



## BERGRIVIER MUNISIPALITEIT

### VERSLAG AAN DIE BURGEMEESTERSKOMITEE EN RAAD

#### PRESTASIE BEOORDELING ARTIKEL 57 POSTE VIR DIE TYDPERK

1 JULIE 2019 TOT 30 JUNIE 2020

#### DEUR DIE MUNISIPALE BESTUURDER

14 September 2020

#### **1. REDE VIR DIE VERSLAG**

Die rede vir die verslag is om terugvoering te gee aan die Burgemeesterskomitee en Raad oor die pas afgelope prestasie-beoordelingsproses wat plaasgevind het op Vrydag 11 September 2020.

#### **2. VIR BESLUITNEMING DEUR**

Vir kennisname deur die Burgemeesterskomitee en die Raad.

#### **3. BESPREKING**

##### **3.1 Agtergrond:**

In terme van die Plaaslike Regering: Munisipale Prestasie Regulasies GN R805 soos gepubliseer op 1 Augustus 2006 (soos gewysig in 2011 en 2014), moet die Munisipale Bestuurder en elke direkteur wat in terme van artikel 57 van die Plaaslike Regering: Munisipale Stelselwet, 2000 (Wet 32 van 2000) aangestel is, twee-jaarliks op die voorgeskrewe manier geëvalueer word.

Die Munisipale Bestuurder en die vier direkteure is op **11 September 2020** geëvalueer vir die periode van **1 Julie 2019 – 30 Junie 2020** (vol-jaarlikse evaluering).

Die evalueringspaneel is volgens die wetlike voorskrifte saamgestel en het bestaan uit die Munisipale Bestuurder/Uitvoerende Burgemeester (Voorsitter), die Voorsitter van die Oudit Komitee (*Die ouditkomitee het besluit dat hulle die bywoning van die prestasieproses sal roteer sodat alle lede die waardevolle inligting bekom – die lid vir Prestasie, mev Riyana Ghani, wat dit gewoonlik bywoon, het hierdie rondte verskoning gemaak en die evaluering is behartig deur die Voorsitter van die Ouditkomitee, mnr Chris de Jager*), 'n lid van die Uitvoerende Burgemeesterskomitee (die Portefeulje Voorsitter), die Munisipale Bestuurder van 'n ander Munisipaliteit (Mnr Joggie Scholtz van Swartland Munisipaliteit) en die Bestuurder Menslike Hulpbrondienste, mnr Wessel Rheeder (notule houer).

Bo en behalwe die wetlike voorgeskrewe persone wat teenwoordig was, het die Raad ook besluit dat die volgende persone teenwoordig sal wees: Uitvoerende Onder Burgemeester, Rdd Sandra Crafford en 'n wykskomiteelid van 'n wyk in Bergrivier Munisipaliteit (wyk 4 – mnr Moswin Moore). Beide hierdie persone was teenwoordig vir al die sessies.

### **3.2 Proseduriële korrektheid**

Die Voorsitter van die Ouditkomitee is lid van die prestasie evalueringspaneel met die uitsluitlike doel om toe te sien dat die verrigtinge prosedurieel korrek hanteer word. 'n E-pos gedateer 14 September 2020 is ontvang van mnr Chris de Jager en is aangeheg as **Aanhangsel 1**.

### **3.3 Evaluering in terme van die vaardighede voorgeskryf deur Regulasie (Januarie 2014)**

Die twaalf voorgeskrewe vaardighede word soos volg in die prestasiekontrakte van die Munisipale Bestuurder en Direkteure vervat:

*“The competency framework as set out in the Regulations on Appointment and Conditions of Employment of Senior Managers (17 January 2014) consists of six leading competencies which comprise twenty driving competencies that communicate what is*

*expected for effective performance in local government, and six core competencies that act as drivers to ensure that the leading competencies are executed at an optimal level.*

<b>LEADING COMPETENCIES</b>		<b>DRIVING COMPETENCIES</b>
1.	Strategic Direction and Leadership	<ul style="list-style-type: none"> <li>• Impact and Influence</li> <li>• Institutional Performance Management</li> <li>• Strategic Planning and Management</li> <li>• Organisational Awareness</li> </ul>
2.	People Management	<ul style="list-style-type: none"> <li>• Human Capital Planning and Development</li> <li>• Diversity Management</li> <li>• Employee Relations Management</li> <li>• Negotiation and Dispute Management</li> </ul>
3.	Program and Project Management	<ul style="list-style-type: none"> <li>• Program and Project Planning and Implementation</li> <li>• Service Delivery Management</li> <li>• Program and Project Monitoring and Evaluation</li> </ul>
4.	Financial Management	<ul style="list-style-type: none"> <li>• Budget Planning and Execution</li> <li>• Financial Strategy and Delivery</li> <li>• Financial Reporting and Monitoring</li> </ul>
5.	Change Leadership	<ul style="list-style-type: none"> <li>• Change Vision and Strategy</li> <li>• Process Design and Improvement</li> <li>• Change Impact Monitoring and Evaluation</li> </ul>
6.	Governance Leadership	<ul style="list-style-type: none"> <li>• Policy Formulation</li> <li>• Risk and Compliance Management</li> <li>• Cooperative Governance</li> </ul>
<b>CORE COMPETENCIES</b>		
7.	Moral Competence	
8.	Planning and Organising	
9.	Analysis and Innovation	
10.	Knowledge and Information Management	
11.	Communication	
12.	Results and Quality Focus	

- 5.8 *There is no hierarchical connotation to the competencies and all are essential to the role of a senior manager to influence high performance. All competencies will therefore be considered as measurable and critical in assessing the level of the Employees performance."*

### **3.4 Program en Evaluerings**

Die program vir die evaluerings is aangeheg as **Aanhangsel 2**.

#### **3.4.1 Direkteur Finansiële Dienste (DFD) / Hoof Finansiële Beampste (HFB)**

Die notule van die evaluering van die Direkteur Finansiële Dienste / HFB is aangeheg as **Aanhangsel 3A** met die getekende evalueringsvorm vir 1 November 2019 (datum van diensaanvaarding) tot 30 Junie 2020 aangeheg as **Aanhangsel 3B**. 'n Afskrif van die aanbieding is aangeheg as **Aanhangsel 3C**.

#### **3.4.2 Direkteur Korporatiewe Dienste (DKD)**

Die notule van die evaluering van die Direkteur Korporatiewe Dienste is aangeheg as **Aanhangsel 4A** met die getekende evalueringsvorm vir 1 Julie 2019 tot 30 Junie 2020 aangeheg as **Aanhangsel 4B**. 'n Afskrif van die aanbieding is aangeheg as **Aanhangsel 4C**.

#### **3.4.3 Direkteur Gemeenskapsdienste (DGD)**

Die notule van die evaluering van die Direkteur Gemeenskapsdienste is aangeheg as **Aanhangsel 5A** met die getekende evalueringsvorm vir 1 Julie 2019 tot 30 Junie 2020 aangeheg as **Aanhangsel 5B**. 'n Afskrif van die aanbieding is aangeheg as **Aanhangsel 5C**.

#### **3.4.4 Direkteur Tegniëse Dienste (DTD)**

Die notule van die evaluering van die Direkteur Tegniëse Dienste is aangeheg as **Aanhangsel 6A** met die getekende evalueringsvorm vir 1 November 2019 (datum van diensaanvaarding) tot 30 Junie 2020 aangeheg as **Aanhangsel 6B**. 'n Afskrif van die aanbieding is aangeheg as **Aanhangsel 6C**.

#### **3.4.5 Munisipale Bestuurder (MB)**

Die notule van die evaluering van die Munisipale Bestuurder is aangeheg as **Aanhangsel 7A** met die getekende evalueringsvorm vir 1 Julie 2019 tot 30 Junie 2020 aangeheg as **Aanhangsel 7B**. 'n Afskrif van die aanbieding is aangeheg as **Aanhangsel 7C**.

**TER INLIGTING**

Our Reference: CB DE JAGER / mb

14 September 2020

The Municipal Manager  
Bergrivier Municipality  
PO Box 60  
**PIKETBERG**  
7320

Advocate Linde

### PERFORMANCE EVALUATIONS

I had the privilege of attending the performance evaluation of the municipal manager and directors of Bergrivier Municipality on Friday 11 September 2020 in the boardroom of the municipality in Piketberg.

The evaluation session was attended by myself as chairperson of the Performance and Audit Committee and Mr J Scholtz as municipal manager of Swartland Municipality, and from Bergrivier Municipality attendance was by the mayor, deputy mayor and the councillors acting as chairpersons of the relevant portfolio committees. By attending, these attendees contributed to the integrity of the evaluation process.

My observations on the formal evaluation process are the following:

- The procedures followed in the evaluation process were, in my opinion, both fair and reasonable.
- The performance reviews were based on the pre-determined objectives and indicators as defined. KPI's and indicators were relevant and measurable, and were related to services performed by Bergrivier Municipality.
- The representations were managed with consistency and integrity.
- After each presentation sufficient time was allowed for interaction between the panel and the persons who were evaluated, and which proved to add value to the evaluation.

My conclusion is that the evaluation process complied with the necessary requirements and performance management best practices and standards.

I would like to convey my gratitude to the Bergrivier Municipality for being afforded the opportunity to serve as an observer during the evaluation process.

Yours faithfully



CB DE JAGER

BGR De Jager Boshoff Inc. | Registered Auditors  
Reg No 2011/107836/21 | IRBA Practice No 906484

De Jager Boshoff Building, 5 Church Street, Malmesbury, 7300 | T: +27 (0) 22 482 1167 | F: +27 (0) 22 482 1174  
1 Nywerheid Street, Ladismith, 6655 | T: +27 (0) 28 551 1121 | F: +27 (0) 28 551 1086  
info@dejagerboshoff.co.za | www.dejagerboshoff.co.za | PO Box 107, Malmesbury, 7299

Directors: CB de Jager CA (SA) RA, HJ Bestbier CA (SA) RA  
Independent associated offices: Paarl, Somerset West, Stellenbosch, Worcester, Ceres

Rig alle korrespondensie aan:  
Die Munisipale Bestuurder  
Address all correspondence to:  
The Municipal Manager  
Verwysing/Reference:  
Navrae/Enquiries: Mrs Alletta van Sittert



✉ 60  
PIKETBERG  
7320  
☎ (022) 913 6000  
☎ (022) 913 1406  
E-pos / E-mail: sb@bergmun.org.za

## PROGRAM

## PRESTASIE-EVALUERING: BERGRIVIER MUNISIPALITEIT

VRYDAG 11 SEPTEMBER 2020 OM 08:15 – 14:00

MUNISIPALE RAADSAAL, KERKSTRAAT 13, PIKETBERG

Prestasie-Evalueringspaneel: Uitvoerende Burgemeester, Uitvoerende Onder-Burgemeester, Portefeulje Voorsitters: Rdl Wessels, Rdl Du Plooy en Artikel 79 Komitee Voorsitter Rdl Daniels, Voorsitter van Oudit- en Prestasiekomitee (of gedelegeerde) en/of Lid vir Prestasie van Ouditkomitee, Eksterne Munisipale Bestuurder, Wykskomitee-lid, Bestuurder: Strategiese Dienste (Ignite Stelsel) en Bestuurder: Menslike Hulpbrondienste (Notuleerder)

TYD	WIE WORD GE-EVALUEER?	BETROKKENES
08:15 – 08:30	Paneel vergader	<ul style="list-style-type: none"> <li>▪ Munisipale Bestuurder</li> <li>▪ Eksterne Munisipale Bestuurder</li> <li>▪ Voorsitter van Oudit- en Prestasiekomitee (of gedelegeerde)</li> <li>▪ Lid vir Prestasie in Ouditkomitee</li> <li>▪ Betrokke Raadslede</li> <li>▪ Wykskomitee-lid</li> <li>▪ Ignite</li> <li>▪ Bestuurder Strategiese Dienste</li> <li>▪ Bestuurder Menslike Hulpbrondienste</li> </ul>
8:30 – 9:30 (Evalueringperiode: 1 November 2019 – 30 Junie 2020 Direkteur Finansiële Dienste aangestel op 1 November 2019	Mnr. Felix Lötter (Direkteur: Finansiële Dienste)	<ul style="list-style-type: none"> <li>▪ Rdh. Ray van Rooy (Uitvoerende Burgemeester) (<i>Ex-Officio</i>)</li> <li>▪ Adv. Hanlie Linde: Munisipale Bestuurder (Bergrivier Munisipaliteit) (Voorsitter)</li> <li>▪ Rdd. Sandra Crafford: Portefeulje Voorsitter en MAYCO</li> <li>▪ Lid vir Prestasie in Ouditkomitee</li> <li>▪ Voorsitter van Ouditkomitee of afgevaardigde</li> <li>▪ Mnr Joggie Scholtz: Eksterne Munisipale Bestuurder (Swartland Munisipaliteit)</li> <li>▪ Wykskomitee-lid</li> <li>▪ Mev. Alletta van Sittert (Bestuurder: Strategiese Dienste) / Ignite Stelsel-konsultant</li> <li>▪ Bestuurder: Menslike Hulpbrondienste (Notuleerder)</li> <li>▪ Persoonlike Assistent – Mev Elsabe Kankovski (observerend)</li> </ul>
9:30 – 10:30 (Evalueringperiode: 1 Julie 2019 tot 30 Junie 2020)	Mnr. Vivian Kotzee (Direkteur: Korporatiewe Dienste)	<ul style="list-style-type: none"> <li>▪ Rdh. Ray van Rooy (Uitvoerende Burgemeester) (<i>Ex-Officio</i>)</li> <li>▪ Adv. Hanlie Linde: Munisipale Bestuurder (Bergrivier Munisipaliteit) (Voorsitter)</li> <li>▪ Rdd. Sandra Crafford: Lid van MAYCO</li> <li>▪ Rdl. Koos Daniels (Voorsitter van Artikel 79 Komitee)</li> </ul>

		<ul style="list-style-type: none"> <li>▪ Lid vir Prestasie in Ouditkomitee</li> <li>▪ Voorsitter van Ouditkomitee of afgevaardigde</li> <li>▪ Mnr Joggie Scholtz: Eksterne Munisipale Bestuurder (Swartland Munisipaliteit)</li> <li>▪ Wykskomitee-lid</li> <li>▪ Mev. Alletta van Sittert (Bestuurder: Strategiese Dienste) / Ignite Stelsel-konsultant</li> <li>▪ Bestuurder: Menslike Hulpbrondienste (Notuleerder)</li> <li>▪ Persoonlike Assistent – Carmen Cloete (observerend)</li> </ul>
<b>10:30 – 11:00</b> <b>Bene rek</b>		
11:00 – 12:00 (Evalueringsperiode: 1 Julie 2019 tot 30 Junie 2020)	Mnr. Dean Josephus (Direkteur: Gemeenskaps- dienste)	<ul style="list-style-type: none"> <li>▪ Rdh. Ray van Rooy (Uitvoerende Burgemeester) (<i>Ex-Officio</i>)</li> <li>▪ Adv. Hanlie Linde: Munisipale Bestuurder (Bergrivier Munisipaliteit) (Voorsitter)</li> <li>▪ Rdd. Sandra Crafford: Lid van MAYCO</li> <li>▪ Rdl. Adam du Plooy (Portefeulje Voorsitter)</li> <li>▪ Lid vir Prestasie in Ouditkomitee</li> <li>▪ Voorsitter van Ouditkomitee of afgevaardigde</li> <li>▪ Mnr Joggie Scholtz: Eksterne Munisipale Bestuurder (Swartland Munisipaliteit)</li> <li>▪ Wykskomitee-lid</li> <li>▪ Mev. Alletta van Sittert (Bestuurder: Strategiese Dienste) / Ignite Stelsel-konsultant</li> <li>▪ Bestuurder: Menslike Hulpbrondienste (Notuleerder)</li> <li>▪ Persoonlike Assistent – Me Salome Toring (observerend)</li> </ul>
12:00 – 13:00 (Evalueringsperiode: 1 November – 30 Junie 2020) Direkteur Tegniese Dienste aangestel op 1 November 2019	Mnr. Chris Koch (Direkteur: Tegniese Dienste)	<ul style="list-style-type: none"> <li>▪ Rdh. Ray van Rooy (Uitvoerende Burgemeester) (<i>Ex-Officio</i>)</li> <li>▪ Adv. Hanlie Linde: Munisipale Bestuurder (Bergrivier Munisipaliteit) (Voorsitter)</li> <li>▪ Rdl Mario Wessels: Portefeulje Voorsitter</li> <li>▪ Lid vir Prestasie in Ouditkomitee</li> <li>▪ Voorsitter van Ouditkomitee of afgevaardigde</li> <li>▪ Mnr Joggie Scholtz: Eksterne Munisipale Bestuurder (Swartland Munisipaliteit)</li> <li>▪ Wykskomitee-lid</li> <li>▪ Mev. Alletta van Sittert (Bestuurder: Strategiese Dienste) / Ignite Stelsel-konsultant</li> <li>▪ Bestuurder: Menslike Hulpbrondienste (Notuleerder)</li> <li>▪ Persoonlike Assistent – Mev M van der Westhuizen (observerend)</li> </ul>
13:00 – 14:00 (Evalueringsperiode: 1 Julie 2019 tot 30 Junie 2020)	Adv. Hanlie Linde (Munisipale Bestuurder)	<ul style="list-style-type: none"> <li>▪ Rdh. Ray van Rooy (Uitvoerende Burgemeester) Voorsitter</li> <li>▪ Rdd. Sandra Crafford: Lid van MAYCO</li> <li>▪ Lid vir Prestasie in Ouditkomitee</li> <li>▪ Voorsitter van Ouditkomitee of afgevaardigde</li> <li>▪ Mnr Joggie Scholtz: Eksterne Munisipale Bestuurder (Swartland Munisipaliteit)</li> <li>▪ Wykskomitee-lid</li> <li>▪ Mev. Alletta van Sittert (Bestuurder: Strategiese Dienste) / Ignite Stelsel-konsultant</li> <li>▪ Bestuurder: Menslike Hulpbrondienste (Notuleerder)</li> <li>▪ Mev. Jessica Carstens (observerend) as Persoonlike Assistent van Munisipale Bestuurder</li> </ul>



