

# WATERBERG DISTRICT MUNICIPALITY



## 2020/2021 3<sup>RD</sup> QUARTER PERFORMANCE ASSESSMENT REPORT

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## 1. INTRODUCTION

### 1.1 Introduction

This is the 3<sup>rd</sup> Quarter 2020/2021 Performance assessment Report of Waterberg District Municipality which was compiled in accordance with section 72 and 121 of the Municipal Finance Management Act, 56 of 2003 read with the Municipal Systems Act, 32 of 2000, section 46(1) and (2) as well as the MFMA Circular 11 and 32 on annual reporting.

In the 3<sup>rd</sup> Quarter under review 2020/2021 Waterberg District Municipality had seven departments, namely: Office of the Municipal Manager, Budget and Treasury Office, Corporate support and shared services, Social Development and Community Service, Planning and Economic Development, Infrastructure Development, and Executive Support.

This report covers the performance information from 1 January 2021 to 31 March 2021 and focus on the implementation of Service Delivery Budget and Implementation Plan (SDBIP) which is the implementation tool of the Integrated Development Plan (IDP).

### 1.2 Institutional Performance Management Process Overview

The District Municipality has attempted to comply with all legislative requirements concerning the development, operations and maintenance of the performance management system that commensurate with the available resources of the institution.

- The 2020/2021 IDP review included the strategic objectives, strategies and key performance indicators (KPIs) as required by the municipal systems act 32 of 2000. The IDP was approved by council on 29 June 2020.
- The 2020/2021 Budget for implementation of IDP was approved within the prescribed timelines as required by Municipal Finance management Act 56 of 2003.
- The Executive Mayor approved the SDBIP on the 07 July 2020 as required by section 53 (c) (ii) of the MFMA, Act 56 2003. The Notice was issued to publicize the approved documents and the IDP, Budget and SDBIP was placed on the website.
- Performance agreement with performance plans were developed in line with the approved SDBIP as required by Municipal Regulations; 2006. 6/6 Senior Managers signed the Performance agreement including the acting Managers. The Agreements were submitted to the MEC of Local Government as required.
- Quarterly performance reports with supporting evidence were developed by departmental managers directly reporting to Acting Municipal Manager (AMM).
- The quarterly reports were objectively and independently audited by the Internal Audit Unit to verify and to confirm performance information as reflected in the reports. The unit also confirmed the credibility of the evidence that was submitted this quarter.
- The scoring method utilized was in line with the assessment rating calculator prescribed by the local Government: Municipal Performance Regulations for Municipal Manager and Managers Directly accountable to the Municipal Manager- Regulation 805 of 2006.  
An explanation is as per the table below:

Rating	Terminology	Description	% Score
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Rating	Terminology	Description	% Score
5	Outstanding performance	Performance far exceeds the standard expected of an employee at this level.	167
4	Performance significantly above expectations	Performance is significantly higher than the standard expected.	133 - 166
3	Fully effective	Performance fully meets the standards expected.	100 - 132
2	Performance not fully effective	Performance is below the standard required	67 - 99
1	Unacceptable performance	Performance does not meet the standard expected. The employee has failed to demonstrate the commitment or ability to bring performance up to the level expected despite management efforts to encourage improvement.	0 - 66

- On the 18 March 2020, The Minister of COGTA issued Regulations in terms of Section 27(2) of the Disaster Management Act, 2002 (Act No. 57 of 2002) (hereafter referred to as the COVID-19 Regulations) regarding the steps necessary to prevent an escalation of the disaster or to alleviate, contain and minimize the impact of COVID-19 Pandemic. WDM has complied with all regulations issued items of the Disaster Management Act and Circulars issued by National Treasury. The Covid-19 Risk based implementation plan was approved and the Management committee was established to advise management and council in this regards.

#### 1.4 SUMMARY OF THE KEY PERFORMANCE AREAS (KPAS)

WDM is operating with six KPAs, and out of 33 indicators, 20 were achieved, 5 were not achieved and 8 are not applicable for the quarter.

The six (6) KPA are spread across seven (7) institutional departments as indicated by the table above.

