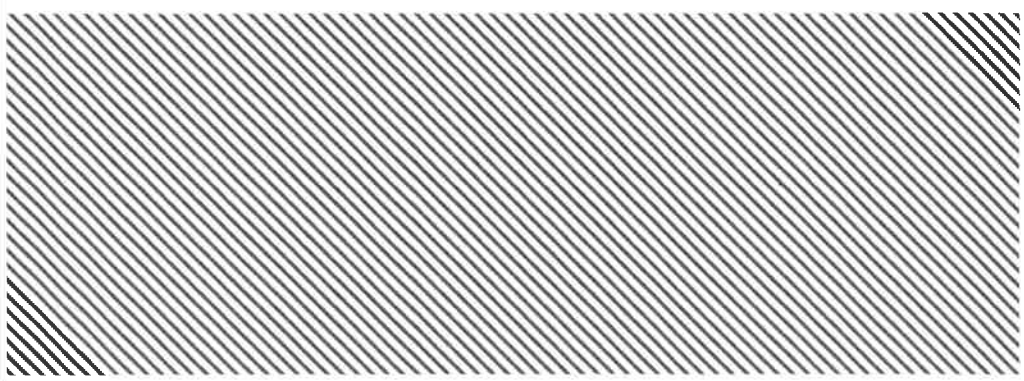


WATERBERG DISTRICT MUNICIPALITY



**2020/2021
4TH QUARTER PERFORMANCE ASSESSMENT
REPORT**



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1. INTRODUCTION

1.1 Introduction

This is the 4th 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 4th 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 April 2021 to 30 June 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, 24 were achieved, 6 were not achieved and 3 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	3	0	-	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	2	42%
6	Transformation & Organisational Development	9	7	1	1	77%
	Total	33	24	6	3	70%

6 not achieved Key Performance Indicators (KPIs)

- Percentage of Capital budget variance in terms of SDBIP - 53% vs Quarterly target 10% (47% expenditure for the quarter)
- Percentage of AG material audit queries resolved -86%(24/28)-the 4 outstanding will be resolved in the first quarter of 2021/22
- Percentage of internal Audit finding resolved – 84%(26/31) - the 4 outstanding will be resolved in the first quarter of 2021/22
- Percentage of Audit committee recommendations implemented 79% (22/28) the 4 outstanding resolution to be implemented in the next meeting.
- Percentage of Council resolutions implemented within timeframes – 35%(6/17) council resolutions resolved
- Number of Performance Evaluation conducted (0/1)-the evaluations are scheduled for 27 August 2021.

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	0%
2	Disaster Management	1	0	1	5 000 000	0%
3	Local Economic Development & Tourism	6	5	1	2 500 000	24%
4	Municipal Roads & Storm Water	3	3	0	3 779 004	95%
5	Municipal Support & Institutional Development	5	3	2	12 411 685	25%
	Total	17	11	6	23 142 266	47%

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	June 2021		Variance	Remarks	Remedial Action	Evidence
							Target Quarter 4	Actual Quarter 4				
1.	Spatial rationale To coordinate spatial transformation	Integrated Planning	Number of Highly rated IDP	OMM	1/1 IDP Rated high	1X highly rated IDP attained by 30 June 2021	1 highly rated IDP	1/1 IDP rated high	0	2021/22 IDP rated high by the MEC of local Government in the Province. The Final IDP and Budget were adopted by council 27 May 2021	None	CoGHSTA IDP Analysis report
2.	Spatial rationale To coordinate spatial transformation	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 Final IDP 31 May 2021	1/1	0	Approved 2021/22-2025/26 IDP with Council resolution	None	Approved 2021/22-2025/26 IDP with Council resolution
3.	Spatial rationale To facilitate access and transform land and rural tourism development	Integrated planning	Number of DMPT Meeting held	PED	4/3	4 X DMPT Meeting held by 30 June 2021	1	4/1		None	4X Set of Invitation Agenda Minutes Attendance register	4X Set of Invitation Agenda Minutes Attendance register
4.	Basic service delivery To preserve and protect natural resources and promote public health	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	23/20	3	23/20 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	June 2021		Variance	Remarks	Remedial Action	Evidence
							Target Quarter 4	Actual Quarter 4				
5.	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	9 X 4 Sets of Reports on Permitted land fill site monitored & Schedule of permitted landfill site monitoring sessions	
6.	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	8	24/8	16	The covid-19 stakeholder meetings held (TCC and DCC)	8 X Set of Invitation Agenda Minutes Attendance & register of Schedule of Meetings	
7.	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 20/20 report submitted by local municipalities for the year 2020/21	20 X Set of Fire-fighting Quarterly reports	
8.	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%	10%	0%	10% Opex variance	Annexure Financial Report	B

