

WATERBERG DISTRICT MUNICIPALITY



2022/2023 3RD QUARTER PERFORMANCE ASSESSMENT REPORT

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1. INTRODUCTION

1.1 Introduction

This is the 3rd Quarter 2022/23 Performance Assessment Report of Waterberg District Municipality which was compiled in accordance with sections 72 and 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 3rd 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 January to 31 March 2023 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 27 May 2022.
- 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 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. Six 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 Municipal Manager (MM).
- 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, 19 were achieved, 7 were not achieved and 6 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	2	0	1	67%
2	Basic Services	5	5	0	0	100%
3	Financial Management & Viability	3	2	1	0	66%
4	Local Economic Development	2	2	0	0	100%
5	Good Governance & public participation	12	3	5	2	25%
6	Transformation & Organisational Development	9	5	1	3	56%
	Total	34	19	7	6	59%

TABLE 1.4.1: SUMMARY OF THE KEY PERFORMANCE AREAS (KPAs)

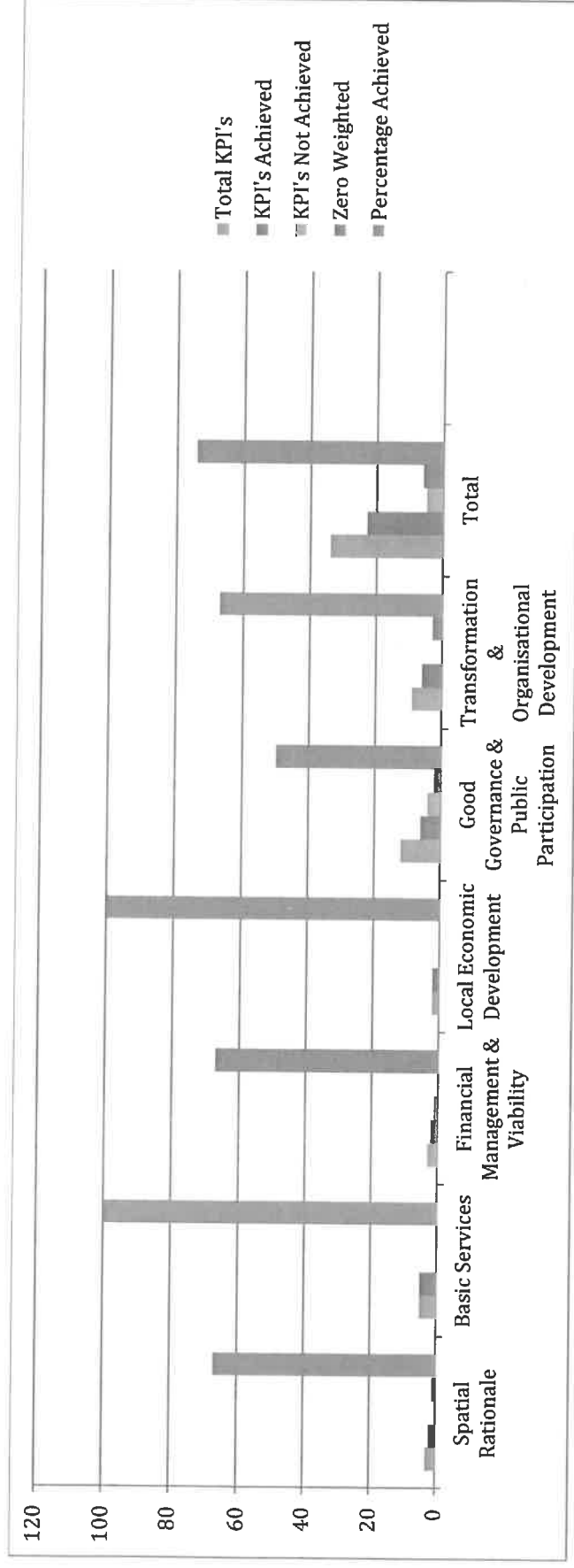


FIGURE 1.4.1: SUMMARY OF THE KEY PERFORMANCE AREAS (KPA'S)

