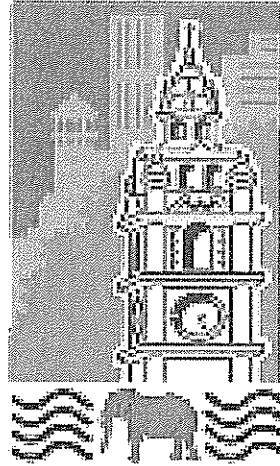


**CITY OF CHOICE**



**PIETERMARITZBURG  
MSUNDUZI**

**OVERSIGHT REPORT  
MSUNDUZI MUNICIPALITY  
FOR THE FINANCIAL YEAR 2011/2012**





# Councillors:

**Chairperson of the Oversight Committee  
Councillor M Tarr**

**Councillor R Ashe  
Councillor N Atwaru  
Councillor SI Madonda  
Councillor Matiwane  
Councillor SC Ndawonde  
Councillor TP Ngcobo  
Councillor PG Ngidi  
Councillor TD Ntombela  
Councillor RB Singh  
Councillor MS Sokhela  
Councillor R Soobiah**

# Community Representatives:

**NP Magubane  
ES Sithole**

# Administrative Support:

**Ms Madeleine Jackson-Plaatjies, Manager: Office of the Municipal Manager  
Mr Indrasen Chetty, Manager: Strategic Analysis and Research (Acting)  
Mr Sichelobuhle Nene: Intern, Office of the Municipal Manager  
Mrs Nomthandazo Sikhakhane: Municipal Manager's Representative**

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## 1. INTRODUCTION

The Municipal Finance Management Act (MFMA) assigns specific oversight responsibilities to Council in regards to 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 an Oversight Committee of Council would provide the appropriate mechanism in which Council could fulfill its oversight responsibilities.

The Oversight Committee's primary role will be to consider the Annual Report, receive input from the various role players and to prepare a draft Oversight Report for consideration 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 in 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. FUNCTIONS OF THE OVERSIGHT COMMITTEE

The functions of the Oversight Committee are to:

- ✓ Undertake a review and analysis of the Annual Report.
- ✓ Invite, receive, and consider inputs from Councillors and Portfolio Committees, on the Annual Report.
- ✓ Consider written comments received on 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 draft Oversight Report, taking into consideration, the views and inputs of the public, representative(s) of the Auditor-General, organs of state, Council's Audit Committee and Councillors.

## 4. COMPOSITION OF OVERSIGHT COMMITTEE

### 4.1 Membership

The Oversight Committee is a committee of Council established under section 79 of the Municipal Structures Act, 1998. Section 79, allows for the co-option of advisory members to a Committee of Council, who are not members of the Council.

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.

### 4.2 Authority & Power

The Oversight Committee is delegated the responsibility to conduct meetings and to hold public hearings to receive 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 Oversight Committee must be open to the public and minutes of the meetings must be submitted to Council meetings.

### 4.3 Meeting Schedule

The Annual Report submitted to Council at its meeting held on the 25<sup>th</sup> of January 2013, was referred to the Oversight Committee subject to a few minor enhancements to the Report. The community was advised through the print media of the availability of the Annual Report and were invited to submit representations on the report (refer attached annexure 'A')

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, and was also placed on the Msunduzi Municipality website ([www.msunduzi.gov.za](http://www.msunduzi.gov.za)). At the closing date for public submissions of concerns on the Annual Report, 21<sup>st</sup> February 2013, *no* submissions were received. The Public were invited to the tabling of the Oversight Report to Council on *27th of March 2013*.



## 5. THE OVERSIGHT REPORT

This Oversight Report is for the financial year ended 30 June 2012. The Annual Report was presented to Council on the 25<sup>th</sup> of January 2013. Meetings of the Oversight Committee were scheduled and held as follows:

No.	Date	Item/ Business Unit
1.	13 February 2013	Introductory Meeting
2.	15 <sup>th</sup> February 2013	Infrastructure Services
3.	15 <sup>th</sup> February 2013	Economic Development
4.	20 February 2013	Community Services
5.	20 February 2013	Corporate Services
6.	01 March 2013	Financial Services & Corporate Business Unit
8.	06 March 2013	Oversight Report Checklist
10.	27 March 2013	Presentation of Oversight report to Council

All Deputy Municipal Managers were requested to attend the meetings of the Oversight Committee on the respective relevant dates.

### **13 FEBRUARY 2013 – INTRODUCTORY MEETING**

#### **REFER ANNEXURE 'B'**

This was an introductory meeting which included a general presentation outlining the Oversight process and requirements. It was explained that the Msunduzi Municipality had been using the new format of the annual report had been introduced by the National Treasury for the past two (2) years now

The Chairperson highlighted that at the end of the Oversight Committee process, all Deputy Municipal Managers would be required to sign, confirming that the contents of the report were a true reflection.

### **15 FEBRUARY 2013 – INFRASTRUCTURE SERVICES**

#### **REFER ANNEXURE 'C'**

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

- Water services
- Electricity
- Waste management (landfill site)
- Roads
- Transport planning
- Municipal Infrastructure Grant (MIG)

Various amendments within each process unit were requested to be made and submitted to the Organizational Performance Management Office prior to the final print of the Annual Report.

In addition, the Oversight Committee requested that all tables within the Annual Report must be numbered and where contiguous tables continue on a following page, this must clearly state so by means of the insertion of the phrase *'table continued overleaf'*.

## **15 FEBRUARY 2013 – ECONOMIC DEVELOPMENT**

### **REFER ANNEXURE 'D'**

The following sections were dealt with in the Economic Development section:

- Housing
- Planning and development
- Economic development

Various amendments within each process unit were requested to be made and submitted to the Organizational Performance Management Office prior to the final print of the Annual Report.

In addition, concerns were raised regarding the fact that 2012/2013 targets were high and a suggestion was made that managers should ensure that their targets were within the budget and that they were in line with the Integrated Development Plan (IDP) as well as the Service Delivery and Budget Implementation Plan (SDBIP).

## **20 FEBRUARY 2013 – COMMUNITY SERVICES**

### **REFER ANNEXURE 'E'**

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

- Environmental Health
- Health
- Waste management
- Libraries
- Art Gallery
- Theatres and halls
- Bio-diversity and landscape
- Sports and recreation
- Traffic, safety and security
- Disaster management

Various amendments within each process unit were requested to be made and submitted to the Organizational Performance Management Office prior to the final print of the Annual Report.

In addition, a request was made that a separate vote be put in place for grass cutting of the cemeteries. Concerns were made that cemeteries were not given adequate attention.

## **20 FEBRUARY 2013 – CORPORATE SERVICES**

### **REFER ANNEXURE 'F'**

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

- By-laws
- Political governance
- Human Resource service
- ICT
- Organisation Development Performance
- Capacitating the municipal workforce

Various amendments within each process unit were requested to be made and submitted to the Organizational Performance Management Office prior to the final print of the Annual Report.

In addition, concerns were raised regarding the fact that that ICT structure was old and outdated which made it difficult to carry out the ICT duties effectively. It was stated that the unit was short staffed and that it depended mostly on service providers.

## **01 MARCH 2013 – FINANCIAL SERVICES**

### **REFER ANNEXURE 'G'**

The following sections were dealt with in the Financial Services section:

- Financial services
- Supply Chain Management

Various amendments within each process unit were requested to be made and submitted to the Organizational Performance Management Office prior to the final print of the Annual Report.

In addition, a concern was raised regarding the shortage of staff in the Municipality which led to a negative impact on production as well as performance.

A proposal was made to have a detailed action plan to be included in responses to the report of the Auditor General contained in the annual report.

**01 MARCH 2013 – CORPORATE BUSINESS UNIT**

**REFER ANNEXURE 'G'**

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

- Office of the Speaker
- Internal Audit
- Office of the Municipal Manager

Various amendments within each section were requested to be made and submitted to the Organizational Performance Management Office prior to the final print of the Annual Report.

## 6. ANNUAL REPORT CHECKLIST

The following checklist, issued by the National Treasury, was used to determine that all the requisite content was contained in the Annual Report 2011/ 2012:

ANNUAL REPORT CHECKLIST			
FORMAT AND CONTENTS			
	Yes	No	Comments/Page No.
<b>Cover</b>			
1	1		Front Cover
2	1		Front Cover
3	1		Back Cover
4	1		Back Cover
<b>Preface</b>	1		
<b>Chapter 1</b>	1		
1.1.1	1		Pages 3 – 5
1.1.2	1		Pages 6 – 7
1.1.3	1		
1.1.4	1		
1.1.5	1		Pages 8 - 13
1.1.6	1		
1.1.7	1		
1.1.8	1		
1.1.9	1		Page 14
1.1.10	1		Page 15
1.1.11	1		Page 15
1.1.12	1		Page 16

<b>ANNUAL REPORT CHECKLIST</b>			
<b>FORMAT AND CONTENTS</b>			
		Yes	No
		Comments/Page No.	
1.1.13	Financial Overview	1	Page 16
1.1.14	Operating Ratios	1	Page 16
1.1.15	Comments on Operating Ratios	1	Page 16
1.1.16	Total Capital Expenditure	1	Page 16
1.1.17	Comment on Capital Expenditure	1	Page 16
1.1.18	Organisational Development Overview	1	Page 17
1.1.19	Auditor General Report	1	Page 18
1.1.20	Annual Report Process Plan	1	Page 19
1.1.21	Comment on the Annual Report Process	1	Page 20
<b>Chapter 2</b>			
2.1.1	Introduction to Governance	1	Page 21
2.1.2	Political & Administrative Governance	1	Page 21
2.1.3	Political Governance	1	Page 21
2.1.4	Political Structure	1	Page 22 – 38
2.1.5	Councillors	1	Page 22 – 38
2.1.6	Political Decision Taking	1	Page 40
2.1.7	Introduction to Administrative Governance	1	Page 41
2.1.8	Top Administrative Structure	1	Page 42
2.1.9	Intergovernmental Relations	1	Page 43
2.1.10	National Intergovernmental Structures	1	Page 43
2.1.11	Provincial Intergovernmental Structures	1	Page 43
2.1.12	Relationships with Municipal Entities	1	Page 43
2.1.13	District Inter-governmental Structures	1	Page 43
2.1.14	Overview of Public Accountability and Participation	1	Page 44
2.1.15	Communication, participation and forums	1	Page 44 - 52
2.1.16	Councillors	1	Page 44 - 52
2.1.17	Public Meetings	1	Page 44 - 52

