

PART 4
SUMMARY OF
CHANGES TO
POLICIES

1. **SUMMARY OF CHANGES TO POLICIES**

The complete detailed policies are available on the municipal website – [www.stevetshwetelm.gov.za/finance/budget related policies 2024/2025](http://www.stevetshwetelm.gov.za/finance/budget%20related%20policies%202024/2025) for public scrutiny.

Amendments to policies are written in red ink (**example**).

2. **New policies**

None

3. **Amended existing policies**

3.1 Property Rates Policy

11. CATEGORIES FOR RATEABLE PROPERTY

11.5 The council may determine other **internal** categories as the council may, from time to time identify.

13.1.4 *Pensioners*

(a) The combined income from all sources (including the spouses of the owner) may not exceed **R17 680.00** per month.

Average monthly earnings per month

Rebate

R0 to R 4 420,00 (state pension x2) 100%

R 4 420,01 to R 8 840,00 70%

R 8 840,01 to R13 260,00 50%

R13 260,01 to R17 680,00 20%

(l) the rebate will lapse upon:

(iv) the combined income from all sources exceeds **R17 680.00** per month.

(h) The rebate to be granted will be based in respect of the combined preceding three (3) months average monthly earnings:

<i>R0</i>	<i>to R 4 420,00 (state pension x2)</i>	<i>100%</i>
<i>R 4 420,01</i>	<i>to R 8 840,00</i>	<i>70%</i>
<i>R 8 840,01</i>	<i>to R13 260,00</i>	<i>50%</i>
<i>R13 260,01</i>	<i>to R17 680,00</i>	<i>20%</i>

3.2 Free Basic Services & Indigent Support

1. DEFINITIONS

indigent person” means a person lacking the necessities of life such as sufficient water, basic sanitation, refuse removal, health care, housing, environmental health, supply of basic energy, food and clothing. 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.

Owner” in relation to immovable property means the legally registered owner or person in whom is vested the legal title thereto.

“previously predetermined areas” means that the areas nature status was decided by previous events (refer “Annexure A) stands situated in the following areas:

- ~~(i) — Mhluzi Extension 2, Phase 2~~
- ~~(ii) — Mhluzi Extension 4~~
- ~~(iii) — Mhluzi Extension 5~~
- ~~(iv) — Mhluzi Extension 6 including Newtown~~
- ~~(v) — Mhluzi Extension 7~~
- ~~(vi) — Mhluzi Extension 8~~
- ~~(vii) — Kwazamokuhle Extension 4~~
- ~~(viii) — Kwazamokuhle Extension 6~~
- ~~(ix) — Tokologo — all extensions~~
- ~~(x) — Middelburg Extension 24~~

3. LEGISLATIVE FRAMEWORK

3.4 *Municipal Finance Management Act 56 of 2003*

3.5 *Local Government Property Rates Act, 6 of 2004*

3.5 *Social Assistant Act, 13 of 2004*

4. CRITERIA FOR QUALIFICATION FOR INDIGENT SUPPORT

(d) ~~*Account holders and/or Registered property owners must reside within the municipal boundaries. at the premises.*~~

*Monthly income is less than **R4-200** per month ~~(2x state social grant)~~. combined gross income equivalent to or less than 2 (two) times government pension grant (as prescribed by the Department of Social Development or in line with the National Indigence Framework issued by the COGTA) excluding foster care and child support grant where applicable.*

(ii) *In the event where there is family or any disputes amongst the rightful beneficiary/survivor (children/grandchildren) of the residential property to whom the letter of authority must be allocated the following will apply:*

Completion of the prescribed form by the survivors and verification/co-signed by the elderly family relative and the Ward Councilor.

6.2 Indigent relief will not be granted to a where the owner, partner or account holder:

(c) Owns more than one (1) **developed** property.