		<ul style="list-style-type: none"><li>▪ Mev. Terry-Anne Wessels (observerend) as Strategiese Beampte van die Uitvoerende Burgemeester en Mnr Perseval Williams (observerend) as Persoonlike Assistent van die Uitvoerende Burgemeester</li></ul>
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*N.B.: Direkteure neem asseblief kennis dat u op bystand beskikbaar moet wees indien die vorige sessie vroeër sou eindig. E-pos asseblief u volledige aanbieding aan die MB, Interne Ouditeur en die UBM/ Relevante Portefeulje Voorsitter vir doeleindes van die Jaarverslag.*

**SAL ALLE PANEELLEDE EN DEELNEMERS ASSEBLIEF VOORSIENING MAAK VIR HUL EIE EET- EN DRINKGOED. AS GEVOLG VAN COVID-19 SAL ONS GEEN VERVERSINGS BEDIEN NIE.**



KANTOOR VAN DIE MUNISIPALE BESTUURDER  
BERGRIVIER MUNISIPALITEIT  
POSBUS 60  
PIKETBERG  
7320

**NOTULE VAN DIE VERGADERING VAN DIE PRESTASIE-EVALUERINGSKOMITEE VAN  
DIE DIREKTEUR FINANSIËLE DIENSTE GEHOU OP VRYDAG 11 SEPTEMBER 2020 OM  
08:30 IN DIE RAADSAAL, MUNISIPALE KANTORE, PIKETBERG**

**TEENWOORDIG**

Adv. H Linde (Voorsitter)  
Rdd. Me S Crafford (Portefeulje Voorsitter)  
Mnr. J Scholtz (Eksterne Munisipale Bestuurder: Swartland Munisipaliteit)  
Mnr. C de Jager (Voorsitter van Oudit- en Prestasiekomitee)  
Me. A Yiatses (IGNITE)  
Me. S Posthumus (IGNITE)  
Mnr. M Moore (Lid van die Wykskomitee van Wyk 4)  
Mnr. F Lötter (Direkteur Finansiële Dienste)  
Me. A van Sittert (Bestuurder Strategiese Dienste)  
Mnr. AW Rheeder (Bestuurder Menslike Hulpbrondienste) (Notuleerder)  
Me. E Kankowski (Persoonlike Assistent – Observerend)

**1. OPENING EN VERWELKOMING**

Die Voorsitter open die vergadering, waarna sy almal by die vergadering verwelkom. Die Voorsitter meld dat die evaluering slegs vir die periode vanaf 1 November 2019 tot 30 Junie 2020 is, aangesien Mnr Lötter eers op 1 November 2019 diens aanvaar het by Berggrivier Munisipaliteit.

**2. AANSOEKE OM VERLOF TOT AFWESIGHEID**

Geen

**3. PRESTASIE-EVALUERING VAN DIE DIREKTEUR FINANSIËLE DIENSTE**

Die Voorsitter verduidelik kortliks die proses wat gevolg word en meld dat die punte na afloop van die sessie toegeken sal word deur haar en die Portefeulje Voorsitter.

Die Voorsitter vra gevolglik dat die Direkteur Finansiële Dienste op die volgende aspekte fokus:

- Hoogtepunte en Uitdagings van die evalueringstydperk;
- Twaalf (12) "Core Competency Requirements" soos voorgeskryf deur wetgewing; en
- SDBIP ("Key Performance Areas").

**3.1 OORSIG: 1 NOVEMBER 2019 – 30 JUNIE 2020**

Mnr. Lötter word die geleentheid gegun om 'n voorlegging aan die komitee te maak met betrekking tot sy prestasie wat bereik is vir die tydperk vanaf 1 November 2019 tot 30 Junie 2020.



**NOTULE VAN VERGADERING VAN DIE PRESTASIE-EVALUERINGSKOMITEE  
VAN DIE DIREKTEUR FINANSIËLE DIENSTE GEHOU OP VRYDAG  
11 SEPTEMBER 2020 OM 08h30 IN DIE RAADSAAL, MUNISIPALE KANTORE,  
PIKETBERG**

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**3.2 SDBIP 2019/2020:**

Die Direkteur Finansiële Dienste gee breedvoerig terugvoering aan die paneel met betrekking tot die KPI's wat behaal is in sy "Top Level" SDBIP vir die tydperk vanaf 1 November 2019 – 30 Junie 2020.

**4. TERUGVOERING VAN DIE PANEEL**

Na afloop van die voorlegging deur Mnr. Lötter, word die komiteede die geleentheid gegee om vrae ter verduideliking / insette en kommentaar te lewer.

Positiewe kommentaar / insette word gelewer deur die res van die paneel en Mnr. Lötter word bedank vir sy goeie diens en werksaamhede binne die munisipaliteit.

Na afhandeling van vrae van komiteede word Mnr. Lötter verskoon en sy prestasie geëvalueer en word ooreenkoms bereik met betrekking tot die puntetoekenning.

**5. AFSLUITING**

Die sessie verdaag om 09h20.

BERGRIVER MUNICIPALITY

PERFORMANCE EVALUATION SUMMARY



Performance evaluation of: Chief Financial Officer: Mr F Lotter

Period: 1 November 2019 - 30 June 2020

Panel Members

Municipal Manager	Adv H Linde
Executive Mayor	Ald R van Rooy
Councillor	Ald S Crafford
Ward Committee Member	Mr M Moore
Audit Committee Chairperson	Mr C de Jager
External Municipal Manager	Mr J Scholtz

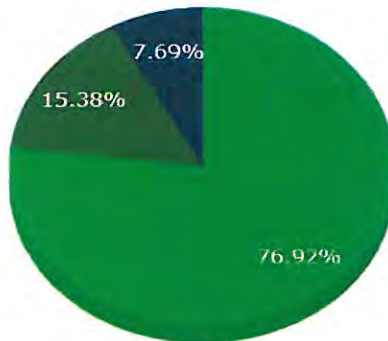
Date of evaluation: 11 September 2020

PERFORMANCE RESULTS

	Total score for period	Total weight for period	Weighted percentage	Performance %
Operational Performance	64	80	80%	64%
Core Competency Requirements	18	20	20%	18%
<b>Final Score</b>	<b>82</b>	<b>100</b>	<b>100%</b>	<b>82%</b>

OVERALL PERFORMANCE

Financial Services



PERFORMANCE COMMENTS

Signed by panel members: Adv H Linde

*[Signature]*

Ald R van Rooy

\_\_\_\_\_

Ald S Crafford

*[Signature]*

Mr M Moore

*[Signature]*

Mr C de Jager


*[Signature]*

Mr J Scholtz

Signed by employee: Chief Financial Officer: Mr F Lotter

*[Signature]*

Date: 11 September 2020



Annual Performance Review  
F M Lötter – Financial year ended 30 June 2020

Presentation by: Mr F M Lötter  
Date: 11 September 2020

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## Challenges

- COVID – 19, impact on cash flow, Debtors payment rate, forward projections and overall financial performance and position.
- R.O.M. (Return On Management)
- Financial systems inadequacies – Lack of ERP System.
- Strengthening the internal control environment.
- Staff morale, PPSD.
- Vacancies in the department and lack of appropriately skilled staff.
- Workplace practices in stead of Standard Operation Procedures
- Revenue base stagnant and remain under pressure.
- Protecting the cash resources.
- Revenue collection percentage has a downward trend over many years and require a turnaround.
- Expectation vs. ability to deliver.

## Highlights

- New energy and momentum is continuing in spite of Covid -19.
- Direction, structure and discipline is maintained.
- Workflow and planning processes have improved, budgeting, procurement planning, SCM annual tender processes, meter routes.
- Contract management – Contract register compiled and contract monitoring process started through IMS system.
- Various improvements in internal control environment.
- New capital funding mix approved to protect liquidity and ensure long term financial sustainability.
- Revenue enhancement plan approved, yet Covid impeded the implementation.
- Quality of reporting and communication improved in the department, new reporting templates, improved narratives.
- Sound financial ratios, current ratio - 3.26:1, liquidity ratio – 3.23:1, gearing ratio – 17.8
- Debtors Collection in excess of 94% in spite of Covid Pandemic
- AFS Ready for submission, really an achievement considering Covid -19
- Responsiveness of SCM Section during the Pandemic is applauded.

### Acknowledgement of Service Excellence, Best Section and employee in the Department



### Enhancing the internal control environment

INTERNE CONTROLE EISENDELS		VERVOLG	STATUS	OPMERKINGS
1	Bevestiging van die interne beheerstruktuur en die rol van die interne beheerstruktuur in die verskaffing van goederde en dienste.	1.1.2019-2020	Voltooi	Die interne beheerstruktuur is duidelik gedefinieer en daar is duidelike verantwoordelikhede toegeken.
2	Bevestiging van die interne beheerstruktuur en die rol van die interne beheerstruktuur in die verskaffing van goederde en dienste.	1.1.2019-2020	Voltooi	Die interne beheerstruktuur is duidelik gedefinieer en daar is duidelike verantwoordelikhede toegeken.
3	Bevestiging van die interne beheerstruktuur en die rol van die interne beheerstruktuur in die verskaffing van goederde en dienste.	1.1.2019-2020	Voltooi	Die interne beheerstruktuur is duidelik gedefinieer en daar is duidelike verantwoordelikhede toegeken.
4	Bevestiging van die interne beheerstruktuur en die rol van die interne beheerstruktuur in die verskaffing van goederde en dienste.	1.1.2019-2020	Voltooi	Die interne beheerstruktuur is duidelik gedefinieer en daar is duidelike verantwoordelikhede toegeken.
5	Bevestiging van die interne beheerstruktuur en die rol van die interne beheerstruktuur in die verskaffing van goederde en dienste.	1.1.2019-2020	Voltooi	Die interne beheerstruktuur is duidelik gedefinieer en daar is duidelike verantwoordelikhede toegeken.
6	Bevestiging van die interne beheerstruktuur en die rol van die interne beheerstruktuur in die verskaffing van goederde en dienste.	1.1.2019-2020	Voltooi	Die interne beheerstruktuur is duidelik gedefinieer en daar is duidelike verantwoordelikhede toegeken.
7	Bevestiging van die interne beheerstruktuur en die rol van die interne beheerstruktuur in die verskaffing van goederde en dienste.	1.1.2019-2020	Voltooi	Die interne beheerstruktuur is duidelik gedefinieer en daar is duidelike verantwoordelikhede toegeken.
8	Bevestiging van die interne beheerstruktuur en die rol van die interne beheerstruktuur in die verskaffing van goederde en dienste.	1.1.2019-2020	Voltooi	Die interne beheerstruktuur is duidelik gedefinieer en daar is duidelike verantwoordelikhede toegeken.
9	Bevestiging van die interne beheerstruktuur en die rol van die interne beheerstruktuur in die verskaffing van goederde en dienste.	1.1.2019-2020	Voltooi	Die interne beheerstruktuur is duidelik gedefinieer en daar is duidelike verantwoordelikhede toegeken.
10	Bevestiging van die interne beheerstruktuur en die rol van die interne beheerstruktuur in die verskaffing van goederde en dienste.	1.1.2019-2020	Voltooi	Die interne beheerstruktuur is duidelik gedefinieer en daar is duidelike verantwoordelikhede toegeken.
11	Bevestiging van die interne beheerstruktuur en die rol van die interne beheerstruktuur in die verskaffing van goederde en dienste.	1.1.2019-2020	Voltooi	Die interne beheerstruktuur is duidelik gedefinieer en daar is duidelike verantwoordelikhede toegeken.
12	Bevestiging van die interne beheerstruktuur en die rol van die interne beheerstruktuur in die verskaffing van goederde en dienste.	1.1.2019-2020	Voltooi	Die interne beheerstruktuur is duidelik gedefinieer en daar is duidelike verantwoordelikhede toegeken.
13	Bevestiging van die interne beheerstruktuur en die rol van die interne beheerstruktuur in die verskaffing van goederde en dienste.	1.1.2019-2020	Voltooi	Die interne beheerstruktuur is duidelik gedefinieer en daar is duidelike verantwoordelikhede toegeken.
14	Bevestiging van die interne beheerstruktuur en die rol van die interne beheerstruktuur in die verskaffing van goederde en dienste.	1.1.2019-2020	Voltooi	Die interne beheerstruktuur is duidelik gedefinieer en daar is duidelike verantwoordelikhede toegeken.
15	Bevestiging van die interne beheerstruktuur en die rol van die interne beheerstruktuur in die verskaffing van goederde en dienste.	1.1.2019-2020	Voltooi	Die interne beheerstruktuur is duidelik gedefinieer en daar is duidelike verantwoordelikhede toegeken.
16	Bevestiging van die interne beheerstruktuur en die rol van die interne beheerstruktuur in die verskaffing van goederde en dienste.	1.1.2019-2020	Voltooi	Die interne beheerstruktuur is duidelik gedefinieer en daar is duidelike verantwoordelikhede toegeken.
17	Bevestiging van die interne beheerstruktuur en die rol van die interne beheerstruktuur in die verskaffing van goederde en dienste.	1.1.2019-2020	Voltooi	Die interne beheerstruktuur is duidelik gedefinieer en daar is duidelike verantwoordelikhede toegeken.
18	Bevestiging van die interne beheerstruktuur en die rol van die interne beheerstruktuur in die verskaffing van goederde en dienste.	1.1.2019-2020	Voltooi	Die interne beheerstruktuur is duidelik gedefinieer en daar is duidelike verantwoordelikhede toegeken.

### Initiatives

- Enhanced investment protocol – Gained in excess of R1 Million per annum in additional interest revenue.
- Developed narrative report to support mid-year assessment, rolling it out to support the quarterly (Sect 52) as well as monthly (Sect 71) financial reports to provide context to the figures.
- New capital funding mix implemented with new budget.
- Develop a revenue enhancement plan to improve revenue generation and ensure completeness of revenue sources. In process to appoint temp official.
- Improve business processes through utilization of technology i.e. meter readings also investment, loan and credit control modules implemented.
- Supplier open day held involved SARS, Nedbank, West Coast Business Development centre – Enable LED through SCM.
- New template implemented for procurement planning, contract monitoring, deviation, virement and contract approvals.
- Structure procurement to be 80/15/5/0 where 80% Formal Tenders, 15% FQ's and written processes, 5% stock items and 0% deviations.

### Enabling LED through SCM (Supplier open day)



### Responsiveness of SCM to provide Humanitarian relief

### Focus areas for 2020-2021

- Reverse the impact that Covid-19 had on the municipal Fiscus
- Execution of the revenue enhancement plan.
- Improvement in cash flow and liquidity, long term financial sustainability.
- Further improvement in the control environment, developing SOP's.
- Develop cost reflective tariffs for all services tariffs.
- Embracing the 4<sup>th</sup> industrial revolution, technological advancement, optimising the available technological resources. (Forced through Covid-19 to early adopt)
- Improvement of productivity, (Working smarter and harder)
- Building morale, staff training and development.
- Customer focussed, acknowledge, respond, dignity and care.
- Enhance communication, internal, with stakeholders and through management reporting.

