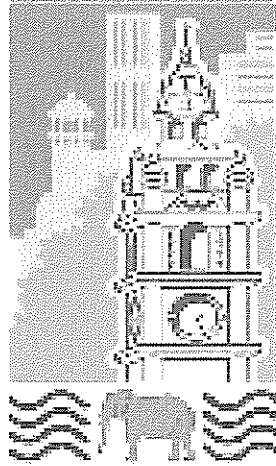


**CITY OF CHOICE**



**PIETERMARITZBURG  
MSUNDUZI**

**OVERSIGHT REPORT  
MSUNDUZI MUNICIPALITY  
FOR THE FINANCIAL YEAR 2013/2014**



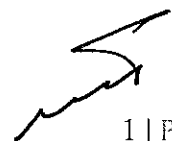
# Councillors:

**Chairperson of the Municipal Public Accounts 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**

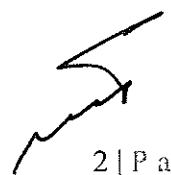
# Administrative Support:

**Mr Indrasen Chetty, Manager: Strategic Analysis and Research (Acting)  
Mr Bonga Halimana, Performance Management Practitioner (Acting)  
Mr Latha Dlamini, Assistant Performance Management Practitioner  
Mrs Nomthandazo Sikhakhane: Municipal Manager's Representative  
Mrs Bongiwe Nxumalo: Committee Officer**



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## 1. INTRODUCTION

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's primary role is 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 MUNICIPAL PUBLIC ACCOUNTS COMMITTEE

The 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 draft 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. COMPOSITION OF MUNICIPAL PUBLIC ACCOUNTS COMMITTEE

### 4.1 Membership

The Municipal Public Accounts 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 Municipal Public Accounts 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 Municipal Public Accounts 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 2013/2014 was submitted to Council at its meeting held on the 28<sup>th</sup> of January 2014, and was referred to the Municipal Public Accounts Committee subject to minor amendments 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. It 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, 25<sup>th</sup> of February 2015, *no* submissions were received. The Public were invited to the tabling of the Oversight Report to Council on 31<sup>st</sup> of March 2015.



## 5. THE OVERSIGHT REPORT

This Oversight Report is for the financial year ended 30<sup>th</sup> June 2014. The Annual Report 2013/2014 was presented to Council on the 28<sup>th</sup> of January 2015. Meetings of the Oversight Committee were scheduled and held as follows:

No.	Date	Item/ Business Unit
1.	6 February 2015	Introductory Meeting
2.	11 February 2015	Corporate Services
3.	11 February 2015	Infrastructure Services
4.	19 February 2015	Community Services
5.	11 March 2015	CBU (Offices of the Mayor, Speaker, MM and Internal Audit & Oversight Report Checklist
6.	20 March 2015	Financial Services
7.	20 March 2015	Economic Development
8.	25 March 2015	Confirmation of Minutes, Presentation of Draft Oversight Report, Presentation of revised Annual Report 13/14
9.	31 March 2015	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.

### **6 FEBRUARY 2015 – INTRODUCTORY MEETING**

#### **REFER ANNEXURE ‘B’**

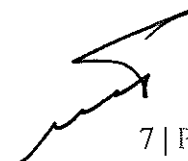
This was an introductory meeting which included a general presentation outlining the Oversight process and requirements. Members were advised that invitations to meetings of the Municipal Public Accounts Committee were sent to all Deputy Municipal Managers. It was stated that reminders will also be forwarded at the end of the current meeting.

### **11 FEBRUARY 2015 – CORPORATE SERVICES**

#### **REFER ANNEXURE ‘C’**

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

- By-laws
- Political governance
- Human Resource service
- ICT





- Organizational 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.

### **11 FEBRUARY 2015 – INFRASTRUCTURE SERVICES**

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

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

- Water services
- Sanitation services
- Electricity
- Waste management (landfill site)
- Roads
- Transport planning
- Municipal Fleet
- 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.

### **19 FEBRUARY 2015 – COMMUNITY SERVICES**

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

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

- Environmental 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.

### **11 MARCH 2015 – CORPORATE BUSINESS UNIT**

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

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

- Office of the Speaker
- Internal Audit
- Office of the Municipal Manager
- Office of the Mayor
- Annual Report Checklist

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.

### **20 MARCH 2015 – FINANCIAL SERVICES**

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

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

- Financial services
- Supply Chain Management
- Indigents
- Annual Financial Statements

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.

### **20 MARCH 2015 – ECONOMIC DEVELOPMENT**

#### **REFER ANNEXURE 'H' & 'I'**

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

- Housing
- Planning and development
- Local Economic development
- Building control & signage

- Airport
- Market

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.

**25 MARCH 2015**

**DRAFT OVERSIGHT REPORT**

The following matters were dealt with at the meeting:

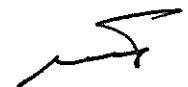
- Confirmation of Minutes of previous meetings
- Draft Oversight Report
- Presentation on the revised Annual Report 13/14

A handwritten signature in black ink, consisting of several stylized, overlapping strokes.

## 6. ANNUAL REPORT CHECKLIST

The following checklist, issued by the National Treasury, was used to determine that all the requisite content is/is not contained in the Annual Report 2013/2014:

<b>MSUNDUZI MUNICIPALITY ANNUAL REPORT CHECKLIST 2013/2014</b>				
<b>FORMAT AND CONTENTS</b>		<b>Yes = 1</b>	<b>No = 0</b>	<b>Comments/Page No.</b>
<b>Cover</b>				
1	Logo	1		Cover page & back page
2	Year	1		On Cover page & header of each page
3	Website	1		Back Page
4	Other Contact Details	1		Back Page
<b>Preface</b>				
<b>Chapter 1</b>				
1.1.1	Mayor's Forward	1		Page 5
1.1.2	Municipal Manager's Overview	1		Page 7
1.1.3	Municipal Functions, Population and Environmental Overview	1		Page 10
1.1.4	Population Details	1		Page 10
1.1.5	Socio Economic Status	1		Page 11
1.1.6	Over view of neighborhoods within Municipality	1		Page 13
1.1.7	Natural Resources	1		Page 13
1.1.8	Comment on background data	1		Page 14
1.1.9	Service Delivery Overview	1		Page 14
1.1.10	Proportion of houses with access to basic Services	1		Page 14



## MSUNDUZI MUNICIPALITY ANNUAL REPORT CHECKLIST 2013/2014

<b>FORMAT AND CONTENTS</b>		<b>Yes = 1</b>	<b>No = 0</b>	<b>Comments/Page No.</b>
1.1.11	Comment on access to basic services	1		Page 15
1.1.12	Financial Health Overview	1		Page 15
1.1.13	Financial Overview	1		Page 15
1.1.14	Operating Ratios	1		Page 15
1.1.15	Comments on Operating Ratios	1		Page 15
1.1.16	Total Capital Expenditure	1		Page 15
1.1.17	Comment on Capital Expenditure	1		Page 16
1.1.18	Organizational Development Overview	1		Page 16
1.1.19	Auditor General Report	1		Page 16
1.1.20	Annual Report Process Plan	1		Page 17
1.1.21	Comment on the Annual Report Process	1		Page 18
<b>Chapter 2</b>				
2.1.1	Introduction to Governance	1		Page 19
2.1.2	Political & Administrative Governance	1		Page 19
2.1.3	Political Governance	1		Page 19
2.1.4	Political Structure	1		Page 20
2.1.5	Councillors	1		Page 20
2.1.6	Political Decision Taking	1		Page 40
2.1.7	Introduction to Administrative Governance	1		Page 40
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 44
2.1.13	District Inter-governmental Structures	1		Page 44
2.1.14	Overview of Public Accountability and Participation	1		Page 44



## MSUNDUZI MUNICIPALITY ANNUAL REPORT CHECKLIST 2013/2014

<b>FORMAT AND CONTENTS</b>		<b>Yes = 1</b>	<b>No = 0</b>	<b>Comments/Page No.</b>
2.1.15	Communication, participation and forums	1		Page 44
2.1.16	Councillors	1		Page 20
2.1.17	Public Meetings	1		Page 46
2.1.18	Comments on the effectiveness of public meetings	1		Page 78
2.1.19	IDP Participation and Alignment criteria	1		Page 78
2.1.20	Corporate Governance	1		Page 78
2.1.21	Risk Management	1		Page 78
2.1.22	Fraud and Anti-Corruption Strategy	1		Page 80
2.1.23	Overview Supply Chain Management	1		Page 82
2.1.24	By-Laws introduced	1		Page 85
2.1.25	Comment on By-Laws	1		Page 85
2.1.26	Websites and Currency of materials	1		Page 85
2.1.27	Comment on municipal website content and access	1		Page 86
2.1.28	Public Satisfaction Levels	1		Page 86
2.1.29	Satisfaction surveys undertaken		0	No public satisfaction surveys were undertaken in 13/14
2.1.30	Comment on satisfaction level		0	No public satisfaction surveys were undertaken in 13/14
<b>Chapter 3</b>				
3.1.1	Service Delivery Performance	1		Page 89-95
3.1.2	Basic Services	1		Page 96
3.1.3	Introduction to Water provision	1		Page 96
3.1.4	Total use of water by sector	1		Page 99
3.1.5	Total use of water by sector - graphic	1		Page 100
3.1.6	Comment on use of water by sector	1		Page 100

## MSUNDUZI MUNICIPALITY ANNUAL REPORT CHECKLIST 2013/2014

<i>FORMAT AND CONTENTS</i>		Yes = 1	No = 0	Comments/Page No.
3.1.7	Water Service delivery levels	1		Page 100
3.1.8	Households - Water Service Delivery Levels below the minimum	1		Page 101
3.1.9	Access To Water	1		Page 101
3.1.10	Water Service Policy Objectives Taken From IDP	1		Page 101
3.1.11	Employees: Water Services	1		Page 102
3.1.12	Financial Performance 2013/14: Water Services	1		Page 102
3.1.13	Capital Expenditure 2013/14: Water Services	1		Page 103
3.1.14	Comment on Water Services Performance overall	1		Page 103
3.1.15	Waste water (Sanitation) provision	1		Page 104
3.1.16	Sanitation/Sewerage Graphic	1		Page 104
3.1.17	Sanitation Service Delivery Levels	1		Page 105
3.1.18	Households - Sanitation Service Delivery Levels below the minimum	1		Page 105
3.1.19	Access To Sanitation	1		Page 106
3.1.20	Waste Water (Sanitation) Service Policy Objectives Taken From IDP	1		Page 106
3.1.21	Employees: Sanitation Services	1		Page 106
3.1.22	Financial Performance 2013/14: Sanitation Services	1		Page 107
3.1.23	Capital Expenditure 2013/14: Sanitation Services	1		Page 107
3.1.24	Comment on Sanitation	1		Page 107
3.1.25	Introduction to Electricity	1		Page 107
3.1.26	Electricity service delivery levels	1		Page 109
3.1.28	Electricity Service Policy Objectives Taken From IDP	1		Page 110
3.1.29	Employees: Electricity Services	1		Page 110
3.1.30	Financial Performance 2013/14: Electricity Services	1		Page 110
3.1.31	Capital Expenditure 2013/14: Electricity Services	1		Page 110
3.1.32	Comment on Electricity Performance	1		Page 111
3.1.33	Introduction to Waste Management	1		Page 111



