



BERGRIVIER MUNISIPALITEIT

VERSLAG AAN DIE BURGEMEESTERSKOMITEE EN RAAD

PRESTASIE BEOORDELING ARTIKEL 54A EN 56 POSTE VIR DIE TYDPERK

1 JULIE 2023 TOT 31 DESEMBER 2023

DEUR DIE MUNISIPALE BESTUURDER

11 Maart 2024

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 8 Maart 2024.

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 54A en 56 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 relevante direkteure is op **Vrydag 8 Maart 2024** geëvalueer vir die periode van **1 Julie 2023 – 31 Desember 2023** (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 – 'n lid van die Ouditkomitee, mev Gill Bolton het hierdie evaluering bygewoon*), 'n lid van die Uitvoerende Burgemeesterskomitee (die Portefeulje Voorsitter), die Munisipale Bestuurder van 'n ander Munisipaliteit (Mnr Joggie Scholtz van Swartland Munisipaliteit) en die verteenwoordiger van die Bestuurder Menslike Hulpbrondienste, mnr Danilo Verhoog (notule houer). Tydens hierdie evaluering het die Onderburgemeester, Raadsheer Wessels, ingestaan vir die UBM, wat verskoning gemaak het nadat sy moeder in die week voorafgaande afgesterf het. Ons innigste simpatie vergesel hom en sy familie.

Bo en behalwe die wetlike voorgeskrewe persone wat teenwoordig was, het die Raad ook besluit dat die volgende persone teenwoordig sal wees: 'n Lid van die Uitvoerende Burgemeesterskomitee wat alle evaluerings bywoon vir konsekwentheid, naamlik Raadsheer Riaan de Vries en 'n wykskomiteelid van 'n wyk in Bergrivier Munisipaliteit (wyk 2 – Me Esther Schreuder). Beide het alle evaluerings bygewoon.

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 prosedurieel korrek hanteer word. 'n E-pos in hierdie verband is ontvang van mev Bolton 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.

LEADING COMPETENCIES		DRIVING COMPETENCIES
1.	Strategic Direction and Leadership	<ul style="list-style-type: none"> • Impact and Influence • Institutional Performance Management • Strategic Planning and Management • Organisational Awareness
2.	People Management	<ul style="list-style-type: none"> • Human Capital Planning and Development • Diversity Management • Employee Relations Management • Negotiation and Dispute Management
3.	Program and Project Management	<ul style="list-style-type: none"> • Program and Project Planning and Implementation • Service Delivery Management • Program and Project Monitoring and Evaluation
4.	Financial Management	<ul style="list-style-type: none"> • Budget Planning and Execution • Financial Strategy and Delivery • Financial Reporting and Monitoring
5.	Change Leadership	<ul style="list-style-type: none"> • Change Vision and Strategy • Process Design and Improvement • Change Impact Monitoring and Evaluation
6.	Governance Leadership	<ul style="list-style-type: none"> • Policy Formulation • Risk and Compliance Management • Cooperative Governance
CORE COMPETENCIES		
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 Munisipale Bestuurder (MB)

Die notule van die evaluering van die Munisipale Bestuurder is aangeheg as **Aanhangsel 3A** met die getekende evalueringsvorm vir 1 Julie 2023 tot 31 Desember 2023 aangeheg as **Aanhangsel 3B**. 'n Afskrif van die aanbidding is aangeheg as **Aanhangsel 3C**.

3.4.2 Direkteur Gemeenskapsdienste (DGD)

Die notule van die evaluering van die Direkteur Gemeenskapsdienste is aangeheg as **Aanhangsel 4A** met die getekende evalueringsvorm vir 1 Julie 2023 tot 31 Desember 2023 aangeheg as **Aanhangsel 4B**. 'n Afskrif van die aanbidding is aangeheg as **Aanhangsel 4C**.

3.4.3 Direkteur Finansiële Dienste (DFD) / Hoof Finansiële Beampte (HFB)

Die DFD is nie in hierdie rondte geëvalueer nie, aangesien hy eers op 1 Februarie 2024 by Bergrivier Munisipaliteit begin werk het. Sy eerste evaluering sal wees in September 2024.

3.4.4 Direkteur Korporatiewe Dienste (DKD)

Die notule van die evaluering van die Direkteur Korporatiewe Dienste is aangeheg as **Aanhangsel 5A** met die getekende evalueringsvorm vir 1 Julie 2023 tot 31 Desember 2023 aangeheg as **Aanhangsel 5B**. 'n Afskrif van die aanbieding is aangeheg as **Aanhangsel 5C**.

3.4.5 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 2023 tot 31 Desember 2023 aangeheg as **Aanhangsel 6B**. 'n Afskrif van die aanbieding is aangeheg as **Aanhangsel 6C**.

TER INLIGTING

GILLIAN MARY BOLTON

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08 March 2024

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and

mmoffice@bergmun.org.za

The Municipal Manager
Bergrivier Local Municipality

Dear Advocate Linde

PERFORMANCE EVALUATION PROCESS: SECTION 57 APPOINTEES: 08 MARCH 2024

As delegated by the Audit Committee, I attended the six-month performance evaluations of the Municipality's Section 57 appointees which took place in the Council Chamber at Piketberg from 09:00 to 1300 on 08 March 2024.

The appointees evaluated were:

#	Appointee	Designation
1	Advocate Hanlie Linde	Municipal Manager
2	Mr JWA (Vivien) Kotzee	Director: Corporate Services
3	Mr Dean Josephus	Director: Community Services
4	Mr Denwin van Turha	Director: Technical Services

1

Gillian Mary Bolton
BA, LLB, MBA, CFE, FP (ICFP), F A Arb
Admitted attorney and conveyancer of the High Court of South Africa
Solicitor (non-practising) of England and Wales

MMB

The new CFO, who took up his position on 01 February 2024, was therefore *not* evaluated in the period under review.

I record that, in my professional opinion:

- the evaluation process for all appointees was:
 - structured, focussed and comprehensive;
 - objective, fair and reasonable; and
 - conducted in a professional, constructive and courteous manner;
- all relevant persons were present during each appointee's evaluation as per the Performance Evaluation Programme circulated by the Municipality, save that the Executive Mayor, Alderman Ray van Rooy, was not able to be present due to the death of his mother;
- in the absence of the Executive Mayor, the Executive Deputy Mayor, Alderman Mario Wessels, chaired the section of the meeting dealing with the Municipal Manager's performance evaluation process, with the Municipal Manager subsequently chairing the meeting for the three Directors who were evaluated;
- the Municipal Manager from Swartland Municipality, Mr Joggie Scholtz, was present as an external Municipal Manager;
- Ms Ester Schreuder from Ward 2 was present as Ward Committee representative throughout the evaluation process;
- the evaluation process was in accordance with the determined objectives and indicators appropriate to the Municipality and approved by Council;
- the relevant detailed POE files per person evaluated were available for inspection;
- the Director: Community Services responded to questions as regards the two orange and one red indicators in relation to the non-attainment of his KPIs, the progress that has been ongoing subsequent to 31 December 2023 - for example, all IMIS complaints had been dealt with by 31 January 2024 - and how all KPIs are intended to be achieved by the end of May 2024;
- Mrs Aletta Van Sittert, the Manager: Strategic Services, who is the person responsible for the IGNITE system in the Municipality, was present to ensure that all results were appropriately captured (with oversight from the Deputy Executive

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Gillian Mary Bolton
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Admitted attorney and conveyancer of the High Court of South Africa
Solicitor (non-practising) of England and Wales



Mayor, the relevant Portfolio Committee Chairperson/s and/or Municipal Manager, as necessary, for the physical capturing of the results), and that all relevant documentation was signed by attendees;

- the process complied with the applicable legislative requirements (Act and Regulations) and the required Annual Performance Contracts; and
- a valuable insight offered by the Executive Deputy Mayor was that, however challenging the new Staff Regulations are in certain aspects, they do, however, present an opportunity to support the cascading of performance management beyond the top level of directors to all HODs/managers holistically, thereby enhancing the culture of performance management and consequence management in the Municipality.

It is extremely encouraging to see that, despite all the challenges facing the Municipality – as with local governance generally in South Africa – such as:

- losses as a result of the ongoing electricity situation and energy security issues;
- the cost of the increasing burden especially (but not only) of legislative compliance;
- operational capacity challenges, especially in the technical area, and the impact of these on service delivery; and
- the fact that this is an election year,

the Municipal Manager and her team continue to operate in such a highly professional manner and in a clear spirit of co-operative governance with the political and other stakeholders in the interests of Bergrivier as a whole.

As with the previous Performance Evaluation Process, I ask that the presentations made by the persons evaluated be circulated electronically to other members of the Audit Committee for information purposes.

I record my appreciation for having had the opportunity to attend the Performance Evaluation process again. As always, it provides an opportunity to gain a broader understanding of the current state of play in the Municipality.

Should you require any clarification or additional information regarding the above, please do not hesitate to contact me telephonically or by e-mail.

Yours sincerely



Gill Bolton

Member: Performance, Risk and Audit Committee


PROGRAM: PRESTASIE-EVALUERING
VRYDAG 8 MAART 2024 OM 08:00 – 14:00
MUNISIPALE RAADSAAL, KERKSTRAAT 13, PIKETBERG

Prestasie Evalueringspaneel: Uitvoerende Burgemeester, Uitvoerende Onder-Burgemeester, Portefeulje Voorsitters: Rdl Moolman, Rdh Wessels, Rdh De Vries en Rdl Daniels, Voorsitter van Oudit- en Prestasiekomitee (of gedelegeerde lid vir Prestasie van PRAC, Eksterne Munisipale Bestuurder, Wykskomiteelid, Bestuurder: Strategiese Dienste (Ignite Stelsel) en Bestuurder: Menslike Hulpbrondienste (Notuleerder)

TYD	WIE WORD GE-EVALUEER?	BETROKKNES
09:00 – 09:15	Paneel vergader	<ul style="list-style-type: none"> ▪ Uitvoerende Burgemeester ▪ Raadsheer Riaan de Vries (observerend) ▪ Munisipale Bestuurder ▪ Eksterne Munisipale Bestuurder ▪ Voorsitter van PRAC of gedelegeerde lid vir Prestasie van PRAC ▪ Betrokke Raadslede ▪ Wykskomitee-lid
9:15 – 10:00 Evalueringsperiode: 1 Julie 2023 – 31 Desember 2023	Adv. Hanlie Linde – Munisipale Bestuurder	<ul style="list-style-type: none"> ▪ Rdh. Ray van Rooy (Uitvoerende Burgemeester) (<i>Ex-Officio</i>) ▪ Rdh. Mario Wessels (Uitvoerende Onder-Burgemeester) ▪ Raadsheer Riaan de Vries (observerend) ▪ Mev. Gill Bolton (Ouditkomiteelid of gedelegeerde) ▪ Mnr. Joggie Scholtz: Eksterne Munisipale Bestuurder (Swartland Munisipaliteit) ▪ Lid van Wykskomitee: Me Esther Schreuder (Wyk 2) ▪ Mev. Alletta van Sittert (Bestuurder: Strategiese Dienste) ▪ Bestuurder: Menslike Hulpbrondienste (Notuleerder) ▪ Persoonlike Assistent – Mev Jessica Rossouw
10h00 - 10h45 (Evalueringsperiode: 1 Julie 2023 – 31 Desember 2023	Mnr Vivian Kotzee – Direkteur Korporatiewe Dienste	<ul style="list-style-type: none"> ▪ Rdh. Ray van Rooy (Uitvoerende Burgemeester) (<i>Ex-Officio</i>) ▪ Rdl. Johan Moolman: Portefeulje Voorsitter ▪ Raadsheer Riaan de Vries (observerend) ▪ Adv. Hanlie Linde: Munisipale Bestuurder (Bergrivier Munisipaliteit) (Voorsitter) ▪ Mev. Gill Bolton (Ouditkomiteelid of gedelegeerde) ▪ Mnr. Joggie Scholtz: Eksterne Munisipale Bestuurder (Swartland Munisipaliteit) ▪ Lid van Wykskomitee: Me Esther Schreuder (Wyk 2) ▪ Mev. Alletta van Sittert (Bestuurder: Strategiese Dienste) ▪ Bestuurder: Menslike Hulpbrondienste (Notuleerder) ▪ Persoonlike Assistent – Mev Carmen Cloete (observerend)
10h45 – 11:45 Evalueringsperiode: 1 Julie 2023 – 31 Desember 2023	Mnr Dean Josephus – Direkteur Gemeenskapsdienste	<ul style="list-style-type: none"> ▪ Rdh. Ray van Rooy (Uitvoerende Burgemeester) (<i>Ex-Officio</i>) ▪ Rdh. Mario Wessels: Portefeulje Voorsitter ▪ Raadsheer Riaan de Vries (observerend) ▪ Adv. Hanlie Linde: Munisipale Bestuurder (Bergrivier Munisipaliteit) (Voorsitter) ▪ Mev. Gill Bolton (Ouditkomiteelid of gedelegeerde)

