



**MID-YEAR
PERFORMANCE ASSESSMENT REPORT
FOR THE PERIOD
1 JULY 2021 TO 31 DECEMBER 2021**



BITOU MUNICIPALITY

PERFORMANCE REPORT FOR THE MID-YEAR PERIOD 1 JULY TO 31 DECEMBER 2021

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1. SERVICE DELIVERY PERFORMANCE PLANNING

1.1 LEGISLATIVE OVERVIEW

In terms of Section 72(1)(a) and 52(d) of the Local Government Municipal Finance Management Act (MFMA) No. 56 of 2003 the Accounting Officer must by 25 January of each year assess the performance of the Municipality during the first half of the financial year. A report on such assessment must in terms of Section 72(1)(b) of the MFMA be submitted to the Mayor, Provincial Treasury and National Treasury. Once the Mayor has considered the report, it must be submitted to Council by 31 January in terms of Section 54(1)(f) of the MFMA.

The Mayor approved the Top Layer Services Delivery and Budget Implementation Plan (SDBIP) for 2021/22 on 06 July 2021 in terms of Section 53(1)(c)(ii) of the MFMA, MFMA Circular No. 13 and the Budgeting and Reporting Regulation, which include the Municipality's key performance indicators (KPI's) for 2021/22.

1.2 CREATING A CULTURE OF PERFORMANCE

Performance Framework

Regulation 7(1) of the Local Government: Municipal Planning and Performance Management Regulations, 2001 states that "A municipality's performance management system entails a framework that describes and represents how the municipality's cycle and processes of performance planning, monitoring, measurement, review, reporting and improvement will be conducted, organized and managed, including determining the roles of the different role players." This framework, inter alia, reflects the linkage between the Integrated Development Plan (IDP), Budget, SDBIP and individual and service provider performance.

Monitoring Performance

The Municipality utilizes an electronic web-based system on which KPI owners update actual performance on a monthly basis. KPI owners report on the results of the KPI's by documenting the following information on the performance system:

- The actual result in terms of the target set
- The output/outcome of achieving the KPI
- The calculation of the actual performance reported (If %)
- A performance comment
- Actions to improve the performance against the target set, if the target was not achieved
- It is the responsibility of every KPI owner to maintain a portfolio of evidence to support actual performance results updated

Performance results are monitored and reviewed in terms of:

- Quarterly KPI monitoring sessions held by the Municipal Manager with all managers
- Quarterly reports tabled before the Portfolio Committees of the Mayor
- Quarterly reports tabled before the Executive Mayoral Committee and Council

1.3 LINK TO THE IDP AND THE BUDGET

The Municipality identified the following strategic objectives based on the inputs from the community in the 5-year IDP:



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- Build a capable, corruption-free administration that is able to deliver on developmental mandate
- Grow local economy, create jobs, empower previously disadvantaged, transform ownership patterns
- Manage expenditure prudently, grow revenue base and build long term financial sustainability so as to invest in social and economic development
- Universal access to decent quality of services
- Spatially integrate areas separated by apartheid, promote access for poor to work, recreational and commercial opportunities
- Eradicate poverty and uplift previously disadvantaged communities, promote social cohesion
- An active and engaged citizenry, able to engage with and shape the municipality's programme

1.3.1 PERFORMANCE INDICATORS SET IN THE APPROVED TOP LAYER SDBIP FOR 2021/22 PER STRATEGIC OBJECTIVE

1.3.1.1 Build a capable, corruption-free administration that is able to deliver on developmental mandate

Ref	KPI	Unit of Measurement	Wards	*Unaudited Actual performance of 2020/21	Target				
					Q1	Q2	Q3	Q4	Annual
TL1	Submit the Risk Based Audit Plan (RBAP) for the 2022/23 financial year to the Audit Committee by 30 June 2022	Risk Based Audit Plan compiled and submitted to the Audit Committee	All	1	0	0	0	1	1
TL2	Complete 80% of audits as scheduled in the RBAP applicable for 2021/22 by 30 June 2022 (Actual audits completed divided by the audits scheduled for the year) x100	% of audits completed	All	80%	0.00%	25.00%	45.00%	80.00%	80.00%



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Ref	KPI	Unit of Measurement	Wards	*Unaudited Actual performance of 2020/21	Target				
					Q1	Q2	Q3	Q4	Annual
TL3	Complete the annual risk assessment for 2021/22 and submit to the Audit Committee by 31 March 2022	Risk assessment submitted to the Audit Committee	All	1	0	0	1	0	1
TL4	Review the Performance Management Framework and submit to Council for approval by 31 March 2022	Performance Management Framework reviewed and submitted to Council	All	0	0	0	1	0	1
TL5	Downscale individual performance management to the Senior Managers and Managers (line managers) in charge of specific sub-divisions and reporting to the Directors by 30 September 2021	Number of individual performance agreements signed	All	New key performance indicator for 2021/22. No comparative results available	31	0	0	0	31
TL6	Achieve risk maturity (control level) by 30 June 2022	Risk maturity (control level) achieved	All	1	0	0	0	1	1
TL7	Compile and submit the draft 5th generation IDP for the 2022/27 financial	Draft IDP compiled and submitted to Council	All	New key performance indicator for 2021/22. No	0	0	0	1	1



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Ref	KPI	Unit of Measurement	Wards	*Unaudited Actual performance of 2020/21	Target				
					Q1	Q2	Q3	Q4	Annual
	year to Council by 31 March 2022			comparative results available					
TL19	Percentage of people from employment equity target groups employed in the three highest levels of management in compliance with the municipality's approved employment equity plan by 30 June 2022 {(Number of people from employment equity target groups	% of people employed	All	75.47%	0.00%	0.00%	0.00%	70.00%	70.00%
TL20	Spent 0.10% of operational budget on training by 30 June 2022 {(Actual total training expenditure divided by total operational budget)x100}	% budget spent	All	0.17%	0.00%	0.00%	0.00%	0.10%	0.10%
TL21	Conduct a comprehensive customer survey in the Greater Plettenberg Bay area by 30 June 2022	Customer survey conducted	All	1	0	0	0	1	1
TL22	Review 20 human resources policies,	Number of human resource	All	0	5	5	5	5	20



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Ref	KPI	Unit of Measurement	Wards	*Unaudited Actual performance of 2020/21	Target				
					Q1	Q2	Q3	Q4	Annual
	with the SALGA Policy Framework Scope as basis and submit to Council by 30 June 2022	policies submitted to Council							
TL23	Review the "System of Operational Delegations" and submit to Council by 31 March 2022	System of operational delegations submitted to Council	All	1	0	0	1	0	1
TL24	Replace the Disaster Recovery Storage (DR) by 30 June 2022	Number of Disaster Recovery Storage replaced	All	New key performance indicator for 2021/22. No comparative results available	0	0	0	1	1
*The audit for the 2020/21 financial year is still in progress and therefore no audited actuals to report on are available									