### Core Competencies

Competency	Description	Performance
Strategic Direction and Leadership	Provide and direct vision for the institution and inspire and deploy others to deliver on the strategic institutional mandate.	Providing clear vision and direction in terms of financial forward projection and the steps to be taken to ensure the municipality is financially enabled to deliver on its mandate New reports, templates, systems and processes.
People Management	Effectively manage, inspire and encourage people, respect diversity, optimise talent and build and nurture relationships.	Lead through example, provide new energy and direction, acknowledge individual facts, organisational culture and practices and focus human resource capacity to perform better. Especially in the aftermath of Covid-19 and leaving of vacancies necessary to be filled.
Program and Project Management	Be able to understand program and project management methodology, manage, monitor and evaluate.	Track risks of financial system issues and critical early engagement with FAS service providers to start out long outstanding issues. Clear objectives and issued instructions to staff. Account distribution tender (autonomous tender, monthly project monitoring performed)
Financial Management	Compile, plan and manage budgets, control cash flow, institute financial risk management and administrative procurement processes.	Apply analytical thinking and encourage staff to analyse and interpret information and not accept everything at face value. Enhance procurement processes, issued guidelines. I.e. Section 78 of MFMA to all officials with financial management responsibilities covering an array of subjects
Change Leadership	Direct and initiate institutional transformation on all levels in order to successfully drive and implement new initiatives.	Robust engagement with FAS provider to embrace full functionality of FAS, ensure critical modules are functional to provide operational efficiencies. Motivate and encourage staff to fully utilise system capabilities to improve business processes. New modules implemented include Credit control, treatment and loans.
Governance Leadership	Formulate, direct and apply professionalism in managing risk and compliance through oversight and governance practices.	Implement a formal line management meetings, embrace the principle of Management by Wardsing Akanda, risk remote offices. Review risk register, ensure compliance with all applicable laws, municipal and inter-governmental engagements. Lead in Municipal Sustainability meeting, draft proposal on behalf of the task team.

### Core Competencies

Competency	Description	Performance
Moral Competence	Ability to identify, model, legitimize, apply reasoning that promotes honesty and integrity and always display behaviour that reflects moral competence.	Always act with honesty, integrity, zero tolerance towards unethical or unlawful behaviour.
Planning and Organising	Plan, prioritise and organise information and resources to ensure the quality of the work and to build resilient contingency plans to manage risk.	Developed strategy, and organise resources to ensure excellence in business performance. Put controls and measures in place to ensure compliance with due dates and time frames. Will mitigate the risk of irregular behaviour and enhance service delivery.
Analysis and Innovation	Ability to critically analyse information, challenge and create.	Usage through and as of financial facilities and performance to address financial issues. Provide department with leadership and vision to embrace technological tools at our disposal to improve financial processes. Implement staff time planning spreadsheet. Provide guidance to staff in respect of responses to GRAP, AFS, AFR about COVID-19 detailing many training initiatives. Participate in forums, CFO, SCM, AMF and workshops to share knowledge with colleagues.
Knowledge and Information Management	Promote the generation and sharing of knowledge and information through various media, in order to enhance the collective knowledge.	Provide clear direction to staff through communication, both verbal and written encourage dissemination of information through the hierarchy in a structured manner. Provide input on policy and financial matters affecting local government. Lead in improving quality of written communication.
Communication	Share information, knowledge and ideas clearly, focused and concise manner appropriate for the audience to convey, persuade and influence stakeholders.	Not only strive towards meeting goals and deadlines, but providing quality in information that is submitted in reports, staff to ensure that they are prepared before deadlines to allow for revision processes. Trust in meeting Service Level standards as agreed to in annual budget.
Results and Quality Focus	Maintain high quality standards, focus and achieving results and objectives while consistently striving to exceed expectations and encourage others to meet quality standards.	

## Conclusion

- In spite of the setback of the Covid -19 pandemic, the department has managed to not only perform all the legislative and administrative functions, but has really excelled under trying circumstances.
- Although Covid -19 has slowed the momentum I am confident that we will gather the necessary momentum and further improve the financial performance. All hands are back on deck and the ship is turning slowly but surely.
- It is my aim to further develop the financial capability, not only in the finance department, but through the entire organization to take Bergvliet Municipality from performance to excellence that will ensure the long term financial sustainability of the municipality.

*Financial capability - is the combination of attitude, knowledge, skills, and self-efficacy needed to make and exercise money management decisions that best fit the circumstances of the Municipality, within it's environment.*

## Thank You

- To the MMI for the leadership, direction, order and structure.
- To the Mayor, Deputy Mayor, Executive and Council for guidance, direction, dignity, integrity and always being respectful.
- To finance management and staff for the hard work under difficult circumstances especially through the peak of the pandemic and for the continued positive attitude, dedication and commitment.
- To my P.A., Eisebe for the extraordinary effort in creating order in a sometimes chaotic schedule and assisting in absorbing the pressure.

Q & A





KANTOOR VAN DIE MUNISIPALE BESTUURDER  
BERGRIVIER MUNISIPALITEIT  
POSBUS 60  
PIKETBERG  
7320

**NOTULE VAN DIE VERGADERING VAN DIE PRESTASIE-EVALUERINGSKOMITEE VAN DIE DIREKTEUR KORPORATIEWE DIENSTE GEHOU OP VRYDAG 11 SEPTEMBER 2020 OM 09h35 IN DIE RAADSAAL, MUNISIPALE KANTORE, PIKETBERG**

**TEENWOORDIG**

Adv. H Linde (Voorsitter)  
Rdl. J Daniels (Portefeulje Voorsitter)  
Rdd. Me S Crafford (Lid van die Uitvoerende Burgemeesterskomitee)  
Mnr. J Scholtz (Eksterne Munisipale Bestuurder: Swartland Munisipaliteit)  
Mnr. C de Jager (Voorsitter van Oudit- en Prestasiekomitee)  
Me. A Yiatses (IGNITE)  
Mnr. M Moore (Lid van die Wykskomitee van Wyk 4)  
Mnr. JWA Kotzee (Direkteur Korporatiewe Dienste)  
Mnr. AW Rheeder (Bestuurder Menslike Hulpbrondienste) (Notuleerder)  
Me. A van Sittert (Bestuurder Strategiese Dienste)  
Me. C Cloete (Persoonlike Assistent – Observerend)

**1. OPENING EN VERWELKOMING**

Die Voorsitter open die vergadering, waarna sy almal by die vergadering verwelkom. Die Voorsitter meld dat die evaluering vir die periode 1 Julie 2019 tot 30 Junie 2020 is.

**2. AANSOEKE OM VERLOF TOT AFWESIGHEID**

Geen

**3. PRESTASIE-EVALUERING VAN DIE DIREKTEUR KORPORATIEWE DIENSTE**

Die Voorsitter verduidelik kortliks die proses wat gevolg word en meld dat die punte na afloop van die sessie toegeken sal word deur haar en die Portefeulje Voorsitter.

Die Voorsitter vra gevolglik dat die Direkteur Korporatiewe Dienste op die volgende aspekte fokus:

- Hoogtepunte en Uitdagings van die evalueringstydperk;
- Twaalf (12) "Core Competency Requirements" soos voorgeskryf deur wetgewing; en
- SDBIP ("Key Performance Areas").

**3.1 OORSIG: 1 JULIE 2019 – 30 JUNIE 2020**

Mnr. Kotzee word die geleentheid gegun om 'n voorlegging aan die komitee te maak met betrekking tot sy prestasie wat bereik is vir die tydperk vanaf 1 Julie 2019 tot 30 Junie 2020.

**3.2 SDBIP 2019/2020:**

Die Direkteur Korporatiewe Dienste gee breedvoerig terugvoering aan die paneel met betrekking tot die KPI's wat behaal is in sy "Top Level" SDBIP vir die finansiële jaar 2019/2020.



**NOTULE VAN VERGADERING VAN DIE PRESTASIE EVALUERINGSKOMITEE  
VAN DIE DIREKTEUR KORPORATIEWE DIENSTE GEHOU OP VRYDAG  
11 SEPTEMBER 2020 OM 09h35 IN DIE RAADSAAL, MUNISIPALE KANTORE,  
PIKETBERG**

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**4. TERUGVOERING VAN DIE PANEEL**

Na afloop van die voorlegging deur Mnr. Kotzee, word die komiteede die geleentheid gegee om vrae ter verduideliking / insette en kommentaar te lewer.


Positiewe kommentaar / insette word gelewer deur die res van die paneel en Mnr. Kotzee word bedank vir sy goeie diens en werksaamhede binne die munisipaliteit.

Na afhandeling van vrae van komiteede word Mnr. Kotzee verskoon en sy prestasie geëvalueer en word ooreenkoms bereik met betrekking tot die puntetoekenning.

**5. AFSLUITING**

Die sessie verdaag om 10h20.

**BERGRIVIER MUNICIPALITY**  
**PERFORMANCE EVALUATION SUMMARY**



Performance evaluation of: **Director: Corporate Services: Mr JWA Kotzee**

Period: **1 July 2019 - 30 June 2020**

Panel Members:

Municipal Manager	Adv H Linde
Executive Mayor	Ald R van Rooy
Councillor	Ald S Crafford
Councillor	Cllr K Daniels
Ward Committee Member	Mr M Moore
Audit Committee Chairperson	Mr C de Jager
External Municipal Manager	Mr J Scholtz

Date of evaluation: **11 September 2020**

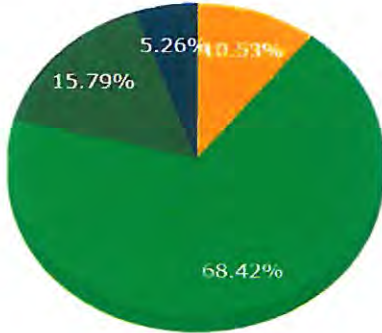
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**PERFORMANCE RESULTS**

	Total score for period	Total weight for period	Weighted percentage	Performance %
Operational Performance	62	80	80%	62.23%
Core Competency Requirements	16	20	20%	16.03%
<b>Final Score</b>	<b>78</b>	<b>100</b>	<b>100%</b>	<b>78.26%</b>

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**OVERALL PERFORMANCE**  
*Corporate Services*



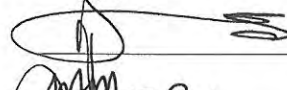
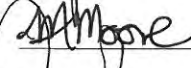

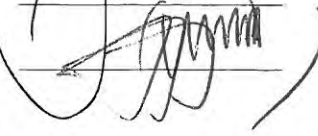



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**PERFORMANCE COMMENTS**

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Signed by panel members:

Adv H Linde	
Ald R van Rooy	_____
Ald S Crafford	
Cllr K Daniels	
Mr M Moore	
Mr C de Jager	
Mr J Scholtz	

Signed by employee: Director: Corporate Services: Mr JWA Kotzee

Date: **11 September 2020**

Besprek op 14/9/2020 om 12:00  
 SKD dui aan dat hy nie terede is  
 met sy punt nie en appel wil aanteken. *Hunde*



**ANNUAL PERFORMANCE EVALUATION**  
 DIRECTOR: CORPORATE SERVICES  
 July 2019 – June 2020  
 JWA Kotzee (Vivian)  
 11 September 2020

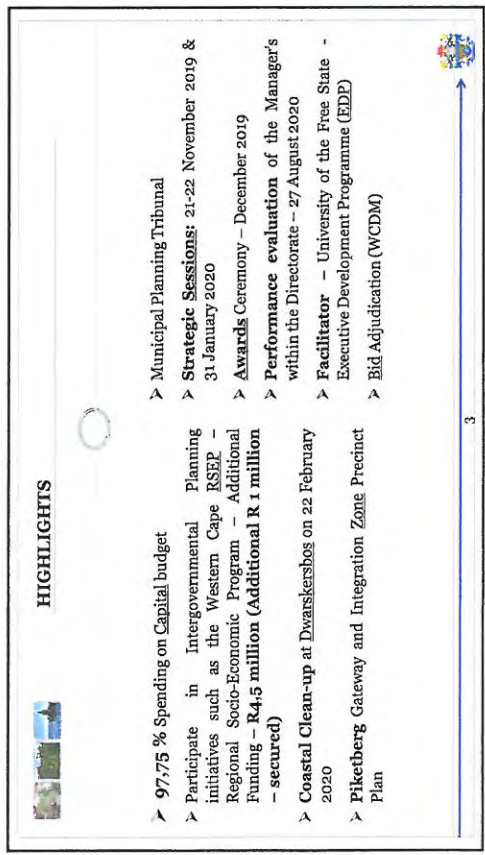
PERFORMANCE EVALUATION



**OVERVIEW**

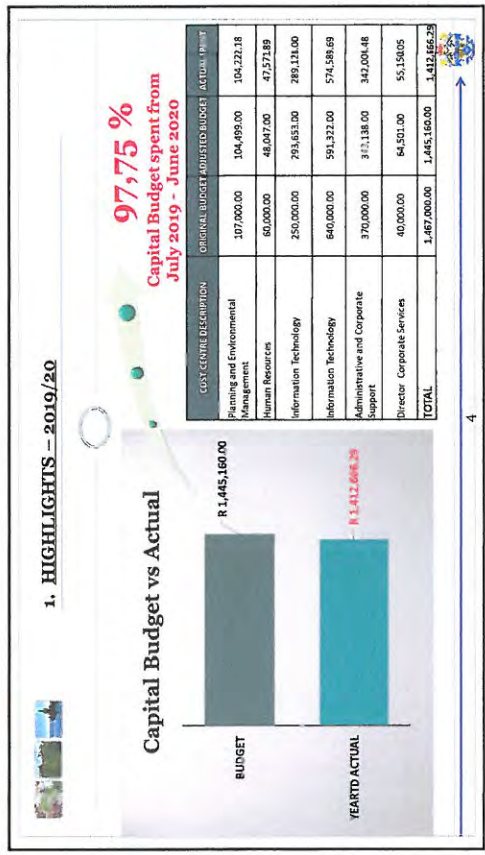
- HIGHLIGHTS
- CHALLENGES
- CCR'S
- SDBIP
- CONCLUSION

"Great Leaders don't set out to be a **LEADER**. They set out to make a **DIFFERENCE**."  
 It's never about the **ROLE** – always about the **GOAL**.  
 ~Jeremy Bravo~



**HIGHLIGHTS**

- > 97,75 % Spending on Capital budget
- > Participate in Intergovernmental initiatives such as the Western Cape RSEPP – Regional Socio-Economic Program – Additional Funding – R4,5 million (Additional R 1 million – secured)
- > Coastal Clean-up at Dwaarskopsbos on 22 February 2020
- > Pkietberg Gateway and Integration Zone Precinct Plan
- > Municipal Planning Tribunal
- > Strategic Sessions: 21-22 November 2019 & 31 January 2020
- > Awards Ceremony – December 2019
- > Performance evaluation of the Manager's within the Directorate – 27 August 2020
- > Facilitator – University of the Free State - Executive Development Programme (EDP)
- > Bid Adjudication (WCDM)



**1. HIGHLIGHTS – 2019/20**

**Capital Budget vs Actual**

R 1,445,160,00  
 R 1,412,696,29

**97,75 % Capital Budget spent from July 2019 - June 2020**

COST CENTRE DESCRIPTION	ORIGINAL BUDGET	ADJUSTED BUDGET	ACTUAL PAID
Planning and Environmental Management	107,000.00	104,499.00	104,222.18
Human Resources	60,000.00	48,817.00	47,571.89
Information Technology	250,000.00	293,653.00	289,121.00
Information Technology	640,000.00	591,322.00	574,588.69
Administrative and Corporate Support	370,000.00	312,138.00	342,004.48
Director Corporate Services	40,000.00	64,301.00	55,150.05
<b>TOTAL</b>	<b>1,467,000.00</b>	<b>1,445,160.00</b>	<b>1,412,696.29</b>

