



BERGRIVIER MUNISIPALITEIT

VERSLAG AAN DIE BURGEMEESTERSKOMITEE EN RAAD

PRESTASIE BEOORDELING ARTIKEL 54 EN 56 POSTE VIR DIE TYDPERK

1 JULIE 2021 TOT 30 JUNIE 2022

DEUR DIE MUNISIPALE BESTUURDER

27 September 2022

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 23 September 2022.

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 54 en 56 van die Plaaslike Regering: Munisipale Stelselwet, 2000 (Wet 32 van 2000) aangestel is, twee-jaarliks op die voorgeskrewe manier geëvalueer word.

Die Munisipale Bestuurder en die direkteure is op **23 September 2022** geëvalueer vir die periode van **1 Julie 2021 – 30 Junie 2022** (vol-jaarlikse evaluering).

Die evalueringspaneel is volgens die wetlike voorskrifte saamgestel en het bestaan uit die Munisipale Bestuurder/Uitvoerende Burgemeester (Voorsitter), die Voorsitter van die Oudit Komitee (*Die ouditkomitee het besluit dat hulle die bywoning van die prestasieproses sal roteer sodat alle lede die waardevolle inligting bekom – '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 Heinrich Mettler van Saldanhabaai Munisipaliteit) en die Bestuurder Menslike Hulpbrondienste, mnr Wessel Rheeder (notule houer).

Bo en behalwe die wetlike voorgeskrewe persone wat teenwoordig was, het die Raad ook besluit dat die volgende persone teenwoordig sal wees: '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 7 – Mnr Johnny De Silva). Beide hierdie persone was teenwoordig vir al die sessies.

3.2 Proseduriële korrektheid

Die lid van die Ouditkomitee is lid van die prestasie evalueringspaneel met die uitsluitlike doel om toe te sien dat die verrigtinge prosedureel korrek hanteer word. 'n E-pos gedateer 26 September 2022 is ontvang van mev Gill Bolton en is aangeheg as **Aanhangsel 1**.

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

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

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

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

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

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

3.4 Program en Evaluerings

Die program vir die evaluering 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 2021 tot 30 Junie 2022 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 2021 tot 30 Junie 2022 aangeheg as **Aanhangsel 4B**. 'n Afskrif van die aanbieding is aangeheg as **Aanhangsel 4C**.

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

Die notule van die evaluering van die Direkteur Finansiële Dienste / HFB is aangeheg as **Aanhangsel 5A** met die getekende evalueringsvorm vir 1 Julie 2021 tot 30 Junie 2022 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 Februarie 2022 tot 30 Junie

2022 aangeheg as **Aanhangsel 6B**. 'n Afskrif van die aanbieding is aangeheg as **Aanhangsel 6C**.

3.4.5 Direkteur Korporatiewe Dienste (DKD)

Die notule van die evaluering van die Direkteur Korporatiewe Dienste is aangeheg as **Aanhangsel 7A** met die getekende evalueringsvorm vir 1 Julie 2021 tot 30 Junie 2022 aangeheg as **Aanhangsel 7B**. 'n Afskrif van die aanbieding is aangeheg as **Aanhangsel 7C**.

3.4.6 Voormalige Direkteur Tegniese Dienste (Koch)

Die notule van die evaluering van die Voormalige Direkteur Tegniese Dienste is aangeheg as **Aanhangsel 8A** met die getekende evalueringsvorm vir 1 Julie 2021 tot 30 September 2021 aangeheg as **Aanhangsel 8B**. 'n Afskrif van die aanbieding is aangeheg as **Aanhangsel 8C**.

TER INLIGTING

GILLIAN MARY BOLTON

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26 September 2022

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and

mmoffice@bergmun.org.za

The Municipal Manager
Bergrivier Local Municipality

Dear Advocate Linde

PERFORMANCE EVALUATION PROCESS: SECTION 57 APPOINTEES: 23 SEPTEMBER 2022

As delegated by the Audit Committee, I attended the annual performance evaluations of the Municipality's Section 57 appointees which took place in the Council Chamber at Piketberg from 08:00/08:15 to 14:00 on 23 September 2022.

My apologies, once again, for having not been present at the start of the meeting and therefore missing the Performance Evaluation of Appointee #1 and part of that of Appointee #2.

The appointees evaluated were:

1

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

#	Appointee	Designation
1	Mr Chris Koch	Director: Technical Services (for the period 01 July 2021 – 30 September 2021)
2	Mr Felix Lötter	Director: Financial Services
3	Mr Victor Felton	Director: Technical Services (for the period 01 February to 30 June 2022)
4	Mr Dean Josephus	Director: Community Services
5	Mr JWA (Vivien) Kotzee	Director: Corporate Services
6	Adv Hanlie Linde	Municipal Manager

I record that, in my professional opinion:

- the evaluation process for 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 the appointees' evaluations - as per the Performance Evaluation Programme circulated by the Municipality;
- the External Municipal Manager who formed part of the panel was the Municipal Manager of Saldanha Bay Local Municipality, Mr Heinrich Mettler, and the Ward Committee representative was Mr J Da Silva of Ward 7's Committee;
- the evaluation process was in accordance with the determined objectives and indicators appropriate to the Municipality;
- Mrs Van Sittert, the person responsible for the IGNITE system in the Municipality, was not present but Ms Filicia Erasmus, Administrative Officer; Strategic Services, also appropriately trained in IGNITE, 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; and
- the process complied with the applicable legislative requirements (Act and Regulations) and the required Annual Performance Contracts.

Once again, I record my appreciation for having had the opportunity to attend the Performance Evaluation process.

As before, 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 Bergvriew as a whole.

Apart from the previous resignation of Mr Lötter, Mr Felton has also tendered his resignation for personal reasons, with 30 September 2022 being his last day (both officials are now with Bitou Municipality).

This indicates the common difficulty that municipalities have of recruiting appropriately skilled and experienced staff from a very small pool, the consequential difficulty in retaining their services and the potentially adverse effect this has on service delivery.

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.

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: Audit Committee

Munisipaliteit BERGRIVIER Municipality

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



✉ 60
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7320
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PROGRAM: PRESTASIE-EVALUERING

VRYDAG 23 SEPTEMBER 2022 OM 08:00 – 14:00

MUNISIPALE RAADSAAL, KERKSTRAAT 13, PIKETBERG

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

TYD	WIE WORD GE-EVALUEER?	BETROKKENES
08:00 – 08:15	Paneel vergader	<ul style="list-style-type: none"> ▪ Uitvoerende Burgemeester ▪ Munisipale Bestuurder ▪ Eksterne Munisipale Bestuurder ▪ Voorsitter van Oudit- en Prestasiekomitee of gedelegerde ▪ Lid vir Prestasie in Ouditkomitee ▪ Betrokke Raadslede ▪ Wykskomitee-lid
8:15 – 8:45 Evalueringperiode: 1 Julie – 31 September 2021	Mnr Chris Koch (Direkteur: Tegniese Dienste)	<ul style="list-style-type: none"> ▪ Rdh. Ray van Rooy (Uitvoerende Burgemeester) (<i>Ex-Officio</i>) ▪ Rdh. Mario Wessels: Voormalige Portefeulje Voorsitter ▪ Rdh. Riaan de Vries: Huidige Portefeulje Voorsitter ▪ Adv. Hanlie Linde: Munisipale Bestuurder (Berggrivier Munisipaliteit) (Voorsitter) ▪ Mev. Gillian Bolton (Ouditkomiteelid of gedelegerde) ▪ Mnr. Heinrich Mettler: Eksterne Munisipale Bestuurder (Saldanhabaai Munisipaliteit) ▪ Lid van Wykskomitee: Mnr J Da Silva (Wyk 7) ▪ Mev. Alletta van Sittert (Bestuurder: Strategiese Dienste) / Ignite Stelsel-konsultant ▪ Bestuurder: Menslike Hulpbrondienste (Notuleerder)
8:45 – 9:45 Evalueringperiode: 1 Julie 2021 – 30 Junie 2022)	Mnr. Felix Lötter (Direkteur: Finansiële Dienste)	<ul style="list-style-type: none"> ▪ Rdh. Ray van Rooy (Uitvoerende Burgemeester) (<i>Ex-Officio</i>) ▪ Rdd. Sandra Crafford: Voormalige Portefeulje Voorsitter ▪ Rdl J. Daniels: Huidige Portefeulje Voorsitter ▪ Adv. Hanlie Linde: Munisipale Bestuurder (Berggrivier Munisipaliteit) (Voorsitter) ▪ Mev. Gillian Bolton (Ouditkomiteelid of gedelegerde) ▪ Mnr. Heinrich Mettler: Eksterne Munisipale Bestuurder (Saldanhabaai Munisipaliteit) ▪ Lid van Wykskomitee: Mnr J Da Silva (Wyk 7)

TYD	WIE WORD GE-EVALUEER?	BETROKKENES
		<ul style="list-style-type: none"> ▪ Mev. Alletta van Sittert (Bestuurder: Strategiese Dienste) / Ignite Stelsel-konsultant ▪ Bestuurder: Menslike Hulpbrondienste (Notuleerder) ▪ Persoonlike Assistent – Mev. E. Kankowski (observerend)
9:45 – 10:00 Bene rek		
<p>10:00 – 10:45 Evalueringperiode 1 Februarie 2022 – 30 Junie 2022)</p>	<p>Mnr Victor Felton (Direkteur: Tegnieese Dienste)</p>	<ul style="list-style-type: none"> ▪ Rdh. Ray van Rooy (Uitvoerende Burgemeester) (<i>Ex-Officio</i>) ▪ Rdh. Mario Wessels: Voormalige Portefeulje Voorsitter ▪ Rdh. Riaan de Vries: Huidige Portefeulje Voorsitter ▪ Adv. Hanlie Linde: Munisipale Bestuurder (Bergrivier Munisipaliteit) (Voorsitter) ▪ Mev. Gillian Bolton (Ouditkomiteelid of gedelegerde) ▪ Mnr. Heinrich Mettler: Eksterne Munisipale Bestuurder (Saldanhaabaai Munisipaliteit) ▪ Lid van Wykskomitee: Mnr J Da Silva (Wyk 7) ▪ Mev. Alletta van Sittert (Bestuurder: Strategiese Dienste) / Ignite Stelsel-konsultant ▪ Bestuurder: Menslike Hulpbrondienste (Notuleerder)
<p>10:45 – 11:45 (Evalueringperiode: 1 Julie 2021 – 30 Junie 2022)</p>	<p>Mnr. Dean Josephus (Direkteur: Gemeenskaps- dienste)</p>	<ul style="list-style-type: none"> ▪ Rdh. Ray van Rooy (Uitvoerende Burgemeester) (<i>Ex-Officio</i>) ▪ Adv. Hanlie Linde: Munisipale Bestuurder (Bergrivier Munisipaliteit) (Voorsitter) ▪ Rdh. M. Wessels: Huidige Portefeulje Voorsitter ▪ Rdl. Adam du Plooy: Voormalige Portefeulje Voorsitter ▪ Mev. Gillian Bolton (Ouditkomiteelid of gedelegerde) ▪ Mnr. David Joubert: Eksterne Munisipale Bestuurder (Weskus Distriksmunisipaliteit) ▪ Lid van Wykskomitee: Mnr J Da Silva (Wyk 7) ▪ Mev. Alletta van Sittert (Bestuurder: Strategiese Dienste) / Ignite Stelsel-konsultant ▪ Bestuurder: Menslike Hulpbrondienste (Notuleerder) ▪ Persoonlike Assistent – Me Salome Toring (observerend)
<p>11:45-12:45 Evalueringperiode: 1 Julie 2021 – 30 Junie 2022</p>	<p>Mnr. Vivian Kotzee (Direkteur: Korporatiewe Dienste)</p>	<ul style="list-style-type: none"> ▪ Rdh. Ray van Rooy (Uitvoerende Burgemeester) (<i>Ex-Officio</i>) ▪ Adv. Hanlie Linde: Munisipale Bestuurder (Bergrivier Munisipaliteit) (Voorsitter) ▪ Rdl. J. Daniels : Voormalige Portefeulje Voorsitter ▪ Rdl. A. du Plooy: Huidige Portefeulje Voorsitter ▪ Mev. Gillian Bolton (Ouditkomiteelid of gedelegerde) ▪ Mnr. Heinrich Mettler: Eksterne Munisipale Bestuurder (Saldanhaabaai Munisipaliteit) ▪ Lid van Wykskomitee: Mnr J Da Silva (Wyk 7) ▪ Mev. Alletta van Sittert (Bestuurder: Strategiese Dienste) / Ignite Stelsel-konsultant ▪ Bestuurder: Menslike Hulpbrondienste (Notuleerder) ▪ Persoonlike Assistent – Carmen Cloete (observerend)
12:45 – 13:00 Bene rek		

TYD	WIE WORD GE-EVALUEER?	BETROKKNES
13:00 – 14:00 (Evalueringperiode: 1 Julie 2021 – 30 Junie 2022)	Adv. Hanlie Linde (Munisipale Bestuurder)	<ul style="list-style-type: none"> ▪ Rdh. Ray van Rooy (Uitvoerende Burgemeester) Voorsitter ▪ Rdh. M. Wessels: Lid van MAYCO ▪ Mev. Gillian Bolton (Ouditkomiteelid of gedelegerde) ▪ Mnr. Heinrich Mettler: Eksterne Munisipale Bestuurder (Saldanhaai Munisipaliteit) ▪ Lid van Wykskomitee: Mnr J Da Silva (Wyk 7) ▪ Mev. Alletta van Sittert (Bestuurder: Strategiese Dienste) / Ignite Stelsel-konsultant ▪ Bestuurder: Menslike Hulpbrondienste (Notuleerder) ▪ Mev. Jessica Carstens (observerend) as Persoonlike Assistent van Munisipale Bestuurder ▪ Mevr T. Wessels (Strategiese Beampste: Kantoor van BM)
14:00 – 14:30 'N LIGTE MIDDAGETE WORD BEDIEN EN ALLE DEELNEMERS IS WELKOM		

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



KANTOOR VAN DIE MUNISIPALE BESTUURDER
BERGRIVIER MUNISIPALITEIT
POSBUS 60
PIKETBERG
7320

NOTULE VAN DIE VERGADERING VAN DIE PRESTASIE-EVALUERINGSKOMITEE VAN DIE MUNISIPALE BESTUURDER GEHOU OP VRYDAG 23 SEPTEMBER 2022 OM 12H47 IN DIE RAADSAAL, MUNISIPALE KANTORE, PIKETBERG

TEENWOORDIG

Rdh. R van Rooy (Voorsitter - Uitvoerende Burgemeester)
Rdh. A de Vries (Lid van Uitvoerende Burgemeesterskomitee)
Mnr. H Mettler (Eksterne Munisipale Bestuurder: Saldanhaabaai Munisipaliteit)
Me. G Bolton (Ouditkomiteelid)
Mnr. J da Silva (Lid van die Wykskomitee van Wyk 7)
Adv. H Linde (Munisipale Bestuurder)
Me. F Erasmus (Administratiewe Beampte: Strategiese Dienste)
Mnr. AW Rheeder (Bestuurder Menslike Hulpbrondienste) (Notuleerder)
Me. J Carstens (Persoonlike Assistent – Observerend)
Me. TA Wessels (Strategiese Beampte van die Uitvoerende Burgemeester – Observerend)

1. OPENING EN VERWELKOMING

Die Voorsitter open die vergadering, waarna hy almal by die vergadering verwelkom. Die Voorsitter meld dat die evaluering is vir die periode 01 Julie 2021 tot 30 Junie 2022.

Die Munisipale Bestuurder gee 'n kort oorsig aan die paneel oor wat die proses behels.

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 A de Vries.

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

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

3.1 OORSIG: 01 JULIE 2021 – 30 JUNIE 2022

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 01 Julie 2021 tot 30 Junie 2022.



**NOTULE VAN VERGADERING VAN DIE PRESTASIE-EVALUERINGSKOMITEE
VAN DIE MUNISIPALE BESTUURDER GEHOU OP VRYDAG
23 SEPTEMBER 2022 OM 12H47 IN DIE RAADSAAL, MUNISIPALE KANTORE,
PIKETBERG**

3.2 SDBIP 2021/2022

Die Munisipale Bestuurder gee breedvoerig terugvoering aan die paneel met betrekking tot die KPI's wat behaal is in haar "Top Level" SDBIP vir tydperk vanaf 01 Julie 2021 tot 30 Junie 2022.

4. TERUGVOERING VAN DIE PANEEL

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

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

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

5. AFSLUITING

Die sessie verdaag om 13h43.

BERGRIVIER MUNICIPALITY
PERFORMANCE EVALUATION SUMMARY

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

Period: **1 July 2021 - 30 June 2022**

Panel Members:

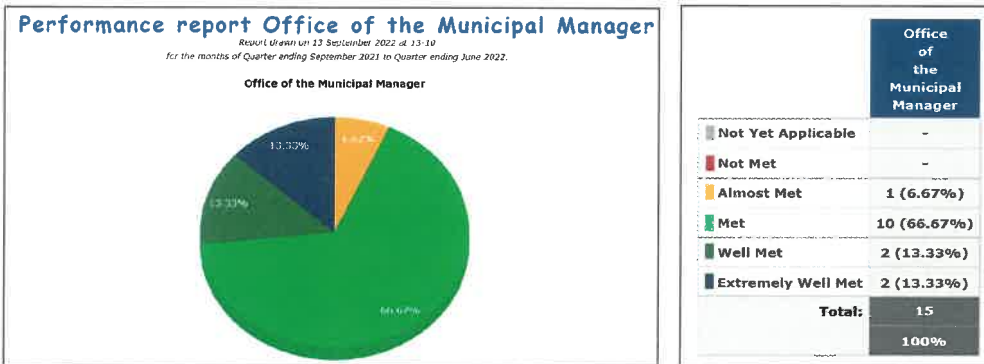
Executive Mayor	Ald R van Rooy
Councillor	Ald M. Wessels
Ward Committee Member	Mr. J. Da Silva
Audit Committee Member	Mrs. G. Bolton
External Municipal Manager	Mr. H. Mettler

Date of evaluation: **23 September 2022**

PERFORMANCE RESULTS

	Total score for period	Total weight for period	Weighted percentage	Performance %
Operational Performance	64	80	80%	64,00%
Core Competency Requirements	16	20	20%	16,17%
Final Score	80	100	100%	80,17%

OVERALL PERFORMANCE



PERFORMANCE COMMENTS

Signed by panel members:

Ald R van Rooy

A. B. VRIES
Ald M. Wessels

Mr. J. Da Silva

Mrs. G. Bolton

Mr. H. Mettler

[Handwritten signatures of Ald R van Rooy, Ald M. Wessels, Mr. J. Da Silva, Mrs. G. Bolton, Mr. H. Mettler, and Adv H Linde]

Signed by employee

Municipal Manager: Adv H Linde

Date

23 September 2022

BERGRIVIER MUNICIPALITY

PERFORMANCE EVALUATION

1 July 2021 – 30 June 2022

Adv Hanlie Linde
23 September 2022

1

Summary of the performance period

Performance Report 2021/22 per Directorate

Responsible Directorate

96,81%

Municipality as a whole

2

Summary of the performance period

Office of the MM

14 out of 15 KPI's met = 93,33%

1 KPI relating to the **capital spending** for the whole Municipality were almost met namely 94,59% instead of the required 95%

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

Municipal Manager Office:	98,21%
Corporate Services:	95,66%
Community Services:	94,04%
Technical Services:	94,65%
Financial Services:	94,18%

3

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!
Sikhetshere Agocuzingca!
- Sustainable service delivery**
Facilitate an enabling environment for economic growth to alleviate poverty
- Promote a safe, healthy, educated and integrated community**
A sustainable, inclusive and integrated living environment

Kern waardes:
Menswaardigheid, innovering, eerlikheid, goeie diens, sameenhouding, respek

Tema 2022:
Jaar van voortgesette positiewe vennootskappe vir 'n menswaardige toekoms!