TYD	WIE WORD GE-EVALUEER?	BETROKKNES
		<ul style="list-style-type: none"> ▪ Mnr.Joggie Scholtz: Eksterne Munisipale Bestuurder (Swartland Munisipaliteit) ▪ Lid van Wykskomitee: Me Esther Schreuder (Wyk 2) ▪ Mev. Alletta van Sittert (Bestuurder: Strategiese Dienste) ▪ Bestuurder: Menslike Hulpbrondienste (Notuleerder) ▪ Persoonlike Assistent – Me Salome Toring (observerend)
11:45 – 12:00 Bene rek		
<p>12h00 - 12h45 Evalueringperiode: 1 Julie 2023 – 31 Desember 2023</p>	<p>Mnr Denwin van Turha – Direkteur Tegniese Dienste</p>	<ul style="list-style-type: none"> ▪ Rdh. Ray van Rooy (Uitvoerende Burgemeester) (<i>Ex-Officio</i>) ▪ Rdh. Riaan De Vries : Portefeulje Voorsitter ▪ Adv. Hanlie Linde: Munisipale Bestuurder (Bergrivier Munisipaliteit) (Voorsitter) ▪ Mev. Gill Bolton (Ouditkomiteelid of gedelegeerde) ▪ Mnr.Joggie Scholtz: Eksterne Munisipale Bestuurder (Swartland Munisipaliteit) ▪ Lid van Wykskomitee: Me Esther Schreuder (Wyk 2) ▪ Mev. Alletta van Sittert (Bestuurder: Strategiese Dienste) ▪ Bestuurder: Menslike Hulpbrondienste (Notuleerder) ▪ Sekretaresse: Mev Margaretha van der Westhuizen
12:45 'N LIGTE MIDDAGETE WORD BEDIEN		

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



KANTOOR VAN DIE MUNISIPALE BESTUURDER
BERGRIVIER MUNISIPALITEIT
POSBUS 60
PIKETBERG
7320

NOTULE VAN DIE VERGADERING VAN DIE PRESTASIE-EVALUERINGSKOMITEE VAN DIE MUNISIPALE BESTUURDER GEHOU OP VRYDAG 08 MAART 2024 OM 09H00 IN DIE RAADSAAL, MUNISIPALE KANTORE, PIKETBERG

TEENWOORDIG

Rdh. M Wessels (Voorsitter - Uitvoerende Onder - Burgemeester)
Mnr. J Scholtz (Eksterne Munisipale Bestuurder: Swartland Munisipaliteit)
Me. G Bolton (Ouditkomiteelid)
Rdh. R de Vries (Lid van Uitvoerende Burgemeesterskomitee)
Me. E Schreuder (Lid van die Wykskomitee van Wyk 2)
Adv. H Linde (Munisipale Bestuurder)
Me. J Rossouw (Persoonlike Assistent : Munisipale Bestuurder – Observerend)
Me. T Wessels (Stafhoof: Kantoor van die Uitvoerende Burgemeester - Observerend)
Me. A van Sittert (Bestuurder: Strategiese Dienste)
Mnr. D Verhoog (Menslike Hulpbronbeampte: Voorsiening & Administrasie) (Notuleerder)

1. OPENING EN VERWELKOMING

Die Voorsitter open die vergadering, waarna hy almal by die vergadering verwelkom. Die Voorsitter meld dat die evaluering vir die periode 1 Julie 2023 tot 31 Desember 2023 is en gee die Munisipale Bestuurder geleentheid aan die paneel deur 'n aanbieding te vat waarin die wetlike proses en - vereistes verduidelik word.

2. AANSOEKE OM VERLOF TOT AFWESIGHEID

Rdh. RM van Rooy (Uitvoerende Burgemeester)

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 Raadsheer De Vries.

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 2023 – 31 DESEMBER 2023

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 2023 tot 31 Desember 2023.



**NOTULE VAN VERGADERING VAN DIE PRESTASIE-EVALUERINGSKOMITEE
VAN DIE MUNISIPALE BESTURDER GEHOU OP VRYDAG
08 MAART 2024 OM 09H00 IN DIE RAADSAAL, MUNISIPALE KANTORE,
PIKETBERG**

3.2 TOP LEVEL SDBIP 2023/2024

Die Munisipale Bestuurder gee breedvoerig terugvoer aan die paneel met betrekking tot die KPI's wat behaal is in haar "Top Level" SDBIP vir die eerste 6 (ses) maande van die 2023/2024 finansiële jaar.

4. TERUGVOER VAN DIE PANEEL

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

Positiewe kommentaar / insette word gelewer deur die paneel en die Munisipale Bestuurder word bedank vir haar goeie diens en werksaamhede binne die munisipaliteit. Die hoop word uitgespreek dat sy nog baie lank by Bergrivier Munisipaliteit sal kan wees.

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 10h16.

BERGRIVIER MUNICIPALITY

PERFORMANCE EVALUATION SUMMARY

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

Period: 1 July 2023 - 31 December 2023

Panel Members: Executive Mayor: Ald R van Rooy
 Councillor: Ald M Wessels
 Ward Committee Member: Mrs E Schreuder
 Audit Committee Member: Mrs G Bolton
 External Municipal Manager: Mr. J Scholtz

Date of evaluation: 08 March 2024

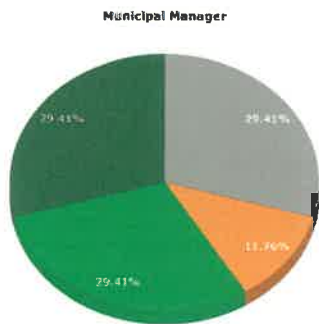
PERFORMANCE RESULTS

	Total score for period	Total weight for period	Weighted percentage	Performance %
Operational Performance	5	7	80%	64,00%
Core Competency Requirements	13	20	20%	13,27%
Final Score	19	27	100%	77,27%

OVERALL PERFORMANCE

Office of the Municipal Manager Performance July - December 2023

Report drawn on 05 March 2024 at 13:58
for the months of Quarter ending September 2023 to Quarter ending December 2023.



	Municipal Manager
Not Yet Applicable	5 (29.41%)
Not Met	-
Almost Met	2 (11.76%)
Met	5 (29.41%)
Well Met	5 (29.41%)
Extremely Well Met	-
Total:	17
	100%

PERFORMANCE COMMENTS

Signed by panel members:

Ald R van Rooy
 Ald M Wessels
 Mrs E Schreuder
 Mrs G Bolton
 Mr. J Scholtz

Signed by employee

Municipal Manager: Adv H Linde

Date

08 March 2024

BERGRIVIER MUNICIPALITY

PERFORMANCE EVALUATION
1 July 2023 - 31 December 2023

Adv. Hanlie Linde
8 March 2024

The cover features a collage of images: a group of people in a meeting, a person in a field, a large globe, and a person in a field. Text on the collage includes 'MSC of the', '29', '24', and a quote: 'Julius is die lig vir die wereld, 'n Stad wat op 'n berg is, kan nie wegsienek word nie.'

1

Audited results of the performance period

Office of the MM:

- 5 KPI's were not yet applicable (29,41%).
- 2 KPI's required for this period was almost met (11,76%).
- 5 KPI's required for this period were met (29,41).
- 5 KPI's required for this period were well met (29,41%).

Category	Count	Value	Percentage
Not yet applicable	5	(29,41%)	29,41%
Almost Met	2	(11,76%)	11,76%
Met	5	(29,41%)	29,41%
Well Met	5	(29,41%)	29,41%
Extremely Well Met	-	-	-
Total	17	100%	100%

88,24%

3

Audited results of the performance period (6 months)

92,72%

Municipality as whole

Municipality	Municipal Manager		Municipality as whole		Internal Services		Corporate Services		Infrastructure		Community Services		Technical Services	
	Count	Value	Count	Value	Count	Value	Count	Value	Count	Value	Count	Value	Count	Value
Not yet applicable	34	(52,62%)	5	(29,41%)	-	-	-	-	-	-	-	-	-	-
Not Met	1	(1,50%)	-	-	-	-	-	-	-	-	-	-	-	-
Almost Met	6	(6,25%)	2	(11,76%)	-	-	-	-	-	-	-	-	-	-
Met	39	(60,53%)	5	(29,41%)	-	-	-	-	-	-	-	-	-	-
Well Met	12	(12,50%)	5	(29,41%)	-	-	-	-	-	-	-	-	-	-
Extremely Well Met	4	(4,27%)	-	-	-	-	-	-	-	-	-	-	-	-
Total	66	100%	17	100%	17	100%	17	100%	17	100%	17	100%	17	100%

2

Bergrievier Munisipaliteit – Strategiese Visie 2021—2026

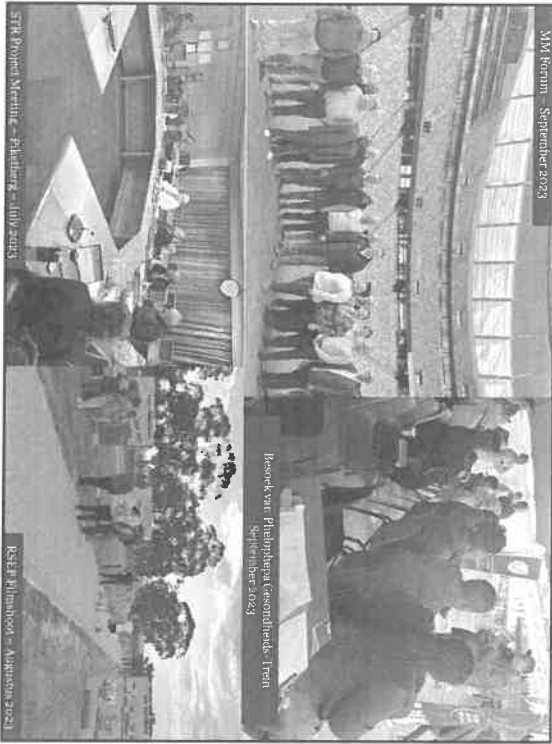
The diagram shows a central 'Doelstelling' (Objective) box connected to four 'Visie' (Vision) boxes: 'Bergrivier / 'n Versuifstrawende gemeenskap wat almal wil woon, lew, leer en speel op 'n menswaardige manier', 'Ons doen met ons! We serve with pride! Soebiesu tiposutleng!', 'Sustainable service delivery', and 'Fulsteke anreiking en groei in alreële krag'. Below these are icons for 'Sustainable service delivery', 'Responsible people through innovation', and 'Kern waardes / Values: Menswaardig, integreer, etiesheid, goeie diens, samewerking, reuse en etiese gedrag'. A box for 'Tema 2023/24: 'n oop en vooruitsigende politieke verhouding vir 'n suksesvolle gemeenskap!' is also present.

