

WATERBERG DISTRICT MUNICIPALITY



2023/2024 3RD QUARTER PERFORMANCE ASSESSMENT REPORT

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1. INTRODUCTION

1.1 Introduction

This is the 3rd Quarter 2023/24 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 2023/2024 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 2024 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 2023/2024 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 31 May 2023.
- The 2023/2024 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 20 June 2023 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 32 indicators, 20 were achieved, 6 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	Applicable KPIs	KPIs Achieved	Not Achieved	KPIs Not Applicable For Reporting	Actual Organizational Performance (%)
1	Spatial Rationale	3	2	2	0	1	100%
2	Basic Services	5	5	5	0	0	100%
3	Financial Management & Viability	3	3	2	1	0	67%
4	Local Economic Development	1	1	1	0	0	100%
5	Good Governance & public participation	11	9	6	3	2	67%
6	Transformation & Organisational Development	9	6	4	2	3	67%
	THIRD QUARTER ACHIEVEMENT	32	26	20	6	6	77%

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

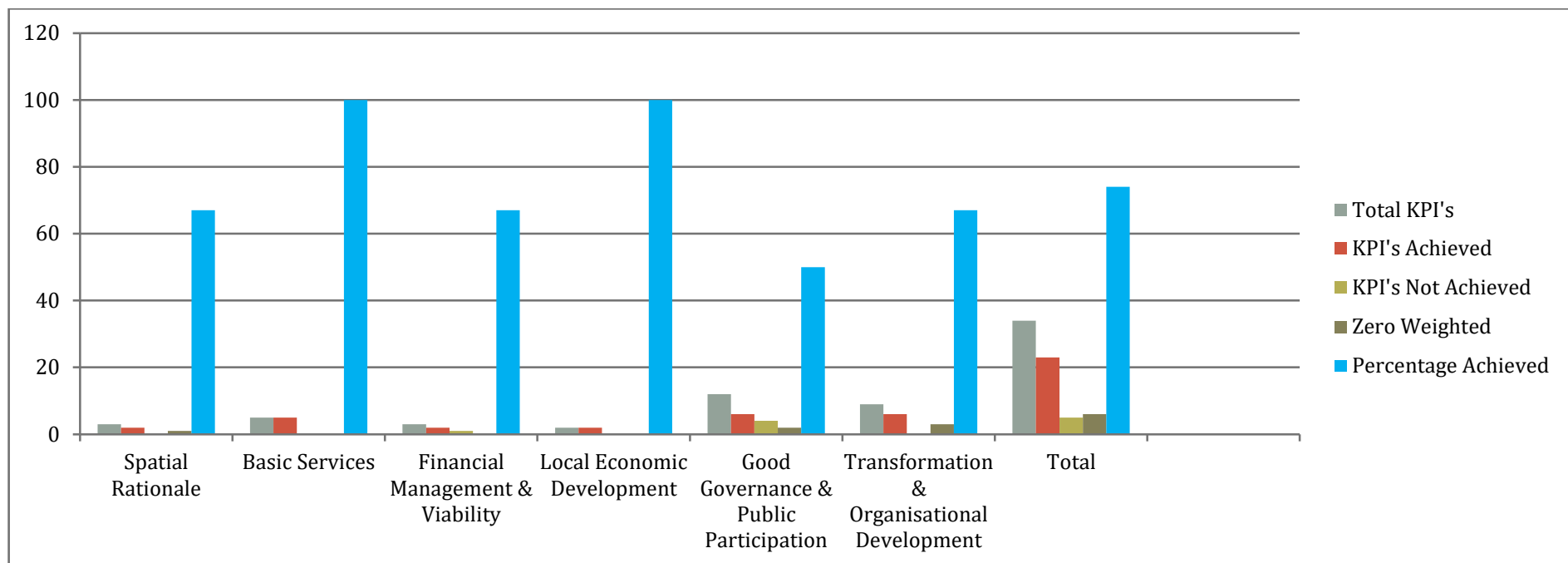


FIGURE 1.4.1: SUMMARY OF THE KEY PERFORMANCE AREAS (KPA'S)

