Circular 88 Planning & Reporting Template 2023/24

This tool is valid only for District municipalities for the reporting period of 2023/2024. Only complete the tab of this template applicable to your category of municipality.

In addition to submission of to your Provincial Department of Cooperative Governance, please CC-ligindicators@cogta.gov.za for all planning & reporting submissions.



Please do not make charges to the structure of this spreadsheet. The consistent formatting for all municipalities is necessary for collating this data.

Stop 1: Bloom SII is all your details and all the municipal details in the table below

Report Details

Period for this report The seried on which you are recorded

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Municoal Details

Step 2: Please fill in all the required data in the table below.

Make use of colour key below, and note the completion percentage above each column to aid in completing the table.

Priority Indicators

When Priority Indicators are confirmed, they will be highlighted in orange. These rows are especially important to complete a such is data is used in

municipal performance assessments. At this time, the Priority Indicators have not been formalised and do not yet reflect.

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OUTPUT INDICATORS FOR QUARTERLY REPORTING COMPUTANCE INDICATORS FOR QUARTERLY REPORTING QUITPUT INDICATORS FOR ANNUAL REPORTING OUTCOME INDICATORS FOR ANNUAL REPORTING

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			Baseline (Annual Medium term		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter/	4th Quarter/							
		escription Priority indicator	Performance previous target (term of			1st Quarter Actual output	Planned output as per SDBIP	2nd Quarter Actual output		3rd Quarter Actual output	Annual Planned performance	Annual Actual performance	Variation	Reason(s) for variation	Remedial action/ Steps taken to improve	Reasons for no data. If not provided	Steps undertaken, or to be undertaken, to provide data in the future	Extimated date when data	
		HITRIT INDICATORS FOR CHARTERY REPORTING	trancia veari advernmenti	Annua tareet			DELZCEIN	outout	DRF SUBIF	output	performance	performance	variation	variation	benormance				
TRG.	TRG P	ercentage of surfaced municipal road lanes which has been resurfaced and resealed (1) Kilcmetres of municipal road lanes resurfaced and resealed	0%	<u> </u>	ON. O	#DIV/OI		j	0%			- i				Local Municipality function			
TRG.	TRG	(2) Kilometres of surfaced municipal road laines Mis of new municipal road network		,			1		ļ				1		,			‡	
1100.	TRG	(1) Number of kilometres of surfaced road network built		·				t	<u> </u>	Ĺ						No evidence available from Roads Department			
TRG.	TRG 21 P	(2) Number of kilometres of unsurfaced road network built ercentage of reported pothole complaints resolved within standard municipal response time		,	es. e	#DIV/OF		ļ		ļ		4	ļ		,	Local Municipality Function			
	TRG TRG	(1) Number of pothole complaints resolved within the standard time after being recorded (2) Number of notholes reported						[[1						
W\$1		umber of new sewer connections meeting minimum standards			e l	at .		\				1				Local Municipality function	. <u>.</u>		
	WS WS	(1) Number of new sewer connections to consumer units (2) Number of new sewer connections to communal toilet facilities.				ļ	į	}	-	ļ			-			ļ			
