



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 12 MAART 2021 OM 11H44  
IN DIE RAADSAAL, MUNISIPALE KANTORE, PIKETBERG**

**TEENWOORDIG**

Adv. H Linde (Voorsitter)  
Rdd. Me S Crafford (Lid van die Burgemeesterskomitee)  
Rdl. M Wessels (Portefeulje Voorsitter: Tegniese Dienste)  
Mnr. J Scholtz (Eksterne Munisipale Bestuurder: Swartland Munisipaliteit)  
Mnr. B van Staaden (Ouditkomiteelid vir Prestasie – Me. R Gani verskoning a.g.v. siekte in haar familie)  
Me. T Robinson (Lid van die Wykskomitee van Wyk 2)  
Mnr. C Koch (Direkteur Tegniese Dienste)  
Me. A van Sittert (Bestuurder Strategiese Dienste) (IGNITE Stelsel)  
Me. W Terry Thomas (Menslike Hulpbronbeampte: Voorsiening en Administrasie) (Notuleerder)

**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 2020 tot 31 Desember 2020 is.

**2. AANSOEKE OM VERLOF TOT AFWESIGHEID**

Verlof word toegestaan aan Me. R Gani (Ouditkomiteelid vir Prestasie) wie verskoning gemaak het as gevolg van siekte in haar familie. Die Ouditkomitee het Mnr. B van Staaden afgevaardig om hulle te verteenwoordig.

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

**3.1 OORSIG: 01 JULIE 2020 – 31 DESEMBER 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 Julie 2020 tot 31 Desember 2020.

**3.2 SDBIP 2020/2021**

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 eerste 6 (ses) maande van die 2020/2021 finansiële jaar.



**NOTULE VAN VERGADERING VAN DIE PRESTASIE-EVALUERINGSKOMITEE  
VAN DIE DIREKTEUR TEGNIESE DIENSTE GEHOU OP VRYDAG 12 MAART 2021  
OM 11H44 IN DIE RAADSAAL, MUNISIPALE KANTORE, PIKETBERG**

---

**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 12h20.



**BERGRIVIER MUNICIPALITY**

**PERFORMANCE EVALUATION SUMMARY**

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

Period: **1 July 2020 - 31 December 2020**

Panel Members

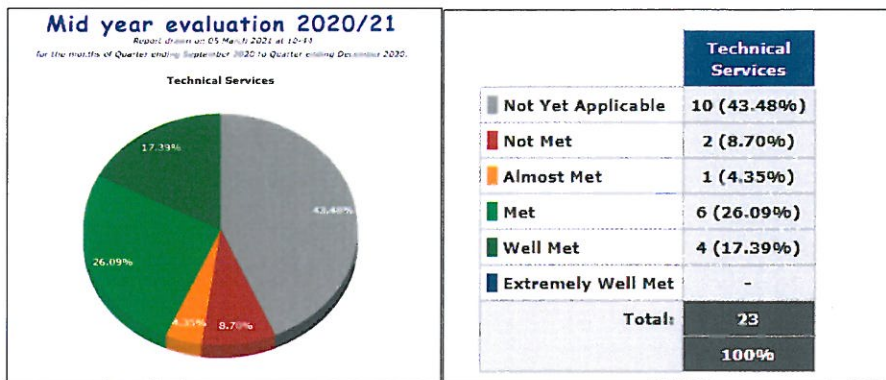
Municipal Manager	Adv H Linde
Executive Mayor	Ald R van Rooy
Councillor	Ald S Crafford
Councillor	Clr M Wessels
Ward Committee Member	Miss T Robinson
Audit Committee Member	Mr B van Staden
External Municipal Manager	Mr J Scholtz

Date of evaluation: **12 March 2021**

**PERFORMANCE RESULTS**

	Total score for period	Total weight for period	Weighted percentage	Performance %
Operational Performance	33	45	80%	58,83%
Core Competency Requirements	16	20	20%	16,37%
<b>Final Score</b>	<b>50</b>	<b>65</b>	<b>100%</b>	<b>75,19%</b>

**OVERALL PERFORMANCE**



**PERFORMANCE COMMENTS**

Signed by panel members:

Adv H Linde

Ald R van Rooy

Ald S Crafford

Clr M Wessels

Miss T Robinson

Mr B van Staden

Mr J Scholtz

Signed by employee

Director: Technical Services: Mr C Koch

Date

12 March 2021

OPERATIONAL KPIs

PMS REF	Ref No	Key Performance Indicator (KPI)	Unit of measurement	Baseline	Targets				Performance Comment	Corrective actions	Mid-year Target	Mid-year Actual	R	Weights	Score	Final Score
					Q1	Q2	Q3	Q4								
1	TL34	Limit unaccounted for water to 10% by 30 June 2021 ((Number of Kilolitres Water Purchased or Purified minus Number of Kilolitres Water Sold (incl free basic water) / Number of Kilolitres Water Purchased or Purified x 100)	% unaccounted water by 30 June 2021 ((Number of Kilolitres Water Purchased or Purified minus Number of Kilolitres Water Sold (including Free basic water) / Number of Kilolitres Water Purchased or Purified x 100)	10,00%	0,00%	0,00%	10,00%	10,00%		0,00%	0,00%	N/A	Not to be evaluated yet			
2	TL35	Limit unaccounted for electricity to 10% by 30 June 2021 ((Number of Electricity Units Purchased and/or Generated - Number of Electricity Units Sold (incl Free basic electricity) / Number of Electricity Units Purchased and/or Generated) x 100)	% unaccounted electricity by 30 June 2021 ((Number of Electricity Units Purchased and/or Generated - Number of Electricity Units Sold (incl. Free basic electricity) / Number of Electricity Units Purchased and/or Generated) x 100)	10,00%	0,00%	0,00%	10,00%	10,00%		0,00%	0,00%	N/A	Not to be evaluated yet			
3	TL36	95% of MIG conditional grant spent by 30 June 2021 to upgrade infrastructure ((Total amount spent/ Total amount allocated)x100)	% of MIG conditional grant spent by 30 June 2021	95,00%	10,00%	40,00%	60,00%	95,00%	[D505] Director, Technical Services: The POE is the Section 71 report but the figures in that report is not correct. I had a discussion with CFO and the Manager Mr Sass who also confirmed that the figures are not correct. I used the signed MIG report to Province and DCoG as this is a true reflection of the progress. (December 2020)	[D505] Director, Technical Services: The POE needs to be changed at the Adjustment Budget from Section 71 report to the MIG report as signed by the MM and sent to Province and DCoG. (December 2020)	40,00%	51,20%	G2	3,47	4,5	3,123
4	TL37	95% of conditional road maintenance operational grant spent by 30 June 2021 ((Total amount spent/Total allocation received)x100) as budgeted in the Bergvriër	% of conditional road maintenance operational grant spent by 30 June 2021	95,00%	0,00%	0,00%	60,00%	95,00%		0,00%	0,00%	N/A	Not to be evaluated yet			
5	TL38	95% of the capital budget of Directorate: Technical Services spent by 30 June 2021 ((Total amount spent/Total allocation received)x100)	% of capital budget of Directorate: Technical Services spent by 30 June 2021	95,00%	0,00%	20,00%	40,00%	95,00%	[D507] Director, Technical Services: If the shadow costs are included the figure is 43,8% (December 2020)	20,00%	29,49%	G2	3,47	4,3	2,9842	
6	TL39	Compile a draft infrastructure Growth Plan, inclusive of a Water Augmentation Plan, and submit by 30 June 2021 to Executive Mayoral Committee	Number of Draft Infrastructure Growth Plans, inclusive of a Water Augmentation Plan, submitted to Executive Mayoral Committee by 30 June 2021	New KPI	0	0	0	1		0	0	N/A	Not to be evaluated yet			
7	TL40	Develop a policy for future Small Scale Embedded Electricity Generation and submit by 30 June 2021 to Executive Mayoral Committee	Number of policies for future Small Scale Embedded Electricity Generation submitted to Executive Mayoral Committee by 30 June 2021	New KPI	0	0	0	1		0	0	N/A	Not to be evaluated yet			
8	TL41	Revise the Integrated Waste Management by-law and submit to Executive Mayoral Committee by 30 June 2021	Number of Integrated Waste Management by-laws revised and submitted to Executive Mayoral Committee by 30 June 2021	New KPI	0	0	0	1		0	0	N/A	Not to be evaluated yet			
9	TL42	Raise public awareness on recycling to reduce household waste with awareness initiatives	Number of awareness initiatives	2	0	1	0	1	[D511] Director, Technical Services: Pamphlets and new calendar for 2021 have been distributed on 17 December 2020 to residents in Piketberg (December 2020)	1	1	G	3,48	3,7	2,5752	



PMS REF	Ref No	Key Performance Indicator (KPI)	Unit of measurement	Baseline	Targets				Performance Comment	Corrective actions	Mid-year Target	Mid-year Actual	R	Weights	Score	Final Score
					Q1	Q2	Q3	Q4								
10	TL43	95% spend of transferred funds before September 2020 (Jan 2019 - Dec 2020) for the implementation of the approved business plan on the waste programme by 30 June 2021 ((Total amount spent/Total approved budget) x 100) (subject to international funding)	% of funds transferred before September 2020 (Jan 2019 - Dec 2020) spend by 30 June 2021	95,00%	0,00%	30,00%	60,00%	95,00%			30,00%	35,00%	G2	3,48	4,5	3,132
11	TL44	95% water quality level obtained as per SANS 241 physical & micro parameters as at 31 December 2020 and 30 June 2021	% water quality level as at 31 December 2020 and 30 June 2021	95,00%	0,00%	95,00%	0,00%	95,00%			95,00%	99,40%	G2	3,48	4,8	3,3408
12	TL45	Sign SLA's for each development to facilitate an environment conducive to infrastructure development in partnership with the developer and/or investors. Signed SLA's/total number of developments where SLA's are required)	% of developments with Signed SLA's with developers and/or investors	100,00%	100,00%	100,00%	100,00%	100,00%	[D514] Director: Technical Services: No SLA's needed for the quarter ending December 2020 (December 2020)		100,00%	100,00%	G	3,48	4	2,784
13	TL46	Undertake quarterly inspections per major town for building transgressions and submit report to Portfolio Committee with findings and law enforcement actions instituted	Number of reports submitted to the Portfolio Committee	4	1	1	1	1	[D515] Director: Technical Services: Quarter 1 report (November 2020) [D515] Director: Technical Services: Actual item to Portfolio attached. Jun - Nov 2020. There was one report submitted for the second quarter (December 2020)	[D515] Director: Technical Services: The Unit of Measurement is quarterly inspection and that has been done in October 2020. (December 2020)	2	1	R	3,48	3	2,088
14	TL47	Create full time equivalents (FTE's) in terms of the EPWP programme by 30 June 2021	Number of FTE's created by 30 June 2021	61	0	0	0	65			0	0	N/A			Not to be evaluated yet
15	TL48	100% of all complaints registered on IMIS are being attended to within one (1) week after complaint was lodged	% of complaints registered on IMIS being attended to within one week after complaint was lodged	100,00%	100,00%	100,00%	100,00%	100,00%			100,00%	100,00%	G	3,48	4	2,784
16	TL49	Ensure continuous upkeep on the electronic contract register on IMIS and submit bi-annual reports to the Municipal Manager after Director has verified reports and signed it off	Number of reports of contract register submitted to the Municipal Manager by 30 June 2021 after Director verified report and signed it off	New KPI	0	1	0	1			1	1	G	3,48	4	2,784
17	TL50	Revision of the technical functions in the Blackout Plan and submit to Technical Portfolio Committee by 30 June 2021	Number of revisions of the technical functions in the Blackout Plan and submit to Technical Portfolio Committee by 30 June 2021	New KPI	0	0	0	1			0	0	N/A			Not to be evaluated yet
18	TL51	Revision of the maintenance plan in respect of all current infrastructure and submit via Technical Portfolio Committee to EMC before 28 February 2021	Number of maintenance plans revised in respect of all current infrastructure and submitted to Technical Services via Portfolio Committee by 28 February 2021	1	0	0	1	0			0	0	N/A			Not to be evaluated yet
19	TL52	Evaluate the performance of all staff with performance contracts (T12 - T18) on an annual basis according to the agreed upon performance contract before 30 June 2021	% of performance evaluations of all staff with performance contracts (T12 - T18) according to the agreed upon performance contracts before 30 June 2021	New KPI	0,00%	0,00%	0,00%	100,00%			0,00%	0,00%	N/A			Not to be evaluated yet

PMS REF	Ref No	Key Performance Indicator (KPI)	Unit of measurement	Baseline	Targets				Performance Comment	Corrective actions	Mid-year Target	Mid-year Actual	R	Weights	Score	Final Score
					Q1	Q2	Q3	Q4								
20	TL53	Effectively manage and ensure compliance on a quarterly basis of all TL SDBIP KPI's in respect of accountable levels of management in accordance with the performance management policy	% of quarterly compliance with all TL SDBIP KPI's in respect of accountable levels of management in accordance with the performance management policy	95,00%	95,00%	95,00%	95,00%	95,00%	[D522] Director: Technical Services: The unit of measurement must be changed to (December 2020)	95,00%	85,25%	O	3,48	3,8		
21	TL54	Update the Eumonia system on a monthly basis to ensure that there is adherence to the regulatory and statutory requirements of all relevant legislation and regulations and submit to EMC on a monthly basis	% of Eumonia updates to ensure the adherence to the regulatory and statutory requirements of all relevant legislation and regulations	12	100,00%	100,00%	100,00%	100,00%			100,00%	100,00%	G	3,48	3,8	2,648
22	TL55	Develop a culture of zero tolerance to corruption and dishonesty by the efficient completion of disciplinary steps in terms of the Anti-Fraud and Corruption Policy	% of transgressions initiated in terms of the Anti-Fraud and Corruption Policy	100,00%	100,00%	100,00%	100,00%	100,00%			100,00%	100,00%	G	3,48	3,7	2,5782
23	TL56	Ensure compliance with the SOP developed providing preference to temporary employees from indigent households registered on the unemployment database and submit quarterly reports to Portfolio Committee on compliance	Number of reports submitted to Portfolio Committee of compliance with the SOP developed providing preference to temporary employees from indigent households registered on the unemployment database.	New KPI	1	1	1	1	[D525] Director: Technical Services: Report from Jul to October 2020 was submitted to Technical committee meeting (November 2020) [D525] Director: Technical Services: Only one appointment has been done according to the SOP but it can only be reported at the end of December 2020 to the Technical Committee. The first meeting after end of December 2020 is 2 February 2021. The item has been included in the agenda. The attached POE is a copy of the employment contract which I used as I knew the next TD meeting will only be in February 2021 (December 2020)		2	1	R	3,48	3,5	2,436
													45,22		33,2512	



**ANNEXURE B: CORE COMPETENCY FRAMEWORK**

Clusters	Leading Competencies	Competency Definition	Weighting	Score	Final Score	Core Competencies	Competency Definition	Weighting	Score	Final Score
Competency Name	<a href="#">Strategic Direction and Leadership</a>	Provide and direct a vision for the institution, and inspire and deploy others to deliver on the strategic institutional mandate	1,67	3,9	1,3026	<a href="#">Moral Competence</a>	Able to identify moral triggers, apply reasoning that promotes honesty and integrity and consistently display behaviour that reflects moral competence	1,67	5	1,67
	<a href="#">People Management</a>	Effectively manage, inspire and encourage people, respect diversity, optimise talent and build and nurture relationships in order to achieve institutional objectives	1,67	3,9	1,3026	<a href="#">Planning and Organising</a>	Able to plan, prioritise and organise information and resources effectively to ensure the quality of service delivery and build efficient contingency plans to manage risk	1,67	4	1,336
	<a href="#">Program and Project Management</a>	Able to understand program and project management methodology, plan, manage, monitor and evaluate specific activities in order to deliver on set objectives	1,67	4,1	1,3694	<a href="#">Analysis and Innovation</a>	Able to critically analyse information, challenges and trends	1,67	4,3	1,4362
	<a href="#">Financial Management</a>	Able to compile, plan and manage budgets, control cash flow, institute financial risk management and administer procurement processes in accordance with recognised financial practices. Further to ensure that all financial transactions are managed in an ethical manner	1,67	4,2	1,4028	<a href="#">Knowledge and Information Management</a>	Able to promote the generation and sharing of knowledge and information through various processes and media, in order to enhance the collective knowledge base of local government	1,67	3,9	1,3026
	<a href="#">Change Leadership</a>	Able to direct and initiate institutional transformation on all levels in order to successfully drive and implement new initiatives and deliver professional and quality services to the community	1,67	4	1,336	<a href="#">Communication</a>	Able to share information, knowledge and ideas in a clear, focused and concise manner appropriate for the audience in order to effectively convey, persuade and influence stakeholders to achieve the desired outcome	1,67	3,9	1,3026
	<a href="#">Governance Leadership</a>	Able to promote, direct and apply professionalism in managing risk and compliance requirements and apply a thorough understanding of governance practices and obligations. Further, able to direct the conceptualisation of relevant policies and enhance cooperative governance relationships	1,67	4	1,336	<a href="#">Results and Quality Focus</a>	Able to maintain high quality standards, focus and achieving results and objectives while consistently striving to exceed expectations and encourage others to meet quality standards. Further, to actively monitor and measure results and quality against identified objectives	1,67	3,9	1,3026
	<b>TOTAL SCORE</b>	<b>16,3994</b>		<b>10,02</b>	<b>8,0494</b>				<b>10,02</b>	



# PERFORMANCE REVIEW July 2020 - December 2020 Director Technical Services

Chris Koch

12 March 2021

*Anhangsel  
6 C.*



# 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.
  - ▶ Non-primary function work were performed in Goedverwacht, Wittewater and Genadenberg. “’n Guns word ‘n plig”
- ▶ 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. Completed
    - ▶ 4 employees attended NQF 4 Water and Wastewater Process operations. Completed

# Core Competencies

- ▶ **Strategic Direction and Leadership**
  - ▶ Allow and promote innovation.
  - ▶ Aurora to Picketberg; Redelinghuys to Porterville
  - ▶ Standing operating procedures adapted and all workers buy-in.
- ▶ **People Management.**
  - ▶ Meetings with employees WTW; 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
  - ▶ Multi year Consultant tenders approve. Easier to appoint consultants for the following studies
    - ▶ Veiddrif Transfer Station and all other solid waste sites
    - ▶ GLS for the water network analyses for Picketberg and Porterville
- ▶ **Financial Management**
  - ▶ MIG and Capital Budget spending on track
  - ▶ Main road grant full spending.
  - ▶ 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.



# Core Competencies (continue)

- ▶ Analysis and Innovation
  - ▶ Full investigation into the operation of the Picketberg 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.
  - ▶ Redelinghuys and Aurora de-centralized WWTW. Applied for MIG funding. Change of thought for Consultants.
  - ▶ Billy Goat street cleaning.
  - ▶ Picketberg Water network analyses. PRV not necessarily the best option for small towns. Discussed the following parameters for mode
    - ▶ High cost to consumer due to high water pressure.
    - ▶ High cost to consumer due to flow
    - ▶ High repair cost
    - ▶ Flooding due to geography
    - ▶ Strategic location
    - ▶ Network redundancy
    - ▶ Pavement management system (PMS)
- ▶ Knowledge and Information sharing:
  - ▶ Past experience regarding more sustainable methods in water treatment are shared on a regular basis with employees for implementation in Redelinghuys and Aurora.
  - ▶ Information session with decentralized wwtw manufacturer.
- ▶ Communication: All managers in one office.
  - ▶ Problem solving through meeting and not through emails.



“Hy 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
  - ▶ Velddrif Transfer Station.
- ▶ Equal workload distribution.
  - ▶ All services on small towns impacting on service delivery.

# 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
Piketberg					
Porterville					
Velddrif					
Eendekuil					
Redelinghuys					
Aurora					
Dwarskersbos					

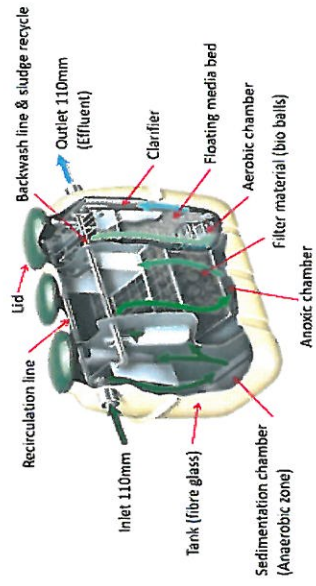




# Projects Director



## The Fusion System



- Treat your sewage from as little as 60 watts
- Solar options available.
- Different models available, from 1 person to 100 people
- Parallel installations can cater for bigger communities
- Outflow water is good for irrigation or to discharge to nature

## Waste Water Services. The Natural way

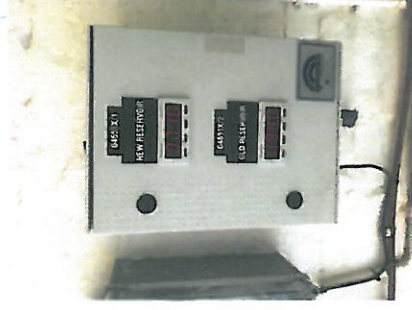
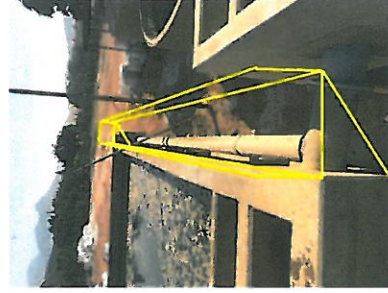
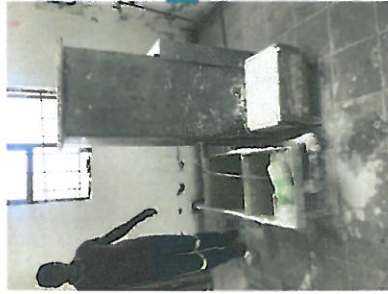


Floating reed beds



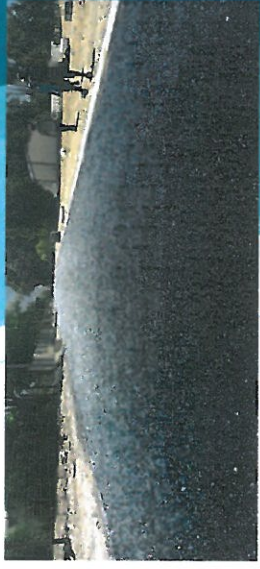


# Piketberg Water Treatment. Upgrading

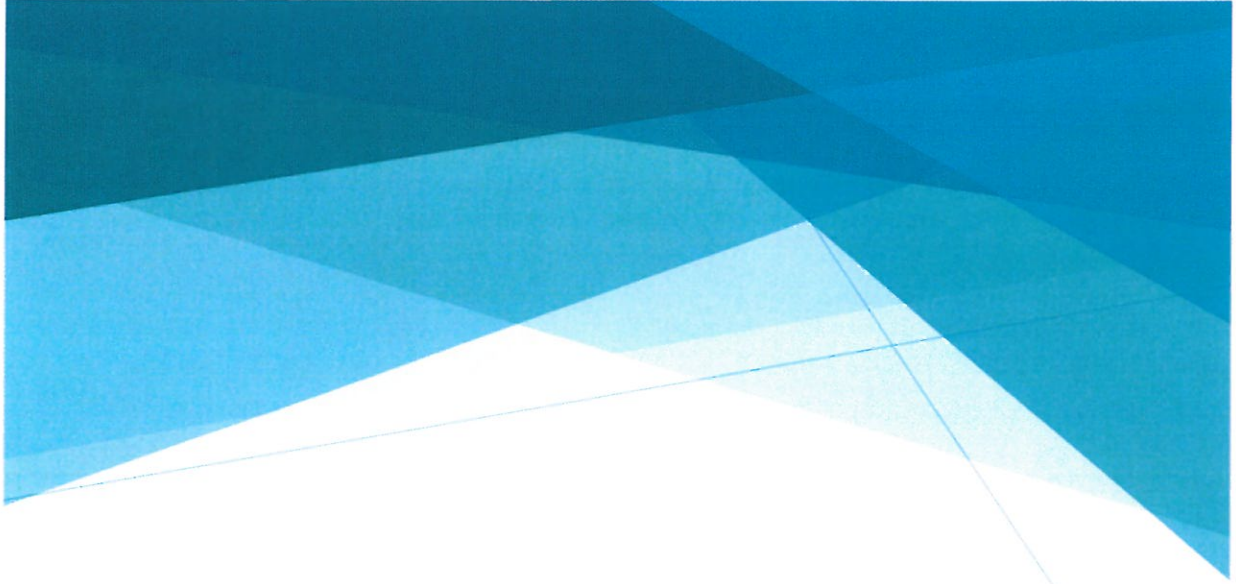




# Departemental project. Porterville Parkstreet



Thank you







KANTOOR VAN DIE MUNISIPALE BESTUURDER  
BERGRIVIER MUNISIPALITEIT  
POSBUS 60  
PIKETBERG  
7320

Aanhangsel 7 A

**NOTULE VAN DIE VERGADERING VAN DIE PRESTASIE-EVALUERINGSKOMITEE VAN DIE MUNISIPALE BESTUURDER GEHOU OP VRYDAG 12 MAART 2021 OM 12H30 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. B van Staaden (Ouditkomiteelid vir Prestasie – Me. R Gani verskoning a.g.v. siekte in haar familie)  
Me. T Robinson (Lid van die Wykskomitee van Wyk 2)  
Adv. H Linde (Munisipale Bestuurder)  
Me. A van Sittert (Bestuurder Strategiese Dienste) (IGNITE Stelsel)  
Me. W Terry Thomas (Menslike Hulpbronbeampte: Voorsiening en Administrasie) (Notuleerder)  
Me. J Carstens (Persoonlike Assistent : Munisipale Bestuurder – 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 2020 tot 31 Desember 2020.

**2. AANSOEKE OM VERLOF TOT AFWESIGHEID**

Verlof word toegestaan aan Me. R Gani (Ouditkomiteelid vir Prestasie) wie verskoning gemaak het as gevolg van siekte in haar familie. Die Ouditkomitee het Mnr. B van Staaden afgevaardig om hulle te verteenwoordig.

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

**3.1 OORSIG: 1 JULIE 2020 – 31 DESEMBER 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 2020 tot 31 Desember 2020.

**3.2 TOP LEVEL SDBIP 2020/2021**

Die Munisipale Bestuurder gee breedvoerig terugvoering aan die paneel met betrekking tot die





**NOTULE VAN VERGADERING VAN DIE PRESTASIE-EVALUERINGSKOMITEE  
VAN DIE MUNISIPALE BESTURDER GEHOU OP VRYDAG  
12 MAART 2021 OM 12H30 IN DIE RAADSAAL, MUNISIPALE KANTORE,  
PIKETBERG**

---

KPI's wat behaal is in haar "Top Level" SDBIP vir die eerste 6 (ses) maande van die 2020/2021 finansiële jaar.

**4. TERUGVOERING VAN DIE PANEEL**

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

Positiewe kommentaar / insette word gelewer deur die paneel en bedank die Munisipale Bestuurder vir haar goeie diens en werksaamhede binne die munisipaliteit.

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

**5. AFSLUITING**

Die sessie verdaag om 13h07.