4

A full and successful 6 months



5



7



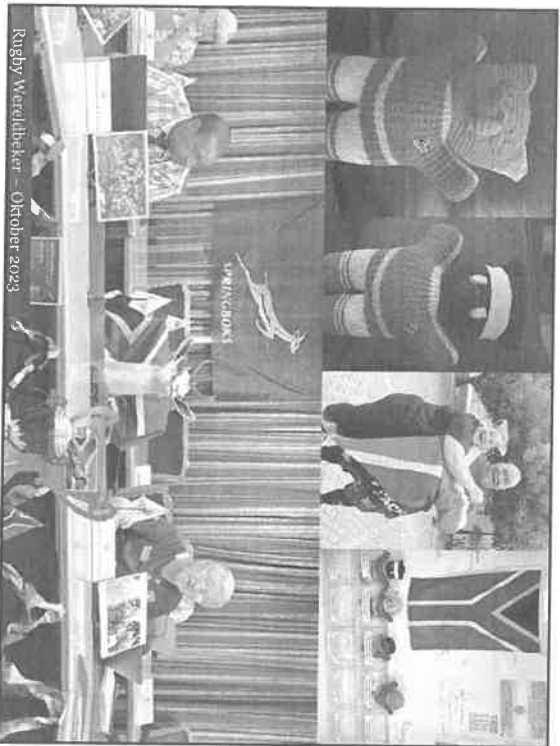
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8



9



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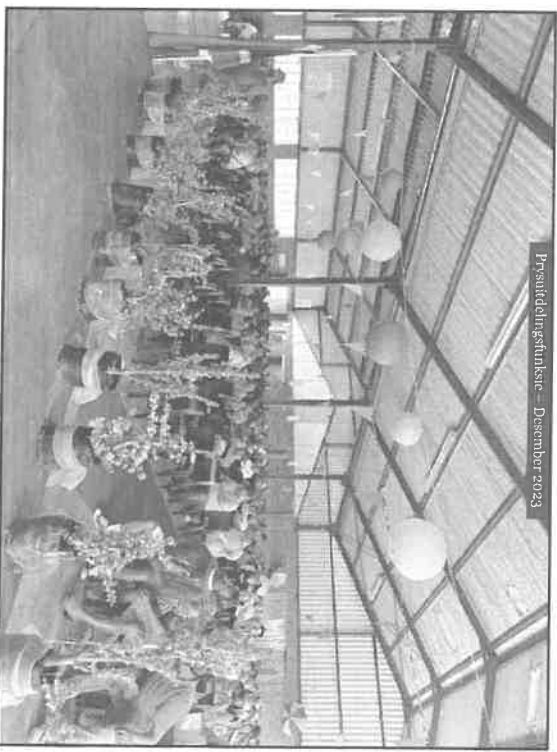
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12



13



14

Audit Results 2017 - 2023

Features shown in audit outcomes

2022	2021	2020	2019	2018	2017	2016
/	/	/	/	/	/	/
2023	2022	2021	2020	2019	2018	2017

Types of audit outcomes

- Unqualified with findings
- Qualified with findings
- Unqualified
- Qualified

8th consecutive Clean Audit and 10th consecutive Unqualified Audit
Thank you to the whole team who made this possible!

First level of DNS / BICO

Second level of issues listed

November 2023 the "cleanest" we've ever been!

Service Management
 Municipal Manager
 Executive Mayor
 Provides assurance

Audit committee
 Internal audit
 Provides some assurance

Municipal Council
 M-PAC
 Provides limited no assurance

Vacant / not participating

15

TOP LEVEL

SDBIP

16

TL 1: % COMPLIANCE WITH THE SELECTION AND RECRUITMENT POLICY


KPI

100% compliance with Selection & Recruitment Policy when vacant posts within the 3 highest levels of management are filled subject to suitably qualified candidates.


PERFORMANCE COMMENT

The appointment of Top Management staff is a high priority to the Municipal Manager and considerable effort is made to appoint the right, qualified and suitable candidates to the positions.

During this period selection and recruitment processes were managed for four (4) positions within the 3 highest levels of management, namely, **CFO, Manager Electrical Services, Manager PMU and Internal Auditor**. The processes required in terms of law are complex and need extra care to be completed correctly.



P.W. Erasmus



Jan Erasmus

100%

KPI MET

17



TL 7: % of transgressions initiated in terms of the Anti-Fraud and Corruption Policy

KPI

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.

PERFORMANCE COMMENT

No new cases of fraud and corruption was reported to the MM during this period. Anti-fraud and corruption is a culture lived from the top.

100%

KPI MET

19

TL 2 – TL 6

NOT APPLICABLE DURING THIS PERIOD

KPI ALMOST MET


18

TL8: % of Capital budget spent in all directorates

The KPI relating to the capital spending for the entire organization was almost met. The Breakdown for the capital spending achieved per directorate is as follows:

Directorate	Target: 40%	Achieved	The capital spend as of end Jan 2024:
Office of the Municipal Manager:	40,15%	45,90%	
Financial Services:	54,13%	73,94%	
Corporate Services:	46,15%	54,60%	
Technical Services:	39,28%	63,39%	
Community Services:	32,10%	58,99%	

The under spent in Technical and Community Services has been addressed and will further be evaluated during the Performance Evaluation in March 2024.



KPI ALMOST MET

20

TL9: % of Capital budget spent in the Office of the Municipal Manager

The KPI relating to the capital spending for the Office of the Municipal Manager were well met.

The Breakdown for the capital spending achieved per section is as follows:

Target: 35%. Achieved 40.15%

The capital spend as of end Jan 2024:

Municipal Manager Office:	91.65%	91.65%
Office of the Executive Mayor:	69.93%	94.89%
Strategic Services:	39.93%	45.74%

The MM sincerely thanks all employees in the Office of the Municipal Manager and Office of the Executive Mayor for their efforts to spend their Capital Budgets.



KPI WELL MET

21

TL 11 – TL 14: EFFECTIVE MANAGEMENT AND SUPERVISION OF DIRECTORATES AS MEASURED BY ACHIEVEMENT OF TL SDBRP KPIS

Corporate Services	100%	G2
Financial Services	90.2%	G2
Technical Services	88%	G2
Community Services	74.25%	0

23

TL 10: PROCUREMENT PLAN OF THE OFFICE OF THE MUNICIPAL MANAGER FOR 23/24 TO THE ECONOMIC PORTFOLIO COMMITTEE

PERFORMANCE COMMENT:

Quarterly reports on the Procurement Plan of the Office of the Municipal Manager for the 2023/24 financial year are being submitted timeously to the Economic Portfolio Committee.

KPI MET

22

TL 15: ENSURE RISK MITIGATION BY BI-ANNUALLY UPDATING RISK REGISTERS, CONTROLS AND ACTION PLANS


All risk registers (strategic and departmental) has been reviewed by each directorate with the assistance of Internal Audit, submitted to the Municipal Manager and discussed in depth during the Risk Management Committee held on 17 November 2023.

KPI MET

24

TL 16: ENSURE THAT CAPITAL PROJECTS BUDGETED FOR ARE 95% COMPLETED WITHIN THE BUDGETED FINANCIAL YEAR(S) AND SUBMIT PROGRESS REPORTS TO ECONOMIC PORTFOLIO COMMITTEE

The Office of the Municipal Manager and Office of the Executive Mayor have a total of 8 capital projects that must be finalised within this financial year. 5 of the 8 (62.5%) has been completed. The other 3 will be completed before end June 2024.



Phase 2 Youth Centre Pletchberg

KPI WELL MET

25

Other roles that the Municipal Manager fulfil

1. Chairperson of the Municipal Planning Tribunal
2. Chairperson of the Risk Committee Meeting
3. Municipal Electoral Officer (Election year 2024)
4. Chairperson of the Local Political Liaison Committee
5. Chairperson of the DBSA Working Group (Asset Management / Asset Care April 2022 – February 2023)
6. Representative on the PPC Stakeholder Forum
7. Coach for middle managers

27

TL 17: ENSURE THAT THE VIREMENT POLICY IS IMPLEMENTED AND SUBMIT REPORTS TO THE ECONOMIC PORTFOLIO COMMITTEE

All virements are done strictly in terms of Council Policy and reported by the MM to the Economic Development Standing Committee and by the CFO to the Finance Standing Committee monthly and to MAVCO from time to time as needed.

VIREMENT POLICY

REQUIREMENTS

1. The virement of a department's budget to another department must be done in accordance with the provisions of the Municipal Finance Management Act (MFMA) and the relevant Council Policy.
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KPI MET

26

It is still an absolute honour and pleasure working for Bergvliet Municipality.

I would like to thank the Executive Mayor, the Mayor, the Speaker, Council, my whole team in each Directorate...

Together we are stronger!



28



KANTOOR VAN DIE MUNISIPALE BESTUURDER
BERGRIVIER MUNISIPALITEIT
POSBUS 60
PIKETBERG
7320

NOTULE VAN DIE VERGADERING VAN DIE PRESTASIE-EVALUERINGSKOMITEE VAN DIE DIREKTEUR GEMEENSKAPSDIENSTE GEHOU OP VRYDAG 08 MAART 2024 OM 11H05 IN DIE RAADSAAL, MUNISIPALE KANTORE, PIKETBERG

TEENWOORDIG

Adv. H Linde (Voorsitter – Munisipale Bestuurder)
Mnr. J Scholtz (Eksterne Munisipale Bestuurder: Swartland Munisipaliteit)
Me. G Bolton (Ouditkomiteelid)
Rdh. M Wessels (Portefeulje Voorsitter : Gemeenskapsdienste)
Rdh. R de Vries (Lid van Uitvoerende Burgemeesterskomitee)
Me. E Schreuder (Lid van die Wykskomitee van Wyk 2)
Mnr. D Josephus (Direkteur Gemeenskapsdienste)
Me. S Toring (Persoonlike Assistent : Direkteur Gemeenskapsdienste – Observerend)
Me. T Wessels (Stafhoof: Kantoor van die Uitvoerende Burgemeester - Observerend)
Me. A van Sittert (Bestuurder: Strategiese Dienste)
Mnr. D Verhoog (Menslike Hulpbronbeampte: Voorsiening & Administrasie) (Notuleerder)

1. OPENING EN VERWELKOMING

Die Voorsitter verwelkom almal by die sessie en stel die nuwe lede van die paneel voor aan die Direkteur. Die Voorsitter meld dat die evaluering vir die periode vanaf 01 Julie 2023 tot 31 Desember 2023 is.

2. AANSOEKE OM VERLOF TOT AFWESIGHEID

Geen.

3. PRESTASIE-EVALUERING VAN DIE DIREKTEUR GEMEENSKAPSDIENSTE

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

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

- Hoogtepunte en 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 2023 – 31 DESEMBER 2023

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 2023 tot 31 Desember 2023.

3.2 TOP LEVEL SDBIP 2023/2024

Die Direkteur Gemeenskapsdienste gee breedvoerig terugvoer aan die paneel met betrekking tot KPI's wat behaal is in sy "Top Level" SDBIP vir die eerste 6 (ses) maande van die 2023/2024 finansiële jaar.



**NOTULE VAN VERGADERING VAN DIE PRESTASIE EVALUERINGSKOMITEE
VAN DIE DIREKTEUR GEMEENSKAPSDIENSTE GEHOU OP VRYDAG
08 MAART 2024 OM 11H05 IN DIE RAADSAAL, MUNISIPALE KANTORE,
PIKETBERG**

4. TERUGVOER VAN DIE PANEEL

Na afloop van die voorlegging gemaak deur Mnr. Josephus word die komiteelede die geleentheid gegun 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 11h47.

BERGRIVIER MUNICIPALITY

PERFORMANCE EVALUATION SUMMARY



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

Period: 1 July 2023 - 31 December 2023

Panel Members

Municipal Manager	Adv H Linde
Executive Mayor	Ald R van Rooy
Councillor	Ald M Wessels
Ward Committee Member	Mrs. E Schreuder
Audit Committee Member	Mrs G Bolton
External Municipal Manager	Mr J Scholtz

Date of evaluation: **08 March 2024**

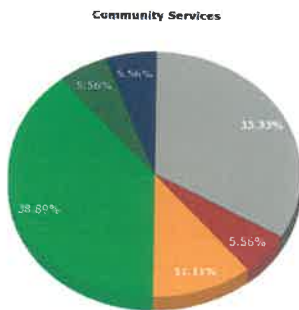
PERFORMANCE RESULTS

	Total score for period	Total weight for period	Weighted percentage	Performance %
Operational Performance	3	7	80%	58,87%
Core Competency Requirements	16	20	20%	15,57%
Final Score	18	27	100%	74,44%

OVERALL PERFORMANCE

Director Community Services Performance July - December 2023

Report drawn on 05 March 2024 at 11:51
for the months of Quarter ending September 2023 to Quarter ending December 2023.



