



## BERGRIVIER MUNISIPALITEIT

### VERSLAG AAN DIE BURGEMEESTERSKOMITEE EN RAAD

#### PRESTASIE BEOORDELING ARTIKEL 54A EN 56 POSTE VIR DIE TYDPERK

1 JULIE 2024 TOT 31 DESEMBER 2024

#### DEUR DIE MUNISIPALE BESTUURDER

17 Maart 2025

#### **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 14 Maart 2025.

#### **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 Stelselswet, 2000 (Wet 32 van 2000) aangestel is, twee-jaarliks op die voorgeskrewe manier geëvalueer word. Die proses is aan die paneel verduidelik deur die Munisipale Bestuurder en die aanbieding is aangeheg as **Aanhangsel Sub-A**.

Die Munisipale Bestuurder en die relevante direkteure is op **Vrydag 14 Maart 2025** geëvalueer vir die periode van **1 Julie 2024 – 31 Desember 2024** (half-jaarlikse evaluering).

Die evalueringspaneel is volgens die wetlike voorskrifte saamgestel en het bestaan uit die Munisipale Bestuurder/Uitvoerende Burgemeester (Voorsitter – MB vir Direkteure en UBM vir MB), 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 David Joubert van Weskus Distriksmunisipaliteit) en die Bestuurder Menslike Hulpbrondienste, mnr Wessel Rheeder (notule houer).

Bo en behalwe die wetlike voorgeskrewe persone wat teenwoordig was, het die Raad ook besluit dat die volgende persone teenwoordig sal wees: '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 4 – Mnr Deon Goshai). 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 prosedureel 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.*

<b>LEADING COMPETENCIES</b>		<b>DRIVING COMPETENCIES</b>	
1.	Strategic Direction and Leadership	• Impact and Influence	• Institutional Performance Management
		• Strategic Planning and Management	• Organisational Awareness
2.	People Management	• Human Capital Planning and Development	• Diversity Management
		• Employee Relations Management	• Negotiation and Dispute Management
3.	Program and Project Management	• Program and Project Planning and Implementation	• Service Delivery Management
		• Program and Project Monitoring and Evaluation	
4.	Financial Management	• Budget Planning and Execution	• Financial Strategy and Delivery
		• Financial Reporting and Monitoring	
5.	Change Leadership	• Change Vision and Strategy	• Process Design and Improvement
		• Change Impact Monitoring and Evaluation	
6.	Governance Leadership	• Policy Formulation	• Risk and Compliance Management
		• Cooperative Governance	
<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 Munisipale Bestuurder (MB)**

Die notule van die evaluering van die Munisipale Bestuurder is aangeheg as **Aanhangsel 3A** met die getekende evalueringsvorm vir 1 Julie 2024 tot 31 Desember 2024 aangeheg as **Aanhangsel 3B**. 'n Afskrif van die aanbieding 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 2024 tot 31 Desember 2024 aangeheg as **Aanhangsel 4B**. 'n Afskrif van die aanbieding is aangeheg as **Aanhangsel 4C**.

#### **3.4.3 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 2024 tot 31 Desember 2024 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 2024 tot 31 Desember

2024 aangeheg as **Aanhangsel 6B**. 'n Afskrif van die aanbieding is aangeheg as **Aanhangsel 6C**.

#### **3.4.5 Direkteur Finansiële Dienste (DFD) / Hoof Finansiële Beampte (HFB)**

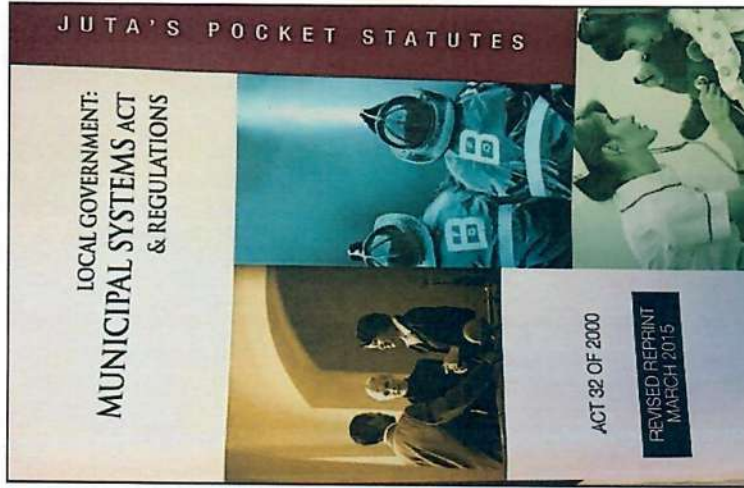
Die notule van die evaluering van die Direkteur Finansiële Dienste / HFB is aangeheg as **Aanhangsel 7A** met die getekende evalueringsvorm vir 1 Julie 2024 tot 31 Desember 2024 aangeheg as **Aanhangsel 7B**. 'n Afskrif van die aanbieding is aangeheg as **Aanhangsel 7C**.

#### **TER INLIGTING**

*Neem verder kennis dat hierdie op  
20 Maart 2025 ingestuur is na die  
MEC LG, PT, COGTA in terme van  
Item 34(3) van die LG: Prestasie Regulasie  
2006.*

*Kude.*

# 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



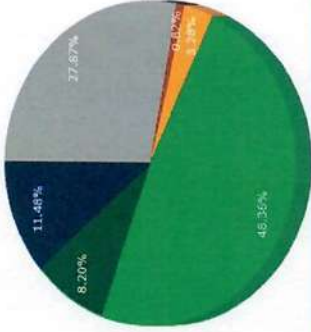
Annual Performance Contracts in terms of Section 57(1)(b) and 57(2) of the Systems Act and based on IDP and budget

Aanhangsel Sub-A

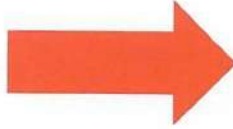
# Audited results of the performance period (6 months)

## Top Layer KPI Report

Report on 12 March 2022 at 08:41  
for the month of Quarter ending September 2021 to Quarter ending December 2021.



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



Two yearly panel performance evaluation of the MM, Directors and all employees from T18-T3 in March and September. Panel for MM and Directors constituted in terms of Item 27 van Performance Regulations.



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



**BERGRIVIER MUNICIPALITY**  
PERFORMANCE AGREEMENT

MADE AND ENTERED INTO BY AND BETWEEN:

THE BERGRIVIER MUNICIPALITY

HEREIN REPRESENTED BY THE EXECUTIVE MAYOR  
Alderman Reynolds Mathews van Riey  
(ID 690205 5106 083)  
(Responsible after retirement to an Employee)

AND

ADV HANLIE LINDE  
(ID 708411 0082 083)  
THE MUNICIPAL MANAGER  
(Responsible after retirement to an Employee)

FOR THE FINANCIAL YEAR  
Period 1 July 2020 – 30 June 2021

	Corporate Municipality	Council	Managerial Manager	Internal Audit	Strategic Services	Corporate Services	Financial Services	Community Services	Technical Services	(Unreported)
Not Yet Applicable	36 (27,87%)	12 (100,00%)	4 (9,25%)	-	-	-	-	6 (25,00%)	6 (30,00%)	-
Not Met	1 (0,82%)	-	1 (4,76%)	-	-	-	-	-	-	-
Almost Met	4 (3,28%)	-	-	-	-	-	-	-	-	-
Met	59 (48,36%)	-	8 (38,10%)	-	-	15 (71,43%)	15 (82,85%)	12 (50,00%)	9 (48,00%)	-
Well Met	10 (8,20%)	-	4 (19,05%)	-	-	-	-	4 (16,67%)	1 (5,00%)	-
Extremely Well Met	14 (11,40%)	-	3 (14,29%)	-	-	-	-	1 (4,17%)	4 (20,00%)	-
Did Not Occur	-	-	-	-	-	-	-	-	-	-
<b>Total:</b>	<b>122</b>	<b>12</b>	<b>21</b>	<b>-</b>	<b>-</b>	<b>21</b>	<b>15,67%</b>	<b>24</b>	<b>20</b>	<b>-</b>
	<b>100%</b>	<b>9,84%</b>	<b>17,21%</b>	<b>-</b>	<b>-</b>	<b>17,21%</b>	<b>15,67%</b>	<b>19,67%</b>	<b>16,39%</b>	<b>-</b>

Municipality as whole







**GILLIAN MARY BOLTON**

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**WELGEMOED**

7538

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17 March 2025

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and

[mmoffice@bergmun.org.za](mailto:mmoffice@bergmun.org.za)

The Municipal Manager

Bergvriër Local Municipality

Dear Advocate Linde

**PERFORMANCE EVALUATION PROCESS: SECTION 57 APPOINTEES: 14 MARCH 2025**

As delegated by the Chairperson of the Performance, Risk and 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 1315 on 14 March 2025.

The appointees evaluated were:

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

*mm*

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;
- the Executive Mayor 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 four Directors who were evaluated;
- the Municipal Manager from West Coast District Municipality, Mr David Joubert, was present as an external Municipal Manager;
- Mr D Goshaj, from Ward 4 was present as a 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;
- Mrs Alletta Van Sittert, the Manager: Strategic Services, who has, to date, been the person responsible for the IGNITE system in the Municipality, was present to ensure that all results were appropriately captured (with oversight from the Executive 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;
- it was noted, however, that this would be Mrs Van Sittert's last Performance Evaluation process as she would be leaving the Municipality on early retirement as at 31 March 2025 (it was stated that appropriate training has, however, been given to the staff who will be involved in the process going forward); and

- the process complied with the applicable legislative requirements (Act and Regulations) and the required Annual Performance Contracts.

It is extremely encouraging to see that, despite all the challenges facing the Municipality – and there are many, as with local governance generally in South Africa – the Municipal Manager and her team continue to operate in 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 is already known, the Municipality received its 9<sup>th</sup> consecutive clean audit during the period under review, which is a testament to the strong leadership and sound financial management in the Municipality.

In this regard too, the Municipal Manager also highlighted the constructive working relationship she had enjoyed with the Executive Mayor over the period under review.

That said, as there is a pending SDBIP review process about to commence, it would be appropriate to determine whether the current KPIs and the weightings remain applicable in each instance; a commitment has been made that this will be done.

By way of example, an issue highlighted during the evaluation process for the Director: Technical Services - but which is applicable across the board – where the KPI is whether a report has been submitted, there needs to be measure in place (possibly via the weighting) to assess whether the underpinning requirements have been met.

A further issue arising in this regard is that in various instances, it is not adequate to wait for Q4 to measure a particular KPI and that this should rather be measured at least twice a year (for example, in Q2 and Q4) so that any remedial action required can be implemented timeously.

Overall, ongoing key challenges remain, however.

These include:

- the applicable Staff Regulations, which, when one looks at these in conjunction with minimum competency requirements and upper TCOE limits, create difficulties in finding appropriately qualified and experienced people to fill vacancies in the Municipality;
- CAPEX spend, especially in Technical Services - although the Director; Technical Services stated that he is on track to achieve a 95% spend;
- aging infrastructure and the need for significant investment in new infrastructure as more people move into the municipal area, it being noted in this regard that, whilst the drive for economic growth from the Provincial Government is fully supported, the need to address these gaps are critical; and

*GMBS*

- the various other roles played by the Municipal Manager in support of local governance beyond her strict role as Municipal Manager, for example, in providing advice on both a formal and informal basis to other role-players and stakeholders in local governance; this may well often be done by her after hours and, whilst it is to the Municipality's credit that its Municipal Manager is seen as a leader in local government, her role in this regard should be recognised.

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 challenges facing the Municipality and issues that may not always be discussed extensively within PRAC meetings.

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**



# BERGRIVIER

MUNICIPALITY • MUNISIPALITEIT • UMASIPALA

Aanhangsel 2

Ons dien met trots!  
We serve with pride!  
Sisebenza Ngokuzingca!

9 consecutive clean audits  
agtereenvolgende skoon oudits

022 913 6000

bergmun@telkomsa.net

www.bergmun.org.za

Bergrivier Municipality

## PROGRAM: PRESTASIE-EVALUERING

VRYDAG 14 MAART 2025 OM 09:00 – 14:00

### MUNISIPALE RAADSAAL, KERKSTRAAT 13, PIKETBERG

Prestasie Evalueringspaneel: Uitvoerende Burgemeester, Uitvoerende Onder-Burgemeester, Portefeulje Voorsitters: Rdl Moolman, Rdh Wessels, Rdh De Vries en Rdh 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?	BETROKKENES
09:00 – 09:15	Paneel vergader	<ul style="list-style-type: none"><li>Uitvoerende Burgemeester</li><li>Raadsheer Riaan de Vries (observerend)</li><li>Munisipale Bestuurder</li><li>Eksterne Munisipale Bestuurder</li><li>Voorsitter van PRAC of gedelegeerde lid vir Prestasie van PRAC</li><li>Betrokke Raadslede</li><li>Wykskomitee-lid</li></ul>
09h15 - 10h00 Evalueringsperiode: 1 Julie 2024 – 31 Desember 2024	Adv. Hanlie Linde – Munisipale Bestuurder	<ul style="list-style-type: none"><li>Rdh. Ray van Rooy (Uitvoerende Burgemeester) (<i>Ex-Officio</i>)</li><li>Rdh. Mario Wessels (Uitvoerende Onder-Burgemeester)</li><li>Raadsheer Riaan de Vries (observerend)</li><li>Mevr Gill Bolton (Gedelegeerde lid vir Prestasie van PRAC)</li><li>Mnr. David Joubert: Eksterne Munisipale Bestuurder (Weskus Distrikmunisipaliteit)</li><li>Lid van Wykskomitee: Mnr. D. Goshai (Wyk 4)</li><li>Mev. Alletta van Sittert (Bestuurder: Strategiese Dienste)</li><li>Bestuurder: Menslike Hulpbrondienste (Notuleerder)</li><li>Persoonlike Assistent – Mev Jessica Rossouw</li></ul>
10h00-10h45 (Evalueringsperiode: 1 Julie 2024 – 31 Desember 2024	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>Rdl. Johan Moolman: Portefeulje Voorsitter</li><li>Raadsheer Riaan de Vries (observerend)</li><li>Adv. Hanlie Linde: Munisipale Bestuurder (Bergrivier Munisipaliteit) (Voorsitter)</li><li>Mevr Gill Bolton (Gedelegeerde lid vir Prestasie van PRAC)</li><li>Mnr. David Joubert: Eksterne Munisipale Bestuurder (Weskus Distrikmunisipaliteit)</li><li>Lid van Wykskomitee: Mnr. D. Goshai (Wyk 4)</li><li>Mev. Alletta van Sittert (Bestuurder: Strategiese Dienste)</li><li>Bestuurder: Menslike Hulpbrondienste (Notuleerder)</li><li>Persoonlike Assistent – Mev Carmen Cloete (observerend)</li></ul>

TYD	WIE WORD GE-EVALUEER?	BETROKKNES
<p>10h45 – 11h30 (Evalueringperiode: 1 Julie 2024 – 31 Desember 2024</p>	<p>Mnr PW Erasmus Direkteur: Finansies</p>	<ul style="list-style-type: none"> <li>▪ Rdh. Ray van Rooy (Uitvoerende Burgemeester) (<i>Ex-Officio</i>)</li> <li>▪ Rdh. Jakobus Daniels : Portefeulje Voorsitter</li> <li>▪ Raadsheer Riaan de Vries (observerend)</li> <li>▪ Adv. Hanlie Linde: Munisipale Bestuurder (Bergrivier Munisipaliteit) (Voorsitter)</li> <li>▪ Mevr Gill Bolton (Gedelegeerde lid vir Prestasie van PRAC)</li> <li>▪ Mnr. David Joubert: Eksterne Munisipale Bestuurder (Weskus Distrikmunisipaliteit)</li> <li>▪ Lid van Wykskomitee: Mnr. D. Goshai (Wyk 4)</li> <li>▪ Mev. Alletta van Sittert (Bestuurder: Strategiese Dienste)</li> <li>▪ Bestuurder: Menslike Hulpbrondienste (Notuleerder)</li> <li>▪ Sekretaresse: Mev Margaretha van der Westhuizen</li> </ul>
<b>11:30 – 11:45 Bene rek</b>		
<p>11h45 – 12h30 (Evalueringperiode: 1 Julie 2024 – 31 Desember 2024</p>	<p>Mnr Denwin van Turha Direkteur: Tegniese Dienste</p>	<ul style="list-style-type: none"> <li>▪ Rdh. Ray van Rooy (Uitvoerende Burgemeester) (<i>Ex-Officio</i>)</li> <li>▪ Rdh. Riaan De Vries : Portefeulje Voorsitter</li> <li>▪ Adv. Hanlie Linde: Munisipale Bestuurder (Bergrivier Munisipaliteit) (Voorsitter)</li> <li>▪ Mevr Gill Bolton (Gedelegeerde lid vir Prestasie van PRAC)</li> <li>▪ Mnr. David Joubert: Eksterne Munisipale Bestuurder (Weskus Distrikmunisipaliteit)</li> <li>▪ Lid van Wykskomitee: Mnr. D. Goshai (Wyk 4)</li> <li>▪ Mev. Alletta van Sittert (Bestuurder: Strategiese Dienste)</li> <li>▪ Bestuurder: Menslike Hulpbrondienste (Notuleerder)</li> <li>▪ Persoonlike Assistent: Mev Abegail Berry (observerend)</li> </ul>
<p>12h30 – 13h15 Evalueringperiode: 1 Julie 2024 – 31 Desember 2024</p>	<p>Mnr Dean Josephus – Direkteur Gemeenskapsdienste</p>	<ul style="list-style-type: none"> <li>▪ Rdh. Ray van Rooy (Uitvoerende Burgemeester) (<i>Ex-Officio</i>)</li> <li>▪ Rdh. Mario Wessels: Portefeulje Voorsitter</li> <li>▪ Raadsheer Riaan de Vries (observerend)</li> <li>▪ Adv. Hanlie Linde: Munisipale Bestuurder (Bergrivier Munisipaliteit) (Voorsitter)</li> <li>▪ Mevr Gill Bolton (Gedelegeerde lid vir Prestasie van PRAC)</li> <li>▪ Mnr. David Joubert: Eksterne Munisipale Bestuurder (Weskus Distrikmunisipaliteit)</li> <li>▪ Lid van Wykskomitee: Mnr. D. Goshai (Wyk 4)</li> <li>▪ Mev. Alletta van Sittert (Bestuurder: Strategiese Dienste)</li> <li>▪ Bestuurder: Menslike Hulpbrondienste (Notuleerder)</li> <li>▪ Persoonlike Assistent – Me Salome Toring (observerend)</li> </ul>
<b>13h15 'N LIGTE MIDDAGETE WORD BEDIEN</b>		

***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

Aanhangsel 3A

**NOTULE VAN DIE VERGADERING VAN DIE PRESTASIE-EVALUERINGSKOMITEE VAN DIE MUNISIPALE BESTUURDER GEHOU OP VRYDAG 14 MAART 2025 OM 09H10 IN DIE RAADSAAL, MUNISIPALE KANTORE, PIKETBERG**

**TEENWOORDIG**

Rdh. RM van Rooy (Voorsitter - Uitvoerende Burgemeester)  
Rdh. M Wessels (Uitvoerende Onder-Burgemeester)  
Rdh. R de Vries (Lid van Uitvoerende Burgemeesterskomitee - Observerend)  
Mnr. D Joubert (Eksterne Munisipale Bestuurder: Weskus Distriksmunisipaliteit)  
Me. G Bolton (Ouditkomiteelid)  
Mnr. D Goshai (Lid van die Wykskomitee van Wyk 4)  
Adv. H Linde (Munisipale Bestuurder)  
Mnr. AW Rheeder (Bestuurder: Menslike Hulpbrondienste - Notuleerder)  
Me. A van Sittert (Bestuurder: Strategiese Dienste)  
Me. J Rossouw (Persoonlike Assistent: Munisipale Bestuurder – Observerend)  
Me. TA Wessels (Hoof van Personeel: Kantoor van die Uitvoerende Burgemeester – Observerend)  
Mnr. M van der Merwe (Student: Kantoor van die Munisipale Bestuurder)

**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 2024 tot 31 Desember 2024 is.

**2. AANSOEKE OM VERLOF TOT AFWESIGHEID**

Geen.

