TARIFF POLICY

Approved by Council on 31 May 2023
A76/31/05/2023

Implementation date 1 July 2023

1. OBJECTIVE

1.1 The objectives of this policy are to ensure that:-

a) all consumers within a specific category are treated equally and reasonably;
b) the income base of the municipality is safeguarded by approving only exemptions, reductions and rebates that are reasonable and affordable;
c) the principles underpinning the Council's Integrated Development Plan are complied with;
d) tariffs are set in a manner that promotes the provision of reliable, sustainable and affordable services to all.

2. DEFINITIONS

2.1 In this tariff policy, unless the context otherwise indicates: -

"**agricultural consumers"**, refer to owners or tenants of agricultural properties and who are registered with SARS as bona fide farmers;

"**availability tariff"** means a charged levied on all properties with or without improvements, where a basic fee is not levied, to recover fixed costs which do not vary with consumption or volume produced;

"basic charge" also referred to as **"minimum charge"** is: -
a) the recovery of the distribution and billing-related costs, which include having a distribution system in place, plus the cost of the meter, servicing and reading of the meter, mailing the bills and maintaining customer records; and
b) the minimum amount payable by the consumer in respect of a particular service irrespective of the extent to which the service is used during any given period;

"break even" means the financial situation where the income derived by the Municipality from the supply of a service is equal to the aggregate of the fixed and the variable costs associated with the provision of the service concerned;

"business" means the activity of buying, selling or trading in goods or services and includes any office or other accommodation on the same erf, the use of which is incidental to such business, with the exclusion of agriculture, farming or, inter alia, any other business consisting of cultivation of soils, the gathering in of crops or the rearing of livestock or consisting of the breeding and harvesting of fish or other aquatic organisms;

"commercial or industrial consumers" means industrial undertakings, factories, warehouses, scrap yards, wine cellars, abattoirs, dairy processing plants, fish markets and such like consumers;

"community service" means a service in respect of which the tariffs of a regulatory nature are set at such level that the costs of the service are in general not recovered in full by the tariff, or where the service cannot be measured or only measured at considerable additional cost;

"consumer" means individuals and other legal entities agains whom a tariff, fee, charge or other levy specific to identifiable services are levied. Only an owner and not a tenant or lessee may be a consumer;

"**the council"** means Swellendam Municipal Council, and "municipal council" shall have a corresponding meaning;

"development contributions", means a once-off charge in respect of the water, electricity, sewerage, storm water, roads and refuse removal infrastructure of the municipality and which amounts exclude amounts payable towards the operational and maintenance costs of such infrastructure on all application for infrastructure capacity allocation:

a) developer on a property;
b) for the access to a higher capacity allocation due to a rezoning application;
c) for the access to a higher capacity allocation due to a demand for a higher capacity allocation due to the increase in business, industrial and/or any other activity;
d) for the accommodation of a second dwelling;
e) or as a condition of approval of a land use and development application in order to cover the cost of municipal engineering services required as a result of an intensification of land use;

"domestic consumers" means owners of residential properties, group housing, town houses, semi-detached houses and suchlike properties;

"due date" means the date on which the accounts are payable:

a) in relation to accounts payable monthly on a recurring basis, the last day of the month which follows on the month during which an account is rendered;
b) in relation to accounts payable annually is the 31st July unless otherwise provided by any other law; and
c) in all other instances as and when demand for payment is made by the Municipality;

"economic services" means services in respect of which the tariffs are set at a level that the total costs of the services are recovered from customers;

"educational institutions" means schools and suchlike institutions;

"fixed costs" means costs which do not vary with consumption or volume produced;

"geographical area" the area of jurisdiction of Swellendam Municipality;

"indigent households" means households that are registered at the municipality as such and meet the municipality's criteria in terms of its credit control and debt collection policy and occupying a property within the jurisdiction of the municipality and "poor households" shall have a corresponding meaning;

"gardening irrigation water", means non-metered and non-purified water supplied for gardening purposes to users on application, where available by way of an irrigation ditch;

"**irrigation water"** means piped and/or metered water supplied for general irrigation purposes;

"MFMA" means the Local Government: Municipal Finance Management Act, 2003 (Act No 56 of 2003);

"minimum charge" shall refer to the minimum amount payable by the consumer in respect of a particular service irrespective of the extent to which the service is used during any given period of time;

"MSA" means the Local Government: Municipal Systems Act, 2000 (Act no 32 of 2000);

"municipality" means the Municipality of Swellendam, its political structures and administration including the Executive Mayor, delegated to perform certain functions;

"owner" in relation to a property, means the person in whose name the property is registered in the Deeds Registry and such owner's successors in title;

