

Circular 88 Planning & Reporting Template 2024/25



cooperative
governance

Department:
Cooperative Governance
REPUBLIC OF SOUTH AFRICA

This tool is valid only for District municipalities for the reporting period of 2024/2025. **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- [Igindicators@cogta.gov.za](mailto:cogta.gov.za) for all planning & reporting submissions.

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

Step 1: Please fill in all your details and all the municipal details in the table below.
Please make use of the drop down menus to select

Report Details	
Period for this report (The period on which you are reporting)	2024/25 Planning
Date (i.e. date on which this report was written, DD/MM/YYYY)	08/10/2024
Name of person completing this report (Person Capturing)	Nontokozo Dladla
Phone number of person completing this report (Person Capturing)	067 036 8185
Email address of the person completing this report (Person Capturing)	nontokozo@gardenroute.gov.za
Municipal Details	
Province	Western Cape
Name of Municipality	Garden Route District Municipality
Municipal Code (e.g EC141)	DC4
Category of Municipality	District Municipality
Type of Executive System	

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 as this data is used in the municipal performance assessments. At this time, the Priority Indicators have not been formalised and do not yet reflect.

Data Key

- Data to be populated at the point of planning (once annually)
- Data to be populated at the point of reporting (as at current quarter/annual)
- Do not fill. Indicator value based on an automated calculation of the data elements
- Do not fill. Black cells not to be populated (kept blank)
- Cells highlight indicators

Quick Links

- [OUTPUT INDICATORS FOR QUARTERLY REPORTING](#)
- [COMPLIANCE INDICATORS FOR QUARTERLY REPORTING](#)
- [OUTPUT INDICATORS FOR ANNUAL REPORTING](#)
- [OUTCOME INDICATORS FOR ANNUAL REPORTING](#)
- [COMPLIANCE INDICATORS FOR ANNUAL REPORTING](#)
- [COMPLIANCE QUESTIONS FOR ANNUAL REPORTING](#)

All Indicators % Complete	100%	0%	58%	90%	#DIV/0!	0%	#DIV/0!	0%	0%
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C88 Code	Description	Priority Indicator	Baseline (Annual Performance previous financial year)	Medium term target (term of government)	1st Quarter Planned output as per SDBIP	1st Quarter Actual output	2nd Quarter Planned output as per SDBIP	2nd Quarter Actual output	3rd Quarter Planned output as per SDBIP	3rd Quarter Actual output
			Annual target	Annual target						
OUTPUT INDICATORS FOR QUARTERLY REPORTING										
TR6.12	Percentage of surfaced municipal road lanes which has been resurfaced and resealed		0		0	0	#DIV/0!	#DIV/0!		
TR6.12(1)	(1) Kilometres of municipal road lanes resurfaced and resealed						0	0		
TR6.12(2)	(2) Kilometres of surfaced municipal road lanes						0	0		
TR6.13	KMs of new municipal road network		0		0	0				
TR6.13(1)	(1) Number of kilometres of surfaced road network built						0	0		
TR6.13(2)	(2) Number of kilometres of unsurfaced road network built						0	0		
TR6.21	Percentage of reported pothole complaints resolved within standard municipal response time		0		0	0	#DIV/0!	#DIV/0!		
TR6.21(1)	(1) Number of pothole complaints resolved within the standard time after being reported						0	0		
TR6.21(2)	(2) Number of potholes reported						0	0		
WS1.11	Number of new sewer connections meeting minimum standards		0		0	0				
WS1.11(1)	(1) Number of new sewer connections to consumer units						0	0		