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

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

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 2024 – 31 DESEMBER 2024**

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 2024 tot 31 Desember 2024.



**NOTULE VAN VERGADERING VAN DIE PRESTASIE-EVALUERINGSKOMITEE  
VAN DIE MUNISIPALE BESTUURDER GEHOU OP VRYDAG 14 MAART 2025  
OM 09H10 IN DIE RAADSAAL, MUNISIPALE KANTORE, PIKETBERG**

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**3.2 TOP LEVEL SDBIP 2024/2025**

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 2024/2025 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 gelever deur die paneel en die Munisipale Bestuurder word bedank 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 punttoekenning.

**5. AFSLUITING**

Die sessie verdaag om 10h00.



BERGRIVIER MUNICIPALITY

PERFORMANCE EVALUATION SUMMARY

Performance evaluation of: **Municipal Manager: Adv H Linde**  
 Period: 1 July 2024 - 31 December 2024  
 Panel Members: Executive Mayor, Councillor, Ward Committee Member, Audit Committee Member, External Municipal Manager  
 Date of evaluation: 14 March 2025

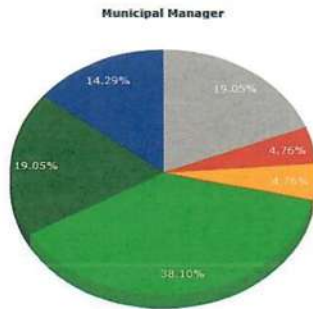
PERFORMANCE RESULTS

	Total score for period	Total weight for period	Weighted percentage	Performance %
Operational Performance	56	80	80%	55.83%
Core Competency Requirements	15	20	20%	14.84%
<b>Final Score</b>	<b>71</b>	<b>100</b>	<b>100%</b>	<b>70.66%</b>

OVERALL PERFORMANCE

**Municipal Manager Performance July - December 2024**

*Report drawn on 05 March 2025 at 06:55 for the months of Quarter ending September 2024 to Quarter ending December 2024.*



	Municipal Manager
Not Yet Applicable	4 (19.05%)
Not Met	1 (4.76%)
Almost Met	1 (4.76%)
Met	8 (38.10%)
Well Met	4 (19.05%)
Extremely Well Met	3 (14.29%)
Did Not Occur	-
<b>Total:</b>	<b>21</b>
	<b>100%</b>

PERFORMANCE COMMENTS

Signed by panel members:

Ald R van Rooy

Ald M Wessels

Mr D Goshai

Mrs. G Bolton

Mr. D Joubert

*(Handwritten signatures of Ald R van Rooy, Ald M Wessels, Mr D Goshai, Mrs. G Bolton, Mr. D Joubert, and Municipal Manager Adv H Linde)*

Signed by employee

Municipal Manager: Adv H Linde

Date

14 March 2025

# BERGRIVIER MUNICIPALITY

Performance Evaluation  
1 July 2024 – 31 December 2024

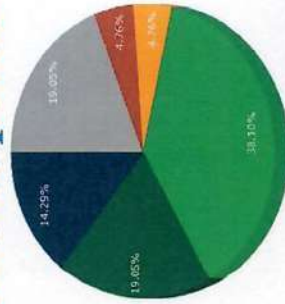
Adv Hanlie Linde  
14 March 2025



## Audited results of the performance period

### Office of the MM:

- 1 KPI for 2024/2025 was not met (4,76%)
- 1 KPI's for 2024/2025 was almost met (4,76%)
- 8 KPI's for 2024/2025 were met (38,10%)
- 4 KPI's for 2024/2025 were well met (19,05%)
- 3 KPI's for 2024/2025 were extremely well met (14,29%)

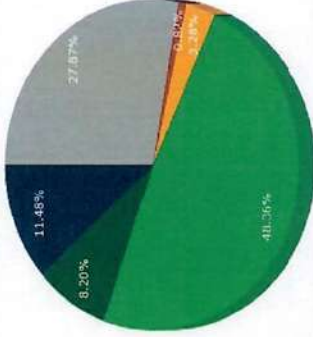


Category	Count	Percentage
Not Yet Applicable	4	19,05%
Not Met	1	4,76%
Almost Met	1	4,76%
Met	8	38,10%
Well Met	4	19,05%
Extremely Well Met	3	14,29%
Did Not Occur	-	-
<b>Total:</b>	<b>21</b>	<b>100%</b>

## Audited results of the performance period (6 months)

### Top Layer KPI Report

Report drawn on 12 March 2025 at 08:41  
for the months of Quarter ending September 2024 to Quarter ending December 2024

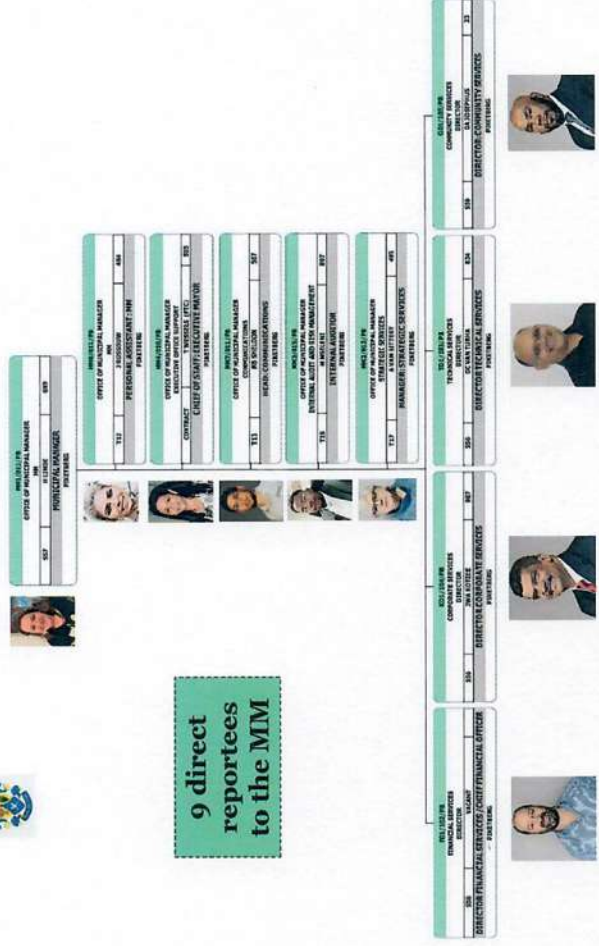


Municipality as whole

Performance Category	Municipality		Responsible Directorate											
	Count	Percentage	Comm. Services	Internal Audit	Strategic Services	Corporate Services	Financial Services	Technical Services	(Unspecified)					
Not Yet Applicable	24	22,07%	12	10,05%	4	10,25%	2	0,52%	4	16,67%	6	28,00%	6	20,00%
Not Met	1	0,82%	-	-	-	-	-	-	-	-	-	-	-	-
Almost Met	4	3,20%	-	-	-	-	-	-	-	-	-	-	-	-
Met	59	48,36%	-	-	-	-	-	-	-	-	-	-	-	-
Well Met	30	24,20%	-	-	-	-	-	-	-	-	-	-	-	-
Extremely Well Met	14	11,48%	-	-	-	-	-	-	-	-	-	-	-	-
Did Not Occur	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total:</b>	<b>122</b>	<b>100%</b>	<b>12</b>	<b>10,05%</b>	<b>4</b>	<b>10,25%</b>	<b>2</b>	<b>0,52%</b>	<b>4</b>	<b>16,67%</b>	<b>6</b>	<b>28,00%</b>	<b>6</b>	<b>20,00%</b>



## OFFICE OF THE MUNICIPAL MANAGER



9 direct reportees to the MM

Category	Count	Percentage
Not Yet Applicable	4	19,05%
Not Met	1	4,76%
Almost Met	1	4,76%
Met	8	38,10%
Well Met	4	19,05%
Extremely Well Met	3	14,29%
Did Not Occur	-	-
<b>Total:</b>	<b>21</b>	<b>100%</b>

# Bergrivier Munisipaliteit – Strategiese Visie

2021 – 2026

Visie

Bergrivier! 'n Vooruitstrewende gemeenskap waar almal wil werk, leef, leer en speel op 'n menswaardige manier.

Doelstellings

Leuse

Ons dien met trots!  
We serve with pride!  
Sisebenza Ngocuzingca



Strengthen financial sustainability

Ensure good governance

Sustainable service delivery

Facilitate an enabling environment for a diversified economy and growth to alleviate poverty

Empowering people through innovation

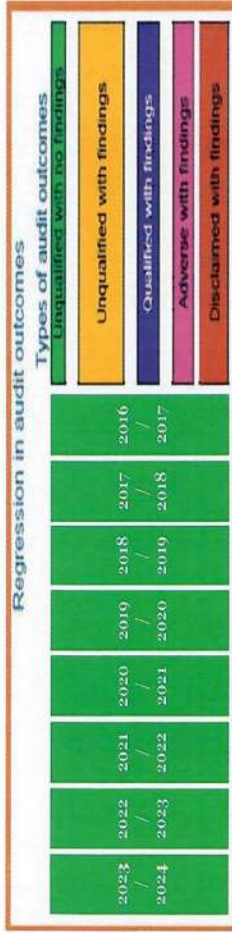
Kern waardes / Values:

Menswaardigheid, innovering, eerlikheid, goeie diens, samehorigheid, respek en etiese gedrag

Persoonlike waardes:

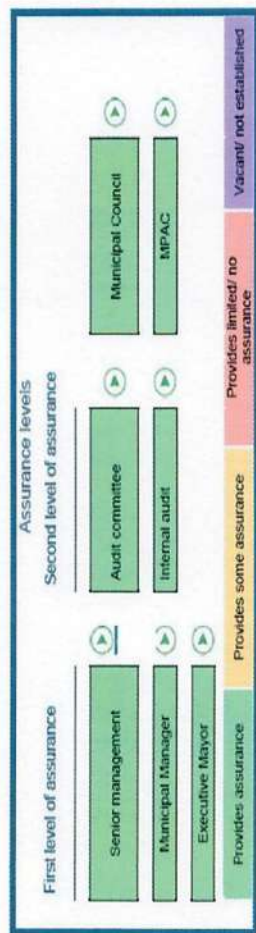
Trustworthiness, redress, collaboration, loyal service with dedication, accountability and speed

## Audit Results 2017 - 2024



9th consecutive Clean Audit and 11th consecutive Unqualified Audit

Thank you to the whole team who made this possible!



### Bergrivier: At a Glance

Population Estimates: 2024 (MTRF) Household estimates: 2024 (MTRF)

Population: 78 257 | Households: 20 557

Adults: 49.2% | Literacy: 75.8% | Income: 28.3

Primary Health Care: 3 | Immunisation: 59.5% | Maternal Mortality: 18.1%

Unemployment: 32.8% | Unemployment (youth): 48.6% | Unemployment (women): 48.6%

Access to Basic Service Delivery: 99.7% | Electricity: 98.6% | Water: 97.6% | Sewerage: 92.5%

Largest Sectors: Agriculture, Forestry and Fishing: 32.5% | Manufacturing: 17.6% | Finance, Insurance and other: 15.2%

## Newest Social Economic Profile of Bergrivier Municipal Area

### 2023 / 2024 LG Audit Results for South Africa:

Overall audit outcomes – stagnant however regressed previous administration

Year	Unqualified with no findings	Unqualified with findings	Qualified with findings	Disclaimed with findings
2020-21	22	5	3	0
2022-23	20	6	2	1
2023-24	20	6	2	1

Expenditure budget: R5 billion

- Stagnation however biggest budget holders have achieved a clean outcome
- Compliance continues to be a troubling block
- Beaufort West, Kennard and Langsburg (late submission) continue to struggle

# TOP LEVEL



# SDBIP

## TL 2: EVALUATION OF THE PERFORMANCE OF ALL STAFF WITH PERFORMANCE CONTRACTS



### KPI

Ensure the 2023/24 evaluation of the performance of all staff in the Directorate with performance contracts on an annual basis according to the agreed upon performance contracts before 15 September 2024.

### PERFORMANCE COMMENT

The 2023/24 evaluation of the performance of all staff reporting directly to the Municipal Manager in the Office of the Municipal Manager with performance contracts took place on 14 August 2024, namely, Manager Strategic Services, Head Communications, Internal Auditor and the PA to the MM.



## TL 1: 100% COMPLIANCE WITH THE SELECTION AND RECRUITMENT POLICY

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

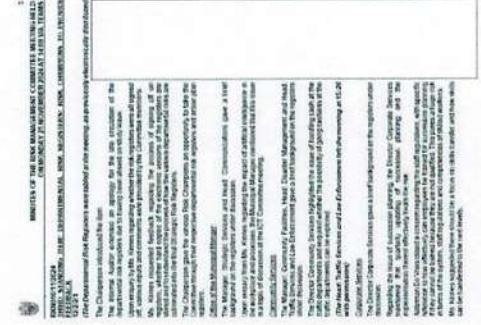
All vacancies in the top 3 levels in the Municipality are filled and no new vacancies were filled during these quarters.

During these quarters, the Municipal Manager did however hold several second-round interviews for different positions within the Municipality where the selection panel could not make the appointment unanimously. **Number of positions filled during this period = 33**



## TL 4: Communicate to the Mayo the efforts done to mitigate the top strategic risks through the Risk Action Plan by submitting a bi-annual report to Mayo

Minutes of Risk management committee meeting (25 November 2024) was submitted to MAYCO reporting the efforts done to mitigate the top strategic risks through the Risk Action Plan.



G

K P I M E T

G

K P I M E T

G

K P I M E T

## TL 8: Develop a culture of zero tolerance to corruption and dishonesty

During this period 2 incidents of suspected fraud was reported to the Municipal Manager. Both of these occurred in the Finance Directorate.

1. Staff member in personal capacity – resigned after being confronted (October 2024).
2. Suspension hearing chaired by MM (Stores) November 2024.



### INTERNAL AUDIT AND RISK MANAGEMENT AWARENESS

KPI MEET

## TL10: % 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 not met.

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

Target: 30%. Achieved 9,33%

Municipal Manager Office: 68%

Office of the Exec Mayor: 30%

Strategic Services: 9%



The main challenge experienced was the RSEP funding from Provincial Government which was only received in November 2024. We went on tender immediately and the tender was awarded in February 2025.

KPI NOT MEET

## TL9: % of Capital budget spent in Bergmun

### PERFORMANCE COMMENT:

TARGET: 35%

ACHIEVED: 29,13%

(Spending as on 26 February 2025 = 38,48%)



PB WWTW –  
Dec 2024

KPI ALMOST MEET

## TL 11: PROCUREMENT PLAN OF THE OFFICE OF THE MUNICIPAL MANAGER FOR 23/24 TO THE ECONOMIC PORTFOLIO COMMITTEE

TARGET: 2 reports

ACHIEVED: 2 reports

Quarterly reports on the Procurement Plan of the Office of the Municipal Manager for the 2024/25 financial year are being submitted timeously to the Economic Portfolio Committee.

### PERFORMANCE COMMENT:

2024/2025. QUARTER 1

BKAN013/10/2024  
TWEEDE DRINGENDE SAAK VANAF DIE MUNISPALE BESTUURDER: 2024/2025. QUARTER 1  
REPORTING: OFFICE OF THE MUNICIPAL MANAGER  
aan die Uitvoerende  
elektronies aan die  
Uitvoerende  
soos voorheen  
elektronies aan die  
Uitvoerende  
soos voorheen  
elektronies aan die  
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soos voorheen  
elektronies aan die  
Uitvoerende

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KPI MEET

G

**TL 12 – TL 15: EFFECTIVE MANAGEMENT AND SUPERVISION OF DIRECTORATES AS MEASURED BY ACHIEVEMENT OF TL SDBIP KPI'S**

**TARGET: 80%**

Corporate Services	94,45%	G2
Financial Services	92,35%	G2
Technical Services	81,21%	G2
Community Services	92,72%	G2

**TL17: ENSURE THAT CAPITAL PROJECTS BUDGETED FOR ARE 95% COMPLETED WITHIN THE BUDGETED FINANCIAL YEAR AND SUBMIT PROGRESS REPORTS TO ECONOMIC PORTFOLIO COMMITTEE**



**Target: 35%**

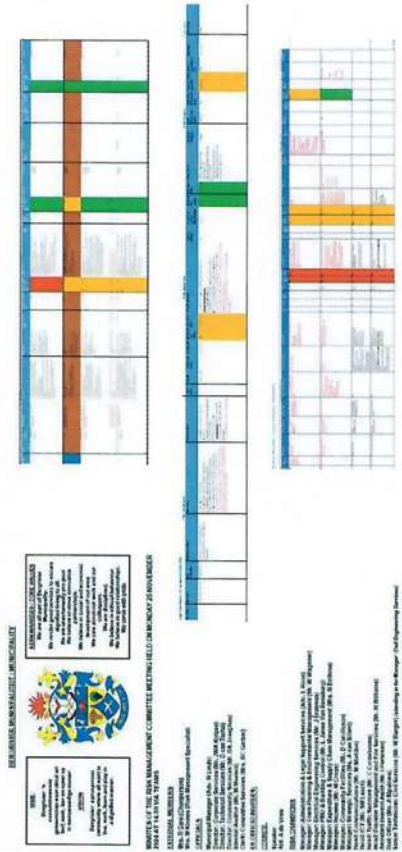
The Office of the MM has 5 capital projects, namely:

1. Youth Centre Piketberg (not completed);
2. Informal Trading area Velddrif (not completed);
3. Diverse Office Furniture and equipment Office of the Mayor (completed);
4. Diverse Office Furniture and equipment Office of the MM (completed); and
5. Furniture and equipment Communication Services (completed).



**TL 16: ENSURE RISK MITIGATION BY BI-ANNUALLY UPDATING RISK REGISTERS, CONTROLS AND ACTION PLANS**

Municipal Manager: All risk registers in the Office of the MM (Strategic Services, Internal Audit, MM Office and Communication Services) have been updated, both in August 2024 and November 2024 in preparation for the Risk Management Committee held respectively on 29 August 2024 and 25 November 2024. During these meetings the risk registers (updated by the MM, Managers and Heads) are discussed in detail with the Risk Management Committee.



**TL 18: 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 MAYCO from time to time as needed. **6 reports were submitted to the Standing Committee.**

**BERGVIEWER MUNICIPALITY**

**VIREMENT POLICY**



- INTRODUCTION**
- The constitution of a virement policy is based on the guidelines issued in terms of the Municipal Finance Management Act (MFMA), the Municipal Finance Regulations (MFR) and the Municipal Finance Reporting Regulations (MFRR). The MFMA, MFR and MFRR are the legislative framework for the financial management of municipalities. The purpose of this policy is to ensure that virements are implemented in a transparent and accountable manner, and to ensure that the financial statements of the municipality are accurate and reliable.
- 1.1. The purpose of this policy is to ensure that virements are implemented in a transparent and accountable manner, and to ensure that the financial statements of the municipality are accurate and reliable.
  - 1.2. A virement is a transfer of funds from one account to another within a municipal financial year.
  - 1.3. Changing commitments and projects during a financial year may lead to a virement. The virement is a transfer of funds from one account to another within a municipal financial year. However, the virement is not an adjustment to the budget, but rather a transfer of funds within the budget.
- 2. PURPOSE**
- 2.1. The purpose of this policy is to ensure that virements are implemented in a transparent and accountable manner, and to ensure that the financial statements of the municipality are accurate and reliable.
  - 2.2. The purpose of this policy is to ensure that virements are implemented in a transparent and accountable manner, and to ensure that the financial statements of the municipality are accurate and reliable.
  - 2.3. The purpose of this policy is to ensure that virements are implemented in a transparent and accountable manner, and to ensure that the financial statements of the municipality are accurate and reliable.