No.	KPA	Total KPIs	KPIs Achieved	Not Achieved	Zero weighted	% Achieved
1	Spatial Rationale	3	2	0	1	100%
2	Basic Services	4	4	0	-	100%
3	Financial Management & Viability	3	1	2	-	33%
4	Local Economic Development	2	2	0	-	100%
5	Good Governance & public participation	12	6	3	3	50%
6	Transformation & Organisational Development	9	5	0	4	56%
	<b>Total</b>	<b>33</b>	<b>20</b>	<b>5</b>	<b>8</b>	<b>61%</b>

#### 5 not achieved Key Performance Indicators (KPIs)

- % of operational budget variance in terms of SDBIP -12.8%- Due to the vacant position in Quarter 3
- % Capital budget variance in terms of SDBIP - 67% vs Quarterly target 10% (33 %expenditure for the quarter)
- % identified risk resolved within timeframe- 75%(60%) the effectiveness of mitigating risk controls is going down
- % of Audit committee recommendations implemented 91% (21/23) the two outstanding resolution to be implemented in the next meeting.
- % of Council resolutions implemented within timeframes - 8/20 council resolutions resolved

#### 1.4 PROJECTS SUMMARY 2020/2021

Waterberg District Municipality is having 18 projects of which 4 completed, 14 in progress. The CAPEX was 33% as at 31 March 2021. The Project summary per department on the table below:

Vote No.	Municipal priorities	Total Projects	Project completed	In progress	Budget 2020/21	% spend
1	Municipal Health & Environmental Management	2	0	2	790 974	3%
2	Disaster Management	1	0	1	5 000 000	0%
3	Local Economic Development & Tourism	6	1	4	2 500 000	6%
4	Municipal Roads & Storm Water	3	1	2	3 779 004	27%
5	Municipal Support & Institutional Development	5	2	3	12 411 685	33%
	<b>Total</b>	<b>18</b>	<b>4</b>	<b>14</b>	<b>23 142 266</b>	<b>33%</b>

## 2. ORGANISATIONAL PERFORMANCE SCORE -CARD

### The institutional Performance score card

KPA	Strategic Objective	Programme / Focus area	Performance Indicators	Responsible Department	Baseline 2019/20	Annual Target 2020-2021	March 2021		Variance	Remarks	Remedial Action	Evidence
							Target Quarter 3	Actual Quarter 3				
1.	Spatial rationale	Integrated Planning	Number of Highly rated IDP	OMM	1/1 IDP rated high	1X highly rated IDP attained by 30 June 2021	N/A	Not applicable for the quarter	-	-	-	CoGHSTA IDP Analysis report
2.	Spatial rationale	Integrated Planning	Number of IDP (s) Approved by council by 31 May 2021	OMM	1/1	1X 2021/22-2025/26 IDP Approved by 30 June 2021	1 Draft IDP 31 March 2021	1/1 Draft IDP adopted	0	The Draft IDP and Budget were adopted by council 30 March 2021	None	Approved 2021/22-2025/26 Approved IDP with Council resolution
3.	Spatial rationale	Integrated planning	Number of DMPT Meeting held	PED	4/3	4 X DMPT Meeting held by 30 June 2021	1	3/1	+2	Meeting held 23 February, 16 March 2021 and 31 March 2021	None	4X Set of Invitation Agenda Minutes Attendance register
4.	Basic service delivery	Municipal Health	Number of Food outlets issued with certificate of compliance	SDCS	94/70	80 X Food outlets issued with certificate of compliance by 30 June 2021	20	34/20	+14	34/20 certificates of acceptability issued for the quarter	None	80 X Set of Signed copies of certificates