## MSUNDUZI MUNICIPALITY ANNUAL REPORT CHECKLIST 2013/2014

<i>FORMAT AND CONTENTS</i>		Yes = 1	No = 0	Comments/Page No.
3.1.34	Solid Waste Service Delivery Levels	1		Page 111
3.1.35	Households - Solid Waste Service Delivery Levels below the minimum	1		Page 112
3.1.36	Solid Waste Service Policy Objectives Taken From IDP	1		Page 113
3.1.37	Employees: Solid Waste Management Services	1		Page 113
3.1.38	Employees: Waste Disposal and Other Services	1		Page 114
3.1.39	Financial Performance 2013/14: Solid Waste Management Services	1		Page 113
3.1.40	Financial Performance 2013/14: Waste Disposal and Other Services	1		Page 115
3.1.41	Capital Expenditure 2013/14: Waste Management Services	1		Page 113
3.1.42	Comment on Waste Management Service Performance	1		Page 113
3.1.43	Introduction to Housing	1		Page 115
3.1.44	Percentage of households with access to basic housing	1		Page 116
3.1.45	Housing Service Policy Objectives Taken From IDP	1		Page 117
3.1.46	Employees: Housing Services	1		Page 118
3.1.47	Financial Performance 2013/14: Housing Services	1		Page 118
3.1.48	Capital Expenditure 2013/14: Housing Services	1		Page 119
3.1.49	Comment on Housing Service Performance	1		Page 119
3.1.50	Introduction to Free Basic Services and Indigent Support	1		Page 119
3.1.51	Free Basic Services To Low Income Households	1		Page 120
3.1.52	Financial Performance 2013/14: Cost to Municipality of Free Basic Services Delivered	1		Page 120
3.1.53	Free Basic Service Policy Objectives Taken From IDP	1		Page 120
3.1.54	Comment of Free Basic Services and Indigent Support	1		Page 120
3.1.55	Introduction to Roads Transport	1		Page 120
3.1.56	Gravel Road Infrastructure	1		Page 121
3.1.57	Asphalted Road Infrastructure	1		Page 121
3.1.58	Cost of Construction/Maintenance	1		Page 121
3.1.59	Road Infrastructure Cost	1		Page 121



## MSUNDUZI MUNICIPALITY ANNUAL REPORT CHECKLIST 2013/2014

<i>FORMAT AND CONTENTS</i>		Yes = 1	No = 0	Comments/Page No.
3.1.60	Roads Policy Objectives Taken From IDP	1		Page 121
3.1.61	Employees: Road Services	1		Page 122
3.1.62	Financial Performance 2013/14: Road Services	1		Page 122
3.1.63	Capital Expenditure 2013/14: Road Services	1		Page 122
3.1.64	Comments on Performance of Roads	1		Page 123
3.1.65	Introduction to Transport	1		Page 123
3.1.66	Municipal Bus Service Data		0	The municipality does not provide any bus/transport services
3.1.67	Transport Service Policy Objectives Taken From IDP	1		Page 124
3.1.68	Employees: Transport Services	1		Page 124
3.1.69	Financial Performance 2013/14: Transport Services	1		Page 124
3.1.70	Capital Expenditure 2013/14: Transport Services	1		Page 124
3.1.71	Comment on the Performance of Transportation	1		Page 124
3.1.72	Introduction to Stormwater drainage	1		Page 125
3.1.73	Stormwater Infrastructure	1		Page 125
3.1.74	Cost of Construction/Maintenance	1		Page 125
3.1.75	Stormwater Policy Objectives Taken From IDP	1		Page 125
3.1.76	Employees: Stormwater Services	1		Page 125
3.1.77	Financial Performance 2013/14: Stormwater Services	1		Page 126
3.1.78	Capital Expenditure 2013/14: Stormwater Services	1		Page 126
3.1.79	Comments on Performance of Stormwater drainage	1		Page 126
3.1.80	Planning and Development	1		Page 128
3.1.81	Introduction to Planning	1		Page 128
3.1.82	Applications for Land Use Development	1		Page 128
3.1.83	Planning Policy Objectives Taken From IDP	1		Page 128
3.1.84	Employees: Planning Services	1		Page 129

## MSUNDUZI MUNICIPALITY ANNUAL REPORT CHECKLIST 2013/2014

<i>FORMAT AND CONTENTS</i>		Yes = 1	No = 0	Comments/Page No.
3.1.85	Financial Performance 2013/14: Planning Services	1		Page 122
3.1.86	Capital Expenditure 2013/14: Planning Services	1		Page 129
3.1.87	Comments on Performance on Physical Planning	1		Page 129
3.1.88	Introduction to Local Economic Development	1		Page 129
3.1.89	Economic Activity by Sector	1		Page 129
3.1.90	Economic Employment by Sector	1		Page 130
3.1.91	Comment on Local Job Opportunities	1		Page 130
3.1.92	Jobs Created during 2013/14 by LED Initiatives (Excluding EPWP projects)	1		Page 130
3.1.93	Job creation through EPWP* projects	1		Page 130
3.1.94	Local Economic Development Policy Objectives Taken From IDP	1		Page 130
3.1.95	Employees: Local Economic Development Services	1		Page 132
3.1.96	Financial Performance 2013/14: Local Economic Development Services	1		Page 132
3.1.97	Capital Expenditure 2013/14: Economic Development Services	1		Page 132
3.1.98	Comment on Local Economic Development Performance	1		Page 132
3.1.99	Introduction to Community & Social Services	1		Page 138
3.1.100	Introduction to Libraries, Archives, Museums, Galleries, Community Facilities, Zoos, etc	1		Page 138 - 142
3.1.101	Service Statistics to Libraries, Archives, Museums, Galleries, Community Facilities, Zoos, etc	1		Page 138 - 142
3.1.102	Libraries; Archives; Museums; Galleries; Community Facilities; Other Policy Objectives Taken From IDP	1		Page 138 - 142
3.1.103	Employees: Libraries; Archives; Museums; Galleries; Community Facilities; Other	1		Page 138 - 142
3.1.104	Financial Performance 2013/14: Libraries; Archives; Museums; Galleries; Community Facilities; Other	1		Page 138 - 142
3.1.105	Capital Expenditure 2013/14: Libraries; Archives; Museums; Galleries; Community Facilities; Other	1		Page 138 - 142
3.1.106	Comments on Performance of Libraries; Archives; Museums; Galleries; Community Facilities; Other	1		Page 138 - 142
3.1.107	Introduction to Cemeteries and Crematoriums	1		Page 142

## MSUNDUZI MUNICIPALITY ANNUAL REPORT CHECKLIST 2013/2014

<i>FORMAT AND CONTENTS</i>		Yes = 1	No = 0	Comments/Page No.
3.1.108	Service Statistics for Cemeteries and Crematoriums	1		Page 142
3.1.109	Cemeteries and Crematoriums Policy Objectives Taken From IDP	1		Page 142
3.1.110	Employees: Cemeteries and Crematoriums	1		Page 143
3.1.111	Financial Performance 2013/14: cemeteries and Crematoriums	1		Page 143
3.1.112	Capital Expenditure 2013/14: cemeteries and Crematoriums	1		Page 143
3.1.113	Comments on Performance of Cemeteries and Crematoriums	1		Page 143
3.1.114	Child care: Aged care and Social Programmes		0	The municipality does not provide any services pertaining to child care. This function is carried out by the Department of Social Development
3.1.115	Service Statistics for Child Care		0	
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 2013/14: Child Care; Aged Care; Social Programmes		0	
3.1.119	Capital Expenditure 2013/14: 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 143
3.1.122	Introduction to Pollution Control	1		Page 143
3.1.123	Service Statistics for Pollution Control	1		Page 144
3.1.124	Pollution Control Policy Objectives Taken From IDP	1		Page 144
3.1.125	Employees: Pollution Control	1		Page 145
3.1.126	Financial Performance 2013/14: Pollution Control	1		Page 145
3.1.127	Capital Expenditure 2013/14: Pollution Control	1		Page 145
3.1.128	Comment of Performance of Pollution Control	1		Page 145
3.1.129	Biodiversity, Landscape and Other	1		Page 146
3.1.130	Service Statistics for Biodiversity, Landscape and Other	1		Page 146
3.1.131	Bio-Diversity; Landscape and Other Policy Objectives Taken From IDP	1		Page 146
3.1.132	Employees: Bio-Diversity; Landscape and Other	1		Page 147
3.1.133	Financial Performance 2013/14: Bio-Diversity; Landscape and Other	1		Page 147



## MSUNDUZI MUNICIPALITY ANNUAL REPORT CHECKLIST 2013/2014

<i>FORMAT AND CONTENTS</i>		Yes = 1	No = 0	Comments/Page No.
3.1.134	Capital Expenditure 2013/14: Bio-Diversity; Landscape and Other	1		Page 147
3.1.135	Comments on the Performance of Bio-Diversity; Landscape and Other	1		Page 147
3.1.136	Introduction to Health		0	No clinic services provided by the Municipality, it is now provided by the Provincial Department of Health
3.1.137	Introduction to Clinics		0	
3.1.138	Service Data for Clinics		0	
3.1.139	Clinics Policy Objectives Taken From IDP		0	
3.1.140	Employees: Clinics		0	
3.1.141	Financial Performance 2013/14: Clinics		0	
3.1.142	Capital Expenditure 2013/14: Clinics		0	
3.1.143	Comment on the Performance of the Clinics		0	
3.1.144	Introduction to Ambulance Services		0	
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 2013/14: Ambulances		0	
3.1.149	Capital Expenditure 2013/14: 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		Page 144
3.1.152	Service Statistics for Health Inspection	1		Page 144
3.1.153	Health Inspection, Etc Policy Objectives Taken From IDP	1		Page 144
3.1.154	Employees: Health Inspectors	1		Page 145
3.1.155	Financial Performance 2013/14: Health Inspectors	1		Page 145
3.1.156	Capital Expenditure 2013/14: Health Inspectors	1		Page 145
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3.1.165	Comments on Performance of Traffic, Safety and Security	1		Page 149
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3.1.171	Capital Expenditure 2010/11: Fire Services	1		Page 151
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3.1.174	Service Statistics for Disaster Management, Animal Licensing and control, Control of Public Nuisance , etc	1		Page 151
3.1.175	Disaster Management, etc Policy Objectives Taken From IDP	1		Page 151
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3.1.186	Comment on the Performance of Sports & Recreation	1		Page 153
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3.1.217	Service Statistics Property, Legal Risk Management & Procurement Services	1		Page 167 - 201
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5.1.3	Financial Summary	1		Included as part of AFS - Chapter 4 page 216-335
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5.1.8	Grants Received From Sources Other Than Division of Revenue Act (DORA)	1		Included as part of AFS - Chapter 4 page 216-335
5.1.9	Comments on Conditional Grants and Grants received from other sources	1		Included as part of AFS - Chapter 4 page 216-335
5.1.10	Introduction to Asset Management	1		Included as part of AFS - Chapter 4 page 216-335
5.1.11	Treatment of the three largest Assets acquired	1		Included as part of AFS - Chapter 4 page 216-335
5.1.12	Comment on Asset Management	1		Included as part of AFS - Chapter 4 page 216-335
5.1.13	Repair and Maintenance Expenditure 2013/14	1		Included as part of AFS - Chapter 4 page 216-335
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## MSUNDUZI MUNICIPALITY ANNUAL REPORT CHECKLIST 2013/2014

