


LIMPOPO PROVINCE

MUNICIPAL BACK TO BASICS ACTION PLAN

2023/2024


BLOUBERG LOCAL MUNICIPALITY



Back to Basics
Serving Our Communities Better!

- Providing essential services to the community
- Delivering value services
- Local economic development
- Sound financial management
- Building leadership

Documents of the Back to Basics campaign found here: <https://www.lcmga.gov.za/summary2024/>



NO	Key focus area	Baseline/ Status	Challenges/Weakness	KPI for reporting	Annual Target	Quarterly Targets				Timeframes	Responsibility
						Quarter 1	Quarter 2	Quarter 3	Quarter 4		
1 PUTTING PEOPLE FIRST											
1.1	Public Participation/ community engagement		Ineffective coordination of issues raised by communities during public participation	Number of public participation/feedback meetings held	4 public participation meetings held (one per quarter)	01 Public Participation meeting held	01 Public Participation meeting held	01 Public Participation meeting held	01 Public Participation meeting held	Quarterly	Corporate Services
				Percentage issued raised & resolved during public participation meetings	100% issues resolved	100% issues resolved	100% issues resolved	100% issues resolved	Quarterly	Corporate Services	
1.2	Communication		Ineffective implementation of communication strategy	Number of communication strategy approved	Communication strategy reviewed and implemented	N/A	N/A	N/A	Communication strategy approached	Quarterly	Corporate Services
				Number of communication events held (press release/conference, media statements, radio interviews)	4 communication events held (one per quarter)	01 Communication event held	01 Communication event held	01 Communication event held	01 Communication event held	Quarterly	Corporate Services
1.3	Strengthening community representatives		Poor coordination of ward committee meeting and submission of reports	Number of ward committees that are functional	88 ward committees meetings held	22 Ward Committee meetings held	22 Ward Committee meetings held	22 Ward Committee meetings held	22 Ward Committee meetings held	Quarterly	Corporate Services
1.4	Batho Pele Service Standards Framework for Local Government		Batho Pele committee not in place/ functional standards not in place	Established Batho Pele committee in place and functional	Batho Pele committee established	N/A	N/A	N/A	Establish Batho Pele Committee	30 June 2024	Corporate Services
				Batho Pele service standards approved by council	Review Batho Pele service standards	N/A	N/A	N/A	Review Batho Pele service standards	30 June 2024	Corporate Services

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1.5	Customer Care		None implementation of Batho Pele events Functional Complaint management system not in place	Number of Batho Pele events held	1 Batho Pele event held	N/A	Batho Pele Event Held	N/A	N/A	30 June 2024	Corporate Services
				Number Complaint management system in place	Complaint management system developed	N/A	100% received complaints and resolved	100% received complaints and resolved	100% received complaints and resolved	Complaint management system developed	30 June 2024
1.6	Community protest		Poor/ lack coordination of community feed back	Percentage official complaints responded to through the municipal complaint management system	100% complaints received	100% received complaints and resolved	100% received complaints and resolved	100% received complaints and resolved	100% received complaints and resolved	Quarterly	Corporate Services
				Number reports on community protests against the municipality complied	4 Reports compiled on community protests experienced	1 Reports compiled on community protests experienced	1 Reports compiled on community protests experienced	1 Reports compiled on community protests experienced	1 Reports compiled on community protests experienced	1 Reports compiled on community protests experienced	Quarterly
1.7	Community protest		Hotspot areas for community protests	Percentage issues resolved form community protest	100% Issues raised during protests resolved	100% Issues resolved	100% issues resolved	100% issues resolved	100% issues resolved	Quarterly	Corporate Services
				Number reports on areas where the protest has taken place and the nature of protest complied	4 Report on areas (hotspots) where the protests has taken place	1 Report on areas (hotspots) where the protests has taken place	1 Report on areas (hotspots) where the protests has taken place	1 Report on areas (hotspots) where the protests has taken place	1 Report on areas (hotspots) where the protests has taken place	1 Report on areas (hotspots) where the protests has taken place	Quarterly

