MS: SRB - Standby Allowance	SALGBC	6.00%	4.9%	4.7%
MS - Social Contributions				
MS: Soc Contr - Bargaining Council	SALGBC	6.00%	4.9%	4.7%
MS: Soc Contr - Group Life Insurance	SALGBC	6.00%	4.9%	4.7%
MS: Soc Contr - Medical	SALGBC	6.00%	4.9%	4.7%
MS: Soc Contr - Pension	SALGBC	6.00%	4.9%	4.7%
MS: Soc Contr - Unemployment Insur Fund	SALGBC	6.00%	4.9%	4.7%
MS: Soc Contr - Medical (Post retirement)	SALGBC	6.00%	4.9%	4.7%

Budget Assumptions	Basis of Assumption	Year 1	Year 2	Year 3
		2023/2024	2024/2025	2025/2026
Expenditure				
Remuneration Of Councillors				
Roc - Allowances & Serv Related Benefits				
Speaker - Allowances & Srb				
Speaker: Travelling Allowance	SALGBC	7.00%	4.0%	4.0%
Speaker: Basic Salary	SALGBC	7.00%	4.0%	4.0%
Speaker: Cell Phone Allowance	SALGBC	7.00%	4.0%	4.0%
Whip - Allowances & Srb				
Whip: Travelling Allowance	SALGBC	7.00%	4.0%	4.0%
Whip: Basic Salary	SALGBC	7.00%	4.0%	4.0%
Whip: Cell Phone Allowance	SALGBC	7.00%	4.0%	4.0%
Exec Mayor - Allowances & Srb				
Exec Mayor: Travelling Allowance	SALGBC	7.00%	4.0%	4.0%
Exec Mayor: Basic Salary	SALGBC	7.00%	4.0%	4.0%
Exec Mayor: Cell Phone Allowance	SALGBC	7.00%	4.0%	4.0%
Exco - Allowances & Srb				
Exco: Travelling Allowance	SALGBC	7.00%	4.0%	4.0%
Exco: Basic Salary	SALGBC	7.00%	4.0%	4.0%
Exco: Cell Phone Allowance	SALGBC	7.00%	4.0%	4.0%
Other Council - Allowances & Srb				
Oth Council: Travelling Allowance	SALGBC	7.00%	4.0%	4.0%
Oth Council: Basic Salary	SALGBC	7.00%	4.0%	4.0%
Oth Council: Cell Phone Allowance	SALGBC	7.00%	4.0%	4.0%
Section 79 - Allowance & Srb				
Sect 79 Chair: Travelling Allowance	SALGBC	7.00%	4.0%	4.0%
Sect 79 Chair: Basic Salary	SALGBC	7.00%	4.0%	4.0%
Sect 79 Chair: Cell Phone Allowance	SALGBC	7.00%	4.0%	4.0%

2.5.8 Other expenditure increases

Table 26 Expenditure Increases

Budget Assumptions	Basis of Assumption	Year 1	Year 2	Year 3
		2023/2024	2024/2025	2025/2026
Expenditure				
Contracted Services				
Outsource Services				
OS: Burial Services	MLM Gen Incr	5.30%	4.9%	4.7%
OS: B&A Occupational Health & Safety	MLM Gen Incr	5.30%	4.9%	4.7%
OS: B&A Research & Advisory	MLM Gen Incr	5.30%	4.9%	4.7%
OS: B&A Valuer	MLM Gen Incr	5.30%	4.9%	4.7%
OS: Catering Services	MLM Gen Incr	0.00%	4.9%	4.7%
OS: Catering Services - Munic Activities	MLM Gen Incr	0.00%	4.9%	4.7%
OS: Catering Services - Training	MLM Gen Incr	0.00%	4.9%	4.7%
OS: Call Centre	MLM Gen Incr	0.00%	4.9%	4.7%
OS: Cleaning Services	MLM Gen Incr	0.00%	4.9%	4.7%
OS: Clearing & Grass Cutting Services	MLM Gen Incr	5.30%	4.9%	4.7%
OS: Electrical	MLM Gen Incr	5.30%	4.9%	4.7%
OS: Hygiene Services	MLM Gen Incr	5.30%	4.9%	4.7%
OS: Hygiene Services-Cleaning Services	MLM Gen Incr	5.30%	4.9%	4.7%
OS: Illegal Dumping	MLM Gen Incr	0.00%	4.9%	4.7%
OS: Litter Picking & Street Cleaning	MLM Gen Incr	0.00%	4.9%	4.7%
OS: Meter Management	MLM Gen Incr	5.30%	4.9%	4.7%
OS: Personnel & Labour	MLM Gen Incr	6.00%	4.9%	4.7%
OS: Connect/Dis-Connection: Electicity	MLM Gen Incr	5.30%	4.9%	4.7%
OS: Con/Discon: Restricted Water Flow	MLM Gen Incr	5.30%	4.9%	4.7%
OS: Connect/Disconnection: Water	MLM Gen Incr	5.30%	4.9%	4.7%
OS: Refuse Removal	MLM Gen Incr	0.00%	4.9%	4.7%
OS: Removal Of Struct & Illegal Signs	MLM Gen Incr	5.30%	4.9%	4.7%
OS: Security Services	MLM Gen Incr	5.30%	4.9%	4.7%
OS: Sewerage Services	MLM Gen Incr	5.30%	4.9%	4.7%
OS: Traffic Fines Management	MLM Gen Incr	5.30%	4.9%	4.7%
OS: Transport Services	MLM Gen Incr	5.30%	4.9%	4.7%
Consultants And Professional Services				
C&PS: B&A Accountants & Auditors	MLM Gen Incr	5.30%	4.9%	4.7%
C&PS: B&A Audit Sitting Allowance	MLM Gen Incr	5.30%	4.9%	4.7%
C&PS: B&A Internal Audit	MLM Gen Incr	5.30%	4.9%	4.7%
C&PS: B&A Business & Fin Management	MLM Gen Incr	5.30%	4.9%	4.7%
C&PS: B&A Communications	MLM Gen Incr	0.00%	4.9%	4.7%
C&PS: B&A Human Resources	MLM Gen Incr	5.30%	4.9%	4.7%
C&PS: B&A Medical Examinations	MLM Gen Incr	0.00%	4.9%	4.7%
C&PS: B&A Project Management	MLM Gen Incr	5.30%	4.9%	4.7%
C&PS: B&A Research & Advisory	MLM Gen Incr	5.30%	4.9%	4.7%
C&PS: B&A Forensic Investigators	MLM Gen Incr	0.00%	4.9%	4.7%
C&PS: B&A Credit Rating Agencies	MLM Gen Incr	5.30%	4.9%	4.7%
C&PS: B&A Actuaries	MLM Gen Incr	5.30%	4.9%	4.7%
C&PS: I&P Engineering Civil	MLM Gen Incr	5.30%	4.9%	4.7%
C&PS: I&P Engineering Electrical	MLM Gen Incr	5.30%	4.9%	4.7%
C&PS: I&P Geodetic Control & Surveys	MLM Gen Incr	5.30%	4.9%	4.7%
C&PS: I&P Geoinformatic Services	MLM Gen Incr	5.30%	4.9%	4.7%
C&PS: I&P Town Planner	MLM Gen Incr	5.30%	4.9%	4.7%
C&PS: Lab Serv Agriculture	MLM Gen Incr	5.30%	4.9%	4.7%
C&PS: Legal Cost Advice & Litigation	MLM Gen Incr	10.00%	10.0%	4.7%
C&PS: Legal Cost Collection	MLM Gen Incr	0.00%	4.9%	4.7%

Budget Assumptions	Basis of Assumption	Year 1	Year 2	Year 3
		2023/2024	2024/2025	2025/2026
Expenditure				
Contracted Services				
Contractors				
Contr: Artists & Performers	MLM Gen Incr	0.00%	4.9%	4.7%
Contr: Auctioneers	MLM Gen Incr	0.00%	4.9%	4.7%
Contr: Audio-Visual Services	MLM Gen Incr	0.00%	4.9%	4.7%
Contr: Catering Services	MLM Gen Incr	0.00%	4.9%	4.7%
Contr: Employee Wellness	MLM Gen Incr	5.30%	4.9%	4.7%
Contr: First Aid	MLM Gen Incr	5.30%	4.9%	4.7%
Contr: Fire Services	MLM Gen Incr	5.30%	4.9%	4.7%
Contr: Maint Of Buildings & Facilities	MLM Gen Incr	5.30%	4.9%	4.7%
Contr: Maintenance Of Equipment	MLM Gen Incr	5.30%	4.9%	4.7%
Contr: Maintenance Of Unspecified Assets	MLM Gen Incr	5.30%	4.9%	4.7%
Contr: Maintenance Fleet	MLM Gen Incr	5.30%	4.9%	4.7%
Contr: Medical Services	MLM Gen Incr	0.00%	4.9%	4.7%
Contr: Pest Control & Fumigation	MLM Gen Incr	0.00%	4.9%	4.7%
Contr: Plants Flowers & Oth Decorations	MLM Gen Incr	0.00%	4.9%	4.7%
Contr: Safeguard & Security	MLM Gen Incr	5.30%	4.9%	4.7%
Contr: Sports & Recreation	MLM Gen Incr	5.30%	4.9%	4.7%
Contr: Stage & Sound Crew	MLM Gen Incr	0.00%	4.9%	4.7%
Contr: Tracing Agents & Debt Collectors	MLM Gen Incr	5.30%	4.9%	4.7%
Contr: Transportation Contractor	MLM Gen Incr	0.00%	4.9%	4.7%
Operational Cost				
OC: SOCial Services Programme	MLM Gen Incr	0.00%	4.9%	4.7%
OC: Achievements & Awards	MLM Gen Incr	0.00%	4.9%	4.7%
OC: Adv/Pub/Mark - Auctions	MLM Gen Incr	0.00%	4.9%	4.7%
OC: ADV/PUB/MARK -BURSARIES (NON-EMPLOY)	MLM Gen Incr	0.00%	4.9%	4.7%
OC: Adv/Pub/Mark - Corp & Mun Activities	MLM Gen Incr	0.00%	4.9%	4.7%
OC: Corporate & Municipal Activities	MLM Gen Incr	0.00%	4.9%	4.7%
OC: Mayoral Donations	MLM Gen Incr	0.00%	4.9%	4.7%
OC: Nutritional Care	MLM Gen Incr	0.00%	4.9%	4.7%
OC: Services Charges	MLM Gen Incr	5.30%	4.9%	4.7%
OC: Adv/Pub/Mark - Customer/Client Info	MLM Gen Incr	5.30%	4.9%	4.7%
OC: Adv/Pub/Mark - Gifts & Promo Items	MLM Gen Incr	0.00%	4.9%	4.7%
OC: Adv/Pub/Mark - Municipal Newsletters	MLM Gen Incr	0.00%	4.9%	4.7%
OC: Adv/Pub/Mark - Signs: Branding	MLM Gen Incr	0.00%	4.9%	4.7%
OC: Adv/Pub/Mark - Signs - Branding	MLM Gen Incr	0.00%	4.9%	4.7%
OC: Adv/Pub/Mark - Staff Recruitment	MLM Gen Incr	5.30%	4.9%	4.7%
OC: Assets Less Than Capital Threshold	MLM Gen Incr	0.00%	4.9%	4.7%
OC: Audit Cost: External	MLM Gen Incr	5.30%	4.9%	4.7%
OC: Bc/Fac/C Fees - Bank Accounts	MLM Gen Incr	5.30%	4.9%	4.7%
OC: Bc/Fac/C Fees - Third Parties	MLM Gen Incr	5.30%	4.9%	4.7%
OC: Bc/Fac/C Fees - Flt&Oth Ct/Dt Cards	MLM Gen Incr	5.30%	4.9%	4.7%
OC: Bc/Fac/C Fees - Investments	MLM Gen Incr	5.30%	4.9%	4.7%
OC: Bc/Fac/C Fees - Lease Payments	MLM Gen Incr	5.30%	4.9%	4.7%
OC: Bc/Fac/C Fees - Lng/Shrt Loans/Bor	MLM Gen Incr	5.30%	4.9%	4.7%
OC: Bargaining Council	MLM Gen Incr	6.50%	5.4%	5.2%
OC: Bursaries (Employees)	MLM Gen Incr	0.00%	4.9%	4.7%
OC: Clean Serv - Car Valet/Washing Serv	MLM Gen Incr	0.00%	4.9%	4.7%
OC: Commission - Third Party Vendors	MLM Gen Incr	5.30%	4.9%	4.7%
OC: Commission - Prepaid Electricity	MLM Gen Incr	5.30%	4.9%	4.7%
OC: Courier & Delivery Services	MLM Gen Incr	0.00%	4.9%	4.7%
OC: Comm - Licences (Radio & Television)	MLM Gen Incr	0.00%	4.9%	4.7%
OC: Comm - Postage/Stamps/Franking Mach	MLM Gen Incr	5.30%	4.9%	4.7%
OC: Comm - Radio & Tv Transmissions	MLM Gen Incr	5.30%	4.9%	4.7%
OC: Comm - Rent Private Bag & Postal Box	MLM Gen Incr	5.30%	4.9%	4.7%
OC: Comm - Satellite Signals	MLM Gen Incr	5.30%	4.9%	4.7%

Budget Assumptions	Basis of Assumption	Year 1	Year 2	Year 3
		2023/2024	2024/2025	2025/2026
Expenditure				
Operational Cost				
OC: Comm - Sms Bulk Message Service	MLM Gen Incr	5.30%	4.9%	4.7%
OC: Comm - Phone Fax Telegraph & Telex	Cost Containm	5.30%	4.9%	4.7%
OC: Contr To Prov - Rehab Landfill Sites	Cost Containm	0.00%	0.0%	0.0%
OC: Entertainment - Mayor	Cost Containm	0.00%	0.0%	0.0%
OC: Entertainment - Councillors	MLM Gen Incr	0.00%	0.0%	0.0%
OC: Entertainment - Senior Management	MLM Gen Incr	0.00%	0.0%	0.0%
OC: Ext Com Serv Prov - toets Lines	MLM Gen Incr	5.30%	4.9%	4.7%
OC: Ext Com Serv Prov - Network Extens	MLM Gen Incr	5.30%	4.9%	4.7%
OC: Ext Com Serv Prov - S/Ware Licences	MLM Gen Incr	5.30%	4.9%	4.7%
OC: Ext Com Serv Prov - Spec Comput Serv	MLM Gen Incr	5.30%	4.9%	4.7%
OC: Ext Com Serv Prov - System Adviser	MLM Gen Incr	5.30%	4.9%	4.7%
OC: Ext Com Serv Prov - Wireless Network	MLM Gen Incr	5.30%	4.9%	4.7%
OC: Hire Charges	MLM Gen Incr	5.30%	4.9%	4.7%
OC: Hire Charges - Copiers	MLM Gen Incr	5.30%	4.9%	4.7%
OC: Hire Charges - Telephone	MLM Gen Incr	5.30%	4.9%	4.7%
OC: Fine Road Traffic & Others	MLM Gen Incr	0.00%	4.9%	4.7%
OC: Insur Under - Claim Paid 3rd Parties	MLM Gen Incr	5.30%	4.9%	4.7%
OC: Insur Under - Insurance Brokers Fees	MLM Gen Incr	5.30%	4.9%	4.7%
OC: Insur Under - Insurance Claims	MLM Gen Incr	5.30%	4.9%	4.7%
OC: Insur Under - Excess Payments	MLM Gen Incr	5.30%	4.9%	4.7%
OC: Insur Under - Excess Payments Fleet	MLM Gen Incr	5.30%	4.9%	4.7%
OC: Insur Under - Risk Man Programs	MLM Gen Incr	5.30%	4.9%	4.7%
OC: Insur Under - Premiums	MLM Gen Incr	10.00%	6.0%	6.0%
OC: Water Resource Management Charges	MLM Gen Incr	0.00%	4.9%	4.7%
OC: Lic - Vehicle Lic & Registrations	MLM Gen Incr	0.00%	4.9%	4.7%
OC: Lic - Vehicle Lic & Registr Fleet	MLM Gen Incr	0.00%	4.9%	4.7%
OC: Management Fee	MLM Gen Incr	0.00%	4.9%	4.7%
OC: Printing & Publications	MLM Gen Incr	0.00%	4.9%	4.7%
OC: Printing & Publications: Flyers	MLM Gen Incr	0.00%	4.9%	4.7%
OC: Professional Bodies M/Ship & Subs	MLM Gen Incr	5.30%	4.9%	4.7%
OC: Training - Internship	MLM Gen Incr	5.30%	4.9%	4.7%
OC: Membership Fees	MLM Gen Incr	5.30%	4.9%	4.7%
OC: Reg Fees National	MLM Gen Incr	5.30%	4.9%	4.7%
OC: Remuneration To Ward Committees	MLM Gen Incr	5.30%	4.9%	4.7%
OC: Road Worthy Test Fleet	MLM Gen Incr	5.30%	4.9%	4.7%
OC: System Access & Information Fees	MLM Gen Incr	5.30%	4.9%	4.7%
OC: Skills Development Fund Levy	MLM Gen Incr	6.25%	5.4%	5.2%
OC: Search Fees	MLM Gen Incr	5.30%	4.9%	4.7%
OC: Small Differences Tolerances	MLM Gen Incr	5.30%	4.9%	4.7%
OC: Toll Gate Fees	MLM Gen Incr	5.30%	4.9%	4.7%
OC: Toll Gate Fees Fleet	MLM Gen Incr	5.30%	4.9%	4.7%
OC: T&S Dom - Accommodation	MLM Gen Incr	5.30%	4.9%	4.7%
OC: Accommodation: DA	MLM Gen Incr	0.00%	4.9%	4.7%
OC: Accommodation: ANC	MLM Gen Incr	0.00%	4.9%	4.7%
OC: Accommodation: EFF	MLM Gen Incr	0.00%	4.9%	4.7%
OC: Accommodation: FF	MLM Gen Incr	0.00%	4.9%	4.7%
OC: Daily Allowance	MLM Gen Incr	5.30%	4.9%	4.7%
OC: Daily Allowance: DA	MLM Gen Incr	0.00%	4.9%	4.7%
OC: Daily Allowance: ANC	MLM Gen Incr	0.00%	4.9%	4.7%
OC: Daily Allowance: EFF	MLM Gen Incr	0.00%	4.9%	4.7%
OC: Daily Allowance: FF	MLM Gen Incr	0.00%	4.9%	4.7%
OC: Incidental Cost	MLM Gen Incr	5.30%	4.9%	4.7%
OC: T&S Dom - Incidental Cost	MLM Gen Incr	5.30%	4.9%	4.7%
OC: Incidental Cost: DA	MLM Gen Incr	0.00%	4.9%	4.7%
OC: Incidental Cost: ANC	MLM Gen Incr	0.00%	4.9%	4.7%
OC: Incidental Cost: EFF	MLM Gen Incr	0.00%	4.9%	4.7%
OC: Incidental Cost: FF	MLM Gen Incr	0.00%	4.9%	4.7%

Budget Assumptions	Basis of Assumption	Year 1	Year 2	Year 3
		2023/2024	2024/2025	2025/2026
Expenditure				
Operational Cost				
OC: Without opr car rental	MLM Gen Incr	5.30%	4.9%	4.7%
OC: T&S Dom Trp - Without Opr Car Rental	MLM Gen Incr	5.30%	4.9%	4.7%
OC: Without opr car rental: DA	MLM Gen Incr	0.00%	4.9%	4.7%
OC: Without opr car rental: ANC	MLM Gen Incr	0.00%	4.9%	4.7%
OC: Without opr car rental: EFF	MLM Gen Incr	0.00%	4.9%	4.7%
OC: Without opr car rental: FF	MLM Gen Incr	0.00%	4.9%	4.7%
OC: Own Transport	MLM Gen Incr	5.30%	4.9%	4.7%
OC: T&S Dom Trp - W/Out Opr Own Transprt	MLM Gen Incr	5.30%	4.9%	4.7%
OC: Air Transport	MLM Gen Incr	5.30%	4.9%	4.7%
OC: T&S Dom Pub Trp - Air Transport	MLM Gen Incr	5.30%	4.9%	4.7%
OC: Air Transport: DA	MLM Gen Incr	5.30%	4.9%	4.7%
OC: Air Transport: ANC	MLM Gen Incr	5.30%	4.9%	4.7%
OC: Air Transport: EFF	MLM Gen Incr	5.30%	4.9%	4.7%
OC: Air Transport: FF	MLM Gen Incr	5.30%	4.9%	4.7%
OC: T&S Dom - Daily Allowance	MLM Gen Incr	5.30%	4.9%	4.7%
OC: T&S Foreign - Accommodation	MLM Gen Incr	5.30%	4.9%	4.7%
OC: T&S Foreign - Accommodation	MLM Gen Incr	5.30%	4.9%	4.7%
OC: T&S Foreign - Accommodation	MLM Gen Incr	5.30%	4.9%	4.7%
OC: T&S Foreign - Accommodation	MLM Gen Incr	5.30%	4.9%	4.7%
OC: T&S Foreign - Accommodation	MLM Gen Incr	5.30%	4.9%	4.7%
OC: T&S Dom - Daily Allowance	MLM Gen Incr	5.30%	4.9%	4.7%
OC: T&S Foreign - Daily Allowance	MLM Gen Incr	5.30%	4.9%	4.7%
OC: T&S Foreign - Daily Allowance	MLM Gen Incr	5.30%	4.9%	4.7%
OC: T&S Foreign - Daily Allowance	MLM Gen Incr	5.30%	4.9%	4.7%
OC: T&S Foreign - Daily Allowance	MLM Gen Incr	5.30%	4.9%	4.7%
OC: T&S Foreign - Daily Allowance	MLM Gen Incr	5.30%	4.9%	4.7%
OC: T&S Foreign - Incidental Cost	MLM Gen Incr	5.30%	4.9%	4.7%
OC: T&S Foreign - Incidental Cost	MLM Gen Incr	5.30%	4.9%	4.7%
OC: T&S Foreign - Incidental Cost	MLM Gen Incr	5.30%	4.9%	4.7%
OC: T&S Foreign - Incidental Cost	MLM Gen Incr	5.30%	4.9%	4.7%
OC: T&S Foreign - Incidental Cost	MLM Gen Incr	5.30%	4.9%	4.7%
OC: T&S Foreign Trp - No Opr Car Rental	MLM Gen Incr	5.30%	4.9%	4.7%
OC: T&S Foreign Trp - No Opr Car Rental	MLM Gen Incr	5.30%	4.9%	4.7%
OC: T&S Foreign Trp - No Opr Car Rental	MLM Gen Incr	5.30%	4.9%	4.7%
OC: T&S Foreign Trp - No Opr Car Rental	MLM Gen Incr	5.30%	4.9%	4.7%
OC: T&S Foreign Trp - No Opr Car Rental	MLM Gen Incr	5.30%	4.9%	4.7%
OC: T&S Foreign Trp - With Orp Trp Prov	MLM Gen Incr	5.30%	4.9%	4.7%
OC: T&S Foreign Trp - With Orp Trp Prov	MLM Gen Incr	5.30%	4.9%	4.7%
OC: T&S Foreign Trp - With Orp Trp Prov	MLM Gen Incr	5.30%	4.9%	4.7%
OC: T&S Foreign Trp - With Orp Trp Prov	MLM Gen Incr	5.30%	4.9%	4.7%
OC: T&S Foreign Trp - With Orp Trp Prov	MLM Gen Incr	5.30%	4.9%	4.7%
OC: T&S Foreign Pub Trp - Air Transport	MLM Gen Incr	5.30%	4.9%	4.7%
OC: T&S Foreign Pub Trp - Air Transport	MLM Gen Incr	5.30%	4.9%	4.7%
OC: T&S Foreign Pub Trp - Air Transport	MLM Gen Incr	5.30%	4.9%	4.7%
OC: T&S Foreign Pub Trp - Air Transport	MLM Gen Incr	5.30%	4.9%	4.7%
OC: T&S Foreign Pub Trp - Air Transport	MLM Gen Incr	5.30%	4.9%	4.7%
OC: T&S Foreign Pub Trp - Railway Trans	MLM Gen Incr	5.30%	4.9%	4.7%
OC: T&S Foreign Pub Trp - Railway Trans	MLM Gen Incr	5.30%	4.9%	4.7%
OC: T&S Foreign Pub Trp - Railway Trans	MLM Gen Incr	5.30%	4.9%	4.7%
OC: T&S Foreign Pub Trp - Railway Trans	MLM Gen Incr	5.30%	4.9%	4.7%
OC: T&S Foreign Pub Trp - Railway Trans	MLM Gen Incr	5.30%	4.9%	4.7%
OC: T&S Foreign Pub Trp - Road Transp	MLM Gen Incr	5.30%	4.9%	4.7%
OC: T&S Foreign Pub Trp - Road Transp	MLM Gen Incr	5.30%	4.9%	4.7%
OC: T&S Foreign Pub Trp - Road Transp	MLM Gen Incr	5.30%	4.9%	4.7%
OC: T&S Foreign Pub Trp - Road Transp	MLM Gen Incr	5.30%	4.9%	4.7%
OC: T&S Foreign Pub Trp - Road Transp	MLM Gen Incr	5.30%	4.9%	4.7%

Budget Assumptions	Basis of Assumption	Year 1	Year 2	Year 3
		2023/2024	2024/2025	2025/2026
Expenditure				
Operational Cost				
OC: T&S Foreign Pub Trp - Water Transp	MLM Gen Incr	5.30%	4.9%	4.7%
OC: T&S Foreign Pub Trp - Water Transp	MLM Gen Incr	5.30%	4.9%	4.7%
OC: T&S Foreign Pub Trp - Water Transp	MLM Gen Incr	5.30%	4.9%	4.7%
OC: T&S Foreign Pub Trp - Water Transp	MLM Gen Incr	5.30%	4.9%	4.7%
OC: T&S Foreign Pub Trp - Water Transp	MLM Gen Incr	5.30%	4.9%	4.7%
OC: Uniform & Protective Clothing	MLM Gen Incr	5.30%	4.9%	4.7%
OC: Vehicle Tracking	MLM Gen Incr	5.30%	4.9%	4.7%
OC: Vehicle Tracking Fleet	MLM Gen Incr	5.30%	4.9%	4.7%
OC: Workmen's Compensation Fund	MLM Gen Incr	5.30%	4.9%	4.7%
OC: Indigent Relief	MLM Gen Incr	5.30%	4.9%	4.7%
Inventory				
Inventory - Consumable Stores -Std Rated Fleet	MLM Gen Incr	5.30%	4.9%	4.7%
Inventory - Finished Goods	MLM Gen Incr	5.30%	4.9%	4.7%
INV - CONSUMABL STORES -ZERO RATED FLEET	MLM Gen Incr	7.00%	7.0%	7.0%
Inventory - Materials & Supplies	MLM Gen Incr	0.00%	4.9%	4.7%
Inventory - Stationery	MLM Gen Incr	0.00%	4.9%	4.7%
Inventory - Stationery (Cartridges)	MLM Gen Incr	0.00%	4.9%	4.7%
Inventory - Computer Requirements	MLM Gen Incr	0.00%	4.9%	4.7%
Inventory - Copy Charges	MLM Gen Incr	0.00%	4.9%	4.7%
Inventory - Materials & Supplies Fleet	MLM Gen Incr	5.30%	4.9%	4.7%
INVENTORY - WATER	% of Sales	9.20%	8.5%	8.2%
Bulk Purchases				
Eskom	% of Sales	18.65%	12.7%	15.7%
Bulk Water Purchases	% of Sales	9.20%	8.5%	8.2%
Interest Dividends And Rent On Land				
Int Paid Bor: Annuity Loans		7.00%	7.0%	7.0%
Int Paid Bor: Financial Leases		7.00%	7.0%	7.0%
Operating Leases				
Opr Leases: Transport Assets Fleet	MLM Gen Incr	5.30%	4.9%	4.7%
Bad Debts Written Off	**Link to SDBIP**			

2.5.9 Projected Annual Financial Statements and Cash Flow

The projected financial statements are based on the assumptions reflected below:

Table 27 Projected Financial Statement Assumptions

Budget Assumptions	Basis of Assumption	Year 1	Year 2	Year 3
		2023/2024	2024/2025	2025/2026
Assets				
Current Assets				
Cash and Cash Equivalents	Calculation	Calculated	Calculated	Calculated
Short Term Investments	Calculation	Calculated	Calculated	Calculated
Consumer Debtors	CPI			
VAT Receivable	CPI	5.30%	4.9%	4.7%
Other Receivables from Exchange Transactions	CPI	5.30%	4.9%	4.7%
Other Receivables from Non Exchange Transactions	CPI	5.30%	4.9%	4.7%
Inventories	CPI	5.30%	4.9%	4.7%
Non Current Assets				
Property Plant and Equipment	Capt Budget	Calculated	Calculated	Calculated
Investment Property	Capt Budget	Calculated	Calculated	Calculated
Intangible Assets	Capt Budget	Calculated	Calculated	Calculated
Liaibilities				
Current Liabilities				
Trade and Other Payables	CPI	5.30%	4.9%	4.7%
Consumer Deposits	CPI	5.30%	4.9%	4.7%
Short Term Portion of External Loan	Loans Register			
Short Term Portion of Finance Lease Obligation	Loans Register			
VAT payable	CPI	5.30%	4.9%	4.7%
Unspent Conditional Grants and Receipts	Must spend in full			
Current Portion of Provision	CPI	5.30%	4.9%	4.7%
Non Current Liabilities				
External Loans	Loans Register			
Provisions	CPI	5.30%	4.9%	4.7%
Retirement Benefit Obligation	CPI	5.30%	4.9%	4.7%
Finance Lease Obligation	Loans Register			

It is estimated that a spending rate of at least 90% is achieved on operating expenditure and on the capital programme for the 2023/24 MTREF however, a 100% spending level has been factored into the cash flow budget for prudent cash management.

The projected Annual Financial Statements, with the project cash flow statement are provided hereunder for the adjusted budget 2022/2023 financial year as well as the projections for the MTREF period:

Table 28 Projected Statement of Financial Performance

Income	Adjusted Budget 2022-2023	Budget 2023-2024	Budget 2024-2025	Budget 2025-2026
Revenue from Non-Exchange Transactions				
Property Rates	301 041 332	321 361 622	340 643 319	361 081 918
Fines, Penalties and Forfeits	117 747 668	124 812 528	132 301 280	138 519 440
Operational Transfers Monetary	172 790 946	192 049 996	207 049 746	226 443 096
Capital Transfers Monetary (Govt)	105 144 848	96 708 618	116 103 878	110 579 528
Capital Transfers Monetary (Developers)	5 700 000	8 500 000	8 000 000	3 000 000
Revenue from Exchange Transactions				
Service Charges Electricity	522 890 107	618 886 886	697 303 667	806 149 107
Service Charges Waste Management	55 544 868	59 433 009	62 998 989	66 778 929
Service Charges WasteWater Management	55 169 433	58 893 370	62 426 972	66 172 590
Service Charges Water	251 467 852	274 371 936	297 475 677	321 653 497
Interest, Dividends and Rent on Land	47 107 010	49 060 203	50 961 691	52 874 937
Operational Revenue	3 716 481	3 918 317	4 118 414	4 311 980
Rental from Fixed Assets	1 240 608	1 315 044	1 393 947	1 459 463
Sales of Goods and Rendering of Services	6 862 456	7 272 892	7 683 516	8 044 641
TOTAL INCOME	**1 646 423 609**	**1 816 584 420**	**1 988 461 097**	**2 167 069 126**
Total Income Excluding Capital Revenue	**1 535 578 761**	**1 711 375 802**	**1 864 357 219**	**2 053 489 598**
Expenditure	**Adjusted Budget 2022-2023**	**Budget 2023-2024**	**Budget 2024-2025**	**Budget 2025-2026**
Salaries and Allowances				
Senior Managers	7 303 827	9 439 016	9 606 502	10 185 594
Municipal Staff	358 258 935	427 113 463	445 442 896	466 139 859
Councillors Allowances	14 481 673	13 859 926	14 414 323	14 990 896
Contracted Services				
Outsourced Services	71 871 499	81 229 565	81 096 496	84 908 031
Consultants and Professional Services	25 764 621	29 529 654	31 252 926	32 810 463
Contractors	72 789 372	77 573 416	81 294 872	85 105 448
Operational Cost	90 604 214	97 617 796	102 069 375	106 601 026
Inventory	31 669 196	36 271 871	38 523 629	40 890 235
Bulk Purchases				
Electricity	430 018 752	510 217 249	575 218 927	665 528 298
Water	158 191 201	172 744 791	187 428 099	202 797 203
Interest, Dividends and Rent on Land	17 055 001	27 715 027	34 951 798	31 909 541
Bad Debt Written Off	6 169 211	6 496 179	6 814 492	7 134 773
Transfers and Subsidies	1 500 000	1 500 000	1 500 000	1 500 000
Depreciation and Amortisation	136 038 407	140 855 334	145 807 117	151 112 480
SUB TOTAL EXPENDITURE	**1 421 715 909**	**1 632 163 288**	**1 755 421 451**	**1 901 613 847**
Gains and losses				
Debtors impairment	60 000 000	63 000 000	66 150 000	69 457 500
Traffic fines impairment	111 720 000	106 656 000	108 135 360	114 345 722
Inv - Physical & Net-Rel Value Losses	-			
TOTAL EXPENDITURE	**1 593 435 909**	**1 801 819 288**	**1 929 706 811**	**2 085 417 069**

Overview of budget funding

2.5.10 Medium-term outlook: operating revenue

The Municipality derives most of its operational revenue from the provision of goods and services such as water, electricity, sanitation and solid waste removal. Property rates, operating and capital grants from organs of state and other minor charges (such as building plan fees, licenses and permits etc.).

The revenue strategy is a function of key components such as:

- Growth in the city and economic development;
- Revenue management and enhancement;
- Achievement of a 92% annual collection rate for consumer revenue;
- National Treasury guidelines;
- Electricity tariff increases within the National Electricity Regulator of South Africa (NERSA) approval;
- Achievement of full cost recovery of specific user charges;
- Determining tariff escalation rate by establishing/calculating revenue requirements;
- The Property Rates Policy in terms of the Municipal Property Rates Act, 2004 (Act 6 of 2004) (MPRA), as amended;
- And the ability to extend new services and obtain cost recovery levels.

The above principles guide the annual increase in the tariffs charged to the consumers and the ratepayers aligned to the economic forecasts.

The operating revenue over the medium term will primarily grow as a result of tariff increases and not from growth. The only growth projected over the medium term is the Savanna City Housing Development.

No long term investments are projected for the MTREF. Only surplus cash investments for period shorter than 3 months will be made and as required by GRAP these investments are included in cash and cash equivalents on the projected Statement of Financial Position. Refer to Table MBRR SA15 at the end of this document for detailed investment information (a nil return is reflected) and Table MBRR SA16 showing investment particulars by maturity (also a nil return for this year).

2.5.11 Medium-term outlook: capital revenue

The capital amount proposed for 2023/24 amounts to R376 295 500.

The capital budget will be funded as follows:

Capital Budget per Funding Source	%	R
Capital Annuity Loans	53%	199 950 000
Capital Leases	7%	24 830 000
Capital Operational Revenue	13%	49 935 000
Capital Monetary INEP	7%	25 212 000
Capital Monetary MIG	9%	35 606 500
Capital Monetary WSIG	5%	18 212 000
Capital Monetary NHDPG	3%	10 000 000
Capital Monetary FFRG	1%	2 000 000
Capital Monetary Developers Contributions	1%	4 000 000
Capital Monetary DAC	2%	6 550 000
	100%	**376 295 500**

Capital Revenue of R376m is reflected in the budget for the 2023/2024 financial year, of which the majority relates to government grants.

Capital Revenue is reflected as operating income in accordance with GRAP requirements but it is not utilised for operations but for capital projects. This theoretically means that the statement of financial performance should reflect at least the amount of capital revenue to have an operating surplus in accounting terms.

It is expected that the capital revenue will increase over the MTREF period as government grants will increase.

New loans amounting to R200m will be taken up in the 2023/2024 financial year to fund new infrastructure projects and R25m to fund new vehicles through HP financing.

An independent Long Term Financing Strategy has been compiled by the municipality in the previous financial year and was again updated in the current financial year.

Refer to Table MBRR SA 17 for Details of Borrowings contained at the end of the document.

The following graph illustrates the outstanding borrowings vs operating revenue

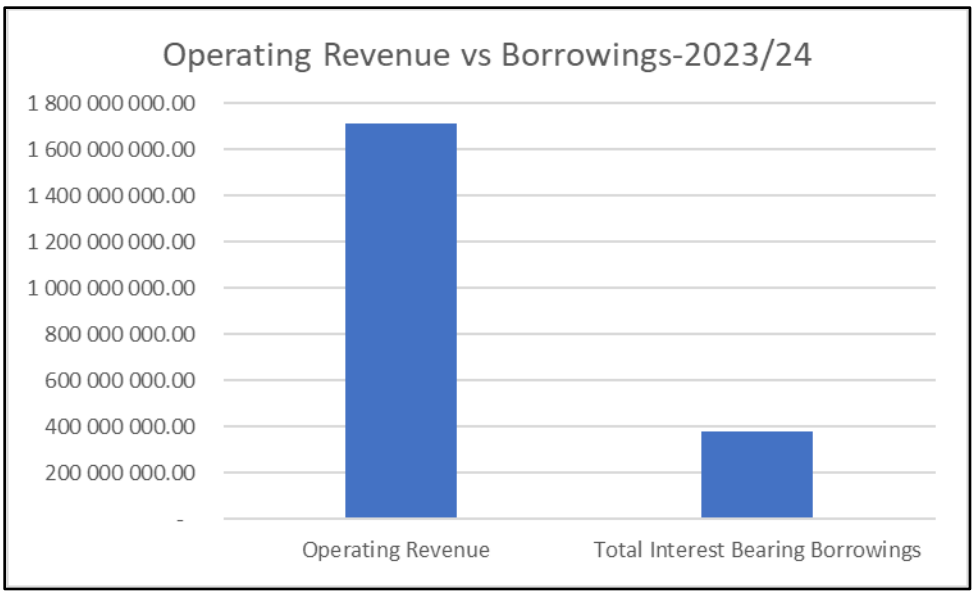

Figure 7 External Borrowings vs Total Operating Revenue

Refer to Table MRBB SA 18 for more detail on capital transfer and grant receipts

Internally generated funds consist of a mixture between surpluses generated on the operating statement of financial performance and cash backed reserves. In determining the credibility of this funding source it becomes necessary to review the cash flow budget as well as the cash backed reserves and accumulated funds reconciliation, as discussed below.

2.5.12 Cash Flow Management

Cash flow management and forecasting is a critical step in determining if the budget is funded over the medium-term. The table below is consistent with international standards of good financial management practice. Some specific features include:

- Clear separation of receipts and payments within each cash flow category;
- Clear separation of capital and operating receipts from government, which also enables cash from 'Ratepayers and other' to be provide for as cash inflow based on actual performance. In other words, the *actual collection rate* of billed revenue, and
- Separation of borrowing and loan repayments (no set-off), to assist with MFMA compliance assessment regarding the use of long term borrowing (debt).

Table MBRR A7 provides the projected cash flow statement over the 7-year horizon in NT format.

Whilst the cash flow forecast shows a cash balance of between R410 million and R470 million per year, it is necessary to analyse the cash balance to ensure all reserves are cash backed and that the budget is funded.

2.5.13 Cash Backed Reserves/Accumulated Surplus Reconciliation

MBRR Table A8 appearing at the end of this document provides the Cash backed reserves/accumulated surplus reconciliation and this table meets the requirements of MFMA Circular 42 which deals with the funding of a municipal budget in accordance with sections 18 and 19 of the MFMA. The table seeks to answer three key questions regarding the use and availability of cash:

- What are the predicted cash and investments that are available at the end of the budget year?
- How are those funds used?
- What is the net funds available or funding shortfall?

A surplus would indicate the cash-backed accumulated surplus that was/is available. A shortfall (applications > cash and investments) is indicative of non-compliance with section 18 of the MFMA requirement that the municipality's budget must be 'funded'. Non-compliance with section 18 is assumed because a shortfall would indirectly indicate that the annual budget is not appropriately funded (budgeted spending is greater than funds available or to be collected). It is also important to analyse trends to understand the consequences, e.g. the budget year might indicate a small surplus situation, which in itself is an appropriate outcome, but if in prior years there were much larger surpluses then this negative trend may be a concern that requires closer examination.

From the table it can be seen that the budget for the MTREF period is funded as per the Funding and Reserves policy of the municipality. Please note that the above figures INCLUDES working capital.

- Unspent conditional transfers (grants) are automatically assumed to be an obligation as the municipality has received government transfers in advance of meeting the conditions. Ordinarily, unless there are special circumstances, the municipality is obligated to return unspent conditional grant funds to the national revenue fund at the end of the financial year.
- Unspent borrowing from the previous financial years. Unspent borrowings are ring-fenced and reconciled on a monthly basis to ensure no unnecessary liabilities are incurred.
- Provisions for statutory requirements include the capital replacement reserve, the leave accrual, consumer deposits and retentions held.
- The main purpose of other working capital is to ensure that sufficient funds are available to meet obligations as they fall due. Working capital is calculated as the difference between net debtors (i.e. after provision for non-payment) and creditors.

The municipality analyses its cash balances on a monthly basis and reports the main results as part of the Section 71 report to Council. The projected cash balances for the MTREF period are reflected hereunder:

2.5.14 Funding compliance measurement

National Treasury requires that the municipality assess its financial sustainability against fourteen different measures that look at various aspects of the financial health of the municipality. These measures are contained in the following table. All the information comes directly from the annual

budgeted statements of financial performance, financial position and cash flows. The funding compliance measurement table essentially measures the degree to which the proposed budget

complies with the funding requirements of the MFMA are shown in Table MBRR SA 10. Each of the measures is discussed below.

2.5.14.1 Cash/cash equivalent position

The municipality's forecast cash position was discussed as part of the budgeted cash flow statement. A 'positive' cash position, for each year of the MTREF would generally be a minimum requirement, subject to the planned application of these funds such as cash-backing of reserves and working capital requirements.

2.5.14.2 Cash plus investments less application of funds

The purpose of this measure is to understand how the municipality has applied the available cash and investments as identified in the budgeted cash flow statement. The detail reconciliation of the cash backed reserves/surpluses is contained in Table MBRR A8. The reconciliation is intended to be a relatively simple methodology for understanding the budgeted amount of cash and investments available with any planned or required applications to be made.

2.5.14.3 Monthly average payments covered by cash or cash equivalents

The purpose of this measure is to understand the level of financial risk should the municipality be under stress from a collection and cash in-flow perspective. Regardless of the annual cash position an evaluation should be made of the ability of the Municipality to meet monthly payments as and when they fall due. It is especially important to consider the position should the municipality be faced with an unexpected disaster that threatens revenue collection such as rate boycotts.

2.5.14.4 Surplus/deficit excluding depreciation offsets

The main purpose of this measure is to understand if the revenue levels are sufficient to conclude that the community is making a sufficient contribution for the municipal resources consumed each year. An 'adjusted' surplus/deficit is achieved by offsetting the amount of depreciation related to externally funded assets. Municipalities need to assess the result of this calculation taking into consideration its own circumstances and levels of backlogs. If the outcome is a deficit, it may indicate that rates and service charges are insufficient to ensure that the community is making a sufficient contribution toward the economic benefits they are consuming over the medium term.

It needs to be noted that a surplus does not necessarily mean that the budget is funded from a cash flow perspective and the first two measures in the table are therefore critical.

2.5.14.5 Property Rates/service charge revenue as a percentage increase less macro inflation target

The purpose of this measure is to understand whether the municipality is contributing appropriately to the achievement of national inflation targets. This measure is based on the

increase in 'revenue', which will include both the change in the tariff as well as any assumption about real growth such as new property development, services consumption growth etc.

The factor is calculated by deducting the maximum macro-economic inflation target increase (which is currently 3 - 6%). The result is intended to be an approximation of the real increase in revenue.

2.5.14.6 Cash receipts as a percentage of ratepayer and other revenue

This factor is a macro measure of the rate at which funds are 'collected'. This measure is intended to analyse the underlying assumed collection rate for the MTREF to determine the relevance and credibility of the budget assumptions contained in the budget.

2.5.14.7 Debt impairment expense as a percentage of billable revenue

This factor measures whether the provision for debt impairment is being adequately funded and is based on the underlying assumption that the provision for debt impairment (doubtful and bad debts) has to be increased to offset under-collection of billed revenues.

2.5.14.8 Capital payments percentage of capital expenditure

The purpose of this measure is to determine whether the timing of payments has been taken into consideration when forecasting the cash position. The municipality aims to keep this as low as possible through strict compliance with the legislative requirement that debtors be paid within 30 days.

2.5.14.9 Borrowing as a percentage of capital expenditure (excluding transfers, grants and contributions)

The purpose of this measurement is to determine the proportion of a municipality's 'own-funded' capital expenditure budget that is being funded from borrowed funds to confirm MFMA compliance. Externally funded expenditure (by transfers/grants and contributions) has been be excluded.

2.5.14.10 Transfers/grants revenue as a percentage of Government transfers/grants available

The purpose of this measurement is mainly to ensure that all available transfers from national and provincial government have been budgeted for. A percentage less than 100% could indicate that not all grants as contained in the Division of Revenue Act (DoRA) have been budgeted for.

2.5.14.11 Consumer debtors change (Current and Non-current)

The purpose of these measures are to ascertain whether budgeted reductions in outstanding debtors are realistic. There are 2 measures shown for this factor; the change in current debtors and the change in long term receivables, both from the Budgeted Financial Position.

2.5.14.12 Repairs and maintenance expenditure level

This measure must be considered important within the context of the funding measures criteria because a trend that indicates insufficient funds are being committed to asset repair could also indicate that the overall budget is not credible and/or sustainable in the medium to long term because the revenue budget is not being protected. Details of the Municipality's strategy pertaining to asset management and repairs and maintenance is contained in Table MBRR SA34C.

2.5.14.13 Asset renewal/rehabilitation expenditure level

This measure has a similar objective to aforementioned objective relating to repairs and maintenance. A requirement of the detailed capital budget (since MFMA Circular 28 which was issued in December 2005) is to categorise each capital project as a new asset or a renewal/rehabilitation project. The objective is to summarise and understand the proportion of budgets being provided for new assets and also asset sustainability. A declining or low level of renewal funding may indicate that a budget is not credible and/or sustainable and future revenue is not being protected, similar to the justification for 'repairs and maintenance' budgets. Further details in this regard are contained in MBRR SA34b.

2.6 Expenditure on grants and reconciliations of unspent funds

The municipality has budgeted for all grants as gazetted in the Division of Revenue Act, 2018 as well as indications received from Gauteng Provincial Government on provincial grants to be expected for the 2023/2024 financial year.

The grants are budgeted for as expenditure items in either the operating or capital budget depending on the conditions of the grant.

The following tables related to expenditure on grants are provided at the end of this document:

- **MBRR SA19 – Expenditure on transfers and grant programmes**
- **MBRR SA 20 – Reconciliation between of transfers, grant receipts and unspent funds**

2.7 Councillor and employee benefits

Midvaal employees are remunerated on a grade 8 of the SA Bargaining Council Scales and Councillors on a grade 4 of the Councillor's grading scale.

A salary increase of 6% has been budgeted for Midvaal employees, and 4% for Senior managers. A 3.5% increase has been budgeted for Councillors.

The following tables reflect information on councillor and employee benefits:

- **MBRR SA22 – Summary of councillor and staff benefits**
- **MBRR SA23 – Salaries, allowances and benefits (political office bearers /councillors /Deputy municipal manager and senior managers)**
- **MBRR SA24 – Summary of personnel numbers**

2.8 Monthly targets for revenue, expenditure and cash flow

The monthly targets for revenue, expenditure and cash flow are contained in the SDBIP and are also reflected in the following tables:

- **MBRR SA25 – Budgeted monthly revenue and expenditure**
- **MBRR SA26 – Budgeted monthly revenue and expenditure (municipal vote)**
- **MBRR SA27 – Budgeted monthly revenue and expenditure (standard classification)**
- **MBRR SA28 – Budgeted monthly capital expenditure (municipal vote)**
- **Table 29 MBRR SA29 – Budgeted monthly capital expenditure (standard classification)**
- **Table 30 MBRR SA30 – Budgeted monthly cash flow**

2.9 Annual budgets and SDBIPs – internal departments

The SDBIP is attached as Annexure AR.

2.10 Contracts having future budgetary implications

In terms of the Council's Supply Chain Management Policy, no contracts are awarded beyond the medium-term revenue and expenditure framework (three years) unless the formal section 33 process is followed. In ensuring adherence to this contractual time frame limitation, all reports submitted to either the Bid Evaluation and Adjudication Committees must obtain formal financial comments.

The following long term contracts are currently in place:

Name of Service Provider	Nature of service rendered	Date appointment	Period of appointment	Estimated cost over contract period
ABSA	Banking Services	01/04/2017	5 years	R7,328,000
Ndlala Mass Valuations	Compilation of supplementary valuation rolls	01/07/2018	5 years	R2,500,000

2.11 Capital expenditure details

The following three tables present details of the Municipality's capital expenditure programme, firstly on new assets, then the renewal of assets and finally on the repair and maintenance of assets.

- **MBRR SA 34a – Capital expenditure on new assets by asset class**
- **MBRR SA34b – Capital expenditure on the renewal of existing assets by asset class**
- **MBRR SA34c – Repairs and maintenance expenditure by asset class**
- **MBRR SA35 – Future financial implications of the capital budget**
- **MBRR SA36 – Detailed capital budget per municipal vote**
- **31 MBRR SA37 – Projects delayed from previous financial year**

2.12 Legislation compliance status

Compliance with the MFMA implementation requirements have been substantially adhered to through the following activities:

1. **In year reporting**

   Reporting to National Treasury in electronic format was fully complied with on a monthly basis. Section 71 reporting to the Executive Mayor (within 10 working days) and includes monthly published financial performance on the Municipality's website.

2. **Internship programme**

   The Municipality is participating in the Municipal Financial Management Internship programme and has seven intern positions for training in various divisions of the Financial Services Department.

3. **Budget and Treasury Office**

   The Budget and Treasury Office has been established in accordance with the MFMA.

4. **Audit Committee**

   An Audit Committee has been established and is fully functional.

5. **Service Delivery and Implementation Plan**

   The detail SDBIP document is at a draft stage and will be finalised after approval of the 2023/24 MTREF in May 2023.

6. **Annual Report**

   The Annual report is compiled in terms of the MFMA and National Treasury requirements.

2.13 Other supporting documents

The following additional tables are provided for additional information:

- **MBRR Table SA1 – Supporting detail to budgeted financial performance**
- **MBRR Table SA2 – Matrix financial performance budget (revenue source/expenditure type and department)**
- **MBRR Table SA3 – Supporting detail to Statement of Financial Position**
- **MBRR Table SA9 – Social, economic and demographic statistics and assumptions**
- **MBRR SA32 – List of external mechanisms**
- **Schedule of Service Delivery Standards Table**

2.14 Municipal Manager's quality certificate

I, SM Mosidi, Acting Municipal Manager of Midvaal, hereby certify that the annual budget and supporting documentation have been prepared in accordance with the Municipal Finance Management Act and the regulations made under the Act, and that the annual budget and supporting documents are consistent with the Integrated Development Plan of the municipality.

Print Name AM GROENEWALD
Municipal Manager of Midvaal Local Municipality (GT422)

ORIGINAL SIGNED

Signature _____
Date 16 March 2023

List of Tables provided as additional information (which can be accessed on the CD provided).

- **MBRR Table SA4 – Reconciliation between the IDP strategic objectives and budgeted revenue**
- **MBRR Table SA5 – Reconciliation between the IDP strategic objectives and budgeted operating expenditure**
- **MBRR Table SA6 – Reconciliation between the IDP strategic objectives and budgeted capital expenditure**
- **MBRR Table SA7 – Measurable performance objectives**
- **MBRR Table SA8 – Performance indicators and benchmarks**
- **MBRR SA15 – Detail Investment Information**
- **MBRR SA16 – Investment particulars by maturity**
- **MBRR Table SA 17 – Detail of borrowings**
- **MBRR Table SA 18 – Capital transfers and grant receipts**
- **MBRR Table A7 – Budget cash flow statement**
- **MBRR Table A8 – Cash backed reserves/accumulated surplus reconciliation**
- **MBRR SA10 – Funding compliance measurement**
- **MBRR SA19 – Expenditure on transfers and grant programmes**
- **MBRR SA 20 – Reconciliation between of transfers, grant receipts and unspent funds**
- **MBRR SA22 – Summary of councillor and staff benefits**
- **MBRR SA23 – Salaries, allowances and benefits (political office bearers /councillors /Deputy municipal manager and senior managers)**
- **MBRR SA24 – Summary of personnel numbers**
- **MBRR SA25 – Budgeted monthly revenue and expenditure**
- **MBRR SA26 – Budgeted monthly revenue and expenditure (municipal vote)**
- **MBRR SA27 – Budgeted monthly revenue and expenditure (standard classification)**
- **MBRR SA28 – Budgeted monthly capital expenditure (municipal vote)**
- **Table 32 MBRR SA29 – Budgeted monthly capital expenditure (standard classification)**
- **Table 33 MBRR SA30 – Budgeted monthly cash flow**
- **MBRR Table SA1 – Supporting detail to budgeted financial performance**
- **MBRR Table SA2 – Matrix financial performance budget (revenue source/expenditure type and department)**
- **MBRR Table SA3 – Supporting detail to Statement of Financial Position**
- **MBRR Table SA9 – Social, economic and demographic statistics and assumptions**
- **MBRR SA32 – List of external mechanisms**
- **Schedule of Service Delivery Standards Table**

Tshepiso has indicated changes in green already

Annexure A1
National Treasury Format Budget Document

GT422 Midvaal - Table A1 Budget Summary

Description	2019/20	2020/21	2021/22	Current Year 2022/23				2023/24 Medium Term Revenue & Expenditure Framework		
R thousands	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
Financial Performance										
Property rates	242 117	253 452	273 314	287 653	301 041	301 041	195 275	321 362	340 643	361 082
Service charges	666 770	734 246	799 938	905 595	885 072	885 072	543 767	1 011 585	1 120 205	1 260 754
Investment revenue	21 721	17 194	18 248	20 080	20 080	20 080	18 904	21 144	22 180	23 222
Transfer and subsidies - Operational	130 237	159 071	150 862	172 851	172 791	172 791	122 057	192 050	207 050	226 443
Other own revenue	71 006	99 123	95 111	105 870	156 595	156 595	81 289	165 235	174 279	181 988
Total Revenue (excluding capital transfers and contributions)	1 131 851	1 263 085	1 337 473	1 492 049	1 535 579	1 535 579	961 292	1 711 376	1 864 357	2 053 490
Employee costs	277 572	298 272	322 148	382 892	366 100	366 100	257 727	436 552	455 049	476 326
Remuneration of councillors	12 970	12 822	12 968	14 203	14 482	14 482	10 854	13 860	14 414	14 991
Depreciation and amortisation	130 385	134 535	127 289	139 695	136 038	136 038	63 712	140 855	145 807	151 112
Finance charges	18 568	17 471	30 123	18 087	17 055	17 055	8 843	27 715	34 952	31 910
Inventory consumed and bulk purchases	315 846	350 408	494 865	569 073	576 211	576 211	303 261	671 569	749 454	853 258
Transfers and subsidies	1 301	1 212	1 534	1 500	1 500	1 500	1 384	1 500	1 500	1 500
Other expenditure	258 288	291 484	348 766	425 019	482 626	482 626	184 729	509 768	528 530	556 320
Total Expenditure	1 014 931	1 106 204	1 337 691	1 550 469	1 594 012	1 594 012	830 509	1 801 819	1 929 706	2 085 417
Surplus/(Deficit)	116 921	156 881	(218)	(58 420)	(58 433)	(58 433)	130 783	(90 443)	(65 349)	(31 928)
Transfers and subsidies - capital (monetary allocations)	90 839	184 315	96 481	109 398	110 845	110 845	55 912	105 209	124 104	113 580
Transfers and subsidies - capital (in-kind)	–	–	–	10 192	10 192	10 192	10 191	–	22 718	25 187
Surplus/(Deficit) after capital transfers & contributions	207 759	341 196	96 263	61 170	62 603	62 603	196 886	14 765	81 473	106 839
Share of Surplus/Deficit attributable to Associate	–	–	–	–	–	–	–	–	–	–
Surplus/(Deficit) for the year	207 759	341 196	96 263	61 170	62 603	62 603	196 886	14 765	81 473	106 839
Capital expenditure & funds sources										
Capital expenditure	118 729	239 433	164 627	180 597	189 933	189 933	95 314	376 296	276 766	205 978
Transfers recognised - capital	95 455	172 541	87 901	114 940	116 573	116 573	59 305	101 581	129 384	118 968
Borrowing	23 099	26 307	36 518	19 900	23 130	23 130	13 773	149 880	82 000	54 000
Internally generated funds	175	40 585	40 209	45 757	50 229	50 229	22 235	124 835	65 383	33 010
Total sources of capital funds	118 729	239 433	164 627	180 597	189 933	189 933	95 314	376 296	276 766	205 978
Financial position										
Total current assets	579 895	373 853	759 411	744 449	757 469	757 469	891 713	646 439	649 854	730 696
Total non current assets	2 014 773	2 129 253	2 153 572	2 511 645	2 520 981	2 520 981	2 184 947	2 821 273	2 743 114	2 679 327
Total current liabilities	329 422	1 234 615	354 748	321 461	327 480	327 480	361 225	291 763	269 161	292 652
Total non current liabilities	151 461	147 992	237 215	214 154	198 064	198 064	235 466	433 168	421 348	409 555
Community wealth/Equity	2 295 221	2 505 205	2 467 624	2 720 689	2 753 087	2 753 087	2 642 971	2 743 127	2 703 467	2 709 903
Cash flows										
Net cash from (used) operating	–	(40 227)	640 534	101 501	384 811	384 811	(11 000)	825 136	640 038	–
Net cash from (used) investing	–	(109 053)	(164 627)	(177 497)	(184 208)	(184 208)	(87 422)	(362 666)	(266 816)	–
Net cash from (used) financing	–	21 500	(21 589)	(29 433)	(20 498)	(20 498)	(17 236)	182 767	20 000	–
Cash/cash equivalents at the year end	292 900	272 267	905 623	465 005	660 539	660 539	(115 658)	652 774	1 045 996	1 045 996
Cash backing/surplus reconciliation										
Cash and investments available	2 527 239	2 446 352	2 807 685	3 144 418	3 127 224	3 127 224	2 869 341	3 329 238	3 260 462	3 280 561
Application of cash and investments	157 342	999 791	162 592	223 427	212 423	212 423	84 591	180 702	187 582	246 214
Balance - surplus (shortfall)	2 369 897	1 446 561	2 645 093	2 920 990	2 914 800	2 914 800	2 784 750	3 148 536	3 072 880	3 034 347
Asset management										
Asset register summary (WDV)	1 850 141	1 943 292	2 019 829	2 220 061	2 229 397	2 229 397	2 529 689	2 451 530	2 387 742	–
Depreciation	130 385	134 535	127 289	139 695	136 038	136 038	140 855	145 807	151 112	–
Renewal and Upgrading of Existing Assets	95 493	165 653	93 088	87 435	95 654	95 654	199 158	177 549	142 206	–
Repairs and Maintenance	103 609	99 001	134 543	161 081	168 807	168 807	186 754	195 690	204 880	–
Free services										
Cost of Free Basic Services provided	10 166	8 166	6 768	6 984	8 690	8 690	9 709	10 639	11 749	–
Revenue cost of free services provided	34 439	68 531	67 517	72 374	71 880	71 880	76 746	81 351	86 232	–
Households below minimum service level										
Water:	5	4	–	3	3	3	3	3	–	–
Sanitation/sewerage:	1	1	–	1	1	1	1	1	–	–
Energy:	7	7	–	7	7	7	7	7	–	–
Refuse:	10	10	–	10	10	10	10	10	–	–

GT422 Midvaal - Table A2 Budgeted Financial Performance (revenue and expenditure by functional classification)

Functional Classification Description	Ref	2019/20	2020/21	2021/22	Current Year 2022/23			2023/24 Medium Term Revenue & Expenditure Framework		
R thousand	1	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
Revenue - Functional										
Governance and administration		**358 830**	**464 574**	**381 878**	**416 828**	**437 331**	**437 331**	**459 969**	**481 922**	**505 046**
Executive and council		6 218	6 218	6 473	6 665	6 665	6 665	6 665	7 063	7 344
Finance and administration		352 612	458 356	375 405	410 163	430 666	430 666	453 304	474 859	497 702
Internal audit		–	–	–	–	–	–	–	–	–
Community and public safety		**62 358**	**104 402**	**108 893**	**119 062**	**162 639**	**162 639**	**171 493**	**175 360**	**181 711**
Community and social services		11 956	21 313	22 927	20 391	20 580	20 580	20 637	20 698	20 749
Sport and recreation		7 585	12 337	9 946	8 666	8 666	8 666	16 852	13 105	13 123
Public safety		38 964	66 999	71 361	84 053	127 502	127 502	128 111	135 664	141 946
Housing		–	–	–	–	–	–	–	–	–
Health		3 853	3 752	4 658	5 952	5 892	5 892	5 892	5 892	5 892
Economic and environmental services		**7 459**	**12 591**	**14 067**	**33 431**	**34 231**	**34 231**	**21 411**	**17 633**	**21 409**
Planning and development		2 073	2 894	10 845	18 436	19 236	19 236	18 330	14 552	9 766
Road transport		2 303	6 072	2	11 914	11 914	11 914	–	–	8 562
Environmental protection		3 083	3 625	3 220	3 081	3 081	3 081	3 081	3 081	3 081
Trading services		**794 043**	**865 833**	**929 116**	**1 042 317**	**1 022 414**	**1 022 414**	**1 163 711**	**1 336 264**	**1 484 090**
Energy sources		393 064	402 044	502 677	564 757	564 604	564 604	672 118	772 613	871 458
Water management		284 534	329 085	276 686	339 007	319 236	319 236	345 406	393 354	400 921
Waste water management		69 380	83 302	85 622	73 978	73 998	73 998	77 725	81 261	95 009
Waste management		47 065	51 402	64 132	64 575	64 575	64 575	68 463	89 036	116 702
Other	4	**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**
Total Revenue - Functional	2	**1 222 690**	**1 447 400**	**1 433 954**	**1 611 638**	**1 656 616**	**1 656 616**	**1 816 584**	**2 011 179**	**2 192 256**
Expenditure - Functional										
Governance and administration		**188 827**	**200 359**	**211 180**	**258 584**	**259 161**	**259 161**	**287 543**	**300 057**	**313 953**
Executive and council		33 161	32 528	30 882	39 904	45 230	45 230	51 321	53 736	56 050
Finance and administration		155 666	167 831	180 298	218 680	213 931	213 931	236 222	246 321	257 903
Internal audit		–	–	–	–	–	–	–	–	–
Community and public safety		**140 512**	**172 938**	**185 836**	**223 248**	**257 462**	**257 462**	**276 409**	**284 429**	**298 894**
Community and social services		15 784	19 333	23 004	26 455	27 118	27 118	28 122	29 463	30 820
Sport and recreation		24 147	24 778	32 569	38 673	37 887	37 887	43 478	43 897	45 958
Public safety		96 062	124 404	125 805	152 272	186 836	186 836	199 037	205 019	215 785
Housing		–	–	–	–	–	–	–	–	–
Health		4 519	4 423	4 458	5 849	5 621	5 621	5 773	6 050	6 330
Economic and environmental services		**98 883**	**93 804**	**106 862**	**127 188**	**124 419**	**124 419**	**139 552**	**146 350**	**153 229**
Planning and development		28 005	30 916	38 941	44 709	44 389	44 389	48 691	51 075	53 423
Road transport		67 622	59 115	63 762	78 054	75 560	75 560	86 185	90 371	94 673
Environmental protection		3 256	3 773	4 160	4 424	4 471	4 471	4 676	4 903	5 133
Trading services		**718 977**	**772 691**	**855 352**	**941 448**	**952 942**	**952 942**	**1 098 450**	**1 199 006**	**1 319 477**
Energy sources		382 493	417 636	482 044	564 517	557 820	557 820	647 906	719 313	816 348
Water management		220 608	226 152	226 777	235 033	241 862	241 862	261 729	280 416	299 873
Waste water management		61 916	63 902	75 598	72 047	76 407	76 407	91 199	95 892	100 724
Waste management		53 960	65 002	70 932	69 852	76 854	76 854	97 616	103 384	102 532
Other	4	**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**
Total Expenditure - Functional	3	**1 147 200**	**1 239 792**	**1 359 229**	**1 550 469**	**1 593 984**	**1 593 984**	**1 801 955**	**1 929 842**	**2 085 553**
Surplus/(Deficit) for the year		**75 491**	**207 608**	**74 725**	**61 170**	**62 631**	**62 631**	**14 629**	**81 337**	**106 703**

References

1. Government Finance Statistics Functions and Sub-functions are standardised to assist the compilation of national and international accounts for comparison purposes

2. Total Revenue by functional classification must reconcile to Total Operating Revenue shown in Budgeted Financial Performance (revenue and expenditure)

3. Total Expenditure by Functional Classification must reconcile to Total Operating Expenditure shown in Budgeted Financial Performance (revenue and expenditure)

4. All amounts must be classified under a functional classification . The GFS function 'Other' is only for Abbatoirs, Air Transport, Forestry, Licensing and Regulation, Markets and Tourism - and if used must be supported by footnotes. Nothing else may be placed under 'Other'. Assign associate share to relevant classification.

GT422 Midvaal - Table A2 Budgeted Financial Performance (revenue and expenditure by functional classification)

Functional Classification Description	Ref	2019/20	2020/21	2021/22	Current Year 2022/23			2023/24 Medium Term Revenue & Expenditure Framework		
R thousand	1	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
Revenue - Functional										
Municipal governance and administration		**358 830**	**464 574**	**381 878**	**416 828**	**437 331**	**437 331**	**459 969**	**481 922**	**505 046**
Executive and council		6 218	6 218	6 473	6 665	6 665	6 665	6 665	7 063	7 344
Mayor and Council		6 218	6 218	6 473	6 665	6 665	6 665	6 665	7 063	7 344
Municipal Manager, Town Secretary and Chief Executive										
Finance and administration		352 612	458 356	375 405	410 163	430 666	430 666	453 304	474 859	497 702
Administrative and Corporate Support		19 195	106 208	4 707	1 803	1 803	1 803	1 878	1 957	2 039
Asset Management										
Finance		331 021	350 775	369 059	406 500	427 003	427 003	449 455	470 813	493 475
Fleet Management										
Human Resources		1 182	359	542	619	619	619	656	696	729
Information Technology										
Legal Services										
Marketing, Customer Relations, Publicity and Media Co-										
Property Services		1 214	1 014	1 098	1 241	1 241	1 241	1 315	1 394	1 459
Risk Management										
Security Services										
Supply Chain Management										
Valuation Service										
Internal audit		–	–	–	–	–	–	–	–	–
Governance Function										
Community and public safety		**62 358**	**104 402**	**108 893**	**119 062**	**162 639**	**162 639**	**171 493**	**175 360**	**181 711**
Community and social services		**11 956**	**21 313**	**22 927**	**20 391**	**20 580**	**20 580**	**20 637**	**20 698**	**20 749**
Aged Care										
Agricultural										
Animal Care and Diseases										
Cemeteries, Funeral Parlours and Crematoriums		660	1 028	1 062	827	827	827	876	929	973
Child Care Facilities										
Community Halls and Facilities										
Consumer Protection										
Cultural Matters										
Disaster Management										
Education										
Indigenous and Customary Law										
Industrial Promotion										
Language Policy										
Libraries and Archives		11 296	20 286	21 865	19 564	19 753	19 753	19 761	19 769	19 776
Literacy Programmes										
Media Services										
Museums and Art Galleries										
Population Development										
Provincial Cultural Matters										
Theatres										
Zoo's										
Sport and recreation		**7 585**	**12 337**	**9 946**	**8 666**	**8 666**	**8 666**	**16 852**	**13 105**	**13 123**
Beaches and Jetties										
Casinos, Racing, Gambling, Wagering										
Community Parks (including Nurseries)		1 564	1 987	1 539	2 770	2 750	2 750	3 977	221	231
Recreational Facilities		6 021	10 351	8 407	5 896	5 916	5 916	12 875	12 884	12 891
Sports Grounds and Stadiums										
Public safety		**38 964**	**66 999**	**71 361**	**84 053**	**127 502**	**127 502**	**128 111**	**135 664**	**141 946**
Civil Defence										
Cleansing										
Control of Public Nuisances										
Fencing and Fences										
Fire Fighting and Protection		886	2 652	3 042	8 902	9 631	9 631	3 169	3 226	3 283
Licensing and Control of Animals										
Police Forces, Traffic and Street Parking Control		38 079	64 348	68 319	75 151	117 871	117 871	124 943	132 438	138 663
Pounds										
Housing		–	–	–	–	–	–	–	–	–
Housing										
Informal Settlements										
Health		**3 853**	**3 752**	**4 658**	**5 952**	**5 892**	**5 892**	**5 892**	**5 892**	**5 892**
Ambulance										
Health Services		3 853	3 752	4 658	5 952	5 892	5 892	5 892	5 892	5 892
Laboratory Services										
Food Control										
Health Surveillance and Prevention of Communicable Diseases										
Vector Control										
Chemical Safety										

Economic and environmental services		**7 459**	**12 591**	**14 067**	**33 431**	**34 231**	**34 231**	**21 411**	**17 633**	**21 409**
Planning and development		**2 073**	**2 894**	**10 845**	**18 436**	**19 236**	**19 236**	**18 330**	**14 552**	**9 766**
Billboards										
Corporate Wide Strategic Planning (IDPs, LEDs)										
Central City Improvement District										
Development Facilitation										
Economic Development/Planning		45	29	7 614	15 236	15 236	15 236	14 090	10 068	5 071
Regional Planning and Development										
Town Planning, Building Regulations and Enforcement, and City		2 028	2 865	3 231	3 200	4 000	4 000	4 240	4 484	4 695
Project Management Unit										
Provincial Planning										
Support to Local Municipalities										
Road transport		**2 303**	**6 072**	**2**	**11 914**	**11 914**	**11 914**	**–**	**–**	**8 562**
Public Transport										
Road and Traffic Regulation										
Roads		2 303	6 072	2	11 914	11 914	11 914	–	–	8 562
Taxi Ranks										
Environmental protection		**3 083**	**3 625**	**3 220**	**3 081**	**3 081**	**3 081**	**3 081**	**3 081**	**3 081**
Biodiversity and Landscape										
Coastal Protection										
Indigenous Forests										
Nature Conservation										
Pollution Control		3 083	3 625	3 220	3 081	3 081	3 081	3 081	3 081	3 081
Soil Conservation										
Trading services		**794 043**	**865 833**	**929 116**	**1 042 317**	**1 022 414**	**1 022 414**	**1 163 711**	**1 336 264**	**1 484 090**
Energy sources		**393 064**	**402 044**	**502 677**	**564 757**	**564 604**	**564 604**	**672 118**	**772 613**	**871 458**
Electricity		393 064	402 044	502 677	564 757	564 604	564 604	672 118	772 613	871 458
Street Lighting and Signal Systems										
Nonelectric Energy										
Water management		**284 534**	**329 085**	**276 686**	**339 007**	**319 236**	**319 236**	**345 406**	**393 354**	**400 921**
Water Treatment										
Water Distribution		284 534	329 085	276 686	339 007	319 236	319 236	345 406	393 354	400 921
Water Storage										
Waste water management		**69 380**	**83 302**	**85 622**	**73 978**	**73 998**	**73 998**	**77 725**	**81 261**	**95 009**
Public Toilets										
Sewerage		69 380	83 302	85 622	73 978	73 998	73 998	77 725	81 261	95 009
Storm Water Management										
Waste Water Treatment										
Waste management		**47 065**	**51 402**	**64 132**	**64 575**	**64 575**	**64 575**	**68 463**	**89 036**	**116 702**
Recycling										
Solid Waste Disposal (Landfill Sites)										
Solid Waste Removal		47 065	51 402	64 132	64 575	64 575	64 575	68 463	89 036	116 702
Street Cleaning										
Other		**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**
Abattoirs										
Air Transport										
Forestry										
Licensing and Regulation										
Markets										
Tourism										
Total Revenue - Functional	2	**1 222 690**	**1 447 400**	**1 433 954**	**1 611 638**	**1 656 616**	**1 656 616**	**1 816 584**	**2 011 179**	**2 192 256**

Expenditure - Functional									
Municipal governance and administration	**188 827**	**200 359**	**211 180**	**258 584**	**259 161**	**259 161**	**287 543**	**300 057**	**313 953**
Executive and council	33 161	32 528	30 882	39 904	45 230	45 230	51 321	53 736	56 050
Mayor and Council	25 855	25 916	25 625	32 530	36 320	36 320	38 797	40 480	42 187
Municipal Manager, Town Secretary and Chief Executive	7 306	6 612	5 257	7 374	8 910	8 910	12 524	13 257	13 862
Finance and administration	155 666	167 831	180 298	218 680	213 931	213 931	236 222	246 321	257 903
Administrative and Corporate Support	60 472	61 312	47 640	59 437	57 301	57 301	63 252	65 136	68 125
Asset Management									
Finance	61 101	63 194	84 152	101 624	96 450	96 450	105 310	110 311	115 602
Fleet Management	4 255	4 173	4 756	6 197	5 988	5 988	7 871	8 175	8 566
Human Resources	14 190	19 299	21 492	25 643	25 388	25 388	23 740	24 907	26 054
Information Technology	9 691	13 930	16 885	19 570	20 885	20 885	24 140	25 298	26 469
Legal Services									
Marketing, Customer Relations, Publicity and Media Co-	2 883	3 170	2 411	2 582	2 809	2 809	2 865	3 003	3 142
Property Services	3 074	2 753	2 962	3 627	5 111	5 111	9 044	9 491	9 945
Risk Management									
Security Services									
Supply Chain Management									
Valuation Service									
Internal audit	–	–	–	–	–	–	–	–	–
Governance Function									
Community and public safety	**140 512**	**172 938**	**185 836**	**223 248**	**257 462**	**257 462**	**276 409**	**284 429**	**298 894**
Community and social services	**15 784**	**19 333**	**23 004**	**26 455**	**27 118**	**27 118**	**28 122**	**29 463**	**30 820**
Aged Care									
Agricultural									
Animal Care and Diseases									
Cemeteries, Funeral Parlours and Crematoriums	1 263	1 198	1 137	1 395	1 395	1 395	1 365	1 432	1 500
Child Care Facilities									
Community Halls and Facilities									
Consumer Protection									
Cultural Matters									
Disaster Management									
Education									
Indigenous and Customary Law									
Industrial Promotion									
Language Policy									
Libraries and Archives	14 520	18 135	21 867	25 060	25 723	25 723	26 756	28 031	29 320
Literacy Programmes									
Media Services									
Museums and Art Galleries									
Population Development									
Provincial Cultural Matters									
Theatres									
Zoo's									
Sport and recreation	**24 147**	**24 778**	**32 569**	**38 673**	**37 887**	**37 887**	**43 478**	**43 897**	**45 958**
Beaches and Jetties									
Casinos, Racing, Gambling, Wagering									
Community Parks (including Nurseries)	20 229	21 166	26 437	31 708	31 105	31 105	36 134	36 216	37 938
Recreational Facilities	3 918	3 612	6 132	6 964	6 782	6 782	7 344	7 680	8 021
Sports Grounds and Stadiums									
Public safety	**96 062**	**124 404**	**125 805**	**152 272**	**186 836**	**186 836**	**199 037**	**205 019**	**215 785**
Civil Defence									
Cleansing									
Control of Public Nuisances									
Fencing and Fences									
Fire Fighting and Protection	26 362	28 479	31 866	43 860	41 582	41 582	48 796	51 146	53 521
Licensing and Control of Animals									
Police Forces, Traffic and Street Parking Control	69 700	95 925	93 938	108 411	145 253	145 253	150 242	153 874	162 264
Pounds									
Housing	–	–	–	–	–	–	–	–	–
Housing									
Informal Settlements									
Health	**4 519**	**4 423**	**4 458**	**5 849**	**5 621**	**5 621**	**5 773**	**6 050**	**6 330**
Ambulance									
Health Services	4 519	4 423	4 458	5 849	5 621	5 621	5 773	6 050	6 330
Laboratory Services									
Food Control									
Health Surveillance and Prevention of Communicable Diseases									
Vector Control									
Chemical Safety									

Economic and environmental services		**98 883**	**93 804**	**106 862**	**127 188**	**124 419**	**124 419**	**139 552**	**146 350**	**153 229**
Planning and development		**28 005**	**30 916**	**38 941**	**44 709**	**44 389**	**44 389**	**48 691**	**51 075**	**53 423**
Billboards										
Corporate Wide Strategic Planning (IDPs, LEDs)										
Central City Improvement District										
Development Facilitation										
Economic Development/Planning		17 190	18 883	20 340	22 870	23 388	23 388	26 305	27 608	28 867
Regional Planning and Development										
Town Planning, Building Regulations and Enforcement, and City		10 815	12 033	18 601	21 839	21 001	21 001	22 386	23 467	24 556
Project Management Unit										
Provincial Planning										
Support to Local Municipalities										
Road transport		**67 622**	**59 115**	**63 762**	**78 054**	**75 560**	**75 560**	**86 185**	**90 371**	**94 673**
Public Transport										
Road and Traffic Regulation										
Roads		67 622	59 115	63 762	78 054	75 560	75 560	86 185	90 371	94 673
Taxi Ranks										
Environmental protection		**3 256**	**3 773**	**4 160**	**4 424**	**4 471**	**4 471**	**4 676**	**4 903**	**5 133**
Biodiversity and Landscape										
Coastal Protection										
Indigenous Forests										
Nature Conservation										
Pollution Control		3 256	3 773	4 160	4 424	4 471	4 471	4 676	4 903	5 133
Soil Conservation										
Trading services		**718 977**	**772 691**	**855 352**	**941 448**	**952 942**	**952 942**	**1 098 450**	**1 199 006**	**1 319 477**
Energy sources		**382 493**	**417 636**	**482 044**	**564 517**	**557 820**	**557 820**	**647 906**	**719 313**	**816 348**
Electricity		382 493	417 636	482 044	564 517	557 820	557 820	647 906	719 313	816 348
Street Lighting and Signal Systems										
Nonelectric Energy										
Water management		**220 608**	**226 152**	**226 777**	**235 033**	**241 862**	**241 862**	**261 729**	**280 416**	**299 873**
Water Treatment										
Water Distribution		220 608	226 152	226 777	235 033	241 862	241 862	261 729	280 416	299 873
Water Storage										
Waste water management		**61 916**	**63 902**	**75 598**	**72 047**	**76 407**	**76 407**	**91 199**	**95 892**	**100 724**
Public Toilets										
Sewerage		46 562	50 432	55 516	51 560	52 801	52 801	65 573	68 927	72 391
Storm Water Management										
Waste Water Treatment		15 354	13 469	20 083	20 487	23 607	23 607	25 626	26 964	28 333
Waste management		**53 960**	**65 002**	**70 932**	**69 852**	**76 854**	**76 854**	**97 616**	**103 384**	**102 532**
Recycling										
Solid Waste Disposal (Landfill Sites)		11 409	10 446	26 306	23 399	23 421	23 421	32 599	33 715	34 843
Solid Waste Removal		42 551	54 556	44 627	46 453	53 433	53 433	65 018	69 669	67 689
Street Cleaning										
Other		**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**
Abattoirs										
Air Transport										
Forestry										
Licensing and Regulation										
Markets										
Tourism										
Total Expenditure - Functional	3	**1 147 200**	**1 239 792**	**1 359 229**	**1 550 469**	**1 593 984**	**1 593 984**	**1 801 955**	**1 929 842**	**2 085 553**
Surplus/(Deficit) for the year		**75 491**	**207 608**	**74 725**	**61 170**	**62 631**	**62 631**	**14 629**	**81 337**	**106 703**

References

1. Government Finance Statistics Functions and Sub-functions are standardised to assist national and international accounts and comparison

2. Total Revenue by Functional Classification must reconcile to total operating revenue shown in Financial Performance (revenue and expenditure)

3. Total Expenditure by Functional Classification must reconcile to total operating expenditure shown in Financial Performance (revenue and expenditure)

4. All amounts must be classified under a Functional classification. The GFS function 'Other' is only for Abbatoirs, Air Transport, Forestry, Licensing and Regulation, Markets and Tourism - and if used must be supported by footnotes. Nothing else may be placed under 'Other'. Assign associate share to relevant classification

check oprev balance	*90 838 950*	*184 315 403*	*96 480 750*	*119 589 550*	*121 036 848*	*121 036 848*	*855 292 112*	*299 803 295*	*327 898 906*
check opexp balance	*132 268 927*	*133 588 114*	*21 538 417*	*1*	*-28 000*	*-28 000*	*135 931*	*135 929*	*135 936*

GT422 Midvaal - Table A3 Budgeted Financial Performance (revenue and expenditure by municipal vote)

Vote Description	Ref	2019/20	2020/21	2021/22	Current Year 2022/23			2023/24 Medium Term Revenue & Expenditure Framework		
R thousand		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
Revenue by Vote	1									
Vote 01 - Executive & Council		25 553	111 073	9 627	6 665	6 665	6 665	6 665	7 063	7 344
Vote 02 - Corporate Services		1 221	1 155	1 572	1 868	1 868	1 868	1 980	2 099	2 197
Vote 03 - Financial Services		331 021	350 775	369 059	406 500	427 003	427 003	449 455	470 813	493 475
Vote 04 - Development & Planning		2 073	2 894	10 845	18 436	19 236	19 236	18 330	14 552	9 766
Vote 05 - Health		3 853	3 752	4 658	5 952	5 892	5 892	5 892	5 892	5 892
Vote 06 - Community And Social Services		19 541	33 651	32 873	29 056	29 246	29 246	37 489	33 804	33 872
Vote 07 - Public Safety		886	2 652	3 042	8 902	9 631	9 631	3 169	3 226	3 283
Vote 08 - Sport And Recreation		–	–	–	–	–	–	–	–	–
Vote 09 - Environmental Protection		3 083	3 625	3 220	3 081	3 081	3 081	3 081	3 081	3 081
Vote 10 - Waste Water Management		69 380	83 302	85 622	73 978	73 998	73 998	77 725	81 261	95 009
Vote 11 - Solid Waste Management		47 065	51 402	64 132	64 575	64 575	64 575	68 463	89 036	116 702
Vote 12 - Roads And Transport		40 382	70 420	68 321	87 065	129 785	129 785	124 943	132 438	147 225
Vote 13 - Water Services		284 534	329 085	276 686	339 007	319 236	319 236	345 406	393 354	400 921
Vote 14 - Electrical Services		394 100	403 615	504 298	566 552	566 400	566 400	673 987	774 561	873 488
Vote 15 - Other		–	–	–	–	–	–	–	–	–
Total Revenue by Vote	2	**1 222 690**	**1 447 400**	**1 433 954**	**1 611 638**	**1 656 616**	**1 656 616**	**1 816 584**	**2 011 179**	**2 192 256**
Expenditure by Vote *to be appropriated*	1									
Vote 01 - Executive & Council		42 907	43 401	28 462	39 179	44 505	44 505	50 600	53 019	55 337
Vote 02 - Corporate Services		54 995	63 736	64 573	76 389	80 056	80 056	88 952	93 453	97 874
Vote 03 - Financial Services		61 101	63 194	84 152	97 805	92 631	92 631	101 491	106 491	111 783
Vote 04 - Development & Planning		28 005	30 916	38 941	43 667	43 346	43 346	47 649	50 032	52 381
Vote 05 - Health		4 253	4 130	4 154	5 831	5 603	5 603	5 755	6 032	6 312
Vote 06 - Community And Social Services		49 243	53 808	66 160	77 464	75 574	75 574	83 481	84 609	88 550
Vote 07 - Public Safety		26 319	28 455	31 858	43 860	41 582	41 582	48 795	51 145	53 521
Vote 08 - Sport And Recreation		–	–	–	–	–	–	–	–	–
Vote 09 - Environmental Protection		3 256	3 773	4 160	4 424	4 471	4 471	4 676	4 903	5 133
Vote 10 - Waste Water Management		56 034	55 826	68 105	71 986	76 346	76 346	91 138	95 831	100 663
Vote 11 - Solid Waste Management		54 160	65 096	71 032	72 316	79 317	79 317	100 080	105 848	104 996
Vote 12 - Roads And Transport		141 562	159 205	162 448	192 650	226 788	226 788	244 286	252 407	265 491
Vote 13 - Water Services		221 135	224 143	226 892	236 087	242 916	242 916	262 783	281 471	300 927
Vote 14 - Electrical Services		404 231	444 108	508 293	588 812	580 849	580 849	672 270	744 599	842 586
Vote 15 - Other		–	–	–	–	–	–	–	–	–
Total Expenditure by Vote	2	**1 147 200**	**1 239 792**	**1 359 229**	**1 550 469**	**1 593 984**	**1 593 984**	**1 801 955**	**1 929 842**	**2 085 553**
Surplus/(Deficit) for the year	2	**75 491**	**207 608**	**74 725**	**61 170**	**62 631**	**62 631**	**14 629**	**81 337**	**106 703**

References

1. Insert 'Vote'; e.g. department, if different to functional classification structure

2. Must reconcile to Budgeted Financial Performance (revenue and expenditure)

3. Assign share in 'associate' to relevant Vote

GT422 Midvaal - Table A3 Budgeted Financial Performance (revenue and expenditure by municipal vote)A

Vote Description	Ref	2019/20	2020/21	2021/22	Current Year 2022/23			2023/24 Medium Term Revenue & Expenditure Framework		
R thousand		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
Revenue by Vote	1									
Vote 01 - Executive & Council		**25 553**	**111 073**	**9 627**	**6 665**	**6 665**	**6 665**	**6 665**	**7 063**	**7 344**
01.1 - Municipal Manager		–	–	–	–	–	–	–	–	–
01.2 - Councillors		6 218	6 218	6 473	6 665	6 665	6 665	6 665	7 063	7 344
01.3 - Speakers Office		–	–	–	–	–	–	–	–	–
01.4 - Office Of The Mayor		–	–	–	–	–	–	–	–	–
01.5 - Savanna City		19 335	104 855	3 154	–	–	–	–	–	–
Vote 02 - Corporate Services		**1 221**	**1 155**	**1 572**	**1 868**	**1 868**	**1 868**	**1 980**	**2 099**	**2 197**
02.1 - Corporate Services Admininstration		(1 175)	(218)	(68)	8	8	8	8	9	9
02.2 - Council Building		1 214	1 014	1 098	1 241	1 241	1 241	1 315	1 394	1 459
02.3 - Public Relations Officer		–	–	–	–	–	–	–	–	–
02.4 - It Services		–	–	–	–	–	–	–	–	–
02.5 - Performance Audit		–	–	–	–	–	–	–	–	–
02.6 - Human Resources		1 182	359	542	619	619	619	656	696	729
Vote 03 - Financial Services		**331 021**	**350 775**	**369 059**	**406 500**	**427 003**	**427 003**	**449 455**	**470 813**	**493 475**
03.1 - Financial Services - Administration		326 722	349 312	368 695	406 136	426 639	426 639	449 071	470 411	493 054
03.2 - Financial Services - Income		4 278	1 449	309	364	364	364	383	402	421
03.3 - Financial Services - Expenditure		21	15	55	–	–	–	–	–	–
Vote 04 - Development & Planning		**2 073**	**2 894**	**10 845**	**18 436**	**19 236**	**19 236**	**18 330**	**14 552**	**9 766**
04.1 - Development & Planning		45	29	7 614	15 236	15 236	15 236	14 090	10 068	5 071
04.2 - Building Control		1 061	376	357	934	934	934	990	1 038	1 087
04.3 - Town Planning		967	2 489	2 874	2 267	3 067	3 067	3 251	3 446	3 608
04.4 - Building Regulation & Enforcement		–	–	–	–	–	–	–	–	–
Vote 05 - Health		**3 853**	**3 752**	**4 658**	**5 952**	**5 892**	**5 892**	**5 892**	**5 892**	**5 892**
05.1 - Clinic Randvaal		1 125	637	903	952	952	952	952	952	952
05.2 - Clinic Meyerton		1 405	2 023	2 462	2 762	2 702	2 702	2 702	2 702	2 702
05.3 - Clinic Kookrus		1 324	1 092	1 292	2 239	2 239	2 239	2 239	2 239	2 239
Vote 06 - Community And Social Services		**19 541**	**33 651**	**32 873**	**29 056**	**29 246**	**29 246**	**37 489**	**33 804**	**33 872**
06.1 - Library Meyerton		9 202	15 966	18 073	17 264	17 453	17 453	17 461	17 469	17 476
06.2 - Libaray Henley On Klip		363	323	199	250	250	250	250	250	250
06.3 - Library Walkerville		381	1 597	282	250	250	250	250	250	250
06.4 - Library Randvaal		199	150	195	250	355	355	355	355	355
06.5 - Library Sicelo		330	835	2 624	300	300	300	300	300	300
06.6 - Lakeside Library		297	200	293	800	800	800	800	800	800
06.7 - Library Bonte Bonke		524	1 214	198	450	345	345	345	345	345
06.8 - Social Services Admin		–	–	–	–	–	–	–	–	–
06.9 - Library Savanna City		–	–	–	–	–	–	–	–	–
06.10 - Library Mamello		–	–	–	–	–	–	–	–	–
06.11 - Parks		1 564	1 987	1 539	2 770	2 750	2 750	3 977	221	231
06.12 - Swimming Pool		193	68	124	118	138	138	146	155	162
06.13 - Sport & Recreation Administration		5 828	10 282	8 283	5 778	5 778	5 778	12 729	12 729	12 729
06.14 - Cemeteries		660	1 028	1 062	827	827	827	876	929	973
Vote 07 - Public Safety		**886**	**2 652**	**3 042**	**8 902**	**9 631**	**9 631**	**3 169**	**3 226**	**3 283**
07.1 - Traffic		–	–	–	–	–	–	–	–	–
07.2 - Fire		886	2 652	3 042	8 902	9 631	9 631	3 169	3 226	3 283
Vote 08 - Sport And Recreation		**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**
Vote 09 - Environmental Protection		**3 083**	**3 625**	**3 220**	**3 081**	**3 081**	**3 081**	**3 081**	**3 081**	**3 081**
09.1 - Municipal Health Services (Sedibeng Funding)		3 083	3 625	3 220	3 081	3 081	3 081	3 081	3 081	3 081
09.2 - Environmental Management		–	–	–	–	–	–	–	–	–
Vote 10 - Waste Water Management		**69 380**	**83 302**	**85 622**	**73 978**	**73 998**	**73 998**	**77 725**	**81 261**	**95 009**
10.1 - Sanitation Network		69 380	83 302	85 622	73 978	73 998	73 998	77 725	81 261	95 009
10.2 - Waste Water Purification		–	–	–	–	–	–	–	–	–
Vote 11 - Solid Waste Management		**47 065**	**51 402**	**64 132**	**64 575**	**64 575**	**64 575**	**68 463**	**89 036**	**116 702**
11.1 - Landfill Sites		–	–	–	–	–	–	–	–	–
11.2 - Solid Waste		47 065	51 402	64 132	64 575	64 575	64 575	68 463	89 036	116 702
Vote 12 - Roads And Transport		**40 382**	**70 420**	**68 321**	**87 065**	**129 785**	**129 785**	**124 943**	**132 438**	**147 225**
12.1 - Traffic		38 079	64 348	68 319	75 151	117 871	117 871	124 943	132 438	138 663
12.2 - Roads		2 321	6 072	2	11 914	11 914	11 914	–	–	8 562
12.3 - Mechanical Workshop		–	–	–	–	–	–	–	–	–
12.4 - Storm Water		(18)	–	–	–	–	–	–	–	–
12.5 - Storm Water		–	–	–	–	–	–	–	–	–
Vote 13 - Water Services		**284 534**	**329 085**	**276 686**	**339 007**	**319 236**	**319 236**	**345 406**	**393 354**	**400 921**
13.1 - Water Network		284 534	329 085	276 686	339 007	319 236	319 236	345 406	393 354	400 921
Vote 14 - Electrical Services		**394 100**	**403 615**	**504 298**	**566 552**	**566 400**	**566 400**	**673 987**	**774 561**	**873 488**
14.1 - Electrical Network		393 064	402 044	502 677	564 757	564 604	564 604	672 118	772 613	871 458
14.2 - Engineering Admin		1 036	1 570	1 621	1 795	1 795	1 795	1 870	1 948	2 030
Vote 15 - Other		**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**
Total Revenue by Vote	2	**1 222 690**	**1 447 400**	**1 433 954**	**1 611 638**	**1 656 616**	**1 656 616**	**1 816 584**	**2 011 179**	**2 192 256**

GT422 Midvaal - Table A3 Budgeted Financial Performance (revenue and expenditure by municipal vote)A

Vote Description	Ref	2019/20	2020/21	2021/22	Current Year 2022/23			2023/24 Medium Term Revenue & Expenditure Framework		
R thousand		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
Expenditure by Vote	1									
Vote 01 - Executive & Council		**42 907**	**43 401**	**28 462**	**39 179**	**44 505**	**44 505**	**50 600**	**53 019**	**55 337**
01.1 - Municipal Manager		6 055	5 331	2 300	7 098	8 635	8 635	12 248	12 981	13 587
01.2 - Councillors		16 205	16 302	16 471	14 851	18 890	18 890	18 534	19 338	20 167
01.3 - Speakers Office		4 047	3 392	3 098	5 550	6 506	6 506	7 191	7 543	7 898
01.4 - Office Of The Mayor		5 603	6 222	6 056	11 162	9 957	9 957	12 105	12 632	13 156
01.5 - Savanna City		10 997	12 154	537	517	517	517	521	525	529
Vote 02 - Corporate Services		**54 995**	**63 736**	**64 573**	**76 389**	**80 056**	**80 056**	**88 952**	**93 453**	**97 874**
02.1 - Corporate Services Admininstration		19 822	19 747	15 731	20 843	19 877	19 877	22 779	23 991	25 120
02.2 - Council Building		3 074	2 753	2 962	3 362	4 846	4 846	8 779	9 226	9 680
02.3 - Public Relations Officer		2 883	3 170	2 411	2 533	2 760	2 760	2 816	2 954	3 093
02.4 - It Services		9 691	13 930	16 885	19 067	20 382	20 382	23 637	24 796	25 967
02.5 - Performance Audit		5 335	4 837	5 093	5 467	7 331	7 331	7 728	8 107	8 488
02.6 - Human Resources		14 190	19 299	21 492	25 116	24 860	24 860	23 212	24 380	25 527
Vote 03 - Financial Services		**61 101**	**63 194**	**84 152**	**97 805**	**92 631**	**92 631**	**101 491**	**106 491**	**111 783**
03.1 - Financial Services - Administration		21 784	21 795	31 807	38 824	33 402	33 402	35 949	37 642	39 577
03.2 - Financial Services - Income		18 787	20 312	23 466	25 853	26 325	26 325	28 476	29 872	31 277
03.3 - Financial Services - Expenditure		20 530	21 087	28 880	33 128	32 904	32 904	37 066	38 977	40 929
Vote 04 - Development & Planning		**28 005**	**30 916**	**38 941**	**43 667**	**43 346**	**43 346**	**47 649**	**50 032**	**52 381**
04.1 - Development & Planning		17 190	18 883	20 340	22 200	22 718	22 718	25 635	26 938	28 197
04.2 - Building Control		8 108	8 743	14 985	17 454	17 770	17 770	18 545	19 456	20 374
04.3 - Town Planning		2 707	3 290	3 616	4 012	2 859	2 859	3 468	3 639	3 810
04.4 - Building Regulation & Enforcement		–	–	–	–	–	–	–	–	–
Vote 05 - Health		**4 253**	**4 130**	**4 154**	**5 831**	**5 603**	**5 603**	**5 755**	**6 032**	**6 312**
05.1 - Clinic Randvaal		676	765	747	1 376	1 076	1 076	1 118	1 168	1 219
05.2 - Clinic Meyerton		2 431	2 234	2 353	2 824	2 873	2 873	2 907	3 049	3 192
05.3 - Clinic Kookrus		1 146	1 130	1 054	1 631	1 654	1 654	1 731	1 816	1 901
Vote 06 - Community And Social Services		**49 243**	**53 808**	**66 160**	**77 464**	**75 574**	**75 574**	**83 481**	**84 609**	**88 550**
06.1 - Library Meyerton		11 219	14 980	18 461	20 900	21 222	21 222	22 212	23 290	24 379
06.2 - Libaray Henley On Klip		1 197	1 292	1 471	1 415	1 451	1 451	1 472	1 540	1 608
06.3 - Library Walkerville		593	357	532	792	860	860	892	933	974
06.4 - Library Randvaal		809	653	465	834	871	871	877	917	957
06.5 - Library Sicelo		218	267	288	336	497	497	492	511	531
06.6 - Lakeside Library		321	383	368	461	473	473	457	472	486
06.7 - Library Bonte Bonke		163	204	282	321	348	348	353	368	384
06.8 - Social Services Admin		9 474	9 783	10 724	12 349	10 582	10 582	11 894	11 262	11 784
06.9 - Library Savanna City		–	–	–	–	–	–	–	–	–
06.10 - Library Mamello		–	–	–	–	–	–	–	–	–
06.11 - Parks		20 067	21 080	26 300	31 699	31 095	31 095	36 124	36 207	37 928
06.12 - Swimming Pool		1 189	1 205	1 922	2 619	2 148	2 148	2 548	2 673	2 799
06.13 - Sport & Recreation Administration		2 729	2 407	4 210	4 345	4 634	4 634	4 795	5 007	5 221
06.14 - Cemeteries		1 263	1 198	1 137	1 393	1 393	1 393	1 364	1 431	1 499
Vote 07 - Public Safety		**26 319**	**28 455**	**31 858**	**43 860**	**41 582**	**41 582**	**48 795**	**51 145**	**53 521**
07.1 - Traffic		–	–	–	–	–	–	–	–	–
07.2 - Fire		26 319	28 455	31 858	43 860	41 582	41 582	48 795	51 145	53 521
Vote 08 - Sport And Recreation		**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**
Vote 09 - Environmental Protection		**3 256**	**3 773**	**4 160**	**4 424**	**4 471**	**4 471**	**4 676**	**4 903**	**5 133**
09.1 - Municipal Health Services (Sedibeng Funding)		3 256	3 773	4 160	4 424	4 471	4 471	4 676	4 903	5 133
09.2 - Environmental Management		–	–	–	–	–	–	–	–	–
Vote 10 - Waste Water Management		**56 034**	**55 826**	**68 105**	**71 986**	**76 346**	**76 346**	**91 138**	**95 831**	**100 663**
10.1 - Sanitation Network		40 679	42 357	48 023	51 499	52 740	52 740	65 512	68 867	72 331
10.2 - Waste Water Purification		15 354	13 469	20 083	20 487	23 607	23 607	25 626	26 964	28 332
Vote 11 - Solid Waste Management		**54 160**	**65 096**	**71 032**	**72 316**	**79 317**	**79 317**	**100 080**	**105 848**	**104 996**
11.1 - Landfill Sites		11 409	10 446	26 306	23 399	23 421	23 421	32 599	33 715	34 843
11.2 - Solid Waste		42 750	54 650	44 726	48 916	55 896	55 896	67 481	72 133	70 153
Vote 12 - Roads And Transport		**141 562**	**159 205**	**162 448**	**192 650**	**226 788**	**226 788**	**244 286**	**252 407**	**265 491**
12.1 - Traffic		69 700	95 925	93 938	108 400	145 242	145 242	150 230	153 862	162 252
12.2 - Roads		67 622	59 112	63 701	78 010	75 447	75 447	86 069	90 252	94 550
12.3 - Mechanical Workshop		4 240	4 165	4 748	6 196	5 987	5 987	7 870	8 174	8 566
12.4 - Storm Water		–	4	61	44	113	113	116	120	123
12.5 - Storm Water		–	–	–	–	–	–	–	–	–
Vote 13 - Water Services		**221 135**	**224 143**	**226 892**	**236 087**	**242 916**	**242 916**	**262 783**	**281 471**	**300 927**
13.1 - Water Network		221 135	224 143	226 892	236 087	242 916	242 916	262 783	281 471	300 927
Vote 14 - Electrical Services		**404 231**	**444 108**	**508 293**	**588 812**	**580 849**	**580 849**	**672 270**	**744 599**	**842 586**
14.1 - Electrical Network		389 422	429 374	492 814	569 371	562 674	562 674	652 760	724 168	821 202
14.2 - Engineering Admin		14 809	14 734	15 479	19 441	18 175	18 175	19 509	20 431	21 383
Vote 15 - Other		**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**
Total Expenditure by Vote	2	**1 147 200**	**1 239 792**	**1 359 229**	**1 550 469**	**1 593 984**	**1 593 984**	**1 801 955**	**1 929 842**	**2 085 553**
Surplus/(Deficit) for the year	2	**75 491**	**207 608**	**74 725**	**61 170**	**62 631**	**62 631**	**14 629**	**81 337**	**106 703**

References

1. Insert 'Vote'; e.g. Department, if different to Functional structure

2. Must reconcile to Financial Performance ('Revenue and Expenditure by Functional Classification' and 'Revenue and Expenditure')

3. Assign share in 'associate' to relevant Vote

GT422 Midvaal - Table A4 Budgeted Financial Performance (revenue and expenditure)

Description	Ref	2019/20	2020/21	2021/22	Current Year 2022/23				2023/24 Medium Term Revenue & Expenditure Framework		
R thousand	1	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
Revenue											
Exchange Revenue											
Service charges - Electricity	2	357 488	388 232	475 822	523 642	522 890	522 890	301 742	618 887	697 304	806 149
Service charges - Water	2	221 761	249 280	214 565	271 239	251 468	251 468	164 194	274 372	297 476	321 653
Service charges - Waste Water Management	2	45 601	49 841	54 450	55 169	55 169	55 169	40 307	58 893	62 427	66 173
Service charges - Waste Management	2	41 920	46 892	55 102	55 545	55 545	55 545	37 525	59 433	62 999	66 779
Sale of Goods and Rendering of Services		4 720	6 453	5 482	6 062	6 862	6 862	4 443	7 273	7 684	8 045
Agency services											
Interest											
Interest earned from Receivables		12 981	13 263	13 009	13 449	16 773	16 773	9 218	17 662	18 527	19 398
Interest earned from Current and Non Current Assets		21 721	17 194	18 248	20 080	20 080	20 080	18 904	21 144	22 180	23 222
Dividends											
Rent on Land											
Rental from Fixed Assets		1 214	1 014	1 098	1 241	1 241	1 241	759	1 315	1 394	1 459
Licence and permits		-	-	-	-	-	-	-	-	-	-
Operational Revenue		6 427	3 191	1 641	3 716	3 716	3 716	1 788	3 918	4 118	4 312
Non-Exchange Revenue											
Property rates	2	242 117	253 452	273 314	287 653	301 041	301 041	195 275	321 362	340 643	361 082
Surcharges and Taxes											
Fines, penalties and forfeits		40 839	69 271	68 387	74 958	117 748	117 748	56 670	124 813	132 301	138 519
Licences or permits											
Transfer and subsidies - Operational		130 237	159 071	150 862	172 851	172 791	172 791	122 057	192 050	207 050	226 443
Interest		5 983	6 557	5 509	6 444	10 254	10 254	8 459	10 254	10 254	10 254
Fuel Levy											
Operational Revenue											
Gains on disposal of Assets		(1 179)	(641)	(70)	-	-	-	(47)	-	-	-
Other Gains		21	15	55	-	-	-	-	-	-	-
Discontinued Operations											
Total Revenue (excluding capital transfers and contri		**1 131 851**	**1 263 085**	**1 337 473**	**1 492 049**	**1 535 579**	**1 535 579**	**961 292**	**1 711 376**	**1 864 357**	**2 053 490**
Expenditure											
Employee related costs	2	277 572	298 272	322 148	382 892	366 100	366 100	257 727	436 552	455 049	476 326
Remuneration of councillors		12 970	12 822	12 968	14 203	14 482	14 482	10 854	13 860	14 414	14 991
Bulk purchases - electricity	2	300 622	333 403	387 270	430 019	430 019	430 019	298 129	510 217	575 219	665 528
Inventory consumed	8	15 224	17 005	107 595	139 054	146 192	146 192	5 132	161 352	174 235	187 730
Debt impairment	3	30 693	75 392	64 731	133 459	171 720	171 720	52 997	169 656	174 285	183 803
Depreciation and amortisation		130 385	134 535	127 289	139 695	136 038	136 038	63 712	140 855	145 807	151 112
Interest		18 568	17 471	30 123	18 087	17 055	17 055	8 843	27 715	34 952	31 910
Contracted services		107 576	106 283	127 895	161 342	171 623	171 623	84 501	188 333	193 644	202 824
Transfers and subsidies		1 301	1 212	1 534	1 500	1 500	1 500	1 384	1 500	1 500	1 500
Irrecoverable debts written off		56 225	45 208	58 514	4 779	6 169	6 169	4 896	6 496	6 814	7 135
Operational costs		51 516	62 320	58 791	81 790	89 464	89 464	42 155	97 618	102 069	106 601
Losses on disposal of Assets		12 055	2 245	7 739	-	-	-	180	-	-	-
Other Losses		223	35	31 095	43 649	43 649	43 649	0	47 665	51 717	55 957
Total Expenditure		**1 014 931**	**1 106 204**	**1 337 691**	**1 550 469**	**1 594 012**	**1 594 012**	**830 509**	**1 801 819**	**1 929 706**	**2 085 417**
Surplus/(Deficit)		**116 921**	**156 881**	**(218)**	**(58 420)**	**(58 433)**	**(58 433)**	**130 783**	**(90 443)**	**(65 349)**	**(31 928)**
Transfers and subsidies - capital (monetary	6	90 839	184 315	96 481	109 398	110 845	110 845	55 912	105 209	124 104	113 580
Transfers and subsidies - capital (in-kind)	6	–	–	–	10 192	10 192	10 192	10 191	–	22 718	25 187
Surplus/(Deficit) after capital transfers & contributions		**207 759**	**341 196**	**96 263**	**61 170**	**62 603**	**62 603**	**196 886**	**14 765**	**81 473**	**106 839**
Income Tax											
Surplus/(Deficit) after income tax		**207 759**	**341 196**	**96 263**	**61 170**	**62 603**	**62 603**	**196 886**	**14 765**	**81 473**	**106 839**
Share of Surplus/Deficit attributable to Joint Venture											
Share of Surplus/Deficit attributable to Minorities											
Surplus/(Deficit) attributable to municipality		**207 759**	**341 196**	**96 263**	**61 170**	**62 603**	**62 603**	**196 886**	**14 765**	**81 473**	**106 839**
Share of Surplus/Deficit attributable to Associate	7										
Intercompany/Parent subsidiary transactions											
Surplus/(Deficit) for the year	1	**207 759**	**341 196**	**96 263**	**61 170**	**62 603**	**62 603**	**196 886**	**14 765**	**81 473**	**106 839**

Vote Description	Ref	2019/20	2020/21	2021/22	Current Year 2022/23				2023/24 Medium Term Revenue & Expenditure Framework		
R thousand	1	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
Capital expenditure - Vote											
Multi-year expenditure ***to be appropriated***	2										
Vote 01 - Executive & Council		8 234	77 449	17	–	2	2	2	–	–	–
Vote 02 - Corporate Services		(5 940)	8 973	6 499	2 410	2 198	2 198	1 921	17 225	8 435	6 500
Vote 03 - Financial Services		87	132	956	2 147	3 697	3 697	2	17 000	5 000	–
Vote 04 - Development & Planning		163	49	7 676	14 550	10 720	10 720	2 250	14 126	10 000	5 000
Vote 05 - Health		–	–	–	–	–	–	–	–	–	–
Vote 06 - Community And Social Services		9 244	24 373	13 526	12 384	12 726	12 726	6 592	28 600	17 550	10 010
Vote 07 - Public Safety		591	4 550	7 375	12 560	14 460	14 460	4 440	4 365	3 598	3 000
Vote 08 - Sport And Recreation		–	–	–	–	–	–	–	–	–	–
Vote 09 - Environmental Protection		–	–	–	–	–	–	–	–	–	–
Vote 10 - Waste Water Management		12 397	23 704	16 553	7 000	13 371	13 371	6 957	46 250	20 500	30 700
Vote 11 - Solid Waste Management		545	15 552	14 935	1 500	4 099	4 099	2 118	14 650	17 017	18 000
Vote 12 - Roads And Transport		12 632	13 775	18 776	30 423	35 221	35 221	16 498	53 000	3 200	12 562
Vote 13 - Water Services		38 215	46 365	47 350	47 655	48 602	48 602	42 616	55 973	83 767	74 706
Vote 14 - Electrical Services		42 562	24 511	30 965	49 968	43 440	43 440	11 628	84 962	84 550	25 700
Vote 15 - Other		–	–	–	–	–	–	–	–	–	–
Capital multi-year expenditure sub-total	7	**118 729**	**239 433**	**164 627**	**180 597**	**188 536**	**188 536**	**95 023**	**336 151**	**253 616**	**186 178**
Single-year expenditure ***to be appropriated***	2										
Vote 01 - Executive & Council		–	–	–	–	–	–	–	115	–	–
Vote 02 - Corporate Services		–	–	–	–	210	210	154	–	–	–
Vote 03 - Financial Services		–	–	–	–	–	–	–	250	–	–
Vote 04 - Development & Planning		–	–	–	–	160	160	–	400	–	–
Vote 05 - Health		–	–	–	–	–	–	–	–	–	–
Vote 06 - Community And Social Services		–	–	–	–	657	657	105	5 260	3 050	200
Vote 07 - Public Safety		–	–	–	–	20	20	–	3 300	–	8 000
Vote 08 - Sport And Recreation		–	–	–	–	–	–	–	–	–	–
Vote 09 - Environmental Protection		–	–	–	–	–	–	–	–	–	–
Vote 10 - Waste Water Management		–	–	–	–	–	–	–	200	700	700
Vote 11 - Solid Waste Management		–	–	–	–	–	–	–	12 970	2 500	4 400
Vote 12 - Roads And Transport		–	–	–	–	350	350	32	6 800	2 500	–
Vote 13 - Water Services		–	–	–	–	–	–	–	6 500	6 500	6 500
Vote 14 - Electrical Services		–	–	–	–	–	–	–	4 350	7 900	–
Vote 15 - Other		–	–	–	–	–	–	–	–	–	–
Capital single-year expenditure sub-total		**–**	**–**	**–**	**–**	**1 397**	**1 397**	**290**	**40 145**	**23 150**	**19 800**
Total Capital Expenditure - Vote		**118 729**	**239 433**	**164 627**	**180 597**	**189 933**	**189 933**	**95 314**	**376 296**	**276 766**	**205 978**
Capital Expenditure - Functional											
Governance and administration		**2 682**	**86 762**	**7 763**	**4 672**	**6 808**	**6 808**	**2 397**	**34 620**	**13 455**	**6 510**
Executive and council		373	345	17	–	2	2	2	115	–	–
Finance and administration		2 310	86 417	7 747	4 672	6 806	6 806	2 395	34 505	13 455	6 510
Internal audit											
Community and public safety		**11 186**	**30 605**	**22 091**	**25 574**	**28 692**	**28 692**	**11 559**	**46 795**	**26 678**	**23 200**
Community and social services		2 738	7 190	7 327	6 650	6 769	6 769	3 084	9 050	10 300	5 000
Sport and recreation		6 377	17 087	5 922	5 714	6 344	6 344	3 356	24 780	10 280	5 200
Public safety		2 071	6 327	8 842	13 210	15 578	15 578	5 119	12 965	6 098	13 000
Housing											
Health											
Economic and environmental services		**11 314**	**12 047**	**24 986**	**44 323**	**45 003**	**45 003**	**18 069**	**69 026**	**13 200**	**15 562**
Planning and development		163	49	7 676	14 550	10 880	10 880	2 250	14 526	10 000	5 000
Road transport		11 152	11 998	17 309	29 773	34 122	34 122	15 819	54 500	3 200	10 562
Environmental protection											
Trading services		**93 547**	**110 019**	**109 787**	**106 028**	**109 430**	**109 430**	**63 288**	**225 855**	**223 434**	**160 706**
Energy sources		42 390	24 398	30 950	49 873	43 358	43 358	11 597	89 312	92 450	25 700
Water management		38 215	46 365	47 350	47 655	48 602	48 602	42 616	62 473	90 267	81 206
Waste water management		12 397	23 704	16 553	7 000	13 371	13 371	6 957	46 450	21 200	31 400
Waste management		545	15 552	14 935	1 500	4 099	4 099	2 118	27 620	19 517	22 400
Other											
Total Capital Expenditure - Functional	3	**118 729**	**239 433**	**164 627**	**180 597**	**189 933**	**189 933**	**95 314**	**376 296**	**276 766**	**205 978**
Funded by:											
National Government		82 100	83 320	75 997	86 398	86 384	86 384	43 090	89 031	95 216	90 081
Provincial Government		2 714	8 744	9 652	23 442	24 489	24 489	13 026	8 550	28 018	25 187
District Municipality											
Transfers and subsidies - capital (in-kind)		10 642	80 477	2 252	5 100	5 700	5 700	3 189	4 000	6 150	3 700
Transfers recognised - capital	4	**95 455**	**172 541**	**87 901**	**114 940**	**116 573**	**116 573**	**59 305**	**101 581**	**129 384**	**118 968**
Borrowing	6	23 099	26 307	36 518	19 900	23 130	23 130	13 773	149 880	82 000	54 000
Internally generated funds		175	40 585	40 209	45 757	50 229	50 229	22 235	124 835	65 383	33 010
Total Capital Funding	7	**118 729**	**239 433**	**164 627**	**180 597**	**189 933**	**189 933**	**95 314**	**376 296**	**276 766**	**205 978**

References

1. Municipalities may choose to appropriate for capital expenditure for three years or for one year (if one year appropriation projected expenditure required for yr2 and yr3).

2. Include capital component of PPP unitary payment. Note that capital transfers are only appropriated to municipalities for the budget year

3. Capital expenditure by functional classification must reconcile to the appropriations by vote

4. Must reconcile to supporting table SA20 and to Budgeted Financial Performance (revenue and expenditure)

6. Include finance leases and PPP capital funding component of unitary payment - total borrowing/repayments to reconcile to changes in Table SA17

7. Total Capital Funding must balance with Total Capital Expenditure

8. Include any capitalised interest (MFMA section 46) as part of relevant capital budget

GT422 Midvaal - Table A5 Budgeted Capital Expenditure by vote, functional classification and funding

Vote Description	Ref	2019/20	2020/21	2021/22	Current Year 2022/23				2023/24 Medium Term Revenue & Expenditure Framework		
R thousand	1	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
Capital expenditure - Municipal Vote											
Multi-year expenditure appropriation	2										
Vote 01 - Executive & Council		**8 234**	**77 449**	**17**	**–**	**2**	**2**	**2**	**–**	**–**	**–**
01.1 - Municipal Manager		–	–	–	–	–	–	–	–	–	–
01.2 - Councillors		–	–	–	–	–	–	–	–	–	–
01.3 - Speakers Office		373	–	–	–	–	–	–	–	–	–
01.4 - Office Of The Mayor		–	345	17	–	2	2	2	–	–	–
01.5 - Savanna City		7 862	77 104	–	–	–	–	–	–	–	–
Vote 02 - Corporate Services		**(5 940)**	**8 973**	**6 499**	**2 410**	**2 198**	**2 198**	**1 921**	**17 225**	**8 435**	**6 500**
02.1 - Corporate Services Admininstration		(6 612)	193	642	210	–	–	–	**1 105**	**35**	–
02.2 - Council Building		–	–	160	–	–	–	–	**120**	–	–
02.3 - Public Relations Officer		–	19	–	–	–	–	–	–	–	–
02.4 - It Services		672	8 762	5 698	2 200	2 198	2 198	1 921	**16 000**	**8 400**	**6 500**
02.5 - Performance Audit		–	–	–	–	–	–	–	–	–	–
02.6 - Human Resources		–	–	–	–	–	–	–	–	–	–
Vote 03 - Financial Services		**87**	**132**	**956**	**2 147**	**3 697**	**3 697**	**2**	**17 000**	**5 000**	**–**
03.1 - Financial Services - Administration		28	132	723	147	1 697	1 697	2	–	–	–
03.2 - Financial Services - Income		59	–	–	–	–	–	–	–	–	–
03.3 - Financial Services - Expenditure		–	–	233	2 000	2 000	2 000	–	**17 000**	**5 000**	**–**
Vote 04 - Development & Planning		**163**	**49**	**7 676**	**14 550**	**10 720**	**10 720**	**2 250**	**14 126**	**10 000**	**5 000**
04.1 - Development & Planning		163	49	7 676	14 550	10 720	10 720	2 250	**14 126**	**10 000**	**5 000**
04.2 - Building Control		–	–	–	–	–	–	–	–	–	–
04.3 - Town Planning		–	–	–	–	–	–	–	–	–	–
04.4 - Building Regulation & Enforcement		–	–	–	–	–	–	–	–	–	–
Vote 05 - Health		**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**
05.1 - Clinic Randvaal		–	–	–	–	–	–	–	–	–	–
05.2 - Clinic Meyerton		–	–	–	–	–	–	–	–	–	–
05.3 - Clinic Kookrus		–	–	–	–	–	–	–	–	–	–
Vote 06 - Community And Social Services		**9 244**	**24 373**	**13 526**	**12 384**	**12 726**	**12 726**	**6 592**	**28 600**	**17 550**	**10 010**
06.1 - Library Meyerton		626	2 798	3 524	3 350	3 469	3 469	1 326	**4 400**	**3 500**	–
06.2 - Libaray Henley On Klip		358	323	199	250	250	250	216	**550**	**300**	–
06.3 - Library Walkerville		381	1 597	293	250	250	250	156	**250**	**300**	–
06.4 - Library Randvaal		199	150	195	250	250	250	170	**200**	**300**	–
06.5 - Library Sicelo		330	835	2 624	300	300	300	203	**300**	**300**	–
06.6 - Lakeside Library		297	200	293	800	895	895	255	**300**	**300**	–
06.7 - Library Bonte Bonke		524	1 214	198	450	250	250	204	**250**	**300**	–
06.8 - Social Services Admin		129	95	276	20	270	270	256	**30**	**20**	**10**
06.9 - Library Savanna City		–	–	–	–	–	–	–	–	–	–
06.10 - Library Mamello		–	–	–	–	–	–	–	–	–	–
06.11 - Parks		916	2 006	1 423	490	1 165	1 165	69	**7 000**	**6 880**	**5 000**
06.12 - Swimming Pool		–	–	–	–	–	–	–	–	–	–
06.13 - Sport & Recreation Administration		5 461	15 082	4 499	5 224	5 179	5 179	3 288	**12 820**	**350**	–
06.14 - Cemeteries		24	73	–	1 000	448	448	448	**2 500**	**5 000**	**5 000**
Vote 07 - Public Safety		**591**	**4 550**	**7 375**	**12 560**	**14 460**	**14 460**	**4 440**	**4 365**	**3 598**	**3 000**
07.1 - Traffic		–	–	–	–	–	–	–	–	–	–
07.2 - Fire		591	4 550	7 375	12 560	14 460	14 460	4 440	**4 365**	**3 598**	**3 000**

Vote 08 - Sport And Recreation		–	–	–	–	–	–	–	–	–	–
Vote 09 - Environmental Protection		–	–	–	–	–	–	–	–	–	–
09.1 - Municipal Health Services (Sedibeng Funding)		–	–	–	–	–	–	–	–	–	–
09.2 - Environmental Management		–	–	–	–	–	–	–	–	–	–
Vote 10 - Waste Water Management		**12 397**	**23 704**	**16 553**	**7 000**	**13 371**	**13 371**	**6 957**	**46 250**	**20 500**	**30 700**
10.1 - Sanitation Network		11 570	23 250	13 828	6 000	12 371	12 371	6 563	**37 250**	**20 500**	**30 700**
10.2 - Waste Water Purification		826	454	2 725	1 000	1 000	1 000	394	**9 000**	–	–
Vote 11 - Solid Waste Management		**545**	**15 552**	**14 935**	**1 500**	**4 099**	**4 099**	**2 118**	**14 650**	**17 017**	**18 000**
11.1 - Landfill Sites		15	8 111	7 543	1 200	950	950	–	**10 200**	**17 017**	**18 000**
11.2 - Solid Waste		530	7 442	7 392	300	3 149	3 149	2 118	**4 450**	–	–
Vote 12 - Roads And Transport		**12 632**	**13 775**	**18 776**	**30 423**	**35 221**	**35 221**	**16 498**	**53 000**	**3 200**	**12 562**
12.1 - Traffic		1 480	1 776	1 466	650	1 098	1 098	679	**100**	–	**2 000**
12.2 - Roads		11 152	11 665	17 140	29 773	34 122	34 122	15 819	**47 900**	**3 200**	**10 562**
12.3 - Mechanical Workshop		–	–	–	–	–	–	–	–	–	–
12.4 - Storm Water		–	333	169	–	–	–	–	**5 000**	–	–
12.5 - Storm Water		–	–	–	–	–	–	–	–	–	–
Vote 13 - Water Services		**38 215**	**46 365**	**47 350**	**47 655**	**48 602**	**48 602**	**42 616**	**55 973**	**83 767**	**74 706**
13.1 - Water Network		38 215	46 365	47 350	47 655	48 602	48 602	42 616	**55 973**	**83 767**	**74 706**
Vote 14 - Electrical Services		**42 562**	**24 511**	**30 965**	**49 968**	**43 440**	**43 440**	**11 628**	**84 962**	**84 550**	**25 700**
14.1 - Electrical Network		42 390	24 398	30 950	49 873	43 358	43 358	11 597	**84 962**	**84 550**	**25 700**
14.2 - Engineering Admin		173	113	15	95	81	81	31	–	–	–
Vote 15 - Other		–	–	–	–	–	–	–	–	–	–
Capital multi-year expenditure sub-total		**118 729**	**239 433**	**164 627**	**180 597**	**188 536**	**188 536**	**95 023**	**336 151**	**253 616**	**186 178**

Capital expenditure - Municipal Vote Single-year expenditure appropriation	2										
Vote 01 - Executive & Council		–	–	–	–	–	–	–	115	–	–
01.1 - Municipal Manager		–	–	–	–	–	–	–	–	–	–
01.2 - Councillors		–	–	–	–	–	–	–	–	–	–
01.3 - Speakers Office		–	–	–	–	–	–	–	115	–	–
01.4 - Office Of The Mayor		–	–	–	–	–	–	–	–	–	–
01.5 - Savanna City		–	–	–	–	–	–	–	–	–	–
Vote 02 - Corporate Services		–	–	–	–	210	210	154	–	–	–
02.1 - Corporate Services Admininstration		–	–	–	–	210	210	154	–	–	–
02.2 - Council Building		–	–	–	–	–	–	–	–	–	–
02.3 - Public Relations Officer		–	–	–	–	–	–	–	–	–	–
02.4 - It Services		–	–	–	–	–	–	–	–	–	–
02.5 - Performance Audit		–	–	–	–	–	–	–	–	–	–
02.6 - Human Resources		–	–	–	–	–	–	–	–	–	–
Vote 03 - Financial Services		–	–	–	–	–	–	–	250	–	–
03.1 - Financial Services - Administration		–	–	–	–	–	–	–	–	–	–
03.2 - Financial Services - Income		–	–	–	–	–	–	–	–	–	–
03.3 - Financial Services - Expenditure		–	–	–	–	–	–	–	250	–	–
Vote 04 - Development & Planning		–	–	–	–	160	160	–	400	–	–
04.1 - Development & Planning		–	–	–	–	160	160	–	400	–	–
04.2 - Building Control		–	–	–	–	–	–	–	–	–	–
04.3 - Town Planning		–	–	–	–	–	–	–	–	–	–
04.4 - Building Regulation & Enforcement		–	–	–	–	–	–	–	–	–	–
Vote 05 - Health		–	–	–	–	–	–	–	–	–	–
05.1 - Clinic Randvaal		–	–	–	–	–	–	–	–	–	–
05.2 - Clinic Meyerton		–	–	–	–	–	–	–	–	–	–
05.3 - Clinic Kookrus		–	–	–	–	–	–	–	–	–	–
Vote 06 - Community And Social Services		–	–	–	–	657	657	105	5 260	3 050	200
06.1 - Library Meyerton		–	–	–	–	–	–	–	300	–	–
06.2 - Libaray Henley On Klip		–	–	–	–	–	–	–	–	–	–
06.3 - Library Walkerville		–	–	–	–	–	–	–	–	–	–
06.4 - Library Randvaal		–	–	–	–	105	105	105	–	–	–
06.5 - Library Sicelo		–	–	–	–	–	–	–	–	–	–
06.6 - Lakeside Library		–	–	–	–	–	–	–	–	–	–
06.7 - Library Bonte Bonke		–	–	–	–	–	–	–	–	–	–
06.8 - Social Services Admin		–	–	–	–	–	–	–	–	–	–
06.9 - Library Savanna City		–	–	–	–	–	–	–	–	–	–
06.10 - Library Mamello		–	–	–	–	–	–	–	–	–	–
06.11 - Parks		–	–	–	–	–	–	–	1 310	400	–
06.12 - Swimming Pool		–	–	–	–	–	–	–	–	–	–
06.13 - Sport & Recreation Administration		–	–	–	–	–	–	–	3 650	2 650	200
06.14 - Cemeteries		–	–	–	–	552	552	–	–	–	–
Vote 07 - Public Safety		–	–	–	–	20	20	–	3 300	–	8 000
07.1 - Traffic		–	–	–	–	–	–	–	–	–	–
07.2 - Fire		–	–	–	–	20	20	–	3 300	–	8 000
Vote 08 - Sport And Recreation		–	–	–	–	–	–	–	–	–	–

Vote 09 - Environmental Protection		**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**
09.1 - Municipal Health Services (Sedibeng Funding)		–	–	–	–	–	–	–	–	–	–
09.2 - Environmental Management		–	–	–	–	–	–	–	–	–	–
Vote 10 - Waste Water Management		**–**	**–**	**–**	**–**	**–**	**–**	**–**	**200**	**700**	**700**
10.1 - Sanitation Network		–	–	–	–	–	–	–	200	700	700
10.2 - Waste Water Purification		–	–	–	–	–	–	–	–	–	–
Vote 11 - Solid Waste Management		**–**	**–**	**–**	**–**	**–**	**–**	**–**	**12 970**	**2 500**	**4 400**
11.1 - Landfill Sites		–	–	–	–	–	–	–	9 000	2 500	4 400
11.2 - Solid Waste		–	–	–	–	–	–	–	3 970	–	–
Vote 12 - Roads And Transport		**–**	**–**	**–**	**–**	**350**	**350**	**32**	**6 800**	**2 500**	**–**
12.1 - Traffic		–	–	–	–	–	–	–	5 200	2 500	–
12.2 - Roads		–	–	–	–	–	–	–	1 600	–	–
12.3 - Mechanical Workshop		–	–	–	–	350	350	32	–	–	–
12.4 - Storm Water		–	–	–	–	–	–	–	–	–	–
12.5 - Storm Water		–	–	–	–	–	–	–	–	–	–
Vote 13 - Water Services		**–**	**–**	**–**	**–**	**–**	**–**	**–**	**6 500**	**6 500**	**6 500**
13.1 - Water Network		–	–	–	–	–	–	–	6 500	6 500	6 500
Vote 14 - Electrical Services		**–**	**–**	**–**	**–**	**–**	**–**	**–**	**4 350**	**7 900**	**–**
14.1 - Electrical Network		–	–	–	–	–	–	–	4 350	7 900	–
14.2 - Engineering Admin		–	–	–	–	–	–	–	–	–	–
Vote 15 - Other		**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**
Capital single-year expenditure sub-total		**–**	**–**	**–**	**–**	**1 397**	**1 397**	**290**	**40 145**	**23 150**	**19 800**
Total Capital Expenditure		**118 729**	**239 433**	**164 627**	**180 597**	**189 933**	**189 933**	**95 314**	**376 296**	**276 766**	**205 978**

Multi-year appropriation for Budget Year 2023/24 in the 2022/23 Annual Budget				Multi-year appropriation for 2024/25 in the 2022/23 Annual Budget				New multi-year appropriations (funds for new and existing projects)		
Appropriation for 2023/24	Adjustments in 2022/23	Downward adjustments for 2023/24	Appropriation carried forward	Appropriation for 2023/24	Adjustments in 2022/23	Downward adjustments for 2023/24	Appropriation carried forward	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
–	–	–	–	–	–	–	–	–	–	–
–	–	–	–	–	–	–	–	–	–	–
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–	–	–	–	–	–	–	–	–	–	–
–	–	–	–	–	–	–	–	–	–	–
–	–	–	–	–	–	–	–	–	–	–
17 225	**–**	**–**	**17 225**	**8 435**	**–**	**–**	**8 435**	**–**	**–**	**6 500**
1 105	–	–	**1 105**	35	–	–	**35**	–	–	–
120	–	–	**120**	–	–	–	**–**	–	–	–
–	–	–	**–**	–	–	–	**–**	–	–	–
16 000	–	–	**16 000**	8 400	–	–	**8 400**	–	–	6 500
–	–	–	**–**	–	–	–	**–**	–	–	–
–	–	–	**–**	–	–	–	**–**	–	–	–
17 000	**–**	**–**	**17 000**	**5 000**	**–**	**–**	**5 000**	**–**	**–**	**–**
–	–	–	**–**	–	–	–	**–**	–	–	–
–	–	–	**–**	–	–	–	**–**	–	–	–
17 000	–	–	**17 000**	5 000	–	–	**5 000**	–	–	–
14 126	**–**	**–**	**14 126**	**10 000**	**–**	**–**	**10 000**	**–**	**–**	**5 000**
14 126	–	–	**14 126**	10 000	–	–	**10 000**	–	–	5 000
–	–	–	**–**	–	–	–	**–**	–	–	–
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28 600	**–**	**–**	**28 600**	**17 550**	**–**	**–**	**17 550**	**–**	**–**	**10 010**
4 400	–	–	**4 400**	3 500	–	–	**3 500**	–	–	–
550	–	–	**550**	300	–	–	**300**	–	–	–
250	–	–	**250**	300	–	–	**300**	–	–	–
200	–	–	**200**	300	–	–	**300**	–	–	–
300	–	–	**300**	300	–	–	**300**	–	–	–
300	–	–	**300**	300	–	–	**300**	–	–	–
250	–	–	**250**	300	–	–	**300**	–	–	–
30	–	–	**30**	20	–	–	**20**	–	–	10
–	–	–	**–**	–	–	–	**–**	–	–	–
–	–	–	**–**	–	–	–	**–**	–	–	–
7 000	–	–	**7 000**	6 880	–	–	**6 880**	–	–	5 000
–	–	–	**–**	–	–	–	**–**	–	–	–
12 820	–	–	**12 820**	350	–	–	**350**	–	–	–
2 500	–	–	**2 500**	5 000	–	–	**5 000**	–	–	5 000
4 365	**–**	**–**	**4 365**	**3 598**	**–**	**–**	**3 598**	**–**	**–**	**3 000**
–	–	–	**–**	–	–	–	**–**	–	–	–
4 365	–	–	**4 365**	3 598	–	–	**3 598**	–	–	3 000

–	–	–	–	–	–	–	–	–	–	#N/A
–	–	–	–	–	–	–	–	–	–	–
–	–	–	–	–	–	–	–	–	–	–
–	–	–	–	–	–	–	–	–	–	–
46 250	–	–	46 250	20 500	–	–	20 500	–	–	30 700
37 250	–	–	37 250	20 500	–	–	20 500	–	–	30 700
9 000	–	–	9 000	–	–	–	–	–	–	–
14 650	–	–	14 650	17 017	–	–	17 017	–	–	18 000
10 200	–	–	10 200	17 017	–	–	17 017	–	–	18 000
4 450	–	–	4 450	–	–	–	–	–	–	–
53 000	–	–	53 000	3 200	–	–	3 200	–	–	12 562
100	–	–	100	–	–	–	–	–	–	2 000
47 900	–	–	47 900	3 200	–	–	3 200	–	–	10 562
–	–	–	–	–	–	–	–	–	–	–
5 000	–	–	5 000	–	–	–	–	–	–	–
–	–	–	–	–	–	–	–	–	–	–
55 973	–	–	55 973	83 767	–	–	83 767	–	–	74 706
55 973	–	–	55 973	83 767	–	–	83 767	–	–	74 706
84 962	–	–	84 962	84 550	–	–	84 550	–	–	25 700
84 962	–	–	84 962	84 550	–	–	84 550	–	–	25 700
–	–	–	–	–	–	–	–	–	–	–
–	–	–	–	–	–	–	–	–	–	#N/A
336 151	–	–	336 151	253 616	–	–	253 616	–	–	#N/A

GT422 Midvaal - Table A6 Budgeted Financial Position

Description	Ref	2019/20	2020/21	2021/22	Current Year 2022/23				2023/24 Medium Term Revenue & Expenditure Framework		
R thousand		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
ASSETS											
Current assets											
Cash and cash equivalents		400 047	150 136	487 962	537 974	513 086	513 086	461 854	450 737	404 582	424 404
Trade and other receivables from exchange transactions	1	112 298	171 153	222 285	151 866	150 224	150 224	279 049	138 395	186 134	245 198
Receivables from non-exchange transactions	1	33 972	21 366	16 214	24 790	64 339	64 339	119 652	27 487	29 029	30 665
Current portion of non-current receivables											
Inventory	2	13 827	14 080	14 333	14 333	14 333	14 333	23 485	14 333	14 333	14 333
VAT		19 732	16 818	18 573	15 501	15 501	15 501	6 848	15 501	15 792	16 111
Other current assets		20	300	43	(16)	(16)	(16)	825	(16)	(16)	(16)
Total current assets		**579 895**	**373 853**	**759 411**	**744 449**	**757 469**	**757 469**	**891 713**	**646 439**	**649 854**	**730 696**
Non current assets											
Investments											
Investment property		(2 247)	(245)	49 281 032.24	49 351	49 351	49 351	49 234	49 351	49 351	49 351
Property, plant and equipment	3	2 014 894	2 125 063	2 097 438	2 454 578	2 463 913	2 463 913	2 128 437	2 740 105	2 669 746	2 610 959
Biological assets											
Living and non-living resources											
Heritage assets		19	19	19	19	19	19	19	19	19	19
Intangible assets		2 107	4 416	6 834	7 698	7 698	7 698	7 257	31 798	23 998	18 998
Trade and other receivables from exchange transactions											
Non-current receivables from non-exchange transactions											
Other non-current assets											
Total non current assets		**2 014 773**	**2 129 253**	**2 153 572**	**2 511 645**	**2 520 981**	**2 520 981**	**2 184 947**	**2 821 273**	**2 743 114**	**2 679 327**
TOTAL ASSETS		**2 594 668**	**2 503 106**	**2 912 983**	**3 256 094**	**3 278 449**	**3 278 449**	**3 076 660**	**3 467 712**	**3 392 969**	**3 410 022**
LIABILITIES											
Current liabilities											
Bank overdraft											
Financial liabilities		33 581	35 136	43 427	25 246	25 246	25 246	26 181	25 246	–	–
Consumer deposits		18 814	19 862	21 153	20 757	20 757	20 757	21 914	20 757	20 757	20 757
Trade and other payables from exchange transactions	4	157 342	1 002 475	204 663	254 777	255 809	255 809	179 354	219 839	224 791	246 214
Trade and other payables from non-exchange transactions	5	29 429	46 551	43 721	3 836	8 823	8 823	85 429	9 075	5 925	6 225
Provision		64 914	91 273	–	16 845	16 845	16 845	–	16 845	17 687	19 455
VAT		20 582	33 499	41 784	–	–	–	48 347	–	–	–
Other current liabilities		4 761	5 819	–	–	–	–	–	–	–	–
Total current liabilities		**329 422**	**1 234 615**	**354 748**	**321 461**	**327 480**	**327 480**	**361 225**	**291 763**	**269 161**	**292 652**
Non current liabilities											
Financial liabilities	6	151 461	147 992	130 554	125 370	109 280	109 280	128 804	344 384	321 998	300 525
Provision	7	–	–	106 661	88 784	88 784	88 784	106 661	88 784	99 350	109 030
Long term portion of trade payables											
Other non-current liabilities											
Total non current liabilities		**151 461**	**147 992**	**237 215**	**214 154**	**198 064**	**198 064**	**235 466**	**433 168**	**421 348**	**409 555**
TOTAL LIABILITIES		**480 883**	**1 382 607**	**591 963**	**535 615**	**525 544**	**525 544**	**596 690**	**724 930**	**690 509**	**702 207**
NET ASSETS		**2 113 785**	**1 120 499**	**2 321 020**	**2 720 479**	**2 752 905**	**2 752 905**	**2 479 969**	**2 742 781**	**2 702 459**	**2 707 815**
COMMUNITY WEALTH/EQUITY											
Accumulated surplus/(deficit)	8	2 310 754	2 560 982	2 560 999	2 720 689	2 753 087	2 753 087	2 756 229	2 743 127	2 703 467	2 709 903
Reserves and funds	9	(15 533)	(55 777)	(93 375)	–	–	–	(113 257)	–	–	–
Other											
TOTAL COMMUNITY WEALTH/EQUITY	10	**2 295 221**	**2 505 205**	**2 467 624**	**2 720 689**	**2 753 087**	**2 753 087**	**2 642 971**	**2 743 127**	**2 703 467**	**2 709 903**

References

1. Detail breakdown in Table SA3 for Trade receivables from Exchange and Non-exchange transactions

2. Include completed low cost housing to be transferred to beneficiaries within 12 months detail provided in Table SA3

3. Include 'Construction-work-in-progress' (disclosed separately in annual financial statements) detail in SA3

4. Detail breakdown in Table SA3.

5. Detail breakdown in Table SA3.

GT422 Midvaal - Table A7 Budgeted Cash Flows

Description	Ref	2019/20	2020/21	2021/22	Current Year 2022/23				2023/24 Medium Term Revenue & Expenditure Framework		
R thousand		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
CASH FLOW FROM OPERATING ACTIVITIES											
Receipts											
Property rates		–	78 789	592 132	264 641	276 958	276 958	155 471	295 653	313 392	–
Service charges		–	148 800	787 382	999 235	966 591	966 591	434 192	1 108 922	1 230 174	–
Other revenue		–	(19 981)	146 353	(153 571)	(66 353)	(66 353)	452 293	211 758	75 990	–
Transfers and Subsidies - Operational	1	–	–	6 125	172 851	172 791	172 791	45 308	199 877	214 030	–
Transfers and Subsidies - Capital	1	–	4 335	83 992	105 798	110 845	110 845	96 260	105 559	110 527	–
Interest		–	7 671	18 248	20 080	20 080	20 080	18 371	21 144	22 180	–
Dividends									–	–	–
Payments											
Suppliers and employees		–	(259 841)	(993 698)	(1 289 446)	(1 079 045)	(1 079 045)	(1 212 896)	(1 090 062)	(1 291 303)	–
Finance charges		–	–	–	(18 087)	(17 055)	(17 055)	–	(27 715)	(34 952)	–
Transfers and Subsidies	1								–	–	–
NET CASH FROM/(USED) OPERATING ACTIVITIES		**–**	**(40 227)**	**640 534**	**101 501**	**384 811**	**384 811**	**(11 000)**	**825 136**	**640 038**	**–**
CASH FLOWS FROM INVESTING ACTIVITIES											
Receipts											
Proceeds on disposal of PPE									–	–	–
Decrease (increase) in non-current receivables									–	–	–
Decrease (increase) in non-current investments									–	–	–
Payments											
Capital assets		–	(109 053)	(164 627)	(177 497)	(184 208)	(184 208)	(87 422)	(362 666)	(266 816)	–
NET CASH FROM/(USED) INVESTING ACTIVITIES		**–**	**(109 053)**	**(164 627)**	**(177 497)**	**(184 208)**	**(184 208)**	**(87 422)**	**(362 666)**	**(266 816)**	**–**
CASH FLOWS FROM FINANCING ACTIVITIES											
Receipts											
Short term loans									–	–	–
Borrowing long term/refinancing		–	21 500	18 600	12 800	21 735	21 735	–	225 000	20 000	–
Increase (decrease) in consumer deposits		–	–	–	–	–	–	9	–	–	–
Payments											
Repayment of borrowing		–	–	(40 189)	(42 233)	(42 233)	(42 233)	(17 245)	(42 233)	–	–
NET CASH FROM/(USED) FINANCING ACTIVITIES		**–**	**21 500**	**(21 589)**	**(29 433)**	**(20 498)**	**(20 498)**	**(17 236)**	**182 767**	**20 000**	**–**
NET INCREASE/ (DECREASE) IN CASH HELD		**–**	**(127 780)**	**454 318**	**(105 429)**	**180 106**	**180 106**	**(115 658)**	**645 238**	**393 222**	**–**
Cash/cash equivalents at the year begin:	2	**292 900**	**400 047**	**451 305**	**570 433**	**480 433**	**480 433**	**–**	**7 536**	**652 774**	**1 045 996**
Cash/cash equivalents at the year end:	2	**292 900**	**272 267**	**905 623**	**465 005**	**660 539**	**660 539**	**(115 658)**	**652 774**	**1 045 996**	**1 045 996**

References

1. Local/District municipalities to include transfers from/to District/Local Municipalities

2. Cash equivalents includes investments with maturities of 3 months or less

3. The MTREF is populated directly from SA30.

Total receipts	–	219 614	1 634 232	1 409 034	1 480 912	1 480 912	1 201 896	1 942 914	1 966 293	–
Total payments	–	(368 894)	(1 158 325)	(1 485 030)	(1 280 308)	(1 280 308)	(1 300 318)	(1 480 443)	(1 593 071)	–
	–	(149 280)	475 907	(75 996)	200 604	200 604	(98 422)	462 471	373 222	–
Borrowings & investments & c.deposits	–	21 500	18 600	12 800	21 735	21 735	9	225 000	20 000	–
Repayment of borrowing	–	–	(40 189)	(42 233)	(42 233)	(42 233)	(17 245)	(42 233)	–	–
	–	(127 780)	454 318	(105 429)	180 106	180 106	(115 658)	645 238	393 222	–
	–	–	–	–	–	–	0	–	–	–

GT422 Midvaal - Table A8 Cash backed reserves/accumulated surplus reconciliation

Description	Ref	2019/20	2020/21	2021/22	Current Year 2022/23				2023/24 Medium Term Revenue & Expenditure Framework		
R thousand		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
Cash and investments available											
Cash/cash equivalents at the year end	1	292 900	272 267	905 623	465 005	660 539	660 539	(115 658)	652 774	1 045 996	1 045 996
Other current investments > 90 days		219 445	49 021	(195 375)	224 835	2 771	2 771	856 562	(63 641)	(455 280)	(376 393)
Investments - Property, plant and equipment	1	2 014 894	2 125 063	2 097 438	2 454 578	2 463 913	2 463 913	2 128 437	2 740 105	2 669 746	2 610 959
Cash and investments available:		**2 527 239**	**2 446 352**	**2 807 685**	**3 144 418**	**3 127 224**	**3 127 224**	**2 869 341**	**3 329 238**	**3 260 462**	**3 280 561**
Application of cash and investments											
Trade payables from Non-exchange transactions: Other		–	–	–	–	–	–	–	–	–	–
Unspent borrowing		–	–	–	–	–	–		–	–	–
Statutory requirements	2										
Other working capital requirements	3	157 342	999 791	162 592	223 427	212 423	212 423	84 591	180 702	187 582	246 214
Other provisions											
Long term investments committed	4	–	–	–	–	–	–	–	–	–	–
Reserves to be backed by cash/investments	5										
Total Application of cash and investments:		**157 342**	**999 791**	**162 592**	**223 427**	**212 423**	**212 423**	**84 591**	**180 702**	**187 582**	**246 214**
Surplus(shortfall)		**2 369 897**	**1 446 561**	**2 645 093**	**2 920 990**	**2 914 800**	**2 914 800**	**2 784 750**	**3 148 536**	**3 072 880**	**3 034 347**

References

1. Must reconcile with Budgeted Cash Flows

2. For example: VAT, taxation

3. Council approval for policy required - include sufficient working capital (e.g. allowing for a % of current debtors > 90 days as uncollectable)

4. For example: sinking fund requirements for borrowing

5. Council approval required for each reserve created and basis of cash backing of reserves - Total Reserves to be backed by cash/investments excl Valuation reserve

Other working capital requirements										
Debtors	–	2 684	42 071	31 350	43 386	43 386	94 763	39 137	37 209	–
Creditors due	157 342	1 002 475	204 663	254 777	255 809	255 809	179 354	219 839	224 791	246 214
Total	(157 342)	(999 791)	(162 592)	(223 427)	(212 423)	(212 423)	(84 591)	(180 702)	(187 582)	(246 214)
Debtors collection assumptions										
Balance outstanding - debtors	45 552	35 201	79 828	88 474	128 023	128 023	192 370	91 171	92 714	94 349
Estimate of debtors collection rate	0.0%	7.6%	52.7%	35.4%	33.9%	33.9%	49.3%	42.9%	40.1%	0.0%
Long term investments committed										
Balance (*Insert description; eg sinking fund)*										
	–	–	–	–	–	–	–	–	–	–
Reserves to be backed by cash/investments										
Housing Development Fund	–	–	–	–	–	–	–	–	–	–
Capital replacement	(15 533)	(55 777)	(93 375)	–	–	–	(113 257)	–	–	–
Self-insurance	–	–	–	–	–	–	–	–	–	–
Compensation for Occupational Injuries and Diseases										
Employee Benefit										
Non-current Provisions										
Valuation										
Investment in associate account										
Capitalisation										
	(15 533)	(55 777)	(93 375)	–	–	–	(113 257)	–	–	–

GT422 Midvaal - Table A9 Asset Management

Description	Ref	2019/20	2020/21	2021/22	Current Year 2022/23			2023/24 Medium Term Revenue & Expenditure Framework		
R thousand		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
CAPITAL EXPENDITURE										
Total New Assets	1	**23 236**	**73 780**	**71 539**	**93 162**	**94 279**	**94 279**	**177 138**	**99 218**	**63 772**
Roads Infrastructure		6 304	33 892	14 077	29 773	33 922	33 922	40 000	–	10 562
Storm water Infrastructure		–	–	–	–	–	–	5 000	–	–
Electrical Infrastructure		10 048	18 472	20 909	20 200	14 634	14 634	41 212	46 650	10 700
Water Supply Infrastructure		–	–	–	–	–	–	–	–	–
Sanitation Infrastructure		1 109	750	1 000	4 000	4 000	4 000	12 200	3 000	3 000
Solid Waste Infrastructure		–	–	160	950	950	950	10 400	–	–
Rail Infrastructure		–	–	–	–	–	–	–	–	–
Coastal Infrastructure		–	–	–	–	–	–	–	–	–
Information and Communication Infrastructure		–	–	–	–	–	–	–	–	–
Infrastructure		***17 461***	***53 114***	***36 145***	***54 923***	***53 507***	***53 507***	***108 812***	***49 650***	***24 262***
Community Facilities		–	3 812	1 366	4 600	1 400	1 400	5 526	4 500	2 000
Sport and Recreation Facilities		–	–	–	–	–	–	–	–	–
Community Assets		**–**	***3 812***	***1 366***	***4 600***	***1 400***	***1 400***	***5 526***	***4 500***	***2 000***
Heritage Assets		**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**
Revenue Generating		–	–	–	–	–	–	–	–	–
Non-revenue Generating		–	–	–	–	–	–	–	–	–
Investment properties		**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**
Operational Buildings		–	55	–	200	105	105	–	–	–
Housing		–	–	7 587	10 000	10 000	10 000	10 000	10 000	5 000
Other Assets		**–**	***55***	***7 587***	***10 200***	***10 105***	***10 105***	***10 000***	***10 000***	***5 000***
Biological or Cultivated Assets		**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**
Servitudes		–	–	–	–	–	–	–	–	–
Licences and Rights		–	998	721	2 000	2 000	2 000	3 500	5 000	–
Intangible Assets		**–**	***998***	***721***	***2 000***	***2 000***	***2 000***	***3 500***	***5 000***	**–**
Computer Equipment		**93**	**1 102**	**1 165**	**1 700**	**1 837**	**1 837**	**2 000**	**1 000**	**–**
Furniture and Office Equipment		**1 948**	**2 814**	**5 260**	**1 662**	**2 135**	**2 135**	**5 320**	**2 588**	**2 510**
Machinery and Equipment		**1 011**	**1 298**	**10 891**	**3 517**	**6 484**	**6 484**	**20 940**	**8 380**	**13 000**
Transport Assets		**1 544**	**10 515**	**8 012**	**14 560**	**16 812**	**16 812**	**21 040**	**18 100**	**17 000**
Land		**1 179**	**72**	**391**	**–**	**–**	**–**	**–**	**–**	**–**
Zoo's, Marine and Non-biological Animals		**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**
Mature		–	-	-	-	-	-	-	-	-
Immature		–	-	-	-	-	-	-	-	-
Living Resources		-	-	-	-	-	-	-	-	-
Total Renewal of Existing Assets	2	**78 593**	**134 156**	**69 925**	**80 735**	**84 987**	**84 987**	**170 108**	**171 549**	**140 206**
Roads Infrastructure		–	–	–	–	–	–	–	–	–
Storm water Infrastructure		–	–	–	–	–	–	–	–	–
Electrical Infrastructure		32 201	4 789	7 493	24 056	25 262	25 262	42 700	37 000	15 000
Water Supply Infrastructure		34 467	92 416	43 659	42 955	43 902	43 902	54 473	77 917	72 706
Sanitation Infrastructure		2 305	5 271	1 832	–	–	–	12 500	12 500	15 000
Solid Waste Infrastructure		66	3 641	3 566	250	2 049	2 049	8 800	17 017	18 000
Rail Infrastructure		–	–	–	–	–	–	–	–	–
Coastal Infrastructure		–	–	–	–	–	–	–	–	–
Information and Communication Infrastructure		–	–	–	–	–	–	–	–	–
Infrastructure		***69 039***	***106 118***	***56 551***	***67 261***	***71 213***	***71 213***	***118 473***	***144 434***	***120 706***
Community Facilities		1 986	1 500	1 967	2 000	2 552	2 552	8 950	11 800	5 000
Sport and Recreation Facilities		5 525	12 970	4 019	6 024	5 472	5 472	12 820	–	–
Community Assets		***7 510***	***14 470***	***5 985***	***8 024***	***8 024***	***8 024***	***21 770***	***11 800***	***5 000***
Heritage Assets		**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**
Revenue Generating		–	–	–	–	–	–	–	–	–
Non-revenue Generating		–	–	–	–	–	–	–	–	–
Investment properties		**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**
Operational Buildings		–	65	–	–	–	–	2 500	–	–
Housing		–	–	–	–	–	–	–	–	–
Other Assets		**–**	***65***	**–**	**–**	**–**	**–**	***2 500***	**–**	**–**
Biological or Cultivated Assets		**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**
Servitudes		–	–	–	–	–	–	–	–	–
Licences and Rights		–	–	972	500	500	500	13 800	4 500	4 500
Intangible Assets		**–**	**–**	***972***	***500***	***500***	***500***	***13 800***	***4 500***	***4 500***
Computer Equipment		**652**	**8 762**	**4 726**	**–**	**–**	**–**	**6 700**	**8 400**	**6 500**
Furniture and Office Equipment		**207**	**96**	**–**	**2 950**	**2 525**	**2 525**	**1 015**	**515**	**500**
Machinery and Equipment		**–**	**–**	**–**	**300**	**300**	**300**	**–**	**–**	**–**
Transport Assets		**1 185**	**4 646**	**1 692**	**1 700**	**2 425**	**2 425**	**5 850**	**1 900**	**3 000**
Land		**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**
Zoo's, Marine and Non-biological Animals		**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**
Mature		–	-	-	-	-	-	-	-	-
Immature		–	-	-	-	-	-	-	-	-
Living Resources		-	-	-	-	-	-	-	-	-

Total Upgrading of Existing Assets	6	**16 900**	**31 497**	**23 162**	**6 700**	**10 666**	**10 666**	**29 050**	**6 000**	**2 000**
Roads Infrastructure		3 808	6 750	2 283	–	–	–	5 000	–	–
Storm water Infrastructure		–	–	–	–	–	–	–	–	–
Electrical Infrastructure		–	–	1 170	1 000	1 000	1 000	1 350	1 500	–
Water Supply Infrastructure		3 748	2 076	3 273	4 500	4 500	4 500	1 500	2 000	2 000
Sanitation Infrastructure		8 800	16 401	13 797	–	3 871	3 871	16 500	–	–
Solid Waste Infrastructure		–	–	–	–	–	–	–	2 500	–
Rail Infrastructure		–	–	–	–	–	–	–	–	–
Coastal Infrastructure		–	–	–	–	–	–	–	–	–
Information and Communication Infrastructure		–	–	–	–	–	–	–	–	–
Infrastructure		***16 356***	***25 227***	***20 523***	***5 500***	***9 371***	***9 371***	***24 350***	***6 000***	***2 000***
Community Facilities		–	–	–	–	–	–	–	–	–
Sport and Recreation Facilities		–	–	–	–	–	–	–	–	–
Community Assets		**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**
Heritage Assets		**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**
Revenue Generating		–	–	–	–	–	–	–	–	–
Non-revenue Generating		–	–	–	–	–	–	–	–	–
Investment properties		**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**
Operational Buildings		543	6 270	2 639	500	595	595	4 700	–	–
Housing		–	–	–	–	–	–	–	–	–
Other Assets		***543***	***6 270***	***2 639***	***500***	***595***	***595***	***4 700***	**–**	**–**
Biological or Cultivated Assets		**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**
Servitudes		–	–	–	–	–	–	–	–	–
Licences and Rights		–	–	–	–	–	–	–	–	–
Intangible Assets		**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**
Computer Equipment		**–**	**–**	**–**	**700**	**700**	**700**	**–**	**–**	**–**
Furniture and Office Equipment		**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**
Machinery and Equipment		**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**
Transport Assets		**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**
Land		**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**
Zoo's, Marine and Non-biological Animals		**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**
Mature		–	-	-	-	-	-	-	-	-
Immature		–	-	-	-	-	-	-	-	-
Living Resources		-	-	-	-	-	-	-	-	-
Total Capital Expenditure	4	**118 729**	**239 433**	**164 627**	**180 597**	**189 933**	**189 933**	**376 296**	**276 766**	**205 978**
Roads Infrastructure		10 112	40 643	16 360	29 773	33 922	33 922	45 000	–	10 562
Storm water Infrastructure		–	–	–	–	–	–	5 000	–	–
Electrical Infrastructure		42 249	23 261	29 572	45 256	40 897	40 897	85 262	85 150	25 700
Water Supply Infrastructure		38 215	94 492	46 933	47 455	48 402	48 402	55 973	79 917	74 706
Sanitation Infrastructure		12 215	22 422	16 629	4 000	7 871	7 871	41 200	15 500	18 000
Solid Waste Infrastructure		66	3 641	3 726	1 200	2 999	2 999	19 200	19 517	18 000
Rail Infrastructure		–	–	–	–	–	–	–	–	–
Coastal Infrastructure		–	–	–	–	–	–	–	–	–
Information and Communication Infrastructure		–	–	–	–	–	–	–	–	–
Infrastructure		***102 856***	***184 459***	***113 219***	***127 684***	***134 091***	***134 091***	***251 635***	***200 084***	***146 968***
Community Facilities		1 986	5 312	3 333	6 600	3 952	3 952	14 476	16 300	7 000
Sport and Recreation Facilities		5 525	12 970	4 019	6 024	5 472	5 472	12 820	–	–
Community Assets		***7 510***	***18 282***	***7 352***	***12 624***	***9 425***	***9 425***	***27 296***	***16 300***	***7 000***
Heritage Assets		**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**
Revenue Generating		–	–	–	–	–	–	–	–	–
Non-revenue Generating		–	–	–	–	–	–	–	–	–
Investment properties		**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**
Operational Buildings		543	6 390	2 639	700	700	700	7 200	–	–
Housing		–	–	7 587	10 000	10 000	10 000	10 000	10 000	5 000
Other Assets		***543***	***6 390***	***10 226***	***10 700***	***10 700***	***10 700***	***17 200***	***10 000***	***5 000***
Biological or Cultivated Assets		**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**
Servitudes		–	–	–	–	–	–	–	–	–
Licences and Rights		–	998	1 694	2 500	2 500	2 500	17 300	9 500	4 500
Intangible Assets		**–**	***998***	***1 694***	***2 500***	***2 500***	***2 500***	***17 300***	***9 500***	***4 500***
Computer Equipment		**745**	**9 864**	**5 891**	**2 400**	**2 537**	**2 537**	**8 700**	**9 400**	**6 500**
Furniture and Office Equipment		**2 154**	**2 910**	**5 260**	**4 612**	**4 660**	**4 660**	**6 335**	**3 103**	**3 010**
Machinery and Equipment		**1 011**	**1 298**	**10 891**	**3 817**	**6 784**	**6 784**	**20 940**	**8 380**	**13 000**
Transport Assets		**2 730**	**15 162**	**9 704**	**16 260**	**19 237**	**19 237**	**26 890**	**20 000**	**20 000**
Land		**1 179**	**72**	**391**	**–**	**–**	**–**	**–**	**–**	**–**
Zoo's, Marine and Non-biological Animals		**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**
Mature		–	-	-	-	-	-	-	-	-
Immature		–	-	-	-	-	-	-	-	-
Living Resources		-	-	-	-	-	-	-	-	-
TOTAL CAPITAL EXPENDITURE - Asset class		**118 729**	**239 433**	**164 627**	**180 597**	**189 933**	**189 933**	**376 296**	**276 766**	**205 978**

ASSET REGISTER SUMMARY - PPE (WDV)	5	1 850 141	1 943 292	2 019 829	2 220 061	2 229 397	2 229 397	2 529 689	2 451 530	2 387 742
Roads Infrastructure		528 159	550 758	544 085	563 607	567 757	567 757	628 834	603 834	614 397
Storm water Infrastructure		–	–	–	–	–	–	5 000	–	–
Electrical Infrastructure		429 611	381 218	367 113	608 947	604 588	604 588	683 582	683 470	624 020
Water Supply Infrastructure		254 969	352 199	408 634	465 982	466 929	466 929	494 500	520 444	522 233
Sanitation Infrastructure		334 987	332 167	331 666	247 444	251 315	251 315	284 644	258 944	261 444
Solid Waste Infrastructure		–	1 559	6 967	1 200	2 999	2 999	19 200	19 517	18 000
Rail Infrastructure										
Coastal Infrastructure										
Information and Communication Infrastructure										
Infrastructure		***1 547 725***	***1 617 901***	***1 658 465***	***1 887 180***	***1 893 587***	***1 893 587***	***2 115 761***	***2 086 209***	***2 040 094***
Community Assets		48 957	56 734	75 928	59 140	55 940	55 940	73 811	62 815	53 515
Heritage Assets		**19**	**19**	**19**	**19**	**19**	**19**	**19**	**19**	**19**
Investment properties		**(2 247)**	**(245)**	**49 281**	**49 351**	**49 351**	**49 351**	**49 351**	**49 351**	**49 351**
Other Assets		8 287	22 926	18 558	(3 432)	(3 432)	(3 432)	3 068	(4 762)	(9 762)
Biological or Cultivated Assets										
Intangible Assets		2 107	4 416	6 834	7 698	7 698	7 698	31 798	23 998	18 998
Computer Equipment		**3 735**	**11 924**	**13 316**	**9 216**	**9 353**	**9 353**	**15 516**	**16 216**	**13 316**
Furniture and Office Equipment		**6 439**	**6 882**	**11 468**	**9 747**	**9 795**	**9 795**	**11 470**	**8 237**	**8 145**
Machinery and Equipment		**26 876**	**9 792**	**24 284**	**17 935**	**20 902**	**20 902**	**35 058**	**22 498**	**27 118**
Transport Assets		**38 630**	**46 811**	**44 821**	**56 342**	**59 319**	**59 319**	**66 972**	**60 082**	**60 082**
Land		**169 614**	**166 133**	**116 856**	**126 866**	**126 866**	**126 866**	**126 866**	**126 866**	**126 866**
Zoo's, Marine and Non-biological Animals										
Living Resources										
TOTAL ASSET REGISTER SUMMARY - PPE (WDV)	5	**1 850 141**	**1 943 292**	**2 019 829**	**2 220 061**	**2 229 397**	**2 229 397**	**2 529 689**	**2 451 530**	**2 387 742**
EXPENDITURE OTHER ITEMS		**233 993**	**233 537**	**261 831**	**300 777**	**304 846**	**304 846**	**327 610**	**341 497**	**355 993**
Depreciation	7	130 385	134 535	127 289	139 695	136 038	136 038	140 855	145 807	151 112
Repairs and Maintenance by Asset Class	3	**103 609**	**99 001**	**134 543**	**161 081**	**168 807**	**168 807**	**186 754**	**195 690**	**204 880**
Roads Infrastructure		24 648	15 851	23 392	34 973	33 836	33 836	41 070	43 083	45 109
Storm water Infrastructure		–	–	–	–	–	–	–	–	–
Electrical Infrastructure		19 129	22 334	28 949	32 766	34 688	34 688	37 237	39 063	40 900
Water Supply Infrastructure		22 829	25 310	29 682	31 866	36 621	36 621	39 992	41 952	43 925
Sanitation Infrastructure		23 766	22 751	31 258	35 606	37 116	37 116	40 464	42 448	44 444
Solid Waste Infrastructure		–	–	–	–	–	–	–	–	–
Rail Infrastructure		–	–	–	–	–	–	–	–	–
Coastal Infrastructure		–	–	–	–	–	–	–	–	–
Information and Communication Infrastructure		–	1 857	1 212	1 700	1 500	1 500	1 500	1 574	1 647
Infrastructure		***90 372***	***88 102***	***114 493***	***136 910***	***143 761***	***143 761***	***160 263***	***168 119***	***176 024***
Community Facilities		38	82	1 027	3 646	3 283	3 283	3 482	3 652	3 824
Sport and Recreation Facilities		–	–	–	–	–	–	–	–	–
Community Assets		***38***	***82***	***1 027***	***3 646***	***3 283***	***3 283***	***3 482***	***3 652***	***3 824***
Heritage Assets		**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**
Revenue Generating		–	–	–	–	–	–	–	–	–
Non-revenue Generating		–	–	–	–	–	–	–	–	–
Investment properties		**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**
Operational Buildings		2 793	965	5 667	8 347	5 726	5 726	6 287	6 521	6 817
Housing		–	–	–	–	–	–	–	–	–
Other Assets		***2 793***	***965***	***5 667***	***8 347***	***5 726***	***5 726***	***6 287***	***6 521***	***6 817***
Biological or Cultivated Assets		**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**
Servitudes		–	–	–	–	–	–	–	–	–
Licences and Rights		–	–	–	–	–	–	–	–	–
Intangible Assets		**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**
Computer Equipment		**11**	**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**
Furniture and Office Equipment		**56**	**166**	**157**	**386**	**353**	**353**	**370**	**383**	**401**
Machinery and Equipment		**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**
Transport Assets		**10 338**	**9 685**	**13 199**	**11 792**	**15 684**	**15 684**	**16 353**	**17 015**	**17 814**
Land		**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**
Zoo's, Marine and Non-biological Animals		**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**
Mature		–	-	-	-	-	-	-	-	-
Immature		–	-	-	-	-	-	-	-	-
Living Resources		-	-	-	-	-	-	-	-	-
TOTAL EXPENDITURE OTHER ITEMS		**233 993**	**233 537**	**261 831**	**300 777**	**304 846**	**304 846**	**327 610**	**341 497**	**355 993**
Renewal and upgrading of Existing Assets as % of total capex		*80.4%*	*69.2%*	*56.5%*	*48.4%*	*50.4%*	*50.4%*	*52.9%*	*64.2%*	*69.0%*
Renewal and upgrading of Existing Assets as % of deprecn		*73.2%*	*123.1%*	*73.1%*	*62.6%*	*70.3%*	*70.3%*	*141.4%*	*121.8%*	*94.1%*
R&M as a % of PPE		*5.1%*	*4.7%*	*6.4%*	*6.6%*	*6.9%*	*6.9%*	*8.8%*	*7.1%*	*7.7%*
Renewal and upgrading and R&M as a % of PPE		*11.0%*	*14.0%*	*11.0%*	*11.0%*	*12.0%*	*12.0%*	*15.0%*	*15.0%*	*15.0%*

References

1. Detail of new assets provided in Table SA34a
2. Detail of renewal of existing assets provided in Table SA34b
3. Detail of Repairs and Maintenance by Asset Class provided in Table SA34c
4. Must reconcile to total capital expenditure on Budgeted Capital Expenditure
5. Must reconcile to 'Budgeted Financial Position' (written down value)
6. Detail of upgrading of existing assets provided in Table SA34e
7. Detail of depreciation provided in Table SA34d

GT422 Midvaal - Table A10 Basic service delivery measurement

Description	Ref	2019/20	2020/21	2021/22	Current Year 2022/23			2023/24 Medium Term Revenue & Expenditure Framework		
		Outcome	Outcome	Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
Household service targets	1									
Water:										
Piped water inside dwelling		19 461	19 850	–	19 850	19 850	19 850	19 850	19 850	–
Piped water inside yard (but not in dwelling)		5 376	5 484	–	5 484	5 484	5 484	5 848	5 848	–
Using public tap (at least min.service level)	2	1 467	1 496	–	1 496	1 496	1 496	1 496	1 496	–
Other water supply (at least min.service level)	4	26 304	–	–	26 830	26 830	26 830	26 830	26 830	–
Minimum Service Level and Above sub-total		52 608	26 830	–	53 660	53 660	53 660	54 024	54 024	–
Using public tap (< min.service level)	3	–	2 442	–	–	–	–	–	–	–
Other water supply (< min.service level)	4	1 266	–	–	1 291	1 291	1 291	1 291	1 291	–
No water supply		3 660	1 291	–	1 291	1 291	1 291	1 291	1 291	–
Below Minimum Service Level sub-total		4 926	3 733	–	2 582	2 582	2 582	2 582	2 582	–
Total number of households	5	**57 534**	**30 563**	**–**	**56 242**	**56 242**	**56 242**	**56 606**	**56 606**	**–**
Sanitation/sewerage:										
Flush toilet (connected to sewerage)		17 370	17 717	–	17 717	17 717	17 717	17 717	17 717	–
Flush toilet (with septic tank)		5 505	5 615	–	5 615	5 615	5 615	5 615	5 615	–
Chemical toilet		1 842	1 879	–	1 879	1 879	1 879	1 879	1 879	–
Pit toilet (ventilated)		477	487	–	487	487	487	487	487	–
Other toilet provisions (> min.service level)		3 519	3 589	–	3 589	3 589	3 589	3 589	3 589	–
Minimum Service Level and Above sub-total		28 713	29 287	–	29 287	29 287	29 287	29 287	29 287	–
Bucket toilet		–	–	–	–	–	–	–	–	–
Other toilet provisions (< min.service level)		658	658	–	658	658	658	658	658	–
No toilet provisions		606	618	–	618	618	618	618	618	–
Below Minimum Service Level sub-total		1 264	1 276	–	1 276	1 276	1 276	1 276	1 276	–
Total number of households	5	**29 977**	**30 563**	**–**	**30 563**	**30 563**	**30 563**	**30 563**	**30 563**	**–**
Energy:										
Electricity (at least min.service level)		15 906	16 224	–	16 224	16 224	16 224	16 224	16 224	–
Electricity - prepaid (min.service level)		7 500	7 650	–	7 650	7 650	7 650	7 650	7 650	–
Minimum Service Level and Above sub-total		23 406	23 874	–	23 874	23 874	23 874	23 874	23 874	–
Electricity (< min.service level)		363	370	–	370	370	370	370	370	–
Electricity - prepaid (< min. service level)		–	–	–	–	–	–	–	–	–
Other energy sources		6 195	6 319	–	6 689	6 689	6 689	6 689	6 689	–
Below Minimum Service Level sub-total		6 558	6 689	–	7 059	7 059	7 059	7 059	7 059	–
Total number of households	5	**29 964**	**30 563**	**–**	**30 933**	**30 933**	**30 933**	**30 933**	**30 933**	**–**
Refuse:										
Removed at least once a week		24 594	25 086	–	25 086	25 086	25 086	25 086	25 086	–
Minimum Service Level and Above sub-total		24 594	25 086	–	25 086	25 086	25 086	25 086	25 086	–
Removed less frequently than once a week		303	309	–	309	309	309	309	309	–
Using communal refuse dump		–	591	–	–	–	–	–	–	–
Using own refuse dump		3 177	3 241	–	3 241	3 241	3 241	3 241	3 241	–
Other rubbish disposal		948	967	–	967	967	967	967	967	–
No rubbish disposal		5 370	5 370	–	5 478	5 478	5 478	5 478	5 478	–
Below Minimum Service Level sub-total		9 798	10 478	–	9 995	9 995	9 995	9 995	9 995	–
Total number of households	5	**34 392**	**35 564**	**–**	**35 081**	**35 081**	**35 081**	**35 081**	**35 081**	**–**
Households receiving Free Basic Service	7									
Water (6 kilolitres per household per month)		9 553 349	–	–	11 468 574	11 468 574	11 468 574	12 374 591	–	–
Sanitation (free minimum level service)		–	–	–	–	–	–	–	–	–
Electricity/other energy (50kwh per household per month)		602 045	–	–	656 885	656 885	656 885	715 348	–	–
Refuse (removed at least once a week)		–	–	–	–	–	–	–	–	–
Informal Settlements		–	–	–	–	–	–	–	–	–
Cost of Free Basic Services provided - Formal Settlements (R'000)										
Water (6 kilolitres per **indigent** household per month)		9 553	6 743	4 434	6 310	6 310	6 310	6 891	7 477	8 090
Sanitation (free sanitation service to **indigent households**)		–	–	–	–	–	–	–	–	–
Electricity/other energy (50kwh per **indigent** household per month)		602	1 423	2 334	661	2 367	2 367	2 805	3 162	3 659
Refuse (removed once a week **for indigent households**)		–	–	–	–	–	–	–	–	–
Cost of Free Basic Services provided - Informal Formal Settlements (R'000)		10	–	–	12	12	12	13	–	–
Total cost of FBS provided	8	**10 166**	**8 166**	**6 768**	**6 984**	**8 690**	**8 690**	**9 709**	**10 639**	**11 749**
Highest level of free service provided per household										
Property rates (R value threshold)										
Water (kilolitres per household per month)										
Sanitation (kilolitres per household per month)										
Sanitation (Rand per household per month)										
Electricity (kwh per household per month)										
Refuse (average litres per week)										
Revenue cost of subsidised services provided (R'000)	9									
Property rates **(tariff adjustment)** (**impermissable values per section 17 of MPRA**)		–	–	–	–	–	–	–	–	–
Property rates exemptions, reductions and rebates **and impermissable values in excess of section 17 of MPRA)**		4 574	44 319	42 184	49 519	49 024	49 024	52 333	55 473	58 802
Water **(in excess of 6 kilolitres per indigent household per month)**		7 776	298	–	–	–	–	–	–	–
Sanitation **(in excess of free sanitation service to indigent households)**		14 173	15 157	15 702	17 077	17 077	17 077	18 229	19 323	20 483
Electricity/other energy **(in excess of 50 kwh per indigent household per month)**		–	–	–	–	–	–	–	–	–
Refuse **(in excess of one removal a week for indigent households)**		7 916	8 757	9 631	5 779	5 779	5 779	6 183	6 554	6 948
Municipal Housing - rental rebates										
Housing - top structure subsidies	6									
Other										
Total revenue cost of subsidised services provided		**34 439**	**68 531**	**67 517**	**72 374**	**71 880**	**71 880**	**76 746**	**81 351**	**86 232**

References

1. Include services provided by another entity; e.g. Eskom

2. Stand distance <= 200m from dwelling

3. Stand distance > 200m from dwelling

4. Borehole, spring, rain-water tank etc.

5. Must agree to total number of households in municipal area (informal settlements receiving services must be included)

6. Include value of subsidy provided by municipality above provincial subsidy level

7. Show number of households receiving at least these levels of services completely free (informal settlements must be included)

8. Must reflect the cost to the municipality of providing the Free Basic Service

9. Reflect the cost of free or subsidised services in excess to the National policy that are not funded from the Free Basic Services component of the Equitable Share

Annexure B
Capital Budget Summary
2023/2024

PROPOSED CAPEX BUDGET 2023/24 - 2025/26

Project Description	Department	Funding Source	Affected Wards	Dept Request 23/24	Dept Request 24/25	Dept Request 25/26
Office Furniture	Corporate Services Admi	Own Funding	HO	R 35 000,00	R 35 000,00	
Networks and related hardware	IT Services	Own Funding	WM	R 6 700 000,00	R 8 400 000,00	R 6 500 000,00
Software and applications	IT Services	Own Funding	WM	R -		
Information Sytems Integration	IT Services	Own Funding		R 1 500 000,00		
My Midvaal App Enhancements	IT Services	Own Funding		R 1 000 000,00		
Field Worker Application	IT Services	Own Funding		R 600 000,00		
Customer Care Platform	IT Services	Own Funding		R 600 000,00		
Fleet & Traffic Management	IT Services	Own Funding		R -		
Asset Management	IT Services	Own Funding		R 1 400 000,00		
Document Management System	IT Services	Own Funding		R 1 300 000,00		
Performance Management System	IT Services	Own Funding		R 1 200 000,00		
Enterprise Resource System (ERP) Assessment (To consider replacement of core financial system)	IT Services	Own Funding		R 200 000,00		
Human Resource Automation	IT Services	Own Funding		R 1 500 000,00		
Generator for meetings in communities	Speakers	Own Funding	WM	R 50 000,00		
Public address system	Speakers	Own Funding	WM	R 50 000,00		
Office Furniture	Speakers	Own Funding	WM	R 15 000,00		
Ice maker machine for Meyerton City Hall	Building Control	Own Funding	HO	R 5 000,00		
Hoover vacuum cleaners	Building Control	Own Funding	HO	R 15 000,00		
Containers for archive & storage space	Building Control	Own Funding	HO	R 1 000 000,00		
New air conditioning units Corporate Services	Building Control	Own Funding	HO	R 100 000,00		
FUEL TANKS AND PUMPS	Financial Services Dept	Loans	HO	R 10 000 000,00		
SCM PROCUREMENT SYSTEM	Financial Services Dept	Own Funding	HO	R 3 000 000,00	R 5 000 000,00	
STORES EXTENSION	Financial Services Dept	Own Funding	WM	R 4 000 000,00		
NEW CCTV CAMERAS	Financial Services Dept	Own Funding	HO	R 250 000,00		
CHAIRS FOR STAFF	D & Planning	Own Funding	HO	R 100 000,00		
Formalisation of Informal Trading stalls	D & Planning	MIG		R 4 025 647,00		
ECONOMIC INFRASTR / URBAN REGENERATION	D & Planning	NHDPG	WM	R 10 000 000,00	R 10 000 000,00	R 5 000 000,00
Fence	D & Planning	Own Funding	01	R 400 000,00		
MEYERTON LIBRARY - RFID SECURITY SYSTEM	Libraries	DAC	14	R 500 000,00		
Furniture & Equipment	Libraries	DAC	9	R 500 000,00		
MEYERTON LIBRARY ICT HARDWARE (COMPUTORS)	Libraries	DAC	14	R 2 000 000,00	R 1 000 000,00	
Savanna City Library Books (DAC) - New	Libraries	DAC	01	R 1 000 000,00	R 2 000 000,00	
MEYERTON LIBRARY BOOKS	Libraries	DAC	9	R 400 000,00	R 500 000,00	
AIR CONDITIONERS	Libraries	DAC	15	R 300 000,00	R -	
HENLEY ON KLIP LIBRARY BOOKS	Libraries	DAC	15	R 250 000,00	R 300 000,00	
DE DEUR LIBRARY BOOKS	Libraries	DAC	11	R 250 000,00	R 300 000,00	
RANDVAAL LIBRARY BOOKS	Libraries	DAC	5	R 200 000,00	R 300 000,00	
SICELO LIBRARY BOOKS	Libraries	DAC	10	R 300 000,00	R 300 000,00	
LAKESIDE LIBRARY BOOKS	Libraries	DAC	11; 6	R 300 000,00	R 300 000,00	
BANTU BONKE LIBRARY BOOKS	Libraries	DAC	1	R 250 000,00	R 300 000,00	
Meyerton Library Carports	Libraries	DAC	14	R 300 000,00		
FURNITURE & EQUIPMENT	Corporate Services Admi	Own Funding	HO	R 30 000,00	R 20 000,00	R 10 000,00
VEHICLE REPLACEMENTS	Traffic	Leases	WM	R -	R -	R 2 000 000,00
Mobile Radio - New	Traffic	Own Funding	WM	R 100 000,00		
Roadblock vehicle (VW Transportor)	Traffic	Leases	WM		R 2 500 000,00	
Aircon Replacement	Traffic	Own Funding	HO	R 20 000,00		
New LDV for Training Purpose	Fire	Leases	WM		R 550 000,00	
Fire Trailers	Fire	Leases		R 300 000,00		
NEW CCTV CAMERAS	Fire	Own Funding	WM	R 2 500 000,00	R 2 500 000,00	R 2 500 000,00
Grass Fire combating equipment	Fire	Own Funding	WM	R 500 000,00	R -	
Replacement of CCTV Cameras	Fire	Own Funding	WM	R 500 000,00	R 500 000,00	R 500 000,00
Generator	Fire	Own Funding	WM	R 1 000 000,00		
Replacement of Chairs	Fire	Own Funding	WM	R 15 000,00	R 15 000,00	
MEYERTON FIRE STATION SMALL GEAR	Fire	Own Funding	14	R 100 000,00	R -	
Radios and Repeaters	Fire	Own Funding	WM	R 750 000,00	R 32 500,00	
Boat	Fire	FFRG		R 2 000 000,00		
Double Cab Tipper Truck	Parks	Leases	WM	R -	R 900 000,00	R 1 200 000,00
Tractors	Parks	Leases		R 5 000 000,00	R 1 000 000,00	R 1 000 000,00
Chainsaws	Parks	Own Funding	WM		R 80 000,00	R 100 000,00
TELESCOPIC POLE PRUNERS	Parks	Own Funding	WM		R -	R 100 000,00
PEST CONTROL EQUIPMENT	Parks	Own Funding	14; 15;	R 200 000,00	R 200 000,00	R 400 000,00
Self propelled lawn mower	Parks	Own Funding	WM	R 100 000,00	R 100 000,00	
PARKS & INFRASTRUCTURE DEVELOPMENT	Parks	Own Funding	WM	R 1 500 000,00	R 1 500 000,00	R 2 000 000,00
Cherry picker	Parks	Leases		R 830 000,00		
Slasher	Parks	Own Funding		R 400 000,00	R 400 000,00	
Blower	Parks	Own Funding		R 80 000,00		
Ablution block EPWP	Parks	Own Funding			R 3 000 000,00	
Brush cutters	Parks	Own Funding		R 200 000,00	R 100 000,00	R 200 000,00
SPORTS EQUIPMENT	Sports & Recreation	Own Funding		R 150 000,00	R 150 000,00	R 200 000,00
RIDE-ON LAWNMOWERS WITH TRAILERS	Sports & Recreation	Own Funding	WM		R 350 000,00	
LAKESIDE SPORT CENTRE (MIG)	Sports & Recreation	MIG	6	R 12 820 010,00		
Resurfacing of Sicelo sport field and move basketball & netball courts	Sports & Recreation	Loans		R 2 500 000,00	R 2 500 000,00	
Feasibility Study	Sports & Recreation	Own Funding		R 1 000 000,00		

Project Description	Department	Funding Source	Affected Wards	Dept Request 23/24	Dept Request 24/25	Dept Request 25/26
Upgrade & extension of cemeteries in Midvaal	Cemeteries	Loans		R 1 500 000,00	R -	
Savanna cemetery - Geo EIA 1st then Fencing and ablution and service roads	Cemeteries	Own Funding		R 1 000 000,00	R 5 000 000,00	R 5 000 000,00
SEWER CONNECTIONS NEW	Sanitation	Dev Contr	WM	R 3 000 000,00	R 3 000 000,00	R 3 000 000,00
Generator/Standby electricity supply/ Renewable energy	Sanitation	Loans		R 5 000 000,00	R 5 000 000,00	R 10 000 000,00
Sewer Pipeline CCTV	Sanitation	Own Funding		R 200 000,00		
EQUIPMENT & TOOLS	Sanitation	Own Funding		R 250 000,00		
2x 1 tonn LDV	Sanitation	Leases			R 700 000,00	R 700 000,00
upgrade of Ewelme Pump station	Sanitation	Loans		R 12 500 000,00	R 12 500 000,00	R 5 000 000,00
Construction of sewer reticulation extensions in Midvaal	Sanitation	Loans		R 16 500 000,00		
Combination High Pressure Jetty Machine / honeysucker	Sanitation	Leases	WM			R 2 700 000,00
UPGRADING OF EWELME PUMP STATION	Sanitation	MIG				R 10 000 000,00
Pump stations refurbishment and upgrades	Waste water Purification	Loans	11	R 9 000 000,00		
Grader	Roads	Leases		R 2 900 000,00	R 3 200 000,00	
12T roller	Roads	Leases		R 1 600 000,00		
ROLLER COMPACTOR	Roads	Own Funding	WM	R -		
Asphalt Cutting machine	Roads	Own Funding	WM	R -		
ROADS REHABILITATION	Roads	Loans	WM	R 30 000 000,00	R -	R -
GRAVEL TO TAR	Roads	Loans	WM	R 10 000 000,00	R -	R -
GRAVEL TO TAR	Roads	MIG	WM			R 10 562 400,00
Construction of speed humps	Roads	Own Funding	WM	R -	R -	R -
Regravelling	Roads	Loans	WM	R 5 000 000,00	R -	R -
Small tools	Roads	Own Funding	WM	R -	R -	R -
Stormwater pipes and channels	stormwater	Loans	WM	R 5 000 000,00	R -	R -
10000 litres Portable Water Tanker	Water	Leases	WM	R -	R 3 500 000,00	
SICELO/HIGHBURY (VALLEY SETTLEMENTS) RESERVOIR	Water	MIG	5	R 18 760 843,00	R 20 000 000,00	
AGED BULK WATER PIPE REPLACEMENT	Water	WSIG	WM	R 15 712 000,00	R 15 599 000,00	R 18 519 000,00
AGED BULK WATER PIPE REPLACEMENT	Water	Loans		R 10 000 000,00	R 10 000 000,00	R 10 000 000,00
REFURBISHMENT/REPLACEMENT - SUPPLY VALVES	Water	WSIG	WM	R 1 000 000,00	R 600 000,00	R 1 000 000,00
BULK WATER METERS	Water	WSIG	WM	R 1 000 000,00	R 2 000 000,00	R 2 000 000,00
RISIVILLE WATER NETWORK	Water	Loans	02			R 9 000 000,00
WATER METER REPLACEMENT PROGRAMME	Water	Own Funding	WM	R 2 000 000,00	R 2 000 000,00	R 2 000 000,00
Pressure Management Smart Controllers	Water	Own Funding		R 2 000 000,00	R 2 000 000,00	R 2 000 000,00
Meter reading system & Metering & Effluent quality sampling system	Water	Own Funding		R 3 500 000,00	R 3 500 000,00	R 3 500 000,00
Logging devices	Water	Own Funding		R 1 000 000,00	R 1 000 000,00	R 1 000 000,00
PRESSURE MANAGEMENT INFRASTRUCTURE	Water	WSIG	WM	R 500 000,00	R -	0
WATER INFRASTRUCTURE	Water	WSIG - 6B		R -	R 22 718 000,00	R 25 187 000,00
Telemetry of Water Supply and Distribution	Water	Loans	WM	R 5 000 000,00	R 5 000 000,00	R 5 000 000,00
Refurbishment of Vaal Marina WaterTreatment Plant	Water	Loans	1	R 2 000 000,00	R 2 000 000,00	R 2 000 000,00
1 Ton Double Cabs - Replacement	Water	Leases	WM	R -	R 350 000,00	
LAND CRUISERS	Electricity Network	Leases	WM	R 850 000,00	R 900 000,00	R -
Cherry picker,10 ton crane truck	Electricity Network	Leases		R 3 000 000,00	R 5 000 000,00	
ELECTRICAL METERS REPLACED FOR TID COMPLIANCE	Electricity Network	Loans	WM	R 6 700 000,00		
Transformers	Electricity Network	Loans	#####	R 1 350 000,00	R 1 500 000,00	
Energy performance certifcates	Electricity Network	Own Funding		R 200 000,00		
High Mast & Street lights	Electricity Network	Dev Contr			R 650 000,00	R 700 000,00
Emfuleni Network take over to MLM	Electricity Network	Loans		R 10 000 000,00	R 9 500 000,00	
ELECTRICITY METERING	Electricity Network	Dev Contr	WM	R 1 000 000,00	R 1 000 000,00	
ELECTRICITY NEW CONNECTIONS	Electricity Network	Dev Contr	WM	R -	R 1 500 000,00	
SAVANNA CITY ELECTRIFICATION NETWORK	Electricity Network	INEP	R 11	R 15 000 000,00	R 15 000 000,00	R 15 000 000,00
SICELO ELECTRIFICATION NETWORK	Electricity Network	INEP	8	R 10 212 000,00	R 15 000 000,00	R 10 000 000,00
Electrification of Informal dwellings	Electricity Network	Loans	WM	R 20 000 000,00	R 20 000 000,00	R -
Savanna City 88kv overhead line	Electricity Network	Loans		R 20 000 000,00	R 21 000 000,00	
ELECTRICAL SUPPLY STRENGTHENING	Electricity Network	Loans	WM	R 1 000 000,00		
HENLEY ON KLIP LANDFILL SITE REHABILITATION AND CLOSURE PLANS (CLOSING JUNE 2021)	Landfill Sites	Own Funding	WM	R 800 000,00	R -	
WALKERVILLE LANDFILL SITE	Landfill Sites	MIG			R 17 016 750,00	R 18 000 000,00
Additional Landfill Site	Landfill Sites	Loans	WM	R 3 500 000,00	R -	
Savanna Transfer Stations	Landfill Sites	Loans	WM	R 5 900 000,00	R -	
COMPACTORS (REFUSE TRUCKS)	Waste Management	Leases	WM	R 2 500 000,00	R -	
10 Cubic Meter Truck - tipper truck	Waste Management	Leases	WM	R 1 500 000,00	R -	
LDV	Waste Management	Leases	WM	R 450 000,00		
Blackwood Transfer Station fence	Landfill Sites	Own Funding		R 1 500 000,00		
Walkerville Landfill site Fence Rehabilitation	Landfill Sites	Loans		R 4 500 000,00		

Project Description	Department	Funding Source	Affected Wards	Dept Request 23/24	Dept Request 24/25	Dept Request 25/26
Weighbridge	Landfill Sites	Own Funding			R 2 500 000,00	
Paving of transfer stations	Landfill Sites	Loans		R 3 000 000,00		
Frontend Loader	Landfill Sites	Leases		R -	R -	R 4 400 000,00
Office Furniture - Blackwood	Corporate Services Admi	Own Funding	HO	R 70 000,00		
Modification of waste trucks (Cabins doors for refuse compactor trucks, modification of carrier trucks windows)	Waste Management	Own Funding	WM	R 60 000,00		
High pressure cleaner	Waste Management	Own Funding	WM	R 30 000,00		
Leaf blower	Waste Management	Own Funding		R 30 000,00		
Alcohol meter	Traffic	Own Funding		R 150 000,00		
Upgrading of vehicle impounding yard	Traffic	Own Funding		R 2 500 000,00		
Vehicle monitoring cameras	Traffic	Own Funding		R 250 000,00		
8kva Generator for roadblock bus	Traffic	Own Funding		R 30 000,00		
Law enforcement scanner	Traffic	Own Funding		R 100 000,00		
Law enforcement equipment	Traffic	Own Funding		R 100 000,00		
High speed vehicles x3	Traffic	Leases		R 2 200 000,00		
Skip Truck	Waste Management	Leases		R 2 300 000,00	R -	
Tanker Truck	Waste Management	Leases		R 1 400 000,00		
Cherry Picker	Electricity Network	Leases			R 1 400 000,00	
Fire Engen	Fire	Leases				R 8 000 000,00
				R 376 295 500,00	**R 276 766 250,00**	**R 205 978 400,00**

Annexure C
Capital Budget Project List
2023/2024

PROPOSED CAPEX BUDGET 2023/24 - 2025/26

Project Description	Department	Funding Source	Affected Wards	Dept Request 23/24	Dept Request 24/25	Dept Request 25/26
Office Furniture	Corporate Services Admi	Own Funding	HO	R 35 000,00	R 35 000,00	
Networks and related hardware	IT Services	Own Funding	WM	R 6 700 000,00	R 8 400 000,00	R 6 500 000,00
Software and applications	IT Services	Own Funding	WM	R -		
Information Sytems Integration	IT Services	Own Funding		R 1 500 000,00		
My Midvaal App Enhancements	IT Services	Own Funding		R 1 000 000,00		
Field Worker Application	IT Services	Own Funding		R 600 000,00		
Customer Care Platform	IT Services	Own Funding		R 600 000,00		
Fleet & Traffic Management	IT Services	Own Funding		R -		
Asset Management	IT Services	Own Funding		R 1 400 000,00		
Document Management System	IT Services	Own Funding		R 1 300 000,00		
Performance Management System	IT Services	Own Funding		R 1 200 000,00		
Enterprise Resource System (ERP) Assessment (To consider replacement of core financial system)	IT Services	Own Funding		R 200 000,00		
Human Resource Automation	IT Services	Own Funding		R 1 500 000,00		
Generator for meetings in communities	Speakers	Own Funding	WM	R 50 000,00		
Public address system	Speakers	Own Funding	WM	R 50 000,00		
Office Furniture	Speakers	Own Funding	WM	R 15 000,00		
Ice maker machine for Meyerton City Hall	Building Control	Own Funding	HO	R 5 000,00		
Hoover vacuum cleaners	Building Control	Own Funding	HO	R 15 000,00		
Containers for archive & storage space	Building Control	Own Funding	HO	R 1 000 000,00		
New air conditioning units Corporate Services	Building Control	Own Funding	HO	R 100 000,00		
FUEL TANKS AND PUMPS	Financial Services Dept	Loans	HO	R 10 000 000,00		
SCM PROCUREMENT SYSTEM	Financial Services Dept	Own Funding	HO	R 3 000 000,00	R 5 000 000,00	
STORES EXTENSION	Financial Services Dept	Own Funding	WM	R 4 000 000,00		
NEW CCTV CAMERAS	Financial Services Dept	Own Funding	HO	R 250 000,00		
CHAIRS FOR STAFF	D & Planning	Own Funding	HO	R 100 000,00		
Formalisation of Informal Trading stalls	D & Planning	MIG		R 4 025 647,00		
ECONOMIC INFRASTR / URBAN REGENERATION	D & Planning	NHDPG	WM	R 10 000 000,00	R 10 000 000,00	R 5 000 000,00
Fence	D & Planning	Own Funding	01	R 400 000,00		
MEYERTON LIBRARY - RFID SECURITY SYSTEM	Libraries	DAC	14	R 500 000,00		
Furniture & Equipment	Libraries	DAC	9	R 500 000,00		
MEYERTON LIBRARY ICT HARDWARE (COMPUTORS)	Libraries	DAC	14	R 2 000 000,00	R 1 000 000,00	
Savanna City Library Books (DAC) - New	Libraries	DAC	01	R 1 000 000,00	R 2 000 000,00	
MEYERTON LIBRARY BOOKS	Libraries	DAC	9	R 400 000,00	R 500 000,00	
AIR CONDITIONERS	Libraries	DAC	15	R 300 000,00	R -	
HENLEY ON KLIP LIBRARY BOOKS	Libraries	DAC	15	R 250 000,00	R 300 000,00	
DE DEUR LIBRARY BOOKS	Libraries	DAC	11	R 250 000,00	R 300 000,00	
RANDVAAL LIBRARY BOOKS	Libraries	DAC	5	R 200 000,00	R 300 000,00	
SICELO LIBRARY BOOKS	Libraries	DAC	10	R 300 000,00	R 300 000,00	
LAKESIDE LIBRARY BOOKS	Libraries	DAC	11; 6	R 300 000,00	R 300 000,00	
BANTU BONKE LIBRARY BOOKS	Libraries	DAC	1	R 250 000,00	R 300 000,00	
Meyerton Library Carports	Libraries	DAC	14	R 300 000,00		
FURNITURE & EQUIPMENT	Corporate Services Admi	Own Funding	HO	R 30 000,00	R 20 000,00	R 10 000,00
VEHICLE REPLACEMENTS	Traffic	Leases	WM	R -	R -	R 2 000 000,00
Mobile Radio - New	Traffic	Own Funding	WM	R 100 000,00		
Roadblock vehicle (VW Transportor)	Traffic	Leases	WM		R 2 500 000,00	
Aircon Replacement	Traffic	Own Funding	HO	R 20 000,00		
New LDV for Training Purpose	Fire	Leases	WM		R 550 000,00	
Fire Trailers	Fire	Leases		R 300 000,00		
NEW CCTV CAMERAS	Fire	Own Funding	WM	R 2 500 000,00	R 2 500 000,00	R 2 500 000,00
Grass Fire combating equipment	Fire	Own Funding	WM	R 500 000,00	R -	
Replacement of CCTV Cameras	Fire	Own Funding	WM	R 500 000,00	R 500 000,00	R 500 000,00
Generator	Fire	Own Funding	WM	R 1 000 000,00		
Replacement of Chairs	Fire	Own Funding	WM	R 15 000,00	R 15 000,00	
MEYERTON FIRE STATION SMALL GEAR	Fire	Own Funding	14	R 100 000,00	R -	
Radios and Repeaters	Fire	Own Funding	WM	R 750 000,00	R 32 500,00	
Boat	Fire	FFRG		R 2 000 000,00		
Double Cab Tipper Truck	Parks	Leases	WM	R -	R 900 000,00	R 1 200 000,00
Tractors	Parks	Leases		R 5 000 000,00	R 1 000 000,00	R 1 000 000,00
Chainsaws	Parks	Own Funding	WM		R 80 000,00	R 100 000,00
TELESCOPIC POLE PRUNERS	Parks	Own Funding	WM		R -	R 100 000,00
PEST CONTROL EQUIPMENT	Parks	Own Funding	14; 15;	R 200 000,00	R 200 000,00	R 400 000,00
Self propelled lawn mower	Parks	Own Funding	WM	R 100 000,00	R 100 000,00	
PARKS & INFRASTRUCTURE DEVELOPMENT	Parks	Own Funding	WM	R 1 500 000,00	R 1 500 000,00	R 2 000 000,00
Cherry picker	Parks	Leases		R 830 000,00		
Slasher	Parks	Own Funding		R 400 000,00	R 400 000,00	
Blower	Parks	Own Funding		R 80 000,00		
Ablution block EPWP	Parks	Own Funding			R 3 000 000,00	
Brush cutters	Parks	Own Funding		R 200 000,00	R 100 000,00	R 200 000,00
SPORTS EQUIPMENT	Sports & Recreation	Own Funding		R 150 000,00	R 150 000,00	R 200 000,00
RIDE-ON LAWNMOWERS WITH TRAILERS	Sports & Recreation	Own Funding	WM		R 350 000,00	

Project Description	Department	Funding Source	Affected Wards	Dept Request 23/24	Dept Request 24/25	Dept Request 25/26
LAKESIDE SPORT CENTRE (MIG)	Sports & Recreation	MIG	6	R 12 820 010,00		
Resurfacing of Sicelo sport field and move basketball & netball courts	Sports & Recreation	Loans		R 2 500 000,00	R 2 500 000,00	
Feasibility Study	Sports & Recreation	Own Funding		R 1 000 000,00		
Upgrade & extension of cemeteries in Midvaal	Cemeteries	Loans		R 1 500 000,00	R -	
Savanna cemetery - Geo EIA 1st then Fencing and ablution and service roads	Cemeteries	Own Funding		R 1 000 000,00	R 5 000 000,00	R 5 000 000,00
SEWER CONNECTIONS NEW	Sanitation	Dev Contr	WM	R 3 000 000,00	R 3 000 000,00	R 3 000 000,00
Generator/Standby electricity supply/ Renewable energy	Sanitation	Loans		R 5 000 000,00	R 5 000 000,00	R 10 000 000,00
Sewer Pipeline CCTV	Sanitation	Own Funding		R 200 000,00		
EQUIPMENT & TOOLS	Sanitation	Own Funding		R 250 000,00		
2x 1 tonn LDV	Sanitation	Leases			R 700 000,00	R 700 000,00
upgrade of Ewelme Pump station	Sanitation	Loans		R 12 500 000,00	R 12 500 000,00	R 5 000 000,00
Construction of sewer reticulation extensions in Midvaal	Sanitation	Loans		R 16 500 000,00		
Combination High Pressure Jetty Machine / honeysucker	Sanitation	Leases	WM			R 2 700 000,00
UPGRADING OF EWELME PUMP STATION	Sanitation	MIG				R 10 000 000,00
Pump stations refurbishment and upgrades	Waste water Purification	Loans	11	R 9 000 000,00		
Grader	Roads	Leases		R 2 900 000,00	R 3 200 000,00	
12T roller	Roads	Leases		R 1 600 000,00		
ROLLER COMPACTOR	Roads	Own Funding	WM	R -		
Asphalt Cutting machine	Roads	Own Funding	WM	R -		
ROADS REHABILITATION	Roads	Loans	WM	R 30 000 000,00	R -	R -
GRAVEL TO TAR	Roads	Loans	WM	R 10 000 000,00	R -	R -
GRAVEL TO TAR	Roads	MIG	WM			R 10 562 400,00
Construction of speed humps	Roads	Own Funding	WM	R -	R -	R -
Regravelling	Roads	Loans	WM	R 5 000 000,00	R -	R -
Small tools	Roads	Own Funding	WM	R -	R -	R -
Stormwater pipes and channels	stormwater	Loans	WM	R 5 000 000,00	R -	R -
10000 litres Portable Water Tanker	Water	Leases	WM	R -	R 3 500 000,00	
SICELO/HIGHBURY (VALLEY SETTLEMENTS) RESERVOIR	Water	MIG	5	R 18 760 843,00	R 20 000 000,00	
AGED BULK WATER PIPE REPLACEMENT	Water	WSIG	WM	R 15 712 000,00	R 15 599 000,00	R 18 519 000,00
AGED BULK WATER PIPE REPLACEMENT	Water	Loans		R 10 000 000,00	R 10 000 000,00	R 10 000 000,00
REFURBISHMENT/REPLACEMENT - SUPPLY VALVES	Water	WSIG	WM	R 1 000 000,00	R 600 000,00	R 1 000 000,00
BULK WATER METERS	Water	WSIG	WM	R 1 000 000,00	R 2 000 000,00	R 2 000 000,00
RISIVILLE WATER NETWORK	Water	Loans	02			R 9 000 000,00
WATER METER REPLACEMENT PROGRAMME	Water	Own Funding	WM	R 2 000 000,00	R 2 000 000,00	R 2 000 000,00
Pressure Management Smart Controllers	Water	Own Funding		R 2 000 000,00	R 2 000 000,00	R 2 000 000,00
Meter reading system & Metering & Effluent quality sampling system	Water	Own Funding		R 3 500 000,00	R 3 500 000,00	R 3 500 000,00
Logging devices	Water	Own Funding		R 1 000 000,00	R 1 000 000,00	R 1 000 000,00
PRESSURE MANAGEMENT INFRASTRUCTURE	Water	WSIG	WM	R 500 000,00	R -	0
WATER INFRASTRUCTURE	Water	WSIG - 6B		R -	R 22 718 000,00	R 25 187 000,00
Telemetry of Water Supply and Distribution	Water	Loans	WM	R 5 000 000,00	R 5 000 000,00	R 5 000 000,00
Refurbishment of Vaal Marina WaterTreatment Plant	Water	Loans	1	R 2 000 000,00	R 2 000 000,00	R 2 000 000,00
1 Ton Double Cabs - Replacement	Water	Leases	WM	R -	R 350 000,00	
LAND CRUISERS	Electricity Network	Leases	WM	R 850 000,00	R 900 000,00	R -
Cherry picker,10 ton crane truck	Electricity Network	Leases		R 3 000 000,00	R 5 000 000,00	
ELECTRICAL METERS REPLACED FOR TID COMPLIANCE	Electricity Network	Loans	WM	R 6 700 000,00		
Transformers	Electricity Network	Loans	#####	R 1 350 000,00	R 1 500 000,00	
Energy performance certifcates	Electricity Network	Own Funding		R 200 000,00		
High Mast & Street lights	Electricity Network	Dev Contr			R 650 000,00	R 700 000,00
Emfuleni Network take over to MLM	Electricity Network	Loans		R 10 000 000,00	R 9 500 000,00	
ELECTRICITY METERING	Electricity Network	Dev Contr	WM	R 1 000 000,00	R 1 000 000,00	
ELECTRICITY NEW CONNECTIONS	Electricity Network	Dev Contr	WM	R -	R 1 500 000,00	
SAVANNA CITY ELECTRIFICATION NETWORK	Electricity Network	INEP	R 11	R 15 000 000,00	R 15 000 000,00	R 15 000 000,00
SICELO ELECTRIFICATION NETWORK	Electricity Network	INEP	8	R 10 212 000,00	R 15 000 000,00	R 10 000 000,00
Electrification of Informal dwellings	Electricity Network	Loans	WM	R 20 000 000,00	R 20 000 000,00	R -
Savanna City 88kv overhead line	Electricity Network	Loans		R 20 000 000,00	R 21 000 000,00	
ELECTRICAL SUPPLY STRENGTHENING	Electricity Network	Loans	WM	R 1 000 000,00		
HENLEY ON KLIP LANDFILL SITE REHABILITATION AND CLOSURE PLANS (CLOSING JUNE 2021)	Landfill Sites	Own Funding	WM	R 800 000,00	R -	
WALKERVILLE LANDFILL SITE	Landfill Sites	MIG			R 17 016 750,00	R 18 000 000,00
Additional Landfill Site	Landfill Sites	Loans	WM	R 3 500 000,00	R -	

Project Description	Department	Funding Source	Affected Wards	Dept Request 23/24	Dept Request 24/25	Dept Request 25/26
Savanna Transfer Stations	Landfill Sites	Loans	WM	R 5 900 000,00	R -	
COMPACTORS (REFUSE TRUCKS)	Waste Management	Leases	WM	R 2 500 000,00	R -	
10 Cubic Meter Truck - tipper truck	Waste Management	Leases	WM	R 1 500 000,00	R -	
LDV	Waste Management	Leases	WM	R 450 000,00		
Blackwood Transfer Station fence	Landfill Sites	Own Funding		R 1 500 000,00		
Walkerville Landfill site Fence Rehabilitation	Landfill Sites	Loans		R 4 500 000,00		
Weighbridge	Landfill Sites	Own Funding			R 2 500 000,00	
Paving of transfer stations	Landfill Sites	Loans		R 3 000 000,00		
Frontend Loader	Landfill Sites	Leases		R -	R -	R 4 400 000,00
Office Furniture - Blackwood	Corporate Services Admi	Own Funding	HO	R 70 000,00		
Modification of waste trucks (Cabins doors for refuse compactor trucks, modification of carrier trucks windows)	Waste Management	Own Funding	WM	R 60 000,00		
High pressure cleaner	Waste Management	Own Funding	WM	R 30 000,00		
Leaf blower	Waste Management	Own Funding		R 30 000,00		
Alcohol meter	Traffic	Own Funding		R 150 000,00		
Upgrading of vehicle impounding yard	Traffic	Own Funding		R 2 500 000,00		
Vehicle monitoring cameras	Traffic	Own Funding		R 250 000,00		
8kva Generator for roadblock bus	Traffic	Own Funding		R 30 000,00		
Law enforcement scanner	Traffic	Own Funding		R 100 000,00		
Law enforcement equipment	Traffic	Own Funding		R 100 000,00		
High speed vehicles x3	Traffic	Leases		R 2 200 000,00		
Skip Truck	Waste Management	Leases		R 2 300 000,00	R -	
Tanker Truck	Waste Management	Leases		R 1 400 000,00		
Cherry Picker	Electricity Network	Leases			R 1 400 000,00	
Fire Engen	Fire	Leases				R 8 000 000,00
				R 376 295 500,00	**R 276 766 250,00**	**R 205 978 400,00**

Annexure D
Tariff Schedule for 2023/2024

MIDVAAL LOCAL MUNICIPALITY

ITEM	DESCRIPTION	2022/2023	INCREASE	PERCENTAGE	2023/2024	INCREASE	PERCENTAGE
	Development & Planning Department: Law Enforcement Unit	**[R] VAT INCL**	**FACTOR**	**INCREASE**	**[R] VAT INCL**	**FACTOR**	**INCREASE**
	THE TARIFFS LISTED BELOW ARE VALID FROM 1 JULY 2023						
	Trade license:						
	Business premises (once off)	588	1,06	6,00%	623	1,06	6,00%
	Food caravan	404	1,06	6,00%	429	1,06	6,00%
	Monthly subscription	152	1,06	6,00%	161	1,06	6,00%
	Health facilities or entertainment	363	1,06	6,00%	385	1,06	6,00%
	Providing massage	606	1,06	6,00%	642	1,06	6,00%
	Keeping three or more snooker/billiard tables/s	456	1,06	6,00%	484	1,06	6,00%
	Night club	909	1,06	6,00%	964	1,06	6,00%
1	Cinema and theatre	456	1,06	6,00%	484	1,06	6,00%
	Issuing of duplicate Trade licenses as above:						
	Premises	379	1,06	6,00%	401	1,06	6,00%
	Food caravan	202	1,06	6,00%	214	1,06	6,00%
	Amending or revoking licensing conditions:						
	Premises	379	1,06	6,00%	401	1,06	6,00%
	Food caravan	202	1,06	6,00%	214	1,06	6,00%
	Hawkers license/application:						
	CBD	465	1,06	6,00%	493	1,06	6,00%
	Outside areas	304	1,06	6,00%	323	1,06	6,00%
	Monthly subscription:						
	Trading Stalls (**Meyer Street**)	-	-	NEW TARIFF	219		New Tariff
	CBD	112	1,06	6,00%	119	1,06	6,00%
2	Outside areas	91	1,06	6,00%	96	1,06	6,00%
	Hawking at pension pay point (per day)	49	1,06	6,00%	52	1,06	6,00%
	Impounding fee	442	1,06	6,00%	468	1,06	6,00%
	Storage fee consumable	127	1,06	6,00%	135	1,06	6,00%
	Storage fee non-consumable	127	1,06	6,00%	135	1,06	6,00%
	Traveling distance per km from where impound takes place to Office	11	1,06	6,00%	12	1,06	6,00%
	Posters impounded	51	1,06	6,00%	54	1,06	6,00%
	Mobile signs						
3							
	Aerial signs:	233	1,06	6,00%	247	1,06	6,00%
	Aerial signs per 24 hours or part thereof, per aerial sign						
	Trailer advertisement						
	Single sided trailer advetisement for the first square metre	246	1,06	6,00%	261	1,06	6,00%
	or part thereof						
	Thereafter for each square metre or part thereof per month	35	1,06	6,00%	37	1,06	6,00%
	Double sided trailer signs on which identical	246	1,06	6,00%	261	1,06	6,00%
	advertisements appear						
4	For the first square metre or part thereof of the advertisement	246	1,06	6,00%	261	1,06	6,00%
	area, thereafter for each square metre or part thereof per						
	month						
	Signs on trailers on which advertisements of different	246	1,06	6,00%	261	1,06	6,00%
	organizations appear						
	For the first square metre or part thereof the	246	1,06	6,00%	261	1,06	6,00%
	advertisement area, therafter for each square metre or						
	part thereof per organization per month						
	Posters						
	Posters or any placard advertising any product or services	262	1,06	6,00%	278	1,06	6,00%
	or announcing the sale of goods.						
	Deposit (Refundable)						
	Rental	127	1,06	6,00%	135	1,06	6,00%

ITEM	DESCRIPTION	2022/2023	INCREASE	PERCENTAGE	2023/2024	INCREASE	PERCENTAGE
	Development & Planning Department: Law Enforcement Unit	**[R] VAT INCL**	**FACTOR**	**INCREASE**	**[R] VAT INCL**	**FACTOR**	**INCREASE**
	Posters for National, Provincial and Local Government	14445	1,06	6,00%	15312	1,06	6,00%
	Election and activities						
5							
	Advertising board/signs:						
	Registration fee per annum	597	1,06	6,00%	632	1,06	6,00%
	Sticker per board	11	1,06	6,00%	12	1,06	6,00%
	Outdoor advertising:						
	Banners - Loch Street - Rental (no deposit)	499	1,06	6,00%	529	1,06	6,00%
	Banner - Mimosa Street - Deposit and rental	499	1,06	6,00%	529	1,06	6,00%
	Banner application - Henley on Klip - Deposit and rental	499	1,06	6,00%	529	1,06	6,00%
	* Refundable deposit						

All tariffs are payable in advance with submission of the application or prior to the issuing of any permit / lisence and are **including 15% VAT**

K. RASEPAE
BUILDING CONTROL OFFICER

P MNGUNI
ACT. EXECUTIVE DIRECTOR: DEVELOPMENT AND PLANNING

TRADING LICENSES AND MOBILE ADVERTISING - LAW ENFORCEMENT TARIFFS FOR 2023 - 2024

PROPERTY RATES TARIFFS FOR 2022/2023 FINANCIAL YEAR, EFFECTIVE 1 JULY 2023

No	Tariff Code	Policy Ref	Property Category	Rate Ratio (to residential rate)	Tariff 2023/2024	Impermissible	Reductions	Exemptions	Rebate
CATEGORIES OF PROPERTIES AS PER PROPERTY RATES POLICY									
1	RES001	9.1.8	Residential properties	1:1	0,0107830	15 000		135 000	
2	IND001		Industrial properties	1:2	0,021566				
3	BUS001		Business and Commercial properties	1:2	0,021566				
4	AGR001		Agricultural properties	1:0.25	0,002696				
5	MIN001		Mining Properties	1:2	0,021566				
6	POS001		Properties owned by an organ of state and used for public service purposes	1:2	0,021566				
7	PSI001	9.1.7	Public Service Infrastructure properties	Exempt				100%	
8	PBO001	9.1.1	Properties owned by Public Benefit Organisations and used for specified public benefit activities	Exempt				100%	
9	PRO001	9.1.4	Protected areas	Exempt				100%	
10	MUN001	9.1.2	Municipal properties	Exempt				100%	
11	PMM001	9.1.3	Public monuments and memorials	Exempt				100%	
12	UNR001		Unregistered Properties (Administrative Purposes)	Exempt				100%	
13	COM001	9.1.5	Communal land and Land Reform Beneficiaries	Exempt				100%	
14	POW001	9.1.6	Place of Worship and Vicarage	Exempt				100%	
15	VAC001		Vacant Land	1:3	0,032349				
CATEGORIES OF OWNERS QUALIFYING FOR ADDITIONAL REBATES									
16		9.3.7	Approved Indigents and Poor Households	As per Council's Indigent Policy					100% Indigents and for Poor Households 50% and 25% as per Indigent Policy
17		9.3.1	Pensioners earning a combined income the maximum of 4 times old age pension	Residential property owners who are over 60 years of age, who are both permanent occupiers and the sole owners of the property concerned whose aggregate household income does not exceed the maximum of 4 times old age pension					100% up to R1 300 000 property value
18		9.3.1	Pensioners earning a combined income of the maximum of 5 times old age pension	Residential property owners who are over 60 years of age, who are both permanent occupiers and the sole owners of the property concerned whose aggregate household income does not exceed the maximum of 5 times old age pension					50% up to R1 300 000 property value
19		9.3.2	Sports grounds used for amateur sports	Application Based					75%
20		9.3.3	Old Age Institutions registered at the Department of Welfare	Application Based					85%
21	RESAGR	9.3.4	Residential property owners residing on agriculatural holdings	Owners of small holdings (with property type agricultural holdings / farms)					50% up to R750 000 property value
22		9.3.5	Privately Owned Schools	Application Based					50%
23	RESFLP	9.3.6	FLISP	First time owners of Government Flisp Housing who qualified for government subsidy. Once the Flisp subsidy beneficiary sells the property, the new property owner will not qualify for the rebate unless he/she is also a Flisp subsidy beneficiary.					75% up to R500 000 property value
24	BREW01	9.4.1	Developer Incentive	Application Based					10%
25	SAV005	9.4.1	Developer Incentive	Application Based					75%
26		9.4.2 to 9.4.3	Special Development rebate on Residential, Business/Commercial and Industrial.	As per Council's Property Rates Policy					
27		9.3.8	Pensioners, Indigent households, Flisp properties and Residential properties in terms of a Natural Disaster.	As per Council's Property Rates Policy					Council to determine Amount and the Period

Assessment Rates is Non Vatable

Z. MHLONGO
EXECUTIVE DIRECTOR FINANCE

MIDVAAL LOCAL MUNICIPALITY								
ITEM	**DESCRIPTION**		**2022/2023**			**2023/2024**		**PERCENTAGE**
	Electricity		**[R] VAT EXCL**			**[R] VAT EXCL**		**INCREASE %**
	THE TARIFFS LISTED BELOW ARE VALID FROM 1 JULY 2023							18,49 %
	PART 1 : SUPPLY OF ELECTRICITY							
1	**1. AVAILABILITY CHARGES**							
1.1	Except as provided in 1.2 the following availability charge per month or part thereof, shallbe payable monthly by the owner, per erf or other area and per meter, with or without improvements, which is or, in the opinion of the Council, can be connected to the network, whether electricity is consumed or not.							
1.1.1	Erven used or intended to be used for individual residential or religious purposes, per erf and per meter where more than one meter per erf exists							
	Single phase supplies (EBE821)	R	-		R	0,00		0.00
	Three phase supplies (EBE825)	R	-		R	0,00		0.00
1.1.2	Erven used or intended to be used for flats, businesses, industries or other purposes of which the anticipated maximum demand is less than 100 kVA per erf and permeter where more than one meter per erf exists							
	(EBE811) (EBE841) (RV0304)	R	-		R	0,00		0.00
	If the maximum demand is 100 kVa and above the Non-Domestic Supplies tariffs will apply							
1.1.3	Erven used or intended to be used for flats, industries or other purposes of which the anticipated maximum demand is at least 100 Kva (EBE812)	R	-		R	0,00		0.00
1.1.4	Flats and townhouses individually metered by the council,per dwelling unit (EBE813)	R	-		R	0,00		0.00
1.1.5	Agricultural consumers, per supply point:							
	Single phase supplies (EBE831)	R	-		R	0,00		0.00
	Three phase supplies (EBE832)	R	-		R	0,00		0.00
1.1.6	Every other erf or piece of land used or intended to be used for purposes not mentioned in 1.1.1 to 1.1.5	R	-		R	0,00		0.00
1,2	**1.2 EXCLUSIONS**							
	The charge set out in sub item 1.1 shall not be payable by the following consumers:							
1.2.1	Township owners in respect of an erf or other areas where such township owner has made an interest-free loan to the Council for the construction of an electricity supply scheme, until such erf or other area is sold or building plans in respect thereof are approved in terms of the Council's Building By-laws, or the economical portion of the loan has been repaid by the Council to the township owner.							
2	**DOMESTIC SUPPLIES - CONVENTIONAL AND PREPAY METERS**							
2,1	Consumer falling within the following classifications shall pay for the electricity supplied to them on the basis set out below regardless of the meter- reading period,an energy charge for the consumption of electricity, since the previous meter reading, per kWh							
	Availability charges per meter per month							
	Single phase supplies (EBE821)	R	-		R	0,00		0.00
	Three phase supplies (EBE825)	R	-		R	0,00		0.00
	The above charges will not apply to registered indigents.							
2.1.1	Private residences, each flat or town house where it is separately metered by council and used as such. EEL051, VAO460, WAO441, EELLOW							
	0 to 50 units- c/per unit		141,09	c		167,18	c	18,49%
	51 to 350 units-c/ per unit		177,32	c		210,11	c	18,49%
	351 to 600 units-c/ per unit		260,36	c		308,50	c	18,49%
	Above 600 units-c/ per unit		302,92	c		358,93	c	18,49%
2.1.2	Flats and town houses (where consumption for each flat or town house complex is metered on a single meter for the complex by the Council) (EEL060) c/per unit		292,57	c		346,66	c	18,49%

ITEM	DESCRIPTION		2022/2023			2023/2024		PERCENTAGE
	Electricity		[R] VAT EXCL			[R] VAT EXCL		INCREASE %
	Availability charges for complex per meter per month if the maximum demand is < 100 kVA If the maximum demand is ≥ 100 kVA then Non-Domestic Supplies tariffs will apply	R			R			
	If the maximum demand is ≥ 100 kVA then Non-Domestic Supplies tariffs will apply							
2.1.3	Charitable institutions, supported by voluntary subscriptions or contributions.(EEL047) per unit		279,79	c		331,52	c	18,49%
	Availability charges for complex per meter per month if the maximum demand is < 100 kVA If the maximum demand is ≥ 100 kVA then Non-Domestic Supplies tariffs will apply	R			R			
2.1.4	Provincial Hospitals (EEL048) c/ per unit		279,79	c		331,52	c	18,49%
	Availability charges for complex per meter per month if the maximum demand is < 100 KVA If the maximum demand is ≥ 100 kVA then Non-Domestic Supplies tariffs will apply	R			R			
2.1.5	Churches and Church halls (EEL049) per unit		279,79	c		331,52	c	18,49%
	Availability charges for complex per meter per month if the maximum demand is < 100 KVA	R			R			
3	**NON-DOMESTIC SUPPIES**							
3,1	Consumers with the following general classifications shall pay for electricity on the basis set out in 3.2							
3.1.1	Businesses (EEL052)							
3.1.2	Industries							
3.1.3	Nursing homes, private hospitals, hotels and boarding houses							
3.1.4	Recreation halls, clubs, schools and hostels							
3.1.5	Mixed loads for domestic and non-domestic purposes							
3.1.6	All purposes not expressly specified in 2 or 3.1.1 to 3.1.5							
3,2			291,07	c		344,88	c	18,49%
	Regardless of the meter-reading period, an energy charge for the consumption of electricity, since the previous meter reading, per kWh and where the maximum demand is < 100 VA(EEL028) (EEL052)(EEL069) (WAO442) (VA0052)(VA0462)c/ per unit							
	Availability charges per meter per month	R			R			
	Provided that if the notified or registered maximum demand exceeds 100 kVA, the charge shall be calculated in terms of 3.3							
3.2.1	This tariff provides for existing commercial pre-paid consumers who have paid all the relevant connection or transfer fees for the electrical connection(service cable, electricity meter, ready board etc.) and where availability charges are levied.							
	60 Amp connection - cost c-per kWh (EEL028)		291,07	c		344,88	c	18,49%
	Availability charge per meter per month	R			R			
3,3	Where the notified maximum demand is at least 100 kVA, the charges for electricity consumed shall be calculated in accordance with the provisions of a two-part tariff based upon metered demand and energy as set out in 3.3.1 and 3.3.2							
	Regardless of the meter-reading period, the following charges shall be levied for the consumption of electricity where the electricity is supplied or made available at a separate point of supply, per month or part thereof.							
	Availability charge per meter per month	R	-		R	0,00		0.00
3.3.1 a	**Low Voltage Demand**. When the supply is furnished at the nominal voltage of 400 Volts between phases, per kVA, (EEL041) (WAO444),(EEL034) (EEL077)	R	193,64		R	229,45		18,49%
3.3.1 b	**Medium Voltage Demand**. When the supply is furnished at a nominal phase to phase voltage of 11 000 volts, per kVA. (EEL042) (EEL074)	R	189,44		R	224,46		18,49%
3.3.2 a	**Low Voltage.** Regardless of the metering period, an energy charge for the consumption of electricity, since the previous meter reading, per kWh (EEL061) (EEL062) (EEL054), (WA0443)		214,18			253,79	c	18,49%
3.3.2 b	**High Voltage.** Regardless of the metering period, an energy charge for the consumption of electricity, since the previous meter reading, per kWh (EEL053) (EEL075)		215,70	c		255,59	c	18,49%

ITEM	DESCRIPTION		2022/2023			2023/2024		PERCENTAGE
	Electricity		[R] VAT EXCL			[R] VAT EXCL		INCREASE %
4	**TIME OF USE SUPPLIES**							
4,1	**MIDVAAL OFF-PEAK TARIFF**							
	Where the monthly maximum demand exceeds 25 kVA and the consumer requests that an off-peak tariff be applied the following charges will apply:							
4.1.1	Regardless of the meter-reading period, the following charges shall be levied for the consumption of electricity where the electricity is supplied or made available at a separate point of supply, per meter per month or part thereof.							
	Availability charges per meter per month	R	-		R	0,00		0.00
4.1.2	A demand charge, per kVA (Registered between 0600 and 2200)							
(a)	**Low Voltage Demand**. When the supply is furnished at the nominal voltage of 400 volts between phases, per kVA (EEL065)	R	418,70		R	496,12		18,49%
(b)	**Medium Voltage Demand**. When the supply is furnished at a nominal phase to phase of 11 000 volts, per kVA (EEL066)	R	398,80		R	472,54		18,49%
4.1.3	Regardless of the meter-reading period, an energy charge for the consumption of electricity, since the previous meter reading, c per kWh		133,65	c		158,36	c	18,49%
4,2	**MIDVAAL MEGAFLEX TARIFF**							
	This tariff is available to customers who can shift their load to defined time periods and of whom the monthly maximum demand is at least 1 MW and will not be applicable to supplies being fed from rural networks.							
	Availability charge per meter per month	R	-		R	0,00		0.00
4.2.1	**SUMMER PERIOD (SEPTEMBER TO MAY)**							
(a)	Peak hours c per kWh (EEL081)		322,17	c		381,73	c	18,49%
(b)	Standard hours c per kWh (EEL82) .		144,57	c		171,30	c	18,49%
(c)	Off-peak hours c per kWh (EEL083)		113,80	c		134,84	c	18,49%
(d)	Maximum demand charge per kVA (EEL088) (30 minute integrating period)	R	127,26		R	150,79		18,49%
4.2.3	**WINTER PERIOD (JUNE TO AUGUST)**							
(a)	Peak hours c per kWh (EEL085)		485,95	c		575,80	c	18,49%
(b)	Standard hours c per kWh (EEL086) .		201,25	c		238,45	c	18,49%
(c)	Off-peak hours c per kWh (EEL087) .		121,81	c		144,33	c	18,49%
(d)	Maximum demand charge R per kVA (EEL088) (30 minute integration period)	R	127,26		R	150,79		18,49%
4.2.4	Reactive energy charge R per kVArh (EEL089)		60,40	c		71,57	c	18,49%
	For all kVArh supplied in access of 30% (0.96PF) of kWh recorded during peak and standard periods. The excess reactive energy is determined per 30 minutes integrating period.							

