DR. CDETA : COMPREHENSIVE MONITORING AND EVALUATION TOOL

BACK TO BASICS TEMPLATE WITH INDICATORS

2016 - 2017 MUNICIPAL FINANCIAL YEAR

BACK TO BASICS INFORMATION SHEET		MUNICIPAL PROFILE		MASTER DOC	
PERIOD FOR THIS REPORT (i.e. period on which you are reporting, State Quarter)	Q1	1. No. & Name of Municipality	[illegible]	VERSION : B2B • September 2016	
DATE (i.e. date on which this report was written)	[illegible]	2. Category of Municipality	B		
TEAM LEADER ? (COGTA Official)	[illegible]	3. Population size per municipality	89,[illegible]		
NAME OF PERSON COMPLETING REPORT (Person Capturing)	[illegible]	4. Number of wards per municipality	[illegible]		
CONTACT DETAILS OF PERSON COMPLETING THIS REPORT	[illegible]	5. Number of Councillors per municipality	[illegible]	Phone (Landline)	[illegible]
	[illegible]	6. Number of households in municipality	25,[illegible]	Phone (Cell)	[illegible]
		7. Number of functional committees established in municipal council	[illegible]	Email	[illegible]

INTERPRETATION OF RESULTS	
	Good
	Satisfactory
	Critical

PROVISIONAL SCORING

Municipality to state which indicators are not applicable in line with the Powers and Function performed

	Score the municipality from 1 (lowest) to 10 (highest) in terms of :	WEIGHTING	POINTS Q1	SCORE Q1	POINTS Q2	SCORE Q2	POINTS Q3	SCORE Q3	POINTS Q4	SCORE Q4	ANNUAL POINTS	ANNUAL SCORE
A	Putting People first	8										
B	Delivering basic services	16	16.0	100%	16.0	100%						
C	Good Governance	12	10.0	83%	10.0	83%						
D	Sound Financial Management	16	12.0	92%	16.0	92%						
E	Building Capable Local Government Institutions	8	7.0	88%	7.0	88%						
	TOTALS	57	45.0	79%	45.0	79%						

Rules for completing the template :

1. Do not make any amendments to the template i.e. change weightings or indicators
2. All financial indicators are to be accumulative : evidence in respect of the financial indicators will be provided by the COGTA : Municipal Finance Unit
3. Any Municipality that is currently under any COGTA intervention will be categorised as "Requiring Intervention" regardless of the scoring of this template.
4. LM = Local Municipality , DM = District Municipality & SC = Secondary Cities : Complete the indicators applicable to your municipality