4



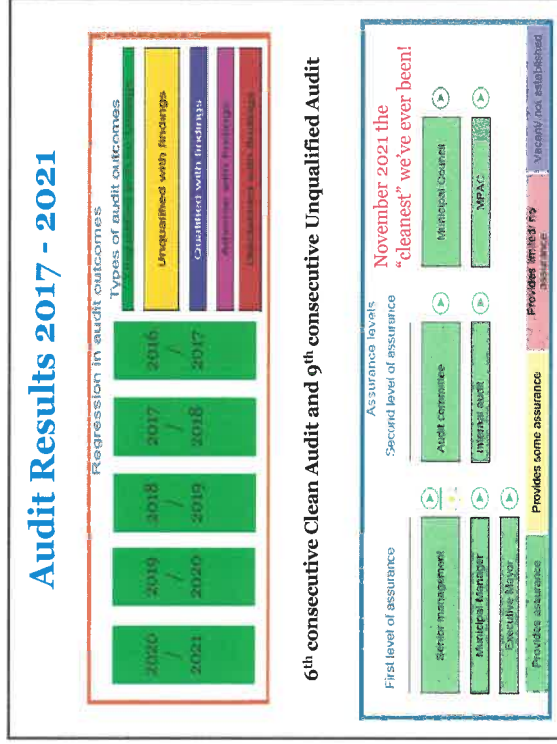
9

TOP LEVEL

Ignite ADVISORY

SDBIP

11



10

TL 1: % COMPLIANCE WITH THE SELECTION AND RECRUITMENT POLICY

100%

KPI

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

PERFORMANCE COMMENT

The appointment of Top Management staff is a high priority to the Municipal Manager and considerable effort is made to appoint the right, qualified and suitable candidates to the positions. During this period a new **Director Technical Services**, **Internal Auditor** and **CFO** have been appointed. The processes required in terms of law are complex and need extra care to be completed correctly.

12

TL 68: % OF CAPITAL BUDGET – WHOLE MUNICIPALITY

PERFORMANCE COMMENT

Of the approved Capital Budget of R 55, 813 607 million a total of 94,59% was spent (R52, 793 807.13 million)

CORRECTIVE MEASURES

Even with concerted efforts by the MM, it was only the MM's Office and the Director Community Services who could reach the target of 95%. The rest of the Directorates are on the following percentages:



Vote	ORIGINAL BUDGET	ADJUSTMENT BUDG.	ACTUALS Spent	% Spent
Vote 1 - Municipal Manager	40,000.00	47,000.00	46,157.63	98.21%
Vote 2 - Finance	2,010,000.00	2,343,900.00	2,207,586.43	94.18%
Vote 3 - Corporate Services	2,845,000.00	2,713,646.00	2,594,886.52	95.66%
Vote 4 - Technical Services	43,507,043.00	42,175,273.00	39,918,760.48	94.65%
Vote 5 - Community Services	7,785,000.00	8,534,788.00	8,025,416.07	94.04%
	56,187,043.00	55,813,607.00	52,793,807.13	94.59%

**OFFICE OF THE MM STRATEGIC SESSION
23 NOVEMBER 2021**



TL 2: LEADERSHIP INITIATIVES

PERFORMANCE COMMENT

During challenging times, a good leader should communicate more and ensure that she keeps the team resilient. This is the reason for the 350% achievement of this KPI.



TL 3: % OF QUARTERLY COMPLIANCE WITH ALL TL SDBIP KPI'S

PERFORMANCE COMMENT

From the 15 TL KPI's, 14 were met.



TL 68: % OF CAPITAL BUDGET – WHOLE MUNICIPALITY

PERFORMANCE COMMENT

Of the approved Capital Budget of R 55, 813 607 million a total of 94.59% was spent (R52, 793 807.13 million)

CORRECTIVE MEASURES

Even with concerted efforts by the MM, it was only the MM's Office and the Director Community Services who could reach the target of 95%, the rest of the Directorates are on the following percentages:



Vote	ORIGINAL BUDGET	ADJUSTMENT BUDG.	ACTUALS Spent	% Spent
Vote 1 - Municipal Manager	40,000.00	47,000.00	46,157.63	98.17%
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Vote 3 - Corporate Services	2,845,000.00	2,713,646.00	2,594,886.52	95.66%
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	56,187,043.00	55,813,607.00	52,793,807.13	94.59%

TL 4: % OF PERFORMANCE EVALUATIONS OF ALL STAFF WITH PERFORMANCE CONTRACTS (T12 – T18)

PERFORMANCE COMMENT

The performance of all T12 – T18 staff members were evaluated on an annual basis. Two formal evaluations took place in September 2021 and March 2022, and all results were signed off by both employer and employee and recorded on the Ignite System.



TL 5: UPDATING OF THE EUNOMIA SYSTEM

PERFORMANCE COMMENT

The compliance with all legislative aspects within the Eunomia System has been reported to MAYCO on a monthly basis to ensure compliance with all legal requirements within Bergrivier Municipality.

Special effort was made during the Service Delivery Meetings to encourage all staff to complete their Eunomia data on time. **This is not just a tick box exercise, but an important barometer of the compliance environment within Bergrivier Municipality, therefore, closely monitored by the MM.**



TL 6: % of issues raised by the Auditor General in an audit report addressed by 30 June 2022

PERFORMANCE COMMENT

Most Municipalities only include the Audit Report findings in their OPCAR. In Bergrivier Municipality we go far beyond and include the Audit Report findings (if any), the Management Report findings and the Internal Auditor findings. The OPCAR is monitored throughout the year at Formal Directors meeting until completed.



Page No	Issue	Category	Responsible Party	Priority	Target Date	Current Status	Responsible Party
1	Sample Audit - Classification of Property	1	Finance	High	30/06/2022	Completed	Finance
2	Sample Audit - Classification of Property	2	Finance	High	30/06/2022	Completed	Finance
3	Sample Audit - Classification of Property	3	Finance	High	30/06/2022	Completed	Finance
4	Sample Audit - Classification of Property	4	Finance	High	30/06/2022	Completed	Finance
5	Sample Audit - Classification of Property	5	Finance	High	30/06/2022	Completed	Finance
6	Sample Audit - Classification of Property	6	Finance	High	30/06/2022	Completed	Finance
7	Sample Audit - Classification of Property	7	Finance	High	30/06/2022	Completed	Finance
8	Sample Audit - Classification of Property	8	Finance	High	30/06/2022	Completed	Finance
9	Sample Audit - Classification of Property	9	Finance	High	30/06/2022	Completed	Finance
10	Sample Audit - Classification of Property	10	Finance	High	30/06/2022	Completed	Finance

TL 7: Risk Based Audit Plan submitted to the Audit Committee by 30 June 2022

KPI

Develop a risk-based audit plan (RBAP) (MFMA - Section 165(2)(a)) & submit to Audit Committee by 30 June 2022.

PERFORMANCE COMMENT

RBAP submitted to PRAC on 10 June 2022.



No	Area	Responsible Party	Hours
1.1	Legislation	Performance Management	400
1.2	RD	Country for Control & Oversight	120
1.3	Legislation	States Inventory	180
2.1	Legislation	Economic Compliance	160
2.2	Legislation	DDCA	180
2.4	Grant	Maintenance in Procurement	80
2.5	Grant	Report Compliance	80
2.6	Grant	Report Compliance	80
2.7	Grant	Report Compliance	80
2.8	Grant	Report Compliance	80
2.9	Grant	Report Compliance	80
2.10	Grant	Report Compliance	80
2.11	Grant	Report Compliance	80
2.12	Grant	Report Compliance	80
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2.30	Grant	Report Compliance	80
2.31	Grant	Report Compliance	80
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2.40	Grant	Report Compliance	80
2.41	Grant	Report Compliance	80
2.42	Grant	Report Compliance	80
2.43	Grant	Report Compliance	80
2.44	Grant	Report Compliance	80
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2.97	Grant	Report Compliance	80
2.98	Grant	Report Compliance	80
2.99	Grant	Report Compliance	80
2.100	Grant	Report Compliance	80

TL 8: Strategic planning session held by 31 March 2022

100%

Convene a Councillor & Senior Management strategic planning session for IDP & Budget process by 31 March 2022 (the first strategic session after the Local Government Election of November 2021).

PERFORMANCE COMMENT

After the LGE2021, the Executive Mayor, after consultation with the MM, decided to have the strategic session on 06 and 07 December 2021 at Pieterienerskloof. The target was therefore met well in advanced.

NO.	DESCRIPTION	STATUS	COMPLETION DATE
08-01-1101	Convene a Councillor & Senior Management strategic planning session for IDP & Budget process by 31 March 2022 (the first strategic session after the Local Government Election of November 2021).	Completed	06/12/2021
08-01-1102	Convene a Councillor & Senior Management strategic planning session for IDP & Budget process by 31 March 2022 (the first strategic session after the Local Government Election of November 2021).	Completed	07/12/2021

TL 9: NUMBER OF EDITIONS AND/OR COMMUNICATIONS IN PRINTED MEDIA

210%

PERFORMANCE COMMENT

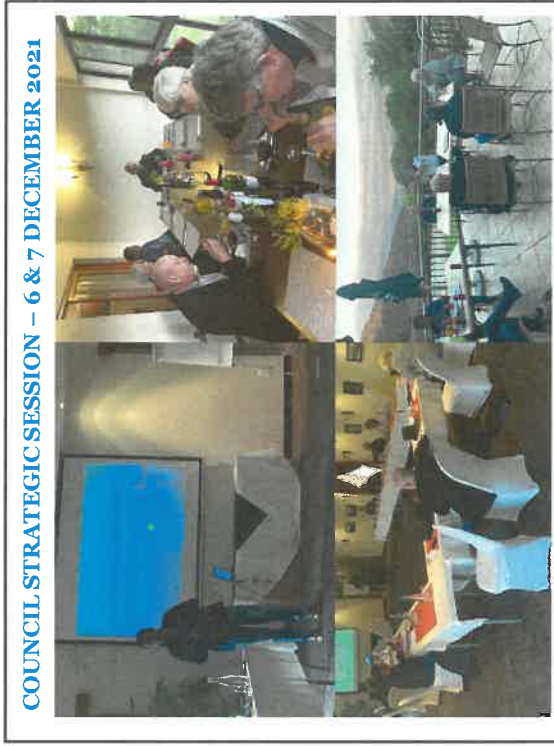
Bergvliet Municipality communicated with the public via 42 formal articles (pieces of content) and the target were 20 formal articles, which were published in local newspapers between July 2021 and June 2022. This does not include the 329 communications posted on all our platforms throughout the year.

SOURCE OF EVIDENCE

Media clippings from all the relevant media.

See photos on the next two slides.

FB followers increased to 10 298



COUNCIL STRATEGIC SESSION – 6 & 7 DECEMBER 2021



T13: UPKEEP OF ELECTRONIC CONTRACT REGISTER ON IMIS

100%

Ensure continuous upgrading of the electronic contract register on IMIS and submit bi-annual reports to CFO after Municipal Manager has verified reports and signed it off.

PERFORMANCE COMMENT

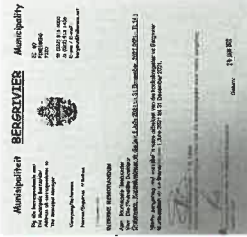
Contract register has been verified and signed by CFO, F.M. Lotter and the Municipal Manager in January 2022 and June 2022.

SOURCE OF EVIDENCE

Asset Care programme done with DBSA and Zitarit MM as chairperson to really focus on asset management within Bergvliet Municipality.

CORRECTIVE MEASURES

None required.



29

T14: % of Capital budget spent in the Office of the Municipal Manager

98,21%

PERFORMANCE COMMENT

The excellent spending pattern is noted with appreciation to the whole team.

Vote	ORIGINAL BUDGI	ADJUSTMENT BUDG	ACTUALS	% Spent
Vote 1 - Municipal Manager	40,000.00	47,000.00	46,157.63	98,21%

30

T15: Number of additional focus areas implemented as per the performance contract

100%

Ensure the implementation of the additional focus areas as per the performance contract and report to Performance Evaluation Panel annually.

PERFORMANCE COMMENT


All additional focus areas identified by the Executive Mayor have been captured by the Office of the MM and managed through continuous monitoring in the Directors meetings and Service Delivery meetings. Quarterly written updates provided on the document by all Directorates and with feedback to MayoCo on 23 February 2022 and 29 March 2022. A further update was done in August 2022.

SOURCE OF EVIDENCE

Excel spreadsheet on Additional Focus Areas

31

PERFORMANCE NOT CAPTURED IN TL SDBIP



32

MOTIVATIONAL SPEAKING – NOVEMBER 2021



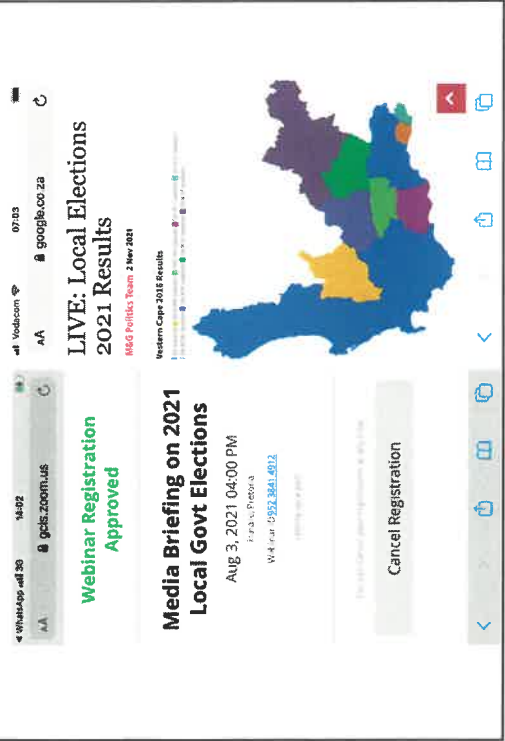
37

WOMENS DAY VIDEO – AUGUST 2021



38

LOCAL GOVERNMENT ELECTIONS 2021



39



16
November
2021

40

YOUTH DEVELOPMENT

- Building of the Youth Centre in Piketberg (Phase 1 & 2);
- Centre built with local contractors and suppliers;
- Obtained funding for Phase 2;
- E-home learning to be in place at all the youth institutions;
- Security on site during construction.



41

PORTERVILLE MOSAIC PROJECT



- Current project in Porterville funded by Creating Hope Africa;
- Funding acquired to expand programme to rest of Bergivier Municipality R363 000

42

PORTERVILLE REFUSE BIN PROJECT



- Refuse bins painted voluntarily by professional artists in town;
- Programme to be expanded to rest of Bergivier; and
- Theme in Velddrif will be on environmental awareness.

43

PORTERVILLE REFUSE BIN PROJECT: CHILDREN PARTICIPATING AS WELL



- Refuse bins painted voluntarily by children at the POP centre
- Primary school wants to run a competition between the younger grades

44

SAD MOMENTS DURING THE YEAR

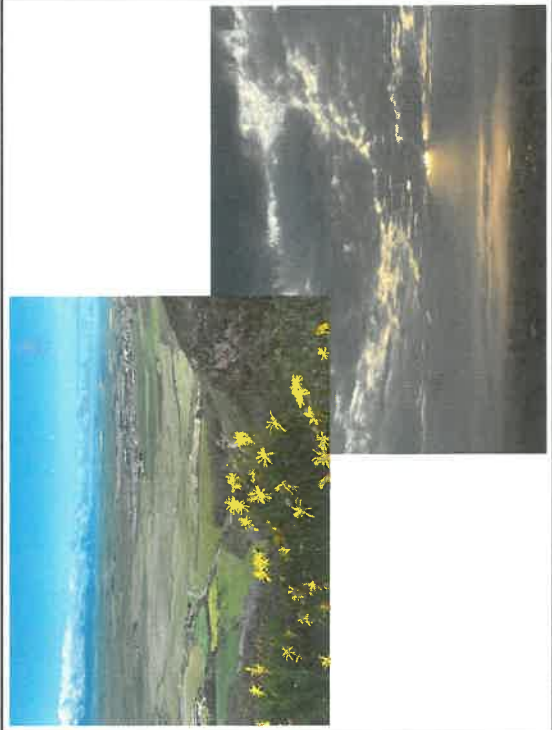


45

PRIZEGIVING FUNCTION OFFICE OF THE MM & EM – DECEMBER 2021



46



47

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

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

Together we are stronger!



48



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 23 SEPTEMBER 2022 OM 11H05 IN DIE RAADSAAL, MUNISIPALE KANTORE, PIKETBERG

TEENWOORDIG

Adv. H Linde (Voorsitter)
Rdh. M Wessels (Huidige Portefeulje Voorsitter)
Rdl. A du Plooy (Voormalige Portefeulje Voorsitter)
Rdh. A de Vries (Lid van die Uitvoerende Burgemeesterskomitee)
Mnr. H Mettler (Eksterne Munisipale Bestuurder: Saldanhaabaai Munisipaliteit)
Me. G Bolton (Ouditkomiteelid)
Mnr. J da Silva (Lid van die Wykskomitee van Wyk 7)
Mnr. D Josephus (Direkteur Gemeenskapsdienste)
Me. F Erasmus (Administratiewe Beampte: Strategiese Dienste)
Mnr. AW Rheeder (Bestuurder Menslike Hulpbrondienste) (Notuleerder)

1. OPENING EN VERWELKOMING

Die Voorsitter open die vergadering, waarna sy almal by die vergadering verwelkom. Die Voorsitter meld dat die evaluering vir die periode 01 Julie 2021 tot 30 Junie 2022 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 huidige, asook voormalige Portefeulje Voorsitter.

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

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

3.1 OORSIG: 01 JULIE 2021 – 30 JUNIE 2022

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 01 Julie 2021 tot 30 Junie 2022.



**NOTULE VAN VERGADERING VAN DIE PRESTASIE EVALUERINGSKOMITEE
VAN DIE DIREKTEUR GEMEENSKAPSDIENSTE GEHOU OP VRYDAG
23 SEPTEMBER 2022 OM 11H05 IN DIE RAADSAAL, MUNISIPALE KANTORE,
PIKETBERG**

3.2 SDBIP 2021/2022:

Die Direkteur Gemeenskapsdienste gee breedvoerig terugvoering aan die paneel met betrekking tot die KPI's wat behaal is in sy "Top Level" SDBIP vir die tydperk vanaf 01 Julie 2021 tot 30 Junie 2022.

4. TERUGVOERING VAN DIE PANEEL

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

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

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

5. AFSLUITING

Die sessie verdaag om 11h45.