"public benefit organisations" means public benefit organizations as defined in section 30 of the Income Tax Act no 58 of 1962;

"resident" means a person who ordinarily resides in the municipal area;

"special agreements" means special tariff agreements entered into with categories of consumers making significant economic contributions to the community and create job opportunities;

"sport and recreation facilities" means properties used exclusively for sport and recreation purposes including school sport fields which are metered separately for water and electricity consumption;

"total costs" means the sum of all fixed and variable costs associated with a service;

"trading services" means services referred to in paragraph 5(1)(a) and in respect of which the tariffs are set at a level that the Council makes a profit on the delivery of the services;

"units consumed" means the number of units consumed of a particular service and are measured in terms of the tariff structure reflected in paragraph 7;

"variable costs" means costs that vary with consumption or volume produced;

"VAT" means Value-Added Tax in terms of the Value-Added Tax Act, 1991, as amended.

3. ABBREVIATIONS

Kg - Kilogram
Kl - Kiloliter (1000 litres)
kVA – Kilovolt-ampere
kWh- Kilowatt-hour
m^3 - Cubic meter
MFMA – Municipal Finance Management Act, 2003
MSA – Municipal Systems Act, 2000

4. PURPOSE OF THIS POLICY

4.1 By adopting this policy, the Municipality wants to achieve the following: -

a) compliance with the provisions of section 62(1)(f) of the MFMA;
b) compliance with the provisions of section 74 of the MSA;
c) prescribing procedures for calculating tariffs where the municipality appoints service providers in terms of section 76(b) of the MSA; and
d) To give guidance to the Corporate and Financial Services Portfolio Committee regarding tariff proposals that must be submitted to the council annually during the budget process.

5. TARIFF PRINCIPLES

The principles of the tariff policy are set out in section 74(2) of the MSA and the following are applied: -

5.1 Service tariffs imposed by the municipality shall be viewed as user charges and shall not be viewed as taxes, and therefore the financial ability of the relevant user of the services to which such tariffs relate, shall not be considered as a relevant criterion, except where relief measures for poor households and deserving categories of users are implemented from time to time.

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

5.3 Tariffs for the four major services rendered by the municipality, namely:

a) Electricity;
b) Water;
c) Waste Water (Sewerage); and

d) Solid Waste (Refuse Removal)

shall as far as possible recover the expenses associated with the rendering of each service concerned. The tariff, which a particular user pays, shall therefore be directly related to the standard of service received and the quantity of the particular service used or consumed.

5.4 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-time be reasonable, and shall be fully disclosed in each annual budget.

5.5 The municipality's tariff policy shall be transparent, and the extent to which there is cross-subsidising between categories of consumers or users shall be disclosed to users.

5.6 The municipality shall ensure that its tariffs shall be readily understandable by all users affected by the tariff policy.

5.7 The municipality undertakes to render its services cost effectively in order to ensure the best possible cost of service delivery.

5.8 In the case of directly measurable services, namely 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. If a service is metered but cannot be read the customer is charged for an estimated consumption.

5.9 In considering the costing of water, electricity 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 imply that the services may at times or for certain periods operate at less than full capacity, and the costs of such surplus capacity must also be covered in the tariffs which are annually levied.

5.10 The Municipality shall, by adopting what is fundamentally a two-part tariff structure, namely a fixed minimum charge coupled with a charge based on consumption, endeavour to address the demands which both future expansion and variable demand cycles and other fluctuations will make on service delivery.

5.11 Users of municipal services should be treated equitably in the application of tariffs.

5.12 The amount individual users pay for services should generally be in proportion to their use of that service.

5.13 Poor households must have access to at least basic services through –

a) tariffs that cover only operating and maintenance cost;
b) special tariffs or lifeline tariffs for low levels of use of;
c) consumption of services or for basic levels of service; and
d) any other direct or indirect method of subsidization of tariffs for poor households.

5.14 Tariffs must reflect the costs reasonably associated with rendering the service, including capital, operating, maintenance, administration and replacement costs, and interest charged.

5.15 Tariffs must be set at levels that facilitate the financial sustainability of the service, taking into account subsidization from sources other than the service concerned.

5.16 Provision may be made in appropriate circumstances for a surcharge on the tariff for a service.

5.17 Provision may be made for the promotion of local economic development through special tariffs for categories of commercial and industrial users.

5.18 The municipality must ensure that its tariffs are uniformly and fairly applied throughout the municipal area.

5.19 Poor households will have access to basic services through the indigency relief as defined in the free basic services and indigent support policy.

5.20 Tariffs must be cost reflective associated with each service rendered to ensure financial sustainability of each service, taking into account subsidization to rates services except for economic services.

