



MARULENG MUNICIPALITY

TARIFF POLICY

Maruleng Municipality Council resolves in terms of section 111 of the Local Government Municipal Finance Management Act (No. 56 of 2003) to adopt this Document as **the Tariff Policy** of Maruleng Municipality:

Resolution (*Reference*) _____ Dated _____

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1. GENERAL INTRODUCTION

- 1.1. A tariff policy must be compiled, adopted and implemented in terms of Section 74 of the Local Government: Municipal Systems Act 2000, such policy to cover, among other things, the levying of fees for municipal services provided by the municipality itself or by way of service delivery agreements.
- 1.2. This tariffs policy has been compiled taking into account, where applicable, the guidelines set out in Section 74 of the Local Government: Municipal Systems Act 2000.
- 1.3. In setting its annual tariffs council shall at all times take due cognisance of the tariffs applicable elsewhere in the economic region, and of the impact which its own tariffs may have on local economic development.
- 1.4. **Tariffs shall be determined and/or revised annually as part of the budgeting process and *Tariff Lists shall constitute ANNEXURES to this policy.*** The policy shall therefore only specify the tariff types or naming that must be included in the Tariff Lists as per the relevant annexures.

2. GENERAL PRINCIPLES

- 2.1. Service tariffs imposed by the local municipality shall be viewed as user charges and shall not be viewed as taxes, and therefore the ability of the relevant consumer or user of the services to which such tariffs relate, shall not be considered as a relevant criterion (except in the case of the indigency relief measures approved by the municipality from time to time).
- 2.2. The municipality shall ensure that its tariffs are uniformly and fairly applied throughout the municipal region.
- 2.3. Tariffs for the three major services rendered by the municipality, namely, *water, sewerage (waste water) and refuse (solid waste)*, shall as far as possible recover the expenses associated with the rendering of each service concerned. The tariff which a particular consumer or user pays shall therefore be directly related to the standard of service received and the quantity of the particular service used or consumed.
- 2.4. The municipality shall, as far as circumstances reasonably permit, ensure that the tariffs levied in respect of the foregoing services further generate an operating surplus each financial year, such as the council of the municipality may determine at the time that the annual operating budget is approved. Such surpluses shall be applied in relief of property rates and for the partial financing of general services or for the future capital expansion of the service concerned, or both. The modesty of such surplus shall prevent the service tariffs concerned from being viewed as concealed taxes.

- 2.5. The municipality shall develop, approve and at least annually review an indigency 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 consumers in the municipal region.
- 2.6. In line with the principles embodied in the Constitution and in other legislation pertaining to local government, the municipality may differentiate between different categories of users and consumers 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.
- 2.7. The municipality's tariff policy shall be transparent, and the extent to which there is cross-subsidisation between categories of consumers or users shall be evident to all consumers or users of the service in question.
- 2.8. The municipality further undertakes to ensure that its tariffs shall be easily explainable and understood by all consumers and users affected by the tariff policy concerned.
- 2.9. The municipality also undertakes to render its services cost effectively in order to ensure the best possible cost of service delivery.
- 2.10. In the case of directly measurable services, namely 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 consumers shall be proportionate to the quantity of the service which they consume.
- 2.11. In addition, the municipality shall levy monthly availability charges for the services concerned, and these charges shall be fixed for each type of property as determined in accordance with the detailed policies set out below. Generally, consumers of water shall therefore pay two charges: one, relatively minor, which is unrelated to the volume of consumption and is levied because of the availability of the service concerned; and another directly related to the consumption of the service in question.

- 2.12. In considering the costing of its water and sewerage services, the municipality shall take due cognisance of the high capital cost of establishing and expanding such services, and of the resultant high fixed costs, as opposed to variable costs of operating these services. The municipality therefore undertakes to plan the management and expansion of the services carefully in order to ensure that both current and reasonably expected future demands are adequately catered for, and that demand levels which fluctuate significantly over shorter periods are also met. This may mean that the services operate at less than full capacity at various periods, and the costs of such surplus capacity must also be covered in the tariffs which are annually levied.
- 2.13. In adopting what is fundamentally a two-part tariff structure, namely a fixed availability 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.