<b>ANNUAL REPORT CHECKLIST</b>				Comments/Page No.
<b>FORMAT AND CONTENTS</b>				
		Yes	No	
2.1.18	Comments on the effectiveness of public meetings	1		Page 44 - 52
2.1.19	IDP Participation and Alignment criteria	1		Page 52
2.1.20	Corporate Governance	1		Page 53
2.1.21	Risk Management	1		Page 53 – 54
2.1.22	Fraud and Anti-Corruption Strategy	1		Page 55
2.1.23	Overview Supply Chain Management	1		Page 55
2.1.24	By-Laws introduced	1		Page 56
2.1.25	Comment on By-Laws	1		Page 56
2.1.26	Websites and Currency of materials	1		Page 57 - 58
2.1.27	Comment on municipal website content and access		0	Indicated by business unit that this information is not available
2.1.28	Public Satisfaction Levels	1		
2.1.29	Satisfaction surveys undertaken		0	Currently we have not undertaken any customer satisfaction surveys
2.1.30	Comment on satisfaction level		0	
<b>Chapter 3</b>				
3.1.1	Service Delivery Performance	1		Page 61
3.1.2	Basic Services	1		Page 61
3.1.3	Introduction to Water provision	1		Page 62 - 63
3.1.4	Total use of water by sector	1		Page 63
3.1.5	Total use of water by sector - graphic	1		Page 64
3.1.6	Comment on use of water by sector	1		Page 64
3.1.7	Water Service delivery levels	1		Page 65
3.1.8	Households - Water Service Delivery Levels below the minimum	1		Page 65
3.1.9	Access To Water	1		Page 66

ANNUAL REPORT CHECKLIST			
FORMAT AND CONTENTS			
		Yes	No
			Comments/Page No.
3.1.10	Water Service Policy Objectives Taken From IDP	1	Page 66 - 67
3.1.11	Employees: Water Services	1	Page 67
3.1.12	Financial Performance 2011/12: Water Services	1	Page 67 – 68
3.1.13	Capital Expenditure 2011/12: Water Services	1	Page 68
3.1.14	Comment on Water Services Performance overall	1	Page 68
3.1.15	Waste water (Sanitation) provision	1	Page 69
3.1.16	Sanitation/Sewerage Graphic	1	Page 69
3.1.17	Sanitation Service Delivery Levels	1	Page 69 - 70
3.1.18	Households - Sanitation Service Delivery Levels below the minimum	1	Page 70
3.1.19	Access To Sanitation	1	Page 71
3.1.20	Waste Water (Sanitation) Service Policy Objectives Taken From IDP	1	Page 71
3.1.21	Employees: Sanitation Services	1	Page 72
3.1.22	Financial Performance 2011/12: Sanitation Services	1	Page 72
3.1.23	Capital Expenditure 2011/12: Sanitation Services	1	Page 72
3.1.24	Comment on Sanitation	1	Page 73
3.1.25	Introduction to Electricity	1	Page 74
3.1.26	Electricity service delivery levels	1	Page 75
3.1.28	Electricity Service Policy Objectives Taken From IDP	1	Page 76
3.1.29	Employees: Electricity Services	1	Page 76
3.1.30	Financial Performance 2011/12: Electricity Services	1	Page 76
3.1.31	Capital Expenditure 2008/0911/12: Electricity Services	1	Page 77
3.1.32	Comment on Electricity Performance	1	Page 77
3.1.33	Introduction to Waste Management	1	Page 77
3.1.34	Solid Waste Service Delivery Levels	1	Page 77 – 78
3.1.35	Households - Solid Waste Service Delivery Levels below the minimum	1	Page 78
3.1.36	Solid Waste Service Policy Objectives Taken From IDP	1	Page 78
3.1.37	Employees: Solid Waste Management Services	1	Page 79



<b>ANNUAL REPORT CHECKLIST</b>			
<b>FORMAT AND CONTENTS</b>			
	Yes	No	Comments/Page No.
3.1.38	1		Page 81
3.1.39	1		Page 79
3.1.40	1		Page 81
3.1.41	1		Page 79
3.1.42	1		Page 80
3.1.43	1		Page 82
3.1.44	1		Page 83
3.1.45	1		Page 83 – 86
3.1.46	1		Page 87
3.1.47	1		Page 87
3.1.48	1		Page 87
3.1.49	1		Page 87 – 88
3.1.50	1		Page 88
3.1.51	1		Page 89
3.1.52	1		Page 89
3.1.53	1		Page 89
3.1.54	1		Page 90
3.1.55	1		Page 91
3.1.56	1		Page 91
3.1.57	1		Page 92
3.1.58	1		Page 92
3.1.59	1		Page 92
3.1.60	1		Page 92
3.1.61	1		Page 93
3.1.62	1		Page 93
3.1.63	1		Page 93 – 94

<b>ANNUAL REPORT CHECKLIST</b>			
<b>FORMAT AND CONTENTS</b>			
		Yes	No
			Comments/Page No.
3.1.64	Comments on Performance of Roads	1	Page 94
3.1.65	Introduction to Transport	1	Page 94
3.1.66	Municipal Bus Service Data		0 Currently no bus services in operation
3.1.67	Transport Service Policy Objectives Taken From IDP	1	Page 95
3.1.68	Employees: Transport Services	1	Page 95
3.1.69	Financial Performance 2011/12: Transport Services	1	Page 95 - 96
3.1.70	Capital Expenditure 2011/12: Transport Services	1	Page 96
3.1.71	Comment on the Performance of Transportation	1	Page 96
3.1.72	Introduction to Stormwater drainage	1	Page 96
3.1.73	Stormwater Infrastructure	1	Page 97
3.1.74	Cost of Construction/Maintenance	1	Page 97
3.1.75	Stormwater Policy Objectives Taken From IDP	1	Page 97
3.1.76	Employees: Stormwater Services	1	Page 98
3.1.77	Financial Performance 2011/12: Stormwater Services	1	Page 98
3.1.78	Capital Expenditure 2011/12: Stormwater Services	1	Page 98
3.1.79	Comments on Performance of Stormwater drainage	1	Page 98
3.1.80	Planning and Development	1	Page 99
3.1.81	Introduction to Planning	1	Page 99
3.1.82	Applications for Land Use Development	1	Page 99
3.1.83	Planning Policy Objectives Taken From IDP	1	Page 100
3.1.84	Employees: Planning Services	1	Page 100
3.1.85	Financial Performance 2011/12: Planning Services	1	Page 100
3.1.86	Capital Expenditure 2011/12: Planning Services	1	Page 101
3.1.87	Comments on Performance on Physical Planning	1	Page 101
3.1.88	Introduction to Local Economic Development	1	Page 101
3.1.89	Economic Activity by Sector	1	Page 101

<b>ANNUAL REPORT CHECKLIST</b>			
<b>FORMAT AND CONTENTS</b>			
		Yes	No
			Comments/Page No.
3.1.90	Economic Employment by Sector	1	Page 102
3.1.91	Comment on Local Job Opportunities	1	Page 102
3.1.92	Jobs Created during 2011/12 by LED Initiatives (Excluding EPWP projects)	0	All job creation initiatives are done through the EPWP
3.1.93	Job creation through EPWP* projects	1	Page 102
3.1.94	Local Economic Development Policy Objectives Taken From IDP	1	Page 103
3.1.95	Employees: Local Economic Development Services	1	Page 104
3.1.96	Financial Performance 2011/12: Local Economic Development Services	1	Page 104
3.1.97	Capital Expenditure 2011/12: Economic Development Services	1	Page 104
3.1.98	Comment on Local Economic Development Performance	1	Page 104
3.1.99	Introduction to Community & Social Services	1	Page 105
3.1.100	Introduction to Libraries, Archives, Museums, Galleries, Community Facilities, Zoos, etc	1	Page 105 / 108 / 109
3.1.101	Service Statistics to Libraries, Archives, Museums, Galleries, Community Facilities, Zoos, etc	1	Page 105 – 106 / 108 / 109
3.1.102	Libraries; Archives; Museums; Galleries; Community Facilities; Other Policy Objectives Taken From IDP	1	Page 106 / 108 / 110
3.1.103	Employees: Libraries; Archives; Museums; Galleries; Community Facilities; Other	1	Page 106 / 108 / 110
3.1.104	Financial Performance 2011/12: Libraries; Archives; Museums; Galleries; Community Facilities; Other	1	Page 107 / 109 / 110
3.1.105	Capital Expenditure 2011/12: Libraries; Archives; Museums; Galleries; Community Facilities; Other	1	Page 107 / 109 / 111
3.1.106	Comments on Performance of Libraries; Archives; Museums; Galleries; Community Facilities; Other	1	Page 107 / 109 / 111
3.1.107	Introduction to Cemeteries and Crematoriums	1	Page 111
3.1.108	Service Statistics for Cemeteries and Crematoriums	1	Page 111
3.1.109	Cemeteries and Crematoriums Policy Objectives Taken From IDP	1	Page 112
3.1.110	Employees: cemeteries and Crematoriums	1	Page 112