	KPA	Strategic Objective	Programme / Focus area	Performance Indicators	Responsible Department	Baseline 2019/20	Annual Target 2020-2021	March 2021		Variance	Remarks	Remedial Action	Evidence
								Target Quarter 3	Actual Quarter 3				
5.	Basic service delivery	To coordinate and monitor social and infrastructure development for the provision and access to services.	Municipal health	Number of permitted land fill site monitored	SDCS	8/8	9 X Permitted land fill site monitored by 30 June 2021	9	9/9	0	9/9 landfill sites monitored	None	9 X 4 Sets of Reports on Permitted land fill site monitored & Schedule of permitted landfill site monitoring sessions
6.	Basic delivery service	To coordinate and monitor infrastructure development for the provision and access to service	Disaster Management	Number of Disaster Management stakeholder consultative meetings held	SDCS	new	8 X Disaster Management stakeholder consultative meetings held by 30 June 2021	4	4/4	0	The covid-19 stakeholder meetings held (TCC and DCC)	None	8 X Set of Invitation Agenda Minutes Attendance register & Schedule of Meetings
7.	Basic service delivery	To coordinate and monitor infrastructure development for the provision and access to	Fire fighting	Number of Fire-fighting reports submitted by local municipalities	SDCS	new	20 X Fire-fighting reports submitted by local municipalities by 30 June 2021	5	5/5	0	All 5/5 report submitted by local municipalities	None	20 X Set of Fire-fighting Quarterly reports
8.	Financial management and viability	To effectively manage finances and resource mobilisation	Expenditure Management	Percentage of Operating budget variance in terms of SDBIP	ALL	20,31%	≤10% of Operating budget variance attained by 30 June 2021	≤10%	12.8%	2.8%	2.8% Opex Variance as at 31 March 2021 due to vacancies	All the vacancies expected to be filled by May 2021	Annexure B Financial Report



KPA	Strategic Objective	Programme / Focus area	Performance Indicators	Responsible Department	Baseline 2019/20	Annual Target 2020-2021	March 2021		Variance	Remarks	Remedial Action	Evidence
							Target Quarter 3	Actual Quarter 3				
9.	Financial management and viability	Expenditure Management	Percentage Capital budget variance in terms of SDBIP	ALL	17.63%	≤10% of Capital budget variance attained by 30 June 2021	≤10%	67%	57%	The Appointments of SP were done in January and February 2021	Improve the adherence to the Procurement Plan	Annexure C Financial report
10.	Financial management and viability	Reporting	Number of section 71 MFMA report submitted within timeframe	BTO	12/12	12 X 71 MFMA report submitted within 10 working days of start of the each Month	3	3/3	0	3/3 s71 report submitted to National Treasury from Jan 21 to March 21	None	12 X Set of Submission letters or email & Schedule of MFMA 71 Submission Schedule
11.	Local Economic Development	Economic development	Number LED forum meeting held	PED	3/3	4 X LED forum meeting held by 30 June 2021	1	1/1	0	1/1 joined LED and Spatial Planning meeting held 23&24 February 2021	None	4 X Set of Attendance register, Agenda, Minutes and invitations
12.	Local Economic Development	Economic development	Percentage of LED Forums resolutions implemented	PED	100% 5/5	100% LED forums resolutions implemented by 30 June 2021	100%	100% 2/2	0	2 of 2 LED Resolutions resolved	None	LED Forum(s) resolution register

	KPA	Strategic Objective	Programme / Focus area	Performance Indicators	Responsible Department	Baseline 2019/20	Annual Target 2020-2021	March 2021		Variance	Remarks	Remedial Action	Evidence
								Target Quarter 3	Actual Quarter 3				
13.	Good Governance and Public Participation	To develop and implement integrated management & governance systems	Monitoring and Evaluation	Number of section 72 Report (s)- Mid-year Budget and performance Assessment Report submitted	OMM	1/1 25/01/2020	1 X (MFMA S72 Report) Mid-year Budget and performance Assessment Report submitted by 25 January 2021	1/1	22/01/2021	0	1/1 Mid-year report submitted to NT, PT and CoGHSTA 22/01/21. Council approved the report 28 January 2021	None	Submission to letters NT/PT & EM with acknowledge ment letters & A Copy of Mid-year Budget and performance Assessment Report
14.	Good Governance and Public Participation	To develop and implement integrated management & governance systems	Monitoring and Evaluation	Number of Submission of Annual Performance Report (APR) and AFS	OMM	1/1	1X APR and AFS submitted to AGSA by 31 August 2021.	N/A	Not applicable for the quarter	-	-	-	Submission letter or acknowledge ment letter
15.	Good Governance and Public Participation	To develop and implement integrated management and governance systems	Auditing	AG -Audit outcome/Opinion	ALL	Unqualified	Unqualified by 31 March 2021	Unqualified	1/1 Unqualified	0	The Audit Report was issued 10 April 2021	None	Audit opinion
16.	Good Governance and Public Participation	To develop and implement integrated management and governance systems	Auditing	Percentage AG material audit queries resolved	ALL	100% 32/32	100% of Prior Year material audit queries resolved by 30 June 2021	N/A	Not applicable for the quarter	-	-	-	2019/20 Post Audit action plan