7. key Performance indicators not archived

KPA	KEY PERFORMANCE INDICATORS's	REMARKS	REMEDIAL ACTION
10. Financial management and viability	Percentage of Capital budget variance in terms of SDBIP	All recruitment processes have been concluded and awaiting appointment.	
16. Good Governance & public participation	Percentage of AG material audit queries resolved	7/10 Audit queries for the 2021/22 resolved. 3 Outstanding Audit queries: 1. Property, Plant & equipment: Incorrect deduction of input tax on cost of vehicle	1. Item to be tabled in council for unauthorised expenditure & journal to correct

			2. Property, plant & equipment : Understatement of depreciation 3. Risk Management	transaction: Q4 2. Working with system vendor to resolve differences on Munsoft system. 3. The risk assessment workshop will be conducted in May 2023.
18. Good Governance & public participation	Percentage Identified risk resolved within timeframes as specified in risk plan	11% 1/9	The effectiveness of mitigating risk controls is moving down-due to budgetary constraints to mitigate the identified risk.	The identified risk will be resolved in the next quarter.
19. Good Governance & public participation.	Percentage of internal audit findings resolved	89% 31/35.		The outstanding internal audit findings will be completed in Q4

20. Good Governance & public participation	Percentage of Audit Committee recommendations implemented	9/12 resolutions implemented. 3 resolutions outstanding: 1. Revenue Enhancement strategy 2. ICT Report 3. OHS Report	1. In progress 2. In progress 3. In progress
21. Good Governance & public participation	Percentage Council resolutions implemented within timeframes	65/100% Resolutions implemented. 5 Outstanding: 1. Launching of Waterberg AIDS Council. 2. WDM Assets disposal. 3. The donation of fire station 4. Resignation and filling of CFO position. 5. The application for exemption on leave encashment	1. The term of office for the current Aids council was extended to 31 March 2023. 2. In the process of appointing auctioneer for the auction of all assets identified for disposal. 3. The letter was written to mogalakwena local municipality for the possible donation of fire station. 4. Shortlisting, vetting, interviews and competence assessments finalised and awaiting council to table a report for consideration by council. 5. Letter written to the Bargaining Council awaiting the exemption response.
34. Transformation and Organisational Development	Number of LLF meetings held by end June 2022	0/1 LLF meeting held: The meeting did not meet quorum.	Meeting was scheduled for 12/04/23

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	March 2023		Variance	Remarks	Remedial Action	Evidence
							Target Quarter 3	Actual Quarter 3				
KPA 1: Spatial Rationale												
1.	Spatial rationale	To coordinate spatial transformation	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	Number of IDP (s) Approved by council by 31 May 2022	OMM	1/1 27/05/22	1X IDP Approved by 30 June 2023	1 Draft IDP 30 March 2023	1/1	0	Draft 2022/23 IDP tabled and adopted by council 30 March 2023	None	Approved 2023/24- Approved IDP with Council resolution
3.	Spatial rationale	To facilitate access and transform land and rural tourism development	Number of DMPT Meetings held	PED	16/4	4 X DMPT Meetings held by 30 June 2023	1	2/1	1	2/1 DMPT meetings held: 17/02/2023 14/03/2023	None	Invitation Agenda Minutes Attendance register
KPA 2 Basic Service Delivery												