WS1.11((2) Number of new sewer connections to communal toilet facilities.				0		0
WS2.11	Number of new water connections meeting minimum standards	0	0	0	0	0	0
WS2.11((1) Number of new water connections to piped (tap) water				0		0
WS2.11((2) Number of new water connections to public/communal facilities.				0		0
WS3.11	Percentage of callouts responded to within 48 hours (sanitation/wastewater)	0	0	0	#DIV/0!	#DIV/0!	
WS3.11((1) Number of callouts responded to within 48 hours (sanitation/wastewater)				0		0
WS3.11((2) Total number of callouts (sanitation/wastewater)				0		0
WS3.21	Percentage of callouts responded to within 48 hours (water)	0	0	0	#DIV/0!	#DIV/0!	
WS3.21((1) Number of callouts responded to within 48 hours (water)				0		0
WS3.21((2) Total water service callouts received				0		0
FD1.11	Percentage compliance with the required attendance time for structural firefighting incidents	0	0	0	#DIV/0!	#DIV/0!	
FD1.11(1	(1) Number of structural fire incidents where the attendance time was 14 minutes or less				0		0
FD1.11(2	(2) Total number of distress calls for structural fire incidents received				0		0
LED1.11	Percentage of total municipal operating expenditure spent on contracted services physically residing within the municipal area	100	0	0	1	1	
LED1.11((1) R-value of operating expenditure on contracted services within the municipal area				5270201,7	5849193,56	
LED1.11((2) Total municipal operating expenditure on contracted services				5270201,7	5849193,56	
LED1.21	Number of work opportunities created through Public Employment Programmes (incl. EPWP, CWP and other related employment programmes)	40			127	91	
LED1.21((1) Number of work opportunities provided by the municipality through the Expanded Public Works Programme				127	91	
LED1.21((2) Number of work opportunities provided through the Community Works Programme and other related infrastructure initiatives.				0	0	
LED2.12	Percentage of the municipality's operating budget spent on indigent relief for free basic services	0	0	0	0	#DIV/0!	
LED2.12((1) R-value of operating budget expenditure on free basic services				0	0	
LED2.12((2) Total operating budget for the municipality				476408898	0	
LED3.31	Average number of days from the point of advertising to the letter of award per 80/20 procurement process	60			5	40	
LED3.31((1) Sum of the number of days from the point of advertising a tender in terms of the 80/20 procurement process to the issuing of the letter of award				120	120	
LED3.31((2) Total number of 80/20 tenders awarded as per the procurement process				24	3	
LED3.32	Percentage of municipal payments made to service providers who submitted complete forms within 30-days of invoice submission	89	95	82	0,824094605	0,890243902	
LED3.32((1) Number of municipal payments within 30-days of complete invoice receipt made to service providers				1115	1095	
LED3.32((2) Total number of complete invoices received (30 days or older)				1353	1230	
GG1.21	Staff vacancy rate	9	0	0	0,110927152	0,124595469	
GG1.21((1) The number of employee posts on the approved organisational structure				604	618	
GG1.21((2) The number of actual employees in the municipality				537	541	
GG1.22	Percentage of vacant posts filled within 6 months	0			0,5	0	