<b>ANNUAL REPORT CHECKLIST</b>				Yes	No	Comments/Page No.
<b>FORMAT AND CONTENTS</b>						
3.1.111	Financial Performance 2011/12: cemeteries and Crematoriums		1			Page 112
3.1.112	Capital Expenditure 2011/12: cemeteries and Crematoriums		1			Page 113
3.1.113	Comments on Performance of Cemeteries and Crematoriums		1			Page 113
3.1.114	Child care: Aged care and Social Programmes			0		These functions fall outside of the municipalities
3.1.115	Service Statistics for Child Care			0		functions - they are catered for by the Department of Health and Social Development, the municipality has a social worker who acts as a liaison person with the above departments
3.1.116	Child Care; Aged Care; Social Programmes Policy Objectives Taken From IDP			0		
3.1.117	Employees: Child Care; Aged Care; Social Programmes			0		
3.1.118	Financial Performance 2011/12: Child Care; Aged Care; Social Programmes			0		
3.1.119	Capital Expenditure 2011/12: Child Care; Aged Care; Social Programmes (			0		
3.1.120	Comments on Child care: Aged care and Social Programmes			0		
3.1.121	Introduction to Environmental Protection		1			Page 114
3.1.122	Introduction to Pollution Control		1			Page 114
3.1.123	Service Statistics for Pollution Control		1			Page 114 – 115
3.1.124	Pollution Control Policy Objectives Taken From IDP		1			Page 114 – 115
3.1.125	Employees: Pollution Control		1			Page 116
3.1.126	Financial Performance 2011/12: Pollution Control		1			Page 116
3.1.127	Capital Expenditure 2011/12: Pollution Control		1			Page 116
3.1.128	Comment of Performance of Pollution Control		1			Page 117
3.1.129	Biodiversity, Landscape and Other		1			Page 117
3.1.130	Service Statistics for Biodiversity, Landscape and Other		1			Page 117
3.1.131	Bio-Diversity; Landscape and Other Policy Objectives Taken From IDP		1			Page 117

ANNUAL REPORT CHECKLIST				Yes	No	Comments/Page No.
FORMAT AND CONTENTS						
3.1.132	Employees: Bio-Diversity; Landscape and Other		1			Page 118
3.1.133	Financial Performance 2011/12: Bio-Diversity; Landscape and Other		1			Page 118
3.1.134	Capital Expenditure 2011/12: Bio-Diversity; Landscape and Other		1			Page 118
3.1.135	Comments on the Performance of Bio-Diversity; Landscape and Other		1			Page 118
3.1.136	Introduction to Health		1			Page 119
3.1.137	Introduction to Clinics		1			Page 119
3.1.138	Service Data for Clinics		1			Page 119
3.1.139	Clinics Policy Objectives Taken From IDP		1			Page 120
3.1.140	Employees: Clinics		1			Page 120
3.1.141	Financial Performance 2011/12: Clinics		1			Page 121
3.1.142	Capital Expenditure 2011/12: Clinics		1			Page 121
3.1.143	Comment on the Performance of the Clinics		1			Page 121
3.1.144	Introduction to Ambulance Services			0		Carried out by the provincial Department of Health
3.1.145	Ambulance Service Data			0		
3.1.146	Ambulances Policy Objectives Taken From IDP			0		
3.1.147	Employees: Ambulances			0		
3.1.148	Financial Performance 2011/12: Ambulances			0		
3.1.149	Capital Expenditure 2011/12: Ambulances			0		
3.1.150	Comment on the Performance of the Ambulances			0		
3.1.151	Health Inspection; Food and Abattoir licensing and Inspection		1			As per Environmental Health
3.1.152	Service Statistics for Health Inspection		1			
3.1.153	Health Inspection, Etc Policy Objectives Taken From IDP		1			
3.1.154	Employees: Health Inspectors		1			
3.1.155	Financial Performance 2011/12: Health Inspectors		1			
3.1.156	Capital Expenditure 2011/12: Health Inspectors		1			
3.1.157	Comment on the Performance of the Health Inspection		1			
3.1.158	Introduction to Safety and Security		1			Note Police

ANNUAL REPORT CHECKLIST			
FORMAT AND CONTENTS			
		Yes	No
		Comments/Page No.	
3.1.159	Introduction to Police		
3.1.160	Metropolitan Police Service Data	1	substituted by Traffic, Safety & Security / Page 122
3.1.161	Police Policy Objectives Taken From IDP	1	Page 122
3.1.162	Employees: Police Officers	1	Page 122
3.1.163	Financial Performance 2011/12: Police	1	Page 123
3.1.164	Capital Expenditure 2011/12: Police	1	Page 123
3.1.165	Comments on Performance of Police	1	Page 123
3.1.166	Introduction to Fire Service	1	Page 124
3.1.167	Metropolitan Fire Service Data	1	Page 124
3.1.168	Fire Service Policy Objectives Taken From IDP	1	Page 125
3.1.169	Employees: Fire Services	1	Page 125
3.1.170	Financial Performance 2010/11: Fire Services	1	Page 125
3.1.171	Capital Expenditure 2010/11: Fire Services	1	Page 126
3.1.172	Comments on Performance of Fire Services	1	Page 126
3.1.173	Introduction to Disaster Management, Animal Licensing and control, Control of Public Nuisance , etc	1	Page 126
3.1.174	Service Statistics for Disaster Management, Animal Licensing and control, Control of Public Nuisance , etc	1	Animal licensing falls under Economic Development & Public Nuisance falls under Public Safety Enforcement / Page 126
3.1.175	Disaster Management, etc Policy Objectives Taken From IDP	1	Page 127
3.1.176	Employees: Disaster Management, Animal Licensing and control, Control of Public Nuisance	1	Page 127

<b>ANNUAL REPORT CHECKLIST</b>			
<b>FORMAT AND CONTENTS</b>			
		Yes	No
			Comments/Page No.
3.1.177	Financial Performance 2011/12: Disaster Management, etc	1	Page 128
3.1.178	Capital Expenditure 2011/12: Disaster Management, etc	1	Page 128
3.1.179	Comments on Performance of Disaster Management, etc	1	Page 128
3.1.180	Introduction to Sports & Recreation	1	Page 129
3.1.181	Service Statistics for Sports & Recreation	1	Page 129
3.1.182	Sport and Recreation Policy Objectives Taken From IDP	1	Page 129
3.1.183	Employees: Sport and Recreation	1	Page 129
3.1.184	Financial Performance 2011/12: Sport and Recreation	1	Page 130
3.1.185	Capital Expenditure 2011/12: Sport and Recreation	1	Page 130
3.1.186	Comment on the Performance of Sports & Recreation	1	Page 130
3.1.187	Introduction to Corporate Policy Offices, etc	1	Page 131
3.1.188	Introduction to Executive & Council	1	Page 131
3.1.189	Service Statistics for Executive & Council	1	Page 131
3.1.190	The Executive and Council Policy Objectives Taken From IDP	1	Page 132
3.1.191	Employees: The Executive and Council	1	Page 132
3.1.192	Financial Performance 2011/12: The Executive and Council	1	Page 132
3.1.193	Capital Expenditure 2011/12: The Executive and Council	1	Page 133
3.1.194	Comment on the Performance of Executive & Council	1	Page 133
3.1.195	Introduction to Financial Services	1	Page 133
3.1.196	Debt Recovery	1	Page 134
3.1.197	Financial Service Policy Objectives Taken From IDP	1	Page 135
3.1.198	Employees: Financial Services	1	Page 135
3.1.199	Financial Performance 2011/12: Financial Services	1	Page 136
3.1.200	Capital Expenditure 2011/12: Financial Services	1	Page 136
3.1.201	Comment on Performance of Financial Services	1	Page 136
3.1.202	Introduction to Human Resource Services	1	Page 136

<b>ANNUAL REPORT CHECKLIST</b>			
<b>FORMAT AND CONTENTS</b>			
		Yes	No
			Comments/Page No.
3.1.203	Service Statistics for Human Resource Services	1	Page 137
3.1.204	Human Resource Services Policy Objectives Taken From IDP	1	Page 137 – 138
3.1.205	Employees: Human Resource Services	1	Page 138
3.1.206	Financial Performance 2011/12: Human Resource Services	1	Page 139
3.1.207	Capital Expenditure 2011/12: Human Resource Services	1	Page 139
3.1.208	Comment on Performance of Human Resource Services	1	Page 139
3.1.209	Introduction to Information & Communication Technology Services	1	Page 140
3.1.210	Service Statistics for ITC Services	0	Indicated by business unit information is not available
3.1.211	ICT Services Policy Objectives Taken From IDP	0	Indicated by business unit information is not available
3.1.212	Employees: ICT Services	1	Page 141
3.1.213	Financial Performance 2011/12: ICT Services	1	Page 141
3.1.214	Capital Expenditure 2011/12: ICT Services	1	Page 141
3.1.215	Comment on Performance of ICT Services	0	Indicated by business unit information is not available
3.1.216	Property, Legal Risk Management & Procurement Services	1	Page 142 / 145 / 154
3.1.217	Service Statistics Property, Legal Risk Management & Procurement Services	1	Page 142 – 143 / 149 /
3.1.218	Property; Legal; Risk Management; and Procurement Services Objectives Taken From IDP	1	Page 144 / 151 / 154
3.1.219	Employees: Property; Legal; Risk Management; and Procurement Services	1	Page 144 / 151 / 155
3.1.220	Financial Performance 2011/2012: Property; Legal; Risk Management; and Procurement Services	1	Page 145 / 152 / 155
3.1.221	Capital Expenditure 2011/2012: Property; Legal; Risk Management; and Procurement Services	1	Page 145 / 152 / 156
3.1.222	Comment on Performance of Property; Legal; Risk Management; and Procurement Services	1	Page 145 / 152 / 156
3.1.223	Introduction to Miscellaneous		
3.1.224	Organisational Performance Scorecard	1	Incorporated into the



<b>ANNUAL REPORT CHECKLIST</b>			
<b>FORMAT AND CONTENTS</b>			
	Yes	No	Comments/Page No.
			SDBIP – Page 317 – 388
<b>Chapter 4</b>			
4.1.1	1		Introduction to Organisational Performance Development Page 156
4.1.2	1		Introduction to Municipal Personnel Page 157
4.1.3	1		Vacancy Rate 2011/12 Page 157
4.1.4	1		Turn-over Rate Page 158
4.1.5	1		Comments on Vacancies and Turnover Page 158
4.1.6	1		Introduction to Municipal Workforce Management Page 159
4.1.7	1		HR Policies and Plans Page 159 – 160
4.1.8	1		Comment on Workforce Policy Development Page 160
4.1.9	1		Number and Cost of Injuries on Duty Page 160
4.1.10	1		Number of days and Cost of Sick Leave (excluding injuries on duty) Page 161
4.1.11	1		Average Number of Days of Sick Leave (Graphic) Page 161
4.1.12	1		Comment on Injury and Sick Leave Page 161 – 162
4.1.13	1		Number and Period of Suspensions Page 162 – 163
4.1.14	1		Disciplinary Action Taken on Cases of Financial Misconduct Page 163
4.1.15	1		Comment on Cases of Financial Misconduct Page 163
4.1.16	1		Performance Rewards By Gender Page 163 – 164
4.1.17	1		Comment on Performance Rewards Page 164
4.1.18	1		Introduction to workforce Capacity Development Page 164
4.1.19	1		Skills Matrix Page 165
4.1.20	1		Financial Competency Development: Progress Report* Page 165 – 166
4.1.21	1		Skills Development Expenditure Page 166 – 167
4.1.22	1		Comment on Skills Development and related expenditure and on the Financial Competency Regulations Page 167
4.1.23	1		Introduction to Workforce Expenditure Page 167 – 168