## TL 19: Monitor the functioning of the Ward Committees and report on challenges and successes experienced during the quarter to the Mayoral Committee on a quarterly basis in a combined report covering all wards

2 reports were submitted to MAYCO, namely, on 29 October 2024 and 4 December 2024 respectively.

BKN058/10/2024

**STATUS OF WARD COMMITTEES: QUARTER 1 REPORT: OVERVIEW**

Die Voorzitter lei die item in.

Verskeie insette en kommentaar word gelewer deur die Komiteede, met spesifieke verwysing na die behoefte vir 'n "Terms of Reference" vir Wykskomitees.

Die Municipale Bestuurder versoek dat die Bestuurder, Strategiese Dienste binne die volgende week 'n gesprek reël tussen die Municipale Bestuurder, Bestuurder, Strategiese Dienste en Hoof- Strategiese Dienste ten einde die beleid en moontlike veranderinge te oorweeg.

BKN014/12/2024

**QUARTER 2 REPORT: STATUS OF WARD COMMITTEES**

Die Voorzitter lei die item in.

Verskeie insette en kommentaar word gelewer deur die Komiteede, met spesifieke verwysing na die behoefte vir 'n "Terms of Reference" vir Wykskomitees.

Die Voorzitter versoek dat 'n vergadering gereël word tussen die Wyksraadslede, Speaker en Strategiese Dienste, waarna die Speaker bevestig dat die Administrasie kan voortgaan om die vergadering te reël.

**RECOMMENDATION: TO BE NOTED BY COUNCIL**

That the report be noted by Council.

Minutes of Mayco  
29/10/24 & 4/12/24

## TL 21: Monitor the spending on overtime on a quarterly basis through the Formal Directors meeting

The monitoring of the spending of overtime is a standing item on the Formal Directors agendas. The discussions of overtime took place on a monthly basis at the Formal Directors meetings since Oct '24.

DVN011/10/2024

**VIERDE STAANDE ITEM: MONITERING VAN OORTYD**

Die Municipale Bestuurder lei die item in, waarna die Direkteur Finansiële Dienste die kwartaal se oortyd en bystand syfers aan die Direksie voorhou.

**BESLUIT**

Dat die Direkteur Finansiële Dienste die oortyd van die bystand skei vir besprokings geleëndes.

DVN011/11/2024

**VIERDE STAANDE ITEM: MONITERING VAN OORTYD**

(Item is tabled as previously electronically distributed)

Die Municipale Bestuurder lei die item, waarna die Direkteur Finansiële Dienste die verslag kortliks aan Direksie voorhou.

**BESLUIT**

Dat elke Direkteur oortyd in diepte met hul spanne bespreek.

DVN011/12/2024

**VIERDE STAANDE ITEM: MONITERING VAN OORTYD**

Die Municipale Bestuurder lei die item

**BESLUIT**

Dat elke Direkteur hul oortyd en bystand noukeurig deurgaan, monitor en ernstig bestuur.



## TL 20: Number of funding applications submitted to support strategic / operational initiatives to external funding sources and report bi-annually to the Mayoral Committee

Funding applications were made by the Office of the MM for the following projects:

1. Intern grant (FMG) for Internal Audit and Risk;
2. RSEP Veilddrif x 2;
3. Funding from Provincial Government requested via TIME / SIME; and
4. The Thusong Centre from National Department of Public Works.



## Other roles that the Municipal Manager fulfil

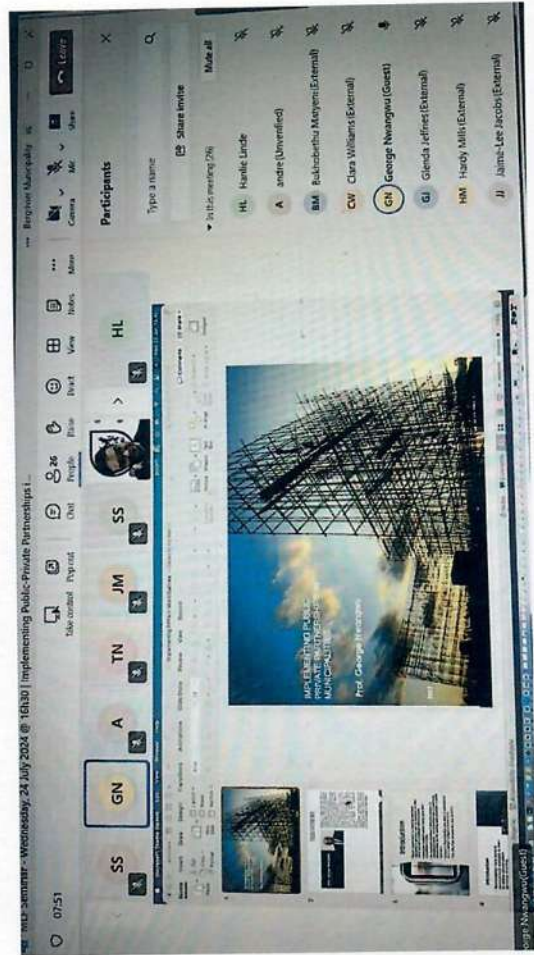
1. Chairperson of the Municipal Planning Tribunal
2. Legal inputs on Local Government Legislation
3. Municipal Electoral Officer
4. Chairperson of the Local Political Liaison Committee
5. Speaker at several events in Province and WCO13
6. Representative on the PPC Stakeholder Forum
7. Coach for middle managers
8. Bergmun champion for JDMA One Plan
9. Represent Bergmun on PCF, PCFTech, DCF, DCFTech etc



# A productive and successful 6 months



## Training in Public Private Partnerships – 24 July 2024



## Women in Management 2024

Theme: "She Leads: Celebrate Enabled Women Inspiring Confidence"

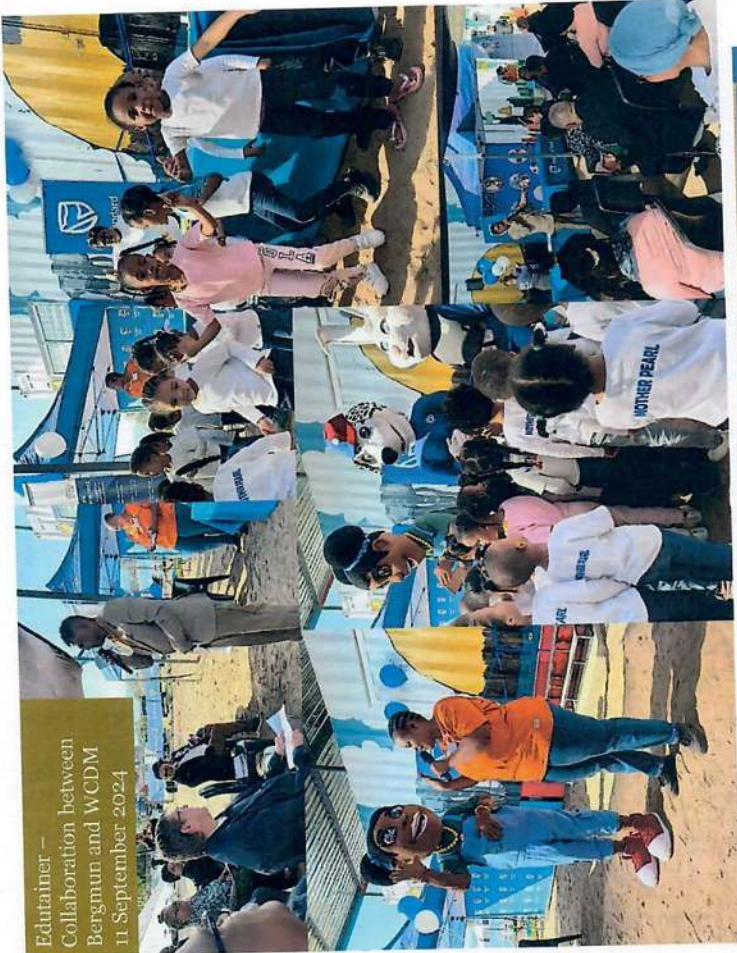
5 September | 09h00 | 4 Dorp Street | Life Cafeteria Concourse

Host: Gerhard Gerber (HOD: DEA&DP)

### GUEST SPEAKERS

 <p><b>PROF. GEORGE NWANGUWU</b> Prof. George Nwanguwu is a Senior Lecturer in the Department of Economics at the University of Limpopo, Mopani Campus. He has a PhD in Economics from the University of Limpopo and has published several research papers on economic development and public-private partnerships. He is currently leading the research project on the impact of public-private partnerships on economic growth in South Africa.</p>	 <p><b>GLENDA JEFFRIES</b> Glenda Jeffries is a Senior Lecturer in the Department of Economics at the University of Limpopo, Mopani Campus. She has a PhD in Economics from the University of Limpopo and has published several research papers on economic development and public-private partnerships. She is currently leading the research project on the impact of public-private partnerships on economic growth in South Africa.</p>
 <p><b>HARRIE LUNDE</b> Harrie Lunde is a Senior Lecturer in the Department of Economics at the University of Limpopo, Mopani Campus. He has a PhD in Economics from the University of Limpopo and has published several research papers on economic development and public-private partnerships. He is currently leading the research project on the impact of public-private partnerships on economic growth in South Africa.</p>	 <p><b>GLENDA JEFFRIES</b> Glenda Jeffries is a Senior Lecturer in the Department of Economics at the University of Limpopo, Mopani Campus. She has a PhD in Economics from the University of Limpopo and has published several research papers on economic development and public-private partnerships. She is currently leading the research project on the impact of public-private partnerships on economic growth in South Africa.</p>
 <p><b>JAIME-LEE JACOBS</b> Jaime-Lee Jacobs is a Senior Lecturer in the Department of Economics at the University of Limpopo, Mopani Campus. She has a PhD in Economics from the University of Limpopo and has published several research papers on economic development and public-private partnerships. She is currently leading the research project on the impact of public-private partnerships on economic growth in South Africa.</p>	 <p><b>GLENDA JEFFRIES</b> Glenda Jeffries is a Senior Lecturer in the Department of Economics at the University of Limpopo, Mopani Campus. She has a PhD in Economics from the University of Limpopo and has published several research papers on economic development and public-private partnerships. She is currently leading the research project on the impact of public-private partnerships on economic growth in South Africa.</p>





Edutainer –  
Collaboration between  
Bergmun and WCDM  
11 September 2024

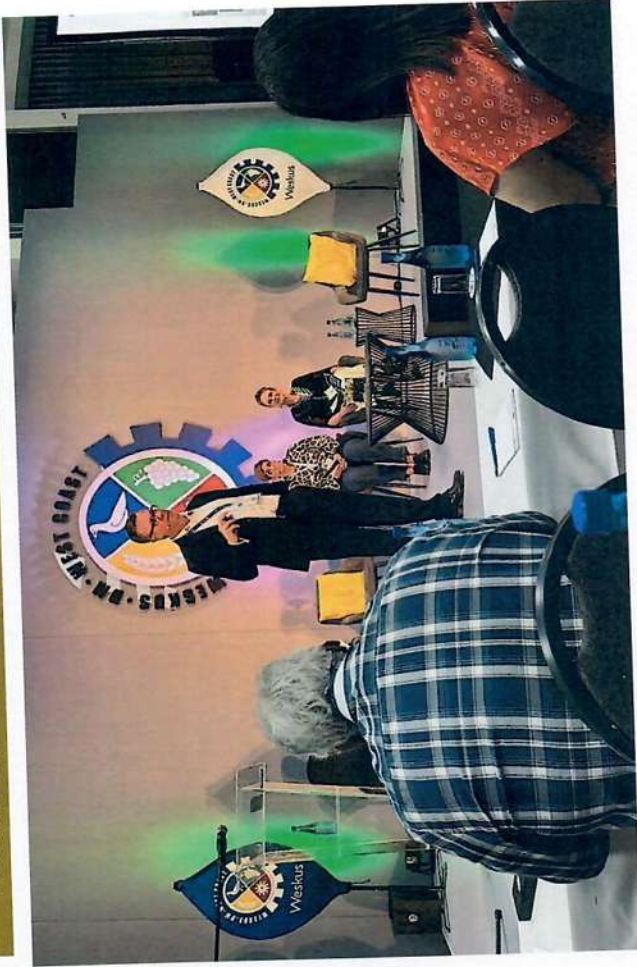
WE DID IT TOGETHER!

# Congratulations

IT BRINGS US GREAT JOY TO ANNOUNCE THAT BERGRIVIER MUNICIPALITY HAS BEEN RATED AS THE **2nd best** MUNICIPALITY IN THE SMALL TOWNS CATEGORY ACCORDING TO GOOD GOVERNANCE AFRICA 2024

WE ARE PROUD AND HUMBLED BY THIS PRESTIGIOUS ACHIEVEMENT. WE HAVE MADE IT IN THE TOP 10 IN TWO MAJOR CATEGORIES. THIS COULDN'T HAVE BEEN POSSIBLE WITHOUT THE INCREDIBLE EFFORT OF OUR THREE EQUAL PARTNERS (ADMINISTRATION, COUNCIL AND PUBLIC), WHO ALL PLAY A SIGNIFICANT ROLE IN ENSURING GOOD GOVERNANCE, PERFORMANCE AND TOP GRADE SERVICE DELIVERY - ALDERMAN RAY VAN ROOY, EXECUTIVE MAYOR OF BERGMUN

Weskus Conversation 30 October 2024 – 1 November 2024



## 1st Municipality in South Africa to adopt the Code for Ethical Leadership

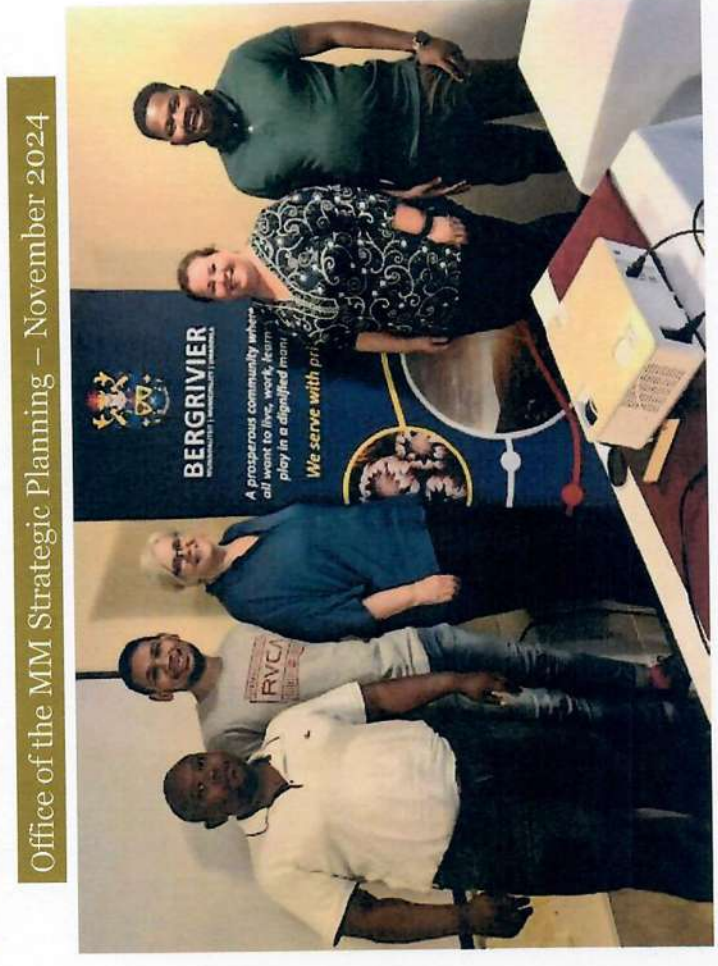


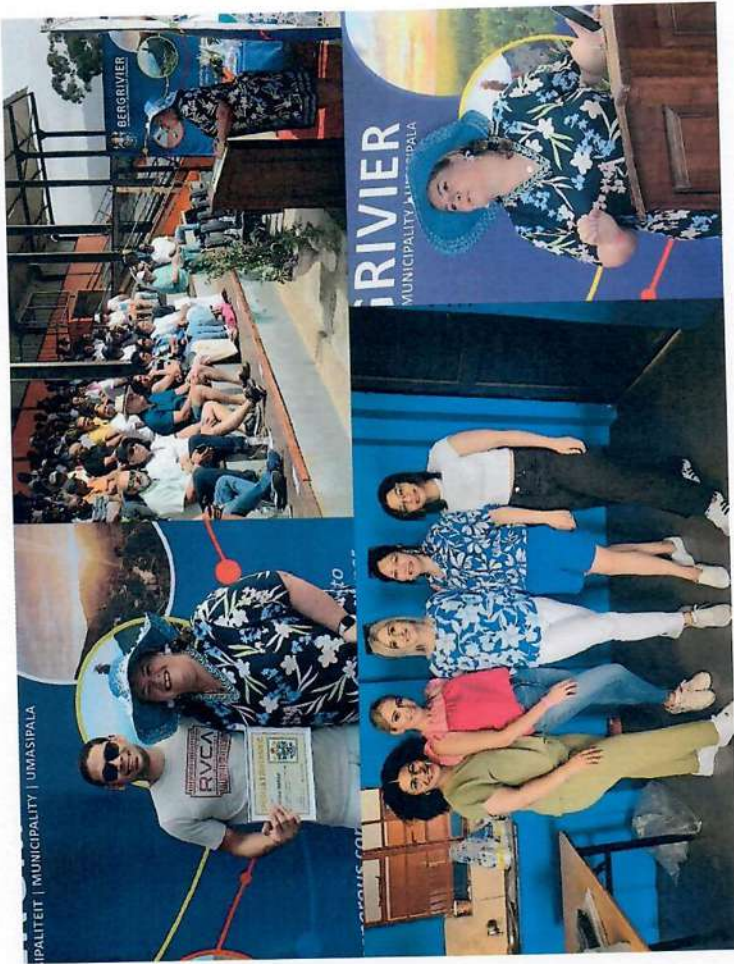
### BERGRIVIER MUNISIPALITEIT 1STE MET "CODE OF ETHICAL LEADERSHIP"

Bergrivier Munisipaliteit is die 1ste Munisipaliteit in Suid-Afrika wat die nuwe "Code of Ethical Leadership for Local Government in South Africa" aanvaar, wat en ons goedgekeurde implementeringplan ingesour het aan ons Nasionale Departement.

Bergrivier Munisipaliteit is die 1ste Munisipaliteit in Suid-Afrika wat die nuwe "Code of Ethical Leadership for Local Government in South Africa". Die Munisipaliteit het gesubmitteer sy goedgekeurde implementeringplan aan die Nasionale Departement.

By Bergrivier Munisipaliteit, is ons passie om eerlike etiese leierskap, etiese gedrag en eerlike dienstelewering te bevorder.





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

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

*Together we are stronger!*





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 14 MAART 2025 OM  
12H46 IN DIE RAADSAAL, MUNISIPALE KANTORE, PIKETBERG**

**TEENWOORDIG**

Adv. H Linde (Voorsitter)  
Rdh. M Wessels (Portefeulje Voorsitter : Gemeenskapsdienste)  
Rdh. R de Vries (Lid van Uitvoerende Burgemeesterskomitee - Observerend)  
Mnr. D Joubert (Eksterne Munisipale Bestuurder: Weskus Distriksmunisipaliteit)  
Me. G Bolton (Ouditkomiteelid)  
Mnr. D Goshai (Lid van die Wykskomitee van Wyk 4)  
Mnr. D Josephus (Direkteur Gemeenskapsdienste)  
Me. S Toring (Persoonlike Assistent : Direkteur Gemeenskapsdienste – Observerend)  
Mnr. AW Rheeder (Bestuurder: Menslike Hulpbrondienste - Notuleerder)  
Me. A van Sittert (Bestuurder: Strategiese Dienste)

**1. OPENING EN VERWELKOMING**

Die Voorsitter open die vergadering, waarna sy almal by die vergadering verwelkom.  
Die Voorsitter meld dat die evaluering vir die periode 1 Julie 2024 tot 31 Desember 2024 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 2024 – 31 DESEMBER 2024**

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 2024 tot 31 Desember 2024.