Table 1: Build a capable, corruption-free administration that is able to deliver on development mandate

1.3.1.2 Manage expenditure prudently, grow revenue base and build long term financial sustainability so as to invest in social and economic development

Ref	KPI	Unit of Measurement	Wards	*Unaudited Actual performance of 2020/21	Target				
					Q1	Q2	Q3	Q4	Annual
TL13	Financial viability measured in terms of the municipality's ability to meet its service debt obligations as at 30 June 2022 (Short Term Borrowing + Long Term Borrowing) / (Total Operating Revenue - Operating Conditional Grant) x 100	% of debt coverage	All	18.91%	0.00%	0.00%	0.00%	25.00%	25.00%



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Ref	KPI	Unit of Measurement	Wards	*Unaudited Actual performance of 2020/21	Target				
					Q1	Q2	Q3	Q4	Annual
TL14	Financial viability measured in terms of the outstanding service debtors as at 30 June 2022 ((Total outstanding service debtors/ revenue received for services)X100)	% of outstanding service debtors	All	9.97%	0.00%	0.00%	0.00%	11.80%	11.80%
TL15	Financial viability measured in terms of the available cash to cover fixed operating expenditure as at 30 June 2022 ((Cash and Cash Equivalents - Unspent Conditional Grants - Overdraft) + Short Term Investment) / Monthly Fixed Operational Expenditure excl	Number of months it takes to cover fix operating expenditure with available cash	All	1.25	0	0	0	2	2
TL16	Achieve a debtor payment percentage of 90% by 30 June 2022 (Gross Debtors Closing Balance + Billed Revenue - Gross Debtors Opening Balance - Bad Debts Written Off)/Billed Revenue x 100	% debtor payment achieved	All	92%	90.00%	90.00%	90.00%	90.00%	90.00%
TL17	Limit unaccounted for water to less than 25% by 30 June 2022 {(Number of Kilolitres Water Purchased or Purified - Number of Kilolitres Water Sold) / Number of Kilolitres Water Purchased or Purified x 100}	% bulk water handling losses	All	4.79%	0.00%	25.00%	0.00%	25.00%	25.00%
TL18	Limit unaccounted for electricity to less than 12% as at 30 June 2022 {(Number of units purchased - Number of units Sold (incl free basic electricity) / Number of units purchased) X100}	% unaccounted electricity	All	11.58%	0.00%	12.00%	0.00%	12.00%	12.00%
*The audit for the 2020/21 financial year is still in progress and therefore no audited actuals to report on are available									



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Table 2: Manage expenditure prudently, grow revenue base and build long term financial sustainable so as to invest in social and economic development

1.3.1.3 Provision of basic services

Ref	KPI	Unit of Measurement	Wards	*Unaudited Actual performance of 2020/21	Target				
					Q1	Q2	Q3	Q4	Annual
TL8	Provide subsidies for free basic services to indigent households as at 30 June 2022	Number of indigent households receiving subsidies for free basic services as per Financial System	All	3 930	4 300	4 300	4 300	4 300	4 300
TL9	Number of residential properties with piped water which are connected to the municipal water infrastructure network and billed for the service as at 30 June 2022	Number of residential properties billed for piped water	All	12 291	0	11 863	0	11 863	11 863
TL10	Number of residential properties with electricity which are connected to the municipal electrical infrastructure network(credit and prepaid electrical metering and excluding Eskom areas) and billed for the service as at 30 June 2022	Number of residential properties billed credit meter and prepaid meters connected to the network	All	12 672	0	14 917	0	14 917	14 917
TL11	Number of residential properties with sanitation services to which are connected to the municipal waste water (sanitation/sewerage) network & are billed for sewerage service, irrespective of the number of water closets (toilets) as at 30 June 2022	Number of residential properties which are billed for sewerage	All	12 369	0	12 409	0	12 409	12 409
TL12	Number of residential properties for which refuse is removed once per week and billed for the service as at 30 June 2022	Number of residential properties which are billed for refuse removal	All	13 385	0	14 700	0	14 700	14 700
TL25	Spend 90% of the approved capital budget for Fleet services by 30 June 2022 {(Total actual	% budget spent	All	100%	10.00%	40.00%	60.00%	90.00%	90.00%



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Ref	KPI	Unit of Measurement	Wards	*Unaudited Actual performance of 2020/21	Target				
					Q1	Q2	Q3	Q4	Annual
	capital expenditure /Total capital amount budgeted)x100}								
TL26	Spend 90% of the approved capital budget for Waste Water services by 30 June 2022 {(Total actual capital expenditure /Total capital amount budgeted)x100}	% budget spent	All	93%	10.00%	40.00%	60.00%	90.00%	90.00%
TL27	Spend 90% of the approved capital budget for Electrical & Mechanical services by 30 June 2022 {(Total actual capital expenditure /Total capital amount budgeted)x100}	% budget spent	All	85%	10.00%	40.00%	60.00%	90.00%	90.00%
TL28	Spend 90% of the approved capital budget for Water services by 30 June 2022 {(Total actual capital expenditure /Total capital amount budgeted)x100}	% budget spent	All	96%	10.00%	40.00%	60.00%	90.00%	90.00%
TL29	Spend 90% of the approved capital budget for Roads & Storm Water services by 30 June 2022 {(Total actual capital expenditure /Total capital amount budgeted)x100}	% budget spent	All	113%	10.00%	40.00%	60.00%	90.00%	90.00%
TL30	Spend 100% of MIG Funding allocation by 30 June 2022 {(Total actual MIG expenditure /Total MIG amount budgeted)x100}	% budget spent	All	99%	0.00%	40.00%	0.00%	100.00%	100.00%
TL31	Conduct 480 potential electricity theft investigations annually	Number of inspections conducted	All	742	120	120	120	120	480
TL32	Spend 90% of the budget allocated for the upgrade of the WWTW Kurland by 30 June 2022	% budget spent	2.7	New key performance indicator for 2021/22. No comparative results available	0.00%	40.00%	60.00%	90.00%	90.00%



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Ref	KPI	Unit of Measurement	Wards	*Unaudited Actual performance of 2020/21	Target				
					Q1	Q2	Q3	Q4	Annual
TL34	Spend 90% of the budget allocated for upgrade of the fencing and surrounding areas of the Transfer Station by 30 June 2022	% budget spent	All	New key performance indicator for 2021/22. No comparative results available	10.00%	40.00%	60.00%	90.00%	90.00%
TL47	Create 549 job opportunities in terms of the EPWP by 30 June 2022	Number of job opportunities created	All	342	250	100	100	99	549
TL49	Submit the reviewed Local Economic Development (LED) Chapter to Council by 31 March 2022	LED Implementation Plan submitted to Council	All	New key performance indicator for 2021/22. No comparative results available	0	0	1	0	1
*The audit for the 2020/21 financial year is still in progress and therefore no audited actuals to report on are available									

Table 3: Provision of basic services

1.3.1.4 Spatial integrated areas separated by apartheid, promote access for poor to work, recreational and commercial opportunities

