

**MAKANA**  
MUNICIPALITY | EASTERN CAPE  
...a great place to be

# **OVERSIGHT REPORT**

**PREPARED BY:**

**THE MUNICIPAL PUBLIC ACCOUNTS  
COMMITTEE (MPAC)**

**2015/ 2016 ANNUAL REPORT**



**MAKANA LOCAL MUNICIPALITY**

**OVERSIGHT REPORT  
2015/2016 ANNUAL REPORT**

**Prepared by  
THE MUNICIPAL PUBLIC ACCOUNTS COMMITTEE**



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### ANNEXURE

- A. Public Notice on availability of draft Annual Report.
- B. Acknowledgement of receipt of the Makana Local Municipality's Annual Report by Auditor General.
- C. Acknowledgement of receipt of the Makana Local Municipality's Annual Report by Eastern Cape Cooperative Governance and Traditional Affairs
- D. Public Notice on Annual Report Public Consultation Session.
- E. Summary of Comments from the Public Service Accountability Monitor (PSAM)
- F. Summary of comments by Eastern Cape Cooperative Governance and Traditional Affairs



## OVERSIGHT REPORT REPORTED TO MAKANA MUNICIPALITY COUNCIL ON

29 MARCH 2017

### FOREWORD BY MUNICIPAL PUBLIC ACCOUNTS CHAIRPERSON

Madam Speaker, Executive Mayor, Councillors and officials

It is my great privilege that I should present today the Oversight Report on the Annual Report for the period of 2015 – 2016 financial year on behalf of the Municipal Public Accounts Committee (MPAC). Let me extend my gratitude to all Officials for the great cooperation that they gave to MPAC.

MPAC of Makana is a functional committee that considers matters of good governance and financial oversight is given a high priority in its dealings.

*In the book entitled, "Management" by Hellriegel, Jackson and Slocum, it is mentioned that the basic principle of coordination is the process whereby an Organisation divides its work to create specialisation and standardisation of activities. In order to achieve its goals and objectives, there should be coordination of tasks, as without it, people's efforts are likely to result in delay frustration and waste of resources."*

Many managers believe that good people can make any organisation design work. Although such managers may be overstating the case, people who work well together are an extremely valuable asset. A good analogy is football, where teamwork is essential. During practice sessions, coaches try to transform the individual players into one smoothly functioning team. Players learn their functions as part of a cooperative effort, see how each task relates to every other task and relate these tasks to the whole. Coordination is required as the players execute their functions, particularly when they are called on to innovate or adjust to the unexpected in a game situation. Similarly, managers have to encourage employees to subordinate their individual interests to the organisation's broader goals and yet be able to innovate when the situation demands.

I therefore, confirm that the Annual Report of Makana Municipality was assessed with due attentiveness and proper coordination, by all MPAC members. The MPAC fulfilled its obligations in terms of the Local Government Municipal Structures Act no. 117 of 1998 and the Municipal Finance Management Act no. 56 of 2003 on the subject of oversight exercise. The review process included a page by page scrutiny where questions for clarity were identified and asked from the Directors and other affected employees. It also reviewed the Annual Financial Statements for accuracy and compliance. MPAC then came to the conclusion that

the Annual Report of 2015/16 was an honest and detailed reflection of Makana Municipality's past year performance and it complied with the legal framework as prescribed in the MFMA.

Please allow me again to extend appreciation to the Mayor, the Mayoral Committee, the Audit Committee and the Internal Audit Committee for the role they played in the oversight of the Annual Report.

The efforts of the Accounting Officer (the Acting Municipal Manager) and her team are commended in this respect.


In assessing the Annual Report which includes the Annual Financial Statements of 2015- 16, the MPAC paid particular attention to the following areas:

- Financial Performance
- Non-financial Performance
- Legal Requirements
- Mistakes/Errors picked up
- Inputs made by the public and Government stakeholders

The Makana MPAC has identified the following priority areas for the forthcoming audit period, namely,

- Performance monitoring.
- The strengthening of the capacity support to MPAC through training.
- The review of the terms of reference of the MPAC and development of a new work plan.
- Ensuring a clean audit opinion is achieved by extending the oversight efforts of the MPAC throughout the Municipality

For transparency purpose and the acknowledgement of all Councillors and interested public members present here today, I therefore table this report.

