

WATERBERG DISTRICT MUNICIPALITY



2022/2023 4TH QUARTER PERFORMANCE ASSESSMENT REPORT

TABLE OF CONTENTS

1. INTRODUCTION.....	2
2. ORGANISATIONAL PERFORMANCE SCORE -CARD.....	8
3. DETAILED CAPITAL PLAN.....	21
4. QUALITY CERTIFICATE	22

1. INTRODUCTION

1.1 Introduction

This is the 4th 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 4th 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 April to 30 June 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 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. 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, 23 were achieved, 4 were not achieved and 7 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	3	0	0	100%
2	Basic Services	5	5	0	0	100%
3	Financial Management & Viability	3	2	0	1	67%
4	Local Economic Development	2	2	0	0	100%
5	Good Governance & public participation	12	4	4	4	33%
6	Transformation & Organisational Development	9	7	0	2	78%
	Total	34	23	4	7	68%

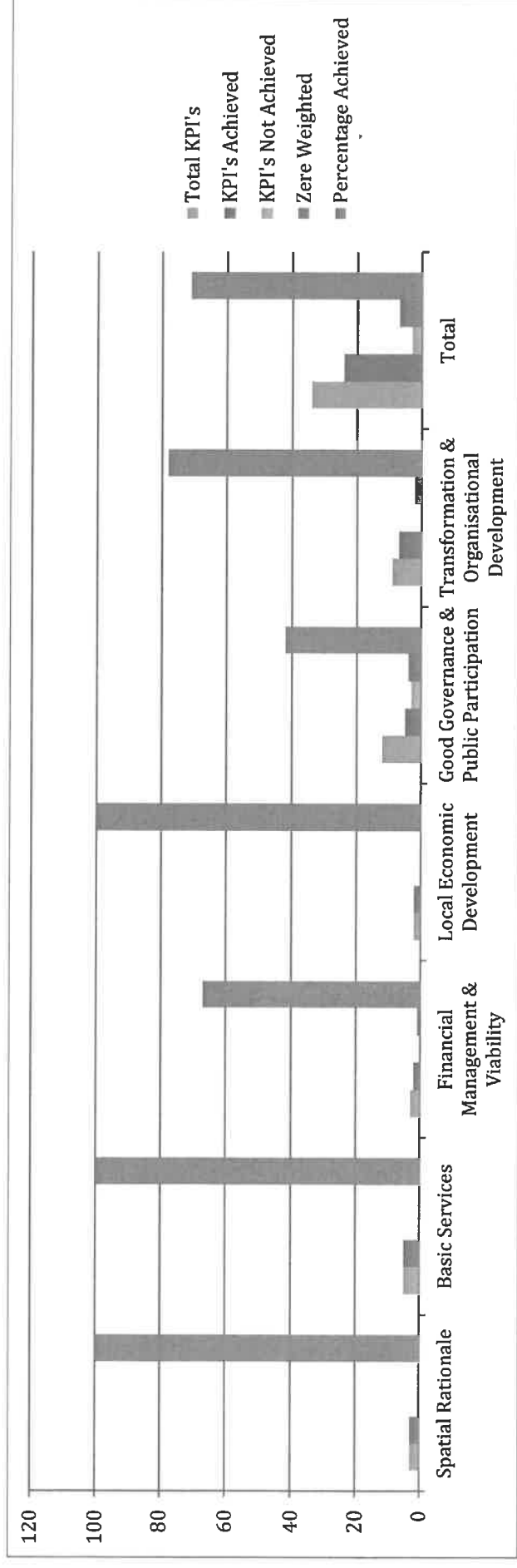


FIGURE 1.4.1: SUMMARY OF THE KEY PERFORMANCE AREAS (KPA'S)

4 KEY PERFORMANCE INDICATORS NOT ARCHIVED

KPA	KEY PERFORMANCE INDICATORS's	REMARKS	REMEDIAL ACTION
17. Good Governance & public participation	Percentage of AG material audit queries resolved.	90/100% 9/10 One Audit Query outstanding: 1. Properter, Plant and equipment.	1. Management took a resolution to leave the finding with overs / unders and will perform more rigorous reviews of the Annual Financial Statement going forward.