BERGRIVIER MUNICIPALITY

PERFORMANCE EVALUATION SUMMARY



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

Period: 1 July 2021 - 30 June 2022

Panel Members

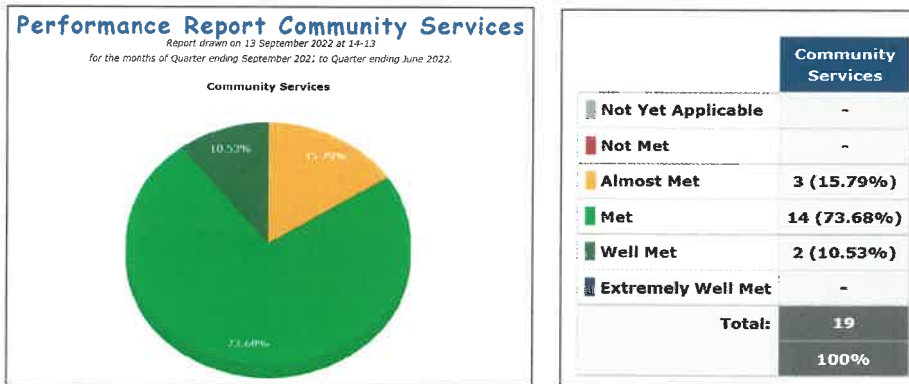
Municipal Manager	Adv H Linde
Executive Mayor	Ald R van Rooy
Councillor	Ald M Wessels
Councillor	Clr A du Plooy
Ward Committee Member	Mr. J. Da Silva
Audit Committee Member	Mrs. G. Bolton
External Municipal Manager	Mr H. Mettler

Date of evaluation: 23 September 2022

PERFORMANCE RESULTS

	Total score for period	Total weight for period	Weighted percentage	Performance %
Operational Performance	63	80	80%	62,88%
Core Competency Requirements	17	20	20%	17,13%
Final Score	80	100	100%	80,01%

OVERALL PERFORMANCE



PERFORMANCE COMMENTS

Signed by panel members:

Adv H Linde

[Signature]

Ald R van Rooy

[Signature]

Ald M Wessels

[Signature]

Clr A du Plooy

[Signature]

Mr. J. Da Silva

[Signature]

Mrs. G. Bolton

[Signature]

Mr H. Mettler

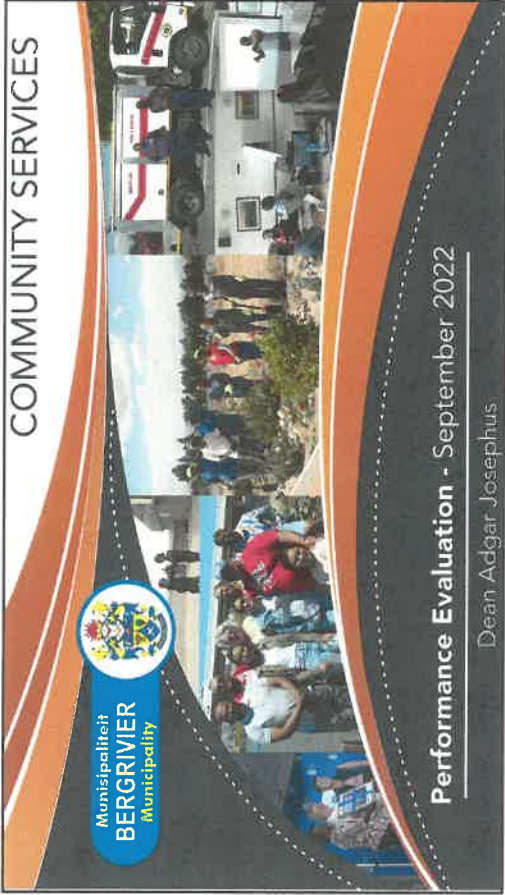
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Signed by employee

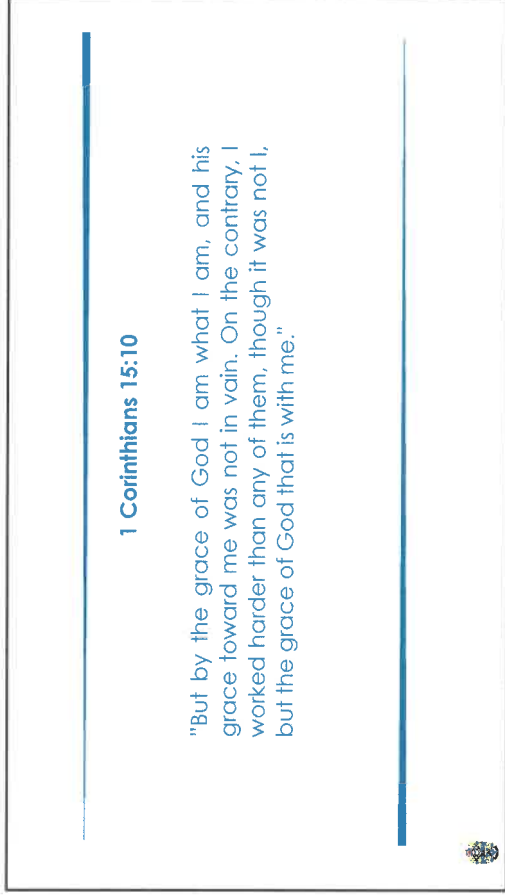
Director Community Services: Mr D Josephus

[Signature]
D.A. Josephus

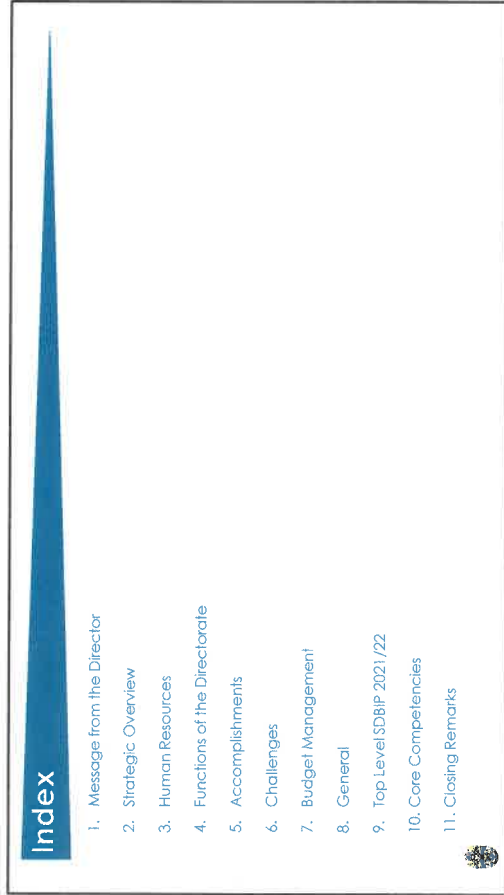
Date 23 September 2022



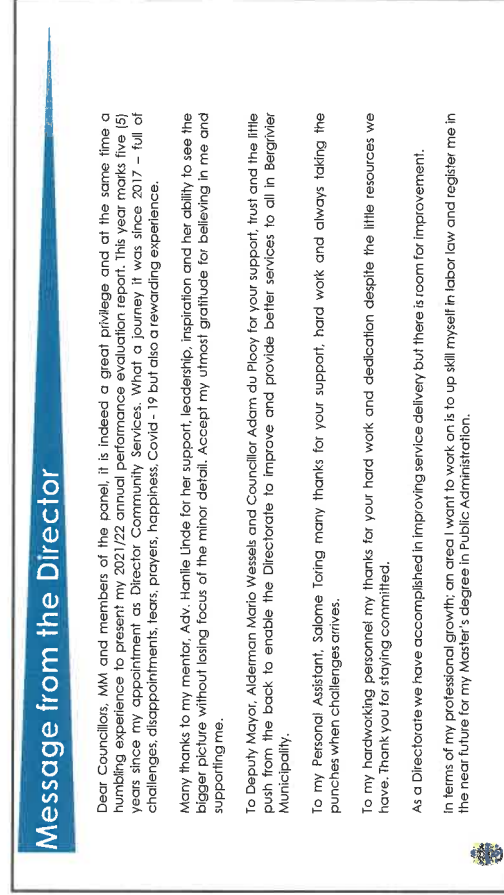
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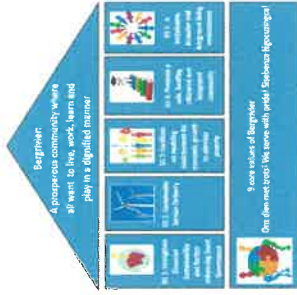
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Strategic Overview

5

Strategic Overview



Core Values

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



6

Human Resources

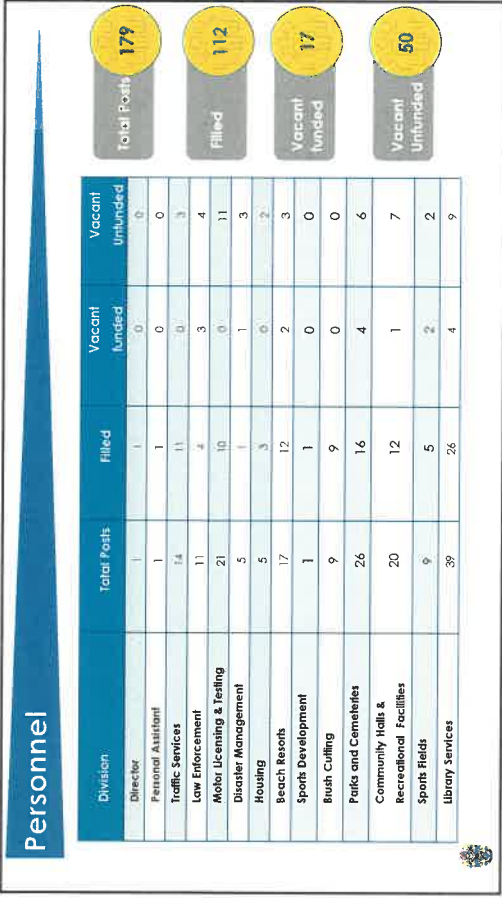
7

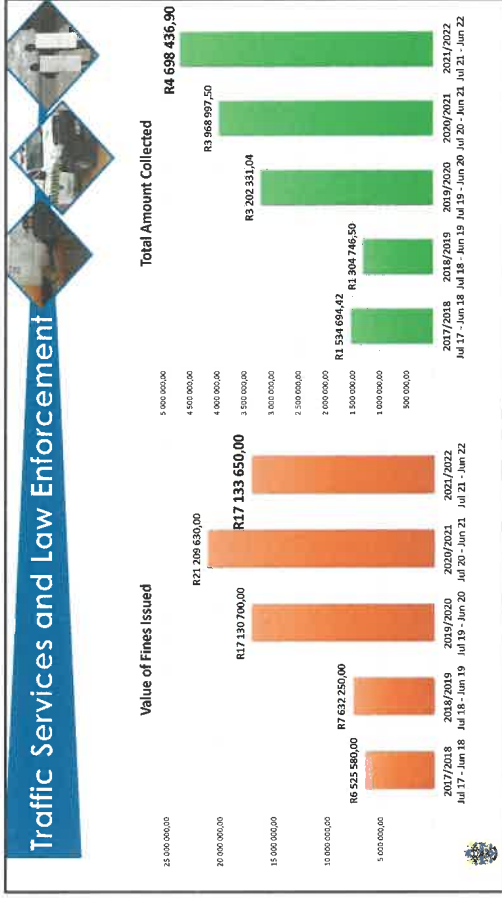
Top Structure of Directorate

 Manager Prevention Services MScMPT - Utrecht	 Director Community Services BCOMM Degree Higher Diploma in Education Higher Diploma in Information Communication 20 Years in Local Government	 Manager Community Facilities Honorary Degree in Public Administration 15 years in Local Government
 Head Traffic Services Civilian Commission 33 years in Local Government	 Head Library Services Diploma in Library Information Diploma in Library Science 29 years in Local Government	 Head Housing Administration Postgraduate Diploma in Business Administration 12 years in Local Government
 Head Disaster Management MScMPT - Amster Harry Binnon Acting Head Disaster Management	 Head Facilities Management MScMPT - Amster Johann de Roox Acting Head Facilities Management	



8





Traffic Services and Law Enforcement



New Traffic Vehicle



Riot Gear



Traffic Services and Law Enforcement



Personnel employed at the Active Box Control Room



Security Cameras in the Bergvliet Area



Traffic Services and Law Enforcement



**Easter Weekend Launch
8 April 2022**

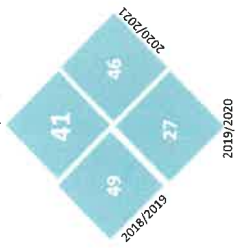


**Youth Day in Eendekuil
16 June 2022**



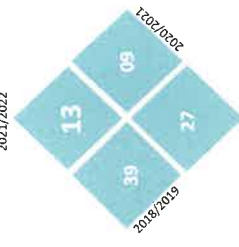
Disaster Management and Fire Services

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



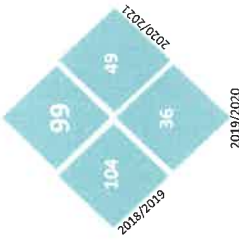
Structural Fires
2021/2022

2019/2019	49	41	46	2020/2021
2019/2020	27			




Fire Awareness
2021/2022

2019/2019	39	13	09	2020/2021
2019/2020	27			



Grass Fires
2021/2022

2019/2019	104	99	49	2020/2021
2019/2020	36			



Disaster Management and Fire Services



Structural Fire In Porterville



Grass fire in Pikelberg

21

Disaster Management and Fire Services



Fire Awareness in Eendekull
14 July 2021



Basic fire fighting training
6 – 10 December 2021

22

Disaster Management and Fire Services



Evacuation Training – Christian School Pikelberg
28 April 2022



EPWP fire fighting Training
26 May 2022

23

Housing Administration

Housing is responsible for developing sustainable integrated human settlements.

DRAFT DELIVERY PLAN

NO.	NAME OF PROJECT	PROGRAMME	FUNDING 2022-2023	FUNDING 2023/2024
1	Veldcliff 137	IRDP	-	R 16 000 000
2	Porterville 171	IRDP	R 3 000 000	R 6 740 000
3	Pikelberg 156	IRDP	R 2 500 000	R 8 940 000
4	Eendekull 40	IRDP	R 1 000 000	R 2 300 000
5	Pikelberg N7 (46) (Services completion)	IRDP	R 1 000 000	-
6	Pikelberg 1000 (in phases)	IRDP	R 1 300 000	-
7	Pikelberg Trojleke Kamp (Planning & Services 80 sites)	IRDP	R 350 000	R 1 500 000

24



Housing Administration

Informal Structures Survey at Blikkiesdorp
28 September 2021



Title Deeds Handover in Veldrif
15 February 2022



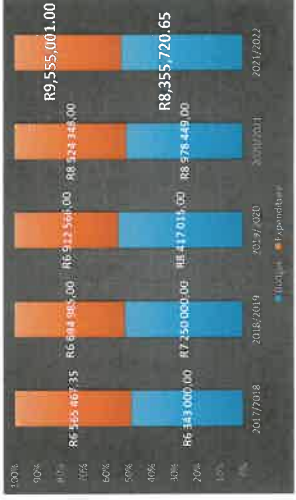



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Library Services

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

Library Grant



Year	Budget	Expenditure
2017/2018	R5 543 000,00	R7 250 000,00
2018/2019	R5 543 467,35	R6 684 985,00
2019/2020	R6 512 598,00	R8 374 348,00
2020/2021	R9 555 001,00	R8 355 720,65
2021/2022	-	-

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Library Services

National Book Week
September 2021



16 Days of Activism Awareness
November 2021






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Library Services

Opening of Noordhoek library
15 February 2022



Library week launch
14 March 2022






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Library Services



Upgrading of LB Werrich Library



Upgrading of Porterville Library



Sport Grounds, Toilets and Swimming Pools

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



Alarm systems at Sport Facilities



Upgrading of Cricket Grounds at Smit Sport Grounds



Sport Grounds, Toilets and Swimming Pools



Construction of Jukskei - Smit Sport Grounds



Clearvu Fencing at Redelinghuys Sport Grounds



Sport Grounds, Toilets and Swimming Pools



Upgrading of Acasta Swimming Pool





Community Halls

Bergriver Municipality manages seven (7) community halls within the five (5) towns of the Municipality. We are responsible for the management and maintenance of these halls within the available budget. These halls are available for public functions or private hire by our community members.

Upgrading of N Otho Community Hall




Cemeteries

The management and maintenance of cemeteries. We manage fourteen (14) cemeteries within six (6) towns of the Municipality.

Application to expand cemetery in Porterville




Regular maintenance at cemeteries




Cemeteries

Clearvu fencing at Cemetery no. 1 Pletberg



Fence at old Cemetery Porterville



Play Parks, Open Spaces & Side Walks

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

Clearvu Fence at Ouma Wlesa play park



Play park equipment at Eendekull play park



Play Parks, Open Spaces & Side Walks

Upgrading and beautification done at open spaces in Piketberg

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Play Parks, Open Spaces & Side Walks

Regular maintenance of open spaces and side walks

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Play Parks, Open Spaces & Side Walks

Capital Equipment to enhance service delivery

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Holiday Resorts

We manage two (2) municipal resorts (Dwaarskroos & Stywelvlei).

Holiday Resort Income

Year	Income (R)
2017/18	R 4 224 650,00
2018/19	R 4 457 842,80
2019/20	R 3 670 050,59
2020/21	R 3 149 640,93
2021/22	R 4 948 323,90

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Holiday Resorts

Cashless payments at the Holiday Resorts



Upgrading at the Holiday Resorts








Holiday Resorts



Upgrading at Pelican Beach Resort










Sports Development and Recreation

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

Regular meetings with the Sport Council



**The Bergvliet Canoe Marathon
5 - 8 August 2021**








Sports Development and Recreation

**Boland Cavaliers vs Valke Rugby
2 April 2022**




**Bergvliet Cup - Rhino Park Sport Grounds
16 April 2022**










Sports Development and Recreation



Western Cape Premier host Cycling Day in Velddrif - 3 June 2022



Bergivier Golden Games
21 June 2022

Tourism and Museums

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



Pikeberg Museum Night Market
4 March 2022



Opening of BTO Mountain Bike trail Redelinghuys
28 March 2022




By-Laws and Policies

By-Laws and Policies reviewed.




Impoundment of Animals By-Law



Event Management Policy



Challenges



Challenges

Illegal dumping at open spaces



Illegal Squatting



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Challenges

Shortage of personnel in Parks division



Shortage of permanent admin support



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Challenges

Vandalism at Facilities



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Challenges

Lack of capacity at Fire Services



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Challenges

Financial Sustainability of Holiday Resorts



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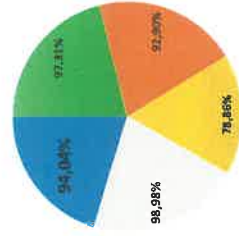
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Budget Management

Budget management is the analysis, organisation and oversight of costs and expenditures for a business or organisation.

