



# **BERGRIVIER MUNICIPALITY**

## **PERFORMANCE AGREEMENT**

**MADE AND ENTERED INTO BY AND BETWEEN:**

**THE BERGRIVIER MUNICIPALITY**

**HEREIN REPRESENTED BY THE EXECUTIVE MAYOR**

**Alderman Raynold Mathew van Rooy**

**(ID 690205 5106 083)**

**(herein and after referred to as Employer)**

**AND**

**ADV HANLIE LINDE**

**(ID 700411 0082 083)**

**THE MUNICIPAL MANAGER**

**(herein and after referred to as Employee)**

**FOR THE FINANCIAL YEAR**

**Period 16 August 2022 – 30 June 2023**

## PERFORMANCE AGREEMENT: MUNICIPAL MANAGER 2022/23

### THE PARTIES HEREBY AGREE AS FOLLOWS:

#### 1. INTRODUCTION

- 1.1 The Employer has entered into a contract of employment with the Employee in terms of section 57(1)(a) of the Local Government: Municipal Systems Act 32 of 2000 ("the Systems Act"). The Employer and the Employee are hereinafter referred to as "the Parties".
- 1.2 Section 57(1) (b) of the Systems Act, read with the Contract of Employment concluded between the parties, requires the parties to conclude an Annual Performance Agreement.
- 1.3 The parties wish to ensure that they are clear about the goals to be achieved, and secure the commitment of the Employee to a set of outcomes that will secure Local Government policy goals.

#### 2. PURPOSE OF THIS AGREEMENT

The purpose of this agreement is to:

- 2.1 Comply with the provisions of Section 57(1)(b), (4B) and (5) of the Systems Act, and the Municipal Performance Regulations for Municipal Managers and Managers directly accountable to Municipal Managers (2006) as amended by the Regulations on Appointment and Conditions of Employment of Senior Managers (2014), as well as the Contract of Employment entered into between the parties;
- 2.2 Specify objectives and targets defined and agreed with the Employee and to communicate to the Employee the Employer's expectations of the Employee's performance and accountabilities in alignment with the Integrated Development Plan, Service Delivery and Budget Implementation Plan (SDBIP) and the Budget of the Employer;
- 2.3 Specify accountabilities as set out in the Performance Plan which is appended to this agreement as **ANNEXURE A**;
- 2.4 Monitor and measure performance against set targeted outputs;



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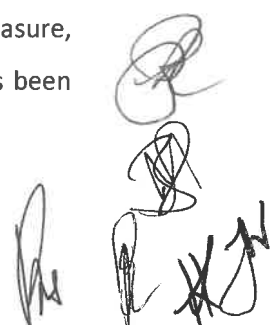
- 2.5 Use the Performance Agreement and Performance Plan as the basis to assess whether the Employee has met the performance expectations applicable to her job; and
- 2.6 Give effect to the Employer's commitment to a performance-orientated relationship with the Employee in attaining equitable and improved service delivery.

### 3. COMMENCEMENT AND DURATION

- 3.1 This Agreement will commence on 16 August 2022 and will remain in force until 30 June 2023 where after a new Performance Agreement shall be concluded between the parties for the next financial year.
- 3.2 The parties will review the provisions of this Agreement during June each year. The parties will conclude a new Performance Agreement that replaces this Agreement at least once a year by not later than the 31<sup>st</sup> July of each successive financial year or any portion thereof.
- 3.3 This Agreement will terminate on the termination of the Employee's contract of employment for any reason.
- 3.4 The content of this Agreement may be revised at any time during the abovementioned period to determine the applicability of the matters agreed upon.

### 4. PERFORMANCE OBJECTIVES

- 4.1 The Performance Plan is attached as **ANNEXURE A**, and sets out:
  - 4.1.1 The performance objectives and targets that must be met by the Employee; and
  - 4.1.2 The time frames within which those performance objectives and targets must be met.
- 4.2 The performance objectives reflected in **ANNEXURE A** are set by the Employer in consultation with the Employee and based on the Integrated Development Plan, Service Delivery and Budget Implementation Plan (SDBIP) and the Budget of the Employer, and shall include key performance indicators, units of measure, details of evidence that must be provided to show that the indicator has been



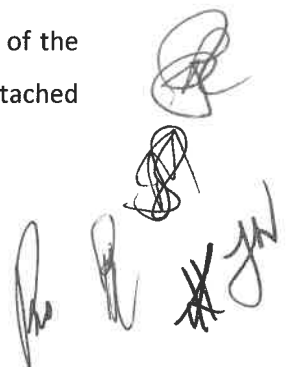
## PERFORMANCE AGREEMENT: MUNICIPAL MANAGER 2022/23

achieved, target dates and weightings which show the relative importance of key performance indicators to one another.

- 4.3 The Employee's performance will, in addition, be measured in terms of contributions to the goals and strategies set out in the Employer's Integrated Development Plan.

### 5. PERFORMANCE MANAGEMENT SYSTEM

- 5.1 The Employee agrees to participate in the performance management system that the Employer adopts or introduces for the Employer, management and municipal staff of the Employer.
- 5.2 The Employee accepts that the purpose of the performance management system will be to provide a comprehensive system with specific performance standards to assist the Employer, management and municipal staff to perform to the standards required.
- 5.3 The Employer will consult the Employee about the specific performance standards that will be included in the performance management system as applicable to the Employee.
- 5.4 The Employee undertakes to actively focus on the promotion and implementation of the KPA's (including special projects relevant to the Employee's responsibilities) within the local government framework.
- 5.5 The criteria upon which the performance of the Employee shall be assessed shall consist of two components, both of which are contained in this Performance Agreement.
- 5.5.1 The Employee must be assessed against both components, with a weighting of 80:20 allocated to the Key Performance Areas (KPA's) and Competencies respectively
- 5.5.2 Each area of assessment will be weighted and will contribute a specific part to the total score.
- 5.5.3 KPA's covering the main areas of work will account for 80% and Competencies will account for 20% of the final assessment.
- 5.6 The Employee's assessment will be based on her performance in terms of the outputs/outcomes (performance indicators) identified as per attached



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Performance Plan (**ANNEXURE A**), which are linked to the KPA's, and will constitute 80% of the overall assessment result as per the weightings agreed to between the Employer and Employee. The competencies will make up the other 20% of the Employee's assessment score.

Key Performance Area	No	%
Basic Service Delivery	<b>11 KPI's x 7.27 % each</b>	<b>80%</b>
Municipal Transformation and Organizational Development		
Local Economic Development		
Municipal Financial Viability and Management		
Good Governance, Public Participation		
<b>Sub total</b>		
Core competencies	12	20%
<b>Total</b>		<b>100%</b>

- 5.7 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"> <li>• Impact and Influence</li> <li>• Institutional Performance Management</li> <li>• Strategic Planning and Management</li> <li>• Organisational Awareness</li> </ul>
2. People Management	<ul style="list-style-type: none"> <li>• Human Capital Planning and Development</li> <li>• Diversity Management</li> <li>• Employee Relations Management</li> <li>• Negotiation and Dispute Management</li> </ul>
3. Program and Project Management	<ul style="list-style-type: none"> <li>• Program and Project Planning and Implementation</li> <li>• Service Delivery Management</li> <li>• Program and Project Monitoring and Evaluation</li> </ul>
4. Financial Management	<ul style="list-style-type: none"> <li>• Budget Planning and Execution</li> <li>• Financial Strategy and Delivery</li> <li>• Financial Reporting and Monitoring</li> </ul>
5. Change Leadership	<ul style="list-style-type: none"> <li>• Change Vision and Strategy</li> </ul>

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	<ul style="list-style-type: none"> <li>• Process Design and Improvement</li> <li>• Change Impact Monitoring and Evaluation</li> </ul>
6. Governance Leadership	<ul style="list-style-type: none"> <li>• Policy Formulation</li> <li>• Risk and Compliance Management</li> <li>• Cooperative Governance</li> </ul>
<b>CORE COMPETENCIES</b>	
7. Moral Competence	
8. Planning and Organising	
9. Analysis and Innovation	
10. Knowledge and Information Management	
11. Communication	
12. Results and Quality Focus	

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

**6. PERFORMANCE ASSESSMENT**

6.1 The Employee’s performance will be measured in terms of contributions to the goals and strategies set out in the Employer’s Integrated Development Plan (IDP);

6.2 The Employee will submit her self-assessment to the Employer prior to the formal assessment;

6.3 Performance assessments will entail:

6.3.1 Assessment of the achievement of results as outlined in the performance plan (**ANNEXURE A**):

6.3.1.1 Each KPI shall be assessed according to the extent to which the specified standards or performance targets have been met and with due regard to ad-hoc tasks that had to be performed under the KPI.

6.3.1.2 The assessment of the performance of the Employee will be based on the following rating scale for KPI’s:

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Rating	Terminology	Description
5	Outstanding performance	Performance far exceeds the standard expected of an employee at this level. The appraisal indicates that the <b>Employee</b> has achieved above fully effective results against all performance criteria and indicators as specified in the Performance Plan and maintained this in all areas of responsibility throughout the year.
4	Performance significantly above expectations	Performance is significantly higher than the standard expected in the job. The appraisal indicates that the <b>Employee</b> has achieved above fully effective results against more than half of the performance criteria and indicators and fully achieved all others throughout the year.
3	Fully effective	Performance fully meets the standards expected in all areas of the job. The appraisal indicates that the <b>Employee</b> has fully achieved effective results against all significant performance criteria and indicators as specified in the Performance Plan.
2	Not fully effective	Performance is below the standard required for the job in key areas. Performance meets some of the standards expected for the job. The appraisal indicates that the <b>Employee</b> has achieved below fully effective results against more than half the key performance criteria and indicators as specified in the Performance Plan.
1	Unacceptable performance	Performance does not meet the standard expected for the job. The appraisal indicates that the <b>Employee</b> has achieved below fully effective results against almost all of the performance criteria and indicators as specified in the Performance Plan. The <b>Employee</b> has failed to demonstrate the commitment or ability to bring performance up to the level expected in the job despite management efforts to encourage improvement.

6.3.1.3 The rating will then be multiplied by the weighting to calculate the final score;

6.3.1.4 An overall rating will be calculated based on the total of the individual ratings calculated above.

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6.3.1.5 In the instance where the employee could not perform due to reasons outside the control of the employer and employee, the KPI will not be considered during the evaluation. The employee should provide sufficient evidence in such instances; and

6.3.2 Assessment of competencies

6.3.2.1 Each competency shall be assessed according to the extent to which the specified standards for the required proficiency level have been met;

6.3.2.2 The assessment of the performance of the Employee will be based on the following rating scale for Competencies:

Rating	Achievement level	Description
2	Basic	Applies basic concepts, methods, and understanding of local government operations, but requires supervision and development intervention
3	Competent	Develops and applies more progressive concepts, methods and understanding. Plans and guides the work of others and executes progressive analyses
4	Advanced	Develops and applies complex concepts, methods and understanding. Effectively directs and leads a group and executes in- depth analyses
5	Superior	Has a comprehensive understanding of local government operations, critical in shaping strategic direction and change, develops and applies comprehensive concepts and methods

6.3.2.3 The rating will then be multiplied by the weighting to calculate the final score. Each competency shall carry an equal weighting;

6.3.2.4 A full description of achievement levels per competency is attached as **ANNEXURE B**.

6.3.3 Overall rating

An overall rating is calculated by combining the rating from 6.3.1 and 6.3.2 above. Such overall rating represents the outcome of the performance appraisal.





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6.4 For purposes of appraising the performance of the Employee, an evaluation panel constituted of the following persons will be established, as mutually agreed upon:

- 6.4.1 Executive Mayor;
- 6.4.2 Mayor or Municipal Manager from another municipality;
- 6.4.3 A Member of a Ward Committee as nominated by the Executive Mayor;
- 6.4.4 Chairperson of the Performance Audit Committee or in his/her absence thereof, the Chairperson of the Audit Committee; and
- 6.4.5 A Member of the Mayoral Committee.