<b>ANNUAL REPORT CHECKLIST</b>						
<b>FORMAT AND CONTENTS</b>						
			Yes	No	Comments/Page No.	
4.1.24	Workforce Expenditure Trends (Graphic)		1		Page 168	
4.1.25	Comment of Workforce Expenditure		1		Page 168	
4.1.26	Number Of Employees Whose Salaries Were Increased Due To Their Positions Being Upgraded		1		Page 168	
4.1.27	Employees Whose Salary Levels Exceed The Grade Determined By Job Evaluation		1		Page 168	
4.1.28	Employees not appointed to posts not approved		1		Page 168 – 171	
4.1.29	Comments on Upgraded posts and those that are variance with normal practice		1		Page 171	
4.1.30	Disclosure of Financial Interests			0	Available from the Office of the Municipal Manager for Staff and Councillors on request	
<b>Chapter 5</b>						
5.1.1	Introduction to Financial Performance		1			
5.1.2	Introduction to Financial Statements		1		Included as part of the Annual Financial Statements – Page 176 – 267	
5.1.3	Financial Summary		1			
5.1.4	Financial Performance of Operational Services		1			
5.1.5	Comment on Financial Performance		1			
5.1.6	Grant Performance		1			
5.1.7	Comment on Operating Transfers and Grants		1			
5.1.8	Grants Received From Sources Other Than Division of Revenue Act (DORA)		1			
5.1.9	Comments on Conditional Grants and Grants received from other sources		1			
5.1.10	Introduction to Asset Management		1		Included as part of the Annual Financial	
5.1.11	Treatment of the three largest Assets acquired		1			

<b>ANNUAL REPORT CHECKLIST</b>			
<b>FORMAT AND CONTENTS</b>			
		Yes	No
			Comments/Page No.
5.1.12	Comment on Asset Management	1	
5.1.13	Repair and Maintenance Expenditure 2011/12	1	Statements – Page 176 – 267
5.1.14	Comment on Repairs and Maintenance Expenditure	1	
5.1.15	Liquidity Ratios	1	
5.1.16	Cost Coverage	1	
5.1.17	Total Outstanding Service Debtors (Graphic)	1	
5.1.18	Debt Coverage(Graphic)	1	
5.1.19	Creditors System Efficiency (Graphic)	1	
5.1.20	Capital Charges to Operating Expenditure (Graphic)	1	
5.1.21	Employee Costs (Graphic)	1	
5.1.22	Repairs & Maintenance (Graphic)	1	
5.1.23	Comment on Financial Ratios	1	
5.1.24	Introduction to spending against Capital Budget	1	
5.1.25	Capital Expenditure 2011/12 (Graphic)	1	
5.1.26	Capital Expenditure - Funding Sources 2010/11 - 2011/12	1	
5.1.27	Comment on Sources of Funding	1	
5.1.28	Capital Expenditure of 5 largest projects*	1	
5.1.29	Comment on Capital Projects	1	
5.1.30	Introduction to Basic Service and Infrastructure Backlogs	1	Page 294
5.1.31	Service Backlogs as at 30 June 2012	1	Page 294
5.1.32	Municipal Infrastructure Grant (MIG)* Expenditure 2011/12 on Service backlogs	1	Page 294 – 295
5.1.33	Comment on Backlogs	1	Page 295
5.1.34	Introduction to Cash Flow Management and Investments	1	
5.1.35	Cash Flow Outcomes	1	
5.1.36	Comments on Cash Flow	1	
5.1.37	Introduction to Borrowings and Investments	1	

<b>ANNUAL REPORT CHECKLIST</b>				Comments/Page No.
<b>FORMAT AND CONTENTS</b>				
		Yes	No	
5.1.38	Actual Borrowings 2007/08 - 2011/12	1		Included as part of the Annual Financial Statements – Page 176 – 267
5.1.39	Actual Borrowings (Graphic)	1		
5.1.40	Municipal and Entity Investments	1		
5.1.41	Comment on Borrowing and Investments	1		
5.1.42	Public Private Partnerships	1		
5.1.43	Supply Chain Management	1		
5.1.44	GRAP Compliance	1		
<b>Chapter 6</b>				
6.1.1	Introduction to Auditor General Audit Findings	1		Page 303 – 308
6.1.2	Auditor-General Report on Financial Performance 2011/12	1		
6.1.3	Auditor-General Report on Service Delivery Performance 2011/12	1		
6.1.4	Auditor-General Report on Service Delivery Performance 2011/12*	1		
6.1.5	Auditor General Report on Financial Statements	1		
6.1.6	Comment on the Auditor General's Opinion 2011/12	1		
6.1.7	Comments on the MFMA Section 71 Responsibilities	1		
<b>Appendices</b>				
A	Councillors, Committees Allocated and Council Attendance	1		Page 23 – 25
B	Committees (other than Mayoral / Executive Committee) and Purposes of Committees	1		Page 26 – 39
C	Third Tier Structure	1		Page 42
D	Municipal / Entity Functions	1		Page 267 – 293
E	Functionality of Ward Committees	1		Page 44 – 52
F	Ward Title: Ward Name (Number)	1		Page 44 – 52
F	Basic Service Provision	1		Page 59 – 175

ANNUAL REPORT CHECKLIST FORMAT AND CONTENTS				Yes	No	Comments/Page No.
F	Top Four Service Delivery Priorities for Ward (Highest Priority First)				0	Available from the office of the Speaker as it submitted to Speakers Office as part of IDP process
G	Municipal Audit Committee Recommendations			1		Page 313 – 316
H	Long Term Contracts (20 Largest Contracts Entered into 2011/12)			1		Included as part of the Annual Financial Statements – Page 176 – 267
H	Public Private Partnerships Entered into 2011/12			1		None for the financial year
I	Municipal Entity/Service Provider Performance Schedule			1		Page 267 – 293
J	Disclosures of Financial Interests				0	Available from the Office of the Municipal Manager for Staff and Councilors on request
K	Revenue Collection Performance by Vote			1		Included as part of the Annual Financial Statements – Page 176 – 267
K	Revenue Collection Performance by Source			1		
L	Conditional Grants: excluding MIG			1		
M	Capital Expenditure - New Assets Programme*				0	Business unit has indicated this information is unavailable for this financial year and will be included in the AR for 12/13
M	Capital Expenditure - Upgrade/Renewal Programme*				0	
N	Capital Programme by Project 2011/12				0	

## 7. CONCLUSION

The onerous requirements of so many legislative mandates, makes it difficult to achieve an unqualified report, a feat that very few municipalities achieve in South Africa. This achievement is recognised by the Oversight Committee.

The Oversight Committee commends Council, the Municipal Manager, the Senior Managers and all staff at Msunduzi Municipality on the strides made towards good governance. However, much needs to be done in planning and reporting on performance information and the 2012/ 2013 financial year must target focussed attention in this area.

Having performed the following tasks:

- ✓ Reviewed and analyzed the Annual Report;
- ✓ Invited, received, and considered inputs from Councillors and Portfolio Committees and Business Units, on the Annual Report;
- ✓ Considered that no written comments were received on the Annual Report from the public consultation process;
- ✓ Conducted Public Hearings to allow the local community or any organs of state to make representations on the Annual Report;
- ✓ Received and considered Council's Audit Committee views and comments on the annual financial statements and the performance report; and
- ✓ Prepared the draft Oversight Report, taking into consideration, the views and inputs of the public, representatives of the Auditor-General, organs of state, Council's Audit Committee and Councillors;

The Oversight Committee has pleasure in presenting the Oversight Report to Council to consider one of the following resolutions:

### IT IS RESOLVED TO RECOMMEND:

1. Council having fully considered the Annual Report of the Msunduzi Municipality for the 2011/ 2012 Financial Year adopts the Oversight Report for the 2011/ 2012 Financial Year.
2. That Council approves the Annual Report of the Msunduzi Municipality for the 2011/ 2012 Financial Year with reservations considering the following:
  - 2.1. During the consultation and verification sessions held with the Business Units, a large number of inconsistencies were identified in information that had been supplied for the publication of the Annual Report 2011/ 2012;

- 2.2. In future years prior to the production of the draft annual report each Deputy Municipal Manager will be required to sign an affidavit to the effect that all the information included in the report is a complete and true reflection of the activities of their business unit.
  - 2.3. In future years the Deputy Municipal Manager: Finance will be responsible for the coordination and compilation of all financial tables and information and will be required to verify that all financial information for business units is consistent with the Annual Financial Statements.
  - 2.4. In future years, the Performance Management Section will be responsible for the coordination and compilation of all performance related tables and information and will be required to verify that all performance related information for business units is consistent with the Annual Performance Report and/ or Service Delivery and Budget Implementation Plan.
  - 2.5. In future years, the Deputy Municipal Manager: Corporate Services will be responsible for the coordination and compilation of all human resource related tables and information and will be required to verify that all human resources information for business units is correct.
3. That the Oversight Report be made public in accordance with Section 129(3) of the Municipal Finance Management Act 56 of 2003.
  4. The 2011/ 2012 Annual Report and Oversight Report, including the minutes where the Annual Report was discussed, is submitted to the:
    - National Treasury;
    - Auditor General;
    - MEC: Cooperative Governance and Traditional Affairs;
    - MEC: Provincial Treasury;in terms of Section 129 (2) of the MFMA.
  5. That the Oversight Report be submitted to the Provincial Legislature in accordance with Section 132(2) of the Municipal Finance Management Act 56 of 2003.
  6. Arising out of the proceedings of the Oversight Committee meetings, the committee does not believe there is any justification to pay performance bonuses for 2011/2012. However the committee must point out that in some cases the lack of performance can be directly attributed to serious staff shortages.

