

City of Johannesburg Council 2014-03-26

COJ : MAYORAL COMMITTEE 2014-03-20

HOUSING

60 AMENDMENT OF TARIFF OF CHARGES FOR: LIBRARY AND INFORMATION SERVICES; ARTS, CULTURE AND HERITAGE SERVICES; AND SPORT FACILITIES, RECREATION CENTRES AND SWIMMING POOLS

1 STRATEGIC THRUST

Economic Growth and Good Governance.

2 OBJECTIVE

To obtain approval for the amendment of the Tariff of Charges for Library and Information Services; Museums Arts, Arts, Culture and Heritage Services and Sport Facilities, Recreation Centres and Swimming Pools.

3 BACKGROUND

(1) LIBRARIES AND INFORMATION SERVICES

Tariffs

In terms of the Policy on the Management of Resources and Facilities of Library and Information Services that was approved in 2007/8, Library and Information Services (LIS) provides free basic library services to all who work, study and live (residents) in the City of Johannesburg as well as free access to electronic services to all, to increase access to library resources.

Charges are raised for value-added services that address the needs of only a limited number of users (e.g. borrowing audiovisual material, orchestral music, bulk vocal scores) or for customized information packages and literacy services to small businesses. Other charges in the schedule relate to compensation for abuse of privileges, loss or damage to library resources, rental of auditoriums or meeting rooms and the filming or photographing on library premises for commercial gain.

Proposed increases of 5.8%, 5.6% and 5.5% have been applied to adjust the applicable tariffs for the next three financial years from 2014/15 to 2016/17.

Membership Fees: With the exception of non-residents and visitors, access to basic services will remain free of charge. Adult residents (including students and senior citizens) will be able to borrow a maximum of four books / single music scores. Children and young adults (teenagers) will be able to borrow a maximum of three books. Organisations, except for profit or commercial organisations, will

City of Johannesburg Council 2014-03-26

COJ : MAYORAL COMMITTEE 2014-03-20

HOUSING

be able to borrow up to a maximum of ten books / single scores and block loans of between ten and thirty books per class may be made to schools. The homebound will be provided with twenty books at a time. Book deposit loans will be made to Old Age Homes and Literacy organisations.

As part of the Public Access to Internet in Libraries project (PAIL), electronic services membership is free and open to all citizens of and visitors to the City of Johannesburg.

Annual user charges apply for the following value-added services:

- If a member (adults, senior citizens, students, children and young adults) wishes to borrow up to a maximum of two additional books / single music scores more than the prescribed maximum
- If a member or organisation wishes to borrow items from the student collections or audiovisual items, orchestral music and bulk vocal scores. A handling fee per orchestral set and bulk vocal scores will be charged.
- Customized information packages, for example for researchers, hobbyist packages, travel information packages which are prepared on request for individuals with fees determined by the level and depth of the information required and agreed upon by the librarian and the person submitting the request at the outset. This service was implemented successfully at the Johannesburg City Library during 2012/13. The time required to collate the information packages ranged between one and several hours. It is therefore recommended that the tariff be charged as an hourly rate.
- Literacy services for small businesses (less than twenty employees) requiring computer-based literacy services where charges are determined per learner and in terms of training hours needed by the learner to pass the relevant examinations. A sliding scale of charges in relation to the number and literacy level of enrolled learners per company is applicable

It is proposed that the increases of 5.8%, 5.6% and 5.5% for the 2014/15 to 2016/17 financial years respectively not be applied to:

- Customized information packages: This value-added service has only recently been implemented as a pilot project at the Johannesburg City Library. It is therefore recommended that the current charges not be increased for the 2014/15 financial year, and that the tariff wording be amended to reflect it as an hourly charge.