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						Quarter 1	Quarter 2	Quarter 3	Quarter 4		
2 BASIC SERVICE DELIVERY											
2.1	MIG Expenditure		Lack of forward planning	% MIG expenditure reported.	100% of MIG expenditure	25% Expenditure on MIG	50% Expenditure on MIG	75% Expenditure on MIG	100% Expenditure on MIG	30 June 2024	Technical Services
				Number of MIG projects Implemented/completed.	6 MIG projects implemented and progress	1 Report on MIG Projects implemented	1 Report on MIG Projects implementation completed	1 Report on MIG Projects implementation completed	1 Report on MIG Projects implementation completed	30 June 2024	Technical Services
				% INEP expenditure reported.	100% of INEP expenditure	25% Expenditure on INEP	50% Expenditure on INEP	75% Expenditure on INEP	100% Expenditure on INEP	30 June 2024	Technical Services
				Number INEP projects completed.	4 INEP projects implemented and progress report	One report on INEP projects Progress report	One report on INEP projects Progress report	One report on INEP projects Progress report	One report on INEP projects Progress report	30 June 2024	Technical Services
2.3	Maintenance of Infrastructure		Poor Maintenance of Infrastructure	Percentage Budget on Maintenance and operations spent	100%	25% spending on Maintenance and operations	25% spending on Maintenance and operations	25% spending on Maintenance and operations	25% spending on Maintenance and operations	30 June 2024	Technical Services
				Number of households with new electricity connections	305 households with access to electricity	Progress report	Progress report	Progress report	305 households with access to electricity	Quarterly	Technical Services
2.4	Electricity		Illegal electricity connection	Number meter audit conducted	4 Meter audits conducted	Conduct 01 Meter Audit	Conduct 01 Meter Audit	Conduct 01 Meter Audit	Conduct 01 Meter Audit	Quarterly	Technical Services

NO	Key focus area	Baseline Status	Challenges/Weakness	KPI for reporting	Annual Target	Quarterly Targets				Timeframes	Responsibility
						Quarter 1	Quarter 2	Quarter 3	Quarter 4		
2.5	Free basics services		Ineffective implementation of indigent policy	Number of street lights maintained	Maintenance of street lights	187 street lights maintained	187 street lights maintained	187 street lights maintained	187 street lights maintained	Quarterly	Technical Services
				Percentage reduction of electricity losses	Reduction of electricity losses by 4%	04% Reduction of electricity losses	04% Reduction of electricity losses	04% Reduction of electricity losses	04% Reduction of electricity losses	Quarterly	Technical Services
				% of electricity interruptions reported and attended	100% Reduction of electricity interruptions	Report on electricity interruptions	Report on electricity interruptions	Report on electricity interruptions	Report on electricity interruptions	Quarterly	Technical Services
				Updated indigent register in place Number of beneficiaries registered to receive Free Basics services	Updated indigent register in place	N/A	N/A	N/A	Update indigent register	Annually	Technical Services
				Number of beneficiaries received Free Basic electricity	4834 HH provided with FBE	4834 HH provided with FBE	4834 HH provided with FBE	4834 HH provided with FBE	Quarterly	Technical Services	
				Number of beneficiaries received Free Basic water	1799 HH provided with FBW	1799 HH provided with FBW	1799 HH provided with FBW	1799 HH provided with FBW	Quarterly	Technical Services	
				Number of beneficiaries received Free Basic sanitation	1799 hh provided with FBS	1799 hh provided with FBS	1799 hh provided with FBS	1799 hh provided with FBS	Quarterly	Technical Services	