Respectfully Submitted:



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Cllr MA Tarr

Chairperson: Oversight Committee 2011/ 2012

## ANNEXURES

### Annual Report

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

Annexure 'B' – Minutes of the Oversight Committee Meeting, 13<sup>th</sup> February 2013, 09:00am

Annexure 'C'– Minutes of the Oversight Committee Meeting, 15<sup>th</sup> February 2013, 09:00am

Annexure 'D'– Minutes of the Oversight Committee Meeting, 15<sup>th</sup> February 2013, 14:00pm

Annexure 'E'– Minutes of the Oversight Committee Meeting, 20<sup>th</sup> February 2013, 09:00am

Annexure 'F'– Minutes of the Oversight Committee Meeting, 20<sup>th</sup> February 2013, 14:00pm

Annexure 'G'– Minutes of the Oversight Committee Meeting, 1<sup>st</sup> March 2013, 09:00am

Annexure 'H'– Minutes of the Oversight Committee Meeting, 6<sup>th</sup> March 2013, 09:00am



**PROVINCE OF KWAZULU-NATAL  
KZN225**



**MEMBERS OF THE PUBLIC ARE CORDIALLY INVITED TO ATTEND  
MSUNDUZI'S OVERSIGHT COMMITTEE MEETINGS AS FOLLOWS:**

- Wednesday, 13th February 2013, 9 am
- Friday, 15th February 2013, 9 am and 2 pm
- Wednesday, 20th February 2013, 9 am and 2 pm
- Friday, 1st March 2013, 9 am and 2 pm
- Wednesday, 6th March 2013, 9 am
- Friday, 8th March 2013, 9 am
- Wednesday, 27th March 2013 2 pm (*Council meeting at which the Oversight Report is to be presented*)

All meetings will be held at the Council Chamber, City Hall. Meetings will commence at either 9 am or 2 pm, as per the above meeting plan.

The adoption of the Oversight Report is the final document in the reporting process of a municipality. The Oversight Report is a requirement in terms of Section 129 of the MFMA, and requires the council to adopt an Oversight Report no later than two months after the tabling of the Annual Report.

Msunduzi Municipality's 2011/2012 Annual Report was tabled in Council on 25th January 2013, and is available for public viewing and has been published on the municipality's website [www.msunduzi.gov.za](http://www.msunduzi.gov.za). Copies are available at the following satellite offices:

Area Office	Contact Name/s	Contact Number/s
Vulindlela	Caleb Magubane/Ziningi Ndiela	033 505 0006
Ashburton	Balraj Roopar/Margaret Mtungwa	033 392 2380/1
Edendale	Themba Lyons	033 392 3171/2
Jimbali	Sasa Mgadi/Thabisile Khumalo	033 392 3619/22
Northern Areas	Anwar Hussain/Xolani Ntshangase	033 392 0181/88716168
City Hall	Scelo Nene	033 392 2209

The public is hereby informed that consultation on the Annual Report will convene at the meetings, as outlined above, thereafter; the Oversight Report will be developed and recommended to the Full Council for adoption.

The public is invited to submit written concerns on the Annual Report to:  
Office of the Municipal Manager  
Ref: Annual Report 2011/2012  
Private Bag X321  
Pietermaritzburg, 3200

Or Email: [madelaine.jackson@msunduzi.gov.za](mailto:madelaine.jackson@msunduzi.gov.za)  
Final Date for Submissions: Thursday, 21st February 2013  
M.A. NKOSI, Municipal Manager



# THE MSUNDUZI MUNICIPALITY

**PROVINCE OF  
KWAZULU-NATAL  
KZN225**

MEMBERS OF THE PUBLIC ARE CORDIALLY INVITED TO ATTEND MSUNDUZI'S OVERSIGHT COMMITTEE MEETINGS AS FOLLOWS:

- Wednesday, 13th February 2013, 09:00 am
- Friday, 15th February 2013, 09:00 am and 14:00 pm
- Wednesday, 20th February 2013, 09:00 am and 14:00 pm
- Friday, 1st March 2013, 09:00 am and 14:00 pm
- Wednesday, 6th March 2013, 09:00 am
- Friday, 8th March 2013, 09:00 am
- Wednesday, 27th March 2013 14:00 pm (Council meeting at which the Oversight Report is to be presented)

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Ashburton	Balraj Roopan / Margaret Mntunqwa	033-392 2380/1
Edendale	Themba Lyons	033-392 3171/2
Imbali	Sasa Mngadi / Thabsile Khumalo	033-392 3619/22
Northern Areas	Anwar Hoosen / Xolani Ntshangase	033-397 0131/387 3168
City Hall	Scelo Nene	033-392 2209

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Office of the Municipal Manager,  
Ref: Annual Report 2011 / 2012  
Private Bag X321,  
Pietermaritzburg, 3200.  
Or  
Email: [madolaine.jackson@msunduzi.gov.za](mailto:madolaine.jackson@msunduzi.gov.za)

Final Date for Submissions: Thursday, 21st February 2013  
**M.A. NKOSI**  
Municipal Manager

# Masipala wase Msunduzi



## ISIFUNDAZWE SAKWAZULU-NATAL KZN225

AMALUNGU OMPHAKATHI AYAMENYWA UKWETHAMELA IMIHLANGANO YEKOMIDI ELIBHEKELE UKUSETSHENZISWA KWEZIMALI ZIKAMASIPALA WASEMSUNDUZI OZOKWENZIWA NGALEZIZINSUKU EZILANDELAYO:

- uLwesithathu mhlaka 13 February 2013 ngo 09:00 ekuseni
- uLwesithlanu mhlaka 15 February 2013 ngo 09:00 ekuseni, nango 14:00 ntambama
- uLwesithathu mhlaka 20 February 2013 ngo 09:00 ekuseni, nango 14:00 ntambama
- uLwesithlanu mhlaka 1 March 2013 ngo 09:00 ekuseni, nango 14:00 ntambama
- uLwesithathu mhlaka 6 March 2013 ngo 09:00 ekuseni
- uLwesithathu mhlaka 8 March 2013 ngo 09:00 ekuseni
- uLwesithathu mhlaka 27 March 2013 ngo 14:00 ntambama (uMhlangano woMkhandlu lapho kuyokwethulwa khona uMbiko ngokuSetshenziswa kweziMali nguMasipala (Oversight Report))

Yonke lemihlango izokwenzelwa eGumbini loMkhandlu eHhlo leDolobha, imihlangano iyohlala ekuseni ngo 09:00 eminye ntambama ngo 14:00 njengoba kubhaliwe ngonhla-

Ukwamukela i-Oversight Report iwona usomqulu ophelile umasipala abika ngawo izihlelo zakhe zokusebenza. I-Oversight Report iwumgomo obekiwe ngokulandisa kwesiGatshana 129 soMthetho wokweNganyelwa kweziMali zoMasipala (MFMA), umkhandlu kufanele ukuba wamukele i-Oversight Report zingakapheli izinyanga ezimbili (2) emveni kokwethulwa koMbiko woNyaka (Annual Report).

Umbiko woNyaka (Annual Report) wa 2011/2012 kaMasipala Msunduzi wanikezwa uMkhandlu ngomhlaka 25 January 2013, nomphakathi ungawuthola ukuze uwufunde, futhi ubhaliwe ngaphansi kweqoqo lesizinda solwazi (website) ethi [www.msunduzi.gov.za](http://www.msunduzi.gov.za) amakhophi alombiko ayatholakala kulamahhovisi alandelayo:

Ikhovisi	Oxhuluma naye	Izinombolo zokuxhumana
Vulindlela	Caleb Magubane/ Zingqi Ndlala	033 505 0005
Ashburton	Balraj Roopan/ Margaret Mntungwa	033 392 2380/1
Edendale	Themba Lyons	033 392 3171/2
Imbali	Sasa Mngadi/ Thabsile Khumalo	033 392 3619/22
Northern Areas	Anwar Hoosen/ Xolani Ntshangase	033 397 0131/387 3168
City Hall	Scelo Nene	033 392 2209

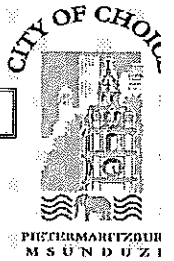
Umphakathi uyaziswa ukuthi izingxoxo mayelana ne-Annual Report ziyovuleleka emihlanganweni ehlaliwe ebhaliwe ngenhla, kuyobe sekusungulwa i-Oversight Report, kwenziwe nezincomo eziyothunyelwa ukuba zamukelwe nguMkhandlu oPhelele.

Uyacelwa umphakathi ukuba wathule izimvo zawo ezibhaliwe mayelana ne-Annual Report, ubhalele: Office of the Municipal Manager, Ref: Annual Report 2011 / 2012, Private Bag X321, Pietermaritzburg 3200.

Norna i-email ku: [madeleine.jackson@msunduzi.gov.za](mailto:madeleine.jackson@msunduzi.gov.za).

Usuku lokugcina lokwenza izethulo uLwesine mhlaka 21 February 2013.

ISAZISO SIBHALWE NGU:  
**M.A. NKOSI**  
UMeeneja kaMasipala



**MINUTES OF THE OVERSIGHT COMMITTEE**

MEETING HELD IN COUNCIL CHAMBER, CITY HALL, 1<sup>ST</sup> FLOOR  
ON WEDNESDAY, 13 FEBRUARY 2013 AT 09H00.

PRESENT: Councillors M Tarr (Chairperson), R Ashe, N Atwaru, SI Madonda, SC Ndawonde, RB Singh, MS Sokhela, R Soobiah and Ms NP Magubane.

ABSENT: Councillor SI Madonda (paternity leave).

OFFICIALS

PRESENT: Mesdames N Sikhakhane (Municipal Manager's Representative), M Plaatjies (Manager: Office of the Municipal Manager), S Nene (Office of the Municipal Manager) and B Nxumalo (Committee Officer).

ALSO

PRESENT: Ms V Devpruth (Representative from the Office of the Auditor General).