	Community Services
Not Yet Applicable	6 (33.33%)
Not Met	1 (5.56%)
Almost Met	2 (11.11%)
Met	7 (38.89%)
Well Met	1 (5.56%)
Extremely Well Met	1 (5.56%)
Total:	18
	100%

PERFORMANCE COMMENTS

Signed by panel members:

Adv H Linde

Ald R van Rooy

Ald M Wessels

Mrs. E Schreuder

Mrs G Bolton

Mr J Scholtz

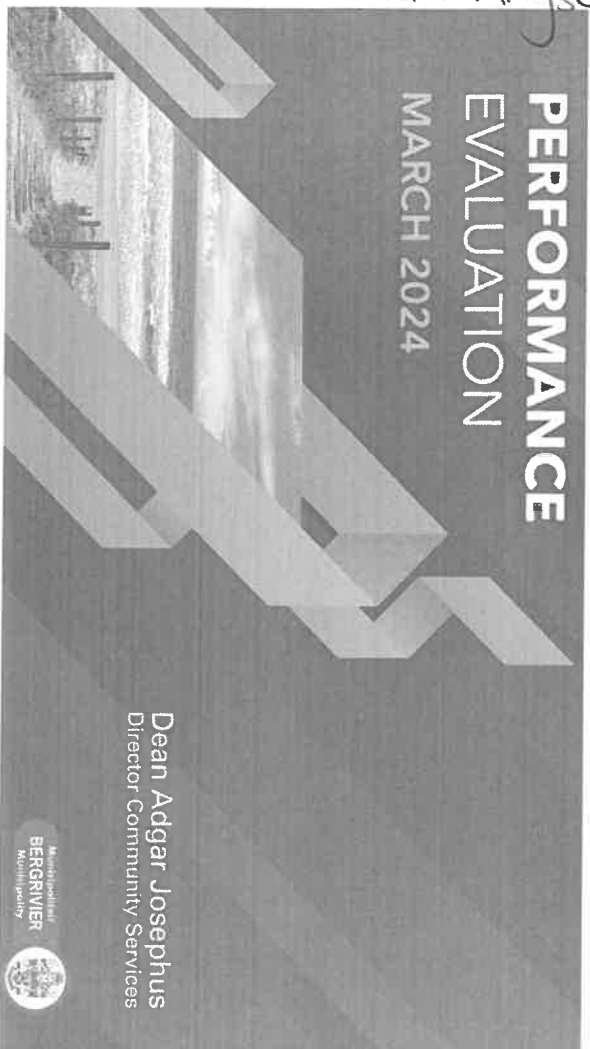
Signed by employee

Director Community Services: Mr D Josephus

[Handwritten signatures of Adv H Linde, Ald R van Rooy, Ald M Wessels, Mrs. E Schreuder, Mrs G Bolton, Mr J Scholtz, and Mr D Josephus]

D.A. Josephus

Date: **08 March 2024**



Psalms 9:11

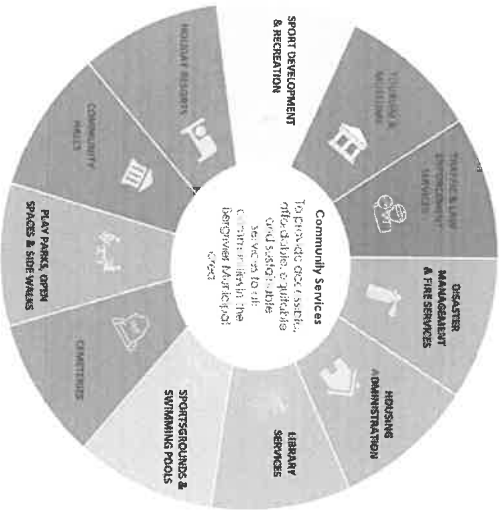
"For He will command His angels concerning you to guard you in all your ways"

Index

- 01 Functions of the Directorate
- 02 Accomplishments
- 03 Challenges
- 04 Top Layer SDBIP 2023/24
- 05 Core Competencies



Functions of the Directorate



AG AUDIT REPORT 2022/23



NO AUDIT FINDINGS



Accomplishments

Temporary Promotions



Ricardo Dirks
General Assistant Parks
Porterville



Abigail Looste
E-Natis Clerk
Pikeberg



Alfred Mbuza
Law Enforcement Officer
Pikeberg



Hendrik Cloete
Machine Handler
Brush Cutting
Pikeberg



Internal Promotions



Lionel Stuurman
Tractor/Driver Sportfields
Piketberg



Jakobus Engelbrecht
Foreperson Facilities
Management
Piketberg



Wimpy de Jager
Superintendent Traffic
Services
Piketberg



Harry Benson
Assistant Superintendent
Law Enforcement
Piketberg



External Appointments



Noel Williams
Head Disaster Management &
Fire Services
Piketberg

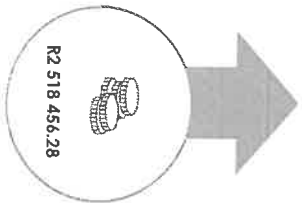


Tyrone April
Head Facilities Management
Piketberg



Traffic Services & Law Enforcement

**Traffic Fines issued
and collected for
2023/24**



The fines collected for the 2023/24 financial year is **R36 770,27** more than the same period in the previous financial year.

Our office is also responsible for collection of fines issued by the Provincial Traffic Services.



West Coast District Police oversight & community safety workshop in Vredendal - September 2023



Assist Swartland Municipality with public unrest August 2023



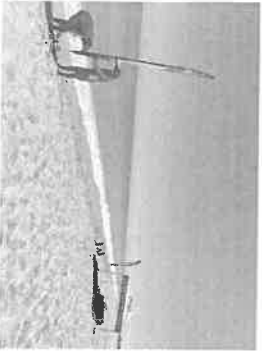
Integrated Operation in collaboration with SAPS
3 November 2023



Integrated operation with Cape Nature on the
Bergivier Estuary - 10 November 2023



Life Guarding at beaches during festive season



	Rescuers	First Aid	Bathers	Beach Visitors
Stywan/Ine	2	0	746	2471
Feliksaan	14	27	4248	21893
Dwaarskerkesbos	0	5	2384	8166
TOTAL	16	32	7378	32530



Festive Season Launch In Velddip
13 December 2023



Beach Patrol during festive season



Disaster Management and Fire Services

	2019/20	2020/21	2021/22	2022/23	2023/24
 Veld & Grass Fires	17	28	51	35	37
 Structural Fires	13	49	16	24	21



Vald Fire at refuse transfer station in Veldrift



Structural Fire In Porterville



Fire Awareness of Eendekuil Primary School
16 August 2023



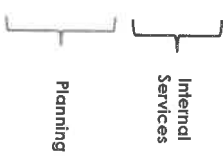
Fire Fighter 1 Graduation
1 December 2023



Housing

APPROVED PROJECTS

NO	NAME OF PROJECT	PROGRAMME	FUNDING 2023/2024	FUNDING 2024/2025
1	Porterville 177	IRDp	10 500 000	1 172 000
2	Piketberg 181	IRDp	9 398 000	1 044 000
3	Eendekuil 47	IRDp	3 239 000	360 000
4	Piketberg N7 (46) (Services completion)	IRDp	667 000	-
5	Piketberg (1 50 of 1000)	IRDp	1 180 000	-
6	Piketberg Trajeki Kamp (80 Sites)	IRDp	239 000	1 500 000
7	Uitvlug Land purchase	IRDp	-	2 400 000



Contractor installing Internal Services

Piketberg



Eendekuil



Porterville



**Handover of the St Christopher houses in Veldrift
3 November 2023**



20

Library Services

**Aurora Reading project in collaboration with the
Solar Community Trust and Umoya
29 November 2023**



**Yeboneer certificate ceremony
12 December 2023**



Libraries provide computer classes to the community



Veldrift Library hosting diabetic day



Literacy Day – Libraries visit schools to encourage reading



Ghost Story night at LB Werrich Library



21

22

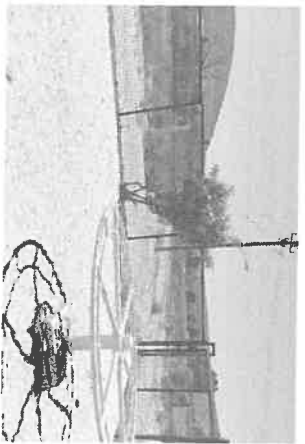
Library Awareness



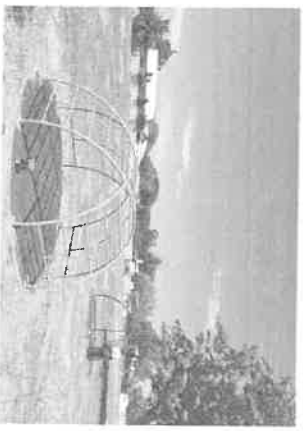
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Community Facilities

