

Central Karoo District Municipality



**CENTRAL
SENTRAAL** **KAROO**

DISTRIKSMUNISIPALITEIT / DISTRICT MUNICIPALITY
UMASIPALA WESITHILI SASE

DRAFT BUDGET REPORT
MTREF 2013/15 – 2015/16

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PART 1 – ANNUAL BUDGET

SECTION 1- INTRODUCTION

MUNICIPAL BUDGET

DEFINITION OF A MUNICIPAL BUDGET

A municipal budget is generally a projection of future revenues and expenditure. A budget is used to control financial transactions and should also be used as a management and planning tool.

It is also the tool for implementing the service delivery objectives of the Municipality as set out in their Integrated Development Plan (IDP).

A municipal budget also provides for greater transparency, accountability, flexibility, and predictability within the municipality.

The annual budget and capital budget for the financial year 2013/14 and the 2 indicative years 2014/15 and 2015/16 are hereby represented as prescribed in among others:

- MFMA (Act 56 of 2003)
- The Distribution of Revenue Act, 2011 and Provincial Budget announcements
- Budget & Reporting Regulations 393 of 2009
- Sections 215 & 216 of the Constitution
- The Municipal Systems Act - No 32 of 2000 and Municipal Systems Amendment Act no 44 of 2003
- Councils budget related policies

SECTION 2- MAYORAL SPEECH

It is a privilege to table this draft budget for 2013/14.

I will elaborate in detail on the budget when tabled in its final format at the end of May 2013. I however would like to make use of this opportunity to highlight specific points that have a significant influence on our envisaged budget :

1. No provision was made for the Feeding Scheme because we don't know the amount at this stage. We expect an amount of approximately R100 000 per annum and will this be included in the final budget.
2. The allocation for DWAF (Working for Water) are an estimation as the final APO is not available yet.
3. Global Fund will be transferred to Provincial Health at the end of June 2013 and did we not budget for the latter. Please note that no provision were made for the Regional- and Sub-Coordinators.
4. We did not budget for the EDA as this function has its own Board Members at this stage and have to compile their own budget. We want to emphasise again that since September 2012 Council are paying all operational costs of the EDA. The amount owing by the EDA at the moment is R205 964.08 excluding payment of Mr Tamana who was seconded by Council to the EDA.
5. We still show the Regional Replacement Levy Section as well as the PMU (Project Management Unit) but transferred the income and expenditure to Corporate Services as the Replacement Levy is outdated
6. Provision must still be made for at least R40 000 as Council's contribution towards a Public Transport Plan.
7. Provincial Government contributed R250 000 towards an upgrade of our Financial system and will this be added in our final budget.
8. The income of Council is limited as we are 95% dependant on subsidies and grants with almost no own income.
9. The Budget must address the needs of Council and the functions that we are obliged to deliver in terms of the relevant legislation
10. Council expects a clean audit or at least progress towards a clean audit from management.
11. The cut in provision for service providers, to balance the budget, contradict our needs for a clean audit, to the contrary, it could even worsen our position.
12. It must also be noted that the above contradict Council's expectation to appoint a CFO and to capacitate the BTO in the sense that the provision for service providers are in fact also provision to appoint personnel who can deliver the same services as the service providers

The above challenges will be dually addressed before approval of the final budget.

E Z NJADU
EXECUTIVE MAYOR

SECTION 3- BUDGET RELATED RESOLUTIONS

The MFMA stipulates that the Mayor must table the annual budget at a council meeting at least 90 days before the start of the budget year and the Mayor must take all reasonable steps to ensure that the municipality approves its annual budget before the start of the budget year. For this reason Council may at the time of tabling the budget simply note the draft resolutions.

The following is the draft resolutions which Council needs to take with the approval of the 2012/13 Budget by the end of May 2012:

1. Council resolves that the Annual Budget of the Municipality for the financial year 2013/14 and indicative for the two projected outer years 2014/15 and 2015/16 and the multi-year and single year capital appropriations be approved as set out in the annual budget schedule tables found in Section 5.
2. Council resolves that tariffs and charges reflected in the 2013/14 Tariff list (Annexure A) be approved for the budget year 2013/14.
3. Council resolves that the measurable performance objectives for revenue from each source, and for each vote reflected in this document be approved for the budget year 2013/14 and the two projected outer years 2014/15 and 2015/16
5. Council resolves to adopt the amended Integrated Development Plan (IDP).
6. Council resolves that the budget related policies reflected in Annexure C are approved for the budget year 2013/14.
7. Council resolves that the filling of the vacant posts as identified by the Executive Management as shown in Section 4 and 12 of this document, be approved.