BERGRIVIER MUNICIPALITY

PERFORMANCE EVALUATION SUMMARY

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

Period: 1 July 2020 - 31 December 2020

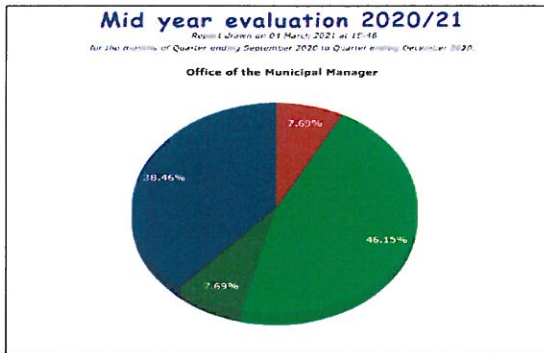
Panel Members: Executive Mayor: Ald R van Rooy  
 Councillor: Ald S Crafford  
 Ward Committee Member: Miss. T. Robinson  
 Audit Committee Member: Mr. B van Staden  
 External Municipal Manager: Mr J. Scholtz

Date of evaluation: 12 March 2021

PERFORMANCE RESULTS

	Total score for period	Total weight for period	Weighted percentage	Performance %
Operational Performance	46	65	80%	56,25%
Core Competency Requirements	16	20	20%	16,10%
<b>Final Score</b>	<b>62</b>	<b>85</b>	<b>100%</b>	<b>72,35%</b>

OVERALL PERFORMANCE



	Office of the Municipal Manager
Not Met	1 (7.69%)
Almost Met	-
Met	6 (46.15%)
Well Met	1 (7.69%)
Extremely Well Met	5 (38.46%)
<b>Total:</b>	<b>13*</b>
	<b>100%</b>

PERFORMANCE COMMENTS

Signed by panel members:

Ald R van Rooy

Ald S Crafford

Miss. T. Robinson

Mr. B van Staden

Mr J. Scholtz

Signed by employee: Municipal Manager: Adv H Linde

Date: 12 March 2021



OPERATIONAL KPIS

PNS REF	Ref No	Key Performance Indicator (KPI)	Unit of measurement	Baseline	Targets				Performance Comment	Corrective actions	Mid-year Target	Mid-year Actual	R	Weights	Score	Final Score
					Q1	Q2	Q3	Q4								
1	TL1	The percentage of the municipal capital budget actually spent on capital projects as at 30 June 2021. (Actual amount spent on capital projects/Total amount budgeted for capital projects) X100	% of Capital budget spent as at 30 June 2021. ((Actual amount spent on capital projects/Total amount budgeted for capital projects) X100)	95,00%	0,00%	10,00%	40,00%	95,00%	[D702] Municipal Manager: This KPI relates to the capital spent of the entire Municipality (TL15 is the capital spent for the Municipal Manager's Office). On 9 December 2020, the following details were provided by Jackie Sias with regards to the capital spent of the Bergrivier Municipality as a whole. 1. Actual spent: R 8 348 429.67 - 17,8%. 2. Shadow cost (already on order): R 10 014 846,00 (total: R 18 363 275,67 representing 39,20%) 3. Full capital approved for the current financial year: R 46 797 116,00. During January 2021 the Section 71 report for December 2020 will be scrutinised and percentage updated if needed. (December 2020)	[D702] Municipal Manager: None required. (December 2020)	10,00%	28,40%	B	5	4,4	4,4
2	TL2	100% compliance with Selection & Recruitment Policy when vacant posts are filled subject to suitably qualified candidates	% compliance with the selection and recruitment policy	1	100,00%	100,00%	100,00%	100,00%	[D703] Municipal Manager: No vacancies were filled during this quarter. (December 2020)	[D703] Municipal Manager: None required. (December 2020)	100,00%	100,00%	G	5	3,5	3,5
3	TL3	Improve staff productivity & responsiveness through quarterly leadership development meetings and/or initiatives	Number of Leadership Forum Meetings and/or other leadership initiatives	4	1	1	1	1	[D704] Municipal Manager: 1. Service Delivery Meeting - 22 October 2020 (topics of compliance with Eumonia and SDBIP) 2. Service Delivery Meeting - 26 November 2020 (Section 71 & completion of capital projects) 3. Extended Directors meeting combined with Leadership Forum at Abie Wernich Library Hall Pletberg - 30 November 2020 (Mr Dian Cronje - Economist from Provincial Government was invited to discuss the MERO, PERO and SEP with specific reference to Bergrivier Municipality with the Management Team). 4. Strategic Session of the office of the MM held on Wittewater Farm on 8 December 2020 (topics: values, communication, public participation (new JOC model for towns in Bergrivier) (December 2020)	[D704] Municipal Manager: None required. (December 2020)	2	9	B	5	3,8	3,8
4	TL4	Effectively manage and ensure compliance on a quarterly basis of all TL SDBIP KPI's in respect of accountable levels of management in accordance with the performance management policy	% of quarterly compliance with all TL SDBIP KPI's in respect of accountable levels of management in accordance with the performance management policy	95,00%	95,00%	95,00%	95,00%	95,00%	[D705] Municipal Manager: Of the 16 KPI's that was agreed upon, only 1 KPI was not met (communications section - 1 outstanding report to the standing committee) excluding this one. This brings the compliance percentage to 93,8%. The outstanding report was discussed with the Head Communication and will be rectified. (December 2020)	[D705] Municipal Manager: Outstanding report will be submitted. (December 2020)	95,00%	96,90%	G?	5	4	4
5	TL5	Evaluate the performance of all staff with performance contracts (T12 - T18) on an annual basis according to the agreed upon performance contracts before 30 June 2021.	% of performance evaluations of all staff with performance contracts (T12 - T18) according to the agreed upon performance contracts before 30 June 2021	New KPI	0	0	0	100			0,00%	0,00%	N/A	Not evaluated in the first semester		
6	TL6	Update the Eumonia system on a monthly basis to ensure that there is adherence to the regulatory and statutory requirements of all relevant legislation and regulations and submit to EMC on a monthly basis	Number of Eumonia reports submitted to EMC to ensure the adherence to the regulatory and statutory requirements of all relevant legislation and regulations	12	3	2	3	3	[D707] Municipal Manager: Eumonia report - October 2020 (served at Mayoral Committee on 24 November 2020) Eumonia report - November 2020 (serve at Mayoral Committee on 10 December 2020) and the Eumonia report for December 2020 will only serve at MAYCO during January 2021 and will only be attached in the next quarter. (December 2020)	[D707] Municipal Manager: None required. (December 2020)	5	5	G	5	3,5	3,5
7	TL7	MFMA Section 131(1): Ensure that any issues raised by the Auditor General in an Audit Report are addressed by 30 June 2021	% of issues raised by the Auditor General in an audit report addressed by 30 June 2021	1	0,00%	0,00%	0,00%	100,00%			0,00%	0,00%	N/A	Not evaluated in the first semester		
8	TL8	Develop a risk based audit plan with an internal audit plan (RBAP) (MFMA - Section 165(2)(a)) & submit to Audit Committee by 30 June 2021	RBAP with internal audit programme submitted to the Audit Committee by 30 June 2021	1	0	0	0	1			0	0	N/A	Not evaluated in the first semester		
9	TL9	Convene a Councillor & Senior Management strategic planning session for IDP & budget process by 30 October 2020	Strategic planning session held by 30 October 2020	1	0	1	0	0			1	1	G	5	3,5	3,5

PMS REF	Ref No	Key Performance Indicator (KPI)	Unit of measurement	Baseline	Targets				Performance Comment	Corrective actions	Mid-year Target	Mid-year Actual	R	Weights	Score	Final Score
					Q1	Q2	Q3	Q4								
10	TL10	Communicate with the public on a regular basis through printed and social media in the official languages of the Western Cape	Number of editions and/or communications	16	5	5	5	5	[D711] Head: Communication: Bergvliet Municipality communicated with the public via 12 articles (pieces of content) which were published in local newspapers between October and December 2020. 1. Weslander Training Day for Registered Service Providers 15 October 2020. 2. Weslander Coast Erosion 22 October 2020. 3. Die Piketberger Time to read books October 2020. 4. Die Piketberger Mayor's Column October 2020. 5. Die Piketberger R36 Million upgrades October 2020. 6. Weslander Municipality Mayor's Column 05 November 2020. 7. Weslander Schools and organisations benefit from Mayor's Golf Day 12 November 2020. 8. Weslander Mayor's Column 26 November 2020. 9. Weslander Consultants work on new plan for Bergvliet refuse 03 December 2020. 10. Die Piketberger Mayor's Column December 2020. 11. Die Piketberger Composting bears fruit in Bergvliet Municipality December 2020. 12. Bergvliet Bulletin External Municipal Newsletter September 2020 edition. (December 2020)	[D711] Head: Communication: None required. (December 2020)	10	24	B	5	4,5	4,5
11	TL11	Regular ward committee meetings and/or engagements before 30 June 2021 (depending on Covid-19 regulations)	Number of ward committee meetings and/or engagements before 30 June 2021	35	0	0	7	14	[D712] Head Strategic Services: A combined meeting was held on 3rd October 2020 in Valldrif. (October 2020) [D712] Head Strategic Services: Ward Committee meetings conducted for all 7 wards, ward 6 & 7 - 23/11/2020 Ward 3 & 5 - 24/11/2020 ward 4 - 25/11/2020 ward 1 & 2 - 26/11/2020 (November 2020)		0	14	B	5	3,5	
12	TL12	Develop a well-functioning communications department by updating the content of the TV screens in the reception areas at the municipal offices and submit quarterly reports to the Economic Development Portfolio Committee	Number of reports submitted to the Economic Development Portfolio Committee	New KPI	0	1	1	2	[D713] Head: Communication: The Communication Unit submitted its quarterly report to the Economic Development Portfolio Committee to be held on Wednesday, 03 February 2021. (December 2020)	[D713] Head: Communication: None required. (December 2020)	1	2	B	5	4,5	
13	TL13	Develop a culture of zero tolerance to corruption and dishonesty by the efficient completion of disciplinary steps in terms of the Anti-Fraud and Corruption Policy	% of transgressions initiated in terms of the Anti-Fraud and Corruption Policy	100,00%	100,00%	100,00%	100,00%	100,00%	[D714] Municipal Manager: There were no allegations against any employee in the Office of the MM in terms of the fraud and corruption policy. (December 2020)	[D714] Municipal Manager: None required (December 2020)	100,00%	100,00%	G	5	4	
14	TL14	Ensure continuous upkeep of the electronic contract register on IMIS and submit bi-annual reports to CFO on a quarterly basis after Municipal Manager has verified reports and signed it off	Number of reports submitted to the CFO after report has been verified and signed by the Municipal Manager	New KPI	0	1	0	1	[D715] Municipal Manager: On 9 December 2020 the MM requested the Manager SCM Mrs Nelmarie Bothma, to print a copy of the contract register on IMIS7 for the MM's scrutiny and signature. The signed contract register was hand delivered to Mrs Bothma from the Dept of Financial Services. One correction was noted and Mrs Bothma is requested to check the Section 67 agreement of BTO and to update the register accordingly. (December 2020)	[D715] Municipal Manager: None required (December 2020)	1	1	G	5	3,5	3,5
15	TL15	% of capital budget in the Office of the Municipal Manager spent as at 30 June 2021 ((Actual amount spent on capital projects/Total amount budgeted for capital projects)x100)	% of capital budget in the Office of the Municipal Manager spent as at 30 June 2021 ((Actual amount spent on capital projects/Total amount budgeted for capital projects)x100)	New KPI	0,00%	40,00%	60,00%	95,00%	[D716] Municipal Manager: On 9 December 2020 the Municipal Manager had a discussion with Mr Cecil Davids who is responsible for the capital projects of wards. He indicated that all shadow costs will be spent before the end of December 2020. This will be double checked during January 2021 and corrected if needed. (December 2020)	[D716] Municipal Manager: Both the offices of the Municipal Manager and Executive Mayor completed their capital projects for the year. The outstanding 61% is mainly the capital projects of the ward committees that is implemented by Strategic Services. They indicate that they will still spend 100% of the capital funding before June 2021. (December 2020)	40,00%	15,49%	R	5	3	3
16	TL16	Ensure compliance with the SOP developed providing preference to temporary employees from indigent households registered on the unemployment database and submit quarterly reports to Portfolio Committee on compliance	Number of reports submitted to Portfolio Committee of compliance with the SOP developed providing preference to temporary employees from indigent households registered on the unemployment database.	New KPI	1	1	1	1	[D718] Municipal Manager: Although the Standing Committee members were informed on the performance delivered on this KPI during October 2020 via e-mail, the Internal Auditor found in her Audit Report for the performance of the first quarter of 2020/2021 that the source of evidence was not sufficient and it was reported to the Audit Committee on 4 December 2020. A report for both quarter 1 and 2 was reported to the Standing Committee on 2 December 2020 and is hereby attached. (December 2020)	[D718] Municipal Manager: None required. (December 2020)	2	2	G	5	3,5	3,5
													65	45,7		



**ANNEXURE B: CORE COMPETENCY FRAMEWORK**

Clusters	Leading Competencies	Competency Definition	Weighting	Score	Final Score	Core Competencies	Competency Definition	Weighting	Score	Final Score
Competency Name	<a href="#">Strategic Direction and Leadership</a>	Provide and direct a vision for the institution, and inspire and deploy others to deliver on the strategic institutional mandate	1,67	3,3	1,2692	<a href="#">Moral Competence</a>	Able to identify moral triggers, apply reasoning that promotes honesty and integrity and consistently display behaviour that reflects moral competence	1,67	5	1,67
		Effectively manage, inspire and encourage people, respect diversity, optimise talent and build and nurture relationships in order to achieve institutional objectives	1,67	3,5	1,169	<a href="#">Planning and Organising</a>	Able to plan, prioritise and organise information and resources effectively to ensure the quality of service delivery and build efficient contingency plans to manage risk	1,67	4	1,336
	<a href="#">Program and Protect Management</a>	Able to understand program and project management methodology; plan, manage, monitor and evaluate specific activities in order to deliver on set objectives	1,67	4,2	1,4028	<a href="#">Analysis and Innovation</a>	Able to critically analyse information, challenges and trends	1,67	4	1,336
		Able to compile, plan and manage budgets, control cash flow, institute financial risk management and administer procurement processes in accordance with recognised financial practices. Further to ensure that all financial transactions are managed in an ethical manner	1,67	3,7	1,2358	<a href="#">Knowledge and Information Management</a>	Able to promote the generation and sharing of knowledge and information through various processes and media, in order to enhance the collective knowledge base of local government	1,67	4	1,336
	<a href="#">Change Leadership</a>	Able to direct and initiate institutional transformation on all levels in order to successfully drive and implement new initiatives and deliver professional and quality services to the community	1,67	4	1,336	<a href="#">Communication</a>	Able to share information, knowledge and ideas in a clear, focused and concise manner appropriate for the audience in order to effectively convey, persuade and influence stakeholders to achieve the desired outcome	1,67	4	1,336
	<a href="#">Governance Leadership</a>	Able to promote, direct and apply professionalism in managing risk and compliance requirements and apply a thorough understanding of governance practices and obligations. Further, able to direct the conceptualisation of relevant policies and enhance cooperative governance relationships	1,67	4,4	1,4096	<a href="#">Results and Quality Focus</a>	Able to maintain high quality standards, focus and achieving results and objectives while consistently striving to exceed expectations and encourage others to meet quality standards. Further, to actively monitor and measure results and quality against identified objectives	1,67	3,7	1,2358
			10,02		7,8624			10,02		8,2498

**TOTAL SCORE** 16,1322

*Aanhangsel 7 C*

# PRESTASIE EVALUERING

**12 MAART 2021**

**Evalueringsperiode: 1 Julie 2020 – 31 Desember 2020**

**ADV HANLIE LINDE – MUNISIPALE BESTUURDER**

**BERGRIVIER MUNISIPALITEIT**





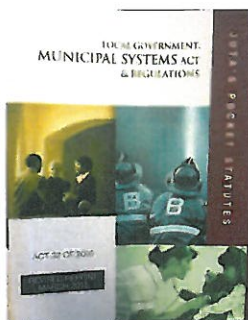
# BERGRIVIER MUNICIPALITY



**Performance Evaluation:  
Adv Hanlie Linde – Municipal Manager  
12 March 2021**



## Performance Evaluation Process



Performance Regulations GN R805 in GG 29089 1 August 2006 as amended 2011 and 2014

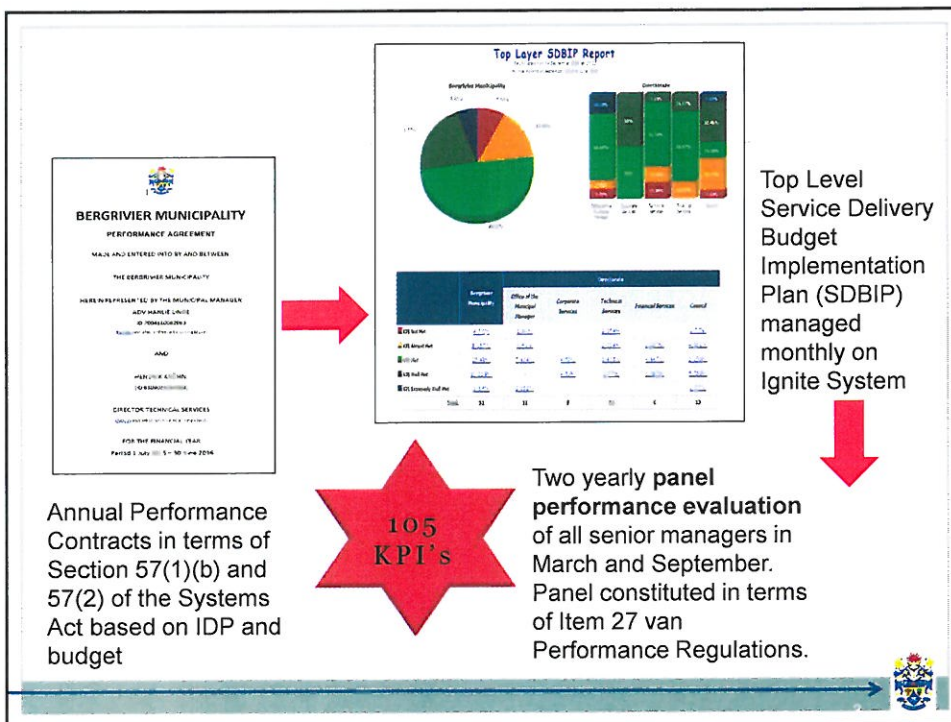


Employment Contracts in terms of Section 57 of the Systems Act and in line with Regulations



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

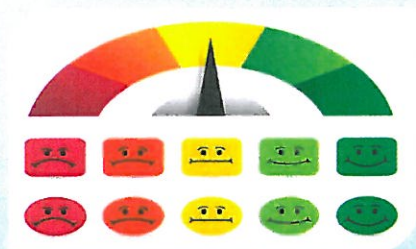




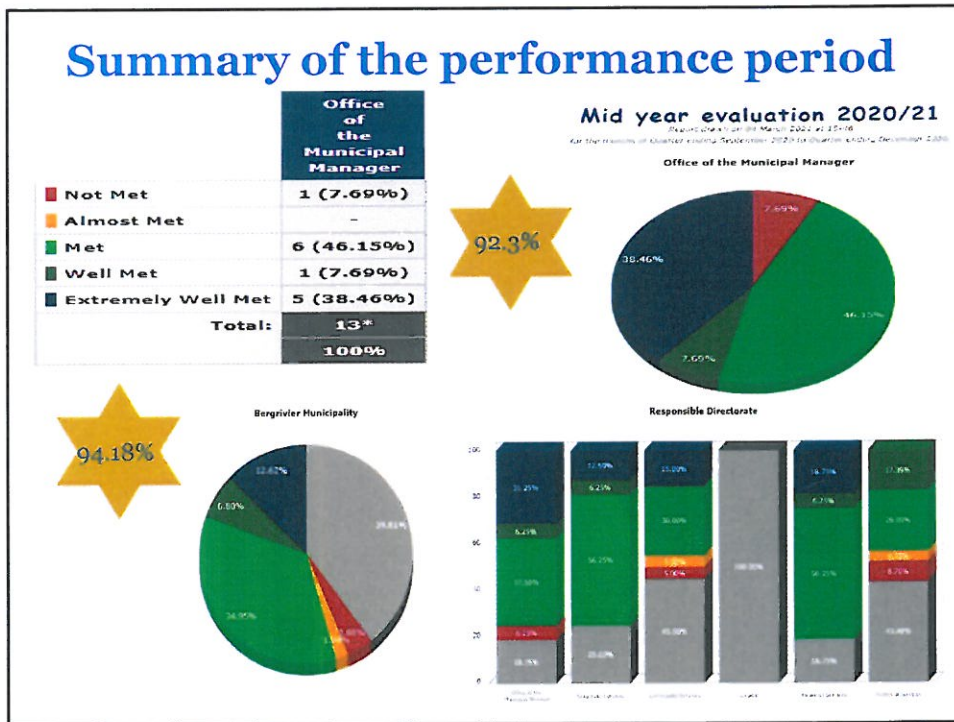
## Cascading of Performance Evaluation in 20/21

- ✓ 52 Further performance contracts from T18 - T12;
- ✓ 729 KPI's measured (excluded the 105 KPI's measured on the TL SDBIP).

Performance discussed during September 2020 (agreed standards) and evaluated between 1 – 11 March 2021. All data captured on Ignite System with feedback to Standing Committees.







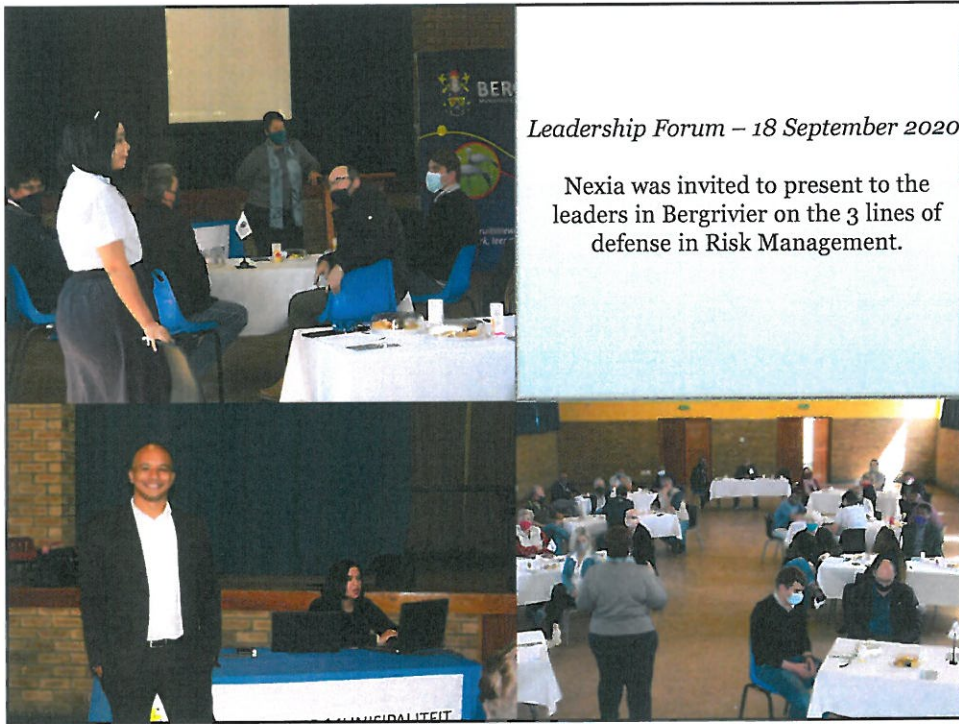
### Council Strategic Session – 29 & 30 October 2020



### Leadership Forum initiative with Dian Cronje – 30 Nov 2020







**Leadership Forum – 18 September 2020**

Nexia was invited to present to the leaders in Bergvriër on the 3 lines of defense in Risk Management.

**Kommunikasie in die Kantoor van die MB**

**289**  
Newsletter editions

**2**  
Media Statements

**14**  
Media responses

**26**  
communications to the public

**245**  
facebook posts

# Capital Projects

## PAVING PROJECT: DWARSKERSBOS BEACH RESORT

Ablution A



Ablution C



Ablution C



Piketberg Road and Stormwater upgrades



Stywelyne paving project



New firefighting vehicles



Redelinghuys Road and Stormwater upgrades



Dwarskersbos tennis court upgrade







*Baie dankie*

*Thank you*

*Enkosi Kakhulu*





**BERGRIVIER MUNICIPALITY**

**PERFORMANCE EVALUATION SUMMARY**

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

Period: **1 July 2020 - 31 December 2020**

Panel Members:

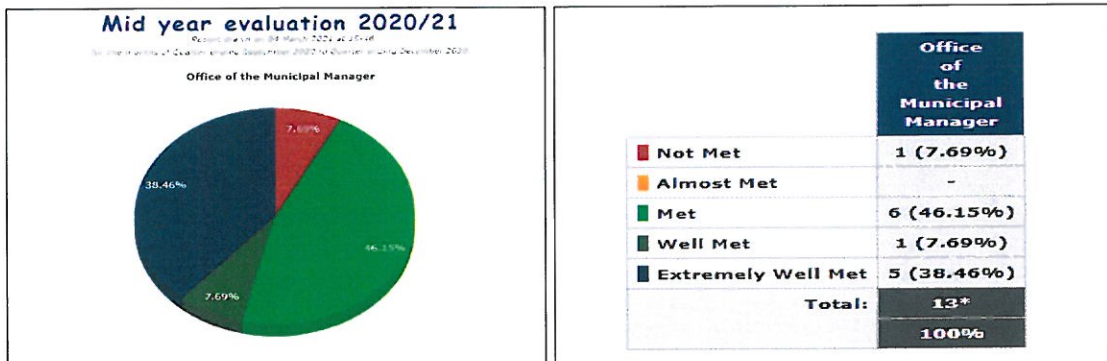
Executive Mayor	Ald R van Rooy
Councillor	Ald S Crafford
Ward Committee Member	Miss. T. Robinson
Audit Committee Member	Mrs R Gani
External Municipal Manager	Mr J. Scholtz

Date of evaluation: **12 March 2021**

**PERFORMANCE RESULTS**

	Total score for period	Total weight for period	Weighted percentage	Performance %
Operational Performance	-	65	80%	0.00%
Core Competency Requirements	-	20	20%	0.00%
<b>Final Score</b>	-	<b>85</b>	<b>100%</b>	<b>0.00%</b>

**OVERALL PERFORMANCE**



**PERFORMANCE COMMENTS**

Signed by panel members:

Ald R van Rooy	_____
Ald S Crafford	_____
Miss. T. Robinson	_____
Mrs R Gani	_____
Mr J. Scholtz	_____

Signed by employee: **Municipal Manager: Adv H Linde** \_\_\_\_\_ Date: **12 March 2021**

OPERATIONAL KPYS

PMS REF	Ref No	Key Performance Indicator (KPI)	Unit of measurement	Baseline	Targets				Performance Comment	Corrective actions	Mid-year Target	Mid-year Actual	R	Weights	Score	Final Score
					Q1	Q2	Q3	Q4								
1	TL1	The percentage of the municipal capital budget actually spent on capital projects as at 30 June 2021 (Actual amount spent on capital projects/Total amount budgeted for capital projects) X100	% of Capital budget spent as at 30 June 2021 [(Actual amount spent on capital projects/Total amount budgeted for capital projects) X100]	95.00%	10.00%	40.00%	95.00%	[D702] Municipal Manager: This KPI relates to the capital spent of the entire Municipality (TL15 is the capital spent for the Municipal Manager's Office). On 9 December 2020, the following details were provided by Jackie Sass with regards to the capital spent of the Bergvliet Municipality as a whole. 1. Actual spent: R 8 348 425.67 17.8% 2. Shadow cost (already on order): R 10 014 846.00 (total: R 18 363 275.67 representing 39.20%) 3. Full capital approved for the current financial year: R 46 797 116.00. During January 2021 the Section 71 report for December 2020 will be scrutinised and percentage updated if needed. (December 2020)	[D702] Municipal Manager: None required. (December 2020)	10.00%	28.40%	B	5		0	
2	TL2	100% compliance with Selection & Recruitment Policy when vacant posts within the 3 highest levels of management are filled subject to suitably qualified candidates	% compliance with the selection and recruitment policy	1	100.00%	100.00%	100.00%	[D703] Municipal Manager: No vacancies were filled during this quarter. (December 2020)	[D703] Municipal Manager: None required. (December 2020)	100.00%	100.00%	G	5		0	
3	TL3	Improve staff productivity & responsiveness through quarterly leadership development meetings and/or initiatives	Number of Leadership Forum Meetings and/or other leadership initiatives	4	1	1	1	[D704] Municipal Manager: 1. Service Delivery Meeting - 22 October 2020 (topics of compliance with Eonomia and SDBIP) 2. Service Delivery Meeting - 26 November 2020 (Section 71 & completion of capital projects) 3. Extended Directors meeting combined with Leadership Forum at Albie Wernich Library Hall Piketberg - 30 November 2020 (Mr Dian Cronje - Economist from Provincial Government was invited to discuss the MERO, PERO and SEP with specific reference to Bergvliet Municipality with the Management Team). 4. Strategic Session of the office of the MM held on Wittewater Farm on 8 December 2020 (topics: values, communication, public participation (new JOC model for towns in Bergvliet) (December 2020)	[D704] Municipal Manager: None required. (December 2020)	2	9	B	5		0	
4	TL4	Effectively manage and ensure compliance on a quarterly basis of all TL SDBIP KPI's in respect of accountable levels of management in accordance with the performance management policy	% of quarterly compliance with all TL SDBIP KPI's in respect of accountable levels of management in accordance with the performance management policy	95.00%	95.00%	95.00%	95.00%	[D705] Municipal Manager: Of the 16 KPI's that was agreed upon, only 1 KPI was not met (communications section - 1 outstanding report to the standing committee) excluding this one. This brings the compliance percentage to 93.8%. The outstanding report was discussed with the Head Communication and will be rectified. (December 2020)	[D705] Municipal Manager: Outstanding report will be submitted. (December 2020)	95.00%	96.90%	G2	5		0	
5	TL5	Evaluate the performance of all staff with performance contracts (T12 - T18) on an annual basis according to the agreed upon performance contracts before 30 June 2021	% of performance evaluations of all staff with performance contracts (T12 - T18) according to the agreed upon performance contracts before 30 June 2021	New KPI	0	0	100			0.00%	0.00%	N/A			Not evaluated in the first semester	



PMS REF	Ref No	Key Performance Indicator (KPI)	Unit of measurement	Baseline	Targets				Mid-year Actual	Mid-year Target	Corrective actions	Performance Comment	R	Weights	Score	Final Score	
					Q1	Q2	Q3	Q4									
6	TL6	Update the Eumonia system on a monthly basis to ensure that there is adherence to the regulatory and statutory requirements of all relevant legislation and regulations and submit to EMC on a monthly basis	Number of Eumonia reports submitted to EMC to ensure the adherence to the regulatory and statutory requirements of all relevant legislation and regulations	12	3	2	3	3	5	5	[D707] Municipal Manager: None required. (December 2020)	[D707] Municipal Manager: Eumonia report - October 2020 (served at Mayoral Committee on 24 November 2020) and the Eumonia report for December 2020 will only serve at MAYCO during January 2021 and will only be attached in the next quarter. (December 2020)	G	5	0	0	
7	TL7	MFMA Section 131(1): Ensure that any issues raised by the Auditor General in an Audit Report are addressed by 30 June 2021	% of issues raised by the Auditor General in an audit report addressed by 30 June 2021	1	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%			N/A		Not evaluated in the first semester		
8	TL8	Develop a risk based audit plan with an internal audit plan (RBAP) (MFMA - Section 165(2)(a)) & submit to Audit Committee by 30 June 2021	RBAP with internal audit programme submitted to the Audit Committee by 30 June 2021	1	0	0	0	1	0	0			N/A		Not evaluated in the first semester		
9	TL9	Convene a Councillor & Senior Management strategic planning session for IDP & budget process by 30 October 2020	Strategic planning session held by 30 October 2020	1	0	1	0	0	1	1	[D710] Strategic Manager: Strategic session was held 29 - 30 October 2020 (December 2020)	[D710] Strategic Manager: Strategic session was held 29 - 30 October 2020 (December 2020)	G	5			
10	TL10	Communicate with the public on a regular basis through printed and social media in the official languages of the Western Cape	Number of editions and/or communications	16	5	5	5	5	24	10	[D711] Head: Communication: None required. (December 2020)	[D711] Head: Communication: Municipality communicated with the public via 12 articles (pieces of content) which were published in local newspapers between October and December 2020. 1. Weslander Training Day for Registered Service Providers 15 October 2020. 2. Weslander Coast Erosion 22 October 2020. 3. Die Piketberger Time to read books October 2020. 4. Die Piketberger Mayor's Column October 2020. 5. Die Piketberger R16 Million upgrades October 2020. 6. Weslander Municipality Mayor's Column 05 November 2020. 7. Weslander Schools and organisations benefit from Mayor's Golf Day 12 November 2020. 8. Weslander Mayor's Column 26 November 2020. 9. Weslander Consultants work on new plan for Bergrivier refuse 03 December 2020. 10. Die Piketberger Mayor's Column December 2020. 11. Die Piketberger Composting bears fruit in Bergrivier Municipality December 2020. 12. Bergrivier Bulletin External Municipal Newsletter September 2020 edition. (December 2020)	[D711] Head: Communication: Municipality communicated with the public via 12 articles (pieces of content) which were published in local newspapers between October and December 2020. 1. Weslander Training Day for Registered Service Providers 15 October 2020. 2. Weslander Coast Erosion 22 October 2020. 3. Die Piketberger Time to read books October 2020. 4. Die Piketberger Mayor's Column October 2020. 5. Die Piketberger R16 Million upgrades October 2020. 6. Weslander Municipality Mayor's Column 05 November 2020. 7. Weslander Schools and organisations benefit from Mayor's Golf Day 12 November 2020. 8. Weslander Mayor's Column 26 November 2020. 9. Weslander Consultants work on new plan for Bergrivier refuse 03 December 2020. 10. Die Piketberger Mayor's Column December 2020. 11. Die Piketberger Composting bears fruit in Bergrivier Municipality December 2020. 12. Bergrivier Bulletin External Municipal Newsletter September 2020 edition. (December 2020)	B	5	0	0