ITEM	DESCRIPTION		2022/2023			2023/2024		PERCENTAGE
	Electricity		[R] VAT EXCL			[R] VAT EXCL		INCREASE %
4,3	**MIDVAAL MINIFLEX TARIFF**							
	This tariff is available to consumers who can shift their load to defined periods and of whom the monthly maximum demand is between 200 kVA and 5000 kVA.							
	Availability charges R per meter per month	R	-		R	0,00		0.00
4.3.1	**SUMMER PERIOD (SEPTEMBER TO MAY)**							
(a)	Peak hours c per kWh (EEL091)		354,64	c		420,21	c	18,49%
(b)	Standard hours c per kWh (EEL092)		178,48	c		211,48	c	18,49%
(c)	Off-peak hours c per kWh (EEL093)		112,17	c		132,91	c	18,49%
4.3.2	**WINTER PERIOD (JUNE TO AUGUST)**							
(a)	Peak hours per kWh (EEL094)		719,36	c		852,37	c	18,49%
(b)	Standard hours per kWh (EEL095)		241,22	c		285,82	c	18,49%
(c)	Off-peak hours per kWh (EEL096)		129,17	c		153,06	c	18,49%
4.3.3	Reactive energy charge per kVArh (EEL097) supplied in excess of 30% (0.96PF) of the kWh recorded during the entire billing period. The excess reactive energy is determined using the billing period totals.		47,59	c		56,38	c	18,49%
4,4	**CONVERSION SURCHARGE**							
	When a consumer elects to change from the Non-Domestic tariff to either the Megaflex of Miniflex tariff the actual savings achieved and paid over to the consumer as follows:							
	PERIOD **TO CONSUMER** **RETAINED COUNCIL**							
	YEAR 1 10% 90%							
	YEAR 2 28% 72%							
	YEAR 3 46% 54%							
	YEAR 4 64% 36%							
	YEAR 5 82% 18%							
	THE TIMES FOR MEGAFLEX AND MINIFLEX ARE THE SAME AS THE ESKOM TIMES							

ITEM	DESCRIPTION		2022/2023			2023/2024		PERCENTAGE
	Electricity		[R] VAT EXCL			[R] VAT EXCL		INCREASE %
	TIME FOR SUMMER PERIOD (SEPTEMBER TO MAY)							
(a)	Peak hours from 7:00 to 10:00 and 18:00 to 20:00 weekdays							
(b)	Standard hours from 6:00 to 7:00 and 10:00 to 18:00 and 20:00 to 22:00 weekdays.							
	From 7:00 to 12:00 and 18:00 to 20:00 Saturdays							
(c)	Off-peak hours from 22:00 to 6:00 weekdays.							
	12:00 to 18:00, and 20:00 to 7:00 on Saturdays and all Sunday.							
	TIME FOR WINTER PERIOD (JUNE TO AUGUST)							
(a)	Peak hours from 6:00 to 9:00 and 17:00 to 19:00 weekdays							
(b)	Standard hours from 9:00 to 17:00 and 19:00 to 22:00 weekdays.							
	From 7:00 to 12:00 and 18:00 to 20:00 Saturdays							
(c)	Off-peak hours from 22:00 to 6:00 weekdays.							
	12:00 to 18:00, and 20:00 to 7:00 on Saturdays and all Sunday.							
5.	**GENERAL LIGHTING AND ITINERANT SUPPLIES**							
	In the case of itinerant consumers such as circuses, merry-go-rounds, amusement parks and persons carrying on construction work or for general lighting, the charges payable per month or part thereof shall be as follows:							
5,1	Fixed charge for availability of supply, whether taken or not	R	771,32		R	913,94		18,49%
5,2	Regardless of the meter-reading period, an energy charge for the consumption of electricity, since the previous meter reading per kWh (EEL055)		482,02	c		571,15	c	18,49%
6	**ELECTRICITY SUPPLIES TO CONSUMERS OUTSIDE THE MUNICIPAL AREA**							
	Electricity supply to consumers outside the municipal area where supply is available from the Council's main network shall be charged at the applicable tariff. (EEL056)(EEL058)							
7	**AGRICULTURAL SUPPLIES**							
7,1	**STANDARD**							
	This tariff is applicable to consumers of electricity for agricultural purposes on farms and agricultural land within the municipal area. Regardless of the meter-reading period, an energy charge for the consumption of electricity, since the previous meter reading, c/ per kWh (EEL056) (EEL057)		314,60	c		372,76	c	18,49%
	AVAILABILITY CHARGE PER METER PER MONTH							
(a)	Single phase supplies (EBE831)	R	-		R	0,00		0.00
(b)	Three Phase Supplies (EBE832)	R	-		R	0,00		0.00
	Where monthly consumption of energy exceeds 10 000 kWh per month, the provisions of item 3.2 and 3.3 shall apply							
7,2	**NITE SAVE**							
	For all consumers with 20 hectares or more under irrigation, with written approval of the Council :							
	Availability charge R per meter per month							
(a)	Single phase supply (EBE831)	R	-		R	0,00		0.00
(b)	Three phase supply (EBE832)	R	-		R	0,00		0.00
7.2.1	For all electricity consumed between 06:00 and 22:00 during weekdays, an energy charge, per kWh		314,69	c		372,87	c	18,49%
7.2.2	For all electricity consumed between 22:00 and 06:00 during weekdays, over weekends and during Megaflex public holidays, per kWh		153,94	c		182,41	c	18,49%
8	**BULK SUPPLIES**							
	This tariffs contained in this item are only applicable to major bulk consumers, that is consumers with a maximum demand figure of at least 2000 kVA and who contributed pro rata (maximum demand of consumer divided by the maximum demand of all consumers who will be supplied from the main substation) to the capital outlay expenditure in respect of the main substation and main supply cables. Regardless of the meter-reading period, the following charges shall be levied for the consumption of electricity where the electricity is supplied or made available at a separate point of supply.							
	Availability charge R per meter per month or part thereof	R	-		R	0,00		0.00

ITEM	DESCRIPTION		2022/2023			2023/2024		PERCENTAGE
	Electricity		[R] VAT EXCL			[R] VAT EXCL		INCREASE %
8,1	A kVA demand charge							
(a)	**Low Voltage Demand**. When the supply is furnished at the nominal voltage of 400 volts between phases, R per kVA (EEL071)	R	199,07		R	235,87		18,49%
(b)	**Medium Voltage Deman**d. When the supply is furnished at a nominal phase to phase voltage of 11 000 volts, R per kVA (EEL072) (EEL074)	R	194,74		R	230,75		18,49%
8.2(a)	**Low Voltage**. Regardless of the meter-reading period, an energy charge, for the consumption of electricity, since the previous meter reading, c per kWh (EEL076)		220,18			260,90	c	18,49%
8.2(b)	**High Voltage**. Regardless of the meter-reading period, an energy charge, for the consumption of electricity, since the previous meter reading, c per kWh (EEL076)		221,74	c		262,74	c	18,49%
8,3	Where a developer develops an area for business purposes and do not use electricity, a Notified Maximum Demand charge on the unused capacity for which the Council have paid Eskom , to secure capacity for the development will be payable by the developer until the notified capacity have been utilised, R per kVA	R	38,74		R	45,90		18,49%
	Demand of at least 5000kV and is located in the Graceview Supply area							
	Customers located in the Graceview supply area registering a demand of more than 5000kVA with a load factor of 75% or more will be charged for actual electricity consumed at ESKOM11kV Megaflex Key Customer tariff as if supplied directly by ESKOM plus a 15% surcharge. The tariff will be updated as and when the Eskom tariffs changes.		15,00	%		15,00	%	0,00%
9	**HEINEKEN BREWERY**							
	Heineken brewery will be charged for actual electricity consumed at the ESKOM 11 kV Megaflex Key Customer tariff as if applied directly by ESKOM. The tariffs will be updated as and when ESKOM tariffs change. No additional charge will be levied in respect of the bulk electricity supply infrastructure already paid for by them.							
10	**MUNICIPAL SUPPLIES**							
	Regardless of the meter-reading period, an energy charge for the consumption of electricity, since the previous meter-reading period, per c kWh(EEL059) (VAO461) (ELSTRL)		207,69	c		246,09	c	18,49%

ITEM	DESCRIPTION		2022/2023			2023/2024		PERCENTAGE
	Electricity		[R] VAT EXCL			[R] VAT EXCL		INCREASE %
Part II	**PART II : GENERAL CHARGES**							
1.	**TESTING AND INSPECTION**							6,00
								%
	Meters will be tested upon requests by the consumers after payment of the following fees per meter							
1.1	Single phase meter	R	723,46		R	766,87		6,00%
1.2	Three phase meter	R	723,46		R	766,87		6,00%
1.2.1	Electro mechanical	R	1 143,81		R	1212,44		6,00%
1.2.2	Actual cost plus 10% administrative fee for electronic and programmable Actual cost plus 10% administrative fee for electronic and programmable type of meters		10,00	%		10,00	%	0,00%
2.	For the initial inspection and testing of an installation on request of the customer		FREE			FREE		
3.	For any subsequent inspection and testing where the installation failed to pass the initial test or was not ready for the initial test, for each inspection and test	R	657,69		R	697,15		6,00%
4	**COMPLAINTS**							
	Where an employee of the Council is called to a consumer's premises to attend to a complaint of failure of light and power, no charge shall be made if the Council's equipment is found to be faulty, but if the defect has been caused by a fault in the consumer's equipment for which the Council is not responsible, the following charges will be made							
4,1	Residential	R	679,14		R	719,88		6,00%
4,2	Business and industrial	R	905,04		R	959,34		6,00%
4,3	Where material such as fuses etc. has to be replaced, the full cost thereof plus 10% will be for the account of the consumer.		10,00	%		10,00	%	0,00%
5	**SERVICE CONNECTIONS**							
5,1	The owner of the premises concerned shall make application for the installation or reinstatement of a service connection in a form prescribed by the engineer.							
5,2	A non standard service connection shall be installed at the expense of the owner and the cost thereof as determined by the Council's engineer shall be paid to the Council before supply is authorised.							

ITEM	DESCRIPTION		2022/2023			2023/2024		PERCENTAGE
	Electricity		[R] VAT EXCL			[R] VAT EXCL		INCREASE %
5,3	New single phase 60 A -Pre-paid meter connection	R	8 170,87		R	8 661,12		6,00%
5,4	New or upgrading to a three phase 60 A connection	R	17 564,87		R	18 618,76		6,00%
	Three phase pre-paid meter/Conventional (business only)	R	2 534,47		R	2 686,53		6,00%
5,5	New or upgrading to a three phase 80 A connection will be based on three single phase supplies of 13.8kVA each, resulting in a contribution based on the allowable capacity for the stand.							
5,6	Where developers paid for the infrastructure and the kiosks is on the erf boundary (e.g.. Eye of Africa) Excluding sectional title developments:							
5.6.1	New single phase 60 A -Pre-paid meter connection	R	4 485,64		R	4 754,78		6,00%
5.6.2	New or upgrading to a three phase 60 A connection	R	9 945,10		R	10 541,81		6,00%
	Three phase pre-paid meter/Conventional (business only)	R	2 534,47		R	2 686,53		6,00%
5,7	Change over to Prepaid electrical meter	R	2 534,47		R	2 686,53		6,00%
5.7.1	Administration fee 10%		10,00	%		10,00	%	0,00%
5.7.2	Three phase pre-paid meter including labour and transport	R	2 534,47		R	2 686,53		6,00%
5.7.3	Single phase pre-paid meter including labour and transport	R	1 374,65		R	1 457,12		6,00%
5,8	Registration and sealing of meters if consumer obtain meter from contractor	R	504,49		R	534,76		6,00%
5,9	Every part of the service connection shall remain the property of the Council.							
5,10	Notwithstanding the fact that the service connection to an approved electrical installation may already have been completed, the Council may in its absolute discretion refuse to supply electricity to that installation until all amounts due to the Council by the same consumer in respect of that or any other service connection, whether or not on the same premises, have been paid.							
5,11	No owner shall be entitled to require more than one service connection for a supply to any premises even if it comprises or occupies more than one stand. The engineer may, however, subject to such conditions as he thinks fit to impose on the owner, provide more than one service connection to a premise and where more than one service connection is so provided, it shall be unlawful to interconnect them							
5.12	The applicant for a service connection shall, before work on his installation is commenced, furnish the Council with such indemnity as it may specify.							
5.13	The engineer may, notwithstanding any indemnity given in terms of paragraph 5.12 refuse to install a service connection until he is satisfied that no person is entitled to object to such installation.							
5.14	The levy for all connections includes the cost to the consumer of all material, meters, equipment, transport and labour which to the reasonable estimate of the Council's Engineer, will be required to establish the connection plus an amount of 10% of such costs for administrative fees.		10,00	%		10,00	%	0,00%
	Wayleave							
5.1.5	Application for a wayleave for all municipal services	R	1 000,00			1 060,00		6,00%
6	**BULK SUPPLY CONTRIBUTIONS**							
6,1	Erf Quota is defined as the authorised maximum demand (AMD) of each individual erf. Housing units in a group development will only be allowed a 20 Amp circuit breaker, if a larger capacity circuit breaker is required, a recalculation of the extra capacity above the 20 Amp capacities needed , will be done and the developer will have to pay the extra amount, before the connection will be made, at a rate of per 5 Amp	R	3 939,82		R	4176,21		6,00%
	The above also apply after completion of a project and the consumer within the development request an increase in capacity.							
	Note: Over and above the bulk contribution the developer must pay the connection fees as applicable for the particular application							
	Housing units must incorporate alternative energy technology to be able keep the load within the 20 Amp limitations.							
	AMD = ZMD x N x C							
	Where AMD = Authorised maximum demand							
	ZMD = Zoned maximum demand (13.8 kVa)							
	N = Number of housing units C = Housing factor according to the table below							
6.1.1	Zoned maximum demand (ZMD) per erf and is determined by the Town-planning Scheme and is as follows:							
(i)	Residential 1,or Special and Undetermined, for a specific use which, in the opinion of the Executive Director: Engineering Services, is in accordance with Residential, on which only one or, at the most two, dwelling-units per erf, may be erected. **13.8 kVA per potential dwelling**							

ITEM	DESCRIPTION		2022/2023			2023/2024		PERCENTAGE
	Electricity		[R] VAT EXCL			[R] VAT EXCL		INCREASE %
(ii)	Multiple Residential, Residential 2 or Special or Undetermined, for a specific use which in the opinion of the Executive Director: Engineering Services, is in accordance with Multiple Residential. **13.8 kVA per potential dwelling**							
	For blocks or groups of housing units: The number of potential dwelling units is calculated in accordance with the permissible floor space ratio as determined in the Town planning Scheme and where each dwelling-unit has an area of 100 m², or the number of dwelling-units as determined by the Scheme.							
	1 unit = 1,00							
	2 units = 0,72							
	3 units = 0.62							
	4 units = 0.57							
	5 units = 0,53							
	6 to 10 units = 0,50							
	11 to 20 units = 0.48							
	21 to 30 units = 0,47							
	31 to 40 units = 0.46							
	41 to 50 units = 0.45							
	More than 50 units = 0.40							
	The final rating and the provision of a single connection point will be at the discretion of the Executive Director: Engineering Services. Where there are twelve dwelling-units or more (including the service connection)at a density of twenty dwelling-units or more per hectare, and where the Municipality does not take over the internal electrical network, the premises will be provided with a single connection point. These dwelling-units will be rated at the next, lower kVA rating for the specific area.							
	The final rating and the provision of a single connection point will be at the discretion of the Executive Director: Engineering Services.							
(iii)	Businesses or Special and Undetermined, for a specific use which, in the opinion of the Executive Director: Engineering Services, is in accordance with business.							
	7 kVA per 100 m² of potential floor area							
(iv)	Industrial and Light Industrial or Special and Undetermined, for a specific use which is in the opinion of the Executive Director: Engineering Services, is in accordance with Industrial and Light Industrial.							
	2.5 kVA per 100 m² of potential floor area.							
(v)	Agricultural or Special and Undetermined, for a specific use which, in the opinion of the Executive Director: Engineering Services, is in accordance with Agricultural.							
	13.8 kVA per erf							
(vi)	Any other use not referred to in (i), (ii), (iii), (iv) or (v) of the above : **0 kVA per erf**							
6,2	**QUOTA CHARGES**							
6.2.1	**General**							
	The scales of the tariff for the supply of electricity as detailed in the Schedule. Supply of Electricity Part 1 are based on the costs associated with the provision of the supply to the various groups of consumers in the normal electrically developed areas within the Midvaal electricity supplied area. Where the supply needs to be provided to new premises or groups of premises or where an existing customer applies for an increased supply, the cost of extending the distribution and reticulation networks within the Municipality that is not recovered from the tariff for the supply of electricity as set out in the Schedule : Supply of Electricity Part I must be paid by the developer/consumer as an external engineering service.							
	The developer of a township must provide for and install the full quota allocated							
	per erf for which an application has been made in respect of the distribution and							
	reticulation systems. If the distribution and reticulation systems are not fully							
	installed, the developer must compensate the Municipality for the difference							
	between the allocated quota and the set quota at the prevailing quota charge. This							
	is deemed to be contributions for external engineering services. The existing quota							
	of the property prior to the latest application for development is used as a credit							
	in the calculation. This quota is calculated in the same way as mentioned above							
6.2.2	Determining charges							
	The quota charge is finally determined by the actual level at which the development connects to the supply system. The charge is calculated as follows							
	Q = [(Dn - De) C]							
	Q = quota charge payable in rand							
	Dn = Sum of new development property ADMDs in kVA							
	De =Sum of existing development property ADMDs in kVA							
	C = Contribution per kVA at connection level as indicated in 6.2.3 below							
6.2.3	**Contributions**							
	The quota charge, which does not include the connection cost, must be such as to cover the possible existing or future capital liabilities incurred or to be incurred by the Municipality in supplying the distribution and/or reticulation network to increase the quota to the premises or group of premises. The contributions per kVA at the different connection levels are as follows: (if in a particular development the contribution will not cover the infrastructure to be installed the Director: Electrical will determine the cost, witch will be payable by the developer)							

ITEM	DESCRIPTION		2022/2023			2023/2024		PERCENTAGE
	Electricity		[R] VAT EXCL			[R] VAT EXCL		INCREASE %
(i)	**Low-voltage connections**							
(a)	For connections made at a metering cubicle/distribution kiosk, per kVA	R	3 902,64		R	4 136,80		6,00%
(b)	For connections made to the low-voltage distribution network, per kVa	R	3 623,41		R	3 840,81		6,00%
(c)	For connections made to the low-voltage busbars within miniature and communal substations, as well as to the outgoing terminals of the 11000/400 V transformer on rural lines, per kVA	R	3 164,66		R	3 354,54		6,00%
(ii)	**Medium-voltage connections**							
	For connections made at the 11kV distribution network:							
(a)	Taken from the 11 kV distribution network, per kVA	R	2 835,57		R	3 005,70		6,00%
(b)	Taken directly from the 11 kV switchgear of a satellite- or 88kV substation, per kVA	R	2 486,52		R	2 635,71		6,00%
(c)	Taken directly from the 11 kV switchgear of a 88kV substation where the developer provides the substation, per kVA	R	2 260,47		R	2 396,10		6,00%
	In instances where township owners/developers have already paid a quota charge during township establishment, or where a quota charge was paid at the time of scheme amendments, subdivision or consent use, a quota charge is payable for every kVA by which the notified maximum demand indicated by the end consumer or his or her authorised representative exceeds the allocated quota which has already been paid for.							
	Once payment, calculated at the applicable connection level, has been received, this notified maximum demand will then become the new AMD of the erf.							
7	**NETWORK FEASIBILITY LOAD STUDY**							
	For all subdivisions or developments where such a development has, to the reasonable discression of the Executive Director: Engineering Services, an impact on the electrical network, the applicant will have to obtain at his cost a feasibility report from Council's Electrical consultants regarding the impact of the development of the overall network.							
8	**TESTING OF CABLES, SWITCHGEAR, ETC**							
	Cables, switchgear, etc. will be tested on request from a consumer at:							
	a fee for the first two hours or part there of	R	2 034,43		R	2 156,49		6,00%
	and a further amount per hour or part thereoff or each additional hour that the Council's employee spends in testing the equipment	R	1 017,21		R	1078,25		6,00%

ITEM	DESCRIPTION		2022/2023			2023/2024		PERCENTAGE
	Electricity		[R] VAT EXCL			[R] VAT EXCL		INCREASE %
9	**DEPOSITS Not Vatable**							
	The following deposits shall be payable when application for a connection is made:							
9,1	The Government of the Republic of South Africa (including the Gauteng Provincial Administration and the South African Transport Services) or any other class of consumer approved by the Council :		FREE			FREE		
9,2	Consumers above 30 000 kVA: a deposit based on a **half of one month's consumption**							
9,3	Consumers above 10 000 kVA but under 30 000 kVA a deposit based on **one and a half month's consumption**.							
9,4	Consumers above 6 000 kVA but under 10 000 kVA: a deposit based on **two month's consumption**.							
9,5	Consumers of dwellings and town houses (excluding users with pre-paid meters)which amount, if insufficient, shall be increased to the average consumption of three months after the consumption of three months has been determined:							
	initial deposit	R	3 164,66		R	3 354,54		6,00%
			-			-		
9,6	Consumers of flats (excluding users with pre-paid meters) an initial deposit,	R	2 034,43		R	2 156,49		6,00%
	which amount, if insufficient, shall be increased to the average consumption of three months after the consumption of three months has been determined.							
9,7	Other consumers (excluding users with pre-paid meters): **a deposit based on the consumption of three consecutive months**; provided that the deposit of a consumer who has obtained a connection before 19 October 1983 as well as a consumer who is the owner of the building and whose supply has not been disconnected because of non-payment, or has not appeared on the warning list for two consecutive months, shall be based on the **consumption of two consecutive months.**							
9.8 a.	Beneficiaries of Provincial funded RDP housing is exempted from paying a deposit for the opening of an Electricity account		Exempted			Exempted		
b.	The deposit for Electricity become payable at the promulgated Tariff upon approval of building plans to improve the RDP properties.							
9,9	SSEG Application fee	R	1 500,00		R	1590		6,00%

VALUE ADDED TAX

All tariffs are subject to VAT

*** IMPORTANT NOTE**

Tariffs containing three or more decimals will be rounded off to the nearest last two decimals. Where only two decimals are shown in the tariffs, no rounding off will take place. On the Residential sliding scale tariffs, no rounding off is applicable.

P MAGODI
EXECUTIVE DIRECTOR ENGINEERING

MIDVAAL LOCAL MUNICIPALITY					
ITEM	**TARIFF CODE**	**DESCRIPTION WATER**	**2022/2023 [R] VAT EXCL**	**2023/2024 [R] VAT EXCL**	**Percentage Increase**
		THE TARIFFS LISTED BELOW ARE VALID FROM 1 JULY 2023			9,20%
		WATER CONSUMPTION LEVEL 1 TARIFFS			
1.		**DEFINITIONS**			
		For the purposes of this tariffs, "month" means a calendar month			
		or a period between two consecutive readings of the meter, providing			
		that the period shall not be less than 10 days. No minimum charges			
		shall be levied in respect of meter reading covering a period of less			
		than 15 days. Provided that, except with the consent or at the request			
		of the consumer, not more than 12 readings shall be taken within			
		a period of one calendar year in respect of the same meter.			
2.		**Availability Charges**			
(2.1)		Except as provided in sub-item 2, the following availability			
		charges per month or part thereof shall be payable by the			
		owner per erf, stand, lot or other area, with or without			
		improvements, which is, or in the opinion of the Council, can			
		be connected to the main, whether water is consumed or not.			
(a)	EBW721	Erven used or intended for purposes set out in item 3(1)	**0,00**	**0,00**	-100,00%
(b)	EBW741	Erven used or intended for purposes of flats and multi-family dwellings, per erf	**0,00**	**0,00**	-100,00%
(c)	EBW721	Erven used or intended for purposes set out in item 3(3)	**0,00**	**0,00**	-100,00%
(d)	EBW711	Erven used or intended for purposes set out in item 3(4)	**0,00**	**0,00**	-100,00%
(e)		Erven used or intended for purposes set out in item 3(5)	**0,00**	**0,00**	-100,00%
(f)	EBW731	Agricultural Holdings	**0,00**	**0,00**	-100,00%
(g)	EBW711	Erven used or intended for purposes set out above	**0,00**	**0,00**	-100,00%
(h)		Approved Indigents	**-**	**-**	0,00%
(2.2)		The charge set out in sub item (1) shall not be payable by			
		a township owner in respect of an erf, stand, holding or other			
		area of which the water supply scheme has been constructed			
		by himself at his own expense until such erf, stand, holding or			
		other area has been transferred or until building plans are			
		approved by the Council on such area			
(2.3)		The charge set out sub-item (1) shall be payable by the owner			
		or occupier (where liability shall be joint or several) of such			
		erf, stand, premises or other area			
3.		**CHARGES FOR THE SUPPLY OF WATER**			
		Irrespective of the meter reading period, the following charges will apply.			
(3.1)		Domestic (private residences) per kl, per month			
(a)		Residential: Conventional and Prepaid			
	WAIND	0-6 Indigent households	**-**	**-**	**0,00%**
	WAIND	7-12 Indigent households	**35,19**	**38,43**	9,20%
	RV0331, DD0331, EWA001, WA0331, RV0380, SAVWA1;	0-12 Non indigent households	**35,19**	**38,43**	9,20%
	RV0331, DD0331, EWA001, WA0331, RV0380, SAVWA1; WAIND;	13 - 20kl	**35,65**	**38,93**	9,20%
		21 - 30kl	**43,82**	**47,86**	9,20%
		31 - 45kl	**46,52**	**50,80**	9,20%
		45+kl	**48,32**	**52,77**	9,20%
(b)	VA0450	Vaal Marina Holiday Township			
		0 - 30 kl	**28,16**	**30,75**	9,20%
		31 kl +	**38,24**	**41,76**	9,20%

ITEM	TARIFF	DESCRIPTION	2022/2023	2023/2024	Percentage
	CODE	WATER	[R] VAT EXCL	[R] VAT EXCL	Increase
(i)		Provided that where an erf is sub-divided into more than one			
		residential portion, each of which has a separate entrance,			
		each portion shall be metered separately			
(ii)		Provided that where a private residence is put to more than			
		one use, the highest tariff in respect of such different uses			
	VA0452	shall apply, unless the portions put to such different uses			
		have been provided with separate meters.			
(3.2)		Flats and multi-family dwellings, if each dwelling			
		is not separately metered, per kl or part thereof			
(a)	EWA012; RV0012	Residential Areas	**32,83**	**35,85**	9,20%
(b)	VA0451; VA0452	Vaal Marina Holiday Town(bulk), Resorts	**26,03**	**28,42**	9,20%
(3.3)	EWA007	Charitable institutions, NGO's, PBO's, NPO's, churches, church halls,			
	RVO007	social, athletic and sports clubs, public hospitals, schools and school hostels,			
	EWA007	except race courses, sports grounds or halls used for profit, per kl or part thereof	**32,83**	**35,85**	9,20%
(3.4)	EWA003	The water supplied to any Manufacturing, Industrial or			
	VAO002	Business which interalia includes the following:			
	WAO002	Shops, offices, banks, garages, tearooms, butcheries,			
	DDO002	bakeries, laundries, restaurants, hotels, private hostels,			
	EIK002	boarding houses, lodging-houses, industrial compounds,			
	EWA002	married and single quarters (if supplied through one meter),			
	RVO002	race courses, sport grounds or halls used for profit, theatres,			
	EWA008	workshops and temporary supplies per kl or part thereof.	**43,82**	**47,85**	9,20%
	EWA013				
(3.5)	RVO006	Heineken Breweries - Randwater purchase price + R0.025 per kl			
(3.6)		Informal settlements where water is supplied by			
		a stand pipe per kl or part thereof	**0,00**	**0,00**	0,00%
(3.7)		For any quantity of non-potable (grey) water			
		supply to consumers per kl or part thereof	**43,82**	**47,85**	9,20%
(3.8)	EWA009	For any quantity of non-potable (grey) water			
		supply to consumers in areas outside the			
		municipality the same rate as (3.7) plus 25%.			
(3.9)	EWA004	Charges for the supply of water to municipal departments	**12,99**	**14,18**	9,20%
(3.10)		Water Leak Adjustment Tariff applicable to residential tariffs	**19,53**	**21,32**	9,20%
(3.11)	EWA014	Township Developers can apply for a special consumption tariff during the			
		development of the project. The Project must be bigger than 50 Hectares.	**29,15**	**31,84**	9,20%
		(The tariff is based on Business/Industrial Tariff Less 25%)			
(3.12)	EWA015	Sport Clubs leasing land from Council	**20,69**	**22,59**	9,20%
(3.13)		Water Tanker Delivery charge per hour	**264,00**	**288,29**	9,20%
4.		**CHARGES FOR CONNECTING WATER SUPPLY**			
(4.1)		For the supply and laying of the following			
		connection pipe and installation of the meter			
		including connecting the supply per contractor			
		20 mm	**3 966**	**4 331**	9,20%
		25 mm	**5 652**	**6 172**	9,20%
		50 mm	**18 789**	**20 518**	9,20%
		80 mm	**26 771**	**29 234**	9,20%
		100 mm	**34 902**	**38 113**	9,20%
(4.2)		Fire and other connections not specified herein. Estimated			
		average costs as determined by the ED: Engineering Services			
		plus 15%. Such costs shall be certified by the ED: Engineering			
		Services and such certificate shall be prima			
		facie evidence of the correctness thereof.			
(4.3)		Prepaid Connection Costs for a new pre-paid connection	**9 916**	**10 828**	9,20%
		Prepaid water meter installation including converting conventional water meter to prepaid water meter.	**4 500**	**4 914**	9,20%

ITEM	TARIFF CODE	DESCRIPTION WATER	2022/2023 [R] VAT EXCL	2023/2024 [R] VAT EXCL	Percentage Increase
5.		**CHARGES IN CONNECTION WITH METERS**			
(5.1)		For a special or unnecessary duplication reading of a meter	**308**	**336**	9,20%
(5.2)		For the moving of the meter on the same line or removal at the request			
		of a consumer per household meter supplied by the Council	**1 984**	**2 166**	9,20%
(5.3)		For the testing of a meter up to and including 25 mm			
		supplied by the Council, in cases where it is found that the			
		meter does not show an error of more than 5% either way			
		Contractor's fee plus 50% Administration fee.			
(5.4)		For the testing of meters of sizes 40 - 150 mm supplied			
		by the Council, in cases where it is found that the meter			
		does not show an error of more than 5% either way			
		Contractor's fee plus 50% Administration fee.			
(5.5)		For the testing of Council meters of all sizes from 15mm to 150mm	**1 488**	**1 625**	9,20%
		In cases where it was found that the meter is faulty, the meter test fee will			
		be fully refunded to the customer.			
(5.6)		Rental per portable meter per month or part thereof	**259**	**283**	9,20%
(5.7)		Refundable deposit per portable meter	**8 437**	**9 214**	9,20%
(5.8)		Charges for installing a water restrictor			
		For the provision and installation of a water restrictor valve at household			
		connections, when required by the Municipality.	**918**	**1 002**	9,20%
6.		**DEPOSITS**			**6,00%**
		The following initial deposits shall be payable when			
		application for delivering of water to a premise is made:			
(6.1)		For flats, dwellings and town houses (excluding users with			
		prepaid meters) which amount if insufficient, shall be			
		increased to the average consumption of three months			
		after the consumption of three months has been determined.	**1 600**	**1 696**	6,00%
(6.2)		For businesses/industries (excluding users with prepaid			
		meters) which amount if insufficient, shall be			
		increased to the average consumption of three months			
		after the consumption of three months has been determined.	**6 093**	**6 459**	6,00%
(6.3)		All other consumers (excluding users with prepaid			
		meters) which amount if insufficient, shall be			
		increased to the average consumption of three months			
		after the consumption of three months has been determined.	**1 600**	**1 696**	6,00%
(6.4) a.		Beneficiaries of Provincial funded RDP housing is exempted from			
		paying a deposit for the opening of a Water account			
b.		The deposit for Water become payable at the promulgated Tariff upon			
		approval of building plans to improve the RDP properties.			
7.		**GENERAL**			
(7.1)		Composite supplies: Where a supply is taken for various			
		uses through one meter, the highest relevant tariff shall apply			
		to the whole of the consumption. If the supply is arranged			
		so that each type of consumer is separately metered, the			
		relevant tariff applicable to each shall be charged.			
(7.2)		For the purposes of the charges payable in terms			
		of item 3, meter readings shall be taken in			
		gallons where necessary and converted			
		to kl on the basis of 220 gallons being equal to 1 kl.			
(7.3)		Where the Council is called out to private premises			
		to attend to a complaint regarding a leakage in the			
		Council's water system and it is found that the leakage			
		is in the water system within the premises for which			
		the Council is not responsible.	**658**	**698**	6,00%
(7,4)		Application for a wayleave for all municipal services	**1 000**	**1 060**	6,00%

ITEM	TARIFF CODE	DESCRIPTION WATER	2022/2023 [R] VAT EXCL	2023/2024 [R] VAT EXCL	Percentage Increase
8.		**WATER RESTRICTION TARIFFS**			
		The Municipality may be required to restrict (other than the debt			
		management restrictions) the demand and usage of water by its consumers in			
		drought, water shortage, and disaster and water crisis situations.			
		The restriction may take the form of voluntary restriction by consumers			
		where upon they reduce the consumption or usage on their own, pressure			
		reduction, installation of water management devices, rationing and/or water			
		cuts at given times. In all cases the water restriction tariffs shall apply.			
		Should water restriction be declared by Council or its delegated authority;			
		the percentage increase shall apply and be payable as follows in			
		respect of uses listed in the following items.			
		The increase shall be with effect from the date as pronounced by the Council			
		or the delegated authority.			
		Level 2 Water Restriction Tariffs			
		In the event that Midvaal Local Municipality imposes a level 2 Water Restriction, The Water Restriction Tariff below will apply.			
		Level of consumption (all categories of residential users)			
		Consumption 0 - 20kl	**0%**	**0%**	0,00%
		Consumption 21 - 30kl	**10%**	**10%**	0,00%
		Consumption 31 - 45kl	**20%**	**20%**	0,00%
		Consumption > 45kl	**30%**	**30%**	0,00%
					0,00%
		All other categories of users for any consumption in excess of levels as approved by Council should water restrictions be applied	**25%**	**25%**	0,00%
		Level 3 Water Restriction Tariffs			
		In the event that Midvaal Local Municipality imposes a level 3 Water Restriction, The Water Restriction Tariff below will apply.			
		Level of consumption (all categories of residential users)			
		Consumption 0 - 20kl	**5%**	**5%**	0,00%
		Consumption 21 - 30kl	**15%**	**15%**	0,00%
		Consumption 31 - 45kl	**25%**	**25%**	0,00%
		Consumption > 45kl	**35%**	**35%**	0,00%
		All other categories of users for any consumption in excess of levels as approved by Council should water restrictions be applied	**30%**	**30%**	0,00%

THE FOLLOWING MUST BE NOTED:

1. The Midvaal Local Municipality shall have the right to restrict the water supply to any customer who has unsettled debt with the Municipality.
2. The figures quoted in this Schedule of Tariffs EXCLUDE Value Added Tax.
3. These tariffs shall be read in conjunction with the By-laws for the Supply of Water Services published by the Midvaal Local Municipality.

P MAGODI
EXECUTIVE DIRECTOR: ENGINEERING SERVICES

2023/03/06

Capital Contribution Unit Rates (all excl. VAT)

			Streets		Stormwater		Water		Sewer	
			Unit	Rate	Unit	Rate	Unit	Rate	Unit	Rate
Vacant / Open Space	01	POS / Agricultural / Road Reserves	trip	3 479,39	$100m^2$ area	1 204,39	kl	3 345,56	kl	9 501,39
Residential	10a	Res 1 (>= 4 $001m^2$)	trip	3 479,39	$100m^2$ area	1 204,39	kl	3 345,56	kl	9 501,39
	10b	Res 1 (4 000 - 2 $001m^2$)	trip	3 479,39	$100m^2$ area	1 204,39	kl	3 345,56	kl	9 501,39
	10c	Res 1 (2 000 - 1 $751m^2$)	trip	3 479,39	$100m^2$ area	1 204,39	kl	3 345,56	kl	9 501,39
	10d	Res 1 (1 750 - 1 $501m^2$)	trip	3 479,39	$100m^2$ area	1 204,39	kl	3 345,56	kl	9 501,39
	10e	Res 1 (1 500 - 1 $001m^2$)	trip	3 479,39	$100m^2$ area	1 204,39	kl	3 345,56	kl	9 501,39
	10f	Res 1 (1 000 - $751m^2$)	trip	3 479,39	$100m^2$ area	1 204,39	kl	3 345,56	kl	9 501,39
	10g	Res 1 (750 - $551m^2$)	trip	3 479,39	$100m^2$ area	1 204,39	kl	3 345,56	kl	9 501,39
	10h	Res 1 (550 - $450m^2$)	trip	3 479,39	$100m^2$ area	1 204,39	kl	3 345,56	kl	9 501,39
	10i	Res 1 Give Away/RDP (<$450m^2$)	trip	3 479,39	$100m^2$ area	1 204,39	kl	3 345,56	kl	9 501,39
	10j	Res 1 (2nd dwelling / granny flat)	trip	3 479,39	$100m^2$ area	1 204,39	kl	3 345,56	kl	9 501,39
	11	Res 2 Duplexes & Simplexes	trip	3 479,39	$100m^2$ area	1 204,39	kl	3 345,56	kl	9 501,39
	12	Res 3 Flats	trip	3 479,39	$100m^2$ area	1 204,39	kl	3 345,56	kl	9 501,39
	13	Retirement Village	trip	3 479,39	$100m^2$ area	1 204,39	kl	3 345,56	kl	9 501,39
	14	Holiday home	trip	3 479,39	$100m^2$ area	1 204,39	kl	3 345,56	kl	9 501,39
	15	Mobile home or park	trip	3 479,39	$100m^2$ area	1 204,39	kl	3 345,56	kl	9 501,39
Accommodation	21	Hostel	trip	3 479,39	$100m^2$ area	1 204,39	kl	3 345,56	kl	9 501,39
	22	Guest house	trip	3 479,39	$100m^2$ area	1 204,39	kl	3 345,56	kl	9 501,39
	23	Boarding house	trip	3 479,39	$100m^2$ area	1 204,39	kl	3 345,56	kl	9 501,39
	24	Economy hotel	trip	3 479,39	$100m^2$ area	1 204,39	kl	3 345,56	kl	9 501,39
	25	Hotel or Lodge	trip	3 479,39	$100m^2$ area	1 204,39	kl	3 345,56	kl	9 501,39
	26	Motel	trip	3 479,39	$100m^2$ area	1 204,39	kl	3 345,56	kl	9 501,39
Community Facilities	31	Public Library	trip	3 479,39	$100m^2$ area	1 204,39	kl	3 345,56	kl	9 501,39
Educational	41	Créche or Nursery School	trip	3 479,39	$100m^2$ area	1 204,39	kl	3 345,56	kl	9 501,39
	42	Preparatory School	trip	3 479,39	$100m^2$ area	1 204,39	kl	3 345,56	kl	9 501,39
	43	Primary school	trip	3 479,39	$100m^2$ area	1 204,39	kl	3 345,56	kl	9 501,39
	44	Secondary school	trip	3 479,39	$100m^2$ area	1 204,39	kl	3 345,56	kl	9 501,39
	45	Day-care / After-school centre	trip	3 479,39	$100m^2$ area	1 204,39	kl	3 345,56	kl	9 501,39
	46	Private school	trip	3 479,39	$100m^2$ area	1 204,39	kl	3 345,56	kl	9 501,39
	47	Technical College	trip	3 479,39	$100m^2$ area	1 204,39	kl	3 345,56	kl	9 501,39
	48	University	trip	3 479,39	$100m^2$ area	1 204,39	kl	3 345,56	kl	9 501,39
Places of Public Worship	51	Church	trip	3 479,39	$100m^2$ area	1 204,39	kl	3 345,56	kl	9 501,39
	52	Synagogue	trip	3 479,39	$100m^2$ area	1 204,39	kl	3 345,56	kl	9 501,39
Places of Refreshment	61	Restaurants	trip	3 479,39	$100m^2$ area	1 204,39	kl	3 345,56	kl	9 501,39
	62	Drive-in Restaurant	trip	3 479,39	$100m^2$ area	1 204,39	kl	3 345,56	kl	9 501,39
	63	Take-away / Fast Food	trip	3 479,39	$100m^2$ area	1 204,39	kl	3 345,56	kl	9 501,39
Recreation & Entertainment	71	Cinema	trip	3 479,39	$100m^2$ area	1 204,39	kl	3 345,56	kl	9 501,39
Sport	81	Fitness centre / Gym	trip	3 479,39	$100m^2$ area	1 204,39	kl	3 345,56	kl	9 501,39
	82	Golf course	trip	3 479,39	$100m^2$ area	1 204,39	kl	3 345,56	kl	9 501,39
	83	Sport stadiums	trip	3 479,39	$100m^2$ area	1 204,39	kl	3 345,56	kl	9 501,39
	84	Tennis Courts	trip	3 479,39	$100m^2$ area	1 204,39	kl	3 345,56	kl	9 501,39
Medical	91	Private hospital	trip	3 479,39	$100m^2$ area	1 204,39	kl	3 345,56	kl	9 501,39
	92	Public hospital	trip	3 479,39	$100m^2$ area	1 204,39	kl	3 345,56	kl	9 501,39
	93	Nursing home	trip	3 479,39	$100m^2$ area	1 204,39	kl	3 345,56	kl	9 501,39
	94	Medical Centre	trip	3 479,39	$100m^2$ area	1 204,39	kl	3 345,56	kl	9 501,39
	95	CBD medical office	trip	3 479,39	$100m^2$ area	1 204,39	kl	3 345,56	kl	9 501,39
	96	Suburban medical office	trip	3 479,39	$100m^2$ area	1 204,39	kl	3 345,56	kl	9 501,39
	97	Dentist	trip	3 479,39	$100m^2$ area	1 204,39	kl	3 345,56	kl	9 501,39
Offices	101	CBD offices	trip	3 479,39	$100m^2$ area	1 204,39	kl	3 345,56	kl	9 501,39
	102	Sub-urban offices	trip	3 479,39	$100m^2$ area	1 204,39	kl	3 345,56	kl	9 501,39
	103	Research & Development Centres	trip	3 479,39	$100m^2$ area	1 204,39	kl	3 345,56	kl	9 501,39
Businesses	111	Conference Centres	trip	3 479,39	$100m^2$ area	1 204,39	kl	3 345,56	kl	9 501,39
	112	Financial (Banks etc)	trip	3 479,39	$100m^2$ area	1 204,39	kl	3 345,56	kl	9 501,39
	113	Building materials	trip	3 479,39	$100m^2$ area	1 204,39	kl	3 345,56	kl	9 501,39
	114	Bakery / Dairy	trip	3 479,39	$100m^2$ area	1 204,39	kl	3 345,56	kl	9 501,39
	115	Hardware/Paint Shop	trip	3 479,39	$100m^2$ area	1 204,39	kl	3 345,56	kl	9 501,39
	116	Nursery	trip	3 479,39	$100m^2$ area	1 204,39	kl	3 345,56	kl	9 501,39
Shopping Centres	121a	Local < 1 $000m^2$	trip	3 479,39	$100m^2$ area	1 204,39	kl	3 345,56	kl	9 501,39
	121b	Local < 2 $500m^2$	trip	3 479,39	$100m^2$ area	1 204,39	kl	3 345,56	kl	9 501,39
	122a	Neighbourhood < 5 $000m^2$	trip	3 479,39	$100m^2$ area	1 204,39	kl	3 345,56	kl	9 501,39
	122b	Neighbourhood < 10 $000m^2$	trip	3 479,39	$100m^2$ area	1 204,39	kl	3 345,56	kl	9 501,39
	122c	Neighbourhood < 15 $000m^2$	trip	3 479,39	$100m^2$ area	1 204,39	kl	3 345,56	kl	9 501,39
	123a	Community < 20 $000m^2$	trip	3 479,39	$100m^2$ area	1 204,39	kl	3 345,56	kl	9 501,39
	123b	Community < 30 $000m^2$	trip	3 479,39	$100m^2$ area	1 204,39	kl	3 345,56	kl	9 501,39
	124a	Regional < 50 $000m^2$	trip	3 479,39	$100m^2$ area	1 204,39	kl	3 345,56	kl	9 501,39
	124b	Regional < 75 $000m^2$	trip	3 479,39	$100m^2$ area	1 204,39	kl	3 345,56	kl	9 501,39
	124c	Regional < 100 $000m^2$	trip	3 479,39	$100m^2$ area	1 204,39	kl	3 345,56	kl	9 501,39
Motor related	131	Filling Station	trip	3 479,39	$100m^2$ area	1 204,39	kl	3 345,56	kl	9 501,39
	132	Garage	trip	3 479,39	$100m^2$ area	1 204,39	kl	3 345,56	kl	9 501,39
	133	New & Used car sales	trip	3 479,39	$100m^2$ area	1 204,39	kl	3 345,56	kl	9 501,39
	134	Vehicle spares / tyres	trip	3 479,39	$100m^2$ area	1 204,39	kl	3 345,56	kl	9 501,39
Commercial	141	Warehousing	trip	3 479,39	$100m^2$ area	1 204,39	kl	3 345,56	kl	9 501,39
	142	Wholesale	trip	3 479,39	$100m^2$ area	1 204,39	kl	3 345,56	kl	9 501,39
Industrial	151	Light industries	trip	3 479,39	$100m^2$ area	1 204,39	kl	3 345,56	kl	9 501,39
	152	Factory	trip	3 479,39	$100m^2$ area	1 204,39	kl	3 345,56	kl	9 501,39
	153	Transport undertaking	trip	3 479,39	$100m^2$ area	1 204,39	kl	3 345,56	kl	9 501,39
	154	Industrial Park	trip	3 479,39	$100m^2$ area	1 204,39	kl	3 345,56	kl	9 501,39
	155	Small industries < 10 $000m^2$	trip	3 479,39	$100m^2$ area	1 204,39	kl	3 345,56	kl	9 501,39
	156	Medium industries < 35 $000m^2$	trip	3 479,39	$100m^2$ area	1 204,39	kl	3 345,56	kl	9 501,39

MIDVAAL LOCAL MUNICIPALITY					
ITEM	**TARIFF**	**DESCRIPTION**	**2022/2023**	**2023/2024**	**%**
	CODE	**SANITATION**	**[R] VAT EXCL**	**[R] VAT EXCL**	**Increase**
		THE TARIFFS LISTED BELOW ARE VALID FROM 1 JULY 2023			
1		**GENERAL RULES REGARDING CHARGES**			
1,1		The word "month" in this schedule means a calendar month or part thereof and the charges in respect of each month shall be due and payable on the same date as the general assessment rates:			
		provided that the charges imposed in terms of item 6 of			
		this schedule shall be payable monthly in arrear.			
1,2		Where any person who is required to furnish a return in terms of this Schedule			
		or to provide such other information as may be necessary to enable the Council to			
		determine the charges to be made under this Schedule fails to do so within 30 days			
		after having been called upon to do so by notice in writing, he shall pay such charges			
		as the Council shall assess on the best information available to it.			
1,3		The charges levied under items 2 and 3 of this schedule shall remain effective			
		in the case of buildings wholly unoccupied or in course of demolition, until such			
		date as the Council is requested to seal the opening to the Council's sewer.			
1,4		The owner of premises situated outside the municipality which is directly			
		connected to the Council's sewer and not through the sewer of any other local			
		authority, shall be liable to pay all the charges set out or referred to in this			
		schedule and, in addition, a surcharge of 25% thereon.			
2.		**CHARGES IN RESPECT OF AVAILABLE SEWERS**			
2,1		For the purposes of this item of this Schedule : "piece of land"			
		means any erf, stand, subdivision, lot area, agricultural land			
		or any defined portion, with of without improvements			
		"ecclesiastical purposes" means a church building,			

ITEM	TARIFF	DESCRIPTION	2022/2023	2023/2024	%
	CODE	SANITATION	[R] VAT EXCL	[R] VAT EXCL	Increase
		church hall, parsonage or church office.			
2,2		The owner of every piece of land shall, when such a piece of			
		land has a frontage to any sewer of the Council or where such piece of			
		land is or, in the opinion of the Council, can be connected to any			
		such sewer pay to the Council the following charges per month.			
(a)		In terms of every piece of land zoned in terms of the Council's Town			
		Planning Scheme, as amended from time to time for residential			
		purposes and in respect of every piece of land used or acquired			
		or reserved for ecclesiastical of charitable purposes, per erf:			
(1)	EBS111, DBS001, DBS002, WA0440, WA0441, VA0445	Undeveloped Land	140,09	149,55	6,75%
(a)	RV0440	Approved Indigents			
	RV0440,	Developed residential land - all areas			
	VA0440, Sicelo, SAVABS, SAVBSE				
(b)		In terms of every piece of land zoned in terms of the			
		Council's Town Planning Scheme, as amended from time to			
	EBS141, EBS151, EBS143	time for residential 2, 3 and 4 purposes, per flat per townhouse			
(c)		In respect of every piece of land zoned for agricultural			
		holding in terms of the Council's Town Planning Scheme,			
	VA0441, WA0442	as amended from time to time, per agricultural holding	446,98	477,16	6,75%
(d)	EBS111, EBS124, EYE001	In respect of every piece of land other than those specified	140,09	149,55	6,75%
	RV0440	in (a), (b) or (c) above, per 1000 m² or part thereof	125,78	134,27	6,75%
		Kliprivier Business Park	1 724,33	1 840,72	6,75%
		Provided that no such charges shall exceed this			
	EBS123	amount per month for Meyerton, Risiville	4 257,17	4 544,53	6,75%
		Provided that no such charges shall exceed this amount per			
	RV0441	month for Randvaal, Walkerville, De Deur end Vaal Marina	1 450,35	1 548,25	6,75%
(e)		Where the Council constructs an outfall sewer to drain one or			
		more townships and where such sewer traverses farmland or land laid out as			
		agricultural holdings and such farmland or holdings are not intended at the			

ITEM	TARIFF	DESCRIPTION	2022/2023	2023/2024	%
	CODE	SANITATION	[R] VAT EXCL	[R] VAT EXCL	Increase
		time of construction of the sewer tube served by such sewer,			
		the Council may, for such period or periods as it determine, exempt			
		any owner of such farmland or agricultural holding from the payment			
		of the charges laid out in terms of items 2 (2) (c) and (d) provided			
		that if any such owner voluntary desires to be connected to such			
		sewer, he shall, from the date of connection, be liable for the			
		payment of all applicable sewerage charges as set out in this Schedule.			
3.		**SEWER SERVICES CHARGES**			
		In addition to the charges specified in item 2 above, the following			
		applicable charges shall monthly be paid by the owner of any			
		premises which are connected to the Council's sewerage system:			
3.1	DSL001, ESE211, EYE003 RV0206, RV0204, WA0224, VA0223, VA0224 SAVSE, SAVASEA, SAVISE, SICELO	**Residential 1 erven, for each dwelling-house**	275,93	294,56	6,75%
		Approved Indigents			
3.2		**Residential 2, 3 & 4 erven for each flat/ townhouse**	233,28	249,03	6,75%
	VA0223, RV0206, ESE221	Provided that where rooms are let solely for residential			
		purposes without the provision of food, every two such rooms			
		or part thereof under one roof shall be regarded as a flat.			
3.3		**Business and Industrial premises** in respect of the total of the areas of			
		the building measured externally at each floor, including the basement			
(a)	ESE283, RV0205, VA0225, SAVSEA, DSL002	Up to 2000 m², per 100 m² or part thereof:	135,84	145,01	6,75%
					6,75%
(b)	ESE233, RV0205, SAVSEA	Over 2000 m², per 2000 m² or part thereof:	1 358,39	1 450,08	6,75%

ITEM	TARIFF	DESCRIPTION	2022/2023	2023/2024	%
	CODE	SANITATION	[R] VAT EXCL	[R] VAT EXCL	Increase
		Provided that no such charges shall exceed this amount per month for			
(i)	ESE233	Meyerton, Risiville and Duncanville	17 145,57	18 302,90	6,75%
(ii)	RV0205, WA0225	Randvaal, Walkerville, De Deur and Vaal Marina	4 761,06	5 082,43	6,75%
3.4		**Flats and Business premises under one roof** in respect of the			
		total of the areas of the building measured externally at each			
		floor, including basement available for business premises:			
(a)	ESE243	Up to 2000 m², per 100 m² or part thereof	135,84	145,01	6,75%
(b)	ESE243	Over 2000 m², per 2000 m² or part thereof	1 358,39	1 450,08	6,75%
3.5		**Private hotels, boarding-houses and lodging houses:**			
		For every 100 m² or part thereof of the total area of the building at			
	ESE263	each floor, measured externally, including basement and outbuildings.	135,84	145,01	6,75%
3.6		**Hotels and clubs without outdoor sporting facilities**(licensed			
		Under the Liquor Act, 1977) and business premises under the same roof.			
		For every 100 m² or part thereof of the total area of the building			
		at each floor, measured externally, including basement and			
	ESE253	outbuildings, available for hotel or club purposes.	205,00	218,84	6,75%
3.7	ESE282	**For each church**	125,78	134,27	6,75%
3.8	ESE292	**Church hall** per hall	125,78	134,27	6,75%
3.9	ESE303	**Halls from which revenue is derived.** For every 100 m² or part thereof			
		of the total of the area of the building at each floor, including basement.	135,84	145,01	6,75%
3.10		**Charitable institutions** (as referred to in the Welfare Organisation Act,			
		Act, 1949) for every 10 inmates or part of 10, based on the			
	ESE313	average daily total during the preceding calendar year.	56,12	59,91	6,75%
3.11		**Schools, crèches, nursery schools and colleges** for every 50			
		persons or part of 50 comprising staff, scholars and workers, based			
	ESE323, RV0442	on the average daily total during the preceding calendar year.	117,06	124,96	6,75%
3.12		**Boarding schools and school hostels.** For every 20 persons			
		or part of 20 comprising staff, scholars and workers, based			
	ESE333	on the average daily total during the preceding calendar year.	166,42	177,65	6,75%

ITEM	TARIFF	DESCRIPTION	2022/2023	2023/2024	%
	CODE	SANITATION	[R] VAT EXCL	[R] VAT EXCL	Increase
3.13		**Sports clubs, excluding school sport grounds.** In respect of			
		every 300 enrolled members or part of 300, based on the			
	ESE343	average daily total during the preceding calendar year.	392,76	419,28	6,75%
3.14		**Hospitals, nursing homes, maternity or nursing homes:**			
(a)	ESE351	Per each bed available for patients during the preceding calendar year, calculated on the monthly average of beds	75,47	80,56	6,75%
(b)	ESE353	Per each staff member and worker, resident or non-resident, calculated on on the monthly average of persons in service during the preceding calendar year	36,40	38,86	6,75%
3.15	ESE363	**Prison.** For every 10 inmates or part of 10 including staff lodged, based on the average daily total during the preceding calendar year	135,84	145,01	6,75%
3.16	ESE373	**Private owned compounds or hostels** accommodating more than five boarders. For every 10 boarders or part of 10 which the compound /hostel are capable of accommodating, based on the accommodation available at the end of the preceding calendar year.	135,84	145,01	6,75%
		(Certified returns shall be furnished to the Council by the persons in charge of the organisation, institution, etc. as mentioned from item (10) up to and including item (16)			
3.17	ESE383	**Power stations.** For every 200 m² or pert thereof of the total area of the building at each floor, including basement	135,84	145,01	6,75%
3.18	ESE393	**Public conveniences.** For every 10 m² or part thereof occupied	135,84	145,01	6,75%
3.19	ESE403	**Storage premises.** If used exclusively for the purposes of a storage business per 100 m² or part thereof of the total area, excluding storage area, of the building at each floor, measured externally, including basement.	135,84	145,01	6,75%
4.		**VOLUME CHARGE**			
		A user discharging effluent per kl	18,39	19,63	6,75%
		Effluent Rate: Step Tariff			
		Unit			
		Step 01 4	173,00	184,68	6,75%
		Step 02 49	43,00	45,90	6,75%
		Step 03 199	39,00	41,63	6,75%
		Step 04 499	35,00	37,36	6,75%
		Step 05 0	30,00	32,03	6,75%

ITEM	TARIFF	DESCRIPTION	2022/2023	2023/2024	%
	CODE	SANITATION	[R] VAT EXCL	[R] VAT EXCL	Increase
5.		**INDUSTRIAL EFFLUENTS**			
5.1		Industrial Effluent Discharge Permit			6,75%
5.2		In respect of industrial effluent, the tariff			
		specified in items 5.3.2 shall be payable by the user.			
5.3		**Industrial Effluent Treatment Charge**			
5.3.1		**Calculation of Industrial Effluent Treatment Charge**			
		The following provisions apply with regard to and for purposes of			
		calculating the treatment charge provided for in item 5.3.2			
(a)		The owner or occupier of any premises from which industrial			
		effluent is discharged shall, in addition to any other charges			
		provided for in these tariffs of in any other law, pay to the			
		Council a charge calculated in accordance with the provisions			
		of these tariffs in respect of each month during which such			
		discharge takes place.			
(b)		Each user discharging effluent into the Council's sewage			
		disposal system shall test such industrial effluent, on a regular			
		schedule as provided for in the permit to discharge industrial			
		effluent, and report the results to the Council.			

ITEM	TARIFF	DESCRIPTION	2022/2023	2023/2024	%
	CODE	SANITATION	[R] VAT EXCL	[R] VAT EXCL	Increase
(c)		The Council shall in its entire discretion conduct analysis of			
		industrial effluence at random. The values obtained by the			
		Council shall be taken as correct and used to calculate the			
		treatment charge. Whenever a sample is taken by the Council,			
		one half thereof shall be made available to the user, if required			
		at the time when the sample was taken.			
(d)		The average of the values of the different analysis results of 24			
		hourly composite or grab samples of the effluent, taken during			
		the relevant month and as prescribed in terms of the permit			
		referred to in sub paragraph (b) above will be used to determine			
		the treatment charge payable.			
		Should the user not accept the values obtained from the said			
		analysis intended in this sub paragraph the user may request			
		further tests at the cost of such user to be done by a laboratory			
		acceptable to the Council and the user.			
(e)		Should the user fail to submit to the Council timeously the			
		results required in terms of sub paragraph (b) above, the results			
		obtained by the Council from the last test results submitted in			
		terms of the provisions of sub paragraph (b) shall remain applicable.			
(f)		In the absence of any direct measurement, the quantity of			
		industrial effluent discharged during a period shall be			
		determined by the Council taking into consideration the			
		quantity of the water consumed on the premises for domestic			
		purposes, the quantity lost to the atmosphere during the			
		process of manufacture and the quantity present in the final			

ITEM	TARIFF	DESCRIPTION	2022/2023	2023/2024	%
	CODE	SANITATION	[R] VAT EXCL	[R] VAT EXCL	Increase
		product produced on the premises.			
(g)		If a meter metering the quantity of water consumed on the			
		premises is proven to be defective, the appropriate adjustments			
		shall be made to the quantity of industrial effluent discharged when			
		calculated as prescribed in sub paragraph (f) and the defective			
		meter shall be repaired or replaced as soon as possible.			
(h)		For the purpose of calculation of the quantity of industrial			
		effluent discharged from each point of discharge of industrial			
		effluent as aforesaid, the total quantity of water consumed on			
		the premises shall be allocated amount the several points of			
		discharge as accurately as is reasonably practical after			
		consultation between the Council and the users of the relevant			
		premises.			
(i)		The owner or occupier of premises where an industrial effluent			
		meter is installed, shall ensure that the meter is calibrated annually.			
5.3.2		**Treatment charge**			
		The owner or occupier of any premises on which any trade or industry			
		is carried out and from which, as a result of such trade and industry or			
		of any process incidental thereto, any effluent (herein after referred to			
		as "industrial effluent") is discharged into the Council's sewage disposal			
		system, shall in addition to any other fee or charges for which such owner			
		or occupier may be liable for in terms of these tariffs, also pay to the			
		Council a treatment charge, being an amount calculated on the industrial			
		effluent discharged, the strengths and the permitted (allowed) concern-			
		trations of the industrial effluent discharged during the relevant month			
		and in accordance with the following formula:			
		Ti = C/12 (Qi/Qt)[a + b(CODi/CODt) + c(Pi/Pt) + d(Ni/Nt) + e(Ssi/SSt)]			
		Ti = Charges per month for the treatment of industrial effluent.			
		C = Total operational budget for the purification works			

ITEM	TARIFF	DESCRIPTION	2022/2023	2023/2024	%
	CODE	SANITATION	[R] VAT EXCL	[R] VAT EXCL	Increase
		Qi = Sewage flow(as defined in the Council's Sanitation Services by-laws)			
		originating from the user in kl per day determined for the relevant month.			
		Qt = Annual total sewage inflow (as defined in the Council's Sanitation			
		Services by-laws) to the Council's sewage disposal system in kl per day.			
		a = portion of the fixed cost of treatment.			
		b = portion of the costs directly related to the removal of chemical oxygen demand.			
		CODi = Average chemical oxygen demand of the settled sewage			
		originating from the user in mg per litre determined for the relevant month.			
		CODt = Annual average chemical oxygen demand of the settled sewage			
		in the total inflow to the Council's sewage disposal system in mg per liter.			
		c = portion of costs directly related to the removal of phosphates.			
		Pi =Average Ortho-phosphate concentration originating from the user			
		in mg Phosphorus per litre determined for the relevant month.			
		Pi =Annual average Ortho-phosphate concentration originating from the			
		user in mg Phosphorus per litre determined for the relevant month.			
		d = portion of the costs directly related to the removal of ammonia.			
		Ni = Average Ammonia originating from the user in mg Nitrogen			
		per litre determined for the relevant month.			
		Nt = Annual average Ammonia concentration of the sewage in the total			
		inflow to the Council's sewage disposal system in mg Nitrogen per litre.			
		e = portion of the costs directly related to the removal of suspended solids.			
		Ssi = Average suspended solids concentration originating from			
		the user in mg per litre determined for the relevant month.			
		SSt = Annual average suspended solids concentration of the sewage in the			
		total inflow to the Council's sewage disposal system in mg per litre.			

ITEM	TARIFF	DESCRIPTION	2022/2023	2023/2024	%
	CODE	SANITATION	[R] VAT EXCL	[R] VAT EXCL	Increase
		For calculating of the treatment charges according to the above			
		formula the following system values will apply:			
		Qt 7			
		CODt 551			
		Pt 5.8			
		Nt 25.5			
		SSt 259			
		a 0.29			
		b 0.46			
		c 0.05			
		d 0.05			
		e 0.15			
6.		**ERWAT (KLIPRIVIER BUSINESS PARK) COSTS PLUS 10%**			
		These tariffs apply to e.g.. the following uses: business, commercial and industrial properties.			
		Tariff summary Tariff per kl			
		0 - 200 kl/month	10,66	11,38	6,75%
		201 - 1 000 kl/month	8,38	8,94	6,75%
		1 001 - 2 500 kl/month	4,91	5,24	6,75%
		2 501 - 5 000 kl/month	2,40	2,57	6,75%
		5 001 - 25 000 kl/month	2,16	2,31	6,75%
		25 001 - 50 000 kl/month	2,02	2,16	6,75%
		50 001 or more kl/month	1,08	1,15	6,75%
		These tariffs listed in 6 shall be levied in respect of each sewer connection			
		provided to the premises on which a use intended in this item is being exercised.			
		The relevant tariffs listed in this item shall be levied cumulatively.			
7.		**SUPPLY OF TREATED SEWAGE EFFLUENT**			
7.1		The charges payable in respect of any connection, including any extension			
		extension of the main which may be necessary for the supply of treated			
		sewage effluent, shall amount to the actual cost of material and labour			
		used for such a connection, plus a surcharge of 10% on such amount.			
7.2		For the supply of treated sewage effluent			
		for gardening purposes, per kl or part thereof	4,85	5,17	6,75%
8.		**SELLING OF SEWAGE SLUDGE**			
		Decomposed sewage sludge may be purchased from the Council			
		if it's available provided that			
(a)		the purchaser removes the sludge from the silt dry-beds at own costs; and			

ITEM	TARIFF	DESCRIPTION	2022/2023	2023/2024	%
	CODE	SANITATION	[R] VAT EXCL	[R] VAT EXCL	Increase
(b)		the purchaser undertakes in writing to use the sludge according			
		to the guidelines set by the Department of National Health			
		1 ton	28,74	30,68	6,75%
		Above 1 ton and up to 3 tons	53,65	57,27	6,75%
		Above 3 tons and up to 6 tons	111,12	118,62	6,75%
		Above 6 tons	163,81	174,87	6,75%
9.		**WORK CHARGES**			
9.1		Sealing of opening, when a drainage installation is disconnected			
		from a sewer, per opening: cost of labour and material + 10%			
9.2		Additional connections to mid block sewers and sewers adjacent to side			
		or street boundaries per property: cost of labour and material + 10%			
9.3		Connections involving street crossings: cost of labour and material + 10%			
10.		**UNNECESSARY CALL-OUT CHARGES**	679,28	725,13	6,75%
		When the Council is called out to attend to a complaint regarding a blockage in			
		the Council's sewerage system and it is found that the blockage is in the sewerage			
		systems within the premises for which system the Council is not responsible.			
11.		**INSPECTION FEES**			
11.1		In respect of a specific contravention of the by-laws of the Council whether			
		continuous or interrupted during a period of 12 months			
		First inspection			
		First follow-up inspection subsequent to a notice of rectification	716,55	764,92	6,75%
		2nd follow-up inspection subsequent to the notice of rectification intended above	2 128,59	2 272,27	6,75%
		3rd or subsequent follow-up inspection subsequent			
		to the notice of rectification intended above	5 805,24	6 197,09	6,75%
11.2		In respect of locating Council manholes, private connections			
		and acceptance by the Council of new sewer infrastructure,			
		installations and connections during a period of 12 months			
		First inspection on the site	716,55	764,92	6,75%
		First follow-up inspection on the site intended above	2 128,59	2 272,27	6,75%
		3rd follow-up inspection on the site intended above	5 805,24	6 197,09	6,75%

ITEM	TARIFF	DESCRIPTION	2022/2023	2023/2024	%
	CODE	SANITATION	[R] VAT EXCL	[R] VAT EXCL	Increase
12.		**READING OF EFFLUENT METERS ON REQUEST**			
		Should a consumer require that a meter be read at any other time			
		other than the time appointed by the Executive Director: Engineering			
		Services or his nominee, this charge for each such reading.	638,00	681,07	6,75%
		CHARGES FOR SEWER CONNECTING			
		For the supply and laying of a sewer pipeline	3 500,00	3 736,25	6,75%
		ranging from 110 mm- 200mm			
13,		**GENERAL**			
(13,1)		Application for a wayleave for all municipal services	1 000,00	1 067,50	6,75%

The abovementioned tariffs exclude VAT

P MAGODI
EXECUTIVE DIRECTOR ENGINEERING

MIDVAAL LOCAL MUNICIPALITY

ITEM	TARIFF	DESCRIPTION	202/2023	2023/2024	PERCENTAGE
	CODE	CLEANSING AND SOLID WASTE	[R] VAT EXCL	[R] VAT EXCL	INCREASE %
		THE TARIFFS LISTED BELOW ARE VALID FROM 1 JULY 2023			7,00%
1.		**REMOVAL OF DOMESTIC USE**			
		From residential dwellings 1 in plastic bags with a conserving capacity			
		of not more than 0.1 m³ with a maximum of 6 bags per dwelling or			
		town house per removal. Monthly tariff			
a.	ERF521, RV0110, WA0111, SAVARF,DD0111, SU0101,VA0110, EYE005, VA0110, SAVIRF	Meyerton / Risiville, Randvaal / Vaal Marina, Walkerville / De Deur / Savanna City/Eye of Africa	240,02	256,82	7,0%
b.	DLS001, SAVRFL, SICELO	Lakeside Estates / Sicelo/ Bantu Bonke / Savanna Low Cost Housing	120,01	128,41	7,0%
c.	VA0111	Resorts in Vaal Marina and Suikerbosrand (Bulk Resorts)	178,09	190,55	7,0%
1.2	ERF541	From flats and other (res 2, 3 and 4): once per week per residential unit	178,09	190,55	7,0%
1.3		From agricultural holdings in plastic bags with a conservancy capacity			
		of not more than 0.1 m³ with a maximum of 6 plastic bags per agricultural			
	ERF571; DD0112, RV0106, EIK001, WA0113	Agricultural holding, once per week	240,02	256,82	7,0%
1.4		From farm portions in plastic bags with a conservancy capacity of not			
		more than 0.1 m³ with a maximum of 6 bags per agricultural holding,			
	ERF571	once per week	240,02	256,82	7,0%
1.5	ERF522	Non-Sectional Title properties containing Living Rooms with shared facilities	49,32	52,78	7,0%
1.6		Replacement of lost/damaged and worn out 240lt bin	1 303,45	1394,69	7,0%
1.7	MUN001	Departmental refuse	240,02	256,82	7,0%
2.		**REMOVAL OF BUSINESS AND DRY INDUSTRIAL REFUSE**			
2.1		In plastic bags with a conserving capacity of not more than 0.1 m³			
		compacted or un-compacted, with a maximum of 4 bags			

a.	ERF511, DD0110, VA0112, SU0102, RV0160,	One removal per week	278,77	298,28	7,00%
b.	SAVREF	Savanna city business refuse	278,77	298,28	7,00%
c.	ERF514	Two removals per week / Once a week removal o of between 4 and 10 bags.	534,23	571,63	7,00%
d.	ERF515	Three removals per week / Once a week removal of between 10 and 20 bags.	780,04	834,65	7,00%
e.	ERF516	Daily removals	1 469,12	1571,96	7,00%
2.2		In containers with a conserving capacity of not more than 2.5 m³ p/month			
a.	ERF561	One removal per week	2 270,47	2429,40	7,00%
b.		Two removals per week	3 784,02	4048,90	7,00%
c.		Three removals per week	6 010,09	6430,80	7,00%
d.		Daily removals	11 352,39	12147,06	7,00%
2.3		Rental of the above mentioned container with a conservancy capacity of not			
		more than 2.5 m³ per month	600,04	642,04	7,00%
3.		**REMOVAL OF BUSINESS AND RESIDENTIAL REFUSE IN CONTAINERS WITH A CAPACITY OF NOT MORE**			
		THAN 6 m³ FOR RENTAL LONGER THAN ONE WEEK			
3.1					
a.		Rental per week or part thereof	191,62	205,03	7,00%
b.	EBINS, RV0102	Rental per month	712,30	762,17	7,00%
c.	ERF512, RV0106, RV0103	Removal by means of compactor, per removal	1 025,87	1097,68	7,00%
d.	ERF513, RV0104	Removal by means of a skip loader, per removal	1 403,32	1501,55	7,00%
e.	MUN002	Departmental refuse	712,30	762,17	7,00%
4.		**REMOVAL OF BUSINESS AND RESIDENTIAL REFUSE IN CONTAINERS WITH A CON**			
		SERVANCY CAPACITY OF NOT MORE THAN 30 m³ FOR RENTAL PERIOD LONGER			
		THAN ONE WEEK			
4.1					
a.	EBINS	Removal of 15 m³ skip bin, per removal	2 893,75	3096,31	7,00%
b.		Removal of 18 m³ skip bin, per removal	3 561,53	3810,84	7,00%
c.		Removal of 30 m³ skip bin, per removal	5 787,49	6192,61	7,00%
5.		**REMOVAL AND DISPOSAL OF CONDEMNED FOODSTUFFS**			
5.1	EBINS	Per removal, per m³ or part thereof	255,50	273,39	7,00%
6.		**REMOVAL AND DISPOSAL OF BUILDING RUBBLE**			
6.1		Per removal, per m³ or part thereof	212,92	227,83	7,00%
7.		**REMOVAL AND DISPOSAL OF GARDEN REFUSE**			
7.1		Per removal, per m³ or part thereof	187,76	200,91	7,00%

8		**UN-PROCLAIMED TOWNSHIPS**			
8.1		From residential dwellings 1 in plastic bags with a conserving capacity of not			
		more than 0.1 m³ with a maximum of 6 bags per dwelling or town house			
		per weekly removal, per month	187,76	200,91	7,00%
9.	**REHAB**	**DUMPING AT TRANSFER STATIONS/LANDFILL SITES(NON-WEIGHBRIDGE)**			
9.1	BRREHA	**(INCLUDES A TARIFF PER TON REHABILITATION LEVY)**	23,24	24,87	7,00%
9.2	DISPOSAL	Dumping of household and garden refuse by residents of Midvaal			
9.3	BRDISP	Dumping of waste by Non-residents per 1m3	160,65	171,90	7,00%
9.4		Dumping of waste by Non-residents			
a.		Per skip bin non municipal per bin	1 509,78	1615,47	7,00%
b.		Non-household or garden refuse - 1 ton vehicle with/without trailer	160,65	171,90	7,00%
c.		3 ton vehicle	410,35	439,08	7,00%
d.		Larger than 3 ton vehicle	1 378,17	1474,64	7,00%
e.		Single Axle Tipper	1 134,28	1213,68	7,00%
f.		Double Axle Tipper	1 378,17	1474,64	7,00%
g.		Articulated Tipper Trailer	1 975,03	2113,29	7,00%
10.		**DUMPING AT TRANSFER STATIONS / LANDFILL SITES (WEIGHBRIDGE)**			
		DESCRIPTION			
a.		Tariff for the dumping of household and garden refuse by residents of Midvaal			
b.		General and non-hazardous industrial dry solid waste by the			
		general public and contractors in excess of 1000 kg	313,58	335,53	7,00%
c.		Disposal of clean compostable garden refuse by the general public			
		and contractors in excess of 1000 kg	85,16	91,12	7,00%
d.		Disposal of general and non-hazardous industrial dry solid waste			
		by the general public and contractors, from outside the boundaries of			
		the municipality in excess of 1000 kg	797,48	853,30	7,00%
e.		Clean building rubble up to 1000kg			
f.		Clean soil, usable as cover material up to 5000kg			
g.		Clean building rubble in excess of 1000kg	212,92	227,83	7,00%
h		Clean soil, usable as cover material in excess of 5000kg	425,83	455,64	7,00%
11.		**DISPOSAL OF WASTE BY REGISTERED LANDFILL USERS**			
11.1		**Non-Weighbridge**			
a.		Per skip bin non municipal	1 230,11	1316,22	7,00%
b.		Non-household or garden refuse - 1 ton vehicle with/without trailer	90,45	96,78	7,00%
c.		3 ton vehicle	227,94	243,89	7,00%
d.		Larger than 3 ton vehicle	799,58	855,55	7,00%
e.		Single Axle Tipper	665,70	712,30	7,00%
f.		Double Axle Tipper	696,46	745,22	7,00%
g.		Articulated Tipper Trailer	1 013,03	1083,95	7,00%
12		**ILLEGAL DUMPING**			
12.1		Cleaning of Illegal Dumping on private vacant stands & Open Spaces (Rate per hour)	1 674,99	1792,24	7,00%

13		**GENERAL NOTES:**			
a.		The charge in respect of any refuse removal service rendered and not provided			
		for elsewhere in this tariff charges shall be negotiated with Midvaal LM.			
b.		The Municipality reserves the right to refuse the rendering of any service if the			
		rendering thereof is impractical.			
c.		The Municipality will not refund any monies unless the user gives notification			
		in writing. Rebates will only be backdated to a maximum of three months from			
		the date of written notification.			
d.		Additional service will be charged at the full monthly collection service fee.			

J VENTER
ACT. EXECUTIVE DIRECTOR SOCIAL SERVICES

MIDVAAL LOCAL MUNICIPALITY

ITEM	DESCRIPTION	2022/2023	2023/2024	PERCENTAGE	2023/2024
	BANTU BONKE/SICELO HALL/LAKESIDE MPC	[R] VAT EXCL	[R] VAT EXCL	INCREASE	[R] VAT INCL
	THE TARIFFS LISTED BELOW ARE VALID FROM 1 JULY 2023				
1	Balls, Dance, Parties, Social and Similar functions from 8:00- 24:00	535,29	567,41	6%	652,50
	1.1 A refundable breakage deposit is payable on all Halls/side halls	635,66	673,80	6%	673,80
	bookings confirm on deposit (NO VAT)				
2	Concerts and films	267,65	283,70	6%	326,30
3	Bazaars, fun-fairs, selling and promotions, per occasion	267,65	283,70	6%	326,30
4	Church services and meetings per occasion:				
	4.1 Church services and non-political meetings	267,65	283,70	6%	326,30
	4.2 Political meeting or gatherings	267,65	283,70	6%	326,30
5	Gatherings/functions in support of a religion, educational and bona fide	25% Disc	25% Disc	25% Disc	25% Disc
	registered charitable organisations - provided/written application is				
	approved				
6	Hiring of the halls for cultural practices or any other cultural group	403,99	428,23	6%	492,50
	or any other sporting code that falls under the control a Local Amateur				
	Sports Council, with the understanding that the use of the hall not to				
	be to the disadvantage of any other: per month for a maximum				
	use 3x per week for 2 hour sessions				
	6.1 A refundable breakage deposit is payable (NO VAT)	600,00	600,00	6%	600,00
7	Use of the hall for municipal and governmental gatherings	Free	Free	Free	Free
8	Hiring of the piano/organ				
	A refundable breakage deposit is payable NO VAT	Not available	Not available	Not available	Not available
9	Levying of fees for the cleaning of the hall and accessories	R393/function	R393/function	R393/function	R393/function
10	Hiring of the moveable stage	Not available	Not available	Not available	Not available
	1. A refundable breakage deposit is payable (NO VAT)				
11	Hiring for bona fide community activities relevant to youth, elderly,	133,82	141,85	6%	163,10
	disabled, gender @ R100 per occasion, maximum 2 hours once				
	a week. Permission will be denied for future use if facility is left dirty				
	damaged				
12	Hiring of tables and chairs, Round Tables	R53.00/table	R53.00/table	6%	61,00
	Square Tables	R40.00/table	R40.00/table	0%	46,00
	Chairs	Free	Free	Free	Free
13	Hiring of Council cutlery				
	A refundable deposit of a breakage is payable when cutlery	360,00	360,00	6%	360,00
	and crockery is issued (NO VAT).				
	300 Dinner Plates	2,15	2,15	each	no increase
	300 Side Plates	1,15	1,15	each	no increase
	300 Cups and saucers	2,15	2,15	each	no increase
	300 Dinner knives	0,80	0,80	each	no increase
	300 Dinner forks	0,80	0,80	each	no increase
	300 Desert forks	0,80	0,80	each	no increase
	300 Cake forks	0,80	0,80	each	no increase
	300 Table/desert spoons	0,80	0,80	each	no increase
	300 Tea spoons	0,80	0,80	each	no increase
	300 Soup spoons	2,15	2,15	each	no increase
	300 Soup/desert bowls	2,15	2,15	each	no increase
	25 Sugar bowls	2,15	2,15	each	no increase
	25 Milk jugs	2,15	2,15	each	no increase
	50 Water/Juice jugs	2,15	2,15	each	no increase
	30 Salt and pepper sets	2,15	2,15	each	no increase
	Bain- marie with 8 Bowls	60,00	60,00	each	no increase
	10 Salad bowls	2,80	2,80	each	no increase
	10 Salad spoons	1,50	1,50	each	no increase
	10 Serving spoons	1,50	1,50	each	no increase
	1 Urn 25 Lt	40,00	40,00	each	no increase
	1 Urn 10 Lt	40,00	40,00	each	no increase

J. VENTER
ACT. EXCECUTIVE DIRECTOR: CORPORATE SERVICES

MIDVAAL LOCAL MUNICIPALITY

ITEM	DESCRIPTION	2022/2023	2023/2024	PERCENTAGE	2023/2024
	MEYERTON CITY HALL	[R] VAT EXCL	[R] VAT EXCL	INCREASE	[R] VAT INCL
	THE TARIFFS LISTED BELOW ARE VALID FROM 1 JULY 2023				
1	Balls, Dance, Parties, Social and Similar functions from 8:00- 24:00	R2 676,45	R2 837,04	6%	R3 262,60
	1.1 A refundable breakage deposit is payable on all Halls/side halls	R635,66	R673,80	6%	R673,80
	bookings confirm on deposit				
2	Concerts and films	R936,76	R992,96	6%	R1 141,90
3	Bazaars, fun-fairs, selling and promotions, per occasion	R936,76	R992,96	6%	R1 141,90
4	Church services and meetings per occasion:				
	4.1 Church services and non-political meetings	R936,76	R992,96	6%	R1 141,90
	4.2 Political meeting or gatherings	R936,76	R992,96	6%	R1 141,90
5	Gatherings/functions in support of a religion, educational and bona fide	25% Disc	25% Disc		25% Disc
	registered charitable organisations - provided/written application is				
	approved				
6	Hiring of the halls for cultural practices or any other cultural group	R1 060,00	R1 060,00	6%	R1 219,00
	or any other sporting code that falls under the control a Local Amateur				
	Sports Council, with the understanding that the use of the hall not to				
	be to the disadvantage of any other: per month for a maximum				
	use 3x per week for 2 hour sessions				
	6.1 A refundable breakage deposit is payable NO VAT	R600,00	R600,00	6%	R600,00
7	Use of the hall for municipal and governmental gatherings	Free	Free	Free	Free
8	Hiring of the piano/organ				
	A refundable breakage deposit is payable	Not available	Not available	Not available	Not available
9	Levying of fees for the cleaning of the hall and accessories	R468,38	R496,48	6%	R571,00
10	Hiring of the moveable stage	R144,55	R153,23	6%	R176,20
	1. A refundable breakage deposit is payable (NO VAT)	R635,66	R673,80	6%	R600,00
11	Hiring for bona fide community activities relevant to youth, elderly,				
	disabled, gender @ R100 per occasion, maximum 2 hours once				
	a week. Permission will be denied for future use if facility is left dirty				
12	Hiring of kitchen				
13	Hiring of tables and chairs, Round Tables	R53.00/table	R53.00/table	0%	R61,00
	Square Tables	R40.00/table	R40.00/table	0%	R46,00
	Chairs	Free	Free		Free
14	Hiring of Council cutlery				
	A refundable deposit of a breakage is payable when cutlery	R360,00	R360,00	6%	R360,00
	and crockery is issued (NO VAT).				
	300 Dinner Plates	R2,15	R2,15	each	No increase
	300 Side Plates	R1,15	R1,15	each	No increase
	300 Cups and saucers	R2,15	R2,15	each	No increase
	300 Dinner knives	R0,80	R0,80	each	No increase
	300 Dinner forks	R0,80	R0,80	each	No increase
	300 Desert forks	R0,80	R0,80	each	No increase
	300 Cake forks	R0,80	R0,80	each	No increase
	300 Table/desert spoons	R0,80	R0,80	each	No increase
	300 Tea spoons	R0,80	R0,80	each	No increase
	300 Soup spoons	R2,15	R2,15	each	No increase
	300 Soup/desert bowls	R2,15	R2,15	each	No increase
	25 Sugar bowls	R2,15	R2,15	each	No increase
	25 Milk jugs	R2,15	R2,15	each	No increase
	50 Water/Juice jugs	R2,15	R2,15	each	No increase
	30 Salt and pepper sets	R2,15	R2,15	each	No increase
	Bain- marie with 8 Bowls	R60,00	R60,00	each	No increase
	10 Salad bowls	R2,80	R2,80	each	No increase
	10 Salad spoons	R1,50	R1,50	each	No increase
	10 Serving spoons	R1,50	R1,50	each	No increase
	1 Urn 25 Lt	R40,00	R40,00	each	No increase
	1 Urn 10 Lt	R40,00	R40,00	each	No increase

S CAVE
EXCECUTIVE DIRECTOR CORPORATE SERVICES

MIDVAAL LOCAL MUNICIPALITY

ITEM	DESCRIPTION	2022/2023	2023/2024	PERCENTAGE	2023/2024
	ROTHDENE HALL	[R] VAT EXCL	[R] VAT EXCL	INCREASE	[R] VAT INCL
	THE TARIFFS LISTED BELOW ARE VALID FROM 1 JULY 2023				
1	Balls, Dance, Parties, Social and Similar functions from 8:00- 24:00	936,76	992,96	6%	1141,90
	1.1 A refundable breakage deposit is payable on all Halls/side halls	599,68	635,66	6%	565,70
	bookings confirm on deposit				
2	Concerts and films	599,68	635,66	6%	731,00
3	Bazaars, fun-fairs, selling and promotions, per occasion	599,68	635,66	6%	731,00
4	Church servies and meetings per occasion:	0,00	0,00		
	4.1 Church services and non-political meetings	599,68	635,66	6%	731,00
	4.2 Political meeting or gatherings	599,68	635,66	6%	731,00
5	Gatherings/functions in support of a religion, educational and bona fide	25% Disc	25% Disc	25% Disc	25% Disc
	registered charitable organisations - provided/written application is				
	approved				
6	Hiring of the halls for cultural practices or any other cultural group	725,92	769,48	6%	884,90
	or any other sporting code that falls under the control a Local Amateur				
	Sports Council, with the understanding that the use of the hall not to				
	be to the dissadvantage of any other: per month for a maximum				
	use 3x per week for 2 hour sessions				
	6.1 A refundable breakage deposit is payable No VAT	600	600,00	6%	600,00
7	Use of the hall for municipal and governmental gatherings	Free	Free	Free	Free
8	Hring of the piano/organ				
	A refundable breakage deposit is payable NO VAT	Not available	Not available	Not available	Not available
9	Levying of fees for the cleaning of the hall and accessories	R468	496,48	6%	571,00
10	Hiring of the moveable stage				
	1. A refundable breakage deposit is payable NO VAT	Not available	Not available	Not available	Not available
11	Hiring for bonafide community activities relevant to youth, elderly,				
	disabled, gender @ R100 per occasion, maximum 2 hours once	126,25	133,82	6%	153,90
	a week. Permission will be denied for future use if facility is left dirty				
	damaged				
12	Hiring of tables and chairs, Round Tables	R53.00/table	R53.00/table	6%	61,00
	Square Tables	R40.00/table	R40.00/table	6%	46,00
	Chairs	Free	Free	Free	Free
13	Hiring of Council cutlery				
	A refundable deposit of a breakage is payable when cutlery	360,00	360	6%	360,00
	and rockery is issued.				
	300 Dinner Plates	2,15	2,15	each	No increase
	300 Side Plates	1,15	1,15	each	No increase
	300 Cups and saucers	2,15	2,15	each	No increase
	300 Dinner knives	0,8	0,8	each	No increase
	300 Dinner forks	0,8	0,8	each	No increase
	300 Desert forks	0,8	0,8	each	No increase
	300 Cake forks	0,8	0,8	each	No increase
	300 Table/desert spoons	0,8	0,8	each	No increase
	300 Tea spoons	0,8	0,8	each	No increase
	300 Soup spoons	2,15	2,15	each	No increase
	300 Soup/desert bowls	2,15	2,15	each	No increase
	25 Sugar bowls	2,15	2,15	each	No increase
	25 Milk jugs	2,15	2,15	each	No increase
	50 Water/Juice jugs	2,15	2,15	each	No increase
	30 Salt and peper sets	2,15	2,15	each	No increase
	Bain- marie with 8 Bowls	60	60	each	No increase
	10 Salad bowls	2,8	2,8	each	No increase
	10 Salad spoons	1,5	1,5	each	No increase
	10 Serving spoons	1,5	1,5	each	No increase
	1 Urn 25 Lt	40	40	each	No increase
	1 Urn 10 Lt	40	40	each	No increase

S. CAVE
EXECUTIVE DIRECTOR CORPORATE SERVICES

MIDVAAL LOCAL MUNICIPALITY

ITEM	DESCRIPTION	2022/2023	2023/2024	Percentage	2023/2024
	VAAL MARINA COMMUNITY HALL	VAT EXCL	VAT EXCL	% Increase	VAT INCL
	THE TARIFFS LISTED BELOW ARE VALID FROM 1 JULY 2023				
1	Balls, Dance, Parties, Social and Similar functions from 8:00- 24:00	770,1109456	816,32	6%	938,80
	1.1 A refundable breakage deposit is payable on all Halls/side halls	599,676556	635,66	6%	635,70
	bookings confirm on deposit				
2	Concerts and films	441,866936	468,38	6%	538,60
3	Bazaars, fun-fairs, selling and promotions, per occasion	441,866936	468,38	6%	538,60
4	Church servies and meetings per occasion:				
	4.1 Church services and non-political meetings	441,866936	468,38	6%	538,60
	4.2 Political meeting or gatherings	441,866936	468,38	6%	538,60
5	Gatherings/functions in support of a religion, educational and bona fide	25% Disc	25% Disc	25% Disc	25% Disc
	registered charitable organisations - provided/written application is				
	approved				
6	Hiring of the halls for cultural practices or any other cultural group	770,1109456	816,32	6%	701,50
	or any other sporting code that falls under the control a Local Amateur				
	Sports Council, with the understanding that the use of the hall not to				
	be to the dissadvantage of any other: per month for a maximum				
	use 3x per week for 2 hour sessions				
	6.1 A refundable breakage deposit is payable NO VAT	600	600,00	6%	600,00
7	Use of the hall for municipal and governmental gatherings	Free	Free	Free	
8	Hring of the piano/organ				
	A refundable breakage deposit is payable NO VAT	Not available	Not available	Not available	Not available
9	Levying of fees for the cleaning of the hall and accessories	R468	R496,48	6%	571,00
10	Hiring of the moveable stage	Not available	Not available	Not available	Not available
	1. A refundable breakage deposit is payable	Not available	Not available	Not available	Not available
11	Hiring for bonafide community activities relevant to youth, elderly,	R136	144,53	6%	166,20
	disabled, gender @ R100 per occasion, maximum 2 hours once				
	a week. Permission will be denied for future use if facility is left dirty				
	damaged				
12	Hiring of tables and chairs, Round Tables	R53.00/table	R53.00/table	6%	61,00
	Square Tables	R40.00/table	R40.00/table	6%	46,00
	Chairs	Free	Free	Free	Free
13	Hiring of Council cutlery				
	A refundable deposit of a breakage is payable when cutlery	R360,00	360,00	6%	360,00
	and rockery is issued.				
	300 Dinner Plates	2,15	2,15	each	No increase
	300 Side Plates	1,15	1,15	each	No increase
	300 Cups and saucers	2,15	2,15	each	No increase
	300 Dinner knives	0,8	0,8	each	No increase
	300 Dinner forks	0,8	0,8	each	No increase
	300 Desert forks	0,8	0,8	each	No increase
	300 Cake forks	0,8	0,8	each	No increase
	300 Table/desert spoons	0,8	0,8	each	No increase
	300 Tea spoons	0,8	0,8	each	No increase
	300 Soup spoons	2,15	2,15	each	No increase
	300 Soup/desert bowls	2,15	2,15	each	No increase
	25 Sugar bowls	2,15	2,15	each	No increase
	25 Milk jugs	2,15	2,15	each	No increase
	50 Water/Juice jugs	2,15	2,15	each	No increase
	30 Salt and peper sets	2,15	2,15	each	No increase
	Bain- marie with 8 Bowls	60	60	each	No increase
	10 Salad bowls	2,8	2,8	each	No increase
	10 Salad spoons	1,5	1,5	each	No increase
	10 Serving spoons	1,5	1,5	each	No increase
	1 Urn 25 Lt	40	40	each	No increase
	1 Urn 10 Lt	40	40	each	No increase

S. CAVE
EXECUTIVE DIRECTOR CORPORATE SERVICES

MIDVAAL LOCAL MUNICIPALITY							
ITEM	DESCRIPTION	2022/2023	INCREASE	PERCENTAGE	2023/2024	INCREASE	PERCENTAGE
	OUTDOOR ADVERTISING APPLICATIONS	[R] VAT INCL	FACTOR	INCREASE = 6%	[R] VAT INCL	FACTOR	INCREASE = 6%
	THE TARIFFS LISTED BELOW ARE VALID FROM 1 JULY 2023						
1.	CLASS 1 ADVERTISMENTS						
	SUPER BILLBOARDS, CUSTOM-MADE BILLBOARDS, LARGE						
1.1.	**NEW APPLICATIONS**	R 2 434	1,06	6,00%	R 2 580	1,06	6,00%
	Application fee per sign						
1.2.	**APPLICATIONS FOR AMENDMENTS**	R 1 218	1,06	6,00%	R 1 291	1,06	6,00%
	Application fee per sign						
1.3.	**APPLICATIONS FOR EXTENSION OF TIME PERIOD**	R 852	1,06	6,00%	R 903	1,06	6,00%
	Application fee per sign						
	Inspection fee per m² of the total face of each sign applicable to class 1	R 242	1,06	6,00%	R 256	1,06	6,00%
2	CLASS 2 ADVERTISMENTS						
	LARGE POSTERS AND ADVERTISEMENTS ON STREET FURNITURE						
2,1	**NEW APPLICATIONS**	R 690	1,06	6,00%	R 731	1,06	6,00%
	Application fee per poster or sign						
2,2	**APPLICATIONS FOR AMENDMENTS**	R 346	1,06	6,00%	R 367	1,06	6,00%
	Application fee per poster or sign						
2,3	**APPLICATIONS FOR EXTENSION OF TIME PERIOD**	R 529	1,06	6,00%	R 561	1,06	6,00%
	Application fee per poster or sign						

ITEM	DESCRIPTION	2022/2023	INCREASE	PERCENTAGE	2023/2024	INCREASE	PERCENTAGE
	OUTDOOR ADVERTISING APPLICATIONS	**[R] VAT INCL**	**FACTOR**	**INCREASE = 6%**	**[R] VAT INCL**	**FACTOR**	**INCREASE = 6%**
3	**BANNERS AND FLAGS FOR FUNCTIONS OR EVENTS**						
	LAW ENFORCEMENT UNIT						
4	BANNERS AND FLAGS FOR THE DISPLAY OF NAME, CORP. SYMBOL AND NATURE OF ENTERPRISES AND STREETSCAPES						
4,1	**NEW APPLICATIONS**						
	Application fee	R 1 166	1,06	6,00%	R 1 236	1,06	6,00%
	per enterprise per sign with a minimum fee of						
4,2	**APPLICATIONS FOR AMENDMENTS**						
	Application fee	R 804	1,06	6,00%	R 853	1,06	6,00%
	per enterprise per sign with a minimum fee of						
4,3	**APPLICATIONS FOR EXTENSION OF TIME PERIOD**	R 690	1,06	6,00%	R 731	1,06	6,00%
	Application fee per enterprise per sign with a minimum fee of						
5	**SUBURBAN ADVERTISEMENTS**						
5,1	**NEW APPLICATIONS**	R 344	1,06	6,00%	R 364	1,06	6,00%
	Application fee per sign						
5,2	**APPLICATIONS FOR AMENDMENTS**	R 230	1,06	6,00%	R 244	1,06	6,00%
	Application fee per sign						
5,3	**APPLICATIONS FOR EXTENSION OF TIME PERIOD**	R 174	1,06	6,00%	R 185	1,06	6,00%
	Application fee per sign						
6	**ESTATE AGENT'S BOARDS**						
	LAW ENFORCEMENT UNIT						
7	**SALE OF GOODS OR LIVESTOCK (AUCTION SALES)**						
	LAW ENFORCEMENT UNIT						
8	**PAVEMENT POSTERS AND NOTICES**						
	CATEGORY 1,2,3,4 & 5 POSTERS						
	CATEGORY 1 POSTERS IN RESPECT OF PUBLIC, CHARITABLE, RELIGIOUS OR EDUCATIONAL EVENTS						
	CATEGORY 1 POSTERS IN RESPECT OF CULTURAL, POLITICAL, SOCIAL, SPORTING OR RECREATIONAL EVENTS						

ITEM	DESCRIPTION	2022/2023	INCREASE	PERCENTAGE	2023/2024	INCREASE	PERCENTAGE
	OUTDOOR ADVERTISING APPLICATIONS	[R] VAT INCL	FACTOR	INCREASE = 6%	[R] VAT INCL	FACTOR	INCREASE = 6%
	LAW ENFORCEMENT UNIT						
9	PROJECT AND DEVELOPMENT BOARDS (If not exempted under section 9)						
9,1	**NEW APPLICATIONS**	R 1 166	1,06	6,00%	R 1 236	1,06	6,00%
	Application fee						
	per m2 of the total face of the display with a minimum fee of						
9,2	**APPLICATIONS FOR AMENDMENTS**	R 804	1,06	6,00%	R 853	1,06	6,00%
	Application fee						
	per m^2 of the total face of the display with a minimum fee of						
9,3	**APPLICATIONS FOR EXTENSION OF TIME PERIOD**	R 690	1,06	6,00%	R 731	1,06	6,00%
	Application fee						
	per m^2 of the total face of the display with a minimum fee of						
10	**TEMPORARY WINDOW SIGNS**						
	Exempted						
11	**STREET NAME ADVERTISEMENTS**						
	Prohibited						
12	**NEIGHBOURHOOD WATCH AND SIMILAR SCHEMES**						
	Exempted						
13	**PRODUCT REPLICAS AND THREE-DIMENSIONAL SIGNS**						
13,1	**NEW APPLICATIONS**	R 1 166	1,06	6,00%	R 1 236	1,06	6,00%
	Application fee						
	per m^2 of the total face of each sign with a minimum fee of						

ITEM	DESCRIPTION	2022/2023	INCREASE	PERCENTAGE	2023/2024	INCREASE	PERCENTAGE
	OUTDOOR ADVERTISING APPLICATIONS	[R] VAT INCL	FACTOR	INCREASE = 6%	[R] VAT INCL	FACTOR	INCREASE = 6%
13,2	**APPLICATIONS FOR AMENDMENTS**	R 804	1,06	6,00%	R 853	1,06	6,00%
	Application fee						
	per m^2 of the total face of each sign with a minimum fee of						
13,3	**APPLICATIONS FOR EXTENSION OF TIME PERIOD**	R 690	1,06	6,00%	R 731	1,06	6,00%
	Application fee						
	per m^2 of the total face of each sign with a minimum fee of						
14	**CLASS 3 ADVERTISEMENTS**						
	SKY SIGNS						
	Prohibited						
15	**ROOF SIGNS**						
15,1	**NEW APPLICATIONS**	R 1 166	1,06	6,00%	R 1 236	1,06	6,00%
	Application fee						
15,2	***Inspection fee***	R 230	1,06	6,00%	R 244	1,06	6,00%
	Applicatble to all roof Signes per m^2 of the total face of each sign						
15,3	**APPLICATIONS FOR AMENDMENTS**	R 804	1,06	6,00%	R 853	1,06	6,00%
	Application fee						
15,4	**APPLICATIONS FOR EXTENSION OF TIME PERIOD**	R 690	1,06	6,00%	R 731	1,06	6,00%
	Application fee						
16	**FLAT SIGNS**						
16,1	**NEW APPLICATIONS**	R 1 166	1,06	6,00%	R 1 236	1,06	6,00%
	Application fee						
16,2	**APPLICATIONS FOR AMENDMENTS**	R 804	1,06	6,00%	R 853	1,06	6,00%
	Application fee						

ITEM	DESCRIPTION	2022/2023	INCREASE	PERCENTAGE	2023/2024	INCREASE	PERCENTAGE
	OUTDOOR ADVERTISING APPLICATIONS	[R] VAT INCL	FACTOR	INCREASE = 6%	[R] VAT INCL	FACTOR	INCREASE = 6%
16,3	**APPLICATIONS FOR EXTENSION OF TIME PERIOD**	R 690	1,06	6,00%	R 731	1,06	6,00%
	Application fee						
16,4	***Inspection fee***	R 230	1,06	6,00%	R 244	1,06	6,00%
	per m^2 of the total face of each sign applicable to all flat signs						
17	**PROJECTING SIGNS**						
17,1	**NEW APPLICATIONS**	R 1 166	1,06	6,00%	R 1 236	1,06	6,00%
	Application fee						
17,2	**APPLICATIONS FOR AMENDMENTS**	R 807	1,06	6,00%	R 855	1,06	6,00%
	Application fee						
17,3	**APPLICATIONS FOR EXTENSION OF TIME PERIOD**	R 690	1,06	6,00%	R 731	1,06	6,00%
	Application fee						
17,4	***Inspection fee***	R 230	1,06	6,00%	R 244	1,06	6,00%
	per m^2 of the total face of each sign applicable to Projecting Signs						
18	**VERANDA, BALCONY, CANOPY AND UNDERAWNING SIGNS**						
	(If not exempted under Section 9)						
18,1	**NEW APPLICATIONS**	R 346	1,06	6,00%	R 367	1,06	6,00%
	Application fee per sign						
18,2	**APPLICATIONS FOR AMENDMENTS**	R 230	1,06	6,00%	R 244	1,06	6,00%
	Application fee per sign						
18,3	**APPLICATIONS FOR EXTENSION OF TIME PERIOD**	R 117	1,06	6,00%	R 124	1,06	6,00%
	Application fee per sign						
19	**SIGNS PAINTED ON WALLS AND ROOFS**						
	Prohibited						

ITEM	DESCRIPTION	2022/2023	INCREASE	PERCENTAGE	2023/2024	INCREASE	PERCENTAGE
	OUTDOOR ADVERTISING APPLICATIONS	[R] VAT INCL	FACTOR	INCREASE = 6%	[R] VAT INCL	FACTOR	INCREASE = 6%
20	**WINDOW SIGNS**						
	Exempted						
21	**SIGNS INCORPORATED IN THE FABRIC OF A BUILDING**						
	Exempted						
22	**ADVERTISMENTS ON FORECOURTS OF BUSINESS PREMISES**						
	NEW APPLICATIONS	R 1 166	1,06	6,00%	R 1 236	1,06	6,00%
	Application fee per enterprise per annum						
23	**MISCELLANEOUS SIGNS FOR RESIDENTIAL ORIENTED LAND**						
	USE AND COMMUNITY SERVICE (If not exempted under						
	Section 9)						
23,1	**NEW APPLICATIONS**	R 690	1,06	6,00%	R 731	1,06	6,00%
	Application fee per sign						
23,2	**APPLICATIONS FOR AMENDMENTS**	R 346	1,06	6,00%	R 367	1,06	6,00%
	Application fee per sign						
23,3	**APPLICATIONS FOR EXTENSION OF TIME PERIOD**	R 346	1,06	6,00%	R 367	1,06	6,00%
	Application fee per sign						
24	**ON-PREMISES BUSINESS SIGNS**						
	NEW APPLICATIONS						
24,1	***Application fee***	R 212	1,06	6,00%	R 225	1,06	6,00%
	Fee per m^2 of the total face of the advertisement with a minimum fee of R274.32						

ITEM	DESCRIPTION	2022/2023	INCREASE	PERCENTAGE	2023/2024	INCREASE	PERCENTAGE
	OUTDOOR ADVERTISING APPLICATIONS	**[R] VAT INCL**	**FACTOR**	**INCREASE = 6%**	**[R] VAT INCL**	**FACTOR**	**INCREASE = 6%**
	APPLICATIONS FOR AMENDMENTS						
24,2	***Application fee***	R 116	1,06	6,00%	R 123	1,06	6,00%
	Fee per m^2 of the total face of the advertisement wit a minimum fee of R223.56						
	APPLICATIONS FOR EXTENSION OF TIME PERIOD						
24,3	***Application fee***	R 116	1,06	6,00%	R 123	1,06	6,00%
	Fee per m^2 of the total face of the advertisement with a minimum fee of R149.04						
	ADVERTISEMENTS ON TOWERS, BRIDGES, GANTRIES AND						
25	**PYLONS**						
25,1	**NEW APPLICATIONS**	R 2 299	1,06	6,00%	R 2 437	1,06	6,00%
	Application fee per sign						
25,2	**APPLICATIONS FOR AMENDMENTS**	R 647	1,06	6,00%	R 686	1,06	6,00%
	Application fee per sign						
25,3	**APPLICATIONS FOR EXTENSION OF TIME PERIOD**	R 804	1,06	6,00%	R 853	1,06	6,00%
	Application fee per sign						
25,4	**Inspection fee**	R 230	1,06	6,00%	R 244	1,06	6,00%
	per m^2 of the total face of each sign applicable on Towers, Bridges, Gantries & Pylons						
	CLASS 4 ADVERTISEMENTS						
26	**SPONSORED ROAD TRAFFIC PROJECTS**						
	Exempted						
27	**SERVICE FACILITY SIGNS**						
27,1	**NEW APPLICATIONS**	R 2 300	1,06	6,00%	R 2 438	1,06	6,00%
	Application fee per sign						
27,2	**APPLICATIONS FOR AMENDMENTS**	R 1 148	1,06	6,00%	R 1 217	1,06	6,00%
	Application fee per sign						

ITEM	DESCRIPTION	2022/2023	INCREASE	PERCENTAGE	2023/2024	INCREASE	PERCENTAGE
	OUTDOOR ADVERTISING APPLICATIONS	**[R] VAT INCL**	**FACTOR**	**INCREASE = 6%**	**[R] VAT INCL**	**FACTOR**	**INCREASE = 6%**
27,3	**APPLICATIONS FOR EXTENSION OF TIME PERIOD**	R 804	1,06	6,00%	R 853	1,06	6,00%
	Application fee per sign						
27,4	***Inspection fee***	R 230	1,06	6,00%	R 244	1,06	6,00%
	per m^2 of the total face of each sign applicable to Services Facility signs						
28	**TOURISM SIGNS**						
28,1	**NEW APPLICATIONS**	R 346	1,06	6,00%	R 367	1,06	6,00%
	Application fee per sign						
28,2	**APPLICATIONS FOR AMENDMENTS**	R 230	1,06	6,00%	R 244	1,06	6,00%
	Application fee per sign						
28,3	**APPLICATIONS FOR EXTENSION OF TIME PERIOD**	R 174	1,06	6,00%	R 185	1,06	6,00%
	Application fee per sign						
29	**FUNCTIONAL ADVERTISEMENTS BY PUBLIC BODIES**						
	Exempted						
30	**CLASS 5 ADVERTISEMENTS**						
	AERIAL SIGNS						
30,1	**NEW APPLICATIONS**	R 1 148	1,06	6,00%	R 1 217	1,06	6,00%
	Application fee per sign						
30,2	**APPLICATIONS FOR EXTENSION OF TIME PERIOD**	R 690	1,06	6,00%	R 731	1,06	6,00%
	Application fee per sign						

ITEM	DESCRIPTION	2022/2023	INCREASE	PERCENTAGE	2023/2024	INCREASE	PERCENTAGE
	OUTDOOR ADVERTISING APPLICATIONS	[R] VAT INCL	FACTOR	INCREASE = 6%	[R] VAT INCL	FACTOR	INCREASE = 6%
31	**VEHICULAR ADVERTISEMENT**						
	Exempted - LAW ENFORCEMENT UNIT						
32	**TRAILER ADVERTISEMENT**						
	LAW ENFORCEMENT UNIT						
33	**All tariffs shown, excludes 15% VAT.**						
34	**All fees levied in terms hereof, are payable in advance.**						

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K. RASEPAE
BUILDING CONTROL OFFICER

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P MNGUNI
ACT. EXECUTIVE DIRECTOR: DEVELOPMENT AND PLANNING

OUTDOOR ADVERTISING TARIFFS FOR 2023 - 2024

MIDVAAL LOCAL MUNICIPALITY

ITEM	DESCRIPTION	2022/2023	INCREASE	PERCENTAGE	2023/2024	INCREASE	PERCENTAGE
	BUILDING CONTROL APPLICATIONS	[R] VAT INCL	FACTOR	INCREASE = 6%	[R] VAT INCL	FACTOR	INCREASE = 6%
	THE TARIFFS LISTED BELOW ARE VALID FROM 1 JULY 2023						
1,1	**TARIFFS FOR THE PRE EVALUATION OF SKETCHES OR PRELIMENARY DRAWINGS**						
	Charges for the examination of preliminary plans in terms of section A3 of the Regulations shall be valued at 50 % of the charges payable in terms of item 2 below, which ever is applicable	50,00%			50,00%		
1,2	**TARIFFS FOR ALL APPLICATIONS SUBMITTED VIA THE WEB MODULE**						
	Charges for the evaluation of applications in terms of Item 2 and Item 4 - 8 received electronically via the Web Module shall be valued at 20% less than the fees charged for Counter submissions	20,00%			20,00%		
2,1	**TARIFFS FOR THE EVALUATION OF BUILDING PLAN APPLICATIONS FOR RESIDENTIAL,**						
	These tariffs are charged for building plans (new buildings and additions). The floor area of a building is calculated from the external surface to the opposite external surface of the wall as per section C of SANS 10400						
	0 - 50m²	R 417	1,06	6,00%	R 442	1,06	6,00%
	Inspection Fee (Residential & Non -Residential) PER OCCUPANCY	R 417	1,06	6,00%	R 442	1,06	6,00%
	50m² to 100m²	R 835	1,06	6,00%	R 885	1,06	6,00%
	Inspection Fee (Residential) PER OCCUPANCY	R 835	1,06	6,00%	R 885	1,06	6,00%
	Inspection Fee (Residential & Non -Residential) PER OCCUPANCY	R 918	1,06	6,00%	R 973	1,06	6,00%
	101m² - 1 000m² = p/m²	R 13	1,06	6,00%	R 14	1,06	6,00%
	Inspection Fee (Residential) PER OCCUPANCY	R 835	1,06	6,00%	R 885	1,06	6,00%
	Inspection Fee (Residential & Non -Residential) PER OCCUPANCY	R 1 670	1,06	6,00%	R 1 770	1,06	6,00%
	1 001m² - 10 000m² = p/m²	R 11	1,06	6,00%	R 12	1,06	6,00%
	Inspection Fee (Residential) PER OCCUPANCY	R 835	1,06	6,00%	R 885	1,06	6,00%
	Inspection Fee (Residential & Non -Residential) PER OCCUPANCY	R 1 670	1,06	6,00%	R 1 770	1,06	6,00%
	10 001m² - 100 000m² (Fixed Rate)	R 141 884	1,06	6,00%	R 150 397	1,06	6,00%
	Inspection Fee (Residential) PER OCCUPANCY	R 835	1,06	6,00%	R 885	1,06	6,00%
	Inspection Fee (Residential & Non -Residential) PER OCCUPANCY	R 1 670	1,06	6,00%	R 1 770	1,06	6,00%
	100 001m² - 200 000m² (Fixed Rate)	R 175 268	1,06	6,00%	R 185 784	1,06	6,00%
	Inspection Fee (Residential) PER OCCUPANCY	R 835	1,06	6,00%	R 885	1,06	6,00%
	Inspection Fee (Residential & Non -Residential) PER OCCUPANCY	R 1 670	1,06	6,00%	R 1 770	1,06	6,00%
	200 000m² - No Limit (Fixed Rate)	R 208 653	1,06	6,00%	R 221 172	1,06	6,00%
	Inspection Fee (Residential) PER OCCUPANCY	R 835	1,06	6,00%	R 885	1,06	6,00%
	Inspection Fee (Residential & Non -Residential) PER OCCUPANCY	R 1 670	1,06	6,00%	R 1 770	1,06	6,00%
2,2	**TARIFFS FOR THE EVALUATION OF BUILDING PLAN APPLICATIONS FOR EXISTING / AS-BUILT RESIDENTIAL, BUSINESS,COMMERCIAL, INDUSTRIAL & RURAL DEVELOPMENT**						
	These tariffs are charged as per section 2.1 above + 30 % for building plans submitted on existing / as-built structures after commencement/completion of such structures. The floor area of a building is calculated from the external surface to the opposite external surface of the wall as per section C of SANS 10400	130,00%			130,00%		
2,3	**TARIFFS FOR THE (CALL OUT) INSPECTION OF EXISTING / AS-BUILT RESIDENTIAL, BUSINESS,COMMERCIAL, INDUSTRIAL & RURAL DEVELOPMENT**						
	These inspections are performed on request of the property owner and/or routine inspections as per section 2.1 above + 30 % for inspectiong the existing / as-built structures after commencement/completion of such structures.	130,00%			130,00%		

ITEM	DESCRIPTION	2022/2023	INCREASE	PERCENTAGE	2023/2024	INCREASE	PERCENTAGE
	BUILDING CONTROL APPLICATIONS	[R] VAT INCL	FACTOR	INCREASE = 6%	[R] VAT INCL	FACTOR	INCREASE = 6%
3	**TARIFFS FOR INSPECTIONS IN TERMS OF ITEM 1 AND 2 ABOVE**						
	Callout for each additional inspection neccesitated by non compliance with a requirement	R 501	1,06	6,00%	R 531	1,06	6,00%
	Callout for each additional inspection for building plan clearance	R 501	1,06	6,00%	R 531	1,06	6,00%
4	**TARIFFS FOR THE APPROVAL OF STATE (FULLY AND PARTLY) FUNDED HOUSING PROJECTS**						
	Individual single units ≤ 50m² per type/unit	R 183	1,06	6,00%	R 194	1,06	6,00%
	Callout inspection on a State/Municipal funded project ≤ 500 units ≤ 50m² per batch of 50 units	R 551	1,06	6,00%	R 584	1,06	6,00%
	Callout inspection on a State/Municipal funded project ≥ 500 units ≤ 50m² per batch of 50 units	R 334	1,06	6,00%	R 354	1,06	6,00%
	Individual single units ≥ 50m² per type/unit, Charges per type	R 355	1,06	6,00%	R 376	1,06	6,00%
	Callout inspection on a State/Municipal funded project ≤ 500 units ≥ 50m² per batch of 50 units	R 918	1,06	6,00%	R 973	1,06	6,00%
	Callout inspection on a State/Municipal funded project ≥ 500 units ≥ 50m² per batch of 50 units	R 918	1,06	6,00%	R 973	1,06	6,00%
	Blocks of flats (Walk-up) with individual flats are ≤ 50m² per flat/occupancy	R 92	1,06	6,00%	R 98	1,06	6,00%
	Blocks of flats (Walk-up) with individual flats are ≥ 50m² per flat/occupancy, charges per type	R 185	1,06	6,00%	R 197	1,06	6,00%
	Callout inspection on each block of flats with units ≤ 50m² per flat	R 582	1,06	6,00%	R 617	1,06	6,00%
	Callout inspection on each block of flats with units ≥ 50m² per flat	R 1 057	1,06	6,00%	R 1 121	1,06	6,00%
5	**TARIFFS FOR THE EVALUATION OF MINOR BUILDING WORK APPLICATIONS ON RESIDENTIAL, BUSINESS,COMMERCIAL, INDUSTRIAL & RURAL PROPERIES**						
	Minor Building work as contemplated in section 13 of the Act and defined in SANS 10400, National Building regulations. Should any of the minor buildings be submitted simultaniously with an applications as per item 2 above, the minor building work tariff shall not be applicable or charged.						
	the erection of any –						
	Internal alterations to any building or structure not affecting the existing floor area	361	1,06	6,00%	R 382	1,06	6,00%
	Boundary walls adjacent to any street front	361	1,06	6,00%	R 382	1,06	6,00%
	Boundary walls along any side or rear boundary of a property	361	1,06	6,00%	R 382	1,06	6,00%
	Poultry house not exceeding 10 m2 in area,	155	1,06	6,00%	R 164	1,06	6,00%
	Aviary not exceeding 20 m2 in area,	155	1,06	6,00%	R 164	1,06	6,00%
	Solid fuel store not exceeding 10 m2 in area and 2 m in height,	155	1,06	6,00%	R 164	1,06	6,00%
	Tool shed not exceeding 10 m2 in area,	155	1,06	6,00%	R 164	1,06	6,00%
	Child's playhouse not exceeding 5 m2 in area,	155	1,06	6,00%	R 164	1,06	6,00%
	Cycle shed not exceeding 5 m2 in area,	155	1,06	6,00%	R 164	1,06	6,00%
	Greenhouse not exceeding 15 m2 in area	155	1,06	6,00%	R 164	1,06	6,00%
	Open-sided car, caravan or boat shelter of shadenet where such shelter does not exceed 18m² in area and does not encroach over any building line	155	1,06	6,00%	R 164	1,06	6,00%
	Open-sided car, caravan or boat shelter of metal sheeting or a carport where such shelter or carport exceeding 18m² in area but does not encroach over any building line	667	1,06	6,00%	R 707	1,06	6,00%
	Any free-standing wall constructed of masonry, concrete, steel, aluminium or timber or any wire fence where such wall or fence does not 1,8m in height at any point above ground level and does not retain soil	667	1,06	6,00%	R 707	1,06	6,00%
	Any Pergola, Open Porch and / or Build Braai	667	1,06	6,00%	R 707	1,06	6,00%
	Private swimming pool,	667	1,06	6,00%	R 707	1,06	6,00%
	Change room, not exceeding 10 m2 in area, at a private swimming pool;	667	1,06	6,00%	R 707	1,06	6,00%
	The replacement of a roof or part thereof with the same or similar material;	667	1,06	6,00%	R 707	1,06	6,00%
	The conversion of a door into a window or a window into a door without increasing the width of the opening	155	1,06	6,00%	R 164	1,06	6,00%
	The making of an opening in a wall which does not affect the structural safety of the building concerned	155	1,06	6,00%	R 164	1,06	6,00%
	The partitioning or the enlarging of any room by the erection or demolition of an internal wall if such erection or demolition does not affect ther structural safety of the buildig concerned	155	1,06	6,00%	R 164	1,06	6,00%
	The erection of any solar water heater not exceeding 6 m2 in area on any roof or 12 m2 when erected other than on any roof	309	1,06	6,00%	R 328	1,06	6,00%
	The erection of any other building where the nature of the erection is such that in the opinion of the Building Control Officer it is not necessary for the applicant to submit, with his application, plans prepared in full conformity with the Regulations	309	1,06	6,00%	R 328	1,06	6,00%
	Tariffs are charged as per section 2.1 above where any minor building works encroach over any building lines. The floor area of a minor building works structure is calculated from the external surface/covering to the opposite external surface/covering of the wall/covering as per section C of SANS 10400						

ITEM	DESCRIPTION	2022/2023	INCREASE	PERCENTAGE	2023/2024	INCREASE	PERCENTAGE
	BUILDING CONTROL APPLICATIONS	**[R] VAT INCL**	**FACTOR**	**INCREASE = 6%**	**[R] VAT INCL**	**FACTOR**	**INCREASE = 6%**
6	**TARIFFS FOR THE EVALUATION OF PLANS FOR BUILDINGS/STRUCTURES THAT HAVE A SPECIAL CHARACTER ON RESIDENTIAL, BUSINESS,COMMERCIAL, INDUSTRIAL & RURAL PROPERIES**						
	Buildings or structures such as ; Factory shafts, elevators, chimneys, elevated security watchrooms, masts and towers.	R 5 008	1,06	6,00%	R 5 308	1,06	6,00%
7	**LP GAS AND OTHER HAZARDOUS FUEL INSTALLATION APPLICATIONS**						
	This application includes all types of gas and fuel installations on any property as required in terms of Part T of SANS 10400	R 1 001	1,06	6,00%	R 1 061	1,06	6,00%
	No inspection charge because the inspection is done by the fire department.	R 0	1,06		R 0	1,06	
8	**TARIFFS FOR THE EVALUATION OF PLANS FOR TEMPORARY BUILDINGS ON RESIDENTIAL, BUSINESS,COMMERCIAL, INDUSTRIAL & RURAL PROPERIES FOR WHICH A PERMIT IS ISSUED**						
	The permit for any temporary building or structure is valid for 6 months from date of issue and renewable on written request	R 417	1,06	6,00%	R 442	1,06	6,00%
	Temporary buildings may include a builders hut, security hut, tool shed, storage container or any structure intended to be used for a limited specified period within 6 months and completely demolished thereafter						
	Permit per structure/unit - Fixed Price						
9	**APPLICATIONS FOR APPROVAL OF PREVIOUSLY APPROVED PLANS THAT HAVE LAPSED**						
	For consideration of approving previously approved plans that have lapsed provided that the application is submitted within 6 months of the lapsed date of the original plan	35,00%			35,00%		
	Renewal of a building plan application = **Inspection fees + 35% of tariff** in terms of item 2 and 4 - 8						
10	**CANCELLATION OF ANY APPLICATION ON OWNERS REQUEST**						
	Cancellation of any application on the owner's written request within 6 months from date of approval, **30%** of the initial application fee may be refunded	30,00%			30,00%		
11	**CANCELLATION OF AN APPLICATION DUE TO NON APPROVAL**						
	When any application was submitted for consideration but cannot be considered for approval, **20%** of the initially paid application fee interms of item 2 above may be refunded on written request by the owner within 6 months from date of non-approval letter.	20,00%			20,00%		
12	**PROVISIONAL AUTHORISATION TO COMMENCE BUILDING WORK - 7(6) Application**						
	This authorisation may only be granted with the favourable comment from Town planning, Properties & Engineering departments and the consent of the Executive Director: Development, Planning & Housing	R 5 583	1,06	6,00%	R 5 918	1,06	6,00%
13	**PROVISIONAL AUTHORISATION TO COMMENCE BUILDING WORK ON FULLY AND PARTLY SUBSIDISED HOUSING PROJECTS - 7(6) Application**						
	This authorisation may be granted per **(50 units as per schedule 4 above**) only with the favourable comment from Town planning, Properties & Engineering departments and the consent of the Executive Director: Development, Planning & Housing	R 5 843	1,06	6,00%	R 6 194	1,06	6,00%
14	**PROVISIONAL AUTHORISATION TO OCCUPY A BUILDING**						
	This authorisation may only be granted with the favourable comment of the Building Control Officer and the submitted completion certificate/s of the supervising engineer on site	R 5 788	1,06	6,00%	R 6 135	1,06	6,00%
15	**AUTHORISATION FOR DEMOLITION WORK**						
	This authorisation may only be granted with the favourable comment of all relevant departments and the consent of the Executive director: Development, Planning & Housing and the South African Heritage Resources Agency (when applicable)	R 1 169	1,06	6,00%	R 1 239	1,06	6,00%

ITEM	DESCRIPTION	2022/2023	INCREASE	PERCENTAGE	2023/2024	INCREASE	PERCENTAGE
	BUILDING CONTROL APPLICATIONS	[R] VAT INCL	FACTOR	INCREASE = 6%	[R] VAT INCL	FACTOR	INCREASE = 6%
16	**APPLICATION FOR AN OCCUPATION CERTIFICATE**						
	When an application is received for the issuing of a Certificate of Occupancy for any structure, ad the structure is found to be compliant, no fee is charged.	No Cost	No Cost	No Cost	No Cost	No Cost	No Cost
17	**APPLICATION FOR A CERTIFICATE OF OCCUPANCY WITHIN THE SPECIFIED TIMEFRAME FROM DATE OF PLAN APPLICATION APPROVAL**						
	When an applicant applies for a COO within 24 Months from date of application approval and the works is found to be compliant and the COO is issued within the same 24 months, the applicant is entitled to 10% refund of such application fee as an incentive. Should the applicant not apply for the 10% refund within the same 24 months period, the applicant will automatically forfeit the refund.	10,00%			10,00%		
	When an applicant applies for a COO within 12 Months from date of application approval and the works is found to be compliant and the COO is issued within the same 12 months, the applicant is entitled to 20% refund of such application fee as an incentive. Should the applicant not apply for the 20% refund within the same 12 months period, the applicant will automatically forfeit the refund.	20,00%			20,00%		
18	**EXEMPTIONS**						
	The following applications are exempted from submission fees;	No Cost	No Cost	No Cost	No Cost	No Cost	No Cost
	Applications in respect of any building to be erected by the state or on behalf of the state. In this context "State" means an "Organ of State" as defined in Section 239 of the Constitution. This is interpreted as those institutions which are an intrinsic part of Government and those institutions outside the public service which are controlled by the State.	No Cost	No Cost	No Cost	No Cost	No Cost	No Cost
	Building plans for all buildings and structures managed by the Local Authority, erected for and by the Local Authority. (Plans must be submitted and approved prior to construction.)	No Cost	No Cost	No Cost	No Cost	No Cost	No Cost
	Building Plans submitted on existing structures for which can be proven to exist for longer than 30 years for which the plans does not exist or requires newly drawn plans for record purposes because of outdated and non legible plans dated 30 years ago	No Cost	No Cost	No Cost	No Cost	No Cost	No Cost
19	**ADMINISTRATION FEE, PRINTS AND COPIES OF DOCUMENTATION AND MONTHLY STATISTICS**						
	Copies of monthly building statistics and schedules of approved plans per month per item copy	R 167	1,06	6,00%	R 177	1,06	6,00%
	Copies of Archive documents from previously submitted Applications / documentation (Admin fee + paper size as per schedule 20 and /or 21	R 78	1,06	6,00%	R 83	1,06	6,00%
	Softcopy record of own application documentation via e-mail / drop-box subject to formal application	No Cost	No Cost	No Cost	No Cost	No Cost	No Cost
20	**B & W 2D/ LINE DRAWING ON BOND PAPER:**						
	Size A4 =	R 8	1,06	6,00%	R 8	1,06	6,00%
	Size A3 =	R 11	1,06	6,00%	R 12	1,06	6,00%
	Size A2 =	R 22	1,06	6,00%	R 24	1,06	6,00%
	Size A1 =	R 33	1,06	6,00%	R 35	1,06	6,00%
	Size A0 =	R 67	1,06	6,00%	R 71	1,06	6,00%

ITEM	DESCRIPTION	2022/2023	INCREASE	PERCENTAGE	2023/2024	INCREASE	PERCENTAGE
	BUILDING CONTROL APPLICATIONS	[R] VAT INCL	FACTOR	INCREASE = 6%	[R] VAT INCL	FACTOR	INCREASE = 6%
21	**Colour 2D/Line/GIS/POSTER ON BOND/COATED PAPER:**						
	Size A4 =	R 9	1,06	6,00%	R 10	1,06	6,00%
	Size A3 =	R 19	1,06	6,00%	R 20	1,06	6,00%
	Size A2 =	R 66	1,06	6,00%	R 70	1,06	6,00%
	Size A1 =	R 106	1,06	6,00%	R 112	1,06	6,00%
	Size A0 =	R 201	1,06	6,00%	R 213	1,06	6,00%
22	**All tariffs shown, includes 15% VAT.**						
23	**All fees levied in terms hereof, are payable in advance.**						

K. RASEPAE
BUILDING CONTROL OFFICER

P MNGUNI
ACT. EXECUTIVE DIRECTOR: DEVELOPMENT AND PLANNING

BUILDING CONTROL APPLICATION TARIFFS FOR 2023 - 2024

ITEM	DESCRIPTION	2022/2023	2023/2024	2023/2024	2023/2024
	Development & Planning (Land Use Applications)	**VAT INCL**	**PERCENTAGE INCREASE %**	**CALCULATED AMOUNT**	**VAT INCL**
		(ROUNDED OFF)			**(ROUNDED OFF)**
THE TARIFFS LISTED BELOW ARE VALID FROM THE FULL IMPLEMENTATION OF SPLUMA BY NOTICE OF THE MM					
`	**A. DETERMINATION OF FEES PAYABLE IN TERMS OF THE SPATIAL PLANNING AND LAND USE MANAGEMENT ACT (ACT 16 OF 2013)**				
1	Application for establishment of a township.*	8278,00	6,00	8774,68	8775,00
2	Application for an amendment of a township application.*	5223,00	6,00	5536,38	5536,00
3	Application for extension of boundaries of an approved township.*	6050,00	6,00	6413,00	6413,00
4	Application for phasing of Township application.*	6050,00	6,00	6413,00	6413,00
5	Application for the merger of townships.*	5729,00	6,00	6072,74	6073,00
6	Amendment or cancellation in whole or in part of a general plan.*	2862,00	6,00	3033,72	3034,00
7	Application for rezoning (Amendment of a Land Use Scheme).* - excluding promulgation costs.	6182,00	6,00	6552,92	6553,00
8	Application for rezoning (Amendment of a Land Use Scheme).* - including promulgation costs.	7310,00	6,00	7748,60	7749,00
9	Cost for Muncipality to promulgate new rights on behalf of applicant/owner if he/she failed to promulgate when instructed . *	1128,00	6,00	1195,68	1196,00
10	Application for removal, amendment or suspension of a restrictive or obsolete condition, servitude or reservation registered against the title of the land.*	1787,00	6,00	1894,22	1894,00
11	Application for consolidation of any land.*	1787,00	6,00	1894,22	1894,00
12	Application for subdivion of any land (10 or less portions).*	6372,00	6,00	6754,32	6754,00
13	Application for subdivion of any land (11 or more portions).*	7956,00	6,00	8433,36	8434,00
14	Application for consent of the Council for any land use purpose or deviation in terms of the land use scheme or existing scheme which does not constitute a land development application.*	2239,00	6,00	2373,34	2374,00
15	Application for written consent of the Council for any land use purpose or deviation in terms of the land use scheme or existing scheme which does not constitute a land development application.*	1131,00	6,00	1198,86	1199,00
16	Application in terms of Section 92 for exemption from complying with any provision of the Midvaal Local Municipality Planning and Land Use Management By-Law.*	795,00	6,00	842,70	843,00
17	Application for excision.*	1131,00	6,00	1198,86	1199,00
18	The withdrawal of an approved subdivision/consolidation application.*	953,00	6,00	1010,18	1010,00
19	The amendment of the conditions on which the consolidation/subdivision was approved.*	1012,00	6,00	1072,72	1073,00
20	An amendment of the approved consolidation or subdivision plan.*	1012,00	6,00	1072,72	1073,00

21	Preparation of Town-planning Scheme if prepared by Council.*	5419,00	6,00	5744,14	5744,00
22	Application for Council's reasons.*	1012,00	6,00	1072,72	1073,00
23	Application for amendment of the conditions on which consent was given.*	953,00	6,00	1010,18	1010,00
24	The revoking of an approved scheme/ the revoking of a provision in an approved scheme.*	2477,00	6,00	2625,62	2626,00
25	Relaxation of a building line provision/the approval of an encroachment on a building restriction area.*	953,00	6,00	1010,18	1010,00
26	Application for approval of site development plans.*	2108,00	6,00	2234,48	2234,00
27	Application for approval of revised site development plans.*	953,00	6,00	1010,18	1010,00
28	Regulation 47 certificate (per certificate)- (SPLUMA equivalent of a Section 82) (Up to ten portions, then in batches of 50 portions).*	1083,00	6,00	1147,98	1148,00
29	Regulation 46(11) certificate (per subdivided portion)- (SPLUMA equivalent of a Regulation 38) (Up to ten portions, then in batches of 50 portions).*	655,00	6,00	694,30	694,00
30	Regulation 47 Certificate - (SPLUMA equivalent of a Section 101)	1083,00	6,00	1147,98	1148,00
31	SPLUMA compliance letter.*	596,00	6,00	631,76	632,00
32	Application for a Notarial Tie*	2798,00	6,00	2965,88	2966,00
33	Application that is not provided for elsewhere in this schedule.*	2798,00	6,00	2965,88	2966,00
34	Appeals against decision of authorised local authority to MPT (Municipal Planning Tribunal).*	3823,00	6,00	4052,38	4053,00
35	Extension of approval timeframes.*	774,00	6,00	820,44	820,00
36	Application for the granting of intervener status.*	2108,00	6,00	2234,48	2234,00
37	Fees payable to Council if the Council gives notice of an application in the Official, Gazette/newspaper.*	2382,00	6,00	2524,92	2525,00
38	Fees payable to Council if the Council gives notice on behalf of an applicant in the Official Gazette.* (Failure of applicant to comply with Sections 39(4) and 46(15) of the Midvaal Local Municipality Planning and Land Use Management By-Law.*	1590,00	6.00	1685,40	1685,00
	B. DETERMINATION OF CASH CONTRIBUTION AS PAYMENT IN LIEU OF ON-SITE PARKING				
	The following formula will be used: * Cash contribution per parking bay = (P x M) + C P = Size of parking area including manoeuvring area which is 30 square metres M = Municipal valuation of the relevant land per square metre. C = Estimated Construction Cost per parking bay				

	C. PROPERTY SECTION				
39	PARK CLOSURES.*	8933,00	6,00	9468,98	9469,00
40	STREET CLOSURES.*	8933,00	6,00	9468,98	9469,00
41	Administration fees - New applications for the selling and leasing of Council property.*	596,00	6,00	631,76	632,00
	D. PROVISION OF INFORMATION				
42	Extraction from LAND USE scheme, per page (Size A4).*	102,00	6,00	108,12	108,00
43	Issue of Zoning certificates, each.*	102,00	6,00	108,12	108,00
44	Inspection of any deed, document/any relative particulars, including the issuing of a printout.*	155,00	6,00	164,30	164,00
45	Issue of a Surveyor General (SG) Diagram.*	135,00	0,00	135,00	135,00
46	Compilation of a Locality Plan.*	146,00	6,00	154,76	155,00
47	Copy of a locality plan.*	34,00	6,00	36,04	36,00
	E. CHARGES FOR PLANS & MAPS - PLOTTING & PRINTING				
	(i) BLACK & WHITE 2D/LINE DRAWING ON BOND PAPER*				
48	SIZE A4	7.50	6,00	7,50	8,00
49	SIZE A3	15,00	6,00	15,90	16,00
50	SIZE A2	27,00	6,00	28,62	29,00
51	SIZE A1	36,00	6,00	38,16	38,00
52	SIZEA0	72,00	6,00	76,32	76,00
	(ii) COLOUR 2D/LINE/GIS/POSTER ON BOND/COATED PAPER*				
53	SIZE A3	12,00	6,00	12,72	13,00
54	SIZE A2	18,00	6,00	19,08	19,00
55	SIZE A1	72,00	6,00	76,32	76,00
56	SIZE A0	189,00	6,00	200,34	200,00

	(iii) COLOUR GIS/POSTER ON GLOSS PAPER*				
57	SIZE A3	89,00	6,00	94,34	94,00
58	SIZE A2	166,00	6,00	175,96	176,00
59	SIZE A1	310,00	6,00	328,60	329,00
60	SIZE A0	571,00	6,00	605,26	605,00

***NOTE: Applicable to all aplications - Areas forming part of Economic Transformation Zone as contained in the Midvaal land Use Scheme, 2017. limited to 50% rebate.**

DEFINITION: "Areas forming part of Economic Transformation Zone as contained in the Midvaal Land Use Scheme, 2017. limited to 50% rebate", refers to the Economic Tranformation Zones contained in the Midvaal Land Use Scheme (SLUS) made up of the following areas:
Sicelo (Meyerton Farms), Lakeside, Mamello, Ohenimuri & Savanna City.

Tariffs are effective from 1 July 2023

…… Date ……

P MNGUNI
ACT. EXECUTIVE DIRECTOR DEVELOPMENT AND PLANNING

MIDVAAL LOCAL MUNICIPALITY

ITEM	DESCRIPTION	2022/2023	2023/2024	PERCENTAGE
	Tariffs for Protection Services-(Fire)	INCL VAT	INCL VAT	INCREASE
	THE TARIFFS LISTED BELOW ARE VALID FROM 1 JULY 2023			
1	**EXTINGUISHING OF FIRES (As listed below)**			
A	**Call out fee per incident**			
1	Industrial Fire (High Risk)	R2 828,20	R 2997,90	6%
2	Industrial Fire (Low Risk)	R 1412,	R 1496,70	6%
3	Residential	R 707,3	R 749,70	6%
4	Institutions	R 707,3	R 749,70	6%
5	Public Assembly	R 707,3	R 749,70	6%
6	Commercial	R 707,3	R 749,70	6%
7	Storage	R 707,3	R 749,70	6%
8	Shack or Informal housing	R 141,7	R 150,20	6%
9	Heavy Motor Vehicle Fire	R 707,3	R 749,70	6%
10	Motor vehicle, motor bike, trailer with content	R 284,9	R 302,00	6%
11	Train	R 1332,3	R 1412,20	6%
12	Lamp or electrical poles	R 284,9	R 302,00	6%
13	Transformers	R 707,3	R 749,70	6%
14	Tyres or Stacks of tyres	R 2828,2	R 2997,90	6%
15	Water used per Kilo litre	R 28,3	R 30,00	6%
16	Where damping down is necessary	R 565,6	R 599,50	6%
B	**Personnel**			
1	Per Senior Officer(DIV OFF & ABOVE)	R 266,	R 282,00	6%
2	Per Officer	R 203,8	R 216,00	6%
3	Per Senior Fireman	R 163,3	R 173,10	6%
4	Per Junior Fireman	R 116,2	R 123,20	6%
	(Times above to be calculated from the time that the personnel left the station until the fire has been reported as extinguished)			
C	**Fire Vehicles - Per Vehicle**			
	Fire Vehicles to be calculated per hour or part thereof from the time the vehicle has been dispatched until the fire has been reported as extinguished	R 1422,9	R 1508,30	6%
D	**Material used- Foam per litre**			
	Real cost of the fire extinguishing material used Silvex	R 125,5	R 133,00	6%
	including VAT and as certified by the Chief Fire Hi-Exp	R 101,2	R 107,30	6%
	Officer plus 20% Flame Block	R 72,9	R 77,30	6%
2	**GRASS-, BUSH- AND RUBBISH FIRES**			
A	Call out fee - Calculate the flat rate			
1	Grass fires - Flat rate (Sedibeng) per call	R 1984,5	R 2103,60	6%
2	Rubbish fires- Flat rate(Sedibeng) Per call	R 1984,5	R 2103,60	6%
3	Grass fires - Flat rate (residential) per call - account sent to owner	R 1984,5	R 2103,60	6%
4	Rubbish fires- Flat rate(Residential) Per call- Account sent to owner	R 1984,5	R 2103,60	6%
5	Bales of feed or Hey stacks	R 2828,2	R 2997,90	6%
6	Where dumping down is necessary	R 565,6	R 599,50	6%

ITEM	DESCRIPTION	2022/2023	2023/2024	PERCENTAGE
	Tariffs for Protection Services-(Fire)	INCL VAT	INCL VAT	INCREASE
3	**HAZARDOUS MATERIAL INCIDENTS**			
	OIL SPILLAGES ECT			
A	Call out fee	R 2828,2	R 2997,90	6%
B	**Personnel**			
1	Per Senior Officer	R 282,	R 298,90	6%
2	Per Officer	R 216,	R 229,00	6%
3	Per Senior Fireman	R 173,1	R 183,50	6%
4	Per Junior Fireman	R 123,2	R 130,60	6%
C	**Vehicles - Per Vehicle**			
	Fire Vehicles to be calculated per hour or part thereof from the time the vehicle has been dispatched until the service is reported to be completed	R 1422,9	R 1508,30	6%
1	Per kilometre (Travelled to and from the incident per utility vehicle) (AA Tariffs)	R 6,8	R 7,20	6%
2	Per portable pump (Real working time of pump per hour)	R 141,7	R 150,20	6%
3	Per Fire hose (Per hour or part thereof)	R 29,8	R 31,60	6%
4	Per ladder used per call	R 141,7	R 150,20	6%
4	**PROTECTION SERVICES (STANDBY SERVICES)**			
	Where the presence of the Fire department is compulsory with a Fire Vehicle and crew the company responsible for the situation will be liable for the account			
A	**Call out fee**			
		R 1422,9	R 1508,30	6%
B	**Personnel**			
1	Per Senior Officer	R 266,	R 282,00	6%
2	Per Officer	R 203,8	R 216,00	6%
3	Per Senior Fireman	R 163,3	R 173,10	6%
4	Per Junior Fireman	R 116,2	R 123,20	6%
C	**Vehicles - Per Vehicle**			
	Fire Vehicles to be calculated per hour or part there off from the time the vehicle has been dispatch until the service is reported to be completed	R 1422,9	R 1508,30	6%
1	Per kilometre (Travelled to and from the incident per	R 6,8	R 7,20	6%
	utility vehicle) (AA tariffs)			
2	Per portable pump (Real working time of pump per hour)	R 141,7	R 150,20	6%
3	Per Fire hose (Per hour or part thereof)	R 29,8	R 31,60	6%
4	Per ladder used per call	R 141,7	R 150,20	6%
5	**FILLING OF SWIMMING POOLS AND WATER TANKS**			
1	Flat rate of:	R 2166,7	R 2296,70	6%
2	Swimming Pools	R 2166,7	R 2296,70	6%
3	Water tanks drinking water less than 6kl charge per kl	R 28,3	R 30,00	6%
4	Water tanks drinking water more than 6kl charge per flat rate	R 2166,7	R 2296,70	6%
5	Water per Kilo Litre	R 28,3	R 30,00	6%

ITEM	DESCRIPTION	2022/2023	2023/2024	PERCENTAGE
	Tariffs for Protection Services-(Fire)	INCL VAT	INCL VAT	INCREASE
6	**Assisting FPA in Combating Fires**			
1	Reservoirs, Dams, rivers etc. relating to assist in grass fire combatting no charge for the FPA			
7	**OTHER SERVICES**			
A	**Pumping of water from property:**			
1	Light pump with a capacity of up to 1125 1/min,	R 1066,4	R 1130,40	6%
	per hour or part thereof			
2	Medium pump with a capacity of up to 2250 1/min,	R 1422,9	R 1508,30	6%
	per hour or part thereof			
3	Heavy pump with a capacity of up to 4500 1/min,	R 1422,9	R 1508,30	6%
	per hour or part thereof			
4	Per Officer	R 190,4	R 201,80	6%
5	Per Senior Fireman	R 152,5	R 161,70	6%
6	Per Junior Fireman	R 108,	R 114,50	6%
B	**Using Compressor per hour or part thereof**	R 167,4	R 177,40	6%
1	Per Officer	R 203,8	R 216,00	6%
2	Per Senior Fireman	R 163,3	R 173,10	6%
3	Per Junior Fireman	R 116,2	R 123,20	6%
8	**Any other duty not mentioned under item 6**			
A	**Call out Fee**			
		R 284,9	R 302,00	6%
B	**Personnel**			
	Per Officer	R 203,8	R 216,00	6%
	Per Senior Fireman	R 163,3	R 173,10	6%
	Per Junior Fireman	R 116,2	R 123,20	6%
C	**Vehicles - Per Vehicle**			
	Fire Vehicles to be calculated per hour or part there off from the time the vehicle has been dispatch until the service is reported to be completed	R 1066,4	R 1130,40	6%
	Per kilometre (Travelled to and from the incident per utility vehicle (AA Tariffs)	R 6,8	R 7,20	6%
9	**Firebreaks - where businesses and community needs Fire Breaks**			
1	flat Rate	596,80	R 632,60	6%
2	Where the services of a Fire pump is needed- Flat Rate	596,80	R 632,60	6%
10	**SPECIAL EVENTS**			
	When a Fire Vehicle and Crew are required for standby purposes			
1	CALL OUT FEE PER EVENT	R 1422,9	R 1508,30	6%
2	FIRE VEHICLE	R 1422,9	R 1508,30	6%
3	PER OFFICER	R 203,8	R 216,00	6%
4	PER SENIOR FIRE FIGHTER	R 163,3	R 173,10	6%
5	PER JUNIOR FIRE FIGHTER	R 116,2	R 123,20	6%
6	First hour normal call out fee, fire vehicle and personnel fees apply there after they are calculated at 10% per hour			

ITEM	DESCRIPTION	2022/2023	2023/2024	PERCENTAGE INCREASE
	Tariffs for Protection Services-(Fire)	**INCL VAT**	**INCL VAT**	
11	**FIRE SAFETY**			
A	**Inspection on request(limited to two inspections)**			
1	Certificate of Compliance - Fire Safety Requirements	R 284,9	R 302,00	6%
2	Residential	R 210,5	R 223,10	6%
3	Institutions	R 210,5	R 223,10	6%
4	Public Assembly	R 210,5	R 223,10	6%
5	Commercial	R 284,9	R 302,00	6%
6	Storage	R 284,9	R 302,00	6%
7	Industry	R 284,9	R 302,00	6%
8	Per kilometre (Travelled to and from the incident per utility vehicle (AA Tariffs)	R 6,8	R 7,20	6%
9	Inspection on request	R 284,9	R 302,00	6%
10	50% payable on re issue of Certificate of compliance			
B 1	**Re-inspection of premises. After two inspections - per re-inspection**			
1	Trade Licenses/Certificate of Compliance			
2	Residential	R 284,9	R 302,00	6%
3	Institutions	R 210,5	R 223,10	6%
4	Public Assembly	R 210,5	R 223,10	6%
5	Commercial	R 284,9	R 302,00	6%
6	Storage	R 284,9	R 302,00	6%
7	Industry	R 284,9	R 302,00	6%
C	**Compiling & Issuing of :**			
1	Compliance Certificate	R 284,9	R 302,00	6%
2	Occupancy Certificate	R 284,9	R 302,00	6%
3	Inspection on request	R 284,9	R 302,00	6%
4	Special event Clearance Certificate	R 276,8	R 293,40	6%
5	Km travelled to and from (AA Tariffs)	R 6,8	R 7,20	6%
D	**Transport permits- Issuing of certificates**			
	In respect of quantities in E1-E5			
	In respect of quantities			
1	Up to including 2500 litres	R 141,7	R 150,20	6%
2	Up to including 5000 litres	R 199,8	R 211,80	6%
3	Up to including 25 000 litres	R 307,7	R 326,20	6%
4	Up to including 50 000 litres	R 423,9	R 449,30	6%
5	Exceeding 50 000 litres	R 465,8	R 493,70	6%
6	Per kilometre (Travelled to and from the incident per utility vehicle (AA Tariffs)	R 6,8	R 7,20	6%
7	Inspection on request	R 284,9	R 302,00	6%
8	50% payable on re issue of transport permits			
E	**Certificate of Registration Flammable liquids/Gas**			
	Class:0, I ,II,III - Issuing of certificates of registration			
1	Up to including 2500 litres	R 168,8	R 178,90	6%
2	Up to including 5000 litres	R 336,	R 356,20	6%
3	Up to including 25 000 litres	R 1692,9	R 1794,50	6%
4	Up to including 50 000 litres	R 3389,8	R 3593,20	6%
5	up to including 100 000 litres	R 3805,5	R 4033,80	6%
6	Bulk Depots exceeding 100 000	R 4275,3	R 4531,80	6%
7	Per Spray Booth	R 168,8	R 178,90	6%
8	Per Flammable liquid Store	R 168,8	R 178,90	6%
9	Per Spray Booth	R 168,8	R 178,90	6%
10	Per Flammable liquid / Paint Store	R 168,8	R 178,90	6%
11	Per kilometre (Travelled to and from the incident per utility vehicle (AA Tariffs)	R 6,8	R 7,20	6%
12	Inspection on request	R 284,9	R 302,00	6%
13	50% payable on re-issue of Certificate of registration			

ITEM	DESCRIPTION	2022/2023	2023/2024	PERCENTAGE
	Tariffs for Protection Services-(Fire)	INCL VAT	INCL VAT	INCREASE
F	**FIRE RISK ASSESSMENTS**			
1	Fire Risk Assessment (PER HOUR)	R 737,1	R 781,30	6%
2	Fire Risk Assessment insurance (Per Hour)	R 737,1	R 781,30	6%
3	Fire Risk and insurance (PER DAY)	R 6111,2	R 6477,90	6%
G	**COMPILING / PRINT REPORT**			
1	Emergency Preparedness (evacuations)	R 525,1	R 556,60	6%
2	Fire Risk Assessment	R 826,2	R 875,80	6%
3	Fire Risk insurance report	R 826,2	R 875,80	6%
H	**FIRE REPORT PUBLIC & INSURANCE**			
1	Fire Investigation cause and origin determination full report per hour	R 525,1	R 556,60	6%
2	PRELIMANARY FIRE REPORT	R 132,4	R 140,30	6%
3	Compiling /print report full Fire investigation	R 826,2	R 875,80	6%
I	**TRAINING**			
1	Administration fee per person per course	R 337,5	R 357,80	6%

E LENSLEY

ACT. EXECUTIVE DIRECTOR PUBLIC SAFETY AND ROADS

MIDVAAL LOCAL MUNICIPALITY

ITEM	DESCRIPTION	2022/2023 [R] VAT INCL	2023/2024 [R] VAT INCL	Percentage Increase
	Protection Services: Traffic Department			
	THE TARIFFS LISTED BELOW ARE VALID FROM 1 JULY 2023			
1	Attendance of Traffic Officer/s per occasion for an hour or part thereof + vehicle	126,90	134,50	6%
2	For an hour or part thereof after hours at time and half (@ 1-1/2) and vehicle	202,50	214,70	6%
3	Attendance of Traffic Officer/s during public holidays/Sundays. Double time (x2) + vehicle	270,00	286,20	6%
4	Patrol vehicle attendance of patrol for an hour or part thereof	707,30	749,70	6%
5	Towing fee cost plus 10% to defray handling costs:			
	Storage fees for impounded vehicles per day	180,90	191,80	6%
6	Copies of accident report	243,00	257,60	6%
7	**Traffic escorts per hour or part thereof**			
	Funerals	No Charge	No Charge	
	Abnormal vehicles: Vehicle cost + km traveling @ R4.50 per km	707,40	749,80	6%
8	**Temporary road closure:**			
	Filming	707,40	749,80	6%
	Flea markets	707,40	749,80	6%
	Attendance of Traffic Officer/s per occasion for an hour or part thereof + vehicle	126,90	134,50	6%
	For an hour or part thereof after hours at time and half (@ 1-1/2)and vehicle	202,50	214,70	6%
	Attendance of Traffic Officer/s during public holidays/Sundays. Double time (x2) + vehicle	270,00	286,20	6%
9	Residential Road closure application fee: New Tariff	3 183,90	3 374,90	6%

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E LENSLEY
ACT. EXECUTIVE DIRECTOR PUBLIC SAFETY AND ROADS

MIDVAAL LOCAL MUNICIPALITY

ITEM	**DESCRIPTION** **Grass Cutting of Vacant Stands**	**2022/2023** **VAT INCL**	**2023/2024** **VAT INCL**	**PERCENTAGE INCREASE**
	THE TARIFFS LISTED BELOW ARE VALID FROM 1 JULY 2023			
1	Grass cutting up to 1 000 m²	R 2 704,70	R 2 867,00	6%
2	Grass cutting over 1 000 m² per additional 1000 m²	R 927,30	R 982,90	6%

J VENTER
ACT. EXECUTIVE DIRECTOR COMMUNITY SERVICES

MIDVAAL LOCAL MUNICIPALITY

ITEM	DESCRIPTION	2022/2023	2023/2024	Percentage
	SWIMMING POOL TARIFFS	Vat Incl	Vat Incl	Increase
	THE TARIFFS LISTED BELOW ARE VALID FROM 1 JULY 2023			
	(Children under 5 years: Free (must be accompanied by an Adult)			
	(Children under 12 years: (must be accompanied by an Adult)			
1	Single Admission Ticket: Adult	**R 15,00**	16,00	6%
2	Single Admission Ticket: Scholars	**R 11,00**	12,00	6%
3	Season Tickets for School Groups (Monday - Friday: 10h00 to 14h00)	**R 1 770,00**	1 876,00	6%
4	Monthly Tickets: Adults	**R 134,00**	142,00	6%
5	Monthly Tickets: Scholars	**R 72,00**	76,00	6%
6	Clubs-Diving (Weekends: Sat 07h00 - 10h00 and Sun 07h00 - 12h00	**R 657,00**	697,00	6%
7	Clubs Hockey: Weekdays: Monday to Friday 19h00 - 22h00	**R 674,00**	715,00	6%
8	Clubs-Swimming Club: Weekdays: Monday to Friday 16h00 - 17h30	**R 674,00**	715,00	6%
9	Once off usage of Swimming Pool (Irregular Hours)	**R 1 770,00**	1 877,00	6%
	Closed on Mondays for General public			
	Tuesdays to Saturdays: 10h00 - 18h00			
	Sundays 12h00 to 18h00			
	Public Holidays: Closed for General Public.			

J VENTER
ACT.EXECUTIVE DIRECTOR SOCIAL SERVICES

MIDVAAL LOCAL MUNICIPALITY

ITEM	DESCRIPTION	2022/2023	2023/2024	PERCENTAGE INCREASE
	Cemeteries: Meyerton ; Old Kookrus & Riversdal	**VAT INCL**	**VAT INCL**	
	THE TARIFFS LISTED BELOW ARE VALID FROM 1 JULY 2023			
1	Plot Reservation	**R646,2**	**R 685,00**	**6%**
2	Transferral Rights	**R646,2**	**R 685,00**	**6%**
3	Permit: Headstone & Monumental Section	**R646,2**	**R 685,00**	**6%**
4	Ashes Burial or Scattered	**R646,2**	**R 685,00**	**6%**
5	Niché	**R1743,4**	**R 1 848,00**	**6%**
6	Exhumation	**R8548,6**	**R 9 061,50**	**6%**
	Weekday Openings & Re-openings (Monday to Friday)			
	Monumental			
1	Child Size	**R2582,6**	**R 2 737,60**	**6%**
2	Standard Opening & Re-Openings - 6ft	**R4870,2**	**R 5 162,40**	**6%**
3	8ft Opening & Re-Opening	**R5984,5**	**R 6 343,60**	**6%**
4	Casket Opening & Re-Openings	**R5984,5**	**R 6 343,60**	**6%**
5	Casket, 8ft Opening & Re-Openings	**R7097,2**	**R 7 523,00**	**6%**
6	Child section/ Dome 6ft Opening	**R3249,**	**R3443.94**	**6%**
7	Special Request/ Dome 6ft Opening	**R5743,**	**R6087.58**	**6%**
8	Special Request/ Dome 8ft Opening	**R7057,**	**R7480.42**	**6%**
	Headstone			
1	Child Size	**R2088,1**	**R 2 213,40**	**6%**
2	Standard Opening & Re-Openings - 6ft	**R2445,1**	**R 2 591,80**	**6%**
3	8ft Opening & Re-Opening	**R3559,5**	**R 3 773,10**	**6%**
4	Casket Opening & Re-Openings	**R3559,5**	**R 3 773,10**	**6%**
5	Casket, 8ft Opening & Re-Openings	**R4670,70**	**R 4 950,90**	**6%**
6	Child Section/ Dome 6ft Opening	**R2784,00**	**R2951.04**	**6%**
7	Special Request/ Dome 6ft Opening	**R3056,00**	**R3239.36**	**6%**
8	Special Request/ Dome 8ft Opening	**R4450,00**	**R 4 717,00**	**6%**
	Weekend Openings & Re-Openings (Saterday & Sunday)			
	Monumental			
1	Child Size	**R4904,2**	**R 5 198,50**	**6%**
2	Standard Opening & Re-Openings - 6ft	**R5720,3**	**R 6 063,50**	**6%**
3	8ft Opening & Re-Opening	**R6772,8**	**R 7 179,20**	**6%**
4	Casket Opening & Re-Openings	**R6772,8**	**R 7 179,20**	**6%**
5	Casket, 8ft Opening & Re-Openings	**R7820,6**	**R 8 289,80**	**6%**
6	Child section/ Dome 6ft Opening	**R6539,**	**R 6931.34**	**6%**
7	Special Request/ Dome 6ft Opening	**R7150,**	**R 7 579,00**	**6%**
8	Special Request/ Dome 8ft Opening	**R8466,**	**R 8973.96**	**6%**
	Headstone			
1	Child Size	**R4700,1**	**R 4 982,10**	**6%**
2	Standard Opening & Re-Openings - 6ft	**R4950,5**	**R 5 247,50**	**6%**
3	8ft Opening & Re-Opening	**R6064,9**	**R 6 428,80**	**6%**
4	Casket Opening & Re-Openings	**R6064,9**	**R 6 428,80**	**6%**
5	Casket, 8ft Opening & Re-Openings	**R7176,1**	**R 7 606,70**	**6%**
6	Child Section/ Dome 6ft Opening	**R6267,**	**R6643.02**	**6%**
7	Special Request/ Dome 6ft Opening	**R6188,**	**R6559.28**	**6%**
8	Special Request/ Dome 8ft Opening	**R7581,**	**R8035.86**	**6%**
	PLEASE NOTE TARIFF FOR NON-RESIDENT IS 30 % ADDED ON TO			

J VENTER
ACT. EXECUTIVE DIRECTOR COMMUNITY SERVICES _____

MIDVAAL LOCAL MUNICIPALITY

ITEM	DESCRIPTION	2022/2023	2023/2024	INCREASE
	Cemeteries: Meyerton South & Kookrus New - HEADSTONE ONLY	**Vat Incl**	**Vat Incl**	**%**
	THE TARIFFS LISTED BELOW ARE VALID FROM 1 JULY 2023			
1	Plot Reservation	**R 646,20**	**R 685,00**	6%
2	Transferral Rights	**R 646,20**	**R 685,00**	6%
3	Permit: Headstone & Monumental Section	**R 646,20**	**R 685,00**	6%
4	Ashes Burial or Scattered	**R 646,20**	**R 685,00**	6%
5	Indigent	**R 895,00**	**R 948,70**	6%
6	Pauper	**R 895,00**	**R 948,70**	6%
7	Exhumation	**R 8 548,60**	**R 9 061,50**	6%
	Weekday Openings & Re-openings (Monday to Friday) Headstone only			
1	Child Size	**R 633,10**	**R 671,10**	6%
2	Standard Opening & Re-Openings - 6ft	**R 744,20**	**R 788,90**	6%
3	8ft Opening & Re-Opening	**R 1 606,30**	**R 1 702,70**	6%
4	Casket Opening & Re-Openings	**R 1 606,30**	**R 1 702,70**	6%
5	Casket, 8ft Opening & Re-Openings	**R 2 429,50**	**R 2 575,30**	6%
6	Child Section/Dome 6ft Opening	**R 1 139,60**	**R 1 208,00**	6%
7	Special Request/ Dome 6ft Opening	**R 1 256,00**	**R 1 331,00**	6%
8	Special Request/ Dome 8ft Opening	**R 2 710,00**	**R 2 872,60**	6%
	Weekend Openings & Re-Openings (Saterday & Sundays) Headstone Only			
1	Child Size	**R 1 859,30**	**R 1 970,90**	6%
2	Standard Opening & Re-Openings - 6ft	**R 2 088,10**	**R 2 213,40**	6%
3	8ft Opening & Re-Opening	**R 3 200,90**	**R 3 393,00**	6%
4	Casket Opening & Re-Openings	**R 3 200,90**	**R 3 393,00**	6%
5	Casket, 8ft Opening & Re-Openings	**R 4 313,80**	**R 4 572,60**	6%
6	Child Section/ Dome 6ft Opening	**R 2 479,00**	**R 2 628,00**	6%
7	Special Request/ Dome 6ft Opening	**R 2 610,00**	**R 2 766,60**	6%
8	Special Request/ Dome 8ft Opening	**R 4 000,00**	**R 4 240,00**	6%
	PLEASE NOTE TARIFF FOR NON-RESIDENT IS 30 % ADDED ON TO NORMAL FEE			

J VENTER
ACT. EXECUTIVE DIRECTOR COMMUNITY SERVICES

MIDVAAL LOCAL MUNICIPALITY

ITEM	DESCRIPTION	2022/2023	2023/2024	INCREASE
	Cemeteries: New Kookrus Extension- HEADSTONE & MONUMENTAL	**Vat Incl**	**Vat Incl**	**%**
	THE TARIFFS LISTED BELOW ARE VALID FROM 1 JULY 2023			
1	Plot Reservation	**R 646,20**	**R 685,00**	6%
2	Transferral Rights	**R 646,20**	**R 685,00**	6%
3	Permit: Headstone & Monumental Section	**R 646,20**	**R 685,00**	6%
4	Ashes Burial or Scattered	**R 646,20**	**R 685,00**	6%
5	Indigent	**R 895,00**	**R 948,70**	6%
6	Pauper	**R 895,00**	**R 948,70**	6%
7	Exhumation	**R 8 548,60**	**R 9 061,50**	6%
	Weekday Openings & Re-openings (Monday to Friday) Headstone only			
1	Child Size	**R 633,10**	**R 671,10**	6%
2	Standard Opening & Re-Openings - 6ft	**R 744,20**	**R 788,90**	6%
3	8ft Opening & Re-Opening	**R 1 606,30**	**R 1 702,70**	6%
4	Casket Opening & Re-Openings	**R 1 606,30**	**R 1 702,70**	6%
5	Casket, 8ft Opening & Re-Openings	**R 2 429,50**	**R 2 575,30**	6%
6	Child Section/Dome 6ft Opening	**R 1 139,60**	**R 1 208,00**	6%
7	Special Request/ Dome 6ft Opening	**R 1 256,00**	**R 1 331,00**	6%
8	Special Request/ Dome 8ft Opening	**R 2 710,00**	**R 2 872,60**	6%
	Weekend Openings & Re-Openings (Saterday & Sundays) Headstone Only			
1	Child Size	**R 1 859,30**	**R 1 970,90**	6%
2	Standard Opening & Re-Openings - 6ft	**R 2 088,10**	**R 2 213,40**	6%
3	8ft Opening & Re-Opening	**R 3 200,90**	**R 3 393,00**	6%
4	Casket Opening & Re-Openings	**R 3 200,90**	**R 3 393,00**	6%
5	Casket, 8ft Opening & Re-Openings	**R 4 313,80**	**R 4 572,60**	6%
6	Child Section/ Dome 6ft Opening	**R 2 479,00**	**R 2 628,00**	6%
7	Special Request/ Dome 6ft Opening	**R 2 610,00**	**R 2 766,60**	6%
8	Special Request/ Dome 8ft Opening	**R 4 000,00**	**R 4 240,00**	6%
	Weekday Openings & Re-openings (Monday to Friday)			
	Monumental			
1	Child Size	**R2582,6**	**R 2 737,60**	6%
2	Standard Opening & Re-Openings - 6ft	**R4870,2**	**R 5 162,40**	6%
3	8ft Opening & Re-Opening	**R5984,5**	**R 6 343,60**	6%
4	Casket Opening & Re-Openings	**R5984,5**	**R 6 343,60**	6%
5	Casket, 8ft Opening & Re-Openings	**R7097,2**	**R 7 523,00**	6%
6	Child section/ Dome 6ft Opening	**R3249,**	**R 3 443.94**	6%
7	Special Request/ Dome 6ft Opening	**R5743,**	**R 6 087.58**	6%
8	Special Request/ Dome 8ft Opening	**R7057,**	**R 7 480.42**	6%
	Weekend Openings & Re-Openings (Saterday & Sunday)			
	Monumental			
1	Child Size	**R4904,2**	**R 5 198,50**	6%
2	Standard Opening & Re-Openings - 6ft	**R5720,3**	**R 6 063,50**	6%
3	8ft Opening & Re-Opening	**R6772,8**	**R 7 179,20**	6%
4	Casket Opening & Re-Openings	**R6772,8**	**R 7 179,20**	6%
5	Casket, 8ft Opening & Re-Openings	**R7820,6**	**R 8 289,80**	6%
6	Child section/ Dome 6ft Opening	**R6539,**	**R 6 931,34**	6%
7	Special Request/ Dome 6ft Opening	**R7150,**	**R 7 579,00**	6%
8	Special Request/ Dome 8ft Opening	**R8466,**	**R 8 973,96**	6%

PLEASE NOTE TARIFF FOR NON-RESIDENT IS 30 % ADDED ON TO NORMAL

J VENTER
ACT. EXECUTIVE DIRECTOR COMMUNITY SERVICES

MIDVAAL LOCAL MUNICIPALITY

ITEM	DESCRIPTION	2022/2023	2023/2024	PERCENTAGE	2023/2024
	ISSUING OF CERTIFICATES	**[R] VAT Excl**	**[R] VAT Excl**	**INCREASE %**	**[R] VAT Incl**
				6,00%	
	THE TARIFFS LISTED BELOW ARE VALID FROM 1 JULY 2023				
1	Copies of Voters roll of any Ward, for each copy	R686,62	R727,8	6,00%	R837,00
2	Copies of valuation roll, per copy	R586,94	R622,2	6,00%	R715,50
3	Any certificate in terms of the Local Government Ordinance, 1939,	R67,57	R71,6	6,00%	R82,40
	or any other Ordinance applicable to the Council, each:				
4	The furnishing, in writing in accordance with the records of the Council	R46,55	R49,3	6,00%	R56,70
	of any information not provided for in these tariffs relating to the				
	properties situated within the municipality, including the search of the				
	name or address or both of the owner, according to the written				
	inquiry in the manner determined by the Municipal Manager from				
	time to time, each:				
5	Inspection of any deed, document or diagram or any relative	R46,55	R49,3	6,00%	R56,70
6	Endorsements on declaration by purchaser forms, each	R59,78	R63,4	6,00%	R72,90
7	For any certificate, information, extract from or perusal of a	R68,67	R72,8	6,00%	R83,70
	document or record for which no explicit provision has been made				
	in these tariffs, each:				
8	Minutes of the Council Meetings including the Budget: provided	R465,08	R493,	6,00%	R566,90
	singular extracts only will entail a search fee and cost per page				
	each:				
9	Alphabetical numerical computer printed address lists, each	R686,62	R727,8	6,00%	R837,00
	Alphabetical numerical address lists, each Compact Disk	R215,93	R228,9	6,00%	R263,20
10	Photocopies at one of the printing offices, each:				
	Size A4	R5,43	R5,8	6,00%	R6,60
	Size A3	R8,07	R8,6	6,00%	R9,80
11	Photocopies of Council documents, Size A4:	R5,54	R5,9	6,00%	R6,80
	Photocopies of Council documents, Size A3:	R8,23	R8,7	6,00%	R10,00
12	Requests for Access/ Information in terms of promotion of Access				
	to information Act, 2000:				
	Access fee	R64,55	R68,4	6,00%	R78,70
	Search fee	R64,55	R68,4	6,00%	R78,70
	Copy charges (as Above in Item 10.)				

S CAVE
EXECUTIVE DIRECTOR CORPORATE SERVICES

MIDVAAL LOCAL MUNICIPALITY

ITEM	DESCRIPTION	2022/2023	2023/2024	Comments	PERCENTAGE
	Midvaal Libraries	**VAT INCL.**	**VAT INCL.**		**INCREASE %**
	THE TARIFFS LISTED BELOW ARE VALID FROM 01 JULY 2023				
1	Adult Membership - Midvaal Residents	Free	Free		0,00%
2	Adult Membership - Non-Midvaal Residents	100,00	106,00		6,00%
3	Child Membership - Midvaal Residents	Free	Free		0,00%
4	Child Membership - Non-Midvaal Residents	53,00	57,00		6,00%
5	Family Membership - Midvaal Residents	Free	Free		0,00%
6	Family Membership - Non-Midvaal Residents	201,00	201,00		6,00%
7	Pensioners - Over 60	Free	Free		0,00%
8	Block Loans (Schools/Home Based Schools)	Free	Free		0,00%
9	Fines (Books, Videos, CDs etc) per item per week or part thereof	2,00	2,00		6,00%
10	Media Lost Items	Replacement Va	Replacement Value		Variable
11	Lost User Cards	36,00	38,00		6,00%
12	Photocopies A4 Black & White	2,00	3,00		6,00%
13	Photocopies A4 Coloured	6,50	6,50	No increase for the next 3 years.	0,00%
14	Photocopies A3 Black & White	3,00	3,00	Due to coinbox and rounding it is recommended that 3.00 be charged.	
15	Photocopies A3 Coloured	15,00	16,00		6,00%
16	Computer printouts per page: black & white	2,00	3,00	Cost to council is the same for a photocopy as a print out.	6,00%
17	Computer printouts per page: coloured	8,00	8,00	No increase for the next 3 years.	0,00%
18	Hiring of Activity Room (Meyerton, Randvaal & De Deur only) 8 AM-12 PM OR 1 PM-5PM	Tarrifs be as per Meyerton small hall.	Tarrifs be as per Meyerton small hall.		6,00%
19	Scan to email	5.00 for the first 10 pages (or part thereof) then 1.00 per page thereafter.	5.00 for the first 10 pages (or part thereof) then 1.00 per page thereafter.	No increase	0,00%

J VENTER
ACT. EXECUTIVE DIRECTOR SOCIAL SERVICES _____

MIDVAAL LOCAL MUNICIPALITY

FINANCE SUNDRY TARIFFS EFFECTIVE FROM 1 JULY 2023

ITEM	DESCRIPTION	2022/2023 EXCL VAT	2023/2024 EXCL VAT	PERCENTAGE INCREASE % 6%
1.	Warning Notices (disconnection notice hand delivered)	165,47	175,40	6%
2.	Final Notices (handover to attorney - posted to customer)	57,92	61,40	6%
3.	Admin Fees Arrear account Water: Restrict	250,00	250,00	0%
4.	Admin Fees Arrear account Electricity: Restrict	250,00	250,00	0%
5.	Confirmation of disconnection status	57,92	61,40	6%
6.	Dishonoured Cheque: Bank Rate	160,33	170,00	6%
7.	Refer to Drawer Cheque: Bank rate	160,33	170,00	6%
8.	Post Dated Cheque: Bank Rate	160,33	170,00	6%
9.	Assessment Rates Admin Fee (requesting clearance figures)	58,42	62,00	6%
10.	Clearance Certificate	86,76	92,00	6%
11.	Valuation Certificate	40,72	44,00	6%
12.	Unauthorised Consumption Admin Levy (illegal connection or tampering with a meter)	4 416,14	4 681,11	6%
13.	Unauthorised Consumption Admin Levy (illegal connection or tampering with Bulk meter supply)	53 000,00	56 180,00	6%
14.	Meter reading on request of customer	172,09	182,41	6%
15	Printed Bid Document Fees	365,22	387,13	6%
15.1	0 to 100 Pages	243,48	258,09	6%
15.2	101 to 200 Pages	341,74	362,24	6%
15.3	201 To 300 Pages	487,83	517,10	6%
15.4	300 Pages and Above	732,17	776,10	6%
15.5	E-mailed Bid Document Fees	0,00	0,00	0%
16.	Interest on arrears. Prime rate (from time to time) Plus 2%			

All abovementioned Tariffs excludes VAT

Z MHLONGO
EXECUTIVE DIRECTOR FINANCE

Annexure E Tariff By-Law 2023/2024

TARIFF BY-LAW

2023/2024 FINANCIAL YEAR

MIDVAAL
LOCAL MUNICIPALITY

MIDVAAL LOCAL MUNICIPALITY
TARIFF BY-LAW

To give effect to the implementation of the Midvaal Local Municipality's tariff policies and to provide for matters incidental thereto.

Preamble

1. Section 229(1) of the Constitution of the Republic of South Africa authorizes a municipality to impose

   (a) Rates on property and surcharges on fees for services provided by or on behalf of the municipal, and

   (b) If authorized by national legislation, other taxes, levies and duties.

2. In terms of section 75A of the Municipal Systems Act, 32 of 2000, a municipality may:

   (a) Levy and recover fees, charges or tariffs in respect of any function or services of the municipality, and

   (b) Recover collection charges and interest on any outstanding debt.

3. In terms of section 74(1) of the Municipal Systems Act, 32 of 2000, a municipal council must adopt and implement a tariff policy on the levying of fees for a municipal service provided by the municipality or by way of services delivery agreements and which complies with the provisions of the Municipal Systems Act, the Local Government Municipal Finance Management Act, 53 of 2003 and any other applicable legislation.

4. In terms of section 75(1) of the Municipal Systems Act, 32 of 2000, a municipal council must adopt by-laws to give effect to the implementation and enforcement of its tariff policies.

5. In terms of section 75(2) of the Municipal Systems Act, 32 of 2000, by-laws adopted in terms of subsection 75(1) may differentiate between different categories

of users, debtors, service providers, services, service standards and geographical areas as long as such differentiation does not amount to unfair discrimination.

BE IT THEREFORE ENACTED by the Council of the Midvaal Local Municipality, as follows:

Definitions

In this By-Law any word or expression to which a meaning has been assigned in the Act, shall bear the same meaning in these By-laws, and unless the context indicates otherwise—

"**Council"** means the Council of the Midvaal Local Municipality;

"**Credit Control and Debt Collection By-law and policy"** means the Credit Control and Debt Collection Policy as required in terms of section 96(b) and 97 and 98 of the Local Government: Municipal Systems Act, Act 32 of 2000;

"Tariff" means fees, charges or any other tariffs levied by the council in respect of any function or service provided by the Council, excluding rates levied by the council in terms of the Local Government: Municipal Property Rates Act; Act 6 of 2004;

"Tariff policy" means a tariff policy adopted by Council in terms of this By-law.

1. Guiding principles in the determination of tariffs.

In the determination of tariffs, the Council shall be guided by the following principles –

i. Tariffs shall be equitable and affordable in that the amount due for municipal services should generally be in proportion to their use of that service;

ii. Tariffs shall support national macro-economic policies and shall incorporate visions, strategies and economic policies of the Republic of South Africa

iii. Tariffs shall be cost effective and cost reflective and should reflect the cost reasonably associated with rendering municipal services, including capital, operating, maintenance, administration, replacement costs and financing charges;

iv. Tariffs shall promote the sustainability of the provision of municipal services.

2. Application of By-law

This by-law shall only apply to tariffs applicable to the Council and municipal entities in respect of which the municipality is the parent municipality for –

Fees, surcharges on fees, charges and tariffs in respect of municipal services, such as –

i. provision of water;

ii. refuse removal;

iii. sewerage;

iv. removal and purification of sewerage;

v. electricity consumption;

vi. municipal services provided through prepaid meters;

vii. all other related costs for services rendered in terms of the service;

viii. interest which has accrued or will accrue in respect of money due and payable to the Council;

ix. collection charges in those cases where the Council is responsible for

(aa) the rendering of municipal accounts in respect of any one or more of the municipal services;

(bb) the recovery of amounts due and payable in respect thereof, irrespective whether the municipal services, or any of them, are provided by the Council itself or by a service utility with which it has concluded a service provider agreement to provide a service on the municipality's behalf.

3. Adoption and implementation of Tariff Policy

The council shall adopt and implement a tariff policy on the levying of fees for a municipal service provided by the council or by way of service delivery agreements which complies with the provisions of the Local Government: Municipal Systems Act, 32 of 2000, the Local Government :Municipal Finance Management Act, 56 of 2003 and any other applicable legislation.

4. Enforcement of Tariff Policy

The Council's tariff policy shall be enforced through the Credit Control and Debt Collection By-Law and policy and any further enforcement mechanism stipulated in the Council's tariff policy.

5. Short title and commencement

This By-law is referred to as the Tariff By-law, and takes effect on 1 July **2023**.

Annexure F Tariff Policy 2023/2024

TARIFF POLICY

2023/2024 FINANCIAL YEAR

MIDVAAL
LOCAL MUNICIPALITY

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ABBREVIATIONS

MLM	Midvaal Local Municipality
AO	Accounting Officer
CFO	Chief Financial Officer
MFMA	Municipal Finance Management Act
MPRA	Municipal Property Rates Act
MSA	Municipal Systems Act
PPE	Property, Plant and Equipment
SCM	Supply Chain Management
VAT	Value Added Tax
IBT	Inclining Block Tariff
kWh	Kilowatt per Hour (Kilowatt Hour)
KVA	Kilo-volt-- Ampere
KL	Kilolitre
c/kWh	Cent per Kilowatt Hour
R/kWh	Rand per Kilowatt Hour
NERSA	National Energy Regulator Of South Africa

1. PURPOSE OF THIS DOCUMENT

The purpose of the policy is to meet the legislative requirements.

The purpose of this tariff policy is to prescribe the accounting and administrative policies and procedures relating to the determining and levying of tariffs by the Midvaal Local Municipality.

The Municipality should perform the procedures set out in this policy to ensure the effective planning and management of tariffs.

In setting its annual tariffs the council shall

- **at all times take due cognisance of the tariffs applicable elsewhere in the economic region;**
- **consider of the impact that the tariffs may have on local economic development;**
- **move towards implementing cost reflective tariffs, having due regard of the impact that this may have on the residents and businesses**

2. DEFINITIONS

“Accommodation” means accommodation in an accommodation establishment, a room, dwelling / house or second dwelling unit, self-catering room, self-catering apartment or free standing building let to transient guests consisting of three or more lettable units.

“Accommodation Establishments” – consists of one or more of the following lettable types of accommodation, consisting of three or more lettable units –

(a) “Camping” is defined by a property used for erection of tents or other temporary structures for temporary accommodation for visitors or holiday-makers, which includes ablution, cooking and other facilities that are reasonably and ordinarily related to camping, for use of such visitors, and includes a caravan park, whether publicly or privately owned, but which excludes the alienation of land on the basis of time sharing, sectional title share blocks or individual subdivision; and excludes resort accommodation or mobile homes;

(b) “Bed and Breakfast” is defined by a dwelling-house or second dwelling in which the owner of the dwelling supplies lodging and meals for compensation to transient guests who have permanent residences elsewhere; provided that the primary use of the dwelling-house concerned shall remain for the living accommodation of a single family and where not more than 3 guest rooms are provided;

(c) “Guest House” is defined by a dwelling-house with a maximum of 10 rooms or second dwelling which is used for the purpose of supplying lodging and meals to transient guests for compensation, in an establishment which exceeds the restrictions of a bed and breakfast establishment and may include business meetings, training sessions and conference facilities for resident guests;

(d) “Self catering Accommodation” is defined by a house, cottage, chalet, bungalow, flat, studio, apartment, villa, or similar accommodation where facilities and equipment are provided for guests to cater for themselves. The facilities should be adequate to cater for the maximum advertised number of residents that the facility can accommodate; the accommodation is for non-permanent residents and transient guests.

(e) “Self-catering Apartments” is defined by a building or group of buildings consisting of separate accommodation units, each incorporating a kitchen/kitchenette facility, and which may include other communal facilities for the use of non-permanent transient guests, together with outbuildings as are normally used therewith; which are rented for residential purposes and may include holiday flats; but does not include a hotel, dwelling-house,

second dwelling or group house;

(f) “Backpackers Accommodation” (accommodation and communal facilities in a building or free standing buildings for transient guests) is defined by a building where lodging is provided, and may incorporate cooking dining and communal facilities for the use of lodgers, together with such outbuildings as are normally used therewith and includes a building in which dormitories / rooms / beds are rented for residential purposes, youth hostel, and backpackers’ lodge; but does not include a hotel, dwelling house, second dwelling or group house;

(g) “Boarding House” a dwelling–house or second dwelling which is used for the purpose of supplying lodging with or without meals or self-catering to non-permanent / permanent residents for compensation; provided that the primary use of the dwelling-house shall remain for the living accommodation of a single family;

"Account" means an account rendered specifying charges for municipal services provided by the **Municipality**, or any authorised and contracted service provider, and which account may include assessment rates levies;

“Accounting Officer” means the municipal manager appointed in terms of Section 60 of the Municipal Finance Management Act;

“Annual Budget” shall mean the budget approved by the municipal council for any particular financial year, and shall include any adjustments to such budget;

“Annually” means once every financial year;

"Arrangement" means a written agreement entered into between the Municipality and the customer where specific repayment parameters are agreed to. Such arrangement does not constitute a credit facility envisaged in terms of section 8(3) of the National Credit Act but is deemed to be Incidental Credit as envisaged in terms of section 4(6)(b) read with section 5(2) and (3) of the National Credit Act;

"Arrears" means those rates and service charges that have not been paid by the due date and for which no arrangement has been made;

"Authorised Representative" means a person or representative legally appointed by the Municipality to act or to fulfill a duty on its behalf;

“Basic Municipal Services” shall mean a municipal service necessary to ensure an acceptable and reasonable quality of life, which service – if not provided – would endanger public health or safety or the environment;

"Billing Date" means the date upon which the monthly statement is generated and debited to the customer's account;

“Business and Commercial Property” means -

(a) property used for the activity of buying, selling or trading in commodities or services and includes any office or other accommodation on the same property, the use of which is incidental to such activity; or

(b) property on which the administration of the business of private or public entities take place.

“By-law” shall mean legislation passed by the council of the Municipality, and which shall be binding on the Municipality and on the persons and institutions to which it applies;

“Calendr year” shall mean 12 consecutive months of a financial year; Commencing 1 July

“Category” –

(a) in relation to a property, means a category of properties determined in terms of section 8(2) of the Municipal Property Rates Act;

(b) in relation to the owners of property, means a category of owners determined in terms of section 15(2) of the Municipal Property Rates Act.

"Chief Financial Officer" means the person appointed as the Chief Financial Officer of the Municipality, or his or her nominee;

“Consumer Price Index” shall mean the CPX as determined and gazetted from time to time by the South African Bureau of Statistics;

"Consolidated Account" means an account which is a consolidation of any separate accounts of a person who is liable for payment to the Municipality;

"Council" means the Council of the Midvaal Local Municipality;

"Councillor" shall mean a member of the Council of the Municipality;

"Credit Control" means all the functions relating to the collection of monies owed by ratepayers and the users of municipal services;

"Customer" means the occupier of any premises to which the Municipality has agreed to supply or is actually supplying municipal services to, or if no occupier can be identified or located, then the owner of the premises and includes any customer of the Municipality;

"Day / Days" means calendar days, inclusive of Saturdays, Sundays and public holidays;

"Debt Collectors" means an external person or entity appointed by the Municipality to collect monies due and payable to the Municipality, subject to the conditions contained herein;

"Defaulter" means any person who owes arrears to the Municipality;

"Delivery Date" shall mean the date on which the periodic account is delivered to the customer or 3 days after **the** date the account was posted, whichever is the first;

"Director Income" means the Senior Official in a division of the Municipality's Finance Department, overall responsible for the collection of monies owed to the Municipality and / or any other official to whom he / she has delegated duties and responsibilities in terms of this policy;

"Domestic Customer or User" of municipal services shall mean the person or household which municipal services are rendered in respect of "residential property" as defined below;

"Due Date" in relation to -

(a) rates due in respect of any immovable property, means:-

- the date for payment indicated on the account, in the case where rates are levied on a monthly basis is the 7th of each month; or

(b) should such day fall on a Saturday, Sunday or public holiday the due date will remain the 7th of the month.

"Dwelling" means a building, structure or place of shelter to live in or conduct business from;

"Electricity Charges" means service charges in respect of the provision of electricity;

"Financial Year" shall mean the period starting from 1 July in any year and ending on 30 June of the following year;

"Immovable Property" also includes -

(a) an undivided share in immovable property, and

(b) any right in immovable property.

"Implementing Authority" means the Municipal Manager or his or her nominee, acting in terms of section 100 of the Local Government: Municipal Systems Act 32 of 2000;

"Indigent Customer" means the head of an indigent household:-

(a) who applied for and has been declared indigent in terms of Council's Indigent Support Policy for the provision of services from the Municipality; and

(b) who makes application for indigent support in terms of Council's Indigent Support Policy on behalf of all members of his or her household;

"Indigent Support Policy" means the Indigent Support Policy adopted by the Council of the Municipality;

"Indigent Support Programme" means a structured program for the provision of indigent support subsidies to qualifying indigent customers in terms of the Council's Indigent Support Policy;

"Integrated Development Plan" shall mean a plan formulated and approved as envisaged in Section 25 of the Municipal Systems Act 2000, as amended;

“Industrial Property” – means property used for construction, repair, trade or manufacturing, production, assembly or processing of finished or partially finished products from raw materials or fabricated parts on such a large scale that capital and labour are significantly involved, and includes any office or other accommodation on the same property, the use of which is incidental to such activity;

"Interest" means the charge levied on arrears, calculated as the prime rate, charged by the bank which holds the Municipality’s primary bank account, plus two percent or such other percentage as may be determined by Council from time to time;

“Local Community” – in relation to the Municipality –

(a) means that body of persons comprising –
- the residents of the Municipality;
- the rate payers of the Municipality;
- any civic organisations and non-governmental, private sector or labour organisations or bodies which are involved in local affairs within the Municipality; and
- visitors and other people residing outside the Municipality, who, because of their presence in the Municipality, make use of services or facilities provided by the Municipality; and

(b) includes, more specifically, the poor and other deprived sections of such body of persons;

“Market Value” – in relation to a property, means the value of the property determined in accordance with section 46 of the Municipal Property Rates Act;

“Month” means one of twelve months of a calendar year;

"Monthly Average Consumption" means the monthly average consumption in respect of a property calculated on the basis of the average consumption over the preceding twelve months on the respective property or should it be a newly developed property a projected average consumption per month for a property in the Municipality having a similar sized development thereon;

“Municipality” or **“Municipal Area”** shall, where appropriate, mean the geographic area, determined in terms of the Local Government: Municipal Demarcation Act 27 of 1998 as the municipal area pertaining to the Municipality;

“the Municipality” means Midvaal Local Municipality;

“Municipal Council” or **“Council”** shall mean the Midvaal Local Municipality.

"Municipal Pay Point" means any municipal office in the area of jurisdiction of the Municipality designated by Council for such purposes, or any such other places as the Chief Financial Officer may from time to time designate;

"Municipal Manager" means the Municipal Manager of the Midvaal Local Municipality or his or her nominee acting in terms of power delegated to him or her by the said Municipal Manager with the concurrence of the Council;

"Municipal Services" means services provided either by the Municipality, or by an external agent on behalf of the Municipality in terms of a service delivery agreement;

“Municipal Tariff” shall mean a tariff for services which the Municipality may set for the provision of a service to the local community, and may include a surcharge on such service.
Tariffs for major services shall mean tariffs set for the supply and consumption or usage of electricity, water, sewerage and refuse removal, and minor tariffs shall mean all other tariffs, charges, fees, rentals or fines levied or imposed by the Municipality in respect of other services supplied including services incidental to the provision of the major services;

"Occupier" means any person who occupies, controls or resides on any premises, or any part of any premises without regard to the title under which he or she so occupies it;

“Open Space” - means land that is used as a park, garden, for passive leisure or maintained in its natural state and that is zoned as open space;

"Owner" in relation to immovable property means -
(a) the person in whom is vested the legal title thereto provided that:-

- (i) the lessee of immovable property which is leased for a period of not less than thirty years, whether the lease is registered or not, shall be deemed to be the owner thereof;
- (ii) the occupier of immovable property occupied under a service servitude or right analogous thereto, shall be deemed to be the owner thereof;

(b) if the owner is deceased or insolvent or has assigned his or her estate for the benefit of his creditors, has been placed under curatorship by order of court or is a company being wound up or under judicial management, the person in whom the administration of such property is vested as executor, administrator, trustee, assignee, curator, liquidator or judicial manager, as the case may be, shall be deemed to be the owner thereof;

(c) if the owner is absent from the Republic or if his address is unknown to the Municipality, any person who as agent or otherwise receives or is entitled to receive the rent in respect of such property, or if the Municipality is unable to determine who such person is, the person who is entitled to the beneficial use of such property;

"Person" means a natural and juristic person, including any department of state, statutory bodies or foreign embassies;

"Premises" includes any piece of land, the external surface boundaries of which are delineated on:

(a) A general plan or diagram registered in terms of the Land Survey Act, (9 of 1927) or in terms of the Deed Registry Act, 47 of 1937; or

(b) A sectional plan registered in terms of the Sectional Titles Act, 95 of 1986, and which is situated within the area of jurisdiction of the Municipality.

"Prescribed" means prescribed by this policy and where applicable by Council or the Municipal Manager;

"Prescribed debt" means debt that becomes extinguished by prescription in terms of the Prescription Act 68 of 1969;

“Private Open Space” means land that is privately owned and used for practising of sport, play or leisure facilities or used as a botanical garden, cemetery or nature area and which is joined as Private Open Space;

“Privately Owned Townships Serviced by the Owner” – means single properties (group housing or single residential erven), situated in an area not ordinarily being serviced by the Municipality, divided through subdivision or township establishment in (ten or more) full-title stands and / or sectional title units and where all rates-related services inclusive of installation and maintenance of streets, roads, sidewalks, lighting, storm water drainage facilities, parks and recreation facilities, are installed at the full cost of the developer and are rendered and maintained by the residents, Home owners association or management companies / bodies of such estate;

“Property” – means immovable property registered under separate title in terms of the provisions of the Deeds Registries Act, 1937 (Act 47 of 1937) in the name of a person, including, in the case of a sectional title scheme, a sectional title unit registered in the name of a person and includes unregistered land if the right of ownership can be determined;

“Rateable Property” shall mean property on which the Municipality may in terms of Section 2 of the Municipal Property Rates Act 2004 levy a rate, but excluding property fully excluded from the levying of rates in terms of Section 17 of that Act;

“Ratepayer” shall mean a person who is liable to the Municipality for the payment of (a) rates on property in the Municipality; (b) any other tax, duty or levy imposed by the Municipality; and / or (c) fees for services provided either by the Municipality or in terms of a service delivery agreement;

"Rates" means a municipal rate on property envisaged in section 229 (1) of the Constitution read with the Local Government: Municipal Property Rates Act 6 of 2004 and the Local Government: Municipal Finance Act 56 of 2003;

“Rebate” in relation to a rate payable on a property, shall mean a discount granted in terms of Section 15 of the Municipal Property Rates Act, 2004 on the amount of the rate payable on the property;

“Reduction” - in respect of a rate payable on a property, means the lowering of the amount for which the property was valued and the rating of that property at that lower amount;

"Refuse Charges" means service charges in respect of the collection and disposal of refuse;

"Registered Owner" means that person, natural or juristic, in whose name the property is registered in terms of the Deeds Registry Act, 47 of 1937;

"Responsible Person" means any person other than the registered owner of an immovable property who is legally responsible for the payment of municipal service charges;

"Residential Property" shall mean a property included in the valuation roll in terms of Section 48(2)(b) of the Municipal Property Rates Act, 2004 as residential;

"Residential Property" furthermore means improved property that: -

(a) is used predominantly (60% or more) for residential purposes, including any adjoining property registered in the name of the same owner and used together with such residential property as if it were one property. Any such grouping shall be regarded as one residential property for rate rebate or valuation reduction purposes, if still used dominantly for residential purposes;

(b) is a unit registered in terms of the Sectional Title Act and is used predominantly for residential purposes;

(c) is owned by a share-block company and is used predominantly for residential purposes;

(d) is a residence used for residential purposes situated on a property used for educational purposes;

(e) is property which is included as residential in a valuation list in terms of section 48(2)(b) of the Municipal Property Rates Act;

(f) are retirement schemes and life right schemes used predominantly (60% or more) for residential purposes;

(g) vacant properties (empty stands), hotels, hostels, old-age homes and accommodation establishments, irrespective of their zoning or intended use, have been specifically excluded from this property category;

"Service Charges" means the fees levied by the Municipality in terms of its tariff policy for any municipal services rendered in respect of an immovable property and includes any penalties, interest or surcharges levied or imposed in terms of this policy;

"Service Delivery Agreement" means an agreement between the Municipality and an institution or persons mentioned in section 76(b) of the Local Government: Municipal Systems Act 32 of 2000;

"Sewerage Charges" means service charges in respect of the provision of sewerage collection and treatment of infrastructure;

"Small Holding" means:-

(a) all agricultural zoned land units situated within an urban region with an area of one to three hectares; or

(b) any agricultural zoned land unit situated outside an urban region with an area of three hectares or less.

"Sundry Customer Accounts" means accounts raised for miscellaneous charges for services provided by the Municipality or charges that were raised against a person as a result of an action by a person, and were raised in terms of Council's policies, bylaws and decisions;

"Supervisory Authority" means the Executive Mayor of the Municipality or his or her nominee, acting in terms of Section 99 of the Municipal Systems Act 32 of 2000;

"Tariff" means the scale of rates, taxes, duties, levies or other fees which may be imposed by the Municipality in respect of immovable property and / or for municipal services provided;

"Tariff Policy" means a Tariff Policy adopted by the Council in terms of Section 74 of the Local Government: Municipal Systems Act 32 of 2000;

"User" means the owner or occupier of a property in respect of which municipal services are being rendered;

"Vacant Property" – means any land without any improvements thereon;

"Water Charges" means service charges in respect of the provision of water.

3. CONSTITUTIONAL AND LEGAL BACKGROUND

In terms of section 62 (1) of the Local Government: Municipal Finance Management Act (MFMA), Act 56 of 2003, the Accounting Officer (AO) of a Municipality is responsible for managing the financial administration of the Municipality, and must for this purpose take all reasonable steps to ensure that, inter alia, the Municipality has and implements a tariff policy referred to in section 74 of the Local Government: Municipal Systems Act (MSA), Act 32 of 2000 as amended.

In terms of section 74 of the Municipal Systems Act the municipal council hereby adopts a tariff policy on the levying of fees for municipal services provided by the Municipality itself or by way of service delivery agreements.

4. APPROVAL AND EFFECTIVE DATE

The policy will be effective as from 1 July 2023.

5. POLICY AMENDMENT

In terms of section 17(1)(e) of the MFMA this policy must be reviewed on an annual basis and the reviewed policy tabled to Council for approval together with the adoption of the MTREF for the following year.

6. RELATIONSHIP WITH OTHER POLICIES

This policy needs to be read in conjunction with other relevant adopted policies of the municipality, including the following:

- Delegation of Powers;
- Enterprise Risk Management Policy;
- Credit Control and Debt Collection Policy;
- Property Rates Policy;
- Funding, Borrowing and Reserves Policy;
- Cash Management and Investment Policy
- Long Term Financial Plan Policy;
- Indigent Policy;
- Budget Implementation and Monitoring Policy;
- Free Basic Electricity Policy
- Free Basic Water Policy.

7. REFERENCES

The following references were observed in compiling this document:

- Municipal Finance Management Act, 2003
- Municipal Systems Act, 2000
- Municipal Property Rates Act 6, 2004 as amended
- Municipal Property Rates Policy, as reviewed annually
- Constitution of the Republic of South Africa, 1996 as amended
- Municipal Budget and Reporting Regulations, 2008

8. BASIC PRINCIPLES TO BE CONSIDERED IN DETERMINATION OF A TARIFF STRUCTURE

8.1 Service tariffs imposed by the local Municipality shall be viewed as user charges and not as taxes, and therefore the ability of the relevant customer or user of the services to which such tariffs relate, shall not be considered as a relevant criterion (except in the case of the indigent relief measures approved by the Municipality from time to time).

8.2 The Municipality shall ensure that its tariffs are uniformly and fairly applied throughout the municipal region.

8.3 Tariffs for the four major services rendered by the Municipality, namely Electricity, Water, Sewerage and Refuse Removal, shall as far as possible recover the expenses associated with the rendering of each service concerned, and where feasible, generate a modest surplus as determined in each annual budget. Such surplus shall be applied in relief of property rates or for the future capital expansion of the service concerned, or both.

8.4 The tariff which a particular customer or user pays shall therefore be directly related to the standard of service received and the quantity of the particular service used or consumed.

8.5 The Municipality shall develop, approve and at least annually review an indigent support programme for the municipal area. This programme shall set out clearly the Municipality's cost recovery policy in respect of the tariffs which it levies on registered indigents, and the implications of such policy for the tariffs which it imposes on other users and customers in the municipal region.

8.6 In line with the principles embodied in the Constitution, in other legislation pertaining to local government, and in the case of electricity approval by NERSA, the Municipality may differentiate between different categories of users and customers in regard to the tariffs which it levies. Such differentiation shall however at all times be reasonable and shall be fully disclosed in each annual budget.

8.7 The Municipality's tariff policy shall be transparent, and the extent to which there is cross-subsidisation between categories of customers or users shall be evident to all customers or users of the service in question.

8.8 The Municipality further undertakes to ensure that its tariffs shall be easily explainable and understood by all customers and users affected by the tariff policy concerned.

8.9 The Municipality also undertakes to render its services cost effectively in order to ensure the best possible cost of service delivery.

8.10 In the case of conventional metering systems for electricity and water, the consumption of such services shall be properly metered by the Municipality and meters shall be read, wherever circumstances reasonably permit, on a monthly basis. The charges levied on customers shall be proportionate to the quantity of the service which they consume. In addition, the Municipality shall levy a monthly fixed charge for electricity and water services.

8.11 In adopting what is fundamentally a two-part tariff structure, namely a fixed basic charge coupled with a charge based on consumption, the Municipality believes that it is properly attending to the demands which both future expansion and variable demand cycles and other fluctuations will make on service delivery.

8.12 In case of vacant stands, where the services are available but not connected, the Municipality shall levy a monthly availability charge which is levied because of fixed costs such as the capital and maintenance costs and insurance of infrastructure available for immediate connection. This principle also applies to vacant stands in areas serviced through conservancy or septic tanks.

8.13 The Municipality's tariffs for electricity services will be determined to ensure that those customers who are mainly responsible for peak demand, and therefore for the incurring by the Municipality of the associated demand charges from Eskom, will have to bear the costs associated with these charges. To this end the Municipality shall therefore install demand meters to measure the maximum demand of such customers

during certain periods. These bulk customers shall therefore pay the relevant demand charge as well as an energy charge directly related to their actual consumption of electricity during the relevant metering period.

9. FACTORS TO BE CONSIDERED IN THE DETERMINATION OF A TARIFF STRUCTURE

9.1 Financial factors

9.1.1 The primary purpose of a tariff structure is to recover the actual costs of the rendering of a particular service, during each of the Municipality's specific financial years, to avoid cross subsidising of services.

9.1.2 In order to determine the tariffs which must be charged for the supply of the four major services, the Municipality shall identify all the costs of operation of the undertakings concerned, including specifically the following:-

9.1.2.1 Cost of bulk purchases in the case of water and electricity.

9.1.2.2 Distribution costs.

9.1.2.3 Distribution losses in the case of electricity and water.

9.1.2.4 Depreciation expenses.

9.1.2.5 Maintenance of infrastructure and other fixed assets.

9.1.2.6 Cost of approved indigent relief measures and cross subsidising of low consumption.

9.1.2.7 Administration and service costs, including:-

- service charges levied by other departments such as finance, human resources and legal services;
- reasonable general overheads, such as the costs associated with the Office of the Municipal Manager;
- adequate contributions to the provisions for bad debts and obsolescence of stock; and
- all other ordinary operating expenses associated with the service concerned including, in the case of the electricity service, the cost of providing street lighting in the municipal area.

(Note: the costs of the democratic process in the Municipality – that is, all expenses associated with the political structures of the Municipality – shall form part of the expenses to be financed from property rates and general revenue, and shall not be included in the costing of the major services of the Municipality).

9.1.3 The intended surplus to be generated for the financial year. Surplus to be applied:-

- as an appropriation to capital reserves; and/or
- generally in relief of rates.

9.2 Socio-economic factors

9.2.1 Although the determination of tariffs is in many instances politically orientated, it ought to be based on sound, transparent and objective principles at all times. In order to fully understand the influence of the socio-economic factors the various user categories and forms of subsidisation needs to be considered. Tariffs should also support business initiatives aimed at creating jobs or contribute to the economy of the area.

9.2.2 Users can be divided into the following categories:-

9.2.2.1 Users who are unableto make any contribution towards the consumption of services and who are fully subsidised;

9.2.2.2 Users who are able to afford a partial contribution and who are partially subsidised only; and

9.2.2.3 Users who can afford to pay for the cost of the services.

9.2.3 It is important to identify these categories and to plan the tariff structures accordingly. Subsidies currently derived from two sources namely:-

9.2.3.1 Contributions from National Government: National Government makes an annual contribution according to a formula, which is primarily based on information obtained from Statistics South Africa by means of census surveys. If this contribution is judiciously utilised it will subsidise all indigent households who qualify in terms of the Council policy.

9.2.3.2 Contributions from own funds: The Council can, if the contribution of National Government is insufficient, provide in its own operational budget for such support. Such action will in all probability result in increased tariffs for the larger users. Any subsidy must be made known publicly.

11.1.2 To make provision for subsidisation the tariff structure can be compiled as follow:-

9.2.4.1 Totally free services (within limits and guide lines);

9.2.4.2 Lower tariffs for users who qualify in terms of particular guide lines, for example to recover the operational costs of the service only; and

9.2.4.3 Full tariff payable with a subsidy that is transferable from sources as mentioned above.

9.3 Minimum service levels

It is important that minimum service levels be determined in order to calculate and develop an affordable tariff package available to all potential users.

9.4 Credit control

9.4.1 It is not possible to successfully compile a tariff structure without consideration of the stipulations of an effective credit control system. Income is provided for in the budget and the payment level must be realistic taking into account current payment levels and past trends. It is therefore important tocontinuously ensure that users indeed pay punctually. Non-payment has a direct effect in that the provision for debt impairment, in accordance with current payment levels, mustbe provided for as expenditure in the budget.

9.4.2 However, it is also a fact that there are consumers who are unable to pay. Tariffs must therefore provide access to a minimum level of basic services for all users. It should furthermore be supplemented with a practical policy for indigents. This will ensure the sustainable delivery of services. In addition, adequate provision should be made on an annual basis for for debt impairment and working capital in accordance with current payment levels.

9.5 Package of services

The accounts for rates and services must not be seen in isolation. It must be considered jointly to determine the most affordable amount that the different users can pay as a total account. The basic costs of a service must first of all be recovered and then only can surpluses be manipulated to determine the most economic package for the user with due allowance for future events in regard to a particular service.

9.6 Historical and future user patterns

9.6.1 It is important to keep accurate consumption statistics for the purpose of determining tariffs. Consumption determines tendencies, which ultimately have an influence on tariffs within a structure. Provision should be made in the process for growth and seasonal use, as well as for unforeseen events that may have an impact on tariffs.

9.7 User groups

9.7.1 Users are traditionally divided into user groups as set out below:-

9.7.1.1 Domestic (Residential);

9.7.1.2 Businesses / Commercial;

9.7.1.3 Industries / Bulk customers;

9.7.1.4 Farm properties (agricultural);

9.7.1.5 Accommodation establishments (including guest houses);

9.7.1.6 Municipal consumption (departmental charges);

9.7.1.7 Institutions that may be directly subsidised for example retirement homes, schools and hostels, sport organisations, etcetera; and

9.7.1.8 Special arrangements for specific developments as may be determined by Council from time to time.

A continuous effort should be made to group together those users who have more or less the same access to a specific service.

10. FREE BASIC SERVICES

10.1 Underlying principle

10.1.1 Free basic municipal services refers to those municipal services necessary to ensure an acceptable and reasonable quality of life and which service, if not provided, could endanger public health or safety or the environment.

10.1.2 In terms of the South African Constitution all customers should have access to basic services. Typically, the following parameters will be applied: -

10.1.2.1 The extent of the monthly indigent support granted to indigent households must be based on budgetary allocations for a particular financial year and the tariffs determined for each financial year.

10.1.2.2 The general threshold for indigent support is restricted to qualifying households with a combined income amount, and or or certain property value determined by Council at the beginning of every financial year and will be applied for the duration of that particular financial year.

11. TARIFF STRUCTURES FOR VARIOUS SERVICES

It is essential that a compromise be reached between the following needs with the determination of a tariff structure:-

11.1.3 The need to reflect costs as accurately as possible in order to achieve cost effectiveness;

11.1.4 The need to ensure equality and fairness between user groups;

11.1.5 The need for a practically implementable tariff;

11.1.6 The need to use appropriate metering and provisioning technology;

11.1.7 The need for an understandable tariff; and

11.1.8 The user's ability to pay.

Taking into consideration the abovementioned points the tariff structure of the following services are discussed:-

- **Electricity**
- **Water**
- **Refuse Removal**
- **Sewerage**
- **Property Rates.**

11.1 Electricity

11.1.1 To calculate the tariff for electricity, the actual cost incurred in the supply of electricity to the community has to be taken into consideration. The principle of basic levies as well as per unit tariff for electricity is determined by the cost structure. This cost structure consists of the following components:-

11.1.1.1 Fixed costs: It represents that portion of expenses that must be incurred irrespective of the fact whether or not any electricity has been sold, for example the salary of staff who have been appointed permanently with specific tasks relating to the provision of electricity, costs of capital, maintenance cost and insurance that is payable in respect of the infrastructure. These costs must be recovered whether any electricity is used or not. The costs are therefore recovered by means of a fixed levy per period

(normally levied as a monthly basic charge) in order to ensure that these costs are covered.

11.1.1.2 Variable costs: It relates to the physical provision of electricity according to consumption / demand and must be financed by means of a unit tariff which is payable per kWh/KVA electricity consumed.

11.1.1.3 Surplus: The tariffs for these services are determined in such a way that a net trading surplus is realised. Any trading surplus is used to subsidise the tariffs of rate funded services.

11.1.2 The following tariff structures were basically used for the determination of tariffs:-

11.1.9 Inclining block tariff (IBT) tariff structure where customer's consumption is divided into blocks and each subsequent block has a higher energy rate (c/kWh). The tariff structure has been set by NERSA in order to protect/ cross-subsidise low income domestic customers and to promote energy efficiency.

11.1.10 Single rate energy tariff (all costs expressed in a single cent/kWh charge).

11.1.2.3 Two part tariff for Industrial and Bulk Customers. Demand charge and a variable charge related to metered kWh consumption):-

- **Energy rate (c/kWh);**
- **Demand charge (R/KVA month – recovers capital costs elements).**

11.1.2.4 Special tariff arrangements determined and approved by Council from time to time for specific developments and/or informal settlements.

11.2 Water

11.2.1 Water is a scarce commodity with little alternatives available (contrary to electricity). Tariff structures should therefore be aimed at the reduction of consumption. In order to restrict consumption, an inclining block rate tariff structure with a basic fee is applied.

11.2.2 In principle, the amount that users pay for water services should generally be in proportion to their use of water services. Tariffs must be set at levels that facilitate the sustainability of the service, will include sliding scale tariff structure.

11.2.3 To calculate the tariff for water, the actual cost incurred in the supply of water to the community, has to be taken onto consideration. The principle of basic levies as well as a kilolitre tariff for water is determined by the cost structure.

11.2.4 Similar to electricity, this cost structure consists of the following components:-

11.2.5 <u>Fixed costs</u>: It represents that portion of expenses that must be incurred irrespective of the fact whether or not any water has been sold, for example the salary of staff who have been appointed permanently with specific tasks relating to the provision of water, costs of capital and insurance that is payable in respect of the infrastructure. These costs must be recovered whether any water is used or not. The costs are therefore recovered by means of a fixed levy per period (normally on a monthly basis) in order to ensure that these costs are covered.

11.2.6 <u>Variable costs</u>: It relates to the physical provision of water according to demand and must be financed by means of a unit tariff which is payable per kilolitre water consumed.

11.2.7 <u>Surplus</u>: The tariffs for these services are determined in such a way that a net trading surplus is realised. Any trading surplus is used to subsidise the tariffs of rate funded services.

11.2.8 The following tariff structures were basically used for the determination of tariffs:-

11.2.9 Special tariff arrangements determined and approved by Council from time to time for specific developments and/or informal settlements.

11.2.10 Should the levy of the availability charge of water fall into arrears due to non-payment by the fractional owner, credit control procedures as stipulated in the credit control policy will follow.

11.2.11 Payment for Water Connection

The fees prescribed in the tariff to all consumers that receive or want to receive sanitation services will be for each individual stand payable by the owner in full before such a connection will be made to the sewer system.

11.2.7 **Relocation of water service**

The cost for the relocation of the water meter will be at the customer's account and at the prescribed water tariff

11.2.8 The cost for the termination/removal of the water services will be at the customer's account and at the prescribed water tariff

11.2.9 Notification of boreholes

The municipality or its authorised agent may, by public notice, require –

11.2.9.1 The owner who has an existing borehole or who wants to drill a new borebole must pay a prescribed borehole registration fee

11.3 Refuse Removal

11.3.1 Refuse removal is an economic service and tariff calculations should be based on the actual cost incurred in delivering the service.

11.3.2 A customer who chooses to do his/her own refuse removal will still be liable for paying the applicable refuse tariff.

11.3.3 The tariff levied by Midvaal Local Municipality is based on the category of property as determined in the valuation roll.

11.3.4 The following tariff structures were basically used for the determination of tariffs:-

11.3.5 Residential (domestic customers) – maximum of one removal per week (black bag system).

11.3.6 Business / Commercial / Industrial (Non – Bulk) – maximum of two removals per week.

11.3.7 Business / Commercial / Industrial (Bulk) - maximum of three removals per week.

11.3.8 Business / Commercial / Industrial (Bulk) - four or more, with a maximum of seven removals per week.

11.3.9 Additional removals – More than the maximum removals as per 11.3.5 – 11.3.8.

11.3.10 A service charge is payable on all properties (as per category as detailed in the schedule of tariffs), where the rendering of the service is available, whether or not the service is utilised by the customer.

11.3.11 Special tariff arrangements determined and approved by Council from time to time for specific developments and/or informal settlements.

11.3.12 Where fractional ownership of a property occurs,the owner will be levied refuse based on their fractional share in that property.

11.3.13 Should the levy for refuse fall into arrears due to non-payment by the fractional owner, credit control procedures as stipulated in the credit control policy will follow.

11.4 Sewerage

11.4.1 Sewer service is an economic service and tariff calculations should be based on the actual cost incurred in delivering the service.

11.4.2 The following tariff structures were basically used for the determination of tariffs:-

11.4.3 Tariff arrangements determined and approved by Council from time to time for specific developments.

11.4.4 A sewer charge is payable on all properties (as per category as detailed in the schedule of tariffs), where a connection to the sewer network is possible, whether or not the service is utilised by the customer. This fee aims to recoup capital and maintenance costs of networks as well as certain fixed administrative costs in respect of such properties.

11.4.5 The sewer charge will be payable as from date of registration of property

11.4.6 If the owner connects and improve the property the sewer charge will be adjusted from the date of the connection.

11.4.7 Owners of vacant stands in an area serviced through conservancy tanks, septic tanks or French drains only will not pay the availability tariff.

11.4.8 Where the fractional ownership of a property occurs, the owner will be levied a sewer charge for sewerage based on their fractional share in that property.

11.4.9 Should the levy of the availability charge for sewerage fall into arrears due to non- payment by the fractional owner, credit control procedures as stipulated in the credit control policy will follow

11.5 Property Rates

11.5.1 The rate levied by the Municipality will be a cent amount in the Rand based on the market value of the property.

11.5.2 In terms of the Municipal Property Rates Act, 2004 as amended, the Municipality may levy different rates for different categories of rateable property. Differential rating among the various property categories will be done by way of setting different cent amount in the rand for each property category and by way of reductions and rebates as provided for in the Municipality's property rates policy.

11.5.3 In terms of section 17 (1) (e) of the MFMA the Municipality's property rates policy must be reviewed on annual basis and the reviewed policy tabled to Council for approval as part of the budget process.

12. ELECTRICITY TARIFF POLICY

Electricity is supplied under a distribution license, granted by NERSA for a specific area of jurisdiction, which regulates inter alia the following aspects:-

- Classification of customer categories.
- Permissible tariff structure options are determined at a national level and distributors are obliged to apply these structures to obtain uniformity.
- All tariff structures and tariffs must be approved by NERSA prior to application thereof by a distributor.

12.1 Domestic Customers and Accommodation Establishments

This tariff covers the supply of electricity for domestic use in private dwellings, flats and chalets with separate meters and includes churches, schools, welfare buildings, hospitals, halls or similar premises.

This tariff is applied for circuit breaker sizes not in excess of 63A single phase or 63A three phase. Should customers require supplies in excess hereof, the Commercial Customer or Bulk Supply tariff will be applicable. A phased approach will be implemented to convert existing customers who have traditionally been charged at different tariffs towards these criteria.

<u>Customers with conventional meters</u>

12.1.1 One part tariff:

11.3.10 Energy rate (c/kWh). The energy rate is charged on an inclining block tariff per unit based on the number of kWh consumed which is determined as follows:-

Block 1: 0 to 50 kWh
Block 2: 51 to 350 kWh
Block 3: 351 to 600 kWh
Block 4: >600 kWh

<u>Pre-paid customers</u>

12.1.2 Prepaid users are charged based on a one part tariff:-

12.1.2.1 One part tariff:

11.3.11 Energy rate (c/kWh). The energy rate is charged on an inclining block tariff per unit based on the number of kWh consumed which is determined as follows:-

Block 1: 0 to 50 kWh
Block 2: 51 to 350 kWh
Block 3: 351 to 600 kWh
Block 4: >600 kWh

12.1.2.2 Energy rate (c/kWh). The energy rate is charged on an inclining block tariff per unit based on the number of kWh purchased, which is determined as follows:-

Block 1: 0 to 50 kWh
Block 2: 51 to 350 kWh
Block 3: 351 to 600 kWh
Block 4: >600 kWh

12.1.2.3 Should the customer have any municipal arrears, the auxiliary payment system may be activated for the gradual payment of the arrears as a percentage of purchases.

12.1.2.4 Registered Indigents receive a number of kWh units fully subsidised every month, as determined by Council on an annual basis. Where possible, Council may limit the supply to indigent customers to a 20A single phase capacity.

12.2 Commercial / Business Customers

This tariff covers the supply of electricity to shops, office buildings, hotels, clubs, industrial undertakings, builder's supplies or similar premises.

The tariff is normally for circuit breaker sizes not in excess of 63A single phase or 100A three phase. Should customers require supplies in excess hereof, the Bulk Supply tariff will be applicable. A phased approach will be implemented to convert existing customers who have traditionally been charged at different tariffs towards these criteria.

Customers with conventional meters

12.2.1 Customers with conventional meters are billed as follows:-

12.2.1.2 One part tariff:

11.3.12 Energy rate (c/kWh). The energy rate is charged at a single rate tariff per unit based on the number of kWh consumed.

Pre-paid customers

12.2.2 Prepaid users, if applicable, are charged on a one part tariff:

12.2.2.1 Energy rate (c/kWh). The energy rate is charged on a single rate per unit based on the number of kWh purchased.

12.2.3 Should the customer have any municipal arrears, the auxiliary payment system may be activated for the gradual payment of the arrears as a percentage of purchases.

12.3 Industrial / Bulk Customers

12.3.1 The Bulk Supply tariff is for Customers with a notified maximum demand of 71kVA or more or who require a supply greater than a 100Amp three phase circuit breaker size.

12.3.2 These customers are billed as follows:-

12.3.2.1 Two part tariff.

11.3.13 Demand charge ((R/kVA month – recovers capital costs elements).

11.3.14 Energy rate (c/kWh). The energy rate is charged at a single rate tariff per unit based on the number of kWh consumed.

12.4 Farm properties (Agriculture)

These customers are billed as per the tariffs applicable which have been determined by the Council by special agreement with a specific group of farmers in the past.

12.5 Streetlights

An energy rate (c/kWh) will be applied per streetlight metering point.

12.6 Special Arrangements

Other tariffs may be applicable which has been determined by the Town Electrical Engineer or Council by special agreement with specific Clients. This will only be considered when special circumstances prevail.

12.7 Departmental

The respective Commercial and Bulk Supply tariffs, for consumption only, will be determined by Council on an annual basis. Tariff to be determined by the specific department applicable, only on the energy.

12.8 Electricity sundry tariffs

All other electricity related services offered by the Council are charged at a tariff as determined by the Council annually during the budget process.

13. WATER TARIFF POLICY

13.1 Domestic / Commercial / Business / Accommodation Establishments

13.1.1 Customers are billed as follows:-

11.3.15 Registered Indigents receive their basic levy for water fully subsidised every month, as determined by Council on an annual basis.

13.1.1.2 Domestic customers are billed for consumption based on the amount of water used by way of a step tariff per kilolitre usage in the following blocks:-

11.3.16 0 to 6 kl – Indigent households

11.3.17 7 to 12 kl – Non Indigents

11.3.18 0 to 12 kl – Non Indigents

11.3.19 13 to 20 kl – Non Indigents

11.3.20 21 to 30 kl – Non Indigents

11.3.21 31 to 45 kl – Non Indigents

11.3.22 >45 kl – Non Indigents

13.2 Old Age Homes / Schools / Sports Clubs / Charitable institutions

13.2.1 Customers are billed as follows:-

13.2.1.1 Customers are billed for consumption based on the amount of water used by way of fixed tariff per kilolitre usage.

13.3 All other Customers

All other customers are billed as follows:-

13.3.1 Customers are billed for consumption at a fixed tariff per kilolitre based on the number of kilolitres consumed.

13.4 Special Arrangements

13.4.1 Where two or more dwellings / flats / offices / accommodation establishment units are feeding from one main water connection to a property, the customers are billed as follow:-

13.4.2 Customers in 13.4.1 are billed for consumption based on the amount of water used by way of a fix tariff per kilolitre usage.

13.5 Water Restrictions

13.5.1 The availability of bulk water resources will be monitored throughout the year by Council.

13.5.2 When so required, Council will take a resolution to implement water restrictions.

13.5.3 Any penalties payable on water consumption as a result of water restrictions will be implemented in the month following the Council resolution; regardless of the meter reading dates (water consumed prior to the resolution date may therefore also be subject to penalties).

13.5.4 Pre-Paid Water

Domestic Pre-paid Water meters will also be charged on the same Sliding scale as normal conventional Meters. Customers can apply for the installation of a Pre-paid water meter at the applicable tariff as per Council promulgated tariffs, subject to the availibity of Pre-paid water meters. This will only apply to Residential customers.

13.6 Departmental

The respective Commercial and Bulk Supply tariffs, for consumption only, will be determined by Council on an annual basis. Tariff to be determined by the specific department applicable only to the water consumption.

13.7 Water Sundry Tariffs

All other water related services offered by the Council are charged at a tariff as determined by the Council annually during the budget process.

14. REFUSE TARIFF POLICY

14.1 Refuse Removal Tariffs

14.1.1 The Council has determined the following categories for refuse removal:-

14.1.2 Residential (domestic customers) – maximum of one removal per week.

14.1.3 Flats / Townhouses – levy for each unit – remove once a week (domestic)

14.1.3.1 Business / Commercial / Industrial (Non – Bulk) – maximum of two removals per week. Businesses situated in residential areas will only be serviced once a week.

14.1.3.2 Business / Commercial / Industrial (Bulk) - maximum of three removals per week.

14.1.3.3 Business / Commercial / Industrial (Bulk) - four or more, with a maximum of seven removals per week.

14.1.3.4 Additional removals – More than the maximum removals as per 14.1.1 – 14.1.3.4

14.1.4 Registered Indigents receive their refuse removal service fully subsidised every month, as determined by Council on an annual basis.

14.1.5 Refuse removal charges will apply to developed properties.

14.2 Special Arrangements

14.2.1 Where two or more customers on a premises make use of the compulsory solid waste disposal service the customers are billed as per the category in par 14.1.1 above.

14.2.2.1 Special tariff arrangements determined and approved by Council from time to time for specific developments. In terms of the current arrangements, all developments with ten or more units that have created a central collection point for refuse as agreed with Council may qualify for a reduced tariff as determined by Council on an annual basis. The Body Corporate or individual owners may apply in writing for a rebate. If approved, a rebate of 20% will be applied. If no application is received the full charges will be levied.

14.3 Departmental

Tariffs will be determined by Council on an annual basis. Tariff to be determined by the specific department applicable.

14.4 Refuse Removal Sundry Tariffs

All other refuse removal related services offered by the Council are charged at a tariff as determined by the Council annually during the budget process.

15. SEWERAGE TARIFF POLICY

15.1 Sewerage Systems

15.1.1 A sewer charge is payable on all properties (as per category as detailed in the schedule of tariffs), where a connection to the sewer network is possible, whether or not the service is utilised by the customer.

15.1.2 The charge will be payable as from date of registration of property and the charge will differ between developed and undeveloped properties.

15.1.3 Registered Indigents receive their levy for sewerage service fully subsidised every month, as determined by Council on an annual basis.

15.2 Special Arrangements

15.2.1 Where two or more dwellings / flats / offices / accommodation establishment units are feeding from one main sewerage connection to a property, the customers are billed as follows:-

15.2.2 A charge is payable on all dwellings that are connected to the sewerage network based on the size of the smallest water connection (20 mm).

15.2.3 In the case of accommodation establishments, a charge is payable on all units / dwellings that are connected to the sewerage network based on the size of the smallest water connection (20 mm), based on the following formula:-
Flats / Townhouses – each unit pays a sewer charge

15.3 Departmental

Tariffs will be determined by Council on an annual basis. Tariffs to be determined by the specific department applicable.

15.4 Sewerage sundry tariffs

All other sewerage related services offered by the Council are charged at a tariff as determined by the Council annually during the budget process.

16. PROPERTY RATES POLICY

16.1 Property Rates tariffs

Property rates are levied as determined by Council from time to time and is covered in the Property Rates Policy and By-law of the Municipality.

16.2 Property Rates sundry tariffs

All other property tax related services offered by the Council are charged at a tariff as determined by the Council annually during the budget process.

17. SUNDRY TARIFFS

17.1 Various sundry tariffs are applied to recoup costs of sundry services to the public. All such tariffs are based on cost of supply, but individual tariffs may be set at:-

17.1.1 Subsidised levels;
17.1.2 Levels reflecting actual cost; or
17.1.3 Levels producing surpluses.

17.2 The level at which the Council sets a sundry service tariff, takes into account factors such as:-
17.2.1 Affordability;
17.2.2 Socio-economic circumstances;
17.2.3 Utilisation of amenities and resources;
17.2.4 National and regional agreements and provisions; and
17.2.5 Any other factors influencing such decisions.

17.3 Sundry tariffs and structures will be revised at least once a year, during the annual budgeting process.

18. WATER LEAK ADJUSTMENT

Definition of a water leak

Water leak – is crack or flaw that permits water to escape or pass through the pipes. The water will be wasted with or without detection .

Responsibility of water leak

18.1 Customer

- **The customer remains responsible for any water leak that occurred from the meter to his property.**
- **The customer is responsible to repair the pipes in his/her property.**
- **Should the customer discover any water leak, he/she must take immediate steps to stop the loss of water by turning off the water supply .**
- **The plumber is the best person to call to mend domestic leaks and repair pipes and connections.**

18.2 Midvaal Local Municipality

- **The water leaks on the streets or on council property remains the responsibility of the municopality.**
- **Midvaal Local Municipality will not charge its customers to repair pipes on the streets.**
- **The consumers should not allow anyone trying to claim money from them for repairing council water pipes.**
- **Even though the water leak is on council or municipality's side, consumers are requested to report the water leak.**

Water leak adjustment tariff

- **If you determine that your water bill has gradually been getting larger and does not decrease throughout several meter reading cycle, you may have a water leak.**
- **Midvaal Local Municipality has a water leak tariff, as promulgated in the water tariffs of the municipality that may give you a discount on your bill, depending upon the nature of the water leak.**
- **If the water leak is determined to be the customer's responsibility, the customer should repair the water leak and submit the documentation of repair (receipts for**

labour, supplies and equipment and an affidavit if the leak was fixed by the owner) to the municipality billing office.

- **Once the documentation has been reviewed and approved, the documentation will be processed immediately and adjustment made if merited.**
- **The amount and time period to which the adjustment can be applied varies depending on the nature of water leak**
- **Any request for water leak adjustment must be made within 30 days of the water leak repair.**

<u>The adjustment support criteria</u>

- **Water leak adjustment is only applicable to residential properties, churches and non governmental organisations (NGO's)**
- **The need to adjust a water bill may be evident by a customer complaint of excessive billing or evidence of water leakage on the consumer side of the meter.**
- **To qualify for water leak adjustment, the usage must be at least 100% above the average monthly usage.**
- **Only one water leak adjustment per customer is allowed in any financial year, unless otherwise waived by action of municipal council.**
- **The water department of the municipality will first determine that the meter has been read properly.**
- **Adjustment will only be made if the leak was detected within three (3) months.**
- **Customer will still pay for the average consumption at the normal tariff.**
- **The Municipality will only adjust the portion that exceeds the average usage per month, and will adjust retrospectively up to a maximum of six (6) months.**

<u>Adjustment on water bills will not be made on the following:</u>

- **Any type of faulty customer plumbing**
- **More than one occurrence per any twelve (12) month period.**
- **Customer did not take immediate steps after detection of the water leak to prevent further loss of water.**
- **The customer did not provide proof of the repair of the water leak**
- **Meter was tampered with in any way.**

19. POLICY IMPLEMENTATION

The policy will be effective as from 1 July 2023.

This policy is to be reviewed annually and approved by Council together with the adoption of the MTREF for the following year.

Annexure G Property Rates By-Law 2023/2024

PROPERTY RATES BY-LAWS

2023/2024 FINANCIAL YEAR

MIDVAAL
LOCAL MUNICIPALITY

RATES BY-LAWS

By-law

To give effect to the implementation of the Midvaal Local Municipality's Rates Policy and to provide for matters incidental thereto.