**Western Cape RSEP  
(Regional Socio-Economic Program)**



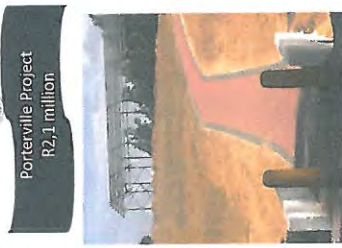
Active Box  
Pieterberg  
R2,4 million





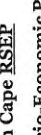




5

**Western Cape RSEP  
(Regional Socio-Economic Program)**



Porterville Project  
R2,4 million

6

**HIGHLIGHTS – 2019/20**

**COASTAL CLEAN-UP**













7

**HIGHLIGHTS – 2019/20**

**PIKETBERG GATEWAY AND INTEGRATION  
ZONE PRECINCT PLAN**

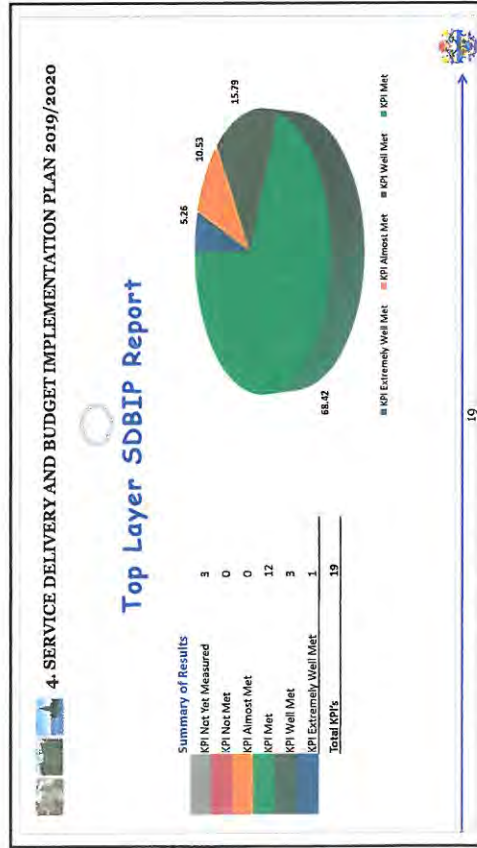
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### 3. COMPETENCIES

LEADING COMPETENCIES	ACHIEVEMENTS / COMMENTS	LEADING COMPETENCIES	ACHIEVEMENTS / COMMENTS
3.1 Strategic Decision and Leadership	On 21 & 22 November 2019, I had a strategic session with my Directorate to review the five-year strategic plan for each of the departments within my Directorate.  During this session we reviewed the departmental strategic and ward plans to align with the Strategic goals and IDP of Bergervier Municipality.  Being in the Covid-19 era, the communication done telephonically and zoom/teams when necessary.  One preparation meeting is held once a month including the Portfolio Chairperson and the management team of my Directorate in the form of a meeting of the Portfolio Committee.	3.4 Financial Management	The expenditure on Capital Projects was R1,412,662.29 which is 97.75% of the budgeted amount.
3.2 People Management		3.5 Change Leadership	The Full-year Performance evaluation for the Heads of Departments within my Directorate took place on 27 August 2020.
3.3 Program and Project Management	Programs and projects were identified during the 2019/20 financial year as reflected in the Capital spending report.	3.6 Governance Leadership	Member of IMRPA, Cape Branch and National Board Member of Institute.  Secretary of the Free State Business School Bid Adjustment – WCDM
		3.7 Moral Competence	Autonomy, accountability and responsibility are the key elements of the ethical decision-making process which are under their control. In my Directorate we make time, during our departmental meetings to discuss these issues, especially with departmental heads regarding our management strategy.

### CORE COMPETENCIES

3.8 Planning and Organising	My Directorate held a strategic session during November 2019, when all departmental strategies were reviewed. During this session we identified specific goals and objectives for my Directorate in the 2019/20 financial year. The departmental strategies were presented to the Corporate Service Steering Committee.	3.11 Communication	One departmental meeting are held monthly, one meeting consists of myself and the heads of departments (Managers).  The following standing items form part of these meetings: Departmental Budgets; Departmental SDBIP; Departmental IDP; IMIS – Customer Care
3.9 Analysis and Innovation	My Directorate compiled a departmental strategic plan during November 2019. During this process a number of innovative projects and initiatives were made and comprehensive strategies were formulated.	Results and Quality Focus	My Directorate is mainly providing a service to other departments within Bergervier Municipality and customer satisfaction is of utmost importance.
3.10 Knowledge and Management	During the past year my Directorate was involved in implementation of the IT strategy for Bergervier Municipality. A number of projects were implemented and interventions were identified to improve Information Technology and Hardware within Bergervier Municipality. The standardisation of hardware and software was one of the major issues identified.		



### OPERATIONAL KPIS

Ref No	Key Performance Indicator (KPI)	Unit of measurement	Performance Comment	Annual Target	Annual Actual	R
TL17	The percentage of the Corporate Services capital budget used grant funding actually spent on capital projects as at 30 June 2020 (Actual amount spent on capital projects / Total amount budgeted for capital projects) X 100	% of Capital budget used grant funding spent as at 30 June 2020 (Actual amount spent on capital projects / Total amount budgeted for capital projects) X 100	D11 Director Corporate Services Capital: R1,487,000 Spent: R1,445,000.00 (97.17% (June 2020)	95.00%	87.76%	
TL18	Check the organisational structure for the year 2020 against the "Standard" Policy BR 762, BR 763 and BR 764 and submit to Municipal Manager by 30 June 2020	Number of organisational structure changes approved by the Municipal Manager on 30 June 2020	D14 Human Resources Manager: Document approved and signed by Municipal Manager on 8 June 2020. (June 2020)	1	1	
TL19	The development and approval of at least 1 SCP per quarter for Human Resources	Number of SCP's for Human Resources approved by the Municipal Manager	D13 Human Resources Manager: SCP approved on appointment of temporary workers on 18 June 2020 (June 2020)	4	3	
TL20	Monitoring of the approved RSEEP project plan for Bergervier within the approved budget	No of Quarterly Technical meetings of RSEEP co-ordinated and minutes submitted to the Corporate Services Committee	D12 Manager Planning and Development: 4th RSEEP Technical meeting was held on 8 June 2020 (June 2020)	4	4	
TL21	Develop a culture of zero tolerance to corruption and fraud within the Department of Finance and Accounting in terms of the Anti-Fraud and Corruption Policy	Key transactions included in terms of the Anti-Fraud and Corruption Policy	D24 Human Resources Manager: No transactions relating to Fraud and Corruption occurred for April 2020. (April 2020)	100.00%	100.00%	

**OPERATIONAL KPIS**

TL22	Monitor the process to enable interlinking systems on a regular basis to ensure all requirements are met in accordance with the TIC policy	At least 4 reports submitted to Portfolio Committee	3	7	H
TL23	55% of training budget spent by 30 June 2020 to implement the Work Force Skills Plan (Total training cost: amount budgeted:100)	% of the training budget spent by 30 June 2020 to implement the Work Force Skills Plan	96.00%	90.07%	G
TL24	Develop an annual departmental strategy for Human Resources and submit to Portfolio Committee by 15 December 2019	No. of strategies submitted to Portfolio Committee by 15 December 2019	1	1	G
TL25	Develop an annual departmental strategy for Planning and Development and submit to Portfolio Committee by 15 December 2019	No. of strategies submitted to Portfolio Committee by 15 December 2019	1	1	G

21

**OPERATIONAL KPIS**

TL26	Develop an annual departmental strategy for Administration and submit to Portfolio Committee by 15 December 2019	No. of strategies submitted to Portfolio Committee by 15 December 2019	1	1	G
TL27	Review a central Human Resources master file for all substantial queries by 30 June 2020	Number of reviews of Human Resources Master file completed and approved by CFO by 30 June 2020	1	1	G
TL28	100% of all Selection and Recruitment Requisitions submitted to HR within 30 days of vacancy occurring	% of Selection and Recruitment Requisition submitted to HR within 30 days of vacancy occurring	100.00%	100.00%	G
TL29	Conduct a Business Impact and Risk Assessment by 31 March 2020	No. of submitted Business Impact and Risk Analysis Report to Portfolio Committee	1	1	G
TL30	Develop a strategy to provide preference to project households registered on the unemployment database of the municipality and submit to EMC by 30 November 2019	Number of strategies developed to provide preference to project households registered on the unemployment database of the municipality and submitted to EMC by 30 November 2019	1	1	G

22

**OPERATIONAL KPIS**

TL31	Effectively manage and ensure compliance on a quarterly basis of all TL SDBP KPIS in respect of accountable levels of management in accordance with the performance management policy	% of quarterly compliance with all TL SDBP KPIS in respect of accountable levels of management in accordance with the performance management policy	95.00%	98.26%	H
TL32	Ensure the ascending of the performance contracts signed off of performance contracts	% of performance contracts signed to T12 by 31 October 2019	100.00%	100.00%	G
TL33	Update the Euzema system on a monthly basis to ensure that there is adherence to the regulatory and statutory requirements of all relevant legislation and the month of reporting	Number of Euzema reports to ensure the adherence to the regulatory and statutory requirements of all relevant legislation and the month of reporting	11	12	G2
TL34	Develop a process plan to ensure that land use applications are approved within the approved time frames and submitted to EMC by 30 December 2019	Number of process plans developed to ensure that land use applications are approved within the approved time frames and submitted to EMC by 30 December 2019	1	1	G
TL35	The Berg River Estuary By-Law by entering into a Management Plan Agreement with Berg River Municipality by 31 December 2019	No. of signed Service Level Agreement by 31 December 2019	1	1	G

23





KANTOOR VAN DIE MUNISIPALE BESTUURDER  
BERGRIVIER MUNISIPALITEIT  
POSBUS 60  
PIKETBERG  
7320

**NOTULE VAN DIE VERGADERING VAN DIE PRESTASIE-EVALUERINGSKOMITEE VAN  
DIE DIREKTEUR GEMEENSKAPSDIENSTE GEHOU OP VRYDAG  
11 SEPTEMBER 2020 OM 10h40 IN DIE RAADSAAL, MUNISIPALE KANTORE,  
PIKETBERG**

**TEENWOORDIG**

Adv. H Linde (Voorsitter)  
Rdl. A du Plooy (Portefeulje Voorsitter)  
Rdd. Me S Crafford (Lid van die Uitvoerende Burgemeesterskomitee)  
Mnr. J Scholtz (Eksterne Munisipale Bestuurder: Swartland Munisipaliteit)  
Mnr. C de Jager (Voorsitter van Oudit- en Prestasiekomitee)  
Me. A Yiatses (IGNITE)  
Mnr. M Moore (Lid van die Wykskomitee van Wyk 4)  
Mnr. D Josephus (Direkteur Gemeenskapsdienste)  
Mnr. AW Rheeder (Bestuurder Menslike Hulpbrondienste) (Notuleerder)  
Me. A van Sittert (Bestuurder Strategiese Dienste)

**1. OPENING EN VERWELKOMING**

Die Voorsitter open die vergadering, waarna sy almal by die vergadering verwelkom.  
Die Voorsitter meld dat die evaluering vir die periode 1 Julie 2019 tot 30 Junie 2020 is.

**2. AANSOEKE OM VERLOF TOT AFWESIGHEID**

Geen

**3. PRESTASIE-EVALUERING VAN DIE DIREKTEUR GEMEENSKAPSDIENSTE**

Die Voorsitter verduidelik kortliks die proses wat gevolg word en meld dat die punte na afloop van die sessie toegeken sal word deur haar en die Portefeulje Voorsitter.

Die Voorsitter vra gevolglik dat die Direkteur Gemeenskapsdienste op die volgende aspekte fokus:

- Hoogtepunte en Uitdagings van die evalueringstydperk;
- Twaalf (12) "Core Competency Requirements" soos voorgeskryf deur wetgewing; en
- SDBIP ("Key Performance Areas").

**3.1 OORSIG: 1 JULIE 2019 – 30 JUNIE 2020**

Mnr. Josephus word die geleentheid gegun om 'n voorlegging aan die komitee te maak met betrekking tot sy prestasie wat bereik is vir die tydperk vanaf 1 Julie 2019 tot 30 Junie 2020.

**3.2 SDBIP 2019/2020:**

Die Direkteur Gemeenskapsdienste gee breedvoerig terugvoering aan die paneel met betrekking tot die KPI's wat behaal is in sy "Top Level" SDBIP vir die finansiële jaar 2019/2020.





**NOTULE VAN VERGADERING VAN DIE PRESTASIE EVALUERINGSKOMITEE  
VAN DIE DIREKTEUR GEMEENSKAPSDIENSTE GEHOU OP VRYDAG  
11 SEPTEMBER 2020 OM 10H40 IN DIE RAADSAAL, MUNISIPALE KANTORE,  
PIKETBERG**

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**4. TERUGVOERING VAN DIE PANEEL**

Na afloop van die voorlegging deur Mnr. Josephus word die komiteede die geleentheid gegee om vrae ter verduideliking / insette en kommentaar te lewer.

Positiewe kommentaar / insette word gelewer deur die res van die paneel en Mnr. Josephus word bedank vir sy goeie diens en werksaamhede binne die munisipaliteit.

Na afhandeling van vrae van komiteede word Mnr. Josephus verskoon en sy prestasie geëvalueer en word ooreenkoms bereik met betrekking tot die puntetoekenning.

**5. AFSLUITING**

Die sessie verdaag om 11h44.

**BERGRIVIER MUNICIPALITY**

**PERFORMANCE EVALUATION SUMMARY**



Performance evaluation of: Director Community Services: Mr D Josephus

Period: 1 July 2019 - 30 June 2020

Panel Members

Municipal Manager	Adv H Linde
Executive Mayor	Ald R van Rooy
Councillor	Ald S Crafford
Ward Committee Member	Mr M Moore
Audit Committee Chairperson	Mr C de Jager
External Municipal Manager	Mr J Scholtz

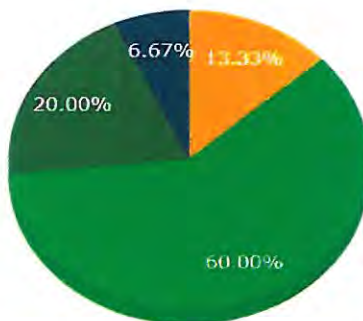
Date of evaluation: 11 September 2020

**PERFORMANCE RESULTS**

	Total score for period	Total weight for period	Weighted percentage	Performance %
Operational Performance	64	80	80%	64.00%
Core Competency Requirements	17	20	20%	16.80%
<b>Final Score</b>	<b>81</b>	<b>100</b>	<b>100%</b>	<b>80.80%</b>

**OVERALL PERFORMANCE**

Community Services



**PERFORMANCE COMMENTS**

Signed by panel members:

Adv H Linde

*[Signature]*

Ald R van Rooy

\_\_\_\_\_

Ald S Crafford

*[Signature]*

Mr M Moore

*[Signature]*

Mr C de Jager

*[Signature]*

Mr J Scholtz

\_\_\_\_\_

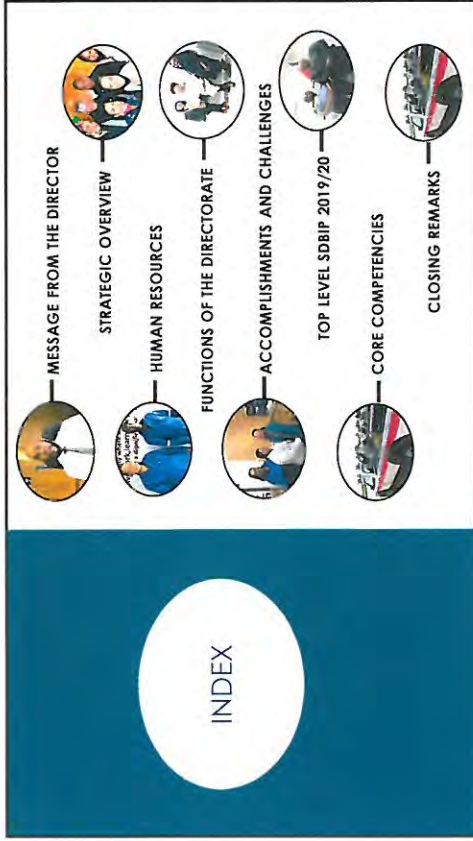
Signed by employee

Director Community Services: Mr D Josephus

*[Signature]*


Date

11 September 2020



Aanhangsel 5C

### STRATEGIC OVERVIEW (Cont.)




## CORE VALUES


- We are all part of Bergrivier Municipality;
- We strive to render **QUALITY SERVICES** to ensure that our community live together in a dignified manner;
- We are unashamedly **PRO-POOR**;
- We are honest in every thing we do;
- We believe in **GOOD PRACTICES**;
- We strive for close innovative **PARTNERSHIPS** and innovative service delivery;
- We support social and economic **DEVELOPMENT** of our area;
- We are **DISPASSIONATE**;
- We **CARE** about our work and our colleagues;
- We **SERVE** with pride; and
- We believe in **ETHICAL** behaviour.

