


**LIMPOPO PROVINCE  
MUNICIPAL BACK TO BASICS  
PROGRESS REPORT 1ST QUARTER  
2018/2019  
BLOUBERG LOCAL MUNICIPALITY**



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

- Providing excellent road and public works services
- Delivering quality water services
- Good governance
- Sound financial management
- Building strong organisations

Businesses Serving Basics can be found here: <http://www.b2b.gov.za>



NO	Key focus area	Baseline/Status	Challenges/Weaknesses	KPI for reporting	Expected Output	Progress to Date	Measures taken to improve performance	Timeframes	Responsibility
1	<b>PUTTING PEOPLE FIRST</b>								
1.1	Public Participation/ community engagement			Number of public participation/feedback meetings held	4 public participation meetings held at one per quarter	22 Ward Public meetings were held during the month of August 2018	None	Quarterly	Director: Corporate Services
				Number of izimbizos held	4 izimbizos held per annum	One Mayoral Imbizo was held on the 27 <sup>th</sup> August at Bognatfarm Golden Sports Ground	None	Quarterly	Director: Corporate Services
			Ineffective coordination of issues raised by communities during public participation	% of issued raised & resolved during izimbizos	100% issues resolved per quarter	30% Resolving issues around water, sanitation issues and internal street	The District municipality was engaged on water issues and internal streets were referred to Technical services department for regular re-gravelling	Quarterly	Director: Corporate Services
1.2	Communication		Ineffective implementation of communication strategy	Communication strategy in place	Communication strategy reviewed and implemented	Communication strategy has been reviewed and will be approved by Council during quarter two	None +	Annually	Municipal Manager's Office
				Number of communication events held	4 communication events held at least one per quarter	Four events were coordinated during the quarter on heritage celebrations, swot turning, heritage	None	Quarterly	Municipal Manager's Office

NO	Key focus area	Baseline/Status	Challenges/Weaknesses	KPI for reporting	Expected Output	Progress to Date	Measures taken to improve performance	Timeframes	Responsibility
1.3	Strengthening community representatives		Poor coordination of ward committee meeting and submission of reports	Number of ward committee meetings held	ward committees meetings once per quarter	month launch and ward committee conference. 22 of Meetings held once during the period under review	None	Quarterly	Director: Corporate Services
			Batho Pele committee not in place/functional	Number of ward committee reports submitted to speakers office Established Batho Pele committee in place and functional	Reports submitted to the speaker's office per quarter Establish Batho Pele committee	One report submitted to Speakers office Batho Pele Committee established and Batho Pele service standards are in place	None	Quarterly	Director: Corporate Services
1.4	Batho Pele Service Standards Framework for Local Government		Batho Pele service standards not in place	Batho Pele service standards approved by council	Develop Batho Pele service standards	Batho Pele Services Standards developed	None	30 June 2019	Director: Corporate Services
			None implementation of Batho Pele events	Number of Batho Pele events held	1 Batho Pele event held	No event conducted for the period under review. The municipality only relies on Provincial & District events	No budget allocated	30 June 2019	Director: Corporate Services
1.5	Customer Care		Functional Complaint management system not in place	Complaint management system in place	Develop /review Complaint management system	Complaint Management system has been developed	None	30 June 2019	Director: Corporate Services
				% of complaints resolved	100% complaints resolved	100% Complaints received resolved	None	Quarterly	Director: Corporate Services