KEY PERFORMANCE INDICATORS NOT ACHIEVED

KPA	KEY PERFORMANCE INDICATORS's	REMARKS	REMEDIAL ACTION
10. Financial management and viability	Percentage of Capital budget variance in terms of SDBIP	0% Capex variance Two Projects in progress. 1.Solar System	1.The project was advertised as supply and delivery on 31 January 2024. Hence

		2.Office Equipment	the targeted date for completion 30 June 2024 2.To be advertised as a three year tender for supply of office equipment. Hence the targeted date for completion 30 June 2024
16.Good Governance and Public Participation	Percentage AG material audit queries resolved	25% 4/16 AG Audit Queries Resolved on the 2022/23 PAAP and 12 are in progress.	The AG Queries in progress will be completed by June 2024
18.Good Governance and Public Participation	Percentage of internal audit findings resolved	3/9 Internal Audit Findings resolved. 6 Internal Audit Findings in progress: 1.Integrated Waste Management Plan 2.Environmental Health and Safety. 3.Occupational Health and Safety. 4.Fire Service Unit Is Understaffed 5.Fire Service Management Audit	1.Department of Local Economic Development and Tourism and Department of Forestry and Fisheries and Environment will assist the municipality to develop the Integrated waste management Plan in House. 2. Air quality By-law – awaiting quotation from government printing for gazetting. 3.88% of the Occupational Health and Safety Standards have been addressed 4.The reservist policy has been approved by council for implementation effective 01 July 2024. 5.The Q1 And Q2 Reports are currently being revisited/evaluated in order to

		6. Supply Chain Management Audit.	ensure alignment of fire services report and registers. 6. Reports are corrected before finalization
20. Good Governance and Public Participation	Percentage Council resolutions implemented within timeframes	67/100% 10/15 Council resolutions implemented. 5 Outstanding resolutions: 1. Application from exemption. 2. Assets verification and disposal 3. Adoption of draft By-laws 4. Appointment of manager Planning and Economic Development. 5. Filling of manager Infrastructure Development Post	1. The application for exemption was prepared. Both IMATU and SAMWU were served with the application. The application has been lodged with SALGBC, the executive committee meeting of SALGBC was held on the 12th January 2024. The matter was postponed to April 2024. 2. The tender for auctioneer services was advertised has closed on the 20 March 2024. 3. The other three By-laws are with government printings for gazetting 4. Council appointed the incumbent who declined the offer. The post was re-advertised. 5. The position was re-advertised on the 16th January 2024 and the closing date is 09 February 2024. Shortlisting conducted.
25. Transformation and Organisational Development	Number of officials and Councillors capacitated in terms of the workplace skills plan (WSP)	8 officials and councillors were capacitated in Q3.	More officials will be trained in the next quarter.
31. Transformation and Organisational	Number of LLF meetings held by end	0/1 LLF meeting held:	The Meeting will be convened in the next

Development	June 2024	Meeting did not quorate.	quarter.
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2. ORGANISATIONAL PERFORMANCE SCORE -CARD

The institutional Performance score card

	KPA	Strategic Objective	Programme / Focus area	Performance Indicators	Responsible Department	Baseline 2022/23	Annual Target 2023-2024	01 January 2024-31 March 2024 Target Quarter 3	Quarter 3 Achievement	Variance	Remarks	Remedial Action	Evidence
KPA 1: Spatial Rationale													
1.	Spatial rationale	To facilitate access and transform land and rural tourism development	Integrated Planning	Number of Highly rated IDP	OMM	1	1X highly rated IDP attained by 30 June 2024	N/A	N/A	-	-	-	MEC IDP Assessment Report
2.	Spatial rationale	To facilitate access and transform land and rural tourism development	Integrated Planning	Number of IDP (s) Approved by council by 31 May 2024	OMM	1/1	1X 2024/25 IDP Approved by 30 June 2024	1 Draft IDP by 30 March 2024	1/1	0	Draft 2023/24 IDP tabled and adopted by council 27 March 2024	None	Council resolution
3.	Spatial rationale	To facilitate access and transform land and rural tourism development	Integrated planning	Number of DMPT Meeting held	PED	13/4	4 X DMPT Meeting held by 30 June 2024	1	1/1	0	1/1DMPT meeting held: 13/02/2024	None	Invitation Agenda Minutes & Attendance register