KPA	Strategic Objective	Programme / Focus area	Performance Indicators	Responsible Department	Baseline 2021/22	Annual Target 2022-2023	March 2023		Variance	Remarks	Remedial Action	Evidence
							Target Quarter 3	Actual Quarter 3				
4.	To preserve and protect natural resources and promote public health	Municipal Health	Number of Food outlets issued with certificate of compliance	SDCS	101/80	80 X Food outlets issued with certificate of compliance by 30 June 2023	20	33/20	13	33/20 certificate of compliance issued to food Outlets in Q3	None	Signed copies of certificates
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	9/9	9 X Permitted land fill site monitored by 30 June 2023	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.	To preserve and protect natural resources and promote public health	Air quality management	Number of ambient air quality monitoring reports submitted	SDCS	New	4X Monitoring of emissions from listed activities by 30 June 2023	1	1/1	0	1/1 Monitoring of emissions reports submitted	None	Monitoring of emissions reports
7.	To coordinate and monitor infrastructure development for the provision and access	Disaster Management	Number of Disaster Management stakeholder consultative meetings held	SDCS	2/6	4X Disaster Management stakeholder consultative meetings held by 30 June 2023	1	1/1 31/03/23	0	1/1 Meetings held: 31/03/2023	None	Invitation Agenda Minutes & Attendance register

KPA	Strategic Objective	Programme / Focus area	Performance Indicators	Responsible Department	Baseline 2021/22	Annual Target 2022-2023	March 2023		Variance	Remarks	Remedial Action	Evidence
							Target Quarter 3	Actual Quarter 3				
	to service											
8.	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 2023	5	5/5	0	5/5 report submitted by local municipalities	None	Fire-fighting Quarterly reports
KPA 3: Financial Management and Viability												
9.	Financial management and viability	Expenditure Management	Percentage of Operating budget variance in terms of SDBIP	ALL	9%	≤10% of Operating budget variance attained by 30 June 2023	≤10%	8%	2%	8% Opex variance	None	Annexure B Financial Report
10.	Financial management and viability	Expenditure Management	Percentage of Capital budget variance in terms of SDBIP	ALL	25%	<10% of capital budget variance attained by 30 June 2023	<10%	0%	10%	All recruitment processes have been concluded and awaiting appointment.		Annexure C Financial Report.

KPA	Strategic Objective	Programme / Focus area	Performance Indicators	Responsible Department	Baseline 2021/22	Annual Target 2022-2023	March 2023		Variance	Remarks	Remedial Action	Evidence
							Target Quarter	Actual Quarter				
11.	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	None	Submission letters or email
KPA 4: Local Economic Development												
12.	Local Economic Development	Economic development	Number LED forum meeting held	PED	4/4	4 X LED forum meeting held by 30 June 2023	1	2/1	1	2/1 LED Meeting held: 25/01/2023 31/03/2023	None	Invitation Agenda Minutes & Attendance register
13.	Local Economic Development	Economic development	Percentage of LED Forums resolutions implemented	PED	82% 9/10	100% LED forums resolutions implemented by 30 June 2023	100%	100% 4/4	0	4/4 Resolutions implemented	None	LED Forum(s) resolution register
KPA 5: Good Governance & Public Participation												
14.	Good Governance and Public Participation	Monitoring and Evaluation	Number of section 72 Report (s)-Mid-year Budget and performance Assessment Report submitted	OMM	1/1 25/01/2022	1 X (MFMA S72 Report) Mid-year Budget and performance Assessment Report submitted by 25 January 2023	1	1/1 25/01/2023	0	2022/23 Mid-Year Budget and Performance Report submitted NT, PT and CoGHSTA 25 January 2023	None	Submission letters to NT/PT & EM.