W52	.11 N	umber of new water connections meeting minimum standards (1) Number of new water connections to ploed flap! water			0			}				3				Local Municipality Function			
	WS WS	(2) Number of new water connections to public/communal facilities.				ļ	ł	}	-	} -			-						
WS3	.11 P	ercentage of callouts responded to within 48 hours (sanitation/wastewater) [1] Number of callouts responded to within 48 hours (sanitation/wastewater)		<u> </u>	esi e	EQN/OL		j	·	i		- i	-			Local Municipality Function			
ws	WS	(2) Total number of callouts (sanitation/wastewater)		,			i						1		,	Ų			
WS3	.21 P	ercentaire of callouts responded to within 48 hours (water) (1) Number of callouts responded to within 48 hours (water)		·		EQN/O	<u> </u>	t	-	İ		-	1	لححصصا		Local Municipality Function			
ED1	WS .	(2) Total water service callouts received ercentage compliance with the required attendance time for structural fireflehting incidents		,		#DIV/OF		Ç	ļ		}	4	ļ		,	L	. i		
701.	FD1	(3) Number of structural fire incidents where the attendance time was 14 minutes or less (2) Total number of distress calls for structural fire incidents received						L								Local Municipality Function			
	P	ercentare of total municipal operating expenditure spent on contracted services physically residing						ነ		·		•							
LEDS	.11 w	(1) R-value of operating expenditure on contracted services within the municipal area	gns.		on or	#DIV/OI		ļ								Officials can't verify which service provider is fro			
	LED	(2) Total municipal operating expenditure on contracted services				L	i	t		t	i		1				<u></u>	1	
LEDS	21 N	umber of work opportunities created through Public Employment Programmes (Incl. EPWP, CWP nd other related employment programmes)	407				ļ	ł	1		1	1	1			1	1	1	- 1
	LED 1.21	(3) Number of work opportunities provided by the municipality through the Expanded Public Works Programme											1			1	!	1	
	LED	(2) Number of work opportunities provided through the Community Works Programme and					1	}	1	 						!		+	
LEGG	1.21 .12 P	other related infrastructure initiatives. ercentage of the municipality's operating budget spent on indigent relief for free basic services	69		es. e	#DIV/OI		ļ		ļ		•				Local Municipality Function	+		
	LED	(1) R-value of operatine budget excenditure on free basic services (2) Total operatine budget for the municipality					4												
	A	verage number of days from the point of advertising to the letter of award per 90/20 procurement						!		ļ		•							
LEDG	LED B	rocess (I) Sum of the number of days from the point of advertising a tender in terms of the 80/20	120	<u> </u>	01	5,21739136	1	ł	ļ				4			 	+		
	2.21	procurement process to the issuine of the letter of swand (2) Total number of 90/20 tenders awarded as not the procurement renows					į.	ļ		ļ								-∔	
	P	ercentage of municipal payments made to service providers who submitted complete forms within										•							
LEDG	LED	0-days of Invoice submission (1) Number of municipal payments within 10-days of complete invoice receipt made to service	100%		esi e	340		ł	-	·			-						
	3.32	providers (2) Total number of complete invoices received (30 days or older)				246	4	ļ	-	ļ			4						
GG1.		taff vacancy rate	9%		00.0	110										1		- 	
	GG1	(1) The number of employee posts on the approved organisational structure (2) The number of permanent employees in the municipality					-	ļ	-	ļ			-			l			
GG1.		ercentage of vacant posts filled within 2 months	6%		0% 07]											
