

WATERBERG DISTRICT MUNICIPALITY



1ST QUARTER PERFORMANCE ASSESSMENT REPORT 2021/2022

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1. INTRODUCTION

1.1 Introduction

This is the 1st Quarter 2021/22 Performance assessment Report of Waterberg District Municipality which was compiled in accordance with section 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 1st Quarter under review 2021/2022 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 July 2021 to 30 September 2022 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 2021/2022 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 27 May 2021.
- The 2021/2022 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 11 June 2021 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 Municipal Manager. 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 performance assessment not yet conducted but scheduled for 30 Nov 2021.
- 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
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, 18 were achieved, 6 were not achieved and 9 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	Percentage Achieved
1	Spatial Rationale	3	1	0	2	33%
2	Basic Services	4	2	2	0	50%
3	Financial Management & Viability	3	2	1	0	67%
4	Local Economic Development	2	1	1	0	50%
5	Good Governance & public participation	12	7	1	4	58%
6	Transformation & Organisational Development	9	5	1	3	56%
	Total	33	18	6	9	55%

TABLE 1.4.1: SUMMARY OF THE KEY PERFORMANCE AREAS (KPA's)

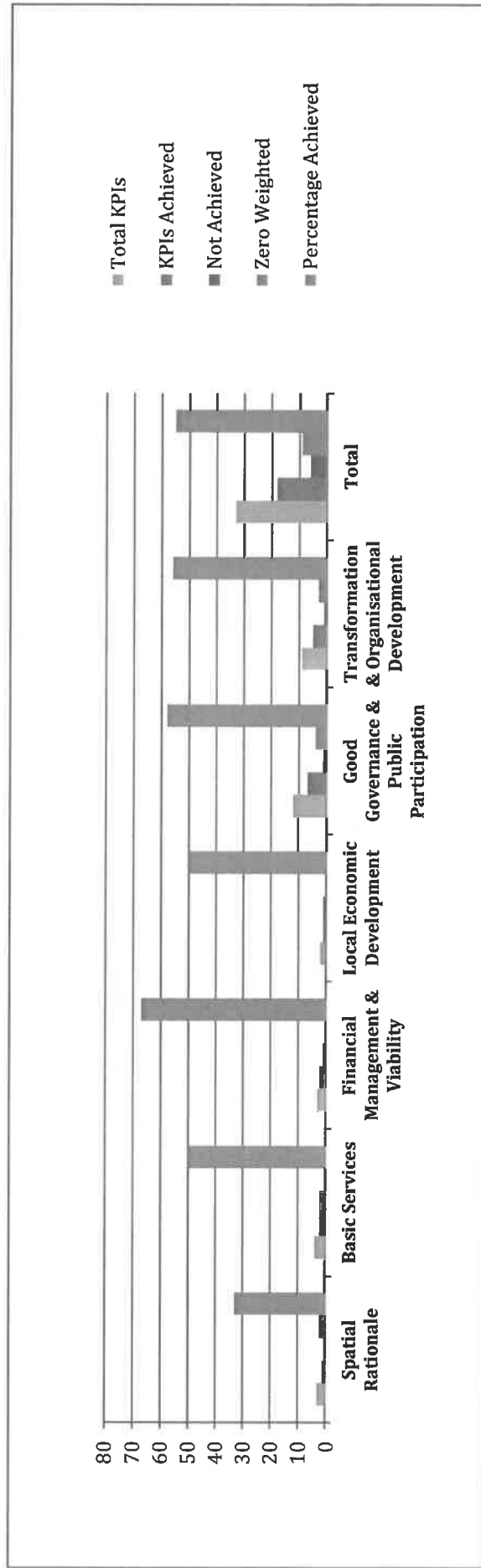


FIGURE 1.4.1: SUMMARY OF THE KEY PERFORMANCE AREAS (KPAS)

6 KEY PERFORMANCE INDICATORS NOT ACHIEVED:

KPA	KEY PERFORMANCE INDICATORS's	REMARKS	REMEDIAL ACTION
4.Basic Services	Number of Food outlets issued with certificate of compliance	0/20 certificates of acceptability issued	Applicants are encouraged to apply for the certificate because the Officials are working.
6.Basic Services	Number of Disaster Management stakeholder consultative meetings held	0/2 Meeting Held. The Meeting postponed due to local government election	Adherence to the schedule
9. Financial management and viability	Percentage Capital budget variance in terms of SDBIP	(0/10%)Most of the projects are still on Procurement stage. Expenditure not yet effected	Improve the adherence to the Procurement Plan