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						Quarter 1	Quarter 2	Quarter 3	Quarter 4		
2.6	Roads and Storm water		Poor road infrastructure	Km of roads upgraded from gravel to tar	10.6 of roads tarred	Quarterly progress report	Quarterly progress report	Quarterly progress report	10.6 of roads tarred	30 June 2024	Technical Services
				Km of gravel road maintained	550Km of gravel roads maintained	100km road maintained	150km road maintained	150km road maintained	150km road maintained	30 June 2024	Technical Services
				Km of tarred road maintained	48 Km tarred road maintained	12Km tarred road maintained	12Km tarred road maintained	12Km tarred road maintained	12Km tarred road maintained	30 June 2024	Technical Services
2.7	Waste Management		Improper security for municipal infrastructure	% of infrastructure theft reported and resolved	100% of infrastructure theft reported and resolved	100% of infrastructure theft reported and resolved	100% of infrastructure theft reported and resolved	100% of infrastructure theft reported and resolved	100% of infrastructure theft reported and resolved	Ongoing	Technical Services
				Weekly Waste collection	Number of household with access to once a week waste collection against the total number of households	Two towns received weekly waste collection	1 Quarterly report on household waste collection	1 Quarterly report on household waste collection	1 Quarterly report on household waste collection	1 Quarterly report on household waste collection	Quarterly
			Extension of waste collection to rural areas	Number of households with extended waste collection in rural areas against total households	13(villages) received weekly extended rural Waste collection	13(village s) received weekly extended rural Waste collection	13(villages) received weekly extended rural Waste collection	13(villages) received weekly extended rural Waste collection	Quarterly	Community Services	

NO	Key focus area	Baseline/Status	Challenges/Weakness	KPI for reporting	Annual Target	Quarterly Targets				Timeframes	Responsibility
						Quarter 1	Quarter 2	Quarter 3	Quarter 4		
3 SOUND FINANCIAL MANAGEMENT											
3.1	Audit Outcome		Poor audit opinions	AGSA opinion	Clean audit opinion	N/A	Clean Audit Opinion	N/A	N/A	30 November 2024	Municipal Manager's Office
			Delay in the submission for AFS and APR	Submission of AFS and APR to the AGSA within the legislated time frame	Compliance and submit AFS and APR within the legislated time frame	Compliance AFS and APR 2021-22 within the legislated time frame	N/A	N/A	N/A	N/A	31 August 2024
3.2	Irregular Expenditure		Insufficient implementation for audit action plan	Number AGSA findings action plan developed and implemented	One AGSA action plan developed and implemented.	N/A	Develop AGSA Action Plan 2022-23	N/A	N/A	30 June 2024	Municipal Manager's Office
			None compliance with management of MFMA section 32	Section 32 expenditure amount reported.	100% Compliance with management of MFMA section 32	100% compliance with management of MFMA	100% compliance with management of MFMA	100% compliance with management of MFMA	100% compliance with management of MFMA	Quarterly	Budget & Treasury

NO	Key Focus area	Baseline/ Status	Challenges/Weakness	KPI for reporting	Annual Target	Quarterly Targets				Timeframes	Responsibility
						Quarter 1	Quarter 2	Quarter 3	Quarter 4		
3.3	Spending on capital budget		Poor spending on capital budget excluding grants	% of own capital budget spent (Excluding grants)	100% spending on capital budget	25% Spending on Capital Budget	50% Spending on Capital Budget	75% Spending on Capital Budget	100% Spending on Capital Budget	30 June 2024	Budget & Treasury
3.4	Personnel budget		Poor spending on personnel budget	Percentage of budget spent on personnel	100% spending of budget spent on personnel	100% spent in personnel budget	100% spent in personnel budget	100% spent in personnel budget	100% spent in personnel budget	30 June 2024	Budget & Treasury
3.5	Revenue collection		Poor implementation of credit control policies resulted on poor revenue collection	% of own revenue collected against the billing	100% of own revenue collected against the billing	25% of own revenue collected	50% of own revenue collected	75% of own revenue collected	100% of own revenue collected	Ongoing	Budget & Treasury
3.6	Payment of creditors		Inability to pay creditors within 30 days	% of creditors paid within 30 days against all invoices	100% payment of creditors on all invoices within 30 days	100% Payment of creditors on invoices	100% Payment of creditors on invoices	100% Payment of creditors on invoices	100% Payment of creditors on invoices	Monthly	Budget & Treasury
3.7	The extent to which debt is serviced.		Servicing of existing debt	% of debt serviced	100% of debt serviced	100% debts serviced	100% debts serviced	100% debts serviced	100% debts serviced	Ongoing	Budget & Treasury
3.8	Payment of debts by Government Dept		None payment of debts by Government Dept	% of debt owed by Government Dept	100% payment of Government debt paid	25% payment received from government departments	50% payment received from government departments	75% payment received from government departments	100% payment received from government departments	Ongoing	Budget & Treasury

