

LIMPOPO BACK TO BASICS PROGRESS REPORT

SEKHUKHUNE DISTRICT MUNICIPALITY

EPHRAIM MOGALE LOCAL MUNICIPALITY

TERM: ANNUAL PROGRESS REPORT

DATED: JULY 2016 - JUNE 2017

FINANCIAL YEAR: 2016/17



B·B
BACK TO BASICS
SERVING OUR COMMUNITIES BETTER

Back to Basics
Serving Our Communities Better!

- Putting people first and engaging with communities
- Delivering basic services
- Good Governance
- Sound financial management
- Building capabilities

Document on the Back to Basics can be found here: <http://www.esqra.gov.za/summary2014/>



NO	Key focus area	Baseline	Expected Output	Recommended Action	Progress to date	Timeframes	Challenge	Mitigation
1. PUTTING PEOPLE FIRST								
1.1.	Public Participation/ community engagement	06	12 public participation meetings	To coordinate imbizos to give feedback to communities on service delivery and to consult on IDP/BUDGET matters	09 Public Participations and Stakeholder Engagement Conducted - Annual Report 2015/16 - Back to School Opening Campaign - MPAC Annual Report 2015/16 Public Hearing - SOMA - Annual Ward Committee Conference 2016/17 - IDP Review 2016/17 - Draft IDP/Budget 2016/17 - Ward Committee Induction - General Valuation Roll	30 June 2017	None	None
1.2.	Communication	None	100% resolve of all issues raised	Address all issues raised	100% of issues raised resolved	30 June 2017	None	None
		01	1 Communication strategy review	Review strategy	Drafted reviewed strategy in place and awaits council approval.	31 May 2017		
1.3.	The existence of the required number of functional Ward Committees.	None	1 communication awareness event held	Hold Communication awareness event	1 event held	31 December 2016	None	None
		16 functional Ward Committees	16 ward committee functional	Ward Committees re-established	16 wards committees re-established and fully functional	30 June 2017	None	None
		48 ward committee meetings	16 x 3 ward committee meetings held	Ward Committees re-established	48 ward committee meetings held	30 June 2017	None	None
		48 ward committee reports	16 x 3 ward committee reports submitted to speakers office	Ward Committees re-established	48 ward committee reports available	30 June 2017	None	None
1.4.	Batho Service Standards	Pele	No committee in place	Establish Batho Pele committee.	Identify members from various dept. to serve in the committee	31 March 2017	None	None

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1.5.	Customer Care	1 Batho Pele Service Standard in place	Develop 1 Batho Pele service standards	Adoption and implementation of Batho Pele service standard	1 Batho Pele Service Standard in place	31 March 2017	None	None
		None	4 Batho Pele events held	To have Batho Pele build up awareness	4 Batho Pele events held	31 March 2017	None	None
		4 Quarterly Customer Complaint reports	Functional Complaint management system in place	To keep the register of complaints received and ensure referral to relevant departments.	4 Quarterly Customer Complaint reports available	Quarterly	Poor turnaround time in responding to complaints	Batho-Pele committee established to monitor the complaint register regularly
		26 received 14 resolved	To resolve all complaint registered	To make follow up with relevant department on the referred complaint.	26 received and 26 resolved	Monthly	Poor turnaround time in responding to complaints.	Batho-Pele committee established to monitor the complaint register regularly
1.6.	The regularity of community satisfaction surveys carried out	Manual system in place	1 electronic complaints management system	To procure an electronic complaints management system for prompt responses	Manual system still in place	2017/2018 financial year	Budget constraints	Advocate for funding in the 2017/18 f/y
		Premier and Presidential hotline	Other type of complaint management system used	Regularly check with the hotlines if there are issues raised against the municipality	Continuous check on issues raised (01 case reported on Q4)	Ongoing	None	None
		1 Community satisfaction survey conducted	Credible Community satisfaction survey	To conduct a community satisfaction survey	Held one meeting with Stats SA already to assist in conducting the survey	2017/2018 financial year	Budget constraints	Advocate for funding in the 2017/18 f/y
1.7.	Community protest	03	100% Reduced community protests against the municipality	Deepen democracy by maximising community participation	SOMA was held at Dichoeng on the 27 June 2017	Ongoing	None	None
		03	100% Prompt response to Issues raised	Implement municipal service standards	None	None	None	None