3. CALCULATION OF TARIFFS FOR MAJOR SERVICES

- 3.1. Water, sewerage and refuse removal shall be classified as major services and the charges thereof as **major tariffs**.
- 3.2. In order to determine the tariffs which must be charged for the supply of the three major services, which shall be considered as *trading services*, the municipality shall identify all the costs of operation of the undertakings concerned, including specifically the following:
- \ Cost of bulk purchases in the case of water
 - \ Distribution costs
 - \ Distribution losses in the case of water
 - \ Depreciation expenses
 - \ Maintenance of infrastructure and other fixed assets 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;
 - all other ordinary operating expenses associated with the service concerned including, in the case of the electricity, 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 revenues, and shall not be included in the costing of the major services of the municipality).

- 1) The intended surplus to be generated for the financial year; such surplus to be applied as an appropriation to capital reserves, and/or in relief of rates and general services.
- 3.3. The tariff for both domestic and non-domestic consumption shall be based on monthly consumption charge per kiloliter.
- 3.4. Because water is a scarce national resource, and the municipality is committed to the prudent conservation of such resources, a stepped tariff structure may, in future, be adopted, in terms of which the tariff levied shall escalate according to the volume of water consumed.

4. WATER TARIFFS

- 4.1. The categories of water consumers as set out below shall be charged at the applicable tariffs, as approved by the Council in each annual budget.
- 4.2. Tariff adjustments shall be effective as from the date on which the water meters are read during a specific month as resolved by Council.
- 4.3. Categories of consumption and charges shall be:

<i>Consumer Type</i>		<i>Service</i>	<i>Charge/ Rate</i>
1.	<i>Residential</i>	<i>Water - Basic</i>	<i>Annexure 1</i>
2.	<i>Residential</i>	<i>Water - Consumption</i>	<i>Annexure 1</i>
3.	<i>Business</i>	<i>Water - Basic</i>	<i>Annexure 1</i>
4.	<i>Business</i>	<i>Water - Consumption</i>	<i>Annexure 1</i>

- 4.4. A basic charge per water meter, as determined by the Council from time to time, shall be charged on all domestic, business, industrial and institutional consumers.
- 4.5. All consumers, including businesses, industries and institutional consumers shall pay the same fixed tariff per kl, irrespective of the volume of water consumed.
- 4.6. As and when billing coverage is extended to areas outside towns, all domestic consumers registered with the municipality as indigents shall receive the first 6kl of water consumed per month free. Thereafter a stepped tariff per kl as determined by the Council from time to time shall be applicable on metered water consumption. If affordability permits, the free 6kl for indigents may be increased to 12kl, in which case all other domestic consumers shall receive the first 6kl free

5. REFUSE REMOVAL

- 5.1. The categories of refuse removal users as set out below shall be charged at the applicable tariffs, as approved by the Council each annual budget.
- 5.2. Tariff adjustments shall be effective from 1 July each year.
- 5.3. A separate fixed monthly refuse removal charge shall apply to each of the following categories of users, based on the costs of the service concerned:

<i>Consumer Type</i>	<i>Service</i>	<i>Charge/ Rate</i>
1. Residential	Refuse collection	Annexure 1
2. Residential	Refuse coupons per bakkie load	Annexure 1
3. Residential	Sundry refuse removal/ garden refuse per load	Annexure 1
4. Government/ Institutional	Refuse collection – Domestic	Annexure 1
5. Government/ Institutional	Refuse collection – Masses & base	Annexure 1
6. Business	Refuse collection per unit	Annexure 1
7. Business	Refuse collection – Cage per unit, SMALL	Annexure 1
8. Business	Refuse collection – Cage per unit, MEDIUM	Annexure 1
9. Business	Refuse collection – Cage per unit, LARGE	Annexure 1
10. Business	Refuse collection – Container per collection	Annexure 1

- 5.4. Registered indigents may receive such discount on this charge as the Council deems affordable when approving each annual budget, but on the understanding that such discount shall not be 100% of the monthly amount billed as a refuse removal charge.