Ref	KPI	Unit of Measurement	Wards	*Unaudited Actual performance of 2020/21	Target				
					Q1	Q2	Q3	Q4	Actual
TL33	Complete the planning and design for the Hakerville Community Hall by 30 June 2022	Number of plans and design approved by 30 June 2022	All	New key performance indicator for 2021/22. No comparative results available	0	0	0	1	1
TL35	Spend 90% of the budget allocated for the completion of the project to upgrade the roof and painting of New Horizons Community Hall by 30 December 2021	% budget spent	1	New key performance indicator for 2021/22. No comparative results available	20.00%	90.00%	0.00%	0.00%	90.00%
TL36	Compile a beneficiary list for the middle income group that qualifies per criteria for the housing project Erf 256 and submit to the Municipal Manager by 30 June 2022	Beneficiary list compiled and submitted to the Municipal Manager	4	New key performance indicator for 2021/22. No comparative results available	0	0	0	1	1



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Ref	KPI	Unit of Measurement	Wards	*Unaudited Actual performance of 2020/21	Target				
					Q1	Q2	Q3	Q4	Actual
TL37	Compile a beneficiary list for the middle income group that qualifies per criteria for the housing project Erf 1725 and submit to the Municipal Manager by 30 June 2022	Beneficiary list compiled and submitted to the Municipal Manager	4	New key performance indicator for 2021/22. No comparative results available	0	0	0	1	1
TL38	Compile a beneficiary list for the middle income group that qualifies per criteria for the housing project Erf 2096 and submit to the Municipal Manager by 30 June 2022	Beneficiary list compiled and submitted to the Municipal Manager	7	New key performance indicator for 2021/22. No comparative results available	0	0	0	1	1
TL39	Completion of the Qolweni / Bossiesgif 169 housing project Phase 3A by 30 March 2022	Project completed	2	New key performance indicator for 2021/22. No comparative results available	0	0	1	0	1
TL40	Complete the relocation of the 224 non-qualifiers and 164 qualifiers to Minaar Land by 30 June 2022	Number of beneficiaries relocated	2	New key performance indicator for 2021/22. No comparative results available	97	97	97	97	388
TL41	Complete the construction of 150 TRA units within the in-fills of Kurland by 30 September 2021	Number of TRA units constructed	2	New key performance indicator for 2021/22. No comparative results available	150	0	0	0	150
TL42	Complete the relocation of the 150 beneficiaries from Zawazawa informal settlement to in-fills of Kurland by 30 December 2021	Number of beneficiaries relocated	5	New key performance indicator for 2021/22. No comparative results available	0	150	0	0	150
TL43	Complete the construction of 142 TRA units within one hectare of Erf 562 by 30 September 2021	Number of TRA units constructed	2	New key performance indicator for 2021/22. No comparative results available	142	0	0	0	142



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Ref	KPI	Unit of Measurement	Wards	*Unaudited Actual performance of 2020/21	Target				
					Q1	Q2	Q3	Q4	Actual
				results available					
TL44	Complete the relocation of the 142 beneficiaries from back yard dwellers semi formal settlement to Erf 562 by 30 December 2021	Number of beneficiaries relocated	1	New key performance indicator for 2021/22. No comparative results available	0	142	0	0	142
TL45	Compile a report on the establishment of the impound facility and submit the report to Council by 30 June 2022	Impound facility report submitted to Council	All	New key performance indicator for 2021/22. No comparative results available	0	0	0	1	1
TL46	Compile an Investigation Report for the Commonage Establishment and submit to Council by 30 September 2021	Comanage establishment report submitted to Council	All	New key performance indicator for 2021/22. No comparative results available	1	0	0	0	1
TL48	Submit the reviewed Spatial Development Framework (SDF) to Council by 31 March 2022	Spatial Development Framework (SDF) submitted to Council	All	1	0	0	1	0	1
TL50	Develop a House and Spaza Shop Policy and submit to Council by 30 September 2021	House and Spaza Shop Policy submitted to Council	All	New key performance indicator for 2021/22. No comparative results available	1	0	0	0	1
TL51	Review the system of delegation ito SPLUMA and submit to Council 31 October 2021	System of delegation ito SPLUMA submitted to Council	All	New key performance indicator for 2021/22. No comparative results available	0	1	0	0	1
TL52	Review the criteria of the structure, Terms of Reference and appointment of members of the Municipal Planning Tribunal and submit to Council 31 October 2021	Criteria submitted to Council	All	New key performance indicator for 2021/22. No comparative results available	0	1	0	0	1



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Ref	KPI	Unit of Measurement	Wards	*Unaudited Actual performance of 2020/21	Target				
					Q1	Q2	Q3	Q4	Actual
TL53	Submit the Zoning By-Law to Council by 30 June 2022	Zoning By-Law submitted to Council	All	New key performance indicator for 2021/22. No comparative results available	0	0	0	1	1
TL54	Review the Planning By-law and submit to council by 31 December 2021	Planning By-law submitted to Council	All	New key performance indicator for 2021/22. No comparative results available	0	1	0	0	1

**The audit for the 2020/21 financial year is still in progress and therefore no audited actuals to report on are available*

Table 4: Spatial integrated areas separated by apartheid, promote access for poor to work, recreational and commercial opportunities

1.3.2 BUDGET SPENDING PER IDP STRATEGIC OBJECTIVE

The table below provide an analysis of the budget per Municipal Strategic Objective

Municipal Strategic Objective		Capital Budget R'000	Operational Budget R'000
1	An active and engaged citizenry, able to engage with and shape the municipality's programme	0	36 230 104.00
2	Build a capable, corruption free administration that is able to deliver on developmental mandate	4 757 785.00	70 253 301.00
3	Eradicate poverty and uplift previously disadvantaged communities, promote social cohesion	7 404 783.00	151 250 555.00
4	Grow local economy, create jobs, empower previously disadvantaged, transform ownership patterns 2. Economic development of local economy	0	9 753 926.00
5	Manage expenditure prudently, grow revenue base and build long term financial sustainability so as to invest in social and economic development	0	65 074 386.00
6	Provision of basic services	78 153 756.00	428 176 955.00
7	Spatially integrate areas separated by apartheid, promote access for poor to work, recreational and commercial opportunities	0	15 023 298.00
Total		90 316 324.00	775 762 525.00

Table 5: Budget capital and operating expenditure (excluding internal transfers) per IDP Key Performance Area



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Budget operating expenditure per strategic objective for 2021/22