Preamble

WHEREAS section 6(1) of the Local Government: Municipal Property Rates Act, 2004 (6 of 2004) as amended, requires a municipality to adopt By-laws to give effect to the implementation of its Rates Policy;

AND WHEREAS section 6(2) of the Local Government: Municipal Property Rates Act, 2004 (6 of 2004) as amended, provides that By-laws adopted in terms of section 6(1) may differentiate between different categories of properties; and different categories of owners of properties liable for the payment of rates.

BE IT THEREFORE ENACTED by the Council of the Midvaal Local Municipality, as follows:-

1. Definitions

In this By-law any word or expression to which a meaning has been assigned in the Local Government: Municipal Property Rates Act, 2004 (Act 6 of 2004) shall bear the same meaning and unless the context indicates otherwise –

"**Act**" means the Local Government: Municipal Property Rates Act, 2004 (6 of 2004) as amended;

"**Council**" means the Council of the Midvaal Local Municipality; and

"**rate**" or "**rates**" means a municipal rate on property as envisaged in section 229 of the Constitution of the Republic of South Africa.

2. Adoption and implementation of Rates Policy

(1) The Council shall adopt and implement a rates policy consistent with the Act on the levying of rates on rateable property within the jurisdiction of the municipality; and

(2) The Council shall not be entitled to levy rates other than in terms of its rates policy.

3. Contents of Rates Policy

The Council's rates policy shall, *inter alia:*

(1) Apply to all rates levied by the Council pursuant to the adoption of its Annual Budget;

(2) Comply with the requirements for:

(a) the adoption and contents of a rates policy specified in section 3 of the Act;

(b) the process of community participation specified in section 4 of the Act; and

(c) the annual review of a Rates Policy specified in section 5 of the Act.

(3) Specify any further principles, criteria and implementation measures consistent with the Act for the levying of rates which the Council may adopt; and

(4) Include such further enforcement mechanisms, if any, as the Council may wish to impose.

4. Enforcement of Rates Policy

The Council's Rates Policy shall be enforced through the Credit Control and Debt Collection By-law and Policy and any further enforcement mechanisms stipulated in the Act and the Council's Rates Policy.

5. Short title and commencement

This By-law is the Property Rates By-law, and takes effect on 1 July 2023.

Annexure H Property Rates Policy 2023/2024

PROPERTY RATES POLICY

EFFECTIVE 1 JULY 2023

As per Section 3 of Local Government: Municipal Property Rates Act, 6 of 2004, as amended

MIDVAAL
LOCAL MUNICIPALITY

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PREAMBLE

WHEREAS the Constitution of the Republic of South Africa, 1996 empowers the Council to imposes rates on property in their Municipal area;

AND WHEREAS section 3 of the Local Government: Municipal Property Rates Act, 2004 (6 of 2004) as amended determines that the council of a municipality must adopt a rates policy in accordance to the determination of the Act;

AND WHEREAS the Council must, in terms of section 5(1) of the Act, annually review, and may, if necessary, amend the rates policy;

AND WHEREAS this policy does not contain all provisions of the Local Government: Municipal Property Rates Act, 2004 (Act 6 of 2004) as amended, but lists the key provisions that the municipality deems necessary for ratepayers to be aware of so that they fully understand rating issues that will affect them and must therefore be read in conjunction with, and is subject to the stipulations of the Local Government: Municipal Property Rates Act, 2004 (Act 6 of 2004) and any regulation promulgated in terms thereof from time to time;

NOW THEREFORE the following policy on the levying of property tax is adopted.

SECTION A

1. INTRODUCTION

The Local Government: Municipal Property Rates Act (2004) as amended requires Municipalities to develop and adopt rates policies consistent with the Act on the levying of rates on rateable property in the municipality. All inputs or representations received on the draft policy of Midvaal Local Municipality where considered in drafting the final policy.

The municipality needs a reliable source of revenue to provide basic services and perform its functions. Property rates are the most important source of general revenue for the municipality. Revenue from property rates is used to fund services that benefit the community as a whole as opposed to individual households. These include for example installing and maintaining streets, roads, sidewalks, lighting, and storm drainage facilities; and building and operating, parks, recreational facilities and cemeteries. Property rates revenue is also used to fund municipal administration, such as computer equipment and stationery, and costs of governance, such as council and community meetings, which facilitate community participation on issues of Integrated Development Plans (IDPs) and municipal budgets.

Municipal property rates are set, collected, and used locally. Revenue from property rates is spent within a municipality, where the citizens and voters have a voice in decisions on how the revenue is spent as part of the Integrated Development Plans (IDPs) and budget processes, which a municipality invites communities to input prior municipal council adoption of the budget.

2. OBJECTIVE

In developing and adopting this rates policy, the Council has sought to give effect to the sentiments expressed in the preamble of the Property Rates Act, namely that:

2.1 The Constitution enjoins local government to be developmental in nature, in addressing the service delivery priorities of our country and promoting the economic and financial viability of our municipalities;

2.2 There is a need to provide local government with access to a sufficient and buoyant source of revenue necessary to fulfill its developmental responsibilities;

2.3 Revenues derived from property rates represent a critical source of income for municipalities to achieve their constitutional objectives, especially in areas neglected in the past because of racially discriminatory legislation and practices; and

2.4 It is essential that municipalities exercise their power to impose rates within a statutory framework which enhances certainty, uniformity and simplicity across the nation and which takes account of historical imbalances and the burden of rates on the poor.

2.5 In applying its rates policy, the Council shall adhere to all the requirements of the Act including any regulations promulgated interms of the Act.

The objective of this policy is also to ensure that:

2.6 All persons liable for property rates are treated fairly, equitably and reasonably;

2.7 Rates are levied in accordance with the market value of the property;

2.8 That rate will be based on the value of all rateable property and the amount required by the municipality to fulfill its developmental responsibility as well as to balance the operational budget, taking into account the surplus obtained from the trading and economical services and the amounts required to cover the costs of exemptions, reductions and rebates which the Council approves from time to time;

3. DEFINITIONS

"Act" means the Local Government: Municipal Property Rates Act, 2004 (Act 6 of 2004) as amended and includes the regulations made in terms of Section 83 of the Act;

"Agricultural Property" means property that is used primarily for agricultural purposes but, without derogating from section 9, excludes any portion thereof that is used commercially for the hospitality of guests, and excludes the use of the property for the purpose of eco-tourism or for the trading in or hunting of game;

"Business and commercial property" means:

(a) Property used for the activity of buying, selling or trade in commodities, goods or services and includes any office or other accommodation on the same erf, the use of which is incidental to such activity, or

(b) Property on which administration of business of private or public entities take place: and “business and commercial properties” has a corresponding meaning;

“Category”-

(a) in relation to property, means a category of properties determined in terms of section 8; and

(b) in relation to owners of properties, means a category of owners determined in terms of section 15 (2);

"Certificate of occupancy" means the certificate issued by the Council in terms of the National Building Regulations and Building Standards Act, 1977 (Act 103 of 1977);

"Chief financial officer" means a person designated in terms of section 80(2)(a) of the Local Government: Municipal Finance Management Act 2003 (Act 56 of 2003);

"Constitution" means the Constitution of the Republic of South Africa, Act 108 of 1996;

"Core family" means a couple, irrespective of gender (whether married or not), with or without children and / or the parents of either;

"Council" means:

(a) The Midvaal Local Municipality established in terms of Section 12 of the Local Government: Municipal Structures Act 1998 (Act 117 of 1998), as amended, exercising its legislative and executive authority through its Municipal Council; or

(b) Its successor in title; or

(c) A structure or person exercising a delegated power or carrying out an instruction, where any power in this policy has been delegated or sub-delegated, or an instruction given, as contemplated in section 59 of the Municipal Systems Act;

(d) In respect of ownership of property, rateability and liability for rates, a service provider fulfilling a responsibility assigned to it;

(e) Through a service delivery agreement in terms of section 81(2) of the Municipal Systems Act or any other law, as the case may be;

"Due date" means the date specified as such on a municipal account for any rates payable and which is the last day allowed for the payment of such rates;

"Dwelling" means a house designed to accommodate a single core family, including the normal outbuildings associated therewith;

"Exclusion" in relation to a municipality's rating power means a restriction of the power as provided for in Section 17 of the Act;

“Exemption” in relation to the payment of a rate, means an exemption granted by the Municipality in terms of Section 15 of the Act;

“Financial year” means any period commencing on 1 July of a calendar year and ending on 30 June of the succeeding calendar year;

"Industrial property" means property used for a branch of trade or manufacturing, production assembling or processing of finished or partially finished products from raw materials or fabricated part, on so large scale that capital and labour are significantly involved, and includes any office or other accommodation on the same property, the use of which is incidental to such activity;

“Land tenure right” means a land tenure right as defined in section 1 of the Upgrading of Land Tenure Rights Act, 1991 (Act 112 of 1991);

“Market value” in relation to a property, means the value of the property determined in accordance with Section 46 of the Act;

"Mining" means any operation or activity for the purpose of extracting any mineral on, in or under the earth, water or any residue deposit, whether by underground or open working or otherwise and includes any operation or activity incidental thereto;

"Multiple use properties" in relation to a property, means the use of a property for more than one purpose, subject to section 9 of the Municpal Property Rates Act, 6 of 2004, as amended;

“Municipal Systems Act” means the Local Government: Municipal Systems Act, 32 of 2000, as amended;

“Municipality” means the Midvaal Local Municipality;

"Municipal properties" means all properties of which the municipality is the owner or which property vest in the municipality but excludes such property owned by or vested in the municipality which is used for residential, business and commercial and / or industrial purposes.

"Newly rateable property" means any rateable property on which property rates were not levied by 30 June 2005, excluding a property that was incorrectly omitted from a valuation roll and for that reason was not rated before that date.

"Owner" means:

(a) In relation to a property referred to in paragraph (a) of the definition of "property", a person in whose name ownership of the property is registered;

(b) In relation to a right referred to in paragraph (b) of the definition of "property", a person in whose name the right is registered;

(c) In relation to a land tenure right referred to in paragraph (c) of the definition of "property", a person in whose name the right is registered or to whom it was granted in terms of legislation; and

(d) In relation to public service infrastructure referred to in paragraph (d) of the definition of "property", the organ of state that owns or controls that public service infrastructure; provided that a person mentioned below may for the purpose of the Act be regarded by a municipality as the owner of a property in the following circumstances:

   (i) a trustee, in the case of a property registered in the name of the trustee of a trust, excluding state trust land;

   (ii) an executor or administrator, in the case of a property in a deceased estate;

   (iii) a trustee or liquidator, in the case of a property in an insolvent estate or in liquidation;

   (iv) a judicial manager, in the case of a property in the estate of a person under judicial management;

   (v) a curator, in the case of a property in the estate of a person under curatorship;

   (vi) a person in whose name a usufruct or other personal servitude is registered, in the case of a property that is subject to a usufruct or other personal servitude;

   (vii) a lessee, in the case of a property that is registered in the name of a municipality and is leased by it;

   (viii) a buyer, in the case of a property that has been sold by the Municipality and of which possession has been given to the buyer pending registration of ownership in the name of the buyer; or an occupier of a property that is registered in the name of the Municipality.

"Pensioner" mean retired property owners who reached the age of 60 years.

“Place of Public worship” means property used primarily for the purposes of congregation, excluding a structure that is primarily used for educational instruction in which secular or religious education is the primary instructive medium: Provided that the property is-

(a) registered in the name of the religious community;

(b) registered in the name of a trust established for the sole benefit of a religious community; or

(c) subject to a land tenure right.

“Poor household” means a household that complies with the conditions of Indigent households as per Council’s approved Indigent policy and have been approved as an Indigent household.

“Properties owned by an organ of state and used for public service purposes” means properties owned by the State and are used for public services, which are not included in the definition of public service infrastructure in the Act. Examples include hospitals, schools, police stations, etc.

"Protected area" means an area that is or has to be listed in the register referred to in section 10 of the National Environmental Management: Protected Areas Act, 2003.

"Public Benefits Organisation" means an organisation conducting specified public benefit activities as defined in Section 30 of the Income Tax Act 1962 (Act 58 of 1962) and registered in terms of the Income Tax Act for tax reductions because of those activities.

“Public benefit property” means property owned by a public benefit organisation and used for any specified public benefit activity listed in item 1 (welfare and humanitarian), item 2 (health care), and item 4 (education and development) of part 1 of the Ninth Schedule to the Income Tax Act.

"Public Service Infrastructure" means publicly controlled infrastructure of the following kinds:

(a) national, provincial or other public roads on which goods, services or labour move across a municipal boundary;

(b) water or sewer pipes, ducts or other conduits, dams and water supply reservoirs, water treatment plants or water pumps forming part of a water or sewer scheme serving the public;

(c) power stations, power substations or power lines forming part of an electricity scheme serving the public;

(d) gas or liquid fuel plants or refineries or pipelines for gas or liquid fuels, forming part of a scheme for transporting such fuels;

(e) railway lines forming part of a national railway system;

(f) communication towers, masts, exchanges or lines forming part of a communications system serving the public;

(g) runways or aprons at national or provincial airports;

(h) breakwater, sea walls, channels, basin, quay walls, jetties, roads, railway or infrastructure used for the provision of water, lights, power, sewerage or similar services of ports, or navigational aids comprising light houses, radio navigational aids, buoys, beacons or any other device or system used to assist the safe and efficient navigation of vessels;

(i) any other publicly controlled as may be prescribed; or

(j) rights of way, easements or servitudes in connection with infrastructure mentioned in paragraphs (a) to (i);

"Rate" means a municipal rate on property envisaged in Section 229(1)(a) of the Constitution;

"Ratepayer" means any owner of rateable property as well as any owner of a rateable property held under sectional title, situated within the area of jurisdiction of the Council;

"Rateable property" means property on which a municipality may, in terms of Section 2 of the Act, levy a rate, excluding property fully excluded from the levying of rates in terms of Section 17 of the Act;

"Ratio" means the relationship between two similar magnitudes in respect of quantity, determined by the number of times one contains the other;

"Rebate" in relation to a rate payable on a property, means a discount granted in terms of Section 15 of the Act on the amount of the rate payable on the property;

"Reduction" in relation to a rate payable on a property, means the lowering in terms of Section 15 of the Act of the amount for which the property was valued and the rating of the property at that lower amount;

"Residential property" means improved property that:

(a) Is used for residential purposes, including any adjoining property registered in the name of the same owner and used together with such residential property as if it were one property. Any such grouping shall be regarded as one residential property for rate rebate or valuation reduction purposes;

(b) Is a unit registered in terms of the Sectional Title Act and is used for residential purposes;

(c) Is owned by a share-block company and is used for residential purposes;

(d) Is a residence used for residential purposes situated on a property used for educational purposes;

(e) Is property which is included as residential in a valuation roll in terms of section 48(2)(b) of the Act;

(f) Is part of a retirement scheme and / or life right scheme used for residential purposes;

(g) But excluding vacant (empty) stands or is used as a guesthouse, utilized for income generating purposes, hotel, and accommodation establishment, irrespective of their zoning or intended use.

"Sectional Titles Act" means the Sectional Titles Act, 1986 (Act 95 of 1986);

"Sectional title scheme" means a scheme defined in section 1 of the Sectional Titles Act;

"Sectional title unit" means a unit defined in section 1 of the Sectional Titles Act;

"Service provider" means a service provider contemplated in paragraph (d) of the definition of "Council";

"State" means the National Government and the Gauteng Provincial Government;

"State trust land / Communal Land" means land owned by the state:

(a) In trust for persons communally inhabiting the land in terms of a traditional system of land tenure;

(b) Over which land tenure rights were registered or granted; or

(c) Which is earmarked for disposal in terms of the Restitution of Land Rights Act, 1994 (Act 22 of 1994);

"Town planning scheme" means

(a) A town-planning scheme, which is in operation as contemplated in the Town Planning and Townships Ordinance 15 of 1986;

(b) Any scheme or document which in terms of any applicable legislation is legally in operation and records or sets out, by means of maps, schedules or any other document, the development rights specifying the purpose for which land may lawfully be used or any buildings may be erected, or both;

"Vacant" shall mean land which is devoid of habitable structures, is unoccupied and has no predominant use and shall the words Vacant: Residential properties, Vacant Industrial, Business and Comercial properties, and Vacant Agricultural properties, as it may appear on the valuation roll, shall have a corresponding meaning."

"Zoning" means the purpose for which land may lawfully be used or on which buildings may be erected or used, or both, as contained in the applicable town planning scheme and "zoned" has a corresponding meaning. Where a property carries multiple zoning rights, the categorization of such property will be determined by apportioning the market value of the property, in a manner as may be prescribed, to the different purposes for which the property is used, and applying the rates applicable to the categories determined by the Municipality for properties used for those purposes to the different market value apportionments.

4. PURPOSE OF THE POLICY

The purpose of the policy is:

4.1 To comply with the provisions as set out in section 3 of the Act.

4.2 To determine criteria to be applied for:

4.2.1 Levying differential rates for different categories of properties;

4.2.2 Exemptions relating to a specific category of owners of properties, or the owners of a specific category of properties;

4.2.3 Rebates and reductions and

4.2.4 Rate increases.

4.3 To determine or provide criteria for the determination of:

4.3.1 Categories of properties for the purpose of levying different rates; and

4.3.2 Categories of owners of properties or categories of properties for the purpose of granting of exemptions, rebates and reductions.

4.4 Determine how the municipality's powers must be exercised in relation to properties which are to be categorized for multiple purposes.

4.5 Identify and provide reasons for:

4.5.1 Exemptions, rebates and reductions;

4.5.2 Exclusions; and

4.5.3 Where provided for by the Minister for Local Government, rates on properties that must be phased in.

4.6 Take into account the effect of rates on the poor and to provide for appropriate measures to alleviate the rates burden on them;

4.7 Take into account the effect of rates on organisations conducting public benefit activities;

4.8 Take into account the effect of rates on public service infrastructure;

4.9 Determine measures to promote local economic and social development; and

4.10 Identify all ratable properties that are not rated.

5. PRINCIPLES

5.1 The Council shall as part of each annual operating budget impose a rate in the rand on the market value of all rateable property as recorded in the municipality's valuation roll and supplementary valuation roll. Rateable property shall include any rights registered against such property, excluding a mortgage bond;

5.2 The Council pledges itself to limit each annual rates increase as far as practicable so that the Council does not overburden its ratepayers.

5.3 The Council shall, in imposing the rate in respect of each financial year, take proper cognizance of the aggregate burden of rates and service charges on property owners, in the various categories of property ownership.

5.4 Other policy principles:

5.4.1 All persons liable for property rates will be treated equitably and reasonably;

5.4.2 Rates will be levied in proportion to the market value of the property and based on the use of the property in line with Section 8(1)(a) of the Local Government: Municipal Property Rates Act, Act 6 of 2004, as amended (2014);

SECTION B

CATEGORIES OF PROPERTY

6. CRITERIA FOR CATEGORIES OF PROPERTY FOR THE PURPOSE OF LEVYING DIFFERENT RATES

6.1 The Council may levy different rates to different categories of rateable property. All rateable property will be classified in a category and will be rated based on the category of the property. For purposes of levying rates, categorisation will be based on the use of the property as allowed for in section 8(1) read with sections 3(3)(b) and 3(3)(c) of the Act, the following categories (including clarification of category) of properties are determined in line with Section 8(1)(a) of the Local Government: Municipal Property Rates Act, Act. 6 of 2004 as amended (2014):

Ref no	Category	Clarification (Must be read together with definitions)
1	Residential properties	As per definition of "residential properties".

Ref no	Category	Clarification (Must be read together with definitions)
2	Industrial properties	As per definition of “industrial properties”.
3	Business and Commercial properties	As per definition of “business and commercial property”.
4	Agricultural properties	Properties primarily used for agricultural purposes.
5	Mining Properties	Properties used for mining operations as defined in the Minerals and Petroleum Resources Development Act, 2002 (Act 28 of 2002).
6	Properties owned by an organ of state and used for public service purposes	As per definition of “Properties owned by an organ of state and used for public service purposes”.
7	Public Service Infrastructure properties	As per definition of “public service infrastructure”.
8	Properties owned by Public Benefit Organisations and used for specified public benefit activities	As per definition of “Public Benefit Properties”.
9	Properties used for multiple purposes	Properties used for multiple purposes and not assigned to any other category where the property cannot readily be categorised by referring to the permitted or dominant use of the property will be apportioned to the different purposes for which the property is used. **Whilst this is not a property category, it is listed here to show how these properties will be dealt with as per section 9 of the Municipal Property Rates Act.**
10	Protected areas	As per definition of “protected area”.
11	Municipal properties	All properties of which the municipality is the owner or which property vests in the municipality but excludes such properties owned by or vested in the Municipality which is used for residential and / or commercial purposes.

Ref no	Category	Clarification (Must be read together with definitions)
12	Public monuments and memorials	Monument and memorials (i) erected on land belonging to any branch of central, provincial or local government, or on land belonging to any organization funded by or established in term of the legislation of such a branch of government; or (ii) which were paid for by public subscription, government funds, or a public-spirited or military organization, and are on land belonging to any private individual.
13	Unregistered Properties	To be used for admin purposes for properties not yet registered in the Deeds office. **Whilst this is not a property category, it is listed here to show how these properties will be dealt with as per section 9 of the Municipal Property Rates Act.**
154	Communal land	Property belonging to a land reform beneficiary or his or her heirs provided that this exclusion lapses 10 years from the date on which such beneficiary's title was registered in the office of the Registrar of Deeds.
15	Place of Worship and Vicarage	As per definition of "Place of Public Worship".
16	Vacant land	**"**Vacant" shall mean land which is devoid of habitable structures, is unoccupied and has no predominant use and shall the words Vacant: Residential properties, Vacant Industrial, Business and Comercial properties, and Vacant Agricultural properties, as it may appear on the valuation roll, shall have a corresponding meaning."

6.2 Owners of properties who are of the view that their property has been categorised incorrectly may apply to the Council in writing for the category to be reviewed. The Council has the right to request documentary evidence and / or to request the municipal valuer to conduct a physical inspection of the property in order for the municipal valuer to review the category and to amend the valuation roll accordingly, if the review is successful.

6.3 Properties used for multiple purposes which do not fall within the definition of a single category and accordingly do not qualify entirely for a rate in that single category maybe included into a combination of categories of multiple use properties for which an apportionment according to use of that value for each distinct category of property will be calculated by the municipal valuer and used for billing at the appropriate and applicable rate, in cases where the municipal valuer considers to apply this category."

6.4 If no "Certificate of occupancy" is available or cannot be produced the property will be categorized in line with Section 8(1)(a) and Section 78 of the Local Government Municipal Property Rates Act, Act 6 of 2004, as amended (2014).

6.5 For categorization of all properties the properties must be categorized in line with Sections 8(1)(a) and 46 of the Local Government: Municipal Property Rates Act, Act 6 of 2004, as amended (2014).

SECTION C

DIFFERENTIAL RATING

7. CRITERIA FOR DIFFERENTIAL RATING ON DIFFERENT CATEGORIES OF PROPERTIES

The following has been taken into consideration for the purpose of differential rating:

7.1 The nature of the property including its sensitivity to rating e.g. agricultural properties used for agricultural purposes.

7.2 Undeveloped or vacant land will be rated higher (in terms of a rate in the Rand) as the municipality is encouraging owners of vacant land to develop it and that the vacant land should not be used for speculation purposes by owners.

7.3 Promotion of social and economic development of a municipality.

7.4 Differential rating among the various property categories will be done by way of setting different Cent amount in the Rand for each property category (through the use of ratio's) rather than by way of reductions and rebates.

SECTION D

RELIEF MEASURES RELATED TO CATEGORIES OF PROPERTIES AND CATEGORIES OF OWNERS OF PROPERTIES

8. FACTORS TO BE CONSIDERED FOR EXEMPTIONS, REBATES AND REDUCTIONS

8.1 In granting exemptions, rebates and reductions to the categories of properties and categories of owners, the Council recognises the following factors:

8.1.1 The inability of residential property owners to pass on the burden of rates, as opposed to the ability of the owners of business, commercial, industrial and certain other properties to recover such rates as part of the expenses associated with the goods or services which they provide;

8.1.2 The need to accommodate indigents and less affluent pensioners and persons dependent on a nominal income due to medical incapacitation or other factors as may be determined by Council from time to time;

8.1.3 The services provided to the community by public service organisations;

8.1.4 The value of agricultural activities to the local economy coupled with the limited municipal services extended to such activities, but also taking into account the municipal services provided to municipal residents who are employed in such activities;

8.1.5 The need to preserve the cultural heritage of the local community;

8.1.6 The need to encourage the expansion of public service infrastructure;

8.1.7 The indispensable contribution which property developers (especially in regard to commercial and industrial property development) make towards local economic development, and the continuing need to encourage such development; and

8.1.8 The requirements of the Act.

9. GRANTING OF EXEMPTIONS, REBATES AND REDUCTIONS

Compulsory and mandatory exemptions will be in line with Sections 15 and 17 of the Local Government: Municipal Property Rates Act, 2004.

9.1 Exemptions

Sections 15 and 17 of the Act allows the granting of exemptions, reductions and rebates. These exemptions, reductions and rebates can be granted to either a specific category of properties, or a specific category of property owners.

9.1.1 Public Benefit Organisations will be exempted from paying property rates, subject to the property being in fully operation as the registered institution;

9.1.2 Municipal properties will be exempted from property rates;

9.1.3 Properties on which Public Monuments and Memorials are located will be exempted from property rates;

9.1.4 Properties located on special nature reserves, national parks or nature reserves within the meaning of the National Environmental Management: Protected Areas Act, 2003 (57 of 2003) or of a national botanical garden within the meaning of the National Environmental Management: Biodiversity Act 2004, (10 of 2004), which are not developed or used for commercial, business, agricultural or residential purposes will be exempt from paying property rates;

9.1.5 Properties belonging to a land reform beneficiary or his or her heirs, dependents or spouse will be exempt from paying property rates for the first ten years from the date on which such beneficiary's title was registered in the office of the Registrar of Deeds provided that upon alienation of the property by the land reform beneficiary or his or her heirs, dependents or spouse, property rates shall become payable;

9.1.6 Properties registered in the name of and used primarily as a place of public worship by a religious community, including the official residence registered in the name of that community which is occupied by the office bearer of that community who officiates at services at that place of worship will be exempt from paying property rates; and

9.1.7 Public Service Infrastructure will be exempted from paying property rates.

9.1.8 In order to alleviate the tax burden on residential property owners, all properties categorised as residential properties will, in addition to the impermissible rate of R15 000 prescribed in section 17(1)(h) of the Act, receive a further R135 000 exemption on the market value of a property.

9.2 Reductions

The Council may determine reductions to be applied to the market value of properties from time to time.

9.3 Rebates

Pensioners

Persons dependent on a nominal income due to medical incapacitation – medical certificate must be attached as proof thereof.

9.3.1 Owners dependent on pensions or social grants: Residential property owners who are over 60 years of age, who are both permanent occupiers and the sole owners of the property concerned whose aggregate household income does not exceed the maximum of 4 times old age pension per month will receive a rebate of 100% of their property rates for the first R1 300 000 of their property value. Residential property owners who are over 60 years of age, who are both permanent occupiers and the sole owners of the property concerned whose aggregate household income does not exceed the maximum of 5 times old age pension per month will receive a rebate of 50% of their property rates for the first R1 300 000 of their property value (i.e. maximum of R1 150 000 after the first R150 000 residential reduction has been applied). Property Owners with more than 1 property will not qualify for Pensioner Rebates.

Pensioner rebates will be valid for a period of 12 months from date of approval.

9.3.2 Sports grounds used for amateur sports will receive a rebate of 75% of their property rates (application based, annually).

9.3.3 Old age institutions registered at the Department of Welfare will receive a rebate of 85% of their property rates (application based, annually).

9.3.4 Owners of small holdings (with property type as contained in the valuation roll, agricultural holdings / farms) where the usage is indicated as a residential dwelling, will receive a rebate of 50% of their property rates for the first R750 000 of their property value (i.e. maximum of R600 000 after the first R150 000 residential reduction has been applied).

9.3.5 Owners of Private Schools will receive a 50% rebates of their property rates, subject to the school being registered as such at the Deeds Office and with the department...

9.3.6 First time owners of Government Flisp Housing who qualified for government subsidy will receive a 75% rebate of their property rates for the first R500 000 of their property value (i.e. maximum of R350 000 after the first R150 000 residential reduction has been applied). Once the Flisp subsidy beneficiary sells the property, the new property owner will not qualify for the rebate unless he / she is also a Flisp subsidy beneficiary.

9.3.7 Indigent Customers will be exempted from Property Rates.

9.3.8 In the event of owners of properties situated within an area affected by a disaster within a meaning of Disaster Management Act, (Act No. 57 of 2002), and the Property Rates Act, as amended, Section 15(2) (c) and (d), and any other serious adverse social or economic conditions, an additional exemption on municipal valuation may be provided toresidential customer . Council will determine the amount and the period for which the rebate will apply.

9.3.9 The closing date for Rebate applications in terms of the sections above will be the end of July of every financial year.

9.4 Development incentives and special rebates

9.4.1 **Development Incentives**

The objectives of the incentives are to attract investors who will bring the expertise, funds and the capacity to develop property categories such as residential, business and commercial, industrial, agricultural, educational institutions and others but also to fast track other normal developments within the Midvaal Local Municipality area;

Property Developers must submit a proper motivation (in writing) to the municipality which should include but not limited to:

- Timeframes;
- Cost of development;
- How will municipality and community benefit, etc;

The particulars of the incentive such as the percentage, cent in the rand, etc. will only be granted once formally approved by the Council or if such and incentive forms part of the Councils approved Land Development Incentive Policy;

The Municipality reserves the right to refuse or reverse any rebate if the details submitted in the application are incomplete, incorrect, or false.

9.4.2 Special rebate on Residential

In order to be granted a special rebate, the development must consist of at least 10 residential units and more.

For the purpose of special rebates on residential development which is defined as any construction in a designated (Residential zoned area), the property rates will be phased in as follows after completion of the development, which is subjected to the occupancy certificate being issued:

- In the first year a rebate of 100%
- In the second year a rebate of 75%
- In the third year a rebate of 50%

The rebate will fall away on receipt of an Occupancy Certificate, and the full property rates will be payable.

9.4.3 Special rebate on Industrial

For the purpose of special rebates on industry development which is defined as any construction in a designated (Industrial Site Zone), the property rates will be phased in as follows after completion of the development:

- In the first year a rebate of 100%
- In the second year a rebate of 75%
- In the third year a rebate of 50%

In the fourth year the full property rates will be payable.

9 COST TO MUNICIPALITIES DUE TO EXEMPTION, REBATES, REDUCTIONS, EXCLUSIONS, PHASING IN AND THE BENEFIT THEREOF TO MUNICIPALITIES

The cost to the municipality of having granted the relief measures (exemptions, rebates and reductions) short of qualifying such costs in Rand and Cent are reflected in the annual budget report as income foregone. These relief measures are detailed in paragraphs 9.1 – 9.4 of this policy.

PROPERTY RATES ANNUAL BUDGET		
PROPERTY CATEGORY	**ANNUAL BUDGET**	**REBATES**
KINDLY REFER TO THE BUDGET DOCUMENT FOR THE FINAL FIGURES		

SECTION E

RATES INCREASES/DECREASE

10 CRITERIA FOR INCREASING OF RATES

The municipality will consider increasing property rates levies annually during the budget process:

10.1 The Municipality will in determining the rate levy increase take the following into consideration:
10.1.1 To treat persons liable for rates equitably;
10.1.2 Take into account the effect of rates on the poor and include appropriate measures to alleviate the rates burden on them.
10.1.3 Priorities of a municipality reflected in its Integrated Development Plan.

10.1.4 The revenue needs of the municipality.
10.1.5 A need for management of rates shocks.
10.1.6 Affordability of rates to ratepayers.

All increases in the property rates levied will be communicated to the local community in terms of the council's IDP and Budget community participation process.

SECTION F

11 LIABILITY FOR RATES BY PROPERTY OWNERS

11.1 Method and time of payment

Midvaal Local Municipality will recover the rate levied in twelve equal monthly installments over the relevant financial year. The installment is payable on or before the 7th day of every month, following the month in which it has been levied or the due date as per the municipal statement, whichever is the earlier. Interest will be charged on the arrear amount due for rates payable at the interest rate determined by the Council.

11.2 Annual Payment Arrangements

Owners of rateable properties may choose to pay the annual rates in one installment on or before the 7th of October of the particular financial year. The property owner must notify the municipal manager or his / her nominee by no later than 30 June in any financial year, or such later date in the financial year as determined by the municipality, that he / she wishes to pay all rates in respect of such property for a particular financial year in one installment, after which such an owner shall be entitled to pay all rates in the subsequent financial year and all subsequent financial years annually until he / she withdraws this notice in similar manner.

11.3 Recovery of arrear rates from tenants, occupiers and agents

Must be read together with Section 28 and 29 of the Local Government: Municipal Property Rates Act, 6 of 2004, as amended (2014).

If an amount due for rates levied in respect of a property is unpaid after the due date, the municipality may recover the amount in whole or in part from a tenant or occupier of the

property. The amount that the municipality may recover from the tenant or occupier of the property is limited to the amount of the rent or other money due and payable by the tenant or occupier to the owner of the property. Any amount which the municipality recovers from the tenant or occupier of the property must be set off, by the tenant or occupier, against any money owed by the tenant or occupier to the owner. The Municipality may only recover such rates from the tenant or occupier after it has served a written notice to this effect on the tenant / occupier.

The municipality may recover the amount due for rates from any agent of the owner after it has given written notice to that agent or person. The amount the municipality may recover from the agent or other person is limited to the amount of that rent received by the agent or person, less the commission due to that agent or person subject to the Estate Agents Affairs Act, 1976 (Act 112 of 1976). The agent or other person must, on request by the municipality, furnish the municipality with a written statement specifying all payments for rent on the property received by that agent or person during a period determined by the municipality.

11.4 Clearance Certificate

All monies collected, including any estimated amount for the duration of the validity period of the clearance certificate, are for the purposes of section 118 (1A) of the Municipal Systems Act, or section 89 of the Insolvency Act, 1936 (Act 24 of 1936), deemed to be due and must be paid in order to facilitate the transfer of immovable property. (See Steve Tshwete Local Municipality v Fedbond [2013] ZASCA 15 (20 March 2013) where the SCA ruled that clearance must be given, in case of insolvency, for 2 years preceding the date of application for clearance, not 2 years preceding date of sequestration).

11.5 Property rates payable by joint owners / fractional property ownership

Owners will be held liable for rates jointly and severally for any properties with joint and/or fractional ownership.

12 RATE RATIOS

The Council may not levy different rates on residential properties except as provided for in the Act. The concept of differential rating means that the rate (cent in the rand amount) is not constant across all category of property. The residential rate will be use as the base rate and the other rates determined in relation to the residential rate, calculated on the ratios between the categories. The Council shall determine ratio’s from time to time bearing in mind the

prescribed ratios and statutory prescripts. The proposed rate ratios as per category of property for the 2022/2023 financial year are:

Ref no	Category	Ratio
1	Residential properties	1:1
2	Industrial properties	1:2
3	Business and Commercial properties	1:2
4	Agricultural properties	1:0.25
5	Mining Properties	1:2
6	Properties owned by an organ of state and used for public service purposes	1:2
7	Public Service Infrastructure properties	Exempted
8	Properties owned by Public Benefit Organisations and used for specified public benefit activities	Exempted
9	Properties used for multiple purposes (as per Section 9 of the Municipal Property Rates Act)	Apportionment according to use and the applicable ratio as per the use will then apply to the various apportioned values
10	Municipal properties	Exempted
11	Public monuments and memorials	Exempted
12	Unregistered Properties (Administrative Purposes)	1:0
13	Communal land and Land Reform Beneficiaries	Exempted
14	Place of Worship and Vicarage	Exempted
15	Vacant	1:3

13 AMOUNT DUE FOR RATES

A rate levied by the municipality on property will be an amount (cent in the Rand) on the market value of the property as determined by Council during the annual budget preparations and is dealt with in a separate report in line with Section 14 of the Local Government: Municipal Property Rates Act, Act 6 of 2004, as amended.

14 PHASING IN OF RATES

14.1 The rates to be levied on newly rateable property shall be phased in as provided for in Section 21 of the Act.

14.2 The phasing-in discount on the properties referred to in Section 21 of the Act shall be as follows:

14.2.1	First year	: 75% of the relevant rate;
14.2.2	Second year	: 50% of the relevant rate; and
14.2.3	Third year	: 25% of the relevant rate

15 FREQUENCY OF VALUATIONS

The municipality will make a general valuation of all properties and prepare a valuation roll every 5 (Five) years or for any other period as determined by the Council from time to time but in total not for more than 5 financial years.

16 DATE OF VALUATIONS

For the purposes of property valuation the Municipality must in terms of Section 31 of the Local Government: Municipal Property Rates Act, Act 6 of 2004, as amended. The valuation date for the 2018/2023 General Valuation roll was 1 July 2017. The Valuation date for the 2025/2030 will be 1 July 2024. and the valuation roll will be prepared by the person designated as Municipal Valuer and be implemented 1 July 2025.

17 INSPECTION OF AND OBJECTIONS TO AN ENTRY IN THE VALUATION ROLL

17.1 Once the Council has given notice that the valuation roll is open for public inspection, any person may within the inspection period, inspect the roll during office hours and may on payment of a reasonable fee as prescribed by the Council, request the municipality during office hours to make extracts from the roll and may further lodge an objection with the Municipal Manager against any matter reflected in, or omitted from, the roll.

17.2 The Municipal Manager or an official designated by him/her must assist an objector to lodge an objection if that objector is unable to read or write.

17.3 Objections must be in relation to a specific individual property and not against the valuation roll as such;

17.4 The lodging of an objection shall not defer liability for the payment of rates beyond the date determined for payment; and

17.5 All objections received shall be dealt with in accordance with the Act.

17.6 Electronic, e-mail, facsimile will be accepted.

17.7 No Late Objections will be received.

18 SPECIAL RATING AREAS

The municipality may by resolution of its council:

18.1 Determine an area within that municipality as a special rating area;

18.2 Levy an additional rate on property in that area for the purpose of raising funds for improving or upgrading that area; and

18.3 Differentiate between categories of properties when levying an additional rate referred to in paragraph (b).

19 ANNUAL REVIEW OF RATES POLICY

The municipality will annually review, and if necessary amend its rates policy taking into accounts public comments and inputs.

20 THE EFFECTIVE DATES OF THE RATES POLICY

The rates policy takes effect from the start of the municipal financial year, 1 July 2023

ADDENDUM

LEGAL REQUIREMENTS THAT ALL MUNICIPALITIES MUST COMPLY WITH IN TERMS OF THE MUNICIPAL PROPERTY RATES ACT, 2004 (ACT 6 OF 2004) WITH REGARD TO RATES POLICY DEVELOPMENT

This addendum does not contain all provisions of the Act that must be complied with in the development of rates policy, but list just a few provisions key provisions that the municipality deems it necessary for residents/ratepayers to be aware so that they get a full picture of rating issues that will affect them.

IMPERMISSIBLE RATE

- A municipality may not levy a rate on the following in terms of section 17(1) of the Act:
  - On the first 30% of the market value of public service infrastructure.
  - Any part of the sea-shore in terms of section (17(1)(b) of the Act.

- Any part of the territorial waters of the Republic in terms of section 17(1)(c) of the Act.
  - Any island of which the state is the owner in terms of section 17(1)(d) of the Act.
  - Protected areas in terms of section 17(1)(e) of the Act.
  - Mineral rights in terms of section 17(1)(f) of the Act.

- Properties belonging to land reform beneficiaries in terms of section 17(1)(g) of the Act.
  - On the first R15 000.00 of the market value of residential in terms of section 17(1)(h) of the Act. .
  - Religious institutions in terms of section 17(1)(i) of the Act.

Annexure I
Credit Control and Debt Collection By-Law 2023/2024

CREDIT CONTROL AND DEBT COLLECTION BY-LAWS

2023/2024 FINANCIAL YEAR

MIDVAAL
LOCAL MUNICIPALITY

MIDVAAL LOCAL MUNICIPALITY
CREDIT CONTROL AND DEBT COLLECTION
BY-LAWS

Date of Commencement: 1 July 2023

Bylaw

To give effect to the implementation of the Midvaal Local Municipality's Credit Control and Debt Collection Policy and to provide for matters incidental thereto.

Preamble

WHEREAS the Midvaal Local Municipality has adopted a Credit Control and Debt Collection Policy on 1 July 2023;

AND WHEREAS section 98 of the Local Government: Municipal Systems Act, 2000 (Act 32 of 2000), requires a municipal council to adopt bylaws to give effect to the municipality's credit control and debt collection policy;

BE IT THEREFORE ENACTED by the Council of the Midvaal Local Municipality, as follows:

1. Definitions

In this By-Law any word or expression to which a meaning has been assigned in the Act, shall bear the same meaning in these bylaws, and unless the context indicates otherwise —

"**Act**" means the Local Government: Municipal Systems Act, 2000 (Act 32 of 2000), as amended from time to time;

"**Council**" means the Council of the Midvaal Local Municipality; and

"**rate**" or "**rates**" means a rate on property and or services as approved by council.

2. Objective of the Bylaw

The objective of this bylaw is to —

i. ensure that all monies due and payable to the Council are collected;

ii. provide for customer management, credit control procedures and mechanisms and debt collection procedures and mechanisms;

iii. provide for indigents in a way that is consistent with rates and tariff policies and any national policy on indigents;

iv. provide for extension of time for payment of accounts;

v. provide for charging of interest on arrears, where appropriate;

vi. provide for termination of services or the restriction of the provision of services when payments are in the arrears;

vii. provide for matters relating to unauthorised consumption of services, theft and damages.

3. Application of By-law

This bylaw shall only apply to money due and payable to the Council for –

(a) Property rates and taxes levied on the property

(b) Fees, surcharges on fees, charges and tariffs in respect of municipal services, such as –

i. provision of water;
ii. refuse removal;
iii. sewerage;
iv. removal and purification of sewerage;
v. electricity consumption;
vi. municipal services provided through prepaid meters.
vii. all other related costs for services rendered in terms of the property

viii. interest which has accrued or will accrue in respect of money due and payable to the Council;

ix. collection charges in those cases where the Council is responsible for

(aa) the rendering of municipal accounts in respect of any one or more of the municipal services;

(bb) the recovery of amounts due and payable in respect thereof.

4. Short title and commencement

This By-law is the Credit control and Debt collection By-law and takes effect on 1 July 2023.

Annexure J
Credit Control and Debt Collection Policy
2023/2024

CREDIT CONTROL AND DEBT COLLECTION POLICY

2023/2024 FINANCIAL YEAR

MIDVAAL
LOCAL MUNICIPALITY

PREAMBLE

WHEREAS section 95 of the Local Government: Municipal Systems Act, No. 32 of 2000, provides that in relation to the levying of rates and other taxes by a municipality and the charging of fees for municipal services, a municipality must, within its financial and administrative capacity, establish a sound Customer Management System that aims to create a positive and reciprocal relationship between persons liable for these payments and the municipality and where applicable a service provider.

AND WHEREAS section 96 of the Local Government: Municipal Systems Act, No. 32 of 2000, provides that a municipality must collect all money that is due and payable to the municipality and for this purpose must adopt, maintain and implement a credit control and debt collection policy which is consistent with its rates and tariff policies and complies with the provisions of that Act.

AND WHEREAS section 97 of the Local Government: Municipal Systems Act, No. 32 of 2000, provides that the credit control and debt collection policy must provide for credit control and debt collection procedures and mechanisms as well as provision for indigent debtors that is consistent with its rates and tariff policies and any national policies on indigents.

NOW THEREFORE the Council of the Midvaal Local Municipality has adopted the **Credit Control and Debt Collection Policy** as set out hereunder: -

1. DEFINITIONS

For the purpose of this policy, any word or expression to which a meaning has been assigned in the Act, shall bear the same meaning in this policy, and unless the context indicates otherwise –

"**Account**"	:	Account in name of customer held with the Midvaal Local Municipality;
"**Account Statement**"	:	formal notification by means of a statement of account to persons liable for payment of amounts levied for fees, charges, surcharges on fees, property rates and other municipal taxes and services, levies, penalties and duties, indicating the net accumulated balance of the account;
"**Accounting Officer**"	:	means the person appointed by the Municipality as the Municipal Manager of the Municipality in terms of section 82 of the Local Government: Municipal Structures Act, 1998 (Act 117 of 1998), responsible and accountable in terms of section 55(2) of the Local Government : Municipal Systems Act 2000 (Act 32 of 2000) and includes any person acting in such position and to whom the Municipal Manager has delegated a power, function or duty. Accounting Officer also means Municipal Manager and vice versa.
"**Act**"	:	means the Local Government: Municipal Systems Act, 2000 (Act 32 of 2000), as amended from time to time;
"**Administration of Estates Act**"	:	means the Administration of Estates Act, 66 of 1965;
"**Arrears**"	:	means amount due, owing and payable in respect of fees, charges, surcharges on fees, property rates and other municipal taxes and services, levies, penalties and duties which has not been paid by the due date;

"**Authorised Officer**"	:	means any official of the Municipality who has been authorised by it to administer, implement and enforce the provisions of this policy;
"**By-law**"	:	means a by-law adopted by the Municipality;
"**Chief Financial Officer**" (CFO)	:	means the person appointed by the municipality as Chief Financial Officer of the Municipality in terms of section 56 of the Local Government: Municipal Systems Act, 2000 (Act 32 of 2000);

"**Municipal Manager**"	:	Refer to "Accounting Officer"
"**Collection charges**"	:	means collection charges which may be recovered by the Municipality in terms of section 75A of the Act, and includes the cost – (a) to remind debtors of arrears; (b) for the termination and reconnection of services; and (c) all legal costs, including attorney and own client costs incurred in the recovery of arrear amounts;
"**Consolidated account**"		an account reflecting all fees, charges, surcharges on fees, property rates and other municipal taxes and services, levies, penalties and duties in respect of multiple accounts held by customer;
"**Council**"	:	(a) "Council" consists of a number of councillors determined by the MEC for local government in the province concerned by notice in the Provincial Gazette. (b) the Council of the Midvaal Local Municipality exercising its legislative and executive authority through the Municipality; (c) its successor in title; or (d) a structure or person exercising a delegated power or carrying out an instruction, where any power in these by-laws has been delegated or sub-delegated, or an instruction given, as contemplated in section 59 of the Act; or (e) a service provider fulfilling a responsibility under these by-laws, assigned to it in terms of section 81(2) of the act, or any other by-law, as the case may be; There is a difference between the Council (councillors that have executive authority) and the

municipality which encompasses the whole institution.

"**Customer**"	:	means any occupier or the owner of any premises to which the municipality has agreed to supply or is actually supplying municipal services, or if there is no occupier, the owner of the premises and or recipient and or consumer of various services rendered by the municipality. A customer will therefore be deemed a customer by virtue of receiving, consuming and or utilising any facility, equipment, service rendered by the municipality and or a municipal entity or an agent as appointed by the municipality;
"**Defaulter**"	:	any customer whose account is in arrears;
"**Illegal connection**"	:	a connection to any system through which municipal services are provided, which is not authorised or approved by the Municipality or its authorised agent;
"**Indigent**"	:	means a person referred to in the Indigent Policy of the Municipality
"**Municipality**"	:	"Municipality" means the collective of the duly elected politicians, the senior managers, and the employees of the organization.
"**Occupier**"	:	means any person who occupies any premises or part thereof, without any regard to the title under which he or she so occupies;
"**Owner**"		(a) in relation to a property referred to in paragraph (a) of the definition of "property", means a person in whose name ownership of the property is registered; (b) in relation to a right referred to in paragraph (b) of the definition of "property", means a person in whose name the right is registered;

(c) in relation to a land tenure right referred to in paragraph (c) of the definition of “property”, means a person in whose name the right is registered or to whom it was granted in terms of legislation; or

(d) in relation to public service infrastructure referred to in paragraph (d) of the definition of “property”, means the organ of state which owns or controls that public service infrastructure as envisaged in the definition of “publicly controlled” :provided that a person mentioned below may for the purpose of this policy be regarded by the Council as the owner of a property in the following cases:

(i) A trustee, in the case of a property in a trust excluding state trust land;

(ii) An executor or administrator, in the case of a property in a deceased estate;

(iii) A trustee or liquidator, in the case of a property in an insolvent estate or in liquidation;

(iv) A judicial manager, in the case of a property in the estate of a person under judicial management;

(v) A curator, in the case of a property in the estate of a person under curatorship;

(vi) A person in whose name a usufruct or other personal servitude is registered, in the case of a property that is subject to a usufruct or other personal servitude;

(vii) A lessee, in the case of a property that is registered in the name of the Council and is leased by it; or

(viii) A buyer, in the case of a property that was sold by the Council and of which possession

was given to the buyer pending registration of ownership in the name of the buyer;

(e) any legal person, including but not limited to:

(i) a company registered in terms of the Companies Act, 1973, as amended by the Companies Act, 2008; a trust, a close corporation registered in terms of the Close Corporations Act, 1984;

(ii) any department of State;

(iii) any Council or Board established in terms of any legislation applicable to the Republic of South Africa;

(iv) any Embassy or other foreign entity.

"**Policy**" : means the **Credit Control and Debt Collection Policy** adopted by the Municipality;

"**Property**" : (a) immovable property registered in the name of a person, including, in the case of a sectional title scheme, a sectional title unit registered in the name of a person;

(b) a right registered against immovable property in the name of a person, excluding a mortgage bond registered against the property;

(c) a land tenure right registered in the name of a person or granted to a person in terms of legislation; or

(d) public service infrastructure;

"**Registered Property**" : Property registered in Deeds Office

"S**takeholder**" : means all natural and non-natural customers of the municipality and or prospective customers and or single or groups of people who consume or receive services from the municipality;

"**3rd party debt collection agencies**"	**:**	means any person or juristic person that collects debt on behalf of the municipality.

2. OBJECTIVE OF POLICY

The objective of this policy is to –

(a) provide for customer management, credit control procedures and mechanisms and debt collection procedures and mechanisms;

(b) provide for indigents in a way that is consistent with property rates and tariff policies and any national and / or local policy on indigents ;

(c) set realistic targets consistent with –

  (i) generally recognised accounting practices and collection ratios; and

  (ii) the estimates of income set in the budget less an acceptable impairment provision for non-collectible revenue that is billed.;

(d) provide for charging of interest on arrears, where appropriate;

(e) provide for extensions of time for payment of accounts;

(f) provide for termination of services or the restriction of the provision of services when payments are in the arrears;

(g) provide for actions that may be taken relating to unauthorised consumption of services, theft, and damages.

(h) provide for actions that may be taken by the municipality to secure payment of accounts that are in arrears including but not limited to –

  (i) The termination of municipal services or the restriction of the provision of services

  (ii) The attachment of property

  (iii) The attachment of rent payable on a property

  (iv) The extension of liability to a director, trustee or a member if the debtor is a company, a trust or a close corporation.

(i) provide for alternative debt repayment arrangements in accordance with the terms and conditions of this policy

(j) create an environment which enables a customer to repay the outstanding debt and establish a culture of payment for services rendered by the municipality.

(k) effectively and efficiently deal with defaulters in accordance with the terms and conditions of this policy.

(l) provide for procedures and mechanisms to ensure that all monies due and payable to the municipality are collected.

3. APPLICATION OF POLICY

APPLICABLE ITEMS

3.1 This policy shall apply to, but not be limited to, monies due and payable to the municipality for –

(a) Property rates;

(b) Municipal tax (where applicable)

(c) Fees, surcharges on fees, charges, availability charges and tariffs in respect of municipal services, such as –

(i) provision of water;

(ii) refuse removal;

(iii) sewerage;

(iv) the removal and purification of sewerage;

(v) electricity consumption;

(vi) rental and or leasing of equipment, land, buildings and facilities of all types

(vii) interest which has accrued or will accrue in respect of money due and payable to the municipality

(viii) burial fees

(ix) dumping of refuse

(x) collection charges in those cases where the municipality is responsible for –

(aa) the rendering of municipal accounts in respect of any one or more of the municipal services;

(bb) the recovery of amounts due and payable in respect thereof, irrespective whether the municipal services, or any of them, are provided by the municipality itself or by a service utility with which it has concluded an agreement to provide a service on the municipality's behalf;

(xi) any other charges levied from time to time

3.2 This policy shall also apply to municipal services provided through pre-paid meters.

3.3 This policy shall apply to customers within the official demarcated boundaries of the municipality, including newly demarcated areas as determined by the demarcation board from time to time.

3.4 This policy shall apply to, but not be limited to, the following categories of customers –

(a) Residential customers of the municipality

(b) Business customers of the municipality

(c) Non-governmental organisations for profit and non profit

(d) Educational institutions for profit and non profit

(e) Religious institutions

(f) National, provincial and local government

(g) State owned entities

(h) Farmers

(i) Any other category of customer as determined by the municipality from time to time

4. CREDIT CONTROL AND DEBT COLLECTION PRINCIPLES

The credit control and debt collection policy is based on the following principles -

4.1 GENERAL

(i) The policy and its application provides for the specific circumstances of the community to which it relates.

(ii) The credit control and debt collection procedures must be understandable, uniform, fair and consistently applied.

(iii) Credit control must be effective, efficient, and economical.

(iv) The measures taken must be sustainable in the long term.

(v) Anything related to credit control not covered in this policy will be dealt with in terms of applicable legislation.

4.2 COUNCIL

(i) To enable the Council to differentiate between those customers that cannot afford to pay from those that can afford to but simply do not want to pay. The "Indigent Policy" will be applied to those who meet the criteria and qualify for certain relief.

(ii) The Credit Control and Debt Collection Policy will be supported by procedure manual(s) as drafted by the Director Income or his/her nominee.

(iii) The Credit Control and Debt Collection Policy shall supersede all other policies aimed at achieving the same purpose to which the current credit control policy seeks to achieve.

4.3 CUSTOMERS

(i) Customers found to have misrepresented themselves in order to benefit from any of the Councils relief and / or benefit in terms of this policy, will be deemed to have committed an offence and remedial measures will be taken in a manner as determined by the Council from time to time, and all relief and / or benefits that have been received, will be reversed to the account of the customer from the date of offence.

(ii) Notwithstanding anything contained in this policy, the Council will recover any debt relevant to registered property in terms of the provisions of section 118 of the Municipal Systems Act, 32 of 2000.

(iii) In the case of company, close corporation, trust in terms of the Trust Property Control Act 57 of 1988, home owners association or a body corporate in terms of the Sectional Titles Act, 1986 (Act No. 95 of 1986), the liability may be extended to the directors, members, or trustees thereof jointly and severally, and –

the directors, members or trustees thereof shall be considered to have provided the Council with a guarantee that any debt shall be recoverable from themselves in their personal capacity with each being jointly and severally liable for such debt, the one paying the other to be absolved;

(iv) Where any subsidiary company of a holding company is indebted to the Council, the liability for such arrears may be extended to the holding company.

(v) Where any holding company is indebted to the Council, the liability for such arrears may be extended to any of it's subsidiary company(ies).

(vi) The Council shall not refund any credit to any customer or customer's nominee who is in arrears with the Council.

(vii) Fractional property ownership: Owners will be held liable for all services linked to the property, jointly and severally for any properties with joint and / or fractional ownership.

4.4 COUNCILLOR SERVICES ACCOUNTS

In accordance with the provisions of Schedule 1, of the Municipal Systems Act, 32 of 2000, an elected councillor residing within demarcated area of the Council and is individually or jointly responsible for account, may not be in arrears for municipal service fees, surcharges on fees rates or any other municipal taxes, levies and duties levied by the Council for more than 3 (three) months.

Notwithstanding any relevant procedure, method or action that may be taken in terms of this policy, the Municipal Manager may deduct amounts due for more than 3 (three) months from such councillor's remuneration.

4.5 STAFF SERVICES ACCOUNTS

In accordance with the provisions of Schedule 2, of the Municipal Systems Act, 32 of 2000, an official of council, residing within demarcated area of the Council and is individually or jointly responsible for account, may not be in arrears for municipal service fees, surcharges on fees rates or any other municipal taxes, levies and duties levied by the Council for more than 3 (three) months.

Notwithstanding any relevant procedure, method or action that may be taken in terms of this policy, the Municipal Manager may deduct amounts due for more than 3 (three) months from such officials remuneration, and any bonuses.

5. ACCOUNT ADMINISTRATION

5.1 DEPOSITS AND GUARANTEES

At the time of registration as a customer, a deposit will be required based on the criteria set by the Chief Financial Officer from time to time.

(a) The Chief Financial Officer may, accept an irrevocable bank guarantee in lieu of a deposit on application for the provision of municipal services at his / her own discretion and in exceptional cases in pursuance of local economic development.

(b) Existing customers moving to a new address are required to pay the prescribed customer deposit on application for the provision of municipal services at the new address. Deposits levied not paid within a three (3) month period after being levied will result in disconnection of the services until such time the deposit has been paid.

(c) No arrangement shall be entered into for the payment of the deposit

(d) Only in exceptional cases such as a revised demarcation, arrangement will be allowed by prior approval of the Chief Financial Officer.

(e) On termination of the supply of services the amount of the deposit less any payment due to the Municipality will be refunded to an account holder, provided that payments due are less than the deposit paid, and that the account holder has provided a forwarding address.

(f) No interest will be paid on any deposit held by Council.

(g) Review of the Deposits

- The deposits shall be reviewed and increased annually with the review of the tariffs.

- If the customer poses a credit risk, the value of the original deposit paid or a guarantee held may be reviewed from time to time by the Chief Financial Officer.

5.2 ACCOUNTS

(a) Accounts must be rendered and administered in accordance with the requirements of this Policy.

(b) Failure by the Council to render an account or non-receipt of an account by a customer does not relieve a customer of the obligation to pay any amount that is due and payable.

(c) The Council may, in accordance with the provisions of section 102 of the Municipal Systems Act.–

(i) Consolidate any separate accounts of customers liable for payments to the council;

(ii) Set-off any payment by such customer against any account of that customer;

(iii) Implement any of the debt collection and credit control measures provided for in the Council's policies and By-Laws, in relation to any arrears on any of the accounts of such a customer.

(e) The amount due and payable by a customer constitutes a consolidated debt, and any payment made by a consumer of an amount less than the total amount due will be allocated in reduction of the consolidated debt in the order determined by the Council

(f) Should a member of a NPO be a property owner in Midvaal and his / her account is not paid up to date, this will not influence the payment of the donation to the NPO.

(g) Accounts will only be opened in the name of the registered property owner and no tenant accounts will be opened. Any exceptions must be approved by the Chief Financial Officer.

(h) Accounts will be rendered using either one of the following channels of communication;

- Conventional postal services,
- Hand delivery at the premises

- By means of an e-mail if so requested by the customer or
- By means of Multimedia system (MMS) if registered for such a service

5.3 FINAL ACCOUNTS

(a) Upon receipt of a customer's application for the termination of municipal services, the Municipality shall:-

- Take final readings in respect of metered municipal services;
- Prepare and render a final account;
- Appropriate the customer deposit for the reduction or settlement of any outstanding amount owed by the customer; and
- Refund the customer deposit to the customer in the event that no amount is owed to the Municipality.

(b) The owner must visit the municipality to sign the consumer service agreement and pay the required deposit once the property has been transferred to his / her name. Failure to apply for the consumer agreement will result in services being disconnected.

(c) Should the consumer not comply with paragraph (b) above, the municipality shall transfer the meter to the registered owner and the owner shall be responsible for the consumption if any.

5.4 ACCOUNT QUERIES

(a) Account query refers to the instance when a customer queries any specific amount or any content contained in any account as rendered by the Council;

(b) Queries can be raised verbally or in writing at Council's Head Office;

(c) Queries can also be made through the Call Centre and the My Midvaal App

(d) Customers are required to furnish in writing full personal particulars including acceptable means of identification, contact details and account number in respect of which any amount owing is being queried;

(e) Customers may be represented by a duly appointed nominee or agent, and such nominee or agent shall upon request produce sufficient proof of such appointment;

(f) Pending the outcome of the query, customer may apply for temporary payment extension, **on the affected service only,** in terms of provisions of this policy;

(g) The customer shall, pending the resolution and outcome of the query, continue to make regular payments as per account statement (part payment based on average monthly consumption of previous twelve months)

(g) Should a customer not be satisfied with the outcome of the query, a customer may lodge an appeal in terms of section 62, as read with section 95 (f), of the Systems Act. (Refer 5.5 below)

5.5 DISPUTE AS TO AMOUNT OWING

(a) A customer may lodge an appeal in terms of section 62, as read with section 95 (f), of the Local Government: Municipal Systems Act 32 of 2000.

(b) Customers are required to furnish in writing full personal particulars including acceptable means of identification, contact details and account number in respect of which any amount owing is being disputed.

(c) The dispute must be recorded in a dispute register.

(d) Only disputes lodged by registered account holder will be considered.

(e) Customers may be represented by a duly appointed nominee or agent, and such nominee or agent shall upon request produce sufficient proof of such appointment.

(f) Should any written dispute arise as to the amount owing on the account in respect of all services by a customer, the customer shall, pending the resolution and outcome of that dispute, continue to make regular minimum payments based on the average charges for the preceding three months prior to the dispute arising, plus interest, until the resolution of that dispute.

(g) Should any written dispute arise as to the amount owing on part of the account or service by a customer, the customer shall, pending the resolution and outcome of that dispute, continue to make regular payments on services that are **NOT** in dispute **PLUS** the average charges for the preceding twelve

months prior to the dispute arising in respect of remaining part of account or disputed service until the resolution of that dispute.

(h) The dispute must be resolved within a period of three months of lodging of dispute.

(i) All disputes must be concluded by the Municipal Manager or delegated official

(j) The Municipal Manager or the delegated official's decision shall be final and will result in the immediate implementation of any debt collection and credit control measures provided for in this Policy, after the debtor is provided with the outcome of the appeal.

(k) The same debt will not again be defined as a dispute in terms of this paragraph and will not be reconsidered as the subject of a dispute.

(l) Should the debtor not be satisfied with the outcome of the dispute, a debtor may lodge an appeal in terms of section 62 of the Systems Act and the appeal will be dealt with by the municipality in terms of said legislation.

5.6 INTEREST CHARGES

(a) Accounts are due and payable on account due date (7th of each month).

(b) Interest will be levied on all arrears longer than 30 days at a rate prescribed by the Council from time to time.

(c) Specific categories of customers, services and debtor groups as determined by the Council from time to time, may be excluded from interest on arrears.

(d) If a customer enters into an arrangement to settle arrear debt, all interest will be waived as a payment incentive. All interest will be written off on entering into a debt repayment arrangement, however, should the arrangement not be honoured, all interest written off will be re-instated on the customer's account.

(e) Interest will be reversed where the debt giving raise to the interest was levied in error by the municipality.

(f) Interest waiver shall not be provided to an applicant who is selling the property (for clearance purposes). Interest waiver shall only apply when the property is being transferred from a deceased estate to the surviving spouse or heirs.

(g) Interest may be waived on a clearance application if it is in the best interest of the municipality and by approval of the Chief Financial Officer

5.7 ACCOUNT DUE DATE

(a) Monthly account due date represents the date on which the customer's account becomes due and payable, the due date shall be as determined by the Council from time to time. The due date will be the 7th of each month.

(b) Where the owner has entered into an agreement with the Council to pay property rates annually, the due date shall be as determined by the Council from time to time.

(c) Account due date will be reflected on customer account statement.

(d) Only payments receipted through the Councils financial system on or before account due date will be deemed to have been duly received.

(e) Payments by customers through 3rd party vendors, will only be deemed to have been received when receipted through the Councils financial system.

5.8 PAYMENT EXTENSION

5.8.1 Temporary Payment Extension

(a) On verbal request of a customer, payment extension in respect of outstanding debt will be considered in the following circumstances:

(i) Customer account under inquiry.

(ii) Customer account under dispute.

(iii) Pending outcome or conclusion of court cases.

(iv) Merit cases as approved by CFO.

(b) Customers may be represented by a duly appointed nominee or agent, and such nominee or agent shall upon request produce sufficient proof of such appointment.

(c) Payment extension will be granted for initial period of sixty days from date of application and may be extended on a month-to-month basis.

The extension period(s) may however not cumulatively exceed 12 months.

(d) Payment extension will not result in the suspension of legal actions and or court actions unless authorised by Accounting Officer.

(e) Approved payment extension will result in the temporary suspension of credit control actions.

(f) Approved payment extension will NOT result in the termination, or suspension of interest on arrears.

5.9 ARREAR ACCOUNTS

(a) If a consumer fails to pay the full amount due and payable on or before the account due date, the unpaid amount is in arrears and a warning notice shall be sent and may be hand delivered or delivered, per mail or any electronic means available, to the most recent recorded address or electronic contact address and / or cellular phone number on record of the consumer.

(b) Failure to deliver or send a final demand notice does not relieve a consumer from paying such arrears.

(c) The warning notice must contain the following:

(i) the minimum amount payable, and the date by which such amount must be paid;

(ii) that the consumer may conclude a debt repayment agreement after setting the minimum payment required with the Council for payment of the arrears amount in instalments;

(iii) that if full minimum amount payable is not paid that the electricity and / or water services will be discontinued or restricted and that legal action will be instituted against the consumer for the recovery of any amounts in arrears, without further notice;

(d) The customer together with the account(s) that is / are in default may be handed over to a duly appointed collection agent or attorney for collection;

(e) The consumer's name may be made public, and may be listed with a credit bureau or any other equivalent body as a defaulter;

(f) A minimum amount must be paid after receipt of the Warning Notice. (Refer also to 9.2 (f) below)

(g) If a Customer was disconnected, the full amount must be paid before the services can be reconnected. No arrangement will be made on the Disconnection date.

(h) In the case of an Illegal By-pass**, s**ervices can only be restored once the payment(s) made reflects in the municipality's bank account.

5.10 Treatment Of Debts In Terms Of Section 118 Of The Municipal Systems Act

If the seller insists on paying outstanding debt only for the last 2 years for the purposes of obtaining a clearance certificate in terms of section 118 (1) of the Municipal Systems Act the following shall apply:

(a) After receipt of the payment the clearance certificate will be issued to the seller

(b) The historical debt will be immediately handed over for legal collection (legal action against seller, i.e. person who accumulated the debt)

5.11 Cost to remind customers of arrears.

An administrative fee will be levied against the account of a customer in terms of the tariff provisions of the Council, in respect of any action taken in demanding payment from the customer or reminding the customer by means of notice delivered by mail, by hand or any electronic means available, that the account is in arrears.

If a customer requests a temporary payment extension (before account due date, and on a monthly basis) where he / she can prove that he / she does not have sufficient funds to pay the arrears and / or full monthly account (non-indigent

customers), the admin fees will not be charged as long as the customer pays at least the monthly water and electricity consumption charge (i.e. excluding property rates, refuse charge, sanitation and availability charges) before the account due date.

6. ACTIONS TO SECURE PAYMENT

(a) The Council or its duly appointed agents may, in addition to the normal civil legal steps to secure payment of accounts that are in arrears, take the following actions to secure payment for property rates, municipal services, interest, penalties and other related charges namely-

(i) termination and / or restriction of the provision of any municipal services in accordance with Section 7 of this policy; and

(ii) allocation of the full or portion of a payment of an account, or the full or portion of pre-paid service payment, as payment for arrears in accordance with paragraph 5.6.

(iii) The Council may off-set a payment and / or transfer receipt made by the customer against any account of that customer.

(b) The Council may further take the steps contemplated in section 104(1)(f)(ii) of the Municipal Systems Act, subject to the regulations made or guidelines issued by the Minister, if any, and provided that any intended seizure of property must be referred to the Municipal Manager or his / her nominee for approval or such directives which the Council deems necessary under the circumstances.

(c) The Council may, in terms of the provisions of section 104(1)(f)(iii) of the Municipal Systems Act, attach the rental or any other payments due to customers who are in arrears with their municipal accounts.

(i) If any debt levied in respect of a property is in arrears by the owner of the property, the arrears may be recovered in whole or in part from a tenant or occupier of the property, despite any contractual obligation to the contrary on the tenant or occupier.

(ii) Written notice has been served on the tenant or occupier and property owner or agent of property owner.

(iii) The tenant or occupier of property or agent of property owner must on request by the Council, furnish a written statement specifying rental and other

payments to be made by the tenant or occupier to the owner of the property during a period as determined by Council.

(iv) The amount the Council may recover from the tenant or occupier of a property is limited to the amount of rent payable by the tenant or occupier to the owner of the property.

(v) The Council may recover the arrear amount on a property in whole or in part from the agent of the registered owner.

(vi) Any amount recovered from the tenant or occupier will be set off against the arrears of the property owner.

(d) The Council may, in the case of company, close corporation, trust in terms of the Trust Property Control Act 57 of 1988, home owners association or a body corporate in terms of the Sectional Titles Act, 1986 (Act 95 of 1986), extend the liability in respect of customer arrears to the directors, members or trustees thereof jointly and severally.

(e) The Council may, at the cost of the municipality, install a water management device and / or pre-paid water and electricity meters upon the failure of the consumer to make regular payments to Council for services consumed.

7. POWER TO RESTRICT OR TERMINATE SUPPLY OF MUNICIPAL SERVICES

7.1 GENERAL

(a) The Council or duly appointed agent may terminate and / or restrict the supply of water, electricity or in the case of pre-paid electricity withhold the selling of electricity in terms of the prescribed disconnection procedures, or discontinue any other service to any premises associated with the customer, whenever a consumer of any service –

Council may amend the percentage deduction for outstanding debt via the prepaid system on an annual basis. As of 1 July 2023, the percentage will be 60%

(i) after the expiry of the period for payment in terms of the final demand / final notice referred to in section 5.6, fails to make full payment on the due date or fails to make acceptable arrangements for the repayment of any amount for municipal services, property rates or taxes or other amounts due in terms of this policy;

(ii) defaults on any payment in accordance with an agreement for payment of arrears;

(iii) fails to comply with a condition of supply imposed by the council;

(iv) obstructs the efficient supply of electricity, water, or any other municipal services to another customer;

(v) supplies such municipal service to a consumer / owner who is not entitled thereto or permits such service to continue;

(vi) causes a situation, which in the opinion of the council is dangerous, or a contravention of relevant legislation;

(vii) in any way bridges the supply or illegally reconnects previously disconnected municipal services;

(viii) is placed under provisional sequestration, liquidation or judicial management, or commits an act of insolvency in terms of the Insolvency Act, 1936 (Act 24 of 1936);

(ix) is subject to an administration order granted in terms of section 74 of the Magistrates Court Act, 1944 (Act 32 of 1944) in respect of such user.

(b) The Council shall hand deliver, per mail or per electronic means available, to the physical address of property or most recent recorded address or electronic contact address and / or cellular number of such customer on record, a discontinuation notice informing such consumer –

(i) that the provision of the service will be, or has been discontinued on the date stated on the discontinuation notice; and

(ii) of the steps which can be taken to have the service reconnected.

(iii) of the minimum amount payable to restore service.

(c) Subject to the provisions of the Promotion of Administrative Justice Act, 2000 (Act 3 of 2000), having been observed, save that the Council's reasons for its decision to act must be supplied within seven days after a request therefore.

(d) The right of the Council or any duly appointed agent to restrict or discontinue water to any premises, owner of property, tenant on property, customer or occupant of property, shall be subject to the provisions of sections 3 and 4 of the Water Services Act, 1997 (Act 108 of 1997).

(e) The right of the Council to restrict or discontinue the provision of electricity to any premises, owner of property, tenant on property, customer or occupant of property shall be subject to the provisions of the Electricity Act, 1987 (Act 41 of 1987).

(f) The right of the Council or any duly appointed agent to limit or restrict the supply of municipal services to a customer shall be subject to the provisions of the Health Act, 1997 (Act 63 of 1997), and the regulations made there under.

7.2 COST TO RESTRICT OR DISCONTINUE SERVICES.

Where any municipal service is restricted or discontinued as a result of non-compliance with provisions of this policy by the customer, the Council shall at its prerogative be entitled to:-

(i) Levy and recover an admin fee in terms of the tariff provisions of Council;

(ii) Install water management devices as determined by the Council from time to time;

(iii) Install of a pre-paid electricity and or water meter or equivalent as determined by Council from time to time;

(iv) Increase the amount of the consumer deposit held against the customer account, subject to the provisions of deposit policy and tariff provisions of Council;

(v) Levy and recover any other applicable fees, tariffs, charges in terms of tariff provisions of Council.

(vi) Waive any admin fees - If a customer requests a temporary payment extension (before account due date, and on a monthly basis) where he / she can proof that he/she does not have sufficient funds to pay the arrears and/or full monthly account (non-indigent customers), the admin fees will not be charged as long as the customer pays at least the monthly water and electricity consumption charge (i.e. excluding property rates, refuse charge, sanitation and availability charges) before the account due date.

8. RECONNECTION OF MUNICIPAL SERVICES

8.1 GENERAL

(a) Services, restricted or disconnected in terms of section 7, will only be reinstated and reconnected after satisfactory payment or satisfactory

arrangement for payment of arrears have been accepted; penalties and / or deposit has been increased in accordance with this policy.

(b) Services may only be reinstated or reconnected by the municipality or duly it's appointed agent.

(c) Subject to capacity at the time to restore such services which have been restricted or disconnected, such services will be restored within a reasonable time after the relevant conditions of this policy have been met. Only where payments have been made before 12h00 on a working day will services be restored on the same day.

(d) Onus shall be on the customer to request reconnection and to provide acceptable proof that the full amount as required has been paid.

8.2 COST FOR THE RECONNECTION OF SERVICES

Where any instruction is issued by Council for the reinstatement of normal service flow or reconnection of municipal services, restricted or disconnected in terms of this policy, reconnection fees will be levied in terms of tariff provisions of Council.

9. DEBT REPAYMENT ARRANGEMENTS

9.1 GENERAL PRINCIPLES

(a) Only a property owner with positive proof of identity or a letter of appointment by the Magistrates Court will be allowed to enter into a debt repayment agreement for the payment of arrears in instalments.

(b) If the applicant is a tenant on the property, written consent by owner to Debt Repayment Arrangement by tenant is required whereby the owner acknowledges debt and approves entering into debt repayment arrangement. A copy of the owner's identify document will also be required,

The Municipality reserves the right to terminate the services agreement with the tenant once the tenant is in arrears for more than 60 days or default on arrangements. This will result in the services to the property being

disconnected until the owner has signed a new services agreement with the Municipality.

(c) If the applicant is a company, close corporation, trust in terms of the Trust Property Control Act 57 of 1988, home owners association or a body corporate in terms of the Sectional Titles Act, 1986 (Act 95 of 1986), debt repayment arrangement to be signed by duly authorised representatives.

(d) The amount due and payable by a customer constitutes a consolidated debt, and any payment made by a consumer will be allocated in reduction of the consolidated debt in the order determined by the Council.

(e) A consumer may be required to complete a debit order for the payment of arrears.

9.2 DURATION AND CONDITIONS FOR PAYMENT OF ARREARS IN INSTALMENTS

(a) (i) No agreement for the payment of arrears concluded by the nominated officers may be longer than 60 months (depending on amount of debt), unless the circumstances referred to in section 9.2(b) prevail.

(ii) No payment arrangements for the developers' contribution may be longer than 12 months.

(b) The Council may, on an individual basis, allow a longer period than 60 months for the payment of arrears, if –

(i) special circumstances prevail, which in the opinion of the Council warrants such an extension, and which the consumer could not reasonably prevent or avoid; and

(ii) documentary proof of any such special circumstances has been furnished by the consumer on request by the Council.

(c) This extension of the repayment period in 9.2(b) may not be further extended longer than an additional 60 months.

(d) The customer may be required to prove levels of income and must agree to a monthly instalment;

(e) The Council must, in exercising its discretion under paragraph (a) and (b) have regard to a consumer's –

(i) internal credit record history;

(ii) previous and frequency of dishonoured payments

(iii) instances of meter tampering or illegal connection

(iv) consumption and level of service;

(v) previous breaches of agreements for the payment of arrears in instalments; and

(vi) provisions of National Credit Act

(vii) any other relevant factors.

(f) The customer shall be required to make a down payment based on consolidated **arrear debt on date of entering into an agreement to pay in instalments on the** following basis;

(i)	1st Debt Repayment arrangement:	as per individual affordability
(ii)	2nd Debt Repayment arrangement:	30%
(iii)	3rd Debt Repayment arrangement	40%
(iv)	Additional Debt Repayment arrangement	50%

(g) Once an agreement referred to in 9.1 has been concluded, the amount in arrears shall be reflected as a current amount, and no further interest shall be added to arrangement debt. Interest already levied will be written off on entering into an arrangement **on a last instalment made** but will be re-instated if the customer does not honour the arrangement.

(h) The customer will be required to effect payment of current account plus arrangement instalment on or before account due date. Failure to do so which will result in the immediate cancellation of debt repayment arrangement.

(i) Customers who default on three separate debt repayment arrangements made, may be denied facility to enter into further debt repayment arrangements and the full amount remains due and payable.

(j) If the customer defaults on the third debt repayment arrangement, a further arrangement may be granted to the customer by the Director Income or his / her nominee on submission of full motivation.

(k) In the case of multiple defaults, the following steps may be undertaken:

- Installation of water management devices as determined by the Council from time to time;

- Installation of a pre-paid electricity meter or equivalent as determined by Council from time to time;

(n) A copy of the agreement must be made available to the consumer.

10. AGENTS, ATTORNEYS AND OTHER COLLECTION AGENTS

(a) The names of all external agents acting on behalf of the Council, together with their address and contact information may be published in a manner that will ensure that it will come to the attention of the customers of the municipality.

(b) Under no circumstances may agents negotiate terms, extend payment periods or accept cash on behalf of the Council, unless specifically instructed in writing to do so, and such instruction must be produced on request of a customer.

(c) An agent must record the cost to the Council and the customer for each stage of the credit control measures taken by him or her and for all possible actions which could be necessary in the credit control process.

(d) All legal and debt collection costs, including attorney and own client costs incurred by the Council and / or appointed agents in the recovery of arrear amounts, may be levied against the account of the customer, and may be recovered by a duly appointed agent.

11. LEGAL ACTION

(a) Should any debtor fail to pay any debt, referred to in this policy or section 118 (3) of the Local Government: Municipal Systems Act 32 of 2000 by due date, the Accounting Officer may serve a notice in terms of section 115 of the Local Government: Municipal Systems Act 32 of 2000, –

(i) on the debtor, and

(ii) on the property,

calling upon such debtor to pay such debt within 21 (twenty one) days of such notice.

The notice shall state that should debt per the notice not be settled within 21 (twenty one) days of such notice, legal proceedings will be instituted for the recovery of the debt plus any additional costs incurred in the application of this

policy and will further obtain an order of Court for the sale of the customers moveable and immovable property for the outstanding debt.

(b) If after giving notification in terms of section 11(a) such debt remains outstanding, legal proceedings will be instituted through the court of competent jurisdiction, against the customer. Once the debt has been handed over, no arrangements will be made by the municipality and the debtor will be required to make arrangements with the debt collectors.

(c) Such court of competent jurisdiction shall be requested to summarily order any such moveable and immoveable property against which the debt is owing to be sold by way of public auction in terms of provisions of section 104(1)(f)(ii) of the Local Government : Municipal Systems Act 32 of 2000 subject to the regulations made or guidelines issued by the Minister, if any, and provided that any intended seizure of property must be referred to the Accounting Officer or his / her nominee for approval or such directives which the Council deems necessary under the circumstances.

12. DISHONOURED PAYMENTS

(a) Where any payment is made to the municipality by a negotiable instrument, and such negotiable instrument is dishonoured by the bank, the Council may levy costs and administration fees against the account of the defaulting debtor at the rate determined by the Council from time to time.

(b) Payment to the account will be reversed and credit control measures will immediately be effected on such accounts without any further notice.

(c) The Council reserves the right to refuse to accept or cancel such further payment instruments from customer.

(d) The Council may place the customer on the relevant adverse credit rating list and / or take any steps as contained in this policy which may include criminal charges if applicable.

(e) Where a payment referred to in section 11(a) was tendered and any debt management action in terms of this policy was suspended as result of deemed payment, such debt management action shall continue without further notice to such customer.

13. WRITING OFF OF BAD DEBTS

The Mayoral Committee will consider writing off bad debts and make recommendations to Council for approval to write off the bad debts–

(a) Only after all reasonable steps have been taken to recover the debt in accordance with this policy, and the Mayoral Committee has convinced itself that:

(i) recovery of the debt would be uneconomical; or

(ii) recovery would cause undue hardship to the customer or his/her dependants; or

(iii) it would be to the advantage of the Council to affect a settlement of its claim or to waive a claim.

(b) The debt to be written off as determined in (a) above will only be effected:

(i) in terms of council policy; or

(ii) in terms of legislation; or

(iii) in terms of delegated powers; or

(iv) in terms of regulations issued

14. FULL AND FINAL SETTLEMENT OF A DEBT

(a) The Council may appropriate monies received in respect of any municipal debt at its sole discretion as stipulated in terms of Section 102 of the Municipal Systems Act

(b) Where the exact amount due and payable to the municipality has not been paid in full, any lesser amount tendered to and accepted by Council, shall not be deemed to be in full and final settlement of such an amount, unless accepted in terms of a delegated power of authority or approved by Council.

(c) (d) The acceptance of a lesser amount, by an authorised officer of Council, duly delegated to act in this capacity, must be in writing and signed by both parties.

15. CREDIT BUREAU LISTING OR SIMILAR

The names of debtors must, after Court judgement, be automatically listed with credit bureaus or similar mediums as prescribed and or recommended by Council.

16. FRAUD, THEFT AND OTHER CRIMINAL ACTIVITY (ILLEGAL CONNECTIONS)

(a) Council may refuse the supply of water or electricity to a consumer who has illegally by-passed his / her water or electricity connection, until such time as the total costs, penalties, other fees, illegal consumption and any applicable tariffs and rates due to the Council have been paid in full.

(b) For households with electrical connections of 60 amps and above : A consumption fee for possible lost units equalling 1 500 electricity units per meter or phase, whichever applicable per month will be charged for a six months period as well as 100 kl of water per meter per month. In addition, an admin fee will be charged.

(c) For households with electrical connections limited to 25 amps: A consumption fee for possible lost units equalling 630 electricity units per meter per month will be charged for a six months period as well as 100 kl of water per meter per month. In addition, an admin fee will be charged.

(d) A consumption fee for possible lost units equalling 3 000 electricity units per meter or phase, whichever applicable per month will be charged for a six months period as well as 200kl of water per meter per month. In addition a penalty fee of R50 000 will be charged for the tampering of bulk meters supply

(e) Illegal connection, reconnection or tampering with a service supply of Council is considered a criminal offence which may result in legal actions being taken.

(f) If a customer has illegally connected his / her supply, the municipality may restrict the service, or remove the meter / connection in totality (either during office hours or after hours or weekends).

(g) The property owner is responsible and liable for any illegal connection / tampering done by the tenant or any other party residing or doing business or any other activity on the property.

(h) The second offence for illegal connections on electricity and water meters will be charged double the amount of units mentioned in Clause (b), (c), and (d) above

17. SHORT TITLE

This Policy shall be called the Credit Control Policy of Midvaal Local Municipality.

EFFECTIVE DATE:

The Policy is effective from 1 July **202**3.

Annexure K
Cash Management Policy
2023/2024

CASH MANAGEMENT POLICY

2023/2024 FINANCIAL YEAR

MIDVAAL
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1. Introduction

Availability of cash is one of the key requirements for financial sustainability for any organisation. Accumulated surplus is not an indicator of available cash and should not be seen as having a direct correlation with surplus cash.

One of the first and most important issues that must be borne in mind is that financial statements of municipalities are compiled on the accrual basis (GRAP / GAAP accounting standards used as basis of compilation) and not on the cash basis as Provincial and National Government. In the past the accrual basis was used, but fund accounting was applied and not GRAP. This change in accounting basis led to the accumulation of larger than expected accounting surpluses with little or no relation to cash surpluses.

Cash Management will include the management of the following line items in the financial statements:

1.1 Investments (Long Term and Short Term)

1.2 Cash and Cash Equivalents

2. Determination of minimum cash levels to retain: Part 1: Encumbered Cash

2.1 Unspent Conditional Grants

Any grants received from the National or Provincial Government that have not been spent by the reporting date should be set aside in cash and not utilised for purposes other than the intended purpose as per the conditions of the grant.

2.2 Developers Contributions

Any amounts received as development contributions that have not been spent by the reporting date should be set aside in cash and not utilised for purposes other than capital infrastructure improvements. There is no requirement to spend the

contributions received on the development where the contributions originated from but must be utilised for the creation of additional infrastructure capacity.

2.3 Capital Replacement Reserve

Funds set aside for the acquisition of capital assets in accordance with the approved capital budget of Council, may be held in cash and referred to as Capital Replacement Reserve.

2.4 Unspent Loan Funding

Any borrowed funds that have not been spent by the reporting date should be set aside in cash and not utilised for purposes other than the intended purpose as per the loan agreements.

2.5 Deposits held

Consumer deposits are amount paid by customers, to be withheld by the municipality from the opening of an account till termination. The deposits will be refunded on termination provided that the customer does not have any money owing to the municipality on any of municipal accounts.

Consumer deposits maybe cash-backed, however: -

The likelihood of all customers approaching the municipality simultaneously demanding that their deposits be refunded is highly unlikely.
In cases where a customer's deposit is refunded, it is often replenished by another customers deposit - who acquires the property.

2.6 Retentions held

Retention in contracts are amounts held as a set off in the event the contractor does not honour the contract in rectifying any defects. Normally retention is held for the cost of rectification of defects during the construction period and for the cost of rectification of defects during the defects liability period, usually 12 months after the date of practical completion.

The retentions held are thus not available for purposes other than releasing the funds to the contractor at the end of the defects period, and should be held in cash and not utilised for other purposes.

3. Determination of minimum cash levels to retain: Part 2: Balance Sheet Provisions and Reserves

The Accounting Policy of the Midvaal Local Municipality contains the following sections relating to provisions:

A provision is recognised when the economic entity has a present obligation (legal or constructive) as a result of a past event and it is probable (i.e. more likely than not) that an outflow of resources embodying economic benefits or service potential will be required to settle the obligation and a reliable estimate can be made of the amount of the obligation.

The economic entity does not recognise a contingent liability or contingent asset. A contingent liability is disclosed unless the possibility of an outflow of resources embodying economic benefits is remote.

Provisions are reviewed annually and those estimated to be settled within the next twelve months are treated as current liabilities. All other provisions are treated as long term liabilities.

The Midvaal Local Municipality has the following provisions that must be cash backed:

3.1 Provision for annual leave

Liabilities for annual leave are recognised as they accrue to employees.
The liability is based on the total accrued leave days at year end.
The leave accrual is cash backed.

3.2 Provision for the rehabilitation of the landfill site(s)

The **provision for the rehabilitation of the landfill site(s)** is created for the rehabilitation of the current operational sites at the future estimated time of closure.

The Provision is based on the expected future cost to rehabilitate the various sites discounted back to the balance sheet date at the cost of capital. The municipality has an obligation to rehabilitate these landfill sites.

Cash will be provided over the period until it becomes necessary for the rehabilitation.

3.3 Provision for post-retirement benefits (medical)

Actuarial valuations are conducted on an annual basis by independent actuaries to determine the amount of the provision that is required.

The provision is cash backed.

3.3 Provision for long service awards

The municipality offers various types of long service awards to its employees. The provision is to recognise the present value of the obligation as at the reporting date.

The provision is cash backed.

4. Determination of minimum cash levels to retain: Working Capital

Working capital is a financial metric which represents the operating liquidity that will be available to the organization Working capital is considered a part of operating capital. Net working capital is calculated as current assets minus current liabilities.
In line with National Treasury recommendations, the difference between current creditors and current debtors must be retained in cash as working capital for purposes of cash management.

5. Determination of minimum cash levels to retain: Liquidity Ratios

5.1 Liquidity ratio (also called current ratio)

This ratio expresses the current assets (debtors after provision has been made for impairment , inventory, investments maturing in 1 – 12 months and cash and cash equivalents as a ratio or percentage of current liabilities (creditors, unspent grant funding, amounts to be paid on long term loans within the next 12 months and short term provisions). This ratio should also be at least 1:1 but ideally greater than 1.2:1.

The ratio should always be a minimum of 1:1

5.2 Cost Coverage

A measure of a company's ability to meet its financial obligations. In broad terms, the higher the coverage ratio, the better the ability of the enterprise to fulfil its obligations to its lenders.

The ratio should always be a minimum of 1 month, in other words, the available cash should be enough to cover the municipality’s cash expenditure for one month.

5.4 Number of day's cash on hand

This indicator looks at, the number of days that the entity will be able to sustain itself, if no further cash is received.

This ratio should always be a minimum of 30 days.

These liquidity indicators should not be seen in isolation as a number of factors can impact on the ratios (which are stated at a specific date). There may be only 10 days of cash available on one day, whilst the next day grants may be transferred changing the days cash to 60. The opposite is also true – cash holdings can be reduced from the 60 days to 10 days within a day when interest and redemption payments are made or the monthly bulk purchases are paid.

Further factors that must be taken into account are:

- Long term borrowings and/or creditors: A municipality may have large cash balances whilst having long term borrowings and creditors. When comparing this with a municipality with lower cash balances, but also relatively lower borrowings and lower creditors, it may very well be found that the one with the lower cash balance is in a better financial position.
- Debtors: An entity may have a low cash balance, but a fairly significant debtors balance (which is collectable) which will change the cash position as soon as payment is received from the debtors.

These and other factors make it necessary to not only look at a specific (or even a range of) ratio at a specific date, but to monitor the trends over a period of time.

Excluding exceptions or specific interventions, the cash balance must increase on an on-going basis with at least the ruling inflation rate to ensure the financial position is sustained in real terms.

6. Implementation

The policy will be effective as from 1 July 2022.

Annexure L
Investment Policy
2023/2024

INVESTMENT POLICY

2023/2024 FINANCIAL YEAR

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INVESTMENT POLICY

1. Application and Scope

The Investment Policy is applicable to the Midvaal Local Municipality. (herein referred to as MLM).

2. Objective of Policy

The objective of the policy is to ensure that all investments made by the Midvaal Local Municipality ("MLM") comply with the Municipal Investment Regulations issued by the Minister of Finance in terms of the Municipal Finance Management Act. This Policy, as far as practically applicable, must be consistent with the Supply Chain Management Policy where long term investments are placed.

3. Legislative Framework

The legislative framework governing investment decisions are:

- Local Government Municipal Systems Act 32 of 2000 (as amended)
- Local Government Municipal Finance Management Act 56 of 2003
- Municipal Investment Regulations published under Government Gazette 27431 on 1 April 2005.
- Municipal Supply Chain Management Regulations published under Government Gazette 27636 on 30 May 2005.

3.1 Permitted Investments

The following are permitted investments in terms of the Regulation 6 of Municipal Investment Regulations:

"A municipality may invest funds only in any of the following:

Investment types as may be appropriate to the anticipated future need for the funds:

(a) Securities issued by the national government.

(b) Listed corporate bonds with an investment grade rating from a nationally or internationally recognised Credit Rating Agency.

(c) Deposits with banks registered in terms of the Banks Act, 1990 (Act 94 of 1990)

(d) Deposits with the Public Investment Commissioners as contemplated by the Public Investment Commissioners Act, 1984 (Act 45 of 1984)

(e) Deposits with the Corporation for Public Deposits as contemplated by the Corporation for Public Deposits Act, 1984 (Act 46 of 1984).

(f) Banker's acceptance certificates or negotiable certificates of deposit of banks registered in terms of the Banks Act, 1990

(g) Guaranteed endowment policies with the intention of establishing a sinking fund Finance

(h) Repurchase agreements with banks registered in terms of the Banks Act, 1990

(i) Municipal bonds issued by a municipality; and

(j) Any other investment type as the Minister may identify by regulation in terms of Section 168 of the Municipal Finance Management Act, in consultation with the Financial Services Board."

3.2 Investments denominated in foreign currencies

MLM may make an investment only if the investment is denominated in Rand and is not indexed to, or affected by, fluctuations in the value of the Rand against any foreign currency.

4. Definitions

Short-term investments are defined as:

"Any cash or liquid securities owned by the MLM which have a maturity date, and/or callable date reasonably expected to be exercised, that is equal to or less than one year."

Long-term investments are defined as**:**

"Any cash or liquid securities owned by MLM which have a maturity date, and / or callable date reasonably expected to be exercised, that is greater than one year."

5. Purpose and Objectives of Investments

5.1 Preservation and safety of investments

The probable safety of the investment must in the first instance be considered when making investments. Preservation of capital is accomplished through placement of funds with creditworthy institutions and through portfolio diversification.

5.2 Investment Diversification

Diversification is required to minimise potential losses on individual securities and to maximise the yield from a blend of financial products.

5.3 Liquidity

The investment portfolio shall remain sufficiently liquid to meet all reasonably anticipated operating requirements.

5.4 Return on investments

The investment portfolio shall be designed with the objective of attaining a maximum rate of return subject to the investment risk constraints, liquidity requirements of MLM, and the risk associated with the sensitivity of investment returns against changes in the repo and prime rates.

6. Standards of Care

6.1 Prudence

The Municipal Manager, in accordance with this policy, must exercise due diligence in carrying out the investment function. The MLM has a responsibility to invest public Finance funds with great care and is accountable to the community in this regard. Investments must be made with such judgement and care, under the prevailing circumstances, as a person of prudence, discretion and intelligence would exercise in the management of that person’s own affairs. Investments may not be for speculation but must be genuine investments.

6.2 Ethics and Conflicts of Interest

Officials responsible for the investment of funds must steer clear of outside interference, regardless of whether such interference comes from individual Councillors, agents or any other institution. The ethical standards as contained in the Municipal Supply Chain Management Policy are **"mutatis mutandis"** applicable to investment activities. Interest rates offered by one institution should never be divulged to another institution.

6.3 Payment of Commission

No commission or other award may be paid to an official or councillor of MLM or to a spouse or close family in respect of any investment made or referred by MLM. If an investee pays any commission or other reward to an external investment manager appointed by the MLM in respect of any investment made by MLM, both the investee and the investment manager must declare such payment to the council by way of a certificate disclosing full details of the payment.

7. Delegation of Authority

Authority to manage MLM's investment portfolio is delegated as follows:

The Municipal manager to invest any amount (after taking due cognisance of the liquidity requirements of MLM) of the short-term funds in terms of the provisions of the investment policy

The Bid Adjudication Committee or Municipal Manager to approve the investment of long-term funds in terms of the provisions of the Investment Policy and Municipal Supply Chain Management Regulations in accordance with the process as stipulated in the Supply Chain Management Policy.

8. Rating of Financial Institutions

MLM shall rely on the credit analysis of the financial institutions as obtained from external Credit Rating Agencies. The Municipal Manager shall be made aware of real or potential problems related to credit or credit rating issues and their impact on the investment portfolio by the recognised Credit Rating Agencies, as this information becomes available.

9. Authorised Investments

All investments must be in the name of the MLM or one of the municipal entities.

10. Investment Limitations

Short-term investments

In order to obtain the greatest security for MLM's funds, short-term investments are not to be made with financial institutions with ratings lower than A1 / F1 as defined in the National Rating Definitions.

11. Investment Managers

Investment or Asset Fund Managers may be appointed to assist with the placing of investments, or to manage a portion of the investment portfolio in order to maximize interest earned without jeopardising liquidity. The appointment of these service providers must be done in accordance with the Supply Chain Management Policy. The conditions for their use including their liability in the event of non-compliance with this policy must be included in the bidding documentation specifying mandates that minimise risk and place the institutions on equal footing.

12. The Process of Investment of Funds

The process of investment of funds must in the first instance be made with the primary regard being to the probable safety of the investment in the second instance to the liquidity needs of MLM and lastly to the probable income derived from the investment. The investment of funds must be dealt with in accordance with the procedure for the calling of quotations and competitive bids as detailed in the Supply Chain Management Policy.

13. Safekeeping and Custody

The Chief Financial Officer shall establish and maintain an internal control structure designed to ensure the assets of the Municipality are protected from loss, theft, or misuse. The controls will be to prevent losses of public funds from fraud, employee errors, misrepresentation by third parties, or imprudent actions by employees and officers of MLM. The controls will include, among others:

- Prevention of collusion
- Separation of functions
- Separation of transaction authority from accounting and record-keeping
- Custodial safekeeping
- Clear delegation of authority to subordinate staff members
- Specific limitations regarding security losses and remedial action
- Supervisory control of employee actions
- Limiting the number of authorised investment officials
- Effective data management and reporting system for investment activities
- Documentation of transactions and strategies.

14. Reporting

The Municipal Manager must, within 10 working days after the end of each month, submit to the Executive Mayor a report describing, in accordance with generally recognised accounting practice, the investment portfolio as at the end of the month. The report must set out the following:

- the market value of each investment as at the beginning of the reporting period;
- any changes to the investment portfolio during the reporting period;
- the market value of each investment as at the end of the reporting period; and
- fully accrued interest or yield for the reporting period.

A bank, insurance company or other Investment / Fund Managers which at the end of a financial year holds, or at any time during a financial year held, an investment for MLM, must:

- within 30 days after the end of that financial year notify the Auditor General, in writing, of that investment, including the opening and closing balances of that investment in that financial year and;
- promptly disclose information regarding the investment when so requested by the National Treasury or the Auditor-General.

15. Policy Review

This policy is to be reviewed annually and approved by Council with the adoption of the MTREF for the following year.

Annexure M
Borrowing Policy
2023/2024

BORROWING POLICY

2023/2024 FINANCIAL YEAR

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ABBREVIATIONS

MLM	Midvaal Local Municipality
AO	Accounting Officer
ASB	Accounting Standards Board
CFO	Chief Financial Officer
CRR	Capital Replacement Reserve
GRAP	Generally Recognised Accounting Practise
IDP	Integrated Development Plan
MFMA	Municipal Finance Management Act
MSA	Municipal Systems Act
VAT	Value Added Tax
SDBIP	Service Delivery and Budget Implementation Plan

1. PURPOSE OF THIS DOCUMENT

This policy sets outs the principles for determining the following:

- The Municipality's borrowing requirements.
- Process to be followed when debt is incurred.

2. DEFINITIONS

In this Policy, unless the context otherwise indicates, a word or expression to which a meaning has been assigned in the Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003), has the meaning so assigned, and:

"Accounting Officer" – means the Municipal Manager and vice versa;

"Act" – means the Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003);

"Chief Financial Officer" – means an officer of the Municipality, designated by the Municipal Manager to be administratively in charge of the financial affairs of the municipality;

"Council" or "Municipality" – means the Municipal Council of Midvaal Local Municipality as referred to in Section 18 of the Municipal Structures Act;

"Creditor" – in relation to a municipality, means any person or service provider to whom money is owed by the Municipality;

"Debt" – means –

(a) a monetary liability of obligation created by a financing agreement, note, debenture, bond, overdraft, or the issuance of municipal securities; or

(b) a contingent liability such as that created by guaranteeing a monetary liability or obligation of another.

"Delegate" – means an official / person delegated to perform tasks on behalf of another person;

"Financial Statement" – means statements consisting of at least –

(a) a statement of financial position;

(b) a statement of financial performance;

(c) a statement of changes in net assets;

(d) any other statements that may be prescribed; and

(e) any notes to these statements.

"Financial year" – means a year ending 30 June;

"Financing Agreement" means any long-term agreement, lease, installment purchase contract or hire purchase agreement under which the Municipality undertakes to pay the capital cost of property, plant, or equipment over a period of time;

"Lender" – in relation to a municipality means a person or service provider who provides debt finance to a municipality;

"Long Term Debt" – means debt which is repayable over a period exceeding 12 months;

"Municipal debt instrument" – means any note, bond, debenture, or other evidence of indebtedness issued by a municipality, including virtual or electronic evidence of indebtedness intended to be used in raising debt;

"Security" – means a lien, pledge, mortgage, cession, or other form of collateral intended to secure the interest of a creditor;

"Short Term Debt" – means a debt which is repayable over a period not exceeding 12 months.

In this document unless the context otherwise indicates, words and expressions denoting the singular shall include the plural and vice versa, words and expressions denoting the male sex shall include the female sex and vice versa and reference to a natural person shall include a legal person and vice versa.

3. BACKGROUND

The Local Government: Municipal Finance Management Act 56 of 2003 (hereafter MFMA) section 18 requires that an annual budget may only be funded from:

(a) Realistically anticipated revenues to be collected;

(b) Cash backed accumulated funds from previous years' surpluses not committed for other purposes; and

(c) Borrowed funds, but only for capital projects.

Section 19 of the MFMA also requires spending on a capital project may only commence once the funding sources have been considered, are available and have not been committed for other purposes. Furthermore, Chapter 6 of the MFMA 6 guides on the requirements of obtaining Short Term and Long Term Debt, Conditions to comply with when applying for Debt, Security, Disclosures and Municipal Guarantees.

The Local Government: Municipal Finance Management Act 56 of 2003 Municipal Budget and Reporting Regulations, 2009 Section 8 requires that each Municipality should have a Borrowing Policy.

4. OBJECTIVES

The objectives of the policy are as follows:

(a) To comply with the legislative requirements;

(b) Manage interest rate and credit risk exposure;

(c) Maintain debt within specified limits and ensure adequate provision for the repayment of debt;

(d) To ensure compliance with all Legislation and Council policy governing borrowing of funds.

5. INTRODUCTION AND BACKGROUND

The Municipality may only incur debt in terms of the Municipal Finance Management Act, Act 56 of 2003.

5.1 A municipality may incur short-term and long-term debt only if:

5.1.1 The debt is denominated in Rand and is not indexed to, or affected by, fluctuations in the value of the Rand against any foreign currency;

5.1.2 A council resolution is taken authorising the provision of security if security is to be provided by the municipality; and

5.1.3 The following ratios for Liability Management is favourable:

- Capital Cost (Interest Paid and Redemption) as a % of Total Operating Expenditure

  Purpose/ Use of the Ratio

  The Ratio indicates the cost required to service the borrowing. It assesses the borrowing or payment obligation expressed as a percentage of Total Operating Expenditure.

  Formula

  Capital Cost (Interest Paid and Redemption) / Total Operating Expenditure x 100

  Norm

  The norm is between 6% to 8%

  Interpretation of Results

  Operating below the Norm could indicate that the Municipality has the capacity to take on additional financing from borrowing to invest in infrastructure projects or it could relate to cash flow problems where it is unable to access borrowed funds or the funding decisions of the municipality impacts of these levels. On the other hand, exceeding the Norm could pose a risk to the Municipality should changes or fluctuations in financing costs arise. When assessing this ratio, the cash flow requirements of the Municipality should also be considered.

- Debt (Total Borrowings)/ Total Operating Revenue

  Purpose/ Use of the Ratio

  The Ratio indicates the extent of Total Borrowings in relation to Total Operating Revenue. It indicates short and long term debt financing relative to operating revenue of the municipality. The purpose of the Ratio is to provide assurance that

sufficient Revenue will be generated to repay Liabilities. Alternatively stated, the Ratio indicates the affordability of the Total Borrowings.

Formula

Debt (Short Term Borrowing + Bank Overdraft + Short Term Lease + Long Term Borrowing + Long Term Lease) / Total Operating Revenue - Operating Conditional Grant

Norm

The norm is 45%

Interpretation of Results

If the result of the Ratio analysis indicates less than 45% then the Municipality still has capacity to increase funding from borrowings, however, this should be considered within the cash flow requirements of the Municipality.

5.2 Short Term Debt

5.2.1 The Municipality may incur short-term debt only when necessary to bridge:

5.2.1.1 Shortfalls within a financial year during which the debt is incurred, in expectation of specific and realistically anticipated income to be received within that financial year; or

5.2.1.1 Capital needs within a financial year, to be repaid from specific funds to be received from enforceable allocations or long- term debt commitments.

5.2.2 A municipality may incur short-term debt only if:

5.2.2.1 A resolution of the municipal council, signed by the executive mayor, has approved the debt agreement; and

5.2.2.2 The AO has signed the agreement or other document which creates or acknowledges the debt.

5.2.3 5.2.3 A municipal Council may:

5.2.3.1 Approve a short-term transaction individually; or

5.2.3.2 Approve an agreement with a lender for short-term credit facility to be accessed as and when required, including a line of credit or bank overdraft facility, provided that:

(a) the credit limit must be specified in the resolution of the council;

(b) the terms of the agreement, including the credit limit, may be changed only by a resolution of the council; and

(c) if the council approves a credit facility that is limited to emergency use, the AO must notify the council in writing as soon as practical of the amount, duration and cost of any debt incurred in terms of such a credit facility, as well as options for repaying such debt.

5.2.4 The Municipality:

5.2.4.1 Must pay off short-term debt within the financial year; and

5.2.4.2 May not renew or refinance short-term debt, where such renewal or refinancing will have the effect of extending the short-term debt into a new financial year

5.2.5 No lender may willfully extend credit to a municipality for the purpose of renewing or refinancing short-term debt that must be paid off in terms of section 5.2.4.1 above.

5.2.6 If a lender willfully extends credit to a municipality in contravention of this policy, the municipality is not bound to repay the loan or interest on the loan.

5.2.7 Section 5.2.6 above does not apply if the lender:

5.2.7.1 Relied in good faith on written representations of the municipality as to the purpose of the borrowing; and

5.2.7.2 Did not know and had no reason to believe that the borrowing was for the purpose of renewing or refinancing short-term debt.

5.3 Long Term Debt

5.3.1 The Municipality may incur long-term debt for the purpose of capital expenditure on property, plant and equipment for the purpose of achieving its long-term strategic objectives, as outlined in the Constitution of the Republic of South Africa, Act 108 of 1996, and Chapter 7 on Local Government, to:

5.3.1.1 Provide democratic and accountable government for local communities;

5.3.1.2 Ensure the provision of services to communities in a sustainable manner;

5.3.1.3 Promote social and economic development;

5.3.1.4 Promote a safe and healthy environment; and

5.3.1.5 Encourage the involvement of communities and community organizations in the matters of local government.

5.3.2 A municipality may incur long-term debt only if:

5.3.2.1 A resolution of the municipal council, signed by the executive mayor, has approved the debt agreement; and

5.3.2.2 The AO has signed the agreement or other document which creates or acknowledges the debt.

5.3.3 A municipality may incur long-term debt only if the AO of the municipality:

5.3.3.1 Has, in accordance with section 21A of the Municipal Systems Act:

- at least twenty one (21) days prior to the meeting the council at which approval for the debt is to be considered, made public an information statement setting out particulars of the proposed debt, including the amount of the proposed debt, the purposes for which the debt is to be incurred and particulars of any security to be provided; and
- invited the public, the National Treasury and the relevant provincial treasury to submit written comments or representations to the council in respect of the proposed debt; and

5.3.3.2 Has submitted a copy of the information statement to the municipal council at least twenty-one (21) days prior to the meeting of the council, together with particulars of:

- the essential repayment terms, including the anticipated debt repayment schedule; and
- the anticipated total cost in connection with such debt over the repayment period.

5.3.4 Capital expenditure may include:

5.3.4.1 Financing costs, including:

- capitalised interest for a reasonable initial period;
- costs associated with security arrangements in accordance with section 48 of the Act;
- discounts and fees in connection with the financing;

- fees for legal, financial, advisory, trustee, credit rating and other services directly connected to the financing; and
- costs connected to the sale or placement of debt, and costs for printing and publication directly connected to the financing.

5.3.4.2 Costs of professional services directly related to the capital expenditure; and

5.3.4.3 Such other costs as may be prescribed.

5.3.5 A municipality may borrow money for the purpose of refinancing existing long-term debt, provided that:

5.3.5.1 The existing long-term debt was lawfully incurred;

5.3.5.2 The refinancing does not extend the term of the debt beyond the useful life of the property, plant or equipment for which the money was originally borrowed;

5.3.5.3 The net present value of projected future payments (including principal and interest payments) after refinancing is less than the net present value of projected future payments before refinancing; and

5.3.5.4 The discount rate used in projecting net present value, and any assumptions in connection with the calculations, must be reasonable and in accordance with criteria set out in a framework that may be prescribed.

5.3.6 A municipality's long-term debt must be consistent with its approved capital budget

5.4 The municipality may also incur long term debt in the form of a Finance lease (instalment sale agreement) for the purchase of various vehicles and equipment.

6. RELATIONSHIP WITH OTHER POLICIES

This policy needs to be read in conjunction with other relevant adopted policies of the municipality, including the following:

(a) Delegation of Powers;

(b) Accounting Policy;

(c) Cash Management and Investment Policy

(d) Long Term Financial Plan Policy;

(e) Budget Implementation and Monitoring Policy;

7. SECURITY

7.1 A municipality may by resolution of its council provide security for:

7.1.1 Any of its debt obligations; and

7.1.2 Contractual obligations of the municipality undertaken in connection with capital expenditure by the persons on property, plant or equipment to be used by the municipality or such other person for the purpose of achieving the objectives of local government in terms of section 152 of the Constitution.

7.2 A municipality may in terms of section 9.1 above provide any appropriate security, including by:

7.2.1 Giving a lien on, or pledging, mortgaging, ceding or otherwise hypothecating, an asset or right, or giving any other form of collateral;

7.2.2 Undertaking to effect payment directly from money or sources that may become available and to authorise the lender or investor direct access to such sources to ensure payment of the secured debt or the performance of the secured obligations, but this form of security may not affect compliance with section 8(2) of the MFMA;

7.2.3 Undertaking to deposit funds with the lender, investor or third party as security;

7.2.4 Agreeing to specific payment mechanisms or procedures to ensure exclusive or dedicated payment to lenders or investors, including revenue intercepts, payments into dedicated accounts or other payment mechanisms or procedures;

7.2.5 Ceding as security any category of revenue or rights to future revenue;

7.2.6 Undertaking to have disputes resolved through mediation, arbitration or other dispute resolution mechanisms;

7.2.7 Undertaking to retain revenues or specific municipal tariffs or other charges, fees or funds at a particular level or at a level sufficient to meet its financial obligations;

7.2.8 Undertaking to make provision in its budgets for the payment of its financial obligations, including capital and interest;

7.2.9 Agreeing to restrictions on debt that the municipality may incur in future until the secured debt is settled or the secured obligations are met; and

7.2.10 Agreeing to such other arrangements as the municipality may consider necessary and prudent.

7.3 A council resolution authorising the provision of security:

7.3.1 Must determine whether the asset or right with respect to which the security is provided, is necessary for providing the minimum level of basic municipal services; and

7.3.2 If so, must indicate the manner in which the availability of the asset or right for the provision of that minimum level of basic municipal services will be protected.

7.4 If the resolution has determined that the asset or right is necessary for providing the minimum level of basic municipal services, neither the party to whom the municipal security is provided, nor any successor or assignee of such party, may, in the event of a default by the municipality, deal with the asset or right in a manner that would preclude or impede the continuation of that minimum level of basic municipal services.

7.5 A determination in terms of section 9.3 above that an asset or right is not necessary for providing the minimum level of basic municipal services is binding on the municipality until the secured debt has been paid in full or the secured obligations have been performed in full, as the case may be.

8. DISCLOSURE

8.1 Any person involved in the borrowing of money by the municipality must, when interacting with a prospective lender or when preparing documentation for consideration by a prospective investor:

8.1.1 disclose all information in that person's possession or within that person's knowledge that may be material to the decision of that prospective lender or investor; and

8.1.2 take reasonable care to ensure the accuracy of any information disclosed.

8.2 Information to be provided should include:

8.2.1 Audited financial statements for the preceding three (3) financial years with audited outcomes;

8.2.2 Approved annual budget;

8.2.3 The municipal integrated development plan;

8.2.4 Repayment schedules pertaining to existing short-term or long-term debt.

8.3 A lender or investor may rely on written representations of the municipality signed by the AO, if the lender or investor did not know and had no reason to believe that those representations were false or misleading.

9 MUNICIPAL GUARANTEES

9.1 A municipality may not issue any guarantee for any commitment or debt of any organ of state or person, except on the following condition:

9.1.1 The guarantee must be within limits specified in the municipality's approved budget.

9.2 Neither the national nor a provincial government may guarantee the debt of a municipality except to the extent that chapter 8 of the Public Finance Management Act provides for such guarantees.

10 APPROVAL

10.1 Once Council approves the loan, the AO has to enter into an agreement with the recommended financial institution on behalf of Council. The Chief Financial Officer must ensure that the terms and conditions are as originally agreed before the Council is committed;

10.2 All municipal loan commitments must be recorded in a Loans Register reflecting at a minimum the:

10.2.1 Loan number;

10.2.2 Type of loan;

10.2.3 Financial institution;

10.2.4 Date issued;

10.2.5 Purpose of loan;

10.2.6 Loan period;

10.2.7 Interest rate;

10.2.8 Installments (capital and interest);

10.2.9 Due dates (quarterly / half-yearly / yearly);

10.2.10 Security (if any);

10.2.11 Final redemption date;

10.2.12 Opening balance at the beginning of the financial year;

10.2.13 Amounts received during the financial year;

10.2.14 Capital amounts redeemed during the financial year; and

10.2.15 Closing balance at the end of the financial year.

10.3 Sufficient provision must be made in the budget to depreciate assets linked to the loan.

11 DOCUMENTS TO BE KEPT ON RECORD

11.1 The following loan documentation and certificates, at a minimum, must be safeguarded at all times:

11.1.1 Loan agreements;

11.1.2 Any applicable security agreements;

11.1.3 Copy of annual loans register;

11.1.4 Signed copies of monthly reconciliations;

11.1.5 Copies of all repayments made;

11.1.6 Copies of amortization schedules;

11.1.7 Copies of quarterly National Treasury returns.

12 POLICY AMENDMENT

The AO must–

(a) at least annually review the implementation of this Policy; and

(b) when the AO considers it necessary, submit proposals for the amendment of this Policy to the Council.

The review of this policy and any amendment should be made with due consideration and in conjunction with the annual review of the budget related policies as prescribed in the Municipal Budget and Reporting Regulations, 2008.

13 APPROVAL AND EFFECTIVE DATE

The policy will be effective 1 July 2022.

Annexure N
Budget Funding and Reserves Policy 2023/2024

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FUNDING AND RESERVES POLICY

2023/2024 FINANCIAL YEAR

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ABBREVIATIONS

MLM	Midvaal Local Municipality
AO	Accounting Officer
ASB	Accounting Standards Board
CFO	Chief Financial Officer
CRR	Capital Replacement Reserve
GRAP	Generally Recognised Accounting Practise
IDP	Integrated Development Plan
MFMA	Municipal Finance Management Act
MSA	Municipal Systems Act
VAT	Value Added Tax
SDBIP	Service Delivery and Budget Implementation Plan

1. PURPOSE OF THIS DOCUMENT

This policy sets outs the principles for determining the following:-

- Projected billings, collections and all direct revenues;
- The provision for revenue that will not be collected;
- The funds the Municipality can expect to receive from investments;
- The proceeds the Municipality can expect to receive from the transfer or disposal of assets;
- The funds to be set aside in reserves.

2. DEFINITIONS

In this Policy, unless the context otherwise indicates, a word or expression to which a meaning has been assigned in the Local Government: Municipal Finance Management Act, 2003 (Act No 56 of 2003), has the meaning so assigned, and:

"Accounting Officer" – means the Municipal Manager and vice versa;

"Act" – means the Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003);

"Chief Financial Officer" – means an officer of the Municipality, designated by the Municipal Manager to be administratively in charge of the financial affairs of the municipality;

"Council" or "Municipality" – means the Municipal Council of Midvaal Local Municipality as referred to in Section 18 of the Municipal Structures Act;

"Creditor" – in relation to a municipality, means any person or service provider to whom money is owing by the Municipality;

"Debt" – means –

(a) a monetary liability of obligation created by a financing agreement, note, debenture, bond, overdraft or the issuance of municipal securities; or

(b) a contingent liability such as that created by guaranteeing a monetary liability or obligation of another.

"Delegatee" – means an official / person delegated to perform tasks on behalf of another person;

"Financial Statement" – means statements consisting of at least –

(a) a balance sheet (statement of financial position);

(b) an income statement (statement of financial performance);

(c) a cash-flow statement;

(d) any other statements that may be prescribed; and

(e) any notes to these statements.

"Financial year" – means a period of twelve months ending on the 30 June;

In this document unless the context otherwise indicates, words and expressions denoting the singular shall include the plural and vice versa, words and expressions denoting the male sex shall include the female sex and vice versa and reference to a natural person shall include a legal person and vice versa.

3. BACKGROUND

The Local Government: Municipal Finance Management Act No 56 of 2003 (*hereafter MFMA*) section 18 requires that an annual budget may only be funded from:

(a) Realistically anticipated revenues to be collected;

(b) Cash backed accumulated funds from previous years' surpluses not committed for other purposes; and

(c) Borrowed funds, but only for capital projects.

Section 19 of the MFMA also requires spending on a capital project may only be commenced once the funding sources have been considered, are available and have not been committed for other purposes. Furthermore, Chapter 6 of the MFMA 6 guides on the requirements of obtaining Short Term and Long Term Debt, Conditions to comply with when applying for Debt, Security, Disclosures and Municipal Guarantees.

The Local Government: Municipal Finance Management Act No 56 of 2003 Municipal Budget and Reporting Regulations, 2009 Section 8 requires that each Municipality should have a Funding and Reserves Policy.

4. OBJECTIVES

The objectives of the policy relating to funding and reserves are as follows:

(a) To comply with the legislative requirements;

(b) To ensure that the Municipality's Operating and Capital budgets are adequately funded;

(c) To ensure that the Municipality's provisions and reserves are maintained at the required levels, in order to mitigate unfunded liabilities in future financial years; and

(d) To achieve financial sustainability with acceptable levels of service delivery to the community.

5. APPROVAL AND EFFECTIVE DATE

The policy will be effective as from 1 July 2022.

6. POLICY AMENDMENT

The AO must–

(a) at least annually review the implementation of this Policy; and

(b) when the AO considers it necessary, submit proposals for the amendment of this Policy to the Council.

The review of this policy and any amendment should be made with due consideration and in conjunction with the annual review of the budget related policies as prescribed in the Municipal Budget and Reporting Regulations, 2008.

7. RELATIONSHIP WITH OTHER POLICIES

This policy needs to be read in conjunction with other relevant adopted policies of the municipality, including the following:

- Accounting Policy;
- Cash Management and Investment Policy
- Long Term Financial Plan Policy;

8. REFERENCES

The following references were observed in compiling this document:

- Municipal Finance Management Act, 2003
- Municipal Systems Act, 2000
- Municipal Structures Act, 1998
- Accounting Standards Board
- MFMA Circular 18 & 44
- MFMA Budget Circular 51
- Municipal Budget and Reporting Regulations, 2008
- Government Gazettes (30013 & 31021)
- Generally Recognised Accounting Practice

9. PRINCIPLES REGARDING THE FUNDING OF THE ANNUAL BUDGET

9.1 An annual budget may only be funded from:-

9.1.1 Realistically anticipated revenues to be collected;

9.1.2 Cash backed accumulated funds from previous years surpluses and reserves not committed for any other purpose; and

9.1.3 Borrowed funds but only for the capital budget.

9.2 Realistic anticipated revenue projections must take into account:-

9.2.1 Projected revenue for the current year based on collection levels to date; and

9.2.2 Actual revenue collected in previous financial years.

9.3 Spending on a capital project may only occur if:-

9.3.1 The money for the project, excluding the cost of feasibility studies, has been appropriated in the budget;

9.3.2 The project, including the total cost, has been approved by Council;

9.3.3 The sources of funding have been considered, are available and have not been committed for other purposes;

9.3.4 Council has considered:-

9.3.4.1 The projected cost covering all financial years until the project is operational; and

9.3.4.2 The future operations costs and revenue on the project, including municipal tax and tariff implications.

10. FUNDING THE OPERATING BUDGET

10.1 The operating budget provides funding to departments for their medium term expenditure as planned.

10.1.1 The Municipality categorises services rendered to the community according to its revenue generating capabilities as follows:-

10.1.2 Trading services (services that generate predetermined surpluses that can be used to fund other services rendered by the Municipality);

10.1.3 Economic services (services that should at least break-even, but do not necessarily generate any surpluses to fund other services rendered by the Municipality);

10.1.4 Rates and General (services that are funded by property rates, government grants or surpluses generated by the trading services).

10.2 The operating budget is funded from the following main sources of revenue:-

10.2.1 Property rates;

10.2.2 Service charges;

10.2.3 Government grants and subsidies;

10.2.4 Other sundry revenue, such as fines, interest received etc; and

10.2.5 Cash backed accumulated surpluses from previous years not committed for any other purposes.

10.3 The following guiding principles apply when compiling the operating budget:-

10.3.1 The annual budget must be funded ;

10.3.2 Growth parameters must be realistic taking into account the current economic conditions;

10.3.3 Tariff adjustments must be realistic, taking into consideration affordability, bulk increases and future projected growth according to the approved Integrated Development Plan (IDP);

10.3.4 Revenue from government grants and subsidies must be in line with allocations gazetted in the Division of Revenue Act and Provincial Gazettes;

10.3.5 Revenue from public contributions, donations or any other grants may only be included in the budget if there are acceptable documentation that guarantees the funds such as:-

10.3.5.1 A signed service level agreement;
10.3.5.2 A contract or written confirmation; or
10.3.5.3 Any other legally binding document.

10.3.6 Property rates are levied according to the Municipal Property Rates Act and Property Rates Policy based on the market values. The budget is compiled using the latest approved Valuation Roll and any Supplementary Roll, consistent with current and past trends. Property rates tariffs and rebates are determined annually as part of the tariff setting process;

10.3.7 Property rates rebates, exemptions and reductions are budgeted either as revenue foregone or as a grant as per MFMA Budget Circular 51 depending on the conditions thereof;

10.3.8 Projected revenue from service charges must be realistic - based on current and past trends with expected growth considering the current economic conditions. The following factors must be considered for each service:-

10.3.9 Metered services comprising of electricity and water:-

10.3.9.1 The consumption trends for the previous financial years;

10.3.9.2 Envisaged water restrictions or load shedding when applicable; and

10.3.9.3 Actual revenue collected in previous financial years.

10.3.10 Refuse removal services:-

10.3.10.1 The actual number of erven receiving the service per category; and

10.3.10.2 Actual revenue collected in previous financial years.

10.3.11 Sewerage services:-

10.3.11.1 The actual number of erven receiving the service per category and the consumption trends per category; and

10.3.11.2 Actual revenue collected in previous financial years.

10.3.12 Rebates, exemptions or reductions for service charges are budgeted either as revenue foregone or as a grant as per MFMA Budget Circular 51 depending on the conditions thereof;

10.3.13 Other projected revenue is charged in terms of the approved sundry tariffs and fines considering the past trends and growth for each category.

10.3.14 Provision for revenue that will not be collected is made against the expenditure item debt impairment and is based on actual collection levels for the previous financial year and the latest projected annual non-payment rate.

10.3.15 Transfers from the accumulated surplus to fund operating expenditure will only be allowed for specific once-off projects and with no recurring operating expenditure resulting thereof.

10.3.16 Interest received from actual long-term and or short-term investments are based on the amount reasonably expected to be earned on cash amounts available during the year according to the expected interest rate trends.

10.3.17 Depreciation charges are fully budgeted for according to the asset register and to limit the impact of the implementation of Asset Related GRAP Standards a transfer is made from the accumulated surplus.

10.3.18 A detailed salary budget is compiled on an annual basis. All funded positions are budgeted for in total and new and/or funded vacant positions are budgeted for nine (9) months only of the total package considering the time for the recruitment process.

10.3.19 To ensure the health of the municipal asset base, sufficient provision must be made for the maintenance of existing and infrastructure assets based on affordable levels as maintenance budgets are normally lower than the recommended levels. As a guiding principle repair and maintenance should constitute at least between 7% and 9% of total operating expenditure and should annually be increased incrementally until the required targets are achieved. Actual spending in previous years

10.3.20 Individual expenditure line items are to be revised each year when compiling the budget to ensure proper control over operating expenditure. Increases for these line items must be linked to the average inflation rate and macro-economic indicators unless a signed agreement or contract stipulates otherwise.

11. FUNDING THE CAPITAL BUDGET

11.1 The municipality's objective is to maintain, through proper maintenance and replacement measures, existing levels of service and to improve and implement services which are neglected or non – existent. In order to achieve this objective the municipality must annually, within financial means, budget for the replacement of redundant assets as well as new assets. The capital budget provides funding for the Municipality's capital programme based on the needs and objectives as identified by the community through the Integrated Development Plan and provides for the eradication of infrastructural backlogs, renewal and upgrading of existing infrastructure, new developments and enlargement of bulk infrastructure. Provisions on the capital budget will be limited to availability of sources of funding and affordability. The main sources of funding for capital expenditure are:-

11.1.1 Cash backed accumulated surpluses;

11.1.2 Borrowings;

11.1.3 Government grants and subsidies;

11.1.4 Public donations and contributions; and

11.1.5 Operating revenue.

11.2 The following guiding principles apply when considering sources of funding for the capital budget:-

11.2.1 Government grants and subsidies:-

11.2.1.1 Only gazette allocations or transfers as reflected in the Division of Revenue Act or allocations as per Provincial Gazettes may be used to fund projects;

11.2.1.2 The conditions of the specific grant must be taken into consideration when allocated to a specific project; and

11.2.1.3 Government grants and subsidies allocated to specific capital projects are provided for on the relevant department's operating budget to the extent that the conditions will be met during the financial year.

11.2.2 In the case of public contributions, donations and/or other grants, such capital projects may only be included in the annual budget if the funding is guaranteed by means of:-

11.2.2.1 A signed service level agreement;

11.2.2.2 A contract or written confirmation; and/or

11.2.2.3 Any other legally binding document.

11.2.3 Public donations, contributions and other grants are provided for on the relevant department's operating budget to the extent that the conditions will be met during the financial year.

11.2.4 The borrowing requirements as contained in the borrowing policy are used as a basis to determine the affordability of external loans over the Medium Term Revenue and Expenditure Framework. The ratios to be considered to take up new borrowings include:-

11.2.4.1 long-term debt to revenue (excluding grants) not to exceed 40%;

11.2.4.2 payment rate of above 90%;

11.2.4.3 percentage of capital charges to operating expenditure less than 15% (Interest and redemption).

11.2.5 Allocations to capital projects from cash backed accumulated surpluses will be based on the available funding for each ring-fenced reserve according to the conditions of each reserve as follows:-

11.2.5.1 Capital projects of a smaller nature such as office equipment, furniture, plant and equipment etc. must be funded from own generated revenue from the operating budget for that specific year;

11.2.5.2 Capital projects to upgrade bulk services will be allocated to the capital bulk contributions reserve for each service.

11.2.6 All capital projects have an effect on future operating budgets. The following cost factors should therefore be considered before approval:-

11.2.6.1 Additional personnel cost to staff new facilities once operational;

11.2.6.2 Additional contracted services, such as security, cleaning etc.

11.2.6.3 Additional general expenditure, such as services cost, stationery, telephones, material etc.

11.2.6.4 Additional other capital requirements to operate the facility, such as vehicles, plant and equipment, furniture and office equipment etc.

11.2.6.5 Additional costs to maintain the assets;

11.2.6.6 Additional interest and redemption in the case of borrowings;

11.2.6.7 Additional depreciation charges;

11.2.6.8 Additional revenue generation. The impact of expenditure items must be offset by additional revenue generated to determine the real impact on tariffs.

All Reserves are “ring fenced” as internal reserves within the accumulated surplus, except for provisions as allowed by the standards of Generally Recognised Accounting Practices (GRAP).

The following ring fenced reserves exist:-

12. CAPITAL REPLACEMENT RESERVE

Funding for capital budgets of future financial years are generated through contributions from the operating budget. Once the Municipality has reached its maximum gearing ability no further borrowings can be taken up. This necessitates that the Municipality also invests in a capital replacement reserve. However, it must be cash backed.

This reserve once fully established will enable the Municipality to provide internal funding for its capital replacement and renewal programme. Other contributions to the capital replacement reserve through the operating budget may include interest received on investments.

This reserve must be cash backed at all times to ensure the availability of cash to fund the municipal capital programme.

13. ASSET FAIR VALUE RESERVE

The Asset Fair Value Reserve is created through the transfer of the increase in the carrying value of Property, Plant and Equipment identified through the adoption of GRAP17. This is an accounting concept and the reserve does not represent a cash reserve in the true sense. The reserve cannot be utilised for any other purpose than the accumulation of the increase in carrying value, or offsetting of a decrease in carrying value of Property, Plant and Equipment. The reserve and accounting treatment thereof is governed by GRAP 17.

14. PUBLIC CONTRIBUTIONS RESERVE

Bulk contributions changed to developers in terms of Councils Bulk Contributions Policy are ring-fenced and must be kept in cash. The reserve can only be utilised for the funding of capital infrastructure and in accordance with Council's approved Capital Budget.

PROVISIONS

A provision is recognised when the municipality has a present obligation as a result of a past event and it is probable, more likely than not, that an outflow of resources embodying economic benefits or service potential will be required to settle the obligation and a reliable estimate can be made of the amount of the obligation.

Provisions are revised annually and those estimates to be settled within the next twelve (12) months are treated as current liabilities.

The municipality has the following provisions:

15. LEAVE PROVISION / ACCRUAL

Liabilities for annual leave are recognised as they accrue to employees. An annual provision is made from the operating budget to the leave provision.

16. LANDFILL REHABILITATION PROVISION

The landfill site rehabilitation provision is created for the current operational site at the future estimated time of closure. The value of the provision is based on the expected future cost to rehabilitate the landfill site. This provision must be cash backed as determined in the Cash Management Policy, to ensure availability of cash for rehabilitation on closure.

17. PROVISION FOR LONG SERVICE AWARDS

Municipal employees are awarded leave days according to years in service at year end. Due to the fact that not all long service leave balances are redeemed for cash. The provision is cash backed.

Long service awards can be encashed at the discretion of the Municipal Manager and will be subject to the cash flow position of Council.

18. PROVISION FOR POST EMPLOYMENT MEDICAL BENEFITS

The municipality provides retirement medical care benefits by subsidizing the medical aid contributions to retired employees and their legitimate spouses. The entitlement to retirement medical benefits is based on employees remaining in service up to retirement age and the completion of a minimum service period. The expected cost of these benefits is accrued over a period of employment.

The provision is cash backed.

19. OTHER ITEMS TO BE CASH BACKED

The Cash Management Policy also specifies certain other items (in addition to fund and reserves) that must be cash backed.

20. POLICY IMPLEMENTATION

This policy will effective as from 1 July 2022

IMFO

Annexure O
Municipal Supply Chain Management Policy and Procedures
2023/2024

MUNICIPAL SUPPLY CHAIN MANAGEMENT POLICY

2023/2024 FINANCIAL YEAR

MIDVAAL
LOCAL MUNICIPALITY

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Abbreviations:

MLM - Midvaal Local Municipality

1. DEFINITIONS

In this policy, unless the context otherwise indicates, a word or expression to which a meaning has been assigned in the Act has the same meaning as in the Act, and –

"Accounting Officer" means the person appointed by the Municipality as the Municipal Manager of the Municipality in terms of section 82 of the Local Government: Municipal Structures Act, 1998 (Act 117 of 1998), responsible and accountable in terms of section 55(2) of the Local Government : Municipal Systems Act 2000 (Act 32 of 2000) and includes any person acting in such position and to whom the Municipal Manager has delegated a power, function or duty. Accounting Officer also means Municipal Manager and vice versa.

"Competitive bidding process" means a competitive bidding process referred to in paragraph 20.1 of this policy;

"Competitive bid" means a bid in terms of a competitive bidding process;

"CIDB" means Construction Industry Development Board Act, Act 38 of 2000;

"Final award", in relation to bids or quotations submitted for a contract, means the final decision on which a bid or quote to is accept;

"Formal written price quotation" means quotations referred to in paragraph 17.1 of this policy;

"Grey List" means a list of service providers contracted to the municipality who have failed to meet contractual obligations and therefore temporarily barred from doing business with the municipality for a period not exceeding 12 months or a financial year;

"In the service of the state" means to be –

(a) a member of –

  (i) any municipal council;

  (ii) any provincial legislature; or

  (iii) the National Assembly or the National Council of Provinces;

(b) a member of the board of directors of any municipal entity;

(c) an official of any municipality or municipal entity;

(d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of Public Finance Management Act, 1999 (Act 1 of 1999);

(e) a member of the accounting authority or any national or provincial public entity; or

(f) an employee of Parliament or a provincial legislature;

"Long term contract" means a contract with a duration period exceeding one year;

"List of accredited prospective providers" means the list of accredited prospective providers registered on the National Treasury Central Supplier Database (CSD) in terms of Section 14 of this policy;

"Database of restricted bidders" means the database of bidders restricted from doing business with a Municipality as set out in paragraph 14.1 of this policy as defined in Circulars 43, 46, 52 and 56 of National Treasury.

"Other applicable legislation" means any other legislation applicable to the municipal Supply Chain Management, including but not limited to –

(a) the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), the PPPFA regulations, 2022 and all amendments; (attached to this policy as Annexure A)

(b) The Broad Based Black Economic Empowerment Act, 2003 (Act 53 of 2003), the regulations and all amendments; and

(c) The Construction Industry Development Board Act, 2000 (Act 38 of 2000), the regulations and all amendments.

(d) The Prevention and Combating of Corrupt Activities Act, 2004 (Act 12 of 2003), the regulations and all amendments.

(e) The Competition Act, 1998 (Act 89 of 1998), the regulations and all amendments.

(f) The Promotion of Administrative Justice Act, 2000 (Act 3 of 2000)

"Petty Cash", means a small amount for incidental purchases of low value goods and services

"Single source": refers to when the competition exists in the market, but only from a selected few supplier, due to technical capabilities and abilities, comply with the requirements of the municipality.

"Sole Supplier:" refers in instances where there is no competition and only one service provider exists in the market, with sole distribution rights and/or patent rights or being a sole manufacturer, supplier, or distributer of the goods or services required.

"Strip & quote:" When it is not certain what repairs and maintenance should be performed on equipment and vehicles and it becomes impractical to obtain quotations, the equipment or vehicle is sent to a supplier who disassembles (strip) it to determine what is wrong with it. Thereafter a quote is issued.

“Treasury guidelines” means any guidelines on supply chain management issued by the Minister in terms of section 168 of the Act;

“The Act” means the Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003);

“The Regulations” means the Local Government: Municipal Finance Management Act, 2003, Municipal Supply Chain Management Regulations published by Government Gazette no. 27636, 30 May 2005 and all amendments;

“Material Flaw or Irregularity” means a significant fault or mistake or weakness, identified to potentially impede the principles of fairness or transparency.

“Municipal Cost Containment Regulations” means the Local Government: Municipal Finance Management Act, 2003, Municipal Cost Containment Regulations, 2019;

“Written or verbal quotations” means quotations referred to in paragraph 16.1 of this policy.

“The Council” means the Midvaal Local Municipality abbreviated to MLM.

CHAPTER 1

IMPLEMENTATION OF SUPPLY CHAIN MANAGEMENT POLICY

2. SUPPLY CHAIN MANAGEMENT POLICY

2.1 All officials and other role players in the supply chain management system of the Midvaal Local Municipality must implement this Policy in a way that –

(a) gives effect to –

- section 217 of the Constitution; and
- Part 1 of Chapter 11 and other applicable provisions of the Act;

(b) is fair, equitable, transparent, competitive and cost effective;

(c) complies with –

- the Regulations; and
- any minimum norms and standards that may be prescribed in terms of section 168 of the Act;

(d) is consistent with other applicable legislation;

(e) does not undermine the objective for uniformity in supply chain management systems between organs of state in all spheres; and

(f) is consistent with national economic policy concerning the promotion of investments and doing business with the public sector.

2.2 This Policy applies when the Midvaal Local Municipality –

(a) procures goods or services;

(b) disposes of goods no longer needed;

(c) appoints contractors to provide assistance in the provision of municipal services otherwise than in circumstances where Chapter 8 of the Municipal Systems Act applies; or

(d) selects external mechanisms referred to in section 80 (1) (b) of the Municipal Systems Act for the provision of municipal services in circumstances contemplated in section 83 of that Act.

2.3 This Policy, except where provided otherwise, does not apply in respect of the procurement of goods and services contemplated in section 110(2) of the Act, including:

(a) water from the Department of Water Affairs or a public entity, another municipality or a municipal entity; and

(b) electricity from Eskom or another public entity, another municipality or a municipal entity.

3. AMENDMENT OF THE SUPPLY CHAIN MANAGEMENT POLICY

3.1 The accounting officer must –

(a) at least annually review the implementation of this Policy; and

(b) when the accounting officer considers it necessary, submit proposals for the amendment of this Policy to the **council**

3.2 If the accounting officer submits proposed amendments to the **council** that differ from the model policy issued by the National Treasury, the accounting officer must –

(a) ensure that such proposed amendments comply with the Regulations; and

(b) report any deviation from the model policy to the National Treasury and the Gauteng Provincial Treasury.

3.3 When amending this Supply Chain Management Policy, the need for uniformity in supply chain practices, procedures and forms between organs of state in all spheres, particularly to promote accessibility of supply chain management systems for small businesses must be taken into account.

3.4 The draft policy should be forwarded to the Gauteng Provincial Treasury: Policy, Norms and Standards component before tabling to the Municipal Council for approval.

4. DELEGATION OF SUPPLY CHAIN MANAGEMENT POWERS AND DUTIES

4.1 The **Council** hereby delegates all powers and duties to the accounting officer which are necessary to enable the accounting officer –

(a) to discharge the supply chain management responsibilities conferred on accounting officers in terms of –

- Chapter 8 or 10 of the Act; and
- this Policy;

(b) to maximise administrative and operational efficiency in the implementation of this Policy;

(c) to enforce reasonable cost-effective measures for the prevention of fraud, corruption, favouritism and unfair and irregular practices in the implementation of this Policy; and

(d) to comply with his or her responsibilities in terms of section 115 and other applicable provisions of the Act.

4.2 Sections 79 and 106 of the Act apply to the sub-delegation of powers and duties delegated to an accounting officer in terms of subparagraph (4.1).

4.3 The council or the accounting officer may not sub-delegate any supply chain management powers or duties to a person who is not an official of the Midvaal Local Municipality or to a committee which is not exclusively composed of officials of the Midvaal Local Municipality;

4.4 This paragraph may not be read as permitting an official to whom the power to make final awards has been delegated, to make a final award in a competitive bidding process otherwise than through the committee system provided for in paragraph 26 of this Policy.

5. SUB-DELEGATIONS

5.1 The accounting officer may in terms of section 79 or 106 of the Act sub-delegate any supply chain management powers and duties, including those delegated to the accounting officer in terms of this policy, but any such sub-delegation must be consistent with subparagraph (5.2) of this paragraph, and paragraph 4 of this Policy as well as the as well as the Midvaal Local Municipality's Policy Document: Division of Legislative and Executive Functions and Delegations of Authority

5.2 The Accounting officer hereby sub-delegates the following and gives power to make a final award -

5.2.1 above R10 million (VAT included) may not be sub-delegated and is thus to be awarded by the Accounting Officer only;

5.2.2 above R200 000-00 (VAT included), but not exceeding R10 million (VAT included), is hereby sub-delegated to –

- The bid adjudication committee (BAC) consisting of the Chief Financial Officer or another senior manager, or persons acting in their stead.

5.2.3 not exceeding R200 000 (VAT inclusive) is hereby sub-delegated as follows:

(a) The Chief Financial Officer to approve acquisitions up to R200 000 (VAT inclusive);

5.3 An official or the bid adjudication committee to which the power to make final awards has been sub-delegated in accordance with subparagraph (5.2.2 and 5.2.3) must within five (5) days of the end of each month submit to the official referred to in subparagraph (5.4) a written report containing particulars of each final award made by such committee or person during that month, including:

- the amount of the award;
- the name of the person to whom the award was made; and
- the reason why the award was made to that person.

5.4 A written report referred to in subparagraph 5.3 must be submitted –

(a) to the accounting officer, in the case of an award by –

a bid adjudication committee; or

(b) to the chief financial officer, in the case of an award by –

a manager referred to in subparagraph (5.2.3) (a)(b)

5.5 Subparagraphs (5.3) and (5.4) of this policy do not apply to procurements made out of petty cash.

5.6 This paragraph may not be interpreted as permitting an official to whom the power to make final awards has been sub-delegated, to make a final award in a competitive bidding process otherwise than through the committee system provided for in paragraph 26 of this Policy.

5.7 No supply chain management decision-making powers may be delegated to an advisor or consultant. Advisors and consultants, who were either involved with drafting of specifications or technical evaluation of bids under their supervision as per their appointment, may attend bid specifications and bid evaluation committees in their professional capacity. Both Bid Specifications and Bid Evaluation Committees **do not** have decision-making or award powers, they can only recommend to the Bid Adjudication Committee.

6. OVERSIGHT ROLE OF COUNCIL

6.1 The council reserves its right to maintain oversight over the implementation of this Policy.

6.2 For the purposes of such oversight the accounting officer of MLM must:

6.2.1 Within 30 days of the end of each financial year, submit a report on the implementation of this Policy and the supply chain management policy of any municipal entity under the sole or shared control of MLM, to the council of the Midvaal Local Municipality; and

6.2.2 whenever there are serious and material problems in the implementation of this Policy, immediately submit a report to the council.

6.3 The accounting officer must, within 10 days of the end of each quarter, submit a report on the implementation of the supply chain management policy to the mayor.

6.4 The reports must be made public in accordance with section 21A of the Municipal Systems Act.

7. SUPPLY CHAIN MANAGEMENT UNIT

7.1 A supply chain management unit is hereby established to implement this Policy.

7.2 The supply chain management unit operates under the direct supervision of the Chief Financial Officer or an official to whom this duty has been delegated in terms of section 82 of the Act.

8. TRAINING OF SUPPLY CHAIN MANAGEMENT OFFICIALS

The training of officials involved in implementing this Policy should be in accordance with National Treasury: Local Government: Municipal Finance Management Act: Municipal Regulations on Minimum Competency Levels dated 15/06/2007 and any other Treasury guidelines on supply chain management training.

CHAPTER 2

SUPPLY CHAIN MANAGEMENT SYSTEM

9. FORMAT OF SUPPLY CHAIN MANAGEMENT SYSTEM

This Policy provides systems for –

(i) demand management;

(ii) acquisition management;

(ii) logistics management;

(iv) disposal management;

(v) risk management;

(vi) performance management.

PART 1: DEMAND MANAGEMENT

10. SYSTEM OF DEMAND MANAGEMENT

The accounting officer must establish and implement an appropriate demand management system to ensure that the resources required by **Midvaal Local Municipality** supports its operational commitments and strategic goals as outlined in the Integrated Development Plan (IDP).

Demand management must be co-ordinated by SCM officials of the municipality in consultation with end-users. This includes a detailed analysis of the goods, works or services required, such as: -

- the scope of the work to be executed;
- the time required to complete the project; and
- the material, resources, equipment required to execute the project.

The outcome of this activity should be a detailed planning document that outlines what goods, works or services should be procured, the manner in which they should be procured as well as the timelines to execute the procurement functions.

Procurement planning should take place at the beginning of the financial year when the municipality's IDP, Service Delivery and Budget Implementation Plan (SDBIP) and annual budget have been approved. Procurement plans cannot be developed in isolation; it should instead form part of the municipality's and other functional strategies. The SCM Unit must perform hand-in-hand with user departments and directorates in the formulation of procurement plans.

Approved procurement plans containing all planned procurement for the financial year in respect of the procurement of goods, works or services which exceed R200 000 (all applicable taxes included) must be submitted to Gauteng Provincial Treasury by not later than 31 July of each year.

10.1 The demand management system must-

(a) include timely planning and management processes to ensure that all goods and services required by MLM are quantified, budgeted for timeously, and effectively delivered at the right location, and the critical date, and be of the appropriate quantity and quality of a fair cost;

(b) take into account any benefits of economies of scale that may be delivered in the case of acquisitions of a repetitive nature (such as long-term contracts);

(c) provide for the compilation of the required specifications to ensure that its needs are met;

(d) take into consideration past spending analysis;

(e) Undertake appropriate industry analysis and research to ensure that innovations and technological benefits are maximised to the extent appropriate and within the available resources.

PART 2: ACQUISITION MANAGEMENT

11. SYSTEM OF ACQUISITION MANAGEMENT

11.1 The accounting officer must implement the system of acquisition management in order to ensure –

(a) that goods and services are procured by the Midvaal Local Municipality in accordance with authorised processes only;

(b) that expenditure on goods and services is incurred in terms of an approved budget in terms of section 15 of the Act;

(b) that the threshold values and limits for the different procurement processes are complied with;

(d) that bid documentation, evaluation and adjudication criteria, general conditions of a contract and special conditions of contract are in accordance with applicable legislation;

(e) that any Treasury guidelines (as per the circulars issued) on acquisition management are properly taken into account.

11.2 When procuring goods or services contemplated in section 110(2) of the Act, the accounting officer must make public on the website the fact that such goods or services are procured otherwise than through the Midvaal Local Municipality's supply chain management system, including –

(a) the kind of goods or services; and

(b) the name of the supplier.

11.3 Procurement of the following goods and services are exempted from normal procurement process as per Municipal SCM Framework 2018/2019 issued by Gauteng Provincial Treasury:

(a) Water from the municipality or municipal entity;

(b) Electricity from the municipality or municipal entity;

(c) Membership fees to professional bodies;

(d) Subscription fees;

(e) Payments for and renewal of licence fees;

(f) Tuition or enrolment fees payable through bursaries.

12. RANGE OF PROCUREMENT PROCESSES

12.1 Goods and services may only be procured by way of –

(a) Purchases up to a transaction value of R2 000 (Vat inclusive), submit a written quotation or valid Tax invoice (certified by the HoD).AIn the case of a tax invoice, a sundry voucher must be completed and submitted for processing within 2 working days.

(b) 3 written quotations for procurement of a transaction value above R2 000 up to R30 000 (Vat inclusive);

(c) Formal written price quotations process for procurement of a transaction value above R30 000 up to R200 000 (Vat inclusive); and

(d) a formal competitive bidding process for–

(i) procurement above a transaction value of R200 000 (VAT inclusive);

(ii) the procurement of long-term contracts.

12.2 The accounting officer may, in writing-

(a) Lower, but not increase, the different threshold values specified in subparagraph (12.1); or

(b) Direct that –

(i) written quotations be obtained for any specific procurement of a transaction value lower than R2 000;

(ii) formal written price quotations be obtained for any specific procurement of a transaction value lower than R30 000; or

(iii) a competitive bidding process be followed for any specific procurement of a transaction value lower than R200 000.

12.3 Splitting of works and services

Goods or services may not deliberately be split into parts or items of a lesser value merely to avoid complying with the requirements of the policy, or to circumvent the requirements of the procurement processes. When determining transaction values, a requirement for goods or services consisting of different parts or items must, as far as possible, be treated and dealt with as a single transaction.

13. GENERAL PRECONDITIONS FOR CONSIDERATION OF WRITTEN QUOTATIONS OR BIDS

A written quotation or bid may not be considered unless the provider who submitted the quotation or bid –

13.1 has furnished the provider's –

(a) full name;

(b) identification number or company or other registration number; and

(c) tax reference number and VAT registration number, if any;

13.2 tax status on the central supplier database reflects as compliant and/or the supplier has authorised Midvaal Local Municipality via a tax pin to confirm with the South African Revenue Services that their tax status is compliant, and

13.3 has indicated –

(a) whether he or she is in the service of the state, or has been in the service of the state in the previous twelve months;

(b) if the provider is not a natural person, whether any of its directors, managers, principal shareholders or stakeholder is in the service of the state, or has been in the service of the state in the previous twelve months;

(c) whether a spouse, child or parent of the provider or of a director, manager, shareholder or stakeholder referred to in subparagraph (ii) is in the service of the state, or has been in the service of the state in the previous twelve months;

14. LISTS OF ACCREDITED PROSPECTIVE PROVIDERS

a.1 The accounting officer must –

(a) In terms of MFMA Circular 81, transact only with vendors registered on the National Treasury central supplier database. Vendors not registered on the National Treasury central supplier database will be barred from transacting with MLM for tractions above R2000 (VAT Inclusive)

(b) Disallow the listing of any prospective provider whose name appears on the National Treasury's database as a person prohibited from doing business with the public sector;

(c) The Municipal Supply Chain Management Regulation 38(1)(c) requires a supply chain management policy to provide measures for combating abuse of the supply chain management system and must enable the accounting

officer to check the National Treasury Central Supplier database prior to awarding any contract.

15. PURCHASES UP TO R2 000

15.1 The conditions for the procurement of goods by means of emergency purchases referred to in paragraph 12 (1) (a) of this Policy, are as follows –

"For purchases up to a value of R2000 (Vat inclusive), a valid invoice must be submitted with a sundry voucher.- Alternatively, a PR must be submitted with a written quotation.

16. WRITTEN QUOTATIONS (ABOVE R2 000 UP TO R10 000 INCLUDING VAT)

16.1 The conditions for the procurement of goods or services through written quotations for amounts above R2 000 up to R10 000 (Amounts inclusive of VAT) are as follows:

(a) Written quotations must be obtained preferably from service providers whose names appear on the list or accredited providers of Midvaal Local Municipality, who are also compliant on the National Treasury Central Supplier Database.

(b) Pre-qualifying criteria and other conditions aligned to specific goals as may be determined in the Preferential Procurement policy must be included in the invitation

(c) That if it is not possible to obtain at least three quotations, the reasons must be recorded and reported monthly to the accounting officer or another official designated by the accounting officer.

(d) That the accounting officer must record the names of the potential providers requested to provide such quotations with their quoted prices.

(e) Evaluation of offers are subject to the preference point system whereas a formula will be applied to calculate the points out of 80 for price in respect of a quotation with a Rand value equal to or above R2 000 and up to a Rand value of R10 000, inclusive of all applicable taxes.

The following formula will be applied:

$$Ps = 80\left(1 - \frac{Pt - P\min}{P\min}\right)$$

Where-

Ps = Points scored for price of tender under consideration;

Pt = Price of tender under consideration; and

Pmin = Price of lowest acceptable tender.

(f) Thereafter, price points will be added to the specific goal points (as may be determined) n order to ascertain the highest procurement points scorer.

16.2 A designated official referred to in subparagraph (16.1) (c) must within three working days of the end of each month report to the accounting officer on any approvals given during that month by that official in terms of that subparagraph.

17. FORMAL WRITTEN PRICE QUOTATIONS (ABOVE R10 000 UP TO R30 000 INCLUDING VAT)

17.1 The conditions for the procurement of goods or services through formal written price quotations for amounts above R10 000 up to R30 000 (amounts inclusive of VAT) are as follows*:*

(a) Written quotations must be obtained in writing from at least three different providers whose names appear on the list of accredited prospective providers of the Midvaal Local Municipality, who are also compliant onthe National Treasury Central Supplier Database;

(b) Conditions aligned to specific goals as may be determined in the Preferential Procurement Policy must be included in the invitation.

(c) If it is not possible to obtain at least three quotations, the reasons must be recorded and approved by the accounting officer; and

(d) The accounting officer must record the names of the potential providers requested to provide such quotations with their quoted prices.

(e) Evaluation of offers are subject to the preference point system whereas a formula will be applied to calculate the points out of 80 for price in respect of a quotation with a Rand value equal to or above R10 000 and up to a Rand value of R30 000, inclusive of all applicable taxes.

The following formula will be applied:

$$Ps = 80\left(1 - \frac{Pt - P\min}{P\min}\right)$$

Where-

Ps = Points scored for price of tender under consideration;

Pt = Price of tender under consideration; and

Pmin = Price of lowest acceptable tender.

(f) Thereafter, price points will be added to the specific goal points (as may be determined) n order to ascertain the highest procurement points scorer.

17.2 A designated official referred to in subparagraph (17.1) (c) must within three working days of the end of each month report to the accounting officer on any approvals given during that month by that official in terms of that subparagraph.

18. PROCEDURES FOR PROCURING GOODS OR SERVICES THROUGH FORMAL WRITTEN PRICE QUOTATIONS ABOVE R30 000 UP TO R200 000 (AMOUNTS INCLUSIVE OF VAT)

18.1 The procedure for the procurement of goods or services through formal written price quotations above R30 000 up to R200 000 (amounts inclusive of VAT) is as follows*:*

(a) All requirements above R30 000 (VAT included) that are to be procured by means of formal written price quotations must, in addition to the requirements of paragraph 17, be advertised for at least seven days on the website and an official notice board of the Midvaal Local Municipality;

(b) When using the list of accredited prospective providers, the accounting officer must promote on-going competition amongst providers;

(c) The accounting officer must take all reasonable steps to ensure that the procurement of goods and services through written quotations or formal written price quotations is not abused;

(d) The accounting officer or chief financial officer must on a monthly basis be notified in writing of all written quotations and formal written price quotations accepted by an official acting in terms of a sub-delegation;

(e) Offers must be awarded based on compliance to specifications, ability and capability to deliver the goods and services;

(f) Conditions aligned to specific goals as may be determined in the Preferential Procurement Policy must be included in the invitation.

(g) Evaluation of offers are subject to the preference point system whereas a formula will be applied to calculate the points out of 80 for price in respect of a tender with a Rand value equal to or above R30 000 and up to a Rand value of R200 000, inclusive of all applicable taxes.

(h) The following formula will be applied:

$$Ps = 80\left(1 - \frac{Pt - Pmin}{Pmin}\right)$$

Where-

Ps	=	Points scored for price of tender under consideration;
Pt	=	Price of tender under consideration; and
Pmin	=	Price of lowest acceptable tender.

(i) Thereafter, price points will be added to the specific goal points (as may be determined) n order to ascertain the highest procurement points scorer.

(j) Record of approved specifications, advert, minutes of the evaluation and approval memos must be kept on file for audit purposes.

19. COMPETITIVE BIDS ABOVE R200 000 (INCLUSIVE OF VAT)

19.1 Goods or services above a transaction value of R200 000 (VAT included) and long-term contracts may only be procured through a competitive bidding process, subject to paragraph 11(2) of this policy.

19.2 No requirement for goods or services above an estimated transaction value of R200 000 (VAT included), may deliberately be split into parts or items of lesser value merely for the sake of procuring the goods or services otherwise than through a competitive bidding process.

20. PROCESS FOR COMPETITIVE BIDDING

20.1 The procedures for a competitive bidding process are as follows:

(a) Compilation of bidding documentation;

(b) Public invitation of bids;

(c) Site meetings or briefing sessions, *if applicable;*

(d) Handling of bids submitted in response to public invitation;

(e) Evaluation of bids;

(f) Awarding of contracts;

(g) Administration of contracts

(h) Proper record keeping

21. BID DOCUMENTATION FOR COMPETITIVE BIDS

21.1 The criteria for which bid documentation for a competitive bidding process must:

(a) take into account –

(i) the general as well as special conditions of contract;

(ii) any Treasury guidelines on bid documentation; and

(iii) the requirements of the Construction Industry Development Board, in the case of a bid relating to construction, upgrading or refurbishment of buildings or infrastructure;

(b) compel bidders to declare any conflict of interest they may have in the transaction for which the bid is submitted;

(c) if the value of the transaction is expected to exceed R10 million (VAT included), require bidders to furnish–

(i) if the bidder is required by law to prepare annual financial statements for auditing, their audited annual financial statements –

- for the past three years; or
- since their establishment if established during the past three years;
- If the bidder is not required by law to prepare audited financial statements, then the unaudited financial statements for the past three years or since inception if established during the past three years

(ii) a certificate signed by the bidder certifying that the bidder has no undisputed commitments for municipal services towards a municipality or other service provider in respect of which payment is overdue for more than 30 days;

(iii) particulars of any contracts awarded to the bidder by an organ of state during the past five years, including particulars of any material non-compliance or dispute concerning the execution of such contract;

(iv) a statement indicating whether any portion of the goods or services are expected to be sourced from outside the Republic, and, if so, what portion and whether any portion of payment from the municipality or municipal entity is expected to be transferred out of the Republic; and

(d) stipulate that disputes must be settled by means of mutual consultation, mediation (with or without legal representation), or, when unsuccessful, in a South African court of law.

22. PUBLIC INVITATION FOR COMPETITIVE BIDS

22.1 The procedure for the invitation of competitive bids, is as follows:

(a) Any invitation to prospective providers to submit bids must be by means of a public advertisement in newspapers commonly circulating locally, the website of the municipality or any other appropriate ways (which may include an advertisement in the government Tender bulletin): and

(b) the information contained in a public advertisement, must include –

(i) the closure date for the submission of bids, which may not be less than 30 days in the case of transactions over R10 million (VAT included), or which are of a long-term nature, or 14 days in any other case, from the date on which the advertisement is placed in a newspaper, subject to sub paragraph (22.2);

(ii) a statement that bids may only be submitted on the bid documentation provided by the Midvaal Local Municipality. Bid documents may not be re-typed and no bids where correction fluid is used in critical areas of the bid document, such as the pricing schedule and/or regulatory compliance documents will be accepted. Any corrections are to be crossed out and initialled. Non-initialled corrections will render the bid invalid; and

(iii) date, time and venue of any proposed site meetings or briefing sessions are applicable. Where applicable, briefing/site meetings are compulsory in MLM to ensure clarity and that all bidders are treated fairly and equitably. As these are compulsory site inspections, no bids will be accepted if the contractor (who is considered to be a technical representative) has not attended this session and documents will only be accepted from contractors whose names appear on the attendance register.

22.2 The accounting officer may determine a closure date for the submission of bids which is less than the 30- or 14-days requirement, any shorter period may only be approved if it can be justified on the grounds of urgency or emergency or any exceptional case where it is impractical or impossible to follow the official procurement process.

22.3 Bids submitted must be sealed and should be marked clearly with the bid number and description.

22.4 Where bids are requested in electronic format, such bids must be supplemented by sealed hard copies.

22.5 Pre-qualifying aligned to specific goals as may be determined in Midvaal Local Municipality's preferential procurement policy must be stipulated in the advertisement.

23. PROCEDURE FOR HANDLING, OPENING AND RECORDING OF BIDS

The procedures for the handling, opening and recording of bids, are as follows:

23.1 Bids–

(a) must be opened in public by at least two SCM officials in the presence of the bidders;

(b) must be opened at the same time and as soon as possible after the period for the submission of bids has expired; and

(c) received after the closing time, will not be considered and returned unopened immediately.

23.2 Any bidder or member of the public has the right to request that the names of the bidders who submitted bids in time must be read out and, if practical, also each bidder's total bidding price;

23.3 No information, except the provisions in **subparagraph 23.2,** relating to the bid should be disclosed to bidders or other persons until the successful bidder is notified of the award;

23.4 The accounting officer must –

(a) record in a register all bids received in time;

(b) make the register available for public inspection;

(c) publish the entries in the register and the bid results on the website.

24. NEGOTIATIONS WITH PREFERRED BIDDERS

24.1 The accounting officer only may negotiate on bids above R10 million VAT Included) and may delegate the BAC to negotiate for awards above R200 000 up to R10 million VAT Included, the final terms of a contract with bidders identified through a competitive bidding process as a preferred bidder, provided that such negotiation –

(a) does not allow any preferred bidder a second or unfair opportunity;

(b) is not to the detriment of any other bidder; and

(c) does not lead to a higher price than the bid as submitted.

24.2 Minutes and an attendance register of such negotiations must be kept for record purposes.

24.3 In terms of the Preferential Procurement regulations 2012, the following will apply to price negotiations:

If the price offered by a tenderer scoring the highest points is not market-related, the organ of state may not award the contract to that tenderer. The municipality may-

(k) negotiate a market-related price with the tenderer scoring the highest points or cancel the tender;

(ii) if the tenderer does not agree to a market-related price, negotiate a market-related price with the tenderer scoring the second highest points or cancel the tender;

(iii) if the tenderer scoring the second highest points does not agree to a market-related price, negotiate a market-related price with the tenderer scoring the third highest points or cancel the tender.

If a market-related price is not agreed as envisaged in paragraph (iii) above, the organ of state must cancel the tender.

25. TWO STAGE BIDDING PROCESS

25.1 Two Stage bidding process:

A two-stage bidding process is allowed for –

(a) large or complex projects;

(b) projects where it may be undesirable or impractical to prepare complete detailed technical specifications; or

(c) long term projects with a duration period exceeding three years

25.2 Process of two stages:

(a) In the first stage technical proposals on conceptual design or performance specifications are invited, subject to technical as well as commercial clarifications and adjustments.

(b) In the second stage final technical proposals and priced bids are invited from only the bidders who submitted proposals.

26. COMMITTEE SYSTEM FOR COMPETITIVE BIDS

26.1 A committee system for competitive bids is hereby established, consisting of at least the following committees for all procurement or cluster of procurements as the accounting officer may determine:

(a) a bid specification committee;

(b) a bid evaluation committee; and

(c) a bid adjudication committee;

26.2 The Accounting Officer is to appoint members for each bid spec and bid evaluation committee based on expertise and knowledge required, taking into account section 117 of the Act which excludes Councillors from serving on any SCM committee; and

26.3 A neutral or independent observer, appointed by the accounting officer, may attend or oversee a committee when this is appropriate for ensuring fairness and promoting transparency.

26.4 The accounting officer may co-opt members to assist with the technical evaluation of bids, such members can only make recommendations.

26.4 The committee system must be consistent with –

(a) Paragraph 27, 28 and 29 of this Policy; and

(b) Any other applicable legislation.

27. BID SPECIFICATION COMMITTEES

27.1 A bid specification committee must compile the specifications for each procurement of goods or services by the Midvaal Local Municipality.

27.2 Specifications –

(a) must be drafted in an unbiased manner to allow all potential suppliers to offer their goods or services;

(b) must take account of any accepted standards such as those issued by Standards of South Africa, the International Standards Organisation, or an authority accredited or recognised by the South African National Accreditation System with which the equipment or material or workmanship should comply;

(c) where possible, be described in terms of performance required rather than in terms of descriptive characteristics for design;

(d) may not create trade barriers in contract requirements in the forms of specifications, plans, drawings, designs, testing and test methods, packaging, marking or labelling of conformity certification;

(d) may not make reference to any particular trademark, name, patent, design, type, specific origin or producer unless there is no other sufficiently precise

or intelligible way of describing the characteristics of the work, in which case such reference must be accompanied by the word “equivalent” unless this is impractical; or the municipality has taken a decision to standardise on a specific type of commodity for cost efficiencies;

(e) may not use memberships of voluntary associations as a criterion to unfairly eliminate bidders from the procurement process;

(f) Certifying of documents may not be used as a disqualifying criterion;

(f) must indicate each specific goal for which points will be awarded in terms of the Municipality’s Preferential Procurement Policy;

(g) must indicate as part of the advert any relevant pre-qualification as may be determined in line with the Municipality’s Preferential Procurement Policy.

80/20 preference point system for acquisition of goods or services for Rand value equal to or above R30 000 and up to R50 million; or

90/10 preference point system for acquisition of goods or services with Rand value above R50 million

(g) must be approved by the accounting officer prior to publication of the invitation for the bids in terms of paragraph 22.

27.3 A bid specification committee must be composed of one or more officials of the Midvaal Local Municipality including the manager / delegate responsible for the function involved, a SCM representative, officials from other departments within MLM who may have valid input/experience relating to the specifications or end result, and may when appropriate, include internal/external specialist advisors.

27.4 No person, advisor or corporate entity involved with the bid specification committee, or director of such a corporate entity, may bid for any resulting contracts.

27.5 The chairperson of the bid specifications committee has full authority over the resolved recommendations to the accounting officer.

28. BID EVALUATION COMMITTEES

28.1 A bid evaluation committee must –

(a) evaluate bids in accordance with –

(i) the specifications for the specific procurement;

(ii) the point system as prescribed in terms of paragraph 27.2 (f & g) and as prescribed in terms of the Preferential Procurement Policy of the Municipality.

(b) Evaluate each bidder's ability to execute the contract;

(c) Check in respect of the recommended bidder whether municipal rates and taxes and municipal service charges are not in arrears for more than three months; and

(c) Verify if the recommended bidder is not in the employ of the state through the National Treasury's Central Supplier Database.

(d) submit to the bid adjudication committee a report and recommendations regarding the award of the bid or any other related matter;

(e) verify as practically as possible the submitted references, for only responsive bidders that have passed functionality, *where applicable.*

28.3 Criteria for breaking deadlock in scoring

(a) If two or more tenderers score an equal total number of points, the contract must be awarded to the tenderer that scored the highest points for B-BBEE.

(b) If functionality is part of the evaluation process and two or more tenderers score equal total points and equal preference points for B-BBEE, the contract must be awarded to the tenderer that scored the highest points for functionality.

(c) If two or more tenderers score equal total points in all respects, the award must be decided by the drawing of lots.

28.4 A bid evaluation committee must as far as possible be composed of-

(a) the officials from the department requiring goods and services; and

(b) at least one supply chain management practitioner of the Midvaal Local Municipality.

28.5 A quorum for the Bid Evaluation Committee will be constituted by the majority of appointed and present members to the meeting, i.e. 51% and more of members with voting powers.

29. BID ADJUDICATION COMMITTEES

29.1 A bid adjudication committee must –

(a) Study and consider the report and recommendations of the bid evaluation committee; and

(b) either –

(i) depending on its delegations, make a final award or a recommendation to the accounting officer to make the final award; or

(ii) make another recommendation to the accounting officer how to proceed with the relevant procurement.

29.2 A bid adjudication committee must consist of at least four senior managers of the Midvaal Local Municipality which must include –

(a) the chief financial officer or, if the chief financial officer is not available, another manager in the budget and treasury office reporting directly to the chief financial officer and designated by the chief financial officer; and

(b) at least one senior supply chain management practitioner who is an official of the Midvaal Local Municipality; and

(c) a technical expert in the relevant field who is an official or an external service provider/expert for clarity reasons may be invited to clarify any queries raised by the Bid Adjudication Committee members, if such an expert exists and has been involved in the specifications and or evaluation process.

Should the bid committee member have been involved in the item under consideration, they must recuse themselves from the decision-making process and be recorded in the minutes as such.

29.3 The accounting officer must appoint the chairperson of the committee. If the chairperson is absent from a meeting, the members of the committee who are present must elect one of them to preside at the meeting.

29.4 A quorum for the Bid Adjudication Committee will be constituted by the majority of appointed and present members to the meeting, i.e. 51% and more of members with voting powers. 29.5 Neither a member of a bid evaluation committee, nor an advisor or person assisting the evaluation committee, may be a member of a bid adjudication committee.

29.6 If the bid adjudication committee decides to award a bid other than the one recommended by the bid evaluation committee, the bid adjudication committee must prior to awarding the bid –

(a) check in respect of the preferred bidder whether that bidder's municipal rates and taxes and municipal service charges are not in arrears for more than three months, and

(b) notify the accounting officer.

29.7 The accounting officer may –

(a) after due consideration of the reasons for the deviation, ratify or reject the decision of the bid adjudication committee referred to in paragraph 29.6; and

(b) if the decision of the bid adjudication committee is rejected, refer the decision of the adjudication committee back to that committee for reconsideration.

29.8 The accounting officer may at any stage of a bidding process, refer any recommendation made by the evaluation committee or the adjudication committee back to that committee for reconsideration of the recommendation.

29.9 The accounting officer must comply with section 114 of the Act within 10 working days.

30. PROCUREMENT OF BANKING SERVICES

30.1 A contract for banking services –

(a) must be procured through competitive bids;

(b) must be consistent with section 7 or 85 of the Act; and

(c) may not be for a period of more than five years at a time.

30.2 The process for procuring a contract for banking services must commence at least nine months before the end of an existing contract.

30.3 The closure date for the submission of bids may not be less than 60 days from the date on which the advertisement is placed in a newspaper in terms of paragraph 22(1). Bids must be restricted to banks registered in terms of the Banks Act, 1990 (Act 94 of 1990).

31. PROCUREMENT OF IT RELATED GOODS OR SERVICES

31.1 The accounting officer may request the State Information Technology Agency (SITA) to assist with the acquisition of IT related goods or services through a competitive bidding process.

31.2 The parties must enter into a written agreement to regulate the services rendered by, and the payments to be made to, SITA.

31.3 The accounting officer must notify SITA together with a motivation of the IT needs if –

(a) the transaction value of IT related goods or services required in any financial year will exceed R50 million (VAT included); or

(b) the transaction value of a contract to be procured whether for one or more years exceeds R50 million (VAT included).

31.4 Should SITA comment on the submission and the Midvaal Local Municipality disagrees with such comments, the comments and the reasons for rejecting or not following such comments must be submitted to the council, the National Treasury, the Gauteng Provincial Treasury and the Auditor General.

32. PROCUREMENT OF GOODS AND SERVICES UNDER CONTRACTS SECURED BY OTHER ORGANS OF STATE

32.1 The accounting officer may procure goods or services under a contract secured by another organ of state, but only if –

(a) the contract has been secured by that other organ of state by means of a competitive bidding process applicable to that organ of state;

(b) there is no reason to believe that such contract was not validly procured;

(c) there are demonstrable discounts or benefits to do so; and

(d) that other organ of state and the provider have consented to such procurement in writing.

32.2 Subparagraphs (32.1) (c) and (d) do not apply if –

(a) a municipal entity procures goods or services through a contract secured by its parent municipality; or

(b) a municipality procures goods or services through a contract secured by a municipal entity of which it is the parent municipality.

32.3 Solicit the views of Gauteng Provincial Treasury on the intention to participate in a contract secured by another organ of state in terms of regulation 32.

Correspondence in terms of the aforementioned requirement must be addressed and submitted to the Head of Department and the municipality may proceed with the relevant procurement if no response is forthcoming from treasury after 14 days of submission to treasury.

32.4 Must ensure full compliance with the issued National Treasury Regulations, relating to MFMA Municipal SCM Regulation 32.

33. PROCUREMENT OF GOODS NECESSITATING SPECIAL SAFETY ARRANGEMENTS

33.1 The acquisition and storage of goods in bulk (other than water), which necessitate special safety arrangements, including gasses and fuel, should be avoided where ever possible.

33.2 Where the storage of goods in bulk is justified, such justification must be based on sound reasons, including the total cost of ownership, cost advantages and environmental impact and must be approved by the accounting officer.

34. REMEDIES

34.1 Upon detecting that a tenderer has submitted false information regarding a specific goal as may be required, the organ of state must-

(a) inform the tenderer accordingly;

(b) give the tenderer an opportunity to make representations within 7 days as to why-

(i) the tender submitted should not be disqualified or, if the tender has already been awarded to the tenderer, the contract should not be terminated in whole or in part; and

(c) if the successful tenderer subcontracted a portion of the tender to another person without disclosing it, the tenderer should be penalised up to a maximum of 10 percent of the value of the contract;

(d) if it concludes, after considering the representations referred to in sub regulation (1)(b), that-

(i) such false information was submitted by the tenderer-

(aa) disqualify the tenderer or terminate the contract in whole or in part; and

(bb) if applicable, claim damages from the tenderer;

34.2 An organ of state must notify National Treasury in writing of in terms of 34.1(d).

34.3 The National Treasury may-

(a) after considering the representations of the tenderer and any other relevant information, decide whether to restrict the tenderer from doing business with any organ of state for a period not exceeding 10 years; and

(b) maintain and publish on its official website a list of restricted suppliers.

35. APPOINTMENT OF CONSULTANTS

35.1 The accounting officer may procure consulting services provided that any Treasury guidelines in respect of consulting services are taken into account when such procurements are made.

35.2 Consultancy services must be procured through competitive bids if:

(a) the value of the contract exceeds R200 000 (VAT included); or

(b) the duration period of the contract exceeds one year.

35.3 In addition to any requirements prescribed by this policy for competitive bids, bidders must furnish particulars of –

(a) all consultancy services provided to an organ of state in the last five years; and

(b) any similar consultancy services provided to an organ of state in the last five years.

35.4 The accounting officer must ensure that copyright in any document produced, and the patent rights or ownership in any plant, machinery, thing, system or process designed or devised, by a consultant in the course of the consultancy service is vested in the Midvaal Local Municipality.

36. DEVIATION FROM, AND RATIFICATION OF MINOR BREACHES OF, PROCUREMENT PROCESSES

36.1 The accounting officer may –

(a) Dispense with the official procurement processes established by this Policy and to procure any required goods or services through any convenient process, which may include direct negotiations, but only –

(i) in an emergency (breakages after hours, situations that may lead to health, safety hazards or death, serious hampering of official service delivery to the community);

(ii) if such goods or services are produced or available from a single source or sole provider only (e.g. agents/manufacturer/patent holder or items under guarantee);

(iii) for the acquisition of special works of art or historical objects where specifications are difficult to compile;

(iv) acquisition of animals for zoos and/or nature and game reserves; or

(v) in any other exceptional case or case or urgency where it is impractical or impossible to follow the official procurement processes (such as strip and quote on rotation basis (36.4), appointment of specialised service providers);

(b) Ratify any minor breaches of the procurement processes by an official or committee acting in terms of delegated powers or duties which are purely of a technical nature.

(c) Deviations from the procurement process as per 36(a)(i-v), can only be done with suppliers that are fully compliant on the Central Supplier Database (CSD) at the time of deviating, and are registered on the municipality's Supplier Database.

(d) Pre-approval must be obtained in principle from the office of the Chief Financial Officer, prior to any deviation being actioned.

(e) All documentation relating to a deviation must be submitted to the supply chain management unit timeously, and in the case of an expo-facto (emergency deviation) no later than 3 working days after the incident had occurred, subject to (c) & (d) above.

36.2 The accounting officer must record the reasons for any deviations in terms of subparagraphs 36.1(a) and (b) of this policy and report them to the next meeting of the council and include as a note to the annual financial statements.

36.3 Subparagraph 36.2 does not apply to the procurement of goods and services contemplated in paragraph 11(2) of this policy.

37. UNSOLICITED BIDS

37.1 In accordance with section 113 of the Act there is no obligation to consider unsolicited bids received outside a normal bidding process.

37.2 The accounting officer may decide in terms of section 113(2) of the Act to consider an unsolicited bid, only if –

(a) the product or service offered in terms of the bid is a demonstrably or proven unique innovative concept;

(b) the product or service will be exceptionally beneficial to, or have exceptional cost advantages;

(c) the person who made the bid is the sole provider of the product or service; and

(d) the reasons for not going through the normal bidding processes are found to be sound by the accounting officer.

37.3 If the accounting officer decides to consider an unsolicited bid that complies with subparagraph 37.2 of this policy, the decision must be made public in accordance with section 21A of the Municipal Systems Act, together with –

(a) reasons as to why the bid should not be open to other competitors;

(b) an explanation of the potential benefits if the unsolicited bid were accepted; and

(c) an invitation to the public or other potential suppliers to submit their comments within 30 days of the notice.

37.4 The accounting officer must submit all written comments received pursuant to subparagraph 37.3, including any responses from the unsolicited bidder, to the National Treasury and the Gauteng Provincial Treasury for comment.

37.5 The adjudication committee must consider the unsolicited bid and may award the bid or make a recommendation to the accounting officer, depending on its delegations.

37.6 A meeting of the adjudication committee to consider an unsolicited bid must be open to the public.

37.7 When considering the matter, the adjudication committee must take into account –

(a) any comments submitted by the public; and

(b) any written comments and recommendations of the National Treasury or the Gauteng Provincial Treasury.

37.8 If any recommendations of the National Treasury or provincial treasury are rejected or not followed, the accounting officer must submit to the Auditor General, the Gauteng Provincial Treasury and the National Treasury the reasons for rejecting or not following those recommendations.

37.9 Such submission must be made within seven days after the decision on the award of the unsolicited bid is taken, but no contract committing the Midvaal Local Municipality to the bid may be entered into or signed within 30 days of the submission.

38. COMBATING OF ABUSE OF SUPPLY CHAIN MANAGEMENT SYSTEM

38.1 The accounting officer must–

(a) take all reasonable steps to prevent abuse of the supply chain management system;

(b) investigate any allegations against an official or other role player of fraud, corruption, favouritism, unfair or irregular practices or failure to comply with this Policy, and when justified –

(i) take appropriate steps against such official or other role player; or

(ii) report any alleged criminal conduct to the South African Police Service;

(c) check the recommended bidder on the National Treasury's Central Supplier Database prior to awarding any contract so as to ensure that the recommended bidder, or any of its directors, is/are not listed as a person(s) prohibited or restricted from doing business with the public sector;

(d) reject any bid from a bidder–

(i) if any municipal rates and taxes or municipal service charges owed by that bidder or any of its directors to the Midvaal Local Municipality, or to any other municipality or municipal entity, are in arrears for more than three months; or

(ii) who during the last five years has failed to perform satisfactorily on a previous contract with the Midvaal Local Municipality or any other organ of state after written notice was given to that bidder that performance was unsatisfactory

(e) reject a recommendation for the award of a contract if the recommended bidder, or any of its directors, has committed a corrupt or fraudulent act in competing for the particular contract;

(f) cancel a contract awarded to a person if –

(i) the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract; or

(ii) an official or other role player committed any corrupt or fraudulent act during the bidding process or the execution of the contract that benefited that person; and

(g) reject the bid of any bidder if that bidder or any of its directors –

(i) has abused the supply chain management system of the Midvaal Local Municipality or has committed any improper conduct in relation to such system;

(ii) has been convicted for fraud or corruption during the past five years;

(iii) has wilfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or

(iv) has been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (12 of 2004) or Data base of restricted suppliers.

38.2 The accounting officer must inform the National Treasury and Gauteng Provincial Treasury in writing of any actions taken in terms of sub paragraph 38.1(*b*)(ii), (*e)* or *(f*) of this policy.

PART 3: LOGISTICS, DISPOSAL, RISK AND PERFORMANCE MANAGEMENT

39. Logistics management

The accounting officer must, *where applicable*, establish and implement an effective system of logistics management, which must include –

(a) the monitoring of spending patterns on types or classes of goods and services incorporating, where practical, the coding of items to ensure that each item has a unique number;

(b) the setting of inventory levels that includes minimum and maximum levels and lead times wherever goods are placed in stock;

(c) the placing of manual or electronic orders for all acquisitions other than those from petty cash;

(d) before payment is approved, certification by the responsible officer that the goods and services are received or rendered on time and is in accordance with the order, the general conditions of contract and specifications where applicable and that the price charged is as quoted in terms of a contract;

(e) appropriate standards of internal control and warehouse management to ensure that goods placed in stores are secure and only used for the purpose for which they were purchased;

(f) regular checking to ensure that all assets including official vehicles are properly managed, appropriately maintained and only used for official purposes; and

(g) monitoring and review of the supply vendor performance to ensure compliance with specifications and contract conditions for particular goods or services.

40. Disposal management

40.1 The criteria for the disposal or letting of assets, including unserviceable, redundant or obsolete assets, subject to sections 14 and 90 of the Act, will be determined for each situation.

40.2 Assets may be disposed of by –

(a) transferring the asset to another organ of state in terms of a provision of the Act enabling the transfer of assets;

(b) transferring the asset to another organ of state at market related value or, when appropriate, free of charge;

(c) selling the asset; or

(d) destroying the asset.

40.3 The accounting officer must ensure that –

(a) immovable property is sold only at market related prices except when the public interest or the plight of the poor demands otherwise and in collaboration with the Local Government MFMA – Municipal Asset Transfer Regulations (Gazette No 3146 dated 22/08/2008;

Only council resolved items will be accepted by the SCM unit for the tender/auction process. These resolutions and valuations should not be older than **12 months**. The copy of the valuation certificate, zoning certificate and council resolution and all other documents pertaining to the sale of land must accompany the request for the sale of the mentioned land/property.

- The following formula must be used to calculate the points for price in respect of a tender for income-generating contracts, with a Rand value below R50 million (All Inclusive):

$$Ps = 80\left(1 + \frac{Pt - Pmax}{Pmax}\right)$$

- The following formula must be used to calculate the points for price in respect of a tender for income-generating contracts, with a Rand value above R50 million (All Inclusive):

$$Ps = 90\left(1 + \frac{Pt - Pmax}{Pmax}\right)$$

(b) movable assets are sold once council has declared the items redundant, either by way of written price quotations, a competitive bidding process, auction or at market related prices, whichever is the most advantageous and sold to the bidder who submitted the highest price.

(c) firearms are not sold or donated to any person or institution within or outside the Republic unless approved by the National Conventional Arms Control Committee;

(d) immovable property is let at market related rates except when the public interest or the plight of the poor demands otherwise;

(e) all fees, charges, rates, tariffs, scales of fees or other charges relating to the letting of immovable property are annually reviewed;

(f) where assets are traded in for other assets, the highest possible trade-in price is negotiated; and

(g) in the case of the free disposal of computer equipment, the provincial department of education is first approached to indicate within 30 days whether any of the local schools are interested in the equipment.

41. RISK MANAGEMENT

41.1 The criteria for the identification, consideration and avoidance of potential risks in the supply chain management system, will be determined for each situation.

41.2 Risk management must include –

(a) the identification of risks on a case-by-case basis;

(b) the allocation of risks to the party best suited to manage such risks;

(c) acceptance of the cost of the risk where the cost of transferring the risk is greater than that of retaining it;

(d) the management of risks in a pro-active manner and the provision of adequate cover for residual risks; and

(e) the assignment of relative risks to the contracting parties through clear and unambiguous contract documentation.

42. PERFORMANCE MANAGEMENT

42.1 The accounting officer must establish and implement an internal monitoring system in order to determine, on the basis of a retrospective analysis, whether the authorised supply chain management processes were followed and whether the objectives of this Policy were achieved.

42.2 The performance of suppliers contracted to the municipality from a procurement process must be monitored through a performance management system.

42.3 Service providers that have been found not to have diligently honoured contractual obligations with the municipality or any other institution, may be disregarded from a tender process.

42.4 Service providers that are contracted by the municipality, and who fail to meet contractual obligations and/or acceptable standard of performance, may be “grey-listed” and not considered for quotations and/or tendering for a period not exceeding 12 months or a financial year.

42.5 Clause 42.4 above will only be invoked where written and/or documentary evidence is submitted to Supply Chain Management Unit or Bid Evaluation Committee to ensure application is fair, equitable and transparent.

42.6 For urgent orders that are issued through panels, and which need to be fulfilled within 24 to 72 hours as may be determined, the following will apply:

- if a supplier who scored the highest procurement points is unable to honour the order within the specified period, the municipality may cancel the order and move to the second-highest procurement points scorer, and so forth.

PART 4: OTHER MATTERS

43. PROHIBITION ON AWARDS TO PERSONS WHOSE TAX MATTERS ARE NOT IN ORDER

43.1 No award above R15 000 may be made in terms of this Policy to a person whose tax matters have not been declared by the South African Revenue Service to be in order.

43.2 Before making an award to a person the accounting officer must first check with National Treasury central supplier database or validate with tax pin on SARS e-filing whether that person's tax matters are in order,

44. PROHIBITION ON AWARDS TO PERSONS IN THE SERVICE OF THE STATE

Irrespective of the procurement process followed, no award may be made to a person in terms of this Policy –

(a) who is in the service of the state;

(b) if that person is not a natural person, of which any director, manager, principal shareholder or stakeholder is a person in the service of the state; or

(c) a person who is an advisor or consultant contracted with the Midvaal Local Municipality.

45. AWARDS TO CLOSE FAMILY MEMBERS OF PERSONS IN THE SERVICE OF THE STATE

The accounting officer must ensure that the notes to the annual financial statements disclose particulars of any award of more than R2 000 (VAT Included) to a person who is a spouse, child or parent of a person in the service of the state, or has been in the service of the state in the previous twelve months, including –

(a) the name of that person;

(b) the capacity in which that person is in the service of the state; and

(c) the amount of the award.

46. ETHICAL STANDARDS

46.1 A code of ethical standards as set out in **sub regulation (2) of the "*National Treasury's code of conduct for supply chain management practitioners and other role players involved in supply chain management*"** is hereby established for officials and other role players in the supply chain management system of the Midvaal Local Municipality **i**n order to promote –

(a) mutual trust and respect; and

(b) an environment where business can be conducted with integrity and in a fair and reasonable manner.

46.2 A breach of the code of ethics must be dealt with as follows –

(a) in the case of an employee, in terms of the disciplinary procedures of the Midvaal Local Municipality envisaged in section 67(1)(h) of the Municipal Systems Act;

(b) in the case a role player who is not an employee, through other appropriate means in recognition of the severity of the breach.

(c) in all cases, financial misconduct must be dealt with in terms of chapter 15 of the Act.

(d) A municipal official or other role player involved in the implementation of this Policy–

(i) must treat all providers and potential providers equitably;

(ii) may not use his or her position for private gain or to improperly benefit another person;

(e) Notwithstanding sub regulation (2) (c), must declare to the accounting officer details of any reward, gift, favour, hospitality or other benefit promised, offered or granted to that person or to any close family member, partner or associate of that person;

(f) must declare to the accounting officer details of any private or business interest which that person, or any close family member, partner or associate, may have in any proposed procurement or disposal process of, or in any award of a contract by, the Midvaal Local Municipality.

(g) must immediately withdraw from participating in any manner whatsoever in a procurement or disposal process or in the award of a contract in which that person, or any close family member, partner or associate, has any private or business interest;

(h) must be scrupulous in his or her use of property belonging to Midvaal Local Municipality,

(i) must assist the accounting officer in combating fraud, corruption, favouritism and unfair and irregular practices in the supply chain management system; and

(j) must report to the accounting officer any alleged irregular conduct in the supply chain management system which that person may become aware of, including –

(i) any alleged fraud, corruption, favouritism or unfair conduct;

(iii) any alleged contravention of paragraph 47(1) of this Policy; or

(iv) any alleged breach of this code of ethical standards.

46.3 Midvaal Local Municipality adopts National Treasury's code of conduct for supply chain management practitioners and other role players involved in supply chain management.

46.4 A breach of the code of ethics must be dealt with in accordance with Schedule 2 of the Municipal Systems Act

NOTE: The "*POLICY OF THE ACCEPTANCE OF GRANTS, GIFTS, DONATIONS AND SPONSORSHIPS"* is applicable to sections 46, 47 and 48 of this policy and must be adhered to at all times.

47. INDUCEMENTS, REWARDS, GIFTS AND FAVOURS TO MUNICIPALITIES, OFFICIALS AND OTHER ROLE PLAYERS

47.1 No person who is a provider or prospective provider of goods or services, or a recipient or prospective recipient of goods disposed or to be disposed of may either directly or through a representative or intermediary promise, offer or grant –

(a) any inducement or reward to the or in connection with the award of a contract; or

(b) any reward, gift, favour or hospitality to –

(i) any official; or

(ii) any other role player involved in the implementation of this Policy.

47.2 The accounting officer must promptly report any alleged contravention of subparagraph (1) to the National Treasury for considering whether the offending person, and any representative or intermediary through which such person is alleged to have acted, should be listed in the National Treasury's database of persons prohibited from doing business with the public sector.

47.3 Section 47(1) does not apply to gifts less than R350 per annum.

48. SPONSORSHIPS

The accounting officer must promptly disclose to the National Treasury and the Gauteng Provincial Treasury any sponsorship promised, offered or granted, whether directly or through a representative or intermediary, by any person who is –

(a) a provider or prospective provider of goods or services; or

(b) a recipient or prospective recipient of goods disposed or to be disposed.

49. OBJECTIONS AND COMPLAINTS

Persons aggrieved by decisions or actions taken in the implementation of this supply chain management policy, may lodge within 14 days of the decision or action been made public, a written objection or complaint against the decision or action.

50. RESOLUTION OF DISPUTES, OBJECTIONS, COMPLAINTS AND QUERIES

50.1 The accounting officer must appoint an independent and impartial person, not directly involved in the supply chain management processes –

(a) to assist in the resolution of disputes between the Midvaal Local Municipality and other persons regarding –

(i) any decisions or actions taken in the implementation of the supply chain management system; or

(ii) any matter arising from a contract awarded in the course of the supply chain management system; or

(b) to deal with objections, complaints or queries regarding any such decisions or actions or any matters arising from such contract.

50.2 The accounting officer, or another official designated by the accounting officer, is responsible for assisting the appointed person to perform his or her functions effectively.

50.3 The person appointed must –

(a) strive to resolve promptly all disputes, objections, complaints or queries received; and

(b) submit monthly reports to the accounting officer on all disputes, objections, complaints or queries received, attended to or resolved.

50.4 A dispute, objection, complaint or query may be referred to the Gauteng Provincial Treasury if –

(a) the dispute, objection, complaint or query is not resolved within 60 days; or

(b) no response is forthcoming within 60 days.

50.5 If the provincial treasury does not or cannot resolve the matter, the dispute, objection, complaint or query may be referred to the National Treasury for resolution.

50.6 This paragraph must not be read as affecting a person's rights to approach a court at any time.

51. CONTRACTS PROVIDING FOR COMPENSATION BASED ON TURNOVER

If a service provider acts on behalf of a Midvaal Local Municipality to provide any service or act as a collector of fees, service charges or taxes and the compensation payable to the service provider is fixed as an agreed percentage of turnover for the service or the amount collected, the contract between the service provider and the Midvaal Local Municipality must stipulate –

(a) A cap on the compensation payable to the service provider; and

(b) that such compensation must be performance based.

52. COST CONTAINMENT

This policy must be read in conjunction with the Cost Containment Policy of the Midvaal Local Municipality.

53. CANCELLATION OF TENDER

(1) The municipality may before the award of a tender, cancel a tender or bid invitation if:

a) there has been change in circumstances, i.e. there is no longer a need for the goods or services as specified in the invitation;
b) funds are no longer available to cover in part, or the total envisaged expenditure;
c) no acceptable tender is received;
d) there is material irregularity in the tender process; or
e) there is material flaws in the specifications.

(2) The decision to cancel a tender invitation in terms of subsection (1) must be published the same manner in which the original tender or bid invitation was advertised.

54. COMMENCEMENT

This Policy takes effect from the date of adoption by Council.

Annexure P
Asset Management Policy
2023/2024

ASSET MANAGEMENT POLICY

2023/2024 FINANCIAL YEAR

MIDVAAL
LOCAL MUNICIPALITY

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ABBREVIATIONS

MLM	MIDVAAL LOCAL MUNICIPALITY
AMP	Asset Management Plan
AO	Accounting Officer
ASB	Accounting Standards Board
CFO	Chief Financial Officer
CMIP	Comprehensive Municipal Infrastructure Plan
CoGTA	Department of Co-operative Governance and Traditional Affairs
CRC	Current Replacement Cost
DRC	Depreciated Replacement Cost
EPWP	Expanded Public Work Program
EUL	Estimated Useful Life
GIAMA	Government-wide Immoveable Asset Management Act
GRAP	Generally Recognised Accounting Practise
HOD	Head of Department
IAMP	Infrastructure Asset Management Plan
IDP	Integrated Development Plan
IIMM	International Infrastructure Management Manual
ISO	International Standards Organisation
MFMA	Municipal Finance Management Act
MSA	Municipal Systems Act
ODRC	Optimised Depreciated Replacement Cost
OHSA	Occupational Health and Safety Act
PPE	Property, Plant and Equipment
RUL	Remaining Useful Life
RV %	RV % Residual Value Percentage
SDBIP	Service Delivery and Budget Implementation Plan
VAT	Value Added Tax

1. PURPOSE OF THIS DOCUMENT

This document indicates the policy framework for the management of Municipal movable and immovable Property Plant and Equipment (PPE), investment property, intangible assets, biological assets and heritage assets.

2. BACKGROUND

2.1 CONSTITUTIONAL AND LEGAL FRAMEWORK

The South African Constitution requires municipalities to strive, within their financial and administrative capacity, to achieve the following objectives:

- providing democratic and accountable government for local communities;
- ensuring the provision of services to communities in a sustainable manner;
- promoting social and economic development;
- promoting a safe and healthy environment; and
- encouraging the involvement of communities and community organisations in matters of local government.

The manner in which a municipality manages its Property, Plant and Equipment (PPE), investment property, biological assets, intangible assets and heritage assets are central to meeting the above challenges. Accordingly, the Municipal Systems Act, 2000 (MSA) Chapter 2 section 4(d) specifically highlights the duty of municipalities to provide services in a manner that is sustainable, and the Municipal Finance Management Act (MFMA) requires municipalities to utilise and maintain their assets in an effective, efficient, economical and transparent manner. The MFMA specifically places responsibility for the management of municipal assets with the Accounting Officer (AO).

The Occupational Health and Safety Act (OHSA) requires municipalities to provide and maintain a safe and healthy working environment, and in particular, to keep its PPE safe.

2.2 ACCOUNTING STANDARDS

The MFMA requires municipalities to comply with the Standards of Generally Recognised Accounting Practice (GRAP), in line with international practice.

The Accounting Standards Board (ASB) has approved a number of Standards of GRAP. When compiling the asset register in accordance with the accounting standards, the requirements of GRAP 17 cannot be seen in isolation. Various other accounting standards impact on the recognition and measurement of assets within the municipal environment and should be taken

into account during the compilation of a GRAP compliant asset register. The applicable standards of GRAP are noted in section 8.

2.3 MANAGEMENT OF INFRASTRUCTURE AND COMMUNITY ASSETS

Effective management of infrastructure and community facilities is central to the municipality providing an acceptable standard of services to the community. Infrastructure impacts on the quality of the living environment and opportunities to prosper. Not only is there a requirement to be effective, but the manner in which the municipality discharges its responsibilities as a public municipality is also important. The municipality must demonstrate good governance and customer care, and the processes adopted must be efficient and sustainable. Councillors and officials are custodians on behalf of the public of infrastructure assets, the replacement value of which amounts to several hundred million Rand.

Key themes of the latest generation of national legislation introduced relating to municipal infrastructure management include:

- long-term sustainability and risk management;
- service delivery efficiency and improvement;
- performance monitoring and accountability;
- community interaction, transparent processes and reporting;
- priority development of minimum basic services for all; and
- the provision of financial support from central government in addressing the needs of the poor.

Legislation has also entrenched the Integrated Development Plan (IDP) as the principal strategic planning mechanism for municipalities. However, the IDP cannot be compiled in isolation – for the above objectives to be achieved. The IDP needs to be informed by robust, relevant and holistic information relating to the management of the municipality's infrastructure.

There is a need to direct limited resources to address the most critical needs, to achieve a balance between maintaining and renewing existing infrastructure whilst also addressing backlogs in basic services and facing on-going changes in demand. Making effective decisions on service delivery priorities requires a team effort, with inputs provided by officials from a number of departments of the municipality.

CoGTA has prepared guidelines in line with international practice, that propose that an Infrastructure Asset Management Plan (IAMP) is prepared for each sector (such as potable water, roads etc.). These plans are used as inputs into a Comprehensive Municipal Infrastructure Plan (CMIP) that presents an integrated plan for the municipality covering all infrastructure. The arrangements outlined in the CoGTA guidelines are further strengthened by the provision of National Treasury's Local Government Capital Asset Management Guidelines. This is in line with the practice adopted in national and provincial spheres of government in terms of the Government-wide Immoveable Asset Management Act (GIAMA).

Accordingly, the asset register adopted by a municipality must meet not only financial compliance requirements, but also set a foundation for improved infrastructure asset management practice.

3. OBJECTIVES

The objective of this policy is for the municipality to:

- implement prevailing accounting standards; and
- apply asset management practices in a consistent manner and in accordance with legal requirements and recognised good practice.

4. APPROVAL AND EFFECTIVE DATE

The CFO is responsible for the submission of the Policy to Council to consider its adoption after consultation with the AO.

5. DELEGATIONS AND KEY RESPONSIBILITIES

Accounting Officer

The Accounting Officer (AO) is responsible for the management of the assets of the municipality, including the safeguarding and the maintenance of those assets.

The AO shall ensure that:

- The municipality has and maintains a management, accounting and information system that accounts for the assets of the municipality;
- The municipality's assets are valued in accordance with the standard of generally recognised accounting practice;
- That the municipality has and maintains a system of internal control for assets, including an asset register; and
- The HODs and their teams comply with this policy.

The Accounting Officer of the municipality shall be the principal custodian of the entire municipality's assets, and shall be responsible for ensuring that this policy is effectively applied on adoption by Council. To this end, the AO shall be responsible for the preparation, in consultation with the Chief Financial Officer (CFO) and Heads of Department (Senior Official) (HOD), of procedures to effectively and efficiently apply this policy.

In accordance with the MFMA, the AO of the municipality and all designated officials are accountable to him / her. The AO is therefore accountable for all transactions entered into by his / her delegates. The overall responsibility of asset management lies with the AO. However, the day to day handling of assets should be the responsibility of all officials in terms of delegated authority. The AO may delegate or otherwise assign responsibility for performing these functions but will remain accountable for ensuring these activities are performed. All delegations in terms of this policy must be recorded in writing.

Chief Financial Officer

The Chief Financial Officer (CFO) is responsible to the AO to ensure that the financial investment in the municipality's assets are safeguarded and maintained.

The CFO, as one of the HODs of the municipality, shall also ensure, in exercising his/her financial responsibilities, that:

- Appropriate systems of financial management and internal control are established and carried out diligently;
- The financial and other resources of the municipality are utilised effectively, efficiently, economical and transparently;
- Any unauthorised, irregular or fruitless or wasteful expenditure, and losses resulting from criminal or negligent conduct, are prevented;
- All revenue due to the municipality is collected, for example rental income relating to immovable assets;
- The systems, procedures and registers required to substantiate the financial values of the municipality's assets are maintained to standards sufficient to satisfy the requirements of the Accounting Standards;
- Financial processes are established and maintained to ensure the municipality's financial resources are optimally utilised through appropriate asset plans, budgeting, purchasing, maintenance and disposal decisions;
- The AO is appropriately advised on the exercise of powers and duties pertaining to the financial administration of assets;
- The HODs and senior management teams are appropriately advised on the exercise of their powers and duties pertaining to the financial administration of assets; and
- This policy and support procedures are established, maintained and effectively communicated.

In terms of section 82 read with section 81(1)(e) of the MFMA the CFO may delegate or otherwise assign responsibility for performing these functions but will remain accountable for ensuring these activities are performed. The CFO shall be responsible for the fixed asset register of the municipality, and shall ensure that a complete, accurate and up-to-date computerised fixed asset register is maintained. No amendments, deletions or additions to the fixed asset register shall be made other than by the CFO or by an official acting under the written instruction of the CFO.

The Chief Financial Officer must prepare the annual financial statements in such a manner that it discloses all compulsory disclosures as required by the relevant standards of GRAP.

Head of Department (Senior Official)

HODs are managers who report directly to the AO shall ensure that:

- The municipal resources assigned to them are utilised effectively, efficiently, economically and transparently;
- Procedures are adopted and implemented in conformity with this policy to produce reliable data to be input to the municipal fixed asset register;
- Any unauthorised, irregular or fruitless or wasteful utilisation, and losses resulting from criminal or negligent conduct, are prevented;
- The asset management, processes and controls can provide an accurate, reliable and up to date account of assets under their control;
- They are able to manage and justify that the asset plans, budgets, purchasing, maintenance and disposal decisions optimally achieve the municipality's strategic objectives; and
- Manage asset life-cycle transactions to ensure that they comply with the plans, legislative and municipal requirements.

HODs may delegate or otherwise assign responsibility for performing these functions but they shall remain accountable for ensuring these activities are performed.

6. POLICY AMENDMENT

This policy should be reviewed annually to ensure continued compliance with the relevant legislation and accounting standards.

Changes to this document shall only be applicable if approved by Council.

Any proposals in this regard shall be motivated by the CFO in consultation with the AO and respective HODs.

The recommendations of the CFO shall be considered for adoption by Council.

7. RELATIONSHIP WITH OTHER POLICIES

This policy, once effective, will replace the pre-existing Asset Management Policy with respect to the scope of assets covered by this policy.

This policy needs to be read in conjunction with other relevant adopted policies of the municipality, including the following:

- Delegation of Powers;
- Accounting Policy;
- Insurance Policy;
- Enterprise Risk Management Policy;
- Disaster Management Policy;
- Supply Chain Management Policy;
- Credit Control and Debt Collection Policy;
- Tariff Policy;
- Property Rates Policy;
- Funding and Reserves Policy;
- Borrowing Policy;
- Cash Management and Investment Policy
- Long Term Financial Plan Policy;
- Infrastructure Investment And Capital Projects Policy;
- Indigents Policy;
- Provision of Free Basic Services Policy;
- Budget Implementation and Monitoring Policy;
- Managing Electricity and Water Distribution Losses; and
- Asset Disposal Policy.

8. REFERENCES

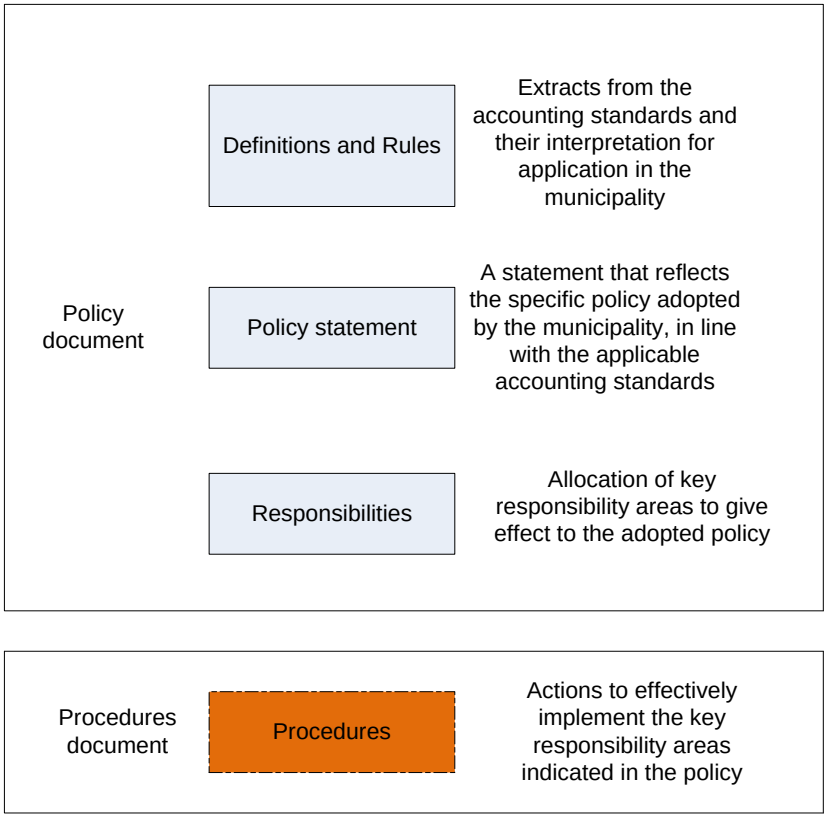
The following references were observed in compiling this document:

- The Constitution of the Republic of South Africa, 1996
- Asset Management Framework, National Treasury, 2004
- Guidelines for Infrastructure Asset Management in Local Government, Department of Provincial and Local Government, 2006
- Municipal Finance Management Act, 2003
- Disaster Management Act, 2002
- Municipal Systems Act, 2000
- Municipal Structures Act, 1998
- Accounting Standards Board
- Local Government Capital Asset Management Guidelines, National Treasury, 2008
- Generally Recognised Accounting Practice (1-14, 16, 17, 19-21, 23-27, 31, 32 and 100-104, 108 - 110)
- Interpretations of the standards of GRAP issued by the Accounting Standards Board (ASB) (IGRAP 1- 19)
- Directives issued by the ASB
- Municipal transfer and disposal regulations, No. 878 of 2008 (Government Gazette No. 31346)
- Accounting guideline issued by National Treasury relating to intangible assets
- Supply Chain Management Regulations No. 868 of 2005 (Government Gazette, 30 May 2005, No. 27636 on disposal)

9. POLICY FORMAT

Figure 1 gives an overview to the format of presentation of this policy document, and how it links to a separate document that provides the procedures. Procedures should be prepared and adopted to give effect to this policy.

Figure 1 - Interaction between the policy and the procedures



10. POLICY FOR FIXED ASSET ACCOUNTING

10.1 RECOGNITION OF IMMOVABLE AND MOVABLE ASSETS

(a) Definitions and rules

Asset

An asset is defined as a resource controlled by an municipality, as a result of past events and from which future economic benefits or service potential associated with the item will flow to the municipality.

Fixed Asset

A fixed asset (also referred to as a “non-current asset”) is an asset with an expected useful life greater than 12 months.

PPE

Property, plant and equipment are tangible assets that are held for use in the production or supply of goods or services, for rentals to others, or for administrative purposes; and are expected to be used during more than one reporting period. This includes items necessary for environmental or safety reasons to leverage the economic benefits or service potential from other assets. Insignificant items may be aggregated. Property, plant and equipment are broken down into groups of assets of a similar nature or function in the municipality’s operations for the purposes of disclosure in the financial statements.

Immovable PPE

Immoveable PPE are fixed structures such as buildings and roads. A plant that is built-in to the fixed structures and is an essential part of the functional performance of the primary asset is considered an immovable asset (though it may be temporarily removed for repair).

Movable PPE

Movable assets are the stock of equipment owned or leased by the municipality such as office equipment and furniture, motor vehicles and mobile plant.

Investment property

Investment property is defined as property (land and/or a building, or part thereof) held (by the owner or the lessee under a finance lease) to earn rentals or capital appreciation, or both (rather than for use in the production or supply of goods or services or for administration purposes or sale in the ordinary course of operations). Examples of investment property are office parks that are rented out. There is no asset hierarchy for investment property; each functional item will be individually recorded. Land held for a currently undetermined use is recognised as investment property until such time as the use of the land has been determined.

Intangible assets

Identifiable non-monetary assets, without physical substance are intangible assets, for examples licenses or rights (such as water licenses), servitudes and software.

An asset meets the criterion of being identifiable in the definition of an intangible asset when it:

(a) is separable, i.e. is capable of being separated or divided from the municipality and sold, transferred, licensed, rented or exchanged, either individually or together with a related contract, asset or liability, regardless of whether the municipality intends to do so or;

(b) arises from binding arrangements regardless of whether those rights are transferable and separable from the municipality or from other rights and obligations.

Biological Assets

Biological assets are living animals or plants as per the definition in the GRAP Standard on Agriculture.

Capital Spares (Major Spare Parts)

Spares and materials used regularly in the ordinary course of operations are usually carried as inventory (i.e. they are not usually considered fixed assets) and are expensed when consumed. Major spares that constitute an entire or significant portion of a component type, or a specific component, defined in the immovable PPE asset hierarchy are considered capital spare parts and are recognised as an item of PPE, if they meet the definition of PPE, as they are expected to be used for more than one period or they can only be used in connection with an item of PPE.

Useful Life

The period over which an asset is expected to be available for use by an municipality, or the number of production or similar units expected to be obtained from the asset by an municipality.

Major inspections

A condition of continuing to operate an item of PPE may be to perform regular major inspections for faults regardless of whether parts of the item are replaced (for example, Occupational Health and Safety Act 85 of 1993 requires lifting equipment to be inspected once a year). When each major inspection is performed, its cost is recognised in the carrying amount of the item of PPE as a replacement if the recognition criteria are satisfied. Any remaining carrying amount of the cost of the previous inspection (as distinct from physical parts) is de-recognised. This occurs regardless of whether the cost of the previous inspection was identified in the transaction in which the item was acquired or constructed. If necessary, the estimated cost of a future similar inspection may be used as an indication of what the cost of the existing inspection component was when the item was acquired or constructed.

Control

An item is not recognised as an asset unless the municipality has the capacity to control the service potential or future economic benefit of the asset, is able to deny or regulate access to others to that benefit and has the ability to secure the future economic benefit of that asset. Legal title and physical possession are good indicators of control.

Past transactions or events

Assets are only recognised from the point when some event or transaction transferred control to an municipality.

Probability of the flow of benefits or service potential

The degree of certainty that any economic benefits or service potential associated with an item will flow to the municipality is based on judgement. The CFO shall exercise such judgement on behalf of the municipality, in consultation with the respective HOD.

Economic benefits

Economic benefits are derived from assets that generate net cash inflows.

Service Potential

An asset has service potential if it has the capacity, singularly or in combination with other assets, to contribute directly or indirectly to the achievement of an objective of the municipality, such as the provision of services.

Leased assets

A lease is an agreement whereby the lessor conveys to the lessee (in this case, the municipality) the right to use an asset for an agreed period of time in return for a payment or series of payments. Leases are categorised into finance and operating leases. A finance lease is a lease that transfers substantially all the risks and rewards incident to ownership of an asset, even though the title may not eventually be transferred (substance over form). Where the risks and rewards of ownership of the asset are substantially transferred to the municipality, the lease is regarded as a finance lease and the asset recognised by the municipality. Where there is no substantial transfer of risks and rewards of ownership to the municipality, the lease is considered an operating lease and payments are expensed in the income statement on a systematic basis (straight line basis over the lease term).

Asset custodian

The department that controls an asset, as well as the individual (asset custodian) or post that is responsible for the operations associated with such asset in the department, is identified by the respective HOD, is responsible for communication and recording of the asset.

Reliable measurement

Items are recognised that possess a cost or fair value that can be reliably measured in terms of this policy.

Heritage assets

Heritage assets are defined as assets that have cultural, environmental, historical, natural, scientific, technological, or artistic significance and are held indefinitely for the benefit of present and future generations.

(b) Policy statement

The municipality shall recognise all movable and immovable assets existing at the time of adoption of this policy and the development of new, upgraded and renewed assets on an on-going basis. Such assets shall be capitalised in compliance with prevailing accounting standards.

(c) Responsibilities

- The CFO, in consultation with the AO and HODs, shall determine effective procedures for the recognition of existing and new assets.
- Every HOD shall ensure that all assets under their control are correctly recognised as assets.
- The CFO shall keep a lease register with the following minimum information: name of the lessor, description of the asset, fair value of the asset at inception of the lease, lease commencement date, lease termination date, economic useful life of the asset, lease payments, and any restrictions in the lease agreement.

10.2 CLASSIFICATION OF ASSETS

(a) Definitions and rules

Fixed asset categories

- Property, plant and equipment (which is broken down into groups of assets of a similar nature or function in the municipality's operations) (GRAP 17);
- Intangible assets (GRAP 31);
- Heritage assets (GRAP 103);

- Biological assets (/27 and GRAP 110);
- Capital Finance Lease Assets (GRAP 13); and
- Investment Property (GRAP 16).

Class of PPE

A class of PPE is defined as a group of assets of a similar nature or function. The total balance of each class of assets is disclosed in the notes to the financial statements.

PPE, assets should be classified under the following heading in the Asset Register:

- Land
- Transport assets
- Infrastructure assets
- Machinery and equipment
- Computer equipment
- Community assets
- Other assets

PPE Asset hierarchy

An asset hierarchy is adopted for PPE which enables separate accounting of parts (components) of the asset that are considered significant to the municipality from a financial point of view, and for other reasons determined by the municipality, including risk management (in other words, taking into account the criticality of components) and alignment with the strategy adopted by the municipality in asset renewal (for example the extent of replacement or rehabilitation at the end of life). In addition, the municipality may aggregate relatively insignificant items to be considered as one asset. The structure of the hierarchy recognises the functional relationship of assets and components.

PPE: Infrastructure

Infrastructure assets are immoveable assets which are part of a network of similar assets that jointly provide service potential.

General characteristics of infrastructure assets are that they:

a) Are part of a system or network;
b) They are specialised in nature and do not have alternative uses;
c) They are immovable; and
d) They may be subjected to constraints on disposals

PPE: Community Property

Community property is immoveable assets contributing to the general well-being of the community, such as community halls and recreation facilities.

PPE: Other Assets

PPE which is defined as capital assets utilised in normal operations administrative function of the municipality, for example, office buildings.

PPE Land:

PPE which is defined as capital assets utilised in normal operations administrative function of the municipality, for example, land.

The definition of an asset is met when the resource is controlled by the municipality as a result of past events and from which future economic benefits or service potential is expected to flow to the municipality. To satisfy the recognition criteria, it should be probable that future economic benefits or service potential associated with the item will flow to the municipality, and the cost or fair value of the item can be measured reliably.

A municipality must control the resource. Control of the resource is evidenced by the municipality's ability to use the resource, or direct other parties to use it, so as to benefit from the future economic benefits or service potential embodied in the resource.

The principle ***of substance over form*** acknowledges that the substance of transactions or other events is not always consistent with that which is apparent from their legal form. Legal ownership is one method to demonstrate control of land, but the ability to generate future economic benefits or the right to service potential may exist without legal ownership of land. As a result, although the capacity of a municipality to control benefits is usually the result of legal rights, an item may nonetheless satisfy the definition of an asset even when there is no legal ownership. The municipality should assess whether it controls land using the following criteria. Control is evidenced by the rights and obligations arising from a binding agreement. Judgement should be used to assess:

1) Control is evidenced by the rights and obligations arising from a binding arrangement. Control of land is evidenced by the following criteria:

(a) legal ownership; and/or
(b) the right to direct access to land, and to restrict or deny the access of others to land.

At each reporting date, the municipality needs to assess whether there are any changes to the binding arrangement that may impact its assessment of control.

PPE Machinery and equipment:
PPE which is defined as capital assets utilised in normal operations administrative function of the municipality, for example, toolboxes and generators.

PPE Furniture and office equipment:
PPE which is defined as capital assets utilised in normal operations administrative function of the municipality, for example, office tables and chairs.

PPE Computer equipment
PPE which is defined as capital assets utilised in normal operations administrative function of the municipality, for example, laptops and desktops.

PPE: Transport assets.
PPE which is defined as capital assets utilised in normal operations administrative function of the municipality, for example, motor vehicles.

Heritage assets
Heritage assets are assets of cultural, environmental, historical, scientific, technological or artistic significance and are held indefinitely for the benefit of present and future generations, such as monuments, nature reserves, and works of art. Some heritage assets have more than one purpose, e.g. an historical building which, in addition to meeting the definition of a heritage asset, is also used as office accommodation. The CFO, on behalf of the municipality, must use his / her judgement to make such an assessment. The asset should be accounted for as a heritage asset if, and only if, the definition of a heritage asset is met, and only if an insignificant portion is held for use in the production or supply of goods or services or for administrative purposes. If a significant portion is used for production, administrative purposes or supply of services or goods, the asset shall be accounted for in accordance with the Standard of GRAP on PPE.

Investment property

Investment property is defined as property (land and/or a building, or part thereof) held (by the owner or the lessee under a finance lease) to earn rentals or capital appreciation, or both (rather than for use in the production or supply of goods or services or administration purposes or sale in the ordinary course of operations). Examples of investment property are office parks that are rented out. The municipality may need to consider, on an ongoing basis, substance over form in assessing whether land and/or buildings are used to deliver on its mandated functions if the asset is used to deliver goods/services in accordance with its mandated function it will be accounted for under GRAP 17. There is no asset hierarchy for investment property; each functional item will be individually recorded. Land held for a currently undetermined use is recognised as an investment property until the use of the land has been determined.

The land is held for a currently undetermined future use when

a) The municipality has not determined that it will use the land as owner-occupied property
b) A municipality does not hold the land for sale in the ordinary course of operations
c) An municipality has not determined that it holds the land for strategic purposes which will be accounted for in accordance with GRAP 17.

Intangible assets

Identifiable non-monetary assets, without physical substance are intangible assets, for examples licenses or rights (such as water licenses), servitudes and software.

An asset meets the criterion of being identifiable in the definition of an intangible asset when it:

a) is separable, i.e. is capable of being separated or divided from the municipality and sold, transferred, licensed, rented or exchanged, either individually or together with a related contract, asset or liability, regardless of whether the municipality intends to do so or;
b) Arises from binding arrangements regardless of whether those rights are transferable and separable from the municipality or from other rights and obligations.

However, if the municipality is of the opinion that even though a servitude may meet the definition of an intangible asset, it is essential to the operation of a tangible asset. For example, where the

municipality would not be able to construct or operate infrastructure on land that it does not own without acquiring certain rights from the landowner. Therefore the municipality may be of the opinion that it would be more appropriate to include the cost of the servitude in the cost of the tangible asset rather than recognising a separate intangible asset. In such cases servitudes will be accounted for as PPE by applying GRAP 17, and componentisation may be required as the values, nature and the useful life of the servitude and the tangible asset are different.

Servitudes

Where municipalities establish servitudes as part of the registration of a township, the associated rights are granted in statute and are specifically excluded from the standard on intangible assets. Such servitudes cannot be sold, transferred, rented, or exchanged freely and are not separable from the municipality. Consequently, such servitudes are not recognised in the asset register. Costs incurred to register these servitudes (if any) are expensed.

Servitudes that are created through acquisition (including by way of expropriation or agreement) can be recognised as *either intangible assets or PPE* at cost. The municipality use judgement whether to include the cost of the servitude in the cost of the PPE if it is essential to the construction or operation of the asset (such as in the case of pipes).

Biological Assets

Biological assets are living animals or plants as per the definition in the GRAP on Agriculture.

(b) Policy statement

Asset hierarchies shall be adopted for each of the asset groups, separately identifying items of PPE at component level that are significant from a financial or risk perspective, and, where applicable, grouping items that are relatively insignificant. Investment Property and Intangible assets are not required to be componentised.

PPE shall be disclosed in the financial statements at the sub-category level.

A committee to be nominated by Council will consider the recognition of assets as heritage assets and motivate their recommendation for adoption by Council.

Figure 2 – Decision tree – Classification of assets

(c) Responsibilities

- The CFO shall ensure that the classification of immovable assets adopted by the municipality complies with the statutory requirements.
- The CFO shall consult with the HOD responsible for PPE to determine an effective and appropriate asset hierarchy for each asset class of PPE to component level and record such in the asset management procedures document.
- Every HOD shall ensure that all immovable assets under their control are classified correctly within the classification adopted by the municipality.
- Every HOD shall advise the CFO when assets should be re-classified.

10.3 IDENTIFICATION OF ASSETS

(a) Definitions and rules

Immovable asset coding

An asset coding system is the means by which the municipality is able to uniquely identify each immovable asset (at the lowest level in the adopted asset hierarchy) in order to ensure that it can be accounted for on an individual basis.

Barcoding system

A barcoding system will be used for movable assets as the means by which the municipality is able to uniquely identify each movable asset in order to ensure that it can be accounted for on an individual basis, which will also assist with the subsequent verification process of movable assets.

(b) Policy statement

A coding system shall be adopted and applied that will enable each asset of immovable assets (with PPE at the lowest level in the adopted asset hierarchy) to be uniquely and readily identified. Similarly a barcoding system shall be adopted for movable assets.

(c) Responsibilities

- The AO shall develop and implement an immovable asset coding system in consultation with the CFO and other HODs to meet the policy objective.
- HODs shall ensure that all the immovable assets under their control are correctly coded.

- HODs shall ensure that all the movables assets under their control are barcoded.

10.4 ASSET REGISTER

(a) Definitions and rules

Asset register

A fixed asset register is a database with information relating to each asset. The fixed asset register is structured in line with the adopted classification structure. The scope of data in the register is sufficient to facilitate the application of the respective accounting standards for each of the asset classes, and the strategic and operational asset management needs of the municipality.

Procurement of assets

All assets acquired must be in terms of the capital budget and assets must be procured in such a way that:

- a proper need for the asset was identified;
- procurement documentation supports the format adopted for the asset register and the asset hierarchy; and
- proper and approved procurement procedures are adhered to in terms of the Supply Chain Management Policy.

Authorisation for procurement should be as per the Municipalities' delegation of authority and payment for assets should be in accordance with the financial policies and regulations of the Council.

(b) Policy statement

A fixed asset register shall be established to provide the data required to apply the applicable accounting standards, as well as other data considered by the municipality to be necessary to support strategic asset management planning and operational management needs. The asset register shall be updated and reconciled to the general ledger on a regular basis, which will be reconciled to the financial statements at year end.

The Chief Financial Officer will establish and maintain the Register containing key financial data on each item of Property, Plant or Equipment, Investment Property, Intangible Assets, Heritage Assets and Agricultural Assets that satisfies the criterion for recognition.
The Asset Manager is responsible for establishing and maintaining any additional register or database required by the managers to demonstrate the physical management of their assets.

The asset register shall be maintained in the format determined by the Chief Financial Officer, which format shall comply with the requirements of GRAP and any other accounting requirements which may be prescribed.

The details in the asset register must, as far as possible, include:

- A unique identification number;
- GIS identification number in the case of infrastructure;
- A short but meaningful description of each asset;
- Date of acquisition of the date that the asset was ready for use;
- Location of the asset;
- The responsible manager and department(s) or vote(s) within which the asset will be used;
- The title deed number, in the case of fixed property;
- The erf number, in the case of fixed property;
- The measurement basis of the asset (Cost or Fair Value);
- The original useful life of the asset;
- The revised useful life of the asset;
- The residual value of the asset;
- The revised residual value of the asset;
- The historical cost or revalued amount or fair value, where no cost is available;
- The accumulated depreciation to date;
- Depreciation charged for the current financial year;
- The carrying value of the asset;
- The depreciation methods and rate used;
- Impairment losses incurred during the financial year (and the reversal of such losses, where applicable);
- Method of calculating recoverable amount (in the case where an impairment is required in terms of GRAP;
- Source of finance;
- Condition of the asset;
- Current insurance arrangements/agreements;
- Whether the asset is required to perform basic municipal services;
- Whether the asset has been used to secure any debt, and – if so - the nature and duration of such security arrangements;

- Security arrangements;
- Date and value of disposal;
- Selling price; and
- The date on which the asset is retired from use, if not disposed of.

All managers under whose control any asset falls shall promptly provide the Chief Financial Officer in writing with any information required to compile the asset register, and shall promptly advise the Chief Financial Officer in writing of any material change which may occur in respect of such information.

An asset shall be recorded in the assets register as soon as it is acquired. If the asset is constructed over a period of time, it shall be recorded as work-in-progress until it is available for use, where after it shall be appropriately capitalised as a fixed asset. The fact that an asset has been fully depreciated shall not in itself be a reason for deleting it from the register.

Controls relating to the asset register should be sufficient to provide HOD's with an accurate, reliable and up-to-date account of assets under their control, in line with the standards specified by the Chief Financial Officer and as required by relevant legislative and other requirements.

These controls must include:

- Details of the physical management;
- The recording of all acquisitions, assignments, transfers, losses and disposals of assets;
- Regular stock-takes; and
- Systems audit to confirm the accuracy of the records.

The Chief Financial Officer must establish a system to ensure that each moveable asset bears a unique identification number/ barcode which shall be recorded in the asset register.

HOD's must ensure that the asset identification system approved for use by the municipality is scrupulously applied to all assets controlled or used by the department in question.

(c) Responsibilities

- The CFO shall define the format of the fixed asset register in consultation with the AO and the HODs, and shall ensure that the format complies with the prevailing accounting standards and disclosure requirements.
- HODs shall provide the CFO with the data required to establish and update the asset register in a timely fashion.
- The CFO shall establish procedures to control the completeness and integrity of the asset register data.
- The CFO shall ensure proper application of the control procedures.

10.5 MEASUREMENT AT RECOGNITION

(a) Definitions and rules

Measurement at recognition of PPE

An item of PPE that qualifies for recognition is measured at cost. Where an asset is acquired through a non-exchange transaction (at no or nominal cost) for example in the case of donated or developer-created assets, its cost is deemed to be its fair value at the date of acquisition. In cases where it is impracticable to establish the cost of an item of PPE, such as on recognising PPE for which there are no records or records cannot be linked to specific assets, its cost is deemed to be its fair value and should the principles of GRAP 17 be applied to determine the fair value.

Measurement at recognition of investment property

Investment property will be measured at cost including transaction cost at initial recognition. However, where an investment property was acquired through a non-exchange transaction (i.e. where the investment property was acquired for no or nominal value), its cost is its fair value at the date of acquisition.

Measurement at the recognition of intangible assets

Intangible assets will be measured at cost at initial recognition. Where assets are acquired for through a non-exchange transaction (no or nominal consideration) the cost is deemed to equal the fair value of the asset on the date acquired.

