

WATERBERG DISTRICT MUNICIPALITY



1ST QUARTER PERFORMANCE ASSESSMENT REPORT 2022/2023

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1. INTRODUCTION

1.1 Introduction

This is the 1st Quarter 2022/23 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 2022/2023 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 2022 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 2022/2023 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 26 May 2022.
- The 2022/2023 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 15 June 2022 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 2022.
- 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

1.4 SUMMARY OF THE KEY PERFORMANCE AREAS (KPAS)

WDM is operating with six KPAs, and out of 34 indicators, 18 were achieved, 7 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	5	4	1	0	80%
3	Financial Management & Viability	3	2	1	0	67%
4	Local Economic Development	2	0	2	0	0%
5	Good Governance & public participation	12	5	3	4	42%
6	Transformation & Organizational Development	9	6	0	3	67%
	Total	34	18	7	9	53%

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

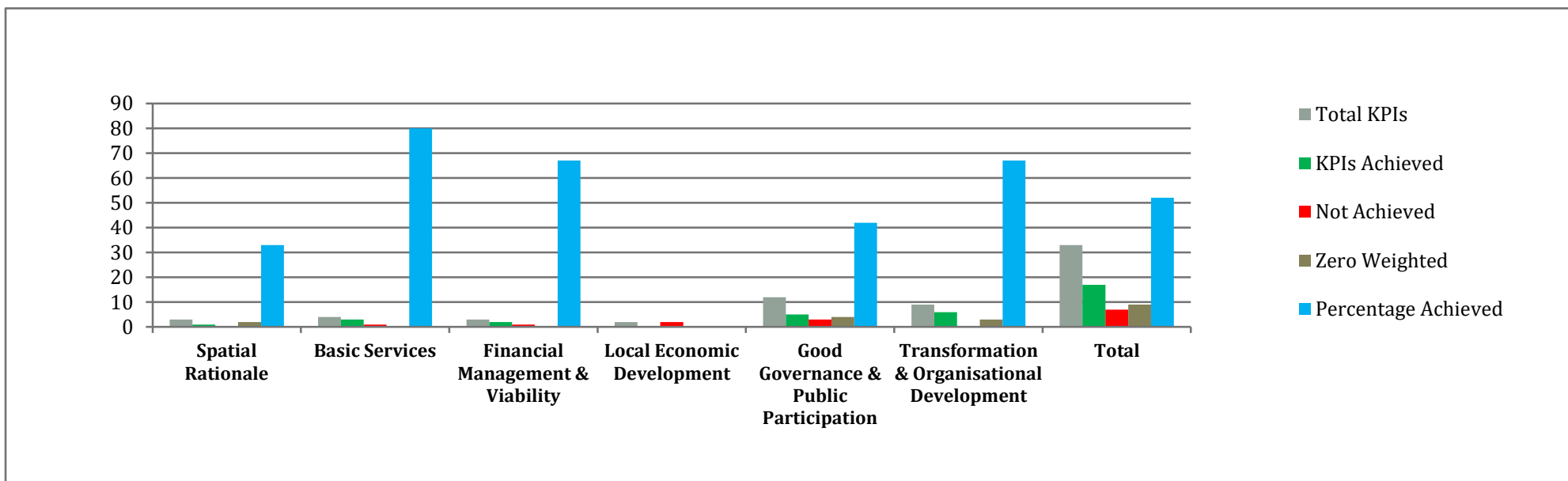


FIGURE 1.4.1: SUMMARY OF THE KEY PERFORMANCE AREAS (KPAS)

6 KEY PERFORMANCE INDICATORS NOT ACHIEVED:

KPA	KEY PERFORMANCE INDICATOR	REMARKS	REMEDIAL ACTION
7.Basic Services	Number of Disaster Management stakeholder consultative meetings held	1/2 Meetings Held.	Adherence to the schedule
10. Financial management and viability	Percentage Capital budget variance in terms of SDBIP	Capital Project RRAMS- the service provider submitted the invoice in the second quarter hence no expenditure for quarter 1.	Updated expenditure to be reported in quarter 2
12,Local Economic Development.	Number of LED forum meeting held	0/1 meetings held	Adherence to schedule