12. Local Economic Development	Percentage of LED Forums resolutions implemented	(67/100%,2/3) 1 Outstanding Resolution	LEDET will Provide the informal traders strategy framework for local municipalities, when the framework becomes available. (Framework not yet available).
18. Good Governance & public participation	Percentage of internal audit findings resolved	(0/25%) No Movement on the IA queries issued	IA Queries to be resolve in the 2 nd Quarter
28. Transformation & Organisational Development	Number of ICT Steering Committee Meeting Held	0/1 Meeting held for the quarter	Adherence to the schedule

1.4 PROJECTS SUMMARY 2021/2022

Waterberg District Municipality is having 9 projects of which 1 completed, 5 in progress. The CAPEX was 0% as at 30 September 2021. The Project summary per department on the table below:

Vote No.	Municipal priorities	Total Projects	Project completed	In progress	Budget 2021/22	% spend
1	Local Economic Development & Tourism	2	1	1	1 197 000	0%
2	Municipal Roads & Storm Water	1	0	1	2 179 000	0%
3	Municipal Support & Institutional Development	3	0	3	1 900 000	0%
	Total	6	1	5	5 276 000	0 %

TABLE 1.4.1: PROJECTS SUMMARY 2021/2022

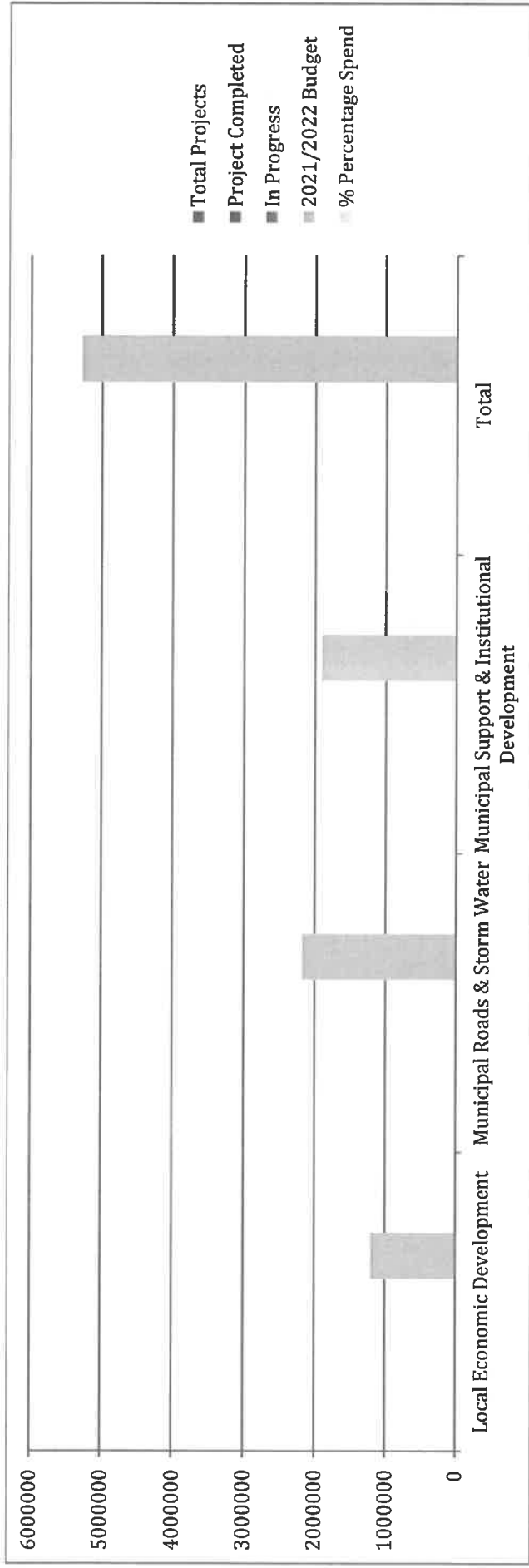


FIGURE 1.4.1: PROJECTS SUMMARY 2021/2022

2. ORGANISATIONAL PERFORMANCE SCORE -CARD

The institutional Performance score card

KPA	Strategic Objective	Programme / Focus area	Performance Indicators	Responsible Department	Baseline 2020/21	Annual Target 2021-2022	September 2021		Variance	Remarks	Remedial Action	Evidence
							Target Quarter 1	Actual Quarter 1				
KPA 1: Spatial Rationale												
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 2022	N/A	Not applicable for the quarter	-	-	CoGHSTA IDP Analysis report
2.	Spatial rationale	To coordinate spatial transformation	Integrated Planning	Number of IDP (s) Approved by council by 31 May 2022	OMM	1/1	1X 2022/23 IDP Approved by 30 June 2022	N/A	Not applicable for the quarter	-	-	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	10/4 Meetings	4 X DMPT Meeting held by 30 June 2022	1	5/1	4	5/1 DMPT meetings held 08 July and 30 July 2021. 15 September, 16 September and 29 September 2021	Invitation Agenda Minutes Attendance register
KPA 2: Basic Service delivery												

KPA	Strategic Objective	Programme / Focus area	Performance Indicators	Responsible Department	Baseline 2020/21	Annual Target 2021-2022	September 2021			Variance	Remarks	Remedial Action	Evidence
							Target Quarter 1	Actual Quarter 1	Actual Quarter 1				
4.	Basic service delivery	Municipal Health	Number of Food outlets issued with certificate of compliance by 30 June 2022	SDCS	97/80	80 X Food outlets issued with certificate of compliance by 30 June 2022	20	0/20	20		0/20 certificates of acceptability issued	Applicants are encouraged to apply for the certificate because the Officials are working.	Signed copies of certificates