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5.1.16	Cost Coverage	1		Included as part of AFS - Chapter 4 page 216-335
5.1.17	Total Outstanding Service Debtors (Graphic)	1		Included as part of AFS - Chapter 4 page 216-335
5.1.18	Debt Coverage(Graphic)	1		Included as part of AFS - Chapter 4 page 216-335
5.1.19	Creditors System Efficiency (Graphic)	1		Included as part of AFS - Chapter 4 page 216-335
5.1.20	Capital Charges to Operating Expenditure (Graphic)	1		Included as part of AFS - Chapter 4 page 216-335
5.1.21	Employee Costs (Graphic)	1		Included as part of AFS - Chapter 4 page 216-335
5.1.22	Repairs & Maintenance (Graphic)	1		Included as part of AFS - Chapter 4 page 216-335
5.1.23	Comment on Financial Ratios	1		Included as part of AFS - Chapter 4 page 216-335
5.1.24	Introduction to spending against Capital Budget	1		Included as part of AFS - Chapter 4 page 216-335
5.1.25	Capital Expenditure 2013/14 (Graphic)	1		Included as part of AFS - Chapter 4 page 216-335
5.1.26	Capital Expenditure - Funding Sources 2010/11 - 2013/14	1		Included as part of AFS - Chapter 4 page 216-335
5.1.27	Comment on Sources of Funding	1		Included as part of AFS - Chapter 4 page 216-335
5.1.28	Capital Expenditure of 5 largest projects*	1		Included as part of AFS - Chapter 4 page 216-335
5.1.29	Comment on Capital Projects	1		Included as part of AFS - Chapter 4 page 216-335
5.1.30	Introduction to Basic Service and Infrastructure Backlogs	1		Included as part of AFS - Chapter 4 page 216-335



## MSUNDUZI MUNICIPALITY ANNUAL REPORT CHECKLIST 2013/2014

<i>FORMAT AND CONTENTS</i>		Yes = 1	No = 0	Comments/Page No.
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5.1.32	Municipal Infrastructure Grant (MIG)* Expenditure 2013/14 on Service backlogs	1		Included as part of AFS - Chapter 4 page 216-335
5.1.33	Comment on Backlogs	1		Included as part of AFS - Chapter 4 page 216-335
5.1.34	Introduction to Cash Flow Management and Investments	1		Included as part of AFS - Chapter 4 page 216-335
		1		Included as part of AFS - Chapter 4 page 216-335
5.1.35	Cash Flow Outcomes	1		Included as part of AFS - Chapter 4 page 216-335
5.1.36	Comments on Cash Flow	1		Included as part of AFS - Chapter 4 page 216-335
5.1.37	Introduction to Borrowings and Investments	1		Included as part of AFS - Chapter 4 page 216-335
5.1.38	Actual Borrowings 2010/11 - 2013/14	1		Included as part of AFS - Chapter 4 page 216-335
5.1.39	Actual Borrowings (Graphic)	1		Included as part of AFS - Chapter 4 page 216-335
5.1.40	Municipal and Entity Investments	1		Included as part of AFS - Chapter 4 page 216-335
5.1.41	Comment on Borrowing and Investments	1		Included as part of AFS - Chapter 4 page 216-335
5.1.42	Public Private Partnerships	1		Included as part of AFS - Chapter 4 page 216-335
5.1.43	Supply Chain Management	1		Included as part of AFS - Chapter 4 page 216-335
5.1.44	GRAP Compliance	1		Included as part of AFS - Chapter 4 page 216-335
<i>Chapter 6</i>				

## MSUNDUZI MUNICIPALITY ANNUAL REPORT CHECKLIST 2013/2014

<b>FORMAT AND CONTENTS</b>		<b>Yes = 1</b>	<b>No = 0</b>	<b>Comments/Page No.</b>
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6.1.3	Auditor-General Report on Service Delivery Performance 2013/14	1		Page 375 - 377
6.1.4	Auditor-General Report on Service Delivery Performance 2013/14*	1		Page 375 - 377
6.1.5	Auditor General Report on Financial Statements	1		Page 375 - 377
6.1.6	Comment on the Auditor General's Opinion 2013/14	1		Page 16 - 17
6.1.7	Comments on the MFMA Section 71 Responsibilities	1		Included as part of AFS - Chapter 4 page 216-335
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A	Councillors, Committees Allocated and Council Attendance	1		Page 20 - 24
B	Committees (other than Mayoral / Executive Committee) and Purposes of Committees	1		Page 24 - 39
C	Third Tier Structure	1		Page 42 - 43
D	Municipal / Entity Functions	1		Chapter 5: Page 336-355
E	Functionality of Ward Committees	1		Page 45 & Pages 62 - 77
F	Ward Title: Ward Name (Number)	1		Page 46-61
F	Basic Service Provision	1		Chapter 3: Page 87- 215
F	Top Four Service Delivery Priorities for Ward (Highest Priority First)	1		Page 370
G	Municipal Audit Committee Recommendations	1		Page 382
H	Long Term Contracts (20 Largest Contracts Entered into 2013/14)	1		Page 170
H	Public Private Partnerships Entered into 2013/14	1		Page 172
I	Municipal Entity/Service Provider Performance Schedule	1		Page 354
J	Disclosures of Financial Interests	1		Page 413
K	Revenue Collection Performance by Vote	1		Included as part of AFS - Chapter 4 page 216-335

**MSUNDUZI MUNICIPALITY ANNUAL REPORT CHECKLIST 2013/2014**

<i>FORMAT AND CONTENTS</i>		Yes = 1	No = 0	Comments/Page No.
K	Revenue Collection Performance by Source	1		Included as part of AFS - Chapter 4 page 216-335
L	Conditional Grants: excluding MIG	1		Included as part of AFS - Chapter 4 page 216-335
M	Capital Expenditure - New Assets Programme*	1		Page 356
M	Capital Expenditure - Upgrade/Renewal Programme*	1		Page 356
N	Capital Programme by Project 2013/14	1		Page 356



## 7. CONCLUSION

The numerous 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 Municipal Public Accounts Committee.

The Municipal Public Accounts 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 in the 2014/2015 financial year there must be focussed attention in these areas.

### **Having performed the following tasks:**

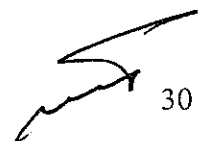
- ✓ Reviewed and analyzed the Annual Report;
- ✓ Invited, received, and considered input from Councillors, Portfolio Committees and Business Units, on the Annual Report;
- ✓ Considered that no written comments were received on the Annual Report from the public consultation process;
- ✓ Conducted Public Hearings to allow the local community or any organs of state to make representations on the Annual Report;
- ✓ Received, considered and effected amendments as well as dealt with various matters as per 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 input of the Councillors, representatives of the Auditor-General, Organs of state and Council's Audit Committee.

### ***Matters arising out of the Municipal Public Accounts Committee meetings on the Annual Report 2013/2014***

- That the Office of the Speaker be advised to correct the number of meetings attended by each Councillor in the 2013/2014 financial year, the number of Committee meetings held by the Municipal Public Accounts Committee as well as to reflect the name of Councillor RB Singh under the Minority Front Party.
- That the Annual Report 2013/2014 be amended to reflect information that is accurate and that amendments on matters affecting the Corporate Services Business Unit be submitted to the Manager: Strategic Analysis and Research (Acting) by the Deputy Municipal Manager: Corporate Services.



- That the Deputy Municipal Manager: Corporate Services coordinates and compile all human resource related tables and verify that human resources information for all Business Units is correct.
- That the Annual Report 2013/2014 be amended to reflect information that is accurate and that amendments on matters affecting the Infrastructure Services Business Unit be submitted by the Deputy Manager: Infrastructure Services (Acting) to the Manager: Strategic Analysis and Research (Acting).
- That the Annual Report 2013/2014 be amended to reflect information that is accurate and that amendments on matters affecting the Community Services Business Unit be submitted by the Deputy Manager: Community Services to the Manager: Strategic Analysis and Research (Acting).
- That the Annual Report 2013/2014 be amended to reflect information that is accurate and that amendments on matters affecting the Corporate Business Unit be submitted by the Manager: Office of the Municipal Manager to the Manager: Strategic Analysis and Research (Acting).
- That the current table reflected in the Annual Report 2013/2014 on the number of meetings attended by each Councillor on Council meetings, be removed from the Annual Report; it being noted that a footnote stating that information could be obtainable from the Sound Governance Sub-section be inserted.
- That, in future, the information in respect of Councillor's attendance in Council meetings be provided by the Process Manager: Sound Governance.
- The Chief Financial Officer was commended by the Committee for attending all meetings of the Municipal Public Accounts Committee and complying with requests of the Committee.
- That the Annual Report 2013/2014 be amended to reflect information that is accurate and that amendments on matters affecting the Financial Services Business Unit be submitted by the Chief Financial Officer to the Manager: Strategic Analysis and Research (Acting).
- That the Annual Report 2013/2014 be amended to reflect information that is accurate and that amendments on matters affecting the Economic Development Business Unit be submitted by the Deputy Manager: Economic Development to the Manager: Strategic Analysis and Research (Acting).
- That the Chairperson writes a letter to the Municipal Manager explaining that the Municipal Public Accounts Committee was unable to recommend the adoption of the Annual Report 2013/2014 without reservations due to the fact that concerns raised by the Committee were not attended to.
- After deliberation it was resolved that the Annual Report 2013/2014 be accepted with RESERVATIONS due to the following reasons; it being noted that the Committee was unable to perform its task effectively as a result of the facts mentioned below:-
  - ✓ In spite of requests to the Deputy Municipal Managers to ensure that the information was thoroughly checked prior to its inclusion in the Annual Report, the same still contains errors.
  - ✓ The Deputy Municipal Manager: Economic Development failed to attend both meetings of the Municipal Public Accounts Committee and failed to delegate the responsibility to a suitably briefed member of staff.
  - ✓ Relevant managers did not attend meetings to respond to queries regarding their sub-units, therefore queries and concerns remained unanswered.