SECTION 4- EXECUTIVE SUMMARY

1. INTRODUCTION

As could have been expected the world wide economic climate also has its impact on the smaller spheres of Government. One can sense the decline in the economic activities and was the recent migration of cyclists to the Argus Tour in Cape Town only a dot of what we in Beaufort West are used to in the past.

The income of District Municipalities in general are limited to subsidies and grants and hold benefits, but also disadvantages. For one, the Municipality knows exactly what its income is and could therefore budget accordingly. On the other hand it hampers service delivery if this mentioned income is not sufficient to service all the functions of the District Municipality. Although the allocations from National Treasury are not sufficient to service an exuberant budget, on the contrary, we are however still in the fortunate position that we only have a core component of personnel which are dedicated and loyal to the organization. The positive side of the latter is that in some of the other Municipalities empires were built in good times and now they are facing with the lay-off of personnel which is traumatic and to the detriment of such Municipalities.

2. METHODOLOGY

As mentioned during the process leading up to the revised budget we did intend to do a zero-based budget, but did we end up with a mixture between a zero-based budget and consideration of historical values.

- With regards to salaries we did make use of current values, but also has to differentiate between increases of 6, 95% for personnel, who are already on the top notch of their respective post levels or paid as personal to incumbent. On the other hand we had to make provision for other personnel who are still on the bottom scales of their post level and for these we made provision for an increase of 9%.
 - Additional provision was made for three members of the personnel who currently work full day on a half day payment.
 - Provision was made in the Budget and Treasury Office to appoint a Salary Clerk and do we intend to do the same with regards to the Internal Audit Section as soon as there are sufficient funds available. For the interim we propose that we continue with the current situation with the Intern in training.
- With regards to Councilors we made provision for an increase of 7% which also includes data cards and telephone. We also made provision for tools of trade for Councilors.
- On items such as travel and subsistence, which make up a large part of the operational budget, we had to consider historic values and the projection thereof. We were however not in a position to even make inflation amendments.

- We first compiled the budget with all the expenditures where after we compared the latter with the income available. At first the shortage on the budget was R4, 6-million.
- In the original budget we made provision for employee benefits (unfunded vote) as well as depreciation, R600 000 and leave gratification, R200 000. As was the case in the past we were forced to “eliminate” these items from the list of expenditure. We then cut the budget by a further R1,366-million leaving us with quite a bare bone. After these we were still R2-million short.
- After a further session we managed to save R995 000 leaving us with a current deficit of R1 338 400.
- After a final intervention with the Mayor it was decided to severely decrease the provision made for service providers and also to remove the provision for a Salary Clerk under finance. The latter enabled us to balance the budget to the format that is presented herewith.

3. WAY FORWARD

It is most important that the Budget and Treasury Office be stabilized and could we suggest different scenarios to accomplish the latter:

- Make use of the provision for service providers (Mubesko and PriceWaterhouse) to appoint a CFO that could fulfill the functions of compiling Financial Statements, compile and administer the Asset Register of Council and do the Financial Reporting to COGTA, National Treasury and Provincial Treasury as well as writing up of transactions and financial management **or**;
- Appoint a Head of Budget and Treasury to be functional in the areas as mentioned above with the exception of financial management.
- Revise the scales of payment with regards to travel and subsistence (policy amendment).
- Inform and motivate personnel to have a full understanding of the reality regarding Council’s financial position.

N W NORTJé
DIRECTOR CORPORATE SERVICES

SECTION 5- ANNUAL BUDGET TABLES

The following budget tables can be found in Annexure B:

Table A1 - Budget Summary

Table A2 - Budgeted Financial Performance (revenue and expenditure by standard classification)

Table A3 - Budgeted Financial Performance (revenue and expenditure by municipal vote)

Table A4 - Budgeted Financial Performance (revenue and expenditure)

Table A5 - Budgeted Capital Expenditure by vote, standard classification and funding

Table A5A - Budgeted Capital Expenditure by vote, standard classification and funding

Table A6 - Budgeted Financial Position

Table A7 - Budgeted Cash Flows

Table A8 - Cash backed reserves/accumulated surplus reconciliation

Table A9 - Asset Management

Table A10 - Basic service delivery measurement

Table SA1 – SA37 Supporting tables to the main budget schedule.