CAPITAL BUDGET

FINANCIAL YEAR	BUDGET	EXPENDITURE
2017/18	R 6,421,333.00	R 5,213,224.12
2018/19	R 8,213,000	R 7,429,421.17
2019/20	R 7,251,612.00	R 5,718,748.59
2020/21	R 9,572,514.00	R 9,478,219.19
2021/22	R 6,544,738.00	R 6,024,414.87



■ 2017/18 ■ 2018/19 ■ 2019/20 ■ 2020/21 ■ 2021/22

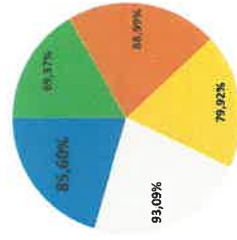


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Budget Management

OPERATIONAL BUDGET

FINANCIAL YEAR	BUDGET	EXPENDITURE
2017/18	R 57,717,883.00	R 40,180,270.18
2018/19	R 54,155,081.00	R 46,439,254.84
2019/20	R 71,857,901.00	R 57,427,241.50
2020/21	R 74,329,248.00	R 49,193,944.12
2021/22	R 81,819,910.00	R 20,103,758.21



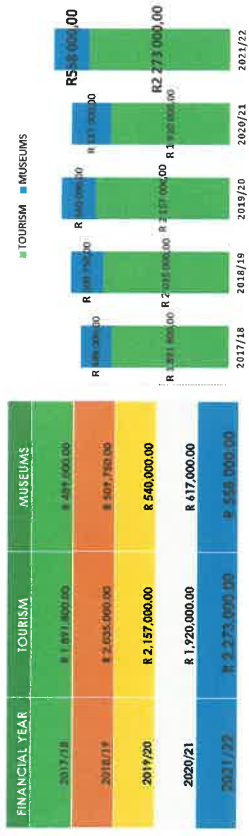
■ 2017/18 ■ 2018/19 ■ 2019/20 ■ 2020/21 ■ 2021/22



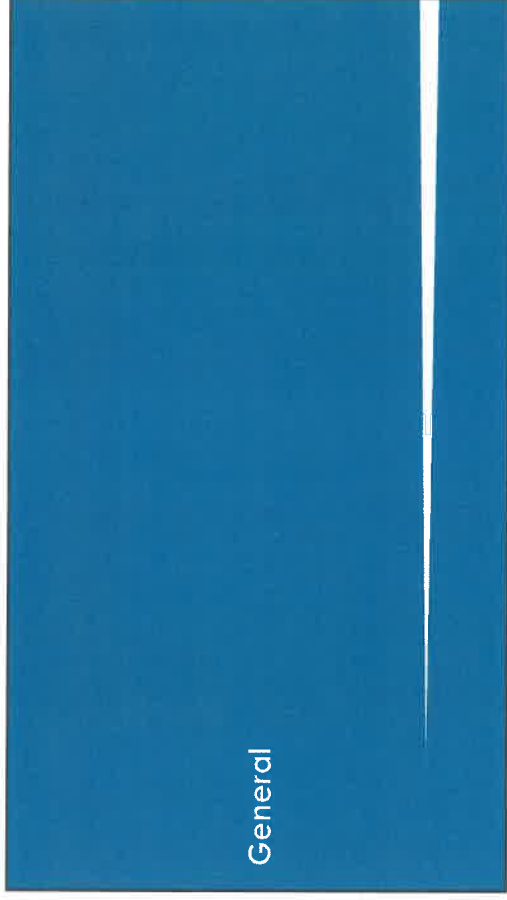
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Budget Management

MUNICIPAL GRANTS



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General

Community Services strategic session held at Riviera Hotel Veldrif 17 – 19 November 2021



Mayoral Committee & Senior Management strategic session held at Plekenierskloof 6-7 December 2021



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Top Level SDBIP 2021/22

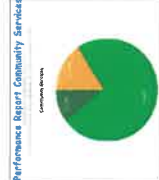
PHS REF	Ref No	Key Performance Indicator (KPI)	Units of measurement	Year				Actual	R	Weights	Score	Final Score
				Q1	Q2	Q3	Q4					
1	1845	8% split of total Library budget by 30 June 2022 (a proposed budget plan (actual amount spent) and a proposed budget plan (actual amount collected) by 30 June 2022)	% of total library budget spent by 30 June 2022	98.00%	10.00%	20.00%	50.00%	87.65%	4.3	0	0	
2	1856	Deliver 50% of budgeted income by 30 June 2022 (actual amount collected/total amount budgeted) 100%	% of budgeted income for spending from Community Service Portfolio Committee by 30 June 2022	98.00%	0.00%	0.00%	10.00%	100.00%	4.3	0	0	
3	1857	Deliver the remaining 50% of budgeted income by 30 June 2022 (actual amount collected/total amount budgeted) 100%	% of budgeted income for spending from Strategic Services Portfolio Committee by 30 June 2022	0	0	0	1	1	4.2	0	0	
4	1868	Review Director Management Competency Framework for the Community Service Portfolio Committee by 30 June 2022	Number of community skills suggested in Community Service Portfolio Committee by 30 June 2022	0	1	0	0	1	4.2	0	0	
5	1859	Develop a festive season preparation plan and submit to the Director Management Competency Framework for the Community Service Portfolio Committee by 31 December 2021	Number of festive season preparation plans submitted to the Director Management Competency Framework for the Community Service Portfolio Committee by 31 December 2021	1	1	0	0	1	4.2	0	0	
6	1860	Develop a festive season preparation plan and submit to the Director Management Competency Framework for the Community Service Portfolio Committee by 31 December 2021	Number of festive season preparation plans submitted to the Director Management Competency Framework for the Community Service Portfolio Committee by 31 December 2021	0	0	0	1	1	4.2	0	0	
7	1871	Review the by-law relating to the improvement of premises and submit to Council by 30 June 2022	Number of by-law drafts relating to safety at sport and recreational events and submitted to Council by 30 June 2022	0	0	0	1	1	4.2	0	0	
8	1862	Review the by-law relating to the improvement of premises and submit to Council by 30 June 2022	Number of by-law drafts relating to safety at sport and recreational events and submitted to Council by 30 June 2022	0	0	0	1	1	4.2	0	0	

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Top Level SDBIP 2021/22

PHS REF	Ref No	Key Performance Indicator (KPI)	Units of measurement	Year				Actual	R	Weights	Score	Final Score
				Q1	Q2	Q3	Q4					
9	1837	Review continuous reporting of the electronic contract register on IMS register on IMS and submit report bi-annually to the Municipal Manager after director approval after director verified the report and signed it off.	Number of electronic contract registers received from the Director Management Competency Framework for the Community Service Portfolio Committee by 30 June 2022	2	0	1	0	2	2	2	2	2
10	1846	Submit approved initiation reports received from the Director Management Competency Framework for the Community Service Portfolio Committee by 30 June 2022	Number of initiation reports received from the Director Management Competency Framework for the Community Service Portfolio Committee by 30 June 2022	0	1	0	0	0	1	1	1	1
11	1855	Review the performance of the Economic Portfolio Committee by 30 June 2022	Number of Economic Portfolio Committee reports received from the Director Management Competency Framework for the Community Service Portfolio Committee by 30 June 2022	4	1	1	1	4	4	4	4	4
12	1838	Collect 95% of budgeted income by 30 June 2022 for the Strategic Services Portfolio Committee (actual amount collected/total amount budgeted) 100%	% of budgeted income for Strategic Services Portfolio Committee by 30 June 2022	95.00%	95.00%	95.00%	95.00%	95.00%	95.00%	95.00%	95.00%	95.00%
13	1837	Develop a culture of zero tolerance to corruption and submit to the Director Management Competency Framework for the Community Service Portfolio Committee by 30 June 2022	% of zero tolerance to corruption reports received from the Director Management Competency Framework for the Community Service Portfolio Committee by 30 June 2022	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%
14	1838	% of Capital budget spent as at 30 June 2022 (Actual amount spent/total amount budgeted) 100%	% of Capital budget spent as at 30 June 2022	95.00%	95.00%	95.00%	95.00%	95.00%	95.00%	95.00%	95.00%	95.00%
15	1839	Effectively manage and ensure compliance on a monthly basis of all 11 SDBIP KPIs in respect of the performance management plan	% of compliance with 11 SDBIP KPIs in respect of the performance management plan	85.00%	0.00%	0.00%	0.00%	85.00%	0.00%	0.00%	0.00%	85.00%
16	1839	Effectively manage and ensure compliance on a monthly basis of all 11 SDBIP KPIs in respect of the performance management plan	% of compliance with 11 SDBIP KPIs in respect of the performance management plan	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%
17	1839	Effectively manage and ensure compliance on a monthly basis of all 11 SDBIP KPIs in respect of the performance management plan	% of compliance with 11 SDBIP KPIs in respect of the performance management plan	13.00%	100%	100%	100%	100%	100%	100%	100%	100%
18	1839	Effectively manage and ensure compliance on a monthly basis of all 11 SDBIP KPIs in respect of the performance management plan	% of compliance with 11 SDBIP KPIs in respect of the performance management plan	100.00%	100%	100%	100%	100.00%	100%	100%	100%	100%
19	1839	Effectively manage and ensure compliance on a monthly basis of all 11 SDBIP KPIs in respect of the performance management plan	% of compliance with 11 SDBIP KPIs in respect of the performance management plan	0	0	0	1	0	0	1	1	1

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Category	Count	Percentage
Not Met	2	7.69%
Almost Met	14	52.30%
Met	2	7.69%
Extremely Well Met	2	7.69%
Total	18	100%

Core Competencies

COMPETENCIES	COMMENTS
STRATEGIC DIRECTION AND LEADERSHIP	<ul style="list-style-type: none"> As Director Community Services I lead by example (visible, credible, speaks the truth) I give clear direction in my directives and reports during Annual Strategic sessions During monthly meetings with subordinates, I gave clear instructions and subordinates understand I give role and function in the department and Directorate I give status of all Senior Management meetings I handle crisis situations very well
PEOPLE MANAGEMENT	<ul style="list-style-type: none"> I focus on teamwork I have an open – door policy which I consistently communicated to everybody in the Directorate My role is to manage, motivate and motivate employees to perform during Weekly meetings are held with senior staff in the Directorate Subordinates are included in decision making processes.
PROGRAM & PROJECT MANAGEMENT	<ul style="list-style-type: none"> Projects are fully completed by cost and time and often are completed and therefore it is Programs are fully completed and delivered on time and therefore it is Capital projects and smaller projects such as maintenance work are based on project management principles.

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Core Competencies

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Core Competencies

FINANCIAL MANAGEMENT	<ul style="list-style-type: none"> Sound financial management practices are essential in the Directorate (planning, budgeting and cost management) Capital projects and the operational budget are managed within the approved budget. Income targets of resorts and traffic fines were well met As a directorate we adhere to all Supply Chain Management Regulations.
CHANGE LEADERSHIP	<ul style="list-style-type: none"> As Director I give clear direction in the Directorate – emphasis to be pro-active. Successful integration of personnel. The morale of my personnel is high due to my participatory management style.
GOVERNANCE LEADERSHIP	<ul style="list-style-type: none"> As a Director, I promote diversity through recruitment and selection processes. The evidence and efficiency of Anti-Corruption measures - SCP's are in place as well as monthly reconciliations are done. Regular engagement with all Local Government Legislators. Regular enforcement of by-laws and fines. We participate in various forums – DRTMCC, West Coast Disaster Management Forum, Chief Fire Officer Committee Meeting and Community Policing Forums.
MORAL COMPETENCE	<ul style="list-style-type: none"> I treat my colleagues with the necessary respect and dignity. As Director I always act with honesty, integrity, open-minded transparency. I do not tolerate corruption and dishonesty and actions are taken against employees who transgressed. As Director I will ensure that the right persons are employed in my directorate.



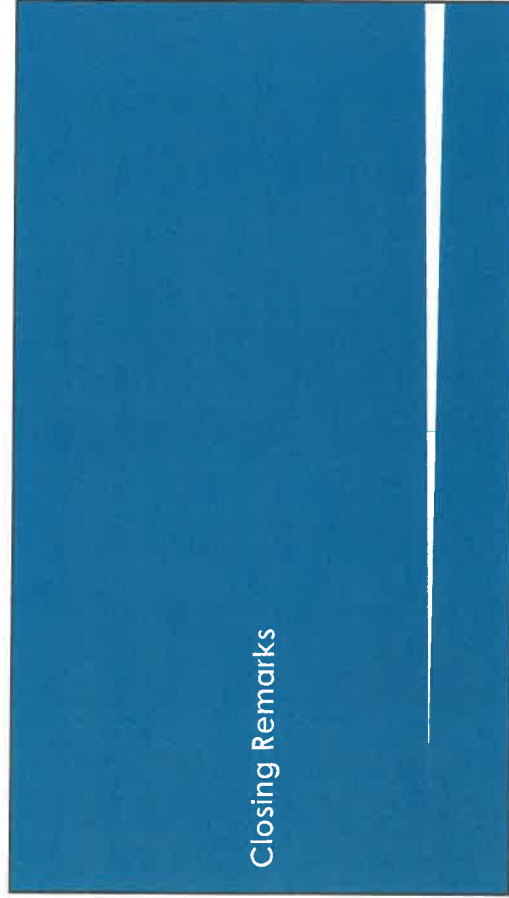
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Core Competencies

PLANNING & ORGANISATION	<ul style="list-style-type: none"> Local Government is an ever-changing environment and as an effective leader I am found to do daily, weekly and monthly planning. Because of effective planning I adhere to deadlines. Planning allows me to adjust my plan to avoid a pending crisis, rather than to deal with the crisis. Planning helps me to achieve departmental, directorate and organisational goals and objectives.
ANALYSIS & SOLUTION	<ul style="list-style-type: none"> During personnel meetings we discuss threats and needs (problems) and put strategies in place. The Traffic Department in Phabeni and Veldrif are open monthly on certain Saturdays for NATS transactions. Conflicts transactions at our beach resorts were implemented successfully from 1 July 2021. The Local Government's Supply Systems (DLCs) are only open from Mondays to Thursdays to enable me to deploy our field officers for an important purpose on a Friday.
KNOWLEDGE & INFORMATION MANAGEMENT	<ul style="list-style-type: none"> I create a culture where everybody who after during meetings and discussions. I make sure that the responsibility is shared. I listen to my subordinates and take their input seriously because successful communication is a two-way street. I have a no-sponsor policy to encourage subordinates to discuss issues and solutions to problems with me.
COMMUNICATION	<ul style="list-style-type: none"> Community Services is a service delivery directorate to the public and other departments within the organisation. The majority of our service delivery on the Bomo Palm Principles and the corporate values of the organisation. All complaints from the public are dealt with immediately and satisfactory.
RESULTS & QUALITY FOCUS	<ul style="list-style-type: none"> Community Services is a service delivery directorate to the public and other departments within the organisation. The majority of our service delivery on the Bomo Palm Principles and the corporate values of the organisation. All complaints from the public are dealt with immediately and satisfactory.



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Closing Remarks

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Closing Remarks

Although facing challenges, I am pleased with my and the directorate's accomplishments the last five (5) years. Community Services will continue to grow in the direction of achieving the strategic goals of the municipality. I'm looking forward to the next five (5) years, continuing to learn, increasing my skills and providing the best possible services to the communities of Bergrivier.

"Those who serve will be loved and remembered, when those who cling to power and privileges are long forgotten."

- Arch Bishop Welby of Canterbury



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KANTOOR VAN DIE MUNISIPALE BESTUURDER
BERGRIVIER MUNISIPALITEIT
POSBUS 60
PIKETBERG
7320

**NOTULE VAN DIE VERGADERING VAN DIE PRESTASIE-EVALUERINGSKOMITEE VAN
DIE DIREKTEUR FINANSIËLE DIENSTE GEHOU OP VRYDAG 23 SEPTEMBER 2022 OM
09H10 IN DIE RAADSAAL, MUNISIPALE KANTORE, PIKETBERG**

TEENWOORDIG

Adv. H Linde (Voorsitter)
Rdl. J Daniels (Portefeujele Voorsitter)
Rdh. A de Vries (Lid van die Uitvoerende Burgemeesterskomitee)
Mnr. H Mettler (Eksterne Munisipale Bestuurder: Saldanhabaai Munisipaliteit)
Me. G Bolton (Ouditkomiteelid – **Sluit om 09:44 by die vergadering aan**)
Mnr. J da Silva (Lid van die Wykskomitee van Wyk 7)
Mnr. F Lötter (Direkteur Finansiële Dienste)
Me. F Erasmus (Administratiewe Beampte: 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 2021 tot 30 Junie 2022 is. Sy meld ook dat Mnr Lötter intussen bedank het en die Raad se diens verlaat het op 31 Julie 2022.

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 Portefeujele Voorsitter.

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

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

3.1 OORSIG: 01 JULIE 2021 – 30 JUNIE 2022

Mnr. Lötter word die geleentheid gegun om 'n voorlegging aan die komitee te maak met betrekking tot sy prestasie wat bereik is vir die tydperk vanaf 01 Julie 2021 tot 30 Junie 2022.

3.2 SDBIP 2021/2022:

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 2021 tot 30 Junie 2022.



**NOTULE VAN VERGADERING VAN DIE PRESTASIE-EVALUERINGSKOMITEE
VAN DIE DIREKTEUR FINANSIËLE DIENSTE GEHOU OP VRYDAG
23 SEPTEMBER 2022 OM 09H10 IN DIE RAADSAAL, MUNISIPALE KANTORE,
PIKETBERG**

4. TERUGVOERING VAN DIE PANEEL

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

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

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

5. AFSLUITING

Die sessie verdaag om 09h45.

BERGRIVER MUNICIPALITY

PERFORMANCE EVALUATION SUMMARY



Performance evaluation of: Chief Financial Officer: Mr F Lötter

Period: 1 July 2021 - 30 June 2022

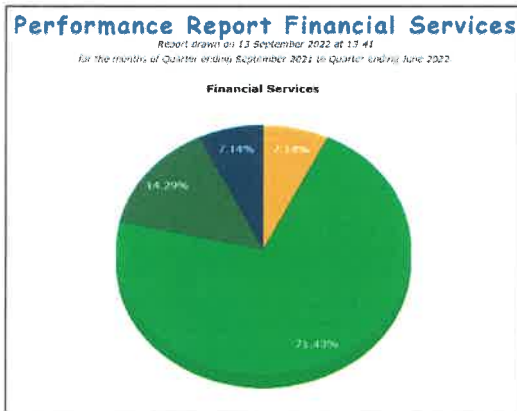
Panel Members: Municipal Manager Adv H Linde, Executive Mayor Ald R van Rooy, Councillor Ald S Crafford, Councillor Cllr K. Daniels, Ward Committee Member Mr. J. Da Silva, Audit Committee Chairperson Mrs. G. Bolton, External Municipal Manager Mr. H. Mettler

Date of evaluation: 23 September 2022

PERFORMANCE RESULTS

	Total score for period	Total weight for period	Weighted percentage	Performance %
Operational Performance	64	80	80%	64%
Core Competency Requirements	17	20	20%	17%
Final Score	80	100	100%	80%

OVERALL PERFORMANCE



Financial Services	
Not Yet Applicable	-
Not Met	-
Almost Met	1 (7.14%)
Met	10 (71.43%)
Well Met	2 (14.29%)
Extremely Well Met	1 (7.14%)
Total:	14
	100%

foutief
Sien
aangeheg.
Korrekte
punt =
80,43
Hude

PERFORMANCE COMMENTS

Signed by panel members:

Adv H Linde

Ald R van Rooy

Ald S Crafford

Cllr K Daniels

Mr. J. Da Silva

Mrs. G. Bolton

Mr. H. Mettler

(Handwritten signatures of panel members)

Signed by employee

Chief Financial Officer: Mr F Lötter

Date

23 September 2022



Annual Performance Review
F M Lötter – Financial year ended 30 June 2022

Presentation by: Mr F M Lötter
Date: 23 September 2022

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Table of Content

- ▀ Challenges
- ▀ Highlights
- ▀ Initiatives
- ▀ Further focus areas
- ▀ Core competencies
- ▀ Conclusion
- ▀ Word of Thanks

2

Challenges

- ▀ Maintaining Focus, Improving on current controls and processes
- ▀ Revenue enhancement, Improving the rates base, spreading the load
- ▀ Expectations vs. reality, thus realistic goals and time frames on improvement
- ▀ Doing more with less, the back end of the pandemic and the result of the Covid budget and tariffs taught us to do more with less
- ▀ Communication, has improved but it remains a constant topic that require continued interventions.
- ▀ Vacancies in the department and lack appropriately skilled staff.
- ▀ Credit control, Write-offs, capacity and perceptions
- ▀ mSCOA, ERP, IT strategy, Financial Management System adequacies/inadequacies and the way forward.

