

ITEM:

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REPORT TO THE MSUNDUZI MUNICIPAL COUNCIL

File Reference:
Report Number:

Author: CLLR M. SCHALKWYK
Designation: CHAIRPERSON:
MUNICIPAL PUBLIC
ACCOUNTS
COMMITTEE

NOT CONFIDENTIAL

1st Level: COUNCIL: (30/06/2021)

FOR APPROVAL AND ADOPTION

SUBJECT: OVERSIGHT REPORT 2019/2020 FINANCIAL YEAR

1. PURPOSE

- 1.1 To Present to Council for Adoption the Oversight Report on the Annual Report for 2019/2020 Financial Year.
- 1.2 To recommend to Council the Adoption of the Annual Report 2019/2020, without reservations

2. BACKGROUND

- 2.1 The Municipal Public Accounts Committee established by Council is responsible for the drafting of the Oversight Report on the Annual Report.
- 2.2 The Adoption of the Oversight Report is the final step in the Annual Report Process of the Municipality and is a requirement in terms of Section 129 of the MFMA, which requires the Council to Adopt an Annual Report.
- 2.3 Once the Annual Report is tabled, the Council has two months in which to consider the report, invite for public submissions and to finalize its Oversight Report.

2.4 Council must consider the Annual Report and Adopt an Oversight Process that includes a statement with one of the following:

- Approval of the report with or without reservations
- Rejection of the report; or
- Referral of the report back for revision of those components that can be revised

2.5 The Oversight Report is a separate document from the Annual Report. The Annual Report is submitted to the Council by the Accounting Officer and the Mayor and is part of the process of discharging accountability by the Executive and Administration for their performance in achieving the objectives and goals set by the Municipality in the relevant Financial Year. The Oversight Report follows considerations on the Annual Report and is considered to be a report of the Municipal Council.

3. LEGISLATIVE PROVISIONS / POLICIES

3.1 Municipal Finance Management Act (MFMA), Act 56 of 2003

3.2 Circular 32 issued by National Treasury

4. COMMENTS FROM THE MUNICIPAL PUBLIC ACCOUNTS COMMITTEE

4.1 The Annual Report was tabled at Council 28 April 2020

4.2 Immediately after tabling, the Annual Report was made available on the municipal website, as well as the Area Base Management (AMB) offices.

The Annual Report was also made available to the following offices;

- Office of the Auditor General
- National Treasury
- The MEC – KZN Treasury
- The MEC – KZN Department of Local Government and Traditional Affairs

4.3 The Annual Report has been subjected to the Oversight Process as the provisions of S129 of the MFMA and adopted Oversight Process Plan on the 2019/2020 Annual Report (Attached as Annexure "A" to the Oversight Report)

4.4 Advertisements (Attached as Annexure "B") was placed in the local, communal Newspapers, social and radio mediums, communicating the availability of the Annual Report for the Public to comment and inviting the public to the various meetings. No public comment were received during this phase.

4.5 The minutes of all the meetings the Msunduzi Municipality held on its Annual Report were discussed, approved by the committee and are attached (as Annexure "C" – "J") as part of the Oversight Report, which has been distributed separately.

- 4.6 Attached as Annexure "K" is the Annual Report Checklist issued by National Treasury. This serves as a guide to determine whether all the requisite content is contained in the Annual Report of 2019/2020.

Overview of the Findings of the Municipal Public Accounts Committee on the Annual Report 2019/2020

- The Municipal Public Accounts Committee is satisfied that the 2019/2020 Annual Report has been through vigorous process that complies with relevant legislation as well as an Oversight Process Plan.
- Various amendments have been affected and do not warrant specific mention in this report as they have captured in the attached minutes.

5. IMPLICATIONS:

5.1 FINANCIAL

The Oversight meetings were open to the public and the public was notified by means of newspaper publication in the local newspapers and by means of digital media utilized by the Municipality through its communication department. The total cost for the print media was R 37 576.87

5.2 LEGAL

That the report has been compiled according to the requisite legal requirement as per the Municipal Finance Management Act, No.56 of 2003 (MFMA) and circular 32 as issued by the National Treasury.

5.3 COMMUNICATION

- 5.3.1 The Oversight meetings were open to the public and the public was notified by means of newspaper publication in the local newspapers and by means of digital media utilized by the Municipality through the communication department

5.4 SERVICE DELIVERY IMPLICATIONS

The direct impact to the Citizens is transparency and give the community of Msunduzi direct access to Management to account on the Annual Report under review through the Oversight of MPAC as Committee of Council.

6. RECOMMENDATIONS

IT IS RECOMMENDED THAT:

- 6.1. Having fully considered the Annual Report of Msunduzi Municipality for the 2019/2020 Financial Year as per the Municipal Finance Management Act 56 of 2003 Section 129, the Council Approves the Annual Report without Reservations.
- 6.2. That the Accounting Officer implements a more effective and efficient revenue collection strategy in order to ensure that the high debt level be recovered from debtors, that is above now R4 billion that accumulated over the years. That it be noted that MPAC has cautioned the administration in previous years about this but little has been done to ensure that this recommendation is attended to.
- 6.3. That Legal Services unit investigates and submits a report and proposal to Council for the courts to increase fines imposed for all by- law transgressions to ensure that they are in line within inflation and to include frequency of review to the fines schedule of the Municipality.
- 6.4. That the Accounting Officer resolves as a matter of urgency, all the pending disciplinary matters especially those that have a direct impact on the finances of the Municipality.
- 6.5. That the Accounting Officer cascades performance appraisal from level 4 employees to all levels below in order to assess productivity of the current staff versus the need to hire new people in posts that can be filled by the current available staff through promotions of current staff.
- 6.6. That the General Manager: Infrastructure Services and the Chief Financial Officer develops a comprehensive plan comprising of mitigation strategies to be employed by the municipality towards the major contributing financial losses experienced (e.g. Faulty meters and electricity theft) must be tabled in the respective Portfolio Committees and MPAC for oversight purposes and monitor implementation. That Accounting Office must institute disciplinary action upon the respective officials, that have not adhered to this recommendation.
 - 6.6.1 That Town Planning Sub-unit must be given all the support it requires to implement all mechanisms necessary towards contravening persons of by-laws in the city, in order to eradicate the City of the state of decay caused by the illegal businesses operating in the city central and surrounding areas and to also correct land-uses around the City Central District.
 - 6.6.2 That a one-stop shop by-law enforcement unit must be established for the purposes of reporting of by-laws by members of the community and the coordination of corrective measures and that council be update monthly on its establishment and functionality of this unit every 3 months

6.6.3 That, arising out of the proceedings of the Oversight Committee meetings, it be noted that the Municipal Public Accounts Committee is highly **concerned** about the following matters:

- 6.6.3.10. That year on year the vacancy rate remains high without it being addressed. During the year under review, we have noted no noticeable change in the high vacancy rate that we have recommended be reduced over the years.
- 6.6.3.11. The lack of synergy (operating in siloes) that continues to exist in the Municipal Business Units and also has a negative impact on the work force's ability to deliver services to the community, must be contained. This responsibility be within the Office of the Accounting Officer .
- 6.6.3.12. That instead of hiring vehicles and plant on a monthly basis, the request for purchasing vehicles and plant by the Acting General Manager: Infrastructure Services be considered and a budget is built up over the next two or three years.
- 6.6.3.13. That the loss of water from standpipes was noted by the then Acting General Manager: Infrastructure Services and that in the future, management must ensure the full implementation of the credit policy .
- 6.6.3.14. That the Strategic Management Committee ensure that the top ten risks of the Municipality are prioritized and brought to the attention of Council and that there are effective strategies to mitigate them. Portfolio Committees must regularly monitor the risks and report progress through the correct channels to Council.
- 6.6.3.15. That the Office of the Speaker must update and verify on an ongoing basis, gifts and hospitality received by Councillors and Corporate Services must do the same for Officials, guided by the Gifts Policy.
- 6.6.3.16. That the General Manager: Sustainable Development and City Enterprise brings an audit report detailing the municipal Housing Rental Stock and the current usage to MPAC by no later than September 2021.
- 6.6.3.17. That the General Manager: Sustainable Development and City Enterprise must develop a SMART Plan that should address the problems that have been ongoing for several years and continue without any improvement and outstanding debt continues to escalate in terms of Councils housing rental stock. The Municipal Public Accounts Committee is of the view that this matter must finally be brought to conclusion. The plan must be presented to Sustainable Development Portfolio Committees, MPAC and Full Council for consideration by no later than September 2021.
- 6.6.3.18. The vandalism of Community Halls continues unabated and that the General Manager must bring to Council through the Community Services Portfolio

Committee, a comprehensive action plan to bring this act to an end and provide a long term and lasting solution by no later than September 2021.

- 6.6.3.19. That the Accounting Officer and the Chief Financial Officer develop a much more effective and efficient strategy to collect money from the customers because the strategy used in this financial year 2019/2020 has not had a meaningful impact to Council. MPAC strongly resolved that the Municipal Manager ensures that the Councils Credit Control Policy is implemented in full without reservation and reports back to Council every 2 months of this report being adopted by Council.
- 6.6.3.20. That the Accounting Officer ensures that a tracking tool is developed and an implementation plan of the Auditor Generals findings is monitored and evaluated continuously within a view to achieving a clean audit for 2020/2021 Financial year.
- 6.6.3.21. The Municipal Public Accounts Committee and Full Council to enable effective oversight in that Council mandates the Accounting Officer to ensure all follow up reports as listed herein this report, must be submitted to the Portfolio Committees, Municipal Public Accounts Committee, Executive Committee & Council.
- 6.6.3.22. The Municipal Public Accounts Committee does not support payment of performance bonuses, rewards, incentives as per the approved individual Performance Management System Policy for the 2019/2020 Financial year in view of the continued poor performance and that this sentiment be considered during the assessments as per the approved IPMS policy.
- 6.6.3.23. That Council approves the Annual Report of the Msunduzi Municipality for the 2019/2020 Financial Year without reservations, however the Municipal Public Accounts Committee requests that all amendments requested are completed prior to the final annual report being published.
- 6.6.3.24. That the Oversight Report be made public in accordance within Section 129(3) of the Municipal Finance Management Act 56 of 2003.

6.6.4. That the 2019/2020 Annual Report and Oversight Report, including the minutes where the Annual Report was discussed, be submitted to the following Offices in terms of Section 129 (2) of the MFMA: -

- National Treasury;
- Auditor General;
- MEC: Cooperative Governance and Traditional Affairs;
- MEC: Provincial Treasury;

6.6.5. That the Oversight Report be submitted to the Provincial Legislature in accordance within Section 132(2) of the Municipal Finance Management Act 56 of 2003.

7. SUBMITTED BY:



CLLR M. SCHALKWYK
CHAIRPERSON: MUNICIPAL PUBLIC ACCOUNTS COMMITTEE

DATE: 25-06-2021

CITY OF CHOICE



**PIETERMARITZBURG
M S U N D U Z I**

OVERSIGHT REPORT

FOR THE FINANCIAL YEAR

RECEIVED: CITY HALL
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2019/2020

Councillors:

**Chairperson of the Municipal Public Accounts Committee
Councillor M Schalkwyk**

**Councillor
Councillor M Ngubo
Councillor SI Madonda
Councillor NC Gambu
Councillor XE Ngongoma
Councillor JJ Ngubo
Councillor T Njilo
Councillor R Niemand
Councillor P Duma
Councillor BE Zuma
Councillor P Sithole
Councillor TI Dlamini
Councillor LJ Winterbach
Councillor BC Nhlabathi**

Administrative Support:

**Mr Hlalani Zondi: Office of the MPAC Chair Manager
Miss Kavina Christian: Personal Assistant: MPAC Chair
Mr Bongakonke Halimana : Manager: Organizational Compliance, Performance & Knowledge
Management (Acting)
Miss Lacil Pillay: Performance Management Advisor
Mrs Dashantha Reddy: Municipal Manager's Representative
Miss Nokulunga Kunene: Committee Officer**

TABLE OF CONTENTS

1. INTRODUCTION.....	4
2. BACKGROUND.....	5
3. THE MUNICIPAL PUBLIC ACCOUNTS COMMITTEE.....	6
3.1 COMPOSITION.....	6
3.2 AUTHORITY AND POWER.....	7
3.3 ANNUAL REPORT OVERSIGHT FUNCTIONS.....	7
4. THE OVERSIGHT REPORT PROCESS PLAN.....	8
5. OVERVIEW OF THE FINDINGS & RECOMMENDATIONS ON THE 2019/2020 ANNUAL REPORT.....	14
6. CONCLUSION.....	18
ANNEXURES.....	19

1. INTRODUCTION

The Annual Report is a key instrument of transparent governance and accountability. It is a post-financial year document, which provides an overview of the process of financial and non-financial performance in respect of the previous financial year, in this instance 2019/2020.

The Municipal Finance Management Act (MFMA) assigns specific oversight responsibilities to Council in respect of the Annual Report and the preparation of an Oversight Report.

Given the processes required by Council to effectively undertake its oversight role, the establishment of a Municipal Public Accounts Committee of Council will provide the appropriate mechanism in which Council could fulfill its oversight responsibilities.

The Municipal Public Accounts Committee and herein referred to as the Oversight Committee, has the primary role to consider the Annual Report, receive input from the various role players and to prepare a draft Oversight Report for consideration and adoption by Council.

2. BACKGROUND

The oversight role of Council is an important component of the financial reforms and it is achieved through the separation of roles and responsibilities between Council, the Executive (Mayor and Executive Committee) and Administration. Good governance, effective accountability, and oversight can only be achieved if there is a clear distinction between the functions performed by the different role players.

Non-executive Councillors are required to maintain oversight on the performance of specific responsibilities and delegated powers that they have given to the Executive (Mayor/Executive Committee). In other words, in exchange for the powers which Council have delegated to the Executive, Council retains a monitoring and oversight role ensuring that there is accountability for the performance or non-performance of the municipality.

The Municipal Finance Management Act, No.56 of 2003 (MFMA) vests in Council specific powers of approval and oversight.

- ✓ Approval of budgets;
- ✓ Approval of Budget related Policies; and
- ✓ Review of the Annual Report and adoption of the Oversight Report.

3. THE MUNICIPAL PUBLIC ACCOUNTS COMMITTEE

3.1 COMPOSITION

The Municipal Public Accounts Committee is a Committee of Council established under section 79 of the Municipal Structures Act, 1998. Due to the separation of roles and responsibilities between Council and the Executive (Mayor and Executive Committee) it is not appropriate that members of the Executive Committee be members of the Oversight Committee.

The Municipal Public Accounts Committee consists of the following Councillors as reconfigured in August 2019 by council

Councillor M Schalkwyk
Councillor M Ngubo
Councillor SI Madonda
Councillor NC Gambu
Councillor XE Ngongoma
Councillor JJ Ngubo
Councillor T Njilo
Councillor R Niemand
Councillor P Duma
Councillor BE Zuma
Councillor P Sithole
Councillor TI Dlamini
Councillor LJ Winterbach
Councillor BC Nhlabathi

Councillor M Schalkwyk serves as Chairperson of the Municipal Public Accounts Committee.

3.2 AUTHORITY AND POWER

The Municipal Public Accounts Committee is a Council Committee established in terms of sections 33 and 79 of the Municipal Structures Act, No. 117 of 1998. In terms of line of accountability, the Committee accounts directly to Council.