PMS REF	Ref No	Key Performance Indicator (KPI)	Unit of measurement	Baseline	Targets				Performance Comment	Corrective actions	Mid-year Target	Mid-year Actual	R	Weights	Score	Final Score
					Q1	Q2	Q3	Q4								
11	TL11	Regular ward committee meetings and/or engagements before 30 June 2021 (depending on Covid-19 regulations)	Number of ward committee meetings and/or engagements before 30 June 2021	35	0	0	7	14	[D712] Head Strategic Services: A combined meeting was held on 3rd October 2020 in Veldrif. (October 2020) [D712] Head Strategic Services: Ward Committee meetings conducted for all 7 wards. ward 6 & 7 - 23/11/2020 Ward 3 & 5 - 24/11/2020 ward 4 - 25/11/2020 ward 1 & 2 - 26/11/2020 (November 2020)		0	14	B	5	0	
12	TL12	Develop a well-functioning communications department by updating the content of the TV screens in the reception areas at the municipal offices and submit quarterly reports to the Economic Development Portfolio Committee	Number of reports submitted to the Economic Development Portfolio Committee	New KPI	0	1	1	2	[D713] Head: Communication: The Communication Unit submitted its quarterly report to the Economic Development Portfolio Committee to be held on Wednesday, 03 February 2021. (December 2020)	None required. (December 2020)	1	2	B	5	0	
13	TL13	Develop a culture of zero tolerance to corruption and dishonesty by the efficient completion of disciplinary steps in terms of the Anti-Fraud and Corruption Policy	% of transgressions initiated in terms of the Anti-Fraud and Corruption Policy	100.00%	100.00%	100.00%	100.00%	100.00%	[D714] Municipal Manager: There were no allegations against any employee in the Office of the MM in terms of the fraud and corruption policy. (December 2020)	None required (December 2020)	100.00%	100.00%	G	5	0	
14	TL14	Ensure continuous upkeep of the electronic contract register on IMIS and submit bi-annual reports to CFO on a quarterly basis after Municipal Manager has verified reports and signed it off	Number of reports submitted to the CFO after report has been verified and signed by the Municipal Manager	New KPI	0	1	0	1	[D715] Municipal Manager: On 9 December 2020 the MM requested the Manager SCM Mrs Nelmarie Bothma, to print a copy of the contract register on IMIS7 for the MM's scrutiny and signature. The signed contract register was hand delivered to Mrs Bothma from the Dept of Financial Services. One correction was noted and Mrs Bothma is requested to check the Section 67 agreement of BTO and to update the register accordingly. (December 2020)	None required (December 2020)	1	1	G	5	0	
15	TL15	% of capital budget in the Office of the Municipal Manager spent as at 30 June 2021 ((Actual amount spent on capital projects/Total amount budgeted for capital projects)x100)	% of capital budget in the Office of the Municipal Manager spent as at 30 June 2021 ((Actual amount spent on capital projects/Total amount budgeted for capital projects)x100)	New KPI	0.00%	40.00%	60.00%	85.00%	[D716] Municipal Manager: On 9 December 2020 the Municipal Manager had a discussion with Mr Cecil Davids who is responsible for the capital projects of wards. He indicated that all shadow costs will be spent before the end of December 2020. This will be double checked during January 2021 and corrected if needed. (December 2020)	[D716] Municipal Manager: Both the offices of the Municipal Manager and Executive Mayor completed their capital projects for the year. The outstanding 61% is mainly the capital projects of the ward committees that is implemented by Strategic Services. They indicate that they will still spend 100% of the capital funding before June 2021. (December 2020)	40.00%	15.49%	R	5	0	



PMS REF	Ref No	Key Performance Indicator (KPI)	Unit of measurement	Baseline	Targets				Mid-year Target	Mid-year Actual	R	Weights	Score	Final Score
					Q1	Q2	Q3	Q4						
16	TL16	Ensure compliance with the SOP developed providing preference to temporary employees from indigent households registered on the unemployment database and submit quarterly reports to Portfolio Committee on compliance	Number of reports submitted to Portfolio Committee of compliance with the SOP developed providing preference to temporary employees from indigent households registered on the unemployment database.	New KPI	1	1	1	1	2	2	G	5	0	0
											65		0	

**CORE COMPETENCY REQUIREMENTS: HANLIE LINDE: MUNICIPAL  
MANAGER BERGRIVIER MUNICIPALITY 12 MARCH 2020  
EVALUATION PERIOD 1 JULY 2020 – 31 DECEMBER 2020**

LEADING COMPETENCIES	DRIVING COMPETENCIES	PORTFOLIO OF EVIDENCE / COMMENTS
<p>Personal Values as crafted through <b>High Impact Leadership</b> studies 16 October 2018 and –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). In December 2020 I started pre-Doc studies in Leadership through Stellenbosch Business School.</p>	<p>Values</p> <ul style="list-style-type: none"> <li>• Impact and Influence</li> <li>• Institutional Performance Management</li> <li>• Strategic Planning and Management</li> </ul>	<p><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>The link between my own values and the values of Bergrivier Municipality is clear and contribute to the synergy in my life.</p>
<p>1. Strategic Direction and Leadership</p>		<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</li> </ul>

**CORE COMPETENCY REQUIREMENTS: HANLIE LINDE: MUNICIPAL  
MANAGER BERGRIVIER MUNICIPALITY 12 MARCH 2020  
EVALUATION PERIOD 1 JULY 2020 – 31 DECEMBER 2020**

<ul style="list-style-type: none"> <li>• Organisational Awareness</li> </ul>	<p>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 Committee is also attended by all MEO's. Local PLC Meetings took place on 12 August 2020, 6 November 2020 and 4 December 2020 where the ward delimitation and where applicable the Municipal Boundary Delimitation were finalised. For first-mentioned a public meeting in Piketberg were facilitated by the MEO in March 2020. These meetings require special skills. The IEC is planning for the LGE in October/November 2021. The logistical burden is high, but we do it with gusto.</p> <ul style="list-style-type: none"> <li>• <b>Leadership Forums</b> held: <b>18 September 2020</b> (risk management training – three lines of defence – Alan Boesak Hall Piketberg – training by Nexia to 65 middle and senior management), <b>30 November 2020</b> (socio- and economic development – presentation by Dian Cronje, Economist Provincial Government on the newest MERO (Municipal Economic Review and Outlook 2020). 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 all</li> </ul>
--	---



**CORE COMPETENCY REQUIREMENTS: HANLIE LINDE: MUNICIPAL  
MANAGER BERGRIVIER MUNICIPALITY 12 MARCH 2020  
EVALUATION PERIOD 1 JULY 2020 – 31 DECEMBER 2020**

	<p>leaders to provide for succession planning for Bergrivier Municipality for the future.</p> <ul style="list-style-type: none"> <li>• <b>Strategic Planning Sessions</b> with Council and the team of directors at Veiddrif (Riviera Hotel) from <b>29 – 30 October 2020</b> to build on the strategic directions provided by the IDP 2017 – 2022, the strategic direction of Mayco and focus on team building. The strategic sessions were followed by strategic planning sessions in all Directorates. The strategic planning for the Office of the MM took place on <b>8 December 2020</b> at Wittewater Farm.</li> <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. 2021 was declared as the year of continued fruitful partnerships (“voortgesette, vrugtevolle vennootskappe”).</b></li> <li>• <b>Other strategic discussions where I represent Bergrivier Municipality is as follows:</b> Section 78 Investigation in terms of Systems Act (Water) Future of service delivery in Moravian Church Towns – Town Establishment. This gained momentum in 2019/2020 with meetings held</li> </ul>	
--	--	--

**CORE COMPETENCY REQUIREMENTS: HANLIE LINDE: MUNICIPAL  
MANAGER BERGRIVIER MUNICIPALITY 12 MARCH 2020  
EVALUATION PERIOD 1 JULY 2020 – 31 DECEMBER 2020**

	<p>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.</p> <ul style="list-style-type: none"> <li>• <b>Strategic Discussions with Sector Leaders</b> – POMA; Business Chamber Veiddrif; SALGA Exemption Application; BTO CEO and Board on SLA BTO 2021 – 2024; Organised Leadership in Agriculture on use of local unemployed during season.</li> <li>• <b>Strategic Leadership in legal issues:</b> Court application and Hawks/SIU – Zuidland; Homeless in Rhino Park – PIE Application Magistrate’s Court; High Court Application – Urgent interdict – Protest / Unrest in Veiddrif Housing.</li> <li>• <b>IDP Forum Meetings</b> with sectorial leadership – scheduled and arranged for <b>23 October 2020</b> in <b>Veiddrif Town Hall</b> (Theme: Jobs, safety and dignity for all Post Covid-19); unfortunately cancelled at short notice by Council due to the threat of Covid-19 spreading in a second wave. These meetings were preceded by 9 town based meetings from 7 - 19 September 2020 where we made detail presentations on the strategy and the budget to all communities. This was attended by all senior officials; <b>For the first time in the history of Bergrivier Municipality we proceeded with virtual Town Based Meetings where all meetings were streamed live via Facebook. I</b></li> </ul>	
--	---	--

**CORE COMPETENCY REQUIREMENTS: HANLIE LINDE: MUNICIPAL  
MANAGER BERGRIVIER MUNICIPALITY 12 MARCH 2020  
EVALUATION PERIOD 1 JULY 2020 – 31 DECEMBER 2020**

	<p>sincerely thank our IT team and all presenters for their agility and flexibility.</p> <ul style="list-style-type: none"> <li>• <b>Municipal Public Accounts Committee 9 October 2020;</b></li> <li>• <b>Service delivery meetings (monthly)</b> with top leadership: <b>23 July 2020, 26 August 2020 (Workplace Plan Level 2; Asset Management; Water losses; Capital Spending and Procurement Plans), 23 September 2020, 22 October 2020 (TLSDBIP and Eumonia compliance) and 26 November 2020.</b> At the Service delivery meetings we actively break down silo's and discuss the financial section 71. Report of BRM with senior and middle management as well as important strategic matters to ensure everyone is on the same page and strongly behind the vision of Bergrivier Municipality.</li> <li>• <b>Central Occupational Health and Safety Committee</b> – focus to increase awareness and safety in the workplace <b>26 November 2020.</b> We could not re-convene the OHS meeting due to the representatives outside not having access to MS Teams and being too large in number to meet safely under Covid-19.</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. From March 2021 the external Risk Specialist will attend all meetings.</li> </ul> <p><b>During this period we focused on the strategic risk registers as well as the departmental risk</b></p>
--	--

**CORE COMPETENCY REQUIREMENTS: HANLIE LINDE: MUNICIPAL  
MANAGER BERGRIVIER MUNICIPALITY 12 MARCH 2020  
EVALUATION PERIOD 1 JULY 2020 – 31 DECEMBER 2020**

	<p>registers with Nexia being appointed to assist us. Meetings took place on <b>18 September 2020 and 19 November 2020.</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 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.</li> <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.</li> </ul>
--	--



**CORE COMPETENCY REQUIREMENTS: HANLIE LINDE: MUNICIPAL  
MANAGER BERGRIVIER MUNICIPALITY 12 MARCH 2020  
EVALUATION PERIOD 1 JULY 2020 – 31 DECEMBER 2020**

	<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>	<p>Meetings of the tribunal were held on 9 July 2020, 20 August 2020, 25 September 2020, 8 October 2020, 5 November 2020 and 3 December 2020 (not all of the MPT scheduled dates were needed and we only met when items required us to do so).</p> <ul style="list-style-type: none"> <li><b>Selection and Recruitment:</b></li> <li>All funded approved positions in the Office of the MM and in the top three levels of staff in Bergrivier Municipality is filled with competent employees who function well.</li> <li><b>Price giving function</b> for all staff – where we celebrate training, achievements, belonging and loyalty. This valued event was my brainchild and legacy in Bergrivier Municipality. Unfortunately we could not host it in 2020 due to the Covid-19 pandemic.</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) (6 July 2020, 20 July 2020, 3 August 2020, 17 August 2020, 31 August 2020, 14 September 2020, 28 September 2020, 5 October 2020, 19 October 2020, 2 November 2020, 16 November 2020, 30 November 2020, 4 December 2020 and 14 December 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.</li> <li>Selection and recruitment (strategic inputs).</li> </ul>
--	---	---

**CORE COMPETENCY REQUIREMENTS: HANLIE LINDE: MUNICIPAL  
MANAGER BERGRIVIER MUNICIPALITY 12 MARCH 2020  
EVALUATION PERIOD 1 JULY 2020 – 31 DECEMBER 2020**

<p>3. Program and Project Management</p>	<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>Good human relations with all staff and Councillors within BRM.</li> <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 for <b>innovative partnerships</b>. This takes effort and skill.</li> </ul>
<p>4. Financial Management</p>	<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>	<ul style="list-style-type: none"> <li><b>Achievement of a fourth consecutive clean audit for Bergrivier Municipality and the sixth consecutive unqualified audit during a year when only 11 of the 30 Municipalities in the Western Cape could achieve it (2018/2019). The 2019/2020 audit has not been concluded yet. We know that we achieved our 7<sup>th</sup> consecutive unqualified audit outcome, but are still awaiting the AG Technical Committee outcome on our 5<sup>th</sup> consecutive clean audit due to an interpretation of the interpretation of section 29(2) of the SC Regulations that we are not in agreement with the AG.</b></li> <li>Implementation of the 2020/2021 approved budget</li> </ul>

**CORE COMPETENCY REQUIREMENTS: HANLIE LINDE: MUNICIPAL  
MANAGER BERGRIVIER MUNICIPALITY 12 MARCH 2020  
EVALUATION PERIOD 1 JULY 2020 – 31 DECEMBER 2020**

	<ul style="list-style-type: none"> <li>Preparation of the 2020/2021 adjustment budgets in very difficult circumstances due to Covid-19 and uncertain times.</li> <li>Strategic inputs into the Budget Steering Committee Meeting in preparation of the 2021/2022, 2022/2023 and 2023/2024 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 the 7<sup>th</sup> unqualified 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> <li>Manage the ICLD Partnership with Amal Municipality in Sweden on Empowerment of Women and Disadvantaged through library services in both Municipalities.</li> <li>Professional Municipal Manager certified by ILGM since 2020; Accredited Municipal Manager certified by ILGM since 2016;</li> <li>Chairperson of Risk Management Committee.</li> <li>Strategic Risk Management.</li> </ul>
6. Governance Leadership	<ul style="list-style-type: none"> <li>Policy Formulation</li> <li>Risk and Compliance Management</li> </ul> <ul style="list-style-type: none"> <li>Professional Municipal Manager certified by ILGM since 2020; Accredited Municipal Manager certified by ILGM since 2016;</li> <li>Chairperson of Risk Management Committee.</li> <li>Strategic Risk Management.</li> </ul>

**CORE COMPETENCY REQUIREMENTS: HANLIE LINDE: MUNICIPAL  
MANAGER BERGRIVIER MUNICIPALITY 12 MARCH 2020  
EVALUATION PERIOD 1 JULY 2020 – 31 DECEMBER 2020**

	<ul style="list-style-type: none"> <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 and risk management.</li> <li>Represent BRM on PCF, MinMay, MinMayTech, and Governance Working group SALGA, JDA/DDM, 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, 2019)</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/DDM in the Western Cape, West Coast and Bergrivier Municipality.</li> </ul>
	<ul style="list-style-type: none"> <li>Cooperative Governance</li> </ul>
<b>CORE COMPETENCIES</b>	
7. Moral Competence	<ul style="list-style-type: none"> <li>I lead with integrity and honesty and my moral competency can be seen in everything I do and by everyone I meet.</li> </ul>
8. Planning and Organising	<ul style="list-style-type: none"> <li>My office is well organised and all administrative functions are performed on time and with diligence.</li> </ul>



**CORE COMPETENCY REQUIREMENTS: HANLIE LINDE: MUNICIPAL  
MANAGER BERGRIVIER MUNICIPALITY 12 MARCH 2020  
EVALUATION PERIOD 1 JULY 2020 – 31 DECEMBER 2020**

	<ul style="list-style-type: none"> <li>Preparation of the 2020/2021 adjustment budgets in very difficult circumstances due to Covid-19 and uncertain times.</li> <li>Strategic inputs into the Budget Steering Committee Meeting in preparation of the 2021/2022, 2022/2023 and 2023/2024 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 the 7<sup>th</sup> unqualified 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> <li>Manage the ICLD Partnership with Amål Municipality in Sweden on Empowerment of Women and Disadvantaged through library services in both Municipalities.</li> <li>Professional Municipal Manager certified by ILGM since 2020; Accredited Municipal Manager certified by ILGM since 2016;</li> <li>Chairperson of Risk Management Committee.</li> <li>Strategic Risk Management.</li> </ul>
6. Governance Leadership	<ul style="list-style-type: none"> <li>Policy Formulation</li> <li>Risk and Compliance Management</li> </ul> <ul style="list-style-type: none"> <li>Professional Municipal Manager certified by ILGM since 2020; Accredited Municipal Manager certified by ILGM since 2016;</li> <li>Chairperson of Risk Management Committee.</li> <li>Strategic Risk Management.</li> </ul>

**CORE COMPETENCY REQUIREMENTS: HANLIE LINDE: MUNICIPAL  
MANAGER BERGRIVIER MUNICIPALITY 12 MARCH 2020  
EVALUATION PERIOD 1 JULY 2020 – 31 DECEMBER 2020**

	<ul style="list-style-type: none"> <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 and risk management.</li> <li>Represent BRM on PCF, MinMay, MinMayTech, and Governance Working group SALGA, JDA/DDM, 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, 2019)</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 IPSZ system which is done from the Office of the MIM by Jurene Erasmus and Cecil Davids.</li> <li>I play a leading role in the implementation of the JDA/DDM in the Western Cape, West Coast and Bergrivier Municipality.</li> </ul>
	<ul style="list-style-type: none"> <li>Cooperative Governance</li> </ul>
<b>CORE COMPETENCIES</b>	
7. Moral Competence	I lead with integrity and honesty and my moral competency can be seen in everything I do and by everyone I meet.
8. Planning and Organising	My office is well organised and all administrative functions are performed on time and with diligence.

**CORE COMPETENCY REQUIREMENTS: HANLIE LINDE: MUNICIPAL  
MANAGER BERGRIVIER MUNICIPALITY 12 MARCH 2020  
EVALUATION PERIOD 1 JULY 2020 – 31 DECEMBER 2020**

	<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 Councilors 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>
12. Results and Quality Focus	<p>I try constantly to have a good balance between compliance and service delivery. I am compliance</p>

**CORE COMPETENCY REQUIREMENTS: HANLIE LINDE: MUNICIPAL  
MANAGER BERGRIVIER MUNICIPALITY 12 MARCH 2020  
EVALUATION PERIOD 1 JULY 2020 – 31 DECEMBER 2020**

	<p>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.</p>
--	---





## BERGRIVIER MUNISIPALITEIT

### VERSLAG AAN DIE BURGEMEESTERSKOMITEE EN RAAD

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

1 JULIE 2020 TOT 31 DESEMBER 2020

#### DEUR DIE MUNISIPALE BESTUURDER

14 Maart 2021

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

Die rede vir die verslag is om terugvoering te gee aan die Uitvoerende Burgemeesterskomitee en Raad oor die pas afgelope prestasie-beoordelingsproses wat plaasgevind het op Vrydag 12 Maart 2021.

#### **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 **12 Maart 2021** geëvalueer vir die periode van **1 Julie 2020 – 31 Desember 2020** (half-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 as gevolg van siekte in die familie en die evaluering is behartig deur 'n ander lid van die Ouditkomitee, mnr Burton van Staaden*), '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 of gedelegeerde, me Wilma Terry Thomas (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 2 – Theodora Robinson). Beide hierdie persone was teenwoordig vir al die sessies.

### **3.2 Proseduriële korrektheid**

Die lid van die Ouditkomitee is lid van die prestasie evalueringspaneel met die uitsluitlike doel om toe te sien dat die verrigtinge prosedureel korrek hanteer word. 'n E-pos gedateer 15 Maart 2021 is ontvang van mnr Burton van Staaden 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 prestasie-kontrakte 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 Die her-evaluering van Direkteur Tegnieese Dienste (1 November 2019 – 30 Junie 2020)**

Sien Interne Ouditverslag (Pre-determined Objectives Quarterly Report ending 30 June 2020) wat gedien het by Ouditkomitee van 4 Desember 2020 (bladsy 17) vir die bevindinge en besluit van die MB. 'n Afskrif van die uitslag van die paneel-evaluering is aangeheg as **Aanhangsel 3.4.1A**.

#### **3.4.2 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 Julie 2020 tot 31 Desember 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 2020 tot 31 Desember 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 2020 tot 31 Desember



2020 aangeheg as **Aanhangsel 5B**. 'n Afskrif van die aanbieding is aangeheg as **Aanhangsel 5C**.

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

Die notule van die evaluering van die Direkteur Tegniese Dienste is aangeheg as **Aanhangsel 6A** met die getekende evalueringsvorm vir 1 Julie 2020 tot 31 Desember 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 2020 tot 31 Desember 2020 aangeheg as **Aanhangsel 7B**. 'n Afskrif van die aanbieding is aangeheg as **Aanhangsel 7C**.

**TER INLIGTING**

**Hanlie Linde**

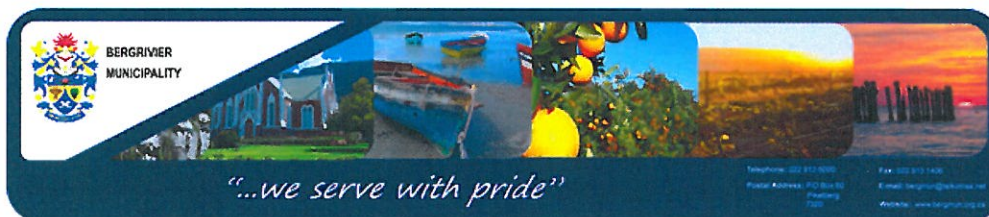
---

**From:** Alletta van Sittert  
**Sent:** Tuesday, March 16, 2021 7:32 AM  
**To:** Hanlie Linde  
**Cc:** Jessica Carstens  
**Subject:** FW: Bergrivier Municipality: Performance Evaluations - 12 Maart 2021

**Categories:** Het kennis geneem

**Mrs. Alletta van Sittert**  
**Manager: Strategic Services**

**Contact # :**  
**Office: 022 913 6000**  
**Cell : 083 607 4644**  
**E- Mail : [sb@bergmun.org.za](mailto:sb@bergmun.org.za)**



**From:** Burton van Staaden [<mailto:burtonvs@gmail.com>]  
**Sent:** 15 March 2021 06:25 PM  
**To:** Alletta van Sittert  
**Subject:** Bergrivier Municipality: Performance Evaluations - 12 Maart 2021

Good day Mrs van Sittert

I hereby confirm that I attended the mid-year performance evaluations of the municipal manager and directors of the Bergrivier Municipality on 12 March 2021 in my capacity as a member of the Performance and Audit Committee of the municipality.

I further confirm that based upon my observations, the performance evaluations was done in an open and transparent manner and in compliance with the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000) and the Local Government: Municipal Performance Regulations for Municipal Managers and Managers directly accountable to Municipal Managers, 2006.

I trust that you will find this on order.

Yours truly,

**BURTON VAN STAADEN**

*Chartered Accountant*

Email: [burton@vsb.co.za](mailto:burton@vsb.co.za)

Cell: 073 212 4875

PO Box 285, CAPE GATE, 7562

84c Barnard Street, BELLVILLE, 7530



“This message and any attachments may be confidential and may also be privileged or otherwise protected from disclosure. It/they are sent for the attention of the named addressee(s) only. If you are not the named addressee(s) please notify the sender immediately and destroy this message. In this case, you should not copy or distribute this message or attachments, use it/them for any purpose or disclose its/their contents to any other person, opinions, conclusions and other information in this message that do not relate to the official business of the Bergrivier Municipality shall be understood as being neither given nor endorsed by it. Emails cannot be guaranteed to be secure or free of errors or viruses. The sender does not accept any liability or responsibility for any interception, corruption, destruction, loss, late arrival or incompleteness of or tampering or interference with any of the information contained in this email or for its incorrect delivery or non-delivery for whatsoever reason or for its effect on any electronic device of the recipient.”



