

MANDENI MUNICIPALITY



CORPORATE SOCIAL RESPONSIBILITY POLICY 2023-24

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1. PREAMBLE

The Mandeni Municipality propose the authorization of a 3% Corporate Social Responsibility (CSR) levy on all successful service providers that are appointed by Mandeni Municipality from 01 March 2018 henceforth provided that such service providers are based outside of Mandeni Municipality area of jurisdiction.

The CSR levy is meant to ensure accountability and commitment from those service providers that are benefiting from Mandeni Municipality through successful tendering who are located outside the boundaries of the Municipality to contribute towards the social responsibility our communities.

Mandeni Municipality is committed to the highest ethical standards of good corporate governance practices that are evident in all our business processes.

King III Report emphasizes the importance of social responsibility as being critical to good corporate governance and Mandeni Municipality has embraced a credible methodology by creating a CSR Fund in terms of this Policy. Throughout the years Mandeni Municipality has contributed significantly to the development of its communities and has been carrying these costs alone whereas now, we have devised a method where all service providers residing outside the boundaries of the Municipality, who are benefiting from our tender processes, are contributing towards the social responsibilities of the municipality's communities.

2. PURPOSE

- (a) To establish a Committee who will be responsible and accountable for the allocation, safeguarding and recording keeping of all transactions into and out of the CSR Account.
- (b) To create and maintain a separate banking account for the CSR Fund.
- (c) To ensure all income and expenditure from the CSR account are recorded and that monthly reconciliations are performed.

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- (d) To ensure that all tenders awarded to Service Providers outside of Mandeni Municipality jurisdiction are contributing to the CSR Fund.
- (e) To outline procedures to manage the CSR expenditure and income.

3. ACRONYMS/ABBREVIATIONS

Except if stated otherwise in this policy, the following abbreviations or acronyms will represent the following words:

| | | |
|--------|---|---|
| Policy | = | Policy on 3% Corporate Social Responsibility Fund |
| CSR | = | 3% Corporate Social Responsibility |
| IDP | = | Integrated Development Plan |
| MLM | = | Mandeni Local Municipality |
| MM | = | Municipal Manager |
| CFO | = | Chief Financial Officer |
| EM | = | Executive Manager |
| COO | = | Chief Operations Officer |
| SCM | = | Supply Chain Management |

4. APPLICATION OF THIS POLICY

This policy applies to all Officials and Councillors of Mandeni Municipality.

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5. MANDENI MUNICIPALITY's FOCUS AREA

Mandeni Local Municipality CSR activities cover the following areas, however, the Executive Mayor may decide on any other community development programs:

5.1 Education

Education is important in the development of our society, particularly the youth. Mandeni Local Municipality recognizes the critical role that education plays in the transformation of South Africa as a country and our goal is to make it possible for more and more youth to enter into tertiary education. Mandeni Local Municipality will contribute to the funding of the education of our community by providing bursaries to the youth on an annual basis.

5.2 Socio-economic development

Mandeni Local Municipality has been involved in the area of socio-economic development throughout and some of the areas that Mandeni Local Municipality will continue to support are promotion of job creation, the elimination and eradication of poverty, indigence and community safety.

5.3 Sports, Recreation, Arts and Culture

Sports, Recreation, Arts and Culture is part of the soul of our country and history of our nation, Mandeni Local Municipality recognizes this and will continue to support arts, culture, sports and recreational values of our community.

5.4 Other CSR Initiatives

Mandeni Local Municipality will actively identify other areas for involvement and funding depending on the nature of the needs identified and benefit to society, especially our rural and peri-urban communities. During public participation roadshows the municipality will also take recommendations from local communities and businesses on worthwhile

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initiatives which the CSR fund could be a benefit to them. Also the Executive Mayor of Mandeni Local Municipality may decide on any other community development programs that he may think would benefit the community.

6. ESTABLISHMENT OF A CORPORATE SOCIAL RESPONSIBILITY (CSR) COMMITTEE

A Committee to oversee the administration of the Fund will be appointed in terms of this policy. Every member will operate entirely unbiased and independently, and with the highest due care and skill particularly when it comes to decision making in terms of "How" and "to Whom" and "When" and "How much" will be funded by the CSR fund. No single committee member will have the authority to take a unilateral decision in terms of the spending of the CSR fund but that it would be a decision of the entire committee to **consider, approve and monitor** all the activities funded through the CSR fund by the Municipality.