3

Highlights

- ▀ Positive financial results at year-end, operational surplus, small cash surplus
- ▀ Direction, structure and discipline is maintained.
- ▀ Workflow and planning processes have improved, budgeting, procurement planning, SCM annual tender processes.
- ▀ Contract management and monitoring – IMIS system in place plus contract management on Phoenix is taking shape
- ▀ Internal control environment remain stable
- ▀ Smart meter implementation is starting to show results
- ▀ Revenue enhancement has started, already positive results in revenue generation
- ▀ Sound financial ratio's, current ratio – 3.47:1, Cost coverage 4.4 months, gearing ratio – 18.3%
- ▀ Increase in liquidity (cash) position. R143,58 Million, best ever!! ☺
- ▀ Huge improvement in debtor's collection rate, in excess of target of 95%, reported over 100.08 % highest ever for the municipality.
- ▀ 6th Clean Audit, AG Retracted opinion and re-issued prior year (Also a first we believe!)
- ▀ Good quality AFS submitted on time, huge effort into asset register updating again as complete overhaul of unbundling nears completion.

4

Performance Evaluations T12 to T18

Overall Summary of Results

N/A	KPI Not Yet Applicable	KPIs with no targets or actuals in the selected period.	0
R	KPI Not Met	0% <= Actual/Target <= 74.999%	0
O	KPI Almost Met	75.000% <= Actual/Target <= 99.999%	5
G	KPI Met	Actual meets Target (Actual/Target = 100%)	95
SZ	KPI Well Met	100.001% <= Actual/Target <= 149.999%	13
B	KPI Extremely Well Met	150.000% <= Actual/Target	5
Total KPIs:			118

5

Initiatives

Revenue Enhancement plan and services audit being executed, 81% plus of all properties already visited.

- Long-term financial plan approved (1st one ever!)
- Workflow processes designed and communicated, reiterated!!
- Enhanced Investment protocol – Continuing with momentum in respect of interest on investments. R7.44 Million also the best ever, in spite of lower rates.
- Reporting templates, monthly reports are of a high standard should provide sufficient information to decision makers and oversight bodies.
- Further improve business processes through utilization of technology i.e. meter readings, pre-paid integration, credit control also investment and borrowing modules are functioning. "stabilise and move forward approach on FMS"
- Forms and templates are evolving to support business processes, new templates implemented for procurement planning, contract monitoring, deviation, virement and contract approvals.
- Constitutional court judgement, PPPFA regulations delayed but did not hamper or derail operations, we were resilient with our response to the crises, within days and had a policy approved. (seen as best practice example by PT)
- Enhancements in procurement strategy are reaping rewards as procurement processes are expedited through multi-year awards and contracts.
- Creating a functional, safe work environment to boost morale and productivity.

6

Highlights – office refurbishment project started.



7

Highlights – office refurbishment completed.



8

Highlights – office refurbishment completed.



9

Further focus areas for 2022 and beyond

- Full implementation of the revenue enhancement strategy, ensure completeness of revenue. Important to record efficiency gains and work smarter going forward.
- Further improve the debtor's collection rate, must stay above 100%
- Implement the long-term financial plan. USE ITS PRINCIPLES IN BUDGETING
- Further improvement in cash flow and liquidity, long term financial sustainability.
- Further enhancement of the control environment, finalise the SOP's development.
- Implement cost reflective tariffs for all services. Must be a consistent application of the principle.
- Qualitative considerations, quality in all processes, budgeting, reporting, admin.
- Improvement of productivity. (Working smarter **and** harder, systems must support)
- Improve staff morale through training and development. (Empowerment)
- 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	Providing clear vision and direction in terms of financial forward projection and the steps to be taken to ensure the municipality is financially enabled to deliver on its mandate. New reports, templates, systems and processes.
People Management	Effectively manage, inspire and encourage people, respect diversity, optimise talent and build and nurture relationship	Lead through example, provide new energy and direction, acknowledge historical facts, organizational culture and practices and focus Human resource capacity to perform better. Especially in the aftermath of Covid -19 and freezing of vacancies necessary to perform.
Program and Project Management	Able to understand program and project management methodology; plan, manage, monitor and evaluate	Stock take of financial system issues and critical early engagement with FMS service providers to iron out long outstanding issues. Set clear deadlines and issued instructions to finalise outstanding matters. Implemented new pre-paid tender, Accounts distribution tender, insurance tender, monthly project monitoring performed.
Financial Management	Compile, plan and manage budgets, control cash flow, institute financial risk management and administer procurement processes	Apply analytical thinking and encourage staff to analyse and interrogate information and not accept everything at face value. Enhance procurement processes, issued guidelines i.t.o. Section 78 of MFMA to all officials with financial management responsibilities covering an array of subjects.
Change Leadership	Direct and initiate institutional transformation on all levels in order to successfully drive and implement new initiatives	Robust engagements with FMS provider to embrace full functionality of FMS, ensure critical modules are functional to provide operational efficiencies. Motivate and encourage staff to fully utilise system capabilities to improve business processes. New modules implemented include, Credit control, Investment and Loans.
Governance Leadership	Promote, direct and apply professionalism in managing risk and compliance requirements and apply a thorough understanding of governance practices	Implemented formal line management meetings, embrace the principle of Management by Wandering Around, visit remote offices. Reviewed risk register, ensure not only compliance but improve the quality in reporting. Represent municipality at formal forums and inter-governmental engagements. Lead in Municipal Sustainability meeting, draft proposal on behalf of the task team.

11

Core Competencies

Competency	Description	Performance
Moral Competence	Able to identify moral triggers, apply reasoning that promotes honesty and integrity and always display behaviour that reflects moral competence	Always act with honesty, integrity. Zero tolerance towards unethical or unlawful and dishonest behaviour.
Planning and Organising	Plan, prioritise and organise information and resources effectively to ensure the quality of service delivery and build efficient contingency plans to manage risk	Developed strategy and organise resources to ensure expedience in business processes. Timely billing, receipting, 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 behaviour and enhance service delivery.
Analysis and Innovation	Able to critically analyse information, challenges and trends	Done thorough analysis of financial position and performance to analyse trends. Develop strategy to reverse downward trend and improve performance and position. Provide department with leadership and vision to embrace technological tools at our disposal to improve financial processes. Implement cash flow planning spreadsheet, provide guidance to staff to interpret reports.
Knowledge and Information Management	Promote the generation and sharing of knowledge and information through various processes and media, in order to enhance the collective knowledge	Encourage staff to learn from one another and develop expertise. Ascribe to training that is provided and encourage staff to participate in training initiatives i.e. GRAP, AFS. Pity about COVID -19 derailing many training initiatives. Participate in forums, CFO, SCM, MAF and workshops to share knowledge with colleagues.
Communication	Share information, knowledge and ideas clearly, focused and concise manner appropriate for the audience to convey, persuade and influence stakeholders	Provide clear direction to staff through communication, both verbal and written, encourage dissemination of information through the hierarchy in a structured manner. Provide input on policy and transversal matters affecting local government. Lead in improving quality of written communication.
Results and Quality Focus	Maintain high quality standards, focus and achieving results and objectives while consistently striving to exceed expectations and encourage others to meet quality standards	Not only strive towards meeting goals and deadlines, but providing quality in information that is submitted in reports. Redesign reports, tables of figures, graphs to reflect high quality work. Encourage staff to aspire to providing quality of work before deadlines to allow for revision processes. Insist on meeting Service Level standards as agreed to in annual budget.

12

Conclusion

- The finance department has managed to not only perform all the legislative and administrative functions, but has really excelled, the direction is set, the momentum is there, and continuity will now be the key.
- Must be vigilant and aware of municipal environment and the impact that the current economic landscape has on the municipality and its finances.
- Must be pro-active in planning and managing the risk associated with the electricity crises and the failing state.

13

Thank You

- To the MM for the leadership, direction, order and structure.
- To the Mayor, The Executive Leadership, my portfolio head and Council for support, guidance, direction, dignity, integrity and always being respectful. A special word of thanks to my portfolio head for the support, patience, and leadership in especially his first budget process, it was a job really very well done.
- To finance management and staff for the hard work, dedication and taking up the challenge to be of better service.
- To Elsabe, my PA, for the extraordinary effort and always walking the extra mile, for assisting, scheduling, reminding and in creating order in a sometimes-chaotic schedule and sharing the pressure and frustration and bad language from time to time ☺.
- To the whole of the municipality, departments, HOD's other staff that made my stay a great experience, I will miss you dearly. Goodbye, good luck and GOD bless you all.

Q & A

14



KANTOOR VAN DIE MUNISIPALE BESTUURDER
BERGRIVIER MUNISIPALITEIT
POSBUS 60
PIKETBERG
7320

Aanhangsel 6 A

NOTULE VAN DIE VERGADERING VAN DIE PRESTASIE-EVALUERINGSKOMITEE VAN DIE DIREKTEUR TEGNIESE DIENSTE GEHOU OP VRYDAG 23 SEPTEMBER 2022 OM 09H56 IN DIE RAADSAAL, MUNISIPALE KANTORE, PIKETBERG

TEENWOORDIG

Adv. H Linde (Voorsitter)
Rdh. A de Vries (Huidige Portefeulje Voorsitter & Lid van die Uitvoerende Burgemeesterskomitee)
Mnr. H Mettler (Eksterne Munisipale Bestuurder: Saldanhaabaai Munisipaliteit)
Me. G Bolton (Ouditkomiteelid)
Mnr. J da Silva (Lid van die Wykskomitee van Wyk 7)
Mnr. VW Felton (Direkteur Tegniese Dienste)
Me. F Erasmus (Administratiewe Beampte: Strategiese Dienste)
Mnr. AW Rheeder (Bestuurder Menslike Hulpbrondienste) (Notuleerder)
Mnr. IJ Nero (Administratiewe Klerk: Siviël (PB) – 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 Februarie 2022 tot 30 Junie 2022 is, aangesien Mnr Felton eers op 1 Februarie 2022 diens aanvaar het by Bergvliet Munisipaliteit.

2. AANSOEKE OM VERLOF TOT AFWESIGHEID

Geen

3. PRESTASIE-EVALUERING VAN DIE DIREKTEUR TEGNIESE DIENSTE

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

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

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

3.1 OORSIG: 01 FEBRUARIE 2022 – 30 JUNIE 2022

Mnr. Felton 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 Februarie 2022 tot 30 Junie 2022.

3.2 SDBIP 2021/2022:

Die Direkteur Tegniese Dienste gee breedvoerig terugvoering aan die paneel met betrekking tot die KPI's wat behaal is in sy "Top Level" SDBIP vir die tydperk vanaf 01 Februarie 2022 tot 30 Junie 2022.



**NOTULE VAN VERGADERING VAN DIE PRESTASIE-EVALUERINGSKOMITEE
VAN DIE DIREKTEUR TEGNIESE DIENSTE GEHOU OP VRYDAG 23 SEPTEMBER
2022 OM 09H56 IN DIE RAADSAAL, MUNISIPALE KANTORE, PIKETBERG**

4. TERUGVOERING VAN DIE PANEEL

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

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

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

5. AFSLUITING

Die sessie verdaag om 10h45.

BERGRIVIER MUNICIPALITY

PERFORMANCE EVALUATION SUMMARY

Performance evaluation of: Director: Technical Services: Mr. V. Felton

Period: 1 February 2022 - 30 June 2022

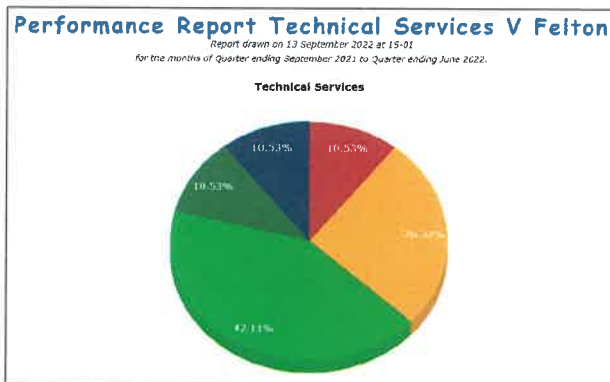
Panel Members: Municipal Manager: Adv H Linde
 Executive Mayor: Ald R van Rooy
 Councillor: Ald M Wessels
 Councillor: Ald R de Vries
 Ward Committee Member: Mr. J. Da Silva
 Audit Committee Member: Mr. G. Bolton
 External Municipal Manager: Mr. H. Mettler

Date of evaluation: 23 September 2022

PERFORMANCE RESULTS

	Total score for period	Total weight for period	Weighted percentage	Performance %
Operational Performance	64	80	80%	64,18%
Core Competency Requirements	17	20	20%	17,07%
Final Score	81	100	100%	81,24%

OVERALL PERFORMANCE



	Technical Services
Not Yet Applicable	-
Not Met	2 (10.53%)
Almost Met	5 (26.32%)
Met	8 (42.11%)
Well Met	2 (10.53%)
Extremely Well Met	2 (10.53%)
Total:	19
	100%

PERFORMANCE COMMENTS

Signed by panel members:

Adv H Linde

[Signature]

Ald R van Rooy

[Signature]

Ald M Wessels

N/A

Ald R de Vries

[Signature]

Mr. J. Da Silva

[Signature]

Mr. G. Bolton

[Signature]

Mr. H. Mettler

[Signature]

Signed by employee

Director: Technical Services: Mr. V. Felton

[Signature]

Date

23 September 2022

PERFORMANCE EVALUATION

July 2021 – June 2022



PRESENTATION TO EVALUATION COMMITTEE

VICTOR FELTON
DIRECTOR TECHNICAL SERVICES

23 September 2022

Council Chambers - Piketberg



CONTENT

2

FUNCTIONS

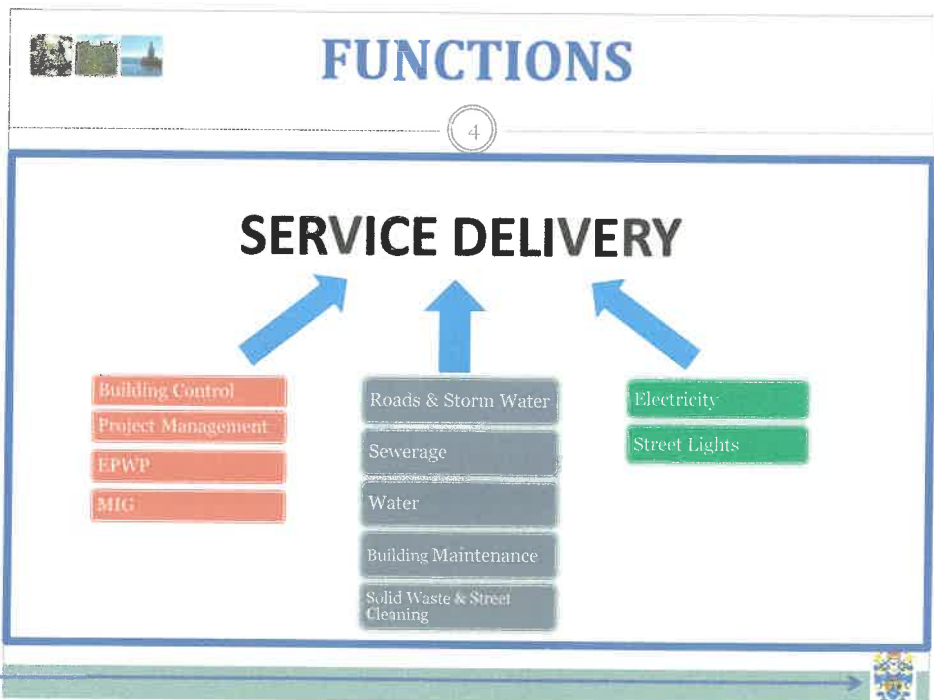
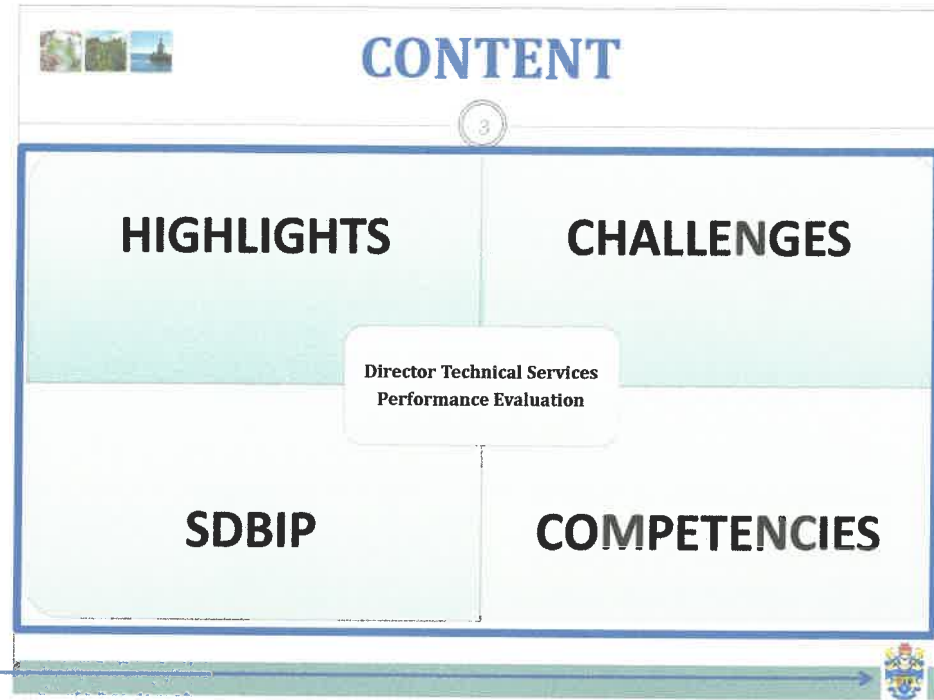
BUDGET

Director Technical Services
Performance Evaluation

MANAGEMENT

PROJECTS







ROADS

5



STORM WATER MANGEMENT

6





WATER

7



WASTE MANAGEMENT

8





ELECTRICITY

9



BUDGETS

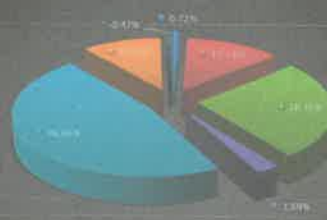
10

Capital Budget Distribution
2021 - 2022



- Vote 2 - Finance
- Vote 3 - Corporate Services
- Vote 4 - Technical Services
- Vote 5 - Community Services

Technical Department
Capital Budget Distribution
2021 - 2022



- Property Services
- Water Distribution & Treatment
- Sewerage and Waster Water Treatment
- Solid Waste Removal
- Roads & Storm Water
- Electricity
- Street Lighting



MANAGEMENT


11


Management is nothing more than motivating other people.