### 7 SCHEDULE FOR PERFORMANCE REVIEWS

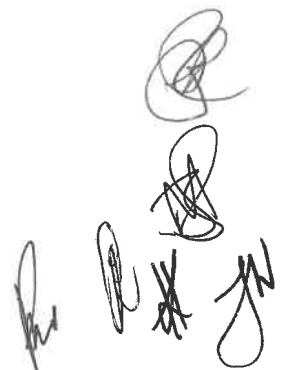
7.1 The performance of each Employee in relation to his/her performance agreement shall be reviewed on the following dates:

Quarter	Review Period	Review to be completed by
1	1 July 2022 – 30 September 2022	December 2022 (informal assessment if needed)
2	October – December 2022 as part of the 6 months evaluation for 1 July 2022 – 31 December 2022	March 2023 (Mid-year Panel Assessment)
3	January – March 2023	June 2023 (informal assessment if needed)
4	April – June 2023 as part of the 12 months evaluation for 1 July 2022 – 30 June 2023	September 2023 (Year-end Panel Assessment)

7.2 Despite the establishment of agreed intervals for evaluation, the Employer may in addition review the Employee's performance at any stage while the contract of employment remains in force;

7.3 Performance reviews in the first and third quarter may be verbal if performance is deemed to be satisfactory by the Executive Mayor. In the event of unsatisfactory performance a panel evaluation shall be convened.

7.4 The Employer shall keep a record of the mid-year, year-end and any other assessment meetings where a panel evaluation is convened;



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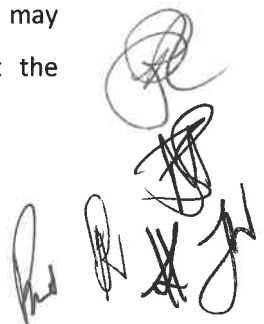
- 7.5 Performance feedback shall be based on the Employer's assessment of the Employee's performance;
- 7.6 The Employer will be entitled to review and make reasonable changes to the provisions of **ANNEXURE A** from time to time for operational reasons. The Employee will be fully consulted before any such change is made; and
- 7.7 The Employer may amend the provisions of **ANNEXURE A** whenever the performance management system is adopted, implemented and/or amended as the case may be. In that case, the Employee will be fully consulted before any such change is made.

**8 DEVELOPMENTAL REQUIREMENTS**

- 8.1 A Personal Development Plan (PDP) for addressing developmental gaps is attached as **ANNEXURE C**. Such Plan may be implemented and/or amended as the case may be after the each assessment. In that case, the Employee will be fully consulted before any such change or plan is made.
- 8.2 The Personal Development Plan (PDP) for addressing developmental gaps must be developed / amended if deemed necessary in individual cases in consultation with the employee, the Portfolio Councillor and the Executive Mayor.

**9 OBLIGATIONS OF THE EMPLOYER**

- 9.1 The Employer shall-
  - 9.1.1 Create an enabling environment to facilitate effective performance by the employee;
  - 9.1.2 Provide access to skills development and capacity building opportunities;
  - 9.1.3 Work collaboratively with the Employee to solve problems and generate solutions to common problems that may impact on the performance of the Employee;
  - 9.1.4 On the request of the Employee delegate such powers reasonably required by the Employee to enable him to meet the performance objectives and targets established in terms of this Agreement; and
  - 9.1.5 Make available to the Employee such resources as the Employee may reasonable require from time to time assisting him to meet the



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performance objectives and targets established in terms of this Agreement.

### 10 CONSULTATION

10.1 The Employer agrees to consult the Employee timeously where the exercising of powers will have amongst others-

10.1.1 A direct effect on the performance of any of the Employee's functions;

10.1.2 Commit the Employee to implement or to give effect to a decision made by the Employer; and

10.1.3 A substantial financial effect on the Employer.

10.2 The Employer agrees to inform the Employee of the outcome of any decisions taken pursuant to the exercise of powers contemplated in clause 10.1 as soon as is practical to enable the Employee to take any necessary action.

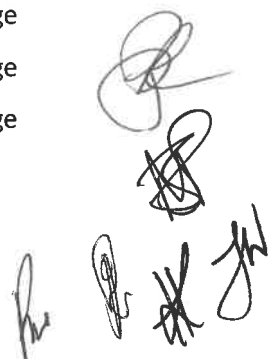
### 11 REWARD

11.1 The employer and employee agree that a performance bonus ranging from 5% - 14% of the all-inclusive remuneration package will be paid to the employee for recognition of outstanding performance in terms of section 32 of the Local Government: Municipal Performance Regulations for Municipal Managers and Managers directly accountable to Municipal Managers, 2006 as amended.

11.2 The payment of the performance bonus is determined by the performance score obtained during the full financial year evaluation done during September-month following the end of the relevant financial year.

11.3 The performance bonus will be awarded pro-rata according to the period of this agreement based on the following:

Performance Rating		Bonus Calculation
0% - 49,99%	Poor Performance	0% of all-inclusive package
50.00% - 59,99%	Average Performance	5% of all-inclusive package
60.00% - 69,99%	Fair Performance	11% of all-inclusive package
70.00% - 74,99%	Satisfactory Performance	12% of all-inclusive package
75.00% - 79,99%	Good Performance	13% of all-inclusive package
80.00% - 100%	Excellent Performance	14% of all-inclusive package

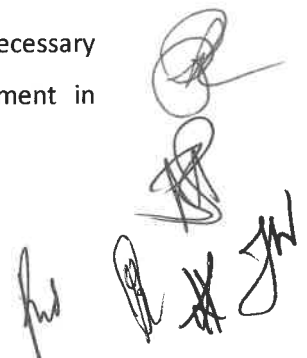


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- 11.4 The employer's performance management is done on the IGNITE system where the calculations specified in section 32 of the Municipal Performance Regulations have been converted to the Performance Ratings specified in 11.3 above. This has been tested by IGNITE with the Auditor General.
- 11.5 In the event of the Employee terminating her services during the validity of this Performance Agreement, the Employee's performance will be evaluated during the normal full financial year evaluation in September for the period during which she was employed. The employee will be entitled to a pro-rata performance bonus based on her evaluated performance rating for the period of actual service but subject to the following suspensive conditions:
- 11.5.1 That the period of actual service is at least three (3) months of the financial year; and
- 11.5.2 That she attends the performance evaluation in person.
- 11.6 The Employer will submit the total scores of the annual assessment and of the Employee to the Executive Mayoral Committee for purposes of recommending the performance bonus allocation.

## 12 MANAGEMENT OF ASSESSMENT OUTCOMES

- 12.1 Where the employer is, at any time during the employee's employment, not satisfied with the manager's performance in respect of any matter dealt with in this Agreement, the employer will give notice to the employee to attend a meeting.
- 12.2 The employee will have the opportunity at the meeting to satisfy the employer in respect of the measures being taken to ensure that her performance becomes satisfactory and any programme, including any dates, for implementing these measures.
- 12.3 Where there is a dispute or difference as to the performance of the employee under this Agreement, the parties will confer with a view to resolve the dispute or difference.
- 12.4 In the case of unacceptable performance, the employer shall –
- 12.4.1 Provide systematic remedial or developmental support to assist the Employee to improve her performance; and
- 12.4.2 After appropriate performance counseling and having provided the necessary guidance and/or support as well as reasonable time for improvement in



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performance, the Employer may consider steps to terminate the contract of employment of the Employee on grounds of unfitness or incapacity to carry out her duties.

### 13 DISPUTE RESOLUTION

- 13.1 Any disputes about the nature of the employee's performance agreement, whether it relates to key responsibilities, priorities, methods of assessment must be mediated by the MEC for Local Government in the Province or a person designated by him / her within 30 days of receipt of a formal dispute from the employee. The decision of the MEC or his / her designate shall be final and binding on both parties.
- 13.2 Any disputes about the outcomes of the employee's performance evaluation must be mediated by the MEC for Local Government in the Province or a person designated by him / her within 30 days of receipt of a formal dispute from the employee. The decision of the MEC or his / her designate shall be final and binding on both parties.

### 14 GENERAL


- 14.1 The contents of this agreement and the outcome of any review conducted in terms of **ANNEXURE A** may be made available to the public by the Employer.
- 14.2 Nothing in this agreement diminishes the obligations, duties or accountabilities of the Employee in terms of her contract of employment, or the effects of existing or new regulations, circulars, policies, directives or other legal instruments.
- 14.3 Both parties acknowledge the SALGA opinion as presented at the Western Cape Municipal Manager's Forum on 21 June 2019 in Saldanha and the effect that the decision of the Constitutional Court dated 20 March 2019 have on the validity of the Municipal Systems Amendment Act, 2011 (Act 7 of 2011) and any regulations made in terms thereof. The parties acknowledge further that there are currently legal uncertainties created by circulars from COGTA and Provincial Government and agree in good faith that for purposes of this agreement any invalidities and/or uncertainties will not have a negative effect on the employee.



PERFORMANCE AGREEMENT: MUNICIPAL MANAGER 2022/23

Thus done and signed at Piketberg on this the 29<sup>th</sup> day of September 2022.

AS WITNESSES:

1. 

2. 



MUNICIPAL MANAGER

Thus done and signed at Piketberg on this the 29<sup>th</sup> day of September 2022.

AS WITNESSES:

1. 

2. 



EXECUTIVE MAYOR

**ANNEXURE A: PERFORMANCE PLAN**

- i. The Performance Plan sets out the performance objectives and targets which are based on the Integrated Development Plan, Service Delivery and Budget Implementation Plan (SDBIP) and the Budget of the Employer, and includes key performance indicators, units of measure, details of evidence that must be provided to show that the indicator has been achieved, target dates and weightings which show the relative importance of key performance indicators to one another.
- ii. The employee's assessment will be based on his/her performance in terms of the outputs/outcomes (performance indicators) identified as per the performance plan which are linked to the National KPA's, which constitute 80% of the overall assessment result as per the weightings agreed to between the employer and employee.
- iii. The performance management system automatically rates performance in terms of the key performance indicators as follows which correlates with the rating referred to in 6.3.1.

Category	Colour	Explanation
KPI's Not Met/ Unacceptable performance	<b>1</b>	Performance does not meet the standard expected for the job. The review/assessment indicates that they employee has achieved below fully effective results against almost all of the performance criteria and indicators as specified in the PA and Performance Plan. The employee has failed to demonstrate the commitment or ability to bring performance up to the level expected in the job despite management efforts to encourage improvement.
KPI's Almost Met / Not fully effective	<b>2</b>	Performance is below the standard required for the job in key areas. Performance meets some of the standards expected for the job. The review/assessment indicates that the employee has achieved below fully effective results against more than half the key performance criteria and indicators as specified in the PA and Performance Plan.
KPI's Met / Fully effective	<b>3</b>	Performance fully meets the standards expected in all areas of the job. The appraisal indicates that the Employee has fully achieved effective results against all significant performance criteria and indicators as specified in the PA and Performance Plan.
KPI's Well Met / Performance significantly above expectations	<b>4</b>	Performance is significantly higher than the standard expected in the job. The appraisal indicates that the Employee has achieved above fully effective results against more than half of the performance criteria and indicators and fully achieved all others throughout the year.
KPI's Extremely Well Met / Outstanding Performance	<b>5</b>	Performance far exceeds the standard expected of an employee at this level. The appraisal indicates that the Employee has achieved above fully effective results against all performance criteria and indicators as specified in the PA and Performance plan and maintained this in all areas of responsibility throughout the year.

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KEY PERFORMANCE INDICATORS AND TARGETS FOR 2022/2023

See attached the Final Approved TLSDBIP as approved by the Executive Mayor during June 2022.