- That it be noted that letters were written to both the Municipal Manager and the Mayor expressing Committee's frustrations with a view to seeking their intervention as their concerns had not been addressed; however there was no change in attendance of other relevant personnel.
- That letters be written by the Chairperson of the Municipal Public Accounts Committee to the Municipal Manager and the Mayor advising them of the Committee's concerns and decisions with regards to the non-attendance of the Deputy Municipal Manager: Economic Development.

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

**IT IS RESOLVED TO RECOMMEND:**

- 7.1. That, having fully considered the Annual Report of the Msunduzi Municipality for the 2013/2014 Financial Year, the Oversight Report for the 2013/2014 Financial Year be adopted; it being noted that the Municipal Public Accounts Committee however wishes to place on record that 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 2013/2014;
- 7.2. That Council approves the Annual Report of the Msunduzi Municipality for the 2013/2014 Financial Year without reservations, however the committee wishes to register its strongest dissatisfaction with the numerous amendments that needed to be made to the draft Annual Report 13/14 arising out of the matters mentioned below.
- 7.3. In future years, the Municipal Manager, all Deputy Municipal Manager's and Chairperson's of Portfolio Committees will be required to attend the Introductory Meeting of the Municipal Public Accounts Committee (MPAC) meetings on the Annual Report so that the Committee at the outset can inform them of what is required of them at the meetings. As per legislation, Section 129 (2) (a) of the MFMA, the MM as the Accounting Officer attends or ensures all Deputy Municipal Managers / Suitably briefed officials attends the subsequent meetings where the Annual Report is being interrogated by MPAC.
- 7.4. That the following resolutions (1 - 3) be RATIFIED; as there were numerous errors noted in the 2013/14 Draft Annual Report:-

(1) 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, having noted that this resolution was taken during the approval of the 2011/2012 Oversight Report and seems to have been ignored as some DMMs did not sign the Affidavit, whilst



others signed yet the information contained in the Annual Report 13/14 was incorrectly presented.

(2) 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, having noted that this resolution was taken during the approval of the 2011/2012 Oversight Report and seems to have been ignored.

(3) 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, having noted that this resolution was taken during the approval of the 2011/2012 Oversight Report and seems to have been ignored.

7.5. In future years, the Process Manager: Sound Governance through the Secretariat Unit is responsible for the complete and accurate submission of the table in respect of Councillors attendance at meetings, as in the current and previous Annual Reports this information was omitted as the data could not be confirmed and validated prior to the Final print of the Annual Report. However that the overall responsibility for the submission of accurate information rests with the Deputy Municipal Manager: Corporate Services.

7.6. In future years, the Manager: Integrated Development Plan be responsible for the complete and accurate submission of the table in respect of the Top Four Service Delivery Priorities per ward. However that the overall responsibility for the submission of accurate information rests with the Municipal Manager as the IDP Manager reports directly to him.

7.7. That, in future, the Draft Annual Report not be tabled in Council until it is accompanied by a signed Affidavit by the Municipal Managers affirming that all the information included in the report is a complete and true reflection of the activities of their business units.

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

7.9. That the 2013/2014 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;

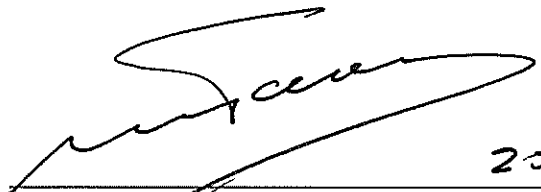
7.10. That the Oversight Report be submitted to the Provincial Legislature in accordance with Section 132(2) of the Municipal Finance Management Act 56 of 2003.

7.11. That, arising out of the proceedings of the Oversight Committee meetings, it be noted that the Committee does not believe there is any justification to pay performance bonuses for 2013/2014. However the committee must point out that in some cases the lack of performance can be directly attributed to serious staff shortages.

7.12. The Municipal Public Accounts Committee suggests that the office of the Municipal Manager in the interests of better communication with the Public, prepares a summarized high level version of the Annual Report 13/14 both in IsiZulu and English.

7.13. That Council Approves authority for the Chairperson of the Municipal Public Accounts Committee as well as the Manager: Office of the Municipal Manager to arrange a meeting between representatives of MPAC with National Treasury, CoGTA and the Auditor General to discuss the format of the Annual Report and Checklist as the committee believes these could be more informative. This process will allow for better reading and logical flow of the information contained in the annual report.

Respectfully Submitted:

  
25/03/2015  
Cllr M.A. Tar  
Chairperson: Municipal Public Accounts Committee

## ANNEXURES

Annual Report

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

Annexure 'B' – Minutes of the Municipal Public Accounts Committee Meeting, 11<sup>th</sup> February 2015

Annexure 'C'– Minutes of the Municipal Public Accounts Committee Meeting, 11<sup>th</sup> February 2015

Annexure 'D'– Minutes of the Municipal Public Accounts Committee Meeting, 19<sup>th</sup> February 2015

Annexure 'E'– Minutes of the Municipal Public Accounts Committee Meeting, 11<sup>th</sup> March 2015

Annexure 'F'– Minutes of the Municipal Public Accounts Committee Meeting, 20<sup>th</sup> March 2015

Annexure 'H'– Minutes of the Municipal Public Accounts Committee Meeting, 20<sup>th</sup> March 2015

Annexure 'I'– Minutes of the Municipal Public Accounts Committee Meeting, 9<sup>th</sup> March 2015 (Meeting Cancelled)





# MSUNDUZI MUNICIPALITY

PROVINCE OF KWAZULU-NATAL  
KZN225

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

- Wednesday, 11th February 2015, 09:00 AM (Corporate Services)
- Wednesday, 11th February 2015, 14:15 PM (Infrastructure Services)
- Thursday, 19th February 2015, 14:15 PM (Community Services)
- Friday, 6th March 2015, 14:15 PM (Economic Development)
- Monday, 9th March 2015, 10:00 AM (Financial Services)
- Wednesday, 11th March 2015, 09:00 AM (Corporate Business Unit)
- Friday, 20th March 2015, 09:00 AM (Final draft of Oversight Report)
- Wednesday, 25th March 2015, 09:15 AM. (Oversight Report presented at Full Council).

All meetings will be held at the Council Chamber, City Hall. Meetings will commence at either 09:00 am or 14:15 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 2 months after the tabling of the Annual Report.

Msunduzi Municipality's 2013 / 2014 Annual Report was tabled in Council on 28th January 2015, 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 Names	Contact Numbers
Vulindlela	Caleb Magubane / Ziningi Ndlela	033-505 0006
Ashburton	Balraj Roopan / Margaret Mntungwa	033-392 3281
Edendale	Thulani Khoza / Themba Lyons	033-392 3171 / 2
Imbali	Sasa Mngadi / Agrippa Cebekhulu	033-392 3619 / 22
Northern Areas	Anwar Hoosen / Xolani Ntshangase	033-397 0131 / 387 3168
City Hall	Latha Dlamini	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 comments on the Annual Report to:

Office of the Municipal Manager, Ref: Annual Report 2013 / 2014

Private Bag X321, Pietermaritzburg, 3200.

Or

Email: [madeleine.jackson@msunduzi.gov.za](mailto:madeleine.jackson@msunduzi.gov.za)

Final Date for Submissions: Wednesday, 25th February 2015

M.A. NKOSI

MUNICIPAL MANAGER

# UMasipala waseMsunduzi



PIETERMARITZBURG  
MSUNDUZI

## ISIFUNDAZWE SAKWAZULU-NATAL KZN225

Amalungu omphakathi ayamenywa ukwethamela imihlangano yekomidi elibhekele ukusetshenziswa kwezimali zikamasipala wasemsunduzi ozokwenziwa ngalezizinsuku ezilandelayo:

- uLwesithathu mhlaka 11 February 2015 ngo 09:00 ekuseni
- uLwesithathu mhlaka 11 February 2015 ngo 14:15 ntambama
- uLwesine mhlaka 19 February 2015 ngo 14:15 ntambama
- uLwesihlanu mhlaka 6 March 2015 ngo 14:15 ntambama
- uMsombuluko mhlaka 9 March 2015 ngo 10:00 ekuseni
- uLwesithathu mhlaka 11 March 2015 ngo 09:00 ekuseni
- uLwesihlanu mhlaka 20 March 2015 ngo 09:00 ekuseni
- uLwesithathu mhlaka 25 March 2015 ngo 09:00 ekuseni (uMhlangano woMkhandlu lapho kuyokwethulwa khona uMbiko ngokuSetshenziswa kweziMai nguMasipala (Oversight Report))

Yonke lemihlango izokwenzelwa egumbini loMkhandlu ehholo ledolobha. Imihlangano iyoqala ekuseni ngo 09:00 eminye ntambama ngo 14:15 njengoba kubhaliwe ngenhla.

Ukwamukela i-Oversight Report iwona usomqulu ophelele uMasipala abika ngawo izinhlelo zakhe zokusebenza. I-Oversight Report iwungomo 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 2013/2014 kaMasipala waseMsunduzi wanikezwa uMkhandlu ngomhlaka 28 January 2015, nomphakathi ungawuthola ukuze uwufunde, futhi ubhaliwe ngaphansi kweqogo lesizinda solwazi (website) esithi [www.msunduzi.gov.za](http://www.msunduzi.gov.za) amakhophi alombiko ayatholakala kulamahhovisi alandelayo:

Ihhovisi	Oxhumana naye	Izinombolo zakuxhumana
Vulindlela	Caleb Magubane/ Ziningi Ndlela	033-505 0006
Ashburton	Balraj Roopan / Margaret Mntungwa	033-392 2380/1
Edendale	Thulani Khoza / Themba Lyons	033-392 3171/2
Imbali	Sasa Mngadi / Agrippa Cebekhulu	033-392 3619/22
Northern Areas	Anwar Hoosen / Xolani Ntshangase	033-397 0131/ 387 3168
City Hall	Latha Dlamini	033-392 2209

Umphakathi uyaziswa ukuthi izingxoxo mayelana noMbiko woNyaka (Annual Report) ziyovuleleka emihlanganweni ehleliwe ebhaliwe ngenhla, kuyobe sekusungulwa i-Oversight Report, kwenziwe nezincomo eziyothunyelwa ukuba zamukelwe ngumkhandlu ophelele.

Uyacelwa umphakathi ukuba wethule izimvo zawo ezibhaliwe mayelana noMbiko woNyaka (Annual Report), ubhalele:

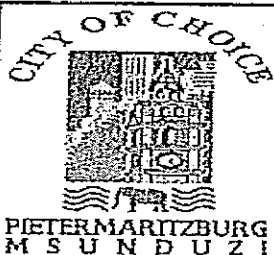
Office of the Municipal Manager,  
Ref: Annual Report 2013/2014  
Private Bag X321,  
Pietermaritzburg,  
3200.

