

Back to Basics Municipal Information
Version: B2B 01

BACK TO BASICS INFORMATION SHEET

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MUNIC CODE		
NAME OF MUNICIPALITY		
DISTRICT MUNIC CODE		
DISTRICT MUNICIPALITY		
PROVINCE		
PERIOD FOR THIS REPORT (ie period on which you are reporting)	OCTOBER	2019
DATE (ie date on which this report was written)		
NAME OF PERSON COMPLETING REPORT		
CONTACT DETAILS OF PERSON COMPLETING THIS REPORT	Phone (landline)	
	Phone (cell)	
	Email	

1	PUTTING PEOPLE FIRST	<i>Answer Format</i>	<i>Response</i>
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1.1	How many wards held ward committee meetings in the past month?	<i>Number</i>			1.1.C
1.2	How many public report-back meetings were convened and addressed by ward councilors in past month?	<i>Number</i>			1.2.C
1.3	How many incidents of service delivery protests were there in the municipality over the past month?	<i>Number</i>			1.3.C
1.4.1	What was the cause of protests? Please list the top 3 causes of protests in this reporting period. (if less than 3, select as many as apply)	<i>Cause 1 (select)</i>			1.4.1.C
1.4.2		<i>Cause 2 (select)</i>			1.4.2.C
1.4.3		<i>Cause 3 (select)</i>			1.4.3.C
1.5	How many of these became violent?	<i>Number</i>			1.5.C
1.6	How many public meetings were held at which the Mayor or members of Mayoral/Exco committee provided report back to the public?	<i>Number</i>			1.6.C
1.7	Does the municipality have a complaints management system to address service delivery concerns?	<i>Yes or No</i>			1.7.C

2	SERVICE DELIVERY	<i>Answer Format</i>	<i>Response</i>
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2.1	What percentage of the annual operating budget was spent in the past month?	<i>Percentage</i>			2.1.C
2.2	What percentage of the annual capital budget was spent in the past month?	<i>Percentage</i>			2.2.C
2.3	When was the last SDBIP quarterly progress report submitted to Council?	<i>Date</i>			2.3.C
2.4	If the municipality provides ELECTRICITY please indicate:				
2.4.1	How many households received electricity?	<i>No of Households</i>			2.4.1.C
2.4.2	How many outages there were in the previous month?	<i>Number</i>			2.4.2.C
2.4.3	The average time taken to fix outages in the system,	<i>Hours</i>			2.4.3.C
2.4.4	How many households had their electricity disconnected for non-payment?	<i>No of Households</i>			2.4.4.C
2.4.5	How many households were connected for the first time to the electricity system?	<i>No of Households</i>			2.4.5.C
2.5	If the municipality provides SANITATION please indicate:				
2.5.1	How many households received sanitation?	<i>No of Households</i>			2.5.1.C
2.5.2	How many sewerage spillages there were in the previous month?	<i>Number</i>			2.5.2.C
2.5.3	The average time taken to fix spillages in the previous month?	<i>Hours</i>			2.5.3.C
2.6	If the municipality provides WATER please indicate:				
2.6.1	How many households received water?	<i>No of Households</i>			2.6.1.C

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2.6.2	How many water stoppages there were in the previous month?	Number		2.6.2.C
2.6.3	The average time taken to fix water stoppages?	Hours		2.6.3.C
2.6.4	How many households had their water disconnected last month for non-payment?	No of Households		2.6.4.C
2.6.5	How many households were connected for the first time to the water system?	No of Households		2.6.5.C
2.7	How many households receive:			
2.7.1	Free Basic Water	No of Households		2.7.1.C
2.7.2	Free Basic Electricity	No of Households		2.7.2.C
2.7.3	Free Property rates	No of Households		2.7.3.C
2.8	Does your municipality have an indigent register?	Yes or No		2.8.C
2.9	If your municipality has an indigent register, how many indigent households are registered?	Number		2.9.C
2.10	If the municipality builds ROADS:			
2.10.1	How many kilometres of roads are managed by the municipality?	Kms		2.10.1.C
2.10.2	How many kilometres of new roads were built in the previous month?	Kms		2.10.2.C
2.11	How many households have access to refuse removal?	No of Households		2.11.C
2.12	What is the frequency of collection of refuse in your municipality?	Select		2.12.C