The Municipal Public Accounts Committee is delegated the responsibility to conduct meetings and to hold public hearings to review and hear public submissions on the Annual Report, on behalf of Council.

Timely notice of all meetings should be given and all meetings held by the Municipal Public Accounts Committee must be open to the public and minutes of the meetings must be submitted to Council meetings.

3.3 ANNUAL REPORT OVERSIGHT FUNCTIONS

The Annual Report oversight functions of the Municipal Public Accounts Committee are to:

- ✓ Undertake the review and analysis of the Annual Report.
- ✓ Invite, receive, and consider input from Councillors and Portfolio Committees, on the Annual Report.
- ✓ Consider written comments received in respect of the Annual Report from the public consultation process.
- ✓ Conduct Public Hearing(s) to allow the local community or any organs of state to make representations on the Annual Report.
- ✓ Receive and consider Council's Audit Committee views and comments on the annual financial statements and the performance report.
- ✓ Preparation of the Oversight Report, taking into consideration the views and input of the public, representative(s) of the Auditor-General, organs of state, Council's Audit Committee and Councillors.

4. THE OVERSIGHT REPORT PROCESS PLAN

Section 129 of the Municipal Finance Management Act (Act 56 of 2003) requires the Council to consider its Annual Report and to adopt an Oversight Report.

In order for the Municipal Public Accounts Committee to conduct its oversight over the 2019/2020 Annual Report, an Oversight Process Plan was developed and adopted by Council on the 28th of March 2021 and reviewed and approved on the **(attached as Annexure "A")**.

The approved Oversight Process Plan in respect of the 2019/2020 Annual Report indicates amongst others, that the Municipal Public Accounts Committee should scrutinize the Annual Report and all other supporting documents, solicit comments from the public, generate questions and submit to the City Manager for written responses, hold public meetings, draft an oversight report and unanimously adopt it prior to this report serving in Council within two months.

The Annual Report 2019/2020 was submitted to Council at its meeting held on the 28th March 2021 following an extension was given by National Treasury of a period of two months because of the effects of COVID 19, and was referred to the Municipal Public Accounts Committee subject to minor amendments to the Report. The community was notified through printing, social and audio (Radio) media of the availability of the Annual Report and were invited to submit representations on the report **(attached as Annexure 'B')**.

The Annual Report was available at all Area Based Management (ABM) satellite offices in the 5 Zones, the municipal Information Centre at City Hall and the office of the Municipal Manager. It was also placed on the Msunduzi Municipality website (www.msunduzi.gov.za). At the closing date for public submissions of concerns on the Annual Report, 3rd of June 2021 submissions were received. The Public was invited to the tabling of the Oversight Report to Council on 30th of June 2021.

Meetings of the Oversight Committee were scheduled and held as follows initially:

No.	Date	Item/ Business Unit
1.	19 February 2021	Introductory Meeting
2.	23 February 2021	Sustainable and Economic Development Services
3.	25 February 2021	Financial Services
4.	16 March 2021	Community Services
5.	16 March 2021	CBU (Offices of the Mayor, Speaker, MM and Internal Audit & Oversight Report Checklist)
6.	17 March 2021	Infrastructure Services
7.	17 March 2021	Corporate Services
8.	19 March 2021	Confirmation of Minutes, Presentation of Draft Oversight Report, Presentation of revised Annual Report 17/18
9.	24 March 2021	Presentation of Oversight report to Council

General Municipal Managers / Senior Management were requested to attend the meetings of the Oversight Committee on the respective relevant dates. Unfortunately, we had a number of meetings re-

scheduled as represented below and highlighted in red because other pressing matters of council that had to take priority and the continued impact of COVID 19 this also delayed the Auditor General from presenting the final Audit Report to council and pushed forward the adoption of the Process Plan for another month to the end the March Council sitting.

No.	Date	Item/ Business Unit
1.	12 May 2021	Introductory Meeting
2.	14 May 2021	Corporate Services
3.	18 May 2021	Sustainable and Economic Development Services
4.	27 May 2021	Financial Services
5.	20 May 2021	Infrastructure Services
7.	02 June 2021	Community Services
	03 June 2021	CBU
9.	10 June 2021	Confirmation of Minutes, Presentation of Draft Oversight Report, Presentation of revised Annual Report 19/20
10.	30 June 2021	Presentation of Oversight report to Council

12 May 2021– INTRODUCTORY MEETING

REFER ANNEXURE ‘C’

This was an introductory meeting, which included a general presentation outlining the Oversight process and requirements. Members were advised that invitations to meetings of the Municipal Public Accounts Committee were sent to all General Managers of the Municipal Manager including those who were acting during the time of the Oversight process. It was stated that reminders were also forwarded before each meeting and that members of the public will be notified through written media publication.

2 June 2021– Community Services

REFER ANNEXURE ‘D’

The following sections were dealt within in the Community Services section:

- Waste Management
- Theaters
- Cemeteries
- Bio-Diversity & Landscaping
- Traffic & Public Safety
- Fire Services
- Sports and Recreation
- Library Services

- Waste Management (Landfill Site)

The Business Unit submitted various changes and omissions in the Annual report that the committee agreed to accept and resolved to submit within 48 hours after the meeting to the Organizational Performance Management Office for final printing of the Annual Report.

14 May 2021 – CORPORATE SERVICES

REFER ANNEXURE ‘E’

The following sections were dealt within in the Corporate Services section:

- Political Governance and Administrative Governance
- Human Resources
- Information and Communication Technology (ICT) Services
- Legal Services
- Organizational Development Performance

The Business Unit submitted various changes and omissions in the Annual report that the committee agreed to accept and resolve to submit within 48 hours after the meeting to the Organizational Performance Management Office for final printing of the Annual Report.

18 May 2021– SUSTAINABLE DEVELOPMENT AND CITY ENTERPRISES

REFER ANNEXURE ‘F’

The following sections were dealt within in the Sustainable Development and City Enterprises section:

- Planning
- Local Economic Development
- Airport
- Building Control and Signage
- Market
- Human Settlement
- Environmental Health
- Art Gallery
- Environmental Management

The Business Unit submitted various changes and omissions in the Annual report that the committee agreed to accept and resolve to submit within 48 hours after the meeting to the Organizational Performance Management Office for final printing of the Annual Report.

27 May 2021– BUDGET AND TREASURY (FINANCIAL SERVICES)
REFER ANNEXURE “G”

The following sections were dealt within in the Budget and Treasury (Finance Services)

- Indigent (Free Basic Services)
- Financial Services
- Supply Chain Management
- Fleet Management

The Business Unit submitted various changes and omissions in the Annual report that the committee agreed to accept and resolve to submit within 48 hours after the meeting to the Organizational Performance Management Office for final printing of the Annual Report.

18 May 2021– SUSTAINABLE DEVELOPMENT AND CITY ENTERPRISES
REFER ANNEXURE ‘H’

The following sections were dealt within in the Sustainable Development and City Enterprises section:

- Planning
- Local Economic Development
- Airport
- Building Control and Signage
- Market
- Human Settlement
- Environmental Health
- Art Gallery
- Environmental Management

The Business Unit submitted various changes and omissions in the Annual report that the committee agreed to accept and resolve to submit within 48 hours after the meeting to the Organizational Performance Management Office for final printing of the Annual Report.

3 June 2021 – CORPORATE BUSINESS UNIT

REFER ANNEXURE 'I'

The following sections were dealt within in the Corporate Business Unit section:

- Office of the Mayor
- Office of the Speaker
- Office of the Municipal Manager
- Internal Audit
- Report of Audit Committee and Recommendations

The Business Unit submitted various changes and omissions in the Annual report that the committee agreed to accept and resolve to submit within 48 hours after the meeting to the Organizational Performance Management Office for final printing of the Annual Report.

20 May 2021 – INFRASTRUCTURE SERVICES

REFER ANNEXURE 'J'

The following sections were dealt within in the Infrastructure Services section:

- Water Services
- Sanitation Services
- Electricity
- Roads
- Transportation Planning
- Storm Water
- Mechanical Workshop

The Business Unit submitted various changes and omissions in the Annual report that the committee agreed to accept and resolve to submit within 48 hours after the meeting to the Organizational Performance Management Office for final printing of the Annual Report.

10 June 2021 - DRAFT OVERSIGHT REPORT

The following matters were dealt within at the meeting:

- Confirmation of Minutes of previous meetings
- Annual Report Checklist
- Draft Oversight Report
- Presentation on the revised Annual Report 2019/2020

The Annual Report Checklist (**attached as Annexure “J”**) was issued by the National Treasury and serves as a guideline to determine whether the requisite content is contained in the Annual Report of 2019/2020.

5. OVERVIEW OF THE FINDINGS & RECOMMENDATIONS ON THE 2019/2020 ANNUAL REPORT

The Municipal Public Accounts Committee is satisfied that the 2019/2020 Annual Report has been through a vigorous process that complies within relevant legislation as well as an Oversight Process Plan.

The Committee observed a considerable improvement in the context compared to previous years, which was noted in the Annual Report, as tabled. The committee unanimously noted and agreed that, to improve the quality of the Annual report, all business unites and committees of council must ensure the accuracy of the information for correctness of the Annual report. Minor additions were made such as footnotes to various tables and editing corrections. These do not warrant specific mention in this report and are captured in the attached minutes. Matters arising from the minutes have been incorporated into the report.

The Municipal Public Accounts Committee noted the sustained Qualified Opinion for the second year in a row and the committee is of the firm view that the following audit outcome will produce a clean audit opinion, given the amount of work that have produced the qualified opinion in the year under review.

The Municipal Public Accounts Committee takes pleasure in presenting the Oversight Report to Council to consider the following resolutions:

IT IS RESOLVED TO RECOMMEND:

- 5.1 Having fully considered the Annual Report of Msunduzi Municipality for the 2019/2020 Financial Year as per the Municipal Finance Management Act 56 of 2003 Section 129, that Council Approves the Annual Report without Reservations.
- 5.2 That the Accounting Officer implements a more effective and efficient revenue collection strategy in order to ensure that the high debt level be recovered from debtors, that is above now R4 billion that accumulated over the years. That it be noted that MPAC has cautioned the administration in previous years about this but little has been done to ensure that this recommendation is attended to.
- 5.3 That Legal Services unit investigates and submits a report and proposal to Council for the courts to increase fines imposed for all by- law transgressions to ensure that they are in line within inflation and to include frequency of review to the fines schedule of the Municipality.
- 5.4 That the Accounting Officer resolves as a matter of urgency, all the pending disciplinary matters especially those that have a direct impact on the finances of the Municipality.

- 5.5 That the Accounting Officer cascades performance appraisal from level 4 employees to all levels below in order to assess productivity of the current staff versus the need to hire new people in posts that can be filled by the current available staff through promotions of current staff.
- 5.6 That the General Manager: Infrastructure Services and the Chief Financial Officer develops a comprehensive plan comprising of mitigation strategies to be employed by the municipality towards the major contributing financial losses experienced (e.g. Faulty meters and electricity theft) must be tabled in the respective Portfolio Committees and MPAC for oversight purposes and monitor implementation. That Accounting Office must institute disciplinary action upon the respective officials, that have not adhered to this recommendation.
- 6.6.1 That Town Planning Sub-unit must be given all the support it requires to implement all mechanisms necessary towards contravening persons of by-laws in the city, in order to eradicate the City of the state of decay caused by the illegal businesses operating in the city central and surrounding areas and to also correct land-uses around the City Central District.
- 6.6.2 That a one-stop shop by-law enforcement unit must be established for the purposes of reporting of by-laws by members of the community and the coordination of corrective measures and that council be update monthly on its establishment and functionality of this unit every 3 months
- 6.6.3 That, arising out of the proceedings of the Oversight Committee meetings, it be noted that the Municipal Public Accounts Committee is highly **concerned** about the following matters:
- 6.6.3.10. That year on year the vacancy rate remains high without it being addressed. During the year under review, we have noted no noticeable change in the high vacancy rate that we have recommended be reduced over the years.
- 6.6.3.11. The lack of synergy (operating in siloes) that continues to exist in the Municipal Business Units and also has a negative impact on the work force's ability to deliver services to the community, must be contained. This responsibility be within the Office of the Accounting Officer .
- 6.6.3.12. That instead of hiring vehicles and plant on a monthly basis, the request for purchasing vehicles and plant by the Acting General Manager: Infrastructure Services be considered and a budget is built up over the next two or three years.
- 6.6.3.13. That the loss of water from standpipes was noted by the then Acting General Manager: Infrastructure Services and that in the future, management must ensure the full implementation of the credit policy .
- 6.6.3.14. That the Strategic Management Committee ensure that the top ten risks of the Municipality are prioritized and brought to the attention of Council and that there are effective strategies to mitigate them. Portfolio Committees must regularly monitor the risks and report progress through the correct channels to Council.

- 6.6.3.15. That the Office of the Speaker must update and verify on an ongoing basis, gifts and hospitality received by Councillors and Corporate Services must do the same for Officials, guided by the Gifts Policy.
- 6.6.3.16. That the General Manager: Sustainable Development and City Enterprise brings an audit report detailing the municipal Housing Rental Stock and the current usage to MPAC by no later than September 2021.
- 6.6.3.17. That the General Manager: Sustainable Development and City Enterprise must develop a SMART Plan that should address the problems that have been ongoing for several years and continue without any improvement and outstanding debt continues to escalate in terms of Councils housing rental stock. The Municipal Public Accounts Committee is of the view that this matter must finally be brought to conclusion. The plan must be presented to Sustainable Development Portfolio Committees, MPAC and Full Council for consideration by no later than September 2021.
- 6.6.3.18. The vandalism of Community Halls continues unabated and that the General Manager must bring to Council through the Community Services Portfolio Committee, a comprehensive action plan to bring this act to an end and provide a long term and lasting solution by no later than September 2021.
- 6.6.3.19. That the Accounting Officer and the Chief Financial Officer develop a much more effective and efficient strategy to collect money from the customers because the strategy used in this financial year 2019/2020 has not had a meaningful impact to Council. MPAC strongly resolved that the Municipal Manager ensures that the Councils Credit Control Policy is implemented in full without reservation and reports back to Council every 2 months of this report being adopted by Council.
- 6.6.3.20. That the Accounting Officer ensures that a tracking tool is developed and an implementation plan of the Auditor General's findings is monitored and evaluated continuously within a view to achieving a clean audit for 2020/2021 Financial year.
- 6.6.3.21. The Municipal Public Accounts Committee and Full Council to enable effective oversight in that Council mandates the Accounting Officer to ensure all follow up reports as listed herein this report, must be submitted to the Portfolio Committees, Municipal Public Accounts Committee, Executive Committee & Council.
- 6.6.3.22. The Municipal Public Accounts Committee does not support payment of performance bonuses, rewards, incentives as per the approved individual Performance Management System Policy for the 2019/2020 Financial year in view of the continued poor performance and that this sentiment be considered during the assessments as per the approved IPMS policy.
- 6.6.3.23. That Council approves the Annual Report of the Msunduzi Municipality for the 2019/2020 Financial Year without reservations, however the Municipal Public Accounts Committee requests that all amendments requested are completed prior to the final annual report being published.

6.6.3.24. That the Oversight Report be made public in accordance within Section 129(3) of the Municipal Finance Management Act 56 of 2003.