— Lee Iacocca —

Clients do not come first. Employees come first.
If you take care of your employees, they will take care of the clients.

- Richard Branson






HIGHLIGHTS

12

- Strategic Planning
- IDP Meetings
- SSEG Progress
- EPWP Projects - Number of FTE's = 108.6 (target = 65)
- Cleanup and Reorganising of Velddrif Waste Disposal and Recycling Site
- Reorganisation of PMU and Organisational Structure to meet future demands and improve service delivery
- Assisting Goedverwacht with provision of water during flooding of and contamination of water source
- Piketberg Water Distribution Pipe replacement





HIGHLIGHTS

13

Asset Care Roadshow



CHALLENGES

14

Illegal Dumping

**ILLEGAL DUMPING IS A CRIME
AND WILL BE PUNISHED**

STOP IT!




Report illegal dumping immediately:
Pittsburg & Rockingham: 953 641 1000/ 080 234 1047
Plympton & Sandhurst: 080 783 8213
Yamhill & Aurore: 080 275 4120

 [Report Illegal Dumping](#)
 [Report Illegal Dumping](#)
 www.korimun.govt.nz



REPORT ILLEGAL DUMPING
IF YOU SEE IT, REPORT IT











CHALLENGES


15

LET'S STOP VANDALISM AND CABLE THEFT

To report vandalism and cable theft, call the following Law Enforcement numbers:
 Piketberg: 083 226 1067 / 083 661 9253
 Porterville: 083 922 5213
 Veldrif (including Aurora, Dwarskerbos and Laaipek): 083 272 4128
 Eendekuil: 083 922 5213
 Goetevracht & Witewater: 083 226 1067 / 083 661 9253







CHALLENGES

16

Loadshedding



 **Bergvriër Municipality**
 27 June · 🌐

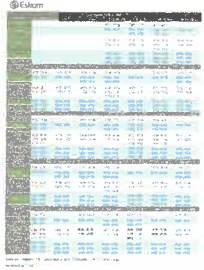
Eskom Power Alert: Stage 4
 27 June 2022


According to an official Eskom statement, unlawful industrial action at various Eskom power stations has impacted planned maintenance and repair, and at some stations the full complement of workers have not reported for duty.

As a result, loadshedding Stage 4 has been implemented as from 05:00 this morning (Monday, 27 June 2022) until at least midnight on Wednesday, 29 June 2022.

Monday, 27 June 2022

Piketberg:
 08:00 - 10:30 & 16:00 - 18:30
 Eendekuil:
 08:00 - 10:30 & 16:00 - 18:30
 Redelinghuis:
 08:00 - 10:30 & 16:00 - 18:30
 Velddrif:
 12:00 - 14:30 & 20:00 - 22:30







CHALLENGES

17

Vacant Position

- Vacant Unfunded
- Position required for Service Delivery
- Legal Requirements

	PRIORITY 1 2022/2023	PRIORITY 2 2023/2024	PRIORITY 3 2024/2025	PRIORITY 4 2025/2026	PRIORITY 5 2026/2027
Unfunded	15	9	8	5	5
New	15	4	2	3	1
(TOTAL) 67	30	13	10	8	6



PROJECTS

18

SECURITY PROJECTS - INSTALLING CLEARVU FENCING





PROJECTS

19

PROJECTS - RESEALING ROADS



PROJECTS

20

PROJECTS - PAVING





PROJECTS

21

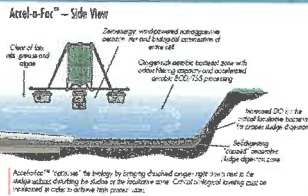
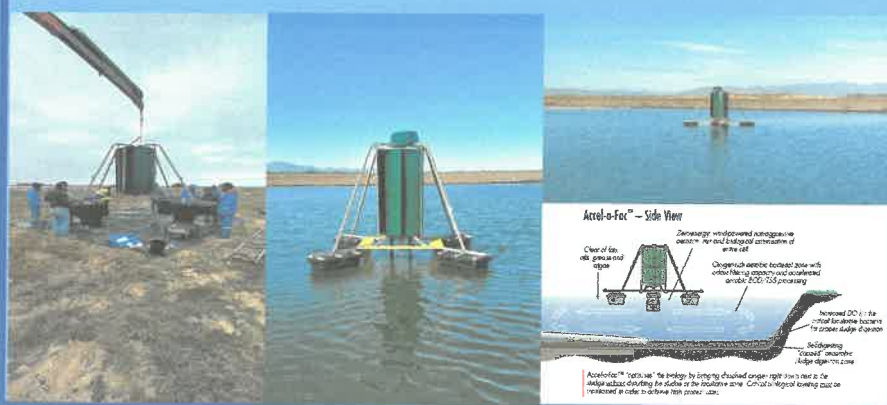
PROJECT - COMPOSTING

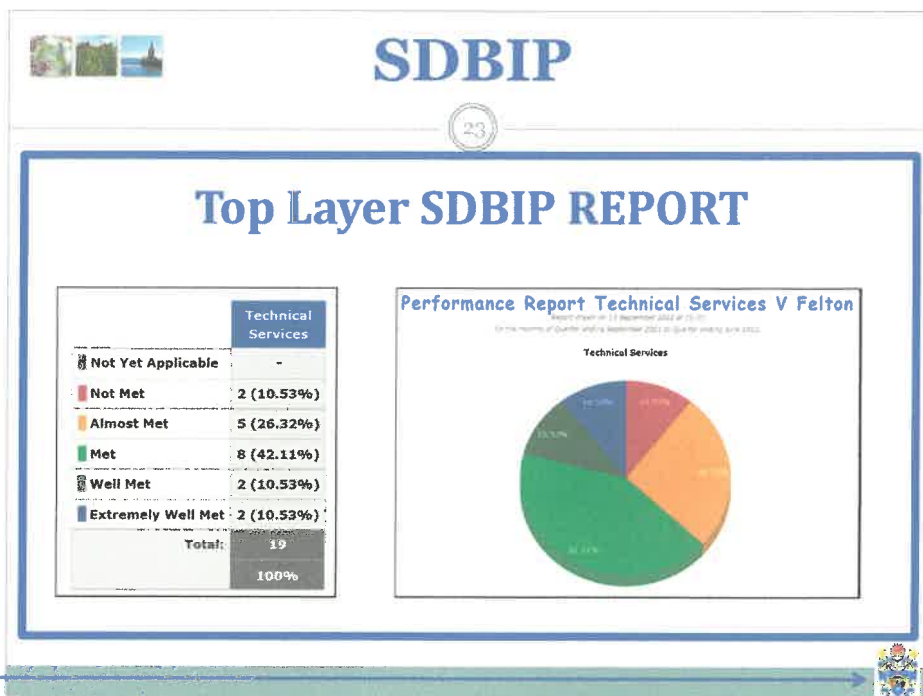


PROJECTS

22

PROJECT - WIND POWERED AERATOR





SDBIP

24

PMIS REF	Ref No	Key Performance Indicator (KPI)	Unit of measurement	Performance Context	Corrective actions	Target	Actual	II
1	TL34	Limit water losses to 12 % by 30 June 2022 due to losses incurred by theft, illegal connections, or wastage as a result of deteriorating water infrastructure by 30 June 2022 (Number of Kilolitres Water Purchased or Purified minus Number of Kilolitres Wot	% of water losses due to losses incurred by theft, illegal connections, or wastage as a result of deteriorating water infrastructure by 30 June 2022 ((Number of Kilolitres Water Purchased or Purified minus Number of Kilolitres Water Sold (including free basic water) / Number of Kilolitres Water Purchased or Purified A-100)	Increase off losses in 2nd and 3rd Quarter	Report monthly on water meter placements and faults	12.00%	15.12%	
2	TL35	Limit unaccounted for electricity to 10 % by 30 June 2022 (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) A-100	% unaccounted electricity by 30 June 2022 ((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) A-100)	Not correlating to sales and purchases	Monitor biggest consumers and repair faulty meters	10.00%	12.58%	
3	TL36	85% of MIG conditional grant spent by 30 June 2022 to upgrade infrastructure (Total amount spent/ Total amount allocated) X100	% of MIG conditional grant spent by 30 June 2022	Not meeting spending target is due to late appraisal of projects by MIG and subsequent delayed approval of projects by Council. This resulted in the whole project execution being delayed and as such spending is also delayed.	Start projects earlier to compensate for delays and improve planning on projects	95.00%	94.04%	
4	TL37	95% of conditional road maintenance operational grant spent by 30 June 2022 ((Total amount spent/ Total allocation received) X100) as budgeted in the Bergrivier Municipality Operational Budget	% of conditional road maintenance operational grant spent by 30 June 2022			95.00%	90.42%	
5	TL38	95% of the capital budget of Directorate: Technical Services spent by 30 June 2022 ((Total amount spent/ Total allocation received) X100)	% of capital budget of Directorate: Technical Services spent by 30 June 2022	Measures on committed spending on 7 June 2022	Retainers are still being kept not allocated in the total expenditure.	95.00%	94.65%	
6	TL39	70% public awareness on recycling to reduce household waste with awareness initiatives	Number of awareness initiatives			1	1	

SDBIP

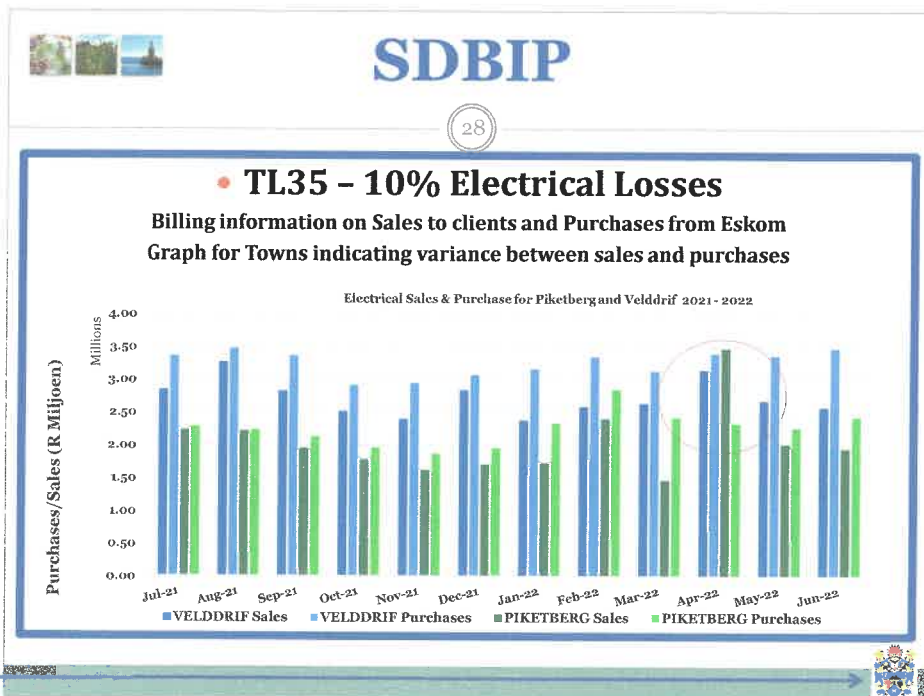
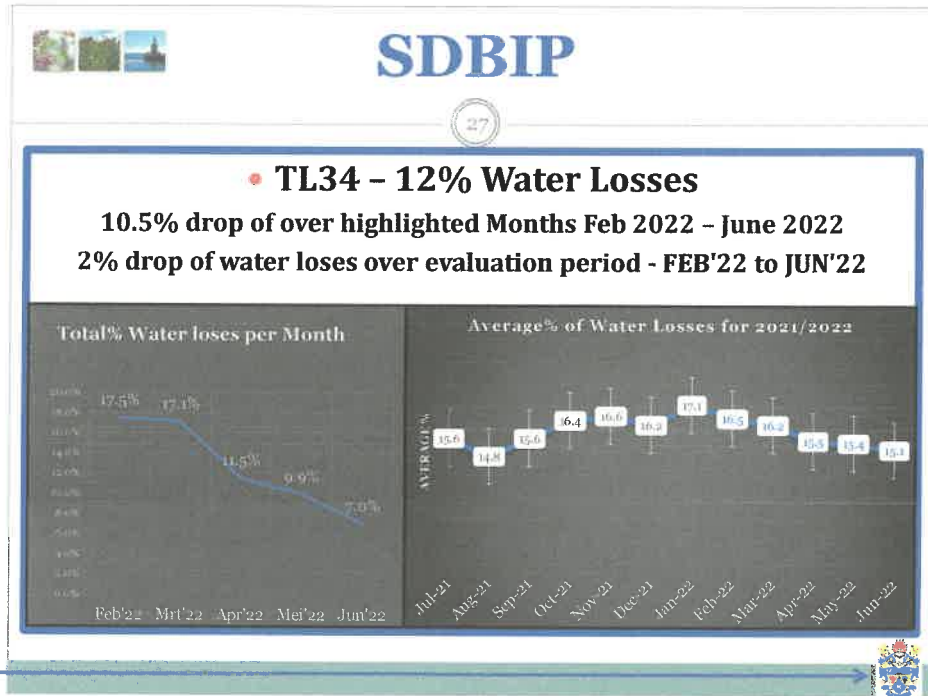
25

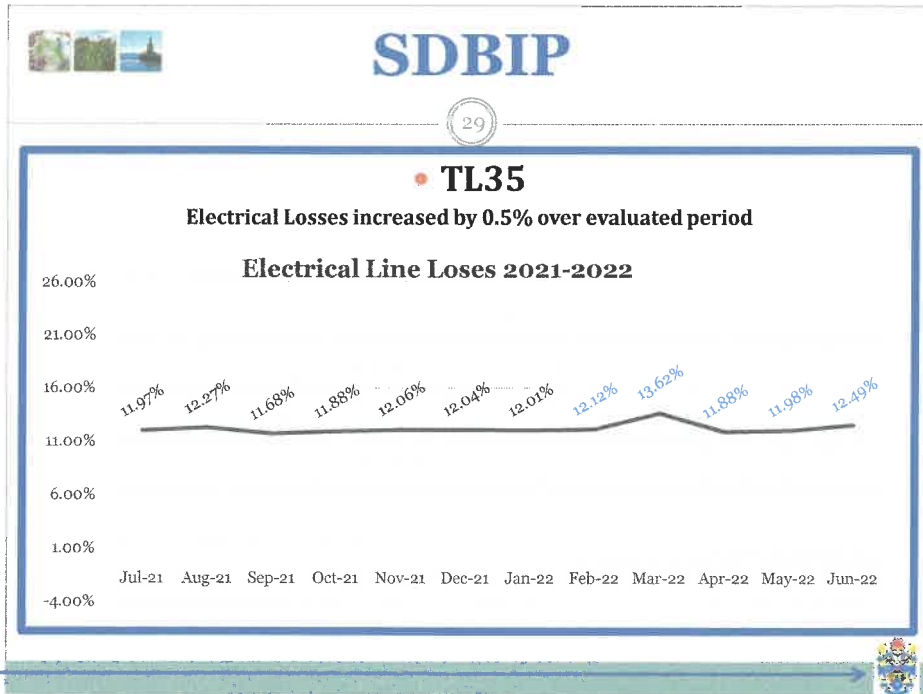
PMB REF	Ref No	Key Performance Indicator (KPI)	Unit of measurement	Performance Comment	Corrective actions	Target	Actual	#
7	TL40	85% spend of transferred funds for the implementation of the approved business plan on the waste programme by 30 June 2022 ((Total amount spent/ Total approved budget) x 100) (subject to international funding)	% of funds transferred spend by 30 June 2022			95.00%	98.21%	G2
8	TL41	85% water quality level obtained as per SANS 241 physical & micro parameters as at 31 December 2021 and 30 June 2022	% water quality level as at 31 December 2021 and 30 June 2022			95.00%	96.93%	G2
9	TL42	Sign SLA's for each development to facilitate an environment conducive to infrastructure development in partnership with the developer and/or investors. Signed SLA's/total number of developments where SLA's are required)	% of developments with Signed SLA's with developers and/or investors			100.00%	100.00%	G1
10	TL43	Do quarterly inspections per major town for building transgressions and submit report to Portfolio Committee with findings and law enforcement actions instituted	Number of reports submitted to the Portfolio Committee			2	2	G1
11	TL44	Create full time equivalents (FTE's) in terms of the EPWP programme by 30 June 2022	Number of FTE's created by 30 June 2022			65	108.60	B
12	TL45	100% of all complaints registered on IMIS are being attended to within the Directorate and completed before the end of the month following the date on which the complaint was lodged	% of complaints registered on IMIS being attended to within the Directorate and completed before the end of the month following the date on which the complaint was lodged			100.00%	82.50%	

SDBIP

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PMB REF	Ref No	Key Performance Indicator (KPI)	Unit of measurement	Performance Comment	Corrective actions	Target	Actual	#
13	TL46	Ensure continuous upgrading of the electronic contract register on IMIS and submit reports bi-annually to the Municipal Manager after Director verified the report and signed it off	Number of reports of contract register on IMIS submitted to Municipal Manager by 30 June 2022 after director verified report and signed it off.			1	1	G1
14	TL47	Revision of the technical functions in the Backlog plan and submit to Technical Portfolio Committee by 30 June 2022	Number of revisions of the technical functions in the Backlog Plan and submit to Technical Portfolio Committee by 30 June 2022			1	1	G1
15	TL48	Revision of the maintenance plan in respect of all current infrastructure and submit to Technical Portfolio Committee by 30 June 2022	Number of maintenance plans revised in respect of all current infrastructure and submitted to Technical Services Portfolio Committee by 30 June 2022			1	1	G1
16	TL49	Evaluate the performance of all staff with performance contracts (T 12 - T 18) on an annual basis according to the agreed upon performance contracts before 30 June 2022	% of performance evaluations of all staff with performance contracts (T 12 - T 18) according to the agreed upon performance contracts before 30 June 2022			100.00%	100.00%	G1
17	TL50	Effectively manage and ensure compliance on a quarterly basis of all TL SDBIP KPI's in respect of accountable levels of management in accordance with the performance management policy	% of quarterly compliance with all TL SDBIP KPI's in respect of accountable levels of management in accordance with the performance management policy	14 out of 19 KPI's were met	KPI's will be addressed	82.50%	75.73%	
18	TL51	Develop a culture of zero tolerance to corruption and dishonesty by the efficient implementation of disciplinary steps in terms of the Anti-Fraud and Corruption Policy	% of transgressions instilled in terms of the Anti-Fraud and Corruption Policy			100.00%	100.00%	G1
19	TL52	Ensure the implementation of the additional focus areas as per the performance contract and report to Performance Evaluation Panel annually	Number of additional focus areas implemented as per the performance contract			1	1	G1







SDBIP

31

• TL37 – 95% of Road Grant

Confirmed budget spend and Journal entries sent to Budget Office and Treasury
Percentage on KPI Calculated prior to Journal entries

R140 000 on Budget and claims submitted amount to R192 791.90 as reported

Total Claim Submitted	
Labour	R 67 583.70
Machinery	R 5 128.20
Material	R 120 080.00
Totals	R 192 791.90



SDBIP

32

• TL38 – 95% of Capital Spending

Capital Budget Spending 2021-2022

As a result of a re-classification of assets, on the AFS, the spending of capital projects reflects lower.