*Annexure A*

*W R*

*[Handwritten signatures]*



**ANNEXURE B: COMPETENCY DESCRIPTIONS**  
**COMPETENCY DESCRIPTIONS (ANNEXURE B)**

**1. Leading Competencies Cluster**

Competency Name		Strategic Direction and Leadership	
Competency Definition		Provide and direct a vision for the institution, and inspire and deploy others to deliver on the strategic institutional mandate	
ACHIEVEMENT LEVELS			
BASIC	COMPETENT	ADVANCED	SUPERIOR
<ul style="list-style-type: none"> <li>Understand institutional and departmental strategic objectives, but lacks the ability to inspire others to achieve set mandate</li> <li>Describe how specific tasks link to institutional strategies but has limited influence in directing strategy</li> <li>Has a basic understanding of institutional performance management, but lacks the ability to integrate systems into a collective whole</li> <li>Demonstrate a basic understanding of key decision- makers</li> </ul>	<ul style="list-style-type: none"> <li>Give direction to a team in realising the institution's strategic mandate and set objectives</li> <li>Has a positive impact and influence on the morale, engagement and participation of team members</li> <li>Develop actions plans to execute and guide strategy implementation</li> <li>Assist in defining performance measures to monitor the progress and effectiveness of the institution</li> <li>Displays an awareness of institutional structures and political factors</li> <li>Effectively communicate barriers to execution to relevant parties</li> <li>Provide guidance to all stakeholders in the achievement of the strategic mandate</li> <li>Understand the aim and objectives of the institution and relate it to own work</li> </ul>	<ul style="list-style-type: none"> <li>Evaluate all activities to determine value and alignment to strategic intent</li> <li>Display in-depth knowledge and understanding of strategic planning</li> <li>Align strategy and goals across all functional areas</li> <li>Actively define performance measures to monitor the progress and effectiveness of the institution</li> <li>Consistently challenge strategic plans to ensure relevance</li> <li>Understand institutional structures and political factors, and the consequences of actions</li> <li>Empower others to follow strategic direction and deal with complex situations</li> <li>Guide the institution through complex and ambiguous concern</li> <li>Use understanding of power relationships and dynamic tensions among key players to frame communications and develop strategies, positions and alliances</li> </ul>	<ul style="list-style-type: none"> <li>Structure and position the institution to local government priorities</li> <li>Actively use in-depth knowledge and understanding to develop and implement a comprehensive institutional framework</li> <li>Hold self- accountable for strategy execution and results</li> <li>Provide impact and influence through building and maintaining strategic relationships</li> <li>Create an environment that facilitates loyalty and innovation Display a superior level of self-discipline and integrity in actions</li> <li>Integrate various systems into a collective whole to optimise institutional performance management</li> <li>Uses understanding of competing interests to manoeuvre successfully to a win/win outcome</li> </ul>

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Competency Name		People Management	
Competency Definition		Effectively manage, inspire and encourage people, respect diversity, optimise talent and build and nurture relationships in order to achieve institutional objectives	
ACHIEVEMENT LEVELS			
BASIC	COMPETENT	ADVANCED	SUPERIOR
<ul style="list-style-type: none"> <li>• Participate in team goal-setting and problem solving</li> <li>• Interact and collaborate with people of diverse backgrounds</li> <li>• Aware of guidelines for employee development, but requires support in implementing development initiatives</li> </ul>	<ul style="list-style-type: none"> <li>• Seek opportunities to increase team contribution and responsibility</li> <li>• Respect and support the diverse nature of others and be aware of the benefits of a diverse approach</li> <li>• Effectively delegate tasks and empower others to increase contribution and execute functions optimally</li> <li>• Apply relevant employee legislation fairly and consistently</li> <li>• Facilitate team goal-setting and problem-solving</li> <li>• Effectively identify capacity requirements to fulfil the strategic mandate</li> </ul>	<ul style="list-style-type: none"> <li>• Identify ineffective team and work processes and recommend remedial interventions</li> <li>• Recognise and reward effective and desired behaviour</li> <li>• Provide mentoring and guidance to others in order to increase personal effectiveness</li> <li>• Identify development and learning needs within the team</li> <li>• Build a work environment conducive to sharing, innovation, ethical behaviour and professionalism</li> <li>• Inspire a culture of performance excellence by giving positive and constructive feedback to the team</li> <li>• Achieve agreement or consensus in adversarial environments</li> <li>• Lead and unite diverse teams across divisions to achieve institutional objectives</li> </ul>	<ul style="list-style-type: none"> <li>• Develop and incorporate best practice people management processes, approaches and tools across the institution</li> <li>• Foster a culture of discipline, responsibility and accountability</li> <li>• Understand the impact of diversity in performance and actively incorporate a diversity strategy in the institution</li> <li>• Develop comprehensive integrated strategies and approaches to human capital development and management</li> <li>• Actively identify trends and predict capacity requirements to facilitate unified transition and performance management</li> </ul>

PERFORMANCE AGREEMENT: MUNICIPAL MANAGER 2022/23

Competency Name		Program and Project Management	
Competency Definition		Able to understand program and project management methodology; plan, manage, monitor and evaluate specific activities in order to deliver on set objectives	
ACHIEVEMENT LEVELS			
BASIC	COMPETENT	ADVANCED	SUPERIOR
<ul style="list-style-type: none"> <li>• Initiate projects after approval from higher authorities</li> <li>• Understand procedures of program and project management methodology, implications and stakeholder involvement</li> <li>• Understand the rationale of projects in relation to the institution's strategic objectives</li> <li>• Document and communicate factors and risk associated with own work</li> <li>• Use results and approaches of successful project implementation as guide</li> </ul>	<ul style="list-style-type: none"> <li>• Establish broad stakeholder involvement and communicate the project status and key milestones</li> <li>• Define the roles and responsibilities of the project team and create clarity around expectations</li> <li>• Find a balance between project deadline and the quality of deliverables</li> <li>• Identify appropriate project resources to facilitate the effective completion of the deliverables</li> <li>• Comply with statutory requirements and apply policies in a consistent manner</li> <li>• Monitor progress and use of resources and make needed adjustments to timelines, steps, and resource allocation</li> </ul>	<ul style="list-style-type: none"> <li>• Manage multiple programs and balance priorities and conflicts according to institutional goals</li> <li>• Apply effective risk management strategies through impact assessment and resource requirements</li> <li>• Modify project scope and budget when required without compromising the quality and objectives of the project</li> <li>• Involve top-level authorities and relevant stakeholders in seeking project buy-in</li> <li>• Identify and apply contemporary project management methodology</li> <li>• Influence and motivate project team to deliver exceptional results</li> <li>• Monitor policy implementation and apply procedures to manage risks</li> </ul>	<ul style="list-style-type: none"> <li>• Understand and conceptualise the long-term implications of desired project outcomes</li> <li>• Direct a comprehensive strategic macro and micro analysis and scope projects accordingly to realise institutional objectives</li> <li>• Consider and initiate projects that focus on achievement of the long-term objectives</li> <li>• Influence people in positions of authority to implement outcomes of projects</li> <li>• Lead and direct translation of policy into workable actions plans</li> <li>• Ensures that programs are monitored to track progress and optimal resource utilisation, and that adjustments are made as needed</li> </ul>

PERFORMANCE AGREEMENT: MUNICIPAL MANAGER 2022/23

Competency Name	Financial Management		
Competency Definition	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		
ACHIEVEMENT LEVELS			
BASIC	COMPETENT	ADVANCED	SUPERIOR
<ul style="list-style-type: none"> <li>• Understand basic financial concepts and methods as they relate to institutional processes and activities</li> <li>• Display awareness into the various sources of financial data, reporting mechanisms, financial governance, processes and systems</li> <li>• Understand the importance of financial accountability</li> <li>• Understand the importance of asset control</li> </ul>	<ul style="list-style-type: none"> <li>• Exhibit knowledge of general financial concepts, planning, budgeting, and forecasting and how they interrelate</li> <li>• Assess, identify and manage financial risks</li> <li>• Assume a cost- saving approach to financial management</li> <li>• Prepare financial reports based on specified formats</li> <li>• Consider and understand the financial implications of decisions and suggestions</li> <li>• Ensure that delegation and instructions as required by National Treasury guidelines are reviewed and updated</li> <li>• Identify and implement proper monitoring and evaluation practices to ensure appropriate spending against budget</li> </ul>	<ul style="list-style-type: none"> <li>• Take active ownership of planning, budgeting, and forecast processes and provides credible answers to queries within own responsibility</li> <li>• Prepare budgets that are aligned to the strategic objectives of the institution</li> <li>• Address complex budgeting and financial management concerns</li> <li>• Put systems and processes in place to enhance the quality and integrity of financial management practices</li> <li>• Advise on policies and procedures regarding asset control</li> <li>• Promote National Treasury's regulatory framework for Financial Management</li> </ul>	<ul style="list-style-type: none"> <li>• Develop planning tools to assist in evaluating and monitoring future expenditure trends</li> <li>• Set budget frameworks for the institution</li> <li>• Set strategic direction for the institution on expenditure and other financial processes</li> <li>• Build and nurture partnerships to improve financial management and achieve financial savings</li> <li>• Actively identify and implement new methods to improve asset control</li> <li>• Display professionalism in dealing with financial data and processes</li> </ul>

PERFORMANCE AGREEMENT: MUNICIPAL MANAGER 2022/23

<b>Competency Name</b>	<b>Change Leadership</b>		
<b>Competency Definition</b>	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		
<b>ACHIEVEMENT LEVELS</b>			
<b>BASIC</b>	<b>COMPETENT</b>	<b>ADVANCED</b>	<b>SUPERIOR</b>
<ul style="list-style-type: none"> <li>• Display an awareness of change interventions, and the benefits of transformation initiatives</li> <li>• Able to identify basic needs for change</li> <li>• Identify gaps between the current and desired state</li> <li>• Identify potential risk and challenges to transformation, including resistance to change factors</li> <li>• Participate in change programs and piloting change interventions</li> <li>• Understand the impact of change interventions on the institution within the broader scope of Local government</li> </ul>	<ul style="list-style-type: none"> <li>• Perform an analysis of the change impact on the social, political and economic environment</li> <li>• Maintain calm and focus during change</li> <li>• Able to assist team members during change and keep them focused on the deliverables</li> <li>• Volunteer to lead change efforts outside of own work team</li> <li>• Able to gain buy-in and approval for change from relevant stakeholders</li> <li>• Identify change readiness levels and assist in resolving resistance to change factors</li> <li>• Design change interventions that are aligned with the institution's strategic objectives and goals</li> </ul>	<ul style="list-style-type: none"> <li>• Actively monitor change impact and results and convey progress to relevant stakeholders</li> <li>• Secure buy-in and sponsorship for change initiatives</li> <li>• Continuously evaluate change strategy and design and introduce new approaches to enhance the institution's effectiveness</li> <li>• Build and nurture relationships with various stakeholders to establish strategic alliance in facilitating change</li> <li>• Take the lead in impactful change programs</li> <li>• Benchmark change interventions against best change practices</li> <li>• Understand the impact and psychology of change, and put remedial interventions in place to facilitate effective transformation</li> <li>• Take calculated risk and seek new ideas from best practice scenarios, and identify the potential for implementation</li> </ul>	<ul style="list-style-type: none"> <li>• Sponsor change agents and create a network of change leaders who support the interventions</li> <li>• Actively adapt current structures and processes to incorporate the change interventions</li> <li>• Mentor and guide team members on the effects of change, resistance factors and how to integrate change</li> <li>• Motivate and inspire others around change initiatives</li> </ul>

