

**LIMPOPO PROVINCE  
ANNUAL BACK TO BASICS REPORT**

**2017/2018**

**BLOUBERG LOCAL MUNICIPALITY**

**B·B**  
**BACK TO BASICS**  
SERVING OUR COMMUNITIES BETTER

**Back to Basics**  
Serving Our Communities Better!

- Planning, Approval and Monitoring of Projects
- Developing Local and Regional Infrastructure
- Disposal of Waste
- Standard Residential Professional Services
- Building Inspections

Documentation for the Back to Basics can be found here: <http://www.zogma.gov.za/limpopo/2017/>



NO	Key focus area	Baseline/ Status	Expected Output	Recommended Actions	Timeframes	Progress	Challenges	Responsibility
1	<b>PUTTING PEOPLE FIRST</b>							
1.1.	Public Participation/ community engagement	4 public meetings held in 2016/17  All issues raised addressed 100 %	4 public participation meetings held (Imbizos) at one per quarter  All raised issues addressed	Hold 4 Public Participation meetings (1 each quarter)  Address all issues raised by communities during public participation	30 June 2018  Ongoing	07 Public meetings were held after EXCO and Council meetings.  100% of issues raised were addressed and attended to between July to June other issues were referred to relevant stakeholders for	None  None	Corporate Services  Corporate Services in collaboration with sector depts.
1.2.	Communication	2016/17 Communication Strategy developed and approved.  Ten (10) communication events held during the period.	Communication strategy reviewed and implemented  4 communication event held at least one per quarter	To review the communication strategy  Hold continuous communication events at 1 per quarter related activities as when required e.g. press statement and conferences radio interviews	31 December 2018  Ongoing	The communication strategy was developed and approved by Council.  15 events were held during 2017/18 (Ward committee conference, Mayor' cup, back to school campaign, launch of 6 electricity projects launch of Machaba Indermark road, Environmental Day Celebration Day on the 13 <sup>th</sup> June, Districts AIDS council held on the 14 <sup>th</sup> June Municipal Offices and Official Opening of Day care Centre 18 June Mamehlabe, Youth Day celebration	None  None	Mayor' Office  Mayor' Offices

1.3.	Strengthening community representatives	22 Ward Committees established	Twenty two Functional ward committees established	Establish Ward committees in all Wards	Ongoing	held at Boslag Village on the 27 <sup>th</sup> June, Twenty-two ward committees established and functional.	None	Corporate Services
		# Ward committee meetings held	# ward committees meeting bi-monthly	Held a meeting bi-monthly as per schedule	Bi-monthly	132 ward committee meetings were held during 2017/18	None	Corporate Services
		220 ward committee reports submitted	# of reports submitted to the speaker's office	Submit reports to the speakers once per month	Monthly	All 22 wards submitted Monthly Reports to Office of the speaker on time	None	Corporate Services
1.4.	Batho Pele Service Standards Framework for Local Government	Ten officials has been designated to serve in Bathopele Committee	Batho Pele committee in place and functional	Hold continuous Batho Pele committee meeting per quarterly	Ongoing	Ten officials have been designated to serve in Batho pele Committee.	None	Corporate Services
		2016/17 Service standards approved	Batho Pele service standards in place	Develop/review Batho Pele service standards	Ongoing	Batho pele Services standards developed and implemented	None	Corporate Services
		Only one Provincial Batho Pele Roadshow event has been held on the 22 <sup>nd</sup> March at Taalbosch village.	01 Batho Pele event held	Hold one batho pele event	Ongoing	One District Batho pele event was held at Cooperspark	None	Corporate Services
1.5.	Customer Care	Suggestion boxes, Customer care register book and Presidential, and Premier's, and Mayoral hotlines, Customer survey questionnaires	Functional Complaint management system in place	To implement the Complaint management system	Ongoing	Presidential and Premier's hotlines, Service standards questionnaires, suggestion boxes, Help desk customer register book are in place including at satellite offices	Few customers and residents often use the system to register their complaints and opted for social media	Corporate Services