  
.....  
COUNCILLOR R Xonxa  
MPAC CHAIRPERSON

## **BACKGROUND**

According to the Municipal Finance Management Act and Municipal Systems Act each municipality and their entities must prepare an annual report for each financial year. The reasons for developing the Annual Report, are as follows:

- the provision of a record of the activities of the municipality.
- the provision of a service delivery performance report against the budget.
- the provision of information that supports the revenue and expenditure decisions made; and
- to promote accountability to the local community for decisions reached by the council.

### **The Annual Report**

It is a tool that is meant for the Council to reflect on the past year's financial performance. It must also demonstrate effective budget implementation as well as the results of service delivery initiatives for the financial year in question.

The tabling of the Annual report should include four main components of which each has an important function in the promotion of accountability and good governance.

The main components are as follows:

- The annual performance report as required by section 46 of the Municipal Systems Act.
- Annual Financial Statements submitted to the Auditor-General;
- The Auditor-General's report on the financial statements in terms of section 126(3) of the Municipal Financial Management Act and
- The report of Auditor-General according to section 45(b) of the Municipal Systems Act.

In the annual reporting process of a Municipality, the development of the Oversight Report is the final step. For each Annual Report, the Council is required by section 129 of the Municipal Financial Management Act (MFMA) to consider the Annual Report of the Municipality as well as its entities and to adopt an oversight report which contains the Council's comments.

The oversight report must have within it a statement detailing whether the Council:

- has approved the Annual Report, with or without the reservation;
- has rejected the Annual Report or has referred the annual report back for revision of those components that can be revised or has,
- rejected the Annual Report.

The Oversight report is thus clearly distinguished from the Annual report. This Annual Report is submitted to the Council by the Accounting Officer and the Mayor and is part of the process of discharging accountability by the executive and administration for their performance in achieving the goals set by Council. The oversight report is a report of the Municipal Council and follows consideration and consultation on the Annual Report, by the Council itself. Thus the full accountability cycle is completed and the separation of powers is preserved to promote effective governance and accountability.

### **APPOINTMENT OF MPAC**

The MPAC was appointed by a resolution of the Council of the 18 August 2016, to perform oversight function on behalf of the Council.

In terms of that Council Resolution, the MPAC comprises of the following members:-

Chairperson: Cllr M.R. Xonxa

Members: Cllr N.M. Pieters, Cllr L. Sakata, Cllr T. Seyisi, Cllr D. Holm and Cllr N. Mtwana.

### **FUNCTIONS OF THE MUNICIPAL PUBLIC ACCOUNTS COMMITTEE**

As far as the Annual Report is concerned, MPAC is required to perform the following functions:-

- review and analyse the Annual Report.
- call, receive, and consider inputs from Councillors and Officials, on the Annual Report.
- look at and consider written comments received on the Annual Report from the public consultation processes.
- conduct public hearing(s) to allow the local community or any organs of state to make representations on the Annual Report.
- Receive and consider views and comments of the Council's Audit Committee on the annual financial statements and the performance report.
- prepare the Oversight Report, taking into consideration, the views and inputs of the public, representative(s), of the Auditor- General, organs of state, Council's Audit Committee and Councillors.

### **THE PROCESS OF ASSESSMENT OF THE ANNUAL REPORT**

The Draft Annual report for 2015/2016 was tabled at the Council meeting held on 25 January 2017, where it was resolved as follows:

- that the Annual Report for 2015/2016 be made public in terms of section 127(2) of the MFMA and that the local community be invited to submit representations in connection therewith;
- that the Draft Annual Report be submitted to the next meeting of the Makana Municipal Public Accounts Committee (MPAC) for analysis and review.

In dealing with the tabled Annual Report, the Council is required to adopt an oversight report by not later than two months from date of tabling, which for the 2015/2016 annual report will be 29 March 2017.

### **Advertising process**

After the Council meeting of the 25 January 2017, and in response to the Council resolution taken at that meeting, the Makana Local Municipality Annual Report for 2015/2016 was made public in terms of section 127(2) of the MFMA and the local community was invited to submit representations in connection therewith.

Official notices advising where the Annual reports could be viewed were placed in the local newspapers and on the Municipal Notice Board and submissions were invited from the public on the document. The closing date for their input was 28 February 2017.

Copies of the official notice placed in the Grocott's Mail Newspaper of 27 January 2017 is attached as Annexure A.

Copies of the Annual Report were placed in the City Hall and Libraries of the Makana Local Municipality as well as on its website.