	KPA	Strategic Objective	Programme / Focus area	Performance Indicators	Responsible Department	Baseline 2022/23	Annual Target 2023-2024	01 January 2024-31 March 2024 Target Quarter 3	Quarter 3 Achievement	Variance	Remarks	Remedial Action	Evidence
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	94	160 X Food outlets issued with certificate of compliance by 30 June 2024	40	52/40	12	53 certificate s of compliance issued to food Outlets in Q3	None	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 inspections conducted.	SDCS	New	36 X Permitted land fill site monitored by 30 June 2024	9	9	0	9/9 landfill sites monitored	None	Monitoring reports and checklist
6.	Basic Service Delivery	To preserve and protect natural resources and promote public health	Air quality management	Number of monitoring of emission from listed activities	SDCS	4	4X ambient air quality monitoring reports submitted by 30 June 2024	1	1/1	0	1/1 Monitoring of emissions reports from listed activities.	None	Monitoring reports

	KPA	Strategic Objective	Programme / Focus area	Performance Indicators	Responsible Department	Baseline 2022/23	Annual Target 2023-2024	01 January 2024-31 March 2024 Target Quarter 3	Quarter 3 Achievement	Variance	Remarks	Remedial Action	Evidence
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 forums held	SDCS	8	4X Disaster Management stakeholder consultative meetings held by 30 June 2024	1	1/1 28/03/2024	1	1/1 Meeting Held: 28/03/2024		Invitation Agenda Minutes & Attendance register
8.	Basic service delivery	To coordinate and monitor infrastructure development for the provision and access to services	Fire fighting	Number of Firefighting reports submitted by local stations	SDCS	20	24 X Fire-fighting reports submitted by local stations by 30 June 2024	6	6/6	0	6/6 report submitted by local fire stations	None	Firefighting 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	20.31%	≤10% of Operating budget variance attained by 30 June 2024	≤10%	4%	6%	4% Operating variance	None	Financial Report
10.	Financial management and viability	To effectively manage finances and resource mobilization	Reporting	Number of section 71 MFMA reports submitted	BTO	12/12	12 X 71 section MFMA report submitted within 10 working days of start of each Month by 30	3	3/3	0	3/3 s71 report submitted to National Treasury	None	Financial Reports

	KPA	Strategic Objective	Programme / Focus area	Performance Indicators	Responsible Department	Baseline 2022/23	Annual Target 2023-2024	01 January 2024-31 March 2024 Target Quarter 3	Quarter 3 Achievement	Variance	Remarks	Remedial Action	Evidence
							June 2024						
KPA 4: Local Economic Development													
11.	Local Economic Development	To create a conducive environment for radical economic development.	Economic development	Number of LED forum meetings held	PED	4/4	4 X LED forum meetings held by 30 June 2024	1	1/1 15 March 2024	1	1/1 LED Meeting held: 15 March 2024	None	Invitation, Agenda, Minutes, Attendance register & resolutions
KPA 5: Good Governance & Public Participation													
12.	Good Governance and Public Participation	To develop and implement integrated management & governance systems	Monitoring and Evaluation	Number of section 72 Reports/ Mid-year Budget and performance Assessment Report submitted	OMM	1/1 25/01/2023	1 X (MFMA section 72 Report) Mid-year Budget and performance Assessment Report submitted by 25 January 2024	1	1/1 25/01/2024	0	2023/24 Mid-Year Budget and Performance Report submitted NT, PT and CoGHSTA 25 January 2024	None	Submission letters to NT, PT and EM with acknowledgment letters and a copy of mid-year budget & performance assessment report.
13.	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 Annual Financial Statement (AFS) .	OMM	1/1 APR 1/1 AFS	1X APR and 1 X AFS submitted to AGSA by 31 August 2024.	N/A	Not applicable to the Quarter	-	-	-	Submission letters

