



BERGRIVIER MUNISIPALITEIT

VERSLAG AAN DIE BURGEMEESTERSKOMITEE EN RAAD

PRESTASIE BEOORDELING ARTIKEL 57 POSTE VIR DIE TYDPERK 1 JULIE 2015 TOT 30 JUNIE 2016

DEUR DIE MUNISIPALE BESTUURDER

26 September 2016

1. REDE VIR DIE VERSLAG

Die rede vir die verslag is om terugvoering te gee aan die Burgemeesterskomitee en Raad oor die pas afgelope prestasie beoordelingsproses wat plaasgevind het op 23 September 2016.

2. VIR BESLUITNEMING DEUR

Vir kennisname deur die Burgemeesterskomitee en die Raad.

3. BESPREKING

3.1 Agtergrond:

In terme van die Plaaslike Regering: Munisipale Prestasie Regulasies GN R805 soos gepubliseer op 1 Augustus 2006, moet die Munisipale Bestuurder en elke direkteur wat in terme van artikel 57 van die Stelselwet (32 van 2000) aangestel is, twee-jaarliks op die voorgestelde manier geëvalueer word.

Die Munisipale Bestuurder en die drie direkteure is op 23 September 2016 geëvalueer vir die periode van 1 Julie 2015 – 30 Junie 2016 (Jaarlikse evaluering).

Die evalueringspaneel is volgens die wetlike voorskrifte saamgestel en het bestaan uit die Munisipale Bestuurder/Burgemeester (Voorsitter), die Voorsitter van die Oudit Komitee, 'n lid van die Uitvoerende Burgemeesterskomitee (die portefeulje voorsitter), die Munisipale Bestuurder van 'n ander Munisipaliteit (Mnr Joggie Scholtz van Swartland Munisipaliteit) en die Bestuurder Menslike Hulpbrondienste (notule houer). Bo en behalwe die wetlike voorgeskrewe persone wat teenwoordig was, het die Raad ook besluit dat die volgende persone teenwoordig sal wees: Onder Burgemeester Sandra Crafford. In hierdie rondte van evaluering was daar geen wykskomiteelid teenwoordig nie, aangesien Bergrivier se wykskomiteelede eers in Oktober 2016 verkies sal word (na die afgelope plaaslike verkiesing). Hieroor is 'n BK-besluit bekom in September 2016 om die afwesigheid van die wykskomiteelid te kondoneer.

Die Munisipale Bestuurder het ook die versoek van die Ouditkomitee toegestaan dat die Ouditkomiteelid verantwoordelik vir prestasie, Mnr Shahied Allie, ook die verrigtinge bywoon. Dit help baie om die ouditkomitee gladder te laat verloop.

3.2 Proseduriële korrektheid

Die Voorsitter van die Ouditkomitee is lid van die prestasie evalueringspaneel met die uitsluitlike doel om toe te sien dat die verrigtinge prosedurieel korrek hanteer word. 'n Skrywe gedateer 23 September 2016 is ontvang van me Kim Montgomery en is aangeheg as **Aanhangsel 1**.

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

Dit word soos volg in die prestasiekontrakte van die Munisipale Bestuurder en Direkteure vervat:

“The competency framework as set out in the Regulations on Appointment and Conditions of Employment of Senior Managers (17 January 2014) consists of six leading competencies which comprise twenty driving competencies that communicate what is expected for effective performance in local government, and six core competencies that act as drivers to ensure that the leading competencies are executed at an optimal level.”