Fencing at Redelinguys Playpark



Installation of new play park equipment in Veldrif



25

Maintenance of Facilities: Eric Goldschmidt Sportgrounds in Veldrif



26

Fencing Noordhoek Cemetery

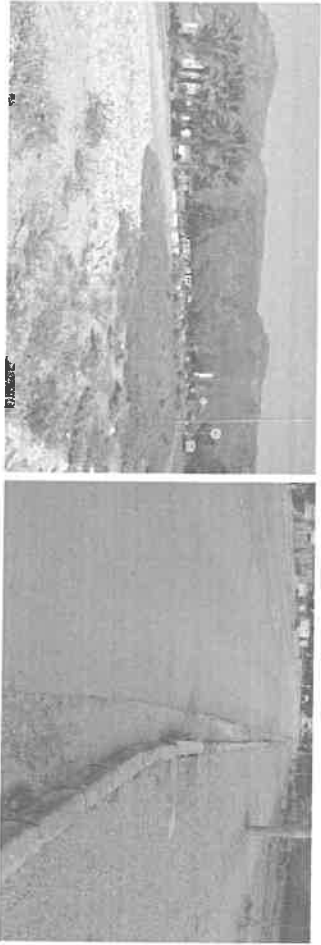


Fencing at Cemetery No. 2 Piketberg



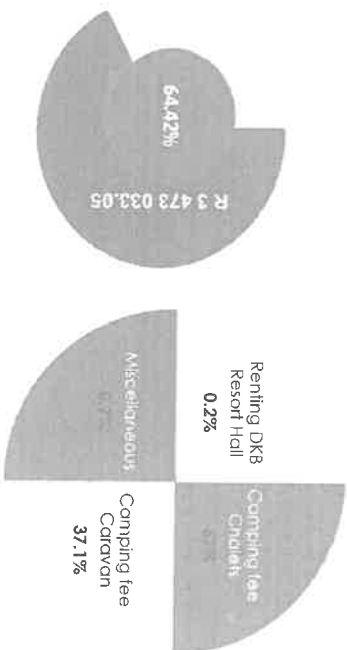
27

Regular maintenance of open spaces and side walks



Resorts

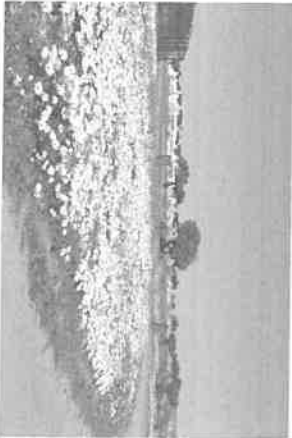
Resort Income



Regular Maintenance at Holiday Resorts



Regular visits during flower season



Sport Development

**Better Together Games
1 September 2023**



**Fish Factory Tournament
27 & 28 October 2023**



General

Engagement with EFF
22 August 2023



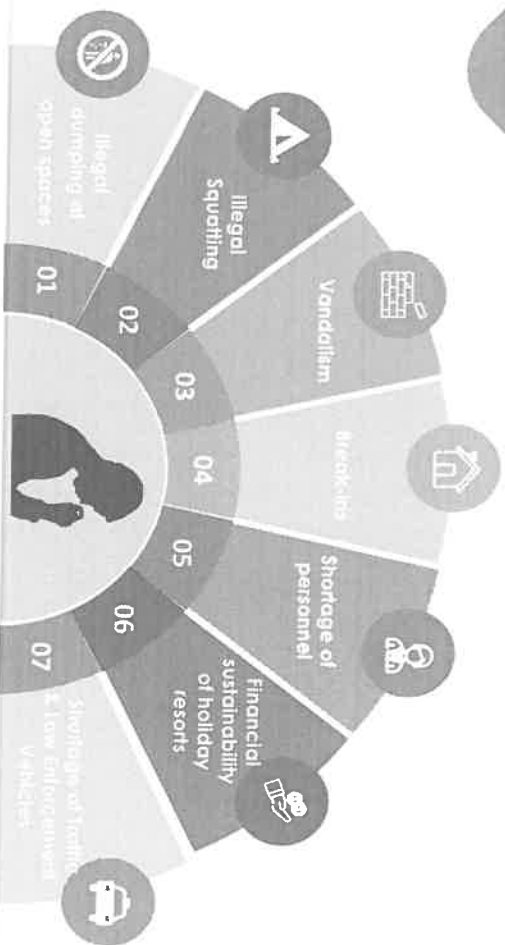
Strategic Session
1 & 3 November 2023

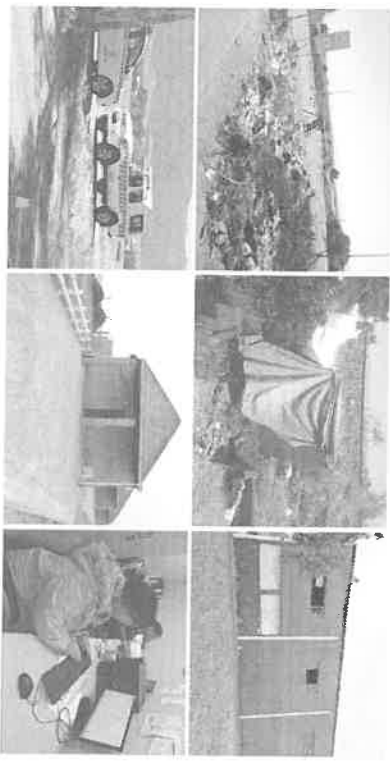


BCom in Supply Chain Management



Challenges





PKS Ref No.	Key Performance Indicator (KPI)	Unit of measurement	Baseline	Q1	Q2	Q3	Q4	Target	Actual	R
1	1179	% of spent of budget spent by 30 June 2024	95%	30.00%	55.00%	63.00%	95.00%	35%	50.42%	100%
2	1180	% of budget spent on the approved budget	95%	0.00%	0.00%	0.00%	95.00%	0%	0%	100%
3	1181	% of budget spent on the approved budget	95%	0.00%	0.00%	0.00%	95.00%	0%	0%	100%
4	1182	% of budget spent on the approved budget	95%	0.00%	0.00%	0.00%	95.00%	0%	0%	100%
5	1183	% of budget spent on the approved budget	95%	0.00%	0.00%	0.00%	95.00%	0%	0%	100%
6	1184	% of budget spent on the approved budget	95%	0.00%	0.00%	0.00%	95.00%	0%	0%	100%
7	1185	% of budget spent on the approved budget	95%	0.00%	0.00%	0.00%	95.00%	0%	0%	100%
8	1186	% of budget spent on the approved budget	95%	0.00%	0.00%	0.00%	95.00%	0%	0%	100%
9	1187	% of budget spent on the approved budget	95%	0.00%	0.00%	0.00%	95.00%	0%	0%	100%



Top Layer SDBIP 2023/24

PKS Ref No.	Key Performance Indicator (KPI)	Unit of measurement	Baseline	Q1	Q2	Q3	Q4	Target	Actual	R
10	1188	% of performance evaluation of all SDBIP projects on an annual basis according to the approved budget performance contract to be below 90 June 2024	100%	0.00%	0.00%	0.00%	100.00%	100%	0%	100%
11	1189	% of performance evaluation of all SDBIP projects on an annual basis according to the approved budget performance contract to be below 90 June 2024	100%	0.00%	0.00%	0.00%	100.00%	100%	0%	100%
12	1190	% of performance evaluation of all SDBIP projects on an annual basis according to the approved budget performance contract to be below 90 June 2024	100%	0.00%	0.00%	0.00%	100.00%	100%	0%	100%
13	1191	% of performance evaluation of all SDBIP projects on an annual basis according to the approved budget performance contract to be below 90 June 2024	100%	0.00%	0.00%	0.00%	100.00%	100%	0%	100%
14	1192	% of performance evaluation of all SDBIP projects on an annual basis according to the approved budget performance contract to be below 90 June 2024	100%	0.00%	0.00%	0.00%	100.00%	100%	0%	100%
15	1193	% of performance evaluation of all SDBIP projects on an annual basis according to the approved budget performance contract to be below 90 June 2024	100%	0.00%	0.00%	0.00%	100.00%	100%	0%	100%
16	1194	% of performance evaluation of all SDBIP projects on an annual basis according to the approved budget performance contract to be below 90 June 2024	100%	0.00%	0.00%	0.00%	100.00%	100%	0%	100%
17	1195	% of performance evaluation of all SDBIP projects on an annual basis according to the approved budget performance contract to be below 90 June 2024	100%	0.00%	0.00%	0.00%	100.00%	100%	0%	100%
18	1196	% of performance evaluation of all SDBIP projects on an annual basis according to the approved budget performance contract to be below 90 June 2024	100%	0.00%	0.00%	0.00%	100.00%	100%	0%	100%



Core Competencies

FINANCIAL MANAGEMENT	<ul style="list-style-type: none"> Sound financial management practices are essential in the directorate (planning, budgeting and asset management) Income targets of resorts and were well met. As a directorate we adhere to all Supply Chain Management Regulations Luxury grant was spent 100% We have a challenge with the total number of vehicles that was done during the financial year
CHANGE LEADERSHIP	<ul style="list-style-type: none"> As Director I give clear direction in the Directorate – emphasis to be pro-active Successful resignation of new appointed personnel Personnel to take decisions The morale of my personnel is high due to my participatory management style
GOVERNANCE LEADERSHIP	<ul style="list-style-type: none"> As a Director, I promote diversity through recruitment and selection processes The assistance and efficiency of Anti-Corruption measures - SOP's are in place as well as monthly reconciliations are done As a Directorate we comply with all local Government legislations Regular enforcement of by-laws are done We participate in various forums – DRT/MCC, West Coast Disaster Management Forum Chief Fire Officer Committee Meeting and Community Policing Forums
MORAL COMPETENCE	<ul style="list-style-type: none"> I am not a criminal and never ever committed fraud or stealing from the municipality I treat my colleagues with the necessary respect and dignity As Director I always act with honesty, integrity, openness and transparency I do not tolerate corruption and dishonesty and actions are taken against employees who transgress As Director I will ensure that the right persons are employed in my directorate

COMPETENCIES	COMMENTS
STRATEGIC DIRECTION AND LEADERSHIP	<ul style="list-style-type: none"> As Director Community Services I lead by example (visible, grade 6 speak the truth) I give clear direction in my directorate and reports during Annual Strategic Sessions During monthly meetings with subordinates I give clear instructions and subordinates understand their role and function in the department and Directorate I give regular inputs and direction at Senior Management meetings (Directors Forum) Handle crisis situations very well
PEOPLE MANAGEMENT	<ul style="list-style-type: none"> I believe in a positive working environment and encourage my subordinates also to create a positive working environment I focus on teamwork I have an open – door policy which I constantly communicate to everybody in the directorate My participatory management style encourages and motivates employees to partake during discussions, which leads to a positive work force Weekly meetings are had with senior staff in the directorate Subordinates are included in decision making processes
PROGRAM & PROJECT MANAGEMENT	<ul style="list-style-type: none"> 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 Capital projects and smaller projects such as maintenance work are based on project management principles, as far as possible within our available means and capacity

PLANNING & ORGANISATION	<ul style="list-style-type: none"> Local Government is an ever-changing environment and as an effective leader I am forced to do daily weekly and monthly planning Because of effective planning I adhere to deadlines Planning allows me to adjust my plan to avoid a pending crisis, rather than to deal with the crisis when it comes unexpectedly Planning helps me to achieve departmental, directorate and organisational goals and objectives
ANALYSIS & INNOVATION	<ul style="list-style-type: none"> During personnel meetings we discuss threats and needs (problems) and put strategies in place to address the needs. The Traffic Department in Pletsterg and Veldhof are open monthly on certain Saturdays for NANTS transactions. Our Driver License Testing Stations (DLTS) are only open from Mondays to Thursdays to enable us to deploy our traffic officers for law enforcement purposes on a Friday.
KNOWLEDGE & INFORMATION MANAGEMENT	<ul style="list-style-type: none"> I create a culture where everybody gives input during meetings and discussions I make sure that the message which I want to convey is understood clearly I listen to my subordinates and take their input seriously because successful communication is a two-way street I also follow an open-door policy to encourage subordinates to discuss issues and solutions to problems with me
COMMUNICATION	<ul style="list-style-type: none"> Community Services is a service delivery directorate to the public and other departments within the organisation We strongly base service delivery on the Batho Pele Principles and the corporate values of the organisation All complaints from the public are dealt immediately and satisfactorily.
RESULTS & QUALITY FOCUS	<ul style="list-style-type: none"> Community Services is a service delivery directorate to the public and other departments within the organisation We strongly base service delivery on the Batho Pele Principles and the corporate values of the organisation All complaints from the public are dealt immediately and satisfactorily.

"There can be no greater gift than that of giving ones time and energy to help others without expecting anything in return"

Nelson Mandela

THOUGHT

BY NIKKI

A person who feels appreciated will always do more than expected

You could give some people a drop of water and they'd still appreciate you.

You could give other people the entire ocean and they'd still take you for granted.

When I. Cole
FIELD,

"I've always been
hard on the
people who
deserve the
most."

I. Cole, Director



KANTOOR VAN DIE MUNISIPALE BESTUURDER
BERGRIVIER MUNISIPALITEIT
POSBUS 60
PIKETBERG
7320

Aanhangsel 5A

NOTULE VAN DIE VERGADERING VAN DIE PRESTASIE-EVALUERINGSKOMITEE VAN DIE DIREKTEUR KORPORATIEWE DIENSTE GEHOU OP VRYDAG 08 MAART 2024 OM 10H20 IN DIE RAADSAAL, MUNISIPALE KANTORE, PIKETBERG

TEENWOORDIG

Adv. H Linde (Voorsitter – Munisipale Bestuurder)
Rdl. J Moolman (Portefeuje Voorsitter: Korporatiewe Dienste)
Mnr. J Scholtz (Eksterne Munisipale Bestuurder: Swartland Munisipaliteit)
Me. G Bolton (Ouditkomiteelid)
Rdh. R de Vries (Lid van Uitvoerende Burgemeesterskomitee)
Me. E Schreuder (Lid van die Wykskomitee van Wyk 2)
Mnr. JWA Kotzee (Direkteur Korporatiewe Dienste)
Me. C Cloete (Persoonlike Assistent : Direkteur Korporatiewe Dienste – Observerend)
Me. A van Sittert (Bestuurder: Strategiese Dienste)
Mnr. D Verhoog (Menslike Hulpbronbeampte: Voorsiening & Administrasie) (Notuleerder)

1. OPENING EN VERWELKOMING

Die Voorsitter verwelkom almal by die sessie en stel die nuwe lede van die paneel voor aan die Direkteur. Die Voorsitter meld dat die evaluering vir die periode 1 Julie 2023 tot 31 Desember 2023 is.

2. AANSOEKE OM VERLOF TOT AFWESIGHEID

Geen.

3. PRESTASIE-EVALUERING VAN DIE DIREKTEUR KORPORATIEWE DIENSTE

Die Voorsitter verduidelik kortliks die proses wat gevolg word en meld dat die punte na afloop van die sessie toegeken sal word deur haar en die Portefeuje 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 2023 – 31 DESEMBER 2023

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 2023 tot 31 Desember 2023.

3.2 TOP LEVEL SDBIP 2023/2024

Die Direkteur Korporatiewe Dienste gee breedvoerig terugvoer 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 2023/2024 finansiële jaar.



**NOTULE VAN VERGADERING VAN DIE PRESTASIE EVALUERINGSKOMITEE
VAN DIE DIREKTEUR KORPORATIEWE DIENSTE GEHOU OP VRYDAG
08 MAART 2024 OM 10H20 IN DIE RAADSAAL, MUNISIPALE KANTORE,
PIKETBERG**

4. TERUGVOER VAN DIE PANEEL

Na afloop van die voorlegging gemaak deur Mnr. Kotzee, word die komiteedele die geleentheid gegun 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 komiteedele word Mnr. Kotzee verskoon en sy prestasie geëvalueer en word ooreenkoms bereik met betrekking tot die puntetoekenning.

5. AFSLUITING

Die sessie verdaag om 10h55.

BERGRIVIER MUNICIPALITY

PERFORMANCE EVALUATION SUMMARY



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

Period 1 July 2023 - 31 December 2023

Panel Members

Municipal Manager	Adv H Linde
Executive Mayor	Ald R van Rooy
Councillor	Cllr J Moolman
Ward Committee Member	Mrs E Schreuder
Audit Committee Chairperson	Mrs G Bolton
External Municipal Manager	Mr. J Scholtz

Date of evaluation 08 March 2024

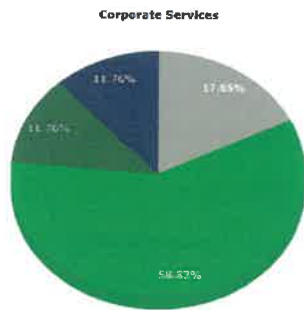
PERFORMANCE RESULTS

	Total score for period	Total weight for period	Weighted percentage	Performance %
Operational Performance	5	6	80%	68,80%
Core Competency Requirements	18	20	20%	17,97%
Final Score	23	26	100%	86,77%

OVERALL PERFORMANCE

Director Corporate Services Performance July - December 2023

Report drawn on 05 March 2024 at 11:36 for the months of Quarter ending September 2023 to Quarter ending December 2023.