6.6.4. That the 2019/2020 Annual Report and Oversight Report, including the minutes where the Annual Report was discussed, be submitted to the following Offices in terms of Section 129 (2) of the MFMA: -

- National Treasury;
- Auditor General;
- MEC: Cooperative Governance and Traditional Affairs;
- MEC: Provincial Treasury;

6.6.5. That the Oversight Report be submitted to the Provincial Legislature in accordance within Section 132(2) of the Municipal Finance Management Act 56 of 2003.

5.6.1 That the 2019/2020 Annual Report and Oversight Report, including the minutes where the Annual Report was discussed, be submitted to the following Offices in terms of Section 129 (2) of the MFMA: -

- National Treasury;
- Auditor General;
- MEC: Cooperative Governance and Traditional Affairs;
- MEC: Provincial Treasury;

5.6.12 That the Oversight Report be submitted to the Provincial Legislature in accordance within Section 132(2) of the Municipal Finance Management Act 56 of 2003.

6. CONCLUSION

This report provides oversight on the Annual Report of the Msunduzi Municipality and its entities for Financial year 2019/2020 in terms of provisions of the MFMA as well as the process that the Municipal Public Accounts Committee undertook to comply within the applicable legislation.

Furthermore, it is the view of the Municipal Public Accounts Committee that corrective measures be taken by the General Municipal Managers within their respective Business Units to address all matters raised during the Annual Report review by MPAC.

Respectfully Submitted:



Cllr M. Sckalkwyk
Chair: Municipal Public Accounts Committee

ANNEXURES

Annual Report 2019/2020

Annexure 'A' – Oversight Process Plan

Annexure 'B' – Advertisement of Oversight Meetings and Invitation to submit written concerns on the Annual Report

Annexure 'C' – Minutes of the Municipal Public Accounts Committee Meeting 12 May 2021 – Introductory meeting

Annexure 'D' – Minutes of the Municipal Public Accounts Committee Meeting 4 June 2021 – Community Services

Annexure 'E' – Minutes of the Municipal Public Accounts Committee Meeting, 14 May 2021 – Corporate Services

Annexure 'F' Minutes of the Municipal Public Accounts Committee Meeting, 18 May 2021 – Sustainable development and City Enterprises

Annexure 'G' – Minutes of the Municipal Public Accounts Committee Meeting, 27 May 2021 – Finance

Annexure 'H' – Minutes of the Municipal Public Accounts Committee Meeting, 20 May 2021 – Infrastructure

Annexure 'I' – Minutes of the Municipal Public Accounts Committee Meeting, 4 June 2021 - CBU

Annexure 'J' – 2019/2020 Annual Report Checklist

OVERSIGHT PROCESS PLAN IN RESPECT ON THE 2019/2020 ANNUAL REPORT

ACTIVITY	DATE	TIME	VENUE	MAIN CONSIDERATIONS
Submission of Oversight Process Plan for adoption by Full Council	Wednesday, 28 April 2021	09h00	City Hall, Council Chamber	Oversight Process Plan presentation to Full Council
Introductory meeting to the Oversight Process	Wednesday, 12 May 2021	08h00	City Hall, Council Chamber	Introductory Meeting on the Interrogation on the Annual Report 2019/2020
Place advertisement in the local news papers	Wednesday, 12 May, Thursday, 13 May 2021			Announcing dates and inviting public comment on the Annual Report 2019/2020
MPAC Meeting Corporate Services	Friday, 14 May 2021	09h00	City Hall, Council Chamber	Solicit input from Officials and Public
MPAC Meeting Sustainable Development & City Enterprises	Tuesday, 18 May 2021	14h00	City Hall, Council Chamber	Solicit input from Officials and Public
MPAC Meeting Infrastructure Services	Thursday, 20 May 2021	14h00	City Hall Council chamber	Solicit input from Officials and Public
MPAC Meeting Finance business Unit	Thursday, 27 May 2021	09h00	City Hall Council chamber	Solicit input from Officials and Public
MPAC Meeting Community Services	Wednesday, 3 June 2021	09h00	City Hall, Council Chamber	Solicit input from Officials and Public
MPAC Meeting Corporate Business unit	Wednesday, 3 June 2021	14h00	City Hall, Council Chamber	Solicit input from Officials and Public
MPAC meeting: Draft Oversight Report	Thursday, 10 June 2021	09h00	City Hall, Council Chamber	Adoption of the Draft Oversight Report on the Annual Report 2019/2020 Financial Year
Full Council	Wednesday, 30 June 2021	09h00	City Hall, Council Chamber	Presentation of the 2019/2020 Oversight Report to Full Council of Adoption
Submission of Oversight Report to MEC COGTA, A-G, Provincial Treasury, Publish on Msunduzi Website	Friday, 2 July 2021			Submission of Annual Report with the Oversight Report



Artist Corner:
 Are you an artist in Pietermaritzburg?
 Our Artist's Corner will run monthly in Public Eye.
 Email news@pmb.co.za to have your art featured.

RECON BATTERIES
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WE PAY UP TO R200 FOR SCRAP BATTERIES

10% off all Recon Batteries
 Until 30 April 2021

0412302785 or 0485889107

Contact info
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 Pietermaritzburg
 Call or WhatsApp

Supplier of brand new and second-hand batteries at affordable prices

All new batteries for all vehicles after 1990 and 2000 vehicles for petrol and diesel systems

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Covid-19 Response

We offer a safe contactless service where you can buy your battery online and we will deliver it to your door.



Robert Grobbler

Hairdresser by day, artist by night

When Andrew Hendry, hairdresser Robert Grobbler checks off from cutting hair all day, he unwinds by painting landscapes and scenes from all the places he's travelled.

The self-taught artist has been painting almost every single day for the past three years, in the quiet hours before work, and spends most of his free time in front of a canvas.

"I've been in lockdown for the last three years," Grobbler joked. He has already sold 17 of his paint-

ings, many to doctors who practice in a nearby centre for those coming home from overseas.

Grobbler, who has always been artistic, said he learnt to paint purely through experimentation and observation.

"I brought different paint brushes and experimented with them. I knew the brushes would do the painting for me. The different brush strokes have different effects. That taught me how to paint. I discovered my style through experimentation. Most of

my work is based on experiments."

The impressionist style artworks are inspired from his many travels over his days working for beauty spas on luxury passenger liners. He has painted scenes from Patagonia, Alaska, Romania, and parts of Russia to name a few.

Grobbler said he does not do commissions because his subject matter is very personal, but if you do his work and would like to purchase one of his paintings, he'd be happy to sell you one. Contact Robert on 048 011 7703.

THE MSUNDUZI MUNICIPALITY
 PROVINCE OF KWAZULU-NATAL - KZN225

MEMBERS OF THE PUBLIC ARE ORIGINALLY INVITED TO ATTEND MEETINGS OF PUBLIC ACCOUNTS COMMITTEE MEETINGS AS FOLLOWS:

- Tuesday, 11 April 2021, 09:00am at City Hall, Council Chamber
- Tuesday, 20 April 2021, 09:00am at City Hall, Council Chamber
- Wednesday, 27 April 2021, 09:00am at City Hall, Council Chamber
- Thursday, 04 May 2021, 09:00am at City Hall, Council Chamber
- Thursday, 11 May 2021, 09:00am at City Hall, Council Chamber
- Wednesday, 26 May 2021, 09:00am at City Hall, Council Chamber

The subject of the Budget Report is the first of its kind. The Budget Report is a report that explains the Council's financial performance and the Council's financial position for the year ending 31 March 2021.

POSTPONED

Department	Meeting Date	Meeting Time	Meeting Venue	Contact Number
City Manager	11 April 2021	09:00am	City Hall, Council Chamber	031 262 2647
City Manager	20 April 2021	09:00am	City Hall, Council Chamber	031 262 2647
City Manager	27 April 2021	09:00am	City Hall, Council Chamber	031 262 2647
City Manager	04 May 2021	09:00am	City Hall, Council Chamber	031 262 2647
City Manager	11 May 2021	09:00am	City Hall, Council Chamber	031 262 2647
City Manager	26 May 2021	09:00am	City Hall, Council Chamber	031 262 2647

The public is invited to submit written comments on the Annual Report to the Office of the City Manager. The Annual Report 2020/21 is available on the Municipality's website.

Ms. Phathane
 CITY MANAGER

HOW TO BE ONE STEP AHEAD OF CRIMINALS



Letter to the editor

This is in response to the article from March 26 on page 4 "Escalating crime rates in level 1" in the *Msunduzi Eyethu*.

Crime in our society affects us all; personally. I have been a victim of crime more than twice. It is mainly in black communities where it is really escalating fast. The Plessislaer precinct spokesperson Sergeant Sifiso Gwala said, "The increase in crime is also related to substance abuse". Whatever the cause might be, something has to be done and fast.

That's why I believe that the community and law enforcement should work together to eradicate this problem by implementing new, innovative strategies to protect lives and engaging the public to participate.

A community policing forum application CPF App that works with the South African Policing Services (SAPS) would be a great tool in fighting

crime in our society. This idea would be a good initiative for both the community and law enforcement to work together and effectively in fighting crime.

The app will assist in discreet submissions of information to the police's database, without disclosure or going to the police station personally. Submissions can be uploaded to the police database via app and may include videos, descriptions, addresses and vehicle descriptions and number plates. It can also provide warnings of hotspots.

Any member of the public can play a part in this initiative as long as they have a smartphone and data.

I strongly believe that this "concept" will help reduce the crime rate as depicted in the story, as well as bring back that power to be heard without fear. It will also keep us one step ahead of the criminals.

Kenneth 'KIM' Sibisi



Doctors in the making

St Charles College is proud to announce that four learners from the Matric Class of 2020 have been accepted into Medicine at Stellenbosch University this year.



CHECKERS party shop winner

Checkers Brookside Mall opened their new party shop (inside the branch, near the clothing aisle) at the beginning of March. The shop opened with a shopper competition and Derrick Williams was the winner. At the handover to the winner are from left: Nikita Morgan (Checkers PRO), Alesha Pillay, Shaelin Govender, Derrick Williams (winner) and Mark Reddy (Brookside Mall Branch Manager).



Local NPO hosts motivational day

The Mandisa Gasa Foundation (MGF) will host a first-of-its-kind Pajamas and Bunny Buddies Motivational Show, as well as modelling tutorials this Easter season. The non-profit organisation (NPO), founded by Mandisa Gasa from Imbali Unit 13, aims to develop the youth and young children. It also aims to use funding from initiatives and community partnerships to make a change in the lives of those from disadvantaged backgrounds.

Gasa said the event, which will be held on April 10 at the Bessie Head Library auditorium at 11am, will feature guest speakers who will discuss business, career, life and professional modelling matters with participants.

"The second session of this event will be based on modelling tutorials for beginners, as well as existing models, which will be conducted by me as well as other guest models. Models or general community members from young children to young adults from ages 6-25 years old both boys and girls can participate in this programme," said Gasa.

She added that she wanted to plant a seed or aspiration to models and general community to look beyond just modelling and boost their attitude towards the importance of education, business and more positive aspects that could help them build an impactful career.

Gasa said a requirement of joining this programme will be for participants to donate sanitary pads to the foundation which can then be given to kids from rural schools.

"This sanitary pad drive will also assist the foundation in organising a schools motivational tour with aims to inspire a girl-child and educate a boy-child. This is a programme not to be missed as it will be a once-in-a-lifetime learning tool that one can live by for their entire life. I advise parents to join in their children and the youth to participate as well," she said.

If you wish to be a part of this programme, kindly contact MGF on 084 057 4537 (call or

Umasipala waMsunduzi

ISIFUNDAZNE SAKWAZULU-NATALI - KZ1215

IKHANYA AMALINGO UNIPHWATHI USUNYAKAZOZIMHANGELA BHELANGANO YEKHOMO ELINENKELA IIBHETHEZIMAZAR IGWEZIMALI ZIKANOPHILA WAMIBUNDOZI EDHILALANBALEZI ZIBUKU/ EZILANGALAYI

- Ukwelwa, mihla 24-11 kaMihla (Ephah) wad-2021, ngapho lo-08:00 ukusuka eNobho, eGqir Imbizo
- Ukwelwa, mihla 25-11 kaMihla (Ephah) wad-2021, ngapho lo-08:00 ukusuka eNobho, eGqir Imbizo
- Ukwelwa, mihla 26-11 kaMihla (Ephah) wad-2021, ngapho lo-08:00 ukusuka eNobho, eGqir Imbizo
- Ukwelwa, mihla 27-11 kaMihla (Ephah) wad-2021, ngapho lo-08:00 ukusuka eNobho, eGqir Imbizo
- Ukwelwa, mihla 28-11 kaMihla (Ephah) wad-2021, ngapho lo-08:00 ukusuka eNobho, eGqir Imbizo
- Ukwelwa, mihla 29-11 kaMihla (Ephah) wad-2021, ngapho lo-08:00 ukusuka eNobho, eGqir Imbizo
- Ukwelwa, mihla 30-11 kaMihla (Ephah) wad-2021, ngapho lo-08:00 ukusuka eNobho, eGqir Imbizo
- Ukwelwa, mihla 31-11 kaMihla (Ephah) wad-2021, ngapho lo-08:00 ukusuka eNobho, eGqir Imbizo

Ukwelwa, mihla 24-11 kaMihla (Ephah) wad-2021, ngapho lo-08:00 ukusuka eNobho, eGqir Imbizo

Indawo	Idilesi	Indlela
Ukwelwa	Colab Mag. Mqunguza	033-302 2060/001
Azibonon	Stella Ndlovu/ M.	033-302 206 12000
Edendale	Thabisa Lyons / M.	033-302 217 12007
Imbali	Bona Inqindi / Borokwe	033 302 / 2007
Phuthi Area	Amor Hlobozi Zokazi N.	033 172 307 3100
City Hall	Lucy Pillay	033 302

Ukwelwa, mihla 24-11 kaMihla (Ephah) wad-2021, ngapho lo-08:00 ukusuka eNobho, eGqir Imbizo

FARM FRESH Market
SPECIALS VALID FROM 31ST MARCH TILL 05TH APRIL 2021
EASTER SPECIALS

Lekha
R34.00 PER KG
R34.00 PER KG
R34.00 PER KG
R34.00 PER KG





MINUTES OF THE MUNICIPAL PUBLIC ACCOUNTS COMMITTEE (INTRODUCTORY)

Meeting held on **WEDNESDAY, 12 MAY 2021** Via **MICROSOFT TEAMS** at **08:00**

PRESENT: Councillors M Schalkwyk (Chairperson), TI Dlamini, SI Madonda, R Niemand, XE Ngongoma, P Sithole, LJ Winterbach and BE Zuma.

ABSENT: Councillors P Duma, NC Gambu, T Njilo, JJ Ngubo, BC Nhlabathi and M Ngubo.

OFFICIALS

PRESENT: Messrs B Halimana (Municipal Manager's Representative), H Zondi (Manager: Municipal Public Accounts Office) and S Sibisi (Interpreter) Mesdames N Kunene (Committee Officer).

1. WELCOME AND APPLICATIONS FOR LEAVE.

(Item 1 of the agenda)

The Chairperson welcomed all present at the meeting. She stated that the meeting was an introductory to the oversight process.

