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RB9.1.2/31-05-2019

**TABLING OF THE 2019/2020 ANNUAL BUDGET**

**RESOLVED:**

1. Council approves the annual budget tables as prescribed by the Budgeting and Reporting Regulations, as set out in APPENDIX B.
2. Council approves the annual budget supporting tables as prescribed by the Budgeting and Reporting Regulations, as set out in APPENDIX C.
3. Council approves the Quality Certificate signed by the Accounting Officer, as set out in APPENDIX D.
4. Council approves the revised budget related policies, as set out in APENDIX E.
  - Absenteeism and Desertion Policy
  - Accounting Policy to the AFS
  - Asset Management Policy
  - Borrowing Policy
  - Budget Policy
  - Cash Management Policy
  - Cederberg Risk Management Policy Annex A - rating scalesAmended

- **Circular No 01-2018 – Disciplinary Procedure Collective Agreement**
- **Code of Ethics Policy**
- **Consumer Service Charter - Cederberg LM**
- **Customer Care Improvement Policy**
- **Customer Care, Credit Control and Debt Collection Policy**
- **Development Contributions Policy**
- **E3-Sexual Harassment policy**
- **Education Training and Development Policy**
- **Employment Equity Plan - Cederberg Municipality 2018-2023**
- **Employment Equity Policy**
- **Enterprise Risk Management Policy**
- **Enterprise Risk Management Strategy**
- **EPWP Policy**
- **Finance Management Internship Policy**
- **Fleet Management Policy**
- **Fraud and Corruption Prevention Policy**
- **Fraud and Corruption Prevention Strategy**
- **Free Basic Energy Policy Guidelines**
- **Funding and Reserves Policy**
- **Grants-In-Aid Policy**
- **HIV AND AIDS Workplace Policy**
- **ICT Data Backup and Recovery Policy**
- **ICT Disaster Recovery Policy**

- **ICT Municipal Corporate Governance of ICT - Cederberg**
- **ICT Operating System Security Controls Policy**
- **ICT Security Controls Policy**
- **ICT User Access Management Policy**
- **Indigent Support Policy**
- **Insurance Management Policy**
- **Investment Policy**
- **Job Evaluation Policy**
- **Kollektiewe ooreenkoms rakende Dissiplinere Prosedure**
- **Long-Term Financial Plan Policy**
- **Out of Pocket Expenses Policy**
- **Overtime & Standby Policy**
- **Performance Management Framework Policy**
- **Petty Cash Policy**
- **PPE Procedure 1**
- **Property Rates By-Law Cederberg**
- **Property Rates Policy**
- **Records Management**
- **Relocation Policy**
- **Revenue Enhancement Policy**
- **Risk and Ethics Management Committee Terms of Reference**
- **Risk assessment Methodology**
- **Risk Management Committee Charter**
- **Risk Management Policy**
- **Risk Management Register**

- Risk Management Risk Appetite Framework
- Risk Management Strategy
- Selection of Housing Beneficiaries Policy
- Sexual Harassment Policy
- Social Media Policy
- Special Rating Areas Policy
- Study Aid Policy
- Study Bursary Policy
- Substance Abuse Policy
- Supply Chain Management Policy - Cederberg Municipality –  
Amended May 2019
- Tariff Policy
- Travel and Subsistence Allowances Policy
- Virement Policy - MSCOA compliant
- Watermeter Vervangingsbeleid
- Write-Off Policy

5. Council approves the property rates and charges on properties, tariffs, tariff structures and service charges for water, electricity, refuse, sewerage and other municipal services, as set out in APPENDIX F.

6. Council take note of the Budget Circulars, Dora, Provincial Gazette and approves the Service level standards frameworks, Procurement Plans and Budget Locking Certificate, as set out in APPENDIX G, H, I & J.