Copies of the report were also forwarded to the following as per the MFMA:-

- Auditor General. (See Annexure B)
- Provincial Treasury
- Provincial Department of Local Government and Traditional Affairs. (See Annexure C)

A copy was also forwarded to National Treasury in compliance with MFMA Circular 63/2012.

## **COMMENTS RECEIVED FROM THE COMMUNITY STAKEHOLDERS**

### **A- COMMENTS FROM THE PUBLIC CONSULTATION SESSION**

On 07 March 2017, the MPAC held a public consultation session in response to Section 127 (2) of the MFMA. (See Annexure D) The following were the concerns raised by the community:-

- Expensive water deliveries in rural areas, long term solution to be found
- Municipal Parks – Security to be provided for their longevity.
- Introduction of an Indigent Registration Campaign

- Attending to the upgrade of the Municipal Dumping site and provision of satellite Dumping sites to deal with illegal dumping

**B- COMMENTS FROM THE PUBLIC SERVICE ACCOUNTABILITY MONITOR (PSAM)  
(See Annexure E)**

**C- COMMENTS FROM THE EASTERN CAPE COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS  
(See Annexure F)**

**FINDINGS OF MPAC.**

There is a need for Council to:-

1. Secure relevant skills and technical expertise to ensure smooth service delivery.
2. Develop a more effective Skills Retention Policy especially when staff have received training from Makana.
3. Improve municipal capacity to deal with vandalism, public theft of property and illegal behaviour.
4. Create more awareness programmes to ensure that illegal dumping is dealt with and increase law enforcement.
5. Encourage progress in revenue collection so that there is cash available for procuring the necessary tools for staff to address basic service delivery.

**RECOMMENDATIONS TO BE ADOPTED BY COUNCIL IN ACCORDANCE WITH SECTION 129(1) OF THE MFMA**

- That cognizance be taken of the Oversight Report on the 2015/2016 Annual Report of the Makana Local Municipality;
- That the Council, having fully considered the Annual Report referred to above, adopts the Oversight Report;
- That the 2015/2016 Annual Report of the Makana Local Municipality be adopted without reservation;
- That the Oversight Report be made public in accordance with section 129(3) of the Municipal Finance Management Act (Act 56 of 2003);
- That the Oversight report be submitted to the Provincial Legislature in accordance with section 132(2) of the Municipal Finance Management Act (Act 56 of 2003).
- That Council considers and advise on the findings of MPAC that are outlined above.

## **CONCLUSION**

The MPAC commends Council, the Municipal Manager, the Senior Managers and all staff at Makana Local Municipality on the strides made towards good governance.

Having performed the following tasks:

- Reviewed and analysed of the Annual Report;
- Considered comments and representations received ;
- Prepared the draft Oversight Report, taking into consideration, the views and inputs of the public, representatives of the Auditor-General, organs of state, Council's Audit Committee and Councillors;

The MPAC has pleasure in presenting the Oversight Report to Council to consider the abovementioned resolutions which would be forwarded to the relevant Departments and the Provincial Legislature:

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The municipality is happy to announce that with funding from the Department of Roads and Transport to the tune of R3 million, it has been able to commence with a paving project in the area.

The issue of degraded internal roads in Riebeeck East has been a great worry for the residents of that small town. As planned for in the 2016/2017 financial year, Makana Municipality has embarked on an upgrade of the internal roads around the township that will see a stretch of about 1 000km being upgraded.

The project started in September 2016 and it is anticipated to be completed within five months (end of March), weather permitting.

A decision was taken during a Council meeting that the municipality should con-

sider paving instead of tarring surface roads, as it is more sustainable and more easily maintained.

Makana Municipality appointed Lesio Construction and the contractor has already commenced work on site for the upgrade. In a town with a high unemployment rate, this project has seen at least 14 jobs being employed.

Among them are 12 general workers, one construction liaison officer and a security guard.

The project is funded by Department of Roads and Transport, and is costing R3 million. The community of Riebeeck East expressed their gratitude

state.

"We thank the municipality for listening to our cries. I see this as the beginning of more beautiful things to come. They have even considered our own children for employment," said Mrs Mofell, a community member.

These employees are also receiving training in paving in the process.

"Makana Municipality is delighted at the opportunity to showcase positive news about the institution in the form of a monthly column in Grocott's Mail.