	GG1 .221	(1) Number of vacant posts filled within 3 months since the date (dd/mm/yyyy) of authority to proceed with filling the vacancy				L		.		<u> </u>									
	GG1	(2) Number of vacant posts that have been filled ercentage of official complaints responded to through the municipal complaint management		,		·		ļ		ļ		·	-			4	4		
GG2.	21 0	patiens (3) Number of official complaints responded to according to municipal norms and standards	gns.	<u> </u>	on or	#DIV/OI	<u></u>	ļ	<u> </u>							There is no formal complaints system in the mur	vicipality		
	GGZ	(2) Number of official constaints received					ì	t		t			1						
GGS.	11 N GGS	umber of active suspensions longer than three months (1) Simple count of the number of active suspensions in the municipality lasting more than	14	Ľ	0	0	 	ł	-				-	L			+		
GGS.	.110	three months surrierly salary bill of suspended officials	100765800	,		L	<u> </u>	L		L			<u> </u>				·		
	GGS	(1) Sum of the salary bill for all suspended officials for the reporting period			<u> </u>	173.478.00	i .	Ċ		t		. :::::::::				d			
FM1.	11 T FM1	otal Casital Expenditure as a percentare of Total Casital Budget (3) Actual Casital Expenditure	74%	-	en. e	1156800		i				.	-						
FM1.	FM1	(2) Budgeted Capital Expenditure otal Operating Expenditure as a percentage of Total Operating Expenditure Budget			051 07	15990000		Ç	ļ			4	-						
-	FM1	(3) Actual Operating Expenditure				10344100		t								t			
FM1.	FM1	(2) Budgeted Operating Expenditure otal Operating Revenue as a percentage of Total Operating Revenue Budget	87%		en e	\$22490000 269		ţ		ļ		•				†			
	FM1	(1) Actual Constine Revenue (2) Surfacted Courseline Revenue				134177900 518223000							-						
	5	ervice Charges and Property Rates Revenue as a percentage of Service Charges and Property Rates				1		}	,			1					·	· 	
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	FM1	(2) Actual Property Rates Revenue (3) Budgeted Service Changes and Property Rates Revenue				L	ļ		-										
FM1.	21 F	unded budget (Y/N) (Municipal) (1) Municipal funded budget self-assessment outcome	0		0	0						-					- 		
FM2	11 C	ash/Cost coverage ratio	92.19		0	191.587712					ļ		-					+	
	FM3 FM3	(1) Cash and cash equivalent (2) I Invested Conditional Graphs				123779000 264925	1		-				-						
	FM3	GII Overdraft				L	j	t		<u> </u>						l		-‡	
	FM3 FM3	(6) Short Term Investment (5) Monthly Fixed Operational Expenditure excluding (Depreciation, Amortisation, Provision for				350000	1	ļ	-	ļ									
CMO	.110 13 T	Rad Debts, Impairment and Loss on Disposal of Assets) rade payables to cash ratio	1995	,		113514		ţ		ļ		-	,	,	,	4	·∔	-	
-	FM3	(1) Cash and cash equivalents		·		5,751231399 122779009		t						·				#	
FM2.	FM3	(2) Trade payables iquidity ratio	151		0	21522000 2.077753341		ļ		ļ		4	_			!		+	
	FM3	(3) Cash and cash equivalents (2) Current liabilities				123779000 59573000							-				 		
FM4		reditors payment period	29.01	1	0	0 10.20015821		<u> </u>		<u> </u>		3				1		<u>.t</u>	
	FM4 FM4	(1) Trade Crediton Outstanding (2) Credit purchases (operating and capital)				3214000 115009000			_	l		ł::::::::							
	FM4	(3) Number of daws in the recording year to date ercentage of total capital expenditure funded from own funding (internally generated funds +	,,	,									ļ.,,	,	,				
FMS.	11 B	orrowings)	9%		es e			<u> </u>		<u> </u>						<u> </u>	<u> </u>		
	FMS	(1) Internally Generated Funds																	

