

16. POLICIES PER DIRECTORATE:

16.1 MUNICIPAL MANAGER

ITEM NO:	NAME OF POLICY
A.421	VISIT: MILITARY UNITS
A.257	QUALIFIED LOCAL GOVERNMENT: DECLARATION
A.203	CLAIMS : ACTIVITIES OF COUNCIL
A.32	DELEGATION: MANAGEMENT COMMITTEE
A.175	DELEGATION: TOWN CLERK
A.345	GATHERINGS/MARCHES
A.335	OFFICIAL NAME ON PRINTING
A.106	PARADES
A.263C	DELEGATIONS : PERSONS TO ACT AS MUNICIPAL MANAGER IN ABSENCE OF MUNICIPAL MANAGER
A.238	LOGISTICAL SUPPORT

16.2 CORPORATE SERVICES

A.678	ALIENATION OF BUSINESS STANDS
A.329	ALIENATION OF COUNCIL HOUSES TO STAFF
A.172	OFFICIAL HOUSING AND HOUSING ASSISTANCE
A.59	APPOINTMENT COMMITTEE
A.479	AWARD : MERITORIOUS SERVICE : OFFICIALS
A.408	AWARDS : AWARDING OF ALDERMAN STATUS
A.86	TRANSFER OF PROPERTIES ERECTED WITH NATIONAL HOUSING FUNDS
A.289	HOUSE LOANS / EXTENSIONS AND COLLATERAL SECURITY
A.99	HOUSING SUBSIDIES
A.304	LANGUAGE POLICY: COUNCIL'S NEWSLETTER
A.708	BUSINESS STANDS
A.28	BILL OF RIGHTS : COMPLIANCE
A.125	CORRESPONDENCE (SAUSW)
A.365	MAYOR
A.268	CANCELLATION OF DEED OF SALE : R7 500,00 SCHEME

A.305	CELLULAR PHONE
A.102	DELEGATION: CHIEF PROTECTION SRVICES
B.154	DELEGATION REPORT : TOWN SECRETARY
A.160	SERVICE CONDITIONS
A.547	DISCIPLINARY COMMITTEE : REMUNERATION OF MEMBERS
A.352	DISCIPLINARY HEARINGS : APPOINTMENT OF PRESIDING OFFICIAL
A.674	DRIVERS LICENCES : PERSONNEL
A.427	SALE OF ERVEN
A.516	E R V E N : ALLOCATION : SUB-ECONOMIC/RDP SCHEME
A.411	PHOTOCOPIES
A.238	LOGISTICAL SUPPORT
A.466	HOUSING : DEVELOPMENT OF
B.136	HOUSING LOANS
A.307	HANDING IN/SUBMITTING OF REPORTS
A.1	INTERVIEWS : TRAVELLING COSTS
A.359	CASSETTEE TAPES
A.144	VOTER'S ROLL
A.186	DRESS CODE: OFFICIAL DRESS TO COUNCIL MEETINGS
A.319	CONTRACTS : CLOSING OF
A.479	DEEDS OF SALE
A.272	CORRESPONDENCE
A.150	LANGUAGE POLICY
A.242	FURNITURE REMOVAL SCHEME
	OFFICIAL NOTICES
A.421	FUNCTION: MILITARY UNITS
A.297	OVERTIME : POLICY
A.230	PARKING : RELAXATION/WAIVING OF REQUIREMENTS : CASH CONTRIBUTION PAYABLE
A.324	PENSION : SUPPLEMENTARY PENSION
B.104	PENSIONABLE AGE
A.28	PENSION FUND : MUNICIPAL COUNCILLORS
A.413	PERSONNEL : CONTRACTUAL SERVICE
A.629	PERSONNEL: PUNITIVE MEASURES: ACCIDENTS WITH COUNCILS VEHICLES