It was noted that Councillors P Duma, NC Gambu, T Njilo, JJ Ngubo, BC Nhlabathi and M Ngubo were absent without official leave from the current meeting of the Municipal Public Accounts Committee.

NOTED.

2. OVERSIGHT PROCESS: ANNUAL REPORT ASSESSMENT CHECKLIST.

(Msunduzi Municipality annual report checklist 2019/2020)

(Page 1 of the agenda)

The Manager: Organizational Compliance, Performance and Knowledge Management (Acting) explained that the checklist was supposed to be checked against the draft annual report 2019/2020, however due to the challenges at printing, hard copies of the report would only be available on Thursday, 13 May 2021. He also added that Internal Audit verified the check list before it was circulated.

It was

RESOLVED

That all the Committee members must collect the hard copies of the draft annual report 2019/2020 from the Municipal Public Account Committee office on Thursday, 13 May 2021.

The meeting terminated at 08:40

Confirmed by

CHAIRPERSON

ACCOUNTABILITY ACKNOWLEDGEMENTS				
DOCUMENT	NAME	DESIGNATION	SIGNATURE	DATE
Prepared by	Ms N Kunene	Committee Officer		
Checked by	Ms N Sikhakhane	Manager: Secretariat		



MSUNDUZI MUNICIPALITY

**MINUTES OF THE MUNICIPAL PUBLIC ACCOUNTS COMMITTEE –
CORPORATE SERVICES BUSINESS UNIT**

Meeting held on **FRIDAY, 14 MAY 2021 VIA MICROSOFT TEAM at 09H00.**

PRESENT: Councillors M Schalkwyk (Chairperson), TI Dlamini, SI Madonda, BC Nhlabathi, JJ Ngubo, M Ngubo, XE Ngongoma, R Niemand, T Njilo, P Sithole LJ Winterbach and BE Zuma.

ABSENT: Councillors P Duma (no apology) and NC Gambu (no apology).

OFFICIALS

PRESENT: Mesdames D Reddy (Municipal Manager's Representative), M Molapo (General Manager: Corporate Services), F Ndlovu (Senior Manager: Human Resources), T Zuma (Performance Management Unit), L Pillay (Performance Management Unit) and N Kunene (Committee Officer). Messrs S Pillay (Safety Supervisor), D Govender (Manager: Skills Development) M Mbokazi (Chief Legal Advisor), P Khumalo (Principal Administration) and H Zondi (Manager: Office of the Chairperson: Municipal Public Accounts Committee).

1. WELCOME AND APPLICATIONS FOR LEAVE.

(Item 1 of the agenda)

The Chairperson welcomed all present at the meeting. A special welcome was extended to the Chairperson of Corporate Services Portfolio Committee.

Apologies were tendered on behalf of Councillors MJ Njilo, LJ Winterbach and BE Zuma who had a party commitment would join the meeting late. A request to leave the meeting early was received from Councillor XE Ngongoma.

An apology was received on behalf of Manager: Organizational Compliance, Performance and Knowledge Management (Acting) who was attending another meeting and the General Manager: Corporate Services requested to be excused at 10:00 and would re-join at the meeting at 12:00.

It was noted that Councillors P Duma and NC Gambu were absent without an official leave from the current meeting of the Municipal Public Accounts Committee.

NOTED.

2. POLITICAL AND ADMINISTRATIVE GOVERNANCE

(Page 19 of the Draft Annual Report dated 2019/2020).

The General Manager: Corporate Services advised that what was captured on the Draft Annual Report 2019/2020 was true and accurate.

The Following amendments were made on the Annual Report;

- on page 20, Councillor Mpulo Mthethwa Ephiram's picture was missing;
- Ward 25 was stated as vacant and on page 21, Councillor Roosana Ahmed was spelled incorrectly.

A query was raised with regards to the appointment of a Ward assistant at ward 33, stating that after the by-elections held in 2019, the Councillor at wards 33 still does not have a ward assistant.

The General Manager: Corporate Services stated she noted all the correction made.

With regards to the appointment of the Ward Assistants, she advised that the Acting Senior Manager appointed at the Mayoral Office, Mr. Siwelile Zimu would be in a better position to provide a status update on the matter.

NOTED.

3. SECRETARIAT AND AUXILIARY SERVICES

(Page 111 of the Draft Annual Report dated 2019/2020).

The General Manager: Corporate Services advised that Secretariat and Auxiliary Services had three (3) sub-units, namely, Archives, Registry and Information where all the municipal records were kept; Printing Services where all the printing was done including all the agendas before the municipality went digital and the Secretariat Services where all Section 79 and 80 Committees.

4. INFORMATION AND COMMUNICATION TECHNOLOGY SERVICES.

(Page 113 of the Draft Annual Report dated 2019/2020).

The General Manager: Corporate Services advised that the Information and Communication Technology (ICT) sub-unit dealt with the assurance of all ICT security systems that the municipality should have. She added that it also dealt with the ICT infrastructure maintained all servers, networks, security and other infrastructure equipment. She alluded to the fact that they also ensured that business optimisation where there should be primary link between Business Units and ICT.

5. HUMAN RESOURCE SERVICES.

(Page 118 of the Draft Annual Report dated 2019/2020).

The General Manager: Corporate Services explained that there were 6 sub-units within the Human Resource Services namely;

- i) Personnel
- ii) Recruitment and Selection
- iii) Employee Relations
- iv) Organizational Development
- v) Job evaluation
- vi) Skills Development

- vii) Occupational Health and Safety

6. ORGANIZATIONAL DEVELOPMENT PERFORMANCE.

(Page 121 of the Draft Annual Report dated 2019/2020).

The General Manager: Corporate Services stated that induction for new employees was done routinely and that appropriate training was facilitated for all staff in-house by Employee Relations Officers.

7. LEGAL SERVICES.

(Page 109 of the Draft Annual Report dated 2019/2020).

The General Manager: Corporate Services advised that Committee that Legal Services had dealt with following:

- i) Policies and By-Laws
- ii) Legal representation for civil litigation and criminal litigation
- iii) Provision of legal advice, opinions to Council including the drafting and review of contracts.

The Following amendments were made on the Annual Report;

- Page 111, first table, that the numbers be spaced out on the third and fourth columns.
- Under the heading *Introduction to Secretariat and Auxiliary Services*; first sentence, a space be created between "&" and "Auxiliary".
- Page 113; seventh paragraph, first sentence, the word "is" be amended to read "was".
- Page 114; first sentence, the word "maintain" be amended to read "maintains". Under the heading "Business Optimasation", the word "optimasation" be amended to read "optimisation".
- Page 118; first paragraph, first sentence be amended to read "the important priority for ICT".
- Employee Information under Personnel be correctly numbered at 1.1 and thereafter the numbering be emended accordingly.
- Page 119, under Occupational Health and Safety, second bullet, should read "Family Planning; Primary Health Care".
- Page 121; on the forth paragraph, the words "also not" be removed.

In response, the General Manager: Corporate Services stated that all the corrections were noted.

With regards to the Call centre, she stated that it had been dysfunctional for a while and that it's issues were known to council. She explained that the system being currently utilised was obsolete and further alluded to the fact that provision was made in the 2020/2021 budget to purchase a new system.

With regards to the By-Laws and Policies, the General Manager: Corporate Services explained that By-Laws were drafted on behalf of departments and that feedback was the function of a particular department and not of Legal Services.

The General Manager: Corporate Services reported that the Law Enforcement Unit was part of the new 2021 organizational structure. She added that currently there was an Infringement Task Team, where all Business Units that had by-laws were represented by a member of staff. She further added that once the Peace Officers had completed their training, they would be able to issue fines.

With regards to the high vacancy rate, the General Manager: Corporate Services reported that for the next financial year, a request for the filling of posts, especially critical posts was made during the budget review. She alluded that R17 million was requested and of that R17 million, R10 million was for Corporate Services.

A concern was raised by the Committee regarding the lack of synergy between Business Units, stating that for the past four (4) years, recommendations had been made regarding the emphasis of synergy between Business Unit to ensure that service delivery targets were met.

NOTED.

8. ADVERTISING OF DATE FOR THE OVERSIGHT PROCESS

(Raised verbally).

The Committee requested an update on whether the public was informed about the oversight process since it was legislated.

In response, the Manager: Office of the Municipal Public Accounts Committee advised that an advert was drafted and the publications were also paid to publish the schedule of meetings; however, due to the report on the oversight process being stood down at the full Council meeting, the advert had to be withdrawn and resulted in a wasteful expenditure of R37 000 as the payment could not be refunded. He further explained that due to time constraints and lack of budget, other methods were being utilized in advising the public such as social media, Rate Payers Association and through a radio interview with the Chairperson of Municipal Public Accounts Committee at uMgungundlovu FM.

NOTED.

The meeting adjourned at 11:07

Confirmed by

CHAIRPERSON



MSUNDUZI MUNICIPALITY

**MINUTES OF MUNICIPAL PUBLIC ACCOUNTS COMMITTEE (MPAC) –
(SUSTAINABLE DEVELOPMENT AND CITY ENTERPRISES)**

Meeting held on **TUESDAY, 18 MAY 2021 at VIA MICROSOFT TEAM at 14:00**

PRESENT: Councillors M Schalkwyk (Chairperson), TI Dlamini, SI Madonda, BC Nhlabathi, JJ Ngubo, M Ngubo, XE Ngongoma, R Niemand, T Njilo, P Sithole, and BE Zuma.

ABSENT: Councillors P Duma (no apology), NC Gambu (no apology) and LJ Winterbach (leave).

OFFICIALS

PRESENT: Mesdames D Reddy (Municipal Manager's Representative), N Mofokeng (Senior Manager: City Entities), P Zondi (Senior Manager: Development Services[Acting]), K Khumalo (Town Planning), V Moodely (Manager: Tatham art Gallery), G Mvelase (Manager: Tourism), L Pillay (Performance Management Unit) and N Kunene (Committee Officer). Messrs F Nxumalo (General Manager: Sustainable Development and City Enterprises) L Holtzhausen (General Manager: Safe City), R Gounden (Senior Manager: Human Settlement [Acting]), S Khumalo (Manager: Market), S Mbanjwa (Manager: Liaison and Informal Settlements), N Khoali (Senior Manager: Town Planning and Environmental Management), B Halimana (Manager: Organizational Compliance, Performance and Knowledge Management [Acting]), G Duma (Environmental Scientist), V Ndlovu (Signage Officer), C Antony (Manager: environmental Health), S Zulu (Land Survey), H Zondi (Manager: Office of the Chairperson: Municipal Public Accounts Committee) and S Sibisi (Translator).

1. WELCOME AND APPLICATIONS FOR LEAVE.

(Item 1 of the agenda)

The Chairperson welcomed all present at the meeting. A special welcome was extended to the Chairperson of the Sustainable and Development City Enterprises Portfolio Committee.

Apologies were tendered on behalf of Councillors LJ Winterbach and TI Dlamini who would join the meeting late.

An apology was received on behalf Senior Manager: Development Services who was on Family Responsibility Leave.

(At this point of the proceedings ,14:28 Councillor TI Dlamini joined the meeting)

It was

RESOLVED

That Councillor LJ Winterbach be granted leave of absence from the current meeting of the Municipal Public Accounts Committee.

2. SIGNING OF AFFIDAVIT BY THE GENERAL MANAGER: SUSTAINABLE DEVELOPMENT AND CITY ENTERPRISES

(Raised Verbally)

The General Manager: Sustainable Development and City Enterprises confirmed that what was reflected on the Draft Annual Report 2019/2020 was true and accurate and stated that he would sign

the affidavit after the meeting.

NOTED.

3. DEVELOPMENT SERVICES

(Page 88 of the Draft Annual Report dated 2019/2020).

The Senior Manager: Development Services (Acting) reported that there were three (3) Sub Units within Development Services namely; Economic Development; Business Licensing and Special Projects which was introduced to the Unit last financial year. She explained that the main challenge was the vacant management positions within the Business Unit, alluding to the fact that it was affecting the performance capability of each sub-unit.

NOTED.

4. HUMAN SETTLEMENT

(Page 93 of the Draft Annual Report dated 2019/2020).

The Senior Manager: Human Settlement (Acting) reported that there were four (4) sub-units within Human Settlement namely; Informal Settlement; Planning; Project Implementation and Human Settlements Administration. He highlighted on some of the challenges that they encountered during the period of review, stating that due to the COVID 19 majority housing projects could not be completed in time, especially the Jika-Joe housing project.

The Committee stated that during their site visit they were impressed with the work that was being done, stating that they were satisfied with the progress thus far on the Jika-Joe housing projects.

In response, the Senior Manager: Human Settlements (Acting) reported the Jika-Joe housing project was at a 99% completion. He explained that several reports have been submitted and approved by Council on the Jika-Joe tenant management. He pointed out that there were estimated two thousand eight hundred (2800) households at the Jika-Joe Informal Settlement of which one thousand (1000) were illegal immigrants; eight hundred (800) were those that did not qualify for the flats, rather qualified for the Reconstruction and Development Programme (RDP) housing and the remaining one thousand (1000) were households that qualified. He further reported that the one thousand (1000) illegal immigrants at the Jika-Joe Informal Settlements would be removed with the assistance of the Department of Home affairs, Department of Defense and the South African Police Service (SAPS) during the day of handing over of flats. He assured the Committee that there were measures put in place to ensure that a secondary Jika-Joe informal Settlement was not created; explaining that once a section of the informal Settlement was allocated flats, that particular area would be cleared out for the next phase of the project. With regards to the eight hundred (800) household that required Reconstruction and Development Programme (RDP) housing. It was explained that they would be kept at temporal housing as currently there were not any Reconstruction and Development Programme (RDP) houses available.

In response, the Senior Manager: Human Settlements (Acting) reported that the Human Settlement Unit did not have any security to assist with land invasion. Furthermore, it was mentioned that when threats or reports of land invasion were reported, they engage the Security Department to dispatch a Rapid Response Team for assistance. The General Manager: Sustainable Development and City Enterprises added that the process of the Land Disposal Committee should be expedited otherwise the Municipality would be prone to land invasion.

It was

RESOLVED

That strategies be developed to address the issue relating to Land Disposal.

5. TOWN PLANNING AND ENVIRONMENTAL MANAGEMENT.

(Page 97 of the Draft Annual Report 2019/2020)

The Senior manager: Town Planning and Environmental Management reported that there were three (3) sub-units within Town Planning and Environmental Management namely; Town Planning; Building Control and Signage whereby they enforced National Building Regulations and municipal advertising by-laws and Environmental Health. He also highlighted on some of the challenges that they were faced with, mainly the high vacancy rate stating that some senior positions had been vacant since 2016.

NOTED.

6. CITY ENTITIES.

(Page 103 of the Draft Annual Report 2019/2020)

The Senior Manager: City Entities (Acting) reported that it had four (4) sub-units with City Entities' Airport; Market; Tatham Art Gallery and Safe City which was the municipal entity.

In response to a comment made, the Senior Manager: City Entities (Acting) stated that it would be an unfair to compare the Pietermaritzburg Airport to Virginia Airport, stating that Virginia Airport was just a training facility and had an open plan which worked well for training. She also added that the Pietermaritzburg Airport was a commercial airport and that training was not its focal point. She further explained that training was demand driven and since no training schools had approached the Municipality, it would be a fruitless and wasteful expenditure to venture in to training.