Proposed: Cllr. R Pretorius  
Seconded: Cllr. J Meyer

  
\_\_\_\_\_  
VOORSITTER / CHAIRPERSON

31-05-2019  
DATUM / DATE

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INDIGENT APPLICATION FORM

A) SUBSIDY CHECK LIST

The following detail has been checked by me and found to be in accordance with the conditions of the Cederberg Local Municipality indigent subsidy scheme.

Identification: (mark applicable space x)

- (a) SA Identity document .....
- (b) Application for new SA Identity document .....
- (c) SA Passport .....
- (d) Other (specify detail) .....

.....  
.....

Gross Household Income:

- (a) Salary advice ..... Amount: R
- (b) Letter from employer ..... Amount: R
- (c) Pension ..... Amount: R
- (d) Disability allowance ..... Amount: R
- (e) Maintenance ..... Amount: R
- (f) Other (specify detail) ..... Amount: R

.....  
.....

Additional Information:

- (a) Total number of unemployed occupants .....
- (b) Number of occupants .....

General remarks:

.....  
.....

The abovementioned is to my knowledge a true reflection of the relevant circumstances.

NAME: ..... (PRINT)

INDIGENT CATEGORY: ..... (PRINT)

DATE: .....

SIGNATURE: .....

**B) PERSONAL PARTICULARS**

WARD NO.: ..... STAND NO.: .....

1. In an effort to assist the needy population of Cederberg in the payment of municipal services as detailed on the pamphlet enclosed, the Cederberg Local Municipality has agreed to a subsidy whereby households earning not more than twice the gross amount of monthly government pension amount.

2. Please read the back of this form to see if you qualify and what documents/forms you are required to produce and submit with this application. If you feel that you do qualify you must complete the details of all occupants over the age of 18 years old as at the date of this application together with their respective gross monthly income in the space below.

**PERSONAL PARTICULARS OF ALL OCCUPANTS OVER 18 YEARS LIVING AT THE HOUSEHOLD**

Identity Number	Initials	Surname	Employed Yes / No	Employer Name	Gross Monthly Income	Source of Income
1.						
2.						
3.						
4.						
5.						

Note: The account holder should be the person identified as no. 1 above.

Number of own children under the age of 18 years living in the household: .....

**DECLARATION BY APPLICANT**

I, the undersigned, who resides at the address indicated above, hereby apply for the Household Indigence. Subsidy determined in relation to the income indicated above, and solemnly declare that –

- a) All particulars furnished in this form, including the total gross income of myself and all occupants of the premises, are to the best of my knowledge and believe, true and correct.
- b) If the particulars furnished in this form should change for any reason, I will immediately notify the Council.
- c) I or any other occupant do not own any other property in the Republic of South Africa apart from the property indicated on the account for which this application is made.
- d) I agree that Council officials and/or the social worker may conduct an on site audit to verify the information supplied on this declaration.
- e) I am aware that any false declaration on this form is punishable by law and will result in disqualification of the subsidy.
- f) I agree that the supply of water to my premises may be restricted by a flow control washer or any other method the Council may deem fit if the balance of my services account is not paid in full.

**CEDERBERG LOCAL MUNICIPALITY**

- g) I am aware that I must be a South African citizen and also be a registered voter on the Cederberg voters roll to qualify for this subsidy



I also agree to the following procedures/principles:

- aa) That my electricity supply may be downgraded to a 20 Amp connection
- bb) That my water supply will be restricted to 6 Kiloliters per month
- cc) That all money due to council in excess of the subsidy provided will be paid by me on a monthly basis
- dd) That the subsidy will be collected by myself upon presentation of positive identification at the municipal offices on a monthly basis
- ee) That the council may supply me with pre-paid metering devices that it may deem necessary for the provision of services to me

.....  
Date

.....  
Signature/Thumb Print of Applicant

Council Attesting Official

The consequences of the above declaration made by the applicant was explained to him/her and he/she indicated that –

- (a) the contents of the declaration was understood; and
- (b) that if found to be untrue, he/she would automatically be disqualified from receiving any subsidy. He/she will be liable for the immediate repayment of any subsidy received and may have criminal proceedings instituted against him/her as the Council may deem fit.

