

**MAFUBE MUNICIPALITY  
TARIFF POLICY  
2022-2023**



## **TABLE OF CONTENTS**

1. Preamble
2. Application
3. Definitions
4. Purpose of the policy
5. Principles
6. Classification and pricing Strategies of Services
  - 7.1. Trading Services
  - 7.2. Rates and General Services
    - 7.2.1. Economic Service
    - 7.2.2. Subsidised Services
    - 7.2.3. Community Services
  - 7.3. Housing and Hostel Services
8. Policy Proposal
  - 8.1. A minimum amount of basic services must be free
  - 8.2. Keeping Tariffs Affordable
  - 8.3. Redistribution / Cross Subsidization
  - 8.4. Promoting Local and Economic Competitiveness and Development
  - 8.5. Ensuring Financial Sustainability of Service Delivery
  - 8.6. Indigents
9. Tariff Determination Process
10. Investments and Incentive policy
11. Notification on tariffs, fees and service charges
12. Regular review process
13. Approval/ Implementation

### **1. Preamble**

**Whereas** section 74 of the Local Government: Municipal Systems Act, No 32 of 2000, requires a municipal council to adopt a tariff policy on the levying of fees for municipal services;

**And** whereas the tariff policy at least should include the principles contained in section 74(2) of the Act; thus giving effect to the By-Law required in terms of section 75 of the Act;

**And** whereas the tariff policy may differentiate between different categories of users, debtors, service providers, service standards and geographical areas as long as such differentiations do not amount up to unfair discrimination;

**Now** therefore the Municipal Council of Mafube Local Municipality adopts the following Tariff Policy, which will be implemented with effect from 1 July 2020 and be reviewed as and when required.

## **2. Application**

This Policy shall be applicable to the services provided or delivered by the Municipality and shall also be applied by an agent, contractor or other form of municipal service provider acting on behalf of the Municipality in terms of an agreement.

### 3. Definitions

In this policy:

**“municipal area”** means the area in respect of which the municipality has executive and legislative authority as determined by the constitution and the National legislation and the area as demarcated by the Demarcation Act (Act 27 1998);

**“municipal council”** means a municipal council referred to in section 157 of the Constitution and for this by-law includes a municipal local council and a municipal district council, as the case maybe;

**“Council”** means the Council of the Mafube Local Municipality;

**“Councillor”** shall mean a member of the Council of the Municipality;

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

**“erf”** plot of land

**“erven”** plot of land, usually urban, marked off for building purposes.

**“indigent”** means any household as defined in the Municipality’s Indigent Support Policy.

**“poor households”** means those households in the municipal area that cannot afford to pay either the entire tariff charge for the municipal services, or part of it;

Also means those households in the municipal area living in property with a municipal property valuation under R50 000 and earn less than R 4000.00 per month. Indigent

- Forster Child Grant,
- Pension Grant
- Donations
- Child Support Grant, and donations
- Care Dependency Grant

**“Refuse Charges”** means service charges in respect of the collection and disposal of refuse;

**“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;

**“Sewerage charges”** means service charges in respect of the provision of sewerage collection and treatment of infrastructure;

**“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 policy on the levying of fees, rates or taxes for the municipal services provided by the municipality itself and that complies with the Municipal Systems Act 2000 (Act 32 of 2000);

**“the Act”** means the Municipal Systems Act 2000, (Act 32 of 2000) (MSA).

**“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.

#### **4. Purpose of the policy**

- 1.1 Section 74 of the Local Government: Municipal Systems Act, Act 32 of 2000 as amended, contains clear guidelines regarding the compilation of and principles for a tariff policy.
- 1.2 The purpose of this tariff policy is to prescribe the accounting and administrative policies relating to the determining and levying tariffs by Mafube Local Municipality, in order to ensure compliance with Local Government: Municipal Systems Act, Act 32 of 2000 and other, relevant legislation
- 1.3 To give guidance to the Mayor and Mayoral Committee regarding tariff proposals that must be submitted to Council annually during the budget process.
- 1.4 The Municipality shall 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 cognizance of the tariffs applicable elsewhere in the economic region, and of the impact which its own tariffs may have on local economic development.