PART 2 – SUPPORTING DOCUMENTATION

SECTION 6- OVERVIEW OF BUDGET PROCESS

Political overview of the budget process

Section 53 of the MFMA stipulates that the Mayor should exercise general political guidance over the budgeting process and must direct the drafting of the budget.

Schedule of Key Deadlines in respect of the budget process [MFMA section 21(1) (b)]

The Act provides that the formal budget process must commence with the tabling by the Mayor in Council of a schedule setting out the key budget deadlines. This was compiled for tabling in Council at the end of August 2012.

Process followed to integrate the revision of the IDP and drafting of the budget

The budgeting process was integrated with the IDP during the IDP revision mechanism. The outcome of the consultation upon the IDP revision is taken into consideration in the budgeting process.

Process for tabling of the budget before Council for consultation

A statutory period of consultation follows the tabling of the budget before Council on 31 March 2013. Meetings with the local community shall be advertised in the local press after tabling of the draft budget.

The Executive Mayor shall consider the outcomes of these consultation meetings and a report in which the reactions are set out shall be tabled at the same meeting where the budget is to be tabled for final approval.

Process for approval of the budget

The budget must be approved by Council by 31 May.

Process and media used to provide information on the budget to the community

All budget documentation, the MTREF, as well as tariffs and policy, shall be available at Council libraries and offices for perusal. It shall also be available on Council's website.

Advertisements informing the public about the availability of these documents and the schedules for the public hearings on the IDP. Budget shall be published in all local papers and be put up at municipal offices and libraries.

SECTION 7- OVERVIEW OF ALIGNMENT OF THE ANNUAL BUDGET WITH THE INTEGRATED DEVELOPMENT PLAN

The Integrated Development Plan is aimed at addressing service delivery needs on a continuous basis by identifying new needs or areas of improvement. It is however also a well-known fact that the needs far exceed the available resources, and financial resources in particular.

- See Annual Budget tables SA 4,5 and 6 for brake down of all the revenue, operating expenditure and capital expenditure aligned to the goals and action plans of the Integrated Development Plan for the budget 2013/15, 2014/15 and 2015/16 financial years.

SECTION 8- MEASURABLE PERFORMANCE OBJECTIVES AND INDICATORS

Measurable performance objectives and indicators must be determined for the next year and included in the annual SDBIP: -

Key financial indicators and ratios:

- Debt cover ratio (Total operating revenue, minus grants and subsidies, divided by debtors)
- Services debt to revenue ratio (Total outstanding services debt, divided by revenue for services received)
- Cost cover ratio (cash equivalents, divided by monthly fixed operating cost)

Measurable performance objectives for:

Revenue for each budget vote

Revenue for each source

Operating and capital expenditure for each vote

When developing these measurable performance objectives, the following needs to be taken into consideration -

The municipality's Integrated Development Plan (IDP)

Economic development initiatives that facilitate job creation, economic growth, poverty alleviation

Provision of basic services

Measurable performance objectives for rendering free basic services

The measurable performance objectives for the provision of free basic services in respect of property rates, water, sanitation, waste management and electricity must provide details of -

The amount in rand value of each of the free basic services

The level of service that is delivered free

The number of households to receive each of the free basic services

The total budgeted cost of provision of each of the free basic services

The total budgeted revenue lost by providing each of the free basic services

SECTION 9- OVERVIEW OF BUDGET RELATED POLICIES

See Annexure C for detailed policies to be presented:

Cash Management and Investment Policy
Supply Chain Management Policy
Virement Policy
Funding and Reserve Policy
Asset Management Policy

SECTION 10- OVERVIEW OF BUDGET FUNDING AND EXPENDITURE

Funding of the Budget

Section 18(1) of the MFMA determines that an annual budget can only be funded from:

- Realistically expected revenue to be collected;
- Cash-backed accumulated funds of preceding years' surpluses not earmarked for other purposes; and
- Borrowed funds, but only for the capital budget referred to in Section 17.

Full achievement of this requirement effectively entails that a Council 'balances' its budget by ensuring that the budgeted outflow balances with a combination of planned inflow.