Measurement at the recognition of heritage assets

Heritage assets will be measured at cost at initial recognition. Where assets are acquired through a non-exchange transaction (for no or nominal consideration) the cost is deemed to equal the fair value of the asset on the date acquired.

If the municipality holds an asset that might be regarded as a heritage asset but which, on initial recognition, does not meet the recognition criteria of a heritage asset because it cannot be reliably measured, relevant and useful information about it shall be disclosed in the notes to the financial statements as follows:

- A description of the heritage asset or class of heritage assets.

- The reason why the heritage asset or class of heritage assets could not be measured reliably.
- On disposal of the heritage asset or class of heritage assets, the compensation received and the amount recognised in the statement of financial performance.

Measurement at recognition of biological assets

Biological assets shall be measured on initial recognition and at each reporting date at its fair value less costs to sell. Where the fair value cannot be measured reliably the principles of GRAP 27 should be followed.

Fair value

Fair value is defined as the amount for which an asset could be exchanged, or a liability settled, between knowledgeable, willing parties in an arm's length transaction. Market based evidence by appraisal can be used where there is an active and liquid market for assets (for example land and some types of plant and equipment). In the case of specialised buildings (such as community buildings) and infrastructure where there is no such active and liquid market, a depreciated replacement cost (DRC) approach may be used to identify the fair value. The appraisal of the fair value of assets is normally undertaken by a member of the valuation profession, who holds a recognised and relevant professional qualifications and appropriate knowledge and experience in valuation of the respective assets.

Depreciated replacement cost

If no evidence is available to determine the market value in an active and liquid market of an item of property, the fair value of the item may be established by reference to other items with similar characteristics, in similar circumstances and location. In many cases, the depreciated replacement cost of an asset can be established by reference to the buying price of a similar asset with similar remaining service potential in an active and liquid market. In some cases, an asset's reproduction cost will be the best indicator of its replacement cost. For example, in the event of loss, a parliament building may be reproduced rather than replaced with alternative accommodation because of its significance to the community.

Costs associated with heritage assets

Costs incurred to enhance or restore a heritage asset to preserve its indefinite useful life should be capitalised as part of the cost of the asset. Such costs should be recognised in the carrying

amount of the heritage asset as incurred when the recognition criteria of a heritage asset are met.

Changes in the existing decommissioning or restoration cost included in the cost of an item

Changes in the measurement of an existing decommissioning cost or restoration cost as a result of changes in the estimated timing or amount of the outflow of resources embodying economic benefits or service potential required to settle the obligation, should be treated as follows:

10.5.1 If the cost model is used –

- Changes in the liability shall be added to or deducted from the cost of the related asset.
- If the amount deducted from the cost of the asset exceeds the carrying amount of the asset, the excess shall be recognised immediately in surplus or deficit.
- If the adjustment results in an addition to the cost of an asset, the municipality should consider whether this is an indication that the carrying amount may not be recoverable. In this case the municipality should test the asset for impairment.

10.5.2 If the revaluation model is used -

- A decrease in the liability shall be credited to the revaluation surplus, except that it shall be recognised in the surplus or deficit to the extent that it reverses a revaluation deficit on the asset that was previously recognised in the surplus or deficit; and
- an increase in the liability shall be recognised in surplus or deficit, except that it shall be debited to the revaluation surplus to the extent that any credit balance may exist in the revaluation surplus in respect of asset.
- If the decrease in liability exceeds the carrying amount that would have been recognised if the asset has been carried under the cost model, the excess shall be recognised immediately in the surplus or deficit.
- If the change in liability is an indication that the asset may have to be revalued in order to ensure that the carrying amount does not differ materially from that which would be determined using fair value at the reporting date. Any such revaluation shall be taken into account in determining the amounts to be taken to surplus or deficit and net assets as discussed above. If a revaluation is necessary, all assets of that class shall be revalued.

- The change in the revaluation surplus arising from the change in the liability shall be separately identified and disclosed on the face of the statement of changes in net assets.

Finance leases

At the commencement of a lease term, the municipality (the lessee) shall recognise a finance lease as an asset and liability in the statement of financial position at amounts equal to the fair value of the leased property or, if lower, the present value of the minimum lease payments, each determined at the inception of the lease. The discount rate to be used in calculating the present value of the minimum lease payments is the interest rate implicit in the lease contract, if this is practicable to determine; if not, the lessee's incremental borrowing rate shall be used.

Self-constructed immovable PPE

Self-constructed assets relate to all assets constructed by the municipality itself or another party on instructions from the municipality. All assets that are constructed by the municipality should be recorded in the asset register and each component that is part of this immovable PPE should be depreciated over its estimated useful life for that category of the asset once the asset is ready for use as intended by management.

Proper records are kept such that all costs associated with the construction of these assets are completely and accurately accounted for as capital under construction, and upon completion of the asset, all costs (both direct and indirect) associated with the construction of the asset are summed and capitalised as an asset.

Construction of future investment property

If property is developed for future use as an investment property, such property shall in every respect be accounted for as investment property.

Borrowing costs

Borrowing costs are interest and other costs incurred by the municipality from borrowed funds. The items that are classified as borrowing costs may include

a) Interest expense calculated using the effective interest method as described in the Standard of GRAP on Financial instruments;
b) Finance charges in respect of finance leases and service concession arrangements; and

c) Exchange differences arising from foreign currency borrowings to the extent that they are regarded as an adjustment to interest costs.

The municipality shall recognise borrowing costs that are directly attributable to the acquisition, construction, or production of a qualifying asset as part of the cost of the asset. The amount of borrowing cost eligible for capitalisation shall be determined in accordance with the GRAP 5.

Deferred payment

The cost of an asset is the cash equivalent at the recognition date. If the payment of the cost price is deferred beyond normal credit terms, the difference between the cash price equivalent (the total cost price is discounted to the asset's present value as at the transaction date) and the total payment is recognised as an interest expense over the period of credit unless such interest is recognised in the carrying value of the asset in accordance with the Standard on Borrowing Costs, GRAP 5.

Exchanged PPE assets

In cases where assets are exchanged, the cost is deemed to be the fair value of the acquired asset and the disposed asset is de-recognised. If the acquired asset is not measured at its fair value, its cost price will be the carrying amount of the asset given up.

Cost of an item of PPE

The capitalisation value comprises of;

(i) the purchase price, including import duties and non-refundable purchase taxes, after deducting trade discounts and rebates;

(ii) any directly attributable costs necessary to bring the asset to its location and condition necessary for it to be operating in the manner intended by the municipality, and

(iii) an initial estimate of the costs of dismantling and removing the item and restoring the site on which it is located, the obligation for which an municipality incurs either when the item is acquired or as a consequence of having used the item during a particular period for purposes other than to produce inventories during that period.

VAT is excluded (unless the municipality is not allowed to claim input VAT paid on purchase of such assets - in such an instance, the municipality should capitalise the cost of the asset together with VAT).

Directly attributable costs

Examples of directly attributable costs are defined as:

- Cost of employee benefits arising directly from the construction or acquisition of the item of immovable PPE and intangible assets.
- costs of site preparation (in the case of PPE assets);
- initial delivery and handling costs (in case of PPE assets and heritage assets) ;
- installation and assembly costs, cost of testing whether the immovable PPE or associated intangible asset is functioning properly, after deducting the net proceeds from selling any item produced while bringing the asset to that location and condition;
- commissioning (cost of testing the asset to see if the asset is functioning properly, after deducting the net proceeds from selling any item produced while bringing the asset to its current condition and location)
- professional fees (for example associated with design fees, supervision, and environmental impact assessments) (in the case of all asset classes); and
- proper transfer taxes (in the case of all asset classes).

(b) Policy statement

PPE, intangible assets, heritage assets and investment property that qualify for recognition shall be capitalised **at cost.** Interest on deferred payments will be expensed. Biological assets that qualify for recognition shall be capitalised at **fair value less costs to sell**.

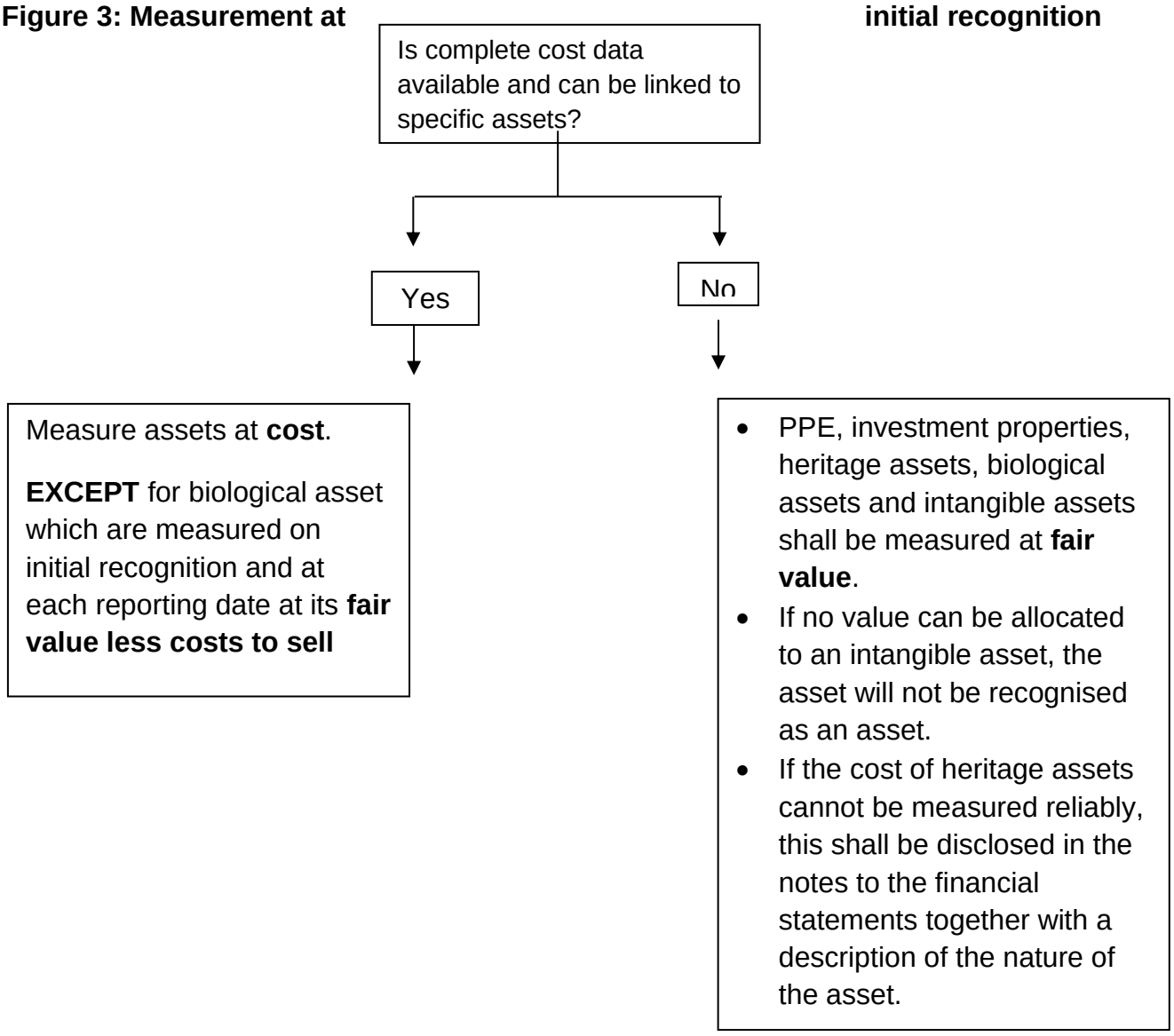
In cases where complete cost data is not available or cannot be reliably linked to specific assets:

- The fair value of PPE shall be adopted on the basis of depreciated replacement cost;
- If the cost of heritage assets cannot be measured reliably, the Chief Financial Officer may, if it is believed that the determination of fair value for the assets in question will be a laborious or expensive undertaking, record such asset/assets in the asset register without an indication of the costs or fair value concerned. This shall be disclosed in the notes to the financial statements together with a description of the nature of the asset; and
- Investment property and intangible assets shall be measured at fair value on the date of acquisition. If no fair value can be allocated to the intangible asset, it will not be recognised as an asset.

In cases where the fair value for biological assets cannot be measured reliably:

- The biological asset shall be measured at its cost less any accumulated depreciation and any accumulated impairment losses.
- Once the fair value becomes reliably measurable the municipality shall measure it at its fair value less cost to sell.
- Additional disclosure requirements include the following:
    - A description of the biological assets;
    - An explanation of why fair value cannot be measured reliably;
    - If possible, the range of estimates within which fair value is highly likely to lie;
    - The depreciation method used;
    - The useful lives or the depreciation rates used; and
    - The gross carrying amount and the accumulated depreciation (aggregated with accumulated impairment losses) at the beginning and the end of the period.

Figure 3: Measurement at initial recognition



(c) Responsibilities

- The CFO, in consultation with the AO and HODs, shall determine effective procedures for the capitalisation of assets on recognition.
- Every HOD shall ensure that all assets under their control are correctly capitalised.
- Every HOD shall advise the CFO of any deferred payments from the municipality, providing the relevant details of such.

10.6 MEASUREMENT AFTER RECOGNITION

(a) Definitions and rules

Options

Accounting standards allow measurement after recognition on immovable assets as follows:

- PPE, heritage assets and intangible assets: on either a cost or revaluation model;
- Biological assets: fair value less costs to sell; and
- Investment Property: either cost model or the fair value model.

Different models can be applied, providing the treatment is consistent per asset class.

Cost model

When the cost model is adopted, the asset is carried after recognition at its cost less any accumulated depreciation and any accumulated impairment losses.

Revaluation model

When the revaluation model is adopted an asset is carried after recognition at a re-valued amount, being its fair value at the date of revaluation less any subsequent accumulated depreciation and subsequent accumulated impairment losses. Revaluations are made with sufficient regularity to ensure that the carrying amount does not differ materially from that which would be determined using fair value at the reporting date. When revaluations are conducted, the entire class of assets should be re-valued. The appraisal of the fair value of assets is normally undertaken by a member of the valuation profession, who holds a recognised and relevant professional qualifications and appropriate knowledge and experience in valuation of the respective assets.

If the carrying amount of an asset is increased as a result of a revaluation, the increase shall be credited directly to a revaluation surplus. However, the increase shall be recognised in surplus or deficit to the extent that it reverses a revaluation decrease of the same asset previously recognised in surplus or deficit.

If the carrying amount of an asset is decreased as a result of a revaluation, the decrease shall be recognised in surplus or deficit. However, the decrease shall be debited directly in net assets to the extent of any credit balance existing in the revaluation surplus in respect of that asset.

The decrease recognised directly in net assets reduces the amount accumulated in net assets under the heading revaluation surplus.

When an asset is revalued, any accumulated depreciation at the date of the revaluation is treated in one of the following ways:

- Restated proportionately with the change in the gross carrying amount of the asset after revaluation equals its revalued amount. This method is often used when an asset is revalued by means of applying an index to its DRC.
- Eliminated against the gross carrying amount of the asset and the net amount restated to the revalued amount of the asset.

The revaluation surplus is transferred to the Accumulated Surpluses/ (Deficits) Account on de-recognition of an asset. An amount equal to the difference between the new (enhanced) depreciation expense and the depreciation expenses determined in respect of such asset before the revaluation in question *may* be transferred from the Revaluation Reserve to the municipality's Accumulated Surplus/Deficit Account. *If this option is selected, an adjustment of the aggregate transfer is made at the end of each financial year.*

Statutory inspections

The cost of a statutory inspection that is required for the municipality to continue to operate immovable PPE is recognised at the time the cost is incurred if the recognition criteria are satisfied and any previous statutory inspection cost is de-recognised.

Expenses to be capitalised

Expenses incurred in the enhancement of PPE (in the form of improved or increased services or benefits flowing from the use of such asset), or in the material extension of the useful operating life of assets are capitalised. Such expenses are recognised once the municipality has beneficial use of the asset (be it new, upgraded, and/or renewed) – prior to this, the expenses are recorded as work-in-progress. Expenses incurred in the maintenance or repair (reinstatement) of PPE that ensures that the useful operating life of the asset is attained, are considered as operating expenses and are not capitalised, irrespective of the quantum of the expenses concerned.

Spares

The location of capital spares shall be amended once they are placed in service, and re-classified to the applicable PPE asset sub-category. Depreciation on the capital spares will commence once the items are placed in service as this is when they are in the location and condition necessary for them to be capable of operating in the manner intended by management.

(b) Policy statement

Measurement after recognition shall be on the following basis:

- PPE: *cost model*
- Heritage: *cost model*
- Investment property: *cost model*
- Intangible assets: *cost model*
- Biological assets: *fair value less cost to sell*

Figure 4: Measurement after recognition

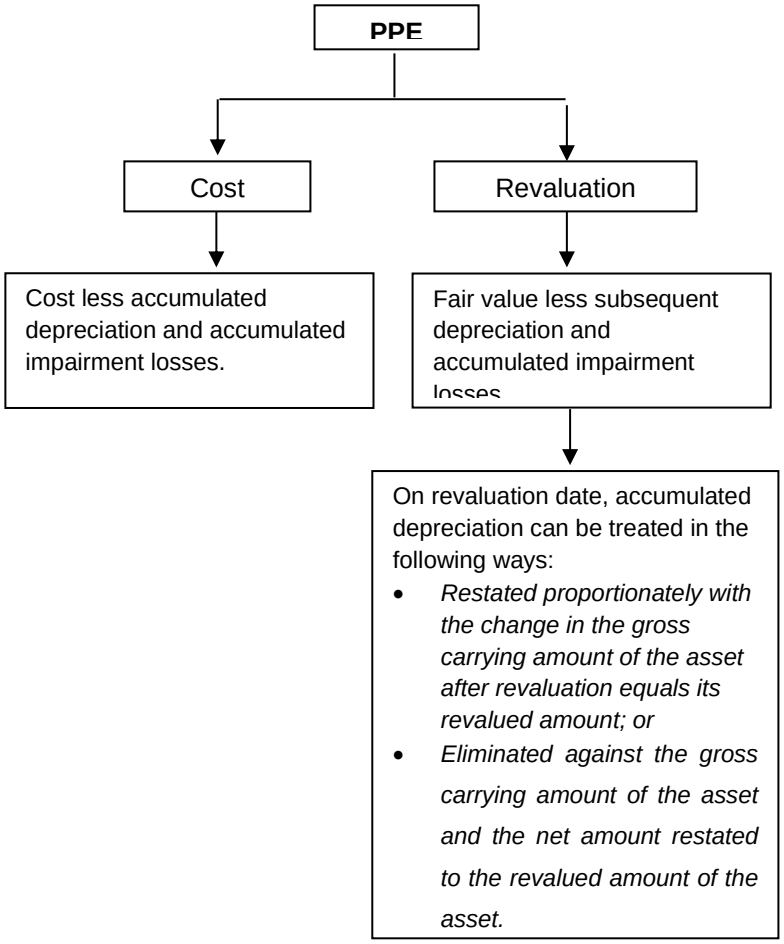


Figure 5: Measurement after recognition

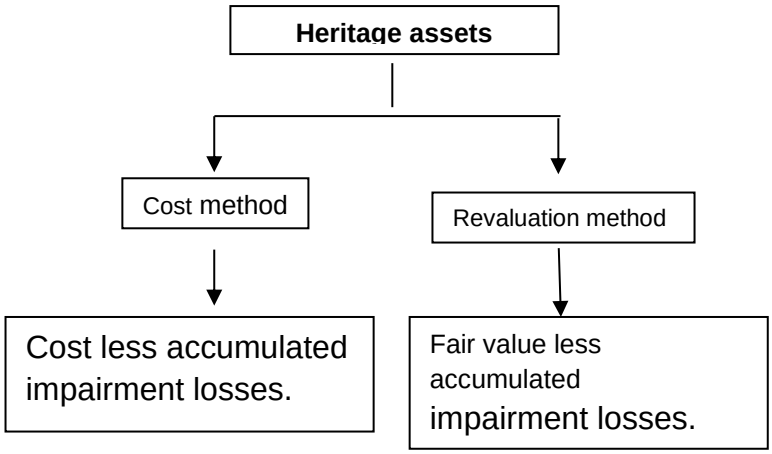


Figure 6: Measurement after recognition

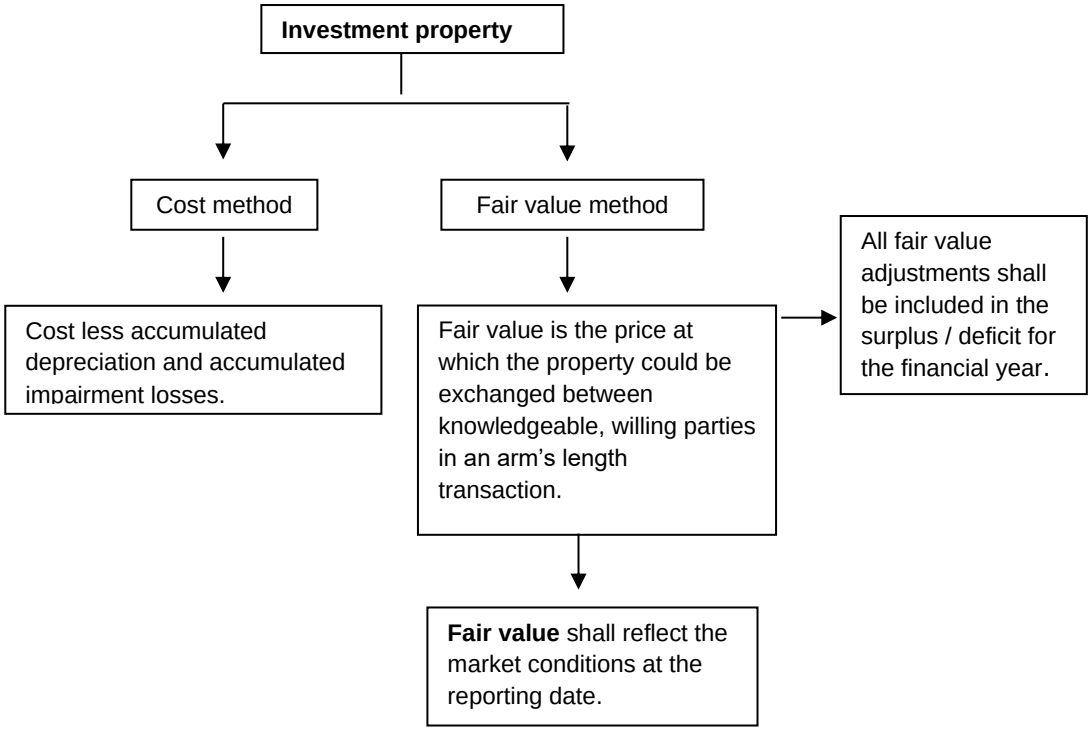


Figure 7: Measurement after recognition

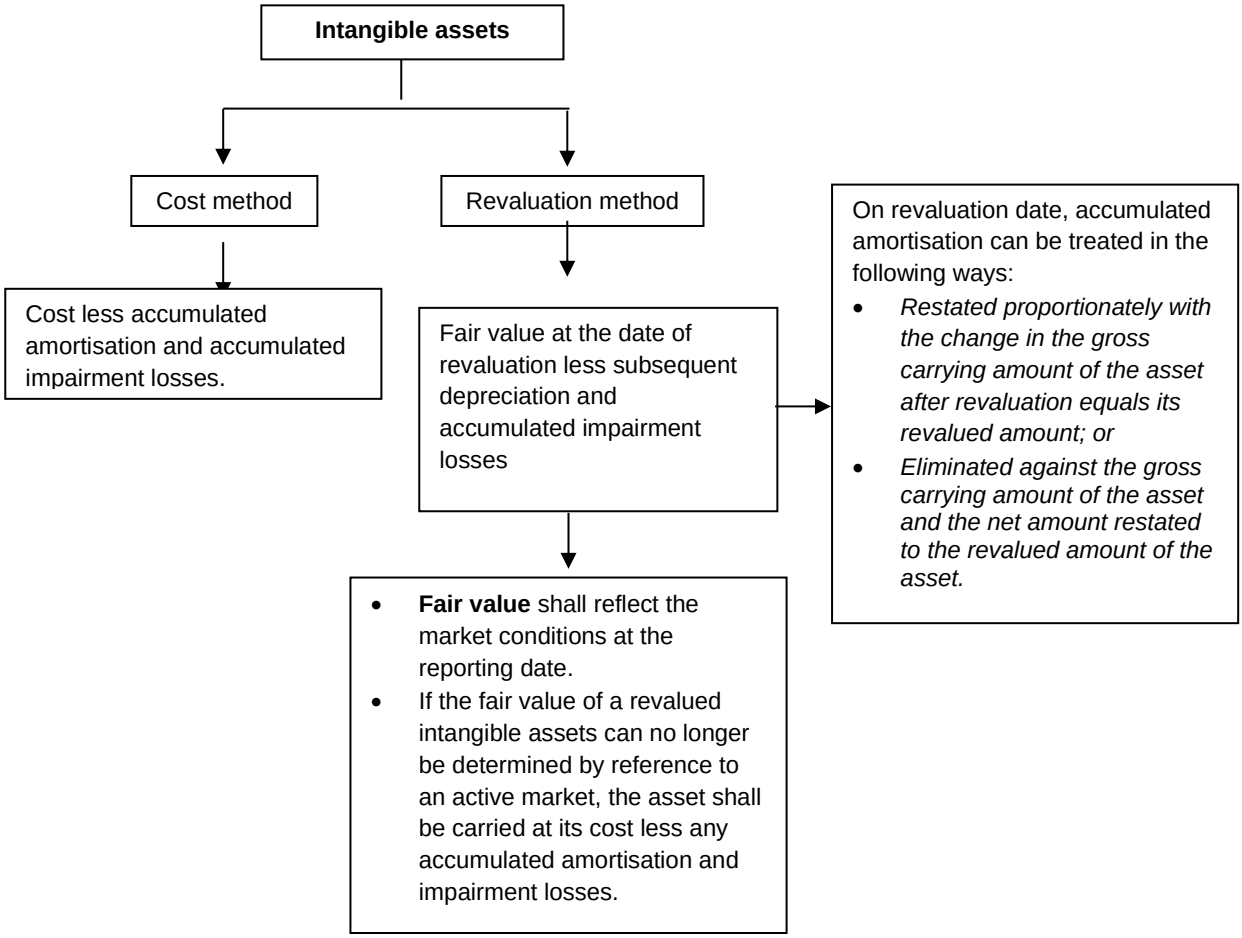
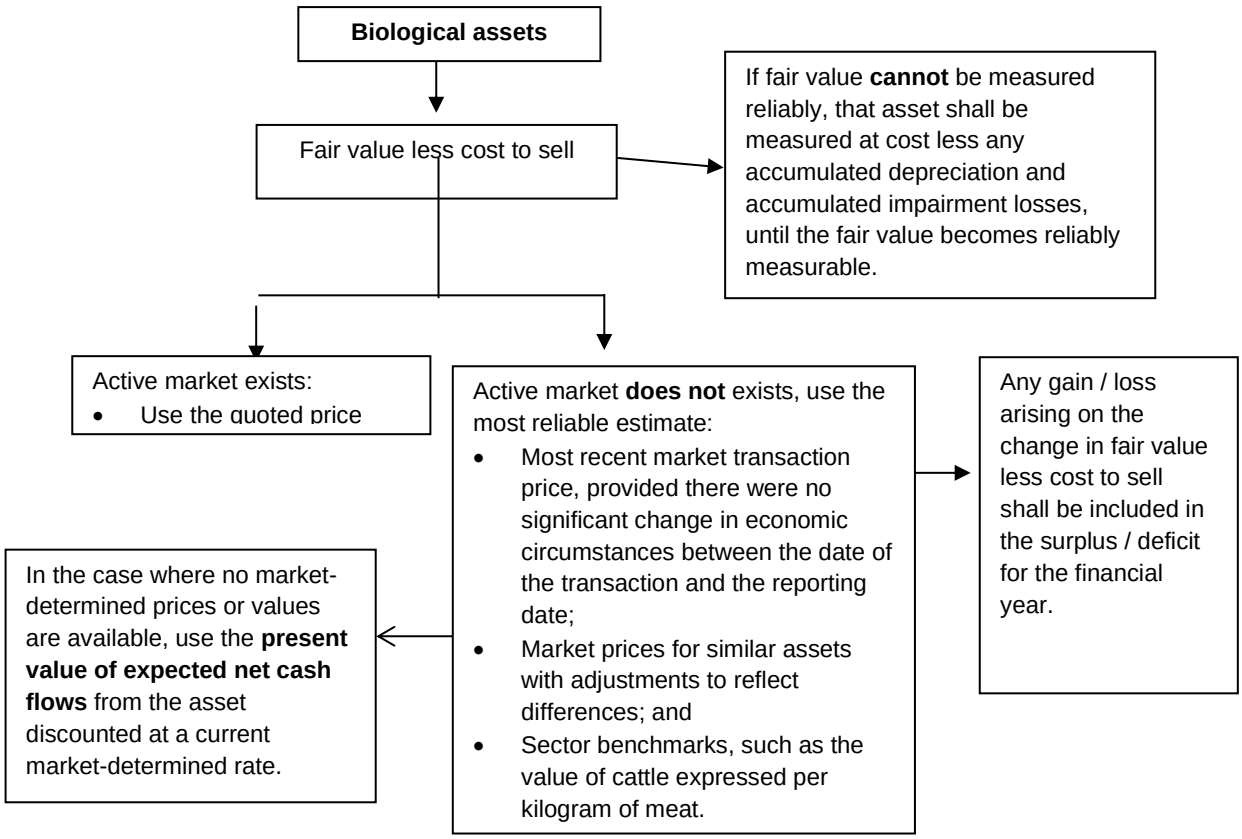


Figure 8: Measurement after recognition



(c) Responsibilities

- The CFO, in consultation with the AO and HODs, shall determine effective procedures for the on-going capitalisation of assets after recognition.
- Every HOD shall ensure that all capital expenses associated with assets under their control are correctly capitalised.
- Every HOD shall ensure that revaluations and fair value adjustments are conducted where applicable to immovable infrastructure under their control.

10.7 DEPRECIATION

(a) Definition and rules

Depreciation

Depreciation is the systematic allocation of the depreciable amount of an asset over its remaining useful life. The amortisation of intangible assets is identical.

Land and servitudes are considered to have unlimited life; therefore they are not depreciated. Heritage assets, biological assets, agricultural assets and assets under construction are also not depreciated.

Depreciable amount

The depreciable amount is the cost of an asset, or other amount substituted for cost, less its residual value.

Residual value

The residual value is the estimated amount that the municipality would currently obtain from disposal of the asset, after deducting the estimated costs of disposal, if the asset was already of the age and in the condition expected at the end of its useful life.

In assessing whether there is any indication that the expected residual value of an asset has changed, the municipality shall consider where there has been any change in the expected timing of disposal of the assets, as well as any relevant indicators.

The residual values of assets are indicated in **Annexure B** in the form of a percentage. In the case of assets measured after recognition on the cost model, the percentage is of the initial cost of acquisition. In the case of assets measured after recognition on the revaluation model, the percentage is of the revalued cost.

Intangible assets with an indefinite useful life

An intangible asset with an indefinite useful life will not be amortised. Impairment testing shall be performed on these assets on an annual basis and whenever there is an indication that the assets might be impaired, comparing its recoverable amount with its carrying amount.

The useful life of an intangible asset that is not being amortised shall be reviewed each reporting period to determine whether events and circumstances continue to support an indefinite useful life assessment for that asset. If they do not, the change in the useful life assessment from indefinite to finite shall be accounted for as a change in accounting estimate in accordance with GRAP 3.

Remaining useful life

The remaining useful life (RUL) of a depreciable PPE asset is the time remaining until an asset ceases to provide the required standard of performance or economic usefulness.

The remaining useful life of all depreciable immovable PPE assets at initial recognition is the same as the expected useful life indicated in **Annexure A** above. The remaining useful life of all depreciable movable PPE assets that are new, or are considered to have been renewed, at initial recognition is the same as the expected useful life indicated in **Annexure A**.

The estimation of the useful life of assets is a matter of judgement based on the experience of the municipality with similar assets. The municipality considers all facts and circumstances in estimating the useful lives of assets, which includes the consideration of financial, technical and other factors.

Annual review of remaining useful life

The municipality shall assess at each reporting date whether there is any indication that the municipality's expectations about the residual value and the useful life of an asset have changed since the preceding reporting date. If any such indication exists, the municipality shall revise the expected useful life and/or residual value accordingly. The change(s) shall be accounted for as a change in accounting estimate in accordance with GRAP 3.

In assessing whether there is any indication that the expected useful life of an asset has changed, the municipality considers the following indications:

a) The composition of the asset changed during the reporting period, i.e. the significant components of the asset changed.
b) The use of the asset has changed, because of the following:
    i) The municipality has changed the manner in which the asset is used.
    ii) The municipality has changed the utilisation rate of the asset.

iii) The municipality has made a decision to dispose of the asset in a future reporting period(s) such that this decision changes the expected period over which the asset will be used.

iv) Technological, environmental, commercial, or other changes that occurred during the reporting period that have, or will, change the use of the asset.

v) Legal or similar limits placed on the use of the asset have changed.

vi) The asset was idle or retired from use during the reporting period.

c) The asset is approaching the end of its previously expected useful life.

d) Planned repairs and maintenance on, or refurbishments of, the asset and/or its significant components either being undertaken or delayed.

e) Environmental factors, e.g. increased rainfall or humidity, adverse changes to temperatures or increased exposure to pollution.

f) There is evidence that the condition of the asset improved or declined based on assessments undertaken during the reporting period.

g) The asset is assessed and is being impaired in accordance with GRAP 21/26.

In assessing whether there is any indication that the expected residual value of an asset has changed, an municipality shall consider whether there has been any change in the expected timing of disposal of the asset, as well as any relevant indicators as listed above.

Depreciation method

Depreciation of PPE is applied at the component level. A range of depreciation methods exist and can be selected to model the consumption of service potential or economic benefit (for example the straight line method, diminishing amount method, fixed percentage on reducing balance method, sum of the year digits method, production unit method). The approach used should reflect the consumption of future economic benefits or service potential, and should be reviewed annually where there has been a significant change in the expected pattern of consumption.

Depreciation charge

Depreciation starts once an asset is available for use when it is in the location and condition necessary for it to be capable of operating in the manner intended by management. Depreciation of an asset ceases at the date that the asset is derecognised. Depreciation does not cease

when the asset becomes idle or it is retired from active use and held for disposal unless that asset is fully depreciated.

Change in useful life

Where the remaining useful life of the asset has changed, the carrying value of the asset will be written off over the revised remaining useful life of the asset.

Carrying amount

The carrying amount is the cost price / fair value amount after deducting any accumulated depreciation and accumulated impairment losses.

Finance lease

Depreciable assets financed through a finance lease will give rise to a depreciation expense and finance cost which will occur for each accounting period. The depreciation policy for depreciable leased assets shall be consistent with the policy of depreciable owned assets, and the depreciation recognised shall be calculated in accordance with the Standard on Property, Plant and Equipment, GRAP 17 and Intangible assets GRAP 31. If there is no reasonable certainty that the municipality will obtain ownership by the end of the lease term, the asset shall be fully depreciated over the shorter of the lease term and its useful life. If there is certainty that the municipality will obtain ownership by the end of the lease term, the asset will be fully depreciated over the asset's useful life.

(b) Policy statement

All PPE, except land, servitudes and heritage assets, shall be depreciated over their remaining useful lives. All intangible assets, other than intangibles with an indefinite useful life, shall be amortised over their remaining useful lives.

The municipality shall assess at each reporting date whether there is any indication that the municipality's expectations about the residual value and the useful life of an asset have changed since the preceding reporting date. If any such indication exists, the municipality shall revise the expected useful life and/or residual value accordingly. The change(s) shall be accounted for as a change in accounting estimate in accordance with GRAP 3.

(c) Responsibilities

- The HODs shall ensure that a budgetary provision is made for the depreciation of the

- assets in the ensuing financial year, in consultation with the CFO.
- HODs shall assess at each reporting date whether there is any indication that the municipal expectations about the residual value (Annexure B) and the useful life (Annexure A) of the asset have changed since the preceding reporting date. If such an indication exists the HODs shall motivate to the AO and CFO any adjustments to the revised the useful life and residual value.
- The depreciation method will also be reviewed annually by the HODs and if any adjustment is needed it should be motivated to the AO and CFO. Changes should not be made on a continuous basis because the accounting principle of consistency would be violated.
- The CFO shall ensure that depreciation charges are debited on a monthly basis and that the fixed asset register is reconciled with the general ledger.

10.8 IMPAIRMENT

(a) Definition and rules

Impairment

Impairment is defined as the loss in the future economic benefits or service potential of an asset, over and above the systematic recognition of the loss of the asset's future economic benefits or service potential through depreciation.

Indications of impairment

The municipality must review assets for impairment when one of the indicators below occurs or at least at the end of each reporting period. In assessing whether there is any indication that an asset may be impaired, an municipality shall consider as a minimum the following indicators:

10.8.1 External sources of information:

- decline or cessation in demand;
- significant long-term changes in the technological, legal or government policy environment;
- the carrying amount of the net assets of the municipality is more than its market capitalisation;
- market interest rates have increased during the period, and those increases are likely to affect the discount rate used in calculating an asset's value in use and decrease the asset's recoverable amount materially; or

- a halt in construction could indicate an impairment. Where construction is delayed or postponed to a specific date in the future, the project may be treated as work in progress and not considered as halted.

10.8.2 Internal sources of information:

- evidence of physical damage;
- evidence of obsolescence;
- significant changes with an adverse effect on the municipality have taken place during the period, or are expected to take place in the near future, in the extent to which, or a manner in which, an asset is used or is expected to be used, including an asset becoming idle, plans to dispose of an asset before the previously expected date, and reassessing the useful life of an asset as finite rather than indefinite;
- cash flow for acquiring an asset or maintenance cost thereafter is higher than originally budgeted;
- the actual net cash flow or operating profit or loss flowing from an asset are significantly worse than those budgeted;
- a significant decline in budgeted net cash flow or operating profit, or a significant increase in the budget loss, flowing from the asset; or
- operating losses or net cash outflows for the asset, when current period amounts are aggregated with budgeted amounts for the future.

10.8.3 Other indications, such as loss of market value.

Impairment of projects under construction

In assessing whether a halt in construction would trigger an impairment test, it should be considered whether construction has simply been delayed or postponed, whether the intention to resume construction in the near future or whether the construction work will not be completed in the foreseeable future. Where construction is delayed or postponed to a specific future date, the project may be treated as work in progress and is not considered as halted.

Intangible assets

The Municipality should with in accordance with GRAP 21 and GRAP 26 test intangible assets with an indefinite useful life or an intangible asset not yet available for use for impairment by

comparing its recoverable service amount, as appropriate, with its carrying amount annually and whenever there is an indication that the intangible asset may be impaired.

Recoverable amount

The recoverable amount of a cash or non-cash generating unit is the higher of its fair value less cost to sell and its value in use. The events and circumstances in each instance must be recorded. Where there are indications of impairment, the municipality must estimate the recoverable amount of the asset and also consider adjustment of the remaining useful life, residual value, and method of depreciation.

Impairment loss

An impairment loss of a non-cash-generating unit or asset is defined as the amount by which the carrying amount of an asset exceeds its recoverable service amount. The recoverable service amount is the higher of the fair value less costs to sell and its value in use.

An impairment loss of a cash-generating unit (smallest group of assets that generate cash inflows) or asset is the amount by which the carrying amount of an asset exceeds its recoverable amount. The recoverable amount is the higher of the fair value less costs to sell and its value in use.

Non-cash generating unit

Non-cash-generating units are those assets (or group of assets) that are not held with the primary objective of generating a commercial return. This would typically apply to assets providing goods or services for community or social benefit. The recoverable service amount is the higher of the asset's fair value less cost to sell and its value in use. It may be possible to determine the fair value even if the asset is not traded in an active market. If there is no binding sales agreement or active market for an asset, the fair value less cost to sell is based on the best information available to reflect the amount that an municipality could obtain. However, sometimes it will not be possible to determine the fair value less cost to sell because there is no basis for making reliable estimates of the amount obtainable. For non-cash generating assets which are held on an on-going basis to provide specialised services or public goods to the community, the value in use of the assets is likely to be greater than the fair value less cost to sell. In such cases the municipality may use the asset's value in use as its recoverable service

amount. The value in use of a non-cash generating unit/asset is defined as the present value of the asset's remaining service potential.

This can be determined using any of the following approaches:

- the Depreciated Replacement Cost (DRC) approach (and where the asset has enduring and material over-capacity, for example in cases where there has been a decline in demand, the Optimised Depreciated Replacement Cost (ODRC) approach may be used);
- the restoration cost approach (the Depreciated Replacement Cost less cost of restoration) – usually used in cases where there has been physical damage; or
- the service units approach (which could be used for example where a production units model of depreciation is used).

Where the present value of an asset's remaining service potential (determined as indicated above) exceeds the carrying value, the asset is not impaired.

Cash-generating unit

Cash-generating units are those assets held with the primary objective of generating a commercial return. An asset generates a commercial return when it is deployed in a manner consistent with that adopted by a profit-oriented municipality. Holding an asset to generate a "commercial return" indicates that an municipality intends to generate positive cash inflows from the asset (or from part of the cash-generating unit of which the asset is a part) and earn a commercial return that reflects the risk involved in holding the asset. When the cost model is adopted, fair value is determined in accordance with the rules indicated for measurement after recognition. Costs to sell are the costs directly attributable to the disposal of the asset (for example agents fees, legal costs), excluding finance costs and income tax expenses. The value in use is determined by estimating the future cash inflows and outflows from the continuing use of the asset and net cash flows to be received or (paid) for the disposal of the assets at the end of its useful life, including factors to reflect risk in the respective cash-flows and the time value of money.

Judgement

The extent to which the asset is held with the objective of providing a commercial return needs to be considered to determine whether the asset is a cash generating or non-cash generating asset. An asset may be held with the primary objective of generating a commercial return even though it does not meet that objective during a particular reporting period. Conversely, an asset may be a non-cash-generating asset even though it may be breaking even or generating a commercial return during a particular reporting period. In some cases it may not be clear whether the primary objective of holding an asset is to generate a commercial return. In such cases it is necessary to evaluate the significance of the cash flows. It may be difficult to determine whether the extent to which the asset generates cash flows is so significant that the asset is a non-cash-generating- or a cash-generating asset. Judgement is needed in these circumstances.

Recognition of impairment

The impairment loss is recognised as an expense when incurred (unless the asset is carried at a re-valued amount, in which case the impairment is carried as a decrease in the Revaluation Reserve, to the extent that such reserve exists). After the recognition of an impairment loss, the depreciation charge for the asset is adjusted for future periods to allocate the asset's revised carrying amount, less its residual value (if any), on a systematic basis over its remaining useful life.

When no future economic benefit is likely to flow from an asset, it is de-recognised and the carrying amount of the asset at the time of de-recognition, less any economic benefit from the de-recognition of the asset, is debited to the Statement of Financial Performance as a "Loss on Disposal of Asset".

In the event of compensation received for damages to an item of PPE, the compensation is considered as the asset's ability to generate income and is disclosed under Sundry Revenue; and the asset is impaired/ de-recognised.

Reversing an impairment loss

The municipality must assess each year from the sources of information indicated above whether there is any indication that an impairment loss recognised in previous years may no longer exist or may have decreased. In such cases, the carrying amount is increased to its recoverable amount (providing that it does not exceed the carrying amount that would have been

determined had no impairment loss been recognised in prior periods). Any reversal of an impairment loss is recognised as a credit in surplus or deficit.

(b) Policy statement

Impairment of assets shall be recognised as an expense in the Statement of Financial Performance when it occurs or at least at every reporting date. Ad-hoc impairment shall be identified as part of normal operational management as well as scheduled annual inspections of the assets.

The municipality must review assets for impairment at the end of each reporting period by assessing whether there is any indication that an asset may be impaired.

All assets relating to these assets which are held with the primary objective of generating a commercial return. Consequently the municipality adopts the impairment treatment for cash generating units in the impairments of its PPE and associated intangible assets that relate to these assets.

All these assets that are considered to be assets whose primary objective is to provide goods and services for community or social benefit, and where positive cash flows are generated, these are with the view to support the primary objective rather than for financial return to equity holders. Consequently the municipality adopts the impairment treatment for non-cash generating units in the impairments of its PPE and associated intangible assets that relate to these asset classes.

(c) Responsibilities

- The CFO shall indicate a fixed annual date for the review of any impairment that may have occurred on assets under the control of the respective HODs.
- HODs shall assess at each reporting date whether there is any indication that an asset may be impaired. The HOD shall motivate to the CFO the proposed changes in the performance of such assets and the necessary impairment that needs to be recognised on such assets indications
- The HOD should evaluate all the immovable PPE for impairment, taking into consideration any discussions with the senior accountants and operating managers.
- The Asset register administrator should update the fixed asset register with the information received, relating to the impairment, from the financial management system where the impairment journals have been processed.

- The CFO shall report changes made to the carrying values of these assets in the asset register to the AO and Council.

10.9 DE-RECOGNITION

(a) Definition and rules

Exempt assets

Capital assets transferred to another municipality or to a municipal municipality or to a national or provincial organ of state in circumstances and in respect of categories of assets approved by the National Treasury, provided that such transfers are in accordance with a prescribed framework in terms of the Municipal Asset Transfer Regulations.

Non-exempt assets

Assets other than exempt assets.

De-recognition

Assets are de-recognised on disposal or when no future economic benefits or service potential are expected from its use or disposal. Where assets exist that have reached the end of their useful life yet they pose potential liabilities, the assets will not be de-recognised until the obligations under the potential liabilities have been settled.

The gain or loss arising from de-recognition of an item of immovable assets shall be included in surplus of deficit when the item is de-recognised.

PPE that is associated with the provision of basic services cannot be disposed without the approval of Council.

Government Gazette No. 31346, Municipal asset transfer regulations, sets out the regulations regarding municipal asset transfers and disposals, for example type of assets that need approval to be disposed or transferred, timeframes, possible public participation requirements, considerations in approving the transfer or disposal and Council approval.

Read in conjunction with the Municipal Finance Management Act (MFMA) it is clear that a municipality may not transfer ownership as a result of a sale or other transaction or otherwise

permanently dispose of a capital asset needed to provide the minimum level of basic municipal services unless that transfer is to an organ of state, and the following conditions must be met:

- Ownership in the capital asset (including replacements, upgrading and improvements made by the organ of state) must immediately revert to the municipality should the organ of state for any reason cease to or is unable to render the service;
- The organ of state may not without the written approval of the municipality:
- Transfer, dispose of or encumber the capital asset (including replacements, upgrading and improvements made by the organ of state) in any way;
- Grant a right to another person to use, control or manage the capital asset (including replacements, upgrading and improvements made by the organ of state);
- The transfer agreement must reflect the conditions above; and
- The organ of state must demonstrate the ability to adequately maintain and safeguard the asset.

If the combined value of any non-exempt capital assets a municipality intends to transfer or dispose of in any financial year exceeds 5% of the total value of its assets, as determined from its latest available audited AFS, a public participation process must be conducted to facilitate the determinations of the municipal council, in relation to all the non-exempt capital assets proposed to be transferred or disposed of during the year.

Council may delegate the following powers and responsibilities to the AO:

- The decision as to whether the non-exempt capital asset is needed to provide a basic service;
- The power to approve in-principle that the non-exempt capital asset may be transferred or disposed of; and
- The authority to approve in-principle of the granting of a right to use a capital asset. This delegation does not extend however, to cover long-term high-value transactions.

Disposal of assets should be at fair value. If payment for the item is deferred, the consideration received is recognised initially at the cash price equivalent (the total proceeds discounted to the present value as at the transaction date). The difference between the nominal amount of the consideration and the cash price equivalent is recognised as interest revenue.

Disposal Management System

An effective system of disposal management for disposal or letting of assets, including unserviceable, redundant or obsolete assets, must be provided for in the Supply Chain Management Policy.

This must specify the ways in which assets may be disposed of, including by:

- transfer the asset to another organ of state in terms of a provision of the MFMA enabling the transfer of assets;
- transferring the assets to another organ of state at market related value or, when appropriate, free of charge;
- selling the asset; or
- destroying the asset.

PPE may be sold only at market related prices except when it is in the public interest or to alleviate the plight of the poor. When assets are traded in for other assets, the highest possible trade-in price must be negotiated.

Revaluation model

The revaluation surplus is transferred to the Accumulated Surpluses / (Deficits) Account on de-recognition of an asset. An amount equal to the difference between the new (enhanced) depreciation expense and the depreciation expenses determined in respect of such immovable asset before the revaluation in question may be transferred from the Revaluation Reserve to the municipality's Accumulated Surplus / Deficit Account. An adjustment of the aggregate transfer is made at the end of each financial year.

(b) Policy statement

Fixed assets for which no future economic benefits or service potential are expected shall be identified and methods of disposal and the associated costs or income considered by Council. The carrying amount of the asset shall be de-recognised when no future economic benefits or service potential are expected from its use or its disposal. Where assets exist that have reached the end of their useful life yet they pose potential liabilities, the assets will not be de-recognised until the obligations under the potential liabilities have been settled.

Where an asset being de-recognised was previously revalued, the revaluation surplus is transferred to the Accumulated Surpluses / (Deficits) Account on de-recognition of an asset.

(c) Responsibilities

- Fixed assets shall be de-recognised only on the recommendation of the HOD controlling the asset, and with the approval of the AO.
- Every HOD shall report to the CFO on assets which such HOD wishes to have de-recognised, stating in full the reason for such recommendation, indicating whether or not the assets are associated with the provision of basic services. The CFO shall submit a report to the Mayoral Committee on an annual basis for consideration of asset disposals.
- Assets that are replaced in the nominal course of the life-cycle renewal should be de-recognised and removed from the asset register.
- The AO, in consultation with the CFO and other HODs shall formulate norms and standards from the replacement of all PPE.

10.10 INSURANCE OF ASSETS

(a) Definition and rules

Insurance provides selected coverage for the accidental loss of asset value.

Generally, government infrastructure is not insured against disasters because relief is provided from the Disaster Fund through National Treasury. The municipality can however elect to insure certain infrastructure risks, though approval must be obtained from the Council. The CFO Chief Risk Officer must conduct a risk assessment of all assets and after considering the risks involved, report to Council, which assets must be insured. The risk assessment must be based on a loss probability analysis and if there is no capacity within the municipality to conduct the analysis, the CFO should be authorised to obtain external professional assistance.

The municipality may elect to operate a self-insurance reserve, in which case the CFO shall annually determine the premiums payable by the departments or votes after having received a list of assets and insurable values of all relevant assets from the HODs concerned. This will be reflected in the accumulated surplus and will be cash backed.

Assets must be insured internally or externally and coverage must be based on the loss probability analysis. All insurance claims must be assessed by an official, charged with the responsibility for the insurance of assets, to determine whether the damage to the assets can be recovered from possible third parties involved. If the damage was caused by an identifiable third party the CFO or HOD of the department should compile a report advising the AO of the facts thereof and any possible further action.

(b) Policy statement

The municipality should adhere to the disaster management plan for prevention and mitigation of disaster in order to be able to attract the disaster management contribution during or after disaster. The Council shall decide on insurance cover for assets each financial year based on the recommendation from the AO after consultation with the CFO.

(c) Responsibilities

- The AO will consult with the CFO on the basis of insurance to be applied to each type of asset: either the carrying value or the replacement value of the immovable asset concerned. The approach shall take due cognisance of the budgetary resources of the municipality, and where applicable asset classes shall be prioritised in terms of their risk exposure and value.
- The AO shall advise Council on the insurance approach taken.

In the event that the CFO is directed by Council to establish a self-insurance reserve, the CFO shall annually submit a report to the Council on any reinsurance cover which it is deemed necessary to procure for the municipality's self-insurance reserve.

11. POLICY FOR SAFEGUARDING

(a) Definitions and rules

The municipality applies controls and safeguards to ensure that assets are protected against improper use, loss, theft, malicious damage or accidental damage.

The existence of assets is physically verified from time-to-time, and measures adopted to control their use, as follows:

- All above ground assets should be verified for existence and any changes in condition at least once a year by means of workstreams done by an independent service provider. These inspections should be formally recorded and signed off and, where possible, shall be worked into the routine maintenance inspections. These inspections may be prioritised on a risk basis to give emphasis to assets approaching the end of their useful life and assets with a high value in relation to total assets (the threshold for high value will be determined by the CFO), whereas a sample basis may be adopted for long life or multiple assets of a similar nature;
- Performance data shall be reviewed for buried assets to identify possible changes in condition; and
- A detailed road condition survey shall be conducted every 5 years.

Every HOD shall at least once during every financial year undertake a comprehensive verification of all movable PPE controlled by or used by the department concerned. Every HOD shall promptly and fully report in writing to the CFO, in the format determined by the CFO, all relevant results of such verification.

This report in respect of the annual physical verification of movable assets shall:-

- Confirm the location of the asset;
- Confirm the physical description of the asset;
- Confirm the level of utilisation of the asset;
- Indicate the assessment of the condition of the asset (Condition Grade);
- Indicate the expected useful life of the asset (RUL); and

The existence or absence of any physical impairment of the asset.

Transfers between HOD's:

- ***Permanent transfers to another HOD***

  A HOD may transfer an asset under his control provided that another HOD agrees in writing to accept responsibility for that asset. Copies of such approvals must be submitted to the Financial Department.

  The Financial Department must appropriately amend the Asset register by recording all approved transfers.

  The HOD to whom the asset is transferred must assume accountability for the transferred asset from a date specified in the written communication referred to above.

  A HOD must ensure that assets are appropriately safeguarded for loss, damage, or misuse wherever they are located. Safeguarding includes ensuring reasonable physical restrictions.

- ***Relocation or Reassignment of Assets***

  A HOD must advise the Chief Financial Officer, in writing, whenever an asset is relocated or reassigned from the location (or base) or cost centre as recorded in the Asset Register.

  In the case of assets such as vehicles being utilized in the normal course of operations away from its base such reporting is not necessary.

The municipality may allocate day-to-day duties relating to such control, verification and safekeeping to asset custodians, and record such in the asset register.

(b) Policy statement

An asset safeguarding plan shall be prepared for all assets indicating measures that are considered effective to ensure that all assets under control of the municipality are appropriately safeguarded from inappropriate use or loss, including the identification of asset custodians for all assets. The impact of budgetary constraints on such measures shall be reported to Council. The existence, condition and location of these assets shall be verified annually (in line with the assessment of impairment).

(c) Responsibilities

- Each HOD shall prepare and submit to the CFO, upon request, an annual asset safeguarding plan for the assets under the control of their respective departments, indicating the budget required.
- The CFO shall confirm the available budget, and in consultation with the respective HOD, determine the impact of any budget shortfall. The CFO shall report the impacts to the AO for review, and advise Council.
- Each HOD shall implement the safeguarding plan within the resources made available.
- Each HOD shall report, within the time frame indicated by the CFO, the existence, condition, location and appropriate use of assets under the control of their respective departments at the review date.
- Every HOD shall at least once during every financial year undertake a comprehensive verification of all movable PPE controlled by or used by the department concerned.
- Every HOD shall promptly and fully report in writing to the CFO, in the format determined by the CFO, all relevant results of such movable asset verification.
- Malicious damage, theft, and break-ins must be reported to the AO or delegated person within 48 hours of its occurrence or awareness by the respective HOD.
- The AO must report criminal activities to the South African Police Service.

12. POLICY FOR LIFE-CYCLE MANAGEMENT OF IMMOVABLE PPE ASSETS

(a) Definitions and rules

Service delivery

Immovable PPE assets (such as infrastructure and community facilities) are the means by which the municipality delivers a range of essential municipal services. Consequently the management of such assets is critical to meeting the strategic objectives of the municipality and in measuring its performance.

Asset management

The goal of asset management of immovable PPE is to meet a required level of service, in the most cost-effective manner, through the management of assets for present and future customers.

The core principles are:

- taking a life-cycle approach;
- developing cost-effective management strategies for the long-term;
- providing a defined level of service and monitoring performance;
- understanding and meeting the impact of growth through demand management and infrastructure investment;
- managing risks associated with asset failures;
- sustainable use of physical resources; and
- continuous improvement in the immovable PPE asset management practices.

(b) Policy statement

The municipality shall provide municipal services for which the municipality is responsible, at an appropriate level, and in a transparent, accountable and sustainable manner, in pursuit of legislative requirements and in support of its strategic objectives, according to the following core principles:

Effective governance

The municipality shall strive to apply effective governance systems to provide for consistent asset management and maintenance planning in adherence to and compliance with all applicable legislation to ensure that asset management is conducted properly, and municipal services are provided as expected.

To this end, the municipality shall:

- continue to adhere to all constitutional, safety, health, systems, financial and asset-related legislation;
- regularly review updates and amendments to the above legislation;
- review and update its current policies and by-laws to ensure compliance with the requirements of prevailing legislation; and
- effectively apply legislation for the benefit of the community.

Sustainable service delivery

The municipality shall strive to provide to its customers services that are technically, environmentally and financially sustainable.

To this end, the municipality shall:

- Identify a suite of levels and standards of service that conform with statutory requirements and rules for their application based on long-term affordability to the municipality;
- identify technical and functional performance criteria and measures, and establish a commensurate monitoring and evaluation system;
- identify current and future demand for services, and demand management strategies;
- set time-based targets for service delivery that reflect the need to newly construct, upgrade, renew, and dispose infrastructure assets, where applicable in line with national targets;
- apply a risk management process to identify service delivery risks at asset level and appropriate responses;
- prepare and adopt a maintenance strategy and plan to support the achievement of the required performance;
- allocate budgets based on long-term financial forecasts that take cognisance of the full life-cycle needs of existing and future infrastructure assets and the risks to achieving the adopted performance targets;
- strive for alignment of the financial statements with the actual service delivery potential of the infrastructure assets; and
- implement its tariff and credit control and debt collection policies to sustain and protect the affordability of services by the community.

Social and economic development

The municipality shall strive to promote social and economic development in its municipal area by means of delivering municipal services in a manner that meet the needs of the various customer user-groups in the community.

To this end, the municipality shall:

- regularly review its understanding of customer needs and expectations through effective consultation processes covering all service areas;
- implement changes to services in response to changing customer needs and expectations where appropriate;
- foster the appropriate use of services through the provision of clear and appropriate information;

- ensure services are managed to deliver the agreed levels and standards; and
- create job opportunities and promote skills development in support of the national Expanded Public Work Program (EPWP).

Custodianship

The municipality shall strive to be a responsible custodian and guardian of the community's assets for current and future generations.

To this end, the municipality shall:

- establish a spatial development framework that takes cognisance of the affordability to the municipality of various development scenarios;
- establish appropriate development control measures including community information;
- cultivate an attitude of responsible utilisation and maintenance of its assets, in partnership with the community;
- ensure that heritage resources are identified and protected; and
- ensure that a long-term view is taken into account in infrastructure asset management decisions.

Transparency

The municipality shall strive to manage its infrastructure assets in a manner that is transparent to all its customers, both now and in the future.

To this end, the municipality shall:

- develop and maintain a culture of regular consultation with the community with regard to its management of infrastructure in support of service delivery;
- clearly communicate its service delivery plan and actual performance through its Service Delivery and Budget Implementation Plan (SDBIP);
- avail immovable PPE asset management information and
- continuously develop the skills of councillors and officials to effectively communicate with the community with regard to service levels and standards.

Cost-effectiveness and efficiency

The municipality shall strive to manage its infrastructure assets in an efficient and effective manner.

To this end, the municipality shall:

- assess life-cycle options for proposed new infrastructure in line with the Supply Chain Management Policy;
- regularly review the actual extent, nature, utilisation, criticality, performance and condition of infrastructure assets to optimise planning and implementation works;
- assess and implement the most appropriate maintenance of infrastructure assets to achieve the required network performance standards and to achieve the expected useful life of infrastructure assets;
- continue to secure and optimally utilise governmental grants in support of the provision of free basic services;
- implement new and upgrading construction projects to maximise the utilisation of budgeted funds;
- ensure the proper utilisation and maintenance of existing assets subject to availability of resources;
- establish and implement demand management plans;
- timeously renew infrastructure assets based on capacity, performance, risk exposure, and cost;
- timeously dispose of infrastructure assets that are no longer in use;
- review management and delivery capacity, and procure external support as necessary;
- establish documented processes, systems and data to support effective life-cycle infrastructure asset management;
- strive to establish a staff contingent with the required skills and capacity, and procure external support as necessary; and
- conduct regular and independent assessments to support continuous improvement of infrastructure asset management practice.

(c) Responsibilities

- Upon adoption of this policy by Council, the AO shall meet regularly with the CFO and HODs and to take measures to effectively implement this policy, and to report to Council on progress made at a frequency indicated by Council.
- HODs shall develop, and update at regular intervals to be determined by the AO in consultation with the CFO and HODs, an Asset Management Plan (AMP) for each service

involving immovable PPE that shall assess levels and standards of service, future demand, risk, determine a lifecycle plan for a minimum 10 year planning horizon, and identify management practice improvement needs (3 year horizon). The AMPs will be submitted through the AO to Council for adoption. AMPs shall be used to inform the preparation of a CMIP and budgets through the IDP process. The time frame for the first time implementation of this will be determined by the AO in consultation with the CFO and HODs.

- The CFO shall, in consultation with HODs, determine grading scales for the measurement of asset condition, performance, cost-of–operation, and utilisation for that are common and applicable to all services. Where necessary, the HODs shall interpret the grading scales for the immovable PPE assets under their control. HODs shall determine the grading of all immovable PPE assets under their control at a level of accuracy considered appropriate to the municipality's resources, at intervals to be determined by the AO in consultation with the CFO and HODs.
- HODs shall prepare, and review at regular intervals to be determined by the AO in consultation with the CFO and HODs, an Operations and Maintenance Strategy and Plan, and submit such, through the AO, to Council for adoption. The municipality shall engage contractors when necessary to support in the implementation of maintenance actions and adopt a system that assists in managing such maintenance. The time frame for the first time implementation of this will be determined by the AO in consultation with the CFO and HODs.
- HODs shall determine detailed service performance measures (differentiated, where applicable for identified customer groups), and submit such, through the AO, to Council for adoption and inclusion in the Services Delivery and Budget Implementation Plan. HODs shall establish a monitoring regime, and report actual performance each financial year. The time frame for the first time implementation of this will be determined by the AO in consultation with the CFO and HODs.
- The AO shall establish procedures to ensure that legislative requirements regarding the management of immovable PPE assets, including but not limited to health and safety, and environmental protection, are documented and advised to HODs. HODs shall address legislative needs in their strategies and plans, and shall enforce implementation.
- Review the municipality's Risk Management framework to ensure that it is effective for the management of physical risks to infrastructure and buildings. Important actions shall be

identified and implemented. The HODs shall report risk exposure relating to their respective assets each financial year.

13. SELLING OF REDUNDANT MOVABLE ASSETS

All assets earmarked to be written off must be sold by public auction or tender after the following steps have been followed:-

- a notice of the intention of the municipality to sell the asset has been published in a local newspaper;
- in the case of a public auction, the municipality has appointed an independent auctioneer to conduct the auction; and
- in the case of a tender, the prescribed tender procedures of the municipality has been followed.

14. RESIGNATION OF OFFICIALS

When an official resigns, a termination of service form is received from Human Resources. A list of assets allocated to the official is printed from the system and forwarded to the appropriate department. This should be signed by the official and supervisor as proof that the assets have been handed over in good order. This should then be returned to the asset section.

15. POLICY IMPLEMENTATION

Procedures should be prepared and adopted by the AO, in consultation with the CFO and HODs, to give effect to this policy.

ANNEXURE A: INDICATIVE USEFUL LIFE OF FIXED ASSETS

Level 1		Level 2		Level 3		life (years)	
GROUPT		GROUPM		GROUP			
						MIN	MAX
10000	LAND	11000	LAND	11001	DEVELOPED LAND	0	
10000	LAND	11000	LAND	11002	UNDEVELOPED LAND	0	
20000	BUILDINGS	21000	DWELLINGS	21001	CARAVANS	5	10
20000	BUILDINGS	21000	DWELLINGS	21002	CHILDREN'S HOMES	25	30
20000	BUILDINGS	21000	DWELLINGS	21003	FOREIGN MISSION DWELLINGS	25	30
20000	BUILDINGS	21000	DWELLINGS	21004	HOMES FOR THE AGED	25	30
20000	BUILDINGS	21000	DWELLINGS	21005	HOSTELS	25	30
20000	BUILDINGS	21000	DWELLINGS	21006	MILITARY PERSONNEL DWELLINGS	25	30
20000	BUILDINGS	21000	DWELLINGS	21007	MOBILE HOMES	5	10
20000	BUILDINGS	21000	DWELLINGS	21008	PLACES OF SAFETY	25	30
20000	BUILDINGS	21000	DWELLINGS	21009	PRISONS AND REHABILITATION FACILITIES	25	30
20000	BUILDINGS	21000	DWELLINGS	21010	RESIDENCES (PRESIDENTIAL, EMBASSIES)	25	30
20000	BUILDINGS	21000	DWELLINGS	21011	RESIDENCES (PERSONNEL) INCL GARAGES AND PARKING	25	30
20000	BUILDINGS	21000	DWELLINGS	21012	SECURE CARE CENTRES	25	30
20000	BUILDINGS	21000	DWELLINGS	21013	RECREATIONAL / HOLIDAY ACCOMMODATION	25	30
20000	BUILDINGS	21000	DWELLINGS	21014	RESIDENTIAL PERIMETER PROTECTION	10	25
20000	BUILDINGS	21000	DWELLINGS	21015	LOW COST HOUSING	25	30
20000	BUILDINGS	22000	NON RESIDENTIAL STRUCTURES	22001	AIRPORT AND ASSOCIATED BUILDINGS	25	30
20000	BUILDINGS	22000	NON RESIDENTIAL STRUCTURES	22002	BORDER AND CUSTOM CONTROL POINTS	25	30
20000	BUILDINGS	22000	NON RESIDENTIAL STRUCTURES	22003	BUS TERMINALS	25	30
20000	BUILDINGS	22000	NON RESIDENTIAL STRUCTURES	22004	BUS SHELTERS	10	15
20000	BUILDINGS	22000	NON RESIDENTIAL STRUCTURES	22005	CIVIC THEATERS	25	30
20000	BUILDINGS	22000	NON RESIDENTIAL STRUCTURES	22006	CLINICS AND COMMUNITY HEALTH FACILITIES	25	30
20000	BUILDINGS	22000	NON RESIDENTIAL STRUCTURES	22007	COMMUNITY CENTRES AND PUBLIC ENTERTAINMENT BUILDINGS	25	30

20000	BUILDINGS	22000	NON RESIDENTIAL STRUCTURES	22008	DRIVER AND VEHICLE TESTING CENTRES	25	30
20000	BUILDINGS	22000	NON RESIDENTIAL STRUCTURES	22009	FIRE STATIONS	25	30
20000	BUILDINGS	22000	NON RESIDENTIAL STRUCTURES	22010	FOREIGN MISSION OFFICES	25	30
20000	BUILDINGS	22000	NON RESIDENTIAL STRUCTURES	22011	HOSPITALS AND AMBULANCE STATIONS	25	30
20000	BUILDINGS	22000	NON RESIDENTIAL STRUCTURES	22012	INDUSTRIAL BUILDINGS	25	30
20000	BUILDINGS	22000	NON RESIDENTIAL STRUCTURES	22013	LABORATORIES	25	30
20000	BUILDINGS	22000	NON RESIDENTIAL STRUCTURES	22014	LIBRARIES	25	30
20000	BUILDINGS	22000	NON RESIDENTIAL STRUCTURES	22015	MORTUARIES	25	30
20000	BUILDINGS	22000	NON RESIDENTIAL STRUCTURES	22016	MUSEUMS AND ART GALLERIES	25	30
20000	BUILDINGS	22000	NON RESIDENTIAL STRUCTURES	22017	OFFICE BUILDINGS (INCL AIR CONDITIONING SYSTEMS)	25	30
20000	BUILDINGS	22000	NON RESIDENTIAL STRUCTURES	22018	PUBLIC PARKING (COVERED AND OPEN)	25	30
20000	BUILDINGS	22000	NON RESIDENTIAL STRUCTURES	22019	POLICE STATIONS (AND ASSOCIATED BUILDINGS)	25	30
20000	BUILDINGS	22000	NON RESIDENTIAL STRUCTURES	22020	RAILWAY AND ASSOCIATED BUILDINGS	25	30
20000	BUILDINGS	22000	NON RESIDENTIAL STRUCTURES	22021	RESEARCH FACILITIES (INCLUDING WEATHER)	25	30
20000	BUILDINGS	22000	NON RESIDENTIAL STRUCTURES	22022	STADIUMS	25	30
20000	BUILDINGS	22000	NON RESIDENTIAL STRUCTURES	22023	TAXI RANKS	10	15
20000	BUILDINGS	22000	NON RESIDENTIAL STRUCTURES	22024	UNIVERSITIES, COLLEGES, SCHOOLS	25	30
20000	BUILDINGS	22000	NON RESIDENTIAL STRUCTURES	22025	WAREHOUSES (STORAGE FACILITIES INCLUDING DATA)	25	30
20000	BUILDINGS	22000	NON RESIDENTIAL STRUCTURES	22026	SPORT AND RECREATIONAL FACILITIES	25	30
20000	BUILDINGS	22000	NON RESIDENTIAL STRUCTURES	22027	NON RESIDENTIAL PERIMETER PROTECTION	10	25
20000	BUILDINGS	22000	NON RESIDENTIAL STRUCTURES	22028	ABLUTION / PUBLIC FACILITIES	25	30
20000	BUILDINGS	22000	NON RESIDENTIAL STRUCTURES	22029	CAR PORTS / GAEAGE	10	15
20000	BUILDINGS	22000	NON RESIDENTIAL STRUCTURES	22030	WORKSHOPS / STORE ROOMS	25	30
20000	BUILDINGS	22000	NON RESIDENTIAL STRUCTURES	22031	MARKETS / SHOPS	25	30

20000	BUILDINGS	22000	NON RESIDENTIAL STRUCTURES	22032	STRUCTURES FOR AGRICULTURAL PURPOSES	25	30
20000	BUILDINGS	22000	NON RESIDENTIAL STRUCTURES	22033	NURSERIES	25	30
20000	BUILDINGS	22000	NON RESIDENTIAL STRUCTURES	22034	INTERNAL ROADS	10	20
30000	OTHER STRUCTURES (INFRASTRUCTURE)	31000	ELECTRICITY	31001	COOLING TOWERS	25	30
30000	OTHER STRUCTURES (INFRASTRUCTURE)	31000	ELECTRICITY	31002	MAINS	15	20
30000	OTHER STRUCTURES (INFRASTRUCTURE)	31000	ELECTRICITY	31003	METERS PREPAID	10	20
30000	OTHER STRUCTURES (INFRASTRUCTURE)	31000	ELECTRICITY	31004	METERS CREDIT	20	25
30000	OTHER STRUCTURES (INFRASTRUCTURE)	31000	ELECTRICITY	31005	POWER STATIONS COAL	50	60
30000	OTHER STRUCTURES (INFRASTRUCTURE)	31000	ELECTRICITY	31006	POWER STATIONS GAS	50	60
30000	OTHER STRUCTURES (INFRASTRUCTURE)	31000	ELECTRICITY	31007	POWER STATIONS HYDRO	50	60
30000	OTHER STRUCTURES (INFRASTRUCTURE)	31000	ELECTRICITY	31008	POWER STATIONS NUCLEAR	60	80
30000	OTHER STRUCTURES (INFRASTRUCTURE)	31000	ELECTRICITY	31009	ELECTRICITY SUPPLY / RETICULATION	15	25
30000	OTHER STRUCTURES (INFRASTRUCTURE)	31000	ELECTRICITY	31010	TRANSFORMERS	25	50
30000	OTHER STRUCTURES (INFRASTRUCTURE)	31000	ELECTRICITY	31011	LINES UNDERGROUND	25	45
30000	OTHER STRUCTURES (INFRASTRUCTURE)	31000	ELECTRICITY	31012	LINES OVERHEAD	20	30
30000	OTHER STRUCTURES (INFRASTRUCTURE)	31000	ELECTRICITY	31013	CABLES	25	45
30000	OTHER STRUCTURES (INFRASTRUCTURE)	31000	ELECTRICITY	31014	SUBSTATION SWITCHGEAR	20	30
30000	OTHER STRUCTURES (INFRASTRUCTURE)	31000	ELECTRICITY	31015	SUBSTATION EQUIPMENT OUTDOOR	20	30
30000	OTHER STRUCTURES (INFRASTRUCTURE)	31000	ELECTRICITY	31016	SUBSTATION EQUIPMENT GIS	15	30
30000	OTHER STRUCTURES (INFRASTRUCTURE)	31000	ELECTRICITY	31017	SUBSTATION EQUIPMENT INDOOR	30	40
30000	OTHER STRUCTURES (INFRASTRUCTURE)	31000	ELECTRICITY	31018	ELECTRICAL PANELS	3	5
30000	OTHER STRUCTURES (INFRASTRUCTURE)	31000	ELECTRICITY	31019	TELEMETRY	7	15
30000	OTHER STRUCTURES (INFRASTRUCTURE)	31000	ELECTRICITY	31020	ELECTRICITY PERIMETER PROTECTION	10	25
30000	OTHER STRUCTURES (INFRASTRUCTURE)	31000	ELECTRICITY	31021	STRUCTURE FOR ELECTRICAL PURPOSE	20	35

30000	OTHER STRUCTURES (INFRASTRUCTURE)	31000	ELECTRICITY	31022	HIGH MAST LIGHTS	10	15
30000	OTHER STRUCTURES (INFRASTRUCTURE)	31000	ELECTRICITY	31023	RING MAIN UNIT	30	50
30000	OTHER STRUCTURES (INFRASTRUCTURE)	31000	ELECTRICITY	31024	BUILDING FOR ELECTRICAL PURPOSE	20	30
30000	OTHER STRUCTURES (INFRASTRUCTURE)	31000	ELECTRICITY	31025	MINI SUB STATION	20	30
30000	OTHER STRUCTURES (INFRASTRUCTURE)	32000	ROADS	32101	BRIDGES VEHICLE CONCRETE	60	80
30000	OTHER STRUCTURES (INFRASTRUCTURE)	32000	ROADS	32102	BRIDGES VEHICLE STEEL	40	50
30000	OTHER STRUCTURES (INFRASTRUCTURE)	32000	ROADS	32103	BRIDGES VEHICLE TIMBER	25	40
30000	OTHER STRUCTURES (INFRASTRUCTURE)	32000	ROADS	32104	BRIDGES PEDESTRIAN CONCRETE	60	80
30000	OTHER STRUCTURES (INFRASTRUCTURE)	32000	ROADS	32105	BRIDGES PEDESTRIAN STEEL	40	50
30000	OTHER STRUCTURES (INFRASTRUCTURE)	32000	ROADS	32106	BRIDGES PEDESTRIAN TIMBER	25	40
30000	OTHER STRUCTURES (INFRASTRUCTURE)	32000	ROADS	32107	BRIDGES RAILWAY CONCRETE	60	80
30000	OTHER STRUCTURES (INFRASTRUCTURE)	32000	ROADS	32108	BRIDGES RAILWAY STEEL	40	50
30000	OTHER STRUCTURES (INFRASTRUCTURE)	32000	ROADS	32109	BRIDGES RAILWAY TIMBER	25	40
30000	OTHER STRUCTURES (INFRASTRUCTURE)	32000	ROADS	32110	BRIDGES REINFORCED RETAINING WALLS EARTH	10	15
30000	OTHER STRUCTURES (INFRASTRUCTURE)	32000	ROADS	32111	BRIDGES REINFORCED RETAINING WALLS CONCRETE	25	30
30000	OTHER STRUCTURES (INFRASTRUCTURE)	32000	ROADS	32112	BRIDGES EXPANSION AND CONSTRUCTION JOINTS	15	20
30000	OTHER STRUCTURES (INFRASTRUCTURE)	32000	ROADS	32201	STORM WATER CULVERTS	25	40
30000	OTHER STRUCTURES (INFRASTRUCTURE)	32000	ROADS	32202	STORM WATER CULVERTS CONCRETE	40	60
30000	OTHER STRUCTURES (INFRASTRUCTURE)	32000	ROADS	32203	STORM WATER CULVERTS ARCO	25	40
30000	OTHER STRUCTURES (INFRASTRUCTURE)	32000	ROADS	32204	STORM WATER DRAINS EARTHWORKS	80	100
30000	OTHER STRUCTURES (INFRASTRUCTURE)	32000	ROADS	32205	STORM WATER DRAINS CONCRETE LINING	25	50
30000	OTHER STRUCTURES (INFRASTRUCTURE)	32000	ROADS	32206	STORM WATER STOP BANKS	40	50
30000	OTHER STRUCTURES (INFRASTRUCTURE)	32000	ROADS	32207	STORM WATER PIPES	25	50
30000	OTHER STRUCTURES (INFRASTRUCTURE)	32000	ROADS	32208	STORM WATER COASTAL STRUCTURE	20	40

30000	OTHER STRUCTURES (INFRASTRUCTURE)	32000	ROADS	32209	STORM WATER COASTAL PIERS	60	80
30000	OTHER STRUCTURES (INFRASTRUCTURE)	32000	ROADS	32210	STORM WATER COASTAL OUTFALLS	60	80
30000	OTHER STRUCTURES (INFRASTRUCTURE)	32000	ROADS	32401	ROADS KERB AND CHANNELS	40	50
30000	OTHER STRUCTURES (INFRASTRUCTURE)	32000	ROADS	32301	ROADS MUNICIPAL ASPHALT SURFACE	10	20
30000	OTHER STRUCTURES (INFRASTRUCTURE)	32000	ROADS	32302	ROADS MUNICIPAL ASPHALT BASIS/STRUCTURE	30	50
30000	OTHER STRUCTURES (INFRASTRUCTURE)	32000	ROADS	32303	ROADS MUNICIPAL CONCRETE SURFACE	10	30
30000	OTHER STRUCTURES (INFRASTRUCTURE)	32000	ROADS	32304	ROADS MUNICIPAL CONCRETE BASIS/STRUCTURE	30	50
30000	OTHER STRUCTURES (INFRASTRUCTURE)	32000	ROADS	32305	ROADS MUNICIPAL GRAVEL SURFACE	3	10
30000	OTHER STRUCTURES (INFRASTRUCTURE)	32000	ROADS	32306	ROADS NATIONAL ASPHALT SURFACE	10	20
30000	OTHER STRUCTURES (INFRASTRUCTURE)	32000	ROADS	32307	ROADS NATIONAL ASPHALT BASIS/STRUCTURE	30	50
30000	OTHER STRUCTURES (INFRASTRUCTURE)	32000	ROADS	32308	ROADS NATIONAL CONCRETE SURFACE	10	30
30000	OTHER STRUCTURES (INFRASTRUCTURE)	32000	ROADS	32309	ROADS NATIONAL CONCRETE BASIS/STRUCTURE	30	50
30000	OTHER STRUCTURES (INFRASTRUCTURE)	32000	ROADS	32310	ROADS NATIONAL GRAVEL SURFACE	3	10
30000	OTHER STRUCTURES (INFRASTRUCTURE)	32000	ROADS	32311	ROADS PROVINCIAL ASPHALT SURFACE	10	20
30000	OTHER STRUCTURES (INFRASTRUCTURE)	32000	ROADS	32312	ROADS PROVINCIAL ASPHALT BASIS/STRUCTURE	30	50
30000	OTHER STRUCTURES (INFRASTRUCTURE)	32000	ROADS	32313	ROADS PROVINCIAL CONCRETE SURFACE	10	30
30000	OTHER STRUCTURES (INFRASTRUCTURE)	32000	ROADS	32314	ROADS PROVINCIAL CONCRETE BASIS/STRUCTURE	30	50
30000	OTHER STRUCTURES (INFRASTRUCTURE)	32000	ROADS	32315	ROADS PROVINCIAL GRAVEL SURFACE	3	10
30000	OTHER STRUCTURES (INFRASTRUCTURE)	32000	ROADS	32402	ROADS CRASH BARRIERS	10	30
30000	OTHER STRUCTURES (INFRASTRUCTURE)	32000	ROADS	32403	ROADS RETAINING WALLS	30	60
30000	OTHER STRUCTURES (INFRASTRUCTURE)	32000	ROADS	32404	ROADS OVERLOAD CONTROL CENTRES	15	20
30000	OTHER STRUCTURES (INFRASTRUCTURE)	32000	ROADS	32405	ROADS OVERLOAD ELECTRONIC HARDWARE	10	15
30000	OTHER STRUCTURES (INFRASTRUCTURE)	32000	ROADS	32406	ROADS OVERLOAD EQUIPMENT OTHER	10	20
30000	OTHER STRUCTURES (INFRASTRUCTURE)	32000	ROADS	32407	ROADS PEDESTRIAN FOOTPATHS	15	30

30000	OTHER STRUCTURES (INFRASTRUCTURE)	32000	ROADS	32408	ROADS STREET LIGHTING	25	40
30000	OTHER STRUCTURES (INFRASTRUCTURE)	32000	ROADS	32409	ROADS SUBWAYS	40	50
30000	OTHER STRUCTURES (INFRASTRUCTURE)	32000	ROADS	32410	ROADS TRAFFIC ISLANDS	40	50
30000	OTHER STRUCTURES (INFRASTRUCTURE)	32000	ROADS	32411	ROADS TRAFFIC LIGHTS	15	20
30000	OTHER STRUCTURES (INFRASTRUCTURE)	32000	ROADS	32412	ROADS TRAFFIC LIGHTS COASTAL	10	15
30000	OTHER STRUCTURES (INFRASTRUCTURE)	32000	ROADS	32413	ROADS TRAFFIC SIGNS	5	15
30000	OTHER STRUCTURES (INFRASTRUCTURE)	32000	ROADS	32414	ROADS TOLL ROAD PLAZAS	20	30
30000	OTHER STRUCTURES (INFRASTRUCTURE)	32000	ROADS	32316	ROADS PAVED (BRICKS) SURFACE	20	30
30000	OTHER STRUCTURES (INFRASTRUCTURE)	32000	ROADS	32317	ROADS PAVED (BRICKS) BASIS/STRUCTURE	20	30
30000	OTHER STRUCTURES (INFRASTRUCTURE)	32000	ROADS	32415	ROAD CALMING MEASURES	20	30
30000	OTHER STRUCTURES (INFRASTRUCTURE)	32000	ROADS	32416	ROAD PERIMETER PROTECTION	15	20
30000	OTHER STRUCTURES (INFRASTRUCTURE)	32000	ROADS	32417	ROAD RESERVES	0	0
30000	OTHER STRUCTURES (INFRASTRUCTURE)	32000	ROADS	32418	ATTENUATION PONDS	20	25
30000	OTHER STRUCTURES (INFRASTRUCTURE)	32000	ROADS	32419	ROADS UNPAVED INFORMAL SURFACE	3	10
30000	OTHER STRUCTURES (INFRASTRUCTURE)	32000	ROADS	32420	ROADS GRASSBLOCK SURFACE	20	30
30000	OTHER STRUCTURES (INFRASTRUCTURE)	32000	ROADS	32421	ROADS MIXED SURFACE SURFACE	3	10
30000	OTHER STRUCTURES (INFRASTRUCTURE)	33000	AIRPORTS	33001	AIRPORTS AND RADIO BEACONS	25	30
30000	OTHER STRUCTURES (INFRASTRUCTURE)	33000	AIRPORTS	33002	APRONS	25	30
30000	OTHER STRUCTURES (INFRASTRUCTURE)	33000	AIRPORTS	33003	RUNWAYS	15	20
30000	OTHER STRUCTURES (INFRASTRUCTURE)	33000	AIRPORTS	33004	TAXIWAYS	15	20
30000	OTHER STRUCTURES (INFRASTRUCTURE)	33000	AIRPORTS	33005	SPECIALIZED EQUIPMENT LUGGAGE MOVEMENT	20	25
30000	OTHER STRUCTURES (INFRASTRUCTURE)	33000	AIRPORTS	33006	SPECIALIZED EQUIPMENT COMMUNICATION	10	15
30000	OTHER STRUCTURES (INFRASTRUCTURE)	33000	AIRPORTS	33007	AIRPORT PERIMETER PROTECTION	10	25
30000	OTHER STRUCTURES (INFRASTRUCTURE)	34000	WATER	34101	DAMS STRUCTURE CONCRETE	80	100

30000	OTHER STRUCTURES (INFRASTRUCTURE)	34000	WATER	34102	DAMS STRUCTURE EARTH	30	50
30000	OTHER STRUCTURES (INFRASTRUCTURE)	34000	WATER	34103	DAMS MECHANICAL AND ELECTRICAL	15	40
30000	OTHER STRUCTURES (INFRASTRUCTURE)	34000	WATER	34001	WATER METERS	10	20
30000	OTHER STRUCTURES (INFRASTRUCTURE)	34000	WATER	34002	STANDPIPES	5	20
30000	OTHER STRUCTURES (INFRASTRUCTURE)	34000	WATER	34003	WATER METALWORK	10	30
30000	OTHER STRUCTURES (INFRASTRUCTURE)	34000	WATER	34201	PUMP STATIONS STRUCTURE	30	55
30000	OTHER STRUCTURES (INFRASTRUCTURE)	34000	WATER	34202	PUMP STATIONS ELECTRICAL	15	40
30000	OTHER STRUCTURES (INFRASTRUCTURE)	34000	WATER	34203	PUMP STATIONS MECHANICAL	15	40
30000	OTHER STRUCTURES (INFRASTRUCTURE)	34000	WATER	34204	PUMP STATIONS PERIMETER PROTECTION	10	25
30000	OTHER STRUCTURES (INFRASTRUCTURE)	34000	WATER	34301	RESERVOIR STRUCTURE	30	50
30000	OTHER STRUCTURES (INFRASTRUCTURE)	34000	WATER	34302	RESERVOIR ELECTRICAL	15	40
30000	OTHER STRUCTURES (INFRASTRUCTURE)	34000	WATER	34303	RESERVOIR MECHANICAL	15	40
30000	OTHER STRUCTURES (INFRASTRUCTURE)	34000	WATER	34304	RESERVOIR PERIMETER PROTECTION	10	25
30000	OTHER STRUCTURES (INFRASTRUCTURE)	34000	WATER	34004	WATER SUPPLY / RETICULATION	20	50
30000	OTHER STRUCTURES (INFRASTRUCTURE)	34000	WATER	34401	UNDERGROUND CHAMBERS VALVES	15	25
30000	OTHER STRUCTURES (INFRASTRUCTURE)	34000	WATER	34402	UNDERGROUND CHAMBERS METERS	10	20
30000	OTHER STRUCTURES (INFRASTRUCTURE)	34000	WATER	34403	UNDERGROUND CHAMBERS TRANSITION	10	15
30000	OTHER STRUCTURES (INFRASTRUCTURE)	34000	WATER	34404	UNDERGROUND CHAMBERS OTHER	5	10
30000	OTHER STRUCTURES (INFRASTRUCTURE)	34000	WATER	34501	WATER PURIFICATION WORKS STRUCTURE	30	55
30000	OTHER STRUCTURES (INFRASTRUCTURE)	34000	WATER	34502	WATER PURIFICATION WORKS ELECTRICAL	15	40
30000	OTHER STRUCTURES (INFRASTRUCTURE)	34000	WATER	34503	WATER PURIFICATION WORKS MECHANICAL	15	40
30000	OTHER STRUCTURES (INFRASTRUCTURE)	34000	WATER	34504	WATER PURIFICATION WORKS PERIMETER PROTECTION	10	25
30000	OTHER STRUCTURES (INFRASTRUCTURE)	34000	WATER	34505	WATER PURIFICATION WORKS METERS	10	15
30000	OTHER STRUCTURES (INFRASTRUCTURE)	34000	WATER	34005	WATER TELEMETRY	10	15

30000	OTHER STRUCTURES (INFRASTRUCTURE)	34000	WATER	34006	BOREHOLES	20	50
30000	OTHER STRUCTURES (INFRASTRUCTURE)	34000	WATER	34007	BULK PIPELINES	40	50
30000	OTHER STRUCTURES (INFRASTRUCTURE)	35000	SEWERAGE	35101	BULK PIPELINES RISING MAINS	40	50
30000	OTHER STRUCTURES (INFRASTRUCTURE)	35000	SEWERAGE	35102	BULK PIPELINES GRAVITY MAINS	40	50
30000	OTHER STRUCTURES (INFRASTRUCTURE)	35000	SEWERAGE	35201	SEWERAGE PUMP STATIONS STRUCTURE	30	55
30000	OTHER STRUCTURES (INFRASTRUCTURE)	35000	SEWERAGE	35202	SEWERAGE PUMP STATIONS ELECTRICAL	15	40
30000	OTHER STRUCTURES (INFRASTRUCTURE)	35000	SEWERAGE	35203	SEWERAGE PUMP STATIONS MECHANICAL	15	40
30000	OTHER STRUCTURES (INFRASTRUCTURE)	35000	SEWERAGE	35204	SEWERAGE PUMP STATIONS PERIMETER PROTECTION	10	25
30000	OTHER STRUCTURES (INFRASTRUCTURE)	35000	SEWERAGE	35301	WASTE PURIFICATION WORKS STRUCTURE	30	55
30000	OTHER STRUCTURES (INFRASTRUCTURE)	35000	SEWERAGE	35302	WASTE PURIFICATION WORKS ELECTRICAL	15	40
30000	OTHER STRUCTURES (INFRASTRUCTURE)	35000	SEWERAGE	35303	WASTE PURIFICATION WORKS MECHANICAL	15	40
30000	OTHER STRUCTURES (INFRASTRUCTURE)	35000	SEWERAGE	35304	WASTE PURIFICATION WORKS PERIMETER PROTECTION	10	25
30000	OTHER STRUCTURES (INFRASTRUCTURE)	35000	SEWERAGE	35305	WASTE PURIFICATION WORKS METERS	10	15
30000	OTHER STRUCTURES (INFRASTRUCTURE)	35000	SEWERAGE	35001	SEWERS / RETICULATION	30	60
30000	OTHER STRUCTURES (INFRASTRUCTURE)	36000	SOLID WASTE DISPOSAL	36001	COLLECTION VEHICLES	5	10
30000	OTHER STRUCTURES (INFRASTRUCTURE)	36000	SOLID WASTE DISPOSAL	36002	COLLECTION CONTAINERS / BINS	10	15
30000	OTHER STRUCTURES (INFRASTRUCTURE)	36000	SOLID WASTE DISPOSAL	36101	TRANSFER STATIONS AND PROCESSING FACILITIES STRUCTURE	30	55
30000	OTHER STRUCTURES (INFRASTRUCTURE)	36000	SOLID WASTE DISPOSAL	36102	TRANSFER STATIONS AND PROCESSING FACILITIES ELECTRICAL	15	40
30000	OTHER STRUCTURES (INFRASTRUCTURE)	36000	SOLID WASTE DISPOSAL	36103	TRANSFER STATIONS AND PROCESSING FACILITIES MECHANICAL	15	40
30000	OTHER STRUCTURES (INFRASTRUCTURE)	36000	SOLID WASTE DISPOSAL	36104	TRANSFER STATIONS AND PROCESSING FACILITIES PERIMETER PROTECTION	10	25
30000	OTHER STRUCTURES (INFRASTRUCTURE)	36000	SOLID WASTE DISPOSAL	36201	LANDFILL SITE EARTHMOVING AND COMPACTION EQUIPMENT	10	15
30000	OTHER STRUCTURES (INFRASTRUCTURE)	36000	SOLID WASTE DISPOSAL	36202	LANDFILL SITE PREPARATION	0	0
30000	OTHER STRUCTURES (INFRASTRUCTURE)	36000	SOLID WASTE DISPOSAL	36203	LANDFILL SITE STRUCTURE	30	55
30000	OTHER STRUCTURES (INFRASTRUCTURE)	36000	SOLID WASTE DISPOSAL	36204	LANDFILL SITE WEIGHBRIDGE MECHANICAL	15	40

30000	OTHER STRUCTURES (INFRASTRUCTURE)	36000	SOLID WASTE DISPOSAL	36205	LANDFILL SITE WEIGHBRIDGE ELECTRICAL	15	40
30000	OTHER STRUCTURES (INFRASTRUCTURE)	36000	SOLID WASTE DISPOSAL	36206	LANDFILL SITE PERIMETER PROTECTION	10	25
30000	OTHER STRUCTURES (INFRASTRUCTURE)	37000	RAILWAYS	37001	RAILWAY POWER SUPPLY UNITS	20	30
30000	OTHER STRUCTURES (INFRASTRUCTURE)	37000	RAILWAYS	37002	RAILWAY SIDINGS	25	30
30000	OTHER STRUCTURES (INFRASTRUCTURE)	37000	RAILWAYS	37003	RAILWAY TRACKS	15	20
30000	OTHER STRUCTURES (INFRASTRUCTURE)	37000	RAILWAYS	37004	RAILWAY SIGNALING SYSTEM	15	20
30000	OTHER STRUCTURES (INFRASTRUCTURE)	37000	RAILWAYS	37005	RAILWAY SHUNTING YARDS	25	30
30000	OTHER STRUCTURES (INFRASTRUCTURE)	37000	RAILWAYS	37006	RAILWAY PERIMETER PROTECTION	10	25
30000	OTHER STRUCTURES (INFRASTRUCTURE)	38000	GAS SUPPLY SYSTEMS	38001	GAS SUPPLY SYSTEMS STRUCTURE	40	50
30000	OTHER STRUCTURES (INFRASTRUCTURE)	38000	GAS SUPPLY SYSTEMS	38002	GAS SUPPLY SYSTEMS ELECTRICAL	20	25
30000	OTHER STRUCTURES (INFRASTRUCTURE)	38000	GAS SUPPLY SYSTEMS	38003	GAS SUPPLY SYSTEMS MECHANICAL	20	25
30000	OTHER STRUCTURES (INFRASTRUCTURE)	38000	GAS SUPPLY SYSTEMS	38004	GAS SUPPLY SYSTEMS PERIMETER PROTECTION	10	15
30000	OTHER STRUCTURES (INFRASTRUCTURE)	38000	GAS SUPPLY SYSTEMS	38005	GAS SUPPLY SYSTEMS STATION TRUNK RECEIVING	40	50
30000	OTHER STRUCTURES (INFRASTRUCTURE)	38000	GAS SUPPLY SYSTEMS	38006	GAS SUPPLY SYSTEMS STATION DISTRICT REGULATING	40	50
30000	OTHER STRUCTURES (INFRASTRUCTURE)	38000	GAS SUPPLY SYSTEMS	38007	GAS SUPPLY SYSTEMS MAINS / PIPELINE	15	20
30000	OTHER STRUCTURES (INFRASTRUCTURE)	38000	GAS SUPPLY SYSTEMS	38008	GAS SUPPLY SYSTEMS METERS	15	20
30000	OTHER STRUCTURES (INFRASTRUCTURE)	38000	GAS SUPPLY SYSTEMS	38009	GAS SUPPLY SYSTEMS SUPPLY / RETICULATION	15	20
30000	OTHER STRUCTURES (INFRASTRUCTURE)	38000	GAS SUPPLY SYSTEMS	38010	GAS SUPPLY SYSTEMS STORAGE FACILITIES	15	20
30000	OTHER STRUCTURES (INFRASTRUCTURE)	39000	CEMETERIES	39001	CEMETERIES	25	30
30000	OTHER STRUCTURES (INFRASTRUCTURE)	39000	CEMETERIES	39002	CEMETERIES PERIMETER PROTECTION	10	15
30000	OTHER STRUCTURES (INFRASTRUCTURE)	39000	CEMETERIES	39003	INTERNAL ROADS	10	15
40000	OTHER	41000	MACHINERY AND EQUIPMENT	41001	AUDIOVISUAL EQUIPMENT	5	10
40000	OTHER	41000	MACHINERY AND EQUIPMENT	41002	BUILDING AIR CONDITIONING SYSTEMS	10	15
40000	OTHER	41000	MACHINERY AND EQUIPMENT	41003	CELLULAR PHONES	0	2
40000	OTHER	41000	MACHINERY AND EQUIPMENT	41004	CELLULAR ROUTERS	3	
40000	OTHER	41000	MACHINERY AND EQUIPMENT	41005	DOMESTIC EQUIPMENT (NON KITCHEN APPLIANCES)	3	5

40000	OTHER	41000	MACHINERY AND EQUIPMENT	41006	ELECTRIC WIRE AND POWER DISTRIBUTION EQUIPMENT (COMPRESSORS / GENERATORS)	5	7
40000	OTHER	41000	MACHINERY AND EQUIPMENT	41007	EMERGENCY / RESCUE EQUIPMENT	5	10
40000	OTHER	41000	MACHINERY AND EQUIPMENT	41008	ELEVATOR SYSTEMS	15	20
40000	OTHER	41000	MACHINERY AND EQUIPMENT	41009	FARM / AGRICULTURAL EQUIPMENT	5	15
40000	OTHER	41000	MACHINERY AND EQUIPMENT	41010	FIRE FIGHTING EQUIPMENT	3	5
40000	OTHER	41000	MACHINERY AND EQUIPMENT	41011	GARDENING EQUIPMENT	2	4
40000	OTHER	41000	MACHINERY AND EQUIPMENT	41012	IRRIGATION EQUIPMENT	10	15
40000	OTHER	41000	MACHINERY AND EQUIPMENT	41013	KITCHEN APPLIANCES	5	10
40000	OTHER	41000	MACHINERY AND EQUIPMENT	41014	LABORATORY EQUIPMENT AGRICULTURAL	5	7
40000	OTHER	41000	MACHINERY AND EQUIPMENT	41015	LABORATORY EQUIPMENT MEDICAL TESTING	5	7
40000	OTHER	41000	MACHINERY AND EQUIPMENT	41016	LABORATORY EQUIPMENT ROADS AND TRANSPORT	5	7
40000	OTHER	41000	MACHINERY AND EQUIPMENT	41017	LAUNDRY EQUIPMENT AND INDUSTRIAL SEWING MACHINES	10	15
40000	OTHER	41000	MACHINERY AND EQUIPMENT	41018	LEARNING, TRAINING SUPPORT AND LIBRARY MATERIAL	5	10
40000	OTHER	41000	MACHINERY AND EQUIPMENT	41019	MACHINES FOR METALLURGY	5	10
40000	OTHER	41000	MACHINERY AND EQUIPMENT	41020	MACHINES FOR MINING AND QUARRYING	5	10
40000	OTHER	41000	MACHINERY AND EQUIPMENT	41021	MACHINES FOR TEXTILE PRODUCTION	10	15
40000	OTHER	41000	MACHINERY AND EQUIPMENT	41022	MEDICAL AND ALLIED EQUIPMENT	5	10
40000	OTHER	41000	MACHINERY AND EQUIPMENT	41023	MUSIC INSTRUMENTS	10	15
40000	OTHER	41000	MACHINERY AND EQUIPMENT	41024	PHOTOGRAPHIC EQUIPMENT	5	7
40000	OTHER	41000	MACHINERY AND EQUIPMENT	41025	PUMPS, PLUMBING, PURIFICATION AND SANITATION EQUIPMENT	5	10
40000	OTHER	41000	MACHINERY AND EQUIPMENT	41026	RADIO EQUIPMENT	5	7
40000	OTHER	41000	MACHINERY AND EQUIPMENT	41027	ROAD CONSTRUCTION AND MAINTENANCE EQUIPMENT	10	15
40000	OTHER	41000	MACHINERY AND EQUIPMENT	41028	SADDLES AND OTHER TACK	5	7
40000	OTHER	41000	MACHINERY AND EQUIPMENT	41029	SECURITY EQUIPMENT/ - SYSTEMS / - MATERIAL FIXED	3	5
40000	OTHER	41000	MACHINERY AND EQUIPMENT	41030	SECURITY EQUIPMENT/ - SYSTEMS / - MATERIAL MOVABLE	3	5
40000	OTHER	41000	MACHINERY AND EQUIPMENT	41031	SHIP AND MARINE EQUIPMENT	5	10
40000	OTHER	41000	MACHINERY AND EQUIPMENT	41032	SPORT AND RECREATIONAL EQUIPMENT	5	10
40000	OTHER	41000	MACHINERY AND EQUIPMENT	41033	SURVEY EQUIPMENT	5	7
40000	OTHER	41000	MACHINERY AND EQUIPMENT	41034	TELECOMMUNICATION EQUIPMENT	3	5
40000	OTHER	41000	MACHINERY AND EQUIPMENT	41035	TENTS, FLAGS AND ACCESSORIES	5	10
40000	OTHER	41000	MACHINERY AND EQUIPMENT	41036	WOODWORKING MACHINERY AND EQUIPMENT	5	10
40000	OTHER	41000	MACHINERY AND EQUIPMENT	41037	WORKSHOP EQUIPMENT AND LOOSE TOOLS FIXED	5	10
40000	OTHER	41000	MACHINERY AND EQUIPMENT	41038	WORKSHOP EQUIPMENT AND LOOSE TOOLS MOVABLE	3	5

40000	OTHER	42000	FURNITURE AND OFFICE EQUIPMENT	42001	ADVERTISING BOARDS	3	5
40000	OTHER	42000	FURNITURE AND OFFICE EQUIPMENT	42002	AIR CONDITIONERS INDIVIDUAL FIXED AND MOVABLE	3	5
40000	OTHER	42000	FURNITURE AND OFFICE EQUIPMENT	42003	CUTLERY AND CROCKERY	5	10
40000	OTHER	42000	FURNITURE AND OFFICE EQUIPMENT	42004	DOMESTIC AND HOSTEL FURNITURE	10	15
40000	OTHER	42000	FURNITURE AND OFFICE EQUIPMENT	42005	LINEN AND SOFT FURNISHING	5	10
40000	OTHER	42000	FURNITURE AND OFFICE EQUIPMENT	42006	OFFICE EQUIPMENT INCLUDING FAX MACHINES	5	7
40000	OTHER	42000	FURNITURE AND OFFICE EQUIPMENT	42007	OFFICE FURNITURE	5	7
40000	OTHER	42000	FURNITURE AND OFFICE EQUIPMENT	42008	PAINTINGS SCULPTURES ORNAMENTS	5	10
40000	OTHER	43000	COMPUTER EQUIPMENT	43001	COMPUTER HARDWARE INCLUDING OPERATING SYSTEMS	3	5
40000	OTHER	43000	COMPUTER EQUIPMENT	43002	COMPUTER NETWORKS	5	10
40000	OTHER	44000	TRANSPORT ASSETS	44001	AIRCRAFT	10	15
40000	OTHER	44000	TRANSPORT ASSETS	44002	AIRCRAFT ENGINES	5	7
40000	OTHER	44000	TRANSPORT ASSETS	44003	AIRPORT TRANSPORT EQUIPMENT	10	15
40000	OTHER	44000	TRANSPORT ASSETS	44004	BUSSES	10	15
40000	OTHER	44000	TRANSPORT ASSETS	44005	CYCLES	4	7
40000	OTHER	44000	TRANSPORT ASSETS	44006	EMERGENCY VEHICLES	5	10
40000	OTHER	44000	TRANSPORT ASSETS	44007	MOBILE CLINICS	10	15
40000	OTHER	44000	TRANSPORT ASSETS	44008	MOTOR VEHICLES	4	7
40000	OTHER	44000	TRANSPORT ASSETS	44009	RAILWAY ROLLING STOCK	10	15
40000	OTHER	44000	TRANSPORT ASSETS	44010	SHIPS	15	20
40000	OTHER	44000	TRANSPORT ASSETS	44011	SHIPS ENGINES	5	7
40000	OTHER	44000	TRANSPORT ASSETS	44012	TRAILERS AND ACCESSORIES	5	10
40000	OTHER	44000	TRANSPORT ASSETS	44013	TRUCKS	5	7
50000	HERITAGE ASSETS	51000	HERITAGE ASSETS	51001	AREAS OF LAND OF HISTORIC OR SPECIFIC SIGNIFICANCE	0	
50000	HERITAGE ASSETS	51000	HERITAGE ASSETS	51002	CULTURALLY SIGNIFICANT BUILDINGS	0	
50000	HERITAGE ASSETS	51000	HERITAGE ASSETS	51003	NATIONAL MONUMENTS	0	
50000	HERITAGE ASSETS	51000	HERITAGE ASSETS	51004	NATIONAL PARKS / RESERVES	0	
50000	HERITAGE ASSETS	51000	HERITAGE ASSETS	51005	PAINTINGS	0	
50000	HERITAGE ASSETS	51000	HERITAGE ASSETS	51006	SCULPTURES / STATUES	0	
50000	HERITAGE ASSETS	51000	HERITAGE ASSETS	51007	MUNICIPAL JEWELLERY	0	

50000	HERITAGE ASSETS	51000	HERITAGE ASSETS	51008	WORKS OF ART	0	
50000	HERITAGE ASSETS	51000	HERITAGE ASSETS	51009	OTHER ANTIQUES AND COLLECTIONS		
60000	BIOLOGICAL OR CULTIVATED ASSETS	61000	BIOLOGICAL OR CULTIVATED ASSETS	61001	DAIRY CATTLE	0	
60000	BIOLOGICAL OR CULTIVATED ASSETS	61000	BIOLOGICAL OR CULTIVATED ASSETS	61002	FEATHERED ANIMALS	0	
60000	BIOLOGICAL OR CULTIVATED ASSETS	61000	BIOLOGICAL OR CULTIVATED ASSETS	61003	FORESTS AND PLANTATIONS	0	
60000	BIOLOGICAL OR CULTIVATED ASSETS	61000	BIOLOGICAL OR CULTIVATED ASSETS	61004	FRUIT TREES	0	
60000	BIOLOGICAL OR CULTIVATED ASSETS	61000	BIOLOGICAL OR CULTIVATED ASSETS	61005	GAME	0	
60000	BIOLOGICAL OR CULTIVATED ASSETS	61000	BIOLOGICAL OR CULTIVATED ASSETS	61006	ANIMALS FOR REPRODUCTION	0	
60000	BIOLOGICAL OR CULTIVATED ASSETS	61000	BIOLOGICAL OR CULTIVATED ASSETS	61007	ANIMALS FOR WOOL OR MILK	0	
60000	BIOLOGICAL OR CULTIVATED ASSETS	61000	BIOLOGICAL OR CULTIVATED ASSETS	61008	DOGS LAW ENFORCEMENT AND SECURITY	0	
60000	BIOLOGICAL OR CULTIVATED ASSETS	61000	BIOLOGICAL OR CULTIVATED ASSETS	61009	HORSES LAW ENFORCEMENT AND WORKING	0	
60000	BIOLOGICAL OR CULTIVATED ASSETS	61000	BIOLOGICAL OR CULTIVATED ASSETS	61010	PLANTS FOR PRODUCTION OF SEEDS	0	
60000	BIOLOGICAL OR CULTIVATED ASSETS	61000	BIOLOGICAL OR CULTIVATED ASSETS	61011	VINES	0	
70000	INTANGIBLE ASSETS	71000	INTANGIBLE ASSETS	71001	CAPITALIZED DEVELOPMENT COST	0	
70000	INTANGIBLE ASSETS	71000	INTANGIBLE ASSETS	71002	COMPUTER SOFTWARE	2	5
70000	INTANGIBLE ASSETS	71000	INTANGIBLE ASSETS	71003	MASTHEADS AND PUBLISHING TITLES	0	
70000	INTANGIBLE ASSETS	71000	INTANGIBLE ASSETS	71004	PATENTS, LICENSES, COPYRIGHTS, BRAND NAMES AND TRADEMARKS	0	
70000	INTANGIBLE ASSETS	71000	INTANGIBLE ASSETS	71005	RECIPES, FORMULAE, PROTOTYPES, DESIGNS AND MODELS	0	
70000	INTANGIBLE ASSETS	71000	INTANGIBLE ASSETS	71006	SERVICE AND OPERATING RIGHTS	0	
70000	INTANGIBLE ASSETS	71000	INTANGIBLE ASSETS	71007	SERVITUDE	0	
80000	INVESTMENT PROPERTY	81000	UNDEVELOPED LAND	81001	LEASED	0	
80000	INVESTMENT PROPERTY	81000	UNDEVELOPED LAND	81002	UNDEFINED	0	
80000	INVESTMENT PROPERTY	82000	DEVELOPED LAND	82001	LEASED	0	
80000	INVESTMENT PROPERTY	82000	DEVELOPED LAND	82002	UNDEFINED	0	
80000	INVESTMENT PROPERTY	83000	DWELLINGS	83001	LEASED	30	
80000	INVESTMENT PROPERTY	83000	DWELLINGS	83002	UNDEFINED	30	
80000	INVESTMENT PROPERTY	84000	NON RESIDENTIAL STRUCTURES	84001	LEASED	30	
80000	INVESTMENT PROPERTY	84000	NON RESIDENTIAL STRUCTURES	84002	UNDEFINED	30	

ANNEXURE B: ASSETS RESIDUAL VALUES

Asset Class	Residual Value	Comment
Land	None	No depreciation on land
Buildings:		
Dwelling	None	Not trading in open market
Non- Residential	None	Not trading in open market
Infrastructure:		
Electricity	None	Not trading in open market
Roads	None	Not trading in open market
Sewer	None	Not trading in open market
Water	None	Not trading in open market
Telkom sleeves	None	Not trading in open market
Solid Waste – Bins and Containers	R100.00	Scrap metal value
– Collection trucks	10%	10% of the cost price The municipality does not replace vehicles after a fixed period, but rather once the vehicle has reached the end of its functional life.
Other Assets:		
Furniture and Office equipment	R50.00	Typical internal tender proceed
Machinery and Equipment	R50.00	Typical internal tender proceed
Computer Equipment	None	Computers have no scarp value due to frequent changes in technology. No active market
Motor vehicles	10%	10% of the cost price The municipality does not replace vehicles after a fixed period, but rather once the vehicle has reached the end of its functional life.
Heritage Assets:	None	No active market
Intangible Assets:		
Software	None	

		Computers have no scarp value due to frequent changes in technology. No active market

Annexure Q
Policy on the Planning and Approval of Capital Projects 2023/2024

POLICY ON THE PLANNING AND APPROVAL OF CAPITAL PROJECTS

2023/2024 FINANCIAL YEAR

MIDVAAL
LOCAL MUNICIPALITY

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POLICY ON THE PLANNING AND APPROVAL OF CAPITAL PROJECTS

1. Scope and Application

The policy will be applied during allocation of funding at the time of approval of the Capital Budget for the forthcoming financial period.

This policy must be read in conjunction with the Supply Chain Management Policy.

2. Purpose and objectives

The purpose and objectives of this policy are to:

2.1 Ensure the optimum allocation of resources to projects that can be implemented within the timeframes budgeted for; and

2.2 Ensure that capital projects are only budgeted for if feasibility for the said project has been demonstrated..

3. Background

The MTREF period applicable to municipalities are 3 years, therefore the capital budget is also spread over a period of 3 years. This provides departments the opportunity to plan their capital spending activities in advance, allowing for a more strategic approach.

The typical cycle for a capital project consists of at least the following phases:

3.1 Feasibility study;

3.2 Basic planning;

3.3 Environmental Impact Assessment;

3.4 Detail Planning and design; and

3.5 Implementation.

4. Policy Statement

That all capital projects be evaluated in terms of a project plan (time frame) as well as a cash flow linked to the project plan, to determine the practicality to implement the project within the proposed budget and time frame (multi-year projects).

That all proposed budgets for projects be approved only if the evaluation is positive.

The policy will be effective as from 1 July 2022.

Annexure R
Indigents Policy
2023/2024

INDIGENT POLICY

2023/2024 FINANCIAL YEAR

MIDVAAL
LOCAL MUNICIPALITY

INDIGENT POLICY

1. DEFINITIONS

"Accounting Officer" means the municipal manager appointed in terms of Section 60 of the Municipal Finance Management Act;

"Annually" means once every financial year;

"Chief Financial Officer" means the person appointed as the Chief Financial Officer of the Municipality, or his or her nominee;

"Child headed family" means a household where both parents are deceased and where all occupants of property are children of the deceased and under the legal age to contract for services.

"Household" means all the adults and children living together at a single residential property.

"Indigent" means any household or category of households, including a child headed household earning a combined gross income, as determined by the municipality in terms of social and economic analysis of its area, as vested in the municipal policy, which qualifies for rebates or service subsidy, provided that the child support grant is not included when calculating such household income.

"Deemed Indigent Household" means individuals who live together in a single residential property and qualifies for indigent relief based on the use and value of property as determined in terms of general valuation roll.

"Deemed Non-Indigent"
Employees and councillors of the municipality and government employees and any other government employees are specifically excluded from being considered as indigent.

"Indigent Customer" means the head of an indigent household who applied for and has been declared indigent;

"Indigent Policy" means the Indigent Policy adopted by the Council of the Municipality.

"Indigent Support Program" means a structured program for the provision of indigent support subsidies to qualifying indigent customers in terms of the Council's Indigent Policy;

“Indigent register” means the municipal list of indigent customers as per the municipal policy which has to be updated on a monthly basis or as and when required, designed to contain all the data contained in the completed indigent application forms.

“Informal Structure” means a temporary structure used for residential purposes

“Owner” in relation to immovable property means the legally registered owner or person in whom is vested the legal title thereto.

“Separated Couple” means a married couple who are separated and no longer living together even though they have not been legally divorced.

2. PREAMBLE

2.1 In recent municipal discourse in South Africa the term “indigent policy” has tended to refer to a policy on how chronically poor households should be dealt with in relation to the generation of municipal income.

2.2 Most commonly, these policies adopt a narrow approach to this, seeking to define indigence in terms of particular household income level, administratively identifying household falling below this level, and providing them with a package of free basic services which is subsidised by the Equitable Share transfers that the municipality receives from National Treasury.

2.3 The approach taken by Midvaal is that the indigent policy should refer to something broader and defines it rather as the whole set of interventions that ensure that the basic needs of the poor are met, and their rights upheld while protecting resources for use by the next generation.

3. BACKGROUND

3.1 An indigent policy is required to ensure that constitutional obligations relating to the socio-economic rights of all South Africans are realised.

3.2 Failure to address the needs of the poor may jeopardise growth while poverty relief may stimulate growth and competitiveness by creating a more stable environment.

3.3 An indigent policy provides an opportunity to create a safety net to the poorest section of the population.

3.4 Poverty Manifestation in Midvaal

Poverty is more than a lack of income. Poverty exists when an individual's or a household's, access to income, jobs, infrastructure or services is inadequate to ensure full access to opportunities in society. The condition of poverty is caused by a combination of social, economic, spatial, environmental and political factors.

3.5 It is clear from the poverty profiles that not only is poverty a general critical problem in Midvaal, but that there is a significant number of people who are living in extreme poverty and who without Council support will be unable to afford to pay for even the most basic of services.

4. INDIGENT POLICY PRINCIPLES

4.1 Equity

This implies that all people in a similar position should be treated similarly. The municipality must differentiate fairly between those in different circumstances and treat them accordingly.

4.2 Sustainability

The policy must be financially and environmentally sustainable. This assumes a judicious long-term approach to the use of resources in both Finance and Social Services sections.

4.3 Reasonable choices

The policy shall enable all households, including indigent households, to take responsibility and make choices wherever possible that best suit their circumstances.

4.4 Inclusivity

Income and indigent policies for poor residents must be integrated seamlessly with income policy for all other citizens.

As households' circumstances change, they should be able to shift relatively easily across the continuum of choices.

4.5 Implementable

The indigent Policy must be administratively practical and implementable. Both Social Services and Finance shall play a key role to implement the policy.

5. OBJECTIVE

5.1 The policy seeks to address but not limited to:

5.1.1 The high levels of chronic poverty in Midvaal.

5.1.2 The requirement of developmental local government that municipalities work together with local communities to find ways to meet the needs of the poor and to improve their lives.

5.1.3 The Constitutional obligations to provide basic services to the poor.

5.1.4 The Indigent Support Policy will seek to provide support to the registered indigents by providing:

- Free basic municipal services
- Indigents burials
- Employment opportunities

6. LEGISLATIVE FRAMEWORK

6.1 This policy is designed and implemented within the framework of the following legislation:

- The Constitution of South Africa sets out the obligation of government
- Local Government: Municipal Structures Act 117 of 1998
- Municipal Structures Amendment Act 33 of 2000
- Municipal Systems Act 32 of 2000
- Local Government Property Rates Act, 6 of 2004
- Municipal Finance Management Act 56 of 2003
- Water Services Act 108 of 1997
- Annual Division of Revenue Act

Guidelines

- Framework for Municipal Indigent Policies: Towards a basket of services for the poor dated May 2007.
- Free Basic Strategy and guidelines prepared by the Department of Water Affairs and Forestry.
- Electricity Basic Support Tariff (free basic electricity) Policy prepared by the Department of Minerals and Energy.

7. SCOPE OF THE POLICY

7.1 The policy covers a wide range of indigent benefits such as but not limited to:

- Indigent rates and tax rebates
- Indigent burials

7.2 Expanded Social Package (employment opportunities)

8. DEFINITION OF INDIGENT AND POOR HOUSEHOLD

8.1 a. Indigent Households are defined as those people, due to a number of factors, who are unable to make monetary contribution towards basic services, no matter how small the amounts seem to be.
b. Poor Households are defined as those people, due to a number of factors, who are only able to make limited monetary contribution towards basic services, no matter how small the amounts seem to be.

8.2 Any household, earning less than three times maximum old age pension (, qualifies to be registered as indigents. . This includes pensioners, unemployed, child headed families and students. Midvaal Local Municipality will benchmark the income level of indigent households with the income category as determined by the department of Human Settlement for ownership of RDP properties.

8.3 A household is defined as all adults and children living on a single residential property.

8.4 An indigent policy will thus refer to fairly limited set of administrative procedures within the income function for distributing grant support to reduce the municipal account for particular households.

8.5 As per the indigent policy, an indigent database refers to a data base that Midvaal Local Municipality established to register and monitor all households that are categorised as per financial definition of an indigent.

9. QUALIFICATION CRITERIA

9.1 Four categories of indigents will be considered:

9.1.1 **Category 1:** Registered property owners (not tenants) who will benefit from the rebates in section 11.1 – 11.11 (must qualify in terms of section 9.2 – 9.9 below);

9.1.2 **Category 2:** Deemed indigents who will benefit from the rebates in section 11.1 – 11.11 (must qualify in terms of section 9.11 – 9.19 below);

9.1.3 **Category 3**: Other indigents who do not own property in Midvaal Local Municipality and will only qualify for benefits in terms of sections 11.11 and 11.14.

9.1.4 **Category 4**: RDP property owners for which the property is still in the process of being transferred to the beneficiary's name will benefit from the rebates in sections 11.1 – 11.11 (must qualify in terms of section 9.2 – 9.9 below). These properties shall be levied for refuse and sewer services where the occupiers are already receiving the services

Registered Property Owners
In respect of 9.1.1 above:

9.2 Any household, earning less than three times maximum old age pension qualifies to be registered as indigent, **excluding support from family and nonprofit organisations including churches** (up to a maximum of **R1 000** per month) child support grant, foster grant and disability grant and bursaries such as NSFAS. Rental income will be included in the threshold of the maximum old age pension times 3 per month, but will exclude the salary of the tenant living on the Indigent applicant's property.

9.3 A once of lumpsum payment not exceeding R100 000.00 will not be considered as income for indigent status application.

9.4 Once approved as an indigent, the water and electricity meters will be converted to prepaid meters at the cost of the municipality.

9.5 The applicant must be a resident of the Midvaal municipal area and must be the full-time occupier of the property (i.e. it must be a residential property);

9.6 Business or industrial property owners do not qualify as indigents;

9.7 Property owners with more than one property do not qualify as indigents;

9.8 Owners of vacant land do not qualify as indigents, with the exception of owners living in informal structures on the vacant land and provided that the owner does not own multiple properties;

9.9 The applicant must be in possession of a valid South African identity document;

9.10 The applicant must be the registered owner of the property; or

9.10.1 An occupier of a child-headed household where the property is registered in the name of the deceased parent(s) – a Letter of Executorship and a Death Certificate will be required as part of the application;

9.10.2 The party to whom the property is awarded in the event of a divorce; however, separated couples will not be treated as divorced and the income of both spouses will be included in the joint monthly household income for purposes of determining indigent status. In the event of joint ownership (e.g. 3 owners) where only one owner is staying at the property, the proof of income of all owners shall be included in the joint monthly household

9.10.3 Where a deceased estate has not been wound up a Letter of Executorship and a death certificate is needed;

9.10.4 In the case of a deceased estate, in whose name the property is registered, any heir to whom the registered property has been bequeathed;

9.10.5 A surviving spouse, where the surviving spouse was married in community of property to the deceased, and where the property is registered in both spouses' names and the surviving spouse is the sole heir;

9.10.6 A surviving spouse, who was married in community of property to the deceased, together with any other heirs, if any, where the property is registered in the name of that deceased;

Deemed Indigents
In respect of 9.1.2 above:

Households within the following categories of properties will be deemed to be indigent households:

9.11 the property is used for residential purposes only as reflected in General Valuation roll;

9.12 the residential exclusion as per Property Rates Act 2004 (Act 6 of 2004) is applicable to property;

9.13 the property is a RDP property, and the municipal value of property does not exceed R150 000 subject to the owner having only a single residential property;

9.14 the RDP allocated houses in Savanna City

9.15 the municipal value of property does not exceed R150 000 subject to the owner having only a single residential property;

Indigent relief will be withdrawn where the owners, occupants, residents and or dependants residing on the property, as the case may be, -

9.16 owns more than one property, registered individually or jointly;

9.17 rents or leases the property to any third party;

9.18 deemed indigent household tampers or illegally connects or reconnects services;

9.18 business activities are being conducted on property and the monthly income exceeds three times maximum old age pension

9.19 properties registered in name of National, Provincial or Local Government; or

9.20 owner of property applies to be excluded from deemed indigent relief.

9.21 debt written off previously will be reinstated immediately.

10. INDIGENT AND POOR HOUSEHOLD APPLICATION PROCESS

10.1 Category 1: Rebates on rates and municipal services

10.1.1 Residents wishing to apply as indigent households should complete an application form and the following information MUST be provided:

- Proof of total household income (gross income);
- Bank Statements for 3 months with declarations from all banks that the applicant and all other adult members of the household do not have any other bank accounts. No affidavits in lieu of bank statements will be accepted;
- Ownership status;
- Unemployed applicants must attach an affidavit from the Police Station;
- Valid copy of SA identity document;
- Pension certificate or card in case of a pensioner;
- Letter of Authority and Death Certificate where applicable;
- Will and Death Certificate where applicable;
- Municipal account; and
- An additional verification may be done with credit vetting agencies as an internal control measures for indigent applications.

10.1.2 The completed application form will be checked by the Finance department and referral to the Social Services department for assessment for all Indigent Household application (See flow chart on procedures and processes).

10.1.3 The assessment by Social Services can either be done based on information provided in the application form or by site visit.

10.1.4 The assessments of the indigent applications by Social Services will include lifestyle verification and ownership of luxurious items e.g. motor car, DSTV decoders etc.

10.1.5 All application forms received by Social Services will be recorded electronically by the Finance and Social Services departments for control purposes.

10.1.6 The Executive Mayor will appoint a screening committee who will consider the applications and approve applications complying with the criteria set out in this policy.

10.1.7 All approved applications will be returned to the Finance department for capturing on the financial system.

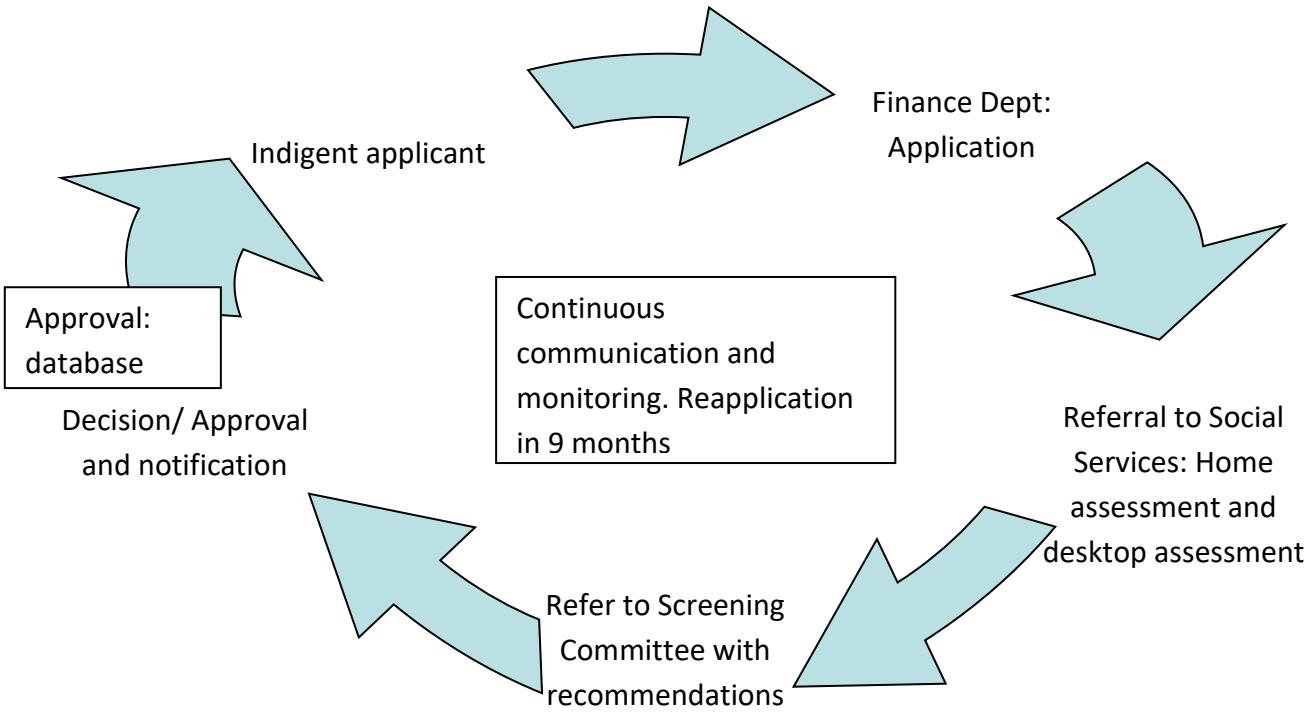
10.1.8 a. For Indigent applications, all outstanding account balances (including handovers) as at date of approval will be written off.

10.1.8 b. For Poor Household applications, all outstanding account balances (including handovers) as at date of approval will be written off only as a once off arrangement.

10.1.9 Registered indigents whose status have not changed (i.e. they will qualify as indigent household); must re-apply nine months after approval to ensure their application is re-considered before it lapses after a year.

10.1.10 Indigents are compelled to inform Council about any change of their indigence status.

10.1.11 No legal action, eviction will be instituted against approved and registered indigents.



Desktop assessment is based on evidence presented.

10.2 Category 2: Deemed Indigents

There is no formal application process. All property owners whose property's in the valuation roll is valued up to and including R150 000 will be regarded as deemed to be indigents. No application process – the Finance department will determine beneficiaries based on the approved Municipal Property Valuation Roll.

10.3 Category 3: Non-property owners (burial and employment benefits)

10.3.1 Residents wishing to apply for burial benefits should complete an application form for capturing. The family can request an indigent burial by means of an affidavit, substantiated by an official letter from a social worker, ward councillor or a relevant MMC. The said documentation must indicate the reasons for this request;

10.3.2 All indigent burials will be conducted during the week.

10.3.3 Midvaal Local Municipality will not be liable for storage costs of bodies beyond 48 hours.

10.3.4 The following information MUST be provided as part of the application:

- Proof of total household income (gross income);
- Proof of residence (the deceased must be a bona fide resident of Midvaal);
- Valid copy of SA identity document;
- Proof from the family member / relative that they cannot bury the deceased;
- Confirmation that no other person or organisation other than the relatives, are in a position or do not have resources to pay for the burial.

10.3.5 If the body was found outside the Midvaal Municipal area of jurisdiction and the person is not a resident of Midvaal, the request for an indigent burial must be referred to the relevant local authority where the person was a bona fide resident.

10.3.6 The Executive Director Social Services will consider the application and grant approval where the application complies with the conditions of this policy.

10.3.7 The Executive Director Social Services must ensure that all the above-mentioned procedures and requirements are met before an order could be placed at the contracted funeral undertaker appointed by Midvaal Local Municipality to bury a deceased person as indigent.

10.3.8 For certain positions in Council employment opportunities will be given to persons in the indigent register (per household) on the express condition that the person so employed assumes responsibility for the municipal account of the household.

10.3.9 Residents wishing to apply for employment opportunities, must register on the labour register at the Human Resources Department (application based and deemed indigents).

11. BENEFITS OF REGISTERED INDIGENTS

11.1 All outstanding balances (including handovers) as at date of approval will be written off as contemplated in clause 10.1.8 above.

The indigent account that was handed over to Debtor Collector / Attorneys will be withdrawn.

11.2 Indigent households will receive their first 6kl of water consumption at no cost.

11.3 The cost of the free basic water be levied and be offset as income foregone and funded from the equitable share grant received in terms of the annual Division of Revenue Act.

11.4 The Municipal Manager may grant authority that a prepayment meter or water management device be installed in those properties where the registered owners qualify and are registered for indigent relief so that the debtor cannot consume water beyond the free basic quantity.

11.5 Registered indigents will receive a free supply of pre-paid electricity of 50 kWh per month.

11.6 The cost of free basic electricity will be levied and be offset as income foregone and funded from the equitable share grant received in terms of the annual Division of Revenue Act.

11.7 The Municipal Manager may grant authority that a prepayment meter be installed in those properties where the registered owners qualify and are registered for indigent relief.

11.8 All registered indigents will be levied with a weekly residential refuse removal service and be offset as income foregone and funded from the equitable share grant received in terms of the annual Division of Revenue Act.

11.9 All registered indigents will be levied with a residential sewerage service (where the municipality provides a sewerage service) and be offset as income foregone and funded from the equitable share grant received in terms of the annual Division of Revenue Act.

11.10 Approved Indigent Customers with a property value not exceeding R1 500 000.00 will beexempted from Property rates.

11.11 Approved Indigent Customers with a property value exceeding R1 500 000.00 will only be exempted from Property rates for a period not exceeding 12 months only once off.

OTHER INDIGENTS

11.12 The council will consider the burial of any person or immediate family member of such person, if she / he is registered as an indigent within Midvaal Local Municipality;

11.13 No water and or electricity connection fee will be charged to indigent households as applicable.

11.14 The municipality will attempt to assist child headed households with the registration of their properties in the deeds office by approaching the municipality's panel of attorneys to do the registration as part of their pro bono services.

11.15 The waiving of charges for other municipal services such as fire services will be considered based on written applications submitted to the Municipal Manager.

12. Pro Poor Households

12.1 Owners dependent on pensions or social grants: Residential property owners who are both permanent occupiers and the sole owners of the property concerned whose aggregate household income does not exceed the maximum of 4 times old age pension per month will receive a rebate of 50% of their property rates with a property value not exceeding R1 500 000.00 Customers with a property value exceeding R1 500 000.00 whose aggregate household income does not exceed the maximum of 5 times old age pension per month will receive a rebate of 25% of their property rates.

This rebate will be valid for a period of 12 months from date of approval.

12.2 All outstanding balances (including handovers) as at date of approval will be written off as contemplated in clause 10.1.8 b. above

13. TERMINATION OF INDIGENT AND POOR HOUSEHOLD SUPPORT

The Support will be terminated under the following circumstances:

12.1 At the end of the 12 months cycle;

12.2 Upon the sale of the property in respect of which support is granted and subdivision of such property.

12.3 When Circumstances in the indigent household have improved to the extent where the income threshold as determined is exceeded;

12.4 If the applicant is found to have lied about his / her personal circumstances or has furnished false information regarding indigent status the application shall be

terminated, the amount written off shall be debited back to the account and stringent credit control measures will be applied;

12.5 Where tampering with meters is discovered, all benefits will immediately be halted. A fine according to the Credit Control Policy will be imposed. The service will be terminated and will only be re-installed on the payment of the full amount of the reconnection fee and fine;

12.6 Upon the death of the indigent, and if the indigent had dependents, the dependents will have to re-apply for the support as subsidies are not transferable.

12.7 Services will be suspended / restricted to indigents who fail to pay for services consumed in excess of the subsidised amount.

12.8 If any extensions to the property is affected, building or otherwise, the debt will be re-instated and the indigent status will be cancelled. This includes RDP allocated houses in Savanna City.

13. OTHER MATTERS

13.1 The Granting of an indigent subsidy shall be the sole prerogative of Council whose decision shall be final.

13.2 The Indigent Policy shall be applied consistently.

13.3 It is a priority of Council to ensure that the poor receive affordable basic services. However, this task is made more complex by the proportion of the population who are potential beneficiaries of the indigent programme but do not come forth to register as indigents.

13.4 The Social Services Department will investigate possible ways of creating and encouraging exit programs for indigents.

13.5 Any information affecting indigents will be made available in the official language of Council and translation will be available upon request.

14. EFFECTIVE DATE

The Policy is effective from 1 July 2023**.**

Annexure S
Policy related to the provision of free basic electricity
2023/2024

POLICY: PROVISION OF FREE BASIC ELECTRICITY (FBE)

2023/2024 FINANCIAL YEAR

MIDVAAL
LOCAL MUNICIPALITY

POLICY: PROVISION OF FREE BASIC ELECTRICITY (FBE)

FBE ALLOCATION IS 50 kWh units per month.

Note: Electricity used for business purposes is excluded from the free basic electricity allocation.

1. PURPOSE

The purpose of this policy is to provide guidelines to determine a uniform approach for the allocation of free basic electricity (FBE) to residents of the Municipality.

2. ELIGIBILITY

The FBE is only applicable to residential households

- that are registered as Indigent Households in terms of the Indigent Policy of the municipality and
- that have a prepaid electricity meter installed at their homes

3. BENEFIT

Residential households that meet the eligibility criterion to receive FBE will be allocated 50kWh of electricity at no charge on a monthly basis.

Unused allocations from one month may not be accumulated nor carried forward to the next month

The benefit applies to all Indigent residential household that meet the eligibility criteria, notwithstanding whether electricity is supplied by the municipality or directly by Eskom.

1. IMPLEMENTATION DATE

The policy will be effective as from 1 July 2023.

Annexure T
Policy related to the provision of free basic water 2023/2024

POLICY: PROVISION OF FREE BASIC WATER (FBW)

2023/2024 FINANCIAL YEAR

MIDVAAL
LOCAL MUNICIPALITY

POLICY: PROVISION OF FREE BASIC WATER (FBW)

1. OBJECTIVES OF THE POLICY

The objectives of the policy are –

- To realize everyone's constitutional right of access to sufficient water
- To support all approved Indigents in terms of the Council's Indigent policy, with a monthly allowance of free basic water.

- To provide guidelines to determine a uniform approach for the allocation of free basic water (FBW) to residents of the Municipality.

2. ELIGIBILITY

The FBW is only applicable to residential households that are registered as Indigent Households in terms of the Indigent Policy of the municipality.

3. BENEFIT

The block tariff adopted by Council for the use of the water services exclusively for household purposes provides for every household to receive free kiloliters of water per month as stipulated below:

- Registered Indigent Households 6 kl free per month.

3.1 Implementation Date

The policy will be effective as from 1 July **2023.**

Annexure U
Policy on the Acceptance of Grants, Donations, Sponsorships and Gifts 2023/2024

POLICY ON THE ACCEPTANCE OF GRANTS, GIFTS, DONATIONS AND SPONSORSHIPS

2023/2024-FINANCIAL YEAR

MIDVAAL
LOCAL MUNICIPALITY

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1. Introduction

The Midvaal Local Municipality (MLM) receives various forms of grants, gifts and donations.

These include:

1. Grant funding for capital projects, as per the Division of Revenue Act (DORA), e.g. MIG, Equitable Share and RBIG;

2. Grant funding to fund operational projects, as per the Division of Revenue Act (DORA), e.g. FMG and MSIG;

3. Sponsorships to fund mayoral projects, e.g. Mayoral Golf Day and various other municipal events and functions;

4. Any other sponsorships;

5. Any other ad hoc grants, gifts and/or donations.

These grants, gifts, donations and sponsorships need to be managed effectively and efficiently to ensure that the desired outcomes or prescribed outcomes in the case of conditional grants, are met.

In addition to grants, gifts, donations and sponsorships offered to the Midvaal Local Municipality, individuals (employees and councillors) are offered rewards, gifts and favours.

2. Relevant Legislation

Apart from various other legislation, the focus is placed on the following relevant legislation:

1. Local Government: Municipal Finance Management Act, Act 56 of 2003 (the "Act");

2. Local Government: Municipal Finance Management Act, Act 56 of 2003, Municipal Cost Containment Regulations, 2019 (the "Regulations")

3. Policy on the Acceptance of Grants, Gifts, Donations and Sponsorships (the "Policy")

4. Midvaal Local Municipality: Supply Chain Management Policy, Sections 46, 47 and 48

3. Acceptance of grants, gifts, donations and sponsorships

Midvaal Local Municipality should not simply accept all grants, gifts and donations offered to Council, but should consider all the implications of acceptance of the grants before doing so.

The Municipal Finance Management Act, Act 56 of 2003 and the Municipal Supply Chain Management Regulations, subject to the Supply Chain Management Regulation 47, do not prohibit sponsorships or donations (in money or kind) to the municipality as such, but prescribe that such action must be disclosed if it was promised, offered or granted by a provider or prospective provider of goods and services or a recipient or prospective recipient of goods disposed of or to be disposed of. In deciding whether to accept the abovementioned, due regard must be given to the Supply Chain Management Policy.

3.1 Capital Grants

Capital grants must be evaluated in terms of the Integrated Development Plan (IDP) priorities. Council will firstly implement projects to satisfy community need in terms of the IDP before other projects are implemented. However, capital projects not included in the IDP must be considered in terms of a comprehensive business plan that must contain the following pertinent information:

1. Description of project;
2. Link to existing projects and projects planned by other departments;
3. Staffing requirements – re-deployment of current employees (appointed staff, not vacant positions on the staff structure) or appointment of additional external employees (including both the number of employees and the designation/salary levels);
4. Impact on future operational budgets, including both income and expenditure – all expenditure items must be included, e.g. remuneration cost, operational overhead costs and municipal services;
5. Any additional information available, inter alia:

    5.1 What the impact on service delivery will be if the project is not implemented; and

    5.2 Comments on capacity to implement.

3.2 Operating Grants

Operating grants should be considered on an ad hoc basis. All grants that aim to further the objectives of the Midvaal Local Municipality should be considered for acceptance.

The following broad principles should be applied when considering whether or not to accept a grant:

1. Grant funding should not result in recurring operating expenditure for Midvaal;

2. The conditions of the grant funding should not place any undue administrative burden on Council;

3. The Vision and Mission of Council should not be compromised in any way by accepting the grant;

4. The conditions of the grant funding should not compromise Council's authority and decision-making powers in any way; and

5. The Executive Mayor may use his/her discretion when being offered grants and acceptance thereof.

3.3 Donations and Sponsorships to Midvaal

The acceptance of donations and sponsorships must at all time be done in such a manner that it maintains and promotes sound financial management, public accountability, transparency and good governance.

When donations and sponsorships are offered to the municipality, the following must be considered:

1. Whether the sponsorship or donation creates an expectation of further work, contracts, support to the organisation or person making the sponsorship or donation;

2. Whether the Municipal Finance Management Act Training Sponsorship comply with the MFMA Circular 9 in that the training providers must be validated by National Treasury. This applies only to training on MFMA and not any other training courses;

3. Whether the sponsorship or donation is within the ambit of the Supply Chain Management Regulations 47 and 48; and

4. Whether the sponsorship or donation infringes the ethical standards set in the Supply Chain Management Policy, Section 46.

5. Whether the donation or sponsorship may have financial, operational or reputational consequences to the municipality in the future, and where it is foreseen whether it is desirable to incur such consequences.

6. Whether the donation or sponsorship is desirable.

If it is found that the donation or sponsorship is offered or granted with the intention of being an inducement or reward for the awarding of any form of bid, or that it infringes on the ethical standards of the Supply Chain Management Policy, Regulation 46, the donation or sponsorship may not be accepted.

All donations or sponsorships offered or granted to Midvaal must be submitted to the Municipal Manager for approval. Excluding the Executive Mayor as stated in (2.2)(5) above, no person other than the Municipal Manager may authorise the acceptance of donations or sponsorships.

All relevant donations or sponsorships offered or granted to Midvaal must be declared to National Treasury in terms of Section 48 of the Supply Chain Management Regulations.

3.4 Donations and Sponsorships from the Municipality

Midvaal should not provide donations or sponsorships to organizations for commercial endorsements to gain credibility from association with the municipality.

When donations or sponsorships are offered from the municipality, the following should be considered:

1. Donations or sponsorships arrangement in which organization pays for all or some of the cost associated with a project or an event in exchange for recognition in partnership with the municipality must

   - Directly relate to the municipality's outcomes;
   - Provide value for money;
   - Enhance the municipality's credibility and image;
   - Deliver clear and measurable benefits;

2. The municipality should not enter into marketing communication donation or sponsorship arrangements with an organization or institution whose projector event is likely to adversely affect the content or interpretation of the municipality's programmes, services or raise conflict of interest.

3. All donation and sponsorship agreements (even those that involve a minimum amount or non-monetary items) are required to be in writing, either as a letter, a formal contract or stakeholder agreement.

4. Donation or sponsorship agreements must clarify the roles, rights and responsibilities of both parties and protect the municipality from unwanted liabilities, and also include a clause that affords the municipality the right to terminate the arrangements when it is felt that the activities are incompatible with those of Midvaal. All signatories must have the required authority to sign such donation or sponsorship agreements.

5. All donation or sponsorship agreements must have a certain standard criteria, the terms and conditions must be precise and should at least address the following:

    1. Identify all parties to the sponsorship (including third parties);
    2. Specify the exact nature and value of the donation or sponsorship;
    3. Specify the payment terms, including how and when the payment will be made and to whom;
    4. Specify the length of the donation or sponsorship agreement, options or conditions for renewal;
    5. Describe what the money or items is to be used for as set out in the budget;
    6. Specify in detail both parties' rights and benefits set out any special conditions that may apply;
    7. Set out financial accountability requirements;
    8. Specify what must happen to any surplus funds;
    9. Specify warranties and details concerning liability, including limits to liability and who is responsible for public liability and insurance;
    10. Stipulate that the municipality is under no obligation to continue the relationship beyond the contract donation or sponsorship period;
    11. Specify who owns any intellectual property which might arise;
    12. Specify relations with any employees of the organization seeking donation or sponsorship opportunities;
    13. Consider methods to secure payment against the other party's failure to deliver;
    14. The municipality's corporate identity must be adhered to with respect to all creative materials developed in the promotion of any activities when co-branding occurs;
    15. Donation or sponsorship agreements must include the municipality's right to review all marketing promotional materials and activities produced, including specific uses prior to release.
    16. Indemnify the municipality against risk;

The sponsored organization must provide a close out report which set out financial accountability and conditions on the use of funds received.

3.5 Rewards, gifts, hospitalities or other benefits directly or indirectly offered to employees of Midvaal

1. No employee may accept any reward, gift, favour, hospitality or other benefit directly or indirectly, including any close family member, partner or associate of the employee, of a value more than R350 annually from any provider or potential provider of goods/services;

2. Notwithstanding the above, the relevant employee must declare details of any reward, gift, favour, hospitality or other benefit promised, offered or granted to him/her or to any close family member, partner or associate of him/her;

3. Each Head of Department must maintain a Gift Register where rewards, gifts, favours, hospitality or other benefits that are offered and/or accepted by employees in his/her department are recorded; and

4. The abovementioned register must be available for inspection by the Municipal Manager and the Internal/External Auditors of Midvaal;

5. The following five questions must be considered, when giving or accepting a gift. If you can answer 'yes' to any of them, you should reconsider ...

1.

Could the gift potentially make the receiver feel obliged to act in my interest? This might happen if the gift is expensive.

2.

Am I trying to buy influence?
In other words, am I hoping that the gift will encourage someone to do something specific that I want?

3.

Could someone else who hears about it reasonably think that I am trying to buy influence; if the receiver is in a position to make a decision that affects me?

4.

Is this something that the receiver could easily return in their personal capacity? Again, the cost of the gift will be important here.

5.

Is it prohibited by my or the other party's organisational gift policy? This will be the case with most government departments, and with almost all cash "gifts".

Information Source: The Ethics Institute, Ethics Toolbox

3.6 Rewards, gifts, hospitalities or other benefits directly or indirectly offered to Councillors of Midvaal

1. The same rules as per 2.4 above apply to Councillors mutatis mutandis.

2. The Gift Register contemplated in 2.4.3 above, shall be maintained by the Office of the Speaker.

3.7 Cost Containment Regulations, 2019: Sponsorships

Apart from various other stipulations contained in the regulations, the following stipulations are specifically applicable on this policy:

1. An accounting officer must ensure that social events, team building exercises, year-end functions, sporting events and budget vote dinners are not financed from the municipality or the municipal entity's budgets or by any suppliers or sponsors (Refer to Section 10(5) of the regulation).

2. A municipality or municipal entity may not incur expenditure on corporate branded items like clothing or goods for personal use of officials, other than uniforms, office supplies and tools of trade unless costs related thereto are recovered from affected officials or is an integral part of the business model (Refer to Section 10(6) of the regulation).

3. Municipal resources may not be used to fund elections, campaign activities, including the provision of food, clothing, printing of agendas and brochures and other inducements as part of, or during election periods or to fund any activities of any political party at any time (Refer to Section 13(2) of the regulation).

4. Reporting to Council on Grant Funding for Capital and Operating Projects

It is the responsibility of the end-user department receiving the grant to report to Council on the following matters upon receiving confirmation of the grant:

1. Description of the grant received;
2. Amount received;
3. Purpose of the grant;
4. Conditions of the grant;
5. Implementation plan; and
6. Expected outcomes.

Abovementioned will only be applicable to ad hoc grants received during the year and not capital projects budgeted for as part of the approved IDP Capital Investment Program.

After completion of the project/programme, the department will be required to report to Council on the following matters:

1. Date of receiving of physical cash payment;
2. Date of implementation;
3. Actions performed, program implemented;
4. Amount of actual expenditure incurred;
5. Report back on conditions of the grant that was met;
6. Final outcome of project/programme; and
7. How any unspent funds must be used, taking conditions of the grant into consideration.

5. Other reporting requirements

Departments are responsible to adhere to all reporting requirements in terms of the conditions of the grant. Grants received from National and Provincial Government must be reported in terms of the conditions of the Division of Revenue Act.

The duties of the receiving officer (department receiving the grant) are detailed as follows in the Division of Revenue Act:

"*A municipality shall, within 10 days after the end of each month, submit a report to the relevant transferring National or Provincial Officer. The report must set out -*

1. *The amount received by the municipality, up to the month reported on;*
2. *The amount of funds delayed or withheld from the municipality, up to the month reported on;*
3. *The actual expenditure by the municipality up to the month reported on;*
4. *The extent of compliance with the conditions of an allocation and with the Act;*
5. *An explanation for any material problems or variances experienced by the municipality, regarding an allocation which has been received, and a summary of the steps taken to deal with such problems or variances; and*
6. *Such other issues and information as the National Treasury may determine."*

If any variance is detected and it is not of a financial nature, the department in question should refer the problem to the appropriate interval Portfolio Committee Meeting for consideration. A summary of the steps taken to deal with such problems or variances should be reported to Council.

In the event of non-compliance with the rules and regulations as set out in the Division of Revenue Act, the applicable department should take the necessary action to rectify the fact that they are not complying.

The Chief Financial Officer must disclose to National and Provincial Treasury on an annual basis, all sponsorships promised, offered or granted, whether directly or through a representative or intermediary, by any person who is:

1. A provider or prospective provider of goods or services; or
2. A recipient or prospective recipient of goods disposed or to be disposed of.

To enable the Chief Financial Officer to comply with 5.5 above, all Heads of Department must, by no later than 15 July annually, report to the Chief Financial Officer on all sponsorships promised, offered or granted, whether directly or through a representative or intermediary, by any person who is:

3. A provider or prospective provider of goods or services; or
4. A recipient or prospective recipient of goods disposed or to be disposed of.

6. General

All grants, donations, sponsorships, etc. must be paid into the primary bank account of Midvaal Local Municipality.

7. Enforcement

This policy will come into operation once approved by Council.

Annexure V
Long Term Financial Planning Policy 2023/2024

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LONG TERM FINANCIAL PLANNING POLICY

~~2020~~20223/~~2021~~20234 FINANCIAL YEAR

MIDVAAL
LOCAL MUNICIPALITY

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ABBREVIATIONS

MLM	Midvaal Local Municipality
AO	Accounting Officer
CFO	Chief Financial Officer
LTFP	Long Term Financial Plan
IDP	Integrated Development Plan
MFMA	Municipal Finance Management Act
MSA	Municipal Systems Act

1. PURPOSE OF THIS DOCUMENT

This policy sets outs the principles for determining the following:-

The Policy on Long Term Financial Planning is aimed at ensuring that the Municipality has sufficient funding in order to achieve its long term objectives through the implementation of the medium term operating and capital budgets. The purpose of the Policy on Long Term Financial Planning is therefore to:-

(a) Ensure that all long term financial planning is based on a structured and consistent methodology in order to ensure the long term financial sustainability of the Municipality.
(b) Identify capital investment requirements and associated funding sources to ensure the future sustainability of the Municipality;
(c) Identify revenue enhancement and cost saving strategies in order to improve service delivery at affordable rates; and
(d) Identify new revenue sources of funding for future years.

2. DEFINITIONS

In this Policy, unless the context otherwise indicates, a word or expression to which a meaning has been assigned in the Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003), has the meaning so assigned, and:

"Accounting Officer" – means the Municipal Manager and vice versa;

"Act" – means the Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003);

''basic municipal service'' means a municipal service that is necessary to ensure an acceptable and reasonable quality of life and which, if not provided, would endanger public health or safety or the environment;

"Budget Steering Committee", a committee established to provide technical assistance to the Mayor in discharging the responsibilities set out in section 53 of the MFMA;

''budget-related policy'' means a policy of a municipality affecting or affected by the annual

budget of the municipality, including –

(a) the tariffs policy which the municipality must adopt in terms of section 74 of the Municipal Systems Act;

(b) the property rates policy which the municipality must adopt in terms of legislation regulating municipal property rates; or

(c) the credit control policy which the municipality must adopt in terms of section 96 of the Municipal Systems Act;

"Chief Financial Officer" – means an officer of the Municipality, designated by the Municipal Manager to be administratively in charge of the financial affairs of the municipality;

"Council" or "Municipality" – means the Municipal Council of Midvaal Local Municipality as referred to in Section 18 of the Municipal Structures Act;

"Creditor" – in relation to a municipality, means any person or service provider to whom money is owing by the Municipality;

"Debt" – means –

(a) a monetary liability of obligation created by a financing agreement, note, debenture, bond, overdraft or the issuance of municipal securities; or

(b) a contingent liability such as that created by guaranteeing a monetary liability or obligation of another.

"Financing Agreement" means any long-term agreement, lease, installment purchase contract or hire purchase agreement under which the Municipality undertakes to pay the capital cost of property, plant or equipment over a period of time;

"Financial year" – means a year ending 30 June;

"Financial Statement" – means statements consisting of at least –
(a) a balance sheet (statement of financial position);
(b) an income statement (statement of financial performance);
(c) a cash-flow statement;
(d) any other statements that may be prescribed; and
(e) any notes to these statements.

"IDP" means the Integrated Development Plan;

"LTFP" means Long Term Financial Plan;

‘‘long term debt’’ means debt repayable over a period exceeding one year;

“MBRR” means the Municipal Budget and Reporting Regulations;

“MFMA” means the Municipal Finance Management Act 56 of 2003;

“MTREF” means Medium Term Revenue and Expenditure Framework, as prescribed by the MFMA. It sets out indicative revenue and projected expenditure for the budget year, plus two outer financial years;

“Municipal debt instrument” – means any note, bond, debenture or other evidence of indebtedness issued by a municipality, including virtual or electronic evidence of indebtedness intended to be used in raising debt;

‘‘municipal tariff’’ means a tariff for services which a municipality may set for the provision of a service to the local community, and includes a surcharge on such tariff;

‘‘National Treasury’’ means the National Treasury established by Section 216(1) of the Constitution and section 5 of the Public Finance Management Act;

“Short Term” refers to a period up to 3 (three) years;

“Medium Term” refers to a period between 3 (three) and 5 (five) years;

“Long Term” refers to any period longer than 5 (five) years.

“Security” – means a lien, pledge, mortgage, cession or other form of collateral intended to secure the interest of a creditor; and

“Short Term Debt” – means a debt which is repayable over a period not exceeding 12 months.

3. OBJECTIVES

The annual updated LTFP should identify the following:

(a) Assumptions and parameters to be used to compile the Operating and Capital budgets over the next MTREF;

(b) Future Operating revenue and expenditure projections based on assumptions and parameters;

(c) Future affordability of projected Capital Plans;

(d) The level of infrastructure development required to achieve the Municipal priorities, within

the available funding; and

(e) External funding requirements in the form of long term debt.

4. APPROVAL AND EFFECTIVE DATE

The policy will be effective as from 1 July ~~2020~~2022~~3~~.

5. POLICY AMENDMENT

The Accounting Officer must–

(a) at least annually review the implementation of this Policy; and

(b) when the AO considers it necessary, submit proposals for the amendment of this Policy to the Council.

The review of this policy and any amendment should be made with due consideration and in conjunction with the annual review of the budget related policies as prescribed in the Municipal Budget and Reporting Regulations, 2008.

6. RELATIONSHIP WITH OTHER POLICIES

This policy needs to be read in conjunction with other relevant adopted policies of the municipality, including the following:

- Delegations of Authority;
- Accounting Policies;
- Credit Control and Debt Collection Policy;
- Tariff Policy, Indigent Policy and Free Basic Services Policies;
- Property Rates Policy;
- Budget Implementation and Monitoring Policy;

7. PRINCIPLES

The policy is based on the following principles:-

(a) Viability and sustainability of the municipality;

(b) Optimisation of the municipal revenue basket, taking into consideration the following:

- Granted funding is optimally utilised and managed; and
- Effective credit control and debt collection, ensuring optimal revenue collection in the context of the socio-economic environment.

(c) Continuous improvement and expansion in service delivery framework, and

(d) Effective financial strategies.

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During the process of compilation of the LTFP the Municipality should take cognisance of the following additional factors regarding the process:-

(c) A collaborative and visionary process. The LTFP does not just forecast the status quo into the future but considers different possible scenarios.

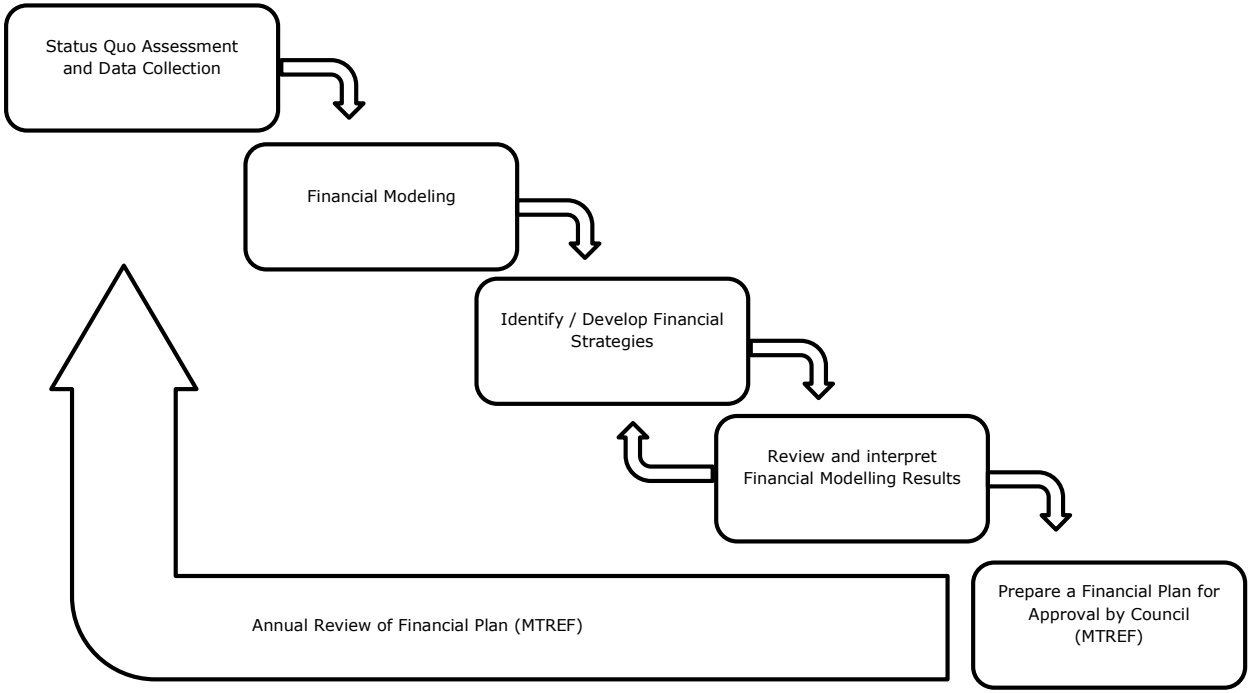
(d) A combination of technical analysis and strategising. Long-term forecasts and analysis are used to identify long-term imbalances and financial strategies are developed to counteract these imbalances or inequities.

(e) An anchor of financial sustainability and policy development. The plan develops big-picture and long-term thinking among elected and appointed Councilors and Officials and also aims to ensure alignment and credibility of the IDP.

(f) Long term in nature. The plan will cover three (3) years.

8. DEVELOPMENT OF A FINANCIAL PLAN

8.1 Process map



8.2 Status Quo assessment and data collection

Perform a Status Quo assessment under the following criteria:-

(a) The Municipality's current financial status;
(b) Audit Outcome for prior Financial Years;
(c) Current revenue sources, internal and external proportion of revenue;
(d) Main cost drivers impacting on the sustainability of the Municipality;
(e) Determine the main expenditure categories and the scale of each;
(f) Identify internal and external factors, which influence expenditure levels;
(g) Loan and liability obligations;
(h) Status of municipal infrastructure;
(i) Repairs and maintenance and refurbishments as per the Infrastructure Asset Management Plans;
(j) Distribution Losses;
(k) Reviewing the Municipality's funding requirements as per:
    - financial plan; and
    - IDP.
(l) Ability to finance capital expenditure;
(m) Trends and the implications including the financial problems; opportunities and constraints/risks facing the Municipality;
(n) Powers and Functions of the Municipality;
(o) Service backlogs and population projections in order to determine service needs; and
(p) Summarise the gaps and challenges to be addressed in the financial and funding plan.

In reviewing the current revenue sources in terms of:

(a) Existing service charges and fees.
(b) Options for increasing user charges and fees based on:
    - the impact of inflation;
    - other cost increases;
    - number of registered indigents;
    - the adequacy of the coverage of costs and current competitiveness of rates; and
    - impact on households, particularly poorer households.
(c) The nature and extent, purpose and predictability of National and Provincial Grants and Agency Payments.
(d) Future opportunities and threats in terms of revenue:
(e) Other revenue opportunities, such as leases and the sale of non-core assets.
(f) Revenue constraints, such as maximum service charges and poor payment levels.

(g) Potential threats to Municipal revenue, including changes in Grant allocations.
(h) Potential expansion of the current revenue base.
(i) Factors, which influence revenue collections.

Other non-financial issues to consider during status quo analysis
(a) Proposed organisational structure and assessing its cost implications;
(b) Proposed community projects and programmes by Departments, such as Housing and Health, and assessing their cost implications; and
(c) Current state of Information Communication and Technology

8.3 Financial Modeling

Upon completion of the status quo assessment, resulting in an understanding of the Municipality's financial position, the next phase is to determine the Municipality's financing need over the medium-term:-

(a) Develop a financial forecast model to identify immediate opportunities and risks; and
(b) To identify future opportunities and risks.

This entails determining what expenditure the Municipality plans to undertake over the medium-term and what its financing requirements are likely to be and how these can be funded either internally or externally.

As the Municipality evolves and expands its service delivery framework, so do those of the National Government. Long term community development and economic development projects will therefore also be included under this phase.

8.4 Financial Strategies

A key feature of the LTFP is to give effect to the Municipality's financial strategies. These strategies should include:
(a) Increasing funding for asset maintenance and renewal;
(b) Continuous improvement to the financial position;
(c) Ensuring affordable debt levels to fund the capital budget;
(d) Maintaining fair, equitable and affordable rates and tariff increase;
(e) Maintaining or improving basic municipal services;
(f) Achieving and maintaining a breakeven/surplus Operating budget; and

(g) Ensuring full cost recovery for the provision of internal services.

8.5 Analyse results

For the short-term needs of the Municipality based on the Financial Modelling, perform scenario planning to identify the optimum balance between revenue collection and municipal spending, taking into account the following:-

(a) Potential revenue enhancement strategies which may have an immediate impact on the revenue base of the Municipality;
(b) Evaluate cost saving mechanisms to minimise the cost of effective service delivery; and
(c) Current infrastructure investments and maintenance programs which may influence revenue streams or the cost of service delivery.

8.6 Prepare Financial plan for approval

The Long Term Financial Plan should indicate the following:-

(a) Illustrate the projected result for a three (3) year period.
(b) Forecasting of revenues and the forecasting of expenditures into a single financial forecast.
(c) Finalisation of the Financial Plan includes collating all financial data and develop a financial plan that:-
    (a) Identifies future revenue projections based on current and projected revenue streams, as well as those projects required to achieve these projections;
    (b) Identifies future expenditure frameworks and cost of service delivery based on current and projected expenditure patterns;
    (c) Identifies the level of infrastructure development required to achieve the municipal priorities, within the funding restrictions; and
    (d) Identifies external funding requirements required for capital investment.

8.7 Annual Review

The success of the LTFP lies in continuous revision:

(a) The financial plan must be reviewed on an annual basis as part of the annual review of the IDP and updated with at least the following information:-
(b) any direct change in financial status or internal factors, other than previously predicted, which may influence the financial status and viability of the Municipality;
(c) any changes in the economic and socio economic environment, other than previously predicted, which may influence the financial status of the Municipality;

(d) any changes in the revenue base or composition which may have an impact on the financial viability of the Municipality;

(e) any changes in the national or municipal priorities as previously identified; and

(f) any factors which may have an impact on the ability to implement previously identified projects.

(g) The impact of any national disasters that may be declared

9. IMPLEMENTATION AND REVIEW OF THE POLICY

The policy will be effective as from 1 July ~~2020~~2020~~2~~23.

INCA
Portfolio Managers

MIDVAAL MUNICIPALITY

Long Term Financial Plan – ***Update 2021***

MIDVAAL
LOCAL MUNICIPALITY

Prepared by
INCA Portfolio Managers
May 2021

REPORT OVERVIEW – INTRODUCTION AND BACKGROUND

The Midvaal Municipality appointed INCA Portfolio Managers in 2017 (IPM) to prepare a Long-Term Financial Plan (LTFP). The output of the assignment was a report entitled *Midvaal Municipality Long Term Financial Plan: 2016 – 2026*; December 2017 and was updated in June 2020. This *2021 Update* aims to update the LTFP based on the latest available information and report on the findings.

The objective of a Long-term Financial Plan is to recommend strategies and policies that will maximise the probability of the municipality's financial sustainability into the future. This is achieved by forecasting future cash flows and affordable capital expenditure based on the municipality's historic performance and the environment in which it operates.

A summary of the demographic-, economic- and household infrastructure perspective was updated with the latest available information as published by iHS Global Insight. The historic financial analysis was updated with the information captured in the municipality's audited financial statements of 30 June 2020 IPM's Long Term Financial Model (latest and updated version 21.2) was populated and run with this latest information, and the outcome thereof is reported herein. The model was re-calibrated against the municipality's MTREF for the 3 years from 2020/21 to 2022/23.

Unlike the original assignment, no renewed analysis of the Asset Register, review of municipal documents (viz. IDP, Master Plans, etc.) and conversations with management were undertaken. The conclusions reached in this report are complimentary to the recommendations made previously.

The FY2020 financial results presented the onset challenges presented by the COVID-19 (C19) pandemic. In this update of the LTFP we present a Base Case that considers some of the assumptions of the impact of COVID-19 on the financial sustainability of the municipality.

The contents of this report entail the following:

1	Planning Process
2	Updated Perspectives (Demographic, Economic, Household Infrastructure)
3	Updated Historic Financial Assessment
4	Long Term Financial Model Outcomes
5	Future Revenues
6	Affordable Future Capital Investment
7	Scenario Analysis
8	COVID-19 Impact Assessment
9	Ratio Analysis
10	Conclusions

KEY FINDINGS AND CONCLUSIONS DRAWN FROM THE 2020 LTFP UPDATE

1. The update of an analysis of the socio-economic aspects reveals that Midvaal's overall performance remains favourable when compared to the other two local municipalities in the Sedibeng District. This however does not obviate from the many challenges faced by the municipality such as slow local economy growth and high unemployment rates.

2. The fact that 58.7% of all households earn an income of less than R 16 000 pm limits the ability of the municipality to generate more income from the household sector. The Unemployment Rate of 23.4%, although skewed by COVID-19 and lockdown period as per Q2 2020 stats results, was below the Provincial and National rates of 30.2% and 28.4%.

3. The number of people officially employed declined since 2015 and at the end of 2019, 28% or 33 600 people of the total population were employed.

4. The economy of Midvaal is well diversified with four of the sectors each contributing more than 10% to the GVA. The services sector comprising trade, finance, manufacturing and community services not only contributes significantly to the economy (75% of output) but is also the main provider of employment.

5. Service delivery challenges, given the relatively high population growth (2.1%), is reflected in the 15% of households that experience electricity backlogs, 10% sanitation backlogs and 11% refuse removal backlogs.

6. The following risk factors and potential threats were noted with regards to Midvaal's financial performance:

    a) The municipality posted operating deficits after excluding capital grants throughout the 8-year historical analysis.
    b) Billed revenue decreased by R 5.3 million in the current year as consumption quantities for water and electricity services declined due to the negative impact of COVID-19 on households.
    c) The surplus margins on the sale of electricity reflect a declining trend over the last 7 years; from 38% in FY2014 to 16% in FY2020.
    d) The water surplus margins also declined from 62% to 41%, indicating a potential threat to the municipality's main revenue sources.

7. On the analysis of financial position and cashflow, we noted the following:

    a) The acceptable gearing ratio of 16% and positive debt service cover of 4.46 represents an affordable level of long-term debt.
    b) 65% of current assets is represented by very liquid cash and cash equivalents, which underpins this healthy liquidity position.

c) The Liquidity Ratio remains healthy at 2.52 as at FYE2020; indicating that Midvaal should be able to service its short-term obligations as and when it falls due.
d) Cash and Cash Equivalents at year end increased by R 107.15 million (37%) to a balance of R 400.05 million at FYE2020.

8. However:

a) The total capital expenditure of R 117.38 million for FY2020 was 19% less than the budgeted capex of R 144.99 million.
b) Unspent conditional grants increased by R 17 million at year end.

9. The 10-year Long Term Financial Plan ("LTFP") indicates the following:

a) The COVID-19 pandemic is expected to continue to adversely affect the financial performance of the municipality during the MTREF period until 2022/23. However, the municipality's existing liquidity and proven historic disciplined financial management together with the measures introduced in this plan, arrives at a financially sustainable optimal case scenario.
b) Although the MTREF capex budget of the municipality is financially feasible, it remains conservative, and the capacity exists to accelerate capital investment through an optimal funding mix, without compromising liquidity.
c) The potential exists for Midvaal to invest R 2 548 million in a 10-year capital programme which will reach 11.8% of Total Expenditure per annum in FY2029/30. The municipality should be able to sustain external borrowings that fund 46% of this capital spend.
d) The model (optimal scenario) indicates that the municipality remains sensitive to the movements in the collection rate. A reduction in the collection rate would have a detrimental effect on the cash balance and liquidity position. It is therefore imperative that the current rate of 92% be closely monitored and effectively managed.
e) A pre-condition for this positive outlook is however that finances are managed with the needed care and discipline within the guidelines set in the LTFP.

1	**Planning Process**
2	Updated Perspectives (Demographic, Economic, Household Infrastructure)
3	Updated Historic Financial Assessment
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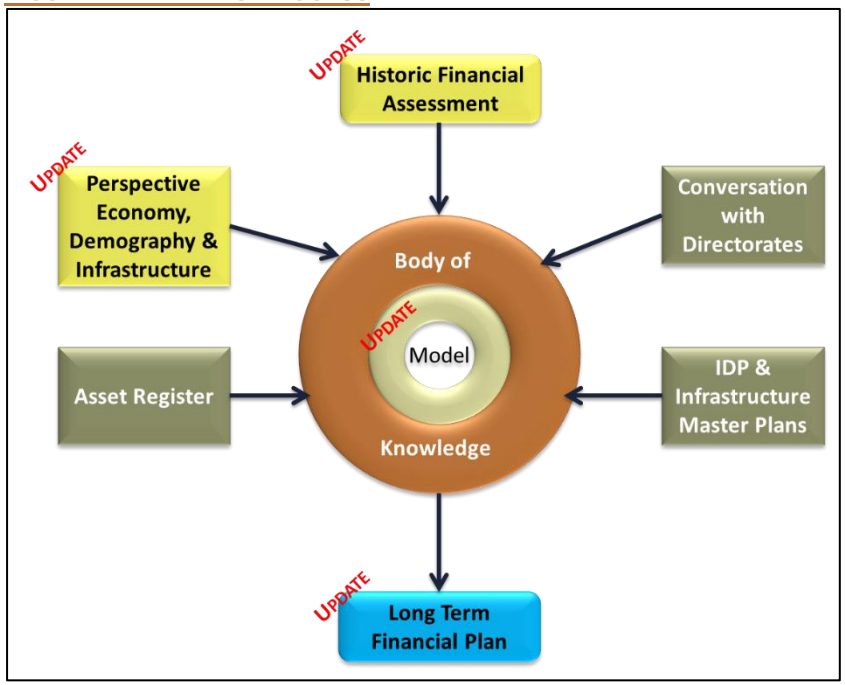
PROCESS

The diagram below illustrates the steps in the process that were followed in drafting the LTFP and the steps taken during this 2021 "LTFP Update":

FIGURE 1: PLANNING PROCESS

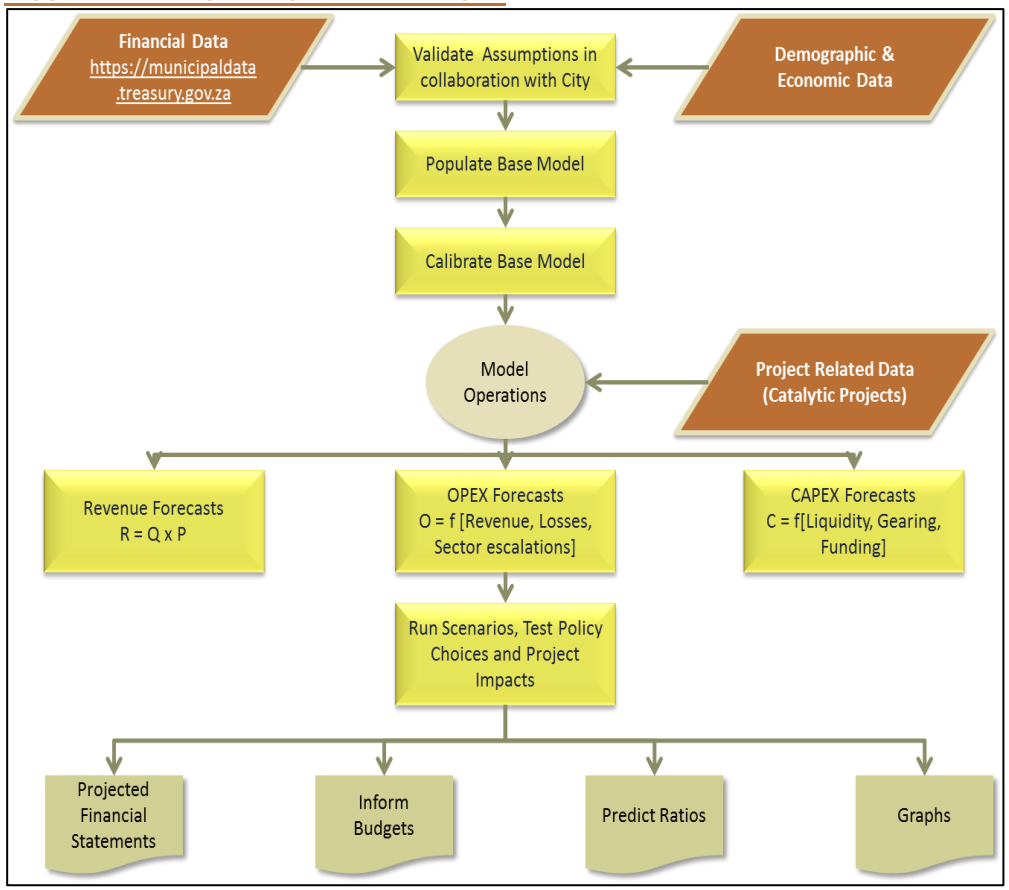


Recently IPM developed a new long-term financial model[1], which was populated with the latest information of Midvaal and used to make a base case financial forecast of the future. The diagram below illustrates the outline of the model.

[1] Part of National Treasury's Cities Support Programme and with technical assistance from the World Bank Group.

The model was adapted for the purpose of this update in that no large infrastructure projects were assessed. The capital budget as presented in the MTREF was however included and predictions of affordable future capex were made.

FIGURE 2: FINANCIAL MODEL FRAMEWORK



1	Planning Process
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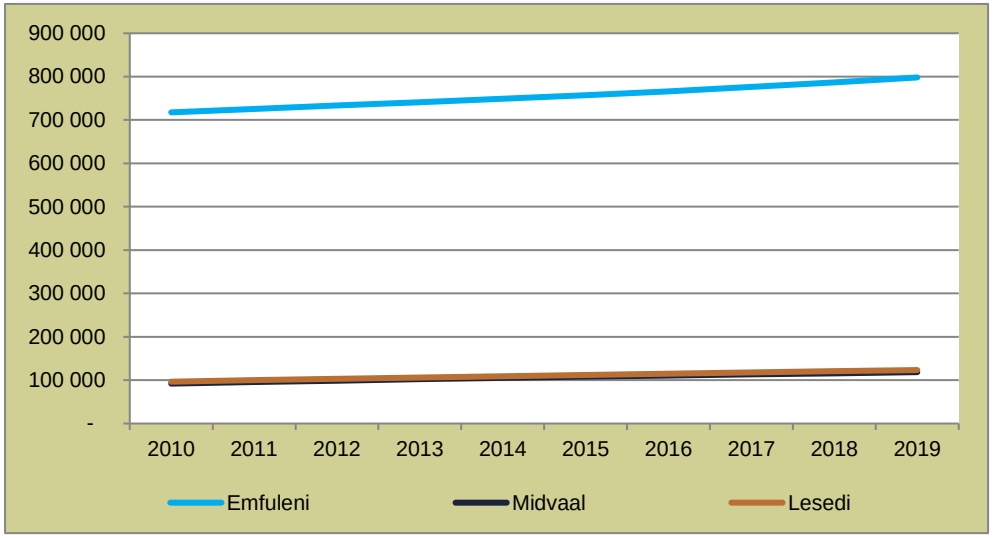
DEMOGRAPHY

Midvaal has a Total Population of 118 450 (iHS 2019), which represents 11.4% of people living in the Sedibeng District and is the least densely populated in the area. The population is growing at a relatively high 2.1% p.a., compared to the national population growth rate of 1.5%, but in line with the population growth rate of Gauteng province of 2.1% p.a. The population growth rate exceeds the local economic growth, which averaged 1.2% p.a. over the last five years. This implies that economic activity per capita is declining, which may pose a financial threat to the municipality over the long-term.

GRAPH 1: POPULATION

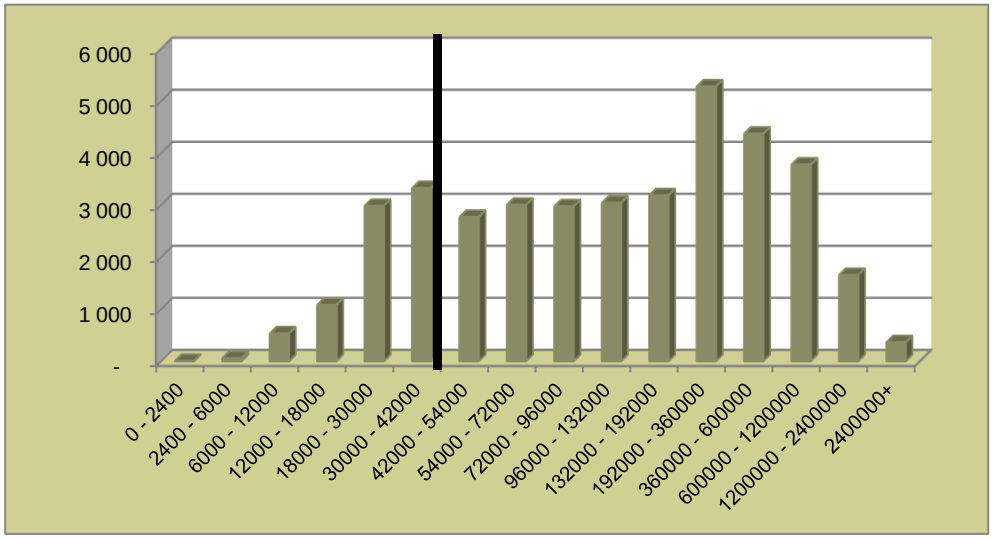


The average annual per capita income of Midvaal of R 107 711 is the highest in the district and has increased by 3.7% from R 103 871 since 2018.

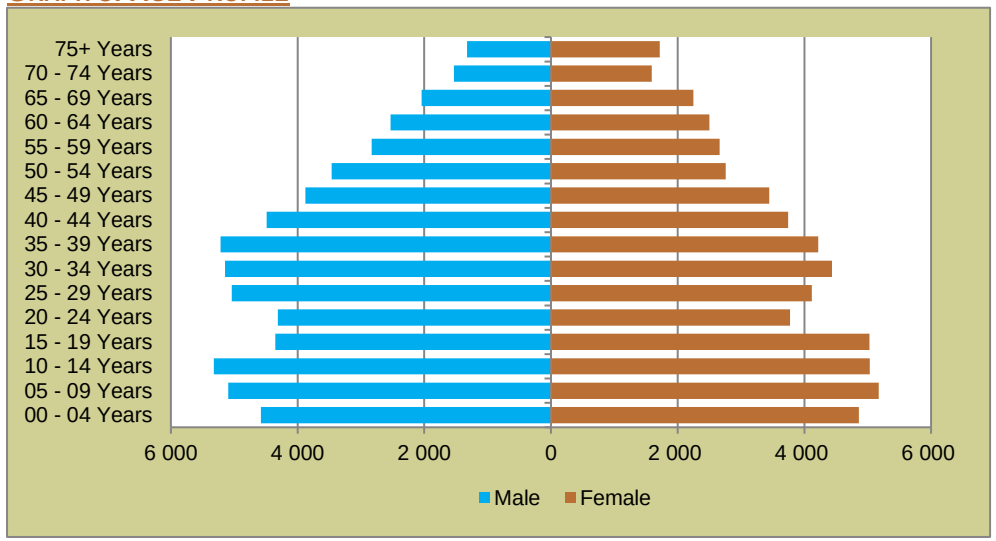
The average household income for Midvaal is R 314 712 p.a. (R 26 226 p.m.), which is the highest of all three municipalities in the District, and higher than the national average of R 204 680 p.a.

The Household Income distribution illustrates that the proportion of households earning less than R 42 000 p.a. constitute approx. 20.4%. 58.7% of all households earn an income of less than R 192 000 p.a. (R 16 000 p.m.). The extent to which the municipality can extract further income from these households may be limited. The highest concentration of households (13.5%) fall within the economic income bracket of between R 192 000 and R 360 000 p.a.

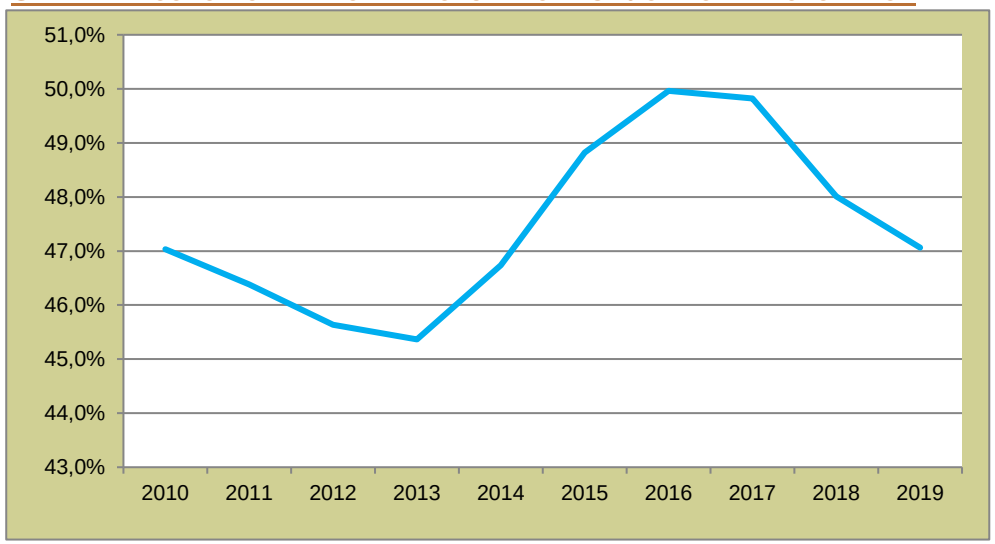
GRAPH 2: DISTRIBUTION OF HOUSEHOLD INCOME



Graph 3: Age Profile



Graph 4: Economically Active Population as % of Total Population

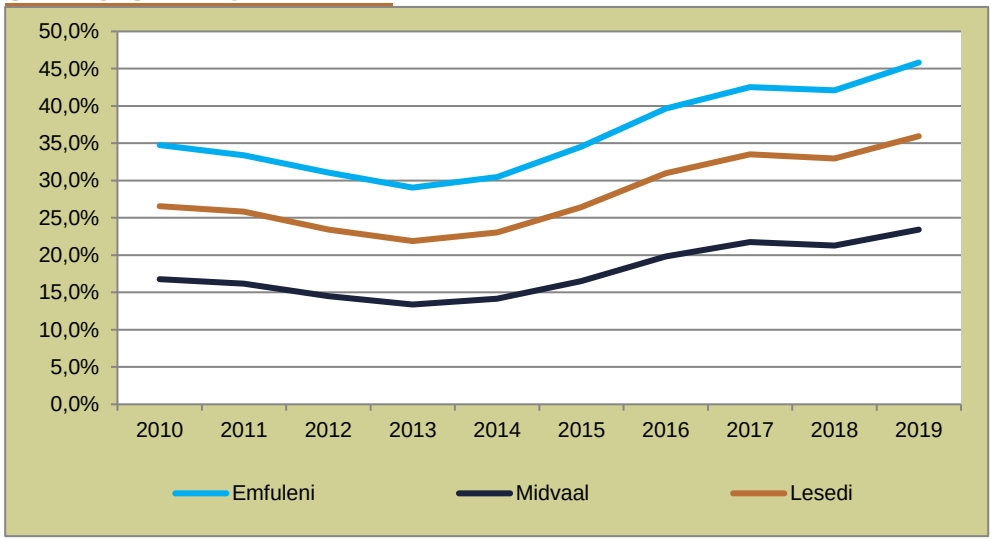


The Age Profile illustrates that proportionally Midvaal has the highest percentage of people falling within the 25 to 39-year age bracket for Male and within the 00 to 14-year age bracket for Female. The working age group of Midvaal represents a notable size of the population. This age profile is typical of a developing society.

Approximately 47% of the population in Midvaal is economically active. This, together with the age profile which indicates a younger population, increases the pressure of job creation. Noteworthy is that the EAP as a % of population is down to 2010 levels; indicating that total recovery is expected to take longer.

The Unemployment Rate of 23.4% in 2019 was below the Provincial and National rates of 30.2% and 28.4%, respectively. These official historic rates are calibrated against trends which include recent data and have, therefore, been impacted by the Q2 2020 unemployment statistics released by Stats SA, which is skewed by the COVID-19 lockdown and inability of people to look for work during the months of April 2020 to June 2020. The expanded definition which includes people who have not taken recent steps to find employment drastically increases the perceived unemployment rate but is also not a reasonable reflection of the situation in Midvaal LM, currently.

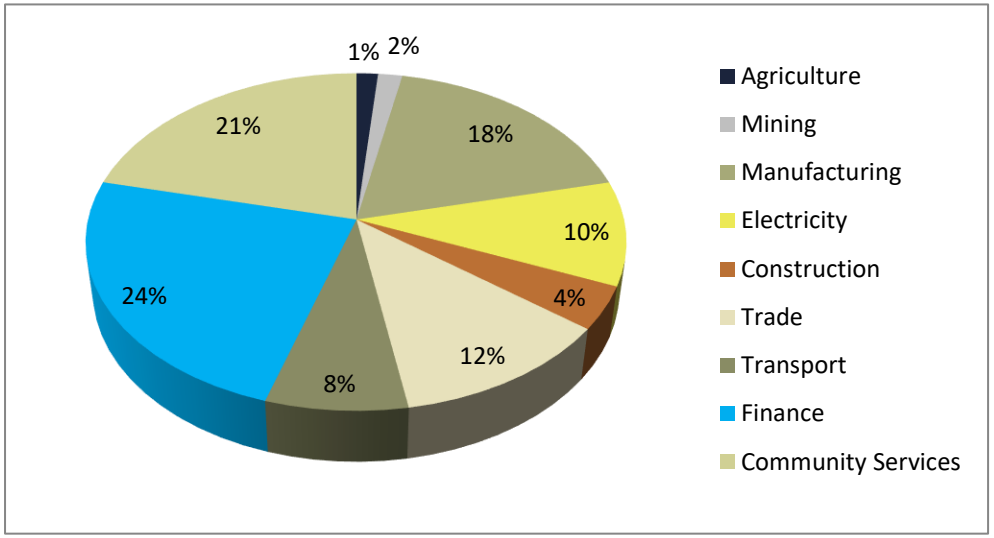
Graph 5: Unemployment Rate



Economy

Finance remains the dominant Economic Sector with 24% of the output in 2019, followed by Community services (21%), Manufacturing (18%) and Trade (12%). The Midvaal economy is well diversified, which should provide economic stability. The services sector comprising trade, finance, manufacturing and community services not only contributes significantly to the economy (75% of output) but is also the main provider of employment.

Graph 6: Economic Sectors



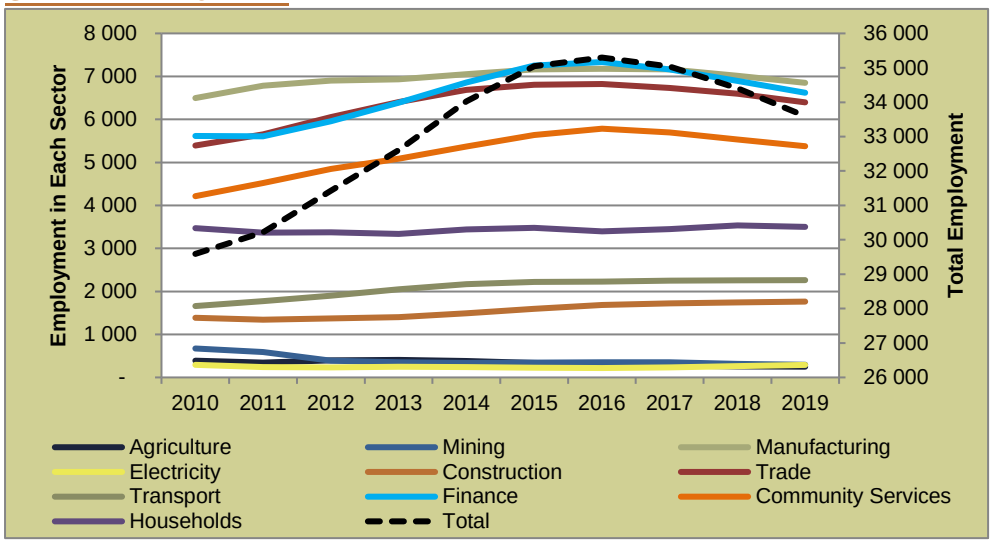
Proportional growth was experienced in the Finance, Community services and Trade sectors, with all other sectors experiencing stagnant or declining proportional growth between 2010 and 2019. The proportional contribution of the important Manufacturing sector showed a decline over the period.

Table 1: Proportional Growth of Economic Sectors

Sector	2010	2019
1 Agriculture	1,6%	1,5%
2 Mining	2,7%	1,6%
3 Manufacturing	19,3%	18,2%
4 Electricity	11,1%	10,0%
5 Construction	4,2%	4,1%
6 Trade	11,3%	11,9%
7 Transport	7,1%	7,5%
8 Finance	22,5%	23,9%
9 Community services	20,2%	21,3%

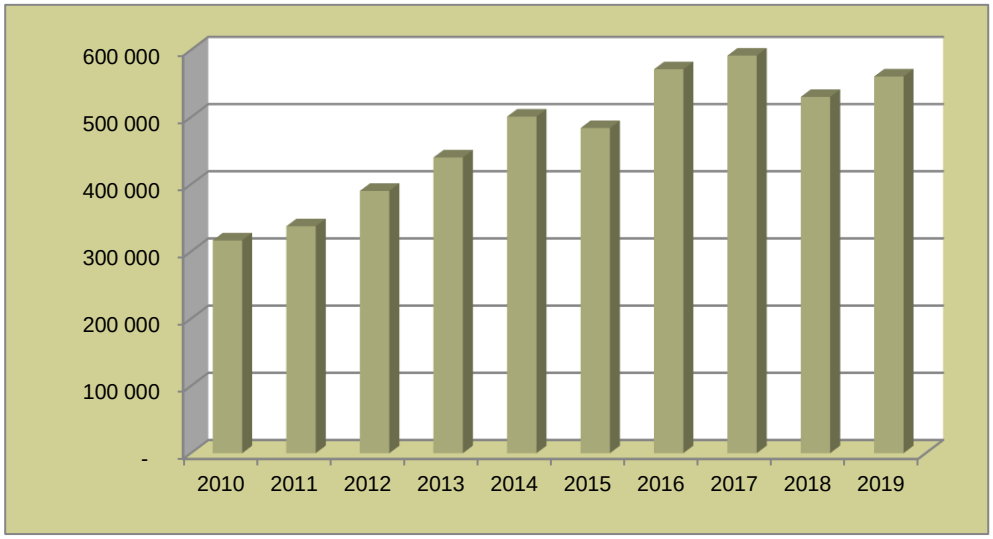
Changes in the economic structure of the region is reflected in the employment figures. The Manufacturing, Finance, Trade, and Community Services, sectors are the largest Employers with 20.4%, 19.7%, 19.0% and 16.0% of Total Employment respectively. Households, Transport- and Construction sectors employ over 1 000 people each. Total employment reflects a significant decline between 2015 and 2019. At the end of 2019 the officially formal employment came to 33 600 people or 28% of the population.

GRAPH 7: EMPLOYMENT



Tourism Spend in 2019 amounted to R 560.83 million, which equates to 6.8% of GVA (Current Prices). Tourism remains a relatively important economic driver for the local economy.

GRAPH 8: TOURISM SPEND



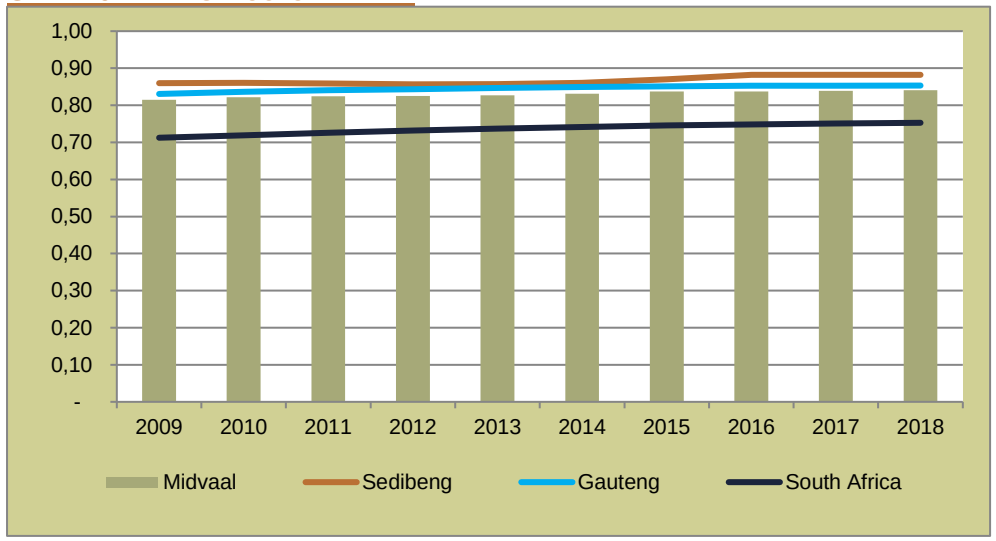
HOUSEHOLD INFRASTRUCTURE

Note: due to data delays, the information contained in this section is currently updated until 2018.

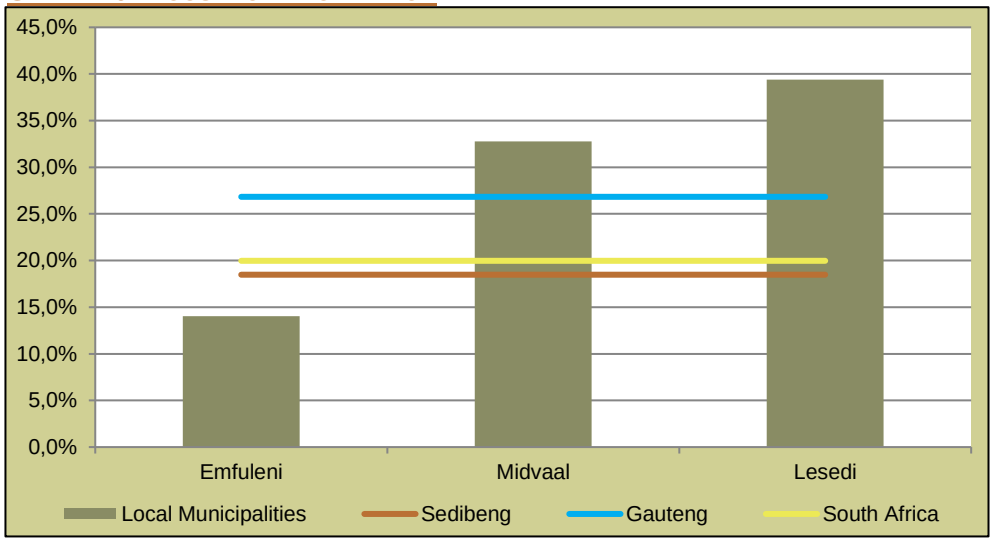
The Infrastructure Index of 0.83 is lower than the Province (0.84) and the Sedibeng District as a whole (0.88). Within the District, Midvaal has the lowest infrastructure index of the three local municipalities. A contributing factor is the high population growth and household formation in recent times, which worsened the infrastructure backlogs.

Growth in Household Formation between 2008 and 2018 was 33%, the second highest of all three municipalities in the district but exceeding the proportional household formation in the district as a whole, the province as well as national. In absolute numbers, the growth of households in Midvaal was 8 793 during this period. This further added to the service delivery demands and pressure to provide services to a growing population. High household formation makes it difficult for a municipality to address its service delivery backlogs due to the increased demand.

GRAPH 9: INFRASTRUCTURE INDEX



GRAPH 10: HOUSEHOLD FORMATION



Comparing backlogs of Sanitation, Water, Refuse Removal and Electricity in urban as well as non-urban areas, Midvaal performed below the average infrastructure delivery in the Sedibeng District. Its delivery challenge given the population growth is reflected in the 15% of households that experience electricity backlogs, 10% sanitation backlogs and 11% refuse removal backlogs.

TABLE 2: HOUSEHOLD INFRASTRUCTURE PROVISION (2018)

Infrastructure	Sedibeng DM	%	Midvaal	%
Above RDP Level				
Sanitation	303 202	93,4%	34 572	90,3%
Water	321 524	99,0%	37 502	98,0%
Electricity	301 432	92,9%	32 490	84,9%
Refuse Removal	299 094	92,1%	33 941	88,7%
Below RDP Level or None				
Sanitation	21 430	6,6%	3 712	9,7%
Water	3 108	1,0%	782	2,0%
Electricity	23 200	7,1%	5 794	15,1%
Refuse Removal	25 538	7,9%	4 343	11,3%
Total No. of Households	324 632	100,0%	38 284	100,0%

1	Planning Process
2	Updated Perspectives (Demographic, Economic, Household Infrastructure)
3	**Updated Historic Financial Assessment**
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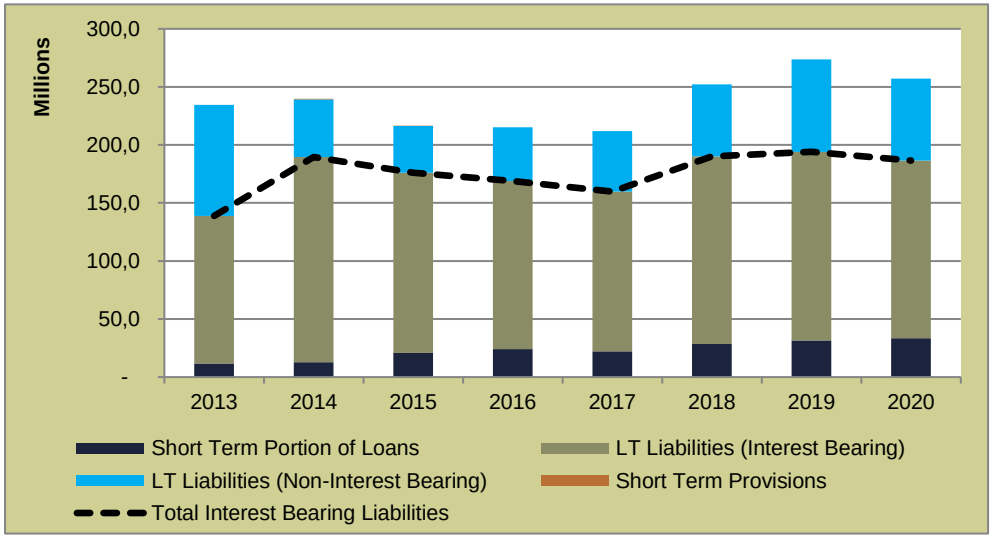
Financial Position

As at 30 June 2020, Midvaal's balance sheet reflected total assets of R 2.63 billion (compared to R 2.55 billion in FYE2019) and total liabilities of R 468.07 million (compared to R 473.76 million in FYE2019). From this it is evident that the municipality improved its financial position as at FYE2020 and it can be regarded as relatively strong and stable. To gain a deeper understanding of these movements, the categories of assets and liabilities were analysed further.

Graph 11: Long Term Liabilities: Interest Bearing vs Non-Interest Bearing



Notwithstanding the new external loan liabilities and finance leases of R 24.59 million taken up during the year, Total Interest-bearing Liabilities decreased by R 9.57 million (5.9%) to R 152.85 million at year end.

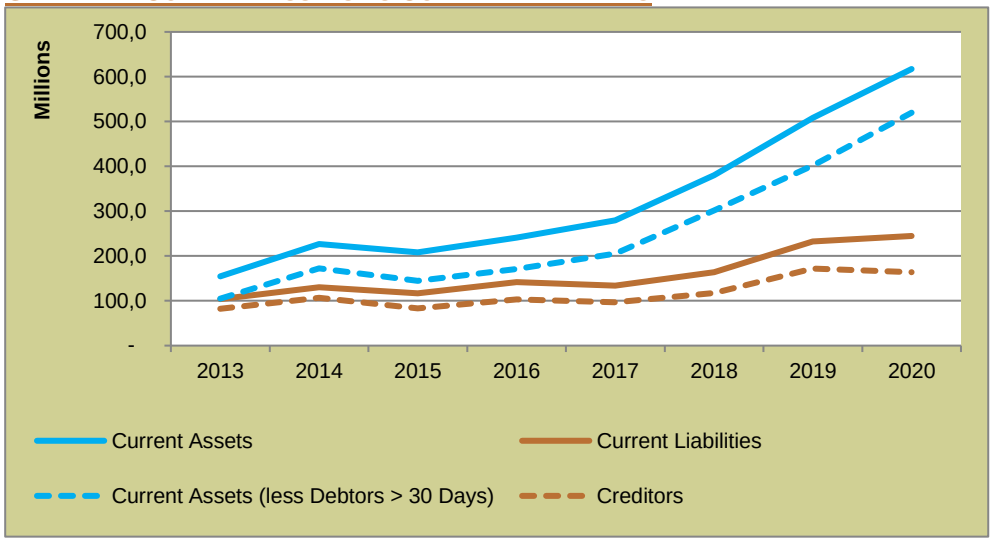
The Gearing ratio (Total Debt/Operating Revenue) can be considered acceptable (low risk) at 16% at FYE2020 (from 18% at FYE2019). This is in comparison to the maximum norm of 45% proposed by National Treasury or 35% proposed by INCA Portfolio Managers, considering Midvaal's size and capacity. The debt service cover ratio (which measures the ability of the municipality to service its debt from cash generated by operations) increased to a healthy 4.46, indicating that the current levels of debt are affordable to the municipality.

Table 3: Interest Bearing Vs Non-Interest Bearing Liabilities

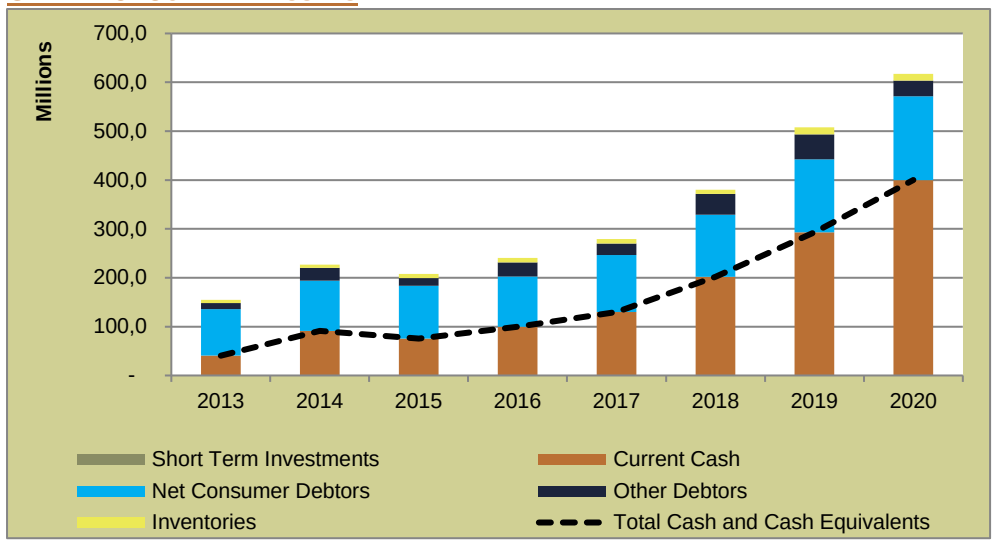
	2013	2014	2015	2016	2017	2018	2019	2020
Short Term Provisions	-	0,4	0,5	-	-	-	-	-
LT Liabilities (Interest Bearing)	127,1	176,9	155,1	144,7	137,6	161,8	162,4	152,9
LT Liabilities (Non-Interest Bearing)	95,6	49,6	40,3	46,2	52,1	62,0	79,6	70,6
Short Term Portion of Loans	11,8	12,7	20,9	24,2	22,2	28,4	31,6	33,6
Total Interest-Bearing Liabilities	138,9	189,6	176,0	169,0	159,7	190,2	194,1	186,4

Long term Non-interest-bearing liabilities increased to R 70.58 million and is comprised of Landfill Rehabilitation (80%) and Employee Benefit (20%) provisions. The short-term portion of R 33.6 million is cash backed as per statutory requirements.

Graph 12: Current Assets vs Current Liabilities



Graph 13: Current Assets

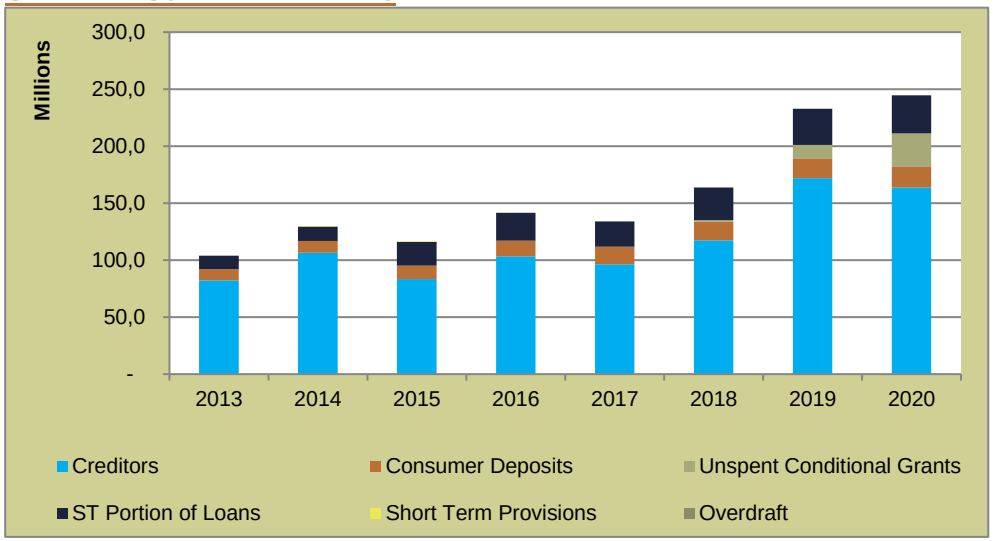


Current Assets increased by R 109.13 million (21.5%) in the current year. The increase was influenced by the growth in Cash and Cash Equivalents (R 107.15 million or 36.6%) and Net Consumer Debtors (R 21.74 million or 14.6%).

Table 4: Liquidity Ratios

	2013	2014	2015	2016	2017	2018	2019	2020
Current Assets : Current Liabilities	1,49	1,75	1,78	1,70	2,09	2,32	2,18	2,52
Current Assets (less Debtors > 30 Days) : Current Liabilties	1,01	1,33	1,24	1,21	1,53	1,84	1,73	2,12

Graph 14: Current Liabilities

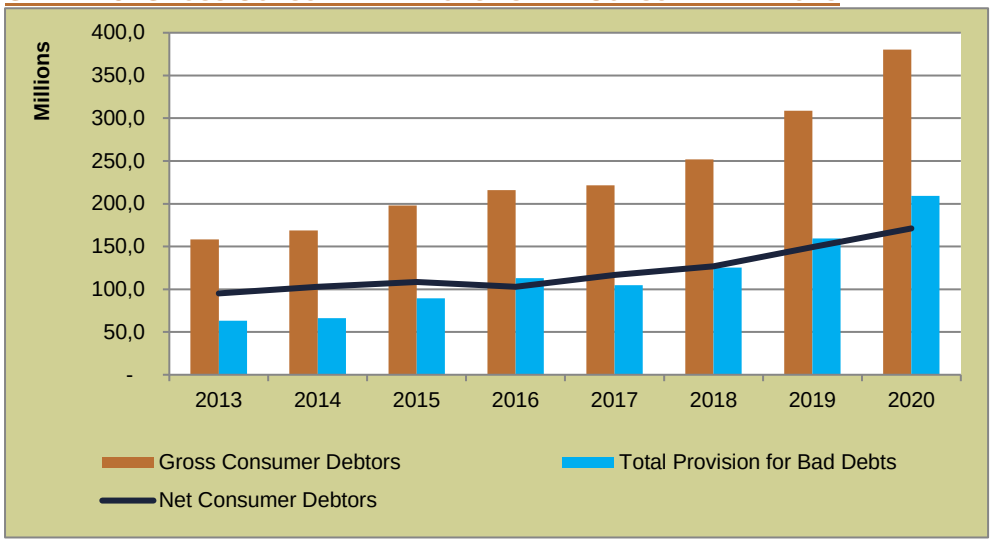


The increase in Current Liabilities was smaller at R 11.91 (5.1%) million. This increase can be mainly due to the increase in Unspent Conditional Grants of R 17.05 million, which was also impacted by the national lockdown towards the last quarter of the financial year, as a result of the COVID-19 pandemic. It is positive to note a decrease in Creditors of R 8.29 million (-4.8%) to R 163.62 million at FYE2020.

The Liquidity Ratio as at FYE2020 is healthy at 2.52 (FYE2019: 2.18:1). Should all debtors older than 30 days be excluded, this ratio remains at a healthy 2.12 as at FYE2020, indicating high levels of very liquid assets.

Debtors Management

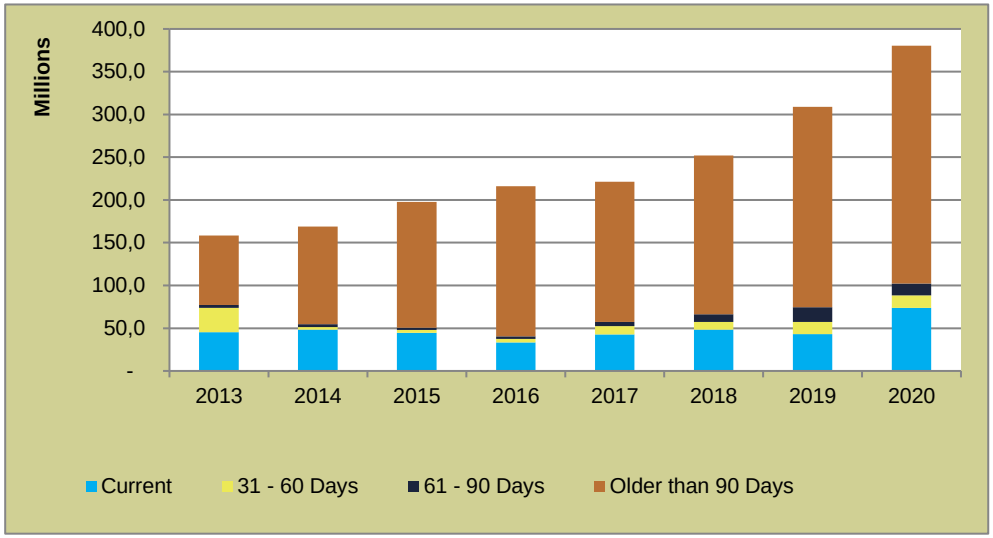
Graph 15: Gross Consumer Debtors vs Net Consumer Debtors



consumer debtors grew by 23% in FY2020 as reflected on Graph 15 .Efforts to increase provision were noted in the R 49.78 million or 31% increase in the current year.

The debtors age analysis reveals 73.1% of Gross Consumer Debtors are outstanding for more than 90 days which reflects household debt accumulated over the previous years.

Graph 16: Consumer Debtors Age Analysis



The collection rate increased to 92% in FY2020 from 89% in FY2019, which is commendable considering the impact of COVID-19 but is unfortunately still below the minimum acceptable benchmark of 95%. It is however concerning to note the decrease in Billed Revenue as illustrated in Table 5. The decrease in quantities sold by the municipality during FY2020 is a direct result of the implications COVID-19 had on businesses and households within the municipality.

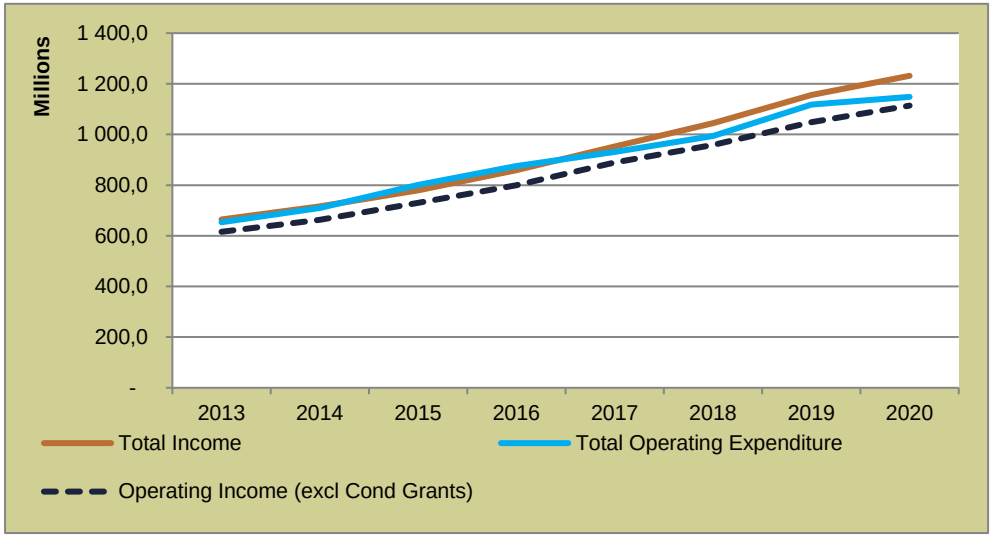
Table 5: Debtors Ratios

	2014	2015	2016	2017	2018	2019	2020
Increase in Billed Income p.a. (R'm)	56,0	49,6	50,0	76,6	75,1	138,0	(5,3)
% Increase in Billed Income p.a.	12%	9%	9%	12%	11%	18%	-1%
Gross Consumer Debtors Growth	7%	17%	9%	2%	14%	23%	23%
Payment Ratio / Collection Rate	94%	93%	97%	90%	93%	89%	92%

Financial Performance

Surplus/Deficit

Graph 17: Total Income vs Total Expenditure



Total Operating Revenue increased by R 64.46 million or 6% in FY2020, double the growth in Operating Expenditure of R 30.16 million or 3% over the same period. This had a positive impact on Midvaal's profitability by narrowing operating deficits to R 4.97 million in FY2020 from R 39.27 million in FY2019.

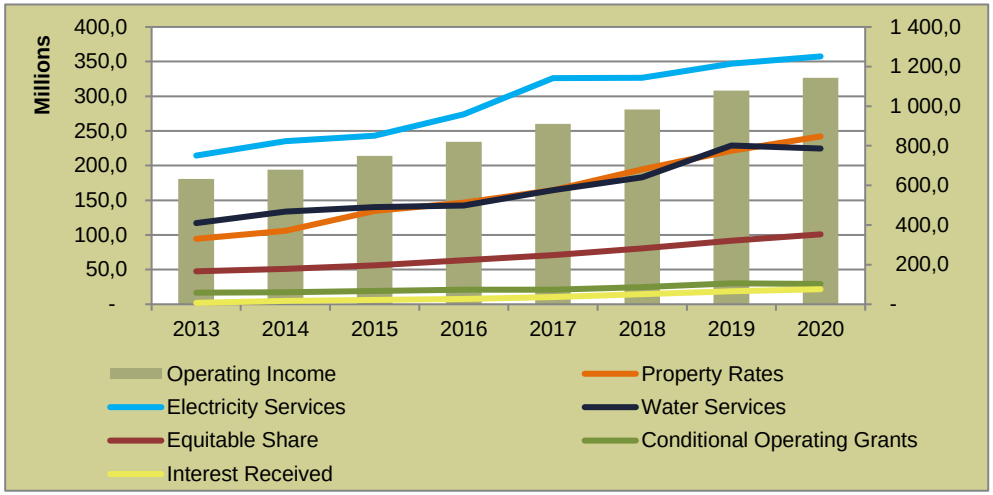
Revenue Management

Total Income for FY2020 was R 1.23 billion against a Total Expenditure of R 1.15 billion, leading to an increased total accounting surplus of R 83.24 million.

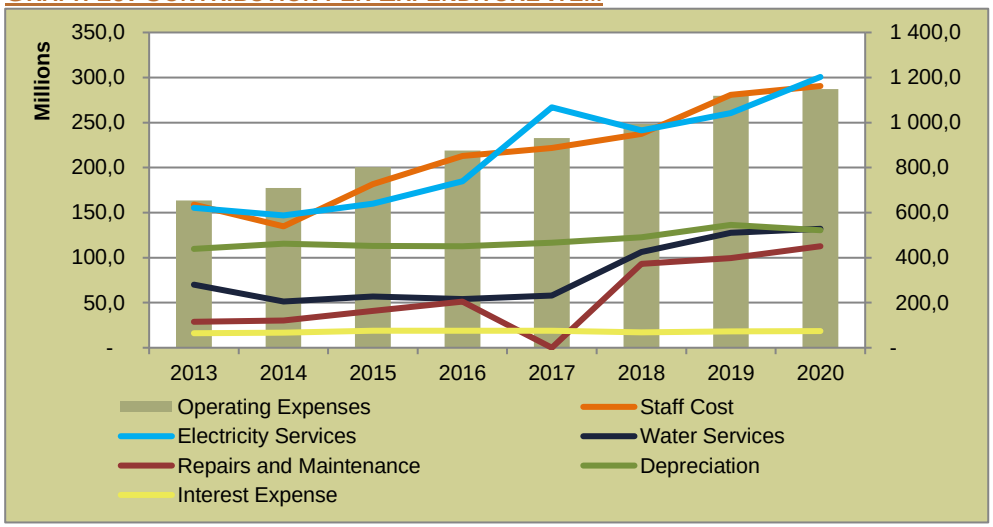
The increase in Total Income was mainly driven by increases in Property Rates (R 20.53 million or 9.5%), Electricity Services (R10.29 million or 3.0%), Equitable Share (R 9.39 million or 10.3%), and Interest Received (R 2.97 million or 15.8%).

Total Grants of R 218.45 million (R 197.99 million during FY2019) represent only 18% of the municipality's Total Income, indicating the municipality's relatively low level of reliance on the fiscus and its ability to generate revenue from its own resources.

Graph 18: Contribution per Income Source



Graph 19: Contribution per Expenditure Item



GRAPH 20: ANALYSIS OF SURPLUS

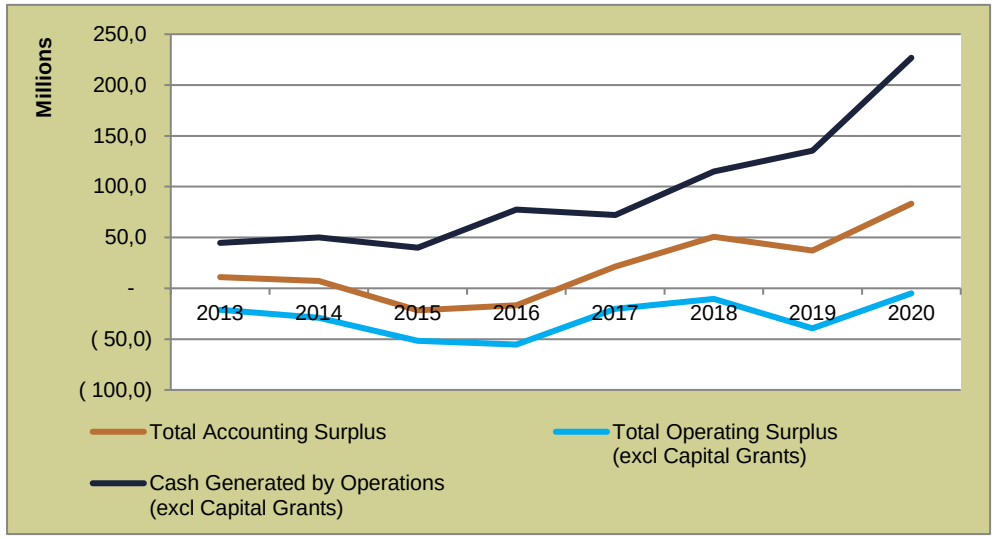


TABLE 6: ANALYSIS OF SURPLUS

	2013	2014	2015	2016	2017	2018	2019	2020
Total Accounting Surplus	11,0	7,2	(21,7)	(16,6)	21,5	50,6	37,1	83,2
Total Operating Surplus (excl Capital Grants)	(21,0)	(29,1)	(51,7)	(55,3)	(20,3)	(10,4)	(39,3)	(5,0)
Cash Generated by Operations (excl Capital Grants)	44,7	50,2	39,9	77,3	71,9	115,0	135,3	226,8

Expenditure Management

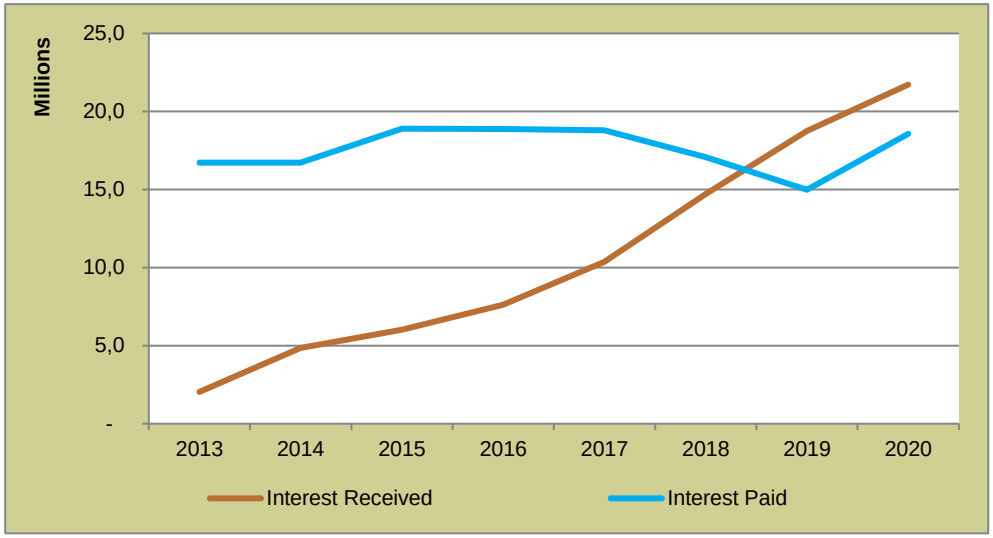
The increase in operating expenditure was mainly driven by increases in Electricity Services (R 40.05 or 8.0%), Staff Costs of R 9.65 million (3.4%), Water Services (R 4.4 million or 3.5%), and Repairs and Maintenance (R 13.12 million or 13.2%).

The surplus margins on the sale of electricity reflect a declining trend over the last 7 years; from 38% in FY2014 to 16% in FY2020. This decline should be closely monitored by the municipality to maintain its levels of operational surpluses over the long-term to remain financially sustainable.

The water surplus margins reflected a similar declining trend from 62% to 41%, indicating a potential threat to the municipality's main revenue sources.

The repairs and maintenance expense is reasonable at R 112.70 million or 6% of the carrying value of PPE and investment property. National Treasury recommends a norm of 8% to support continuous upkeep of infrastructure and uninterrupted service delivery.

GRAPH 21: INTEREST PAID VS INTEREST RECEIVED



Noteworthy, although relatively small, is that the Interest Received from external investments exceed Interest Paid on external loans during the year of assessment, resulting in a net interest inflow of R 3.15 million in FY2020.