GG1.22((1) Number of vacant posts filled within 6 months since the date (dd/mm/yyyy) of authority to proceed with filling the vacancy				1	0	
GG1.22((2) Number of vacant posts that have been filled				2	2	
GG2.31	Percentage of official complaints responded to through the municipal complaint management system	0	0	0	#DIV/0!	#DIV/0!	
GG2.31((1) Number of official complaints responded to according to municipal norms and standards				0	0	
GG2.31((2) Number of official complaints received				0	0	
GG5.11	Number of active suspensions longer than three months	3	0	0	2	1	
GG5.11((1) Simple count of the number of active suspensions in the municipality lasting more than three months				2	1	
FM1.11	Total Capital Expenditure as a percentage of Total Capital Budget	86	0	0	0,03478558	0,074351692	
FM1.11((1) Actual Capital Expenditure				7083909	16732039	
FM1.11((2) Budgeted Capital Expenditure				225039114	225039114	
FM1.12	Total Operating Expenditure as a percentage of Total Operating Expenditure Budget	95%	0	0	0,218412199	0,025737416	
FM1.12((1) Actual Operating Expenditure				104053515	12261534,2	
FM1.12((2) Budgeted Operating Expenditure				476408898	476408898	
FM1.13	Total Operating Revenue as a percentage of Total Operating Revenue Budget	9%	0	0	0,27329117	0,274354715	
FM1.13((1) Actual Operating Revenue				131785076	131929555	
FM1.13((2) Budgeted Operating Revenue				482214906	480872199	
FM1.14	Service Charges and Property Rates Revenue as a percentage of Service Charges and Property Rates Revenue Budget	0%	0	0	#DIV/0!	#DIV/0!	
FM1.14((1) Actual Service Charges Revenue				0	0	
FM1.14((2) Actual Property Rates Revenue				0	0	
FM1.14((3) Budgeted Service Charges and Property Rates Revenue				0	0	
FM1.21	Funded budget (Y/N) (Municipal)	0%	0	0	0	0	
FM1.21((1) Municipal funded budget self-assessment outcome				0	0	
FM3.11	Cash/Cost coverage ratio	3 552 759 311	0	0	43 21054286	10 39152852	
FM3.11((1) Cash and cash equivalent				195210094	156683808,6	
FM3.11((2) Unspent Conditional Grants				2573108	6551836,4	
FM3.11((3) Overdraft				0	0	
FM3.11((4) Short Term Investment				0	0	
FM3.11((5) Monthly Fixed Operational Expenditure excluding (Depreciation, Amortisation, Provision for Bad Debts, Impairment and Loss on Disposal of Assets)				4342389	14447535,02	
FM3.13	Trade payables to cash ratio	3 343 236 392	0	0	6,520193703	7,577227696	
FM3.13((1) Cash and cash equivalents				195210094	156683808,6	
FM3.13((2) Trade payables				29939309	20678250	
FM3.14	Liquidity ratio	1 595 081 177	0	0	2,533421446	2,307152121	
FM3.14((1) Cash and cash equivalents				195210094	156683808,6	
FM3.14((2) Current liabilities				7705349	6791214	
FM4.31	Creditors payment period	3 409 403 205	0	0	75 14614836	5,427204232	
FM4.31((1) Trade Creditors Outstanding				746372	1263606	
FM4.31((2) Credit purchases (operating and capital)				35794526,25	84982280,06	
FM4.31((3) Number of days in the reporting year to date				92	184	
FM5.11	Percentage of total capital expenditure funded from own funding (Internally generated funds + Borrowings)	72%	0	0	0,999999859	0,92628906	
FM5.11((1) Internally Generated Funds				5858	16827	
FM5.11((2) Borrowings				7078050	15481877,67	