A	PUTTING PEOPLE FIRST	APPLICABLE TO:	WEIGHTING (Do not Amend)	SCORING RANGE	Norm/Standard	Portfolio of Evidence	QUARTER 1 - (Answer Column) Target	QUARTER 1 Actual	POINTS AWARDED	QUARTER 2 (Answer Column) Target	QUARTER 2 Actual	POINTS AWARDED	QUARTER 3 (Answer Column) Target	QUARTER 3 Actual	POINTS AWARDED	QUARTER 4 (Answer Column) Target	QUARTER 4 Actual	POINTS AWARDED	CHALLENGES	PROPOSED INTERVENTION	COMMENTS
1	Number of Ward Committee meetings held per month in the past quarter (per ward)	LM/SC	0	For all meetings held 100% to 67% = 3 / 66% to 35% = 1 / 33% to 0% = 0	Functionality as determined by 7 key criteria (DCDETA)	Ward committee reports, minutes, attendance registers	72	0		72	48		72	72							
	FOLLOW-UP QUESTIONS						QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4					
	Percentage attendance at ward committee meetings:						0			100%			100%								
	What are the main reasons for non-functional Ward Committees? E.g. meetings no held, reports not submitted, Quorums not reached, or Other reasons						The 2016 Local Government Elections has a negative impact in the operations of Committee functions in July 2016 since Councillors were pre-occupied with the campaigns			The councillors were preoccupied with the elections of ward committees, induction workshop and training. Target will be met in next quarter.			None								
	Comments:						none			none			none								
2	Number of ward committee reports submitted per ward?	LM/SC	0	For all meetings held 100% to 67% = 3 / 66% to 35% = 1 / 33% to 0% = 0	Functionality as determined by 7 key criteria (DCDETA)	Ward committee reports, minutes, attendance registers	100%	0%		100%	67%		100%	166.1%							
	FOLLOW-UP QUESTIONS						QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4					
	What are the main reasons for non-submission of reports?						The 2016 Local Government Elections has a negative impact in the operations of Committee functions in July 2016 since Councillors were pre-occupied with the campaigns			The councillors were preoccupied with the elections of ward committees, induction workshop and training. Target will be met in next quarter.			None								
	Comments:						none			none			none								
3	Number of sectoral reports submitted per ward committee per month	LM/SC	0	Sector reports submitted 100% to 67% = 3 / 66% to 35% = 1 / 33% to 0% = 0	Functionality as determined by 7 key criteria (DCDETA)	Ward committee reports, minutes, attendance registers	100%	0%		100%	67%		100%	166.1%							
	FOLLOW-UP QUESTIONS						QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4					
	What are the main reasons for non-submission of reports?						The 2016 Local Government Elections has a negative impact in the operations of Committee functions in July 2016 since Councillors were pre-occupied with the campaigns			The councillors were preoccupied with the elections of ward committees, induction workshop and training. Target will be met in next quarter.			None								
	Comments:						none			none			none								
4	Number of wards where community meetings were held	LM/SC	0	Ward reports submitted 100% to 67% = 3 / 66% to 35% = 1 / 33% to 0% = 0	Functionality as determined by 7 key criteria (DCDETA)	Ward reports	100%	0%		100%	67%		100%	79%							
	FOLLOW-UP QUESTIONS						QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4					
	What are the main reasons for non-submission of reports?						The 2016 Local Government Elections has a negative impact in the operations of Committee functions in July 2016 since Councillors were pre-occupied with the campaigns			The councillors were preoccupied with the elections of ward committees, induction workshop and training. Target will be met in next quarter.			None								
	Comments:						none			none			none								
	TOTAL WEIGHTING FOR PILLAR		0				75	0	0	75	69,[illegible]		75	165.29	0	0	0	0			
B	SERVICE DELIVERY	APPLICABLE TO:	WEIGHTING (Do not Amend)	SCORING RANGE	Norm/Standard	Portfolio of Evidence	QUARTER 1 - (Answer Column) Target	QUARTER 1 Actual	POINTS AWARDED	QUARTER 2 (Answer Column) Target	QUARTER 2 Actual	POINTS AWARDED	QUARTER 3 (Answer Column) Target	QUARTER 3 Actual	POINTS AWARDED	QUARTER 4 (Answer Column) Target	QUARTER 4 Actual	POINTS AWARDED	CHALLENGES	PROPOSED INTERVENTION	COMMENTS
5	Percentage of households with access to potable water	DM/SC	0	< 50 % = 0 50 % - < 80 % = 1 81 % - < 90 % = 2 > 90 % = 3	• Calculation : number of households with at least a basic level of water service divided by total number of households in the municipal area X 100 (%) • Norm 100 % however SDP target is 93 % • Standard : basic LoS : access within 200 meters (RDP standard) with a flow rate of 10 litres per minute.	Billing system and service delivery data / report	N/A (DDM Function)	N/A (DDM Function)	N/A	N/A (DDM Function)	N/A (DDM Function)	N/A	N/A (DDM Function)	N/A (DDM Function)	N/A						
	FOLLOW-UP QUESTIONS						QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4					
	Number of Households						n/a			n/a			n/a								
	What are blockages challenges in terms of backlog alleviation? E.g. Funding, PMU Capacity, or SCM Delays etc.						n/a			n/a			n/a								
	Number of unplanned interruptions						n/a			n/a			n/a								
	Average time taken to repair unplanned interruptions						n/a			n/a			n/a								
	% of water losses incurred during the quarter						n/a			n/a			n/a								
	List Campaigns to reduce water losses						n/a			n/a			n/a								