13. Local Economic Development	Percentage of LED Forums resolutions implemented	0/100% No LED meetings were held in the 1 st Quarter	LED meetings to be resurrected in the second quarter
18. Good Governance & Public Participation	Percentage Identified risk resolved within timeframes as specified in risk plan	0/25% Currently in the process of identifying the operational risks in the OMM department.	To be finalised in quarter 2 risk meeting.
19. Good Governance & public participation	Percentage of internal audit findings resolved	(0/25%) No Movement on the IA queries issued 1. Non-compliance with some general occupational health and safety requirements 2. Overtime allowance expenditure was not effectively managed	IA Queries to be resolve in the 2 rd Quarter 1. A Risk register to address the non-compliance has been developed and will be distributed to the relevant departments. 2. There was a consultative meeting held by the committee to discuss the issues relating to operational allowance vs. overtime; where the reviewed operational allowance policy was presented
22. Good Governance & Public Participation.	Percentage Council resolutions implemented within timeframes	Outstanding: 1. mining houses to assist with winter camp for learners 2. AIDS council-local structures not yet finalised. 3. Assets disposal not yet finalised. 4. Appointment of accounting officer	1. Physical engagement to be arranged as to make follow up on the formal request submitted. 2. The aids council will be established with local council which are functional 3. A report for disposal of more obsolete assets will be tabled before council in the third quarter of this financial year with an intention to finalise disposal of the assets approved in the fourth quarter. 4. Screening of candidates in progress.

1.4 PROJECTS SUMMARY 2022/2023

Waterberg District Municipality is having 2 projects of which 0 completed, 0 in progress. The CAPEX was 0% as at 30 September 2022. The Project summary per department on the table below:

Vote No.	Municipal priorities	Total Projects	Project completed	In progress	Budget 2022/23	% spend
1	Municipal Roads & Storm Water	1	0	0	2 179 000	0%
2	Municipal Support & Institutional Development	1	0	0	1 000 000	0%
	Total	2	0	0	3 179 000	0 %