18. Good Governance & public participation	Percentage of Identified risk resolved within timeframes as specified in risk plan.	60/100% 3/5 2 in progress: 1.Solid waste management infrastructure for locals not compliant with the conditions of the licence as per NEMA. 2.Aging Infrastructure	- Quarterly monitoring of landfill sites. - Continuous monitoring on ICT Equipment.
19. Good Governance & public	Percentage of internal audit findings resolved	5 Outstanding audit findings: - Waste Management. - Environmental Health and Safety - Overtime for Fire Fighters - Occupational Health and Safety - Fire Service Unit understaffed.	- Local Economic Development and Tourism Waste department/section will help retrieve the old Waterberg District Municipality Integrated Waste Management Plan. - Municipal Health and Air Quality By-Laws were re-submitted to legal department and currently awaiting public promulgation. - The council has approved the reservists policy for the 2023/2024 FY 88% has been addressed the remaining will be addressed in the 2024/25 FY. - The reservist policy has been approved by council for implementation effective 01 July 2023.
22.Good Governance &	Percentage of Council resolutions implemented within timeframe.	60/100% council resolutions implemented with	.

public participation		Five outstanding: 1. Launching of the Waterberg district Aids Council 2. Waterberg District Municipality Assets disposal. 3. Donation of fire station 4. The application for leave exemption. 5. Appointment of Manager PED	1. In the process of assisting local municipalities to launch local structures. 2. In the process of appointing auctioneers for the auction of all assets identified for disposal 3. Letter was written to mogalakwena local municipality for the possible donation of fire station. 4. An Application has been lodged with SALGBC. 5. Recruitment processes have been finalized: A report will be tabled in the next council for consideration.
------------------------------------	--	--	--

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	June 2023		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 2023	1 highly rated IDP	1/1	0	2022/23 highly rated by the MEC of CoGHSTA	None	CoGHSTA IDP Analysis report
2. Spatial rationale	To coordinate spatial transformation	Integrated Planning	Number of IDP (s) Approved by council by 31 May 2023	OMM	1/1 27/05/22	1X 2023/24 IDP Approved by 30 June 2023	1 Final IDP 31 May 2023	1/1	0	Final 2023/24 IDP approved by council 30 May 2023	None	Approved 2023/24- Approved IDP with Council resolution
3. Spatial rationale	To facilitate access and transform land and rural tourism development	Integrated planning	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: 21/04/2023 22/06/2023	None	Invitation Agenda Minutes Attendance register

KPA	Strategic Objective	Programme / Focus area	Performance Indicators	Responsible Department	Baseline 2021/22	Annual Target 2022-2023	June 2023		Variance	Remarks	Remedial Action	Evidence
							Target Quarter 4	Actual Quarter 4				
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	31/20	11	31/20 certificate of compliance issued to food Outlets in Q4	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	9/9	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 monitoring of emissions 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

KPA	Strategic Objective	Programme / Focus area	Performance Indicators	Responsible Department	Baseline 2021/22	Annual Target 2022-2023	June 2023		Variance	Remarks	Remedial Action	Evidence
							Target Quarter 4	Actual Quarter 4				
7.	To coordinate and monitor infrastructure development for the provision and access to service	Disaster Management	Number of Disaster Management stakeholder consultative meetings held	SDCS	2/6	4X Disaster Management stakeholder consultative meetings held by 30 June 2023	1	1/1	0	1/1 Disaster management meeting held: 11/05/2023	None.	Invitation Agenda Minutes & Attendance register.
8.	To coordinate and monitor infrastructure development for the provision and access to services	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
9.	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%	5%	5%	5% Opex variance	None	Annexure B Financial Report
10.	To effectively manage finances and resource mobilisation	Expenditure Management	Percentage Capital budget variance in terms of SDBIP	ALL	25%	≤10% of Capital budget variance attained by 30 June 2023	10%	1%	9%	1% Capital Variance	None	Annexure C Financial report

KPA	Strategic Objective	Programme / Focus area	Performance Indicators	Responsible Department	Baseline 2021/22	Annual Target 2022-2023	June 2023		Variance	Remarks	Remedial Action	Evidence
							Target Quarter 4	Actual Quarter 4				
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
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	1/1	0	1/1 LED Meeting held : 14/04/2023	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% 3/3	0%	3/3 Resolutions for the meeting held 14 April 2023 resolved.	None.	LED Forum(s) resolution register
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	N/A	Not applicable for the Quarter	-	-	-	Submission letters to NT/PT & EM.
15.	Good Governance and Public Participation	Monitoring and Evaluation	Number of Submission of Annual Performance Report (APR) and AFS	OMM	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.