**3.2 TOP LEVEL SDBIP 2024/2025**

Die Direkteur Gemeenskapsdienste gee breedvoerig terugvoer 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 2024/2025 finansiële jaar.



**NOTULE VAN VERGADERING VAN DIE PRESTASIE EVALUERINGSKOMITEE  
VAN DIE DIREKTEUR GEMEENSKAPSDIENSTE GEHOU OP VRYDAG  
14 MAART 2025 OM 12H46 IN DIE RAADSAAL, MUNISIPALE KANTORE,  
PIKETBERG**

---

**4. TERUGVOER VAN DIE PANEEL**

Na afloop van die voorlegging gemaak deur Mnr. Josephus word die komiteede 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 komiteede word Mnr. Josephus verskoon en sy prestasie geëvalueer en word ooreenkoms bereik met betrekking tot die puntetoekenning.

**5. AFSLUITING**

Die sessie verdaag om 13h13.

**BERGRIVIER MUNICIPALITY**

**PERFORMANCE EVALUATION SUMMARY**



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

Period: 1 July 2024 - 31 December 2024

Panel Members

Municipal Manager	Adv H Linde
Executive Mayor	Ald R van Rooy
Councillor	Ald M Wessels
Ward Committee Member	Mr D Goshai
Audit Committee Member	Mrs G Bolton
External Municipal Manager	Mr D Joubert

Date of evaluation: 14 March 2025

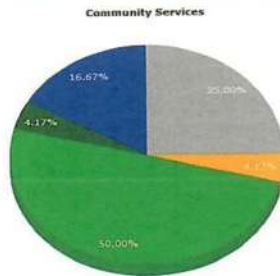
**PERFORMANCE RESULTS**

	Total score for period	Total weight for period	Weighted percentage	Performance %
Operational Performance	59	80	80%	59.30%
Core Competency Requirements	15	20	20%	15.23%
<b>Final Score</b>	<b>75</b>	<b>100</b>	<b>100%</b>	<b>74.53%</b>

**OVERALL PERFORMANCE**

**Director of Community Services Performance July - December 2024**

Report drawn on 05 March 2025 at 09:57 for the months of Quarter ending September 2024 to Quarter ending December 2024.



	Community Services
Not Yet Applicable	6 (25.00%)
Not Met	-
Almost Met	1 (4.17%)
Met	12 (50.00%)
Well Met	1 (4.17%)
Extremely Well Met	4 (16.67%)
Did Not Occur	-
<b>Total:</b>	<b>24</b>
	<b>100%</b>

**PERFORMANCE COMMENTS**

Signed by panel members:

Adv H Linde

*[Signature]*

Ald R van Rooy

*[Signature]*

Ald M Wessels

*[Signature]*

Mr D Goshai

*[Signature]*

Mrs G Bolton

*[Signature]*

Mr D Joubert

*[Signature]*

Signed by employee

Director Community Services: Mr D Josephus

*[Signature]* Date 14 March 2025

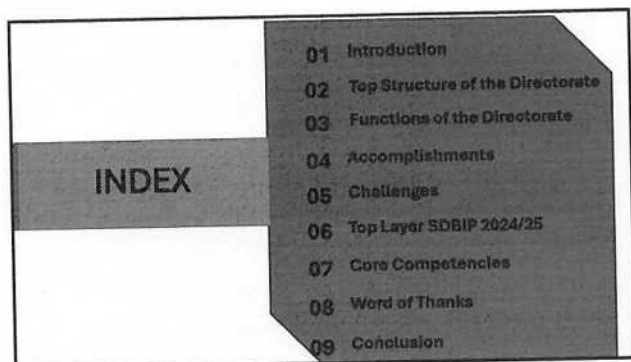
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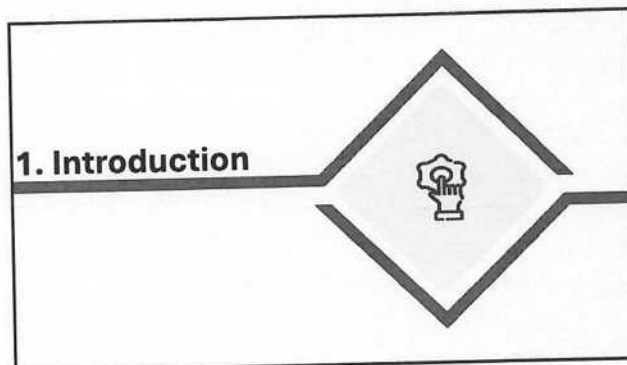
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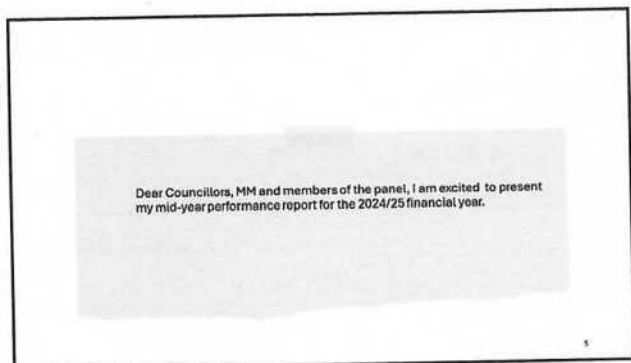
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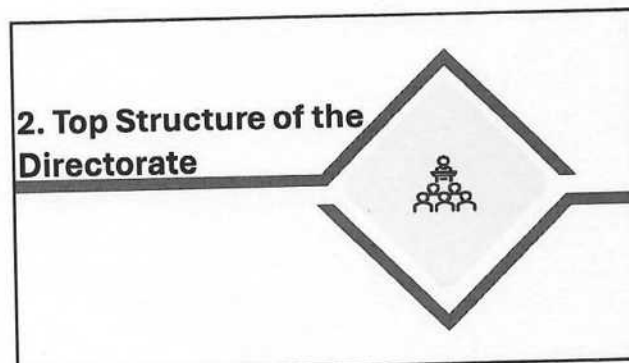
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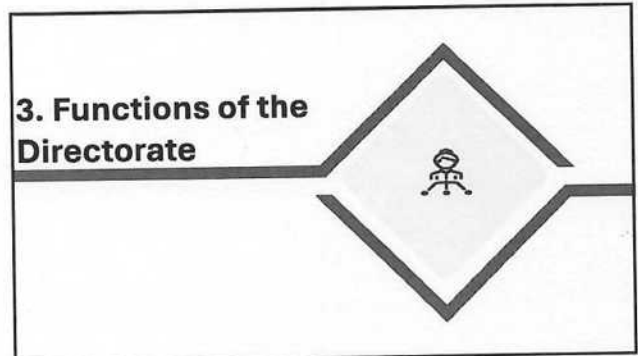
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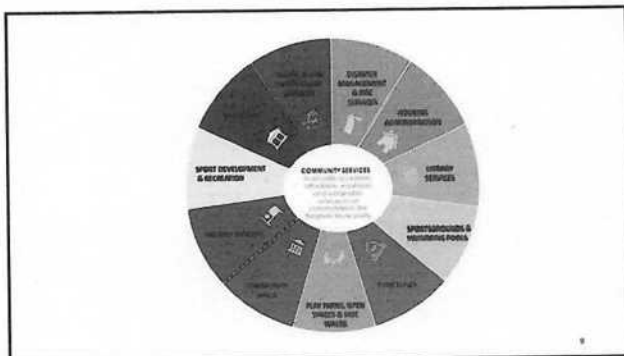
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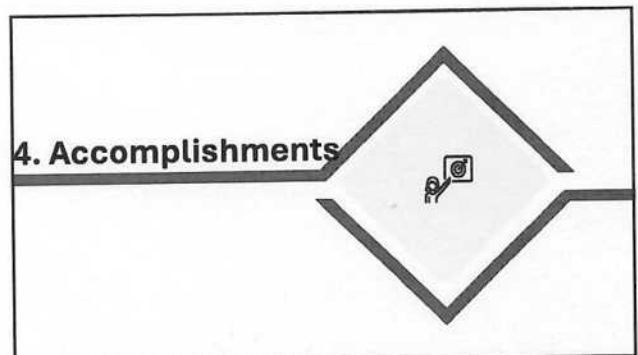
Division	Total Posts	Filled	Vacant
Director	1	1	0
Personal Assistant	1	1	0
Traffic Services	15	14	1
Law Enforcement	9	6	3
Motor Licensing & Testing	7	6	1
Director Management & Procurement	7	2	4
Fire Services	3	3	0
Housing	14	14	0
Search Records	1	0	1
Event Staffing	9	9	0
Parks and Composites	21	21	0
Community Wide & Recreational Facilities	15	12	3
Sports Fields	6	6	0
Library Services	31	30	1

Total Posts  
 Filled  
 Vacant/Unfunded

10

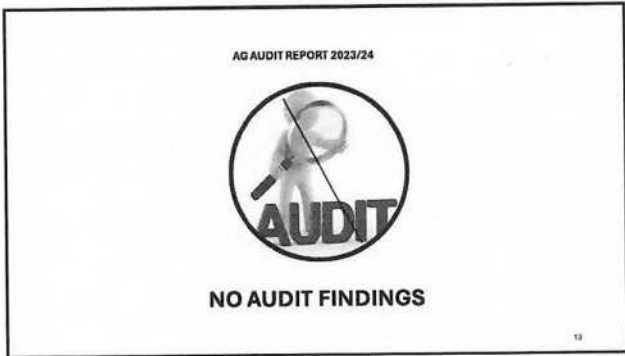


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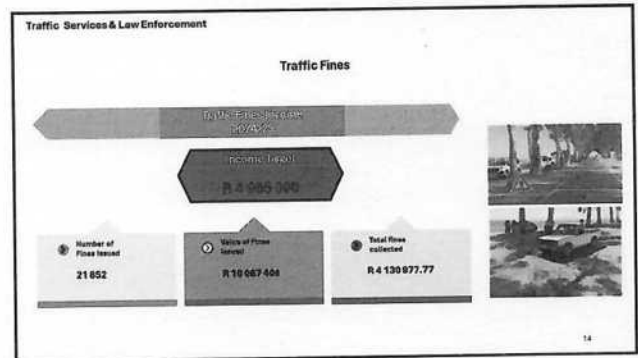


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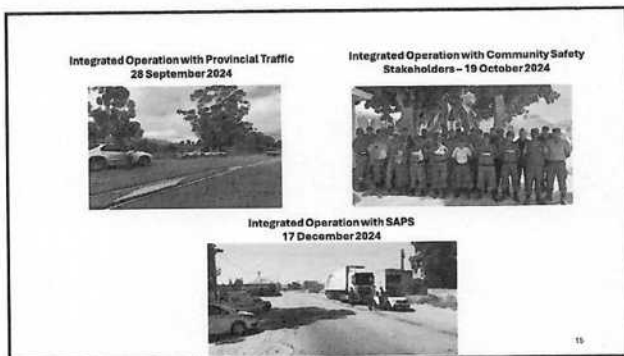




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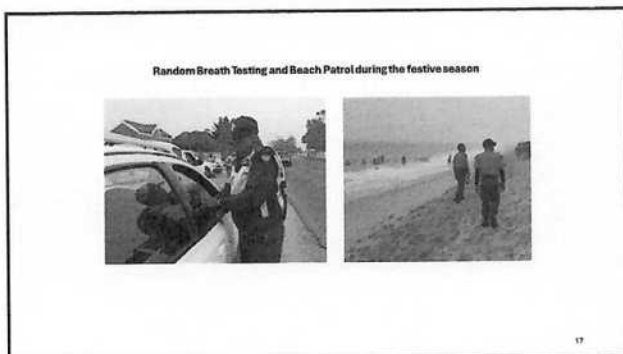
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15



16




17




18

**Disaster Management & Fire Services**

**Structural Fire in Veldrif**  
16 July 2024



**Veld Fire in Eendekuil**  
23 November 2024



Property Insured  
**85**

Equipment  
**39**

Structures  
**33**

Motor Vehicle  
Inspection  
**31**

19

19

**Significance damage during the Heavy Rainfall and Windstorm in July 2024**





20

20

**Passing Out Parade in Cape Winelands**  
6 September 2024





**Handover Ceremony in Porterville**  
28 September 2024



21

21

**NSRI - Life Guarding at Beaches during Festive season**  
13 December 2024

+	Preventions	Rescues	First Aid	Bathers	Beachgoers
	898	3	30	7025	32807

22

22

**Risk Assessment in process toward updating our Disaster Management Plan**  
26 August 2024 & 16 October 2024




23

23

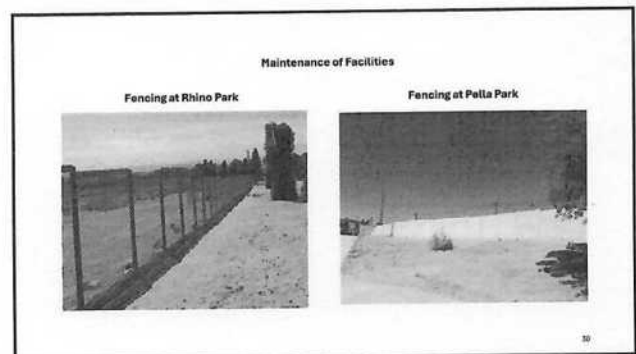
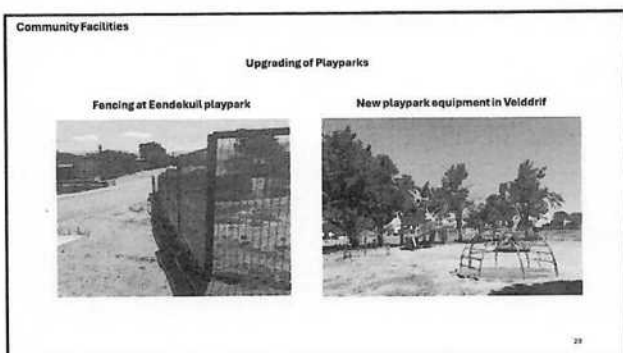
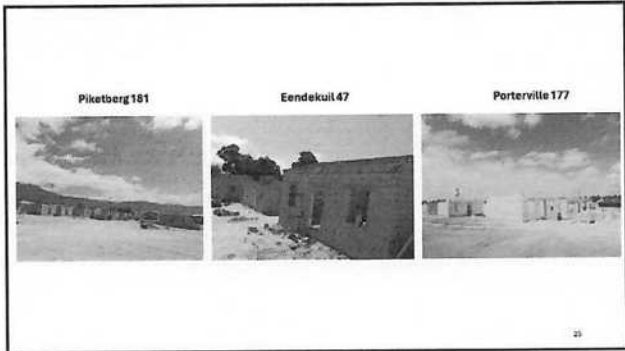
**Housing**

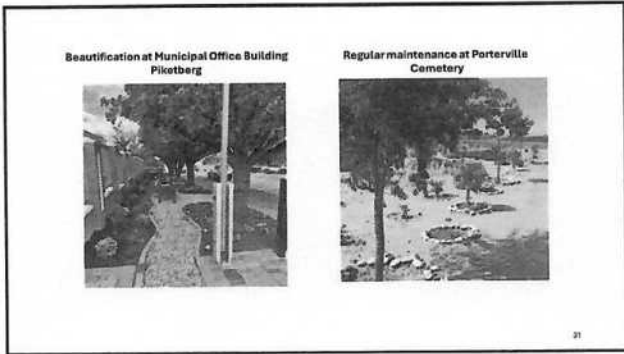
**Approved Projects**

No.	AREA / PROJECT	PROGRAM	FOUNDED / BUDGET	SPENDING / RESERVE
	Forterville 177	IDP	24 543 000	20 381 000
	Ficksberg 181	IDP	3 439 000	31 874 000
	Jongekamp 47	IDP	890 000	8 827 000
	Ficksberg NT (40) (Services completion)	IDP	523 000	
	Ficksberg (150 of 1000)	IDP	444 000	2 322 000
	Ficksberg Inspekte Kamp (30 sites)	IDP	447 000	324 000

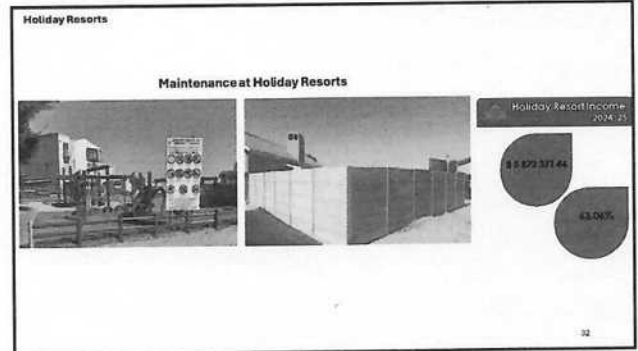
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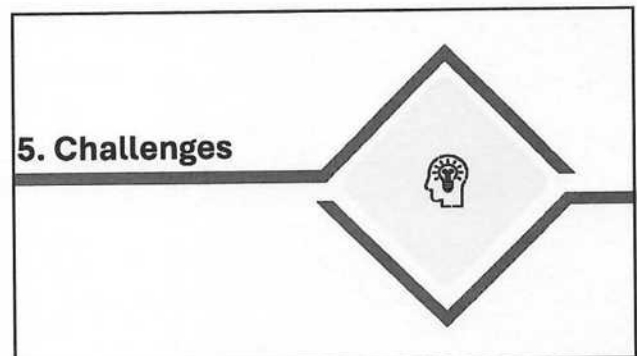
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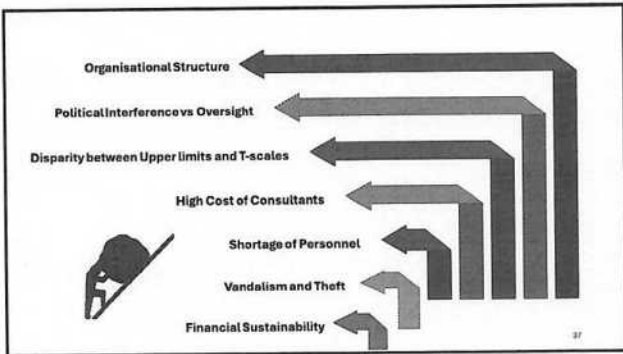
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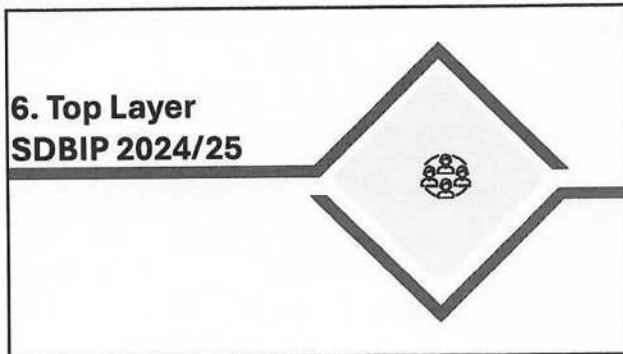
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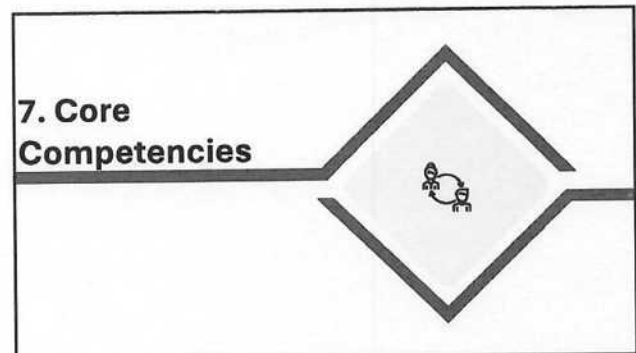
39

No	No Reference (Table 2/3)	Brief description	Budget	Year					Target	Actual	%
				2024	2025	2026	2027	2028			
104	104	...	...	...	...	...	...	...	...	...	
105	105	...	...	...	...	...	...	...	...	...	
106	106	...	...	...	...	...	...	...	...	...	
107	107	...	...	...	...	...	...	...	...	...	
108	108	...	...	...	...	...	...	...	...	...	
109	109	...	...	...	...	...	...	...	...	...	
110	110	...	...	...	...	...	...	...	...	...	
111	111	...	...	...	...	...	...	...	...	...	
112	112	...	...	...	...	...	...	...	...	...	
113	113	...	...	...	...	...	...	...	...	...	
114	114	...	...	...	...	...	...	...	...	...	
115	115	...	...	...	...	...	...	...	...	...	
116	116	...	...	...	...	...	...	...	...	...	
117	117	...	...	...	...	...	...	...	...	...	
118	118	...	...	...	...	...	...	...	...	...	