KPA	Strategic Objective	Programme / Focus area	Performance Indicators	Responsible Department	Baseline 2019/20	Annual Target 2020-2021	June 2021		Variance	Remarks	Remedial Action	Evidence
							Target Quarter 4	Actual Quarter 4				
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%	43%	47%	Incomplete projects for Q4	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 meeting held 30 June 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% 3/3	0%	All resolution implemented including the Adoption of the one plan by District council.	None	LED Forum(s) resolution register
13.	Good Governance and Public Participation	Monitoring and Evaluation	Number of section 72 Report (s)-Mid-year Budget and performance Assessment	OMM	1/1 25/01/2020	1 X (MFMA S72 Report) Mid-year Budget and performance Assessment Report	N/A	Not applicable for the Quarter	-	-	-	Submission letters to NT/PT & EM with acknowledgement letters & A Copy of Mid-

KPA	Strategic Objective	Programme / Focus area	Performance Indicators	Responsible Department	Baseline 2019/20	Annual Target 2020-2021	June 2021		Variance	Remarks	Remedial Action	Evidence
							Target Quarter 4	Actual Quarter 4				
	systems		Report submitted			submitted by 25 January 2021					year and performance Assessment Report	
14.	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	-	-	1 X Copy of Submission letter with acknowledgement	
15.	To develop and implement integrated management and governance systems	Auditing	AG -Audit outcome/Opinion	ALL	Unqualified	Unqualified sustained by 31 March 2021	N/A	1/1 Unqualified	0%	The Audit Report was issued 10 April 2021	Audit Report	
16.	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	100%	100% 28/28	0%	All queries resolved 28/28	None	2019/20 Post action plan
17.	To develop and implement integrated management and governance systems	Auditing	Percentage 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	100%	87% 7/8	13%	The effectiveness of mitigating risk controls is stable.	Quarterly assessment scheduled for September 2021.	Risk register
18.	To develop and	Auditing	Percentage of internal audit	ALL	75% 21/28	100% of internal audit	100%	84% 26/31	16%	The 5 outstanding	The 5 outstanding	Internal audit action plan

KPA	Strategic Objective	Programme / Focus area	Performance Indicators	Responsible Department	Baseline 2019/20	Annual Target 2020-2021	June 2021		Variance	Remarks	Remedial Action	Evidence
							Target Quarter 4	Actual Quarter 4				
	implement integrated management and governance systems		findings resolved			findings resolved by 30 June 2021				g will be concluded in Quarter 1 2021/22		
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 11 May 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%	79% 22/28	21%	6 outstanding resolution will be concluded in the next AC meeting	Disaster Recovery Plan and investment register will be tabled in the next AC meeting	Audit Committee recommendations Register
21. Good Governance and Public Participation	To develop and implement integrated management and governance systems	Governance	Percentage Council resolutions implemented within timeframes	ALL	87% 31/36	100% Council resolutions implemented by 30 June 2021	100%	35% 6/17	65%	6/17 Resolutions implemented	To implement all resolution as per the Register.	Council resolutions implemented register
22. Good Governance and Public Participation	To develop and implement integrated management and governance systems	Public Participation	Number of IDP Forum meetings convened	OMM	3/3	4 X IDP Representative Forum meetings convened by 30 June 2021	1 X Preparation for Tabling of the 2021/22-25/26	1/1	0	The 4 th IDP Rep Forum held 19 May 2021- Hans van-Ransberg	None	4 X Set of Invitations, Agenda, minutes & attendance register with Schedule of

KPA	Strategic Objective	Programme / Focus area	Performance Indicators	Responsible Department	Baseline 2019/20	Annual Target 2020-2021	June 2021		Variance	Remarks	Remedial Action	Evidence
							Target Quarter 4	Actual Quarter 4				
							Final IDP for Approval			Hall-Mokopane		the meetings
23. Good Governance and Public Participation	To develop and implement integrated management and governance	Governance	Percentage of MPAC resolutions implemented	ALL	100% 14/14	100% MPAC resolutions implemented by 30 June 2021	100%	3/3 implemented	0%	3/3 Resolutions Q3 SDBIP Report, Q3 Back to Basics and MPAC year planner	None	MPAC Resolution register
24. Good Governance and Public Participation	To develop and implement integrated management and governance	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	1	1/1	0%	1/1 MPAC oversight report on the 2019/20 AR approved by council without reservation	None	Council resolution with 2019/20 Oversight Report
25. Transformation and Organisational Development	To attract, develop and retain ethical and best human capital	Human Resources Management	Number of Senior Management with signed Performance Agreements	OMM	6/6	6 X Senior Management with signed Performance Agreements by 31 July 2020	N/A	Not applicable for the quarter	-	-	-	6 X Copies of Signed Performance Agreements
26. Transformation and Organisational Development	To attract, develop and retain ethical and best human capital	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	8 officials and 2 Councillors capacitated in the Q3	None	Copies of the Attendance registers and Schedule of training activities attended