A.511	PERSONNEL : IMPROVEMENT OF QUALIFICATIONS
A.296	PRESS RELATIONS
A.305	PHONE NETWORK
C.14	EXPLOSIVES – TRANSPORT THEREOF
A.1	EVALUATION OF POSTS
A.305	PROPERTY : CONSENT-USE
A.418	PROTECTIVE CLOTHING AND UNIFORMS
A.334	SELLING OF UNDEVELOPED ERVEN
A.261	SERVICE PROVISION : EXTENSION OF AREA : TRAFFIC CONTROL
A.382	LIASON WITH PERSONNEL
A.260	SPORTS EVENTS ON PUBLIC ROADS
A.9	CATERS : QUALIFIED CATERERS FOR COUNCIL EVENTS
A.421	HALLS: DETERMINATION OF FEES
A.529	TOWN HALL
A.463	TOWN CREST :USE BY OTHER ORGANISATIONS
A.518	DISTRICT COUNCIL
A.180	SUB-ECONOMICAL HOUSING
B.200	TEMPORARY APPOINTMENTS
A.346	TRADE UNIONS : ORGANISATIONAL RIGHTS
A.167	UTILISATION OF COMMUNITY HALL
A.244	UTILISATION OF PUBLIC OPEN SPACES
A.473	MEETINGS
A.193	MEETINGS: MUNICIPAL EMPLOYEES ORGANISATION
A.34	SALE/MEMENTO'S – SALE OF COUNCIL TIES
B.266	LEAVE: SPECIAL LEAVE FOR CONFINEMENT PURPOSES
A.201	TRANSPORT COMMITTEE: ACCIDENTS
A.157	FILLING UP OF SWIMMING POOLS
	EVALUATION CERTIFICATES
C.35	WORKERS COMMITTEE
A.121	EMPLOYEES – NON-WHITES
A.560	RESIDENTIAL UNITS – ADDITIONAL RESIDENTIAL UNITS
A.278	DRAFT PROPOSED CONSULTATIVE STRATEGY

A.434	COUNCIL HOUSING : WAITING LIST AND CRITERIA
A.407	CRITERIA : COUNCIL HOUSING : 52 HOUSES
A.153	POLICY : CELLULAR TELEPHONES
A.316	POLICY : APPOINTMENT OF STAFF
A.326	POLICY : SERVICE STANDARDS
A.40(D)	POLICY : MEETINGS OF MAYORAL COMMITTEE : SECTION 60 OF THE LOCAL GOVERNMENT MUNICIPAL STRUCTURES ACT 1998 (ACT 117 OF 1998)
FA.94	POLICY : IT CONTINGENCY PLAN/DISASTER RECOVERY PLAN (DR PLAN)
FA.95	POLICY : INFORMATION SECURITY POLICY
FA.106	POLICY : ON USE OF EMAIL AND INTERNET
FA.15	POLICY : DISPOSAL AND LETTING OF IMMOVABLE PROPERTY

16.3 FINANCIAL SERVICES

A.479	ADMINISTRATIVE LEVY: LEASE ON PURCHASE AGREEMENTS
A.301	AMENDMENT OF POLICY : TRAVELLING AND SUBSISTENCE ALLOWANCE (1998)
A.300	AMENDMENT OF POLICY : UNIFORMS AND PROTECTIVE CLOTHING (1998)
A.68	BANKING SERVICES
A.125	INVESTMENT POLICY
A.230	RENUMERATION: TEMPORARY HALL CATERTAKERS
A. 294	SAVINGS COMMITTEE
A.629	CONTRIBUTION: ACCIDENTS WITH COUNCIL VEHICLES
A.209	CONSUMERS : SUBSIDISATION OF INDIGENTS
A.404	CONTRACT FEES
A.12	DELEGATION: TOWN TREASURER
A.299	EQUIPMENT USE : EXPENDITURE
A.299	ESTABLISHMENT OF LOCAL AUDIT COMMITTEE IN ACCORDANCE WITH SECTION 10G2© OF THE LGTA (Act 209/1993)
A.367	FINANCIAL CONTROL : COLLECTION PROCEDURES
A.341	FINANCIAL POLICY
A.467	HAZARDS : SELLING OF REDUNDANT EQUIPMENT
A.126	INSURANCE
A.55	LOANS
A.238	LOGISTICAL SUPPORT

A.259	ENTERTAINMENT EXPENSES : MANAGEMENT COMMITTEE
A.233	TRANSPORT ALLOWANCE
A.193	TRANSPORT ALLOWANCE: COUNCILLORS
A.34	ACTING ALLOWANCE
A.155	POLICY : AUTHORISATION TO SIGN DOCUMENTS AND CHEQUES
A.124	POLICY : FINANCIAL CONTRIBUTION FOR COUNCILLORS
A.129	POLICY : ADVANCES ON REMUNERATION
FA.124	POLICY MUNICIPAL PREFERENCE PROCUREMENT WORKSHOP
A.389	SUBSISTENCE AND TRAVELLING ALLOWANCES
A.671	REPAYMENT TIMEFRAMES
A.299	EQUIPMENT USED: EXPENSESB
A.1	TRAVELLING COSTS : INTERVIEWS
A.194	CONSUMERS DEPOSIT
A.375(a)	LEAVE MONEY
A.43	LEAVE: OVERTIME
A.193	COUNCILLORS – TRANSPORT ALLOWANCE
A.421	STAY AND TRAVE
A.341	RENT : ADJUSTMENT OF NOMINAL RENT
B.164	REWARD
A.2	DONATIONS
A.292	DONATIONS: DETERMINATION OF AMOUNT
A.43	OVERTIME
A.53	COMPENSATION
A.282	STOCK TAKING : STORES

16.3 INDIGENT POLICY (Sec 97(1) (c) of Municipal Systems Act

16.3.1	AN INDIGENT DEBTOR WILL BE ANY HOUSEHOLD EARNING LESS THAN R1100.00 PER MONTH.
16.3.1.1	The council will have to keep on providing annually funds on the budget for the subsidising of indigent debtors on Rates, taxes, refuse removal and sewerage consumption.
16.3.1.2	Indigent debtors will only be entitled to free basic services/subsidy as annually approved by the council on Rates, taxes, refuse removal and sewerage consumption except electricity and water consumption due to the free basic services provided by the council (municipality) on both services.

