

# **Central Karoo District Municipality**



**CENTRAL  
SENTRAAAL KAROO**

**DISTRIKSMUNISIPALITEIT / DISTRICT MUNICIPALITY  
UMASIPALA WESITHILI SASE**

## **BUDGET REPORT**

**MTREF 2014/16 – 2016/17**

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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 2014/15 and the 2 indicative years 2015/16 and 2016/17 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 great privilege to table this budget to Council

We just came from a National Election where the ruling party received an overwhelming mandate from the electorate to continue on its path of service delivery and economic development. With regard to the latter we are in possession of the National Government's Growth and Development Plan for which suitable KPA's were already developed. These KPA's will form part of Council's Service Delivery and Budget Implementation Plan which is linked to our IDP and also this budget.

We are still not in a position to fully live up to the expectations of National Government, but can be proud of the way in which we managed to turn Council's finance around over the last two years. In this regard we are thankful to both National and Provincial Government for their assistance in our endeavors to create ways and means to manage our finance in such a way that it not necessarily impacted on service delivery. We utilised available measures to optimise our available revenue. For example I want to mention the decrease in our expenditure on external audit with more than R1-million per annum, arrangements with SALGA to extend our annual payments, financial capacity assistance from National Treasury (re Mr Henk Bezuidenhout) and the way in which we managed to optimise the available human capacity within the Municipality and, in so doing, save literally hundreds of thousands of rand by not employing permanent staff, but rather make use of existing capacity, as mentioned.

Although this year's budget reflects almost a double up in capital expenditure, the latter is still without any regional impact and only addresses the immediate needs of Council which we were forced to neglect over the past years due to financial constraints. I am however of the opinion that we might be able to fulfill our mandate in the budget of 2015/16 in the sense that assistance to B-Municipalities in our region might then again become a possibility. For the latter to realise it will be of vital importance for Council to maintain strict discipline with this budget in an effort to avoid an adjustment budget early in 2015.

This budget makes provision for a total income of R57,5-million and realise a surplus of R928 000,00. It, inter alia, makes provision for:

1. Salary increases of personnel as prescribed by the Bargaining Council.
2. 5,5% Increase in Councilor remuneration.

3. The appointment of the following posts that are currently vacant:
  - Internal Auditor
  - Salary Clerk
  - Creditors Clerk
4. The appointment of an Accountant: Accounts which will be a new post.
5. Other items as elaborated on in the management report and budget itself.

I am confident that this budget will steer Council on its path to become even more financially independent and will on the longer term also address the “going concern” issues related to our current accumulated deficit.

I herewith table this budget for 2014/15 before Council for approval.

A handwritten signature in black ink, appearing to read 'Ez Njadu', with a large, sweeping flourish above the name.

**Ald EZ 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 2014/15 Budget by the end of March 2014:

1. Council resolves that the Annual Budget of the Municipality for the financial year 2014/15 and indicative for the two projected outer years 2015/16 and 2016/17 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 2014/15 Tariff list (Annexure A) be approved for the budget year 2014/15.
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 2014/15 and the two projected outer years 2015/16 and 2016/17
4. Council resolves to adopt the amended Integrated Development Plan (IDP).
5. Council resolves that the budget related policies reflected in Annexure C are approved for the budget year 2014/15.
6. 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- MANAGEMENT REPORT

The 2014/15 budget is herewith presented to Council by Executive Mayor Alderman E Z Njadu.

As was mentioned in recent reports of the Executive Mayor the budget was extremely challenging in the sense that we are still under immense pressure with regards to sufficient funding and especially the cash flow of Council. We did however aim to present a more realistic budget to Council rather than the 2013/14 budget, with which we were forced to later, with the Adjustment Budget in January 2014, almost had to rewrite it. Although we were not in a position to budget for the same surplus as we did in 2013/14, we still managed to keep the budget for 2014/15 in a surplus.