FM5.11((3) Total Capital Expenditure				7083909		16732039
FM6.12	Percentage of awarded tenders (over R200k), published on the municipality's website	100%	0	0	0,33333333		10
FM6.12((1) Number of awarded tenders published on the municipality's website				8		10
FM6.12((2) Number of awarded tenders				24		1
FM6.13	Percentage of tender cancellations	4%	0	0	0		0
FM6.13((1) Number of tenders cancelled				0		0
FM6.13((2) Total number of tenders advertised and closed				19		1
FM7.11	Debtors payment period	3 756 719 306	0	0	2431,552185		468,2548493
FM7.11((1) Gross Debtors				49847340		118462496
FM7.11((2) Bad Debt Provision				0		50591261,12
FM7.11((3) Billed Revenue				7482455		52904952,87
FM7.11((4) Number of days in the reporting period year to date				95		0
FM7.12	Collection rate ratio	95%	0	0	2,627257087		0,618572891
FM7.12((1) Gross Debtors Opening Balance				108685491		98283112,81
FM7.12((2) Billed Revenue				7482455		52904952,87
FM7.12((3) Gross Debtors Closing Balance				95109692		118462496
FM7.12((4) Bad Debts Written Off				1399921,07		0
COMPLIANCE INDICATORS FOR QUARTERLY REPORTING							
C1	Number of signed performance agreements by the MM and section 56 managers:	7			7		7
C2	Number of ExCo or Mayoral Executive meetings held:	2			3		3
C3	Number of Council portfolio committee meetings held:	5			2		1
C4	Number of MPAC meetings held:	1			1		0
C5	Number of formal (minuted) meetings between the Mayor, Speaker and MM were held to deal with municipal matters:	0			0		0
C7	Number of formal (minuted) meetings - to which all senior managers were invited- held:	12			14		11
C8	Number of councillors completed training:	0			0		0
C9	Number of municipal officials completed training:	0			0		0
C10	Number of work stoppages occurring:	0			0		0
C11	Number of litigation cases instituted by the municipality:	0			0		0
C12	Number of litigation cases instituted against the municipality:	1			0		0
C13	Number of forensic investigations instituted:	0			0		0
C14	Number of forensic investigations concluded:	0			0		0
C15	Number of days of sick leave taken by employees:	1036,69			917,87		727,53
C17	Number of temporary employees employed:	105			105		423
C18	Number of approved demonstrations in the municipal area:	0			0		0
C19	Number of recognised traditional and Khoi-San leaders in attendance (sum of) at all council meetings:	0			0		0
C20	Number of permanent environmental health practitioners employed by the municipality:	38			36		36
C22	Number of Council meetings held:	5			4		4
C23	Number of disciplinary cases for misconduct relating to fraud and corruption:	1			1		0
C24	Number of council meetings disrupted	0			0		0
C25	Number of protests reported	0			0		0
C26	R-value of all tenders awarded	1 477 196,85			578 451,29		2 038 618,52
C27	Number of all awards made in terms of Section 36 of the MFMA Municipal Supply Chain Management Regulations:	20			31		18
C28	R-value of all awards made in terms of Section 36 of the MFMA Municipal Supply Chain Management Regulations:	524 604,92			R1 335 457,50		614 767,90
C30	Number of business licenses approved:	0			0		0