Munisipaliteit

**BERGRIVIER**

Municipality

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 12 MAART 2021 OM 08:15 – 14:00

MUNISIPALE RAADSAAL, KERKSTRAAT 13, PIKETBERG

Prestasie Evalueringspaneel: Uitvoerende Burgemeester, Uitvoerende Onder-Burgemeester, Portefeulje Voorsitters: Rdl Du Plooy, Rdl Wessels en Rdl Daniels, Voorsitter van Oudit- en Prestasiekomitee (of gedelegeerde), Lid vir Prestasie van Ouditkomitee, Eksterne Munisipale Bestuurder, Wykskomiteelid, 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</li> <li>▪ Lid vir Prestasie- en Ouditkomitee</li> <li>▪ Betrokke Raadslede</li> <li>▪ Interne Ouditeur</li> <li>▪ Wykskomitee-lid</li> </ul>
8:30 – 9:30 <i>(Herevaluering:</i> Evalueringsperiode: 1 Julie 2019 – 30 Junie 2020)	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>▪ Rdd. Sandra Crafford: Lid van MAYCO</li> <li>▪ Adv. Hanlie Linde: Munisipale Bestuurder (Bergrivier Munisipaliteit) (Voorsitter)</li> <li>▪ Rdl Mario Wessels: Portefeulje Voorsitter</li> <li>▪ Mev Reyhana Gani (Ouditkomiteelid vir Prestasie)</li> <li>▪ Voorsitter van Ouditkomitee of afgevaardigde</li> <li>▪ Mnr. Joggie Scholtz: Eksterne Munisipale Bestuurder (Swartland Munisipaliteit)</li> <li>▪ Lid van Wykskomitee: Me Theodora Robinson</li> <li>▪ Interne Ouditeur</li> <li>▪ Mev. Alletta van Sittert (Bestuurder: Strategiese Dienste) / Ignite Stelsel-konsultant</li> <li>▪ Bestuurder: Menslike Hulpbrondienste (Notuleerder)</li> </ul>
9:30 – 10:15 (Evalueringsperiode: 1 Julie – 31 Desember 2020)	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>▪ Rdd. Sandra Crafford: Portefeulje Voorsitter en MAYCO</li> <li>▪ Adv. Hanlie Linde: Munisipale Bestuurder (Bergrivier Munisipaliteit) (Voorsitter)</li> <li>▪ Mev Reyhana Gani (Ouditkomiteelid vir Prestasie)</li> <li>▪ Voorsitter van Ouditkomitee of afgevaardigde</li> </ul>

		<ul style="list-style-type: none"> <li>▪ Mnr. Joggie Scholtz: Eksterne Munisipale Bestuurder (Swartland Munisipaliteit)</li> <li>▪ Lid van Wykskomitee: Me Theodora Robinson</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>
10:15 – 11:00 (Evalueringsperiode: 1 Julie - 31 Desember 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 (Portefeulje Voorsitter)</li> <li>▪ Mev Reyhana Gani (Ouditkomiteelid vir Prestasie)</li> <li>▪ Voorsitter van Ouditkomitee of afgevaardigde</li> <li>▪ Mnr. Joggie Scholtz: Eksterne Munisipale Bestuurder (Swartland Munisipaliteit)</li> <li>▪ Lid van Wykskomitee: Me Theodora Robinson</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>11:00 – 11:15 Bene rek</b>		
11:15 – 12:00 (Evalueringsperiode: 1 Julie - 31 Desember 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>▪ Mev Reyhana Gani (Ouditkomiteelid vir Prestasie)</li> <li>▪ Voorsitter van Ouditkomitee of afgevaardigde</li> <li>▪ Mnr. Joggie Scholtz: Eksterne Munisipale Bestuurder (Swartland Munisipaliteit)</li> <li>▪ Lid van Wykskomitee: Me Theodora Robinson</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 – 12:45 (Evalueringsperiode: 1 Julie - 31 Desember 2020)	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>▪ Rdd. Sandra Crafford: Lid van MAYCO</li> <li>▪ Adv. Hanlie Linde: Munisipale Bestuurder (Bergrivier Munisipaliteit) (Voorsitter)</li> <li>▪ Rdl Mario Wessels: Portefeulje Voorsitter</li> <li>▪ Mev Reyhana Gani (Ouditkomiteelid vir Prestasie)</li> <li>▪ Voorsitter van Ouditkomitee of afgevaardigde</li> <li>▪ Mnr. Joggie Scholtz: Eksterne Munisipale Bestuurder (Swartland Munisipaliteit)</li> <li>▪ Lid van Wykskomitee: Me Theodora Robinson</li> <li>▪ Mev. Alletta van Sittert (Bestuurder: Strategiese Dienste) / Ignite Stelsel-konsultant</li> <li>▪ Bestuurder: Menslike Hulpbrondienste (Notuleerder)</li> </ul>

		<ul style="list-style-type: none"> <li>▪ Persoonlike Assistent – Mev M van der Westhuizen (observerend)</li> </ul>
<p>12:45 – 13:30 (Evalueringsperiode: 1 Julie - 31 Desember 2020)</p>	<p>Adv. Hanlie Linde (Munisipale Bestuurder)</p>	<ul style="list-style-type: none"> <li>▪ Rdh. Ray van Rooy (Uitvoerende Burgemeester) Voorsitter</li> <li>▪ Rdd. Sandra Crafford: Lid van MAYCO</li> <li>▪ Mev Reyhana Gani (Ouditkomiteelid vir Prestasie)</li> <li>▪ Voorsitter van Ouditkomitee of afgevaardigde</li> <li>▪ Mnr. Joggie Scholtz: Eksterne Munisipale Bestuurder (Swartland Munisipaliteit)</li> <li>▪ Lid van Wykskomitee: Me Theodora Robinson</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> <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>
<p><b>13:30 – 14:00 'N LIGTE MIDDAGETE WORD BEDIEN EN ALLE DEELNEMERS IS WELKOM</b></p>		

***N.B.: Direkteure neem asseblief kennis dat u op bystand beskikbaar moet wees indien die vorige sessie vroeër sou eindig.***



**BERGRIVIER MUNICIPALITY**

**PERFORMANCE EVALUATION SUMMARY**

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

Period: 1 November 2019 - 30 June 2020

Panel Members

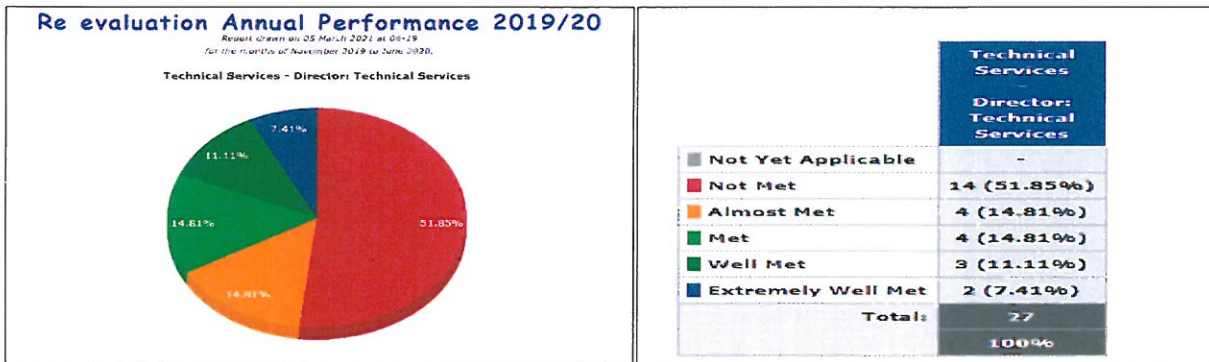
Municipal Manager	Adv H Linde
Executive Mayor	Ald R van Rooy
Councillor	Ald S Crafford
Councillor	Cllr M Wessels
Ward Committee Member	Miss T Robinson
Audit Committee Chairperson	Mr B van Staden
External Municipal Manager	Mr J Scholtz

Date of evaluation: 12 March 2021

**PERFORMANCE RESULTS**

	Total score for period	Total weight for period	Weighted percentage	Performance %
Operational Performance	56	80	80%	56,47%
Core Competency Requirements	15	20	20%	14,97%
<b>Final Score</b>	<b>71</b>	<b>100</b>	<b>100%</b>	<b>71,44%</b>

**OVERALL PERFORMANCE**



**PERFORMANCE COMMENTS**

Signed by panel members:

Adv H Linde	
Ald R van Rooy	
Ald S Crafford	
Cllr M Wessels	
Miss T Robinson	
Mr B van Staden	
Mr J Scholtz	
Signed by employee	Director: Technical Services: Mr C Koch

Date: 12 March 2021

OPERATIONAL KPIS

PMS REF	Ref No	Key Performance Indicator (KPI)	Unit of measurement	Baseline	Targets				Performance Comment	Corrective actions	Annual Target	Annual Actual	R	Weights	Score	Final Score
					Q1	Q2	Q3	Q4								
1	TL36	Limit unaccounted for water to 10% by 30 June 2020 ((Number of Kilolitres Water Purchased or Purified minus Number of Kilolitres Water Sold (incl Free basic water) / Number of Kilolitres Water Purchased or Purified x 100)	% unaccounted water by 30 June 2020 ((Number of Kilolitres Water Purchased or Purified minus Number of Kilolitres Water Sold (including Free basic water) / Number of Kilolitres Water Purchased or Purified x 100)	10.00%	0.00%	0.00%	10.00%	10.00%	Performance Comment: Water losses are determined by bulk meter feeding town vs sales figures from Vesta (finance). Technical dept has no control on loss figures	Audit of all meters, electronic monitoring of bulk meters and funding must be sourced for household meter replacement. Tenders will be asked to install Smart metering at places where meters are inaccessible. Technical Dept accompany meter readers to get first hand knowledge on problem experienced. Water losses are escalating due to ageing of meters and therefore underreadings. The finance department to embark on meter replacement strategy as this is a Finance function. We are only implementing their strategy.	10,00%	13,22%	R	2.95	3.4	2,0128
2	TL37	Limit unaccounted for electricity to 10% by 30 June 2020 ((Number of Electricity Units Purchased and/or Generated - Number of Electricity Units Sold (incl Free basic electricity) / Number of Electricity Units Purchased and/or Generated) x 100)	% unaccounted electricity by 30 June 2020	10.00%	0.00%	0.00%	10.00%	10.00%	Performance Comment: Excellent loss control due to aggressive meter replacement strategy and funding	Continue with lowering the losses on annual basis	10,00%	8,42%	B	2.96	4.5	2,864
3	TL38	95% of MIG conditional grant spent by 30 June 2020 to upgrade infrastructure ((Total amount spent/ Total amount allocated)x100)	% of MIG conditional grant spent by 30 June 2020	95.00%	10.00%	40.00%	60.00%	95.00%			95,00%	100,00%	G2	2.96	4.2	2,4654
4	TL39	95% of conditional road maintenance operational grant spent by 30 June 2020 ((Total amount spent/ Total allocation received)x100)	% of conditional road maintenance operational grant spent by 30 June 2020	95.00%	0.00%	60.00%	95.00%	95.00%	Expenditure has been done under vote 014551302000 and the claim has been audited by Internal Audit on 25/03/2020. The claim will all documentation has been sent to District Roads Engineer for processing after which the funding are paid back to BM as income in vote 024551455000. Dept of Finance then supply a journal after they received the funds. Due to Covid and skeleton staff at District Roads they requested a copy of the claim. This was send via registered mail on the 26/6/2020. Follow up reminders will be send until transfer is received.	The letter indicating the allocated funding was send to Mion on 2 /04/2019. This is put in the next years budget, and spend an the claim is then send after the work has been done. Dept of Finance then issue a journal that funds has been spend. According to DTS the funding has been spend as per allocation in the BM budget. However, no funding was received to date.	95,00%	0,00%	R	2.96	3.5	2,072
5	TL40	95% of the capital budget of Directorate: Technical Services spent by 30 June 2020 ((Total amount spent/Total allocation received)x100)	% of capital budget of Directorate: Technical Services spent by 30 June 2020	0,00%	20,00%	60,00%	80,00%	95,00%	Due to the Covid lock down we could complete all the projects.	Contracts for new FY will start early in year	95,00%	83,09%	O	2.96	4.1	2,4272
6	TL41	Submit a water augmentation plan 30 June 2020 to Executive Mayoral Committee	Number of water augmentation plans submitted to Executive Mayoral Committee by 30 June 2020	1	0	0	0	1	Plan could not be submitted as the Panel of Consultant tender wasn't adjudicated as a result of the Covid lock down. No consultant could therefore be appointed to draft the plan.	The plan will be submitted and included in the infrastructure growth plan planned for 2020/21. The Consultants tender has been evaluated and will be adjudicated in August 2020.	1	0	R	2.56	2.5	1.48
7	TL42	Research the development of a strategy to develop innovative methods to manage energy supply and/or alternative means of energy and submit research paper to EMC by 30 June 2020	Number of research paper on innovative methods to manage energy and/or alternative means of energy submitted to EMC by 30 June 2020	0	0	0	0	1	Due to the impact of Covid the budget for the Cost of Supply Study was significantly reduced and as a result the Consultant couldn't complete the strategy in the limited funding.	Will be finalised in 2020/21. Has been budgetted for	1	0	R	2.96	3	1,776



PMS REF	Ref No	Key Performance Indicator (KPI)	Unit of measurement	Baseline	Targets				Performance Comment	Corrective actions	Annual Target	Annual Actual	R	Weights	Score	Final Score
					Q1	Q2	Q3	Q4								
8	TL43	Develop a Bergrivier Integrated Transport Plan aligned with the Integrated Transport Plan of West Coast District Municipality and submit to EMC by 30 June 2020	Number of Bergrivier integrated Transport Plans submitted to EMC by 30 June 2020	0	0	0	0	1	Technical department comment on the final draft from the WCDM as Bergrivier LTP forms part of the district approach. We cannot submit the final plan to Council before we receive the final copy from WCDM. The copy of the draft will serve on the following Audit Committee meeting as they requested it. Next Audit committee 27 August 2020. The comments on the draft report was sent to WCDM on the 7/04/2020 already	Final copy from WCDM will be presented to EMC once received.	1	0	R	2,96	3	1,776
9	TL44	Develop a problem building by-law and submit to EMC by 30 June 2020	Number of problem building by-laws submitted to EMC by 30 June 2020	0	0	0	0	1	The policy is still in progress. Could get all the roll players around table due to Covid lockdown.	Will be finalised in 2020/21.	1	0	R	2,96	3,1	1,8352
10	TL45	Raise public awareness on recycling to reduce household waste with awareness initiatives	Number of awareness initiatives	2	0	1	0	1	New calendars with a full awareness comment was handed out		2	2	G	2,96	4	2,368
11	TL46	95% spend of transferred funds before September 2019 (Jan 2019 - Dec 2019) for the implementation of the approved business plan on the waste programme by 30 June 2020 ((Total amount spent/total approved budget) x 100) (subject to in international funding	% of funds transferred before September 2019 (Jan 2019 - Dec 2019) spend by 30 June 2020	1,00%	0,00%	30,00%	60,00%	95,00%	Successfully completed		95,00%	100,00%	G2	2,96	4,5	2,254
12	TL47	95% water quality level obtained as per SANS 241 physical & micro parameters as at 31 December 2019 and 30 June 2020	% water quality level as at 31 December 2019 and 30 June 2020	95,00%	0,00%	0,00%	0,00%	95,00%	We only struggle on aesthetics measurements	Filters to be upgraded in 2020/21 FY	95,00%	99,00%	G2	2,96	4,2	2,4864
13	TL48	Sign SLA's for each development to facilitate an environment conducive to infrastructure development in partnership with the developer and/or investors. Signed SLA's/total number of developments where SLA's are required)	% of developments with Signed SLA's with developers and/or investors	100,00%	0,00%	0,00%	0,00%	100,00%	No new SLA was needed in the period.		100,00%	100,00%	G	2,96	4	2,368
14	TL49	Do bi-annual inspections per major town for building transgressions and submit report to Portfolio Committee with findings and law enforcement actions instituted	Number of reports submitted to the Portfolio Committee	2	0	1	0	1	Report could not be submitted to the Standing Committee as there was no meeting held due to Covid.	Will be submitted on the next meeting	2	0	R	2,96	3	1,775
15	TL50	Create full time equivalents (FTE's) in terms of the EPWP programme by 30 June 2020	Number of FTE's created by 30 June 2020	61	0	0	0	61	Excellent performance	None needed	61	142	B	2,96	4,6	2,7232
16	TL51	Implement Mayco and Council resolutions within the required time frame	% of Mayco and Council resolutions implemented within the required time frames	0,00%	100,00%	100,00%	100,00%	100,00%	Compliant	No corrective needed	100,00%	66,67%	R	2,96	3,7	2,1904
17	TL52	Ensure that all staff have relevant qualifications and competencies	Number of reports submitted to Mayco on relevant qualifications and competencies of staff by 30 June 2020	0	0	0	0	1	All new appointees must have relevant qualifications and competencies to attend interviews for appointment. I wasn't made aware of this historical KPI that needed to be met.	Apparently this was a historical KPI about the Minimum Competency of the Manager Electrical Services, Mr Rossouw, that I didn't know about and also informed about and thus couldn't be attended to.	1	0	R	2,96	3	1,776
18	TL53	100% of all complaints registered on IMIS are being attended to within one (1) week after complaint was lodged	% of complaints registered on IMIS being attended to within one week after complaint was lodged	0,00%	100,00%	100,00%	100,00%	100,00%	All complaints were attended to as it was captured on the system.	The system description must be amended to give a clearer description of "attended". Complaints not finally finished will be attended to in 2020/21 with new funding in operating budget	100,00%	99,67%	O	2,96	3	1,776



PMS REF	Ref No	Key Performance Indicator (KPI)	Unit of measurement	Baseline	Targets				Performance Comment	Corrective actions	Annual Actual	R	Weights	Score	Final Score
					Q1	Q2	Q3	Q4							
19	TL54	Compile a Blackout implementation plan, including estimated cost and time frames, and submit to Mayco by 30 December 2019	Number of Blackout implementation plans submitted to Mayco by 30 December 2019	0	0	1	0	0	There were no Standing committee for Technical before 30 June 2020 and therefore it hasn't been submitted in time. The Maintenance plan however was updated in March 2020 already and will be submitted to next Standing Committee	1	G	2.55	3.5	2,072	
20	TL55	Develop a maintenance plan in respect of all current infrastructure and submitted to Technical Services Portfolio Committee by 30 June 2020	Number of maintenance plans developed in respect of all current infrastructure and submitted to Technical Services Portfolio Committee by 30 June 2020	0	0	0	0	1		0	R	2.97	4	2,376	
21	TL56	Develop a process plan to ensure that building plan applications are approved within the approved time frames and submitted to EMC by 30 December 2019	Number of process plans developed to ensure that building plan applications are approved within the approved time frames and submitted to EMC by 30 December 2019	0	0	1	0	0		1	R	2.97	2.5	1,485	
22	TL57	Cascade of the performance management system to T12 by 31 October 2019 by conducting performance interviews with all staff and sign off of performance contracts	% of performance contracts signed to T12 by 31 October 2019	0,00%	100,00%	100,00%	100,00%	100,00%		56,26%	R	2.97	3.7	2,1978	
23	TL58	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%	100,00%	100,00%	100,00%	All vacant posts has been made unfunded	75,00%	O	2.97	3.3	1,9802	
24	TL59	Effectively manage and ensure compliance on a quarterly basis of all TL SDBIP KPI's in respect of accountable levels of management in accordance with the performance management policy	% of quarterly compliance with all TL SDBIP KPI's in respect of accountable levels of management in accordance with the performance management policy	0,00%	95,00%	95,00%	95,00%	95,00%	All KPI's could not be met due to Covid lockdown frequently and due to lockdown 3 more employees are at work.	54,54%	R	2.97	3.4	2,0196	
25	TL60	Update the Eumonia system on a monthly basis to ensure that there is adherence to the regulatory and statutory requirements of all relevant legislation and regulations and submit to EMC in the month following the month of reporting	Number of Eumonia reports to ensure the adherence to the regulatory and statutory requirements of all relevant legislation and regulations	0	3	3	2	3	One report was submitted late and could only be submitted to the Mayco in the new financial year.	8	O	2.97	3	1,782	
26	TL61	Develop a strategy to provide preference to indigent households registered as EPWP workers and submit to EMC by 30 June 2020	Number of strategies developed to provide preference to indigent households as EPWP workers and submitted to EMC by 30 June 2020	0	0	0	0	1	Target could not met due to Covid lockdown. No meetings was possible between PMU, Finance and HR to update the lists	0	R	2.97	3	1,782	
27	TL62	Develop a culture of zero tolerance to corruption and dishonesty by the efficient completion of disciplinary steps in terms of the Anti-Fraud and Corruption Policy	% of transgressions initiated in terms of the Anti-Fraud and Corruption Policy	100,00%	100,00%	100,00%	100,00%	100,00%	There is a standard item on every Technical Standing Committee where we give feedback on Fraud and Corruption if there were any for the month. If there were none the item is closed.	100,00%	G	2.97	3.6	2,1384	
												80	56,4706		







KANTOOR VAN DIE MUNISIPALE BESTUURDER  
BERGRIVIER MUNISIPALITEIT  
POSBUS 60  
PIKETBERG  
7320

Aanhangsel 3.4.1.  
A.

**NOTULE VAN DIE VERGADERING VAN DIE PRESTASIE-EVALUERINGSKOMITEE VAN DIE HEREVALUERING VAN DIE DIREKTEUR TEGNIESE DIENSTE GEHOU OP VRYDAG 12 MAART 2021 OM 08H30 IN DIE RAADSAAL, MUNISIPALE KANTORE, PIKETBERG**

**TEENWOORDIG**

Adv. H Linde (Voorsitter)  
Rdl. M Wessels (Portefeulje Voorsitter: Tegniese Dienste)  
Rdd. Me S Crafford (Lid van die Uitvoerende Burgemeesterskomitee)  
Mnr. J Scholtz (Eksterne Munisipale Bestuurder: Swartland Munisipaliteit)  
Mnr. B van Staaden (Ouditkomiteelid vir Prestasie – Me. R Gani verskoning a.g.v. siekte in haar familie)  
Me. T Robinson (Lid van die Wykskomitee van Wyk 2)  
Mnr. AC Koch (Direkteur Tegniese Dienste)  
Me. J Erasmus (Interne Ouditeur)  
Me. A van Sittert (Bestuurder Strategiese Dienste) (IGNITE Stelsel)  
Me. W Terry Thomas (Menslike Hulpbronbeampte: Voorsiening en Administrasie) (Notuleerder)

**1. OPENING EN VERWELKOMING**

Die Voorsitter open die vergadering, waarna sy almal by die vergadering verwelkom. Die Voorsitter meld dat hierdie 'n herevaluering is vir die periode vanaf 01 November 2019 tot 30 Junie 2020, aangesien die Interne Ouditeur sekere tekortkomings uitgewys het in die rapportering van prestasie in die vorige termyn.

**2. AANSOEKE OM VERLOF TOT AFWESIGHEID**

Verlof word toegestaan aan Me. R Gani (Ouditkomiteelid vir Prestasie) wie verskoning gemaak het as gevolg van siekte in haar familie. Die Ouditkomitee het Mnr. B van Staaden afgevaardig om hulle te verteenwoordig.

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

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

Die Interne Ouditeur gee kortliks agtergrond met betrekking tot die agt (8) KPI's soos uitgewys deur die interne auditverslag.

**3.1 SDBIP 2019/2020:**

Die Direkteur Tegniese Dienste gee breedvoerig terugvoering aan die paneel met betrekking tot die agt (8) KPI's in sy "Top Level" SDBIP vir die tydperk vanaf 01 November 2019 – 30 Junie 2020, soos uitgewys deur die Interne Ouditeur.

**4. TERUGVOERING VAN DIE PANEEL**

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





**NOTULE VAN VERGADERING VAN DIE PRESTASIE-EVALUERINGSKOMITEE  
VAN DIE DIREKTEUR TEGNIESE DIENSTE GEHOU OP VRYDAG 12 MAART 2021  
OM 08H30 IN DIE RAADSAAL, MUNISIPALE KANTORE, PIKETBERG**

---

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

**5. AFSLUITING**

Die sessie verdaag om 09h08.



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 12 MAART 2021 OM 09:25 IN DIE RAADSAAL, MUNISIPALE KANTORE, PIKETBERG**

**TEENWOORDIG**

Adv. H Linde (Voorsitter)  
Rdd. Me S Crafford (Portefeulje Voorsitter: Finansies)  
Mnr. J Scholtz (Eksterne Munisipale Bestuurder: Swartland Munisipaliteit)  
Mnr. B van Staaden (Ouditkomiteelid vir Prestasie – Me. R Gani verskoning a.g.v. siekte in haar familie)  
Me. T Robinson (Lid van die Wykskomitee van Wyk 2)  
Mnr. F Lötter (Direkteur Finansiële Dienste)  
Me. A van Sittert (Bestuurder: Strategiese Dienste) (IGNITE Stelsel)  
Me. E Kankowski (Persoonlike Assistent – Observerend)  
Me. W Terry Thomas (Menslike Hulpbronbeampte: Voorsiening en Administrasie) (Notuleerder)

**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 vanaf 01 Julie 2020 tot 31 Desember 2020 is.

**2. AANSOEKE OM VERLOF TOT AFWESIGHEID**

Verlof word toegestaan aan Me. R Gani (Ouditkomiteelid vir Prestasie) wie verskoning gemaak het as gevolg van siekte in haar familie. Die Ouditkomitee het Mnr. B van Staaden afgevaardig om hulle te verteenwoordig.

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

**3.1 OORSIG: 01 JULIE 2020 – 31 DESEMBER 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 01 Julie 2020 tot 31 Desember 2020.

**3.2 TOP LEVEL SDBIP 2020/2021**

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 eerste 6 (ses) maande van die 2020/2021 finansiële jaar.



**NOTULE VAN VERGADERING VAN DIE PRESTASIE-EVALUERINGSKOMITEE  
VAN DIE DIREKTEUR FINANSIËLE DIENSTE GEHOU OP VRYDAG 12 MAART  
2021 OM 09H25 IN DIE RAADSAAL, MUNISIPALE KANTORE, PIKETBERG**

---

**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 09h58.



BERGRIVER MUNICIPALITY

PERFORMANCE EVALUATION SUMMARY



Performance evaluation of: Chief Financial Officer: Mr F Lotter

Period: 1 Julie - 31 Desember 2020

Panel Members

Municipal Manager	Adv H Linde
Executive Mayor	Ald R van Rooy
Councillor	Ald S Crafford
Ward Committee Member	Miss T. Robinson
Audit Committee Chairperson	Mr B van Staden
External Municipal Manager	Mr J Scholtz

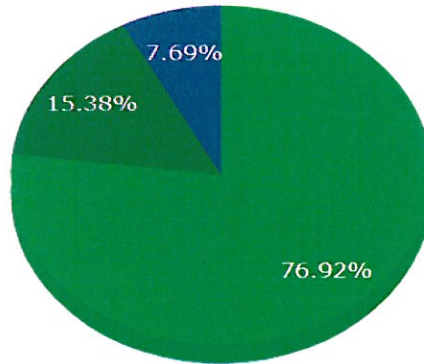
Date of evaluation: 12 March 2021

PERFORMANCE RESULTS

	Total score for period	Total weight for period	Weighted percentage	Performance %
Operational Performance	50	65	80%	62%
Core Competency Requirements	18	20	20%	18%
<b>Final Score</b>	<b>68</b>	<b>85</b>	<b>100%</b>	<b>80%</b>

OVERALL PERFORMANCE

Financial Services



PERFORMANCE COMMENTS

Signed by panel members:

Adv H Linde

*[Handwritten signature of Adv H Linde]*

Ald R van Rooy

*[Handwritten signature of Ald R van Rooy]*

Ald S Crafford

*[Handwritten signature of Ald S Crafford]*

Miss T. Robinson

*[Handwritten signature of Miss T. Robinson]*

Mr B van Staden

*[Handwritten signature of Mr B van Staden]*

Mr J Scholtz

*[Handwritten signature of Mr J Scholtz]*

Signed by employee

Chief Financial Officer: Mr F Lotter

*[Handwritten signature of Mr F Lotter]*

Date

12 March 2021

OPERATIONAL KPI'S

PMS REF	Ref No	Key Performance Indicator (KPI)	Unit of measurement	Baseline	Targets				Performance Comment	Corrective actions	Annual Target	Annual Actual	R	Weights	Score	Final Score
					Q1	Q2	Q3	Q4								
1	TL57	Improve the net debt collection period by 30 June 2021	Number of outstanding debtor days by 30 June 2021	120	0	0	0	120			0	0	N/A	Not to be evaluated yet		
2	TL58	Monitor veriments in the operational budget in accordance with the MFMA to enable efficient and effective service delivery and submit reports to the Finance Portfolio Committee on a quarterly basis	Number of reports submitted to the Finance Portfolio Committee to monitor veriments in the operational budget in accordance with the MFMA to enable efficient and effective service delivery	4	1	1	1	1			2	5	B	5	4,2	4,2
3	TL59	Conduct 1 series workshops to business on compliance with municipal SCM regulation requirements to promote business opportunities in Bergriver Municipal Area through the municipal budget by 30 June 2021	Number of workshops conducted to businesses on compliance with SCM regulation requirements by 30 June 2021	1	0	0	0	1			0	1	B	5	4,5	4,5
4	TL60	Update the Eunomia system on a monthly basis to ensure that there is adherence to the regulatory and statutory requirements of all relevant financial legislation and regulations	Percentage of Eunomia updates to ensure the adherence to the regulatory and statutory requirements of all relevant financial legislation and regulations	12	100,00%	100,00%	100,00%	100,00%			100,00%	100,00%	G	5	3,4	3,4
5	TL61	Implement a customary query dedicated email functionality to improve customer care and client enquiries in the Directorate Financial Services and submit a report to the Financial Portfolio Committee by September 2020	Number of reports on the enhanced utilisation of the municipal customer care dedicated e-mail address system submitted to the Financial Portfolio Committee by September 2020	New KPI	1	0	0	0			1	1	G	5	3,3	3,3
6	TL62	Submit a report for the writing off of unrecoverable debt to the Financial Portfolio Committee by December 2020 and June 2021	Number of reports submitted for the writing off of unrecoverable debt to the Financial Portfolio Committee by December 2020 and June 2021	1	0	1	0	1			1	1	G	5	3,7	3,7
7	TL63	Achieve a payment percentage of 96% as at 30 June 2021 ((Gross Debtors Closing Balance + Billed Revenue - Gross Debtors Opening Balance + Bad Debts Written Off)/(Billed Revenue) x 100)	Payment % as at 30 June 2021 ((Gross Debtors Closing Balance + Billed Revenue - Gross Debtors Opening Balance + Bad Debts Written Off)/(Billed Revenue) x 100)	96,00%	60,00%	92,00%	92,00%	92,00%	[D271] Accountant: Credit Control: Payment rate 2020/21 (September 2020)	[D271] Accountant: Credit Control: Includes write off of R 10.1m (September 2020)	92,00%	92,00%	G	5	4	4
8	TL64	Develop a culture of zero tolerance to corruption and dishonesty by the efficient completion of disciplinary steps in terms of the Anti Fraud and Corruption Policy .	% of identified transgressions initiated in terms of the Anti-Fraud and Corruption Policy	100,00%	100,00%	100,00%	100,00%	100,00%			100,00%	100,00%	G	5	4,3	4,3
9	TL65	Effectively manage and ensure compliance on a quarterly basis of all TL SDBIP KPI's in respect of accountable levels of management in accordance with the performance management policy	% of quarterly compliance with all TL SDBIP KPI's in respect of accountable levels of management in accordance with the performance management policy	95,00%	95,00%	95,00%	95,00%	95,00%			95,00%	100,00%	G2	5	4,1	4,1

PMS REF	Ref No	Key Performance Indicator (KPI)	Unit of measurement	Baseline	Targets				Performance Comment	Corrective actions	Annual Target	Annual Actual	R	Weights	Score	Final Score
					Q1	Q2	Q3	Q4								
10	TL66	Evaluate the performance of all staff with performance contracts (T12 - T18) on an annual basis according to the agreed upon performance contract before 30 June 2021	% of performance evaluations of all staff with performance contracts (T12 - T18) according to the agreed upon performance contracts before 30 June 2021	New KPI	0,00%	0,00%	0,00%	100,00%		0,00%	0,00%	N/A	Not to be evaluated yet			
11	TL67	Ensure continuous upkeep on the electronic contract register on IMIS and submit bi-annual reports to the Municipal Manager after Director has verified reports and signed it off	Number of reports of contract register submitted to the Municipal Manager by 30 June 2021 after Director verified report and signed it off	New KPI	0	1	0	1		1	1	G	5	4,1	4,1	
12	TL68	Develop 3 separate cost reflective tariffs model for water, sewer and refuse charges and submit to Finance Portfolio Committee by 31 March 2021	Number of cost reflective tariff models developed and submitted to Finance Portfolio Committee by 31 March 2021	New KPI	0	1	2	0		0	1	B	5	4,4	4,4	
13	TL69	Implement the Approved Revenue Enhancement strategy to improve revenue generation and collection and submit quarterly reports to the Finance Portfolio Committee	Number of reports submitted to Finance Portfolio Committee on the implementation of the approved Revenue Enhancement Strategy	New KPI	1	1	1	1	[D277] Manager: Income: No report has been tabled as the implementation of credit control has been moved to 1 October 2020, tabled at the Financial Committee meeting in November 20 (September 2020)	2	2	G	5	3,5	3,5	
14	TL70	Develop a costing model for maintenance to reflect true cost of maintenance and submit report to Finance Portfolio Committee by 30 June 2021	Number of reports submitted to Finance Portfolio Committee before 30 June 2021 on a costing model for maintenance	New KPI	0	0	1	0		0	0	N/A	Not to be evaluated yet			
15	TL71	Launch an awareness campaign before 30 September 2020 to encourage municipal account holders to receive their municipal account electronically and submit a report to the Finance Portfolio Committee	Number of reports submitted to the Portfolio Committee on an awareness campaign launched before 30 September 2020 to encourage municipal account holders to receive their municipal account electronically	New KPI	1	0	0	0	[D279] Manager: Income: Report tabled at Financial Committee meeting 8 October 2020 with feedback of the process (September 2020)	1	1	G	5	3,5	3,5	
16	TL72	Ensure compliance with the SOP developed providing preference to temporary employees from indigent households registered on the unemployment database and submit quarterly reports to Portfolio Committee on compliance	Number of reports submitted to Portfolio Committee of compliance with the SOP developed providing preference to temporary employees from indigent households registered on the unemployment database.	New KPI	1	1	1	1	[D280] Director Finance: Number of reports submitted to Portfolio Committee of compliance with the SOP developed providing preference to temporary employees from indigent households registered on the unemployment database. (September	2	2	G	5	3,3	3,3	
												65		50,3		







Mid-Year Performance Review  
F M Lötter – July to December 2020

Presentation by: Mr F M Lötter  
Date: 12 March 2021

Table of Content

- ▀ Challenges
- ▀ Highlights
- ▀ Initiatives
- ▀ Focus areas
- ▀ Core competencies
- ▀ Conclusion
- ▀ Word of thanks
- ▀ Questions

## Challenges

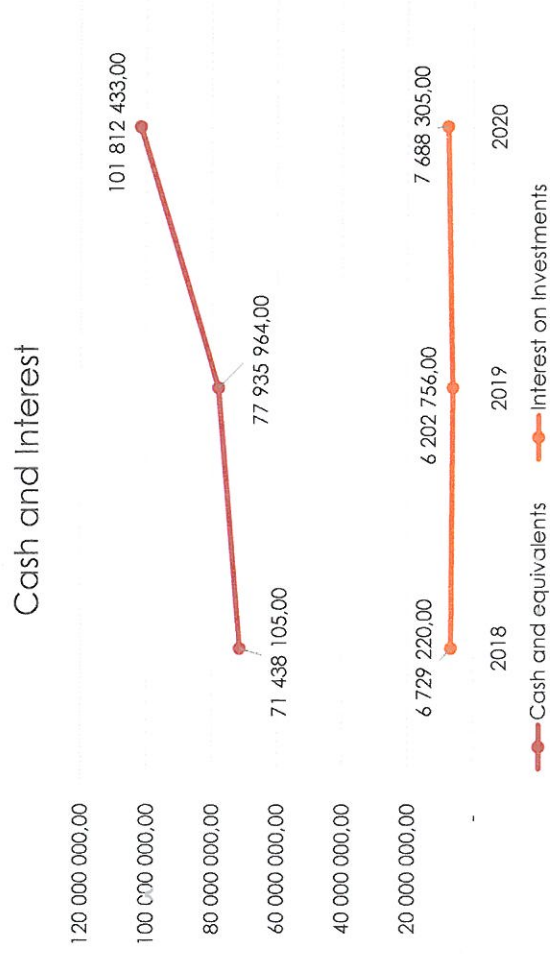
- ▶ Die pandemie het 'n ongekende nuwe orde geskep wat die nuwe normaal geword het. (Wyse woorde van John Sass)
- ▶ Passing of a colleague in the department due to Covid.
- ▶ Regain normality / adjust to new normal.
- ▶ ERP system to adhere to mSCOA regulations.
- ▶ Vacancies throughout the department.
- ▶ Staff morale at a low as a result of impact of Covid in the workplace.
- ▶ Undetected underlying issues, support systems, billing data, workplace practices.
- ▶ IT systems are not sufficiently supporting operations.
- ▶ Revenue optimization and enhancement.
- ▶ Decentralised procurement.
- ▶ Audit process and outstanding audit opinion.