With regards to the expansion, relocation and collaboration of the Airport with District Municipality, the Senior Manager: City Entities reported that the Municipality had not received any formal communication on the matter.

With reference to the Tatham Art Gallery, the Manager: Tatham Art Gallery explained that there were five (5) Councillors that were appointed to the Tatham Art Gallery Board of trustees to sit on all the Tatham Art Gallery meetings. She further reported that all the Councillors were notified through emails regarding any activities taking place at the Art Gallery and added that only one (1) Councillor had attended the events.

With regards to the black agents, the Manager: Market reported that it was a difficult process for small scale farmers to become commercial farmers; however, they did assist where possible. The General Manager: Sustainable Development and City enterprise added that the challenge was the trust system; where no upfront payments were required when receiving stock, but payments would be made once all the stock was sold. He further explained that black agents struggled through the process of the trust system as it also required a capital of R1 million.

It was

RESOLVED

- a) That a policy be developed for the transformation of the Market to include or enable market penetration for the black farmers.
- b) That all policies referring to the Market be reviewed.
- c) That status update reports on black agents be submitted to the Municipal Public Accounts Committee.

7. SAFE CITY.

(Page 231 of the Draft Annual Report 2019/2020).

The General Manager: Safe City reported that Safe City was an entity of the Municipality and their main focus was to detect crime captured on cameras. He added that SAPS had provided them with a Rapid Motorbike Response Unit and they also reacted promptly when requested. He alluded that they also have a good working relationship the Nation Prosecuting Authority (NPA) which had also allocated them a court room whereby their footage could be viewed during cases. He also advised that they facilitated the Joint Operational Center(JOC). Located at the Disaster Management Unit. He stated that at the JOC, they monitored all the high profile court cases in assistance with Senior Management from SAPS, Municipal officials as well as Part Officials.

It was stated that there was still a challenge with regards to the lack of response team from the Municipality.

The Committee congratulated Safe City about on clean audit status received.

It was stated that the presentation, indicated that there was a huge challenge with regards to the infringement of by-laws within the city. It was also added that there was a large amount of revenue being lost due to the lack of response within the Municipality; noting that the lack of response was leading to urban decay, which also had an impact on the possible potential investors within the city and further affected the potential number of job creations which would lead to the upliftment of the living standards of the community.

It was stated that with the Automatic Number Plate Recognition System, the one hundred and seventeen (117) cameras and the enforcement of By-Laws, the Municipality could be generating a huge amount of revenue if Safe City was utilized to the bet of its capabilities by the Municipality.

It was

RESOLVED

- a) That a Singular By-Law Enforcement Unit be developed where Safe city would be able to report By-Laws transgressors.
- b) That the Automatic Number Plate Recognition System be utilized by Safe City.

The meeting adjourned at 16:50

Confirmed by

CHAIRPERSON



MINUTES OF THE MUNICIPAL PUBLIC ACCOUNTS COMMITTEE (INFRASTRUCTURE SERVICES BUSINESS UNIT)

Meeting held on **THURSDAY, 20 MAY 2021** Via **MICROSOFT TEAMS** at **14:00**

PRESENT: Councillors M Schalkwyk (Chairperson), TI Dlamini, SI Madonda, BC Nhlabathi, R Niemand, M Ngubo, XE Ngongoma, JJ Ngubo, T Njilo, P Sithole, LJ Winterbach and BE Zuma.

ABSENT: Councillors P Duma (no apology) and NC Gambu (no apology).

OFFICIALS

PRESENT: Messrs B Halimana (Municipal Manager's Representative), Senior Manager: Electricity, S Kunene (Senior Manager: Project Management Unit), T Mchunu (Manager: Roads and Transportation), H Zondi (Manager: Municipal Public Accounts Office) and S Sibisi (Interpreter). Mesdames L Mngenela (Manager: Transportation), B Duze (Principal Committee Officer), L Pillay (Performance Management Unit) and N Kunene (Committee Officer).

1. WELCOME AND APPLICATIONS FOR LEAVE.

(Item 1 of the agenda)

The Chairperson welcomed all present at the meeting.

An apology was tendered on behalf of General Manager: Infrastructure Services who was off sick.

It was noted that Councillors P Duma and NC Gambu were absent without official leave from the current meeting of the Municipal Public Accounts Committee.

NOTED.

2. SIGNING OF AFFIDAVIT BY THE GENERAL MANAGER: INFRASTRUCTURE SERVICES.

(Raised Verbally)

The Manager: Municipal Public Accounts Office reported that the General Manager: Infrastructure Services did not sign the affidavit stating that he was not employed by the municipality during the year of review.

It was pointed out that the General Manager automatically responsible for all activities within the Infrastructure Services Business Unit regardless of whether he was an employee of the Municipality during the year of review or not.

The Municipal Manager's Representative advised the Committee that during 2019/2020 financial year the position of the General Manager: Infrastructure Services was vacant since 2017 and further suggested that since all Senior Managers were present at the meeting, they should confirm whether what was captured on the Draft Annual Report for 2019/2020 was a true and accurate reflection of what happened during the financial year.

It was

RESOLVED

That the General Manager: Infrastructure Services signs the affidavit after the meeting of the Municipal Public Accounts Committee.

3. ELECTRICITY SERVICES.

(Page 53 of the Draft Annual Report 2019/2020).

The Senior Manager: Electricity highlighted some of the challenges that they were faced with, mentioning the vandalism of electricity infrastructure including damaging of underground infrastructure by private companies that were digging and installing mainly fibre cables. He also reported that the overloaded networks and illegal connections were contributing to the high number of replacement of equipment. He added that the Hilton and Sweetwaters areas were still experiencing continuous outages due to numerous faults on the existing 11kV networks.

The Committee stated that the Municipality was losing a lot of electricity due to theft; hence there was a Credit Control Policy which explained what should be done. It was also stated that the situation had worsened over the years hence the Municipality was suffering financially due to revenue lost from the theft of electricity.

With regards to the figures presented before the Committee, the Committee expressed concern that the figures captured did not reflect VAT, which hindered them from playing their oversight role effectively.

It was noted that all the amendments would be submitted to the Office of the Municipal Public Accounts Committee.

With regards to the high vacancy rate, the Senior Manager: Electricity reported that the process of filling the position for Manager: Meters and Tariffs has been finalized.

With regards to the audit of meters, the Senior Manager: Electricity reported that the meters have had to be audited first before applying corrective measures.

With regards to the amnesty campaign, the Senior Manager: Electricity stated that he noted the request to revive it.

4. MECHANICAL WORKSHOPS.

(Page 56 of the Draft Annual Report 2019/2020).

The Manager: Mechanical Workshops (Acting) reported that the he had been acting as the Manager since March 2021 and prior to that, the seconded employees kept declining to act in the position.

The Committee requested that the current Acting Manager liaised with the previous Acting Manager to ensure that what was captured on the Draft Annual Report was true and accurate.

The Committee raised concern with regards to the seconded employees who kept declining to act, stating that it should be investigated as to why no one was willing to act. It was further stated that the issue of not having senior management was affecting the operations of other Business Units since they would state that their vehicles were stuck at mechanical workshop, thus also affecting service delivery.

It was raised with concern that during the Committee's site visit as well as the previous Oversight Process, recommendations were made; however, none of those recommendations were taken seriously.

NOTED.

5. ROADS AND TRANSPORTATION.

(Page 58 of the Draft Annual Report 2019/2020).

The Manager: Transportation explained that due to the COVID-19 pandemic, the majority of the road construction projects had been halted.

Responding to a query raised, the Manager: Transportation reported that currently the Municipality outsourced when it came to road designs as they did not have the resources to do it themselves. She further explained that a request was made for the next financial year for refresher courses and purchase of the required software.

With regards to the upgrade of gravel roads, the Manager: Transportation explained that measurements of road works were not referred to in square meters, rather the ward numbers and the street names. She further explained that the roads which would be funded by the Municipal Infrastructure Grant would be monitored by the Project Management Unit.

The Manager: Transportation stated that, with regards to the maintenance of pavements they were falling behind, explaining that sanitation or the fibre cables companies usually left trenches open. She also indicated that the challenge with the budget for reinstatements, had since been resolved hence a clause was included in a contract stating that once work was completed, a place should be left in a state it was found.

(At this point of the proceedings ,16:35 Councillor JJ Ngubo left the meeting)

6. PROJECT MANAGEMENT UNIT.

(Page 64 of the Draft Annual Report 2019/2020).

The Senior Manager: Project Management Unit advised that the majority of projects were funded through the Municipal Infrastructure Grant which was a grant issued by the National Treasury to public bodies, mainly municipalities and major government departments to fund infrastructure projects and programmes implemented for the sole purpose of improving service delivery. He further explained that the Municipality could not spend all the money due to the COVID-19 pandemic.

The Committee members proposed that for the next oversight process, all Ward Councillors should be invited to the meeting to verify that projects were done and completed.

The Senior Manager: Project Management Unit explained that reduction of non-revenue water took place when new consumer meters were installed, removed or maintained.

7. WATER AND SANITATION.

(Page 47 of the Draft Annual Report 2019/2020).

The Senior Manager: Water and Sanitation explained that due to COVID-19, the majority of capital projects could not be completed.

The Committee stated that the Municipality was losing out on revenue due to the theft of water as illegal car washes stole water straight from the pipes without water meters. It was further added that due to the low water pressure at high rise buildings within the City, citizens had complained that they ended up without water at the higher floors.

The Senior Manager: Water and Sanitation explained that car wash owners had been approached with regards to obtaining water meters so that they could be billed accordingly; however, none of the attempts were successful.

With regards to the low pressure within the City, the Senior Manager: Water and Sanitation advised that the water pressure had been lowered as a preventative measure for the bursting of water pipes. He added that the building owners were supplied with pumps for extra pressure to ensure that their buildings had water, especially the higher floors.

The meeting terminated at 17:41

Confirmed by

CHAIRPERSON



MSUNDUZI MUNICIPALITY

**MINUTES OF MUNICIPAL PUBLIC ACCOUNTS COMMITTEE (MPAC) –
FINANCIAL SERVICES BUSINESS UNIT**

Meeting held on **THURSDAY, 27 MAY 2021** at **VIA MICROSOFT TEAM** at **09:00**

PRESENT: Councillors M Schalkwyk (Chairperson), TI Dlamini, SI Madonda, BC Nhlabathi, JJ Ngubo, M Ngubo, XE Ngongoma, R Niemand, T Njilo, P Sithole and BE Zuma.

ABSENT: Councillors P Duma (no apology) and NC Gambu (no apology).

OFFICIALS

PRESENT: Mesdames N Ngcobo (Chief Financial Officer), D Ndlovu (Head: Supply Chain Management), K Shoba (Senior Manager: Revenue [Acting]), T Zuma (Performance Management Unit), L Pillay (Performance Management Unit), S Capa (Natal Witness), B Duze (Principal Committee Officer) and N Kunene (Committee Officer). Messrs B Halimana (Municipal Manager's Representative), M Ntuli (Senior Manager: Assets and Liabilities [Acting]), S Nxumalo (Senior Manager: Expenditure), O Langa (Senior Manager: Finance Governance and Performance Management), M Ngobese (Senior Manager: Billing [Acting]), H Zondi (Manager: Office of the Chairperson: Municipal Public Accounts Committee) and S Sibisi (Translator).

1. WELCOME AND APPLICATIONS FOR LEAVE.

(Item 1 of the agenda)

The Chairperson welcomed all present at the meeting. A special welcome was extended to the Mayor, Chairperson of the Financial Services Portfolio Committee.

An apology was tendered on behalf of Councillor LJ Winterbach who would join the meeting late.

It was noted that Councillors P Duma and NC Gambu were absent without an official leave from the current meeting of the Municipal Public Accounts Committee.

2. SIGNING OF AFFIDAVIT BY THE CHIEF FINANCIAL OFFICER

(Raised Verbally)

The Chief Financial Officer reported that they had thoroughly gone through the Draft Annual Report 2019/2020 stating that once amendments had been made, she would sign the affidavit.

NOTED.

3. SERVICE DELIVERY OVERVIEW.

(Page 135 of the Draft Annual Report dated 2019/2020).

The Senior Manager: Finance Governance and Performance Management explained that indigent applications were valid from 1 July 2019 to 30 June 2020 and that the application process began on 1 March 2019 and was open until 30 June 2020. He further explained that applications were available from 333 Church Street, Area Based Management Offices and all Ward Councillor's offices. He alluded to the fact that currently there were 5 150 applied indigents as at 30 June 2020.

NOTED.

(At this point of the proceedings ,09:21 Councillor LJ Winterbach joined the meeting)

4. INDIGENTS (FREE BASIC SERVICES).

(Page 136 of the Draft Annual Report dated 2019/2020).

The Senior Manager: Finance Governance and Performance Management explained that the criteria for approval was that the gross household income for qualification as a registered Indigent be determined each year by Council in terms of the tariff register. He added that currently the threshold income was R 4 560.00.

The Senior Manager: Finance Governance and Performance Management stated that he forwarded corrections to the Office of the City Manager; however, he would still accept more amendments.

(At this point of the proceedings ,09:25 Councillor JJ Ngubo joined the meeting)

The Committee raised concerns with regards to the implementation of the indigent policy, stating that according to the National Cooperative Governance and Traditional Affairs there should be forty(40) thousand people who qualified to be registered as indigents. Further stating that the current number of registered indigents affected the benefits that would be received from National Treasury. It was also noted that the theft of water and electricity was linked to the indigent policy.

(At this point of the proceedings ,09:31 Councillor BC Nhlabathi joined the meeting)

With regards to the registration of indigents, the Chief Financial Officer stated that currently registration was done at 333 Church Street. She further requested the assistance of the Committee to implement the door-to-door process to register indigents within the wards. The Senior Manager: Revenue (Acting) added that affidavits were being accepted as proof of income and the Municipality had formed a working relationship with the Department of Labour where they were able to verify the information provided by the applicants. She further advised that she would try to form a working relationship with the Department of South African Social Security (SASSA).

The Manager: Billing (Acting) advised that customers tampered with their meters and they did not see the benefits of registering as indigents. He added that an audit of the pre-paid meters was conducted and concluded. He alluded to the fact that supporting documents were required when registering indigents and the main challenge with the door-to-door registering process would be the photocopying machine as photocopies of documents were required. He further added that the majority of indigents were from Sweetwaters, Edendale and Ibali yet they were not applying. It was noted that drastic intervention was required in order to increase the number of registered indigents.

5. FINANCIAL SERVICES OVERVIEW

(Page 138 of the Draft Annual Report 2019/2020)

The Senior Manager: Finance Governance and Performance Management advised that the budget was adopted by Council in May 2019 and it was based on the collection rate of more than 80% however; the actual collection rates were not consistent and more than 80% that in turn had a negative impact on implementation of certain projects. It was added that the Capital budget was mainly funded by Grants, which remained a challenge to realization of certain Integrated Development Plan (IDP) objectives since grants are conditional in nature.

NOTED.

6. BUDGET PLANNING, IMPLEMENTATION AND MONITORING

(Page 139 of the Draft Annual Report 2019/2020)

The Senior Manager: Finance Governance and Performance Management advised that the Budget Planning Implementation and Monitoring Unit undertook the budget planning and ensured that budgeting guidelines were followed when preparing the municipal budget. The unit ensures that a credible and funded budget was achieved by Council in order to enhance service delivery objectives of the Council.