#### **5. Principles**

**In terms of S74 (2) of the Municipal Systems Act of the following principles should at least be taken into account when formulating a Tariff Policy,**

*(a) the users of municipal services should be treated equitably in the application of tariffs.*

*(b) the amount individual users pay for services should generally be in proportion to their use of that service.*

*(c) poor households must have **access to at least basic services** through:*

*(i) tariffs that cover only operating and maintenance costs,*

*(ii) special tariffs or life line tariffs for low levels of use or consumption of services or for basic levels of service, or*

*(iii) any other direct or indirect method of subsidization of tariff for poor households.*

*(d) tariff must include the cost reasonably associated with rendering the service, including capital, operating, maintenance, administration, replacement cost and interest charges.*

*(e) tariffs must be set at a level to facilitate financial sustainability of the service, taking into account subsidization from sources other than the service concerned.*

*(f) provision may be made in appropriate circumstance for a surcharge on the tariff for a service.*

*(g) provision may be made for the promotion of local economic development through a special tariff for categories of commercial and industrial users.*

*(h) the economical, efficient and effective use of resources, the recycling of waste and other appropriate environmental objectives must be encouraged.*

*(i) the extent of subsidization of poor households and other categories of users should be fully disclosed.*

In terms of S74 (3) of the MSA a tariff policy may differentiate between different categories of users, debtors, service providers, services and service standards, geographical areas and other matters as long as the differentiation does not amount to unfair discrimination. In order to give full effect to this section, Section 75 (1) of the MSA a municipal council must adopt by-law to give effect to the implementation and enforcement of its tariff policy.

5.10 The municipality shall ensure that its tariffs are uniformly and fairly applied throughout the municipal region for the following three major services;

- Water, Sewerage and Refuse.

5.1 The municipality differentiates between the following categories of users with regard to tariffs which it levies;

- Residential, Business, and Government consumers.

5.2 *In terms of S26 (1) of the Local Government: Municipal Property Rates Act No.6 of 2004 and Regulations a municipality may recover a rate-*

*(a) on a monthly basis or less often as may be prescribed in terms of the*

*municipal Finance Management Act; or*

*(b) annually, as may be agreed to with the owner of the property.*

Mafube has adopted two -part tariff structure, namely;

- monthly availability charges for the municipals services.



- monthly charge based on consumption.

## **6. Classification and Pricing Strategies**

There are basically two categories of municipal services (i.e. trading, rate and general services) which are discussed as follows:

- In determining the tariffs which must be charged for supply of services, the municipality identifies all costs of operation of undertakings concerned, including the following; Costs of bulk purchases, distribution costs, losses, depreciation, maintenance of fixed assets, administration and service costs, costs of approved indigency relief measure and intended surplus.
- The tariffs levied for domestic water consumption shall escalate according to the volume of water consumed.
- Tariffs for non-domestic water consumption shall be based on each kiloliter consumed, irrespective of the volume of consumption concerned.
- Tariffs for pre-paid meters shall be the same as ordinary consumption tariffs levied on the category of consumer concerned, but no availability charge shall be levied.

### **7.1 Trading Services.**

These services are defined as services whereby the consumption of the service is measurable and can be accurately apportioned to an individual consumer. These services are hence managed like businesses. The tariffs for these services are budgeted for in such a way that at least a breakeven situation for the municipality will be realised. Examples of these services include water. The Council's pricing

strategy for these services is to recover the full cost of rendering the service to the communities. For this purpose full costs includes:-

- **Direct operating costs** e.g. Salaries, allowances including overtime, materials used, repairs and maintenance, general expenses and plant and vehicle hire.
- **Depreciation** - capital charges based on usage, life of buildings, plant and equipment and infrastructure used.
- **Financing outlays** which include loan service costs.
- **Allocated costs** that include costs allocated through support services.

### **Water Tariffs**

- The following categories of water consumers will be charged applicable tariffs as approved by Council in each financial year and implemented as from 01 July each year;
- Tariff for domestic consumption shall be charged for actual water consumed at a stepped tariff per kiloliter as determined by Council, except for registered indigents.
- Tariff for non-domestic consumption shall be charged for actual water consumed at a stepped tariff per kiloliter as determined by Council.
- A monthly availability charge per meter installed/business, as determined by Council, shall be charged on all water consumers (except for registered indigents).
- The owner of the erf (plot of land) on which such charges is raised will be liable to pay the charges levied for each individual business.

