

MATATIELE LOCAL MUNICIPALITY



MATATIELE
LOCAL MUNICIPALITY

ELECTRICITY TOKEN POLICY

NO 30 OF 2019/20
CR 683/30/05/2019

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke.

DR. DCT NAKIN
MUNICIPAL MANAGER

A handwritten signature in black ink, featuring a large, stylized 'M' and several loops.

CLLR. MM MBEDLA
MAYOR

Authority	Date
HOD Approval	
MM Approval	
Council Approval	
Date of next Review	

Approval of Policy

Please note that the implementation of the policy contained in this document is subject to approval and signing off by all relevant Heads and/or Committees, including but not limited to:

- Municipal Manager; and
- Municipal Council.

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1. OBJECTIVE

The objective of the policy is to provide guidance on the actions required regarding requests from electricity consumers to replace a lost token or refund unused capacity relating to a token purchased

2. GUIDELINES

- 2.1. Tokens can only be re-issued in respect of meters operating with keypads, and not for meters using magnetic strip technology;
 - 2.2. Tokens can only be re-issued in respect of the same meter as the original issue;
 - 2.3. No refunds can be effected in respect of any tokens issued, including any unused capacity at an installation or in relation to an incorrect meter number supplied at purchase of a token.
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MATATIELE LOCAL MUNICIPALITY



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DONOR FINANCE POLICY

NO 30 OF 2019/20
CR 683/30/05/2019

DR. DCT NAKIN
MUNICIPAL MANAGER

CLLR. MM MBEDLA
MAYOR

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1. OBJECTIVE

The objective of the policy is to provide guidance to the management team of the municipality on the actions required to attract donor finance, grants and donations from Government and the private sector, for projects identified by the municipality.

2. PRINCIPLES

2.1. Government Grants

Grant monies are distributed to lower tiers of government by the National Government, and details are promulgated in the Distribution of Revenue Act on an annual basis, with forecasts for the medium term.

2.2. International Donor Agencies

Donor funds are received by Provincial and District authorities for suitable projects within their jurisdiction.

2.3. Other Funding Agencies

Social Awareness grants are available from Local and International sources for specifically community based projects.

3. RESPONSIBILITIES

The management team will be responsible to investigate the various sources of Donor finance on an annual basis in relation to the envisaged projects for each division in the municipality, and pro-actively pursue collecting funds on behalf of the municipality to finance projects identified in the Integrated Development Plan. Each manager to be particularly responsible for projects related to their division within the municipality.

4. STRATEGY

Each manager to implement the following:

- 4.1. Ensure all projects in his/her division has a formulated business plan for implementation;
- 4.2. Review the Distribution of Revenue Act in detail, including allocations to Provincial departments and the District Municipality, for possible application for funding;
- 4.3. Communicate regularly with the Provincial and District Governments regarding the possibility of funding for identified projects;
- 4.4. Actively search for local and international donor funding for identified projects; and
- 4.5. Complete application forms for funding, including preparation of supporting documentation.

5. MENTORING AND EVALUATION

Each manager to be responsible for the monitoring and evaluation of the project implementation financed from donor finance.

MATATIELE LOCAL MUNICIPALITY



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DATA BACKUP POLICY

NO 30 OF 2019/20
CR 683/30/05/2019

DR. DCT NAKIN
MUNICIPAL MANAGER

CLLR. MM MBEDLA
MAYOR

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1. OBJECTIVE

The objective of the policy is to provide guidelines on the backup procedures to be adhered to regarding all data utilised by the municipality in the normal course of business.

2. BACKUP PROCESS

The following backup procedures shall be adhered to by users on the system:

- daily backups shall be done by the Supervisor (Income) in respect of the Abakus system (system and data files); **Accountant (Revenue)**
- daily backups shall be done by the Supervisor (Income) in respect of data files on the Windows server; - **daily backups shall be done by the ICT department in respect of data files on the Windows server**
- weekly backups, in the form of alternate tapes and discs, shall be done by the Supervisor (Income) **Accountant (Revenue)** on the Sco Unix and Abakus system, and by the Secretary of the Chief Financial Officer on Windows XP;
- monthly backups, in the form of alternate tapes and discs, shall be done
 - * by the Supervisor Expenditure **Accountant (Expenditure)** in respect of stores, creditors and salaries;
 - * by the Supervisor (Income) **Accountant (Revenue)** in respect of the billing system;
 - * by the **Senior** Accountant (Budget and Treasury Office) in respect of the general ledger system;
 - by the Cypris clerk in respect of the Cypris system; and - **Remove**
 - * by the Accountant (Income) **(Revenue)** in respect of the Cash Controller system.
- a backup register shall be maintained by the Accountant (Expenditure); **Accountant (Revenue)**
- The weekly and monthly backups referred to above shall be stored off site in the safe at the Cedarville municipal offices.
- A back up of payday system to be done on a monthly basis.

3. INDIVIDUAL USERS

As only a percentage of the municipality's critical business information resides on its servers, backup procedures are required also in respect of information served on personal computers. Such backups will be saved on the windows XP server by all individual users. Users must have access to a shared folder on the server with the appropriate security permissions on each folder that allows them to back up business critical data that may reside on their terminal, this shared folder should be part of the weekly backup.

It is particularly important that users of portable computers routinely make copies of key documents, either by copying them to the network when in the office, or to portable memory when away from the office. It is the laptop user's responsibility to ensure that this is done correctly.

4. MIRROR SERVERS

When the municipality is in the position to have linked servers on more than one site, a daily backup of the file server and email server will be done and stored off-site as a mirror backup to the adjacent server. In the case of data loss or fire it allows time to get the lost data back without it being overwritten and allows a quick restoration in the event of data loss.