**Council received the following grants in the DORA for 2014/15:**

Equitable Share	8 158 000
Regional Services Replacement Levy	6 164 000
Councilor Support (Remuneration)	2 400 000
<b>SUBTOTAL</b>	<b>16 722 000</b>
EPWP	1 212 000
FMG	1 250 000
MSIG	934 000
Rural Roads Asset Management Grant	1 497 000
FMG: WC	914 976
<b>TOTAL</b>	<b>22 529 976</b>



**With regards to FMG and MSIG the funds, which is conditional, were allocated as follows:**

<b>FMG</b>	
Interns – Salaries (5)	650 000
Training of Interns	250 000
IT Compliance	150 000
Supply Chain Management	200 000
<b>TOTAL</b>	<b>1 250 000</b>

<b>MSIG</b>	
Asset Register	150 000
IDP	200 000
LED	200 000
Internal Audit	384 000
<b>TOTAL</b>	<b>934 000</b>

The administration contribution from the Roads Department amounts to R3 661 237 which includes 14% VAT.

The Rural Roads Asset Management Grant which amounts to R1 497 000 is a pilot role out in the Districts of Central Karoo, Eden and Overberg and is the Provincial Government currently in process to verify the exact extent of the mentioned grant which is also conditional. At the moment the latter is treated as a contra-item in our budget.

<b>Other income consists of:</b>	
EPWP Admin	100 000
Certificates of Acceptability	18 000
Income from Renting	120 000
Photostats, faxes and other	4 500
Milk Sales	350 000
Insurance	10 000
Income from Interest earned	150 000
Capital Contribution	500 000
EDA	1 687 904
<b>TOTAL</b>	<b>2 940 404</b>

Roads subsidy is R28 428 463 after deduction of the administration fee.

**TOTAL INCOME FOR THE YEAR: R57 461 080**

The Budget realises a surplus of **R928 703** after provision for:

1. 5,5% increase in Councilor Remuneration
2. 6,8% increase in Salaries of Officials in terms of Bargaining Council Agreement.
3. R80 000 for bursaries.
4. R290 000 increase in contribution towards SALGA
5. R120 000 towards the maintenance of buildings.
6. The appointment of an Internal Auditor, Salary Clerk and Creditors Clerk
7. Capital Budget for the purchase of:
  - IT-equipment – R100 000
  - Disaster Management Equipment – R85 000
  - Mayoral Vehicle – R165 000
  - Refurbishment of certain areas in building such as tiles in the entrance and hallways and replacement of carpets in some offices – R150 000

With the funds available we believe that the attached budget is credible and duly funded.

  
**N W NORTJE**  
**CHIEF FINANCIAL OFFICER**

## **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 2014. 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 breakdown of all the revenue, operating expenditure and capital expenditure aligned to the goals and action plans of the Integrated Development Plan for the budget 2014/15, 2015/16 and 2016/17 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 IDP 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 R 57 461 000, compared to the previous budget R60 975 000. This reflects a decrease of R3 514 000, or 5,76%. This decrease in income is due to amendments in the way that

we account for in the budget. Refer to specifically the provisions and depreciation. No additional funds was utilize from Surplus funds. See table A1 in Annexure B.

Funds for the Central Karoo District Municipality for the 2014/15 financial year are as follows:

#### **GRANTS& SUBSIDIES INCOME**

<b>Council received the following grants in the DORA for 2014/15:</b>	
Equitable Share	8 158 000
Regional Services Replacement Levy	6 164 000
Councilor Support (Remuneration)	2 400 000
<b>SUBTOTAL</b>	<b>16 722 000</b>
EPWP	1 212 000
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Rural Roads Asset Management Grant	1 497 000
FMG:WC	914 976
<b>TOTAL</b>	<b>22 529 976</b>



Insert A4 here of the A schedule budget.

