

**PART 4**  
**SUMMARY OF  
CHANGES TO  
POLICIES**

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The complete detailed policies are available on the municipal website – [www.stevetshwetelm.gov.za](http://www.stevetshwetelm.gov.za) for public scrutiny.

#### **1. NEW POLICES**

The following new policy was developed:

##### **1.1 Pay day policy**

The purpose of this policy is to regulate the date on which councillors and employees of the Steve Tshwete Local Municipality will receive their remuneration and/or allowances.

#### **2. AMENDED POLICIES**

##### **2.1 Asset management policy**

The policy was outdated and amended in total.

Thus the complete new policy is attached to the agenda.

The main amendments are:

- Inclusion of statutory and regulation framework.
- Internal control.
- Classification, aggregation and components.
- Accounting for property, plant and equipment.
- Financial disclosure.

##### **2.2 Budget policy**

The main amendments are under paragraph 10, budget virements, to improve current procedures and include the new delegation for deliverables as per Council resolution C60/11/2015.

### 2.3 Credit control and debt collection policy

The amended policy will be available on the municipal website. The main amendment is on the extension for payment of services to allow for longer periods in specific circumstances.

### 2.4 Free basic services and indigent support policy

The inclusion of the following:

- Number of water leak adjustments allowed per annum per property for indigent households.
- Paragraph 10.4 - 10.6 on the administration of indigent support. (approval, recording and procedures)
- Definition for “permanently employed”

### 2.5 Petty cash policy

Amendment to paragraph 7 – transfer of petty cash bins and keys.

Paragraph 7.4(c) was deleted and 7.6 amended to include accountant expenditure.

The inclusion of paragraph 14 on general administration to regulate the distribution of petty cash.

### 2.6 Property rates policy

The inclusion of paragraph 13.1.8 to allow for rebates on new business developments by private developers.

### 2.7 Short term risks and liabilities policy

The main amendments were to align the policy to the current insurance profile:

- Inclusion of special life and disability cover for councillors and special risk cover as per the determination of upper limits.
- Amendments to paragraph 8 to align the insurance procedure to the policy.
- Minor amendments to the wording under paragraph 4.3 – contingencies and risks specially excluded.

### 2.8 Supply chain management policy

The complete amended policy will be placed on the municipal website to include the amendments to the new web based

central supplier database and infrastructure procurement as per the guidelines in MFMA circular 77 and 81.

Amendment to increase the validity period on tenders for goods and services and infrastructure projects.

## 2.9 Tariff policy

The main amendments are:

- Inclusion of water restriction tariffs under paragraph 8.14.
- Incorporation of Council resolution C10/07/2015 on water deposits under paragraph 12.2.

## 2.10 Travelling and subsistence policy

The amendments are:

- Inclusion of paragraph 6.6 for travelling inside the municipal area.
- Inclusion of paragraph 7.9 to regulate the period for submission of claims.
- Amendment to paragraph 11.4 to regulate the limits for accommodation.
- Amendment to the maximum amounts according to the SARS schedules:
  - 12.1.2 - "R350,00" to "R370,00"
  - 12.2 - "R109,00" to "R115,00"
  - 13.1 - "R109,00" to "R115,00"
  - 13.2 - "R109,00" to "R115,00"
- Amendment to the maximum accommodation amount for interviews:
  - 16.2 - "R500,00" to "R750,00"
- Amendment to allow for a 15% deviation when travelling to an official designation.
- Inclusion of paragraph 7.10 to consider the cost containment measures issued by National Treasury.
- Inclusion of paragraph 6.6 to allow employees not receiving a travel allowance to travel inside the municipal boundaries.

- Inclusion of paragraph 6.7 disallowing employees and councillors in receipt of fixed term contracts to travel within the municipal area.

### 3. **UNCHANGED POLICIES**

The following policies remain unchanged and are available on the municipal website:

- Blacklisting policy
- Borrowing policy
- Funding and reserves policy
- Investment and surplus funds policy
- Methodology - classification and treatment of land policy
- Methodology - impairment and assessment of useful lives of assets policy
- Methodology - impairment of receivables policy
- Unclaimed monies policy
- Write-off of debtors policy