5.	Basic service delivery	Municipal health	Number of permitted land fill site monitored	SDCS	9/9	9 X Permitted land fill site monitored by 30 June 2022	9	9/9	0		9/9 landfill sites monitored	None	9 Reports on Permitted land fill site monitored & Schedule of permitted landfill site monitoring sessions
6.	Basic delivery service	Disaster Management	Number of Disaster Management stakeholder consultative meetings held	SDCS	24/8	8 X Disaster Management stakeholder consultative meetings held by 30 June 2022	2	0/2	0		0/2 Meeting Held The Meeting postponed due to local government election	Adherence to the schedule	Invitation Agenda Minutes & Attendance register
7.	Basic service delivery	Fire fighting	Number of Fire-fighting reports submitted by local municipalities	SDCS	20/20	20 X Fire-fighting reports submitted by local municipalities by 30 June 2022	5	5/5	0		All 5/5 report submitted by local municipalities	None	Fire-fighting Quarterly reports
KPA 3: Financial management and Viability													

KPA	Strategic Objective	Programme / Focus area	Performance Indicators	Responsible Department	Baseline 2020/21	Annual Target 2021-2022	September 2021		Variance	Remarks	Remedial Action	Evidence
							Target Quarter 1	Actual Quarter 1				
8.	To effectively manage finances and resource mobilisation.	Expenditure Management	Percentage of Operating budget variance in terms of SDBIP	ALL	10%	≤10% of Operating budget variance attained by 30 June 2022	≤10%	10%	0%	10% Opex variance for the 1 st quarter	None	Annexure B Financial Report
9.	To effectively manage finances and resource mobilisation.	Expenditure Management	Percentage Capital budget variance in terms of SDBIP	ALL	53%	≤10% of Capital budget variance attained by 30 June 2022	≤10%	0%	10%	Most of the projects are still on Procurement stage. Expenditure not yet effected	Improve the adherence to the Procurement Plan	Annexure C Financial report
10.	To effectively manage finances and resource mobilisation.	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	None	Submission letters or email
KPA 4: Local Economic Development												
11.	To create a conducive environment for radical economic development.	Economic development	Number of LED forum meeting held	PED	4/4	4 X LED forum meeting held by 30 June 2022	1	1/1	0	1/1 meetings held 20 September 2021	None	Invitation Agenda Minutes & Attendance register
12.	To create a conducive environment for radical economic development.	Economic development	Percentage of LED Forums resolutions implemented	PED	100% 10/10	100% LED forums resolutions implemented by 30 June 2022	100%	67% 2/3	33%	1 Outstanding Resolution: L EDET will Provide the informal traders strategy	Framework not yet available.	LED Forum(s) resolution register