### HUMAN RESOURCES


#### Top Structure of Directorate




**Director: Alex van der Merwe**  
 Director: Community Services  
 Higher Diploma in Education  
 18 years in Local Government




**Manager Community Profiles**  
 David C. Mphahlele  
 13 years in Local Government




**Head: Health Administration**  
 Albert Jansen  
 Postgraduate Management  
 17 years in Local Government



**Head: Finance Management**  
 Priscilla M. Mphahlele  
 1 year and 5 months in Local Government




**Head: Operations**  
 M. Mphahlele  
 Diploma in Community Services  
 27 years in Local Government



**Manager Professional Services**  
 M. Mphahlele  
 VACANT

### HUMAN RESOURCES (Cont.)



**Personnel**

Division	Approved Posts	Posts Filled	Posts Filled
	June 2018	June 2018	June 2020
Director	1	1	1
Regional Assistant	1	0	1
Traffic Services	14	11	12
Law Enforcement	11	4	4
Motor Licensing & Training	14	6	6
Disaster Management	5	1	0
Housing	4	3	3
Branch Reports	17	14	13
Sport Development	1	1	1
Biogas Plants	8	6	8
Parks and Recreation	20	15	14
Community Health	14	9	9
Sport Fields	9	6	6

Due to unfunded positions, service delivery is compromised which in turn places enormous pressure on our current personnel.

### FUNCTIONS OF THE DIRECTORATE




## ACCOMPLISHMENTS AND CHALLENGES

The performance of the Directorate, Community Services and the Municipality, in general, was substantially impacted by the COVID-19 worldwide pandemic. Due to the pandemic, some capital projects couldn't be completed. This had an adverse impact on capital spending.

### Traffic Services and Law Enforcement

Traffic Services and Law Enforcement is responsible for the safe use of public roads by all road users, the enforcement of the National Road Traffic Act and the enforcement of the Municipal By-Laws.

#### Total Fines Issued

Year	Total Fines Issued
2017/18	10,000,000
2018/19	13,000,000
2019/20	10,000,000

#### Total Payments Received

Year	Total Payments Received
2017/18	100,000,000
2018/19	100,000,000
2019/20	100,000,000

Number of Fines Issued	2017/18	2018/19	2019/20
Number of Fines Issued	9958	18369	30862
Value of Fines Issued (Rounding Error)	6,525,540.70	7,611,270.07	17,130,700.00

Value of Fines Issued (Rounding Error)	2017/18	2018/19	2019/20
Value of Fines Issued (Rounding Error)	6,525,540.70	7,611,270.07	17,130,700.00
Amount collected for suspended fines	1,285,730.00	977,520.00	2,770,990.00
Amount collected for suspended fines	248,944.42	327,226.50	138,810.61
Total amount collected	1,534,674.42	1,304,746.50	2,909,800.61
Collection Rate (Total Collected to Date)	20%	13%	18%
Collection Rate (Total Collected to Date)	24%	17%	17%

## ACCOMPLISHMENTS AND CHALLENGES

Community of fines

Spurred Games

Illegal dumping

Damage to Woodstock Square Archery during Protest March

Project March

Law Enforcement Training

Maiden Bay in Park

Opening of new archery field for all ages

## ACCOMPLISHMENTS AND CHALLENGES (Cont.)

### Disaster Management and Fire Services

The main functions of a fire service is to prevent fires and to protect life and property should a fire occur. To carry out these functions the service should be well organized.

#### Void Fires

Year	Void Fires
2017/18	96
2018/19	104
2019/20	36

#### Structural Fires

Year	Structural Fires
2017/18	81
2018/19	19
2019/20	27

VMD Fire

Structural Fire

Personal Injured and Submerged Fire Fighting Engine and Harmer Crane

## ACCOMPLISHMENTS AND CHALLENGES (Cont.)

Three (3) new fire engines, which were purchased through Province of Free State's capacity build-up conditional grant.

Self-Administration Station Fire/Booby

Victim Stores

Fire Engines

	Autos	Engines	Trailers	Water	Booby/Booby	Water
Performance	0	0	0	0	0	1
Fire Fighting Performance	0	2	5	1	2	1
Booby Performance	1	1	1	1	1	1

	Fire	Booby	Nissan	Fire Fighting	Toyota
Number of operational fire fighting vehicles	1	1	1	1	1
Type of operational fire fighting vehicles	Fire Fighting Trailer	2000L water capacity	Nissan Patrol 500L water capacity	Fire Fighting Trailer 500L water capacity	Toyota Land Cruiser 500L water capacity

## ACCOMPLISHMENTS AND CHALLENGES (Cont.)

### Housing Administration

is responsible for developing sustainable integrated human settlements.


CURRENT HOUSING PROJECT IN YD

107 Project


Approved for 107 Projects in 171 Projects in YD

Commuter Shuttle Initiative helps 4-52 boards

107 Time, Costs, and certain housing Projects in YD of has been registered



Sustainable Housing in YD



	2019	2020	2021	2022	2023
# of Projects	0	115	212	515	515
# of Units	0	115	212	515	515
# of Units	0	115	212	515	515

# of Units in YD # Backlogs

## ACCOMPLISHMENTS AND CHALLENGES (Cont.)

### Library Services

Library Services promotes a culture of reading, library use and learning that enriches the whole community. It ensures that this information is free, equitable and accessible to everyone and contributes to nation building. We manage 14 libraries within the towns of the Municipality.

Library Govt

R 6 416 180, 30

Spent: R 6 776 484, 09

Unspent: R 1 639 707, 31

Holiday Programs - Porterville



Career Awareness



Sustainable Volunteer Day




## ACCOMPLISHMENTS AND CHALLENGES (Cont.)

### Sportsgrounds and Swimming Pools


The effective and prudent management and maintenance of municipal sporting facilities in conjunction with sport councils. The optimal use of all sport facilities, through facilitating the involvement of many sports codes. We manage 9 sportsgrounds and 3 swimming pools within the towns of the Municipality.

Facilities Upgraded	R 104 150,00	Upgrade Pella Park Clubhouse	R 27 580,41	Upgrade Toilet Adams Clubhouse
	R 22 417,75	Maintenance of Smith Park	R 132 017,40	Upgrade of surface at Pella Park in Porterville
	R 221 440,00	New cricket practice nets and bully practice at Small Sportsgrounds in Yeldiar		


Upgrade of Porterville Sports field



Cricket Nets in Yeldiar



Vandalized Facility



## ACCOMPLISHMENTS AND CHALLENGES (Cont.)


### Cemeteries

The management and maintenance of cemeteries. We manage 14 cemeteries within 6 towns of the Municipality.


Removal of Porterville Cemetery




No Parking at Cemeteries



Vandalism at Cemetery




## ACCOMPLISHMENTS AND CHALLENGES (Cont.)




### Playparks and Open Spaces


To develop, manage and maintenance of parks and open spaces in the interest of our communities.




Upgrade Playparks  
R \$8,363.86



Upgrade Playparks  
R \$0,736.00




Regular Cleaning of Open Spaces



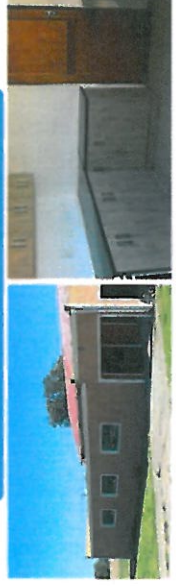
Regular Cleaning of Playparks

## ACCOMPLISHMENTS AND CHALLENGES (Cont.)




### Community Halls

Belgrievier Municipality manages 7 community halls within the five towns of the Municipality. We are responsible for the management and maintenance of these halls within the available budget. These halls are available for public functions or private hire by our community members.



Aurora Community Hall

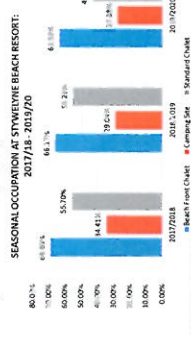
## ACCOMPLISHMENTS AND CHALLENGES (Cont.)



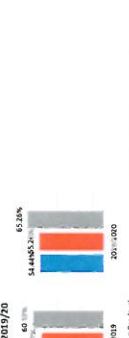
### Holiday Resorts

We manage two (2) municipal resorts (Draaierskroos & Shyvelyne).

#### SEASONAL OCCUPATION AT STYVELYNE BEACH RESORT:



#### SEASONAL OCCUPATION AT DRAAIERSKROOS BEACH RESORT:



## ACCOMPLISHMENTS AND CHALLENGES (Cont.)



Upgrade of play area at Draaierskroos



Paint of Roadwalls



Paving at Shyvelyne



Upgrade of Courts at Shyvelyne

## ACCOMPLISHMENTS AND CHALLENGES (Cont.)

### Sport Development and Recreation

Sport development and recreation is a vital development tool to encourage transformation, promote social cohesion and contribute to the eradication of social ills with special focus on vulnerable groups.

#### Sport Projects

- Golden Games: 28 July 2019
- First Step Developmental Programme: 28 Sept 2019
- Sport Day Community Cycle Race: 07 Oct 2019
- Sister Together Games: 11 Oct 2019
- IBS Facility: 28 & 29 Oct 2019

#### Grants paid to Bergvliet Sport Forum

2017/18: R326,019 | 2018/19: R477,200

## ACCOMPLISHMENTS AND CHALLENGES (Cont.)

### Tourism and Museums

Tourism is one of the main drivers of employment and economic growth. Museums help to preserve and promote our cultural heritage. There are 3 museums within our municipal borders.

#### The top 6 tourism attractions:

1. Bird Watching in Veldrif
2. The Moravian Church in Goedeweg
3. Groot Witsmoed Nature Reserve in Potensville
4. Cing de Rac Organic Wine Farm, and
5. Bokkemoen in Veldrif

#### Grants paid to Tourism & Museums

Avishek from the Bokkemoen Museum held a Saturday 12 October 2019 at the R43 Lunch Meeting.

## ACCOMPLISHMENTS AND CHALLENGES (Cont.)

### Budget Spending

A budget is a financial plan. It summarises, in financial figures, the activities planned for the forthcoming year by setting out the costs (expenses) of these activities, and where the income will come from to pay for the expenses.

#### Capital Spending

2017/18	79%	R5,78,749.59	R7,291,632.00	24%	R5,429,745.90
2018/19	93%	R7,02,221.71	R7,511,000.00	20%	R4,679,254.84
2019/20	97%	R5,271,244.12	R5,421,882.00	20%	R1,150,270.18

#### Operational Spending

2017/18	80%	R5,429,745.90	R7,291,632.00	21%	R1,811,500.00
2018/19	89%	R4,679,254.84	R7,511,000.00	15%	R5,655,481.10
2019/20	68%	R1,150,270.18	R5,421,882.00	15%	R4,271,611.82

## ACCOMPLISHMENTS AND CHALLENGES (Cont.)

### General



### TOP LEVEL SDBIP 2019/20

Ref No	Key Performance Indicator (KPI)	Annual Target	Annual Actual	R	Weight	Score	Max Score	Half Score
TL09	95% spent of the grants by 30 June 2020 (i.e. approved business plan submitted to the Council) and 100% spent by 30 June 2020 for completed first round of grant applications (i.e. no amount collected, total amount collected \$1.5 million)	95.00%	80.5.0%	0	5.33	0	0	0
TL10	Collect \$1.5 million in grant income by 30 June 2020 for completed first round of grant applications (i.e. no amount collected, total amount collected \$1.5 million)	95.00%	208.80%	8	5.33	0	0	0
TL11	Collect \$1.5 million in grant income by 30 June 2020 for round 1 (first round) of grant applications (i.e. no amount collected, total amount collected \$1.5 million)	95.00%	113.70%	02	5.33	0	0	0
TL12	Collect \$1.5 million in grant income by 30 June 2020 for round 2 (second round) of grant applications (i.e. no amount collected, total amount collected \$1.5 million)	100.00%	100.00%	0	5.33	0	0	0
TL13	100% of all applications and their associated Receipts submitted to the Council by 30 June 2020	100.00%	91.77%	0	5.33	0	0	0
TL14	100% of all applications and their associated Receipts submitted to the Council by 30 June 2020	100.00%	100.00%	02	5.33	0	0	0
TL15	Monitor the performance of the Grant Disbursement Organisation (GDO) to ensure that all grant payments are made on time and in full	3	3	0	5.33	0	0	0
TL16	Facilitate the top-up of at least 2 play parks in the municipal area by 30 June 2020	2	2	0	5.13	0	0	0
TL17	Develop a Capital Management Strategy for the Council's Offices and Services by 30 June 2020	1	1	0	5.33	0	0	0
TL18	Develop a Capital Management Strategy for the Council's Offices and Services by 30 June 2020	1	1	0	5.33	0	0	0
TL19	Develop a Capital Management Strategy for the Council's Offices and Services by 30 June 2020	1	1	0	5.33	0	0	0
TL20	Develop a Capital Management Strategy for the Council's Offices and Services by 30 June 2020	1	1	0	5.33	0	0	0
TL21	Develop a Capital Management Strategy for the Council's Offices and Services by 30 June 2020	1	1	0	5.33	0	0	0
TL22	Effectively manage and ensure compliance on a quarterly basis of all TL2019 KPIs in respect of accomplishments of management	95.00%	97.00%	02	5.33	0	0	0
TL23	Carry out the performance management plan for 11/2019 by 31 October 2019 in consultation with the Director of Services and the Director of Finance	100.00%	100.00%	0	5.33	0	0	0
TL24	Update the Economic Strategy on a monthly basis to ensure that there is a clear focus on the key strategic priorities and that the Economic Strategy is updated on a regular basis	12	12	0	5.33	0	0	0

### CORE COMPETENCIES

Competency	Definition	Key Indicators
Leadership	... to provide a clear vision and direction for the organisation and to inspire and motivate others to achieve their best performance.	... to provide a clear vision and direction for the organisation and to inspire and motivate others to achieve their best performance.
Strategic Thinking	... to identify and define the organisation's long-term goals and objectives and to develop strategies to achieve them.	... to identify and define the organisation's long-term goals and objectives and to develop strategies to achieve them.
Financial Management	... to manage the organisation's financial resources effectively and to ensure that the organisation is financially sound.	... to manage the organisation's financial resources effectively and to ensure that the organisation is financially sound.
Human Resource Management	... to attract, develop, and retain the organisation's human resources and to ensure that they are effectively managed.	... to attract, develop, and retain the organisation's human resources and to ensure that they are effectively managed.
Customer Service	... to understand and meet the needs and expectations of the organisation's customers and to ensure that they are satisfied.	... to understand and meet the needs and expectations of the organisation's customers and to ensure that they are satisfied.
Communication	... to communicate effectively with others and to ensure that the organisation's message is clear and consistent.	... to communicate effectively with others and to ensure that the organisation's message is clear and consistent.
Teamwork	... to work effectively with others and to ensure that the organisation's goals are achieved through the efforts of all team members.	... to work effectively with others and to ensure that the organisation's goals are achieved through the efforts of all team members.
Problem Solving	... to identify and solve the organisation's problems and to ensure that they are resolved in a timely and effective manner.	... to identify and solve the organisation's problems and to ensure that they are resolved in a timely and effective manner.
Change Management	... to manage the organisation's change process effectively and to ensure that the organisation is able to adapt to a changing environment.	... to manage the organisation's change process effectively and to ensure that the organisation is able to adapt to a changing environment.
Project Management	... to plan, execute, and close projects and to ensure that they are completed on time and within budget.	... to plan, execute, and close projects and to ensure that they are completed on time and within budget.
Quality Management	... to ensure that the organisation's products and services meet the highest quality standards and to ensure that they are continuously improved.	... to ensure that the organisation's products and services meet the highest quality standards and to ensure that they are continuously improved.
Information Management	... to manage the organisation's information resources effectively and to ensure that they are used to their full potential.	... to manage the organisation's information resources effectively and to ensure that they are used to their full potential.
Legal and Compliance	... to ensure that the organisation is compliant with all applicable laws and regulations and to ensure that it is aware of any changes to the legal and regulatory environment.	... to ensure that the organisation is compliant with all applicable laws and regulations and to ensure that it is aware of any changes to the legal and regulatory environment.
Health and Safety	... to ensure that the organisation's employees and the public are safe and healthy and to ensure that the organisation is compliant with all applicable health and safety laws and regulations.	... to ensure that the organisation's employees and the public are safe and healthy and to ensure that the organisation is compliant with all applicable health and safety laws and regulations.
Environmental Management	... to ensure that the organisation is committed to environmental protection and to ensure that it is aware of any changes to the environmental regulatory environment.	... to ensure that the organisation is committed to environmental protection and to ensure that it is aware of any changes to the environmental regulatory environment.

### CLOSING REMARKS

As a directorate we can only be successful if we deal effectively with our challenges.

These challenges include

- Vandalism
- Lack of a dedicated fire department
- Shortage of traffic and law enforcement officials
- Shortage of personnel in our parks division
- Maintenance of our open spaces
- High cost of maintenance of facilities
- High number of backyarders
- Lack of suitable land for housing

I can assure the panel that most of the above challenges will be addressed in the near future.