	Corporate Services
Not Yet Applicable	3 (17.65%)
Not Met	-
Almost Met	-
Met	10 (58.82%)
Well Met	2 (11.76%)
Extremely Well Met	2 (11.76%)
Total:	17
	100%

PERFORMANCE COMMENTS

Signed by panel members:

Adv H Linde

Ald R van Rooy

Cllr J Moolman

Mrs E Schreuder

Mrs G Bolton

Mr. J Scholtz

Signed by employee

Director: Corporate Services: Mr JWA Kotzee

Date

08 March 2024

MID-YEAR PERFORMANCE EVALUATION

DIRECTOR: CORPORATE SERVICES July 2023 – December 2023

JWA Kotzee (Vivian)
08 March 2024

1

OVERVIEW

1. HIGHLIGHTS
2. CHALLENGES
3. CCR's
4. SDBIP
5. CONCLUSION

"EVERYONE can rise above their circumstances and achieve SUCCESS, if they are dedicated to and passionate about what they do"

NELSON MANDELA

2

HIGHLIGHTS

- 46,15% Spending on Capital budget (TL12)
- 55% of Capital Projects completed (TL27 and monthly Procurement Plan (L26))
- 43,27% Spending on Training (TL14)
- Departmental Strategies (TL15-TL17) and Strategic Session: 02 & 03 November 2023
- Mid-Year Performance Evaluation of the Manager's within the Directorate – 31 January 2024 and Mid-Year Performance Evaluation of all staff within the departments (25 – 29 January 2024)
- Public environmental awareness and education: (TL19)
 - Arbor Month Awareness (Tree planting) 14 & 15 September 2023 (Noodlowsk Primary and Veldrif High School)
 - Coastal Clean-up: 16 September 2023 (Veldrif & Dwaarskops)
 - Engagement with Cape Nature 06 December 2023
- Process of the BERGRIVER MUNICIPAL SPATIAL DEVELOPMENT FRAMEWORK (BERGRIVER MSDF)
- Climate Change Response Strategy Process & Adaptation Plan
- Records and Archives: Archive Regeneration Programme
- Legal Support Services – 22 requests were completed from July 2023 – December 2023 (register)

3

HIGHLIGHTS

CAPITAL BUDGET: JULY 2023 – DECEMBER 2023

TARGET: 20%

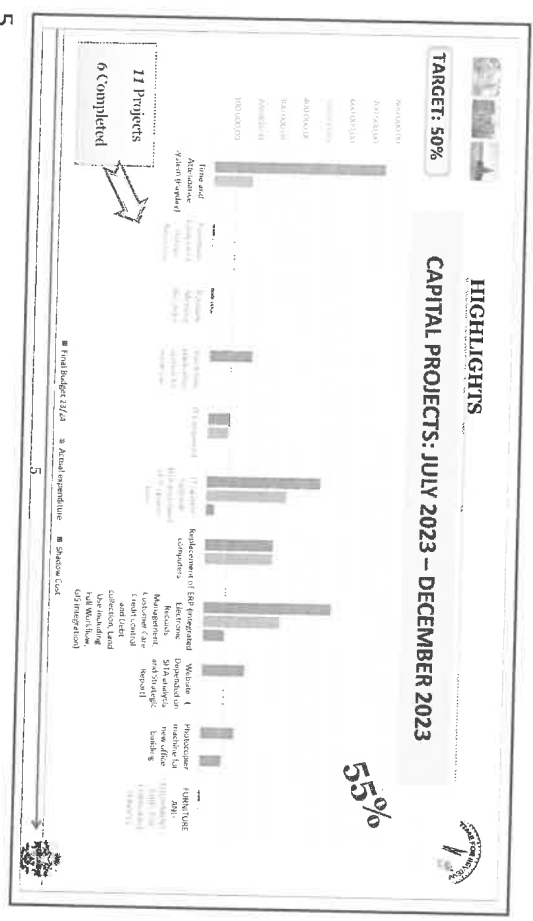
	ACTUAL BUDGET	ACTUAL SPEND
TOTAL	R 2,775,000.00	R 1,280,724.06

54.85% (Available)
46.15% (Spent Actual)
45.40% (Spent Actual / Shadow)

46,15%

% Available
% Spent Actual
% Spent Actual / Shadow

4



5

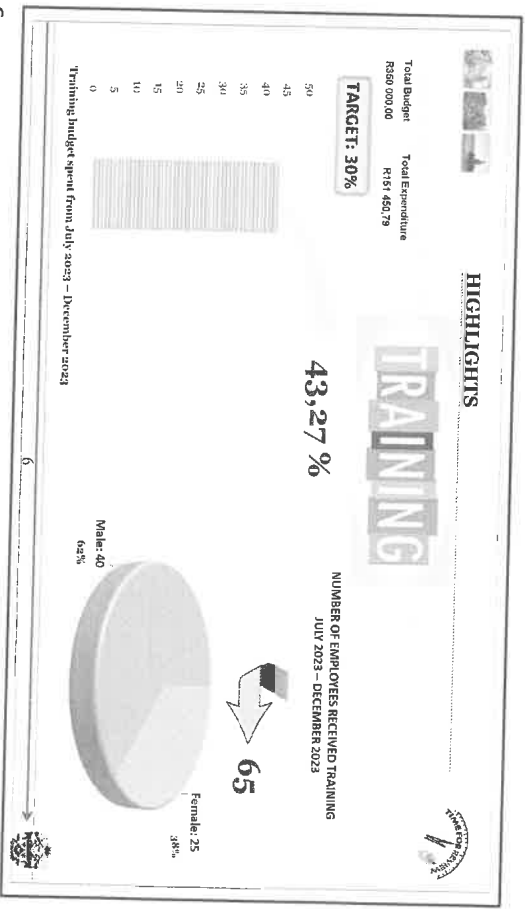
HIGHLIGHTS

TRAINING

MMC

ELECTRICAL

7



6

HIGHLIGHTS

STRATEGIC SESSION: 02 & 03 NOVEMBER 2023

8

HIGHLIGHTS

MID-YEAR PERFORMANCE EVALUATION: 31 JANUARY 2024

9

HIGHLIGHTS

MID-YEAR PERFORMANCE EVALUATION: 25 - 29 JANUARY 2024
33 STAFF EVALUATIONS COMPLETED

10

HIGHLIGHTS

ARBOR MOUNTAIN AWARENESS: NOORDHOEK PRIMARY SCHOOL & VELDORF HIGH SCHOOL: 14 & 15 SEPTEMBER 2023

30

ORGANISATIONS:

- Forest & Nature
- Ploegmat
- Ploegmat 1118
- Ploegmat 1119
- Ploegmat 1120
- Ploegmat 1121
- Ploegmat 1122
- Ploegmat 1123
- Ploegmat 1124
- Ploegmat 1125
- Ploegmat 1126
- Ploegmat 1127
- Ploegmat 1128
- Ploegmat 1129
- Ploegmat 1130
- Ploegmat 1131
- Ploegmat 1132
- Ploegmat 1133
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- Ploegmat 1136
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- Ploegmat 1150
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- Ploegmat 1171
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- Ploegmat 1176
- Ploegmat 1177
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- Ploegmat 1179
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- Ploegmat 1192
- Ploegmat 1193
- Ploegmat 1194
- Ploegmat 1195
- Ploegmat 1196
- Ploegmat 1197
- Ploegmat 1198
- Ploegmat 1199
- Ploegmat 1200

40

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HIGHLIGHTS

ENGAGEMENT WITH CAPE TOWN: 06 DECEMBER 2023

16 PARTICIPANTS:

- Cape Nature Management
- Department Forestry, Fisheries and the Environment (DFFE)
- Bergvlei Low Emission Official
- Low Planning and Environmental Management
- Planning and Environmental Management with Council and DFFE

12

HIGHLIGHTS

BERGRIVIER MUNICIPAL SPATIAL DEVELOPMENT FRAMEWORK (MSDF) PROCESS:

- 29 August 2022 – Council approved commencement with the drafting of 5-year Bergrivier MSDF
- Establishment of the Project Committee and Intergovernmental Committee
- CK Rumbold and Partners (Planning) was appointed by tender to undertake the completion
- 31 October 2023 - FIRST DRAFT BERGRIVIER MUNICIPALITY SPATIAL DEVELOPMENT FRAMEWORK 2024-2029 to Council to obtain permission for publication hereof for public comments
- The Draft amendments to the MSDF were advertised on the following platforms:
 - * Westlander and Burger
 - * Municipal Website
 - * Notice boards
 - * Social media platforms; and
 - * Open days in all wards - 13 November 2023 – 16 November 2023
- 60 day commenting period – ended February 2024
- Final Draft Bergrivier MSDF, 2024-2029 Submitted as component of the IDP to Council March 2024

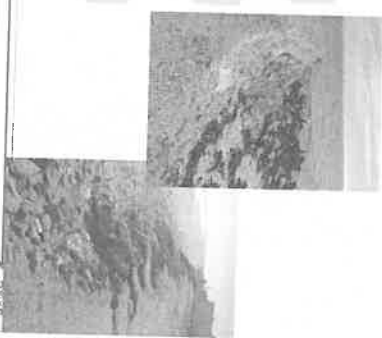
13

HIGHLIGHTS

BERGRIVIER MUNICIPALITY CLIMATE CHANGE RESPONSE STRATEGY PROGRESS

PROJECT PHASES:

Phase 1: Status Quo Report	Timeline: 12/05/2022 – 29/02/2024
Phase 2: Climate Change Response Plan and Mitigation Projects	Timeline: 24/01/2023 – 29/02/2024
Phase 3: Finalised Climate Change Response Strategy	Timeline: 30/01/2024 – 29/03/2024



15

HIGHLIGHTS

BERGRIVIER MUNICIPALITY CLIMATE CHANGE RESPONSE STRATEGY PROGRESS

PROJECT PHASES:

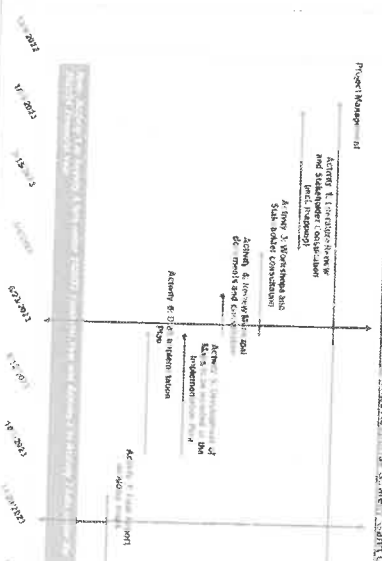
- Phase 1: Status Quo Report**
 • Preliminary Review and Stakeholder Consultation
 • Review Municipal documents and consultation
 • The review provided and incorporate the stakeholder engagement comments at each of these (included at the report)
- Phase 2: Climate Change Response Strategy and Mitigation Highlights**
 • Stakeholder Review and Stakeholder Consultation (incl. mapping). The review provided and incorporate stakeholder comments as part of the development of roads to be included in the implementation plan.
- Phase 3: Finalised Climate Change Response Strategy**
 • The draft Climate Change Response Strategy was presented to the stakeholder engagement in Bergrivier (12.05.2024) and Westland (13.07.2024). The report provided and incorporate stakeholder comments as part of the finalisation of the report and a final report be provided to the Council 2024

Timeline: 12/05/2022 – 29/02/2024
Timeline: 24/01/2023 – 29/02/2024
Timeline: 30/01/2024 – 29/03/2024

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HIGHLIGHTS

Bergrivier Municipality Climate Change Response Strategy - Summary - Summary




TOTAL COST OF THE PROJECT: R1,76,123 000

16


HIGHLIGHTS

ARCHIVE AND REGENERATION PROGRAM STARTED NOVEMBER 2023

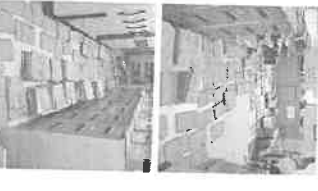
FROM THIS:




Final Boxing process




Sorting process






17


2. CHALLENGES – 2024/21




Filling of vacant posts within Bergriver Municipality



Disciplinary hearings: Role of Supervisor's



The role of the Client Services



Vacancies and Prioritisation of Posts within the Directorate

18

3. COMPETENCIES

Leading Competencies	Activities / Comments
3.1 STRATEGIC DIRECTION AND LEADERSHIP	On 02 & 03 November 2023, I had a strategic session with my direct reports to discuss the focus of strategic planning. The session was held in a meeting room at the Stellenbosch office and was chaired by me. The session was held in a meeting room at the Stellenbosch office and was chaired by me. The session was held in a meeting room at the Stellenbosch office and was chaired by me.
3.2 PEOPLE MANAGEMENT	One performance meeting is held every 2 months and the management team of the department in preparation of the financial statements for 2023/24. Departmental meetings to hold every 2 months and the management team of the department in preparation of the financial statements for 2023/24.
3.3 PROGRAM AND PROJECT MANAGEMENT	Programme and projects were identified during the 2023/24 financial year. An impact in the capital spending is part.
3.4 FINANCIAL MANAGEMENT	The expenditure on capital projects was R57,490,79 which is 46,45% of the budgeted amount.
3.5 CHANGE LEADERSHIP	The performance indicators for the Heads of Departments within my directorate took place on 31 January 2024.