KPA	Strategic Objective	Programme / Focus area	Performance Indicators	Responsible Department	Baseline 2021/22	Annual Target 2022-2023	March 2023		Variance	Remarks	Remedial Action	Evidence
							Target Quarter 3	Actual Quarter 3				
15.	Good Governance and Public Participation on	Monitoring and Evaluation	Number of Submission of Annual Performance Report (APR) and AFS	OMIM	1/1 31/08/21	1X APR and AFS submitted to AGSA by 31 August 2023.	N/A	Not applicable to the Quarter	-	-	-	Submission letter
16.	Good Governance and Public Participation on	Auditing	AG -Audit outcome/Opinion	ALL	Unqualified	Unqualified sustained by 30 November 2022	N/A	Not applicable to the Quarter	-	Unqualified (30 November 2022)	None	Audit opinion
17.	Good Governance and Public Participation on	Auditing	Percentage AG material audit queries resolved	ALL	100% 13/13	100% of Prior Year material audit queries resolved by 30 June 2023	60%	42% 7/10	18%	7/10 Audit queries for the 2021/22 resolved. 3 Outstanding Audit queries: 1. Property, Plant & equipment: Incorrect deduction of input tax on cost of vehicle 2. Property, plant &	1. Item to be tabled in council for unauthorised expenditure & journal to correct transaction :Q4 2. Working with	2022/23 Post action plan

KPA	Strategic Objective	Programme / Focus area	Performance Indicators	Responsible Department	Baseline 2021/22	Annual Target 2022-2023	March 2023		Variance	Remarks	Remedial Action	Evidence
							Target Quarter 3	Actual Quarter 3				
										equipment : Understatement of depreciation on 3. Risk Management. 3. The risk assessment workshop will be conducted in April/May 2023.	system vendor to resolve differences on Munsoft system.	
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%	100% of Identified risk resolved within timeframes as specified in risk plan by 30 June 2023	75%	11% 1/9	89%	The effectiveness of mitigating risk controls is moving down-due to budgetary constraints to mitigate the identified risk.	The identified risk will be resolved in the next quarter.	Risk register
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	75%	89% 31/35.	11%	The outstanding internal audit findings will be completed in Q4	none	Internal audit action plan

	KPA	Strategic Objective	Programme / Focus area	Performance Indicators	Responsible Department	Baseline 2021/22	Annual Target 2022-2023	March 2023		Variance	Remarks	Remedial Action	Evidence
								Target Quarter 3	Actual Quarter 3				
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	1	2/1 Meetings held: 23/01/2023 13/03/2023	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%	67% 8/12	33%	8/12 Resolutions implemented. 3 resolutions outstanding.	1. In progress 2. In progress 3. In progress	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%	65%	38%	65/100% Resolutions implemented. 5 Outstanding Resolutions.	1. In the process of appointing auctioneer for the auction of all assets identified for 2. In the process of appointing auctioneer for the auction of all assets identified for 3. In the process of appointing auctioneer for the auction of all assets identified for	Council resolutions implementation register

KPA	Strategic Objective	Programme / Focus area	Performance Indicators	Responsible Department	Baseline 2021/22	Annual Target 2022-2023	March 2023		Variance	Remarks	Remedial Action	Evidence
							Target Quarter 3	Actual Quarter 3				
										1. Launching of Waterberg AIDS Council. 2. WDM Assets disposal. 3. The letter was written to mogalakwena local municipality for the possible donation of fire station 3. Donation of fire station 4. Shortlisting, vetting, interviews and competence assessments finalised and awaiting council to table a report for consideration of CFO	2. In the process of appointing the auctioneer for the auctioning of all assets identified for disposal.	

KPA	Strategic Objective	Programme / Focus area	Performance Indicators	Responsible Department	Baseline 2021/22	Annual Target 2022-2023	March 2023		Variance	Remarks	Remedial Action	Evidence
							Target Quarter 3	Actual Quarter 3				
										position.	on by council.	
										5. The application for exemption.	5. Letter written to Bargaining council awaiting response.	
23. Good Governance and Public Participation	To develop and implement integrated management and governance	Public Participation	Number of IDP Representative Forum meetings convened	OMM	3/3	4 X IDP Representative Forum meetings convened by 30 June 2023	1 X Preparation for Tabling of the 2022/23 Final IDP for Adoption	1/1	0	1/1 IDP Representative Meeting Held on the 22/03/2022 in Mogalakwena LM	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% 4/4	100% 4/4	0%	4/4 MPAC 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	1	1/1 30/03/2023	0	1/1 MPAC Oversight report approved by council 30 March 2023	None	Council resolution with 2021/22 Oversight Report
KPA 6: Transformation & Organisational Development												