## Highlights

- ▶ Focussed management.
- ▶ Improvement in workflow processes in all functional areas.
- ▶ Refined SCM processes, annual tenders, reduced deviations, more formal processes.
- ▶ Contract management – lead in ensuring compliance and implementation of contract management responsibilities.
- ▶ Further improving the Internal control environment.
- ▶ Dealt with cost reflective tariff investigations (3).
- ▶ In spite of Covid -19 Improved liquidity position, debtors payment rate increased.
- ▶ Sound financial ratio's, current ratio, gearing ratio, net asset ratio.
- ▶ Credit control strategy adopted and initialised, 1<sup>st</sup> bulk debt write-off in many years.
- ▶ 1<sup>st</sup> official Performance evaluations completed.

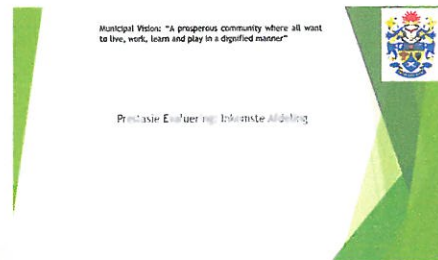


# Improvement in Cash Position

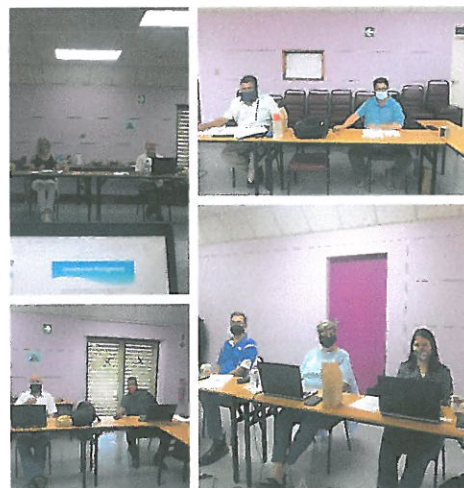


Through the improvement of the investment strategy a substantial increase in interest on investments was realised in spite of interest rates declining by 2.5%

## PM Sessions with Management



## Strategic Session with Covid Protocols in place





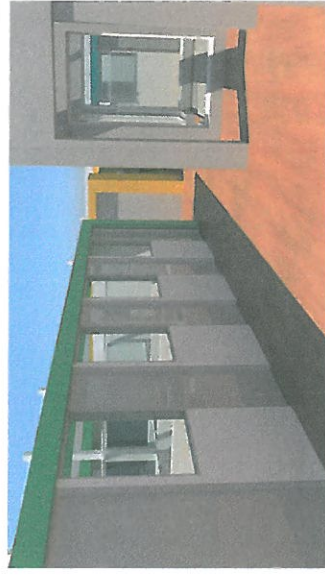
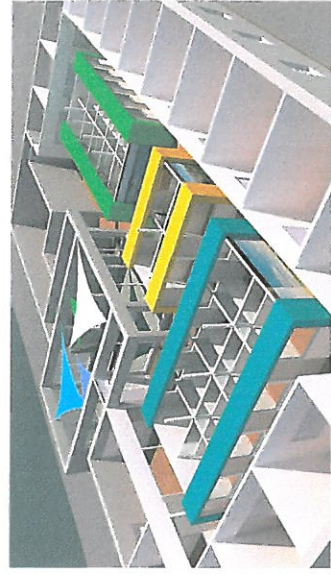
## Initiatives

- ▶ Strategic Session, Focus on Communication, Consequence management Cost savings and Revenue enhancement.
- ▶ Implement Investment and loans module on FMS.
- ▶ Busy implementing asset management system on FMS
- ▶ Institutionalised and further improved financial management reporting templates, monthly quarterly and mid-year templates.
- ▶ Cost reflective tariff setting: Discovered a variety of unbilled/incorrectly billed revenue sources.
- ▶ Improving business processes through utilization of technology i.e. asset verification processes and meter reading routes and devices.
- ▶ Rollout IT equipment to supervisors to enable execution of functions and remote operations.
- ▶ Open office redesign and refurbishment – Safe working environment Covid - 19

## Focus areas for 2021-2022

- ▶ Improve the financial sustainability and performance post Covid lockdown
- ▶ Asset management.
- ▶ Improvement in debtors collection rate.
- ▶ **Execution of the revenue enhancement plan.** Debtor data cleansing.
- ▶ Further improvement in cash flow and liquidity.
- ▶ Further strengthen the internal control environment.
- ▶ Embracing technological advancement, optimising the available technological resources. ERP and IT must support operations. (GIS)
- ▶ Further Improvement of business processes. (Working smarter)
- ▶ Customer care, improving communication with stakeholders.
- ▶ Qualitative considerations in all areas of work.





CONCEPT, DESIGN, RENDERING, AND DIMENSIONS MAY VARY FROM THE ACTUAL PROJECT. THIS DOCUMENT IS PROVIDED TO THE CLIENT IN CONFIDENCE AND IS NOT TO BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM.

**BERGRIVIER**  
 BERGRIVIER MUNICIPALITY  
 PIKETBERG  
 PROPOSED NEW WORK

PRELIM COST ESTIMATION  
 REV 0 - 20210208

21003 04\_000

**PROPOSED NEW WORK** 3D Presentation



## Core Competencies

Competency	Description	Performance
Strategic Direction and Leadership	Provide and direct a 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.
People Management	Effectively manage, inspire and encourage people, respect diversity, optimise talent and build and nurture relationship	Lead through example, provide new energy and direction, acknowledge historical facts, organizational culture and practices and focus Human resource capacity to perform better.
Program and Project Management	Able to understand program and project management methodology; plan, manage, monitor and evaluate	Continued engagement with FMS service providers to iron out long outstanding issues and become MSCOA compliant. Finalised long outstanding procurement processes for finance related contracts.
Financial Management	Compile, plan and manage budgets, control cash flow, institute financial risk management and administer procurement processes	Apply and encourage analytical thinking, do not accept everything at face value. Enhance procurement processes. issued guidelines i.t.o. Section 78 of MFMA to all officials with financial management responsibilities.
Change Leadership	Direct and initiate institutional transformation on all levels in order to successfully drive and implement new initiatives	Robust engagements with FMS provider to embrace full functionality of FMS, ensure critical modules are functional to provide operational efficiencies. Motivate and encourage staff to fully utilise system capabilities to improve business processes.
Governance Leadership	Promote, direct and apply professionalism in managing risk and compliance requirements and apply a thorough understanding of governance practices	Institutionalised formal line management meetings, ensure management visibility, visit remote offices. Reviewed risk register, ensure not only compliance but quality in reporting.

## Core Competencies

Competency	Description	Performance
Moral Competence	Able to identify moral triggers, 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 and dishonest behaviour.
Planning and Organising	Plan, prioritise and organise information and resources effectively to ensure the quality of service delivery and build efficient contingency plans to manage risk	Developed strategy and organise resources to ensure expedience in business processes. Timely billing, receipting, reporting, closing off books. Will mitigate the risk of irregular behaviour and enhance service delivery.
Analysis and Innovation	Able to critically analyse information, challenges and trends	Done thorough analysis of financial position and performance to analyse trends. Developed funding mix and cost reflective tariff models. Provide department with leadership and vision to embrace technological tools at our disposal to improve financial processes. (Smart meter concept)
Knowledge and Information Management	Promote the generation and sharing of knowledge and information through various processes and media, in order to enhance the collective knowledge	Encourage staff to learn from one another and develop <b>expertise</b> . Encourage staff to participate in training initiatives i.e. GRAP, AFS. Participate in forums, made presentations and served on panels in CFO forums, participate in SCM, MAF and workshops to share knowledge with colleagues.
Communication	Share information, knowledge and ideas clearly, focused and concise manner appropriate for the audience to convey, persuade and influence stakeholders	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 transversal matters affecting local government. Lead in improving quality of written communication.
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	Not only strive towards meeting goals and deadlines, but providing quality in information that is submitted in reports. Further improving reports, tables of figures, graphs to reflect high quality work. Encourage staff to aspire to providing quality of work before deadlines to allow for revision processes.

## Conclusion

- ▶ Leading by example, providing energy, sharing expertise, knowledge and skills. I am of opinion that I have already had a profound positive effect on the performance of the department and improvement in management.
- ▶ There is still a lot to be done, especially post lockdown, but the tone is set and direction is given.
- ▶ It is my aim to enhance the financial capability in the department to take Bergrivier Municipality from performance to excellence.

## Thank You

- ▶ To the MM for the leadership, direction, order and structure.
- ▶ To the Executive Mayor, Deputy Mayor, and Council for guidance, direction, clarity, dignity, "sore toes" and also the integrity and respect.
- ▶ To finance management team and staff for the hard work under difficult Covid circumstances and continued positive momentum.
- ▶ To my P.A. Elsabe for the organising, planning, assisting, hard work and effort in relieving the pressure and providing sanity also for absorbing the sometimes inappropriate linguistic expressions when all does not go according to plan.

Q & A





KANTOOR VAN DIE MUNISIPALE BESTUURDER  
BERGRIVIER MUNISIPALITEIT  
POSBUS 60  
PIKETBERG  
7320

Aanhangsel 4A

**NOTULE VAN DIE VERGADERING VAN DIE PRESTASIE-EVALUERINGSKOMITEE VAN DIE DIREKTEUR KORPORATIEWE DIENSTE GEHOU OP VRYDAG 12 MAART 2021 OM 10H00 IN DIE RAADSAAL, MUNISIPALE KANTORE, PIKETBERG**

**TEENWOORDIG**

Adv. H Linde (Voorsitter)  
Rdd. Me S Crafford (Lid van die Burgemeesterskomitee)  
Rdl. J Daniels (Portefeulje Voorsitter : Korporatiewe Dienste)  
Mnr. J Scholtz (Eksterne Munisipale Bestuurder: Swartland Munisipaliteit)  
Mnr. B van Staaden (Ouditkomiteelid vir Prestasie – Me. R Gani verskoning a.g.v. siekte in haar familie)  
Me. T Robinson (Lid van die Wykskomitee van Wyk 2)  
Mnr. JWA Kotzee (Direkteur Korporatiewe Dienste)  
Me. A van Sittert (Bestuurder Strategiese Dienste) (IGNITE Stelsel)  
Me. W Terry Thomas (Menslike Hulpbronbeampte: Voorsiening en Administrasie) (Notuleerder)  
Me. C Cloete (Persoonlike Assistent : Direkteur Korporatiewe Dienste – 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 2020 tot 31 Desember 2020 is.

**2. AANSOEKE OM VERLOF TOT AFWESIGHEID**

Verlof word toegestaan aan Me. R Gani (Ouditkomiteelid vir Prestasie) wie verskoning gemaak het as gevolg van siekte in haar familie. Die Ouditkomitee het Mnr. B van Staaden afgevaardig om hulle te verteenwoordig.

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

**3.1 OORSIG: 1 JULIE 2020 – 31 DESEMBER 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 2020 tot 31 Desember 2020.

**3.2 TOP LEVEL SDBIP 2020/2021**

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 eerste 6 (ses) maande van die 2020/2021 finansiële jaar.



**NOTULE VAN VERGADERING VAN DIE PRESTASIE EVALUERINGSKOMITEE  
VAN DIE DIREKTEUR KORPORATIEWE DIENSTE GEHOU OP VRYDAG  
12 MAART 2021 OM 10H00 IN DIE RAADSAAL, MUNISIPALE KANTORE,  
PIKETBERG**

---

**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 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 10h40.

BERGRIVIER MUNICIPALITY

PERFORMANCE EVALUATION SUMMARY



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

Period: 1 July 2020 - 31 December 2020

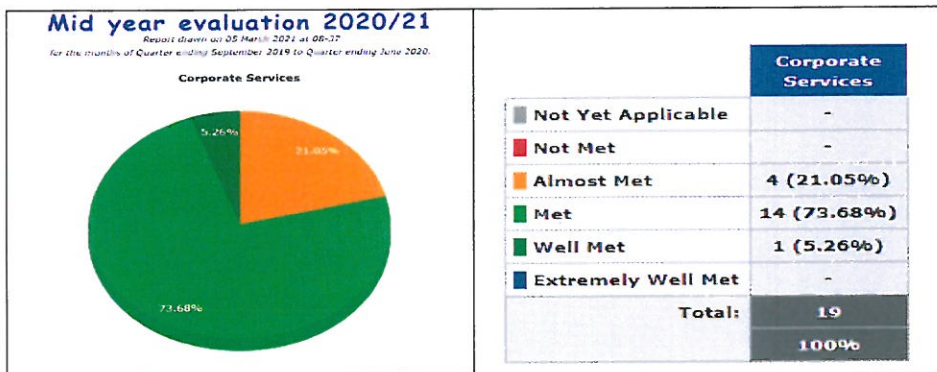
Panel Members: Municipal Manager: Adv H Linde  
 Executive Mayor: Ald R van Rooy  
 Councillor: Ald S Crafford  
 Councillor: Cllr K Daniels  
 Ward Committee Member: Miss T. Robinson  
 Audit Committee Chairperson: Mr B van Staden  
 External Municipal Manager: Mr. J. Scholtz

Date of evaluation: 12 March 2021

PERFORMANCE RESULTS

	Total score for period	Total weight for period	Weighted percentage	Performance %
Operational Performance	49	60	80%	64,67%
Core Competency Requirements	16	20	20%	16,10%
<b>Final Score</b>	<b>65</b>	<b>80</b>	<b>100%</b>	<b>80,77%</b>

OVERALL PERFORMANCE



PERFORMANCE COMMENTS

Signed by panel members: Adv H Linde  
 Ald R van Rooy  
 Ald S Crafford  
 Cllr K Daniels  
 Miss T. Robinson  
 Mr B van Staden  
 Mr. J. Scholtz  
 Signed by employee: Director: Corporate Services: Mr JWA Kotzee

*[Handwritten signatures of Adv H Linde, Ald R van Rooy, Ald S Crafford, Cllr K Daniels, Miss T. Robinson, Mr B van Staden, Mr. J. Scholtz, and Mr JWA Kotzee]*

Date: 12 March 2021



OPERATIONAL KPIS

PMS REF	Ref No	Key Performance Indicator (KPI)	Unit of measurement	Baseline	Targets				Performance Comment	Corrective actions	Annual Target	Annual Actual	R	Weights	Score	Final Score
					Q1	Q2	Q3	Q4								
1	TL17	The percentage of the Corporate Services capital budget excl grant funding actually spent on capital projects as at 30 June 2021. (Actual amount spent on capital projects/ Total amount budgeted for capital projects) X100	% of Capital budget excl grant funding spent as at 30 June 2021. [(Actual amount spent on capital projects/ Total amount budgeted for capital projects) X 100]	95,00%	0,00%	20,00%	40,00%	95,00%	[D1] Director Corporate Services: Capital Budget: R1 455 000,00 Capital Spend: R571 690,80 Percentage Spend: 39,29% (December 2020)	20,00%	39,29%	B	5	4,8	4,8	
2	TL18	Revise the organisational structure to be aligned with the "Dienstaat"-policy BR 762 31/03/2009 and submit to Municipal Manager by 30 June 2021	Number of organisational structure revisions to be aligned with the "Dienstaat"-policy BR 762 31/03/2009 and submitted to Municipal Manager by 30 June 2021	1	0	0	0	1		0	0	N/A		Not to be evaluated yet		
3	TL19	Monitoring of the approved RSEP project plan for Beigrivier within the approved budget	No of Quarterly Technical meetings of RSEP co-ordinated and minutes submitted to the Corporate Services Portfolio Committee	4	1	1	1	1	[D12] Manager Planning and Development: 2de RSEP Technical Committee meeting took place on 16 November 2020. (October 2020) [D12] Manager Planning and Development: The first RSEP Technical Committee Meeting for 2020/21 took place on 3 September 2020. Second RSEP Technical Committee meeting took place on 16 November 2020. (December 2020)	2	2	G	5	4,1	4,1	
4	TL20	Develop a culture of zero tolerance to corruption and dishonesty by the efficient completion of disciplinary steps in terms of the Anti-Fraud and Corruption Policy	% of transgressions initiated in terms of the Anti-Fraud and Corruption Policy	1,00%	100,00%	100,00%	100,00%	100,00%	[D91] Human Resources Manager: No transgressions relating to Fraud and Corruption occurred for October 2020. (October 2020) [D91] Human Resources Manager: No transgressions relating to Fraud and Corruption occurred for November 2020. (November 2020) [D91] Human Resources Manager: No transgressions relating to Fraud and Corruption occurred for December 2020. (December 2020)	100,00%	100,00%	G	5	3,7	3,7	
5	TL21	95% of training budget spent by 30 June 2021 to implement the Work Place Skills Plan (Total amount spent on training/Total amount budgeted)x100	% of the training budget spent by 30 June 2021 to implement the Work Place Skills Plan	95,00%	0,00%	20,00%	50,00%	55,00%	[D140] Human Resource Officer: Training & Development: Approved Training Budget: R100 000 Training Spend: R53 782,01 Percentage Spend: 53,78% Budget was spend as requested. (December 2020)	20,00%	53,78%	B	5	4,8	4,8	
6	TL22	Develop an annual departmental strategy for Human Resources and submit to Portfolio Committee by 15 December 2020	No of strategies submitted to Portfolio Committee by 15 December 2020	1	0	1	0	0	[D92] Human Resources Manager: Annual departmental strategy for Human Resources was developed and submit to the Corporate Services Portfolio Committee on 2 December 2020. (December 2020)	1	1	G	5	3,8	3,8	
7	TL23	Develop an annual departmental strategy for Planning and Development and submit to Portfolio Committee by 15 December 2020	No of strategies submitted to Portfolio Committee by 15 December 2020	1	0	1	0	0	[D14] Manager Planning and Development: Annual departmental strategy for Planning and Environmental Management was developed and submit to the Corporate Services Portfolio Committee on 2 December 2020. (December 2020)	1	1	G	5	3,7	3,7	

PMS REF	Ref No	Key Performance Indicator (KPI)	Unit of measurement	Baseline	Targets				Performance Comment	Corrective actions	Annual Target	Annual Actual	R	Weights	Score	Final Score
					Q1	Q2	Q3	Q4								
8	TL24	Develop an annual departmental strategy for Administration and submit to Portfolio Committee by 15 December 2020	No of strategies submitted to Portfolio Committee by 15 December 2020	1	0	1	0	0	[D46] Manager Administrative Services: Annual departmental strategy for Administration was developed and submit to the Corporate Services Portfolio Committee on 2 December 2020. (December 2020)	[D46] Manager Administrative Services: N/A (December 2020)	1	1	G	5	3.8	3.8
9	TL25	Effectively manage and ensure compliance on a quarterly basis of all TL SDBIP KPI's in respect of accountable levels of management in accordance with the performance management policy	% of quarterly compliance with all TL SDBIP KPI's in respect of accountable levels of management in accordance with the performance management policy	95,00%	95,00%	95,00%	95,00%	95,00%	[D2] Director Corporate Services: All TL SDBIP KPI's were adhered to. (December 2020)		95,00%	100,00%	G2	5	4	4
10	TL26	Evaluate the performance of all staff with performance contracts (T12 - T18) on an annual basis according to the agreed upon performance contract before 30 June 2021	% of performance evaluations of all staff with performance contracts (T12 - T18) according to the agreed upon performance contracts before 30 June 2021	0,00%	0,00%	0,00%	0,00%	0,00%			0,00%	0,00%	N/A		Not to be evaluated yet	
11	TL27	Update the Eunomia system on a monthly basis to ensure that there is adherence to the regulatory and statutory requirements of all relevant legislation and regulations and submit to EMC on a monthly basis	% of Eunomia updates to ensure the adherence to the regulatory and statutory requirements of all relevant legislation and regulations	12	100,00%	100,00%	100,00%	100,00%	[D4] Director Corporate Services: Eunomia report of October 2020 submitted to Mayoral Committee of 24 November 2020 (October 2020) [D4] Director Corporate Services: Eunomia report was submitted to EMC of 10 December 2020. (November 2020) [D4] Director Corporate Services: Updates on the Eunomia System were submitted to the Executive Mayoral Committee on the following dates: * 25 August 2020 * 29 September 2020 * 27 October 2020 * 24 November 2020 * 10 December 2020 * 19 January 2021. (December 2020)		100,00%	100,00%	G	5	3.7	3.7
12	TL28	Ensure continuous upkeep on the electronic contract register on IMIS and submit bi-annual reports to the Municipal Manager after Director has verified reports and signed it off	Number of reports of contract register submitted to the Municipal Manager by 30 June 2021 after Director verified report and signed it off	0	0	1	0	1	[D173] Director Corporate Services: The Contract register was verified and signed off by Director Corporate Services and Municipal Manager on 14 December 2020. (December 2020)		1	1	G	5	3.7	3.7
13	TL29	Develop a flow chart of how complaints and enquiries must be managed into the IMIS complaint system and submit to Director's meeting by 15 December 2020	Number of flow charts developed of how complaints and enquiries must be managed into the IMIS complaint system and submitted to Director's meeting by 15 December 2020	0	0	1	0	0	[D174] Manager Administrative Services: A customer care flow chart was presented at the Formal Directors meeting held on 30 November 2020. (December 2020)	[D174] Manager Administrative Services: N/A (December 2020)	1	1	G	5	4.2	4.2
14	TL30	Review the Service Delivery Charter and submit to EMC before 30 June 2021	Number of reviewed Service Delivery Charters submitted to EMC before 30 June 2021	0	0	0	0	1			0	0	N/A		Not to be evaluated yet	
15	TL31	Conduct an internal skills audit of the whole staff complement for optimal utilization of required skills and submit report via Standing Committee to EMC before 31 March 2021	Number of internal skills audits conducted of the whole staff complement for optimal utilization of required skills submitted to EMC before 31 March 2021	0	0	0	1	0			0	0	N/A		Not to be evaluated yet	
16	TL32	Ensure compliance with the SOP developed providing preference to temporary employees from indigent households registered on the unemployment database and submit quarterly reports to Portfolio Committee on compliance	Number of reports submitted to Portfolio Committee of compliance with the SOP developed providing preference to temporary employees from indigent households registered on the unemployment database.	0	1	1	1	1	[D103] Human Resources Manager: Six (6) employees from indigent households were employed during this period (July 2020- December 2020). (December 2020)		2	2	G	5	4.2	4.2

PMS REF	Ref No	Key Performance Indicator (KPI)	Unit of measurement	Baseline	Targets				Performance Comment	Corrective actions	Annual Target	Annual Actual	R	Weights	Score	Final Score
					Q1	Q2	Q3	Q4								
														60		48.5



**ANNEXURE B: CORE COMPETENCY FRAMEWORK**

Clusters	Leading Competencies	Competency Definition	Weighting	Score	Final Score	Core Competencies	Competency Definition	Weighting	Score	Final Score	
Competency Name	<a href="#">Strategic Direction and Leadership</a>	Provide and direct a vision for the institution, and inspire and deploy others to deliver on the strategic institutional mandate	1,67	4	1,336	<a href="#">Moral Competence</a>	Able to identify moral triggers, apply reasoning that promotes honesty and integrity and consistently display behaviour that reflects moral competence	1,67	5	1,67	
	<a href="#">People Management</a>	Effectively manage, inspire and encourage people, respect diversity, optimise talent and build and nurture relationships in order to achieve institutional objectives	1,67	4	1,336	<a href="#">Planning and Organising</a>	Able to plan, prioritise and organise information and resources effectively to ensure the quality of service delivery and build efficient contingency plans to manage risk	1,67	3,7	1,2368	
	<a href="#">Program and Project Management</a>	Able to understand program and project management methodology, plan, manage, monitor and evaluate specific activities in order to deliver on set objectives	1,67	3,7	1,2368	<a href="#">Analysis and Innovation</a>	Able to critically analyse information, challenges and trends	1,67	4	1,336	
	<a href="#">Financial Management</a>	Able to compile, plan and manage budgets, control cash flow, institute financial risk management and administer procurement processes in accordance with recognised financial practices. Further to ensure that all financial transactions are managed in an ethical manner	1,67	4,1	1,3694	<a href="#">Knowledge and Information Management</a>	Able to promote the generation and sharing of knowledge and information through various processes and media, in order to enhance the collective knowledge base of local government	1,67	4,1	1,3694	
	<a href="#">Change Leadership</a>	Able to direct and initiate institutional transformation on all levels in order to successfully drive and implement new initiatives and deliver professional and quality services to the community	1,67	3,9	1,3026	<a href="#">Communication</a>	Able to share information, knowledge and ideas in a clear focused and concise manner appropriate for the audience in order to effectively convey, persuade and influence stakeholders to achieve the desired outcome	1,67	3,9	1,3026	
	<a href="#">Governance Leadership</a>	Able to promote, direct and apply professionalism in managing risk and compliance requirements and apply a thorough understanding of governance practices and obligations. Further, able to direct the conceptualisation of relevant policies and enhance cooperative governance relationships	1,67	4,1	1,3694	<a href="#">Results and Quality Focus</a>	Able to maintain high quality standards, focus and achieving results and objectives while consistently striving to exceed expectations and encourage others to meet quality standards. Further, to actively monitor and measure results and quality against identified objectives	1,67	3,8	1,2692	
	<b>TOTAL SCORE</b>			<b>10,02</b>		<b>7,9492</b>		<b>10,02</b>			<b>8,183</b>

