

***CONFIDENTIAL***

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# **ANNEXURE**

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**MANGAUNG  
METROPOLITAN  
MUNICIPAL COUNCIL**

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**ITEMS 22.2 (Pages 1-20)**

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**FRIDAY  
SEPTEMBER 30, 2016  
AT 10:00**

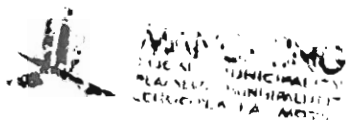
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**MANGAUNG  
METROPOLITAN  
MUNICIPALITY**

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**Bram Fischer Building  
BLOEMFONTEIN**



**MANGAUNG**

METRO MUNICIPALITY  
METRO MUNISIPALITEIT  
LEKGOTLA LA MOTSE

DIRECTORATE  
CORPORATE SERVICES

23-08-2016

Refer to: Mr. M Mothekhe  
Reference/File No: 4/4/1  
Telephone Ext: 051 405 8543  
Date: August 23, 2016

**THE SPEAKER  
COUNCIL ITEM**

**ENDORSEMENT AND APPLICATION OF POLICIES, BY-LAWS AND RESOLUTIONS**

**1. PURPOSE**

The purpose of this report is to request the Mangaung Metropolitan Municipal Council to endorse and apply policies, by-laws and resolutions of the Mangaung Metropolitan Council and erstwhile municipalities prior to the August 3, 2016 Local Government Elections.

**2. INTRODUCTION**

Municipal by-laws are public regulatory laws which apply in a certain municipal area. The main difference between a by-law and a law passed by a National or Provincial body is that a by-law is made by a municipality, which derives its authority from another governing body and can only be made on a limited range of matters. A Municipal Council usurps its power to pass laws through a law of the National or Provincial government which specifies which aspects of the legislation the town or city may regulate through by-laws.

The legal nature of a municipality is established by determining its status as a juristic entity with a separate legal personality. A municipality consists of its governing structures, administration and residents and communities within its boundaries. This is intended to lay the foundation for the affairs of the municipality to be run in partnership between councillors and the community.

The relationship that holds the affairs between the municipality and her residents is governed by the well-established policies and by-laws. Not only must the municipality create formal structures and processes through which the public may participate, it must also facilitate such participation by simplifying the manner in which it does business, by making its rules and by-laws accessible to the public and keeping its constituency informed about its main activities. Overriding rules which may relate to compliance, expectations and adherence must be clearly defined, and be known by stakeholders as soon as possible.

**3. BACKGROUND**

The MEC for Co-operative Governance and Traditional Affairs, issued in terms of Proclamation number 47 of July 22; 2016, which stipulates in terms of paragraph 10(1) and 11(1); (2); (3) the following, namely

- i) By-laws and resolutions (including standing resolutions) of the disestablished municipality (Naledi Local Municipality) are in force on the effective date, continue to be in force in the area in which they were applicable subject to any amendment or repeal by the new municipal successor for that area"

- ii) Unless inconsistent with the context or clearly inappropriate, a reference in any such by-law or resolution (including standing resolutions) to the respective disestablished municipality must be construed as reference to the municipality which has to apply the by-law or resolution (including standing resolution).

The Mangaung Metropolitan Municipality boundaries were re-aligned after the Local Government elections and the following geographic areas were incorporated, namely the former Naledi Local municipality and Soutpan/Ikgomotseng town. Mangaung Metropolitan Municipality is therefore defined as " a city comprised of Bloemfontein, Botshabelo, Thaba Nchu, Soutpan, Dewetsdorp and Wepenaar".