Noma i-email ku: [madeleine.jackson@msunduzi.gov.za](mailto:madeleine.jackson@msunduzi.gov.za)  
Usuku lokugcina lokwenza izethulo uLwesithathu mhlaka 25 February 2015

ISAZISO SIBHALWE NGU:

M.A. NKOSI

UMenenja kaMasipala



# THE MSUNDUZI MUNICIPALITY

**PROVINCE OF KWAZULU-NATAL  
KZN225**

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

- Wednesday, 11th February 2015, 09:00 AM (Corporate Services)
- Wednesday, 11th February 2015, 14:15 PM (Infrastructure Services)
- Thursday, 19th February 2015, 14:15 PM (Community Services)
- Friday, 6th March 2015, 14:15 PM (Economic Development)
- Monday, 9th March 2015, 10:00 AM (Financial Services)
- Wednesday, 11th March 2015, 09:00 AM (Corporate Business Unit)
- Friday, 20th March 2015, 09:00 AM (Final draft of Oversight Report)
- Wednesday, 25th March 2015, 09:15 AM (Oversight Report presented at Full Council)

All meetings will be held at the Council Chamber, City Hall. Meetings will commence at either 09:00 am or 14:15 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 2 months after the tabling of the Annual Report.

Msunduzi Municipality's 2013 / 2014 Annual Report was tabled in Council on 28th January 2015, 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:

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Northern Areas	Anwar Hoosen / Xolani Ntshangase	033-397 0131 / 387 3168
City Hall	Latha Dlamini	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 comments on the Annual Report to:

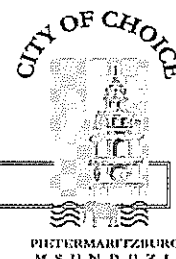
Office of the Municipal Manager,  
Ref: Annual Report 2013 / 2014  
Private Bag X321,  
Pietermaritzburg,  
3200.

Or.

Email: [madeleine.jackson@msunduzi.gov.za](mailto:madeleine.jackson@msunduzi.gov.za)  
Final Date for Submissions: Wednesday, 25th February 2015

M.A. NKOSI  
MUNICIPAL MANAGER

## MSUNDUZI MUNICIPALITY



<b>MINUTES OF THE MUNICIPAL PUBLIC ACCOUNTS COMMITTEE</b>
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MEETING HELD IN COUNCIL CHAMBER, CITY HALL, 1<sup>ST</sup> FLOOR  
ON FRIDAY, 6 FEBRUARY 2015 AT 14H15.

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 (who was in Durban), T Matiwane (Doctor's appointment) and TD Ntombela (had a car crisis).

## OFFICIALS

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

## ALSO

PRESENT: Interns (Office of the Municipal Manager) SSM Tenza, SK Zulu, TP Nkabinde, NM Zuma and SG Khuzwayo.

1. OBSERVING A BRIEF PERIOD OF SILENCE

The Chairperson requested Committee to observe a brief period of silence in remembrance of the wife of the Executive Manager: Internal Audit, Mrs Mahlaba who recently passed on.

2. APPLICATIONS FOR LEAVE FROM THE CURRENT MEETING OF THE MUNICIPAL PUBLIC ACCOUNTS COMMITTEE.

Applications for leave were received from Councillors T Matiwane who had a doctor's appointment, TD Ntombela who had a car crisis and PG Ngidi who was in Durban. Interns from the Office of the Municipal Manager were introduced to the Committee.

It was

**RESOLVED**

That Councillors T Matiwane, TD Ntombela and PG Ngidi be granted leave of absence from the current meeting of the Municipal Public Accounts Committee.

3. INTERROGATION OF THE ANNUAL REPORT 2013/2014: DEVELOPMENT OF THE OVERSIGHT REPORT

Report by the Manager: Strategic Analysis and Research (Acting).

(Page 1 of agenda)

The Chairperson explained the process of interrogating the Annual Report, highlighting that the tabling of the Annual Report was required in terms of Section 127 of the Municipal Finance Management Act.

[At this point of the proceedings, Councillor RB Singh joined the meeting at 14h25]

The Chairperson further explained that the interrogation of the report had been published in the newspaper whereby public members were invited to attend the Municipal Public Accounts Committee meetings and make inputs.

Committee members were advised that a letter was sent to all Deputy Municipal Managers and the Manager: Office of the Municipal Manager, where they were required them to confirm whether the content of the Annual Report 2013/14, in respect of their Business Units, were accurate and a complete reflection of the activities of their Business Units for the 2013/14 financial year. It was stated that Deputy Municipal Managers were expected to sign the letter and return it to the Office of the Municipal Manager before they were interrogated by the Municipal Public Accounts Committee. The Chairperson further explained that the Managers were also expected to submit amendments to the Office of the Municipal Manager and also to advise the Committee of those amendments. It was stated that, should the confirmation letters not be signed by the Deputy Municipal Managers, their reports would not be considered by the Municipal Public Accounts Committee.

In response to concerns raised regarding the Municipal Public Accounts Committee meetings that were taking place during the afternoons, it was reported that the scheduling of meetings was guided by the availability of Deputy Municipal Managers and venue as well as the fact that meetings did not have to clash with other Committee meetings. The Chairperson undertook to address the concerns raised regarding the scheduled dates of the Municipal Public Accounts Committee meetings.

NOTED.

#### 4. CHECKLIST FOR ANNUAL REPORT 2013/2014

Undated schedule by the Manager: Strategic Analysis and Research (Acting).

(Tabled at the meeting)

The Chairperson requested members to go through the checklist during the interrogation of the Annual Report in order to ensure that all items reflected in the checklist were covered. He emphasized the fact that the checklist would be looked at once all Business Units had sat before the Committee.

Concerns were raised regarding the number of meetings attended by Councillors which reflected in the Annual Report. Councillor Singh also raised a concern regarding her name being placed under a list of another political party. The Chairperson undertook to take the concerns up with the Office of the Speaker.

NOTED.

Meeting terminated at 14H40.

Confirmed by



CHAIRPERSON

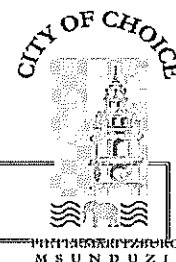
PIETERMARITZBURG

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ACCOUNTABILITY ACKNOWLEDGEMENTS				
DOCUMENT	NAME	DESIGNATION	SIGNATURE	DATE
PREPARED BY	B Nxumalo	Committee Officer		12/02/2015
CHECKED BY	N Sikhakhane	Secretariat Manager		
CLEARED FOR DISTRIBUTION BY	Mr S Dubazana	Process Manager: Sound Governance		



## MSUNDUZI MUNICIPALITY



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

MEETING HELD IN COUNCIL CHAMBER, CITY HALL, 1<sup>ST</sup> FLOOR  
ON WEDNESDAY, 11 FEBRUARY 2015 AT 09H00.

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

ABSENT: Councillor T Matiwane (no apology).

## OFFICIALS

PRESENT: Mesdames N Sikhakhane (Municipal Manager's Representative), M Molapo (Deputy Municipal Manager: Corporate Services), F Ndlovu (Process Manager: Human Resource Management and Employee Relations), B Nxumalo (Committee Officer); Messrs J van der Merwe (Process Manager: Legal Division), S Dubazana (Process Manager: Sound Governance), I Chetty (Manager: Strategic Analysis and Research [Acting]), BS Halimana (Office of the Municipal Manager) and L Dlamini (Office of the Municipal Manager).

## ALSO

PRESENT: Interns (Office of the Municipal Manager) SSM Tenza, SK Zulu, TP Nkabinde, NM Zuma and SG Khuzwayo.

1. APPLICATIONS FOR LEAVE FROM THE CURRENT MEETING OF THE MUNICIPAL PUBLIC ACCOUNTS COMMITTEE.

The Chairperson welcomed all present. There were no applications for leave.

NOTED.

2. ANNUAL REPORT 2013/2014

**CHAPTER 2: COMPONENT A**

2.1 Political Governance, Administrative Governance, By-laws and websites

The Deputy Municipal Manager: Corporate Services reported that grammatical errors were discovered in most parts of the Annual Report and she undertook to amend such in liaison with the Manager: Strategic Analysis and Research (Acting).

Concerns were raised regarding the reflected number of committee meetings attended by members of the Municipal Public Accounts Committee. It was pointed out that the information reflected in the Annual Report was not accurate. A request was made that the concerns be conveyed to the Office of the Speaker in order to ensure that accurate information was reflected.

Councillor Singh requested that her name be removed from the Democratic Alliance Party and be reflected under the Minority Front Party.

Anomalies were identified in Terms of Reference of Council Committees. Emphasis was put on the fact that these should be amended accordingly.

*[At this point of the proceedings, Councillor Atwaru joined the meeting at 09h29]*

A request was made that the Deputy Municipal Manager: Infrastructure Services (Acting) be reflected under the Top Administrative Structure. In response to a query raised regarding the Deputy Chairperson of the Municipal Public Accounts Committee, it was stated that at a Full Council meeting held on 24 November 2010, a resolution to amend the Terms of Reference was taken and it was recommended that the passage that read "the Chairperson and Deputy Chairperson must be a member of the opposition party" be removed.

It was noted that several designations of managers were not correctly reflected and a request to amend those was made.

*[At this point of the proceedings, Councillor TD Ntombela joined the meeting at 09h45]*

Omission of the Deputy Municipal Manager: Corporate Services from the list of the Bid Adjudication Committee members was pointed out. It was also noted that on certain pages the incorrect financial year was reflected.

### **CHAPTER 3: COMPONENT H AND I**

#### **2.2 Council and Executive Support, Human Resources Services, Information, Communication Technology (ICT) and Legal Services and Organisational Development Performance.**

It was raised with concern that the number of Committee meetings held as reflected in the Annual Report was incorrect and a request was made to advise the Office of the Speaker to obtain accurate information and submit it to the Manager: Strategic Analysis and Research (Acting).

*[At this point of the proceedings, Councillor Ndawonde left the Chamber at 10h00]*

It was pointed out that the percentages reflected on several tables were incorrect and emphasis was put on the fact that variances should be from the adjusted budget and not the original budget. A request was made that the incorrect tables should be submitted back to the Finance Support Services Managers for correction and thereafter resubmitted to the Office of the Municipal Manager.

A concern was raised regarding the high vacancy rate that impacted negatively on Revenue Collection, Water and Electricity Sub-Units. A proposal was made that the concerns should be raised in the Oversight report.

With regards to the Policies table reflected on page 207 of the Annual Report, it was requested that the heading should be amended and that a more informative heading should be included. It was stated that the table should also include a table number with the correct financial year. It was mentioned that table 193 be corrected and that it should provide necessary information.

*[At this point of the proceedings, Councillor Ndawonde joined the meeting at 10h46]*

It was stated that same posts should be combined on table 197 reflected on page 214. A request was made that all amendments be submitted to the Manager: Strategic Analysis and Research (Acting) by 25 February 2015.  
It was

### **RESOLVED**

- (a) That the Office of the Speaker be advised to correct the number of meetings attended by each Councillor in the 2013/2014 financial year, the number of Committee meetings held by the Municipal Public Accounts Committee as well as to reflect the name of Councillor RB Singh under the Minority Front Party.
- (b) That the Annual Report 2013/2014 be amended to reflect information that is accurate and that amendments on matters affecting the Corporate Services Business Unit be submitted to the Manager: Strategic Analysis and Research (Acting) by the Deputy Municipal Manager: Corporate Services.