**16,1322**



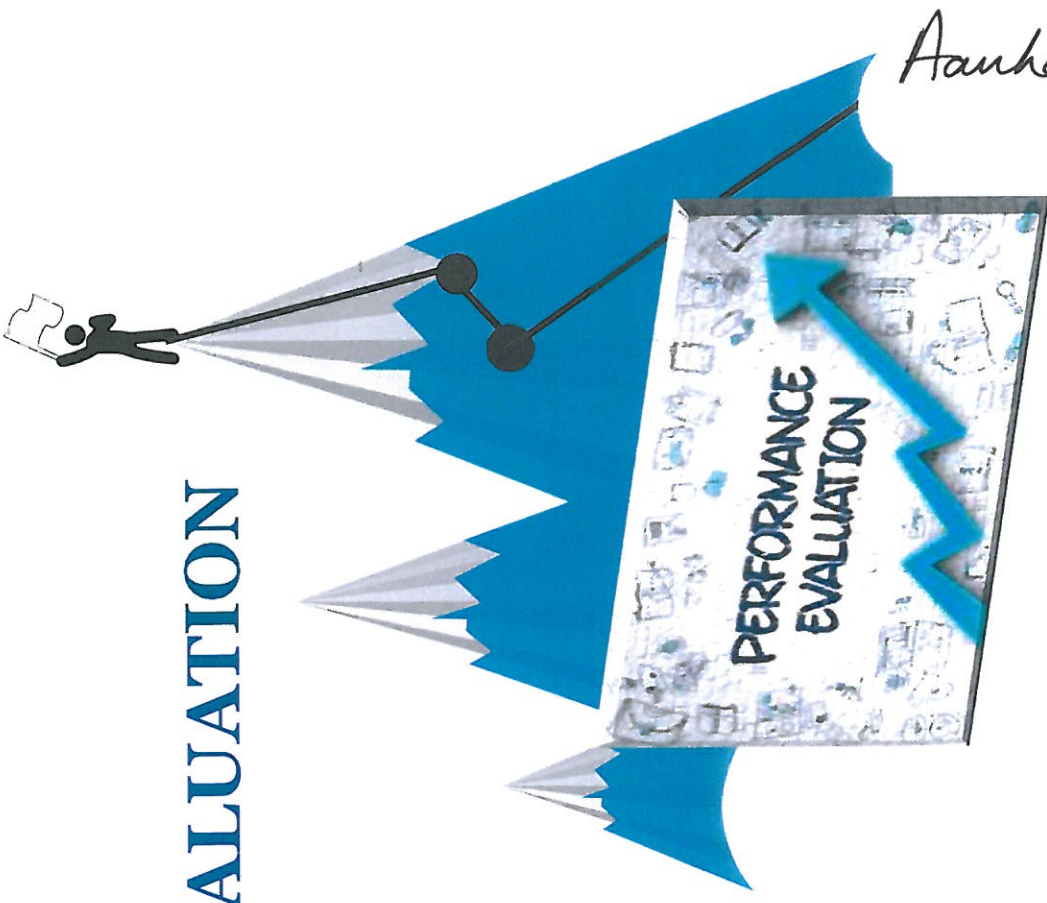
# MID-YEAR PERFORMANCE EVALUATION

July 2020 – December 2020

DIRECTOR CORPORATE SERVICES

JWA KOTZEE (Vivian)

12 March 2021



Aanhangel  
4C



## OVERVIEW



1

HIGHLIGHTS

2

CHALLENGES

3

CCR'S

4

SDBIP

5

CONCLUSION

**LEADERSHIP**  
is the **CAPACITY**  
to **TRANSLATE**  
**VISION** into  
**REALITY.**

~ Warren G Bennis ~







## HIGHLIGHTS

- ▲ **39,29 %** Spending on Capital budget (TL 18)
- ▲ Participate in Intergovernmental Planning initiatives such as the Western Cape RSEP – Regional Socio-Economic Program – Additional Funding – **R4,5 million (2019/20)** (**Additional R 1 million** – obtained and transferred to municipality in September 2020) (TL 20)
- ▲ **Final** Picketberg Gateway and Integration Zone Precinct Plan
- ▲ **Coastal** clean-up and **Tree** planting – **September 2020**



- ▲ Conduct an **Internal Skills Audit** of all permanent employees of Bergrivier Municipality (TL 32)
- ▲ **53,78 %** Spending on Training (TL 22)
- ▲ **Departmental Strategies (TL 23-25)** and **Strategic Session: 18 & 19 November 2020**
- ▲ **Awards Ceremony: 09 December 2020**
- ▲ **Mid-year Performance evaluation** of the Manager's within the Directorate – 04 March 2021 and mid-year evaluation of staff (T12-T18) within the departments (1-3 March 2021)



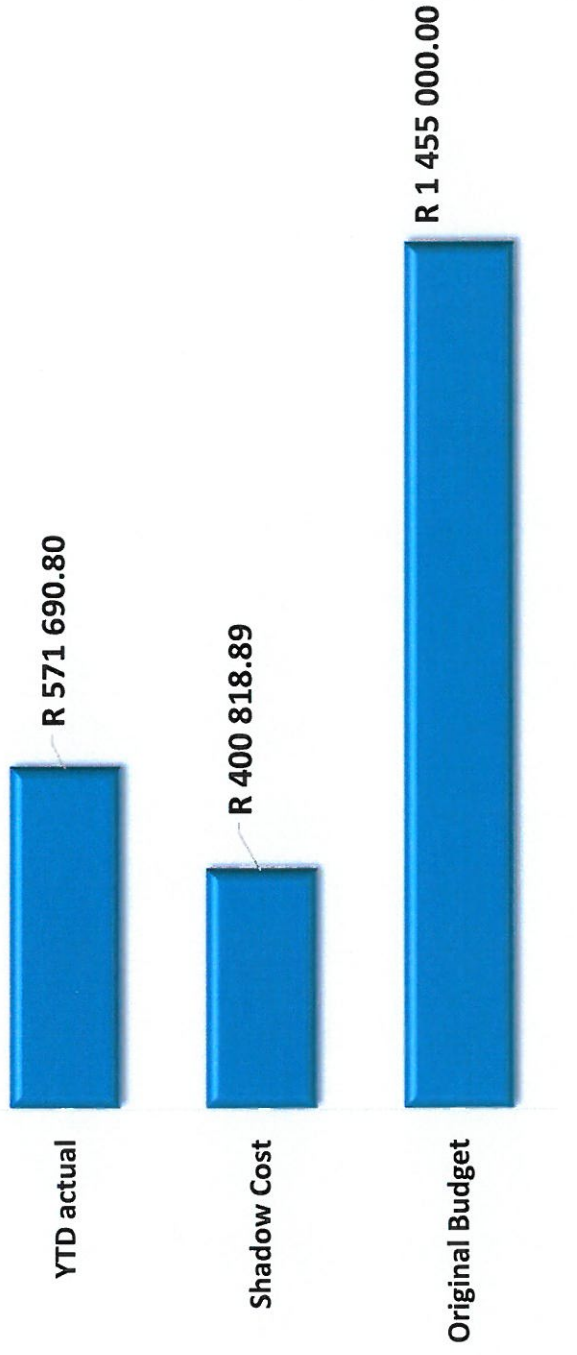


# 1. HIGHLIGHTS – 2020/21



**39,29 %**

## Capital Budget vs Actual





# Western Cape RSEP (Regional Socio-Economic Program)

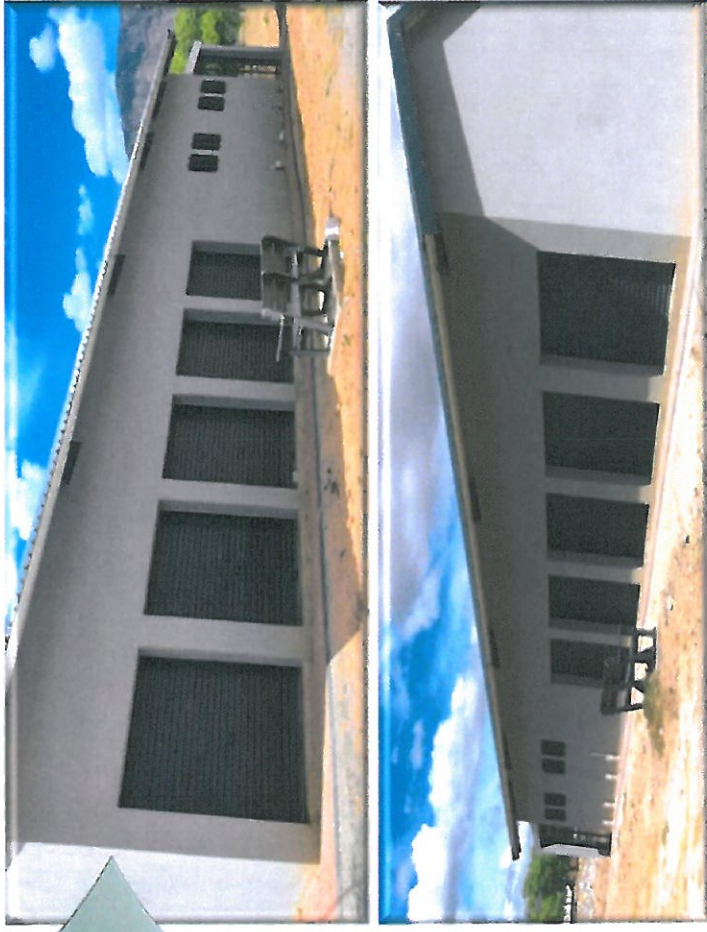


➡ Roll-over of R 459 485.00 for projects was approved in September 2020

➡ RSEP Technical Committee meetings were held on: 03 September 2020 and 16 November 2020



Active Box  
Piketberg  
R2,4 million



Porterville  
Project  
R2,1 million



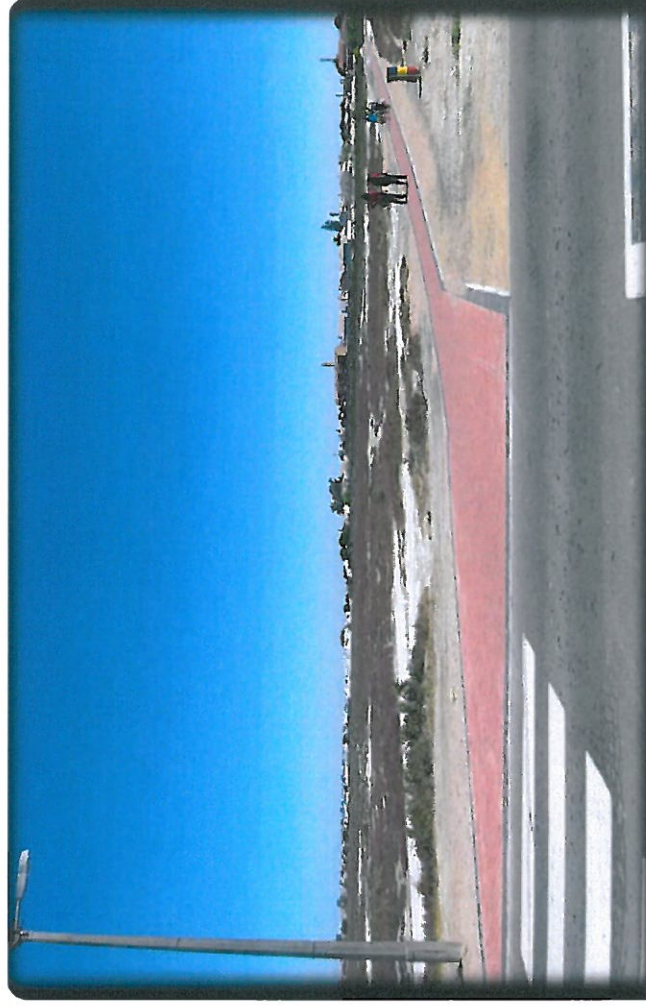


**Western Cape RSEP**  
**(Regional Socio-Economic Program)**



**📍 Upgrade of Pathway - Velddrif**

Pathway  
Velddrif  
R1 million



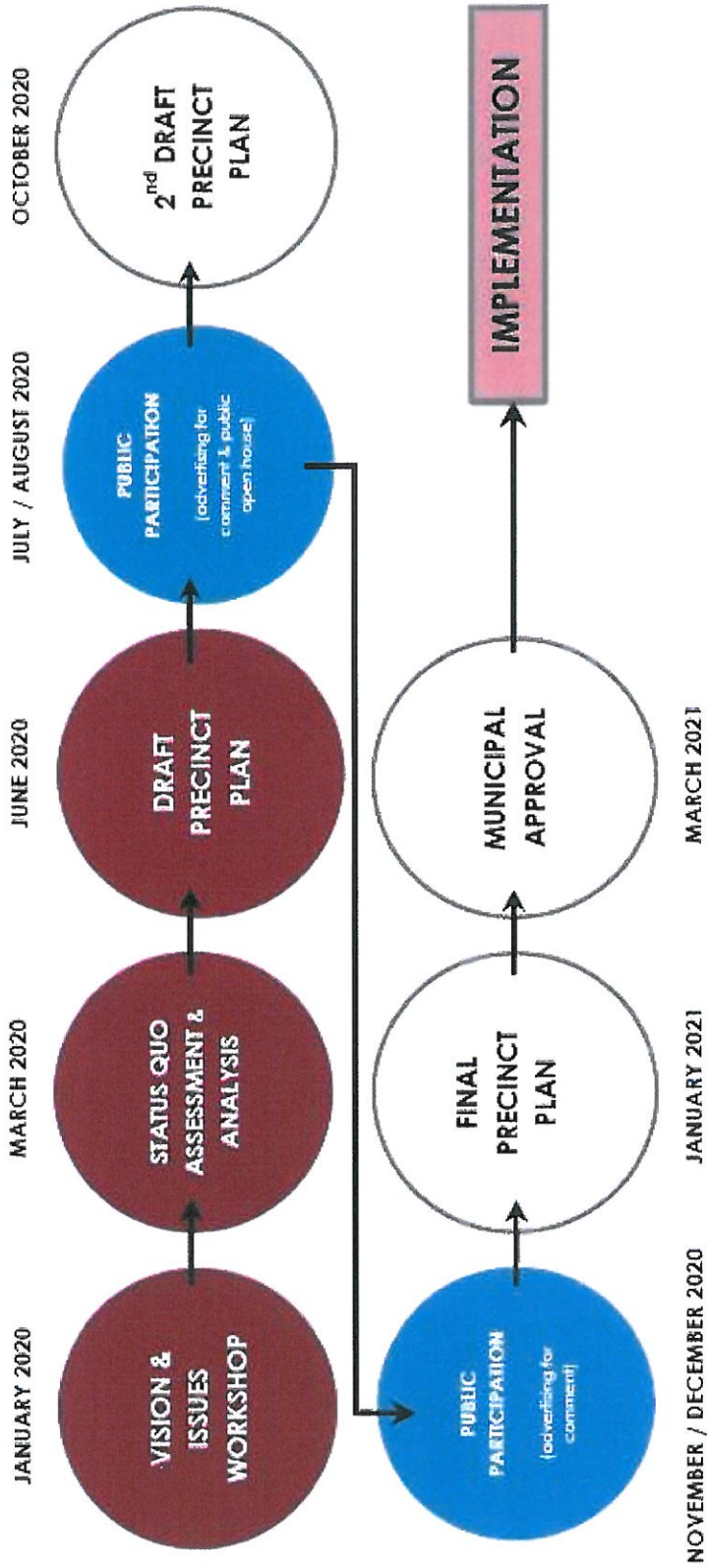


## HIGHLIGHTS – 2020/21



### PIKETBERG GATEWAY AND INTEGRATION ZONE PRECINCT PLAN

Stages within the production of the Precinct Plan



NOVEMBER / DECEMBER 2020

JANUARY 2021

MARCH 2021



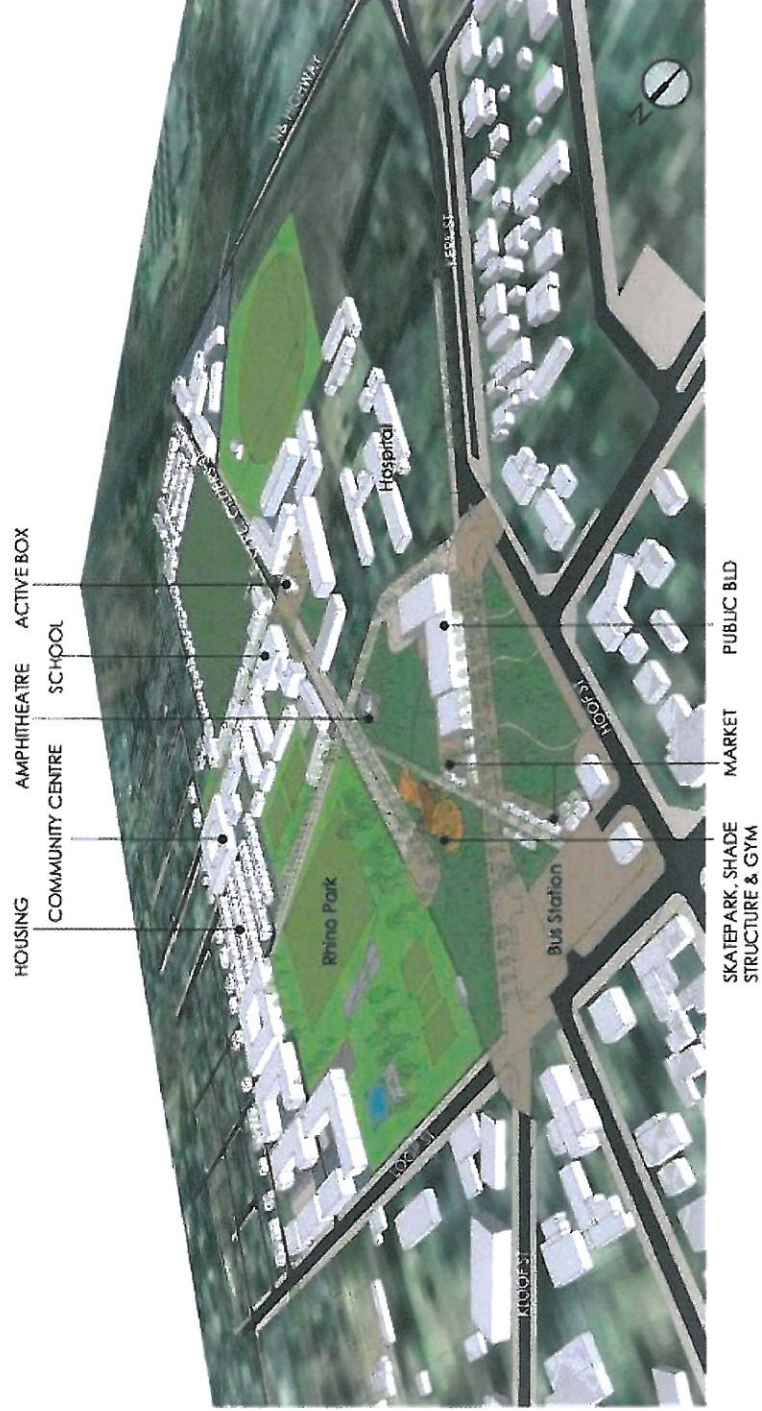




## HIGHLIGHTS – 2020/21



# PIKETBERG GATEWAY AND INTEGRATION ZONE PRECINCT PLAN







## HIGHLIGHTS – 2020/21



**COASTAL CLEAN-UP: VELDDRIF:  
19 SEPTEMBER 2020**



**TREE PLANTING: VELDDRIF: MUNICIPAL OPEN SPACES:  
09 SEPTEMBER 2020**



**TREE PLANTING: AURORA HIGH SCHOOL: 17 SEPTEMBER 2020**

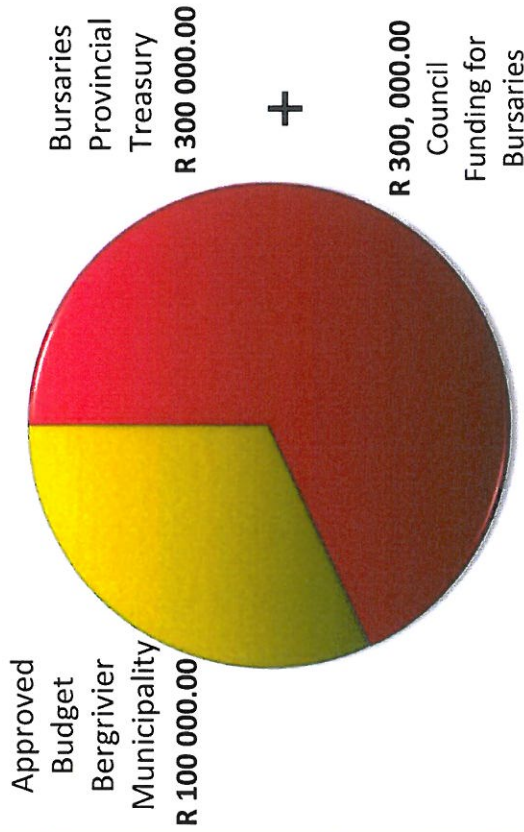




## HIGHLIGHTS – 2020/21



### TRAINING FUNDING



### NUMBER OF EMPLOYEES RECEIVED TRAINING

JULY 2020 – DECEMBER 2020

42



41 → Approved at the Executive Mayoral Committee on 14 December 2020



53.78%



Bergrivier Municipality External Bursaries R 300,000

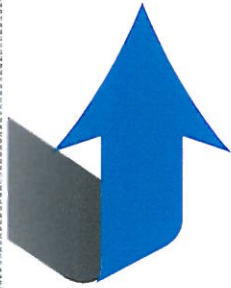
Training budget spent up to Dec 2020







## HIGHLIGHTS – 2020/21



### **STRATEGIC SESSION: 18 & 19 November 2020**







## HIGHLIGHTS – 2020/21

### AWARDS CEREMONY 09 December 2020



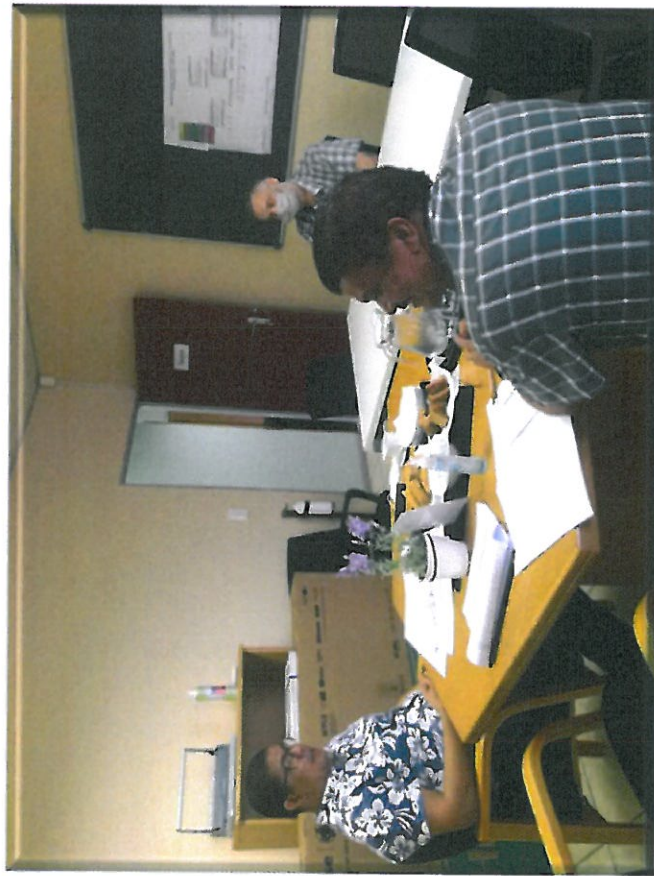
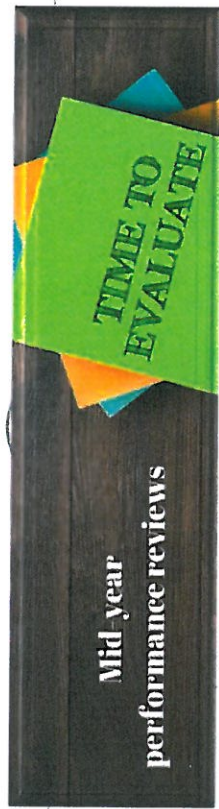
- **LONG SERVICE AWARDS**
- Hannelie de Beer – 25 years
- Wessel Rheeder – 25 years
- Jackie van Huyssteen – 10 years
- Shane Lesch – 10 years







## HIGHLIGHTS – 2020/21





## 2. CHALLENGES – 2020/21



- Municipal Workforce
- Impact of COVID 19







## 2. CHALLENGES – 2020/21



Directorate	Positions Filled	Vacant funded	Budgeted positions within directorate	Vacant unfunded	All posts as per organogram
Corporate Services	29	3	32	6	38

VACANT UNFUNDED POSTS:	
ADMIN OFFICER: RECRUITMENT, SELECTION & APPOINTMENTS	HUMAN RESOURCES
GIS ADMINISTRATOR	ADMINISTRATION
HEAD: CLIENT & ADMIN SUPPORT	ADMINISTRATION
MANAGER: ADMINISTRATION	ADMINISTRATION
RECEPTIONIST / TELEPHONIST (VD)	ADMINISTRATION
SENIOR ADMIN OFFICER: RECORDS & ARCHIVES	ADMINISTRATION

VACANT FUNDED POSTS:	
HEAD: SECRETARIATE & RECORDS	ADMINISTRATION
CLERK: FILLING & ARCHIVES	ADMINISTRATION
RECEPTIONIST / TELEPHONIST (PB)	ADMINISTRATION

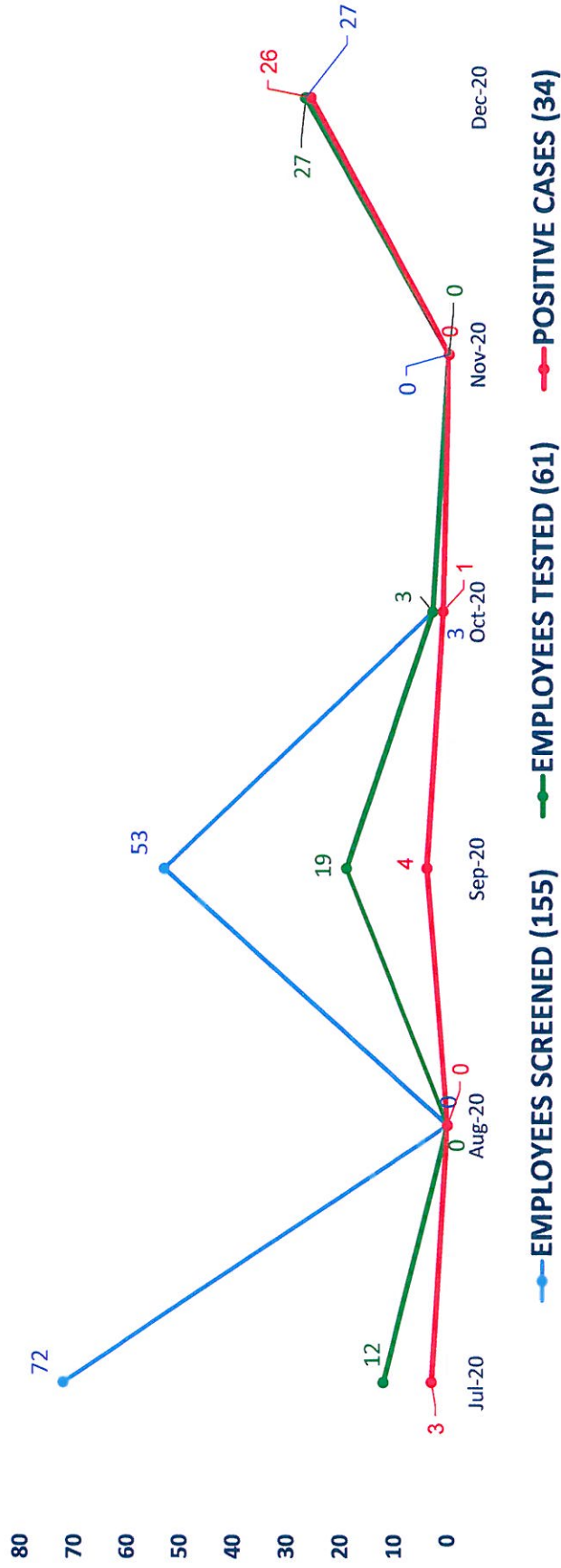




## 2. CHALLENGES – 2020/21



COVID 19 CASES IN BERGRIVIER MUNICIPALITY: JULY 2020 – DECEMBER 2020





## 2. CHALLENGES – 2020/21



- ❖ Number of Deaths: 1 Official (Female)  
1 Councillor (Male)

*In liefdevolle herinnering van*

**PAURAINÉ CLAASSEN**

...  
*August 7, 1984 - December 24, 2020*

*Ter herinnering aan*

*Johannes Christoffel Betha*

*Februarie 5, 1943 - Januarie 30, 2021*







### 3. COMPETENCIES

LEADING COMPETENCIES	ACHIEVEMENTS / COMMENTS	LEADING COMPETENCIES	ACHIEVEMENTS / COMMENTS
3.1 Strategic Direction and Leadership	<p>On 18 &amp; 19 November 2020, I had a strategic session with my directorate to review the five-year strategic plans for each of the departments within my directorate.</p> <p>During this session we reviewed the departmental strategic and ward plans to align with the Strategic goals and IDP of Bergvliet Municipality.</p>	3.4 Financial Management	The expenditure on Capital Projects was R571 690.80 which is 39.29% of the budgeted amount.
3.2 People Management	<p>During lockdown period communication between the Director and Managers was done telephonically and zoom/teams when necessary.</p> <p>One preparation meeting is held once a month including the Portfolio Chairperson and the management team of my directorate in preparation of the Portfolio Committee meeting.</p>	3.5 Change Leadership	The mid-year Performance evaluation for the Heads of Departments within my directorate took place on 04 March 2020.
3.3 Program and Project Management	<p>Programs and projects were identified during the 2020/21 financial year as reflected in the Capital spending report.</p>	3.6 Governance Leadership	<p>Member of IMPSA Cape Branch and National Board Member of Institute.</p> <p>Bid Adjudication – West Coast District Municipality</p> <p>Committee member of the Formal Director’s meeting, Executive Mayoral Committee, Council, Corporate Services, Municipal Planning Tribunal, Risk Committee, MPAC, Local Labour Forum and Health and Safety Committee.</p>





## COMPETENCIES

### CORE COMPETENCIES

Authority, accountability and responsibility are delegated to employees for improving the processes which are under their control. In my directorate we make time, during our departmental meetings to discuss these issues, especially with departmental heads attending our management meetings.

3.7 Moral Competence

My directorate held a strategic session during November 2020, when all departmental strategies were reviewed.  
During this session we identified specific goals and objectives for my directorate in accordance with our new strategic goals. All departmental strategies were presented to the Corporate Service Standing Committee held on 2 December 2020.

3.8 Planning and Organising

My directorate compiled a departmental strategic plan during November 2020. During this process a thorough analysis of our community needs are made and comprehensive strategies were formulated.

3.9 Analysis and Innovation

### CORE COMPETENCIES

During the past year my directorate was involved in implementation of the ICT strategy for Bergrivier Municipality. Through this process critical interventions were identified to improve Information Technology and Hardware within Bergrivier Municipality. The standardisation of hardware and software was one of the major issues identified.