#### 4. DELIBERATIONS

- 4.1. A list of by-laws and policies that were inherited from the Mangaung Metropolitan Municipality is attached as **Annexure A** and list of policies of former Naledi Local Municipality is attached as **Annexure B**. Secondly, for the geographical area called Soutpan/ Ikgomotseng which previously was part of Masilonyana Local Municipality, a list of policies and by-laws which were applicable in that area is attached as **Annexure C**.
- 4.2. For administrative process Mangaung Metropolitan Municipality by-laws and Policies for all practical purposes and intent should not be enforced in the newly incorporated areas, but all policies and by-laws which existed prior to August 03, 2016 continue to be in force until process of review has been instituted both in Soutpan /Ikgomotseng and former Naledi Local Municipal area.
- 4.3. The purpose of the review process is to adopt and implement an effective and practical set of by-laws which deal with all the issues that metropolitan municipality deem necessary to regulate by means of legislation.
- 4.4. it is however, deemed necessary for councillors and officials to be informed of the statutory provisions that deal with the drafting, approving and promulgation of by-laws to ensure that the interest of the community are best served and the prescribed laws are complied with, the obligatory legislation that deal with the by-laws of municipalities are the following;
  - 4.4.1 Constitution of the Republic of South Africa (Act 108 of 1996) provides that;
    - a) a municipality may make and administer by-laws for the effective administration of the matters which it has the right to administer {section 152(2)};
    - b) passing of a by-law is a function of the council of a municipality which may not be delegated {section 160(2)};
    - c) no by-law may be passed by a council of a municipality unless:
      - unless all members of a council have been given reasonable notice {section 160(4)(a)};
      - the proposed by-law has been published for public comment {section 160(4)(b)}
    - (d) a municipal by-law may be enforced only after it has been published in the official gazette of the relevant province {section 162(1)}

4.4.2. The Local Government : Municipal Systems Act, 2000 provide, that;

- a) only member or committee of a municipal council may introduce a draft by-law in the council {section 12(1)};
- b) a by-law must be made by a decision taken by a municipal council in accordance with the rules and orders of the council and with a supporting vote of a majority of the council {section 12(2)};
- c) no by-law may be passed by a municipal council unless all members of the council have been given reasonable notice and proposed by-law has been published for public comment in a manner that allows the public an opportunity to make representations with regard to the proposed by-laws {section 12(3)};
- d) a by-law passed by a municipal council must be published promptly in the provincial gazette and feasible, also in a local newspaper or in any other practical way to bring the contents of the by-law to the attention of the local community and takes effect when published or on a future date determined in or in terms of the bylaw {section 13}.

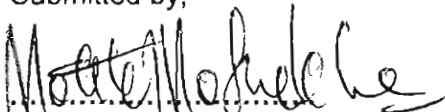
4.5. To comply with the above-mentioned statutory provisions, it is proposed that the following procedure be followed during the review process for the drafting, extension, approving and promulgation of the by-laws of the municipality;

- each department (directorate) accept full responsibility for the drafting, extension and finalization of those by-laws which are deemed necessary to regulate the effective service delivery and proper functioning of the department;
- that a time-line of nine (9) months (from the date of approval of this report) period be granted to the (Acting) City Manager to ensure that the process is concluded and report back to council with the proposed draft by-laws applicable in the affected areas;
- that the procedure to be followed is as per the provisions of the policy on the public participation in the development and adopting of policies and by-laws;
- after approval of the by-law by the Council, it must be published in the provincial gazette by the Legal division where after it may be enforced by the directorate concerned.

**5. RECOMMENDATION**

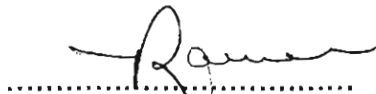
- a) the Metropolitan Municipal Council take note of the statutory provisions relating to the By-Laws of the municipality and the existing by-laws of the former Naledi Local Municipality and those of Masilonyana Local Municipality which are applicable to Soutpan/ Ikgomotsng as set out in the attached Annexures A and B respectively;
- b) that the Metropolitan Municipal Council fully endorse the application of these existing Policies and By-laws as listed in Annexure A, and moreover endorse the application of policies in the affected areas until such time that a review, extension and promulgation of Mangaung Metro by-laws had been effected;
- c) that each directorate be requested to;
  - i) identify those services and functions of the directorate which are deemed necessary to be regulated by mean of by-laws as soon as possible;
  - ii) the City Manager compile a time table for completion of the process of reviewing, extending and drafting the by-laws for the new geographic areas of Soutpan / Ikgomotseng and former Naledi Local Municipality;
  - iii) that a time-line of nine (9) months (from the date of approval of this report) period be granted to the City Manager to ensure that the process is concluded and report back to council with the proposed draft by-laws applicable to the whole Mangaung Metropolitan Municipal boundaries;
- d) that in compliance with the provisions of the MFMA (Act No 53 of 2003) and the Systems Act (Act No. 32 of 2000), a list of policies and by-laws applicable in the Mangaung Municipal jurisdiction prior to August 03, 2016 be noted, endorsed and approved as policies of the Mangaung Metropolitan Municipality.