6.1 The responsibility of the Committee will include the following:

- a) Ensure a standing item on the Executive Mayor's IDP/Budget Roadshow thus ensure that the community is aware of the CSR Fund and what they could expect from the Fund.
- b) The identification of worthy causes for funding and/or support.
- c) The assessment of requests received for funding or support from our communities.
- d) Consider, Approval and funding of social responsibility projects.
- e) Follow-up and monitoring of projects or initiatives that have been funded.
- f) Ensure all CSR levies raised are deposited into the CSR banking account as soon as possible.
- g) Meeting at least once per quarter to consider and approve CSR funding, to monitor the fund and to give report on the funded CSR initiatives.

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- h) To ensure that the municipality includes in its annual budget sufficient provision for the CSR projects for that financial year to be funded from the CSR fund.
- i) Reporting to the Executive Mayoral Committee of Mandeni Local Municipality on a quarterly basis.

6.2 The composition of the Committee shall be as follows:

- a) The Chief Financial Officer,
- b) The MMC: Corporate Support Services,
- c) The Executive Manager: Corporate Support Services,
- d) The MMC: Social Services,
- e) The Executive Manger: Social Services,
- f) The Executive Manager: Political Office,
- g) The MMC: Finance,
- h) The MMC: Sports, Recreation, Arts and Culture,
- i) The Executive Mayor (Chairperson)

6.3 The role of the Committee shall be as follows:

- a) The CSR Committee will meet quarterly or on an ad-hoc basis depending on urgent project proposals to be considered.
- b) The quorum of the Committee for meetings will be at least four members.
- c) The Committee will consider all CSR programmes/project proposals.
- e) The Committee will review and adjust this funding consideration level from time to time.

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6.4 Reporting to the Executive Mayoral Committee on a quarterly basis

The role of the Executive Mayor or his nominee with respect to the corporate social responsibility fund will include the following:

- a) To ensure that Mandeni local Municipality shows outstanding performance in the area of corporate social responsibility in line with any CSR Committee business plan and this policy.
- b) To submit a mandate for corporate responsibility spending.
- c) To monitor social responsibility activities as contained in the quarterly social responsibility report.
- d) Decision Making Criteria for Funding - The project proposals and/or programs selected or approved for funding by the CSR Committee must be in line with the focus areas identified above; and/or aligned with relevant Municipal legislation and Mandeni Local Municipality corporate social strategy.

7. CSR FUNDING AND BUDGET

7.1 CSR Program Funding

7.1.1 Mandeni Local Municipality will make provision for the Corporate Social Responsibility budget to support all approved projects.

7.1.2 Mandeni Local Municipality CSR budget will be based and limited to the available amount in the CSR banking account and the approval proposals.

7.2 The funding of CSR projects approved by the CSR Committee will be funded entirely from the CSR Fund in line with the focus areas stated above and as per the proposals received from various stakeholders. The Municipality will follow the steps identified below for funding of corporate social responsibility projects and programs:

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- a) Proposals received from communities, individuals or organizations, or proposals identified within the Municipality.
- b) All proposals for CSR funding except those identified through public participation meetings should be submitted formally to the CSR committee through the Executive Manager: Corporate Support Services.
- c) Corporate Support Services Department prepares the funding proposal according to the prescribed format and submits to the Corporate Social Responsibility Committee for consideration.
- d) The CSR Committee approves or rejects the proposal. If a proposal is rejected, the CSR Committee will record the reasons for rejection.
- e) If a proposal is approved, the CSR Committee will allocate funds to the project after the necessary agreements have been signed with the relevant beneficiary organization.
- f) Corporate Support Services will make arrangements for the disbursement of the funds to the project by preparing a payment requisition and attaching the approved proposal, the signed minutes of the meeting of the CSR committee where the funding proposal was approved, and the original invoices and quotations where applicable and any other documents that are deemed necessary in support of the payment.
- g) The CSR Committee continuously monitors projects that are being funded by Mandeni Local Municipality
- h) The Corporate Support Services ensures that proper reporting on the CSR project proposals and programs are made to CSR Committee on a quarterly basis.