PERFORMANCE AGREEMENT: MUNICIPAL MANAGER 2022/23

Competency Name	Governance Leadership			
Competency Definition	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			
ACHIEVEMENT LEVELS				
BASIC	COMPETENT	ADVANCED	SUPERIOR	
<ul style="list-style-type: none"> <li>• Display a basic awareness of risk, compliance and governance factors but require guidance and development in implementing such requirements</li> <li>• Understand the structure of cooperative government but requires guidance on fostering workable relationships between stakeholders</li> <li>• Provide input into policy formulation</li> </ul>	<ul style="list-style-type: none"> <li>• Display a thorough understanding of governance and risk and compliance factors and implement plans to address these</li> <li>• Demonstrate understanding of the techniques and processes for optimising risk taking decisions within the institution</li> <li>• Actively drive policy formulation within the institution to ensure the achievement of objectives</li> </ul>	<ul style="list-style-type: none"> <li>• Able to link risk initiatives into key institutional objectives and drivers</li> <li>• Identify, analyse and measure risk, create valid risk forecasts, and map risk profiles</li> <li>• Apply risk control methodology and approaches to prevent and reduce risk that impede on the achievement of institutional objectives</li> <li>• Demonstrate a thorough understanding of risk retention plans</li> <li>• Identify and implement comprehensive risk management systems and processes</li> <li>• Implement and monitor the formulation of policies, identify and analyse constraints and challenges with implementation and provide recommendations for improvement</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate a high level of commitment in complying with governance requirements</li> <li>• Implement governance and compliance strategy to ensure achievement of institutional objectives within the legislative framework</li> <li>• Able to advise Local Government on risk management strategies, best practice interventions and compliance management</li> <li>• Able to forge positive relationships on cooperative governance level to enhance the effectiveness of local government</li> <li>• Able to shape, direct and drive the formulation of policies on a macro level</li> </ul>	

**2. Core Competencies Cluster**

Competency Name		Moral Competence	
Competency Definition		Able to identify moral triggers, apply reasoning that promotes honesty and integrity and consistently display behaviour that reflects moral competence	
ACHIEVEMENT LEVELS			
BASIC	COMPETENT	ADVANCED	SUPERIOR
<ul style="list-style-type: none"> <li>Realise the impact of acting with integrity, but requires guidance and development in implementing principles</li> <li>Follow the basic rules and regulations of the institution</li> <li>Able to identify basic moral situations, but requires guidance and development in understanding and reasoning with moral intent</li> </ul>	<ul style="list-style-type: none"> <li>Conduct self in alignment with the values of Local Government and the institution</li> <li>Able to openly admit own mistakes and weaknesses and seek assistance from others when unable to deliver</li> <li>Actively report fraudulent activity and corruption within local government</li> <li>Understand and honour the confidential nature of matters without seeking personal gain</li> <li>Able to deal with situations of conflict of interest promptly and in the best interest of local government</li> </ul>	<ul style="list-style-type: none"> <li>Identify, develop, and apply measures of self-correction</li> <li>Able to gain trust and respect through aligning actions with commitments</li> <li>Make proposals and recommendations that are transparent and gain the approval of relevant stakeholders</li> <li>Present values, beliefs and ideas that are congruent with the institution's rules and regulations</li> <li>Takes an active stance against corruption and dishonesty when noted</li> <li>Actively promote the value of the institution to internal and external stakeholders</li> <li>Able to work in unity with a team and not seek personal gain</li> <li>Apply universal moral principles consistently to achieve moral decisions</li> </ul>	<ul style="list-style-type: none"> <li>Create an environment conducive of moral practices</li> <li>Actively develop and implement measures to combat fraud and corruption</li> <li>Set integrity standards and shared accountability measures across the institution to support the objectives of local government</li> <li>Take responsibility for own actions and decisions, even if the consequences are unfavourable</li> </ul>

PERFORMANCE AGREEMENT: MUNICIPAL MANAGER 2022/23

<b>Competency Name</b>	<b>Planning and Organising</b>		
<b>Competency Definition</b>	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		
<b>ACHIEVEMENT LEVELS</b>			
<b>BASIC</b>	<b>COMPETENT</b>	<b>ADVANCED</b>	<b>SUPERIOR</b>
<ul style="list-style-type: none"> <li>• Able to follow basic plans and organise tasks around set objectives</li> <li>• Understand the process of planning and organising but requires guidance and development in providing detailed and comprehensive plans</li> <li>• Able to follow existing plans and ensure that objectives are met</li> <li>• Focus on short- term objectives in developing plans and actions</li> <li>• Arrange information and resources required for a task, but require further structure and organisation</li> </ul>	<ul style="list-style-type: none"> <li>• Actively and appropriately organise information and resources required for a task</li> <li>• Recognise the urgency and importance of tasks</li> <li>• Balance short and long-term plans and goals and incorporate into the team's performance objectives</li> <li>• Schedule tasks to ensure they are performed within budget and with efficient use of time and resources</li> <li>• Measures progress and monitor performance results</li> </ul>	<ul style="list-style-type: none"> <li>• Able to define institutional objectives, develop comprehensive plans, integrate and coordinate activities, and assign appropriate resources for successful implementation</li> <li>• Identify in advance required stages and actions to complete tasks and projects</li> <li>• Schedule realistic timelines, objectives and milestones for tasks and projects</li> <li>• Produce clear, detailed and comprehensive plans to achieve institutional objectives</li> <li>• Identify possible risk factors and design and implement appropriate contingency plans</li> <li>• Adapt plans in light of changing circumstances</li> <li>• Prioritise tasks and projects according to their relevant urgency and importance</li> </ul>	<ul style="list-style-type: none"> <li>• Focus on broad strategies and initiatives when developing plans and actions</li> <li>• Able to project and forecast short, medium and long term requirements of the institution and local government</li> <li>• Translate policy into relevant projects to facilitate the achievement of institutional objectives</li> </ul>



PERFORMANCE AGREEMENT: MUNICIPAL MANAGER 2022/23

Competency Name	Analysis and Innovation		
Competency Definition	Able to critically analyse information, challenges and trends to establish and implement fact-based solutions that are innovative to improve institutional processes in order to achieve key strategic objectives		
ACHIEVEMENT LEVELS			
BASIC	COMPETENT	ADVANCED	SUPERIOR
<ul style="list-style-type: none"> <li>• Understand the basic operation problem solving of analysis, but lack detail and thoroughness</li> <li>• Able to balance independent analysis with requesting assistance from others</li> <li>• Recommend new ways to perform tasks within own function</li> <li>• Propose simple remedial interventions that marginally challenges the status quo</li> <li>• Listen to the ideas and perspectives of others and explore opportunities to enhance such innovative thinking</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate Logical techniques and approaches and provide rationale for recommendations</li> <li>• Demonstrate objectivity, insight, and thoroughness when analysing problems</li> <li>• Able to break down complex problems into manageable parts and identify solutions</li> <li>• Consult internal and external stakeholders on opportunities to improve processes and service delivery</li> <li>• Clearly communicate the benefits of new opportunities and innovative solutions to stakeholders</li> <li>• Continuously identify opportunities to enhance internal processes</li> <li>• Identify and analyse opportunities conducive to innovative approaches and propose remedial intervention</li> </ul>	<ul style="list-style-type: none"> <li>• Coaches team members on analytical and innovative approaches and techniques</li> <li>• Engage with appropriate individuals in analysing and resolving complex problems</li> <li>• Identify solutions on various areas in the institution</li> <li>• Formulate and implement new ideas throughout the institution</li> <li>• Able to gain approval and buy- in for proposed interventions from relevant stakeholders</li> <li>• Identify trends and best practices in process and service delivery and propose institutional application</li> <li>• Continuously engage in research to identify client needs</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate complex analytical and problem solving approaches and techniques</li> <li>• Create an environment conducive to analytical and fact-based problem-solving</li> <li>• Analyse, recommend solutions and monitor trends in key challenges to prevent and manage occurrence</li> <li>• Create an environment that fosters innovative thinking and follows a learning organisation approach</li> <li>• Be a thought leader on innovative customer service delivery, and process optimisation</li> <li>• Play an active role in sharing best practice solutions and engage in national and international local government seminars and conferences</li> </ul>

PERFORMANCE AGREEMENT: MUNICIPAL MANAGER 2022/23

Competency Name	Knowledge and Information Management		
Competency Definition	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		
ACHIEVEMENT LEVELS			
BASIC	COMPETENT	ADVANCED	SUPERIOR
<ul style="list-style-type: none"> <li>• Collect, categorise and track relevant information required for specific tasks and projects</li> <li>• Analyse and interpret information to draw conclusions</li> <li>• Seek new sources of information to increase the knowledge base</li> <li>• Regularly share information and knowledge with internal stakeholders and team members</li> </ul>	<ul style="list-style-type: none"> <li>• Use appropriate information systems and technology to manage institutional knowledge and information sharing</li> <li>• Evaluate data from various sources and use information effectively to influence decisions and provide solutions</li> <li>• Actively create mechanisms and structures for sharing of information</li> <li>• Use external and internal resources to research and provide relevant and cutting-edge knowledge to enhance institutional effectiveness and efficiency</li> </ul>	<ul style="list-style-type: none"> <li>• Effectively predict future information and knowledge management requirements and systems</li> <li>• Develop standards and processes to meet future knowledge management needs</li> <li>• Share and promote best-practice knowledge management across various institutions</li> <li>• Establish accurate measures and monitoring systems for knowledge and information management</li> <li>• Create a culture conducive of learning and knowledge sharing</li> <li>• Hold regular knowledge and information sharing sessions to elicit new ideas and share best practice approaches</li> </ul>	<ul style="list-style-type: none"> <li>• Create and support a vision and culture where team members are empowered to seek, gain and share knowledge and information</li> <li>• Establish partnerships across local government to facilitate knowledge management</li> <li>• Demonstrate a mature approach to knowledge and information sharing with an abundance and assistance approach</li> <li>• Recognise and exploit knowledge points in interactions with internal and external stakeholders</li> </ul>

PERFORMANCE AGREEMENT: MUNICIPAL MANAGER 2022/23

Competency Name		Communication	
Competency Definition		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	
ACHIEVEMENT LEVELS			
BASIC	COMPETENT	ADVANCED	SUPERIOR
<ul style="list-style-type: none"> <li>• Demonstrate an understanding for communication levers and tools appropriate for the audience, but requires guidance in utilising such tools</li> <li>• Express ideas in a clear and focused manner, but does not always take the needs of the audience into consideration</li> <li>• Disseminate and convey information and knowledge adequately</li> </ul>	<ul style="list-style-type: none"> <li>• Express ideas to individuals and groups in formal and informal settings in a manner that is interesting and motivating</li> <li>• Able to understand, tolerate and appreciate diverse perspectives, attitudes and beliefs</li> <li>• Adapt communication content and style to suit the audience and facilitate optimal information transfer</li> <li>• Deliver content in a manner that gains support, commitment and agreement from relevant stakeholders</li> <li>• Compile clear, focused, concise and well-structured written documents</li> </ul>	<ul style="list-style-type: none"> <li>• Effectively communicate high-risk and sensitive matters to relevant stakeholders</li> <li>• Develop a well-defined communication strategy</li> <li>• Balance political perspectives with institutional needs when communicating viewpoints on complex issues</li> <li>• Able to effectively direct negotiations around complex matters and arrive at a win-win situation that promotes Batho Pele principles</li> <li>• Market and promote the institution to external stakeholders and seek to enhance a positive image of the institution</li> <li>• Able to communicate with the media with high levels of moral competence and discipline</li> </ul>	<ul style="list-style-type: none"> <li>• Regarded as a specialist in negotiations and representing the institution</li> <li>• Able to inspire and motivate others through positive communication that is impactful and relevant</li> <li>• Creates an environment conducive to transparent and productive communication and critical and appreciative conversations</li> <li>• Able to coordinate negotiations at different levels within local government and externally</li> </ul>