NO	Key focus area	Baseline Status	Challenges/Weaknesses	KPI (for reporting)	Expected Output	Progress to Date	Measures taken to improve performance	Timeframes	Responsibility
1.6	Community satisfaction feedback		Community satisfaction survey was not conducted	Number of Community satisfaction surveys conducted	1 Community satisfaction survey conducted	No survey conducted	Budget constraints	30 June 2019	Director: Corporate Services
1.7	Community protest		Poor/ lack of coordination of community feedback	Number of community protests against the municipality	Number of issues addressed from community protests.	Three community protests took place during July & August. The communities were demanding roads, residential sites, water supply issues and electricity bills	Complaints were registered and referred to the relevant Government stakeholders.	Quarterly	Director: Corporate Services
<b>2. BASIC SERVICE DELIVERY</b>									
2.1	MIG Expenditure		Lack of forward planning	100% MIG expenditure reported.	Percentage of MIG expenditure per quarter	MIG spending is at 13 %	Closely monitor performance of contractors	June 2019	Director: Technical Services
2.2	Other conditional Grants			Number of MIG projects completed.	Four MIG projects are implemented.	Two MIG projects are at construction and two are at evaluation stage	Fast-track SCM process and tight monitoring of contractors	30 June 2019	Director: Technical Services
				100% RBIG expenditure reported.	Percentage of RBIG expenditure per quarter	Not applicable	Not applicable	30 June 2019	Director: Technical Services
				Number of RBIG projects completed.	All RBIG projects implemented.	Not applicable	Not applicable	30 June 2019	Director: Technical Services

NO	Key focus area	Baseline/Status	Challenges/Weaknesses	KPI for reporting	Expected Output	Progress to Date	Measures taken to improve performance	Timelines	Responsibility
				100% WSIG expenditure reported.	Percentage of WSIG expenditure per quarter	Not applicable	Not applicable	30 June 2019	Director: Technical Services
				Number of WSIG projects completed.	All WSIG projects implemented.	Not applicable	Not applicable	30 June 2019	Director: Technical Services
				100% INEP expenditure reported.	Percentage of INEP expenditure per quarter	INEP spending is at 8,4 %	To fast-track the appointment of contractors by end of October 2018	30 June 2019	Director: Technical Services
				Number of INEP projects completed.	All INEP projects implemented.	Two projects for INEP and they are at evaluation stage for appointment of contractors	To fast-track appointment of contractors by the end of 2 <sup>nd</sup> Quarter	30 June 2019	Director: Technical Services
2.3	Maintenance of Infrastructure		Poor Maintenance of Infrastructure	Percentage Budget on Maintenance and operations spent	100% operational and maintenance budget spent.	100% operation and maintenance and 0% budget spent	None	30 June 2019	Director: Technical Services
2.4	Electricity		backlog on electricity connection	Number of households with new electricity connections	Increased number of households with access to electricity	No new electricity were done during the quarter	None	June 2019	Director: Technical Services
			Illegal electricity connection	Number of illegal connection identified	Number of illegal connection	No illegal connection were identified during the quarter	None	Quarterly	Director: Technical Services
				Number of street lights maintained	Maintenance of street lights	No street lights were maintained during the quarter	None	Quarterly	Director: Technical Services

NO	Key focus area	Baseline/Status	Challenges/Weaknesses	KPI for reporting	Expected Outcome	Progress (to Date)	Measures taken to improve performance	Timeliness	Responsibility
				Number of traffic lights maintained	Maintenance of Traffic lights	The municipality does not have traffic lights	None	Quarterly	Director: Technical Services
			Electricity losses	Percentage of electricity losses	Reduction of electricity losses by 3%	Municipality conducts meter audit as one measure of curbing electricity losses	Explore other alternative methods of addressing electricity losses	Quarterly	Director: Technical Services
				Number of electricity interruptions reported and attended	Reduction of electricity interruptions	05 outages were experienced due planned maintenance	None	Quarterly	Director: Technical Services
2.5	Free basics services		Ineffective implementation of indigent policy	Updated indigent register in place Number of beneficiaries registered to receive Free Basics services	Updated indigent register in place	Indigent register available	Regular update of customer database	Ongoing	Finance Department
				Number of beneficiaries received Free Basic electricity	Provision of FBE	2,530 household provided with FBE	None	Ongoing	
				Number of beneficiaries received Free Basic water	Provision of FBW	17,967 households provided with FBW	None	Ongoing	
				Number of beneficiaries received Free Basic sanitation	Provision of FBS	3,340 provided with FBS	None	Ongoing	
				Number of beneficiaries received Free	Provision of FBWR	14,890 Provided with FBWR	None	Ongoing	