C32	Number of positions filled with regard to municipal infrastructure:	0			0		0
C33	Number of tenders over R200 000 awarded:	2			24		3
C34	Number of months the Municipal Managers' position has been filled (not Acting):	12			3		6
C35	Number of months the Chief Financial Officers' position has been filled (not Acting):	12			3		6
C36	Number of vacant posts of senior managers:	1			1		1
C38	Number of filled posts in the treasury and budget office:	5			5		5
C40	Number of filled posts in the development and planning department	78			41		41
C42	Number of registered engineers employed in approved posts	4			4		4
C43	Number of engineers employed in approved posts:	4			4		4
C44	Number of disciplinary cases in the municipality:	7			4		1
C45	Number of finalised disciplinary cases:	4			4		0
C47	Number of waste management posts filled:	3			3		3
C49	Number of electricians employed in approved posts:	0			0		0
C51	Number of filled water and wastewater management posts:	2			2		2
C59	Number of municipal buildings that consume renewable energy	2			2		2
C61	Total number of chemical toilets in operation	0			0		0
C63	Total volume of water delivered by water trucks	0			0		0
C67	Number of paid full-time firefighters employed by the municipality	0			30		30
C68	Number of part-time and firefighter reservists in the service of the municipality	0			0		0
C69	Number of 'displaced persons' to whom the municipality delivered assistance	0			0		0
C70	Number of volunteer responders in the service of the municipality	0			0		0
C71	Number of procurement processes where disputes were raised	0			0		0
C73	Number of structural fires occurring in informal settlements	0			0		0
C74	Number of dwellings in informal settlements affected by structural fires (estimate)	0			0		0
75	Number of people displaced within the municipal area	0			0		0
C76	Number of SMMEs and informal businesses benefitting from municipal digitisation support programmes rolled out directly or in partnership with other stakeholders	0			0		0
C77	B-BBEE Procurement Spend on Empowering Suppliers that are at least 51% black owned based	0			0		0
C78	B-BBEE Procurement Spend on Empowering Suppliers that are at least 30% black women owned	0			0		0
C79	B-BBEE Procurement Spend from all Empowering Suppliers based on the B-BBEE Procurement	0			0		0
C86	Number of households in the municipal area registered as indigent	0			0		0
C89	Number of meetings of the Executive or Mayoral Committee postponed due to lack of quorum	0			0		1
C92	Number of agenda items deferred to the next council meeting	0			2		0
C93	Number of awards made in terms of SCM Reg 32	0			0		0
C94	Number of requests approved for deviation from approved procurement plan	0			0		0
C99	Number of electricity connection applications received	0			0		0
C100	Quarterly salary bill of suspended officials	0			R63 004,09		R74 437,44
C102	Number of incidents of improper disposal of medical waste responded to by the municipality	0			0		0
C103	Number of notifiable medical condition investigations following the prescribed protocols	0			0		0