Submitted by;



**MOTETE MOTHEKHE**  
**GM: CORPORATE SECRETARIAT**

**Supported / Not Supported**



**MJ RAMAEMA**  
**HOD: CORPORATE SERVICES**

**Recommended/ Not Recommended**



**ADVOCATE MEA**  
**ACTING CITY MANAGER**

**Approved/ Not Approved**

**EXECUTIVE MAYOR**  
**CLLR. O MLAMLELI**

**LIST OF EXISTING POLICIES: MANGAUNG METROPOLITAN MUNICIPALITY, as at August 2016**

ANNEXURE "A"

Item No	POLICY	OBJECTIVE	APPROVAL DATE	RELEVANT DIRECTORATE
1	Asset Management	Provides direction for the management, accounting and control of property, plant and equipment owned or controlled by the Municipality	December 17, 2010	Finance
2	Banking and Investment	Ensures that the Municipality's financial resources are managed efficiently and effectively, maintain liquidity and adhere to legal requirements	November 1, 2003	Finance
3	Budget	Sets budgeting principles which the Municipality will follow in preparing each annual budget as well as the responsibilities of the Chief Financial Officer in compiling such budget	June 29, 2010	Finance
4	Cash Receipting and Banking	Ensures procedures and internal control are in place to prevent mishandling of the Municipality's funds, safeguard and protect employees from inappropriate charges of mishandling funds by defining their responsibilities in the cash handling process	December 17, 2010	Finance
5	Commitments	Defines the responsibilities of the Municipality in terms of the MFMA with regard to the disclosure of both approved and contracted for and approved but not yet contracted for commitments in the annual financial statements	December 17, 2010	Finance
6	Credit Control and Debt Collection	Ensures that all monies owed to the Municipality are collected within a reasonable period and all debtors owing money to the Municipality are treated in a fair and equitable manner	June 28, 2011	Finance
7	Customer Care	Aims to create a positive and mutual relationship between the Community and the Municipality	November 27, 2003	Corporate services
8	Delegation Of Powers	Ensures maximum administrative and operational efficiency and delegate decision making to the most effective level within the administration	September 12, 2002 and amended on April 3, 2007	Office of the Municipal Manager
	Disposal of Municipal Land	Manages the disposal of Municipal land and other immovable	September 1,	Economic

9	and other Immovable Capital Assets	capital assets that are not needed to provide the minimum level of basic Municipal services and are surpluses to the Municipality's requirements	2005 and amended May 18, 2006	Development and Planning
10	Fleet Management Policy	Purpose is to establish a uniform code of practice and conduct for all users, driver and operators of the Municipality and to address aspects of daily vehicle and plant operations	April 19, 2011	Infrastructural Services
11	Employee Benefits Obligations	Ensures the appropriate recognition criteria and measurement basis are applied accordingly to ensure compliance to the Accounting Standards	December 17, 2010	Corporate Services
12	Employment	Sets out a policy statement and procedures of the Municipality and these shall be applicable for recruitment, selection, appointment and/or promotion of internal and external candidates for jobs	December 15, 2003	Corporate Services
13	Environmental Management	Ensuring the integration of environmental issues into local government decision-making at all levels and that current generations use natural resources in such a way as to maximise the benefit to all, whilst those resources are protected for the use of future generations	July 2006	Economic Development and Planning
14	Financial Asset Impairment	Reviewing financial assets annually for any evidence of impairment and any impairment clause is recognised immediately in the statement of financial performance	December 17, 2010	Finance
15	Financial Instruments	It gives rise to a financial asset of one entity and a financial liability or equity instrument of another entity	December 17, 2010	Finance
16	Home Stay Programme	Aims to provide an operational framework in which an individual or a group of home owners and agencies could provide private or contracted family dwelling to visitors, tourists for accommodation in exchange for payment	Approval date unknown	Community and Social Development
17	Housing	Regulates allocation of Municipal rental accommodation as well as government subsidies housing and allocation of sites in tribal areas which happen within the framework of the Traditional Leadership and Governance Framework Act, Act of 2003	December 15, 2005	Economic Development and Planning