	Comments						n/a			n/a			n/a									
6	Percentage of households served with a sanitation facility	DM/BC	0	< 70 % = 0 70 % - > 90 % = 1 > 90 % = 2	• Calculation : number of households with at least a basic level of sanitation service divided by total number of households in the municipal area X 100 (%) • Norm 100 % • Standard : basic (at level of service)	Billing system and service delivery data / report	N/A (SDM Function)	N/A (SDM Function)	N/A	N/A (SDM Function)	N/A (SDM Function)	N/A	N/A (SDM Function)	N/A (SDM Function)	N/A						
	FOLLOW-UP QUESTIONS						QUARTER 1			QUARTER 1			QUARTER 2			QUARTER 4					
	Number of Households						n/a			n/a			n/a								
	What are blockages challenge & terms of backlog alleviation? E.g. Funding, PMU/Capacity, or SCM Delays etc.						n/a			n/a			n/a								
	Number of sewer spillages per quarter						n/a			n/a			n/a								
	Average time taken to fix spillages						n/a			n/a			n/a								
	Comments						none			none			none								
7	Percentage of households served with electricity.	LM/BC	2	< 80 % = 0 80 % - > 85 % = 1 > 85 % = 2	• Calculation : number of households with an electricity connection divided by total number of households in the municipal area X 100 (%) • Norm 100 % however NDP target is 92 % • Standard : basic (at level of service) is 20 Amp supply and 50 kWh / month (include households with electricity connection	Billing system and service delivery data / report	25%	51.77%	2	25%	51.77%	2	25%	51.77%							
	FOLLOW-UP QUESTIONS						QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4					
	Number of Households						9,150			9,150			9,150								
	What are blockages challenge & terms of backlog alleviation? E.g. Funding, PMU/Capacity, or SCM Delays etc.						none			none			none								
	Number of unplanned interruptions						8			9			2								
	List Campaigns to reduce electricity losses						Meetings are held where the Municipal Manager and Honourable Mayor address community about electricity loses.			Meetings are held where the Municipal Manager and Honourable Mayor address community about electricity loses.			Meetings are held where the Municipal Manager and Honourable Mayor address community about electricity loses.								
	Comments						none			none											