C104	Number of foodborne disease outbreak investigations following the prescribed protocols	0	0	0
OUTPUT INDICATORS FOR ANNUAL REPORTING				
ENV4.11	Percentage of biodiversity priority area within the municipality	0		
ENV4.11	(1) Total land area in hectares classified as "biodiversity priority areas"			
ENV4.11	(2) Total municipal area in hectares			
ENV4.21	Percentage of biodiversity priority areas protected	0		
ENV4.21	(1) Area of priority biodiversity area in hectares which is protected			
ENV4.21	(2) Total area identified as a priority biodiversity area in hectares			
TR5.11	Number of scheduled public transport access points added	0		
TR5.11(1)	(1) Number of scheduled public transport service access points added			
TR6.11	Percentage of un surfaced road graded	0		
TR6.11(1)	(1) Kilometres of municipal road graded			
TR6.11(2)	(2) Kilometres of un surfaced road network			
WS5.31	Percentage of total water connections metered	0		
WS5.31(1)	(1) Number of water connections metered			
WS5.31(2)	(2) Number of connections unmetered			
GG3.12	Percentage of councillors who have declared their financial interests	111%		
GG3.12(1)	(1) Number of councillors that have declared their financial interests			
GG3.12(2)	(2) Total number of municipal councillors			
FM2.21	Cash backed reserves reconciliation at year end	53488576,52		
FM2.21(1)	(1) Actual Cash and Cash Equivalents			
FM2.21(2)	(2) Long Term Investment			
FM2.21(3)	(3) Unspent grants			
FM2.21(4)	(4) Statutory requirement			
FM2.21(5)	(5) Working capital requirements			
FM2.21(6)	(6) Other provisions			
FM2.21(7)	(7) Long term investment committed			
FM2.21(8)	(8) Reserves to be cash backed			
FM3.12	Current ratio (current assets/current liabilities)	231 600 646		
FM3.12(1)	(1) Current assets			
FM3.12(2)	(2) Current liabilities			
Irregular, Fruitless and Wasteful, Unauthorised Expenditure as a percentage of Total Operating Expenditure				
FM4.11	Expenditure	7%		
FM4.11(1)	(1) Irregular expenditure			
FM4.11(2)	(2) Fruitless and Wasteful expenditure			
FM4.11(3)	(3) Unauthorised expenditure			
FM4.11(4)	(4) Total Operating Expenditure			
FM5.12	Percentage of total capital expenditure funded from capital conditional grants	27%		
FM5.12(1)	(1) Total Capital Transfers (provincial and national capital conditional grants)			
FM5.12(2)	(2) Total Capital Expenditure			
FM5.21	Percentage of total capital expenditure on renewal/upgrading of existing assets	0%		
FM5.21(1)	(1) Total costs of Renewal and Upgrading of Existing Assets			
FM5.21(2)	(2) Total Capital Expenditure			
FM5.22	Renewal/Upgrading of Existing Assets as a percentage of Depreciation/Asset impairment	615%		
FM5.22(1)	(1) Total costs of Renewal and Upgrading of Existing Assets			
FM5.22(2)	(2) Depreciation			
FM5.22(3)	(3) Asset impairment			
FM5.31	Repairs and Maintenance as a percentage of property, plant, equipment and investment property	2%		
FM5.31(1)	(1) Total Repairs and Maintenance Expenditure			
FM5.31(2)	(2) Property, Plant and Equipment			
FM5.31(3)	(3) Investment Property (Carrying Value)			
FM7.31	Net Surplus /Deficit Margin for Electricity	0%		
FM7.31(1)	(1) Total Electricity Revenue			
FM7.31(2)	(2) Total Electricity Expenditure			
FM7.32	Net Surplus /Deficit Margin for Water	0%		
FM7.32(1)	(1) Total Water Revenue			
FM7.32(2)	(2) Total Water Expenditure			
FM7.33	Net Surplus /Deficit Margin for Wastewater	0%		
FM7.33(1)	(1) Total Sanitation and Waste Water Revenue			
FM7.33(2)	(2) Total Sanitation and Waste Water Expenditure			
FM7.34	Net Surplus /Deficit Margin for Refuse	0%		
FM7.34(1)	(1) Total Refuse Revenue			
FM7.34(2)	(2) Total Refuse Expenditure			
OUTCOME INDICATORS FOR ANNUAL REPORTING				
TR6.2	Number of potholes reported per 10kms of municipal road network	0%		
TR6.2(1)	(1) Number of potholes reported			
TR6.2(2)	(2) Kilometres of surfaced municipal road network			
WS3.1	Frequency of sewer blockages per 100 KMs of pipeline	0%		
WS3.1(1)	(1) Number of blockages in sewers that occurred			
WS3.1(2)	(2) Total sewer length in KMs			
WS3.2	Frequency of water mains failures per 100 KMs of pipeline	0%		
WS3.2(1)	(1) Number of water mains failures (including failures of valves and fittings)			
WS3.2(2)	(2) Total mains length (water) in KMs			
WS3.3	Frequency of unplanned water service interruptions	0%		
WS3.3(1)	(1) Number of unplanned water service interruptions			
WS3.3(2)	(2) Total number of water service connections			
WS4.1	Percentage of drinking water samples complying to SANS241	100%		
WS4.1(1)	(1) Number of water sample tests that complied with SANS 241 requirements			
WS4.1(2)	Total number of water sample tests undertaken			
WS4.2	Percentage of wastewater samples compliant to water use license conditions	100%		
WS4.2(1)	(1) Number of wastewater samples tested per determinant that meet compliance to specified water use license requirements			
WS4.2(2)	(2) Total wastewater samples tested for all determinants over the municipal financial year			