A Credible Budget

A credible budget, among other things, is a budget, which:

- Only funds activities which are in line with the revised DIP and vice versa and which ensures that the IDP is realistically achievable while taking account of the financial restrictions of the municipality;
- Is achievable in respect of agreed service delivery and performance targets;
- Contains revenue and expenditure projections that are in line with current and previous performance and that are supported by documented evidence of future assumptions;
- Does not compromise the financial viability of the municipality (ensures that the financial position is contained within generally accepted prudent limits and that obligations can be met in the short, medium and long term); and
- Provides managers with suitable levels of delegation to enable them to fulfill their financial managerial responsibilities.

A budget sets out certain service delivery levels and accompanying financial implications. Consequently the community must realistically expect to receive these promised service levels and to understand the accompanying financial implications. High under spending due to under collection of revenue or poor planning is a clear example of a budget that is not credible and realistic.

Furthermore, budgets tabled as early as 90 days before the start of the budget year, must remain credible and fairly close to the final approved budget.

INCOME

The total amount from the operating income budget amounts to R54 280 903, compared to the previous budget R57 271 000. This reflects a decrease of R2 990 097, or 5%. This decrease in income is due to the transfer of the Grants and Subsidies Allocations. No additional funds was utilize from Surplus funds. See table A1 in Annexure B.

Funds for the Central Karoo District Municipality for the 2013/14 financial year are as follows

- **GRANT & SUBSIDIES INCOME**

FONDS / FUND	BEDRAG / AMOUNT
Equitable Share	14 638 000
Financial Management Grant	1 250 000
Municipal System Improvement Grant	890 000
Global Fund	
Department of Economic Development and Tourism	289 495
EPWP	1000 000
Department of Health	
DWAF	1 942 908
Roads Agency Services	29 980 000
TOTAAL / TOTAL	46 690 403

- **OTHER INCOME**

INKOMSTE / INCOME	BEDRAG / AMOUNT
Rent of Facilities	95 000
Rent Received	115 000
Fines	
Licenses and Permits	18 500
Agency Service	3 300 000
Milk Powder	600 000
Commissions	4 500
Sundry Income	2 500
Administration Levies	3 455 000
TOTAAL / TOTAL	7 590 500

DC5 Central Karoo - Table A4 Budgeted Financial Performance (revenue and expenditure)

Description	Ref	2009/10	2010/11	2011/12	Current Year 2012/13				2013/14 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2013/14	Budget Year +1 2014/15	Budget Year +2 2015/16
R thousand	1										
Revenue By Source											
Property rates	2	828	1 087	-	-	-	-	-	-	-	-
Property rates - penalties & collection charges		2	2	-	-	-	-	-	-	-	-
Service charges - electricity revenue	2	1 412	1 629	-	-	-	-	-	-	-	-
Service charges - water revenue	2	603	571	-	-	-	-	-	-	-	-
Service charges - sanitation revenue	2	-	-	-	-	-	-	-	-	-	-
Service charges - refuse revenue	2	651	679	-	-	-	-	-	-	-	-
Service charges - other		-	-	-	-	-	-	-	-	-	-
Rental of facilities and equipment		80	80	75	33	83	33	64	95	100	106
Interest earned - external investments		228	217	91	30	70	30	74	115	121	128
Interest earned - outstanding debtors		-	-	-	-	-	-	-	-	-	-
Dividends received		-	91	52	-	-	-	-	-	-	-
Fines		20	11	-	5	-	5	-	-	-	-
Licences and permits		240	268	26	12	12	12	11	19	19	21
Agency services		25 380	25 469	2 695	28 600	30 000	28 600	16 813	3 300	3 478	3 666
Transfers recognised - operational		30 311	31 778	47 131	22 867	22 867	22 867	15 780	46 690	49 248	54 219
Other revenue	2	8 234	8 106	1 183	7 962	4 239	7 962	873	4 063	4 282	4 513
Gains on disposal of PPE		-	-	-	-	-	-	-	-	-	-
Total Revenue (excluding capital transfers and contributions)		67 988	69 989	51 254	59 508	57 271	59 508	33 616	54 281	57 248	62 652
Expenditure By Type											
Employee related costs	2	10 043	12 389	9 316	9 494	8 372	9 494	5 939	9 521	10 165	10 853
Remuneration of councillors		2 755	2 758	2 820	3 058	3 135	3 058	2 178	3 160	3 331	3 510
Debt impairment	3	253	1 677	-	-	-	-	-	-	-	-
Depreciation & asset impairment	2	1 614	2 052	893	394	650	650	650	564	595	627
Finance charges		781	789	979	943	943	943	-	915	964	1 016
Bulk purchases	2	1 321	1 937	-	-	-	-	-	-	-	-
Other materials	8	-	-	-	-	-	-	-	-	-	-