8	Percentage of planned new housing units constructed	LH/FC	1	100 % = 2 80 % -> 99 % = 1 < 80 % = 0	= Calculation : Number of new housing units constructed divided by planned number of new housing units (from IDP or SDBIP targets) X 100 (%) = Norm 100%	Project completion reports, quarterly reports, mid-year and annual reports	60%	100%	2	60%	90%	2	60%	60%								
	FOLLOW-UP QUESTIONS						QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4					
	What is the housing backlog ? - number of houses						Plus or minus 10 000			Plus or minus 10 000			Plus or minus 10 000								
	What are blockages challenges & terms of backlog alleviation? E.g. Funding, PMU Capacity, or SCM Delays etc.						Nature of project taken long			Slow approval of housing project by Dept. of Human Settlement.			Slow approval of housing project by Dept. of Human Settlement.								
	Do you have an approved Housing Sector Plan?						Yes			Yes			Yes								
	Comments						none			none			none								
9	Percentage of households which have access to refuse removal	LH/FC	1	0 -> 30 % = 0 31 % -> 67 % = 1 > 67 % = 2	= Calculation : number of households provided with a refuse collection service divided by total number of households in the municipal area X 100 (%) [include households where street collection service provided in lieu PLUS households for which communal facilities are provided in a cities/towns]	Billing system AND owner	25%	55.12%	2	25%	55.12%	2	25%	55.12%								
	FOLLOW-UP QUESTIONS						QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4					
	Households						16,126			16,277			15 972								
	Frequency of refuse removal? (Daily / weekly ?)						CBD Households - weekly			CBD Households - weekly			CBD Households - weekly								
	How many households receive other forms of refuse removal, define (rural areas)						none			none			none								
	What are blockages and challenges in terms refuse removal?						none			none			none								
	Number of landfill sites.						1			1			1								
	Number of landfill sites registered?						1			1			1								
	Comments						none			none			none								
10. A	Does the municipality have an approved roads maintenance plan for the year ?	All	1	Approved roads maintenance plan = 2 No plan = 0	= Calculation : Confirm yes or no = Norm : yes	Approved roads maintenance plan / SDBIP	Yes	Yes	2	Yes	Yes	2	Yes	Yes								
	FOLLOW-UP QUESTIONS						QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4					
	Comments						none														
10. B	Percentage of targeted municipal roads maintained in terms of the Municipality's approved maintenance plan	All	1	100 % = 2 80 % -> 99 % = 1 < 80 % = 0	= Calculation : Number of kilometres of roads maintained divided by planned number of kilometres of roads to be maintained (from IDP or SDBIP targets) X 100 (%) = Norm 100%	Project completion reports, quarterly reports, mid-year and annual reports	25%	25.60%	2	25%	26%	2	25%	26%								
	FOLLOW-UP QUESTIONS						QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4					
	Reasons for non-achievement the target						n/a			n/a			n/a								
	Comments						none			none			none								
11	Indigent Register	All	1	Yes & Updated Register = 2, Yes but not updated = 1, No = 0	Municipality to have Indigent Register based on an approved Indigent Policy		Yes	Yes	2	Yes	Yes	2	Yes	Yes								
	FOLLOW-UP QUESTIONS						QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4					
	Number of registered indigent households						6,209			6,209			6,209								
	How regular does the municipality update the indigent register?						Monthly			Monthly			Monthly								
	Comments						none			none			none								
12	Percentage of registered indigent households receiving free basic Water	DM/FC	0	0 -> 50% = 0 > 50% = 1	= Calculation : number of indigent households receiving free basic water (from the approved and updated indigent register) divided by total number of registered indigent households X 100 (%) = Norm 100%	Indigent register and billing system	N/A (DDM Function)	N/A (DDM Function)	N/A	N/A (DDM Function)	N/A (DDM Function)	N/A	N/A (DDM Function)	N/A (DDM Function)	N/A							
	FOLLOW-UP QUESTIONS						QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4					
	Reasons for non-achievement of the target						n/a			n/a			n/a								
	Comments						none			none			none								
13	Percentage of registered indigent households receiving free basic Electricity	LH/FC	1	0 -> 50% = 0 > 50% = 1	= Calculation : number of indigent households receiving free basic electricity (from the approved and updated indigent register) divided by total number of registered indigent households X 100 (%) = Norm 100%	Indigent register and billing system	100%	100%	1	100%	100%	1	100%	100%								
	FOLLOW-UP QUESTIONS						QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4					
	Reasons for non-achievement of the target						n/a			n/a			n/a								
	Comments						none			none			none								
14	Percentage of registered indigent households receiving free basic Refuse Removal	LH/FC	1	0 -> 50% = 0 > 50% = 1	= Calculation : number of indigent households receiving free basic refuse removal (from the approved and updated indigent register) divided by total number of registered indigent households X 100 (%)	Indigent register and billing system	100%	100%	1	100%	100%	1	100%	100%								
	FOLLOW-UP QUESTIONS						QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4					
	Reasons for non-achievement of the target						n/a			n/a			n/a								
	Comments						none			none			none								
	TOTAL WEIGHTING FOR PILLAR		14						14			14			8			0			
C	GOOD GOVERNANCE	APPLICABLE TO:	WEIGHTING	SCORING RANGE	Norm/Standard	Portfolio of Evidence	QUARTER 1 - (Answer Column)		POINTS AWARDED	QUARTER 2 (Answer Column)		POINTS AWARDED	QUARTER 3 (Answer Column)		POINTS AWARDED	QUARTER 4(Answer Column)		POINTS AWARDED	CHALLENGES	PROPOSED INTERVENTION	COMMENTS
							Target	Actual		Target	Actual		Target	Actual		Target	Actual				
15	Number of Council meetings held over the past Quarter	ALL	1	1 meeting = 2 / 0 meeting = 0	1 meeting per quarter		1	4	2	1	3	2	1	4							
	FOLLOW-UP QUESTIONS						QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4					
4	What are the main reasons for Council not meeting?						n/a			n/a			n/a								
	Quorums not reached						none			none			none								
	Reports not submitted						none			none			none								
	Comments						none			none			none								