TABLE 1.4.1: PROJECTS SUMMARY 2022/2023

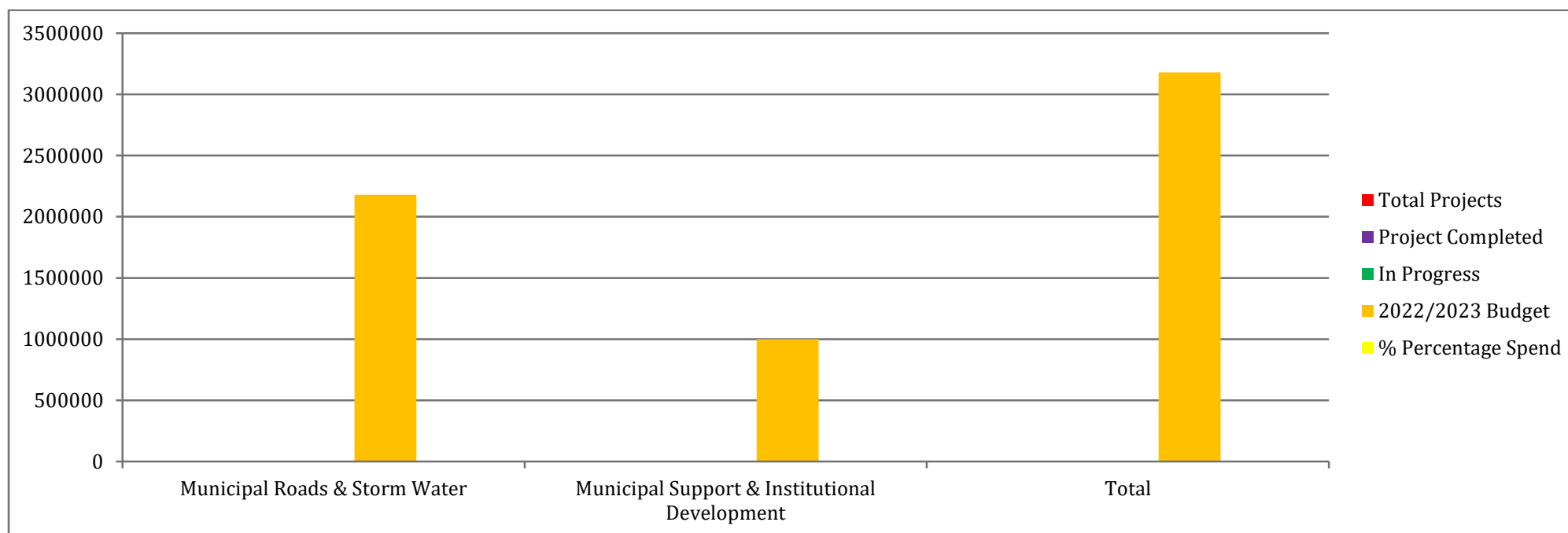


FIGURE 1.4.1: PROJECTS SUMMARY 2022/2023

2. ORGANISATIONAL PERFORMANCE SCORE -CARD

The institutional Performance score card

	KPA	Strategic Objective	Programme / Focus area	Performance Indicators	Responsible Department	Baseline 2021/22	Annual Target 2022-2023	July-September 2022		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 2023	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 2023	N/A	Not applicable for the quarter	-	-	-	Approved 2023/24-2025/26 Approved IDP with Council resolution

	KPA	Strategic Objective	Programme / Focus area	Performance Indicators	Responsible Department	Baseline 2021/22	Annual Target 2022-2023	July-September 2022		Variance	Remarks	Remedial Action	Evidence
								Target Quarter 1	Actual Quarter 1				
3.	Spatial rationale	To facilitate access and transform land and rural tourism development	Integrated planning	Number of DMPT Meeting held	PED	16/4 Meetings	4 X DMPT Meeting held by 30 June 2023	1	7/1	6	7/1 DMPT meetings held 12 July 2022 19 July 2022 26 July 2022 16 Aug 2022 30 Aug 2022 16 Sept 2022 30 Sept 2022	None	Invitation Agenda Minutes Attendance register
KPA 2: Basic Service delivery													
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	108/80	80 X Food outlets issued with certificate of compliance by 30 June 2023	20	25/20	5	25/20 certificates of acceptability issued	None	Signed copies of certificates
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	9/9	9 X Permitted land fill site monitored by 30 June 2023	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

	KPA	Strategic Objective	Programme / Focus area	Performance Indicators	Responsible Department	Baseline 2021/22	Annual Target 2022-2023	July-September 2022		Variance	Remarks	Remedial Action	Evidence
								Target Quarter 1	Actual Quarter 1				
6.	Basic service delivery	To Preserve and Protect natural resources and promote public health	Air Quality Management	Number of ambient air quality monitoring reports submitted	SDCS	4/4	8X ambient air quality monitoring reports submitted by 30 June 2023	2	3/2	1	3/2 Air Quality Monitoring Reports	None	Air Quality monitoring reports.
7.	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	2/8	8 X Disaster Management stakeholder consultative meetings held by 30 June 2023	2	1/2 11/08/2022	1	1/2 Meeting Held 11 August 2022	Adherence to the schedule	Invitation Agenda Minutes & Attendance register
8.	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	20/20	20 X Fire-fighting reports submitted by local municipalities by 30 June 2023	5	5/5	0	All 5/5 report submitted by local municipalities	None	Fire-fighting Quarterly reports
KPA 3: Financial management and Viability													
9.	Financial management and viability	To effectively manage finances and resource mobilisation.	Expenditure Management	Percentage of Operating budget variance in terms of SDBIP	ALL	9%	≤10% of Operating budget variance attained by 30 June 2023	≤10%	9%	4.02%	9% Opex variance as at 30 September 2022.	None	Annexure B Financial Report
10.	Financial management and viability	To effectively manage finances and resource mobilisation.	Expenditure Management	Percentage Capital budget variance in terms of	ALL	25%	≤10% of Capital budget variance attained	≤10%	0%	10%	Capital Project RRAMS- the service provider	Updated expenditure to be reported in quarter 2	Annexure C Financial report

	KPA	Strategic Objective	Programme / Focus area	Performance Indicators	Responsible Department	Baseline 2021/22	Annual Target 2022-2023	July-September 2022		Variance	Remarks	Remedial Action	Evidence
								Target Quarter 1	Actual Quarter 1				
				SDBIP			by 30 June 2023				submitted the invoice in the second quarter hence no expenditure for quarter 1.		
11.	Financial management and viability	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													
12.	Local Economic Development	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 2023	1	0/1	1	0/1 meetings held	LED meetings to be resurrected in the next quarter.	Invitation Agenda Minutes & Attendance register
13.	Local Economic Development	To create a conducive environment for radical economic development.	Economic development	Percentage of LED Forums resolutions implemented	PED	82% 9/11	100% LED forums resolutions implemented by 30 June 2023	100%	0/100%	100%	No LED meetings were held in the 1 st Quarter	LED meetings to be resurrected in the second quarter	LED Forum(s) resolution register
KPA 5: Good Governance & Public Participation													
14.	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	OMM	1/1 25/01/2022	1 X (MFMA S72 Report) Mid-year Budget	N/A	Not applicable for the quarter	-	-	-	Submission letters to NT/PT & EM with acknowledgment letters