.....  
(Print full name)

.....  
Date

.....  
Signature

Ex Officio Commissioner of Oath Rep of South Africa

**PERSONAL PARTICULARS (CONTINUE)**

SURNAME: .....

FIRST NAME: .....

IDENTITY NUMBER: .....

ACCOUNT NUMBER: .....

ADDRESS: .....

.....

.....

DO YOU OWN FIXED PROPERTY?      YES .....      NO .....

MUNICIPAL VALUATION .....

**FAMILY COMPOSITION**

SPOUSE FIRST NAME: .....

MAIDEN NAME: .....

IDENTITY NUMBER: .....

CHILDREN OR LODGERS NAMES	DATE OF BIRTH DD MM YYYY	INCOME

EMPLOYED: .....      SELF-EMPLOYED:.....      UNEMPLOYED:.....

OCCUPATION: .....

NAME OF EMPLOYER: .....

**INCOME:**

GROSS SALARY:    R..... P/M    WAGES: R..... P/M

WIFE'S EMPLOYER: .....

TELEPHONE NUMBER: .....      MONTHLY INCOME: R.....

PENSION INCOME: ..... P/M    OTHER .....P/M

**C) HOUSEHOLD DETAILS:**

1.1 Main house details

5 ROOM PLUS

4 ROOM

\_\_\_\_\_

3 ROOM

2 ROOM

1 ROOM

SHACK

1.2 Do you rent out part of your household

YES	NO
-----	----

1.3 Are you the

Owner

Tenant

Tenant with council

**ELECTRICITY SUPPLY**

2.1 Do you have electricity

YES	NO
-----	----

2.2 Average monthly electricity account

2.3 Do you pay regularly for electricity

YES	NO
-----	----

2.4 If NO to the above why not

Do not want to

Not happy with account

No money

2.5 Do you use electricity for

Cleaning

Cooking

TV / Radio

Lights

Heating Water

Heating house

Washing machine

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**WATER REFUSE AND SEWERAGE**

3.1 Do you have a water meter

YES	NO
-----	----

3.2 Do you have refuse collection

YES	NO
-----	----

3.3 Do you have waterborne sewerage

YES	NO
-----	----

3.4 Average monthly payment

Water	R
Refuse	R

3.5 Do you pay regularly for the above services

3.6 If NO to the above why not

Do not want to

Not happy with account

No money


**GENERAL FINANCIAL ASPECTS**

4 How do you manage regarding the following

4.1 Clothing

\_\_\_\_\_

4.2 Food

\_\_\_\_\_

4.3 Shelter

\_\_\_\_\_

4.4 Medical Expenses

\_\_\_\_\_

**SOCIAL / EMPLOYMENT ASPECTS**

**5 Employment**

5.1 Have you held a job for more than 6 months

YES	NO
-----	----

5.2 Have you ever worked before

--	--

5.3 What type of work have you done before

5.4

_____	
-------	--

5.5 If Yes, what kind of skill

\_\_\_\_\_

5.6 If No, what skill would you like

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**D) ATTACH THE FOLLOWING DOCUMENTS:**

1. PROOF OF INCOME/AFFIDAVIT

- 2. AFFIDAVIT THAT INFORMATION SUPPLIED IS CORRECT
- 3. COPY OF IDENTITY DOCUMENT FOR YOURSELF AND/OR SPOUSE
- 4. CURRENT MUNICIPAL SERVICES ACCOUNT/STATEMENT

NOTE:

IT IS YOUR DUTY TO INFORM THE CEDERBERG LOCAL MUNICIPALITY SHOULD YOUR CIRCUMSTANCES CHANGE.