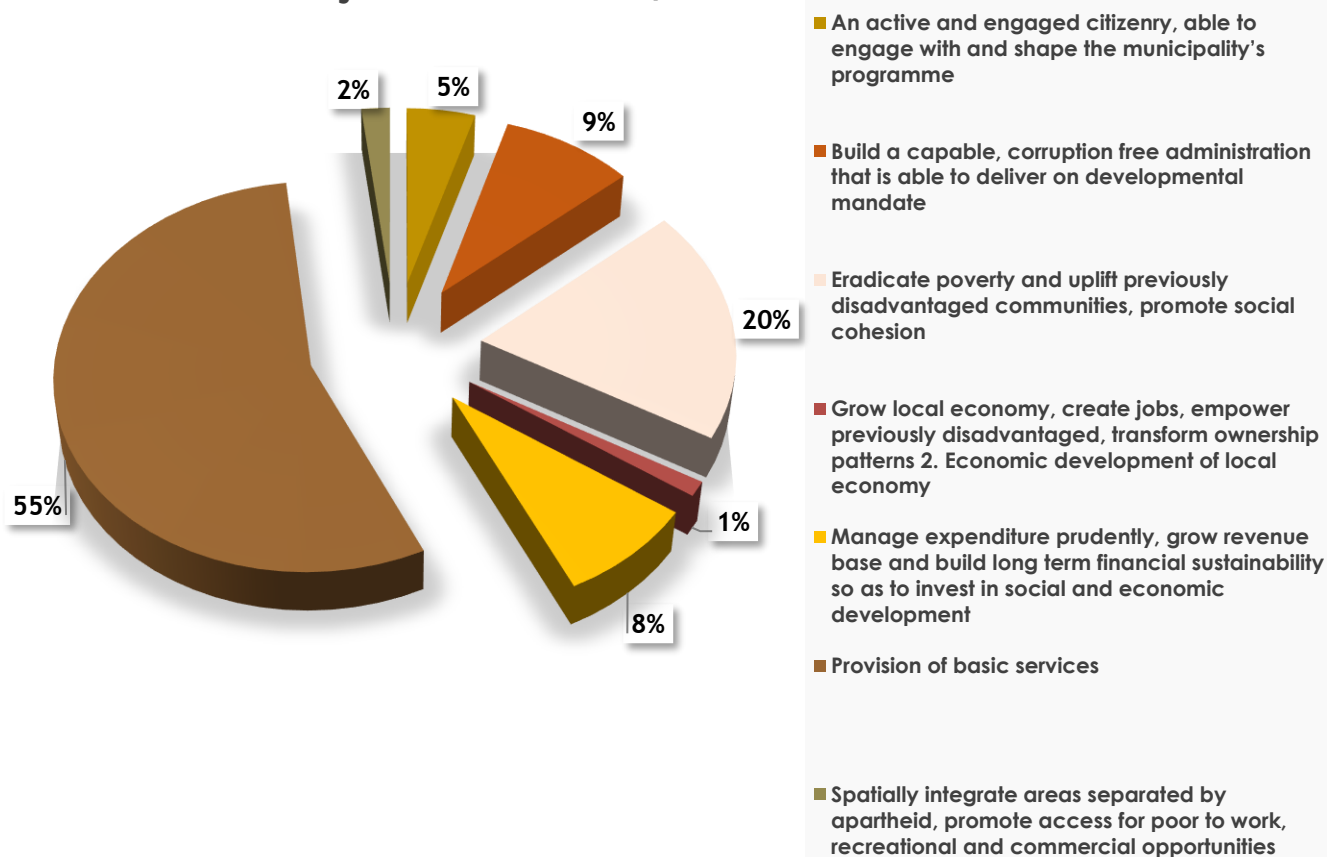


Figure 1: Budgeted operating expenditure for 2021/22

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Budget capital expenditure per strategic objective for 2021/22

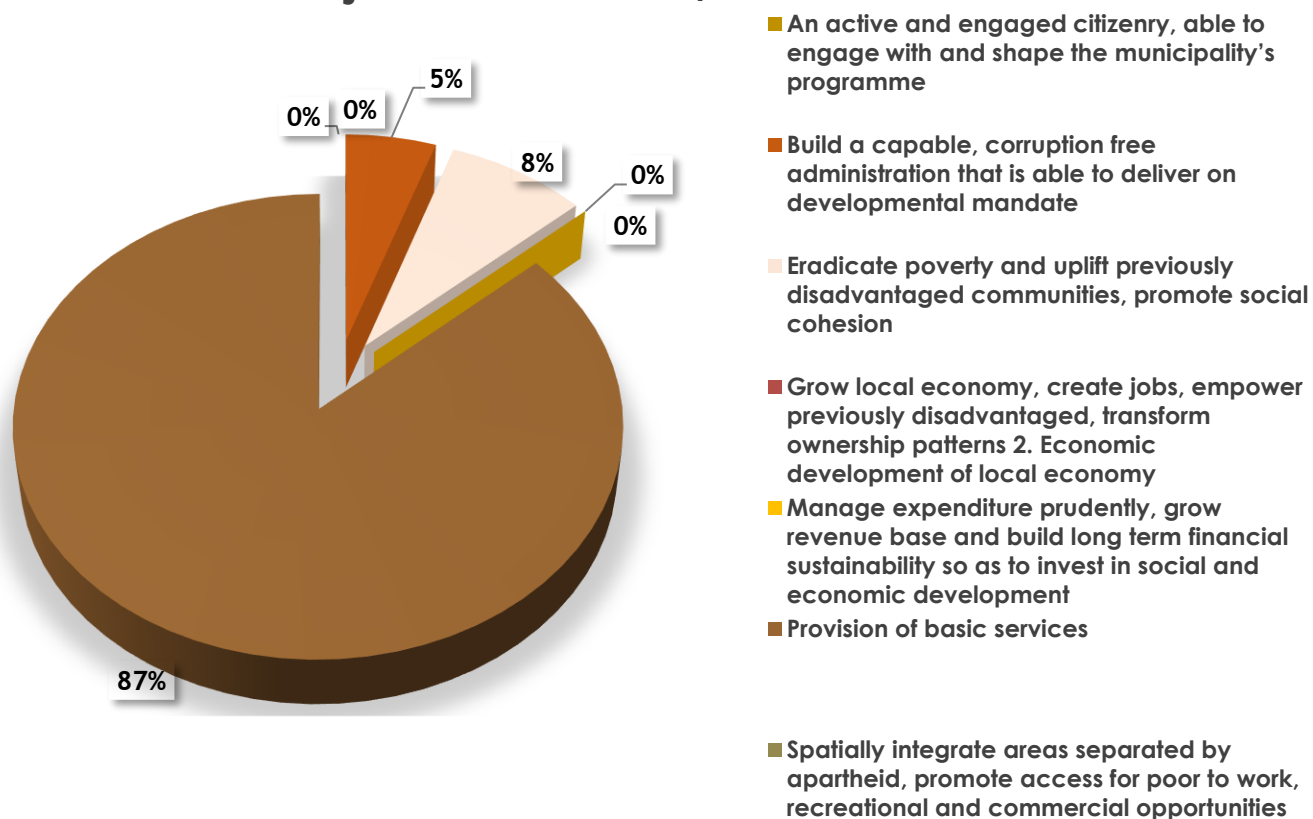


Figure 2: Budgeted capital expenditure for 2021/22

The table below provides an analysis of the actual budget spending per strategic objective for the mid-year ending 31 December 2021