40

119	119	...	...	...	...	...	...	...	...	...
120	120	...	...	...	...	...	...	...	...	...
121	121	...	...	...	...	...	...	...	...	...
122	122	...	...	...	...	...	...	...	...	...
123	123	...	...	...	...	...	...	...	...	...
124	124	...	...	...	...	...	...	...	...	...
125	125	...	...	...	...	...	...	...	...	...
126	126	...	...	...	...	...	...	...	...	...
127	127	...	...	...	...	...	...	...	...	...
128	128	...	...	...	...	...	...	...	...	...
129	129	...	...	...	...	...	...	...	...	...
130	130	...	...	...	...	...	...	...	...	...
131	131	...	...	...	...	...	...	...	...	...
132	132	...	...	...	...	...	...	...	...	...
133	133	...	...	...	...	...	...	...	...	...
134	134	...	...	...	...	...	...	...	...	...
135	135	...	...	...	...	...	...	...	...	...
136	136	...	...	...	...	...	...	...	...	...
137	137	...	...	...	...	...	...	...	...	...
138	138	...	...	...	...	...	...	...	...	...
139	139	...	...	...	...	...	...	...	...	...
140	140	...	...	...	...	...	...	...	...	...

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42

COMPETENCIES	COMMENTS
<b>STRATEGIC VISION AND LEADERSHIP</b>	<ul style="list-style-type: none"> <li>As Director Community Services I lead by example (attend, involve, speak the truth)</li> <li>I give clear direction in my directives and reports during Annual Change sessions</li> <li>During monthly meetings with subordinates, I give clear instructions and subordinates understand their role and function in the department and Organization.</li> <li>I give regular reports and direction at Senior Management meetings (Director Forum)</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 teamwork</li> <li>I have an open-door policy</li> <li>My participatory management style encourages and motivates employees to participate during discussions which leads to positive work force.</li> <li>Weekly meetings are held with senior staff in the department.</li> <li>Subordinates are included in decision making processes.</li> </ul>
<b>PROGRAMS &amp; PROJECT MANAGEMENT</b>	<ul style="list-style-type: none"> <li>Projects may be big or small, coordinated by staff 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 practices.</li> </ul>

43

<b>FINANCIAL MANAGEMENT</b>	<ul style="list-style-type: none"> <li>Sound financial management practices are essential in the department (tracking, budgeting and asset management)</li> <li>Capital projects and operational budget are managed within the approved budget.</li> <li>Income targets of revenues and budgets have been well met</li> <li>As a director 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 new approved 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 provide diversity through recruitment and selection processes</li> <li>The substance and efficiency of anti-Corruption measures - SOPs are in place as well as monthly recertification are done.</li> <li>As a Directorate we comply with all Local Government Regulations</li> <li>Regular enforcement of policies are done.</li> <li>We participate in various forums - GRECC, West Coast Disaster Management Forum, Civil Fire Officer Committee Meeting and Community Policing Forum.</li> </ul>
<b>ETHICS, COMPLIANCE</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 anyone who does against employees who transgressed</li> <li>As Director I will ensure that the right persons are employed in my Directorate</li> </ul>

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<b>PLANNING &amp; ORGANIZATION</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 organizational goals and objectives</li> </ul>
<b>ANALYSIS &amp; INNOVATION</b>	<ul style="list-style-type: none"> <li>During personnel meetings we discuss trends and risks (problems) and put strategies in place to address the trends</li> <li>The Traffic Department in Pakaring and Vidor are open mostly on certain Saturdays for MTO transactions</li> <li>Our Driver License Training Stations (DTS) are only open from Mondays to Thursdays to enable us to deploy our traffic officers for law enforcement purposes in A Friday.</li> </ul>
<b>COMMUNICATIONS &amp; INFORMATION MANAGEMENT</b>	<ul style="list-style-type: none"> <li>I create a culture where everybody gives input during meetings and decisions</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>QUALITY &amp; QUALITY POLICE</b>	<ul style="list-style-type: none"> <li>Community Services is a service delivery desirable to the public and other departments within the organization</li> <li>We always have service delivery on the Basis, Fair Principles and the corporate values of the organization</li> <li>All complaints from the public are dealt immediately and satisfactorily</li> </ul>

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## 8. Word of Thanks

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**Community Services Team**

It's been a challenging 8 months of the financial year but thanks for your hard work, dedication and support.

We've accomplished so much we never thought it'd be possible. I value your integrity, character and compassion. I couldn't have asked for a better team.

**Moving from good to excellence**

47

## 9. Conclusion

48

My final request is that we all treat employees exactly as you want to be treated.  
Stephan R Covey

By your actions inspire to do even more.  
Learn more, do more and become more.  
you are a leader.  
John Quincy Adams

49

49

**THANK YOU**

---

50

50



KANTOOR VAN DIE MUNISIPALE BESTUURDER  
BERGRIVIER MUNISIPALITEIT  
POSBUS 60  
PIKETBERG  
7320

**NOTULE VAN DIE VERGADERING VAN DIE PRESTASIE-EVALUERINGSKOMITEE VAN  
DIE DIREKTEUR KORPORATIEWE DIENSTE GEHOU OP VRYDAG 14 MAART 2025 OM  
10H14 IN DIE RAADSAAL, MUNISIPALE KANTORE, PIKETBERG**

**TEENWOORDIG**

Adv. H Linde (Voorsitter)  
Rdl. Johan Moolman: Portefeulje Voorsitter  
Rdh. R de Vries (Lid van Uitvoerende Burgemeesterskomitee - Observerend)  
Mnr. D Joubert (Eksterne Munisipale Bestuurder: Weskus Distriksmunisipaliteit)  
Me. G Bolton (Ouditkomiteelid)  
Mnr. D Goshai (Lid van die Wykskomitee van Wyk 4)  
Mnr. JWA Kotzee (Direkteur Korporatiewe Dienste)  
Me. C Cloete (Persoonlike Assistent : Direkteur Korporatiewe Dienste – Observerend)  
Mnr. AW Rheeder (Bestuurder: Menslike Hulpbrondienste - Notuleerder)  
Me. A van Sittert (Bestuurder: Strategiese Dienste)

**1. OPENING EN VERWELKOMING**

Die Voorsitter open die vergadering, waarna sy almal by die vergadering verwelkom.  
Die Voorsitter meld dat die evaluering vir die periode 1 Julie 2024 tot 31 Desember 2024 is.

**2. AANSOEKE OM VERLOF TOT AFWESIGHEID**

Geen.

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

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

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

- Hoogtepunte en 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 2024 – 31 DESEMBER 2024**

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 2024 tot 31 Desember 2024.

**3.2 TOP LEVEL SDBIP 2024/2025**

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 2024/2025 finansiële jaar.





**NOTULE VAN VERGADERING VAN DIE PRESTASIE EVALUERINGSKOMITEE  
VAN DIE DIREKTEUR KORPORATIEWE DIENSTE GEHOU OP VRYDAG  
14 MAART 2025 OM 10H14 IN DIE RAADSAAL, MUNISIPALE KANTORE,  
PIKETBERG**

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**4. TERUGVOER VAN DIE PANEEL**

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

**5. AFSLUITING**

Die sessie verdaag om 10H52.

BERGRIVIER MUNICIPALITY

PERFORMANCE EVALUATION SUMMARY



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

Period: 1 July 2024 - 31 December 2024

Panel Members: Municipal Manager: Adv H Linde  
 Executive Mayor: Ald R van Rooy  
 Councillor: Cllr J Moolman  
 Ward Committee Member: Mr D Goshai  
 Audit Committee Chairperson: Mrs. G Bolton  
 External Municipal Manager: Mr. D. Joubert

Date of evaluation: 14 March 2025

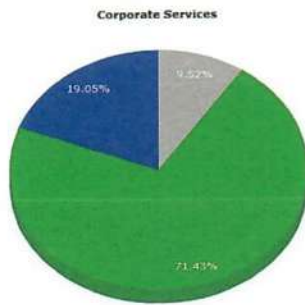
PERFORMANCE RESULTS

	Total score for period	Total weight for period	Weighted percentage	Performance %
Operational Performance	59	80	80%	59.19%
Core Competency Requirements	16	20	20%	15.67%
<b>Final Score</b>	<b>75</b>	<b>100</b>	<b>100%</b>	<b>74.86%</b>

OVERALL PERFORMANCE

Director Corporate Services Performance July - December 2024

Report drawn on 04 March 2025 at 09:23 for the months of Quarter ending September 2024 to Quarter ending December 2024.



	Corporate Services
Not Yet Applicable	2 (9.52%)
Not Met	-
Almost Met	-
Met	15 (71.43%)
Well Met	-
Extremely Well Met	4 (19.05%)
Did Not Occur	-
<b>Total:</b>	<b>21</b>
	<b>100%</b>

PERFORMANCE COMMENTS

Signed by panel members:

Adv H Linde

Ald R van Rooy

Cllr J Moolman

Mr D Goshai

Mrs. G Bolton

Mr. D. Joubert

Director: Corporate Services: Mr JWA Kotzee

*(Handwritten signatures of Adv H Linde, Ald R van Rooy, Cllr J Moolman, Mr D Goshai, Mrs. G Bolton, Mr. D. Joubert, and Director Mr JWA Kotzee)*

Signed by employee

Date

14 March 2025

Die UBM is die appélowerheid en kan nie hier teken nie, want hy was nie teenwoordig nie.

Aanhangsel 5C



**MID-YEAR PERFORMANCE EVALUATION**  
**DIRECTOR CORPORATE SERVICES**  
 July 2024 – December 2024

*JWA KOTZEE (Vivian)*  
 14 March 2025

1

**OVERVIEW**

"Coming together is a BEGINNING.  
 Keeping together is PROGRESS.  
 Working together is SUCCESS."  
 - Henry Ford

- HIGHLIGHTS
- CHALLENGES
- CCR's
- SDBIP
- CONCLUSION

2

**HIGHLIGHTS**

- ➔ 67,49% Spending on Capital budget (TL22)
- ➔ 60% of Capital Projects completed (TL37) and monthly Procurement Plan (TL36)
- ➔ 90,81% Spending on Training (TL24)
- ➔ Awarding of Bursaries Internal and External (Own funds)
- ➔ Departmental Strategies (TL25-TL27) and Strategic Session: 19 & 20 September 2024
- ➔ Annual Performance Evaluation 2023/24 of the Manager's within the Directorate - 15 August 2024 and Annual Performance Evaluation of all staff within the departments (05-08 August 2024) (33 staff) (TL28)
- ➔ Public Environmental Awareness and Education: (TL30) eg MADIBA DAY - Arbor Awareness and Tree planting Initiative: 28 July 2024.
- ➔ Coastal Clean-up: 21 September 2024 (Welshir & Dearskenbos)
- ➔ Environmental Awareness Session 25 October 2024
- ➔ HR Dashboard - 02 September 2024
- ➔ Launch of New Citizen Mobile App - 01 October 2024
- ➔ UFS - Annual Academic Advisory Board meeting of the Department Public Administration and Management - 30-31 October 2024.


3

**HIGHLIGHTS**  
**CAPITAL BUDGET: JULY 2024 – DECEMBER 2024**

**TARGET: 35%**

	ACTUAL BUDGET	ACCOMPLISHMENT
TOTAL	R 1 151,000,00	R 775, 811,14

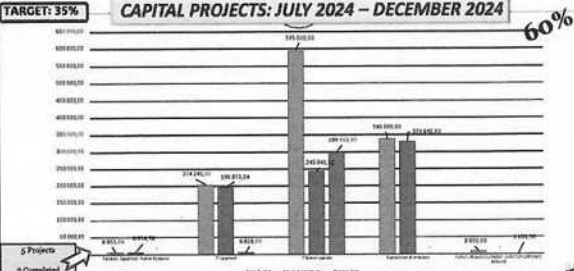
**67,49%**



4

**HIGHLIGHTS**  
**CAPITAL PROJECTS: JULY 2024 – DECEMBER 2024**

**TARGET: 35%**      **60%**



5

**HIGHLIGHTS**  
**Capital Projects**



Project value: R340 000  
 17 Users received new laptops:  
 • Improved Productivity & Compatibility



Project value: R132 718,24  
 4 boardrooms was equipped with video conference facilities:  
 • Improved Communication & Collaboration

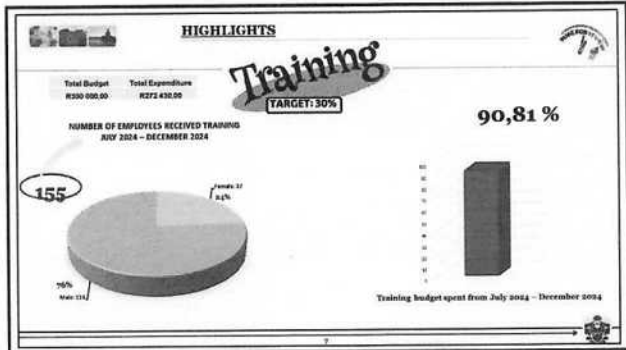


Project value: R 89 636,74.  
 3 new managed switches: Improved Network Performance and Better Audit & Logging Features

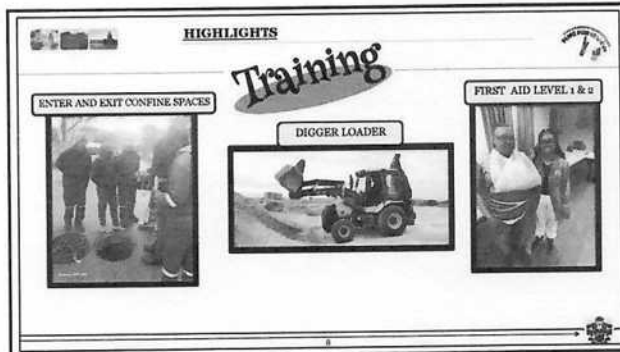


Project value: R 156 204,35.  
 1 new firewall: Enhanced Security Against Modern Threats and Improved Performance & Scalability

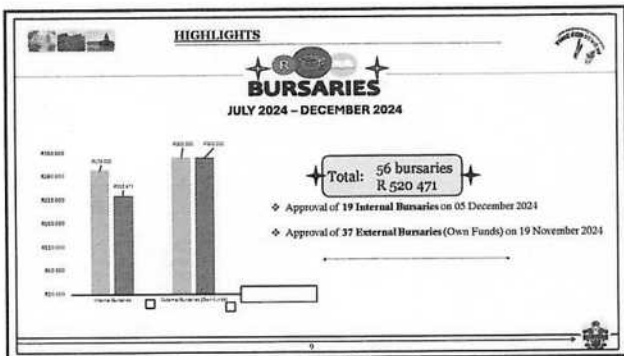
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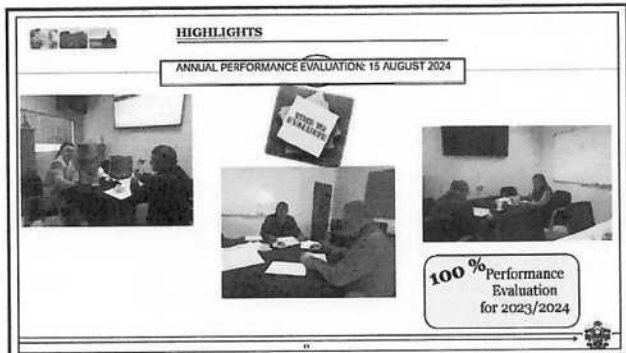
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### HIGHLIGHTS: PUBLIC ENVIRONMENTAL AWARENESS AND EDUCATION


#### BERGWER COASTAL CLEAN-UP, VELDORF & DWARSKERBOOS 21 SEPTEMBER 2024


**ORGANISATIONS:**

- Bergwer Municipality
- Department of Health, Welfare and the Environment (DPHE)
- Cape Nature
- EnviroServ
- Chas Everitt

#### ENVIRONMENTAL AWARENESS SESSION: NORDHOEK 25 OCTOBER 2024



In Collaboration between the Bergwer Municipality, CapeNature and the Dal Ophange, an Environmental Awareness Session took place on 25 October 2024.

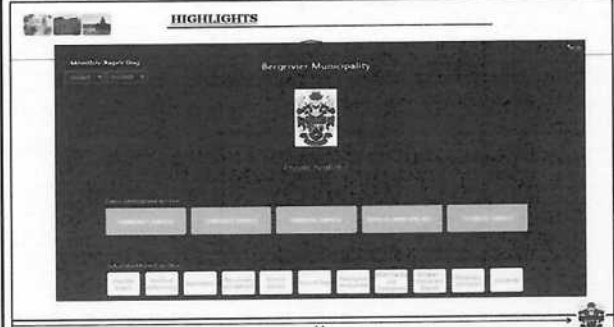


**TOPICS that they talked about are...**

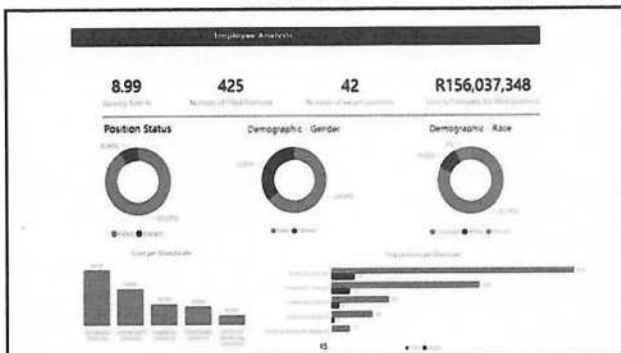
1. Wildlife on roads.
2. Cats and dogs.
3. Rabies in seals.
4. Feeding of garden birds and avian diseases.
5. Duty in your community.
6. The law surrounding wildlife.
7. Pollution.
8. Animal cruelty.

13

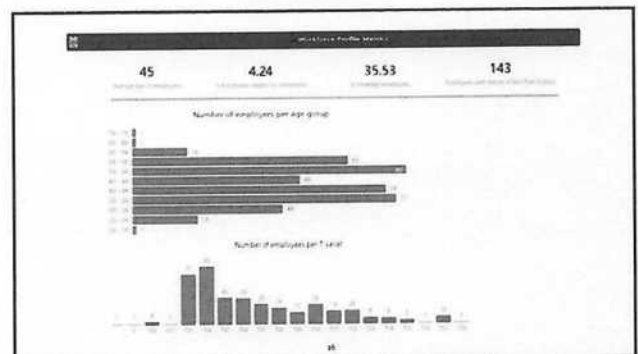
### HIGHLIGHTS



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### HIGHLIGHTS

#### Launch of New Citizen Mobile App

The New Citizen Mobile App was launched on 1 October 2024.

The Collab Citizen App offers a variety of features:

- Stay informed with up-to-date municipal news.
- Service-related notices, and access to important documentation, like certificates, municipal documents, and newsletters; and
- View and pay your municipal account conveniently, with no additional service charges, directly from the app.