NO	Key focus area	Baseline	Expected Output	Recommended Action	Progress to date	Timeframes	Challenge	Mitigation
2.1.	Water services	Water provision by the District	Number of household with access to water	SDM to provide with information	None	Monthly	Water provision by the District	Water provision by the District
		Water provision by the District	Number of households with new water connections	SDM to provide with information	None	Monthly	Water provision by the District	Water provision by the District
		Water provision by the District	Number of water interruptions reported and attended	SDM to provide with information	None	Monthly	Water provision by the District	Water provision by the District
		Water provision by the District	Number of illegal water connections identified	SDM to provide with information	None	Monthly	Water provision by the District	Water provision by the District
		Water provision by the District	Percentage of water losses	SDM to provide with information	None	Monthly	Water provision by the District	Water provision by the District
		Water provision by the District	Blue drop status	SDM to provide with information	None	Monthly	Water provision by the District	Water provision by the District
		Water provision by the District	Number of water projects to address backlog	SDM to provide with information	None	Monthly	Water provision by the District	Water provision by the District
		Water provision by the District	Number of household with access to sanitation	SDM to provide with information	None	Monthly	Water provision by the District	Water provision by the District
		Water provision by the District	Number of sewer spillage reported and attended	SDM to provide with information	None	Monthly	Water provision by the District	Water provision by the District
		Water provision by the District	Green drop status	SDM to provide with information	None	Monthly	Water provision by the District	Water provision by the District
2.2.	Sanitation	Water provision by the District	Number of sanitation projects to address backlog	SDM to provide with information	None	Monthly	Water provision by the District	Water provision by the District
		Water provision by the District	Number of sanitation projects to address backlog	SDM to provide with information	None	Monthly	Water provision by the District	Water provision by the District
		Water provision by the District	Number of sanitation projects to address backlog	SDM to provide with information	None	Monthly	Water provision by the District	Water provision by the District
2.3.	MIG Expenditure	100%	100% MIG expenditure	Full expenditure of the MIG Grant on provision	100% Grant expenditure	30 June 2017	None	Acceleration programme was

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2.4.	Electricity	33 027 Households electrified. 32108 ESKOM, 919 Municipal	33 936 households connected to electricity. 33017 ESKOM, 919 Municipal	ESKOM to implement and complete projects of safe and quality roads.	400 connections agreed but ESKOM reduced it to only 176 connections but completed only 81. ESKOM backlog at 1072. Municipal backlog 0.	30 June 2017	ESKOM deferred 5 projects due to high design cost. ESKOM completed less than 50% of the remaining connections. ESKOM not providing post connection data.	Introduced and was monitored together with MISA. Bi-weekly meetings were held to monitor progress on all sites.
		650 Households connected	186 households with new electricity connections	ESKOM to implement and complete projects	81 of 176 connections completed. 3 projects under construction.	30 June 2017	Very slow progress on project implementation. 5 Projects deferred.	Initiate high level meeting with ESKOM.
		01	100% Prevention of illegal connections	To prevent illegal connections	Investigations were done on deviation report. 1 illegal connection found.	Quarterly	No low consumption report on prepaid vending. No approved fines for tampering.	To compile reports and introduce fines for tampering
		5.5	Keep electricity losses below 6%.	Continue to monitor and maintain the network to curb losses.	Deviation report investigation done. New padlocks installed.	Quarterly	Challenge with data consolidation. Meter reading	To strengthen maintenance and monitoring of power supplies

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2.5.	Free basics services	16 reported and attended	Attend and restore all electricity interruptions within 3 hours	All interruption to be attended within requirements	No interruption reported.	When required	errors. No low consumption report on prepaid sales.	None
		8 Projects	6 electrification projects to address backlog	All areas electrified except new extensions. ESKOM to implement 6 projects for extension.	1 Completed & energized. 5 Deferred. 5 Under construction.	30 June 2017	Very slow progress on project implementation. 5 Projects deferred.	Continuous engagement with ESKOM
		01	Updated indigent register in place	To engage with CDWs to review indigent register annually	Forms given to Councilors and CDW's to register beneficiaries	30 June 2017	None	None
		1950	1950 beneficiaries registered to receive Free Basics services	To engage with CDWs to identify needy beneficiaries for a credible indigent register	Forms given to Councilors and CDW's to register beneficiaries	Monthly	None	None
2.6.	Roads and Storm water	1950	1950 beneficiaries receive Free Basic electricity	To provide free basic electricity according to the indigent Register	1950 beneficiaries received free basic electricity	Monthly	None	None
		Water provision by the District	Number of beneficiaries received Free Basic water	SDM to provide with information	None	Monthly	Water provision by the District	Water provision by the District
		Water provision by the District	Number of beneficiaries received Free Basic sanitation	SDM to provide with information	None	Monthly	Water provision by the District	Water provision by the District
		None	100% Provision of Free Basic Waste Removal	Refuse removal not finalised according to Indigents	Free basic waste removal rolled out to Elandskraal, Leeuwfontain and Zamenkornst	30 June 2017	None	None
2.6.	Roads and Storm water	157 km	3.65km of roads tarred	Construction of safe and quality roads.	3.4km	30 June 2017	Withheld MIG amount	To follow procurement plan
		None	Number of road km gravelled	Provision of proper and accessible roads	NA	30 June 2017	NA	NA

