**TARIFF POLICY**

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**2014/2015**

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# DEFINITIONS

For the purpose of this Policy any word or expressions to which a meaning has been assigned in the Act shall bear the same meaning in this Policy unless the context indicates otherwise-

1. ***Trading Services:*** Are services that the Council has classified as trading services and the tariffs have been compiled with the intention that the Council realises a surplus on the delivery of the services.
2. ***Economic services****:* Are services that the Council has classified as such and the tariffs have been compiled with the intention that the total costs of the services are recovered from customers.
3. ***Community services****:* Are services that the Council has classified as such and the tariffs have been compiled with the intention that the costs of the services cannot be recovered from public service charges and are of a regulatory nature.
4. ***Fixed costs:*** Are costs that do not vary with consumption or volume produced?
5. ***Variable costs****:* These are costs that vary with consumption or volume produced.
6. ***Total cost:*** Is the sum of all fixed and variable costs.
7. ***Flat rates:*** Are the unit tariffs that are calculated by dividing the total costs by volume used.
8. ***Two-part tariffs:*** Are tariffs that are raised to cover the fixed and variable costs separately. The fixed costs are recovered by dividing the total fixed costs by the number of customers per category and the variable costs are recovered by dividing the total variable costs by the volume consumed.
9. ***Units consumed:*** Are the number of units consumed of a particular service and are measured in terms of the units of measurement reflect in Section 6.

# PURPOSE OF THIS POLICY

The council wishes to achieve the following objectives by adopting this tariff policy:

* 1. To comply with the provisions of section 74 of the Local Government: Municipal Systems Act, 2000 (Act 32 of 2000).
  2. To prescribe procedures for calculating tariffs where the Breede Valley Municipality wishes to appoint service providers in terms of section 76(b) of the Local Government: Municipal Systems Act, 2000 (Act 32 of 2000).
  3. To give guidance to the Councillor responsible for finance regarding tariff proposals that must be submitted to Council annually during the budget process.

# TARIFF PRINCIPLES

3.1 The Council wishes to record the following tariff principles:

(a) All users of municipal services will be treated equitably. The various categories of customers will pay the same charges based on the same cost structure[[1]](#footnote-1).

(b) The amount payable will be in proportion to usage and based on the tariff structure adopted for the approved category of consumer.

(c) Indigent households will have access to basic services through lifeline tariffs or direct subsidisation in accordance with the Integrated Development Plan[[2]](#footnote-2).

(d) Tariffs will reflect the total cost of services[[3]](#footnote-3).

(e) Tariffs will be set at a level that facilitates the sustainability of services.[[4]](#footnote-4)

(f) The extent of the subsidisation of tariffs for poor households will be reported monthly to Council.

3.2 Sustainability will be achieved by ensuring that:

(a) Cash inflows cover cash outflows. This means that sufficient provision for bad debts will be made in accordance with accounting policy.

(b) Access to the capital market is maintained. This will be achieved by providing for the repayment of capital, maintaining sufficient liquidity levels and realising surpluses on trading services.

3.3 Provision will be made in appropriate circumstances for a surcharge on a tariff. This will be necessary for major breakdowns in infrastructure and periods of droughts when a restriction of usage is required[[5]](#footnote-5).

3.4 Providing for penalties to prohibit exorbitant use will encourage efficient and effective use of resources.

3.5 The extent of rebates on tariffs will be disclosed. This will be achieved by publishing the true costs of the service and the rebate as well as the source of the rebate.

# CATEGORIES OF CUSTOMERS

4.1 The tariff structure of the Breede Valley Municipality makes provision for the following categories of customers[[6]](#footnote-6)

* domestic;
* commercial;
* industrial;
* agricultural;
* institutional;
* rural;
* municipal;
* within municipal boundaries;
* not within municipal boundaries; and
* special agreements.

4.2 Where there is a substantial difference between the standard of services provided within a specified category, the Council may, after the presentation of a report by the Municipal Manager or the relevant department, determine differentiated tariffs within the specified category.

# EXPENDITURE CLASSIFICATION AND COST ELEMENTS

The Chief Financial Officer shall, subject to the guidelines of the Department of Finance and Mayoral Committee of the Council, make provision for the following classification of services:

## 5.1 Trading services:

(i) Electricity;

(ii) Water.

## 5.2 Economic services:

(i) Refuse removal;

(ii) Sewerage disposal;

(iii) Recreation Resorts.