Contracted services		541	765	422	500	1 615	500	508	1 715	1 808	1 905
Transfers and grants		-	-	-	-	-	-	-	-	-	-
Other expenditure	4, 5	43 119	45 032	37 796	44 986	43 234	44 986	24 103	36 616	37 547	39 583
Loss on disposal of PPE		-	1	20	-	-	-	-	-	-	-
Total Expenditure		60 427	67 400	52 246	59 374	57 949	59 630	33 378	52 491	54 410	57 496
Surplus/(Deficit)		7 561	2 589	(992)	134	(678)	(122)	237	1 791	2 839	5 156
Transfers recognised - capital		-	-	-	-	-	-	-	-	-	-
Contributions recognised - capital	6	-	-	-	-	-	-	-	-	-	-
Contributed assets		-	-	-	-	-	-	-	-	-	-
Surplus/(Deficit) after capital transfers & contributions		7 561	2 589	(992)	134	(678)	(122)	237	1 791	2 839	5 156
Taxation		-	-	-	-	-	-	-	-	-	-
Surplus/(Deficit) after taxation		7 561	2 589	(992)	134	(678)	(122)	237	1 791	2 839	5 156
Attributable to minorities		-	-	-	-	-	-	-	-	-	-
Surplus/(Deficit) attributable to municipality		7 561	2 589	(992)	134	(678)	(122)	237	1 791	2 839	5 156
Share of surplus/ (deficit) of associate	7	-	-	-	-	-	-	-	-	-	-
Surplus/(Deficit) for the year		7 561	2 589	(992)	134	(678)	(122)	237	1 791	2 839	5 156

SECTION 11- EXPENDITURE ON ALLOCATIONS OF GRANT PROGRAMMS

FMG AND MSIG RECEIVED WILL BE UTILIZED AS FOLLOWS, ALL OTHER GRANTS ARE UTILISED FOR THE OPERATING EXPENDTITURE OF THAT APPLICABLE DEPARTMENT

FONDS / FUNDS	BEDRAG
FMG: R1 250 000	
1. <i>Upgrade IT System</i>	200 000
2. <i>Performance Management</i>	133 870
3. <i>Supply Chain Management</i>	349 630
4. <i>Interns (3)</i>	326 500
5. <i>Training and Travelling</i>	240 000
TOTAAL / TOTAL	1 250 000
MSIG: R890 000	
1. <i>Assets Register</i>	100 000
2. <i>IDP</i>	309 408
3. <i>LED</i>	215 832
4. <i>Internal Audit</i>	264 760
TOTAAL / TOTAL	890 000

SECTION 12- ALLOCATIONS AND GRANTS MADE BY THE MUNICIPALITY

The municipality do not make any grants and allocations to other institutions due to cash flow constraints.

SECTION 13- EMPLOYEE BENEFITS AND COUNCILLOR REMUNERATION

With regards to salaries we did make use of current values, but also has to differentiate between an increases of 6,95% for personnel, who are already on the top notch of their respective post levels or paid as personal to incumbent. On the other hand we had to make provision for other personnel who are still on the bottom scales of their post level and for these we made provision for an increase of 9%.

- Additional provision was made for three members of the personnel who currently work full day on a half day payment.
- Provision was made in the Budget and Treasury Office to appoint a Salary Clerk and do we intend to do the same with regards to the Internal Audit Section as soon as there are sufficient funds available. For the interim we propose that we continue with the current situation with the Intern in training.

With regards to Councilors we made provision for an increase of 7% which also includes data cards and telephone. We also made provision for tools of trade for Councilors.

SECTION 14- MONTHLY TARGETS FOR REVENUE, EXPENDITURE AND CASHFLOW

- See Annexure B – Table A7 Cash flow

SECTION 15 – ANNUAL BUDGETS AND SERVICE DELIVERY BUDGET IMPLEMENTATION PLANS – INTERNAL DEPARTEMENTS

SDBIP will be provided after the approval of the final budget 31 May

SECTION 16- ANNUALL BUDGETS AND SERVICE DELIVERY AGREEMENTS- MUNICIPAL ENTITIES AND OTHER EXTERNAL MEGANISMS

See supporting table SA32 for other external meganisms used by the municipality

SECTION 17 – CONTRACTS HAVING FUTURE BUDGETARY IMPLICATIONS

Not applicable, no such instances.