The column is meant to inform the residents of Makana about the municipality's positive achievements, which include projects, events, issues of public interest and other service delivery matters.

# R216m in upgrades for industrial parks countrywide

## STAFF REPORTER

The Department of Trade and Industry (DTI) plans to spend R216 million on renovations at five industrial parks in the country.

This week, Minister Rob Davies said the renovations are aimed at upgrading the parks' infrastructure so they can be better positioned to contribute to the country's industrial development, economic growth and job creation.

"Last year, the DTI spent more than R180 million for the upgrading of six industrial parks spread across five provinces in the first phase of our Revitalisation of Industrial Parks Programme.

programme to start revitalising five more this year," said Davies.

The first phase of the revitalisation of the Nkandawo, Ekandustria, Boudirelo, Phuthaditjhaba and Garankuwa Industrial Parks is due to commence after their budgets were approved late last year.

The four-phase programme starts with the upgrading of security infrastructure.

The DTI identified a need to revitalise industrial parks located in various parts of the country, mainly the former homelands, as part of efforts to promote industrialisation, manufacturing and

on the areas where the parks are located is felt as soon as the implementation begins, as most of the labour and construction materials are procured from those areas," Davies said.

"The revitalisation process will ensure that the upgraded parks appeal to private investors, provide a conducive environment and attract investments that will create jobs and assist in promoting economic transformation," said the Minister.

According to the DTI, parks must be efficiently run to facilitate market access for goods manufactured there. "They must provide financial and non-financial sup-

port citizens who initiate a wide variety of projects which range from collecting litter at the Grey dam, cleaning up Sugar Loaf Hill and closing down dumps in town, to the removal of alien vegetation from Mountain Drive.

WANS offers a fully integrated service that incorporates education, awareness programmes, skills devel-

not sit back and watch our city fall into decay. Let us act today with a positive attitude and care for our City.

Feel like you're waiting too long for the next Grocott's Mail to come out? Visit our website for new stories updated daily and stay in the know. [www.grocotts.co.za](http://www.grocotts.co.za)



## MUNICIPAL NOTICE

### AVAILABILITY OF ANNUAL REPORT

Notice is hereby given, in accordance with Section 129(3) of the Municipal Finance Management Act, Act 56 of 2003, that the Annual Report for the year ended 2015/2016 as adopted by the Council of the Makana Municipality on 25 January 2017 is available for comment by the public at the following venues:

Venue	Location
City Hall	High Street
Riebeeck East Library	Riebeeck East
Alcedale Library	Alcedale
Pingu Library	Pingu
Community Library	Curie Street
Duma Library	Jozza
Extension 9 Library	Extension 9

The public's comments on the document may be forwarded to Mr. E. Ganza at the City Hall or at email [eganza@makana.gov.za](mailto:eganza@makana.gov.za), by 29 February 2017.

MR. M. J. KEETRING  
ACTING MUNICIPAL MANAGER

**Edward Ganza**

---

**From:** Riana Meiring  
**Sent:** 24 January 2017 04:20 PM  
**To:** Edward Ganza; Dazana-Mbeki, Feziwe (SM)  
**Cc:** Nteta, Thobile  
**Subject:** RE: Tabling of annual report- URGENT!!

Happy to hear that.

Riana Meiring  
 Director: Local Economic Development and Planning and Acting Municipal Manager  
 Makana Local Municipality  
 City Hall, Church Square, Grahamstown, 6139  
 P O BOX 176, GRAHAMSTOWN, 6140  
 Tel: +27 46 6036116  
 Fax: +27 46 6362464  
 Cell no +27 834481055



**From:** Edward Ganza  
**Sent:** 24 January 2017 03:32 PM  
**To:** Dazana-Mbeki, Feziwe (SM); Riana Meiring  
**Cc:** Nteta, Thobile  
**Subject:** RE: Tabling of annual report- URGENT!!

Thanks mam

**From:** Dazana-Mbeki, Feziwe (SM) [<mailto:FeziweD@agsa.co.za>]  
**Sent:** 24 January 2017 03:07 PM  
**To:** Riana Meiring; Edward Ganza  
**Cc:** Nteta, Thobile  
**Subject:** RE: Tabling of annual report- URGENT!!

Hi MM,

He has just sent it and I have confirmed receipt on telephone.