1. **APPLICATIONS FOR LEAVE FROM THE CURRENT MEETING OF THE OVERSIGHT COMMITTEE.**

(Raised verbally)

Applications for leave were received from Councillor SI Madonda who was on paternity leave. Apologies were received from Councillors SC Ndawonde and MS Sokhela who would join the meeting late. The Chairperson welcomed Ms NP Magubane, a public representative who was serving as a member of the Oversight Committee.

It was

**RESOLVED**

That Councillors Madonda and Sokhela be granted leave of absence from the current meeting of the Oversight Committee.

2. **PRESENTATION OF THE OVERSIGHT PROCESS**

Presentation by the Manager: Office of the Municipal Manager.

(Tabled at the meeting)

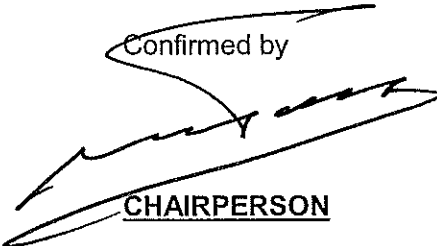
It was explained that the reflection of the new format of the annual report had been introduced by the National Treasury. It was further explained that the report was different in terms of the layout which made it easier for the Oversight committee to compile its report.

The Chairperson highlighted that at the end of the Oversight Committee meetings, managers would be required to sign, confirming that the contents of the report were a true reflection. It was stated that the Oversight Committee had a responsibility of ensuring that things were done in a correct manner. The importance of having Legal Advisors in Oversight Committee meetings in order to explain legislations that were applied was stressed. It was pointed out that the Oversight report should be approved without any reservations.

In response to a query raised as to whether it was a legal requirement to have the same members in the Municipal Public Accounts Committee and the Oversight Committee, it was explained that it was the implementation of the Full Council resolution that the same members serve in both committees. The Manager: Office of the Municipal Manager was requested to verify with the National Treasury as to whether external members were required to serve in the Oversight Committee.

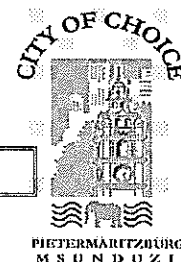
*[At this point of the proceedings, Councillor Matiwane joined the meeting: 10h10]*

**Meeting terminated at 10H12.**

Confirmed by  
  
**CHAIRPERSON**

**PIETERMARITZBURG**

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## MINUTES OF THE OVERSIGHT COMMITTEE – INFRASTRUCTURE SERVICES

MEETING HELD IN COUNCIL CHAMBER, CITY HALL, 1<sup>ST</sup> FLOOR  
ON FRIDAY, 15 FEBRUARY 2013 AT 09H00.

**PRESENT:** Councillors M Tarr (Chairperson), N Atwaru, SI Madonda, SC Ndawonde, PG Ngidi, RB Singh, R Soobiah and Ms NP Magubane.

**ABSENT:** Councillors R Ashe (out of the Province), TP Ngcobo (no apology), T Matiwane (no apology received at the meeting), TD Ntombela (no apology) and MS Sokhela (apology received).

### OFFICIALS

**PRESENT:** Messrs T Maseko (Deputy Municipal Manager: Infrastructure Services), B Sivparsad (Process Manager: Water and Sanitation), ES Nomnganga (Process Manager: Electricity), SP Mbimbi (Process Manager: Roads and Transportation), S Raghunandan (Project Manager: Landfill), Y Govender (Finance Manager: Project Management Unit), T Cowie (Process Manager: Infrastructure Planning and Survey), I Chetty (Manager: Strategic Analysis and Research [Acting]), S Nene (Office of the Municipal Manager); Mesdames N Sikhakhane (Municipal Manager's Representative) and B Nxumalo (Committee Officer).

### 1. APPLICATIONS FOR LEAVE FROM THE CURRENT MEETING OF THE OVERSIGHT COMMITTEE.

(Raised verbally)

Applications for leave were received from councillors Ashe and Sokhela. An apology was received from the Municipal Manager who was attending Council business and it was noted that the Manager: Office of the Municipal Manager would be representing the Municipal Manager in future Oversight meetings.

It was

### RESOLVED

That Councillors Ashe and Sokhela be granted leave of absence from the current meeting of the Oversight Committee.

### 2. ANNUAL REPORT 2011/2012: INFRASTRUCTURE SERVICES BUSINESS UNIT

Annual Report for the 2011/2012 Financial Year.

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

- Water services
- Electricity
- Waste management (landfill site)
- Roads
- Transport planning
- Municipal Infrastructure Grant (MIG)

## 2.1 Water Services

It was brought to the Committee's attention that the values reflected on the table in page 66 of the annual report as well as the graph on page 67 have already been amended and thereafter a request was made that amendments be submitted to the Manager: Strategic Analysis and Research (Acting).

A proposal was made that the tables reflected in the annual report be numbered for ease of reference.

Concerns were raised regarding the fact that tables were divided into two pages which made it difficult to understand. It was also pointed out that the incorrect financial year was reflected in some of the tables and graphs and a request was made that these be corrected. It was emphasized that Business Units had a responsibility to ensure that the information reflected in the annual report was as accurately as possible. The importance of adding footnotes in some areas whereby "not applicable" was reflected was stressed.

It was stated that the figures reflected in the annual report had to be in line with the annual those reflected in the financials. A request was made that previous years should be reflected in bar charts in order to show improvements.

## 2.2 Electricity

A request was made to amend the wording "no data" on tables to read "not applicable. Another request was made that figures be verified and that variances to budget should be reflected in percentages.

## 2.3 Waste management (landfill site)

It was mentioned that figures should be reflected in thousands and that they should correspond with figures reflected in the financials.

## 2.4 Roads

It was noted that there was no money allocated for the Rehabilitated surfaced roads on the roads policy objectives table and a request was made that verification should be undertaken. A request was made that amounts of the total operational revenue be made available in the financial performance table on page 95 of the annual report.

## 2.5 Transport planning

It was requested that the tables on transport planning should be revised and corrected figures be reflected.

## 2.6 Municipal Infrastructure Grant

It was reported that amendments were already made on the MIG table on page 294 and a request was made that amendments be forwarded to the Manager: Strategic Analysis and Research (Acting).

It was

### **RESOLVED TO RECOMMEND TO FULL COUNCIL**

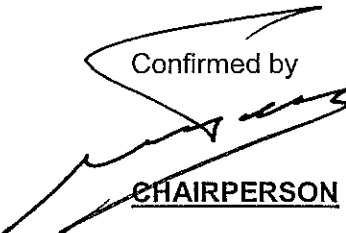
That all amendments made to the annual report 2011/2012 on the Infrastructure Services section be submitted to the Manager: Strategic Analysis and Research (Acting).

It was further

### **RESOLVED**

That all concerns raised in the annual report 2011/2012 be included in the Oversight report that will be tabled in Full Council.

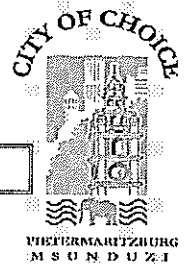
**Meeting terminated at 11H15.**

Confirmed by  
  
**CHAIRPERSON**

**PIETERMARITZBURG**

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**MINUTES OF THE OVERSIGHT COMMITTEE – ECONOMIC DEVELOPMENT**

MEETING HELD IN COUNCIL CHAMBER, CITY HALL, 1<sup>ST</sup> FLOOR  
ON FRIDAY, 15 FEBRUARY 2013 AT 14H00.

PRESENT: Councillors M Tarr (Chairperson), N Atwaru, SI Madonda, SC Ndawonde, PG Ngidi, RB Singh, R Soobiah, T Matiwane and Ms NP Magubane.

ABSENT: Councillors R Ashe (apology received), TP Ngcobo (no apology), TD Ntombela (no apology) and MS Sokhela (apology received).

**OFFICIALS**

PRESENT: Messrs T Cowie (Process Manager: Infrastructure Planning and Survey), I Chetty (Manager: Strategic Analysis and Research [Acting]), S Nene (Office of the Municipal Manager); Mesdames N Sikhakhane (Municipal Manager's Representative) and B Nxumalo (Committee Officer).

**ALSO**

PRESENT: Councillor JM Lawrence.

1. **APPLICATIONS FOR LEAVE FROM THE CURRENT MEETING OF THE OVERSIGHT COMMITTEE.**

(Raised verbally)

Applications for leave were received from councillors Ashe and Sokhela. Apologies were received from the Deputy Municipal Manager: Economic Development (Acting) who was indisposed and the Manager: Office of the Municipal Manager who had another commitment.

It was

**RESOLVED**

That Councillors Ashe and Sokhela be granted leave of absence from the current meeting of the Oversight Committee.

2. **ANNUAL REPORT 2011/2012: ECONOMIC DEVELOPMENT BUSINESS UNIT**

Annual Report for the 2011/2012 Financial Year.

The following sections were dealt with in the Economic Development section:

- Housing
- Planning and development
- Economic development

## 2.1 Housing

It was

### **RESOLVED TO RECOMMEND TO FULL COUNCIL**

- a) That the table on percentage of households with access to basic housing in the annual report 2011/2012 be revised and that amendments be submitted to the Manager: Strategic Analysis and Research [Acting].
- b) That the table on housing policy objectives taken from the IDP be referred to the Economic Development Portfolio Committee for its attention.
- c) That all tables be revisited and that any amendments made be submitted to the Manager: Strategic Analysis and Research [Acting] for inclusion in the final draft of the annual report.

## 2.2 Planning

Several mistakes were highlighted within the Planning and Development section and

It was

### **RESOLVED**

That the tables on the Planning and development section within the annual report 2011/2012 be revisited and amendments thereto be submitted to the Manager: Strategic Analysis and Research [Acting].

## 2.3 Economic Development

Concerns were raised regarding the fact that 2012/2013 targets were high and a suggestion was made that managers should ensure that their targets were within the budget and that they were in line with the Integrated Development Plan (IDP) as well as the Service Delivery and Budget Implementation Plan (SDBIP).

It was

### **RESOLVED**

That the figures on tables reflected under the economic development section in the annual report 2011/2012 be corrected and thereafter submitted to the Manager: Strategic Analysis and Research [Acting].