SECTION 18- CAPITAL EXPENDITURE DETAIL

The Capital expenditure component of the 2013/14 budget growth has been reduced with 100%. There were not budget for any capital expenditure.

SECTION 19- MUNICIPAL MANAGER’S QUALITY CERTIFICATE

I, Mr S Jooste, municipal manager of Central Karoo District Municipality, hereby certify that the annual budget and supporting documentation have been prepared in accordance with the Municipal Finance Management Act and the regulations made under the Act, and that the annual budget and supporting documents are consistent with the Integrated Development Plan of the municipality.

Mr S Jooste
MUNICIPAL MANAGER OF CENTRAL KAROO DISTRICT
MUNICIPALITY (DC5)

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ANNEXURE A

SENTRAAL KAROO DISTRIKSMUNISIPALITEIT

AFDELING: OMGEWINGSGESONDHEID

TARIEWE 2013/14



FEBRUARIE 2013

Opgestel deur :

G. E. van Zyl
Bestuurder: Omgewingsgesondheid

BELANGRIKE INLIGTING : OGP'S

A. KWITANSIEBOEKE VAN DIE AFDELING:

Doel:

1. Om gebruik te word deur OGP's vir die lewering van sekere funksies waarvoor daar 'n fooi aan die Raad betaalbaar is, soos uiteengesit in die Tarieflys vir Omgewingsgesondheidsdienste, goedgekeur deur die Raad,
2. Te verseker dat, waar moontlik, onmiddellike betaling(s) kan geskied,
3. Om die versending van rekeninge en die kontrole daaroor te minimaliseer, en
4. Daar doeltreffende / effektiewe beheer is oor dienste wat gelewer was en die betaling(s) wat in dié verband gemaak is.

Voorskrifte:

1. Elke OGP. is verantwoordelik vir die gebruik en bewaring van die kwitansieboek wat aan hom uitgereik is.
2. Slegs die OGP. aan wie 'n kwitansieboek uitgereik is, mag inskrywings in daardie betrokke kwitansieboek maak / Elke OGP. is verantwoordelik vir die geldwaarde wat in sy kwitansieboek gereflekteer word.
3. Alle fooie wat ontvang word vir die lewering van 'n diens, moet onmiddellik in die betrokke kwitansieboek ingeskryf word én 'n kwitansie aan die persoon wat die diens ontvang het, uitgereik word.
4. Geen fooi mag ontvang word indien 'n kwitansie nie onmiddellik daarvoor uitgereik kan word nie.

5. Elke kwitansie wat uitgereik word, moet volledig voltooi wees en moet die volgende inskrywing(s) onder “Besonderhede”, op die kwitansie, duidelik wees, naamlik :

- Tipe diens wat gelewer was.
- Plek / Dorp waar diens gelewer was en,

Onder “Besonderhede” vir admin doeleindes, as kant-aantekening :

- Die handtekening van die persoon wat die fooi by die Departement Finansies in ontvangs geneem het.
6. Inbetalings van fooie wat deur 'n OGP. in ontvangs geneem is en waarvoor daar 'n kwitansie uitgereik is, moet by die Departement Finansies inbetaal word binne vyf (5) werksdae nadat sodanige fooi(e) ontvang is.
 7. Die tipe diens wat gelewer was, sowel as die kwitansienommer moet, soos dit tans die gebruik is, ook in die Maandverslag van die Afdeling gereflekteer word.
 8. 'n Afskrif van die Afdeling se Tarieflys moet aan die binnekant van u Kwitansieboek geheg word en moet betaling(s) streng volgens die vasgestelde tarief geskied.
 9. Elke OGP is self verantwoordelik om die jaarlikse hersiene Tarieflys in sy kwitansieboek aan te bring.
 10. Kwitansieboeke sal van tyd-tot-tyd deur die Bestuurder : Omgewingsgesondheidsdienste nagegaan word om te verseker dat alle fooie by die Departement Finansies inbetaal is.