3	GOOD GOVERNANCE	<i>Answer Format</i>	<i>Response</i>
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3.1.1	Provide the dates of Council meetings held over the past month	Date meeting 1			
3.1.2		Date meeting 2			
3.2.1	Provide the dates of Exco or Mayoral Executive meetings held over the past month	Date meeting 1			
3.2.2		Date meeting 2			
3.2.3		Date meeting 3			
3.2.4		Date meeting 4			
3.2.5		Date meeting 5			
3.3	How many portfolio committee meetings were held last month?	Number			
3.4.1	Provide the dates of Council portfolio committee meetings held over the past month. (For each, state which portfolio committee that met)	Committee name		3.4.1.1	Date met
3.4.2		Committee name		3.4.2.1	Date met
3.4.3		Committee name		3.4.3.1	Date met
3.4.4		Committee name		3.4.4.1	Date met
3.4.5		Committee name		3.4.5.1	Date met
3.4.6		Committee name		3.4.6.1	Date met
3.4.7		Committee name		3.4.7.1	Date met
3.4.8		Committee name		3.4.8.1	Date met
3.4.9		Committee name		3.4.9.1	Date met
3.4.10		Committee name		3.4.10.1	Date met
3.5.1	Provide the dates of MPAC meetings held over the past month	Date meeting 1			
3.5.2		Date meeting 2			
3.5.3		Date meeting 3			

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3.5.4		<i>Date meeting 4</i>	
3.5.5		<i>Date meeting 5</i>	
3.5.6		<i>Date meeting 6</i>	
3.5.7		<i>Date meeting 7</i>	
3.5.8		<i>Date meeting 8</i>	
3.5.9		<i>Date meeting 9</i>	
3.5.10		<i>Date meeting 10</i>	
3.6	How many traditional councils are there in your municipal boundary?	<i>Number</i>	
3.7	Of these, how many participate in Council meetings?	<i>Number</i>	
3.8	How many formal (minuted) meetings between the Mayor, Speaker, Chief Whip and Manager were held in the past month to deal with municipal matters?	<i>Number</i>	
3.9	How many formal (minuted) meetings – to which all senior managers were invited – were held over the past month?	<i>Number</i>	
3.10	How many formal (minuted) meetings were held with organised labour in the past month?	<i>Number</i>	
3.11	How many work stoppages occurred during past month?	<i>Number</i>	
3.12	Type of stoppage? Protected or unprotected?	<i>Select</i>	
3.13	List the three main causes for the stoppages?	<i>Select</i>	
3.14	How many litigation cases were instituted by the municipality in the past month?	<i>Number</i>	
3.15	How many litigation cases were instituted against the municipality in the past month?	<i>Number</i>	
3.16	How many instances of fraud and corruption were reported in the municipality in the past month?	<i>Number</i>	
3.17	How many disciplinary cases on fraud and corruption in the past month?	<i>Number</i>	
3.18	How many dismissals for fraud and corruption in the past month?	<i>Number</i>	
3.19	What actions have been taken against fraud, corruption, maladministration and failure to fulfil statutory obligations?	<i>Select</i>	
3.20	How many forensic investigations were initiated in the past month?	<i>Number</i>	
3.21	How many forensic investigations were conducted in the past month?	<i>Number</i>	

4 SOUND FINANCIAL MANAGEMENT

4.1	What was the % spent on MIG/USDG in the past month?	<i>Percentage</i>		4.1.C
4.2	How many tenders over R200,000 were awarded in the past month?	<i>Number</i>		4.2.C
4.3	For these tenders approved last month, what was the average length of time in calendar days from FIRST advertisement to the date of letter of award to successful bidder?	<i>Average days</i>		4.3.C
4.4	What was the total value of all tenders awarded in the past month?	<i>Rands</i>		4.4.C
4.5	How many section 36 awards were made in the past month?	<i>Number</i>		4.5.C
4.6	What was the total value of section 36 awards made in the past month?	<i>Rands</i>		4.6.C
4.7	What was the % spend of the Municipality's operating budget on free basic services in the past month?	<i>Percentage</i>		4.7.C

5 BUILDING CAPABLE LOCAL GOVERNMENT INSTITUTIONS

5.1.1		<i>Municipal Manager</i>	
5.1.2	Are the positions of MM and Senior Managers reporting	<i>CFO</i>	

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5.1.3	to the MM (section 56) filled/ vacant?	<i>Remaining Section 56 positions</i>	<i>Number of positions</i>	5.1.3.1	
5.1.4			<i>Number filled</i>	5.1.4.1	
5.2	How many disciplinary cases were RESOLVED in the last month?	<i>Number</i>			
5.3.1	How many officials are presently on suspension, and for how long?	<i>Number</i>			
5.3.2		<i>Average length of time in DAYS</i>			
5.4	How many permanent employees are there employed?	<i>Number</i>			
5.5	How many temporary employees are there employed?	<i>Number</i>			
5.6	How many days of sick leave were taken by employees in the past month?	<i>Number of days</i>			
5.7	How many of the councillors underwent training in the past month??	<i>Number</i>			
5.8	How many of the officials underwent training in the past month??	<i>Number</i>			

6 ADDITIONAL NOTES	
6.1 Please add any additional notes here	
6.1.1	
6.1.2	
6.1.3	
6.1.4	
6.1.5	
6.1.6	
6.1.7	
6.1.8	
6.1.9	
6.1.10	
6.1.11	