Municipal Strategic Objective		Capital Budget R'000	Operational Budget R'000
1	An active and engaged citizenry, able to engage with and shape the municipality's programme	0	16 030 955.28
2	Build a capable, corruption free administration that is able to deliver on developmental mandate	533 932.20	29 994 802.72
3	Eradicate poverty and uplift previously disadvantaged communities, promote social cohesion	472 486.32	78 520 376.91
4	Grow local economy, create jobs, empower previously disadvantaged, transform ownership patterns 2. Economic development of local economy	0	5 815 437.39
5	Manage expenditure prudently, grow revenue base and build long term financial sustainability so as to invest in social and economic development	19 401.76	27 868 363.53



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	Municipal Strategic Objective	Capital Budget R'000	Operational Budget R'000
6	Provision of basic services	25 744 474.59	210 717 089.30
7	Spatially integrate areas separated by apartheid, promote access for poor to work, recreational and commercial opportunities	0	6 439 163.49
Total		26 770 294.87	375 386 188.62

Table 6: Actual expenditure of capital and operating budget per IDP Key Performance Area

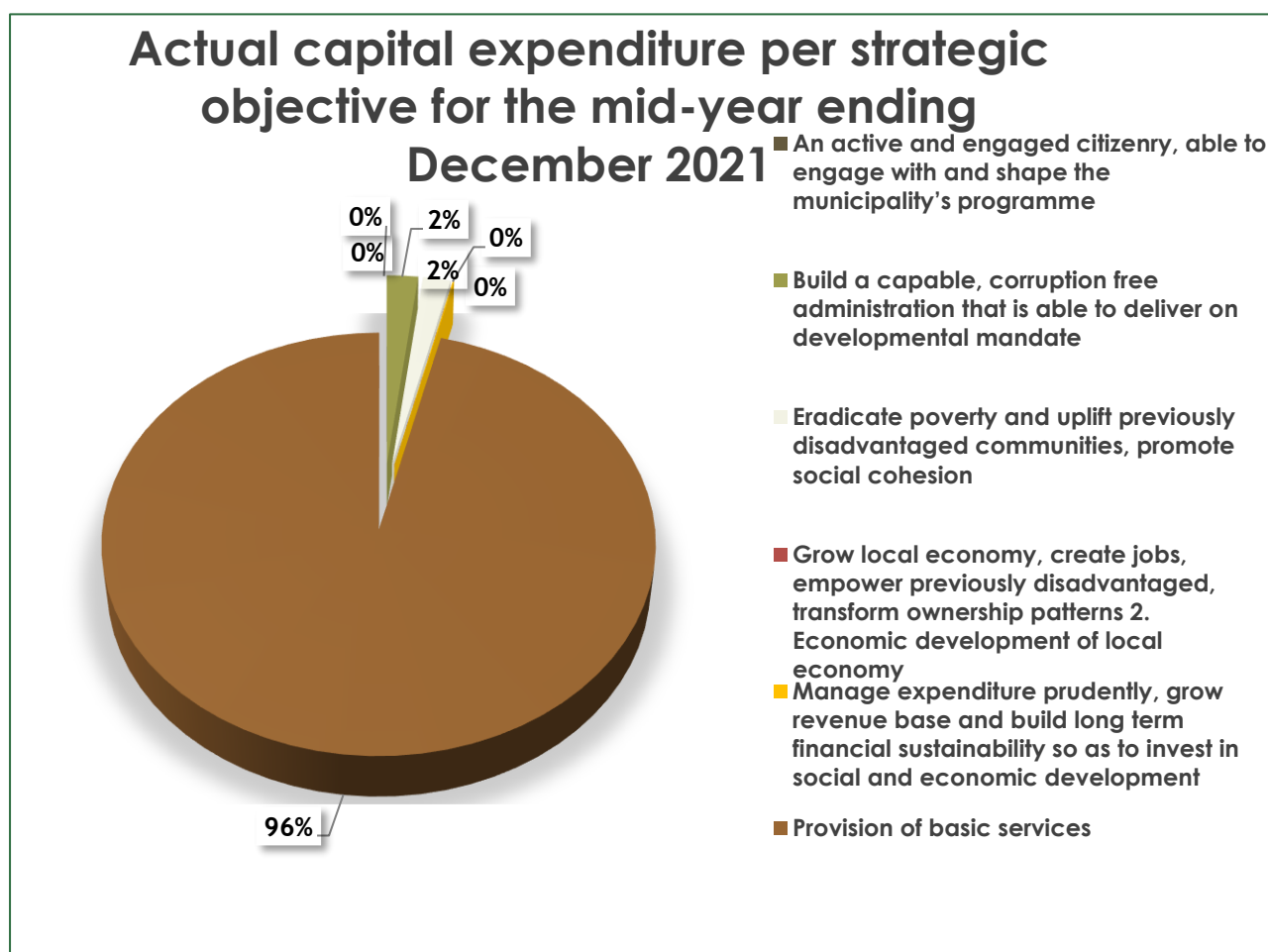


Figure 3: Actual operating expenditure per municipal key performance area for the mid-year ending December 2021



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Actual operating expenditure per strategic objective for the mid-year ending December 2021