		Ten(10) villages registered complaints concerning the power failure and trapping of meter boxes and has been attended and resolved accordingly	Number of complaint registered and resolved	To register all complaints received and resolved	Ongoing	Complaints were received and attended to and referred to relevant Portfolio Committees, EXCO & Council for resolutions.	None	Corporate Services
1.6.	Community satisfaction feedback	No survey took place and rely with the one conducted by STATS SA in 2016	All complaint registered addressed	All complaint registered addressed	Ongoing	100% of Complaints received were resolved.	There is some delays in receiving queries for the attention of the Municipality	Corporate Services
1.7.	Community protest	None	Reduction of community feedback	Respond to all issues raised during community protests	Ongoing	Memorandum received were acknowledged and sector issues were referred to relevant sectors	Most of the protects are sector needs and services.	Corporate Services
2		None	Issues raised and resolved on protests	To attend to all issues raised during the protest	Ongoing	Issues raised during protest are attended to by the Municipality	None	Municipal manager
2.3.	MIG Expenditure	95% MIG Expenditure for the quarter under review	Percentage of MIG expenditure	Spend 100% of MIG Allocation	30 June 2018	100% spending on MIG for 2017/18.	None	Municipal Manager
	Electricity	100% expenditure of INEP funding	Increased number of hh with access to electricity	696 of electricity connection constructed and energised	30 June 2018	586 households connection were done for 2017/18	The remaining 115 households could not be electrified as a result of financial constrains therefore will be done in the next financial year	Technical Services

								30 June 2018	No-illegal connections were identified during 2017/18.	Inadequate staff affects the work	Technical Services
								30 June 2018	12 streets lights were maintained during 2017/18	None	Technical Services
								30 June 2018	One Meter audit was conducted during quarter 3	Inadequate staff affects the work	Technical Services
								30 June 2018	No audit was conducted.	Inadequate staff affects the work	Technical Services
								On-going	14 outages were experienced during 2017/18.	None	Technical Services
								Ongoing	Updated FBE register in place	Forms not returned to municipality on time for indigent register data capturing	Budget & Treasury
								30 June 2018	3724 households received FBE.	The municipality timeously circulates FBE forms to communities for indigents data collection but residents still not responding positively in this regard	Budget & Treasury
								30 June 2018	1170 households receive free basic water services.	The municipality water neither authority nor provider the function resides with CDM.	Budget & Treasury
								30 June 2018	A total number of 1182 households received FBS for 2017/18.	None	Budget & Treasury
2.5.	Free basics Services										
		Number of illegal connection	Identify illegal connections and apply the law.	30 June 2018	No-illegal connections were identified during 2017/18.	Inadequate staff affects the work	Technical Services				
		Maintained street lights	# of street lights maintained and functional	30 June 2018	12 streets lights were maintained during 2017/18	None	Technical Services				
		Reduction of number of illegal connections	Reduce number of illegal connections	30 June 2018	One Meter audit was conducted during quarter 3	Inadequate staff affects the work	Technical Services				
		% Reduction of electricity losses.	To audit the electricity loss and reduce the loss	30 June 2018	No audit was conducted.	Inadequate staff affects the work	Technical Services				
		# electricity disruptions reported and attended	Attend to reported electricity interruptions reported	On-going	14 outages were experienced during 2017/18.	None	Technical Services				
		Updated indigent register in place	Update indigent register regularly.	Ongoing	Updated FBE register in place	Forms not returned to municipality on time for indigent register data capturing	Budget & Treasury				
		# of household provided with FBE	Provide FBE to indigent household	30 June 2018	3724 households received FBE.	The municipality timeously circulates FBE forms to communities for indigents data collection but residents still not responding positively in this regard	Budget & Treasury				
		# of household provided with FBW	Provide FBW to indigent household	30 June 2018	1170 households receive free basic water services.	The municipality water neither authority nor provider the function resides with CDM.	Budget & Treasury				
		# of household provided with FBS	Provide FBS to indigent household	30 June 2018	A total number of 1182 households received FBS for 2017/18.	None	Budget & Treasury				