18	Indigent	Identifies, supports and administer households or persons who are due to their adverse economic conditions and are not able to afford basic Municipal services	May 16, 2008	Finance
19	Information Technology	Ensures the effective protection and proper usage of computer systems and will therefore assist in maintaining systems at operational level	January 31, 2011	Office of the Municipal Manager
20	Language	The Constitution of the RSA Act 108 of 1996 stipulates that municipalities must take into account the language usage and preferences of its residents and in light of this, the Municipality had identified the municipal and administrative languages for the purpose of conducting business	May 27, 2004	Office of the Municipal Manager
21	Leave	Provides clear guidance, assist with interpretation, establish a common understanding and provide consistency to the application of leave matters	June 28, 2011	Corporate Services
22	Outdoor Advertising	Any form of advertising has to be done in line with the South African Manual for Outdoor Advertising	November 2008	Economic Development and Planning
23	Performance Management	Sets key performance indicators as well as measurable performance targets whereby performance needs to be monitored, measures and reviewed annually	August 2002	Corporate Services
24	Performance Reward Scheme	Motivates employees towards the successful implementation of strategies and increase overall organisational motivation and efficiency	August 2002	Corporate Services
25	Petty Cash	Defines the responsibilities of the Municipality in terms of the MFMA with regard to petty cash to prevent mishandling of petty cash by implementing internal controls	December 17, 2010	Finance
26	Preparation of Financial Statements	Outlines guidelines for the preparation of the annual financial statements	December 17, 2010	Finance
27	Prepayment Water Meter	Oversees and provide for the installation of prepayment water meters	June 28, 2011	Finance



28	Property Rates	Ensures that rates are levied in accordance with market value of the property	June 29, 2010	Finance
29	Provision and Accruals	A mechanism designed to assist the Municipality in ensuring that provisions/accruals are identified and accounted for	December 17, 2010	Finance
30	Policy on Development and Review of Policies and By-Laws	Ensures and improve consultation and engagement between Councillors, Community and Officials as well promoting transparency to the Public during the development, adoption and amendment of Policies and By-laws	April 20, 2012	Corporate Services
31	Public Places and Street Naming	Serves as a guideline in renaming and naming new or previously unnamed features	January 2009	
32	Revenue	Ensures a fair and accurate billing and collection of all outstanding monies for services rendered as stipulated in the MFMA	December 17, 2010	Finance
33	Risk Management	Provides guidelines on the risk management and also stipulates the required reporting standards and procedures	approval date unknown	Finance
34	Safety, Health and Environmental	Ensures compliance with relevant legislation as well as developing, implementing and maintaining management systems based on the safety, health and environment	May 9, 2001	Corporate Services
35	Smoking in the Workplace	The intention is to designate certain smoking areas on Council premises and to ensure that employees who do not want to be exposed to tobacco smoke are protected in the workplace	May 24, 2004	Community and Social Development
36	Spatial Development Framework	Aims to link, integrate and co-ordinate plans with spatial implications and takes into account proposals for the development of the Municipality and aligns the resources and capacity of the Municipality with the implementation of the plan	2005-06	Economic Development and Planning
37	Supply Chain Management	Gives effect to the provisions of the MFMA and transform procurement and provisioning practices in the Municipality into an integrated supply chain management function. It ensures that all procurements and disposals as well as appointment of prospective service providers, is done in the most effective, efficient and consistent manner	June 28, 2011	Finance

38	Tariffs	The Municipality's obligation to adopt, maintain and implement the policy on levying of fees and other charges for the Municipal services rendered	November 27, 2003	Finance
39	Travel And Subsistence Allowance	Provides framework on accommodation and subsistence allowance which will be borne by the Municipality (for both Councillors and Municipal officials) for travelling within the boundaries of South Africa on official duty	August 31, 2006	Finance
40	Unauthorised, Irregular, Fruitless and Wasteful Expenditure	Ensures compliance and proper internal control over expenditure and to prevent unnecessary expenditure and depletion of the budget	June 29, 2010	Finance
41	Uniform and Protective Clothing	Gives directive on allocation, issuing of and control over uniforms and protective clothing	July 1986	Corporate Services
42	Urban Open Space	Ensuring the integration of environmental issues into local government decision-making at all levels and that current generations use natural resources in such a way as to maximise the benefit to all, whilst those resources are protected for the use of future generations	July 2006	Economic Development and Planning
43	Water Estimates	Ensures that water consumptions are reliably estimated when no meter water meter readings available for those meters where water consumption most probably did occur	June 28, 2011	Infrastructural Services
44	Youth	It is a guideline to all stakeholders with regard to what the Municipality intends to do on the development of youth in order to enhance their quality of life	November 2005	Corporate Services
45	Parking	It deals with the regulation of parking at and around the Municipality's premises to ensure that a transparent and equitable process in the management of parking facilities, guiding officials in the allocation and control of all designated parking areas and ensuring parity in the allocation and usage thereof	August 24, 2012	Community and Social Development