8. APPLICABILITY OF THE CSR LEVY

8.1 Definition of “Mandeni Based Service Provider”

The service provider from which the goods and services are being procured must be located within the Mogale City Local Municipality jurisdiction. This includes a service provider whose head office may be situated elsewhere, but has established, a fully-fledged branch within this municipal jurisdiction. Service providers based outside the borders of Mandeni Local Municipality and who

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only appoints an agent and/ or commission a warehouse in this municipal jurisdiction are not considered to be "Mandeni Local Municipality based Service Provider".

A copy of the rental/ lease agreement and a copy of the Mandeni Local Municipality consumer service account, in the name of the service provider must be provided to the SCM Unit when a successful tender was awarded to them.

8.2 Advertisement of bids by The Supply Chain Management (SCM) Unit

8.2.1 Is obliged to ensure that all advertisements for prospective service providers and suppliers for goods or services in excess of R200 000 in value must specify that a **3% CSR** levy will be charged if the successful service provider or supplier is not a Mandeni Based Service Provider as defined in clause 8.1 above.

8.2.2 The SCM Unit is further obliged to ensure that its tender documents contain a provision that a **3% CSR** levy will be charged if the successful service provider or supplier is not a Mandeni Based Service Provider as defined in clause 8.1 above.

8.3 Contracts/Awards to which the 3% CSR levy will apply

8.3.1 The payment of the **3% CSR** levy will be applicable to all payments made in terms of contracts awarded through an official bidding process to all non Mandeni based service providers and suppliers as defined in clause 8.1 above provided that the award is for procurement of goods and services in excess of R200 000.

8.3.2. The payment of the **3% CSR** shall also be applicable to all contracts awarded in terms of section 36 of the SCM Policy of Mandeni Local Municipality to all non-Mandeni based service providers and suppliers as defined in clause 8.1 above provided that the award through deviation is for procurement of goods and services in excess of R200 000.

8.3.3 It is the responsibility of the Department who requests appointment of a non Mandeni based service provider in terms of Section 36 of the SCM policy of Mandeni Local Municipality to ensure that the prospective service provider is aware that a **3% CSR** levy will apply if they are appointed for procurement

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of goods and services in excess of R200 000, furthermore the deviation report as well as the appointment letter submitted to the Municipal Manager for approval of the appointment should contain a recommendation for the **3% CSR** levy to be deducted.

9. CSR ADMINISTRATION PROCESS

9.1 The Expenditure Section requests certain (see clause 9.3 below) documents from the Supply Chain Management Section prior to processing payments to service providers appointed in terms of a tender process.

9.2 Where a service provider residing outside Mandeni Local Municipality boundaries was awarded a tender, the appointment documents listed below will indicate that a **3% CSR** levy is to be deducted from payments to be made to that service provider.

9.3 The following documents therefore serve as an instruction to the Expenditure Section to withhold, where applicable, the **3% CSR** levy from payments to service providers awarded tenders who reside outside Mandeni Local Municipality

9.3.1 The approved Bid Adjudication (BAC) Report;

9.3.2 The appointment letter;

9.3.3 The signed service level agreement (SLA) where applicable.

9.3.4 The signed Tender document where the tender is to be used as the Service Level Agreement (SLA).

9.4 The processing of the CSR levy is done as follows for our Trade creditors:

9.5 For trade creditors processed through the Stores section, the Coordinator Creditors responsible for that creditor's account compiles a payment

requisition (using a red ink pen) where the CSR levy applicable on all the invoices that have been submitted by Stores Section for reconciliation and payment for a specific creditor will be captured.

9.6 The payment requisition is captured in red pen as an instruction to the Data Capturer to Debit that creditors account and credit the Social Responsibility Fund account in the general ledger with the amount levied on the creditor.

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9.6.1 The reconciliation will then be compiled indicating all invoices to be paid as well as the CSR levies to be deducted therefrom as captured on the system.