NO	Key focus area	Baseline	Expected Output	Recommended Action	Progress to date	Timeframes	Challenge	Mitigation
		None	Number of road km re-gravelled	Provision of proper and accessible roads	NA	30 June 2017	NA	NA
		1200km	1200km Km of road graded	Provision of proper and accessible roads	320.2km	30 June 2017	None	None
2.7.		None	45km of roads maintained(road markings)	Provision of proper and efficient maintenance of roads	30.482km	30 June 2017	None	None
		900 m2	1200 m2 Road square metres patch	Provision of proper and efficient maintenance of roads	1678.3m2	30 June 2017	None	None
		None	Reduction of municipal infrastructure assets theft	Raise awareness with stakeholders	01 awareness Meeting held	30 June 2017	Theft of street lights cables at Mamphokgo	Have continuous awareness campaigns for communities on protecting Municipal infrastructure
		508	100% Street light maintenance	Proper and efficient maintenance of streetlights	100% Street light maintained	Quarterly	None	None
		01	2 traffic lights maintained	Proper and efficient maintenance of traffic light	100% operational.	Monthly	None	None
2.8.	Waste Management	118km	250 Kilometre of storm water drainage maintained	Provision of proper and efficient maintenance of roads	11.667km	30 June 2017	None	None
		5619 Household have access to removal	5619 households access to refuse removal	To provide sustainable refuse collection services	5619 Households have access to waste collection Status quo maintained	At least once a week collection	Non-payment of services from Leeufontein and Elandskraal	Services to carry on. Finance to finalise data capturing and provide revenue collection
		None	4000 of households with extended waste collection in rural areas	Proper investigation on an alternative way of collection such as communal bins placed at strategic places	None	Next financial year	No budget allocation	Containers will be placed at strategic areas to enhance access to refuse collection

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		One licensed Landfill site	1 licensed compliant land fill site	To ensure Compliance to the landfill site licence	Busy with procurement on weighbridge and access fencing as per the recommendation by the external audit Landfill Monitoring Committee was established. Internal audit by committee done. Landfill audit provider appointed. Landfill loosening of covering material service provider appointed.	June 2017	Non-compliance with the licence	Continuous improvement on Landfill compliance
2.10.	Human Settlements	None	Provide Housing beneficiary list	Coordinates with CoGHSTA for housing allocation	Housing beneficiary list available	30 June 2017	None	None
		400	7000 RDP houses backlog	Coordinates with CoGHSTA for housing allocation	Building of 278 houses is in progress	30 June 2017	None	None
		278	400 Construction of RDP houses allocated	Coordinates with CoGHSTA for housing allocation	Building of 278 houses is in progress	30 June 2017	None	None
3. SOUND FINANCIAL MANAGEMENT								
3.1	Audit Outcome	Qualified Audit Opinion	1 Improved AG opinion	Improvement in the audit outcome for 2016/2017 financial year	Obtained Qualified Audit Opinion	30 November 2016	None	None
		2016/17 AFS and APR	1 Submission of AFS and APR within time frames	Submission of Credible AFS and APR	AFS was submitted to AG & Treasury on 31 st August 2016	31/08/2016	None	None
		137	100% Reduced AG findings raised	To reduce AG findings in the audit outcome for 2015/2016 financial year	84 AG queries raised in the 2015/16 audit	30 November 2016	None	None
		137	100% of AG finding resolved	To resolve all findings in the audit outcome for 2015/2016 financial year	83% (70/84) AG queries raised in the 2015/16 audit have been resolved	30 November 2016	None	None