NO	Key focus area	Baseline Status	Challenges/Weaknesses	KPI for reporting	Expected Output	Progress to Date	Measures taken to improve performance	Timeframes	Responsibility
2.6	Roads and Storm water			Basic waste removal					
			Poor road infrastructure	Km of roads upgraded from gravel to tar	Road infrastructure Developed and maintained	No Roads infrastructure developed and maintained.	None	30 June 2019	Director: Technical Services
				Number of road km gravelled	Road infrastructure Developed and maintained	45km Road infrastructure developed and maintained	None	30 June 2019	Director: Technical Services
				Number of road km bladed	Road infrastructure Developed and maintained	115km Road infrastructure Developed and maintained	None	30 June 2019	Director: Technical Services
				Number of roads km maintained	Road infrastructure Developed and maintained	0 km	Procurement processes to be finalized by end of October	30 June 2019	Director: Technical Services
2.7	Waste Management		Improper security for municipal infrastructure	Theft of infrastructure	Theft of infrastructure	No infrastructure stolen for the period under review	None	Ongoing	Director: Technical Services
			None extension of waste collection to other merging locations	Number of household have access to waste collection once per week	Waste collection once per week from # households	Households benefiting from refuse removal are 12 459 from the following areas: Senwabarwana, Alldays, Avon, Indermark, Avon, Puraspan, Dilaeneng, Taalboschtgroet, Longden,	There is daily reporting format to track performance	Quarterly	Director: Community Services

NO	Key focus area	Baseline/Status	Challenges/Weaknesses	KPI for reporting	Expected Output	Progress to Date	Measures taken to improve performance	Timelines	Responsibility
						Grootpan, Bergrecht, Mmotlan a, Devrede, Kromhoek, Desmond Park, Bochum Location, Extension 05, Speaker Park and Witten.			
			Extension of waste collection to rural areas	Number of households with extended waste collection in rural areas	Waste collection in rural areas extended	Waste collection extension was extended to Eldorado and Puraspan 2017/18	There is daily reporting format to track performance	Quarterly	Director: Community Services
			None compliance with the implementation of waste management act	Number of licensed land fill site	Landfill site operated in line with waste management act	Two landfill sites, Alldays and Senwabarwana Landfill	Landfill monitoring committee is established	30 June 2019	Director: Community Services
2.8	Human Settlements		Ineffective implementation of housing beneficiary list	Housing beneficiary list in place Number of RDP houses backlog	Housing beneficiary list in place Housing beneficiary list in place	Housing beneficiary list in place for Pax and Burgrecht areas The department appointed service provider to unblock	The List must be done for database records to avoid delay when contractor is already appointed Ensure that quality houses are built within the timeframe so that the	30 June 2019 30 June 2019	Director: Economic Department Director: Economic Department



NO	Key focus area	Baseline/Status	Challenges/Weaknesses	KPIs for reporting	Expected Output	Progress to Date	Measures taken to improve performance	Timelines	Responsibility
3									
<b>SOUND FINANCIAL MANAGEMENT</b>									
3.1	Audit Outcome		Poor audit opinions Delay in the submission for AFS and APR	AG opinion Submission of AFS and APR to the AG within the legislated time frame	Unqualified AG audit opinion Compile AFS and APR within the legislated time frame	Opinion not yet released AFS & APR compiled and submitted within the legislated timeframe	To be released in the 02 <sup>nd</sup> Quarter None	30 November 2019 31 August 2019	Municipal Manger's Office Municipal Manger's Office
3.2	Irregular Expenditure		Insufficient implementation for audit action plan None compliance with management of MFMA section 32	Number of AG findings resolved Section 32 expenditure amount reported.	AG action plan developed and implemented. Compliance with management of MFMA section 32	Action Plan not yet developed No unauthorised and fruitless expenditure. Only irregular expenditure of R2,9 for last year relating to security.	To be developed by the end of 02 <sup>nd</sup> Quarter Adhere to MFMA Section 32 provisions	30 June 2019 Quarterly	Municipal Manger's Office CFO

