



KWAZULU-NATAL PROVINCE
KWAZULU-NATAL PROVINSIE
ISIFUNDAZWE SAKWAZULU-NATALI

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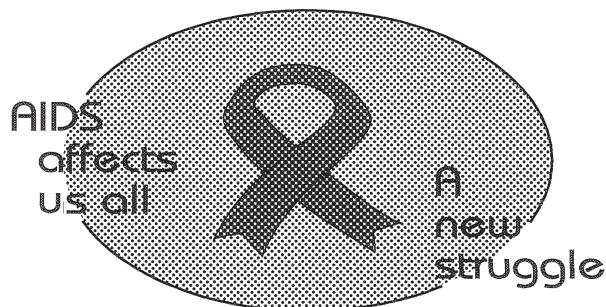
PIETERMARITZBURG

Vol. 13

11 NOVEMBER 2019
11 NOVEMBER 2019
11 KULWEZI 2019

No. 2138

We all have the power to prevent AIDS



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DEPARTMENT OF HEALTH

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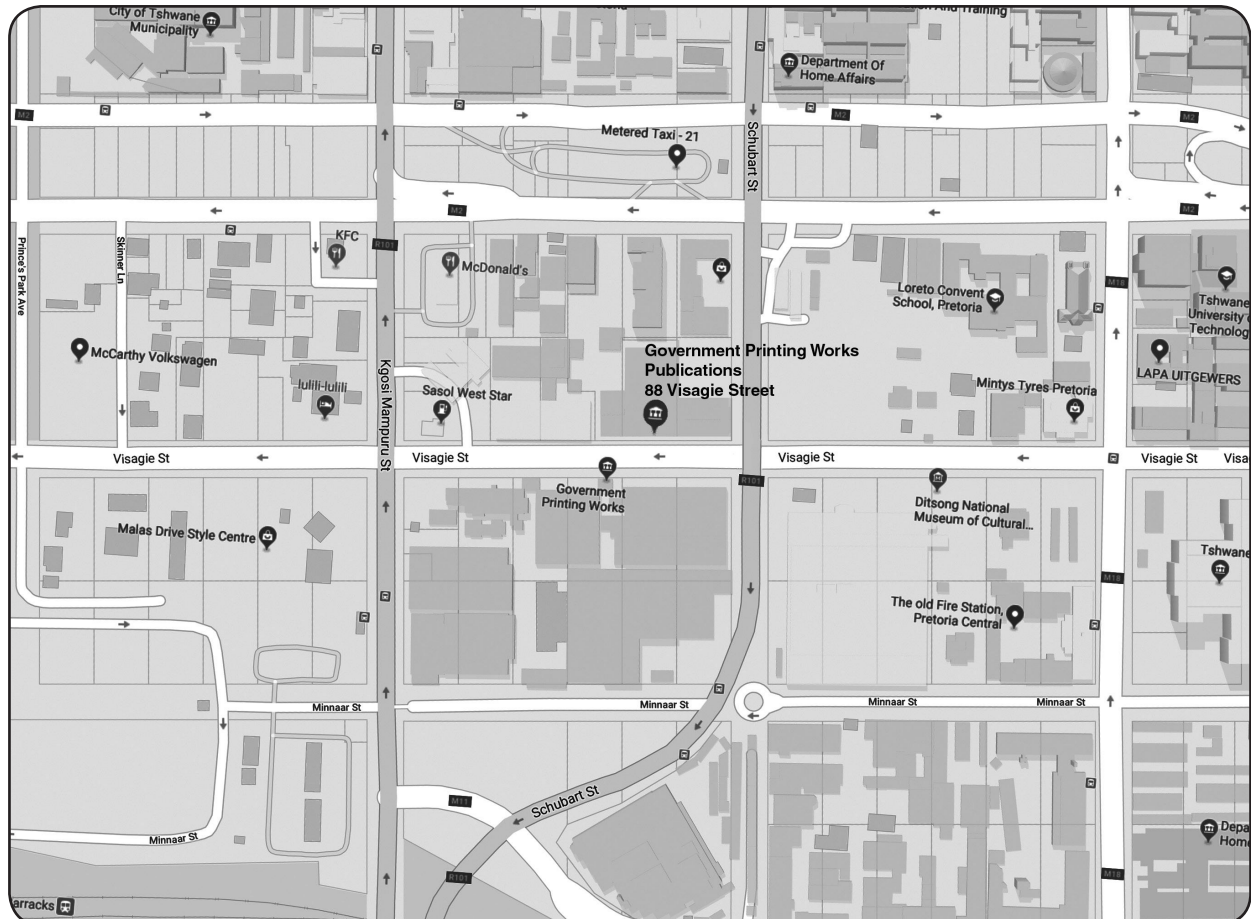
We would like to inform you that with effect from the 1st of November 2019, the Publications Section will be relocating to a new facility at the corner of **Sophie de Bruyn** and **Visagie Street, Pretoria**. The main telephone and facsimile numbers as well as the e-mail address for the Publications Section will remain unchanged.