### WE SERVE WITH PRIDE

# THANK YOU



KANTOOR VAN DIE MUNISIPALE BESTUURDER  
BERGRIVIER MUNISIPALITEIT  
POSBUS 60  
PIKETBERG  
7320

**NOTULE VAN DIE VERGADERING VAN DIE PRESTASIE-EVALUERINGSKOMITEE VAN DIE DIREKTEUR TEGNIESE DIENSTE GEHOU OP VRYDAG 11 SEPTEMBER 2020 OM 11H55 IN DIE RAADSAAL, MUNISIPALE KANTORE, PIKETBERG**

**TEENWOORDIG**

Adv. H Linde (Voorsitter)  
Rdl. M Wessels (Portefeulje Voorsitter)  
Rdd. Me S Crafford (Lid van die Uitvoerende Burgemeesterskomitee)  
Mnr. J Scholtz (Eksterne Munisipale Bestuurder: Swartland Munisipaliteit)  
Mnr. C de Jager (Voorsitter van Oudit- en Prestasiekomitee)  
Me. A Yiatses (IGNITE)  
Mnr. M Moore (Lid van die Wykskomitee van Wyk 4)  
Mnr. AC Koch (Direkteur Tegniese Dienste)  
Me. A van Sittert (Bestuurder Strategiese Dienste)  
Mnr. AW Rheeder (Bestuurder Menslike Hulpbrondienste) (Notuleerder)  
Me. M van der Westhuizen (Sekretaresse – Observerend)

**1. OPENING EN VERWELKOMING**

Die Voorsitter open die vergadering, waarna sy almal by die vergadering verwelkom. Die Voorsitter meld dat die evaluering slegs vir die periode vanaf 01 November 2019 tot 30 Junie 2020 is, aangesien Mnr Koch eers op 01 November 2019 diens aanvaar het by Bergrivier Munisipaliteit.

**2. AANSOEKE OM VERLOF TOT AFWESIGHEID**

Geen

**3. PRESTASIE-EVALUERING VAN DIE DIREKTEUR TEGNIESE DIENSTE**

Die Voorsitter verduidelik kortliks die proses wat gevolg word en meld dat die punte na afloop van die sessie toegeken sal word deur haar en die Portefeulje Voorsitter.

Die Voorsitter vra gevolglik dat die Direkteur Tegniese Dienste op die volgende aspekte fokus:

- Hoogtepunte en Uitdagings van die evalueringstydperk;
- Twaalf (12) "Core Competency Requirements" soos voorgeskryf deur wetgewing; en
- Top Level SDBIP ("Key Performance Areas").

**3.1 OORSIG: 01 NOVEMBER 2019 – 30 JUNIE 2020**

Mnr. Koch word die geleentheid gegun om 'n voorlegging aan die komitee te maak met betrekking tot sy prestasie wat bereik is vir die tydperk vanaf 01 November 2019 tot 30 Junie 2020.

**3.2 SDBIP 2019/2020:**

Die Direkteur Tegniese Dienste gee breedvoerig terugvoering aan die paneel met betrekking tot die KPI's wat behaal is in sy "Top Level" SDBIP vir die tydperk vanaf 01 November 2019 – 30 Junie 2020.



**NOTULE VAN VERGADERING VAN DIE PRESTASIE-EVALUERINGSKOMITEE  
VAN DIE DIREKTEUR TEGNIESE DIENSTE GEHOU OP VRYDAG 11 SEPTEMBER  
2020 OM 11H55 IN DIE RAADSAAL, MUNISIPALE KANTORE, PIKETBERG**

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**4. TERUGVOERING VAN DIE PANEEL**

Na afloop van die voorlegging deur Mnr Koch word die komiteedele die geleentheid gegee om vrae ter verduideliking / insette en kommentaar te lewer.

Positiewe kommentaar / insette word gelewer deur die paneel en Mnr. Koch word bedank vir sy goeie diens en werksaamhede binne die munisipaliteit.

Na afhandeling van vrae van komiteedele word Mnr. Koch verskoon en sy prestasie geëvalueer en word ooreenkoms bereik met betrekking tot die puntetoekenning.

**5. AFSLUITING**

Die sessie verdaag om 12h52.

**BERGRIVEIR MUNICIPALITY**

**PERFORMANCE EVALUATION SUMMARY**

Performance evaluation of: Director: Technical Services: Mr C Koch

Period: 1 November 2019 - 30 June 2020

Panel Members

Municipal Manager	Adv H Linde
Executive Mayor	Ald R van Rooy
Councillor	Ald S Crafford
Councillor	Cllr M Wessels
Ward Committee Member	Mr M Moore
Audit Committee Chairperson	Mr C de Jager
External Municipal Manager	Mr J Scholtz

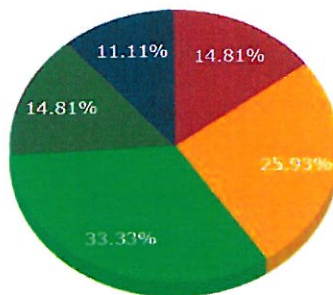
Date of evaluation: 11 September 2020

**PERFORMANCE RESULTS**

	Total score for period	Total weight for period	Weighted percentage	Performance %
Operational Performance	59	80	80%	59.20%
Core Competency Requirements	15	20	20%	15.07%
<b>Final Score</b>	<b>74</b>	<b>100</b>	<b>100%</b>	<b>74.26%</b>

**OVERALL PERFORMANCE**

*Technical Services*



**PERFORMANCE COMMENTS**

Signed by panel members:

Adv H Linde

*[Signature]*

Ald R van Rooy

\_\_\_\_\_

Ald S Crafford

*[Signature]*

Cllr M Wessels

*[Signature]*

Mr M Moore

*[Signature]*

Mr C de Jager

*[Signature]*

Mr J Scholtz

*[Signature]*


Signed by employee

Director: Technical Services: Mr C Koch

*[Signature]*

Date

11 September 2020



**PERFORMANCE REVIEW**  
**Nov 2019 - June 2020**  
**Director Technical Services**  
 Chris Koch  
 11 September 2020

**Technical Department in a nutshell**



**Administrative.**

**Impact of Covid 19**

- ▶ Municipalities are now presented with a rare window of opportunity to reboot.
- ▶ To adapt to the new norm you have to promote innovative (10%) and alternative methods in all sectors.
- ▶ Innovation can only be done and promoted if you are allowed to fail

**Challenges as a result of Covid that impacted on service delivery:**

- ▶ Technical Department workforce are at skeleton levels. Could not implement shifts as required by regulations. We had two choices. Break the law or suffer on service delivery.
- ▶ Opportunity to change TLDSPip to cater for Covid. I decided against it in order to determine the effects of the pandemic.
- ▶ Emergency food distribution was the responsibility of the Technical Department.
- ▶ Non-primary function work were performed in Goederwacht, Wittwater and Genadenberg. "n Gains word 'n pily"

**Training and skills transfer**

- ▶ Directorate management meeting monthly or as needed.
- ▶ Division meetings weekly. Toolbox meetings
- ▶ Frequent training and skills transfer- SOP's
  - ▶ 3 employees attended NQF 2 Water and Wastewater Process operations
  - ▶ 4 employees attended NQF 4 Water and Wastewater Process operations

**Core Competencies**

- ▶ **Strategic Direction and Leadership**
  - ▶ Allow and promote innovation. This was also communicated to consultants at clarification meeting.
  - ▶ Aurora to Plokerberg; Redelinghuys to Porterville
  - ▶ Standard operating procedures adapted and all workers buy-in.
- ▶ **People Management.**
  - ▶ Meetings with employees WTV, Covid and Co-mobilities meetings
- ▶ **Program and Project Management.**
  - ▶ MIG program. Applied to continue during level 5 lockdown and re-prioritized to achieve 100% spending
- ▶ **Financial Management**
  - ▶ MIG and Main road grant full spending. All PMU claims to be first scrutinised by SCA before I sign off.
- ▶ **Change Leadership**
  - ▶ Buy-in on my new trend - innovation and "The new Norm".
- ▶ **Governance Leadership**
  - ▶ Meeting with Managers to get their background and work experience to understand the way they think
- ▶ **Moral Competence**
  - ▶ Make effort to promote ethics.
  - ▶ Clarification meeting 3 years consultants tender. Explained Bergvliet's 2020 vision. "Jaar van Diens Ultramedioheid" Explained the 4 year's consecutive clean audits and we want to keep it up.

Aankomsel 6 C

### Core Competencies (continue)

- ▶ Analysis and Innovation
  - ▶ Full investigation into the operation of the Ploketberg WTW. 3 critical issues; House keeping, Lime dosing, Filters. Lime dosing to revert back to old technology.
  - ▶ Operating manual has been developed to be implemented September 2020.
  - ▶ Investigate the replacement of old in-efficient pump with new technology/efficiency.
  - ▶ Reddinghuys De-centralized WWTW. Applied for EU funding
  - ▶ Billy Goat street cleaning.
  - ▶ Pothole maintenance. Change of operation. Winter temperatures a problem with bitumen.
- ▶ Knowledge and information sharing:
  - ▶ Past experience regarding more sustainable methods in water treatment are shared on a regular basis with employees and also with other employees for implementation in Reddinghuys and also Ngqema Municipality in Kwazulu Natal.
- ▶ Communication: All managers in one office and also move PMU manager shortly.
  - ▶ Problem solving through meeting and not through emails.



"Iy wat niks doen nie kan ook niks verkeerd doen nie"

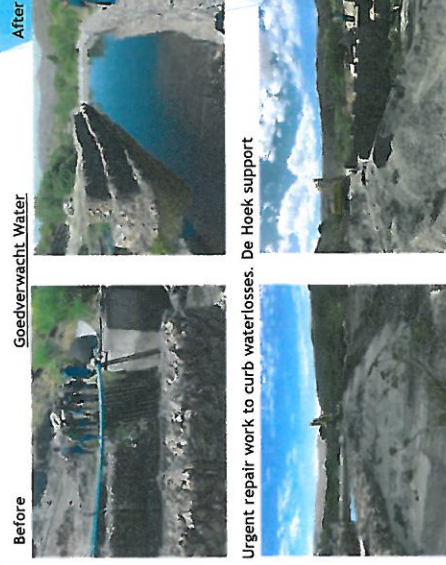
### Concerns

- ▶ Management (Non) of Consulting Engineers.
- ▶ Vacant critical posts.
  - ▶ Senior Admin Officer
  - ▶ Fleet Manager
  - ▶ Waste Officer
- ▶ Lack of knowledge as a result of non-frequent visits to key areas.
  - ▶ Performance of WWTW's and WTW's
  - ▶ Goedverwacht water quality
  - ▶ Equal workload distribution.

### Bulk Services:

Red - Upgrading needed before 2020  
 Yellow = Upgrading needed between 2020 and 2025  
 Green = Upgrading needed between 2025 and 2035

Town	Water Source	WTW	WWTW	Electricity	Storage
Ploketberg	☹️	☹️	😊	☹️	☹️
Porterville	😊	😊	😊	😊	😊
Veldrif	😊	☹️	😊	☹️	☹️
Eendekuil	😊	😊	😊	😊	😊
Reddinghuys	😊	😊	😊	😊	😊
Aurora	☹️	☹️	☹️	☹️	😊
Dwaarskroos	☹️	☹️	😊	😊	😊



MIG Projects: Streets Bergviver: R 16 m



MIG Projects:

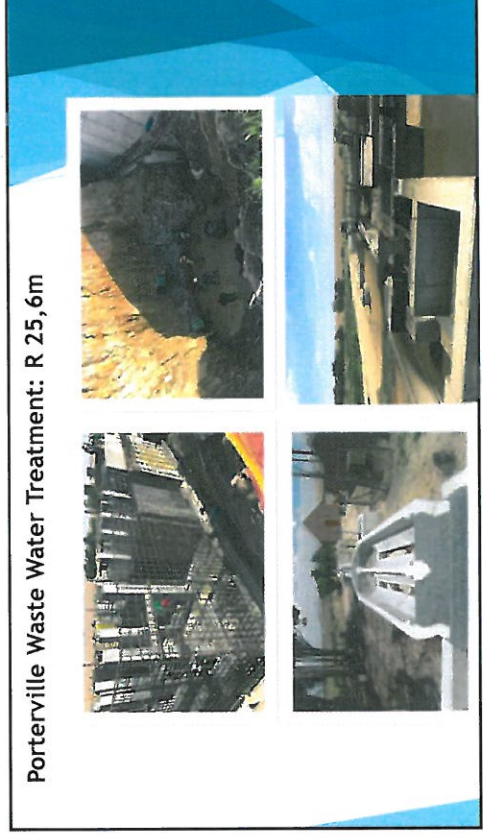
RSEP: Active Box: R2,7 m



Projects in Porterville



Porterville Waste Water Treatment: R 25,6m



**Noordhoek Skakelstasie: R 4 m**

**Kerbs Vervoer Crescent: R 536 000**

**Departmental road project RDP houses: R 238 000**

**Water Augmentation Initiatives. Aurora: R 1,1 m**

**Projects Director**

**Waste Water Services. The Natural way**

**The Fusion System**

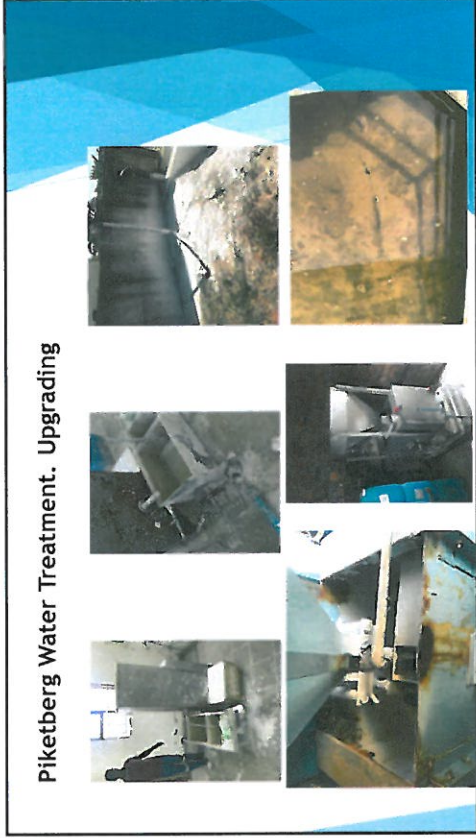
Labels in diagram:
 

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KANTOOR VAN DIE MUNISIPALE BESTUURDER  
BERGRIVIER MUNISIPALITEIT  
POSBUS 60  
PIKETBERG  
7320

**NOTULE VAN DIE VERGADERING VAN DIE PRESTASIE-EVALUERINGSKOMITEE VAN DIE MUNISIPALE BESTUURDER GEHOU OP VRYDAG 11 SEPTEMBER 2020 OM 13h00 IN DIE RAADSAAL, MUNISIPALE KANTORE, PIKETBERG**

**TEENWOORDIG**

Rdh. R van Rooy (Voorsitter - Uitvoerende Burgemeester)  
Rdd. Me S Crafford (Lid van Uitvoerende Burgemeesterskomitee)  
Mnr. J Scholtz (Eksterne Munisipale Bestuurder: Swartland Munisipaliteit)  
Mnr. C de Jager (Voorsitter van Oudit- en Prestasiekomitee)  
Me. A Yiatses (IGNITE)  
Mnr. M Moore (Lid van die Wykskomitee van Wyk 4)  
Adv. H Linde (Munisipale Bestuurder)  
Mnr. AW Rheeder (Bestuurder Menslike Hulpbrondienste) (Notuleerder)  
Me. A van Sittert (Bestuurder Strategiese Dienste)  
Me. J Carstens (Persoonlike Assistent – Observerend)  
Me. TA Wessels (Strategiese Beampte van die Uitvoerende Burgemeester – Observerend)

**1. OPENING EN VERWELKOMING**

Die Voorsitter open die vergadering, waarna hy almal by die vergadering verwelkom.  
Die Voorsitter meld dat die evaluering is vir die periode 1 Julie 2019 tot 30 Junie 2020.

**2. AANSOEKE OM VERLOF TOT AFWESIGHEID**

Geen

**3. PRESTASIE-EVALUERING VAN DIE MUNISIPALE BESTUURDER**

Die Voorsitter verduidelik kortliks die proses wat gevolg word en meld dat die punte na afloop van die sessie toegeken sal word deur homself en Raadsdame S Crafford.

Die Voorsitter vra gevolglik dat die Munisipale Bestuurder op die volgende aspekte fokus:

- Hoogtepunte en Uitdagings van die evalueringstydperk;
- Twaalf (12) "Core Competency Requirements" soos voorgeskryf deur wetgewing; en
- SDBIP ("Key Performance Areas").