(d) *Rents or leases the property to any third party*

(g) Is a director of an active *trading* company

6.9 Additional supporting documentation that may be requested during the application process:

(a) ***Affidavit on unemployment***

(f) Will of testament

8. CONDITIONS OF SUPPORT

8.5 An owner, partner or account holder who is a director of a dormant or inactive company may apply for indigent support subject to the following conditions:

- (b) Latest *3 months* bank statement of dormant / inactive company.

13. ANNEXURE A

The previously predetermined areas disclosed as per council resolution M32/05/2003 are stands situated in the following areas:

- (xi) Mhluzi Extension 2, Phase 2*
- (xii) Mhluzi Extension 4*
- (xiii) Mhluzi Extension 5*
- (xiv) Mhluzi Extension 6 including Newtown*
- (xv) Mhluzi Extension 7*
- (xvi) Mhluzi Extension 8*
- (xvii) Kwazamokuhle Extension 4*
- (xviii) Kwazamokuhle Extension 6*
- (xix) Tokologo – all extensions*
- (xx) Middelburg Extension 24*

3.3 Credit Control

10. DEPOSITS

10.11.5 *No guarantee will be accepted for electricity / water tampering penalty fees charged.*

10.14 Review of deposits

10.15.4 Once all outstanding monies due to the council have been paid in full the deposit refund will *be initiated as an EFT payment when forwarding address proof of banking details* has been provided.

10.15.5 Deposit refunds for services will be paid out to the account holder within a period of two (2) months *provided proof of banking details are submitted.*

10.15.7 *Upon an instruction from the client the deposit refund can be transfer to another account in the consumer's name*

24. SUNDRY DEBTORS IN ARREARS

24.4 Where there is debt outstanding for more than 3 months on the sundry debtor account, the debt will be transferred to the consumer account address provided on the lease agreement.

a. Budget Virement Policy

Virements between repairs and maintenance and any other item segment are not allowed, only movements within repairs and maintenance will be allowed.

- (a) Virements towards and from personnel expenditure is not allowed. Should a saving realize on a salary vote, such saving may be transferred to another operating vote subject to that the total salary budget will not overspend and approval of the chief financial officer.

3.4 Inventory Management Policy

9.1.3 Fuel Issues

- Petrol and Diesel shall be kept in fuel tanks and dispensed as and when a vehicle arrives at the fuel station
- A fuel system shall be used to record vehicle petrol and diesel transactions
- The following primary field must be contained in the report:
 - Vehicle registration number
 - Date and Time
 - Pump number
 - Liters dispensed
- The transactions (issues) must also be recorded manually, and the manual record shall be deemed to be the primary record which includes all fields mentioned above
- In the absence of the Fuel System, the manual record shall be captured onto a spreadsheet
- All transactions must be loaded into the Inventory Management system used by the municipality (Munsoft) on a monthly basis
- Fuel stock shall be counted on a daily basis, at opening and closing of the fuel store (station)
- The municipality keeps fuel in two separate fuel stores one being the main station at the Municipal Central Stores (Middelburg) and the other being at the Fire Station (Middelburg).

3.5 Supply chain management policy

16.5.7 The central database system (CSD) will automatically validate the following registration documents

The following documents ~~will remain the responsibility of the municipality to obtain and verify~~ must be verified (where applicable):

6.2.5 Publication of submissions received and the award of contracts

(e) the names of successful tenderers ~~and their B-BBEE status level of contribution~~

4 Unchanged policies & By-laws

- Borrowing policy
- Budget policy
- Asset management policy
- Blacklisting policy
- Borrowing policy
- Contractor development policy
- Cost containment policy
- Funding & reserves policy
- Investment of surplus funds policy
- Impairment of Debtors write-off policy
- Pay day policy
- Petty Cash policy
- Methodology – classification treatment of land policy
- Unauthorised Irregular & Wasteful Expenditure

- Methodology – impairment and assessment of useful lives of assets policy
- Unclaimed Deposit policy
- Short term risk and liabilities policy
- Tariff Policy
- Credit control by-law
- Customer care and revenue management by-law
- Property Rates by-law