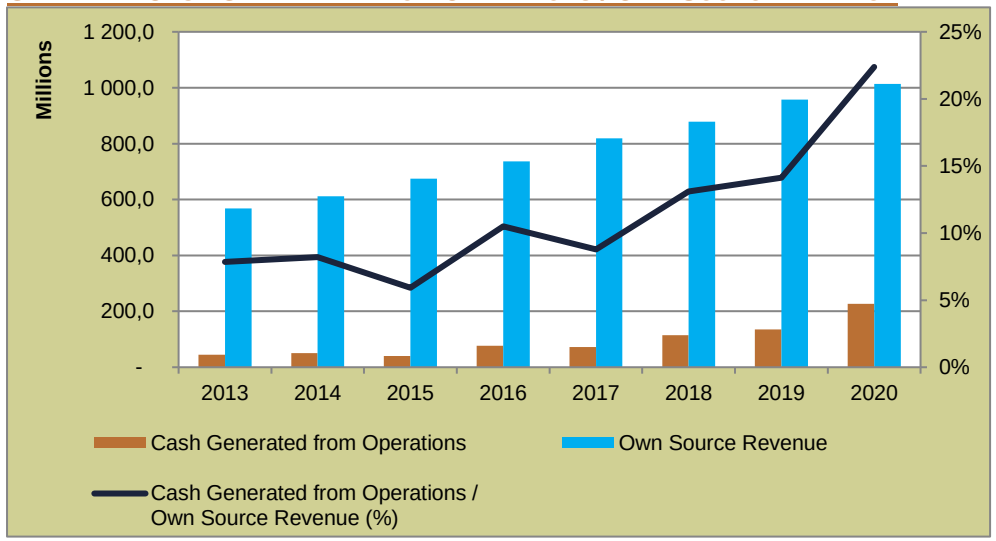
Cash Flow

Analysis of Cash Flow

Cash Generated from Operations increased by R 91.48 million to R 226.79 million (excl. grants) during FY2020. The total capital expenditure of R 117.38 million for FY2020 was 19% less than the budgeted capex of R 144.99 million. The available funding sources (consisting of Capital Grants of R 108.38 million, External Loans of R 24.59 million and sale of Fixed Assets of R 5.78 million) exceeded the total amount spent, resulting in the increase of unspent conditional grants to R 28.91 million at year end. The underspending is mainly due to the impact of COVID-19 and the lockdown period in this financial year.

Cash and Cash Equivalents at year end increased by R 107.15 million (37%) to a balance of R 400.05 million at FYE2020. The sharp increases in cash balances over the last three financial years was driven by higher levels of cash being generated by operations, but also the utilisation of a much more optimal funding mix weighted towards external borrowings, as opposed to the utilisation of own cash resources to fund capital investment.

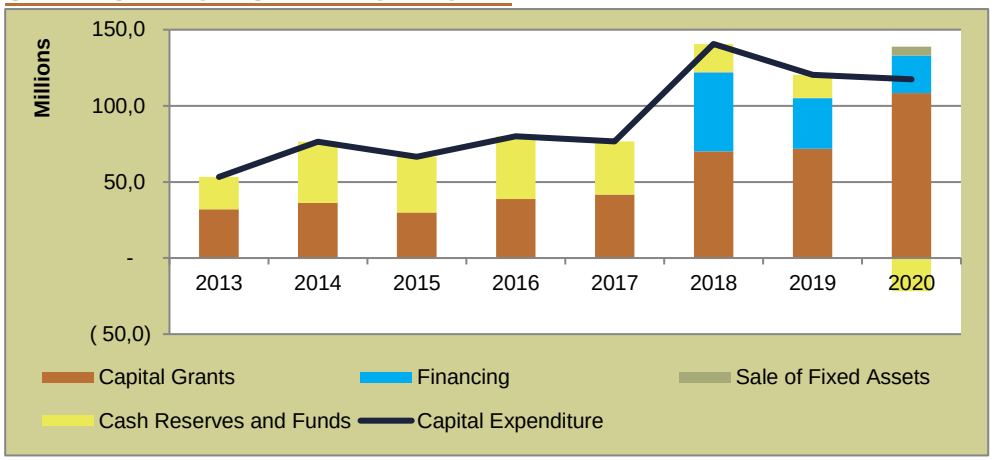
Graph 22: Cash Generated from Operations / Own Source Revenue



No Funds and Reserves or Short-Term Provisions were reported in the AFS as at FYE2020. Table 7 below therefore reflects a distorted view of total statutory liquidity requirements. Midvaal can cover 1 month's working capital of R 77.6 million and Unspent Conditional Grants of R 28.9 million, against an unencumbered cash balance of R 400 million. The cash surplus after meeting the minimum liquidity requirements is R 295.3 million.

A strong cash coverage ratio of 3.8 times indicates that Midvaal is able to absorb at least 3 months of operating expenditure should unexpected setbacks arise that limit its cash generation abilities.

Graph 23: Annual Capital Funding Mix



Graph 24: Minimum Liquidity Required

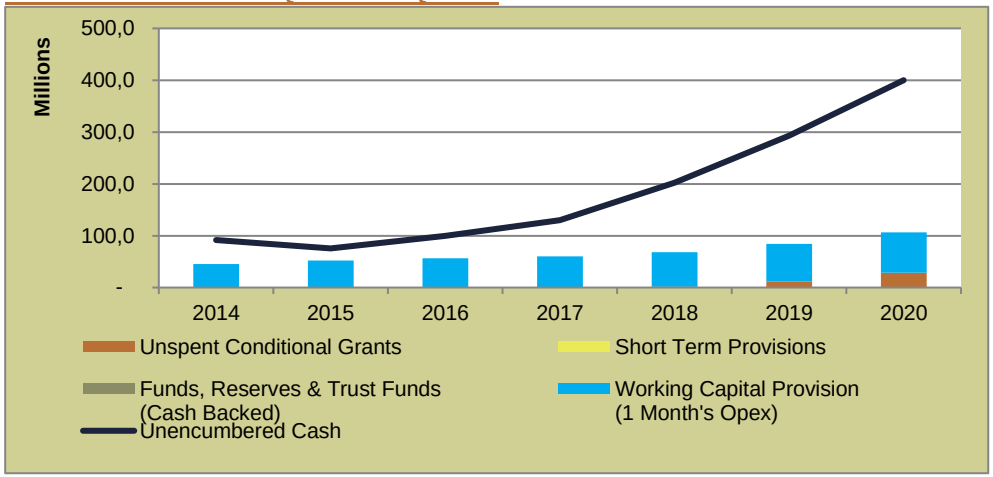


TABLE 7: MINIMUM LIQUIDITY LEVELS

	2013	2014	2015	2016	2017	2018	2019	2020
Unspent Conditional Grants	-	-	0,1	0,0	-	1,5	11,9	28,9
Short Term Provisions	-	0,4	0,5	-	-	-	-	-
Funds, Reserves & Trust Funds (Cash Backed)	-	-	-	-	-	-	-	-
Total Statutory Requirements	**-**	**0,4**	**0,6**	**0,0**	**-**	**1,5**	**11,9**	28,9
Unencumbered Cash ***	**40,5**	**91,5**	**75,5**	**100,0**	**130,1**	**202,0**	**292,9**	**400,0**
Cash Coverage Ratio (excl Working Capital) *		**214,6**	**123,2**	**4 251,5**		**135,8**	**24,7**	13,8
Working Capital Provision (1 Month's Opex) **	43,0	44,7	51,5	56,7	60,3	66,4	72,2	77,6
Cash Coverage Ratio (incl Working Capital) ****	**0,9**	**2,0**	**1,4**	**1,8**	**2,2**	**3,0**	**3,5**	3,8
Minimum Liquidity Required *****	43,0	45,1	52,1	56,7	60,3	67,9	84,0	106,5
Cash Surplus/(Shortfall)	**(2,6)**	**46,4**	**23,4**	**43,3**	**69,8**	**134,1**	**208,9**	**293,5**

*****Cash coverage ratio = Unencumbered cash and cash equivalents/Total statutory requirements

******Total Expenditure/12

*******Total cash and cash equivalents – ceded investments

********Total statutory requirements + working capital provision

*********Minimum liquidity required – Unencumbered cash and cash equivalents

CREDIT SCORE

Midvaal was assessed for an IPM shadow credit score. This score provides an indication of the current risk rating that the municipality may receive from external lenders and which will determine Midvaal's cost of funding.

Midvaal achieved an investment grade shadow credit rating based on the latest information. The rating translates to a **A-** on the national rating scale.

The results obtained from the assessment, per module, are presented below:

Grading	Min Score	Max Score	Scoring National Ratings Scale	Investment Grade
Non-Investment Grade	0	4	< BB+	No
Investment Grade	4	5	Low BBB+ to BBB-	Yes
Investment Grade	5	6	High BBB+ to BBB-	Yes
Investment Grade	6	7	Low A+ to A-	Yes
Investment Grade	7	8	High A+ to A-	Yes
Investment Grade	8	10	AAA+ to AA-	Yes

Modules	Midvaal Score 2020 (Max 5)
Financial	3,2
Institutional	3,8
Socio-Economic	2,3
Infrastructure	3,9
Environmental	4,2

The financial performance of Midvaal is positive as evidenced by positive trends underpinned by strong liquidity, ability to generate cash from operations and the ability to grow revenue at a level above CPI rate for the current year.

The unqualified audit opinion, positive Auditor General findings and low unauthorised, irregular, fruitless and wasteful expenditure levels contributed to a higher Institutional Capacity score within a weak municipal sector.

The weaker socio-economic environment, considering its low economic growth, high levels of unemployment and low human development index has impacted negatively on the overall credit rating.

The household infrastructure of Midvaal can be improved if water distribution losses are well managed.

Midvaal has performed well on the environmental module, especially with regards to the percentage of households with hygienic toilets and the fact that landfill rehabilitation costs are cash-backed.

1	Planning Process
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LONG TERM FINANCIAL MODEL OUTCOMES

CURRENT MTREF CASE

The main challenges and uncertainties experienced by Midvaal during the compilation of the 2020/21 final MTREF budget were summarised as follows:

- The limited economic growth further exacerbated by the global COVID-19 pandemic; negatively impacting on employment, revenue and expenditure and future cashflows.
- Aging water, roads and electricity infrastructure.
- The need to reprioritise capital projects and expenditure within the existing resource envelope given the cash flow realities and the tough economic climate.
- The increased cost of bulk water and electricity (due to tariff increases from Rand Water and Eskom as well as other inflationary and service delivery pressures, including the service cost of increased loan funding);
- Reduction of water and energy sales due to the scarcity of electricity over the last number of years.
- Wage increases for municipal staff; the need to fill critical vacancies and the growing of the organisational structure to meet the growing service delivery, governance and compliance demands.
- Affordability of capital projects which are to be funded from the municipality's own resources.

BASE CASE SCENARIO

To address the uncertainties in the MTREF, we analysed the MTREF budget in detail and made the following adjustments to arrive at the Base Case Scenario:

1. Consider the impact of COVID-19 on the households' affordability for municipal services by limiting the collection rate at the current (FY2020) rate of 92% for the duration of the planning period with no improvement thereof.
2. Updated the bulk electricity purchases rate increase for 2021/22 with 16% as approved by NERSA and apply the same adjustment on electricity tariffs.
3. Gradually reduce the creditors payment period ratio to 60 days in FY2023/24, remaining stable thereafter.
4. The model accepted the planned total capital expenditure of R 544.55 million for the 3-year MTREF period and applied an annual increase of 18% between FY2024 and FY2027, followed by a consistent annual increase of 6% thereafter within the proposed funding mix.

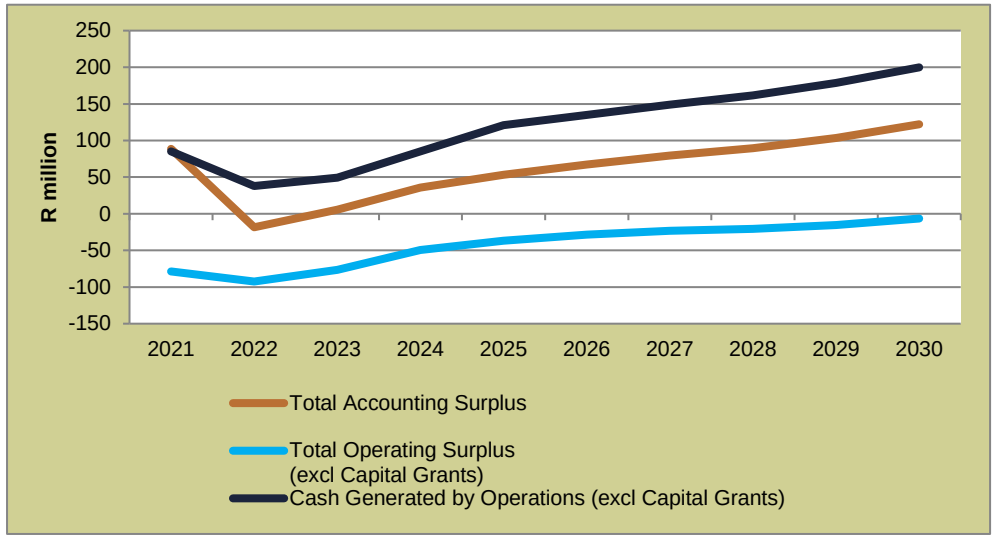
Under this scenario, the municipality will:

- Generate accounting and operating deficits throughout out the planning period. However, these are forecasted to positively narrow from 2023/24 onwards, from a forecasted operating deficit of R 92.5 million in 2021/22 to R 6.5 million by the end of the planning period. Accounting surpluses are forecasted to increase from R 5.8 million to R 122.2 million between 2022/23 and 2029/30.
- Generate sufficient cash from operations to fund its capital expenditure as per Adjustment Budget capital funding mix.
- Remain liquid (current ratio greater than 2:1) with a liquidity ratio of 2.5:1 by the end of the planning period (FY2029/30).

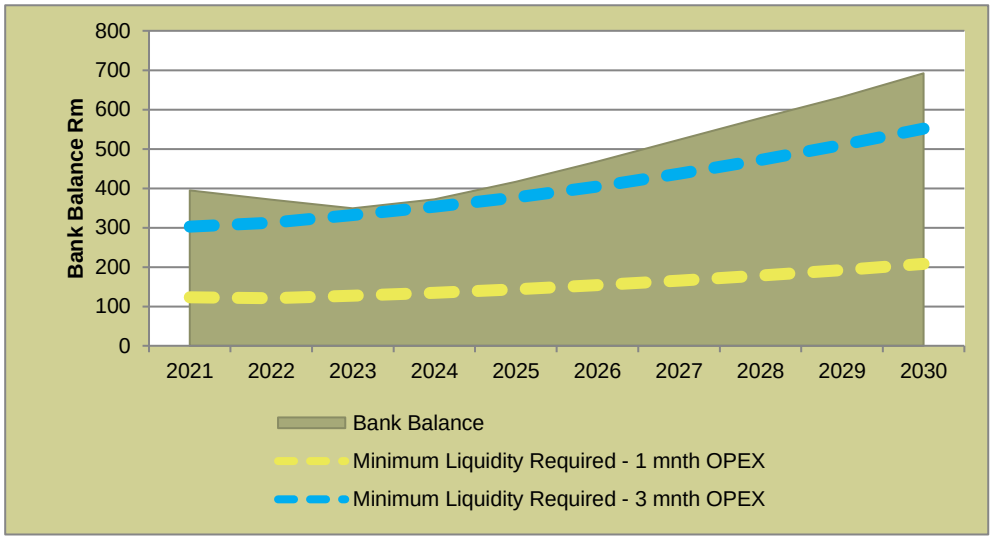
The scenario however indicates lower total capital expenditure during FY2021/22 and FY2022/23 as confirmed by Capital Expenditure/Total Expenditure ratios of 8.6% and 9.2% against the acceptable benchmark range of 10% to 20%. The gearing ratio of 27.7% at the end of the planning period and the positive debt service cover ratio (cash generated by operations/debt service) of 1.9:1 indicates that there is capacity to increase borrowings.

The graphical representation of the base case scenario is illustrated on the next page:

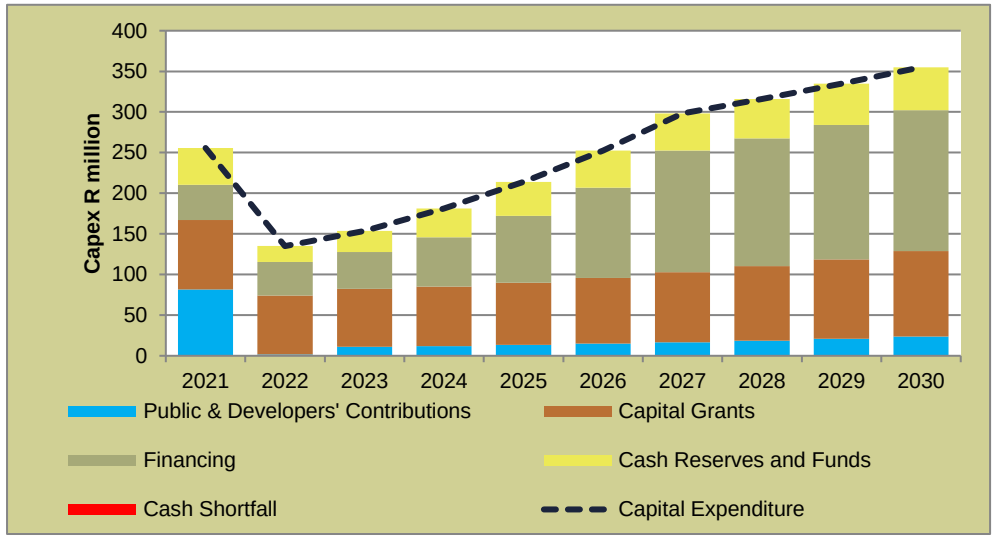
Graph 25: Analysis of Surplus: Base Case Scenario



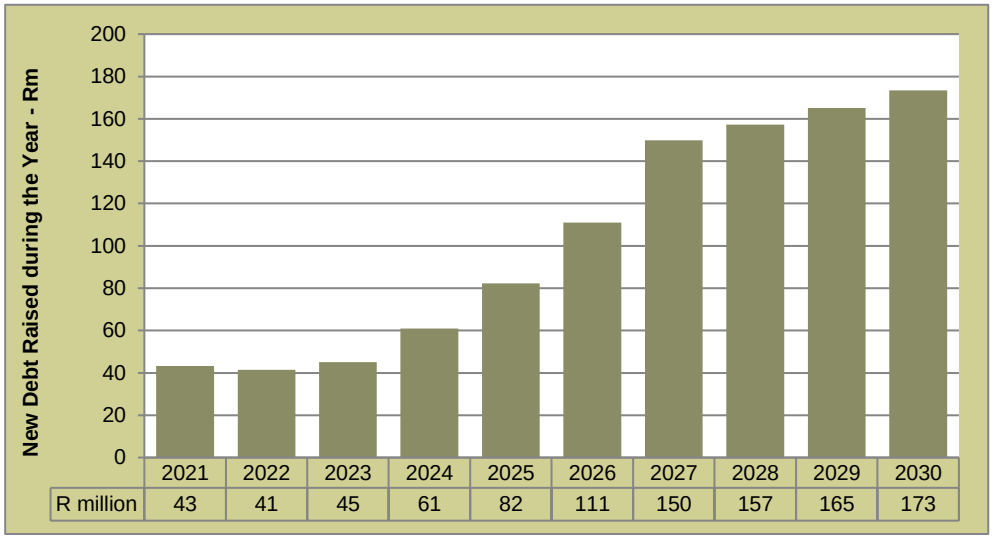
Graph 27: Bank Balance vs Minimum Liquidity: Base Case Scenario



Graph 26: Capital Funding Mix: Base Case Scenario

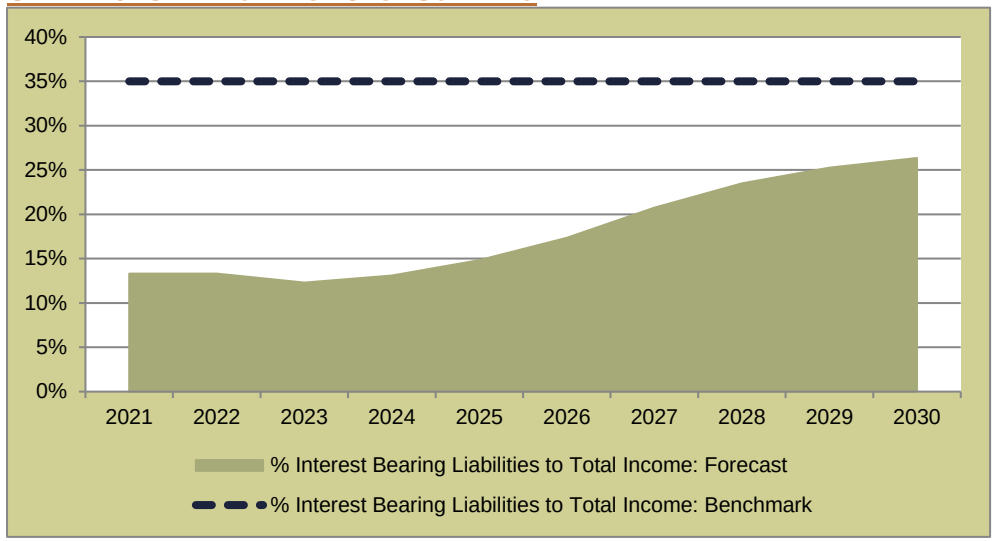


Graph 28: Annual Borrowing: Base Case Scenario



	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
R million	43	41	45	61	82	111	150	157	165	173

Graph 29: Gearing: Base Case Scenario



CAPEX and MTREF Funding Mix adjusted Scenario

It is understood that Midvaal has, in the MTREF, not committed to higher levels of CAPEX because of the upcoming local government elections. However, the long-term financial plan model indicates that there is a scope for Midvaal LM to further extend capital spending in the medium term without depleting available cash resources. The additional capital expenditure can stimulate local economic growth by investing in productive assets. It is proposed that the 2021/22 capital expenditure budget be adjusted as follows:

- An acceleration of capital expenditure by R 60 million and R 53 million during the outer two years of the MTREF period (FY2022 & FY2023)
- A change in funding mix composition by increasing external borrowings to R 110 million per annum in FY2022 and R 117 million in FY2023. The total affordable capex for the next 3 years increases to R 658 million versus the MTREF adjustment budget of R 545 million.

Capital Funding Mix (Rm): MTREF scenario

Year	2021	2022	2023
Public & Developers' Contributions	82	2	11
Capital Grants	86	73	71
Financing	43	41	45
Cash Reserves and Funds	45	19	26
Cash Shortfall	0	0	0
Capital Expenditure	**256**	**135**	**154**

Capital Funding Mix (Rm): Capex and loan adj scenario

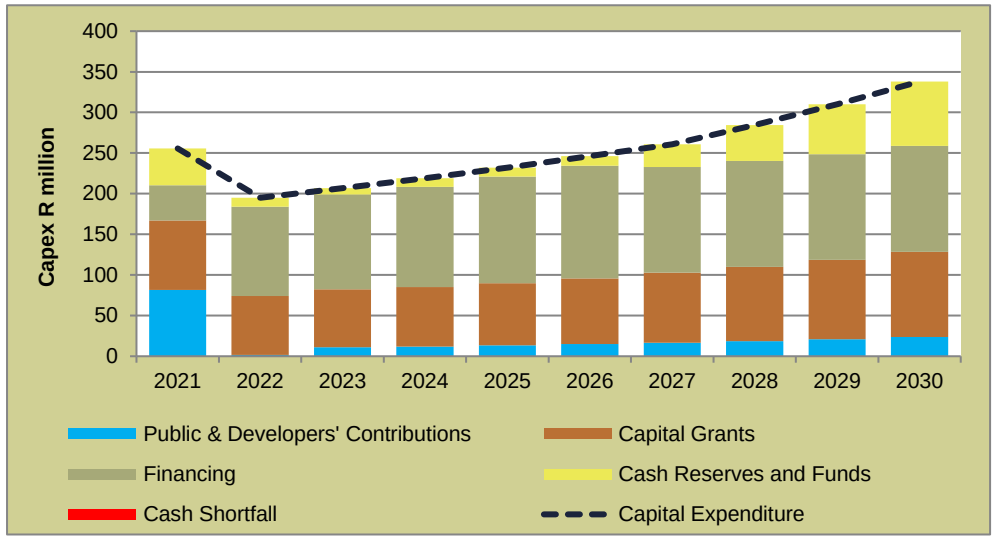
Year	2021	2022	2023
Public & Developers' Contributions	82	2	11
Capital Grants	86	73	71
Financing	43	110	117
Cash Reserves and Funds	45	11	8
Cash Shortfall	0	0	0
Capital Expenditure	**256**	**195**	**207**

In light of these increases in borrowing over the MTREF period:

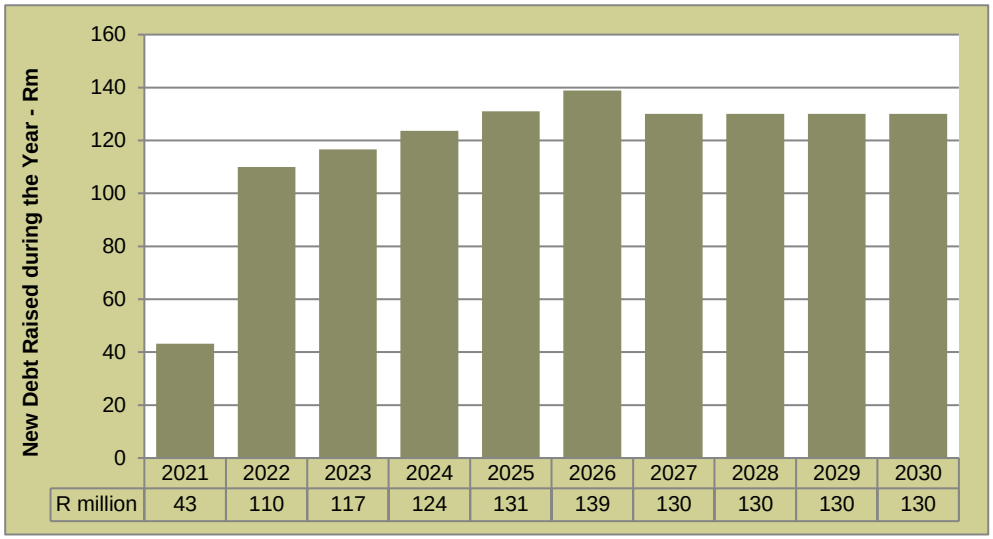
1. the municipality's bank balance will be able to meet the minimum liquidity requirements (including one-month OPEX). However, when three months OPEX is considered, the minimum liquidity levels will not be met from FY2027/28 to FY2029/30.

2. although gearing is below the recommended norm of 35%, by IPM, the annual debt servicing obligation will not be honoured from FY2027/28 onwards, as evidenced by the debt service ratio in excess of the recommended norm of 7% from FY2026/27 reaching 8% in FY2029/30.

Graph 30: Capital Funding Mix: Capex adj Scenario

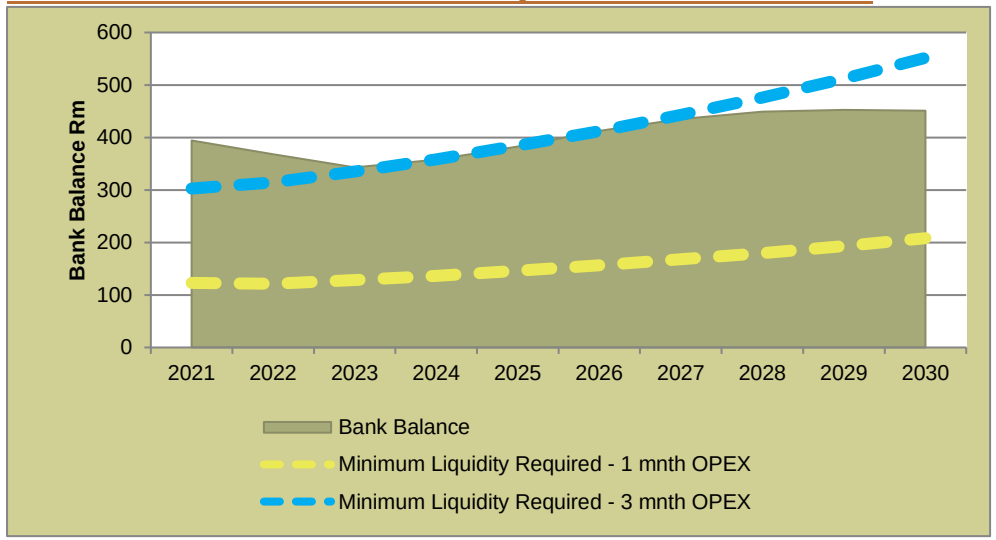


Graph 32: Annual Borrowings: Capex adj Scenario

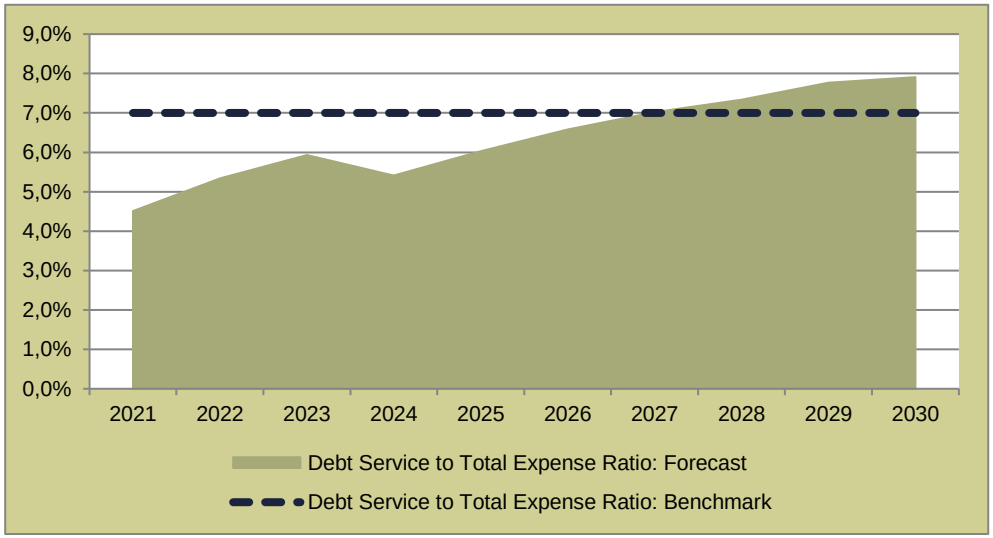


	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
R million	43	110	117	124	131	139	130	130	130	130

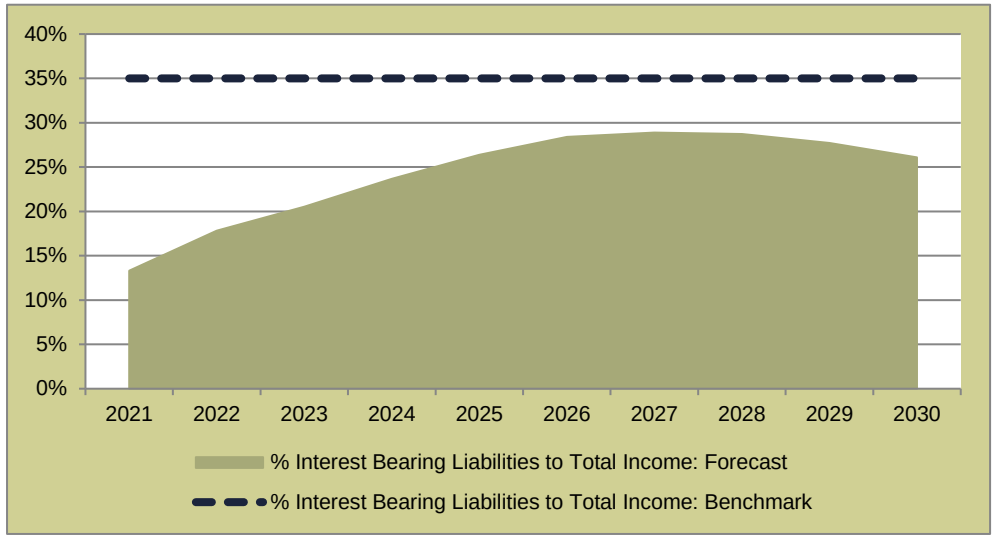
Graph 31: Bank Balance vs Minimum Liquidity: Capex adjScenario



Graph 33: Debt Service to Total Expense: Capex adj Scenario



GRAPH 34: GEARING RATIO: CAPEX ADJ SCENARIO



AVERAGE LOAN TENOR (OPTIMAL) SCENARIO

Based on the graphical representation above, the opportunity exists for Midvaal to extend loan tenors in order to avoid exceeding debt service limits/benchmarks and improving the bank balance to sufficiently cover statutory requirements plus 3 months working capital during the last four years of the planning period.

Should the average loan tenor increase from 10 years to 12 years and all other inputs remain as per previous scenario, the liquidity position will improve significantly. The cash balance will be able to meet the minimum liquidity requirements throughout the planning period when both 1 month or 3 month's OPEX are considered. The gearing and debt service ratios will remain within the affordable levels and below the maximum recommended norms.

In our view, this is the optimal scenario which is reflected in detail in the next chapters of this report.

TABLE 8: OPTIMAL CASE OUTCOME

Outcome	Optimal Case
Average annual % increase in Revenue	8,0%
Average annual % increase in Expenditure	8,2%
Accounting Surplus accumulated during Planning Period (Rm)	R 375
Operating Surplus accumulated during Planning Period (Rm)	-R 679
Cash generated by Operations during Planning Period (Rm)	R 1 004
Average annual increase in Gross Consumer Debtors	10,6%
Capital investment programme during Planning Period (Rm)	R 2 548
External Loan Financing during Planning Period (Rm)	R 1 183
Cash and Cash Equivalents at the end of the Planning Period (Rm)	R 606
No of Months Cash Cover at the end of the Planning Period (Rm)	3,5
Liquidity Ratio at the end of the Planning Period	2,4 : 1
Gearing at the end of the Planning Period	34,3%
Debt Service to Total Expense Ratio at the end of the Planning Period	6,8%

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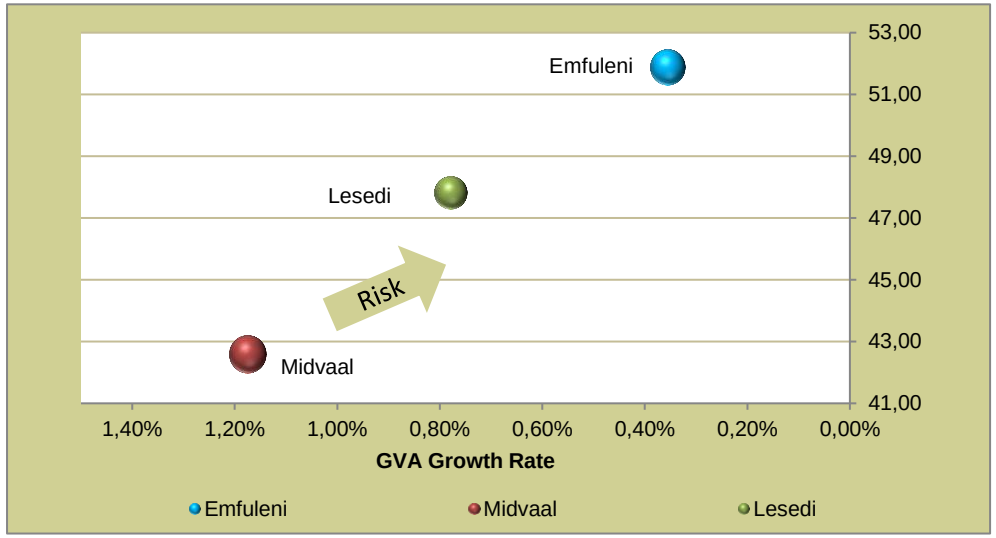
MUNICIPAL REVENUE RISK INDICATOR (MRRI) = "MEDIUM TO HIGH"

The latest iHS Global Insight update of the Midvaal economy reveals that the average economic growth during the past 5 years of 1.2% p.a. was higher than the growth in the other municipalities in the district. With a Tress Index of 43, the Midvaal economy is reasonably well diversified. This combination of factors produced an ***Economic Risk*** component of the MRRI for Midvaal of "Medium".

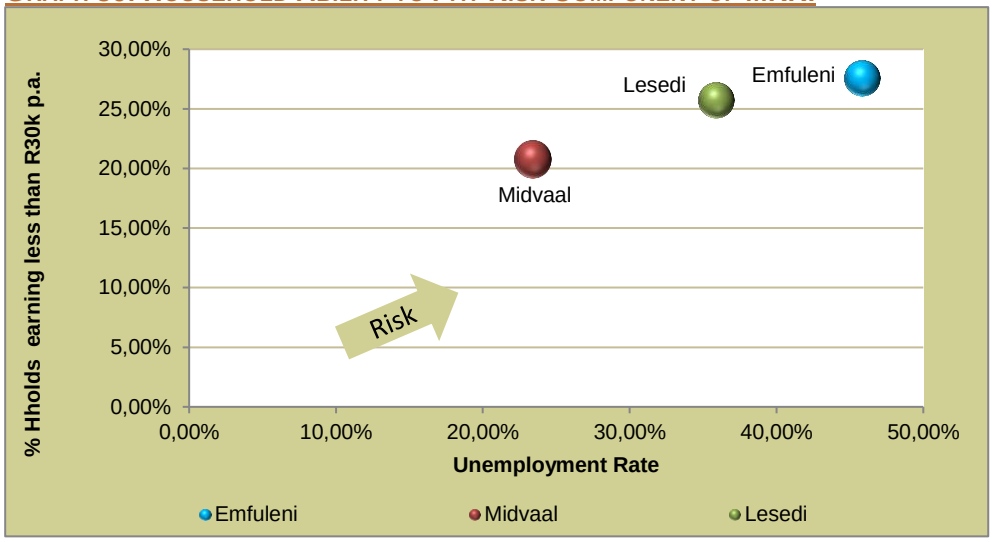
GRAPH 35: ECONOMIC RISK COMPONENT OF MRRI



All the Municipalities in the Sedibeng district experience high unemployment rates and Midvaal is no exception, with a rate of 23.4%. The percentage of households with an economic income of R 42 000 p.a. or less is 21%, and these factors combine to return a ***Household Ability to Pay Risk*** component of the MRRI of "Medium to High".

The overall MRRI of "***Medium to High***" indicates that there is a medium to high risk in the socio-economic environment that Midvaal Municipality will not be able to generate sufficient levels of own revenue in future.

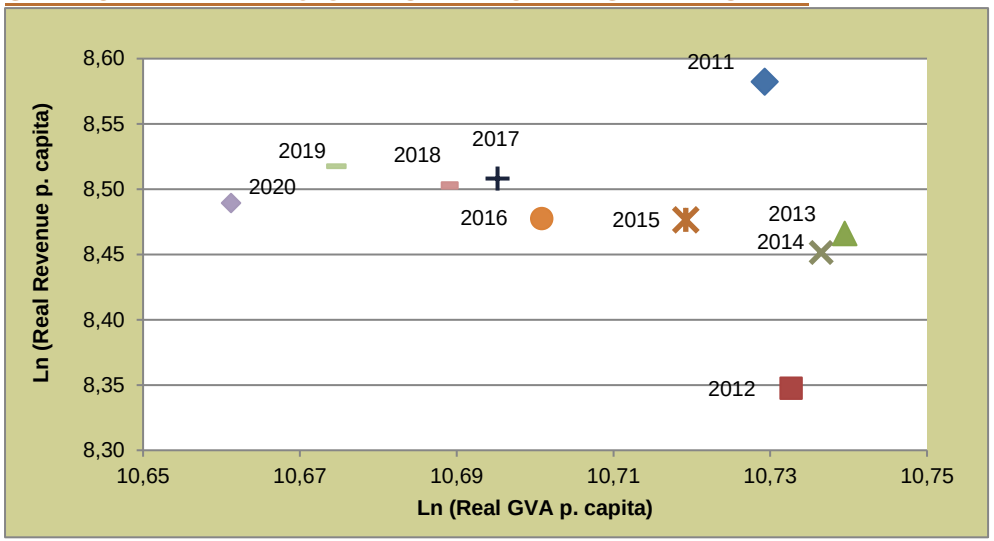
GRAPH 36: HOUSEHOLD ABILITY TO PAY RISK COMPONENT OF MRRI



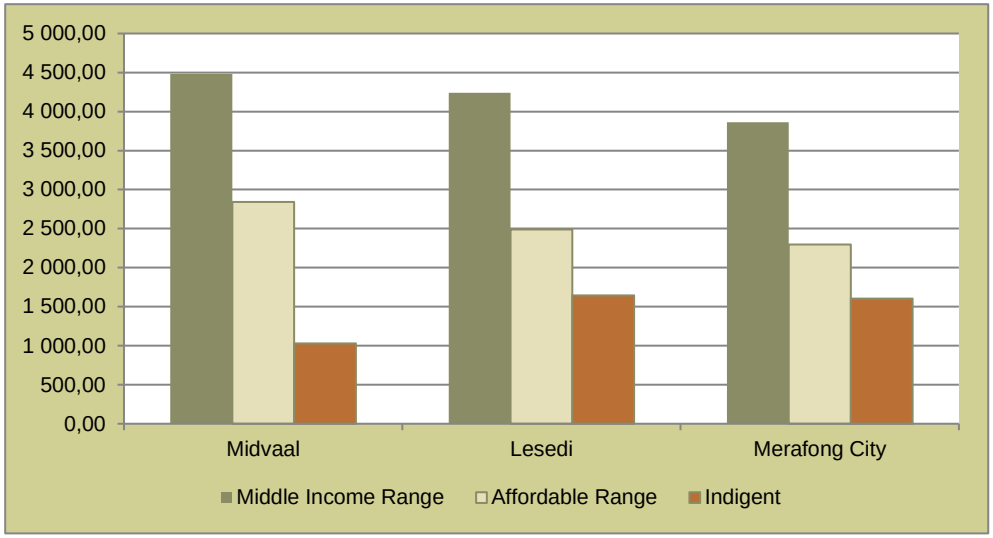
Overall, the trend since 2013 reflects a consistent decrease in ***Real GVA per Capita*** (except for 2019 during which GVA per capita increased slightly) while ***Real Municipal Revenue per Capita (excluding transfers)*** has not varied significantly. This indicates that Midvaal is close to reaching a saturation point in Real Revenue per Capita.

A comparison of the ***Average Household Bill*** for the Middle Income, Affordable Range and Indigent Households of some local municipalities in the region (extracted from Budget Table SA14) and based on the 2020/21 tariffs, reveals that Midvaal is on the higher end of range. The scope to increase tariffs significantly is limited considering that 21% of households survive on R 3 500 per month or less.

GRAPH 37: REAL REVENUES PER CAPITA VS REAL GVA PER CAPITA



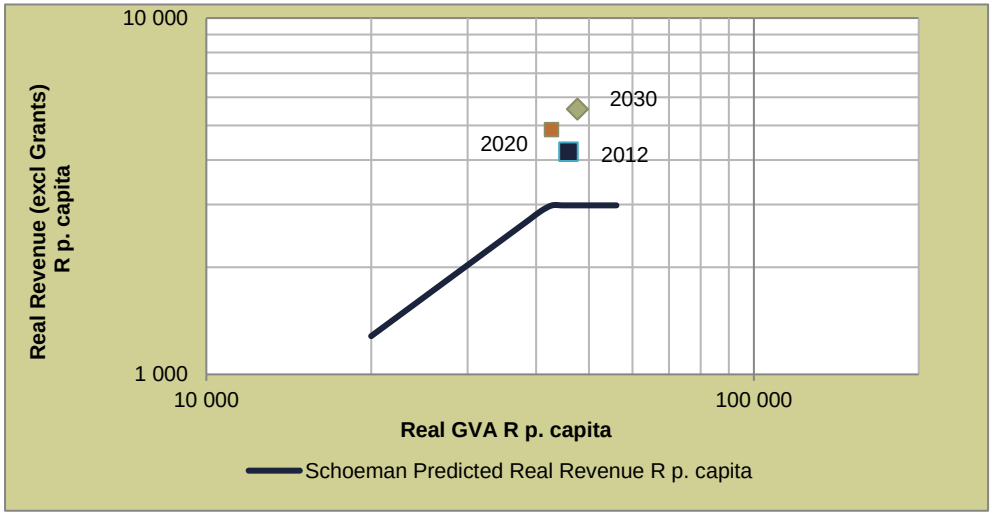
GRAPH 38: AVERAGE MONTHLY HOUSEHOLD BILL



Municipal Revenues

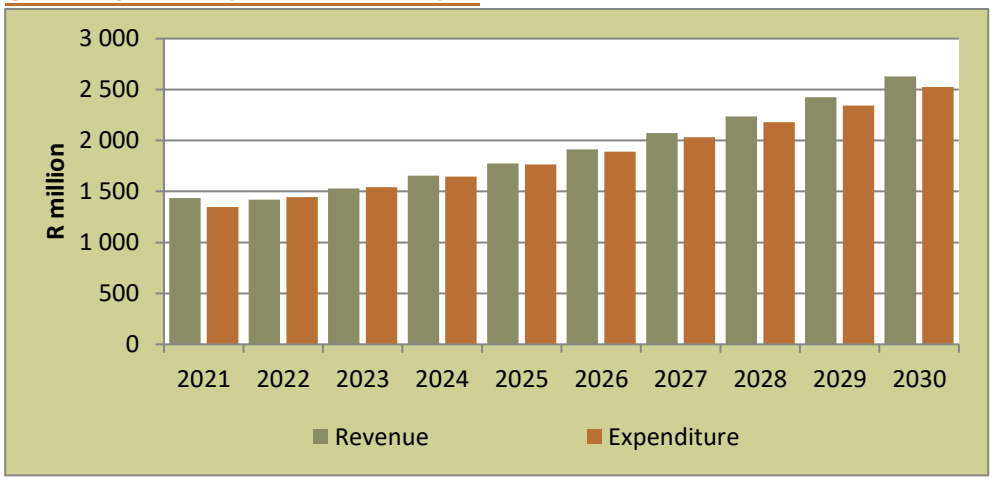
In 2019 the ***Real Revenue per Capita*** of R 5 002 p.a. exceeded the expected amount for the Real GVA per Capita as researched by Schoeman[2]. In real terms the projected revenue per capita of R 5 636 in 2029 is predicted to be slightly higher than the revenue per capita in 2019. This despite a decline in the Real GVA per Capita; a situation that requires careful management by the municipality.

Graph 39: Real Revenue per Capita Across Time



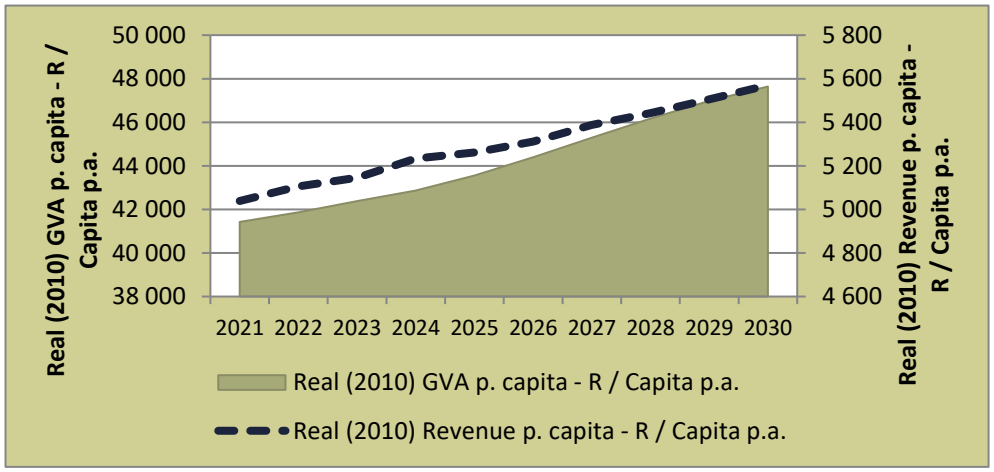
Future Nominal Revenue is growing at an average rate of 8.0% p.a. This is a combination of (i) tariff increases (ii) increased sales and (iii) potentially additional revenue sources. This revenue growth is lower than the growth during the past 5 years (9.4%) and is expected to decline due to the COVID-19 pandemic. Positive to note is that Revenue is expected to exceed expenditure for the duration of the planning period, except for FY2022 when the lingering effect of COVID-19 is expected to be felt most severely.

Graph 40: Revenue and Expenditure



GVA per Capita is expected to display sluggish growth between FY2021 and FY2024 because of COVID-19 and the ***Real Revenue per Capita*** follows a similar trend.

Graph 41: Projected Real GVA and Revenues per Capita



[2] *Fiscal Performance of Local Government in South Africa - an Empirical Analysis*; Niek Schoeman; UP 22 July 2011; https://editorialexpress.com/cgi-bin/conference/download.cgi?db_name=IIPF67&paper_id=40

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CAPEX Affordability and Funding

The total CAPEX Demand was determined during the preparation of the LTFP in 2017, but is expected to have changed since then. However, for purposes of this report, the affordability is more of concern than total demand.

Table 9: CAPEX Demand vs CAPEX Affordability

Total 10-year CAPEX **Demand**	**=**	R 5 910 million (2017 estimate)
Total 10-year CAPEX **Affordability:**	=	R 2 548 million

The Capex Demand exceeds the Capex Affordability by R 3 362 million. It needs to be stressed however that the capex demand estimates were based on the desktop estimates undertaken in 2017, which included an analysis of the Asset Registers and IPM's estimates of new capital investments. These estimates need to be revised pursuant to updated Master Plans.

MTREF Capital Funding Mix

Midvaal LM's adopted MTREF budget 2020/21 to 2022/23, expects a capital budget amounting to R 545 million funded as follows.

Table 10: 3-year MTREF Funding Mix R'm

R'000	Total	2020/21	2021/22	2022/23
Public & Developers Contributions	**94 126**	81 626	1 500	11 000
Capital Grants	**229 589**	85 564	72 577	71 448
Financing	**129 803**	43 223	41 470	45 110
Cash Reserves and Funds	**91 035**	45 455	19 418	26 162
Total	**544 553**	255 868	134 965	153 720

Following the adjustments made above to arrive at the optimal scenario, IPM recommends a capital budget of R 658 million to be funded as follows:

Table 11: 3-year MTREF Funding Mix R'm - Optimal Scenario

R'000	Total	2020/21	2021/22	2022/23
Public & Developers Contributions	**94 126**	**81 626**	**1 500**	**11 000**
Capital Grants	**229 589**	**85 564**	**72 577**	**71 448**
Financing	**269 823**	**43 223**	**110 000**	**116 600**
Cash Reserves and Funds	**64 030**	**45 455**	**10 923**	**7 652**
Total	**657 568**	**255 868**	**195 000**	**206 700**

This recommendation was applied in the model. Even at these increased levels of borrowing, the municipality's debt profile remains affordable while liquidity is being preserved. The cash balance is forecast to remain above minimum liquidity requirements throughout the planning period when both the 1 month or 3 months OPEX is considered. The findings are illustrated in the graphs below.

The collection ratio needs to be maintained at the FY2020 rate of 92% in order for Midvaal to sustain its high liquidity levels.

Midvaal LM is expected to generate operating deficits. The municipality is, however, forecast to generated cash from operations despite the low profitability, due to the forecast surplus margins on electricity sales averaging 14.9% and 39.8% for water sales, while maintaining the collection rate. Should surplus margins decline more emphasis will need to be place on the collection rate to maintain its ability to generate cash from operations. The municipality's ability to generate cash from its own revenue sources ultimately impacts on its investment in CAPEX to improve service delivery, considering the importance of remaining financially sustainable.

10-Year Capital Funding Mix

Table 11 below indicates the capital funding mix for the 10-year planning period:

Table 12: Capital Funding Mix

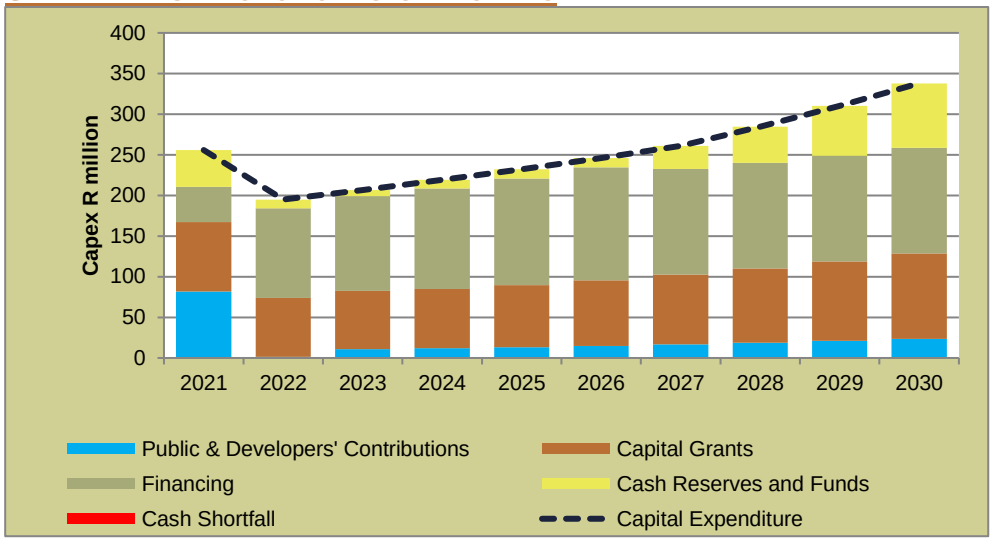
Source	Rm	%
Public & Developers' Contributions	214	8%
Capital Grants	840	33%
Financing	1 183	46%
Cash Reserves and Funds	311	13%
Cash Shortfall	-	-
Capital Expenditure	**2 548**	**100%**

The funding mix indicates an increase in borrowings as the main funding source (46%) when compared to the historical funding mix whereby capital grants and cash reserves and funds were extensively utilised to fund CAPEX.

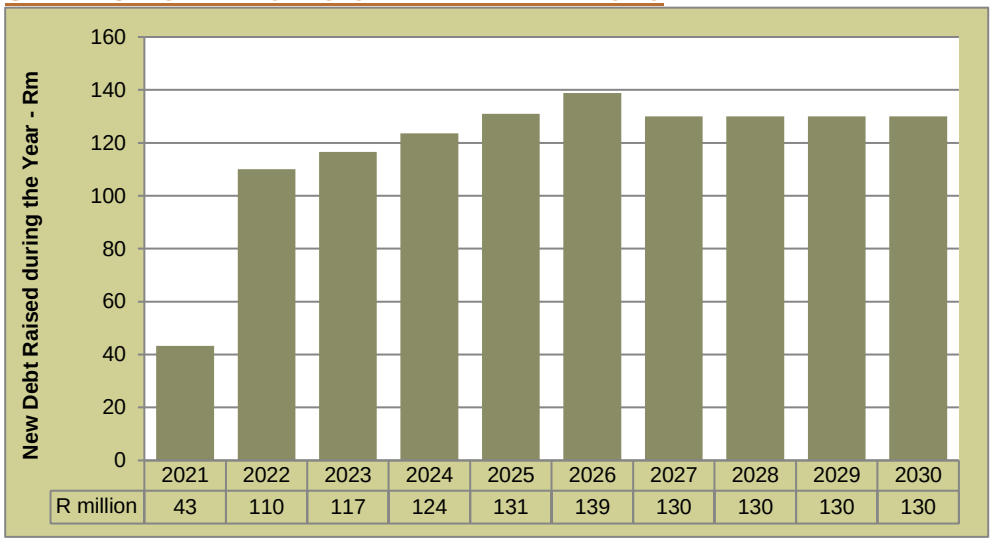
It is important to note that due to the prevailing national fiscus constraints (exacerbated by the impact of COVID-19), grant funding in future will decline in real terms. It is therefore imperative that the municipality improve its profitability by managing its expenditure and consider increases in future tariffs that result in higher surplus margins whilst maintaining a collection rate above 92%.

The optimal scenario's: funding mix and annual borrowings is presented by the following graphs:

Graph 42: Distribution of Future Funding



Graph 43: Estimate of Future External Financing

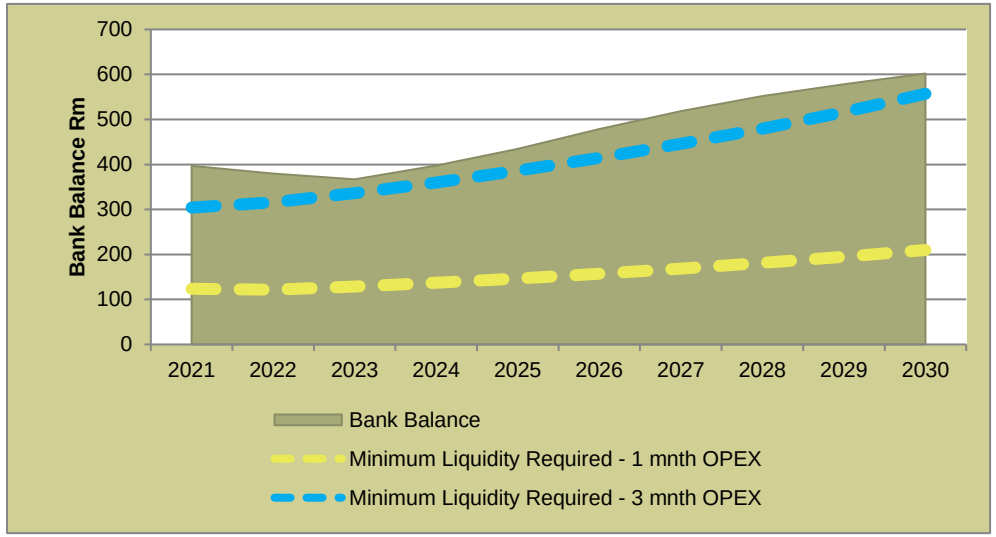


Liquidity and Capital Replacement Reserve

The minimum liquidity levels cater for unspent conditional grants, cash backed reserves, short term provisions and 3-months' working capital (OPEX). The liquidity position will improve considerably post the expected duration of COVID-19.

This is on condition that the municipality maintains an optimal capital funding mix, limiting the use of cash reserves to fund capital expenditure, to preserve liquidity.

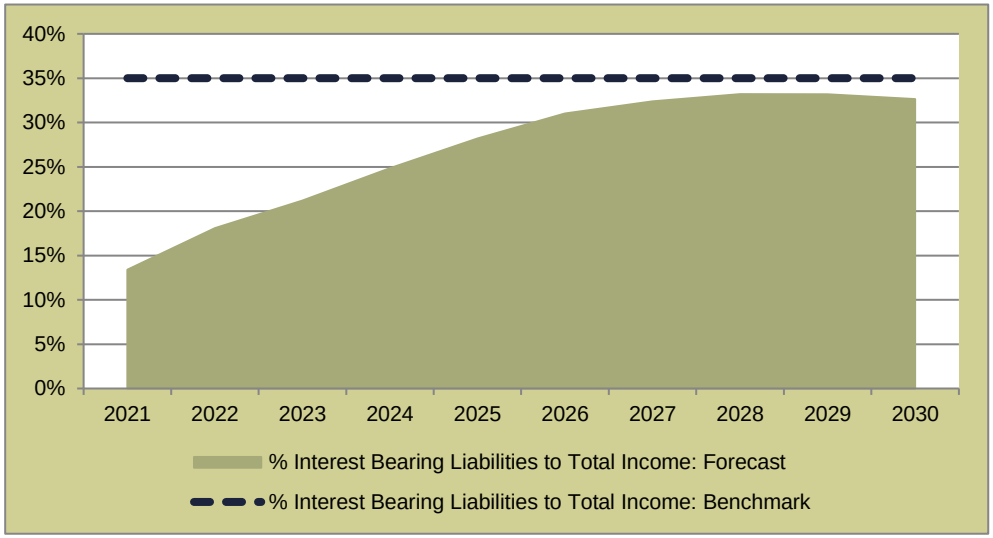
Graph 44: Bank Balance vs Minimum Liquidity Requirements



Gearing

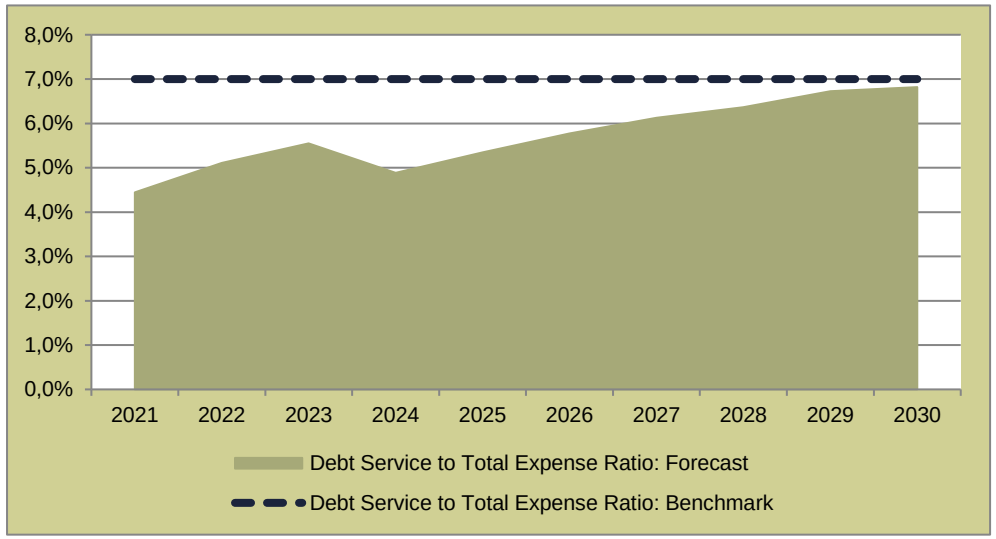
The gearing ratio (Total Debt (Borrowings) to Operating Revenue) increases from its FY2020 rate of 16.3% to 34.3% by the end of the planning period. A maximum level of gearing of 35% is regarded as appropriate for Midvaal LM.

Graph 45: Gearing



The Debt Services Cover Ratio (Cash Generated by Operations/Debt Service) which should be at least 1:1 declines from 4.5:1 in FY2020 to 1.8:1 by FY2030 as a result of taking up more borrowings. It, however, remains well above the minimum 1:1 norm. The Debt Service to Total Expenditure ratio increases to 7.0% in FY2030 but remains at or below the 7% level which is regarded appropriate for Midvaal LM.

GRAPH 46: DEBT SERVICE TO TOTAL EXPENDITURE



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SCENARIOS

Considering our analysis of the proposed MTREF budget and the risks identified as part of this update, the following scenarios were run to indicate the potential outcomes, to assist the municipality in its strategic decision making and to serve as an input to the budget for FY2022:

1. **To indicate the financial impact of an increase in profitability on the long-term financial sustainability:**

    - A positive scenario, indicating the impact of a permanent annual increase in profitability of R 50 million from FY2022 (to be achieved by a combination of a reduction in expenditure and an increase in revenue). We believe the municipality should investigate its proposed MTREF and make the necessary changes to improve profitability, to better levels than historically achieved, as the continued operating deficits cannot be sustained over a long term. No other changes were made to the model to indicate the positive impact that such a change would have on liquidity levels.

2. **To indicate the collection rate sensitivity on long-term financial sustainability:**

    - A negative scenario, considering the medium to high MRRI identified and the potential pressure on the collection rate due to affordability constraints. The only adjustment made to the assumptions in the model is for the collection rate to reduce by 3 percentage points to 89% as envisioned in the adjustment budget throughout the planning period.

    - A positive scenario to indicate the financial impact of a 1 percentage point improvement in the collection rate from 92% to 93%.

SCENARIO 1: MTREF PROFITABILITY ADJUSTMENT

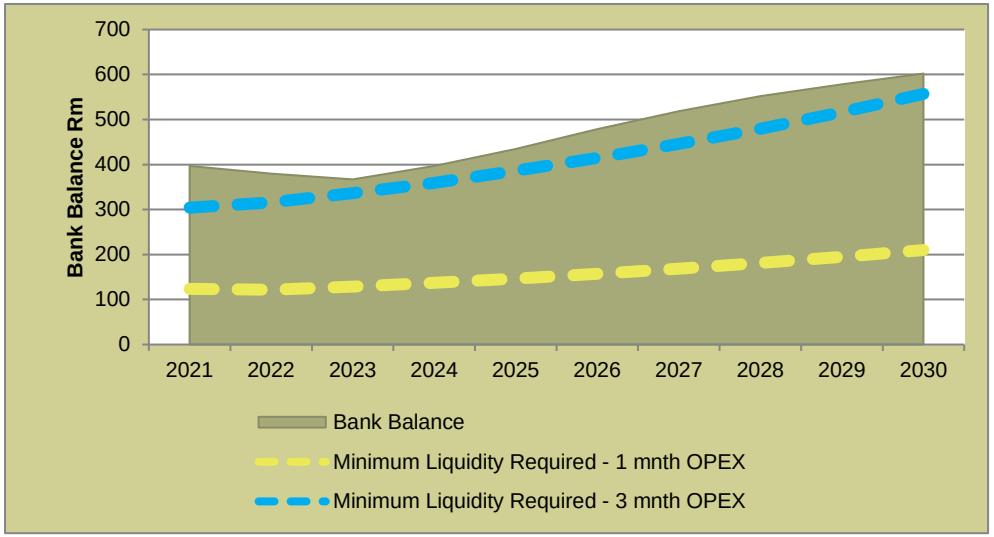
It is recommended that the municipality focuses on improving profitability through a combination of expenditure management and tariff increases to turn current operating deficits to operating surpluses, as continued operating deficits are not sustainable over the long term.

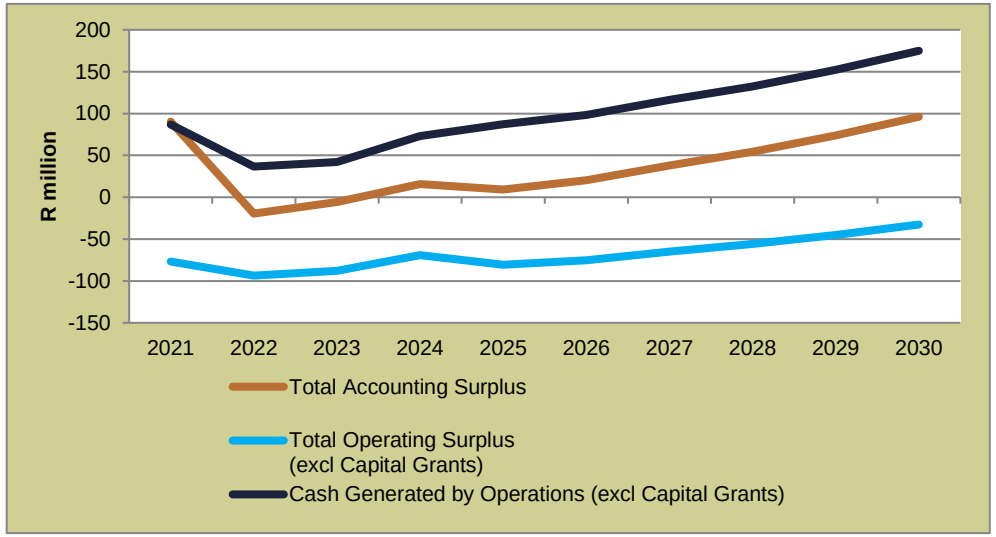
The optimal scenario model was therefore adjusted to permanently increase profitability by R 50 million per annum (3.8% of MTREF Total Expenditure) in FY2022. The outcome indicates that the municipality is able to generate operational surpluses as early as FY2027 while accounting surpluses remain positive through the planning period.

The liquidity levels improve significantly and Midvaal LM remains well above the minimum liquidity requirements. The additional liquidity will enable the municipality to service its debts and build up its Capital Replacement Reserve (CRR) which will lead to further investment in its CAPEX programme, within an optimal funding mix.

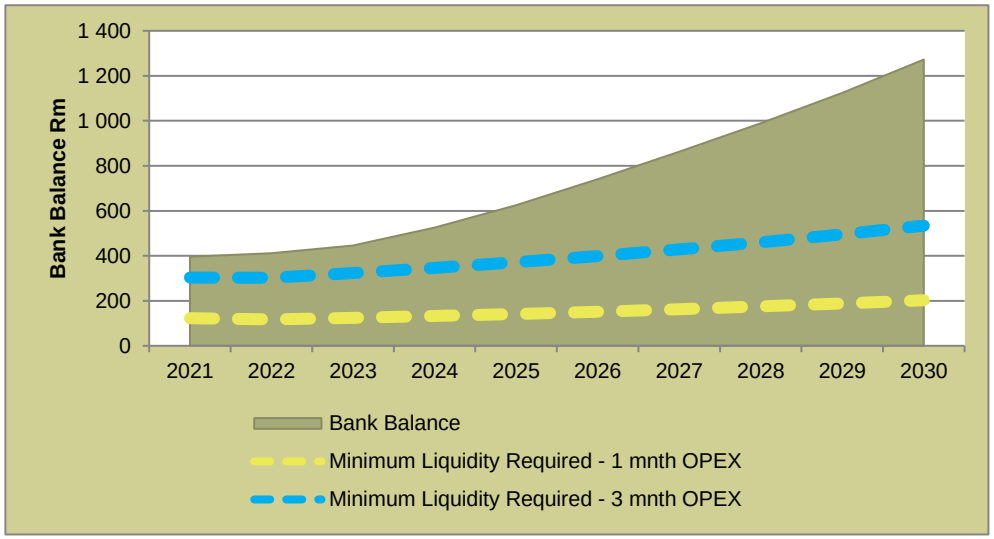
Scenario 1: MTREF Profitability Adjustment

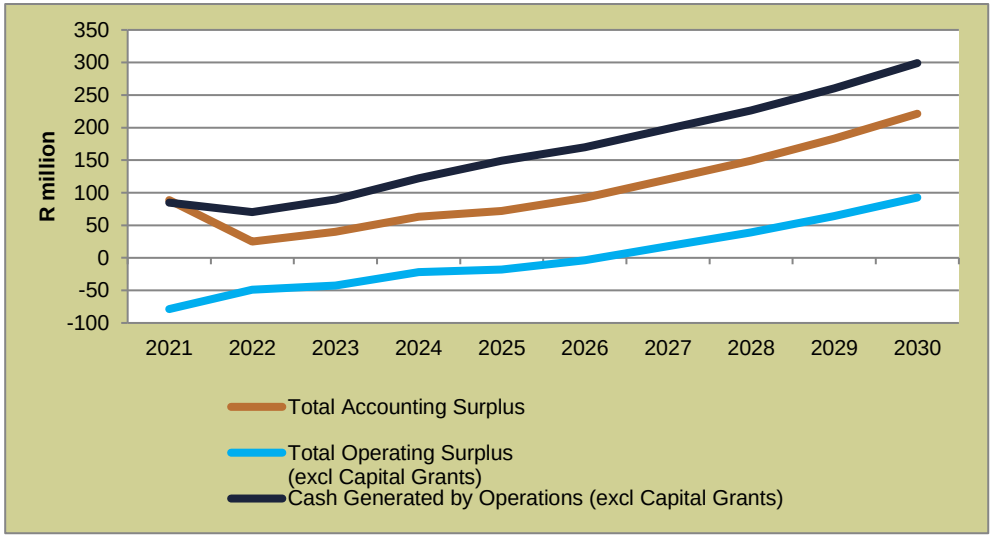
Optimal Scenario





Increase MTREF Profitability by R50 million





Scenario 2: Sensitivity Analysis on the Collection Rate

Collection Rate decreases by 3 percentage points

Should the economic growth remain sluggish, the income base of the municipality continues to erode and households' pressure to pay the municipal bill continue to increase, one can reasonably expect a decline in the collection rate. To assess the impact that such adverse conditions will have on the finances of the municipality, the model was adjusted by assuming the collection rate will decrease from the FY2020 rate of 92% to 89% from FY2021 onwards rather than keeping it constant at 92% as modelled in the optimal scenario. All other input variables and assumptions have not changed.

The results indicate a significant decline in the cash balance to a position where the municipality will not be able to meet the minimum liquidity requirements, pay its creditors or sustain the optimal capital investment programme.

The deterioration of liquidity in this scenario results in cash shortfalls to achieve minimum liquidity requirements from FY2028 and a low current ratio of 0.8:1 at the end of the planning period.

This highlights the significance of maintaining the collection rate at 96% or higher along with the application of strict credit control measures.

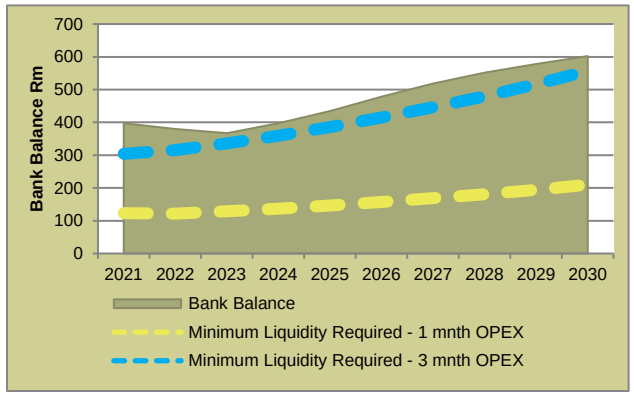
Increase in Collection Rate by 1 percentage point

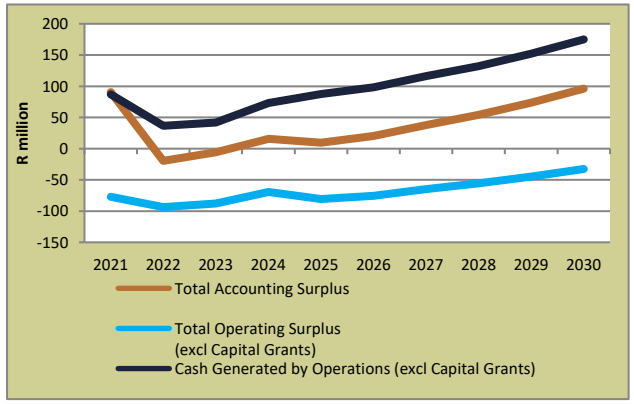
To assess the impact on the finances of the municipality, the model was adjusted by increasing the collection rate by 1 percentage point from 92% to 93% over the entire planning period while keeping all the other input assumptions constant.

The results indicate a significant improvement in the cash balance to a position where the municipality will be able to significantly accelerate its capital investment programme as a result of higher levels of liquidity, in order to meet the increasing demand for services and to eradicate service delivery backlogs.

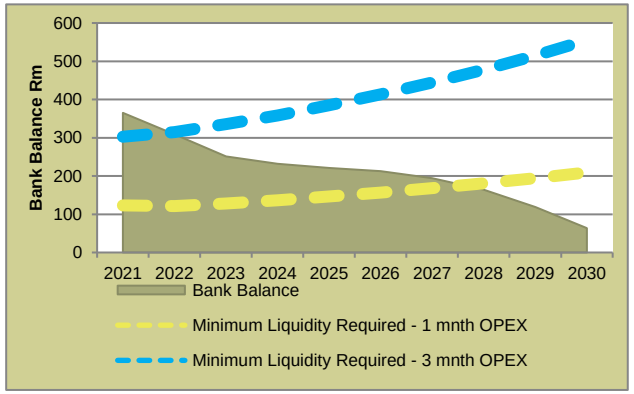
Scenario 2: Sensitivity Analysis on the Collection Rate

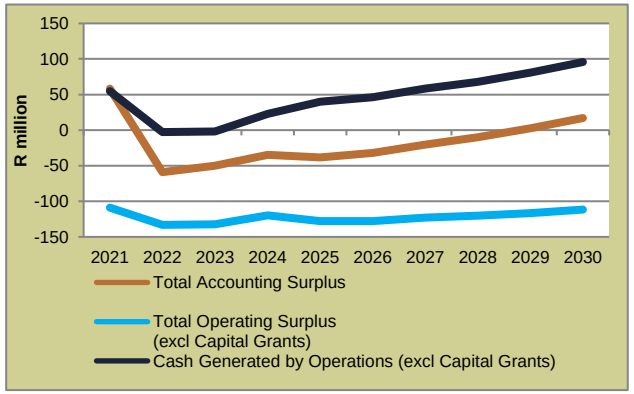
Optimal Base Case



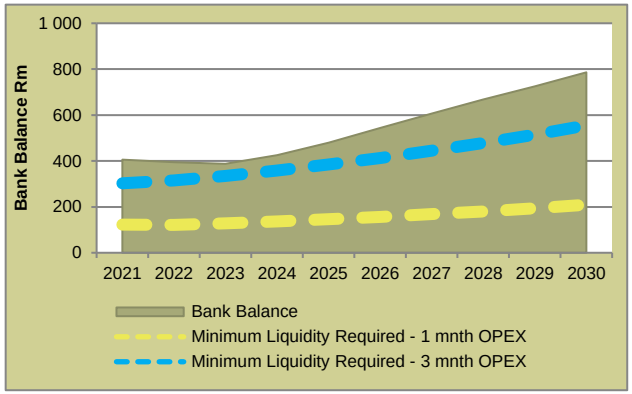


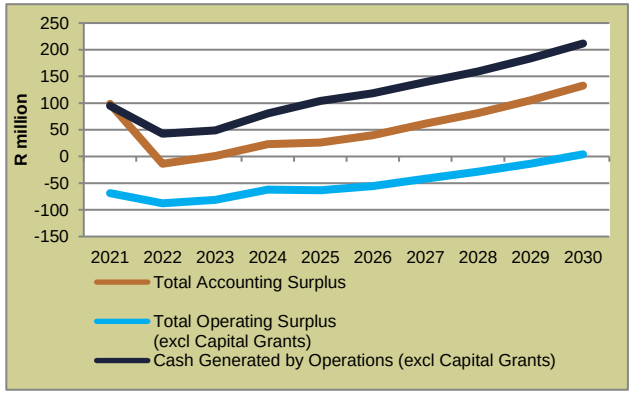
Decrease Collection Rate to 89%





Increase Collection Rate by 1%





1	Planning Process
2	Updated Perspectives (Demographic, Economic, Household Infrastructure)
3	Updated Historic Financial Assessment
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8	**COVID-19 Impact Assessment**
9	Ratio Analysis
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COVID-19 Impact Assessment

The COVID-19 pandemic has had a detrimental effect on public health and social fabric of society, with the world faced with the challenge of controlling its fast spread. As with most municipalities in the country, Midvaal LM was already operating in an unstable and difficult macro-economic environment, and the unexpected burden of COVID-19 and the associated lockdown, which has resulted in lower revenue and additional responsibilities and costs, reveals more challenges. Important to note is that the full impact of the nationwide lockdown under COVID-19 restrictions to the South African economy is yet to be fully understood as the disaster management act relating to COVID-19 remained in place at finalisation of this report. The challenge of this assessment is to quantify the socio-economic variables that impact on the financial sustainability of the municipality.

Not only do various institutions differ on the expected decline of the national GDP, the associated uncertainty results in the update of these figures within short intervals of time. Little experience exists globally to make accurate assumptions of such metrics. The assumptions made in this assessment are similarly debatable. However, these are calculated assumptions based on the economic realities of the municipality, and the intent is to establish a basis for dialogue and further analysis as need be.

GVA Decline

83.9% of Midvaal's economic output is generated by fifteen economic subsectors. Based on the recent growth performance of each subsector and the assumed impact of COVID -19 on each, the growth/decline in these subsectors was determined in Table 12 below.

Table 13: Midvaal: Impact of COVID - 19 on the Top 90.5% Economic Subsectors

Economic Subsector	Proportion of Economic Output	Expected subsector GVA growth/ (decline) pursuant to COVID – 19 p.a.
84 Real estate activities	9,4%	17,0%
81-83 Finance and Insurance	9,0%	13,0%
42 Collection, purification and distribution of water	8,0%	14,8%
35 Metal products, machinery and household appliances	7,2%	13,7%
62 Retail trade and repairs of goods	5,8%	-13,2%
91 Public administration and defence activities	5,7%	-14,8%
85-88 Other business activities	5,5%	-19,7%
93 Health and social work	5,4%	-4,8%
94-99 Other service activities	5,3%	-13,5%
92 Education	4,9%	-11,1%
50 Construction	4,1%	-3,7%
61 Wholesale and commission trade	4,0%	-5,4%
71-72 Land and Water transport	4,0%	-16,5%
33 Fuel, petroleum, chemical and rubber products	2,9%	-6,8%
75 Post and telecommunication	2,7%	-9,2%

These growth rates translate to an overall effective decline in the GVA growth rate for Midvaal LM of -6.8% p.a. for the assumed duration of the pandemic, as outlined for each scenario below, and subsequent ramp-up to Base Case conditions.

Affected Households

Midvaal LM is expected to experience job losses because of COVID-19 implications. This will affect household income and the ability of households to pay for municipal services. In addition, the percentage of indigent households is expected to increase. The increased reliance on indigent support and the expected high unemployment rate will significantly increase the ***household ability to pay risk***, which is currently rated as “Medium to High”.

Based on the expected decline in output for various economic subsectors, we estimate the total loss of formal employment opportunities will amount to 2 617. This represents 7.9% of 32 995 reported number of people employed in 2019.

A job loss does not necessarily imply a decrease in household income. A resilience factor was applied to the total number of jobs lost to allow for the unemployed to receive unemployment grants, work in the informal sector, exercise entrepreneurship, rely on other income sources and possibly migrate elsewhere. The total number of affected households as a consequence of COVID-19 is estimated to be 3 104. On the other hand, certain households are expected to become indigent as a result of the job losses. Our calculated assumptions estimate 245 households will add to the already high proportion of indigent households.

Collection Ratio

Payment for municipal rates and services charges by households and business will be severely impacted by COVID-19. This impact has not materialised for Midvaal and we expect that the 92% collection rate will be maintained for the remaining assumed duration of the pandemic (2020/21 – 2022/23).

Consumption of Services

The decline in economic output and to a lesser extent the affected households will result in the decline of electricity and water purchases. The optimal scenario uses various independent variables (GVA, number of households, etc) to calculate the future quantities of services consumed. Whereas the decline will result in a reduction of income for the municipality, it will also reduce expenditure on the production or bulk purchases of these services. However, due to the surplus margin earned by the municipality in these service charges, the financial net effect is negative.

Additional Expenditure

From a public health and disaster management perspective, one expects the municipality to incur additional unforeseen expenditures. For purposes of this assessment this was budgeted to be R 4.8 million p.a. for the duration of the pandemic and in proportion to the impact each year.

COVID-19 Scenarios

The adjustment budget report indicate that the municipality has made provisions for "additional relief to customers" to mitigate the risks associated with COVID-19, namely:

- The operating revenue budget has been decreased by R16.3m.
- Capital revenue is increased in the adjustments budget by R101.6m.
- Increased efforts to collect outstanding traffic fines.
- Additional R70 000 rebate afforded to residential households.

While the MTREF budget already includes Midvaal LM's response in mitigation of the associated risks, it is valuable to model difference scenarios outlining the worst case and best-case outcomes of COVID-19 on the municipality's financial health in the long term.

Best Case and Worst-Case Scenarios indicating the potential range of impacts of COVID – 19 on the financial health and long-term sustainability of Midvaal were developed. The outcome of these two scenarios were then compared to the Optimal Scenario. The two Post COVID-19 scenarios both use the impact as determined in the paragraph above but apply these for different durations. These different times relate to assumptions relating to the time it takes to achieve success, or otherwise, of government initiatives, (e.g. lockdown), building up of immunity of communities and the preparation, manufacturing and distribution of vaccines,

The "***Best Case***" Scenario assumes that the COVID – 19 impact commences in April 2020 and extends for one year to the end of March 2021. For 6 months thereafter, the economy will ramp up again to reach the Base Case conditions at the end of September 2021.

In the "***Worst Case*** "Scenario, the COVID-19 impact also commences in April 2020 for an extended period until the end of December 2021. Thereafter, a full year of ramp up occurs to reach Base Case conditions as the end of December 2022.

Outcome of Scenarios Before Remedial Measures

The impact of COVID - 19 on the financial situation of the municipality was measured against the optimal case scenario and the outcomes are reflected on Table 13 and the graphs below. This represents the outcome before remedial actions to counter the impact of COVID-19 on the municipality are implemented.

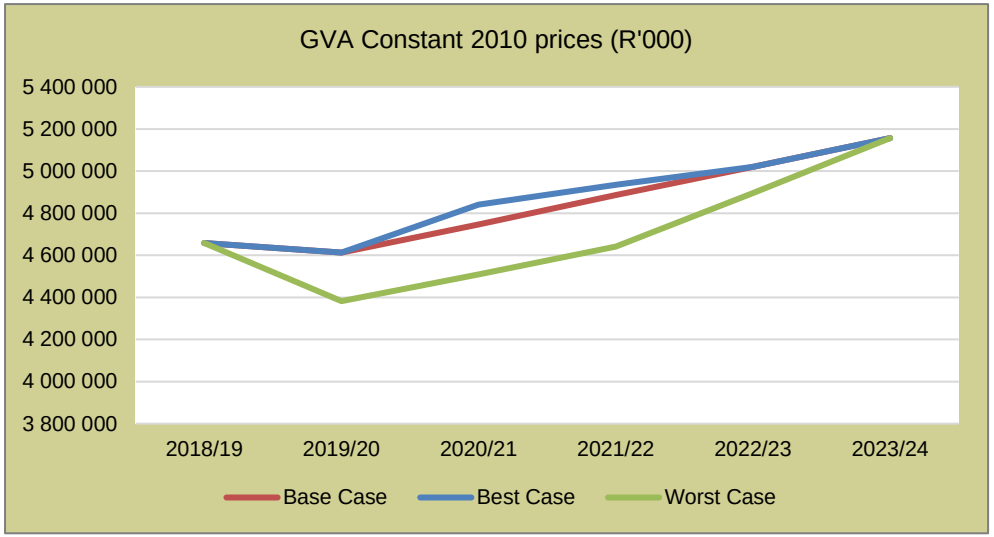
Table 14: Midvaal: 10-year Outcome of Scenarios before Remedial Measures

Outcome	Optimal Case	Best Case (Before Remedial Measures)	Worst Case (Before Remedial Measures)
Average annual % increase in Revenue	8,0%	8,0%	7,8%
Average annual % increase in Expenditure	8,2%	8,2%	8,3%
Accounting Surplus accumulated during Planning Period (Rm)	R 375	R 396	-R 172
Operating Surplus accumulated during Planning Period (Rm)	-R 679	-R 658	-R 1 226
Cash generated by Operations during Planning Period (Rm)	R 1 004	R 1 024	R 455
Average annual increase in Gross Consumer Debtors	10,6%	10,4%	11,2%
Capital investment programme during Planning Period (Rm)	R 2 548	R 2 548	R 2 548
External Loan Financing during Planning Period (Rm)	R 1 183	R 1 183	R 1 183
Cash and Cash Equivalents at the end of the Planning Period (Rm)	R 606	R 626	R 57

Outcome	Optimal Case	Best Case (Before Remedial Measures)	Worst Case (Before Remedial Measures)
No of Months Cash Cover at the end of the Planning Period (Rm)	3,5	3,6	0,3
Liquidity Ratio at the end of the Planning Period	2,4 : 1	2,4 : 1	0,8 : 1
Gearing at the end of the Planning Period	34,3%	34,3%	35,0%
Debt Service to Total Expense Ratio at the end of the Planning Period	6,8%	6,8%	6,8%

The scenario above indicates a decline in liquidity, this can be attributed to various factors. Firstly, the collection rate which is the major contributor to the deterioration of liquidity. Secondly, the decline in revenue because of the decrease in the economic output and increase in the number of indigent households. Lasty, additional expenditure to manage the disaster.

GRAPH 47: GVA GROWTH COVID-19 IMPACT



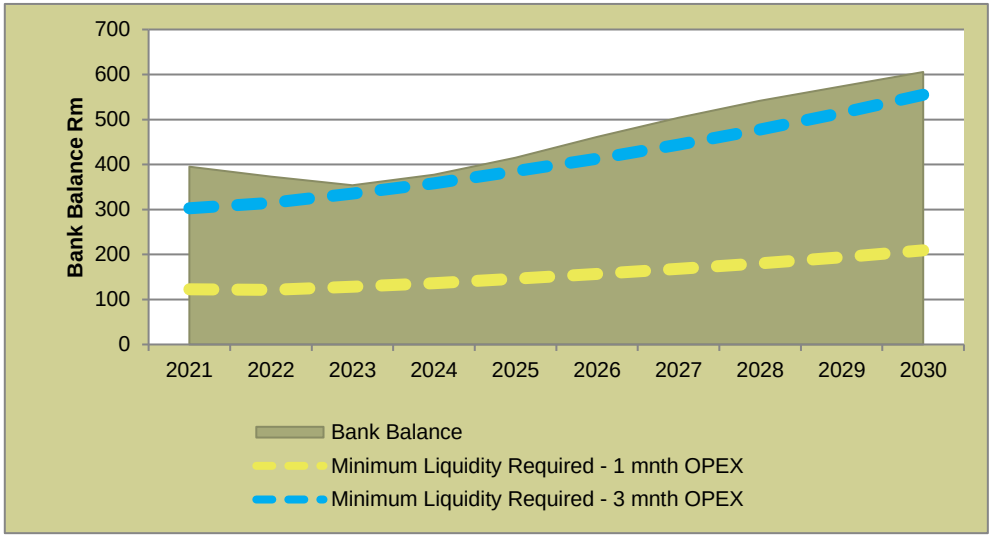
The "***Best Case***" scenario assumes that COVID-19 impact will result in GVA contraction of -0.97% for 2021 followed by positive growths of 4.94% and 2.02% for 2022 and 2023.

In the "***Worst Case***" Scenario the COVID-19 impact is severe whereby GVA is modelled to contract by -5.92% for 2021 followed by growths of 2.60% and 2.66% for 2022 and 2023.

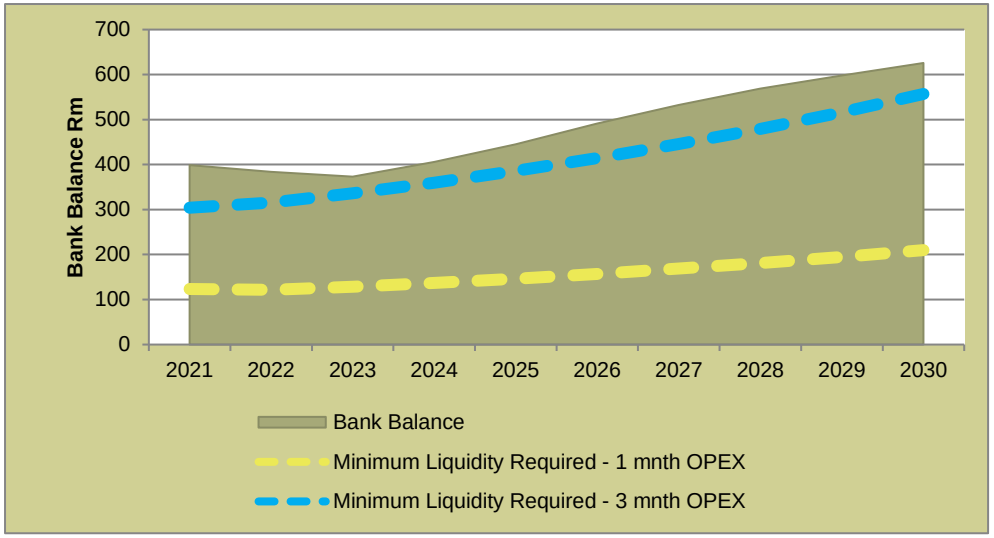
In the "***Best Case***" Scenario, the bank balances increase annually and comes to R 606 million by the end of the planning period. This is sufficient to meet the minimum liquidity requirements when three-month's working capital is considered.

In the Worst Case, the cash balance deteriorates to R 57 million with the by the end of the planning period with the balance not meeting the minimum liquidity requirements including one month's working capital for the last 5 years of the planning period. The liquidity ratio also deteriorates to 0.8:1 by the end of the planning period.

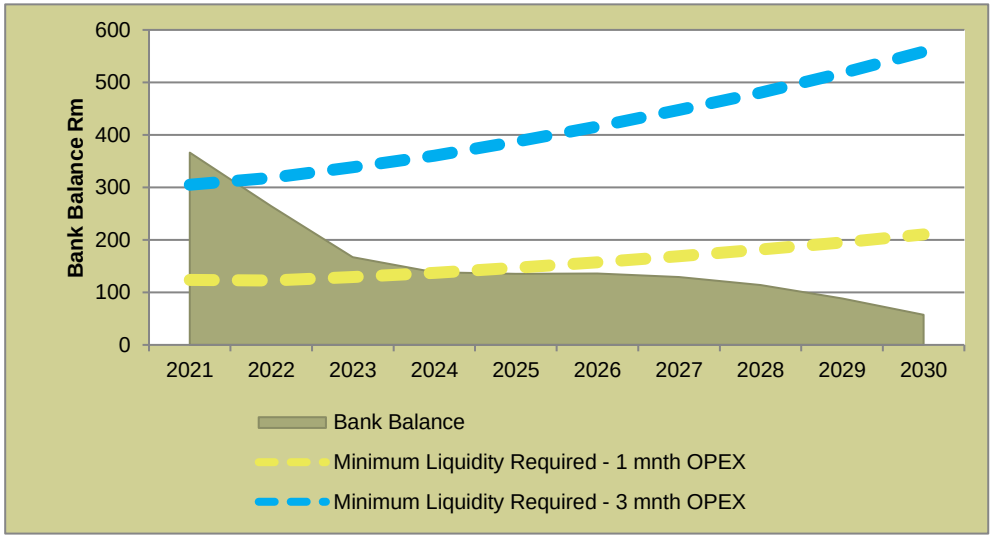
GRAPH 48: OPTIMAL (BASE) CASE: BANK BALANCE VS MINIMUM LIQUIDITY REQUIREMENTS



GRAPH 49: COVID-19 BEST CASE SCENARIO: BANK BALANCE VS MINIMUM LIQUIDITY REQUIREMENTS (BEFORE REMEDIAL MEASURES)



GRAPH 50: COVID-19 WORST CASE: - BANK BALANCE VS MINIMUM LIQUIDITY REQUIREMENTS (BEFORE REMEDIAL MEASURES)



Remedial Measures

The scenarios above indicate the negative impact of COVID-19 on Midvaal's financial performance especially the rapidly declining liquidity. This requires a suite of remedial measures to be implemented.

The objective in all instances is to improve liquidity such that the bank balance reaches at least the level of the minimum required liquidity by 2030.

Best Case Scenario

The Optimal Case is modelled with the financial impact of COVID-19 considered in the input variables and assumptions. As a result, no further, remedial measures are deemed necessary for implementation in the Best-Case Scenario. This is further supported by the bank balance in both scenarios fulfilling the objective set out above.

Worst Case Scenario

To counter the effect of a Worst-Case Scenario, the municipality must be prepared to implement strict austerity measures.

The proposed measure includes the reduction of operating expenditure by R 30 million (+/- 2%) in each of the following two years (FY2021/22 and FY2022/23). Typically, through savings in contracted services, repairs and maintenance or other expenditure. (***Operational Expenditure Savings***).

Graph 51 below indicates the bank balance under this scenario.

Graph 51: COVID-19 Worst Case: Bank Balance vs Minimum Liquidity Requirements (After Remedial Measures)

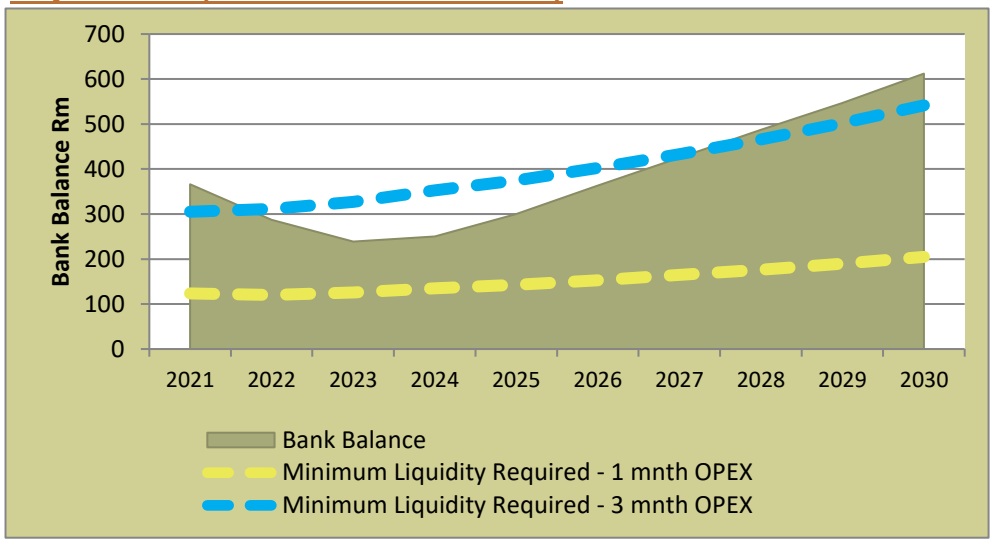


TABLE 14 below shows the outcome of scenarios after remedial measures

TABLE 15: OUTCOME OF SCENARIOS AFTER REMEDIAL MEASURES

Outcome	Optimal Case	Worst Case	Worst Case (with Remedial Measures)
Average annual % increase in Revenue	8,0%	7,8%	7,9%
Average annual % increase in Expenditure	8,2%	8,3%	8,0%
Accounting Surplus accumulated during Planning Period (Rm)	R 375	-R 172	R 387
Operating Surplus accumulated during Planning Period (Rm)	-R 679	-R 1 226	-R 668
Cash generated by Operations during Planning Period (Rm)	R 1 004	R 455	R 1 010
Average annual increase in Gross Consumer Debtors	10,6%	11,2%	11,2%
Capital investment programme during Planning Period (Rm)	R 2 548	R 2 548	R 2 548
External Loan Financing during Planning Period (Rm)	R 1 183	R 1 183	R 1 183
Cash and Cash Equivalents at the end of the Planning Period (Rm)	R 606	R 57	R 612
No of Months Cash Cover at the end of the Planning Period (Rm)	3,5	0,3	3,6
Liquidity Ratio at the end of the Planning Period	2,4 : 1	0,8 : 1	2,4 : 1
Gearing at the end of the Planning Period	34,3%	35,0%	34,6%
Debt Service to Total Expense Ratio at the end of the Planning Period	6,8%	6,8%	7,0%

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PREDICTED RATIOS

The Optimal Case predicted ratios are presented below. Although the model is not programmed to measure the ratios as required by National Treasury in all instances, it does provide comfort that the municipality is sustainable in future - on condition that it operates within the assumed benchmarks set in the financial plan.

TABLE 16: OUTCOME OF FUTURE RATIO ANALYSIS

		N.T. NORM	1 2021	3 2023	5 2025	7 2027	9 2029	10 2030	COMMENTS
FINANCIAL POSITION									
ASSET MANAGEMENT									
R29	**Capital Expenditure / Total Expenditure**	10% - 20%	16,0%	11,8%	11,6%	11,4%	11,7%	11,8%	Capex remains on the lower limit of the benchmark. R&M will gradually increase to more than 6% of PPE by the end of the planning period.
R27	**Repairs and Maintenance as % of PPE and Investment Property**	8%	5,8%	6,0%	6,4%	6,4%	6,4%	6,4%	
DEBTORS MANAGEMENT									
R4	**Gross Consumer Debtors Growth**		7,2%	9,2%	12,8%	11,3%	10,3%	10,0%	Collection rate must be maintained at a minimum of 92%.A positive decrease in net debtor days is noted.
R5	**Payment Ratio / Collection Rate**	95%	92,0%	92,0%	92,0%	92,0%	92,0%	92,0%	
	Net Debtors Days	30	68	57	49	43	36	34	
LIQUIDITY MANAGEMENT									
R49	**Cash Coverage Ratio (excl Working Capital)**		12 : 1	14,3 : 1	15,5 : 1	16,8 : 1	16,9 : 1	16,7 : 1	Liquidity ratios remain positive on optimal case scenario.
R50	**Cash Coverage Ratio (incl Working Capital)**		3,2 : 1	2,7 : 1	2,8 : 1	3 : 1	2,9 : 1	2,9 : 1	
R51	**Cash Surplus / Shortfall on Minimum Liquidity Requirements**		R 271,2 m	R 223,9 m	R 267,5 m	R 333,7 m	R 377,5 m	R 394,0 m	
R1	**Liquidity Ratio (Current Assets : Current Liabilities)**	1.5 - 2.0 : 1	2,4 : 1	2,7 : 1	2,8 : 1	2,7 : 1	2,5 : 1	2,4 : 1	
LIABILITY MANAGEMENT									
R45	**Debt Service as % of Total Operating Expenditure**	6% - 8%	4,4%	5,5%	5,4%	6,1%	6,7%	6,8%	The municipality has the capacity to increase its borrowings as proposed in this Plan. All debt servicing ratios are good. However, for it to receive credit it must demonstrate financial discipline and continue to manage its liquidity prudently.
R6	**Total Debt (Borrowings) / Operating Revenue**	45%	15,2%	22,5%	29,8%	34,1%	34,9%	34,3%	
R7	**Repayment Capacity Ratio**		0,84	3,94	4,02	4,49	4,29	3,99	
R46	**Debt Service Cover Ratio (Cash Generated by Operations / Debt Service)**		4,2 : 1	1,4 : 1	1,9 : 1	1,8 : 1	1,8 : 1	1,8 : 1	
SUSTAINABILITY									

		N.T. NORM	1 2021	3 2023	5 2025	7 2027	9 2029	10 2030	COMMENTS
	Net Financial Liabilities Ratio	< 60%	-9,6%	1,2%	7,9%	12,2%	14,4%	14,8%	The negative Operating Surplus is an indication of the municipality's reliance on Capital Grants that contribute towards Total Revenue.
	Operating Surplus Ratio	0% - 10%	-6,2%	-6,5%	-4,7%	-3,1%	-1,7%	-1,0%	
	Asset Sustainability Ratio	> 90%	57,3%	59,4%	63,1%	66,2%	72,5%	75,3%	
FINANCIAL PERFORMANCE									
EFFICIENCY									
R42	**Net Operating Surplus / Total Operating Revenue**	>= 0%	-6,2%	-6,5%	-4,7%	-3,1%	-1,7%	-1,0%	An Operating Deficit will be recorded thorough the planning period but is improving over time. Margins on service charges have declined. To ensure sufficient surpluses for sustainable service delivery the municipality is advised to safeguard these margins carefully.
R43	**Electricity Surplus / Total Electricity Revenue**	0% - 15%	15,2%	15,2%	14,8%	14,8%	14,8%	14,8%	
R44	**Water Surplus / Total Water Revenue**	>= 0%	41,5%	39,8%	39,2%	39,2%	39,2%	39,2%	
REVENUE MANAGEMENT									
R8	**Increase in Billed Income p.a. (R'm)**	CPI	R 95,9 m	R 82,0 m	R 89,6 m	R 119,2 m	R 138,9 m	R 154,1 m	Billed income is above the assumed inflation rate due to an increase in tariffs. The national fiscal constraints will necessitate that the municipality strengthens its ability to generate cash from own revenue.
R9	**% Increase in Billed Income p.a.**		10,5%	7,5%	7,0%	8,1%	8,1%	8,3%	
R47	**Cash Generated by Operations / Own Revenue**		21,3%	9,2%	11,9%	12,7%	13,6%	14,1%	
R48	**Cash Generated by Operations / Total Operating Revenue**		19,9%	8,2%	10,6%	11,3%	12,0%	12,4%	
EXPENDITURE MANAGEMENT									
R30	**Contribution per Expenditure Item: Staff Cost (Salaries, Wages and Allowances)**	25% - 40%	21,8%	22,1%	21,8%	21,5%	21,2%	21,1%	Employee related costs are at the lower end of the proposed norm and together with Contracted Services, that are above the norm, the ratios are acceptable.
	Contribution per Expenditure Item: Contracted Services	2% - 5%	8,5%	8,5%	8,4%	8,5%	8,6%	8,7%	
GRANT DEPENDENCY									
R10	**Total Grants / Total Revenue**		17,6%	16,0%	15,8%	15,7%	15,8%	15,8%	The municipality's dependence on transfers from other spheres of government is never eliminated. It is however essential to try and reduce such dependence in future.
R11	**Own Source Revenue to Total Operating Revenue**		93,3%	88,8%	88,7%	88,7%	88,6%	88,5%	
	Capital Grants to Total Capital Expenditure		33,4%	34,6%	32,9%	33,0%	31,5%	31,1%	

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Outcome of the Independent Financial Assessment

The financial performance of Midvaal improved in FY2020 as evidenced by an improved Accounting Surplus of R 83.24 million (FY2019: R 37.11 million). The increases in grants, and other revenue sources resulted in Total Income of R 1.16 billion for the year under review. Of this, R 1.08 billion was Operating Revenue. Against the Operating Expenses of R 1.12 billion, the Municipality posted an Operating Deficit of R 4.97 million in FY2020, reducing from R 39.27 million in FY2019.

The improvement in collection rate from 89% to 92% had a positive contribution on cash generated from operations. Cash Generated from Operations increased by R 91.48 million to R 226.79 million (excl. capital grants) during FY2020.

The improved Cash generated from operations enabled Midvaal to accelerate their capital spending. The total capital expenditure of R 117.38 million for FY2020 was 19% less than the budgeted capex of R 144.99 million due to the negative impact of COVID-19 and the associated lockdown period.

The available funding sources (consisting of Capital Grants of R 108.38 million, External Loans of R 24.59 million and sale of Fixed Assets of R 5.78 million) exceeded the total amount spent, resulting in the increase of unspent conditional grants to R 28.91 million at year end.

The Debt Service Cover Ratio, which is an indication of the municipality's ability to service its debt from cash generated by operations, improved from 3.07 in 2019 to an even healthier 4.46 in 2020. Gearing remained at an acceptable, but low, level of 16%.

The concentrated effort to improve the liquidity and cash position of the municipality is further evidenced in an improved liquidity ratio of 2.52 as at FYE2020 and the cash coverage ratio (including 1 months Opex) that improved from 3.5 as at FY2019 to 3.8 as at FYE2020.

The unencumbered cash and investments of R 400 million were sufficient to cover required minimum liquidity comprising of unspent conditional grants (R 28.9 million), and the 1 months Opex provision (R 77.6 million); resulting in a cash surplus of R 293.5 million at year end.

Positively, 65% of current assets is represented by very liquid cash and cash equivalents, which underpins the healthy liquidity position.

The efforts to increase provision were noted in the R49.78 million or 31% increase in the current year.

Billed revenue decreased by R 5.2 million in FY2020 due to a direct implication of COVID-19 negative impact on households.

Strengths

- Liquidity ratio consistently exceeded 2:1 in the past 4 years.
- Manageable debt levels with a Gearing ratio of 16% and a debt service cover ratio of 4.46, providing an opportunity to the municipality to accelerate capital investment through increased external borrowing.
- Consistent and growing cash generated from operations even when capital grants are not included.
- High cash balances relative to the minimum liquidity requirements.

Weaknesses

- Midvaal posted Operating deficits (on exclusion of capital grants) consistently for the duration of the 8-year assessment period.
- Decrease in billed revenue in the last financial year.

Outcome of the Future Predictions

COVID-19 is expected to continue to have a negative impact on Midvaal LM's financial performance resulting in a continued decline in profitability, and lower levels of billed revenue as noted in FY2020. The budgeted tariff increases in electricity, sanitation, and waste removal, in excess of CPI, covers the increase in cost of providing of these services. A comparison of the average household bill of some local municipalities in the reveals that Midvaal is on the higher end of the range. The scope to increase tariffs exponentially is limited, considering that 21% of households earn R3 500 per month or less.

The MTREF scenario indicates, in addition to the municipality's lower profitability levels, the planned capital expenditure which is expected to decline in FY2022 and FY2023 as confirmed by Capital Expenditure/Total Expenditure ratios of 8.6% and 9.2%, against the acceptable benchmark range of 10% to 20%. The capital funding mix indicates a significant reliance on capital grants and cash reserves. This funding mix appears to be less than optimal as it is not sustainable over a longer term. The borrowing metrics/ratios and positive liquidity levels indicate that there is scope to extend borrowings in order to address these issues.

The Optimal scenario was modelled to address the funding mix and to preserve future liquidity. Based on these assumptions, a 10-year CAPEX of R 2 548 million is determined to be affordable.

In arriving at the ***optimal scenario***, the following strategies were implemented:

1. **Adjust the MTREF Collection Rate**

   A collection rate target of 92% was assumed (in line with FY2020 results), which needs to be maintained throughout the planning period.

2. **Adjust the MTREF Funding Mix**

   The funding mix was adjusted by increasing borrowings by R 140 million from R 130 million to R 270 million, while CAPEX increases by R 113 million, which results in an improvement of liquidity. The gearing ratio remains below the maximum benchmark of 35%, and the debt service cover ratio remains below the maximum benchmark of 7%.

3. **Increasing the Average Loan Tenor**

   The average loan tenor was extended from 10 years to 12 years, to reduce the annual debt service obligations and strengthen liquidity.

MTREF Profitability

Midvaal has historically generated operating deficits, and the MTREF forecasts operating deficits for the entire 3 years. This is not sustainable over a long term and it is therefore imperative that the municipality improve its profitability (through a combination of reduction in operating expenditure, as first priority, and moderate tariff increases). A scenario where profitability was permanently improved by R 50 million in FY2022 indicates a significant improvement in the liquidity position. The additional liquidity can be utilised to service debt and contribute to investment in the CAPEX programme.

Sensitivity Analysis on the Collection Rate

The optimal scenario assumes the collection rate to remain at 92%. A scenario whereby the collection rate is assumed to decrease to 89% indicates the detrimental effect on the liquidity position, whereby the municipality will not be able to meet its minimum liquidity requirements by the end of the planning period.

A positive scenario whereby the collection rate increases by only 1% from 92% to 93% indicates a significant improvement in the liquidity position where, not only will the municipality's cash balance meet its minimum liquidity requirements, but also service its debt and sustain its higher levels of capital investment.

The results of the sensitivity analysis indicate the significance of maintaining the collection rate at 92% or higher, as assumed in the optimal scenario.

Outcome of the COVID -19 Impact Assessment

The COVID-19 impact assessment indicates a deterioration in the municipality's liquidity position. To address this, Midvaal needs to be prepared to reduce cash outflows by focusing on reducing operating expenditure.

The current performance and projections do not reveal any serious concerns. However, should the worst case scenario materialise, the municipality should consider reducing its budgeted operating expenditure by R 30 million for the next two years FY2021/22 and FY2022/23 to avoid a reduction it its liquidity position.

An analysis of the projected financial ratios reveals positive trends for most metrics, except for the continuing Operating Deficits. Grant dependency is currently expected to increase in the near future, despite the deteriorating financial position of the national fiscus.

The expected positive outlook is subject to the condition that the municipality continues to manage its finances with prudency, care and discipline.

ANNEXURE 1: PROJECTED FINANCIAL STATEMENTS

Municipal Financial Model - Midvaal
Statement of Financial Performance

Model year	1	2	3	4	5	6	7	8	9	10
Financial year (30 June)	**2021**	**2022**	**2023**	**2024**	**2025**	**2026**	**2027**	**2028**	**2029**	**2030**
R thousands										
Revenue										
Property rates	257 125	281 041	305 783	335 663	365 072	398 892	437 578	478 845	524 928	575 887
Service Charges	750 500	808 552	865 765	939 169	999 224	1 068 647	1 148 973	1 231 284	1 323 870	1 426 749
Rental of facilities and equipment	1 125	1 548	1 641	1 734	1 881	2 051	2 248	2 455	2 689	2 950
Interest earned - external investments	16 002	17 788	17 146	17 565	19 219	21 789	24 966	28 127	31 147	33 873
Interest earned - outstanding debtors	18 890	17 527	18 178	18 829	21 295	23 272	25 590	28 063	30 845	33 916
Dividends received	–	–	–	–	–	–	–	–	–	–
Fines, penalties and forfeits	47 113	49 773	52 759	55 745	60 475	65 949	72 277	78 924	86 434	94 839
Licences and permits	–	48	50	52	56	61	67	73	79	86
Agency services	–	–	–	–	–	–	–	–	–	–
Transfers and subsidies (operating)	166 718	158 844	173 561	188 278	203 199	220 351	240 057	260 825	284 203	310 295
Other revenue	11 387	11 847	12 417	12 987	14 089	15 364	16 838	18 387	20 137	22 095
Gain on disposal of PPE	–	–	–	–	–	–	–	–	–	–
Revaluation on investment property gain / (loss)	–	–	–	–	–	–	–	–	–	–
Total revenue before Capital Grants	1 268 860	1 346 968	1 447 301	1 570 022	1 684 510	1 816 376	1 968 596	2 126 982	2 304 330	2 500 690
Capital Grants	85 564	72 577	71 448	73 000	76 492	80 790	85 988	91 438	97 783	105 052
Public & developers contributions	81 626	1 500	11 000	12 000	13 338	14 903	16 734	18 720	21 002	23 607
Total Revenue after Capital Grants	1 436 050	1 421 045	1 529 749	1 655 022	1 774 340	1 912 069	2 071 318	2 237 139	2 423 115	2 629 349
Operating expenditure										
Employee related costs	336 271	351 722	370 811	389 900	417 667	444 355	473 671	506 210	542 279	582 178
Remuneration of councillors	13 656	14 476	15 344	16 212	17 038	17 932	18 902	19 958	21 105	22 351
Debt impairment	113 714	122 143	130 796	141 156	151 636	163 742	177 710	192 266	208 636	226 850
Depreciation and asset impairment	140 065	148 278	151 676	155 736	160 445	165 803	171 812	178 475	186 359	195 517
Finance charges	22 486	29 410	36 011	43 739	53 156	63 477	72 216	80 915	89 087	96 289
Bulk purchases	490 020	531 547	576 603	627 462	668 335	714 522	767 919	822 555	883 960	952 131
Other Materials	22 894	20 713	21 991	23 269	25 861	28 833	32 308	36 083	40 420	45 371
Contracted services	136 370	142 409	148 965	155 521	168 371	180 916	195 339	210 744	228 233	247 891
Transfers and subsidies	1 132	1 132	1 132	1 132	1 228	1 339	1 468	1 603	1 755	1 926
Other expenditure	70 932	84 197	88 180	92 163	100 419	109 111	119 147	129 726	141 691	155 095
Loss on disposal of PPE	–	–	–	–	–	–	–	–	–	–
Total Expenditure	1 347 540	1 446 027	1 541 509	1 646 290	1 764 156	1 890 031	2 030 492	2 178 535	2 343 526	2 525 598
Suplus/ (Shortfall) for the year	**88 510**	**(24 981)**	**(11 760)**	**8 732**	**10 184**	**22 038**	**40 826**	**58 605**	**79 590**	**103 751**

Municipal Financial Model - Midvaal
Statement of Financial Position

Model year	1	2	3	4	5	6	7	8	9	10
Financial year (30 June)	**2021**	**2022**	**2023**	**2024**	**2025**	**2026**	**2027**	**2028**	**2029**	**2030**
R thousands										
Non-current assets:	2 130 493	2 177 215	2 232 240	2 295 605	2 367 408	2 447 787	2 536 929	2 642 894	2 766 575	2 909 000
Property, plant and equipment	2 082 723	2 129 445	2 184 469	2 247 835	2 319 637	2 400 017	2 489 159	2 595 124	2 718 804	2 861 230
Intangible assets	3 429	3 429	3 429	3 429	3 429	3 429	3 429	3 429	3 429	3 429
Investment properties	44 323	44 323	44 323	44 323	44 323	44 323	44 323	44 323	44 323	44 323
Investments	–	–	–	–	–	–	–	–	–	–
Long-term receivables	–	–	–	–	–	–	–	–	–	–
Other non-current assets	19	19	19	19	19	19	19	19	19	19
Current assets:	583 717	563 900	546 106	570 940	611 711	660 594	706 461	747 929	784 039	820 303
Inventories	23 135	25 868	27 165	28 463	31 137	34 013	37 345	40 884	44 904	49 430
Trade and other receivables	165 284	165 284	165 284	165 284	165 284	165 284	165 284	165 284	165 284	165 284
Cash & Short term investments	395 298	372 748	353 656	377 194	415 290	461 297	503 832	541 761	573 851	605 589
TOTAL ASSETS	**2 714 210**	**2 741 116**	**2 778 345**	**2 866 545**	**2 979 119**	**3 108 381**	**3 243 390**	**3 390 823**	**3 550 614**	**3 729 303**
Municipal Funds:	2 252 284	2 227 303	2 215 542	2 224 274	2 234 459	2 256 497	2 297 323	2 355 928	2 435 517	2 539 269
Housing development fund & Other Cash Backed Reserves	–	–	–	–	–	–	–	–	–	–
Reserves (Not Cash Backed)	–	–	–	–	–	–	–	–	–	–
Accumulated surplus	2 252 284	2 227 303	2 215 542	2 224 274	2 234 459	2 256 497	2 297 323	2 355 928	2 435 517	2 539 269
Non-current liabilities:	218 501	279 064	359 111	441 226	526 215	612 516	684 329	745 297	798 800	844 101
Long-term liabilities (Interest Bearing)	147 919	208 482	288 529	370 643	455 632	541 933	613 746	674 714	728 217	773 518
Non-current provisions	70 583	70 583	70 583	70 583	70 583	70 583	70 583	70 583	70 583	70 583
Current liabilities:	243 425	234 748	203 692	201 045	218 445	239 368	261 738	289 599	316 296	345 934
Consumer deposits	11 587	13 001	14 874	19 263	22 039	25 419	29 472	33 309	37 676	42 529
Provisions	–	–	–	–	–	–	–	–	–	–
Trade and other payables	187 454	172 311	152 265	140 300	150 384	161 377	174 078	187 258	202 124	218 706
Bank overdraft	–	–	–	–	–	–	–	–	–	–
Current portion of interest bearing liabilities	44 385	49 437	36 553	41 481	46 023	52 572	58 187	69 032	76 497	84 699
TOTAL MUNICIPAL FUNDS AND LIABILTIES	**2 714 210**	**2 741 116**	**2 778 345**	**2 866 545**	**2 979 119**	**3 108 381**	**3 243 390**	**3 390 823**	**3 550 614**	**3 729 303**

Municipal Financial Model - Midvaal
Cash Flow Statement

Model year	1	2	3	4	5	6	7	8	9	10
Financial year (30 June)	**2021**	**2022**	**2023**	**2024**	**2025**	**2026**	**2027**	**2028**	**2029**	**2030**
R thousands										
Cash flows from Operating Activities										
Suplus/Deficit for the year *including* Capital Grants	88 510	(24 981)	(11 760)	8 732	10 184	22 038	40 826	58 605	79 590	103 751
Suplus/Deficit for the year *excluding* Capital Grants & Contributions	(78 680)	(99 058)	(94 208)	(76 268)	(79 646)	(73 654)	(61 896)	(51 553)	(39 196)	(24 908)
Capital Grants & Contributions	167 190	74 077	82 448	85 000	89 830	95 692	102 722	110 158	118 785	128 659
Adjustments for non-cash items:										
Depreciation, amortisation and impairment loss	140 065	148 278	151 676	155 736	160 445	165 803	171 812	178 475	186 359	195 517
Revaluation on investment property (gain) / loss	–	–	–	–	–	–	–	–	–	–
Increase / (Release from) current provisions & non-interest bearing liabilities	–	–	–	–	–	–	–	–	–	–
Increase / (Release from) other non-current provisions & non-interest bearing liabilities	–	–	–	–	–	–	–	–	–	–
(Increase) / Release from non-current interest bearing assets	–	–	–	–	–	–	–	–	–	–
Capitalised interest	–	–	–	–	–	–	–	–	–	–
Operating surplus before working capital changes:	228 575	123 296	139 915	164 469	170 630	187 842	212 638	237 079	265 949	299 269
Change in W/C Investment	23 617	(17 876)	(21 343)	(13 262)	7 409	8 117	9 370	9 640	10 846	12 056
(Increase)/decrease in inventories	(9 308)	(2 733)	(1 297)	(1 297)	(2 675)	(2 876)	(3 332)	(3 539)	(4 020)	(4 526)
(Increase)/decrease accounts receivable	37 997	–	–	–	–	–	–	–	–	–
Increase/(decrease) in trade payables	(5 072)	(15 143)	(20 046)	(11 964)	10 084	10 993	12 701	13 179	14 866	16 582
Net cash flow from Operating activities	252 192	105 420	118 572	151 207	178 039	195 959	222 008	246 720	276 795	311 325
Cash flows from Investing Activities										
Capital expenditure	(255 868)	(195 000)	(206 700)	(219 102)	(232 248)	(246 183)	(260 954)	(284 440)	(310 039)	(337 943)
Decrease/(Increase) in non-current receivables	–	–	–	–	–	–	–	–	–	–
(Additions) / Disposals of investment property	–	–	–	–	–	–	–	–	–	–
Net cash flow from Investing activities	(255 868)	(195 000)	(206 700)	(219 102)	(232 248)	(246 183)	(260 954)	(284 440)	(310 039)	(337 943)
Cash flows from Financing Activities										
New loans raised	43 223	110 000	116 600	123 596	131 012	138 872	130 000	130 000	130 000	130 000
Loans repaid	(37 352)	(44 385)	(49 437)	(36 553)	(41 481)	(46 023)	(52 572)	(58 187)	(69 032)	(76 497)
(Decrease) / Increase in consumer deposits	(6 944)	1 414	1 873	4 390	2 775	3 381	4 053	3 837	4 367	4 853
Net cash flow from Financing activities	(1 073)	67 029	69 036	91 432	92 306	96 230	81 481	75 650	65 334	58 357
Change in Cash	(4 749)	(22 550)	(19 092)	23 537	38 096	46 007	42 535	37 930	32 090	31 738
Cash/(Overdraft), Beginning	400 047	395 298	372 748	353 656	377 194	415 290	461 297	503 832	541 761	573 851
Cash/(Overdraft), Ending	**395 298**	**372 748**	**353 656**	**377 194**	**415 290**	**461 297**	**503 832**	**541 761**	**573 851**	**605 589**

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Annexure W
Disposal of Assets Policy
2023/2024

DISPOSAL OF ASSETS POLICY

2023/2024 FINANCIAL YEAR

MIDVAAL
LOCAL MUNICIPALITY

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ABBREVIATIONS

MLM	Midvaal Local Municipality
AMP	Asset Management Plan
AO	Accounting Officer
ASB	Accounting Standards Board
ATR	Asset Transfer Regulations
CFO	Chief Executive Officer
DRC	Depreciated Replacement Cost
GRAP	Generally Recognised Accounting Practise
HOD	Head of Department
MDA	Municipal Demarcation Act
MFMA	Municipal Finance Management Act
MM	Municipal Manager
MSA	Municipal Systems Act
PPE	Property, Plant and Equipment
SCM	Supply Chain Management
VAT	Value Added Tax

1. PURPOSE OF THIS DOCUMENT

The purpose of this document is to provide a framework for the disposal or transfer of the municipality's capital assets and scrap items (obsolete inventory stock).

2. DEFINITIONS

"Asset" means a resource controlled by a municipality as a result of past events and from which future economic benefits or service potential are expected to flow to the municipality;

"Basic Municipal Services" shall mean a municipal service necessary to ensure an acceptable and reasonable quality of life, which service – if not provided – would endanger public health or safety or the environment;

"Capital asset" –

(a) any immovable asset such as land, property or buildings; or

(b) any movable asset that can be used continuously or repeatedly for more than one year in the production or supply of goods or services, for rental to others or for administrative purposes, and from which future economic or social benefit can be derived, such as plant, machinery and equipment;

"Chief Financial Officer" means the person appointed as the Chief Financial Officer of the Municipality, or his or her nominee;

Commercial services

Commercial services means a service other than municipal services –

(a) rendered by a private sector party or organ of state to or from a municipality on a commercial basis; and

(b) which is procured by the municipality through its supply chain management policy.

"Council" means the Council of the Midvaal Local Municipality;

"Councillor" shall mean a member of the Council of the Municipality;

“Disposal” in relation to a capital asset or scrap items, includes -

(a) the demolition, dismantling or destruction of the capital asset or scrap items; or

(b) any other process applied to a capital asset which results in loss of ownership of the capital asset otherwise than by way of transfer of ownership.

"Exempted capital asset" means a municipal capital asset which is exempted by 14(6) or 90(6) of the Municipal Finance Management Act, 2003 (MFMA) from the other provisions of that section;

“Fair market value” in relation to capital assets, means the value at which a knowledgeable willing buyer would buy and a knowledgeable willing seller would sell the capital asset in an arm’s length transaction;

“Financial Year” shall mean the period starting from 1 July in any year and ending on 30 June of the following year;

"Immovable Property" also includes -

(a) an undivided share in immovable property, and

(b) any right in immovable property.

"High value" in relation to a capital asset of a municipality, means that the fair market value of the capital asset exceed any of the following amounts:-

(a) R50 million;

(b) one percent of the total value of the capital assets of the municipality, as determined from the latest available audited annual financial statements of the municipality; or

(c) an amount determined by resolution of the Council of the municipality which is less than a) or b);

“the Municipality” means Midvaal Local Municipality;

"Non-exempted capital asset" means a capital asset which is not exempted by section 14(6) or 90(6) of the Municipal Finance Management Act, 2003 (MFMA) from the other provisions of that section;

“Organ of state” – means

(a) a national department or national public entity;

(b) a provincial department or provincial public entity;

(c) a municipality or municipal entity; or

(d) any other organ of state within the meaning assigned to ‘organ or state’ in section 239 of the Constitution;

"Regulation" refers to the Municipal Asset Transfer Regulations, Government Gazette no.31346;

“Scrap” refers to obsolete Inventory items such as any metal, steel, copper or any other discarded waste material that is suitable for reprocessing;

"Service Provider"

(a) in relation to a municipal service, means a private sector party or organ of state appointed by a municipality in terms of Chapter 8 of the Municipal Systems Act (MSA) to perform a municipal service in accordance with that Act; and

(b) in relation to a commercial service, means a private sector party or organ of state appointed in terms of the supply chain management policy of a municipality to render a commercial service to or for the municipality as an independent contractor;

"Subsidiary asset" in relation to a capital asset, means an asset that forms an integral part of the capital asset or of the operations or maintenance of the asset;

"Transfer" in relation to a capital or subsidiary asset, means transfer of ownership in the asset as a result of a sale or other transaction.

3. CONSTITUTIONAL AND LEGAL BACKGROUND

Section 14 and 90 of the Municipal Finance Management Act (MFMA) (Act 56, 2003) states:

"A municipality may not transfer ownership as a result of a sale or other transaction, or otherwise permanently dispose of any capital asset needed to provide a minimum level of basic municipal services."

The following key principals were adopted to assist in the identification and management of risks associated with the transfer and disposal of capital assets. These principles must be considered and implemented in the context of any asset transfer:

- **Valuation principle**, i.e. the need to attach a value to the transfer or disposal of a municipal capital asset, in order to ensure that the interests of the municipality and each of its stakeholders are not prejudiced by the transfer or disposal;
- **Continuity of service principle**, i.e. the need to ensure the uninterrupted continuance of a municipal service when a municipal capital asset that is being used in the delivery of that service, is transferred or disposed of, particularly when the asset is used in the provision of a minimum level of basic municipal service;
- **Risk transfer principle**, i.e. the need to transfer the risk relating to a municipal capital asset in conjunction with the transfer of the asset; and
- **Asset preservation principle**, i.e. the need to prevent the indiscriminate or unsustainable transfer or disposal of a municipal capital asset in order not to undermine the ability of the municipality to render or expand municipal services in the longer term.

4. OBJECTIVES

The objectives of the Asset Disposal Policy are to:

- Ensure that only assets that are assessed and deemed not to be critical to provide the minimum level of basic municipal services are disposed of;
- Ensure that assets are not disposed when the disposal of the asset or the terms of the disposal of the asset could disadvantage the municipality or community financially or otherwise;

- Ensure that all disposals are, in terms of section 14 (5) of the MFMA, fair, equitable transparent, competitive and consistent with the Supply Chain Management Policy (SCM) of the municipality; and
- Ensure that assets disposed of are updated in the municipality's Asset Register timeously and accurately.

5. APPROVAL AND EFFECTIVE DATE

The policy will be effective as from 1 July 2022.

6. POLICY AMENDMENT

This policy should be reviewed annually to ensure continued compliance with the relevant legislation and accounting standards. Changes to this document shall only be applicable if approved by Council. Any proposals in this regard shall be motivated by the CFO in consultation with the AO and respective HODs. The recommendations of the CFO shall be considered for adoption by Council.

7. RELATIONSHIP WITH OTHER POLICIES

This policy needs to be read in conjunction with other relevant adopted policies of the municipality, including the following:

- Delegation of Powers;
- Accounting Policy;
- Supply Chain Management Policy;
- Land Use Management Policy;
- Asset Management Policy.

8. REFERENCES

The following references were observed in compiling this document:

- Municipal Finance Management Act, 2003
- Municipal Systems Act, 2000
- Local Government Supply Chain Management Guidelines, National Treasury, 2005
- Guide to the Municipal Asset Transfer Regulations
- Municipal transfer and disposal regulations, Government Gazette no.31346

9. ASSET TYPES

In this policy asset means any tangible or intangible resource capable of being owned. Tangible assets include physical assets, such as land, building, plant and equipment; whereas intangible assets include servitudes and similar assets that can not necessarily be seen.

It is important that a municipality has a fully up-to-date asset register that records the name, type, allocation and value of the assets under its control. The asset register forms a critical source of information required during the decision making process on the validity and reasonability of asset transfers and disposals.

9.1 Capital assets

A capital asset may be movable or immovable, provided that it has a life span of at least one year and can be used to produce or supply goods and services, for rentals to others or for administrative purposes (where a future economic or social benefit can be enjoyed).

9.2 High value capital assets

The municipality will firstly have to determine the <u>combined value</u> of any capital assets it intends to transfer or dispose of in the particular financial year (such must also be reflected in its Medium Term Revenue and Expenditure Framework (MTREF) budget).

If the combined value of such capital assets *exceeds* five percent of the total value of its assets (as determined from its latest available audited financial statements), a public participation process must be followed for each of the capital assets identified for transfer or disposal, irrespective of each capital asset's individual value.

If the combined value of capital assets identified for transfer or disposal during the financial year *does not exceed* five percent of the total value of its assets, the municipality will have to assess whether each individual capital asset identified for transfer or disposal in that particular year is a high value capital asset. For each high value capital asset a public participation process must be followed.

If it appears that any or all of the assets are "high value", Council must be approached to authorise the public participation process.

“High value” threshold relating to an *individual capital* asset is determined as the lower of the following:

1. R50 million; or
2. 1% or the total value of all capital assets of the municipality;
3. or otherwise a value determined by Council, provided that the value is less than (a) or (b).

9.3 Exempted capital assets

An exempted capital asset is an asset exempted by sections 14(6) or 90(6) of the MFMA and regulation 20 from the rest of sections 14 and 90 as well as the SCM Regulations.

Exempted capital assets are assets transferred to another organ of state as a result of any of the following circumstances (regulation 20):

(a) a review by a municipality of its service delivery mechanisms for the performance of a municipal service in terms of Chapter 8 of the Municipal Systems Act (MSA), and the subsequent appointment of an organ of state to perform this service;

(b) a reorganisation of powers and functions between a parent municipality and its municipal entity;

(c) an assignment of any of the powers and functions of a municipality to another organ of state by national legislation or in terms of a power contained in national legislation;

(d) when municipal housing or land is transferred to a national or provincial organ of state for housing for the poor in terms of a national or provincial housing policy;

(e) when the transfer is required or permitted in terms of national legislation and that legislation determines the conditions of the transfer; or

(f) any other circumstance provided that the capital asset to be transferred to the organ of state is determined by resolution of the Council not to be needed to provide a minimum level of basic municipal service and is surplus to the requirements of the municipality and municipal entity.

9.4 Non-exempted capital assets

If the transfer or disposal is not the result of any of the above transactions, the asset to be transferred or disposed of will be considered to be a non-exempted capital asset where sections 14 and 90 of the MFMA and the SCM Regulations will apply. In these situations therefore:

- the municipality may not transfer or dispose of a capital asset deemed to be needed to provide a minimum level of basic municipal service;
- the municipality in making the decision as to whether an asset is required to provide a minimum level of basic municipal service, must make that decision and consider the fair market value, and economic and community value to be received for the asset at a meeting open to the public; and
- any transfer must be fair, equitable, transparent, competitive and consistent with the municipality's supply chain management policy.

The requirement to hold a public meeting to consider the decision to transfer or dispose of a movable capital asset below a value determined by Council, may be delegated to the Accounting Officer (AO) to make a decision in some cases (section 14(4) of the MFMA). All transfers or disposals of this nature will be regulated by sections 14 and 90 of the MFMA and Chapter 2 of the ATR – 'Transfer and Permanent disposal of non-exempted capital assets'.

9.5 Subsidiary assets

A subsidiary asset is an asset that forms an important part of a capital asset, as well as an asset that forms part of the operation or maintenance of that capital asset.

These assets are particularly relevant in the transfer of a service, power or function. In these instances, the ATR allow certain subsidiary assets to be transferred with the transfer of that service, power of function. The following subsidiary assets may be included in the transfer:

- movable and immovable assets used for or in connection with the service, power or function to be transferred (including investment property);
- intangible assets which are an integral part of that service, power or function;
- short and long-term receivables associated with that service, power or function; and
- investments, cash and bank balances or reserves derived from the performance of that service, power or function.

Subsidiary assets are always linked to the capital asset being transferred and therefore a municipality will not need to consider whether they should be regarded as high value or otherwise, they may be either – provided that their transfer comes as a result of the transfer of a service, power or function. If the capital asset to which the subsidiary asset is linked, is of high value, that the public consultation process on that capital asset must include consultation on all the subsidiary assets linked to that capital asset, to ensure transparency of the transaction as a whole.

If the transfer of the capital asset is classified as exempted, the transfer of the subsidiary asset is also exempted, if it is part of the same transaction.

10. TRANSFER OR DISPOSAL OF A CAPITAL ASSET

10.1 Classification of capital assets

Capital assets are classified as either exempted or non-exempted capital assets, in terms of sections 14(6) or 90(6) of the MFMA and regulation 20 of the ATR, refer to 9.3 and 9.4 above.

Exempted capital assets are capital assets transferred to another organ of state as a result of any of the circumstances described in section 9.3 of this policy.

10.2 Non-exempted capital assets

Once the asset identified for transfer or disposal has been classified as a non-exempted capital asset, the municipality must consider whether the asset is a high value capital asset as described in section 9.2 of this policy.

10.2.1 High value capital asset

In the case where a high value capital asset forms part of a transfer or disposal of the appointment of a service provider to perform a municipal or commercial service in terms of regulation 12(2), sections 14(2) or 90(2) of the MFMA and regulation 5(1) prescribes that a public participation process should be undertaken as part of and concurrent with the process envisaged in regulation 12(2).

The public participation process may only be authorised by the Council, although any party may make a request to the Council that such a process be considered. The request must be submitted to the Council together with an information statement stating the following (regulation 5(3)(b)):

- the valuation of the asset;
- the method of valuation used to determine that value;
- the reasons for the proposal; and
- the benefits, proceeds and gain or loss that could be realized or incurred from the transfer or disposal.

Where Council has authorised the AO to conduct a public participations process, the AO of the municipality must at least 60 days before the Council meeting authorising the asset transfer or disposal:

- Make public the proposal and information statement, as described above, to all affected communities and interested parties;
- Invite all affected communities and interested parties to submit their comments and representations; and
- Request the views and recommendations for National Treasury on the matter.

After the public participation process, Council may at this point make the section 14(2) or 90(2) determinations, as stated below, and depending on the outcomes of these determinations, either not to transfer or dispose of the asset or to *approve in-principal* of the transfer or disposal of the asset.

In terms of section 14(2) or 90(2) of the MFMA the municipal Council must:

(a) reasonably decide (or confirm) that the asset is not needed to provide a minimum level of basic municipal service; and

(b) consider the fair market and economic and community value to be received in exchange for the asset.

All transfers or disposals should be fair, equitable, transparent, competitive and consistent with the SCM policy of the municipality. This is however not applied in the case where the capital asset forms part of the appointment of a service provider to perform a municipal or commercial service in terms of regulation 12(2), refer to 10.2.5 of this policy).

SCM Regulation 40 states that:

(a) immovable property may be sold only at market related prices except when the public interest or plight of the poor demands otherwise; and

(b) movable assets may be sold either by way of written price quotations, a competitive bidding process, auction or at market related prices, whichever is the most advantageous to the municipality, etc.

In the case where the bids are well in excess of the fair market value or any other valuation method used by the municipality, the competitive process relies on the AO

and bid committee to make a decision. Compensation received should be at the most advantageous to the municipality.

10.2.2 Not considered a high value capital asset

In the case where the asset is not considered to be high value, and the total value of asset transactions are not more than the 5% threshold value, as stated in 9.2 above, the municipal Council must follow the same considerations at a meeting open to the public as in the case of a high value capital asset transfer or disposal in terms of section 14(2) or 90(2) of the MFMA, as described in 10.2.1 above.

Such determinations are only necessary when the Council wishes to consider the transfer or disposal of the asset. It may resolve not to go ahead with the transfer or disposal without the need for a meeting open to the public.

If the asset is considered needed to provide a minimum level of basic municipal service, then that asset **cannot** be transferred or disposed of (regulations 5(1)(b), MFMA sections 14(2) and 90(2)).

10.2.3 Mandatory considerations

During the public meeting, before approving *in-principle* to either retain, transfer or dispose of the asset, the Council must first consider the following factors (regulation 5(1)(b) & 7), irrespective of whether a high value capital asset or not is under consideration:

- whether it may need the asset at a later date;
- expected gain or loss on transfer or disposal;
- compensation for the asset and if it will result in a cost or benefit;
- management of any risk;
- impact on its credit rating and ability to raise further borrowings in the future;
- limitations or conditions attached to the asset and the consequences of any potential non-compliance of those;
- cost of the proposed transfer or disposal;
- transfer of any liabilities and reserves associated with the capital asset;
- stakeholder comments and recommendations;

- the impact on its own strategic, legal and economic interests; and
- compliance with legislative regime applicable to the proposed transfer or disposal.

10.2.4 Apply discretionary conditions to the transfer or disposal of a non-exempted capital asset

When the Council provides an *in-principle* decision that a non-exempted capital asset may be transferred or disposed of (irrespective of whether the transaction involves a high value capital asset or not), the Council *may impose* conditions on the transfer or disposal, including conditions to specify *(regulation 11)*:

- the way in which the asset is to be sold or disposed of (within the framework set by the SCM regulations);
- a floor price or minimum compensation;
- whether the asset can be transferred or disposed of for less than fair market value (subject to the Council first considering the regulation 13(2) criteria); and
- a framework in which direct negotiations with another person may apply, if relevant.

10.2.5 Transfer or disposal of the asset

The MFMA requires the actual transfer or disposal to be fair equitable, transparent, competitive and consistent with the SCM Regulations. Council only has an oversight role in this process to ensure that Council policy are implemented and no Councillor of any municipality may be a member of a municipal bid committee or any other committee evaluating or approving tenders, quotations, contracts or other bids or attend any such meeting as an observer. (Refer MFMA section 117).

Once Council has approved the transfer or disposal, the municipality may commence proceedings to transfer or dispose of the asset – irrespective of the value of the asset or whether it is to be transferred to a private sector party or an organ of state, can only be done in accordance with its SCM policy.

In terms of regulation 12(2), there are two exceptions to the requirement that the actual transfer or disposal of the non-exempted capital asset be done in terms of a competitive process:

- when a municipality undertakes a review of service delivery mechanisms in terms of Chapter 8 of the MSA and a private sector party is selected; and
- when a municipality appoints a private sector party or organ of state to perform a commercial.

In these cases, provided that a competitive bidding process is used to appoint the service provider, a municipality may transfer the asset as part of the appointment of the service provider and negotiate directly with the selected bidder (regulation 12(3)).

10.2.6 Compensation payable

Compensation payable to a municipality for a capital asset in terms of the ATR must always be in line with the disposal management system, see SCM regulation 40 stated in 10.1.2 above.

If the transfer is the result of the transfer of a commercial service or the sale of immovable property such as land or buildings then compensation must reflect fair market value (regulation 13(1), SCM regulation 40(2)).

If movable assets such as plant or equipment are sold, they must be sold at a price most advantageous to the municipality or entity by way of written quotes, competitive bidding or auction or at market related prices (SCM regulation 40(2)).

Once the municipality received compensation relating to the transfer or disposal, the proceeds must be used to discharge any borrowings against the asset at its redemption date or at another date agreed between the municipality and the lender *(regulation 16)*.

Alternatively, the municipality may seek to negotiate with the private sector party or organ of state to which the asset is to be transferred, to take over any borrowings made against the asset as part of the compensation payable, subject to the agreement of the lender.

This effectively means that any liability for borrowings taken out for an asset is removed once the municipality no longer has ownership of the asset. This precludes a municipality from having to service a debt for an asset it no longer owns.

10.2.7 Finalise the asset transfer or disposal agreement

In accordance with regulation 17, a municipality may only transfer or dispose non-exempted capital assets approved for transfer or disposal, by way of a written agreement between the municipality and either private sector party or organ of state. The agreement must include the following:

- term and conditions of the transfer;
- details of the capital and subsidiary assets and liabilities to be transferred;
- compensation to be paid and the terms and conditions for payment; and
- the effective date in which risk and accountability for the assets are to be transferred.

10.3 Exempted capital assets

10.3.1 Considerations prior to the proposed transfer or disposal

The following considerations should be taken into account:

(a) Identify and distinguish all assets, staff and borrowings associated with the asset identified for transfer or disposal (regulations 23 and 26(1));

(b) Consider staff and staff liabilities associated with the assets identified to be transferred (regulation 27); and

(c) Whether the transfer is to another organ of state and circumstances of the transfer (regulations 20, refer to 9.3 above).

10.3.2 Mandatory conditions

Municipal capital assets needed to provide a minimum level of basic municipal services can only be transferred to an organ of state and in the circumstances provided for in regulation 20, refer to 9.3 above, subject thereto that the transferee (organ of state) demonstrated its ability to adequately maintain and safeguard the asset.

Under these circumstances, the municipality must impose certain mandatory legislated conditions on the transfer and ensure that the transfer documentation contains these conditions.

Conditions that must be included are (regulation 24):

- that ownership of the asset must immediately revert back to the municipality if the organ of state receiving the asset (the transferee) ceases or is unable to render the service; and
- that the transferee cannot without the written approval of the municipality, transfer, dispose, grant a right of use or encumber that asset in any way.

These conditions must also apply to any replacement, upgrade or improvements to the original asset (regulation 24(1), (3) and (4)).

10.3.3 Based on the circumstances of the transfer, the appropriate conditions will apply

(a) Transfer arising from a review of service delivery mechanisms by a municipality

If the asset is needed to provide a minimum level of basic municipal service, the municipality must ensure it receives the required assurances and imposes the necessary conditions, refer to 10.3.2 above, to ensure that the asset will be adequately maintained and appropriately safeguarded (regulation 24).

In all circumstances the municipality is responsible to ensure that the transfer or disposal will result in the continuance of the service to at least the same or better level than would otherwise have been provided by the municipality had it not transferred or disposed the asset (regulation 22(3)).

The municipality may agree with the organ of state to transfer all capital and subsidiary assets that are essential to the performance of that service which in addition to all movable and immovable assets including intangible assets, receivables, investments and cash equal to the difference between the assets and liabilities of that particular service as well as any reserve funds (regulation 25).

Borrowings or other amounts owing by the municipality associated with the service must also be transferred (regulation 26(2)).

In the case where the transfer gives rise to the transfer of staff associated with that service, the staff transfer must be done in accordance with applicable labour legislation and legislation regulating the transfer of liabilities associated with such staff if applicable – such liabilities may include leave entitlements, medical, post-retirement liabilities and other staff liabilities (regulation 27).

(b) Transfer arising from a re-organization of powers and functions between a municipality and its municipal entity

Asset transfers resulting from a re-organization of powers and functions between a municipality and its municipal entity are treated in a similar manner to those transfers resulting from a municipality's full review of service delivery mechanisms in terms of Chapter 8 of the MSA, described in scenario (a) above.

Transfers resulting from a re-organisation of powers and functions between a municipality and its entity, will generally be regarded as being limited to asset transfers to parties owned by the municipality in a closed system of control.

Regulation 22(3) relating to continuity of service is not relevant in this instance, as this is implicit in the conduct of all powers, functions and services within the municipality.

Regulations 25 and 26(2), relating to the transfer of subsidiary assets and borrowings are not applicable to these transfers – the municipality must manage this process in its own manner provided that it adheres to the principles in the regulations and other relevant legislation. Regulation 27 concerning staff transfers and liabilities associated with such staff remain relevant.

(c) Transfer arising from the assignment of a municipality's powers or functions to another organ of state

Asset transfers deriving from the assignment of certain municipal powers or functions to another organ of state, as a result of national legislation or in terms of a power contained in national legislation, are treated quite differently from the previous two scenarios.

Such transfers include situations such as the re-alignment of municipal boundaries or adding or taking away certain powers and functions of a municipality. This is normally done through national legislation such as the MSA or Municipal Demarcation Act (MDA) and supported by certain provincial legislation.

Regulation 24 conditions and assurance and regulations 22(3), described in scenario (a) above, are not relevant in this scenario, even if the transfer involves assets required to provide a minimum level of basic municipal services, as the transfer is initiated by the national government through legislation. It is anticipated that these factors were considered by the national department and the protection and service continuity will become the responsibility of the transferee (organ of state that is to receive the service).

Regulations 25, 26(2) and 27, refer to scenario (a) above, relating to subsidiary assets, borrowings and staff are applicable to these transfers may all be considered.

In the case where the asset transfer is a result of national legislation, thus an initiative of national government, a public participation process is not necessary. Therefore the provisions of regulation 22(1) are not relevant.

(d) Transfer of municipal land or housing for the poor in terms of the national or provincial policy

If a national or provincial policy on housing necessitates the transfer of municipal housing or land to a national or provincial organ of state for the poor, the provisions of regulations 22, 24, 25, 27 and 31 do not apply. As the transfer is limited to specific capital assets i.e. municipal housing and land, regulations that are pertinent to the

transfer of a municipal service, power or function are no longer relevant, scenarios (a), (b) and (c) above.

The transfer of borrowings associated with the municipal land or housing will still apply to these transfers (regulation 26(1)).

(e) Transfer required or permitted by national legislation

Certain transfers will be the result of national legislation that specifies the conditions of the transfer, unlike transfer described in scenarios (a), (b) and (c) above where the transfer conditions are not stipulated.

In this scenario, the same conditions attached to the transfer of municipal land and housing for the poor, described in scenario (d) above, will be applicable.

(f) Other transfers to organs of state

A capital asset may be transferred to any organ of state in any other circumstances not referred to in the scenarios above, provided that it was determined that the asset is not needed to provide a minimum level of basic municipal service and is surplus to the requirements of the municipality by the municipal Council.

In these situations, only the requirements of regulation 26(1) relating to borrowings associated with the capital asset are relevant. The municipality may directly negotiate the compensation to be paid with the neighbouring municipality.

The municipality must still properly identify and distinguish the assets (and staff if relevant) proposed to be transferred from other assets (and staff) of the municipality as required by regulation 23.

10.3.4 Compensation payable

Council should decide what is in the best interest of the municipality in the particular circumstances, taking into account the value the asset has for the municipality, any liabilities attached to it, etc. It is not necessarily a requirement that compensation is

actually paid. Asset and liability values should be determined in accordance with the methods, refer to section 11 Valuation, below.

As the disposal management system of the municipality is not applicable to exempted transfers to organs of state, a municipality may choose to negotiate with the transferee the amount of compensation payable, subject to certain limitations on transfers for less than fair market value contemplated in regulation 20(1)(f), refer to 9.3 above. The amount of compensation payable and the terms and conditions for payment must be set out in the transfer agreement (regulation 30), refer to 10.3.5 below.

If the transfer is the result of any other transfer not contemplated in regulation 20(1)(a) to (e), refer to 9.3 above, for instance when a municipality chooses to sell or donate an exempted capital asset which is not required to provide a minimum level of basic municipal service and is surplus to requirements, to another organ of state for less than fair market value, it may only do so if the municipality takes into account the following matters as per regulation 20(1)(f)(ii):

- whether the capital asset may be required for the municipality at a later date;
- the expected loss or gain that is expected to result from the proposed transfer;
- the extent to which any compensation to be received in respect of the proposed transfer will result in a significant economic or financial cost or benefit for the municipality;
- the risk and rewards associated with the operation or control of the capital asset that is to be transferred in relation to the interest of the municipality;
- the effect that the proposed transfer will have on the ability of the municipality to raise long-term or short-term borrowings in the future;
- any limitations or conditions attached to the capital asset of the transfer of the asset, and the consequences of any potential non-compliance with those conditions;
- the estimated cost of the proposed transfer;
- the transfer of any reserve funds associated with the capital asset;
- the interests of any affected organ of state, the municipality's own strategic, legal and economic interests and the interests of the local community; and
- compliance with the legislative regime applicable to the proposed transfer.

10.3.5 Finalise asset transfer agreement

Before entering into the transfer agreement, the organ of state to whom the asset will be transferred must undertake and document an exercise in due diligence on the assets and liabilities to be transferred. The results of the due diligence must be taken into account in any transfer decision to be made by the organ of state (regulation 32).

All exempted capital asset transfers may only take place by way of a written transfer agreement, signed by both parties and must include the following:

- the terms and conditions of the transfer;
- details of the capital and subsidiary assets and liabilities to be transferred (including valuation details and evidence to support the valuation, encumbrances, servitudes and rights of access requirements);
- compensation to be paid (if any) and the terms and conditions for payment;
- the effective date in which risk and accountability are to be transferred;
- details of any staff affected by the transfer – including details of staff that may be available to the organ of state on a temporary or defined basis, together with the compensation payable for such staff and any financial risk exposure to the municipality;
- if billing, information technology or other administrative systems are to be shared between the parties, the basis of that shared arrangement and any financial risk exposure to the municipality must also be defined and recorded; and
- where an asset is to be used by both the municipality and the organ of state, the basis of how the asset is to be shared as well as how the costs and benefits of the shared asset will be apportioned between the parties.

The transfer agreement must contain a separate clause that states that the transfer was affected on the basis of transfer of exempted capital assets as per the ATR, and that those provisions form part of the agreement (regulation 30(1) and (2)).

In the case of a transfer that emanates from a review of <u>service delivery mechanisms</u> when an organ of state is preferred, the transfer agreement must include provision for contract termination in case of non- or underperformance, dispute resolution and

periodic review. It must also provide assurances that the organ of state is able to maintain and safeguard the asset.

The agreement may contain conditions imposed by the municipality that limit or restrict the use or subsequent transfer of the asset, and the extent that the asset may be used to provide security over any borrowings taken out by the organ of state. Such conditions may also be incorporated into the service delivery agreement (regulation 30(3)).

11. VALUATION

11.1 Valuation of assets

When a transfer or disposal of a capital asset is considered, the value of the asset should be determined in accordance with the applicable GRAP standards.

In the absence of guidelines through GRAP, any of the following valuation methods must be used:

- **depreciated replacement cost (DRC)**: this is the cost to replace the asset less depreciation to take account of the age and condition of the asset;
- **fair market value**: this is the value that would be agreed between a knowledgeable and willing buyer and a knowledgeable and willing seller;
- **historical cost, adjusted for depreciation and impairment**: this is the original purchase price less adjustments for depreciation and impairment;
- **realisable value:** this is the amount that could be obtained from the transfer less any transfer and completion costs.

11.2 Valuation of liabilities

When a liability specifically associated is to be transferred or disposed asset, the value of the liability must also be determined in accordance with the applicable GRAP standard the municipality applies in preparing its annual financial statements. Such calculations are only necessary where borrowings are transferred or disposed in terms of *exempted* capital asset transfers or disposals to other organs of state in the circumstances described in 9.3.

In the absence of guidelines through GRAP, any of the following valuation methods must be used:

- **settlement value**: the amount that will be paid or the value of the service that will be provided to settle the liability; or
- **net present value**: the value after discounting a future settlement value to a present value.

12. CALCULATION OF PROFIT AND LOSS ON DISPOSAL

<u>Gain on disposal of asset</u> (if proceeds are greater than carrying value)

Asset (cost)			
		Profit / loss	xx

Accumulated depreciation			
Profit / loss	xx		

Profit / Loss			
Asset (cost)	xx	Acc. Depr.	xx
Gain (P/L)	xx	Bank	xx

Bank / Debtors			
Profit / loss	xx		

<u>Loss on disposal of asset</u> (if proceeds are less than carrying value)

Asset (cost)			
		Profit / loss	xx

Accumulated depreciation			
Profit / loss	xx		

Profit / Loss			
Asset (cost)	xx	Acc. Depr.	xx
Bank	xx	Loss (P/L)	xx

Bank / Debtors			
		Profit / loss	xx

13. SCRAP ITEMS / OBSOLETE INVENTORY / LIBRARY BOOKS

13.1 SCRAP ITEMS

Each Head of Department must identify scrap items that have an economic value and as such the scrap items should be sold on public auction as opposed to being disposed of at the municipal dumping site. The items, with a detailed list containing the description of the scrap items, the quantities as well as an estimated value of the scrap must be delivered to the Asset Disposal Store and proof of delivery must be obtained. The scrap items will be sold as part of the annual asset auction.

13.2 OBSOLETE INVENTORY

The CFO, in consultation with the Director Expenditure (and as per the approved System of Delegations) and the end-user departmental head concerned must approve the write-offs, if they are satisfied that:-

- The inventory has is redundant
- The inventory is of a specialised nature and has become outdated due to the introduction of upgraded and more effective products;
- The inventory cannot be used for the purposes for which it was originally intended; or
- The inventory has been damaged beyond repair and is rendered obsolete.

Refer to the SCM Policies and Procedures for detailed processes to be followed.

13.3 LIBRARY BOOKS

The disposal of library books must be done through a process of “weeding”. The relevant Head of Department must prepare a Library Book Weeding Policy for approval and implementation on an annual basis. All library books disposed of, must be recorded with details of the books disposed, estimated value of the books and the method of disposal and forwarded to the Finance Department for the updating of the Asset Register on an annual basis. The Finance Department will include these books in the item on the annual write-off of assets.

14. POLICY IMPLEMENTATION

The policy will be effective as from 1 July 2022.

Annexure X
Budget Implementation and Monitoring Policy
2023/2024

BUDGET IMPLEMENTATION AND MONITORING POLICY

2023/2024 FINANCIAL YEAR

MIDVAAL
LOCAL MUNICIPALITY

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ABBREVIATIONS

MLM	Midvaal Local Municipality
AO	Accounting Officer
ASB	Accounting Standards Board
CFO	Chief Financial Officer
HOD	Head of Department (Senior Manager – S56 of Systems Act)
IDP	Integrated Development Plan
MBRR	Municipal Budget and Reporting Regulations, 2008
MFMA	Municipal Finance Management Act
MTREF	Medium Term Revenue and Expenditure Framework
SCM	Supply Chain Management
VAT	Value Added Tax

1. PURPOSE OF THIS DOCUMENT

1.1 The objective of the budget policy is to set out:

(a) The principles which the municipality will follow in preparing each medium-term revenue and expenditure framework budget (MTREF);

(b) The responsibilities of the mayor, the accounting officer, the chief financial officer and other senior managers in compiling the budget;

(c) To control and inform the basis, format and information included in the Budget documentation; and

(d) To establish and maintain procedures to ensure adherence to the Municipality's IDP review and budget processes.

2. DEFINITIONS

In this Budget Implementation Policy, unless the context otherwise indicates, a word or expression to which a meaning has been assigned in the Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003), has the meaning so assigned, and:

"Accounting Officer"- means the Municipal Manager;

"Allocation", means-

- a municipality's share of the local government's equitable share referred to in section 214(l)(a) of the Constitution;
- an allocation of money to a municipality in terms of section 214(1) (c) of the Constitution;
- an allocation of money to a municipality in terms of a provincial budget; or
- any other allocation of money to a municipality by an organ of state, including by another municipality, otherwise than in compliance with a commercial or other business transaction;

"Annual Division of Revenue Act" means the Act of Parliament, which must be enacted annually in terms of section 214 (1) of the Constitution;

"Approved budget," means an annual budget-

- approved by a municipal council, or
- includes such an annual budget as revised by an adjustments budget in terms of section 28 of the MFMA;

"Basic Municipal Service" means a municipal service that is necessary to ensure an acceptable and reasonable quality of life and which, if not provided, would endanger public health or safety or the environment;

- "Budget-related Policy" means a policy of a municipality affecting or affected by the annual budget of the municipality, including-
- the tariffs policy, which the municipality must adopt in terms of section 74 of the Municipal Systems Act;

- the rates policy which the municipality must adopt in terms of legislation regulating municipal property rates; or
- the credit control and debt collection policy, which the municipality must adopt in terms of section 96 of the Municipal Systems Act;

"Budget transfer" means transfer of funding within a function / vote.

"Budget Year" means the financial year of the municipality for which an annual budget is to be approved in terms of section 16(1) of the MFMA;

"chief financial officer" means a person designated in terms of section 80(2) (a) of the MFMA;

"councillor" means a member of a municipal council;

"creditor", means a person to whom money is owed by the municipality;

"current year" means the financial year, which has already commenced, but not yet ended;

"delegation", in relation to a duty, includes an instruction or request to perform or to assist in performing the duty;

"financial recovery plan" means a plan prepared in terms of section 141 of the MFMA;

"financial statements", means statements consisting of at least-

- a statement of financial position;
- a statement of financial performance;
- a cash-flow statement;
- any other statements that may be prescribed; and
- any notes to these statements;

"financial year" means a twelve months period commencing on 1 July and ending on 30 June each year;

"financing agreement" includes any loan agreement, lease, and instalment purchase contract or hire purchase arrangement under which a municipality undertakes to repay a long-term debt over a period of time;

"fruitless and wasteful expenditure" means expenditure that was made in vain and would have been avoided had reasonable care been exercised;

"irregular expenditure", means-

- expenditure incurred by a municipality or municipal entity in contravention of, or that is not in accordance with, a requirement of the MFMA Act, and which has not been condoned in terms of section 170 of the MFMA;
- expenditure incurred by a municipality or municipal entity in contravention of, or that is not in accordance with, a requirement of the Municipal Systems Act, and which has not been condoned in terms of that Act;
- expenditure incurred by a municipality in contravention of, or that is not in accordance with, a requirement of the Public Office-Bearers Act, 1998 (Act 20 of 1998); or
- expenditure incurred by a municipality or municipal entity in contravention of, or that is not in accordance with, a requirement of the supply chain management policy of the municipality or entity or any of the municipality's by-laws giving effect to such policy, and which has not been condoned in terms of such policy or by-law, but excludes expenditure by a municipality which falls within the definition of "unauthorised expenditure";

"investment", in relation to funds of a municipality, means-

- the placing on deposit of funds of a municipality with a financial institution; or
- the acquisition of assets with funds of a municipality not immediately required, with the primary aim of preserving those funds;

"lender", means a person who provides debt finance to a municipality;

"**local community**" has the meaning assigned to it in section 1 of the Municipal Systems Act;

“long-term debt" means debt repayable over a period exceeding one year;

"Municipal Structures Act" means the Local Government: Municipal Structures Act, 1998 (Act 117 of 1998);

"Municipal Systems Act" means the Local Government: Municipal Systems Act, 2000 (Act 32 of 2000);

"mayor" means the councillor elected as the mayor of the municipality in terms of section 55 of the Municipal Structures Act;

"municipal council" or "council" means the council of a municipality referred to in section 18 of the Municipal Structures Act;

"municipal debt instrument" means any note, bond, debenture or other evidence of indebtedness issued by a municipality, including dematerialised or electronic evidence of indebtedness intended to be used in trade;

"municipality"-

- when referred to as a corporate body, means a municipality as described in section 2 of the Municipal Systems Act; or
- when referred to as a geographic area, means a municipal area determined in terms of the Local Government: Municipal Demarcation Act, 1998 (Act 27 of 1998);

"accounting officer" means a person appointed in terms of section 82(l) (a) or (b) of the Municipal Structures Act;

"municipal service" has the meaning assigned to it in section 1 of the Municipal Systems Act (refer to the MSA for definition);

"municipal tariff" means a tariff for services which a municipality may set for the provision of a service to the local community, and includes a surcharge on such tariff;

"municipal tax" means property rates or other taxes, levies or duties that a municipality may impose;

"National Treasury" means the National Treasury established by section 5 of the Public Finance Management Act;

"official", means-

- an employee of a municipality;
- a person seconded to a municipality to work as a member of the staff of the municipality or
- a person contracted by a municipality to work as a member of the staff of the municipality or municipal entity otherwise than as an employee;

"overspending"-

- means causing the operational or capital expenditure incurred by the municipality during a financial year to exceed the total amount appropriated in that year's budget for its operational or capital expenditure, as the case may be;
- in relation to a vote, means causing expenditure under the vote to exceed the amount appropriated for that vote; or
- in relation to expenditure under section 26 of the MFMA, means causing expenditure under that section to exceed the limits allowed in subsection (5) of this section;

"past financial year" means the financial year preceding the current year;

"quarter" means any of the following periods in a financial year:

- 1 July to 30 September;
- 1 October to 31 December;
- 1 January to 31 March; or
- 1 April to 30 June;

"service delivery and budget implementation plan" means a detailed plan approved by the mayor of a municipality in terms of section 53(l)(c)(ii) of the MFMA for implementing the municipality's delivery of municipal services and its annual budget, and which must indicate-

- projections for each month of-

- revenue to be collected, by source; and
- operational and capital expenditure, by vote;
- service delivery targets and performance indicators for each quarter; and
- capital budget broken down per ward
- any other matters that may be prescribed, and includes any revisions of such plan by the mayor in terms of section 54(l) of the MFMA.

"short-term debt" means debt repayable over a period not exceeding one year;

"standards of generally recognised accounting practice," means an accounting practice complying with standards applicable to municipalities or municipal entities as determined by the Accounting Standards Board;

"unauthorised expenditure", means any expenditure incurred by a municipality otherwise than in accordance with section 15 or 11(3) of the MFMA, and includes-

- overspending of the total amount appropriated in the municipality's approved budget;
- overspending of the total amount appropriated for a vote in the approved budget;
- expenditure from a vote unrelated to the department or functional area covered by the vote;
- expenditure of money appropriated for a specific purpose, otherwise than for that specific purpose;
- spending of an allocation referred to in paragraph (ii), (iii) or (iv) of the definition of "allocation" otherwise than in accordance with any conditions of the allocation; or
- a grant by the municipality otherwise than in accordance with the MFMA

"virement" means transfer of funds between functions / votes.

"vote" means-

- one of the main segments into which a budget of a municipality is divided for the appropriation of money for the different departments or functional areas of the municipality; and
- which specifies the total amount that is appropriated for the purposes of the department or functional area concerned.

In this document unless the context otherwise indicates, words and expressions denoting the singular shall include the plural and vice versa, words and expressions denoting the male sex shall include the female sex and vice versa and reference to a natural person shall include a legal person and vice versa.

3. BUDGETING PRINCIPLES

The municipality shall not budget for a deficit and should also ensure that revenue projections in the budget are realistic taking into account actual collection levels.

Where operating budget results in a deficit, it shall not exceed the net of non-cash depreciation and capital grant transfers.

The budget shall be funded in terms of section 18 of the MFMA.

Expenses may only be incurred in terms of the approved annual budget (or adjustments budget) and within the limits of the amounts appropriated for each vote in the approved budget.

Municipality shall prepare a multi-year budget (three year) – medium term revenue and expenditure framework (MTREF)) and that be reviewed annually and approved by Council.

4. BUDGETING PROCESS

4.1 Planning for the preparation of the budget

4.1.1 The Accounting Officer with the assistance of the Chief Financial Officer and the Executive Director Development & Planning shall draft the IDP process plan as well as the budget timetable for the municipality for the ensuing financial year.

4.1.2 The mayor shall table the IDP process plan as well as the budget timetable to Council by 31 August each year for approval (10 months before the start of the next budget year).

4.1.3 IDP process plan as well as the budget timetable shall indicate the key deadlines for the review of the IDP as well as the preparation of the medium term revenue and expenditure framework (MTREF) budget and the revision of the annual budget. Such target dates shall follow the prescriptions of the Municipal Finance Management Act as well as the guidelines set by National Treasury.

4.1.4 The mayor shall convene a strategic workshop with the senior managers in order to determine the IDP priorities which will form the basis for the preparation of the MTREF budget taking into account the financial and political pressures facing the municipality. The mayor shall table the IDP priorities with the draft budget to Council.

4.1.5 The Mayor shall table the Draft IDP and MTREF budget to council by 31 March (90 days before the start of the new budget year) together with the draft resolutions and budget related policies

4.1.6 The Chief Financial Officer and senior managers undertake the technical preparation of the budget including:-

4.1.6.1 Review past performance;
4.1.6.2 Prepare initial preview assumptions;
4.1.6.3 Analyse past revenue trends and develop initial projections;

4.1.6.4 Prepare the IDP and make necessary revisions;

4.1.6.5 Prepare initial budget scenarios:-

(a) The budget must be in the prescribed format, and must be divided into capital and operating budget.

(b) The budget must reflect the realistically expected revenues and expenditure by major source for the budget year concerned; and

(c) Estimated revenue and expenditure by vote for the budget year; and

4.1.7 In terms of the MFMA Budget and Reporting Regulations, the Mayor must establish a budget steering committee to provide technical assistance to him / her in discharging his / her responsibilities set out in section 53 of the MFMA.

The minimum membership requirements of a budget steering committee as per MFMA are the following:

- Councillor responsible for financial matters
- Municipal Manager
- Chief Financial Officer
- Senior Managers responsible for at least the three largest votes in the municipality
- The Manager responsible for Budgeting
- The Manager responsible for Planning
- Any Technical Experts on Infrastructure

~~The Mayor will, on an annual basis, establish a steering committee.~~

Annexure A provides an outline of the budget activities, timeframes and responsibilities.

4.2 Public participation process

4.2.1 During the consultation process administration should consult with political executive; and

4.2.2 Immediately after the draft annual budget has been tabled, the municipality must convene hearings on the draft budget in April and invite the public and stakeholder organisations, to make representation at the council hearings and to submit comments in response to the draft budget.

4.3 Approval of the budget

4.3.1 Council shall consider the next medium-term expenditure framework budget for approval not later than 31 May (30 days before the start of the budget year);

4.3.2 The council resolution, must contain budget policies and performance measures be adopted; and

4.3.3 Should the municipality fail to approve the budget before the start of the budget year, the mayor must inform the MEC for Finance that the budget has not been approved in terms of Section 53(2) of the MFMA.

4.4 Publication of the budget

4.4.1 Within 10 working days after the ~~the Deputy Municipal Manager /~~ Chief Financial Officer must post the budget and other budget-related documentation onto the municipal website so that it is accessible to the public as well as send hard copies to National and Provincial Treasury; and

4.4.2 The ~~Deputy Municipal Manager /~~ Chief Financial Officer must within 10 working days submit the approved budget in both printed and electronic formats to the National Treasury, the Provincial Treasury as well as post it on the municipal website.

5. CONTENTS OF THE BUDGET

The budget consist of the following key elements:

5.1 Mayor's Report

5.2 Council Resolutions

5.3 The Council approves and adopts: -

5.3.1 Budget set out in various tables;
5.3.2 by standard classification;
5.3.3 by municipal vote;
5.3.4 by source and expenditure by type;
5.3.5 Policies; and
5.3.6 Tariffs.

5.4 Executive Summary

5.4.1 Operating Revenue Framework

5.4.1.1 Property Rates ;
5.4.1.2 Sale of Water and Impact of Tariff Increases;
5.4.1.3 Sale of Electricity and Impact of Tariff Increases;
5.4.1.4 Sanitation and Impact of Tariff Increases;
5.4.1.5 Waste Removal and Impact of Tariff Increases; and
5.4.1.6 Overall impact of tariff increases on households.

5.4.2 Operating Expenditure Framework

5.4.2.1 Main operational expenditure categories;
5.4.2.2 Priority areas i.e. repairs and maintenance; and
5.4.2.3 Free Basic Services: Basic Social Services Package.

5.4.3 Capital expenditure

5.4.3.1 IDP Reference
5.4.3.2 Highlighted projects where major investment in Capex is made
5.4.3.3 Future operational cost of new infrastructure

5.5 Supporting Documentation

5.5.1 Budget Process Overview

5.5.1.1 IDP and Service Delivery and Budget Implementation Plan
5.5.1.2 Financial Modelling and Key Planning Drivers
5.5.1.3 Community Consultation
5.5.1.4 Overview of alignment of annual budget with IDP

5.5.2 Measurable performance objectives and indicators

5.5.3 Overview of budget related-policies

5.5.4 Monthly revenue cash flow projections by month

5.5.5 IDP amendments

5.5.6 Amendments to Budget related policies

5.5.7 Details of investments

5.5.8 Municipal entities – new and existing

5.5.9 Proposed service delivery agreements

5.5.10 Grants to external bodies

5.5.11 Contracts having future budgetary implications

5.5.12 Capital expenditure details

5.5.13 Legislation compliance status

5.5.14 Salary, allowances and benefits of:

5.5.14.1 Councillors
5.5.14.2 MM, CFO and senior managers

5.5.15 Overview of budget assumptions

5.5.15.1 External factors
5.5.15.2 General inflation outlook and its impact on the municipal activities
5.5.15.3 Credit rating outlook
5.5.15.4 Interest rates for borrowing and investment of funds
5.5.15.5 Collection rate for revenue services
5.5.15.6 Growth or decline in tax base of the municipality
5.5.15.7 Salary increases
5.5.15.8 Impact of national, provincial and local policies
5.5.15.9 Ability of the municipality to spend and deliver on the programmes; and

5.5.16 Municipal manager's quality certificate

6. OPERATING BUDGET

6.1 The municipality shall budget in each annual and adjustments budget for the contribution to:

6.1.1 provision for accrued leave entitlements equal to 100% of the accrued leave

6.1.2 provision for bad debts in accordance with its collection rates

6.1.3 provision for the obsolescence and deterioration of stock

6.1.4 Depreciation and finance charges shall be charged to or apportioned only between the departments or votes to which the projects relate.

6.1.5 A sufficient proportion of the operating budget component of each annual and adjustments budget shall be set aside for maintenance in accordance with the asset maintenance plans of the Municipalities.

6.2 When considering the draft annual budget, council shall consider the impact, which the proposed increases in rates and service tariffs will have on the monthly municipal accounts of households.

6.3 The impact of such increases shall be assessed on the basis of a fair sample of randomly selected accounts.

6.4 The operating budget shall reflect the impact of the capital component on:

6.4.1 depreciation charges

6.4.2 repairs and maintenance expenses

6.4.3 interest payable on external borrowings

6.4.4 other operating expenses.

6.5 The chief financial officer shall ensure that the cost of indigency relief is separately reflected in the appropriate votes.

6.6 Internal consumption of municipal services are costed to the user departments according to actual consumption / service level at the approved tariffs in terms of the mSCOA coasting segment.

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7. CAPITAL BUDGET

7.1 Expenditure of a project shall be included in the capital budget if it meets the asset definition and has a useful life in excess of one year.

7.2 Vehicle replacement shall be done in terms of Council's vehicle replacement policy. The budget for vehicles shall distinguish between replacement and new vehicles. No globular amounts shall be budgeted for vehicle acquisition.

7.3 A municipality may spend money on a capital project only if the money for the project has been appropriated in the capital budget.

7.4 The envisaged sources of funding for the capital budget must be properly considered and the Council must be satisfied that this funding is available and has not been committed for other purposes.

7.5 Before approving a capital project, the Council must consider:

7.5.1 the projected cost of the project over all the ensuing financial years until the project becomes operational,

7.5.2 future operational costs and any revenues, which may arise in respect of such project, including the likely future impact on operating budget (i.e. on property rates and service tariffs).

7.5.3 the impact on the present and future operating budgets of the municipality in relation to finance charges to be incurred on external loans,

7.5.4 depreciation of fixed assets,

7.5.5 maintenance of fixed assets, and

7.5.6 any other ordinary operational expenses associated with any item on such capital budget.

7.6 Council shall approve the annual or adjustment capital budget only if it has been properly balanced and fully funded.

8. FUNDING OF THE BUDGET

8.1 Operational Budget

The operational budget can only be funded from –

8.1.1 Realistically expected revenues.

8.1.1.1 Based on collection levels to date

8.1.1.2 Actual revenue collected in previous financial years

8.1.2 Uncommitted accumulated surpluses to the extent that the surpluses are cash backed.

8.2 Capital Budget

8.2.1 Revenue or Surplus

8.2.1.1 If any project is to be financed from revenue this financing must be included in the cash budget to raise sufficient cash for the expenditure.

8.2.1.2 If the project is to be financed from surplus there must be sufficient cash available at time of execution of the project.

8.2.2 External loans

8.2.2.1 External loans can be raised only if it is linked to the financing of an asset;

8.2.2.2 A capital project to be financed from an external loan can only be included in the budget if the loan has been secured or if can be reasonably assumed as being secured;

8.2.2.3 The loan redemption period should not exceed the estimated life expectancy of the asset. If this happens the interest payable on the excess redemption period shall be declared as fruitless expenditure;

8.2.2.4 Interest payable on external loans shall be included as a cost in the expenditure budget;

8.2.2.5 Finance charges relating to such loans shall be charged to or apportioned only between the departments or votes to which the projects relate.

~~8.2.3 Capital Replacement Reserve (CRR)~~

8.2.3

~~8.2.3.1 Council shall establish a CRR for the purpose of financing capital projects and the acquisition of assets. Such reserve shall be established from the following sources of revenue:~~

- ~~unappropriated cash-backed surpluses to the extent that such surpluses are not required for operational purposes;~~
- ~~additional amounts appropriated as contributions in each annual or adjustments budget; and~~
- ~~Sale of land and profit or loss on the sale of assets.~~

~~8.2.3.2 Before any asset can be financed from the CRR the financing must be available within the reserve and available as cash as this fund must be cash backed;~~

~~8.2.3.3 If there is insufficient cash available to fund the CRR this reserve fund must then be adjusted to equal the available cash;~~

~~8.2.3.4 Transfers to the CRR must be budgeted for in the cash budget;~~

8.2.4 Grant Funding

8.2.4.1 Non capital expenditure funded from grants;

8.2.4.2 Must be budgeted for as part of the expenditure budget;

8.2.4.3 Capital expenditure must be budgeted for in the capital budget;

8.2.4.4 Interest earned on investments of Conditional Grant Funding shall be capitalised if the conditions state that interest should accumulate in the fund. If there is no condition stated the interest can then be allocated directly to the revenue accounts;

8.2.4.5 Grant funding does not need to be cash backed at the time of budget approval, but cash should be secured before spending can take place.

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8.3 Unspent Funds / Roll over of Budget

~~8.3.1~~ The appropriation of funds in an annual or adjustments budget will lapse to the extent that they are unspent by the end of the relevant budget year~~, but except for funds relating to capital expenditure.~~ Where project/s could not be completed, the user department must make budget provision in the new financial to complete the project.

8.3.1

8.3.2 Only unspent grant (if the conditions for such grant funding allows that) or loan funded capital budget may be rolled over to the next budget year.

8.3.3 Conditions of the grant fund shall be taken into account in applying for such roll over of funds.

8.3.4 In order to apply for a rollover of unspent conditional grants the following must be submitted to National Treasury:

8.3.4.1 Municipalities must submit their June conditional grant expenditure reports according to section 71 of MFMA reflecting all accrued expenditure on conditional grants;

8.3.4.2 Submit the pre-audited AFS indicating the portion of each national conditional allocation it received which remained unspent as at 30 June;

8.3.4.3 Formal letter addressed to the National Treasury requesting the rollover of unspent conditional grants in terms of section 21(2) of the of DoRA

8.3.4.4 Motivation of Commitment:

(a) Evidence that work on each of the projects has commenced, namely either of the following:

- Proof that the project tender was published and the period for tender submissions closed before 30 June; or
- Proof that a contract for delivery of the project was signed before 30 June.

(b) A progress report on the state of implementation of each of the projects;

(c) The amount of funds committed to each project, and the conditional allocation from which the funds come;

(d) An indication of the time-period within which the funds are to be spent.

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8.3.5 Adjustments to the rolled over budget shall be done during the 1st Adjustments budget in the new financial year after taking into account expenditure up to the end of the previous financial year.

~~8.3.6 No funding for projects funded from the Capital Replacement Reserve shall be rolled over to the next budget year. Where project/s could not be completed, the user department must make budget provision in the new financial to complete the project. except in cases where a commitment has been made 90 days (30 March each year) prior the end of that particular financial year.~~

~~8.3.7~~8.3.6 No unspent operating budget shall be rolled over to the next budget year.

9. VIREMENTS

Virements represents a flexible mechanism to eaffect budgetary amendments within a municipal financial year, and is the major mechanism to align and take corrective (financial / budgetary) action within a Directorate (Vote) or functional area during a financial year.

9.1 Virement procedure requirements and restrictions

9.1.1 In order for a "vote" to transfer funds from one cost element, operating or capital project to another cost element, operating or capital project, a saving has to be identified within the monetary limitations of an identified cost element, operating or capital project allocations on the respective budgets.

9.1.2 Sufficient, budgetary provision should be available within the "giving" vote's cost element or capital project concerned to give effect to the budgetary transfer (virement). In addition, the transferring function must clearly indicate to which cost element operating, or capital project the budget provision will be transferred to and provide a clear motivation for the transfer.

9.1.3 Any budgetary amendment of which the net impact will be a change to the total approved annual budget allocation and any other amendments not covered in this policy are to be considered for budgetary adoption via an Adjustments Budget (per MFMA Section 28).

9.1.4 In terms of Section 17 of the MFMA a Municipality's budget is divided into an operating and capital budget and consequently no virements are permitted between Operating and Capital Budgets other than through an Adjustments Budget.

9.1.5 A virement may not create new policy, significantly vary current policy, or alter the approved outcomes / outputs as approved in the IDP for the current or subsequent years (MFMA Sections 19 and 21).

9.1.6 Virements resulting in adjustments to the approved SDBIP need to be submitted with an Adjustments Budget to the Council with revised targets and indicators for approval. (MFMA Circular 13).

9.1.7 No virement may be made to cover/ allow for unauthorised, irregular or fruitless and wasteful expenditure (MFMA Section 32).

9.1.8 All virements should be approved in line with the Council's System of delegations.

9.2 Operating and Capital Budget Virements

9.2.1 Virements from non-cash expenditure items to cash expenditure items are not permitted.

9.2.2 Virements of conditional grant funds to purposes outside of that specified in the relevant conditional grant framework must not be permitted.

9.2.3 Motivations for virements between projects should clearly state the reason for the saving within the "giving" project, as well as the reason for the additional amount required.

9.2.4 Virements in capital budget allocations are only permitted within funding sources.

~~9.2.4~~9.2.5 Virements between different functions and/or above prescribed value must be tabled to council for ratification prior to financial year-end closure.

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10. ADJUSTMENT BUDGET

The MFMA 28(2) recognises that there will be instances where unforeseen and unavoidable expenditure is required, as well as other circumstances which could necessitate the submission of an Adjustments Budget:

It is compulsory to prepare an adjustments budget:-

10.1 when there is an under collection of revenue

10.2 when a downwards adjustment of revenue and expenditure is required

The MFMA also recognises that a voluntary adjustment budget can be prepared as a result of the following:-

10.3 Over-collection of revenue – to support existing budgeted programmes (MFMA 28(2) (b) to be submitted after midyear performance assessment and before 28 February.

10.4 Unforeseen and unavoidable expenditure recommended by the Mayor (MFMA 28(2) (c) must be reported to Council at its next meeting and be included in adjustments budget within 60 days of expenditure being incurred.

10.5 May authorise the utilisation of projected savings in one vote (MFMA 28(2) (d) towards spending in another vote.

10.6 Under spending in prior financial year – if unforeseen (MFMA 28(2) (e) should be completed after year end but before 25 August.

10.7 Correct errors (MFMA 28(2) (f) to be submitted after midyear performance assessment and before 28 February.

10.8 To ratify unauthorised expenditure and any other expenditure within a prescribed framework in terms of Unauthorised Expenditure the Municipality may submit a Special Adjustments Budget when submitting the Annual Report for consideration.

10.9 When an adjustments budget is tabled, it must be accompanied by—

- an explanation how the adjustments budget affects the annual budget;
- a motivation of any material changes to the annual budget;
- an explanation of the impact of any increased spending on the annual budget and the annual budgets for the next two financial years; and
- any other supporting documentation that may be prescribed.

10.10 The Municipality may not change tax and tariffs unless in terms of a financial recovery plan.

10.11 Formats of adjustments budget

An adjustment budget and supporting documentation of a municipality must be in a the format specified in Schedule B of the MBRR and include all the required tables, charts and explanatory information, in view of any guidelines issued by National Treasury

10.12 Funding of adjustment budgets

An adjustments budget of a municipality must be suitably funded. The supportive documentation to accompany an adjustments budget in terms of section 28(5) of the MFMA must contain an explanation of how the adjustments budget is funded.

10.13 Submission of tabled adjustments budgets

The municipal manager must comply with section28(7) of the MFMA together with section 22(b)(i) of the MFMA, within ten working days after mayor has tabled an adjustments budget in the municipal council. When submitting the tabled adjustments budget to National Treasury and relevant provincial treasury in terms of section 28(7) of the MFMA, municipal manager must submit in both printed and electronic format.

10.14 Approval of adjustments budgets

The municipal council must consider the full consequences, fiscal or otherwise, of the adjustments budget and supporting documentation. When approving an adjustments

budget, the municipal council must consider and adopt separate resolutions dealing with each of the matters listed below:

10.14.1 Approval of the adjustment budget;

10.14.2 Approval of any adjustments permitted in terms of section 28(2) of the MFMA;

10.14.3 Approval of the transfer of funds to a separate bank account for purpose contemplated in section 12 of the MFMA;

10.14.4 Approval of revisions to the monthly and quarterly service delivery targets and performance indicators in the service delivery and budget implementation plan, if any, to correspond with the approval of the adjustments budget;

10.14.5 Approval of any amendments to budget related policies necessitated by the adjustments budget.

10.15 Quality Certification

When an adjustment budget and supporting documentation is tabled in council, made public or submitted to another organ of state, it must be accompanied by a quality certificate complying with Schedule B and signed by the municipal manager.

10.16 Publication of approved adjustment budgets

Within five working days after the municipal council has approved an adjustments budget, the municipal manager must in agreement with section 21(A) of the Municipal System Act make public that approved adjustments budget and supporting documentation.

11. BUDGET IMPLEMENTATION

11.1 Monitoring

11.1.1 The accounting officer with the assistance of the chief financial officer and other senior managers is responsible for the implementation of the budget, and must take reasonable steps to ensure that:

- funds are spent in accordance with the budget;
- expenses are reduced if expected revenues are less than projected; and
- revenues and expenses are properly monitored.

11.1.2 The Accounting officer with the assistance of the chief financial officer must prepare any adjustments budget when such budget is necessary and submit it to the Mayor for consideration and tabling to Council.

11.1.3 The Accounting officer must report in writing to the Council any impending shortfalls in the annual revenue budget, as well as any impending overspending, together with the steps taken to prevent or rectify these problems.

11.2 Reporting

11.2.1 Monthly budget statements

The accounting officer with the assistance of the chief financial officer must, not later than ten working days after the end of each calendar month, submit to the Mayor and Provincial and National Treasury a report in the prescribed format on the state of the municipality's budget for such calendar month, as well as on the state of the budget cumulatively for the financial year to date.

This report must reflect the following:

- actual revenues per source, compared with budgeted revenues;
- actual expenses per vote, compared with budgeted expenses;
- actual capital expenditure per vote, compared with budgeted expenses;
- actual borrowings, compared with the borrowings envisaged to fund the capital budget;
- the amount of allocations received, compared with the budgeted amount;
- actual expenses against allocations, but excluding expenses in respect of the equitable share;

- explanations of any material variances between the actual revenues and expenses as indicated above and the projected revenues by source and expenses by vote as set out in the service delivery and budget implementation plan;
- the remedial or corrective steps to be taken to ensure that the relevant projections remain within the approved or revised budget; and
- projections of the revenues and expenses for the remainder of the financial year,
- The report to the National Treasury must be both in electronic format and in a signed written document

11.2.2 Quarterly reports

The Mayor must submit to Council within thirty days of the end of each quarter a report on the implementation of the budget and the financial state of affairs of the municipality

11.2.3 Mid-year budget and performance assessment

The Accounting officer must assess the budgetary performance of the municipality for the first half of the financial year, taking into account all the monthly budget reports for the first six months, the service delivery performance of the municipality as against the service delivery targets and performance indicators which were set in the service delivery and budget implementation plan in terms of Section 72 of the MFMA.

The Accounting Officer must then submit a report on such assessment to the Mayor by 25 January each year and to Council, Provincial Treasury and National Treasury.

The Accounting Officer may in such report make recommendations after considering the recommendation of the Chief Financial Officer for adjusting the annual budget and for revising the projections of revenues and expenses set out in the service delivery and budget implementation plan.

12. APPROVAL AND EFFECTIVE DATE

The policy will be effective as from 1 July 2023.

13. POLICY AMENDMENT

The Budget Implementation and Monitoring Policy must be reviewed on an annual basis.

14. RELATIONSHIP WITH OTHER POLICIES

This policy needs to be read in conjunction with other relevant adopted policies of the municipality, including the following:

- Delegation of Powers;
- Funding and Reserves Policy;
- Long Term Financial Plan Policy;

15. POLICY IMPLEMENTATION

The policy will be effective as from 1 July 2023.

ANNEXURE A: BUDGET PROCESS TIMETABLE

TIMEFRAME	ACTIVITY	RESPONSIBILITY
1 November Year 1 – 10 December Year 1	Heads of Departments to prepare and submit first draft operating and capital budgets in line with the approved operational plans, budget guidelines and secured financing sources.	Heads of Departments
10 December Year 1 –	Revision of the current operational and capital budget.	CFO / Heads of Departments
	Compilation of the MFMA Sec 72 Report and submission to the Executive Mayor.	AO / CFO
	Approval of adjustments budget by Mayoral Committee.	AO / CFO
	Approval of adjustments budget by Council.	AO / Executive Mayor
10 December Year 1 – 21 January Year 2	Finance Department to consolidate and prepare the first draft capital and operating budget in the following formats:	CFO / ~~Manager Accounting~~Director: Financial Control / Heads of Departments
	High level consolidated format;	
	Line item budget; and	
	Proposed Tariffs.	
	Evaluation of and discussions on first draft budget by Mayoral Committee in line with operational plans, budget guidelines and IDP.	AO / CFO/ Heads of Departments
21 January Year 2 – 4 February Year 2	Finance Department to consolidate and prepare the second draft capital and operating budget.	CFO / Director: Financial Control ~~Manager Accounting~~ / Heads of Departments
	Evaluation of and discussions on second draft by Mayoral Committee.	AO / CFO
7 February Year 2 – 14 February Year 2	Evaluation of and discussions on second draft by Portfolio Committees.	Chairpersons of Portfolio Committees / Heads of Departments
14 February Year 2 – 4 March Year 2	Evaluation and discussions of proposals from Portfolio Committees by the Mayoral Committee.	AO / CFO
4 March Year 2 – 11 March Year 2	Finance Department to consolidate and prepare the third draft capital and operating budget.	CFO / Director: Financial Control ~~Manager Accounting~~/Heads of Departments
	Evaluation and finalisation of the draft MTREF operational and capital budgets by the Mayoral Committee.	AO / CFO
11 March Year 2 – 31 March Year 2	Finance Department to consolidate and prepare the final draft capital and operating budgets.	CFO / Director: Financial Control ~~Manager Accounting~~ / Heads of Departments

TIMEFRAME	ACTIVITY	RESPONSIBILITY
	Tabling of final draft capital and operating budget to Council.	AO / Executive Mayor
31 March Year 2 – 29 April Year 2	Consultation on final draft budget through formal meetings with all possible stakeholders.	Executive Mayor /
		AO / CFO
29 April Year 2 – 13 May Year 2	Finance Department to consolidate and prepare the final draft capital and operating budgets.	CFO / Heads of Departments
	Evaluation of and discussions on final draft by Mayoral Committee.	AO / CFO
13 May Year 2 – 31 May Year 2	Finance Department to consolidate and prepare the final capital and operating budgets.	CFO / Heads of Departments
	Adoption of budget by Council.	AO / Executive Mayor
31 May Year 2 – 13 June Year 2	Finance Department to submit approved budget to Provincial Treasury and National Treasury.	CFO
31 May Year 2	Finance Department to finalise all preparations to ensure proper and timeous implementation of budget, including promulgation of tariffs	CFO
30 June Year 2	Municipal Manager to submit draft SDBIP's and draft performance agreements of all section 57 personnel to Executive Mayor – 14 July	AO
	Executive Mayor to approve SDBIP's and note performance agreements – 28 July	AO / Executive Mayor

Annexure Y
Unauthorised, Irregular, Fruitless and Wasteful Expenditure Policy 2023/2024

UNAUTHORISED, IRREGULAR, FRUITLESS & WASTEFUL EXPENDITURE POLICY

C2831/05/2022
26 May 2022

25 Mitchell Street
MEYERTON
1960

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LOCAL MUNICIPALITY

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1. PURPOSE OF THE POLICY

The Unauthorised, Irregular, Fruitless & Wasteful Expenditure Policy, compiled and adopted by Council is to ensure compliance with Section 32 of the Local Government: Municipal Finance Management Act, Act 56 of 2003 and MFMA Circular 68 specifically dealing with unauthorised, irregular, fruitless and wasteful expenditure issued by National Treasury on 10 May 2013.

2. OBJECTIVES OF THE POLICY

The main objectives of the policy are:

1. To state the regulatory and legislative requirements surrounding unauthorised, irregular, fruitless and wasteful and expenditure.

2. To provide the definitions of unauthorised, irregular, fruitless and wasteful expenditure.

3. To provide examples of unauthorised, irregular, fruitless and wasteful expenditure.

4. To outline procedures to manage such expenditures and the implementation of consequence management to ensure strong ethical, accountable and transparent financial governance and institutional arrangements.

5. To inform officials of the consequences of not complying with the relevant regulatory and legislative requirements.

6. To comply with the relevant legislative requirements.

7. To strengthen the enforcement provisions enabled in the MFMA to respond to various challenges.

8. To ensure Council's resources are used effectively, efficiently and economically.

9. To prevent unauthorised, irregular, fruitless and wasteful expenditure.

10. To implement stronger monitoring, supporting, reporting and enforcement measures to reduce incidents of unauthorised, irregular, fruitless and wasteful expenditure.

3. DEFINITIONS

"municipality/Council"
Midvaal Local Municipality (MLM)

"the Act"
Local Government: Municipal Finance Management Act, Act 56 of 2003

"the POBA"
Public Office-Bearers Act, Act 20 of 1998

"*official*"
Any person employed by Midvaal Local Municipality, be it in the capacity as a permanent official, temporary official, intern or contracted employee (in terms of Section 57 of the Municipal Systems Act, Act 32 of 2000 or any other form of employment contract)

"*department*"
Any internal department of Midvaal Local Municipality as per the latest approved Organisational Structure of Council.

''*overspending*''

(a) In relation to the budget of the municipality, means causing the operational or capital expenditure incurred during the financial year to exceed the total amount appropriated in that year's budget for its operational or capital expenditure as the case may be;

(b) In relation to a vote, means causing expenditure under the vote to exceed the amount appropriated for that vote; or

(c) In relation to expenditure under Section 26, means causing expenditure under that section to exceed the limits allowed in subsection (5) of that section

''*Vote*''

(a) One of the main segments into which the budget of the municipality is divided for the appropriation of money for the different department or functional areas of the municipality; and

(b) which specifies the total amount that is appropriated for the purposes of the department or functional area concerned.

The definitions of unauthorised, irregular, fruitless and wasteful expenditure as per the MFMA are as follows:

"irregular expenditure"

(a) expenditure incurred by a municipality or municipal entity in contravention of, or that is not in accordance with, a requirement of this Act, and which has not been condoned in terms of Section 170;

(b) expenditure incurred by a municipality or municipal entity or in contravention of, or that is not in accordance with, a requirement of the Municipal Systems Act, and which has not been condoned in terms of that Act;

(c) expenditure incurred by a municipality in contravention of, or that is not in accordance with, a requirement of the Public Office-Bearers Act, Act 20 of 1998; or

(d) expenditure incurred by a municipality or municipal entity in contravention of, or that is not in accordance with, a requirement of the supply chain management policy of the municipality or any of the municipality's by-laws giving effect to such policy, and which has not been condoned in terms of such policy or by-law, but excludes expenditure by a municipality which falls within the definition of "unauthorised expenditure".

"unauthorised expenditure",
In relation to a municipality, means any expenditure incurred by a municipality otherwise than in accordance with Section 15 or 11(3), and includes:

(a) overspending of the total amount appropriated in the municipality's approved budget;

(b) overspending of the total amount appropriated for a vote in the approved budget;

(c) expenditure from a vote unrelated to the department or functional area covered by the vote;

(d) expenditure of money appropriated for a specific purpose, otherwise than for that specific purpose;

(e) spending of an allocation referred to in Paragraph (b), (c) or (d) of the definition of "allocation" otherwise than in accordance with any conditions of the allocation; or

(f) a grant by the municipality otherwise than in accordance with the Act.

"fruitless and wasteful expenditure"
Expenditure that was made in vain and would have been avoided had reasonable care been exercised.

"Unforeseen and unavoidable expenditure"

Expenditure that:

(a) Could not have been foreseen at the time the annual budget of the municipality was passed;

(b) The delay that will be caused by a pending adjustments budget may:

1. Result in significant financial loss for the municipality

2. Cause a disruption or suspension or serious threat to the continuation of municipal services

3. Lead to loss of life or serious injury or significant damage to property

4. Obstruct the municipality from instituting or defending legal proceedings on an urgent basis.

4. LEGAL FRAMEWORK

The following legislation and regulations, amongst others, inform this policy:

1. Local Government: Municipal Finance Management Act, Act 56 of 2003: Section 32 (Unauthorised, Irregular or Fruitless and Wasteful Expenditure)

(1) Without limiting liability in terms of the common law or other legislation:

(a) a political office-bearer of a municipality is liable for unauthorised expenditure if that office-bearer knowingly or after having been advised by the accounting officer of the municipality that the expenditure is likely to result in unauthorised expenditure, instructed an official of the municipality to incur the expenditure;

(b) the accounting officer is liable for unauthorised expenditure deliberately or negligently incurred by the accounting officer, subject to Sub-section (3);

(c) any political office-bearer or official of a municipality who deliberately or negligently committed, made or authorised an irregular expenditure, is liable for that expenditure; or

(d) any political office-bearer or official of a municipality who deliberately or negligently made or authorised a fruitless and wasteful expenditure is liable for that expenditure.

(2) A municipality must recover unauthorised, irregular or fruitless and wasteful expenditure from the person liable for that expenditure unless the expenditure—

(a) in the case of unauthorised expenditure, is

(i) authorised in an adjustments budget; or
(ii) certified by the municipal council, after investigation by a council committee, as irrecoverable and written off by the council; and

(b) in the case of irregular or fruitless and wasteful expenditure, is, after investigation by a council committee, certified by the council as irrecoverable and written off by the council.

(3) If the accounting officer becomes aware that the council, the mayor or the executive committee of the municipality, as the case may be, has taken a decision which, if implemented, is likely to result in unauthorised, irregular or fruitless and wasteful expenditure, the accounting officer is not liable for any ensuing unauthorised, irregular or fruitless and wasteful expenditure

provided that the accounting officer has informed the council, the mayor or the executive committee, in writing, that the expenditure is likely to be unauthorised, irregular or fruitless and wasteful expenditure.

2. **Local Government: Municipal Finance Management Act, Act 56 of 2003: Section 176 (Liability of functionaries exercising powers and functions in terms of this Act)**

(1) No municipality or any of its political structures, political office-bearers or officials, no municipal entity or its board of directors or any of its directors or officials, and no other organ of state or person exercising a power or performing a function in terms of this Act, is liable in respect of any loss or damage resulting from the exercise of that power or the performance of that function in good faith.

(2) Without limiting liability in terms of the common law or other legislation, a municipality may recover from a political office-bearer or official of the municipality, and a municipal entity may recover from a director or official of the entity, any loss or damage suffered by it because of the deliberate or negligent unlawful actions of that political office-bearer or official when performing a function of office.

3. **Local Government: Municipal Finance Management Act, Act 56 of 2003: Section 170 (Departures from Treasury Regulations or Conditions)**

(1) The National Treasury may on good grounds approve a departure from a treasury regulation or from any condition imposed in terms of this Act.

(2) Non-compliance with a regulation made in terms of Section 168, or with a condition imposed by the National Treasury in terms of this Act, may on good grounds shown be condoned by the Treasury.

4. **Local Government: Municipal Finance Management Act, Act 56 of 2003: Section 173 (Offences)**

Offences committed by the accounting officer, senior manager, councillor and an official are addressed under this section.

5. **Local Government: Municipal Finance Management Act, Act 56 of 2003: Section 62 (General Financial Management Functions)**

The accounting officer of a municipality is responsible for managing the financial administration of the municipality and must for this purpose take all reasonable steps to ensure resources are used effectively, efficiently and economically.

6. Local Government: Municipal Finance Management Act, Act 56 of 2003: Section 79 (Delegations)

The accounting officer of a municipality must for the proper application of this Act in the municipality's administration, develop an appropriate system of delegation that will both maximise administrative and operational efficiency and provide adequate checks and balances in the municipality's financial administration.

7. Local Government: Municipal Finance Management Act, Act 56 of 2003: Section 60 (Municipal Managers to be Accounting Officers)

The Municipal Manager of a municipality is the Accounting Officer of the municipality for the purposes of this Act, and, as Accounting Officer, must-

(a) Exercise the functions and powers assigned to an accounting officer in terms of this Act; and

(b) Provide guidance and advice on compliance with this Act to:

(i) the political structures, political office-bearers and officials of the municipality; and

(ii) any municipal entity under the sole or shared control of the municipality.

8. Local Government: Municipal Finance Management Act, Act 56 of 2003: Regulations on Municipal Budget & Reporting Regulations

Regulations 23 and 74 of the Municipal Budget and Reporting Regulations.

5. ROLE OF THE ACCOUNTING OFFICER

The Accounting Officer is responsible, amongst others, for the following:

1. Exercise all reasonable care to prevent and detect unauthorised, irregular, fruitless and wasteful expenditure and must for this purpose implement effective, efficient and transparent processes of financial and risk management;

2. Inform the Executive Mayor, Mayoral Committee and Council (in writing), as the case may be, if a decision is taken which, if implemented, is likely to result in unauthorised, irregular, fruitless and wasteful expenditure;

3. On discovery of any unauthorised, irregular, fruitless and wasteful expenditure to report promptly (in writing), the particulars of the expenditure to the Executive Mayor;

4. Follow the prescribed processes to deal with unauthorised, irregular, fruitless and wasteful expenditure.

6. PROCEDURE FOR UNFORESEEN AND UNAVOIDABLE EXPENDITURE

MLM hereby adopts the MFMA Budget and Reporting Regulations' prescribed processes to be followed for the approval of unforeseeable and unavoidable expenditure as set out below:

1. No unavoidable expenditure exceeding R15 million may be approved during a financial year.

2. Any official / department becoming aware of the need to incur unforeseen or unavoidable expenditure must immediately approach the Chief Financial Officer and the Municipal Manager with the full details on the unforeseen expenditure, providing information on the consequences of not incurring the expenditure as well as an indication of the expected cost (both for the current year as well as any recurring cost resulting from the event). A confirmation that the expenditure does not constitute expenditure that may not be allowed by the Executive Mayor as per Section 73(2) of the MFMA Budget and Reporting Regulations must be given by the department when approaching the Chief Financial Officer.

3. The Chief Financial Officer will determine whether the cost cannot be dealt with through a process of shifting of funds within the relevant votes in terms of the virements policy. If sufficient funds are available, the virements process will be followed. If not, the matter will be reported to the Municipal Manager for consideration as unforeseen and unavoidable expenditure.

4. Once the Municipal Manager has granted approval, the relevant Executive Director will be authorised to submit a report to the Executive Mayor requesting approval. If

approval is granted, the financial system will be adjusted to allow the department to process the financial transaction.

5. The abovementioned process will be dealt with as highest priority to ensure that administrative delays do not exacerbate the situation.

6. An adjustments budget will be submitted to the next Council meeting. The preferred process would be to shift funds between votes to avoid any negative impact on the total cash position of Council.

7. EXAMPLES OF UNAUTHORISED, IRREGULAR, FRUITLESS AND WASTEFUL EXPENDITURE

The following examples are only guides and are not exhaustive:

7.1 Unauthorised expenditure

Unauthorised expenditure in MLM is expenditure that has not been budgeted for. Expenditure that is not in terms of the conditions of an allocation received from another sphere of government, entity or organ of state and expenditure in the form of a grant that is not permitted in terms of the MFMA. Unauthorised expenditure is accounted for as an expense in the Statement of Financial Performance and where recovered, it is subsequently accounted for as revenue in the Statement of Financial Performance.

Unauthorised expenditure in MLM includes the following:

1. Procuring of goods and services that are not budgeted for;

2. Expenditure not in terms of the conditions of an allocation (grant) received from another sphere of government, entity or organ of state;

3. Expenditure in the form of a grant that is not permitted in terms of the MFMA.

7.2 Irregular expenditure

Irregular expenditure in MLM is expenditure that is contrary to the Local Government: Municipal Finance Management Act, Act 56 of 2003, the Municipal Systems Act, Act 2 of 2000 and the Public Office Bearers Act, Act 20 of 1998 or is in contravention of the entity's Supply Chain Management Policy. Irregular expenditure excludes unauthorised expenditure. Irregular expenditure is accounted for as expenditure in the Statement of Financial Performance and where recovered, it is subsequently accounted for as revenue in the Statement of Financial Performance.

Irregular expenditure in MLM includes the following:

1. Irregular expenditure incurred as a result of procuring goods or services by means other than through competitive bids and where reasons for deviating from inviting competitive bids have not been recorded and approved by the Accounting Officer;

2. Irregular expenditure incurred as a result of non-compliance with a requirement of the MLM's Delegations of Authority;

3. Irregular expenditure incurred due to it being in contravention of the MLM's Supply Chain Management Policy;

4. Expenditure paid out to service providers who are in the service of the state;

5. Irregular expenditure incurred as a result of non-compliance with a provision contained in any applicable legislation.

7.3 Fruitless and wasteful expenditure

Fruitless and wasteful expenditure is expenditure that was made in vain and would have been avoided had reasonable care been exercised. Fruitless and wasteful expenditure is accounted for as expenditure in the Statement of Financial Performance and where recovered, it is subsequently accounted for as revenue in the Statement of Financial Performance.

Fruitless and wasteful expenditure in MLM includes the following:

1. Procuring of goods and services that are not beneficial to the municipality;

2. Costs of goods and services are in excess of what would have been the case have proper procedures been followed (quotes);

3. Renting of property when sufficient and appropriate unoccupied property is owned by the entity;

4. Exuberant costs on parties and entertainment;

5. Incurring penalty and interest costs on late payment of accounts;

6. Mismanagement of funds.

8. PROCESS TO BE FOLLOWED IN CASES OF UNAUTHORISED, IRREGULAR, FRUITLESS AND WASTEFUL EXPENDITURE

1. Any unauthorised, irregular, fruitless and wasteful expenditure as defined above, must be promptly reported to the Chief Financial Officer and the Municipal Manager will initiate the process of dealing with the unauthorised, irregular, fruitless and wasteful expenditure.

2. Upon receiving a report of unauthorised, irregular, fruitless and wasteful expenditure, the Chief Financial Officer will advise, in writing, the Municipal Manager.

3. The Municipal Manager will oversee the initiation of the process to deal with the unauthorised, irregular, fruitless and wasteful expenditure.

4. The PMS Section will maintain the Register, the format of the register to be consistent with Annexure A of the MFMA Circular 68 issued on 10 May 2013, of all instances of unauthorised, irregular, fruitless and wasteful expenditure.

5. The PMS Section to draft and report the instance of unauthorised, irregular, fruitless and wasteful expenditure, in committee, to the next Mayoral Committee & Council meeting.

6. The PMS Section to convene a Financial Disciplinary Board (FDB) sitting once Council adopted the recommendations as per (e) above.

7. The instance of unauthorised, irregular, fruitless and wasteful expenditure to be reported to the Chief Audit Executive.

8. The Chief Audit Executive will institute an investigation as contemplated in Section 32 of the MFMA, and in particular, determine the following:

    1. Nature of the non-compliance (non-compliance with MFMA, MSA, Remuneration of Public Officer Bearer's Act, etc.);

    2. Nature and reason for the unauthorised expenditure, irregular or fruitless and wasteful expenditure ;

    3. Whether the unauthorised, irregular or fruitless and wasteful expenditure was as a result of an instruction given, and if so, by whom. In addition, whether the accounting officer of official involved advised that such a decision would result in unauthorised, irregular or fruitless and wasteful expenditure;

    4. Whether the irregular expenditure result from a minor breach in the procurement policy;

    5. Whether the municipality suffered a financial loss;

6. Whether the accounting officer / official / public officer bearer acted deliberately, negligently, or grossly negligently;

7. Grounds shown as to why the unauthorised expenditure should be authorised (such as interest of the municipality);

8. Whether the accounting officer can condone the non-compliance with the SCM policy as a minor breach;

9. Whether the non-compliance must be submitted to the National Treasury for condonation;

10. Whether the non-compliance must be submitted to the Minister of Co-operative Governance and Traditional Affairs for condonation.

9. The findings of the Chief Audit Executive will be submitted to the Municipal Manager for consideration of the following:

    1. Introduction of an adjustments budget to authorise the un-authorised expenditure (if unforeseen and unavoidable and the process outlined in paragraph 3 of this policy could not be followed);

    2. Recommendation to recover funds;

    3. Recommendation to write the funds off as irrecoverable;

    4. Disciplinary / Criminal action to be instituted.

10. The Chief Audit Executive must, in considering (h) above, take due cognisance of Section 176 of the MFMA.

11. The Municipal Manager must advise the Executive Mayor of the unauthorised, irregular, fruitless and wasteful expenditure and the recommendations that will be made to the Municipal Public Accounts Committee (MPAC).

12. The Municipal Manager will be responsible to institute criminal charges where applicable.

13. The findings of the Chief Audit Executive and the recommendations of the Municipal Manager will be submitted to the Municipal Public Accounts Committee (MPAC) after consideration by the Financial Disciplinary Board (FDB) for consideration of the following:

    1. Introduction of an adjustments budget to authorise the unauthorised expenditure (if unforeseen and unavoidable and the process outlined in paragraph 3 of this policy could not be followed);

2. Recommendation to recover funds;
3. Recommendation to write the funds off as irrecoverable.

14. The recommendations of MPAC will be submitted, in committee, to the next Mayoral Committee and Council meetings for final decision.

15. Upon conclusion of the Council process, the PMS Section must promptly advise the MEC for Local Government and the Auditor-General of the unauthorised, irregular or fruitless and wasteful expenditure and the decision taken by Council.

16. If the unauthorised expenditure is not authorised by Council, the process to recover the funds from the liable official or political officer bearer must be initiated by the Legal Section, within a period not exceeding 30 days.

17. The Register of Unauthorised, Irregular, Fruitless and Wasteful Expenditure will form part of the Municipal Manager's management meeting agenda to ensure the reported items are dealt with in a prompt manner.

18. All instances of unauthorised, irregular, fruitless and wasteful expenditure must be disclosed in the Annual Report.

19. The Chief Financial Officer must initiate a special adjustments budget (if applicable) to deal with the authorisation of unauthorised expenditure.

9. INVESTIGATIONS AND DISCIPLINARY ACTION

9.1 In terms Sections 172 and 173 of the MFMA, an Accounting Officer is guilty of financial misconduct and an offence respectively if he or she:

(a) Will fully or negligently fails to take effective and appropriate steps to prevent unauthorised, irregular or fruitless and wasteful expenditure as required by the MFMA;

(b) fails to take effective and appropriate disciplinary steps against an official in the department who makes or permits unauthorised, irregular or fruitless and wasteful expenditure;

(c) fails to report unauthorised, irregular or fruitless and wasteful expenditure in terms of the MFMA.

9.2 As soon as the Accounting Officer becomes aware of an allegation of financial misconduct against an official, the Accounting Officer has a responsibility to ensure that the Executive Mayor (Council) initiates an investigation into the matter and if the allegations are confirmed, holds a disciplinary hearing in accordance with the prescripts of the applicable legislation.

9.3 In terms of Section 172 of the MFMA, an official of a department to whom a duty or power has been assigned commits an act of financial misconduct if that official will fully or negligently fails to perform that duty or exercise that power in line with applicable legislation.

9.4 In terms of the MFMA, the Accounting Officer must take appropriate and effective disciplinary steps against an official who makes or permits unauthorised, irregular or fruitless and wasteful expenditure.

9.5 When the Accounting Officer determines the appropriateness of disciplinary steps against an official in terms of applicable legislation, he or she must take into account the following:

(a) circumstances of the transgression;

(b) extent of the expenditure involved;

(c) nature and seriousness of the transgression.

Reference to the Local Government: Municipal Finance Management Act, Act 56 of 2003: Financial Misconduct Regulations on Financial Misconduct Procedures and Criminal Proceedings

All alleged financial misconduct must be reported according to the Municipal Regulations on Financial Misconduct Procedures and Criminal Proceedings.

All financial misconduct in terms of Section 171 of the MFMA must be investigated in terms of the Municipal Regulations on Financial Misconduct Procedures and Criminal Proceedings.

10. REPORTING

10.1 The Accounting Officer must comply with the following reporting requirements:

1. Immediately upon discovery of unauthorised, irregular, fruitless and wasteful expenditure, the Accounting Officer must report the details of the unauthorised, irregular or fruitless, and wasteful expenditure to the Executive Mayor.

   The report must include the following details:

   1. Amount of the unauthorised, irregular, fruitless and wasteful expenditure;
   2. Name of the vote from which the expenditure was made;
   3. Reason why the unauthorised, irregular, fruitless and wasteful expenditure could not be avoided;
   4. Name and title of the responsible official;
   5. Details of any recovery steps taken or to be taken by the municipality;
   6. Details of any disciplinary steps taken or to be taken by the municipality,

2. The Accounting Officer must also include the expenditure in the department's monthly revenue and expenditure report submitted to the Council in terms of the MFMA.

3. All unauthorised, irregular or fruitless and wasteful expenditure must be reported as a note to the Annual Financial Statements.

11. CONCLUSION

Irregular expenditure resulting from non-compliance with the MFMA and the MSA can't be condoned by Council and approval must be sought from the National Treasury, the Minister of Co-operative Governance and Traditional Affairs respectively.

Irregular expenditure resulting from non-compliance with the Public Officer Bearer's Act can't be condoned and such irregular expenditure must be recovered from the political officer bearer concerned.

Council may condone irregular expenditure resulting from a contravention of the SCM Policy provided that the contravention is not also a contravention of the MFMA or the SCM Regulations, in which case only the National Treasury can condone a contravention of the SCM Regulations.

Minor breaches of the procurement process can be ratified by the Accounting Officer (if the municipality's SCM policy allows for it). Only the breaches in the process can be ratified and not the irregular expenditure itself. The irregular expenditure must still be ratified by Council.

12. POLICY ADOPTION

This policy will be effective once approved by the Midvaal Local Municipality.

This policy must also be read with the MFMA Unauthorised, Irregular, Fruitless and Wasteful Expenditure Reduction Strategy, dated Sep 2021.

Reviewed Date: 6 March 2023
/rvg

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MIDVAAL LOCAL MUNICIPALITY

MINUTES OF THE 5TH ORDINARY MEETING OF 2022 HELD ON THURSDAY, 26 MAY 2022 AT 14:00 IN THE COUNCIL CHAMBERS

C 2831/05/2022
MC A/5770/05/2022

9.A.7 [CC:CS]: UNAUTHORISED, IRREGULAR, FRUITLESS & WASTEFUL EXPENDITURE (UIFW) POLICY: REVIEWED

5/1/1

COMPETENCY: COUNCIL

RESOLVED

1. That the reviewed Unauthorised, Irregular, Fruitless & Wasteful Expenditure Policy, attached to the report as Annexure "A", be approved.

2. That Paragraph 5(5.21) of Council Resolution C2550/05/2021 dated 27 May 2021, attached to the report as Annexure "B", be rescinded.

Annexure Z
Unclaimed Credits Policy
2023/2024

ALLOCATION OF UNCLAIMED CREDITS

2023/2024 FINANCIAL YEAR

MIDVAAL
LOCAL MUNICIPALITY

ALLOCATION OF UNCLAIMED CREDITS POLICY

1. PURPOSE

This policy provides guidelines to determine a uniform approach for the allocation of unclaimed credits on consumer accounts.

2. ACCOUNT CREDITS

Account credits of Midvaal Local Municipality (MLM) customers may be allocated to the Unclaimed Credits Register in accordance with the following stipulations:

2.1 When an account has been finalised and closed after property transfer and the credit remains unclaimed for a period exceeding six months.

2.2 When the credit has not been refunded to the customer or transferring attorney and neither the client nor the transferring attorney claims the refund after transfer of the property has taken place.

2.3 The credit must be transferred to the Unclaimed register after a six month period and the account marked as inactive.

2.4 The unclaimed credits will remain in the Unclaimed register and after a period of three years will be advertised for 14 days as an unclaimed credit.

2.5 If no claim is received for a specific account and rand value, the unclaimed amount will be transferred to the Income of the Municipality.

2.6 A Journal to this effect must be done annually during the Financial Year end processes.

3. IMPLEMENTATION DATE

The policy will be effective as from 1 July 2023.

4. POLICY REVIEW

The policy is to be reviewed annually before the start of the financial year.

Annexure AA Bulk Developer Contributions

PAYMENT OF BULK DEVELOPER CONTRIBUTIONS POLICY

2023/2024 FINANCIAL YEAR

MIDVAAL
LOCAL MUNICIPALITY

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1. Preamble

1.2 The progressive realisation of fundamental constitutional rights *inter alia* requires township development. Township development in turn requires the provision of engineering services.

1.3 Local government must ensure the provision of engineering services to communities and promote social and economic development in a sustainable manner. As a general principle local government should within budgetary constraints accept responsibility for the installation and financing of external engineering services.

1.4 As a general principle for township developers is that the onus is on them to be responsible for the installation and financing of internal engineering services.

1.5 Local government has the discretionary power when granting development approvals to impose conditions in relation to the provision of engineering services and the payment of money which is directly related to requirements resulting from those approvals in respect of the provision of the necessary services to the land to be developed.

1.6 Local government must act in accordance with the law when exercising those powers.

2. Purpose of Policy

2.1 The adoption of policy guidelines by organs of state to assist decision-makers in exercising their discretionary powers has long been accepted as legally permissible.

2.2 The purpose of this policy document is first to assist and guide municipal decision-makers in the exercise of their discretionary powers when considering appropriate conditions of approval to be imposed under the Land Use Planning Ordinance; their negotiations with developers relating to the payment of development contributions and the division of engineering services costs between the Municipality and Applicants; and

2.3 The application of the calculation methods for Development Contributions as outlined in the Reports defined below.

2.4 The purpose of this policy document is also to inform interested and affected parties regarding the principles and calculation methods of development contributions and the process to be followed in reaching and recording agreements in respect thereof; and ensure the provision of adequate engineering services and / or payment of development contributions in respect of new developments.

3. Need for Calculating Bulk Services Contributions (Development Contributions)

3.1 Background

A Local Authority may request "Development Contributions", which means financial contributions calculated in accordance with this policy document, which an Applicant is required to make in terms of conditions of approval imposed by the Municipality when granting approvals under the Ordinance and which relate to requirements resulting from those approvals in respect of the provision of the necessary engineering services to the land to be developed.

Where sewer purification services are rendered by the Ekurhuleni Metropolitan Municipality (ERWAT) the calculation of bulk contributions for sewer purification will be in terms of their policy in addition to the policy and tariffs of the Midvaal Local Municipality.

3.2 Rezoning

The newly approved zoning becomes effective on promulgation in the Provincial Gazette and the commencement of the scheme is 56 calendar

days from the promulgation date if no objection against the proposed application was lodged and the liability of bulk contributions becomes payable by the property owner.

Within 30 days from the date that the amendment scheme comes into operation, in terms of Section 58 (1) of the Town Planning And Townships Ordinance, Ordinance 15 of 1986, the ED: Development & Planning directs the owner by means of a registered letter, as contemplated by Section 63, of said Ordinance that the Bulk Contributions are payable. A copy of the Section 63 letter Contributions will be levied by finance on date of mayoral resolution as an interim / provisional contribution.

4. Consent use

If no payment is received from the applicant/owner within 90 days from the date of the approval letter, the Council will recalculate the bulk contributions payable, subject to escalation costs or increase in tariff and/or fees and will be determined as and when the applicant/developer/owner wishes to exercise the new right.

On cancellation of the approved application Development & Planning will inform finance within 10 working days to remove the contributions from the system.

5. Township establishment

The applicant will be informed of bulk and link contributions payable in accordance with a signed Services Agreement, subject to the conditions pertaining to such agreement.

6. General

6.1 Any arrangements regarding the payment of contributions are already delegated to the mayoral committee per resolution MC1211/12/2006 and such

arrangements will be backed by an irrevocable bank guarantee. Any payment arrangement made may not exceed a period of 12 months.

6.2 The authority to cancel an approved application for consent use be delegated to the Executive Director: Development & Planning. This automatically authorises removal of outstanding contributions.

6.3 The authority to amend bulk contributions be delegated to the Municipal Manager on written request by the Executive Director's Development & Planning, and Engineering.

6.4 That all communication regarding the final bulk contributions payable be mailed to the property owner by registered post.

7. Conditions

7.1 If no payment is received from the applicant/owner within 90 days from the date of the approval letter, Finance in conjunction with Engineering may recalculate the bulk contributions payable, subject to escalation costs or increase in tariff and/or fees and will be determined as and when the applicant/developer/owner wishes to exercise the new right.

This condition will come into immediate effect, and also apply to all applications that have already been considered but in respect of which external bulk contributions are still outstanding.

7.2 In the event of a Township Establishment application this condition shall form part of the Services Agreement.

7.3 The Executive Director: Engineering Services must recalculate the bulk contributions as and when required.

7.4 All land use applications where bulk contributions have not been paid within 90 days from the date of the approval letter shall be re-circulated to the Department: Engineering Services in order to recalculate revised bulk contributions prior to the approval of building plans or any certificate enabling transfer of the newly subdivided portions.

8. Implementation

The policy will be effective as from 1 July 2022.

Annexure AB
Related Party Policy
2023/2024

RELATED PARTY POLICY

2023/2024 FINANCIAL YEAR

MIDVAAL
LOCAL MUNICIPALITY

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1. INTRODUCTION

GRAP 20 is applicable to all entities on the accrual basis of accounting in identifying and disclosing related party relationships, transactions and balances at year-end, including commitments.

This policy framework shall be read in the context of the provisions of the following Acts, Regulations and Administrative Guidelines:

- Accounting guidelines, National Treasury, June 2012
- MFMA, Act 56 of 2003;
- GRAP 20

2. PURPOSE

This policy outlines the identification, treatment, recognition and reporting of Related party transactions in the municipality according to the requirements of the MFMA.

The accounting officer of an institution must ensure that internal procedures and internal control measures are in place for all payment approval and processing, including related party transactions. These internal controls should provide reasonable assurance that all expenditure is necessary, appropriate, paid promptly and is adequately recorded and reported on.

The objective of this Standard is to ensure that a reporting entity's financial statements contain the disclosures necessary to draw attention to the possibility that its financial position and surplus or deficit may have been affected by the existence of related parties and by transactions and outstanding balances with such parties.

3. DEFINITIONS

Related party transactions – is a transfer of resources or obligations between related parties, regardless of whether a price is charged.

Related party – parties are considered to be related if one party has the ability to control the other party or exercise significant influence over the other party in making financial and operating decisions, or if the related party entity and another entity are subject to common control.

Related parties include:

- Entities that directly, or indirectly through one or more intermediaries, control or are controlled by the reporting entity;
- Associates and joint ventures;
- Individuals owning, directly or indirectly, an interest in the reporting entity that gives them significant influence over the entity, and close member of the family of such an individual;
- Key management personnel, and close members of the family of key management personnel; and
- Entities in which a substantial ownership interest is held, directly or indirectly, by any person described in (c) or (d), or over which such a person is able to exercise significant influence.

Significant influence – is the power to participate in the financial and operating policy decision of an entity, but not control those policies.

Control – is the power to govern the financial and operating policies of another entity so as to benefit from its activities.

Joint control – is the agreed sharing of control over an activity by a binding agreement.

Entities – entities referred to in GRAP 20 and in this policy, i.e. for which this is applicable, are:

- Public entities;
- Constitutional institutions;
- Municipalities and all other entities under their control;
- Parliament and provincial legislature; and
- Trading entities (only effective from 1 April 2013).

Key Management personnel:

- all Directors or members of a governing body of the entity;
- other persons having the authority and responsibility for planning, directing and controlling the activities of the reporting entity. Where they meet this requirement, key personnel include:
- where there is a member of the governing body of a whole-of-government entity who has the authority and responsibility for planning, directing and controlling the activities of the reporting entity, that member (e.g. Councillors);
- any key advisor of that member; and unless included in (a), the senior management group of the reporting entity, including the chief executive or permanent head of the reporting entity (e.g. the Accounting Officer)

4. IDENTIFICATION

Parties are considered to be related if one party has the ability to **control** (or jointly control) the other party or exercise **significant influence** over the other party, or vice versa, or an entity that is subject to **common control**, or joint control.

As a minimum, the following are regarded as related parties of the reporting entity:

- A person or a close member of that person's family is related to the reporting entity if that person:
- has control or joint control over the reporting entity;
- has significant influence over the reporting entity; or
- Is a member of the management of the entity or its controlling entity.
- An entity is related to the reporting entity if any of the following conditions apply:
- The entity is a member of the same economic entity (which means that each controlling entity, controlled entity and fellow controlled is related to the others);
- One entity is an associate or joint venture of the other entity (or an associate or joint venture of a member of an economic entity of which the other entity is a member);
- Both entities are joint ventures of the same third party;
- One entity is a joint venture of a third entity and the other entity is an associate of the third entity;
- The entity is a post-employment benefit plan for the benefit of employees of either the entity or an entity related to the entity. If the reporting entity is itself such a plan, the sponsoring employers are related to the entity;
- The entity is controlled or jointly controlled by a related person; and

- A person who has control or joint control over the reporting entity has significant influence over that entity or is a member of the management of that entity (or its controlling entity).

In identifying related party relationships, attention should be given to the substance of a relationship and not merely its legal form.

Where two entities have a member of management in common, it is necessary to consider the possibility, and to assess the likelihood, that this person would be able to affect the policies of both entities in their mutual dealings. However, the mere fact that two entities have a member of management in common does **not necessarily** create a related party relationship.

The following other instances also do **not necessarily** create related party relationships:

- Two ventures **merely** because they share joint control over a joint venture;

- Providers of finance and trade unions;

- A customer, supplier, distributor or general agent with whom an entity transacts a significant volume of business, **merely** by virtue of the resulting economic dependence.

Other factors could, however, result in the parties being related.

5. CONTROL

Control is the power to govern the financial and operating policies of another entity so as to benefit from its activities.

An entity (or a person or body of persons) has control over another entity when it has certain decision-making capabilities over another and that it benefits from the activities of that entity.