KPA	Strategic Objective	Programme / Focus area	Performance Indicators	Responsible Department	Baseline 2019/20	Annual Target 2020-2021	March 2021		Variance	Remarks	Remedial Action	Evidence
							Target Quarter 3	Actual Quarter 3				
17.	Good Governance and Public Participation To develop and implement integrated management and governance systems	Auditing	Percentage of identified risk resolved within timeframes as specified in risk plan	ALL	45% 4/9	100% of identified risk resolved within timeframes as specified in risk plan by 30 June 2021	75%	60% 4/8	15%	The effectiveness of mitigating risk controls is going down	Quarterly assessment scheduled for 22 April 21, VIP Sanitation Project, SP appointed and on-site, RRAMS BAC stage.	Risk register
18.	Good Governance and Public Participation To develop and implement integrated management and governance systems	Auditing	Percentage of internal audit findings resolved	ALL	75% 21/28	100% of internal audit findings resolved by 30 June 2021	75%	86% 24/28	+11%	The 4 outstanding will be concluded in Quarter 3	None	Internal audit action plan
19.	Good Governance and Public Participation To develop and implement integrated management and governance systems	Auditing	Number of Audit committee meetings held	OMM	4/4	4 X Audit committee meetings held by 30 June 2021	1	1/1	1	Meeting held 16 march 2021	None	4 X Set of Minutes and Attendance register with the Schedule of Meetings
20.	Good Governance and Public Participation To develop and implement integrated management and governance systems	Auditing	Percentage of Audit Committee recommendations implemented	ALL	64% 11/17	100% of Audit Committee recommendations implemented by 30 June 2021	100%	91% 21/23	9%	All resolution will be concluded in the next AC meeting	Disaster Recovery Plan and detailed investment register will be tabled in the next	Audit Committee recommendations Register

KPA	Strategic Objective	Programme / Focus area	Performance Indicators	Responsible Department	Baseline 2019/20	Annual Target 2020-2021	March 2021		Variance	Remarks	Remedial Action	Evidence
							Target Quarter 3	Actual Quarter 3				
21.	Good Governance and Public Participation	Governance	Percentage Council resolutions implemented within timeframes	ALL	87% 31/36	100% Council resolutions implemented by 30 June 2021	100%	40% 8/20	60%	8/20 Resolutions implemented	To implement all resolution as per the Register.	Council resolutions implemented register
22.	Good Governance and Public Participation	Public Participation	Number of IDP Representative Forum meetings convened	OMM	3/3	4 X IDP Representative Forum meetings convened by 30 June 2021	1	1/1	0	Held the 3 <sup>rd</sup> IDP Rep forum 19 March 2021, OR Tambo	None	4 X Set of Invitations, Agenda, minutes & attendance register with Schedule of the meetings
23.	Good Governance and Public Participation	Governance	Percentage of MPAC resolutions implemented	ALL	100% 14/14	100% MPAC resolutions implemented by 30 June 2021	100%	100% 3/3	0%	3/3 Resolutions implemented for the mid-year	None	MPAC Resolution register
24.	Good Governance and Public Participation	Governance	Number of 2019/20 Oversight report(s) approved by council	OMM	1/1	1 X 2019/20 Oversight report(s) approved by council by 31 march 2021	N/A	Not applicable for the quarter	-	-	-	Council resolution with 2019/20 Oversight Report
25.	Transformation and Organisational Development	Human Resources Management	Number of Senior Management Performance Agreements	OMM	6/6	6 X Senior Management with signed Performance Agreements by 31 July	N/A	Not applicable for the quarter	-	-	-	6 X Copies of Signed Performance Agreements