			# of household provided with FBWR	Provide FBWR to indigent households	30 June 2018	A total number of 1170 households received FBWR.	The municipality is still experiencing challenges on waste management at all villages as a result of continuous waste compactor breakdown	Budget & Treasury
2.6.	Roads and Storm water	640 km municipal roads gravelled while 960km is provincial network	Road infrastructure Developed and maintained	Develop and maintain road infrastructure	30 June 2018	The municipality managed only 640 km for 2017/18	Inadequate plant and most of the problematic roads are not Municipal roads and intervention by public works	Technical Services
			Road infrastructure Developed and maintained	Develop and maintain road infrastructure	30 June 2018	Service providers have been appointment for internal streets at Avon & Indermark, Senwabarwana Phase 7 & 8 were completed	None	Technical Services
			Theft of infrastructure	Apply secure measure to protect such infrastructure	Ongoing	No theft has been recorded for 2017/18	None	Technical Services
2.8.	Waste Management		Waste collection once per week from 12787 households	Maintain collection of waste to 12 787 households once per week	Once per week	Waste management conducted to a few villages	Not conducted to all targeted villages because of inadequate plant. One waste compactor broken-down.	Community services
			Waste collection in rural areas extended	provide extended waste to rural areas	Once per week	Rural areas such as Burgercht, Miotiana, Kromhoek, Devrede, Grootpan, London, Taaibosch, Alldays, Indermark, Avon, Puraspan, Senwabarwana	Not effectively done due inadequate plant.	Community services

				Landfill site operated in line with waste management act	Operation in line with waste management act at land fill site	30 June 2018	Aldays and Senwarwana landfill sites are in compliance with Waste management act	None	Community services
2.10.	Human Settlements		Housing beneficiary list in place	Update housing beneficiary list regularly.	30 June 2018	The municipality has been allocated with 700 units	None	ED & Planning	
3									
3.1	Audit Outcome		AG opinion	Implement audit findings to obtain unqualified audit opinion	30 November 2018	The municipality obtained Qualified opinion. Audit Action plan has been developed to resolve the findings.	None	Municipal Manager	
			Submission of AFS and APR within time frame	submit AFS and APR within time frame	31 August 2018	The 2016/17 AFS were submitted on the 31 <sup>st</sup> August 2018	None	Municipal Manager	
			None implementation for audit findings	Compile and implement AG action plan for all finding raised	30 June 2018	AG Action plan.96% of the findings raised for 2016/17 were resolved. Only one finding on offsite backup outstanding	None	Municipal Manager	
3.2	Irregular Expenditure		Complied with management of MFMA section 32	Comply with management of MFMA section 32 expenditure	31 July 2018	The municipality complied with management of sec 32 expenditure	None	Municipal Manager	
			Investigation and reporting of irregular expenditure.	Investigate and report irregular expenditure	On-going	Irregular expenditure were identified and reported in terms section 32 of MFMA	None	Municipal Manager	
3.3	Budget Credibility		Credible budget	Align budget with budgeting requirements	31 May 2018	Budget has been aligned in consultation Provincial Treasury.	None	Municipal Manager	