YOU WILL BE DISQUALIFIED FOR THE SUBSIDY SHOULD YOU PAY AFTER THE DUE DATE.

I DFCLARE THAT I HAVE READ THIS FORM AND THAT ALL THE PARTICULARS ARE TRUE AND CORRECT.

I AGREE THAT MY NAME BE SUBMITTED TO THE INFORMATION TRUST CORPORATION (CREDIT BUREAU).

.....  
APPLICANT SIGNATURE

.....  
DATE

.....  
RECOMMENDED BY

.....  
DATE

.....  
APPROVED BY

.....  
DATE

**NOTE:**

**ANY PERSON WHO SUPPLIES FALSE INFORMATION WILL BE DISQUALIFIED FROM FURTHER PARTICIPATION IN THE SUBSIDY SCHEME AND WILL BE LIABLE FOR THE IMMEDIATE RE-PAYMENT OF ALL SUBSIDIES.**

**E) ACKNOWLEDGEMENT OF DEBT**

I the undersigned ..... Identity No. ....

an adult male/female, married/unmarried, married in/out of community of property do hereby acknowledge that I am truly and lawfully indebted to the Local Municipality in the sum of R..... plus interest at the rate of ..... per annum arising from non-payment of rates and taxes.

I promise and agree to pay the said amount to the Cederberg Local Municipality as follows:

1. An initial payment of R..... and additional payments of R..... each, the first payment to commence on the 1<sup>st</sup> day of ..... 20..... and thereafter on the 1<sup>st</sup> day of each and every month.
2. I agree to pay the said amounts at the Municipal Office every month on or before the due date until the outstanding amount is fully settled.
3. Should any payment not be paid on the due date, the full amount outstanding shall become due and payable immediately.
4. Should I fail as aforementioned for whatever reason then the Local Municipality is hereby authorised to levy execution against my assets without first a Court Order to do so in terms of the rules of the Supreme Court applicable to the execution of a judgement date.

In the event of my committing a breach of any provision of this Acknowledgement of Debt, at the option the creditor the said Capital Sum and any other sum whatsoever arising by me to the creditor in terms of this Acknowledgement of Debt shall be considered as legally claimable due, without notice and it is expressly understood that the waiver of the provisions of any terms of this Acknowledgement of Debt by the Creditor at any time previously, shall not under any circumstance prejudice the Creditor's right without any previous legal demand to avail himself to the provisions of this paragraph.

All benefits from legal exceptions non numerate pecuniae, non causa debiti with the end effect of which I declare myself to be fully acquainted with, are hereby renounced.

I choose domicilium citandi et executandi at	I choose domicilium citandi et executandi at
--	--

.....	.....
.....	.....

I agree and consent that the terms of this Acknowledgement of Debt be made an Order of the Cederberg Local Municipality

.....  
Debtor

.....  
Cederberg Local Municipality

Signed at ..... this ..... day of ..... 20 .....  
On behalf of the Cederberg Local Municipality

NOTICE (REVERSE SIDE OF DEBT ACKNOWLEDGEMENT)

1. By my signature hereto, I undertake to pay all the attorney and client cost and collection commission in the event of the Municipality instituting action for recovery of monies due for services rendered in terms hereof.
2. Deposits are not transferable.
3. Refunds of deposits will be made by cheque only and within 30 days of termination of agreement.
4. If consumer fails to pay his account before or on the due date, a notice to such effect may be rendered. The costs involved will be charged to the consumer's account.
5. Interest at the rate as from time to time determined will be charged on overdue accounts.
6. If a consumer fails to adhere to the said notice (refer to 4 above) the water supply may be terminated. The costs involved will be charged to the consumer's account.
7. In terms of the standard water and electricity by-laws, a deposit should be at least double the cost of the average monthly consumption, based on the consumption which the applicant is in the treasurer's opinion likely to use during any twelve consecutive months.
8. Change of address must be notified within 14 days.