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COMPETENCIES

Leading Competencies	Activities / Comments
1.6 Vision and Governance Responsibility	Member of AYLSX Cape Branch and Southern Branch Member of Institute. Member of AYLSX Academic Advisory Board for the Department of Public Administration and Management. Member of the Department of Public Administration and Management. Member of the Department of Public Administration and Management. Member of the Department of Public Administration and Management. Member of the Department of Public Administration and Management.
1.7 MORAL COMPETENCE	Subject's accountability and responsibility are delegated to employees for managing the departmental operations. In my role as a manager, I have made time during my attendance at departmental meetings.
1.8 PLANNING AND ORGANISING	My department held a Strategic session during November 2023, where all departmental employees were identified specific goals and objectives for my department in the 2023/24 financial year. All departmental meetings were submitted to the Corporate Services Standing Committee.
1.9 ANALYSIS AND INNOVATION	My department completed a departmental strategic planning cycle during 2023/24. During this process, a thorough analysis of our community needs are made and comprehensive strategies were formulated.
1.10 KNOWLEDGE AND INFORMATION MANAGEMENT	During the past year an initiative was launched in implementation of the e-Strategy for Bergriver Municipality. Through this process critical decisions were identified to improve communication technology and hardware within Bergriver Municipality.

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COMPETENCIES

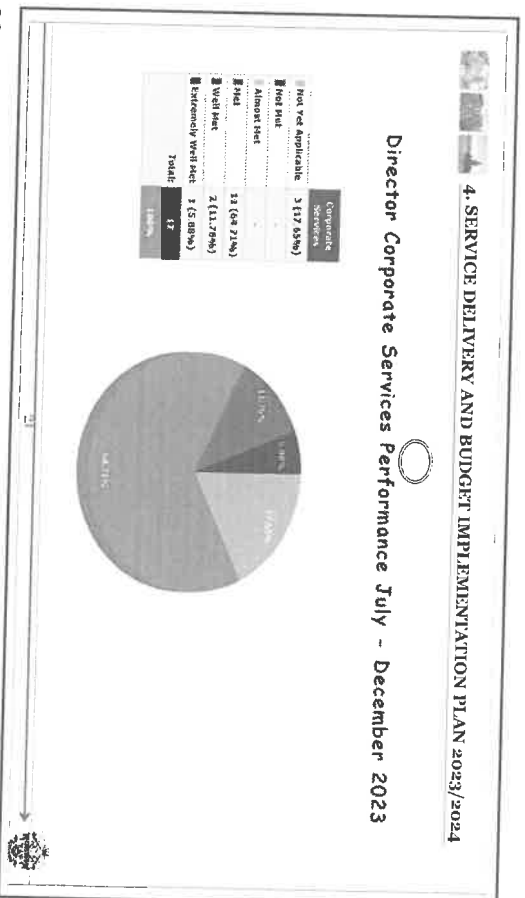
LEADERSHIP COMPETENCIES	ACQUISITION OF COMPETENCIES
<p>4.11 COMMUNICATION</p>	<p>On 02 & 03 March 2023, I had a strategic session with an associate to review the 1st year strategic plans for each of the departments within my portfolio. During this session we reviewed the departmental strategic and action plans to align with the strategic goals and DPP of the Greater Alameda County.</p>
<p>3.12 RESULTS AND QUALITY FOCUS</p>	<p>One presentation meeting is held once a month and the management team of the department investigate in preparation of the Portfolio Committee meeting. Departmental meetings is held once a month to discuss these items.</p>

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OPERATIONAL KPIS 2023-24

KPI No	Key Performance Indicator (KPI)	Unit of measurement	Baseline	Performance Comment	Corrective actions	Annual Goal	Actual
TL12	Number of projects completed on time	Number of projects	100%	100% of projects completed on time	Review project progress weekly	100%	100%
TL13	Number of projects completed under budget	Number of projects	100%	100% of projects completed under budget	Review project budget monthly	100%	100%
TL14	Number of projects completed within scope	Number of projects	100%	100% of projects completed within scope	Review project scope weekly	100%	100%
TL15	Number of projects completed within quality standards	Number of projects	100%	100% of projects completed within quality standards	Review project quality weekly	100%	100%

23



22

OPERATIONAL KPIS 2023-24

KPI No	Key Performance Indicator (KPI)	Unit of measurement	Baseline	Performance Comment	Corrective actions	Annual Goal	Actual
TL16	Number of projects completed on time	Number of projects	100%	100% of projects completed on time	Review project progress weekly	100%	100%
TL17	Number of projects completed under budget	Number of projects	100%	100% of projects completed under budget	Review project budget monthly	100%	100%
TL18	Number of projects completed within scope	Number of projects	100%	100% of projects completed within scope	Review project scope weekly	100%	100%
TL19	Number of projects completed within quality standards	Number of projects	100%	100% of projects completed within quality standards	Review project quality weekly	100%	100%

24

OPERATIONAL KPI'S 2023-24

Key Performance Indicator (KPI)	Unit of measurement	Baseline	Performance Comment	Contracte address	Annual Target	Annual Actual	R
721 Financial Health Report to OIG by 10/31/24	Number of reports submitted to OIG	1	1 report submitted to OIG by 10/31/24	Contracte address: [Name] (10/31/24)	100%	100%	C
722 Financial Health Report to OIG by 10/31/24	Number of reports submitted to OIG	1	1 report submitted to OIG by 10/31/24	Contracte address: [Name] (10/31/24)	100%	100%	C
723 Financial Health Report to OIG by 10/31/24	Number of reports submitted to OIG	1	1 report submitted to OIG by 10/31/24	Contracte address: [Name] (10/31/24)	100%	100%	C
724 Financial Health Report to OIG by 10/31/24	Number of reports submitted to OIG	1	1 report submitted to OIG by 10/31/24	Contracte address: [Name] (10/31/24)	100%	100%	C

OPERATIONAL KPI'S 2023-24

Key Performance Indicator (KPI)	Unit of measurement	Baseline	Performance Comment	Contracte address	Annual Target	Annual Actual	R
725 Financial Health Report to OIG by 10/31/24	Number of reports submitted to OIG	1	1 report submitted to OIG by 10/31/24	Contracte address: [Name] (10/31/24)	100%	100%	C
726 Financial Health Report to OIG by 10/31/24	Number of reports submitted to OIG	1	1 report submitted to OIG by 10/31/24	Contracte address: [Name] (10/31/24)	100%	100%	C
727 Financial Health Report to OIG by 10/31/24	Number of reports submitted to OIG	1	1 report submitted to OIG by 10/31/24	Contracte address: [Name] (10/31/24)	100%	100%	C
728 Financial Health Report to OIG by 10/31/24	Number of reports submitted to OIG	1	1 report submitted to OIG by 10/31/24	Contracte address: [Name] (10/31/24)	100%	100%	C

Although there are still challenges within the department, I am very pleased with the overall performance of the department during the period July 2023 - December 2023 financial year. This would not have been possible without the committed and competent staff within my directorate.

JWA KOTZEE
08 MARCH 2024

Thank you



KANTOOR VAN DIE MUNISIPALE BESTUURDER
BERGRIVIER MUNISIPALITEIT
POSBUS 60
PIKETBERG
7320

Aanhangsel 6A

**NOTULE VAN DIE VERGADERING VAN DIE PRESTASIE-EVALUERINGSKOMITEE VAN
DIE DIREKTEUR TEGNIESE DIENSTE GEHOU OP VRYDAG 08 MAART 2024 OM 12H01
IN DIE RAADSAAL, MUNISIPALE KANTORE, PIKETBERG**

TEENWOORDIG

Adv. H Linde (Voorsitter – Munisipale Bestuurder)
Mnr. J Scholtz (Eksterne Munisipale Bestuurder: Swartland Munisipaliteit)
Me. G Bolton (Ouditkomiteelid)
Rdh. R de Vries (Portefeulje Voorsitter : Tegniese Dienste)
Rdh. M Wessels (Uitvoerende Onder - Burgemeester)
Me. E Schreuder (Lid van die Wykskomitee van Wyk 2)
Mnr. D van Turha (Direkteur Tegniese Dienste)
Me. A Barry (Persoonlike Assistent : Direkteur Tegniese Dienste– Observerend)
Me. T Wessels (Stafhoof: Kantoor van die Uitvoerende Burgemeester - Observerend)
Me. A van Sittert (Bestuurder: Strategiese Dienste)
Mnr. D Verhoog (Menslike Hulpbronbeampte: Voorsiening & Administrasie) (Notuleerder)

1. OPENING EN VERWELKOMING

Die Voorsitter verwelkom almal by die sessie en stel die nuwe lede van die paneel voor aan die Direkteur. Die Voorsitter meld dat die evaluering vir die periode vanaf 01 Julie 2023 tot 31 Desember 2023 is.

2. AANSOEKE OM VERLOF TOT AFWESIGHEID

Geen.

3. PRESTASIE-EVALUERING VAN DIE DIREKTEUR TEGNIESE DIENSTE

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

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

- Hoogtepunte en 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 2023 – 31 DESEMBER 2023

Mnr. van Turha 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 2023 tot 31 Desember 2023.



**NOTULE VAN VERGADERING VAN DIE PRESTASIE-EVALUERINGSKOMITEE
VAN DIE DIREKTEUR FINANSIËLE DIENSTE GEHOU OP VRYDAG 08 MAART
2024 OM 12H01 IN DIE RAADSAAL, MUNISIPALE KANTORE, PIKETBERG**

3.2 TOP LEVEL SDBIP 2023/2024

Die Direkteur Tegnieuse Dienste gee breedvoerig terugvoer 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 2023/2024 finansiële jaar.

4. TERUGVOER VAN DIE PANEEL

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

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

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

5. AFSLUITING

Die sessie verdaag om 12h26.

BERGRIVIER MUNICIPALITY

PERFORMANCE EVALUATION SUMMARY

Performance evaluation of: **Director: Technical Services: Mr. D van Turha**

Period: 1 July 2023 - 31 December 2023

Panel Members

Municipal Manager	Adv H Linde
Executive Mayor	Ald R van Rooy
Councillor	Ald M Wessels
Councillor	Ald R de Vries
Ward Committee Member	Mrs E Schreuder
Audit Committee Member	Mr. G. Bolton
External Municipal Manager	Mr. J Scholtz

Date of evaluation: 08 March 2024

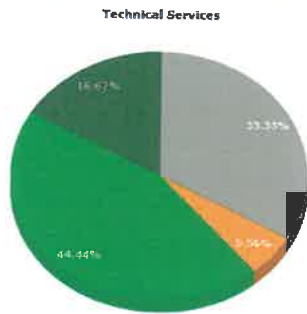
PERFORMANCE RESULTS

	Total score for period	Total weight for period	Weighted percentage	Performance %
Operational Performance	60	80	80%	60,32%
Core Competency Requirements	16	20	20%	15,77%
Final Score	76	100	100%	76,09%

OVERALL PERFORMANCE

Director Technical Services Performance July - December 2023

Report drawn on 08 March 2024 at 11:29
for the months of Quarter ending September 2023 to Quarter ending December 2023.