NO	Key focus area	Baseline/ Status	Challenges/Weakness	KPI for reporting	Annual Target	Quarterly Targets				Timelines	Responsibility	
						Quarter 1	Quarter 2	Quarter 3	Quarter 4			
3.9	Efficiency and functionality of supply chain management and political interference		None compliance with supply chain regulations on the constitution of the bid committees	Number of functional supply chain committees	Establish functional supply chain committees	03 Functional Supply chain committee established	N/A	N/A	N/A	N/A	Quarterly	Budget & Treasury
			Tenders not awarded within timeframes	Number of bids above quotation threshold awarded within 90 days	Award bids within 90 days (Except quotation threshold)	Report awarding of bids within 90 days	Report awarding of bids within 90 days	Report awarding of bids within 90 days	Report awarding of bids within 90 days		Ongoing	Budget & Treasury
4 GOOD GOVERNANCE												
4.1	Council Stability		Council Stability and non-adherence to corporate calendar	Number of ordinary council meetings held	4 Ordinary council meetings held in accordance with the legislation	01 Ordinary Council sitting conducted	01 Ordinary Council sitting conducted	01 Ordinary Council sitting conducted	01 Ordinary Council sitting conducted		Quarterly	Corporate Services
				Number of special council meetings held	02 special council meetings held	N/A	N/A	01 Special Council meeting held	01 Special Council meeting held		Quarterly	Corporate Services
4.2	Audit/ Performance Audit Committee		None adherence to meeting schedule	Appointed Audit and Performance Audit committee in place	Appoint Audit/ Performance Audit	N/A	N/A	N/A	N/A		Ongoing	Municipal Manager's Office
				Number of ordinary audit and Performance committee meetings held	04 Audit committee meetings held	01 Audit Committee meeting held	01 Audit Committee meeting held	01 Audit Committee meeting held	01 Audit Committee meeting held		Quarterly	Municipal Manager's Office

NO	Key focus area	Baseline/ Status	Challenges/Weakness	KPI for reporting	Annual Target	Quarterly Targets				Timelines	Responsibility
						Quarter 1	Quarter 2	Quarter 3	Quarter 4		
4.3	MPAC		None adherence to annual work plan by MPAC and none implementation of MPAC resolution by council	Number of special audit and performance audit committee meetings held	02 special Audit/Performance Audit committee meetings held	01 Meeting held	N/A	N/A	01 Meeting held	Ongoing	Municipal Manager's Office
				Number of MPAC meetings held	04 MPAC meetings held	01 MPAC meeting held	01 MPAC meeting held	01 MPAC meeting held	01 MPAC meeting held	Quarterly	Corporate Services
4.4	Anti-Fraud and Corruption policies and committee		None implementation of Anti-Fraud and Corruption policies	Number of fraud and corruption cases reported	100% Cases of fraud and corruption dealt with on quarterly basis	100% cases of fraud and corruption dealt with in quarterly basis	100% cases of fraud and corruption dealt with in quarterly basis	100% cases of fraud and corruption dealt with in quarterly basis	100% cases of fraud and corruption dealt with in quarterly basis	Quarterly	Corporate Services
				Number of MPAC reports compiled	Compile 4 MPAC reports per quarter	01 Quarterly report compiled	01 Quarterly report compiled	01 Quarterly report compiled	01 Quarterly report compiled	Quarterly	Corporate Services
4.5	Forensic Investigations		Non-implementation of forensic investigations	Number of forensic investigations conducted	04 reports implementation of forensic investigations	Report forensic investigations conducted	Report forensic investigations conducted	Report forensic investigations conducted	Report forensic investigations conducted	Quarterly	Corporate Services
4.6	Disciplinary Cases	New	Prolonged or unfinalised disciplinary cases	Number of disciplinary cases instituted and resolved	4 Reports on all cases instituted and resolved	1 Reports on all cases instituted and resolved	1 Reports on all cases instituted and resolved	1 Reports on all cases instituted and resolved	1 Reports on all cases instituted and resolved	Quarterly	Corporate Services