City of Johannesburg Council 2014-03-26

COJ : MAYORAL COMMITTEE 2014-03-20

HOUSING

- Audiovisual items: Due to the technical obsolescence of some audiovisual equipment (e.g. tape cassette players, record players and video cassette players), Library and Information Services no longer purchases tape cassettes, records and videocassettes. Should any existing items of these formats be damaged or lost, they will be replaced with an equivalent item in a CD or DVD format. Similarly, the replacement cost for audio books will be more than the stipulated recommended increases as audio books previously acquired on tape cassettes will be replaced with an equivalent item in a CD or DVD format.
- Reference books: If the value of the reference items in the Johannesburg City Library Special Collections is greater than the proposed replacement cost for general reference items, it is recommended that the replacement tariff of these items be equivalent to the value of a replacement copy of that item.
- A3 colour photocopies: The tariff for A3 photocopies was approved last year to reflect double the A4 tariff, due to the photocopiers tallying an A3 copy as two A4 copies. This adjustment was made for the greyscale photocopies but was incorrectly omitted for the colour photocopies, i.e. in the current year, the cost of an
- A4 colour photocopy is R11.00, but the A3 colour copy shows an amount of R20.00 instead of R22.00. The proposed A4 tariff for 2014/15 is R12.00 and the A3 tariff needs to be increased to R24.00.
- Handling fee for Orchestral music and Bulk vocal scores: The handling fee is charged for staff time taken to check and remove markings on the returned bulk vocal scores and orchestral sets. The quantity of markings has increased over the last couple of years, and more staff time is required to clean the material. It is therefore recommended that the handling fee for bulk music scores and orchestral sets be increased from R204.00 to R250.00 in 2014/15, to reflect the increased work effort required to clean the material. The standard increase will apply for the 2015/16 and 2016/17 financial years.

... It is proposed that the Library and Information Services tariffs, as reflected in Annexure A (Amendment of tariffs and schedule of charges for Library and Information Services) and Annexure B (Schedule of charges for library material lost and defaulted (including administrative charges)), be implemented as from 01 July 2014.

City of Johannesburg Council 2014-03-26

COJ : MAYORAL COMMITTEE 2014-03-20

HOUSING

(2) Tariffs for facilities at Johannesburg City Library and Sandton Library

The facilities for public use available at the Johannesburg City Library and the Sandton Library are different from those available at other library facilities, e.g. auditoriums are available not just activity rooms. The tariffs for these public use facilities are therefore reflected separately in the Schedule of Charges.

Where audiovisual equipment is provided with the public space, it is recommended that a refundable deposit be charged in addition to the charge levied for hiring the space. The charges will differ depending to the type of audiovisual equipment available, e.g. a meeting room will have a projector and an auditorium will offer sound equipment in addition to the projector.

(3) Use of library spaces

The City bylaws and the Council approved Policy for the Management of Public Library Facilities include clauses regarding the use of the Library's public spaces.

The City's Bylaws for Library and Information Services state that:

"14.(1) The Council may hire out to any member or other person, any auditorium, lecture room or other area within a library complex for such purposes as determined by the Council against the payment of the prescribed fee therefore, for use of library material, debate or presentation or staging of an exhibition or filming or programming a sequence of scenes requiring a library background or which incorporates the use of library material."

Sections 2.1, 3.1-3.4 and 4.3 of the approved Policy on the Management of Resources and Facilities of Library and Information Services state, inter alia, that:

"2.1 An auditorium/lecture room that is attached to a public library is in its design library usage specific. It is to be used only as an extension of the library and its functions, i.e. for activities related to information transfer, educational support, cultural enrichment and constructive leisure or recreation."

3.1 Floor space within the library may be utilised for purposes of exhibitions and/or functions in consultation with and to the satisfaction of the librarian, and upon payment of the prescribed charge."

3.2 The librarian will ensure that the exhibition/function to be held complies with Council policy, and that it will not obstruct or impede normal library usage, services or functions."

City of Johannesburg Council 2014-03-26

COJ : MAYORAL COMMITTEE 2014-03-20

HOUSING

- 3.4 *The hiring of library floor space is subject to the following conditions:*
- *Access to the exhibition is restricted to the business hours of the library, unless prior arrangements have been made with the librarian.*
 - *The exhibition/function shall be of an acceptable standard and of a nature that is compatible with the values and standards of the Library Services.*

- 4.3 *The librarian will ensure that the filming/photographing/programme is in accordance with Council policy, and that it will not obstruct or impede normal library usage, services or functions."*

In terms of hours of use the Policy states, in the section referring to Admission to Library buildings:

- "2.(1) Subject to the provisions of subsection (2), and of section 19, any person admitted to a library may use the facilities of that library during official library hours"*

In order to ensure that staff and the public adhere to these policies regarding the use of Library public spaces, it is recommended that the Schedule of Tariffs include additional wording taken from these policies for ease of reference.

(3) SPORT AND RECREATION

With a few exceptions, the proposed average increase of 5,8% is applied to adjust the tariffs for 20013/14 financial year.