16	Number of EXCO meetings held	MT	2	3 meeting = 2 / 2 meeting = 1 / 0-1 meeting = 0	1 meeting per month		3	2	2	3	4	2	3	2								
	FOLLOW-UP QUESTIONS						QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4						
	Reasons for EXCO meeting not being held						none			n/a			n/a									
	Comments						none			none			none									
17	Percentage of functional Portfolio Committees	ALL	3	Functionality of Portfolio Committees 100% to 67% = 3 / 66% to 34% = 1 / 33% to 0% = 0	1 meeting per quarter for each portfolio committee		100%	75%	2	100%	100%	3	100%	100%								
	FOLLOW-UP QUESTIONS						QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4						
	Number of Portfolio Committees						4			4			4									
	Number of functional Portfolio Committees						4			4			4									
	Number of meetings held per committee per quarter						6 •Technical and Infrastructure = 1 •LED and Tourism = 1 •Community Services = 2 •Protection Services = 2			11 •Technical and Infrastructure = 2 •LED = 2 •Tourism = 1 •Community Services = 2 •Protection Services = 2 Planning Development = 2			15 •Technical and Infrastructure = 3 •LED = 2 •Tourism = 1 •Community Services = 3 •Protection Services = 3 Planning Development = 3									
	Reasons for Portfolio Committee meeting not being held						n/a			n/a			n/a									
	Quorums not reached						none			none			none									
	Reports not submitted						none			none			none									
	Other						none			none			none									
	Comments						none			none			none									
18	Number of Audit Committee meetings held	ALL	2	1 meeting = 1 / 0 meeting = 0	1 meeting per quarter		1	1	2	1	1	2	1	2								
	FOLLOW-UP QUESTIONS						QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4						
	Reasons for Audit Committee meeting not being held						n/a			n/a			n/a									
	Comments						none			none			none									
19	Number of Audit Committee reports submitted to Council	ALL	2	1 report = 2 / 0 report = 0	1 report per quarter		1	1	2	1	1	2	1	1								
	FOLLOW-UP QUESTIONS						QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4						
	Reasons for non-submission of reports to Council						n/a			n/a			n/a									
	Comments						none			none			none									
20	Number of MPAC meetings held	MT	2	1 meeting = 2 / 0 meeting = 0	1 meeting per quarter		0	0	0	0	0	0	0	0								
	FOLLOW-UP QUESTIONS						QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4						
	What are the main reasons for MPAC not meeting? E.g. Quorums not reached, reports not submitted etc.						none			Chairpersonship dewarnished by MEC COGTA on her disapproval in the current Council whereas it was there in previous Council.			Chairpersonship dewarnished by MEC COGTA on her disapproval in the current Council whereas it was there in previous Council.									
	Comments						none			A letter has been written to the MEC for reconsideration following a Council Resolution.			A letter has been written to the MEC for reconsideration following a Council Resolution.									
21	% of functional IGR structures (Mayors forum, MM Forums and District Technical Fora)	DM	0	Functionality of IGR structures 100% to 67% = 2 / 66% to 34% = 1 / 33% to 0% = 0	District Mayors Forum, MM's forum and District technical Fora meeting once a quarter		100%	100%	N/A = District Function	100%	100%	N/A = District Function	100%	100%	N/A = District Function							
	FOLLOW-UP QUESTIONS						QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4						