**LIST OF EXISTING BY-LAWS: MANGAUNG METROPOLITAN MUNICIPALITY, as at August 2016**

No.	BY-LAW NAME	DESCRIPTION / PURPOSE	DATE OF PROMULGATION	PROVINCIAL GAZETTE №
1	Sporting Facilities	Provides for the regulation and management of sporting facilities in order to provide for safety and matter incidental thereto	14 March 2014	Notice № 96 of 14 March 2014
2	Child care facilities	Provide for the registration and grading of child care facilities, for the regulation and management of activities in respect of such facilities and for matters in connection therewith	26 September 2008' amended 24 June 2016	Notice № 62 of 26 September 2008, Amendment Notice № 34 of 24 June 2016
3	Unightly and Neglected Buildings and Premises	Provides for the identification, monitoring and control of dilapidated, unsightly and neglected buildings or premises and to provide for matters incidental thereto	14 March 2014	Notice № 96 of 14 March 2014
4	Encroachment on Property	Enables the Municipality to monitor any physical object which intrudes on or over Municipal property or property which the Municipality has control over or other property in respect of which servitude or other property right has been registered in favour of the Municipality	24 June 2016	Notice № 35 of 24 June 2016
5	Public Amenities	Promotes the achievement of a safe and peaceful environment and to provide for procedures, methods and practices to regulate the use and	24 June 2016	Notice № 35 of 24 June 2016

			management of public amenities, and to provide for matters incidental thereto		
6	Public Nuisance		Provides for a safe, healthy and peaceful living environment in which people exercise their Constitutional rights responsibly, respect the rights of others and matters incidental thereto	24 June 2016	Notice № 35 of 24 June 2016
7	Discharge of Industrial Effluent		Provides for the regulation and management of the discharge of industrial effluent and matters in connection therewith	26 September 2008, amended 24 June 2016	Notice № 60 of 26 September, Amendment Notice № 34 of 24 June 2016
8	Electricity Supply		Entails general conditions in terms of supplying electricity within the jurisdiction of the Municipality by Centlec and to provide for matters incidental thereto	28 October 2005, amended 24 June 2016	Notice № 110 of 28 October 2005, Amendment Notice № 34 of 24 June 2016
9	Fresh Produce Market		Provides for the regulation and management of activities on and in respect of the municipal fresh produce market and to provide for matters incidental thereto	10 July 2009, amended 24 June 2016	Notice № 105 of 10 July 2009, Amendment Notice № 34 of 24 June 2016
10	Traffic Regulations		Provides for the regulation of traffic control, and road safety within the area of jurisdiction of the Municipality, and to provide for matters incidental thereto	24 June 2016	Notice № 35 of 24 June 2016
11	Building Regulations		Provides for the regulation and control of building activities in respect of construction, demolition aesthetics, standard setting, building plans and inspection, and to provide for matters incidental thereto	24 June 2016	Notice № 35 of 24 June 2016
12	Lease of Municipal Halls		Provides rules and procedures that people who	28 October 2005,	Notice № 114 of 28 October