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FMS.12 Percentage of awarded tenders [over R200K], published on the municipality's website CMS (1) Mumber of awarded tenders published on the municipality's website		es 995				
FMG (2) Number of awarded tenders FMG-13 Percentage of tender cancellations		26		 		
FM6 (1) Number of tendent cancelled DM6 (2) Total number of tendent substituted and closed		200				
PMAE	10.00	0 201-2240010				
PM7 (1) Grout Debteror PM7 (2) Bad Oebt Provision CM2 (3) Billed Severeus		7729448 51 49817894,03 46189189 57				
PM7 (II) Number of days in the reporting period year to date FM7.12 Collection rate ratio	100	02 02				 ·
	1015	0201836				 <u> </u>
FM7 01 Gross Debters Openine Balance FM7 01 Billed Revenue FM7 (1) Gross Debters Closing Balance		632313601 461013337 77934165			<u> </u>	 <u> </u>
FM7 RI Bad Debt Written Off COMPLIANCE INDICATORS FOR QUARTERLY REPORTING						
Contract Con	<u>-</u> 2			 		
C3 Number of Council acetrolic committee meetings held: C4 Number of MRM meetings held:	E E					
Number of formal (minuted) meetings between the Mayor, Speaker and MM were held to deal with				 		
Generalization designs: The standard relative control of meetings to which did not recognize was halled held. The standard relative control of meetings to which held and the standard relative control of the standard relative cont	47	i i				
CR Number of councilion completed training: C9 Number of municipal officials completed training:	un u	201				
C10 Number of Work stoppages occurring: C11 Number of Rization cases instituted by the municipality:	<u> </u>			 		
C12 Number of Itiration cases instituted analyst the municipality: C13 Number of forensk investigations instituted:				 		
C14 Number of forensic investigations concluded: C15 Number of days of sick leave taken by employees:	4201	786.86		 		
C17 Number of temporary employees employed:	4201. 698.	786.86				
Number of recognised traditional and Khoi-San leaders in attendance (sum of) at all council				 		
C20 Number of permanent environmental health practitioners employed by the municipality:						
Number of recipions familiations and the Gain basis in a streeting burn of glast account in the Committee of						
C24 Number of council meetines disruoted C25 Number of protests reported						
C2G R-value of all tenders awarded Number of all awards made in terms of Section 26 of the MFMA Municipal Supply Chain	94677906	11.00000.00		 -		
Number of all awards made in terms of Section 36 of the MFMA Municipal Supply Chain C27 Management Regulations: R-value of all awards made in terms of Section 36 of the MFMA Municipal Supply Chain						
C28 Management Regulations: C30 Number of business (conses approved:	386351.00	2,736,485,85				
C22 Number of positions filled with resert to municipal infrastructure: C22 Number of tenders over R200 000 awarded:						
C34 Number of months the Municipal Managers' position has been filled (not Active): C35 Number of months the Chief Engage of Officers' position has been filled (not Active):		, i				
C36 Number of vacant posts of senior managers:	<u> </u>					
C60 Number of filled pasts in the development and planning department C62 Number of maintained austineary appropriate in page 2.	4	i i i i i i i i i i i i i i i i i i i				
C43 Number of envineers employed in approved posts:						
Committee of the commit						
C47 Number of waste management posts filed: C49 Number of electricians employed in approved posts:	<u>-</u>			<u></u>		
CS1 Number of filled water and wastewater management posts: CS9 Number of municipal buildings that consume renewable enemy	<u></u>	0				
CG1 Total number of chemical toilets in operation CG3 Total volume of water delivered by water trucks						
CG7 Number of paid full-time firefighters employed by the municipality CG8 Number of part-time and firefighter reservists in the service of the municipality	36	14				
CG9 Number of 'displaced persons' to whom the municipality delivered assistance				 		
C71 Number of procurement processes where disputes were raised						
C73 Number of structural fires occurring in informal settlements C74 Number of dwellings in informal settlements affected by structural fires (estimate)						
75 Number of people displaced within the municipal area Number of SMMEs and informal businesses benefitting from municipal digitisation support				 		
C76 programmes rolled out directly or in partnership with other stakeholders C77 B-BBEE Procurement Spend on Empowerine Suppliers that are at least S1% black owned based						