	KPA	Strategic Objective	Programme / Focus area	Performance Indicators	Responsible Department	Baseline 2022/23	Annual Target 2023-2024	01 January 2024-31 March 2024 Target Quarter 3	Quarter 3 Achievement	Variance	Remarks	Remedial Action	Evidence
14.	Good Governance and Public Participation	To develop and implement integrated management and governance systems	Auditing	AG -Audit outcome/opinion	ALL	Unqualified with no matters	Unqualified attained by 30 November 2024	N/A	N/A	-	Unqualified (November 2023)	None	AGSA audit report
15.	Good Governance and Public Participation	To develop and implement integrated management and governance systems	Auditing	Percentage AG material audit queries resolved	ALL	100% 10/10	100% of Prior Year material audit queries resolved by 30 June 2024	60%	25%	35%	25% 4/16 AG Audit Queries Resolved on the 2022/23 PAAP and 12 are in progress.	The AG Queries in progress will be completed by June 2024	2022/23 Post Audit action plan
16.	Good Governance and Public Participation	To develop and implement integrated management and governance systems	Auditing	Percentage Identified risks mitigated	ALL	50% 9/18	100% of Identified risks mitigated by 30 June 2024	75%	64%	11%	64% 7/11 4 in progress/on-going	None	Risk register
17.	Good Governance and Public	To develop and implement integrated	Auditing	Percentage of internal audit queries resolved	ALL	70% 14/20	100% of internal audit queries resolved by 30	75%	33.3%	67%	3/9 Internal Audit Findings resolved.		Internal audit action plan

	KPA	Strategic Objective	Programme / Focus area	Performance Indicators	Responsible Department	Baseline 2022/23	Annual Target 2023-2024	01 January 2024-31 March 2024 Target Quarter 3	Quarter 3 Achievement	Variance	Remarks	Remedial Action	Evidence
	Participation	management and governance systems					June 2024				6 Internal Audit Findings in progress: 1.Integrated Waste Management Plan 2.Environmental Health and Safety.	1.Local Economic Development and Tourism and Department of Forestry and Fisheries and Environment will assist the municipality to develop the Integrated waste management Plan in House. 2. Air quality By-law – awaiting quotation from government	

	KPA	Strategic Objective	Programme / Focus area	Performance Indicators	Responsible Department	Baseline 2022/23	Annual Target 2023-2024	01 January 2024-31 March 2024 Target Quarter 3	Quarter 3 Achievement	Variance	Remarks	Remedial Action	Evidence
											3.Occupational Health and Safety. 4.Fire Service Unit Is Understaffed 5.Fire Service Management Audit	nt printing for gazetting. 3.88% of the Occupational Health and Safety Standards have been addressed 4.The reservist policy has been approved by council for implementation effective 01 July 2024. 5.The Q1 And Q2 Reports are currently being revisited/evaluated in order to ensure	

	KPA	Strategic Objective	Programme / Focus area	Performance Indicators	Responsible Department	Baseline 2022/23	Annual Target 2023-2024	01 January 2024-31 March 2024 Target Quarter 3	Quarter 3 Achievement	Variance	Remarks	Remedial Action	Evidence
												alignment of fire services report and registers. 6.The evaluation reports are being reviewed	
18.	Good Governance and Public Participation	To develop and implement integrated management and governance systems	Auditing	Number of Audit committee meetings held	OMM	4	4 X Audit committee meetings held by 30 June 2024	1	2/1	1	1/1 Meetings held: 24/01/2024 15/03/2024	None	Invitation Agenda Minutes & Attendance register
19.	Good Governance and Public Participation	To develop and implement integrated management and governance systems	Governance	Percentage of Council resolutions implemented	ALL	88.3% 83/94	100% Council resolutions implemented by 30 June 2024	100%	67%	33%	67% 10/15 Council resolutions implemented. 5 Outstanding resolutions: 1.Application from	1.The application	Council resolutions register