5.21 Provision may be made in appropriate circumstances for a surcharge on the tariff for a service. This will be necessary for major breakdowns and backlogs in infrastructure and periods of drought when a restriction of usage is required.

5.22 The municipality may impose a penalty on the existing tariff structure or measures of discouraging service demand to prohibit exorbitant use in appropriate circumstances to encourage efficient and effective use of resources.

5.23 Development contributions to finance new developments and subdivisions will be required from all developers.

5.24 Vat is included in all tariffs where applicable.

5.25 A property used for multiple purposes must, for purpose of these tariffs be assigned to a category determined by the council for properties used for a purpose corresponding with the dominant use of the property if the Municipality cannot readily make an apportionment in relation to the services concerned and the categories of users, whether such use is lawful or not;

5.26 In order to provide the Municipality with appropriate security for payment of amounts owing to it from time to time for services rendered, the Council shall impose a system of deposits payable by customers. The deposits shall be set with due regard to the potential financial risk associated with the amounts owing from time to time. The level of the deposits shall be revised annually depending on the default instances.

6. CATEGORIES OF CONSUMERS

6.1 Separate tariff structures may be imposed for the following categories of consumers:-

(a) domestic consumers;
(b) commercial consumers;
(c) industrial consumers;
(d) agricultural consumers;

(e) municipalities;
(f) consumers with whom special agreements were made;
(g) consumers in certain geographical areas;
(h) sports and recreation facilities;
(i) educational institutions;
(j) public benefit organisations and such like institutions;
(k) indigent consumers.
(l) Vacant land

6.2 Different categories of residential or domestic consumers as well as for services may be defined based on the municipality's indigent and free basic service policies and may include:
(a) formalized informal settlements / rural villages;
(b) pensioners;
(c) proclaimed informal settlements / rural villages; and

6.3 Where substantially different demands are made on the infrastructure to provide a service to a specific group of users within a category, or the standard of services required by such users, the council may, after having considered a report by the Municipal Manager or the relevant Director, determine differentiated tariffs for the different consumers within the specific category.

6.4 The differentiation must be based on one or more of the following elements: infrastructure costs; volume of usage; availability and service standards. Indigent consumers must qualify in terms of the municipality’s indigent policy.

6.5 If, for purposes of determining the tariff applicable to a particular user or category of users, the user or category of users has not specifically been included under a defined category of users, the Chief Finance Officer shall, by applying the closest match principle, determine the category under which the user or category of users fits in best taking into account the nature of the service concerned and the user or category of users involved.

7. INCENTIVE POLICY

Tariffs may include incentives for waste minimization strategy.

8. INDIGENT RELIEF

8.1 Tariffs will not reflect relief granted to indigent households. Such relief will be developed as a separate policy and be subject to the discretion of the Council as to its sustainability.

8.2 All such relief will be reflected, accounted for and disclosed separately in invoices, account statements, budgets, financial statements or reports.

8.3 During the implementation of such policy, cognisance will be taken of the fact that the existing tariffs and procedures may require an amendment to accommodate the above clauses and that such amendments will be phased in over time.

8.4 Indigent households are expected to manage their consumption of services within the levels of relief granted.

8.5 Assistance and management of indigent households are contained in the Customer Care and Debt Collection Policy/By-Law. The Municipality, however, retains the right to limit consumption through prepaid meters or restrictions if the accounts of assisted households fall into arrears.

9. EXPENDITURE CLASSIFICATION AND COST ELEMENTS

9.1 To determine tariffs for the various services the municipality must include all cost elements associated with each service, which include specifically the following but not limited to:

(a) Cost of bulk purchases.

(b) Distribution cost which includes distribution losses.

(c) Depreciation and finance charges.

(d) Maintenance of infrastructure and replacement costs.

(e) Administration and general costs item, including:

(i) service charges from other departments delivering support services such as finance, corporate, human resources et cetera.

(ii) reasonable overhead costs associated directly with each service.

(iii) adequate contributions to provisions such as bad debts, leave, long service etc.

(iv) all other general operating costs associated with the service concerned such as employee-related costs, free basic services, contracted services et cetera.

(v) departmental consumption.

(f) The intended surplus to be generated for the financial year, such surplus to be applied as follows:

(i) as an appropriation to capital reserves; and/or
(ii) generally, in relief of rates and general services
(iii) the cost of approved indigence relief measures

9.2 Expenditure will be classified in accordance with mSCOA and GRAP.

10. TARIFF TYPES

10.1 In determining, the type of tariff applicable to the type of service the municipality shall make use of the following options or a combination of the same.