							31 May 2018	Budget was not cash backed	None	Municipal Manager
3.4.	Spending on capital budget	95 % MIG Spending in 2016/17	Is the budget cashed back with if yes with how much	Spending 100% capital budget	Ongoing	100% expenditure of MIG funding for 2017/18.	None	Budget and Treasury		Budget and Treasury
3.5.	Revenue collection	54 % own revenue collected	100% of own revenue collected against the billing	Implementation of credit control policies	Ongoing	72% of own revenue was collected for 2017/18	Billing and Debt collection challenges	Budget and Treasury		Budget and Treasury
3.6.	Personnel budget		100% spending of budget spent on personnel	Spending 100% personnel budget	Ongoing	92 % spent on personnel for 2017/18.	None	Budget and Treasury		Budget and Treasury
3.7.	Liquidity and cash balances.	All Eskom invoices paid for 2016/17	Paid Eskom invoices on a quarterly basis.	Make monthly payments to ESKOM	Ongoing	All Eskom invoices were paid for 2017/18	None	Budget and Treasury		Budget and Treasury
3.8.	The extent to which debt is serviced.		Number of debt serviced	Continue to service the DBSA loans up to 31 <sup>st</sup> March 2018	Ongoing	N/A	N/A	Budget and Treasury		Budget and Treasury
3.9.	Efficiency and functionality of supply chain management and political interference	Three SCM committees established	Number of supply chain committees in place	Constitute proper supply chain committees.	Ongoing	Three (3) SCM committees in place (Specification, BEC and BAC)	None	Budget and Treasury		Budget and Treasury
4			Number of tenders awarded within 90 days	To ensure that of tenders awarded within 90 days implement supply chain policies and regulations to the later	Ongoing	All tenders for 2017/18 were awarded within 90 days	None	Budget and Treasury		Budget and Treasury
4.1.	Council Stability	Council meeting developed and adhered to.	Adhere to council schedule and have at least one sitting per quarter	To ensure rules and order of council are followed to the later	Ongoing	The council is in good state	None	Corporate Services		Corporate Services
		Council meeting developed and adhered to.	Council meeting held	Coordinate ordinary Council meetings	Quarterly	Six Ordinary Council meeting was held for 2017/18.	None	Corporate Services		Corporate Services



			Special Council meeting	Coordinate Special Council	Ongoing	Six special council meeting was held for 2017/18.	None	Corporate Services
4.2.	Performance Audit Committee	Audit Committee schedule developed and adhered to	Adherence to committee schedule	To ensure effectiveness of the Performance audit committee, hold meetings as per schedule and submit report to council	Ongoing	Five audit committee meetings were held for 2017/18.	None	Municipal Manager's Office
			Adherence to committee schedule	To ensure effectiveness of the Performance audit committee, hold meetings as per schedule and submit report to council	Quarterly	Five MPAC Meetings were held during 2017/18.	None	Municipal Manager
4.3.	MPAC		Functionality of MPAC	Ensure effective functionality of MPAC, hold	Quarterly	The MPAC has been established and is functional and effective	None	Corporate Services
4.4.	Anti-Fraud and Corruption policies and committee		Anti-Fraud and Corruption policies and committee in place	ensure effective implementation of the Risk Committee	Ongoing	No fraud and corruption cases formally reported to Risk unit	No fraud and corruption cases formally reported to Risk unit	Municipal Manager
4.5.	IGR structures		Adhere to IGR annual action plan and resolution	Attend all IGR meetings as per invitation	N/A	IGR meetings are organised and held as scheduled	None	Municipal Manager
			04 IGR Meetings held	Coordinate IGR Meetings quarterly	Quarterly	4 Local IGR meeting were held during 2017/18.	None	Municipal Manager

4.6.	Traditional Council	One Traditional Council of Makgato participate in municipal council meetings	Traditional leaders participated in council meetings	Ensure that all traditional leaders attend council	Quarterly	One traditional Council (Makgato) allocated for Blouberg Council	The traditional council attendance was affected by the passing away of the Chief.	M E C for Local Government
5								
5.2.	Vacancies		Number of posts vacant against the total employees Reduced vacancy ratio	To fill 53 vacant posts Reduce vacancy ratio	30 June 2018 30 June 2018	16 vacant positions were filled. Recruitment plan has been developed,	The process of filling of other vacant positions is on going Delays in filling of vacant positions	Corporate Services Corporate Services
			Complied with the MSA regulation on the appointment of section 54A and 56 Managers	Comply with the MSA regulation on the appointment of section 54A and 56 Managers	Ongoing	Sec 54 A (Municipal Manager) Appointed from 01 <sup>st</sup> July 2017 & sec 56 01 Director: ED & Planning appointed from the 01 <sup>st</sup> May 2017 whilst the remaining 04 directorates appointed on acting basis.	Three senior managers were appointed and will resume work in August 2018. And Technical service position has been re-advertised.	None
5.3.	Competency		Section 54A&56 Managers appointed have minimum MFMA/ MSA competency requirements	Ensure that all section 57 managers have the minimum MFMA/ MSA competency requirements	Ongoing	MM is in possession of the competency certificate	None	Corporate Services
5.4.	Technical Capacity	5 PMU officials and 10 electrical Artisans with technical skills	Employees in the technical department with technical skills appointed e.g. engineers, and technicians Municipal officials trained in line with WSP	Ensure appointment of technically skilled employees are trained in line with the WSP	Ongoing 30 June 2018	03 PMU officials and 06 electrical Artisans with technical skills 26 officials were trained in line with WSP for 2017/18.	None Budgetary constraints	Corporate Services Corporate Services