The Chief Financial Officer advised that as the Finance Unit, they did not have responses as to why grants were not spent on certain projects. She stated that those questions should be directed to either the Project Management Unit or Project Managers.

With regards to the SAP system, the Chief Financial Officer advised that the system was functioning and that all modules were functioning perfectly. She added that they were able to produce reports derived from the system. She also added that all the Finance staff was trained and there was a dedicated team on the 10th floor who were referred to as super users who provided assistance to employees who might still have challenges with the system. She further explained that mSCOA was the system that was problematic and a service provider had since been appointed to assist by closing all the gaps that were left by EOH, alluding to the fact that the duration of the contract was for 1 year and commenced from 1st June 2021 to July 2022.

The Chief Financial Officer advised that the Revenue Sub-Unit currently had a high vacancy rate, including the position of the Senior Manager: Revenue. She reported that the Human Resource Unit advised that the vacant posts were not part of the current structure. She added that the interim solution was contractual appointments which were also problematic as they could only be appointed for a 3 month period. She emphasized the challenge of contractual appointments, stating that it was difficult to maintain sustainability within the Unit as a person could not act in the same position for more than 6 months.

7. REVENUE MANAGEMENT UNIT

(Page 141 of the Draft Annual Report 2019/2020).

The Senior Manager: Finance Governance and Performance Management advised that Council appointed a panel of Debt Collectors to collect outstanding arrears from debtors. He added that the Municipal Manager had formed a Debt Recovery Task Team that would disconnect properties with high debts on a daily basis. He also advised that the Credit Control Policy was reviewed on an annual basis to address issues that were identified during the last financial year. He further explained that they had improved the indigent registration in order to better manage the accounts of low income earners.

The Committee raised a concern regarding the fact that all the Sub-Units were under performing due to the high vacancy rate

8. EXPENDITURE MANAGEMENT UNIT.

(Page 144 of the Draft Annual Report 2019/2020).

The Senior Manager: Finance Governance and Performance Management advised that the Expenditure Management Unit was responsible for the management of payments to creditors of the municipality, payments of salaries and allowances to municipal staff. He added that the service that was provided was a support service to the municipality and there was no direct impact on service delivery.

With regards to the non-payment or late payments to creditors, the Senior Manager: Finance Governance and Performance Management advised that the Senior Manager: Expenditure had

prepared a report on the payment plan for the creditors which would be tabled before the Interim Finance Committee on Wednesday, 2 June 2021.

9. SUPPLY CHAIN MANAGEMENT.

(Page 146 of the Draft Annual Report 2019/2020).

The Head: Supply Chain Management advised that the policy for the year 2019/2020 was adopted by Council on 30 May 2020 in terms of the Supply Chain Management Regulation 3 (1) (a) and was implemented immediately thereafter, since the initial adoption of the policy would be reviewed on a yearly basis to be aligned with legislative provision, circulars, instruction notes and demands of the municipality that were aligned with the constitution of South Africa. She pointed out that the Supply Chain Management implementation plan was developed and implemented throughout the year and quarterly reports on implementation were submitted to Council. She added that in terms of the Municipal Finance Management Act, Supply Chain Management regulations and relevant legislative provisions regulating local government procurement, the Supply Chain Management policy of the municipality should provide for a system of demand, acquisition, logistics, disposal, risk and performance management, and thus the Msunduzi Supply Chain Management Policy had been aligned accordingly.

The Head: Supply Chain Management stated that she noted all the comments that were raised, and further adding that the submissions made to the Draft Annual Report 2019/2020 were a true and accurate reflection stating that she had also highlighted on the challenges that the Unit was faced with.

10. ASSETS AND LIABILITIES MANAGEMENT UNIT.

(Page 162 of the Draft Annual Report 2019/2020).

The Senior Manager: Assets and Liabilities (Acting) reported that the unit was responsible for Assets, Fleet Management, Insurance Management, Loss Control and Real Estate and Valuations. He added that they also ensured that compliance of vehicles in terms of Road Traffic Act, Road Transport Quality System was adhered to and also ensuring that the fleet was properly registered and insured at all times. He explained that Insurance Management was aimed at ensuring that all assets, Councillors, employees and third parties were insured economically and adequately at all times. He further added that in terms of the approved Insurance policy and procedures staff manages litigated and non-litigated claims both internally and externally (third party). With regards to Real Estate and Valuations Unit, he reported that they were responsible for the compilation of the valuation roll and supplementary valuations of all registered properties that fell within the boundaries of the Municipality, in line with the Municipal property rates Act. The unit was also responsible for facilitating the valuation of properties for acquisition and disposal purposes.

With regards to the budget cuts, the Senior Manager: Assets and Liabilities (acting) explained that there was a challenge with the revenue of the Municipality and budget cuts had to be implemented. He added that there were plans made to auction vehicle that were not being utilised by the municipality as a form of collecting revenue to be able to purchase new vehicles.

With regards to the high vacancy rate at Real Estates Valuations Unit, the Senior Manager: Assets and Liabilities (Acting) reported that there were post that were advertised. He further advised that a report was submitted to the Executive Committee for Fleet Officer posts; however, the report was stood down as the posts were not part of the current structure. Furthermore, it was stated that since then they had applied for the posts to be part of the new structure and they were approved.

With regards to vehicle abuse, the Senior Manager: Assets and Liabilities (Acting) reported that there was a vehicle tracking system where all Municipal vehicles were tracked, including accidents. He advised that it was the responsibility of the General Managers to investigate claims of vehicle abuse.

11. FINANCE GOVERNANCE AND PERFORMANCE MANAGEMENT UNIT.

(Page 165 of the Draft Annual Report 2019/2020).

The Senior Manager: Finance Governance and Performance Management explained that the Unit performed satisfactory during the 2019/2020 financial year as all targets were met in line with the operational plan of the section. Adding that all deadlines in terms of financial reporting legislative framework were met.

In response, he explained that as per the Chief Financial Officer's explanation earlier, the Finance Unit was did not have responses as to why monies were not spent on certain projects and requested that the queries be forwarded to the Project Management Unit.

12. CHAPTER 4: ANNUAL FINANCIAL STATEMENTS

(Page 230 of the Draft Annual Report 2019/2020).

The Senior Manager: Finance Governance and Performance Management explained that there was an increase on the current assets and a decrease on non-current assets, reason being was that non-current assets depreciated in value. He also added that there was also an increase in the current balance during the 2019/2020 financial year.

With regards to the surplus, he explained that there was a decrease during the 2019/2020 financial year. He also added that there was a decrease on the long-term loan.

NOTED.

13. CHAPTER 7: REPORT OF THE AUDITOR-GENERAL 2019/2020.

(Page 368 of the Draft Annual Report 2019/2020).

The Chief Financial Offer reported that the Municipality received a qualified audit for the 2019/2020 financial year. She stated that even though the municipality did not receive a favorable outcome, they were however content with the outcome as it was an improvement from the previous financial years.

The Committee congratulated the Chief Financial Officer on the qualified audit, stating that even though the outcome was not good; however, the overall performance had an improvement which meant the Municipality was improving.

The meeting adjourned at 13:31

Confirmed by

CHAIRPERSON



MSUNDUZI MUNICIPALITY

MINUTES OF THE MUNICIPAL PUBLIC ACCOUNTS COMMITTEE (CORPORATE BUSINESS UNIT)

Meeting held on **THURSDAY, 3 JUNE 2021** Via **MICROSOFT TEAMS** at **14:00**

PRESENT: Councillors M Schalkwyk (Chairperson), TI Dlamini, SI Madonda, JJ Ngubo, M Ngubo, R Niemand, P Sithole, XE Ngongoma and LJ Winterbach.

ABSENT: Councillors P Duma (no apology), NC Gambu (no apology) and BE Zuma (no apology).

OFFICIALS

PRESENT: Messrs M Khathide (Municipal Manager), B Halimana (Manager: Organizational Compliance, Performance and Knowledge Management [Acting]), H Zondi (Manager: Municipal Public Accounts Office) I Chetty (Senior Manager: Strategic Planning [Acting]) and S Sibisi (Interpreter). Mesdames D Reddy (Municipal Manager's Representative), Senior Manager: Office of the City Manager) T Zuma (Performance Management Unit), S Mustafu (Human Resource Officer), B Duze (Principal Committee Officer) G khanyile (Chief Risk Officer) N Mkhize (Advisor: Communication) and N Kunene (Committee Officer).

1. WELCOME AND APPLICATIONS FOR LEAVE.

(Item 1 of the agenda)

The Chairperson welcomed all present at the meeting.

An apology was tendered on behalf of Senior Manager: Political Support (Acting) who was on leave.

It was noted that Councillors P Duma, NC Gambu and BE Zuma were absent without official leave from the current meeting of the Municipal Public Accounts Committee.

NOTED.

2. SIGNING OF AFFIDAVIT BY THE SENIOR MANAGER: POLITICAL SUPPORT (ACTING).

(Raised Verbally)

It was stated that the Senior Manager: Political Support (Acting) would sign the affidavit after the Municipal Public Accounts Committee meeting.

NOTED.

3. MAYOR'S FOREWORD.

(Page 4 of the Draft Annual Report 2019/2021)

The Senior Manager: Strategic Planning (Acting) stated that the Mayor's foreword was his sentiments for the year under review.

NOTED.

4. POLITICAL GOVERNANCE.

(Page 19 of the Draft Annual Report 2019/2020)

The Senior Manager: Strategic Planning (Acting) advised that as per regulation from the Department of Cooperative Governance and Traditional Affairs (Cogta), the number of meetings attended by each Councillor and the number of meetings held by each committee had to be recorded per financial year.

He further explained that with regards to the picture in question was not removed and added that they had populated the information that was received from the Office of the Speaker. With regards to Ward 25, it was explained that according to the records provided by the Office of the Speaker the, Ward was vacant and by-elections were held during the 2020/2021 financial year.

5. EXECUTIVE SUMMARY

(Page 5 of the Draft Annual Report 2019/2020)

The Senior Manager: Strategic Planning (Acting) stated that the Executive Summary was the Municipal Manager's sentiments for the year under review.

For consistency purposes, a picture of the Municipal Manager was requested to be included for the final 2019/2020 Annual Report.

6. INTERNAL AUDIT

(Page 168 of the Draft Annual Report 2019/2020)

The Chief Audit Executive took the Committee through the report and explained that the table regarding risk management should be updated and undertook to forward the information to the Manager: Office of the Municipal Public Accounts Committee.

In response to a query raised, the Chief Audit Executive explained that in order to sustain the Municipality financially, the Municipality should be honest about the fact that the debtor's book was increasing. He also added that irregular expenditure would always be an issue if contracts were not advertised six months before the current contracts expired. He further explained that extension of contracts should not be granted as it was an abuse of Section 36 of Supply Chain Management Regulations. He alluded to the fact that it was recommended that Eskom and Telkom's invoices be centralised at the Financial Services Business Unit with one person approving the payments.

7. REPORT OF AUDIT COMMITTEE AND RECOMMENDATIONS

(Page 381 of Draft Annual Report 2019/2020)

The Chief Audit Executive reported that the Audit Committee held six (6) meetings during the year under review and the Chairperson availed himself to present the Audit Committee oversight reports to Council meetings. He added that the Chairperson also met with the Municipal Accounting Officer, the Chief Audit Executive and the Chief Financial Officer. He further advised that currently the whistle-blowing hotline was not operational.

Concerns were raised with regards to the non-functioning of the whistle-blowing hotline, stating that the hotline assisted the Municipality with fraudulent incidents and had proved to be valuable to the Municipality.

With regards to the audit of water and electricity meters, the Chief Audit Executive explained that the Development Bank of Southern Africa (DBSA) was appointed to conduct investigations yet they had not received any progress report from them.

The Chief Audit Executive explained that a report was submitted by the Chief Financial Officer to Council stating that customers with pre-paid meters were not purchasing. He stated that Council had noted the report without any recommendations being taken and added that the Council noted reports without any action being taken. He further added that their current staff capacity did not allow them to cover all the areas within the Municipality.

8. OFFICE OF THE CITY MANAGER.

(Page 174 of Draft Annual Report 2019/2020)

The Manager: Organizational Compliance, Performance and Knowledge Management (Acting) took the Committee through the report stating that there were delays with completing certain activities planned for the year under review due to the COVID-19 pandemic. He also added that with regards to the annual report, they had requested an extension from National Treasury.

NOTED.

9. INTEGRATED RAPID PUBLIC TRANSPORT NETWORK.

(Page 185 of Draft Annual Report 2019/2020)

The Chairperson advised that the report had already been dealt with at the Infrastructure Services Business Unit meeting.

NOTED.

10. STRATEGIC PLANNING.

(Page 186 of Draft Annual Report 2019/2020)

The Senior Manager: Strategic Planning (Acting) took the Committee through the report stating that the Strategic Planning Business Unit was to ensure coordination and alignment with all business units in the organization. He added that the Unit's main objective was to improve relationships amongst departments and foster dialogues that would ensure a collective attempt to resolve city challenges, including under performance on service delivery and the negative economic impact.

It was stated that rehabilitation of roads should be prioritized, especially when the budget was being prepared.

In response to a query raised, the Senior Manager: Strategic Planning (Acting) explained that Safe City would monitor the Central Business District and when infringement of by-laws was detected they would report to relevant Business Units. He added that when criminal activities were detected they were reported directly to the South African Police Services (SAPS).

In response the City Manager reported that they were currently working on a plan for alignment between Business Units that were supposed ensure that by-laws were enforced. He added that the plan was being developed at the Public Safety Unit.

The meeting terminated at 16:17

Confirmed by

CHAIRPERSON



**MINUTES OF THE MUNICIPAL PUBLIC ACCOUNTS COMMITTEE
(COMMUNITY SERVICES BUSINESS UNIT)**

Meeting held on **THURSDAY, 3 JUNE 2021** Via **MICROSOFT TEAMS** at **09:00**

PRESENT: Councillors M Schalkwyk (Chairperson), TI Dlamini, SI Madonda, JJ Ngubo, M Ngubo, R Niemand, P Sithole, , XE Ngongoma, LJ Winterbach and BE Zuma.

ABSENT: Councillors P Duma (no apology), NC Gambu (no apology) and BC Nhlabathi (no apology).

OFFICIALS

PRESENT: Messrs M Mathe (General Manager: Community Services), B Halimana (Municipal Manager's Representative), W Mhlongo (Senior Manager: Waste Management), M Zuma (Senior Manager: Sports and Recreation), T Lyons (Senior Manager: Area Bases Management[Acting]), H Zondi (Manager: Municipal Public Accounts Office) and S Sibisi (Interpreter). Mesdames T Zuma (Performance Management Unit), L Pillay (Performance Management Unit), B Duze (Principal Committee Officer), M Naidoo (Community services) and N Kunene (Committee Officer).

1. WELCOME AND APPLICATIONS FOR LEAVE

(Item 1 of the agenda)

The Chairperson welcomed all present at the meeting.

It was noted that Councillors P Duma, NC Gambu and BC Nhlabathi were absent without official leave from the current meeting of the Municipal Public Accounts Committee.

NOTED.

2. SIGNING OF AFFIDAVIT BY THE GENERAL MANAGER: COMMUNITY SERVICES

(Raised Verbally)

The General Manager: Community Services stated that he would sign the affidavit after the meeting.