**3.1 OORSIG: 1 JULIE 2019 – 30 JUNIE 2020**

Adv. H Linde word die geleentheid gegun om 'n voorlegging aan die komitee te maak met betrekking tot haar prestasie wat bereik is vir die tydperk vanaf 1 Julie 2019 tot 30 Junie 2020.

**3.2 SDBIP 2019/2020**

Die Munisipale Bestuurder gee breedvoerig terugvoering aan die paneel met betrekking tot die KPI's wat behaal is in haar "Top Level" SDBIP vir die finansiële jaar 2019/2020.



**NOTULE VAN VERGADERING VAN DIE PRESTASIE-EVALUERINGSKOMITEE  
VAN DIE MUNISIPALE BESTUURDER GEHOU OP VRYDAG  
11 SEPTEMBER 2020 OM 13h00 IN DIE RAADSAAL, MUNISIPALE KANTORE,  
PIKETBERG**

---

**4. TERUGVOERING VAN DIE PANEEL**

Na afloop van die voorlegging deur die Munisipale Bestuurder, word die komiteedele die geleentheid gegee om vrae ter verduideliking / insette en kommentaar te lewer.

Positiewe kommentaar / insette word gelewer deur die res van die paneel en bedank Adv. Linde vir haar goeie diens en werksaamhede binne die munisipaliteit.

Na afhandeling van vrae van komiteedele word die Munisipale Bestuurder verskoon en haar prestasie geëvalueer en word ooreenkoms bereik met betrekking tot die puntetoekenning.

**5. AFSLUITING**

Die sessie verdaag om 13h55.

BERGRIVIER MUNICIPALITY

PERFORMANCE EVALUATION SUMMARY

Performance evaluation of: **Municipal Manager: Adv H Linde**

Period: 1 July 2019 - 30 June 2020

Panel Members

Executive Mayor	Ald R van Rooy
Councillor	Ald S Crafford
Ward Committee Member	Mr M Moore
Audit Committee Chairperson	Mr C de Jager
External Municipal Manager	Mr J Scholtz

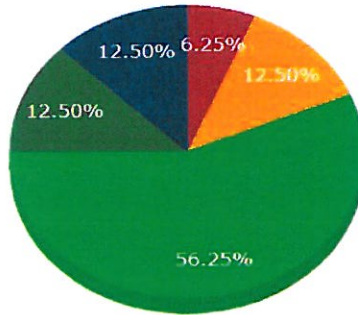
Date of evaluation: 11 September 2020

PERFORMANCE RESULTS

	Total score for period	Total weight for period	Weighted percentage	Performance %
Operational Performance	64	80	80%	63.50%
Core Competency Requirements	17	20	20%	16.73%
<b>Final Score</b>	<b>80</b>	<b>100</b>	<b>100%</b>	<b>80.23%</b>

OVERALL PERFORMANCE

Office of the Municipal Manager



PERFORMANCE COMMENTS

Signed by panel members:

Ald R van Rooy

Ald S Crafford

Mr M Moore

Mr C de Jager

Mr J Scholtz

Signed by employee

Municipal Manager: Adv H Linde

Date

11 September 2020

# **PRESTASIE EVALUERING**

**11 SEPTEMBER 2020**

**ADV HANLIE LINDE – MUNISIPALE BESTUURDER**

**BERGRIVIER MUNISIPALITEIT**




# BERGRIVIER MUNISIPALITEIT







## Prestasie-evaluering: Adv Hanlie Linde - Munisipale Bestuurder 11 September 2020


### Prestasie-evalueringsproses




Performance Regulations CN 1 August 2006 as amended 2011 and 2014



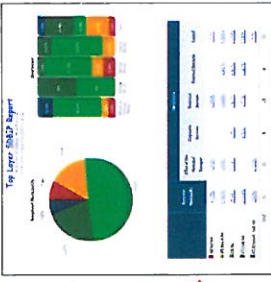
Employment Contracts in terms of Section 57 of the Systems Act and in line with Regulations



Annual Performance Contracts in terms of Section 57(1)(b) and 57(2) of the Systems Act and based on IDP and budget



Annual Performance Contracts in terms of Section 57(1)(b) and 57(2) of the Systems Act based on IDP and budget



Top Level Service Delivery Budget Implementation Plan (SDBIP) managed monthly on Ignite System

**Bi-annual**  
Two yearly panel performance evaluation of all senior managers in March and September. Panel constituted in terms of item 27 van Performance Regulations.

## In die KykNet TV-reeks *Prontuit* vertel Kabous Meiring dat sy by geleentheid met 'n boer op die Lesotho grens gepraat het en hy het gesê: **“As die Here ons hierdie jaar nie help nie, sal dit die eerste keer wees.”**

**Alle eer aan ons Hemelse Vader!**

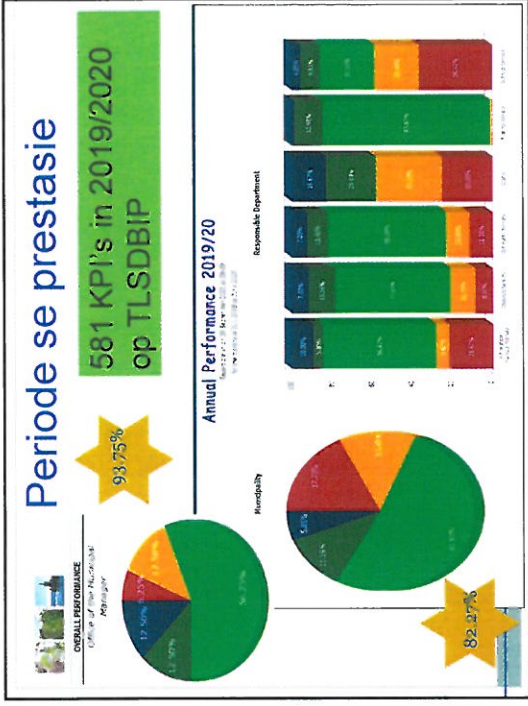
Ook baie dankie aan al die Raadslede en Personeel van Bergrivier Munisipaliteit. Ons kan en ons het!

*The Will of God*  
will never take you  
*Grace of God*  
where the  
will not protect you.

*When life puts You in tough SITUATIONS DON'T SAY "Why me" "TRY me"*

Peace is not the absence of troubles; it is the presence of Christ.

**TIME TO THINK**  
 USE THEM TO YOUR ADVANTAGE  
 THE PRESENT NEEDS  
 HANCK RENE



### Food security during Covid-19 pandemic

Data from [maps.westerncape.gov.za/maps/arcgis.com](https://maps.westerncape.gov.za/maps/arcgis.com) 2 September 2020

**We sincerely thank all partners who made this possible**

**Total COVID-19 Cases**: 32,171

**Total Missions**: 384,335

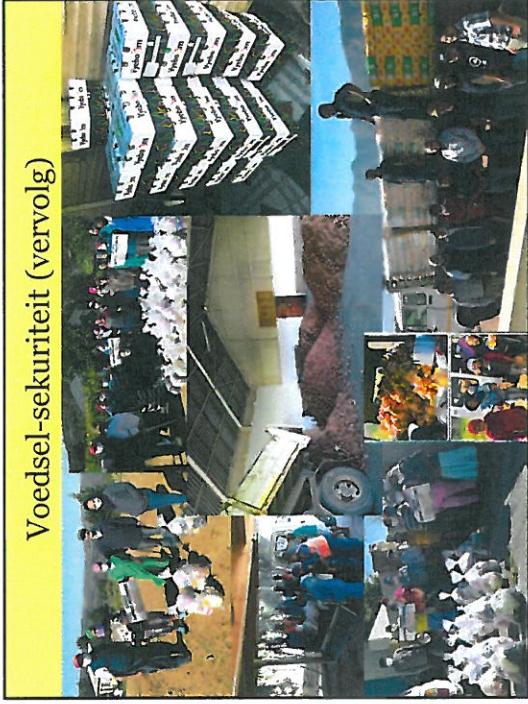
**Local Authorities**: 4

**Food Packs per Local Municipality**: 27

### Voedsel-sekureiteit met 16 vennote

100 vrywilligers pak 4000 kospakkies – R600 000

Landbou skenk tonne vrugte, groente, vis en meel



**Voedsel-sekuriteit (vervolg)**

### Good Governance Africa 2020

Bergvliet Munisipaliteit is weer aangewys as 8ste beste Munisipaliteit in Suid-Afrika (uit 254), 3de in Wes-Kaap en 2de in Weskus Distrik.

Bate om voor dankbaar te wees!

Rank	Municipality	Score
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### Fourth consecutive clean audit

Bergvliet Munisipaliteit behaal ons 4de agtereenvolgende skoon audit en 6de agtereenvolgende ongekwalifiseerde audit.

Dit verg uiterste harde werk deur 'n toegewyde span op 'n voltydse basis.

Clean audits

Year	Clean Audits
2018-19	17
2017-18	14

Only 14 Local Municipalities in SA; 11 in the Western Cape

WESTERN CAPE

2018-19: 17 (▲ 7)

2017-18: 14 (▼ 4)

8% (2017-18: 7%)

### Verdere hoogtepunte

- Kapitaalspandering: **89,37% (selfs met Covid)**
- Aanstellings van twee nuwe direkteure op 1 November 2019: proses 100% bestuur
- Prestasie-kontrakte vir almal vanaf T12 en op
- Krisis-hantering tydens Covid-19

COVID-19 (soos op 3 September 2020)

Totaal: 413 positiewe gevalle in Bergvliet Munisipaliteit

Sterfgevalle : 17

Aktewe gevalle : 17



**Publieke vergaderings en IDP Forums September/Okttober 2019**

**Goedverwacht 11 September 2019**

**Eerste virtuele publieke deelname April 2020**

**IDP Forum: Gemeenskapsveiligheid - De Berge 4 Oktober 2019**

**Proses van dorpsdigting Morawiese Gebiede**

**Goedverwacht Sondag 8 Sept 2019 - 42 grade Celsius – gemoeders selfs warmer**

**Wittewater 20 Augustus 2019, 15 September 2019, 18 November 2019**

3 – 5 jaar proses van dorpsdigting, referendums, GEV stig, infrastruktuur skep, ens. Vat ontsettend baie tyd, maar proses moet wetlik en strategies hanteer word.

**Bergmun tree op as gasvrou / gasheer vir PCF en SALGA PMA**

**PCF 10. Sept 2019**

**SALGA PROVINCIAL MEMBER'S ASSEMBLY 13 – 15 OKTOBER 2019**

**Strategiese sessie: 9 en 10 Desember 2019 - Velddrif**

**MUNICIPALITY • BERGRIVIER • MUNISIPALITEIT**

**SNAPSHOT**

**OFFICE OF THE EXECUTIVE MAYOR AND MUNICIPAL MANAGER**

**9 Desember 2019**

**BERGRIVIER MUNICIPALITY**

**STRATEGIESE REPLANNINGS WERKSWINKEL**

**9-10 DESEMBER 2019**

**RIVIERA HOTEL, VELDDRIF**

**LEMOEN TREE GROUP**

**THANK YOU TO ALL OUR SPONSORS**

**Piket-Boberg Bergfietsmarathon September 2019**

**Badisa se vrouedag 11/10/2019**

**Leierskapsontwikkeling binne Bergmun**

**Innoverende dienslewering en self-ontwikkeling uit Time to Think van Nancy Kline 8 Februarie 2020**

**Droom-sessie 27 September 2019**

**Perdekop Piket-Boberg Klim 6 Desember 2019**

**Eerste virtuele leierskapsforum 6 Mei 2020 – What leaders do in difficult times!**

**Leier Kolleg**  
Dankie dat jy deel is van die span wat van Bergmun Munisipaliteit 'n innoverende omgewing maak.  
Lekker lees en implimenteer!

**Ook tyd vir speel...**

**Rugby Wêreldbeker-kroon September / Oktober 2019**

**Leierskapsrol in Distrik en Provinsie as deel van MB's**

**Sekretaresdag September 2019**

**So you think you can walk – 31/10/2019**

20

**Leierskapsforum**

Gesprek: Geestelike leiers Velddrif

Leierskapsforum 8 Februarie 2020

**Leierskapsforum**

**Gesamentlike kerkdienste: Bergrivier Munisipaliteit**

MUNICIPALITY • BERGRIVIER • MUNISIPALITEIT  
Geestelike-leiers byeenkoms  
Aanblyfsa: Adv. Heerle (Moderator) - Munisipale Bestuurder  
Gatherer: Uitvoerende Burgemeester - Edn Roy van Rooy  
8 Augustus 2019

MUNICIPALITY • BERGRIVIER • MUNISIPALITEIT  
Geestelike-leiers byeenkoms  
Aanblyfsa: Adv. Heerle (Moderator) - Munisipale Bestuurder  
Gatherer: Uitvoerende Burgemeester - Edn Roy van Rooy  
2 Oktober 2019

**Strategiese gesprekke met geestelike leiers: Bergmun**

**Nuwe innovasie**

Katia Tjoen (Exchange) and Els Compennolle (Specialist)

Work with Exchange to bring specialists on waste and behavioural change

Co-processing: Use household waste as fuel in cement process (with DCF, Exchange, PPC)

Bergmun Kalender 2019/2020

**Self-ontwikkeling: Beste student Cambridge University 2019**

Filmspan besoek ons 23 September 2019 - Prys: Een verdere kursus wat ek studeer = gratis

21

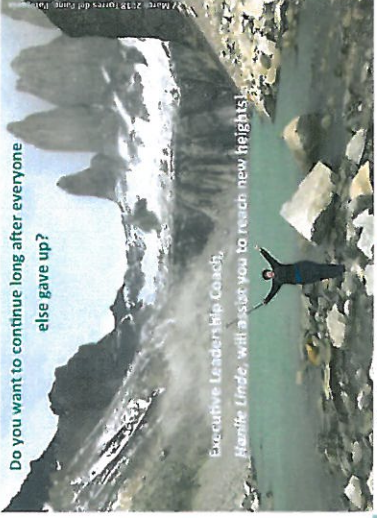
**Persoonlike ontwikkeling**

Ek studeer verder van Oktober 2019 – Februarie 2020: Business and Executive Coaching – Internasionale kwalifikasie en behaal 90,4%.

Do you want to continue long after everyone else gave up?

Executive Leadership Coach,  
*Hannie Linde*, will assist you to reach new heights!

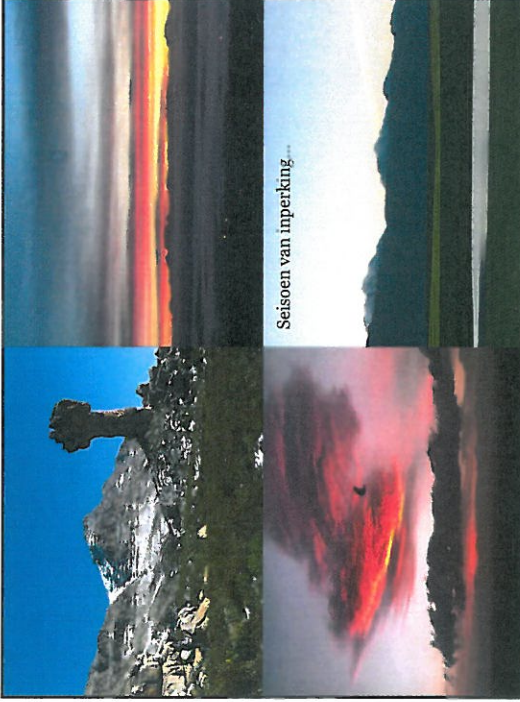
Life starts at the end of your comfort zone...



**Lockdown tydverdrywe:**  
 Brei teddebeere vir die 5 kinderhospitale in die Wes-Kaap



Seisoen van inperking...