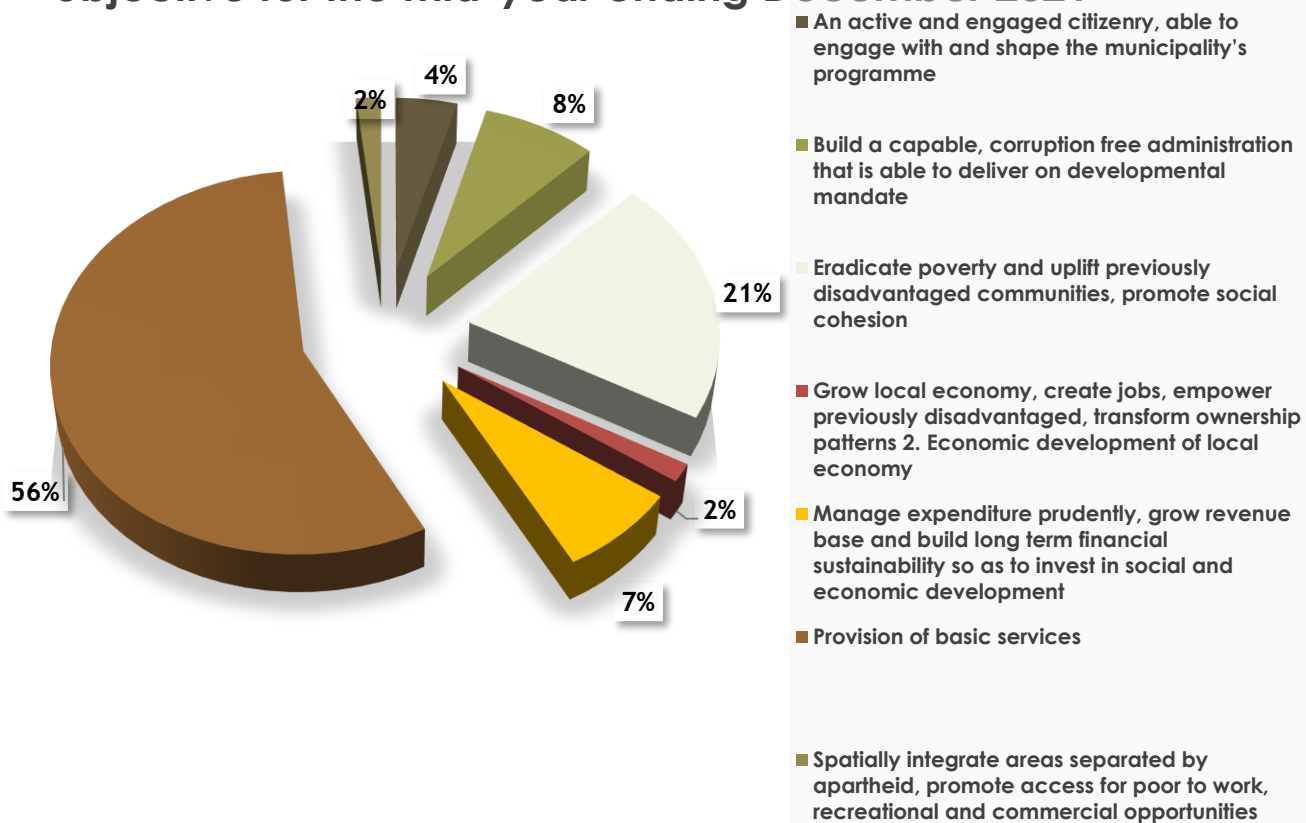


Figure 4: Actual capital expenditure per municipal key performance area for the mid-year ending December 2021

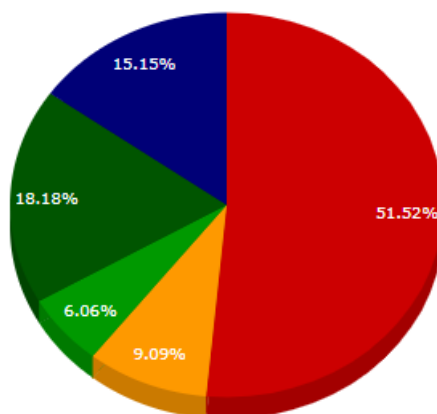


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2. MID-YEAR PERFORMANCE AGAINST THE PERFORMANCE INDICATORS SET IN THE APPROVED TOP LAYER SDBIP FOR 2021/22

2.1 OVERALL ACTUAL PERFORMANCE OF INDICATORS FOR THE MID-YEAR ENDING 31 DECEMBER 2021



Graph 1: Overall actual strategic performance

Bitou Municipality	Strategic Objective				
	<i>Build a capable, corruption free administration that is able to deliver on developmental mandate</i>	Manage expenditure prudently, grow revenue base and build long term financial sustainability so as to invest in social and economic development	Provision of basic services	Spatial integrate areas separated by apartheid, promote access for poor to work, recreational and commercial opportunities	Total
KPIs not met	2	2	3	10	17
KPIs almost met	0	1	2	0	3
KPIs met	0	0	1	1	2
KPIs well met	1	0	5	0	6
KPIs extremely well met	1	0	4	0	5
Total:	4	3	15	11	33

Figure 5: Overall actual performance of indicators for the mid-year ending 31 December 2021

Category	Colour	Explanation
KPI's Not Met	Red	0% >= Actual/Target < 75%
KPI's Almost Met	Orange	75% >= Actual/Target < 100%
KPI's Met	Green	Actual/Target = 100%
KPI's Well Met	Dark Green	100% > Actual/Target < 150%
KPI's Extremely Well Met	Dark Blue	Actual/Target >= 150%



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2.2 ACTUAL PERFORMANCE PER STRATEGIC OBJECTIVE OF INDICATORS FOR THE MID-YEAR ENDING 31 DECEMBER 2021

Detailed below is the unaudited Top Layer SDBIP for the first half of the financial year ending 31 December 2021 which measures the Municipality's overall performance per strategic objective. The tables, furthermore, includes the performance comments and corrective measures indicated for targets not achieved.

The Municipality met 24.07% (13 of 33) of the applicable KPI's for the period as at 31 December 2021. The remainder of the KPI's 33.89% (21) on the Top Layer SDBIP out of the total number of 54 KPI's do not have targets for this period and will be reported on in future quarters when they are due. 37.04% (20 of 33) KPI targets were not achieved as at 31 December 2021 of which the details are included in the tables below.

2.2.1 ACTUAL PERFORMANCE PER STRATEGIC OBJECTIVE OF INDICATORS FOR THE MID-YEAR ENDING 31 DECEMBER 2021

2.2.1.1 Building a capable corruption free administration that is able to deliver on developmental mandate

Ref	KPI	Unit of Measurement	Wards	*Unaudited Actual performance of 2020/21	Overall performance for the mid-year ending 31 December 2021				
					Q1	Q2	Target	Actual	R
TL2	Complete 80% of audits as scheduled in the RBAP applicable for 2021/22 by 30 June 2022 (Actual audits completed divided by the audits scheduled for the year) x100	% of audits completed	All	80%	0.00%	25.00%	25.00%	35.00%	G2
TL5	Downscale individual performance management to the Senior Managers and Managers (line managers) in charge of specific sub-divisions and reporting to the Directors by 30 September 2021	Number of individual performance agreements signed	All	New key performance indicator for 2021/22. No comparative results available	31	0	31	0	R



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Ref	KPI	Unit of Measurement	Wards	*Unaudited Actual performance of 2020/21	Overall performance for the mid-year ending 31 December 2021				
					Q1	Q2	Target	Actual	R
Corrective Measure			Management is currently in the process of inviting formal quotations from service providers to review the Performance Management Framework and assist with Performance Management cascading down process (previous invitation for formal quotations were unsuccessful)						
TL20	Spent 0.10% of operational budget on training by 30 June 2022 {(Actual total training expenditure divided by total operational budget)x100}	% budget spent	All	0.17%	0.00%	0.00%	0.00%	0.13%	B
TL22	Review 20 human resources policies, with the SALGA Policy Framework Scope as basis and submit to Council by 30 June 2022	Number of human resource policies submitted to Council	All	0	5	5	10	5	R
Corrective Measure			Council at its meeting of 15 December 2021, resolved that all 22 policies be workshopped with the current Councillors and thereafter it must be resubmitted to Council for their input and approval. The Workshop is scheduled for February/March 2022.						
*The audit for the 2020/21 financial year is still in progress and therefore no audited actuals to report on are available									