C79 B-68EE Procurement Spend on Empowering Suppliers that are at least 30% black women owned C79 B-68EE Procurement Spend from all Empowering Suppliers based on the 8-88EE Procurement				 		
CSG Number of households in the municipal area resistered as indirect CSG Number of meetings of the Equation or Mayored Committee nonthoned due to lack of numbers						
C92 Number of seemds items deferred to the nest council meeting	2			 		
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WS (2) Authorized consumption			
WS (2) Number of service connections	<u> </u>		
WSS.4 Percentage of water reused			
WS (II 1.a Direct use of treated municipal wastewater (not including invisation) WS (II 1.b Direct use of treated municipal wastewater for invisation purposes			
WS (2) 1.b Direct use of treated municipal wastewaster for intention purposes WS (3) System input volume			
GG1.1 Percentage of municipal skills development levy recovered			
GG1 (1) R-value of municipal skills development levy recovered			
GG1 (2) R-value of the total qualifying value of the municipal skills development levy		·····	
GGI.2 Top management stability			
GG1 (1) Sum of standard working days, in the reporting period, that each SSG and SS7 post was QCupied by a fully appointed official input suspended or vacanti with a valid signed contract			
.2(1 occupied by a fully appointed official (not suspended or vacant) with a valid signed contract			
) and performance agreement)			
GG1 (2) Aggregate working days for all SSG and SS7 Posts			
GG4.1 Percentare of councillors stending council meetings GG4 (1) The sum total of councillor attendance of all council meetings			
GG4 (1) The sum total of councillor attendance of all council meetings			
GG4 (2) The total number of council meetings			
GG4 (3) The total number of councillors in the municipality FM1.1 Percentage of expenditure assists total budget			
PM1.1 Percentare of expenditure against total busset FM1 (1) Total expenditure (operating + capital)			
FM1 (2) Total budget (pperating + capital)			
Percentage of total operating revenue to finance total debt (Total Debt (Scrrowing) / Total			
FM2.1 operating revenue)			1 1 1
FM2 (1) Debt (Short Term Borrowing + Bank Overdraft + Short Term Lease + Long Term Borrowing +			
.3(1 Long Term Lease)			
RM2 (2) Total Coeratine Revenue			
FM2 (3) Operating Conditional Grant			
FM2.2 Percentage change in cash backed reserves reconciliation			
PM2 (3) Cash backed reserves (onvilous year)			j
PM2 (2) Cash backed reserves (current year) CM2.1 Percenture change in rash and rash equipolent (short term)			
PM2 (1) Cash and cash equivalent (Current wear) PM2 (2) Cash and cash equivalent (Province year)			
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FM4 (1) Invasion expenditure (previous year) FM4 (2) Fruitiess and Wasteful expenditure (previous year)	<u> </u>		
PM4 (2) Fruitiess and Wasteful expenditure (previous year) PM4 (2) Unauthorised expenditure (previous year)			
FM4 (4) Unautronised expendature (previous year) FM4 (4) Investor expenditure (current year)			
FM4 (5) Fruitiess and Wasteful expenditure (current year)			
FM4 (6) Unauthorised expenditure (current year)			
FM4.2 Percentage of total operating expenditure on remuneration			
RM4 (1)Employee Related Costs			
PM4 (2) Councillors' Remuneration			
FM4 GI Total Operating Expenditure	<u> </u>		
FM4.2 Percentage of total operating expenditure on contracted services			
PM4 III Contracted Services			
PM4 (2) Total Operating Expenditure			
Percentage change of own funding (internally generated funds + Borrowings) to fund capital			
FMS.1 expenditure FMS (II) Internally Generated Funds (current year)			
PMS (2) Borrowines (current ward) SMS (2) Internally Congressed Confe formings ward)			
PMS (2) Internally Generated Funds (previous year) PMS (4) Borrowings (previous year)			
FMS.2 Percentage change of renewal/uperading of existing Assets			
PMS (1) Total costs of Renewal and Upgrading of Existing Assets (current year)			
PMS (2) Total costs of Renewal and Useradine of Solding Assets (previous year)			
FMS.3 Percentage change of regains and maintenance of existing infrastructure			
PMS (1) Regain and maintenance expenditure (current year)			
FMS (2) Repairs and maintenance expenditure (previous year) FM7.1 Percentage change in Gross Consumer Debtors' (Current and Non-current)			
FMS (2) Repairs and maintenance excenditure (concluse war) FM7.1 Percentare channe in Gross Consumer Debtors' (Current and Non-current) FM7 (3) Gross consumer debtors (previous year)			
FM7 (1) Gross consumer debtors (previous year) FM7 (2) Gross consumer debtors (current year			
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