Current subscribers: 521  
Service requests logged: 138  
Total amount of payment: R 11736,77



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### HIGHLIGHTS ANNUAL ACADEMIC ADVISORY BOARD MEETING: 30 31 OCTOBER 2024



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### 2. CHALLENGES – 2024/25

- ➔ **Prioritisation/Motivation of Posts within the Directorate (Administration and Legal Services Support)**
  - ICT
  - Administration
- ➔ **ICT – Ageing of infrastructure**
- ➔ **Inconsistent implementation of policies by Departments**
- ➔ **Use of Document Management System (Collaborator)**

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### 3. COMPETENCIES

COMPETENCY	ACHIEVEMENTS / COMMENTS
3.1 STRATEGIC DIRECTION AND LEADERSHIP	On 19 & 20 September 2024, I had a strategic session with my Directorate to review the five-year strategic plans for each of the departments within my Directorate. During this session we reviewed the departmental strategic and work plans to align with the Strategic goals and IIP of Engenere Municipality.
3.2 PEOPLE MANAGEMENT	One preparation meeting is held once a month, and the management team of my Directorate in preparation of the Portfolio Committee meeting. Departmental meetings is held once a month, to discuss these issues.
3.3 PROGRAM AND PROJECT MANAGEMENT	Programs and projects were identified during the 2024/25 financial year, as reflected in the Capital spending report.
3.4 FINANCIAL MANAGEMENT	The expenditure on Capital Projects was R 779 824,44 which is 67,87% of the budgeted amount.
3.5 CHANGE LEADERSHIP	The Performance Evaluations for the Heads of Departments within my Directorate took place on 12 August 2024.

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### COMPETENCIES

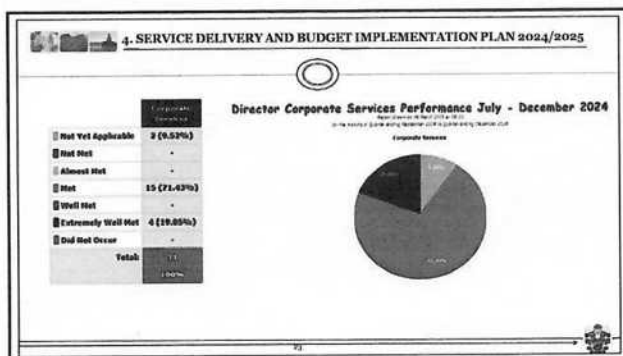
COMPETENCY	ACHIEVEMENTS / COMMENTS
3.6 GOVERNANCE LEADERSHIP	Member of ODPA Cape Branch and National Board Member of Institute. Member of UFS Academic Advisory Board for the Department of Public Administration and Management. Risk Adjudication Committee - West Coast District Municipality. Chairperson of the Training and Reskilling Committee - Engenere Municipality. Committee member of the Formal Director's meeting, Executive Mayoral Committee, Council, Corporate Services, Municipal Planning Tribunal, Risk Committee, MPOC, Local Labour Forum and Health and Safety Committee. Convener of the Steering Committee for the Implementation of the Municipal Staff Regulation.
3.7 MORAL COMPETENCE	Audacity, accountability and responsibility are delegated to employees for completing 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.
3.8 PLANNING AND ORGANISING	My Directorate held a Strategic Session during September 2024, where all Departmental strategies were reviewed. During this session we identified specific goals and objectives for my Directorate in accordance with our strategic goals. All departmental strategies were submitted to the Corporate Services Standing Committee.
3.9 ANALYSIS AND INNOVATION	My Directorate compiled a departmental strategic plan during September 2024. During this process a thorough analysis of our community needs are made and cooperative strategies were formulated.
3.10 KNOWLEDGE AND INFORMATION MANAGEMENT	During the past year my Directorate was involved in implementation of the ICT strategy for Engenere Municipality. Through the process critical information was identified to improve Information Technology and Hardware within Engenere Municipality.

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### COMPETENCIES

COMPETENCY	ACHIEVEMENTS / COMMENTS
3.11 COMMUNICATION	On 19 & 20 September 2024, I had a strategic session with my Directorate to review the five-year strategic plans for each of the departments within my Directorate. During this session we reviewed the departmental strategic and work plans to align with the Strategic goals and IIP of Engenere Municipality.
3.12 RESULTS AND QUALITY FOCUS	One preparation meeting is held once a month and the management team of my Directorate in preparation of the Portfolio Committee meeting. Departmental meetings is held once a month, to discuss these issues.

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### OPERATIONAL KPI'S 2024-25

KPI No	Key Performance Indicator (KPI)	Unit of measurement	Baseline	Performance Indicator	Controlled activities	Target	Actual	R
7022	The percentage of the Corporate Services app POCs/Apt's which are ready for use at 30 June 2025 compared to budgeted percentage for each department	% of POCs/Apt's deployed	100%	100% (Actual) compared to budgeted 100% (Target)	2024) Director Corporate Services Monthly Reports submitted to Corporate Services Committee. No budgetary control. (September 2024) Director Corporate Services Monthly Reports submitted to Corporate Services Committee. No budgetary control. (October 2024) Director Corporate Services Monthly Reports submitted to Corporate Services Committee. No budgetary control. (November 2024)	100%	100%	0
7023	Developing a culture of zero tolerance for corruption and dishonesty by the implementation of disciplinary steps in terms of the Anti-Fraud and Corruption Policy	% of employees reported in terms of the Anti-Fraud and Corruption Policy	100%	100% (Actual) compared to budgeted 100% (Target)	2024) Director Corporate Services Monthly Reports submitted to Corporate Services Committee. No budgetary control. (September 2024) Director Corporate Services Monthly Reports submitted to Corporate Services Committee. No budgetary control. (October 2024) Director Corporate Services Monthly Reports submitted to Corporate Services Committee. No budgetary control. (November 2024)	100%	100%	0
7024	65 % of training budget spent by 30 June 2025 to implement the Work Place Skills Plan (Implementation of training/development budget)	% of training budget spent by 30 June 2025 to implement the Work Place Skills Plan	100%	100% (Actual) compared to budgeted 100% (Target)	2024) Human Resources Manager. Monthly Reports submitted to Corporate Services Committee. No budgetary control. (September 2024) Human Resources Manager. Monthly Reports submitted to Corporate Services Committee. No budgetary control. (October 2024) Human Resources Manager. Monthly Reports submitted to Corporate Services Committee. No budgetary control. (November 2024)	100%	100%	0
7025	Develop an annual strategic plan for Human Resources and submit to Portfolio Committee by 31 October 2024	% of strategic plan submitted to Portfolio Committee by 31 October 2024	1	1 (Actual) compared to budgeted 1 (Target)	2024) Human Resources Manager. Human Resources Strategic and Implementation plan submitted to the Corporate Services Committee on 8 October 2024. (October 2024)	1	1	0

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**OPERATIONAL KPI'S 2024-25**

Ref #	Key Performance Indicator (KPI)	Unit of measurement	Baseline	Performance Comment	Corrective action	Annual Target	Actual	n
1026	Develop a formal departmental Strategic Planning and Development and submit to Portfolio Committee by 31 October 2024	No of strategic submissions	1	2024 Strategic Planning and Development Departmental Budget for 2024/25 Planning and Development Departmental Budget was submitted to the Portfolio Committee on 29 October 2024	2024 Strategic Planning and Development Departmental Budget for 2024/25 Planning and Development Departmental Budget was submitted to the Portfolio Committee on 29 October 2024	1	1	1
1027	Develop a formal departmental Strategic Planning and Development and submit to Portfolio Committee by 31 October 2024	No of strategic submissions	1	2024 Strategic Planning and Development Departmental Budget for 2024/25 Planning and Development Departmental Budget was submitted to the Portfolio Committee on 29 October 2024	2024 Strategic Planning and Development Departmental Budget for 2024/25 Planning and Development Departmental Budget was submitted to the Portfolio Committee on 29 October 2024	1	1	1
1028	Review the 2024/25 evaluation of all performance evaluations of all employees and submit to the Portfolio Committee by 31 October 2024	No of performance evaluations of all employees	100%	2024 Director Corporate Services: 100% of all performance evaluations of all employees were completed and submitted to the Portfolio Committee on 29 October 2024	2024 Director Corporate Services: 100% of all performance evaluations of all employees were completed and submitted to the Portfolio Committee on 29 October 2024	100%	100%	1
1029	Review public environmental assessment and submit to the Portfolio Committee by 31 October 2024	Number of reports submitted to the Portfolio Committee regarding environmental assessment and education conducted with the public	2	2024 Manager Planning and Development: Public environmental assessment of the proposed new building for the Departmental security report, submitted to the Portfolio Committee on 29 October 2024	2024 Manager Planning and Development: Public environmental assessment of the proposed new building for the Departmental security report, submitted to the Portfolio Committee on 29 October 2024	1	1	1
1030	100% of all complaints registered in the complaint system are being investigated within the 30-day period and completed before the end of the month following the date on which the complaint was lodged	No of complaints registered in the complaint system	100%	2024 Manager Administration and Legal Services: No complaints registered in the complaint system	2024 Manager Administration and Legal Services: No complaints registered in the complaint system	100%	100%	1

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**OPERATIONAL KPI'S 2024-25**

Ref #	Key Performance Indicator (KPI)	Unit of measurement	Baseline	Performance Comment	Corrective action	Annual Target	Actual	n
1031	Ensure that retention and recruitment processes are completed within the stipulated time frame after the date of submission	Percentage of processes which has been completed within the stipulated time frame	100%	2024 Human Resources Manager: 100% of all retention and recruitment processes were completed within the stipulated time frame after the date of submission	2024 Human Resources Manager: 100% of all retention and recruitment processes were completed within the stipulated time frame after the date of submission	100%	100%	1
1032	Ensure that disciplinary hearings are completed within 1 month from the date of the decision to initiate disciplinary hearing	Percentage of disciplinary hearings that have been completed within 1 month from the date of the decision to initiate disciplinary hearing	100%	2024 Human Resources Manager: 100% of all disciplinary hearings were completed within 1 month from the date of the decision to initiate disciplinary hearing	2024 Human Resources Manager: 100% of all disciplinary hearings were completed within 1 month from the date of the decision to initiate disciplinary hearing	100%	100%	1
1033	Ensure that all reports regarding public environmental assessment and education conducted with the public are submitted to the Portfolio Committee	Number of reports submitted to the Portfolio Committee regarding environmental assessment and education conducted with the public	1	2024 Director Corporate Services: 1 report was submitted to the Portfolio Committee on 29 October 2024	2024 Director Corporate Services: 1 report was submitted to the Portfolio Committee on 29 October 2024	1	1	1
1034	Ensure that all reports regarding public environmental assessment and education conducted with the public are submitted to the Portfolio Committee	Number of reports submitted to the Portfolio Committee regarding environmental assessment and education conducted with the public	1	2024 Director Corporate Services: 1 report was submitted to the Portfolio Committee on 29 October 2024	2024 Director Corporate Services: 1 report was submitted to the Portfolio Committee on 29 October 2024	1	1	1
1035	Ensure that all reports regarding public environmental assessment and education conducted with the public are submitted to the Portfolio Committee	Number of reports submitted to the Portfolio Committee regarding environmental assessment and education conducted with the public	1	2024 Director Corporate Services: 1 report was submitted to the Portfolio Committee on 29 October 2024	2024 Director Corporate Services: 1 report was submitted to the Portfolio Committee on 29 October 2024	1	1	1
1036	Ensure that all reports regarding public environmental assessment and education conducted with the public are submitted to the Portfolio Committee	Number of reports submitted to the Portfolio Committee regarding environmental assessment and education conducted with the public	1	2024 Director Corporate Services: 1 report was submitted to the Portfolio Committee on 29 October 2024	2024 Director Corporate Services: 1 report was submitted to the Portfolio Committee on 29 October 2024	1	1	1

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**OPERATIONAL KPI'S 2024-25**

Ref #	Key Performance Indicator (KPI)	Unit of measurement	Baseline	Performance Comment	Corrective action	Annual Target	Actual	n
1037	Ensure that the departmental Strategic Planning and Development is submitted to the Portfolio Committee by 31 October 2024	No of strategic submissions	1	2024 Strategic Planning and Development Departmental Budget for 2024/25 Planning and Development Departmental Budget was submitted to the Portfolio Committee on 29 October 2024	2024 Strategic Planning and Development Departmental Budget for 2024/25 Planning and Development Departmental Budget was submitted to the Portfolio Committee on 29 October 2024	1	1	1
1038	Number of funding applications submitted to the Municipal Council	Number of reports submitted to the Municipal Council	1	2024 Director Corporate Services: 1 report was submitted to the Municipal Council on 29 October 2024	2024 Director Corporate Services: 1 report was submitted to the Municipal Council on 29 October 2024	1	1	1
1039	Strategic speed of response within the approved budget and report quarterly to the Standing Committee	Number of reports submitted to the Standing Committee	2	2024 Director Corporate Services: 2 reports were submitted to the Standing Committee on 29 October 2024	2024 Director Corporate Services: 2 reports were submitted to the Standing Committee on 29 October 2024	2	2	1
1040	Report on the status of all Strategic Planning and Development reports submitted to the Standing Committee	Number of reports submitted to the Standing Committee	1	2024 Director Corporate Services: 1 report was submitted to the Standing Committee on 29 October 2024	2024 Director Corporate Services: 1 report was submitted to the Standing Committee on 29 October 2024	1	1	1
1041	Report on the status of all Strategic Planning and Development reports submitted to the Standing Committee	Number of reports submitted to the Standing Committee	1	2024 Director Corporate Services: 1 report was submitted to the Standing Committee on 29 October 2024	2024 Director Corporate Services: 1 report was submitted to the Standing Committee on 29 October 2024	1	1	1
1042	Report on the status of all Strategic Planning and Development reports submitted to the Standing Committee	Number of reports submitted to the Standing Committee	1	2024 Director Corporate Services: 1 report was submitted to the Standing Committee on 29 October 2024	2024 Director Corporate Services: 1 report was submitted to the Standing Committee on 29 October 2024	1	1	1

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**Conclusion**

● ● ● ● ●

Although there are still challenges, within the department, I am very pleased with the overall performance of the department during the period July 2024 - December 2024 financial year. This would not have been possible without the committed and competent staff within my directorate

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Thank you

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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 14 MAART 2025 OM 11H45 IN DIE RAADSAAL, MUNISIPALE KANTORE, PIKETBERG**

**TEENWOORDIG**

Adv. H Linde (Voorsitter)

Rdh. R de Vries: Portefeulje Voorsitter

Mnr. D Joubert (Eksterne Munisipale Bestuurder: Weskus Distriksmunisipaliteit)

Me. G Bolton (Ouditkomiteelid)

Mnr. D Goshai (Lid van die Wykskomitee van Wyk 4)

Mnr. D van Turha (Direkteur Tegniese Dienste)

Me. A Barry (Persoonlike Assistent: Direkteur Tegniese Dienste – Observerend)

Mnr. AW Rheeder (Bestuurder: Menslike Hulpbrondienste - Notuleerder)

Me. A van Sittert (Bestuurder: Strategiese Dienste)

**1. OPENING EN VERWELKOMING**

Die Voorsitter open die vergadering, waarna sy almal by die vergadering verwelkom. Die Voorsitter meld dat die evaluering vir die periode vanaf 01 Julie 2024 tot 31 Desember 2024 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 2024 – 31 DESEMBER 2024**

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 2024 tot 31 Desember 2024.

**3.2 TOP LEVEL SDBIP 2024/2025**

Die Direkteur Tegniese 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 2024/2025 finansiële jaar.





**NOTULE VAN VERGADERING VAN DIE PRESTASIE-EVALUERINGSKOMITEE  
VAN DIE DIREKTEUR FINANSIËLE DIENSTE GEHOU OP VRYDAG 14 MAART  
2025 OM 11H45 IN DIE RAADSAAL, MUNISIPALE KANTORE, PIKETBERG**

---

**4. TERUGVOER VAN DIE PANEEL**

Na afloop van die voorlegging gemaak deur Mnr van Turha, word die komiteedele 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 komiteedele word Mnr van Turha verskoon en sy prestasie geëvalueer en word ooreenkoms bereik met betrekking tot die punttoekenning.

**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 2024 - 31 December 2024  
 Panel Members: Municipal Manager: Adv H Linde  
 Executive Mayor: Ald R van Rooy  
 Councillor: Ald R de Vries  
 Ward Committee Member: Mr. D Goshai  
 Audit Committee Member: Mr. G. Bolton  
 External Municipal Manager: Mr. D. Joubert  
 Date of evaluation: 14 March 2025

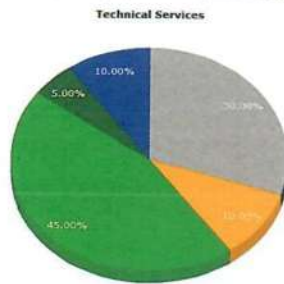
**PERFORMANCE RESULTS**

	Total score for period	Total weight for period	Weighted percentage	Performance %
Operational Performance	53	80	80%	53.25%
Core Competency Requirements	13	20	20%	13.43%
<b>Final Score</b>	<b>67</b>	<b>100</b>	<b>100%</b>	<b>66.69%</b>

**OVERALL PERFORMANCE**

**Director Technical Services Performance July - December 2024**

Report drawn on 04 March 2025 at 08:41  
for the months of Quarter ending September 2024 to Quarter ending December 2024.



	Technical Services
Not Yet Applicable	6 (30.00%)
Not Met	-
Almost Met	2 (10.00%)
Met	9 (45.00%)
Well Met	1 (5.00%)
Extremely Well Met	2 (10.00%)
Did Not Occur	-
<b>Total:</b>	<b>20</b>
	<b>100%</b>

**PERFORMANCE COMMENTS**

Signed by panel members:

Adv H Linde

*[Signature]*

Ald R van Rooy

\_\_\_\_\_

Ald R de Vries

*[Signature]*

Mr. D Goshai

*[Signature]*

Mr. G. Bolton

*[Signature]*

Mr. D. Joubert

*[Signature]*

Signed by employee

Director: Technical Services: Mr. D. Van Turha

*[Signature]*

Date

14 March 2025

Anhangsel 6C

July 2024 - December 2024

# PERFORMANCE EVALUATION

Presentation to the Evaluation Committee

Council Chamber: Ploetberg

Presented by: Derwin van Turba

14 March 2025

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## Index

01	Introduction	04	Challenges
02	Strategic overview	07	Budget
03	Functions of the Directorate	07	TL SDBIP 2024/2025
04	Human Resources	08	Competencies
05	Highlights	10	Closing

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## 01. Introduction

I am Derwin van Turba, Director Technical Services at Bergrivier Municipality for the passed two (2) years.

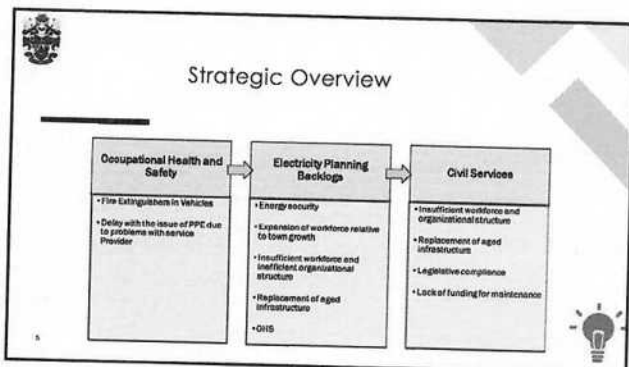
In this evaluation, I will highlight my achievements, discuss challenges faced, and outline the steps taken to address them. Additionally, I will share insights into the areas where we have made notable progress, the impact of key projects, and how I plan to build on these successes in the upcoming quarter.

I am committed to ensuring that our Technical Services department continue to meet and exceed expectations, while maintaining a high level of customer satisfaction and operational efficiency.