B. REKENINGEBOEK VAN DIE AFDELING:

Doel:

1. Om gebruik te word deur OGP's na die lewering van sekere funksies waarvoor daar 'n fooi aan die Raad betaalbaar is, soos uiteengesit in die Tarieflys vir Omgewingsgesondheidsdienste, goedgekeur deur die Raad én waarvoor daar nie onmiddellik 'n kwitansie voor uitgereik kon word nie.
2. Daar doeltreffende / effektiewe beheer is oor dienste wat gelewer was en die betaling(s) wat in hierdie verband gemaak is.

Voorskrifte:

1. Slegs een (1) rekeningboek sal deur die Afdeling gebruik word.
2. Vermelde boek sal in die Kantoor van die Bestuurder : Omgewingsgesondheidsdienste gehou word.

3. 'n OGP wat verantwoordelik was vir die lewering van 'n diens waarvoor daar 'n rekening gelewer moet word, is verantwoordelik vir die opstel en stuur van die betrokke rekening.
4. 'n Rekening wat uitgestuur word, moet die hierna genoemde inligting bevat, naamlik :
 - Volledige naam en adres van die persoon / instansie aan wie die diens gelewer was.
 - Besonderhede van die tipe diens wat gelewer was.
 - Datum waarop die diens gelewer was
 - Die bedrag wat die persoon / instansie, wat die diens ontvang het, aan die Raad verskuldig is.
 - Die naam van die amptenaar wat die diens gelewer het.
 - Enige ander inligting wat deur die Departement Finansies vereis mag word.
5. Die rekeningboek sal van tyd-tot-tyd deur die Bestuurder : Omgewingsgesondheidsdienste nagegaan word om vas te stel watter uitstaande rekeninge daar is en die betrokke OGP dienooreenkomstig in kennis gestel word vir vêrdere navrae óf die stuur van 'n tweede rekening.
6. Met die ontvangs van die fooi(e) verskuldig aan die Raad, moet 'n kwitansie uitgereik word onder die "Voorskrifte vir die gebruik van kwitansieboeke" hierbo vermeld.
7. Met betaling moet die hiernagenoemde inligting, op die rekening wat uitgestuur was, aangebring word, naamlik :
 - Die kwitansie nommer van die kwitansie wat uitgereik was.
 - Die bedrag betaal.
 - Die datum waarop betaling geskied het.

GESONDHEIDSMONITERING MET DIE OPGRAWING EN HERBEGRAWING VAN LYKE

Vermelde funksie behels die skakeling met begrafnisondernemers, die voorsiening van ontsmettingsmiddels, reukweerders en veiligheidstoerusting asook professionele toesig oor die opgraving- of herbegrawingsproses.

Met indiening van aansoek om 'n opgraving en / of herbegrawing.....

- R 400. 00 per aansoek.

WATERKWALITEITMONITERING

PRIVATE WATERBRON(NÈ)

Op versoek van die eienaar / bestuurder van 'n private bron.....

- R 70. 00 per monsterneming-sessie, plus laboratorium-kostes.

Eerste bakteriologiese / chemiese monsterneming, in 'n landelike gebied, waar daar om 'n Geskikheidsertifikaat aansoek gedoen word.....

- R 70. 00 per monsterneming-sessie, plus laboratorium-kostes.

Alle monsternemings daarna, by persele wat oor 'n Geskikheidsertifikaat beskik, vir bakteriologiese en / of chemiese analise.....

- Waar monster voldoen : Gratis.

Waar opvolg-monster(s) geneem moet word nadat daar nie aan die SANS 241 Kode voldoen was nie.....

- R70.00 per monsterneming-sessie, plus laboratorium - kostes.

WATERDIENSTE OWERHEDE (WDO'e)

'n Eerste monsternemingslopie van munisipale drinkwater, vir bakteriologiese en / of chemiese analise,

- Gratis

Waar opvolg-monster(s) geneem moet word en daar nie aan die SANS 241 Kode voldoen word nie.....

- Ontledingskoste betaalbaar deur WDO in wie se regsgebied water bemonster was.

MELK-MONITERING BY VERSKAFFER(S) VAN ROU MELK

Alle monsternemings, soos nodig, vir bakteriologiese of chemiese analise.....

- R 70. 00 per monsterneming-sessie, plus laboratorium – kostes.

GESKIKTHEIDSERTIFIKATE VIR VOEDSELPERSELE

Vermelde Sertifikate word ingevolge die Regulasie m.b.t. die Algemene Higiënevereistes vir Voedselpersele en die Vervoer van Voedsel, 1999 (R918 van 1999) deur die Afdeling uitgereik aan alle persele wat vir, of in verband met, die hantering van voedsel gebruik word.