W55.1	Percentage of non-revenue water	0%
W55.1(1)	(1) Number of kilolitres Water Purchased or Purified	
W55.1(2)	(2) Number of kilolitres of water sold	
W55.2	Total water losses	0%
W55.2(1)	(1) System input volume	
W55.2(2)	(2) Authorised consumption	
W55.2(3)	(3) Number of service connections	
W55.4	Percentage of water reused	0%
W55.4(1)	(1) 1.a Direct use of treated municipal wastewater (not including irrigation)	
W55.4(2)	(2) 1.b Direct use of treated municipal wastewater for irrigation purposes	
W55.4(3)	(3) System input volume	
FD2.1	Disaster Management Centre Readiness	0%
FD2.1(1)	(1) Number of specified conditions of readiness met	
FD2.2	Fire Services function in accordance with prescribed requirements	0%
FD2.2(2)	(1) Number of specified conditions of fire services functionality met	
GG1.1	Percentage of municipal skills development levy recovered	0%
GG1.1(1)	(1) R-value of municipal skills development levy recovered	
GG1.1(2)	(2) R-value of the total qualifying value of the municipal skills development levy	
GG1.2	Top management stability	100%
	(1) Sum of actual working days, in the reporting period, that each S56 and S57 post was occupied by a fully appointed official (not suspended or vacant) with a valid signed contract and performance agreement)	
GG1.2(1)		
GG1.2(2)	(2) Total aggregate standard working days for all S56 and S57 Posts	
GG4.1	Percentage of councillors attending council meetings	0%
GG4.1(1)	(1) The sum total of councillor attendance at council meetings	
GG4.1(2)	(2) The total number of council meetings	
GG4.1(3)	(3) The total number of councillors in the municipality	
FM1.1	Percentage of expenditure against total budget	940%
FM1.1(1)	(1) Total expenditure (operating + capital)	
FM1.1(2)	(2) Total budget (operating + capital)	
FM2.1	Percentage of total operating revenue to finance total debt (Total Debt (Borrowing) / Total operating revenue)	59%
FM2.1(1)	(1) Debt (Short Term Borrowing + Bank Overdraft + Short Term Lease + Long Term Borrowing + Long Term Lease)	
FM2.1(2)	(2) Total Operating Revenue	
FM2.1(3)	(3) Operating Conditional Grant	
FM2.2	Percentage change in cash backed reserves reconciliation	98%
FM2.2(1)	(1) Cash backed reserves (previous year)	
FM2.2(2)	(2) Cash backed reserves (current year)	
FM3.1	Percentage change in cash and cash equivalent (short term)	4%
FM3.1(1)	(1) Cash and cash equivalent (Current year)	
FM3.1(2)	(2) Cash and cash equivalent (Previous year)	
FM4.1	Percentage change of unauthorised, irregular, fruitless and wasteful expenditure	0%
FM4.1(1)	(1) Irregular expenditure (previous year)	
FM4.1(2)	(2) Fruitless and Wasteful expenditure (previous year)	
FM4.1(3)	(3) Unauthorised expenditure (previous year)	
FM4.1(4)	(4) Irregular expenditure (current year)	
FM4.1(5)	(5) Fruitless and Wasteful expenditure (current year)	
FM4.1(6)	(6) Unauthorised expenditure (current year)	
FM4.2	Percentage of total operating expenditure on remuneration	66%
FM4.2(1)	(1) Employee Related Costs	
FM4.2(2)	(2) Councillors' Remuneration	
FM4.2(3)	(3) Total Operating Expenditure	
FM4.3	Percentage of total operating expenditure on contracted services	7%
FM4.3(1)	(1) Contracted Services	
FM4.3(2)	(2) Total Operating Expenditure	
FM5.1	Percentage change of own funding (Internally generated funds + Borrowings) to fund capital expenditure	71%
FM5.1(1)	(1) Internally Generated Funds (current year)	
FM5.1(2)	(2) Borrowings (current year)	
FM5.1(3)	(3) Internally Generated Funds (previous year)	
FM5.1(4)	(4) Borrowings (previous year)	
FM5.2	Percentage change of renewal/upgrading of existing Assets	6%
FM5.2(1)	(1) Total costs of Renewal and Upgrading of Existing Assets (current year)	
FM5.2(2)	(2) Total costs of Renewal and Upgrading of Existing Assets (previous year)	
FM5.3	Percentage change of repairs and maintenance of existing infrastructure	658%
FM5.3(1)	(1) Repairs and maintenance expenditure (current year)	
FM5.3(2)	(2) Repairs and maintenance expenditure (previous year)	
FM7.1	Percentage change in Gross Consumer Debtors' (Current and Non-current)	-35%
FM7.1(1)	(1) Gross consumer debtors (previous year)	
FM7.1(2)	(2) Gross consumer debtors (current year)	
FM7.2	Percentage of Revenue Growth excluding capital grants	3%
FM7.2(1)	(1) Total Revenue Excluding Capital Grants (current year)	
FM7.2(2)	(2) Total Revenue Excluding Capital Grants (previous year)	
FM7.3	Percentage of net operating surplus margin	5%
FM7.3(1)	(1) Total Operating Revenue	
FM7.3(2)	(2) Total Operating Expenditure	
COMPLIANCE INDICATORS FOR ANNUAL REPORTING		
C5	Number of recognised traditional leaders within your municipal boundary	0
C21	Number of approved environmental health practitioner posts in the municipality	38
C31	Number of approved posts in the municipality with regard to municipal infrastructure:	0
C37	Number of approved posts in the treasury and budget office:	5
C39	Number of approved posts in the development and planning department:	78
C41	Number of approved engineer posts in the municipality:	4
C46	Number of approved waste management posts in the municipality:	3
C48	Number of approved electrician posts in the municipality:	0
C50	Number of approved water and wastewater management posts in the municipality:	0