Our New Address:
88 Visagie Street
Pretoria
0001

Should you encounter any difficulties in contacting us via our landlines during the relocation period, please contact:

Ms Maureen Toka
Assistant Director: Publications
Cell: 082 859 4910
Tel: 012 748-6066

We look forward to continue serving you at our new address, see map below for our new location.



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PROVINCIAL NOTICES • PROVINSIALE KENNISGEWINGS

PROVINCIAL NOTICE 157 OF 2019**DEPARTMENT OF CO-OPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS****NOTICE IN TERMS OF SECTION 105(2) OF THE LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000: SUBMISSION OF INFORMATION BY MUNICIPALITIES ON VARIOUS REQUIREMENTS AS PER THE ATTACHED SCHEDULE**

I, Sipho Hlomuka, in my capacity as the Member of the KwaZulu-Natal Executive Council responsible for local government, and in terms of powers vested in me by section 105(2) of the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000), hereby require all municipalities in the Province of KwaZulu-Natal to submit the information contemplated in Part A- F of the Schedule hereto and in the manner and intervals as outlined in the Schedule.

Given under my hand at Pietermaritzburg on this the 13th day of September Two Thousand and Nineteen.

MR S E HLOMUKA

Member of the KwaZulu-Natal Provincial Executive Council,
Responsible for Local Government and Traditional Affairs

SCHEDULE**PART A: MUNICIPAL ADMINISTRATION**

The following information must be submitted by every municipality within the Province of KwaZulu-Natal to the Chief Director: Municipal Governance and Administration via e-mail or hand-delivered to:

7th Floor, Room No. 25 Private Bag X9123 scelo.duma@kzncogta.gov.za
 Southern Life Plaza Pietermaritzburg
 271 Church Street 3200
 Pietermaritzburg

INFORMATION	DUE DATE
1. A written report, regarding the appointment process and outcome on the appointment of a Municipal Manager or manager reporting directly to the Municipal Manager, containing— <ul style="list-style-type: none"> (a) details of the advertisement, including date of issue and the name of newspapers in which the advert was published, and proof of the advertisement or a copy thereof; (b) a list of all the applicants; (c) a report on the screening process and the outcome thereof; (d) the municipal council's resolution approving the selection panel and the shortlisted candidates; (e) competency assessment results; (f) the minutes of the shortlisting meeting; (g) the minutes of interviews, including scoring; (h) the recommendations of the selection panel submitted to the municipal council; (i) the details of the executive committee members and recommendations, if the selection panel comprised of all members of the executive committee; (j) the recommendation of the executive committee or executive mayor to the municipal council, if any; (k) the municipal council resolution approving the appointment of the successful candidate; (l) the application form, curriculum vitae, proof of qualifications and other supporting documentation of the successful candidate; (m) the draft letter of appointment, outlining the term of contract, remuneration and conditions of employment of the manager; and (n) any other information relevant to the appointment, 	Within 14 days of the decision to appoint a municipal manager or a manager reporting directly to the Municipal Manager
2. An updated recruitment plan in respect of all vacant posts of Municipal Manager and Managers reporting directly to the Municipal Manager;	Quarterly:- 31 March 30 June 30 September 31 December
3. A copy of the organogram approved by the Council for all categories and levels of posts, together with a copy of the council resolution approving the organogram, and indicating all vacant positions;	Annually: 30 June
4. Adopted policies for each section of the administration, including policies dealing with appointments, disciplinary matters and other Human resource, Finance and Service Delivery matters; and	Annually: 30 June
5. A list of all operating procedures, guidelines and checklists adopted by the Council.	Annually: 30 June

PART B: MUNICIPAL GOVERNANCE

The following information must be submitted by every municipality within the Province of KwaZulu-Natal to the Chief Director: Municipal Governance and Administration via e-mail or hand-delivered to:

7th Floor, Room No. 25 Private Bag X9123 scelo.duma@kzncogta.gov.za
 Southern Life Plaza Pietermaritzburg
 271 Church Street 3200
 Pietermaritzburg

INFORMATION	DUE DATE
1. The number of reported transgressions to be investigated by the Speaker in respect of Schedule 1 to the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000) ("Code of Conduct for Councillors"), including the disciplinary processes instituted and the sanctions imposed in accordance with the adopted procedure for the imposition of sanctions and/or the Code of Conduct for Councillors;	Quarterly: 31 March 30 June 30 September 31 December
2. A report indicating the number and dates of meetings of the Council, EXCO, MPAC, Troika and Portfolio Committee held during the quarter;	Quarterly: 31 March 30 June 30 September 31 December
3. A report outlining the background and status of the governance and political challenges encountered at the municipality during the quarter and the steps undertaken to resolve the matters; and	
4. A progress report on the Municipal Support Plan/s as approved by the Department of Cooperative Governance and Traditional Affairs.	Quarterly: 31 March 30 June 30 September 31 December

PART C: FORENSIC INVESTIGATION

The following information must be submitted by every municipality within the Province of KwaZulu-Natal to the Chief Director: Municipal Governance and Administration:

7th Floor, Room No. 25 Private Bag X9123 scelo.duma@kzncogta.gov.za
 Southern Life Plaza Pietermaritzburg
 271 Church Street 3200
 Pietermaritzburg