Vote/Category/Description	Budget Original	Budget Actual to date	Total Budget	Total Claimed/Spent	% Spent
Vote 1 - Municipal Manager	40,000.00	7,000.00	47,000.00	46,157.63	98.21%
Vote 2 - Finance	2,010,000.00	333,900.00	2,343,900.00	2,207,586.43	94.18%
Vote 3 - Corporate Services	2,845,000.00	-132,354.00	2,712,646.00	2,594,886.52	95.66%
Vote 4 - Technical Services	43,907,043.00	-1,331,770.00	42,175,273.00	40,330,460.71	95.63%
Vote 5 - Community Services	7,785,000.00	749,788.00	8,534,788.00	8,040,781.12	94.21%
Totals	56,187,043.00	-373,436.00	55,813,607.00	53,219,872.41	95.35%

Capital Spending reported on 27 JULY 2022 for 2021-2022
R 40 330 460.71





SDBIP

33

- **TL45 – 100% Complaints on IMIS**

According to the IMIS report generated from the system all complaints where completed as per the attached report in POE file

- **TL50 – TL SDBIP KPI's**

14 out of 19 KPI's met

Referring to previous mentioned KPI's, scoring is influenced on KPI's TL34 to TL38 and TL45. Adding these KPI's will increase scoring from 14/19 to 18/19



LEADING COMPETENCIES

34

Leading Competencies	Competency Definition	Reflect
Strategic Direction and Leadership	Provide and direct a vision for the institution, and inspire and deploy others to deliver on the strategic institutional mandate	Standing operating procedures adapted and all workers buy-in. 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 ward plans to align with the Strategic goals and IDP of Bergrivier Municipality.
People Management	Effectively manage, inspire and encourage people, respect diversity, optimise talent and build and nurture relationships in order to achieve institutional objectives	Monthly preparation meeting is held with the Portfolio Chairperson and the management team of my directorate in preparation of the Portfolio Committee meeting. Perform quarterly site visits to all depots in Bergrivier Municipality
Program and Project Management	Able to understand program and project management methodology; plan, manage, monitor and evaluate specific activities in order to deliver on set objectives	Projects were identified during the 2021/22 financial year as reflected in the Capital spending report. Multi year tenders approve Compile a Procurement Plan with Managers
Financial Management	Able to compile, plan and manage budgets, control cash flow, institute financial risk management and administer procurement processes in accordance with recognised financial practices. Further to ensure that all financial transactions are managed in an ethical manner	MIG and Capital Budget spending on track Main road grant full spending Track spending on procurement plan
Change Leadership	Able to direct and initiate institutional transformation on all levels in order to successfully drive and implement new initiatives and deliver professional and quality services to the community	Allow and promote innovation. Re-evaluate department organisational structure and identify sort comings
Governance Leadership	Able to promote, direct and apply professionalism in managing risk and compliance requirements and apply a thorough understanding of governance practices and obligations. Further, able to direct the conceptualisation of relevant policies and enhance cooperative governance relationships	Meeting with Managers to get their background and work experience to understand the way they think Develop SSEG Strategy and Policy Develop Plan for load shedding risk management



CORE COMPETENCIES

Core Competencies	Competency Definition	Reflect
Moral Competence	Able to identify moral triggers, apply reasoning that promotes honesty and integrity and consistently display behaviour that reflects moral competence	Authority, accountability and responsibility are delegated to employees for improving the processes which are under their control. In my directorate we make time, during our departmental meetings to discuss these issues, especially with departmental heads attending our management meetings.
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	Directorate held a strategic session During this session we identified specific goals and objectives for my directorate in accordance with our new strategic goals.
Analysis and Innovation	Able to critically analyse information, challenges and trends	Directorate compiled a departmental strategic plan During this process a thorough analysis of our department needs and community needs were made and comprehensive strategies were formulated.
Knowledge and Information Management	Able to promote the generation and sharing of knowledge and information through various processes and media, in order to enhance the collective knowledge base of local government	Educate and inform community on Waste Initiatives and Recycling Send staff on workshops to gain knowledge and information
Communication	Able to share information, knowledge and ideas in a clear, focused and concise manner appropriate for the audience in order to effectively convey, persuade and influence stakeholders to achieve the desired outcome	Monthly departmental meetings are held to promote problem solving through meetings and not through emails.
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	Coach and guide others to exceed quality standards and results Work with team to set ambitious and challenging team goals, communicating long - and short-term expectations.

THANK YOU

Bergivier:
A prosperous community where all want to live, work, learn and play in a dignified manner.



W. 1. Strongly
Values of sustainability and better environment (Good Governance)



W. 2. Renewable
Energy (Energy)



W. 3. Economic
enabling environment for economic growth



W. 4. Innovative
and leading educational and integrated community



W. 5. A
prosperous and inclusive living environment

10 core values of Bergivier:
Osi-Des met trasi! We serve with pride! Sombisa Apocingca!



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
23 SEPTEMBER 2022 OM 12H00 IN DIE RAADSAAL, MUNISIPALE KANTORE,
PIKETBERG**

TEENWOORDIG

Adv. H Linde (Voorsitter)
Rdl. A du Plooy (Huidige Portefeulje Voorsitter)
Rdl. J Daniels (Voormalige Portefeulje Voorsitter)
Rdh. A de Vries (Lid van die Uitvoerende Burgemeesterskomitee)
Mnr. H Mettler (Eksterne Munisipale Bestuurder: Saldanhaabai Munisipaliteit)
Me. G Bolton (Ouditkomiteelid)
Mnr. J da Silva (Lid van die Wykskomitee van Wyk 7)
Mnr. JWA Kotzee (Direkteur Korporatiewe Dienste)
Mnr. AW Rheeder (Bestuurder Menslike Hulpbrondienste) (Notuleerder)
Me. F Erasmus (Administratiewe Beampte: Strategiese Dienste)
Me. C Cloete (Persoonlike Assistent - Observerend)

1. OPENING EN VERWELKOMING

Die Voorsitter open die vergadering, waarna sy almal by die vergadering verwelkom.
Die Voorsitter meld dat die evaluering vir die periode 01 Julie 2021 tot 30 Junie 2022 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 huidige, asook die voormalige Portefeulje Voorsitter.

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

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

3.1 OORSIG: 01 JULIE 2021 – 30 JUNIE 2022

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 01 Julie 2021 tot 30 Junie 2022.



**NOTULE VAN VERGADERING VAN DIE PRESTASIE EVALUERINGSKOMITEE
VAN DIE DIREKTEUR KORPORATIEWE DIENSTE GEHOU OP VRYDAG
23 SEPTEMBER 2022 OM 12H00 IN DIE RAADSAAL, MUNISIPALE KANTORE,
PIKETBERG**

3.2 SDBIP 2021/2022:

Die Direkteur Korporatiewe Dienste gee breedvoerig terugvoering aan die paneel met betrekking tot die KPI's wat behaal is in sy "Top Level" SDBIP vir die tydperk vanaf 01 Julie 2021 tot 30 Junie 2022.

4. TERUGVOERING VAN DIE PANEEL

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

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

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

5. AFSLUITING

Die sessie verdaag om 12h30.

BERGRIVIER MUNICIPALITY
PERFORMANCE EVALUATION SUMMARY



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

Period: 1 July 2021 - 30 June 2022

Panel Members

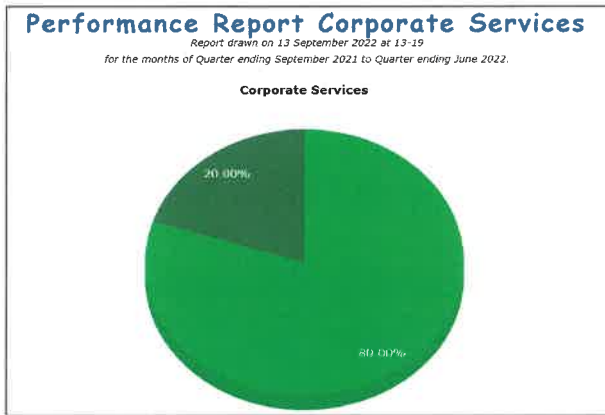
Municipal Manager	Adv H Linde
Executive Mayor	Ald R van Rooy
Councillor	Cllr K Daniels
Councillor	Cllr A Du Plooy
Ward Committee Member	Mr. J. Da Silva
Audit Committee Chairperson	Mrs. G. Bolton
External Municipal Manager	Mr. H. Mettler

Date of evaluation: **23 September 2022**

PERFORMANCE RESULTS

	Total score for period	Total weight for period	Weighted percentage	Performance %
Operational Performance	64	80	80%	63,92%
Core Competency Requirements	16	20	20%	16,23%
Final Score	80	100	100%	80,16%

OVERALL PERFORMANCE



	Corporate Services
Not Yet Applicable	-
Not Met	-
Almost Met	-
Met	12 (80.00%)
Well Met	3 (20.00%)
Extremely Well Met	-
Total:	15
	100%

PERFORMANCE COMMENTS

Signed by panel members:

Adv H Linde

Ald R van Rooy

Cllr K Daniels

Cllr A Du Plooy

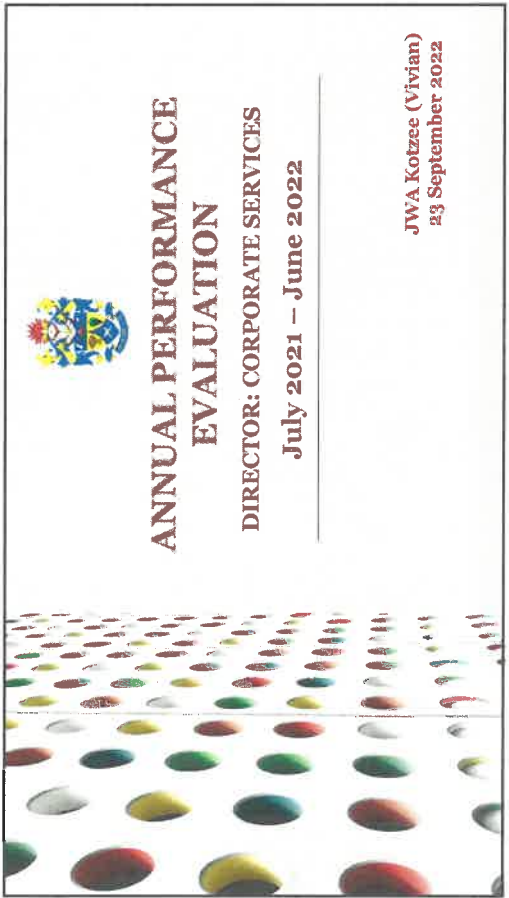
Mr. J. Da Silva

Mrs. G. Bolton

Mr. H. Mettler

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

Date: 23 September 2022



ANNUAL PERFORMANCE EVALUATION
 DIRECTOR: CORPORATE SERVICES
 July 2021 – June 2022

JWA Kotzee (Vivian)
 23 September 2022

1



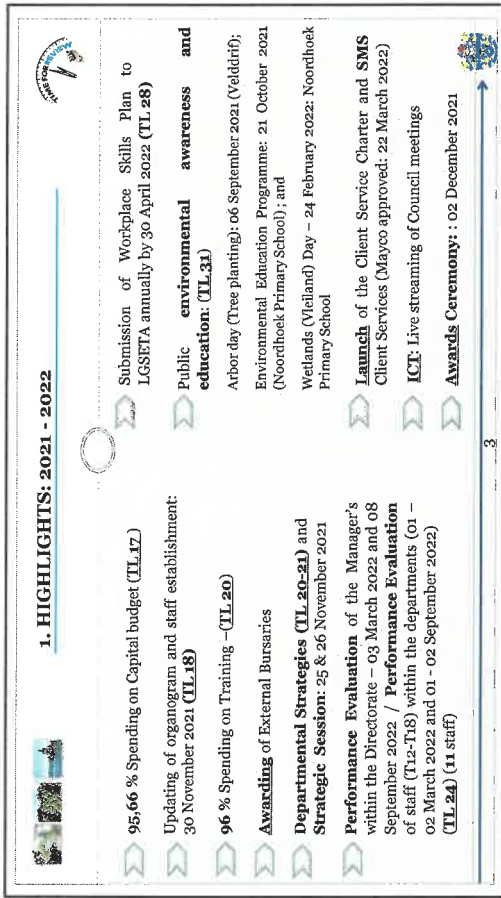
OVERVIEW

- 1 **HIGHLIGHTS**
- 2 **CHALLENGES**
- 3 **CCR'S**
- 4 **SDBIP**
- 5 **CONCLUSION**

"SATISFACTION lies in the effort not the attainment. Full EFFORT is full victory."
 Mahatma Gandhi

"Walk the extra mile... It is never crowded..."

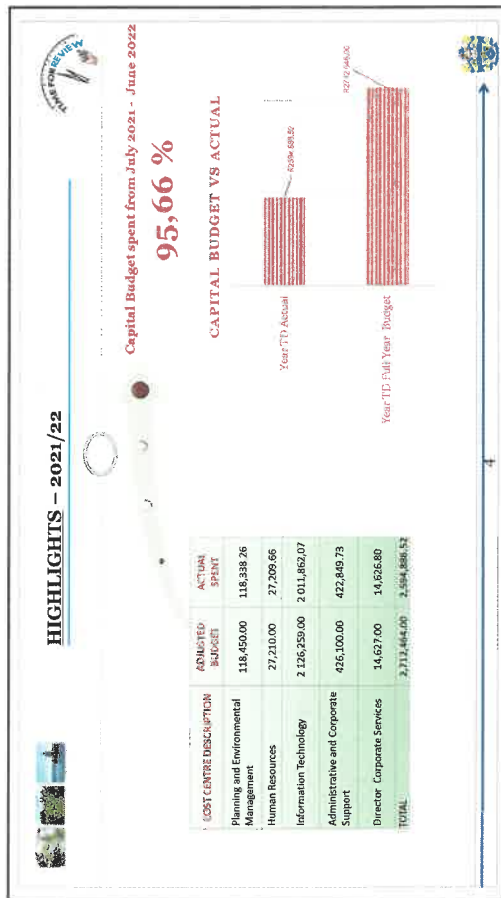
2



1. HIGHLIGHTS: 2021 - 2022

- >> 95,66 % Spending on Capital budget (TL17)
- >> Updating of organogram and staff establishment: 30 November 2021 (TL18)
- >> 96 % Spending on Training –(TL20)
- >> Awarding of External Bursaries
- >> Departmental Strategies (TL 20-21) and Strategic Session: 25 & 26 November 2021
- >> Performance Evaluation of the Manager's within the Directorate – 03 March 2022 and 08 September 2022 / Performance Evaluation of staff (T12-T18) within the departments (01 – 02 March 2022 and 01 – 02 September 2022) (TL24) (11 staff)
- >> Submission of Workplace Skills Plan to LCGSETA annually by 30 April 2022 (TL 28)
- >> Public environmental awareness and education: (TL31)
- >> Arbor day (Tree planting): 06 September 2021 (Veldturf); Environmental Education Programme: 21 October 2021 (Noordhoek Primary School); and Wetlands (Vleiland) Day – 24 February 2022: Noordhoek Primary School
- >> Launch of the Client Service Charter and SMS Client Services (Mayco approved: 22 March 2022)
- >> ICT: Live streaming of Council meetings
- >> Awards Ceremony : 02 December 2021

3



HIGHLIGHTS – 2021/22

Capital Budget spent from July 2021 - June 2022

95,66 %

CAPITAL BUDGET VS ACTUAL

LCG CENTRE DESCRIPTION	ADMITTED BUDGET	ACTUAL SPENT
Planning and Environmental Management	118,450,00	118,338,26
Human Resources	27,210,00	27,208,66
Information Technology	2,226,250,00	2,011,862,07
Administrative and Corporate Support	456,100,00	422,849,73
Director Corporate Services	14,627,00	14,626,80
TOTAL	2,712,644,00	2,594,886,52

Year TTD Actual: 650M 682R
 Year TTD Fully Year Budget: 827M 040R

4

HIGHLIGHTS: 2021 - 2022

REVIEW OF THE ORGANOGRAM

- > Approved on 30 November 2021
- > Implementation of New Staff Regulations as promulgated on 21 September 2021
- > Appointment of New Service Provider for review of Organogram
- > Drafting of HR - Strategy
- > Drafting of HR - Policies

5

HIGHLIGHTS: 2021 - 2022

APPROVED TRAINING BUDGET: R 200 000

96 %

NUMBER OF EMPLOYEES RECEIVED TRAINING JULY 2021 – JUNE 2022

184

150 Female
34 Male

Training budget spent up to June 2022

6

HIGHLIGHTS: 2021 - 2022

BRUSH CUTTERS

WATER PURIFICATION

TRAINING

FIRST AID

MINIMUM COMPETENCY

WATER PURIFICATION

7

HIGHLIGHTS: 2021 - 2022

BURSARIES

BURSARY RECIPIENTS 2022

31 Beneficiaries

489 177,15
280 766,95
20 966,98

National Bursaries External Bursaries (Club Funds) Internal Bursaries (R Funds)

8

HIGHLIGHTS: 2021 - 2022

**STRATEGIC SESSION:
25 & 26 November 2021**

Time to Plan

9

9

HIGHLIGHTS: 2021 - 2022

**MID-YEAR AND ANNUAL PERFORMANCE EVALUATION:
03 March 2022 & 08 September 2022**

EVALUATION ECONOMICS

10

10

HIGHLIGHTS: 2021 - 2022

**TREE PLANTING: VELDRIF:
06 SEPTEMBER 2021**

**ENVIRONMENTAL EDUCATION: NOORDHOEK PRIMARY SCHOOL:
21 OCTOBER 2021**

ORGANISATIONS:

- Bergvliet Municipality
- CapeNature
- Department of Fisheries, Forestry and Environment (DPFE)
- Birdlife SA
- West Coast District Municipality (WCDM)

11

11

HIGHLIGHTS: 2021 - 2022

CLIENT SERVICES CHARTER

TIMELINE:

- 09 July 2021 - Administration met with the Western Cape Provincial Delegation
- 12 July 2021 - Provincial Delegation's meeting supplied the offer from Western Cape Government
- 21 January 2022 - Draft Client Services Charter tabled at the Formal Director's meeting
- 22 January 2022 - Municipal Committee approved the Draft Client Services Charter

12

12

HIGHLIGHTS: 2021 - 2022



You Tube Streaming channel



ONS SAL regostreks uitsaai OP YOUTUBE LIVE

Inauguration of Council: 11 November 2021



13


13

AWARDS CEREMONY

02 DECEMBER 2021

LONG SERVICE AWARDS

- Keerin Abrahams – 10 years
- Joseph Mandavira – 20 years



14

14

2. CHALLENGES – 2021/22

- Implementation of the Municipal Staff Regulations (Regulation No 890)
- Vacancies and Prioritisation of Posts within the Directorate
- Review of the Organogram
- Implementation of the Precinct Plans - MSDF

15

15

3- COMPETENCIES		ACHIEVEMENTS / COMMENTS
3.1	LEADING COMPETENCIES STRATEGIC DIRECTION AND LEADERSHIP	On 22 & 24 November 2021, I had a strategic session with my directorate to review the five-year strategy plan for each of the departments within the directorate. During this session we reviewed the departmental strategic and work plans to align with the Strategic goals and IDP of Bergvliet 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 2021/22 financial year, as reflected in the Capital spending report.
3.4	FINANCIAL MANAGEMENT	The expenditure on Capital Projects was R2 712 464,00 which is 95.66% of the budgeted amount.
3.5	CHANGE LEADERSHIP	The Mid-Year and Annual Performance evaluations for the Heads of Departments within my directorate took place on 03 March 2022 and 08 September 2022.