(a) Single tariff

This tariff shall consist of a cost per unit consumed. All costs will be recovered through unit charges at the level where income and expenditure break even. Subject to a recommendation by the Chief Financial Officer the council may decide to approve profits on trading services during the budget meeting. Such profits will be added to the fixed and variable cost of the service to calculate the tariffs.

(b) Cost related two to three-part tariff

This tariff shall consist of two to three parts. Management, capital, maintenance and operating costs will be recovered by grouping certain components together e.g. management, capital and maintenance costs may be grouped together and be recovered by a fixed charge, independent of consumption for all classes of consumers, while the variable costs may be recovered by a unit charge per unit consumed. Three and four part tariffs will be used to calculate the tariff for electricity and to provide for maximum demand and usage during limited demand.

(c) Inclining block tariff

This tariff is based on consumption levels being categorised into blocks, the tariff being determined and increased as consumption levels increase.

(d) Declining block tariff

This tariff is the opposite of the inclining block tariff and consumption levels increase. This tariff will only be used for special agreements.

(e) Regulating tariff

This tariff is of a regulatory nature and the municipality may recover the full or a portion of the cost associated with rendering the service. This tariff will inter alia be used in respect of gardening irrigation water.

(f) Time-of-use tariff

This tariff is based on fixed charges and seasonally and time-differentiated energy and demand charges.

(g) Cost plus mark-up tariff

This tariff is for other services rendered.

(h) Prepaid meters tariff

Tariffs for pre-paid meters may be less than the ordinary consumption tariffs levied on the category of consumer concerned to motivate consumers to move to pre-paid metering.

(i) Multiple step tariffs

Multiple-step tariffs are utilised to enable the consumer to exercise control over the cost to themselves.

10. TARIFF STRUCTURES AND METHODS OF CALCULATIONS

The following tariff structure will, where possible, be used to determine tariffs.

10.1 <u>Water</u>

The determination of the water tariffs will be based on the following:

10.1.1 Because water is a scarce resource, and this municipality is dependent on groundwater, the municipality is committed to the prudent conservation of such resources, the tariff levied for the consumption of water shall escalate according to the volume of water consumed.

10.1.2 All domestic water consumers registered per the councils indigent policy will receive the first six (6) kiloliters of water consumed per month free. Thereafter an inclining tariff per kilolitre as approved in council's annual budget will be applicable on metered consumption.

10.1.3 The tariffs for the consumption of purified water shall be based on inclining tariffs per kilolitre for all consumers as approved in councils annual budget per the following blocks:

(a) 0 – 6kl
(b) 7 – 15kl
(c) 16 – 30kl
(d) 31 – 45kl
(e) Above 45kl

10.1.4 A basic water charge shall be levied against all water consumers as determined by the council in the annual budget-approved tariff list.

10.1.5 A fixed availability charge will be levied on all undeveloped erven with access to a reticulation network irrespective of their permitted or intended use, where those properties are not connected but reasonably can be connected.

10.1.6 Where communal water supply (standpipes) is provided, a fixed informal basic charge may be levied.

10.1.7 The water tariff may include surcharges subject to council's approval.

10.1.8 Water connection charges for all consumer categories other than domestic communal will be charged at the full cost of the installation as determined from time to time.

10.1.9 Penalties on existing tariffs may be introduced during periods of water restrictions to reduce water use to remain with sustainable limits. Because water is a scarce natural source, the municipality may restrict and escalate the tariff levied for the consumption of water subject to the following:

(a) when the capacity level of the water source reaches 60%, water restriction tariff 1 may be applied.

(b) when the capacity level of the water source levels reaches 40%, water restriction tariff 2 may be applied.
(c) when the capacity level of the water source levels reaches 20%, water restriction tariff 3 may be applied.

10.1.10 The municipal departmental water consumption will be charged at cost.

10.1.11 Raw water (Unpurified water) supplied by the municipality on request shall be charged per kilolitre of raw water consumed with a fixed tariff as determined by council resolution on the following scales:

(a) Unpurified water the first 10 kl
(b) *Unpurified water more than 10 kl per kl*

10.1.12 Metered irrigation water supplied by the municipality on an application shall be charged per kilolitre as determined by council resolution.

10.1.13 Leiwater will be charged monthly per application for every 15 to 60 minutes of usage and pump of leiwater.

10.1.14 Informal Settlements will be charged a basic charge based on the first 6kl of water.

10.1.15 An infrastructure basic charge for water may be levied as determined by council from time to time.

10.1.16 Approved water tariffs will be implemented on the first of July of every financial year with the month's billing cycle regardless of the actual meter read period or average consumption as may be determined, i.e. an increased tariff will be applicable for a twelve (12) month period.