- Tenants will only be liable for consumption charges.

## **7.2 Rates and General Services**

This service is further classified into 4 categories i.e. residential, agricultural, business and government property.

- . Rebate on Pensioners 100% discount (income for pensioners (0-3500)
- Rebate on pensioners 50% discount (income for pensioners (3501-8000)
- Rebate on pensioners 20% discount (income for pensioners (8001-12000)

### **7.2.1 Economic Service**

These are services for which tariffs are fixed in such a way that the full cost of providing the service is recovered without incurring a surplus or deficit e.g. trade effluent includes commercial and industrial refuse removal. The consumption of an economic service can be measured or determined with reasonable accuracy and apportioned to an individual consumer. Whilst they are also managed like businesses, the tariffs for these services are normally determined in such a way that user charges cover the cost of providing the service.

These costs can be determined as follows:-

- Full cost of providing the serviced as explained in 7.1 above.
- The rate per unit is based on projected usage.

### **7.2.2 Subsidised Services**

These are services for which tariffs are fixed in such a way that at least a portion of the cost of providing the service can be recovered. The consumption of these services can be determined reasonably accurately and can be apportioned to individuals and consumers. However, if the tariffs for using this service were based on its real cost, nobody would be able to afford it. In most cases not only would the consumer benefit from using the service, but will also other persons benefit. Therefore, user charge is payable for using the service, but the tariff is much lower than the real cost of providing the service. These services include fire fighting, approval of building plans and the construction of buildings, leasing of municipal facilities, selling of burial sites and certain town planning functions.

#### **Refuse Removal Tariffs**

- The following categories of refuse removal users will be charged applicable fixed monthly tariffs as approved by Council in each financial year and implemented as from 01 July each year;
- Domestic and other users (once weekly removal).
- Business and other users (twice weekly removal)
- Business and other users (bulk removals)
- The owners of erven will be liable to pay for the charges of each individual unit.

### **Sewerage Tariffs**

- The following categories of sewerage users will be charged applicable monthly tariffs as approved by Council in each financial year and implemented as from 01 July each year;
- Monthly charges shall be charged for domestic users on percentage of water consumed.
- A fee shall be payable by factories and other industrial users where waste water emanating from such users requires special purification.
- The owners of erven will be liable to pay for the charges of each individual unit.

### ***7.2.3 Community Services.***

Community services are those services for which the Council is unable to accurately determine the consumption and hence apportion to individual consumers. These services are typically financed through property rates.

These services include the operation and maintenance of parks and recreation facilities, provision and maintenance of roads and storm water drainage systems, the establishment, management and maintenance of cemeteries and traffic regulation.

In addition to the above services domestic refuse and sewage removal is also a community service provided directly to all the residents and for which costs form part of a balanced budget. The Municipality also provides support services such as committee services, records and archives, financial management accounting

and stores, and human resources management, which are financed through property rates.

### **Empty Stand Tariffs**

- The following categories of sewerage users will be charged applicable monthly tariffs as approved by Council in each financial year and implemented as from 01 July each year;
- Monthly charges shall be charged on empty stand that are no occupied yet.

### **7.3 Housing Services**

These are usually grouped into three categories, namely, people over 60 Tweeling, and Municipal housing in Cornelia. All income and expenditure transactions in respect of such schemes fall into this category and the objective of the service is to be economic i.e. the operating income should cover the operating expenditure. No indigent will stay in the House or flat of the Municipality.

### **Minor Tariffs**

- The following minor services will be charged applicable monthly tariffs as approved by Council in each financial year and implemented as from 01 July each year;
- Minor services where tariffs levied shall cover 50% or as near as possible to 50% of the annual operating expenses, namely;
  - Burials and cemeteries
  - Rentals for the use of municipal sports facilities

- Minor services where tariffs levied shall cover 100% or as near as possible to 100% of the annual operating expenses, namely;
  - Maintenance of graves
  - Housing rental
  - Rental for use of municipal halls
  - Building plan fees
  - Sales of plastic refuse bags
  - Cleaning of stands
  - New connection fees (Water and Sewerage)
  - Sales of livestock and plants
  - Photostat copies and fees
  - Clearance and valuation certificates
  
- The following charges shall be considered as regulatory or punitive;
  - Advertising sign fees.
  - Pound fees.
  - Water disconnection and reconnection fees.
  - Penalty and charges imposed in terms of debt collection policy.
  - Penalty for dishonoured and unacceptable cheques.