**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

**With regards to FMG and MSIG the funds, which is conditional, were allocated as follows:**

<b>FMG</b>	
Interns – Salaries (5)	650 000
Training of Interns	250 000
IT Compliance	150 000
Supply Chain Management	200 000
<b>TOTAL</b>	<b>1 250 000</b>

<b>MSIG</b>	
Asset Register	150 000
IDP	200 000
LED	200 000
Internal Audit	384 000
<b>TOTAL</b>	<b>934 000</b>

**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 6,8% 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%.

With regards to Councilors we made provision for an increase of 5,5% 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 IMPLIMENTATION 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

**SECTION17 – CONTRACTS HAVING FUTURE BUDGETARY IMPLICATIONS**

Not applicable, no such instances.

**SECTION 18- CAPITAL EXPENDITURE DETAIL**

The Capital expenditure component of the 2014/15 budget is R500 000.

**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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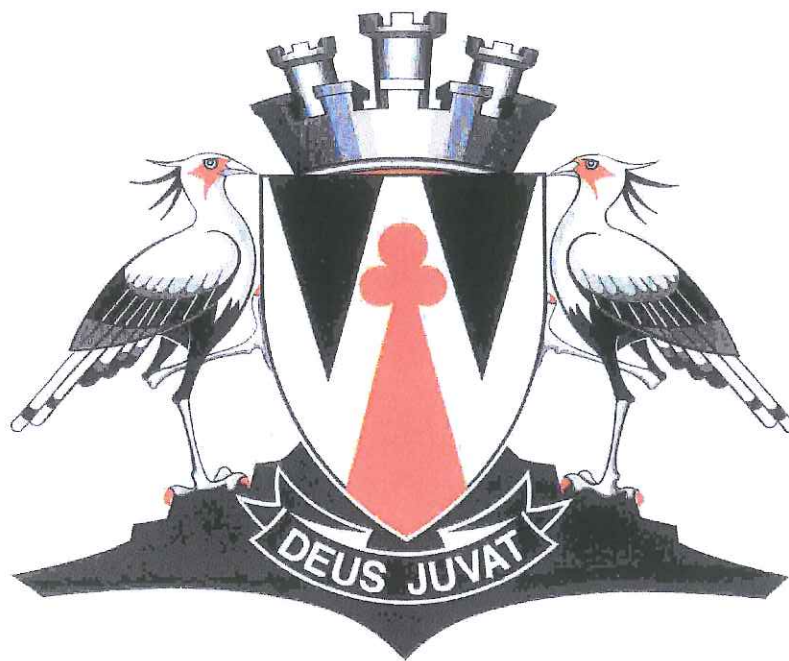
# **ANNEXURE A**

# **SENTRAAL KAROO DISTRIKSMUNISIPALITEIT**

**AFDELING: OMGEWINGSGESONDHEID**

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**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. REKENINGBOEK 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 herbegravingsproses.

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

➤ **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, pluslaboratorium-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.**

## GESKIKTHEIDSERTIFIKAAT VIR BARBIERS, HAARKAPPERS, SKOONHEIDSKUNDIGES, 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 Ongesik vir Menslike Verbruik**

Die Afdeling moet van tyd-tot-tyd toesig hou oor die vernietiging van voedselprodukte wat ongesik 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**

**(Refer to Budget circulated herewith)**

# **ANNEXURE C**

## **BUDGET POLICIES:-**

1. CASH MANAGEMENT & INVESTEMENT POLICY
2. SUPPLY CHAIN MANAGEMENT POLICY
3. VIREMENT POLICY
4. FUNDING AND RESERVE POLICY
5. ASSET MANAGEMENT POLICY
6. RISK MANAGEMENT POLICY
7. WITHDRAWAL OF FUNDS POLICY
8. MFMA DELEGATION REGISTER
9. ANTI-CORRUPTION AND FRAUD PREVENTION POLICY
10. CREDIT MANAGEMENT POLICY
11. TOOLS OF TRADE POLICY