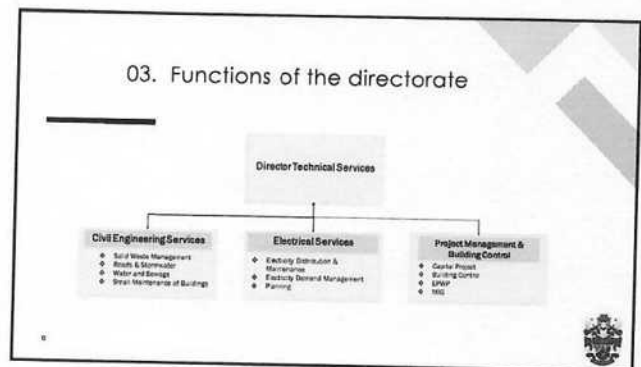
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## 02. STRATEGIC OVERVIEW

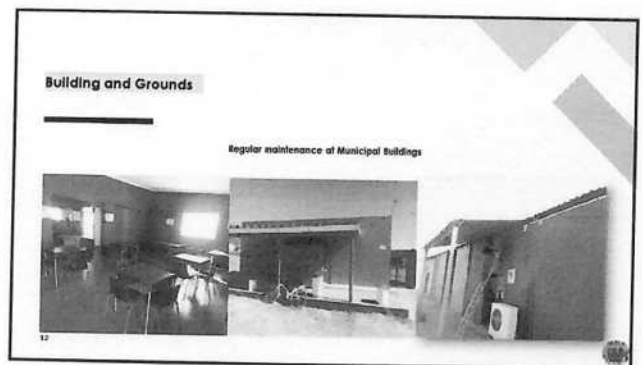
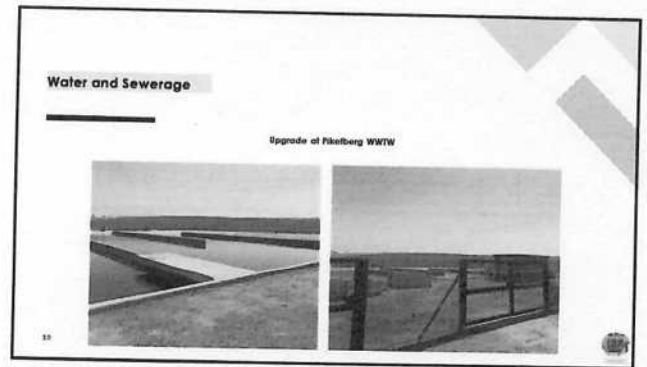
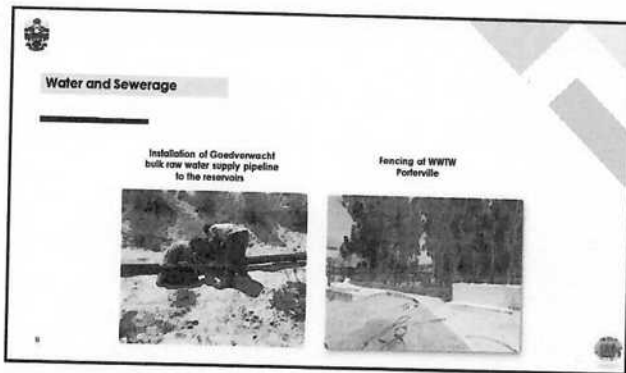
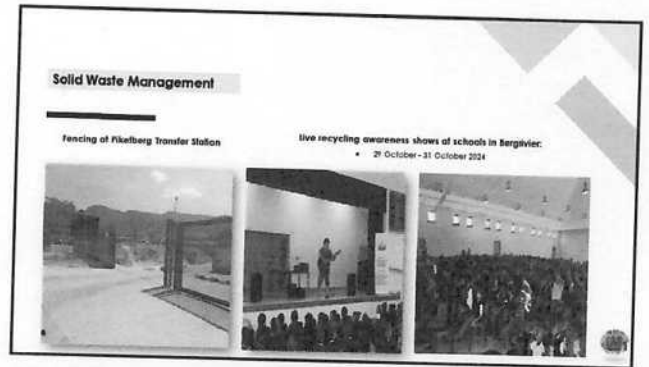
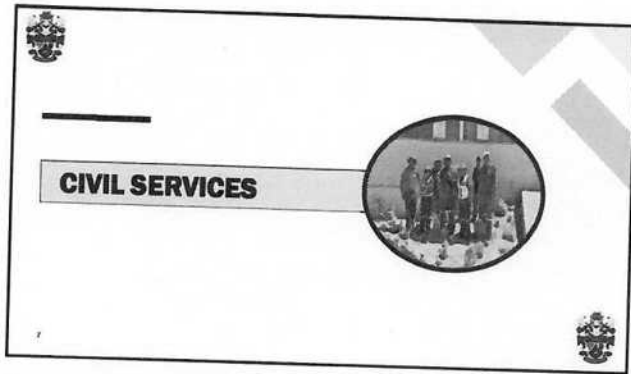
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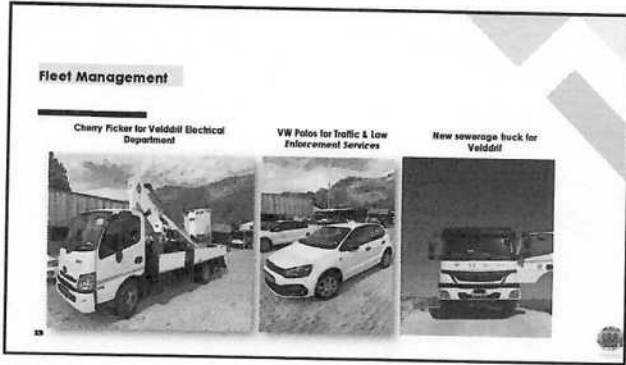


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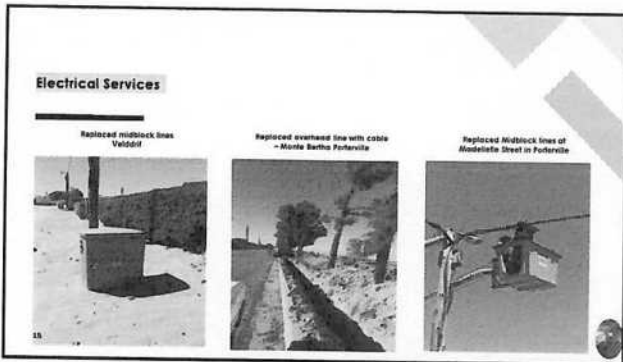




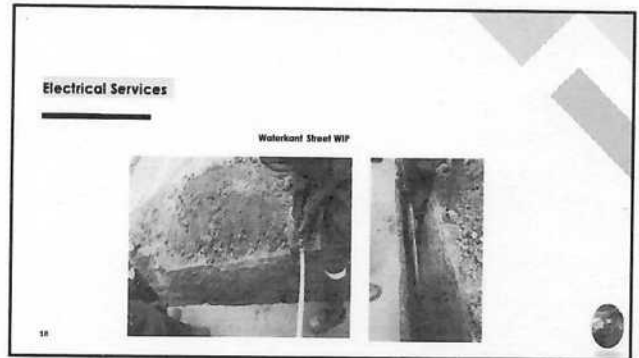
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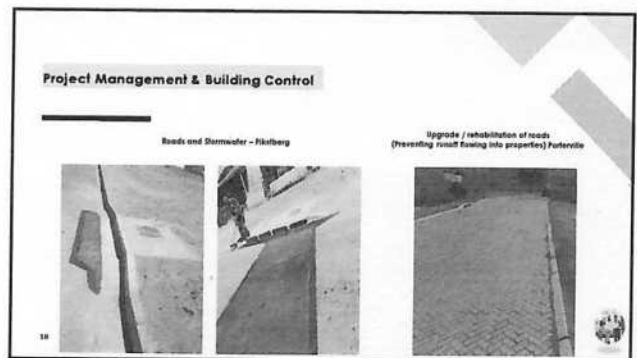
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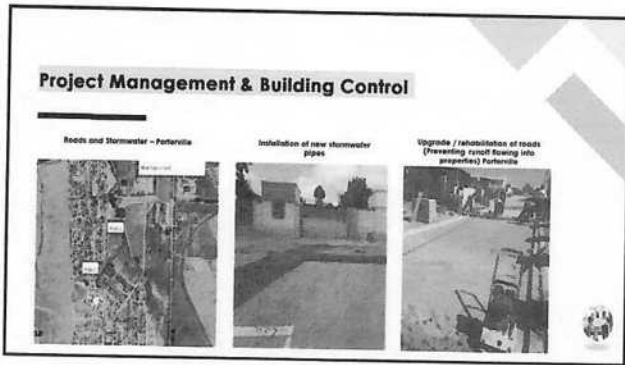
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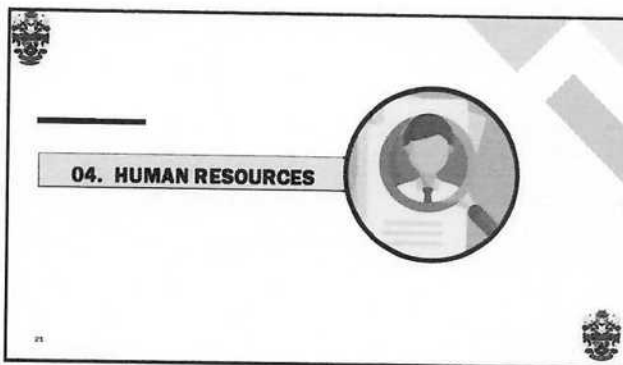
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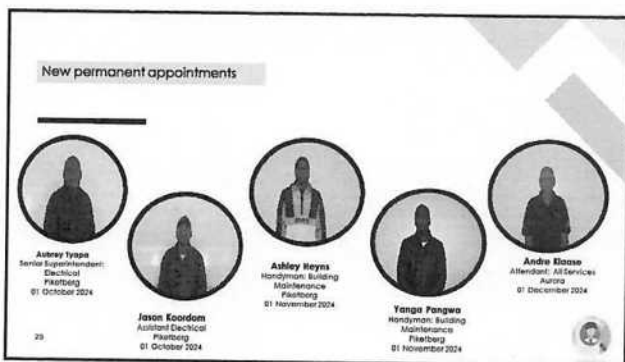
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**Human Resources**

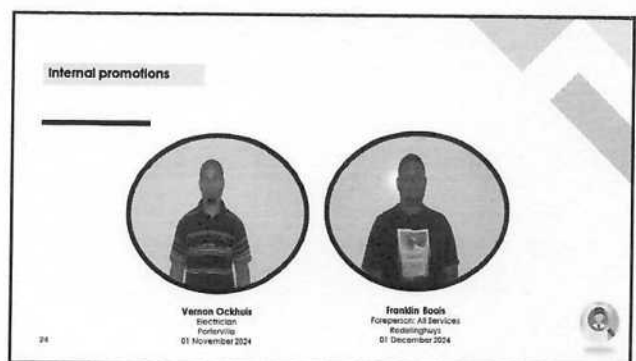
July 2024 - December 2024

Department	Director	Total FTEs	FTEs	Yield/Funds
Director		2	2	0
Civil Engineering Services		165	171	24
Civil Services		15	15	0
Solid Waste Management		59	52	7
Roads and Stormwater		42	39	3
Water and Sewerage		37	34	3
Building and Grounds Maintenance		10	10	0
All Services		22	21	1
Enclave Engineering Services		27	26	7
Project Management & Building Control		9	8	1
PMU		4	4	0
Building Control		5	4	1
<b>Total</b>		<b>229</b>	<b>201</b>	<b>22</b>

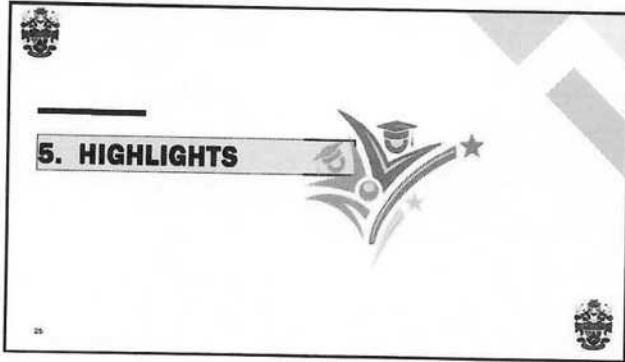
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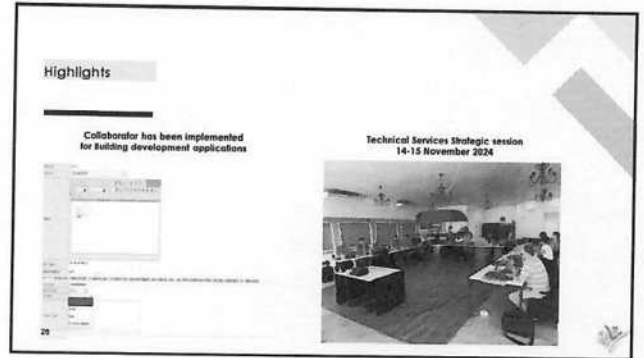
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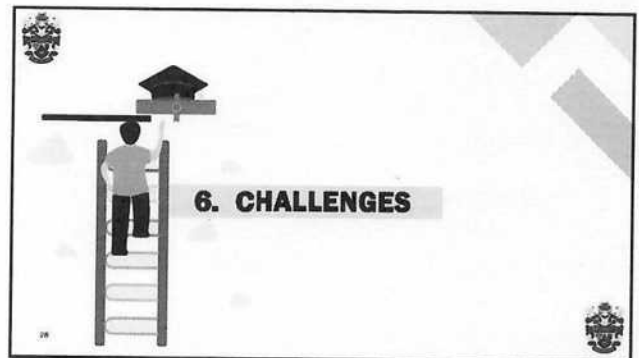
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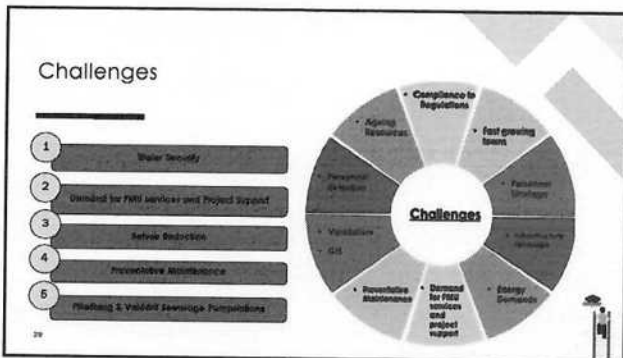
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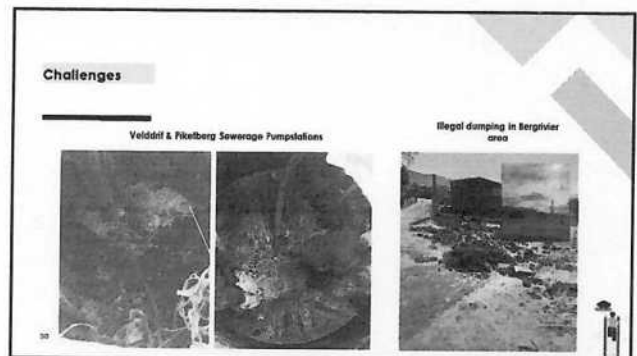
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30

**Challenges**

Vandalism / damaging of municipal buildings

31

**07. BUDGET**

32

**Budget: Capital**

Percentage spent: 29.37%

33

**Budget: Operational & Maintenance**

Percentage spent: 48.18%

34

**08. TL SDBIP 2024/25**

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**SDBIP**

DEPARTMENT OF TECHNICAL SERVICES SDBIP REPORT

SP#	Key Performance Indicator (KPI)	Unit of measurement	Baseline	Target	Actual	%
TL-18	Unit: \$100K to 12% by 30 June 2024 / Number of kilowatts Water Purchased or Purified minus Number of kilowatts Water Sold (including Free basic water) / Number of kilowatts Water Purchased or Purified + 100)	% of water losses 22 % or less by 30 June 2024 (Number of kilowatts Water Purchased or Purified minus Number of kilowatts Water Sold (including Free basic water) / Number of kilowatts Water Purchased or Purified + 100)	12%	0%	0%	0%
TL-19	Unit: % unaccounted for electricity to 10 % by 30 June 2024 / 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 + 100)	% unaccounted electricity by 30 June 2024 / 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 + 100)	10%	0%	0%	0%
TL-20	25 % of MIB conditional grant spent by 30 June 2025 to upgrade infrastructure. (Total amount spent / Total amount allocated) x 100	% of MIB conditional grant spent by 30 June 2025	25%	40%	69.30%	173%

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TL 27	95% of all sewerage road maintenance projects are completed by 30 June 2024. Total amount spent on sewerage road maintenance projects is included in the City of Murrumbidgee's annual budget.	% of sewerage road maintenance projects completed by 30 June 2024	95%	100%	95%
TL 28	95% of the capital budget of sewerage projects is spent by 30 June 2024. Total amount spent on sewerage projects is included in the City of Murrumbidgee's annual budget.	% of capital budget of sewerage projects spent by 30 June 2024	95%	100%	95%
TL 29	Provide the information of the annual Performance Plan and submit reports to the Technical Portfolio Committee.	Number of reports submitted to the Technical Portfolio Committee on the performance of the City of Murrumbidgee	11	11	11
TL 30	Submit a public awareness project on recycling to the Mayor.	Number of awareness projects	2	2	2
TL 31	95% of the water supply projects are completed by 30 June 2024. Total amount spent on water supply projects is included in the City of Murrumbidgee's annual budget.	% of water supply projects completed by 30 June 2024	95%	100%	95%
TL 32	95% of the water supply projects are completed by 30 June 2024. Total amount spent on water supply projects is included in the City of Murrumbidgee's annual budget.	% of water supply projects completed by 30 June 2024	95%	100%	95%
TL 33	95% of the water supply projects are completed by 30 June 2024. Total amount spent on water supply projects is included in the City of Murrumbidgee's annual budget.	% of water supply projects completed by 30 June 2024	95%	100%	95%
TL 34	95% of the water supply projects are completed by 30 June 2024. Total amount spent on water supply projects is included in the City of Murrumbidgee's annual budget.	% of water supply projects completed by 30 June 2024	95%	100%	95%
TL 35	95% of the water supply projects are completed by 30 June 2024. Total amount spent on water supply projects is included in the City of Murrumbidgee's annual budget.	% of water supply projects completed by 30 June 2024	95%	100%	95%

37

TL 36	Reduce the non-regular waste transported to the landfill sites in the City of Murrumbidgee and submit reports to the Mayor quarterly on this issue to the Mayor.	All regular and non-regular waste transported to the landfill sites in the City of Murrumbidgee is within the approved budget	2%	100%	2%
TL 37	Review the non-regular waste transported to the landfill sites in the City of Murrumbidgee and submit reports to the Mayor quarterly on this issue to the Mayor.	Number of reports submitted to the Mayor on the non-regular waste transported to the landfill sites in the City of Murrumbidgee	2	2	2
TL 38	95% of the water supply projects are completed by 30 June 2024. Total amount spent on water supply projects is included in the City of Murrumbidgee's annual budget.	% of water supply projects completed by 30 June 2024	95%	100%	95%
TL 39	95% of the water supply projects are completed by 30 June 2024. Total amount spent on water supply projects is included in the City of Murrumbidgee's annual budget.	% of water supply projects completed by 30 June 2024	95%	100%	95%
TL 40	95% of the water supply projects are completed by 30 June 2024. Total amount spent on water supply projects is included in the City of Murrumbidgee's annual budget.	% of water supply projects completed by 30 June 2024	95%	100%	95%
TL 41	95% of the water supply projects are completed by 30 June 2024. Total amount spent on water supply projects is included in the City of Murrumbidgee's annual budget.	% of water supply projects completed by 30 June 2024	95%	100%	95%
TL 42	95% of the water supply projects are completed by 30 June 2024. Total amount spent on water supply projects is included in the City of Murrumbidgee's annual budget.	% of water supply projects completed by 30 June 2024	95%	100%	95%
TL 43	95% of the water supply projects are completed by 30 June 2024. Total amount spent on water supply projects is included in the City of Murrumbidgee's annual budget.	% of water supply projects completed by 30 June 2024	95%	100%	95%
TL 44	95% of the water supply projects are completed by 30 June 2024. Total amount spent on water supply projects is included in the City of Murrumbidgee's annual budget.	% of water supply projects completed by 30 June 2024	95%	100%	95%
TL 45	95% of the water supply projects are completed by 30 June 2024. Total amount spent on water supply projects is included in the City of Murrumbidgee's annual budget.	% of water supply projects completed by 30 June 2024	95%	100%	95%