KPA	Strategic Objective	Programme / Focus area	Performance Indicators	Responsible Department	Baseline 2021/22	Annual Target 2022-2023	June 2023		Variance	Remarks	Remedial Action	Evidence
							Target Quarter 4	Actual Quarter 4				
	governance systems											
16.	Good Governance and Public Participation	Auditing	AG -Audit outcome/Opinion	ALL	Unqualified	Unqualified sustained by 30 November 2023	N/A	Not applicable to the Quarter	-	-	-	Audit opinion
17.	Good Governance and Public Participation	Auditing	Percentage of AG material audit queries resolved	ALL	100% 13/13	100% of Prior Year material audit queries resolved by 30 June 2023	100%	90% 9/10	10%	9/10 Audit Queries resolved. 1 Outstanding Audit Query. 1. Properter ,Plant and equipment- incorrect deduction of input tax on cost of vehicle	1. Management took a resolution to leave the finding with overs and will perform more rigorous reviews of the Annual Financial Statement going forward..	2021/22 Post action plan

KPA	Strategic Objective	Programme / Focus area	Performance Indicators	Responsible Department	Baseline 2021/22	Annual Target 2022-2023	June 2023		Variance	Remarks	Remedial Action	Evidence
							Target Quarter 4	Actual Quarter 4				
18. Good Governance and Public Participation	To develop and implement integrated management and governance systems	Auditing	Percentage of Identified risk resolved within timeframes as specified in risk plan	ALL	75%	100% of Identified risk resolved within timeframes as specified in risk plan by 30 June 2023	100%	60%	3/5 60%	60/100% Risk resolved. 2 In progress: 1. Solid waste management infrastructure for locals not compliant with the conditions of the licence as per NEMA. 2. Aging infrastructure.	1. Quarterly monitoring of landfill sites. 2. Continuous monitoring on ICT Equipment	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	100%	86% 31/36 resolved	14%	5 Outstanding audit findings: 1. Waste Management. 1. Local Economic Development and Tourism Waste department/section will help retrieve		Internal audit action plan

KPA	Strategic Objective	Programme / Focus area	Performance Indicators	Responsible Department	Baseline 2021/22	Annual Target 2022-2023	June 2023		Variance	Remarks	Remedial Action	Evidence
							Target Quarter 4	Actual Quarter 4				
										2.Environmental Health and Safety	the old Waterberg District Municipality Integrated Waste Management Plan. 2.Municipal Health and Air Quality By-Laws were re-submitted to legal department and currently awaiting public promulgation. 3. The council has approved the reservists policy for the 2023/2024 FY.	
										3.Overtime for Fire Fighters	4. 88% has been	

KPA	Strategic Objective	Programme / Focus area	Performance Indicators	Responsible Department	Baseline 2021/22	Annual Target 2022-2023	June 2023		Variance	Remarks	Remedial Action	Evidence
							Target Quarter 4	Actual Quarter 4				
										4. Occupational Health and Safety	addressed the remaining will be addressed in the 2024/25 FY.	
										5. Fire Service Unit understaffed.	5. The reservist policy has been approved by council for implementation effective 01 July 2023.	
20.	Good Governance and Public Participation	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 Meeting held: 17/05/2023 28/06/2023	None	Invitation Agenda Minutes & Attendance Register
21.	Good Governance and Public Participation	Auditing	Percentage of Audit Committee recommendations implemented	ALL	100% 6/6	100% of Audit Committee recommendations implemented by 30 June 2023	100%	100% 20/20	0%	20/20 Audit committee recommendations resolved	None	Audit Committee recommendations Register