	Number of structures (Mayors forum, MM's forum, Speakers forum)						3			3			3									
	List technical forums						1.Mayors Forum 2.MM's Forum 3.Finance Forum 4.Social and Disaster Management Forum 5.Planning and Development Forum 6.Corporate Services 7.Infrastructure Forum 8.Communication Forum			1.Mayors Forum 2.MM's Forum 3.Finance Forum 4.Social and Disaster Management Forum 5.Planning and Development Forum 6.Corporate Services 7.Infrastructure Forum 8.Communication Forum			1.Mayors Forum 2.MM's Forum 3.Finance Forum 4.Social and Disaster Management Forum 5.Planning and Development Forum 6.Corporate Services 7.Infrastructure Forum 8.Communication Forum									
	Number of functional forums						8			8			8									
	Number of meetings held per forum per quarter						1			1			1									
	Percentage of functional IGR Structures						100%			100%			100%									
	Quorums not reached						none			none			none									
	Reports not submitted						none			none			none									
	Approved terms of reference not in place for forums						n/a			n/a			n/a									
	Comments						n/a			n/a			n/a									
	TOTAL WEIGHTING FOR PILLAR		12						10			10										
D	SOUND FINANCIAL MANAGEMENT	APPLICABLE TO:	WEIGHTING	SCORING RANGE	Norm/Standard	Portfolio of Evidence	QUARTER 1 - (Answer Column)		POINTS AWARDED	QUARTER 2 (Answer Column)		POINTS AWARDED	QUARTER 3 (Answer Column)		POINTS AWARDED	QUARTER 4(Answer Column)		POINTS AWARDED	CHALLENGES	PROPOSED INTERVENTION	COMMENTS
							Target	Actual		Target	Actual		Target	Actual		Target	Actual				
22	% Audit Queries resolved	ALL	3	< 50 % = 0 50 % - 69 % = 1 70 % - 90 % = 2 > 90 % = 3	90%		0%	90%	N/A	100%	50%	0	100%	50%								
	FOLLOW-UP QUESTIONS						QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4						
	Number of Audit findings						Auditing still in process			4			4									
	What were the key findings						n/a			non compliance			non compliance									
	Audit action plan comments and status						n/a			2 resolved			2 resolved									
	Reasons for not resolving queries						n/a			waiting for council resolution			waiting for council resolution									
	Comments						none			none			none									
23	% of MIG Expenditure	ALL	3	1st quarter: < 10% = 0 / 10% - 19 % = 1 / 20% - 29% = 2 / >30% = 3 2nd quarter: < 20% = 0 / 20% - 30% = 1 / 30% - 45% = 2 / >45% = 3 3rd quarter: < 50% = 0 / 50% - 60 % = 1 / 60% - 70% = 2 / >70% = 3 4th quarter: < 70% = 0 / 70% - 80% = 1 / 80% - 90% = 2 / 90% - 100% = 3	100%	MIG Report, Audit Committee agenda and replies, Audit action plan and status report	25%	45%	3	25%	110%	3	25%	26%								
	FOLLOW-UP QUESTIONS						QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4						
	What are blockages and challenges in respect of MIG Expenditure? E.g. PMU Capacity, SCM Delays etc.						n/a			n/a			n/a									
	What measures have been put in place to achieve targets if not achieved						n/a			n/a			n/a									
	Comments						none			none			none									
24	% Allocation to Free Basic Services Spend (Annual)	ALL	1	Annual Targets >90% to 100% = 1 0% to 70% = 0	100% of the total budget		25%	16.89%	0	25%	90%	1	25%	21.47%								
	FOLLOW-UP QUESTIONS						QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4						
	Allocation						R 10 000.00			R 450,000.00			R450 000.00									
	Actual % spent						16.89%			90%			21.47%									
	Reasons for under expenditure if not achieved						none			none			Verification of Eskom Indigent list									