NO	Key focus area	Baseline/Status	Challenges/Weaknesses	KPI for reporting	Expected Output	Progress to Date	Measures taken to improve performance	Timeframes	Responsibility
3.3	Budget Credibility		Poor budget compilation	Credible budget adopted.	Compile a credible budget.	Not applicable	Not applicable	31 May 2019	CFO
3.4	Spending on capital budget		Poor spending on capital budget excluding grants	Cashed back budget 100% capital budget spent( Excluding grants)	Budget cashed back. 100% spending on capital budget	Not applicable A total of R1, 168 950 has been spend	Not applicable None	31 May 2019 June 2019	CFO
3.5	Revenue collection		Poor implementation of credit control policies resulted on poor revenue collection	Percentage of own revenue collected against the billing	100% of own revenue collected against the billing	R 6,490,738(52%)	Invoices submitted timeously, involving provincial debt forum	Ongoing	CFO
3.6	Personnel budget		Poor spending on personnel budget	Percentage of budget spent on personnel	100% spending of budget spent on personnel	R64 289 370 has been spend for the quarter(20%)	None	Ongoing	CFO
3.7	Liquidity and cash balances.		Poor implementation of credit control policies	% Payments of creditors	100% payments to creditors within 30 days	100% Payment done within legislated timeframe	None	Ongoing	CFO
3.8	The extent to which			% of debt serviced	100% of debt serviced	Debt collector appointed. Billing	None	Ongoing	CFO

NO	Key focus area	Baseline/Status	Challenges/Weaknesses	KPIs for reporting	Expected Output	Progress to Date	Measures taken to improve performance	Timeframes	Responsibility
	debt is serviced.					done on monthly basis			
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 Tenders not awarded within timeframes	Number of supply chain committees in place Number of bids above quotation threshold awarded within 90 days	Establish functional supply chain committees. Award bids within 90 days ( Except quotation threshold)	Three committees appointed (Specification, evaluation and Adjudication) No tenders were awarded for the period under review	All bid Committees to be provided with training.	Quarterly Ongoing	CFO CFO
4	<b>GOOD GOVERNANCE</b>								
4.1	Council Stability		None adherence to corporate calendar	Council stability status Number of ordinary council meetings held	Adhere to council schedule and have at one sitting per quarter 4 Ordinary council meetings held in accordance with the legislation. Number of special council meetings	There is council stability within the municipality One council meeting successfully held on the 30 <sup>th</sup> July 2018 Special Council meetings held on the 29 <sup>th</sup> August & 21 September.	None None	Ongoing Quarterly	Director: Corporate Services Director: Corporate Services