To increase access to sport and recreation facilities by the vulnerable, free utilization of facilities and programmes are also included in the tariff structure this financial year.

Where facilities are in reasonable condition, a "user pay policy" is implemented. It is clear in the tariffs structure that tariffs vary in the different regions. It is however, evident that, blanket uniformity in the minor tariff structures cannot be achieved across the City of Johannesburg, due to differences in the socio-economic groups serviced, different target markets, accessibility of services, size of facilities, previous imbalances and the facility status.

The Sport and Recreation Directorate adopt and implement a tariff policy on the levying of fees for certain municipal services, goods, activities or facilities provided.

The tariff policy differentiate between different categories of users, consumers, debtors, service providers, service standards, geographical areas as long as the differentiation does not amount to unfair discrimination.

City of Johannesburg Council 2014-03-26

COJ : MAYORAL COMMITTEE 2014-03-20

HOUSING

General Conditions for reduced fees:

- (a) A 50% discount will apply in respect of bookings made by the following groups/organizations.
 - Educational and learning institutions.
 - People with disabilities (PWDs) : Groups with mental or physical disabilities.
 - Registered Political parties and Structures of Civil Society.
 - City departments excluding Community Development Departments.
- (b) An official letterhead must accompany all applications for 50% discount for registered charitable organizations.

Free usage during the off-peak periods will be introduced in this financial year to encourage unemployed youth and citizens to make use of the facilities. Each facility will draw a schedule of off peak hours which will be accessible for the program.

Non-Payment for the usage of Council Facilities:

- Development Groups: Group that is initiated by the Directorate: Sport and Recreation or in partnership with a NGO or other stakeholders.
- Ward Committee meetings.
- Ward Councilor meetings.
- Mayoral Committee meetings
- Non Profit Organizations at the discretion of the Director : Sport and Recreation
- Memorial Services of Council Employees and Councilors on recommendation of the relevant department .
- Community Forums
- Non Profit Organizations at the discretion of the Director : Sport and Recreation

In respect of the above the following conditions will apply:

- Schedule of monthly meetings and programs and agenda must be submitted.
- Responsibilities in cases of damage or breakages and cleaning will be borne by the responsible person in the department or organization using the facility
- Although the recommended abovementioned groups will not pay, a usage contract should be completed

City of Johannesburg Council 2014-03-26

COJ : MAYORAL COMMITTEE 2014-03-20

HOUSING

SWIMMING POOLS

- i. Mass participation and swimming development skills are encouraged to reduce the incidents of drowning, daily tariffs for 2011/12, therefore remains unchanged to speak to this objective
- ii. The included tariffs will apply to all Swimming Pools with in the City of Johannesburg.

The 2011/12 tariff report allows the Director: Sport and Recreation to waive tariffs for special designated groups.

The tariffs schedule should be read in conjunction with the main report.

... It is proposed that the Sport and Recreation tariffs as reflected in Annexure C 1 to C 8 be implemented as from 1 July 2014

(4) ARTS, CULTURE AND HERITAGE

The museums and galleries and other facilities run by Directorate: Arts, Culture and Heritage supply goods and services to the public for a charge. Charges are made for entrance, hire of equipment and facilities, filming, supply of images of objects, postcards, posters, publications and other printed matter, faxes and photocopies.

The facilities are as follows:

(a) Museums and Galleries:

Johannesburg Art Gallery, MuseumAfricA, the Worker History Museum, Kliptown Open Air Museum, James Hall Museum of Transport, and Hector Pieterse Memorial and Museum.

(b) Arts and Culture:

Mofolo Cultural Bowl, Mofolo Art Centre, Uncle Tom's Art Centre Cosmo City Art Centre and Bapedi Art Centre.

(c) Immovable Heritage:

Oppenheimer Tower

PROBLEM STATEMENT

The last tariff report was approved in 2013. The museums and galleries mentioned above are part of the Department Community Development, Directorate: Arts, Culture and Heritage of the City of Johannesburg. The

City of Johannesburg Council 2014-03-26

COJ : MAYORAL COMMITTEE 2014-03-20

HOUSING

Department has over the past year, through the Inter Governmental Agreement with Gauteng Province, accepted the June 16 Memorial Centre onto the assets of the City. It is the intention of Community Development: Arts, Culture and Heritage to implement charges for the use of the facility going forward.