	KPA	Strategic Objective	Programme / Focus area	Performance Indicators	Responsible Department	Baseline 2021/22	Annual Target 2022-2023	July-September 2022		Variance	Remarks	Remedial Action	Evidence
								Target Quarter 1	Actual Quarter 1				
				Assessment Report submitted			and performance Assessment Report submitted by 25 January 2023						& A Copy of Mid-year Budget and performance Assessment Report
15.	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 31/08/2021	1X APR and AFS submitted to AGSA by 31 August 2022.	1	1/1 31 August 2022	0	31 August 2022 to NT, PT, AGSA and CoGHSTA	None	Submission letter with acknowledgment
16.	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
17.	Good Governance and Public Participation	To develop and implement integrated management and governance systems	Auditing	Percentage AG material audit queries resolved	ALL	100% 13/13	100% of Prior Year material audit queries resolved by 30 June 2023	N/A	Not applicable for the quarter	-	–	–	2021/22 Post Audit action plan
18.	Good Governance and Public Participation	To develop and implement integrated management and governance systems	Auditing	Percentage Identified risk resolved within timeframes as specified in risk plan	ALL	75% 7.5/10	100% of Identified risk resolved within timeframes as specified in risk	25%	0%	25%	Currently in the process of identifying the operational risks in the OMM department.	Identified risk will be resolved in the next quarter.	Risk register

	KPA	Strategic Objective	Programme / Focus area	Performance Indicators	Responsible Department	Baseline 2021/22	Annual Target 2022-2023	July-September 2022		Variance	Remarks	Remedial Action	Evidence
								Target Quarter 1	Actual Quarter 1				
							plan by 30 June 2023						
19.	Good Governance and Public Participation	To develop and implement integrated management and governance systems	Auditing	Percentage of internal audit findings resolved	ALL	87% 27/31	100% of internal audit findings resolved by 30 June 2023	25% 0/6	0%	25%	No Movement on the IA queries issued 1.Non-compliance with some general occupational health and safety requirements 2.Overtime allowance expenditure was not effectively managed	IA Queries to be resolved in the 2 nd Quarter 1.A Risk register to address the non-compliance has been developed and will be distributed to the relevant departments. 2.The was a consultative meeting held by the committee to discuss the issues relating to operational allowance vs. overtime; where the reviewed operational allowance policy was presented.	Internal audit action plan

	KPA	Strategic Objective	Programme / Focus area	Performance Indicators	Responsible Department	Baseline 2021/22	Annual Target 2022-2023	July-September 2022		Variance	Remarks	Remedial Action	Evidence
								Target Quarter 1	Actual Quarter 1				
20.	Good Governance and Public Participation	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 2023	1	2/1 25 Aug 22 19 Sept 22	1	2/1 Meetings held 25 Aug 22 19 Sept 22	None	Invitation Agenda Minutes & Attendance register
21.	Good Governance and Public Participation	To develop and implement integrated management and governance systems	Auditing	Percentage of Audit Committee recommendations implemented	ALL	100% 6/6	100% of Audit Committee recommendations implemented by 30 June 2023	100%	100% 3/3	0	100% resolved all 3/3 resolutions implemented	None	Audit Committee recommendations Register
22.	Good Governance and Public Participation	To develop and implement integrated management and governance systems	Governance	Percentage Council resolutions implemented within timeframes	ALL	86% 12/14	100% Council resolutions implemented by 30 June 2023	100%	88% 7/11	12%	Outstanding: 1. minining houses to assist with winter camp for learners 2. AIDS council-local structures not yet finalised. 3.Assets disposal not yet finalised. 4.Appointme nt of accounting officer	1.Physical engagement to be arranged as to make follow up on the formal request submitted. 2. The aids council will be established with local council which are functional 3.A report for the disposal of more obsolete assets will be tabled before council in the third quarter	Council resolutions implemented register

