



### **Oversight Report on the Annual Report 2011/2012**

In accordance with section 121 of the Municipal Finance Management Act all municipalities must compile an annual report with the intent purpose of reporting on the activities of the municipality for a specific financial year

The relationship between the IDP, Budget and Annual Report is well documented in the National Treasury's MFMA circular no.11, which stated, "The IDP and Budget is forward looking, they set out what the municipality intends to do and the funds it will raise and spend. The annual report on the other hand, is backward looking as it reports on actual performance at the end of the financial year."

In compiling the document a Task Team was appointed to formulating the draft annual report. We started with the process to ensure that we meet the required deadlines.

The Task Team had the responsibility of soliciting information from the different departments and Directors were held responsible to ensure the accuracy of the said information.

Once all the information was gathered a process of consolidating it was embarked on. This included verification of the information and reverting back to Directors if there were uncertainties with the credibility of information.

The next step was for the team to submit the draft report to the Municipal Manager and this was preceded by a vigorous consultation process which included all managers and staff in ensuring that the information is correct and whether it was a true reflection of the activities that took place for the said financial year.

The draft annual report 2011/2012 was submitted with the Annual Financial Statements and the Annual Performance Reports to the office of the Auditor General by the end of August as required by law.

The Oversight Report is the final major step in the annual reporting process of a municipality. Section 129 of the MFMA requires the council to consider the annual report and adopt an oversight report containing council's comments on each of the following statements:

- i. Council has approved the annual report with or without reservations
- ii. Council has rejected the annual report

- iii. Council has referred the annual report back for revision of those components that can be revised

### **The Oversight Committee**

The Oversight Committee is comprised of non executive Councillors represented by the various political parties and a Chairperson was chosen from amongst them

- i. Cllr. K Dodds(Chairperson)
- ii. Cllr. B. Bock (MPAC)
- iii. Cllr. A. Isaacs (MPAC)
- iv. Cllr. J. Assegaai
- v. Cllr A De Bruin

### **2011/2012 Annual Report Consultation Process**

The 2011/2012 Draft Annual Report was tabled to Council on 25<sup>th</sup> January 2013. Council took note of the report and moved for the approval of the draft report with the intention of adopting the final report before the end of March 2013.

- a) The general public was invited to attend the full Council meeting held on 25 January 2013 when the 2011/2012 Annual Report was tabled (Annexure A)
- b) The communities were advised through the print media and the municipality's website of the availability of the annual report and were invited to submit representations on the report. The closing date for submissions was the 22<sup>nd</sup> February 2013- (Annexure B)
- c) The annual report was made available at the Siyanda District Municipality, head office
- d) An advert was placed in the Gemsbok and is attached as Annexure C
- e) The annual report was also submitted to the Auditor General and Department of Cooperative Governance, Human Settlements and Traditional Affairs (COGHSTA)- Annexure D
- f) The annual report was also made available to the personnel for their inputs- Annexure E
- g) The process plan as outlined in MFMA circular 32 is attached as Annexure F
- h) At the closing date for public submissions (22/02/2013) no submissions were received and therefore no public hearings were held

**1) RECOMMENDED RESOLUTION TO BE ADOPTED BY COUNCIL IN ACCORDANCE WITH MFMA SECTION 129 (1):**

- a) That cognisance be taken of the Oversight Report on the 2012/2013 Annual Report as submitted by the Oversight Committee
- b) That Council, having fully considered the annual report of the municipality for the financial year 2011/2012, adopts the oversight report
- c) That the 2011/2012 Annual Report be adopted by Council
- d) That the Oversight Report be made public in accordance with section 129 (3) of the MFMA
- e) That the Oversight Report on Annual Report 2011/2012 be submitted to the Provincial Legislature in accordance with section 132 (2)

Cllr K. Dodds

Chairperson

Oversight Committee

Siyanda District Municipality