10.2 Electricity

10.2.1 Guidelines issued by the National Electricity Regulator from time to time form the basis of calculating tariffs;

10.2.2 The Municipality has standardized on the installation of Pre-Payment Meters for all Domestic Consumers. As such it is compulsory for all new domestic connections to be equipped with Pre Payment Meters.

10.2.3 A fixed availability charge will be levied on all undeveloped erven with access to a reticulation network irrespective of their permitted or intended use, where those properties are not connected but reasonably can be connected.

10.2.4 An infrastructure basic charge for electricity may be levied as determined by council from time to time.

10.2.5 Where Council decides to make a profit on the service the profit will be added to the fixed and variable cost before tariffs are calculated.

10.2.6 To make electricity affordable to certain categories of consumers, cross-subsidisation between and within categories of consumers will be allowed, based on the load factors of the categories and consumers within the category.

10.2.7 The first 50 kWh in the tariff block 0 – 50 kWh of electricity per month shall be free of charge to domestic electricity consumers who applied and were approved in terms of the relevant clause as per the Indigent Policy.

10.2.8 Indigent households electricity supply will be limited to 20Amp and the fixed costs will be recovered through an energy charge.

10.2.9 A basic charge per electricity meter or unit in the municipal area, as determined by the Council from time to time, may be charged against all electricity consumers based on the ampere. The municipality's basic charge may vary between a group of customers or categories of consumers as determined annually with the budget:

(a) 0 – 30A
(b) 30 -45A
(c) 60A-80A
(d) 3 Fase 21A-60A Pre-Paid meter
(e) 3 Fase 60A-80A Pre-Paid
(f) 3 Fase 20A-30A Convential meter
(g) 3 Fase 30-60A Conventional meter
(h) 3 Fase 31 -100A Conventional meter

10.2.10 To apply the abovementioned principles, the consumer types and cost allocations reflected in the following table will be used:-

Categories of consumers	**Fixed charge / Day Charge (Rands/ customer/ month)**	**Energy charge (cents/kWh)**	**Time-of-use Energy charge Peak / Standard/ Off Peak (cents/kWh)**	**Demand and Access charges (Rands/kVa/ month)**	**Charge**
Pre-Paid 20A - Domestic		√			Block 1: 0 - 50kWh Block 2: 51 - 350kWh Block 3: 351 - 600kWh Block 4: > 600kWh
Pre-Paid 30A - Domestic	√	√			Block 1: 0 - 50kWh Block 2: 51 - 350kWh Block 3: 351 - 600kWh Block 4: > 600kWh
Pre-Paid Alternative (Life Line) - Domestic		√			Block 1: 0 - 50kWh Block 2: 51 - 350kWh Block 3: 351 - 600kWh Block 4: > 600kWh
Single Phase Pre-paid and Dometic up 60A	√	√			Block 1: 0 - 50kWh Block 2: 51 - 350kWh Block 3: 351 - 600kWh Block 4: > 600kWh
Three Phase Pre Paid and Conventional Domestic up to 100A	√	√			Block 1: 0 - 50kWh Block 2: 51 - 350kWh Block 3: 351 - 600kWh Block 4: > 600kWh
Commercial Pre-Paid and conventional single phase up to 80A	√	√			Flat rate
Commercial Pre-Paid and conventional three phase up to 80A	√	√			Flat rate
Bulk Consumers	√	√		√	Flat rate
Time of Use tariff	√	√	√	√	Flat rate
Schools single and free phase	√	√			Flat rate

10.2.11 For approved SSEG customers to feed electricity back into the electricity network the SSEG policy will apply according to the tariffs determined annually with the budget. An administrative fee will be payable by the customer and the customer will be paid an export tariff per kWh, An AMI or smart electricity meter must be installed.

10.3 Solid Waste (Refuse removal)

10.3.1 A separate fixed monthly refuse removal charge shall apply to each category of users based on the costs of the service concerned and the applicable level of service and categorised on the number of plastic bags collected.

10.3.2 The fixed basic charge will be based on the number of removals per week.

10.3.3 The tariff for refuse removal for residential units will be one removal per household per week.

10.3.4 A dumping site charge will be applicable according to the vehicle tonnage who dump at the municipal landfill site. The dumping site is free of charge for local residential users.

10.3.5 Refuse removal tariff will be raised and is payable by all owners or occupiers of each developed property connected to the water and electricity distribution network of the council or any other service provider or those who have applied to be connected whether such owner or occupier uses the refuse removal service or not or those who are not connected to the distribution networks to whom a refuse removal service is rendered on request.