16.3.2	INDIGENT DEBTOR
16.3.2.1	An indigent debtor (consumer) must apply for the subsidy (writing off of rates, taxes, refuse removal and sewerage consumption) by completing an application form (For 12 month period) where after the Ward Councillor will have to certify the applicant as an indigent debtor and forward the application for approval to the management (administration) for further processing.
16.3.2.2	All consumption of services (Electricity and water) above the approved free basic services as approved by the council can and will not be subsidised by the council (municipality) and must be paid by the debtor him/her self.
16.3.3	ON APPROVAL AS AN INDIGENT DEBTOR
16.3.3.1	All arrear amounts regarding to rates, taxes, refuse removal, sewerage consumption, rental and interest on the indigent account will be written off – once off only
16.3.3.2	Interest levies on the account to be stopped
16.3.3.3	Monthly levies for property tax refuse removal and sewerage consumption will be subsidised once approved as Indigent Debtor out of the Indigent Debtor provision.
16.3.4	RE-APPLICATION FOR SUBSIDY
16.3.4.1	All Indigent debtors will have to apply /verify for subsidy on an annual basis as the subsidy is only approved for a twelve-month (Financial year of council) period.
16.3.4.2	Next application will not be approved if the consumer's account for services (water and electricity consumption higher than the free basic services approved by the Council of Umjindi Municipality) is not paid up to date.
16.3.5	SUSPENSION OF SERVICES: PREPAID METERS
16.3.5.1	No prepaid services will be given to an indigent debtor if the account for services (water and electricity consumption) is not paid in full.
16.3.5.2	No arrangements will be applicable on Indigent debtor accounts for services (Water and electricity consumption)
16.3.6	PAYMENT OF A DEPOSIT FOR UNEMPLOYED RDP BENEFICIARIES
16.3.6.1	When a consumer is identified as an indigent, a consumer account can be opened with exemption on paying a deposit
16.3.7	INDIGENTS FAMILY UNITS TENANTS
16.3.7.1	Tenants at the family units who have a maximum income of R500.00 per

	month be exempted of rental charges.
16.3.7.2	Tenants at the family units who have an income between R501.00 and R1 100.00 only pay 50% of the rental charge.

16.4 CIVIL SERVICES

A.313	BUILDING ACTIVITIES
A.560	DELEGATION: CHIEF CIVIL SERVICES
A.484	TOWN PLANNING
A.395	TOWN PLANNING (WOODEN RAFTER HOUSING)
A.650	BUDGET: PRIORITISATION: CAPITAL PROJECTS
A.650	CAPITAL PROJECTS: EVALUATION
A.409	T E N D E R S
A.149	MAGAZINE STOCK: ROAD BUILDINGEQUIPMENT
A.149	ROAD BUILDING EQUIQMENT: SALE OF
A.464	WATER PROVISION: UPLIFTING OF PENALTY CLAUSE
A.238	LOGISTICAL SUPPORT

16.5 COMMUNITY SERVICES

A.83	CONTAGIOUS DISEASES : PREVENTION
	CEMETERY FEES
A.448	CASE OF THE AGED: BARBERTON ORGANISATION FOR CARE OF THE AGED
A.294	BOOKINGS : GRAVES
A.294	GRAVE : BOOKING OF
A.358(A)	CLINIC SERVICES
A.47	HEALTH CARE : PRIMARY
A.243	SPORT : REPRESENTATION OF COUNCIL ON SPORT FORUM
A.229	LEASING : RIMER'S REST LAPA
A.238	LOGISTICAL SUPPORT

16.6 ELECTRICAL SERVICES

A.650	BUDGET: PRIORITISATION: CAPITAL PROJECTS
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A.650	CAPITAL PROJECTS: EVALUATION
A.409	T E N D E R S
A.209	CABLE FAULTS
A.538	PA SYSTEMS
A.465	OBSOLETE EQUIPMENT : ELECTRICAL POLES
A.465	UITGEDIENDE TOERUSTING : ELEKTRIESE PALE
A.208	APPRENTICE
A.238	LOGISTICAL SUPPORT