



THE PROVINCE OF MPUMALANGA
DIE PROVINSIE MPUMALANGA

**Provincial Gazette Extraordinary
Buitengewone Provinsiale Koerant**

(Registered as a newspaper) • (As 'n nuusblad geregistreer)

Vol. 22

NELSPRUIT, 26 MAY
MEI 2015

No. 2468

We all have the power to prevent AIDS

AIDS
affects
us all



A
new
struggle

Prevention is the cure

**AIDS
HELPLINE**

0800 012 322

DEPARTMENT OF HEALTH

N.B. The Government Printing Works will not be held responsible for the quality of "Hard Copies" or "Electronic Files" submitted for publication purposes



IMPORTANT

Information

from Government Printing Works

Dear Valued Customers,

Government Printing Works has implemented rules for completing and submitting the electronic Adobe Forms when you, the customer, submits your notice request.

Please take note of these guidelines when completing your form.

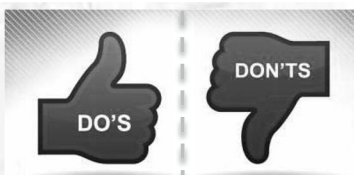
GPW Business Rules

1. No hand written notices will be accepted for processing, this includes Adobe forms which have been completed by hand.
2. Notices can only be submitted in Adobe electronic form format to the email submission address submit.egazette@gpw.gov.za. This means that any notice submissions not on an Adobe electronic form that are submitted to this mailbox will be **rejected**. National or Provincial gazette notices, where the Z95 or Z95Prov must be an Adobe form but the notice content (body) will be an attachment.
3. Notices brought into GPW by "walk-in" customers on electronic media can only be submitted in Adobe electronic form format. This means that any notice submissions not on an Adobe electronic form that are submitted by the customer on electronic media will be **rejected**. National or Provincial gazette notices, where the Z95 or Z95Prov must be an Adobe form but the notice content (body) will be an attachment.
4. All customers who walk in to GPW that wish to submit a notice that is not on an electronic Adobe form will be routed to the Contact Centre where the customer will be taken through the completion of the form by a GPW representative. Where a customer walks into GPW with a stack of hard copy notices delivered by a messenger on behalf of a newspaper the messenger must be referred back to the sender as the submission does not adhere to the submission rules.
5. All notice submissions that do not comply with point 2 will be charged full price for the notice submission.
6. The current cut-off of all Gazette's remains unchanged for all channels. (Refer to the GPW website for submission deadlines – www.gpwonline.co.za)
7. Incorrectly completed forms and notices submitted in the wrong format will be rejected to the customer to be corrected and resubmitted. Assistance will be available through the Contact Centre should help be required when completing the forms. (012-748 6200 or email info.egazette@gpw.gov.za)
8. All re-submissions by customers will be subject to the above cut-off times.
9. All submissions and re-submissions that miss the cut-off will be rejected to the customer to be submitted with a new publication date.
10. Information on forms will be taken as the primary source of the notice to be published. Any instructions that are on the email body or covering letter that contradicts the notice form content will be ignored.

You are therefore advised that effective from **Monday, 18 May 2015** should you not comply with our new rules of engagement, all notice requests will be rejected by our new system.

Furthermore, the fax number **012- 748 6030** will also be **discontinued** from this date and customers will only be able to submit notice requests through the email address submit.egazette@gpw.gov.za.





DO use the new Adobe Forms for your notice request. These new forms can be found on our website: www.gpwonline.co.za under the Gazette Services page.

DO attach documents separately in your email to GPW. (In other words, your email should have an Adobe Form plus proof of payment – 2 separate attachments – where notice content is applicable, it should also be a 3rd separate attachment)

DO specify your requested publication date.

DO send us the electronic Adobe form. (There is no need to print and scan it).

DON'T submit request as a single PDF containing all other documents, i.e. form, proof of payment & notice content, it will be **FAILED** by our new system.

DON'T print and scan the electronic Adobe form.

DON'T send queries or RFQ's to the submit.egazette mailbox.