NOTED.

3. WASTE MANAGEMENT.

(Page 70 of the Draft Annual Report 2019/2021)

The Senior Manager: Waste Management reported that they strived to achieve the National standards for the weekly collection of waste for every household in terms of percentage of households/indigent households receiving the service. He further explained that the section had implemented systems and plans to enhance operations by developing waste collection schedules, waste operational checklists for waste collection as well as monitoring day-to-day operations through the schedules by means of dashboard reporting on a weekly basis. He stated that their main responsibility was to collect basic services by means of a kerb side waste collection services. He reported that the biggest challenges that they faced was waste collection backlogs as a result of the mechanical breakdowns of waste collection fleet. It was further explained that the COVID-19 pandemic had an impact in terms of the availability of human resource.

NOTED.

4. WASTE MANAGEMENT-LANDFILL SITE.

(Page 72 of the Draft Annual Report 2019/2020)

Senior Manager: Waste Management reported that the New England Road Landfill Site was permitted to continue operating until it reached a maximum height of 652 meters above sea level. He added that the life span was estimated to be 6 to 10 years in view of the current rate of waste disposal. He advised that the weigh bridge was now functional and the site had start generating revenue. He further advised that they had also developed a name and shame campaign for illegal dumpers where pictures of people who dumped illegally were posted on the Municipality's Facebook page.

The Committee commended the General Manager: Community Services and the Senior Manager: Waste Management stating that since their appointment at the Municipality, there was already a drastic improvement throughout the city. Their immediate response to calls about matters relating to waste was also appreciated.

In response, the General Manager: Community Services appreciated the Committee for agreeing to allocate a budget to implement their turn around plans; however, he stated that the main challenge was the lack of tools of trade.

With regards to the schedule for waste collection, the General Manager: Community Services advised that they had developed a plan where every Tuesday, the team supervisor would report who the driver of the truck was and their team members. He alluded to the fact that even though previously work was conducted on city regeneration, work was still currently being done and would still be required in future. The Senior Manager: Waste Management advised that waste collection was done once a week and the number of waste collected was estimated and based on the censuses of the number of households. Further adding to that, he pointed out that the numbers would always fluctuate as new houses were being built daily. He also added that they were planning to allocate skip bins to certain wards.

With regards to food waste at the landfill site, the Senior Manager: Waste Management advised that currently the Municipality did not have relevant tools to take food waste. He stated that waste food was would be hazardous if the proper environmental health regulations were not followed. He further explained that there was a service provider appointed to handle all the food waste collections and dumping.

5. AREA BASED MANAGEMENT AND HALLS.

(Page 74 of the Draft Annual Report 2019/2020)

The General Manager: Community Services advised that the Municipality was divided into five (5) management areas called zones, namely; Vulindlela, Edendale, Imbali, Central and Northern Areas. He explained that the demarcation was done to address the imbalances of the previous dispensation, accommodate developmental disparities, cultural diversity, language barrier, spatial composition and human capacity. He added that the Area Based Management was responsible for the following:

- Monitoring service delivery through decision tracker
- Service Delivery Auditing
- Formulation and Reviewing of Community Participation Policy
- Formulation and Reviewing of Ward Committee Policy
- Community Participation
- Community Consultation
- Establishment and Management of Thusong Centres

- Community Based Planning (CBP)
- Community Advocacy
- Community Mobilisation
- Mobilising Community Resources
- Establishment and Functioning of Ward Committees
- Project Steering Committees
- Establishment and Functioning of War Rooms.

[At this point of the proceedings at 10:00, the meeting was adjourned for a break due to load shedding and reconvened at 10:15]

Concerns were raised with regards to the non-functioning of the HIV and AIDS/ Social Services Unit, stating that Council should be notified about its non-functionality as it was 1 of the President's projects. It was also noted that even though the Unit was under staffed, it still managed to provide service delivery. It was also added that community halls did not have furniture and the Municipality was losing out on revenue as the halls could not be leased out to the community.

In response the General Manager: Community Services explained that once plans were approved they were integrated to the Integrated Developed Plan (IDP) to be completed. With regards to the high vacancy rate he advised that the process of advertising the posts had commenced and expected posts to be filled by the next financial year.

With regards to the community halls, Senior Manager: Sports and Recreation advised that halls were built through the Municipal Infrastructure Grant (MIG) funding, stating that their understanding was that they would also provide furniture; however, upon enquiry they were informed that furniture was the responsibility of the Municipality. He added that with the financial situation of the Municipality, furniture for halls was excluded in the budget.

The Senior Manager: Area Based Management (Acting) advised that all funds for construction of halls were reallocated to the Project Management Unit and they were advised that with the budget that was available for construction of halls, they could only build four. He advised that the progress of the construction of the halls would be available from the Project Management Unit.

With regards to the HIV and AIDS/ Social Services, the Senior Manager: Area Based Management (Acting) advised that the Unit was the function of the Mayor and they were just providing assistance. He further requested that queries relating to the non-functionality of the unit be directed to the Senior Manager: Political Office (Acting).

6. RECREATION AND FACILITIES.

(Page 79 of the Draft Annual Report 2019/2020)

The Senior Manager: Sports and Recreation explained that he would forward amendments to the Manager: Office of the Municipal Public Accounts Committee.

The Senior Manager: Sports and Recreation stated that the new brush cutters were safe as camera were installed at certain storage places. He further explained that the main challenge with brush cutters was that machines were forcefully taken from employees at gun point when deployed to cut grass at the townships. He added that they had requested the Security Unit to assist whenever they were deployed outside the Municipality. He alluded to the fact that there were initiatives from private businesses requesting to adopt spots to maintain in an attempt to keep the city clean.

With regards to the crematoria, the Senior Manager: Sports and Recreation advised that it was

currently functioning. He added that a report was submitted to Council requesting that the crematoria be leased out in order to minimise operational cost.

7. PUBLIC SAFETY ENFORCEMENT AND EMERGENCY SERVICES

(Page 83 of Draft Annual Report 2019/2020)

The General Manager: Community Services advised that the Traffic Warden's firearms had been returned by the South African Police Service (SAPS) and they had been sent for training as per the Firearms Controls Act which required that each person attended training before being issued with a firearm. He added that the Traffic Unit had recently received fleet which had assisted them with conducting road blocks and had also improved with issuing of traffic fines. He further explained that they would be advertising the meter system by-laws.

It was stated that the visible traffic wardens on the roads was highly appreciated, especially when the traffic lights were not working; however, it was requested that more traffic wardens be deployed on Edendale Road from Imbali intersections to Pentinch Road. Management was commended for the Testing Centre at Mkhondeni which was now operational during the weekends.

In response to queries raised, the General Manager: Community Services reported that they were finalising the process of a Single Law Enforcement Unit. He added that they had consulted with the South African Police Service (SAPS) and the Legal Unit was busy finalising the legal processes. He also added that there were a number of considerations that were required to be taken into account, especially the financial implications that it would have.

With regards to the Traffic Wardens, the General Manager: Community Services stated that the request for more Traffic Wardens to be visible on the roads was noted. He explained that due to the current challenge with traffic fleet, they were unable to deploy them to Edendale Road and Mkhondeni areas; however, he stated that once the challenge had been addressed, they would deploy accordingly. The General Manager: Community Services advised that they were working on a strategy to deal with the current challenges at East Street and other down town roads.

The meeting terminated at 12:00

Confirmed by

CHAIRPERSON

MSUNDUZI MUNICIPALITY ANNUAL REPORT CHECKLIST 2019/2020			
FORMAT AND CONTENTS		Yes = 1	No = 0
Cover			
1	Logo		
2	Year		
3	Website		
4	Other Contact Details		
Preface			
Chapter 1			
1.1.1	Mayor's Forward		
1.1.2	Municipal Manager's Overview		
1.1.3	Municipal Functions, Population and Environmental Overview		
1.1.4	Population Details		
1.1.5	Socio Economic Status		
1.1.6	Over view of neighborhoods within Municipality		
1.1.7	Natural Resources		
1.1.8	Comment on background data		
1.1.9	Service Delivery Overview		
1.1.10	Proportion of houses with access to basic Services		
1.1.11	Comment on access to basic services		
1.1.12	Financial Health Overview		
1.1.13	Financial Overview		
1.1.14	Operating Ratios		
1.1.15	Comments on Operating Ratios		
1.1.16	Total Capital Expenditure		
1.1.17	Comment on Capital Expenditure		
1.1.18	Organisational Development Overview		
1.1.19	Auditor General Report		
1.1.20	Annual Report Process Plan		
1.1.21	Comment on the Annual Report Process		
Chapter 2			
2.1.1	Introduction to Governance		
2.1.2	Political & Administrative Governance		
2.1.3	Political Governance		
2.1.4	Political Structure		
2.1.5	Councillors		
2.1.6	Political Decision Taking		
2.1.7	Councillors, Committees Allocated and Council Attendance		
2.1.8	Introduction to Administrative Governance		
2.1.9	Top Administrative Structure		
2.1.10	Intergovernmental Relations		
2.1.11	National Intergovernmental Structures		
2.1.12	Provincial Intergovernmental Structures		
2.1.13	Relationships with Municipal Entities		
2.1.14	District Inter-governmental Structures		
2.1.15	Overview of Public Accountability and Participation		
2.1.16	Communication, participation and forums		
2.1.17	Councillors		
2.1.18	Public Meetings		
2.1.19	Comments on the effectiveness of public meetings		
2.1.20	IDP Participation and Alignment criteria		
2.1.21	Corporate Governance		

MSUNDUZI MUNICIPALITY ANNUAL REPORT CHECKLIST 2019/2020

FORMAT AND CONTENTS		Yes = 1	No = 0
2.1.22	Committees (other than Mayoral / Executive Committee) and Purposes of Committees		
2.1.23	Third Tier Structure		
2.1.24	Functionality of Ward Committees		
2.1.25	Ward Title: Ward Name (Number)		
2.1.26	Risk Management		
2.1.27	Fraud and Anti-Corruption Strategy		
2.1.28	Overview Supply Chain Management		
2.1.29	By-Laws introduced		
2.1.30	Comment on By-Laws		
2.1.31	Websites and Currency of materials		
2.1.32	Comment on municipal website content and access		
2.1.33	Public Satisfaction Levels		
2.1.34	Satisfaction surveys undertaken		
2.1.35	Comment on satisfaction level		
Chapter 3 Annual Performance Report			
3.1.1	Service Delivery Performance		
3.1.2	Infrastructure Services		
3.1.3	Introduction to Water provision		
3.1.4	Total use of water by sector		
3.1.5	Total use of water by sector - graphic		
3.1.6	Comment on use of water by sector		
3.1.7	Water Service delivery levels		
3.1.8	Households - Water Service Delivery Levels below the minimum		
3.1.9	Access To Water		
3.1.10	Water Service Policy Objectives Taken From IDP		
3.1.11	Employees: Water Services		
3.1.12	Financial Performance 2019/20: Water Services		
3.1.13	Capital Expenditure 2019/20: Water Services		
3.1.14	Comment on Water Services Performance overall		
3.1.15	Waste water (Sanitation) provision		
3.1.16	Sanitation/Sewerage Graphic		
3.1.17	Sanitation Service Delivery Levels		
3.1.18	Households - Sanitation Service Delivery Levels below the minimum		
3.1.19	Access To Sanitation		
3.1.20	Waste Water (Sanitation) Service Policy Objectives Taken From IDP		
3.1.21	Employees: Sanitation Services		
3.1.22	Financial Performance 2019/20: Sanitation Services		
3.1.23	Capital Expenditure 2019/20: Sanitation Services		
3.1.24	Comment on Sanitation		
3.1.25	Introduction to Electricity		
3.1.26	Electricity service delivery levels		
3.1.27	Electricity Service Policy Objectives Taken From IDP		
3.1.28	Employees: Electricity Services		
3.1.29	Financial Performance 2019/20: Electricity Services		
3.1.30	Capital Expenditure 2019/20: Electricity Services		
3.1.31	Comment on Electricity Performance		
3.1.32	Introduction to Roads Transport		
3.1.33	Gravel Road Infrastructure		
3.1.34	Asphalted Road Infrastructure		
3.1.35	Cost of Construction/Maintenance		

MSUNDUZI MUNICIPALITY ANNUAL REPORT CHECKLIST 2019/2020

FORMAT AND CONTENTS		Yes = 1	No = 0
3.1.36	Road Infrastructure Cost		
3.1.37	Roads Policy Objectives Taken From IDP		
3.1.38	Employees: Road Services		
3.1.39	Financial Performance 2019/20: Road Services		
3.1.40	Capital Expenditure 2019/20: Road Services		
3.1.41	Comments on Performance of Roads		
3.1.42	Introduction to Transport		
3.1.43	Transport Service Policy Objectives Taken From IDP		
3.1.44	Employees: Transport Services		
3.1.45	Financial Performance 2019/20: Transport Services		
3.1.46	Capital Expenditure 2019/20: Transport Services		
3.1.47	Comment on the Performance of Transportation		
3.1.48	Introduction to Stormwater drainage		
3.1.49	Stormwater Infrastructure		
3.1.50	Cost of Construction/Maintenance		
3.1.51	Stormwater Policy Objectives Taken From IDP		
3.1.52	Employees: Stormwater Services		
3.1.53	Financial Performance 2019/20: Stormwater Services		
3.1.54	Capital Expenditure 2019/20: Stormwater Services		
3.1.55	Comments on Performance of Stormwater drainage		
3.1.56	Introduction to Fleet Management		
3.1.57	Fleet Management Policy Objectives Taken From IDP		
3.1.58	Employees: Fleet Management		
3.1.59	Financial Performance 2019/20: Fleet Management		
3.1.60	Capital Expenditure 2019/20: Fleet Management		
3.1.61	Comments on Performance of Fleet Management		
3.1.62	Introduction to Waste Management (Landfill Site)		
3.1.63	Waste Disposal Services Statistics		
3.1.64	Waste Disposal Policy Objectives Taken From IDP		
3.1.65	Employees: Waste Disposal and Other Services		
3.1.66	Financial Performance 2019/20: Waste Disposal and Other Services		
3.1.67	Capital Expenditure 2019/20: Waste Disposal Services		
3.1.68	Comment on Waste Disposal		
3.1.69	<i>Economic Development</i>		
3.1.70	Introduction to Planning		
3.1.71	Applications for Land Use Development		
3.1.72	Planning Policy Objectives Taken From IDP		
3.1.73	Employees: Planning Services		
3.1.74	Financial Performance 2019/20: Planning Services		
3.1.75	Capital Expenditure 2019/20: Planning Services		
3.1.76	Comments on Performance on Physical Planning		
3.1.77	Introduction to Local Economic Development		
3.1.78	Economic Activity by Sector		
3.1.79	Economic Employment by Sector		
3.1.80	Comment on Local Job Opportunities		
3.1.81	Jobs Created during 2019/20 by LED Initiatives (Excluding EPWP projects)		
3.1.82	Job creation through EPWP* projects		
3.1.83	Local Economic Development Policy Objectives Taken From IDP		
3.1.84	Employees: Local Economic Development Services		
3.1.85	Financial Performance 2019/20: Local Economic Development Services		
3.1.86	Capital Expenditure 2019/20: Economic Development Services		
3.1.87	Comment on Local Economic Development Performance		
3.1.88	Introduction to Airport		
3.1.89	Airport Policy Objectives Taken From IDP		