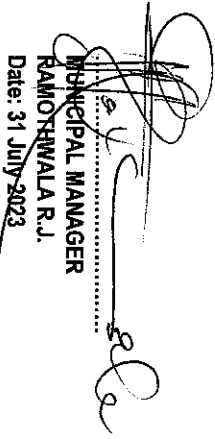
NO	Key focus area	Baseline/ Status	Challenges/Weakness	KPI for reporting	Annual Target	Quarterly Targets				Timeframes	Responsibility
						Quarter 1	Quarter 2	Quarter 3	Quarter 4		
4.7	Litigations	New		Number of litigation cases instituted against the municipality	4 Report on all litigation against the municipality	01 Quarterly report on litigation against the municipality	01 Quarterly report on litigation against the municipality	01 Quarterly report on litigation against the municipality	01 Quarterly report on litigation against the municipality	Quarterly	Corporate Services
4.8	IGR structures		IGR structures not adhere to annual action plan and implementation of resolution	Number of IGR meetings held	4 Convene IGR meetings per quarter	01 IGR meeting held	01 IGR meeting held	01 IGR meeting held	01 IGR meeting held	Quarterly	Municipal Manager's Officer
4.9	Traditional Council		None participation by traditional leaders in municipal council	Number of traditional leaders participated in council activities in accordance with the legislation	01 Traditional leaders participating in council activities per quarter	01 Traditional leader attending council activities per quarter	01 Traditional leader attending council activities per quarter	01 Traditional leader attending council activities per quarter	01 Traditional leader attending council activities per quarter	Quarterly	Corporate Services
4.10	Annual report		municipal annual reports	Number of draft annual report tabled before council in accordance with the legislation	1 draft annual report tabled before council	N/A	N/A	01 Draft Annual Report compiled and tabled to council	N/A	31 January 2024	Municipal Manager's Office
4.11	MPAC oversight report		Poor MPAC/Oversight reports	Number of oversight compiled, adopted and submitted within the timeframe	1 oversight compiled, adopted and submitted within the timeframe	N/A	N/A	01 Oversight report. Completed	N/A	31 March 2024	Corporate Services

NO	Key focus area	Baseline/Status	Challenges/Weakness	KPI for reporting	Annual Target	Quarterly Targets				Timeframes	Responsibility			
						Quarter 1	Quarter 2	Quarter 3	Quarter 4					
5 BUILDING CAPABLE INSTITUTIONS AND ADMINISTRATIONS														
5.1	Vacancies	Number of funded vacancies	None filling of vacant posts other than section 57	None compliance with the MSA regulation on the appointment of section 57 Managers	Number of reports on section 57(MM) Manager post filled/vacant	22 funded posts filled on the organogram	4 reports on filling of section 57(MM) post in accordance with the regulations	reports on section 57(MM) Manager post filled/vacant	reports on section 57(MM) Manager post filled/vacant	reports on section 57(MM) Manager post filled/vacant	reports on section 57(MM) Manager post filled	22 funded posts filled on the organogram	30 June 2024	Corporate Services
		New	Failure to conduct assessments	Number of Senior Managers performance assessment conducted	02 Individual performance assessment conducted for Senior managers	N/A	N/A	N/A	N/A	N/A	Midyear and Annually	Municipal Manager's Office		