6. SEWERAGE

- 6.1. The categories of sewerage users as set out below shall be charged per month at the applicable tariff as approved by the Council in each annual budget.
- 6.2. Tariff adjustments will be effective from 1 July each year.
- 6.3. Categories of usage and charges shall be:

<i>Consumer Type</i>	<i>Service</i>	<i>Charge/ Rate</i>
1. Residential	Sewerage	Annexure 1
2. Government/ Institutional	Sewerage	Annexure 1
3. Business	Sewerage	Annexure 1

- 6.4. A fixed monthly charge based on the costs of the service shall be charged for domestic users.
- 6.5. A fixed monthly charge based on the costs of the service per sewer point/toilet shall be charged to all businesses, industries and institutional users.
- 6.6. An effluent fee shall further be payable by factories and other industrial users where the wastewater emanating from such users requires special purification measures by the municipality. Such fees shall be based on the toxic content of the wastewater concerned and the costs of the purification.
- 6.7. Registered indigents may receive such discount on the charge as the council deems affordable when approving each annual budget, but on the understanding that such discount shall not be 100% of the monthly amount billed for this service where a pre-determined level of usage is reached.

7. PROPERTY RATES

- 7.1. Property rates shall be set by the Council and reviewed annually as part of the budget process. The rates set should be based on the value of the property in accordance with the valuation roll currently applicable in the municipality as well as the improved value of the property. The full provisions of the municipality's rating policy and by-laws shall apply.
- 7.2. The rating policy shall differentiate between rates for various properties according to the registered land use.
- 7.3. Categories property and rates shall be:

<i>Property Type</i>		<i>Rate (Cent in a Rand)</i>
1.	<i>Residential</i>	<i>Annexure 2</i>
2.	<i>Business & commercial</i>	<i>Annexure 2</i>
3.	<i>Industrial</i>	<i>Annexure 2</i>
4.	<i>Agricultural</i>	<i>Annexure 2</i>
5.	<i>Mining</i>	<i>Annexure 2</i>
6.	<i>Multiple use</i>	<i>Annexure 2</i>
7.	<i>Developers stock</i>	<i>Annexure 2</i>
8.	<i>Public service infrastructure</i>	<i>Annexure 2</i>
9.	<i>government</i>	<i>Annexure 2</i>
10.	<i>Aero</i>	<i>Annexure 2</i>

8. TOWN PLANNING, BUILDING REGULATION AND ADVERTISING

8.1. Categories of services and charges under town planning shall be:

<i>Service Type</i>	<i>Charge</i>
1. <i>Application for Council Consent/ Comments on Land Development Area (DFA)</i>	<i>Annexure 3</i>
2. <i>Application for Amendment of Interim Scheme</i>	<i>Annexure 3</i>
3. <i>Application for the Amendment of Town Planning Scheme</i>	<i>Annexure 3</i>
4. <i>Application for Township establishment</i>	<i>Annexure 3</i>
5. <i>Application for Removal of Restrictive Conditions in Deeds and/ or Amendment of Town Planning Scheme</i>	<i>Annexure 3</i>
6. <i>Application for extension of boundaries of an approved Township</i>	<i>Annexure 3</i>
7. <i>Application for Consolidation</i>	<i>Annexure 3</i>
8. <i>Application for Subdivision of property in 5 or less portions (Section 92 (1) (a) of Ordinance 15 of 1986, Regulation 188</i>	<i>Annexure 3</i>
9. <i>Application for Subdivision of property in more than 5 portions (Section 92 (1)(a) of Ordinance 15 of 1986, Regulation 188</i>	<i>Annexure 3</i>
10. <i>Application for other uses than Residential on Traditional Land</i>	<i>Annexure 3</i>
11. <i>Application for Council's Reasons and Consents /Comments</i>	<i>Annexure 3</i>
12. <i>(Land Use Confirmations/ P.T.O, Way leave)</i>	<i>Annexure 3</i>
13. <i>Reimbursement of Chairman of Townships Advisory Committee Established in terms of Section 59 of Ordinance 40 of 1960</i>	<i>Annexure 3</i>
14. <i>Comments of Council regarding applications in terms of Act 21 of 1940 and Act 70 of 1970, permits rights and recommendations</i>	<i>Annexure 3</i>
15. <i>Rezoning i.t.o Section 59 of Ordinance 40 of 1960/Land Use Change i.t.o physical Planning Act</i>	<i>Annexure 3</i>
16. <i>Zoning Certificate/ Land Use Maps</i>	<i>Annexure 3</i>
17. <i>Valuation Certificate</i>	<i>Annexure 3</i>
18. <i>Building Plans Fees:</i>	<i>Annexure 3</i>
○ <i>Business</i>	<i>Annexure 3</i>
○ <i>Residential</i>	<i>Annexure 3</i>
○ <i>Institutional</i>	<i>Annexure 3</i>
19. <i>Building Inspection Fees</i>	<i>Annexure 3</i>