- (c) That the Deputy Municipal Manager: Corporate Services coordinates and compile all human resource related tables and verify that human resources information for all Business Units is correct.

Meeting terminated at 10H55.

Confirmed by



CHAIRPERSON

PIETERMARITZBURG

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ACCOUNTABILITY ACKNOWLEDGEMENTS				
DOCUMENT	NAME	DESIGNATION	SIGNATURE	DATE
PREPARED BY	B Nxumalo	Committee Officer		16/02/2015
CHECKED BY	N Sikhakhane	Secretariat Manager		
CLEARED FOR DISTRIBUTION BY	Mr S Dubazana	Process Manager: Sound Governance		

## MSUNDUZI MUNICIPALITY



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

MEETING HELD IN COUNCIL CHAMBER, CITY HALL, 1<sup>ST</sup> FLOOR  
ON WEDNESDAY, 11 FEBRUARY 2015 AT 14H15.

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

**ABSENT:** Councillor T Matiwane (no apology).

**OFFICIALS**

**PRESENT:** Mesdames N Sikhakhane (Municipal Manager's Representative) and B Nxumalo (Committee Officer); Messrs ES Nomnganga, B Sivparsad (Process Manager: Water and Sanitation), A Madlala (Process Manager: Electricity [Acting]), R Raghunandan (Project Manager: Landfill), N Anderson (Project Management Unit), RM Ngcobo (Manager: Fleet), R Maharaj (Finance Support Services Manager: Infrastructure Services), I Chetty (Manager: Strategic Analysis and Research [Acting]), BS Halimana (Office of the Municipal Manager) and L Dlamini (Office of the Municipal Manager).

**ALSO**

**PRESENT:** Interns (Office of the Municipal Manager) SSM Tenza, SK Zulu, TP Nkabinde, NM Zuma and SG Khuzwayo.

**1. APPLICATIONS FOR LEAVE FROM THE CURRENT MEETING OF THE MUNICIPAL PUBLIC ACCOUNTS COMMITTEE.**

The Chairperson welcomed all present. There were no applications for leave.

NOTED.

**2. ANNUAL REPORT 2013/2014**

**CHAPTER 3: COMPONENT A**

**2.1 Water Services, Sanitation Services, Electricity and Waste Management (Landfill site)**

The Process Manager: Water and Sanitation explained the difference between apparent and real water losses as well as the non-revenue water and he was requested to add a footnote explaining the differences in order to ensure that the Annual Report was more user-friendly.

A request was made that the words "proportion" should be removed from the Access to Water table on page 101 of the Annual Report.

*[At this point of the proceedings, Councillor Soobiah joined the meeting at 14h29]*

With regards to electricity, a query was raised regarding the process of installing the prepaid meter system in order to eliminate theft especially in residential households. It was explained that a pilot project had been implemented in Sobantu which was at its final stage of converting conventional meters into prepaid meters. It was further explained that a tender had been awarded

to cascade the project to other areas within the jurisdiction of Msunduzi and that areas with high rate of theft were being prioritized.

It was noted with concern that some tables reflected in the Annual Report were not accurate and that the figures and percentages reflected required correction.

The Deputy Municipal Manager: Infrastructure Services (Acting) reported challenges that were being experienced due to the Water Use Licence Authority (WULA) project that was introduced by the government. He added that service delivery was negatively affected as going through WULA processes took long to finalise, thus affecting commencement of projects. He requested the intervention of the Municipal Public Accounts Committee stating that the project would impact negatively on service delivery. He was thereafter requested to add a footnote reflecting those threats in the Annual Report. A proposal was made that the matter be included in the Oversight Report.

**COMPONENT B**

**2.2 Roads, Transportation Planning, Waste water (Stormwater Drainage) and Fleet Management**

In response to a query raised, it was pointed out that projects reflected in the Annual Report were also in the Service Delivery and Budget Implementation Plan.

**CHAPTER 6**

**2.3 Municipal Infrastructure Grant (MIG)**

Concerns were raised that comments reflected on the largest Capital Projects per ward were similar, yet not all wards had their electricity supplied by the Municipality. A request to amend those comments was made. Management was requested to check table 200 of the Annual Report on the largest Capital Projects per ward against the Service Delivery and Budget Implementation Plan and ensure that the correct information is reflected. Another request was made to be specific when listing projects instead of using 'good governance'. The Chairperson undertook to meet with the Speaker and discuss issues raised at the current meeting.

It was

**RESOLVED**

That the Annual Report 2013/2014 be amended to reflect information that is accurate and that amendments on matters affecting the Infrastructure Services Business Unit be submitted by the Deputy Manager: Infrastructure Services (Acting) to the Manager: Strategic Analysis and Research (Acting).

Meeting terminated at 15H25.

Confirmed by

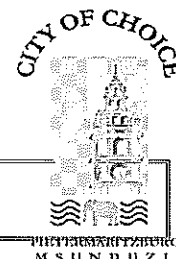
CHAIRPERSON

**PIETERMARITZBURG**

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ACCOUNTABILITY ACKNOWLEDGEMENTS				
DOCUMENT	NAME	DESIGNATION	SIGNATURE	DATE
PREPARED BY	B Nxumalo	Committee Officer		18/02/2015
CHECKED BY	N Sikhakhane	Secretariat Manager		
CLEARED FOR DISTRIBUTION BY	Mr S Dubazana	Process Manager: Sound Governance		

## MSUNDUZI MUNICIPALITY



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

MEETING HELD IN COUNCIL CHAMBER, CITY HALL, 1<sup>ST</sup> FLOOR  
ON THURSDAY, 19 FEBRUARY 2015 AT 14H15.

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

**ABSENT:** Councillors T Matiwane (no apology), PG Ngidi (who was in Durban), TD Ntombela (not well), MS Sokhela (attending a meeting in Vulindlela with Area Based Management) and R Soobiah (who had death in the family).

**OFFICIALS**

**PRESENT:** Mesdames N Sikhakhane (Municipal Manager's Representative), B Zulu (Deputy Municipal Manager: Community Services) and B Nxumalo (Committee Officer); Messrs M Zuma (Process Manager: Community Services), K Khumalo (Process Manager: Risk Management), C Anthony (Manager: Environmental Health), M Peters (Principal Administration Officer – Finance: Parks, Sports and Recreation), I Chetty (Manager: Strategic Analysis and Research [Acting]), BS Halimana (Office of the Municipal Manager) and L Dlamini (Office of the Municipal Manager).

**ALSO**

**PRESENT:** Interns (Office of the Municipal Manager) SSM Tenza, SK Zulu, TP Nkabinde, NM Zuma and SG Khuzwayo.

**1. APPLICATIONS FOR LEAVE FROM THE CURRENT MEETING OF THE MUNICIPAL PUBLIC ACCOUNTS COMMITTEE.**

The Chairperson welcomed all present. Applications for leave were received from Councillors PG Ngidi who was in Durban, TD Ntombela who was not well, MS Sokhela who was attending a meeting with Area Based Management in Vulindlela and R Soobiah who had death in the family. An apology was tendered on behalf of the Process Manager: Area Based Management who had a meeting with Vulindlela Ward Councillors and the Chairperson of the Community Services Portfolio Committee who had travelled abroad.

It was

**RESOLVED**

That Councillors PG Ngidi, TD Ntombela, MS Sokhela and R Soobiah be granted leave of absence from the current meeting of the Municipal Public Accounts Committee.

**2. ANNUAL REPORT 2013/2014**

Concerns were raised regarding the fact that Chairpersons of Portfolio Committees did not attend the Municipal Public Accounts Committee meetings. The Chairperson undertook to extend invitations to them and stress the importance of their attendance.

The Chairperson reported that the Annual Report template was not user-friendly and he stated that he would meet with the Provincial Treasury officials to discuss the matter and come up with possible solutions. It was noted with concern that the projects reflected in the Annual Report were not aligned to the Service Delivery and Budget Implementation Plan (SDBIP).

## 2.1 Waste Management

Arithmetic errors were identified and a request was made that amendments of such be submitted to the Manager: Strategic Analysis and Research (Acting). Inclusion of footnotes where tables were unclear was stressed. It was noted that some tables were split in two (2) pages and a request was made to rectify that.

## 2.2 Libraries, Art Gallery, Theatres and Halls, Cemeteries and Crematoria

Emphasis was put on the fact that numbers that related to Human Resources should be checked by Corporate Services Business Unit and that numbers relating to finance should be checked by the Financial Services Business Unit.

Serious concerns were raised regarding the Annual Report documents that were printed without being checked by Deputy Municipal Managers. It was raised with concern that Deputy Municipal Managers had signed letters confirming that the contents of the Annual Report were a true reflection of the activities of their Business Units, however, it was noted that the Annual Report had certain inaccurate information.

A suggestion was made that all Deputy Municipal Managers should be invited to attend the last meeting of the Municipal Public Accounts Committee where the final draft of the Annual Report would be presented.

Members expressed their dissatisfaction regarding the status of the Annual Report and it was pointed out that corrective measures should be put in place to ensure that Deputy Municipal Managers accounted for the inaccurate information reflected in the Annual Report.

## 2.3 Environmental Health, Bio Adversity and Landscape

It was pointed out that the Service Delivery and Budget Implementation Plan (SDBIP) was audited and attached to the Annual Report, further stating that it was important that the content of both documents be talking to each other. It was highlighted that the content reflected in the Annual Report 2013/2014 for the Environmental Health was accurate despite the fact that some information was duplicated.

## 2.4 Traffic, Safety and Security, Fire, Disaster Management, Sports and Recreation and Safe City

It was noted that some tables were unclear and officials were requested to redo those tables. It was reported with concern that incidents detected by Safe City were not being addressed by the South African Police Services (SAPS) and it was stated that the matter should be referred to the Community Services Portfolio Committee.

It was

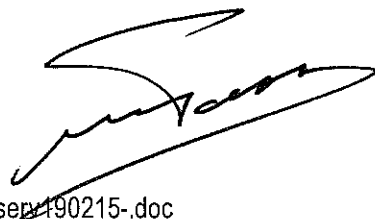
### RESOLVED

That the Annual Report 2013/2014 be amended to reflect information that is accurate and that amendments on matters affecting the Community Services Business Unit be submitted by the Deputy Manager: Community Services to the Manager: Strategic Analysis and Research (Acting).

Meeting terminated at 15H17.

Confirmed by

CHAIRPERSON



PIETERMARITZBURG

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ACCOUNTABILITY ACKNOWLEDGEMENTS				
DOCUMENT	NAME	DESIGNATION	SIGNATURE	DATE
PREPARED BY	B Nxumalo	Committee Officer		26/02/2015
CHECKED BY	N Sikhakhane	Secretariat Manager		
CLEARED FOR DISTRIBUTION BY	Mr S Dubazana	Process Manager: Sound Governance		





## MSUNDUZI MUNICIPALITY



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

MEETING HELD IN COUNCIL CHAMBER, CITY HALL, 1<sup>ST</sup> FLOOR  
ON WEDNESDAY, 11 MARCH 2015 AT 09H00.