25	% of operating budget spent	ALL	2	90%<100%=2 / <90%=0	Norm =95% - 100%		25%	31.27%	2	25%	92%	2	25%	28.95%										
	FOLLOW-UP QUESTIONS						QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4							
	Allocations						R 105 260 995.00			R 108,082,836.81			R 108 647 786.37										
	Budget						R 336 547 130.35			R 110,872,351.48			R 336 861 356.30										
	Actual % of Budget spent						31.27%			92.17%			28.95%										
	Reasons for under expenditure if targets not achieved						none			none			none										
26	% of Repairs and Maintenance spent	ALL	2	>=90%=2/ <90%=0	100%		25%	39%	2	25%	27.16%	2	25%	9.8%										
	FOLLOW-UP QUESTIONS						QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4							
	What percentage of the total municipal budget has been allocated for repairs and maintenance?						0.67%			0.67%			0.67%										
	What percentage of the repairs and maintenance budget was spent on infrastructure maintenance?						0.96%			0.96%			0.96%										
	Comments						none			none			none										
27	% of Debtors Collection Rate	ALL	2	>80%=2/ 80<80%=1/ <95=1	Norm = 95%		n/a	n/a		100%	93%	1	100%	109%										
	FOLLOW-UP QUESTIONS						QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4							
	Total Billed Revenue (R):						R 68 057 065.00			R 65,041,414.00			R 18 763 008.00										
	Actual Collected Revenue (R):						R 63 057 199.00			R 56,847,447.00			R 20 463 609.00										
	Reasons for under collections:						High unemployment child headed homes			High unemployment child headed homes			Disconnection / written off										
	Comments:						none			none			none										
28	Outstanding Debtors (>120 days)	ALL	1	0%=1/ >0%=0	Norm = 0%		n/a	n/a		0%	46%	0	0%	46%										
	FOLLOW-UP QUESTIONS						QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4							
	Rand Value >120 days						R 107 302 105.00			R 130,980,030.00			R 97 930 113.00										
	What measures have been put in place to collect long outstanding debts:						Implementation of revenue enhancement strategy, Data cleansing			Implementation of revenue enhancement strategy, Data cleansing and disconnection of services.			Implementation of revenue enhancement strategy, Data cleansing and disconnection of services.										
	Comments:						none			none			none										
29	Cash Backing of Conditional Grants	ALL	2	positive=2 / negative=0	Norm = Positive		n/a	67%=0	2	95%=0	95%=0	2	R 3 216 504.00	R 3 216 504.00										
	FOLLOW-UP QUESTIONS						QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4							
	If not cash backed, what are the reasons?:						n/a			n/a			n/a										
	Comments:						none			none			none										
30	% of Irregular, Fruitless and Waste Expenditure incurred	ALL	2	0% = 2	0%		0%	0%		0%	1%	0	0%	1%										
	FOLLOW-UP QUESTIONS						QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4							
	Reasons for the irregular, fruitless and wasteful expenditure:						Traffic fines and fees			Traffic fines and fees			Traffic fines and interest										
	Number of S32 deviations?:						none			none			none										
	Total value of S32 deviations?:						n/a			n/a			n/a										
	Number of S32 deviations approved by Council?:						none			none			none										
	Has the S32 deviation register been updated?:						n/a			n/a			n/a										
	Comments:						none			none			none										
31	% of Irregular, Fruitless and Waste Expenditure resolved	ALL	2	<75%=0 75%<90%=1 90<100%=2	100%		n/a	n/a		0%	0%	0	25%	0.01%										
	FOLLOW-UP QUESTIONS						QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4							
	Did the municipality apply Section 32 of the MFMA in resolving the UIFW expenditure?:						Yes			Yes			Yes										
	If some were not resolved, what is their current status?:						Awaiting for resolution form loss control committee			Resolution was that all fines be deducted from pay slips.			Waiting council resolution										
	Is the UIFW Register complete?:						Yes			Yes			Yes										
	Comments:						none			none			none										