20.	<i>Sewer Connection Fees</i>	<i>Annexure 3</i>
21.	<i>Residential Plan Re-Submission</i>	<i>Annexure 3</i>
22.	<i>Builder's Deposit (Refundable)</i>	<i>Annexure 3</i>
23.	<i>Swimming Pool</i>	<i>Annexure 3</i>
24.	<i>Application for minor work</i>	<i>Annexure 3</i>
25.	<i>Minimum Residential Submission</i>	<i>Annexure 3</i>
26.	<i>Business Minimum submission</i>	<i>Annexure 3</i>
27.	<i>Site Development Plan</i>	<i>Annexure 3</i>
28.	<i>Application for Telecommunication Tower</i>	<i>Annexure 3</i>
29.	<i>Relaxation of Building Line</i>	<i>Annexure 3</i>
30.	<i>Placement of information board</i>	<i>Annexure 3</i>
31.	<i>Placement of an advertising Billboard</i>	<i>Annexure 3</i>
32.	<i>Rental for advertisement Billboard</i>	<i>Annexure 3</i>
33.	<i>Placement of Posters</i>	<i>Annexure 3</i>
34.	<i>Placement of banners across the street</i>	<i>Annexure 3</i>

- 8.2. The policy differentiates between fees applicable for building plans and site development, and for billboard advertising in respect of urban areas and R293/R188 settlements (i.e. different schedules of fees shall apply for urban settlements and R293/R188 settlements).

9. SUNDRY TARIFFS

- 9.1. All sundry tariffs shall be approved by the council in each annual budget, and shall, when deemed appropriate by the council, be subsidised by property rates and general revenues, particularly when the tariffs will prove uneconomical when charged to cover the cost of the service concerned, or when the cost cannot accurately be determined, or when the tariff is designed purely to regulate rather than finance the use of the particular service or amenity.
- 9.2. All sundry tariffs over which the municipality has full control, and which are not directly related to the cost of a particular service, shall annually be adjusted at least in line with the prevailing consumer price index, unless there are compelling reasons why such adjustment should not be effected.

- 9.3. Categories of sundry services and charges shall include, but not be limited to, the following:

<i>Sundry Service Type</i>		<i>Rate/ Charge</i>
1.	<i>Water Connection, 20mm</i>	<i>Annexure 4</i>
	<i>(Deposit)</i>	<i>Annexure 4</i>
2	<i>Water Connection, 50mm</i>	<i>Annexure 4</i>
	<i>(Deposit)</i>	<i>Annexure 4</i>
3	<i>Water Connection, 100mm</i>	<i>Annexure 4</i>
	<i>(Deposit)</i>	<i>Annexure 4</i>
4	<i>Water Reconnection</i>	<i>Annexure 4</i>
5	<i>Water Illegal Connection</i>	<i>Annexure 4</i>
6.	<i>Rental – Community Hall</i>	<i>Annexure 4</i>
	<i>(Deposit)</i>	<i>Annexure 4</i>
7.	<i>Rental – Community Hall for Church</i>	<i>Annexure 4</i>
	<i>(Deposit)</i>	<i>Annexure 4</i>
8.	<i>Rental – Community Hall for Weddings</i>	<i>Annexure 4</i>
	<i>(Deposit)</i>	<i>Annexure 4</i>
9.	<i>Hiring of Council Chamber (Per Day)</i>	<i>Annexure 4</i>
	<i>(Deposit)</i>	<i>Annexure 4</i>
10.	<i>Hiring of Council Chamber (IEC & Government Dept.)</i>	<i>Annexure 4</i>
	<i>(Deposit)</i>	<i>Annexure 4</i>
11.	<i>Rental of Office Space (Per Sqm)</i>	<i>Annexure 4</i>
	<i>(Deposit)</i>	<i>Annexure 4</i>
12.	<i>Rental of Offices at Thusong Centres</i>	<i>Annexure 4</i>
	<i>(Deposit)</i>	<i>Annexure 4</i>
13.	<i>Stadium – Hiring for Festivals</i>	<i>Annexure 4</i>
	<i>(Deposit)</i>	<i>Annexure 4</i>
14.	<i>Stadium – Hiring for Religious, Cultural & NGO use</i>	<i>Annexure 4</i>
	<i>(Deposit)</i>	<i>Annexure 4</i>
15.	<i>Stadium – Hiring for School Events</i>	<i>Annexure 4</i>
	<i>(Deposit)</i>	<i>Annexure 4</i>
<i>Annexure 4</i>		
16.	<i>Clearance Certificate – Residential</i>	<i>Annexure 4</i>
17	<i>Clearance Certificate – Farms</i>	<i>Annexure 4</i>
18.	<i>Library Fees – New Annual Registration</i>	<i>Annexure 4</i>
19.	<i>Library Fees – New Annual Registration for Pensioners</i>	<i>Annexure 4</i>
20.	<i>Late Returning of Books (Per Day)</i>	<i>Annexure 4</i>
21.	<i>Lost Book</i>	<i>Annexure 4</i>

22.	<i>Traffic Fines</i>	<i>Annexure 4</i>
23.	<i>Dishonoured cheques</i>	<i>Annexure 4</i>
24.	<i>Notice to defaulters (Per letter)</i>	<i>Annexure 4</i>
25.	<i>Duplicate statement</i>	<i>Annexure 4</i>
26.	<i>Penalty for wrong information for payment</i>	<i>Annexure 4</i>

- 9.4. The following services shall be considered as **subsidised services**, and the tariffs levied shall cover only a portion of the annual operating expenses budgeted for the service concerned as determined through the budgeting process;
- Rentals for the use of municipal sports facilities
- 9.5. The following services shall be considered as **community services**, and no tariffs shall be levied for their use:
- municipal lending library (except for except annual registration and fines set out above)
- 9.6. The following services shall be considered as **economic services**, and the tariffs levied shall cover 100% or as near as possible to 100% of the budgeted annual operating expenses of the service concerned:
- Housing rentals
 - Town planning and building plan approvals
 - Rentals for the use of municipal halls and other premises
 - Water, sewerage: new connection fees
 - Clearance certificates.
- 9.7. The following charges and tariffs shall be considered as **regulatory or punitive**, and shall be determined as appropriate in each annual budget:
- fines for lost or overdue library books
 - advertising sign fees
 - pound fees
 - water: disconnection and reconnection fees
 - penalty and other charges imposed in terms of the approved policy on credit control and debt collection
- 9.8. Taking cognizance of exceptions provided for in any other part of this policy, **market-related** rentals shall be levied for the lease of municipal properties.

- 9.9. The municipal manager shall determine whether an indemnity or guarantee must in each instance be lodged for the rental of municipal halls, premises and sports fields, and in so determining shall be guided by the likelihood of the municipality's sustaining damages as a result of the use of the facilities concerned.

Signed by Municipal Manager following adoption by Council.

MUNICIPAL MANAGER

DATE

ANNEXURES

To the Tariff Policy

Annexure 1:	Major Tariffs
Annexure 2:	Property Rates
Annexure 3:	Town Planning, Building Regulation and Advertising
Annexure 4:	Sundry Tariffs