KPA	Strategic Objective	Programme / Focus area	Performance Indicators	Responsible Department	Baseline 2019/20	Annual Target 2020-2021	March 2021		Variance	Remarks	Remedial Action	Evidence
							Target Quarter 3	Actual Quarter 3				
						2020						
26.	Transform and Organizational Development	Capacity building and Training (HRD)	Number of officials and Councillors capacitated in terms of the workplace skills plan (WSP)	CSSS	45/30	25 X Officials and Councillors capacitated in terms of the workplace skills plan by end June 2021	10	10/10	0	Officials and Councillors capacitated in the Q3	None	Copies of the Attendance registers and Schedule of training activities attended
27.	Transform and Organizational Development	Occupational Health and Safety	Number of OHS Committee meetings held	CSSS	4/4	4 X OHS Committee meetings held by 30 June 2021	1 OHS Meeting	1/1	0	Meeting held 26 March 2021	None	4 X Set of Attendance registers with Schedule of the Meetings
28.	Transform and Organizational Development	Information and Communication Technology	Number of ICT Steering Committee Meeting Held	CSSS	4/4	4 X ICT Steering Committee Meeting Held by 30 June 2021	1	1/1	0	Q3 meeting held 15 April 2021	None	4 X Set of Attendance registers with Schedule of the Meetings
29.	Transform and Organizational Development	Organisational Development	Number of approved 2021/22 SDBIP by the Executive Mayor	OMM	100% 07/07/2020	1 X 2021/22 SDBIP Approved by the EM by the 28 June 2021	N/A	Not applicable for the quarter	-	-	-	Copy of the Approved 2021/22 SDBIP
30.	Transform and Organizational Development	Monitoring and Evaluation	Number of 2020/21 Annual Performance evaluation conducted	OMM	1/1	1X 2020/21 Annual Performance evaluation conducted by 30 June 2021	N/A	Not applicable for the quarter	-	-	-	Attendance register and Schedule of 2020/21 Annual Performance Evaluations

	KPA	Strategic Objective	Programme / Focus area	Performance Indicators	Responsible Department	Baseline 2019/20	Annual Target 2020-2021	March 2021		Variance	Remarks	Remedial Action	Evidence
								Target Quarter 3	Actual Quarter 3				
31.	Transformation and Organisational Development	To attract, develop and retain ethical and best human capital	Monitoring and Evaluation	Number of Annual report (sec 121) adopted & submitted to MEC	OMM	100% approved 26 March 2020	1 X Annual Report (sec 121) adopted & submitted to MEC by 31 March 2021	N/A	Not applicable for the quarter	-	-	-	Council resolution & submission letter
32.	Transformation and Organisational Development	To improve Administration and Governance Capacity	Legal Services	Number of litigation reports compiled and submitted to council	CSSS	4/4	4 X litigation reports compiled and submitted to council by 30 June 2021	1	1/1	0	Report submitted to council 30 March 2021	None	4 X Set of Litigation Reports with Council Resolution
33.	Transformation and Organisational Development	To improve Administration and Governance Capacity	Human Resource Management	Number of LLF meetings held by end June 2021	CSSS	5/4	1 X LLF meetings held by end June 2021	1	1/1	0	Meeting held 30 March 2021	None	4 X Set of Attendance register Minutes

### 3. DETAILED CAPITAL PLAN

No.	Dept.	Project name	20/21 IDP Budget	Planned start date	Planned completion date	Quarter 3			Actual Expenditure	Actual Progress	Variance	Evidence	Status of the Project
						% Prog.	Milestone						
1.	SDCS	Stack Monitoring Equipment	295 487	01/07/2020	30/06/2021	50%	Awarding	0.00	10%	40%	Project status report	BAC recommended re-advert due none compliance with specification by all bidders	
2.	SDCS	Instant Sampling Kits for food and water	495 487	01/07/2020	30/06/2021	50%	Awarding	0.00	10%	40%	Project status report	BAC recommended re-advert due none compliance with specification by all	