PERFORMANCE AGREEMENT: MUNICIPAL MANAGER 2022/23

Competency Name	Results and Quality Focus		
<b>Competency Definition</b>	Able to maintain high quality standards, focus on 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		
ACHIEVEMENT LEVELS			
BASIC	COMPETENT	ADVANCED	SUPERIOR
<ul style="list-style-type: none"> <li>• Understand quality of work but requires guidance in attending to important matters</li> <li>• Show a basic commitment to achieving the correct results</li> <li>• Produce the minimum level of results required in the role</li> <li>• Produce outcomes that is of a good standard</li> <li>• Focus on the quantity of output but requires development in incorporating the quality of work</li> <li>• Produce quality work in general circumstances, but fails to meet expectation when under pressure</li> </ul>	<ul style="list-style-type: none"> <li>• Focus on high- priority actions and does not become distracted by lower-priority activities</li> <li>• Display firm commitment and pride in achieving the correct results</li> <li>• Set quality standards and design processes and tasks around achieving set standards</li> <li>• Produce output of high quality</li> <li>• Able to balance the quantity and quality of results in order to achieve objectives</li> <li>• Monitors progress, quality of work, and use of resources; provide status updates, and make adjustments as needed</li> </ul>	<ul style="list-style-type: none"> <li>• Consistently verify own standards and outcomes to ensure quality output</li> <li>• Focus on the end result and avoids being distracted</li> <li>• Demonstrate a determined and committed approach to achieving results and quality standards</li> <li>• Follow task and projects through to completion</li> <li>• Set challenging goals and objectives to self and team and display commitment to achieving expectations</li> <li>• Maintain a focus on quality outputs when placed under pressure</li> <li>• Establishing institutional systems for managing and assigning work, defining responsibilities, tracking, monitoring and measuring success, evaluating and valuing the work of the institution</li> </ul>	<ul style="list-style-type: none"> <li>• Coach and guide others to exceed quality standards and results</li> <li>• Develop challenging, client-focused goals and sets high standards for personal performance</li> <li>• Commit to exceed the results and quality standards, monitor own performance and implement remedial interventions when required</li> <li>• Work with team to set ambitious and challenging team goals, communicating long-and short-term expectations</li> <li>• Take appropriate risks to accomplish goals</li> <li>• Overcome setbacks and adjust action plans to realise goals</li> <li>• Focus people on critical activities that yield a high impact</li> </ul>

### Background

This Personal Development Plan (PDP) is drafted in terms of Section 8 of the Performance Agreement entered into annually between the Bergrivier Municipality (Employer) and the Municipal Manager (Employee H Linde).

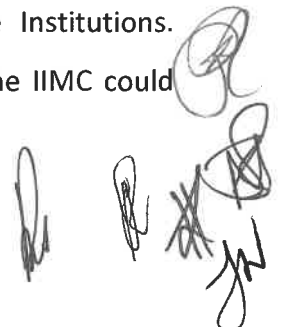
### Application

This is the PDP for the financial year 1 July 2022 to 30 June 2023 (specific period 16 August 2022 to 30 June 2023).

### Agreement

The Employer acknowledges and agrees that the Employee is fully qualified and skilled to perform the current requirements of employment. But in the spirit of continues learning and building experiences the Employer will support the Employee in the following endeavors during this period:

1. The Employer will allow the employee to partake in the Mentorship Programme facilitated by the Western Cape Department of Local Government as a Mentor for middle managers within Local Government in the Western Cape. This programme is for the benefit of middle managers in all Municipalities in the Western Cape and Mentees from Bergrivier Municipality will also reap the benefits. The programme entails that two to three mentees (from other municipalities) will shadow the employee for three days a month. The programme is subject to the availability of funding at Provincial Government. Previously funded by the Hans Seidel Foundation via PT and DLG.
2. The Employee will further her understanding of and experience in Local Government by participating regularly in SALGA workshops and other educational opportunities provided by National -, Provincial- and Local Government as well as other institutions. The Employer did approve a budget for this purpose and will allow the Employee to partake within the limits of the approved budget.
3. The Employer acknowledges that the Employee is a member of the IIMC (International Institute of Municipal Clerks), ILGM (Institute of Local Government Managers) as well as IMASA (Institute of Municipal Administrators of Southern Africa) and that the Employee will need time off to attend one annual conference for each of these Institutions. Participation will be subject to the approved budget. The conference for the IIMC could take place abroad.



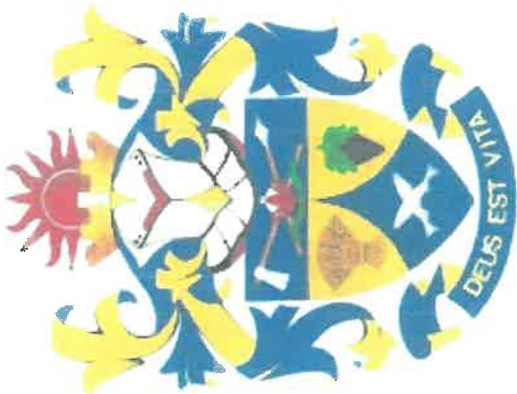
PERFORMANCE AGREEMENT: MUNICIPAL MANAGER 2022/23

4. The Employee wishes to state her interest and willingness to further her qualifications, skills and knowledge in the field of Management, Community Development and Leadership.
5. The Employer acknowledge and agree that the Employee is entitled to the leave benefit as agreed upon in the Contract of Service.

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2022 – 2023

**TOP LEVEL SERVICE DELIVERY AND  
BUDGET IMPLEMENTATION PLAN**



**JUNE 2022**

*[Handwritten signatures and initials]*

**SUBMISSION OF THE DRAFT TOP LAYER SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN  
(TL-SDBIP) FOR THE 2022/23 FINANCIAL YEAR BY THE EXECUTIVE MAYOR**



The Municipal Finance Management Act, 2003, (Act 56 of 2003), requires that municipalities must draft, adopt and submit to the Mayor the Top Layer Service Delivery and Budget Implementation Plan (SDBIP) following the approval of the draft Integrated Development Plan and Budget as a strategic financial management tool to ensure that budgetary decisions that are adopted by Council are aligned with the Integrated Development Plan (IDP).

I herewith approve the draft Top Level Service Delivery and Budget Implementation Plan for 2022/23.

  
.....

NAME

ALDERMAN RAY VAN ROOY

EXECUTIVE MAYOR OF BERGRIVIER MUNICIPALITY

27/06/2022  
.....

DATE







**PERFORMANCE MANAGEMENT FRAMEWORK**

**1. INTRODUCTION**

Performance management within a municipal environment is institutionalised through the legislative requirements on the performance management process for Local Government. The Service Delivery and Budget Implementation Plan (known as the SDBIP) is a detailed plan as approved by the Mayor for implementing the municipality's delivery of municipal services and its annual budget. The municipality decided to pursue a municipal scorecard (Top Level/Layer SDBIP) at organisational level and through the detailed departmental Service Delivery Budget Implementation Plan (SDBIP) at directorate and departmental levels through which the organisational performance will be evaluated. The municipal scorecard (Top Level SDBIP) is of a high-level nature, as it's dealing with consolidated service delivery targets set by Council and linking such targets to top management. It therefore reflects performance on its strategic priorities and facilitates the oversight over financial and non-financial performance of the municipality.

**2. LEGAL PERSPECTIVE EXTRACT: MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) (MFMA) DEFINITION:**

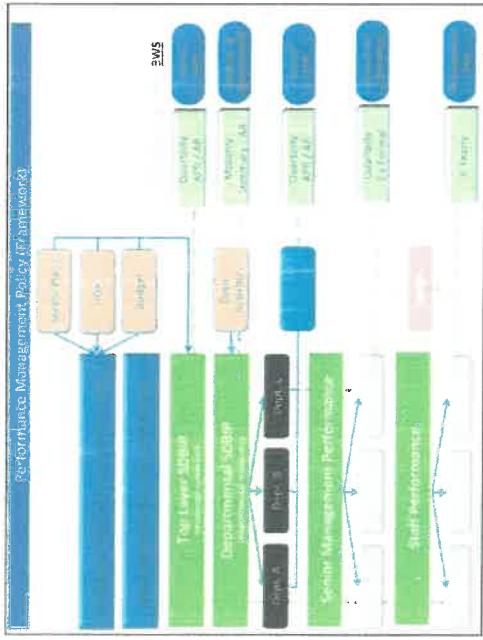
"Service Delivery and Budget Implementation Plan" means a detailed plan approved by the Mayor of a municipality in terms of Section 53(1)(c)(iii) of the Municipal Finance Management Act (MFMA) for implementing the municipality's delivery of municipal services and its annual implementing the municipality's delivery of municipal services and which must indicate the following ---

- (a) projections for each month of
  - (i) revenue to be collected, by source;
  - (ii) operational and capital expenditure, by vote;
- (b) service delivery targets and performance indicators for each quarter; and
- (c) any other matters that may be prescribed, and includes any revisions of such plan by the Mayor in terms of Section 54(1) (c) of the MFMA.

**3. PROCESS: MUNICIPAL SCORECARD (TOP LEVEL SDBIP)**



The diagram below illustrates the process relating to the drafting of a municipal scorecard which serves as a performance monitoring and evaluation tool.



4. UPDATE AND REPORTING ON TOP LEVEL SDBIP

The Top Level SDBIP is updated automatically with the actual results reported in the departmental SDBIP. All KPI owners report on the actual results related to the KPI by accurately recording performance information in the response fields. The municipality utilises an electronic web-based system on which KPI owners update actual performance monthly. It is the responsibility of each KPI owner to maintain a Portfolio of Evidence to support actual performance updated on the system. Where targets were not met or achieved as set in terms of the SDBIP, corrective actions and measures are identified to address such poor performance.

5. PERFORMANCE REPORTING ON THE SDBIP

Performance must be reported in terms of the Municipal Systems Act (MSA), MFMA and the circulars and regulations issued in terms of the legislation. The monitoring and evaluation of organisational performance are reported on as follows:

5.1 QUARTERLY REVIEWS

On a quarterly basis, the Executive Mayor should engage in an intensive review of municipal performance against both the directorate's scorecards and the municipal scorecard, as reported by the Municipal Manager. These reviews will take place in October (for the period July to end of September), January (for the period October to the end of December), April (for the period January to the end of March) and July (for the period April to the end of June).

5.2 MID-YEAR REVIEW

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The mid-year performance assessment in January is as per Section 72 of the Municipal Finance Management Act. Section 72 determines that by 25 January of each year the accounting officer must assess the performance of the municipality and report to the Council on, inter alia, its service delivery performance during the first half of the financial year and the service delivery targets and performance indicators set in the service delivery and budget implementation plan. Many of the indicators in the municipal scorecard are measured on an annual basis. The Executive Mayor will need to ensure that targets committed to in the municipal scorecard are being met, in instances where targets are not met; satisfactory and sufficient reasons should be provided together with the necessary corrective actions to address poor performance.