KPA	Strategic Objective	Programme / Focus area	Performance Indicators	Responsible Department	Baseline 2019/20	Annual Target 2020-2021	June 2021		Variance	Remarks	Remedial Action	Evidence
							Target Quarter 4	Actual Quarter 4				
27.	To improve, attract, develop and retain best human capital	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 23 May 2021	None	4 X Set of Attendance registers with Schedule of the Meetings
28.	To improve Administration and Governance Capacity	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	Q4 meeting held 21 July 2021	None	4 X Set of Attendance registers with Schedule of the Meetings
29.	To attract, develop and retain ethical and best human capital	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	1 X approved 2021/22 SDBIP	1/1	0	2021/22 SDBIP Approved by the executive Mayor 15 June 2021	None	Copy of the Approved 2021/22 SDBIP
30.	To attract, develop and retain ethical and best human capital	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	1	0/1	1	The Final 19/20 Annual Report approved for 27 May 2021	The evaluation s are scheduled for 27 August 2021	Attendance register and Schedule of 2020/21 Annual Performance Evaluations
31.	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	0	The Draft AR was tabled 30 April 2021 and approved 27 May 2021- Submitted to the MEC 4 June	None	Council resolution & submission letter

KPA	Strategic Objective	Programme / Focus area	Performance Indicators	Responsible Department	Baseline 2019/20	Annual Target 2020-2021	June 2021		Variance	Remarks	Remedial Action	Evidence
							Target Quarter 4	Actual Quarter 4				
									2021			
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 27 May 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	4 X LLF meetings held by end June 2021	1	1/1	0	Meeting held 26 May 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 4		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	100%	Implementation	0.00	10%	90%	Project status report	The Project re-advertised for the 3 rd time-Evaluation done report to be presented to the BAC
2.	SDCS	Instant Sampling Kits for food and water	495 487	01/07/2020	30/06/2021	100%	Completion	0.00	10%	90%	Project status report	The Project re-advertised for the 3 rd time-Evaluation done report to be presented to the BAC
3.	SDCS	Renovation of Bela-Bela Fire Station	5 000 000	01/07/2020	30/06/2021	100%	Completion	0.00	10%	90%	Project status report	Tender advertised closes on the 7th May 2021- Evaluation done report to be presented to the BAC
4.	PED	Agricultural Development	250 000	01/07/2020	30/06/2021	100%	Implementation	107 600	100%	0%	Project status report	Production inputs were procured and delivered for 3 farmers
5.	PED	SMME Development	200 000	01/07/2020	30/06/2021	4	Program	0.00	0	4	Project status report	Various SMME supported and social partnerships developed
6.	PED	Informal Settlement study	1 000 000	01/07/2020	30/06/2021	100%	Completion	0.00	0%	100%	Project status report	Referred to the following financial year
7.	PED	Review of SDF	700 000	01/07/2020	30/06/2021	100%	Completion	0.00	50%	50%	Project status report	Chapter 1,2,3 were submitted with the invoice. The project status meeting held 22 April 2021

No.	Dept.	Project name	20/21 IDP Budget	Planned start date	Planned completion date	Quarter 4		Actual Expenditure	Actual Progress	Variance	Evidence	Status of the Project
						% Prog.	Milestone					
8.	PED	LED Coordination	100 000	01/07/2020	30/06/2021	100%	Program	40 975	100%	0%	Project status report	LED coordination done with various social partners; private sector, UN, other government, agencies
9.	PED	SPLUMA	250 000	01/07/2020	30/06/2021	100%	Coordination	9 100	100%	0%	Project status report	Tribunals were held in all four Quarters of the year 2020/21
10.	ID	Road Asset Management System (RAMS) RS 044	2 151 000	01/07/2020	30/06/2021	100%	Completion	2 151 000	100%	0%	Project status report	Project completed 100%
11.	ID	Expanded Public Works Program (Tsakane VIP Phase 2)	1 000 000	01/07/2020	30/06/2021	100%	Completion	490 796	100%	0%	Project status report	Project 100% complete (Final Completion Certificate issued on the 25th May 2021)
12.	ID	Planning Design & Refurbishment of WDM building	628 004	01/07/2020	30/06/2021	100%	Completion	518 770	100%	0%	Project status report	Project is 100% completed
13.	CSSS	Office furniture	286 016	01/07/2020	30/06/2021	100%	Completion	0.00	100%	0%	Project status report	As an when needed
14.	CSSS	Fleet Management Tracking System	1 000 000	01/07/2020	30/06/2021	100%	Completion	0.00	0%	100%	Project status report	Tender at specification stage
15.	CSSS	Disaster Recovery Solution	2 750 000	01/07/2020	30/06/2021	100%	Completion	0.00	10%	90%	Project status report	Evaluation done report to be presented to the BAC
16.	CSSS	Municipal Systems Improvement	300 000	01/07/2020	30/06/2021	Budget redirected						

No.	Dept.	Project name	20/21 IDP Budget	Planned start date	Planned completion date	Quarter 4		Actual Expenditure	Actual Progress	Variance	Evidence	Status of the Project
						% Prog.	Milestone					
		Grant										
17.	CSSS	Covid-19 Community and awareness campaigns (Decontamination of affected premises)	1 692 000	01/07/2020	30/06/2021	100%	Implementation	1 049 871	100%	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	Promulgation of By-laws (Firefighting and Municipal Health services)	250 000	01/07/2020	30/06/2021	100%	Completion	0.00	100%	0%	Project status report	They are awaiting for publication by government printing

4. QUALITY CERTIFICATE

I Preciousstone Raputsoa, Municipal Manager of Waterberg District Municipality hereby certify that the 4th 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 4th 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)

Municipal Manager

Date