10.4 <u>Waste Water (Sewerage)</u>

10.4.1 A fixed monthly charge shall be levied on all properties or units within urban areas per sewer point, irrespective of the type of service available based on the category of the consumer as determined by the budget.

10.4.2 A fixed availability charge will be levied on all undeveloped erven with access to a reticulation network irrespective of their permitted or intended use, where those properties are not connected but reasonably can be connected.

10.4.3 An infrastructure basic charge for sewerage may be levied as determined by council from time to time.

10.4.4 An effluent fee may further be payable by factories and other industrial users where prescribed. 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 per formula in the relevant by-law.

10.4.5 For conservancy tank sanitation services, the waste collection charges will be as set out in the municipal tariffs and shall cover a fixed collection rate per load. Charges in the removal or collection of conservancy tank contents shall be set out in the municipal tariffs

10.4.6 A fixed basic charge will be payable for each property connected to the sewerage reticulation network distinguishing between domestic and business usage

10.4.7 A fixed availability charge will be levied on all undeveloped erven with access to a reticulation network irrespective of their permitted or intended use, where those properties are not connected but reasonably can be connected.

10.5 <u>Minor Tariffs</u>

10.5.1 All minor tariffs shall be standardised within the municipal region.

10.5.2 All minor 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 be determined accurately, or when the tariff is designed purely to regulate rather than finance the use of the particular service or amenity.

10.5.3 Minor tariffs may include fees for the following:

Administration	▪ Access to information ▪ Administration Costs ▪ Advertisements / Advertising ▪ Bank cost on foreign accounts ▪ Deposit ▪ Duplicate Accounts ▪ Duplicate Pay Day Slip ▪ Facsimiles	▪ Photocopies ▪ Placard / Poster Costs ▪ Section 62 Appeals ▪ Tender Objections ▪ Trace of Direct Deposits ▪ Interest on Accounts in Arrear ▪ Laminated documents

Building Control	▪ Administration / Viewing Request, Filing retrieval and Copying of Plans ▪ Building Plans ▪ Demolition application ▪ Heritage Investigations	▪ Plan Printing Fees ▪ Plan Scrutiny Fees ▪ Plan validity extension ▪ Re-inspection fees ▪ Signage
Cemeteries	▪ Grave-depths ▪ Indication of grave	▪ Plot Cost ▪ Wall of Remembrance
Business License	▪ Application for extended Liquor hours ▪ Duplicates ▪ License- Formal	▪ License - Informal ▪ Liquor License ▪ Re-inspection Fee
Commercial Filming/Photographing	▪ Animals ▪ Application Fee ▪ Area required for production and catering ▪ Cancellation Fee	▪ Environmental Control Officer ▪ Permits ▪ Vehicles off Public Roads per Parking Bay
Credit Control & Debt Collecting	▪ Administration fee ▪ Notices ▪ Sheriff fee ▪	▪ SMS ▪ Tracing fee
Development Contributions	▪ Water ▪ Electricity ▪ Sewerage ▪ Roads ▪ Sanitation	▪ Storm water ▪ Solid Waste ▪ Off Grid Developments ▪ Evaluations/Investigations Levies
Electricity	▪ Builders connection ▪ Call-out fee ▪ Cancellation Fee ▪ Capital Contributions ▪ Casual Supplies ▪ Change to SSEG or Time of Use ▪ Change of Circuit Breaker ▪ Commission of Bulk Meter ▪ Connection and Disconnection of Service ▪ Consumer Deposits ▪ Contractor inspections ▪ Conversion of meters ▪ Credit Control and Debt Collection ▪ Damaged cables ▪ Damaged meter ▪ Deposits cables etc. ▪ Development Contribution ▪ Erection & Removal of Banners	▪ Illegal Connection/Tampering Fee ▪ Illuminated Signs ▪ Small Scale Embedded Generation (SSEG) ▪ Meter Testing ▪ Meter Verification ▪ MV Switching ▪ Public Lighting & CCTV ▪ Removal of meter ▪ Replacement ▪ Repositioning of Meter ▪ Service Connections ▪ Special Meter Readings ▪ Sundry Services ▪ Tariff change ▪ Unsafe/illegal connections per visit ▪ Upgrading extension Fee ▪ Way leave ▪ Fee recalculation – no access ▪ Hire of temporary distribution kiosk ▪ Hire of Sleeve Space for fiber optic cable