9.6.2 The processing of the CSR levy is done as follows for our Sundry creditors

9.6.2.1 The Coordinator Creditors responsible for that creditor's payment requisition will add an entry (using a red ink pen) on the payment requisition for the CSR levy to be deducted from the payment to the service provider.

9.6.2.2 The invoice details contained on the payment requisition as well as the CSR levy reflected on the payment requisition will then be captured by the Data Capturer. The CSR levy is captured in red ink on the requisition as an instruction to the Data Capturer to Debit that creditors account and Credit the Social Responsibility Fund account in the general ledger with the amount levied on the creditor.

9.6.3 Upon payment of the invoices due to a service provider to which the CSR levy applies, 1% thereof will then be withheld.

9.6.4 All unused CSR funds will be invested in an interest bearing call account by the Finance Department.

9.6.5 All interest received on invested funds per clause 9.3.8 or interest received on surplus funds in the CSR bank will be classified as CSR funding and will also be accounted for together with the CSR levies as prescribed in this policy.

9.6.2.1 The Coordinator Creditors responsible for that creditor's payment requisition will add an entry (using a red ink pen) on the payment requisition for the CSR levy to be deducted from the payment to the service provider.

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- 9.6.2.1 The Coordinator Creditors responsible for that creditor's payment requisition will add an entry (using a red ink pen) on the payment requisition for the CSR levy to be deducted from the payment to the service provider.
- 9.6.2.2 The invoice details contained on the payment requisition as well as the CSR levy reflected on the payment requisition will then be captured by the Data Capturer. The CSR levy is captured in red ink on the requisition as an instruction to the Data Capturer to Debit that creditors account and Credit the Social Responsibility Fund account in the general ledger with the amount levied on the creditor.
- 9.6.3 Upon payment of the invoices due to a service provider to which the CSR levy applies, 1% thereof will then be withheld.
- 9.6.4 All unused CSR funds will be invested in an interest bearing call account by the Finance Department.
- 9.6.5 All interest received on invested funds per clause 9.3.8 or interest received on surplus funds in the CSR bank will be classified as CSR funding and will also be accounted for together with the CSR levies as prescribed in this policy.
- 9.6.6 All bank charges incurred on the CSR bank account will be accounted for as CSR expenditure and will be charged to the CSR fund account.
- 9.6.7 On a monthly basis an electronic reconciliation of the invoices received providers who contribute to the CSR fund is performed. The reconciliation is done to verify:
- 9.6.7.1 That CSR has been withheld from every payment where it applies,
- 9.6.7.2 The total CSR general ledger account balances with the CSR bank control account,
- 9.6.7.3 That expenditure from the CSR fund is accounted for correctly,

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- 9.6.7.4 That interest received on CSR funds and bank charges on the CSR bank account are correctly accounted for per clauses 9.3.8, 9.3.9 and 9.3.10 above, and
- 9.6.7.5 That a transfer is done from the Mandeni Local Municipality bank account to the CSR bank account in order to balance all amounts withheld from creditors in that month.

10. Evaluation, Monitoring and Reporting

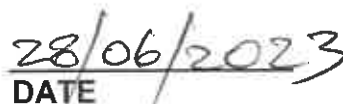
- a) Continuous evaluation, monitoring, and reporting of the CSR initiatives by the CSR Committee will provide evidence of performance, success stories and areas requiring attention.
- b) Reporting on CSR activities will demonstrate to the Executive Mayor and other interested stakeholders the progress the Municipality has made with respect to CSR that makes Mandeni Local Municipality a good corporate governance citizen for complying with this Policy. This will also allow for feedback and hence continuous improvement.
- c) Mandeni Local Municipality will not be involved in the management of the projects that the Municipality supports, however, the recipients will be expected to provide quarterly reports on overall CSR project management and implementation.
- d) A stakeholder management approach will be followed in the implementation of Mandeni Local Municipality CSR program.

PREPARED BY: NN MNGOMEZULU

DATE OF ADOPTION BY COUNCIL: 31 MAY 2023

COUNCIL RESOLUTION NO: C133


MUNICIPAL MANAGER
S.G KHUZWAYO


DATE