Directorate [R]	Strategic Objective [R]	Strategic Goal [R]	KPI Name [R]	Unit of Measurement	Ward [R]	KPI Owner [R]	Baseline	PQT	KPI Calculation Type [R]	Target Type [R]	Q1	Q2	Q3	Q4	
Unit	List	1st	500 characters	500 characters	Min/Max	List	200 characters	200 characters	List	Number	Number	Number	Number	Number	
1	Office of the Municipal Manager To create an efficient, effective, economic and accountable administration	Strengthen Financial Sustainability and further enhance Good Governance	100% compliance with Selection & Recruitment Policy when vacant posts within the 3 highest levels of management are filled subject to suitably qualified candidates	% compliance with the selection and recruitment policy and/or legislation	1	Municipal Manager	1	Minutes of Council meeting for appointment of top 2 levels & appointment letter and signed service contract for level 3	Stand-Alone	Percentage	100	100	100	100	
2	Office of the Municipal Manager To create an efficient, effective, economic and accountable administration	Strengthen Financial Sustainability and further enhance Good Governance	Develop a framework for the alignment of the IDP and the Budget and submit to Mayco before 31 December 2022	Number of frameworks developed for the alignment between the IDP and Budget and submitted to Mayco before 31 December 2022	1	Strategic Manager	New KPI	Minutes of Mayco meeting	Stand-Alone	Number	1	0	0	0	
3	Office of the Municipal Manager To create an efficient, effective, economic and accountable administration	Strengthen Financial Sustainability and further enhance Good Governance	Evaluate the performance of all staff with performance contracts on an annual basis according to the agreed upon performance contracts before 30 June 2023	% of performance evaluations of all staff with performance contracts according to the agreed upon performance contracts before 30 June 2023	1	Municipal Manager	100	System generated evaluation report of evaluation session of each staff member with a performance contract.	Last Value	Percentage	100	0	0	100	
4	Office of the Municipal Manager To create an efficient, effective, economic and accountable administration	Strengthen Financial Sustainability and further enhance Good Governance	Facilitate the identification of the top 10 strategic risks of the municipality and ensure the development of a Risk Action Plan for each risk by 30 June 2023	Number of Risk Action Plans facilitated by 30 June 2023	1	Internal Auditor	New KPI	Minutes of Risk committee	Accumulative	Number	10	0	0	10	
5	Office of the Municipal Manager To provide a transparent, ethical and corruption free municipality	Strengthen Financial Sustainability and further enhance Good Governance	MFMA Section 131(1): Ensure that any issues raised by the Auditor General in an Audit Report are addressed by 30 June 2023	% of issues raised by the Auditor General in an audit report addressed by 30 June 2023	1	Municipal Manager	100	Final Audit Report of Auditor-General issued after auditing financial statements & PDO's for 2021/22 financial year	Carry Over	Percentage	100	0	0	100	
6	Office of the Municipal Manager To create an efficient, effective, economic and accountable administration	Strengthen Financial Sustainability and further enhance Good Governance	Develop a risk based audit plan (RBAP) (MFMA - Section 165(2)(a)) & submit to Audit Committee by 30 June 2023	RBAP submitted to the Audit Committee by 30 June 2023	1	Internal Auditor	1	Audit Committee minutes	Carry Over	Number	1	0	0	1	
7	Office of the Municipal Manager To create an efficient, effective, economic and accountable administration	Strengthen Financial Sustainability and further enhance Good Governance	Ensure that the outcomes of the strategic sessions during the annual IDP review process are aligned with the IDP and the budget and submitted to the Budget Steering Committee	Number of reports submitted to the Budget Steering Committee on the outcomes of the strategic sessions during the annual IDP review process	1	Strategic Manager	New KPI	Minutes of Budget Steering Committee	Stand-Alone	Number	1	0	1	0	
8	Office of the Municipal Manager To provide a transparent, ethical and corruption free municipality	Strengthen Financial Sustainability and further enhance Good Governance	Develop a culture of zero tolerance to corruption and dishonesty by the efficient completion of disciplinary steps in terms of the Anti-Fraud and Corruption Policy	% of transgressions initiated in terms of the Anti-Fraud and Corruption Policy	1	Municipal Manager	100%	Quarterly reports to Portfolio Committee or EMC when applicable	Stand-Alone	Percentage	100	100	100	100	
9	Office of the Municipal Manager To budget strategically	Strengthen Financial Sustainability and further enhance Good Governance	% of Capital budget spent as at 30 June 2023 [(Actual amount spent on capital projects/total amount budgeted for capital projects) X100]	% of Capital budget spent as at 30 June 2023 [(Actual amount spent on capital projects/total amount budgeted for capital projects) X100]	1	Municipal Manager	95	Detailed Excel Capital Report & Trial Balance from VESTA	Carry Over	Percentage	95	0	40	70	95
10	Office of the Municipal Manager To budget strategically	Strengthen Financial Sustainability and further enhance Good Governance	% of Capital budget spent of the Office of the Municipal Manager as at 30 June 2023 [(Actual amount spent on capital projects/Total amount budgeted for capital projects) X100]	% of Capital budget spent of the Office of the Municipal Manager as at 30 June 2023 [(Actual amount spent on capital projects/Total amount budgeted for capital projects) X100]	1	Municipal Manager	95	Detailed Excel Capital Report & Trial Balance from VESTA	Carry Over	Percentage	95	15	40	70	95
11	Office of the Municipal Manager To budget strategically	Strengthen Financial Sustainability and further enhance Good Governance	Ensure the submission of funding applications for the Small Town Regeneration Strategy as per the Pletberg Precinct Plan and report to the Economic Development Portfolio Committee on a quarterly basis.	Number of reports submitted to the Economic Development Portfolio Committee	1	Strategic Manager	New KPI	Minutes of Economic Development Portfolio Committee	Accumulative	Number	4	1	1	1	
12	Corporate Services To budget strategically	Strengthen Financial Sustainability and further enhance Good Governance	The percentage of the Corporate Services capital budget actually spent on capital projects as at 30 June 2023 [(Actual amount spent on capital projects/Total amount budgeted for capital projects) X100]	% of Capital budget spent as at 30 June 2023 [(Actual amount spent on capital projects/Total amount budgeted for capital projects) X100]	1	Director Corporate Services	95	AFS and Section 71 In-Year Monthly & Quarterly Budget Statement compiled from VESTA Financial System each month	Last Value	Percentage	95	15	40	70	95
13	Corporate Services To create an efficient, effective, economic and accountable administration	Strengthen Financial Sustainability and further enhance Good Governance	Finalise the review of the staff establishment as to comply with the timeframes of such a review within 12 months after a local government election	Number of staff establishment reports submitted to Council by 31 October 2022	1	Human Resources Manager	1	Minutes of EMC Meeting	Carry Over	Number	1	0	1	0	
14	Corporate Services To provide a transparent, ethical and corruption free municipality	Strengthen Financial Sustainability and further enhance Good Governance	Develop a culture of zero tolerance to corruption and dishonesty by the efficient completion of disciplinary steps in terms of the Anti-Fraud and Corruption Policy	% of transgressions initiated in terms of the Anti-Fraud and Corruption Policy	1	Human Resources Manager	100%	Quarterly reports to Portfolio Committee or EMC when applicable	Stand-Alone	Percentage	100	100	100	100	

15	Corporate Services	To create an efficient, effective, economic and accountable administration	Strengthen Financial Sustainability and further enhance Good Governance	95 % of training budget spent by 30 June 2023 to implement the Work Place Skills Plan (Total amount spent on training/Total amount budgeted)x100	% of the training budget spent by 30 June 2023 to implement the Work Place Skills Plan	1	Director Corporate Services	95	Monthly Trial Balance Report & Quarterly Budget Statement	Last Value	Percentage	95	20	40	60	95
16	Corporate Services	To create an efficient, effective, economic and accountable administration	Strengthen Financial Sustainability and further enhance Good Governance	Develop an annual departmental strategy for Human Resources and submit to Portfolio Committee by 15 December 2022	No of strategies submitted to Portfolio Committee by 15 December 2022	1	Human Resources Manager	1	Minutes of Corporate Services Portfolio Committee	Carry Over	Number	0	0	1	0	0
17	Corporate Services	To create an efficient, effective, economic and accountable administration	Strengthen Financial Sustainability and further enhance Good Governance	Develop an annual departmental strategy for Planning and Development and submit to Portfolio Committee by 15 December 2022	No of strategies submitted to Portfolio Committee by 15 December 2022	1	Manager Planning and Development	1	Minutes of Corporate Services Portfolio Committee	Carry Over	Number	0	0	1	0	0
18	Corporate Services	To create an efficient, effective, economic and accountable administration	Strengthen Financial Sustainability and further enhance Good Governance	Evaluate the performance of all staff with performance contracts on an annual basis according to the agreed upon performance contracts before 30 June 2023	% of performance evaluations of all staff with performance contracts according to the agreed upon performance contracts before 30 June 2023	1	Director Corporate Services	100%	Minutes of evaluation session of each staff member with a performance contract	Last Value	Percentage	100	0	0	0	100
19	Corporate Services	To conserve and manage the natural environment and mitigate the impacts of climate change	Sustainable and inclusive living environment	Ensure public environmental awareness and education	Number of reports submitted to the Portfolio Committee regarding environmental education conducted with the public	1	Manager Planning and Development	New KPI	Minutes of Corporate Services Portfolio Committee	Carry Over	Number	2	0	1	0	1
20	Corporate Services	To create an efficient, effective, economic and accountable administration	Strengthen Financial Sustainability and further enhance Good Governance	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	1	Director Corporate Services	100	Minutes of Corporate Services Portfolio Committee meetings	Stand-Alone	Percentage	100	100	100	100	100
21	Corporate Services	To create an efficient, effective, economic and accountable administration	Strengthen Financial Sustainability and further enhance Good Governance	Ensure that selection and recruitment interviews are completed for all vacancies within 3 months from date of approval of requisition and report to Corporate Services Portfolio Committee quarterly	Number of reports submitted to the Corporate Services Portfolio Committee	1	Director Corporate Services	New KPI	Minutes of Corporate Services Portfolio Committee	Accumulative	Number	4	1	1	1	1
22	Corporate Services	To create an efficient, effective, economic and accountable administration	Strengthen Financial Sustainability and further enhance Good Governance	Ensure that disciplinary hearings commenced within 3 months from and submit reports to the Corporate Services Portfolio Committee quarterly	Number of reports submitted to the Corporate Services Portfolio Committee	1	Director Corporate Services	New KPI	Minutes of Corporate Services Portfolio Committee	Accumulative	Number	4	1	1	1	1
23	Corporate Services	To create an efficient, effective, economic and accountable administration	Strengthen Financial Sustainability and further enhance Good Governance	Develop a Succession Planning Policy to ensure that staff can qualify for senior positions when available and submit to Mayo by 31 March 2023	Number of Succession Planning Policies submitted to Mayo by 31 March 2023	1	Director Corporate Services	New KPI	Minutes of Mayo	Stand-Alone	Number	1	0	0	1	0
24	Corporate Services	To create an efficient, effective, economic and accountable administration	Strengthen Financial Sustainability and further enhance Good Governance	Ensure that the administrative offices of Bergvliet Municipality in Pletberg, Veldrif and Porterville has fibre/wifi available subject to available budget and submit report to Corporate Services Portfolio Committee by 30 June 2023	Number of reports submitted to the Corporate Services Portfolio Committee on availability of fibre/wifi for all municipal offices before 30 June 2023	1	Director Corporate Services	New KPI	Minutes of Corporate Services Portfolio Committee	Stand-Alone	Number	1	0	0	0	1
25	Technical Services	To develop and provide sustainable bulk and community infrastructure in support of the spatial development framework	Sustainable Service Delivery	Limit water losses to 12 % by 30 June 2023 ((Number of Kilolitres Water Purchased or Purified minus Number of Kilolitres Water Sold (including Free basic water) / Number of Kilolitres Water Purchased or Purified x 100)	% of water losses 12 % or less by 30 June 2023 ((Number of Kilolitres Water Purchased or Purified minus Number of Kilolitres Water Sold (including Free basic water) / Number of Kilolitres Water Purchased or Purified x 100)	1	Director: Technical Services	10	Relevant note in Annual Financial Statements for the year ended 30 June 2022	Reverse Last Value	Percentage	12	0	0	0	12
26	Technical Services	To develop and provide sustainable bulk and community infrastructure in support of the spatial development framework	Sustainable Service Delivery	Limit unaccounted for electricity to 10 % by 30 June 2023 ((Number of Electricity Units Purchased and/or Generated - Number of Electricity Units Sold (incl Free basic electricity)) / Number of Electricity Units Purchased and/or Generated) x 100	% unaccounted electricity by 30 June 2023 ((Number of Electricity Units Purchased and/or Generated - Number of Electricity Units Sold (incl Free basic electricity)) / Number of Electricity Units Purchased and/or Generated) x 100	1	Director: Technical Services	10	Relevant note in Annual Financial Statements for the year ended 30 June 2022	Reverse Last Value	Percentage	10	0	0	0	10
27	Technical Services	To develop and provide sustainable bulk and community infrastructure in support of the spatial development framework	Sustainable Service Delivery	95 % of MIG conditional grant spent by 30 June 2023 to upgrade infrastructure (Total amount spent/ Total amount allocated)x100	% of MIG conditional grant spent by 30 June 2023	1	Director: Technical Services	95	MIG report as signed by CFP and MMI and send off to Provincial MIG office and COGTA	Last Value	Percentage	95	0	40	60	95
28	Technical Services	To improve transport systems and enhance mobility of poor isolated communities in partnership with sector departments	Sustainable Service Delivery	95 % of conditional road maintenance operational grant spent by 30 June 2023 (Total amount spent/ Total allocation received)x100 as budgeted in the Bergvliet Municipality Operational Budget	% of conditional road maintenance operational grant spent by 30 June 2023	1	Director: Technical Services	95	Annual submissions of claims to Department of Public Works before 30 June 2022	Last Value	Percentage	95	0	0	60	95
29	Technical Services	To develop and provide sustainable bulk and community infrastructure in support of the spatial development framework	Sustainable Service Delivery	95% of the capital budget of Directorate: Technical Services spent by 30 June 2023 (Total amount spent/Total allocation received)x100	% of capital budget of Directorate: Technical Services spent by 30 June 2023	1	Director: Technical Services	95%	Monthly Budget Statement-transfers expenditure (Table C7) of Section 71 In-Year Monthly & Quarterly budget Statement	Last Value	Percentage	95	15	40	70	95