C52	Number of maintained sports facilities	0
C53	Square meters of maintained public outdoor recreation space	0
C54	Number of municipality-owned community halls	0
C60	Total number of sewer connections	0
C62	Total number of Ventilation Improved Pit Toilets (VIPs)	0
C72	Date of the last municipal Disaster Management Plan tabled at Council	Feb-20
C90	Date of the last Climate Change Needs and Response Assessment tabled at Council	0
C91	Date of the last Climate Change Response Implementation Plan tabled at Council	0
C95	Number of residential properties in the billing system	0
C96	Number of non-residential properties in the billing system	0
C101	Number of dismissals for fraud and corruption	0

COMPLIANCE QUESTIONS FOR ANNUAL REPORTING

Q1.	Does the municipality have an approved Performance Management Framework?	
Q2.	Has the IDP been adopted by Council by the target date?	
Q3.	Does the municipality have an approved LED Strategy?	
Q4.	What are the main causes of work stoppage in the past quarter by type of stoppage? How many public meetings were held in the last quarter at which the Mayor or members of the Mayoral/Executive committee provided a report back to the public?	
Q5.	When was the last scientifically representative community feedback survey undertaken in the municipality?	
Q6.	What are the biggest causes of complaints or dissatisfaction from the community feedback survey?	
Q7.	Indicate the top four issues in order of priority.	
Q9.	Does the municipality have an Internal Audit Unit?	
Q10.	Is there a dedicated position responsible for internal audits?	
Q11.	Is the internal audit position filled or vacant?	
Q12.	Has an Audit Committee been established? If so, is it functional?	
Q13.	Has the internal audit plan been approved by the Audit Committee?	
Q14.	Has an Internal Audit Charter and Audit Committee charter been approved and adopted?	
Q15.	Does the internal audit plan set monthly targets?	
Q16.	How many monthly targets in the internal audit plan were not achieved?	
Q17.	Does the Municipality have a dedicated SMME support unit or facility in place either directly or in partnership with a relevant roleplayer?	
Q18.	What economic incentive policies adopted by Council does the municipality have by date of adoption?	
Q19.	Is the municipal supplier database aligned with the Central Supplier Database? What is the organisational location of the disaster risk management function within your municipality? (Specify the placement and highest level filled post within it).	
Q21.	Please list the name of the structure and date of every meeting of an official IGR structure that the municipality participated in this quarter.	
Q22.	Where is the organisational responsibility for the IGR support function located within the municipality (inclusive of the reporting line)?	
Q23.	Is the MPAC functional? List the reasons why if the answer is not 'Yes'.	
Q24.	Has a report by the Executive Committee on all decisions it has taken been submitted to Council this financial year?	
Q25.	Does the municipality have any arrangement (e.g. Service Level Agreement or otherwise) with another organ of state for the provision of municipal health services within the municipal jurisdiction? If so, please list the names of the applicable organs of state.	
Q26.		

SIGNED: MUNICIPAL MANAGER

DATE

0%	0%
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4th Quarter/ Annual Planned performance	4th Quarter/ Annual Actual performance	Variation	Reason(s) for variation	Remedial action/ Steps taken to improve performance	Reasons for no data, if not provided	Steps undertaken, or to be undertaken, to provide data in the future	Estimated date when data will be available
			Local Municipality Function				
			Local Municipality Function				
			Local Municipality Function				
			Local Municipality Function				