**The meeting terminated at 15H20.**

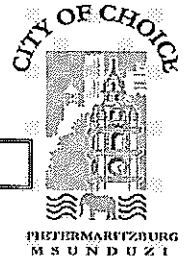
Confirmed by

A handwritten signature in black ink, appearing to be 'S. M. M.', written over the text 'Confirmed by' and 'CHAIRPERSON'.

CHAIRPERSON

**PIETERMARITZBURG**

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<b>MINUTES OF THE OVERSIGHT COMMITTEE – COMMUNITY SERVICES</b>
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MEETING HELD IN COUNCIL CHAMBER, CITY HALL, 1<sup>ST</sup> FLOOR  
ON WEDNESDAY, 20 FEBRUARY 2013 AT 09H00.

**PRESENT:** Councillors M Tarr (Chairperson), R Ashe, N Atwaru, SI Madonda, T Matiwane, SC Ndawonde, TP Ngcobo, TD Ntombela, RB Singh, MS Sokhela and Ms NP Magubane.

**ABSENT:** Councillors R Soobiah (attending a funeral in Durban), PG Ngidi (no apology received) and Mr S Sithole (no apology received).

**OFFICIALS**

**PRESENT:** Messrs PJ Mahlaba (Executive Manager: Internal Audit), M Zuma (Process Manager: Community Development), L Kunene (Process Manager: Area Based Management), B Paton (Manager: Fire and Disaster Management), I Chetty (Manager: Strategic Analysis and Research [Acting]), S Nene (Office of the Municipal Manager); Mesdames N Sikhakhane (Municipal Manager's Representative), Dr N Nkosi (Process Manager: Health and Social Services) and B Nxumalo (Committee Officer).

**ALSO**

**PRESENT:** Mesdames D Mpisane, S Engelbrecht and B Goniwe (KZN Legislature representatives).

1. **APPLICATIONS FOR LEAVE FROM THE CURRENT MEETING OF THE OVERSIGHT COMMITTEE.**

(Raised verbally)

An application for leave was received from Councillor Soobiah who was attending a funeral in Durban. Apologies were received from the Municipal Manager and the Manager: Office of the Municipal Manager who were both attending a meeting with representatives from the National Treasury.

The Chairperson introduced members of the Provincial Legislature who had joined the meeting. A concern was raised regarding the fact that the Chairperson of the Community Services Portfolio Committee did not attend the meeting and that no apology was tendered on his behalf.

It was also raised with concern that the Deputy Municipal Manager: Community Services did not attend the meeting, and no representative was attending on his behalf. It was pointed out that the Oversight Committee's schedule was sent out on time and all

Deputy Municipal Managers were requested to indicate should they not be able to attend.

It was

### RESOLVED

That Councillor Soobiah be granted leave of absence from the current meeting of the Oversight Committee.

## 2. ANNUAL REPORT 2011/2012: COMMUNITY SERVICES BUSINESS UNIT

Annual Report for the 2011/2012 Financial Year.

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

- Environmental Health
- Health
- Waste management
- Libraries
- Art Gallery
- Theatres and halls
- Bio-diversity and landscape
- Sports and recreation
- Traffic, safety and security
- Disaster management

### 2.1 Environmental Health

It was noted that the air quality data was not verified due to the fact that the service provider had been change. A suggestion was made that this matter be referred back to the Community Services Portfolio Committee for attention. Emphasis on the review of the Service Delivery and Budget Implementation Plan (SDBIP) was made. A concern was made on the fact that percentages on the air quality data section were the same and it was suggested that the table should be verified.

A proposal was made that a paragraph be inserted that would explain the objective of the air quality data table, the responsibility of the Municipality as well as action taken to curb the cause of air pollution.

A query was raised as to how certain verifications were made on sensors that were faulty. A request was made to insert a footnote explaining the verifications made in that regard.

It was

**RESOLVED TO RECOMMEND  
TO FULL COUNCIL**

- a) That the table on service statistics for environmental health reflects the targeted amounts as well as actual amounts spent.
- b) That the figures reflected in all tables of the environmental health be verified and amended and that variances be changed to percentages.
- c) That variances from the adjusted budget be reflected in the capital expenditure (environmental health) table.

3. Health

Several concerns were raised regarding mistakes that were picked up in the content of the annual report 2011/2012.

4. Waste management

It was

**RESOLVED**

That the Process Manager: Economic Development submits revised figures on tables reflected under the waste management section to the Manager: Strategic Analysis and Research [Acting].

5. Theatres and halls

A request was made that a separate vote be put in place for grass cutting of the cemeteries. Concerns were made that cemeteries were not given adequate attention.

6. Traffic, safety and security

It was

**RESOLVED**

- a) That the figures reflected in the annual report 2011/2012 under the traffic, safety and security section be amended as they were not corresponding.
- b) That the total operational revenue under the traffic, safety and security section be broken down to reflect traffic fines.

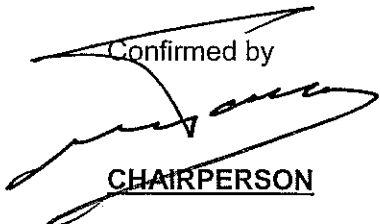
7. Fire

It was

**RESOLVED**

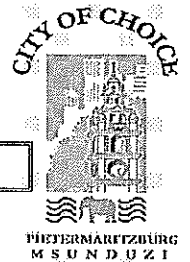
That the amendments submitted by the Manager: Fire and Disaster Management be forwarded to the Manager: Strategic Analysis and Research [Acting] for the inclusion in the annual report 2011/2012.

The meeting terminated at 11H50.

Confirmed by  
  
**CHAIRPERSON**

**PIETERMARITZBURG**

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<b>MINUTES OF THE OVERSIGHT COMMITTEE – CORPORATE SERVICES</b>
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MEETING HELD IN COUNCIL CHAMBER, CITY HALL, 1<sup>ST</sup> FLOOR  
ON WEDNESDAY, 20 FEBRUARY 2013 AT 14H00.

**PRESENT:** Councillors M Tarr (Chairperson), R Ashe, N Atwaru, SI Madonda, T Matiwane, SC Ndawonde, TP Ngcobo, PG Ngidi, TD Ntombela, MS Sokhela and Ms NP Magubane (public representative).

**ABSENT:** Councillors R Soobiah (attending a funeral in Durban), RB Singh (doctor's appointment) and ES Sithole (no apology received).

**OFFICIALS**

**PRESENT:** Messrs TS Mpanza (Process Manager: Sound Governance), X Ngebulana (Process Manager: Information and Communication Technology), PJ Mahlaba (Executive Manager: Internal Audit), I Chetty (Manager: Strategic Analysis and Research [Acting]), S Nene (Office of the Municipal Manager); Mesdames N Sikhakhane (Municipal Manager's Representative), F Ndlovu (Deputy Municipal Manager: Corporate Services [Acting]), M Sibiya (Chief Occupational Health [Acting]), T Zumani (Skills Development Manager [Acting]), B Morton (Assistant Legal Advisor) and B Nxumalo (Committee Officer).

1. **APPLICATIONS FOR LEAVE FROM THE CURRENT MEETING OF THE OVERSIGHT COMMITTEE.**

(Raised verbally)

An application for leave was received from Councillors Soobiah who was attending a funeral in Durban and Singh who had a doctor's appointment. An apology was tendered on behalf of the Municipal Manager and the Manager: Office of the Municipal Manager who was represented by the Manager: Strategic Analysis and Research (Acting). It was reported that the Process Manager: Sound Governance would join the meeting late.

It was

**RESOLVED**

That Councillors Soobiah and Singh be granted leave of absence from the current meeting of the Oversight Committee.



## 2. ANNUAL REPORT 2011/2012: CORPORATE SERVICES BUSINESS UNIT

Annual Report for the 2011/2012 Financial Year.

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

- By-laws
- Political governance
- Human Resource service
- ICT
- Organisational Development Performance
- Capacitating the Municipal Workforce

Several concerns were raised during discussion and it was noted that there were plenty of mistakes to be amended.

### 2.1 By-laws

It was

#### **RESOLVED TO RECOMMEND TO FULL COUNCIL**

- a) That the dates at which by-laws public participation took place be reflected in the annual report as well as dates as to when they were published.
- b) That the table reflected on page 59 of the annual report 2011/2012 on by-laws be amended and that a foot note be inserted stating that general by-laws were available on the Municipal website.
- c) That the Legal Advisor confirms whether the documents reflected on page 60 were published on the Municipal website.

### 2.2 Political Governance

It was

#### **RESOLVED TO RECOMMEND TO FULL COUNCIL**

- a) That it be reflected in the annual report that the committees mentioned under committee allocations in section 2.1 are section 79 committees.
- b) That the numbering of items under section 2 of the annual report 2011/2012 be amended.
- c) That the heading "Municipal Public Accounts Committee" be inserted in page 32 of the annual report where the purposes of the MPAC committee are stated.

- d) That in light of the resolutions above, the Deputy Municipal Manager: Corporate Services (Acting) makes the necessary amendments and submit them to the Manager: Strategic Analysis and Research (Acting).

### 2.3 Human Resource Service

It was

#### **RESOLVED TO RECOMMEND TO FULL COUNCIL**

- a) That the amendments to the annual report on matters affecting the Corporate Services Business Unit by the Deputy Manager: Corporate Services (Acting) be submitted to the Manager: Strategic Analysis and Research (Acting).
- b) That a footnote be inserted on the table reflected on page 138 stating as to why the actuals were not achieved as it is stated in the Human Resources Policy Objectives section.
- c) That the figures reflected in most tables of the Corporate Services Business Unit be corrected and that variances be reflected in percentages.
- d) That all tables that are divided into two pages be put together and that they are shown in one page to avoid confusion.

### 2.4 Information and Communication technology (ICT) Services

Concerns were raised regarding the fact that that ICT structure was old and outdated which made it difficult to carry out the ICT duties effectively. It was stated that the unit was short staffed and that it depended mostly on service providers.

It was

#### **RESOLVED TO RECOMMEND TO FULL COUNCIL**

That the Process Manager: ICT ensures that the figures reflected in the annual report under the ICT section are corrected and submitted thereafter to the Manager: Strategic Analysis and Research (Acting).