32	% Capital Budget Spent	ALL	3	3rd quarter: <10% = 0 / 10%<20 % = 1 / 11%<30% = 2 / >30% = 3 2nd quarter: <20% = 0 / 20% < 30% = 1 / 30% < 35% = 2 / >35% = 3 3rd quarter: <50% = 0 / 50% < 60 % = 1 / 60% < 70% = 2 / >70% = 3 4th quarter: <70% = 0 / 70% < 80% = 1 / 80% < 95% = 2 / 95% < 100% = 3	Norm = The norm range between 95% and 100%		25%	67.49%	3	25%	163%	3	25%	16.96%										
	FOLLOW-UP QUESTIONS						QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4							
	What are blockages and challenges in respect of Capital Expenditure? E.g. PMU Capacity, SCM Delays etc.						none			0			none										
	What measures have been put in place to achieve targets if not achieved:						n/a			n/a			none										
	Comments:						none			none			none										
	TOTAL WEIGHTING FOR PILLAR		28						12			16											
E	BUILDING CAPABLE LOCAL GOVERNMENT INSTITUTIONS	APPLICABLE TO:	WEIGHTING	SCORING RANGE	Norm/Standard	Portfolio of Evidence	QUARTER 1 (Answer Column)		POINTS AWARDED	QUARTER 2 (Answer Column)		POINTS AWARDED	QUARTER 3 (Answer Column)		POINTS AWARDED	QUARTER 4(Answer Column)		POINTS AWARDED	CHALLENGES	PROPOSED INTERVENTION	COMMENTS
							Target	Actual		Target	Actual		Target	Actual		Target	Actual				
33	Number of Section 56/57 posts filled	ALL	3	80%<100%=3 50%<79%=2 30%<49%=1 =<29%=0	• Critical posts vacant – Section 56 & 57 posts filled within 3quarters after post is vacant • Critical posts filled in terms of Municipal Systems Act Regulations Calculation: % of filled S56 –		7	5	2	7	7	3	7	6							
	FOLLOW-UP QUESTIONS						QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4							
	Number of vacant post?						2			0			1										
	Reasons for vacancy						Waiting for MEC approval, Department of Development and town planning is new			n/a			Recruitment process										
	Period of vacancy (provide details for each post):						01/04/2016 - Director Corporate Services, 01/07/2016 - Director Development and town planning			n/a			January 2017: Director Community Services										
	Have all Performance Agreements been signed and signed and submitted to the MEC for Local Government?						Yes			Yes			n/a										
	Comments:						none			none			These are no new appointments.										
34	Number of vacant budgetted posts against approved organogram	ALL	3	Vacancy rate :< 0%<10% = 3 11%<20%=2 21%<30%=1 31%<100%=0	• Approved and funded organizational structure Calculation : Vacancy rate should be less than 10% of the entire staff establishment		n/a	10%	2	n/a	7%	1	n/a	7%									
	FOLLOW-UP QUESTIONS						QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4							
	Number approved posts						331			331			331										
	Number filled						300			269			310										
	Vacancy rate						10%			10%			7%										
	Any other Comments						n/a			Performance agreements have not yet been submitted to the MEC for Local Government			none										

35	% of budget spent on implementing Workplace Skill Plan.	ALL	1	67%=100%x3 /101%=107%x3 / 1%-101%x1 /0%x0	% expenditure against quarterly target as per IDP and SDBIP		25%	25%	1	25%	107%	1	25%	50%								
	FOLLOW-UP QUESTIONS						QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4						
	State the actual number of Councillor (versus target) that underwent trainings																					
	Targets						18			21			7									
	Actuals						26			47			19									
	State the actual number of officials (versus target) that underwent trainings																					
	Targets						20			20			20									
	Actuals						35			33			19									
	If target were not met, state reasons for under-achievement																					
	Targets						n/a			n/a			20									
	Actuals						n/a			n/a			21									
	comment						There was less training initiated on the first quarter.			Expenditure fluctuates depending on applicable training figures. Expenditure guided by a 1% principle in terms of overall salary budget as prescribed by the Skills Development Act. Over expenditure corrected through Adjusted Budget in terms of Section 28 of the MFMA.			none									
TOTAL WEIGHTING FOR PILLAR			8						7			7										