Thank you

**Feziwe Dazana-Mbeki**

Senior Manager • Eastern Cape • Auditor-General of South Africa  
 Tel: +27(0)43 709 7200/49 • Fax: +27(0)43 709 7300 • Mobile: +27(0)63 695 1983 • Email: [feziwed@agsa.co.za](mailto:feziwed@agsa.co.za)

*Auditing to build public confidence*



Please consider the environment before printing this email

**From:** Riana Meiring [<mailto:rianameiring@makana.gov.za>]  
**Sent:** Tuesday, January 24, 2017 3:00 PM

COGTA EASTERN CAPE PROVINCIAL DEPARTMENT

DATE: 31 January 2017

SUBJECT: ACKNOWLEDGEMENT OF RECEIPT OF COPIES OF MAKANA DRAFT ANNUAL REPORT .

I HEREBY ACKNOWLEDGE RECEIPT OF COPIES OF MAKANA DRAFT ANNUAL REPORT FOR 2015/16 FINANCIAL YEAR.

NAME AND SURNAME

MR S LAVISA

31-01-2017  
DATE

POSITION *Assistant Manager*

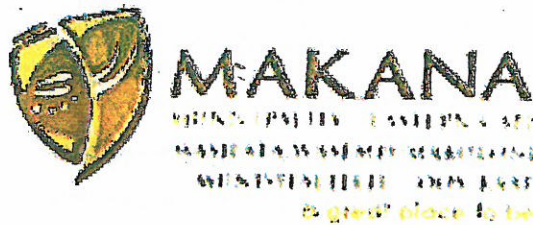


SIGNATURE

31-01-2017  
DATE

*Makana Municipality shall strive to ensure sustainable, affordable, equitable and quality services in a just, friendly secure and healthy environment, which promotes social and economic growth for all.*

*...a great place to be*



## **MUNICIPAL NOTICE**

### **PUBLIC CONSULTATION SESSIONS OF MUNICIPAL PUBLIC ACCOUNTS COMMITTEE (MPAC) ON THE ANNUAL REPORT**

Notice is hereby given, in accordance with Section 129 of the Municipal Finance Management Act which requires the MPAC to prepare an oversight report over the annual report and to publish the same. The community and stakeholders of Makana Local Municipality are invited to meet with MPAC and consider its presentation on the draft Annual Report for the year 2015/2016 before it is adopted by the Council of the Makana Local Municipality. All Ward Councillors are requested to invite their Ward Committee Members to be part of the consultation session. The public is therefore invited to a Public Consultation Sessions to be held as follows:-

**Venue- Council Chambers**  
**Date - 07/03/2017**  
**Time - 17h00**

**Ms Riana Meiring**  
**ACTING MUNICIPALMANAGER**

**05/2017**

## COMMENTS ON THE DRAFT ANNUAL REPORT 2015-16 (MAKANA MUNICIPALITY)

Lungile Penza made these comments.

Lungile, Local Government Researcher

Public Service Accountability Monitor (PSAM)

School of Journalism & Media Studies

Rhodes University

South Africa

Tel +27 46 803 8829 & + 27 83 966 5076

[www.psam.org.za](http://www.psam.org.za)

### Chapter 1

#### Page 8

Under the **Population Distribution** section: It is mentioned that 4 % of the Makana population constitute rural areas but they are not mentioned. It is important to name these rural areas so that the public, civil society and other interests group can know about their exact location.

#### Page 9

Under **labour market**, the 32.50 % unemployment rate contradicts the 42.30% Youth unemployment rate. How did you get the 42.30 % Youth unemployment rate when the overall unemployment rate is 32.50%? These figures do not read well and they create a confusion.

### Chapter 2

#### 2.11 Public satisfaction on Municipal services (page 17)

There is a need for MM to explain to its residents why public satisfaction surveys were not conducted during the year in review. MM is constitutionally obliged to account to its residents.

The Municipality needs to **communicate more** and **be more transparent** to Makana residents and community interest groups about these processes of laying complaints related to basic service delivery.

#### Page 20

In 3.1.2, the first sentence indicates that the Municipality provides its residents with quality water. **Water provided in the Municipality is not quality. It is misleading to say it is quality, because it is brown and has high concentration of manganese, which might be harmful to residents with weak immune systems.** There is a need to be realistic by indicating that the Municipality provides water and acknowledge challenges affect MM in producing quality water.

#### Page 22

Under challenges:

**There is lack of Remedial Actions** showing how Makana has **addressed** the issue of an increasing pressure on its wastewater treatment causing overflows in Belmont Valley.