### 2.5 Organisational Development Performance

It was

#### **RESOLVED**

- a) That on page 164, under the performance rewards section, a comment be made that there were no performance agreements in place in the 2011/2012 financial year.

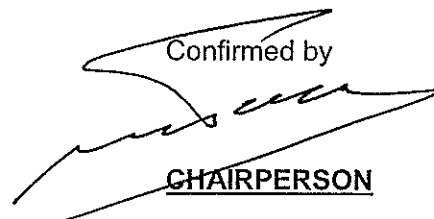
## 2.6 Capacitating the municipal workforce

It was

### **RESOLVED**

That the table under skills development and training be revisited that the figures be verified.

**The meeting terminated at 16H15.**

Confirmed by  
  
**CHAIRPERSON**

**PIETERMARITZBURG**

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MSUNDUZI MUNICIPALITY



**MINUTES OF THE OVERSIGHT COMMITTEE – FINANCIAL SERVICES & CORPORATE BUSINESS UNIT**

MEETING HELD IN COUNCIL CHAMBER, CITY HALL, 1<sup>ST</sup> FLOOR  
ON FRIDAY, 1 MARCH 2013 AT 09H00.

PRESENT: Councillors M Tarr (Chairperson), R Ashe, N Atwaru, SI Madonda, SC Ndawonde, TP Ngcobo, RB Singh, MS Sokhela and R Soobiah.

ABSENT: Councillors PG Ngidi (ward meeting), TD Ntombela (no apology received), T Matiwane (no apology received), TP Ngcobo (no apology received), Mr ES Sithole (other commitments) and Ms NP Magubane (in Pretoria).

**OFFICIALS**

PRESENT: Messrs I Chetty (Manager: Strategic Analysis and Research [Acting]), S Mkhize (Manager: Stores), S Nxumalo (Process Manager: Expenditure), S Khoza (Process Manager: Budget), B Ngobese (Process Manager: Income); Mesdames N Sikhakhane (Municipal Manager's Representative), N Ngcobo (Chief Financial Officer), D Ndlovu (Manager: Supply Chain Management), D Reddy (Economist), B Dlamini (Liaison Officer: Office of the Speaker), PJ Mahlaba (Executive Manager: Internal Audit) and B Nxumalo (Committee Officer).

**1. APPLICATIONS FOR LEAVE FROM THE CURRENT MEETING OF THE OVERSIGHT COMMITTEE.**

(Raised verbally)

An application for leave was received from Councillor PG Ngidi who had a ward meeting. Apologies were received from Mr ES Sithole who had other commitments and Ms NP Magubane who was in Pretoria and councillor SP Ndawonde who would join the meeting late. Another apology was received from the Safe City representatives who had other commitments.

It was

**RESOLVED**

That Councillor PG Ngidi be granted leave of absence from the current meeting of the Oversight Committee.

**2. ANNUAL REPORT 2011/2012: FINANCIAL SERVICES BUSINESS UNIT**

Annual Report for the 2011/2012 Financial Year.

Concerns were raised with regard to the fact that managers had not submitted their corrections to the Municipal Manager's office as it was requested. It was suggested that an email should be sent to respective managers emphasizing the importance of submitting their corrections in time. Committee members raised serious concerns regarding the number of corrections that had to be made in the annual report.

*[At this time of the proceedings, Councillor Ndawonde joined the meeting: 09h27]*

The following sections were dealt with in the Financial Services section:

- Financial services
- Supply Chain Management

## 2.1 Financial Services

A request was made to insert footnotes on the debt recovery table explaining the differences between electricity B and electricity C as well as water B and water C. A concern was raised regarding the shortage of staff in the Municipality which led to a negative impact on production as well as performance.

It was noted that some of the tables reflected in the annual report were incomplete and a request was made to have all tables revisited as well as to reflect variances to budget in percentages. Some errors were also identified in the financial statements and it was suggested that amendments should be submitted to the Manager: Strategic Analysis and Research (Acting). A proposal was made to adjust chapter 3 of the annual report on page 135 to correspond with figures reflected in the financial statements.

## 2.2 Supply Chain Management

Where "not applicable" was reflected on tables in the SCM section, it was requested that footnotes be inserted with further explanation. It was noted that there were some repetitions on information and a request was made that some information be omitted.

The importance of checking information prior to it being populated in the annual report was stressed. A proposal was made to have a detailed action plan to be included in responses to the report of the Auditor General contained in the annual report. It was suggested that the said proposal should be included in the recommendations of the Oversight report that would be tabled in Full Council.

It was

### **RESOLVED TO RECOMMEND TO FULL COUNCIL**

- a) That any finance information contained in the annual report 2011/2012 be checked by the Finance Business Unit prior to being submitted to Council committees; it being noted that each Business Unit will be held for its own information, inclusive of Human Resources Business Unit.

- b) That any amendments made by the Executive Manager: Internal Audit in respect of the financial figures reflected in the annual report 2011/2012 be submitted to the Committee Officer for inclusion in the Oversight minutes as attachments.
- c) That the Manager: Supply Chain Management make a follow up on the establishment of the Disposal Committee and forward the names of the committee members to the Manager: Strategic Analysis and Research (Acting).
- d) That all amendments made in respect of the Financial Services Business Unit as per the annual report 2011/2012 be submitted by the Chief Financial Officer to the Manager: Strategic Analysis and Research (Acting).
- e) That the Manager: Supply Chain Management submits a graph referred to in the Logistics management section, on page 153 of the annual report 2011/2012 to the Manager: Strategic Analysis and Research (Acting).

### 3. **ANNUAL REPORT 2011/2012: OFFICE OF THE SPEAKER**

Annual Report for the 2011/2012 Financial Year.

#### 3.1 Public meetings

Concerns were raised regarding the inaccuracy of information provided in the annual report 2011/2012 in respect of public meetings. The Manager: Office of the Speaker was requested to insert a footnote explaining that officials attended public meeting on invitation. Another request was made that the Manager: Office of the Speaker should revisit the table reflected on the public meetings section and make the necessary amendments.

It was

#### **RESOLVED**

That the Manager: Office of the Speaker submits all amendments made in respect of public meetings held in the 2011/2012 financial year as reflected in the annual report and submit to the Manager: Strategic Analysis and Research (Acting).

### 4. **ANNUAL REPORT 2011/2012: INTERNAL AUDIT**

Annual Report for the 2011/2012 Financial Year.

#### 4.1 Internal Audit

It was

#### **RESOLVED**

That the Executive Manager: Internal Audit revisits the tables reflected in the annual report 2011/2012 on the Internal Audit section and submits amendments to the Manager: Strategic Analysis and Research (Acting).

#### **4. ANNUAL REPORT 2011/2012: OFFICE OF THE MUNICIPAL MANAGER**

Annual Report for the 2011/2012 Financial Year.

##### **4.1 Council and Executive Support**

It was

#### **RESOLVED**

- a) That the table on page 132 of the annual report 2011/2012 on service statistics for executive council be amended to be easily readable.
- b) That tables be corrected and that variances be reflected in percentages and that amendments be submitted to the Manager: Strategic Research and Analysis (Acting).

**Meeting terminated at 11H20.**

Confirmed by  
  
**CHAIRPERSON**

**PIETERMARITZBURG**

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MSUNDUZI MUNICIPALITY



**MINUTES OF THE OVERSIGHT COMMITTEE**

MEETING HELD IN COUNCIL CHAMBER, CITY HALL, 1<sup>ST</sup> FLOOR  
ON WEDNESDAY, 6 MARCH 2013 AT 09H00.

PRESENT: Councillors M Tarr (Chairperson), R Ashe, N Atwaru, SI Madonda, SC Ndawonde, TP Ngcobo, PG Ngidi, RB Singh, MS Sokhela and R Soobiah.

ABSENT: Councillors T Matiwane and TD Ntombela.

OFFICIALS

PRESENT: Messrs I Chetty (Manager: Strategic Analysis and Research [Acting]), S Nene (Office of the Municipal Manager); Mesdames N Sikhakhane (Municipal Manager's Representative), and B Nxumalo (Committee Officer).

1. **APPLICATIONS FOR LEAVE FROM THE CURRENT MEETING OF THE OVERSIGHT COMMITTEE.**

(Raised verbally)

An application for leave was received from Councillor R Soobiah who had a court case and an apology was received from Councillor MS Sokhela who would join the meeting late.

It was

**RESOLVED**

That Councillor Soobiah be granted leave of absence from the current meeting of the Oversight Committee.

2. **ANNUAL REPORT 2011/2013: SAFE CITY**

Committee commended Safe City for the good work undertaken within the jurisdiction of Msunduzi. In response to a query raised it was stated that cameras were installed around taxi ranks, taverns, etc and that people selling pirated CDs were being arrested. It was mentioned that approximately 100 pirated CDs had already been destroyed.

*[At this point of the proceedings, Councillor Sokhela joined the meeting: 09h26]*

It was stressed that the full cooperation and commitment of the Municipal Traffic Officers as well as SAPS was vital in order to ensure the effectiveness of the Safe City.



In response to a query raised it was pointed out that Safe City had a five year plan which included extending cameras to other areas, viz, Edendale mall, Northdale, around UKZN in Scottsville, etc. A concern was raised regarding the fact that the cable installed by Safe City had been replaced twice due to vehicles knocking down the pole, which was cost effective to Safe City.

NOTED.

### **3. ANNUAL REPORT ASSESSMENT CHECKLIST**

Undated schedule by the Manager: Office of the Municipal Manager.

(Page 1 of agenda)

It was stated that the information reflected in the Annual Report Assessment Checklist was also contained in the Annual Financial Statements. The Annual Report Assessment Checklist was reviewed by the Committee as included in the Annual Report 2011/2012.

NOTED.

### **4. DEPUTY MUNICIPAL MANAGER'S AFFIDAVIT**

Affidavit drafted by the Chairperson of the Municipal Public Accounts Committee.

(Page 10 of agenda)

The Chairperson explained that the affidavit would be forwarded to all Deputy Municipal Managers in order for them to sign confirming that all the information contained in the Annual Report was accurate and a true reflection of activities undertaken in their respective Business Units.

NOTED.

**Meeting terminated at 11H33.**

Confirmed by  
  
**CHAIRPERSON**

**PIETERMARITZBURG**

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