KPA	Strategic Objective	Programme / Focus area	Performance Indicators	Responsible Department	Baseline 2020/21	Annual Target 2021-2022	September 2021		Variance	Remarks	Remedial Action	Evidence
							Target Quarter 1	Actual Quarter 1				
KPA 5: Good Governance & Public Participation												
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 22/01/2021	1 X (MFMA S72 Report) Mid-year Budget and performance Assessment Report submitted by 25 January 2022	N/A	Not applicable for the quarter	-	-	-	Submission of letters to NT/PT & EM with acknowledgment 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 30/10/2020	1X APR and AFS submitted to AGSA by 31 August 2022.	1	1/1	0	31 August 2021 to NT, PT, AGSA and CoGHSTA	None	Submission of letter with acknowledgment
15. Good Governance and Public Participation	To develop and implement integrated management and governance systems	Auditing	AG -Audit outcome/Opinion	ALL	1/1 Unqualified	Unqualified sustained by 30 November 2022	N/A	Not applicable for the quarter	-	-	-	Audit opinion

KPA	Strategic Objective	Programme / Focus area	Performance Indicators	Responsible Department	Baseline 2020/21	Annual Target 2021-2022	September 2021		Variance	Remarks	Remedial Action	Evidence
							Target Quarter 1	Actual Quarter 1				
16.	To develop and implement integrated management and governance systems	Auditing	Percentage of AG material audit queries resolved	ALL	100% 28/28	100% of Prior Year material audit queries resolved by 30 June 2022	N/A	Not applicable for the quarter	-	-	-	2020/21 Post action plan
17.	To develop and implement integrated management and governance systems	Auditing	Percentage of Identified risk resolved within timeframes as specified in risk plan	ALL	70% 7/10	100% of Identified risk resolved within timeframes as specified in risk plan by 30 June 2021	25%	0%	25%	Currently in the process of identifying the operational risks per Department	None	Risk register
18.	To develop and implement integrated management and governance systems	Auditing	Percentage of internal audit findings resolved	ALL	84% 26/31	100% of internal audit findings resolved by 30 June 2022	25% 0/6	0%	25%	No Movement on the IA queries issued	IA Queries to be resolved in the 2 nd Quarter	Internal audit action plan
19.	To develop and implement integrated management and governance systems	Auditing	Number of Audit committee meetings held	OMM	6/4	4 X Audit committee meetings held by 30 June 2022	1	3/1	2	3/1 Meetings held 26 July 2021 26 August 2021 20 September 2021	None	Invitation Agenda Minutes & Attendance register
20.	To develop and implement integrated management and governance systems	Auditing	Percentage of Audit Committee recommendations implemented	ALL	79% 22/28	100% of Audit Committee recommendations implemented	100%	100% 2/2	0	the AFS and APR were submitted 30 August 2021	None	Audit Committee recommendations Register

KPA	Strategic Objective	Programme / Focus area	Performance Indicators	Responsible Department	Baseline 2020/21	Annual Target 2021-2022	September 2021		Variance	Remarks	Remedial Action	Evidence
							Target Quarter 1	Actual Quarter 1				
						ended by 30 June 2022						
21.	Good Governance and Public Participation	Governance	Percentage Council resolutions implemented within timeframes	ALL	29% 5/17	100% Council resolutions implemented by 30 June 2022	100%	100% 2/2	0%	All resolution taken on the 30 th August 2021 were resolved	none	Council resolutions implemented register
22.	Good Governance and Public Participation	Public Participation	Number of IDP Representative Forum meetings convened	OMM	3/4	3 X IDP Representative Forum meetings convened by 30 June 2022	1 X Approval IDP Review Process	1/1	0	1 st IDP Rep Forum held virtually on the 19 August 2021	None	Invitations, Agenda, minutes & attendance register
23.	Good Governance and Public Participation	Governance	Percentage of MPAC resolutions implemented	ALL	100% 12/12	100% MPAC resolutions implemented by 30 June 2022	100%	100% 3/3	0%	3/3 Resolutions implemented	None	MPAC Resolution register
24.	Good Governance and Public Participation	Governance	Number of 2020/21 Oversight report(s) approved by council	OMM	1/1 27/05/2021	1 X 2020/21 Oversight report(s) approved by council by 31 March 2022	N/A	Not applicable for the quarter	-	-	-	Council resolution with 2020/21 Oversight Report
KPA 6: Transformation & Organisational Development												