## **8. Policy Proposal**

### ***8.1 A minimum amount of basic services must be free.***

The Municipality subscribes to the policy that all poor households are entitled to a minimum amount of free basic services. A basic service is a service that is necessary to ensure an acceptable and reasonable quality of life and, if not

provided, would endanger public health or safety of the environment. These services include:

- Potable water.
- Domestic wastewater and sewage removal.
- Domestic refuse removal.

The Council is aware that it currently provides these services to all residents within its municipal area. It is also aware that, more than likely, some of the services it currently provides in conjunction with the abovementioned services, may be transferred or assigned to other bodies. In the latter case, the Council commits itself to make representations and negotiate with those service providers to achieve its goal. The Council realizes that in order to achieve its goal, a minimum amount of basic services should be free to the poor, whilst tariffs for services above the minimum level of consumption will have to be increased. These increases are necessary to make good any shortfall resulting from free services and to ensure a balanced budget on the trading account. In order to ensure affordable services, the Council will introduce a stepped tariff structure in which consumers that use more of a service will pay progressively more for the higher consumption than those who consume less of a service.

## ***8.2 Keeping Tariffs Affordable***

The Council is keenly aware of the financial situation of most residents within the municipal area. Therefore, the Council undertakes to keep tariffs at affordable levels. The Council is also aware that due to historical reasons many residents receive services at a level higher than what they can afford. In order to remain affordable the Council will ensure that:

Services are delivered at an appropriate level,  
Efficiency improvements are actively pursued across the Municipality's operations,



A performance management system is introduced to ensure that plans that are devised are actually implemented, that resources are obtained as economically as possible, used efficiently and effectively and that appropriate service delivery mechanisms are used,

Any non-core functions that it currently performs are phased out as soon as possible without depriving the community of any services that really contributes to the quality of life of people in our area, and;

Any service that is provided for which there is little demand, be priced at the actual cost of providing it. If this requires the Municipality to maintain significant infrastructure and other facilities, they should be phased out, except where the Council is by law required to provide such a service.

### ***8.3 Redistribution / Cross Subsidization***

It is a fact that some members of the community are better able to afford to pay for the services that they use and have the benefit of, than others. The budget of the Municipality is an important device in ensuring redistribution within the community. Those that pay higher property rates based on the value of their properties, in fact subsidise those who pay less tax. The Council uses the trading surplus it realises on the trading account to bring relief with regard to property tax rates. Likewise the Council will ensure that the cross subsidization occurs between and within services to further contribute to its redistribution objectives.

### ***8.4 Promoting Local and Economic Competitiveness and Development***

The size of the property rates and service charges accounts presented to the local businesses, is a significant business overhead for any business enterprise in the Municipal area. The overhead of a business is one of the factors that influence the price of goods and services sold by it, and therefore its profitability and chances of survival. The Council will take care that the municipal accounts presented to local

businesses are fair. To ensure fairness toward local business, the Council will, when it determines tariffs, take into account the desire:

- To promote local economic competitiveness and
- To promote local economic development and growth.

### ***8.5 Ensuring Financial Sustainability of Service Delivery***

The Constitution, Local Government Municipals Systems Act, 2000 and Water Services Act of 1997 requires that the Municipality must ensure that the services that it provides must be sustainable. Financial sustainability of the municipality will be achieved when it is financed in a manner that ensures that it exhibits, at least, a break-even position. The tariff for a service must therefore be sufficient to cover the cost of the initial capital expenditure required and interest thereon, managing and operating the service and maintaining, repairing and replacing the physical assets used in its provision. However, sustainability does not only mean that the price of the service must include all the relevant cost elements, it also means that charges to be levied must be collected. The Council will therefore adopt and apply a Credit Control and Debt Collection policy to ensure that property rates and service charges are fully recovered.