		desire to lease Municipal halls needs to adhere to	amended 24 June 2016	2005, Amendment Notice № 34 of 24 June 2016
<b>13</b>	Credit Control and Debt Collection	Provides for the regulation and management of activities in respect of credit control and debt collection, and to provide for matters incidental thereto	22 March 2013	Notice № 87 of 22 March 2013
<b>14</b>	Control of Collections	Provides for regulations and conditions relating to collection of money, goods or contributions from the public in public places or by means of visits to residential or public places	28 October 2005, amended 24 June 2016	Notice № 112 of 28 October 2005, Amendment Notice № 34 of 24 June 2016
<b>15</b>	Municipal Swimming Pools	Provides for the regulation and management of swimming pools	27 September 2002, amended 24 June 2016	Notice № 98 of 27 September 2002, Amendment Notice № 34 of 24 June 2016
<b>16</b>	Municipal Cemeteries	Provides a guideline pertaining to burials, cremation, exhumation and maintenance thereof	27 September 2002, amended 26 September 2008, further amended 24 June 2016,	Notice № 97 of 27 September 2002, Amendment Notice № 61 of 26 September 2008, Amendment Notice № 34 of 24 June 2016
<b>17</b>	Keeping of Animals, Poultry and Bees	Provides for the protection of public from nuisances, danger and outbreak of diseases, curbing over-population of animals by regulating places, numbers and kinds of animals that may be kept and to protect animals from cruelty, and provide for matters in connection therewith	24 June 2016	Notice № 35 of 24 June 2016
<b>18</b>	Display of Property Numbers and Names	Provides a guideline on how numbers and names shall be allocated and displayed on properties and streets	28 October 2005, amended 24 June 2016	Notice № 113 of 28 October 2005, Amendment Notice № 34 of 24 June 2016
<b>19</b>	Outdoor Advertising	Provides for the regulation and management of activities on and in respect of outdoor advertising, and to provide for matters in connection therewith	21 November 2008, amended 09 October 2015	Notice № 77 of 21 November 2008, Amendment Notice № 101 of 09 October 2015

20	Parking	Provides for management and control of parking within the area of jurisdiction of the Municipality in order to provide for safe environment and matter incidental thereto	22 March 2013	Notice № 87 of 22 March 2013
21	Waste Management	Provides for the regulation and management of activities on waste management and to provide for matters in connection therewith	25 October 2013	Notice № 60 of 25 October 2013
22	Municipal Parks	Provides for the regulation, management and control in respect of the admission of persons, animals and vehicles to municipal parks and recreational facilities therein, and to provide for matters in connection therewith	24 June 2016	Notice № 35 of 24 June 2016
23	Tariffs	Provides for the prescribing of tariffs in respect of municipal services and other related matters by Council	22 March 2013	Notice № 87 of 22 March 2013
24	Municipal Land Use Planning	Provides for the regulation and control of activities on and in respect of special planning and land use management, and to provide for matters in connection therewith	03 July 2015	Notice № 35 of 03 July 2015
25	Disaster Management	Provides for the proper regulation and planning of disaster management in advance and to provide for matters in connection therewith	24 June 2016	Notice № 35 of 24 June 2016
26	Municipal Public Streets	Provides for the regulation and control of the cleaning and maintaining of public streets and public places, matters incidental thereto	24 June 2016	Notice № 35 of 24 June 2016

27	Noise Control	Provides for the control and prevention of noise pollution and matters incidental thereto	24 June 2016	Notice № 35 of 24 June 2016
28	Standing Rules And Orders	Prescribes how the business of the Council and its Committees shall be conducted	15 July 2016	Notice № 44 of 15 July 2016
29	Informal Trading	Regulates informal trading within the area of jurisdiction of the Municipality	24 June 2016	Notice № 35 of 24 June 2016
30	Water Services	Serve as a guideline for the provision of water in terms of various levels of services to consumers at a fee as determined by the Municipality	25 October 2013	Notice № 60 of 25 October 2013
31	Environmental Health Services	Enables the Municipality to set minimum environmental health standards to prevent disease, prolong life, protect and promote health and well-being of people in the municipal area and to provide for matters in connection therewith	25 October 2013	Notice № 60 of 25 October 2013
32	Events	Provides for the regulation of holding or hosting of events within the area of jurisdiction of the Municipality in a manner that is properly coordinated, safe and secure, and matters incidental thereto	24 June 2016	Notice № 35 of 24 June 2016
33	Fire-fighting Services	Provides for the establishment, operation, control and regulation of fire-fighting services and matters incidental thereto	25 October 2013	Notice № 60 of 25 October 2013
34	Informal Settlements	Provides for the control, prevention, regulation and monitoring of informal settlements and other related matters and prescribes how the	25 October 2013	Notice № 60 of 25 October 2013



		Municipality should address and deal with the issues relating to informal settlements		
<b>35</b>	Initiation Schools	Enables the Municipality to set minimum standards in respect of holding of initiation schools within the area of the Municipality	24 June 2016	Notice № 35 of 24 June 2016 <i>(NB: by-law not enforceable or applicable pending the assigning or delegating of the Free State Provincial Legislature's powers to Mangaung Metropolitan Council for the latter to regulate the holding of initiation schools within its area of jurisdiction)</i>
<b>36</b>	Municipal Libraries	Provides for the use of libraries, conduct in the libraries, lending or borrowing of library materials and to provide for matters in connection therewith	24 June 2016	Notice № 35 of 24 June 2016
<b>37</b>	Property Rates	Provides for Council to exercise its power to value and impose rates on immovable properties located within its area of jurisdiction in such a manner that it will contribute to effective and economic service delivery to the entire community.	24 June 2016	Notice № 86 of 24 June 2016