Further indicators that can also individually or collectively be indicative of control are:

- The entity has the ability to veto operating and capital budgets of the other entity;
- The entity has the ability to veto, overrule, or modify the board of directors or equivalent governing body decisions of the other entity;
- The entity has the ability to approve the hiring, reassignment and removal of key personnel of the other entity;
- The mandate of the other entity is established and limited by legislation;
- The entity holds a “golden share” (or equivalent) in the other entity that confers rights to govern the financial and operating policies of that entity;
- The entity holds direct or indirect title to the net assets of the other entity;
- The entity has a right to a significant level of the net assets of the other entity in the event of a liquidation or in a distribution other than a liquidation;
- The entity is able to direct the other entity to co-operate with it in achieving its objectives;
- The entity is exposed to the residual liabilities of the other entity.

In the South African context, the government is divided into three spheres, namely the national, provincial and local spheres of

government. Although provinces and municipalities are responsible for executing its assigned functions in line with the overall policies and objectives set by the relevant national department, the autonomy of the different spheres is guaranteed in terms of the Constitution of South.

Africa and provinces and municipalities can therefore decide how it will achieve those objectives. The national government does not **control** provinces or municipalities for accounting purposes, although funding may be received from the national government.

The following figure illustrates the related parties in the South African government context (note that the different spheres of government are not related to each other):

Local sphere:

For example: The City of Johannesburg and its municipal entities are related parties. The City of Tshwane and the City of Johannesburg are not related parties as they are not under common control.

6. INFLUENCE

Significant influence is the power to participate in the financial and operating policy decisions of an entity, but is not control over those policies.

Significant influence may be exercised in several ways, usually by representation on the board of directors or equivalent governing body but also by, for example, participation in the policy making process. Significant influence may be gained by an ownership interest, statute, or agreement.

7. MANAGEMENT

Management are those persons responsible for planning, directing and controlling the activities of the entity, including those charged with the

governance of the entity in accordance with legislation, in instances where they are required to perform such functions.

Management include any sub-committees of the governing body or key advisors of a member of management as well as the senior management group of the entity (if not part of the governing body of the entity).

Management hold positions of responsibility within an entity. They are responsible for the strategic direction and operational management of an entity and are entrusted with significant authority. This responsibility may enable them to influence the decisions of the entity and therefore the benefits of office that may flow to them or their related parties.

In respect of a municipality, the accounting authority or all the members (e.g. major, speaker, council members), and their close family relatives, are related parties of the municipality.

The senior management team of entities across all spheres of government (including the chief executive or permanent head of the entity) also form part of management.

8. CLOSE FAMILY MEMBERS

Close members of the family of a person are those family members who may be expected to influence, or be influenced by, that person in their dealings with the entity. A person is considered to be a close member of the family of another person if they:

- are married or live together in a relationship similar to a marriage; or
- are separated by no more than two degrees of natural or legal consanguinity or affinity.

Close family members of management (and entities under significant influence of such individuals) are related parties of an entity.

The reason for the inclusion of close family members in the definition of a related party is to prevent entities from transacting with these individuals rather than with management in order to circumvent the disclosure requirements of the standard.

Judgement will be necessary in determining whether an individual should be identified as a close member of the family of an individual for purposes of related party disclosures.

9. RELATED PARTY TRANSACTIONS

A related party transaction is a transfer of resources or obligations between related parties, regardless of whether a price is charged.

According to GRAP 20, an entity should disclose all transactions with its related parties (refer to disclosure) other than transactions that would occur within:

- Normal supplier or client / recipient relationship on terms and conditions no more or less favourable than those which it is reasonable to expect the entity would have adopted if dealing with that individual entity or person in the same circumstances; and

Terms and conditions within the normal operating parameters established by that reporting entity's legal mandate.

10. DISCLOSURE

The minimum disclosure in the annual financial statements for related party relationships, transactions and balances are the following:

Accounting policies

"The municipality operates in an economic sector currently dominated by entities directly or indirectly owned by the South African

Government. As a consequence of the constitutional independence of the three spheres of government in South Africa, only entities within the local sphere of government are considered to be related parties.

Management are those persons responsible for planning, directing and controlling the activities of the entity, including those charged with the governance of the entity in accordance with legislation, in instances where they are required to perform such functions.

Close members of the family of a person are considered to be those family members who may be expected to influence, or be influenced by, that member of management in their dealings with the entity.

Only transactions with related parties where the transactions are not concluded within normal operating procedures or on terms that are not no more or no less favourable than the terms it would use to conclude transactions with another entity or person are disclosed.

The following are situations where related party transactions may lead to disclosures required by a reporting entity

- Rendering or receiving of services
- Purchases or transfers/sales of goods (finished or unfinished)
- Purchases or transfers/sales of property and other assets
- Agency arrangements;
- Leasing arrangements;
- Transfer of research and development;
- Licence agreements;
- Finance (including loans, capital contributions, grants whether in cash or in kind and other financial support including cost sharing arrangements); and
- Guarantees and collaterals;
- Settlement of liabilities

Management remuneration

An entity should disclose the remuneration of management per person and in aggregate, for each class of management, in the following categories:

- Fees for services as a member of management;
- Basic salary;
- Bonuses and performance related payments;
- Other short-term employee benefits;
- Post-employment benefits such as pensions, other retirement benefits, post-employment life insurance and post-employment medical care;
- Termination benefits;
- Other long-term benefits;
- Any commission, gain or surplus sharing arrangements; and
- Any other benefits received.

Entities shall make separate disclosures about the major classes of management that they have. For example, where an entity has a governing body, such as a board or a council, which is separate from its senior management group, disclosures about remuneration of the two groups must be made separately.

Where a person is a member of both the governing body and the senior management group, that person will be included in only one of those groups.

11. SUMMARY OF KEY PRINCIPLES

GRAP 20 sets out the principles for the identification and disclosure or related party relationships and transactions.

Identification

Parties are considered to be related if one party has the ability to **control** the other party or exercise **significant influence** over the other party in making financial and operating decisions or if the related party and other entity are subject to **common control**.

Related parties include:

- Entities that directly, or indirectly through one or more intermediaries, control, or are controlled by the reporting entity;
- Associates
- Joint ventures
- Individuals owning, directly or indirectly, an interest in the reporting entity that gives them significant influence over the entity, and close members of the family or any individual;
- Management, and close members of the family of management; and
- Entities in which a substantial ownership interest is held, directly or indirectly, by any person described in the two bullets above, or over which such a person is able to exercise significant influence.

All departments and public entities in the national sphere of government are related parties;

All departments and public entities in each province are related parties; and

Each municipality and its own municipal entities are related parties. A municipality is not “related” to another municipality as they are not under common control.

The National government does not control provinces or municipalities for accounting purposes, although funding may be received from the national government.

Disclosure

The reporting entity must disclose:

- Relationships between an entity and its controlling entities (or entities that it controls) needs to be disclosed.
- The nature of its related party relationships;
- The types of transactions that have occurred' and
- The elements of the transactions necessary to clarify the significance of these transactions to its operations and sufficient to enable the financial statements to provide relevant and reliable information for decision-making and accountability purposes.

Disclosure of management information must also be made.

Entities are not required to disclose the value of transactions (other than those dealt with above) with other public sector entities where the transactions are concluded within normal operating procedures and on terms that are no more or no less favourable than the terms it would use to conclude transactions with another entity or person.

12. POLICY AUDIT

A periodic policy audit process shall be conducted either by the Finance section, or Municipal Manager, when deemed necessary. The Provincial Government and or Auditor-General may also audit and formally request amendment of the policy, as may be required from time to time, to ensure appropriate application and compliance the relevant Treasury and MFMA regulations and other legislation.

13. POLICY AMMENDMENT

No amendment(s) may be made to any section of this policy without such amendment(s) first being:

- Consulted upon with the Chief Financial Officer and the Municipal Manager.
- Duly approved by the Council.

Annexure AC
Cell phone and connectivity allowance Policy
2023/2024

CELL PHONE AND CONNECTIVITY ALLOWANCE POLICY

2023/2024 FINANCIAL YEAR

MIDVAAL
LOCAL MUNICIPALITY

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CELLPHONE AND CONNECTIVITY ALLOWANCE POLICY

1. OBJECTIVE

Council understands and appreciates that employees utilise their cell phones for business purposes so as for services to be delivered on a continuous basis. With the implementation of a cell phone allowance policy Council will have a universal tool to clearly define who is entitled to a cell phone allowance and how the costs will be met.

The policy will provide guidelines as to the attainment and management of the benefit of a cell phone allowance, so as to promote service delivery and ensure that services continue even when employees are not office bound.

Council will therefore pay a cell phone allowance to employees as determined by assessing an employee's individual needs.

2. SCOPE

This policy covers the usage of a cell phone allowance by permanent employees where the regular use of a cell phone is necessary to meet the requirements of the job and is applicable to any official who has received approval from the Municipal Manager, based on a recommendation from the relevant head of department, for a cellular allowance.

3. GUIDELINES

3.1 HANDSET & MAINTENANCE

Employees who are entitled to a cell phone allowance will only receive monetary remuneration and will be expected to provide their own handset by means of a contract with a cellular service provider (i.e. Vodacom, MTN, or Cell C). Council will not be responsible to provide any handset or additions to a handset to any employee or stakeholder covered in this policy.

Employees are encouraged to structure their contract with the service provider in a manner which best suits the individual's needs and personal circumstances. Recipients of a cell phone allowance must avail their cell phone number to their HOD and must continue to maintain the cell phone contract or air-time/pay-as-you-go contract while in receipt of the allowance.

The contract should be entered into between the Employee and Service Provider and the onus is on the employee to ensure the monthly payment of the contract.

Furthermore the Employee should ensure that the mobile phone is available, at all times, for Council's use, failing which the allowance will be forfeited. Employees must inform the Human Resources Division of any cancellation arising from theft, sale, termination of the contract, etc. by no later than the 3rd of the month following the month in which the event occurred.

An allowance will not be granted to employees without official authorisation to acquire a cell phone for official use. Council will not be liable for any costs incurred without official authorisation if a private contract has been obtained for official use.

3.2 PRE-PAID CONTRACTS

Employees making use of a prepaid contract with a service provider are entitled to a cell phone allowance benefit. Employees on a prepaid contract should ensure that the mobile phone is always available i.e. that enough airtime is available for making and receiving business calls, failing which the allowance will be forfeited.

3.3 PROCEDURE TO BE FOLLOWED WHEN APPLYING FOR A CELL PHONE ALLOWANCE OR INCREASING AN EXISTING BENEFIT

3.3.1 NEW POSITIONS

Executive Directors, when requesting a position to be filled, should clearly indicate on the provided portion on the “Request to fill a vacancy form” that the position will be requiring a cell phone allowance. The amount, in terms of this policy, should also be reflected. This will ensure that the cell phone allowance forms part of the employee’s remuneration package.

3.3.2 EXISTING POSITIONS

In the event of an employee already being appointed and the need for a cell phone allowance arise the following procedure should be followed:

A written application, supported by a detailed motivation as to the need for a cell phone allowance, from the employee should be forwarded to the relevant Head of Department. The Head of Department will consider the application, if supported the recommendation should be forwarded to the Municipal Manager for final approval. Thereafter, the approved application must be forwarded to Human Resources Division for record purposes, from where it will be forwarded to the Finance Department so as to include the benefit on the employee's salary advice.

3.3.3 INCREASING BENEFITS

In the event of an employee continually exceeding the approved limits of the cell phone allowance provided for to him / her, as a result of their job function, a written motivation should be made to the relevant Head of Department to approve a revised limit. Again the application should be forwarded to the Municipal Manager, to Human Resources Division and Finance. In the event of increasing the cell phone allowance, proof of the exceeded amount should be provided i.e. itemised billing.

3.4 INTERNATIONAL CALLS

Officials, travelling abroad must activate international roaming; the cost of the activation will be for the user's account. Only official international calls made by the user will be paid by Council and is subject to proof i.e. itemised billing.

4. ALLOWANCE

A Cell phone allowance is payable to an employee on a monthly basis and may be amended from time to time in terms of business related costs incurred by the individual and per approval from the relevant Head of Department and Municipal Manager.

Any increase in a cell phone allowance payable to an employee should be within the prescriptions of this policy. The maximum amount will only be payable if sufficient evidence, from the employee, is provided and agreed to by the relevant Head of Department and Municipal Manager.

Job Level	Office Bound	Non-Office Bound
Level 1	Capped at R1 000.00 p.m.	
Level 3/2	R750.00 p.m.	
Level 4	R650.00 p.m	
Level 5/6	R450.00 p.m.	R750.00 – R1 000.00 p.m.
Level 7/8	R250.00 p.m	R350.00 – R 500.00 p.m.
Level 9 and below	R250.00 p.m.	
Contract Posts	Capped at R1 000.00 p.m.	
HOD's	Capped at R2 000.00 p.m.	
Municipal Manager	Capped at R2 500.00 p.m	

The table above is indicative of allowance for the respective levels and inclusive of a connectivity allowance. Employees that currently receive a connectivity allowance/benefit will be informed that such allowance will be cancelled effective from date of approval of the report.

All other prescriptions not specified in the report or as contained in the Allowance Policy (C1071/03/2014) remain applicable in terms of requesting and approval of cell-phone allowances.

5. CELL PHONE USAGE WHILE DRIVING

Council is aware that in utmost circumstances, that employees use their cell phones for business purposes while driving. Due to the recent research about the safety of cell phone usage while driving, Council prohibits employees from using their cell phones while driving, unless the vehicle is fitted with a blue tooth device.

Council recognises that other distractions occur while driving, however, eliminating the use of cell phones, while driving is one way to minimize the risk to employees

of accidents. Employees are therefore required to either park the vehicle so as to safely communicate via cell phone or to request the caller for permission to contact them at a more convenient and safer time as to driving.

6. VIOLATION OF POLICY

Employees who violate this policy may be subject to disciplinary action and may have their allowance suspended.

Annexure AD
Caucus Budget Policy
2023/2024

CAUCUS BUDGET POLICY

2023/2024 FINANCIAL YEAR

MIDVAAL
LOCAL MUNICIPALITY

CAUCUS BUDGET POLICY

1. BACKGROUND

The various political parties of Council have a need to incur certain operational costs and should have access to the required resources as allowed for in the Remuneration of Public Office Bearers Act, 20 of 1998.

National Treasury has issued Draft Cost Containment Regulations in July 2017, and in anticipation of the promulgation, the Draft Regulations are being applied insofar as practically possible and as such these provisions have included in the Caucus Budget Policy.

This policy must be read in conjunction with the Councillor Allowances Policy approved by Council per Item C1619/04/2017 dated 20 April 2017, as well as the Policy dealing with attending conferences, meetings, training and workshops: Bookings for Councillors and Officials per Item C1499/08/2016 dated 25 August 2016.

2. CATERING FOR CAUCUS MEETINGS

Catering will be allowed for the monthly caucus meetings at an amount as indicated in the annual budgetary provision as per paragraph 6 of this policy for planning purposes. Catering expenditure may vary from month to month as long as it remains within budget for the year. Virements will be allowed between lines but the total budget cannot be increased. The caucus must procure the catering services in compliance with the Supply Chain Management Policy of the municipality and preference must be given to township suppliers in line with the Township Economies Revitalisation Programme of the Gauteng Provincial Government. Meals eaten in or ordered from restaurants will be subject to the approval of the Speaker of Council and only be allowable in cases where the total monthly expenditure is less than R2 000 as per the Supply Chain Management Policy.

3. STATIONERY AND RELATED OFFICE EXPENSES FOR CAUCUS's

Caucus's will be allowed a maximum amount for stationery and related office expenses as indicated in the annual budgetary provision as per paragraph 6 of this policy and must be procured by the Speaker's Office in compliance with the Supply Chain Management Policy of the municipality.

4. CAUCUS LEKGOTLA's

Each caucus will be allowed a Lekgotla once every financial year to a maximum amount as indicated in the annual budgetary provision as per paragraph 6 of this policy. This amount

is all inclusive of transport, food and beverages, accommodation, venue, facilitator, Midvaal branded clothing etc. It must be noted that no party-political branding can be funded from municipal resources. Approval must be obtained by the Speaker of the Council for such Lekgotla. In addition, the provisions of the Draft Cost Containment Regulations will be applicable i.e.

- No subsistence allowances will be paid for Lekgotla's;
- No municipal funds may be used or incurred on alcoholic beverages;
- Lekgotla's must, as far as practically possible, be held in-house;
- Lekgotla's may not be financed by any suppliers or sponsors.

5. ATTENDANCE OF CONFERENCES

Each caucus will be allowed a maximum annual amount for the attendance of conferences as indicated in the annual budgetary provision as per paragraph 6 of this policy. This amount is all inclusive of transport, food and beverages, accommodation, and subsistence allowances. Attendance of all conferences must be approved by the Executive Mayor and the Policy dealing with attending conferences, meetings, training and workshops: Bookings for Councillors and Officials will apply.

6. CAUCUS BUDGET

The budget for the 2022/2023 financial year is as per the Annual Approved Budget.

7. EFFECTIVE DATE

The policy is effective from 1 July 2022.

8. ANNEXURES

- Councillor Allowances Policy approved by Council per Item C1619/04/2017 dated 20 April 2017.
- Policy dealing with attending conferences, meetings, training and workshops: Bookings for Councillors and Officials per Item C1499/08/2016 dated 25 August 2016.
- Draft Cost Containment Regulations, issued on 16 February 2018 per Government Gazette 41445.

C1619/04/2017
SMC A/3402/04/2017

9.A.2 [CC:CS]: POLICY COUNCILLOR ALLOWANCES

5/12/1/1

COMPETENCY: COUNCIL

RESOLVED

That the policy relating to the benefits for Councillors, attached to the report as Annexure "A", be approved.

7

C1619/04/2017
SMC A/3402/04/2017

9.A.2 [CC:CS]: POLICY COUNCILLOR ALLOWANCES

5/12/1/1

COMPETENCY: COUNCIL

PURPOSE

To submit the proposed policy relating to allowances flowing from the regulations on the remunerations of Councillors.

RECOMMENDATION

That the policy relating to the benefits for Councillors, attached to the report as Annexure "A", be approved.

REPORT

Pursuant to promulgation of the notice on the Determination of the Upper Limits of Councillors's Salaries, Allowances and Benefits, the auditors have requested clarity on the implementation of certain benefits for Councillors. The matters are indicated in the policy attached as Annexure "A" and it is suggested that it be approved as a policy for the Municipality.

COMMENTS: MEETING OF THE MUNICIPAL MANAGER AND HEADS OF DEPARTMENT: 10 APRIL 2017

Resolved to Recommend

That the item be referred to the Mayoral Committee.

ANNEXURE "A"

MIDVAAL
LOCAL MUNICIPALITY

POLICY

COUNCILLOR ALLOWANCES

3 April 2017

21

POLICY: BENEFITS EMANATING FROM COUNCILLOR ALLOWANCES

Pursuant to promulgation of the notice on the Determination of the Upper Limits of the Salaries, Allowances and Benefits of Municipal Councillors the following policy relating to matters contained therein are approved:

1. Out of Pocket Expenses

   Reimbusement for such expenses will be limited to urgent and unforeseen expenditure items incurred whilst attending to Council business with the approval of the Executive Mayor and /or the Municipal Manager.

2. Use of Council-Owned Vehicles:

   The principle is that if a Councillor receives a travel allowance as per the stated promulgated notice, such Councillor may not make use of official Council-owned vehicles for official purposes, except in the following circumstances:

   - Two vehicles with Drivers/Protectors are made available to the Executive Mayor for official purposes.
   - A vehicle with a Driver is made available to the Speaker for official purposes.
   - Other office bearers or part-time Councillor's may only make use of Council-owned transport in special circumstances as may be approved by the Executive Mayor or the Speaker, such as joint site inspections, joint strategic events or where joint transport is more cost effective or practical than travelling separately.
   - Any claims for reimbursement of other qualifying travel costs incurred by Councillors will be dealt with in terms of Council's relevant travel policy.

3. Tools of Trade

- All Councillors are to be provided with a laptop, whether Council-owned or on a rental basis.
- Full time Office Bearers will be provided with the following resources:
  - An office
  - Official telephone
  - Access to a centralised printer
  - Support by a secretary, whether collectively or otherwise
  - Stationary for office use
  - No off-site printing facilities or printers will be provided, neither will such costs be reimbursed or provided for. However, a provisio to this limitation is in circumstances for example when an off-site strategic session / joint meeting is held and copying / printing facilities are required as approved by the Executive Mayor and /or the Municipal Manager.

4. Personal security – SAPS Risk Analysis

- An annual SAPS risk assessment will be conducted for the Executive Mayor. If circumstances so dictate, more frequent assessment of this nature may be requested for the Executive Mayor.
- If circumstances so require and as agreed to by the Executive Mayor and the Municipal Manager, a SAPS risk analysis or other approved similar assessment may be conducted for any other full-time Office Bearer or part-time Councillor.

5. Cost-Curtailment Measures

The cost-curtailment measures as per the National Treasury directives applicable to the administration apply equally to Councillors.

C 1489/07/2016 (No quorum)
C 1499/08/2016
MC A/3286/06/2016

9.A.4 [CS]: POLICY DEALING WITH ATTENDING CONFERENCES, MEETINGS, TRAINING AND WORKSHOPS: BOOKINGS FOR COUNCILLORS AND OFFICIALS

4/5/2/P

COMPETENCY: COUNCIL

RESOLVED

1. That the current Policy dealing with attending conferences, meeting, training and workshop: bookings for Councillors and Officials approved on 26 June 2014 under item C 1138/06/2014, be repealed.

2. That the Policy dealing with attending conferences, meeting, training and workshop: bookings for Councillors and Officials, attached to the report as Annexure "A", be approved.

C 1489/07/2016 (No quorum)
C 1499/08/2016
MC A/3286/06/2016

9.A.4 [CS]: POLICY DEALING WITH ATTENDING CONFERENCES, MEETINGS, TRAINING AND WORKSHOPS: BOOKINGS FOR COUNCILLORS AND OFFICIALS

4/5/2/P

COMPETENCY: COUNCIL

PURPOSE

To submit the amended Policy dealing with attending conferences, meeting, training and workshop: bookings for Councillors and Officials.

RECOMMENDATIONS

1. That the current Policy dealing with attending conferences, meeting, training and workshop: bookings for Councillors and Officials approved on 26 June 2014 under item C 1138/06/2014, be repealed.

2. That the Policy dealing with attending conferences, meeting, training and workshop: bookings for Councillors and Officials, attached to the report as Annexure "A", be approved.

REPORT

Attached to the report as Annexure "A", is the amended Policy dealing with attending conferences, meeting, training and workshop: bookings for Councillors and Officials.

COMMENTS: MEETING OF THE MUNICIPAL MANAGER AND HEADS OF DEPARTMENT: 31 MAY 2016

Resolved to Recommend

That the item be referred to the Section 80 Corporate Services Portfolio Committee.

COMMENTS: SECTION 80 CORPORATE SERVICES PORTFOLIO COMMITTEE: 07 JUNE 2016

The recommendations are supported.

1

4/5/2/P

ATTENDING CONFERENCES, MEETINGS, TRAINING AND WORKSHOPS POLICY

BOOKINGS FOR

COUNCILLORS AND OFFICIALS

: H:Louiseve/Meyertonl/User/Policy conference arrangements/Revised 18/05/2016

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Section 167 of The Municipal Finance Management Act inter alia states as follows:

"Councillors' Remuneration

167. (1) A municipality may remunerate its political office bearers and members of its political structures, but only –

(a) within the framework of the Public Office-Bearers Act, 1998 (Act No. 20 of 1998), setting the upper limits of the salaries, allowances and benefits for those political office-bearers and members; and

(b) in accordance with section 219(4) of the Constitution.

(2) Any remuneration paid or given in cash or in kind to a person as a political office-bearer or as a member of a political structure of a municipality otherwise than in accordance with subsection(1), including any bonus, bursary, loan, advance or other benefit, is an irregular expenditure and the municipality –

(a) must, and has the right to recover that remuneration from the political office-bearer or member, and

(b) may not write off any expenditure incurred by the municipality in paying or giving that remuneration.

The upper limits of the salaries, allowances and benefits for political office bearers and members is determined annually and nothing in this policy may be interpreted or implemented contrary to such determinations.

The salaries and benefits of officials are determined through a collective bargaining process in terms of the Labour Relations Act.

This policy seeks to address the payment of subsistence and travel allowances in appropriate circumstances for permissible events outside of the first mentioned processes.

POLICY:

Payments are based on the following principles:

i) To reimburse **actual expenditure**;

ii) When a choice is made, **Council will not be worse off to what the expenditure for Council would otherwise be**;

: H:Louisevs/Meyerton1/User/Policy conference arrangements/Revised 18/05/2016

iii) Existing remuneration is meant to include service delivery within the jurisdiction of Midvaal (Remuneration of Office Bearers Act) for which no additional allowances are to be paid.

1. Attending conferences and training:

For purposes of implementation of this policy, "training" shall mean:

Specific municipal short training courses (i.e. not bursary-type courses) where sleep-over is required at a venue beyond a 120km radius from the Midvaal Municipal Office precinct: EXCEPT within such radius if the practicalities dictate it differently and it has been approved in writing by the Executive Mayor in respect of Councillors and by the Municipal Manager in respect of all other staff.

The Authorisation Form (attached hereto as **Annexure "1** (Mayor)/ **1B"** (Speaker)**)** must be completed and signed off by the Executive Mayor in respect of Councillors and by the Municipal Manager in respect of all other staff **PRIOR** to attendance of meetings, workshops, training and conferences.

Training/conferences over a period of 5 days or longer will be considered on merit and on an ad hoc basis, subject to availability of the budget.

2. ACCOMMODATION

Accommodation for Councillors and officials attending conferences, training, workshops, etc. over 2 days and more will only be arranged if, **based on a motivated request**, approval by the Executive Mayor or Municipal Manager has been granted.

The following will apply:

- In view of the high population density and travel congestion in Gauteng, where the conference is within 120km radius of Midvaal (e.g. in Gauteng) no accommodation is applicable, **unless PRIOR APPROVED** in writing by the Executive Mayor and/or Municipal Manager who must consider all practicalities and safety factors.

- Where the conference is out of the 120km radius of Midvaal (e.g. Cape Town, KwaZulu-Natal, etc) accommodation is applicable as follows:

  - The allowances payable will be capped as per National Treasury rate levels grid for Band 2 for 4 and 5 star accommodation (**Annexure 2**), subject to the prerogative of the Executive Mayor and / or Municipal Manager in deserving circumstances given the considerations of practicalities, safety or other documented merit.

  - The hotel quotes are to be sourced from those included on the National Treasury hotel group list, if applicable, and others the travel agents may

source from hotels/guest houses, depending on availability, locality and rates which could be lower.

- One extra travel day is allowed to local destinations and two days maximum for international travel is allowed when the conference, meeting or training commencement requires this: Provided that if the last day of a conference, meeting or training session ends after 16h00, accommodation may be arranged for that evening only on **PRIOR APPROVAL** by the Executive Mayor and/or Municipal Manager as appropriate.
- Where the delegate makes his/her own accommodation arrangements, the following will apply:
  - The delegate may elect to being issued the cheapest rand value of a bed and breakfast per night rate at the standard of an approved hotel quoted at the time of registration.

- **It must be kept in mind that all expenses incurred must be in the best interest of Council.**

3. TRANSPORT

Transport to and from the venues will be as follows, keeping in mind of the high population density and travel congestion in Gauteng, as well as all practicalities and safety factors that may apply to such trips:

3.1 Where the conference is within 120km radius of Midvaal (e.g. in Gauteng) no travel arrangements are applicable. Official transport may be used by officials not in travel bearing positions where the Municipal Manager has approved it based on all practical factors involved. Where no official transport is available, prior approval by the HOD is required to claim transport costs for using a private vehicle.

Kilometres may be claimed on submission of a completed and signed Travel Claim Form (attached hereto as **Annexure "3")** on return and will be reimbursed as follows:

- Officials who receive a travel allowance will be reimbursed in the next payroll at the AA running cost.
- Employees who do not receive a travel allowance will be reimbursed in the next payroll at the rates approved by the National Department of Transport as updated from time to time.
- Councillors will be reimbursed according to the rates as set out in the relevant Gazette under the Public Office Bearers Act.
- Councillors and officials should make use of a shuttle service at conferences and similar gatherings/meetings if the cost of such a service is

below the cost of hiring a vehicle and if practical.

- If a vehicle/s is/are hired, it should be done from a **Group B** or lower class/category, unless an upgrade is offered free of charge.
- Vehicle travel claims by Councillors and employees of the municipality must be restricted to the actual distance travelled in excess of the normal distance from the Councillor or employee's residence to his or her place of work if the latter distance would have been travelled in any event or if it makes the claimed distance shorter.

3.2 Where the conference is out of the 120km radius of Midvaal (e.g. Cape Town, Kwazulu-Natal, etc) the following travel arrangements are applicable:

4. AIR TRAVEL

- Only economy class air tickets may be purchased for flights.
- The air ticket quotes are to be sourced from the National Treasury "full service carriers" discounted list, if applicable, and others as may be sourced from other carriers, depending seat availability and rates which may be lower.
- Please note that business class is not encouraged, however where a single flight exceeds 5 hours, consideration may be applied.
- For car rental the same provisions as under Transport above will apply.
- One extra travel day is allowed for local destinations and two days maximum for international travel are allowed when the conference, meeting or training commencement requires this: Provided that if the last day of a conference, meeting or training session ends after 16h00, accommodation may be arranged for that evening only on **PRIOR APPROVAL** by the Executive Mayor and/or Municipal Manager.

4.1 Where the delegate makes his/her own transport arrangements, the following will apply:

* The delegate may elect to being issued the rand value of the cheapest plane ticket (Economy class) quoted at the time of registration.
* On discretion of the Municipal Manager the total rand value for the car hire may be equally divided amongst the delegates attending a conference should the car hire not be utilised and delegates arrange

own travel.

OR

* The delegate may drive/travel at own cost and claim the kilometres on submission of a completed and signed Travel Claim Form on return and officials will be reimbursed at the stipulated AA running or full cost (where applicable), whichever option is in the best interest of Council given all practicalities, cost and any other applicable factors as approved by the Municipal Manager in the case of officials or the Executive Mayor in the case of Councillors.

* Councillors will be reimbursed according to the rates as set out in the Gazette under the Public Office Bearers Act. Reimbursement will be on the next payroll. All toll fees and parking fees may be claimed as well. (Refer to payment principles.)

4.2 If official transport is approved by the HOD or Municipal Manager in circumstances where practicalities so dictate, no other transport payments may be made.

5. SUBSISTENCE ALLOWANCE

Allowances are payable as per Annexure 2.

6. GENERAL

- Expenditure in general will be reimbursed to Councillors and Officials on proof of actual costs subject to the approval of the Executive Mayor and/or Municipal Manager within the parameters of the remuneration of the Gazette under the Public Office Bearers Act and/or this or other Council policy.

- Councillors attending meetings arranged through SALGA, Sedibeng and Provincial Government as indicated in the approved Section 80 Committees, Mayoral Committees and Council Year Planner do not require prior approval.

A.S.A. DE KLERK **MUNICIPAL MANAGER**	**DATE**

: H:Louisevs/Meyerton1/User/Policy conference arrangements/Revised 18/05/2016

AUTHORISATION FOR ATTENDING A CONFERENCE/TRAINING (ANNEXURE "1")

1 DESCRIPTION OF CONFERENCE OR TRAINING **AND MOTIVATION FOR ATTENDANCE**

NB!! **Please complete the registration form and attach to this form together with a COPY OF YOUR ID (as well as your companion's, if applicable).**

2 * **CONFERENCE WILL BE HELD AT:**

3 * **DATE OF CONFERENCE/TRAINING**

SUPPORTED / NOT SUPPORTED

SIGNATURE: HEAD OF DEPARTMENT

4 * **RECOMMENDATION:**

COUNCILLORS TO ATTEND : Please include your pay number for payment of your subsistence

OFFICIALS TO ATTEND : Please include your pay number for payment of your subsistence

5 * **VOTE NUMBER TO BE USED:**

APPROVED / NOT APPROVED

APPROVED / NOT APPROVED

CLLR B. BALOYI
EXECUTIVE MAYOR

MR A.S.A. DE KLERK
MUNICIPAL MANAGER

6 **PREFERENCES:**
HOTEL

FLIGHT (and preferred times):

Departure date and time *

Return date and time *

* **INDICATES MANDATORY FIELD**

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AUTHORISATION FOR ATTENDING A CONFERENCE/TRAINING (ANNEXURE "1B")

1 DESCRIPTION OF CONFERENCE OR TRAINING **AND MOTIVATION FOR ATTENDANCE**

* Please complete the registration form and attach to this form together with a COPY OF YOUR ID (as well as your companion's, if applicable).

2 **CONFERENCE WILL BE HELD AT:**

*

3 **DATE OF CONFERENCE/TRAINING**

*

SUPPORTED / NOT SUPPORTED

SIGNATURE: HEAD OF DEPARTMENT

4 **RECOMMENDATION:**

COUNCILLORS TO ATTEND : Please include your pay number for payment of your subsistence

*

OFFICIALS TO ATTEND : Please include your pay number for payment of your subsistence

5 **VOTE NUMBER TO BE USED:**

*

APPROVED / NOT APPROVED

APPROVED / NOT APPROVED

CLLR F.W. PETERS
OFFICE OF THE SPEAKER

MR A.S.A. DE KLERK
MUNICIPAL MANAGER

6 **PREFERENCES:**

HOTEL

FLIGHT: (SAA, BA, Kulula, 1Time, Mango)

Departure date and time

*

Return date and time

*

* INDICATES MANDATORY FIELD

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Table 1: Rates set for Domestic Hotel Accommodation **ANNEXURE "2"**

Accommodation Grid			
Voucher Includes	**BAND 1**	**BAND 2**	**BAND 3**
	Room Only Tourism Levy VAT	Bed & Breakfast Tourism Levy VAT	Dinner, Bed and Breakfast Tourism Levy VAT 2 x soft Drink at Dinner
Graded Hotel	**BAND 1**	**BAND 2**	**BAND 3**
1 Star property	R 580.00	R 710.00	R 855.00
2 Star property	R 900.00	R 1 030.00	R 1 230.00
3 Star property	R 1 100.00	R 1 200.00	R 1 400.00
4 Star property	R 1 250.00	R 1 350.00	R 1 550.00
5 Star property	R 2 100.00	R 2 200.00	R 2 500.00
Bed & Breakfast or Guest house	**BAND 1**	**BAND 2**	**BAND 3**
1 Star property	-	R 180.00	R 270.00
2 Star property	-	R 250.00	R 350.00
3 Star property	-	R 400.00	R 520.00
4 Star property	-	R 600.00	R 750.00
5 Star property	-	R 800.00	R 975.00
S & T Allowance	**BAND 1**	**BAND 2**	**BAND 3**
Breakfast	R 120.00	-	-
Lunch	R 120.00	R 150.00	-
Dinner	R 150.00	R 150.00	-
Total as per TP	R 390.00	R 300.00	-
S&T Claims accepted based on Travel Policy, detail include Parking and Wi Fi **Important Note**: All other costs incurred are for the individuals account. **Note**: Consideration should be given to include such a table in policies.			

ANNEXURE 3

MIDVAAL LOCAL MUNICIPALITY

VEHICLE ALLOWANCE CLAIM: LOGSHEET

MONTH: _____ **2016**

PARTICULARS:

Name: _____

Designation: _____

PARTICULARS OF VEHICLE:

Make: _____

Registration No: _____

Engine Capacity: _____

ODOMETER READING			DISTANCE TRAVELLED			PURPOSE OF TRIP AND SERVICE RENDERED
DATE	BEGIN	END	OFFICIAL	PRIVATE	TOTAL	

I certify that the distance, given under official distance travelled, was exclusively for the performance of official functions on behalf of Midvaal Local Municipality and that the details in respect thereof are true and correct.

_____ DATE

_____ SIGNATURE: CLAIMANT

I certify that the official trips as indicated on this schedule were necessary and authorise the payment thereof:

_____ DATE

_____ EXEC DIRECTOR

_____ DATE

_____ MAYOR (if applicable)

AND

_____ DATE

_____ MUNICIPAL MANAGER
ACCOUNTING OFFICER

H:Louisevs/Meyerton1/User/User/Revised 18/05/2016

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NATIONAL TREASURY

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LOCAL GOVERNMENT: MUNICIPAL FINANCE MANAGEMENT ACT, 2003 - MUNICIPAL COST CONTAINMENT REGULATIONS

In terms of section 169(1)(b) of the Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003), draft regulations intended to be made in terms of section 168(1)(b) and (p) of that Act, as set out in Part A of the Schedule, are hereby publish for public comment.

An explanatory memorandum regarding the draft regulations is in Part B of the Schedule.

All comment received by 30 March 2018 will be considered and should be emailed to MFMA@treasury.gov.za or faxed to 012 315 5230.

SCHEDULE

PART A
DRAFT MUNICIPAL COST CONTAINMENT REGULATIONS
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2. Object of Regulations
3. Application of Regulations
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13. Other related expenditure items
14. Enforcement procedures
15. Disclosures of cost containment measures
16. Short title and commencement

Definitions

1. In these Regulations, a word or expression to which a meaning has been assigned in the Act has the same meaning as in the Act, unless the context indicates otherwise, and–

   "Act" means the Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003);
   "consultant" means a professional person, individual, partnership, corporation, or a company appointed to provide technical and specialist advice or to assist with a design and implementation of projects or to assist a municipality or municipal entity perform its functions to achieve the objects of local government in terms of section 152 of the Constitution;
   "cost containment" means measures implemented to curtail spending in terms of these regulations; and
   "credit card" means a card issued by a financial service provider, which creates a revolving account and grants a line of credit to the cardholder.

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Object of Regulations

2. The object of these Regulations, in line with section 62(1)(a), 78(1)(b), 95(a) and 105(1)(b) of the Act, is to ensure that resources of a municipality and municipal entity are used effectively, efficiently and economically by implementing cost containment measures.

Application of Regulations

3. These Regulations apply to all municipalities and municipal entities.

Cost containment policies

4. (1) Each municipality and municipal entity must revise or develop and implement a cost containment policy which must–
   (a) in the case of a municipality, be adopted by the municipal council, and in the case of a municipal entity, by the board of directors as part of its budget related policies; and
   (b) be consistent with the Act and these Regulations.

(2) The cost containment policy of a municipality or a municipal entity contemplated in sub-regulation (1) must–
   (a) be in writing;
   (b) give effect to these Regulations;
   (c) be reviewed annually, as may be appropriate;
   (d) be communicated on the municipality's or municipal entity's website; and
   (e) set out–
      (i) measures for ensuring implementation of the policy;
      (ii) procedures for the annual review of the policy; and
      (iii) consequences for non-adherence to the measures contained therein.

Use of consultants

5. (1) A municipality or municipal entity may only appoint consultants if an assessment of the needs and requirements confirms that the affected municipality or municipal entity does not have the requisite skills or resources in its full time employ to perform the function.

(2) An accounting officer must adopt a fair and reasonable remuneration framework for consultants taking into account the rates–
   (a) determined in the "Guideline on fees for audits undertaken on behalf of the Auditor-General of South Africa", issued by the South African Institute of Chartered Accountants;
   (b) set out in the "Guide on Hourly Fee Rates for Consultants", issued by the Department of Public Service and Administration;
   (c) as prescribed by the body regulating the profession of the consultant.

(3) The tender documentation for the appointment of consultants must include a clause that the remuneration rates will be subject to negotiation, not exceeding the applicable rates mentioned in sub-regulation (2).

(4) When negotiating cost-effective consultancy rates for international consultants, the accounting officer may take into account the relevant international and market-determined rates.

(5) When consultants are appointed, an accounting officer must–
   (a) appoint consultants on a time and cost basis with specific start and end dates;
   (b) where practical, appoint consultants on an output-specified basis, subject to a clear specification of deliverables and associated remuneration;
   (c) ensure that contracts with consultants include overall cost ceilings by specifying whether the contract price is inclusive or exclusive of travel and subsistence disbursements;
   (d) develop consultancy reduction plans; and
   (e) undertake all engagements of consultants in accordance with the Municipal Supply Chain Management Regulations and the municipality's Supply Chain Management policy.

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(6) All contracts with consultants must include fee retention or penalty clause for poor performance.
(7) A municipality or municipal entity must ensure that the specifications and performance, are used as a monitoring tool for the work to be undertaken and is appropriately recorded and monitored.
(8) The travel and subsistence costs of consultants must be in accordance with the travel policy issued by the National Department of Transport, as updated from time to time.
(9) The contract price must specify all travel and subsistence cost and, if the travel and subsistence costs for appointed consultants are excluded from the contract price, such costs must be reimbursed in accordance with the abovementioned travel policy of the National Department of Transport.

Vehicles used for political office-bearers

6. (1) The threshold limit for vehicle purchases relating to official use by political office-bearers may not exceed R700 000 or 70% of the total annual remuneration package for different grades, whichever is greater.
(2) The procurement of vehicles must be undertaken using the national government transversal contract mechanism.
(3) If any other procurement process is used, the cost may not exceed the threshold set out in sub-regulation (1).
(4) Before deciding on another procurement process as contemplated in sub-regulation (3), the chief financial officer must provide the council with information relating to the following criteria which must be considered:
(a) status of current vehicles;
(b) affordability;
(c) extent of service delivery backlogs;
(d) terrain for effective usage of vehicle; and
(e) any other policy of council.
(5) Regardless of their usage, vehicles for official use by public office bearers may only be replaced after completion of 120 000 kilometres.
(6) Notwithstanding sub-regulation (5), a municipality or municipal entity may replace vehicles for official use by public office bearers before completion of one hundred and twenty thousand kilometres only in instances where the vehicle experiences serious mechanical problem and is in a poor condition, and subject to obtaining a detailed mechanical report by the vehicle manufacturer or approved dealer.

Travel and subsistence

7. (1) An accounting officer–
(a) may only approve purchase of economy class tickets for officials where the flying time for the flights is five hours or less; and
(b) for flights exceeding five hours, may purchase business class tickets only for accounting officers, and persons reporting directly to accounting officers.
(2) Notwithstanding sub-regulation (1), an accounting officer may approve the purchase of business class tickets for officials with disabilities.
(3) The cost containment policy must limit international travel to meetings or events that are considered critical. The number of officials attending such meetings or events must be limited to those officials directly involved in the subject matter related to such meetings or events.
(4) An accounting officer may approve accommodation costs that exceed an amount as determined from time to time by the National Treasury only–
(a) during peak holiday periods; or
(b) when major local or international events are hosted in a particular geographical area that results in an abnormal increase in the number of local and/or international guests in that particular geographical area.
(5) Officials of a municipality or municipal entity must–
(a) utilise the municipal fleet, where viable, before incurring costs to hire vehicles;

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(b) make use of shuttle service if the cost of such a service is lower than-
  (i) the cost of hiring a vehicle;
  (ii) the cost of kilometres claimable by the employee; and
  (iii) the cost of parking.
(c) not hire vehicles from a category higher than Group B or an equivalent class; and
(d) where a different class of vehicle is required for a particular terrain or to cater for the special needs of an official, seek the written approval of the accounting officer before hiring the vehicle.

(6) Municipalities and municipal entities must utilise the negotiated rates for flights and accommodation, communicated by the National Treasury, from time to time, or any other available cheaper flight and accommodation.

Domestic accommodation

8. An accounting officer must ensure that costs incurred for domestic accommodation and meals are in accordance with the maximum allowable rates for domestic accommodation and meals, as communicated by the National Treasury, from time to time.

Credit cards

9. (1) An accounting officer must ensure that no credit card or debit card linked to a bank account of a municipality or a municipal entity is issued to any official or public office bearer, including members of the board of directors of municipal entities.
(2) Where officials or public office bearers incur expenditure in relation to official municipal activities, such officials or public officer bearers must use their personal credit cards or cash or arrangements made by the municipality or municipal entity, and request reimbursement from the municipality or municipal entity in accordance with the relevant municipality or municipal entity's policy and processes.

Sponsorships, events and catering

10. (1) A Municipality or municipal entity may not incur catering expenses for meetings which are only attended by persons in the employ of the municipality or municipal entity, unless the prior written approval of the accounting officer is obtained.
(2) An accounting officer may incur catering expenses for hosting of meetings, conferences, workshops, courses, forums, recruitment interviews, and proceedings of council that exceed five hours.
(3) Entertainment allowances of officials may not exceed two thousand rand per person per financial year, unless approved otherwise by the accounting officer.
(4) An accounting officer may not incur expenses on alcoholic beverages.
(5) An accounting officer must ensure that social functions, team building exercises, year-end functions, sporting events, budget vote dinners and other functions that have a social element are not financed from the municipality or municipal entity's budgets or by any suppliers or sponsors.
(6) A municipality or municipal entity may not incur expenditure on corporate branded items like clothing or goods for personal use of officials, other than uniforms, office supplies and tools of trade, unless costs related thereto are recovered from affected officials.
(7) An accounting officer may incur expenditure to host farewell functions in recognition of officials who retire after serving the municipality or municipal entity for ten or more years or retire on grounds of ill health, not exceeding the limits for petty cash usage.

Communication

11. (1) A Municipality or municipal entity must, as far as possible, advertise municipal related events on its website instead of advertising in magazines or newspapers.
(2) An accounting officer must ensure that allowances to officials for private calls are limited to an amount as determined by the accounting officer in the cost containment policy of the municipality or municipal entity.

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(3) Newspapers and other related publication for the use of officials must be discontinued on expiry of existing contracts or supply orders.
(4) A municipality or municipal entity must participate in the transversal term contract arranged by the National Treasury for the acquisition of mobile communication services.

Conferences, meetings and study tours

12. (1) An accounting officer must establish policies and procedures to manage application by officials to attend conferences or events hosted by professional bodies or non-governmental institutions held within and outside the borders of South Africa taking into account their merits and benefits, costs and available alternatives.
(2) An accounting officer may consider appropriate benchmark costs with other professional bodies or regulatory bodies prior to granting approval for an official to attend a conference or event within and outside the borders of South Africa.
(3) Such benchmark costs may not exceed an amount as determined by the National Treasury.
(4) When considering applications from officials to attend conferences or events within and outside the borders of South Africa, an accounting officer must take the following into account--
(a) the official's role and responsibilities and the anticipated benefits of the conference or event;
(b) whether the conference or event addresses relevant concerns of the institution;
(c) the appropriate number of officials, not exceeding three officials, attending the conference or event; and
(d) availability of funds to meet expenses related to the conference or event.
(5) The amount referred to in sub-regulation (3) above excludes costs related to travel, accommodation and related expenses, but includes--
(a) conference or event registration expenses; and
(b) any other expense incurred in relation to the conference or event.
(6) When considering costs for conferences or events these may not include items, such as laptops, tablets and other similar tokens that are built into the price of such conferences or events.
(7) The accounting officer of a municipality or municipal entity must ensure that meetings and planning sessions that entail use of municipal funds are, as far as may be practically possible, held in-house.
(8) Municipal or provincial office facilities must be utilised for conference, meetings, strategic planning sessions, inter alia, where an appropriate venue exists within the municipal jurisdiction.
(9) An accounting officer may consider granting approval, as contemplated in sub-regulation (4), for officials, and in the case of Councillors, the Mayor.
(10) A municipality or municipal entity must, where applicable, take advantage of early registration discounts by granting the required approvals to attend the conference, event or study tour, in advance.

Other related expenditure items

13. (1) All commodities, services and products covered by a transversal contract concluded by the National Treasury must be procured through that transversal contract before approaching the market, to benefit from savings where lower prices or rates have been negotiated.
(2) Municipal resources may not be used to fund elections, campaign activities, including the provision of food, clothing and other inducements as part of, or during election periods.

Enforcement Procedures

14. Failure to implement or comply with these Regulations may result in any official of the municipality or municipal entity, political office bearer or director of the board that authorised or incurred any expenditure contrary to these regulations being held liable for financial misconduct

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as set out in Chapter 15 of the Act read with the Municipal Regulations on Financial Misconduct Procedures and Criminal Proceedings.

Disclosures of cost containment measures

15. (1) The disclosure of cost containment measures applied by the municipality and municipal entity must be included in the municipal in-year budget reports and annual costs savings disclosed in the annual report.

(2) The measures implemented and aggregate amounts saved per quarter, together with the regular reports on reprioritisation of cost savings, on the implementation of the cost containment measures must be submitted to the Municipal Council for review and resolution. The municipal council can refer such reports to an appropriate Council Committee for further recommendations and actions.

(3) Such reports must be copied to the National Treasury and relevant Provincial Treasuries within seven calendar days after the report is submitted to Municipal Council.

Short title and commencement

16. These Regulations are called the Municipal Cost Containment Regulations, 2018 and take effect on 01 July 2018.

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PART B

EXPLANATORY MEMORANDUM ON DRAFT COST CONTAINMENT REGULATIONS INTENDED TO BE MADE IN TERMS OF LOCAL GOVERNMENT: MUNICIPAL FINANCE MANAGEMENT ACT, 2003

The wider implementation of the Local Government: Municipal Finance Management Act, 2003 (MFMA) in all municipalities and entities is an important element in the roll out strategy to modernise and improve financial management in local government. Linked to this strategy are the fundamental principles of effective and efficient utilisation of public resources in a transparent and accountable manner.

Despite the provisions in the MFMA and the reforms developed over the last 13 years to support the implementation of the MFMA, municipalities and municipal entities continue to spend public funds and municipal resources on non-priority items. More often than not this results in a diversion of public funds from core service delivery to other expenditures resulting in dissatisfaction by communities and delays in service delivery.

Government has therefore committed in the Medium Term Strategic Framework for 2014 – 2019 to urgently implement cost saving measures across all three spheres of government to assist in re-prioritizing expenditure and free up resources that can be targeted towards service delivery. These measures introduced are also intended to eliminate wastage of public resources on non-service delivery items. This will be undertaken through advocacy, strengthening the legal and policy prescripts and frameworks aimed at cost containment and ensuring the implementation thereof by municipalities and municipal entities.

The Minister of Finance has also pronounced during the February 2016 Budget Speech and the October 2016 Medium Term Budget Policy Statement that the National Treasury will issue regulations on cost containment measures for local government. The initial cost containment measures were introduced through MFMA Circular. Additional measures will also be taken to ensure a transparent tendering system by ensuring that value for money is attained through the revised procurement process. Similar measures have also been introduced in national and provincial government in terms of the Public Finance Management Act 1 of 1999.

Over the last 4 to 5 years, the Auditor-General's General Report on Local Government Audit Outcomes highlighted the extent of wastage of public resources. This was also observed through various publications in the print media and other government publications. Weak governance as well as the significant increase in the number of municipalities incurring unauthorised, irregular as well as fruitless and wasteful expenditure, were also highlighted as areas of concern.

Building on the MFMA Circular, the National Treasury in association with other stakeholders, have drafted regulations that will promote the cost containment measures introduced in a number of spending areas.

Section 168(1)(b) and (p) of the MFMA provides that the Minister may.regulate financial management and internal control and generally, any other matter that may facilitate the enforcement and administration of the Act, respectively. The object of the draft Regulations is to ensure that the resources of municipalities and municipal entities are used effectively, efficiently and economically (regulation 2). The Regulations will apply to all municipalities and municipal entities (regulation 3).

Regulation 1 contains the definition of terms that are used in the regulations. Regulation 4 deals with the establishment of cost containment policies including the principles applicable to such policies.

Regulations 4 to 13 contain the actual cost containment measures to be implemented by municipalities and municipal entities. These measures include:

- Principles around appointment of consultants to perform municipal functions and assessment to be undertaken by municipalities and municipal entities before appointing consultants;

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- Procurement of mayoral vehicles. The regulations introduce a ceiling in terms of the value of the vehicles to be procured and principles in terms of management of such vehicle by the municipalities and municipal entities;

- Travel and subsistence allowance. This section of the regulations provides the thresholds for purchasing air tickets and hiring of vehicles. The intention with this specific measure is to ensure that institutions actually realise the discounts which have been negotiated at National Government level. These thresholds will contribute towards institutions achieving cost savings on their travel and accommodation budgets;

- Prohibition on issuance of credit or debit cards linked to municipal bank accounts to officials or public office bearers;

- Prohibition on using municipal funds for specific functions which include, amongst others, spending on catering for internal meetings only attended by officials, and social, farewell or team building activities. This section also prohibits the utilisation of municipal funds on alcoholic beverages;

- The regulations also make it mandatory for institutions to procure vehicles, cell phone and other related assets via the transversal contract negotiated at National Government level. This will ensure that there are cost savings and benefits passed to municipalities on all such items;

- The regulations also introduce a monetary threshold for conference fees which include the attendance of both local and international conferences;

- The regulations are intended to reduce excessive spending on office furniture and equipment;

- Municipalities and municipal entities are also encouraged to ensure that proper processes are followed when dismissing and suspending officials, this minimise unnecessary legal costs. Institutions are also encouraged to manage their expenditure on leave and overtime benefits; and

- The regulations make it mandatory for municipalities to conduct threat assessments before approving any security measures for councillors or officials.

Regulation 4 introduces consequence management aspects for non-adherence to the regulations. Non-compliance with these measures must be investigated for financial misconduct in terms of the Municipal Regulations on Financial Misconduct Procedures and Criminal Proceedings.

Regulation 5 provides the framework for disclosure of actual cost savings achieved by institutions in their annual reports, this improve transparency.

Regulation 6 contains the short title and the commencement date of the regulations.

These draft regulations therefore propose to provide a framework that is consistent with the provisions of the MFMA. The effective implementation of the regulations is intended to ensure that municipalities and municipal entities achieve value for money in utilising public resources to deliver municipal services. It is the intention that the Regulations would become effective on 01 July 2018.

Comments received during the consultation process will be considered and processed with a view to addressing any shortcomings.

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Annexure AE
Billing Policy
2023/2024

BILLING POLICY

2023/2024 FINANCIAL YEAR

MIDVAAL
LOCAL MUNICIPALITY

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1. DEFINITIONS

"Accounting Officer" means the municipal manager appointed in terms of Section 60 of the Municipal Finance Management Act.

"Actual Consumption" means the measured consumption by a customer of a municipal service.

"Applicable Charges" means the rate (including the cent in the rand for property rates) charges, tariffs or subsidies determined by council.

"Annually" means once every financial year.

"Arrangement" means a written agreement entered into between the Municipality and the customer where specific repayment terms are agreed to. Such arrangements do not constitute a credit facility envisaged in terms of section 8(3) of the National Credit Act but is deemed to be Incidental Credit as envisaged in terms of section 4(6)(b) read with section 5(2) and (3) of the National Credit Act.

"Arrears" means those property rates (rates) and service charges that have not been paid by the due date and for which no arrangement has been made.

"Authorised Representative" means a person or delegated person legally appointed by the Municipality to act or to fulfill a duty on its behalf.

"Availability Charges" means a fixed monthly or annual charge levied against the account holder which is based on the cost for providing a municipal service to the premises of the account holder.

"Basic Municipal Services" shall mean a municipal service necessary to ensure an acceptable and reasonable quality of life, which service – if not provided – would endanger public health or safety or the environment.

"Billing" refers to the process of charging for service provided by issuing accounts.

“Billing Date” means the date upon which the monthly statement is generated and debited to the customer's account.

“Business and Commercial Property” means -

- property used for the activity of buying, selling or trading in commodities or services and includes any office or other accommodation on the same property, the use of which is incidental to such activity; or
- property on which the administration of the business of private or public entities take place.

“By-law” shall mean legislation passed by the council of the Municipality, and which shall be binding on the Municipality and on the persons and institutions to which it applies.

"Chief Financial Officer" means the person appointed as the Chief Financial Officer or the person appointed to act in the position of Chief Financial Officer of the Municipality, or his or her nominee.

"Consolidated Account" means an account which is a consolidation of any separate accounts of a person who is liable for payment to the Municipality.

"Council" means the Council of the Midvaal Local Municipality.

“Councillor” shall mean a member of the Council of the Midvaal Local Municipality.

“Connection” means the point at which a customer gains access to municipal services.

"Customer" means the occupier of any premises to which the Municipality has agreed to supply or is actually supplying municipal services to, or if no occupier can be identified or located, then the owner of the premises.

“Disconnections” means interrupting the supply of water and electricity to a debtor as a result for non-payment of an account or outstanding Consumer Deposit.

“Defaulter” means any person who fails to make payment to the municipality by the due date. owes arrears to the Municipality.

“Delivery Date” shall mean the date on which the periodic account is delivered to the customer or 3 days after the date on which the account was posted, or one day after the account being sent by electronic mail, whichever is the first.

“Domestic Customer or User” of municipal services means a customer who occupies a dwelling, structure or premises primarily for residential purposes.

“Due Date” in relation to rates and services -

(a) rates due in respect of any immovable property, means: -

(i) the date for payment indicated on the account,

(ii) in the case where rates and services are levied on a monthly basis, the due date shall always be the 7th of each month.

“Dwelling” means a building, structure or place of shelter to live in or conduct business from.

“Electricity Charges” means service charges in respect of the provision of electricity.

“**Executive Mayor**” means the Executive Mayor of the municipality.

“Financial Year” shall mean the period starting from 1 July in any year and ending on 30 June of the following year.

“Indigent Customer” means the head of an indigent household: -

(a) who makes application for indigent support in terms of Council's Indigent Policy on behalf of all members of his or her household.

(b) who applied for and has been declared indigent in terms of Council's Indigent Policy for the provision of services from the Municipality; and

“Indigent Policy” means the Indigent Policy adopted by the Council of the Municipality.

“Indigent Program” means a structured program for the provision of indigent support subsidies to qualifying indigent customers in terms of the Council's Indigent Policy.

“Illegal Connection” means a connection to any system through which a municipal service is provided and that is not authorised or approved by the municipality.

"Interest" means a charge levied with the same legal priority as service fees and calculated at a rate determined by council from time to time.

“Municipal Tariff” shall mean a tariff for services which the Municipality may set for the provision of a service to the local community and may include a surcharge on such service.

“Tariffs for major services and minor tariffs” shall mean tariffs set for the supply and consumption or usage of electricity, water, sewerage and refuse removal, and minor tariffs shall mean all other tariffs, charges, fees, rentals or fines levied or imposed by the Municipality in respect of other services supplied including services incidental to the provision of the major services.

“Normal Office Hours” means the hours when the Chief Financial Officer’s offices are open to the public from Mondays to Fridays, excluding public holidays, Saturdays and Sundays.

“Owner” in relation to immovable property means -

(a) the person in whom is vested the legal title thereto provided that:-
   (i) the lessee of immovable property which is leased for a period of not less than thirty years, whether the lease is registered or not, shall be deemed to be the owner thereof;
   (ii) the occupier of immovable property occupied under a service servitude or right analogous thereto, shall be deemed to be the owner thereof;

(b) if the owner is deceased or insolvent or has assigned his or her estate for the benefit of his creditors, has been placed under curatorship by order of court or is a company being wound up or under judicial management, the person in whom the administration of such property is vested as executor, administrator, trustee, assignee, curator, liquidator or judicial manager, as the case may be, shall be deemed to be the owner thereof.

“Person” means a natural and juristic person, including any department of state, statutory bodies or foreign embassies.

“Service Delivery Agreement” means an agreement between the Municipality and an institution or persons mentioned in section 76(b) of the Local Government: Municipal Systems Act 32 of 2000.

"Sundry Customer Accounts" means accounts raised for miscellaneous charges for services provided by the Municipality or charges that were raised against a person as a result of an action by a person, and were raised in terms of Council's policies, by-laws and decisions.

“Tampering and bypassing” means unauthorised reconnection of a supply that has been disconnected for non-payment, the interference with the supply mains or bypassing of the metering equipment.

2. ABBREVIATIONS

AO	Accounting Officer
CFO	Chief Financial Officer
EM	Executive Mayor
MFMA	Municipal Finance Management Act 56 of 2003 (as amended)
MPRA	Municipal Property Rates Act 6 of 2004 (as amended)
MSA	Municipal Systems Act 32 of 2000 (as amended)
NCA	National Credit Act 34 of 2005 (as amended)
VAT	Value Added Tax Act 89 of 1991 (as amended)
IBT	Inclining Block Tariff

3. PREAMBLE

Whereas section 152 (1) (b) of the Constitution of the Republic of South Africa Act 108 of 1996 *('the Constitution)* provides that one of the objects of local government is to ensure that the provision of services to communities occurs in a sustainable manner;

And whereas section 4 (1) (c) of the Local Government: Municipal Systems Act 32 of 2000, as amended *('the Systems Act')* provides that the Council of a Municipality has the right to finance the affairs of the Municipality by charging fees for services, imposing surcharges on fees, rates on property and, to the extent authorised by national legislation, other taxes, levies and duties;

And whereas section 5 (1) (g), read with subsection (2) (b) of the Systems Act provides that members of the local community have the right to have access to municipal services which the municipality provides, provided that, where applicable and subject to the policy for indigent customers, pay promptly for services charges levied, surcharges on fees, other taxes, levies and duties imposed by the municipality;

And whereas Chapter 9, sections 95, 96, 97, 98, 99 and 100, of the Systems Act provides for Customer Care Management, and the responsibility for Debt Collection of the Municipality, contents of the policy, by-laws that give effect to the policy, Supervisory authority and Implementing authority, respectively.

Now therefore the Municipal Council of Midvaal Local Municipality adopts the following policy regarding Billing of Services to Customers.

4. OBJECTIVE OF THE POLICY

Section 95 of the Local Government: Municipal Systems Act, 32 of 2000 (hereinafter referred to as the MSA) requires the Municipality to:

4.1 establish a sound customer management system;

4.2 establish mechanisms for users of services and ratepayers to give feedback to the municipality regarding the quality of services;

4.3 take reasonable steps to ensure that users of services are informed of the costs of service provision, the reason for the payment of service fees, and the manner in which monies are utilised;

4.4 take reasonable steps to ensure the accurate measurement of consumption of services;

4.5 ensure the receipt by persons liable for payments of regular and accurate accounts that indicate the basis for calculating the amounts due;

4.6 provide accessible mechanisms for those persons to query or verify accounts and metered consumption, and appeal procedures which allow for prompt redress for inaccurate accounts;

4.7 provide accessible mechanisms for dealing with complaints, prompt replies and corrective action;

4.8 provide mechanisms to monitor response times to such complaints;

4.9 provide accessible pay points and other mechanisms for settling accounts or for making pre-payments for services.

5. UNDERLYING PRINCIPLES OF THIS POLICY

The principles of Billing in the Municipality are to ensure that:-

5.1 The administrative integrity of the Municipality must be maintained at all times.

5.2 This policy must have the full support of Council.

5.3 Councillors must have full knowledge of the implementation and enforcement of the policy.

5.4 Customers must be informed of the contents of this policy.

5.5 Customers must apply for services from the Municipality by the completion of the prescribed application form.

5.6 A person liable for property rates and consumption levies must furnish the municipality with an address where correspondence can be directed to and remains his / her responsibility to enquire with the municipality if the account is not rendered

5.7 Customers must receive regular and accurate accounts that indicate the basis for calculating the amounts due. The customer is entitled to have the details of the account explained upon request.

5.8 Customers must pay their accounts regularly on or before the due date.

5.9 Customers are entitled to reasonable access to pay points and to a variety of reliable payment methods.

5.10 Customers are entitled to an efficient, effective and reasonable response to appeals, and should not suffer any disadvantage during the processing of a reasonable appeal.

5.11 Debt collection action will be instituted promptly, consistently, and effectively without exception and with the intention of proceeding until the debt, including the cost of collection, is recovered.

5.12 All tariffs to calculate Property Rates, Electricity and Water consumption, Sewer and Refuse collection charges are determined annually, approved by Council and contained in the Tariff booklet produced by the Municipality.

6. LEGISLATIVE FRAMEWORK

The legal framework central to Billing and the functioning of municipalities is contained in various pieces of legislation, some of which is briefly outlined in the section to follow.

6.1 Constitution of the Republic of South Africa, 1996 (Act 108 of 1996)

The Constitution of the Republic of South Africa, 1996, (Act 108 of 1996), is the supreme law of the Republic, any law or conduct inconsistent with it is invalid, and the obligations imposed by it must be fulfilled. The right to sufficient water and appropriate assistance where one is unable to support them and their dependents is enshrined in the Constitution. In this instance the state must take reasonable legislative and other measures, within its available resources, to achieve the progressive realisation of these rights.

The objectives of local government are set out in Section 152 of the Constitution and include:

6.1.1 providing a democratic and accountable government for local communities;
6.1.2 provision of services to communities in a sustainable manner;
6.1.3 promoting social and economic development;
6.1.4 promoting a safe and healthy environment; and
6.1.5 encouraging the involvement of communities and community organisations in the matters of local government.

Furthermore, a municipality must achieve these objectives within its financial and administrative capacity. It is therefore within the powers and functions of a municipality to impose rates on property and surcharges on fees for services provided by or on behalf of a municipality as it aims to achieve its objective of providing services to communities in a sustainable manner.

6.2 Electricity Regulation Act, 2006 (4 of 2006)

The Electricity Regulation Act, 2006 (4 of 2006) prohibits a municipality (licensee) from reducing or terminating the supply of electricity unless;

6.2.1 the customer is insolvent,

6.2.2 the customer has failed to honour, or refuses to enter into, an agreement for the supply of electricity; or

6.2.3 the customer has contravened the payment conditions of that licensee.

As such, the municipality must ensure that it enters into service agreements with its customers for the supply of services, including electricity, and that these agreements clearly spell out the service and payment terms and conditions which the customer will be subject to.

6.3 Water Services Act, 1997 (Act 108 of 1997)

The main objective of this Act is to provide for the right of access to “basic water supply” and “basic sanitation” necessary to ensure sufficient water and an environment not harmful to health or well-being. The responsibility lies on the municipality as a water services authority to take reasonable measures to realise these rights.

Basic water supply refers to the prescribed minimum standard of water supply services necessary to support life and personal hygiene. A municipality cannot deny any person access to basic water services due to non-payment, where that person proves, to the satisfaction of the municipality, that they are unable to afford to pay for basic services. The implication for municipalities is that they cannot disconnect or discontinue services beyond the basic water supply as defined but may limit/restrict the flow of water to a property.

6.4 Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003)

The Municipal Finance Management Act (Act 56 of 2000) places responsibility on the Municipal Manager as the Accounting Officer to ensure that a municipality has and implements a Credit Control and Debt Collection Policy. As an Accounting Officer, the Municipal Manager is also responsible for the management of the revenue of the municipality and is under obligation to take all reasonable steps to ensure that the municipality has effective revenue collection systems consistent with Section 95 of the Municipal Systems Act and the municipality’s Credit Control and Debt Collection Policy. Further that the municipality charges interest on arrears, except where the council has granted exemptions in accordance with its budget-related policies.

6.5 Local Government: Municipal Structures Amendment Act, (Act 117 of 1998 as amended)

The Municipal Structures Act 117 of 1998 sets out the powers and function of municipalities where District Municipalities where tasked with the supply of potable water, bulk electricity, sewerage and waste disposal. With the **Municipal Structures Amendment Act, 2000 (Act 33 of 2000),** these functions are now performed by both the District and Local Municipalities based on the locality of the municipality.

6.6 Local Government: Municipal Property Rates Act,(Act 6 of 2004) as amended

The Act aims to regulate the powers of municipalities to impose rates on property. As required by the Act, the council of a municipality must adopt a rates policy and pass bylaws to enable the municipality to levy rates on all rate-able properties in its area as required.

The owner of a property is liable for the payment of a rate levied by a municipality on the property, subject to the municipality's Credit Control and Debt Collection Policy. The municipality may recover any unpaid rates on the property from the tenant, occupier or agent of the owner after serving them with a written notice. This is irrespective of any contractual obligation that might exist with the owner and is limited to the rent or money due and payable.

6.7 Municipal By-laws

Section 160(4) of the Constitution provides that no bylaw may be passed by a Municipal Council unless all the members of the Council have been given reasonable notice; and the proposed bylaw has been published for public comment.
Only once the by law has been published in the official gazette of the relevant province can it be enforceable.
Where there no changes to the bylaws, there is no need for it to be published in the official gazette of the relevant province.

Further, Section 90 of the Municipal Systems Act requires municipalities to adopt credit control and debt collection bylaws in order to give effect to the policy and to give the municipality

legislative powers to enforce the policy. These bylaws may differentiate between categories of ratepayers, user of service, debtors, taxes, services, service standards and other matters, as long as the differentiation does not amount to unfair discrimination.

6.8 Local Government: Municipal Systems Act (Act 32 of 2000)

The Act requires a municipality to collect all money due and payable to it, and in so doing a municipality must adopt, maintain and implement a credit control and debt collection policy. A municipality is empowered by the Act to levy and recover fees, charges or tariffs in respect of any function or service of the municipality; and to recover collection charges and interest on any outstanding amount subject to the provisions of the National Credit Act. The Act further outlines the contents required of a municipal credit control and debt collection policy.

7. SUPERVISORY AUTHORITY

7.1 As provided by section 99 of the Systems Act, the Executive Mayor of the municipality is responsible for overseeing and monitoring:

7.1.1 The implementation and enforcement of this policy; and

7.1.2 The performance of the Municipal Manager in implementing this policy.

7.2 The Executive Mayor shall at least once a year cause an evaluation or review of this policy and the by-law to be performed, in order to improve the efficiency of the municipality's Billing processes and procedures, as well as the implementation of this policy.

8. IMPLEMENTING AUTHORITY

8.1 As contemplated in Section 100 of the Systems Act, the Municipal Manager: -

8.1.1 Implements and enforces the Billing policy.

8.1.2 Must establish effective administration mechanisms, processes and procedures to

bill amounts that are due and payable to the Municipality.

8.1.3 Where necessary make recommendations to the Executive Mayor with the aim of improving the efficiency of the billing mechanisms, processes and procedures.

8.1.4 Establish effective communication between the Municipality and account holders with the aim of keeping account holders abreast of all decisions by Council that my affect account holders.

8.1.5 Establish customer service centres, located in such communities as determined by the Municipal Manager.

8.1.6 Convey to account holder's information relating to the costs involved in service provision, and how funds received for the payment of services are utilised and may where necessary employ the services of local media to convey such information.

8.2 The Municipal Manager may, in writing, delegate any of the powers entrusted or delegated to him or her in terms of Council's Billing policy to the Chief Financial Officer.

8.3 A delegation in terms of subsection (2): -

8.3.1 Is subject to any limitations or conditions that the Municipal Manager may impose;

8.3.2 May authorise the Chief Financial Officer in writing, to sub-delegate duties and responsibilities to the Director Income.

8.3.3 The delegation does not divest the Municipal Manager of the responsibility concerning the exercise of the delegated power.

8.4 The Chief Financial Officer is accountable to the Municipal Manager for the implementation, enforcement and administration of this policy, and the general exercise of his powers in terms of this policy.

8.5 The Director Income shall be accountable to the Chief Financial Officer for the sections of this policy delegated to the Director Income in terms of the MFMA section 82.

9. APPLICATION FOR THE PROVISION OF MUNICIPAL SERVICES

9.1 A customer who requires the provision of municipal services must apply for the service from the Municipality. The application must be made on the prescribed form.

9.2 The application for the provision of municipal services must be made by the registered owner of immovable property. An applicant can apply for the connection of services (water and electricity) without approved building plans.

9.3 The Municipality will not entertain an application for the provision of municipal services by a tenant of a property, or any other person who is not the owner of the property. The only exception will be: -

9.3.1 Individuals and Businesses with lease agreements to lease properties from the Municipality;

9.3.2 Government Departments;

9.3.3 Body Corporates who take the responsibility for the payment of basic water, basic sewer and refuse removal services on behalf of the individual sectional title owners; and

9.3.4 Approved Indigent Customers for the purposes of registering and allocating the applicable subsidy to qualified indigent customers who will be allowed to open an account in the name of the lessee of the property.

9.4 In case of existing arrangements where tenants have existing accounts, and the tenant is guilty of non-payment, the owner will be liable for the outstanding debt, except where the property concerned is owned by the Municipality.

9.5 In terms of section 102(3) of the Municipal Systems Act the Municipality must provide an owner of a property in its jurisdiction with copies of accounts sent to the occupier of the property for municipal services supplied to such a property if the owner requests such accounts in writing from the Municipality.

9.6 An agent may with a proxy open an account in the name of the owner.

9.7 The application for the provision of municipal services must be made in writing on the prescribed application form that is provided by the Municipality.

9.8 By completing the prescribed application form for the provision of municipal services the consumer of services enters into an agreement with the Municipality. Such agreement does not constitute a credit facility envisaged in terms of section 8(3) of the National Credit Act (NCA) but shall be incidental credit as envisaged in terms of section 4(6)(b) of the NCA, to which the NCA will only apply to the extent as stipulated in section 5 of the NCA.

9.9 The agreement with the Municipality makes provision for the following:-

9.9.1 An undertaking by the occupier or the owner that he or she will be liable for collection costs including administration fees, interest, disconnection and reconnection costs, and any other legal costs occasioned by his or her failure to settle accounts by the due date on the attorney and client scale;

9.9.2 An acknowledgement by the occupier or the owner that accounts will become due and payable by the due date notwithstanding the fact that the owner did not receive the account;

9.9.3 That the onus will be on the occupier or the owner to ensure that he or she is in possession of an account before the due date; and

9.9.4 An undertaking by the Municipality that it shall do everything in its power to deliver accounts timeously.

9.10 The application for the provision of municipal services shall be made at least fourteen (14) days prior to the date on which the services are required to be connected.

9.11 On receipt of the application for provision of municipal services, the Municipality will cause the reading of metered services linked to the property to be taken on the working day after the application.

9.12 The first account for services will be rendered after the first meter reading cycle to be billed following the date of signing the service agreement.

9.13 In case of new buildings being erected and a connection is made for the first time to the main service lines the metering and levying of services actually consumed or received will take place as follow: -

9.13.1 Charges for sewer will be levied with effect from the date when the property is registered in the deeds office and a connection is available.

9.13.2 Refuse removal charges will be levied with effect from the date of the Occupancy Certificate issued by the Building Control Section.

10. DEPOSITS AND GUARANTEES

10.1 At the time of registration as a customer, a deposit will be required based on the criteria set by the Chief Financial Officer from time to time.

10.2 The Chief Financial Officer may accept an irrevocable bank guarantee in lieu of a deposit on application for the provision of municipal services at his / her own discretion and in exceptional cases in pursuance of local economic development.

10.3 Existing customers moving to a new address are required to pay the prescribed customer deposit on application for the provision of municipal services at the new address.

10.4 Guarantees less than R100 000 in lieu of a cash deposit will no longer accepted.

10.6 Deposits levied not paid within a three (3) month period after being levied will result in disconnection of the services until such time the deposit has been paid or for not submitting the relevant supporting document.

10.7 On termination of the supply of services the amount of the deposit less any payment due to the Municipality will be refunded to an account holder, provided that payments due are less than the deposit paid, and that the account holder has provided a forwarding address.

10.8 No interest will be paid on any deposit held by Council

10.9 Review of the Deposits

10.9.1 The minimum amount for all new deposits shall be reviewed annually with the review of the tariffs.

10.9.2 If the customer poses a credit risk, the value of the original deposit paid or a guarantee held may be reviewed from time to time by the Chief Financial Officer.

10.9.3 The deposit on an account may be reviewed when:

10.9.3.1 The account is paid after the due date

10.9.3.2 Payment by negotiable instrument or direct debit, is dishonoured

10.9.3.3 There is an increase in consumption of services

10.9.3.4 On applying for any new services connection, the account must be paid up to date before any connection will be done.

11. ACCOUNTS AND BILLING

11.1 The Municipality shall provide all customers with a monthly consolidated account for municipal service rendered as per Section 102 of the Municipal Systems Act, Act 32 of 2000. .

11.2 The monthly consolidated account can include property rates charges, in which case the account shall comply with section 27 of the Municipal Property Rates Act 6 of 2004.

11.3 All accounts rendered by the Municipality shall be payable on the due date.

11.4 Account balances which remain unpaid after 30 days from the delivery date of the account shall attract interest on arrears, irrespective of the reasons for non-payment.

11.5 All accounts are payable as above regardless of the fact that the customer has not received the account, the onus being on the customer to obtain a copy of the account before the due date.

11.6 Accounts will be rendered using either one of the following channels ;

11.6.1 Conventional postal services,

11.6.2 Hand delivery at the premises

11.6.3 By means of an email if so requested by the customer or

11.6.4 By means of Multimedia system (MMS) if the account holder is registered for such a service

12. PROPERTY RATES

12.1 Property Rates shall be billed annually and maybe recovered annually or monthly, as determined by the Municipality.

12.2 Property rates which are billed and recovered annually shall be billed in the July account of each year.

12.3 Property rates for a specific financial year may be recovered in twelve monthly instalments to assist its customers.

12.4 Property rates may be paid in full at the beginning of the financial year or settled over a period which does not exceed twelve months

13. ELECTRICITY

13.1 The provisions of this policy, in respect of the supply of electricity to a customer, shall constitute the payment conditions of the Municipality as licensee, contemplated in section 21(5) of the Electricity Regulation Act 4 of 2006.

13.2 Service charges in respect of electricity shall be determined in accordance with metered consumption.

13.3 Monthly accounts shall be rendered for electricity consumption and the customer shall effect payment thereof by the due date.

14. WATER CHARGES

14.1 The provisions of this policy, in respect of the supply of water to a customer, shall constitute the payment conditions of the Municipality as water services authority and water services provider, contemplated in sections 4 and 21 of the Water Services Act 108 of 1997.

14.2 Service charges in respect of water shall be determined in accordance with metered consumption.

14.3 Monthly accounts shall be rendered for water consumption and the customer shall effect payment thereof by the due date.

15. REFUSE AND SEWER CHARGES

15.1 Monthly accounts shall be rendered for Refuse and Sewer charges

16. SUNDRY CUSTOMER ACCOUNTS

16.1 Sundry customer accounts may be rendered by the Municipality from time to time.

16.2 Any sundry customer account may be included in the monthly consolidated account produced by the Municipality in terms of section 102 of the Municipal Systems Act, 32 of 2000,

17. FINAL ACCOUNTS

17.1 Upon receipt of a customer's application for the termination of municipal services, the Municipality shall: -

17.1.1 Take final readings in respect of metered municipal services;

17.1.2 Prepare and render a final account;

17.1.3 Appropriate the customer deposit towards the reduction or settlement of any outstanding amount owed by the customer; and

17.1.4 Return the customer deposit to the customer in the event that all amounts owing to the municipality have been settled in full.

17.1.5 The water and / or electricity services will be disconnected with a final reading taken until such time the new owner signs a new services agreement.

18. METERING OF MUNICIPAL SERVICES

18.1 The Municipality may introduce various types of metering equipment and options and may encourage customers to convert to a system which is preferred by the Council when Council considers this to be beneficial to its functioning and operations.

18.2 Electricity and water consumption is measured with conventional and prepayment meters.

18.3 Customers may apply to Council for the installation of a prepaid electricity or water meter in place of a conventional meter at the cost of the customer, subject to the account of customer being paid in full and the availability of stock.

18.4 Where a customer has successfully applied for indigent status the conventional meter for electricity and water will be changed to a prepaid electricity and/or water meter at the cost of the Council.

18.5 The following applies to the reading of conventional meters: -

18.5.1 Conventional electricity and water meters are read in cycles of approximately 30 days.

18.5.2 If for any reason the conventional electricity and water meters cannot be read, the Municipality will render an account based on interim consumption. The interim amount will be based on the average of the previous 6 months' consumption.

18.5.3 Interim consumption will be allowed subject to escalating it monthly by 10% or as prescribed.

18.5.4 The amount based on interim consumption will be adjusted in a subsequent account based on the actual consumption.

18.5.5 The customer is responsible to ensure unhindered access to metering equipment for the purposes of obtaining the meter readings for billing purposes.

18.5.6 Customers can, for reasons of non-accessibility to their properties by meter readers, provide the Municipality with monthly meter readings for billing purposes. Customers can phone in or email the above information to billing personnel with their readings and a photo will be compulsory with the meter number and the reading clearly visible

18.5.7 Should the customer fail to provide the municipality with the meter readings, the meter number and the photo of the meter, the following will apply;

(a) A letter requesting access to the meter will be hand delivered or left at the gate by the premises.

(b) If the municipality does not receive readings as requested within seven (7) days then the service will be terminated until the requested information is provided to the municipality.

18.5.8 If any calculation, reading or metering error is discovered, or an actual meter reading is obtained in cases where the Municipality did not have access to the meter, in respect of any account rendered to a customer: -

18.5.8.1 The error shall be corrected or the adjustment made in the subsequent account;

18.5.8.2 Any such correction / adjustment in favour of Council may apply in respect of an account from a date no more than 3 years for municipal services from the date on which the error on the account was discovered or the adjustment were done. All interims levied during this period will be reversed.

18.5.8.3 any such correction / adjustment in favour of the customer may apply in respect of an account from a date no more than 3 years for municipal services from the date on which the error on the account was discovered or the adjustment were done.

18.5.8.4 The correction shall be based on the tariffs applicable during the period in which the error occurred.

18.5.9 Any water leakage within the property of the customer (consumer's side of the meter) will be the responsibility of the customer and the customer will be liable for the payment of the water that has leaked.

18.6 The following applies to prepayment metering: -

18.6.1 Prepayment electricity and water is purchased at prepayment vending points for consumption after the date of purchase.

18.6.2 Amounts tendered for the purchase of prepayment electricity and water will not be refunded after the prepayment meter voucher has been produced.

18.6.3 On request of the customer, copies of the previous prepayment meter vouchers will be produced. Lost vouchers will not be replaced under any circumstances.

18.6.4 Credits remaining in the prepayment meter will not be refunded when the premises are vacated by a customer.

18.6.5 The Municipality shall not be liable for the reinstatement of credit in a prepayment meter due to tampering with, or the incorrect use or abuse, of prepayment meters.

18.6.6 The Municipality may appoint vendors for the sale of prepaid electricity and water vouchers but does not guarantee the continued operation of any vendor.

18.6.7 The Municipality may apply all the debt collection functions available on the prepayment system to collect all arrear debt on the account of the customer.

18.6.8 The municipality reserves the right to allocate a proportion of the prepayment amount towards any other arrears that remain owing to the municipality.

The amount that may be deducted for the 2022-2023 financial year and allocated towards other arrears will be 40%

19. PAYMENT OF ACCOUNTS

19.1 All accounts rendered by Midvaal Local Municipality shall be payable by no later than the 7th of each month.

19.1 The Municipality has established the following accessible Pay Points and other mechanisms for settling accounts:

Direct Deposits towards Midvaal Local Municipality's Bank Account
Various Cashier Pay Points.
Third Party payments such as:

- EasyPay
- Post Office
- Pick 'n Pay
- Checkers
- Shoprite

19.2 Account balances which remain unpaid after 30 days from the due date shall attract interest on arrears irrespective of the reason for non-payment.

19.3 All accounts are payable by the due date regardless of the fact that the customer may not have received the account; the onus being on the customer to obtain a copy or the balance on the account before the due date.

19.4 Payments received in respect of rates and service charges will be allocated by the CFO of Midvaal Local Municipality entirely within his or her discretion, on the account of the customer.

20. INTEREST ON ARREAR DEBT

20.1 Interest charges will be raised on all amounts that remain unpaid for longer than 30 days from the due date.

20.2 The interest rate is determined by the Chief Financial Officer and is reviewed annually

with the review of the Sundry Tariffs. Interest shall accrue for each completed month in respect of any amounts unpaid after 30 days of the due date. A part of a month shall be deemed to be a completed month.

20.3 Payments on assessed / estimated charges, where the final amount has not been determined but which would have been due and payable had the amount been determined, shall attract interest from the date when it would have been so due and payable, i.e. 30 days from the due date of the account.

20.4 Interest may only be reversed under the following circumstances:

20.5 If the Municipality has made an administrative error on the account

20.6.1 Where the Chief Financial Officer approves such reversal from time to time in terms of interest waiver scheme.

21. DISPUTES AND APPEALS

21.1 In this policy “dispute” refers to the instance when a debtor questions the correctness of any account rendered by the Municipality with the Municipal Manager as per the process in sub-item (2) below.

21.2 In order for a dispute to be registered with the municipality, the following procedures must be followed:

21.2.1 By the customer

21.2.1.1 The dispute must be submitted in writing

21.2.1.2 No dispute will be registered verbally whether in person or over the telephone.

21.2.1.3 The customer must furnish full personal particulars including all account numbers held with the Municipality, direct contact telephone number, fax-number, postal and e-mail addresses and any other relevant particulars required by the municipality.

21.2.1.4 The full nature of the dispute must be described in the correspondence referred to above.

21.2.1.5 The onus will be on the debtor to ensure that he receives a written acknowledgement of the dispute.

21.2.1.6 The debtor will remain liable for the payment of the amount(s) that are not in dispute, on or before the due date for the account rendered.

21.2.2 By the Municipality:

21.2.2.1 On receipt of the dispute the following actions are to be taken:

21.2.2.2 A written acknowledgement of the receipt of the dispute must be provided to the debtor.

21.2.2.3 The amount payable by the debtor for the specific month of the dispute and inform the debtor that all accounts thereafter must be paid in full.

21.2.2.4 Specify the time to resolve the dispute - disputes must be resolved within 3 (three) months

21.2.2.5 The dispute must be registered in a dispute register

21.2.2.6 Inform the Debt Collection Department of the dispute

21.2.2.7 Ensure that all relevant information received is rectified accordingly on the financial system

21.2.2.8 Conduct checks or follow-ups on the progress of all disputes

21.3 The following provisions apply to the consideration of disputes:

21.3.1 All disputes must be concluded by the Municipal Manager or delegated official

21.3.2 The Municipal Manager's or the delegated official's decision is final and will result in the immediate implementation of any debt collection and credit control measures provided for in this Policy after the debtor is provided with the outcome of the appeal.

21.3.3 The same debt will not again be defined as a dispute in terms of this paragraph and will not be reconsidered as the subject of a dispute.

21.3.4 Should the debtor not be satisfied with the outcome of the dispute; a debtor may lodge an appeal in terms of section 62 of the Systems Act.

21.4 The Municipality reserves the right to declare a dispute on any account as may be deemed necessary.

21.5 Any customer may appeal to the Council against the accuracy of an amount reflected in a particular account within one month after receiving the account

21.6 Appeals are made by way of written representation to the Council

21.7 In the event of a customer alleging that any meter, measuring device or service connection is defective or inaccurate, the Council may arrange for the meter, measuring device or service connection to be inspected and tested. Should the meter, measuring device or service connection prove not to be defective or inaccurate by more than 5%, the costs of carrying out the inspection and test are to be borne by the customer who requested the inspection and test.

21.8 Out of court settlement offers by debtors against whom legal action is pending can be considered after consultation with Councils legal representatives, if it is in the best financial interest of the Council.

22. PRIMA FACIE EVIDENCE

22.1 A certificate endorsed by the municipal manager, reflecting the amount due and payable to the Municipality, shall upon mere production thereof be accepted by any court of law as prima facie evidence of the indebtedness reflected therein.

23. POWER OF ENTRY AND INSPECTION

23.1 For any purpose related to the implementation or enforcement of this policy, and at all reasonable times, or in an emergency, a duly authorised representative of the Municipality may enter premises, request information and carry out such inspection or examination, as he or she may deem necessary: -

23.1.1 With regard to the installation or repair of any meter or service connection or reticulation; or

23.1.2 So as to limit, discontinue, disconnect or reconnect the provision of any service.

23.2 If the Municipality considers it necessary that work be performed to enable the afore stated authorised representative to perform a function referred to in subsection (1) properly and effectively, then it may: -

23.2.1 By written notice require the owner or occupier of the premises, at his or her own expense, to do specific work within a specified period; or

23.2.2 If, in its reasonable opinion, the situation is a matter of urgency, then the Municipality may do such work, or cause it to be done, at the expense of the owner or occupier, and without written notice.

23.3 If the work referred to in subsection (2)(b) above is carried out for the sole purpose of establishing whether a contravention of this policy has been committed, and no such contravention has taken place, then the Municipality shall bear the expense connected therewith, together with the expense of restoring the premises to its former condition.

24. IMPLEMENTATION AND REVIEW OF THIS POLICY

24.1 This policy shall be implemented once approved by Council. All future Billing Procedures must be made in accordance with this policy.

24.2 In terms of section 17(1)(e) of the MFMA this policy must be reviewed on an annual basis and the reviewed policy tabled to Council for approval as part of the budget process.

24.3 The policy is effective from 1 July 2023.

Annexure AF
Electricity By-laws
2023/2024

ELECTRICITY BY-LAWS

2023/2024 FINANCIAL YEAR

MIDVAAL
LOCAL MUNICIPALITY

CHAPTER 1
GENERAL

1. Definitions - In this by-law, unless inconsistent with the context –

"accredited person" means a person registered in terms of the Regulations as an electrical tester for single phase, an installation electrician or a master installation electrician, as the case may be;

"applicable standard specification" means the standard specifications as listed in Schedule 1 attached to this by-law;

"certificate of compliance" means a certificate issued in terms of the Regulations in respect of an electrical installation or part of an electrical installation by an accredited person;

"consumer" in relation to premises means:

(i) any occupier thereof or any other person with whom the Municipality has contracted to supply or is actually supplying electricity thereat; or

(ii) if such premises are not occupied, any person who has a valid existing agreement with the Municipality for the supply of electricity to such premises; or

(iii) if there is no such person or occupier, the owner of the premises;

"credit meter" means a meter where an account is issued subsequent to the consumption of electricity;

"electrical contractor" means an electrical contractor as defined in the Regulations;

"electrical installation" means an electrical installation as defined in the Regulations;

"high voltage" means the set of nominal voltage levels that are used in power systems for bulk transmission of electricity in the range of 44kV<Un ≤ 220 kV. [SABS 1019];

" low voltage" means the set of nominal voltage levels that are used for the distribution of electricity and whose upper limit is generally accepted to be an a.c. voltage of 1000V (or a d.c. voltage of 1500 V). [SABS 1019]

"the law" means any applicable law, proclamation, ordinance, act of parliament or enactment having force of law;

"medium voltage" means the set of nominal voltage levels that lie above low voltage and below high voltage in the range of 1 kV < Un ≤ 44 kV. [SABS 1019]

"meter" means a device which records the demand and / or the electrical energy consumed and includes conventional and prepayment meters;

"motor load, total connected" means the sum total of the kW input ratings of all the individual motors connected to an installation;

"motor rating" means the maximum continuous kW output of a motor as stated on the maker's rating plate;

"motor starting current" in relation to alternating current motors means the root mean square value of the symmetrical current taken by a motor when energised at its rated voltage with its starter in the starting position and the rotor locked;

"Municipality" means Midvaal Local Municipality, a municipality established in terms of the law or any legal entity duly authorised by the Midvaal Local Municipality to provide an electricity service within the jurisdiction of the Midvaal Local Municipality.

"occupier" in relation to any premises means –

(a) any person in actual occupation of such premises;

(b) any person legally entitled to occupy such premises;

(c) in the case of such premises being subdivided and let to lodgers or various tenants, the person receiving the rent payable by such lodgers or tenants, whether on his own account or as agent for any person entitled thereto or interested therein, or

(d) any person in control of such premises or responsible for the management thereof, and includes the agent of any such person when he / she is absent from the Republic of South Africa or his / her whereabouts are unknown;

"owner" in relation to premises means the person in whom is vested the legal title thereto; provided that –

(a) in the case of immovable property –

(i) leased for a period of not less than 50 years, whether the lease is registered or not, the lessee thereof, or

(ii) beneficially occupied under a servitude or right analogous thereto, the occupier thereof;

(b) if the owner as hereinbefore defined –

(i) is deceased or insolvent, has assigned his estate for the benefit of his creditors, has been placed under curatorship by order of court or is a company being wound up or under judicial management, the person in whom the administration of such property is vested as executor, administrator, trustee, assignee, curator, liquidator or judicial manager, as the case may be, or

(ii) is absent from the Republic of South Africa, or if his address is unknown to the Municipality, any person who as agent or otherwise receives or is entitled to receive the rent in respect of such property, and

(iii) if the Municipality is unable to determine who such person is, the person who is entitled to the beneficial use of such property, shall be deemed to be the owner thereof to the exclusion of the person in whom is vested the legal title thereto;

"point of consumption" means a point of consumption as defined in the Regulations;

"point of metering" means the point at which the consumer's consumption of electricity is metered and which may be at the point of supply or at any other point on the distribution system of the Municipality or the electrical installation of the consumer, as specified by the Municipality or any duly authorised official of the Municipality; provided that it shall meter all of, and only, the consumer's consumption of electricity;

"point of supply" means the point determined by the Municipality or any duly authorised official of the Municipality at which electricity is supplied to any premises by the Municipality;

"premises" means any land or any building or structure above or below ground level and includes any vehicle, aircraft or vessel;

"prepayment meter" means a meter that can be programmed to allow the flow of pre-purchased amounts of energy in an electrical circuit;

"Regulations" means Regulations made in terms of the Occupational Health and Safety Act, 1993 (Act 85 of 1993), as amended;

"safety standard" means the Code of Practice for the Wiring of Premises SABS 0142 incorporated in the Regulations;

"service connection" means all cables and equipment required to connect the supply mains to the electrical installation of the consumer at the point of supply;

"service protective device" means any fuse or circuit breaker installed for the purpose of protecting the Municipality's equipment from overloads or faults occurring on the installation or on the internal service connection;

"standby supply" means an alternative electricity supply not normally used by the consumer;

"supply mains" means any part of the Municipality's electricity network;

"tariff" means the Municipality*'s* tariff of charges for the supply of electricity, and

"token" means the essential element of a prepayment metering system used to transfer information from a point of sale for electricity credit to a prepayment meter and *vice versa;*

"voltage" means the root-mean-square value of electrical potential between two conductors.

2. **Other terms –** All other terms used in this by-law shall, unless the context otherwise requires, have the meaning assigned thereto in the Electricity Act, 1987 (Act 41 of 1987), as amended, or the Occupational Health and Safety Act, 1993 (Act 85 of 1993), as amended.

3. **Headings and titles –** The headings and titles in this by-law shall not affect the construction thereof.

CHAPTER 2
GENERAL CONDITIONS OF SUPPLY

4. Provision of Electricity Services – Only the Municipality shall supply or contract for the supply of electricity within the jurisdiction of the Municipality.

5. Supply by agreement – No person shall use or be entitled to use an electricity supply from the Municipality unless or until such person shall have entered into an agreement in writing with the Municipality for such supply, and such agreement together with the provisions of this by-law shall in all respects govern such supply. If a person uses an electricity supply without entering into an agreement he/she shall be liable for the cost of electricity used as stated in section 44 of this by-law.

6. Service of notice –

(1) Any notice or other document that is served on any person in terms of this by-law is regarded as having been served –

(a) when it has been delivered to that person personally;

(b) when it has been left at that person's place of residence or business in the Republic with a person apparently over the age of sixteen years;

(c) when it has been posted by registered or certified mail to that person's last known residential or business address in the Republic and an acknowledgement of the posting thereof from the postal service is obtained;

(d) if that person's address in the Republic is unknown, when it has been served on that person's agent or representative in the Republic in the manner provided by paragraphs (a), (b) or (c); or

(e) if that person's address and agent or representative in the Republic is unknown, when it has been posted in a conspicuous place on the property or premises, if any, to which it relates.

(2) When any notice or other document must be authorised or served on the owner, occupier or holder of any property or right in any property, it is sufficient if that person is described in the notice or other document as the owner, occupier or holder of the property or right in question, and it is not necessary to name that person.

(3) Any legal process is effectively and sufficiently served on the Municipality when it is delivered to the municipal manager or a person in attendance at the municipal manager's office.

7. Compliance with notices – Any person on whom a notice duly issued or given under this by-law is served shall, within the time specified in such notice, comply with its terms.

8. Application for supply –

(1) Application for the supply of electricity shall be made in writing by the prospective consumer on the prescribed form obtainable at the office of the Municipality, and the estimated load, in kVA, of the installation, shall be stated therein. Such application shall be made as early as possible before the supply of electricity is required in order to facilitate the work of the Municipality.

(2) An application for an electricity supply for a period of less than one year shall be regarded as an application for a temporary supply of electricity and shall be considered at the discretion of the Municipality or any duly authorised official of the Municipality, which may specify any special conditions to be satisfied in such case.

9. Processing of requests for supply – Applications for the supply of electricity will be processed and the supply made available within the periods stipulated in NRS 047.

10. Way leaves –

(1) The Municipality may refuse to lay or erect a service connection above or below ground on any thoroughfare or land not vested in the Municipality or on any private property, unless and until the prospective consumer shall have obtained and deposited with the Municipality written permission granted by the owner of the said private property or by the person in whom is vested the legal title to the land or thoroughfare as aforesaid exists, as the case may be, authorising the laying or erection of a service connection thereon.

(2) If such permission is withdrawn at any time or if the aforesaid private property or thoroughfare changes ownership and the new owner refuses to grant or continue such permission, the cost of any alteration required to be made to a service connection in order that the supply of electricity may be continued, and of any removal thereof which may become necessary in the circumstances, shall be borne by the consumer to whose premises the supply of electricity is required to be continued.

11. Statutory Servitude –

(1) Subject to the provisions of subsection (3) the Municipality may within its municipal area:

(a) provide, establish and maintain electricity services;

(b) acquire, construct, lay, extend, enlarge, divert, maintain, repair, discontinue the use of, close up and destroy electricity supply mains;

(c) construct, erect or lay any electricity supply main on, across, through, over or under any street or immovable property and the ownership of any such main shall vest in the Municipality;

(d) do any other thing necessary or desirable for or incidental, supplementary or ancillary to any matter contemplated by paragraphs (a) to (c).

(2) If the Municipality constructs, erects or lays any electricity supply main on, across, through, over or under any street or immovable property not owned by the Municipality or under the control of or management of the Municipality it shall pay to the owner of such street or property compensation in an amount agreed upon by such owner and the Municipality or, in the absence of agreement, be determined either by arbitration or a court of law.

(3) The Municipality shall, before commencing any work other than repairs or maintenance on or in connection with any electricity supply main on immovable property not owned by the Municipality or under the control or management of the Municipality, give the owner or occupier of such property reasonable notice of the proposed work and the date on which it proposes to commence such work.

12. Right of admittance to inspect, test and / or do maintenance work –

(1) The Municipality shall, through its employees, contractors and their assistants and advisers, have access to or over any property for the purposes of –

(a) doing anything authorised or required to be done by the Municipality under this by-law or any other law;

(b) inspecting and examining any service mains and anything connected therewith;

(c) enquiring into and investigating any possible source of electricity supply or the suitability of immovable property for any work, scheme or undertaking of the Municipality and making any necessary survey in connection therewith;

(d) ascertaining whether there is or has been a contravention of the provisions of this by-law *or any other law,* and

(e) enforcing compliance with the provisions of this by-law *or any other law,*

(2) The Municipality shall pay to any person suffering damage as a result of the exercise of the right of access contemplated by subsection (1), except where the Municipality is authorised to execute on the property concerned any work at the cost of such person or some other person or to execute on such property any work and recover the cost thereof from such person or some other person, compensation in such amount as may be agreed upon by the Municipality and such person or, in the absence of agreement, as may be determined by arbitration or court of law.

(3) An employee of the Municipality authorised thereto by such Municipality may, by notice in writing served on the owner or occupier of any property, require such owner or occupier to provide, on the day and at the hour specified in such notice, access to such property to a person and for a purpose referred to in subsection (1).

(4) The Municipality may gain access to or over any property without notice and may take whatever action as may, in its opinion, be necessary or desirable in consequence of the existence of a state of war or the occurrence of any calamity, emergency or disaster.

13. Refusal or failure to give information – No person shall refuse or fail to give such information as may be reasonably required of him / her by any duly authorised official of the Municipality or render any false information to any such official regarding any electrical installation work completed or contemplated.

14. Refusal of admittance – No person shall willfully hinder, obstruct, interfere with or refuse admittance to any duly authorised official of the Municipality in the performance of his duty under this by-law or of any duty connected therewith or relating thereto.

15. Improper use – If the consumer uses the electricity for any purpose or deals with the electricity in any manner which the Municipality has reasonable grounds for believing interferes in an improper or unsafe manner or is calculated to interfere in an improper or unsafe manner with the efficient supply of electricity to any other consumer, the Municipality may, with or without notice, disconnect the electricity supply but such supply shall be restored as soon as the cause for the disconnection has been permanently remedied or removed. The fee as prescribed by the Municipality for the disconnection and reconnection shall be paid by the consumer before the electricity supply is restored, unless it can be

shown that the consumer did not use or deal with the electricity in an improper or unsafe manner.

16. Electricity tariffs and fees – Copies of charges and fees may be obtained free of charge at the offices of the Municipality.

17. Deposits – The Municipality reserves the right to require the consumer to deposit a sum of money as security in payment of any charges which are due or may become due to the Municipality. The amount of the deposit in respect of each electricity installation shall be determined by the Municipality, and each such deposit may be increased if the Municipality deems the deposit held to be inadequate. Such deposit shall not be regarded as being in payment or part payment of any accounts due for the supply of electricity for the purpose of obtaining any discount provided for in the electricity tariff referred to in this by-law. On cessation of the supply of electricity, the amount of such deposit, free of any interest, less any payments due to the Municipality shall be refunded to the consumer.

18. Payment of charges –

(1) The consumer shall be liable for all charges listed in the prescribed tariff for the electricity service as approved by the Municipality. A copy of the prescribed tariff is obtainable free of charge from the Municipality.

(2) All accounts shall be deemed to be payable when issued by the Municipality and each account shall, on its face, reflect the due date and a warning indicating that the supply of electricity may be disconnected should the charges in respect of such supply remain unpaid after the due date.

(3) An error or omission in any account or failure to render an account shall not relieve the consumer of his obligation to pay the correct amount due for electricity supplied to the premises and the onus shall be on the consumer to satisfy himself/herself that the account rendered is in accordance with the prescribed tariff of charges in respect of electricity supplied to the premises.

(4) Where a duly authorised official of the Municipality has visited the premises for the purpose of disconnecting the supply of electricity in terms of subsection (2) and he / she is obstructed or prevented from effecting such disconnection, the prescribed fee shall become payable for each visit necessary for the purpose of such disconnection.

(5) After disconnection for non-payment of an account, the prescribed fees and any amounts due for electricity consumed shall be paid before the electricity supply is re-connected.

19. Interest on overdue accounts – The Municipality may charge interest on accounts which are not paid by the due date appearing on the account, at an interest rate as approved by the Municipality from time to time.

20. Resale of electricity –

(1) Unless otherwise authorised by the Municipality, no person shall sell or supply electricity, supplied to his premises under an agreement with the Municipality, to any other person or persons for use on any other premises, or permit or suffer such resale or supply to take place. If electricity is resold for use upon the same premises, such resale shall be subject to the conditions laid down in the Electricity Act, 1987 (Act 41 of 1987), provided that the reseller shall be permitted to recover

his / her actual electricity cost, provided further that he / she must substantiate these costs if called upon to do so.

(2) Further, in terms of Regulation 11(3)(a) of the Electricity Act, 1987 (Act 41 of 1987), the reseller of electricity may recover the administration costs incurred in metering reading and billing from the person so supplied with electricity, provided that, at the request of such person, the reseller must furnish such person with such information as may be necessary to enable him/her to determine whether the administration costs are fair and reasonable.

21. Right to disconnect supply –

(1) The Municipality shall have the right to disconnect the supply of electricity to any premises if the person liable to pay for such supply fails to pay any charge due to the Municipality in connection with any supply of electricity which he / she may at any time have received from the Municipality in respect of such premises, or, where any of the provisions of this by-law and / or the Regulations are being contravened, provided the Municipality has given the person 7 (seven) days' notice to remedy his / her default and the person has failed to remedy such default after notice has been given, or, in the case of a grave risk to person or property, or as envisaged in terms of Section 26 of this by-law, without notice. After disconnection for non-payment of accounts or the improper or unsafe use of electricity, the fee as prescribed by the Municipality shall be paid.

(2) In the case where an installation has been illegally reconnected on a consumer's premises after having been previously legally disconnected by the Municipality, or in the case where the Municipality's electrical equipment has been tampered with to prevent the full registration of consumption by the meter, the electricity supply may be physically removed from those premises.

22. Non-liability of the Municipality – The Municipality shall not be liable for any loss or damage, direct or consequential, suffered or sustained by a consumer as a result of or arising from the cessation, interruption or any other abnormality of the supply of electricity, unless caused by negligence on the part of the Municipality. Furthermore with the raise in vandalism residents are encourage to install surge arrestor. As the municipality will not be held liable for any surges resulting from vandalism.

23. Leakage of electricity – Under no circumstances shall any rebate be allowed on the account for electricity supplied and metered in respect of electricity wasted owing to leakage or any other fault in the electrical installation.

24. Failure of supply – The Municipality does not undertake to attend to a failure of supply of electricity due to a fault in the electrical installation of the consumer, except when such failure is due to the operation of the service protective device of the Municipality. When any failure of supply of electricity is found to be due to a fault in the electrical installation of the consumer or to the faulty operation of apparatus used in connection therewith, the Municipality shall have the right to charge the consumer the fee as prescribed by the Municipality for each restoration of the supply of electricity in addition to the cost of making good or repairing any damage which may have been done to the service main and meter by such fault or faulty operation as aforesaid.

25. Seals of the Municipality – The meter, service protective devices and all apparatus belonging to the Municipality shall be sealed or locked by a duly authorised official of the Municipality, and no person not being an official of the Municipality duly authorised thereto

shall in any manner or for any reason whatsoever remove, break, deface, or tamper or interfere with such seals or locks.

26. Tampering with service connection or supply mains –

(1) No person shall in any manner or for any reason whatsoever tamper or interfere with any meter or metering equipment or service connection or service protective device or supply mains or any other equipment of the Municipality.

(2) Where prima facie evidence exists of a consumer and / or any person having contravened subsection (1), the Municipality shall have the right to disconnect the supply of electricity immediately and without prior notice to the consumer. The person shall be liable for all fees and charges levied by the Municipality for such disconnection.

(3) Where a consumer and / or any person has contravened subsection (1) and such contravention has resulted in the meter recording less than the true consumption, the Municipality shall have the right to recover from the consumer the full cost of his estimated consumption.

27. Protection of Municipality's supply mains –

(1) No person shall, except with the consent of the Municipality and subject to such conditions as may be imposed –

(a) construct, erect or lay, or permit the construction, erection or laying of any building, structure or other object, or plant trees or vegetation over or in such a position or in such a manner as to interfere with or endanger the supply mains

(b) excavate, open up or remove the ground above, next to, under or near any part of the supply mains

(c) damage, endanger, remove or destroy, or do any act likely to damage, endanger or destroy any part of the supply mains

(d) make any unauthorised connection to any part of the supply mains or divert or cause to be diverted any electricity there from.

(e) The owner or occupier shall limit the height of trees or length of projecting branches in the proximity of overhead lines or provide a means of protection which in the opinion of the Municipality will adequately prevent the tree from interfering with the conductors should the tree or branch fall or be cut down. Should the owner fail to observe this provision the Municipality shall have the right, after prior written notification, or at any time in an emergency, to cut or trim the trees or other vegetation in such a manner as to comply with this provision and shall be entitled to enter the property for this purpose.

(2) The Municipality may subject to obtaining an order of court demolish, alter or otherwise deal with any building, structure or other object constructed, erected or laid in contravention with this by-law.

(3) The municipality may in the case of an emergency or disaster remove anything damaging, obstructing or endangering or likely to damage, obstruct, endanger or destroy any part of the electrical distribution system.

28. Prevention of tampering with service connection or supply mains – If the Municipality decides that it is necessary or desirable to take special precautions in order to prevent tampering with any portion of the supply mains, service connection or service protective device or meter or metering equipment, the consumer shall either supply and install the necessary protection or pay the costs involved where such protection is supplied by the Municipality.

29. Unauthorised connections – No person other than a person specifically authorised thereto by the Municipality in writing shall directly or indirectly connect, attempt to connect or cause or permit to be connected any electrical installation or part thereof to the supply mains or service connection.

30. Unauthorised reconnections –

(1) No person other than a person specifically authorised thereto by the Municipality in writing shall reconnect, attempt to reconnect or cause or permit to be reconnected to the supply mains or service connection any electrical installation or installations which has or have been disconnected by the Municipality.

(2) Where the supply of electricity that has previously been disconnected is found to have been reconnected, the consumer using the supply of electricity shall be liable for all charges for electricity consumed between the date of disconnection and the date the electricity supply was found to be reconnected and any other charges raised in this regard. Furthermore, the Municipality reserves the right to remove part or all of the supply equipment until such time as payment has been received in full. In addition, the consumer will be responsible for all the costs associated with the reinstatement of such supply equipment.

31. Temporary disconnection and reconnection –

(1) The Municipality shall, at the request of the consumer, temporarily disconnect and reconnect the supply of electricity to the consumer's electrical installation upon payment of the fee as prescribed by the Municipality for each such disconnection and subsequent reconnection.

(2) In the event of the necessity arising for the Municipality to effect a temporary disconnection and reconnection of the supply of electricity to a consumer's electrical installation and the consumer is in no way responsible for bringing about this necessity, the Municipality shall waive payment of the fee hereinbefore referred to.

(3) The Municipality may only under exceptional circumstances temporarily disconnect the supply of electricity to any premises without notice, for the purpose of effecting repairs or carrying out tests or for any other legitimate purpose. In all other instances adequate notice shall be given.

32. Temporary supplies – It shall be a condition of the giving of any temporary supply of electricity, as defined in this by-law, that, if such supply is found to interfere with the efficient and economical supply of electricity to other consumers, the Municipality shall have the right, with notice, or under exceptional circumstances without notice, to terminate such temporary supply at any time and, the Municipality shall not be liable for any loss or damage occasioned by the consumer by such termination.

33. Temporary work – Electrical installations requiring a temporary supply of electricity shall not be connected directly or indirectly to the supply mains except with the special permission in writing of the Municipality. Full information as to the reasons for and nature of such temporary work shall accompany the application for the aforesaid permission, and the Municipality may refuse such permission or may grant the same upon such terms and conditions as it may appear desirable and necessary.

34. Load reduction –

(1) At times of peak load, or in an emergency, or when, in the opinion of the Municipality, it is necessary for any reason to reduce the load on the electricity supply system of the Municipality, the Municipality may without notice interrupt and, for such period as the Municipality may deem necessary, discontinue the electricity supply to any consumer's electrically operated thermal storage water heater or any specific appliance or the whole installation. The Municipality shall not be liable for any loss or damage directly or consequentially due to or arising from such interruption and discontinuance of the electricity supply.

(2) The Municipality may install upon the premises of the consumer such apparatus and equipment as may be necessary to give effect to the provisions of subsection (1), and any duly authorised official of the Municipality may at any reasonable time enter any premises for the purpose of installing, inspecting, testing adjusting and/or changing such apparatus and equipment.

(3) Notwithstanding the provisions of subsection (2), the consumer or the owner, as the case may be, shall, when installing an electrically operated water storage heater, provide such necessary accommodation and wiring as the Municipality may decide to facilitate the later installation of the apparatus and equipment referred to in subsection (2).

35. Medium and low voltage switchgear and equipment –

(1) In cases where a supply of electricity is given at either medium or low voltage, the supply and installation of the switchgear, cables and equipment forming part of the service connection shall, unless otherwise approved by the Municipality or any duly authorised official of the Municipality, be paid for by the consumer.

(2) In the case of a medium voltage supply of electricity, all such equipment shall be approved by any duly authorised official of the Municipality and installed by or under the supervision of any duly authorised official of the Municipality.

(3) No person shall operate medium voltage switchgear without the written authority of the Municipality.

(4) All earthing and testing of medium voltage equipment linked to the Municipality's network shall be conducted by or under the supervision of an employee of the Municipality.

(5) In the case of a low voltage supply of electricity, the consumer shall provide and install a low voltage main switch and/or any other equipment required by the Municipality or any duly authorised official of the Municipality.

36. Substation accommodation – The Municipality may, on such conditions as may be deemed fit by the Municipality or any duly authorised official of the Municipality, require the owner to provide and maintain accommodation which shall constitute a substation and which shall consist of a separate room or rooms to be used exclusively for the purpose of

housing medium voltage cables and switchgear, transformers, low voltage cables and switchgear and other equipment necessary for the supply of electricity requested by the applicant. The accommodation shall be situated at a point to which free, adequate and unrestricted access is available at all times for purposes connected with the operation and maintenance of the equipment.

The Municipality reserves the right to supply its own networks from its own equipment installed in such accommodation, and if additional accommodation is required by the Municipality, such additional accommodation shall be provided by the applicant at the cost of the Municipality.

37. Wiring diagram and specification –

(1) When more than one electrical installation or electricity supply from a common main or more than one distribution board or meter is required for any building or block of buildings, the wiring diagram of the circuits starting from the main switch and a specification shall on request be supplied to the Municipality in duplicate for approval before the work commences.

(2) Where an electrical installation is to be supplied from a substation on the same premises on which the current is transformed from high voltage, or from one of the substations of the Municipality through mains separate from the general distribution system, a complete specification and drawings for the plant to be installed by the consumer shall, if so required, be forwarded to the Municipality for approval before any material in connection therewith is ordered.

38. Standby supply – No person shall be entitled to a standby supply of electricity from the Municipality for any premises having a separate source of electricity supply except with the written consent of the Municipality and subject to such terms and conditions as may be laid down by the Municipality.

39. Consumer's emergency standby supply equipment –

(1) No emergency standby equipment provided by a consumer in terms of any Regulations or for his own operational requirements shall be connected to any installation without the prior written approval of the Municipality. Application for such approval shall be made in writing and shall include a full specification of the equipment and a wiring diagram. The standby equipment shall be so designed and installed that it is impossible for the Municipality's supply mains to be energized by means of a back-feed from such equipment. The consumer shall be responsible for providing and installing all such protective equipment.

(2) Where by special agreement with the Municipality, the consumer's standby generating equipment is permitted to be electrically coupled to, and run in parallel with the Municipality's supply mains, the consumer shall be responsible for providing, installing and maintaining all the necessary synchronizing and protective equipment required for such safe parallel operation, to the satisfaction of the Municipality.

40. Circular letters – The Municipality may from time to time issue Circulars detailing the requirements of the Municipality regarding matters not specifically covered in the Regulations or this by-law but which are necessary for the safe, efficient operation and management of the supply of electricity.

CHAPTER 3
RESPONSIBILITIES OF CONSUMERS

41. Consumer to erect and maintain electrical installation – Any electrical installation connected or to be connected to the supply mains, and any additions or alterations thereto which may be made from time to time, shall be provided and erected and maintained and kept in good order by the consumer at his own expense and in accordance with this by-law and the Regulations.

42. Fault in electrical installation –

(1) If any fault develops in the electrical installation, which constitutes a hazard to persons, livestock or property, the consumer shall immediately disconnect the electricity supply. The consumer shall without delay give notice thereof to the Municipality and shall immediately take steps to remedy the fault.

(2) The Municipality may require the consumer to reimburse it for any expense to which it may be put in connection with a fault in the electrical installation.

43. Discontinuance of use of supply – In the event of a consumer desiring to discontinue using the electricity supply, he / she shall give at least two full working days' notice in writing of such intended discontinuance to the Municipality, failing which he / she shall remain liable for all payments due in terms of the tariff for the supply of electricity until the expiration of two full working days after such notice has been given.

44. Change of occupier –

(1) A consumer vacating any premises shall give the Municipality not less than two full working days' notice in writing of his intention to discontinue using the electricity supply, failing which he / she shall remain liable for such supply.

(2) If the person taking over occupation of the premises desires to continue using the electricity supply, he / she shall make application in accordance with the provisions of section 5 of this by-law, and if he / she fails to make application for an electricity supply within ten working days of taking occupation of the premises, the supply of electricity shall be disconnected, and he / she shall be liable to the Municipality for the electricity supply from the date of occupation till such time as the supply is so disconnected.

(3) Where premises are fitted with pre-payment meters any person occupying the premises at that time shall be deemed to be the consumer. Until such time as an application is made by this person for a supply of electricity, in terms of section 5 of this by-law, he / she shall be liable for all charges and fees owed to the Municipality for that metering point as well as any outstanding charges and fees whether accrued by that person or not.

45. Service apparatus –

(1) The consumer shall be liable for all costs to the Municipality arising from damage to or loss of any metering equipment, service protective device, service connection or other apparatus on the premises, unless such damage or loss is shown to have been occasioned by an Act of God or an act or omission of an employee of the Municipality or caused by an abnormality in the supply of electricity to the premises.

(2) If, during a period of disconnection of an installation from the supply mains, the service main, metering equipment or any other service apparatus, being the property of the Municipality and having been previously used, have been removed without its permission or have been damaged so as to render reconnection dangerous, the owner or occupier of the premises, as the case may be, during such period shall bear the cost of overhauling and/or replacing such equipment.

(3) Where there is a common metering position, the liability detailed in subsection (1) shall devolve on the owner of the premises.

(4) The amount due in terms of subsection (1) shall be evidenced by a certificate from the Municipality which shall be final and binding.

CHAPTER 4
SPECIFIC CONDITIONS OF SUPPLY

46. Service connection –

(1) The consumer shall bear the cost of the service connection, as approved by the Municipality.

(2) Notwithstanding the fact that the consumer bears the cost of the service connection, ownership of the service connection, laid or erected by the Municipality, shall vest in the Municipality, the Municipality shall be responsible for the maintenance of such service connection up to the point of supply. The consumer shall not be entitled to any compensation from the Municipality in respect of such service connection.

(3) The work to be carried out by the Municipality at the cost of the consumer for a service connection to the consumer's premises shall be determined by the Municipality or any duly authorised official of the Municipality.

(4) A service connection shall be laid underground, whether the supply mains are laid underground or erected overhead, unless an overhead service connection is specifically required by the Municipality.

(5) The consumer shall provide, fix and / or maintain on his premises such ducts, wire ways, trenches and fastenings as may be required by the Municipality for the installation of the service connection.

(6) The conductor used for the service connection shall have a cross-sectional area according to the size of the electrical supply but shall not be less than 10 mm^2 (copper or copper equivalent), and all conductors shall have the same cross-sectional area, unless otherwise approved by any duly authorised official of the Municipality.

(7) Unless otherwise approved, the Municipality shall only provide one service connection to each registered erf. In respect of two or more premises belonging to

one owner and situated on adjacent erven, a single bulk supply of electricity may be made available provided the erven are consolidated or notarially tied.

(8) Any covers of a wire way carrying the supply circuit from the point of supply to the metering equipment shall be made to accept the seals of the Municipality.

(9) Within the meter box, the service conductor or cable, as the case may be, shall terminate in an unobscured position and the conductors shall be visible throughout their length when cover plates, if present, are removed.

(10) In the case of blocks of buildings occupied by a number of individual consumers, separate wire ways and conductors or cables shall be laid from the common metering room or rooms to each individual consumer in the blocks of buildings. Alternatively, if trunking is used, the conductors of the individual circuits shall be clearly identified (tied together every 1.5 m) throughout their length.

47. Metering accommodation –

(1) The consumer shall, if required by the Municipality or any duly authorised official of the Municipality, provide accommodation in an approved position, the meter board and adequate conductors for the Municipality's metering equipment, service apparatus and protective devices. Such accommodation and protection shall be provided and maintained, to the satisfaction of the Municipality, at the cost of the consumer or the owner, as the circumstances may demand, and shall be situated, in the case of credit meters, at a point to which free and unrestricted access shall be had at all reasonable hours for the reading of meters but at all times for purposes connected with the operation and maintenance of the service equipment. Access at all reasonable hours shall be afforded for the inspection of prepayment meters.

(2) Where sub metering equipment is installed, accommodation separate from the Municipality's metering equipment shall be provided.

(3) The consumer or, in the case of a common meter position, the owner of the premises shall provide adequate electric lighting in the space set aside for accommodating the metering equipment and service apparatus.

(4) Where in the opinion of the Municipality the position of the meter, service connection, protective devices or main distribution board is no longer readily accessible or becomes a course of danger to life or property or in any way becomes unsuitable, the consumer shall remove it to a new position, and the cost of such removal, which shall be carried out with reasonable dispatch, shall be borne by the consumer.

(5) The accommodation for the Municipality's metering equipment and protective devices may, if approved, include the consumer's main switch and main protective devices. No apparatus other than that used in connection with the supply of electricity and use of electricity shall be installed or stored in such accommodation unless approved.

CHAPTER 5
SYSTEMS OF SUPPLY

48. Load requirements – Alternating current supplies shall be given as prescribed by the Electricity Act, 1987 (Act 41 of 1987), and in the absence of a quality of supply agreement, as set out in applicable standard specification.

49. Load limitations –

(1) Where the estimated load, calculated in terms of the safety standard, does not exceed 15 kVA, the electrical installation shall be arranged for a two-wire single-phase supply of electricity, unless otherwise approved by the Municipality or any duly authorised official of the Municipality.

(2) Where a three-phase four-wire supply of electricity is provided, the load shall be approximately balanced over the three phases but the maximum out-of-balance load shall not exceed 15kVA, unless otherwise approved by the Municipality or any duly authorised official of the Municipality.

(3) No current-consuming appliance, inherently single phase in character, with a rating which exceeds 15kVA shall be connected to the electrical installation without the prior approval of the Municipality.

50. Interference with other persons' electrical equipment –

(1) No person shall operate electrical equipment having load characteristics which, singly or collectively, give rise to voltage variations, harmonic currents or voltages, or unbalanced phase currents which fall outside the applicable standard specification.

(2) The assessment of interference with other persons' electrical equipment shall be carried out by means of measurements taken at the point of common coupling.

(3) Should it be established that undue interference is in fact occurring, the consumer shall, at his/her own cost, install the necessary equipment to filter out the interference and prevent it reaching the supply mains.

51. Supplies to motors –

Unless otherwise approved by the Municipality or any duly authorised official of the Municipality the rating of motors shall be limited as follows:

(1) Limited size for low voltage motors **–**

The rating of a low voltage single-phase motor shall be limited to 2kW and / or the starting current shall not exceed 70A. All motors exceeding these limits shall be wound for three phases at low voltage or such higher voltage as may be required.

(2) Maximum starting and accelerating currents of three-phase alternating current motors –

The starting current of three-phase low voltage motors permitted shall be related to the capacity of the consumer's service connection, as follows:

Insulated service cable, size in mm², copper equivalent mm²	Maximum permissible starting current A	Maximum motor rating in kW		
		Direct on line (6 x full-load current	Star/Delta (2.5 x full-load current)	Other means (1.5 x full-load current)
		kW	kW	kW
16	72	6	13.5	23
25	95	7.5	18	30
35	115	9	22	36.5
50	135	10	25	45
70	165	13	31	55
95	200	16	38	67
120	230	18	46	77
150	260	20	52	87

(3) Consumers supplied at medium voltage –

In an installation supplied at medium voltage the starting current of a low voltage motor shall be limited to 1.5 times the rated full-load current of the transformer supplying such a motor. The starting arrangement for medium voltage motors shall be subject to the approval of the Municipality.

52. Power factor –

(1) If required by the Municipality, the power factor of any load shall be maintained within the limits 0.85 lagging and 0.9 leading.

(2) Where, for the purpose of complying with subsection (1), it is necessary to install power factor corrective devices, such corrective devices shall be connected to the individual appliance terminals unless the correction of the power factor is automatically controlled.

(3) The consumer shall, at his / her own cost, install such corrective devices.

53. Protection – Electrical protective devices for motors shall be of such a design as effectively to prevent sustained overcurrent and single and reverse phasing, where applicable.

CHAPTER 6
MEASUREMENT OF ELECTRICITY

54. Metering –

(1) The Municipality shall, at the consumer's cost in the form of a direct charge or prescribed fee, provide, install and maintain appropriately rated metering equipment at the point of metering for measuring the electricity supplied.

(2) Except in the case of prepayment meters, the electricity used by a consumer during any metering period shall be ascertained by the reading of the appropriate meter or meters supplied and installed by the Municipality and read at the end of such period except where the metering equipment is found to be defective, or the Municipality invokes the provisions of section 58(2) of this by-law, in which case the consumption for the period shall be estimated.

(3) Where the electricity used by a consumer is charged at different tariff rates, the consumption shall be metered separately for each rate.

(4) The Municipality reserves the right to meter the supply to blocks of shops and flats, tenement-houses and similar buildings for the buildings as a whole, or for individual units, or for groups of units.

(5) No alterations, repairs or additions or electrical connections of any description shall be made on the supply side of the point of metering unless specifically approved in writing by the Municipality or any duly authorised official of the Municipality.

55. Accuracy of metering –

(1) A meter shall be conclusively presumed to be registering accurately if its error, when tested in the manner prescribed in subsection (5) hereof, is found to be within the limits of error as provided for in the applicable standard specifications.

(2) The Municipality shall have the right to test its metering equipment. If it is established by test or otherwise that such metering equipment is defective, the Municipality shall **–**

(i) in the case of a credit meter, adjust the account rendered;

(ii) in the case of prepayment meters, (a) render an account where the meter has been under-registering, or (b) issue a free token where the meter has been over-registering;

in accordance with the provisions of subsection (6).

(3) The consumer shall be entitled to have the metering equipment tested by the Municipality on payment of the prescribed fee. If the metering equipment is found not to comply with the system accuracy requirements as provided for in the applicable standard specifications, an adjustment in accordance with the provisions of subsections (2) and (6) shall be made and the aforesaid fee shall be refunded.

(4) In case of a dispute, the consumer shall have the right at his own cost to have the metering equipment under dispute tested by an approved independent testing authority, and the result of such test shall be final and binding on both parties.

(5) Meters shall be tested in the manner as provided for in the applicable standard specifications.

(6) When an adjustment is made to the electricity consumption registered on a meter in terms of subsection (2) or (3), such adjustment shall either be based on the percentage error of the meter as determined by the test referred to in subsection (5) or upon a calculation by the Municipality from consumption data in its possession. Where applicable, due allowance shall be made, where possible, for seasonal or other variations which may affect the consumption of electricity.

(7) When an adjustment is made as contemplated in subsection (6), the adjustment may not exceed a period of six months preceding the date on which the metering equipment was found to be inaccurate. The application of this section does not bar a consumer from claiming back overpayment for any longer period where the consumer is able to prove the claim in the normal legal process.

(8) Where the actual load of a consumer differs from the initial estimated load provided for under section 8(1) to the extent that the Municipality deems it necessary to alter or replace its metering equipment to match the load, the costs of such alteration or replacement shall be borne by the consumer.

(9) (a) Prior to the Municipality making any upward adjustment to an account in terms of subsection (6), the Municipality shall **–**

(i) notify the consumer in writing of the monetary value of the adjustment to be made and the reasons therefore;

(ii) in such notification provide sufficient particulars to enable the consumer to submit representations thereon, and

(iii) call upon the consumer in such notice to provide it with reasons in writing, if any, within 21 days or such longer period as the Municipality may permit why his/her account should not be adjusted as notified.

(b) Should the consumer fail to make any representations during the period referred to in subsection 9(a)(iii) the Municipality shall be entitled to adjust the account as notified in subsection 9(a)(i).

(c) The Municipality shall consider any reasons provided by the consumer in terms of subsection (9)(a) and shall, if satisfied that a case has been made out therefor, adjust the account appropriately.

(d) If a duly authorized official of the Municipality decides after having considered the representation made by the consumer that such representations do not establish a case warranting an amendment to the monetary value established in terms of subsection (6), the Municipality shall be entitled to adjust the account as notified in terms of subsection 9(a)(i), subject to the consumer's right to appeal the decision of the official in terms of section 62 of the Municipal Systems Act, 2000.

56. Reading of credit meters –

(1) Unless otherwise prescribed, credit meters shall normally be read at intervals of one month and the fixed or minimum charges due in terms of the tariff shall be assessed accordingly. The Municipality shall not be obliged to effect any adjustments to such charges.

(2) If for any reason the credit meter cannot be read, the Municipality may render an estimated account. The electrical energy consumed shall be adjusted in a subsequent account in accordance with the electrical energy actually consumed.

(3) When a consumer vacates a property and a final reading of the meter is not possible, an estimation of the consumption may be made and the final account rendered accordingly.

(4) If a special reading of the meter is desired by a consumer, this may be obtained upon payment of the prescribed fee.

(5) If any calculating, reading or metering error is discovered in respect of any account rendered to a consumer, the error shall be corrected in subsequent accounts. Any such correction shall only apply in respect of accounts for a period of 3 years preceding the date on which the error in the accounts was discovered, and shall be based on the actual tariffs applicable during the period. This also applies to a consumer claiming back overpayment where the consumer is able to prove the claim in the normal legal process.

57. Prepayment metering –

(1) No refund of the amount tendered for the purchase of electricity credit shall be given at the point of sale after initiation of the process by which the prepayment meter token is produced.

(2) Copies of previously issued tokens for the transfer of credit to the prepayment meter may be issued at the request of the consumer.

(3) When a consumer vacates any premises where a prepayment meter is installed, no refund for the credit remaining in the meter shall be made to the consumer by the Municipality.

(4) The Municipality shall not be liable for the reinstatement of credit in a prepayment meter lost due to tampering with, or the incorrect use or the abuse of, prepayment meters and / or tokens.

(5) Where a consumer is indebted to the Municipality for electricity consumed or to the Municipality for any other service supplied by the Municipality (including rates) or for any charges previously raised against him / her in connection with any service rendered, the Municipality may deduct a percentage from the amount tendered to offset the amount owing to the Municipality, as set out in the section 5 agreement for the supply of electricity.

(6) The Municipality may, at its discretion, appoint vendors for the sale of credit for prepayment meters and shall not guarantee the continued operation of any vendor.

CHAPTER 7
ELECTRICAL CONTRACTORS

58. In addition to the requirements of the Regulations the following requirements shall apply:

(1) Where an application for a new or increased supply of electricity has been made to the Municipality, any duly authorised official of the Municipality may at his/her discretion accept notification of the completion of any part of an electrical installation, the circuit arrangements of which permit the electrical installation to be divided up into well-defined separate portions, and such part of the electrical installation may, at the discretion of any duly authorised official of the Municipality, be inspected, tested and connected to the supply mains as though it were a complete installation.

(2) The examination, test and inspection that may be carried out at the discretion of the Municipality or any duly authorised official of the Municipality in no way relieves the electrical contractor / accredited person or the user or lessor, as the case may be, from his responsibility for any defect in the installation. Such examination, test and inspection shall not be taken under any circumstances (even where the electrical installation has been connected to the supply mains) as indicating or guaranteeing in any way that the electrical installation has been carried out efficiently with the most suitable materials for the purpose or that it is in accordance with this by-law or the safety standard, and the Municipality shall not be held responsible for any defect or fault in such electrical installation.

59. The Municipality shall not be held responsible for the work done by the electrical contractor / accredited person on a consumer's premises and shall not in any way be responsible for any loss or damage which may be occasioned by fire or by any accident arising from the state of the wiring on the premises.

CHAPTER 8
COST OF WORK

60. The Municipality may repair and make good any damage done in contravention of this by-law or resulting from a contravention of this by-law. The cost of any such work carried out by the Municipality which was necessary due to the contravention of this by-law, shall be to the account of the person who acted in contravention of this by-law.

CHAPTER 9
PENALTIES

61. (1) Any person who contravenes any of the provisions of sections 5, 7, 13, 14, 20, 25, 26, 27, 29 and 30 of this by-law shall be guilty of an offence.

(2) Any person who continues to commit an offence after notice has been served on him/her to cease committing such offence or after he / she has been convicted of such offence shall be guilty of a continuing offence.

(3) Any person convicted of an offence under this by-law for which no penalty is expressly provided shall be liable to a fine not exceeding ten thousand rands or imprisonment for a period not exceed six months or to such imprisonment without the option of a fine or to both such fine and such imprisonment and, in the case of a continuing offence, to an additional fine not exceeding two hundred rands or additional imprisonment for a period not exceeding ten days or to such additional imprisonment without the option of a fine or to both such additional fine and imprisonment for each day on which such offence is continued.

(4) Every person committing a breach of the provisions of this by-law shall be liable to recompense the Municipality for any loss or damage suffered or sustained by it in consequence of such breach.

***62.** Any person without legal right (the onus of proof of which shall be upon him to prove the contrary) who abstracts, branches off or diverts or causes to be abstracted, branches off or diverted any electric current, or consumes or uses any such current which has been wrongfully or unlawfully abstracted, branched off or diverted knowing it to have been wrongfully or unlawfully abstracted, branched off or diverted or who allows same shall be guilty of an offence of tampering with the municipality's electrical network and a tampering fee (per offence) and, as prescribed in Chapter 2(16) may be imposed on the illegal user, or occupier of the premises which wrongfully and unlawfully abstracted, branched off or diverted electric current or who has allowed same.

*Amended in terms of Notice 1467 of 2012 dated 13 January 2012.

SCHEDULE 1

“applicable standard specification” means

SABS 1607 Electromechanical watt-hour meters,

SABS 1524 Parts 0.1 & 2 - Electricity dispensing systems,

SABS IEC 60211 Maximum demand indicators, Class 1.0,

SABS IEC 60521 Alternating current electromechanical watt-hour meter (Classes 0.5, 1 & 2),

SABS 0142 Code of practice for the wiring of premises;

NRS 047 National Rationalised Specification for the Electricity Supply – Quality of Service

NRS 048 National Rationalised Specification for the Electricity Supply – Quality of Supply, and

NRS 057 Electricity Metering: Minimum Requirements

Annexure AG
Water By-laws
2023/2024

WATER SERVICES BY-LAWS

2023/2024 FINANCIAL YEAR

MIDVAAL
LOCAL MUNICIPALITY

Arrangement of sections

CHAPTER I: General provisions

Part 1: Definitions

Part 2: Application for water services

Special agreements for water services

Part 3: Tariffs and charges

Prescribed tariffs and charges for water services

Fixed charges for water services

Part 4: Payment

Payment of deposit

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Part 5: Termination, limitation and discontinuation of water services

Termination of agreement for the provision of water services

Limitation and / or discontinuation of water services provided

Restoration of water services

Part 6: General provisions

Responsibility for compliance with these bylaws

Exemption

Unauthorised use of water services

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CHAPTER I: General provisions

Part 1: Definitions

Definitions

(1) In these regulations, unless the context otherwise indicates -

“accommodation unit”	in relation to any premises, means a building or section of a building occupied or used or intended for occupation or use for any purpose;
“Act”	means the Water Services Act, 1997 (Act No. 108 of 1997), as amended from time to time;
"approved"	means approved by an authorised officer;
"authorised agent"	means a person authorised by the municipality to perform any act, function or duty in terms of, or exercise any power under, these bylaws;
“best practicable environmental option”	means the option that provides the most benefit or causes the least damage to the environment as a whole, at a cost acceptable to society, in the long term as well as in the short term;
"borehole"	means a hole sunk into the earth for the purpose of locating, abstracting or using subterranean water and includes a spring;
"Building Regulations"	means the National Building Regulations made in terms of the National Building Regulations and Building Standards Act, 1977 (Act No. 103 of 1977);
“communal water services work”	means a consumer connection through which water services are supplied to more than one person;
"connecting point"	means the point at which the drainage installation joins the connecting sewer;
"connecting sewer"	means a pipe owned by the municipality and installed by it for the purpose of conveying sewage from a drainage installation on a premise to a sewer beyond the boundary of those premises or within a servitude area or within an area covered by a wayleave or by agreement;

"connection pipe" means a pipe, the ownership of which is vested in the municipality or its authorised agent and installed by it for the purpose of conveying water from a main to a water installation, and includes a “communication pipe” referred to in SABS 0252 Part I;

"consumer" means –

(a) any occupier of any premises to which or on which the municipality or its authorised agent has agreed to provide water services or is actually providing water services, or if there be no occupier, then any person who has entered into a current agreement with the municipality or its authorised agent for the provision of water services to or on such premises, or, if there be no such person, then the owner of the premises; provided that where water services is provided through a single connection to a number of occupiers, it shall mean the occupier, or person, to whom the municipality or its authorised agent has agreed to provide water services; or

(b) person that obtains access to water services are provided through a communal water services work;

"drain" means that portion of the drainage installation that conveys sewage within any premises;

"drainage installation" means a system situated on any premises and vested in the owner thereof and is used for or intended to be used for or in connection with the reception, storage, treatment or conveyance of sewage on that premises to the connecting point and includes drains, fittings, appliances, septic tanks, conservancy tanks, pit latrines and private pumping installations forming part of or ancillary to such systems;

"drainage work" includes any drain, sanitary fitting, water supplying apparatus, waste or other pipe or any work connected with the discharge of liquid or solid matter into any drain or sewer or otherwise connected with the drainage of any premises;

"duly qualified sampler" means a person who takes samples for analysis from the sewage disposal and stormwater disposal systems and from public waters and who has been certified to do so by an authorised agent;

“effluent” means any liquid whether or not containing matter in solution or suspension;

“emergency”	means any situation that poses a risk or potential risk to life, health, the environment or property;
"environmental cost"	means the full cost of all measures necessary to restore the environment to its condition prior to the damaging incident;
“fire hydrant”	means a potable water installation that conveys water for fire fighting purposes only;
“fixed quantity water delivery system”	means a water installation, which delivers a fixed quantity of water to a consumer in any single day;
"flood level (1 in 50 year)"	means that level reached by flood waters resulting from a **storm** of a frequency of 1 in 50 years;
"flood plain (1 in 50 year)"	means the area subject to inundation by flood waters from a storm of a frequency of 1 in 50 years;
"high strength sewage"	means sewage with a strength or quality greater than standard domestic effluent;
"industrial effluent"	means effluent emanating from industrial use of water, includes for purposes of these bylaws, any effluent other than standard domestic effluent or stormwater;
"installation work"	means work in respect of the construction of, or carried out on a water installation;
"main"	means a pipe, other than a connection pipe, vesting in the municipality or its authorised agent and used by it for the purpose of conveying water to a consumer;
“measuring device”	means any method, procedure, process or device, apparatus, installation that enables the quantity of water services provided to be quantified and includes a method, procedure or process whereby quantity is estimated or assumed;
“meter”	means a water meter as defined by the Regulations published in terms of the Trade Metrology Act, 1973 (Act No. 77 of 1973), or, in the case of water meters of size greater than 100 mm, a device which measures the quantity of water passing through it;
"municipality"	means the water services authority as defined in the Act;

"occupier" means a person who occupies any premises or part thereof, without regard to the title under which he or she occupies;

"owner" means –

(a) the person in whom from time to time is vested the legal title to premises;

(b) in a case where the person in whom the legal title to premises is vested is insolvent or dead, or is under any form of legal disability whatsoever, the person in whom the administration and control of such premises is vested as curator, trustee, executor, administrator, judicial manager, liquidator or other legal representative;

(c) in any case where the municipality or its authorised agent is unable to determine the identity of such person, a person who is entitled to the benefit of the use of such premises or a building or buildings thereon;

(d) in the case of premises for which a lease agreement of 30 years or longer has been entered into, the lessee thereof;

(e) in relation to -

(i) a piece of land delineated on a sectional plan registered in terms of the Sectional Titles Act, 1986 (Act No. 95 of 1986), the developer or the body corporate in respect of the common property, or

(ii) a section as defined in the Sectional Titles Act, 1986 (Act No. 95 of 1986), the person in whose name such section is registered under a sectional title deed and includes the lawfully appointed agent of such a person;

"person" means any natural person, local government body or like authority, a company incorporated under any law, a body of persons whether incorporated or not, a statutory body, public utility body, voluntary association or trust;

"pollution" means the introduction of any substance into the water supply system, a water installation or a water resource that may directly or indirectly alter the physical, chemical or

biological properties of the water found therein so as to make it –

(a) less fit for any beneficial purpose for which it may reasonably be expected to be used; or

(b) harmful or potentially harmful –
   (i) to the welfare, health or safety of human beings;

   (ii) to any aquatic or non-aquatic organism;

"premises" means any piece of land, the external surface boundaries of which are delineated on –

(a) a general plan or diagram registered in terms of the Land Survey Act, 1927 (Act No. 9 of 1927), or in terms of the Deeds Registries Act, 1937 (Act No. 47 of 1937); or

(b) a sectional plan registered in terms of the Sectional Titles Act, 1986 (Act No. 95 of 1986);

(c) a register held by a tribal authority;

"prescribed tariff or charge" means a charge prescribed by the municipality;

"public notice" means a notice in a newspaper in at least two of the official languages in general use within the Province or area in question, and, where possible, the notice shall be published in a newspaper appearing predominantly in the language utilised in the publication of the notice;

"public water" means any river, watercourse, bay, estuary, the sea and any other water to which the public has the right of use or to which the public has the right of access;

“sanitation services” has the same meaning assigned to it in terms of the Act and includes for purposes of these bylaws water for industrial purposes and the disposal of industrial effluent;

“sea outfalls” means the discharge of effluent directly into the sea;

"service pipe" means a pipe which is part of a water installation provided and installed on any premises by the owner or occupier and which is connected or to be connected to a connection pipe to serve the water installation on the premises;

"sewage"	means waste water, industrial effluent, standard domestic effluent and other liquid waste, either separately or in combination, but shall not include stormwater;
"sewage disposal system"	means the structures, pipes, valves, pumps, meters or other appurtenances used in the conveyance through the sewer reticulation system and treatment at the sewage treatment plant under the control of the municipality or its authorised agent and which may be used by it in connection with the disposal of sewage and shall include the sea outfalls;
"sewer"	means any pipe or conduit which is the property of or is vested in the municipality or its authorised agent and which may be used for the conveyance of sewage from the connecting sewer and shall not include a drain as defined;
"standard domestic effluent"	means domestic effluent with prescribed strength characteristics in respect of chemical oxygen demand and settable solids as being appropriate to sewage discharges from domestic premises within the jurisdiction of the municipality or its authorised agent, but shall not include industrial effluent;
"stormwater"	means water resulting from natural precipitation or accumulation and includes rainwater, subsoil water or spring water;
"terminal water fitting"	means a water fitting at an outlet of a water installation that controls the discharge of water from a water installation;
"trade premises"	means premises upon which industrial effluent is produced;
"water fitting"	means a component of a water installation, other than a pipe, through which water passes or in which it is stored;
"water installation"	means the pipes and water fittings which are situated on any premises and vested in the owner thereof and used or intended to be used in connection with the use of water on such premises, and includes a pipe and water fitting situated outside the boundary of the premises, which either connects to the connection pipe relating to such premises or is otherwise laid with the permission of the municipality or its authorised agent;
“water services”	has the same meaning assigned to it in terms of the Act and includes for purposes of these bylaws water for industrial purposes and the disposal of industrial effluent;

“water supply services” has the same meaning assigned to it in terms of the Act and includes for purposes of these bylaws water for industrial purposes and the disposal of industrial effluent;

"water supply system" means the structures, aqueducts, pipes, valves, pumps, meters or other apparatus relating thereto which are vested in the municipality or its authorised agent and are used or intended to be used by it in connection with the supply of water, and includes any part of the system;

"wet industry" means an industry which discharges industrial effluent; and

"working day" means a day other than a Saturday, Sunday or public holiday.

Any word or expression used in these bylaws to which a meaning has been assigned in –

(a) the Act will bear that meaning; and

(b) the National Building Regulations and Building Standards Act, 1997 (Act No. 103 of 1977), the Building Regulations will in respect of Chapter III bear that meaning, unless the context indicates otherwise.

Any reference in Chapter I of these bylaws to water services or services must be interpreted as referring to water supply services or sanitation services depending on the services to which is applicable.

Part 2: Application for water services

Application for water services

2. (1) No person shall gain access to water services from the water supply system, sewage disposal system or through any other sanitation services unless he or she has applied to the municipality or its authorised agent on the prescribed form for such services for a specific purpose and to which such application has been agreed.

(2) Where a premises or consumer are provided with water services, it shall be deemed that an agreement in terms of Sub-Section (1) exists.

(3) An application agreed to by the municipality or its authorised agent shall constitute an agreement between the municipality or its authorised agent and the applicant, and such agreement shall take effect on the date referred to or stipulated in such agreement.

(4) A consumer shall be liable for all the prescribed tariffs and / or charges in respect of water services rendered to him or her until the agreement has been terminated in accordance with these bylaws or until such time as any arrears have been paid.

(5) In preparing an application form for water services the municipality or its authorised agent will ensure that the document and the process of interaction with the owner, consumer or any other person making application are understood by that owner, consumer or other person. In the case of illiterate or similarly disadvantaged persons, the municipality or its authorised agent will take reasonable steps to ensure that the person is aware of and understands the contents of the application form.

(6) Water services rendered to a consumer are subject to the provisions of these bylaws and the conditions contained in the relevant agreement.

(7) If a municipality or its authorised agent refuses an application for the provision of water services, is unable to render such water services on the date requested for such provision of water services to commence or is unable to render the water services the municipality or its authorised agent will inform the consumer of such refusal and / or inability, the reasons therefore and, if applicable, when the municipality or its authorised agent will be able to provide such water services.

3 Payment for Water Connection

1) The fees prescribed in the tariff to all consumers that receive or want to receive sanitation services will be for each individual stand payable by the owner in full before such a connection will be made to the sewer system.

2) The minimum charge payable in respect to have any application shall be the published tariff.

3) The Council shall have the right in the case of any special service being required from the Council to recover the cost thereof. Special service shall include but not limited to:

a) Any connection longer than 3 metres
b) Any road crossing and reinstatement of road the crossing
c) etc

Special agreements for water services

4. The municipality or its authorised agent may enter into a special agreement for the provision of water services to –

(a) an applicant inside its area of jurisdiction, if the services applied for necessitates the imposition of conditions not contained in the prescribed form; and

(b) an applicant outside its area of jurisdiction, if such application has been approved by the municipality or its authorised agent having jurisdiction in the area in which the premises is situated.

Part 3: Tariffs and charges

Prescribed tariffs and charges for water services

5. All tariffs and or charges payable in respect of water services rendered by the municipality or its authorised agent in terms of these bylaws, including but not limited to the payment of connection charges, fixed charges or any additional charges or interest in respect of failure to pay such tariffs or charges on the specified date will be set by the municipality –

   by a resolution passed by the Council; in accordance with –

   (i) its tariff policy;
   (ii) any bylaws in respect thereof; and
   (iii) any regulations in terms of Section (10) of the Act.

Fixed charges for water services

6. (1) The municipality may, in addition to the tariffs or charges prescribed for water services actually provided, levy a monthly fixed charge, annual fixed charge or once-off fixed charge in respect of the provision of water services in accordance with

   (a) its tariff policy;

   (b) any bylaws in respect thereof; and

   (c) any regulations in terms of Section (10) of the Act.

   (2) Where a fixed charge is levied in terms of Sub-Section (1), it shall be payable by every owner or consumer in respect of water services provided by the municipality or its authorised agent to him, her or it, whether or not water services are used by him, her or it.

Part 4: Payment

Payment of deposit

7. (1) Every consumer must on application for the provision of water services and before such water services will be provided by the municipality or its authorised agent, pay a deposit as determined by the municipality or its

authorised agent except in the case of a pre-payment measuring device being used by the municipality or its authorised agent.

(2) The municipality or its authorised agent may require a consumer to whom services are provided and who was not previously required to pay a deposit, for whatever reason, to pay a deposit on request, within a specified period.

(3) The municipality or its authorised agent may from time to time review the sum of money deposited by a consumer in terms of Sub-Section (1) and, in accordance with such review -

(a) require that an additional amount be deposited by the consumer; or

(b) refund to the consumer such amount as may be held by the municipality or its authorised agent in excess of the reviewed deposit.

(4) Subject to Sub-Section (5), an amount deposited with the municipality or its authorised agent in terms of Sub-Sections (1) or (2) shall not be regarded as being in payment or part payment of an account due for water services rendered.

(5) If, upon the termination of the agreement for the provision of water services, an amount remains due to the municipality or its authorised agent in respect of water services rendered to the consumer, the municipality or its authorised agent may apply the deposit in payment or part payment of the outstanding amount and refund any balance to the consumer.

(6) No interest shall be payable by the municipality or its authorised agent on the amount of a deposit held by it in terms of this Section.

(7) An agreement for the provision of water services may contain a condition that a deposit shall be forfeited to the municipality or its authorised agent if it has not been claimed within twelve months of the termination of the agreement.

Payment for water services provided

8. (1) Water services provided by the municipality or its authorised agent to a consumer shall be paid for by the consumer at the prescribed tariff or charge set in accordance with Sections (4) and (5), for the particular category of water services provided.

(2) A consumer shall be responsible for payment for all water services provided to the consumer from the date of an agreement until the date of termination thereof. If the consumer fails to pay, the owner shall be responsible.

(3) In the case of fault metering including stuck water meters,the municipality or its authorised agent may estimate the quantity of water services provided in respect of a period or periods within the interval between successive

measurements and may render an account to a consumer for the services so estimated. The estimated quantity of service might either be based on historical accurate readings or the consumption may be monitored for a period of three months and the net average quantity will be used to bill for the affected period

(4) If a consumer uses water supply services for a category of use other than that for which it is provided by the municipality or its authorised agent in terms of an agreement and as a consequence is charged at a rate lower than the rate which should have been charged, the Municipality or its authorised agent may make an adjustment of the amount charged in accordance with the rate which should have been charged and recover from the consumer the tariffs and charges payable in accordance with such adjustment. Provided that no such adjustment shall be made in respect of a period in excess **of 3 years** prior to the date on which the wrong charge was observed or the council was notified of such wrong charge by the consumer.

(5) A consumer must pay his or her or its account at an approved agent of the municipality or its authorised agent. A consumer shall remain liable for the payment of an account not paid with the municipality, its authorised agent or approved agent.

(6) A municipality or its authorised agent must inform a consumer as to who the approved agents for payment of accounts are.

Relocation of water service

8 The cost for the relocation of the water meter will be at the customer's account and at the prescribed water tariff

Part 5: Termination, limitation and discontinuation of water services

Termination of agreement for the provision of water services

9 (1) A consumer may terminate an agreement for the provision of water services by giving to the municipality or its authorised agent not less than ten (10) working days' notice in writing of his or her intention to do so.

(2) The municipality or its authorised agent may, by notice in writing of not less than thirty working days, advise a consumer of the termination of his, her or its agreement for the provision of water services if –

(a) he, she or it has not used the water services during the preceding six months and has not made arrangements to the satisfaction of the municipality or its authorised agent for the continuation of the agreement;

(b) he, she or it has failed to comply with the provisions of these bylaws and has failed to rectify such failure to comply on notice in terms of

Section (23) or to pay any tariffs or charges due and payable after the procedure set out in Section (11) was applied;

(c) in terms of an arrangement made by it with another water services institution to provide water services to the consumer.

(3) The municipality or its authorised agent may, after having given notice, terminate an agreement for services if a consumer has vacated the premises to which such agreement relates.

(4) The cost for the termination/removal of the water services will be at the customer's account and at the prescribed water tariff

Limitation and / or discontinuation of water services provided

10 (1) The municipality or its authorised agent may limit or discontinue water services provided in terms of these bylaws –

(a) on failure to pay the prescribed tariffs or charges on the date specified, after the provisions of Section (11) were applied;

(b) on failure to comply with any other provisions of these bylaws, after notice in terms of Section (23) was given;

(c) at the written request of a consumer;

(d) if the agreement for the provision of services has been terminated in terms of Section (13) and it has not received an application for subsequent services to the premises within a period of 90 (ninety) days of such termination;

(e) the building on the premises to which services were provided has been demolished;

(f) if the consumer has interfered with a limited or discontinued service; or

(g) in an emergency.

(2) The municipality or its authorised agent will not be liable for any damages or claims that may arise from the limitation or discontinuation of water services provided in terms of Sub-Section (1).

Restoration of water services

11. When a consumer enters into an agreement for the payment of the arrears amount in instalments after the receipt of a final demand notice or a discontinuation notice the water services will be restored to the type of service the consumer elected in terms of the agreement for the provision of water services, within 7 (seven) working days.

Part 6: General provisions

Responsibility for compliance with these bylaws

12. (1) The owner of premises is responsible for ensuring compliance with these bylaws in respect of all or any matters relating to any installation.

(2) The consumer is responsible for compliance with these bylaws in respect of matters relating to the use of any installation.

Exemption

13. (1) The municipality or its authorised agent may, in writing exempt an owner, consumer, any other person or category of owners, consumers or other persons from complying with a provision of these bylaws, subject to any conditions it may impose, if it is of the opinion that the application or operation of that provision would be unreasonable, provided that the municipality or its authorised agent shall not grant exemption from any section of these bylaws that may result in –

(a) the wastage or excessive consumption of water;

(b) the evasion or avoidance of water restrictions;

(c) significant negative effects on public health, safety or the environment;

(d) the non-payment for services;

(e) the installation of pipes and fittings which are not approved in terms of these bylaws; and

(f) the Act, or any regulations made in terms thereof, is not complied with.

(2) The municipality or its authorised agent may at any time after giving written notice of at least thirty days, withdraw any exemption given in terms of Sub-Section (1).

Unauthorised use of water services

14 (1) No person may gain access to water services from the water supply system, sewage disposal system or any other sanitation services unless an agreement has been entered into with the municipality or its authorised agent for the rendering of those services.

(2) The municipality or its authorised agent may, irrespective of any other action it may take against such person in terms of these bylaws, by written notice order a person who has gained access to water services from the water supply system, sewage disposal system or any other sanitation services

without an agreement with the municipality or its authorised agent for the rendering of those services,

(a) to apply for such services in terms of Sections 2 or 3; and

(b) to undertake such work as may be necessary to ensure that the consumer installation through which access was gained complies with the provisions of these bylaws.

(3) The provisions of Section 23 shall apply to a notice in terms of Sub-Section (2) above.

Change in purpose for which water services are used

15. Where the purpose or extent for which water services are used is changed, the consumer must enter into a new agreement with the municipality or its authorised agent.

Interference with water supply system or any sanitation services

16 (1) No person other than the municipality or its authorised agent shall manage, operate or maintain the water supply system or any sanitation system unless authorised by these bylaws or an authorised agent.

(2) No person other than the municipality or its authorised agent shall effect a connection to the water supply system or sewage disposal system or render any other sanitation services.

Obstruction of access to water supply system or any sanitation services

17. (1) No person shall prevent or restrict physical access to the water supply system or sewage disposal system.

(2) If a person contravenes Sub-Section (1), the municipality or its authorised agent may –

(a) by written notice require such person to restore access at his or her own expense within a specified period; or

(b) if it is of the opinion that the situation is a matter of urgency, without prior notice restore access and recover the cost from such person.

Notices and documents

18. (1) A notice or document issued by the municipality or its authorised agent in terms of these bylaws must be deemed to be duly authorised if the authorised agent signs it.

(2) If a notice or document is to be served on an owner, consumer or any other person in terms of these bylaws such service shall be effected by –

(a) delivering it to him or her personally or to his or her duly authorised agent;

(b) delivering it at his or her residence, village or place of business or employment to a person not less than sixteen years of age and apparently residing or employed there;

(c) if he or she has nominated an address for legal purposes, delivering it to such an address;

(d) if he or she has not nominated an address for legal purposes, delivering it to the address given by him or her in his or her application for the provision of water services, for the reception of an account for the provision of water services;

(e) sending by pre-paid registered or certified post addressed to his or her last known address;

(f) in the case of a legal person, by delivering it at the registered office or business premises of such legal person; or

(g) if service cannot be effected in terms of Sub-Sections (a) to (f), by affixing it to a principal door of entry to the premises concerned.

(3) In the case where compliance with a notice is required within a specified number of working days, such period shall be deemed to commence on the date of delivery or sending of such notice.

Power to serve and compliance with notices

19. (1) The municipality or its authorised agent may, by written notice, order an owner, consumer or any other person who fails, by act or omission, to comply with the provisions of these bylaws or of any condition imposed thereunder to remedy such breach within a period specified in the notice, which period shall not be less than thirty days.

(2) If a person fails to comply with a written notice served on him or her by the municipality or its authorised agent in terms of these bylaws within the specified period, it may take such action that in its opinion is necessary to ensure compliance, including –

(a) undertaking the work necessary itself and recovering the cost of such action or work from that owner, consumer or other person;

(b) limiting or discontinuing the provision of services; and

(c) instituting legal proceedings.

(3) A notice in terms of Sub-Section (1) will –

(a) give details of the provision of the bylaws not complied with;

(b) give the owner, consumer or other person a reasonable opportunity to make representations and state his or her case, in writing, to the municipality or its authorised agent within a specified period, unless the owner, consumer or other person was given such an opportunity before the notice was issued;

(c) specify the steps that the owner, consumer of other person must take to rectify the failure to comply;

(d) specify the period within which the owner, consumer or other person must take the steps specified to rectify such failure; and

(e) indicate that the municipality or its authorised agent –

(i) may undertake such work necessary to rectify the failure to comply if the notice is not complied with and that any costs associated with such work may be recovered from the owner, consumer or other person; and

(ii) may take any other action it deems necessary to ensure compliance.

(4) In the event of an emergency the municipality or its authorised agent may without prior notice undertake the work required by Sub-Section (3)(e)(i) and recover the costs from such person.

(5) The costs recoverable by the municipality or its authorised agent in terms of Sub-Sections (3) and (4) is the full cost associated with that work and includes, but is not limited to, any exploratory investigation, surveys, plans, specifications, schedules of quantities, supervision, administration charge, the use of tools, the expenditure of labour involved in disturbing or rehabilitation of any part of a street or ground affected by the work and the environmental cost.

Power of entry and inspection

20. (1) A municipality or its authorised agent may enter and inspect any premises –

(a) for the purposes set out in and in accordance with the provisions of Section 80 of the Act;

(b) for any purpose connected with the implementation or enforcement of these bylaws, at all reasonable times, after having given reasonable written notice of the intention to do so, unless it is an emergency situation.

False statements or information

21. No person shall make a false statement or furnish false information to the municipality or its authorised agent or falsify a document issued in terms of these bylaws.

Offences

22. (1) A person who –

(a) unlawfully and intentionally or negligently interfere with any water services works of the municipality or its authorised agent;

(b) fails to provide information or provide false information reasonably requested by the municipality or its authorised agent;

(c) fails or refuses to give access required by a municipality or its authorised agent in terms of Section 24;

(d) obstructs or hinders a municipality or its authorised agent in the exercise of his or her powers or performance of his or her functions or duties under these bylaws;

(e) contravenes or fails to comply with a provision of these bylaws;

(f) contravenes or fails to comply with a condition or prohibition imposed in terms of these bylaws;

(g) contravenes or fails to comply with any conditions imposed upon the granting of any application, consent, approval, concession, exemption or authority in terms of these bylaws; or

(h) fails to comply with the terms of a notice served upon him or her in terms of these bylaws; shall be guilty of an offence and liable on conviction to a fine not exceeding R3 000.00 or in default on payment, to imprisonment for a period not exceeding 4 months and in the event of a continued offence to a further fine not exceeding R1 000.00 for every day during the continuance of such offence after a written notice from the municipality or its authorised agent has been issued, and in the event of a second offence to a fine not exceeding R6 000.00 or, in default on payment to imprisonment for a period not exceeding 8 months.

Availability of bylaws

23. (1) A copy of these bylaws shall be included in the municipalities Municipal Code as required in terms of legislation.

(2) A copy of these bylaws shall be available for inspection at the municipal offices or at the offices of its authorised agent at all reasonable times.

(3) A copy of the bylaws may be obtained at the approved tariff from the municipality or its authorised agent.

CHAPTER II: Water supply services

Part 1: Connection to water supply system

Provision of connection pipe

24. (1) If an agreement for water supply services in respect of premises has been concluded and no connection pipe exists in respect of the premises, the owner shall make application on the prescribed form and pay the prescribed charge for the installation of such a pipe.

(2) If an application is made for water supply services which are of such an extent or so situated that it is necessary to extend, modify or upgrade the water supply system in order to supply water to the premises, the municipality or its authorised agent may agree to the extension subject to such conditions as it may impose.

Location of connection pipe

25 (1) A connection pipe provided and installed by the municipality or its authorised agent shall –

(a) be located in a position agreed to between the owner and the municipality or its authorised agent and be of a suitable size as determined by the municipality or its authorised agent;

(b) terminate at –

(i) the boundary of the land owned by or vested in the municipality or its authorised agent, or over which it has a servitude or other right; or

(ii) the outlet of the water meter if it is situated on the premises; or

(iii) the isolating valve if it is situated on the premises.

(2) In reaching agreement with an owner concerning the location of a connection pipe, the municipality or its authorised agent shall ensure that the owner is aware of

(a) practical restrictions that may exist regarding the location of a connection pipe;

(b) the cost implications of the various possible locations of the connection pipe;

(c) whether or not the municipality or its authorised agent requires the owner to indicate the location of the connection pipe by providing a portion of his or her water installation at or outside the boundary of his or her premises, or such agreed position inside or outside his or her premises where the connection is required, for the municipality or its authorised agent to connect to such installation.

(3) A municipality or its authorised agent may at the request of any person agree, subject to such conditions as he or she may impose, to a connection to a main other than that which is most readily available for the provision of water supply to the premises; provided that the applicant shall be responsible for any extension of the water installation to the connecting point designated by the municipality or its authorised agent and for obtaining at his or her cost, such servitudes over other premises as may be necessary.

(4) An owner must pay the prescribed connection charge.

Provision of single water connection for supply to several consumers on same premises

26. (1) Notwithstanding the provisions of Section 29 only one connection pipe to the water supply system may be provided for the supply of water to any premises, irrespective of the number of accommodation units, business units or consumers located on such premises.

(2) Where the owner, or the person having the charge or management of any premises on which several accommodation units are situated, requires the supply of water to such premises for the purpose of supply to the different accommodation units, the municipality or its authorised agent may, in its discretion, provide and install either –

(a) a single measuring device in respect of the premises as a whole or any number of such accommodation units; or

(b) a separate measuring device for each accommodation unit or any number thereof.

(3) Where the municipality or its authorised agent has installed a single measuring device as contemplated in Sub-Section (2)(a), the owner or the person having the charge or management of the premises, as the case may be, -

(a) must, if the municipality or its authorised agent so requires, install and maintain on each branch pipe extending from the connection pipe to the different accommodation units –

(i) a separate measuring device; and

(ii) an isolating valve; and

(b) will be liable to the municipality or its authorised agent for the tariffs and charges for all water supplied to the premises through such a single measuring device, irrespective of the different quantities consumed by the different consumers served by such measuring device.

(4) Notwithstanding Sub-Section (1), the municipality or its authorised agent may authorise that more than one connection pipe be provided on the water supply system for the supply of water to any premises comprising sectional title units or if, in the opinion of the municipality or its authorised agent, undue hardship or inconvenience would be caused to any consumer on such premises by the provision of only one connection pipe.

(5) Where the provision of more than one connection pipe is authorised by the municipality or its authorised agent under Sub-Section (4), the tariffs and charges for the provision of a connection pipe is payable in respect of each water connection so provided.

Interconnection between premises or water installations

27. An owner of premises shall ensure that no interconnection exists between –

(a) the water installation on his or her premises and the water installation on other premises; or

(b) where several accommodation units are situated on the same premises, the water installations of the accommodation units; unless he or she has obtained the prior written consent of the municipality or its authorised agent, and complies with any conditions that it may have imposed.

Disconnection of water installation from connection pipe

28. The municipality or its authorised agent may disconnect a water installation from the connection pipe and remove the connection pipe if –

(a) the agreement for supply has been terminated in terms of Section (13) and it has not received an application for a subsequent supply of water to the premises served by the pipe within a period of 90 days of such termination; or

(b) the building on the premises concerned has been demolished.

Part 2: Communal water services works

Provision of a water services work for water supply to several consumers

29. (1) A municipality or its authorised agent may install a communal water services work for the provision of water services to several consumers at a location it deems appropriate, provided that –

(a) the consumers to whom water services will be provided through that water services work has been consulted in respect of the level of service, tariff that will be payable and location of the work.

Part 3: Temporary supply

Water supplied from a hydrant

30. (1) The municipality or its authorised agent may authorise a temporary supply of water to be taken from one or more fire hydrants specified by it, subject to such conditions and period as may be prescribed by it.

(2) A person who desires a temporary supply of water referred to in Sub-Section (1) must apply for such water services in terms of Section (2).

(3) The supply of water in terms of Sub-Section (1) must be measured.

(4) The municipality or its authorised agent may for purposes of measuring provide a portable water meter to be returned to the municipality or its authorised agent on termination of the temporary supply, which portable meter and all other fittings and apparatus used for the connection of the portable water meter to a hydrant, shall remain the property of the municipality or its authorised agent and will be provided subject any conditions imposed by the municipality or its authorised agent.

Part 4: Standards and general conditions of supply

Quantity, quality and pressure

31. (1) Water supply services provided by the municipality or its authorised agent will comply with the minimum standards set for the provision of water supply services in terms of Section (9) of the Act.

(2) The municipality will provide the water service within the following pressure standards:

Residual pressures		
Types of Development	Minimum Head Under Instantaneous Peak Demand (m)	Maximum Head Under Zero Flow Condition (m)
Dwelling houses: house connections	24**	90
Dwelling houses: yard taps and yard tanks	10**	90

*** Plus the height difference between the Municipal main and the highest level at any point on the erf not exceeding 50m from the boundary adjacent to the Municipal main. The customer that requires more than the minimum pressure must install a pressure booster system.*

General conditions of supply

32. (1) The municipality or its authorised agent may specify the maximum height to which water will be supplied from the water supply system. Where a consumer requires water to be supplied at a greater height or pressure the consumer will be responsible therefor.

(2) The municipality or its authorised agent may, in an emergency, interrupt the supply of water to any premises without prior notice.

(3) If in the opinion of the municipality or its authorised agent the consumption of water by a consumer adversely affects the supply of water to another consumer, it may apply such restrictions as it may deem fit to the supply of water to the first mentioned consumer in order to ensure a reasonable supply of water to the other consumer and will inform that consumer of such restrictions.

Part 5: Measurement of water supply services

Measuring of quantity of water supplied

33. (1) The municipality or its authorised agent will measure the quantity of water supplied at regular intervals.

(2) Any measuring device through which water is supplied to a consumer by the municipality or its authorised agent and its associated apparatus shall be provided and installed by the municipality or its authorised agent, shall remain its property, and may be changed and maintained by the municipality or its authorised agent when deemed necessary by it.

(3) The municipality or its authorised agent may install a measuring device, and its associated apparatus, on premises at any point on the service pipe.

(4) If the municipality or its authorised agent installs a measuring device on a service pipe in terms of Sub-Section (3), it may install a section of pipe and associated fittings between the end of its connection pipe and the meter, and such section shall be deemed to form part of the water supply system.

(5) If the municipality or its authorised agent installs a measuring device together with its associated apparatus on a service pipe in terms of Sub-Section (3), the owner shall –

(a) provide a place satisfactory to the municipality or its authorised agent in which to install it;

(b) ensure that unrestricted access is available to it at all times;

(c) be responsible for its protection and be liable for the costs arising from damage thereto, excluding damage arising from normal fair wear and tear;

(d) ensure that no connection is made to the pipe in which the measuring device is installed, between the measuring device and the connection pipe serving the installation; and

(e) make provision for the drainage of water which may be discharged, from the pipe in which the measuring device is installed, in the course of work done by the municipality or its authorised agent on the measuring device.

(6) No person other than an authorised agent shall –

(a) disconnect a measuring device and its associated apparatus from the pipe in which they are installed;

(b) break a seal which the municipality or its authorised agent has placed on a meter; or

(c) in any other way interfere with a measuring device and its associated apparatus.

(7) If the municipality or its authorised agent considers that, in the event of the measuring device being a meter that the size of a meter is unsuitable by reason of the quantity of water supplied to premises, it may install a meter of

such size as it may deem necessary, and may recover from the owner of the premises concerned the prescribed charge for the installation of the meter.

(8) The municipality or its authorised agent may require the installation, at the owner's expense, of a measuring device to each dwelling unit, in separate occupancy, on any premises, for use in determining quantity of water supplied to each such unit; provided that where fixed quantity water delivery systems are used, a single measuring device may be used to supply more than one unit.

Quantity of water supplied to consumer

34. (1) For purposes of assessing the quantity of water measured by a measuring device installed by the municipality or its authorised agent on the premises of a consumer or, where applicable, estimated or determined by the municipality or its authorised agent in terms of any provision of these bylaws, it will, for the purposes of these bylaws, be deemed, unless the contrary can be proved, that –

(a) the quantity is represented by the difference between measurements taken at the beginning and end of such period;

(b) the measuring device was accurate during such period;

(c) the entries in the records of the municipality or its authorised agent were correctly made; and

(d) provided that if water is supplied to, or taken by, a consumer without its passing through a measuring device, the estimate by the municipality or its authorised agent of the quantity of such water shall be deemed to be correct.

(2) Where water supplied by the municipality or its authorised agent to any premises is in any way taken by the consumer without such water passing through any measuring device provided by the municipality or its authorised agent, the municipality or its authorised agent may for the purpose of rendering an account estimate, in accordance with Sub-Section (3), the

quantity of water supplied to the consumer during the period from the last previous reading of the water meter until the date it is discovered that water is so taken by the consumer.

(3) For the purposes of Sub-Section (2), an estimate of the quantity of water supplied to a consumer shall be based on, as the municipality or its authorised agent may decide -

(a) the average monthly consumption of water on the premises during any three consecutive measuring periods during the twelve months' period prior to the date on which the taking of water in the manner mentioned in Sub-Section (2) was discovered; or

(b) the average monthly consumption on the premises registered over three succeeding measuring periods after the date referred to in Sub-Section (3)(a).

(4) Nothing in these regulations shall be construed as imposing on the municipality or its authorised agent an obligation to cause any measuring device installed by the municipality or its authorised agent on any premises to be measured at the end of every month or any other fixed period, and the municipality or its authorised agent may estimate the quantity of water supplied over any period during the interval between successive measurements of the measuring device and render an account to a consumer for the quantity of water so estimated.

(5) The municipality or its authorised agent must, on receipt from the consumer of written notice of not less than 7 (seven) days and subject to payment of the prescribed charge, measure the quantity of water supplied to consumer at a time or on a day other than that upon which it would normally be measured.

(6) If a contravention of Sub-Section 36(6) occurs, the consumer shall pay to the municipality or its authorised agent the cost of such quantity of water as in the municipality or its authorised agent's opinion was supplied to him or her.

(7) Until such time a measuring device have been installed in respect of water supplied to a consumer the estimated or assumed consumption of that consumer must be based on the average consumption of water supplied to the specific zone within which the consumer's premises is situated, during a specific period.

(8) Where in the opinion of the municipality or its authorised agent it is not reasonably possible or cost effective to measure water supplied to each consumer within a determined zone, the municipality or its authorised agent may determine a basic tariff or charge to be paid by each consumer within that zone irrespective of actual consumption.

(9) A tariff or charge determined in terms of Sub-Section (8) will be based on the estimated average consumption of water supplied to that zone.

(10) Where water supply services are provided through a communal water services work the amount due and payable by consumers gaining access to water supply services through that communal water services work must be based on the estimated average consumption of water supplied to that water services work.

Defective measurement

35. (1) If a consumer has reason to believe that a measuring device, used for measuring water, which was supplied to him or her by the municipality or its authorised agent is defective he or she may, against payment of the prescribed charge, make application in writing for the measuring device to be tested.

(2) The provisions of Sections 10(8) to 10(12) will apply to such an application.

Special measurement

36 (1) If the municipality or its authorised agent wishes, for purposes other than charging for water consumed, to ascertain the quantity of water which is used in a part of a water installation, it may by written notice advise the owner concerned of its intention to install a measuring device at such point in the water installation as it may specify.

(2) The installation of a measuring device referred to in Sub-Section (1), its removal, and the restoration of the water installation after such removal shall be carried out at the expense of the municipality or its authorised agent.

(3) The provisions of Sections 37(5) and 37(6) shall apply insofar as they may be applicable in respect of a measuring device installed in terms of Sub-Section (1).

No reduction of amount payable for water wasted

37. A consumer shall not be entitled to a reduction of the amount payable for water wasted or water losses in a water installation.

Adjustment of quantity of water supplied through defective measuring device

38. (1) If a measuring device is found to be defective in terms of Section 10(11), the municipality or its authorised agent may estimate the quantity of water supplied to the consumer concerned during the period in which, in its opinion, such measuring device was defective, on the basis of the average daily quantity of water supplied to him or her over

(a) a period between two successive measurements subsequent to the replacement of the measuring device; or

(b) a period in the previous year corresponding to the period in which the measuring device was defective; or

(c) the period between three successive measurements prior to the measuring device becoming defective; whichever it considers the most appropriate.

(2) If the quantity of water supplied to a consumer during the period when his or her measuring device was defective cannot be estimated in terms of Sub-Section (1), the municipality or its authorised agent may estimate the quantity on any basis that is available to it.

(3) Provided that no such adjustment shall be made in respect of a period in excess of 12 months prior to the date on which the meter was found to be registering incorrectly.

Part 6: Installation work

Approval of installation work

39. (1) If an owner wishes to have installation work done, he or she must first obtain the municipality or its authorised agent's written approval; provided that approval shall not be required in the case of water installations in dwelling units or installations where no fire installation is required in terms of SABS

Code 0400 or for the repair or replacement of an existing pipe or water fitting other than a fixed water heater and its associated protective devices.

(2) Application for the approval referred to in Sub-Section (1) shall be made on the prescribed form and shall be accompanied by –

(a) the prescribed charge, if applicable;

(b) copies of the drawings as prescribed by the municipality or its authorised agent, giving information in the form required by Clause 4.1.1 of SABS Code 0252 : Part I; and

(c) a certificate certifying that the installation has been designed in accordance with SABS Code 0252 : Part I or has been designed on a rational basis.

(3) The provisions of Sub-Sections (1) and (2) shall not apply to a qualified plumber who replaces a fixed water heater or its associated protective devices.

(4) Authority given in terms of Sub-Section (1) shall lapse at the expiry of a period of twenty-four months after the first day of the month succeeding the month in which the authority is given.

(5) A complete set of approved drawings of installation work shall be available at the site of the work at all times until such work has been completed, where approval was required in terms of Sub-Section 1.

(6) If installation work has been done in contravention of Sub-Section (1) or (2), the municipality or its authorised agent may by written notice require the owner of the premises concerned to –

(a) comply with that regulation within a specified period;

(b) if work is in progress, to cease the work; and

(c) to remove all such work which does not comply with these bylaws.

Persons permitted to do installation and other work

Provision and maintenance of water installations

40. (1) An owner must provide and maintain his or her water installation at his or her own cost and, where permitted in terms of Sub-Section (2), must ensure that the installation is situated within the boundary of his or her premises.

(2) Before doing work in connection with the maintenance of a portion of his or her water installation which is situated outside the boundary of his or her premises, an owner shall obtain the written consent of the municipality or its

authorised agent or the owner of the land on which such portion is situated, as the case may be.

Use of pipes and water fittings to be authorised

41. (1) No person shall, without the prior written authority of the municipality or its authorised agent, install or use a pipe or water fitting in a water installation within the municipality or its authorised agent's area of jurisdiction unless it is included in the Schedule of Approved Pipes and Fittings as compiled by the municipality or its authorised agent.

(2) Application for the inclusion of a pipe or water fitting in the Schedule referred to in Sub-Section (1) must be made on the form prescribed by the municipality or its authorised agent and be accompanied by the prescribed charge.

(3) A pipe or water fitting may be included in the Schedule referred to in Sub-Section (1) if –

(a) it bears the standardisation mark of the South African Bureau of Standards in respect of the relevant SABS specification issued by the Bureau; or

(b) it bears a certification mark issued by the SABS to certify that the pipe or water fitting complies with an SABS Mark specification or a provisional specification issued by the SABS, provided that no certification marks shall be issued for a period exceeding two years.

(4) The municipality or its authorised agent may, in respect of any pipe or water fitting included in the Schedule, impose such additional conditions, as it may deem necessary in respect of the use or method of installation thereof.

(5) A pipe or water fitting shall be removed from the Schedule if it –

(a) no longer complies with the criteria upon which its inclusion was based; or

(b) is no longer suitable for the purpose for which its use was accepted.

(6) The current schedule shall be available for inspection at the office of the municipality or its authorised agent at any time during working hours.

(7) The municipality or its authorised agent may sell copies of the current schedule at the prescribed charge.

Labelling of terminal water fittings and appliances

42. All terminal water fittings and appliances using or discharging water shall be marked, or have included within the packaging of the item, the following information:

    (a) the range of pressure in kPa over which the water fitting or appliance is designed to operate;

    (b) the flow rates, in litres per minute, related to the design pressure range, provided that this information shall be given for at least the following water pressures –

        (i) 20 kPa
        (ii) 100 kPa
        (iii) 400 kPa

Part 7: Water pollution, restriction and wasteful use of water

Owner to prevent pollution of water

43. An owner shall provide and maintain approved measures to prevent the entry of a substance, which may be a danger to health or adversely affect the potability of water or affect its fitness for use, into –

    (a) the water supply system; and
    (b) any part of the water installation on his or her premises.

Water restrictions

44. (1) The municipality or its authorised agent may by public notice to prevent the wasteful use of water in terms of Section (51) or in the event of a water shortage, drought or flood –

    (a) prohibit or restrict the consumption of water in the whole or part of its area of jurisdiction in general or for –

        (i) specified purposes;

        (ii) during specified hours of the day or on specified days; and

        (iii) in a specified manner; and

    (b) determine and impose -

(i) limits on the quantity of water that may be consumed over a specified period;

(ii) charges additional to those prescribed in respect of the supply of water in excess of a limit contemplated in Sub-Section (1)(b)(i); and

(iii) a general surcharge on the prescribed charges in respect of the supply of water; and

(c) impose restrictions or prohibitions on the use or manner of use or disposition of an appliance by means of which water is used or consumed, or on the connection of such appliances to the water installation.

(2) The municipality or its authorised agent may limit the application of the provisions of a notice contemplated by Sub-Section (1) to specified areas and categories of consumers, premises and activities, and may permit deviations and exemptions from, and the relaxation of, any of the provisions on reasonable grounds.

(3) The municipality or its authorised agent may –

(a) take, or by written notice require a consumer at his or her own expense to take, such measures, including the installation of measurement devices and devices for restricting the flow of water, as may in its opinion be necessary to ensure compliance with a notice published in terms of Sub-Section (1); or

(b) discontinue or, for such period as it may deem fit, limit the supply of water to any premises in the event of a contravention on such premises or failure to comply with the terms of a notice published in terms of Sub-Section (1), subject to notice in terms of Section (23); and

(c) where the supply has been discontinued, it shall only be restored when the prescribed charge for discontinuation and reconnecting the supply has been paid.

(4) The provisions of this section shall also apply in respect of water supplied directly by the municipality or its authorised agent to consumers outside its area of jurisdiction, notwithstanding anything to the contrary in the conditions governing such supply, unless otherwise specified in the notice published in terms of Sub-Section (1).

Waste of water unlawful

45. (1) No consumer shall permit –

(a) the purposeless or wasteful discharge of water from terminal water fittings;

(b) pipes or water fittings to leak;

(c) the use of maladjusted or defective water fittings;

(d) an overflow of water to persist; or

(e) an inefficient use of water to persist.

(2) An owner shall repair or replace any part of his or her water installation which is in such a state of disrepair that it is either causing or is likely to cause an occurrence listed in Sub-Section (1).

(3) If an owner fails to take measures as contemplated in Sub-Section (2), the municipality or its authorised agent shall, by written notice in terms of Section (23), require the owner to comply with the provisions of Sub-Section (1).

(4) A consumer shall ensure that any equipment or plant connected to his or her water installation uses water in an efficient manner.

(5) The municipality or its authorised agent may, by written notice, prohibit the use by a consumer of any equipment in a water installation if, in its opinion, its use of water is inefficient. Such equipment shall not be returned to use until its efficiency has been restored and a written application to do so has been approved by the municipality or its authorised agent.

Part 8: Water Audit

Water audit

46. (1) Water users using more than 3 650 Kl per annum, excluding those comprising multiple dwelling units, must within one month after the end of each financial year of the municipality or its authorised agent undertake an annual water audit at their own cost.

(2) A copy of the audit must be available for inspection by officials from the Department of Water Affairs and Forestry, the water board, if applicable, and the municipality or its authorised agent.

(3) The audit must contain details in respect of –

(a) the amount of water used during the financial year;

(b) the amount paid for water for the financial year;

(c) the number of people living on the stand or premises;

(d) the number of people permanently working on the stand or premises;

(e) the seasonal variation in demand through monthly consumption figures;

(f) the water pollution monitoring methods;

(g) the current initiatives to manage demand for water;

(h) the plans to manage their demand for water;

(i) a comparison of the above factors with those reported in each of the previous three years (where available);

(j) estimates of consumption by various components of use; and

(k) a comparison of the above factors with those reported in each of the previous three years, where available.

Part 9: General provisions

Notification of boreholes

47. (1) The municipality or its authorised agent may, by public notice, require –

(a) the owner of any premises within the area of jurisdiction of the municipality or its authorised agent upon which a borehole exists or, if the owner is not in occupation of such premises, the occupier thereof, to notify it on the prescribed form of the existence of a borehole on such premises, and provide it with such information in respect thereof as it may require; and

(b) the owner or occupier of any premises who intends to sink a borehole on such premises to notify it on the prescribed form of such intention before work in connection therewith is commenced.

(c) The owner who has an existing borehole or who wants to drill a new borebole must pay a prescribed borehole registration fee

(2) The municipality or its authorised agent may require the owner or occupier of any premises who intends to sink a borehole to undertake an environmental impact assessment for such intended borehole, to the satisfaction of the municipality or its authorised agent, before sinking the borehole.

(3) Boreholes are subject to any requirements of the National Water Act, 1998 (Act No. 136 of 1998).

(4) The municipality or its authorised agent may by notice to an owner or occupier or by public notice require owners and occupiers on who has existing boreholes used for water services to –

(a) obtain approval from it for the use of a borehole for water services in accordance with Sections 6, 7 and 22 of the Act;

(b) impose conditions in respect of the use of a borehole for water services; and

(c) impose a fixed charge in respect of the use of such a borehole.

(5) The owner of a property with a borehole is required to install a meter on the borehole to monitor the abstraction. The monthly meter readings should be submitted every month by the 5th of the following month to the municipality for among other purposes sewage calculation charges. The meter should be calibrated every year and proof thereof submitted to the municipality

(6) No boreholes for the abstraction of groundwater are permitted on dolomite land in the Midvaal Local Municipality without the written consent of the Dolomite Risk Management Function of the municipality.

(7) Existing boreholes for the abstraction of groundwater on dolomite land in the Midvaal Local Municipality shall be registered with the Dolomite Risk Management Function within 12 (twelve) months of promulgation of these by laws. And where required such abstraction license or permission can be revoked in the interest of safety

Sampling of water

48. (1)The municipality or its authorised agent shall require the owner or occupier of any premises who intends to sink a borehole to submit water quality results 30 days after drilling the borehole. Thereafter water quality results must be submitted every six (6) months.

(2) If the results are not satisfactory, the municipality or its authorized agent may cause the decommissioning of the borehole.

(3)The municipality or its authorised agent may take samples of water obtained from a source, authorised in terms of Sections (6) or (7) of the Act, other than the water supply system for domestic purposes and cause the samples to be tested for compliance with any national standards prescribed in terms of Section (9) of the Act.

(4) The prescribed charge for the taking and testing of the samples referred to in Sub-Section (1) shall be paid by the person to whom approval to use the water for potable water was granted in terms of Section 6(1) of the Act.

Supply of non-potable water by municipality or its authorised agent

49. (1) The municipality or its authorised agent may on application in terms of Section (3) agree to supply non-potable water to a consumer, subject to such terms and conditions as the municipality or its authorised agent may impose.

(2) Any supply of water agreed to in terms of Sub-Section (1) shall not be used for domestic or any other purposes, which, in the opinion of the municipality or its authorised agent, may give rise to a health risk.

(3) No warranty, expressed or implied, shall apply to the purity of any non-potable water supplied by the municipality or its authorised agent or its suitability for the purpose for which the supply was granted.

(4) The supply of non-potable water shall, both as to condition and use, be entirely at the risk of the consumer, who shall be liable for any consequential damage or loss arising to himself, herself or others arising directly or indirectly therefrom, including the consequences of any bona fide fault of the municipality or its authorised agent or the malfunction of a treatment plant.

Testing of pressure in water supply systems

50. The municipality or its authorised agent may, on application by an owner and on payment of the prescribed charge, determine and furnish the owner with the value of the pressure in the water supply system relating to his or her premises over such period as the owner may request.

Pipes in streets or public places

51. No person shall for the purpose of conveying water derived from whatever source, lay or construct a pipe or associated component on, in or under a street, public place or other land owned by, vested in, or under the control of any municipality or its authorised agent, except with the prior written permission of that municipality or its authorised agent and subject to such condition as it may impose.

APPENDIX 1: BOREHOLE APPLICATION FORM

ENGINEERING SERVICES

APPLICATION FORM FOR DRILLING OF BOREHOLES

Applications shall be addressed to the office of Engineering Services, and they can be submitted to the Head of Department, at address 56 Rooibok street, Highbury for approval and shall be endorsed from the office of the Executive Director: Engineering Services.

None-domestic applications shall be addressed to Department of Water and Sanitation for approval.

Please select the type of work you propose to carry out:

1.1 Construct a new borehole **YES** ☐ ☐

(*If **YES** go to PART 2.0 and 4.0)*

1.2 Construction replacement borehole and backfill existing borehole **YES** ☐ **NO** ☐

1. APPLICANT (S) DETAILS	
Names (in full)	
Name of body corporate (if applicable)	
Residential address:	
Residential address:	
Contact name	
Phone/ Mobile number	
Email Address:	

(*If **YES** go to PART 3.0)*

1.3 Carry out work on an existing borehole **YES** **NO**

(*If **YES** go to PART 5.0)*

2. NEW BOREHOLE DETAILS

2.1 Number of boreholes to be drilled: _____

2.2 Proposed depth of the borehole: _____metres

2.3 GPS coordinates of the borehole: S_____ E_____

3. REPLACEMENT BOREHOLE DETAILS

3.1 Existing borehole permit number: _____ Depth_____

3.2 Proposed depth of the borehole: _____metres

3.3 GPS coordinates of the borehole:

South: _____

East: _____

4 PROPOSED BOREHOLE DETAILS

4.1Please indicate the proposed use of water:

a) Irrigation: ☐

b) Domestic: ☐ No. of Houses: _____ Human consumption **YES** ☐ **NO** ☐

*If **YES** distance of borehole from nearest septic tank: _____ metres*

5 CARRY OUT WORK ON EXISTING BOREHOLE

5.1 Borehole permit number: _____Date Drilled_____

5.2 Current depth: _____ metres Borehole purpose: _____

5.3 Borehole information at the current borehole:

1) Type_____ Diameter _____mm from _____metres to _____metres _____

2) Type_____ Diameter _____mm from _____metres to _____metres _____

3) Type_____ Diameter _____mm from _____metres to _____metres _____

Details of cementing: _____ Details of screen: _____

7.4 Is it proposed to deepen an existing borehole? **YES** ☐ **NO** ☐

Proposed diameter: _____mm Proposed diameter: _____mm

7.6 Is it proposed to remove, replace, alter, slot or repair the casing, lining or screen of borehole?

YES ☐ **NO** ☐ Details of rehabilitation: _____

7.7 Is it proposed to plug, backfill or seal the existing borehole? ☐ **YES** **NO** ☐

7.8 GPS coordinates of the borehole: S_____ E_____

6 SIGNED BY THE APPLICANT

I/We declare that the information that has been provided on this application is true and correct:

SIGNED:

1. Where the applicant is an individual or two		
Print name:	Sign Here:	Date:
Print name:	Sign Here:	Date:
2. Where the applicant is a company or an incorporated association the authorised person(s) duly ed to sign for and behalf of the organisation:		
Name of Company:		
Print name:	Sign Here:	Date:
Position Held		
Print name:	Sign Here:	Date:

Position Held

7 OFFICE USE:
Application receipt date: _____ Name of recipient: _____ Signature of recipient: _____
Permission granted: YES ☐ NO ☐ *If* YES *what are the conditions of approval:* _____ _____ _____ _____
APPROVAL GRANTED BY: Name: _____ Date: _____ Signature _____

Note: Approved applicants shall be expected to comply with the approval conditions, failure to comply may result to termination of the approval. Boreholes which are posing risk to the consumers and surrounding environment shall be terminated with immediate effect

ENGINEERING SERVICES

REGISTRATION OF PRIVATE BOREHOLE

APPLICANT DETAILS:
FULL NAMES: .....
SURNAME: .....
ID/PASSPORT NO.: .....

PHYSICAL ADDRESS:
.....
.....
.....

CONTACT TEL: (0) .....
CANTACT CELL: (0) .....
E-MAIL ADDRESS: .....

OWNER DETAILS:
FULL NAMES: .....
SURNAME: .....
ID/PASSPORT No.: .....
ACCOUNT NO. : .....

PHYSICAL ADDRESS:
.....
.....
.....

CONTACT TEL: (0) .....
CANTACT CELL: (0) .....
E-MAIL ADDRESS: .....

BOREHOLE DETAILS:

EXISTING OR NEW BOREHOLE : .....

BOREHOLE DEPTH (Meters): .....

WAS THE ENVIRONMENTAL IMPACT ASSESSMENT CONDUCTED? .....

IS THE ENVIRONMENTAL IMPACT ASSESSMENT REPORT ATTACHED? .....

0 BOREHOLE DETAILS

SHAFT DIAMETER (MM): .....
BOREHOLE YIELD: .....
CURRENT DEMAND: .....
PROJECTED DEMAND: .....
STORAGE TANK/S: .....
STORAGE TANK SIZE (M) .....
ELEVATED STORAGE: .....
CLOSED STORAGE TANK .....
NUMBER OF USERS: .....
USAGE OF BOREHOLE .....
CHLORINE INSTALLATION: .....

BOREHOLE PHYSICAL PROPERTIES

LOCATION OF BOREHOLE: X-COORDINATES: .....
Y-COORDINATES: .....

SOIL CONDITION AT BOREHOLE: .....
SOIL PROFILE REPORT ATATCHED .....
PROJECTED DEMAND: .....
GEOLOGIST REPORT ATTACHED: .....
SOIL PROFILE DURING DRILLING: .....

EXISTING MUNICIPAL WATER SUPPLY

IS THERE AN EXISTING MUNICIPAL WATER METER CONNECTED TO THE STAND ? : .....

IF YES TO THE ABOVE, DID OWNER ENSURE BOREHOLE IS NOT LINKED TO METER ?: .....

WATER SUPPLY QUALITY TESTING

TESTING DATE: .....
NAME OF LAB: .....

ATTACHED TEST LAB CERTIFICATE: .....
RECCOMENDED USE BY TEST LAB: .....

SIGNATORIES:

APPROVED	
NOT APPROVED	

.....
APPLICANT

.....
STAND OWNER

.....
EXECUTIVE DIRECTOR: ENGINEERING SERVICES

NOTE:
Attach the soil profile as encountered during the drilling to this registration. This soil profile need to be signed on a letter head of the drilling company!
The above registration needs to be read with the current approved Water Supply By-Law of the Midvaal Local Municipality By-law, Section 52, Should no provision be made in the above form for any additional information, as per the general provision in the current approved Water Services By-Law of Midvaal Local Municipality, such requirement need to be attached.

Annexure AH
Supply Chain Management Process Turn-around Time Policy
2023/2024

SUPPLY CHAIN MANAGEMENT PROCESS TURN-AROUND TIME POLICY

2023/2024 FINANCIAL YEAR

MIDVAAL
LOCAL MUNICIPALITY

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4.	TURN AROUND TIMES FOR VARIOUS LEVEL OF PROCUREMENT PROCESSES	4

1. BACKGROUND

The MFMA SCM regulations provide that effective supply chain processes must be in place to render effective service delivery within the set legislative provisions.

The SCM Unit must ensure proper financial control; uphold the principle of effective administration and a high standard of service levels. The SCM unit assists the various departments in ensuring effective service delivery and ensuring the delivery of good quality products and services in the shortest possible turn-around time.

2. DEFINITIONS

In this Policy, unless the context indicates otherwise, the following definitions are applied: -

"End user" means an MLM official who has requested the goods and services who will receive such and utilise for the purpose it is intended.

"*Official order*" means a system generated document used to order goods and services.

"Working days" means office hours between 07:30 and 16:00 Monday to Friday excluding public holidays and weekends

3. OBJECTIVES OF THE POLICY

3.1 The aim of this policy is:

a) To set standards on turn-around times for the various supply chain processes.

b) To eliminate any potential delays in the procurement processes that may have a negative impact in delivering goods and services and getting capital projects off the ground

c) To ensure that services are rendered efficiently and effectively.

4. TURN AROUND TIMES FOR VARIOUS LEVELS OF PROCUREMENT PROCESSES

NO.	BID PROCESS INDICATORS	TURNAROUND TIME INDICATORS
1	Three written quotations for goods and services with a transaction value between R2 000.01 and R 30 000. (Specifications, request for quotations, evaluations, award and official order)	5 working days from date of receipt of correct specifications / order requests from end-user excluding delays Excluding Section 36 approvals
2	Seven (7) day process for goods and services with a transaction value between R30 000.01 and R200 000. (Specifications, advert, 7-day notice on website and notice boards, evaluations, approval memo awards and order/appointment letter)	20 working days from closing date of the bid.
3	Turnaround time for the formal SCM bid process for goods and services above R200 000. (specifications, bid spec committee, ad, formal ad in local media, on website and notice boards, bid opening commercial report capturing, technical evaluations, formal bid evaluation committee and formal bid adjudicating committee approval and issue of order/appointment letter)	90 working days from closing date of the bid. Excluding unforeseen delays and extension of validity.
4	**Bid Committees:** Bid Specification Committee Bid Evaluation Committee Bid Adjudication Committee	Notice minimum 2 working days in advance. Notice minimum 2 working days in advance. Notice minimum 3 working days in advance.

		Special meetings may be convened as and when required, the above time frames will not be applicable.
5	Accredited Service Provider Database	07 – 10 working days from date of receipt of original vendor form with all appropriate supporting documents.

Annexure AI
EFT Policy
2023/2024

EFT POLICY

2023/2024 FINANCIAL YEAR

MIDVAAL
LOCAL MUNICIPALITY

Midvaal Local Municipality recognises that the use of electronic funds transfer as a faster, easier and more efficient method of payment to creditors.

Internal controls such as written policies and procedures, authorisations, segregation of duties and monitoring are still important in the new technological world.

Electronic banking will be used for, but not limited to, the following:

- Online banking services (reviewing account balances, retrieving bank statements
- Paying of creditors
- Paying of salaries
- Refund of billing payments
- Investment of funds in accordance with Council investment policy.

1. Municipal Expenditure

All expenditure of Midvaal Local Municipality shall be incurred in terms of section 11 of the MFMA.

2. Electronic Fund Transfer

The Chief Financial Officer shall delegate officials in writing for authority to process electronic payments. EFT payments processed on behalf of the Municipality shall be completed by different officials at different levels in line with delegations' policy to ensure segregation of duties. This will minimize fraud.

Delegation shall be made in terms of Section 79 of the MFMA.

Only the Accounting Officer or the Chief Financial Officer of Midvaal Local Municipality or any other delegated senior financial officer of the municipality acting on written authority of the Accounting Officer, may authorise the withdrawal of money from Midvaal Local Municipality's bank account through the appropriate EFT process.

Such withdrawals shall be accompanied by official expenditure documents which are duly authorised for purposes as prescribed in section 11(a)-(j) of the MFMA.

Officials delegated in terms of Section 79 of the MFMA:

- Assistant Director Expenditure
- Chief Financial Officer
- Director Expenditure
- Director: Financial Control
- Assistant Director: Financial Control

Once an EFT transaction has been completed, the payment list with banking details, together with the supporting documentation, is submitted to the 2nd approver for final verification.

3. Banking details

Suppliers banking details are captured onto the system once the bank details have been verified on CSD (Central Supplier Database) or upon receipt of the bank stamped bank confirmation letter. Once captured, the bank details are then verified and authorised on the system. Banking details cannot be captured and authorised by the same official, thereby ensuring segregation of duties.

4. Controls for EFT users

Access to the banking system is restricted to authorised officials. These officials are authorised by completing a request for user form which is then signed by the authorised signatories at the bank.

Two different users are required to effect an EFT transaction, as two approvals are required before a payment is made. Both approvals have to be made the same day, otherwise the transaction is aborted.

5. Additional Precautions

The following precautions should be taken when entering user codes and passwords on the internet:

- Check to make sure that the URL begins with "https" rather than "http".
- Ensure that the website has a security certificate
- Always ensure the secrecy of your password

Annexure AJ
Bad Debt Provision Policy
2023/2024

POLICY ON IMPAIRMENT OF RECEIVABLES (METHODOLOGY)

2023/20243 FINANCIAL YEAR

MIDVAAL
LOCAL MUNICIPALITY

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2. INTRODUCTION 3
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POLICY ON IMPAIRMENT OF RECEIVABLES (METHODOLOGY)

1. OBJECTIVES OF POLICY

To ensure that receivables from exchange transactions and receivables from non-exchange transactions are disclosed in the annual financial statements at amounts that are deemed to be collectable.

To ensure that the methodology for making an assessment of the impairment provision is based on and consistent.

2. INTRODUCTION

This policy provides guidelines on the basis on which the impairment provision is calculated.

In preparing the annual financial statements, management is required to make estimates and assumptions that affect the amounts represented in the annual financial statements and related disclosures.

Use of available information and the application of judgement is inherent in the formation of estimates. Actual results in the future could differ from these estimates which may be material to the annual financial statements. Significant judgements include the impairment of receivables.

The municipality assesses its receivables for impairment at the end of each reporting period.

The effective management of receivables include, amongst others, the following processes:

- Implementation and maintenance of the appropriate ICT (Information Communication Technology) systems and business processes;
- Regular and accurate billing;
- Customer care and accounts enquiry management;
- Effective and timeous implementation of credit control measures;
- Impairment of receivables; (Also referred to as the provision for doubtful debts);
- Write-off of uncollectable receivables.

3. IMPAIRMENT OF RECEIVABLES

The impairment for receivables is firstly assessed for individually significant receivables and then calculated on a portfolio basis, for the remaining balance, including those individually significant receivables for which no indicators of impairment were found.

For amounts due to the municipality, significant financial difficulties of the receivable, probability that the receivable will enter bankruptcy and default of payments are all considered indicators of impairment.

An impairment loss is recognised in surplus and deficit when there is objective evidence that it is impaired.

The impairment is measured as the difference between the receivable's carrying amount and the present value of estimated future cash flows discounted at the effective interest rate, computed at initial recognition (if practically determinable).

Where the effective interest rate at initial recognition is not practically determinable, the government bond rate is used as the risk-free rate and adjusted for any risks specific to the loans and receivables.

Credit risk extends to trade receivables. Trade receivables comprise a widespread customer base. Management should evaluate credit risk relating to customers on an ongoing basis.

If customers are independently rated, these ratings are used. Otherwise, if there is no independent rating, risk control assesses the credit quality of the customer, taking into account its financial position, past experience and other factors. Individual risk limits are set based on internal or external ratings in accordance with limits set by the municipality.

The credit quality of trade and other receivables, and other receivables from non-exchange transactions that are neither past due, nor due, nor impaired can be assessed by reference to external credit ratings (if available) or to historical information about counterparty default rates.

Consumer debtors, long term receivables and other debtors are stated at cost less a provision for impairment.

The provision for impairment is made on an individual basis or based on expected cash flows.

In accordance with IAS 39, an objective assessment of financial assets is made at financial year-end in order to determine possible impairment. Impairment losses are recognized as an expense in the Statement of Financial Performance.

The impairment provision is deducted from the gross receivable amount in the Statement of Financial Position.

Individual classes of loans and receivables are assessed for impairment using different methodologies.

3.1 CONSUMER DEBTORS

Consumer Debtors and sundry debtors are evaluated at each reporting date and impaired as follows:

- The provision for impairment is compiled in accordance with GRAP. (Generally Recognised Accounting Practice)
- The following are used to calculate the provision:
  - Ageing of each debtor account;
  - Active versus inactive account;
  - Owner or tenant account;
  - An analysis of the debtor type

The following matrix is used:

	Debtor Type					
Indicator	**Residential**	**Business**	**Indigent**	**Government**	**Municipal**	**Agriculture**
Ageing between 0-30 days outstanding	5	5	0	5	5	5
Ageing between 31-60 days outstanding	4	5	0	5	5	4
Ageing between 61-90 days outstanding	3	4	0	5	5	3
Ageing between 91-120 days outstanding	2	3	0	5	5	2
Ageing between 121-365 days outstanding	1	2	0	5	5	1
Ageing more than 365 days outstanding	0	1	0	5	5	0
Active Account	2	2	0	2	2	2
Inactive Account	0	0	0	1	1	0
Owners' Account	2	2	0	2	2	2
Tenants Account	1	1	0	2	2	1
Max points that can be earned	**9**	**9**	**9**	**9**	**9**	**9**

Scoring per matrix	**% impairment**	**% determination**
0	100.00%	Full provision
1		% impairment scoring as per category 2+ Collection rate /8
2		% impairment scoring as per category 3+ Collection rate /8
3		% impairment scoring as per category 4+ Collection rate /8

4		% impairment scoring as per category 5+ Collection rate /8
5		% impairment scoring as per category 6+ Collection rate /8
6		% impairment scoring as per category 7+ Collection rate /8
7		% impairment scoring as per category 8+ Collection rate /8
8		Collection shortfall (100% minus actual collection rate)
9	Not impaired	No Provision

In terms of the provisions of GRAP standard AG125, the above-mentioned "*Percentage of debt provided for as irrecoverable*" will be reviewed and adjusted at the Statement of Financial Position date on the basis of current observable data to reflect the effects of current conditions that did not affect the period on which the historical loss experience is based and remove the effects of conditions in the historical period that do not exist currently.

The methodology and assumptions used for estimating future cash flows will be reviewed to reduce any differences between loss estimates and actual loss experience.

4. IMPLEMENTATION AND REVIEW OF THIS POLICY

The policy will be effective as from 1 July 2023.

This policy is to be reviewed annually and approved by Council together with the adoption of the MTREF for the following year.

Annexure AK
Supply Chain Management Policy for Infrastructure Procurement and delivery management
2023/2024

SUPPLY CHAIN MANAGEMENT POLICY FOR INFRASTRUCTURE PROCUREMENT AND DELIVERY MANAGEMENT

2023/2024 FINANCIAL YEAR

MIDVAAL
LOCAL MUNICIPALITY

Midvaal Local Municipality's SCM Policy for Infrastructure procurement and delivery management

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1. SCOPE

This policy establishes the Midvaal Local Municipality's policy for infrastructure procurement and delivery management in accordance with the provisions of the regulatory frameworks for procurement and supply chain management. It excludes:

a) the storage of goods and equipment following their delivery to Midvaal Local Municipality which are stored and issued to contractors or to employees;

b) the disposal or letting of land;

c) the conclusion of any form of land availability agreement;

d) the leasing or rental of moveable assets; and

e) public private partnerships.

2. TERMS, DEFINITIONS AND ABBREVIATIONS

2.1 TERMS AND DEFINITIONS

For the purposes of this document, the definitions and terms given in the standard and the following apply:

agent: person or organisation that is not an employee of Midvaal Local Municipality that acts on the municipality's behalf in the application of this document

authorised person: the municipal manager or chief executive or the appropriately delegated authority to award, cancel, amend, extend or transfer a contract or order

conflict of interest: any situation in which:

a) someone in a position of trust has competing professional or personal interests which make it difficult for him to fulfil his duties impartially,

b) an individual or organisation is in a position to exploit a professional or official capacity in some way for his personal or for corporate benefit, or

c) incompatibility or contradictory interests exist between an employee and the organisation which employs that employee

contract manager: person responsible for administering a package on behalf of the employer and performing duties relating to the overall management of such contract from the implementer's point of view

family member: a person's spouse, whether in a marriage or in a customary union according to indigenous law, domestic partner in a civil union, or child, parent, brother, sister, whether such a relationship results from birth, marriage or adoption

framework agreement: an agreement between an organ of state and one or more contractors, the purpose of which is to establish the terms governing orders to be

awarded during a given period, in particular with regard to price and, where appropriate, the quantity envisaged

gate: a control point at the end of a process where a decision is required before proceeding to the next process or activity

gateway review: an independent review of the available information at a gate upon which a decision to proceed or not to the next process is based

gratification: an inducement to perform an improper act

infrastructure delivery: the combination of all planning, technical, administrative and managerial actions associated with the construction, supply, renovation, rehabilitation, alteration, maintenance, operation or disposal of infrastructure

infrastructure procurement: the procurement of goods or services including any combination thereof associated with the acquisition, renovation, rehabilitation, alteration, maintenance, operation or disposal of infrastructure

maintenance: the combination of all technical and associated administrative actions during an item's service life to retain it in a state in which it can satisfactorily perform its required function

operation: combination of all technical, administrative and managerial actions, other than maintenance actions, that results in the item being in use

order: an instruction to provide goods, services or any combination thereof under a framework agreement

organ of state: an organ of state as defined in section 239 of the Constitution of the Republic of South Africa

procurement document: documentation used to initiate or conclude (or both) a contract or the issuing of an order

principal: a natural person who is a partner in a partnership, a sole proprietor, a director a company established in terms of the Companies Act of 2008 (Act No. 71 of 2008) or a member of a close corporation registered in terms of the Close Corporation Act, 1984, (Act No. 69 of 1984)

standard: the latest edition of the Standard for Infrastructure Procurement and Delivery Management as published by National Treasury

working day: any day of a week on which is not a Sunday, Saturday or public holiday.

2.2 ABBREVIATIONS

For the purposes of this document, the following abbreviations apply

CIDB: Construction Industry Development Board

GCC: General Conditions of Contract

JBCC: Joint Building Contract Committee

SARS: South African Revenue Services

3. GENERAL REQUIREMENTS

3.1 Delegations

3.1.1 The Council of Midvaal Local Municipality hereby delegates all powers and duties to the accounting officer which are necessary to enable the accounting officer to:

a) discharge the supply chain management responsibilities conferred on accounting officers in terms of Chapter 8 or 10 of the Local Government Municipal Finance Management Act of 2003 and this document;

b) maximise administrative and operational efficiency in the implementation of this document;

c) enforce reasonable cost-effective measures for the prevention of fraud, corruption, favouritism and unfair and irregular practices in the implementation of this document; and

d) comply with his or her responsibilities in terms of section 115 and other applicable provisions of the Local Government Municipal Finance Management Act of 2003 Act.

3.1.2 No deviation shall be made from the provisions of this policy without the approval of the Accounting Officer.

3.1.3 The Accounting Officer shall for oversight purposes:

a) within 30 days of the end of each financial year, submit a report on the implementation of this policy to the council of Midvaal Local Municipality;

b) whenever there are serious and material problems in the implementation of this policy, immediately submit a report to the Council;

c) within 10 days of the end of each quarter, submit a report on the implementation of the policy to the Mayor; and

d) make the reports public in accordance with section 21A of the Municipal Systems Act of 2000.

3.2 Implementation of the standard for infrastructure procurement and delivery management

3.2.1 Infrastructure procurement and delivery management shall be undertaken in accordance with the all applicable legislation and the relevant requirements of the latest edition of the National Treasury Standard for Infrastructure Procurement and Delivery Management. Any deviation to the provisions of this standard must be reported to National Treasury and the relevant treasury.

3.2.2 Pre-feasibility and feasibility reports are required where the project is a major capital project which is not standardised, and the risk of failing to achieve time, cost and quality objectives is relatively high.

3.3 Supervision of Project Management unit

The Project Management Unit shall be directly supervised by the Executive Director: Engineering Services.

3.4 Objections and complaints

Persons aggrieved by decisions or actions taken in the implementation of this policy, may lodge within 14 days of the decision or action, a written objection or complaint against the decision or action.

The date of the decision or action referred to above will be the day the results were advertised on the municipality's website.

3.5 Resolution of disputes, objections, complaints and queries

3.5.1 The accounting officer shall appoint an independent and impartial person, not directly involved in the infrastructure delivery management processes to assist in the resolution of disputes between the municipality and other persons regarding:

a) any decisions or actions taken in the implementation of the supply chain management system;

b) any matter arising from a contract awarded within the municipality's infrastructure delivery management system; or

c) to deal with objections, complaints or queries regarding any such decisions or actions or any matters arising from such contract.

3.5.2 The SCM and or the Legal official shall assist the person appointed in terms of 3.5.1 to perform his or her functions effectively.

3.5.3 The person appointed in terms of 3.5.1 shall:

a) strive to resolve promptly all disputes, objections, complaints or queries received; and

b) submit monthly reports to the accounting officer on all disputes, objections, complaints or queries received, attended to or resolved.

3.5.4 A dispute, objection, complaint or query may be referred to the Gauteng Provincial Treasury if:

a) the dispute, objection, complaint or query is not resolved within 60 days; or

b) no response is forthcoming within 60 days.

3.5.5 If the Gauteng Provincial Treasury does not or cannot resolve the matter, the dispute, objection, complaint or query may be referred to the National Treasury for resolution.

3.6 Amendment of the policy

3.6.1 The accounting officer must –

(a) at least annually review the implementation of this Policy; and

(b) when the accounting officer considers it necessary, submit proposals for the amendment of this Policy to the **council**

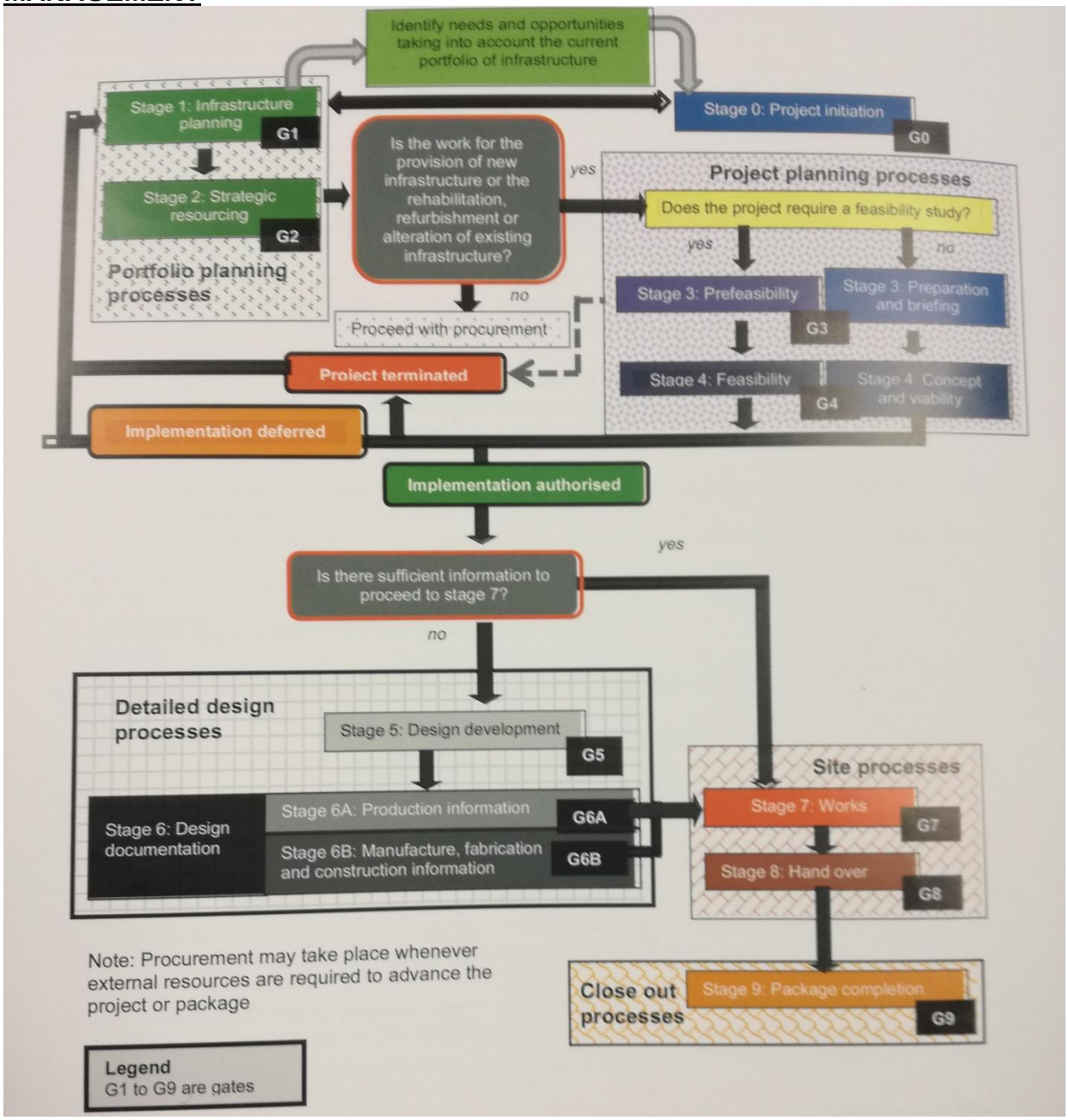
3.6.2 If the accounting officer submits proposed amendments to the **council** that differ from the model policy issued by the National Treasury, the accounting officer must

(a) ensure that such proposed amendments comply with the Regulations; and
(b) report any deviation from the model policy to the National Treasury and the Gauteng Provincial Treasury.

3.6.3 When amending this policy the need for uniformity in supply chain practices, procedures and forms between organs of state in all spheres, particularly to promote accessibility of supply chain management systems for small businesses must be taken into account.

3.6.4 The draft policy should be forwarded to the Gauteng Provincial Treasury: Policy, Norms and Standards component before tabling to the Municipal Council for approval.

4 CONTROL FRAMEWORK FOR INFRASTRUCTURE DELIVERY MANAGEMENT



4.1 Assignment of responsibilities for approving or accepting end of stage deliverables

The responsibilities for approving (officially agreeing to) or accepting (receive as adequate, valid, or suitable) end of stage deliverables shall be as stated below:

Stage			Person assigned the responsibility for approving or accepting end of stage deliverables
No	**Name**		
0	Project initiation		Accounting officer accepts the initiation report
1	Infrastructure planning		Council approves the infrastructure plan
2	Strategic resourcing		Head of Department (HOD) approves the delivery and / or procurement strategy / procurement plan
3	Pre-feasibility		Project manager accepts the pre-feasibility report, where applicable
	Preparation and briefing		Project manager accepts the strategic brief, where applicable
4	Feasibility		Project manager accepts the feasibility report, where applicable
	Concept and viability		Project manager accepts the concept report, where applicable
5	Design development		Project manager (End-user Director) accepts the design development report
6	Design documentation	6A Production information	Project manager (End-user Director) / end user accepts the parts of the production information which are identified when the design development report is accepted as requiring acceptance
		6B Manufacture, fabrication and construction information	The contract manager (Head of Department) accepts the manufacture, fabrication and construction information
7	Works		The contract manager (Head of Department) certifies completion of the works or the delivery of goods and associated services
8	Handover		The owner or end user accepts liability for the works
9	Package completion		The Project Manager / End-user Director certifies the defects certificate in accordance with the provisions of the contract The contract manager (Head of Department) certifies final completion in accordance with the provisions of the contract Project manager (End-user Director) accepts the close out report

The infrastructure plan (stage 1), initiation reports (stage 0), decisions made during stages 3 and 4 and work in progress in stages 5 to 9, and the procurement strategy (stage 2) shall be reviewed and updated at least once a year.

4.1.1 Stage 0: Project initiation

An initiation report which outlines the high-level business case together with the estimated project cost and proposed schedule for a single project or a group of projects having a similar high-level scope.

The initiation report for a project shall as a minimum:

a) provide a project description and high-level scope of work;
b) outline key issues and solution options that were interrogated;
c) outline options that were evaluated;
d) indicate the high-level business case; and
e) provide the estimated project cost and indicative high-level schedule.

4.1.2 Stage 1: Infrastructure planning

The infrastructure plan for a portfolio of projects or packages which require implementation shall cover a period of not less than five years. Such a plan shall be:

a) described by the high-level scope of work for each project, the proposed time schedule, the estimated total project cost and annual budget requirement, the geographical location, any known encumbrances and estimated timeframes for removing these encumbrances; and
b) aligned with all prescribed planning, budgeting, monitoring and reporting requirements.

The demand for infrastructure delivery shall be managed through:

a) the service life plans which;
    1) are based on:
        - an assessment of current performance against desired levels of service or functionality; and
        - a needs analysis informed by factors such as policies, norms and standards, condition assessments, functional performance, demographic trends, current and forecasted levels of optimisation; and
    2) reflect a cost estimate for the life cycle activities comprising acquisition, operations, maintenance, refurbishment, rehabilitation or alteration as relevant, over a minimum period of five years; and

b) infrastructure plans which, as a minimum, summarise the service life plans and provide a credible forecast of current and net demand for services or requirements for functionality over a period of not less than ten years.

Consideration shall, where appropriate, be given to:

a) alternative service delivery methods or means of satisfying needs which do not require infrastructure to implement or reduce the demand for infrastructure; and
b) the disposal of infrastructure that is surplus to requirements.

Projects shall, wherever possible, be delivered in accordance with established norms and standards which are designed to yield value for money.

4.1.3 Stage 2: Strategic resourcing

A delivery management strategy shall be developed following the conducting of a spend, organisational and market analysis. Such a strategy shall indicate how needs are to be met for each category of spend through one or more of the following:

a) a public private partnership;
b) another organ of state on an agency basis;
c) another organ of state's framework agreement;
d) own resources; or
e) own procurement system.

A procurement strategy shall document the selected packaging, contracting, pricing and targeting strategy and procurement procedure for all required goods or services or any combination thereof including professional services, including the rationale for adopting a particular option.

4.1.4 Stage 3: Preparation and briefing or Pre-feasibility

Prefeasibility and feasibility reports shall be required as end-of-stage deliverables for stages 3 and 4, respectively, where one or more of the following applies:

a) the major capital project is required for:
   1) a major public enterprise where the total project capital expenditure exceeds R1,5 billion; or
   2) an organ of state subject to the Public Finance Management Act other than a major public enterprise where the total project capital expenditure exceeds R1,0 billion including VAT, or where the expenditure per year for a minimum of three years exceeds R250 million per annum including VAT;
b) the project is not:
   1) a building project with or without related site works; or
   2) a process-based, somewhat repetitive or relatively standardised project where the risk of failing to achieve time, cost and quality objectives is relatively low; or
c) it is deemed necessary during stage 2

The strategic brief shall as necessary:
   a) confirm the scope of the package and identify any constraints, including those relating to occupational health and safety;
   b) establish the project criteria, including the performance and reliability requirements, design life, service life of components, function, maintenance and replacement requirements, mix of uses, scale, location, quality, value, time, safety, health, environment and sustainability;
   c) identify procedures, organisational structure, key constraints, statutory permissions (e.g. environmental, heritage, social, planning, building control), and utility approvals, policies (e.g. environmental, developmental, social, maintenance or facilities management) and strategies to take the package forward;
   d) identify risks that need to be mitigated;
   e) identify interfaces between packages as necessary; and
   f) establish the control budget for the package, ownership costs and schedule for the package or series of packages.

The prefeasibility study shall as necessary:
   a) document the owner or user requirements specification;
   b) shortlist the options that were considered;
   c) provide a preliminary design for study options;
   d) provide preliminary capital estimate and the proposed schedule; and
   e) present the study outcomes.

4.1.5 Stage 4: Concept and viability or feasibility

The concept report shall as necessary:

a) document the initial design criteria and design options or the methods and procedures required to maintain the condition of infrastructure for the package;
b) establish the detailed brief, scope, scale, form and cost plan for the package;
c) provide an indicative schedule for documentation and construction or maintenance services associated with the package;
d) contain a site development plan or other suitable schematic layouts of the works;
e) describe the statutory permissions, funding approvals or utility approvals required to proceed with the works associated with the package;
f) include a baseline risk assessment for the package, and a health and safety plan which is required in terms of the requirements of the Construction Regulations issued in terms of the Occupational Health and Safety Act;
g) contain a risk report linked to the need for further surveys, tests, other investigations and consent and approvals, if any, during subsequent stages and identified health, safety and environmental risk;
h) contain an operations and maintenance support plan which establishes the organisational structure required for the operation and maintenance of the works resulting from the package or series of packages over its service life, and the office, stores, furniture, equipment, Information and Communications Technology (ICT), engineering infrastructure and staff training requirements;
i) confirm the financial sustainability of the project; and
j) establish the feasibility of satisfying the strategic brief for the package or series of packages within the control budget established during stage 3 and, if not, motivate a revised control budget.

A feasibility report shall as a minimum provide the following:

a) details regarding the preparatory work covering:
    1) a needs and demand analysis with output specifications; and
    2) an options analysis;

b) a viability evaluation covering:
    1) a financial analysis; and
    2) an economic analysis, if necessary;

c) a risk assessment and sensitivity analysis;

d) a professional analysis covering:

    1) a technology options assessment;
    2) an environmental impact assessment; and
    3) a regulatory due diligence; and

e) implementation readiness assessment covering:
    1) institutional capacity; and
    2) a procurement plan

4.1.6 Stage 5: Design development

The design development report shall as necessary:

a) develop in detail the accepted concept to finalise the design and definition criteria;
b) establish the detailed form, character, function and costings;
c) define all components in terms of overall size, typical detail, performance and outline specification;
d) describe how infrastructure, or elements or components thereof, are to function, how they are to be safely constructed, how they are to be maintained and how they are to be commissioned; and
e) confirm that the package or series of packages can be completed within the control budget or propose a revision to the control budget.

Outline specifications shall be in sufficient detail to enable a view to be taken on the operation and maintenance implications of the design and the compatibility with existing plant and equipment.

4.1.7 Stage 6: Design documentation

Stage 6A (Production information) is complete when all the production information that is required to be accepted prior to being issued for construction, manufacturing or fabrication purposes has been accepted.

Stage 6B (Manufacture, fabrication and construction information) is complete when the manufacture, fabrication and construction information is accepted as being in accordance with the production information.

4.1.8 Stage 7: Works

Stage 7 is complete when:

a) completion of the works is certified in accordance with the provisions of the contract; or
b) the goods and associated services are certified as being delivered in accordance with the provisions of the contract.

4.1.9 Stage 8: Handover

The handover stage shall include as necessary the training of the end user's or the owner's staff in the operation of the delivered infrastructure.

The record information shall as relevant:

a) accurately document the condition of the completed works associated with a package;
b) accurately document the works as constructed or completed;
c) contain information on the care and servicing requirements for the works or a portion thereof;
d) contain information or instructions on the use of plant and equipment;

e) confirm the performance requirements of the design development report and production information;
f) contain certificates confirming compliance with legislation, statutory permissions and the like; and
g) contain guarantees that extend beyond the defects liability period provided for in the package.

Record information shall, as relevant, provide those tasked with the operation and maintenance of infrastructure with the information necessary to:
a) understand how the designers intended the works, systems, subsystems, assemblies and components to function;
b) effectively operate, care for and maintain the works, systems, subsystems, assemblies and components to function;
c) check, test or replace systems, subsystems, assemblies or components to ensure the satisfactory performance of works, systems, subsystems, assemblies and components over time;
d) develop maintenance plans;
e) determine stock levels for components and assemblies that need to be regularly replaced; and
f) budget for the operation and maintenance of the works, systems, subsystems and components over time.

Arrangements shall be put in place to secure and safeguard the works from the time that the contractor's liabilities for damage to the works end until such time that the works are handed over to the end user who shall accept such liabilities.