## 5.3 Community services:

1. Air pollution;
2. Building control;
3. Cemeteries;
4. Child care facilities;
5. Control of undertakings that sell liquor to the public;
6. Facilities for accommodation, care and burial of animals;
7. Fencing and fences;
8. Fire fighting services;
9. Fixed billboards and the display of advertisements in public places;
10. Local economic development;
11. Licensing and control of undertakings that sell food to the public;
12. Licensing of dogs;
13. Local amenities;
14. Local sport facilities;
15. Local tourism;
16. Municipal parks and recreation;
17. Municipal planning;
18. Municipal public works, only in respect of the needs of municipalities in the discharge of their responsibilities and to administer functions specially assigned to them under the Constitution or any other law;
19. Municipal roads;
20. Noise pollution;
21. Parking;
22. Pounds;
23. Pest control;
24. Public places;
25. Stormwater management system in built-up areas;
26. Street lighting;
27. Street trading;
28. Trading regulations;
29. Traffic.

## 5.4 Subsidised services:

(i) Libraries;

(ii) Primary health care.

(iii) Proclaimed roads

## 5.5 Expenditure classification

Subjective classification into various expenditure groups as contained in the National Treasury guidelines and General Recognised Accounting Practises.

## 5.6 Cost elements

The following cost elements will be used to calculate the tariffs of the different services:

(i) *Fixed costs* which consist of the capital costs (interest) on external loans as well as depreciation whichever are applicable on the service and any other costs of a permanent nature as determined by the Chief Financial Officer from time to time.

(ii) *Variable cost:* This includes all other variable costs that have reference to the service.

1. *Total cost* is equal to the fixed cost plus variable cost.

# DEPOSITS

The raising of deposits is permissible where certain levies are made in arrears and payable with application for the relevant service:

1. ***Electricity:*** Determined annually according to the tariff schedule.
2. ***Water:*** Determined annually according to the tariff schedule.

**c)*****Other services:*** As and when required.

# TARIFF TYPES

7.1 In setting service charges the Council shall

* accurately reflect costs to achieve economic efficiency;
* ensure equity and fairness between different types and categories of consumers;
* utilise appropriate metering and/or supporting technology; and
* be transparent.
  1. In determining the type of tariff applicable to the type of service the Council shall make use of the following options or a combination of the same:

1. ***Single tariff:***This tariff shall consist of a fixed cost per unit consumed. All costs will therefore be recovered through unit charges at the level of breakeven consumption. Surpluses on trading services may be allowed subject to Council approval.
2. ***Cost related two part tariff:***This tariff shall consist of two 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.
3. ***Inclining block tariff****:* This tariff is based on consumption levels being categorised into blocks, the tariff being determined and increased as consumption levels increase. This tariff will only be used to prohibit the exorbitant use of a commodity. The first step in the tariffs will be calculated at break-even point. Subsequent steps will be calculated to yield profits and to discourage excessive use of the commodity.
4. ***Declining block tariff****:* This tariff is the opposite of the inclining block tariff and decreases as consumption levels increase. This tariff will only be used during special agreements and incentives.
5. ***Availability charges:*** Payable in respect of erven not connected to Council’s existing infrastructure. Once Council provided a connection, normal tariffs as per respective service are payable. Sub-divisions are exempted for 1 year from date of registration. Properties smaller than 20 square meter is exempted from availability charge provided that it is attached to an existing property/building under the same ownership. Not more than one exemption will be allowed. Municipal properties are exemption from availability charges.
6. ***Outside Municipal Area:*** These tariffs shall apply to consumers who are not residing within the municipal boundaries but are making use, on application, of certain services.
7. ***Recoverable work****:* These tariffs shall apply to consumers who are making use, on application, of certain recoverable cervices. The tariff will be calculated at actual cost plus a surcharge as determined with the actual tariffs.

# REBATES

8.1 Rebates are allowed in accordance with the tariff and rate schedule as determined by Council annually.

# UNIT OF MEASUREMENT

The following units of measurement will, where possible and applicable, be used to determine tariffs:

9.1Water

Water will be measured with a water meter and meters will be read and consumption will be levied on a monthly basis unless the service is rendered through a pre-payment device:

1. Cost per unit (kilolitres consumed); or
2. Basic cost plus cost per unit charge (kilolitres consumed); or
3. When consumption is not measured a flat rate will be applicable.

9.2 Electricity

Electricity will be measured with an electricity meter and meters will be read and consumption will be levied on a monthly basis unless the service is rendered through a pre-payment device:

1. Maximum demand plus kWh consumed; or
2. Fixed costs plus kWh consumed; or
3. Cost per unit (kWh consumed); or
4. KVA.

9.3 Refuse removal

Refuse removal are levied annually in July and are payable in twelve equal instalments, but customers may apply to pay annually on or before 30 September. The levy is payable by the registered owner and recoverable with clearance certificate. The unit of measurement will be reflected in approved tariffs.