**LIST OF EXISTING POLICIES: MANGAUNG METROPOLITAN MUNICIPALITY, as at August 2016**

Item No	POLICY	OBJECTIVE	APPROVAL DATE	RELEVANT DIRECTORATE
1	Asset Management	Provides direction for the management, accounting and control of property, plant and equipment owned or controlled by the Municipality	December 17, 2010	Finance
2	Banking and Investment	Ensures that the Municipality's financial resources are managed efficiently and effectively, maintain liquidity and adhere to legal requirements	November 1, 2003	Finance
3	Budget	Sets budgeting principles which the Municipality will follow in preparing each annual budget as well as the responsibilities of the Chief Financial Officer in compiling such budget	June 29, 2010	Finance
4	Cash Receipting and Banking	Ensures procedures and internal control are in place to prevent mishandling of the Municipality's funds, safeguard and protect employees from inappropriate charges of mishandling funds by defining their responsibilities in the cash handling process	December 17, 2010	Finance
5	Commitments	Defines the responsibilities of the Municipality in terms of the MFMA with regard to the disclosure of both approved and contracted for and approved but not yet contracted for commitments in the annual financial statements	December 17, 2010	Finance
6	Credit Control and Debt Collection	Ensures that all monies owed to the Municipality are collected within a reasonable period and all debtors owing money to the Municipality are treated in a fair and equitable manner	June 28, 2011	Finance
7	Customer Care	Aims to create a positive and mutual relationship between the Community and the Municipality	November 27, 2003	Corporate services
8	Delegation Of Powers	Ensures maximum administrative and operational efficiency and delegate decision making to the most effective level within the administration	September 12, 2002 and amended on April 3, 2007	Office of the Municipal Manager
	Disposal of Municipal Land	Manages the disposal of Municipal land and other immovable	September 1,	Economic

9	and other Immovable Capital Assets	capital assets that are not needed to provide the minimum level of basic Municipal services and are surpluses to the Municipality's requirements	2005 and amended May 18, 2006	Development and Planning
10	Fleet Management Policy	Purpose is to establish a uniform code of practice and conduct for all users, driver and operators of the Municipality and to address aspects of daily vehicle and plant operations	April 19, 2011	Infrastructural Services
11	Employee Benefits Obligations	Ensures the appropriate recognition criteria and measurement basis are applied accordingly to ensure compliance to the Accounting Standards	December 17, 2010	Corporate Services
12	Employment	Sets out a policy statement and procedures of the Municipality and these shall be applicable for recruitment, selection, appointment and/or promotion of internal and external candidates for jobs	December 15, 2003	Corporate Services
13	Environmental Management	Ensuring the integration of environmental issues into local government decision-making at all levels and that current generations use natural resources in such a way as to maximise the benefit to all, whilst those resources are protected for the use of future generations	July 2006	Economic Development and Planning
14	Financial Asset Impairment	Reviewing financial assets annually for any evidence of impairment and any impairment clause is recognised immediately in the statement of financial performance	December 17, 2010	Finance
15	Financial Instruments	It gives rise to a financial asset of one entity and a financial liability or equity instrument of another entity	December 17, 2010	Finance
16	Home Stay Programme	Aims to provide an operational framework in which an individual or a group of home owners and agencies could provide private or contracted family dwelling to visitors, tourists for accommodation in exchange for payment	Approval date unknown	Community and Social Development
17	Housing	Regulates allocation of Municipal rental accommodation as well as government subsidies housing and allocation of sites in tribal areas which happen within the framework of the Traditional Leadership and Governance Framework Act, Act of 2003	December 15, 2005	Economic Development and Planning