Page 23

There is a **need to elaborate** on the challenges facing the Municipality in registering more indigents.

Page 24

(c) It **must be clear in the report** how the Makana Council plans to maintain the 176. 0 km of gravel and 163.0 km of surfaced within the urban areas.

**2.2.2**: continues...

**Road Infrastructure requiring upgrades:** Does the Municipality have an action plan to capacitate inexperience staff mentioned in this report to ensure that they have necessary and adequate skills to effectively do maintenance of Makana road infrastructure?

Page 26

When will the Municipality implement the project of Establishing an Aloe Processing Plant in Alicedale?

Page 27

Are there any time-frames in the process of securing land to build the Riebeeck East Library?

Page 31

**3.12 Waste Management (solid)**

Has MM established recycling centres? Are residents aware of them?

Does the Municipality educate the entire Makana residents about how they should dispose their waste? If not, when will this happen to ensure that residents work together with the Municipality to keep the town clean and to away with illegal dumping?

Page 35

**Under Training and Awareness:**

**Five Challenges** are highlighted, but nothing is said about efforts to address them.

Page 37

MM implemented a new parking system during the 2015/16 but operational time-frames of this parking system are not mentioned.

Page 39

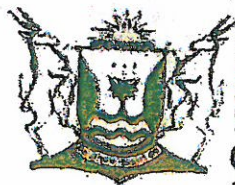
MM has not mentioned their action plan to address the issue of Stray Animals.

#### **Under Funded Projects**

**Under challenges**, the report shows that MM does not have Monitoring and Evaluation expertise. How do they plan to have them? Will they outsource or capacitate internal staff through a course on Monitoring & Evaluation?

**Under vandalism of sport ground buildings:** Does MM have awareness programmes in place to educate residents about the importance of preserving infrastructure and the cost of building and maintaining it?

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Province of the  
**EASTERN CAPE**

**COOPERATIVE GOVERNANCE  
& TRADITIONAL AFFAIRS**

Municipal Support & Performance Management

Tyemzapho Building · Phalo Avenue · Private Bag X0035 · Bisho · 6605

Eastern Cape · REPUBLIC OF SOUTH AFRICA

Tel: +27 (0)40 609 5455 · Fax: +27 (0)40 635 8042 · website: www.ecprov.gov.za/igta/

**SECTION 46 PRELIMINARY ASSESSMENT SHEET**

<b>Name of the Municipality:</b> Makana Local Municipality  <b>Contact person:</b> Tel ( )  <b>Office Tel:</b> 046 609 6033  <b>Fax :</b>	<b>Name of the Assessor:</b> T. Langa-Hoshe  <b>Tel (Mobile):</b> 079 890 7760  <b>Office Tel:</b> 040 609 5449  <b>Fax:</b> 040 639 1768
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1. Date of submission to the MPM Sub-directorate: Draft report submitted on 31/01/2017
2. Report submitted through via: Hard copy ☒ soft copy ( ) ☐  
Email (attachments) ☐
3. Signature by the "Executive" Mayor: Yes ☒ No ☐  
If No explain:
4. Number of chapters: Less than 5 ☐ 5 chapters ☒ ☐
5. Chapter titles and sequence are in line with requirements: Yes ☒ No ☐
6. Overall chapters' content in line with chapters' purpose

Chapters	Content align with purpose: Yes/No	Remarks
Chapter 1: Mayor's foreword and Executive Summary	Yes	
Chapter 2: Good Governance	Yes	

Chapters	Content align with purpose: Yes/No	Remarks
Chapter 3: Service Delivery Performance	Yes	
Chapter 4: Institutional Development and Transformation Performance	Yes	
Chapter 5: Financial Performance	Yes	
Chapter 6: Auditor- General Audit Findings	Yes	

### GENERAL OBSERVATION

Though the municipality has complied with the structure of the report, it has been noticed with concern that COGTA KPI's are **NOT** included as per the attached word version.

Reviewer name: J. Hosi

Date: 01/02/2017

Decision by the Manager (Tick the appropriate box)

- Report accepted for performance assessment: ☐
- Further engagements with the municipalities are necessary: ☒

### COMMENTS

The municipality must ensure that COGTA KPI's are included in the report.

J. Hosi  
Manager:

Municipal Performance Management

Date: 01/02/2017