9.4 Sewerage

Annual amount levied is due and payable with September account. On written request the amount may be raised monthly. The levy is payable by the registered owner and recoverable with clearance certificate:

1. Percentage of water consumption.
2. Percentage of water consumption plus costs for strength of disposal.
3. Basic charge - based on the number of properties within those categories of customers and fixed cost associated with the service.
4. Additional charge – based on the area and variable costs of the service.
5. Additional charge – based on the number of properties within those categories of customers and variable costs of the service.
6. When number of properties is not available a flat rate based on the average consumption per categories of consumers will be applicable.

9.5 Assessment Rate

* + 1. Assessment rate is calculated taking into account the total net expenditure from the other services less the revenue envisaged based on the total rateable valuations. The assessment rate must be calculated in such a manner that the Council realise a net surplus when adopting its tariffs.
    2. Assessment rates are calculated according to valuation of property. Annual amount levied due and payable with September account. On written request the amount may be raised monthly. The levy is payable by the registered owner and recoverable with clearance certificate.

9.6 Social benefits

* + 1. The Council, in order to measure social benefits enjoyed by the community, has approved of the under mentioned standards to achieve cost recovery and to measure service delivery, where possible. These measures will be used to ensure that the service is affordable to the Council, business and households. The measures will be used to determine whether the infrastructure provided is managed effectively and to indicate whether any of the services should be curtailed.
    2. Measures indicated should be calculated annually and used as a guideline to ensure meaningful reporting. Actual unit costs must be compared with budgeted costs.

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| **FUNCTION** | **UNIT OF OUTPUT** | **CLASSIFICATION BY COUNCIL** |
| Airfields | Number of landings | Subsidised |
| Art Gallery and Museum | Number of attendance | Community |
| Engineering Administration | Population  Percentage of Municipal expenditure | Community |
| Building Section | Number of plans submitted  Value of buildings  Municipal value of buildings | Subsidised |
| Caravan Park | Number of bookings  Number of sites | Subsidised |
| Cemeteries | Number of burials  Number of graves | Subsidised |
| Civic and other halls | Number of bookings | Subsidised |
| Cleansing, refuse removal and disposal | Number of removals  Population  Number of properties | Economic |
| Corporate Services | Population  Percentage of total expenditure | Community (Charged out) |
| Council General | Population  Percentage of total expenditure | Community (Charged out) |
| Electricity | Number of units purchased  Number of units sold  Number of connections | Trading |
| Estates | Number of properties | Economic |
| Financial Services | Percentage of municipal expenditure  Population | Community (Charged out) |
| Fire | Number of call-outs  Number of properties  Population | Subsidised |
| Grant-in-aid | Percentage of rates income | Community |
| Health   * Clinics * Other | Number of attendance  Population | Subsidised |
| Housing  (Selling and letting schemes) | Number of dwellings | Economic |
| Libraries | Number of members  Number of book in stock  Population | Community |
| Licensing | Number of licences | Subsidised |
| Marketing | Number of industrial properties  Number of industries | Community |
| Municipal Manager | Percentage of municipal expenditure  Population | Community (Charged out) |
| Parking | Number of bays | Community |
| Parks and recreation | Number of properties  Population | Community |
| Personnel administration | Number of municipal staff  Population | Community (Charged out) |
| Recreation resorts | Number of users  Population | Economic |
| Roads and Stormwater  (including sidewalks) | Length of roads  Population | Community |
| Security and Civil Defence | Number of installations | Community |
| Sewerage reticulation (Disposal) | Number of connections  Sewerage purified  Population | Economic |
| Street lighting | Number of street lighting & kWh of energy used | Community |
| Swimming pools | Number of attendance  Population | Subsidised |
| Stores | Number of stock items held  Value of stock  Number of orders | Economic (fully charge out) |
| Town Planning | Number of properties  Population | Community |
| Traffic | Number of registered vehicles  Population | Subsidised |
| Valuations | Number of properties  Value of municipal valuations | Community |
| Water | Number of units sold  Cost per unit supplied  Length of mains  Kilolitres purified  Cost per kiloliter purified | Trading |

# BY-LAWS

The principle contained in this policy will be reflected in the various service by-laws as promulgated and adjusted by Council from time to time.

1. Section 74(2) of the Local Government: Municipal Systems Act, 2000 (Act 32 of 2000); [↑](#footnote-ref-1)
2. Section 74(2) (c) (i) and (ii). [↑](#footnote-ref-2)
3. Section 74(2)(d) [↑](#footnote-ref-3)
4. Section 74(2)(e) [↑](#footnote-ref-4)
5. Section 74(2)(l) [↑](#footnote-ref-5)
6. Section 74(3) [↑](#footnote-ref-6)