30	Technical Services	To develop and provide sustainable bulk and community infrastructure in support of the spatial development framework	Sustainable Service Delivery	Ensure the implementation of the annual Procurement Plan and submit reports to the Technical Portfolio Committee	Number of reports submitted to the Technical Portfolio Committee on the Implementation of the Procurement Plan	1	Director: Technical Services	New KPI	Minutes of Technical Portfolio Committee	Accumulative Number	11	2	3	3	3
31	Technical Services	To conserve and manage the natural environment and mitigate the impacts of climate change	Sustainable Service Delivery	Conduct 2 public awareness initiatives on recycling to reduce household waste	Number of awareness initiatives	1	Director: Technical Services	2	Pamphlets & notices distributed	Accumulative Number	2	0	1	0	1
32	Technical Services	To develop and provide sustainable bulk and community infrastructure in support of the spatial development framework	Sustainable Service Delivery	95% water quality level obtained as per SAMS 241 physical & micro parameters as at 31 December 2022 and 30 June 2023	% water quality level as at 31 December 2022 and 30 June 2023	1	Director: Technical Services	95%	Monthly Supply System Drinking Water Quality Performance Report & Excel Summary of Drinking Water Quality	Last Value Percentage	95	0	95	0	95
33	Technical Services	To create innovative partnerships with sector departments for improved education outcomes and opportunities for youth development	Sustainable Service Delivery	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	1	Director: Technical Services	100%	Signed SLA's	Stand-Alone Percentage	100	100	100	100	100
34	Technical Services	To create an efficient, effective, economic and accountable administration	Strengthen Financial Sustainability and further enhance Good Governance	100% of all 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 based on clients service charter.	% 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	1	Director: Technical Services	100	Minutes of Technical Portfolio Committee	Stand-Alone Percentage	100	100	100	100	100
35	Technical Services	To communicate effectively with the public	Strengthen Financial Sustainability and further enhance Good Governance	Revision of the technical functions in the Blackout plan and submit to Technical Portfolio Committee by 30 June 2023	Number of revisions of the technical functions in the Blackout Plan and submit to Technical Portfolio Committee by 30 June 2023	1	Director: Technical Services	1	Minutes of Technical Portfolio Committee	Carry Over Number	1	0	0	0	1
36	Technical Services	To develop and provide sustainable bulk and community infrastructure in support of the spatial development framework	Sustainable Service Delivery	Revision of the maintenance plan for all current infrastructure and submit report to Technical Portfolio Committee by 30 June 2023	Number of maintenance plans revised for all infrastructure and submitted to Technical Services Portfolio Committee by 30 June 2023	1	Director: Technical Services	1	Minutes of Technical Portfolio Committee	Carry Over Number	1	0	0	0	1
37	Technical Services	To develop and provide sustainable bulk and community infrastructure in support of the spatial development framework	Sustainable Service Delivery	Establish an approved maintenance plan for all assets by 30 June 2023 and submit report to Technical Portfolio Committee	Number of reports submitted to the Technical Portfolio Committee.	1	Director: Technical Services	New KPI	Minutes of Technical Portfolio Committee	Stand-Alone Number	1	0	0	0	1
38	Technical Services	To create an efficient, effective, economic and accountable administration	Sustainable Service Delivery	Evaluate the performance of all staff with performance contracts on an annual basis according to the agreed upon performance contracts before 30 June 2023	% of performance evaluations of all staff with performance contracts according to the agreed upon performance contracts before 30 June 2023	1	Director: Technical Services	100%	Minutes of evaluation session of each staff member with a performance contract	Last Value Percentage	100	0	0	0	100
39	Technical Services	To create an efficient, effective, economic and accountable administration	Sustainable Service Delivery	Ensure that selection and recruitment interviews are completed for all vacancies within 3 months from date of approval of requisition and report to Technical Services Portfolio Committee quarterly	Number of reports submitted to the Technical Services Portfolio Committee	1	Director: Technical Services	New KPI	Minutes of Technical Services Portfolio Committee	Accumulative Number	4	1	1	1	1
40	Technical Services	To provide a transparent, ethical and corruption free municipality	Strengthen Financial Sustainability and further enhance Good Governance	Develop a culture of zero tolerance to corruption and dishonesty by the efficient completion of disciplinary steps in terms of the Anti-Fraud and Corruption Policy	% of transgressions initiated in terms of the Anti-Fraud and Corruption Policy	1	Director: Technical Services	100	Quarterly reports to Portfolio Committee or EMC when applicable	Stand-Alone Percentage	100	100	100	100	100
41	Technical Services	To provide a transparent, ethical and corruption free municipality	Strengthen Financial Sustainability and further enhance Good Governance	Ensure the development of staff in terms of training and development, succession planning and career path development. and submit reports to the Technical Portfolio Committee	Number of reports submitted to the Technical Portfolio Committee on the development of staff in terms of training and development, succession planning and career path development.	1	Director: Technical Services	New KPI	Minutes of Technical Portfolio Committee	Stand-Alone Number	1	1	0	0	0
42	Technical Services	To provide a transparent, ethical and corruption free municipality	Strengthen Financial Sustainability and further enhance Good Governance	Ensure that service delivery standards in terms of the Client Service Charter are adhere to and reports submitted to the Technical Portfolio Committee	Number of reports submitted to the Technical Portfolio Committee on the service delivery standards in terms of the Client Service Charter	1	Director: Technical Services	New KPI	Minutes of Technical Portfolio Committee	Accumulative Number	12	3	3	3	3
43	Financial Services	To budget strategically	Strengthen Financial Sustainability and further enhance Good Governance	Improve the net debt collection period by 30 June 2023	Number of outstanding debtor days by 30 June 2023	1	Accountant: Credit Control	120	Annual Financial Statements, supported by figures as per the VESTA financial system	Last Value Number	110	0	0	0	110
44	Financial Services	To grow and diversify our revenue and ensure value for money-services	Strengthen Financial Sustainability and further enhance Good Governance	Monitor virements in the operational budget in accordance with the MFMA to enable efficient and effective service delivery	Number of reports submitted to the Finance Portfolio Committee to monitor virements in the operational budget in accordance with the MFMA to enable efficient and effective service delivery	1	Head: Assets & Supply Chain Management	4	Minutes of the following Finance Portfolio Committee	Accumulative Number	4	1	1	1	1

45	Financial Services	To grow and diversify our revenue and ensure value for money-services	Strengthen Financial Sustainability and further enhance Good Governance	Conduct 1 series of workshops in the 3 major towns to business on compliance with municipal SCM regulation requirements to promote business opportunities in Bergvliet Municipal Area through the municipal budget by 31 December 2022	Number of series of workshops conducted to businesses on compliance with SCM regulation requirements by 31 December 2022	1	Head: Assets & Supply Chain Management	1	Attendance register of workshops conducted	Carry Over	Number	1	0	1	0	0
46	Financial Services	To grow and diversify our revenue and ensure value for money-services	Strengthen Financial Sustainability and further enhance Good Governance	Submit a bi-annual report for the writing off of unrecoverable debt to the Financial Portfolio Committee by December 2022 and June 2023	Number of reports submitted for the writing off of unrecoverable debt to the Financial Portfolio Committee by December 2022 and June 2023	1	Manager: Income	2	Minutes of following Financial Portfolio Committee Meeting	Accumulative	Number	2	0	1	0	1
47	Financial Services	To grow and diversify our revenue and ensure value for money-services	Strengthen Financial Sustainability and further enhance Good Governance	Achieve a payment percentage of 96 % as at 30 June 2023 ((Gross Debtors Closing Balance + Billed Revenue - Gross Debtors Opening Balance + Bad Debts Written Off) / Billed Revenue) x 100	Payment % as at 30 June 2023 ((Gross Debtors Closing Balance + Billed Revenue - Gross Debtors Opening Balance + Bad Debts Written Off) / Billed Revenue) x 100	1	Accountant: Credit Control	96	Minutes of the following Finance Portfolio Committee	Last Value	Percentage	96	60	90	92	96
48	Financial Services	To provide a transparent, ethical and corruption free municipality	Strengthen Financial Sustainability and further enhance Good Governance	Develop a culture of zero tolerance to corruption and dishonesty by the efficient completion of disciplinary steps in terms of the Anti Fraud and Corruption Policy.	% of identified transgressions initiated in terms of the Anti-Fraud and Corruption Policy	1	Director: Financial Services	100	Quarterly reports to Portfolio Committee or EMC when applicable	Stand-Alone	Percentage	100	100	100	100	100
49	Financial Services	To create an efficient, effective, economic and accountable administration	Strengthen Financial Sustainability and further enhance Good Governance	Evaluate the performance of all staff with performance contracts on an annual basis according to the agreed upon performance contracts before 30 June 2023	% of performance evaluations of all staff with performance contracts according to the agreed upon performance contracts before 30 June 2023	1	Director: Financial Services	100%	System generated evaluation report of evaluation session of each staff member with a performance contract	Last Value	Percentage	100	0	0	0	100
50	Financial Services	To grow and diversify our revenue and ensure value for money-services	Strengthen Financial Sustainability and further enhance Good Governance	Implement the approved Revenue Enhancement strategy to improve revenue generation and collection and submit quarterly reports to the Finance Portfolio Committee	Number of reports submitted to Finance Portfolio committee on the implementation of the approved Revenue Enhancement strategy	1	Manager: Income	4	Minutes of the following Finance Portfolio Committee Meeting	Accumulative	Number	4	1	1	1	1
51	Financial Services	To create an efficient, effective, economic and accountable administration	Strengthen Financial Sustainability and further enhance Good Governance	100% of all complaints registered 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 being attended to within the Directorate and completed before the end of the month following the date on which the complaint was lodged	1	Director: Financial Services	100	Minutes of following Financial Portfolio Committee	Stand-Alone	Percentage	100	100	100	100	100
52	Financial Services	To create an efficient, effective, economic and accountable administration	Strengthen Financial Sustainability and further enhance Good Governance	Ensure that all complaints about municipal accounts and related services are submitted through the IMIS system and report to the Finance Portfolio Committee on a quarterly basis	Number of reports submitted to Finance Portfolio Committee on complaints about municipal accounts and related services submitted through IMIS	1	Director: Financial Services	New KPI	Minutes of Finance Portfolio Committee	Accumulative	Number	4	1	1	1	1
53	Financial Services	To create an efficient, effective, economic and accountable administration	Strengthen Financial Sustainability and further enhance Good Governance	Facilitate quarterly feedback on the Procurement Plan for the 2022/2023 financial year by all Directorates and submit a quarterly report to the Finance Portfolio Committee	Number of feedback reports on the Procurement Plan submitted to the Finance Portfolio Committee	1	Director: Financial Services	New KPI	Minutes of Finance Portfolio Committee	Accumulative	Number	4	1	1	1	1
54	Financial Services	To create an efficient, effective, economic and accountable administration	Strengthen Financial Sustainability and further enhance Good Governance	Conduct an annual roadshow by May 2023 in each town for indigent, with specific attention to the pensioners and submit report to Finance Portfolio Committee	Number of annual roadshows conducted by May 2023	1	Director: Financial Services	New KPI	Minutes of Finance Portfolio Committee	Stand-Alone	Number	1	0	0	0	1
55	Council	To budget strategically	Strengthen Financial Sustainability and further enhance Good Governance	Number of formal households that receive piped water (credit & pre-paid water) that is connected to the municipal water infrastructure network as at 30 June 2023	Number of households which are billed for water or have prepaid meters as at 30 June 2023	1	Manager: Income	9 117	Debtors Accrual Report extracted from VESTA Financial System	Last Value	Number	9 117	0	0	0	9 117
56	Council	To budget strategically	Strengthen Financial Sustainability and further enhance Good Governance	Number of formal households connected to the municipal electrical infrastructure network (credit & prepaid electrical metering) (Excl Eskom areas) at 30 June 2023	Number of households billed for electricity or have prepaid meters (Excl Eskom areas) at 30 June 2023 (Contour + Active meters)	1	Manager: Income	9484	Debtors Accrual Report from VESTA Financial System & CONTOUR pre-paid monthly electricity report (Contour + Active meters)	Last Value	Number	9484	0	0	0	9484
57	Council	To budget strategically	Strengthen Financial Sustainability and further enhance Good Governance	Number of formal households connected to the municipal waste water sanitation/ sewerage network for sewerage service, irrespective of number of water closets (toilets) at 30 June 2023	Number of households which are billed for sewerage at 30 June 2023	1	Manager: Income	7423	Debtors Accrual Report extracted from VESTA Financial System	Last Value	Number	7423	0	0	0	7423
58	Council	To budget strategically	Strengthen Financial Sustainability and further enhance Good Governance	Number of formal households for which refuse is removed once per week at 30 June 2023	Number of households which are billed for refuse removal at 30 June 2023	1	Manager: Income	9573	Debtors Accrual Report extracted from VESTA Financial System	Last Value	Number	9573	0	0	0	9573
59	Council	To alleviate poverty	Strengthen Financial Sustainability and further enhance Good Governance	Provide free basic water to indigent households	Number of households receiving free basic water	1	Manager: Income	1702	Indigent Report extracted from Vesta Financial System	Last Value	Number	1702	0	0	0	1702