4.1.10 Stage 9: Close out

The close out report for the package shall outline what was achieved in terms of at least the following:
a) the following performance parameters;
    1. expenditure incurred in infrastructure delivery for the financial year, against the budget made available to cover such expenditure at the start of the year;
    2. the average variance between planned and achieved completion of stages of all packages and projects;
    3. an overview of all packages where stage 7 was completed within the financial year and the total of the prices and the time for completion at the start of the contract or when the order was issued, any expansions and variations not exceeding 20%, and any amendments to the contract in terms of 116(3) of the MFMA.
    4. the average time taken to award a contract, measured from the closing date for tender submission or the final submission made in terms of a proposal or competitive negotiations procedure to a decision being taken to award the contract;
    5. the average time taken, in respect of all packages covered in the report, to complete stage 8 measured from the time that stage 7 is completed;
    6. the average difference between the total of the prices in the payment certificate that was issued following the completion of stage 7, and the total of the prices at the end of stage 9;

7. the average time taken to award a contract above the threshold for quotations, measured from the closing date for tender submission or the final submission made in terms of a proposal or competitive negotiations procedure, to the acceptance of the tender evaluation report; and
8. the average number of days that payment is later than that required under the terms of a contract.

b) unit costs of completed work or major components thereof; and

c) key performance indicators relating to developmental objectives.

The close out report shall make suggestions for improvements on future packages of a similar nature. Such a report should also comment on the performance of the contractor and, if relevant, include building tuning or similar reports.

Stage 9 is complete when, as relevant, defects certificates or certificates of final completion are issued in terms of the contract, the final amount due to the contractor in terms of the contract is certified and the close out report is accepted.

4.2 Gateway reviews

4.2.1 Gateway reviews for major capital projects above a threshold

4.2.1.1 Accounting Officer shall appoint a gateway review team to undertake gateway reviews for major capital projects equal to or above R50 million.

4.2.1.2 All major capital projects having an estimated capital expenditure equal to or above R50 million shall have a gateway review of the end-of-stage 4 deliverable, prior to the acceptance of such deliverable. The focus of such a review shall in the first instance be on the quality of the documentation, and thereafter on:

a) deliverability (the extent to which a project is deemed likely to deliver the expected benefits within the declared cost, time and performance envelope);
b) affordability (the extent to which the level of expenditure and financial risk involved in a project can be taken up on, given the organisation's overall financial position, both singly and in the light of its other current and projected commitments); and
c) value for money.

4.2.1.3 A gateway review team shall comprise not less than three persons who are not involved in the project associated with the works covered by the end of the stage 4 deliverable, and who are familiar with various aspects of the subject matter of the deliverable at the end of the stage under review. Such a team shall be led by a person who has at least six years postgraduate experience in the planning of infrastructure projects and is registered either as a professional engineer in terms of the Engineering Profession Act, a professional quantity surveyor in terms of the Quantity Surveying Profession Act or a professional architect in terms of the Architectural Profession Act. The members of the team shall, as relevant, have expertise in key technical areas, cost estimating, scheduling and implementation of similar projects.

4.2.1.4 The relevant treasury shall be notified of a proposed gateway review for a major capital project, three weeks prior to the conducting of such a review. Such notification shall be accompanied by a brief outline of the proposed project or package, the names and qualifications of the reviewers and the timeframes for the review. The relevant treasury may nominate additional persons to serve on the review team.

4.2.1.5 The gateway review team shall base its findings primarily on:

a) the information contained in the end-of-stage deliverables;
b) supplementary documentation, if any, provided by key staff obtained during an interview process; and
c) interviews with key staff members and stakeholders.

4.2.1.6 The gateway review team shall issue a report at the conclusion of a gateway review which indicates the team's assessment of the information at the end of a stage and provides findings or recommendations on areas where further work may be undertaken to improve such information.

4.2.1.7 The contents of the gateway review report shall be taken into account when accepting the stage 4 deliverable. A stage 4 deliverable shall not be accepted until such time that all code red risks have been addressed in the stage 4 end-of-stage deliverable.

5. Control framework for infrastructure procurement

5.1 The responsibilities for taking the key actions associated with the formation and conclusion of contracts including framework agreements above the quotation threshold shall be as stated in Table 2.

5.2 The responsibilities for taking the key actions associated with the quotation procedure and the negotiation procedure where the value of the contract is less than the threshold set for the quotation procedure shall be as follows:

a) The accounting officer shall grant approval for the issuing of the procurement documents, based on the contents of a documentation review report developed in accordance with the provisions of the standard;

b) the authorised person may award the contract if satisfied with the recommendations contained in the evaluation report prepared in accordance with the provisions of the standard.

5.3 The responsibilities for taking the key actions associated with the issuing of an order in terms of a framework agreement shall be as stated in Table 3.

6. Infrastructure delivery management requirements

6.1 Institutional arrangements

6.1.1 Committee system for procurement

6.1.1.1 General

1) A committee system comprising the documentation committee, evaluation committee and tender committee shall be applied to all procurement procedures where the estimated value of the procurement exceeds the financial threshold for quotations and to the putting in place of framework agreements.

The evaluation committee shall, where competition for the issuing of an order amongst framework contractors takes place and the value of the order exceeds the financial threshold for quotations, evaluate the quotations received.

The persons appointed in writing as technical advisors and subject matter experts may attend any committee meeting.

No person who is a political officer bearer, a public office bearer including any councillor of a municipality, a political advisor or a person appointed in terms of section 12A of the Public Service Act of 1994 or who has a conflict of interest shall be appointed to a procurement documentation, evaluation or tender committee.

Committee decisions shall as far as possible be based on the consensus principle i.e. the general agreement characterized by the lack of sustained opposition to substantial issues. Committees shall record their decisions in writing. Such decisions shall be kept in a secured environment for a period of not less than five years after the completion or cancellation of the contract unless otherwise determined in terms of the National Archives and Record Services Act of 1996.

Committees may make decisions at meetings or, subject to the committee chairperson's approval, on the basis of responses to documents circulated to committee members provided that not less than sixty percent of the members are present or respond to the request for responses. Where the committee chairperson is absent from the meeting, the members of the committee who are present shall elect a chairperson from one of them to preside at the meeting.

2) 6.1.1.2 Bid Specification Committee numbering to be correctedThe Accounting Officer shall appoint in writing on a procurement by procurement basis:

a) the persons to review the procurement documents and to develop a procurement documentation review report.

b) Where the procurement relates to the provision of new infrastructure or the rehabilitation, refurbishment or alteration of existing infrastructure, the report shall be prepared by one or more persons who participated in the review and who are registered as:

i. a professional architect or professional senior architectural technologist in terms of the Architectural Profession Act or a professional landscape architect or a professional landscape technologist in terms of the Landscape Architectural Profession;
ii. a professional engineer or professional engineering technologist in terms of the Engineering Profession Act; or
iii. a professional quantity surveyor in terms of the Quantity Surveying Professions Act.; and

- the members of the specifications committee.

The specifications committee shall comprise one or more persons. The chairperson shall be an employee of Midvaal Local Municipality with requisite skills. Other members shall, where relevant, include a representative of the end user or the department requiring infrastructure delivery.

No member of, or technical adviser or subject matter expert who participates in the work of the any of the procurement committees or a family member or associate of such a member, may tender for any work associated with the tender which is considered by these committees.

Table 2: Procurement activities and gates associated with the formation and conclusion of contracts above the quotation threshold

Activity		**Sub-Activity** (see Table 3 of the standard)		**Key action**	**Person assigned responsibility to perform key action**
1*	Establish what is to be procured	1.3 **PG1**	Obtain permission to start with the procurement process	Make a decision to proceed / not to proceed with the procurement based on the broad scope of work and the financial estimates.	Head of department
2*	Decide on procurement strategy	2.5 **PG2**	Obtain approval for procurement strategies that are to be adopted including specific approvals to approach a confined market or the use of the negotiation procedure	Confirm selection of strategies so that tender offers can be solicited	Head of department
3	Solicit tender offers	3.2 **PG3**	Obtain approval for procurement documents	Grant approval for the issuing of the procurement documents	Specifications Committee
		3.3 **PG4**	Confirm that budgets are in place	Confirm that finance is available for the procurement to take place	Deputy Director: SCM
4	Evaluate tender offers	4.2 **PG5**	Obtain authorisation to proceed with next phase of tender process in the qualified, proposal or competitive negotiations procedure	Review evaluation report, ratify recommendations and authorise progression to the next stage of the tender process	Evaluation Committee
		4.7 **PG6**	Confirm recommendations contained in the tender evaluation report	Review recommendations of the evaluation committee and refer back to evaluation committee for reconsideration or make recommendation for award	Adjudication Committee
5	Award contract	5.3 **PG7**	Award contract	Formally accept the tender offer in writing and issue the contractor with a signed copy of the contract	Accounting Officer / delegated official
		5.5 **GF1**	Upload data in financial management and payment system	Verify data and upload contractor's particulars and data associated with the contract or order	SCM: Vendor Clerk

* Applies only to goods and services not addressed in a procurement strategy developed during stage 2 (strategic resourcing) of the control framework for infrastructure delivery management

Table 2 (concluded)

Activity		Sub-Activity		Key action	Person assigned responsibility to perform key action
6	Administer contracts and confirm compliance with requirements	6.4 **PG8A**	Obtain approval to waive penalties or low performance damages.	Approve waiver of penalties or low performance damages	Accounting Officer
		6.5 **PG8B**	Obtain approval to notify and refer a dispute to an adjudicator	Grant permission for the referral of a dispute to an adjudicator or for final settlement to an arbitrator or court of law	Accounting Officer
		6.6 **PG8C**	Obtain approval to increase the total of prices, excluding contingencies and price adjustment for inflation, or the time for completion at the award of a contract or the issuing of an order up to a specified percentage	Approve amount of time and cost overruns up to the threshold of 15%	Accounting Officer
		6.7 **PG8D**	Obtain approval to exceed the total of prices, excluding contingencies and price adjustment for inflation, or the time for completion at award of a contract or the issuing of an order by more than 20% and 30%, respectively	Approve amount of time and cost overruns above the threshold	Accounting Officer recommends and Council Approves
		6.8 **PG8E**	Obtain approval to cancel or terminate a contract	Approve amount	Accounting Officer
		6.9 **PG8F**	Obtain approval to amend a contract	Approve proposed amendment to contract	Accounting Officer

Table 3: Procurement activities and gates associated with the issuing of an order above the quotation threshold in terms of a framework agreement

Activity		**Key action**	**Person assigned responsibility to perform key action**
1 **FG1**	Confirm justifiable reasons for selecting a framework contactor where there is more than one framework agreement covering the same scope of work	Confirm reasons submitted for not requiring competition amongst framework contractors or instruct that quotations be invited	Accounting Officer
3 **FG2**	Obtain approval for procurement documents	Grant approval for the issuing of the procurement documents	Project Manager
4 **FG3**	Confirm that budgets are in place	Confirm that finance is available so that the order may be issued	Chief Financial Officer
6 **FG4**	Authorise the issuing of the order	If applicable, review evaluation report and confirm or reject recommendations. Formally accept the offer in writing and issue the contractor with a signed copy of the order	Accounting Officer

6.1.1.3 Evaluation committee

1) The Accounting Officer shall appoint on a procurement by procurement basis in writing:
   a) the persons to prepare the evaluation and, where applicable, the quality evaluations; and
   b) the members of the evaluation committee.

2) The evaluation committee shall comprise not less than three people. The chairperson shall be an employee of Midvaal Local Municipality with requisite skills. Other members shall include a supply chain management practitioner (built environment professional) and, where relevant, include an official from the department requiring infrastructure delivery.

3) The evaluation committee shall review the evaluation reports prepared in accordance with sub clause 4.2.3 of the standard and as a minimum verify the following in respect of the recommended tenderer:
   i. the capability and capacity of a tenderer to perform the contract;
   ii. the tenderer's tax and municipal rates and taxes compliance status;
   iii. confirm that the tenderer's municipal rates and taxes and municipal service charges are not in arrears;
   iv. the Compulsory Declaration has been completed; and
   v. the tenderer is not listed in the National Treasury's Register for Tender Defaulters or the List of Restricted Suppliers.

4) No tender submitted by a member of, or technical adviser or subject matter expert who participates in the work of the procurement documentation committee or a family member or associate of such a member, may be considered by the evaluation committee.

5) The chairperson of the evaluation committee shall promptly notify the Accounting Officer of any respondent or tenderer who is disqualified for having engaged in fraudulent or corrupt practices during the tender process.

6.1.1.4 Bid Adjudication Committee

1) The bid adjudication committee shall comprise the persons or their mandated delegate

   a) Municipal Manager who shall be the chairperson:

   b) Chief Financial Officer

   c) At Least 3Senior managers (Heads of Department)

   d) A supply Chain Practitioner if the Chairperson deems it necessary

   e) A technical expert if the Chairperson considers it necessary

2) No member of the evaluation committee may serve on the tender committee. A member of an evaluation committee may, however, participate in the deliberations of a tender committee as a technical advisor or a subject matter expert.

3) The tender committee shall:

a) consider the report and recommendations of the evaluation committee and:
   1) verify that the procurement process which was followed complies with the provisions of this document;
   2) confirm that the report is complete and addresses all considerations necessary to make a recommendation;
   3) confirm the validity and reasonableness of reasons provided for the elimination of tenderers; and
   4) consider commercial risks and identify any risks that have been overlooked or fall outside of the scope of the report which warrant investigation prior to taking a final decision; and

b) refer the report back to the evaluation committee for their reconsideration or make a recommendation to the authorised person on the award of a tender, with or without conditions, together with reasons for such recommendation.

4) The tender committee shall consider proposals regarding the cancellation, amendment, extension or transfer of contracts that have been awarded and make a recommendation to the authorised person on the course of action which should be taken.

5) The tender committee shall consider the merits of an unsolicited offer and make a recommendation to the Accounting Officer.

6) The tender committee shall report to the Accounting Officer and National Treasury any recommendation made to award a contract to a tenderer other than the tenderer recommended by the evaluation committee, giving reasons for making such a recommendation.

7) The tender committee shall not make a recommendation for an award of a contract or order if the recommended tenderer or framework contractor has:

a) made a misrepresentation or submitted false documents in competing for the contract or order; or
b) been convicted of a corrupt or fraudulent act in competing for any contract during the past five years.

8) The tender committee may on justifiable grounds and after following due process, disregard the submission of any tenderer if that tenderer or any of its directors, members or trustees or partners has abused the delivery management system or has committed fraud, corruption or any other improper conduct in relation to such system. The National Treasury and the

Gauteng Provincial Treasury shall be informed where such tenderers are disregarded.

6.1.2 Actions of an authorised person relating to the award of a contract or an order

a) Award of a contract

1) The authorised person shall, if the value of the contract inclusive of VAT, is within his or her delegation, consider the report(s) and recommendations of the tender committee, or in the case of the awards for contracts below the quotation threshold, the recommendation of the Head of Department, and either:

a) award the contract after confirming that the report is complete and addresses all considerations necessary to make a recommendation and budgetary provisions are in place; or
b) decide not to proceed or to start afresh with the process.

2) The authorised person shall immediately notify the Accounting Officer if a tender other than the recommended tender is awarded, save where the recommendation is changed to rectify an irregularity. Such person shall, within 10 working days, notify in writing the Auditor-General, the National Treasury and the Gauteng Provincial Treasury, and, in the case of a municipal entity, also the parent municipality, of the reasons for deviating from such recommendation.

b) Issuing of an order

The authorised person shall, if the value of an order issued in terms of a framework contract, is within his or her delegation, consider the resolution of the adjudication committee or the Chief Financial Officer, as relevant, and either:

1) authorise the issuing of an order in accordance with the provisions of clause 4.25 of the standard; or
2) decide not to proceed or to start afresh with the process.

6.1.3 Conduct of those engaged in infrastructure delivery

a) General requirements

1) All personnel and agents of Midvaal Local Municipality shall comply with the requirements of the CIDB Code of Conduct for all Parties engaged in Construction Procurement. They shall:

a) behave equitably, honestly and transparently;
b) discharge duties and obligations timeously and with integrity;
c) comply with all applicable legislation and associated regulations;
d) satisfy all relevant requirements established in procurement documents;
e) avoid conflicts of interest; and

f) not maliciously or recklessly injure or attempt to injure the reputation of another party.

2) All personnel and agents engaged in Midvaal Local Municipality's infrastructure delivery management system shall:

a) not perform any duties to unlawfully gain any form of compensation, payment or gratification from any person for themselves or a family member or an associate;
b) perform their duties efficiently, effectively and with integrity and may not use their position for private gain or to improperly benefit another person;
c) strive to be familiar with and abide by all statutory and other instructions applicable to their duties;
d) furnish information in the course of their duties that is complete, true and fair and not intended to mislead;
e) ensure that resources are administered responsibly;
f) be fair and impartial in the performance of their functions;
g) at no time afford any undue preferential treatment to any group or individual or unfairly discriminate against any group or individual;
h) not abuse the power vested in them;
i) not place themselves under any financial or other obligation to external individuals or firms that might seek to influence them in the performance of their duties;
j) assist Midvaal Local Municipality in combating corruption and fraud within the infrastructure procurement and delivery management system;
k) not disclose information obtained in connection with a project except when necessary to carry out assigned duties;
l) not make false or misleading entries in reports or accounting systems; and
m) keep matters of a confidential nature in their possession confidential unless legislation, the performance of duty or the provision of the law require otherwise.

3) An employee or agent may not amend or tamper with any submission, tender or contract in any manner whatsoever.

b) Conflicts of interest

1) The employees and agents of Midvaal Local Municipality who are connected in any way to procurement and delivery management activities which are subject to this policy, shall:

a) disclose in writing to the employee of the Midvaal Local Municipality to whom they report, or to the person responsible for managing their contract, if they have, or a family member or associate has, any conflicts of interest; and
b) not participate in any activities that might lead to the disclosure of Midvaal Local Municipality proprietary information.

2) The employees and agents of Midvaal Local Municipality shall declare and address any perceived or known conflict of interest, indicating the nature of such conflict to whoever is responsible for overseeing the procurement

process at the start of any deliberations relating to a procurement process or as soon as they become aware of such conflict, and abstain from any decisions where such conflict exists or recuse themselves from the procurement process, as appropriate.

3) Agents who prepare a part of a procurement document may in exceptional circumstances, where it is in Midvaal Local Municipality's interest to do so, submit a tender for work associated with such documents provided that:

a) Midvaal Local Municipality states in the tender data that such an agent is a potential tenderer;
b) all the information which was made available to, and the advice provided by that agent which is relevant to the tender, is equally made available to all potential tenderers upon request, if not already included in the scope of work; and
c) the procurement documentation committee is satisfied that the procurement document is objective and unbiased having regard to the role and recommendations of that agent.

c) Evaluation of submissions received from respondents and tenderers

1) The confidentiality of the outcome of the processes associated with the calling for expressions of interest, quotations or tenders shall be preserved. Those engaged in the evaluation process shall:

a) not have any conflict between their duties as an employee or an agent and their private interest;
b) may not be influenced by a gift or consideration (including acceptance of hospitality) to show favour or disfavour to any person;
c) deal with respondents and tenderers in an equitable and even-handed manner at all times; and
d) not use any confidential information obtained for personal gain and may not discuss with, or disclose to outsiders, prices which have been quoted or charged to Midvaal Local Municipality.

2) The evaluation process shall be free of conflicts of interest and any perception of bias. Any connections between the employees and agents of Midvaal Local Municipality and a tenderer or respondent shall be disclosed and recorded in the tender evaluation report.

3) Midvaal Local Municipality personnel and their agents shall immediately withdraw from participating in any manner whatsoever in a procurement process in which they, or any close family member, partner or associate, has any private or business interest.

d) Non-disclosure agreements

Confidentiality agreements in the form of non-disclosure agreements shall, where appropriate, be entered into with agents and potential contractors to protect Midvaal Local Municipality's confidential information and interests.

e) Gratifications, hospitality and gifts

1) The employees and agents of Midvaal Local Municipality shall not, directly or indirectly, accept or agree or offer to accept any gratification from any other person including a commission, whether for the benefit of themselves or for the benefit of another person, as an inducement to improperly influence in any way a procurement process, procedure or decision.

2) The employees and agents of Midvaal Local Municipality as well as their family members of associates shall not receive any of the following from any tenderer, respondent or contractor or any potential contractor:

I. money, loans, equity, personal favours, benefits or services;
II. overseas trips; or
III. any gifts or hospitality irrespective of value from tenderers or respondents prior to the conclusion of the processes associated with a call for an expression of interest or a tender.

3) The employees and agents of Midvaal Local Municipality shall not purchase any items at artificially low prices from any tenderer, respondent or contractor or any potential contractor at artificially low prices which are not available to the public.

4) All employees and agents of Midvaal Local Municipality may for the purpose of fostering inter-personal business relations accept the following:

a) meals and entertainment, but excluding the cost of transport and accommodation;
b) promotional material of small intrinsic value such as pens, paper-knives, diaries, calendars, etc;
c) incidental business hospitality such as business lunches or dinners, which the employee is prepared to reciprocate;
d) complimentary tickets to sports meetings and other public events, but excluding the cost of transport and accommodation, provided that such tickets are not of a recurrent nature; and
e) gifts in kind other than those listed in a) to d) which have an intrinsic value greater than R350 unless they have declared them to the Accounting Officer.

5) Under no circumstances shall gifts be accepted from prospective contractors during the evaluation of calls for expressions of interest, quotations or tenders that could be perceived as undue and improper influence of such processes.

6) Employees and agents of Midvaal Local Municipality shall without delay report to the Accounting Officer / Chief Financial Officer any incidences of a

respondent, tenderer or contractor who directly or indirectly offers a gratification to them or any other person to improperly influence in any way a procurement process, procedure or decision.

f) Reporting of breaches

Employees and agents of Midvaal Local Municipality shall promptly report to the Accounting Officer / Chief Financial Officer any alleged improper conduct which they may become aware of, including any alleged fraud or corruption.

6.1.4 Measures to prevent abuse of the infrastructure delivery system

The Accounting Officer / Chief Financial Officer shall investigate all allegations of corruption, improper conduct or failure to comply with the requirements of this policy against an employee or an agent, a contractor or other role player and, where justified:

1) take steps against an employee or role player and inform the National Treasury and Gauteng Provincial Treasury of those steps;
2) report to the South African Police Service any conduct that may constitute a criminal offence;
3) lodge complaints with the Construction Industry Development Board or any other relevant statutory council where a breach of such council's code of conduct or rules of conduct are considered to have been breached;
4) cancel a contract if:
   a) it comes to light that the contractor has made a misrepresentation, submitted falsified documents or has been convicted of a corrupt or fraudulent act in competing for a particular contract or during the execution of that contract; or
   b) an employee or other role player committed any corrupt or fraudulent act during the tender process or during the execution of that contract.

6.1.5 Awards to persons in the service of the state

a) Any submissions made by a respondent or tenderer who declares in the Compulsory Declaration that a principal is one of the following shall be rejected:

I. a member of any municipal council, any provincial legislature, or the National Assembly or the National Council of Provinces;
II. a member of the board of directors of any municipal entity;
III. an official of any municipality or municipal entity;
IV. an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
V. a member of the accounting authority of any national or provincial public entity; or
VI. an employee of Parliament or a provincial legislature.

b) The notes to the annual financial statements of the Municipality shall disclose particulars of an award of more than R 2000 to a person who is a family member

of a person identified in 6.1.5.1 or who has been in the previous 12 months. Such notes shall include the name of the person, the capacity in which such person served and the amount of the award.

6.1.6 Collusive tendering

Any submissions made by a respondent or tenderer who fails to declare in the Compulsory Declaration that the tendering entity:

a) is not associated, linked or involved with any other tendering entity submitting tender offers; or
b) has not engaged in any prohibited restrictive horizontal practices including consultation, communication, agreement, or arrangement with any competing or potential tendering entity regarding prices, geographical areas in which goods and services will be rendered, approaches to determining prices or pricing parameters, intentions to submit a tender or not, the content of the submission (specification, timing, conditions of contract etc.) or intention to not win a tender shall be rejected.

6.1.7 Placing of contractors under restrictions

a) If any tenderer which has submitted a tender offer or a contractor which has concluded a contract has, as relevant:

1) withdrawn such tender or quotation after the advertised closing date and time for the receipt of submissions;
2) after having been notified of the acceptance of his tender, failed or refused to commence the contract;
3) had their contract terminated for reasons within their control without reasonable cause;
4) offered, promised or given a bribe in relation to the obtaining or the execution of such contract;
5) acted in a fraudulent, collusive or anti-competitive or improper manner or in bad faith towards Midvaal Local Municipality; or
6) made any incorrect statement in any affidavit or declaration with regard to a preference claimed and is unable to prove to the satisfaction of Midvaal Local Municipality that the statement was made in good faith or reasonable steps were taken to confirm the correctness of the statements,

b) The Bid Adjudication Committee shall make a recommendation to the Accounting Officer for placing the contractor or any of its principals under restrictions from doing business with the Midvaal Local Municipality.

c) The Accounting Officer may, as appropriate, upon the receipt of a recommendation made in terms of 6.1.7.1 and after notifying the contractor of such intention in writing and giving written reasons for such action, suspend a contractor or any principal of that contractor from submitting a tender offer to Midvaal Local Municipality for a period of time.

d) The Director: Expenditure shall:

1) record the names of those placed under restrictions in an internal register which shall be accessible to employees and agents of Midvaal Local Municipality who are engaged in procurement processes; and
2) notify the National Treasury and Gauteng Provincial Treasury and, if relevant, the Construction Industry Development Board, of such decision and provide them with the details associated therewith.

6.1.8 Complaints

a) All complaints regarding the Midvaal Local Municipality's infrastructure delivery management system shall be addressed to the Accounting officer. Such complaints shall be in writing.

b) The Assistant Director: PMS shall investigate all complaints regarding the infrastructure procurement and delivery management system and report on actions taken to the Accounting officer who will decide on what action to take.

6.2 Acquisition management

6.2.1 Unsolicited proposal

a) The Midvaal Local Municipality is not obliged to consider unsolicited offers received outside a normal procurement process but may consider such an offer only if:

1) the goods, services or any combination thereof that is offered is a demonstrably or proven unique innovative concept;
2) proof of ownership of design, manufacturing, intellectual property, copyright or any other proprietary right of ownership or entitlement is vested in the person who made the offer;
3) the offer presents a value proposition which demonstrates a clear, measurable and foreseeable benefit for Midvaal Local Municipality;
4) the offer is in writing and clearly sets out the proposed cost;
5) the person who made the offer is the sole provider of the goods or service; and
6) the accounting officer finds the reasons for not going through a normal tender process to be sound.

b) The accounting officer may only accept an unsolicited offer and enter into a contract after considering the recommendations of the tender committee if:

1) the intention to consider an unsolicited proposal has been made known in accordance with Section 21A of the Municipal Systems Act of 2000 together with the reasons why such a proposal should not be open to other competitors, an explanation of the potential benefits for the municipality and an invitation to the public or other potential suppliers and providers to submit their comments within 30 days after the notice;

2) the Midvaal Local Municipality' has obtained comments and recommendations on the offer from the National Treasury and Gauteng Provincial Treasury;
3) the tender committee meeting which makes recommendations to accept an unsolicited proposal was open to the public and took into account any public comments that were received and any comments and recommendations received from the National Treasury and Gauteng Provincial Treasury; and
4) the provisions of 6.2.2. are complied with.

c) The accounting officer shall, within 7 working days after the decision to award the unsolicited offer is taken, submit the reasons for rejecting or not following the recommendations to the National Treasury, the Gauteng Provincial Treasury and Auditor General. A contract shall in such circumstances not be entered into or signed within 30 days of such submission.

6.2.2 Tax and rates compliance

a) SARS tax clearance

1) No contract may be awarded or an order issued unless a tenderer or contractor is tax compliant provided that the tenderer is not domiciled in the Republic of South Africa and the SARS has confirmed that such a tenderer is not required to prove their tax compliance status.

2) In the case of a partnership, each partner shall comply with the requirements of 6.2.2.a).1).

3) No payment shall be made to a contractor who does not satisfy the requirements of 6.2.2.a).2). An employee of Midvaal Local Municipality shall upon detecting that a tenderer or contractor is not tax compliant, immediately notify such person of such status.

4) Notwithstanding the requirements of 6.2.2.a).1) and 6.2.2.a).3) the following shall apply, unless a person who is not tax compliant indicates to the chief financial officer that it intends challenging its tax compliance status with SARS,
   a) a contract may be awarded to a non-compliant tenderer if such a tenderer is able to remedy its tax compliance status within a period not exceeding 10 working days after being duly notified of its non-compliant status;
   b) an order may be awarded to a non-compliant contractor if such a contractor is able to remedy its tax compliance status within a period not exceeding 10 working days after being duly notified of its non-compliant status;
   c) a non-compliant contractor shall be issued with a first warning that payments in future amounts due in terms of the contract may be withheld, before the authorising of any payment due to such contractor;
   d) before authorising a further payment due to a non-compliant contractor who has failed to remedy its tax compliance status after

receiving a first warning, a second warning shall be issued to such contractor;

e) no payments may be released for any amounts due in terms of the contract due to a non-compliant contractor if, after a period of 30 calendar days have lapsed since the second warning was issued, the non-compliant contractor has failed to remedy its tax compliance status.

5) The Midvaal Local Municipality may cancel a contract with a non-compliant contractor if such a contractor fails to remedy its tax compliance status after a period of 30 calendar days have lapsed since the second warning was issued in terms of 6.2.2.a.4).e).

b) Municipal rates and taxes

No contract may be awarded to a tenderer who, of the principals of that tenderer, owes municipal rates and taxes or municipal service charges to any municipality or a municipal entity and are in arrears for more than 3 months.

c) Declarations of interest

Tenders and respondents making submissions in response to an invitation to submit a tender or a call for an expression of interest, respectively shall declare in the Compulsory Declaration whether or not any of the principals:

1) are an employee of the Midvaal Local Municipality or in the employ of the state; or
2) have a family member or a business relation with a person who is in the employ of the state.
3) No staff member may be involved in the soliciting or adjudication of quotations or bids where that staff member, or that staff member's spouse, partner or business associate, or partner or business associates of the staff member's spouse has a direct or indirect personal or private business interest.

d) Invitations to submit expressions of interest or tender offers

1) All invitations to submit tenders where the estimated value of the contract exceeds R200 000 including VAT, except where a confined tender process is followed, and expressions of interest shall be advertised on the Midvaal Local Municipality's website and on the National Treasury e-Tender Publication Portal. Advertisements shall be placed by Deputy Director: SCM

2) Advertisements relating to construction works which are subject to the Construction Industry Development Regulations issued in terms of the Construction Industry Development Act of 2000 shall in addition to the requirements of 6.2.2 d) 2) be advertised on the CIDB website. Advertisements shall be placed by Deputy Director: SCM.

3) Where deemed appropriate by Deputy Director: SCM an invitation to tender and a call for an expression of interest shall be advertised in suitable local and national newspapers and the Government Tender Bulletin as directed by such person. Advertisements shall be placed by Deputy Director: SCM.

4) Such advertisements shall be advertised for a period of at least 30 days before closure, except in urgent cases when the advertisement period may be shortened as determined by the accounting officer.

5) Invitations to submit expressions of interest or tender offers shall be issued not less than 10 working days before the closing date for tenders and at least 5 working days before any compulsory clarification meeting. Procurement documents shall be made available not less than 7 days before the closing time for submissions.

e) Publication of submissions received and the award of contracts

1) The Deputy Director: SCM shall publish within 10 working daysof the closure of any advertised call for an expression of interest or an invitation to tender where the estimated value of the contract exceeds R200 000 including VAT on the municipality's or municipal entity's website, the names of all tenderers that made submissions to that advertisement, and if practical or applicable, the total of the prices and the preferences claimed. Such information shall remain on the website for at least 30 days.

2) The Deputy Director: SCM shall publish within 7 days from date of the award of a contract the following on the Midvaal Local Municipality's website

a) the contract number;
b) contract title;
c) brief description of the goods, services or works;
d) the total of the prices, if practical;
e) the names of successful tenderers and their B-BBEE status level of contribution;
f) duration of the contract; and
g) brand names, if applicable.

3) The Deputy Director: SCM shall submit within 7 working days of the award of a contract the information required by National Treasury on the National Treasury eTender Publication Portal regarding the successful and unsuccessful tenders.

4) The award of contracts relating to construction works which are subject to the Construction Industry Development Regulations issued in terms of the Construction Industry Development Act of 2000 shall in addition to the requirements of 6.2.2.e).3). be notified on the CIDB website. The notification shall be made by placed by Deputy Director: SCM.

f) Disposal committee

1) The accounting officer shall appoint on a disposal by disposal basis in writing the members of the disposal committee to decide on how best to undertake disposals relating to the demolition or dismantling of infrastructure or parts thereof, and the disposal of unwanted, redundant or surplus materials, plant and equipment.

Disposals shall be proceeded with only after the feasibility and desirability of using one or more of the following alternative disposal strategies have been considered:

- transfer to another organ of state, business unit or a charitable organisation at market-related value or free of charge;
- recycling or re-use of component materials; or
- disposal by means of dumping at an authorised dump site, burning or demolition.

The reasons for adopting a disposal strategy shall be recorded prior to proceeding with such disposal.

2) The disposal panel shall comprise not less than three people. The chairperson shall be an employee of Midvaal Local Municipality.

3) The disposal committee shall make recommendations to Council who shall approve the recommendations, refer the disposal strategy back to the disposal committee for their reconsideration, decide not to proceed or to start afresh with the process.

6.3 Reporting of infrastructure delivery management information

Deputy Director: SCM shall report to the relevant treasury within one month of the award of a contract or the issuing of an order, all engineering and construction, supply, service and professional service contracts that are awarded, or orders that are issued, should the total of prices, including VAT, exceed R25 million for services and professional services, and R50 million for supply and engineering and construction works. Such a report shall indicate the following:

a) the title and number of the contract or order;
b) a brief outline of the scope;
c) the total of the prices at the time that a contract is concluded or an order issued;
d) the time for completion or delivery; and
e) the procurement procedure that was used to put the contract in place, or in the case of a framework agreement, whether or not competition amongst framework contractors was reopened.

7. Infrastructure procurement

7.1 Procurement documents

7.1.1 The forms of contract that may be used are as follows:

Form of contract	Code	Usage
Construction Industry Development Board (CIDB)		
CIDB Standard Professional Service Contract	SPSC	Professional Service
CIDB General Conditions of Purchase	-	An order form type of contract for low-value goods without any incidental work or services on or before a specified date being required
CIDB Contract for the Supply and Delivery of Goods	-	Simple, regional purchase of readily available materials or commodities which require almost no management of the buying and delivery process, minimal testing, installation and commissioning on delivery
CIDB General Conditions of Service -	-	An order form type of contract where low-value services on or before a specified date are required.
International Federation of Consulting Engineers (FIDIC)		
FIDIC Short Form of Contract	Green Book	Building or engineering works of relatively small capital value, or for relatively simple or repetitive work, or for work of short duration. Use for design by employer- or contractor-designed works.

7.1.2 The Midvaal Local Municipality's preapproved templates for Part C1 (Agreements and contract data) of procurement documents shall be utilised to obviate the need for legal review prior to the awarding of a contract. All modifications to the standard templates shall be approved by Chief financial officer prior to being issued for tender purposes.

7.1.3 Disputes arising from the performance of a contract shall be finally settled in a South African court of law.

7.1.4 any additional requirements, if any e.g. use of standard access specifications, health and safety specifications etc, will be added on a case by case basis

7.1.5 The Municipal Declaration and returnable documents contained in the standard shall be included in all tenders for:

a) consultancy services; and
b) goods and services or any combination thereof where the total of the prices is expected to exceed R10 m including VAT.

7.2 Developmental procurement policy

7.2.1 General

Municipalities shall utilise procurement to promote Broad-Based Black Economic Empowerment in accordance with the provisions of the Broad-Based Black Economic Empowerment Act and, where appropriate, to promote:

a) work opportunities for target groups; and
b) national development goals, such as those identified by the Presidential Infrastructure Coordinating Commission.

Not less than 50% of the points allocated to preference in a points scoring system in the evaluation of tenders shall be allocated to Broad-Based Black Economic Empowerment goals.

Minimum local content shall be included in contracts in accordance with the Preferential Procurement Regulations issued in terms of the Preferential Procurement Policy Framework Act. Requirements shall be evaluated in tenders through declarations made by tenderers and shall be included in the scope of work associated with the contract.

7.2.2 Permitted targeted procurement procedures

The targeted procurement procedures that may be used to promote social and economic objectives shall include one or more of the following:

a) the granting of preferences;
b) accelerated rotations on electronic databases, where appropriate;
c) the granting of up to 10% of the total number of evaluation points used to short-list tenderers following a call for expressions of interest;
d) financial incentives for the attainment of key performance indicators in the performance of the contract; and
e) the creation of contractual obligations to engage target groups in the performance of the contract by establishing requirements for the tendering of subcontracts in terms of a specified procedure, or establishing obligations to attain contract participation goals in accordance with the relevant provisions of SANS 10845.

7.3 Payment of contractors

The Midvaal Local Municipality shall settle all accounts within 30 days of invoice or statement as provided for in the contract, once signed off by project manager.

7.4 Approval to utilise specific procurement procedures

7.4.1 Prior approval shall be obtained for the following procurement procedures from the following persons, unless such a procedure is already provided for in the approved procurement strategy:

a) Tender Committee shall authorise the use of the negotiated procedure above the thresholds provided in the standard.
b) Tender Committee shall authorise the approaching of a confined market except where a rapid response is required in the presence of, or the imminent risk of, an extreme or emergency situation arising from the conditions set out in the standard and which can be dealt with or the risks relating thereto arrested within 48 hours; and
c) the proposal procedure using the two-envelope system, the proposal procedure using the two-stage system or the competitive negotiations procedure.

7.4.2 The person authorised to pursue a negotiated procedure in an emergency is *the accounting officer,* tenderer or respondent and, if relevant, the total of prices including VAT where this is possible;

a) record in the register the name of any submissions that is returned with the reasons for doing so;
b) record the names of the tenderer's representatives that attend the public opening;
c) sign the entries into the register; and
d) stamp each returnable document in each tender submission.

7.4.3 Each member of the opening panel shall initial the front cover of the submission and all pages that are stamped.

7.4.4 Respondents and tenderers whose submissions are to be returned shall be afforded the opportunity to collect their submissions.

7.4.5 Submissions shall be safeguarded from the time of receipt until the conclusion of the procurement process.

7.5 Use of another organ of state's framework agreement

The Midvaal Local Municipality may make use of another organ of state's framework contract which has been put in place by means of a competitive tender process and there are demonstrable benefits for doing so. The accounting officer shall make the necessary application to that organ of state to do so. The municipality is required to solicit the comments of the Gauteng Provincial Treasury according to the revised 2018/2019 Municipal SCM Framework.

7.6 Insurances

7.6.1 Contractors shall be required to take out all insurances required in terms of the contract.

7.6.2 The insurance cover in engineering and construction contracts for loss of or damage to property (except the works, Plant and Materials and Equipment) and liability for bodily injury to or death of a person (not an employee of the Contractor) caused by activity in connection with a contract shall in general not be less than the value stated in Table 4, unless otherwise directed by Executive Director: Engineering services

7.6.3 Lateral earth support insurance in addition to such insurance shall be take out on a case by case basis.

Minimum insurance cover (table 4)

Type of insurance	Value
Engineering and construction contracts - loss of or damage to property (except the works, Plant and Materials and Equipment) and liability for bodily injury to or death of a person (not an employee of the Contractor) caused by activity in connection with a contract	Not less than R20 million
Professional services and service contracts - death of or bodily injury to employees of the Contractor arising out of and in the course of their employment in connection with a contract or damage to property	Not less than R10 million
Professional indemnity insurance	geotechnical, civil and structural engineering: R5,0 million electrical, mechanical and engineering: R3,0 million architectural: R5,0 million other R3,0 million

7.6.4 The insurance cover in professional services and service contracts for damage to property or death of or bodily injury to employees of the Contractor arising out of and in the course of their employment in connection with a contract shall not be less than the value stated in Table 4 for any one event unless otherwise directed by Executive Director: Engineering services.

7.6.5 SASRIA Special Risk Insurance in respect of riot and associated risk of damage to the works, Plant and Materials shall be taken out on all engineering and construction works.

7.6.6 Professional service appointments shall as a general rule be subject to proof of current professional indemnity insurance being submitted by the contractor in an amount not less than the value stated in Table 4 in respect of each claim, without limit to the number of claims, unless otherwise directed by the Executive Director: Engineering services in relation to the nature of the service that they provide.

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7.6.7 Midvaal Local Municipality shall take out professional indemnity insurance cover where it is deemed necessary to have such insurance at a level higher than the levels of insurance commonly carried by contractors.

7.6.8 Where payment is to be made in multiple currencies, either the contractor or Midvaal Local Municipality should be required to take out forward cover.

Alternatively, the prices for the imported content should be fixed as soon as possible after the starting date for the contract.

7.7 Written reasons for actions taken

7.7.1 Written reasons for actions taken shall be provided by Deputy Director: SCM.

7.7.2 The written reasons for actions taken shall be as brief as possible and shall as far as is possible, and where relevant, be framed around the clauses in the:

a) SANS 10845-3, *Construction procurement - Part 3: Standard conditions of tender,* and, giving rise to the reason why a respondent was not short listed, prequalified or admitted to a data base; or
b) SANS 10845-4, *Construction procurement - Part 4: Standard conditions for the calling for expressions of interest;*

as to why a tenderer was not considered for the award of a contract or not awarded a contract.

7.7.3 Requests for written reasons for actions taken need to be brief and to the point and may not divulge information which is not in the public interest or any information which is considered to prejudice the legitimate commercial interests of others or might prejudice fair competition between tenderers.

7.8 Request for access to information

7.8.1 Should an application be received in terms of Promotion of Access to Information Act of 2000 (Act 2 of 2000), the “requestor” should be referred to the Midvaal Local Municipality’s Information Manual which establishes the procedures to be followed and the criteria that have to be met for the “requester” to request access to records in the possession or under the control of Midvaal Local Municipality’s.

7.8.2 Access to technical and commercial information such as a comprehensive programme which links resources and prices to such programme should be refused as such information provides the order and timing of operations, provisions for time risk allowances and statements as to how the contractor plans to do the work which identifies principal equipment and other resources which he plans to use. Access to a bill of quantities and rates should be provided in terms of the Act.

Annexure AL
Contract Management Policy
2023/2024

SCM CONTRACT MANAGEMENT POLICY

2023/2024 FINANCIAL YEAR

MIDVAAL
LOCAL MUNICIPALITY

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1. TERMS AND DEFINITIONS

Contract	The written agreement entered between the purchaser and the supplier, as recorded in the contract form signed by the parties, including attachments and appendices thereto and all documents incorporated by reference therein.
Contractor	The party to the contract that is required to provide goods or services according to the terms of the agreement.
Contract Management	The activities necessary to manage a contract throughout all stages in the contract life cycle to ensure that immediate action is taken effectively and efficiently to the change that may occur to the contract
Contract Management system	Computerised or manual system necessary to ensure proper Contract Management control and monitoring of performance of the contractors in terms of the contracts.
Contract Register	Manual or computerised system necessary to ensure proper Contract Management control.
Force Majeure	An event beyond the control of the contractor and not involving the contractor's fault or negligence and not foreseeable. The burden is on the party claiming force majeure is to prove that the force majeure falls within the contract wording and that non-performance was a result of the outbreak. The party must also show there were no alternative means for performing its obligations and that it has taken all reasonable steps, The party will be seeking to be excused from liability for non-performance, which in most cases will mean renegotiating the terms of the contract by, for example, extending timelines for delivery. There are certain conditions that must be fulfilled in order for a force majeure to trigger the type of impossibility that extinguishes a party's contractual obligations. These are: - o The impossibility must be objectively impossible. o It must be absolute as opposed to probable.

- It must be absolute as opposed to relative (in other words, if it relates to something that can in general be done, but the one party seeking to escape liability cannot personally perform it, such party remains liable in contract).
- The impossibility must be unavoidable by a reasonable person.
- It must not be the fault of either party.
- The mere fact that a disaster or event was foreseeable, does not necessarily mean that it ought to have been foreseeable or that it is avoidable by a reasonable person.

Litigate	The act or process of contesting a lawsuit or seeking redress through the courts.
Parties	Parties that stipulate obligations to one another to ensure that the contract term and condition are fulfilled.
Specification	The statement that provide detailed description of goods, services and works characteristics and identify performance requirements prepared when procuring goods, services and works.
Transversal Contract	Term contracts that are facilitated and arranged by National Treasury or Provincial Treasury for goods and services that may be utilized by a Municipality.
Terms of Reference	The statement that define clearly the task directive (methodology), objectives, goals and scope of the assignment and provide background information, prepared when procuring professional services.
Institution	A Unit or Function in the organization as the role player to the procedures.
Division	Includes the divisional section within the municipality.
Firm Contract Price	Contract prices provide for a fixed price which normally are not subject to any further price adjustment.
Non-Firm Contract Price	Contracts prices that are subjected to changes if they are explicitly included in the agreement. based on the economic price escalations such as consumer price inflation (CPI)

Abbreviations

CRA	Contract Registration Application
CFO	Chief Financial Officer
MCMG	Municipal Contract Management Guideline
CPA	Contract Price Adjustments
BAC	Bid Adjudication Committee
GCC	General Conditions of Contract
GPG	Gauteng Provincial Government
GPT	Gauteng Provincial Treasury
MBD	Municipal Bidding Document
MFMA	Municipal Finance Management Act
MM	Municipal Manager
SCC	Special Conditions of Contract
SCM	Supply Chain Management
SLA	Service Level Agreement
TOR	Terms of Reference
RT	National Treasury Transversal Contract

2. INTRODUCTION

Good contract management is essential for sound financial management and contributes greatly to effective and efficient service delivery. Contract management is concerned with monitoring contractor performance to avoid bid violations (e.g., submission and payment of fictitious invoices and abuse of the variation procedures). Contract management could be described as a systematic process that ensures that goods and services are delivered to the right place, in the right quantity, with the right quality, at the right cost and at the right time.

Furthermore, it is the process that enables both parties to a contract to meet their obligations in order to deliver the objectives required from the contract and invoices which builds a good working relationship between the parties. Contract management continues throughout the life of a contract and also involves managing proactively to anticipate future needs as well as reacting to adverse situations that may arise.

One of the objectives of contract management is to accelerate service delivery in accordance with the signed contract and the attainment of value for money whilst mitigating any risks.

3. PURPOSE

The purpose of the Municipal Contract Management policy is to establish sound and consistent management practices with respect to municipal contracts. It describes the processes and assigns responsibilities to effectively administer contracts from:

- Preparation of contracts.
- Maintenance of contract register.
- Monitoring of payments.
- Control contract variation and price adjustments.
- Assess and monitor performance of the contractor.
- Manage contract disputes.
- Manage the close out of contracts.

4. TYPES OF CONTRACTS

4.1 Lump Sum (Firm Fixed Price) Contract

Lump sum contracts are used mainly for assignments in which the content and the duration of the services and the required output of the consultants are clearly defined.

They are widely used for simple planning and feasibility studies, environmental studies, detailed design of standard or common structures, preparation of data processing systems, and so forth.

Payments are linked to outputs (deliverables), such as reports, drawings, bills of quantities, bidding documents and software programs.

Lump sum contracts are easy to administer because payments are due on clearly specified outputs.

The price is determined at inception of the contract and remains fixed for the duration of the contract.

4.2 Time-Based Contract

This type of contract is appropriate when it is difficult to define the scope and the length of services, either because the services are related to activities by others for which the completion period may vary, or because the input of the consultant or contractor required to attain the objectives of the assignment is difficult to assess.

This type of contract is widely used for complex studies, supervision of construction activities, advisory services, and most training assignments.

Payments are based on agreed hourly, daily, weekly, or monthly rates for staff (who are normally named in the contract) and on reimbursable items using actual expenses and / or agreed unit prices.

The rates for staff include salary, social costs, overheads, fees and, *where appropriate*, special allowances.

This type of contract should include a maximum amount of total payments to be made to the consultants. This ceiling amount may include a contingency allowance for unforeseen work and duration and provision for price adjustments, *where appropriate.*

Time-based contracts need to be closely monitored and administered to ensure that the assignment is progressing satisfactorily, and payments claimed by the consultants are valid and in terms of the contract.

Guidelines on fees for Consultants issued by the Department of Public Service and Administration, as well as any other accredited and recognized associations or bodies (e.g. AG, ECSA, Law Society, SAICA etcetera.) should be used as a basis to establish whether the fees proposed are reasonable and market related.

4.3 Percentage Contract

These contracts are commonly used for architectural services. They may be also used for procurement and inspection agents.

Percentage contracts directly relate to fees paid to the consultant on the estimated or actual project construction cost, or the cost of the goods procured or inspected.

These contracts are negotiated on the basis of market norms for the services.

4.4 Time Based Contract (With Price Agreement)

These contracts are used when the Accounting Officer or the municipality needs to have "on call" specialized services to provide advice on a particular activity, the extent and timing of which cannot be defined in advance.

These are commonly used to retain "advisers" for implementation of complex projects, expert adjudicators to serve on dispute resolution panels, advice on complex procurement, etcetera.

These appointments would normally be for a period of a year and generally not exceed three years.

5. CONTRACT CREATION

The contract is created through three key stages of tender namely: pre-tender, tendering and post tender contract management. All of these must be governed by rigorous governance principles.

The pre-tender stage includes needs assessment, planning and budgeting, development of specifications and selection of the most suitable procurement strategy. The tendering stage includes the invitation to tender, evaluation and adjudication of bids. Post-tender includes contract management, ordering and payment. It is important that efficient governance principles be applied to all these stages of the contract.

5.1 The Pre-Tender or Demand Management Stage

Demand planning, procurement planning, items and specification management, and supplier management are critical phases in the pre-tendering stage. This stage ensures that goods, services, construction work and other purchases are properly planned and aligned to the municipality's procurement (plan) strategy and resource plan.

This alignment is critical to ensuring that goods are delivered at the right time, place and price, in the right quantity and of the right quality. It is at this stage that a comprehensive needs analysis is carried out in line with the strategic planning process.

Procurement plans indicate all purchases that will be undertaken in the short, medium and long-term periods. Proper planning should reduce delivery delays, eradicate recurring contracts and unnecessary extensions, and eliminate the need for emergency procurement.

5.2 The Tendering or Acquisition Management Stage

This stage includes the invitation to tender, and evaluation and adjudication of bids. To avoid lack of competition and conflict of interest, all potential bidders must have access to the same tender information.

Information in the bid documents should include details of the product or service to be procured, specifications, actual or estimated quantities, the timeframe for delivery, realistic closing dates and times, where to obtain documentation, where to submit tenders and a clear, complete and non-discriminatory description of the selection and award criteria. These cannot be altered after the tender closing date.

6. CONTRACT MANAGEMENT LIFECYCLE

The lifecycle begins with setting direction, high-level objectives and policies for the Municipality. This leads to the identification of needs of the Municipality that can be fulfilled by acquiring goods, works and / or services to fulfill the need. Once the service is acquired, Contract Management comes into effect. An ongoing analysis of municipal needs is critical to ensure that goods, services and works provided are what the municipality really needs.

An effective Contract Management life cycle constitutes planning, contract arrangement, administration, performance management and close out.

6.1 Stage 1: Planning

This stage refers to consideration of contracts during the planning and budgeting processes. These processes will identify the need for contract creation and timeframes for implementation to ensure that delivery of goods and services occurs as approved in the budget.

During the strategic planning phase, the goods, works and services required to execute the identified functions are determined and captured in the procurement plans.

Procurement plans containing all planned procurement for the financial year in respect of the procurement of goods, services and works which exceed R200 000.00 (*Capital Expenditure)* is submitted by Accounting Officers to Gauteng Provincial Treasury by the 31 July of each year.

The Procurement Plan document provides detailed information about the description of goods, services and works, the procurement method, estimated value, envisaged date of advertisement as well as envisaged date of award including the responsible office.

Contract management function within the SCM unit will be responsible for monitoring of contracts in line with the projects listed in the procurement plans and approved budgets.

6.2 Stage 2: Contract Arrangement

This stage refers to the arrangement of signing the contract, making it legally enforceable and formalizing the terms and conditions concluded between parties.

The Contract Management function, within the SCM unit will arrange for the signing of the contract as follows:

- Submit the tender document, which becomes the contract, to the Deputy Municipal Manager / delegated official for signature.
- Issue an appointment letter, signed by the CFO and relevant head of department, or by the Municipal Manager (for appointments above R10 Million VAT Included) to the successful bidder.
- Follow-up on the need for of a Service Level Agreement *(where appropriate),* between the municipality and the bidder.
- The SLA must be legally sound and vetted by the Municipality's Legal Services Department, prior to signing off by the parties;

- Capture contract award details in the Contract Management system of the Municipality and National Treasury's Contract Registration Application (CRA).
- Original signed contract resides within the Supply Chain Management Unit, copy of which will be scanned and archived in the SCM filing system of the municipality;
- A copy of the signed contract is issued to the end-user to prepare for acquisition.

6.2.1 Service Level Agreement

Service level agreements are negotiated agreements for the delivery of specified services between the contractor and the Municipality. An SLA is not compulsory and is solely at the discretion of the user department, especially if the specifications in the tender document is not sufficient.

The SLA specifies services or goods required. The level of quantities and quality of service to which both parties agree and designed to indicate and evaluate the quality of the service delivered. Agreement is negotiated at the commencement of a contract and involves the understanding of the needs and constraints of both parties.

The purpose of developing SLA's and setting service levels is to enable the municipality to monitor and control the performance of the service received from the contractor against agreed standards. Service level agreements should be agreed to by both parties and these are:

- Established at a reasonable level in line with the TOR or Specifications which contain the scope of work.
- Prioritized by the municipality in order of importance and on an agreed scale for example: critical, major, urgent, important, minor, easily monitored, such as objectives, tangible and quantifiable.
- To conclude the SLA within the shortest possible timeframe after the award of a contract as best practice.
- The SLA may be included in the bid document to allow bidders to have ample time to review the SLA, or a draft SLA may be requested together with the bid document.
- The SLA should be unambiguous and understandable by all parties and may be open to re-negotiation if justifiable to do so;
- The contractor and the municipality jointly identify a statement of expectations and ability, the cost of receiving the service and the basis for the calculation of costs.

The contractor is accountable for the quality and performance levels of the services and the availability thereof. One of the principle objectives of an SLA, is that both parties understand the basis and intent of the terms and conditions under which the services are to be delivered.

The definitions of terms should be an integral part of the negotiation and discussion process between the two parties. If there are other terms identified during discussions that are not in the list of defined terms, they should be added.

It must be noted that an SLA is an agreement in its own and it should therefore not be used to change or refine the stipulations contained in the bid documents.

The list of common provisions is not exhaustive and other provisions will need to be drafted to suit the particular contractual arrangement; as a result, professional advice may be sought to assist with drafting specific SLA provisions.

6.2.2 Legal Vetting of Service Level Agreement or the Formal contract

Prior to signing a formal contract or service level agreement with a contractor, the Accounting Officer will ensure that such contracts or agreements are legally sound to avoid potential litigation and to minimize possible fraud and corruption.

The above includes legal vetting by the Legal Division of the municipality and such contracts or agreements must be actively managed in order to ensure that both the Municipality and the contractor meet their respective obligations.

The legal division provides expert advice to the Contract Management unit and must be consulted in the following circumstances:

- Vetting of contract documents and service level agreements.
- Dispute resolutions, implementation of contract terms and conditions.
- Contract change of ownership, breach of contract, penalties, terminations, enforcement of indemnities, guarantees and contractual claims.

6.3 Stage 3: Contract Administration

This stage is important in Contract Management and overlaps with monitoring and performance assessment. It encompasses various activities that need to be completed on a day-to-day basis, including amongst others:

6.3.1 Contract Register

All approved contracts are registered in the Contract Management System to enable easy retrieval and identification of all contractual arrangements.

Contracts that are partially executed, signed by one party, may be registered into the Contract Management System prior to forwarding to other parties for signature. The Contract Management unit function should ensure that all signatures are obtained, and contracts are updated in the system.

Contract registers should be used to monitor contract end dates in order to notify the end user to commence with the procurement strategy timeously, at least 6 months prior to the expiry of the contract.

An effective contract register should have the following characteristics:

- Contract number, name of contractor, description, award date, type of contract, amount, contract period, department, project manager, contact details, expenditure, commitment.
- This will simplify the reconciliation or cross-check between the register and the municipality's financial management information system.
- Expenditure against the contract and value of commitment.

Contract register report will be established detailing status of contracts and the reports to be provided by the 5th working day of every month to the Head of SCM on the following:

- Valid contracts in place.
- Contracts due to expire in six to twelve months.
- Contracts extended.
- All expired contracts.
- Contract variations.
- Cancelled contracts.
- Contracts captured on the system; (where applicable)
- Value of commitments.
- Value of accruals.

6.3.2 Contract Payments

Payments should be made in accordance with the provisions of the contract after delivery.

Evidence of delivery is required, and the end user must certify that the work has been satisfactorily executed and meet the required standards of performance, e.g. Goods Received Voucher (GRV), Payments certificates, Invoice, etc.

Payments for satisfactory performance should not be delayed because this can undermine the relationship with the service provider. All payments due to creditors must be settled within 30 days from receipt of an invoice or, in the case of civil claims, from the date of settlement or court judgment. This implies that amounts owing must be paid within 30 days from receipt of invoice if the goods, works or services were delivered to the satisfaction of the Accounting Officer or delegated authority.

In cases where a discount is not a contract condition and the contractor offers a discount on the invoice, the discount if possible must be utilized for instance by making the payment within the time limit specified on the invoice. These are usually referred to as settlement discounts.

In the event that only part of the invoice is queried, arrangement should be made to pay that portion of the amount payable, which is not subject to dispute, and separately take action to remedy the disputed amount.

Payment outside the prescribed period of 30 days from receipt of invoice is deemed to be a contravention and may be reported as such by the Auditor-General as part of the audit process.

Interest incurred on late payments will be declared as fruitless and wasteful expenditure and should also be disclosed as such in the Annual Financial Statements.

6.3.3 Contract Variation

It is recognized that, in exceptional cases, an Accounting Officer may deem it necessary to expand or vary orders against the original contract. The reasons for the variation should be clearly documented and should occur in defined circumstances.

A variation is mostly issued when extra work is added to the project after the contract has been signed. Deliverables and value for money should be assessed.

In order to mitigate against such practices, The Accounting Officer must ensure that contracts may only be expanded or varied by not more than 20% for construction related goods, services and / or infrastructure projects and 15% for all other goods and / or services of the original value of the contract. Furthermore, any variation beyond the abovementioned thresholds must be dealt with in terms of Section 116 of the Municipal Finance Management Act.

No variation or modification of the terms of the contract may be made except by a written amendment signed by the contracted parties.

The SCM unit will forward the submission made in terms of a variation order to the BEC and BAC for consideration and recommendation to the Municipal Manager.

Upon approval, the Contract Management function will issue a letter of amendment or an addendum to the contract, to the contractor and also inform the end-user to prepare a purchase requisition to create an order.

The Contract Management unit will update the contract register and applicable Contract Management system

6.3.4 Contract secured by other organs of state

Whilst the municipality may utilize the contract procured by another municipality or organ of state, under strict conditions and prescribed requirements, the Municipality strongly discourages the use of Regulation 32 of the Municipal SCM Regulations. If the need arises, the Municipality must make sure that it complies with the below as per MFMA Circular No. 96 as per below:

PRINCIPLES UNDERPINNING THE IMPLEMENTATION OF REGULATION 32

Before MLM decides to become a participant in a contract secured by another organ of state, it must, as part of demand management, conduct a detailed analysis of the goods or services required. When procuring infrastructure, the municipality must also compare for example its topography or other features, to that of the other organ of state in order to ensure that the service provider will be able to deliver at an acceptable standard.

The contract must have been secured by means of a competitive bidding process applicable to that other organ of state and the municipality or entity has no reason to believe that such contract was not validly procured

This means that MLM must verify and satisfy itself that the contract was procured through a procurement process that was fair, equitable, transparent, competitive and cost effective consistent with the public sector procurement principles set out in section 217 of the Constitution.

In order to verify this, MLM must obtain copies of the bid advertisements, bid documents, minutes of evaluation and adjudication committee meetings, and any other relevant documents relating to the contract in order to review whether the other organ of state complied with applicable legislation and policies when it procured the contract. MLM's bid adjudication committee and the internal audit unit must review the obtained documentation from the organ of state, to certify that a competitive bidding process and due process was followed by the other organ of state in concluding the contract. MLM must maintain confidentiality when processing all documentation, as may be appropriate.

There must be demonstrable discounts or benefits for the municipality or entity to procure goods or services under a contract procured by another organ of state

MLM must assess the contract terms such as, unit of issue or type of service; delivery lead times and prices; length of contract in line with required goods or service; and undertake comparative research to determine if this form of procurement is more advantageous than advertising a competitive bid. This must include the determination of a reasonable price for the required goods or services; taking into consideration that the requesting municipality or municipal entity can only utilise the remaining portion of the contract that has not been utilised by the original contracting organ of state and not create an additional contract.

The value or price of MLM's required goods or services must not exceed the value or price of the original contract. The decision to participate must be informed by a detailed report that outlines the outcome of the above-mentioned assessment, confirming the legal status of the contract with the other organ of state, reasons for why MLM could not arrange its own contract through a competitive bidding process; and set out the value the participation will bring to the participating municipality or municipal entity.

The detailed report mentioned above must be submitted to MLM's bid adjudication committee for its consideration and recommendation to the accounting officer or delegated official, in terms of the municipality or municipal entity's delegation policy. Prior to the recommendation of the bid adjudication committee being submitted to the accounting officer or delegated official, it must be submitted to its internal audit unit to provide further assurance that the requirements as outlined in regulation 32 have been complied with, and thereafter submitted to the accounting officer or delegated official for his/her consideration and final approval of the participation.

The other organ of state and the service provider have consented to such procurement in writing

MLM's accounting officer must first obtain written consent from the other organ of state as well as confirmation of the supplier's contractual performance. Once the accounting officer has obtained consent to procure under the contract and confirmation of the supplier's performance from the other organ of state; and has performed all internal due diligence checks, including ensuring compliance with the salient points listed below, may the accounting officer solicit the service provider's written consent.

Failure to obtain this written consent by the accounting officer requesting to procure under the contract secured by another organ of state will be construed as non-compliance with the regulations and associated expenditure being irregular expenditure.

SALIENT REQUIREMENTS APPLICABLE TO REGULATION 32

Over and above the requirements stated in Regulation 32, there are also other salient requirements which must be considered by the MLM as well as the organ of state that is approving the procurement under its contract. These include the following:

The contract must be valid

MLM will not enter into a new contract with the service provider/s but will become a participant in an existing contract. The contract must therefore not have expired, or its validity modified to accommodate the procurement from the contract and must be legally sound as proven in the motivated report mentioned above. The participating municipality or municipal entity will conclude an addendum to the agreement with the service provider/s that stipulates the duration of the participation agreement, which may not exceed the end date of the original contract.

The duration or variation of the contract

MLM must confirm the duration of the contract between the service provider/s and the other organ of state and determine the remaining term of the contract. Once this has been confirmed, MLM must assess whether the remaining period will be sufficient for the service provider/s to deliver on its requirements. In other words, MLM will only be permitted to utilise the contract of the other organ of state for the balance of the remaining period of the contract. The contract cannot be extended or varied by MLM. It can only be extended by the original contracting parties in line with the contractual terms agreed to in the original contract. Should the contract between the original contracting parties be terminated for any reason before the contract end date, then that termination applies to MLM on the contract as well. The accounting officer consenting to the participation on the contract must therefore inform MLM's accounting officer of any contract amendments or variations made to the contract, in writing.

The goods or services must be the same and the quantity may not be increased

MLM must assess whether the goods or services being provided to the other organ of state are similar to the goods or services required by the municipality. The goods or services required by MLM must be exactly the same as advertised and adjudicated by the other organ of state and may not be increased from the originally contracted quantity. Therefore, MLM will procure the required goods or services under the same scope or specification, terms and conditions as provided for in the original contract.

Contractual arrangements

The shared contract must have the same dispute resolution mechanism to settle contractual disputes, a combined periodic contract management performance review to appraise the shared contract, and to regularly report to the council of MLM, as may be appropriate, on the management of the contract, service level agreement and the performance of the shared contractor/s.

The exercising of contractual rights, obligations or remedies in terms of the contract must be exclusively dealt with in terms of the dispute resolution mechanism as stipulated in the original contract. Each contractual party must uphold their legal obligations to the contract.

Implications for the organ of state who is the contract owner

The application of regulation 32 in a procurement process effectively means that the accounting officer of the original contracting organ of state is willing to forfeit a portion of its contract that has not already been utilised to the accounting officer who is requesting to procure under that contract. It may also mean that the accounting officer may no longer procure goods or services from that contract anymore as the balance of the contract would have been allocated to the municipality or municipal entity that is requesting to procure under that contract. The accounting officer of the original contracting organ of state undertakes such decision with the knowledge that the original contracting organ of state no longer requires the remaining portion of that contract. The accounting officer of the original contracting organ of state must notify the accounting officer that is procuring under the original contract of all changes to the contract.

Panel of consultants/list of approved service providers and framework agreements

MLM must not participate on a panel secured by another organ of state as a panel of consultants or a list of service providers or a panel of approved service providers is not a contract. Municipalities or municipal entities may only participate on framework agreements arranged by organs of state, for example, State Information Technology Agency (SITA), the relevant treasury; that are empowered by legislation to arrange such on behalf of other organs of state.

The above must not be confused with the use of transversal contracts secured by the National Treasury.

6.3.5 Contract Price Adjustment

Contractual conditions must stipulate circumstances under which the adjustments shall be considered and the process to be followed.

Approval of the price adjustment should be done within the municipality's delegation of authority framework or may be done by the Municipal Manager.

The amendment letter will be issued to the contractor and end user on acceptance of the price adjustment.

The contract register will be updated and the applicable Contract Management system.

6.3.6 Contract Expiry Notification

SCM unit in collaboration with Contract Management function is responsible for ensuring that timeous arrangement is made to notify end users of all contracts expiring within the next 6 months. Communication with the end users must be in writing and documentation must be properly filed.

Where procurement processes need to commence within a period exceeding six months (for example 12 months prior to expiry) such longer notice period will be given by the SCM unit to the relevant end user department.

6.3.7 Extension of Contract

Extension of a contract is undesirable because it may lead to uncontrolled increases in the contract prices and it can also be a contributing factor to circumventing the procurement processes.

Lack of proper planning does not constitute a justifiable reason for dispensing with prescribed bidding processes by extending contracts.

Where justifiable reasons are provided for extending a contract, the relevant application may be considered favourably and contractors may be approached by SCM unit with the request to indicate whether they are prepared to extend the contract period.

When the need arises, and the reasons for an extension are sound, such an extension may only be done in line with Section 116(3) of the MFMA of 2003. Following full adherence to this, an item with full details must be prepared for BEC and BAC consideration and ultimately approval by the Municipal Manager.

After approval of the contract extension, the applicable Contract Management system must be updated.

6.3.8 Transversal Contracts

Transversal contracting enables the Municipality at all levels to purchase goods and services from a central list of approved suppliers who have been vetted for cost and quality.

These contracts have already been negotiated on behalf of government institutions and only best rates/prices are charged. The municipality must always consider participating in these contracts to benefit from the prices that have been already negotiated.

6.3.9 Records Management

It is important that the updated version of the contract incorporates any variations and correspondence related to the contract document and should be appropriately stored. This provides the basis for effecting payments and the ongoing management of the contract.

All tender documents and contract documents relating to a specific tender must be stored at the Supply Chain Management unit. Documents due for archiving will be transferred to the Gauteng Provincial Archives Centre through the Records Section.

6.4 Stage 4: Contract Performance Management

Performance management involves, performance monitoring, collecting data on performance, performance assessment, deciding whether performance meets the entity's needs, and taking appropriate action – such as, correcting areas of under-performance and changes that may be required to meet the changing needs.

The Accounting Officer or delegated authority must monitor on a monthly basis the performance of the contractor under the contract or agreement. This is the responsibility of the user department.

Poor performance should be recorded appropriately after engagement with the contractor. It should be considered that if proper record is not kept, such non- performance cannot be deemed a sound reason for disqualifying such a contractor for future bids.

In addition to any contractual or other remedies that may be pursued, the municipality may commence action in terms of Municipal Supply Chain Management Regulation 15(2) (d), thus the Accounting Officer must:

- Inform the contractor or person(s) by registered mail or by delivery of the notice by hand of the intention to impose the restriction, provide the reasons for such decision and the envisaged period of restriction.
- Allow the contractor and / or person(s) fourteen (14) calendar days to provide reasons why the envisaged restriction should not be imposed.
- If requested, allow the contractor and / or person(s) the right to present evidence in person and consider reasons submitted by the contractor.
- Impose the restriction or amended restriction.
- Inform the contractor and! or person(s) of the decision; and

- Inform the National Treasury within five working days of such restriction, particulars of the person(s) to be restricted, (including, where applicable, names of the restricted persons, identity numbers, trade name of enterprises, company registration numbers, income tax reference numbers and vat registration numbers), the reason(s) for the restriction, the period of restriction and the date of commencement of the restriction.

In practice, performance will be assessed, feedback and reports provided throughout the monitoring process.

The following are the reports to monitor performance of contracts on monthly basis:

(a) Progress Reports

- The end-user will complete a progress report indicating the stage of contract; achievement of milestones as per contract agreement; response time and deliveries within the contract period; quality of work, payments; poor performance; and actions.
- The progress report will be regularly submitted to the function responsible for Performance Management for deliberations, recording discrepancies and filing.
- Submission of progress reports will be determined by the nature and timeline of the project, and may not be on a monthly basis.

(b) Expenditure Report

- The Contract Management unit will on a regular basis extract the expenditure report where the contract value will be verified against the progress payments and validity of the contract.
- Discrepancies identified should be communicated timeously to the end-user and CFO to curb any potential irregular expenditure.

6.4.1 Contract Relationship Management

It is important to establish and maintain a constructive relationship with the contractor and have regular communication. Providing positive and constructive feedback will assist in maintaining such a relationship.

6.4.2 Contract Disputes Management

A contract or agreement procured through the Supply Chain Management system must stipulate the terms and conditions of the contract or agreement, which must include provisions providing for dispute resolution mechanisms to settle disputes between the parties.

It is important that any possibility of dispute or an actual dispute be recognized at an early stage and addressed as quickly as possible. Avoiding escalation of disagreements can impact on contract deliverables and reduce the costs to both parties.

In the case of non-performance, a letter informing the contractor that contract conditions have not been honored should be issued, affording the contractor at least 14 days to respond. If the contractor does not respond within the specified period, the Municipality shall without prejudice under the contract consider termination of the contract.

6.4.3 Forms of Dispute Resolution

The following forms of dispute resolution should be considered as options in the special condition of contracts:

Negotiation Negotiating between the Municipality and the contractor is the most common approach to resolving disagreements and disputes. The intention of the negotiation is to reach a mutually acceptable solution, where both sides consider they have gained the best possible result in the circumstances. It is important that one party does not consider they have been unduly pressured to agree to a particular solution as a result of the negotiation as this can lead to an escalation or recurrence of the dispute at a later stage.

Mediation Mediation involves the use of a neutral third party to assist in resolving the dispute. The mediator does not impose a decision on the parties in the way a court or arbitrator does, but instead seeks to help the parties resolve the dispute themselves. Mediation is usually regarded as a faster, less formal and less costly process than court proceedings or arbitration.

Arbitration The aim of arbitration is to obtain a final and enforceable result without the costs, delays and the formalities of litigation. Arbitration proceedings are private, can be held at a mutually convenient time and the actual proceedings are less complex than litigation.

Litigation Is the act or process of contesting a lawsuit or seeking redress through the courts. It can be an expensive and time-consuming procedure and is generally taken when other avenues of dispute resolution have not been successful or are not available. Other approaches to resolving disputes or Contractor defaults should therefore be considered prior to litigation.

6.4.4 Risks Related to Contract Management

Contract risk must be appropriately managed such that:

- All contracts set out risk identification, monitoring and escalation procedures and mechanisms which are in line with the institution's enterprise wide risk management plan.
- All contracts identify contingency plans for supplier or buyer failure.
- For key suppliers and buyers, the contract manager monitors the financial health, tax compliance and overall performance of the supplier or buyer.
- Contract terms and potential ramifications around key issues including termination; warranty; indemnity; security; confidentiality; and dispute resolution are understood by the contract manager.

6.4.5 Penalties

Penalties between the Municipality and the contractor may include:

- In accordance with paragraph 22 of the General Conditions of Contract, the Municipality will have the right to enforce the penalty clause on goods, works and services where the contractor fails to perform in accordance with contractual obligations.
- These penalties usually vary according to several factors, including the type of breach and its severity, duration, frequency, and effect on customers.
- The benefit of this approach is that the penalties are clear, agreed on, and more easily enforceable than a general claim for damages.

6.4.6 Transfer and Ceding of Contracts

The General Conditions of Contract section 19.1 dictate that the supplier shall not assign, in whole or in part, its obligations to perform under the contract except with the purchaser's prior written consent.

Applications for transfers / cession shall be completed and signed by both the transferor and the transferee and countersigned by two parties.

Full reasons for the transferring of the contract must be provided and the transferee's ability to carry out the contract must be established and reported to the Accounting Officer or delegate.

Unless it is otherwise in the best interest of the Municipality, it is highly unlikely that the transfer will be approved if the Municipality would suffer a loss as a result thereof or if there is an increased risk to the Municipality.

The principle of fairness dictates that should the contract be transferred to another provider it must be checked whether the number of preference points scored are at least the same or more than that scored by the original contractor. Thus, it should be indicated if the transfer would have had an influence on the award. However, the circumstances leading to the transfer must be pointed out and taken into consideration.

The contractor will raise the issue with the user division in writing where after the user division must comment on the viability of the transfer / cession and submit the request to the SCM unit. The SCM department may solicit the views of the Legal Department on the matter.

If the transfer / cession is not viewed favourably for a justifiable reason, the SCM unit must inform the contractor of the decision in writing and provide the user division with the copies of the correspondence for filing purposes.

If the transfer / cession is viewed favourably, the SCM unit must involve Legal Services for the purposes of drawing up the transfer / cession documentation.

The SCM unit will then prepare an item to be considered by the BEC and BAC prior to recommending to the Accounting Officer for Approval.

The SCM unit must facilitate the signing of the transfer / cession by all parties, must forward a copy to the user division and the contractor and must file the original signed transfer / cession documentation appropriately.

If the transfer/cession is not approved the original contractor will still be accountable to execute the contract.

6.4.7 Termination of the Contract and Exit from the Relationship

Contract termination is the last resort to be sought by Municipality when dealing with disputes and non-performance. It should be taken into consideration that solving disputes through courts usually costs a lot of time and money.

Termination of a contract may be considered for a variety of reasons, such as non-compliance with contract conditions, delayed deliveries, bribery, death or sequestration/liquidation of the contractor.

If termination is considered, the following factors must be addressed to the Bid Adjudication Committee:

- The particular contract condition empowering the action for the purpose of resolving any dispute.
- What further arrangements will be made for completing the contract.
- Whether additional cost will be recovered from the contractor; and
- Payment of work already executed prior to cancellation of the contract.

The contract should contain detailed provisions on the mechanism to terminate all or part of the contract and exit from the relationship.

Under the following conditions, the Municipality may consider their rights to terminate the contracts through delegated authority if they are appropriately drafted:

- Failure to meet the service performance targets for critical services on a repeated basis.
- Failure to meet a certain number of service performance targets during a specified period or supplier has engaged in corrupt and fraudulent practices during the bidding process or the execution of the contract.
- Material breach of terms and conditions with the breach being either irreparable or not having been remedied within a specified period.
- Major financial difficulties being encountered by the contractors (e.g. under liquidation).
- Failure to meet mandatory requirements or failure to acquire certain accreditation or license or approval during the period of the contract.

Exit provisions should be included in the contract to cover specific rights that will be required for termination.

Contracts must include the possibility to be terminated. This will normally include the details of timing including periods of notice (exit clause) and direction on the payment upon termination. The contract or agreement will have stated the initial term with specified period after which either party may terminate or renew the agreement, provided both parties agree to the terms and conditions.

Termination of a contract is usually detrimental to the municipality; therefore, serious thought must be given to the grounds for considering termination with assistance sought from the legal department.

The Contract Management System must be updated by cancelling the contract on the system and contract register.

6.5 Stage 5: Close Out

This stage refers to the necessary actions to end or reconsider the contractor for future agreement and associated performance review. The activities associated with closing the project down, whether in accordance with the contract or as a result of early termination.

At the completion of the contract, the end-user will provide the contract close out report indicating overall performance of the contractor; stage of contract; achievement of milestones against the original contract agreement and timelines, payments; poor performance; action and other observations.

The close out report will be submitted to Contract / Performance Management team for deliberation; filing purposes; recording discrepancies and where applicable a register and appropriate contract system will be updated. A close out report is applicable to contracts of a long-term nature, (exceeding 6 months), particularly construction related.

Different activities are associated with the different forms that contract termination can take. In the case of more complex, long-term or construction contracts ending in accordance with the original contract plan, best practice requires the need for evidence that the contract has been completed to the satisfaction of all parties.

The aim of the closure procedure is to provide a mechanism for managing the closure of the contract following the end of any retention or guarantee periods and the resolution of all other outstanding matters. The procedure is designed (where and if applicable) to:

- Ensure completion of all administrative matters.
- Record that all technical issues have been completed.
- Determine the extent of any liquidated damages to be deducted from the contract price.
- Record the end of the retention and guarantee periods and the date of the final inspection carried out.
- Record the date of release of retention and / or bank guarantees.

- To agree a statement of specific limits on continuing contractual obligations after completion of work and any ongoing obligations following the end of guarantees or maintenance periods.
- Transfer any assets, including data and intellectual property, and any loan items.
- Transfer operational systems to the successful contractor.
- Record the process of final contract payments and a summary of the financial payments made and received.
- Summarise claims made against or received from the contractor.
- Ensure the retention of records relating to the contract to counter any subsequent claims that may be brought. The Limitation sets out the general periods for six years or twelve years according to the type of contract within which an action may be brought.

On completion of this activity, agreement should have been reached on all technical and commercial aspects of the contract.
The agreement should require the signature of the parties to a document which records the acceptance of the work or service, the obligations fulfilled, and the price paid or to be paid.

Another important activity conducted at this stage, particularly in the case of high value, large contracts, is the preparation of a post-contract project report. This may follow a formal post-contract review, undertaken to assess the business benefits or losses from carrying out the procurement, how those benefits may be further enhanced and / or costs and risks reduced and how the losses can be recouped and turned to benefits.

The review should also gather the lessons that can be learnt from the management processes and procedures followed during the contract and implemented in the future.

The review should include the views of all stakeholders and the report should relate to the costs and benefits set out in the original business

Annexure AM
Driver Policy
2023/2024

DRIVER POLICY

2023/2024 FINANCIAL YEAR

MIDVAAL
LOCAL MUNICIPALITY

1. Aim of the Policy

To reduce at-fault accident costs and injuries by promoting a safe driving culture within the organisation.

2. Objectives of the policy

2.1 To ensure that staff who drive vehicles in the course of their work demonstrate safe, efficient driving skills and other good road safety habits at all times.

2.2 To maintain all municipality vehicles in a safe, clean and roadworthy condition to ensure the maximum safety of the drivers, occupants and other road users, and reduce the impacts of municipality vehicles on the environment – this also applies to personal vehicles used for work purposes.

3. Code of conduct

3.1 While driving municipal vehicles or own vehicles for work purposes, staff must comply with traffic legislation, be conscious of road safety and demonstrate safe driving and other good road safety habits.

3.2 All drivers must adhere to all their responsibilities as a driver licence holder, i.e. the actions listed in this section are not exhaustive and all traffic laws and conditions of vehicle driver licences will apply.

3.3 The following actions in council vehicles will be viewed as serious breaches of conduct and dismissal may be a consequence:

3.3.1 being under the influence of drugs or alcohol while driving;

3.3.2 driving while disqualified or not correctly licensed;

3.3.3 reckless or dangerous driving causing death, injury or damage;

3.3.4 failing to stop after an accident; or

3.3.5 any actions that warrant the suspension of a licence.

4. Responsibilities as an employee

4.1 Every driver of a municipal vehicle must:

4.1.1 ensure they hold a current driver licence for the class of vehicle they are driving, including a PDP if required, and this licence is carried when driving a municipal vehicle;

4.1.2 Within 24 hours, notify their supervisor or manager if their driver licence has been suspended or cancelled, or has had limitations placed upon it;

4.1.3 be responsible and accountable for their actions when operating a municipal vehicle or driving for the purposes of work;

4.1.4 display the highest level of professional conduct when driving a municipal vehicle;

4.1.5 regularly check the oil, tyre pressures, radiator and battery levels of municipal vehicles they use;

4.1.6 comply with traffic legislation when driving;

4.1.7 assess hazards while driving and anticipate ‘what if’ scenarios;

4.1.8 drive within the legal speed limits, including driving according to the prevailing conditions (emergency vehicles to drive at the appropriate speed based on circumstances);

4.1.9 wear a safety belt at all times;

4.1.10 never drive under the influence of alcohol or drugs, including prescription and over the counter medication if they cause drowsiness;

4.1.11 avoid distraction when driving – the driver will adjust car stereos / mirrors etc. before setting off, or pull over safely in order to do so;

4.1.12 report any near-hits, crashes and scrapes to the vehicle to their manager, including those that do not result in injury, and follow the accident procedures outlined in this policy;

4.1.13 report infringements to a manager at the earliest opportunity; and

4.1.14 report vehicle defects to a manager before the next vehicle use.

4.2 In addition, it is required that all drivers:

4.2.1 take regular and adequate rest breaks;

4.2.2 stop when tired;

4.2.3 plan their journeys, taking into account pre-journey work duties, the length of the trip and post-journey commitments;

4.2.4 must adhere to these rules when driving their own vehicle for the purposes of work;

4.2.5 must seek the employer's agreement before using their private vehicle for work;

4.2.6 must ensure that the vehicle is legally registered, warranted and insured for the purposes of work – the employee must show evidence of this on request;

4.2.7 must not carry loads for which the vehicle is unsuited, nor may they carry more passengers than for which there are seat belts in the relevant vehicle; and

4.2.8 may not use the vehicle in conditions for which it was not designed (such as off-road).

4.2.9 may not transport any private person in council vehicles, unless authorised otherwise by the Municipal Manager or his / her

delegated nominee and with an indemnity. Failure to adhere to this clause will result in disciplinary action being taken against the employee.

5. Responsibilities as an employer

5.1 The employer will take all steps to ensure council vehicles are as safe as possible and will not require staff to drive under conditions that are unsafe and / or likely to create an unsafe environment, physical distress, fatigue, etc. The employer will do this by undertaking the following tasks:

5.1.1 giving priority to safety features when selecting new vehicles;

5.1.2 giving authorisation to take Council vehicles home where appropriate – a yearly schedule must be prepared by the fleet co-ordinator which will include details of all vehicles and drivers authorised to take Council vehicles home – taking home of Council vehicles is subject to the following:

5.1.2.1 the vehicle must be behind locked gates; and

5.1.2.2 the schedule must be signed by the relevant Head of Department to acknowledge and authorise the fact that the vehicle will be on private premises.

5.1.3 Through the fleet co-co-ordinator ensuring all vehicles are well maintained and that the equipment promotes driver, operator and passenger safety by:

5.1.3.1 servicing the vehicles according to manufacturers' recommendations;

5.1.3.2 setting up procedures where employees check vehicles' oil, water, tyre pressures and general cleanliness on a monthly basis, then record the inspections;

5.1.3.3 keeping maintenance schedules in the glove compartments of all vehicles, which are completed each time the vehicles are serviced;

5.1.3.4 following the maintenance schedules in the vehicles' manuals; and

5.1.3.5 setting up a procedure to identify and rectify faults as soon as practicable.

5.1.4 Regular checking of tracking reports. Regular checking of tracking reports and consistent disciplinary action where non-compliance with policy is observed.

5.1.5 Collecting and collating statistics on incidents, accidents and their causes, including:

5.1.5.1 the number of accidents;

5.1.5.2 who was thought to be at fault;

5.1.5.3 the probable causes of the accidents and other;

5.1.5.4 contributors, such as unrealistic work schedules;

5.1.5.5 the financial cost of all accidents;

5.1.5.6 the number of prosecutions; and

5.1.5.7 the number of near-miss events

5.1.6 Taking into account individual drivers' needs by requiring staff to keep driving logs that are regularly checked by a supervisor / manager.

5.1.7 Identifying driver training needs and arranging appropriate training or retraining, including providing:

5.1.7.1 a thorough induction to the municipality's road safety policies and procedures;

5.1.7.2 driver training opportunities to all staff;

5.1.7.3 driver assessment and required training as part of all staff inductions requiring driving duties;

5.1.7.4 advanced driver training or specific practical training as required and identified;

5.1.7.5 regular staff seminars or refresher meetings on safety features, fatigue, driver responsibility, drink-driving and fuel-efficient driving; and

5.1.7.6 driver training log updates on personnel files.

5.1.8 Encouraging better fuel efficiency by:

5.1.8.1 promoting a car pool scheme for work car use;

5.1.8.2 promoting a workplace travel plan;

5.1.8.3 providing training on, and circulating information about, travel planning and efficient driving habits; and

5.1.8.4 encouraging the use of other transport and / or remote conferencing whenever practical.

6. What employees must do if there is an accident in a municipal vehicle

6.1 Immediately stop the vehicle at the scene or as close to it as possible, making sure the vehicle is not obstructing traffic. Ensure own safety first. Help any injured people and call for assistance if needed.

6.2 If any person has been killed or injured, call the police and an ambulance immediately. Do not move your vehicle unless it is causing a serious obstruction, in which case mark its position if you are sure there are no injuries.

6.3 Report the accident to immediate Supervisor as soon as possible, but within 24 hrs, to a police station and furnish full particulars.

6.4 When in an accident with a third party, the vehicles are not permitted to be moved from the scene. A traffic Officer must be contacted to do the relevant measurements, accident sketch and accident report prior to moving the vehicles involved in the accident.

6.5 If there is not a third party involved in the accident, the driver must report the accident in writing, to the supervisor within 24 hours or the next working day if the 24 hours falls within a weekend or public holiday.

6.6 Under no circumstances admit liability to any person at all or at any time or agree to any payment offered or made to a third party.

6.7 Try to obtain the following information:

6.7.1 details of the other vehicle(s) and registration number(s);

6.7.2 name(s), address(es), ID number(s), home telephone number(s) and work telephone number(s) of the other vehicle owner(s) and driver(s);

6.7.3 name(s) and address(es), ID number(s), home and work telephone number(s) of any witnesses, including the occupants of the other vehicle(s) concerned;

6.7.4 name(s) of insurer/broker(s) with respect to the other vehicle(s);

6.7.5 The nature and extent of the damage caused to the other vehicle(s) in this particular accident only;

6.7.6 The name, address, ID number, home telephone number and work telephone number and estimated age of any passengers and / or pedestrian(s) involved in the accident and, if possible, details of any person(s) killed or injured, as well as the nature and extent of the injuries.

6.7.7 A description of animals and fixed objects involved in the accident and the name and address of the owner, in the case of animals and also the name and estimated age of any herdsman (men) who tended or drove the animals, as well as the nature and extent of injuries and damage;

6.7.8 Measurements for the preparation of a sketch of the scene of the accident;

6.7.9 Whether or not the road was fenced in on either sides or one side only; and

6.7.10 Any other relevant information

6.8 In the event of any third party admitting liability, endeavour to obtain a written statement from him / her to that effect.

6.9 Provide the following information to any other person having reasonable grounds for requesting the information:

6.9.1 driver's name and address, municipality details and the number of the vehicle and trip authority number.

6.10 If another vehicle that is unattended is damaged, leave a note on the vehicle with driver's contact details.

6.11 All accidents need to be reported ASAP to the South African Police Service and a case number must be obtained.

6.12 All accidents must within 24 hours be reported to the driver's supervisor / manager.

6.13 Report the accident to the Transport Office as soon as possible.

6.14 Take photographs at the accident scene if possible.

6.15 If a driver of a vehicle is suspected of being under the influence of intoxicating liquor or narcotic drugs, this fact must be brought to the attention of the police or traffic officer present at the scene of the accident with the least possible delay.

7. Reporting the accident (other than to the police)

The driver of a vehicle involved in an accident must make a suitable endorsement in the logbook / log sheet of the vehicle and must without delay complete the accident report form, obtainable from the Transport Officer, and must submit the reports, together with statements by witnesses and other supporting documents, in duplicate to the Transport Office.

8. Completion of accident report forms

The Transport Office must ensure that the responsible Head of Department is notified furnishes by sending the completed incident report.

The Transport Office must arrange for a technical report to be completed in respect of the vehicle concerned.

All completed forms must be submitted to the Transport Officer. The Transport

Officer after ensuring that the necessary forms have been completed and must send the original report forms and all the supporting documentation to the Finance Department which should be directed to Municipal Insurers. A copy of the report forms and supporting documentation must be filed appropriately.

9. Accident repairs

Where repairs are necessary to a vehicle that was involved in an accident, the Transport Office shall, in consultation with the Municipality Insurers, obtain written quotations in terms of Municipality procurement policy and shall arrange the repair of the vehicle where applicable.

10. Towing of Municipal Vehicles

10.1 In the event of an accident within the Midvaal area of jurisdiction which necessitates the towing of a Municipal vehicle, for whatever reason, the driver must without delay contact the Transport Officer or Direct Supervisor who will contact the approved merchant and a towing vehicle will be dispensed to the location of the vehicle.

10.2 The driver of the Municipal vehicle must provide the Transport Officer with the following information:

10.2.1 His / her name.
10.2.2 The Registration number of the Municipal vehicle.
10.2.3 The make and type of the Municipal vehicle.
10.2.4 The location of the breakdown or accident.
10.2.5 The personal cellular number of the driver, if available.
10.2.6 The Kilometre reading of the Municipal vehicles.
10.2.7 The nature of the incident.

10.3 In the event of an accident outside of the Midvaal area of jurisdiction which necessitates the towing of a Municipal vehicles, the driver shall follow steps above.

11. Motor Claims Procedures

11.1 Make arrangements to safeguard the vehicle following an accident or, in the event of theft, notify the Police immediately.

11.2 In the case of an accident, please record full details of Third Party, i.e. name, address, model and registration number of vehicle, Employer, Insurers, etc. This will assist greatly in recovering damages should the Third Party be responsible for the accident, as will contact names, addresses and telephone numbers of witnesses.

11.3 Notify Aon immediately by phone, fax, e-mail or visit.

11.4 Submit the following Documents:

11.4.1 Fully completed claim form signed by an authorised official of the company.

11.4.2 Quotations / Repair estimates.

11.4.3 Certified copy of both sides of driver's license.

11.4.4 Police report where a third party is involved.

11.4.5 Original Motor Vehicle Cancellation Certificate (In the event of Theft / Write-off).

11.4.6 Vehicle keys (In the event of Theft).

11.4.7 Confirmation of any outstanding fines.

11.4.8 SAP letter confirming non recovery of vehicle.

11.4.9 Copy of the original purchase invoice (In the event of Theft / Write-off).

11.4.10 Documentation substantiating any extra's fitted to the vehicle.

11.5 If necessary, the Aon Claims Department will arrange the appointment of an Assessor upon receipt of the claim documentation.

11.6 Assessor / Insurer will authorise repairs or pay cash in lieu.

11.7 Where repairs have been authorised by assessor insurer, the repairer/panel beater will bill insurer direct. However, you will be required to make your own arrangements direct with the repairer for payment of the first amount payable, i.e. policy excess or deductible.

11.8 Where a Person is injured, notification must be made immediately to the Road Accident Fund (RAF) and the necessary report form must be completed and sent to them. The contact number for the RAF is (011) 223-0000.

11.9 Where a third party is at fault, the insurer may pursue recovery from the third party by way of subrogation if they are liable to pay for damage to your vehicle. Aon will assist with the recovery of your costs up to the point where litigation becomes necessary.

11.10 Where your driver was to blame for the accident, report the incident immediately to Aon and do not admit liability. Aon will arrange for the third party to deal directly with the insurance company.

11.11 Where the loss/damage may be ascribed to unrest, the driver and passengers (where applicable) should be requested to provide a full statement describing the circumstances in detail, so as to facilitate claims against SASRIA / NASRIA.

12. When an employee will be liable to pay the excess amount

12.1 An accident is an occurrence which produces loss, damage, death or injury, and which occurred unintentionally and unexpectedly.

12.2 An excess is the amount that must be paid by Midvaal to the Insurance before the Insurance will compensate Midvaal for the rest of the loss.

12.3 An employee involved in an accident who are found to have been negligent will be liable to pay the excess amount, subject to 12.5 below.

12.4 If Midvaal Local Municipality has paid the excess to the Insurance on the official's behalf, the official remains responsible for the amount which will be deducted from his / her salary at month end, subject to 12.5 below.

12.5 Special exclusions on excess: Where the percentage of the official's contributing negligence is less than 50% (fifty percent), the official shall not be liable to pay the excess amount. The contributing negligence shall be deemed to be less than 50% when the official can prove that:

12.5.1 he / she acted in the same way a reasonable person would have acted in the same / similar conditions;

12.5.2 she / he did not act negligently; and

12.5.3 provide adequate documented proof to substantiate the special exclusion, or to substantiate another party`s majority portion of contributory negligence.

Annexure AN Cost Containment Policy 2023/2024

COST CONTAINMENT POLICY

2023/2024 FINANCIAL YEAR

MIDVAAL
LOCAL MUNICIPALITY

1. SCOPE

The object of this policy is to ensure that resources are used effectively, efficiently and economically by implementing cost containment measures in accordance with the provisions of the regulatory frameworks.

Each municipality must revise and implement a cost containment policy which is adopted by the municipal council as part of its budget related policies, and which is consistent with the Act and Regulations.

The cost containment policy must:

- Be in writing;
- Be reviewed annually, as may be appropriate;
- Be communicated on the website; and
- set out measures for ensuring implementation of the policy, procedures for the annual review of the policy; and consequences for non-adherence to the measures contained herein.
-

The policy applies to all officials and councillors

2. DEFINITIONS

A word or expression to which a meaning has been assigned in the Act has the same meaning as in the Act, unless the context indicates otherwise, and

"**Act**" means the Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003);

"**consultant**" means a professional person, individual, partnership, corporation, or a company appointed to provide technical and specialist advice or to assist with a design and implementation of projects or to assist a municipality to perform its functions to achieve the objects of local government in terms of section 152 of the Constitution

"**cost containment**" means measures implemented to curtail spending;

"**credit card"** means a card issued by a financial service provider, which creates a revolving account and grants a line of credit to the cardholder

3. USE OF CONSULTANTS

3.1 The following procedure have been implemented for the appointment of consultants:

- All appointments already made to date (i.e. procurement processes that have been completed) to continue as normal and no additional reporting / approval is required.

- All NEW appointments (including bids currently in process) must be motivated to the municipal manager. The municipality must first make an assessment of

whether it has the skills and resources in its full-time employ to perform the function.

- The municipal manager must adopt a fair and reasonable remuneration framework for consultants. (AG Hourly rates; Guide on hourly fee rates for consultants; Fees of the regulating body for its members)

4. VEHICLES USED FOR POLITICAL OFFICE BEARERS

4.1 The threshold limit for vehicle purchases relating to official use by political office-bearers may not exceed R700 000 or 70% of the total annual remuneration package for different grades, whichever is greater.

4.2 The procurement of vehicles must be undertaken using the national government transversal contract mechanism unless it can be procured cheaper at a lower cost through other procurement mechanisms

4.3 Another procurement process may be followed provided the chief financial officer provides the council with information relating to the following:

a) Status of current vehicles:
b) Affordability;
c) Extent of service delivery backlogs;
d) Terrain for effective usage of vehicles;
e) Extent of service delivery backlogs
f) Any other relevant policies of council.

4.4 Regardless of their usage, vehicles for official use by public office bearers may only be replaced after completion of 120 000 km or less only where the vehicle experiences serious mechanical problems or is in a poor condition, subject to obtaining a detailed mechanical report by the vehicle manufacturer or approved dealer.

5. TRAVEL AND SUBSISTENCE

5.1 The travel and subsistence policy must be in compliance with the NT prescriptions on travel and subsistence.

5.2 The appointed travel agent must also be registered on National Treasury's Central Supplier Database and ensures compliance to the Circular.

5.3 All officials to travel economy class. The accounting officer and officials reporting directly to the accounting officer, may purchase business class tickets only if the flight exceeds 5 hours.

5.4 Only international travel to meetings or events that are considered critical will be allowed. The number of officials attending such meetings must be limited to those officials directly involved in the subject matter related to such meetings or events.

5.5 Officials must make use of the shuttle service if the cost of such service is lower than the cost of hiring a vehicle; the cost of kilometres claimable by the employee; and the cost of parking.

5.6 Vehicles may not be hired from a category higher than group B or an equivalent class. Where a different class is required, the written approval must be sort from the accounting officer before hiring the vehicle.

5.7 The municipal must utilise the negotiated rates for flights and accommodation, communicated by the National Treasury, from time to time, or any other cheaper available flight and accommodation.

6. CREDIT AND DEBIT CARDS

The municipality may not make use of credit or debit cards.

7. SPONSORSHIPS, EVENTS AND CATERING COST

7.1 Catering is minimised for meetings and only meetings held longer than 5 hours are considered for catering.

7.2 No year-end functions will be held at either Council's cost or time.

7.3 Gifts are managed by the marketing division and only low value token gifts are allowed where absolutely necessary.

7.4 All entertainment budgets are capped at R2 000 per financial year per person qualifying for entertainment expenses – any staff related functions such as farewell functions are funded from the entertainment budgets unless the employee had at least 10 years' service.

7.5 Expenditure may be incurred to host farewell functions in recognition of officials who retire after serving the municipality for ten or more years or retire on grounds of ill health, not exceeding R2000.

7.6 No expenditure may be incurred on alcoholic beverages.

7.7 No expenditure may be incurred on corporate branded items like clothing or goods for personal use of officials, other than uniforms, office supplies and tools of trade, unless costs related thereto are recovered from affected officials.

7.8 Take advantage of early registration discounts, as far as practicable and feasible.

8. COMMUNICATION

8.1 Municipal events and public information must be listed on the website. Government Gazettes and local media must be used to ensure compliance with the Municipal Finance Management Act as well as the Municipal Systems Act. To further enhance communication, the local radio stations must be used.

8.2 Private telephone calls must be tracked and deducted from staff salaries.

8.3 Newspaper subscriptions must be reduced to the bare minimum.

8.4 The municipality must use the NT transversal contract on mobile communication services, if feasible.

9. DOMESTIC ACCOMMODATION / CONFERENCES, MEETINGS AND STUDY TOURS

9.1 Conferences must only be attended if hosted by the professional bodies of local government.

9.2 Delegations must be limited to no more than 3 officials per conference.

9.3 The accounting officer must ensure that meetings and planning sessions are, as far as may be practically possible, held in-house.

9.4 Municipal or provincial office facilities must be utilised for conferences, meetings, strategic planning sessions, inter alia, where an appropriate venue exists within the municipal jurisdiction.

9.5 The accounting officer must ensure that costs incurred for domestic accommodation and meals are in accordance with the maximum allowable rates as communicated by the National Treasury, from time to time.

9.6 Accommodation should only be booked where the return trip exceeds 500 kilometres. Unless where the circumstances make such a limitation impractical, in which case the approval of the Accounting Officer will be required.

10. OTHER RELATED EXPENDITURE ITEMS

10.1 Office furnishings – The budget for furniture must be approved by the Budget Steering Committee and only where new positions are created, or furniture are damaged will new furniture be procured. Old furniture must also be repaired and re-upholstered where possible to further reduce the cost of new furniture.

10.2 Staff study, perks and suspension costs – Staff are required to repay study cost where they do not pass their exams. Staff above the threshold set by the Department of Labour are not paid overtime but get time off in lieu of overtime worked.

10.3 NT transversal contracts are used insofar as practically possible.

10.4 Security to the Mayor must only be provided after security assessments have been done.

10.5 Printing is minimised and meeting agendas must be circulated electronically.

10.6 Energy saving measures must be applied in the municipality.

10.7 Municipal resources may not be used to fund elections, campaign activities, including the provision of food, clothing and other inducements as part of, or during election periods.

10.8 Entertainment budgets for qualifying officials limited to R2000 per annum, unless approved otherwise by the municipal manager.

10.9 Avoid expensive and elaborate office furniture

11. ENFORCEMENT PROCEDURES

Failure to implement or comply with this policy may result in any official of the municipality or political office bearer or director of the board that authorised or incurred any expenditure contrary to these regulations being held liable for financial misconduct as set out in Chapter 15 of the Act read with the Municipal Regulations on Financial Misconduct Procedures and Criminal Proceedings.

12. DISCLOSURE OF COST CONTAINMENT MEASURES

12.1 The disclosure of cost containment measures applied by the municipality must be included in the municipal in-year budget reports and annual cost savings disclosed in the annual report.

12.2 The measures implemented, together with the regular reports on reprioritisation of cost savings, on the implementation of the cost containment measures must be submitted to the Municipal Council for review and resolution. The municipal council may refer the reports to an appropriate Council Committee for further recommendations and actions.

12.3 Such reports must be copied to the National Treasury and relevant Provincial Treasuries within seven calendar days after the report is submitted to Municipal Council.

13. COMMENCEMENT

This policy will commence on 1 July 2022, and must be reviewed annually together with the budget related policies.

Annexure AO Virement Policy 2023/2024

VIREMENT POLICY

2023/2024 FINANCIAL YEAR

MIDVAAL
LOCAL MUNICIPALITY

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PREAMBLE

Whereas Section 15(a) and (b) of the Local Government: Municipal Finance Management Act, 56 of 2003 (hereinafter referred to as the Act) determines that a municipality may, except where otherwise provided for in the Act, incur expenditure only in terms of an approved budget (original and adjustments budgets) and within the limits of the amounts appropriated for the different votes in an approved budget;

And whereas Section 23(1) of the Local Government: Municipal Finance Management Act (56/2003): Municipal Budget and Reporting Regulations (hereinafter referred to as the Regulations) determines that an adjustments budget referred to in section 28(2)(b), (d) and (f) of the Act may be tabled in the municipal council at any time after the mid-year budget and performance assessment has been tabled in the council, but not later than 28 February of the relevant year;

And whereas Section 23(2) of the Regulations determines that only one adjustments budget referred to in sub regulation (1) may be tabled in the municipal council during a financial year.

And whereas there will always be a need to transfer funds within or between approved votes, as defined in the Act, due to changing circumstances and priorities during a financial year;

Now therefore the Municipal Council of the Midvaal Municipality adopts the following Virement Policy:

1. DEFINITIONS

"Accounting Officer" means the Accounting Officer appointed in terms of Section 82 of the Local Government: Municipal Structures Act, 117 of 1998 and being the head of administration and Accounting Officer in terms of Section 55 of the Local Government: Municipal Systems Act, 32 of 2000 as well as Section 60 of the Local Government: Municipal Finance Management Act, 56 of 2003.

"Act" means the Local Government: Municipal Finance Management Act, 56 of 2003.

"Approved budget" means an annual budget (original or an adjustments budget) referred to in Section 15 of the Act approved by the Municipal Council in terms of Sections 24 and 28 of the Act.

"Chief Financial Officer" means an official designated by the Accounting Officer as the Chief Financial Officer in terms of Section 80(2)(a) of the Act.

"Cost Centre" means a functional area which represents a logical point at which cost (expenditure) is collected and managed by a responsible cost centre owner.

"Cost category" means a category of expenditure as set out in the approved budget.

"Cost item" means a line item of expenditure as set out in the approved budget.

"Financial Year" means the twelve (12) month period between 1 July and 30 June of the following year.

"Senior manager" means a person appointed by Council in terms of Section 56(a) of the Act as a manager directly accountable to the City Manager.

"Vote" means one of the main segments (departments) into which a budget of a municipality is divided for the appropriation of money for the different functional areas (cost centres) of the municipality which specifies the total amount that is appropriated for the purposes of the vote's functional areas concerned.

"Virement" means the process of transferring an approved budgetary provision from one operating cost item or capital project to another within a vote or across a vote during a municipal financial year due to changed circumstances from which prevailed at the time of the previous budget adoption.

2. PURPOSE OF THIS POLICY

2.1 Midvaal Municipality wishes to achieve the following objectives by adopting this Virement Policy:

2.1.1 To assist the Accounting Officer to ensure that adequate policies and procedures are in place to ensure an effective system of financial control.

2.1.2 To enable the Chief Financial Officer to advise the Accounting Officer and to assist senior managers in the exercising of powers and duties assigned to them in terms of Section 78 or delegated to them in terms of Section 79 of the Act.

2.1.3 To provide guidelines to the Accounting Officer and senior managers in the use of virements as a mechanism in their day-to-day management of their budget votes.

2.1.4 To empower the Accounting Officer and senior managers with an efficient financial and budgetary system to ensure optimum service delivery within the current legislative framework of the Act and the municipality's system of delegations.

3. VIREMENT PRINCIPLES

3.1 Midvaal Municipality wishes to record that the following virement principles will apply:

3.1.1 In order for the Mayor and the Accounting Officer to authorise the transfer of funds from one cost item or capital project to another cost item or capital project within or across a vote (directorate); a saving has to be identified within the monetary limitations and within a similar funding segment of the approved cost item or capital project allocations on the respective budgets (operational and capital).

3.1.2 Any budgetary amendment of which the net impact will be a change to the total approved annual budget allocation and any other amendments not covered in this Policy are to be considered for budgetary adoption via an adjustments budget (Section 28 of the Act).

3.1.3 In terms of Section 17 of the Act a municipality's budget is divided into an operational and capital budget and consequently no virements are permitted between the operational and capital budgets.

3.1.4 Virements between votes (departments) will be permitted where the proposed shifts in funding facilitate sound risk and financial management.

3.1.5 Virements to the revenue side of the operational budget are allowed subject to the conditions of this Policy.

3.1.6 Virements to the expenditure side of the operational budget are allowed subject to the conditions of this Policy.

3.1.7 Virements to the expenditure side of the capital budget are allowed subject to the conditions of this Policy.

4. OPERATING BUDGET VIREMENTS

4.1 Sound motivations should be provided for all virements, as provided for on the pro forma virements documentation attached as Annexure A to this Policy.

4.2 Cost categories

4.2.1 Employee Related Costs and Remuneration of Councillors

(a) Virements are allowed between cost items, cost centres and votes as well as to and from these categories but only on the recommendation of the Pay Office to ensure that budgets are not committed for staff and councillors already on the payroll.

4.2.2 Provisions (Current and Non-Current) and Bad Debts Written Off

(a) Virements are allowed between cost items, cost centres and votes within this category of expenditure, but only at financial year end once final provision amounts required for Annual Financial Statement purposes have been calculated.

4.2.3 Contracted Services, Inventory Consumed, Operating Leases and Operational Cost and Bulk Purchases

(a) Virements to and from cost items, cost centres and votes within these categories of expenditure are allowed.

4.2.4 Depreciation and Amortisation, Interest, Dividends and Rent on Land, Transfers and Subsidies, Gains and Losses, Impairment Loss, Disposal of Fixed and Intangible Assets

(a) Virements are allowed between cost items, cost centres and votes within this category of expenditure, but only at financial year end once final amounts required have been determined.

4.3 Revenue categories

Virements are allowed within a revenue source but only to correct budgeted errors due to incorrect allocations of budgeted funds.

5. CAPITAL BUDGET VIREMENTS

5.1 No “new” capital projects as defined by mSCOA onto the capital budget will be permitted except for where it is necessary to accelerate capital projects spending of capital projects already approved by Council in the IDP and capital budget of the indicative MTREF years.

5.2 Motivations for virements in paragraph 5.1 should clearly state the reason for the need of a new capital project/s on the budget as well as the saving/s within the approved capital project/s.

5.3 Virements to and from the various categories of funding sources are not allowed. Virements are permitted within a single category of funding source.

6. MSCOA SEGMENTS

6.1 Funding Segment

Are the various sources of funding available to municipalities for financing expenditure relating to the operation of the municipality both capital and operational spending?

6.2 Function Segment

Is the location within mSCOA for creating the ‘’vote’’ structure for all municipalities?

6.3 Item Segment

Is the distinction of what is being bought or money received for in the main categories being Revenue, Expenditure, Assets, liabilities, and Net Assets?

6.4 Project Segment

Is the nature of expense resulting in the classification of transactions linked to the IDP of the municipality?

6.5 Costing Segment

Provides for the recording of full cost reflection.

Virements across segments will be allowed.

7. PROCESS AND ACCOUNTABILITY

7.1 Accountability, to ensure that virement application forms are completed in accordance with Council's Virement Policy and which is not in conflict with the department's strategic objectives, manifests with the senior manager of a department.

7.2 The relevant senior manager will ensure that the virement application form is duly completed, the virement duly motivated and signed by the senior manager. Supporting documentation, proving savings on a cost item/s, must accompany the application form that needs to be handed over to the budget office.

7.3 The budget office will verify the virement application form and the Chief Financial Officer will recommend the virement application verified should it comply with the Virement Policy of Council. If not, the virement application form will be returned to the relevant senior manager.

7.4 All relevant virement application forms verified by the budget office and recommended by the Chief Financial Officer will be submitted to the Accounting Officer and the Executive Mayor for final approval. The Accounting Officer or Executive Mayor may refuse to approve a virement application even if the Chief Financial Officer has recommended the virement application.

7.5 After receiving the final approval, the budget office may process the virement.

7.6 Completed virement documentation is to be kept by the Chief Financial Officer (budget office) for audited purposes.

8. DELEGATIONS

8.1 The approval of virements will be done in terms of the approved System of Delegations of Council.

8.2 Any official acting in a position of a senior manager, the Chief Financial Officer and the City Manager will have the delegated powers to authorise or approve virement applications.

9. SHORT TITLE

This policy is the Virement Policy of the Midvaal Municipality.

MIDVAAL LOCAL MUNICIPALITY

ANNEXURE A: Application Form for the Virement of Budgeted Funds in terms of Virement Policy

Financial Year: 2022/2023

FROM: Vote number/s

Cost Centre	Category	Item Number	Fund	Project	Cost	Region	Item Description	Amount (Rand)
							Total	

TO: Vote number/s

Cost Centre	Category	Item Number	Fund	Project	Cost	Region	Item Description	Amount (Rand)
							Total	

VIREMENT MOTIVATION

(GO040 Solar Printouts must be attached to Virement Application Form for Verification and Approval Purposes)

FOR AUTHORISATION PURPOSES

Action	Name of Official	Designation	Signature	Date
Requested by HOD				
Supported by MMC				
Verified by CFO				
Approved by				

Annexure AP Indigent Screening Committee 2023/2024

INDIGENT SCREENING COMMITTEE TERMS OF REFERENCE

2023/20243 FINANCIAL YEAR

MIDVAAL
LOCAL MUNICIPALITY

INDIGENT SCREENING POLICY

BACKGROUND

The Indigent Support Policy is a legal imperative, a tool designed to ensure that persons and households that qualify as indigent have access to basic services as defined in the Constitution of the Republic of South Africa, Act 108 of 1996. The policy is a tool of intervention to alleviate the plight of the poor and to encourage indigent households to live within affordable consumption levels. It is imperative to ensure that the policy is implemented efficiently and that only qualifying applicants are approved as indigents.

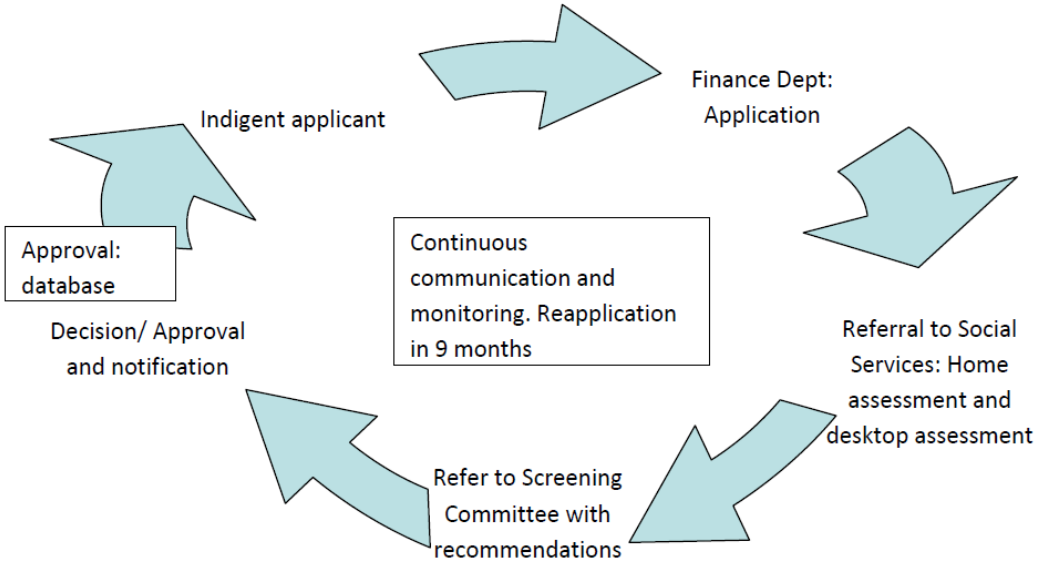
INDIGENT SCREENING PROCESS

The Finance Department of the Municipality has an Indigent Section that deals with the registration of Indigent households, which is supported by the indigent policy approved by council. The purpose of the indigent section is to administer the indigent's application forms and to ensure approved indigents receive their package of Free Basic Services.

The Community Services Department are responsible to evaluate the requests, to perform site visits as appropriate and to recommend on the approval / non-approval of the applications (to the Indigent Screening Committee).

The Indigent Screening Committee has the responsibility to finally consider the recommendations of the Community Services Department. The decisions of the committee are recorded administratively, and the debt of the approved indigents is then written off and the subsidies are granted on a monthly basis for the approval period of one year.

The indigent application process is as follows:



Desktop assessment is based on evidence presented.

INDIGENT SCREENING COMMITTEE TERMS OF REFERENCE

Name:

Midvaal Local Municipality Indigent Screening Committee

Members:

- MMC Finance
- MMC Community Services (Chairperson)
- MMC Engineering Services
- MMC Development Planning and Housing
- MMC Corporate Services
- 4 other Councilors as appointed by the Executive Mayor – for the 2023/20243 financial year. In addition to the appointed members of the committee, the following role-players are required to attend meetings:
- ED Community Services, or designate.
- Chief Financial Officer, or designate.
- Social Worker/s

- Accountant responsible for indigent management including (debt write-off and subsidies)

Goals and Deliverables:

- To consider all indigent applications received for approval
- To approve the write-off of indigent debt as per the Indigent Policy and to ensure that all indigent debt administratively written off is reported to Council on a quarterly basis.
- To withdraw any indigent approvals if additional or new information becomes available that confirms that the approved applicant did not qualify for indigency
- To keep the Executive Mayor informed on all matters related to the indigent policy and process

Compliance with the Indigent Policy

The Indigent Screening Committee must ensure that approved applicants comply with the policy (based on documentation presented to the committee). The following information must be available for scrutiny by the committee for each application to be considered:

- Proof of total household income (gross income);
- Bank Statements for 3 months with declarations from all banks that the applicant and all other adult members of the household do not have any other bank accounts. No affidavits in lieu of bank statements will be accepted;
- Ownership status;
- Unemployed applicants must attach an affidavit from the Police Station;
- Valid copy of SA identity document;
- Pension certificate or card in case of a pensioner;
- Letter of Authority and Death Certificate where applicable;
- Will and Death Certificate where applicable;
- Municipal account;
- Duly completed application form and;

- Recommendations from the Social Worker and ED: Community Services

Governance

- The meetings will take place in the Finance Boardroom, ground floor, Civic Centre, 25 Mitchell Street Meyerton
- The quorum will be 5 of the appointed members,
- All apologies must be submitted to the Chairperson in writing
- In the absence of the Chairperson, he or she may nominate one of the MMC's to be the Chairperson, failing which, the members present will nominate a Chairperson from amongst themselves.
- Members will be required to declare any conflict of interest that they may have with regard to applications received at the beginning of each meeting and will be required to recuse themselves when the application is considered
- The Corporate Services Department will provide a committee support function to the Indigent Screening Committee

Implementation date:

The Terms of Reference will be effective as from 1 July 2023.

Annexure AR SDBIP (Distributed under separate cover)

Annexure AS Draft Procurement Plan

PROPOSED CAPEX BUDGET 2023/24 - 2025/26

Vote Number	Project Description	Department	Funding Source	Dept Request 23/24	Comments	PROCUREMENT						CASHFLOW PROJECTIONS			
						Procurement Method	Bid Number	Submission of Spec	Projected Advertising	Projected Evaluation	Projected Award	First Quarter	Second Quarter	Third Quarter	Fourth Quarter
01106460020F5H40ZZHO	Office Furniture	Corporate Services Adm	Own Funding	R 35 000,00		3 quotes	n/a								
01356470020F5H27ZZHO	Networks and related hardware	IT Services	Own Funding	R 6 700 000,00	once off fibre connection to de deur & R2m for laptops	Competitive bid	8/2/5/102	Jul-23	Aug-23	Sep-23	Sep-23		R 8 400 000,00		
IT - software and applications combine	Software and applications	IT Services	Own Funding	R -	additional software for service desk	Competitive bid	8/2/4/152	May-23	Jun-23	Jul-23	Jul-23				
	Information Sytems Integration	IT Services	Own Funding	R 1 500 000,00		Competitive bid	8/2/5/113RE	May-23	Jun-23	Jul-23	Jul-23		R 1 000 000,00	R 500 000,00	
	My Midvaal App Enhancements	IT Services	Own Funding	R 1 000 000,00				May-23	Jun-23	Jul-23	Jul-23		R 500 000,00	R 500 000,00	
	Field Worker Application	IT Services	Own Funding	R 600 000,00				May-23	Jun-23	Jul-23	Jul-23		R 200 000,00	R 200 000,00	R 200 000,00
	Customer Care Platform	IT Services	Own Funding	R 600 000,00				May-23	Jun-23	Jul-23	Jul-23		R 200 000,00	R 200 000,00	R 200 000,00
	Fleet & Traffic Management	IT Services	Own Funding	R -	Opex			May-23	Jun-23	Jul-23	Jul-23				
	Asset Management	IT Services	Own Funding	R 1 400 000,00				May-23	Jun-23	Jul-23	Jul-23		R 500 000,00	R 500 000,00	R 400 000,00
	Document Management System	IT Services	Own Funding	R 1 300 000,00				May-23	Jun-23	Jul-23	Jul-23		R 500 000,00	R 500 000,00	R 300 000,00
	Performance Management System	IT Services	Own Funding	R 1 200 000,00				May-23	Jun-23	Jul-23	Jul-23		R 500 000,00	R 500 000,00	R 200 000,00
	Enterprise Resource System (ERP) Assessment (To consider replacement of core financial system)	IT Services	Own Funding	R 200 000,00				May-23	Jun-23	Jul-23	Jul-23		R 200 000,00		
	Human Resource Automation	IT Services	Own Funding	R 1 500 000,00				May-23	Jun-23	Jul-23	Jul-23		R 500 000,00	R 500 000,00	R 500 000,00
SPEAKERS	Generator for meetings in communities	Speakers	Own Funding	R 50 000,00		7 day bid	n/a	May-23	May-23	Jun-23	Jun-23	R 50 000,00			
SPEAKERS	Public address system	Speakers	Own Funding	R 50 000,00		7 day bid	n/a	May-23	May-23	Jun-23	Jun-23	R 50 000,00			
SPEAKERS	Office Furniture	Speakers	Own Funding	R 15 000,00	Chairs	3 quotes	n/a	n/a	n/a	n/a	n/a	R 30 000,00			
BUILDING CONTROL	Ice maker machine for Meyerton City Hall	Building Control	Own Funding	R 5 000,00		3 quotes	n/a	n/a	n/a	n/a	n/a	R 5 000,00			
BUILDING CONTROL	Hoover vacuum cleaners	Building Control	Own Funding	R 15 000,00		3 quotes	n/a	n/a	n/a	n/a	n/a	R 15 000,00			
BUILDING CONTROL	Containers for archive & storage space	Building Control	Own Funding	R 1 000 000,00		Competitive bid	-	Jun-23	Jul-23	Aug-23	Aug-23	R 1 000 000,00			
BUILDING CONTROL	New air conditioning units Corporate Services	Building Control	Own Funding	R 100 000,00		7 day bid	-	Jun-23	Jul-23	Jul-23	Aug-23	R 100 000,00			
02056456020F5K53ZZHO	FUEL TANKS AND PUMPS	Financial Services Dept	Loans	R 10 000 000,00		Competitive bid	-	Jun-23	Jul-23	Aug-23	Aug-23	R 3 000 000,00	R 3 000 000,00		R 4 000 000,00
02156191420F5G67ZZHO	SCM PROCUREMENT SYSTEM	Financial Services Dept	Own Funding	R 3 000 000,00	8/2/3/101 Non-award	Competitive bid	8/2/3/101	Mar-23	Apr-23	May-23	May-23		R 500 000,00		R 500 000,00
FINANCE	STORES EXTENSION	Financial Services Dept	Own Funding	R 4 000 000,00		Competitive bid	-								
FINANCE	NEW CCTV CAMERAS	Financial Services Dept	Own Funding	R 250 000,00		Competitive bid	8/2/4/9	Mar-23	Apr-23	May-23	May-23				
03056460020F5H38ZZHO	CHAIRS FOR STAFF	D & Planning	Own Funding	R 100 000,00		7 day bid	-	Jun-23	Jun-23	Jul-23	Jul-23	R 100 000,00			
03056473520FGK75ZZWM	Formalisation of Informal Trading stalls	D & Planning	MIG	R 4 025 647,00		Competitive bid	8/2/2/350						R 4 025 647,00		
03056474020NDJ43ZZWM	ECONOMIC INFRASTR / URBAN REGENERATION	D & Planning	NHDPG	R 10 000 000,00	*2nd part of Phase 1 of the stalls still to be constructed. Expected R15 000 000 funding from NDPG for next phase	Competitive bid	8/2/2/351						R 10 000 000,00		
New	Fence	D & Planning	Own Funding	R 400 000,00	Concrete fence for Savanna city skills development centre	Competitive bid									
05056151020GBH74ZZ09	MEYERTON LIBRARY - RFID SECURITY SYSTEM	Libraries	DAC	R 500 000,00		Competitive bid									
05056460020GBJ67ZZ09	Furniture & Equipment	Libraries	DAC	R 500 000,00		Competitive bid		Jun-23	Jun-23	Jul-23	Jul-23		R 500 000,00		
05056470020GBH68ZZ09	MEYERTON LIBRARY ICT HARDWARE (COMPUTORS)	Libraries	DAC	R 2 000 000,00		Competitive bid	8/2/4/152					R 500 000,00	R 500 000,00	R 500 000,00	R 500 000,00
05056473520GBH57ZZ01	Savanna City Library Books (DAC) - New	Libraries	DAC	R 1 000 000,00		Competitive bid	8/2/4/181						R 500 000,00		R 500 000,00
05056473520GBH62ZZ09	MEYERTON LIBRARY BOOKS	Libraries	DAC	R 400 000,00		Competitive bid	8/2/4/181						R 200 000,00		R 200 000,00
05106460020GBH69ZZ15	AIR CONDITIONERS	Libraries	DAC	R 300 000,00		Competitive bid									
05106473520GBH60ZZ15	HENLEY ON KLIP LIBRARY BOOKS	Libraries	DAC	R 250 000,00		Competitive bid	8/2/4/181						R 150 000,00		R 100 000,00
05156473520GBH59ZZ11	DE DEUR LIBRARY BOOKS	Libraries	DAC	R 250 000,00		Competitive bid	8/2/4/181						R 150 000,00		R 100 000,00
05206473520GBH63ZZ04	RANDVAAL LIBRARY BOOKS	Libraries	DAC	R 200 000,00		Competitive bid	8/2/4/181						R 100 000,00		R 100 000,00
05256473520GBH64ZZ10	SICELO LIBRARY BOOKS	Libraries	DAC	R 300 000,00		Competitive bid	8/2/4/181						R 150 000,00		R 150 000,00
05306473520GBH61ZZ06	LAKESIDE LIBRARY BOOKS	Libraries	DAC	R 300 000,00		Competitive bid	8/2/4/181						R 150 000,00		R 150 000,00
05356473520GBH58ZZ01	BANTU BONKE LIBRARY BOOKS	Libraries	DAC	R 250 000,00		Competitive bid	8/2/4/181						R 150 000,00		R 100 000,00
new vote	Meyerton Library Carports	Libraries	DAC	R 300 000,00		Competitive bid	8/2/4/181						R 150 000,00		R 150 000,00
05406460020F5H32ZZHO	FURNITURE & EQUIPMENT	Corporate Services Adm	Own Funding	R 30 000,00		3 quotes	n/a	n/a	n/a	n/a	n/a				
07056420420F4J04ZZWM	VEHICLE REPLACEMENTS	Traffic	Leases	R -											
07056456020F5J85ZZWM	Mobile Radio - New	Traffic	Own Funding	R 100 000,00		7 day bid	-	Jun-23	Jul-23	Aug-23	Aug-23		R 100 000,00		
TRAFFIC	Roadblock vehicle (VW Transportor)	Traffic	Leases												
TRAFFIC	Aircon Replacement	Traffic	Own Funding	R 20 000,00	For cash office	3 quotes	n/a	n/a	n/a	n/a	n/a				
07106420420F4J10ZZWM	New LDV for Training Purpose	Fire	Leases					h							
	Fire Trailers	Fire	Leases	R 300 000,00									R 300 000,00		
07106460020F5H44ZZWM	NEW CCTV CAMERAS	Fire	Own Funding	R 2 500 000,00	Need R2,5 milj for new Cameras and R500 000 for replacement of Faulty Cameras	Competitive bid	8/2/9/4RE	Mar-23	Apr-23	May-23	May-23		R 1 000 000,00	R 1 000 000,00	R 500 000,00
07106456420F5K84ZZWM	Grass Fire combating equipment	Fire	Own Funding	R 500 000,00		Competitive bid		Mar-23	Apr-23	May-23	May-23		R 250 000,00		R 250 000,00
07106460020F5H29ZZWM	Replacement of CCTV Cameras	Fire	Own Funding	R 500 000,00	land invasion hotspot on solar highmast light pole - All industrial areas covered	Competitive bid	8/2/9/4RE	Mar-23	Apr-23	May-23	May-23		R 200 000,00	R 200 000,00	R 100 000,00
07106456420F5K37ZZWM	Generator	Fire	Own Funding	R 1 000 000,00		Competitive bid		Jun-23	Jul-23	Aug-23	Aug-23		R 1 000 000,00		
07106460020F5H30ZZWM	Replacement of Chairs	Fire	Own Funding	R 15 000,00		3 quotes	n/a	n/a	n/a	n/a	n/a				
07106460020F5H35ZZWM	MEYERTON FIRE STATION SMALL GEAR	Fire	Own Funding	R 100 000,00		7 day bid		Jun-23	Jul-23	Aug-23	Aug-23		R 100 000,00		
07106460020F5H41ZZWM	Radios and Repeaters	Fire	Own Funding	R 750 000,00		Competitive bid	8/2/9/2						R 250 000,00	R 250 000,00	R 250 000,00
	Boat	Fire	FFRG	R 2 000 000,00		Competitive bid		Jun-23	Jul-23	Aug-23	Aug-23		R 2 000 000,00		
08056420420F4C32ZZWM	Double Cab Tipper Truck	Parks	Leases	R -		RT57									
New	Tractors	Parks	Leases	R 5 000 000,00	Replacements	RT57	Competitive bid						R 5 000 000,00		
08056456020F5H08ZZWM	Chainsaws	Parks	Own Funding												
08056456020F5H52ZZWM	TELESCOPIC POLE PRUNERS	Parks	Own Funding												
08056456020F5K57ZZWM	PEST CONTROL EQUIPMENT	Parks	Own Funding	R 200 000,00		7 day bid	7 day bid	Jun-23	Jun-23	Jul-23	Jul-23		R 200 000,00		
08056456020F5K95ZZWM	Self propelled lawn mower	Parks	Own Funding	R 100 000,00		7 day bid	7 day bid	Jun-23	Jun-23	Jul-23	Jul-23		R 100 000,00		
08056473520F5J65ZZWM	PARKS & INFRASTRUCTURE DEVELOPMENT	Parks	Own Funding	R 1 500 000,00		Competitive bid	Competitive bid								
PARKS	Cherry picker	Parks	Leases	R 830 000,00	Replacement	Competitive bid	Competitive bid	Aug-23	Sep-23	Sep-23	Oct-23		R 830 000,00		
PARKS	Slasher	Parks	Own Funding	R 400 000,00		Competitive bid	Competitive bid	Aug-23	Sep-23	Sep-23	Oct-23		R 400 000,00		
PARKS	Blower	Parks	Own Funding	R 80 000,00		7 day bid	7 day bid	Jun-23	Jun-23	Jul-23	Jul-23				
PARKS	Ablution block EPWP	Parks	Own Funding												
08056456020F5H47ZZWM	Brush cutters	Parks	Own Funding	R 200 000,00		7 day bid	7 day bid	Jun-23	Jun-23	Jul-23	Jul-23		R 200 000,00		
SPORT	SPORTS EQUIPMENT	Sports & Recreation	Own Funding	R 150 000,00		7 day bid	7 day bid	Jun-23	Jun-23	Jul-23	Jul-23		R 100 000,00		
08156456020F5H49ZZWM	RIDE-ON LAWNMOWERS WITH TRAILERS	Sports & Recreation	Own Funding												
08156473520FGJ42ZZ06	LAKESIDE SPORT CENTRE (MIG)	Sports & Recreation	MIG	R 12 820 010,00		Competitive bid	8/2/2/292	Jun-23	Jul-23	Aug-23	Aug-23		R 6 000 000,00		R 6 820 010,00
SPORT	Resurfacing of Sicelo sport field and move basketball & netball courts	Sports & Recreation	Loans	R 2 500 000,00		Competitive bid		Jun-23	Jun-23	Jul-23	Jul-23		R 2 500 000,00		
SPORT	Feasibility Study	Sports & Recreation	Own Funding	R 1 000 000,00	Midvaal sport & training centre	Competitive bid		Jun-23	Jul-23	Aug-23	Aug-23		R 1 000 000,00		
CEMETRIES	Upgrade & extension of cemeteries in Midvaal	Cemeteries	Loans	R 1 500 000,00	Kookrus	Competitive bid		Jun-23	Jul-23	Aug-23	Aug-23		R 500 000,00	R 500 000,00	R 500 000,00
CEMETRIES	Savanna cemetery - Geo EIA 1st then Fencing and ablution and service roads	Cemeteries	Own Funding	R 1 000 000,00		Competitive bid		Jun-23	Jul-23	Aug-23	Aug-23		R 500 000,00	R 500 000,00	
10056449420FQK68ZZWM	SEWER CONNECTIONS NEW	Sanitation	Dev Contr	R 3 000 000,00		Competitive bid	8/2/2/306	Jun-23	Jul-23	Aug-23	Aug-23		R 1 000 000,00	R 1 000 000,00	R 1 000 000,00
	Generator/Standby electricity supply/ Renewable energy	Sanitation	Loans	R 5 000 000,00	To all pump stations	Competitive bid	Competitive bid	Jun-23	Jul-23	Aug-23	Aug-23		R 2 500 000,00		R 2 500 000,00
	Sewer Pipeline CCTV	Sanitation	Own Funding	R 200 000,00		7 day bid	7 day bid	Jun-23	Jun-23	Jul-23	Jul-23				
10056456420F5K05ZZWM	EQUIPMENT & TOOLS	Sanitation	Own Funding	R 250 000,00	Sewer Rodding machines	Competitive bid	Competitive bid	Jun-23	Jul-23	Aug-23	Aug-23		R 250 000,00		
	2x 1 tonn LDV	Sanitation	Leases		For Maintenance teams										
	upgrade of Ewelme Pump station	Sanitation	Loans	R 12 500 000,00	Upgrade of Ewelme Pump station	Competitive bid	Competitive bid	Jun-23	Jul-23	Aug-23	Aug-23		R 5 000 000,00	R 5 000 000,00	R 500 000,00
	Construction of sewer reticulation extensions in Midvaal	Sanitation	Loans	R 16 500 000,00	Re-priorisation exercise required	Competitive bid	Competitive bid	Jun-23	Jul-23	Aug-23	Aug-23		R 10 000 000,00	R 600 000,00	R 500 000,00
10056600420F4C23ZZWM	Combination High Pressure Jetty Machine / honeysucker	Sanitation	Leases		Replacement of 2 vaccums - new vote	Competitive bid	Competitive bid	Feb-23	Mar-23	Apr-23	Apr-23				
NEW VOTE	UPGRADING OF EWELME PUMP STATION	Sanitation	MIG												
10106449420FPD13ZZWM	Pump stations refurbishment and upgrades	Waste water Purificatior	Loans	R 9 000 000,00	Upgrade of Ohenimuri, Bantu-Bonke, Vaal Marina WWTW	Competitive bid	Competitive bid	May-23	Jun-23	Jul-23	Jul-23		R 5 000 000,00	R 2 000 000,00	R 2 000 000,00
11056420420F4J48ZZWM	Grader	Roads	Leases	R 2 900 000,00		Competitive bid	Competitive bid	Jun-23	Jul-23	Aug-23	Aug-23		R 1 000 000,00	R 1 000 000,00	R 900 000,00
	12T roller	Roads	Leases	R 1 600 000,00		Competitive bid	Competitive bid	Jun-23	Jul-23	Aug-23	Aug-23		R 1 600 000,00		
11056456020F5H14ZZWM	ROLLER COMPACTOR	Roads	Own Funding	R -	2 roller compactors										
11056456420F5K99ZZWM	Asphalt Cutting machine	Roads	Own Funding	R -											
11056472420F5K44ZZWM	ROADS REHABILITATION	Roads	Loans	R 30 000 000,00	Road maintenance plan - Carvalo bushy Johan le Roux granite - Presentation only 5km	Competitive bid	Competitive bid	May-23	Jun-23	Jul-23	Jul-23		R 10 000 000,00	R 10 000 000,00	R 10 000 000,00
11056472420F5K64ZZWM	GRAVEL TO TAR	Roads	Loans	R 10 000 000,00	Wattle, Bluekom, Wilge	Competitive bid	Competitive bid	Jun-23	Jul-23	Aug-23	Aug-23		R 3 000 000,00	R 3 000 000,00	R 4 000 000,00
11056472420FGD94ZZWM	GRAVEL TO TAR	Roads	MIG		Noldick roads - Plane road, Gawie venter, railway street										
ROADS	Construction of speed humps	Roads	Own Funding	R -	Tender										
ROADS	Regravelling	Roads	Loans	R 5 000 000,00	Elizabeth, Klipview, Witkoppie	Competitive bid	Competitive bid	May-23	Jun-23	Jul-23	Jul-23		R 2 500 000,00	R 2 500 000,00	
ROADS	Small tools	Roads	Own Funding	R -	Road marking machine R200000										
ROADS	Stormwater pipes and channels	stormwater	Loans	R 5 000 000,00		Competitive bid	Competitive bid	Jun-23	Jul-23	Aug-23	Aug-23		R 2 500 000,00	R 2 500 000,00	
12056420420F4J28ZZWM	10000 litres Portable Water Tanker	Water	Leases	R -											
12056444420FGJ33ZZWM	SICELO/HIGHBURY (VALLEY SETTLEMENTS) RESERVOIR	Water	MIG	R 18 760 843,00		Competitive bid	Competitive bid	May-23	Jun-23	Jul-23	Jul-23		R 10 000 000,00	R 8 760 843,00	
12056444420FNJ44ZZWM	AGED BULK WATER PIPE REPLACEMENT	Water	WSIG	R 15 712 000,00		Competitive bid	Competitive bid	May-23	Jun-23	Jul-23	Jul-23				

Vote Number	Project Description	Department	Funding	Dept Request	Comments	PROCUREMENT						CASHFLOW PROJECTIONS			
	AGED BULK WATER PIPE REPLACEMENT	Water	Loans	R 10 000 000,00	Replacement of asbestos pipe DE deur, walkerville, valley settlements, meyerton, riversdale- 25km for R30m	Competitive bid	Competitive bid	Jun-23	Jul-23	Aug-23	Aug-23		R 4 000 000,00	R 4 000 000,00	R 2 000 000,00
12056444420FNJ45ZZWM	REFURBISHMENT/REPLACEMENT - SUPPLY VALVES	Water	WSIG	R 1 000 000,00		Competitive bid	Competitive bid	May-23	Jun-23	Jul-23	Jul-23		R 500 000,00	R 500 000,00	
12056444420FNJ46ZZWM	BULK WATER METERS	Water	WSIG	R 1 000 000,00		Competitive bid	Competitive bid	Jun-23	Jul-23	Aug-23	Aug-23		R 500 000,00	R 500 000,00	
12056444420FPH89ZZ02	RISIVILLE WATER NETWORK	Water	Loans		Design Reservoir & Construction estimation R47m + R13m for extension of the Rissiville Line to Glendonald										
12056446020F5D89ZZWM	WATER METER REPLACEMENT PROGRAMME	Water	Own Funding	R 2 000 000,00		Competitive bid	Competitive bid	May-23	Jun-23	Jul-23	Jul-23		R 1 000 000,00	R 1 000 000,00	
	Pressure Management Smart Controllers	Water	Own Funding	R 2 000 000,00		Competitive bid	Competitive bid	Jun-23	Jul-23	Aug-23	Aug-23		R 1 000 000,00	R 1 000 000,00	
	Meter reading system & Metering & Effluent quality sampling system	Water	Own Funding	R 3 500 000,00		Competitive bid	Competitive bid	May-23	Jun-23	Jul-23	Jul-23		R 1 500 000,00	R 1 000 000,00	R 1 000 000,00
	Logging devices	Water	Own Funding	R 1 000 000,00		Competitive bid	Competitive bid	Jun-23	Jul-23	Aug-23	Aug-23		R 500 000,00	R 500 000,00	
12056446020FNR47ZZWM	PRESSURE MANAGEMENT INFRASTRUCTURE	Water	WSIG	R 500 000,00		Competitive bid	Competitive bid	Jun-23	Jul-23	Aug-23	Aug-23		R 250 000,00	R 250 000,00	
12056446020WKL04ZZWM	WATER INFRASTRUCTURE	Water	WSIG - 6B	R -											
12056448020F5D75ZZWM	Telemetry of Water Supply and Distribution	Water	Loans	R 5 000 000,00	Monitoring of reservoirs and pump stations - eventually control room	Competitive bid	Competitive bid	Jun-23	Jul-23	Aug-23	Aug-23		R 2 500 000,00	R 1 500 000,00	R 1 000 000,00
12056448020F5L05ZZ01	Refurbishment of Vaal Marina WaterTreatment Plant	Water	Loans	R 2 000 000,00	Raw water pump station upgrade	Competitive bid	Competitive bid	Jun-23	Jul-23	Aug-23	Aug-23		R 1 000 000,00	R 1 000 000,00	
12056600420F4G27ZZWM	1 Ton Double Cabs - Replacement	Water	Leases	R -	For Maintenance team										
13056420420F4K30ZZWM	LAND CRUISERS	Electricity Network	Leases	R 850 000,00		Competitive bid	Competitive bid	May-23	Jun-23	Jul-23	Jul-23		R 450 000,00	R 400 000,00	
ELECTRICAL	Cherry picker,10 ton crane truck	Electricity Network	Leases	R 3 000 000,00	Cherry picker x 2, 10T crane truck	Competitive bid	Competitive bid	Aug-23	Aug-23	Sep-23	Sep-23		R 1 500 000,00	R 1 500 000,00	
13056430020FPH82ZZWM	ELECTRICAL METERS REPLACED FOR TID COMPLIANCE	Electricity Network	Loans	R 6 700 000,00	???	Competitive bid	Competitive bid	May-23	Jun-23	Jul-23	Jul-23		R 3 700 000,00	R 3 000 000,00	
	Transformers	Electricity Network	Loans	R 1 350 000,00		Competitive bid	Competitive bid	Aug-23	Aug-23	Sep-23	Sep-23		R 1 000 000,00	R 350 000,00	
	Energy performance certifcates	Electricity Network	Own Funding	R 200 000,00		7 day bid	7 day bid	Jun-23	Jun-23	Jul-23	Jul-23		R 200 000,00		
	High Mast & Street lights	Electricity Network	Dev Contr												
ELECTRICAL	Emfuleni Network take over to MLM	Electricity Network	Loans	R 10 000 000,00	Duncanville x3 & McKay Estates	Competitive bid	Competitive bid	May-23	Jun-23	Jul-23	Jul-23		R 4 000 000,00	R 4 000 000,00	R 2 000 000,00
13056430020FQH78ZZWM	ELECTRICITY METERING	Electricity Network	Dev Contr	R 1 000 000,00		Competitive bid	Competitive bid						R 500 000,00	R 500 000,00	
13056430020FQH80ZZWM	ELECTRICITY NEW CONNECTIONS	Electricity Network	Dev Contr	R -											
13056430020FTJ29ZZ11	SAVANNA CITY ELECTRIFICATION NETWORK	Electricity Network	INEP	R 15 000 000,00	Split is R15M Savanna and R10.212M	Competitive bid	Competitive bid	May-23	Jun-23	Jul-23	Jul-23		R 500 000,00	R 500 000,00	R 500 000,00
13056430020FTJ30ZZ08	SICELO ELECTRIFICATION NETWORK	Electricity Network	INEP	R 10 212 000,00		Competitive bid	Competitive bid	Aug-23	Aug-23	Sep-23	Sep-23		R 5 000 000,00	R 5 212 000,00	
13056434020F5L03ZZWM	Electrification of Informal dwellings	Electricity Network	Loans	R 20 000 000,00		Competitive bid	Competitive bid	Aug-23	Aug-23	Sep-23	Sep-23		R 10 000 000,00	R 5 000 000,00	R 5 000 000,00
	Savanna City 88kv overhead line	Electricity Network	Loans	R 20 000 000,00	Settlement, Savanna City Developer	Competitive bid	Competitive bid						R 10 000 000,00	R 5 000 000,00	R 5 000 000,00
13056434020FPJ81ZZWM	ELECTRICAL SUPPLY STRENGTHENING	Electricity Network	Loans	R 1 000 000,00		Competitive bid	Competitive bid	Aug-23	Aug-23	Sep-23	Sep-23		R 500 000,00	R 500 000,00	
14056420420F4K70ZZWM	HENLEY ON KLIP LANDFILL SITE REHABILITATION AND CLOSURE PLANS (CLOSING JUNE 2021)	Landfill Sites	Own Funding	R 800 000,00		Competitive bid	Competitive bid	Aug-23	Aug-23	Sep-23	Sep-23		R 400 000,00	R 400 000,00	
NEW VOTE	WALKERVILLE LANDFILL SITE	Landfill Sites	MIG												
14056450020F5K92ZZWM	Additional Landfill Site	Landfill Sites	Loans	R 3 500 000,00	Scoping & EIA	Competitive bid	Competitive bid	May-23	Jun-23	Jul-23	Jul-23		R 1 500 000,00	R 1 500 000,00	R 500 000,00
14056450020F5K94ZZWM	Savanna Transfer Stations	Landfill Sites	Loans	R 5 900 000,00	New transfer station at Savannah City. MIG/Grant	Competitive bid	Competitive bid	May-23	Jun-23	Jul-23	Jul-23		R 4 000 000,00	R 1 000 000,00	R 900 000,00
17056420420F4J07ZZWM	COMPACTORS (REFUSE TRUCKS)	Waste Management	Leases	R 2 500 000,00	Replacement	Competitive bid	Competitive bid	Aug-23	Aug-23	Sep-23	Sep-23		R 1 500 000,00	R 1 000 000,00	
17056420420F4J18ZZWM	10 Cubic Meter Truck - tipper truck	Waste Management	Leases	R 1 500 000,00	Replacement	Competitive bid	Competitive bid	Aug-23	Aug-23	Sep-23	Sep-23		R 1 000 000,00	R 500 000,00	
17056420420F4K14ZZWM	LDV	Waste Management	Leases	R 450 000,00	Needed for supervisors to monitor teams on site. X 3	Competitive bid	Competitive bid	Aug-23	Aug-23	Sep-23	Sep-23		R 250 000,00	R 200 000,00	
	Blackwood Transfer Station fence	Landfill Sites	Own Funding	R 1 500 000,00		Competitive bid	Competitive bid	May-23	Jun-23	Jul-23	Jul-23		R 1 000 000,00	R 500 000,00	
WASTE	Walkerville Landfill site Fence Rehabilitation	Landfill Sites	Loans	R 4 500 000,00	Pallisades were stolen at Walkerville, leaving the access to site not controlled, this is in contravention to the norms and standards for waste disposal facilities.	Competitive bid	Competitive bid	May-23	Jun-23	Jul-23	Jul-23		R 2 500 000,00	R 2 000 000,00	
	Weighbridge	Landfill Sites	Own Funding		Vaal Marina Landfill										
	Paving of transfer stations	Landfill Sites	Loans	R 3 000 000,00		Competitive bid	Competitive bid	Aug-23	Aug-23	Sep-23	Sep-23		R 1 000 000,00	R 1 000 000,00	R 1 000 000,00
	Frontend Loader	Landfill Sites	Leases	R -											
WASTE	Office Furniture - Blackwood	Corporate Services Adm	Own Funding	R 70 000,00	Furniture for offices at Landfill sites and transfer stations	7 day bid	7 day bid	Jun-23	Jun-23	Jul-23	Jul-23		R 70 000,00		
WASTE	Modification of waste trucks (Cabins doors for refuse compactor trucks, modification of carrier trucks windows)	Waste Management	Own Funding	R 60 000,00		7 day bid	7 day bid	Jun-23	Jun-23	Jul-23	Jul-23		R 60 000,00		
WASTE	High pressure cleaner	Waste Management	Own Funding	R 30 000,00	For washing of vehicles/trucks	3 quotes	3 quotes								
	Leaf blower	Waste Management	Own Funding	R 30 000,00		3 quotes	3 quotes								
	Alcohol meter	Traffic	Own Funding	R 150 000,00		7 day bid	7 day bid	Jun-23	Jun-23	Jul-23	Jul-23		R 150 000,00		
	Upgrading of vehicle impounding yard	Traffic	Own Funding	R 2 500 000,00	??	Competitive bid	Competitive bid	Aug-23	Aug-23	Sep-23	Sep-23		R 2 000 000,00	R 500 000,00	
	Vehicle monitoring cameras	Traffic	Own Funding	R 250 000,00		Competitive bid	Competitive bid	Aug-23	Aug-23	Sep-23	Sep-23		R 250 000,00		
	8kva Generator for roadblock bus	Traffic	Own Funding	R 30 000,00		3 quotes	n/a	n/a	n/a	n/a	n/a				
	Law enforcement scanner	Traffic	Own Funding	R 100 000,00		7 day bid	7 day bid	Jun-23	Jun-23	Jul-23	Jul-23		R 100 000,00		
	Law enforcement equipment	Traffic	Own Funding	R 100 000,00		7 day bid	7 day bid	Jun-23	Jun-23	Jul-23	Jul-23		R 100 000,00		
	High speed vehicles x3	Traffic	Leases	R 2 200 000,00		RT-57	RT-57								
	Skip Truck	Waste Management	Leases	R 2 300 000,00	x2 Replacement	Competitive bid	Competitive bid	May-23	Jun-23	Jul-23	Jul-23		R 1 300 000,00	R 1 000 000,00	
	Tanker Truck	Waste Management	Leases	R 1 400 000,00	Replacement	Competitive bid	Competitive bid	May-23	Jun-23	Jul-23	Jul-23		R 1 000 000,00	R 400 000,00	
	Cherry Picker	Electricity Network	Leases		Replacement										
	Fire Engen	Fire	Leases		Replacement										
				R 376 295 500,00											

Annexure AT
Organisational Structures 2023/2024

PROPOSED ORGANISATIONAL STRUCTURE – COMMUNITY SERVICES - ADMIN (2023-2024)

Checked by HR: _____ Date: _____

Approved by HOD: _____ Date: _____

Approved by MM: _____ Date: _____

EXECUTIVE DIRECTOR: COMMUNITY SERVICES
SECT 57
VACANT

SECRETARY COMMUNITY SERVICES
L6 X1
F SALEY 00746

COMPLIANCE OFFICER
L5X1
M.A. TSUBELLA 00813

ADMIN CLERK
L9 X1
VACANT

GENERAL WORKER
L13 X1
TS MOKHELE 00027

DIRECTOR: PARKS, MHS, SRACLIS & CEMETERIES
L1 X1
J VENTER 00187

DIRECTOR: WASTE & ENVIRONMENTAL MAN.
L1 X1
TP MABULA 01652

DEP DIRECTOR PHC, SOCIAL DEV & GEYODI
L3/2 X1
NF RAMALATSA 00993

ASST DIR. PARKS & CEMETERY
L4 X1
LP PATI 01386

ASST. DIR. LIBRARY INFORMATION SERVICES
L4 X1
JN ZWANE 00978

ASST DIR. MUNICIPAL HEALTH SERVICES
L4 X1
J VERSTER 00655

ASST DIR. SPORT & RECREATION
L4 X1
TB BALOYI 01522

SOCIAL DEVELOPMENT COORDINATOR
L4 X1
ALM MKAZA 090376

ASST DIRECTOR WASTE MANAGEMENT
L4 X1
M MUDAU 01312

ASST DIRECTOR ENVIRONMENTAL
L4 X1
VACANT

MIDVAAL Local Municipality
Masepala Wa Selehae
Plaaslike Munisipaliteit

Updated MARCH 2023

ORGANISATIONAL STRUCTURE – COMMUNITY SERVICES – SOCIAL DEVELOPMENT (2023-2024)

Checked by HR: _____ Date: _____

Approved by HOD: _____ Date: _____

Approved by MM: _____ Date: _____

DEPUTY DIRECTOR: PHC, SOCIAL DEV & GEYODI
L3/2 X1
NF RAMALATSA 00993

SOCIAL DEVELOPMENT COORDINATOR
L4 X1
ALM MKAZA 00376

PROGRAMME COORDINATOR HIV/AIDS
L5 X1
NM NDOLELA 01417

STAKEHOLDER RELATIONS OFFICER
L5 X1
VACANT

SOCIAL DEVELOPMENT OFFICER
L7/5 X1
BS TLHAKE 01503
SLIDING SCALE

SOCIAL AUXILIARY WORKER INDIGENTS ECD
L9/7 X1
VACANT

SOCIAL AUXILIARY WORKER ECD
L9/7 X1
BM MOKGETHI 01275

SOCIAL AUXILIARY WORKER ECD
L9/7 X1
ME PHOHLELE 01550

SOCIAL AUXILIARY WORKER ECD
L9/7 X1
AR MALULEKA 01642

MIDVAAL Local Municipality
Masepala Wa Selehae
Plaaslike Munisipaliteit

Updated MARCH 2023

ORGANISATIONAL STRUCTURE – COMMUNITY SERVICES – ENVIRONMENTAL HEALTH (2023-2024)

Checked by HR: _____ Date: _____

Approved by HOD: _____ Date: _____

Approved by MM: _____ Date: _____

ASSIT DIR MUNICIPAL HEALTH SERVICES
L4 X1
J VERSTER 00655

HEALTH OFFICER
L6/5 X1
B VILJOEN 13259

SNR ENVIRONMENTAL HEALTH PRACTITIONER
L5 X1
FZ ZUNGUZANE 01311

SNR ENVIRONMENTAL HEALTH PRACTITIONER
L5 X1
A NTIMANE 01384

SNR ENVIRONMENTAL HEALTH PRACTITIONER
L5 X1
E PRETORIUS 00896

ADMIN CLERK/TYPIST
L9 X1

AP ZULU 01294

MIDVAAL Local Municipality
Masepala Wa Selehae
Plaaslike Munisipaliteit

Updated MARCH 2023

ORGANISATIONAL STRUCTURE – COMMUNITY SERVICES - CLINICS (2023-2024)

Checked by HR: _____ Date: _____

Approved by HOD: _____ Date: _____

Approved by MM: _____ Date: _____

CHIEF MEDICAL OFFICER (MEYERTON CLINIC)
L3 X1
(GDH)

DEPUTY DIRECTOR: PHC, SOCIAL DEV & GEYODI
L3/2 X1
NF RAMALATSA 00993

MANAGER PRIMARY HEALTH CARE
L4 X1
VACANT

RANDVAAL CLINIC

MEYERTON CLINIC

KOOKRUS CLINIC

CHIEF PROFESSIONAL NURSE
L5 X1
S MYAKA 00676

DRIVER
L11 - X1

VACANT

SNR PROFESSIONAL NURSE
L7/6 X3
GDH

SNR PROFESSIONAL NURSE
L7/6 X2
GDH

SNR PROFESSIONAL NURSE
L7/6 X4
GDH

RECEPTIONIST/ADMIN CLERK
L9 X1
L MPAKA 00474

RECEPTIONIST/ADMIN CLERK
L8 X1
M VILAKAZI 00363

ENROLLED/ STAFF NURSE
L9 X1
GDH

RECEPTIONIST/ADMIN CLERK
L8 X1
M MORAILANE 00584

ENROLLED/ STAFF NURSE
L9 X1
GDH

GENERAL WORKER/ CLEANER
L13 X1
NJ BONKOLO 0177

SNR.PROFESIONAL NURSE
L7 X1
MC NHLAPO 00518

RECEPTIONIST / ADMIN CLERK
L8 X1
IM MONAHENG 00299

GENERAL WORKER/ CLEANER
L13 X1
VACANT

Updated MARCH 2023

Local Municipality
Masepala Wa Selehae
Plaaslike Munisipaliteit

ORGANISATIONAL STRUCTURE – COMMUNITY SERVICES – LIBRARIES (2023-2024)

Checked by HR: _____ Date: _____

Approved by HOD: _____ Date: _____

Approved by MM: _____ Date: _____

ASSISTANT DIRECTOR LIBRARY INFO SERVICES
L4 X1 (DAC FUNDING)
JN ZWANE 00978

SNR.LIBRARIAN
L5 X1 (DAC FUNDING)
VACANT

SICELO LIBRARY

LIBRARIAN
L6 X1 (DAC FUNDING)
N. SHONGWE 01385

SNR ASSISTANT LIBRARIAN
L7 X1 (DAC FUNDING)
M.A MOFOKENG 00716

ADMIN CLERK SICELO LIBRARY
L9 X1
N NTANZI 01156

GENERAL WORKER/CLEANER
L13 X1 (DAC FUNDING)
L MOKERETLA 01790

MEYERTON LIBRARY

LIBRARIAN
L6 X1 (DAC FUNDING)
P K MATITWANE 00036

ASSISTANT LIBRARIAN MEYERTON
L8 X1
R OMAR 00804

ASSISTANT LIBRARIAN MEYERTON
L8 X1
N.M HLATSHWAYO 00545

ASSISTANT LIBRARIAN MEYERTON
L8 X1
JS MOTAUNG 00297

ADMIN CLERK MEYERTON LIBRARY
L9 X1 (DAC FUNDING)
RV SIBANYONI 01743

ADMIN CLERK MEYERTON LIBRARY
L9 X1
L KETEYI 13451

GENERAL WORKER CLEANER
L13 X2
MM MTHEMBU 01327
IM KEKANA 01640

MESSENGER/DRIVER
L11 X1 (DAC FUNDING)
MA MABOTE 00411

CATALOGUING

LIBRARIAN
L6 X1
L RALPH 00338

ASSISTANT LIBRARIAN MEYERTON
L8 X1
FJ JIYANE 00161

TECHNICAL SERVICES

PROGRAMME LIBRARIAN 18/19
L6 X1 (DAC FUNDING)
MS RATLHAGANE 01533 (CTI)

E-LEARNING CENTRE

E LEARNING FACILITATOR
L6 X1 (DAC FUNDING)
NT GCABASHE 01450

ASSISTANT E LEARNING FACILITATOR
L8 X1 (DAC FUNDING)
N SEBATLI

MIDVAAL Local Municipality
Masepala Wa Selehae
Plaaslike Munisipaliteit

Updated MARCH 2023

ORGANISATIONAL STRUCTURE – COMMUNITY SERVICES – LIBRARIES (2023-2024)

Checked by HR: _____ Date: _____

Approved by HOD: _____ Date: _____

Approved by MM: _____ Date: _____

ASSISTANT DIRECTOR LIBRARY INFO SERVICES
L4 X1
JN ZWANE 00978

BRANCHES

LIBRARIAN LAKESIDE
L6 X1 (DAC FUNDING)
D .TSHUKETANA 01400

SNR ASSISTANT LIBRARIAN LAKESIDE
L7 X1 (DAC FUNDING)
K.E NDABA 01344

ADMIN CLERK LAKESIDE LIBRARY
L9 X1 (DAC FUNDING)
TP TYANTINI 01130

GENERAL WORKER/ CLEANER - LAKESIDE
L13 X1 (DAC FUNDING)
TL RIKHOTSO 01141

LIBRARIAN BANTU BONKE
L6 X1 (DAC FUNDING)
FB NGEMA 01281

ADMIN CLERK BANTU BONKE 17/18
L9 X1
S J KOEITHING 00952 CTI

GENERAL WORKER/ CLEANER – BANTU BONKE 17/18
L13 X1 (DAC FUNDING)
B.R MENYANTSOE 01359

BRANCHES

LIBRARIAN RANDVAAL
L6 X1 (DAC FUNDING)
M FROST 00743

ASSISTANT LIBRARIAN RANDVAAL
L8 X2
VACANT X1
PG NHLAPO 01422

ADMIN CLERK RANDVAAL LIBRARY
L9 X1
MA SEKHOTO 01332

GENERAL WORKER CLEANER (RANDVAAL)
L13 X1 (DAC FUNDING)
ON NHLAPO

LIBRARIAN HOK LIBRARY
L6 X1 (DAC FUNDING)
MN MOFOKENG 01317

ASSISTANT LIBRARIAN HOK 17/18
L8 X1
N M MASIPA 00954 (CTI)

ADMIN CLERK HOK LIBRARY
L9 X1
VACANT
DAC UNFUNDED

GENERAL WORKER CLEANER HOK
L13 X1
MA MOHAPI 01149

LIBRARIAN DE DEUR LIBRARY
L6 X1 (DAC FUNDING)
M MASEKO 00528

ASSISTANT LIBRARIAN DE DEUR
L8 X1
NP MSIMANGA 01088

ADMIN CLERK DE DEUR LIBRARY
L9 X1
LL MAAROGANYE 01660

GENERAL WORKER CLEANER – DE DEUR
L13 X1
E MOLOI 00791

MIDVAAL Local Municipality
Masepala Wa Selehae
Plaaslike Munisipaliteit

Updated MARCH 2023

ORGANISATIONAL STRUCTURE – COMMUNITY SERVICES – PARKS – TREE CUTTING & HORTICULTURE (2023-2024)

Checked by HR: _____ Date: _____

Approved by HOD: _____ Date: _____

Approved by MM: _____ Date: _____

ASST DIR. PARKS & CEMETERY
L4 X1
LP PATI 01386

ADMIN CLERK/TYPIST PARKS & CEMETERIES
L9 X1
MD SOTHOANE 01512

FOREMAN TREE CUTTING & EPWP
L6 X1
TV KUBEKA 01304

FOREMAN: HORTICULTURE
L6 X1
VACANT 2024/2025

SPECIAL WORKSMAN IRRIGATION
L8 X1
M MATLA 00517

SPECIAL WORKSMAN: PEST CONTROL
L8X1
A TEMA 01711

TRUCK DRIVER (CODE EC)
L10 X1
A KWINDA 00825

TRUCK DRIVER (CODE EC) TREE TEAM
L10 X1
BS MASILELA 01391

CHAINSAW OPERATOR
L12 X2
S GQUNGQA 01303
NJ SABA 00054

CHAINSAW OPERATOR
L12 X1
SK SIBAYA 01399

PEST AND WEED OPERATOR
L12 X1
LM DHLAMINI 01577

GENERAL WORKER
L13 X 1
N MAFUXWANA 01067

GENERAL WORKER PARKS
L13 X3
VACANT X3

GENERAL WORKER PARKS
L13 X 3
VACANT X3

GENERAL WORKER PARKS IRRIGATION
L13 X 2
A RALEQHEKA 32081
VACANT X1

GENERAL WORKERS: PEST AND WEED CONTROL
L13 X 2
VACANT 2023
VACANT 2024/2025

MIDVAAL Local Municipality
Masepala Wa Selehae
Plaaslike Munisipaliteit

Updated MARCH 2023

ORGANISATIONAL STRUCTURE – COMMUNITY SERVICES – PARKS – GRASS CUTTING & TRACTORS (2023-2024)

Checked by HR: _____ Date: _____

Approved by HOD: _____ Date: _____

Approved by MM: _____ Date: _____

ADMIN CLERK/TYPIST PARKS & CEMETERIES
L9 X1
MD SOTHOANE 01512

ASST DIR. PARKS & CEMETERY
L4 X1
LP PATI 01386

FOREMAN GRASS CUTTING & TRACTORS
L6 X1
K GWEBU 28894

SPECIAL WORKSMAN GROUNDSMAN
L8 X1
TS NDABA 00975

GENERAL WORKSMAN PARKS
L9 X2
L SEHANKA 00231
VACANT X1 2024/2025

GENERAL WORKSMAN PARKS
L9 X1
VM TYESI 00871

LOGISTICS WORKSMAN
L10 X1
NFB FANTISI 00464

TRUCK DRIVER (CODE EC1) PARKS
L10 X1
FJ MOTAUNG 01123

TRUCK DRIVER (CODE EC1) TREE TEAM
L10 X1
MD MOLISE 00875

TRACTOR DRIVER PARKS
L11 X 14

S KHONKOTHA 00595
JL MADIEHE 01073
T SEOBI 00632
EN MATOMANE 32049
TJ BUTHELEZI 01083
SM TSUBELLA 01366
HS MPHULANYANE 01101
RT MOKHEMISA 01334
MR MOSHOALIBA 01554
FM LELALA 01776
VACANT X1 2023/2024
VACANT X3 2024/2025

MACHINE OPERATOR PARKS
L12 X8

A MOFOKENG 28689
S MATJAMA 00838
PM MAZIBUKO 00824
DD TSHABALALA 01542
LC MHLAMBI 01321
A MOTLOUNG 01320
Z NDEBELE 01644
LN NDABA 1714

MACHINE OPERATOR PARKS
L12 X8

PM MOTAUNG 01108
D MOTAUNG 32064
XM TSOTSO 00734
A MOTLOUNG 01320
XD MOTASHE 01668
ST NGWENYA 01669
RM MFENE 01670
VACANT X1

GENERAL WORKER
L13 X 1
N MAFUXWANA 01067

GENERAL WORKER NURSERY
L13 X 1
VACANT X1

MIDVAAL Local Municipality
Masepala Wa Selehae
Plaaslike Munisipaliteit

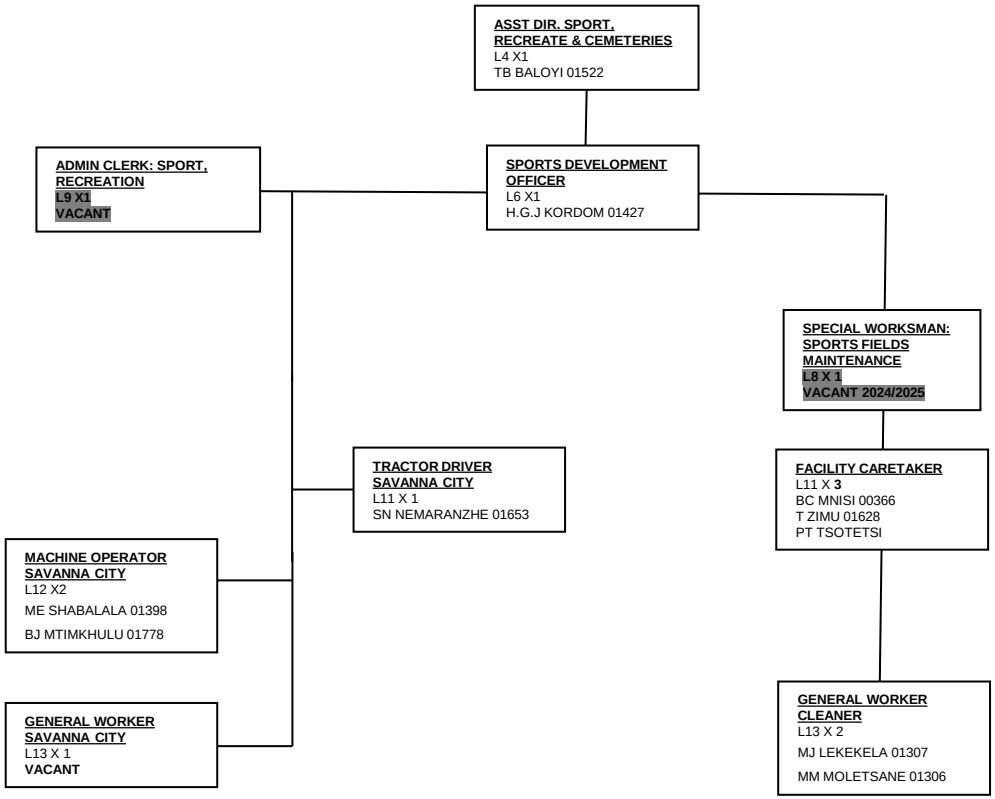
Updated MARCH 2023

ORGANISATIONAL STRUCTURE – COMMUNITY SERVICES – PARKS – SPORTS AND RECREATION (2023-2024)

Checked by HR: _____ Date: _____

Approved by HOD: _____ Date: _____

Approved by MM: _____ Date: _____



MIDVAAL Local Municipality
Masepala Wa Selehae
Plaaslike Munisipaliteit

Updated MARCH 2023

ORGANISATIONAL STRUCTURE – COMMUNITY SERVICES – PARKS (2023-2024)

Checked by HR: _____ Date: _____

Approved by HOD: _____ Date: _____

Approved by MM: _____ Date: _____

ASST DIR.SPORT, RECREATE & CEMETERY
L4 X1
TB BALOYI 01522

SPORTS DEVELOPMENT OFFICER
L6 X1
H.G.J KORDOM 01427

SWIMMING POOL SUPERVISOR
L8 X1
L HOOD 10332

TEMP CASHIER
CONTRACT/SEASONAL WORKER X1
NT LEHLOKA 01756

TEMP LIFE SAVER
CONTRACT/SEASONAL WORKER X3
FL NDABA 01770
VACANT X2

GENERAL WORKER CLEANER
L13 X 1
VACANT

GENERAL WORKER SWIMMING POOL
L13 X 1
VACANT

MIDVAAL Local Municipality
Masepala Wa Selehae
Plaaslike Munisipaliteit

Updated MARCH 2023

ORGANISATIONAL STRUCTURE – COMMUNITY SERVICES – WASTE MANAGEMENT (2023-2024)

Checked by HR: _____ Date: _____

Approved by HOD: _____ Date: _____

Approved by MM: _____ Date: _____

DIRECTOR: WASTE & ENVIRONMENTAL MAN.
L1 X1
TP MABULA 01652

ASST DIRECTOR WASTE MANAGEMENT
L4 X1
M MUDAU 01312

ASST DIRECTOR LANDFILL SITE & ENVIRONMENTAL MAN.
L4 X1
VACANT

FOREMAN CLEANSING
L6 X1

LP KHETHISI 00122

ENVIRONMENTAL OFFICER
L5 X2
SR SIMAMAME 01587
D PHASWA 01618

FOREMAN: WASTE MANAGEMENT
L6 X1
VR RAMUKUMBA 01692

FLEET CONTROLLER
L7 X1
EP TSHABALALA 01009

ADMIN CLERK SOLID WASTE/CLEANSING
L9 X1
KP MPUTHI 01292

LOGISTICS WORKSMAN WASTE
L10 X1
GW SEOPOSEWA 01509

ADMIN CLERK WASTE & ENVIRONMENTAL
L9 X1
VACANT

MIDVAAL Local Municipality
Masepala Wa Selehae
Plaaslike Munisipaliteit

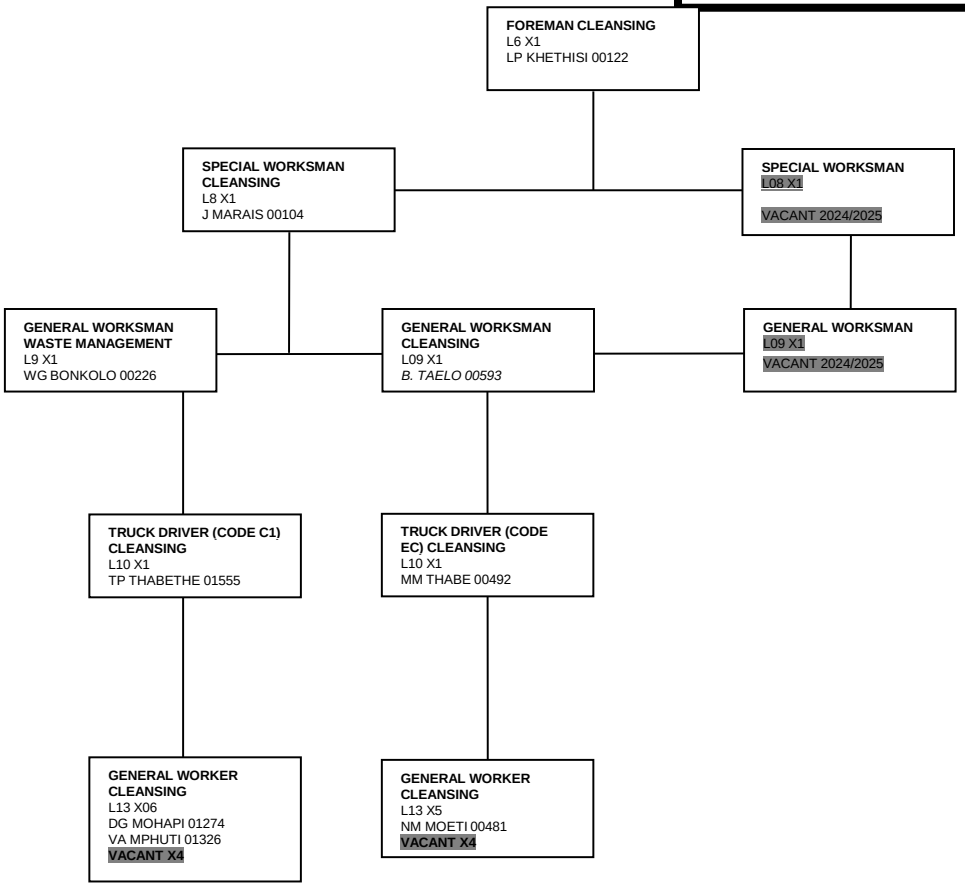
Updated MARCH 2023

ORGANISATIONAL STRUCTURE – COMMUNITY SERVICES – WASTE MANAGEMENT (2023-2024)

Checked by HR: _____ Date: _____

Approved by HOD: _____ Date: _____

Approved by MM: _____ Date: _____



MIDVAAL Local Municipality
Masepala Wa Selehae
Plaaslike Munisipaliteit

Updated MARCH 2023

ORGANISATIONAL STRUCTURE – COMMUNITY SERVICES – WASTE MANAGEMENT (2023-2024)

Checked by HR: _____ Date: _____

Approved by HOD: _____ Date: _____

Approved by MM: _____ Date: _____

FOREMAN CLEANSING
L6 X1
LP KHETHISI 00122

SPECIAL WORKSMAN CLEANSING
L9 X1
P MOKGOLANE 01421 CTI

SPECIAL WORKSMAN CLEANSING
L8 X1
ME SERAPELO 00171

GENERAL WORKSMAN
L09 X1
VACANT

TRUCK DRIVER (CODE EC) CLEANSING
L10 X1
MV MBONA 01469

TRUCK DRIVER (CODE EC) CLEANSING
L10 X1
A SEKHOSANA 00542

TRUCK DRIVER (CODE EC) CLEANSING
L10 X1
WM NGONYAMA 01403

TRUCK DRIVER (CODE EC) CLEANSING
L10 X1
AS MOKHOMONG 01363

TRUCK DRIVER (CODE EC) CLEANSING
L10 X1
MJ SHABALALA 01197

TRUCK DRIVER (CODE EC) CLEANSING
L10 X1
MJ KHAMBULA 01736

TRUCK DRIVER(CODE EC) CLEANSING
L10 X1
EP MOTA 00939

TRUCK DRIVER (CODE EC) CLEANSING
L10 X1
MP MOFOKENG 00651

GENERAL WORKER CLEANSING
L13 X 4
VACANT X1
BP MAGWAZA 01549
KE NHLAPO 00325
MJ MALEBO 00484

GERENAL WORKER CLEANSING
L13 X6
TA MOSALA 01076
MJ POOSHO 01574
NV POSELWA 00560
TE MOSALA 01360
MK MOKWENA 01580
W MZENI 01581

GENERAL WORKER CLEANSING
L13 X6
MJ TSOTETSI 00866
J TLADI 00756
B MOLETSANE 00359
VW MASANGANE 01090
VACANT X2

GENERAL WORKER CLEANSING
L13 X5
RA MOSEBI 01470
CX MADIBA 01547
M SIMANGA 01578
VACANT X2

GENERAL WORKER CLEANSING
L13 X6
SA TSOTETSI 01261
MG MOTAUNG 01572
L TOSE 01260
PT LEBUSA 01358
TP NAMLI 01259
I MATSEPANE 01579

GENERAL WORKER CLEANSING
L13 X4
MA TSHABALALA 01380
PM MANTLHOA 01256
DJ MCHOLWA 01085
PM MARAULE 01468

MIDVAAL Local Municipality
Masepala Wa Selehae
Plaaslike Munisipaliteit

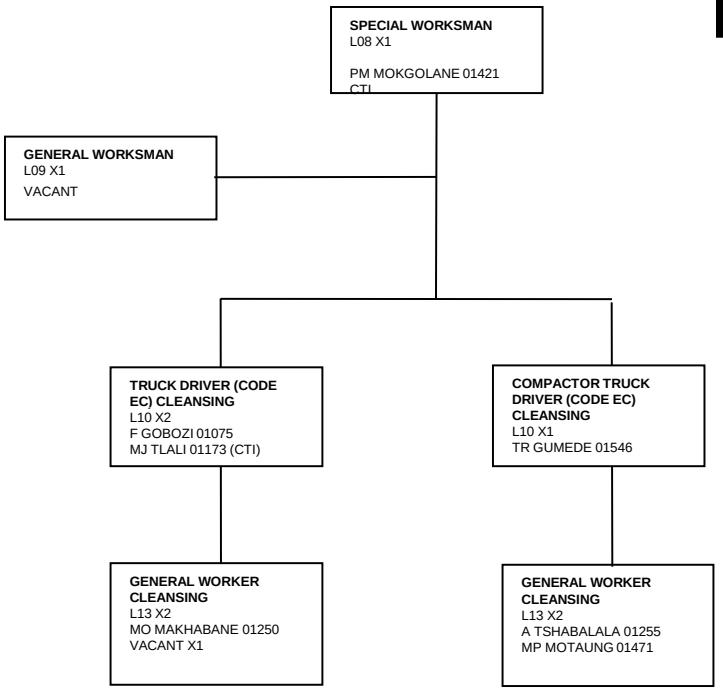
Updated MARCH 2023

ORGANISATIONAL STRUCTURE – COMMUNITY SERVICES – WASTE MANAGEMENT (SC) (2023-2024)

Checked by HR: _____ Date: _____

Approved by HOD: _____ Date: _____

Approved by MM: _____ Date: _____



MIDVAAL Local Municipality
Masepala Wa Selehae
Plaaslike Munisipaliteit

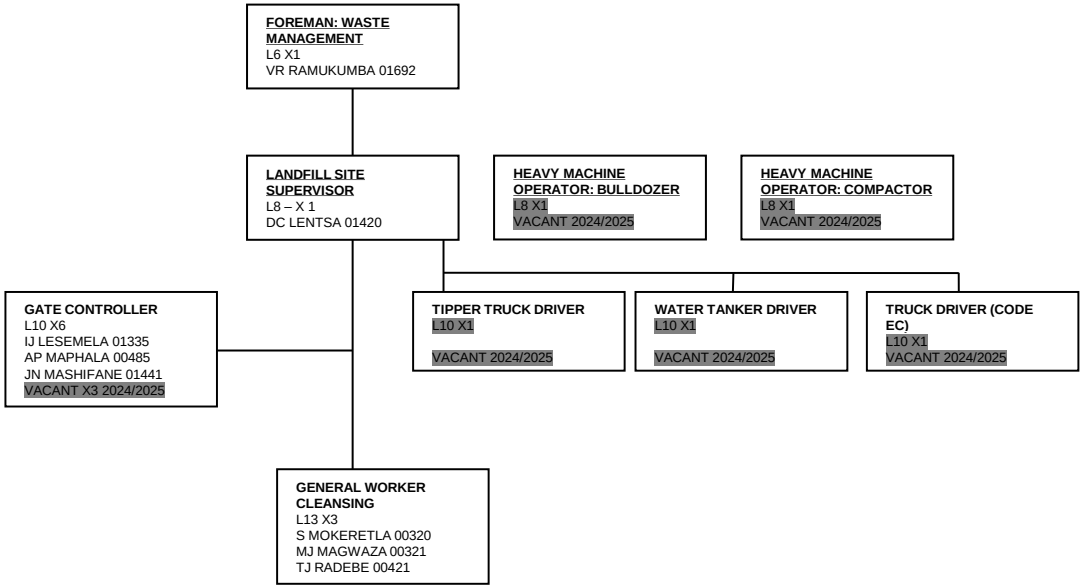
Updated MARCH 2023

ORGANISATIONAL STRUCTURE – COMMUNITY SERVICES – WASTE MANAGEMENT (2023-2024)) [**TRANSFER STATIONS**]

Checked by HR: _____ Date: _____

Approved by HOD: _____ Date: _____

Approved by MM: _____ Date: _____



MIDVAAL Local Municipality
Masepala Wa Selehae
Plaaslike Munisipaliteit

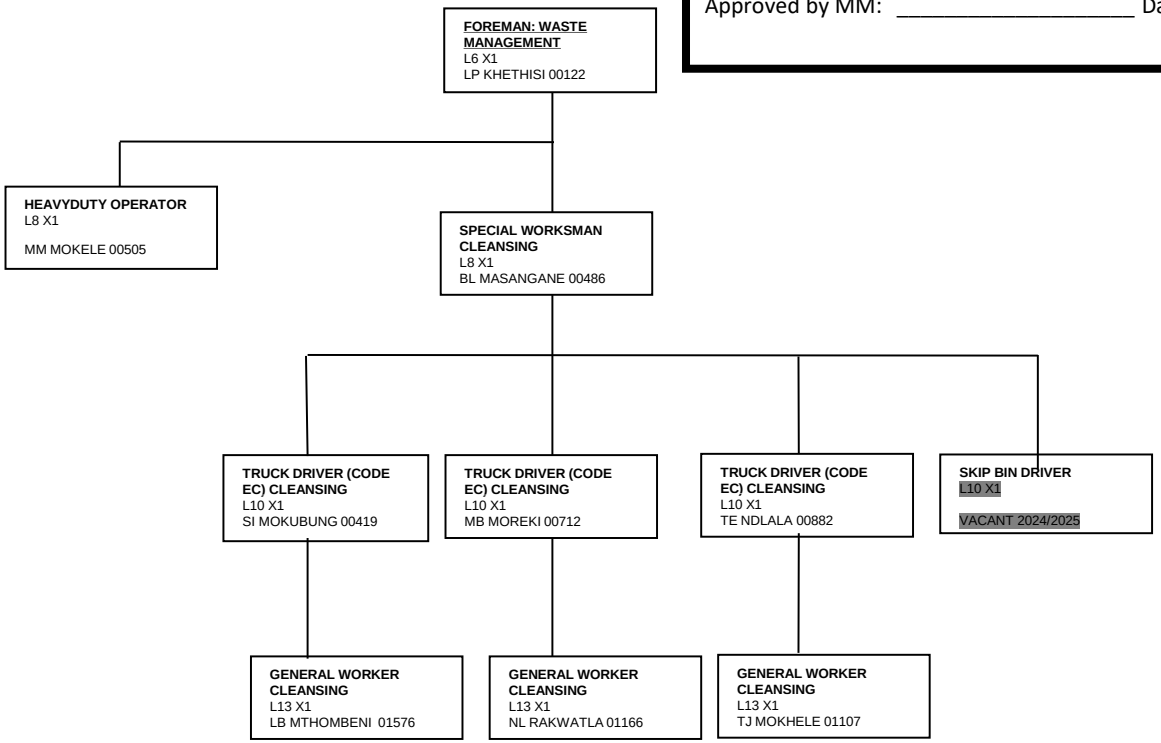
Updated MARCH 2023

ORGANISATIONAL STRUCTURE – COMMUNITY SERVICES – WASTE MANAGEMENT (2023-2024)) [**BULK WASTE**]

Checked by HR: _____ Date: _____

Approved by HOD: _____ Date: _____

Approved by MM: _____ Date: _____



MIDVAAL Local Municipality
Masepala Wa Selehae
Plaaslike Munisipaliteit

Updated MARCH 2023

ORGANISATIONAL STRUCTURE – COMMUNITY SERVICES – LANDFILL SITES (2023-2024)

Checked by HR: _____ Date: _____

Approved by HOD: _____ Date: _____

Approved by MM: _____ Date: _____

ASST DIRECTOR LANDFILL SITE & ENVIRONMENTAL MAN
L4 – X1
VACANT

FOREMAN LANDFILL SITE MANAGEMENT
L6 – X1
VACANT

LANDFILL SITE SUPERVISOR
L8 X1
RS MOTATI 00445

TRUCK DRIVER (CODE EC) SOLID WASTE
L10 X1
MJ KELE 32102

GENERAL WORKER
LANDFILL SITE
L13 – X 6
AZ MAYEKISO 00315
NP MCHUNU 00316
MM MOKOENA 00323
ME MPHOLO 00324
TP LENKA 01277
VACANT X1

HEAVY MACHINE OPERATOR
L8 – X1
JM MOKOENA 00921

TRACTOR DRIVER
LANDFILL SITE
L11 – X1
VACANT

HEAVY MACHINE OPERATOR
L8 – X1
M MOTLOUNG 00586

HEAVY MACHINE OPERATOR
L8 – X1
SS NKONDE 00420

SPECIAL WORKSMAN
L8 – X1
MA PAPALI 00278

ACCESSGATE CONTROLLER
L10 X2
MJ MOFOKENG 00182
PW RAKOMA 01651

GENERAL WORKER
LANDFILL SITE
L13 – X 5
MI MOLEFI 00582
NE LEMPHANE 00483
PA MAHLATSANE 32041
VACANT X2

SPECIAL WORKSMAN
L8 – X1
RS MOTATI 00445

ACCESS CONTROLLER
L10 X2
TS GUBEVU 00414
SN MHLONGO 01504

GENERAL WORKER
LANDFILL SITE
L13 – X6
MM MOKGOLOANE 00322
FM SEPHULA 00558
OP MPHASA 00587
SM MOKHOMONG 00487
SJ MKHUMA 00976
TE FANTISI 01588

MIDVAAL Local Municipality
Masepala Wa Selehae
Plaaslike Munisipaliteit

Updated MARCH 2023

PROPOSED ORGANISATIONAL STRUCTURE – OFFICE OF THE MUNICIPAL MANAGER – EXECUTIVE DIRECTORS (2023-2024)

Checked by HR: _____ Date: _____

Approved by HOD: _____ Date: _____

Approved by MM: _____ Date: _____

MUNICIPAL MANAGER
(CONTRACT – JUNE 2027)
SECT 57
AM GROENEWALD
END: JUNE 2027

SECRETARY: MUNICIPAL MANAGER
L6 – X1
J DE WENDT 00119

TEMP SECRETARY: MUNICIPAL MANAGER
L7 – X1
VACANT

DIRECTOR: OFFICE OF THE MUNICIPAL MANAGER
(CONRACT – OCT 2024)
L1 – X1
SM MOSIDI 00965

ADMIN OFFICER: OFFICE OF THE MUNICIPAL MANAGER
L6 – X1
VACANT 2023/2024

ED: CORPORATE SERVICES
(CONTRACT - OCT 2027)
SECT 57
S CAVE 01786

ED: FINANCIAL SERVICES
(CONTRACT - OCT 2027)
SECT 57
ZN MHLONGO 01781

ED: COMMUNITY SERVICES
(CONRACT)
SECT 57
VACANT

ED: ENGINEERING SERVICES
(CONTRACT - AUG 2025)
SECT 57
MAGODI P 01593

ED: DEV & PLANNING
(CONTRACT)
SECT 57
VACANT

ED: PUBLIC SAFETY & ROADS
(CONTRACT)
SECT 57
VACANT

MIDVAAL Local Municipality
Masepala Wa Selehae
Plaaslike Munisipaliteit

Updated MARCH 2023

ORGANISATIONAL STRUCTURE – OFFICE OF THE MUNICIPAL MANAGER – RISK & COMPLIANCE (2023-2024)

Checked by HR: _____ Date: _____

Approved by HOD: _____ Date: _____

Approved by MM: _____ Date: _____

MUNICIPAL MANAGER
(CONTRACT – JUNE 2027)
SECT 57
AM GROENEWALD

SECRETARY: MUNICIPAL MANAGER
L6 – X1
J DE WENDT 00119

TEMP SECRETARY: MUNICIPAL MANAGER
L7 – X1
VACANT

DIRECTOR: RISK & COMPLIANCE
L1 – X1
JC TAIT 01333

SUB ACCOUNTANT: RISK MANAGEMENT
L6 – X1
IL NGWENYA 01478

CLERK: RISK & COMPLIANCE
L9 – X1
Z DUBULA 01464

MIDVAAL Local Municipality
Masepala Wa Selehae
Plaaslike Munisipaliteit

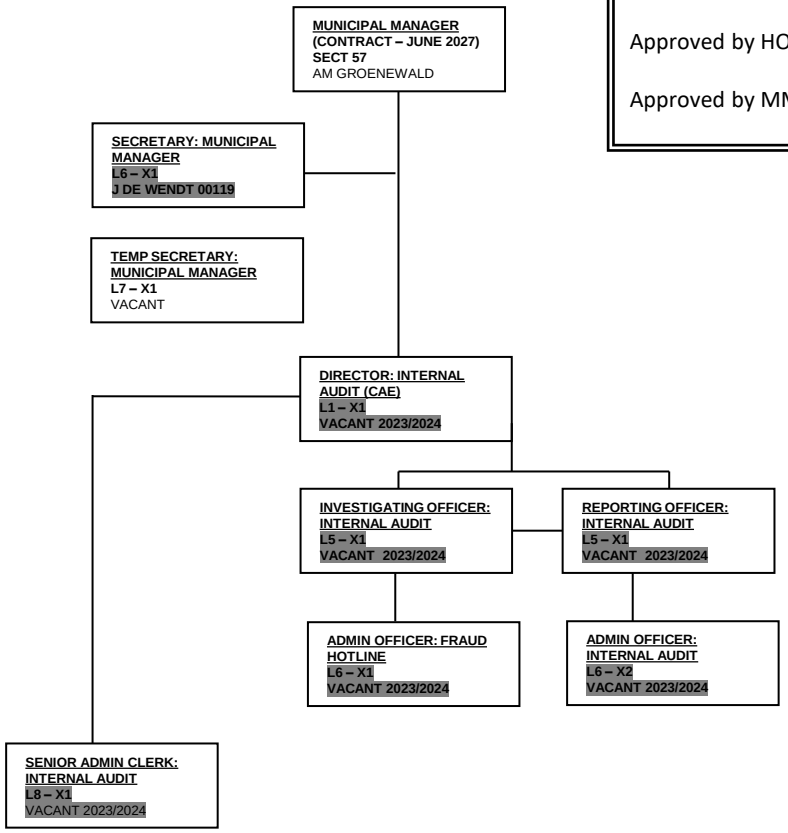
Updated MARCH 2023

ORGANISATIONAL STRUCTURE – OFFICE OF THE MUNICIPAL MANAGER – INTERNAL AUDIT (2023-2024)

Checked by HR: _____ Date: _____

Approved by HOD: _____ Date: _____

Approved by MM: _____ Date: _____



MIDVAAL Local Municipality
Masepala Wa Selehae
Plaaslike Munisipaliteit

Updated MARCH 2023

ORGANISATIONAL STRUCTURE – OFFICE OF THE MUNICIPAL MANAGER - PMS (2023-2024)

Checked by HR: _____ Date: _____

Approved by HOD: _____ Date: _____

Approved by MM: _____ Date: _____

MUNICIPAL MANAGER
(CONTRACT – JUNE 2027)
SECT 57
AM GROENEWALD

ASSISTANT DIRECTOR: PMS
L4 – X1
R VAN GREUNE 28777

ADMIN OFFICER: PMS
L6 – X1
MS MOLOTSI 00308

ADMIN OFFICER: PMS
L6 – X1
JN EILERD GOVENDER 00364

ADMIN OFFICER BUDGET & PMS
L6 – X1
L VAN STADEN 00247

ADMIN OFFICER ANTI FRAUD, ETHICS
L6 – X1
S GAZU 01271

ADMIN OFFICER: PMS
L6 – X1

VACANT 2024/2025

MIDVAAL Local Municipality
Masepala Wa Selehae
Plaaslike Munisipaliteit

Updated MARCH 2023

ORGANISATIONAL STRUCTURE – CORPORATE CLUSTER (2023-2024)

Checked by HR: _____ Date: _____

Approved by HOD: _____ Date: _____

Approved by MM: _____ Date: _____

ED: CORPORATE SERVICES
(CONTRACT - OCT 2027)
SECT 57
S CAVE 01786

SECRETARY: CORPORATE SERVICES
L6 – X1
S NEETHLING 00179

DIRECTOR: IT
L1 – X1
S MNGUNI 01585

DIRECTOR: LEGAL
L1 – X1
N AMEER VAN WYK 01062

DIRECTOR: HR
L1 – X1
00197 SCUTTS A

DEPUTY DIRECTOR: AUXILIARY SERVICES
L3/2 – X1
TJ MAKGOBA 01008

DEPUTY DIRECTOR OFFICE OF THE SPEAKER
CONTRACT
VACANT

ASSISTANT DIRECTOR: ADMINISTRATION
L4 – X1
A WELMAN 00108

ASSISTAN DIRECTOR COMMUNICATION
L4 –X1
VACANT

MIDVAAL Local Municipality
Masepala Wa Selehae
Plaaslike Munisipaliteit

Updated MARCH 2023

ORGANISATIONAL STRUCTURE – OFFICE OF THE EXECUTIVE MAYOR (2023-2024)

Checked by HR: _____ Date: _____

Approved by HOD: _____ Date: _____

Approved by MM: _____ Date: _____

EXECUTIVE MAYOR
ALD. PJ TEIXIRA

SECRETARY: OFFICE OF THE EXEC. MAYOR
L6 – X1
MG THUPA 01345

CHIEF OF STAFF
L1 (CONTRACT – NOV 2026)
MM MOLOTLHANYI 01700

OPERATIONS MANAGER EXEC. MAYOR
L4 – X1 (CONTRACT – NOV 2026)
SN NHLAPO 01269

SNR. ADMIN OFFICER: MEDIA SPEECH WRITING & RESEARCH
L5 – X1 (CONTRACT – NOV 2026)
IM SATHIKE

SENIOR ADMIN OFFICER: SOCIAL MEDIA
L5 – X1 (CONTRACT – NOV 2026)
T. TIHELI

SECRETARY POLITICAL OFFICE BEARERS
L6 – X1 (CONTRACT)
VACANT

MMC ENGINEERING SERVICES
CLLR R HUBBARD

MMC CORPORATE SERVICES
CLLR. CL GOMES

MMC DEVELOPMENT AND PLANNING
CLLR. MI MOTSAMAI

MMC FINANCIAL SERVICES
ALD. PD HUTCHESON

MMC COMMUNITY SERVICES
CLLR. M MODIBA

MMC PUBLIC SAFETY & ROADS
CLLR G VILJOEN

MIDVAAL Local Municipality
Masepala Wa Selehae
Plaaslike Munisipaliteit

Updated MARCH 2023

ORGANISATIONAL STRUCTURE – COMMUNICATIONS (2023-2024)

Checked by HR: _____ Date: _____

Approved by HOD: _____ Date: _____

Approved by MM: _____ Date: _____

ED: CORPORATE SERVICES
(CONTRACT - OCT 2027)
SECT 57
S CAVE 01786

ASSISTANT DIRECTOR CALL CENTER
L4 – X1
VACANT

MARKETING OFFICER
L5 – X1

01627 SOLOMONS YS

COMMUNICATIONS OFFICER
L5 – X1
H FOWLDS 01779

GRAPHIC DESIGNER
L5 – X1

VACANT

COMPLAINTS OFFICER
L8 – X1
S MPHAGO 00173

SNR SWITCHBOARD OPERATOR
L9 – X2
S DE BRUIN 00072
01390 MAKHAMBA LA

CALL CENTRE AGENT
– X9 (CONTRACT)
01613 NDLOVU V
01606 NGOXE MP
01605 PUSO MM
01723 SEHLABAKA KR
01607 MOKHACHANE MM
01747 TSOTETSI P
MALUMISE PR
NGUDLE P
VACANT X1

MIDVAAL Local Municipality
Masepala Wa Selehae
Plaaslike Munisipaliteit

Updated MARCH 2023

ORGANISATIONAL STRUCTURE – OFFICE OF THE SPEAKER (2023-2024)

Checked by HR: _____ Date: _____

Approved by HOD: _____ Date: _____

Approved by MM: _____ Date: _____

SPEAKER

CLLR. A McLOUGHLIN

DEPUTY DIRECTOR: OFFICE OF THE SPEAKER
CONTRACT– X1
VACANT

CHIEF CLERK: EVENTS & PUBLIC PARTICIPATION
CONTRACT – X1 (NOV 2026)
B TSHABALALA

YOUTH DEVELOPMENT OFFICER
L8 – X1
KC MORAKE 1446

WARD COMMITTEE OFFICER
CONTRACT – X3
P GREYVENSTEIN 01467
NK. SIBANYONI (NOV 2026)

ADMIN CLERK
L9 – X2
VACANT (FY24/25)
01336 NTISA NC

MIDVAAL Local Municipality
Masepala Wa Selehae
Plaaslike Munisipaliteit

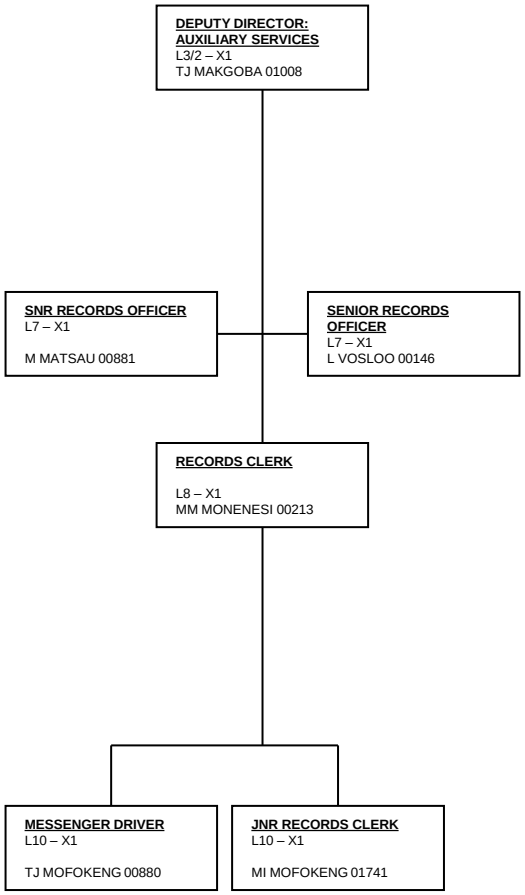
Updated MARCH 2023

ORGANISATIONAL STRUCTURE –RECORDS (2023-2024)

Checked by HR: _____ Date: _____

Approved by HOD: _____ Date: _____

Approved by MM: _____ Date: _____



MIDVAAL Local Municipality
Masepala Wa Selehae
Plaaslike Munisipaliteit

Updated MARCH 2023

ORGANISATIONAL STRUCTURE – AUXILIARY SERVICES (2023-2024)

Checked by HR: _____ Date: _____

Approved by HOD: _____ Date: _____

Approved by MM: _____ Date: _____

DEPUTY DIRECTOR: AUXILIARY SERVICES
L3/2 – X1
TJ MAKGOBA 01008

BUILDING MAINTENANCE OFFICER (QUANTITY SURVEYOR)*
L5– X1
VACANT 2024/2025

ADMIN OFFICER BUILDINGS
L8– X1
ME MOGAPI 01483

HANDY MAN
L8– X1
T MEMBU 01754
20233/2024

HANDY MAN: MECHATRONIC
L8– X2
VACANT 2024/2025

TEAM LEADER/CARETAKER
L11/12 – X1
A RAMBAU 00613

GENERAL WORKER
L13 – X10
LE MOKGANNELI 01298
NG MACHABE 00605
MK MODIKENG 00810
SF MOFOKENG 00557 (CTI)
TJ RALINKA 01730
M DWESA 01408
ME MQWATHI 01395
J NDLOVU 01423
VACANT X2 2023/2024

MIDVAAL Local Municipality
Masepala Wa Selehae
Plaaslike Munisipaliteit

Updated MARCH 2023

ORGANISATIONAL STRUCTURE – COMMITTEES (2023-2024)

Checked by HR: _____ Date: _____

Approved by HOD: _____ Date: _____

Approved by MM: _____ Date: _____

ED: CORPORATE SERVICES
(CONTRACT - OCT 2027)
SECT 57
S CAVE 01786

ASSISTANT DIRECTOR: ADMINISTRATION
L4 – X1
A WELMAN 00108

SNR ADMIN OFFICER COMMITTEES (SC)
L5 – X2
LT MOHAKA 00556
VACANT 2024/2025

ADMIN OFFICER COMMITTEES: SAVANNA CITY
L7 – X1
VACANT

ADMIN OFFICER COMMITTEES
L7 – X1
TP TWALA 00951

ADMIN OFFICER COMMITTEES
L7 – X1
M LOMBARD 00636

ADMIN OFFICER COMMITTEES
L7 – X1
E GAYBBA 00726

MIDVAAL Local Municipality
Masepala Wa Selehae
Plaaslike Munisipaliteit

Updated MARCH 2023

ORGANISATIONAL STRUCTURE – CORPORATE SERVICES – VIP SPECIALISED UNIT (2023-2024)

Checked by HR: _____ Date: _____

Approved by HOD: _____ Date: _____

Approved by MM: _____ Date: _____

ED: CORPORATE SERVICES
(CONTRACT - OCT 2027)
SECT 57
S CAVE 01786

TEAM LEADER: BODYGUARDS
CONTRACT
L7 X1
VACANT

DRIVER
CONTRACT
L8 – X1
VACANT

DRIVER/BODYGUARD
CONTRACT
L8 - X1
VACANT

DRIVER/BODYGUARD
CONTRACT
L8- X1 – (NOV 2026)
J FELIX 01707

DRIVER/BODYGUARD
CONTRACT
L8 - X1
VACANT

DRIVER/BODYGUARD
CONTRACT
L8 - X1 (NOV 2026)
T MALULEKE 01787

DRIVER/BODYGUARD
CONTRACT
L8 - X1
VACANT

MIDVAAL Local Municipality
Masepala Wa Selehae
Plaaslike Munisipaliteit

Updated MARCH 2023

ORGANISATIONAL STRUCTURE – LEGAL
(2023-2024)

DIRECTOR LEGAL
L1 – X1

N AMEER V WYK 01062

DEPUTY DIRECTOR LEGAL SERVICES
L3/2 – X1
Q MASHAMAITE

ASSISTANT DIRECTOR: LEGAL
L4 – X3
VACANT X3

ADMIN CLERK LEGAL
L9 – X1
VACANT

Checked by HR: _____ Date: _____

Approved by HOD: _____ Date: _____

Approved by MM: _____ Date: _____

MIDVAAL Local Municipality
Masepala Wa Selehae
Plaaslike Munisipaliteit

Updated MARCH 2023

ORGANISATIONAL STRUCTURE – INFORMATION TECHNOLOGY (2023-2024)

Checked by HR: _____ Date: _____

Approved by HOD: _____ Date: _____

Approved by MM: _____ Date: _____

DIRECTOR: INFORMATION TECHNOLOGY
L1 – X1
01585 MNGUNI S

ASSISTANT DIRECTOR: GOVERNANCE/SECURITY
L4 – X1
VACANT 2024/25

ASSISTANT DIRECTOR: SYSTEMS/APPLICATIONS
L4 – X1
VACANT 2023/2024

ASSISTANT DIRECTOR: IT
L4 – X1

AA SIBEKO 01452

SYSTEM SECURITY ADMINISTRATOR
L6 – X1
01502 SHIBURI C

SYSTEM ADMINISTRATOR
L6 – X1

R TSHABANGU 01047

TECHNICAL ADMINISTRATOR
L6 – X1
D MOSIYA 01046

TECHNICIAN
L8/7 – X1

01601 CHONCO NJ

TECHNICIAN
L8/7 – X1

K OTTO 01048

TECHNICIAN
L8/7 – X1

AR MURUGAN 01430

TECHNICIAN
L8/7 – X1

T TWALA 01049

TECHNICIAN
L8/7 – X1

B MAKELEFANE 01611

TECHNICIAN
L8/7 – X1

01619 RAMMALO SC

ADMIN CLERK (HELPDESK)
L9 – X1
LS MORE 01742

MIDVAAL Local Municipality
Masepala Wa Selehae
Plaaslike Munisipaliteit

Updated MARCH 2023

PROPOSED ORGANISATIONAL STRUCTURE – DEVELOPMENT & PLANNING (2023-2024)

Checked by HR: _____ Date: _____

Approved by HOD: _____ Date: _____

Approved by MM: _____ Date: _____

ED: DEVLOPMENT AND PLANNING
SECT 57
VACANT

SECRETARY: DEVLOPMENT AND PLANNING
L6 – X1
VACANT

BUILDING CONTROL OFFICER
L1 – X1
KJ RASEPAE 01160

DIRECTOR DEV & PLANNING
L1 – X1
T ARLOW 00959

DIRECTOR: LED, RURAL DEV, AGRI & HOUSING
L1 – X1
PK MNGUNI 00990

DEPUTY DIRECTOR: BUILDING & LAND USE CONTROL
L3/2 – X1
E VAN DER MERWE 00065

DEPUTY DIRECTOR: TOURISM
L3 – X1
VACANT

DEPUTY DIRECTOR: LAND USE
L3/2 – X1
W NDEVU

DEPUTY DIRECTOR: URBAN PLANNING
L3/2 – X1
T SUKDEV 01089

DEPUTY DIRECTOR: HUMAN SETTLEMENTS & URBAN MANAGEMENT
L3/2 – X1
S NKRUMA ABEBRESE 709

HOUSING OFFICER
L5 – X1
MS MEMELA 00893

MIDVAAL Local Municipality
Masepala Wa Selehae
Plaaslike Munisipaliteit

Updated MARCH 2023

ORGANISATIONAL STRUCTURE – DEVELOPMENT & PLANNING– LED RURAL DEVELOPMENT & HUMAN SETTLEMENT (2023-2024)

Checked by HR: _____ Date: _____

Approved by HOD: _____ Date: _____

Approved by MM: _____ Date: _____

ED: DEVLOPMENT AND PLANNING
SECT 57
VACANT

DIRECTOR: LED, RURAL DEV, AGRI & HOUSING
L1 – X1

PK MNGUNI 00990

ASSISTANT DIRECTOR: LED
L4 – X1
VACANT

ASSISTANT DIRECTOR: LED (SC)
L4 – X1
N KOBE 01591

LED OFFICER
L6 – X1
VACANT 2024/2025

MIDVAAL Local Municipality
Masepala Wa Selehae
Plaaslike Munisipaliteit

Updated MARCH 2023

ORGANISATIONAL STRUCTURE – DEVELOPMENT & PLANNING– BUILDING CONTROL (2023-2024)

Checked by HR: _____ Date: _____

Approved by HOD: _____ Date: _____

Approved by MM: _____ Date: _____

BUILDING CONTROL OFFICER
L1 – X1
KJ RASEPAE 01160

DEPUTY DIRECTOR: BUILDING & LAND USE
L3/2 – X1
E VAN DER MERWE 00065

ASSISTANT DIRECTOR: BUILDING & LAND USE CONTROL
L4 – X2
LM MAKOFANE 00426

ASSISTANT DIRECTOR BUILDING & LAND USE CONTROL (SC)
L4 – X1
LP ZULU 01693

BUILDING & LAND USE CONTROL OFFICER (SC)
L6/5 – X2
AP NKWASHU 01598
M LETSOALO 01409

BUILDING & LAND USE CONTROL OFFICER (SC)
L6/5 – X1
SJ NHLAPO 01383

BUILDING & LAND USE CONTROL OFFICER (SC)
L6/5 – X1
VB SADIKI 01600

BUILDING INSPECTOR: BUILDING & LAND USE
L6/5 – X1
DBR SCHOLTZ 01418

BUILDING INSPECTOR: BUILDING & LAND USE
L6/5 – X1
M MARAIS 00973

BUILDING INSPECTOR: BUILDING & LAND USE
L6/5 – X1
PP MOEPHULE 01484

BUILDING INSPECTOR: BUILDING & LAND USE
L6/5 – X1
R PAULSE 01465

MIDVAAL Local Municipality
Masepala Wa Selehae
Plaaslike Munisipaliteit

Updated MARCH 2023

ORGANISATIONAL STRUCTURE – DEVELOPMENT & PLANNING
BUILDING CONTROL: LAW ENFORCEMENT AND INFORMAL TRADING
(2023-2024)

Checked by HR: _____ Date: _____

Approved by HOD: _____ Date: _____

Approved by MM: _____ Date: _____

BUILDING CONTROL OFFICER
L1 – X1
KJ RASEPAE 01160

DEPUTY DIRECTOR: BUILDING & LAND USE
L3/2 – X1
E VAN DER MERWE 00065

ASSISTANT DIRECTOR: BUILDING & LAND USE (LAW ENFORCEMENT)
L4 – X2
UNFUNDED
P STEYN 00400

ASSISTANT DIRECTOR BUILDING & LAND USE CONTROL (SC)
L4 – X1
ME MOTHEBE 00431

BUILDING INSPECTOR: BUILDING & LAND USE
L6/5 – X1
N TWALANI 01415

BUILDING & LAND USE CONTROL OFFICER:
L6/5 – X1
JG BRONKHORST 80022

BUSINESS TRADING LICENSING OFFICER
L8 – X1
NM MAZINGELA 00678 (CTI)

LAW ENFORCEMENT / COURT WARRANT OFFICER
L8 – X2
BC VILAKAZI 01453

LAW ENFORCEMENT / COURT WARRANT OFFICER
L8 – X2
TL PLAATJIES 01208 (CTI)

BY-LAW OFFICERS
CONTRACT x09
TR MOTAUNG 01717
MALULEKE 01718
SS MOTAUNG 01719
PR MOTAUNG 01720
L MOFOKENG 01721
CS MATANZIMA 01771
N CHABALALA 01772
VA RADEBE 01773
TE NYOKONG 01774

MIDVAAL Local Municipality
Masepala Wa Selehae
Plaaslike Munisipaliteit

Updated MARCH 2023

ORGANISATIONAL STRUCTURE – DEVELOPMENT & PLANNING– URBAN PLANNING (2023-2024)

Checked by HR: _____ Date: _____

Approved by HOD: _____ Date: _____

Approved by MM: _____ Date: _____

DIRECTOR: DEV & PLANNING
L1 – X1
T ARLOW 00959

DEPUTY DIRECTOR: URBAN PLANNING
L3/2 – X1
T SUKDEV 01089

ASSISTANT DIRECTOR: STRATEGIC PLANNING
L4 – X1
VACANT

ASSISTANT DIRECTOR URABN PLANNING
L4 – X1
TC DAVID 01480

ASSISTANT DIRECTOR: LAND USE - GIS
L4 – X1
Y MONILAL 01404

ASSISTANT DIRECTOR URABN PLANNING
L4– X1
M NEMATSWERANI 01138

ASSISTANT TOWN PLANNER - GIS
L6 – X1
SNB MADLHEJWANE 01529

MIDVAAL Local Municipality
Masepala Wa Selehae
Plaaslike Munisipaliteit

Updated MARCH 2023

ORGANISATIONAL STRUCTURE – DEVELOPMENT & PLANNING– LAND USE (2023-2024)

Checked by HR: _____ Date: _____

Approved by HOD: _____ Date: _____

Approved by MM: _____ Date: _____

DIRECTOR: DEV & PLANNING
L1 – X1
T ARLOW 00959

DEPUTY DIRECTOR: LAND USE
L3/2 – X1
W NDEVU 01205

ASSISTANT DIRECTOR LAND USE
L4 – X1
FP PUTHINI 00665

ASSISTANT DIRECTOR: LAND USE
L4 – X1
M HLUNGWANA 01528

ASSISTANT DIRECTOR LAND USE (SC)
L4 – X1
VACANT

ASSISTANT DIRECTOR: LAND USE (SC)
L4 – X1
K REDDY 01045

MIDVAAL Local Municipality
Masepala Wa Selehae
Plaaslike Munisipaliteit

Updated MARCH 2023

ORGANISATIONAL STRUCTURE – DEVELOPMENT & PLANNING – ADMINISTRATION (2023-2024)

Checked by HR: _____ Date: _____

Approved by HOD: _____ Date: _____

Approved by MM: _____ Date: _____

EXECUTIVE DIRECTOR: DEVELOPMENT & PLANNING
SECT 56 CONTRACT
VACANT

ASSISTANT DIRECTOR: ADMINISTRATION
L4 – X1
PA THEKISO 01152

ADMIN OFFICER BUILDING & LAND USE
L6 – X1
LJ MWALE 01060

SNR ADMIN ASSISTANT BUILDING & LAND USE
L7 – X1
ST MOTSEKWA 01136

ADMIN CLERK: BUILDING CONTROL
L9 – X1
SD NKOSI 01094

ADMIN OFFICER LAND USE
L6 – X1
L NTSHANGASE 01424

RECORDS CLERK
L8 – X3
MN MANUEL 01444
LER KGAMPE 01375
MI MAKHENE 01712

ADMIN ASSISTANT PROPERTIES & MARKETING
L7 – X1
R WAGNER 00963

ADMIN ASSISTANT SAVANNA CITY
L8 – X1
VJ SILINGA 01531

GENERAL WORKER
L13 – X2
B GAMA 01548
MA DE BRUIN 00742

MIDVAAL Local Municipality
Masepala Wa Selehae
Plaaslike Munisipaliteit

Updated MARCH 2023

PROPOSED ORGANISATIONAL STRUCTURE – ENGINEERING SERVICES - ADMIN (2023-2024)

Checked by HR: _____ Date: _____

Approved by HOD: _____ Date: _____

Approved by MM: _____ Date: _____

EXECUTIVE DIRECTOR: ENGINEERING SERVICES
SECT 57
P MAGODI 01593

SECRETARY ENGINEERING SERVICES
L6 – X1
E VILJOEN 00044

DIRECTOR TECHNICAL SUPPORT
L1– X1
TW NCUBE 01412

DIRECTOR WATER & SANITATION
L1 – X1
R. MADIMUTSA 01766

DIRECTOR PROJECT MANAGEMENT
L1 – X1 (MIG FUNDING)
PV TSHABALALA 01537

DIRECTOR: ELECTRICAL & MECHANICAL ENG.
L1 – X1
V SOFE 01539

DIRECTOR: SAVANNA CITY
L1 – X1
CONTRACT
H HUMAN 00599

SECRETARY ENG DIRECTORS
L6 - X1
ID NTLHAILE 01216

MIDVAAL Local Municipality
Masepala Wa Selehae
Plaaslike Munisipaliteit

Updated MARCH 2023

PROPOSED ORGANISATIONAL STRUCTURE – ENGINEERING SERVICES - ADMIN (2023-2024)

Checked by HR: _____ Date: _____

Approved by HOD: _____ Date: _____

Approved by MM: _____ Date: _____

EXECUTIVE DIRECTOR: ENGINEERING SERVICES
SECT 57
P MAGODI 01593

SECRETARY ENGINEERING SERVICES
L6 – X1
E VILJOEN 00044

DIRECTOR PROJECT MANAGEMENT
L1 – X1 (MIG FUNDING)

PV TSHABALALA 01537

DEPUTY DIRECTOR: PMU & PLANNING
L3/2 – X1
NMT MASEKWAMENG 01328

PMU - COMPLIANCE (QUANTITY SURVEYING)
L3 – X1
VACANT

PMU TECHNICIAN
L5 – X1 (MIG FUNDING)
KG LESHILO 01699

PMU TECHNICIAN
L5 – X1
VACANT

SNR ADMIN CLERK PMU
L8 – X1 (MIG FUNDING)

VM MASEHE 01134

MIDVAAL Local Municipality
Masepala Wa Selehae
Plaaslike Munisipaliteit

Updated MARCH 2023

ORGANISATIONAL STRUCTURE – ENGINEERING SERVICES – TECHNICAL SUPPORT - ADMIN (2023-2024)

Checked by HR: _____ Date: _____

Approved by HOD: _____ Date: _____

Approved by MM: _____ Date: _____

DIRECTOR TECHNICAL SUPPORT
L1 – X1
TW NCUBE 01412

ASSISTANT DIRECTOR: ADMINISTRATION
L4 – X1
KR MOLOI 01351

SNR ADMIN ASSISTANT ENGINEERING SERVICES
L7 – X2
E AUGUST 00942
NE NGOASE 01069

SNR. ADMIN CLERK ENGINEERING SERVICES
L8 – X1 (CTI L8)
S MOSTERT 00812

SNR CLERK INFORMATION
L8 – X1
NN KILI 00792

GENERAL WORKER
L13 – X2
TC KHANYILE 00658
KJ PHOHLELE 01558

MIDVAAL Local Municipality
Masepala Wa Selehae
Plaaslike Munisipaliteit

Updated MARCH 2023

ORGANISATIONAL STRUCTURE – ENGINEERING SERVICES – TECHNICAL SUPPORT (2023-2024)

Checked by HR: _____ Date: _____

Approved by HOD: _____ Date: _____

Approved by MM: _____ Date: _____

DIRECTOR TECHNICAL SUPPORT
L1 – X1
TW NCUBE 01412

ASSISTANT DIRECTOR: TECHNICAL SUPPORT
L4 – X1
D MUKWEVHO 01367

TECHNICIAN – WATER DEMAND MANAGEMENT
L5 – X1
Z DOMINGO 01583

ASSISTANT DIRECTOR LAND USE
L4 – X1
W SCHIRGE 00781

TECHNICIAN – LAND USE (WAY LEAVE)
L5 – X1
VACANT

ASSISTANT TECHNICIAN – LAND USE (WAY LEAVE)
L6 – X1
VACANT

ASSISTANT DIRECTOR: REVENUE PROTECTION
L4 – X1
VACANT

PLUMBER: INVESTIGATIONS
L7 – X1
VACANT

CHIEF CLERK REVENUE PROTECTION
L7 – X1
ML TLADI 01223

GENERAL WORKSMAN: WATER REVENUE
L9 – X1
VACANT

MIDVAAL Local Municipality
Masepala Wa Selehae
Plaaslike Munisipaliteit

Updated MARCH 2023

ORGANISATIONAL STRUCTURE – ENGINEERING SERVICES - PURIFICATION (2023-2024)

Checked by HR: _____ Date: _____

Approved by HOD: _____ Date: _____

Approved by MM: _____ Date: _____

ASSISTANT DIRECTOR: SANITATION
L4 – X1
VACANT

ADMIN CLERK
L9 – X1
VACANT

TECHNICIAN PURIFICATION & EFFLUENT
L5 – X1
NS RATSHILI 01525

MILLWRTIGHT
L6 – X2
RM SERERO 01429
MN MAKWELA 01433

GENERAL WORKSMAN
L9 X2
MBF SEKELE 01146
VACANT X1

PROCESS CONTROLLER IV
L6 – X2
D BALOYI 01447
TK MOKHOMOLA 01434

PROCESS CONTROLLER III
L8 – X2
PJ SHEKOE 01565
KP RAMUHASHI 01566

PROCESS CONTROLLER II
L11 – X2
MA MOKULUBETE 00974
VACANT X1 2023/2024

PROCESS CONTROLLER I
L12 – X2
JT JUOELE 01492
PJ MOTAUNG 01563

PROCESS CONTROLLER IV
L6 – X2
DM MATYOBENI 01451
LS NXALA 01203

PROCESS CONTROLLER III
L8 – X3
NC MASANABO 01662
VACANT
VACANT X1 23/24

PROCESS CONTROLLER II
L11 – X2
AB BEKEMYA 00981
VACANT X1 2024/2025

PROCESS CONTROLLER I
L12 – X3
AK NYONI 01564
T LEPHAILA 01688
MM TSELE 01689

BOBCAT OPERATOR
L8 – X1

VACANT

PROCESS CONTROLLER
L6 – X2
S.P. LETLHAKE 00815
SM MOTHA 01527

SPECIAL WORKSMAN PUMP OPERATIONS
L8 – X1
S MABELANE 00916

PUMP OPERATOR ROTHDENE
L11 – X5
MJ MONCHO 28720
BV MOHAPI 01212
L ZULU 00980
SI MOTLOUNG 01498
BNT NXOZANA 01573

GENERALWORKER
L13 – X 08

BJ MELLO 01694
KW RAMPAI 01697

NE MPEMBE 00923
MP MOFOKENG 01696
VACANT X2

AJ ALFONSO 01561
MD MOHALE 01697

SPECIAL WORKSMAN OHENIMURI
L8 – X1
S NTISA 01636

PUMP OPERATOR PURIFICATION
L11 – X5
Z MQUSHULU 28909
MM NHLAPO 28725
OD SELAI 00861
DT TSHABALALA 01213
NS MASINA 01659

DRIVER C1
L10 – X2
MB MOTAUNG 00947
TE MOKHASI 01087

MIDVAAL Local Municipality
Masepala Wa Selehae
Plaaslike Munisipaliteit

Updated MARCH 2023

ORGANISATIONAL STRUCTURE – ENGINEERING SERVICES - SANITATION (2023-2024)

Checked by HR: _____ Date: _____

Approved by HOD: _____ Date: _____

Approved by MM: _____ Date: _____

ASSISTANT DIRECTOR: SANITATION
L4 – X1
VACANT

ADMIN CLERK
L9 X1
E.K. MONDEMA 01295

SUPERINTENDENT SANITATION
L5 – X1
VACANT

MILLWRTIGHT
L6 – X1
CW MNISI 01362

GENERAL WORKSMAN
L9 X3
ND SENAKGOMO 00927
JM NDLOVU 00884
VACANT X1

ARTISAN ASSISTANT
L12 – X1
S MFENE 00919
MJ MZUNGA 00062

GENERAL WORKER / CLEANER
L13 – X1
ST LETSOKA 00888

FOREMAN: OPERATIONS AND CONSTRUCTION
L6 – X1
VACANT X1

PLUMBER
L7 X1
VACANT

SPECIAL WORKSMAN
L8 – X2
I SINGO 01262
TP KHOALI 00915

GENERAL WORKSMAN
L9 X1
VACANT

GENERAL WORKER
L13 X3
VACANT X3 2023/2024

FOREMAN: SEWER
L6 – X1
MS HLAKOTSA 00188

BOBCAT OPERATOR
L8 – X1
VACANT

TLB OPERATOR
L8 – X1
M MYATAZA 00534

PLUMBER
L7 X1
GL MASHIMBUKA 01499

SPECIAL WORKSMAN
L8 – X4
SH BIKIZANA 01003
TMP TSOTETSI 01354

DRIVER(CODE EC)
L10 – X2
J.M. NGUBENI 00925
C. MCHUNU 01019
VACANT 2024/2025

GENERAL WORKER
L13 – X 15

DT MAKHATHENG 00251
KW RAMPAI 01698
P STATU 00928
BM MOLOTO 01487
L.P. MAKOFANE 1759
KOJ MOKOENA 00434
LD MDUNA 00917
TC SHOTO 01343
P.J. NAKEDI 1761
S.H. MAKUBU 1757
SL MPUNGOSE 00500
TA MAYA 00918
LS RAMAISA 01379
M.I. MOKHADINYANE 1758
V.M. MTWAZ 1764I

MIDVAAL Local Municipality
Masepala Wa Selehae
Plaaslike Munisipaliteit

Updated MARCH 2023

ORGANISATIONAL STRUCTURE – ENGINEERING SERVICES - WATER (2023-2024)

Checked by HR: _____ Date: _____

Approved by HOD: _____ Date: _____

Approved by MM: _____ Date: _____

ASSISTANT DIRECTOR: WATER SERVICES
L4 – X1
R THOMANI 01701

ADMIN CLERK: WATER
L09 – X1
M.P. MOFOKENG 01193

SUPERINTENDENT WATER
L5 – X1
M MOAHLOLI 01489

GENERAL WORKER / CLEANER
L13 – X1
MF MOKOENA 00547

FOREMAN WATER
L6 – X2
D.S. MATSILISO 00532
WM LEGOABE 01494

MILLWRIGHT WATER
L6 – X1
MRJ FURUMELE 01342

PLUMBER WATER
L7 – X5

J HUNGWANA 01631
M.B. MCELU 00418
A. MHLONGO 00580
AM MOKOENA 01462
MW MASHININI 01192

SPECIAL WORKSMAN WATER
L8 – X2
VACANT

MACHINE OPERATOR TLB / BOBCAT - WATER
L8 – X1
PI LENKA 00417

MACHINE / BOBCAT - WATER
L8 – X1
VACANT

DRIVER CODE (EC) WATER
L10 – X3
MJ MOFOKENG 01268
PF MASELOA 01110
VACANT x1

GENERAL WORKSMAN: WATER
L9 – X2
RM MOGANO 01461
MO MAGWAZA 00653 (SC)

ARTISAN ASSISTANT
L12 – X2
KD MASHAVA 01287
SA MOKONE 01393

GENERAL WORKSMAN: WATER
L9 – X3
KG KAMTE 00774
MP DITHAKONG 00290

GENERAL WORKSMAN: WATER
L9 – X1
TV TAAIBOSCH 00642

GENERAL WORKSMAN: WATER
L9 – X1
K.S. MADUNA 00638

TEAM LEADER COMPACTION
L12 – X1
D MBONA 00095

GENERAL WORKER WATER SUPPLY
L13 – x32

BS NHLAPO 00494
SM NHLAPO 00590
SP MOKOENA 01194
MA MANOTO 01410
MS MAKGALEMELE 01685
S.B. NQUBUKA 1765
VACANT X5

MJ MTHUNZI 00497
TJ MADUNA 00772
JS MASHILOANE 01288
SB MSIYA 01411
EM MOFOKENG 32020
J. MOKHALI 1762

MF MOKOENA 00547
M MOLEKO 00777
TN NTEMA 01291
JT MOHLAMME 01491
TA RABORIFI 32021

SM KOPUNG 00555
ML THANGELA 00779
RI MOHLABAI 01368
NN YILANI 01496
PL MASEKO 32039

SD SITHUKUZA 00561
AE SMITH 00840
T MATLOU 01370
SS MOFOKENG 01497
MDP MOFOKENG 1763

General Workers may be re-assigned at the discretion of the Engineering Technician

MIDVAAL
Local Municipality
Masepala Wa Selehae
Plaaslike Munisipaliteit

Updated MARCH 2023

ORGANISATIONAL STRUCTURE – ENGINEERING SERVICES – ELECTRICAL - MAINTENANCE (2023-2024)