DON'T send bad quality documents to GPW. (Check that documents are clear and can be read)



Form Completion Rules

No.	Rule Description	Explanation/example
1.	All forms must be completed in the chosen language.	GPW does not take responsibility for translation of notice content.
2.	All forms must be completed in sentence case, i.e. No fields should be completed in all uppercase.	e.g. "The company is called XYZ Production Works"
3.	No single line text fields should end with any punctuation, unless the last word is an abbreviation.	e.g. "Pty Ltd.", e.g. Do not end an address field, company name, etc. with a period (.) comma (,) etc.
4.	Multi line fields should not have additional hard returns at the end of lines or the field itself.	This causes unwanted line breaks in the final output, e.g. <ul style="list-style-type: none"> Do not type as: 43 Bloubokrand Street Putsonderwater 1923 Text should be entered as: 43 Bloubokrand Street, Putsonderwater, 1923
5.	Grid fields (Used for dates, ID Numbers, Telephone No., etc.)	<ul style="list-style-type: none"> Date fields are verified against format CCYY-MM-DD Time fields are verified against format HH:MM Telephone/Fax Numbers are not verified and allow for any of the following formats limited to 13 characters: including brackets, hyphens, and spaces <ul style="list-style-type: none"> o 0123679089 o (012) 3679089 o (012)367-9089
6.	Copy/Paste from other documents/text editors into the text blocks on forms.	<ul style="list-style-type: none"> Avoid using this option as it carries the original formatting, i.e. font type, size, line spacing, etc. Do not include company letterheads, logos, headers, footers, etc. in text block fields.



No.	Rule Description	Explanation/example
7.	Rich text fields (fields that allow for text formatting)	<ul style="list-style-type: none"> • Font type should remain as Arial • Font size should remain unchanged at 9pt • Line spacing should remain at the default of 1.0 • The following formatting is allowed: <ul style="list-style-type: none"> ○ Bold ○ Italic ○ Underline ○ Superscript ○ Subscript • Do not use tabs and bullets, or repeated spaces in lieu of tabs and indents • Text justification is allowed: <ul style="list-style-type: none"> ○ Left ○ Right ○ Center ○ Full • Do not use additional hard or soft returns at the end of line/paragraphs. The paragraph breaks are automatically applied by the output software <ul style="list-style-type: none"> ○ Allow the text to wrap automatically to the next line only use single hard return to indicate the next paragraph ○ Numbered lists are allowed, but no special formatting is applied. It maintains the standard paragraph styling of the gazette, i.e. first line is indented.
	<p>e.g.</p> <ol style="list-style-type: none"> 1. The quick brown fox jumps over the lazy river. The quick brown fox jumps over the lazy river. The quick brown fox jumps over the lazy river. 2. The quick brown fox jumps over the lazy river. The quick brown fox jumps over the lazy river. The quick brown fox jumps over the lazy river. 	



You can find the **new electronic Adobe Forms** on the website www.gpwonline.co.za under the Gazette Services page.

For any **queries or quotations**, please contact the **eGazette Contact Centre** on 012-748 6200 or email info.egazette@gpw.gov.za

Disclaimer

Government Printing Works does not accept responsibility for notice requests submitted through the discontinued channels as well as for the quality and accuracy of information, or incorrectly captured information and will not amend information supplied.

GPW will not be held responsible for notices not published due to non-compliance and/or late submission.



DISCLAIMER:

Government Printing Works reserves the right to apply the 25% discount to all Legal and Liquor notices that comply with the business rules for notice submissions for publication in gazettes.

National, Provincial, Road Carrier Permits and Tender notices will pay the price as published in the Government Gazettes.

For any information, please contact the eGazette Contact Centre on 012-748 6200 or email info.egazette@gpw.gov.za

CONTENTS • INHOUD

<i>No.</i>		<i>Page No.</i>	<i>Gazette No.</i>
GENERAL NOTICE			
200	Division of Revenue Bill, 2015: Mpumalanga Department of Finance: Transfer to municipalities	6	2468

GENERAL NOTICE

NOTICE 200 OF 2015

MPUMALANGA DEPARTMENT OF FINANCE

In accordance with section 30(2)(a)(i) of the Division of Revenue bill, 2015, I hereby give notice of the recommended division, of additions to municipalities for the 2015/16 financial year as set out in the attached schedule. These allocations will be transferred according to the transfer mechanism as per attached schedule and for the purpose and conditions set out therein.



HON. SE KHOLWANE
MEC: Finance, Economic Development and Tourism
MPUMALANGA PROVINCIAL GOVERNMENT