KPA	Strategic Objective	Programme / Focus area	Performance Indicators	Responsible Department	Baseline 2021/22	Annual Target 2022-2023	March 2023		Variance	Remarks	Remedial Action	Evidence
							Target Quarter 3	Actual Quarter 3				
26.	Transformation and Organisational Development	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	N/A	Not applicable for the quarter	-	-	-	Copies of Signed Performance Agreements
27.	Transformation and Organisational Development	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	15	22/15	7	22/15 officials and councillors were capacitated in Q3	None	Copies of the Attendance registers.
28.	Transformation and Organisational Development	Occupational Health and Safety	Number of OHS Committee meetings held	CSSS	4/4	4 X OHS Committee meetings held by 30 June 2023	1	1/1	0	1/1 OHS meeting held on the: 23/02/2023	None	Invitation, Agenda, Minutes & Attendance registers
29.	Transformation and Organisational Development	Information and Communication Technology	Number of ICT Steering Committee Meeting Held	CSSS	2/2	4X ICT Steering Committee Meeting Held by 30 June 2023	1	1/1	0	1/1 ICT steering committee Meeting held on the: 31/01/2023	None	Invitation Agenda Minutes & Attendance register
30.	Transformation and Organisational Development	Organisational Development	Number of approved 2022/23 SDBIP by the Executive Mayor	OMM	1/1 15/06/2022	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
31.	Transformation and Organisational Development	Monitoring and Evaluation	Number of 2021/22 Annual Performance evaluation	OMM	0/1	1X 2020/21 Annual Performance evaluation conducted by	N/A	Not applicable for the Quarter	-	-	-	Attendance register

KPA	Strategic Objective	Programme / Focus area	Performance Indicators	Responsible Department	Baseline 2021/22	Annual Target 2022-2023	March 2023		Variance	Remarks	Remedial Action	Evidence
							Target Quarter 3	Actual Quarter 3				
ent	capital		conducted			30 June 2023						
32. Transform 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 31/03/2022	1 X Annual Report (sec 121) adopted by 31 March 2023 & submitted to MEC	1x Approved Final AR 2021/22	1/1 30/03/23	0	1/1 Annual Report approved by 31 March 2023 and submitted to MEC 11 April 2023	-	Council resolution & Submission letter
33. Transform 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	1/1 litigations report noted by council.	None	Litigation Reports
34. Transform 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 2023	1	0/1	1	0/1 LLF meeting held: The meeting did not meet quorum.	Meeting was scheduled for 12/04/23	Invitation Agenda Minutes & Attendance register

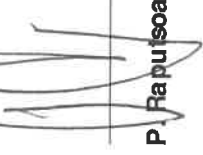
3. DETAILED CAPITAL/OPERATIONAL PLAN

No.	Dept.	Project name	2021/22 IDP Budget	Planned start date	Planned completion date	Quarter 3		Actual Expenditure	Actual Progress	Variance	Evidence	Status of the Project
						% Prog.	Milestone					
1.	ID	Road Asset Management System (RAMS)	2 281000,00	01/07/2022	30/06/2023	100%	Implementati on	2,280,970	75%	25%	Project status report	75% Implemented

4. QUALITY CERTIFICATE

I Preciousstone Raputsoa, Municipal Manager of Waterberg District Municipality hereby certify that the 3rd Quarter Performance Report 2022/23 and supporting documentations have been prepared in accordance with the Municipal Financial management Act, 56 of 2003 section 72, Municipal Systems Act 32 of 2000 and the Regulations made under the Act. The 3rd Quarter Performance Assessment Report and supporting documents are consistent with the 2022/23 Integrated Development Plan of the Municipality.

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



P. Raputsoa

Municipal Manager

21-04-2023

Date