No.	Dept.	Project name	20/21 IDP Budget	Planned start date	Planned completion date	Quarter 3		Actual Expenditure	Actual Progress	Variance	Evidence	Status of the Project
						% Prog.	Milestone					
3.	SDCS	Renovation of Bela-Bela Fire Station	5 000 000	01/07/2020	30/06/2021	50%	Awarding	0.00	0%	40%	Project status report	bidder
4.	PED	Agricultural Development	250 000	01/07/2020	30/06/2021	75%	Implementation	107 600	50%	25%	Project status report	Production inputs were procured and delivered for 3 farmers
5.	PED	SMME Development	200 000	01/07/2020	30/06/2021	3	program	0.00	0	3	Project status report	TORs developed for Wildlife Economy Business Plan
6.	PED	Informal Settlement study	1 000 000	01/07/2020	30/06/2021	75%	Awarding	0.00	25%	50%	Project status report	Terms of reference finalized
7.	PED	Review of SDF	700 000	01/07/2020	30/06/2021	75%	Awarding	0.00	50%	25%	Project status report	Chapter 1,2,3 were submitted with the invoice. The project status meeting held 22 April 2021
8.	PED	LED Coordination	100 000	01/07/2020	30/06/2021	75%	Program	40 975	50%	25%	Project status report	A joint LED and Spatial Planning session held 23-24 February 2021
9.	PED	SPLUMA	250 000	01/07/2020	30/06/2021	75%	Coordination	9 100	50%	0%	Project status report	SPLUMA Appeal Authority training was held 07-08 April 2021
10.	ID	Road Asset Management System (RAMS) RS 044	2 151 000	01/07/2020	30/06/2021	75%	Implementation	0.00	0%	75%	Project status report	Tender was advertised and closed 19 February 2021 still waiting for adjudication to finalize.
11.	ID	Expanded Public Works Program	1 000 000	01/07/2020	30/06/2021	75%	Implementation	490 796	65%	10%	Project status	Project is at 65% physical progress and

No.	Dept.	Project name	20/21 IDP Budget	Planned start date	Planned completion date	Quarter 3		Actual Expenditure	Actual Progress	Variance	Evidence	Status of the Project
						% Prog.	Milestone					
		(Tsakane VIP Phase 2)									report	contractor still on site.
12.	ID	Planning Design & Refurbishment of WDM building	628 004	01/07/2020	30/06/2021	75%	Implementation	518 770	100%	0%	Project status report	Project is 100% completed
13.	CSSS	Office furniture	286 016	01/07/2020	30/06/2021	75%	Delivery	0.00	0%	75%	Project status report	As an when needed
14.	CSSS	Fleet Management Tracking System	1 000 000	01/07/2020	30/06/2021	75%	Delivery	0.00	0%	75%	Project status report	Tender at specification stage
15.	CSSS	Disaster Recovery Solution	2 750 000	01/07/2020	30/06/2021	75%	Implementation	0.00	0%	50%	Project status report	Specification done awaiting advertisement
16.	CSSS	Municipal Systems Improvement Grant	300 000	01/07/2020	30/06/2021	75%	Implementation	0.00	75%	0%	Project status report	Budget redirected
17.	CSSS	COVID 19	1 692 000	01/07/2020	30/06/2021	75%	Implementation	1 049 871	75%	0%	Project status report	SP appointed January 2021 implementation in progress (As and when needed)
18.	CSSS	Development of ICT strategy Plan	800 000	01/07/2020	30/06/2021	Project deferred to 2021/22 FY						
19.	ES	By-laws	250 000	01/07/2020	30/06/2021	75%	Implementation	0.00	25%	50%	Project status report	They are awaiting for publication by government printing



**4. QUALITY CERTIFICATE**

I Preciousstone Raputsoa, Municipal Managr of Waterberg District municipality hereby certify that the 3<sup>rd</sup> quarter Quarter Performance Report 2020/21 and supporting documentations have been prepared in accordance with the Municipal Systems Act 32 of 2000 and the Regulations made under the Act and that the 3<sup>rd</sup> Quarter Performance Report and supporting documents are consistent with the 2020/21 Integrated Development Plan of the Municipality.

Mr. Preciousstone Raputsoa, the Municipal Manager of Waterberg District Municipality (DC36)

  
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**Municipal Manager**

29/05/2021  
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**Date**