DEPARTMENT OF FINANCE
TRANSFERS TO MUNICIPALITIES

Transferring Department	Department of Finance
Purpose of Allocation	To provide financial assistance for the purpose of data cleansing in Nkangala District Municipality
Measurable Outputs	<p>The District Municipality shall perform data cleansing activities in identified Municipalities within the District taking into consideration the population size; the number of households; area size; number of business units and the financial system utilised by Emalahleni Municipality as follows:</p> <ul style="list-style-type: none"> • Desktop data cleansing, firstly using existing municipal sources of data, the valuation roll, the town planning scheme and GIS information; and secondly, external data sources including but not necessarily limited to Companies and Intellectual Property Commission (CIPC), Deeds Data, Home Affairs and other possible data sources such as Credit Bureau data (Trans Union (ITC)), Stats SA and • Ensure that debtors are billed for the correct stands, correct tariffs. Value Added Tax (VAT) and type of services received through:- • Reconciliation of the data on the Valuation Roll and the Financial Management System. • Verifying and providing variances report on the mapping to the correct vote numbers; • Making recommendations per household whether to be included or excluded from the indigent register (provide a list); • Conducting physical verification of land usage; • Capturing and ensuring uploading of complete and accurate information of debtors based on source documents and data available; • Detecting duplicate accounts through analysing of inactive accounts; identifying all households stand numbers in the billing system and identifying those that are linked to more than one service account; conducting investigations so as to determine where accounts should be consolidated in one account or they represent duplication; • Conducting Meter Audits as informed by the location of the meter (Global Positioning System (GPS) coordinates); condition of the meter/moving/standing still/covered; reading on the meter/Meter number; determining whether there is any tampering of the meter and including taking photographs of the meters; • Profiling of debtors in order to identify uncollectable debt through, identifying unallocated credits(bank statement, suspense accounts and the debtors book) and capacitate internal staff to allocate correctly; providing Basic Accounting System (BAS) Codes from government departments; developing procedures for processing, authorising master file changes; reviewing the revenue related Government Finance Statistics (GFS); providing schedule/list of all inactive and erroneous accounts, returned accounts and advice on the action to be taken; establishing whether all consumer agreement with consumers are in place and that deposits are in line with the agreement; enhance the consumer agreement if found to be legally inadequate in agreement with the municipality e.g. email address, cell phone account. • Providing a schedule on accounts to be flagged in the system of accounts into specific categories and groups, for example: separating recoverable and irrecoverable based on specific rules (address, prescribed accounts and late estate accounts); handing over to the collection agency; handling Government accounts, accounts in dispute; registering indigent accounts; identifying accounts

	<p>with positive balances; classifying accounts based on estimated consumption; accounts charged for all services received; accounts being levied at the correct rates and service charges or the opposite; paying and non-paying account holders; consumers who may potentially qualify for indigent registration and vice versa; identifying of duplicated accounts.</p> <ul style="list-style-type: none"> Development and implementation of a skills transfer plan to ensure a sustainable solution by ensuring that once the database has been cleansed, a policy, maintenance plan and standard operating procedures to ensure that the database does not deteriorate again into its current state are developed.
Allocation Criteria	R 3 000 million is allocated.
Monitoring Systems	<p>District to submit monthly progress reports to the Department. Over and above the monthly meetings, both the Department and the Districts shall through their representatives and as and when required shall, be entitled to inspect the project and related documents with a view to ascertain whether the project is progressing as agreed upon, for purposes of monitoring quality, quantity, budget and time of completion.</p> <p>The District shall also implement the project to finality and provide a detailed close out report within one (1) month of completion of the project and present it to the Project Steering Committee for consideration.</p> <p>Over and above, monitoring shall be in line with the Service Level Agreement (SLA) signed by the District.</p>
Budget on which transfer is shown	R 3 000 million under Programme 2: Sustainable Resource Management
Projected Life	01 April 2015 – 31 March 2016
Payment Schedule	Transfer of the R 3 000 million will be made by 31 March 2016.

R thousand	Outcome			Main appropriation	Adjusted appropriation 2014/15	Revised estimate	Medium-term estimates		
	2011/12	2012/13	2013/14				2015/16	2016/17	2017/18
Category B	-	-	3 000	3 000	-	-	-	-	-
MP302 Msukaligwa	-	-	500	500	-	-	-	-	-
MP306 Dipaleseng	-	-	500	500	-	-	-	-	-
MP314 Emakhazeni	-	-	500	500	-	-	-	-	-
MP315 Thembisile	-	-	500	500	-	-	-	-	-
MP321 Thaba Chweu	-	-	500	500	-	-	-	-	-
MP324 Nkomazi	-	-	500	500	-	-	-	-	-
Category C	-	-	-	-	5 688	6 000	3 000	-	-
DC30 Gert Sibande	-	-	-	-	1 000	-	-	-	-
DC31 Nkangala	-	-	-	-	3 688	4 688	3 000	-	-
DC32 Ehlanzeni	-	-	-	-	1 000	1 312	-	-	-
Total departmental transfers to local government	-	-	3 000	3 000	5 688	6 000	3 000	-	-