Fire Services & Disaster Management	▪ Assistance of motor vehicle accidents and rescues ▪ Burn Permits ▪ Events ▪ Extinguishing of Fires ▪ Fire Prevention inspections ▪ Fire Safety	▪ Plot Clearing ▪ Re-inspection Fee under the By- law ▪ Special Services ▪ Standby at fire scene
Housing	▪ Administration	▪ Rental
Law Enforcement	▪ Business & Other Events ▪ Bylaw on outdoor advertising ▪ Impoundment of Informal Traders (Hawkers) goods ▪ Impoundment of illegal Advertising/Agen t boards ▪ Inspection Fees ▪ Impoundment of Abandoned/ Obstructing Items ▪ Pound Fee Cattle ▪ Pound fee Dogs and Cats ▪ Pound fee Horses	▪ Pound fee other animals ▪ Pound fee Pigs ▪ Pound Fee Poultry ▪ Pound fee Sheep and Goats ▪ Pound fee Shopping Trolley ▪ Re-inspection Fee ▪ Removal of illegal structure ▪ Storage Fee
Libraries	▪ Damage or lost Library material ▪ Deposits ▪ Facsimiles ▪ Laminated documents ▪ Lost Cards ▪ Penalty for Late Return	▪ Photocopies ▪ Rental of Library Amenities ▪ Scanning ▪ Special Requests ▪ Subscription ▪ Visitors Fee (Handling)
Municipal Buildings	▪ Deposits ▪ Rental of Amenities	▪ Rental of Equipment
Off-Grid Developments/Units	▪ Development Contribution	
Operational Cost	▪ Street Signage	
Parking Fees	* Metered Parking	* Monthly Parking Permit
Property Administration	▪ Application lease/ purchase/ Encroachment [Fee] ▪ Leases	▪ Memorial Benches ▪ Radio Mast

Public Works	▪ Felling and Pruning of Trees ▪ Private Work ▪ Sale of Miscellaneous Items ▪ Storm Water Drainage	▪ Street Signage ▪ Tar and Patch Work ▪ Vehicle Entrances
Recreational Amenities	▪ Boat License/Permits ▪ Caravan Parks ▪ Change Rooms ▪ Clubhouses ▪ Community Halls ▪ Day Camping Site ▪ Deposit ▪ Entrance Fee ▪ Formal Shop Rental ▪ Hawker Stalls ▪ Informal Trader under cover rental	▪ Leases of stalls/containers ▪ Office Rental ▪ Open Spaces ▪ Parking ▪ Public Open Space ▪ Sport Events ▪ Sport Grounds ▪ Support Services ▪ Use of Tractor
Roads	▪ Capital Contributions	▪ Development Contribution
Refuse Removal	▪ Baboon Resistant Bins ▪ Deposits ▪ Rental of Bulk Containers	▪ Self-Dumping ▪ Weigh Bridge
Sewage	▪ Capital Contributions ▪ Connection of tanks ▪ Development Contribution	▪ Disposal ▪ Tank Services ▪ Testing of tanks
Storm water	▪ Development Contribution	
Town Planning	▪ Advertising Cost ▪ Application Fee ▪ Closure of Public Place ▪ Contravention ▪ Penalty ▪ Demolition of Administrative Penalty ▪ Departure ▪ Deposit – Appeal ▪ Determination of Zoning ▪ Exemption ito Section 26 ▪ Extension of Time	▪ Formal Structure ▪ Informal Structures ▪ Land use planning Fee ▪ Permission ito Zoning Scheme ▪ Relaxation of Title Deed ▪ Registered Letter ▪ Removal of Title Deed Restrictions ▪ Search Fee ▪ Spatial Development Framework ▪ Sub-division ▪ Zoning Certificate

Traffic	▪ Business and Other Events ▪ Disabled Parking Tokens ▪ Driver's Licenses ▪ Escorting and Other Services ▪ Hiring Traffic cones ▪ Leaner's Licenses ▪ Parking Meters ▪ Professional Driver's Permits	▪ Removal of Vehicles ▪ Roadworthy Certificates ▪ Storage Fees ▪ Taxi Rank Tokens ▪ Traffic Cones ▪ Towing Charge ▪ Vehicle Registration
Valuation (Property Information)	▪ Access to Information ▪ Clearance Certificates ▪ Deeds Office Registrations ▪ Extract from Valuation Roll	▪ Revaluation ▪ Valuation Certificates ▪ Valuation Roll ▪ Voters' Roll
Water	▪ Administration Fee – recalculation no meter access ▪ Call-out Fee ▪ Capital Contributions ▪ Connection & Disconnection ▪ Consumer Deposits ▪ Convert to water flow restrictor meter ▪ Credit Control and Debt Collection ▪ Damaged Water Meter; Water main & Service Connection ▪ Development Contribution ▪ Final meter reading ▪ Irrigation Water ▪ Illegal Connection/Tampering Fee	▪ Meter Testing ▪ Meter verification ▪ Rebates ▪ Reconnection ▪ Registration of borehole ▪ Removal of meter ▪ Repair of meter ▪ Replacement of Damage meter ▪ Repositioning of meter ▪ Service Connections ▪ Special Meter Readings ▪ Still-off" inspections ▪ Sundry Services ▪ Temporary connections
Wayleaves and the use of Municipal Road Reserves for the Installation of services	▪ Administration and Supervision Fee ▪ Roadway Trench Fee ▪ Remedying, Repairing and Cleaning	