NO	Key focus area	Baseline/ Status	Challenges/Weakness	KPI for reporting	Annual Target	Quarterly Targets				Timeframes	Responsibility	
						Quarter 1	Quarter 2	Quarter 3	Quarter 4			
5.2	Technical Capacity		Lack of personnel with technical skills	Number of employees in the technical department with technical skills e.g. engineers, town planners and technicians	35 posts in the technical department by personnel with technical skills appointed e.g. engineers, and technicians filled	35	N/A	N/A	N/A	N/A	Quarterly	Corporate Services
				Ineffective implementation of WSP	Number of municipal officials trained in line with WSP	31 Municipal officials trained in line with WSP	08 Officials trained in line with WSP	08 officials Trained in line with WSP	08 officials Trained in line with WSP	07 officials Trained in line with WSP	Quarterly	Corporate Services
					Number of councillors trained in accordance with WSP	22 Municipal councillors trained in accordance with WSP	05 Councillors trained in line with WSP	05 Councillors trained in line with WSP	05 Councillors trained in line with WSP	07 Councillors trained in line with WSP	30 June 2024	Corporate Services
5.3	Local Labour Forum (LLF)		None adherence to LLF to annual work plan	Number of LLF meeting held	04 LLF meetings convened	01 LLF meeting held	01 LLF meeting held	01 LLF meeting held	01 LLF meeting held	Quarterly	Corporate Services	
5.4	Realistic and affordable municipal organograms		None alignment of organisation structure with IDP/Budget	Number Organizational structure approved by council aligned with IDP/Budget	One Organizational structure developed and approved by council	N/A	N/A	N/A	N/A	31 May 2024	Corporate Services	

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						Quarter 1	Quarter 2	Quarter 3	Quarter 4		
6. LOCAL ECONOMIC DEVELOPMENT											
6.1	LED strategy		None implementation of LED strategy	LED strategy approved by Council	Develop/Review LED strategy	N/A	N/A	N/A	Reviewed and approved LED strategy	31 May 2024	Economic Development and Planning
6.2	LED strategy		Poor reporting of beneficiaries and none upscaling of all municipal projects	Number of job opportunities created through LED initiatives	37 Job opportunities created through LED initiatives	N/A	N/A	37 Jobs created through LED strategy	N/A	Quarterly	Economic Development and Planning
6.3	EPWP		Poor reporting of beneficiaries and none upscaling of EPWP to all municipal projects	Number of job opportunities created through EPWP initiatives	260 Job opportunities created through EPWP initiatives	260 EPWP jobs created	N/A	N/A	N/A	Quarterly	Community services
6.4	CWP		Poor reporting of beneficiaries and none upscaling of CWP all municipal wards	Number of job opportunities created through CWP initiatives	Job opportunities created through CWP initiatives	1000 jobs created through CWP programmes	N/A	N/A	N/A	Quarterly	Economic Development and Planning
7. SPATIAL PLANNING											
7.1	SPLUMA			Established Municipal Tribunal in accordance with the legislation	Municipal tribunal established	N/A	Municipal tribunal established	N/A	N/A	30 June 2024	Economic Development and Planning
7.2	SPLUMA			Number of tribunal sittings held	02 Municipal tribunal sittings	N/A	N/A	01 municipal Tribunal meeting held	01 municipal Tribunal meeting held	30 June 2024	Economic Development and Planning
7.3	SPLUMA		Delay in the processing of land development applications	Number of land development applications adjudicated by the tribunal	Land development application adjudicated by the tribunal	01 report on land adjudication developed	01 report on land adjudication developed	01 report on land adjudication developed	01 report on land adjudication developed	30 June 2024	Economic Development and Planning

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						Quarter 1	Quarter 2	Quarter 3	Quarter 4		
7.4	SPLUMA		SPLUMA By-laws not approved	Number of SPLUMA By-laws approved by council	SPLUMA By-laws approved by council	N/A	N/A	N/A	01 By-law approved by council	Quarterly	Economic Development and Planning
7.5	SPLUMA		SPLUMA By-laws not gazetted	Number of SPLUMA By-laws gazetted	01 SPLUMA By-laws gazetted	01 By-law gazetted	N/A	N/A	N/A	Quarterly	Economic Development and Planning


 MUNICIPAL MANAGER
 RAMOFHWALA R.J.
 Date: 31 July 2023