	KPA	Strategic Objective	Programme / Focus area	Performance Indicators	Responsible Department	Baseline 2020/21	Annual Target 2021-2022	September 2021		Variance	Remarks	Remedial Action	Evidence
								Target Quarter 1	Actual Quarter 1				
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 2021	6	6/6	0	All 6 Managers signed the 2021/22 Annual Performance Agreement	None	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	31/25	25 X Officials and Councillors capacitated in terms of the workplace skills plan by end June 2021	5	10/5	5	The training continued from the 2020/21 FY	None	Copies of the Attendance registers
27.	Transformation and Organisational Development	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 2022	1 OHS Meeting	1/1	0	1/1 Meeting held: 01 Sept 2021	None	Attendance registers.
28.	Transformation and Organisational Development	To improve Administration and Governance Capacity	Information and Communication Technology	Number of ICT Steering Committee Meeting Held	CSSS	4/4	2X ICT Steering Committee Meeting Held by 30 June 2022	1	0/1	1	0/1 Meeting held for the quarter	Adherence to the schedule.	Invitation Agenda Minutes & Attendance register

KPA	Strategic Objective	Programme / Focus area	Performance Indicators	Responsible Department	Baseline 2020/21	Annual Target 2021-2022	September 2021		Variance	Remarks	Remedial Action	Evidence
							Target Quarter 1	Actual Quarter 1				
29. Transformation and Organisational Development	To attract, develop and retain ethical and best human capital	Organisational Development	Number of approved 2022/23 SDBIP by the Executive Mayor	OMM	1/1 11/06/2021	1 X 2021/22 SDBIP Approved by the EM by the 28 June 2022	N/A	Not applicable for the quarter	-	-	-	Copy of the Approved 2021/22 SDBIP
30. Transformation and Organisational Development	To attract, develop and retain ethical and best human capital	Monitoring and Evaluation	Number of 2021/22 Annual Performance evaluation conducted	OMM	0/1	1X 2020/21 Annual Performance evaluation conducted by 30 June 2022	N/A	Not applicable for the quarter	-	-	-	Attendance register
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	1/1 04/06/2021	1 X Annual Report (sec 121) adopted & submitted to MEC by 31 March 2022	N/A	Not applicable for the quarter	-	-	-	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 2022	1	1/1	0	Report submitted to council 30 August 2021	None	Litigation Reports
33. Transformation and Organisational Development	To improve Administration and Governance Capacity	Human Resource Management	Number of LLF meetings held by end June 2022	CSSS	4/4	4 X LLF meetings held by end June 2022	1	1/1	0	1/1 Meeting held: 31 August 2021	None	Invitation Agenda Minutes Attendance register

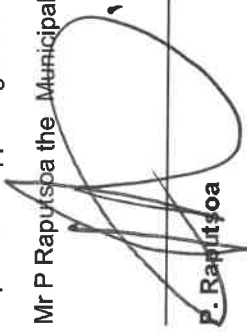
3. DETAILED CAPITAL PLAN

No.	Dept.	Project name	2021/22 IDP Budget	Planned start date	Planned completion date	Quarter 1		Actual Expenditure	Actual % spend	Actual Physical Progress	Variance	Evidence	Status of the Project
						% Prog.	Milestone						
1.	PED	Informal Settlement study	1 200 000	01/07/2021	30/06/2022	25%	Tender process	0.00	0%	0%	25%	Project status report	The project is at Tender stage
2.	PED	SPLUMA	250 000	01/07/2021	30/06/2022	25%	coordination	0.00	0%	25%	0%	Project status report	Tribunal Meeting held for the Quarter
3.	ID	Road Asset Management System (RAMS)	2 179 000	01/07/2021	30/06/2022	25%	implementation	0.00	0%	25%	0%	Project status report	implementation in progress
4.	CSS	ICT equipment	200 000	01/07/2021	30/06/2022	25%	Tender process	0.00	0%	0%	25%	Project status report	The project is at Tender stage
5.	CSS	Procurement of Mayoral Car	700 000	01/07/2021	30/06/2022	25%	Tender process	0.00	0%	0%	25%	Project status report	The project is at Tender stage
6.	CSS	Local Government Financial management Grant	1 000 000	01/07/2021	30/06/2022	25%	Tender process	0.00	0%	0%	25%	Project status report	The project is at Tender stage

4. QUALITY CERTIFICATE

I Preciousstone Raputsoa, Municipal Manager of Waterberg District Municipality hereby certify that the 1st Quarter Performance Report 2021/22 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 1st Quarter Performance Report and supporting documents are consistent with the 2021/22 Integrated Development Plan of the Municipality.

Mr P Raputsoa the Municipal Manager of Waterberg District Municipality (DC36)


P. Raputsoa

Municipal Manager

20/10/2021
Date