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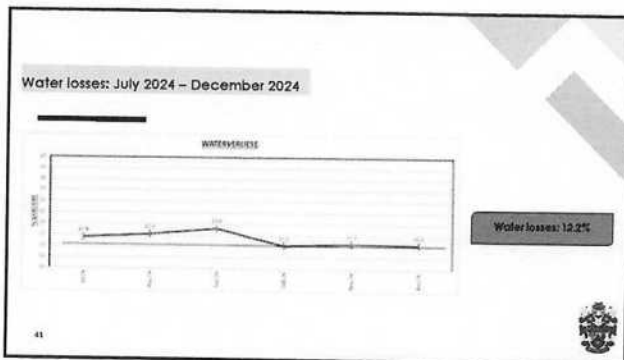
TL 46	Ensure the registration of all assets is completed annually.	Number of assets registered annually	2	2	2
TL 47	Ensure the capital projects budgeted for are completed within the budget and financial reports are submitted to the Mayor quarterly.	% of capital projects budgeted for within the budget and financial reports completed	95%	100%	95%
TL 48	Ensure the water supply projects are completed by 30 June 2024. Total amount spent on water supply projects is included in the City of Murrumbidgee's annual budget.	% of water supply projects completed by 30 June 2024	95%	100%	95%
TL 49	Number of funding applications submitted to the Mayor quarterly.	Number of reports submitted to the Mayor quarterly	0	0	0
TL 50	Number of funding applications submitted to the Mayor quarterly.	Number of reports submitted to the Mayor quarterly	0	0	0
TL 51	Number of funding applications submitted to the Mayor quarterly.	Number of reports submitted to the Mayor quarterly	0	0	0

39

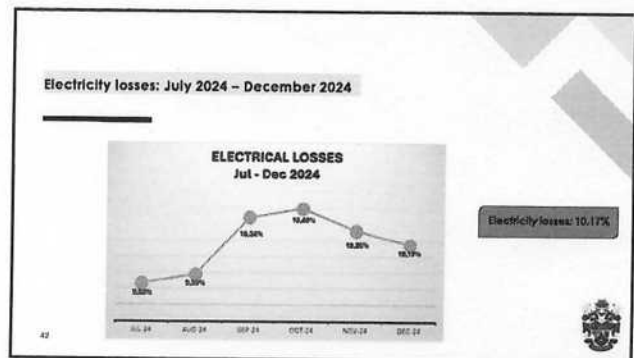
### SDBIP

- TL 36 - 95% OF WATER SUPPLY PROJECTS COMPLETED BY 30 JUNE 2024
- TL 38 - 95% OF WATER SUPPLY PROJECTS COMPLETED BY 30 JUNE 2024
- TL 47 - ZERO TOLERANCE TO CORRUPTION AND DISHONESTY IN THE WORKPLACE
- TL 51 - WASTE MANAGEMENT REPORTS SUBMITTED TO PORTFOLIO COMMITTEE
- TL 41 - 95% OF WATER SUPPLY PROJECTS COMPLETED BY 30 JUNE 2024


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# 09. COMPETENCIES

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### Leading Competencies


LEADING COMPETENCIES	INCLUDES
Strategic Direction and Leadership	<ul style="list-style-type: none"> <li>Develop high level planning for major strategic issues and plan</li> <li>Development and approval of SDPs</li> <li>Build and leading relationships and collaboration with other Directors</li> </ul>
People Management	<ul style="list-style-type: none"> <li>Conducting timely management meetings</li> <li>Conducting timely meetings with staff to discuss progress</li> <li>Prepare work for other staff</li> <li>Monitor performance and give</li> </ul>
Program and Project Management	<ul style="list-style-type: none"> <li>Conducting annual budget for the financial year</li> <li>Preparation of Procurement Plan with Managers</li> <li>Monitor reporting and project implementation</li> </ul>
Resource Management	<ul style="list-style-type: none"> <li>Targeted Training</li> <li>Targeted Cross-Unit Learning</li> <li>Monitor operations regularly</li> </ul>
Change Leadership	<ul style="list-style-type: none"> <li>Encourage and give direction</li> <li>Encourage staff and development</li> <li>Monitor staff performance regularly and give for feedback and</li> <li>Encourage staff to give feedback</li> <li>Encourage staff to give feedback</li> <li>Encourage staff to give feedback</li> </ul>
Quality Leadership	<ul style="list-style-type: none"> <li>Continuously engage staff Managers to monitor and assess quality and service quality</li> <li>Ensure compliance management</li> <li>Continuously assess and improve quality</li> </ul>

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### Core Competencies

CORE COMPETENCIES	REFLECT
Work Competence	<ul style="list-style-type: none"> <li>An individual's core competencies are those skills, knowledge, and abilities that are necessary for successful performance in a particular job or profession. This is a broad term that encompasses a wide range of skills and abilities.</li> </ul>
Planning and Organizing	<ul style="list-style-type: none"> <li>Identify management needs and</li> <li>Developed common management skills with an ability to coordinate such as financial and customer</li> <li>Developing strategic vision to be used in the future to plan. An organization is required to define a common vision, mission, and values that</li> <li>aligns all</li> </ul>
Analysis and Research	<ul style="list-style-type: none"> <li>How ideas are developed often and tested such as new ideas, methods of action, new technologies. The effect is tested and best practices are</li> <li>used</li> </ul>
Knowledge in Information Management	<ul style="list-style-type: none"> <li>How products and services are managed</li> <li>Support staff and services provided and support with managers, needs, responsibilities, and</li> </ul>
Communication	<ul style="list-style-type: none"> <li>How meetings, reports, and other information are used to receive, produce, information is shared via email. Documents are reviewed or</li> <li>discussed via</li> </ul>
Results and Quality Focus	<ul style="list-style-type: none"> <li>How products and services are developed through a meeting or information</li> </ul>

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# Thank you




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KANTOOR VAN DIE MUNISIPALE BESTUURDER  
BERGRIVIER MUNISIPALITEIT  
POSBUS 60  
PIKETBERG  
7320

Anhangsel 7A

**NOTULE VAN DIE VERGADERING VAN DIE PRESTASIE-EVALUERINGSKOMITEE VAN DIE VOORMALIGE DIREKTEUR FINANSIËLE DIENSTE GEHOU OP VRYDAG 14 MAART 2025 OM 11H02 IN DIE RAADSAAL, MUNISIPALE KANTORE, PIKETBERG**

**TEENWOORDIG**

Adv. H Linde (Munisipale Bestuurder - Voorsitter)  
Rdl. J Daniels (Portefeulje Voorsitter)  
Rdh. R de Vries (Lid van Uitvoerende Burgemeesterskomitee - Observerend)  
Mnr. D Joubert (Eksterne Munisipale Bestuurder: Weskus Distriksmunisipaliteit)  
Me. G Bolton (Ouditkomiteelid)  
Mnr. D Goshai (Lid van die Wykskomitee van Wyk 4)  
Mnr. PW Erasmus (Direkteur Finansiële Dienste)  
Me. A van Sittert (Bestuurder: Strategiese Dienste)  
Mnr. AW Rheeder (Bestuurder Menslike Hulpbrondienste) (Notuleerder)  
Me. E Kankowski (Persoonlike Assistent – Observerend)

**1. OPENING EN VERWELKOMING**

Die Voorsitter open die vergadering, waarna sy almal by die vergadering verwelkom. Die Voorsitter meld dat die evaluering vir die periode vanaf 01 Julie 2024 tot 31 Desember 2024 is.

**2. AANSOEKE OM VERLOF TOT AFWESIGHEID**

Geen

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

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

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

- Hoogtepunte en 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 2024 – 31 DESEMBER 2024**

Mnr. Erasmus 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 2024 tot 31 Desember 2024.



**NOTULE VAN VERGADERING VAN DIE PRESTASIE-EVALUERINGSKOMITEE  
VAN DIE DIREKTEUR FINANSIËLE DIENSTE GEHOU OP VRYDAG  
14 MAART 2025 OM 11H02 IN DIE RAADSAAL, MUNISIPALE KANTORE,  
PIKETBERG**

---

**3.2 SDBIP 2024/2025:**

Die Direkteur Finansiële Dienste gee breedvoerig terugvoering aan die paneel met betrekking tot die KPI's wat behaal is in sy "Top Level" SDBIP vir die tydperk vanaf 01 Julie 2024 tot 31 Desember 2024.

**4. TERUGVOERING VAN DIE PANEEL**

Na afloop van die voorlegging deur Mnr. Erasmus 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. Erasmus word bedank vir sy goeie diens en werksaamhede binne die munisipaliteit.

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

**5. AFSLUITING**

Die sessie verdaag om 11h27.

Aanhangsel 7B

BERGRIVER MUNICIPALITY

PERFORMANCE EVALUATION SUMMARY



Performance evaluation of: **Chief Financial Officer: Mr PW Erasmus**

Period: **01 July 2024 - 31 December 2024**

Panel Members:

Municipal Manager	Adv H Linde
Executive Mayor	Ald R van Rooy
Councillor	Cllr K Daniels
Ward Committee Member	Mr. D Goshai
Audit Committee Chairperson	Mrs. G Bolton
External Municipal Manager	Mr. D Joubert

Date of evaluation: **14 March 2025**

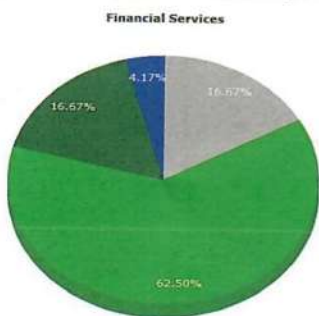
PERFORMANCE RESULTS

	Total score for period	Total weight for period	Weighted percentage	Performance %
Operational Performance	61	80	80%	61%
Core Competency Requirements	16	20	20%	16%
<b>Final Score</b>	<b>77</b>	<b>100</b>	<b>100%</b>	<b>77%</b>

OVERALL PERFORMANCE

Director of Financial Services Performance July - December 2024

Report drawn on 05 March 2025 at 09:19  
for the months of Quarter ending September 2024 to Quarter ending December 2024.



	Financial Services
Not Yet Applicable	4 (16.67%)
Not Met	-
Almost Met	-
Met	15 (62.50%)
Well Met	4 (16.67%)
Extremely Well Met	1 (4.17%)
Did Not Occur	-
<b>Total:</b>	<b>24</b>
	<b>100%</b>

PERFORMANCE COMMENTS

Signed by panel members:

Adv H Linde

Ald R van Rooy

Cllr K Daniels

Mr. D Goshai

Mrs. G Bolton

Mr. D Joubert


*[Handwritten signatures of Adv H Linde, Ald R van Rooy, Cllr K Daniels, Mr. D Goshai, Mrs. G Bolton, and Mr. D Joubert]*

Signed by employee: Chief Financial Officer: Mr PW Erasmus

Date: 14 March 2025

Die UBM is die appèlowerheid en kan me hier teken nie, want hy was nie teenwoordig nie.

Aanhangsel TC



**Presentation by:**  
Mr PW Erasmus  
14 March 2025

**Annual Performance Review**  
Quarter 1 and 2 for the  
2024/25 Financial year

1

### Table of Content

- CHALLENGES
- HIGHLIGHTS
- INITIATIVES
- KPI FOCUS AREAS
- CORE COMPETENCIES
- CONCLUSION
- WORD OF THANKS

2

### Challenges

- NEW PROCUREMENT BILL
- SERVICE CHARGES SUBJECT TO FINANCE IT'S OWN BUDGET / EXPENSES
- LOSSES ON SALE OF ELECTRICITY
- IMPROVING TARIFF STRUCTURE TO DO MORE WITH LESS
- VACANCIES IN THE DEPARTMENT AND THE LACK OF APPROPRIATELY SKILLED STAFF
- DEBT MANAGEMENT
- ERP / IT STRATEGY, FINANCIAL MANAGEMENT SYSTEM

3

### Highlights

- Positive results during the first two quarters of the financial year with a risk register
- Direction, structure and discipline are maintained
- The workflow and planning processes for budgeting, procurement planning, and annual tender processes have improved
- Internal control management remains stable
- Municipal accounts now via the eRMS application

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### Highlights

- 1<sup>st</sup> Clean Audit report for Bergvriewer
- Increase in liquidity (cash position) R255,514 Million, best ever!! ©
- Sound financial ratio's, current ratio - 3.20:1, Smart meter implementation is starting to show results
- Revenue is currently 89% above the year-to-date budget, while expenditure is 98% below the year-to-date, indicating that an operating surplus is likely for the 2024/2025 financial year.

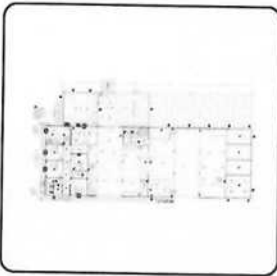

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### Highlights

- Inventory system and physical store facility in Phahlang, Potchefstroom & VAMAK
- Good quality AEC submitted on time and complimented by PRAC
- Applied and awarded funding for both the cost reflective study and benchmarking (R222)


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### Highlights Inventory stores



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### Highlights – Inventory stores



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### Highlights

- \*SCM Award
- \*Annual Prize Giving Special awards
- \*Long service award







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### Highlights SCM Cleaning Archives






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### Initiatives

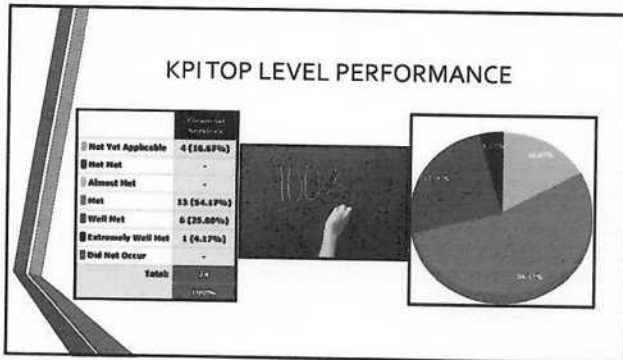
-  Long-term financial plan updated and workshopped with council. 20 Year vision to follow.
-  Enhanced Investment protocol – Continuing with momentum in respect of interest on investments. R180 Million also the best ever.
-  Reporting templates, monthly reports are of a high standard should provide sufficient information to decision makers and oversight bodies.
-  Financial information being extracted out of the system with limited to no human intervention.

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### Initiatives

-  Enhancements in procurement strategy are reaping rewards as procurement processes are expedited through multi-year awards and contracts.
-  Expanding office space for employees at the Piketberg stores to resolve the shortage of workspace in the finance building.
-  Improve business processes through utilization of technology i.e. meter readings, pre-paid integration and the launch of the Colab Citizen app for ease of doing business with the municipality.

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### KPI focus areas for 2024/25

- Ensure rate of the total approved budget for the City of Greater Geelong is spent by 30 April 2025.
- Ensure overtime spending to ensure it remains within the approved budget.
- Effectively communicate and advise with the Mayoral Committee regarding the write-off of unrecoverable debt by submitting a bi-annual report.
- Submit funding applications to external sources to support strategic and operational initiatives.
- Minimise water and electricity losses by enhancing the accuracy of usage billing.
- Improve the debtors' collection rate, meet their debt obligations.

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### Focus areas for 2024/25

- Continue with the long-term financial plan. Use its principles as a foundation for future budgets.
- Continue improving cash flow and liquidity, long term financial sustainability.
- Implement cost reflective tariffs for all services as far possible. Must be a consistent application of the principle.
- Improvement of productivity (Working smarter and harder systems must support)
- Communicate Communicate Communicate, ATD.

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### 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.	Establish and communicate a clear vision for the institution, motivating and guiding others to achieve the strategic objectives of the institution.
People Management	Effectively manage, inspire and encourage people, respect diversity, optimise talent and build and nurture relationships to achieve institutional objectives.	Lead through example, provide new energy and direction, acknowledge historical facts, organisational culture and practices and foster Human resource capacity to perform better.
Program and Project Management	Able to understand program and project management methodology, plan, manage, monitor and evaluate specific activities to deliver on set objectives.	Ensure the ability of efficient planning, execution, and completion of projects. Success here includes meeting deadlines, staying within budget, and achieving project goals.
Financial Management	Able to compile, plan and manage budgets, control cash flow, initiate 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.	Apply analytical thinking and encourage staff to analyse and interpret information and not accept everything at face value. Enhance procurement processes, issued guidelines i.e. Section 38 of MIMA to all officials with financial management responsibilities covering an array of subjects.

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### Core Competencies

Competency	Definition	Performance
Change Leadership	Able to direct and initiate institutional transformation on all levels to successfully deliver and implement core initiatives and deliver professional and quality services to the community.	The capacity to lead change management initiatives and steer organisational transformation. Success is reflected in the effective implementation of new initiatives and enhanced service delivery. For instance, introducing alternative methods for distributing monthly accounts, beyond traditional postal services, is a practical example of this.
Governance Leadership	Able to promote, direct and apply professionalisation in managing risk and compliance requirements and apply a thorough understanding of governance practices and obligations. Further, able to direct the conceptualisation of relevant public and enhance cooperative governance relationships.	Implemented formal line management meetings, enhance the principle of Management by Wandering Around, visit remote offices. Reviewed risk registers, ensure not only compliance but improve the quality in reporting. Represent municipality at formal forums and intergovernmental engagements.
Moral Competence	Able to identify moral triggers, apply reasoning that promotes honesty and integrity and consistently display behavior that reflects moral competence.	Always act with honesty, integrity. Zero tolerance towards unethical or unlawful and dishonest behavior.
Planning and Organising	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.	Developed strategy and organise resources to ensure expenditure in business processes. Timely billing, recycling, reconciliation and closing off of month end. Put controls and measures in place to ensure compliance with due dates and time frames. Will mitigate the risk of irregular behavior and enhance service delivery.

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### Core Competencies

Competency	Definition	Performance
Analysis and Innovation	Able to critically analyse information, challenges and trends.	Conduct a comprehensive analysis of the financial position and performance to identify trends. Develop strategies to reverse the downward trend and enhance both performance and financial standing. Provide leadership and vision to the department, encouraging the adoption of suitable technological tools to streamline financial processes, implement a cash flow planning process and review cash balances weekly.
Knowledge and Information Management	Able to promote the generation and sharing of knowledge and information through various processes and media, to enhance the collective knowledge base of local government.	Encourage staff to learn from one another and develop expertise. Provide training that is provided and encourage staff to participate in training initiatives i.e. GRCR, AFS. Participate in forums, CIO, CCM, MAP and workshops to share knowledge with colleagues.
Communication	Able to share information, knowledge and ideas in a clear, focused and concise manner appropriate for the audience to effectively convey, persuade and influence stakeholders to achieve the desired outcome.	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 procedural matters affecting local government. Improve quality of written communication.
Results and Quality Focus	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.	Not only attend towards meeting goals and deadlines but providing quality of information that is submitted in reports, including reports, tables of figures, graphs to reflect high quality work. Encourage staff to report to provide quality of work before deadlines to allow for revision processes. Insist on meeting Service Level standards as agreed to in annual budget.

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### Conclusion




- The finance department has successfully fulfilled all legislative and administrative responsibilities while exceeding expectations. The course is set, momentum is strong, and maintaining continuity will be crucial moving forward.
- It is essential to stay vigilant and mindful of the municipal environment and the effects of the current economic climate on the municipality's finances.
- Proactive planning and risk management are critical, particularly in addressing the challenges posed by the electricity crisis and the deteriorating state infrastructure.

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### Thank You




To the Municipal Manager, thank you for your leadership, direction, and the structure you have provided.



To the Mayor, Executive Leadership, my portfolio head, and the Council, I am grateful for your support, guidance, and direction, as well as for always upholding dignity, integrity, and respect. A special thank you to my portfolio head for your patience, support, and leadership, especially during my first budget process at Bergriver.



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Q & A

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