**PRESENT:** Councillors M Tarr (Chairperson), R Ashe, N Atwaru, SI Madonda, T Matiwane, SC Ndawonde, TD Ntombela and RB Singh.

**ABSENT:** Councillors TP Ngcobo (not well), PG Ngidi (attending a meeting at Umgungundlovu District Municipality) and R Soobiah (no apology).

**OFFICIALS**

**PRESENT:** Mesdames N Sikhakhane (Municipal Manager's Representative), M Plaatjies (Manager: Office of the Municipal Manager), E Mahlangu (Manager: Office of the Mayor), L Dlangalala (Senior Finance Clerk: Corporate Business Unit), B Nxumalo (Committee Officer); Messrs PJ Mahlaba (Executive Manager: Internal Audit) I Chetty (Manager: Strategic Analysis and Research [Acting]), BS Halimana (Acting Practitioner: Performance Management System) and L Dlamini (Office of the Municipal Manager).

**ALSO**

**PRESENT:** Interns (Office of the Municipal Manager) SSM Tenza, SK Zulu, TP Nkabinde, and NM Zuma.

1. **APPLICATIONS FOR LEAVE FROM THE CURRENT MEETING OF THE MUNICIPAL PUBLIC ACCOUNTS COMMITTEE.**

The Chairperson welcomed all present. Applications for leave were received from Councillors MS Sokhela who was attending classes, PG Ngidi who was attending a meeting at Umgungundlovu Municipality and TP Ngcobo who was not well.

It was

**RESOLVED**

That Councillors MS Sokhela, PG Ngidi and TP Ngcobo be granted leave of absence from the current meeting of the Municipal Public Accounts Committee.

2. **ANNUAL REPORT 2013/2014**

2.1 **OFFICE OF THE MAYOR**

2.1.1 **Mayor's Foreword**

The Mayor's Foreword was noted and no changes or comments were made.

*[At this point of the proceedings, Councillor TD Ntombela joined the meeting at 9h34]*

## 2.2 OFFICE OF THE MUNICIPAL MANAGER

### 2.2.1 Municipal Manager's Overview, Municipal Functions, Population Overview and Annual Report process

With regards to Population Overview, a request was made that it be highlighted that all information reflected was obtained from the Census Report 2011.

### 2.2.2 Intergovernmental Relations and Integrated Development Plan (IDP) Participation and Alignment

Committee was advised that minor amendments were made with regard to the IDP table reflected on page 79 of the Annual Report.

### 2.2.3 Financial declarations of Councillors and Staff

It was reported that the financial declarations process was undertaken on a yearly basis during the course of the financial year. Concerns were raised regarding the incorrect information that was reflected regarding declarations of certain Councillors. The Manager: Office of the Municipal Manager undertook to look at the matter and make the necessary corrections.

## 2.3 OFFICE OF THE SPEAKER

### 2.3.1 Political Governance and Public meetings

Several concerns were raised regarding the number of meetings attended by Councillors that was reflected in the Annual Report. It was further reported that the same problem was experienced the previous year and no action had been taken to rectify it. In response, the Manager: Office of the Speaker (Acting) reported that discrepancies had been identified and a proposal was made to remove the table from the Annual Report. He therefore proposed that the information or figures be provided by Sound Governance in order to avoid discrepancies noted, adding that Secretariat had first-hand record.

A suggestion was made that a footnote be inserted in the Annual Report stating that information regarding the attendance of Councillors could be obtainable from the Sound Governance Sub-Section.

A request was made to correct Councillor RB Singh's political affiliation. A concern was raised regarding the fact that Ward 31 was excluded from the list of wards that had held community meetings and the Manager: Office of the Speaker (Acting) undertook to check and make the necessary amendments.

Further concerns were raised regarding the comments reflected on table 19 of the Annual Report on complaints, challenges or requests for services per Ward that read "*forwarded to customer care*". A request was made that it be highlighted as to whether projects reflected on table 19 of the Annual Report were in the Integrated Development Plan (IDP), Service Delivery and Budget Implementation Plan (SDBIP) or Operational Plan (OP) or whether they were to be considered in the near future.

## 2.4 INTERNAL AUDIT

### 2.4.1 Risk Management, Anticorruption and Fraud

It was requested that the delay in utilizing the Hollingwood Cemetery which had been caused by the pending agreement between the Municipality and the Department of Human Settlements be noted and included as a threat to the Municipality.

### 2.4.2 Internal Audit, Report of Audit Committee and Recommendations

Committee members expressed their satisfaction on the report of the Audit Committee and its recommendations.

It was

RESOLVED



- (a) That the Annual Report 2013/2014 be amended to reflect information that is accurate and that amendments on matters affecting the Corporate Business Unit be submitted by the Manager: Office of the Municipal Manager to the Manager: Strategic Analysis and Research (Acting).
- (b) That the current table reflected in the Annual Report 2013/2014 on the number of meetings attended by each Councillor on Council meetings, be removed from the Annual Report; it being noted that a footnote stating that information could be obtainable from the Sound Governance Sub-section be inserted.
- (c) That, in future, the information in respect of Councillor's attendance in Council meetings be provided by the Process Manager: Sound Governance.

Meeting terminated at 10H26.

Confirmed by

CHAIRPERSON

PIETERMARITZBURG

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ACCOUNTABILITY ACKNOWLEDGEMENTS				
DOCUMENT	NAME	DESIGNATION	SIGNATURE	DATE
PREPARED BY	B Nxumalo	Committee Officer		16/03/2015
CHECKED BY	N Sikhakhane	Secretariat Manager		
CLEARED FOR DISTRIBUTION BY	Mr S Dubazana	Process Manager: Sound Governance		

## MSUNDUZI MUNICIPALITY



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

MEETING HELD IN **COUNCIL CHAMBER, CITY HALL, 1<sup>ST</sup> FLOOR**  
ON **FRIDAY, 20 MARCH 2015 AT 10H30.**

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

**ABSENT:** Councillors TD Ntombela (Party commitment) and MS Sokhela (Ward commitment)

**OFFICIALS**

**PRESENT:** Mesdames N Sikhakhane (Municipal Manager's Representative), N Ngcobo (Chief Financial Officer), D Gambu (Head: Supply Chain Management) and B Nxumalo (Committee Officer); Messrs S Nxumalo (Process Manager: Expenditure), N Ximba (Process Manager: Assets and Liabilities), B Ngobese (Manager: Revenue), M Sahibdeen (Manager: Financial Services), I Chetty (Manager: Strategic Analysis and Research [Acting]) and L Dlamini (Office of the Municipal Manager).

**ALSO**

**PRESENT:** Interns (Office of the Municipal Manager) SSM Tenza, TP Nkabinde and NM Zuma.

**1. APPLICATIONS FOR LEAVE FROM THE CURRENT MEETING OF THE MUNICIPAL PUBLIC ACCOUNTS COMMITTEE.**

The Chairperson welcomed all present. Applications were received from Councillors TD Ntombela who had a party commitment, MS Sokhela who had a ward commitment and PG Ngidi who had a meeting with the Chief Financial Officer. It was reported that both Councillor Ngidi and the Chief Financial Officer would join the meeting late.

It was

**RESOLVED**

That Councillors TD Ntombela and MS Sokhela be granted leave of absence from the current meeting of the Municipal Public Accounts Committee.

**2. ANNUAL REPORT 2013/2014**

**2.1 Service Delivery Overview, Indigent Population, Financial Health Overview and Auditor General Reports 2011/2012 and 2012/2013**

With regard to Service Delivery Overview on page 15 of the Annual Report, a request was made that the Service Delivery and Indigent Population headings be formulated into one heading "Service Delivery Indigent Population".

*[At this point of the proceedings, Councillor R Ashe joined the meeting at 10h53]*

**2.2 Supply Chain Management**

A request was made that a footnote be inserted to explain the wording “not provided” in table 22 on Municipal website.

*[At this point of the proceeding, Councillor PG Ngidi joined the meeting at 10h56]*

2.3 Financial Performance, Annual Financial Statements, Report of the Auditor General and Response to the Auditor General

The Chief Financial Officer explained that discrepancies were noted in the Annual Report and the Finance Support Services Manager was requested to go through all the Financial tables and make the necessary amendments. She further explained that financial statements were revised after the audit and added that revised figures would be submitted to the Manager: Strategic Analysis and Research (Acting).

Committee was advised that discrepancies were identified on the Report of the Auditor General and that the Auditor General had been requested to amend the identified areas accordingly.

The Chief Financial Officer was commended by the Committee for attending all meetings of the Municipal Public Accounts Committee and complying with requests of the Committee.

It was

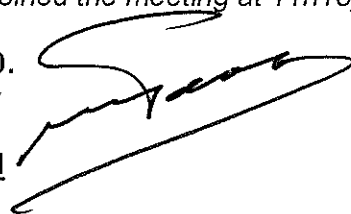
**RESOLVED**

That the Annual Report 2013/2014 be amended to reflect information that is accurate and that amendments on matters affecting the Financial Services Business Unit be submitted by the Chief Financial Officer to the Manager: Strategic Analysis and Research (Acting).

*[At this point of the proceedings, Councillor T Matiwane joined the meeting at 11h18]*

Meeting terminated at 11h20.  
Confirmed by

**CHAIRPERSON**



**PIETERMARITZBURG**

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ACCOUNTABILITY ACKNOWLEDGEMENTS				
DOCUMENT	NAME	DESIGNATION	SIGNATURE	DATE
PREPARED BY	B Nxumalo	Committee Officer		23/03/2015
CHECKED BY	N Sikhakhane	Secretariat Manager		
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## MSUNDUZI MUNICIPALITY



**MINUTES OF THE MUNICIPAL PUBLIC ACCOUNTS COMMITTEE –  
ECONOMIC DEVELOPMENT BUSINESS UNIT**

MEETING HELD IN COUNCIL CHAMBER, CITY HALL, 1<sup>ST</sup> FLOOR  
ON FRIDAY, 20 MARCH 2015 AT 09H00.

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

ABSENT: Councillors TD Ntombela (Party commitment) and MS Sokhela (Ward commitment)

## OFFICIALS

PRESENT: Mesdames N Sikhakhane (Municipal Manager's Representative) and B Nxumalo (Committee Officer); Messrs SC Zimu (Process Manager: Local Economic Development), GL Lebelo (Town Planning) I Chetty (Manager: Strategic Analysis and Research [Acting]) and L Dlamini (Office of the Municipal Manager).

## ALSO

PRESENT: Interns (Office of the Municipal Manager) SSM Tenza, TP Nkabinde and NM Zuma.