Checked by HR: _____ Date: _____

Approved by HOD: _____ Date: _____

Approved by MM: _____ Date: _____

DIRECTOR ELECTRICAL & MECH. ENGINEERING
L1 – X1
V SOFE 01539

ASSISTANT DIRECTOR: MAINTENANCE
L4 – X1
N NKOMO 01641

SNR. ADMIN CLERK
L8– X1
L GREYLING (CTI)

SUPERINTENDENT ELECTRICAL SUPPLY
L5 – X1
A DU TOIT 00058

GENERAL WORKER CLEANER
L13 – X1
NM CEKISO 00437

FOREMAN
L6 – X1
J ROSSOUW 0008

ELECTRICIAN
L7 – X4
DP SIMELANE 01142

ELECTRICIAN
L7 – X4
NL RIKHOTSO 01442

ELECTRICIAN
L7 – X4
TD BUNU 00503

ELECTRICIAN - LOADSHEDDING
L7 – X4 (CONTRACT)
VACANT (CONTRACT)

SPECIAL WORKSMAN ELECTRICAL SUPPLY (streetlight attendance)
L8- X3
TR MOKOAKOE 00936
VACANT X 2 (2023/2024)
VACANT X2 (2024/2025)

SPECIAL WORKSMAN / TLB TRUCK OPERATOR ELECTRICAL SUPPLY
L8 – X1
K.T. KHANYE 00416

SPECIAL WORKSMAN / TLB TRUCK OPERATOR
L8 – X1
MA PHAHLANE 00710

GENERAL WORKSMAN: ELECTRICAL
L9 – X4
MJ HLOMOKA 00415

GENERAL WORKSMAN: ELECTRICAL
L9 – X4
B LATAKGOMO 00930

GENERAL WORKSMAN: ELECTRICAL
L9 – X1
VACANT

ARTISAN ASSISTANT
L12 – X2
PP TSOLO 01365
MB HLATSHWAYO 01556

ARTISAN ASSISTANT
L12 – X1
M MKUNDLU 00140

GENERAL WORKER ELECTRICAL SUPPLY
L13 – X7

P MOFOKENG 00254
RODOLO 01057
CHALALA 01739
VACANT 2024/2025

PJ THELETSANE 00259
N SEKONYELA 01938J
VACANT X1

General Workers may be re-assigned at the discretion of the Engineering Technician

MIDVAAL Local Municipality
Masepala Wa Selehae
Plaaslike Munisipaliteit

Updated MARCH 2023

ORGANISATIONAL STRUCTURE – ENGINEERING SERVICES – ELECTRICAL - MAINTENANCE (2023-2024)

Checked by HR: _____ Date: _____

Approved by HOD: _____ Date: _____

Approved by MM: _____ Date: _____

DIRECTOR ELECTRICAL & MECH. ENGINEERING
L1 – X1
V SOFE 01539

ASSISTANT DIRECTOR: MAINTENANCE
L4 – X1
N NKOMO 01641

SNR. ADMIN CLERK
L8– X1
L GREYLING (CTI)

SUPERINTENDENT ELECTRICAL SUPPLY
L5 – X1
A DU TOIT 00058

GENERAL WORKER CLEANER
L13 – X1
NM CEKISO 00437

FOREMAN
L6 – X1
L BOTHA 00199

ELECTRICIAN
L7 – X2
W BOTHA 00193

ELECTRICIAN
L7 – X2
VO SITHOLE 01352

ELECTRICIAN
L7 – X2
VACANT

ELECTRICIAN
L7 – X2
M MAHAFHA 01634

SPECIAL WORKSMAN CRANE OPERATOR
L8 – X1
KP MOFOKENG 12009

SPECIAL WORKSMAN Boilermaker/Welder
L8 – X1
SG NOVUKELA 01454

SPECIAL WORKSMAN ELECTRICAL (streetlights)
L8 – X1
OS MOKOENA 00443

SPECIAL WORKSMAN TLB TRUCK OPERATOR
L8 – X1
EM SIBIYA 00249

GENERAL WORKSMAN: ELECTRICAL
L9 – X1
TO MBONANI 00441

GENERAL WORKSMAN: ELECTRICAL
L9 – X1
TRJ MOLOANTOA 01364

GENERAL WORKSMAN: ELECTRICAL
L9 – X1
MS MODIBA 00931

GENERAL WORKSMAN: ELECTRICAL
L9 – X1
MG MOTSHELE 1323

ARTISAN ASSISTANT
L12 – X2
TM THEJANE 01724
A DLAMINI 01726
VACANT 2024/2025

GENERAL WORKER ELECTRICAL SUPPLY
L13 – X 12

M. MBELE 01270
TS MOFOKENG 00255
AN ZUMA 01449
MJ MOLOTO 01734
D. TSHAGALA 01356
PA MNGUNI 00652
LC LITABE 01673
AK MALATJIE 01735
FM MOFOKENG 01674
J PIETERSEN 01675
NE MANANA 01553
ME KOTELA 01938

General Workers may be re-assigned at the discretion of the Engineering Technician

MIDVAAL Local Municipality
Masepala Wa Selehae
Plaaslike Munisipaliteit

Updated MARCH 2023

ORGANISATIONAL STRUCTURE – ENGINEERING SERVICES – ELECTRICAL – REVENUE PROTECTION (2023-2024)

Checked by HR: _____ Date: _____

Approved by HOD: _____ Date: _____

Approved by MM: _____ Date: _____

DIRECTOR ELECTRICAL & MECH. ENGINEERING
L1 X1
V SOFE 01539

ASSISTANT DIRECTOR BULK CONNECTIONS
L4 – X1
NH MNISI 01589

ASSISTANT DIRECTOR: ENERGY
L4 – X1
BE SHOBA 00306

INSTALLATION INSPECTOR
L5 – X1
AL WATTEN 00425

SSEG TECHNICIAN BULK CONTRIBUTIONS (RENEWABLE/SOLAR)
L5 – X2
VACANT 2023/2024
VACANT 2024/2025

ENGINEERING TECHNICIAN: REVENUE PROTECTION
L5 – X1
O.G. TSHIKHUDO 01249

TECHNICIAN BULK CONTRIBUTIONS (ESKOM/MIDVAAL IMPACT ASSESSMENT)
L5 – X1
VACANT

ELECTRICIAN: METERING
L7 – X3
B RATHABE 01355
C KHOZA 01221
S MSIPHA 01777

CHIEF CLERK: ELECTRICAL VENDING
L7 – X1
VACANT

MIDVAAL Local Municipality
Masepala Wa Selehae
Plaaslike Munisipaliteit

Updated MARCH 2023

PROPOSED ORGANISATIONAL STRUCTURE – FINANCIAL SERVICES (2023-2024)

Checked by HR: _____ Date: _____

Approved by HOD: _____ Date: _____

Approved by MM: _____ Date: _____

EXECUTIVE DIRECTOR: FINANCIAL SERVICES
SECT 57
ZN MHLONGO 01781

SECRETARY: FINANCIAL SERVICES
L6 – X1
CM MOTSEPHE 01513

DIRECTOR: INCOME
L1 – X1
AWC MEIRING 00671

DIRECTOR FINANCIAL REPORTING
L1 – X1
K DESAI 01183

DIRECTOR: EXPENDITURE
L1 – X1
VACANT

DIRECTOR: SCM
L1 – X1
JF JONAS 00897

GENERAL WORKER: CLEANER
L13 – X2
CN MUKHUMA 01488
SE OLIFANT 00047

FINANCIAL MANAGEMENT INTERNS
CONTRACT X5
VN MAZIBUKO 01629
S MARENENE 01702
RMD NTSOLE 01654
MP MOHUBA 01656
MITHI NA 01794

MIDVAAL Local Municipality
Masepala Wa Selehae
Plaaslike Munisipaliteit

Updated MARCH 2023

ORGANISATIONAL STRUCTURE – FINANCIAL REPORTING (2023-2024)

Checked by HR: _____ Date: _____

Approved by HOD: _____ Date: _____

Approved by MM: _____ Date: _____

DIRECTOR FINANCIAL REPORTING
L1 – X1
K DESAI 01183

DEPUTY DIRECTOR: FINANCIAL CONTROL
L3/2 – X1
N. GITE

SUB ACCOUNTANT FINANCIAL REPORTING
L6 – X1
JK KANONO 01637

SUB ACCOUNTANT: CASH MANAGEMENT
L6 – X1
ZY MAZINGELA 01165

SNR CLERK FINANCIAL CONTROL
L8 – X1
M FILMALTER 00378

MIDVAAL Local Municipality
Masepala Wa Selehae
Plaaslike Munisipaliteit

Updated MARCH 2023

ORGANISATIONAL STRUCTURE – FINANCIAL REPORTING - ASSETS (2023-2024)

DIRECTOR FINANCIAL REPORTING
L1 – X1
K DESAI 01183

DEPUTY DIRECTOR: FINANCIAL CONTROL
L3/2 – X1
N. GITE

ACCOUNTANT: ASSETS
L5 – X1
VACANT

SUB ACCOUNTANT FINANCIAL REPORTING
L6 – X1
G DU KOKER 00238

CLERK: ASSETS
L 9 –X2
VACANT

Checked by HR: _____ Date: _____

Approved by HOD: _____ Date: _____

Approved by MM: _____ Date: _____

MIDVAAL Local Municipality
Masepala Wa Selehae
Plaaslike Munisipaliteit

Updated MARCH 2023

ORGANISATIONAL STRUCTURE – INCOME SERVICES (2023-2024)

Checked by HR: _____ Date: _____

Approved by HOD: _____ Date: _____

Approved by MM: _____ Date: _____

DIRECTOR : INCOME
L1 – X1
AWC MEIRING 00671

ASSISTANT DIRECTOR: INCOME (WATER & ELECTRICITY)
L4 – X1
J RAMAKOLOI 00511

ACCOUNTANT: BILLING
L5 – X1
VACANT 2024/2025

SUB ACCOUNTANT BILLING
L6 – X1
MM SEPHIRI 00732

CHIEF CLERK INCOME BILLING
L7 – X2
M RASENTSOERE 01026
RN MOKOENA 00999

SNR CLERK INCOME CASHIERS
L8 – X1
MA MAFASA 01148

SNR CLERK ENQUIRIES
L8 – X1
MY MOLEFE 01650

CLERK: WATER & ELECTRICITY
L9 – X1
H WARD 00667

CASHIERS
L9 – X3
MM FOKANE 01111
PM MAZIBUKO 01314
JN MOFOKENG 01538
RELIEF CASHIERS X2

INFORMATION DESK OFFICER
L9 – X1
B MAKAKANE 01729

MIDVAAL Local Municipality
Masepala Wa Selehae
Plaaslike Munisipaliteit

Updated MARCH 2023

ORGANISATIONAL STRUCTURE – INCOME (SAVANNA CITY) (2023-2024)

Checked by HR: _____ Date: _____

Approved by HOD: _____ Date: _____

Approved by MM: _____ Date: _____

DIRECTOR: INCOME
L1 – X1
AWC MEIRING 00671

ASSISTANT DIRECTOR: INCOME (WATER & ELECTRICITY)
L4 – X1
J RAMAKOLOI 00511

SUB ACCOUNTANT RATES & CLEARANCES
L6 – X1
LV MOTAUNG 00748

SNR CLERK CLEARANCES & RATES
L8 – X1
SL LUTA 01655

MIDVAAL Local Municipality
Masepala Wa Selehae
Plaaslike Munisipaliteit

Updated MARCH 2023

ORGANISATIONAL STRUCTURE – DEBT COLLECTION (2023-2024)

Checked by HR: _____ Date: _____

Approved by HOD: _____ Date: _____

Approved by MM: _____ Date: _____

DIRECTOR : INCOME
L1 – X1
AWC MEIRING 00671

ASSISTANT DIRECTOR: PROPERTY RATES & CREDIT CONTROL
L4 – X1
JM RAMODIKE 01184

ACCOUNTANT PROPERTY VALUATION ADMIN
L5 – X1
SB THOBANE 01349

ACCOUNTANT DEBT RECONCILIATION
L5 – X1
K MOLOI 01436

ACCOUNTANT DEBT COLLECTION & RECON
L5 – X1
JS BHENGU 01023

SUB-ACCOUNTANT: PROPERTY RATES
L6 – X1
VACANT 2024/2025

SUB ACCOUNTANT CLEARANCES & PROP TRANSFERS
L6 – X1
MM TSOAELI 00696

SUB ACCOUNTANT: DEBT COLLECTION
L6 – X1
VACANT 2024/2025

CHIEF CLERK DEBT COLLECTION
L7 – X2
DP MTHEMBU 01297
L FUNEKA 00533

CHIEF CLERK RATES INCOME
L7 – X2
CJ FOURIE 28862
NM MOLEDI 00071

SNR CLERK DEBT COLLECTION
L8 – X1
ML MAKAZANE 01567

SNR CLERK SUNDRY
L8 – X1
VACANT

SNR CLERK CLEARANCE CERTIFICATE (INCOME)
L8 – X4
TC MBULAHENI 01646
TP RADEBE 01025
MP MOSOLA 01530
M. MATHIVA 01704

CLERK INDIGENT ADMINISTRATION
L9 – X1
L BIKITSHA 00477

CLERK DEBT COLLECTION
L9 – X1
M MAMATELA 01435

CLERK DEBT COLLECTION
L9 – X1
LG MOTSAMAI 01015

CLERK: TRAFFIC FINES
L9 – X3 (CONTRACT)
VACANT X3

CLERK STATISTICS
L9 – X1
C DLAMINI 01744

Updated MARCH 2023

ORGANISATIONAL STRUCTURE – SUPPLY CHAIN MANAGEMENT (2023-2024)

Checked by HR: _____ Date: _____

Approved by HOD: _____ Date: _____

Approved by MM: _____ Date: _____

DIRECTOR: SCM
L1 – X1
JF JONAS 00897

ASSISTANT DIRECTOR: SOURCING
L4 – X1
Y WHITE 01185

ASSISTANT DIRECTOR: SCM
L4 – X1
KD SEMANO 01508

ASSISTANT DIRECTOR: CONTRACTS
L4 – X1
MT MPETA 01638

ASSISTANT DIRECTOR: LOGISTICS
L4 – X1
MS LETSATSI 00669

ACCOUNTANT: STRATEGIC SOURCING
L5 – X1
VACANT

ACCOUNTANT: ACQUISITIONS
L5 – X1
VACANT

ACCOUNTANT: SCM
L5 – X1
SAM MASUKU 01167

ACCOUNTANT CONTRACT MANAGEMENT
L5 – X1
PA PAPANE 01437

SUB ACCOUNTANT: PROCUREMENT
L6 – X1
SJ POWELL 00489

SUB ACCOUNTANT: PROCUREMENT
L6 – X1
NA MTHIMKULU 01597

SUB ACCOUNTANT: PROCUREMENT
L6 – X1
SY MARIRI 01164

SUB-ACCOUNTANT: STORES
L6 – X1
VACANT PROPOSED

SNR CLERK PROCUREMENT
L8 – X3
XF KUMALO 01416
LM MABENA 01119
NL NTULI 01472

SNR.CLERK CONTRACT MANAGEMENT
L8 – X1
TK LEMEKO 01667

CLERK PROCUREMENT
L9 – X2
NT NTSHANGASE 01690

CLERK PROCUREMENT
L9 – X1
VACANT

STOREMAN
L9 – X2
RT KGARITSI 01319
S NKABINDE 01432

GENERAL WORKER: STORES
L13– X1
AB PHAKATHI 00656

Updated MARCH 2023

MIDVAAL Local Municipality
Masepala Wa Selehae
Plaaslike Munisipaliteit

ORGANISATIONAL STRUCTURE – EXPENDITURE (2023-2024)

Checked by HR: _____ Date: _____

Approved by HOD: _____ Date: _____

Approved by MM: _____ Date: _____

DIRECTOR: EXPENDITURE
L1 – X1
VACANT

ASSISTANT DIRECTOR: EXPENDITURE
L4 – X1
GS KRUGER 28746

SUB ACCOUNTANT CREDITORS/ADMIN
L6 – X1
VD NDIMANDI 00898

SUB ACCOUNTANT PAY OFFICE
L6 – X1
S NGQOLOSI 01622

CHIEF CLERK PAY OFFICE
L7 – X1
NE MBATHA 01044

SNR CLERK CREDITORS/ ADMIN
L8 – X1
BT KHUMALO 00886

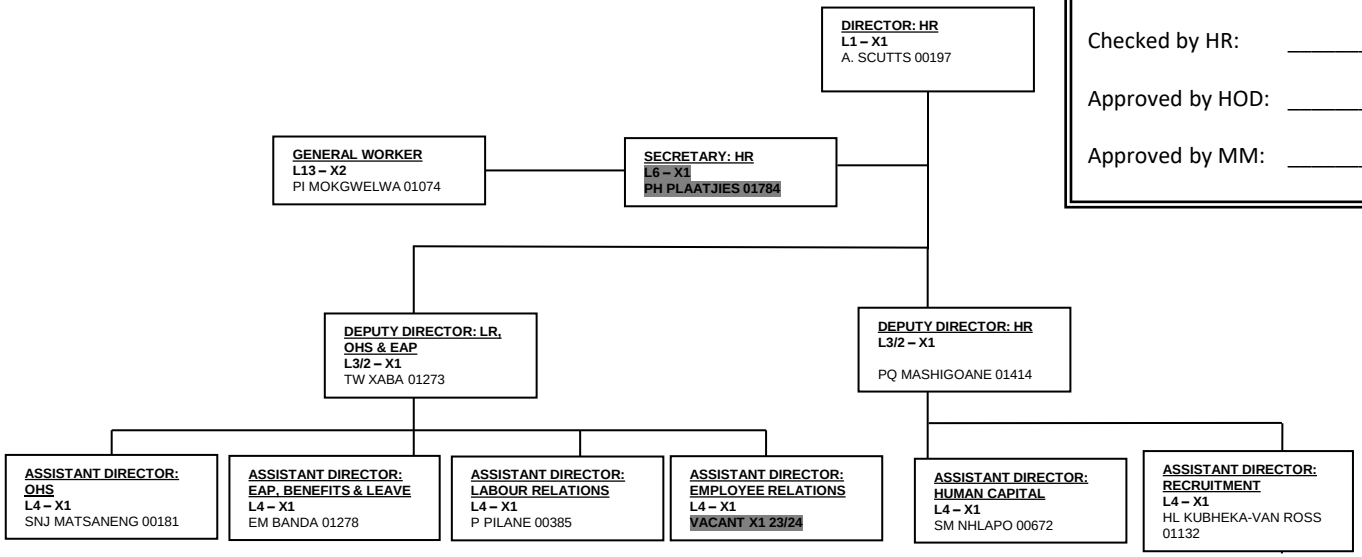
SNR CLERK PAY OFFICE
L8 – X1
F KHOZA 00940

CLERK CREDITORS / ADMIN
L9 – X1
VACANT

MIDVAAL Local Municipality
Masepala Wa Selehae
Plaaslike Munisipaliteit

Updated MARCH 2023

PROPOSED ORGANISATIONAL STRUCTURE – HUMAN RESOURCES DIRECTORATE (2023-2024)



Checked by HR: _____ Date: _____

Approved by HOD: _____ Date: _____

Approved by MM: _____ Date: _____

MIDVAAL Local Municipality
Masepala Wa Selehae
Plaaslike Munisipaliteit

Updated MARCH 2023

PROPOSED ORGANISATIONAL STRUCTURE – HUMAN RESOURCES DIRECTORATE PMDS (2023-2024)

DIRECTOR: HR
L1 – X1
A. SCUTTS 00197

DEPUTY DIRECTOR: HR
L3/2 – X1

PQ MASHIGOANE 01414

ADMIN OFFICER: PMDS
L6 – X1
VACANT 23/24

Checked by HR: _____ Date: _____

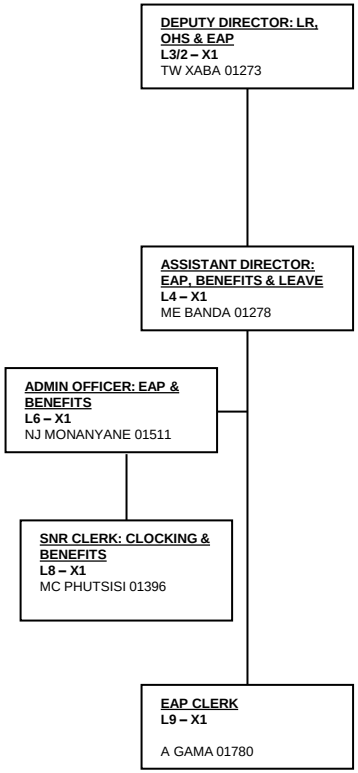
Approved by HOD: _____ Date: _____

Approved by MM: _____ Date: _____

MIDVAAL Local Municipality
Masepala Wa Selehae
Plaaslike Munisipaliteit

Updated MARCH 2023

ORGANISATIONAL STRUCTURE – EAP, BENEFITS, TIME & ATTENDANCE & LEAVE (2023-2024)



Checked by HR: _____ Date: _____

Approved by HOD: _____ Date: _____

Approved by MM: _____ Date: _____

MIDVAAL Local Municipality
Masepala Wa Selehae
Plaaslike Munisipaliteit

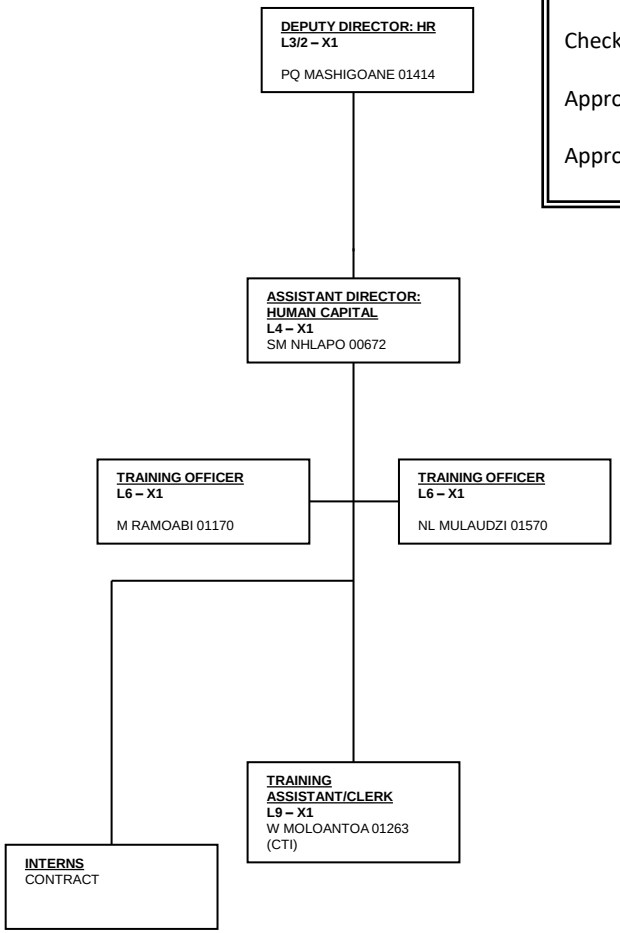
Updated MARCH 2023

ORGANISATIONAL STRUCTURE –TRAINING (2023-2024)

Checked by HR: _____ Date: _____

Approved by HOD: _____ Date: _____

Approved by MM: _____ Date: _____



MIDVAAL Local Municipality
Masepala Wa Selehae
Plaaslike Munisipaliteit

Updated MARCH 2023

ORGANISATIONAL STRUCTURE – OPERATIONS & RECRUITMENT (2023-2024)

Checked by HR: _____ Date: _____

Approved by HOD: _____ Date: _____

Approved by MM: _____ Date: _____

DEPUTY DIRECTOR: HR
L3/2 – X1
PQ MASHIGOANE 01414

ASSISTANT DIRECTOR: RECRUITMENT
L4 – X1
H KUBHEKA VAN ROSS 01132

ADMIN OFFICER RECRUITMENT
L6 – X1
M MITHI 01135

ADMIN OFFICER RECRUITMENT
L6 – X1
G MGAGA 01745

SNR CLERK: RECRUITMENT
L8 – X1
K MOFOKENG 01199

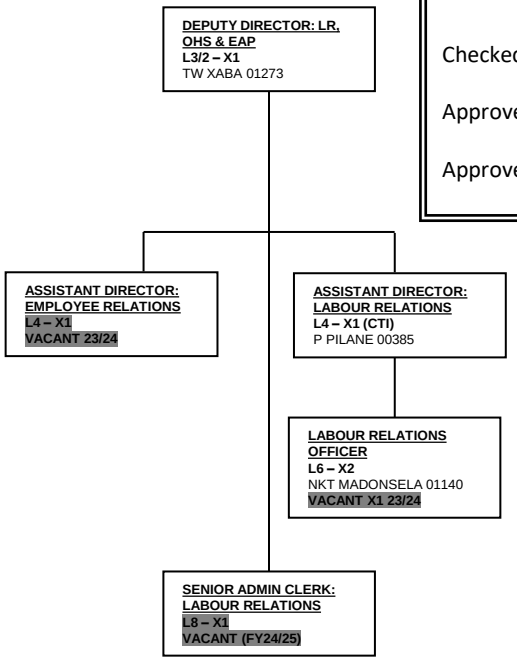
RECEPTIONIST
L9 – X1
MR TAU 01727

RECORDS CLERK
L9 – X1
G DLADLA 01439

MIDVAAL Local Municipality
Masepala Wa Selehae
Plaaslike Munisipaliteit

Updated MARCH 2023

ORGANISATIONAL STRUCTURE – LABOUR RELATIONS (2023-2024)



Checked by HR: _____ Date: _____

Approved by HOD: _____ Date: _____

Approved by MM: _____ Date: _____

MIDVAAL Local Municipality
Masepala Wa Selehae
Plaaslike Munisipaliteit

Updated MARCH 2023

ORGANISATIONAL STRUCTURE – OCCUPATIONAL HEALTH & SAFETY (2023-2024)

DEPUTY DIRECTOR: LR, OHS & EAP
L3/2 – X1
TW XABA 01273

ASSISTANT DIRECTOR: OHS
L4 – X1
SNJ MATSANENG 00181

OCCUPAITONAL HEALTH & SAFETY OFFICER
L6 – X1
D SWART 00628

SNR CLERK: OHS
L8 – X1
NK MOGASHOA 01331

OHS CLERK
L9 – X1
T.E. MOTAUNG 01506

Checked by HR: _____ Date: _____

Approved by HOD: _____ Date: _____

Approved by MM: _____ Date: _____

MIDVAAL Local Municipality
Masepala Wa Selehae
Plaaslike Munisipaliteit

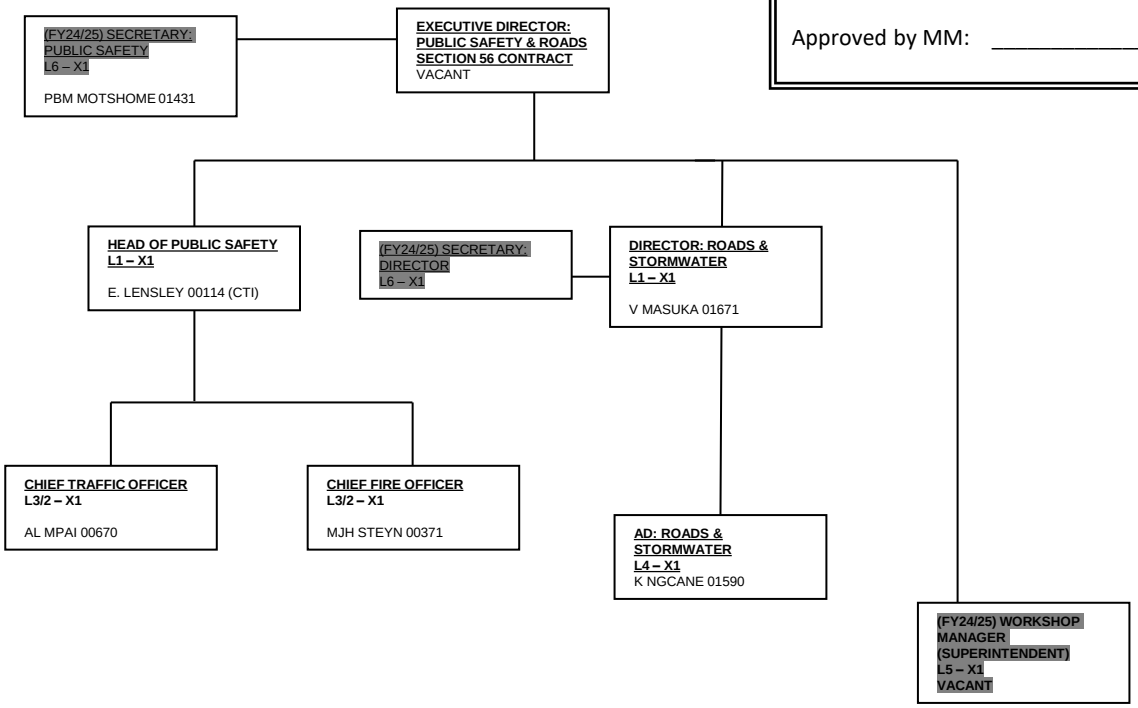
Updated MARCH 2023

PROPOSED ORGANISATIONAL STRUCTURE – PUBLIC SAFETY AND ROADS (2023-2024)

Checked by HR: _____ Date: _____

Approved by HOD: _____ Date: _____

Approved by MM: _____ Date: _____



MIDVAAL Local Municipality
Masepala Wa Selehae
Plaaslike Munisipaliteit

Updated MARCH 2023

ORGANISATIONAL STRUCTURE – PUBLIC SAFETY AND ROADS (2023-2024)

Checked by HR: _____ Date: _____

Approved by HOD: _____ Date: _____

Approved by MM: _____ Date: _____

EXECUTIVE DIRECTOR: PUBLIC SAFETY & ROADS SECTION 56 CONTRACT
VACANT

SECRETARY: PUBLIC SAFETY
L7B – X1
PBM MOTSHOME 01431

GENERAL WORKER
L13 – X1
SI KATANE 00212

HEAD OF PUBLIC SAFETY
L1 – X1
E. LENSLEY 00114 (CTI)

CHIEF TRAFFIC OFFICER
L3/2 – X1
AL MPAI 00670

CHIEF FIRE OFFICER
L3/2 – X1
MJH STEYN 00371

CHIEF SUPERINTENDENT: LAW ENFORCEMENT
L4 – X1
K VAN VOLLENSTEE 00107

DEPUTY CHIEF FIRE OFFICER
L4 – X1
A BRUNO 00675

ADMIN ASSISTANT TRAFFIC
L9 – X1
ER VAN DER MERWE 01051

ADMIN ASSISTANT FIRE
L9 – X1
E VAN DEVENTER 14257

MIDVAAL Local Municipality
Masepala Wa Selehae
Plaaslike Munisipaliteit

Updated MARCH 2023

ORGANISATIONAL STRUCTURE – PUBLIC SAFETY AND ROADS TRAFFIC (2023-2024)

Checked by HR: _____ Date: _____

Approved by HOD: _____ Date: _____

Approved by MM: _____ Date: _____

CHIEF TRAFFIC OFFICER
L3/2 – X1
A MPAI 00670

CHIEF SUPERINTENDENT: LAW ENFORCEMENT
L4 – X1
K VAN VOLLENSTEE 00107

SUPERINTENDENT SPEED
L6/5 – X1
B SMIT 00042

TRAFFIC OFFICER
L8/7 – X5
S VAN DER BERG 00536
VACANT X4
VACANT X3 2024/2025
(SLIDING SCALE)

TRAFFIC OFFICER GR2
L9 – X3
AS NKUNA 01782
VACANT X2
(SLIDING SCALE)

SUPERINTENDENT LAW ENFORCEMENT
L6/5 – X1
D SIMELANE 00543

ASSISTANT SUPERINTENDENT
L6 – X1
VACANT

TRAFFIC OFFICER
L8/7 – X5
KJ BALOYI 00240
MR MAZIBUKO 01030
TA NKEKI 01031
XD MAZINGELA 01040
MJ LOURENS 00858
VACANT X3 2024/2025
(SLIDING SCALE)

LAW ENFORCEMENT OFFICER
L7 – X4
VACANT (FY23/24)

TRAFFIC WARDEN OFFICER (INTERNS)
L14 – X2(CONTRACT)
VACANT

SUPERINTENDENT LAW ENFORCEMENT
L6/5 – X1
P NKWINIKA 00540

TRAFFIC OFFICER
L8/7 – X6
NA MAHODE 00375
DG LABUSCHAGNE 00822
JT SOLDAT 01034
JP LENKA 01039
NM GODOLE 01027
M PHULE 00539
VACANT X2 2024/2025
(SLIDING SCALE)

TRAFFIC OFFICER GR2
L9 – X4
SA BIYELA 01785
VACANT X3
(SLIDING SCALE)

TRAFFIC WARDEN OFFICER (INTERNS)
L14 – X4 (CONTRACT)
VACANT

LAW ENFORCEMENT OFFICER
L7 – X2
VACANT (FY24/25)

WARDEN CBD OFFICER
L8 – X1
VACANT X1

POINT DUTY OFFICER
X15 (TEMP CONTRACT)
NE MOJOLA 00075
TJ LUTA 00214
KJ DHLAMINI 00241
MA PAPALI 00504
PV HOYANE 01265
PK SEBILOANE 01648
SH SELBALO 01732
KK MOATLHODI 01733
PP MANOELI 01767
BS MAHLANGU 01768
VACANT X5

MIDVAAL Local Municipality
Masepala Wa Selehae
Plaaslike Munisipaliteit

Updated MARCH 2023

ORGANISATIONAL STRUCTURE – PUBLIC SAFETY AND ROADS TRAFFIC (2023-2024)

Checked by HR: _____ Date: _____

Approved by HOD: _____ Date: _____

Approved by MM: _____ Date: _____

CHIEF TRAFFIC OFFICER
L3/2 – X1
A MPAI 00670

CHIEF SUPERINTENDENT: LAW ENFORCEMENT
L4 – X1
K VAN VOLLENSTEE 00107

SUPERINTENDENT ADMINISTRATION
L6/5 – X1
MB TSOTETSI 00155

ASSISTANT SUPERINTENDENT
L6 – X1
VACANT X1

BACK OFFICE OFFICERS
L8 – X1
MP MAKHOTLA 00174

ADMIN CLERK
L9 – X3
VACANT x2 (FY23/24)
Vacant x1 FY24/25)

SNR ADMIN CLERK
L8 – X1
S THULARE 00050

ADMIN CLERK
L9 – X2
MB MAKOATSANE 00876
Q SEHURUTSE 00073

ADMIN CLERK
L9 – X1
I VAN DER MERWE 01051

COURT/WARRANT OFFICER
L8/7– X2
LA MOTITSOE 14259
M LE ROUX 00178

TRAFFIC WARDEN OFFICER (INTERN)
L14 – CONTRACT)
SG RADEBE 01625

SUPERINTENDENT TECHNICAL SUPPORT
L6/5 – X1
BE RADEBE 01033

MIDVAAL Local Municipality
Masepala Wa Selehae
Plaaslike Munisipaliteit

Updated MARCH 2023

ORGANISATIONAL STRUCTURE – PUBLIC SAFETY AND ROADS
FIRE
(2023-2024)

Checked by HR: _____ Date: _____

Approved by HOD: _____ Date: _____

Approved by MM: _____ Date: _____

CHIEF FIRE OFFICER
L3/2 – X1
MJH STEYN 00371

DEPUTY CHIEF FIRE OFFICER
L4 – X1
A BRUNO 00675

REGIONAL DIVISIONAL OFFICER OPERATIONS
L6/5 – X1
CJ HEYMANS 14146

STATION OFFICER
L7 – X1
THA ENGELBRECHT 00160

SNR FIRE FIGHTER
L8 – X3
JJ. HANYANE 80173
KNJ MTAMBO 00698
L NGOEPE 00612
(SLIDING SCALE)

FIRE FIGHTER
L9 X3
NE TSHABALALA 01178
RMM MOKGATLE 01237
C MASHISHI 01097
(SLIDING SCALE)

JNR FIRE FIGHTER
L10 – X1
ME RADEBE 01176

STATION OFFICER
L7 – X1
G VAN STADEN 00166

SNR FIRE FIGHTER
L8 – X6
MD PHEKO 00701
JD MOREBA 01159
M MAKOLA 00608
TS TSOARI 01179
PX ZWANE 01161
VACANT X1
(SLIDING SCALE)

FIRE FIGHTER
L9 X 2
VACANT
(SLIDING SCALE)

JNR FIRE FIGHTER
L10 – X3
KB BOTHA 01614
PR NDALA 01621
KC LUVHIMBI 01615

STATION OFFICER
L7 – X1
C VERMEULEN 00914

SNR FIRE FIGHTER
L8 – X5
MJ MOTLOUNG 80468
TA NTSANE 00700
PA LEPUTU 00614
KB PLAATJIES 704
VACANT X1
(SLIDING SCALE)

FIRE FIGHTER
L9 X1
VACANT
(SLIDING SCALE)

JNR FIRE FIGHTER
L10 – X3
DK HLUBI 01180
FC TRUTER 01620
VACANT X1

STATION OFFICER
L7 – X1
MS MAMATELA 80015

SNR FIRE FIGHTER
L8 – X4
A MONTLE 00620
A HERBST 00907
VACANT X2
(SLIDING SCALE)

FIRE FIGHTER
L9 X1
T MUDZULI 01043
(SLIDING SCALE)

JNR FIRE FIGHTER
L10 – X1
RM MOTLHATLHEDI 01239

PIER STATION OFFICER
L7 – X1
VACANT

CONTROL ROOM OPERATOR
L8 – X5
AKA LUBBE 00964
A ZULU 80456 (CTI)
SJ PHADI 80464
TJ RAMODIBE 13098
VACANT X1

MIDVAAL Local Municipality
Masepala Wa Selehae
Plaaslike Munisipaliteit

Updated MARCH 2023

ORGANISATIONAL STRUCTURE – PUBLIC SAFETY AND ROADS
FIRE
(2023-2024)

CHIEF FIRE OFFICER
L3/2 – X1
MJH STEYN 00371

DEPUTY CHIEF FIRE OFFICER
L4 – X1
A BRUNO 00675

GENERAL WORKER
L13 – X1
DM KOETZ 01663

REGIONAL DIVISIONAL OFFICER TRAINING
L6/5 – X1
M MOMMSEN 00900

REGIONAL DIVISIONAL OFFICER FIRE SAFETY
L6/5 – X1
NMJ GOUWS 00697

FIRE & RESCUE INSTRUCTOR
L7 – X1
VACANT

TEMP FIRE FIGHTERS
CONTRACT – X 26
C JAMILE 01224
EN MAHLANGU 01227
MM MAPHOSA 01231
S MAWELELA 01236
CT MOKOATSI 01238
AM MOTSHEGWE 01240
W NGUBE 01242
MD SEODISA 01246
PM MORAJANE 1680
TS MOTLOUNG 1681
J TSHABALALA 1683
NP TSOTETSI 1684
JM MTHOMBENI 1686
VACANT X13

ADMIN CLERK FIRE
L8 – X1 (CTI)
E VAN DEVENTER 14257

PIER INSTRUCTOR
L7 – X1
VACANT

PIER ASSISTANT
L9 – X1
DM RANTSIE 01244

FIRE EMERGENCY SAFETY OFFICER
L7 – X1
G BELLINGAN 00159

Checked by HR: _____ Date: _____

Approved by HOD: _____ Date: _____

Approved by MM: _____ Date: _____

MIDVAAL Local Municipality
Masepala Wa Selehae
Plaaslike Munisipaliteit

Updated MARCH 2023

ORGANISATIONAL STRUCTURE – PUBLIC SAFETY AND ROADS
FIRE (VAAL MARINA)
(2023-2024)

Checked by HR: _____ Date: _____

Approved by HOD: _____ Date: _____

Approved by MM: _____ Date: _____

CHIEF FIRE OFFICER
L3/2 – X1
MJH STEYN 00371

DEPUTY CHIEF FIRE OFFICER
L4 – X1
A BRUNO 00675

GENERAL WORKER
L13– X1
JM MTHOMBENI 01686
(TEMP)

REGIONAL DIVISIONAL OFFICER OPERATIONS
L6/5 – X1
CJ HEYMANS 14146

STATION OFFICER
L7 – X1
A PRINSLOO 00909

SNR FIRE FIGHTER
L8 – X2
VACANT X2
(SLIDING SCALE)

FIRE FIGHTER
L9 X1
UNFUNDED
(SLIDING SCALE)

JNR FIRE FIGHTER
L10 – X3
QJ BREEDT
MD MOKHOKA
TC BLANKWE

TEMP FIRE FIGHTER
CONTRACT – X2
TS MOTLOUNG 01681
VACANT X1

STATION OFFICER
L7 – X1
RJ MAMATELA 00609

SNR FIRE FIGHTER
L8 – X2
VACANT X2
(SLIDING SCALE)

FIRE FIGHTER
L9 X 1
UNFUNDED
(SLIDING SCALE)

JNR FIRE FIGHTER
L10 – X3
SM PHAKATHI
PJ MANELE
A MATEE

TEMP FIRE FIGHTER
CONTRACT– X3
J TSHABALALA 01683
VACANT X2

STATION OFFICER
L7 – X1
E PIENAAR 00617

SNR FIRE FIGHTER
L8 – X2
VACANT X2
(SLIDING SCALE)

FIRE FIGHTER
L9 X1
UNFUNDED
(SLIDING SCALE)

JNR FIRE FIGHTER
L10 – X3
VACANT X3

TEMP FIRE FIGHTER
CONTRACT– X2
NP TSOTETSI 01684
VACANT X1

STATION OFFICER
L7 – X1
PJ MOFOKENG 00163

SNR FIRE FIGHTER
L8 – X1
UNFUNDED
(SLIDING SCALE)

FIRE FIGHTER
L9 X1
UNFUNDED
(SLIDING SCALE)

JNR FIRE FIGHTER
L10 – X3
P MTHIMONYI 01632
PT MARUMO 1616
AT MPINGA

TEMP FIRE FIGHTER
CONTRACT– X3
PM MORAJANE 01680
VACANT X2

CONTROL ROOM OPERATOR
L8 – X4
VACANT X4

MIDVAAL Local Municipality
Masepala Wa Selehae
Plaaslike Munisipaliteit

Updated MARCH 2023

ORGANISATIONAL STRUCTURE – PUBLIC SAFETY AND ROADS
MECHANICAL WORKSHOP
(2023-2024)

Checked by HR: _____ Date: _____

Approved by HOD: _____ Date: _____

Approved by MM: _____ Date: _____

EXECUTIVE DIRECTOR: PUBLIC SAFETY & ROADS SECTION 56 CONTRACT
VACANT

FLEET COORDINATOR
L5 – X1
VACANT

SENIOR CLERK: FLEET MANAGEMENT
L8 – X1
VACANT

ADMIN CLERK
L9 – X2
VACANT X2

GENERAL WORKER
L13 – X1
VACANT

WORKSHOP MANAGER (SUPERINTENDENT)
L5 – X1
VACANT

FOREMAN: MECHANICAL WORKSHOP
L6 – X1
TN MABOKELA 01217

ADMIN CLERK MECHANICAL
L9 – X1
MM SEEPAMORE 00165

MECHANIC
L7 – X3
LMD MITCHEL 01218
P SEDIANE 00989
M.S. MOKWELE

ARTISAN ASSISTANT MECH WORKSHOP
L12 – X4
VD NGOBENI 01378
JANSE V VUUREN 01481
MP PHEHLANE 01557
MA MOFOKENG 01722

DELIVERY DRIVER MECH WORKSHOP (CODE B)
L10 – X1
ZB RAPOHO 01137

GENERAL WORKER
L13 – X1
VACANT

MIDVAAL Local Municipality
Masepala Wa Selehae
Plaaslike Munisipaliteit

Updated MARCH 2023

ORGANISATIONAL STRUCTURE – PUBLIC SAFETY AND ROADS
ROADS & STORMWATER
(2023-2024)

Checked by HR: _____ Date: _____

Approved by HOD: _____ Date: _____

Approved by MM: _____ Date: _____

DIRECTOR ROADS & STORMWATER
L1 – X1
V MASUKA 01671

ASSISTANT DIRECTOR: ROADS & STORMWATER
L4 – X1
K NGCANE 01590

ADMIN CLERK: ROADS & STORMWATER
L9 – X1
P NDLELENI 01126

GENERAL WORKER / CLEANER
L13 – X1
ML MOTSOENENG 01394

SUPERINTENDENT ROADS & STORMWATER
L5 – X1
VACANT

FOREMAN ROADS & STORMWATER
L6 – X1
L VELEBAYI 01728

FOREMAN ROADS & STORMWATER
L6 – X1
NR SERONGWA 01661

FOREMAN ROADS & STORMWATER
L6 – X1
VACANT

FOREMAN ROAD MARKINGS
L6 – X1
OS MAINE 00300

SPECIAL WORKSMAN ROADS & STORMWATER
L8 – X1
JM LOMBAARD 00356

SPECIAL WORKSMAN ROADS & STORMWATER
L8 – X1
BS NOBOZA 00360

SPECIAL WORKSMAN ROADS & STORMWATER
L8 – X1
BM MBAMBATHO 00752

SPECIAL WORKSMAN ROADS & STORMWATER
L8 – X1
RT BOLOANG 00352

SPECIAL WORKSMAN ROADS & STORMWATER
L8 – X1
PD MAFOKOANE 00821

SPECIAL WORKSMAN STORMWATER
L8 – X1
VACANT

GENERAL WORKSMAN ROADS & STORMWATER
L9 – X1
L OLIFANT 00277

GENERAL WORKSMAN ROADS & STORMWATER
L9 – X1
MB TAU 00767

GENERAL WORKSMAN ROADS & STORMWATER
L9 – X1
J DLOMO 00424

GENERAL WORKSMAN ROADS & STORMWATER
L9 – X1
TJ MOFOKENG 01495

GENERAL WORKSMAN ROADS & STORMWATER
L9 – X1
F SHANGE 01493

GENERAL WORKSMAN ROADS & STORMWATER
L9 – X1
MJ TAU 01095

TEAM LEADERS
L12 – X1
VACANT

TEAM LEADERS
L12 – X1
VACANT

TEAM LEADERS
L12 – X1
VACANT

TEAM LEADERS
L12 – X2
MK KHANYILE 01649
VACANT X1 (FY24/25)

TEAM LEADERS
L12 – X1
VACANT (FY24/25)

TEAM LEADERS
L12 – X1
VACANT

GENERAL WORKER
L13 –
SME MAMATELA 00903
KA GUQUKA 00904
F TSHABALALA 00932
VACANT X6

GENERAL WORKER
L13 – X54
AM KWINDA 01066
ME MFENGUZA 01068
NA NGUBE 01070
VACANT X6

GENERAL WORKER
L13 – X54
MC RAKWALA 01679
MP MOTSAMAI 01676
XN MAYEKISO 01677
VACANT X6

GENERAL WORKER
L13– X2
NS MOMOZA 01198
P THUTHU 01348
MR MKWANAZI 01369
VACANT X6

GENERAL WORKER
L13– X2
NC RALUSHE-JONGA 01071
NAE TEMA 01072
M NOGWENTE 01021
VACANT X6 (fy24/25)

GENERAL WORKER
L13– X2
JF LE ROUX 01191
ML MOKOENA 01099
ME NYAKO 01678
VACANT X6 (FY24/25)

MIDVAAL Local Municipality
Masepala Wa Selehae
Plaaslike Munisipaliteit

GENERAL WORKERS MAY BE RE-ASSIGNED AT THE DISCRETION OF THE ENGINEERING TECHNICIAN

Updated MARCH 2023

ORGANISATIONAL STRUCTURE – PUBLIC SAFETY AND ROADS
ROADS & STORMWATER (OPERATORS)
(2023-2024)

Checked by HR: _____ Date: _____

Approved by HOD: _____ Date: _____

Approved by MM: _____ Date: _____

SUPERINTENDENT ROADS & STORMWATER
L5 – X1
VACANT

FOREMAN ROADS & STORMWATER
L6 – X1
VACANT

GRADER OPERATOR
L8 – X1
VACANT

FRONT END TLB OPERATOR
L8 – X2
AK GAZO 01302
VACANT

GRADER OPERATOR
L8 – X1
HJ MOKOENA 32096

ROTATORY MECHANICAL BROOM SWEEPER
L10 – X1
VACANT

BOMAC OPERATOR
L10 – X1
VACANT

WATER CART DRIVER
L10 – X2
ML MOHALE 01731
AGR SEGALO 01792
VACANT X1 (FY23/24)
VACANT X1 (FY24/25)

TRUCK DRIVER (CODE C1)
L10 – X4
MM MADZIPANE 014695
JF MSIMANGA 00488
JA MKHONDWANE 01098
S NYOKANA 01195

MIDVAAL Local Municipality
Masepala Wa Selehae
Plaaslike Munisipaliteit

Updated MARCH 2023

ORGANISATIONAL STRUCTURE – PUBLIC SAFETY AND ROADS
ROAD MARKING
(2023-2024)

ASSISTANT DIRECTOR: ROADS & STORMWATER
L4 – X1
K NGCANE 01590

SUPERINTENDENT ROADS & STORMWATER
L5 – X1
VACANT

FOREMAN ROADS MARKINGS L6 – X1
OS MAINE 00300

SPECIAL WORKSMAN ROADS
L8 – X1
PD MAFOKOANE 00821

GENERAL WORKSMAN
L9 – X1
JZ DLHOMO 00424

DRIVER/GENERAL WORKER
L9 (CTI) – X1
R NDOUVHADA 01186

GENERAL WORKER
L13 – X2
MP MOTSAMAI 01676
MC RAKWALA 01679

Checked by HR: _____ Date: _____

Approved by HOD: _____ Date: _____

Approved by MM: _____ Date: _____

MIDVAAL Local Municipality
Masepala Wa Selehae
Plaaslike Munisipaliteit

Updated MARCH 2023

Annexure AU Midvaal Service Charter 2023/2024

SERVICE CHARTER

2020

MIDVAAL
LOCAL MUNICIPALITY

1. Background

We exist in order to provide services at a fair and acceptable cost, to each one of our customers and it is thus necessary that we indicate the level of service that our customers can expect from us. This level of service shall be applied consistently throughout every street, suburb and town within the municipality.

The White Paper on the Transformation of Public Service Delivery (1997) sets out eight Batho Pele (people first) principles, which aim to transform public service delivery. This document, referred to as the Batho Pele (people first) white paper, favors the customer and places the obligation on the service provider to deliver on the basic customer requirements.

The Batho Pele principles remain central to this document, promoting service excellence in the public sector and more specifically in local government.

2. Vision

The Vision of the Midvaal Local Municipality is:

To inclusively serve the needs of our community

3. Mission

We strive daily to enrich the lives of our people, by:

- Adopting a mind-set of innovation to revolutionise the way we operate;
- Leveraging partnerships to realise our full potential;
- Driving sustainability within the local ecosystem;
- Growing the economy in Midvaal, premised on incubating; entrepreneurship, socio-economic growth and environmental responsibility;
- Providing excellent and standardised service delivery for all;
- Prioritising the upliftment of our youth;
- Being an ethical and proactive local municipality;
- Elevating Midvaal to be the best and most attractive Municipality in the country.

The Municipality implements its mandated powers, duties and functions by way of a system of Integrated Development Planning which is based on the following strategic focus areas:

- Economic growth and development;
- Quality and sustainable urban infrastructure and affordable services;
- Energy efficient and environmentally conscious operations
- Effective, efficient and planned public transport network;
- Integrated and sustainable human settlements;
- Health, social and community development;
- Safety and security for all;
- An efficient, effective, transparent and accountable local municipality.

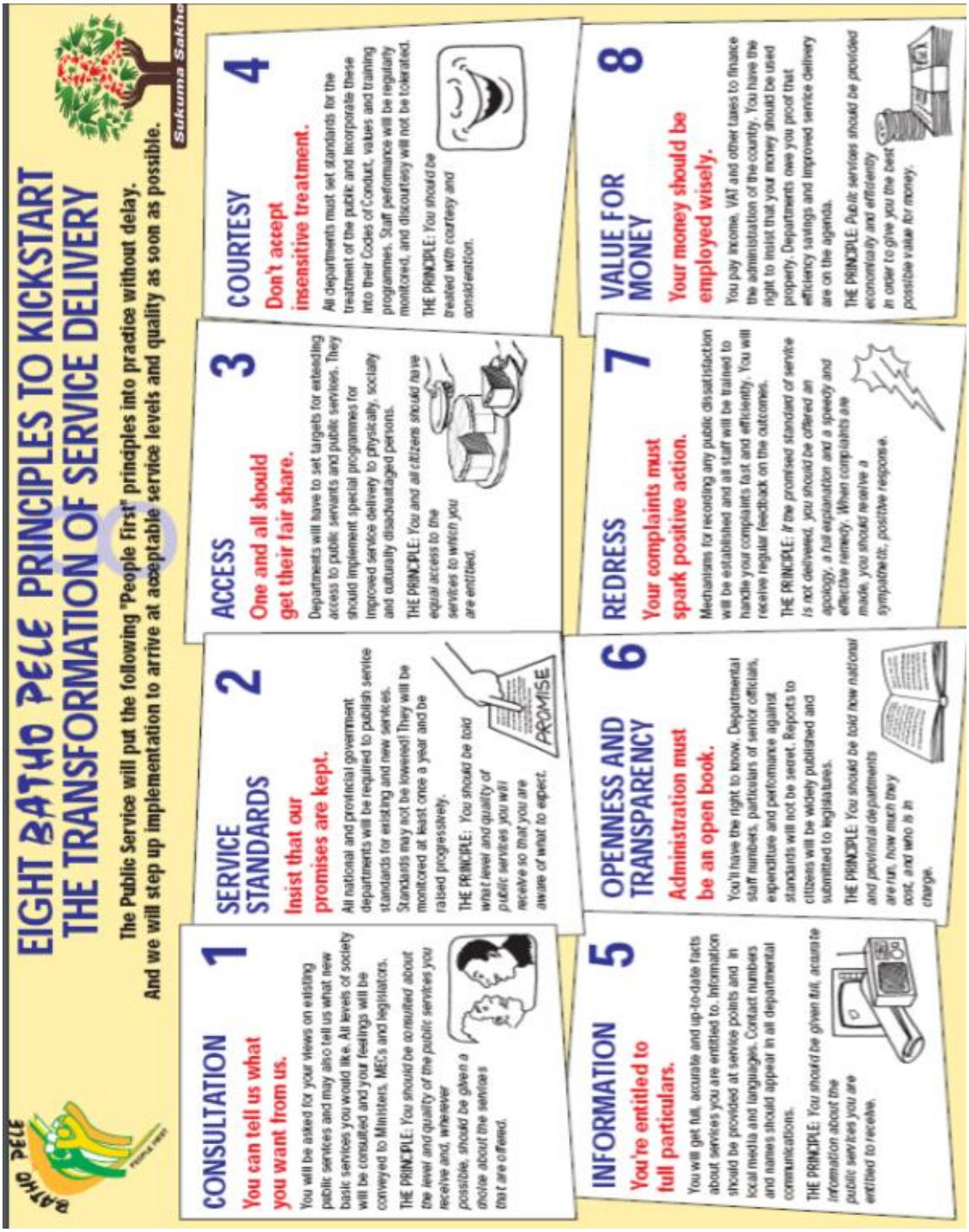
- This defines the character of the municipality and the foundation on which leadership and employees behave and conduct decisions. Midvaal local Municipality is guided by the following six (6) values.

4. VALUES OF MIDVAAL

1. Ethical
2. Accessibility
3. Collaboration
4. Innovation
5. Sustainability
6. Excellence

5. BATHO PELE (PEOPLE FIRST) PRINCIPLES

The Batho Pele principles are the following and will apply to the services delivered by the Midvaal Local Municipality:



6. GENERIC SERVICE STANDARDS

6.1 Office Hours

- We will commit to these office hours: 07:30 – 16:00

Note: The Council will endeavour to keep customer desks [such as libraries, clinics, the rates halls] open during lunch periods as well.

6.2 Telephonic Calls

- We will endeavour to answer our telephones.
- For emergency calls, see Protection Services Standards.

6.3 Walk-in Customers

- Appropriate signage will be displayed to ensure easy access to our facilities.
- You will be received by informed and responsive staff.
- We will inform you of the services available.
- Information readily available will be provided the same day.
- If the information is not available, you will be apprised of the status and when to expect the information.
- We will attend to all enquiries/complaints by keeping proper records and ensuring that you receive feedback on all concerns raised.

6.4 Written correspondence

- If a response must be posted, we will respond in five (5) working days, from date of receipt.
- Your cooperation in providing full, accurate and timely information will help us provide you with quality service.

SERVICE STANDARDS

DEVELOPMENT AND PLANNING	
Building Plans	
Acknowledgement of receipt	Within Five (5) working days
Approval / Non Approval of building plan process: Standard Building Plans	Written response within an average of Forty (40) working days (excluding pending and circulation period) from date of application. Written response within and average of Sixty (60) working days

Non-standard building plans Occupancy Certificate	(excluding pending and circulation period) from date of application. Written response within an average of twenty (20) working days from submission of Occupancy certificate application.
Law Enforcement	
<u>Formal Trade License:</u> Consider an application for trading on a demarcated area Consider an application for trading on non-demarcated areas Consider an application for business for the selling of foods	 Written response within an average of 3 working days from date of application Written response within an average of 14 working days including the consent from the relevant Ward Councillor and internal departments Written response within an average of 21 working days from date of application
<u>Poster Management:</u> Consider an application for posters Response to complaints pertaining to posters Removal of Posters Deposit Refunds	 Written response within an average of 3 working days from date of application Within an average of 7 working days from date of receipt of such complaint Within an average of 3 working days after the expiry date of such approval Within an average of 21 working days from receipt of such a deposit refund application

Application for Land use	
Acknowledgement of receipt of application	Within five (5) working days
Consideration of Land Use applications if the application meets the minimum requirements in terms of the time frames	Administration phase - may not be longer than 12 months. Consideration phase - may not be longer than 3 months. Decision phase – within 30 days from the last Municipal Planning tribunal or the authorized official.
Public Participation	
The IDP review process	To be conducted as per the approved IDP Process Plan
COMMUNITY SERVICES	
Sport fields/Swimming pools	
Mowing of grass of sport fields Swimming pools	Done according to prescheduled match programmes Public has access between 1st September to 31 May
Public parks	
Mowing of lawns and pruning of shrubs and trees	Done according to a prescheduled programme
Carcass Removals	
All Midvaal controlled roads Other roads	Remove within forty eight(48) hours Will report to relevant authorities
Illegal dumping	When polluter is identified, a notice within three (3) working days. Otherwise removed within two(2) weeks

Noise pollution needs to be reported to SAPS	See contact list
Cleansing and Waste removal	
Collection of residential, garden and business refuse: • Residential areas • Business Areas • Central Business District	Done on a weekly basis according to a scheduled programme. Done three(3) times a week Swept on a daily basis
Libraries	
Will be open from 09h00 – 17h00 in winter and 09h00 – 17h30 in summer.	Fridays from 09h00 – 17h00 Saturdays from 09h00 – 12h00
Clinics	
Clinics will be open from 07h30 – 18h00 weekdays Saturdays from 08h00 – 13h00	All patients to be attended to within 2 hours
Cemeteries	
Grave applications and allocations Cemetery maintenance	Finalised immediately upon permit According to grass cutting schedule
Fire Fighting	
Emergency calls: Dispatching times after receiving the logged call Response times to affected site	Within three (3) minutes

Ambulances	
Emergency services number	(016) 360-5911
Vehicle Licensing and Registrations	
Sedibeng District Function. Learners and drivers licenses.	Refer to contact details.
Road markings and Road Signs	
Road markings complaints	Complaints investigated and finalized within seven (7) – fourteen(14) days
Road marking, street names and road signs	As per technical roster two (2) month (per ward) subject to availability of stock
Replacement of damaged stop signs	Immediate after reporting, one (1) day, subject to availability of stock
Repaint of faded stop markings	Immediately after reporting, one (1) day subject to availability of stock
Speed Law Enforcement	
As per approved schedule Ad hoc law enforcement requests - consideration	Feedback within two(2) working days
Accident scene	**Immediately after dispatch**
Law enforcement complaints	Within five (5) working days subject to an approval from the Municipal Manager
Events	Big events: Apply six (6) months before the event. An event with a spectator capacity of at least 2000 persons.

	Small events: Apply 30 working days before the event. An event with a spectator capacity of 250 to 1999 persons. (Should there be high profile persons (VIP's) the event will be considered as a risk event, the application period can be more than 30 days) Functions: Apply 30 working days before the event. A function with 30 - 250 persons e.g weddings, funerals, celebrations, initiation ceremonies etc. Safety Certificates must be obtained and yearly renewed. Apply at Protection Services Mr. Hannes Steyn
Disaster Management	
Natural disaster response	Joint operation centre (JOC) dispatched within one(1) hour.
CORPORATE SERVICES	
Council Meetings	Open to the public, at least once a month at 13:30.
Anti-Fraud and Corruption Hotline	0860 268 624 (24 hours)
Legal & Properties	Enquiries and requests for Legal assistance response within 48 Hours.

Auxiliary Services	Switchboard - Open for the public from 7:30 - 16:00 Halls - confirmation of booking upon proof of payment. Rental of municipal facilities - Confirmation immediately upon proof of payment.
Human Resources	Flexi time hours might be included then work hours will be amended to core working hours subject to Council Approval.
Information Technology	Response to calls logged on the IT Helpdesk, this includes Hardware, Software, Wide area network, and local area network. The IT helpdesk operates from 07h30 to 16H00 (Monday to Friday) Internal Calls on premise at 25 Mitchell str. Must be attended to within an hour from the call being logged at the IT. Help desk. External calls to be attended within 3 Hours. Telephone Number 016 360 7439
FINANCE SERVICES	
Queuing time for municipal accounts payments	We will endeavor to serve customers within a reasonable timeframe.
Clearance certificate turnaround time	Within five (5) working days.
All accessible meters	Will be read on a monthly basis.

ENGINEERING SERVICES	
Electricity: Power outages	
With all service problems, we commit to communicate with relevant stakeholders.	If a large area is affected it is not possible to communicate with all stakeholders
Unplanned power outages:	30 min travelling time must be allowed
As soon as we become aware of a service interruption, within working hours, we will commit to inform stakeholders.	Within two (2) hours
After hours	Within four (4) hours
Planned power outages:	
Notice of planned interruptions to be given to affected residents and stakeholders	Within three (3) working days prior interruption
Service Outages	
Midvaal supply areas for Electricity and Water	
Planned maintenance	Ten (10) days notice
Unplanned outages - Office Hours	One (1) hour
- After Hours	2 Hours to communicate with affected customers
Midvaal Municipality however, has no control over Eskom's schedule or unforeseen power outages	
Electrical connections	
Applications for electrical connections, upgradings, charges and new developments	
Quotations for standard connection and upgrading applications	On application
Quotations for non standard connection and upgrading	Within ten (10) working days

Street Lighting	
After receipt of complaint -	
If there is more than three(3) street lights affected on the same supply line	Within two (2) workdays
Less than three (3) lights	Four (4) weeks
Complaints regarding existing street lighting in towns where Eskom is the electricity supply authority must preferably be reported directly to Eskom. Applications for new street lights can be handed in at Midvaal Local Municipality. New street lights can be installed according to a schedule subject to available funds and Eskom's approval.	
Streets	
Grading of gravel streets	Done according to a scheduled programme
Repair of potholes	Done within one (1) week
Maintenance of tarred roads	Done according to a scheduled programme
Storm water	
Floods/emergencies	Reaction within one (1) day after incident has been reported
Water	
Installation of new household water connections:	
Standard connection	6 weeks after receipt of payment
Non-standard	Negotiable subject to delivery times of equipment
Sanitation	
Clearing of a blockage	Within one (1) working day after the incident has been reported

TURN AROUND TIME: ENGINEERING SERVICES				
CLASS	**COVER**	**SUBCAUSE**	**TURNAROUND TIME FOR RESOLUTION ON EACH LEVEL OF ESCALATION IN MINUTES**	
ENGINEERING SERVICES	**WATER**	1.NO WATER	***Office Hrs***	***After Hrs***
			• 8 hrs	• 8 hrs
		2. WATER PRESSURE	• 4 hrs	• 4 hrs
		3. WATER LEAK	• 8 hrs	• 8 hrs
		4. WATER THEFT AND ILLEGAL CONNECTIONS	• 1 Week	• 1 Week
		5. STOP COCK OVERFLOWING	• 4 hrs	• 4 hrs
		6. METER INSTALLATION	•	•
		7. DELIVERY (WATER TANKER)	• 8 hrs	• 8 hrs
		8. LEAKING TAP	• 3 hrs	• 3 hrs
		9. FIRE HYDRANT	• 6 hrs	• 6 hrs
		10. NEW CONNECTIONS	***Standard connections*** • 6 weeks after receipt of payment	***Non Standard connections*** • Negotiable subject to delivery
	SANITATION	1.SPILLAGE	• 3 hrs during working hours	• 4 Hrs after working hours
		2. NEW CONNECTIONS	***With a line*** • 3 weeks	***Without a line*** • 2 Months
		3. Bad Smell	• 3 hrs during working hours	• 4 hrs after working hours
		4. Chemical Toilets (only for council buildings) not private	• 1 - 2 working days	
		5. Septic tanks (only for council buildings)	• 2 – 3 working days	• 2 – 3 working days
		6. Overflowing Manhole	• 3 hrs	• 3 hrs
		7. Blockage	• 1 day	• 1 day
	ELECTRICITY	1. Power Outages **(communicate with relevant stake holders)**	***Unplanned***	***Planned***
			Office Hours	Within 10 working days prior to the interruption

			• 1hr depends on outage cause, Staff availability and workload. All HT calls will receive priority. Afterwards area complaints will be attended to. Single calls will then be dealt with. After hours • Within 2hrs. depends on outage cause, Staff availability and workload. All HT calls will receive priority. Afterwards area complaints will be attended to. Single calls will then be dealt with.	before any planned tasks are executed, notices will be served to the relevant stakeholders two days in advance. For Area interruptions, notices will be served to the relevant stakeholders 10 days prior to the commencement of the interruption.
		2. Service Outages/ Power out **(Midvaal) supply arears for Electricity** NB: Midvaal municipality however has no control over Eskom schedule or unforeseen power outage	***Unplanned***	***Planned***
			Same as above	Same as above
		3.Low voltage	Office Hours • Same as above	After Hours • Same as above
		4. Overhead lines	Office Hours • Same as above.	After Hours • Same as above

		5. Skew/falling pole	Office Hours • Depending on staff availability.	After Hours • Will be attended to the next working day. Except if lives are in danger.
		6. Open substation/ Kiosk	Office Hours • Availability of staff (Same day.)	After Hours • Within 24 hours.
		7. Street lights (after receiving complaint) All streetlights complaints must be forwarded to Admin Clerk. Electrical and will only be attended to during office hours. No streetlight repairs will be done after hours and no streetlight complaints will be excepted after hours.	***more than 3 street lights affected on the same supply line*** • Within 4 weeks. Depends on availability of spares in stores, and maintenance cycle.	***Less than 3 lights*** • Within 4 weeks. Depends on availability of spares in stores, and maintenance cycle
		8. New connections	Standard connection and upgrading	Non Standard connection and upgrading
		All quotations must be obtained from the Assistant Director Bulk Connections or Chief Clerk pre-paid electricity.	***Quotations for standard connection and upgrading*** Work will only commence after receiving a works order from the Chief Clerk Electrical and will only be completed within 21 working days.	***Quotations for non-standard connection and upgrading*** Work will only commence after receiving a works order from the Chief Clerk Electrical and will only be completed within 21 working days. This excludes special conditions as outlined by quotation.
		9. Pre paid meter	Office Hours	After Hours

		All queries regarding pre-paid meters during office hours must be forwarded to the Chief Clerk	Depends on the availability of spares in store and workload and staff constrains.	No new connections are done after hours. Call outs same as above.
		10. Conventional meter	Office Hours	After Hours
			Depends on the availability of spares in store and workload and staff constrains.	No new connections are done after hours. Call outs same as above.
		11. Theft/ Illegal connections	Office Hours	After Hours
			Theft / Illegal connections must be reported to Finance Department (E. Bronkhorst). Stolen cable or transformers will be replaced within the same day, depending on spares availability.	Theft / Illegal connections must be reported to Finance Department (E. Bronkhorst) Replacement of apparatus that's been stolen will be done the same day.
	ROADS	1.Roads damages	Unplanned (Emergency)	Planned
			1 day	1 day
		2. Side of roads damaged	8 hrs	Per schedule
		3. Dirt on roads	8 hrs	Per schedule
		4. Speedbump	8 hrs	Per schedule
		5. Street names	8 hrs	2 Months
		6. Traffic signs	8 hrs	1 working day
		8. Roads hazards	1 day	1 working day
		10. Dust	Per schedule	Per schedule
		11.Tar request	1 week	1 week
		12. stagnant water	1 day	1 day
		1.Operating Hrs	07h15 – 16h00	-
		2. Dust	07h15 – 16h00	-
	LANDFILL	3. Scavengers	07h15 – 16h00	
		3. Accessibility	Monday - Saturday	-
		1.Blocked drain	***Unplanned (Emergency)***	***Normal Planned***

		1.Blocked drain 2. No drainage	1 day	Per schedule
	STORMWATER	1.Blocked drain 2. No drainage 3. Stagnant Water	1 day	Per schedule
			1 day	Per schedule
	VAAL MARINA	1. Sanitation	Refer to sanitation turn around times	
		2. Electricity	Refer to Electricity turn around times	
		3. Water	Refer to Water turn around times	
		4. Roads	Refer to Roads turn around times	

7. CONTACT DETAILS

The municipality can be contacted on a 24 hour basis, either during office hours at the various service points as indicated below or after hours at the Call Centre:

Physical Address:

25 Mitchell Street

Meyerton

1961

Postal Address: PO Box 9
Meyerton
1960

Fax: 016 360 7519
Switchboard: 016 360 7400

Call Centre Details: 0861 643 8225

WhatsApp: 084 582 5466
Email: complaints@midaal.gov.za

Website: www.midvaal.gov.za

IMPORTANT CONTACT NUMBERS

SAPS

- Meyerton 016 362 0903/1787
- Vaal Marina 016 372 1616/9005
- Kliprivier 016 903 8205/6
- De Deur 016 590 9200

CLINICS

- Meyerton 016 362 5880
- Kookrus 016 363 1101
- Randvaal 016 360 5836/7

HALLS

- Bookings 016 360 7470

HOSPITALS

- Midvaal Private Hospital 016 454 6000
- Netcare Mulbarton 011 682 4300

LIBRARIES

- Meyerton 016 360 7443/4
- Randvaal 016 365 5093
- De Deur 016 360 5867/8
- Henley-on-Klip 016 366 0112
- Sicelo 016 360 7600
- Lakeside 016 360 7655
- Bantu Bonke 076 186 3409

IEC

- Meyerton 016 362 0367

EMERGENCIES

- Fire Station 016 360 7500

SWIMMING POOL

- Meyerton 016 362 0509

THE LICENCE DEPARTMENT IN MEYERTON:

- This falls under the management of Sedibeng District Municipality and can be contacted at telephone: 016 450 3940/1/2/3/4

AFTER HOURS / EMERGENCY NUMBER:

- Fire & Rescue Services, Ambulance, Traffic, Water, Electricity & Roads complaints and emergencies: (016) 360 7500.

PLEASE NOTE:

The afterhours/emergency number is strictly for emergencies only. Enquiries, requests for information or other routine matters must be communicated to the municipality during office hours to ensure that the lines remain open to dispatch emergency teams in the shortest possible time without operators having to engage and waste time on non-emergency matters.

COMMENTS

CORPORATE SERVICES

Supported.

DEVELOPMENT AND PLANNING

No comments received.

COMMUNITY SERVICES

Supported.

FINANCE

Supported.

ENGINEERING SERVICES

Supported.

Annexure AV NT MFMA Cost Containment Regulations 2023/2024

national treasury

Department:
National Treasury
REPUBLIC OF SOUTH AFRICA

TO ALL: **ACCOUNTING OFFICERS OF DEPARTMENTS AND CONSTITUTIONAL INSTITUTIONS**

ACCOUNTING AUTHORITIES OF PUBLIC ENTITIES LISTED IN SCHEDULES 2 AND 3 TO THE PFMA

HEAD OFFICIALS OF PROVINCIAL TREASURIES

NATIONAL TREASURY INSTRUCTION NO. 03 OF 2017/2018

COST CONTAINMENT MEASURES

1 PURPOSE

1.1 This Treasury Instruction repeals Treasury Instruction No. 2 of 2016/2017 on Cost Containment Measures for departments, constitutional institutions and public entities listed in Schedules 2 and 3 to the Public Finance Management Act (PFMA), 1999 (Act No. 1 of 1999).

1.2 Cost containment measures applicable to executive authorities will be prescribed in the revised Ministerial Handbook.

2 BACKGROUND

2.1 Section 38(1)(b) of the PFMA requires accounting officers of departments and constitutional institutions to be responsible for the effective, efficient, economical and transparent use of their respective institutions' resources. Sections 38(1)(c)(iii) and 51(1)(b)(iii) of the PFMA require accounting officers and accounting authorities to take effective and appropriate steps to manage the available working capital of their respective institutions efficiently and economically.

2.2 Accounting officers and accounting authorities are therefore required to implement control measures to ensure that all expenditure in their respective institutions is necessary, appropriate, cost-effective and is recorded and reported, as prescribed by the relevant legislative framework.

2.3 In giving effect to this requirement, accounting officers and accounting authorities are responsible for ensuring that all employees are mindful of the current economic realities and the need to intensify efforts to improve efficiency in expenditure.

2.4 On 30 September 2016, the National Treasury issued Treasury Instruction No. 2 of 2016/2017 on cost containment measures which took effect from 1 November 2016.

2.5 During implementation of the Treasury Instruction mentioned in paragraph 2.4 above, it came to light that certain provisions are impractical to implement, hence posing difficulties to ensure full compliance with Treasury Instruction No. 2 of 2016/2017. Therefore accounting officers and accounting authorities are required to implement the cost containment measures set out in paragraphs 4 and 5 below.

2.6 The enclosed **Annexure A** contains cost containment measures that accounting officers and accounting authorities may consider introducing to further curtail operational costs and to eliminate non-essential expenditure.

3 ENFORCEMENT OF COST CONTAINMENT MEASURES

3.1 Accounting officers of departments and constitutional institutions are reminded that section 38(1)(c)(ii) of the PFMA require accounting officers to take effective and appropriate steps to prevent unauthorised expenditure (in the case of departments) and irregular expenditure and fruitless and wasteful expenditure (in the case of all institutions). Section 51(1)(b)(ii) of the PFMA requires similar of accounting authorities of public entities.

3.2 In terms of sections 45(c) and 57(c) of the PFMA, employees must (within their areas of responsibility), take effective and appropriate steps to prevent unauthorised expenditure (in the case of employees of departments) and irregular expenditure and fruitless and wasteful expenditure (in the case of employees of all institutions).

3.3 Non-compliance with the provisions of this Treasury Instruction can constitute grounds for financial misconduct, as regulated in Chapter 10 of the PFMA.

3.4 Irregular expenditure resulting from non-compliance with this Treasury Instruction must be recorded as such in the irregular expenditure register and disclosed appropriately in the annual financial statements of the institution.

4 COST CONTAINMENT MEASURES

Engagement of professional service providers (consultants)

4.1 Accounting officers and accounting authorities must ensure that consultants are appointed only where this is a cost-effective alternative to the utilisation of staff employed by the department, constitutional institution or the public entity concerned. The appointment of consultants must be supported by a motivated business case setting out an analysis of the underlying skills gap and a diagnosis of requirements and specified deliverables, as approved by the accounting officer or accounting authority.

4.2 Bid documentation for the appointment of consultants must include a clause that rates of remuneration will be subject to negotiation, not exceeding the applicable rates as contained in the guidelines referred to in paragraph 4.3 below.

4.3 Accounting officers and accounting authorities must adopt a fair and reasonable remuneration framework for consultants, taking into account –

(a) The "Guideline on Fees for Audits done on behalf of the Auditor-General of South Africa (AGSA)[1]" as issued by the South African Institute of Chartered Accountants (SAICA);

(b) The "Guide on Hourly Fee Rates for Consultants", as issued by the Department of Public Service and Administration (DPSA); and/or

(c) Remuneration guidelines issued by professional service organisations or regulatory bodies, as may be relevant.

[1] The rates in the "Guideline on Fees for Audits done on behalf of the Auditor-General of South Africa (AGSA)" may be used even though the assignment may not be audit related.

4.4 When negotiating cost-effective consultancy rates for international consultants and expert advisors, accounting officers and accounting authorities may also take into account the relevant international and market-determined reference rates.

4.5 Consultants must, where practical, be appointed on an output-specified basis, subject to a clear specification of deliverables and associated remuneration. Where consultants are appointed on a time and cost basis, this must be accompanied by regular monitoring and reporting on activities, outputs and deliverables.

4.6 Consultancy contracts must include overall cost ceilings by specifying whether the contract price is inclusive or exclusive of travel and subsistence disbursements.

4.7 Accounting officers and accounting authorities may approve alternative travel and subsistence arrangements for international consultants and expert advisors, taking into account relevant cost-efficiency measures.

4.8 Accounting officers and accounting authorities must ensure that appropriate monitoring and reporting requirements are set for all consultancy contracts and that penalty provisions are invoked when deemed necessary.

Catering expenses

4.9 Accounting officers and accounting authorities must implement policies and procedures to eliminate unnecessary catering expenses.

4.10 Departments, constitutional institutions and public entities may not incur catering expenses for internal meetings[2], unless approved otherwise by the relevant accounting officer or accounting authority.

4.11 Notwithstanding the provisions of paragraph 4.10 above, departments, constitutional institutions and public entities may incur catering expenses for official engagements that last for five (5) continuous hours or more, including –

(a) the hosting of conferences, workshops, indabas, forums, recruitment interviews, training sessions or hearings;

(b) meetings related to commissions or committees of inquiry; or

(c) meetings hosted by the accounting officer or accounting authority, including governance committee meetings.

Entertainment expenses

4.12 Entertainment allowances for qualifying persons[3] may not exceed two thousand rand (R2000) per person per financial year, unless approved otherwise by the accounting officer or accounting authority.

4.13 Entertainment allowances for accounting officers, accounting authorities[4], chief executive officers or other persons in charge of public entities may not exceed four thousand rand (R4000) per person per financial year, unless approved otherwise by the National Treasury.

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[2] For purposes of applying this paragraph of the Treasury Instructions, meetings held with employees from the same institution who are not based at the centre where the meeting is being held are not considered as internal meetings.

[3] Qualifying persons are those employees who are allocated an entertainment allowance in terms of a policy of the institution.

[4] Where the public entity has a board or controlling body, the entertainment allowance of R4000 shall be applicable to that board or controlling body as a collective and not for individual members.

Alcohol expenses

4.14 Expenditure on alcoholic beverages may not be included in the accommodation or subsistence costs of employees of departments, constitutional institutions or public entities or by persons appointed in terms of section 12A[5] of the Public Service Act, 1994.

4.15 Expenses related to alcohol may not be claimed as part of reimbursable expenses, including entertainment expenses, by employees of departments, constitutional institutions or public entities or by persons appointed in terms of section 12A of the Public Service Act, 1994.

4.16 Accounting officers and accounting authorities may only incur expenses on alcoholic beverages at –

(a) state banquets;

(b) functions hosted for the promotion of South Africa and its goods or services; or

(c) the hosting of foreign dignitaries.

Expenses related to social functions and corporate branded items

4.17 Accounting officers and accounting authorities must ensure that social functions, team building exercises, year-end functions, sporting events, budget vote dinners and other functions that have a social element are not financed from the budgets of their respective institutions or by any suppliers or sponsors.

4.18 Expenditure may not be incurred by departments, constitutional institutions and public entities on corporate branded items of clothing or goods for personal use of employees (other than uniforms, office supplies and tools of trade) unless costs related thereto are recovered from those employees that are availed the items.

4.19 Accounting officers and accounting authorities may incur expenditure to host farewell functions in recognition of employees who –

(a) retire after serving the department, constitutional institution or public entity for ten (10) or more years; or

(b) retire on grounds of ill health.

Expenses on newspapers and other publications

4.20 Newspapers and other related publications for the use of employees must be discontinued on expiry of existing contracts or supply orders.

Expenses related to telephone, cellular phones and data facilities

4.21 Accounting officers and accounting authorities must implement policies and procedures to effectively manage and monitor expenses related to telephones, cellular phones and data facilities, including the recovery of costs for the private use thereof by employees.

[5] Persons appointed in terms of section 12A of the Public Service Act, 1994 refers to special advisors appointed for each Minister or Premier.

4.22 The allocation of cellular phones and data facilities and the reimbursement of communication related expenses must be managed in accordance with the requirements associated with an employee's responsibilities rather than levels of occupational positions.

4.23 Accounting officers and accounting authorities **may**, subject to paragraph 4.24 below, participate in the transversal term contract (RT15) arranged by National Treasury for the acquisition of mobile communications services. Documents related to this transversal term contract can be downloaded via the following web link:

http://www.treasury.gov.za/divisions/ocpo/ostb/contracts/default.aspx

4.24 If accounting officers and accounting authorities decide not to participate in the transversal term contract referred to in paragraph 4.23 above, the accounting officers or accounting authorities concerned must report the discounts that will be achieved by their respective institutions and obtain approval from National Treasury prior to the conclusions of their mobile communication services contracts. This information must be submitted to the National Treasury via e-mail to transversal.contracting@treasury.gov.za.

Expenses related to advertising

4.25 Accounting officers and accounting authorities must exercise strict control of public communication campaigns, publications and advertisements to ensure moderation and cost-effectiveness. Vacancies must, where practical, be advertised through bulk advertisements with minimal information related to the position. Detailed job specifications related should be provided on the website of the department, constitutional institution or public entity.

Hiring of Venues

4.26 Expenditure on the hiring of venues for official engagements must be strictly controlled and government-owned facilities and resources must be used unless such venues are not available.

5 COST CONTAINMENT MEASURES RELATED TO THE HOSTING OF AND ATTENDANCE AT CONFERENCES OR EVENTS

Review of planned conferences[6] and events

5.1 Before approving the hosting of conferences or events, accounting officers and accounting authorities must ensure that the costs associated with such have been reliably estimated, cost-effective options have been assessed and that sufficient budgeted funds are available to host the conference or event.

5.2 When assessing whether to host conferences or events, at least the following costs must also be taken into account –

(a) employee time for conference or event preparation and planning;

(b) employee time for attendance at the conference or event or en route; and

(c) any other costs referred to in paragraph 5.6 below that are charged for the hosting or running of the conference or event.

[6] A conference is a formal meeting of people with a shared interest, typically taking place over several days and includes conventions, symposiums, roundtables, and exhibitions where participants exchange ideas, debate or discuss matters of a specialized or professional nature that is necessary for pursuing.

5.3 When assessing cost-effective options to host conferences or events for 300 or more delegates, accounting officers and accounting authorities must take cognisance of the cost restrictions referred to in paragraph 5.5 below.

5.4 Accounting officers and accounting authorities must treat each conference or event that is hosted as a separate project and all expenditure incurred by the department, constitutional institution or public entity for hosting a conference or event must be recorded against the relevant items associated with a project.

Hosting of conferences or events (within the borders of South Africa)

5.5 Accounting officers and accounting authorities may proceed with the hosting of conferences or events where the expenses related thereto do not exceed the rates referred to in **Table 1** of this Treasury Instruction. The National Treasury may periodically review these amounts.

Table 1: Rates set for hosting of conferences or events per person per day

Hotel Grading	*Cost per delegate per day*
3 Star	R 350.00
4 Star	R 480.00
5 Star	R 565.00

Inclusive of conference or event package, food and beverages excluding costs of other services and items that conference or event organizers will require.

5.6 For the purposes of paragraph 5.5 above, the following services that are required by the conference or event organisers are excluded from the costs referred to in **Table 1** –

(a) hiring of the venue, including the hiring of rooms for official business;

(b) usage of audio visual and other equipment;

(c) computer, fax, internet and telephone access;

(d) printing;

(e) outlays for conference or event preparation and planning;

(f) transportation of equipment or material to be showcased at the conference or event;

(g) speaker fees;

(h) administrative expenses;

(i) translation and interpretation expenses; or

(j) security costs to ensure the safety of attendees or dignitaries.

5.7 Where the expenses related to a conference or event exceeds the rates referred to in paragraph 5.5 above, the accounting officer or accounting authority must obtain prior written approval from the relevant treasury before proceeding with any arrangements related to that conference or event. If such prior written approval is not obtained, the expenditure related thereto shall be regarded as irregular expenditure and *ex post facto* approval may not be granted by the relevant treasury.

5.8 When approaching the relevant treasury for approval in terms of paragraph 5.7 above, the accounting officer or accounting authority must, as a minimum, submit the following information –

(a) the nature of the conference or event;

(b) the target audience;

(c) the total number of anticipated delegates;

(d) the attendance cost per person;

(e) the breakdown of the conference or event expenses;

(f) how the conference or event contributes to the mandate of the department, constitutional institution or public entity; and

(g) how the conference or event contributes to relationships with stakeholders.

5.9 Accounting officers and accounting authorities must exercise effective control of conference or event expenses and avoid incurring non-essential expenditure by identifying opportunities to maximise the use of government owned facilities and resources, where available.

Attendance at external conferences or events (within the borders of South Africa)

5.10 Accounting officers and accounting authorities must establish policies and procedures to manage applications by employees to attend conferences or events hosted by professional bodies or non-governmental institutions (external conferences or events) held within the borders of South Africa, taking into account their merits and benefits, costs and available alternatives.

5.11 Accounting officers and accounting authorities may consider appropriate benchmark costs with other professional bodies or regulatory bodies prior to granting approval for an employee to attend a conference or event within the borders of South Africa. Such benchmark costs may not exceed R2 500 per employee per day. The National Treasury may periodically review this amount.

5.12 If the amount referred to in paragraph 5.11 above exceeds R2 500 per employee per day, the accounting officer or accounting authority may consider granting approval for employees of their respective institutions to attend.

5.13 The amount of R2 500 or the amount approved in terms of paragraph 5.12 above excludes costs related to travel, accommodation and related expenses, however includes the following –

(a) conference or event registration expenses;

(b) incidental expenses; and

(c) any other expense incurred in relation to the conference or event.

5.14 Accounting officers and accounting authorities must ensure that travel and subsistence expenses related to their respective employees are consistent with National Treasury Instruction No. 04 of 2017/2018 on Cost Containment Measures related to Travel and Subsistence.

5.15 When reviewing applications from employees to attend conferences or events within the borders of South Africa, accounting officers and accounting authorities must at least take the following into account –

(a) the employee's role and responsibilities and the anticipated benefits of the conference or event;

(b) whether the conference or event addresses relevant concerns of the institution;

(c) the appropriate number of employees attending the conference or event; and

(d) the availability of funds to meet expenses related to the conference or event.

5.16 Employees of departments, constitutional institutions and public entities must, where applicable, take advantage of early registration discounts for conferences or events.

5.17 Employees of departments, constitutional institutions and public entities may not participate in conferences or events that offer inappropriate marketing benefits such as laptops, tablets and other similar electronic equipment to attendees.

Attendance at external conferences, events and study tours (outside South Africa)

5.18 Accounting officers and accounting authorities must establish policies and procedures for the approval of employees attending conferences, events and study tours hosted by professional bodies and other governmental or non-governmental institutions held outside the borders of South Africa (external conferences, events and study tours), taking into account their merits, benefits, costs and available alternatives.

5.19 Expenses related to the attendance of external conferences, events or study tours may not exceed R60 000 per employee per conference, event or study tour. The National Treasury may periodically review this amount.

5.20 If the amount referred to in paragraph 5.19 above exceeds R60 000 per employee per conference, event or study tour, the accounting officer or accounting authority may consider granting approval for employees of their respective institutions to attend.

5.21 The amount of R60 000 or the amount approved in terms of paragraph 5.20 above excludes costs related to travel, accommodation and related expenses, but includes costs related to the following –

(a) conference registration expenses;

(b) incidental expenses; and

(c) any other expense incurred in relation to the conference, event or study tour.

5.22 Accounting officers and accounting authorities must ensure that travel and subsistence expenses related to their respective employees are consistent with National Treasury Instruction No. 04 of 2017/2018 on Cost Containment Measures related to Travel and Subsistence.

5.23 When considering applications by employees to attend conferences, events or study tours outside the borders of South Africa, accounting officers and accounting authorities must at least take the following into account –

(a) the employee's role and responsibilities and anticipated benefits of the conference, event or study tour;

(b) whether the conference, event or study tour addresses relevant concerns of the institution;

(c) the number of employees attending the conference, event or study tour is limited to one (1), unless approved otherwise by the accounting officer or accounting authority; and

(d) funds are available in the institution's budget to meet expenses related to the conference, event or study tour.

5.24 Employees of departments, constitutional institutions and public entities must, where applicable, take advantage of early registration discounts by seeking the required approvals to attend well in advance of the conference, event or study tour.

6 TRAVEL AND SUBSISTANCE

Accounting officers and accounting authorities must ensure that all travel and subsistence expenditure incurred by their respective institutions is consistent with National Treasury Instruction No. 04 of 2017/2018 on Cost Containment Measures related to Travel and Subsistence.

7 REQUESTS FOR TREASURY APPROVAL

7.1 Accounting officers of national departments, constitutional institutions and accounting authorities of national public entities must submit requests for treasury approvals, as referred to in paragraph 4.13 and 5.7 above to:

The Director-General
National Treasury
Private Bag X115
PRETORIA
0001
For attention: The Accountant-General

7.2 Accounting officers of provincial departments and accounting authorities of provincial public entities must submit requests for approval, as referred to in paragraph 5.7 above, to their respective provincial treasuries.

8 ADDITIONAL COST CONTAINMENT MEASURES

In addition to the cost containment measures prescribed in paragraphs 4 and 5 above, accounting officers and accounting authorities are urged to consider implementing additional cost containment measures as contained in the enclosed **Annexure A**. Such measures are considered necessary especially in light of the current economic realities.

9 APPLICABILITY

This Treasury Instruction applies to all departments, constitutional institutions and public entities listed in Schedules 2 and 3 to the PFMA.

10 EFFECTIVE DATE

This Treasury Instruction takes effect from the date of issue.

11 REPEAL OF NATIONAL TREASURY INSTRUCTION NO. 2 OF 2016/2017

National Treasury Instruction No. 02 of 2016/2017 on Cost Containment Measures dated 30 September 2016 is hereby repealed.

12 DISSEMINATION OF INFORMATION CONTAINED IN THIS TREASURY INSTRUCTION

12.1 Accounting officers of national departments are requested to bring the contents of this Treasury Instruction to the attention of all:

(a) accounting officers of constitutional institutions that receive transfers and subsidies from its vote; and

(b) accounting authorities of public entities reporting to their executive authorities.

12.2 Head officials of provincial treasuries are requested to bring the contents of this Treasury Instruction to the attention of all accounting officers of departments and accounting authorities of public entities in their respective provinces.

13 AUTHORITY FOR THIS INSTRUCTION

This Treasury Instruction is issued in terms of section 76(4) (b) of the PFMA.

14 CONTACT INFORMATION

Enquiries related to this Treasury Instruction may be directed to:

Moipone Ramoipone
Director: PFMA Support
Office of the Accountant-General
Phone: 012 315 5284
E-Mail: oagqueries@treasury.gov.za; or
PFM queries portal: http://pfmportal.treasury.gov.za/

JAYCE M NAIR
ACTING ACCOUNTANT–GENERAL

DATE: 15/05/2017

ANNEXURE A

ADDITIONAL COST CONTAINMENT MEASURES FOR CONSIDERATION BY ACCOUNTING OFFICERS AND ACCOUNTING AUTHORITIES

Inventory

1. Supplier and early settlement discounts can be negotiated to secure lower prices.
2. Savings on the amount of paper used may be considered by printing draft documents 'back to back' and by using colour printing facilities sparingly.
3. The use of electronic mail (email) should be encouraged instead of postage.
4. Consideration should be given to purchasing software licenses through the State Information Technology Agency (SITA) to leverage economies of scale and preferential rates.

Water and Electricity

5. Water and electricity must be used sparingly to lower utility costs.

Communication

6. Telephone and/or video conferencing facilities should be used, where possible, to avoid unnecessary travel and subsistence costs.

Advertising

7. Consideration should be given to utilising the services of the Government Communications and Information System (GCIS) for media related needs.

Miscellaneous measures

8. There should be synergy between similar business activities to avoid duplication of processes and efforts.
9. Labour saving devices should be shared within the establishment to optimize the capacity utilization of each device.
10. Warranties on motor vehicles and computer equipment should, where possible, be extended for reasonable periods instead of procuring new motor vehicles and computer equipment.
11. Purchasing of new furniture and equipment and office refurbishments should only be undertaken where absolutely necessary.

Annexure AW Midvaal Cost Containment Progress

Midvaal Local Municipality
PO Box 9, Meyerton, 1960
Tel: 016 360 7400
Fax: 016 360 7519
www.midvaal.gov.za

MIDVAAL
LOCAL MUNICIPALITY

Tel: 016 360 7447* Email: debbies@midvaal.gov.za

INTERNAL MEMORANDUM

TO : THE MUNICIPAL MANAGER

DATE : 03 JANUARY 2023

FILE REF : 8/1/1

SUBJECT : MFMA – COST CONTAINMENT MEASURES FOR THE 2nd QUARTER ENDING 31 DECEMBER 2022

1. PURPOSE:

To disclose the cost containment measures applied by the municipality and the cost savings on the implementation of the cost containment measures in terms of the Municipal Cost Containment Regulations, 2019.

2. RECOMMENDATION

2.1 **That** the report on the disclosure of the cost containment measures applied by the municipality and the cost savings on the implementation of the cost containment measures for the 2nd quarter ending 31 December 2022, BE NOTED.

2.2 **That** since the cost containment measures were implemented in all respects prior to the Regulations being promulgated in 2019 there are no additional cost savings to report for the current reporting period.

2.3 **That** the report be sent to the Gauteng Provincial Treasury.

3. REPORT

The Municipal Cost Containment Regulations were gazetted and came into effect from 1 July 2019.

The MFMA Circular number 82: Cost Containment Measures was issued by National Treasury on 30 March 2016 with the objective of ensuring that the resources of the municipality are used effectively, efficiently and economically. The Council adopted all the recommendations of the Circular and implemented the cost containment measures from 2016.

The Regulations make specific reference to the following:

Cost containment policy

Each municipality must develop or revise and implement a cost containment policy

All the cost containment measures contained in the Regulations are incorporated into the approved Cost Containment Policy.

Use of consultants

Each municipality may only appoint consultants if an assessment of the needs and requirements confirms that the municipality does not have the requisite skills or resources in its full-time employ to perform the function. In addition there are other guiding principles around the appointment of consultants.

Consultants are appointed after a needs analysis is completed, and submitted together with the specifications which is then approved by the Municipal Manager. It is established whether the services being procured could have been provided by the municipality itself or that the municipality ordinarily has the expertise to provide the service but temporarily could not do so or to save costs.

Vehicles used for political office bearers

The regulations introduce a ceiling in terms of the value of the vehicles to be procured and principles in terms of management of such vehicles.

The threshold limit for vehicle purchases relating to official use by political office-bearers may not exceed R700 000 or 70% of the total annual remuneration package, as defined in the Public Office Bearers Act and the notices issued in terms thereof by the Minister of Cooperative Governance and Traditional Affairs, whichever is lower.

All vehicles are procured using the RT57 tender to save cost, unless it may be procured at a lower cost through procurement mechanisms. The threshold limits and other requirements are strictly observed.

Travel and subsistence

The regulations provide the thresholds for purchasing air tickets, limitations on international travel, and hiring of vehicles. Economy class tickets are the norm, except for flights over 5 hours, and for exceptional cases. Accommodation costs are also pegged to the rates determined by Treasury, with exceptions. Use of municipal fleet vehicles must be the first consideration, where viable, before incurring costs on hired vehicles.

The travel and subsistence policy has been amended to be in compliance with the NT prescriptions on travel and subsistence. The appointed travel agent has been instructed to ensure compliance with the Regulations.

Officials travel economy class for all local travel.

Credit and Debit cards

Prohibition on the issuance of debit or credit cards linked to municipal bank accounts to officials or public office bearers

The municipality has not issued any credit or debit cards.

Sponsorships, Events and Catering

Restrictions on using municipal funds for specific functions which include, amongst others, catering for internal meetings only attended by officials, and social, farewell and team building activities. Entertainment allowances for qualifying officials may not exceed R2 000 per person per financial year.

No catering is considered for meetings. No year-end functions are held at Council's cost.

All entertainment budgets are capped at R2 000 per person per financial year – staff related functions are not funded from the entertainment budgets.

Communication

Municipal events and public information must be listed on the website. Government Gazettes and local media must be used to ensure compliance with the Municipal Finance Management Act as well as the Municipal Systems Act. To further enhance communication, the local radio stations must be used.

Municipal events and public information are posted on the website. Government Gazettes and local media are used to ensure compliance with the Municipal Finance Management Act as well as the Municipal Systems Act. To further enhance communication, the local radio stations are used.

Private telephone calls are tracked and deducted from staff salaries.

Newspaper subscriptions have been reviewed and reduced to the bare minimum.

Domestic accommodation / Conferences, meetings and study tours

Delegations must be limited to no more than 3 officials per conference. Meetings and planning sessions, as far as may be practically possible be held in-house.

In addition there are other guidelines. (which have been incorporated into the Cost Containment Policy)

Conferences are only attended if hosted by the professional bodies or government. Delegations are limited to no more than 3 officials per conference, hotel accommodation was kept within the prescribed limits, and car rentals were reduced and shuttle services were used.

Other related expenditure items

There are other general limitations, relating to the reduction of excessive spending on office furniture and equipment, use of municipal funds for electioneering, brochures, tools of the trade beyond what is already allowed, security measures, and unplanned overtime. Proper processes are to be followed when dismissing and suspending officials to minimise unnecessary legal costs. Municipalities should conduct periodic threat assessments before approving any costs on security for political office bearers or officials

- Office furnishings – The budget for furniture is approved by the Budget Steering Committee and only where new positions are created, or furniture is damaged will new furniture be

procured. Old furniture is also repaired and re-upholstered where possible to further reduce the cost of new furniture.

- Staff study, perks and suspension costs – Staff are required to repay study cost where they do not pass their exams. Staff above the threshold set by the Department of Labour are not paid overtime but get time off in lieu of overtime worked. The municipality had a number of suspensions during the year, but the disciplinary processes are fast-tracked as far as possible.
- NT transversal contracts are used insofar as practically possible. The RT46 transversal contract for vehicle maintenance, RT57 for purchasing vehicles, plant and equipment, RT4 for rescue equipment, RT3 for office automation, RT15 for mobile communication and RT69 for tyre contract.
- Printing is minimised and meeting agendas are circulated electronically. A central printer is used, thereby saving costs of cartridges. Double-sided and non-colour printing is encouraged.

Compliance versus saving

It could be argued that there is an inverse proportional relationship between compliance versus saving. Midvaal adopted and implemented the Circular in 2016 and by the time the Regulation was gazetted in 2019 there was already a move towards 100% compliance, hence the additional savings disclosed from 1 July 2020 onwards is minimal, if any.

PREPARED BY:

MRS. D SEMANO
ASSISTANT DIRECTOR: SCM
2022/2023_Cost_Containment Report_Q2_2022/ds

REVIEWED BY:

MR FANNY JONAS
DIRECTOR: SCM

RECOMMENDED

MR. Z.N MHLONGO
CHIEF FINANCIAL OFFICER

APPROVED/NOT APPROVED

MR. AM GROENEWALD
MUNICIPAL MANAGER

Annexure AX MFMA Budget Circular No 122 dated 9 December 2022

NATIONAL TREASURY

MFMA Circular No. 122

Municipal Finance Management Act No. 56 of 2003

Municipal Budget Circular for the 2023/24 MTREF

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Introduction

This budget circular provides guidance to municipalities with their compilation of the 2023/24 Medium Term Revenue and Expenditure Framework (MTREF). It is linked to the Municipal Budget and Reporting Regulations (MBRR) and the Municipal Standard Chart of Accounts (*m*SCOA), and strives to support municipalities' budget preparation processes so that the minimum requirements are achieved.

Among the objectives of this budget circular is to demonstrate how municipalities should undertake annual budget preparation in accordance with the budget and financial management reform agenda by focussing on key "game changers". These game-changers include ensuring that municipal budgets are funded, revenue management is optimised, assets are managed efficiently, supply chain management processes are adhered to, *m*SCOA is implemented correctly and that audit findings are addressed.

Municipalities are reminded to refer to the annual budget circulars of the previous years for guidance in areas of the budget preparation that is not covered in this circular.

1. The South African economy and inflation targets

The National Treasury forecasts real economic growth of 1.9 per cent in 2022, compared with 2.1 per cent projected in the 2022 Budget Review, in response to global and domestic shocks. Growth is projected to average 1.6 per cent from 2023 to 2025. Implementing structural reforms, especially in the energy sector, remains crucial to improve the economy's productive capacity and competitiveness.

The recovery in economic activity that began in 2021 was driven by a strong rebound in global economic activity, high commodity prices and easing COVID-19 restrictions. The scarring impact of the pandemic on employment and investment decisions will likely weigh on the recovery over the medium term. Investment remains well below pre-pandemic levels.

The economy grew by 1.4 per cent in the first half of 2022 compared with the first half of 2021. Real GDP grew more than expected in the first quarter of 2022, with output returning to pre-pandemic levels. However, a deteriorating global environment, flooding in KwaZulu-Natal and the Eastern Cape, industrial action in the electricity and mining sectors, and prolonged and intense power cuts resulted in a broad-based contraction across most sectors during the second quarter. The third quarter was marked by frequent and prolonged power cuts, which significantly disrupted economic activity.

The following macro-economic forecasts must be considered when preparing the 2023/24 MTREF municipal budgets.

Table 1: Macroeconomic performance and projections, 2021 - 2026

Fiscal year	2021/22	2022/23	2023/24	2024/25	2025/26
	Actual	Estimate	Forecast		
CPI Inflation	5.2%	6.8%	4.7%	4.6%	4.6%

Source: Medium Term Budget Policy Statement 2022.

Note: the fiscal year referred to is the national fiscal year (April to March) which is more closely aligned to the municipal fiscal year (July to June) than the calendar year inflation.

It is noted that variations in regional specifics are possible, however, any variation of assumptions must be explicitly set out and well explained in the budget narratives, in the absence of which the Treasuries will refer the budget back to council for alignment to the macroeconomic performance projections.

2. Key focus areas for the 2023/24 budget process

2.1 Local government conditional grants allocations

Over the 2023 MTEF period, conditional grant allocations to municipalities will grow below inflation. This is due to a higher 2022/23 baseline (R3.8 billion) added to local government conditional grants in the 2022 Division of Revenue Amendment Act. Over the next three years, total local government resources, including the equitable share and indirect conditional grants increase at an annual average rate of 6 per cent.

The local government equitable share increases at an annual average rate of 7.8 per cent and municipal conditional grants increase by 3.6 per cent over the 2023 MTEF period. The local government equitable share formula has been updated to account for projected household growth, inflation and estimated increases in bulk water and electricity costs over the 2023 MTEF period.

The annual Division of Revenue Bill will be published in February 2023 after the Minister of Finance's budget speech. The Bill will specify grant allocations and municipalities must reconcile their budgets to the numbers published herein.

Municipalities are advised to use the indicative numbers presented in the 2022 Division of Revenue Act to compile their 2023/24 MTREF. In terms of the outer year allocations (2025/26 financial year), it is proposed that municipalities conservatively limit funding allocations to the indicative numbers as presented in the 2022 Division of Revenue Act for 2022/23. The DoRA is available at:
http://www.treasury.gov.za/documents/national%20budget/2022/default.aspx

2.2 Re-enforcing the 2023 Division of Revenue Bill, (DoRB) to facilitate improved intergovernmental relations

Towards enforcing a system of good intergovernmental relations as envisaged in the Chapter 3 of the Constitution and subsequent related legislation, the National Treasury would like to remind municipalities of Section 31 of DoRA that articulates the facilitation of personal liability for unnecessary litigation. Going forward, a municipality may therefore only institute litigation against any organ of state, state-owned enterprise, public-and/ or municipal entity after exhausting all dispute resolution mechanisms required and/ or available to the municipality in terms of existing intergovernmental relations processes, policy and/ or any related contract with the municipality, including in terms of the Municipal Finance Management Act, 2003, the Intergovernmental Relations Framework Act, 2005, and/ or the Electricity Regulation Act, 2006 (dispute processes administered by NERSA).

The 2023 DoRB will facilitate the personal liability of and refund of any expenditure related to such litigation to the national revenue fund (NRF) by any person responsible for the institution of litigation by a municipality without having exhausted all the available dispute resolution mechanisms. This will be done through the equitable share off-setting processes. Municipalities, parallel to instituting any litigation against any organ of state, must report such litigation to the Auditor-General, the National Treasury and to the relevant provincial treasury. The report must provide the details of all the dispute resolution processes that were attempted, supported by information explaining the failure of these attempts.

Division of Revenue Amendment Bill, 2022 (DoRAB)

Disaster response funding

Conversion of disaster response grants – To allow for adequate response to the April 2022 floods, funding was shifted between the disaster relief grants in August 2022. R145 million

was shifted from the Provincial Disaster Response Grant to the Municipal Disaster Response Grant and R120 million was shifted from the Municipal Emergency Housing Grant to the Provincial Emergency Housing Grant.

Additional funding for disaster response grants – In response to disasters that have occurred, most of the disaster funding for 2022/23 had been depleted by the time of the tabling of the DoRAB. To enable for response should a disaster(s) occur in the remaining months of the current financial year, R248 million is added to the Municipal Disaster Response Grant to enable immediate response by municipalities.

Additional funding for disaster reconstruction and rehabilitation[1] – For the reconstruction and rehabilitation of municipal infrastructure damaged by flash floods in the Western Cape (Overberg District Municipality, Cape Winelands District Municipality and Garden Route District Municipality) in December 2021 and the April 2022 floods in the Eastern Cape (Winnie Madikizela-Mandela Local Municipality) and KwaZulu-Natal (eThekwini Metropolitan Municipality, uMhlathuze Local Municipality, uThukela District Municipality, uMgungundlovu District Municipality and iLembe District Municipality), R3.3 billion is added to the Municipal Disaster Recovery Grant.

Purchasing of land for relocation of flood victims – R92 million is added to the Informal Settlements Upgrading Partnership Grant: Municipalities for eThekwini Metropolitan Municipality for the purchase of land identified for the relocation of displaced flood victims.

Changes to local government allocations

Roll-over of funds in the Integrated National Electrification Programme (municipal) Grant – R1 million is rolled over in the Integrated National Electrification Programme (municipal) Grant to fund 50 electrification connections in Swellendam in Dikgatlong Local Municipality.

Roll-over of funds in the indirect Regional Bulk Infrastructure Grant – R15 million is rolled over in the indirect Regional Bulk Infrastructure Grant to fund operational payments for the Vaal River pollution remediation project in Emfuleni Local Municipality.

Reprioritisation in the Neighbourhood Development Partnership Grant – R100 million of the Neighbourhood Development Partnership Grant is shifted from Schedule 5, Part B (direct) to Schedule 6, Part B (indirect) to fund project preparation, planning and implementation for municipalities that are having administrative and financial challenges that are affecting project implementation. These funds will be used for projects they were allocated for in the direct component. Affected municipalities are Mogale City Local Municipality, KwaDukuza Local Municipality and Emfuleni Local Municipality.

Changes to gazetted frameworks and allocations

Municipal Disaster Response Grant – The grant framework for the Municipal Disaster Response Grant is amended to allow for spending to respond to the disasters that occurred in December 2021 and April 2022.

Informal Settlements Upgrading Partnership Grant: Municipalities – The grant framework for the Informal Settlements Upgrading Partnership Grant is amended to ring-fence funds for

[1] There was an oversight in the allocations to Western Cape and KwaZulu-Natal, wherein the allocations or parts thereof allocated to the district municipalities in the DoRAB ought to have been allocated to the respective local municipalities in these districts. This is explained in detail in the section "*Correction of errors in the Municipal Disaster Recovery Grant framework and allocations to municipalities*" below.

the purchase of identified land for the relocation of flood victims who were previously residing in informal settlements that were washed away by April 2022 floods in eThekwini Metropolitan Municipality.

Municipal annexures – Changes to previously gazetted municipal allocations include a change of the name of a municipality. The name of Engcobo Local Municipality in the Eastern Cape is updated to Dr A.B. Xuma Local Municipality as per the Gazette published in terms of section 12 of the Local Government: Municipal Structures Act, on 30 May 2022.

Correction of errors in the Municipal Disaster Recovery Grant framework and allocations to municipalities

The National Disaster Management Centre (NDMC) has requested changes to the in-year allocations for the Municipal Disaster Recovery Grant in the DoRAB tabled in Parliament. Part of the funding allocated to uThukela and iLembe district municipalities in KwaZulu Natal (page 36 of the DoRAB), should have been allocated to Alfred Duma and KwaDukuza local municipalities, respectively. The allocations made to the Cape Winelands, Overberg, and Garden Route district municipalities in the Western Cape (page 39 of the DoRAB), should have been made to Breede Valley; Theewaterskloof and Swellendam; and Oudtshoorn and George local municipalities, respectively. These corrections also affect the ring-fencing in the grant framework (page 28 of the DoRAB).

Parliament has approved that the National Treasury correct the allocations and effect the required changes to the MDRG framework, as part of section 15(1) of the 2022 DoRA to ensure that MDRG allocations are correctly allocated to the municipalities assigned for the functions.

3. Pension fund defaults

There has been a growing trend where municipalities are deducting pension from the employees but are not paying it over to their pension fund. This in our view is inconsistent with the intent and spirit of the MFMA and constitute an act of financial misconduct in terms of section 171 of the MFMA read with the Municipal Regulations on Financial Misconduct Procedures and Criminal Proceedings and potentially also a criminal offence in terms of section 173 of the MFMA read with other applicable legislation. Municipal Councils should refer these actions to the Disciplinary Boards for further investigation and should also consider laying criminal charges against the accounting officer and other responsible officials that has failed to perform the responsibility outlined in terms of section 65(2)(f) of the MFMA which states that “the accounting officer of a municipality must take all reasonable steps to ensure that the municipality complies with its tax, levy, duty, pension, medical aid, audit fees and other statutory commitments”. Municipal Councils should also consider further measures and actions in terms of the Pension Funds Administration Act, as may be applicable.

4. Municipal Standard Chart of Accounts (*m*SCOA)

4.1 Release of Version 6.7 of the Chart

On an annual basis, the *m*SCOA chart is reviewed to address implementation challenges and correct chart related errors. Towards this end, Version 6.7 is released with this circular.

Version 6.7 of the chart will be effective from 2023/24 and must be used to compile the 2023/24 MTREF and will be available from 20 December on the link below:

http://mfma.treasury.gov.za/RegulationsandGazettes/MunicipalRegulationsOnAStandardChartOfAccountsFinal/Pages/default.aspx

Kindly note that, in accordance with section 8(2)(j) of the Municipal Property Rates Act (MPRA) as amended in 2014, municipalities may apply for categories other than the categories in 8(2)(a) to (i). Towards this end the Minister of Cooperative Governance and Traditional Affairs approved the following categories:

- Sports Clubs and Fields for Bitou Municipality and
- Residential sectional title garages for Drakenstein Municipality.

These categories were only approved for use by municipalities indicated above. System vendors must therefore block the use of these categories for all other municipalities. The Project Summary Document (PSD) on the National Treasury webpage will be aligned to the chart changes in version 6.7 where applicable. The PSD is also available on the above link.

For the National Treasury to consider a new chart change in version 6.8 of the chart, the issue must be logged with all relevant background and details on the *m*SCOA FAQ portal by 31 August 2023. The *m*SCOA FAQ portal can be accessed by all registered GoMuni users on the following link. https://lg.treasury.gov.za/ibi_apps/signin

4.2 Amendments to the regulated A1 schedules

The following tables of the A1 Schedule that was regulated in terms of the Municipal Budget and Reporting Regulations (MBRR), have been aligned to the *m*SCOA and Generally Recognised Accounting Standards (GRAP):

- A4: Statement of Financial Performance; and
- A6: Statement of Financial Position

In addition, tables A8 and A10 have been linked to the *m*SCOA data strings and will be included in the 2023/24 budget reports available on the GoMuni portal from 01 July 2023.

The amended and protected version of the A1 schedule will be available from 20 December on the link below:
http://mfma.treasury.gov.za/RegulationsandGazettes/MunicipalRegulationsOnAStandardChartOfAccountsFinal/Pages/default.aspx

System vendors and municipalities that are managing their own in-house systems must programme the amended schedules on their financial systems. Input fields for supporting tables that are not part of the non-financial data string must be created to ensure that a complete A schedule is generated from the core municipal financial system.

The *m*SCOA Regulations require that municipalities budget, transact and report on legislated *m*SCOA segments and directly on the core financial system and submit the required data strings directly from this system to the GoMuni Upload portal. To ensure that the data strings submitted are credible, municipalities must:

- Lock the budget adopted by Council on the core municipal financial system before submitting the budget (ORGB) data string to the GoMuni Upload portal;
- Close the core financial system at month-end as required in terms of the MFMA before submitting the monthly data string to the GoMuni Upload portal; and
- Generate the regulated MBRR Schedules (A, B and C) directly from the core municipal financial system.

The preparation of budgets on excel spreadsheets that is captured in the system at a later stage and manual correction of data strings by municipal officials or system providers are not allowed in terms of the *m*SCOA Regulations. Where a municipality makes use of a stand-alone 3rd party sub-system or a system provider has entered into an agreement or consortium for the provision of certain functionality with a 3rd party sub-system provider, such a 3rd party sub-system should host the relevant part of the *m*SCOA chart to seamlessly integrate with the core financial system without manual intervention.

4.3 Credibility of *m*SCOA data strings

The credibility and accuracy of the data strings must be verified by municipalities before submission as the data strings submitted will be used as the single source for all analysis and publications in the 2023/24 municipal financial year.

Municipalities have been given access to the GoMuni portal in April 2022 and should use the reports on GoMuni to verify the credibility of their submissions. It should be emphasized that errors in the data can only be corrected in the next open period. e.g., errors in the tabled budget (TABB) data string can only be corrected in the adopted budget data string (ORGB). Municipalities are not allowed to open closed periods to make corrections.

Municipalities are reminded that incorrect or incomplete data string submissions is considered as non-submission.

The credibility of the *m*SCOA data strings remains a concern in the following areas:

The inclusion of opening balances in data strings

Municipalities and system vendors must ensure that opening balances are included in the budget and in-year data strings. The opening balances at year end (month 12 – M12) of the previous financial year must be rolled over to the first month (M01) and updated with pre-audited (PAUD) and audit (AUDA) adjustments in the current financial year in the *applicable open period*. In other words, if the audit is completed on 31 October, then the changes in the opening balances must be reflected in the in-year submission for November 2022 (M05 submission). If opening balances and changes thereto are not included in the budget and in-year data strings, the C schedules will not populate correctly. This means that the movement of the balance sheet items will not have a starting point and the Statement of Financial Position (balance sheet) will be incorrect.

Accounting for Water Inventory

As per the guidance in MFMA Budget Circular No.115 (dated 04 March 2022), municipalities must budget and account for bulk water purchases as **inventory** under current assets in the Statement of Financial Position as per GRAP 12 (paragraph. 07).

In terms of GRAP 12:

Inventories are assets:

a. In the form of materials or supplies to be consumed in the production process;
b. In the form of materials or supplies to be consumed or distributed in the rendering of services; and
c. Held for sale or distribution in the ordinary course of operations, or
d. In the process of production for sale or distribution.

Inventory acquired through non-exchange transactions should be recorded at its fair value as at the date it is acquired. The cost of inventory, except for non-purified water, will be determined or recognised in accordance with paragraph 25 and 26, which is the primary and secondary costs in getting the water either to the treatment works or to the users of the water.

It is important to note that water cannot be issued if it was not purchased or brought into the inventory through system input transactions. Therefore, the total input volume of water related to water purified and water from natural sources should include both primary and secondary cost components. The allocation of secondary cost to the input volume of water will necessitate the utilisation of the Costing Segment in the *m*SCOA. This is crucial in determining cost reflective tariffs for water.

The fair value of water from natural resources such as boreholes, springs and fountains may be determined by the primary and secondary cost components. Secondary costs include:

- Labour
- Extraction cost
- Distribution cost
- Chemicals/ Treatment
- Maintenance
- Infrastructure
- Depreciation charges

The municipality must account for water from natural resources as follows:

Debit: System Input Volume: Natural Resources
Credit: Gains and Losses: Water at fair value

Water inventory must be budgeted to be acquired and recorded in the Current Assets: Inventory: Water as indicated below. The movement accounts in the *m*SCOA structure makes provision for the different methods of acquiring and the consumption/ issuing of Water inventory.

Current assets:

- Inventory: Water Opening balance: Non-Funding Transactions
- Inventory: Water: System Input volume: Bulk Purchases: Water Treatment/Natural Resources
- Water Authorised Consumption:
  a) Billed Unmetered Consumption
  b) Un-Billed Authorised Consumption
  c) Billed Metered Consumption
- Inventory: Water Losses (Apparent and Real Losses)

Water that is issued to Consumers must be issued from the inventory and expensed in the **Expenditure:** Inventory: Consumed -Water.

Water losses will reduce the Water inventory in current assets and the corresponding amounts should be captured in **Gains and Losses:** Inventory: Water: Fair value

It is important to note that the change in accounting for water through the inventory purchased process and the change of using a methodology to report the balance of water as at year-end may impact on the Annual Financial Statements (AFS). Municipalities must ensure that they update their accounting policy, document this process, and provide comparative figures when assessing and reporting their water balance to ensure that the GRAP guidelines of changes in reporting and materiality is applied correctly.

The Local Government Municipal Property Rates (MPRA) Amendment Act, 2014

Municipalities are reminded that section 8 of the MPRA on the determination of categories of rateable properties has been revised through the Local Government Municipal Property Rates Amendment Act, 2014 ("the Amendment Act").

Municipalities were required to implement the new property categorisation framework by not later than 01 July 2021. The *m*SCOA chart Version 6.7 will only make provision for the new framework. The old framework has been retired and municipalities must prepare their 2023/24 MTREF Budgets accordingly.

Fixed Asset Register

Municipal financials systems must comply with the minimum business processes and system requirements on fixed asset registers as articulated for the asset management module in MFMA Circular No 80. The asset management module should be embedded in the core financial system or seamlessly integrate from a third-party sub-system to the core financial system. This will enable the regular and seamless updating of the fixed asset register. The register must contain the following information as a minimum requirement:

- Description of the asset
- Date of acquisition or brought into use
- Purchase cost
- Location of the asset
- Function responsible for the asset
- Current value
- Depreciation and method utilised
- Remaining life of the asset
- Maintenance information
- Insurance Coverage

Municipalities will be required to upload their updated fixed asset register in a PDF format on the GoMuni Upload portal as part of their 2023/24 MTREF tabled and adopted budget submission and thereafter on a quarterly basis as part of their in-year reporting.

Recording of Schedule 6B Grants in *m*SCOA

Grants allocated in terms of Schedule 6B of DoRA should be recorded in terms of *m*SCOA as an allocation-in-kind. This means that the municipality will only record the transaction once they received a completed asset.

Importantly, a Schedule 6B grant may not be transferred to the end-user of the asset to construct the asset as this is in contravention with the conditional grant framework. If a transferring officer of a Schedule 6B grant consider the municipality capable of constructing its own asset, the grant should be re-gazetted and reclassified as a Schedule 5B grant. The grant will then be transferred directly to the municipality to construct the asset and the receipt and expenditure of the grant must be in accordance with GRAP 17. An adjustments budget in terms of Section 28(2)(b) of the MFMA and Regulation 23(3) of the MBRR must be adopted to include the grant funding and project in the MTREF budget.

In the case where a municipality is constructing an asset for a national department but will not be the end-user of the asset being constructed, the accounting must be done in terms of GRAP 11. There will be VAT implications as the municipality will be a contractor and act as an agent. It is important to ensure that the contract between the municipality and the department outlines the responsibilities of all parties.

Municipalities must ensure that they are making provision for VAT in accordance with the VAT Act, 1991 (Act No. 89 of 1991) and the VAT 419 guide issued by SARS. The National Treasury issued *m*SCOA Circular No.12 (dated 01 October 2021) that provides guidance on the recording of VAT in the *m*SCOA.

Impact of Balance Sheet Budgeting and Movement Accounting on Cash Flow Tables

From the analysis of the *m*SCOA data strings it is evident that the cash flow tables (A7, B7 and C7) are still not populating correctly or completely. This can be contributed to the fact that a number of municipalities still do not use balance sheet budgeting and movement accounting. Guidance on the use of balance sheet budgeting and movement accounting to populate tables A7, B7 and C7 correctly was provided in MFMA Budget Circular No. 107 (dated 04 December 2020) and *m*SCOA Circular No. 11 (dated 04 December 2020).

4.4 Regulation of Minimum Business Processes and System Specifications

National Treasury will review and regulate minimum business processes and system specifications for *m*SCOA by the end of 2024/25. In preparation for the regulation of the minimum requirements, municipalities should ensure that they comply fully with the current minimum business processes and system specifications articulated in MFMA Circular No. 80 (dated 08 March 2016).

Where a municipality is not fully compliant with the *m*SCOA requirements, a *m*SCOA Road Map must be in place to drive and fast track the *m*SCOA implementation in the municipality. The *m*SCOA Steering Committee, chaired by the Accounting Officer or his/ her delegate, must use the *m*SCOA Road Map to track progress and take correction actions where required.

Road Maps must be reviewed and updated annually as part of the budget process is updated and submitted to Council for approval together with their 2023/24 MTREF budget. Municipalities will be required to upload their updated *m*SCOA Road Maps in a PDF format on the GoMuni Upload portal as part of their 2023/24 MTREF tabled and adopted budget submission and thereafter on a quarterly basis as part of their in-year reporting.

Municipalities should ensure that they budget sufficiently to become and remain mSCOA compliant.

Guidance on the content of the *m*SCOA Road Map was provided in MFMA Budget Circular No. 115 (dated 04 March 2022).

4.5 *m*SCOA Training Initiatives

Training to municipalities and municipal system vendors

The National Treasury, in conjunction with CIGFARO, will conduct monthly training sessions aimed at municipalities, municipal system vendors and other relevant role-players. The training will focus on technical aspects of budgeting, transacting and reporting in the *m*SCOA and is aimed at improving the quality of *m*SCOA data strings. The draft programme is attached as **Annexure A.**

***m*SCOA eLearning Course**

The National School of Government is hosting the *m*SCOA eLearning Course that was developed by the National Treasury. The *m*SCOA eLearning Course provides government officials with the basic knowledge on the reform and how to record transactions using the *m*SCOA.

Government institutions can enrol their employees for this course by sending a request for training to the NSG at contactcentre@thensg.gov.za. If your institution has not attended any training with the NSG previously, then you will also be required to register on the NSG database. The *m*SCOA eLearning Course will be offered as no cost until 31 March 2022. Thereafter, delegates will have to pay to attend the course.

Any queries in this regard must be directed to the NSG at contactcentre@thensg.gov.za or tel number: 086 100 8326.

5. The revenue budget

Similar to the rest of government, municipalities face a difficult fiscal environment. The weak economic growth has put pressure on consumers' ability to pay for services, while transfers from national government are growing more slowly than in the past. Some municipalities have managed these challenges well, but others have fallen into financial distress and face liquidity problems. These include municipalities that are unable to meet their payment obligations to Eskom, Water Boards and other creditors. There is a need for municipalities to focus on collecting revenues owed to them and eliminate wasteful and non-core spending.

Municipalities must ensure that they render basic services, maintain their assets and clean environment. Furthermore, there must be continuous communication with the community and other stakeholders to improve the municipality's reputation. This will assist in attracting investment in the local economy which may result in reduced unemployment. Some municipalities are experiencing serious liquidity challenges. Therefore, the new leadership is advised to:

- Decisively address unfunded budgets by reducing non-priority spending and improving revenue management processes to enable collection; and
- Address service delivery failures by ensuring adequate maintenance, upgrading and renewal of existing assets to enable reliable service delivery.

5.1 Maximising the revenue generation of the municipal revenue base

Reference is made to MFMA Circulars No. 93, paragraph 3.1 and No. 98, paragraph 4.1. The emphasis is on municipalities to comply with Section 18 of the MFMA and ensure that they fund their MTREF budgets from realistically anticipated revenues to be collected. Municipalities are cautioned against assuming collection rates that are unrealistic and unattainable as this is a fundamental reason for municipalities not attaining their desired collection rates.

The purpose of the above mentioned MFMA Circulars is to ensure that the municipalities are using their entire revenue base as the basis for the revenue budget. It is essential that municipalities reconcile their most recent consolidated valuation roll data to that of the current billing system data to ensure that revenue anticipated from property rates is realistic. The municipalities should implement a data management strategy and develop internal capacity to perform these reconciliations and investigations to improve completeness of billing.

One of the aims of the reconciliation process is to identify exceptions, i.e. records on the roll and not on the billing system and records on the billing system and not on the roll. In addition, the reconciliation must identify duplicated records, missing data, and data errors. These exceptions should then be investigated, and remedial action strategies developed for data cleansing and other corrective actions. The Debtors Ageing data should also form part of the reconciliation process so that "debtors" can be tracked and assessed at a property record level and prioritised for verification of rates liability measured against a MPRA property and owner.

To facilitate reconciliation of the separate databases (Roll and Billing), a unique property identifier (common primary unique link code) must be created and populated for each rateable property on the roll system and on the rates billing system. This property identifier must be unique, without duplicates, and remain constant for the life of the property. The standards adopted by the South African Council for the Property Valuers Profession (SACPVP), namely South African Standard: Municipal Valuations for Property Rating, specifies that the Surveyor General Code SG 21-digit Code, derived, and created from the property description, be applied for all registered full title property defined in terms of part (a) of the definition of property.

For all other MPRA defined property, Part (a) Sectional Title, Part (b) Registered Rights, Part (c) Land Tenure Rights and Part (d) PSI, and apportioned multiple use property in terms of sections 8(2)(i) and 9(2), an added suffixed 5 digits to the SG 21-digit code must be assigned by the designated municipal valuer, thereby creating a unique 26-digit code. The municipality must ensure that the SG21 digit code and 26-digit coding system is applied in their valuation roll management system and billing system and engage with their designated municipal valuer and systems service providers to implement the unique property identifier.

Further it is important that municipalities who are performing a general valuation (GV) to implement a new valuation roll on 1 July 2023, must also as best practice compare the current consolidated roll to the new valuation roll. This can identify any anomalies and errors of category of property and market values for review and investigation and the option of lodging an objection by the municipality, where applicable. This process should also identify outliers and shifts in market values by category and area so that tariffs on the new roll can be modelled and determined in an equitable manner to avoid rates shocks.

Municipalities should undertake this exercise as a routine practice during the budget process so that supplementary adjustments to the valuation roll are kept up to date. In order to ensure that the most updated information is used for the reconciliations, municipalities are reminded to adhere and comply with s23(1)(2) of the MPRA and therefore use the Part A register as the basis for performing the reconciliations going forward.

Furthermore, municipalities are also advised and expected to comply with s8(1) of the MPRA in terms of the billing methodology that needs to be specified within their policies to ensure that the correct categories (based on the selection made by the municipality) are used in the reconciliation process.

The list of exceptions derived from this reconciliation will indicate where the municipality may be compromising its revenue generation in respect of property rates or whether the municipality is overstating its revenue budget.

A further test would be to reconcile this information with the Deeds Office registry. In accordance with the MFMA Circular No. 93, municipalities are once more requested to submit their reconciliation of the Valuation roll/Part A register to the billing system to the National Treasury on a quarterly basis by no later than the 10th working day. A detailed action plan must accompany the reconciliation where variances are noted.

The above information must be uploaded by the municipality's approved registered user(s) using the GoMuni Upload Portal at: https://lg.treasury.gov.za/ibi_apps/signin. If the municipality experience any challenge uploading the information, a request for an alternative arrangement may be emailed to linda.kruger@treasury.gov.za.

No operation can be sustainable if it does not collect its revenue. A municipality is no different. There is a misconception that a municipality may not interrupt or restrict the supply of water services of a defaulting consumer. The National Treasury confirms that neither the

Water Services Act, 1997 (Act No. 108 of 1997) or any other legislation prevents a municipality from cutting the supply of water to a defaulting consumer unless the consumer is an indigent in which case the water services to that household must be restricted to the national free basic water limit of 6 kilolitre water monthly (or 50 kilowatt hours in the case of free basic electricity monthly). This was confirmed by the Constitutional Court in the matter of Mazibuko and Others v City of Johannesburg and Others (CCT 39/09) [2009] ZACC 28; 2010 (3) BCLR 239 (CC); 2010 (4) SA 1 (CC) (8 October 2009).

Municipalities are urged to use the restriction/ interruption of supply of both water and electricity services as a collection tool. Effective from the tabling and adoption of the 2023/24 MTREF, municipalities' By-laws and policies must facilitate this and clearly stipulate the order in which any partial payment of the consolidated municipal bill (including property rates) will be applied as well as the process before the supply of water and electricity services will be cut. The National Treasury recommended that any partial payment firstly be applied to property rates, wastewater, waste management, water and lastly to electricity. When interrupting or restricting the supply of water it is important that such is undertaken together with the municipal engineer(s) to ensure a continued minimum supply of waste water.

5.2 Setting cost-reflective tariffs

Reference is made to MFMA Circular No. 98, paragraph 4.2. The setting of cost-reflective tariffs is a requirement of Section 74(2) of the Municipal Systems Act which is meant to ensure that municipalities set tariffs that enable them to recover the full cost of rendering the service. This forms the basis of compiling a credible budget. A credible budget is one that ensures the funding of all approved items and is anchored in sound, timely and reliable information on expenditure and service delivery (Financial and Fiscal Commission (FFC), 2011). Credible budgets are critical for local government to fulfil its mandate and ensure financial sustainability.

A credible expenditure budget reflects the costs necessary to provide a service efficiently and effectively, namely:

- A budget adequate to deliver a service of the necessary quality on a sustainable basis; and
- A budget that delivers services at the lowest possible cost.

The National Treasury issued a tariff setting tool and guide as part of MFMA Budget Circular No. 98 (refer item 4.2) on 6 December 2019 and since 2019, encouraged municipalities to utilise the tool. **With effect, the 2023/24 MTREF, all municipalities** (**except** *metropolitan cities and district municipalities that do not provide any services*) **as part of both the tabled and adopted MTREF submissions must submit the completed National Treasury tariff tool (in excel format)** illustrating that the revenue component of the budget is credible and funded and that the municipality's tariffs are cost reflective. If the municipality's initial calculation results in high increases to facilitate cost-reflectiveness, it is recommended that such are phased in over 3 to 5 years. The municipality's strategy in this regard should be included as part of the budget narratives.

This tool will assist in setting tariffs that are cost-reflective and enable a municipality to recover costs to fulfil its mandate. Going forward it is also imperative that every municipality fully embrace the Municipal Standard Chart of Accounts (*m*SCOA): costing component. Considering, *m*SCOA implementation is entering its sixth year of implementation, all municipalities must fully embrace and report also utilising the costing segment correctly. The National Treasury Municipal Costing Guide is available on the link below on the National Treasury website.

http://mfma.treasury.gov.za/Guidelines/Documents/Forms/AllItems.aspx?RootFolder=%2fGuidelines%2fDocuments%2fMunicipal%20Costing%20Guide&FolderCTID=0x0120004720FD2D0551AE409361D6CB3E122A08.

5.3 Tariffs – achieving a balance between cost-reflectiveness and affordability

National Treasury encourages municipalities to maintain tariff increases at levels that reflect an appropriate balance between the affordability to poorer households and other consumers while ensuring the financial sustainability of the municipality.

When setting tariffs, it is therefore critical to understand the economic environment specific to the municipality and consideration should include at least –

- *The socio-economic profile undertaken for the municipality* available on the National Treasury GoMuni portal – municipalities are encouraged to annually update their own socio-economic profile using the template model available on GoMuni;
- *The most recent average monthly household income in the municipality* as per Statistics South Africa (Stats SA) available on Statistics South Africa | Improving Lives Through Data Ecosystems (statssa.gov.za);
- *The average property value in the municipality* per its most recent approved general valuation roll and/ or supplementary general valuation roll;
- *The number of indigent households in the municipality,* including any variation in the number of indigent households included in the Equitable Share: free basic services component for the municipality vs the municipality's own indigency level discretion; and
- *The economic drivers and activities specific to the municipal area*[2]*; etc*.

The municipality's tariff-setting or other committee tasked with this role must understand and deliberately reflect on this context during the tariff-setting process. Considering the average monthly household income, the median affordable municipal bill would ideally not exceed proportionally the average monthly household income. This median affordable bill, in combination with the median average property value should inform the basis to determine any rebates to households with income below the median.

It is also important when setting particularly water and electricity tariffs that municipalities consider setting two-tier tariffs, that include a basic availability charge to recover the fixed (direct and indirect) cost associated with the service in conjunction with consumption-based tariff bands. For example, in a drought, such tariffs will facilitate the ability to pay for infrastructure and maintenance, treating chemicals and salaries, etc. while parallel facilitating water restriction based on inclining tariffs as consumption increase. Furthermore, it is important to link the municipality's water tariffs to dam levels, also approved as part of the budget process. For example, if the dam levels drop to 60 per cent the first tier of restriction tariffs should become applicable in terms of the municipality's approved tariff policy.

It is also noted that NERSA approves seasonal tariffs for Eskom but not necessarily for the municipality. It is important that the municipality clearly factor this in its tariff application to NERSA, illustrating the cashflow crunch if the municipality is not similarly allowed a seasonal tariff to recover the higher Eskom bulk cost during winter months.

Lastly, municipalities are cautioned against setting tariffs that include operating inefficiencies. This could lead to tariffs falling into the unaffordable range.

The Consumer Price Index (CPI) inflation is forecasted to be within the 3 to 6 per cent target band; therefore, municipalities are required to ***justify all increases in excess of the* projected inflation target for 2023/24** in their budget narratives and pay careful attention to

[2] The spatialised tax data is now available through National Treasury for all municipalities that provides an up to date information on economic activity within a municipal boundary.

tariff increases across all consumer groups. In addition, municipalities should include a detail of their revenue growth assumptions for the different service charges in the budget narrative.

5.4 Bulk Account Payments and Concessions

During 2018/19, intense work was undertaken to resolve systemic and structural issues pertaining to the electricity function in municipalities. Core to this work was addressing the escalating Eskom debt that threatened the sustainability of Eskom as well as that of municipalities.
During the process, Eskom agreed to provide relieve in certain areas. Municipalities are reminded of the following concessions that remain in place:

- The interest rate charged on overdue municipal bulk accounts were reduced from prime plus 5 per cent to prime plus 2.5 per cent;
- Payment terms were extended from 15 days to 30 days for municipal bulk accounts; and
- Eskom allocation of municipality payments to capital first and then to interest.

These concessions align to the MFMA and are meant to curb municipal growing debt levels by allowing a more conducive payment regime than what was previously employed. In addition, municipalities are urged to budget for and ring-fence their payment of bulk services. Bulk current account payments must be honoured religiously to avoid stringent application of the bulk suppliers' credit control policy.

Municipalities are also urged to enforce a culture of payment for services through their normal credit control processes. In this regard it should be noted that municipalities are only compensated for free basic services based on an indigent user component calculation through the equitable share. As such, a municipality's allocation of free basic services to all of the municipality's consumers is not funded in the equitable share. Every municipality, during the budget process, must consider the affordability to the municipality when allocating free basic services above the national norm and to consumers other than indigent consumers. **If a municipality has any arrears on any of its bulk supplier's accounts, it must limit its provision of free basic services to registered indigent consumers only**.

5.5 Critical Notice Affecting STS Meters

As highlighted in previous MFMA Circular No. 115 (dated 06 December 2022) municipalities are once again alerted that there is still a pending business risk to the prepayment metering industry that requires urgency of action. The token identifiers (TID) used to identify each credit token will run out of available numbers in November 2024, at which point all STS meters will stop accepting credit tokens.

The remedy is to visit each meter and enter a special set of key change tokens in order to reset the meter memory. Municipalities are advised that the National Treasury, through the Office of the Chief Procurement Officer (OCPO), will soon facilitate a transversal contract for the provision of auditing, re-calibration and re-configuration services for standard transfer specification compliant prepayment meters that align to minimum and critical technical specifications for local government. In this respect the development of the transversal contract for smart prepaid meters as per NRS 049 (per latest approved version) is at an advanced stage and should be issued shortly by National Treasury.

If your municipality or municipality entity is currently in the process of procuring for a solution or is planning to, you are cautioned:

- Against proceeding prior to the OCPO having issued and awarded the transversal contract for the provision of inter alia auditing, re-calibration and re-configuration services for standard transfer specification compliant prepayment meters Terms of Reference (ToR); and

- That, with immediate effect, you must obtain the National Treasury's input prior to proceeding with any current procurement or proposed procurement for this purpose or any related solution or similar. This is to prevent unnecessary and wasteful expenditure on such solutions. Any request for National Treasury's input on the current or planned procurement of any related solution or similar or component thereof, must be directed to the National Treasury for the attention of the Local Government Budget Analysis Unit (Mr. Sadesh Ramjathan) Sadesh.Ramjathan@treasury.gov.za.

In this regard, municipalities will have two options to choose from:

- Firstly, to pursue the route of auditing, re-calibrating and re-configuring services for standard transfer specification compliant prepayment meters; and/ or
- Secondly, to replace the old meter with a new smart prepaid meter.

For both options, the municipality will have to budget accordingly as no additional funding will be available through the national fiscus.

Your assistance in proactively ensuring that the municipality and/ or its entities are not adversely affected by these processes will be appreciated.

5.6 Completeness and credibility of revenue related information in the Budget

The MBRR regulates the minimum level of information required from municipalities when compiling, implementing, monitoring, and evaluating the municipality's financial management situation. Failure to include the minimum required information hampers the municipal council, the public and stakeholders' ability to make informed decisions and engage on the matter. It also limits research, studies, and benchmarking undertaken for local, provincial, and national purposes.

The National Treasury would like to take this opportunity to caution municipalities that the MBRR prescribe the minimum level of information municipalities must include as part of their legal reporting obligations.

Going forward the Treasuries will place increased attention and focus on the adequacy of municipalities' submissions. The National Treasury regards this non-compliance to include the minimum level of information as serious and if persistent will consider applying the available legal sanctions, including recourse in terms of section 216(2) of the Constitution. In this context, National Treasury will particularly focus on the completeness of asset management related information as well as the statistical information required in the A, B and C schedules during the 2023/24 MTREF.

5.7 Eskom Bulk Tariff increases

The National Energy Regulator of South Africa (NERSA) is responsible for the price determination of the bulk costs of electricity. In the municipal financial year 2022/23, bulk electricity costs increased moderately at 9.61 per cent, compared to 17.8 per cent in the 2021/22 municipal financial year. Due to Eskom's funding needs, they are seeking higher tariff increases and have applied to NERSA for a 32 per cent hike from 1 April 2023/24. NERSA will make a final decision on the tariff application by 24 December.

In addition, a High Court hearing is still pending on the Multi-Year Price Determination (MYPD 5) application. The urgent High Court review requires NERSA to urgently process the Eskom revenue application for at least one year, as required by law. The timeframes for the review allow for a decision to be made in time for implementation by 1 April 2023.

5.8 Updated Municipal Borrowing Policy Framework

Cabinet approved the Update to the Policy Framework for Municipal Borrowing and Financial Emergencies on the 17th of August, 2022. The purpose of the Update is to re-examine the original Policy Framework, along with the legislation (i.e. Municipal Finance Management Act – MFMA) that was adopted to implement it, considering the experience with municipal borrowing that has accumulated since 2000.

The following key reforms have been introduced through the Update to the Policy Framework for Municipal Borrowing:

- The Policy Framework for Municipal Borrowing has been updated to introduce the necessary reforms that will expand the scope of responsible municipal borrowing and create an environment that attracts more players (e.g. insurers, pension funds, institutional investors and fund managers, and international Development Finance Institutions) in the municipal debt market space. The original core principles underlying municipal borrowing are maintained (i.e. creditworthy municipalities should borrow prudently to finance capital investment, and that there will be no bail-outs by the provincial or national government);

- The updated policy framework clarifies the role of Development Finance Institutions (DFIs), as it was not clearly articulated in the original policy. DFIs are required to pursue clear and agreed developmental goals, as outlined in the policy. The objective of this approach is to ensure that a DFI lending does not crowd out the private sector. Public-sector lenders, both domestic and foreign, should be guided by a social and developmental investment approach in which demonstrable social outcomes are considered alongside potential financial returns;

- The updated policy framework permits and clarifies innovative infrastructure financing mechanisms (such as pooled financing mechanisms, project finance, tax increment financing, revenue bonds, and pledging of conditional grants) that municipalities can use to leverage municipal borrowing. Municipalities are encouraged to explore these alternatives, and innovative infrastructure financing mechanisms permitted subject to the requirements contained in the Municipal Finance Management Act (MFMA) and

- The participation of both private and public sector market participants in the development of a liquid secondary market for municipal debt securities is also encouraged. The policy proposes options that can be explored to support the development and growth of an efficient and liquid market for municipal debt obligations.

The Updated Municipal Borrowing Policy Framework can be accessed at the MFMA website at the following link http://mfma.treasury.gov.za/Guidelines/Pages/default.aspx.

5.9 Tariff Policies

Municipalities must comply with the provisions of Section 74 of the Municipal Systems Act (MSA) which requires that a municipal council must adopt and implement tariff policy on the levying of fees for municipal services provided by the municipality itself or by way of service delivery agreements, and which complies with the provisions of this Act and with any other applicable legislation. Municipalities should also ensure that the tariff policies adhere to all the principles outlined in section 74(2) of the MSA. A municipality's tariff policies must also take into consideration variable factors such as water shortages and electricity feedback excess into the municipal system from new generation capacity. Municipalities must adopt by-laws to give effect to the implementation and enforcement of their tariff policies.

5.10 Non-Revenue Electricity and Non-Revenue Water/ Revenue Losses:

Water Service Authority municipalities and electricity licensed municipalities are urged to align both their non-revenue water and non-revenue electricity indicators and their set targets in the 2023/24 SDBIPs with identifiable infrastructure or operational projects and/ or programmes. Municipalities should improve on the baseline information included in the SDBIPs by indicating the volume of water losses (i.e., kilolitres/ mega-litres) and the amount of electricity losses (KwH or MWs) for the previous year. This approach will help to determine the progress of municipalities in curbing losses, which impact on municipal revenues, in both non-revenue water and non-revenue electricity.

6. Burial of Councillors

Salaries, allowances and benefits for political office-bearers and members is managed through Determination of Upper Limits of Salaries, Allowances and Benefits of Different Members of Municipal Councils notice issued by the Minister of Cooperative Governance and Traditional Affairs.

Section 167 of the MFMA provides that a municipality may remunerate its Councillors within the framework of the Public Office-Bearers Act, 1998 (Act No. 20 of 1998), setting the upper limits of the salaries, allowances and benefits for those political office-bearers and members. Any benefit which is not included in the above-mentioned notice will be deemed irregular expenditure and recovery thereof from the Councillor concerned is mandatory.

Municipalities may also refer to relevant Councillor Pension Scheme or personal funeral policies in existence for any funeral benefits relating to such Councillor

7. Funding choices and management issues

Municipalities are under pressure to generate revenue. The ability of customers to pay for services is declining and this means that less revenue will be collected. Therefore, municipalities must consider the following when compiling their 2023/24 MTREF budgets:

- Improving the effectiveness of revenue management processes and procedures;
- Cost containment measures to, amongst other things, control unnecessary spending on nice-to-have items and non-essential activities as highlighted in the Municipal Cost Containment Regulations read with MFMA Circular No. 82;
- Ensuring value for money through the procurement process;
- The affordability of providing free basic services to all households;
- Not taking on unfunded mandates;
- Strictly control the use of costly water tankers and fix the water infrastructure to enable the sustainable provision of water;
- Prioritise the filling of critical vacant posts, especially linked to the delivery of basic services; and
- Curbing the consumption of water and electricity by the indigents to ensure that they do not exceed their allocation.

Accounting officers are reminded of their responsibility in terms of section 62(1)(a) of the MFMA to use the resources of the municipality effectively, efficiently and economically. Failure to do this will result in the accounting officer committing an act of financial misconduct which will trigger the application of chapter 15 of the MFMA, read with the Municipal Regulations on Financial Misconduct Procedures and Criminal Proceedings.

7.1 Employee related costs

The Salary and Wage Collective Agreement for the period 01 July 2021 to 30 June 2024 dated 15 September 2021 through the agreement that was approved by the Bargaining Committee of the Central Council in terms of Clause 17.3 of the Constitution should be used when budgeting for employee related costs for the 2023/24 MTREF. In terms of the agreement, all employees covered by this agreement shall receive with effect from 01 July 2023 and 01 July 2024 an increase based on the projected average CPI percentages for 2023 and 2024. The forecasts of the Reserve Bank, in terms of the January 2023 and January 2024, shall be used to determine the projected average CPI. Municipalities are encouraged to perform an annual head count and payroll verification process by undertaking a once-a-year manual salary disbursement, in order to root out ghost employees.

According to the 2021 State of Local Government Finance Report, there are about 165 municipalities that are in financial distress. These municipalities need to ensure that they seek an early exemption from this dispensation of this salary agreement. Municipalities should also avoid paying out leave in cash while having major financial challenges.

7.2 Remuneration of Councillors

Municipalities are advised to budget for the actual costs approved in accordance with the Government Gazette on the Remuneration of Public Office Bearers Act: Determination of Upper Limits of Salaries, Allowances and Benefits of different members of municipal councils published annually between December and January by the Department of Cooperative Governance. It is anticipated that this salary determination will also take into account the fiscal constraints. Municipalities should also consider guidance provided above on salary increases for municipal officials during this process. Any overpayment to councilors contrary to the upper limits as published by the Minister of Cooperative Governance and Traditional Affairs will be irregular expenditure in terms of Section 167 of the MFMA and must be recovered from the councilor(s) concerned.

8. Transfers to municipalities

8.1 Criteria for the release of the Equitable Share

Section 216(2) of the Constitution of South Africa requires that the National Treasury must enforce compliance with the measures established to ensure both transparency and expenditure control in each sphere of government and may stop the transfer of funds to an organ of state if that organ of state commits a serious or persistent material breach of those measures.

The criteria for the release of the Equitable Share Instalments for the 2023/24 municipal financial year are as follows:

- The 2023/24 adopted budget must be funded and adopted by Council as per the legal framework, as required in terms of section 18 of the MFMA and consistent with the Budget Council and Budget Forum resolutions;
    a. The adopted budget must include budget allocations for bulk suppliers current account payments;
    b. Should the adopted budget still be unfunded, then a credible funding plan will be required to show how the municipality intends moving progressively out of this position into a funded state, if this plan has been adopted in the past, then a progress report must be submitted on the framework previously shared to guide municipalities which is aligned to the rescue phase of the new approach to Municipal Financial Recovery Service (MFRS);

c. Those municipalities that adopted an unfunded budget must work with their respective Provincial Treasuries to rectify this position in the lead up to the main adjustments budget process in February 2023; and
d. A council resolution showing commitment to address the unfunded position must be submitted by these municipalities to the National Treasury by 01 July 2023.

- Credible *m*SCOA data strings and source documents for the 2023/24 MTREF and 2022/23 audits must be generated directly from the core municipal financial system and successfully uploaded to the Local Government GoMuni Portal. Source documents must be submitted in PDF and no excel based spreadsheet/ templates will be accepted;
- The report submitted by bulk suppliers in terms of section 41 of the MFMA must indicate that the current account has been paid timeously in terms of section 65(2)(e) of the MFMA. In addition, where the municipality has a repayment plan with Eskom and/ or the water boards, proof that the current accounts have been paid and a copy of the agreed upon payment plan (or evidence of negotiations underway with creditors) must be submitted to the National and provincial treasuries;
- Municipalities must provide evidence that SARS, pension and other staff benefits deducted from municipal officials have been paid over the appropriate Funds and/ or institutions;
- The information requested in MFMA Circulars No. 93, 98 and 107 on the reconciliation of the valuation roll have been submitted to the National Treasury as per the required timeframes;
- The Competency Regulations reporting requirements have been complied with;
- Provide a copy of the Unauthorised, Irregular, Fruitless and Wasteful (UIF&W) expenditure register, the latest copy of the Municipal Public Accounts Committee (MPAC) recommendations, Council Resolution on UIFW as well as a copy of the council approved UIFW Reduction Strategy/ Plan, proof of establishment of the Disciplinary Board (or evidence of progress towards their establishment) including evidentiary evidence demonstrating functionality of the Disciplinary Board and updated audit action plan (where the audit has been completed);
- Those municipalities that received an adverse or disclaimed opinions for the 2020/21 financial year will not receive their funding allocation unless there is a council resolution committing to address these opinions with an implementable plan. The resolution must be signed by each member of the Council and submitted to National Treasury by 1 October 2023;
- The Municipal Financial Recovery Service progress reporting framework for financial recovery plans must be complied with by municipalities under intervention in terms of S139 of the Constitution;
- Additionally, those municipalities that have outstanding audits for both the 2020/21 and 2021/22 financial years as well as municipalities with outstanding 2021/22 audit opinions that also received an adverse or disclaimer opinion in 2020/21, will also not receive their allocation; and
- Any other outstanding documents as per the legal framework have been submitted including the AFS submission (municipality only and consolidated AFS).

Failure to comply with the above criteria will result in National Treasury invoking section 38 of the MFMA which empowers National Treasury to withhold a municipality's equitable share if the municipality commits a serious or persistent breach of the measures established in terms of Section 216(2) of the Constitution which includes reporting obligations set out in the MFMA and National Treasury requests for information in terms of Section 74 of the MFMA.

9. The Municipal Budget and Reporting Regulations

9.1 Schedule A – version to be used for the 2023/24 MTREF

National Treasury has released Version 6.7 of the Schedule A1 (the Excel Formats) which is aligned to Version 6.7 of the *m*SCOA classification framework and must be used when compiling the 2023/24 MTREF budget.

All municipalities must prepare their 2023/24 MTREF budgets in their financial systems and produce the Schedule A1 directly from their financial system.

Municipalities must start early enough to capture their tabled budget (and later the adopted budget) in the budget module in the financial system and must ensure that they produce their Schedule A1 directly out of the budget module. **Manual capturing on the A1 schedule version 6.7 is not allowed** in terms of the *m*SCOA Regulations.

National Treasury has protected the A1 schedule version 6.7 in order to ensure that the Schedule A1 generated directly from the financial system and not populated manually.

The budget, adjustments budget and Section 71 monthly reporting Schedules that have been regulated in terms of the MBRR have also been aligned to the *m*SCOA chart version 6.7. The revised MBRR Schedules for the 2023/24 MTREF and its linkages to the financial and non-financial data string are available on the link below:

http://mfma.treasury.gov.za/RegulationsandGazettes/Municipal%20Budget%20and%20Reporting%20Regulations/Pages/default.aspx

9.2 Assistance with the compilation of budgets

If municipalities require advice with the compilation of their respective budgets, specifically the budget documents or Schedule A1, they should direct their enquiries to their respective provincial treasuries or to the following National Treasury officials:

Province	Responsible NT officials	Tel. No.	Email
Eastern Cape	Matjatji Mashoeshoe	012-315 5553	Matjatji.Mashoeshoe@treasury.gov.za
	Pitso Zwane	012-315 5171	Pitso.Zwane@Treasury.gov.za
	Oreal Tshidino		Ophulusa.Tshidino@Treasury.gov.za
Buffalo City	Mandla Gilimani	012-315 5807	Mandla.Gilimani@treasury.gov.za
Free State	Sifiso Mabaso	012-315 5952	Sifiso.mabaso@treasury.gov.za
	Cethekile Moshane	012-315 5079	Cethekile.moshane@treasury.gov.za
Gauteng	Matjatji Mashoeshoe	012-315 5553	Matjatji.Mashoeshoe@treasury.gov.za
	Abigail Maila	012-395 6737	Abigail.Maila@Treasury.gov.za
City of Tshwane and City of Johannesburg	Willem Voigt	012-315 5830	WillemCordes.Voigt@treasury.gov.za
	Makgabo Mabotja	012-315 5156	Makgabo.Mabotja@treasury.gov.za
Ekurhuleni	Kgomotso Baloyi	012-315 5866	Kgomotso.Baloyi@treasury.gov.za
KwaZulu-Natal	Kgomotso Baloyi	012-315 5866	Kgomotso.Baloyi@treasury.gov.za
	Kevin Bell	012-315 5725	Kevin.Bell@treasury.gov.za
eThekwini	Sifiso Mabaso	012-315 5952	Sifiso.mabaso@treasury.gov.za
Limpopo	Sifiso Mabaso	012-315 5952	Sifiso.Mabaso@treasury.gov.za
Mpumalanga	Mandla Gilimani	012-315 5807	Mandla.Gilimani@treasury.gov.za
	Lesego Leqasa		Lesego.Leqasa@treasury.gov.za

Northern Cape	Mandla Gilimani Sibusisiwe Mchani	012-315 5807 012-315 5539	Mandla.Gilimani@treasury.gov.za Sibusisiwe.Mchani@treasury.gov.za
North West	Willem Voigt Makgabo Mabotja	012-315 5830 012-315 5156	WillemCordes.Voigt@treasury.gov.za Makgabo.Mabotja@treasury.gov.za
Western Cape Cape Town George	Willem Voigt Enock Ndlovu Kgomotso Baloyi Mandla Gilimani	012-315 5830 012-315 5385 012-315 5866 012-315 5807	WillemCordes.Voigt@treasury.gov.za Enock.Ndlovu@treasury.gov.za Kgomotso.Baloyi@treasury.gov.za Mandla.Gilimani@treasury.gov.za
Technical issues with Excel formats	Sephiri Tlhomeli	012-406 9064	lgdataqueries@treasury.gov.za

National and provincial treasuries will analyse the credibility of the data string submissions.

9.3 Assessing the 2023/24 MTREF budget

National and provincial treasuries will assess the 2023/24 MTREF budgets to determine if it is complete, funded and complies with the *m*SCOA requirements. The *m*SCOA data strings for the tabled (TABB) and adopted (ORGB) budgets will be used for this assessment.

Municipalities should note that the MFMA legislated timeframes for submission of the tabled and adopted budgets are outer timeframes. In this context, different to previous MTREF's, going forward, if the municipality's budget is unfunded, council in terms of MFMA section 74 is requested to table and/ or adopt a budget funding plan together with the budget at the same time.

The Treasuries' **assessment period** of municipal budgets will be from **01 April to 30 June 2023 for both the tabled and adopted budgets**. **However,** (in a context of some municipalities persisting with unfunded budgeting practices)**, if the municipality tabled and/ or adopted an unfunded budget in the 2022/23 MTREF**, the municipality must adjust its schedule of key budget deadlines to facilitate an earlier Treasuries' assessment thereof between 1 April to 15 May 2023 for both tabled and adopted budgets. In this period the national and provincial treasuries will evaluate all municipal budgets for completeness and for being fully funded. Any adjustment that needs to be made must be done before the start of the municipal financial year on 30 June 2023.

Importantly, in order to generate an adopted budget (ORGB) data string, the budget must be locked immediately on the financial system at the start of the new municipal financial year on 1 July. Therefore, once the ORGB data string has been generated, errors in the ORGB can only be corrected via an adjustments budget in February of each year. In terms of the design principles of *m*SCOA, municipalities are not allowed to open the budget on the system for corrections after it has been locked. This means that the tabled budget data string (TABB) should in fact be verified and errors in the TABB should be corrected in the ORGB **before the adopted budget is locked on the financial system and the ORGB data string is generated**.

Amending an unfunded, incomplete and erroneous budget through an adjusted budget is also not encouraged as the National Treasury only considers an adjusted budget in the third and fourth quarter of the financial year for analysis and publication purposes. This will result in overspending and unauthorised expenditure not been monitored in the first six months of the financial year.

The National Treasury would like to emphasise that ***where municipalities have adopted an unfunded budget together with a funding plan that lacks credibility, they will be required to correct the funding plan and ensure that it is credible. The credible funding plan must be immediately adopted by the Municipal Council, and the changes to the***

budget must be effected in the mid-year adjustments budget to ensure compliance with Section 18 of the MFMA.

Municipalities with municipal entities are once again reminded to prepare consolidated budgets and in-year monitoring reports for both the parent municipality and its entity or entities. The following must be compiled:

- An annual budget, adjustments budget and monthly financial reports for the parent municipality in the relevant formats;
- An annual budget, adjustments budget and monthly financial reports for the entity in the relevant formats; and
- A consolidated annual budget, adjustments budget and monthly financial reports for the parent municipality and all its municipal entities in the relevant formats.

The budget and data strings that the municipality submits to National Treasury must be a consolidated budget for the municipality (including entities). The budget of each entity must be submitted on the D Schedule in pdf format.

In the past it was noted that municipalities have challenges to align the audited outcomes on the financial system to A1 Schedule. Municipalities must ensure that the audited figures and adjusted budget figures captured on the A1 Schedule aligns to the annual financial statements and Schedule B respectively.

10. Submitting budget documentation and A1 schedules for 2023/24 MTREF

To facilitate oversight of compliance with the Municipal Budget and Reporting Regulations, accounting officers are reminded that:

- Section 22(b)(i) of the MFMA requires that, ***immediately*** after an annual budget is tabled in a municipal council, it must be submitted to the National Treasury and the relevant provincial treasury in electronic formats. If the annual budget is tabled to council on **31 March 2023**, the final date of submission of the electronic budget documents and corresponding *m*SCOA data strings is **Monday, 03 April 2023**; and
- Section 24(3) of the MFMA, read together with regulation 20(1) of the MBRR, requires that the approved annual budget must be submitted to both National Treasury and the relevant provincial treasury within ten working days after the council has approved the annual budget. However, given that municipalities are generating the annual budgets directly from the financial system as required by the *m*SCOA Regulations and that the budgets must be verified before it is locked on the financial system and transacted against, municipalities must submit the approved budget to the National Treasury and the relevant provincial treasury in electronic formats ***immediately*** after approval by the municipal council. Therefore, if the annual budget is tabled to council **on 31 May 2023**, the final date of submission of the electronic budget documents and corresponding *m*SCOA data strings is **Thursday, 01 June 2023.**

Since the 2020/21 MTREF, municipalities are no longer required to submit hard copies of all required documents including budget related, Annual Financial Statements and Annual Reports to National Treasury via post or courier services. Electronic copies must be submitted in PDF format to the GoMuni Upload portal.

10.1 Expected submissions for 2023/24 MTREF

The following information should be submitted for the 2023/24 MTREF:

- The budget documentation as set out in the MBRR. The budget document must include the main A1 Schedule Tables (A1 - A10);
- The non-financial supporting tables (A10, SA9, SA11, SA12, SA13, SA22, SA23, SA24 etc. and any other information not contained in the financial data string) in the A1 schedule must be submitted in the prescribed *m*SCOA data string in the format published with Version 6.7 of the A1 schedule;
- The draft and final service delivery and budget implementation plan (SDBIP) in electronic PDF format;
- The draft and final IDP;
- The council resolution for the tabled and adopted budgets;
- Signed Quality Certificate as prescribed in the MBRR for the tabled and adopted budgets;
- D Schedules specific for the entities;
- A budget locking certificate immediately at the start of the new municipal financial year on 1 July;
- The National or Provincial treasury input to the tabled budget must be included as an Annexure to the adopted budget together with the municipality's explanation of how such was addressed in the adopted budget. If not, the explanation should provide reasons; and
- The bulk water-and electricity invoices for the 3 months immediately preceding respectively the tabled and adopted budgets, must be included as an annexure to the tabled and adopted budgets as part of supporting the municipalities provision for and calculations of payments to bulk suppliers over the 2023/24 MTREF.

10.2 Portals for the submission of information

Municipalities must ensure that the documents are submitted to the correct portals/ mailboxes. These portals/ mailboxes are:

https://lg.treasury.gov.za/ibi_apps/signin (GoMuni Upload Portal) – All documents required in terms of legislation, including:

- *m*SCOA Data Strings by approved registered users;
- Budget-related and in-year documents and schedules (A, B and C) by approved registered users; and
- Reconciliation of the valuation roll to the financial system (as per MFMA Circular No. 93).

Budget related documents and schedules must be uploaded by approved registered users using the GoMuni Upload Portal at: https://lg.treasury.gov.za/ibi_apps/signin. The GoMuni Upload Portal does not have the same size restrictions encountered with lgdocuments@treasury.gov.za, but requires all documents to:

- Be in PDF format only; and
- Each PDF file must NOT contain multiple document e.g. council resolution and quality certificate within the budget document. Each document type must be identified clearly and uploaded separately.

Municipalities may ***only*** send electronic versions of the above documents to lgdocuments@treasury.gov.za when experiencing problems with the GoMuni Upload Portal.

lgdataqueries@treasury.gov.za – Database related and submission queries and the grant rollover templates.

lgdocuments@treasury.gov.za – Any additional information required by National Treasury that is not listed under the GoMuni Upload portal such as the documents meeting the criteria to release Equitable Share and the contact list information.

FMCMM and Audit Action plans – using the web-enabled systems and as articulated in MFMA Circulars No. 113 and 114.

Please do not submit the same document to ALL the platforms listed above as it means that our Database Team must register the same documents three times which slows down the process. ***Any document/ queries that are submitted to the incorrect portal/ mailbox will be deleted and not processed***.

10.3 Publication of budgets on municipal websites

In terms of section 75 of the MFMA, all municipalities are required to publish their tabled budgets, adopted budgets, annual reports (containing audited annual financial statements) and other relevant information on the municipality's website. This will aid in promoting public accountability and good governance.

All relevant documents mentioned in this circular are available on the National Treasury website, http://mfma.treasury.gov.za/Pages/Default.aspx. Municipalities are encouraged to visit it regularly as documents are regularly added / updated on the website.

10.4 Communication by municipal entities to National Treasury

Municipal entities should not request meetings directly from National Treasury. National Treasury will only engage the entities through the parent municipalities. This includes all communications apart from the legislative reporting requirements.

Contact

national treasury
Department:
National Treasury
REPUBLIC OF SOUTH AFRICA

Post	Private Bag X115, Pretoria 0001
Phone	012 315 5009
Fax	012 395 6553
Website	http://www.treasury.gov.za/default.aspx

JH Hattingh
Chief Director: Local Government Budget Analysis
09 December 2022

Annexure A

Virtual *m*SCOA Training Programme 2023

Month	TOPIC
Jan	**Getting a green submission** • Overview of *m*SCOA chart structure • Submission deadlines • Uploading to the GoMuni Upload portal • Correction of validation errors • Using GoMuni to verify receipt and credibility of submission

Feb	**Preparing the Budget in mSCOA (1)**
	• Preparing the project file (PROR)
	• Projects Typical Workstreams
	• Budgeting for disaster/special projects
	• Infrastructure Management and asset life cycle
	• The funding matrix
	  ○ Allocation of correct funding sources and alignment to the correct segments
	  ○ Funding capital expenditure

March	**Preparing the Budget in *m*SCOA (2)** • Opening balances & Balance sheet budgeting • Budgeting for cash flow • Budgeting for conditional grants
April	**Common Errors in 2023/24 Tabled Budget Data Strings** *(to be corrected in adopted budget (ORGB submission)* • Water Inventory
May	**Common Budgeting Errors** • Operating Expenditure – Deprecation • Bad debts written off • Impairment loss for consumer debtors • Travel and Subsistence
June	**Last change to get the ORGB right** • Functional allocation • Use of Regional segment • Alignment of A1 schedules
July	**Common Transacting and Reporting Errors** • Opening balances • Populating the cash flow • Reporting on conditional grants • Transacting without budget
Aug	**Preparing the pre-audit AFS Data Strings (PAUD)**
Sept	**Common Transacting and Reporting Errors**
Oct	**Preparing the AFS Data Strings (AUDA)**
Nov	**Chart changes for version 6.8**
Dec	**Preparing for the Adjustment Budget**

Annexure AY MFMA Budget Circular No 123 dated 3 March 2023

NATIONAL TREASURY

MFMA Circular No. 123

Municipal Finance Management Act No. 56 of 2003

Municipal Budget Circular for the 2023/24 MTREF

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Introduction

This budget circular is a follow-up to MFMA Circular No. 122 that was issued on 09 December 2022. It aims to provide further guidance to municipalities with the preparation of their 2023/24 Medium Term Revenue and Expenditure Framework (MTREF) budgets and should be read together with the budget circulars that have been issued previously.

The grant allocations as per the 2023 Budget Review and the 2023 Division of Revenue Bill are also key focus areas in this circular. Municipalities are reminded to refer to the annual budget circulars of the previous years for guidance in areas of the budget preparation that is not covered in this circular.

1. The South African economy and inflation targets

GDP is expected to grow by 0.9 per cent in real terms in 2023, compared with an estimate of 1.4 per cent at the time of the medium-term budget policy statement (MTBPS), recovering slowly to 1.8 per cent in 2025.

The economic outlook faces a range of risks, including weaker-than-expected global growth, further disruptions to global supply chains and renewed inflationary pressures from the war in Ukraine, continued power cuts and a deterioration in port and rail infrastructure, widespread criminal activity, and any deterioration of the fiscal outlook.

Government is taking urgent measures to reduce load-shedding in the short term and transform the sector through market reforms to achieve long-term energy security. Several reforms are under way to improve the performance of the transport sector, specifically freight rail and to improve the capability of the state.

The following macro-economic forecasts must be considered when preparing the 2023/24 MTREF municipal budgets.

Table 1: Macroeconomic performance and projections, 2021 - 2026

Fiscal year	2021/22	2022/23	2023/24	2024/25	2025/26
	Actual	Estimate	Forecast		
CPI Inflation	4.9%	6.9%	5.3%	4.9%	4.7%

Source: Budget Review 2023.

Note: the fiscal year referred to is the national fiscal year (April to March) which is more closely aligned to the municipal fiscal year (July to June) than the calendar year inflation.

2. Key focus areas for the 2023/24 budget process

2.1 Local government conditional and unconditional grants allocations

Over the 2023 MTEF period, local government allocations will increase by a total of R14.3 billion, made up of R8.1 billion in the local government equitable share and R6.2 billion in direct conditional grants. This takes the total direct allocation to R521.7 billion over the same period. These allocations alleviate some of the financial pressures, particularly in basic services, where the costs of providing services are rising.

The *local government equitable share* and related allocations increases at an annual average rate of 7.8 per cent and municipal conditional grants increase by 3.5 per cent over the 2023 MTEF period.

The *local government equitable share* formula has been updated to account for projected household growth, inflation and estimated increases in bulk water and electricity costs over the 2023 MTEF period. It also includes allocations for the operational and maintenance costs associated with the provision of free basic services.

The 2023 Budget has ensured that sufficient provision has been made to ensure that all municipalities are fully subsidised to support indigent households. Following this, R1.35 billion has been left unallocated in the LGES formula for 2023/24 to serve as a precautionary measure should municipal electricity tariffs exceed the 20.7 per cent provided for in the formula (see section 5.7 on why this is above the 18.7 per cent approved by the Energy Regulator). If the actual increase in municipal bulk tariffs exceeds the provision made in the formula, it will be the first call on those unallocated funds. We will consider funding broader cost relief measures for municipalities if funds remain available after that.

The R6.2 billion in direct conditional grants is funded from the Budget Facility for Infrastructure (BFI) and is broken down as follows:

- **R2.2 billion** added to the Urban Settlements Development Grant to fund the implementation of projects in the eThekwini Metropolitan Municipality and the City of Johannesburg;
- **R461 million** added to the Public Transport Network Grant to align funding with the revised implementation plan and cash flow projections for the City of Cape Town's MyCiTi public transport network project; and
- **R3.4 billion** added to the Regional Bulk Infrastructure Grant to fund 3 water projects in Sol Plaatje Local Municipality, Drakenstein Local Municipality and Nelson Mandela Bay Metropolitan Municipality.

Notable changes to the conditional grants system

Housing emergency grants
Changes to conditional grants in the 2023 Budget include the discontinuation of the conditional emergency housing grants for provinces and municipalities. The baselines of these two grants are shifted to the Department of Human Settlements. This will allow the department to respond quickly in the event of an emergency housing need.

Changes to the INEP conditional grant frameworks
As part of government's efforts to accelerate access to electricity thereby addressing the energy crisis, Eskom and municipal INEP grants will begin funding alternative energy technologies such as rooftop solar and energy-saving devices. Due process must be followed to access funding for these new technologies. As a result, both Eskom and municipalities will need to conform to the set requirements by submitting business plans by 31 October 2023. These business plans, will need to be approved by the Department of Mineral Resources and Energy (DMRE) before they can be implemented. Priority should be given to new connections, i.e., non-grid technology should be targeted at households that do not have access to electricity.

The annual Division of Revenue Bill was published on 22 February 2023. The Bill specifies the grant allocations and municipalities must reconcile their budgets to the numbers published therein in compiling their 2023/24 MTREF.

The Division of Revenue Bill, 2023, which includes the annexures outlining allocations to each municipality is available at:
http://www.treasury.gov.za/documents/national%20budget/2023/default.aspx

2.2 Re-enforcing improved intergovernmental relations in the 2023 Division of Revenue Bill, (DoRB)

In order to strengthen the system of good intergovernmental relations as envisaged in the Chapter 3 of the Constitution and subsequent related legislation, municipalities are reminded of Section 31(3) of DoRA that provides for the facilitation of personal liability for unnecessary litigation. As required by subsection (1)(a) of this clause, read together with section 41(3) of the Constitution, a municipality may only institute litigation against any organ of state, state-owned enterprise, public- and/ or municipal entity after exhausting all dispute resolution mechanisms required and/ or available to the municipality in terms of existing intergovernmental relations processes, policy and/ or any related contract with the municipality, including in terms of the Municipal Finance Management Act, 2003, the Intergovernmental Relations Framework Act, 2005, and/ or the Electricity Regulation Act, 2006 (dispute processes administered by National Energy Regular of South Africa (NERSA)).

Section 31 is amended to include a clause that requires that where an organ of state decides to institute judicial proceedings against another organ of state, it must, within 10 working days of its decision, notify the National Treasury, the relevant provincial treasury, the Department of Cooperative Governance and the Auditor-General, of the details of compliance with Chapter 4 of the Intergovernmental Relations Framework Act, 2005, including an explanation of the failure to resolve the dispute.

2.3 Conditional grants usage

Conditional grant funds may only be used for the purposes, and subject to the conditions specified in the framework for each conditional grant. These conditions are binding in terms of sections 11 and 12 of the annual Division of Revenue Act. Any instruction by a municipal, provincial, or national official or politician that is inconsistent with the framework of a conditional grant is invalid. Municipalities are reminded that in terms of section 32 of DoRA, spending of a grant that is inconsistent with DoRA is considered irregular or unauthorised expenditure.

3. Pension and medical aid fund defaults

There has been a growing trend where municipalities are deducting pension and/ or medical aid contributions from officials but are not paying it over to their pension- and/ or medical aid fund. This is inconsistent with the intent and spirit of the MFMA and constitutes an act of financial misconduct in terms of section 171 of the MFMA read with the Municipal Regulations on Financial Misconduct Procedures and Criminal Proceedings, 2014 and also a financial offence in terms of section 173 of the MFMA read together with the Municipal Regulations on Financial Misconduct Procedures and Criminal Proceedings. Municipal Councils should refer these actions to the Disciplinary Boards for further investigation and should also lay criminal charges against the accounting officer or any other responsible or delegated official who has failed to perform the responsibility outlined in terms of section 65(2)(f) of the MFMA which states that “the accounting officer of a municipality must take all reasonable steps to ensure that the municipality complies with its tax, levy, duty, pension, medical aid, audit fees and other statutory commitments”. Municipal Councils should also consider further measures and actions in terms of the Pension Funds Act, as may be applicable.

4. Municipal Standard Chart of Accounts (*m*SCOA)

4.1 Version 6.7 of the *m*SCOA Chart Go Live

Version 6.7 of the *m*SCOA chart will go live on 13 March 2023, whereafter tabled budget data strings can be uploaded on the GoMuni portal.

For new *m*SCOA chart changes to be considered for version 6.8 of the chart, a Frequently Asked Questions (FAQ) must be logged by 31 August 2023 on the *m*SCOA FAQ database on GoMuni. FAQ queries can be logged at:

https://lg.treasury.gov.za/ibi_apps/portal/mSCOA_FAQ

It is important that the issue logged is described clearly and that sufficient supporting evidence is provided to ensure that all aspects of the issue are considered. After investigating the query logged, the following actions will be taken:

- If the query does not require a chart change, the FAQ will be closed, and feedback will be provided to the logger.
- If the query warrants a chart change, it will be submitted for consideration and approval by the relevant committees within the National Treasury.

Chart changes are communicated in October of each year to allow sufficient time for municipalities and vendors to effect such changes. Chart changes are officially published in the MFMA Budget Circular in December of each year.

4.2 Additional requirements to change municipal financial systems

The cost and risk associated with procuring and implementing a new Enterprise Resource Planning (ERP) financial system necessitate careful consideration and extensive planning to ensure a smooth operational transition. Such a transition takes at least 18 months to conclude and does not come without challenges and disruptions in operations.

The National Treasury will regulate the minimum business processes and system specifications for *m*SCOA by the end of 2024/25. A new transversal tender for the provision of ERP financial systems that complies with these regulations will be put in place once the regulations have been issued. Municipalities should therefore exercise extreme caution when changing their financial systems at this stage to eliminate fruitless and wasteful expenditure by procuring financial systems that might not comply with the said regulations.

Municipalities are reminded to follow the due diligence processes set out in MFMA Budget Circulars No. 93, 98 and *m*SCOA Circulars No 5 and 6 prior to procuring new financial systems to protect them from making incorrect decisions in this regard.

In addition, and **with immediate effect**, municipalities must inform the National and relevant Provincial Treasury of any intention to replace the financial system currently operating at the municipality prior to inviting proposals from system providers. This is a requirement in terms of section 74 of the MFMA. The submission should include:

- A comprehensive motivation with specific reasons for why it is deemed necessary to replace the existing financial system;
- A copy of the service level agreement with minutes of the meetings between the municipality and the current service provider (financial system vendor) during the previous twelve months;
- An assessment to determine which modules of the existing financial system are being utilised by the municipality. Reasons must be provided for modules not in operation. Details and reasons must be provided on the use of third-party systems to provide functionality required in terms of MFMA Circular No. 80;

- An assessment to detail the proficiency of municipal users to utilise the current financial system properly. Reasons must be provided if users are not proficient in the use of the system and the details must be provided on how the system is being operated and transactions are being captured on the system in such cases;
- The date on which the existing financial system was implemented, the procurement and implementation costs and the current operational costs thereof must be disclosed;
- The organisational structure, specifically for the IT department/ function, clearly indicating management capacity and responsibility for operating the financial system;
- A technical assessment should be submitted indicating how the existing ICT infrastructure, server and network comply with the requirements of the current financial system; and
- Copies of all IT strategies, policies and procedural documents including the IT disaster recovery plan must be made available.

The above submissions and all enquiries must be forwarded to lgdocuments@treasury.gov.za. A working committee comprising representatives from the National and Provincial Treasuries, the Office of the Auditor-General and other relevant stakeholders will assess the submissions and respond with its findings. These findings must be tabled in Council and a council resolution must be submitted to lgdocuments@treasury.gov.za within 14 working days after the Council meeting has taken place.

It must be emphasized that the combination of both credible data inputs and an effective financial system is fundamental to ensure the quality and timeliness of financial reporting. If the data input into the financial system is incorrect then any management information generated by the system will lack credibility and reliability for decision making. Furthermore, a municipality with poorly designed business processes will not resolve the problem by implementing a new financial system. Processes must firstly be redesigned with the necessary data validation rules if the municipality is to improve its data integrity. This foundation is integral to ensuring that software applications generate credible information and can be used effectively by municipalities.

5. The revenue budget

Similar to the rest of government, municipalities face a difficult fiscal environment. The weak economic growth has put pressure on consumers' ability to pay for services, while transfers from national government are growing more slowly than in the past. Some municipalities have managed these challenges well, but others have fallen into financial distress and face liquidity problems. These include municipalities that are unable to meet their payment obligations to Eskom, Water Boards and other creditors. There is a need for municipalities to focus on collecting revenues owed to them and eliminate wasteful and non-core spending. It is important to note that the municipal equitable share as a policy instrument is meant to subsidies services to the poorest of the poor and not to pay municipal creditors. This bad practice by municipalities will have to be addressed as a matter of urgency. Municipal creditors should be advised that municipalities cannot use funds allocated for basic service provision to pay creditors.

Municipalities must ensure that they render basic services, maintain their assets and a clean environment. Furthermore, there must be continuous communication with the community and other stakeholders to strengthen awareness and participation and to improve the municipality's reputation. This will assist in attracting investment in the local economy which may result in increased employment.

Some municipalities are experiencing serious liquidity challenges. Therefore, the new leadership is advised to:

- Decisively address unfunded budgets by reducing non-priority spending and improving revenue management processes to enable collection; and
- Address service delivery failures by ensuring adequate maintenance, upgrading and renewal of existing assets to enable reliable service delivery.

5.1 Maximising the revenue generation of the municipal revenue base

Reference is made to MFMA Circulars No. 93, paragraph 3.1 and No. 98, paragraph 4.1. The emphasis is on municipalities to comply with Section 18 of the MFMA and ensure that they fund their MTREF budgets from realistically anticipated revenues to be collected. Municipalities are cautioned against assuming collection rates that are unrealistic and unattainable as this is a fundamental reason for municipalities not attaining their desired collection rates.

The purpose of the above mentioned MFMA Circulars is to ensure that the municipalities are using their entire revenue base as the basis for the revenue budget. It is essential that municipalities reconcile their most recent consolidated valuation roll data to that of the current billing system data to ensure that revenue anticipated from property rates is realistic. The municipalities should implement a data management strategy and develop internal capacity to perform these reconciliations and investigations to improve completeness of billing.

One of the aims of the reconciliation process is to identify exceptions, i.e. records on the general valuation roll that are not on the billing system and records on the billing system and vice versa. In addition, the reconciliation must identify duplicated records, missing data, and data errors. These exceptions should then be investigated, and remedial action strategies developed for data cleansing and other corrective actions. The Debtors Ageing data should also form part of the reconciliation process so that “debtors” can be tracked and assessed at a property record level and prioritised for verification of rates liability measured against a MPRA property and owner.

To facilitate reconciliation of the separate databases (General Valuation Roll and Billing), a unique property identifier (common primary unique link code) must be created and populated for each rateable property on the general valuation roll system and on the rates billing system. This property identifier must be unique, without duplicates, and must remain constant for the life of the property. The standards adopted by the South African Council for the Property Valuers Profession (SACPVP), namely South African Standard: Municipal Valuations for Property Rating, specifies that the Surveyor General Code SG 21-digit Code, derived, and created from the property description, be applied for all registered full title properties defined in terms of part (a) of the definition of property.

For all other MPRA defined property, Part (a) Sectional Title, Part (b) Registered Rights, Part (c) Land Tenure Rights and Part (d) PSI and, apportioned multiple use property in terms of sections 8(2)(i) and 9(2), an added suffixed 5 digits to the SG 21-digit code must be assigned by the designated municipal valuer, thereby creating a unique 26-digit code. The municipality must ensure that the SG21 digit code and 26-digit coding system is applied in their valuation roll management system and billing system and engage with their designated municipal valuer and systems service providers to implement the unique property identifier.

Further it is important that municipalities who are performing a general valuation (GV) to implement a new valuation roll on 1 July 2023, must also as best practice compare the current consolidated roll to the new valuation roll. This will identify any anomalies and errors of category of property and market values for review and investigation and the option of lodging an objection by the municipality, where applicable. This process should also identify outliers and shifts in market values by category and area so that tariffs on the new roll can be modelled and determined in an equitable manner to avoid rates shocks.

Municipalities should undertake this exercise as a routine practice during the budget process so that supplementary adjustments to the valuation roll are kept up to date. In order to ensure that the most updated information is used for the reconciliations, municipalities are reminded to adhere and comply with Section 23(1)(2) of the MPRA and therefore use the Part A register as the basis for performing the reconciliations going forward.

Furthermore, municipalities are also advised and expected to comply with Section 8(1) of the MPRA in terms of the billing methodology that should to be specified within their policies to ensure that the correct categories (based on the selection made by the municipality) are used in the reconciliation process.

The list of exceptions derived from this reconciliation will indicate where the municipality may be compromising its revenue generation in respect of property rates or whether the municipality is overstating its revenue budget.

A further test would be to reconcile this information with the Deeds Office registry. In accordance with the MFMA Circular No. 93, municipalities are once more requested to submit their reconciliation of the Valuation roll/ Part A register to the billing system to the National Treasury on a quarterly basis by no later than the 10th working day after the end of the quarter. A detailed action plan must accompany the reconciliation where variances are noted.

The above information must be uploaded by the municipality's approved registered user(s) using the GoMuni Upload Portal at: https://lg.treasury.gov.za/ibi_apps/signin. If the municipality experience any challenge uploading the information, a request for an alternative arrangement may be emailed to linda.kruger@treasury.gov.za.

Municipalities are reminded of the need to clearly communicate the GV appeals and objection process to residents to ensure that any disputes are timeously resolved.

Revenue Collection – No operation can be sustainable if it does not collect its revenue. A municipality is no different. There is a misconception that a municipality may not interrupt or restrict the supply of water services of a defaulting consumer. The National Treasury confirms that neither the Water Services Act, 1997 (Act No. 108 of 1997) or any other legislation prevents a municipality from cutting the supply of water to a defaulting consumer unless the consumer is an indigent in which case the water services to that household must be restricted to the national free basic water limit of 6 kilolitre water monthly (or 50 kilowatt hours in the case of free basic electricity monthly). This was confirmed by the Constitutional Court in the matter of Mazibuko and Others v City of Johannesburg and Others (CCT 39/09) [2009] ZACC 28; 2010 (3) BCLR 239 (CC); 2010 (4) SA 1 (CC) (8 October 2009).

Municipalities are urged to use the restriction/ interruption of supply of both water and electricity services as a collection tool. Effective from the tabling and adoption of the 2023/24 MTREF, municipalities' By-laws and policies must facilitate this and clearly stipulate the order in which any partial payment of the consolidated municipal bill (including property rates) will be applied as well as the process before the supply of water and electricity services will be cut. The National Treasury recommended that any partial payment firstly be applied to property rates, wastewater, waste management, water and lastly to electricity. When interrupting or restricting the supply of water it is important that such is undertaken together with the municipal engineer(s) to ensure a continued minimum supply of waste-water.

Municipalities should develop a Wheeling Framework to allow for the transmission of energy across their networks. These wheeling frameworks provide an opportunity for municipalities to generate revenue from their distribution networks. Provincial Treasuries or National Treasury can be approached for support to develop these frameworks.

5.2 Funding Depreciation

The information shared in Circular 115 regarding the funding of the depreciation refers. It is important to note that depreciation represents the cost of using assets in service delivery and forms part of the total cost of providing the municipal service. Accordingly, it should be included in the setting of cost reflective tariffs to recover the full cost of rendering the service, failing which the depreciation will not be cash backed on Table A7 and will remain a journal entry with no value as mentioned in MFMA Circular No. 115.

5.3 Tariff-setting – the impact of loadshedding

Loadshedding not only affects the electricity service but also some municipalities' ability to pump water, thereby negatively impacting the stability of water supplies and the related functioning of the wastewater reticulation network. The loadshedding crisis has been declared a state of disaster and will require tough budgeting choices for municipalities to make sure that basic municipal services are sustained. The regulations published in the Government Gazette No. 48152 on 27 February 2023 in terms of the Disaster Management Act, 2002 (Act 57 of 2002) require municipalities to "ensure continuous operation of water infrastructure and other specified essential infrastructure, including by installing alternative energy sources or other measures to provide an uninterrupted power supply." Municipalities are also required to "mobilise available resources" and "provide funds for this purpose, subject to affordability." As an immediate interim solution back-up electricity to pump water should be prioritised while being mindful of its affordability within the municipality's available funding sources and other critical priorities. The municipality need to adequately plan and prioritise funding in its 2023/24 MTREF for this purpose, including:

- When planning to pump water/ maintain the wastewater service by way of any alternative solution(s), it is important that the municipality properly plan and budget for the associated capital and operational costs to operate and maintain the solution(s) over the 2023/24 MTREF and longer-term;
- Any additional cost the municipality already incurred in this regard during the period of elevated loadshedding since December 2022 should be projected to continue in 2023/24 i.e. diesel to operate a generator;
- Although a state of emergency has been declared to deal with the continual loadshedding challenges in the country, it is likely that loadshedding will continue during the 2023/24 municipal financial year. It is proposed that municipalities factor in the impact of loadshedding on their electricity revenue projections, taking into account current experience in terms of loadshedding practices by Eskom;
- The additional costs of prolonged loadshedding should be considered;
- Municipalities are always asked to try to balance full cost recovery on services with affordability for their residents. In practice, this means that where the full increase in the cost of a service is not passed on to consumers, municipalities must offset the increased costs through savings identified elsewhere in their operations. Therefore, **reducing/ limiting overall expenditure** is a key part of budgeting for the response to loadshedding. The municipality should stick to its core mandate and functions and carefully review overall expenditure to manage the net effect. Measures should include aggressively cutting costs, frills, and vanity projects, dealing with bloated administrations and structures possibly duplicated across Municipal Manager and Mayoral offices, and applying for exemptions from the annual salary increases if these are not affordable;
- While municipalities are urged to maximise efficiency in their operations, tariff setting efforts should consider the need to make additional provision for repairs and maintenance associated with infrastructure breakdowns during loadshedding;
- **Reducing/ limiting overall expenditure –** the municipality should stick to its core mandate and functions – it is necessary to carefully look at the overall expenditure side to manage the net effect, including aggressively cutting costs, fancy, frills, vanity

projects, deal with bloated admin- and structures possibly duplicated across Municipal Manager and Mayoral offices, and apply for exemptions from the annual salary increases; and

- The cost should be considered and included when setting the tariffs of the service(s) to which it relates.

Municipalities should also budget for reduced bulk purchases and sales to municipal customers based on the same loadshedding assumptions cited above.

Municipalities should carefully monitor their Eskom accounts for any penalties that result from increased demand immediately after a period of loadshedding is ended. Eskom has indicated that they will reverse any penalties for exceeding notified maximum demand that results from the implementation of loadshedding. This should be factored into the tariff calculation to ensure that consumers are not overcharged.

Lastly, it is important to note that a municipality may only introduce a load-shedding levy or surcharge with the approval of the Minister of Finance and in terms of the legislated processes set-out in the MFMA and Municipal Fiscal Powers and Functions Act, 2007.

5.4 Setting cost-reflective tariffs

Reference is made to MFMA Circular No. 98, paragraph 4.2. The setting of cost-reflective tariffs is a requirement of Section 74(2) of the Municipal Systems Act which is meant to ensure that municipalities set tariffs that enable them to recover the full cost of rendering the service. This forms the basis of compiling a credible budget. A credible budget is one that ensures the funding of all approved items and is anchored in sound, timely and reliable information on expenditure and service delivery (Financial and Fiscal Commission (FFC), 2011). Credible budgets are critical for local government to fulfil its mandate and ensure financial sustainability.

A credible expenditure budget reflects the costs necessary to provide a service efficiently and effectively, namely:

- A budget adequate to deliver a service of the necessary quality on a sustainable basis; and
- A budget that delivers services at the lowest possible cost.

The National Treasury issued a tariff setting tool and guide as part of MFMA Budget Circular No. 98 (refer item 4.2) on 6 December 2019 and since 2019, has encouraged municipalities to utilise the tool. **With effect, from the 2023/24 MTREF, all municipalities** (**except** *metropolitan cities and district municipalities that do not provide any services*) **as part of both the tabled and adopted MTREF submissions must submit the completed National Treasury tariff tool (in excel format)** illustrating that the revenue component of the budget is credible and funded and that the municipality's tariffs are cost reflective. If the municipality's initial calculation results in high increases to facilitate cost-reflectiveness, it is recommended that such are phased in over 3 to 5 years. The municipality's strategy in this regard should be included as part of the budget narratives.

This tool will assist in setting tariffs that are cost-reflective and enable a municipality to recover costs to fulfil its mandate. Going forward it is also imperative that every municipality fully embrace the Municipal Standard Chart of Accounts (*m*SCOA): costing component. Considering, *m*SCOA implementation is entering its sixth year of implementation, all municipalities must fully embrace and report also utilising the costing segment correctly. The National Treasury Municipal Costing Guide is available on the link below on the National Treasury website.

http://mfma.treasury.gov.za/Guidelines/Documents/Forms/AllItems.aspx?RootFolder=%2fGuidelines%2fDocuments%2fMunicipal%20Costing%20Guide&FolderCTID=0x0120004720FD2D0551AE409361D6CB3E122A08.

5.5 Tariffs – achieving a balance between cost-reflectiveness and affordability

National Treasury encourages municipalities to maintain tariff increases at levels that reflect an appropriate balance between the affordability to poorer households and other consumers while ensuring the financial sustainability of the municipality.

When setting tariffs, it is therefore critical to understand the economic environment specific to the municipality and consideration should include at least –

- *The socio-economic profile undertaken for the municipality* available on the National Treasury GoMuni portal – municipalities are encouraged to annually update their own socio-economic profile using the template model available on GoMuni;
- *The most recent average monthly household income in the municipality* as per Statistics South Africa (Stats SA) available on Statistics South Africa | Improving Lives Through Data Ecosystems (statssa.gov.za);
- *The average property value in the municipality* per its most recent approved general valuation roll and/ or supplementary general valuation roll;
- *The number of indigent households in the municipality,* including any variation in the number of indigent households included in the Equitable Share: free basic services component for the municipality vs the municipality's own indigency level discretion; and
- *The economic drivers and activities specific to the municipal area*[1]*; etc*.

The municipality's tariff-setting or other committee tasked with this role must understand and deliberately reflect on this context during the tariff-setting process. Considering the average monthly household income, the median affordable municipal bill would ideally not exceed proportionally approximately 10 to 15 per cent the average monthly household income. This median affordable bill, in combination with the median average property value should inform the basis to determine any rebates to households with income below the median. Furthermore, municipalities contemplating to increase free basic electricity allocations as an indigent relief measure, should do so only after careful consideration of the long-term financial impact that such a decision might have.

It is also important when setting particularly water and electricity tariffs that municipalities are encouraged to set two-tier tariffs, that include a basic availability charge to recover the fixed (direct and indirect) cost associated with the service in conjunction with consumption-based tariff bands. For example, in a drought, such tariffs will facilitate the ability to pay for infrastructure and maintenance, treating chemicals and salaries, etc. while parallel facilitating water restriction based on inclining tariffs as consumption increase. Furthermore, it is important to link the municipality's water tariffs to dam levels, also approved as part of the budget process. For example, if the dam levels drop to 60 per cent the first tier of restriction tariffs should become applicable in terms of the municipality's approved tariff policy.

It is also noted that NERSA approves seasonal tariffs for Eskom but not necessarily for the municipality. It is important that the municipality clearly factors this in its tariff application to NERSA, illustrating the cash flow crunch if the municipality is not similarly allowed a seasonal tariff to recover the higher Eskom bulk cost during winter months.

Lastly, municipalities are cautioned against setting tariffs that include operating inefficiencies. This could lead to tariffs falling into the unaffordable range.

[1] The spatialised tax data is now available through National Treasury for all municipalities that provides an up to date information on economic activity within a municipal boundary.

The Consumer Price Index (CPI) inflation is forecasted to be within the 3 to 6 per cent target band; therefore, municipalities are required to ***justify all increases in excess of the* projected inflation target for 2023/24** in their budget narratives and pay careful attention to tariff increases across all consumer groups. In addition, municipalities should include a detailed account of their revenue growth assumptions for the different service charges in the budget narrative.

Additional loadshedding considerations when calculating anticipated revenue collection rates include:

- Consumption patterns amongst pre-paid users who work more sparingly with electricity units. This can have a lagging effect on revenue estimations i.e. although units are paid for up front, it is not necessarily used in high-demand periods; and
- A decline in average consumption patterns for post-paid customers.

As part of its debtor management strategy municipalities should clearly communicate the impact of loadshedding on municipal tariff setting, including through education campaigns. Consumers will expect a decrease in their electricity bills as consumption drops due to loadshedding. Not understanding the impact of tariff structures (fixed and demand-driven components) can create distrust and reduce willingness to pay municipal accounts.

5.6 Municipal Debt Relief

An optimally designed debt solution for Eskom can leverage the structural reform of the electricity sector that is needed both on the Eskom side and the municipal side, however, the municipal debt owed to Eskom pose a material risk to any Eskom debt relief package. In parallel the challenge of defaulting municipalities cannot be separated from a consumer culture to not pay for services.

Municipal Debt Relief that is **conditional and application based**, has therefore been sanctioned. The relief is aimed to correct the underlying behaviour and operational practices in defaulting municipalities and Eskom while in parallel, progressively introducing a smart metering solution to change consumer behaviour by instilling a culture of payment for services consumed. The proposal consists of 4 elements:

i. **Eskom will write-off all debt municipalities owe** as on 31 March 2023 (excluding the March 2023 current account). This will be done over three national financial years and require as a critical qualification that municipalities monthly honour their current (monthly consumption) Eskom and water accounts going forward and maintain a minimum average quarterly collection, etc;
ii. Secondly, **new mechanisms are explored to resolve non-payment** – this to include a dispute ombud mechanism and re-assigning the license of persistent defaulters;
iii. Thirdly, Eskom will continue to **implement a regime of installation of pre-paid meters** in Eskom supplied areas to improve Eskom collection. Municipalities are additionally encouraged to adopt a similar operating regime; and
iv. Lastly, the National Treasury will continue to implement municipal revenue enhancement initiatives, including a transversal tender for a smart pre-paid meter solution to change to a forward looking culture of payment of the consolidated municipal bill.

More details on the application process and related conditions for municipalities will soon be outlined and published through a separate MFMA Circular.

5.7 Bulk Account Payments and Concessions

Since 2018/19, intense work was undertaken to resolve systemic and structural issues pertaining to the electricity function in municipalities. Core to this work was addressing the

escalating Eskom debt that threatened the sustainability of Eskom as well as that of municipalities.

During the process, Eskom agreed to provide relieve in certain areas. Municipalities are reminded of the following concessions that remain in place:

- The interest rate charged on overdue municipal bulk accounts were reduced from prime plus 5 per cent to prime plus 2.5 per cent;
- Payment terms were extended from 15 days to 30 days for municipal bulk accounts; and
- Eskom allocation of municipality payments to capital first and then to interest.

These concessions align to the MFMA and are meant to curb municipal growing debt levels by allowing a more conducive payment regime than what was previously employed. In addition, municipalities are urged to budget for and ring-fence their payment of bulk services. Bulk current account payments must be honoured religiously to avoid stringent application of the bulk suppliers' credit control policy.

Municipalities are also urged to enforce a culture of payment for services through their normal credit control processes. In this regard it should be noted that municipalities are only compensated for free basic services based on an indigent user component calculation through the equitable share. As such, a municipality's allocation of free basic services to all of the municipality's consumers is not funded in the equitable share. Every municipality, during the budget process, must consider the affordability to the municipality when allocating free basic services above the national norm and to consumers other than indigent consumers. **If a municipality has any arrears on any of its bulk supplier's accounts, it must limit its provision of free basic services to registered indigent consumers only**.

5.8 Critical Notice Affecting STS Meters

As highlighted in previous MFMA Circular No. 115 (dated 04 March 2022) municipalities are once again alerted that there is still a pending business risk to the prepayment metering industry that requires urgency of action. The token identifiers (TID) used to identify each credit token will run out of available numbers in November 2024, at which point all STS meters will stop accepting credit tokens.

The remedy is to visit each meter and enter a special set of key change tokens in order to reset the meter memory. Municipalities are advised that the National Treasury, through the Office of the Chief Procurement Officer (OCPO), will soon facilitate a transversal contract for the provision of auditing, re-calibration and re-configuration services for standard transfer specification compliant prepayment meters that align to minimum and critical technical specifications for local government. In this respect the development of the transversal contract for smart prepaid meters as per NRS 049 (per latest approved version) is at an advanced stage and should be issued shortly by National Treasury.

If your municipality or municipality entity is currently in the process of procuring for a solution or is planning to, you are cautioned:

- Against proceeding prior to the OCPO having issued and awarded the transversal contract for the provision of inter alia auditing, re-calibration and re-configuration services for standard transfer specification compliant prepayment meters Terms of Reference (ToR); and
- That, with immediate effect, you must inform and obtain the National Treasury's input prior to proceeding with any current procurement or proposed procurement for this purpose or any related solution or similar. This is to prevent unnecessary and wasteful expenditure on such solutions. Any request for National Treasury's input on the current or planned procurement of any related solution or similar or component thereof, must be

directed to the National Treasury for the attention of the Local Government Budget Analysis Unit (Mr. Sadesh Ramjathan) at Sadesh.Ramjathan@treasury.gov.za.

In this regard, municipalities will have two options to choose from:

- Firstly, to pursue the route of auditing, re-calibrating and re-configuring services for standard transfer specification compliant prepayment meters; and/ or
- Secondly, to replace the old meter with a new smart prepaid meter.

For both options, the municipality will have to budget accordingly as no additional funding will be available through the national fiscus.

Your assistance in proactively ensuring that the municipality and/ or its entities are not adversely affected by these processes will be appreciated.

5.9 Completeness and credibility of revenue related information in the Budget

The MBRR regulates the minimum level of information required from municipalities when compiling, implementing, monitoring, and evaluating the municipality's financial management situation. Failure to include the minimum required information hampers the municipal council, the public and stakeholders' ability to make informed decisions and engage on the matter. It also limits research, studies, and benchmarking undertaken for local, provincial, and national purposes.

The National Treasury would like to take this opportunity to caution municipalities that the MBRR prescribe the minimum level of information municipalities must include as part of their legal reporting obligations.

Going forward the Treasuries will place increased attention and focus on the adequacy of municipalities' submissions. The National Treasury regards this non-compliance to include the minimum level of information as serious and if persistent will consider applying the available legal sanctions, including recourse in terms of section 216(2) of the Constitution. In this context, National Treasury will particularly focus on the completeness of asset management related information as well as the statistical information required in the A, B and C schedules during the 2023/24 MTREF.

5.10 Eskom Bulk Tariff increases

The National Energy Regulator of South Africa (NERSA) is responsible for the price determination of the bulk costs of electricity. In January 2023, NERSA approved tariff increases of 18.7 per cent in 2023/24 and 12.7 per cent increase in 2024/25. For purposes of calculating the free basic energy subsidy in the local government equitable share formula, the National Treasury has added 2 per cent to these increases. This is in anticipation of higher increases than those published in January, for municipalities, due to the difference in the financial years of Eskom customers and municipalities meaning that Eskom only has nine months to collect the allowable revenue from municipalities. R1.1 billion is added to the free basic energy subcomponent of the free basic services component of the local government equitable share formula to fund these higher tariff increases. To this end, the free basic electricity subsidy in the local government equitable share is calculated based on a 20.7 per cent tariff increase in 2023/24 and a 14.7 per cent increase in 2024/25. In the absence of an approved tariff increase in the outer year of the MTEF period, the formula assumes an increase of 17.7 per cent in 2025/26. This is the average of the estimated increases for the first two years of the MTEF period.

5.11 Updated Municipal Borrowing Policy Framework

Cabinet approved the Update to the Policy Framework for Municipal Borrowing and Financial Emergencies on the 17th of August, 2022. The purpose of the update was to re-examine the original Policy Framework, along with the legislation (i.e. Municipal Finance Management Act – MFMA) that was adopted to implement it, considering the experience with municipal borrowing that has accumulated since 2000.

The following key reforms have been introduced through the Update to the Policy Framework for Municipal Borrowing:

- The Policy Framework for Municipal Borrowing has been updated to introduce the necessary reforms that will expand the scope of responsible municipal borrowing and create an environment that attracts more players (e.g. insurers, pension funds, institutional investors and fund managers, and international Development Finance Institutions) in the municipal debt market space. The original core principles underlying municipal borrowing are maintained (i.e. creditworthy municipalities should borrow prudently to finance capital investment, and that there will be no bail-outs by the provincial or national government);

- The updated policy framework clarifies the role of Development Finance Institutions (DFIs), as it was not clearly articulated in the original policy. DFIs are required to pursue clear and agreed developmental goals, as outlined in the policy. The objective of this approach is to ensure that a DFI lending does not crowd out the private sector. Public-sector lenders, both domestic and foreign, should be guided by a social and developmental investment approach in which demonstrable social outcomes are considered alongside potential financial returns;

- The updated policy framework permits and clarifies innovative infrastructure financing mechanisms (such as pooled financing mechanisms, project finance, tax increment financing, revenue bonds, and pledging of conditional grants) that municipalities can use to leverage municipal borrowing. Municipalities are encouraged to explore these alternatives, and innovative infrastructure financing mechanisms permitted subject to the requirements contained in the Municipal Finance Management Act (MFMA); and

- The participation of both private and public sector market participants in the development of a liquid secondary market for municipal debt securities is also encouraged. The policy proposes options that can be explored to support the development and growth of an efficient and liquid market for municipal debt obligations.

The Updated Municipal Borrowing Policy Framework can be accessed at the MFMA website at the following link http://mfma.treasury.gov.za/Guidelines/Pages/default.aspx.

5.12 Tariff Policies

Municipalities must comply with the provisions of Section 74 of the Municipal Systems Act (MSA) which requires that a municipal council must adopt and implement a tariff policy on the levying of fees for municipal services provided by the municipality itself or by way of service delivery agreements, and which complies with the provisions of this Act and with any other applicable legislation. Municipalities should also ensure that the tariff policies adhere to all the principles outlined in section 74(2) of the MSA. A municipality's tariff policies must also take into consideration variable factors such as water shortages and electricity feedback excess into the municipal system from new generation capacity. Municipalities are urged to develop wheeling and Small-Scale Embedded Generation (SSEG) frameworks to guide the

development of associated tariffs. Municipalities must adopt by-laws to give effect to the implementation and enforcement of their tariff policies.

5.13 Non-Revenue Electricity and Non-Revenue Water/ Revenue Losses

Water Service Authority municipalities and electricity licensed municipalities are urged to align both their non-revenue water and non-revenue electricity indicators and their set targets in the 2023/24 SDBIPs with identifiable infrastructure or operational projects and/ or programmes. Municipalities should track improvements on the baseline information included in the SDBIPs by indicating the volume of water losses (i.e., kilolitres/ mega-litres) and the amount of electricity losses (KwH or MWs) for the previous year. This approach will help to determine the progress of municipalities in curbing losses, which impact on municipal revenues, in both non-revenue water and non-revenue electricity.

6. Burial of Councillors

Salaries, allowances and benefits for political office-bearers and members is managed through Determination of Upper Limits of Salaries, Allowances and Benefits of Different Members of Municipal Councils notice issued by the Minister of Cooperative Governance and Traditional Affairs.

Section 167 of the MFMA provides that a municipality may remunerate its Councillors within the framework of the Public Office-Bearers Act, 1998 (Act No. 20 of 1998), setting the upper limits of the salaries, allowances and benefits for those political office-bearers and members. Any benefit which is not included in the above-mentioned notice constitutes irregular expenditure and recovery thereof from the Councillor concerned is mandatory.

Municipalities may also refer to relevant Councillor Pension Scheme or personal funeral policies in existence for any funeral benefits relating to such Councillor.

7. Funding choices and management issues

Municipalities are under pressure to generate and collect revenue for service delivered. The ability of customers to pay for services is declining and this means that less revenue will be collected. Therefore, municipalities must consider the following when compiling their 2023/24 MTREF budgets:

- Improving the effectiveness of revenue management processes and procedures;
- Cost containment measures to, amongst other things, control unnecessary spending on nice-to-have items and non-essential activities as highlighted in the Municipal Cost Containment Regulations read with MFMA Circular No. 82;
- Ensuring value for money through the procurement process;
- The affordability of providing free basic services to all households;
- Not taking on unfunded mandates;
- Strictly control the use of costly water tankers and fix the water infrastructure to enable the sustainable provision of water;
- Automate business services where possible to increase efficiencies and lower customer costs;
- Prioritise the filling of critical vacant posts, especially linked to the delivery of basic services; and
- Curbing the consumption of water and electricity by the indigents to ensure that they do not exceed their allocation.

Accounting officers are reminded of their responsibility in terms of section 62(1)(a) of the MFMA to use the resources of the municipality effectively, efficiently and economically. Failure to do this will result in the accounting officer committing an act of financial misconduct which will trigger the application of chapter 15 of the MFMA, read with the Municipal Regulations on Financial Misconduct Procedures and Criminal Proceedings, 2014.

7.1 Employee related costs

The Salary and Wage Collective Agreement for the period 01 July 2021 to 30 June 2024 dated 15 September 2021 through the agreement that was approved by the Bargaining Committee of the Central Council in terms of Clause 17.3 of the Constitution should be used when budgeting for employee related costs for the 2023/24 MTREF. In terms of the agreement, all employees covered by this agreement shall receive with effect from 01 July 2023 and 01 July 2024 an increase based on the projected average CPI percentages for 2023 (5.4 per cent according to the Reserve Bank's Monetary Committee Statement for January 2023) and 2024 (4.8 per cent according to the Reserve Bank's Monetary Committee Statement for January 2023). The forecasts of the Reserve Bank, in terms of the January 2023 and January 2024, shall be used to determine the projected average CPI. Municipalities are encouraged to perform an annual head count and payroll verification process by undertaking a once-a-year manual salary disbursement, to root out ghost employees.

According to the 2021 State of Local Government Finance Report, there are about 165 municipalities that are in financial distress. These municipalities need to ensure that they seek an early exemption from this dispensation of this salary agreement. Municipalities should also avoid paying out leave in cash while having major financial challenges.

7.2 Remuneration of Councillors

Municipalities are advised to budget for the actual costs approved in accordance with the Government Gazette on the Remuneration of Public Office Bearers Act: Determination of Upper Limits of Salaries, Allowances and Benefits of different members of municipal councils published annually between December and January by the Department of Cooperative Governance. It is anticipated that this salary determination will also take into account the fiscal constraints. Municipalities should also consider guidance provided above on salary increases for municipal officials during this process. Any overpayment to councilors contrary to the upper limits as published by the Minister of Cooperative Governance and Traditional Affairs will be irregular expenditure in terms of Section 167 of the MFMA and must be recovered from councilor(s) concerned.

8. Conditional Grant Transfers to Municipalities

8.1 Criteria for the release of the Equitable Share

The equitable share release criteria for 2023/24 were set out in MFMA Circular No. 122. To assist with managing this process, a guiding checklist has been developed (attached hereto as Annexure A) which municipalities can follow throughout the course of the year to ensure that the required documents are timeously uploaded to the GoMuni platform in line with the prescribed deadlines.

Going forward, municipalities will be required to submit the completed checklist as part of the quarterly performance reporting process for quarter 1 of the municipal financial year. According to section 52(d) of the MFMA, the mayor of a municipality must within 30 days of the end of each quarter, submit a report to council on the implementation of the budget and the financial state of affairs of the municipality. The report must then be submitted to National

and Provincial Treasury within 5 days of being tabled in council as per section 32 of the MBRR. The report for quarter 1 of 2023/24 must therefore be submitted to council by the end of October 2023 and submitted to National and Provincial Treasury by no later than 5 November 2023. By including the completed checklist in this report, municipalities confirm their adherence to the equitable share release criteria, including that all supplementary information (as defined in the checklist) was successfully uploaded to the GoMuni platform.

Please note that most of the information required for the release of the equitable share, is already uploaded/ submitted by municipalities as part of existing reporting requirements throughout the year. There are however a few items (clearly marked in the checklist) that does not have a dedicated storage location (for example, payments of employee benefits) on GoMuni. A dedicated Equitable Share Verification Folder will be created on GoMuni for this purpose.

8.2 Criteria for the rollover of conditional grant funds

In terms of Section 21 of the Division of Revenue Act, 2022 (Act No.5 of 2022) (DoRA) in conjunction with the Division of Revenue Amendment Act, 2022 (Act No. 15 of 2022) (DoRAA), the Act requires that any conditional allocation or a portion thereof that is not spent at the end of the 2022/23 financial year reverts to the National Revenue Fund (NRF), unless the rollover of the allocation is approved in terms of subsection (2). Furthermore, the receiving officer, provincial treasury and national transferring officer is required to prove to National Treasury that the unspent allocation is committed to identifiable projects, in which case the funds may be rolled over.

When requesting a rollover in terms of section 21(2) of the 2022 DoRA, municipalities must include the following information with their submission to National Treasury:

1. A formal letter, signed by the accounting officer addressed to the National Treasury requesting the rollover of unspent conditional grants in terms of section 21(2) of the 2022 DoRA;
2. A list of all the projects that are linked to the unspent conditional grants and a breakdown of how much was allocated, spent and the balance per project;
3. The following evidence indicating that work on each of the projects has commenced, as applicable to the specific rollover(s):

    a) Proof that a contractor or service provider was appointed for delivery of the project before 31 March; or
    b) Proof of project tender and tender submissions published and closed before 31 March or with the appointment of contractor or service provider for delivery of service before 30 June in cases where additional funding was allocated during the course of the financial year of the project;
    c) Incorporation of the Appropriation Statement;
    d) Evidence that all projects linked to an allocation will be fully utilised by 30 June 2024 (attach cash flow projection for the applicable grant).

4. A progress report (also in percentages) on the status of each project's implementation that includes an attached **legible implementation plan**);
5. The value of the committed project funding and the conditional allocation from the funding source;
6. Reasons why the grants were not fully spent during the year on the original allocation per the DoRA;
7. Rollover of rollovers will not be considered. Municipalities must therefore not include previous year's unspent conditional grants as rollover request;
8. An indication of the time period within which the funds are to be spent if the rollover is approved; and

9. Proof that the Municipal Manager and Chief Financial Officer are permanently appointed.

No rollover requests will be considered for municipalities with vacant or acting Chief Financial Officers and Municipal Managers for a period exceeding 6 months from the date of vacancy; this also includes acting appointments because of suspensions of either MM or CFO that are more than 12 months.

If any of the above information is not provided or the application is received by National Treasury (Intergovernmental Relations Division) after 31 August 2023, the application will be declined.

In addition, National Treasury will also consider the following information when assessing rollover applications; and reserves the right to decline an application should there be non-performance by the municipality in any of these areas:

1. Compliance with the in-year reporting requirements in terms of sections 71 and 72 of the MFMA and section 12 of the 2022 DoRA, **including the Municipal Manager and Chief Financial Officer signing-off on the information** sent to National Treasury;
2. Submission of the pre-audited Annual Financial Statements to National Treasury by 31 August 2023;
3. Accurate disclosure of grant performance in the 2022/23 pre-audited Annual Financial Statements, (i.e. correct disclosure of grant receipts and spending in the notes to the AFS);
4. Despite the fact that local government is required to comply with to different norms and standards prescribed by different legislations, municipalities are expected to fully comply with the provisions of DoRA that relate to rollover processes and disclose conditional grant performance in the 2022/23 pre-audited Annual Financial Statements (i.e Cash coverage and unspent conditional grants in the Statement of Financial Position) in order to verify grant expenditure; and
5. Cash available reflected in the Statement of Financial Position and Cash Flow Statements and the bank (net position including short term investments) as at 30 June 2023 is equivalent to the unspent amount at the end of the financial year. If the amount that is requested for rollover **is not entirely cash-backed**, such a rollover will not be approved. National Treasury will also not approve portions of rollover requests.

It should be noted that under no circumstances will the National Treasury consider requests to rollover:

1. The entire 2022/23 allocation to the municipality, in cases whereby the rollover request is more than 50 per cent of the total allocation, National Treasury will approve the rollover amount up to 50 per cent of the 2022/23 allocation;
2. Rollover request of the same grant for the third consecutive time. In a case where a municipality is applying for rollover as a result of additional funding, the application will be given a careful consideration;
3. Funding for projects procured through Regulation 32 of the Municipal Supply Chain Management Regulations (Gazette No.27636) – Projects linked to additional funding and disasters are exempted; and
4. A portion of an allocation where the proof of commitment for the rollover application is linked to invoices that were issued before or on 31 May 2023.

8.3 Unspent conditional grant funds for 2022/23

The process to ensure the return of unspent conditional grants for the 2022/23 financial year will be managed in accordance with section 22 of the DoRA. In addition to the previous MFMA Circulars, the following practical arrangements will apply:

Step 1: Municipalities must submit their June 2023 conditional grant expenditure reports according to section 71 of the MFMA reflecting all accrued expenditure on conditional grants and further ensure that expenditure reported to both National Treasury and national transferring officers reconciles;

Step 2: When preparing the Annual Financial Statements, a municipality must determine the portion of each national conditional grant allocation that remained unspent as at 30 June 2023. The unspent grant values must be determined based on the guidance that was provided in *m*SCOA Circular No. 13 in as far as VAT, retention and interest is concerned; and

Step 3: If the receiving officer wants to motivate in terms of section 22(2) of the 2020 DoRA that the unspent funds are committed to identifiable projects, the rollover application pack must be submitted to National Treasury by no later than 31 August 2023.

National Treasury will not consider any rollover requests that are incomplete or received after this deadline.

Step 4: National Treasury will confirm in writing whether or not the municipality may retain any of the unspent funds as a rollover based on criteria outlined above by 20 October 2023;

Step 5: National Treasury will communicate the unspent conditional grants amount by 08 November 2023. A municipality must return the remaining unspent conditional grant funds that are not subject to a specific repayment arrangement to the National Revenue Fund by 17 November 2023; and

Step 6: Any unspent conditional grant funds that should have but has not been repaid to the National Revenue Fund by 17 November 2023, and for which a municipality has not requested a repayment arrangement, will be offset against the municipality's 06 December 2023 equitable share allocation.

All other issues pertaining to Appropriation Statement and reporting on approved rollovers are addressed in the Annexure to MFMA Circular No. 86.

9. The Municipal Budget and Reporting Regulations

9.1 Alignment of Municipal Budget and Reporting Regulations (MBRR) Schedules

The revised Regulated MBRR Schedules (A1, B, C, D, E and F), as aligned to the *m*SCOA chart and GRAP are published on the National Treasury web page and can be accessed using the following link.

http://mfma.treasury.gov.za/RegulationsandGazettes/Municipal%20Budget%20and%20Reporting%20Regulations/Documents/Forms/AllItems.aspx?RootFolder=%2fRegulationsandGazettes%2fMunicipal%20Budget%20and%20Reporting%20Regulations%2fDocuments%2f2023%2d24&FolderCTID=0x0120001860D4A2BD7AD042BF8427FC3BB59F67

The alignment of the A1 Schedules required substantial changes to the reporting formats used for budgeting and reporting purposes which required the creation of new A1 Schedule codes to ensure that the data strings populate the new reporting formats. The relevant changes were also made in the reporting formats relating to versions 6.1 to 6.7 of the *m*SCOA chart to ensure that the historical data are populating when reports are drawn from GoMuni.

To ensure that ERP systems generate the A1 Schedule aligned to version 6.7 of the *m*SCOA chart, municipalities and system vendors should refer to the linkages provided on GoMuni. The following reports on GoMuni should be used for this purpose:

- List *m*SCOA account linkages to A1 Schedule based on 6.7 under menu option *m*SCOA Reporting; and
- List *m*SCOA A1 schedule codes WIP (i.e. new A1 Schedule codes) under menu option *m*SCOA Administration.

Both reports can be located under:

https://lg.treasury.gov.za/ibi_apps/portal/Local_Government_Database

The new format for the non-financial data strings A1D and A1F is available on the link below:

http://mfma.treasury.gov.za/RegulationsandGazettes/Municipal%20Budget%20and%20Reporting%20Regulations/Documents/Forms/AllItems.aspx?RootFolder=%2fRegulationsandGazettes%2fMunicipal%20Budget%20and%20Reporting%20Regulations%2fDocuments%2f2023%2d24&FolderCTID=0x0120001860D4A2BD7AD042BF8427FC3BB59F67

The A1D is the data string which populates information which we do not extract from the TABB while the A1F populates the budget information which we do not extract from the ORGB. Municipalities should ensure that they use the new format when submitting the non-financial data strings.

10. Submitting budget documentation and A1 schedules for 2023/24 MTREF

The MFMA and its Regulations require the submission of *m*SCOA data strings for budgets, in-year reporting, and annual financial statements in a specific format and by a required timeframe. The credibility and accuracy of the *m*SCOA data strings must be verified by municipalities prior to submission to the GoMuni Upload portal. Since the financial system must be locked at the end of the month in order to generate a *m*SCOA data string, municipalities may not open closed periods to correct errors. Errors must be corrected in the next open period. Providers of municipal financial systems must ensure that the necessary internal controls are built into the system to prevent the opening of closed periods on the financial system and the bypassing of such controls. This also applies to the correction of information in closed periods for 3rd party systems that should be integrating with the main financial system in terms of the requirements of the *m*SCOA Regulations.

From 1 July 2023, Municipal Managers and Chief Financial Officers will be required to sign off on the financial and non-financial data strings submitted to the GoMuni Upload portal when they submit their data strings. The schedules prescribed in terms of the Municipal Budget and Reporting Regulations (MBRR) populated from the *m*SCOA data strings on National Treasury's Local Government and Reporting System (LGDRS) must also be signed off monthly. These sign-offs are for audit purposes and serves as a confirmation by the municipality that the data strings submitted are accurate. Details on the submission of the signed-off figures will be communicated in due course.

In terms of Section 171 of the MFMA, financial misconduct by municipal officials includes the provision of incorrect or misleading information in any document which must be submitted to the National Treasury.

From 1 July 2023, the GoMuni Upload portal for the monthly in-year data strings will be closed at 16h00 on the 10th working day of each month. All publications by the National and Provincial Treasuries are now solely sourced from the *m*SCOA data strings submitted by

municipalities and several stakeholders including Statistics South Africa (STATSSA), Auditor General South Africa (AGSA), the Reserve Bank, and NERSA are in the process of streamlining some of their reporting to the information contained on the National Treasury Local Government Database and Reporting System (LGDRS). The resubmission of data strings after the legislated timeframes is not only illegal but also causing challenges in data sets used by various stakeholders for analysis and reporting purposes. **No data string submissions will therefore be accepted by the National Treasury after the 10th working day of the respective month**.

Contact

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JH Hattingh
Chief Director: Local Government Budget Analysis
03 March 2023

ANNEXURE A: Equitable Share Verification Checklist:

General Requirements

Criteria	Verification Requirement	Yes/No
2023/24 Adopted Budget	Council resolution, adopted *m*SCOA budget data strings (ORGB), PDF version of adopted MTREF budget uploaded to GoMuni Upload portal immediately after approval.	
• Is the municipality's completed tariff tool (National Treasury format) included as part of its budget submission (MFMA Budget Circular No. 98 (refer item 4.2).	The completed National Treasury EXCEL tariff tool uploaded to GoMuni with the adopted budget by start of budget year i.e. **1 July 2023**.	
• Are allocations made for bulk suppliers current account payments?	Allocations reflected in *m*SCOA budget data strings (ORGB) and budget schedules/ document.	
If unfunded budget position–	-	
• Is a Budget Funding Plan (BFP) adopted with the budget?	Copy of the adopted Budget Funding Plan uploaded to GoMuni with the adopted budget by start of budget year i.e. **1 July 2023**.	
	PDF version of BFP/progress report uploaded to GoMuni Upload portal by start of budget year i.e. **1 July 2023**.	
	Is the BFP credible and show how the municipality intends moving progressively out of this position into a funded state?	
	In the case of the latest progress report being submitted, is it aligned to the rescue phase of the new approach to Municipal Financial Recovery Service (MFRS)?	
• Council resolution reflecting commitment to address unfunded position.	PDF copy of resolution uploaded to GoMuni Upload portal by start of budget year i.e. **1 July 2023**.	
***m*SCOA**		
• Submission of Data Strings	Successful submission of all financial and non-financial *m*SCOA data strings to the GoMuni Upload portal	
	Timeous submission of all financial and non-financial *m*SCOA data strings to the GoMuni Upload portal	
	Data strings submitted are credible as per the analysis done by NT/PTs	
	Data strings are generated directly from the main municipal financial system	
	The regulated MBRR Schedules are generated directly from the core municipal financial system	
	Successful submission of all financial and non-financial *m*SCOA data strings to the GoMuni Upload portal	
• Submisison of documents	Municipal documents required in terms of legislation and MFMA Circulars have been submitted timeously and in the required format to the GoMuni Upload portal.	
• Financial System Changes	Municipality has followed the processes in Circulars No. 93, 98, 123 and mSCOA Circulars No 5 and 6 to change their financial system.	
UIF & W		
• UIF&W Register	Documents need to be uploaded to NTs eMonitoring Webpage	
• MPAC recommendation on UIF&W		
• Council Resolution on UIF&W		
• UIF&W Reduction Strategy		
Disciplinary Board		
• Does the municipality have a functional disciplinary board?	Proof of establishment (or efforts to establish DC Board) uploaded to NTs eMonitoring Webpage NTs eMonitoring Website.	
Competency Regulations		
• Has the minimum municipal competency regulations reporting requirements been adhered to?	In line with the Competency Regulations, consolidated reporting information must be uploaded to GoMuni by **30 January 2023** and **30 July 2023**.	
Audit Process		
• Opinion Received	Did the municipality receive an adverse or disclaimed audit opinion or had outstanding audits for two consecutive financial years?	
• Adverse or disclaimed audit opinion	Council resolution signed by each member of the Council was was uploaded to NT's eMonitoring Webpage within 1 month after conclusion of the audit process reflecting council's commitment to address the opinion.	
• Is a council approved audit action plan in place?	Audit action plan, together with council resolution, to be uploaded to NT's eMonitoring Webpage within 60 days from audit report issuance.	
Interventions (where applicable)		
• In the event of a discretionary or mandatory intervention in terms of section 139 of the Constitution, is a Financial Recovery Plan (FRP) in place?	The FRP and monthly progress reports submitted in terms of sections 145 and 146 of the MFMA must be uploaded to GoMuni Upload portal for each month since the inception of the FRP.	

Quarterly Requirements

Criteria	Verification Requirement	Quarter 3 (Jan – March)	Quarter 4 (April – June)	Quarter 1 (July – Sept)	Quarter 2 (Oct – Dec)
Bulk Supplier Payments					
• Were current account payments to bulk suppliers (Eskom and Water Boards) timeously made?	PT/NT to verify status according to MFMA S41 Report. No action required from municipality if account in good standing.	-	-	-	-
• *If current account in arrears, are payment agreements in place?*	Copy of payment agreement or evidence of discussions are uploaded to on GoMuni Upload portal.				
Staff benefit Deductions					
• Were a) SARS, b) pension and c) other staff benefits timeously paid over to the relevant funds/institutions?	Proof of payment for each category, for each month of the quarter uploaded to on GoMuni Upload portal.				
Reconciliation of Valuation Roll					
• Has the valuation role been reconciled to the financial system?	In line with MFMA Circulars No. 93, 98 and 107, proof of the verification for each quarter should be uploaded on GoMuni Upload portal.				