5.5.	Local Labour Forum (LLF)		Adhere to annual work plan	hold 12 LLF meeting per year (1 every month)	Monthly	Seven LLF meeting were held during 2017/18.	Meetings not taking place as scheduled due to non-availability of members	Corporate Services
5.5.	Realistic and affordable municipal organograms	IDP/Budget aligned	Organizational structure approved by council Aligned with IDP/Budget	develop and approve the organisational structure by 31 <sup>st</sup> May 2017	31 May 2018	Organogram in place and adopted by council annually with IDP/Budget processes	None	Corporate Services
5.6.	Annual report	Annual report compiled annually	Annual report compiled, adopted and submitted within the timeframe	approve the annual report by 31 <sup>st</sup> March 2017	31 March 2019	Annual report was tabled and adopted at council meeting held 30 <sup>th</sup> May 2018 at Tlhoneasidimong village	None	Municipal Manager
5.7.	MPAC oversight report	Oversight report compiled by MPAC on annual basis	Credible oversight compiled, adopted and submitted within the timeframe	Compile credible oversight report and submit to relevant authorities by 31 march 2017	31 March 2019	Oversight Report was compiled and adopted by council meeting held on 30 <sup>th</sup> May 2018 at Tlhoneasidimong village	None	MPAC
6								
6.1.	LED strategy		Improve local economic development	Blouberg Development Strategy Vision 2040 strategy developed and approved	30 June 2018	Strategy approved by council.	None	ED & Planning
6.2.	LED strategy		Increased job opportunities	Create # opportunities through LED strategy	30 June 2018	156 job opportunities created through LED initiatives.	None	ED & Planning
6.3.	EPWP		Increased job opportunities	Create opportunities for 200 EPWP jobs	30 June 2018	200 EPWP workers appointed, 156 jobs created through MIG projects.	None	Municipal Manager Technical Services

6.4.	CWP			CWP upscale in all wards and increase work opportunities	To create opportunities CWP works	30 June 2018	1156 job opportunities created through CWP.	None	ED & Planning
	<b>Key focus area</b>	<b>Baseline/ Status</b>	<b>Expected Output</b>	<b>Recommended Actions</b>	<b>Timeframes</b>	<b>Progress</b>	<b>Challenge</b>	<b>Responsibility</b>	
7									
7.1.	SPLUMA	01 official appointed to serve in the Joint District Planning Tribunal	SPLUMA tribunal members appointed	Ensure appointment of members of SPLUMA Tribunal	30 June 2018	01 official appointed to serve in the Joint District Planning Tribunal	None	Municipal Manager ED & Planning	
7.2.	SPLUMA		SPLUMA tribunal sittings held	Conduct SPLUMA tribunal sittings	30 June 2018	No applications were received	None	ED & Planning	
7.3.	SPLUMA		Land development application adjudicated by the tribunal	Process Land development applications	30 June 2018	None were received and adjudicated	None	ED & Planning	
7.5.	SPLUMA		SPLUMA By-laws approved by council	Develop SPLUMA by-laws	30 June 2018	By-law developed and approved by Council	None	ED & Planning	
7.6.	SPLUMA		SPLUMA By-laws approved by council and gazetted	Ensure gazetting of SPLUMA by-laws	30 June 2018	By-law gazetted	None	ED & Planning	

*Machaba Ms*

MACHABA JUNIAS

MUNICIPAL MANAGER

*31/08/2018*

DATE