	KPA	Strategic Objective	Programme / Focus area	Performance Indicators	Responsible Department	Baseline 2021/22	Annual Target 2022-2023	July-September 2022		Variance	Remarks	Remedial Action	Evidence
								Target Quarter 1	Actual Quarter 1				
												of this financial year with an intention to finalise disposal of the assets approved in the fourth quarter. 4. Screening of candidates in progress.	
23.	Good Governance and Public Participation	To develop and implement integrated management and governance	Public Participation	Number of IDP Representative Forum meetings convened	OMM	3/4	3 X IDP Representative Forum meetings convened by 30 June 2023	1 X Approval IDP Review Process	1/17 /08/2022	0	1 st IDP Rep Forum held in thabazimbi Arcelormittal bioskop hall on the 17 August 2022	None	Invitations, Agenda, minutes & attendance register
24.	Good Governance and Public Participation	To develop and implement integrated management and governance	Governance	Percentage of MPAC resolutions implemented	ALL	100% 8/8	100% MPAC resolutions implemented by 30 June 2023	100%	100%	0%	100% Resolutions implemented	None	MPAC Resolution register
25.	Good Governance and Public Participation	To develop and implement integrated management and governance	Governance	Number of 2020/21 Oversight report(s) approved by council	OMM	1/1 31/03/2022	1 X 2021/22 Oversight report(s) approved by council by 31 March 2023	N/A	Not applicable for the quarter	-	-	-	Council resolution with 2022/23 Oversight Report
KPA 6: Transformation & Organisational Development													

	KPA	Strategic Objective	Programme / Focus area	Performance Indicators	Responsible Department	Baseline 2021/22	Annual Target 2022-2023	July-September 2022		Variance	Remarks	Remedial Action	Evidence
								Target Quarter 1	Actual Quarter 1				
26.	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 2022	6	6/6	0	All 6 senior Managers including the new manager CSSS signed the 2022/23 Annual Performance Agreement	None	Copies of Signed Performance Agreements
27.	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	44/25	40 X Officials and Councillors capacitated in terms of the workplace skills plan by end June 2023	10	13/10	3	3 councillors and 10 officials were trained in quarter 1	None	Copies of the Attendance registers
28.	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 2023	1 OHS Meeting	1/1 24 Aug 22	0	1/1 Meeting held: 24 Aug 22	None	Attendance registers.
29.	Transformation and Organisational Development	To improve Administration and Governance Capacity	Information and Communication Technology	Number of ICT Steering Committee Meeting Held	CSSS	2/4	4X ICT Steering Committee Meeting Held by 30 June 2022	1	1/1 18 Oct 22	0	1/1 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 2021/22	Annual Target 2022-2023	July-September 2022		Variance	Remarks	Remedial Action	Evidence
								Target Quarter 1	Actual Quarter 1				
30.	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 15/06/2022	1 X 2023/24 SDBIP Approved by the EM by the 28 June 2023	N/A	Not applicable for the quarter	-	-	-	Copy of the Approved 2021/22 SDBIP
31.	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 2021/22 Annual Performance evaluation conducted by 30 June 2023	N/A	Not applicable for the quarter	-	-	-	Attendance register
32.	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 2023	N/A	Not applicable for the quarter	-	-	-	Submission letter
33.	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 2023	1	1/1	0	Report submitted to council 30 August 2022	None	Litigation Reports
34.	Transformation and Organisational Development	To improve Administration and Governance Capacity	Human Resource Management	Number of LLF meetings held by end June 2023	CSSS	4/4	4 X LLF meetings held by end June 2023	1	2/1 25 Aug 22 07 Sep 22	0	2/1 Meeting held: 25 Aug 22 07 Sep 22	None	Invitation Agenda Minutes Attendance register

3. DETAILED CAPITAL PLAN

No.	Dept.	Project name	2022/23 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.	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. QUALITY CERTIFICATE

I Mothokoa Tsebe, Acting Municipal Manager of Waterberg District municipality hereby certify that the 1st Quarter Performance Report 2022/23 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 2022/23 Integrated Development Plan of the Municipality.

Mr M Tsebe the Municipal Manager of Waterberg District Municipality (DC36).

M. Tsebe.

Acting Municipal Manager

Date