NO	Key focus area	Baseline	Expected Output	Recommended Action	Progress to date	Timeframes	Challenge	Mitigation
3.2	Irregular Expenditure	R 94 534 109 M as reported in the audited AFS	100% Reduced irregular expenditure for 2016/17	Comply with the SCM procurement checklist	MPAC has completed its investigations into the irregular expenditure and is finalising report to council.	30 June 2017	Irregular expenditure incurred in previous years were not processed by MPAC	
		None	Report to the MEC irregular expenditures	None	All identified irregular expenditure in prior years with continued contracts have been updated in the irregular register	30 June 2017	Delayed reporting to MEC due to reports having to go through MPAC and Council.	To report as and when it occurred
3.3	Budget Credibility	1 Credible budget for 2016/2017	1 Credible budget with reconciling A Schedules	Compile a credible budget in terms of treasury assessment	2016/17 Treasury recommendations were addressed in the 2017/18 budget	31 May 2017	Insufficient funds for financing of the non-cashed items.	Improve narration on budget document
		Credible budget for 2016/2017	1 Cashbacked budget for 2016/17	Compile a credible cash backed budget	2017/18 budget cashbacked by R143 417 000	30 June 2017	None	None
3.4.	Spending on capital budget	65% excluding MIG	100% Spending on capital budget excluding MIG funds	Speed up the process of appointing contractors	56% has been spent in capital project excluding MIG	30 June 2017	Late appointment of service providers.	Procurement plan in place


NO	Key focus area	Baseline	Expected Output	Recommended Action	Progress to date	Timeframes	Challenge	Mitigation
3.5.	Revenue collection	100%	100% of own revenue collected against the billing	<ul style="list-style-type: none"> - Enforce the credit control and debt collection policy on rates (recovery of outstanding amounts from tenants). - Issue letters of demand - Update/cleanse consumer data 	75% was collected against the billing in the fourth quarter	30 June 2017	<ul style="list-style-type: none"> - Data integrity - Culture of non-payment. - Farmers requesting interest write off with settlement of the principal amounts before settling rates accounts. 	Data cleansing and timeous end of year billing
3.6.	Personnel budget	92%	95% of budget spent on personnel	Speed up appointment in vacant positions	90% has been spent on personnel in the fourth quarter (R73 121 629/R65 747 152)	30 June 2017	<ul style="list-style-type: none"> - Appointment of section 54 & 56 require long recruitment and appointment process 	Finalise appointment of Directors
3.7.	Liquidity and cash balances	2016/2017 funded budget	1 Funded budget 2017/2018	Compile funded budget for 2017/2018	Municipality is funded and cash backed by R51 167 000.	30 June 2017	None	None
3.8.	The extent to which debt is serviced.	None	Number of debt serviced	None	N/A	30 June 2017	None	N/A
		None	List an amount of services provider debt serviced	None	N/A	30 June 2017	None	N/A
3.9.	Efficiency and functionality of supply chain management	3 committees (BSC, BEC, BAC) in place	3 supply chain committees in place	To ensure proper implementation of SCM processes	3 committees in place which are (BSC, BEC, BAC)	30 June 2017	None	None

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4.	and political interference	31	40 of tenders to be awarded within 90 days	To ensure proper implementation of SCM processes	17 tenders have been awarded in the fourth quarter	30 June 2017	Non-adherence to procurement plan timelines.	Adhere to the procurement plan and improvement on turnaround time on non-responsive bids															
									4.1. Council Stability	Stable Council	1 Stable Council	Adherence to council schedules	Regular council sitting held per schedules of activities	Quarterly	Non adherence to meeting scheduled	Adhere to schedule of council activities as approved by council							
																	3 Ordinary Council meetings held	04 ordinary council meetings	One Ordinary Council meeting per quarter	4 x Ordinary Council meetings held	Quarterly	None	None
4.2. Performance Audit Committee	Performance audit committee in place	1 Functional Performance audit committee	Adhere to the annual program	Satisfactory	June 2017	Non adherence to meeting scheduled	Improve on adherence to approved schedules																
4.3.	MPAC	04 Performance audit committee meetings held	2 Performance audit committee meetings held	Adhere to the annual program	01	June 2017	Non adherence to meeting scheduled	Improve on adherence to approved schedules															
		Functional MPAC	1 Functional MPAC	Committee functionally maintained	MPAC established in the 1 st Quarter	June 2017	None	None															
4.4.	Anti-Fraud and Corruption policies and committee	2 MPAC meetings held	2 MPAC meetings held	1x meeting per quarter	One meeting held	Quarterly	None	None															
		Policies and committee in place.	Anti-Fraud and Corruption policies and committee in place	A functional Risk Management Committee, holding meeting developing oversight report	Risk Management Committee delegated responsibilities to oversee the implementation of the	30 June 2017	None	None															