NO	Key focus area	Baseline/Status	Challenges/Weaknesses	KPI for reporting	Expected Output	Progress to Date	Measures taken to improve performance	Timeframes	Responsibility
4.2	Audit/Performance Audit Committee		None adherence to meeting schedule	Appointed Audit and Performance Audit committee in place Number of ordinary audit and Performance committee meetings held Number of special audit and Performance audit committee meetings held Number of MPAC meetings held	Appoint Audit/Performance Audit Number of Audit/Performance Audit meetings Number of special Audit/Performance Audit meetings Number of MPAC meetings	Audit Committee serves also as Performance Audit committee 01 Performance Audit Meeting held No Special Audit Performance meeting was held for the period under review Only 02 Meetings were held on the 27 <sup>th</sup> July, 27 <sup>th</sup> August and Special MPAC meeting was held on the 17 <sup>th</sup> August 2018	None None None None	Ongoing Quarterly Ongoing Quarterly	Municipal Manager's Office Municipal Manager's Office Municipal Manager's Office Director: Corporate Services
4.3	MPAC		MPAC not adhere to annual work plan and none implementation of MPAC resolution by council Functionality of MPAC	Number of MPAC reports compiled Number of fraud and corruption cases reported	Compile 4 MPAC reports per quarter Cases of fraud and corruption dealt with on quarterly basis	1 MPAC report was compiled for the period under review No formal fraud and corruption cases reported for the period under review	None	Quarterly Quarterly	Director: Corporate Services Municipal Manager's Office
4.4	Anti-Fraud and Corruption policies and committee		None implementation of Anti-Fraud and Corruption policies	Number of fraud and corruption cases reported	Cases of fraud and corruption dealt with on quarterly basis	No formal fraud and corruption cases reported for the period under review	To have fraud and corruption cases reported to both legal and risk units	Quarterly	Municipal Manager's Office

NO	Key focus area	Baseline/ Status	Challenges/Weaknesses	KPIs for reporting	Expected Output	Progress to Date	Measures taken to improve performance	Timeframes	Responsibility
4.5	IGR structures		IGR structures not adhere to annual action plan and implementation of resolution	Number of IGR structures in place Number of IGR meetings held	Establish IGR structures Convene IGR meetings per quarter	IGR structure established Meeting did not take place during for the period under review as a result of clashing of programmes and audit activities	None To conduct IGR meeting in the second quarter	June 2019 quarterly	Municipal Manager's Office
4.6	Traditional Council		None participation by traditional leaders in municipal council	Number of traditional leaders participated in council activities in accordance with the legislation	Traditional leaders participating in council activities per quarter	One traditional representative from Makgato Traditional council participated in council meeting held on the 31st July 2018	None	Quarterly	Director: Corporate Services
4.7	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	Not applicable	Not applicable	31 January 2019	Municipal Manager's Office
4.8				Number of annual reports compiled, adopted and submitted within the timeframe	1 Annual report compiled, adopted and submitted within the timeframe	Not applicable	Not applicable	31 March 2019	Municipal Manager's Office

NO	Key focus area	Baseline/Status	Challenges/Weaknesses	KPI for reporting	Expected Output	Progress to Date	Measures taken to improve performance	Timeframes	Responsibility
4.9	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	Not applicable	Not applicable	31 March 2019	Director: Corporate Services
5	<b>BUILDING CAPABLE INSTITUTIONS AND ADMINISTRATIONS</b>								
5.1	Vacancies	Number of funded vacancies	None filling of vacant posts other than section 54A&56	Number of funded posts filled in the organogram	All funded posts filled.	Funded posts not filled because of cash flow problems. i.e Revenue collection and land invasion issues that resulted in residents not paying for municipal services or rates	Fast-track recruitment process	30 June 2019	Municipal Manager's Office
			None compliance with the MSA regulation on the appointment of section 54A and 56 Managers	Number of section 54A Manager post filled/vacant	Filling of section 54A post in accordance with the regulations	Sec 54A post filled	None	Quarterly	Municipal Manager's Office
				Number of section 56 Manager posts filled	Filling of section 56 posts in accordance with the regulations	4/5 sec 56 post filled. The remaining post for Director Technical Services as at recruitment stage during the period under review	To appoint during 02nd Quarter of the Financial year	Quarterly	Municipal Manager's Office
5.2	Technical Capacity		Lack of personnel with	Number of employees in the technical department with	Filling of posts in the technical department by personnel with technical skills	No appointments were done during the quarter under review	Fast-track recruitment process	Quarterly	Director: Technical Services