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60	Council	To alleviate poverty	Strengthen Financial Sustainability and further enhance Good Governance	Provide free basic electricity to indigent households	Number of households receiving free basic electricity	1	Manager: Income	1 800	Indigent report extracted from Vesta Financial System & CONTOUR pre-paid monthly electricity report	Last Value	Number	1 800	0	0	0	1 800	0	0	1 800
61	Council	To alleviate poverty	Strengthen Financial Sustainability and further enhance Good Governance	Provide free basic sanitation to indigent households	Number of households receiving free basic sanitation	1	Manager: Income	1502	Indigent report extracted from Vesta Financial System	Last Value	Number	1502	0	0	0	1502	0	0	1502
62	Council	To alleviate poverty	Strengthen Financial Sustainability and further enhance Good Governance	Provide free basic refuse removal to indigent households	Number of households receiving free basic refuse removal	1	Manager: Income	1706	Indigent report extracted from Vesta Financial System	Last Value	Number	1706	0	0	0	1706	0	0	1706
63	Council	To budget strategically	Strengthen Financial Sustainability and further enhance Good Governance	Financial viability measured into municipality's ability to meet its service debt obligations as at 30 June 2023 (Short Term Borrowing + Bank Overdraft + Short Term Lease + Long Term Lease + Long Term Borrowing + Long Term Lease) / Total Operating Revenue - Operating Conditional Grant)	Debt to Revenue as at 30 June 2023 (Short Term Borrowing + Bank Overdraft + Short Term Lease + Long Term Lease + Long Term Borrowing + Long Term Lease) / Total Operating Revenue - Operating Conditional Grant)	1	Manager: Budget and Treasury Office	26	Annual Financial Statements, supported by figures as per the VESTA financial system	Last Value	Percentage	26	0	0	0	26	0	0	26
64	Council	To budget strategically	Strengthen Financial Sustainability and further enhance Good Governance	Financial viability measured in terms of outstanding service debtors as at 30 June 2023 (Total outstanding service debtors/ revenue received for services)	Service debtors to revenue as at 30 June 2023 - (Total outstanding service debtors/ revenue received for services)	1	Manager: Budget and Treasury Office	36	Annual Financial Statements, supported by figures as per the VESTA financial system	Reverse Last Value	Percentage	36	0	0	0	36	0	0	36
65	Council	To budget strategically	Strengthen Financial Sustainability and further enhance Good Governance	Financial Viability measured in terms of available cash to cover fixed operating expenditure as at 30 June 2023 ((Cash and Cash Equivalents - Unspent Conditional Grants - Overdraft) + Short Term Investment) / Monthly Fixed Operational Expenditure excl (Depreciation, Amortisation, and Provision for Bad Debts, Impairment & Loss on Disposal of Assets))	Cost coverage as at 30 June 2023 ((Cash and Cash Equivalents - Unspent Conditional Grants - Overdraft) + Short Term Investment) / Monthly Fixed Operational Expenditure excl (Depreciation, Amortisation, and Provision for Bad Debts, Impairment & Loss on Disposal of Assets))	1	Manager: Budget and Treasury Office	2,6	Annual Financial Statements, supported by figures as per the VESTA financial system	Last Value	Number	2,6	0	0	0	2,6	0	0	2,6
66	Community Services	To create innovative partnerships with sector departments for improved education outcomes and opportunities for youth development	Promote a safe, healthy, educated and integrated community	95% spent of library grant by 30 June 2023 1:0 approved business plan ((Actual amount spent)/(Total allocation received)x100)	% of library grant spent by 30 June 2023	1	Head:Library Services	95	Detailed Excel Capital Report & Trial Balance from VESTA	Last Value	Percentage	95	10	35	60	95			95
67	Community Services	To budget strategically, grow and diversify our revenue and ensure value for money- services	Promote a safe, healthy, educated and integrated community	Collect 95% of budgeted income by 30 June 2023 for speeding fines (excl budgeted debt provision) ((Actual amount collected/total amount budgeted) x 100)	% of budgeted income for speeding fines collected by 30 June 2023	1	Director Community Services	95	Detailed Excel Capital Report & Trial Balance from VESTA	Last Value	Percentage	95	0	0	0	95			95
68	Community Services	To budget strategically, grow and diversify our revenue and ensure value for money- services	Strengthen Financial Sustainability and further enhance Good Governance	Collect 95% of budgeted income by 30 June 2023 for resorts (excl budgeted debt provision) ((Actual amount collected /total amount budgeted)x100)	% of budgeted income for resorts collected by 30 June 2023	1	Director Community Services	95	Detailed Excel Capital Report & Trial Balance from VESTA	Last Value	Percentage	95	10	35	55	95			95
69	Community Services	To provide a transparent, ethical and corruption free municipality	Strengthen Financial Sustainability and further enhance Good Governance	Develop a culture of zero tolerance to corruption and dishonesty by the efficient completion of disciplinary steps in terms of the Anti-Fraud and Corruption Policy	% of transgressions initiated in terms of the Anti-Fraud and Corruption Policy	1	Director Community Services	100	Quarterly reports to Portfolio Committee or EMC when applicable	Stand-Alone	Percentage	100	100	100	100			100	
70	Community Services	To facilitate an environment for the creation of jobs and small businesses	Facilitate an enabling environment for economic growth	Monitor the performance of Bergrivier Tourism Organisation in accordance with the SLA by 30 June 2023	Number of reports submitted from BTO to the Economic Portfolio Committee by 30 June 2023	1	Director Community Services	4	Minutes of Community Services Portfolio Committee	Accumulative	Number	4	1	1	1			1	
71	Community Services	To promote a safe environment for all who live in Bergrivier	Promote a safe, healthy, educated and integrated community	Facilitate the upgrading of at least 1 community hall in the municipal area and submit report to Community Service Portfolio Committee by 30 June 2023	Number of community halls upgraded in municipal area and report submitted to Community Service Portfolio Committee by 30 June 2023	1	Director Community Services	1	Minutes of Community Services Portfolio Committee	Carry Over	Number	1	0	0	0	1		1	
72	Community Services	To promote a safe environment for all who live in Bergrivier	Promote a safe, healthy, educated and integrated community	Develop 2 Disaster Management Contingency Plans and submit to Portfolio Committee by 30 June 2023	Number of Disaster Management Contingency Plans developed and submitted to Portfolio Committee by 30 June 2023	1	Director Community Services	1	Minutes of Community Services Portfolio Committee	Carry Over	Number	2	0	1	0	1		1	
73	Community Services	To promote a safe environment for all who live in Bergrivier	Promote a safe, healthy, educated and integrated community	Complete a festive season preparedness plan and submit to the Director Community Services for approval before 30 September 2022	Number of festive season preparedness plans submitted to the Director Community Services for approval before 30 September 2022	1	Director Community Services	1	Number of approved plan signed by Director Community Services	Carry Over	Number	1	1	0	0	0		0	
74	Community Services	To promote healthy life styles through the provision of sport and other facilities and opportunities	Promote a safe, healthy, educated and integrated community	Review the Public Amenities By - Law and submit to Council by 30 June 2023	Number of by-laws reviewed relating to Public Amenities and submitted to Council by 30 June 2023	1	Director Community Services	New KPI	Minutes of Council meeting	Carry Over	Number	1	0	0	0	1		1	



75	Community Services	To budget strategically	Strengthen Financial Sustainability and further enhance Good Governance	% of Capital budget spent as at 30 June 2023 [(Actual amount spent on capital projects/Total amount budgeted for capital projects) X100]	1	Director Community Services	95	Detailed Excel Report & Trial Balance from VESTA	Carry Over	Percentage	95	15	40	70	95
76	Community Services	To create an efficient, effective, economic and accountable administration	Strengthen Financial Sustainability and further enhance Good Governance	Evaluate the performance of all staff with performance contracts on an annual basis according to the agreed upon performance contracts before 30 June 2023	1	Director Community Services	100	Minutes of evaluation session of each staff member with a performance contract	Last Value	Percentage	100	0	0	0	100
77	Community Services	To create an efficient, effective, economic and accountable administration	Strengthen Financial Sustainability and further enhance Good Governance	Ensure that selection and recruitment interviews are completed for all vacancies within 3 months from date of approval of requisition and report to Community Services Portfolio Committee quarterly.	1	Director Community Services	New KPI	Minutes of Community Services Portfolio Committee	Accumulative	Number	4	1	1	1	1
78	Community Services	To provide a transparent, ethical and corruption free municipality	Promote a safe, healthy, educated and integrated community	Develop a maintenance /operational plan for overgrown sidewalks and open spaces and submit to Community Services Portfolio Committee by 31 September 2022	1	Director Community Services	New KPI	Minutes of Community Services Portfolio Committee	Carry Over	Number	1	1	0	0	0
79	Community Services	To create an efficient, effective, economic and accountable administration	Strengthen Financial Sustainability and further enhance Good Governance	Develop 5-year plan for play parks and submit to Community Services Portfolio Committee by 31 December 2022	1	Director Community Services	100	Minutes of Community Services Portfolio Committee	Stand-Alone	Number	1	0	1	0	0
80	Community Services	To create an efficient, effective, economic and accountable administration	Strengthen Financial Sustainability and further enhance Good Governance	Conduct a backyarders survey in all towns and submit to Community Services Portfolio Committee by 31 December 2022	1	Director Community Services	New KPI	Minutes of Community Services Portfolio Committee	Stand-Alone	Number	1	0	1	0	0
81	Community Services	To budget strategically	Strengthen Financial Sustainability and further enhance Good Governance	Submit four (4) business plans to external stakeholders to obtain external funding by 30 June 2023	1	Director Community Services	New KPI	Copy of applications submitted	Accumulative	Number	4	0	2	0	2

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