18	Indigent	Identifies, supports and administer households or persons who are due to their adverse economic conditions and are not able to afford basic Municipal services	May 16, 2008	Finance
19	Information Technology	Ensures the effective protection and proper usage of computer systems and will therefore assist in maintaining systems at operational level	January 31, 2011	Office of the Municipal Manager
20	Language	The Constitution of the RSA Act 108 of 1996 stipulates that municipalities must take into account the language usage and preferences of its residents and in light of this, the Municipality had identified the municipal and administrative languages for the purpose of conducting business	May 27, 2004	Office of the Municipal Manager
21	Leave	Provides clear guidance, assist with interpretation, establish a common understanding and provide consistency to the application of leave matters	June 28, 2011	Corporate Services
22	Outdoor Advertising	Any form of advertising has to be done in line with the South African Manual for Outdoor Advertising	November 2008	Economic Development and Planning
23	Performance Management	Sets key performance indicators as well as measurable performance targets whereby performance needs to be monitored, measures and reviewed annually	August 2002	Corporate Services
24	Performance Reward Scheme	Motivates employees towards the successful implementation of strategies and increase overall organisational motivation and efficiency	August 2002	Corporate Services
25	Petty Cash	Defines the responsibilities of the Municipality in terms of the MFMA with regard to petty cash to prevent mishandling of petty cash by implementing internal controls	December 17, 2010	Finance
26	Preparation of Financial Statements	Outlines guidelines for the preparation of the annual financial statements	December 17, 2010	Finance
27	Prepayment Water Meter	Oversees and provide for the installation of prepayment water meters	June 28, 2011	Finance


















# NALEDI (ANNEXURE B)

## MUNICIPALITY'S APPROVED POLICIES REGISTER

<b>CORPORATE DEPARTMENT</b>	
1	HR policy
2	Leave policy
3	Travelling allowance policy
4	Cell phone allowance policy
5	Employee bursary policy
6	Induction policy
7	Employee Assistance policy
8	Training and Development policy
9	Recruitment Selection and Appointment policy
10	Promotion, Demotion and Transfer policy
11	Customer Care Policy
12	ICT policy
13	ICT Governance Framework
14	Performance Management Framework
15	Human Resources Strategy
<b>FINANCE DEPARTMENT</b>	
1	SCM policy
2	Indigent policy
3	Asset management policy
4	Rates Policy
5	Tariffs Policy
6	Credit Control and Debt Collection Policy
7	External Loans Policy
8	Bad Debts and Write off Policy
9	Investment and Banking Policy
10	Virement Policy
11	Indigent policy
12	Supply Chain Management Policy
13	Asset Management Policy
14	Travelling and Subsistence Policy
15	Cellphone Policy
16	Banking & Investment Policy

17	Inventory Policy
<b>MUNICIPAL MANAGER'S DEPARTMENT</b>	
<b>INTERNAL AUDIT UNIT</b>	
1	Internal Audit Charter
2	Audit Committee Charter
3	Internal Audit Plan
<b>IDP &amp; PMS UNIT</b>	
1	Performance Management Policy
2	Performance Management Framework
<b>LOCAL ECONOMIC DEVELOPMENT UNIT</b>	
1.	Commonage Policy
2.	Communication Policy
3.	Expanded Public Works Program Policy
4.	Public Participation Policy
5.	Local Economic Development Strategy
6.	Communication Plan

### COPIES OF PROVIDED POLICIES

					
Naledi Municipality Supply Chain Policy	Naledi Final Property Rates Policy - 30 Mar	Naledi Municipality TRAVEL & SUBSISTENCE Policy.pdf	Naledi Municipality Virement Policy.pdf	Naledi Inventory Policy.pdf	Naledi Municipality Budget Management
					
14 Naledi Municipality Bad Debt Policy.pdf	13 Naledi Municipality Budget Principles	11 Naledi Municipality External loans policy.	10 Naledi Municipality Indigency Managem	9 Naledi Municipality Fraud and Anti-Corru	8 Naledi Municipality Asset Management P
					
7 Naledi Municipality Cell Phone Policy.pdf	6 Naledi Municipality Overtime policy.pdf	5 Naledi Municipality Banking and Investm	4 Naledi Municipality Credit Control & Debt	3 Naledi Municipality Tariff Policy.pdf	

### MUNICIPAL BY LAWS

<b>LIST OF BY LAWS</b>
1. Dumping and Littering By-Law
2. Environmental Health By-Law
3. Cemeteries and Crematoria By-Law
4. Advertising Signs and Hoarding By-Law (Copy provided)
5. Refuse removal By-Law (Copy provided)
6. Waste Management By-Law (Copy provided)