

Annexure A: Template for In-Year Changes to the 2020/21 Annual Performance Plan

Is there a change to the 2020/21 Annual Performance Plan? ☒ YES ☐ NO

Provide the reference (page number and indicator) to where changes will be made in the current tabled APP	How is it stated in the current tabled APP?	What will it be changed to?	Is the change in response to COVID-19, the WC Recovery Plan or a Budget adjustment? Please specify.	Provide an explanation of the reason/s for the change
Page 21: Indicator for the Liquor Licensing Administration Component	1.1 Percentage of permanent and secondary license applications received by the Liquor Licensing Administration processed within prescribed timeframes	The annual indicator target was changed from 80% to 70%	Yes, the change is in response to COVID-19	The COVID 19 lockdown was considered when decreasing the target from 80% to 70%. The annual target is amended to take in to account the events that occurred in Q1 as a result of the National State of Disaster and the subsequent lockdown. The lockdown severely affected the Q1 achievement of the indicator and although this is not foreseen to be the case for Q2, Q3 and Q4 the impact of Q1 on the annual target might be significant that a change to the annual target is required.
Page 23: Indicator for the Liquor Licensing Tribunal Component	2.1 Percentage of permanent and secondary license applications considered by the Liquor Licensing Tribunal within the prescribed time frames	The annual indicator target was changed from 80% to 65%	Yes, the change is in response to COVID-19	The COVID 19 lockdown was considered when decreasing the target from 80% to 65%. The annual target is amended to take in to account the events that occurred in Q1 as a result of the National State of Disaster

				and the subsequent lockdown. The lockdown severely affected the Q1 and Q2 achievements of the indicator and although this is not foreseen to be the case for Q3 and Q4 the impact of Q1 and Q2 on the annual target might be significant that a change to the annual target is required.
Page 23: Indicator for the Liquor Licensing Tribunal Component	2.2 Percentage of all enforcement matters finalized by the Liquor Licencing Tribunal within 60 days of referral	The annual indicator target was changed from 80% to 65%	Yes, the change is in response to COVID-19	The COVID 19 lockdown period resulted in the number of enforcement matters increasing considerably. This increase in the number of enforcement matters might impact on the timeframes within which such matters must be finalised. Furthermore the fact that oral evidence is not allowed at this stage necessitates the request for further representations on paper. As a result of this, the timeframes for considering these matters might be exceeded. It is foreseen that for the reasons mentioned above the achievement of this indicator in the third and fourth quarters will be affected.
This is a new indicator and will be added to the indicators of the	2.3 Report on matters related to transgressions of the National State of Disaster considered by the Tribunal	This is a new indicator included in terms of the COVID-19 interventions. The target for this indicator was	Yes, the addition of this indicator is in response to COVID-19	This is a new indicator included in terms of the COVID-19 interventions

Liquor Licensing Tribunal Component		<p>set at an annual figure of 4 with 1 report submitted quarterly.</p> <p>The Technical Indicator Description for this indicator is included as an Annexure to this re-tabling template.</p>		
Page 29: Indicator for the Compliance and Enforcement Component	4.1 Number of applications granted inspected within 12 months after date of issue	<p>4.1 Percentage of licences issued in the previous financial year inspected in the current financial year</p> <p>The target for this indicator was set at an annual figure of 80% for the financial year</p> <p>The amendments to the Technical Indicator Description for this indicator is included as an Annexure to this re-tabling template.</p>	Yes, the change is in response to COVID-19	<p>Due to the announcement of a National State of Disaster at the start of the 2020/2021 financial year, many restrictions were implemented which initially included a ban on the sale of liquor. The WCLA was further restricted from normal operations which resulted in very few license applications being processed and considered. The indicator under 4.1 had to be amended in such a way that would still enable the inspectorate to inspect all newly issued licenses within a reasonable time. The indicator was therefore changed to be measured by way of percentage rather than the number of outlets inspected. The number of licenses issued during the previous financial year would be used as the denominator for purposes of percentage calculations.</p>

Page 29: Indicator for the Compliance and Enforcement Component	4.4 Number of inspections conducted focused on under-age drinking and access to restricted areas	The annual indicator target was changed from 500 to 300	Yes, the change is in response to COVID-19	Under 4.4 the indicator which requires a certain number of inspections focused on under-age drinking and access to restricted areas also had to be amended due to the fact that on-consumption outlets were restricted from trading as normal nearly until the end of the second quarter. The target has been reduced from 500 to 300. Although the number is reduced by only 40%, inspectors will be focusing more on under-age drinking towards the end of the year. It must also be noted that these are new indicators and the intention was to determine baselines which could be used as a guide for outer years. However, the National State of Disaster has led to unusual circumstances which made it impossible to determine baselines for the first year of the 5 year Strategy.
This is a new indicator and will be added to the indicators of the Compliance and Enforcement Component	4.5 Report on the enforcement investigations conducted in terms of the National State of Disaster	This is a new indicator included in terms of the COVID-19 interventions. The target for this indicator was set at an annual figure of 4 with 1 report submitted quarterly.	Yes, the addition of this indicator is in response to COVID-19	This is a new indicator included in terms of the COVID-19 interventions

		The Technical Indicator Description for this indicator is included as an Annexure to this re-tabling template.		
Pages 42-46: Technical Indicator Descriptions of the Communication, Education and Stakeholder Relations Component	Amendments to the Technical Indicator Description of indicators 3.1, 3.2 and 3.5 of the Communication, Education and Stakeholder Relations Component	The amendments to the Technical Indicator Description for these indicators are included as an Annexure to this re-tabling template.	Yes, the amendments to the Technical Indicator Descriptions of the Communication, Education and Stakeholder Relations Component is in response to COVID-19	The National State of Disaster and the subsequent lockdown has necessitated the Authority to find different means of achieving on its indicators. The lockdown has forced organisation to consider limited face to face meetings and consider other means and platforms to conduct meetings and its daily operations.