1. **APPLICATIONS FOR LEAVE FROM THE CURRENT MEETING OF THE MUNICIPAL PUBLIC ACCOUNTS COMMITTEE.**

The Chairperson welcomed all present. Applications were received from Councillors TD Ntombela who had a party commitment and MS Sokhela who had a ward commitment. An apology was received from the Deputy Municipal Manager: Economic Development who had a family commitment.

It was

**RESOLVED**

That Councillors TD Ntombela and MS Sokhela be granted leave of absence from the current meeting of the Municipal Public Accounts Committee.

2. **ANNUAL REPORT 2013/2014**

Concerns were raised regarding the fact that the Deputy Municipal Manager: Economic Development did not sign the letter confirming whether the content of the Annual Report was a true reflection of the activities of the Economic Development Business Unit. It was noted with concern that most managers from the Economic Development Business Unit that attended the previous meeting did not attend the current meeting of the Municipal Public Accounts Committee.

2.1 Housing

It was noted that at the previous meeting, the Manager: Housing expressed his satisfaction on the content that was reflected with regards to the information of the Housing Sub-Section. It was noted that most tables reflected figures and variances to the original budget that were incorrect and a suggestion was made that the issue be raised with the Financial Services Business Unit.

2.2 Planning, Local Economic Development, Airport Services, Building Control and Signage and Market Services

It was reported that the Manager: Planning was attending a Job Evaluation meeting; however he had already submitted his amendments to the Manager: Strategic Analysis and Research.

In response to a query raised regarding tables that were reflecting the same information, it was reported that amendments had already been requested from the Process Manager: Local Economic Development.

It was

**RESOLVED**

- (a) That the Annual Report 2013/2014 be amended to reflect information that is accurate and that amendments on matters affecting the Economic Development Business Unit be submitted by the Deputy Manager: Economic Development to the Manager: Strategic Analysis and Research (Acting).
- (b) That the Chairperson writes a letter to the Municipal Manager explaining that the Municipal Public Accounts Committee was unable to recommend the adoption of the Annual Report 2013/2014 without reservations due to the fact that concerns raised by the Committee were not attended to.

***[At this point of the proceedings, representatives from Economic Development Business Unit left the Chamber]***

Committee members raised concerns as some of the queries raised could not be responded to since the managers concerned did not attend the meeting.

It was proposed that the Annual Report 2013/2014 be accepted with RESERVATIONS due to the following reasons; noting that:-

- The Committee was unable to perform its task effectively as a result of the fact mentioned below:-
  - ✓ Letters were written to both the Municipal Manager and the Mayor expressing Committee's frustrations as their concerns had not been addressed; however there was no change in attendance.
  - ✓ The Deputy Municipal Manager: Economic Development had failed to attend both meetings of the Municipal Public Accounts Committee and failed to delegate the responsibility to a suitably briefed member of staff.
  - ✓ Relevant managers did not attend meetings to respond to queries regarding their sub-units, therefore queries and concerns remained unanswered.
  - ✓ In spite of requests to the Deputy Municipal Managers to ensure that the information was thoroughly checked prior to its inclusion in the Annual Report, the same still contains errors.



A suggestion was made that the Municipal Manager be requested to attend a meeting with members of the Municipal Public Accounts Committee whereby they would raise their concerns and he would be able to respond immediately. The Chairperson thereafter undertook to write to the Municipal Manager explaining that the Committee was unable to recommend the adoption of the Annual Report without reservations due to unattended concerns raised.

After deliberation, it was

**RESOLVED**

(a) That the Annual Report 2013/2014 be accepted with RESERVATIONS due to the following reasons; it being noted that the Committee was unable to perform its task effectively as a result of the facts mentioned below:-

- ✓ In spite of requests to the Deputy Municipal Managers to ensure that the information was thoroughly checked prior to its inclusion in the Annual Report, the same still contains errors.
- ✓ The Deputy Municipal Manager: Economic Development had failed to attend both meetings of the Municipal Public Accounts Committee and failed to delegate the responsibility to a suitably briefed member of staff.
- ✓ Relevant managers did not attend meetings to respond to queries regarding their sub-units, therefore queries and concerns remained unanswered.

(b) That it be noted that letters were written to both the Municipal Manager and the Mayor expressing Committee's frustrations with a view to seeking their intervention as their concerns had not been addressed; however there was no change in attendance of other relevant personnel.

3. **CONFIRMATION OF MINUTES**

3.1 Minutes of the meeting held on 6 February 2015

It was

**RESOLVED**

That the minutes of the Municipal Public Accounts Committee meeting held on 6 February 2015 be confirmed.

3.2 Minutes of the meeting held on 11 February 2015 (Corporate Services)

It was

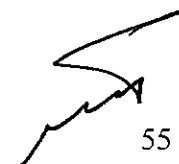
**RESOLVED**

That the minutes of the Municipal Public Accounts Committee meeting held on 11 February 2015 be confirmed.

3.3 Minutes of the meeting held on 11 February 2015 (Infrastructure Services)

It was

**RESOLVED**





That the minutes of the Municipal Public Accounts Committee meeting held on 11 February 2015 be confirmed.

3.4 Minutes of the meeting held on 19 February 2015 (Community Services)

It was

**RESOLVED**

That the minutes of the Municipal Public Accounts Committee meeting held on 19 February 2015 be confirmed.

3.5 Minutes of the meeting held on 9 March 2015 (Economic Development)

It was

**RESOLVED**

That the minutes of the Municipal Public Accounts Committee meeting held on 9 March 2015 be confirmed.

3.6 Minutes of the meeting held on 11 March 2015 (Corporate Business Unit)

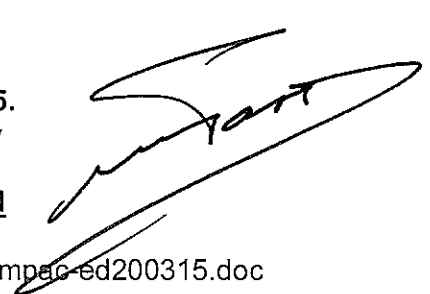
It was

**RESOLVED**

That the minutes of the Municipal Public Accounts Committee meeting held on 11 March 2015 be confirmed.

Meeting terminated at 09h55.  
Confirmed by

CHAIRPERSON

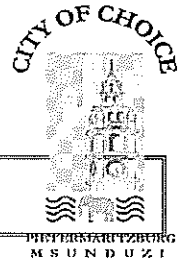


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ACCOUNTABILITY ACKNOWLEDGEMENTS				
DOCUMENT	NAME	DESIGNATION	SIGNATURE	DATE
PREPARED BY	B Nxumalo	Committee Officer		23/03/2015
CHECKED BY	N Sikhakhane	Secretariat Manager		
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## MSUNDUZI MUNICIPALITY



**MINUTES OF THE MUNICIPAL PUBLIC ACCOUNTS COMMITTEE –  
ECONOMIC DEVELOPMENT BUSINESS UNIT**

MEETING HELD IN COUNCIL CHAMBER, CITY HALL, 1<sup>ST</sup> FLOOR  
ON MONDAY, 9 MARCH 2015 AT 10H00.

**PRESENT:** Councillors M Tarr (Chairperson), R Ashe, T Matiwane, SC Ndawonde, TD Ntombela, RB Singh, MS Sokhela and R Soobiah.

**ABSENT:** Councillors N Atwaru (personal commitment), SI Madonda (party commitment), PG Ngidi (no apology) and TP Ngcobo (no apology).

**OFFICIALS**

**PRESENT:** Mesdames N Sikhakhane (Municipal Manager's Representative), B Nxumalo (Committee Officer); Messrs T Cowie (Process Manager: Infrastructure, Planning and Survey), DD Gengan (Manager: Airport [Acting]), M Sithole (Manager: Licensing), S Ngcobo (Manager: Development Planning), S Mbanjwa (Manager: Informal Settlements), R Gounden ( Manager: Housing Delivery), I Chetty (Manager: Strategic Analysis and Research [Acting]), BS Halimana (Acting Practitioner: Performance Management System) and L Dlamini (Office of the Municipal Manager).

**ALSO**

**PRESENT:** Interns (Office of the Municipal Manager) SSM Tenza, SK Zulu, TP Nkabinde, and NM Zuma.

**1. APPLICATIONS FOR LEAVE FROM THE CURRENT MEETING OF THE MUNICIPAL PUBLIC ACCOUNTS COMMITTEE.**

The Chairperson welcomed all present. Applications for leave were received from Councillors N Atwaru who had a personal commitment and SI Madonda who had a party commitment.

It was

**RESOLVED**

That Councillors N Atwaru and SI Madonda be granted leave of absence from the current meeting of the Municipal Public Accounts Committee.

**2. ANNUAL REPORT 2013/2014**

Concerns were raised regarding the fact that the Deputy Municipal Manager: Economic Development did not attend the meeting. It was also reported that the letter confirming whether the Annual Report was a true reflection of the activities of Economic Development Business Unit was not signed and submitted to the Chairperson as it was requested.

The Manager: Strategic Analysis and Research (Acting) reported that amendments in respect of Human Resources tables had been received from the Deputy Municipal Manager: Corporate Services.

2.1 Housing

The Manager: Informal Settlements expressed his satisfaction with the content of the Annual Report with regards to the Housing Sub Unit.

2.2 Planning

Serious concerns were raised regarding the fact that officials were not officially advised about the Municipal Public Accounts Committee meeting and that they were not fully prepared to provide information that was required by the Committee.

Another concern was raised regarding the fact that the Economic Development Portfolio Committee Chairperson had not attended the meeting following an invitation that was sent to her.

After a lengthy discussion, the Committee requested to have a caucus in order to provide direction.

*[Committee adjourned for a caucus meeting at 10:32 and reconvened at 10:39]*

Committee members requested that letters be drafted by the Municipal Public Accounts Committee Chairperson to the Municipal Manager as well as to the Mayor pointing out the dissatisfaction of the fact that the Deputy Municipal Manager: Economic Development and the Economic Development Portfolio Committee Chairperson did not attend the meeting and no apologies or reasons were provided for the non-attendance. It was stated that the Municipal Manager should take responsibility in ensuring that Deputy Municipal Managers comply with the requests of the Committee.

It was thereafter

**RESOLVED**

- (a) That the current meeting of the Municipal Public Accounts Committee be CANCELLED; it being noted that the Deputy Municipal Manager: Economic Development was not present and the officials were not briefed about the meeting.
- (b) That letters be written by the Chairperson of the Municipal Public Accounts Committee to the Municipal Manager and the Mayor advising them of the Committee's concerns and decisions with regards to the non-attendance of the Deputy Municipal Manager: Economic Development and the Chairperson of the Economic Development Portfolio Committee respectively.

Meeting terminated at 10H42.

Confirmed by

CHAIRPERSON

PIETERMARITZBURG

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ACCOUNTABILITY ACKNOWLEDGEMENTS				
DOCUMENT	NAME	DESIGNATION	SIGNATURE	DATE
PREPARED BY	B Nxumalo	Committee Officer		16/03/2015
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CLEARED FOR DISTRIBUTION BY	Mr S Dubazana	Process Manager: Sound Governance		