KPA	Strategic Objective	Programme / Focus area	Performance Indicators	Responsible Department	Baseline 2021/22	Annual Target 2022-2023	June 2023		Variance	Remarks	Remedial Action	Evidence
							Target Quarter 4	Actual Quarter 4				
22. Good Governance and Public Participation	To develop and implement integrated management and governance systems	Governance	Percentage of Council resolutions implemented within timeframes	ALL	86% 12/14	100% Council resolutions implemented by 30 June 2023	100%	60% 9/15	40%	60% council resolutions implemented with Five outstanding g: 1. Launching of the Waterberg district Aids Council 2. Waterberg District Municipality Assets disposal. 3. Donation of fire station	1. In the process of assisting local municipalities to launch local structures. 2. In the process of appointing auctioneers for the auction of all assets identified for disposal 3. Letter was written to mogalakwena local municipality for the possible donation of fire station.	Council resolutions implemented register

KPA	Strategic Objective	Programme / Focus area	Performance Indicators	Responsible Department	Baseline 2021/22	Annual Target 2022-2023	June 2023		Variance	Remarks	Remedial Action	Evidence
							Target Quarter 4	Actual Quarter 4				
										4. The Application for leave encashment.	4. An Application has been lodged with SALGBC	
										5. Appointment of PED Manager	5. Recruitment processes have been finalised: A report will be tabled in the next council for consideration.	
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 Approval	1/1	0	1/1 IDP Rep Forum held the 4 th IDP Rep Forum 19 May 2023 and final 23/24 IDP approved by council	None	Invitations, Agenda, minutes & attendance register

KPA	Strategic Objective	Programme / Focus area	Performance Indicators	Responsible Department	Baseline 2021/22	Annual Target 2022-2023	June 2023		Variance	Remarks	Remedial Action	Evidence
							Target Quarter 4	Actual Quarter 4				
										30 May 2023		
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% 3/3	0%	3/3 MPAC resolution 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 2020/21 Oversight report(s) approved by council by 31 March 2023	N/A	Not applicable for the quarter	-	-	-	Council resolution with 2020/21 Oversight Report
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	N/A	Not applicable for the quarter	-	-	-	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	15	17/15	2	17/15 Officials and Councillors Capacitated.	None	Copies of the Attendance registers.

KPA	Strategic Objective	Programme / Focus area	Performance Indicators	Responsible Department	Baseline 2021/22	Annual Target 2022-2023	June 2023		Variance	Remarks	Remedial Action	Evidence
							Target Quarter 4	Actual Quarter 4				
28.	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	1/1	0	1/1 Q4 OHS meeting held: 26/06/23	None	Invitation, Agenda, Minutes & Attendance registers.
29.	To improve Administration and Governance Capacity	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 Q4 ICT steering committee held: 26/06/2023	None	Invitation Agenda Minutes & Attendance register.
30.	To attract, develop and retain ethical and best human capital	Organisational Development	Number of approved 2023/24 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	1X approved 2023/24 SDBIP	1/1	0	1/1 2023/24 SDBIP approved by Executive Mayor on the 20 June 2023	None	Copy of the Approved 2023/24 SDBIP
31.	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	1	1/1	1	1/1 evaluations were conducted 29/06/2023	None	Attendance register
32.	To attract, develop and retain ethical and	Monitoring and Evaluation	Number of Annual report (sec 121) adopted &	OMM	1/1 31/03/2022	1 X Annual Report (sec 121) adopted & submitted to	N/A	Not applicable for the Quarter	-	-	-	Council resolution & Submission letter

KPA	Strategic Objective	Programme / Focus area	Performance Indicators	Responsible Department	Baseline 2021/22	Annual Target 2022-2023	June 2023		Variance	Remarks	Remedial Action	Evidence
							Target Quarter 4	Actual Quarter 4				
	Development		submitted to MEC			MEC by 31 March 2023						
33.	Transformation and Organisational Development	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	None	Litigation Reports
34.	Transformation and Organisational Development	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	3/1	2	3/1 LLF meetings held: 12/04/2023 16/05/2023 26/05/2023	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 4		Actual Expenditure	Actual Progress	Variance	Evidence	Status of the Project
						% Prog.	Milestone					
1.	ID	Road Asset Management System (RAMS)	2 281 000 .00	01/07/2022	30/06/2023	100%	Completion	2 281 000.0 0	100%	100%	0%	Project status report

4. QUALITY CERTIFICATE

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

31-07-2023

Date