3.10 Knowledge and Information Management

One departmental meetings are held monthly, one meeting consists of myself and the heads of departments (Managers).

3.11 Communication

The following standing items form part of these meetings:  
Departmental Budgets;  
Departmental SDBIP;  
Minutes of Director's Meetings; and  
IMIS – Customer Care

My directorate is mainly providing a service to other departments within Bergrivier Municipality and customer satisfaction is of utmost importance.

3.12 Results and Quality Focus





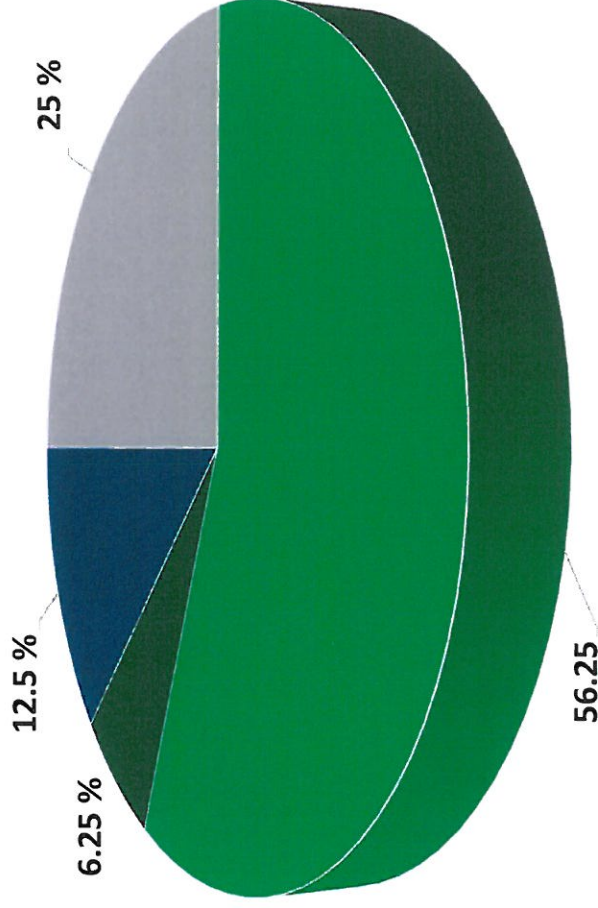


## 4. SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN 2020/2021

# Top Layer SDBIP Report

### Summary of Results

KPI Not Yet Measured	4
KPI Not Met	0
KPI Almost Met	0
KPI Met	9
KPI Well Met	1
KPI Extremely Well Met	2
<b>Total KPI's</b>	<b>16</b>



■ KPI not yet measured 
 ■ KPI Met 
 ■ KPI Well Met 
 ■ KPI Extremely Well Met







## OPERATIONAL KPI'S

Ref No	Key Performance Indicator (KPI)	Unit of Measurement	Performance Comment	Overall Performance for July 2020 to December 2020			
				Original Target	Target	Actual	R
TL 18	The percentage of the Corporate Services capital budget excl grant funding actually spent on capital projects as at 30 June 2021 (Actual amount spent on capital projects/ Total amount budgeted for capital projects) X100	% of Capital budget excl grant funding spent as at 30 June 2021 [(Actual amount spent on capital projects/ Total amount budgeted for capital projects) X 100]	Capital Budget : R1 455 000,00 Capital Spend: R571 690,80 Percentage Spend: 39.29%	20.00%	20.00%	39.29%	B
TL 19	Revise the organisational structure to be aligned with the "Dienstaat"-Policy BR 762 31/03/2009 and submit to the Municipal Manager by 30 June 2021	Number of organisational structure revisions to be aligned with the "Dienstaat"-Policy BR 762 31/03/2009 and submitted to the Municipal Manager by 30 June 2021		0	0	0	N/A
TL 20	Monitoring of the approved RSEP project plan for Bergrivier within the approved budget	Number of Quarterly Technical meetings of RSEP co-ordinated and minutes submitted to Corporate Services Portfolio Committee	The first RSEP Technical Committee Meeting for 2020/21 took place on 3 September 2020. Second RSEP Technical Committee meeting took place on 16 November 2020.	2	2	2	G
TL 21	Develop a culture of zero tolerance to corruption and dishonesty by the efficient completion of disciplinary steps in terms of the Anti Fraud and Corruption Policy .	% of transgressions initiated in terms of the Anti-Fraud and Corruption Policy	No transgressions relating to Fraud and Corruption occurred for December 2020.	100.00%	100.00%	100.00%	G





## OPERATIONAL KPI'S

Ref No	Key Performance Indicator (KPI)	Unit of Measurement	Performance Comment	Overall Performance for July 2020 to December 2020			R
				Original Target	Target	Actual	
TL 26	Effectively manage and ensure compliance on a quarterly basis of all TL SDBIP KPI's in respect of accountable levels of management in accordance with the performance management policy	% of quarterly compliance with all TL SDBIP KPI's in respect of accountable levels of management in accordance with the performance management policy	All TL SDBIP KPI'S were adhered to.	95.00%	95.00%	100.00%	G2
TL 27	Evaluate the performance of all staff with performance contract (T12 - T16) on an annual basis according to the agreed upon performance contracts before 30 June 2020	% of performance evaluations of all staff with performance contracts (T12 - T16) according to the agreed upon performance contracts before 30 June 2021		0.00%	0.00%	0.00%	N/A
TL 28	Update the Eunoimia system on a monthly basis to ensure that there is adherence to the regulatory and statutory requirements of all relevant legislation and regulations	% of updates of Eunoimia to ensure the adherence to the regulatory and statutory requirements of all relevant legislation and regulations	<p>Updates on the Eunoimia System were submitted to the Executive Mayoral Committee on the following dates:</p> <ul style="list-style-type: none"> <li>* 25 August 2020</li> <li>* 29 September 2020</li> <li>* 27 October 2020</li> <li>* 24 November 2020</li> <li>* 10 December 2020</li> <li>* 19 January 2021</li> </ul>	100.00%	100.00%	100.00%	G
TL 29	Ensure continuous upkeep on the electronic contract register on IMIS and submit bi-annual reports to the Municipal Manager after Director has verified reports and signed it off	Number of reports of contract register submitted to the Municipal Manager by 30 June 2021 after Director verified report and signed it off	The Contract register was verified and signed off by Director Corporate Services and Municipal Manager on 14 December 2020.	1	1	1	G







## OPERATIONAL KPI'S

Ref No	Key Performance Indicator (KPI)	Unit of Measurement	Performance Comment	Overall Performance for July 2020 to December 2020			
				Original Target	Target	Actual	R
TL 30	Develop a flow chart of how complaints and enquiries must be managed into the IMIS complaint system and submit to Director's meeting by 15 December 2020	Number of flow charts developed of how complaints and enquiries must be managed into the IMIS complaint system and submitted to Director's meeting by 15 December 2020	A customer care flow chart was presented at the Formal Directors meeting held on 30 November 2020.	1	1	1	G
TL 31	Review the Service Delivery Charter and submit to EMC before 30 June 2021	Number of reviewed Service Delivery Charters submitted to EMC before 30 June 2021		0	0	0	N/A
TL 32	Conduct an internal skills audit of the whole staff complement for optimal utilization of required skills and submit report via Standing Committee to EMC before 31 March 2021	Number of internal skills audits conducted of the whole staff complement for optimal utilization of required skills submitted via Standing Committee to EMC before 31 March 2021		0	0	0	N/A
TL 33	Ensure compliance with the SOP developed providing preference to temporary employees from indigent households registered on unemployment database and submit quarterly reports to Portfolio Committee on compliance	Number of reports submitted to Portfolio Committee of compliance with the SOP developed providing preference to temporary employees from indigent households registered on unemployment database	Temporary appointments were employed of persons from indigent households within the Directorate Corporate Services: July 2020 - October 2020: 0 November 2020: 3 December 2020: 3	2	2	2	G







“TEMA VAN DIE JAAR:

2021: JAAR VAN VOORTGESETTE VRUGTEVOLLE  
VENNOOTSKAPPE”

“THEME OF THE YEAR:

2021: YEAR OF PROTECTING PROSPEROUS  
PARTNERSHIP”

THANK YOU



KANTOOR VAN DIE MUNISIPALE BESTUURDER  
BERGRIVIER MUNISIPALITEIT  
POSBUS 60  
PIKETBERG  
7320

Aanhangsel 5A

**NOTULE VAN DIE VERGADERING VAN DIE PRESTASIE-EVALUERINGSKOMITEE VAN DIE DIREKTEUR GEMEENSKAPSDIENSTE GEHOU OP VRYDAG 12 MAART 2021 OM 10H54 IN DIE RAADSAAL, MUNISIPALE KANTORE, PIKETBERG**

**TEENWOORDIG**

Adv. H Linde (Voorsitter)  
Rdd. Me S Crafford (Lid van die Burgemeesterskomitee)  
Rdl. A du Plooy (Portefeulje Voorsitter : Gemeenskapsdienste)  
Mnr. J Scholtz (Eksterne Munisipale Bestuurder: Swartland Munisipaliteit)  
Mnr. B van Staaden (Ouditkomiteelid vir Prestasie – Me. R Gani verskoning a.g.v. siekte in haar familie)  
Me. T Robinson (Lid van die Wykskomitee van Wyk 2)  
Mnr. D Josephus (Direkteur Gemeenskapsdienste)  
Me. A van Sittert (Bestuurder Strategiese Dienste) ) (IGNITE Stelsel)  
Me W Terry Thomas (Menslike Hulpbronbeampte: Voorsiening en Administrasie) (Notuleerder)

**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 2020 tot 31 Desember 2020 is.

**2. AANSOEKE OM VERLOF TOT AFWESIGHEID**

Verlof word toegestaan aan Me. R Gani (Ouditkomiteelid vir Prestasie) wie verskoning gemaak het as gevolg van siekte in haar familie. Die Ouditkomitee het Mnr. B van Staaden afgevaardig om hulle te verteenwoordig.

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

**3.1 OORSIG: 1 JULIE 2020 – 31 DESEMBER 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 2020 tot 31 Desember 2020.

**3.2 TOP LEVEL SDBIP 2020/2021**

Die Direkteur Gemeenskapsdienste gee breedvoerig terugvoering aan die paneel met betrekking tot KPI's wat wat behaal is in sy "Top Level" SDBIP vir die eerste 6 (ses) maande van die 2020/2021 finansiële jaar.





**NOTULE VAN VERGADERING VAN DIE PRESTASIE EVALUERINGSKOMITEE  
VAN DIE DIREKTEUR GEMEENSKAPSDIENSTE GEHOU OP VRYDAG  
12 MAART 2021 OM 10H54 IN DIE RAADSAAL, MUNISIPALE KANTORE,  
PIKETBERG**

---

**4. TERUGVOERING VAN DIE PANEEL**

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

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

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

**5. AFSLUITING**

Die sessie verdaag om 11h31.



**BERGRIVIER MUNICIPALITY**

**PERFORMANCE EVALUATION SUMMARY**



Performance evaluation of: **Director Community Services: Mr D Josephus**

Period: 1 July 2020 - 31 December 2020

Panel Members

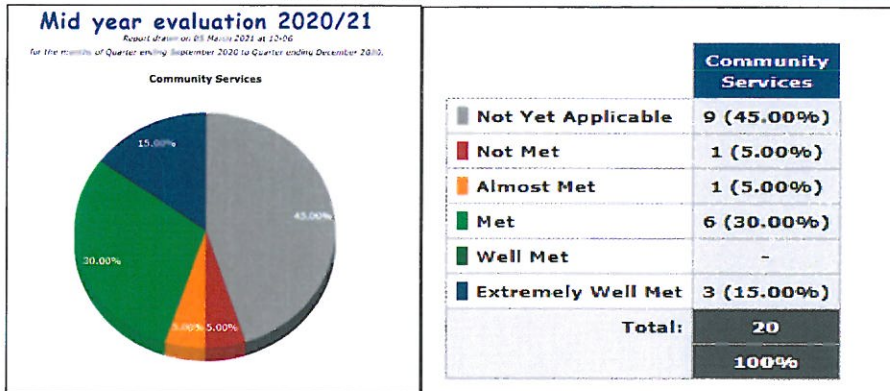
Municipal Manager	Adv H Linde
Executive Mayor	Ald R van Rooy
Councillor	Ald S Crafford
Councillor	Cllr A du Plooy
Ward Committee Member	Miss T. Robinson
Audit Committee Member	Mr. B van Staden
External Municipal Manager	Mr J Scholtz

Date of evaluation: 12 March 2021

**PERFORMANCE RESULTS**

	Total score for period	Total weight for period	Weighted percentage	Performance %
Operational Performance	34	44	80%	61,24%
Core Competency Requirements	16	20	20%	16,47%
<b>Final Score</b>	<b>50</b>	<b>64</b>	<b>100%</b>	<b>77,70%</b>

**OVERALL PERFORMANCE**



**PERFORMANCE COMMENTS**

Signed by panel members:

Adv H Linde

Ald R van Rooy

Ald S Crafford

Cllr A du Plooy

Miss T. Robinson

Mr. B van Staden

Mr J Scholtz

Director Community Services: Mr D Josephus

Signed by employee

*(Handwritten signatures of Adv H Linde, Ald R van Rooy, Ald S Crafford, Cllr A du Plooy, Miss T. Robinson, Mr. B van Staden, Mr J Scholtz, and Mr D Josephus)*

Date

12 March 2021

OPERATIONAL KPIS

PMS REF	Ref No	Key Performance Indicator (KPI)	Unit of measurement	Baseline	Targets				Performance Comment	Connective actions	Mid-year Target	Mid-year Actual	R	Weights	Score	Final Score
					Q1	Q2	Q3	Q4								
1	TL85	95% spent of library grant by 30 June 2021 i.e approved business plan [(Actual amount spent/Total allocation received)x100]	% of library grant spent by 30 June 2021	95,00%	10,00%	25,00%	50,00%	95,00%	[D622] Head Library Services: MRF GRANT R 4 538 000 CG GRANT R 2 297 000 SPENT: R1 360 793,72 (September 2020)		25,00%	44,50%	B	4	4	3,2
2	TL86	Collect 95% of budgeted income by 30 June 2021 for speeding fines (Excl budgeted debt provision) [(Actual amount collected/total amount budgeted) x 100]	% of budgeted income for speeding fines collected by 30 June 2021	95,00%	0,00%	0,00%	0,00%	0,00%			0,00%	0,00%	N/A			Not to be evaluated yet
3	TL87	Collect 95% of budgeted income by 30 June 2021 for resorts (Excl budgeted debt provision) [(Actual amount collected /total amount budgeted)x100]	% of budgeted income for resorts collected by 30 June 2021	95,00%	0,00%	35,00%	65,00%	95,00%	[D597] Head: Community Facilities: Total Budget: R 2 042 000,00 Total Income: R 330 375,01 Percentage: 16.2% (September 2020)		35,00%	80,00%	B	4	3,7	2,96
4	TL88	Develop a culture of zero tolerance to corruption and dishonesty by the efficient completion of disciplinary steps in terms of the Anti Fraud and Corruption Policy .	% of transgressions initiated in terms of the Anti-Fraud and Corruption Policy	100,00%	100,00%	100,00%	100,00%	100,00%	[D635] Director Community Services: The report was submitted to the Corporate Services Committee meeting. (September 2020)		100,00%	100,00%	G	4	3,9	3,12
5	TL89	Facilitate 80 % of title deeds transferred to eligible beneficiaries by 30 June 2021	% of title deeds transferred to eligible beneficiaries by 30 June 2021	80,00%	0	0	0	80	[D618] Human Settlements Head: Title deed transfers (July 2020) [D618] Human Settlements Head: facilitate 80% of title deeds transferred to eligible beneficiaries by 30 June 2021 (August 2020) [D618] Human Settlements Head: Facilitate 80% of title deeds transferred to eligible beneficiaries by 30 June 2021 (September 2020)		0,00%	0,00%	N/A			Not to be evaluated yet
6	TL90	Submit funding applications to the Provincial Department of Human Settlements for construction of top structures and/or serving of plots by 30 June 2021	Number of submissions to obtain approval from the Provincial Department of Human Settlements for the construction of top structures and/or serving of plots by 30 June 2021	New KPI(	0	0	0	1	[D620] Human Settlements Head: Number of submissions to obtain approval from the Provincial Department of Human Settlements for the construction of top structures and/or serving of plots by 30 June 2021 (July 2020) [D620] Human Settlements Head: Number of submissions to obtain approval from the Provincial Department of Human Settlements for the construction of top structures and/or serving of plots by 30 June 2021 (August 2020) [D620] Human Settlements Head: Submit funding applications to the Provincial Department of Human Settlements for construction of top structures and/or serving of plots by 30 June 2021 (September 2020)		0	1	B	4	4,3	3,44
7	TL91	Monitor the performance of Bergvliet Tourism Organisation in accordance with the SLA by 30 June 2021	Number of reports submitted from BTO to Portfolio Committee by 30 June 2021	4	1	1	1	1	[D587] Manager: Community Facilities: The BTO Report will be submitted to the Community Services Portfolio Committee meeting due to uncertainty at which Portfolio Committee it must be served. (September 2020)	[D587] Manager: Community Facilities: The BTO Report will be submitted to the Economic Development Portfolio Committee meeting on 4 November 2020. (September 2020)	2	2	G	4	3,7	2,96
8	TL92	Develop a Disaster Management Contingency Plan and submit to Portfolio Committee by 30 June 2021	Number of Disaster Management Contingency Plans developed and submitted to Portfolio Committee by 30 June 2021	New KPI(	0	0	0	1			0	0	N/A			Not to be evaluated yet



PMS REF	Ref No	Key Performance Indicator (KPI)	Unit of measurement	Baseline	Targets				Performance Comment	Corrective actions	Mid-year Target	Mid-year Actual	R	Weights	Score	Final Score
					Q1	Q2	Q3	Q4								
9	TL93	Implement a smoke alarm project in the 137 service site project in Veldrif and submit report to Community Services Portfolio Committee by 31 March 2021	Number of reports submitted to Community Services Portfolio Committee on smoke alarm units installed in the 137 service site project in Veldrif by 31 March 2021	New KPI	0	0	1	0			0	N/A			Not to be evaluated yet	
10	TL94	Compile festive season preparedness plan and submit to the Director Community Services for approval before 30 September 2020.	Number of festive season preparedness plans submitted to the Director Community Services for approval before 30 September 2020.	1	1	0	0	0	(D546) Head: Traffic: Festive Season operational plan compiled (September 2020)		1	G	4	4	3,2	
11	TL95	Submit to the Department of Local Government and/or the National Department of Sport and Recreation an application for sport infrastructure funding by 31 March 2021.	Number of funding applications submitted to Department of Local Government and/or the National Department of Sport and Recreation by 31 March 2021	New KPI	0	0	1	0			0	N/A			Not to be evaluated yet	
12	TL96	Review the by-law relating to prevention of public nuisances and public nuisances arising from the keeping of animals and submit to Council by 30 June 2021	Number of by-laws reviewed relating to public nuisances and submitted to Council by 30 June 2021	New KPI	0	0	0	1			0	N/A			Not to be evaluated yet	
13	TL97	95% of the capital budget of Directorate: Community Services spent by 30 June 2021 ((Total amount spent/Total allocation received)x100)	% of capital budget of Directorate: Community Services spent by 30 June 2021	New KPI	10,00%	40,00%	60,00%	95,00%	(D638) Head: Community Facilities: We did not reach our target due to the following reasons: - A few Projects are Tender Projects and awarding takes a bit longer and will only be finalised during the second quarter of the Financial year. - A few Projects are advertised and we did not receive any Bids. Projects has been re-advertised. - If you add the shadow cost to our capital spending the percentage becomes 10,95%. - A few projects was done in the first quarter but the payments are made during the second quarter. (September 2020)	[D638] Head: Community Facilities: The following measures will be put in place: - Tender Projects will be finalised in the second quarter of the financial year. - Outstanding payments of Projects in the first quarter will be finalised in October. - Projects from which we didn't receive any Bids or Formal quotations will be re-advertised in the second quarter. - Projects that was cancelled due to changes in the specification will be re-advertised. (September 2020)	40,00%	18,60%	R	4	3,5	2,8
14	TL98	Effectively manage and ensure compliance on a quarterly basis of all TL SDBIP KPI's in respect of accountable levels of management in accordance with the performance management policy	% of quarterly compliance with all TL SDBIP KPI's in respect of accountable levels of management in accordance with the performance management policy	95,00%	95,00%	95,00%	95,00%	95,00%	(D634) Director Community Services: We met six (6) of the nine (9) KPI's for the first quarter. The two KPI's that we did not meet was the 10% Capital spending and the report submitted to the Portfolio Committee regarding the indigent households registered on the unemployment database. (September 2020)	[D634] Director Community Services: In future we will make sure that we reach all targets. (September 2020)	95,00%	77,09%	O	4	3,5	2,8
15	TL99	Evaluate the performance of all staff with performance contracts (T12 - T18) on an annual basis according to the agreed upon performance contracts before 30 June 2021	% of performance evaluations of all staff with performance contracts (T12 - T18) according to the agreed upon performance contracts before 30 June 2021	New KPI	0,00%	0,00%	0,00%	100,00%			0,00%	N/A			Not to be evaluated yet	
16	TL100	Update the Enumia system on a monthly basis to ensure that there is adherence to the regulatory and statutory requirements of all relevant legislation and regulations	Percentage of Enumia updates to ensure the adherence to the regulatory and statutory requirements of all relevant legislation and regulations	12	100,00%	100,00%	100,00%	100,00%	(D540) Director Community Services: The Enumia system was updated. (September 2020)		100,00%	G	4	4	3,2	
17	TL101	Ensure continuous upkeep on the electronic contract register on IMIS and submit bi-annual reports to the Municipal Manager after Director has verified reports and signed it off	Number of reports of contract register submitted to the Municipal Manager by 30 June 2021 after Director verified report and signed it off	New KPI	0	1	0	1			1	G	4	4	3,2	

9

PMS REF	Ref No	Key Performance Indicator (KPI)	Unit of measurement	Baseline	Targets				Performance Comment	Corrective actions	Mid-year Target	Mid-year Actual	R	Weights	Score	Final Score
					Q1	Q2	Q3	Q4								
18	TL102	Revision of the maintenance plan in respect of all current infrastructure and submit via Community Services Portfolio Committee to EMC before 31 March 2021	Number of maintenance plans revised in respect of all current infrastructure and submitted to via Community Services Portfolio Committee by EMC by 31 March 2021	1	0	0	1	0		0	0	N/A				
19	TL103	Develop a strategy in conjunction with national and provincial safety sectors and local stakeholders to ensure community safety and submit via the Community Services Portfolio Committee to EMC before 28 February 2021	Number of community safety strategies developed in conjunction with national and provincial safety sector and local stakeholders submitted to EMC via Community Services Portfolio Committee before 28 February 2021	1	1	0	0	0		0	0	N/A				
20	TL104	Ensure compliance with the SOP developed providing preference to temporary employees from indigent households registered on the unemployment database and submit quarterly reports to Portfolio Committee on compliance	Number of reports submitted to Portfolio Committee of compliance with the SOP developed providing preference to temporary employees from indigent households registered on the unemployment database.	New KPI	1	1	1	1	[D642] Director Community Services: Due to a very busy work schedule the report was delayed and was not submitted to the Portfolio Committee. (September 2020)	2	2	G	4	3.5	2.8	
													44		33.88	



ANNEXURE B: CORE COMPETENCY FRAMEWORK

Clusters	Leading Competencies	Competency Definition	Weighting	Score	Final Score	Core Competencies	Competency Definition	Weighting	Score	Final Score
Competency Name	<a href="#">Strategic Direction and Leadership</a>	Provide and direct a vision for the institution, and inspire and deploy others to deliver on the strategic institutional mandate	1,67	4,1	1,354	<a href="#">Moral Competence</a>	Able to identify moral triggers, apply reasoning that promotes honesty and integrity and consistently display behaviour that reflects moral competence	1,67	5	1,67
	<a href="#">People Management</a>	Effectively manage, inspire and encourage people, respect diversity, optimise talent and build and nurture relationships in order to achieve institutional objectives	1,67	4	1,336	<a href="#">Planning and Organising</a>	Able to plan, prioritise and organise information and resources effectively to ensure the quality of service delivery and build efficient contingency plans to manage risk	1,67	4	1,336
	<a href="#">Program and Project Management</a>	Able to understand program and project management methodology, plan, manage, monitor and evaluate specific activities in order to deliver on set objectives	1,67	4	1,336	<a href="#">Analysis and Innovation</a>	Able to critically analyse information, challenges and trends	1,67	4,2	1,4028
	<a href="#">Financial Management</a>	Able to compile, plan and manage budgets, control cash flow, institute financial risk management and administer procurement processes in accordance with recognised financial practices. Further to ensure that all financial transactions are managed in an ethical manner	1,67	4	1,336	<a href="#">Knowledge and Information Management</a>	Able to promote the generation and sharing of knowledge and information through various processes and media, in order to enhance the collective knowledge base of local government	1,67	4	1,336
	<a href="#">Change Leadership</a>	Able to direct and initiate institutional transformation on all levels in order to successfully drive and implement new initiatives and deliver professional and quality services to the community	1,67	4,1	1,394	<a href="#">Communication</a>	Able to share information, knowledge and ideas in a clear, focused and concise manner appropriate for the audience in order to effectively convey, persuade and influence stakeholders to achieve the desired outcome	1,67	4	1,336
	<a href="#">Governance Leadership</a>	Able to promote, direct and apply professionalism in managing risk and compliance requirements and apply a thorough understanding of governance practices and obligations. Further, able to direct the conceptualisation of relevant policies and enhance cooperative governance relationships	1,67	4	1,336	<a href="#">Results and Quality Focus</a>	Able to maintain high quality standards, focus and achieving results and objectives while consistently striving to exceed expectations and encourage others to meet quality standards. Further, to actively monitor and measure results and quality against identified objectives	1,67	4	1,336
<b>TOTAL SCORE</b>	<b>16,4996</b>		<b>10,02</b>		<b>8,0528</b>			<b>10,02</b>		<b>8,4768</b>



2020 \ 2021  
Mid Year  
**PERFORMANCE**  
**EVALUATION**

Munisipaliteit  
**BERGRIVIER**



**Dean Adgar Josephus**  
**Director: Community Services**



Disaster Management | Community Facilities  
Traffic Services & Law Enforcement  
Library Services | Housing



# Index

---

1. Message from the Director
2. Strategic Overview
3. Human Resources
4. Functions of the Directorate
5. Accomplishments and Challenges
6. Budget Management
7. General
8. Top Level SDBIP 2020/21
9. Core Competencies
10. Closing Remarks



# Message from the Director

---

Dear Councillors, MM and members of the panel, it is my pleasure to present my half yearly performance evaluation report for the 2020/2021 financial year. It's been a financial year full of challenges, from the pandemic and different lockdown levels, through health, mental and financial concerns, to just struggling to find the motivation to get up in the morning.

In the wake of COVID-19 and the declaration of the national state of disaster in March 2020, we as a Directorate and the Municipality as a whole had to cease the traditional way of doing business, and we were challenged to think out of the box and do "business unusual". During this unprecedented moment in time, it was more essential than ever that we carry out our duties towards local communities. Despite COVID-19 related challenges, our staff appears to be relatively well-positioned to carry out their duties.

During this difficult time we learnt with great sadness of the passing of a dear colleague (Pauraine Claassen) on 24 December 2020 due to COVID - 19. It underscored how precious life really is, and the need to exercise our daily duties with care and mutual consideration.

In spite of these trying times, Community Services has continued to make progress towards our long-term vision of a prosperous community where all want to live, work, learn and play in a dignified manner. It is an honor to join forces with our partners and I extend my deepest thanks.

Our biggest challenge remains the shortage of traffic and law enforcement officials, shortage of personnel in our parks division, high cost of maintenance of facilities, high number of backyarders, lack of suitable land for housing and the vandalism of our community facilities.

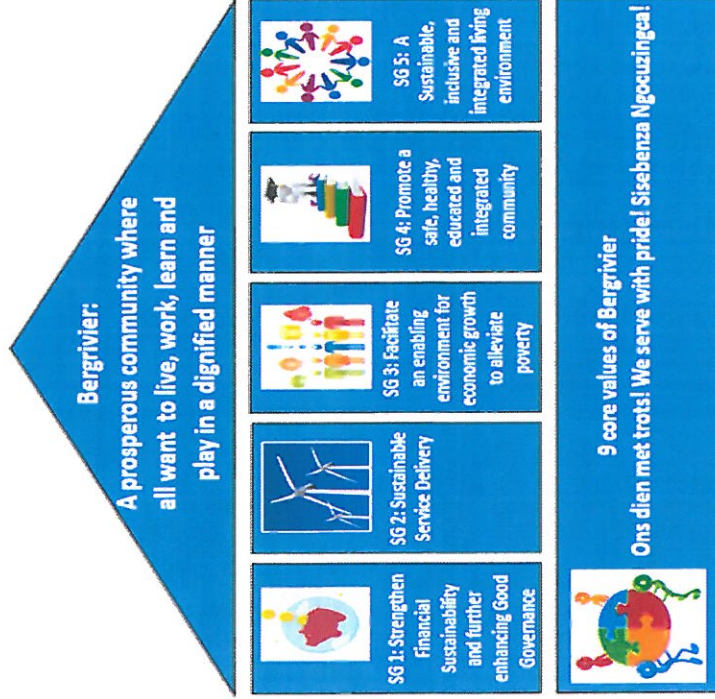
Community Services' top priority has been to create an environment where all employees can experience job satisfaction and building a team that supports each other. This in turn will ensure a happy and productive workforce. The employees in Community Services have the talent and creativity to improve service delivery to our people and the visitors to our area. We will continue to implement initiatives to improve staff performance and delivery on our mandate.