### ***8.6 Indigents***

The indigent assistance scheme will apply to tariffs set by the Council. This is laid out in the Municipality's Indigent Policy. With regards to customer service agreements, deposits and guarantees, accounts and billing, and all other items pertaining to credit control and debt collection, related to tariffs, reference must be made to the Credit Control and Debt Collection Policy. No indigent person shall be allowed to rent Municipal flat or hostel.

## **9. Tariff Determination Process**

Except in special circumstances, such as significant increases in the Consumer Price Index, the council will review its tariffs during the preparation of the annual budget in accordance with the policy stated above. Proposed tariffs will be presented to the community during Councils consultation process about the budget.

In terms of Section 75 (A) of the MSA Amendment Act 51/2002, a municipality may operate such;

- That it can levy and recover fees, charges or tariffs in respect of any function or service of the municipality,
- Recover collection charges and interest on any outstanding amount.
- That fees and charges levied are passed by the municipal council with a supporting vote of a majority of its members.
- The proposed tariffs will be presented to the community during Council's consultations process about the budget.

The annual tariffs per service should be compared to the activity based costing results, to view the profitability per service and level of cross subsidization. The goal should be to, where possible, provide a cost-reflective service charge.

Immediately after the Council has determined or amended a tariff, the municipal manager must cause to be conspicuously displayed at a place installed for this purpose at all the offices of the Municipality as well as at such other places within the municipal area as she / he may determine a notice.

The notice must state:

- The general purpose of the resolution,
- The date on which the determination or amendment comes into operation, which date may not be earlier than 30 days after the determination or amendment?
- The date on which the notice is displayed,

- That any person who desires to object to such determination or amendment must do so in writing within 14 days after the date on which the notice was displayed, and
- That any person who cannot write may come during office hours to a place where a staff member of the Municipality named in the notice, will assist that person to transcribe her / his objection.

If no objection is lodged within the period stated in the notice the determination or amendment will come into operation on the date determined by the Council.

Where an objection is lodged, the Municipality will consider every objection.

The Council may, after it has considered all objections, confirm, amend, or withdraw the determination or amendment or may determine another tariff, on the date on which the determination or amendment will come into operation.

After the Council has considered the objections it will again give notice of the determination, amendment or date as determined above and will also publish it as determined by the Council.

## **10. Investments and Incentive Policy**

10.1 The Council may introduce different Tariffs in order to incentivize businesses that are being established in the municipal area of jurisdiction.

10.2 The incentive scheme as per the previous point may be implemented in terms of a separate policy that deals with such matters. The economic benefit for the municipal area must be quantified (including but not limited to job creation potential, contribution to the economic situation of the area, etc.).

10.3 The main objective of the investment and incentive policy must rather be to subsidise qualifying businesses in terms of their municipal accounts for services and not provide or exchanged for cash.

10.4 All such incentives will be reflected, accounted for and disclosed separately

invoices / account statements, budgets, annual financial statements or reports.

10.5 Such incentives must be reported to Council as and when they are approved and implemented.

## **11 Notification on tariffs, fees and service charges**

11.1 After a draft budget as required by the Local Government: Municipal Finance Management Act (MFMA) has been tabled, the Accounting Officer must invite the local community to submit representations for consideration by Council. Such invitation includes the draft resolutions on taxes and tariffs proposed.

11.2 After approval of the annual budget in terms of section 24 of the MFMA, Council will give notice in terms of section 75A of the Act of all tariffs approved at the annual budget meeting and the Municipal Manager shall without delay conspicuously display a copy of the resolution for a period of at least 30 days at the main administrative office of the Municipality and at such other places within the Municipality to which the public has access as the Municipal Manager may determine.

11.3 A notice stating the purpose of the Council Resolution, date on which the new tariffs shall become operational and invitation for objections, will be advertised by the Municipality in terms of section 75A(3)(b) of the Act.

11.4 All tariffs approved must have been considered at the annual budget meeting.

## **12.Regular Review Process**

The tariff Policy must be reviewed on an annual basis to ensure that it complies with the strategic objectives of the Municipality, as stipulated in the Integrated Development Plan and other applicable legislation.

## **13.Approval and Implementation**

This rates policy shall be effective from 1 July 2022.