16

16

COMPETENCIES

LEADING COMPETENCIES

GOVERNANCE LEADERSHIP

MORAL COMPETENCE

PLANNING AND ORGANISING

ANALYSIS AND INNOVATION

KNOWLEDGE AND INFORMATION MANAGEMENT

ACHIEVEMENTS / COMMENTS

Member of UMPSA, one branch and National Branch Member of Institute.

Big Adjustment Committee – West Coast District Municipality Committee member of the Formal Director's meeting, Executive Mayoral Committee, Training Tribunal, Risk Committee, MFAC, Local Labour Forum and Health and Safety Committee.

Co-Chair of the Steering Committee for the Implementation of the Municipal Staff Regulations

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

My directorate held a strategic session during November 2021, when all departmental strategies were reviewed.

During this session we identified specific goals and objectives for my directorate in line with our strategic goals. All departmental strategies were submitted to the Corporate Services Standing Committee.

My directorate compiled a departmental strategic plan during November 2021. During this process the needs of our community were made and comprehensive strategies were formulated.

During the past year my directorate was involved in implementation of the ICT strategy for Beğriyer Municipality. Through this process critical interventions were identified to improve information Technology and Hardware within Beğriyer Municipality.

COMPETENCIES

LEADING COMPETENCIES

COMMUNICATION

Results and Quality Focus

ACHIEVEMENTS / COMMENTS

On 25 & 26 November 2021, 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 discussed the departments' strategic and work plans to align with the Strategic goals and IDP of Beğriyer Municipality.

One preparation meeting is held once a month and the management team of my directorate meet with me once a month to discuss these issues. Departmental meetings is held once a month, to discuss these issues.

4. SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN 2021/2022

Top Layer SDBIP Report

Summary of Results: Corporate Services

R/A	KPI Not Yet Applicable	0
	KPI Not Met	0
	KPI Almost Met	0
G	KPI Met	12
G2	KPI Well Met	3
	KPI Extremely Well Met	0
Total KPIs:		15

20. 80. 0. 0. 0.

■ KPI Met ■ KPI Well Met

OPERATIONAL KPI'S 2021-22

Ref	Key Performance Indicator (KPI)	Unit of measurement	Baseline	Performance Comment	Corrective actions	Annual Target	Annual Actual
TL07	The percentage of the Corporate Services capital budget spent on capital projects/ Total amount budgeted for capital projects X100	% of Capital budget spent, as at 30 June 2022 (Actual amount spent on capital projects) X100	95.00%	[D213] Director Corporate Services: Capital Budget Spend: 95.66% of the Capital Budget was spent during the 2021/22 financial year. (June 2022)		95.00%	95.66%
TL08	Commence with the finalisation of the review of the self establishment as to comply with the requirements of the Local Government Act after a local government election.	Number of staff establishment reports submitted to MEC by 30 June 2022	1	[D213] Human Resource Manager: The staff establishment report was submitted and approved by the MEC on 30 November 2021. (June 2022)		1	1
TL09	Finalise the review of the self establishment as to comply with the requirements of the Local Government Act after a local government election.	Number of staff establishment reports submitted to MEC by 30 June 2022	100.00%	[D214] Human Resources Manager: No investigations relating to Fraud and Corruption occurred for June 2021. (June 2021)		100.00%	100.00%
TL10	85% of training budget spent by 30 June 2022 to implement the Work Place Skills Plan (Total amount spent on training/Total amount budgeted for it)	% of the training budget spent by 30 June 2022 to implement the Work Place Skills Plan	85.00%	[D215] Human Resource Officer: Training & Development: 87% of the budget spent. (April 2022) [D215] Human Resource Officer: Training & Development: Approved Training Budget: R 200 000.00. Actual amount spent: R 173 000.00. (April 2022) [D215] Human Resource Officer: Training & Development: Approved Training Budget: R 200 000.00. Actual amount spent: R 173 000.00. (April 2022)		85.00%	90.00%
TL11	Develop an annual departmental strategy for Human Resources and submit to Portfolio Committee by 15 December 2021.	No of strategies submitted to Portfolio Committee by 15 December 2021	1			1	1
TL22	Develop an annual departmental strategy for Training and Development and submit to Portfolio Committee by 15 December 2021.	No of strategies submitted to Portfolio Committee by 15 December 2021	1			1	1

OPERATIONAL KPI'S 2021-22

Ref No	Key Performance Indicator (KPI)	Unit of measurement	Baseline	Performance Comment	Corrective actions	Annual Target	Annual Actual	R
TL2	Effectively manage and ensure compliance as a KPI of quarterly compliance with all TL 52BP standards by all 52BPs in a report of compliance with the performance management policy	Number of quarterly compliance reports submitted by all 52BPs in a report of compliance with the performance management policy	95.00%	D2148 Director Corporate Services: All TL KPIs were achieved to June 2022		95.00%	97.50%	3
TL3	Evaluate the performance of all staff with performance contracts (TL 2 - TL 18) on an annual basis according to the agreed upon performance contract before 30 June 2022.	Number of performance evaluations of all staff with performance contracts (TL 2 - TL 18) completed before 30 June 2022	100.00%	D2150 Director Corporate Services: All TL 2 - TL 18 staff evaluations completed on 22 September 2021 and 04 June 2022 and uploaded on the iSign system (June 2022)		100.00%	100.00%	3
TL4	Ensure continuous upgrading of the electronic IMS register on IMS and submit reports bi-monthly to the Municipal Manager after Director verified the report and signed it off.	Number of reports submitted to Director's IMS register on the Customer Care system and submitted to the Director's meeting and standing committee	2	D2223 Manager Administrative Services: The IMS register was verified and signed by the Director (June 2022)		2	1	1
TL5	Provide reporting on the Customer Care system to the Director's meeting and standing committee	Number of reports submitted to Director's IMS register on the Customer Care system and submitted to the Director's meeting and standing committee	3	D2223 Manager Administrative Services: The Standing Committee's 11 April 2022 (Formal meeting) and 03 May 2022 (Formal Director's meeting) and 08 June 2022 (Standing Committee) June 2022)		3	3	3
TL6	Reduce the Covid-19 Workplace Risk according to Percentage of Revised Covid-19 Workplace Management Regulations and Plans submitted to the Municipal Manager for approval	Percentage of Revised Covid-19 Workplace Management Regulations and Plans submitted to the Municipal Manager for approval	100.00%	D2235 Manager Resources Manager: The Covid-19 Workplace plan was revised, approved by the Municipal Manager on the following dates: 05 April 2022, 05 May 2022, and 21 June 2022 (June 2022)		100.00%	100.00%	3



01 January 1964 - 26 November 2021



OPERATIONAL KPI'S 2021-22

Ref No	Key Performance Indicator (KPI)	Unit of measurement	Baseline	Performance Comment	Corrective actions	Annual Target	Annual Actual	R
TL7	Submission of Workplace Skills Plan to LSEETA, annually by 30 April 2022	Number of Workplace Skills Plan submitted to LSEETA by 30 April 2022	1	D2233 Human Resources Manager: The Workplace Skills Plan was submitted to LSEETA on 29 April 2022 and a letter of confirmation was received from LSEETA (June 2022)		1	1	3
TL8	100% of all complaints submitted to the Complaints and Investigations Unit (CIU) being completed before the end of the month following the date on which the complaint was submitted.	Number of complaints submitted to the CIU completed before the end of the month following the date on which the complaint was submitted	100.00%	D2240 Director Corporate Services: All complaints submitted to the CIU were completed before the end of the month following the date on which the complaint was submitted (June 2022)		100.00%	100.00%	3
TL9	Ensure the implementation of the additional focus areas per the performance contract and report to Performance Evaluation Panel annually	Number of additional focus areas implemented as per the performance contract	1	D2240 Director Corporate Services: Additional focus areas identified by the Performance Evaluation Panel were implemented and continuously monitored (June 2022)		1	1	3
TL10	Ensure public environmental awareness and participation	Number of reports submitted to the Portfolio Committee regarding environmental awareness and participation	1	D2240 Manager Planning and Development: Reports on environmental education and participation were submitted to the Portfolio Committee on 04 May 2022 (June 2022)		1	1	3

5- CONCLUSION

Although there are still challenges within the department, I am very pleased with the overall performance of the department during the period July 2021 – June 2022, financial year. This would not have been possible without the committed and competent staff within my directorate.

JWA KOTZEE
23 September 2022





KANTOOR VAN DIE MUNISIPALE BESTUURDER
BERGRIVIER MUNISIPALITEIT
POSBUS 60
PIKETBERG
7320

NOTULE VAN DIE VERGADERING VAN DIE PRESTASIE-EVALUERINGSKOMITEE VAN DIE DIREKTEUR TEGNIESE DIENSTE GEHOU OP VRYDAG 23 SEPTEMBER 2022 OM 08H25 IN DIE RAADSAAL, MUNISIPALE KANTORE, PIKETBERG

TEENWOORDIG

Adv. H Linde (Voorsitter)
Rdh. M Wessels (Voormalige Portefeulje Voorsitter)
Rdh. R de Vries (Huidige Portefeulje Voorsitter, asook Lid van die Uitvoerende Burgemeesterskomitee)
Mnr. H Mettler (Eksterne Munisipale Bestuurder: Saldanhaabaai Munisipaliteit)
Mnr. J da Silva (Lid van die Wykskomitee van Wyk 7)
Mnr. AC Koch (Direkteur Tegniese Dienste)
Me. F Erasmus (Administratiewe Beampte: Strategiese Dienste)
Mnr. AW Rheeder (Bestuurder Menslike Hulpbrondienste) (Notuleerder)

1. OPENING EN VERWELKOMING

Die Voorsitter open die vergadering, waarna sy almal by die vergadering verwelkom. Die Voorsitter meld dat die evaluering vir die periode vanaf 01 Julie 2021 tot 30 September 2021 is, aangesien Mnr Koch die Raad se diens op 30 September 2021 verlaat het.

2. AANSOEKE OM VERLOF TOT AFWESIGHEID

Me. G Bolton (Ouditkomiteelid)

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 huidige, asook die voormalige 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 2021 – 30 SEPTEMBER 2021

Mnr. Koch word die geleentheid gegun om 'n voorlegging aan die komitee te maak met betrekking tot sy prestasie wat bereik is vir die tydperk vanaf 01 Julie 2021 tot 30 September 2021.

3.2 SDBIP 2021/2022:

Die Direkteur Tegniese Dienste gee breedvoerig terugvoering aan die paneel met betrekking tot die KPI's wat behaal is in sy "Top Level" SDBIP vir die tydperk vanaf 01 Julie 2021 – 30 September 2021.



**NOTULE VAN VERGADERING VAN DIE PRESTASIE-EVALUERINGSKOMITEE
VAN DIE DIREKTEUR TEGNIESE DIENSTE GEHOU OP VRYDAG 23 SEPTEMBER
2022 OM 08H25 IN DIE RAADSAAL, MUNISIPALE KANTORE, PIKETBERG**

4. TERUGVOERING VAN DIE PANEEL

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

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

5. AFSLUITING

Die sessie verdaag om 09h02.

BERGRIVIER MUNICIPALITY

PERFORMANCE EVALUATION SUMMARY

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

Period: 1 July 2021 - 30 September 2021

Panel Members

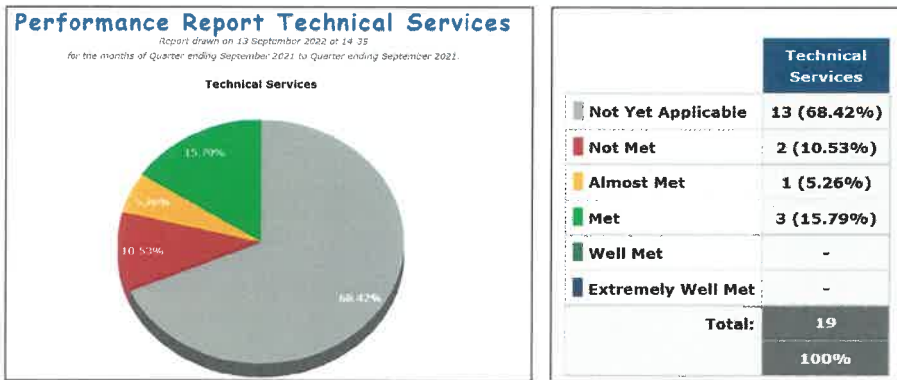
Municipal Manager	Adv H Linde
Executive Mayor	Ald R van Rooy
Councillor	Ald M Wessels
Councillor	Ald R de Vries
Ward Committee Member	Mr. J. Da Silva
Audit Committee Member	Mr. G. Bolton
External Municipal Manager	Mr. H. Mettler

Date of evaluation: 23 September 2022

PERFORMANCE RESULTS

	Total score for period	Total weight for period	Weighted percentage	Performance %
Operational Performance	53	80	80%	53,09%
Core Competency Requirements	15	20	20%	15,47%
Final Score	69	100	100%	68,56%

OVERALL PERFORMANCE



PERFORMANCE COMMENTS

Signed by panel members:

Adv H Linde

[Signature]

Ald R van Rooy

[Signature]

Ald M Wessels

[Signature]

Ald R de Vries

[Signature]

Mr. J. Da Silva

[Signature]

Mr. G. Bolton

[Signature]

Mr. H. Mettler

[Signature]

Signed by employee

Director: Technical Services: Mr. C. Koch

Date

23 September 2022

Die evaluerings-opsomming is ongetekend. Die werknemer het appél aangeteken na die USM vir oorweging.

Aanbieding nie uitgedeel aan paneelkde. Na afspraak gepoint deur MB-kantoor vir item aan Raad.

PERFORMANCE REVIEW
July 2021 – SEPTEMBER 2021
Director Technical Services
Chris Koch
23 September 2022

Administrative.

Impact and aftermath of Covid 19
Municipalities are now presented with a rare window of opportunity to reboot.
To adapt to the new norm you have to promote innovative (10%) and alternative methods in all sectors. Innovation can only be done and promoted if you are allowed to fail

Challenges as a result of Covid that impacted on service delivery:
Technical Department workforce are at skeleton levels. Could not implement shifts as required by regulations. We had two choices. Break the law or suffer on service delivery.
Non-primary function work were performed in Goosoverwacht, Wittewater and Genadenberg. "in Gums word 'n plig"

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

2

Core Competencies

Strategic Direction and Leadership
Allow and promote innovation.
Aurora to Pletberg (beddingsuys to Porterville)
Town Managers swap to assist each other with problem solving.

People Management.
Meetings with employees-WTW, Covid and Co- mobilities meetings

Program and Project Management.
MIG program. Manager resigned in March 2021 at extremely short notice. Approvals of new projects only done in July 2021.
Several Multi year tenders approve. Easier to appoint consultants for the following studies
Veldrif Transfer Station and all other solid waste sites
GIS for the water network analysis for Pletberg and Porterville

Financial Management
MIG and Capital Budget remained a challenge. Several SCM issues with tenders prohibited 100%. (CIBB)
Main road grant full spending. Transfer of grants of 2019/20 and 2020/21 still outstanding.
WSK two business plans instead of one.

Governance Leadership
Meeting with Managers to get their background and work experience to understand the way they think

Moral Competence
Make effort to promote ethics.

4

Core Competencies (continue)

Analysis and Innovation
Full investigation of the Pletberg WTW. 3 critical issues: House keeping, Lime dosing, Filters. Lime dosing to revert back to old technology. Operating manual has been developed and implemented.
Costing model. Started with the intervention. Will be incorporated in near future.
Redelingshuys and Aurora de-centralized WWTW. Applied for MIG funding. Change of thought for Consultants. Challenge with DWS and DEADP
Wind driven aerators for Dwaarskroosbos as Western Cape pilot study.
Billy Goat street cleaning.
Pletberg Water network analyses. PRV not necessarily the best option for small towns. Discussed the following parameters for model.
High cost to consumer due to high water pressure and flow
High repair cost
Flooding due to geography and strategic location.
Network redundancy
Pavement management system (PMS)

Aankomstel 81 C

1

3

Core Competencies (continue)

Water network replacement, Pikelberg

Innovatively changed the installation method from the norm, open trench excavation to trenches with the following advantages:

- Saves Time - More Convenient: ...
- Saves Money: ...
- Less intrusive than Traditional water pipe installation: ...
- An Environmentally Friendly Alternative to the Traditional Method.

Knowledge and Information sharing:

Knowledge sharing on more sustainable methods in waste water treatment. Redelinguys and Aurora.

Information session with decentralized waste water treatment plant manufacturer.

How to convince DWS and DLG to approve the project.

Communication: All managers in one office.

Problem solving through meetings and not through emails.

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



5

Concerns

- Management (Non) of Consulting Engineers.
- Departmental projects – Professional Indemnity . Netball/Tennis Combi courts.
- Skills transfer:
 - 2 x key Managers nearing retirement.
- Biggest department in Mun. Critical posts to be filled.
 - Fleet Manager
 - Waste Officer
- Result of non-frequent visits to key areas.
 - Performance of WWTW's and WTW's
 - Goedervracht water quality
 - Veidrift Transfer Station. New contractor appointed – huge improvement
 - Equal workload distribution.

6


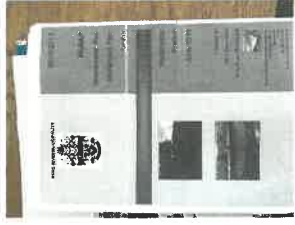
Concerns

- Water losses:
 - With age meters tend to run slower and under read (57 %).
 - Replacement meters are now SMART.
 - Bulk meters have a delivery period of 20 weeks. We are not allowed to keep as stock.

7

Concerns: Administrative

Blue and Green drop assessment re-introduced. No drop to follow in near future

8

MIG : St Christopher pump station Contract value R 5.4 Million

13

Challenges: Velddrif Transfer Station. Road to recovery

14

Future interventions

- ▶ **Velddrif sewer.**
 - ▶ Velddrif has 59 sewer pump stations! No correct data regarding:
 - ▶ Pump sizes, flow patterns, sump sizes.
 - ▶ Urgent intervention in new financial year to appoint service provider.
 - ▶ Investigate the use of de-centralized plants to reduce pumpstations.
- ▶ **Velddrif Waste Water Treatment Plant.**
 - ▶ Serious challenges regarding vandalism and theft.
 - ▶ Positioning within future development zone
 - ▶ Investigate relocation to Dwanstersbos site as major expansion will require new Water Treatment processes to cater for future growth.

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Future interventions

Piketberg 2.0 MI reservoir
Piketberg Bulk Water supply.

4 options have been investigated.

- ▶ Purchase potable water from Withoogte.
- ▶ Direct pipeline from Mlisenstand weir to Piketberg WTW
- ▶ Off river storage dam on property of Orc de Rac
- ▶ Off river storage in old mine quarry, De Hoek.

Portable water from Withoogte.

Pro's

- ▶ Water security. BRVSS ?
- ▶ No need to operate Piketberg WTW. Blue drop administration.
- ▶ Gooshywacht and Mlitenwater from this source. Liability as VSA on water quality, quantity issues.

Cons

- ▶ Initial high cost of new pipeline.
- ▶ Pride (resistance to change)
- ▶ No data on actual cost of supply

16

**Dit is moeilik
om niks te
doen nie;
jy weet nooit
wanneer jy
klaar is nie**

17



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