# Strategic Overview

# Strategic Overview



## 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 everything we do;
- ❖ We believe in **GOOD RELATIONSHIPS**;
- ❖ We strive for close innovative **PARTNERSHIPS** and innovative service delivery;
- ❖ We support social and economic **DEVELOPMENT** of our area;
- ❖ We are **DISCIPLINED**;
- ❖ We **CARE** about our work and our colleagues;
- ❖ We **SERVE** with pride





# Human Resources

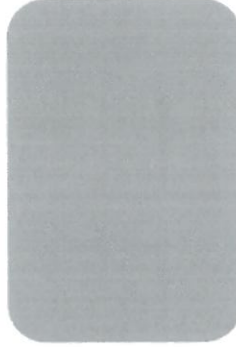
# Top Structure of Directorate



**Manager Community Facilities**  
David Carolissen  
Honours Degree in Public Administration  
13 years in Local Government



**Director Community Services**  
BCOMM Degree  
Higher Diploma in Education  
Honours Degree in Public Administration  
18 years in Local Government



**Manager Protection Services**  
VACANT - Unfunded



**Head: Traffic Services**  
Gavin Cornelissen  
National Diploma  
31 years in Local Government



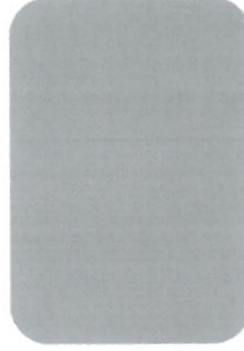
**Head: Housing Administration**  
Abeilla Lawrence  
Postgraduate Diploma in Business  
Management  
11 years in Local Government



**Head: Facilities Management**  
Ilse van Wyk  
B-Tech in Horticulture  
1 year and 5 months in Local  
Government



**Head: Library Services**  
Gerna Croeser  
Diploma in Library and Information  
Science  
27 years in Local Government



**Head: Disaster Management**  
VACANT - Unfunded





# Personnel

Division	Approved Posts	Posts Funded June 2020	Posts Funded December 2020
Director	1	1	1
Personal Assistant	1	1	1
Traffic Services	14	12	12
Law Enforcement	11	4	4
Motor Licensing & Testing	14	6	6
Disaster Management	5	0	0
Housing	4	3	3
Beach Resorts	17	13	13
Sport Development	1	1	1
Bush Cutting	8	8	8
Parks and Cemeteries	20	14	14
Community Halls	14	9	9
Sport Fields	9	6	6



# Functions of the Directorate



# Functions of the Directorate



# Accomplishments and Challenges



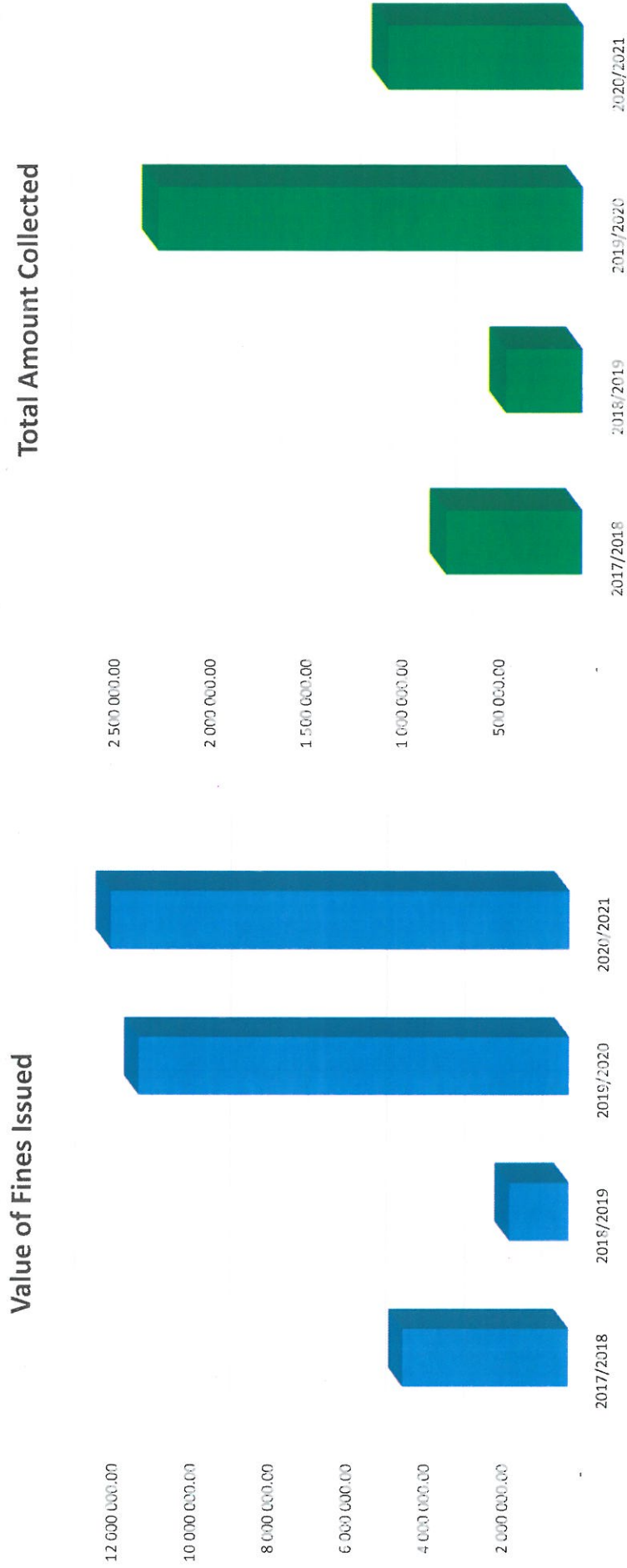
# Traffic Services and Law Enforcement

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.

	2017/2018	2018/2019	2019/2020	2020/2021
	Jul 2017 - Dec 2017	Jul 2018 - Dec 2018	Jul 2019 - Dec 2019	Jul 2020- Dec 2020
Number of fines issued	5803	1691	26171	23609
<b>Value of fines issued (including court adjustments)</b>	<b>R 4 231 400</b>	<b>R 1 523 700</b>	<b>R 11 031 000</b>	<b>R 11 767 500</b>
Amount collected and allocated to an issued fine	R 549 750	R 274 580	R 1 893 048	R 688 135
Amount collected not allocated to an issued fine	R 152 260	R 120 625	R 306 308.27	R 318 690
<b>Total amount collected</b>	<b>R 702 010</b>	<b>R 395 205</b>	<b>R 2 199 56.27</b>	<b>R 1 006 825</b>
Collection Rate: Funds allocated to fines	13%	18%	17%	6%
Collection Rate: Total funds collected	17%	26%	20%	9%



# Traffic Services and Law Enforcement





# Traffic Services and Law Enforcement

---

Fine Collection with Service Provider (TMT)



# Traffic Services and Law Enforcement

---

Weight Bridge on the R399





# Traffic Services and Law Enforcement

---

New Road Marking Machine



# Traffic Services and Law Enforcement

---

Beach Patrolling during Adjusted Level 3 Lockdown





# Traffic Services and Law Enforcement

---

Removal of illegal structure in Porterville



# Traffic Services and Law Enforcement

---

Establishment of Community and Rural Safety Forum  
20 October 2020 in Piketberg





# Traffic Services and Law Enforcement

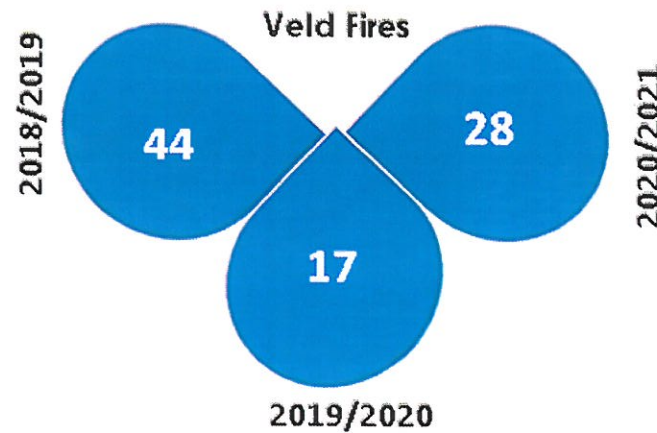
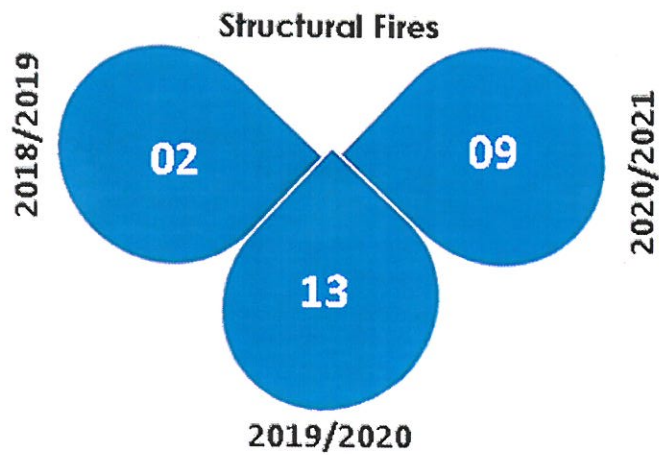
---

## Animal Care Project in Porterville and Piketberg with Swartland SPCA



# 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.





# Disaster Management and Fire Services

---

**Structural Fire in Porterville**



**Veld Fire in Piketberg**



# Disaster Management and Fire Services

---

Basic Fire Fighting Training Course  
11 – 21 Aug 2020





# Disaster Management and Fire Services

Official handover of Fire fighting Vehicles by Mr Ettiene du Toit  
( Provincial Fire Brigade Services) - 18 September 2020



These vehicles were handed over to the respective towns at the Community Meetings held on:

- Eendekuil – 8 October 2020
- Redelinghuys – 15 October 2020
- Aurora – 20 October 2020



# Housing Administration

---

Housing is responsible for developing sustainable integrated human settlements.

## PLANNED HOUSING PROJECTS

NO	NAME OF PROJECT	PROGRAM	ERVEN	TOTAL UNITS	TOWN	DATE SUBMITTED TO DOHS
1	Feasibility Report	IRDP	369, 324 & 493	40	Eendekuil	31/08/2020
2	Feasibility Report	IRDP	1100 & 1101	171	Piketberg	31/08/2020
3	Feasibility Report	IRDP	RE/1001	156	Porterville	31/08/2020
4	Project Initiation Document	IRDP	2136, 3359, 1292, 3379-3396 & 3407-3431	1000	Piketberg	31/08/2020





# Housing Administration

---

**107 Project in Velddrif - Handover of Housing Units  
- 13 December 2020 by Minister Tertius Simmers  
(MEC for Human Settlements)**



# 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.

**National Book Week – Steynville Primary School  
Piketberg – September 2020**



**Covid-19 Awareness –  
October 2020**



**16 Days of Activism –  
November 2020**





# 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.

## Upgrade of Eric Goldsmidt Sportsgrounds in Velddrif



# Cemeteries

---

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

## Application to expand cemetery in Porterville



## Fencing of cemetery been vandalized





# Play Parks, Open Spaces & Side Walks

---

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

**Regular Maintenance of Play parks**



**Illegal dumping at open spaces**



# Play Parks, Open Spaces & Side Walks

---

**Sanele Nkosi and Ilse van Wyk**  
**Well qualified Horticulturists**



**Service provider appointed to assist with  
cleaning of side walks**

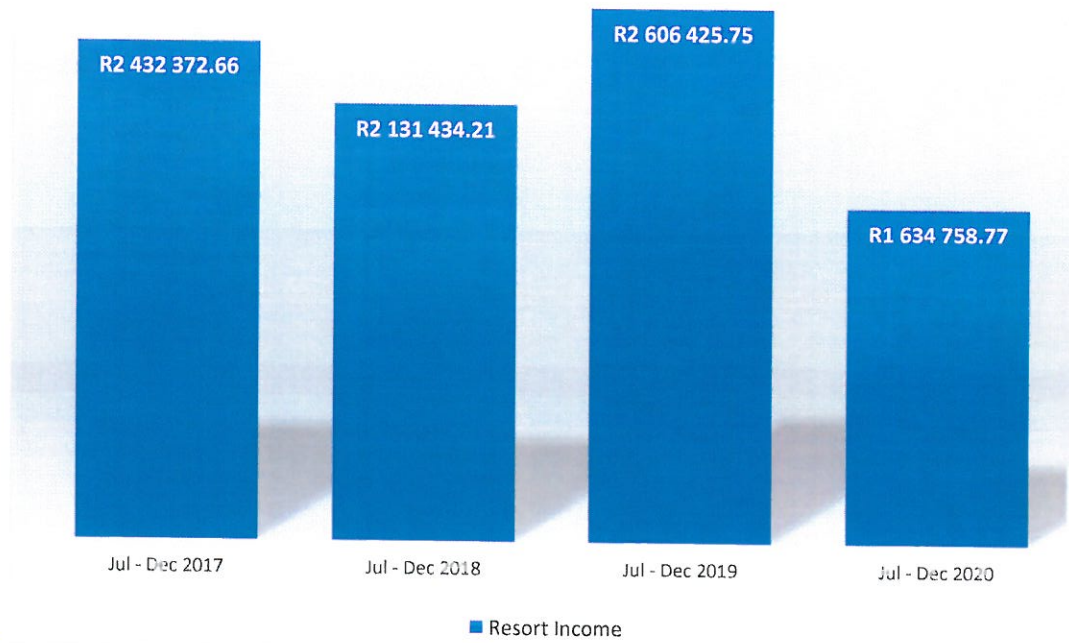




# Holiday Resorts

We manage two (2) municipal resorts (Dwarskersbos & Stywelyne).

## RESORT INCOME



## Gym equipment added to play park at Dwarskersbos Beach Resort



# Sports Development and Recreation

Sports 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.

**Annual Sport Trust Community Cycle Race  
was changed to a virtual cycle challenge  
– 11 October 2020**





# 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.

Meeting with Stuart Diamond from the Jewish Board on 27 November 2020



## The top 5 tourism attractions:

1. *Bird Watching in Velddrif*
2. *The Moravian Church in Goedverwacht*
3. *Groot Winterhoek Nature Reserve in Porterville*
4. *Org de Rac Organic Wine Farm*
5. *Bokkomlaan in Velddrif*

## Grant allocated to Tourism & Museums

Financial Year	Tourism	Museums
2017/18	R 1 891 800	R 489 900
2018/19	R 2 035 000	R 509 750
2019/20	R 2 456 000	R 540 000
2020/21	R 1 800 000	R 520 000



# Budget Management

---



# Budget Management

---

## Community Services Capital Projects

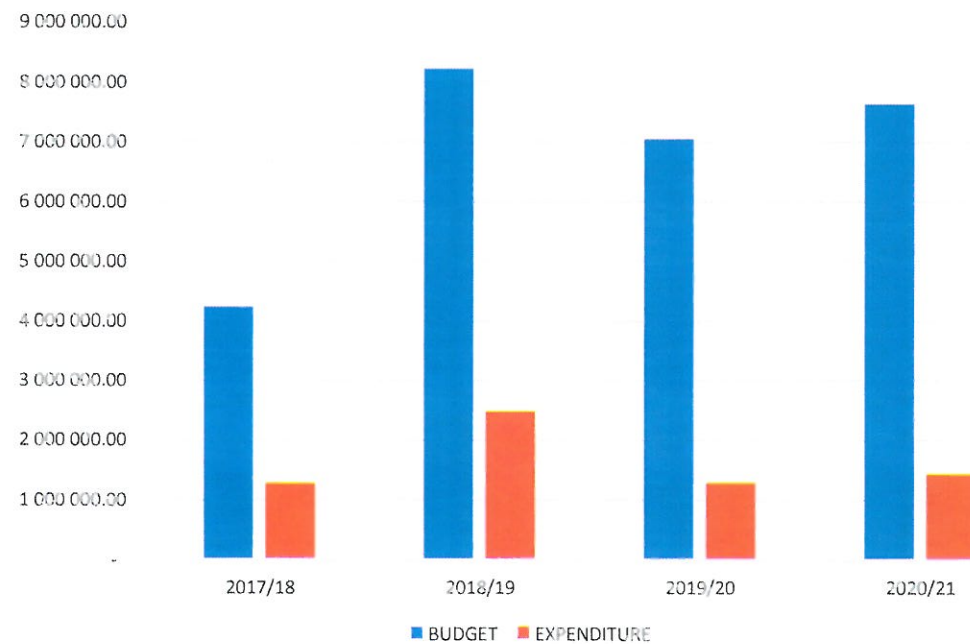
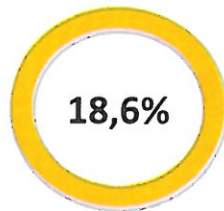
1 Surveillance Cameras	R 500 000	16 Upgrade of Security Measures	R 95 000
2 Trailer for Animals	R 40 000	17 Public Toilets	R 150 000
3 New Traffic Vehicles	R 500 000	18 4 Ton Tipper (PV)	R 100 077
4 Fire Fighting Equipment	R 100 000	19 Tractor (VD)	R 350 000
5 Radio Network for Disaster Management	R 30 000	20 Upgrade of New Buildings (Goldsmidt)	R 100 000
6 Fencing Piketberg Library	R 80 000	21 Upgrade of Buildings	R 150 000
7 Upgrade of Noordhoek Library	R 927 531	22 Construction of Jukskei	R 30 000
8 Upgrade of Community Halls	R 250 000	23 Construction of Tennis Courts	R 150 000
9 Public Amenities	R 300 000	24 Fencing Rhino Park	R 500 000
10 Upgrade of Entrance and Parking	R 100 000	25 Security Measures	R 550 000
11 Expansion of Cemetery - PB	R 145 000	26 Swimming Pool Renewals	R 500 000
12 Fencing Cemetery	R 738 000	27 Replace cupboards of chalets	R 50 000
13 Toilet & Store - PV	R 119 000	28 Paving at ablution facilities	R 30 000
14 Toilets (PV Dam)	R 60 000	29 Paving at seaview houses	R 100 000
15 Upgrade of Community Parks	R 250 000	30 Floor and Wall Tiles	R 150 000



# Budget Management

## CAPITAL BUDGET

FINANCIAL YEAR	BUDGET	EXPENDITURE
2017/18	R 4 226 000	R 1 257 664.56
2018/19	R 8 209 000	R 2 504 464.12
2019/20	R 7 032 000	R 1 269 764.85
2020/21	R 7 617 000	R 1 416 961.67

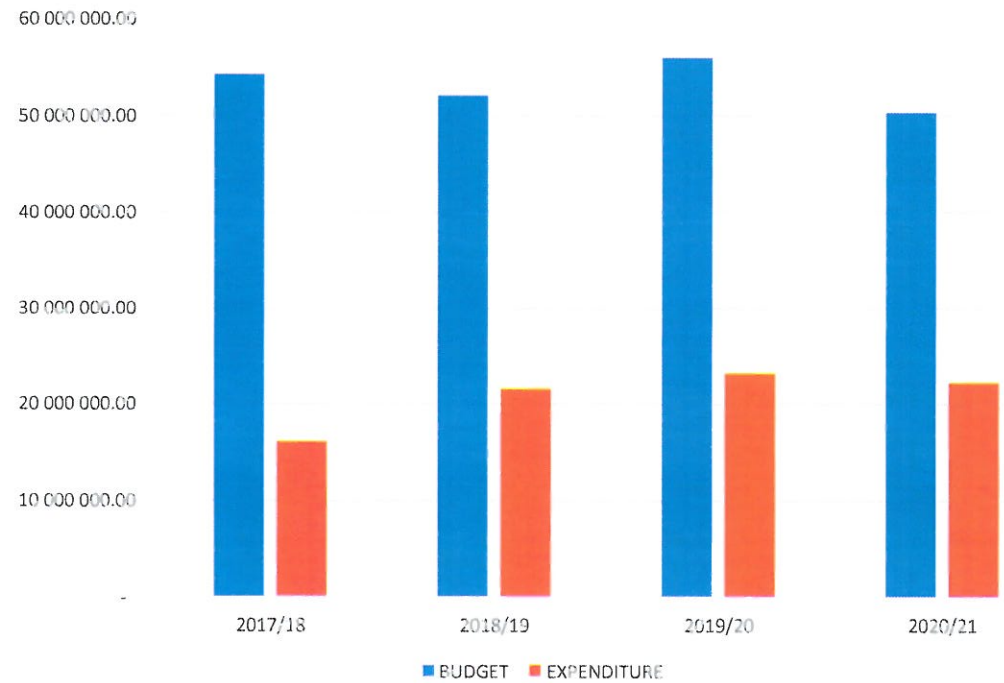
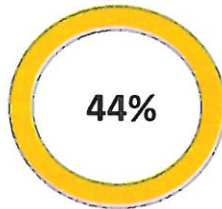




# Budget Management

## OPERATIONAL BUDGET

FINANCIAL YEAR	BUDGET	EXPENDITURE
2017/18	R 54 240 095	R 15 984 918.84
2018/19	R 52 015 278	R 21 447 545.07
2019/20	R 55 927 041	R 23 056 018.65
2020/21	R 50 273 265	R 22 113 073.73



General



# General

---

**Community Services Strategic session held on 19 – 20  
November 2020 at Stywelyne Beach Resort Velddrif**



Top Level SDBIP 2020/21



# Top Level SDBIP 2020/21

Ref	KPI Name	Overall Performance for Quarter ending December 2020 to Quarter ending December 2020		
		Original Target	Actual	R
TL190	95% spent of library grant by 30 June 2021 i.t.o approved business plan [(Actual amount spent/Total allocation received)x100]	25.00%	44.50%	B
TL191	Collect 95% of budgeted income by 30 June 2021 for speeding fines (Excl budgeted debt provision) [(Actual amount collected/total amount budgeted) x 100]	0.00%	0.00%	N/A
TL192	Collect 95% of budgeted income by 30 June 2021 for resorts (Excl budgeted debt provision)[(Actual amount collected /total amount budgeted)x100]	35.00%	80.00%	B
TL193	Develop a culture of zero tolerance to corruption and dishonesty by the efficient completion of disciplinary steps in terms of the Anti Fraud and Corruption Policy .	100.00%	100.00%	G
TL194	Facilitate 80 % of title deeds transferred to eligible beneficiaries by 30 June 2021	0.00%	0.00%	N/A
TL195	Submit funding applications to the Provincial Department of Human Settlements for construction of top structures and/or serving of plots by 30 June 2021	0	0	N/A
TL196	Monitor the performance of Bergrivier Tourism Organisation in accordance with the SLA by 30 June 2021	1	2	B
TL197	Develop a Disaster Management Contingency Plan and submit to Portfolio Committee by 30 June 2021	0	0	N/A
TL198	Implement a smoke alarm project in the 137 service site project in Velddrif and submit report to Community Services Portfolio Committee by 31 March 2021	0	0	N/A

TL199	Compile festive season preparedness plan and submit to the Director Community Services for approval before 30 September 2020.	0	0	N/A
TL200	Submit to the Department of Local Government and/or the National Department of Sport and Recreation an application for sport infrastructure funding by 31 March 2021	0	0	N/A
TL201	Review the by-law relating to prevention of public nuisances and public nuisances arising from the keeping of animals and submit to Council by 30 June 2021	0	0	N/A
TL202	95% of the capital budget of Directorate: Community Services spent by 30 June 2021 ((Total amount spent/Total allocation received)x100)	40.00%	18.60%	R
TL203	Effectively manage and ensure compliance on a quarterly basis of all TL SDBIP KPI's in respect of accountable levels of management in accordance with the performance management policy	95.00%	87.50%	O
TL204	Evaluate the performance of all staff with performance contracts (T12 - T18) on an annual basis according to the agreed upon performance contracts before 30 June 2021	0.00%	0.00%	N/A
TL205	Update the Eunomia system on a monthly basis to ensure that there is adherence to the regulatory and statutory requirements of all relevant legislation and regulations	100.00%	100.00%	G
TL206	Ensure continuous upkeep on the electronic contract register on IMIS and submit bi-annual reports to the Municipal Manager after Director has verified reports and signed it off	1	1	G
TL207	Revision of the maintenance plan in respect of all current infrastructure and submit via Community Services Portfolio Committee to EMC before 31 March 2021	0	0	N/A
TL208	Develop a strategy in conjunction with national and provincial safety sectors and local stakeholders to ensure community safety and submit via the Community Services Portfolio Committee to EMC before 28 February 2021	0	0	N/A
TL209	Ensure compliance with the SOP developed providing preference to temporary employees from indigent households registered on the unemployment database and submit quarterly reports to Portfolio Committee on compliance	1	2	B





# Core Competencies

---



# Core Competencies

---

COMPETENCIES	COMMENTS
<b>STRATEGIC DIRECTION AND LEADERSHIP</b>	<ul style="list-style-type: none"><li>• As Director Community Services I lead by example (reliable, credible, speak the truth).</li><li>• I give clear direction in my directorate and inputs during Annual Strategic sessions.</li><li>• During monthly meetings with subordinates I gave clear instructions and subordinates understand their role and function in the department and Directorate.</li><li>• I give regular inputs and direction at Senior Management meetings.</li><li>• Handle crisis situations very well.</li></ul>
<b>PEOPLE MANAGEMENT</b>	<ul style="list-style-type: none"><li>• As Director Community Services I focus on team work.</li><li>• I have an open – door policy.</li><li>• My participative management style encourages and motivates employees to partake during discussions which further leads to a positive work force.</li><li>• Weekly meetings are held with senior staff in the directorate.</li><li>• Subordinates are included in decision making processes.</li></ul>



# Core Competencies

<b>PROGRAM &amp; PROJECT MANAGEMENT</b>	<ul style="list-style-type: none"> <li>• Projects may be big or small, constrained by cost and time and often are complex and therefore it is important to take a structured and defined approach to managing them through their lifecycle.</li> <li>• Capital projects and smaller projects such as maintenance work are based on project management principles.</li> </ul>
<b>FINANCIAL MANAGEMENT</b>	<ul style="list-style-type: none"> <li>• Sound financial management practices are essential in the directorate (planning, budgeting and asset management).</li> <li>• Capital projects and the operational budget are managed within the approved budget.</li> <li>• Income targets of resorts and traffic fines were well met.</li> <li>• As a directorate we adhere to all Supply Chain Management Regulations.</li> </ul>
<b>CHANGE LEADERSHIP</b>	<ul style="list-style-type: none"> <li>• As Director I give clear direction in the Directorate – emphasis to be pro-active.</li> <li>• Successful integration of personnel.</li> <li>• I'm not afraid to take decisions.</li> <li>• The morale of my personnel is high due to my participatory management style.</li> </ul>
<b>GOVERNANCE LEADERSHIP</b>	<ul style="list-style-type: none"> <li>• As a Director, I promote diversity through recruitment and selection processes.</li> <li>• The existence and efficiency of Anti-Corruption measures - SOP's are in place as well as monthly reconciliations are done.</li> <li>• As a Directorate we comply with all legislation.</li> <li>• Regular enforcement of by-laws are done.</li> <li>• We participate in various forums – DRTMCC, West Coast Disaster Management Forum &amp; Chief Fire Officer Committee Meeting and Community Policing Forums.</li> </ul>





# Core Competencies

<b>MORAL COMPETENCE</b>	<ul style="list-style-type: none"> <li>• I treat my colleagues with the necessary respect and dignity.</li> <li>• As Director I always act with honesty, integrity, openness and transparency.</li> <li>• I do not tolerate corruption and dishonesty and actions are taken against employees who transgressed.</li> <li>• As Director I will ensure that the right persons are employed in my directorate.</li> </ul>
<b>PLANNING &amp; ORGANISATION</b>	<ul style="list-style-type: none"> <li>• Local Government is an ever-changing environment and as an effective leader I am forced to do daily, weekly and monthly planning.</li> <li>• Because of effective planning I adhere to deadlines.</li> <li>• Planning allows me to adjust my plan to avoid a pending crisis, rather than to deal with the crisis when it comes unexpectedly.</li> <li>• Planning helps me to achieve departmental, directorate and organisational goals and objectives.</li> </ul>
<b>ANALYSIS &amp; INNOVATION</b>  <b>KNOWLEDGE &amp; INFORMATION MANAGEMENT</b>	<ul style="list-style-type: none"> <li>• During personnel meetings we discuss threats and needs (problems) and put strategies in place to address the needs.</li> <li>• The Traffic Department in Piketberg is open on the last Saturday of every month for NATIS transactions.</li> <li>• We will extend the services in July 2021 to our Velddrif Traffic Department.</li> </ul>
<b>COMMUNICATION</b>	<ul style="list-style-type: none"> <li>• I create a culture where everybody gives input during meetings and discussions.</li> <li>• I make sure that the message which I want to convey is understood clearly.</li> <li>• I listen to my subordinates and take their input seriously because successful communication is a two-way street.</li> <li>• I also follow an open door policy to encourage subordinates to discuss issues and solutions to problems with me.</li> </ul>
<b>RESULTS &amp; QUALITY FOCUS</b>	<ul style="list-style-type: none"> <li>• Community Services is a service delivery directorate to the public and other departments within the organisation.</li> <li>• We strongly base service delivery on the Batho Pele Principles and the corporate values of the organisation.</li> <li>• All complaints from the public are dealt with immediately and satisfactorily.</li> </ul>





Closing Remarks



# Closing Remarks

---

Thank You for your trust and your confidence in me.

The Directorate of Community Services is continuing to grow, in the direction of achieving our strategic goals derived from our Integrated Development Plan (IDP).

- We have made great strides to facilitate efficiency and accountability amongst personnel, right down to the lowest level of the organogram.
- The need for a transparent, ethical and corruption-free directorate is continuously emphasized.
- In spite of these great strides, some challenges remain, which require creative management and at times call for harnessing additional resources and strategic partnerships from both within and beyond the municipality.
- Last year for example we have highlighted vandalism at some of our facilities as a challenge. This was addressed with the installation of security cameras and alarms at a number of sports-grounds in the main towns. This project will continue in future financial years.
- Another challenge mentioned last year was the shortage of personnel in our parks division, which is being addressed by filling key posts identified by Council.
- Even so, more needs to be done and we remain committed to address these challenges within our available means, in the shortest possible time.



**THANK YOU**