Table 7: Build a capable, corruption free administration that is able to deliver on development mandate



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2.2.1.3 Manage expenditure prudently, grow revenue base and build long term financial sustainability so as to invest in social and economic development

Ref	KPI	Unit of Measurement	Wards	*Unaudited Actual performance of 2020/21	Overall performance for the mid-year ending 31 December 2021				
					Q1	Q2	Target	Actual	R
TL16	Achieve a debtor payment percentage of 90% by 30 June 2022 (Gross Debtors Closing Balance + Billed Revenue - Gross Debtors Opening Balance - Bad Debts Written Off)/Billed Revenue x 100	% debtor payment achieved	All	92%	90.00%	90.00%	90.00%	87.53%	O
Corrective Measure			The debt collection process will be intensified in the 3rd quarter to achieve the 90 % collection rate.						
TL17	Limit unaccounted for water to less than 25% by 30 June 2022 {(Number of Kilolitres Water Purchased or Purified - Number of Kilolitres Water Sold) / Number of Kilolitres Water Purchased or Purified x 100}	% bulk water handling losses	All	4.79%	0.00%	25.00%	25.00%	41.90%	R
Corrective Measure			Engineering services and the Revenue section will compile and implement a turnaround strategy to address the meter reading challenges to reduce the distribution losses						
TL18	Limit unaccounted for electricity to less than 12% as at 30 June 2022 {(Number of units purchased - Number of units Sold (incl. free basic electricity) / Number of units purchased) X100}	% unaccounted electricity	All	11.58%	0.00%	12.00%	12.00%	18.66%	R
Corrective Measure			Engineering services and the Revenue section will compile and implement a turnaround strategy to address the meter reading challenges to reduce the distribution losses						
*The audit for the 2020/21 financial year is still in progress and therefore no audited actuals to report on are available									

Table 8: Manage expenditure prudently, grow revenue base and build long term financial sustainability so as to invest in social and economic development



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2.2.1.4 Provision of basic services

Ref	KPI	Unit of Measurement	Wards	*Unaudited Actual performance of 2020/21	Overall performance for the mid-year ending 31 December 2021				
					Q1	Q2	Target	Actual	R
TL8	Provide subsidies for free basic services to indigent households as at 30 June 2022	Number of indigent households receiving subsidies for free basic services as per Financial System	All	3 930	4 300	4 300	4 300	2 815	R
Corrective Measure			The indigent application process is continuous throughout the financial year and the target should be reached by 30 June 2022						
TL9	Number of residential properties with piped water which are connected to the municipal water infrastructure network and billed for the service as at 30 June 2022	Number of residential properties billed for piped water	All	12 291	0	11 863	11 863	12 298	G2
TL10	Number of residential properties with electricity which are connected to the municipal electrical infrastructure network(credit and prepaid electrical metering and excluding Eskom areas) and billed for the service as at 30 June 2022	Number of residential properties billed credit meter and prepaid meters connected to the network	All	12 672	0	14 917	14 917	13 654	O
Corrective Measure			The municipality will undertake a data cleansing exercise that then will be followed up with a physical verification exercise to identify which customers are not billed and correct such billing						
TL11	Number of residential properties with sanitation services to which are connected to the municipal waste water (sanitation/sewerage) network & are billed for sewerage service, irrespective of the number of water closets (toilets) as at 30 June 2022	Number of residential properties which are billed for sewerage	All	12 369	0	12 409	12 409	12 581	G2
TL12	Number of residential properties for which refuse is removed once per week and billed for	Number of residential properties which	All	13 385	0	14 700	14 700	12 952	O



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Ref	KPI	Unit of Measurement	Wards	*Unaudited Actual performance of 2020/21	Overall performance for the mid-year ending 31 December 2021				
					Q1	Q2	Target	Actual	R
	the service as at 30 June 2022	are billed for refuse removal							
Corrective Measure			The target will be adjusted with the Adjustment Budget in February, to be in line with the residential numbers as stated in the 2020/21 Annual Report's actual						
TL25	Spend 90% of the approved capital budget for Fleet services by 30 June 2022 {(Total actual capital expenditure /Total capital amount budgeted)x100}	% budget spent	All	100%	10.00%	40.00%	40.00%	40.00%	G
TL26	Spend 90% of the approved capital budget for Waste Water services by 30 June 2022 {(Total actual capital expenditure /Total capital amount budgeted)x100}	% budget spent	All	93%	10.00%	40.00%	40.00%	43.00%	G2
TL27	Spend 90% of the approved capital budget for Electrical & Mechanical services by 30 June 2022 {(Total actual capital expenditure /Total capital amount budgeted)x100}	% budget spent	All	85%	10.00%	40.00%	40.00%	86.01%	B
TL28	Spend 90% of the approved capital budget for Water services by 30 June 2022 {(Total actual capital expenditure /Total capital amount budgeted)x100}	% budget spent	All	96%	10.00%	40.00%	40.00%	49.00%	G2
TL29	Spend 90% of the approved capital budget for Roads & Storm Water services by 30 June 2022 {(Total actual capital expenditure /Total capital amount budgeted)x100}	% budget spent	All	113%	10.00%	40.00%	40.00%	48.00%	G2
TL30	Spend 100% of MIG Funding allocation by 30 June 2022 {(Total actual MIG expenditure /Total MIG amount budgeted)x100}	% budget spent	All	99%	0.00%	40.00%	40.00%	85.00%	B



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Ref	KPI	Unit of Measurement	Wards	*Unaudited Actual performance of 2020/21	Overall performance for the mid-year ending 31 December 2021				
					Q1	Q2	Target	Actual	R
TL31	Conduct 480 potential electricity theft investigations annually	Number of inspections conducted	All	742	120	120	240	440	B
TL32	Spend 90% of the budget allocated for the upgrade of the WWTW Kurland by 30 June 2022	% budget spent	2.7	New key performance indicator for 2021/22. No comparative results available	0.00%	40.00%	40.00%	7.00%	R
Corrective Measure			Procurement for mechanical and electrical equipment items have long lease times, hence payments etc. will be made in the third and fourth quarters of the current financial year to ensure spending target are met by June 2022						
TL34	Spend 90% of the budget allocated for upgrade of the fencing and surrounding areas of the Transfer Station by 30 June 2022	% budget spent	All	New key performance indicator for 2021/22. No comparative results available	10.00%	40.00%	40.00%	0.00%	R
Corrective Measure			To date no expenditure for the approved budget was done due to review and amendment of specifications to include additional technical specifications after submission of original specification subsequently amended tenders will be invited						
TL47	Create 549 job opportunities in terms of the EPWP by 30 June 2022	Number of job opportunities created	All	342	250	100	350	664	B
<i>*The audit for the 2020/21 financial year is still in progress and therefore no audited actuals to report on are available</i>									

Table 9: Provision of basic services

2.2.1.6 Spatially integrated areas separated by apartheid, promote access for poor to work, recreational and commercial opportunities