The envisaged re-establishment of the Joburg Art Bank will see the City managing the hire of paintings and artworks from the collection. The Joburg Art Bank is a collection of art produced by Johannesburg based artists and is a key driver in supporting the development of local artists. Tariffs for the hire of the artworks are thus proposed going forward.

The 2013 tariff report permitted the Director: Directorate: Arts, Culture and Heritage to waive entrance charges for specially designated disadvantaged groups. These include children from informal settlements, disadvantaged schools or children's homes, the elderly, Adult Basic Education and Training groups, and disabled visitors.

4 POLICY IMPLICATIONS

The proposed increase is in line with the City of Johannesburg's guiding principles on the determination of tariffs in that tariffs should be equitable and affordable.

5 CONSTITUTIONAL AND LEGAL IMPLICATIONS

This report has been finalised in conjunction with Legal and Compliance Group Legal and Contracts to ensure compliance with all relevant Legislation. It must, nonetheless, be pointed out that in terms of Section 28(6) of the Local Government: Municipal Finance Management Act, 56 of 2003, the new tariffs as proposed, once determined in respect of the 2014/2015 Financial Year, may not be further increased during the said financial year, except when required in terms of a financial recovery plan as contemplated in the Act. For that reason it is essential to ensure that the proposed Increases comply with the budgeted needs of the Council in respect of 2014/2015 Financial year.

6 FINANCIAL IMPLICATIONS

The tariffs for the Library and Information Services, Sport and Recreation as well as Arts, Culture and Heritage for 2014/2015 must be increased by approximately 5.8%, with a few motivated exceptions.

Finance – Community Development supports the amendments.

7 ECONOMIC IMPLICATIONS

Increased income for Community Development and the City.

City of Johannesburg Council 2014-03-26

COJ : MAYORAL COMMITTEE 2014-03-20

HOUSING

8 COMMUNICATIONS IMPLICATIONS

The relevant information regarding the amended tariffs will be communicated to all role players in the manner prescribed by law.

9 OTHER DEPARTMENTS/BODIES CONSULTED

Budget Office.
Group Legal and Compliance.Contracts
Financial Compliance

IT IS RECOMMENDED

- 1 That, in terms of Sections 11(3)(i) and 75A(1) and (2) of the Local Government : Municipal Systems Act 2000, (Act 32 of 2000) as amended, read with Section 16(2) (c)(ii) of the Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003), the City of Johannesburg declares its intention to amend with effect from 1 July 2014 its Tariff of Charges for:**

- (1) Library and Information Services as set out in Annexure A and B;**
- (2) Sport Facilities, Recreation Centres and Swimming Pools as set out in Annexure C; and**
- (3) Arts, Culture and Heritage Services as set out in Annexure D.**

- 2 That, in terms of Sections 17(3)(a)(ii) and 22(a)(i) and(ii) of the Local Government : Municipal Finance Management Act, 2003 (Act 56 of 2003) and Sections 21, 21A (1) and 2 of the Local Government : Municipal Systems Act, 2000 (Act 32 of 2000) as amended, the City of Johannesburg:**

- (1) Display a copy of the resolution and notice in the manner prescribed.**
- (2) Seek to convey to the local community by means of radio broadcast covering the area of the City, the information contemplated in Section 21A(c) of the Local Government : Municipal Systems Act, 32 of 2000, as amended; and**
- (3) Publish the notice in the manner prescribed and invite the local community to submit written comments or representations in respect of the amended Tariff of Charges.**

City of Johannesburg Council 2014-03-26

COJ : MAYORAL COMMITTEE 2014-03-20

HOUSING

- 3 That in terms of Section 22(b) (i) and (ii) of the Local Government : Municipal Finance Management Act, 2003 (Act 56 of 2003) a copy of the notice and documents be sent forthwith to the National and Provincial Treasury; MEC for local government; as well any other organ of state or municipality affected by the budget to solicit their views.**
- 4 That the Executive Director : Finance in conjunction with Director : Legal and Compliance Group Legal and Contracts, in consultation with the Council's relevant Departments and all interested parties, report on the comments received in terms of Paragraph 2 above with recommendations on the final draft of the Tariffs of Charges for approval.**
- 5 That the report be submitted to a relevant Section 79 Committee for comment.**

(HOUSING)

(I Liebenberg)

(Tel. (011) 407-6715)

(tc)

ANNEXURES TO THIS ITEM IS ATTACHED ON THE ACCOMPANIED CD