	Technical Services
Not Yet Applicable	6 (33.33%)
Not Met	-
Almost Met	1 (5.56%)
Met	8 (44.44%)
Well Met	3 (16.67%)
Extremely Well Met	-
Total:	18
	100%

PERFORMANCE COMMENTS

Signed by panel members:

Adv H Linde

[Signature]

Ald R van Rooy

[Signature]

Ald M Wessels

[Signature]

Ald R de Vries

[Signature]

Mrs E Schreuder

Mr. G. Bolton

[Signature]

Mr. J Scholtz


Director: Technical Services: Mr. D van Turha

[Signature]


Signed by employee

Date

08 March 2024



PERFORMANCE EVALUATION




July 2023 – December 2023
DENWIN VAN TURHA
DIRECTOR: TECHNICAL SERVICES

PRESENTATION TO EVALUATION COMMITTEE
COUNCIL CHAMBERS: PIKETBERG

08 MARCH 2024


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The expectations levied on local government is becoming increasingly difficult to manage. Urgent attention is required to ensure officials are able to maintain levels of performance versus the decreasing budgets.

Foreword


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Strategic Overview



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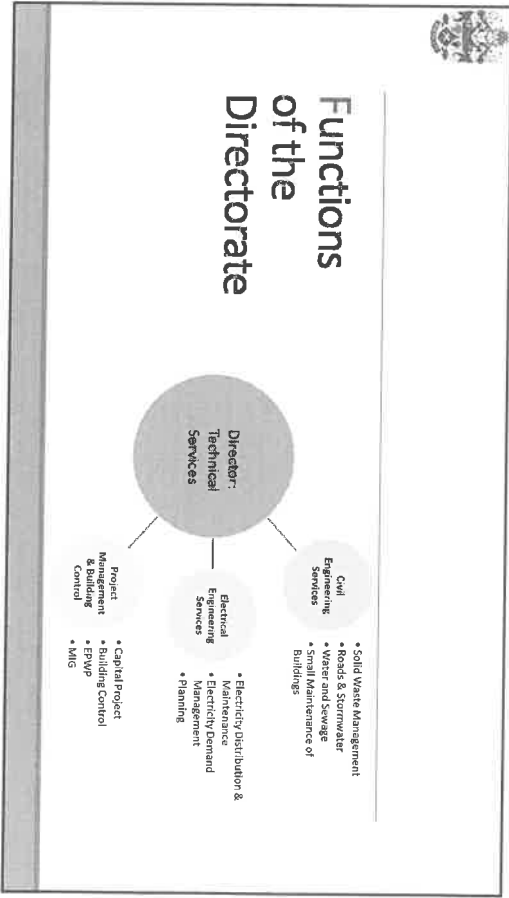


- Disabled persons
- Occupational health and safety
- Electricity planning, building
- Energy security
- Evaluation of workforce relative to town growth
- Redesign of workforce and inefficient organizational structure
- Replacement of aged infrastructure
- OHS


Civil Services

- Inefficient workforce and organizational structure
- Replacement of aged infrastructure
- Legislative compliance
- Lack of funding for maintenance





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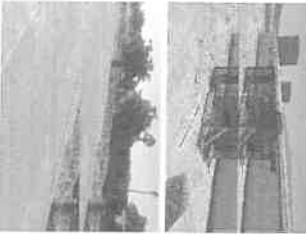
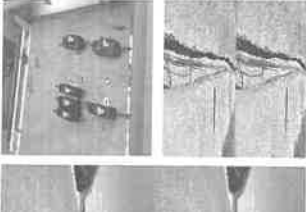


Civil Engineering Services


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Electrical Services

8



PM & Building Control






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Human Resources

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Human Resources

July 2023 - December 2023


Department	Divisions	Total Posts	Filled	Vacant (Funded)
Director		3	2	1
Civil Engineering Services		183	159	24
	Civil Services	16	14	2
	Solid Waste Management	58	50	8
	Roads and Stormwater	42	39	3
	Water and Sewerage	37	33	4
	Building and Grounds Maintenance	10	8	2
	All Services	20	15	5
Electrical Engineering Services		22	20	2
Project Management & Building Control		9	8	1
	PMU	4	4	0
	Building Control	5	4	1
Total		217	189	28

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Highlights


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Highlights

- Replacement of cable network in Dwaarskersbos
- Move and upgrade of overhead line of Main Feeder for Housing Project in Porterville
- Installation of Mini Substation and medium voltage cable for housing development in Porterville


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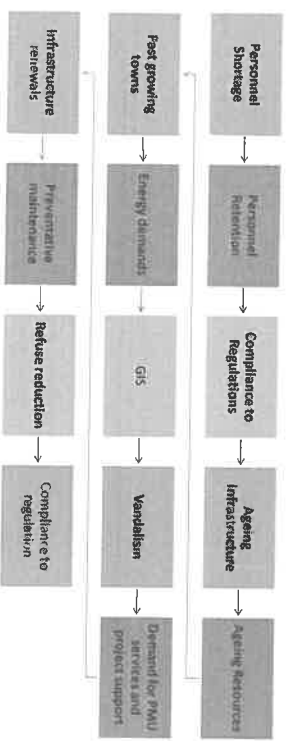
Challenges



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Challenges



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graph TD; A[Personnel Shortage] --> B[Personnel Retention]; B --> C[Compliance to Regulations]; C --> D[Ageing Infrastructure]; D --> E[Ageing Networks]; F[Past growing towns] --> G[Energy demands]; G --> H[GIS]; H --> I[Vandalism]; I --> J[Demand for FMU services and project support]; K[Infrastructure renewals] --> L[Private/retail maintenance]; L --> M[Refuse reduction]; M --> N[Compliance to regulations];
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Budget

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Budget: Capital

TECHNICAL DEPARTMENT
CAPITAL BUDGET DISTRIBUTION
2023-2024 (JUL - DEC)

TECHNICAL DEPARTMENT CAPITAL
BUDGET DISTRIBUTION 2023-2024
(JUL - DEC)

Percentage Spent: 39.28%

Budget: Operation & Maintenance

TECHNICAL DEPARTMENT
OPERATIONAL BUDGET DISTRIBUTION
2023-2024 (JUL - DEC)

TECHNICAL DEPARTMENT OPERATIONAL
BUDGET DISTRIBUTION (JULY 2023)

Percentage Spent: 39.13%

**TL SDBIP
2023/24**

SDBIP

Project No.	Project Name	Project Description	Performance Calendar	Contract Award	Start	End
1114	2024-2025 Capital Budget for 2023-2024	For the year 2024, the project is for the 2024-2025 Capital Budget for 2023-2024. The project is for the 2024-2025 Capital Budget for 2023-2024. The project is for the 2024-2025 Capital Budget for 2023-2024.				
1115	2024-2025 Operational Budget for 2023-2024	For the year 2024, the project is for the 2024-2025 Operational Budget for 2023-2024. The project is for the 2024-2025 Operational Budget for 2023-2024. The project is for the 2024-2025 Operational Budget for 2023-2024.				
1116	2024-2025 Capital Budget for 2023-2024	For the year 2024, the project is for the 2024-2025 Capital Budget for 2023-2024. The project is for the 2024-2025 Capital Budget for 2023-2024. The project is for the 2024-2025 Capital Budget for 2023-2024.				
1117	2024-2025 Operational Budget for 2023-2024	For the year 2024, the project is for the 2024-2025 Operational Budget for 2023-2024. The project is for the 2024-2025 Operational Budget for 2023-2024. The project is for the 2024-2025 Operational Budget for 2023-2024.				
1118	2024-2025 Capital Budget for 2023-2024	For the year 2024, the project is for the 2024-2025 Capital Budget for 2023-2024. The project is for the 2024-2025 Capital Budget for 2023-2024. The project is for the 2024-2025 Capital Budget for 2023-2024.				
1119	2024-2025 Operational Budget for 2023-2024	For the year 2024, the project is for the 2024-2025 Operational Budget for 2023-2024. The project is for the 2024-2025 Operational Budget for 2023-2024. The project is for the 2024-2025 Operational Budget for 2023-2024.				
1120	2024-2025 Capital Budget for 2023-2024	For the year 2024, the project is for the 2024-2025 Capital Budget for 2023-2024. The project is for the 2024-2025 Capital Budget for 2023-2024. The project is for the 2024-2025 Capital Budget for 2023-2024.				
1121	2024-2025 Operational Budget for 2023-2024	For the year 2024, the project is for the 2024-2025 Operational Budget for 2023-2024. The project is for the 2024-2025 Operational Budget for 2023-2024. The project is for the 2024-2025 Operational Budget for 2023-2024.				

SDBIP

Item No.	Key Performance Indicator (KPI)	Unit of Measurement	Performance Goal	Current Status	Target	Actual	%
1140	100% of the total number of projects completed by the end of the reporting period.	Number of projects completed	100%	100%	100%	100%	100%
1141	95% of the total number of projects completed by the end of the reporting period.	Number of projects completed	95%	95%	95%	95%	95%
1142	90% of the total number of projects completed by the end of the reporting period.	Number of projects completed	90%	90%	90%	90%	90%
1143	85% of the total number of projects completed by the end of the reporting period.	Number of projects completed	85%	85%	85%	85%	85%
1144	80% of the total number of projects completed by the end of the reporting period.	Number of projects completed	80%	80%	80%	80%	80%
1145	75% of the total number of projects completed by the end of the reporting period.	Number of projects completed	75%	75%	75%	75%	75%

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SDBIP

Item No.	Key Performance Indicator (KPI)	Unit of Measurement	Performance Goal	Current Status	Target	Actual	%
1146	95% of the total number of projects completed by the end of the reporting period.	Number of projects completed	95%	95%	95%	95%	95%
1147	90% of the total number of projects completed by the end of the reporting period.	Number of projects completed	90%	90%	90%	90%	90%
1148	85% of the total number of projects completed by the end of the reporting period.	Number of projects completed	85%	85%	85%	85%	85%
1149	80% of the total number of projects completed by the end of the reporting period.	Number of projects completed	80%	80%	80%	80%	80%
1150	75% of the total number of projects completed by the end of the reporting period.	Number of projects completed	75%	75%	75%	75%	75%

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SDBIP

TL 36 – 44% MIG Spending (Target 40%)
TL 38 – 39% Capital Spending (Target 35%)


Projected Capital Spending	R45 106 456
MIG Spending	R16 754 000
Total Targeted Capital Spending	R16 381 103

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SDBIP

1141 - WATER QUANTITY LEVELS - 92%	1143 - 300% OF COMPLAINTS ON INKS AT FEMDOTO	1139 - 5/5 REPORTING DTD FOR FOLLO COMPLAINTS	1150 - 60% OF CARTRIDGE PROJECTS AHEAD OF SCHEDULE
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Competencies




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LEADING COMPETENCIES

<ul style="list-style-type: none"> • Develop and approve a 3-5 year strategic plan • Conducting monthly management meetings • Conduct a monthly meeting with Korfick/Julia/Tyson • Regular visits to other towns • Add back engagements with staff • Conducting an annual project plan for financial year • Preparation of resources plan with Managers • Monthly reporting and project implementation • Targeted M&A spending • Targeted capital budget spending • Encourage and drive innovation • Reinforce training and development • Reinforce innovation opportunities to staff and plan for success • Regular communication between Director • Change product of various personnel • Continuously engaging with Managers to learn from and apply advice and review ideas • Future compliance management • Goodwill/Asset Management 	<p>get dates price</p>
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CORE COMPETENCIES

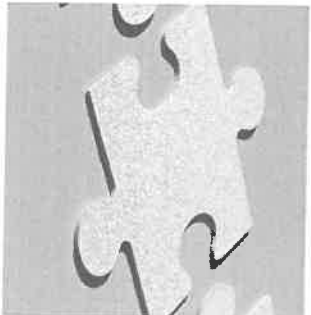
<p>My approach to most competencies is laid by example by doing what I right to do to right and not for individual or group benefit. This is discussed in the report below on a number of occasions and is a key part of my management philosophy.</p>	<p>Forward lower level meetings also takes place with evidence provided such as minutes and outcomes. Directorate strategic session to be held in the new financial year. Re-organisation is required to ensure optimal service delivery. Options have been obtained with.</p>
<p>New roles are discussed often and tailored such as new chairperson meetings or purchase new technologies. The effort is varied and best practices are shared and implemented.</p>	<p>Best practices are shared and implemented. Workshops have been discussed and adopted with managers, heads, superintendents, and HR.</p>
<p>Monthly meetings, ad hoc meetings, and discussion are held to resolve problems, informance, standard and documents and changes as requested in the</p>	<p>Conversations and standards are discussed formally in meetings or informally on the</p>

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Closing Remarks

Technical Services Directorate functioned well this term and is on a positive. We are working on some initiatives to address old problems albeit without suitable funding. A lot of work is being done to address discipline at large. There are serious challenges that are receiving attention such as personnel shortages at electricity and water/waste treatment facilities. I am confident we will obtain the targets as determined.



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