INFORMATION	DUE DATE
1. Full details of all investigation reports tabled in council, including all findings and the consequent recommendations;	Quarterly: 31 March 30 June 30 September 31 December
2. The date on which investigation reports in terms of section 106(1)(b) of the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000), were tabled in council, and a copy of the council resolution resolving on the implementation of the investigation report to be submitted;	Quarterly: 31 March 30 June 30 September 31 December
3. Full details of the municipal council's adopted action plan on the implementation of the recommendations of the aforesaid investigation reports;	Quarterly: 31 March 30 June 30 September 31 December

INFORMATION	DUE DATE
4. The status of implementation of all recommendations of the aforesaid reports, including details of all criminal, civil, disciplinary and other steps taken, accompanied by a portfolio of evidence in respect of the action implemented; and	Quarterly: 31 March 30 June 30 September 31 December
5. Detailed reasons for any delays in respect of implementation of any recommendations.	Quarterly: 31 March 30 June 30 September 31 December

PART D: MUNICIPAL FINANCE

The following information must be submitted by every municipality within the Province of KwaZulu-Natal to the Chief Director: Municipal Finance:

Office No. 6, 6th Floor Private Bag X9123 joey.krishnan@kzncogta.gov.za
 Southern Life Plaza Pietermaritzburg
 271 Church Street 3200
 Pietermaritzburg

INFORMATION	DUE DATE
1. A report in terms of section 71 of the Municipal Finance Management Act simultaneously on submission to the KZN Provincial Treasury;	Within 10 working days of the end of each month
2. Registers for unauthorised, irregular, fruitless and wasteful expenditure, in the format as per the Local Government: Municipal Finance Management Act No. 56 of 2003 (Act No. 56 of 2003) revised circular 68 - Annexure A;	Quarterly: 15 January 15 April 15 June 15 October
3. A progress report on all investigations and consequence management relating to unauthorised, irregular, fruitless and wasteful expenditure;	Quarterly: 15 January 15 April 15 June 15 October
4. A progress report on audit action plans aimed at addressing issues raised by the Auditor-General in the audit report and management report;	Quarterly: 15 January 15 April 15 June 15 October
5. Information on the amount spent for repairs and maintenance for that quarter;	Quarterly: 15 January 15 April 15 June 15 October
6. A report by the chairperson of the audit committee to the Municipal Council and council resolutions thereon;	Quarterly: within 7 working days after reporting to council in each quarter
7. A progress report on the internal audit plan;	Quarterly: within 7 working days after reporting to council in each quarter
8. A report in terms of section 72 of the Local Government: Municipal Finance Management Act No. 56 of 2003 (Act No. 56 of 2003) (simultaneously on submission to the KZN Provincial Treasury);	25 January

INFORMATION	DUE DATE
9. A set of interim financial statements compiled for a period of six months from 1 July to 31 December of each municipal financial year;	7 February
10. Internal audit plans and operational risk registers for the following year;	1 June
11. Annual financial statements (simultaneously with submission to the Auditor-General);	31 August
11. The audit action plan on the audit report issued by the Auditor-General for the preceding municipal financial year;	31 December
12. An Audit report on the annual financial statements; and	Annually: Within 7 working days of receipt by the Accounting Officer from the Auditor-General
13. The amount allocated in the municipal budget for repairs and maintenance costs.	Annually: Within 10 working days after adopting the annual municipal budget by Council

PART E: PUBLIC PARTICIPATION

The following information must be submitted by every municipality within the Province of KwaZulu-Natal to the Public Participation:

Office No. 3, 6th floor Private Bag X9123 funi.makhanya@kzncogta.gov.za
 Southern Life Plaza Pietermaritzburg
 271 Church Street 3200
 Pietermaritzburg

INFORMATION	DUE DATE
A report, including evidence on the following— (a) the Number of ward committee meetings held; (b) the number of meetings chaired by the ward councillor in each ward; (c) the percentage of attendance by ward committee members; (d) the number of community meetings held in each ward; (e) the number of sectorial reports submitted in each ward; and (f) the number of ward reports submitted to the municipality per ward.	Quarterly: 31 March 30 June 30 September 31 December

PART F: CAPACITY BUILDING

The following information must be submitted by every municipality within the Province of KwaZulu-Natal to the Chief Director: Capacity Development:

Office No. 23, 3rd floor Private Bag X9123 halima.khunoethe@kzncogta.gov.za
 Southern Life Plaza Pietermaritzburg
 271 Church Street 3200
 Pietermaritzburg

INFORMATION	DUE DATE
1. A quarterly training report;	Quarterly: within 7 working days of submission to the LGSETA
2. An approved annual workplace skills plan, and annual training report;	Annually: Within 7 working days of submission to the LGSETA
3. The approved employment equity plan of the municipality, within 7 days of the plan being approved at council; and	Annually: Within 7 working days of submission to the LGSETA
4. The approved results and reports arising from employee satisfaction surveys and surveys to monitor the organisational culture, should these be undertaken.	Within 7 working days of the report being tabled to council

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