NO	Key focus area	Baseline	Expected Output	Recommended Action	Progress to date	Timeframes	Challenge	Mitigation
		None	100% of fraud and corruption cases report and investigated	Resolve fraud and corruption cases reported and investigated	None anti-fraud and corruption policy.	Quarterly	None	None
4.5.	IGR structures	District and Provincial IGR Structures	10 IGR structures in place 100% attendance of IGR meeting held	Functional structures attended per invitations Attend IGR meetings per invitation	4 x structures in place 5 x IGR meeting	Quarterly Quarterly	None None	None None
4.6.	Traditional Council	5 Traditional Leaders in Council, two passed on	3 traditional council in the municipal area participated in council meetings	Good relations with traditional leaders	3 traditional authorities attending council activities	Monthly	None	None
4.7.	Participation in Council	5 Traditional Leaders in Council, two passed on	3 traditional leaders participated in council meetings	Participation of traditional leaders in council	3 Traditional leaders attend Council meetings	Monthly	None	None
5. Building Capable Institutions and Administrations								
5.2.	Vacancies	34 Vacant post	Filling in of all 34 budgeted vacant posts.	Advertise all vacant posts	29 post advertised and shortlisting, interview program developed.	31 March 2017	None	None
		3 section 54A&56 managers posts vacant	2 section 54A&56 managers posts vacant	To fill vacant Section 54A&56 managers posts	Concurrence letter sought from MEC for Director Planning candidate appointment. Director	30 June 2017	Prolonged recruitment processes	Engagement with MEC Coghsta on improving processes

NO	Key focus area	Baseline	Expected Output	Recommended Action	Progress to date	Timeframes	Challenge	Mitigation
5.3.	Competency	All Directors are Competent in MFMA and CPMD Programs	4 Section 54A&56 Managers appointed have minimum MFMA/MSA competency requirements	To have competent and qualified officials in the municipality	Corporate Services interviews held and awaiting Competency Assessment results. All senior Managers have minimum competency requirements	30 June 2017	None	None
5.4.	Technical Capacity	Director Infrastructure, Manager Electrical, Manager Road and Storm Water ; and PMU Manager appointed	7 employees in the technical department with technical skills e.g. engineers, and technicians	To have employees with technical capacity for effective service delivery to communities and speedily implementation of MIG projects	7 Employees have technical skills	30 September 2016	None	None
	WSP	54	200 of municipal officials to be trained in line with WSP	To have employees trained according to their relevant job descriptions for effective service delivery to communities	95 employees trained	30 June 2017	None	None
5.5.	Local Labour Forum (LLF)	03	12 LLF meeting annually to ensure sound effective labour relations	To reconstitute the LLF	3 Meetings attended	30 June 2017	None	None
5.5.	Realistic and affordable municipal organograms	1 municipal organogram in place	1 Organizational structure approved by council Aligned with IDP/Budget	Review organisational structure and align to the IDP and Budget by 30 June 2017	Organizational structure approved by council.	31 May 2017	None	None
5.6.	Annual report	1 Credible Annual report in place	1 annual report compiled , adopted and submitted within the timeframe	Compile annual report for 2016/17 financial year , adopted and	Draft Annual report in place and approved by council	24 January 2017	None	None

NO	Key focus area	Baseline	Expected Output	Recommended Action	Progress to date	Timeframes	Challenge	Mitigation
5.7.	MPAC oversight report	1 Credible MPAC oversight report in place	1 Oversight report compiled, adopted and submitted within the timeframe	oversight compiled, adopted and submitted within the timeframe	Oversight for Annual Report compiled, adopted and submitted within the timeframe	30 March 2017	None	None
6. Building Capable Institutions and Administrations								
6.1	EPWP	253	305 EPWP job opportunity created	Provision of efficient job opportunities	174 jobs created	30 June 2017	Late appointments of EPWP participants and Service provider for supplying PPE ¹	Engage with ward councillors
6.2	CWP	1035	CWP job opportunity created	Provision of efficient job opportunities	1056 jobs created	30 June 2017	None	None
7. Spatial Rational								
7.1	SPLUMA	1 approved By law	1 Gazetted SPLUMA By-law	Ensure the content of the working documents is through. EPMLM By-Laws, Revised SDF, Revised Town Planning Scheme	1 Approved by-laws gazetted 23 June 2017	31 January 2017	None	None


M.M. MATHIBELA
MUNICIPAL MANAGER

DATE: 14/09/17