Water	▪ Administration Fee – recalculation no meter access ▪ Call-out Fee ▪ Capital Contributions ▪ Connection & Disconnection ▪ Consumer Deposits ▪ Convert to water flow restrictor meter ▪ Credit Control and Debt Collection ▪ Damaged Water Meter; Water main & Service Connection ▪ Development Contribution ▪ Final meter reading ▪ Irrigation Water ▪ Illegal Connection/Tampering Fee	▪ Meter Testing ▪ Meter verification ▪ Rebates ▪ Reconnection ▪ Registration of borehole ▪ Removal of meter ▪ Repair of meter ▪ Replacement of Damage meter ▪ Repositioning of meter ▪ Service Connections ▪ Special Meter Readings ▪ Still-off" inspections ▪ Sundry Services ▪ Temporary connections
Wayleaves and the use of Municipal Road Reserves for the Installation of services	▪ Administration and Supervision Fee ▪ Roadway Trench Fee ▪ Remedying, Repairing and Cleaning	

10.6. <u>Tariif for gardening irrigation water</u>

10.6.1 The Municipality may allocate available water as gardening irrigation water from any specific water resource within the area of jurisdiction of the Municipality.

10.6.2 Such water shall only be supplied in areas where a water distribution system for that purpose is available and operational, and only owners with access to such irrigation water system may apply for this service.

10.6.3 Consumers must apply annually, on the prescribed application form for this service.

10.6.4 A register is kept at the Municipality containing the particulars of the consumers who have paid the approved availability tariff for this service for a specific year.

10.6.5 The allocation of gardening irrigation water shall be conditional, subject to availability and maintenance of the distribution system.

10.6.6 This service will be supplied in accordance with a schedule determined by the municipality.

10.6.7 As the water supplied for this service is not metered, the tariff will be set as an availability tariff of a regulatory nature.

10.6.8 The tariff for piped irrigation water will as an availability and/or charge related to the volume of consumption.

11. DEVELOPMENT CONTRIBUTIONS

The Council will determine development contributions annually as part of the budgetary process.

12. NOTIFICATION OF TARIFFS, FEES AND SERVICE CHARGES

12.1 After a draft budget as required by the Local Government: Municipal Finance Management Act, 2003 (Act No 56 of 2003) has been tabled, the Municipal Manager must invite the local community to submit representations for consideration by the Council. Such invitation includes the draft resolutions on taxes and tariffs proposed.

12.2 After approval of the budget, the Council will give notice of all tariffs approved at the annual budget meeting at least 30 days prior to the date that the tariffs become effective.

12.3 A notice stating the purport of the council resolution, date on which the new tariffs shall become operational and invitation for objections will be advertised by the Municipality.

12.4 All tariffs approved must have been considered at the annual budget meeting. All fees, tariffs and charges will be approved as part of the annual budget by the Council;

(1) The tariffs will come into effect as and when determined by the Council;

12 IMPLEMENTATION OF THE POLICY

(1) The principles contained in this policy will be reflected in the various budget proposals submitted to council on an annual basis, service by-laws as promulgated and adjusted by Council from time to time and the tariff by- laws referred to in section 75 of the Systems Act.

(2) The council may determine conditions applicable to community service of a regulatory nature. These conditions will be reflected in the standing orders of Council.

13 ADJUSTMENT OF ACCOUNTS

13.1 Where incorrect debits were raised, the accounts under query will be rectified as necessary within a reasonable time.

14 PROCEDURES AND ACCOUNTABILITY

14.1 The Municipal Manager shall ensure that procedures to manage all aspects of this Policy are prepared in the form of a manual, reviewed regularly and that these are formally adopted by him/her for implementation. These procedures will include aspects in this Policy and subscribe to sound principles of internal control.

14.2 The Directors and Managers shall ensure compliance with the procedures as approved from time to time by the Municipal Manager to give effect to the provisions of this Policy.

15 IMPLEMENTATION AND REVIEW PROCESS

15.1 This policy will come into effect on 1 July 2023 and will be reviewed at least annually or when required by way of a Council resolution.

16 SHORT TITLE

This policy is called the Swellendam Municipality Tariff Policy.