	KPA	Strategic Objective	Programme / Focus area	Performance Indicators	Responsible Department	Baseline 2022/23	Annual Target 2023-2024	01 January 2024-31 March 2024 Target Quarter 3	Quarter 3 Achievement	Variance	Remarks	Remedial Action	Evidence
											disposal 3. Adoption of draft By-laws 4. Appointment of manager Planning and Economic Development.	1. Completed to April 2024. 2. The tender for auctioneer services was advertised and will be closed on the 20 March 2024. 3. The other three By-laws are with government printings. 4. Council appointed the incumbent who declined the offer. Re-advert was issued	

	KPA	Strategic Objective	Programme / Focus area	Performance Indicators	Responsible Department	Baseline 2022/23	Annual Target 2023-2024	01 January 2024-31 March 2024 Target Quarter 3	Quarter 3 Achievement	Variance	Remarks	Remedial Action	Evidence
											5.Filling of manager Infrastructure Development Post : and the post was re-advertised. 5.The position was re-advertised on the 16 th January 2024 and the closing date is 09 February 2024.		
20.	Good Governance and Public Participation	To develop and implement integrated management and governance	Public Participation	Number of IDP Representative Forum meetings convened	OMM	4/4	4 X IDP Representative Forum meetings convened by 30 June 2024	1 X Preparation for tabling of the 2024/25 draft IDP for adoption	1/1	0	1/1 IDP Representative Forum Meeting Held on the : 20/03/2024 in Mogalakwena LM	None	Invitation Agenda Minutes & Attendance register
21.	Good Governance and Public Participation	To develop and implement integrated management and	Governance	Number of MPAC meetings held	ALL	6/6	4 X number of MPAC meetings held by 30 June 2024	1	1/1 15/03/2024	0	1/1MPAC Meeting held: 15/03/2024	None	Invitation Agenda Minutes & Attendance register

	KPA	Strategic Objective	Programme / Focus area	Performance Indicators	Responsible Department	Baseline 2022/23	Annual Target 2023-2024	01 January 2024-31 March 2024 Target Quarter 3	Quarter 3 Achievement	Variance	Remarks	Remedial Action	Evidence
		governance systems											
22.	Good Governance and Public Participation	To develop and implement integrated management and governance systems	Governance	Number of 2022/23 oversight report approved by council	OMM	1	1 X 2022/23 Oversight report approved by council by 31 March 2024	1	1/1 27/03/2024	0	1/1 MPAC Oversight report approved by council 27 March 2024	None	Council resolution 2022/23 oversight report
KPA 6: Transformation & Organisational Development													
23.	Transformation and Organisational Development	To attract, develop and retain ethical and best human capital	Human Resources Management	Number of Senior Managers with signed Performance Agreements	OMM	6/6	6 X Senior Managers with signed Performance Agreements by 31 July 2024	N/A	Not applicable for the quarter	-	-	-	Signed performance agreements
24.	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	CSSS	21	40 X Officials and Councillors capacitated by 30 June 2024	15	8/15	7	8 officials and councillors were capacitated in Q3.	More officials will be trained in the next quarter.	Attendance registers.
25.	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 2024	1	1/1 15/02/2024	0	1/1 OHS meeting held on the: 15/02/2024	None	Invitation Agenda Minutes & Attendance register
26.	Transformation and Organisational Development	To improve Administration and Communication	Information and Communication	Number of ICT Steering Committee	CSSS	4	4X ICT Steering Committee	1	1/1 15/02/2024	0	1/1 ICT steering committee	None	Invitation agenda minutes &