NO	Key focus area	Baseline/Status	Challenges/Weaknesses	KPI for reporting	Expected Output	Progress to Date	Measures taken to improve performance	Timeframes	Responsibility
			technical skills	technical skills e.g. engineers, town planners and technicians	appointed e.g. engineers, and technicians				
			Ineffective implementation of WSP	Number of municipal officials trained in line with WSP	Municipal officials trained in line with WSP	No officials were trained during the period under review	None	Quarterly	Director: Corporate Services
				Number of councillors trained in accordance with WSP	Municipal councillors trained in accordance with WSP	No Councillors were trained during the period under review	None	30 June 2019	Director: Corporate Services
				Number of training reports submitted to LGSETA	1 annual report submitted.	Not applicable	Not applicable	30 June 2019	Director: Corporate Services
5.3	Local Labour Forum (LLF)		None adherence to LLF to annual work plan	Number of LLF meeting held	LLF meetings convened	Only 01 LLF meeting was convened on the 15 <sup>th</sup> August 2018	None	Quarterly	Director: Corporate Services
5.4	Realistic and affordable municipal organisations		None alignment of organisation structure with IDP/Budget	Organizational structure approved by council aligned with IDP/Budget	Develop Organizational structure for approval by council	Organizational structured developed and approved by council	None	31 May 2019	Director: Corporate Services
6	<b>LOCAL ECONOMIC DEVELOPMENT</b>								

NO	Key focus area	Baseline/ Status	Challenges/Weaknesses	KPI for reporting	Expected Output	Progress to Date	Measures taken to improve performance	Timeframes	Responsibility
6.1	LED strategy		None implementation of LED strategy	LED strategy approved by Council	Develop/Review LED strategy	Not planned for this financial year	To be reviewed 2019/20 Financial Year	31 May 2019	Director: ED & Planning
6.2	LED strategy		Poor reporting of beneficiaries and none upscaling of all municipal projects	Number of job opportunities created through LED initiatives	Job opportunities created through LED initiatives	None	Improve on creating job opportunities through LED initiatives	Quarterly	Director: ED & 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	Job opportunities created through EPWP initiatives	200 Job opportunities created through EPWP	None	Quarterly	Director: ED & Planning
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	No intake for CWP for the quarter	Fasttrack implementation of capital works programme	Quarterly	Director: ED & Planning



NO	Key focus area	Baseline/Status	Challenges/Weaknesses	KPI for reporting	Expected Output	Progress to Date	Measures taken to improve performance	Timeframes	Responsibility
7	<b>SPATIAL PLANNING</b>								
7.1	SPLUMA		Delay in the appointment of tribunal members	Established Municipal Tribunal in accordance with the legislation	Establish municipal tribunal	There is a district planning tribunal	None	30 June 2019	Director: ED & Planning
7.2	SPLUMA		None	Number of tribunal sittings held	Convene municipal tribunal meetings	District coordinates the meetings. This quarter no meeting was held	None	30 June 2019	Director: ED & Planning
7.3	SPLUMA		Delay in the processing of land development application	Number of land development applications adjudicated by the tribunal	Land development application adjudicated by the tribunal	None	Do awareness campaign which will edge the communities to apply for any land use change	30 June 2019	Director: ED & Planning

NO	Key focus area	Baseline/Status	Challenges/Weaknesses	KPI for reporting	Expected Output	Progress to Date	Measures taken to improve performance	Timeframes	Responsibility
7.4	SPLUMA		SPLUMA By-laws not approved	Number of SPLUMA By-laws approved by council	SPLUMA By-laws approved by council	SPLUMA By-Laws approved by council	None	Quarterly	Director: ED & Planning
7.5	SPLUMA		SPLUMA By-laws not gazetted	Number of SPLUMA By-laws gazetted	SPLUMA By-laws gazetted	SPLUMA By-Laws Gazetted	None	Quarterly	Director: ED & Planning

Approved

*Machaba MS*  
 MACHABA JUNIAS  
 MUNICIPAL MANAGER  
 DATE: 29.10.2013