MSUNDUZI MUNICIPALITY ANNUAL REPORT CHECKLIST 2019/2020

FORMAT AND CONTENTS		Yes = 1	No = 0
3.1.90	Employees: Airport Services		
3.1.91	Financial Performance 2019/20: Airport Services		
3.1.92	Capital Expenditure 2019/20: Airport Services		
3.1.93	Comment on Airport Services Performance		
3.1.94	Introduction to Buiding Control & Signage		
3.1.95	Buiding Control & Signage Policy Objectives Taken From IDP		
3.1.96	Building Control Information - Report to STATS SA		
3.1.97	Employees: Buiding Control & Signage		
3.1.98	Financial Performance 2019/20: Buiding Control & Signage		
3.1.99	Capital Expenditure 2019/20: Buiding Control & Signage		
3.1.100	Comment on Buiding Control & Signage Performance		
3.1.101	Introduction to Market		
3.1.102	Market Policy Objectives Taken From IDP		
3.1.103	Employees: Market Services		
3.1.104	Financial Performance 2019/20: Market Services		
3.1.105	Capital Expenditure 2019/20: Market Services		
3.1.106	Comment on Market Services Performance		
3.1.107	Introduction to Housing		
3.1.108	Percentage of households with access to basic housing		
3.1.109	Housing Service Policy Objectives Taken From IDP		
3.1.110	Employees: Housing Services		
3.1.111	Financial Performance 2019/20: Housing Services		
3.1.112	Capital Expenditure 2019/20: Housing Services		
3.1.113	Comment on Housing Service Performance		
3.1.114	Community Services		
3.1.115	Introduction to Waste Management		
3.1.116	Solid Waste Service Delivery Levels		
3.1.117	Households - Solid Waste Service Delivery Levels below the minimum		
3.1.118	Solid Waste Service Policy Objectives Taken From IDP		
3.1.119	Employees: Solid Waste Management Services		
3.1.120	Financial Performance 2019/20: Solid Waste Management Services		
3.1.121	Capital Expenditure 2019/20: Waste Management Services		
3.1.122	Comment on Waste Management Service Performance		
3.1.123	Introduction to Art Gallery		
3.1.124	Art Gallery Policy Objectives Taken From IDP		
3.1.125	Employees: Art Gallery		
3.1.126	Financial Performance 2019/20: Art Gallery		
3.1.127	Capital Expenditure 2019/20: Art Gallery		
3.1.128	Comment on Art Gallery Performance		
3.1.129	Introduction to Theatres & Halls		
3.1.130	Theatres & Halls Policy Objectives Taken From IDP		
3.1.131	Employees: Theatres & Halls		
3.1.132	Financial Performance 2019/20: Theatres & Halls		
3.1.133	Capital Expenditure 2019/20: Theatres & Halls		
3.1.134	Comment on Theatres & Halls Performance		
3.1.135	Introduction to Cemeteries and Crematoriums		
3.1.136	Service Statistics for Cemeteries and Crematoriums		
3.1.137	Cemeteries and Crematoriums Policy Objectives Taken From IDP		
3.1.138	Employees: Cemeteries and Crematoriums		
3.1.139	Financial Performance 2019/20: cemeteries and Crematoriums		
3.1.140	Capital Expenditure 2019/20: cemeteries and Crematoriums		
3.1.141	Comments on Performance of Cemeteries and Crematoriums		
3.1.142	Introduction to Environmental Health		
3.1.143	Service Statistics for Environmental Health		

MSUNDUZI MUNICIPALITY ANNUAL REPORT CHECKLIST 2019/2020

FORMAT AND CONTENTS		Yes = 1	No = 0
3.1.144	Environmental Health Policy Objectives Taken From IDP		
3.1.145	Employees: Environmental Health		
3.1.146	Financial Performance 2019/20: Environmental Health		
3.1.147	Capital Expenditure 2019/20: Environmental Health		
3.1.148	Comment of Performance of Environmental Health		
3.1.149	Biodiversity, Landscape and Other		
3.1.150	Service Statistics for Biodiversity, Landscape and Other		
3.1.151	Bio-Diversity; Landscape and Other Policy Objectives Taken From IDP		
3.1.152	Employees: Bio-Diversity; Landscape and Other		
3.1.153	Financial Performance 2019/20: Bio-Diversity; Landscape and Other		
3.1.154	Capital Expenditure 2019/20: Bio-Diversity; Landscape and Other		
3.1.155	Comments on the Performance of Bio-Diversity; Landscape and Other		
3.1.156	Introduction to Safety and Security		
3.1.157	Introduction to Traffic, Safety and Security		
3.1.158	Traffic, Safety and Security Service Data		
3.1.159	Traffic, Safety and Security Policy Objectives Taken From IDP		
3.1.160	Employees: Traffic, Safety and Security		
3.1.161	Financial Performance 2019/20: Traffic, Safety and Security		
3.1.162	Capital Expenditure 2019/20: Traffic, Safety and Security		
3.1.163	Comments on Performance of Traffic, Safety and Security		
3.1.164	Introduction to Fire Service		
3.1.165	Fire Service Data		
3.1.166	Fire Service Policy Objectives Taken From IDP		
3.1.167	Employees: Fire Services		
3.1.168	Financial Performance 2019/20: Fire Services		
3.1.169	Capital Expenditure 2019/20: Fire Services		
3.1.170	Comments on Performance of Fire Services		
3.1.171	Introduction to Disaster Management		
3.1.172	Service Statistics for Disaster Management,		
3.1.173	Disaster Management, etc Policy Objectives Taken From IDP		
3.1.174	Employees: Disaster Management		
3.1.175	Financial Performance 2019/20: Disaster Management		
3.1.176	Capital Expenditure 2019/20: Disaster Management		
3.1.177	Comments on Performance of Disaster Management		
3.1.178	Introduction to Sports & Recreation		
3.1.179	Service Statistics for Sports & Recreation		
3.1.180	Sport and Recreation Policy Objectives Taken From IDP		
3.1.181	Employees: Sport and Recreation		
3.1.182	Financial Performance 2019/20: Sport and Recreation		
3.1.183	Capital Expenditure 2019/20: Sport and Recreation		
3.1.184	Comment on the Performance of Sports & Recreation		
3.1.185	Introduction to Library Services		
3.1.186	Service Statistics for Library Services		
3.1.187	Library Services Policy Objectives Taken From IDP		
3.1.188	Employees: Library Services		
3.1.189	Financial Performance 2019/20: Library Services		
3.1.190	Capital Expenditure 2019/20: Library Services		
3.1.191	Comment on the Performance of Library Services		
3.1.192	Financial Services		
3.1.193	Introduction to Free Basic Services and Indigent Support		
3.1.194	Free Basic Services To Low Income Households		
3.1.195	Financial Performance 2019/20: Cost to Municipality of Free Basic Services Delivered		
3.1.196	Free Basic Service Policy Objectives Taken From IDP		

MSUNDUZI MUNICIPALITY ANNUAL REPORT CHECKLIST 2019/2020

FORMAT AND CONTENTS		Yes = 1	No = 0
3.1.197	Comment of Free Basic Services and Indigent Support		
3.1.198	Introduction to Financial Services		
3.1.199	Debt Recovery		
3.1.200	Grant Performance		
3.1.201	Grants received from Other Sources		
3.1.202	Financial Service Policy Objectives Taken From IDP		
3.1.203	Employees: Financial Services		
3.1.204	Financial Performance 2019/20: Financial Services		
3.1.205	Capital Expenditure 2019/20: Financial Services		
3.1.206	Comment on Performance of Financial Services		
3.1.207	Introduction to SCM		
3.1.208	Service Statistics for SCM		
3.1.209	Long Term Contracts		
3.1.210	Public Private Partnerships		
3.1.211	SCM Policy Objectives Taken From IDP		
3.1.212	SCM Implementation Checklist		
3.1.213	Performance Management of Contracts		
3.1.214	Employees: SCM		
3.1.215	Financial Performance 2019/20: SCM		
3.1.216	Capital Expenditure 2019/20: SCM		
3.1.217	Comment on the Performance of SCM		
3.1.218	Corporate Services		
3.1.219	Introduction to Human Resource Services		
3.1.220	Human Resource Services Policy Objectives Taken From IDP		
3.1.221	Employees: Human Resource Services		
3.1.222	Financial Performance 2019/20: Human Resource Services		
3.1.223	Capital Expenditure 2019/20: Human Resource Services		
3.1.224	Comment on Performance of Human Resource Services		
3.1.225	Introduction to Information & Communication Technology Services		
3.1.226	Service Statistics for ITC Services		
3.1.227	ICT Services Policy Objectives Taken From IDP		
3.1.228	Employees: ICT Services		
3.1.229	Financial Performance 2019/20: ICT Services		
3.1.230	Capital Expenditure 2019/20: ICT Services		
3.1.231	Comment on Performance of ICT Services		
3.1.232	Legal Services		
3.1.233	Legal Services Policy Objectives Taken From IDP		
3.1.234	Employees: Legal Services		
3.1.235	Financial Performance 2019/20: Legal Services		
3.1.236	Capital Expenditure 2019/20: Legal Services		
3.1.237	Comment on Performance of Legal Services		
3.1.238	Introduction to Organisational Performance Development		
3.1.239	Vacancy Rate 2019/20		
3.1.240	Turn-over Rate		
3.1.241	Comments on Vacancies and Turnover		
3.1.242	Introduction to Municipal Workforce Management		
3.1.243	HR Policies and Plans		
3.1.244	Comment on Workforce Policy Development		
3.1.245	Number and Cost of Injuries on Duty		
3.1.246	Number of days and Cost of Sick Leave (excluding injuries on duty)		
3.1.247	Average Number of Days of Sick Leave (Graphic)		
3.1.248	Comment on Injury and Sick Leave		
3.1.249	Number and Period of Suspensions		
3.1.250	Disciplinary Action Taken on Cases of Financial Misconduct		

MSUNDUZI MUNICIPALITY ANNUAL REPORT CHECKLIST 2019/2020

FORMAT AND CONTENTS		Yes = 1	No = 0
3.1.251	Comment on Cases of Financial Misconduct		
3.1.252	Comment on Performance Rewards		
3.1.253	Performance Rewards By Gender		
3.1.254	Introduction to Workforce Capacity Development		
3.1.255	Skills Matrix		
3.1.256	Financial Competency Development: Progress Report*		
3.1.257	Skills Development Expenditure		
3.1.258	Comment on Skills Development and related expenditure and on the Financial Competency Regulations		
3.1.259	Introduction to Workforce Expenditure		
3.1.260	Number Of Employees Whose Salaries Were Increased Due To Their Positions Being Upgraded		
3.1.261	Employees Whose Salary Levels Exceed The Grade Determined By Job Evaluation		
3.1.262	Employees not appointed to posts not approved		
3.1.263	Comments on Upgraded posts and those that are variance with normal practice		
3.1.264	Corporate Business Unit		
3.1.265	Introduction to Council & Executive		
3.1.266	Councillor & Committee Meeting Data		
3.1.267	Council & Executive Policy Objectives Taken From IDP		
3.1.268	Employees: The Executive and Council		
3.1.269	Financial Performance 2019/20: The Executive and Council		
3.1.270	Financial Performance 2019/20: Sound Governance		
3.1.271	Capital Expenditure 2019/20: The Executive and Council		
3.1.272	Capital Expenditure 2019/20: Sound Governance		
3.1.273	Comment on the Performance of Executive & Council		
3.1.274	Introduction to Internal Audit		
3.1.275	Service Statistics for Internal Audit		
3.1.276	Internal Audit Policy Objectives Taken From IDP		
3.1.277	Employees: Internal Audit		
3.1.278	Financial Performance 2019/20:Internal Audit		
3.1.279	Capital Expenditure 2019/20: Internal Audit		
3.1.280	Comment on the Performance of Internal Audit		
Chapter 4			
4.1.1	Introduction to Financial Performance		
4.1.2	Introduction to Financial Statements		
4.1.3	Financial Summary		
4.1.4	Financial Performance of Operational Services		
4.1.5	Comment on Financial Performance		
4.1.6	Grant Performance		
4.1.7	Comment on Operating Transfers and Grants		
4.1.8	Grants Received From Sources Other Than Division of Revenue Act (DORA)		
4.1.9	Comments on Conditional Grants and Grants received from other sources		
4.1.10	Introduction to Asset Management		
4.1.11	Treatment of the three largest Assets acquired		
4.1.12	Comment on Asset Management		
4.1.13	Repair and Maintenance Expenditure 2019/20		
4.1.14	Comment on Repairs and Maintenance Expenditure		

MSUNDUZI MUNICIPALITY ANNUAL REPORT CHECKLIST 2019/2020

FORMAT AND CONTENTS		Yes = 1	No = 0
4.1.15	Liquidity Ratios		
4.1.16	Cost Coverage		
4.1.17	Total Outstanding Service Debtors (Graphic)		
4.1.18	Debt Coverage(Graphic)		
4.1.19	Creditors System Efficiency (Graphic)		
4.1.20	Capital Charges to Operating Expenditure (Graphic)		
4.1.21	Employee Costs (Graphic)		
4.1.22	Repairs & Maintenance (Graphic)		
4.1.23	Comment on Financial Ratios		
4.1.24	Introduction to spending against Capital Budget		
4.1.25	Capital Expenditure 2019/20 (Graphic)		
4.1.26	Capital Expenditure - Funding Sources 2019/20 - 2019/20		
4.1.27	Comment on Sources of Funding		
4.1.28	Capital Expenditure of 5 largest projects*		
4.1.29	Comment on Capital Projects		
4.1.30	Introduction to Basic Service and Infrastructure Backlogs		
4.1.31	Service Backlogs as at 30 June 2019		
4.1.32	Municipal Infrastructure Grant (MIG)* Expenditure 2019/20 on Service backlogs		
4.1.33	Comment on Backlogs		
4.1.34	Introduction to Cash Flow Management and Investments		
4.1.35	Cash Flow Outcomes		
4.1.36	Comments on Cash Flow		
4.1.37	Introduction to Borrowings and Investments		
4.1.38	Actual Borrowings 2019/20 - 2019/20		
4.1.39	Actual Borrowings (Graphic)		
4.1.40	Municipal and Entity Investments		
4.1.41	Comment on Borrowing and Investments		
4.1.42	Public Private Partnerships		
4.1.43	Supply Chain Management		
4.1.44	GRAP Compliance		
	Chapter 5		
5.1.1	Municipal Entities		
5.1.2	Introduction to Municipal Entities		
5.1.3	Performance Targets of Municipal Entities		
	Chapter 6		
6.1.1	MIG		
6.1.2	7 Targets Capital Projects Per Ward		
6.1.3	Top 4 Service Delivery Projects Per Ward		
	Chapter 7		
7.1.1	Report of the Auditor General 2018/2019		
	Chapter 8		
8.1.1	Response to the Report of the Auditor General 2018 / 2019		
	Chapter 9		
9.1.1	Report of the Audit Committee 2018 / 2019		
9.1.2	Recommendations of the Audit Committee 2018 / 2019		
	Chapter 10		
10,1	Financial Declarations of Councillors & Municipal Staff		