	KPA	Strategic Objective	Programme / Focus area	Performance Indicators	Responsible Department	Baseline 2022/23	Annual Target 2023-2024	01 January 2024-31 March 2024 Target Quarter 3	Quarter 3 Achievement	Variance	Remarks	Remedial Action	Evidence
	onal Development	Governance Capacity	on Technology	Meetings Held			Meetings Held by 30 June 2024		24		Meeting held on the: 15/02/2024		attendance register
27.	Transformation and Organisational Development	To attract, develop and retain ethical and best human capital	Organisational Development	Number of approved 2024/25 SDBIP by the Executive Mayor	OMM	1-SDBIP 20 June 2024	1 X 2024/25 SDBIP Approved by the EM by 28 June 2024	N/A	Not applicable for the Quarter	-	-	-	Approved 2024/25 SDBIP
28.	Transformation and Organisational Development	To attract, develop and retain ethical and best human capital	Monitoring and Evaluation	Number of 2022/23 Annual Performance evaluation conducted	OMM	1/1	1X 2023/24 Annual Performance evaluation conducted by 30 June 2024	N/A	Not applicable for the Quarter	-	-	-	Minutes & attendance register
29.	Transformation and Organisational Development	To attract, develop and retain ethical and best human capital	Monitoring and Evaluation	Number of Annual report (section 121) adopted & submitted to MEC	OMM	1 AR Approved 30 March 2023	1 X Annual Report (sec 121) adopted and submitted to MEC by 31 March 2024	1 X approval of final 2022/23 AR	1/1	0	1/1 Annual Report approved by 27 March 2024 and submitted to MEC 08 April 2024	-	Annual report, Council resolution and submission letter to the MEC
30.	Transformation and Organisational Development	To improve Administration and Governance Capacity	Legal Services	Number of litigation reports compiled and submitted to council	CSSS	4	4 X litigation reports compiled and submitted to council by 30 June 2024	1	1/1	0	litigations report noted by council 30 March 2023	None	Litigation reports and Council resolution

	KPA	Strategic Objective	Programme / Focus area	Performance Indicators	Responsible Department	Baseline 2022/23	Annual Target 2023-2024	01 January 2024-31 March 2024 Target Quarter 3	Quarter 3 Achievement	Variance	Remarks	Remedial Action	Evidence
31.	Transformation and Organisational Development	To improve Administration and Governance Capacity	Human Resource Management	Number of LLF meetings held by 30 June 2024	CSSS	4	4 X LLF meetings held by 30 June 2024	1	0/1	1	0/1 LLF meeting held: Meeting did not quorate.	The Meeting will be convened in the next quarter.	Invitation agenda minutes & attendance register

Performance Rating Legend:

COLOUR SCHEME	PERFORMANCE DISCRIPTION	MSA KPA RATINGS CRITERIA
	Performance Rating above 150%	5
	Performance Rating More than 100% but less than 150%	4
	Performance Rating of 100%	3
	Performance Rating between/below 100% but more than 75%	2
	Performance Rating below 75%	1

+ (Positive)	Over Achievement
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3. DETAILED CAPITAL PLAN

No.	Dept.	Project name	2023/24 IDP Budget	Planned start date	Planned completion date	Quarter 3		Actual Expenditure	Actual Progress	Variance	Evidence	Status of the Project
						% Prog.	Milestone					
1	CSSS	Solar System	100 000.00	01/07/2023	30/06/2024	25%	Procurement Process.	0.00	0%	25%	Project Status Report	The project to be advertised as supply and delivery by 31 January 2024. Targeted date for competition 30 June 2024.
2	CSSS	Office Equipment	50 000.00	01/07/2023	30/06/2024	25%	Procurement Process.	0.00	0%	25%	Project Status Report	To be advertised as a three year tender for supply of office equipment. Targeted date for competition 30 June 2024.

4. QUALITY CERTIFICATE

I Preciousstone Raputsoa, Municipal Manager of Waterberg District municipality hereby certfiy that the 3rd Quarter Performance Report 2023/24 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 2023/24 Integrated Development Plan of the Municipality.

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

P. Raputsoa

Municipal Manager

Date