**Baie dankie**

**Thank you**

**Enkosi Kakhulu**




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LEADING COMPETENCIES	DRIVING COMPETENCIES	PORTFOLIO OF EVIDENCE / COMMENTS
<p>Personal Values as crafted through <b>High Impact Leadership</b> studies 16 October 2018 – 18 December 2018 and <b>Executive and Business Coaching</b> studies done from 15 October 2019 to 15 February 2020. The last-mentioned studies was <b>awarded to me as best student</b> in the first mentioned studies through Cambridge University (UK) in partnership with UCT (SA).</p>	<p>Values</p>	<p style="text-align: center;"><b>My personal values:</b></p> <ol style="list-style-type: none"> <li>1. <b>Trustworthiness</b> (Being trusted but also trusting others – understanding truth and living a life of truth and accountability);</li> <li>2. <b>Redress</b> – understanding the history of discrimination, bias and unfairness in South Africa and constantly working to change it as well as being unashamedly pro-poor and pro-underdog (linked to a strong sense of fairness, justice and equity);</li> <li>3. <b>Collaboration</b> – value transparent positive relationships and work through strong networks and with collaborative leadership;</li> <li>4. <b>Service with loyalty and dedication;</b></li> <li>5. <b>Accountability</b> – living a life in the public eye and accounts for everything; and</li> <li>6. <b>Speed</b> – fast accurate decision-making, courage in fast action and fast in understanding new concepts.</li> </ol>
<p>1. Strategic Direction and Leadership</p>	<ul style="list-style-type: none"> <li>• Impact and Influence</li> <li>• Institutional Performance Management</li> <li>• Strategic Planning and Management</li> <li>• Organisational Awareness</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Political Liaison Committee</b> (PLC) meetings were held with all political parties contesting elections within Bergrivier Municipality. The MM of Bergrivier was also appointed by the Council during June 2013 as MEO for Bergrivier Municipal Area for the IEC. This required much effort and time, but was completed successfully. The meetings for the whole of 2020 have been scheduled and send out to all relevant role players. Due to Covid-19 not all the meetings could take place and virtual meetings resumed from June 2020. The Provincial Political Liaison</li> </ul>

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		<p>Committee is also attended by all MEO's.</p> <p>Meetings were postponed due to Covid-19 and have not resumed yet. These meetings require special skills.</p> <ul style="list-style-type: none"> <li>• <b>Leadership Forums</b> held: <b>27 September 2019 (teambuilding, cohesion and productivity through drumming), 6 December 2019 (resilience and strength training – hike up Perdekop on Piket-Boberg), 7 February 2020 (Time to Think (Listening to Ignite the Human Mind– Nancy Kline) and 7 May 2020 (Functioning in a crisis) (virtual)</b>. The leadership forum consist of the top 65 influential employees (including youth) in Bergrivier Municipality and was established by me in 2013. It is a way to do leadership development and empowerment and drive the strategic agenda of Bergrivier Municipality. The participation was expanded during December 2018 after completion of the studies (High Impact Leadership through Cambridge University) to include even more diverse leadership teams (women, youth and race). This is very successful and empower 65 leaders to provide for succession planning for Bergrivier Municipality for the future.</li> <li>• <b>Strategic Planning Sessions</b> with Council and the team of directors at Velddrif (Riviera Hotel) from <b>9 – 10 December 2019</b> to build on the strategic directions provided by the IDP 2017 – 2022, the strategic direction of Mayco and focus on team building. This strategic sessions were originally scheduled for 17 and 18 October 2019 in Velddrif, but could not take place due to unrest related to housing in Noordhoek, Velddrif. It was</li> </ul>
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	<p>then moved to December 2019. The strategic sessions were preceded by strategic planning sessions in all Directorates. The strategic planning for the Office of the MM took place on 19 November 2019 and I would like to thank the Manager Strategic Services for deputizing.</p> <ul style="list-style-type: none"> <li>• <b>After focusing solidly on the vision of Council 2017 – 2022 for 2016 and 2017, we shifted our focus to also focus on our values. We declared 2018 and 2019 as value driven years and drive it strongly to increase service delivery to all our communities. At the December 2019 strategic session we identified 2020 as the Year of Service Excellence and we focus all our efforts on service delivery to all our communities. At that stage we did not know about Covid-19 yet and did not realize exactly what effort would be needed to overcome service delivery in 2020.</b></li> <li>• <b>Other strategic discussions where I represent Bergrivier Municipality is as follows:</b>  <b>Section 78 Investigation in terms of Systems Act (Water)</b>  <b>Future of service delivery in Moravian Church Towns – Town Establishment.</b> This gained momentum in the period under review with meetings held monthly in Wittewater and Goedverwacht. This is highly time consuming, but I prefer to be involved myself to see that the process is done legally and to the benefit of Bergrivier Municipality and all her communities including Goedverwacht and Wittewater. The process is facilitated by SALGA with all role players on board including Rural Development.</li> </ul>
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		<p>Strategic Discussions with Christian Religious Leaders to unite them and their congregations behind the vision of Bergrivier Municipality especially with regards to social development, poverty alleviation and food security (6 August 2019 – Porterville, Eendekuil and Piketberg (including Wittewater and Goedverwacht and 1 October 2019 – Velddrif, Noordhoek, Aurora and Redelinghuys). The Muslim Community also requested a discussion with the Municipality, which will be held as soon as we can convene a group again after Covid-19.</p> <ul style="list-style-type: none"> <li>• <b>IDP Forum Meetings</b> with sectorial leadership – <b>4 October 2019 in Piketberg (De Berge)</b> (Theme: Community Safety); These meetings were preceded by 9 town based meetings from 9 - 18 September 2019 where we made detail presentations on the strategy and the budget to all communities. This was attended by all senior officials; These meetings were preceded by a combined Ward Committee Meeting for all 7 wards held on 7 September 2019. The scheduled IDP Forum meeting for 8 May 2020 could not take place due to the Covid-19 pandemic. See amended Schedule of Key Deadlines approved by Council on 26 March 2020.</li> <li>• <b>Municipal Public Accounts Committee 8 October 2019 and scheduled for 7 April 2020 (did not take place due to Covid-19 (next MPAC scheduled for 9 October 2020));</b></li> <li>• <b>Service delivery meetings (monthly)</b> with top leadership: <b>25 July 2019, 29 August 2019, 19 September 2019, 24 October 2019, 20 February</b></li> </ul>
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		<p>2020, 26 March 2020, 31 May 2020 (Virtual meeting via MS TEAMS) and 27 June 2020 (Virtual meeting via MS TEAMS). At the Service delivery meetings we actively break down silo's and discuss the section 71 Report of BRM with senior and middle management as well as important strategic matters.</p> <ul style="list-style-type: none"> <li>• <b>Central Occupational Health and Safety Committee</b> – focus to increase awareness and safety in the workplace <b>25 July 2019, 26 September 2019, 28 November 2019 and 27 February 2020</b>. The meeting scheduled for 23 April 2020 could not take place due to the Covid-19 pandemic.</li> <li>• <b>Risk Management Meetings</b> – As Accounting Officer I am the Chairperson of the Risk Management Committee Meeting consisting of Directors and Portfolio Councillors with the Head Internal Audit. The Risk Specialist of the Audit Committee is available on request and for advice when needed.</li> </ul> <p><b>During this period we focused on the strategic risk registers as well as the departmental risk registers with Nexia being appointed to assist us. Meetings took place on 19 September 2019, 27 November 2019, 24 March 2020 and 4 June 2020 (virtual). The Head: Internal Auditor was on maternity leave during this period and we procured the services of Yolanda Ngxaka from middle January 2020 to the day before Lockdown started and she had to return to Johannesburg.</b></p> <ul style="list-style-type: none"> <li>• <b>Twin City Agreement with Heist-op-den-Berg:</b> This relationship allowed Bergrivier to be elected</li> </ul>
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	<p>to apply for Federal Funding from the Belgium Government. This will bring more than R5 million to Bergrivier for the next three years for waste management. We prepared to host a second group of 10 youth and 2 teachers from Heist during April 2020 following a very successful outreach by learners from Bergrivier Municipality during April 2019. The April 2020 exchange could not take place due to Covid-19 and is postponed for a year. During the period under review our relationship with Heist and participation in the EU/Belgium Federal Programme put us in contact with Exchange, who served us with two separate experts in waste management and behavioural change link to waste management. This is an ongoing relationship. We updated our overarching agreement with Heist, decided in principle to participate in the next 5 year Federal programme from 2022 – 2026 and strengthen our relationship with Exchange.</p> <ul style="list-style-type: none"> <li>• <b>As experienced Municipal Manager I am often used on provincial steering committees and working groups to assist with brainstorming on innovative ways to deliver services better and ensure the financial sustainability of Local Government. I find this highly stimulating and empower colleagues to also participate.</b></li> <li>• <b>SPLUMA: Municipal Planning Tribunal:</b> I am the chairperson of the Municipal Planning Tribunal. Meetings of the tribunal were held on <b>4 July 2019, 15 August 2019, 5 September 2019, 31 October 2019, 4 December 2019, 16 January 2020, 5 March 2020, and 4 June 2020.</b></li> </ul>
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<p>2. People Management</p>	<ul style="list-style-type: none"> <li>• Human Capital Planning and Development</li> <li>• Diversity Management</li> <li>• Employee Relations Management</li> <li>• Negotiation and Dispute Management</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Selection and Recruitment:</b> During this period under review two Directors in Bergrivier Municipality took up other opportunities at other Municipalities and Bergrivier Municipality was left without a Town Engineer from 1 July 2019 – 31 October 2019 and without a CFO from 1 September 2019 – 31 October 2019. During this period I successfully managed the Selection and Recruitment Process. This is very technically legally and is highly time consuming. We secured two very good employees with decades of experience in Local Government as Bergrivier Municipality proofed herself as a destination of choice.</li> <li>• <b>Price giving function</b> for all staff – 27 November 2019 where we celebrate training, achievements and loyalty. This valued event was my brainchild and legacy in Bergrivier Municipality.</li> <li>• <b>Women’s Day.</b> This financial year we did not receive budget to host a function due to cost containment measures.</li> <li>• Provision of daily strategic leadership to all staff at BRM.</li> <li>• Bi-weekly <b>formal director’s meetings</b> (informal meetings in the alternative week) (1 July 2019, 15 July 2019, 29 July 2019, 12 August 2019, 26 August 2019, 9 September 2019, 23 September 2019, 7 October 2019, 28 October 2019, 4 November 2019, 18 November 2019, 2 December 2019, 13 January 2020, 20 January 2020, 3 February 2020, 17 February 2020, 2 March 2020, 16 March 2020, 23 March 2020 (Special Director’s Meeting due to Covid-19), no director’s meetings during April and May 2020</li> </ul>
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		<p>due to Covid-19, but daily contact with whatsapp, 8 June 2020 and 22 June 2020. To ensure implementation of all decisions, monthly reports are submitted to the Council meeting. Bi-Monthly Local Labour Forum, Skills Committee Meeting and Occupational Health and Safety Committee Meeting.</p> <ul style="list-style-type: none"> <li>• Selection and recruitment (strategic inputs). During this period two new Directors (Financial Services and Technical Services) were appointed. As MM I drive the process to ensure compliance with all legal aspects. The appointments were implemented efficiently and fast.</li> <li>• Good human relations with all staff and Councillors within BRM.</li> </ul>
3. Program and Project Management	<ul style="list-style-type: none"> <li>• Program and Project Planning and Implementation</li> <li>• Service Delivery Management</li> <li>• Program and Project Monitoring and Evaluation</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Service Delivery Meetings</b> monthly to break down silo's and discuss SDBIP implementation and capital spending</li> <li>• <b>OPCAR</b> – special leadership forum and Service Delivery meetings dedicated to AG report and implementation of corrective measures. Follow-up sessions until everything was completed. Special efforts with reconciliations and asset management.</li> <li>• Monthly one-on-one sessions with directors</li> <li>• Implementation of Joint Planning Initiative with Provincial Government</li> <li>• In most of my work we function in project teams to complete specific things.</li> <li>• Bergrivier Municipality is known as a Municipality with the capability <b>for innovative partnerships</b>. This takes effort and skill.</li> </ul>
4. Financial Management	<ul style="list-style-type: none"> <li>• Budget Planning and Execution</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Achievement of a fourth consecutive clean audit for Bergrivier Municipality and the sixth</b></li> </ul>

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	<ul style="list-style-type: none"> <li>• Financial Strategy and Delivery</li> <li>• Financial Reporting and Monitoring</li> </ul>	<p><b>consecutive unqualified audit during a year when only 11 of the 30 Local Municipalities in the Western Cape could achieve it (14 Local Municipalities in South Africa).</b> This year was especially difficult due to the implementation of MSCOA and the change in bank services and very strange interpretations by the AG.</p> <ul style="list-style-type: none"> <li>• Implementation of the 2019/2020 approved budget</li> <li>• Preparation of the 2019/2020 adjustment budgets</li> <li>• Strategic inputs into the Budget Steering Committee Meeting in preparation of the 2020/2021, 2021/2022 and 2022/2023 budget.</li> <li>• Liaison with and presentations to Provincial Government (especially the JDA platforms)</li> <li>• Meetings with COGTA to secure funding for MIG projects and defend the spending thereof.</li> <li>• Tight control over deviations and virements.</li> <li>• Excellent financial management resulting in a fourth clean audit.</li> <li>• Tight control and management of capital spending.</li> </ul>
5. Change Leadership	<ul style="list-style-type: none"> <li>• Change Vision and Strategy</li> <li>• Process Design and Improvement</li> <li>• Change Impact Monitoring and Evaluation</li> </ul>	<ul style="list-style-type: none"> <li>• Implementation of SPLUMA / LUPA.</li> <li>• Implementation of MSCOA and migration to a new financial system.</li> <li>• Joint Planning Initiative with Province.</li> <li>• Instrumental in finding Bergrivier Municipality a twin city agreement with Heist-op-den-Berg Gemeente in Belgium and additional funds from the Federal Government of Belgium.</li> <li>• Implementation of the Waste Ambassadors Programme within Bergrivier Municipality.</li> </ul>

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<p>6. Governance Leadership</p>	<ul style="list-style-type: none"> <li>• Policy Formulation</li> <li>• Risk and Compliance Management</li> <li>• Cooperative Governance</li> </ul>	<ul style="list-style-type: none"> <li>• Chairperson of Risk Committee.</li> <li>• Strategic Risk Management.</li> <li>• Unqualified audit since 2013 and <b>clean audit for the 2015/2016, 2016/2017, 2017/2018 and 2018/2019 financial years.</b></li> <li>• No AG queries with regards to performance, risks or SCM.</li> <li>• Represent BRM on PCF, MinMay, MinMayTech, and Governance Working group SALGA, MGRO, IDP Indaba's.</li> <li>• Establish BRM as a Municipality with which Province and other stakeholders enjoy working with and enjoy granting funds to.</li> <li>• Training for AG students on behalf of SALGA (2016, 2017, 2018)</li> <li>• BRM complied with all aspects of legislation during this period and submitted all required feedback to Provincial and National Government on time.</li> <li>• During the recent TIME Engagement with Province we received praise for being an effective, compliance, excellent and responsive administration.</li> <li>• We received the Silver Award for the implementation of IPS2 system which is done from the Office of the MM by Jurene Erasmus and Cecil Davids.</li> <li>• I play a leading role in the implementation of the JDA in the Western Cape, West Coast and Bergrivier Municipality.</li> </ul>
<p><b>CORE COMPETENCIES</b></p>		
<p>7. Moral Competence</p>		<p>I lead with integrity and honesty and my moral competency can be seen in everything I do and by everyone I meet.</p>

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8. Planning and organising		<p>My office is well organised and all administrative functions are performed on time and with diligence.</p> <p><b>I thank my PA, Jessica Carstens, for her excellent work.</b> There are three middle managers in the Office of the MM namely the Manager Strategic Services, Head Internal Auditing and the Head: Communications. All three of them deliver good services and we work very well together. I thank them for their dedication to Bergrivier Municipality. I also thank the whole team of Directors, Managers, all staff members for their dedication and hard word. It is a privilege to work with the Councillors of Bergrivier Municipality. We are thankful for the continuity brought through the outcome of the elections.</p>
9. Analysis and Innovation		<p>I think I have the ability to approach problems and challenges with innovation and to create new solutions with out of the box thinking. I am blessed with lateral thinking skills and can link challenges and solutions throughout Local Government and business in general. During the recent Covid pandemic I demonstrated that I can stay calm during a crisis, think innovatively, make plans where there are obstacles and deliver services against all odds.</p>
10. Knowledge and Information Management		<p>My own ability in Information Management is not as good as the combined ability of my office. Mainly due to the superior skills of my PA. I think I have good knowledge of local government and understand the challenges within Local Government very well.</p>
11. Communication		<p>I think this is one of my best skills. I have the ability to transfer energy to colleagues and communicate clearly and effectively. I keep all staff well informed and believe that informed staff are happy staff.</p>

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MANAGER BERGRIVIER MUNICIPALITY 11 SEPTEMBER 2020  
EVALUATION PERIOD 1 JULY 2019 – 30 JUNE 2020**

12. Results and Quality Focus		I try constantly to have a good balance between compliance and service delivery. I am compliance orientated, task focused and results driven. I serve with pride and will always put my work first. I am loyal to Bergrivier Municipality and always try to deliver work of excellent quality from me and my whole team. This was recognised by Good Governance Africa when they awarded Bergrivier Municipality as the 3 <sup>rd</sup> best Municipality in South Africa during March 2016 and confirmed with the 8 <sup>th</sup> best Municipality in SA (out of 254) during 2019 and 2020.
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