Ref	KPI	Unit of Measurement	Wards	*Unaudited Actual performance of 2020/21	Overall performance for the mid-year ending 31 December 2021				
					Q1	Q2	Target	Actual	R
TL35	Spend 90% of the budget allocated for the completion of the project to upgrade the roof and painting of New Horizons	% budget spent	1	New key performance indicator for 2021/22. No comparative	20.00%	90.00%	90.00%	0.00%	R



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Ref	KPI	Unit of Measurement	Wards	*Unaudited Actual performance of 2020/21	Overall performance for the mid-year ending 31 December 2021				
					Q1	Q2	Target	Actual	R
	Community Hall by 30 December 2021			results available					
Corrective Measure			The KPI will be removed in February 2022 with the Adjustment Budget as no available budget was allocated to finalise this project						
TL40	Complete the relocation of the 224 non-qualifiers and 164 qualifiers to Minaar Land by 30 June 2022	Number of beneficiaries relocated	2	New key performance indicator for 2021/22. No comparative results available	97	97	194	46	R
Corrective Measure			Low number of relocated qualified and non-qualifiers as a result of community resistance and lack of land. Additional land identified for Minaar Land						
TL41	Complete the construction of 150 TRA units within the in-fills of Kurland by 30 September 2021	Number of TRA units constructed	2	New key performance indicator for 2021/22. No comparative results available	150	0	150	0	R
Corrective Measure			Nonperformance as a result of no funding. Funding to be secured in 2021/22						
TL42	Complete the relocation of the 150 beneficiaries from Zawazawa informal settlement to in-fills of Kuruland by 30 December 2021	Number of beneficiaries relocated	5	New key performance indicator for 2021/22. No comparative results available	0	150	150	0	R
Corrective Measure			Nonperformance as a result of no funding. Funding to be secured in 2021/22						
TL43	Complete the construction of 142 TRA units within one hectar of Erf 562 by 30 September 2021	Number of TRA units constructed	2	New key performance indicator for 2021/22. No comparative results available	142	0	142	0	R
Corrective Measure			Nonperformance as a result of no funding. Funding to be secured in 2021/22						
TL44	Complete the relocation of the 142 beneficiaries from back yard dwellers semi formal settlement to Erf 562 by 30 December 2021	Number of beneficiaries relocated	1	New key performance indicator for 2021/22. No comparative results available	0	142	142	0	R



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Ref	KPI	Unit of Measurement	Wards	*Unaudited Actual performance of 2020/21	Overall performance for the mid-year ending 31 December 2021				
					Q1	Q2	Target	Actual	R
Corrective Measure			Nonperformance as a result of no funding. Funding to be secured in 2021/22						
TL46	Compile an Investigation Report for the Commonage Establishment and submit to Council by 30 September 2021	Comanage establishment report submitted to Council	All	New key performance indicator for 2021/22. No comparative results available	1	0	1	1	G
TL50	Develop a House and Spaza Shop Policy and submit to Council by 30 September 2021	House and Spaza Shop Policy submitted to Council	All	New key performance indicator for 2021/22. No comparative results available	1	0	1	0	R
Corrective Measure			No Portfolio Committee meetings were held since April 2021, date to be amended by Council during February 2022 to become March 2022						
TL51	Review the system of delegation ito SPLUMA and submit to Council 31 October 2021	System of delegation ito SPLUMA submitted to Council	All	New key performance indicator for 2021/22. No comparative results available	0	1	1	0	R
Corrective Measure			No Portfolio Committee meetings were held since April 2021, date to be amended by Council during February 2022 to become March 2022						
TL52	Review the criteria of the structure, Terms of Reference and appointment of members of the Municipal Planning Tribunal and submit to Council 31 October 2021	Criteria submitted to Council	All	New key performance indicator for 2021/22. No comparative results available	0	1	1	0	R
Corrective Measure			No Portfolio Committee meetings were held since April 2021, date to be amended by Council during February 2022 to become March 2022						
TL54	Review the Planning By-law and submit to council by 31 December 2021	Planning By-law submitted to Council	All	New key performance indicator for 2021/22. No comparative results available	0	1	1	0	R



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Ref	KPI	Unit of Measurement	Wards	*Unaudited Actual performance of 2020/21	Overall performance for the mid-year ending 31 December 2021				
					Q1	Q2	Target	Actual	R
Corrective Measure			No Portfolio Committee meetings were held since April 2021, date to be amended by Council during February 2022 to become March 2022						
*The audit for the 2020/21 financial year is still in progress and therefore no audited actuals to report on are available									

Table 10: Spatially integrated areas separated by apartheid, promote access for poor to work, recreational and commercial opportunities

3. ADJUSTMENT OF THE TOP LAYER SDBIP FOR 2021/22

In terms of Section 27(2)(b), when submitting an adjustments budget to the National Treasury and the relevant provincial treasury in terms of Section 28(7) of the MFMA read together with Section 24(3) of the MFMA, the Municipal Manager must also submit the amended SDBIP, within ten working days after the Council has approved the amended plan in terms of Section 54(1)(c) of the MFMA.








The Top Layer SDBIP will be revised if needed and submitted with the Adjustments Budget to Council with the necessary motivation where KPI targets require amendment as a result of the Adjustments Budget and/or corrections as a result of the audit outcomes of 2020/21.

4. ANNUAL REPORT 2020/21

The draft Annual Report of the 2020/21 financial year will be tabled on or before 31 March 2022.

As prescribed in Section 72(1)(a)(iii) of the MFMA the Accounting Officer must assess the performance of the Municipality in the first 6 months taking into account the past year's Annual Report and progress on resolving the problems identified in the Annual Report. Council has appointed a Municipal Public Accounts Committee (MPAC), who will compile an oversight report.

This report will subsequently include a summary of comments and conclusions on the Annual Report of the Municipality and will include one or more of the following:

-  Misstatements in the Financial Statements
-  Material under spending of the budget
-  Planned key performance indicators not achieved
-  Non-compliance with laws and regulations
-  Assessment by Internal Audit on predetermined objectives
-  Financial management
-  Governance



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The Annual Performance Report is currently being audited by the Auditor-General. The final draft will only be sent to the Auditor-General for final verification during the course of January 2022, therefore the final report will be scrutinized for accuracy, reliability and correctness not only by the management team but also by the Auditor-General prior to tabling to Council.



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Municipal Finance Management Act: Sections 72(1)(a)(ii)

Submission by the Municipal Manager

The assessment of the municipality's service delivery performance for the first half of the financial year is herewith submitted in terms of Section 72(1)(a)(ii) of the Municipal Finance Management Act (MFMA). This submission further serves to inform the Executive Mayor that an adjustment budget will be tabled to council.

Print Name _____

MUNICIPAL MANAGER OF BITOU MUNICIPALITY

Signature _____

Date _____

Acknowledgment of receipt by the Mayor

Print Name _____

MAYOR OF BITOU MUNICIPALITY

Signature _____

Date _____