Met indiening van aansoek om die uitreiking van 'n Geskiktheidsertifikaat i.t.v. die betrokke Regulasie

- R 150. 00 per aansoek. (eenmalige betaling)
- Werklike koste (minimum R150.00) per her-aansoek (waar 'n Geskiktheidsertifikaat ingetrek was)
- R 30.00 vir die vervanging van 'n Geskiktheidsertifikaat.

GESKIKTHEIDSERTIFIKAAAT VIR BARBIERS, HAARKAPPERS, SKOONHEIDS-KUNDIGES, LIGGAAMSDEURPRIEMERS OF TATOEËERDERS

Vermelde Sertifikate word ingevolge die Munisipale Gesondheidsverordening, PK 6631 van Mei 2009 deur die Afdeling uitgereik aan alle persele wat vir, of in verband met, die bogenoemde gebruik word.

Met indiening van aansoek om die uitreiking van 'n Geskiktheidsertifikaat i.t.v. die betrokke Verordening.....

- R 150. 00 per aansoek. (eenmalige betaling)

- R 150.00 per her-aansoek (waar 'n Geskikheidsertifikaat ingetrek was)
- R 30.00 vir die vervanging van 'n verlore Geskikheidsertifikaat.

GESKIKTHEIDSERTIFIKAAT VIR DIE BEDRYF VAN 'N KINDERSORG-FASILITEIT

Vermelde Sertifikate word ingevolge die Munisipale Gesondheidsverordening, PK 6631 van Mei 2009 deur die Afdeling uitgereik aan vermelde fasiliteite

Met indiening van aansoek om die uitreiking van 'n Geskikheidsertifikaat i.t.v. die betrokke Verordening.....

- R70 per aansoek.

GESONDHEIDSINSPEKSIE BY PERSELE, ANDERS AS VOEDSELPERSELE, WAAR DAAR INGEVOLGE DIE WET OP BESIGHEDE 'N LISENSIE UITGEREIK MOET WORD

In terme die Wet op Besighede, 1991 (Wet 71 van 1991) benodig sekere besighede, spesifiek daardie in die voedsel- en vermaaklikheidsbedryf, 'n besigheidslisensie wat deur 'n Plaaslike Owerheid uitgereik moet word.

Aansoeke in die verband moet ook na die Afdeling verwys word vir kommentaar vanuit 'n gesondheidsoogpunt. Die tipe besigheid waar daar om 'n lisensie aansoek gedoen word sal bepaal of 'n gesondheidsinset benodig word al dan nie.

Met indiening van aansoek om die uitreiking van 'n Lisensie.....

- R 70.00 per aansoek.

Voorgestelde werksmetode en –prosedure tussen Munisipaliteit en Afdeling : Omgewingsgesondheid.

1. *Met die indiening van 'n aansoek om 'n besigheidslisensie by 'n Plaaslike Owerheid, voorsien die betrokke Owerheid 'n afskrif van die betrokke aansoek aan die Afdeling : Omgewingsgesondheid van die Raad vir ondersoek en die lewering van kommentaar vanuit 'n gesondheidsoogpunt.*

2. *Die Afdeling : Omgewingsgesondheid lewer binne sewe (7) werksdae na ontvangs van die aansoek, tensy anders ooreengekom, kommentaar aan die Plaaslike Owerheid.*
3. *Die Plaaslike Owerheid oorweeg, waar nodig, kommentaar deur die Afdeling en sluit dit in by hul kennisgewing aan die aansoeker betreffende die goedkeuring of afkeuring van die betrokke lisensie-aansoek vanuit 'n gesondheidsoogpunt.*

TOESIG OOR DIE VERNIETIGING VAN VOEDSELPRODUKTE ONGESKIK VIR
MENSLIKE VERBRUIK

Die Afdeling moet van tyd-tot-tyd toesig hou oor die vernietiging van voedselprodukte wat ongeskik vir menslike verbruik is, asook sekere administratiewe take wat daarmee gepaardgaan verrig, waaronder die voltooiing van sertifikate, ens.

Met die indiening van 'n aansoek om toesig oor die vernietiging van voedselprodukte.....

➤ R 300. 00 per aansoek.

GEVZ.

ANNEXURE B

ANNEXURE C