| LEADING COMPETENCIES | DRIVING COMPETENCIES |
|---------------------------------------|--|
| 1. Strategic Direction and Leadership | <ul style="list-style-type: none">• Impact and Influence• Institutional Performance Management• Strategic Planning and Management• Organisational Awareness |
| 2. People Management | <ul style="list-style-type: none">• Human Capital Planning and Development• Diversity Management• Employee Relations Management• Negotiation and Dispute Management |
| 3. Program and Project Management | <ul style="list-style-type: none">• Program and Project Planning and Implementation• Service Delivery Management• Program and Project Monitoring and Evaluation |
| 4. Financial Management | <ul style="list-style-type: none">• Budget Planning and Execution• Financial Strategy and Delivery• Financial Reporting and Monitoring |

| | | |
|--------------------------|--------------------------------------|---|
| 5. | Change Leadership | <ul style="list-style-type: none"> • Change Vision and Strategy • Process Design and Improvement • Change Impact Monitoring and Evaluation |
| 6. | Governance Leadership | <ul style="list-style-type: none"> • Policy Formulation • Risk and Compliance Management • Cooperative Governance |
| CORE COMPETENCIES | | |
| 7. | Moral Competence | |
| 8. | Planning and Organising | |
| 9. | Analysis and Innovation | |
| 10. | Knowledge and Information Management | |
| 11. | Communication | |
| 12. | Results and Quality Focus | |

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

3.4 Evaluerings

3.4.1 Direkteur Tegniese Dienste (DTD)

Die notule van die evaluering van die Direkteur Tegniese Dienste is aangeheg as **Aanhangsel 2A** met die getekende evalueringsvorm vir 1 Julie 2015 tot 30 Junie 2016 aangeheg as **Aanhangsel 2B**.

3.4.2 Direkteur Korporatiewe Dienste (DKD)

Die notule van die evaluering van die Direkteur Korporatiewe Dienste is aangeheg as **Aanhangsel 3A** met die getekende evalueringsvorm vir 1 Julie 2015 tot 30 Junie 2016 aangeheg as **Aanhangsel 3B**.

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

Die notule van die evaluering van die Hoof Finansiële Beamppte is aangeheg as **Aanhangsel 4A** met die getekende evalueringsvorm vir 1 Julie 2015 tot 30 Junie 2016 aangeheg as **Aanhangsel 4B**.

3.4.4 Munisipale Bestuurder (MB)

Die notule van die evaluering van die Munisipale Bestuurder is aangeheg as **Aanhangsel 5A** met die getekende evalueringsvorm vir 1 Julie 2015 tot 30 Junie 2016 aangeheg as **Aanhangsel 5B**.

3.5 Verslag van IGNITE

Bergrivier Munisipaliteit maak gebruik van IGNITE se elektroniese prestasiestelsel vir die deurlopende rapportering van prestasie. Mnr Attie Butler van IGNITE het ook die prestasie-evaluering bygewoon op 23 September 2016 en het 'n verslag uitgebring daaroor. Die verslag is aangeheg as **Aanhangsel 6**.

TER INLIGTING

Aanhangsel 1

**Business Administration and
Management Consultancy**

Kim E Montgomery

Cell: 083 415 4704

B Comm. Law UNISA (Law and Internal Audit specialist)

P O Box 962, Hermanus, 7200
Tel: 028 312 3206 Fax: 086 671 9052
E-mail: kemontgomery@netactive.co.za

23 September 2016

The Municipal Manager

Adv. Hanlie Linde

Bergrivier Municipality / Care of Ms Jessica Carstens / email: - Carstens.J@bergmun.org.za

Dear Adv. Linde

SECTION 57 APPOINTEES - FORMAL PERFORMANCE EVALUATIONS
HELD ON FRIDAY 23 SEPTEMBER 2016

I hereby confirm that I represented the Audit & Performance Audit Committee at the formal Performance Evaluations for Section 57 Appointees held at Bergrivier Municipality on Friday 23 September 2016.


I confirm my observations as follows:-

- The procedure followed during the evaluation process was, in my opinion, both fair and reasonable
- The performance reviews were based on the predetermined objectives and indicators defined by mutual agreement. KPI's and Indicators were relevant and measurable and related to services performed by Bergrivier Municipality
- All Section 57 appointee representations were managed with consistency and integrity
- Appropriate persons were in attendance during the evaluation of the various Directors and the Municipal Manager
- The Directors and Municipal Manager were given sufficient time to present their feedback after which healthy interaction followed each presentation

I conclude in stating that I believe that the process undertaken complied with statutory requirements and performance management best practices and standards.

I thank you for the opportunity & privilege afforded me to serve as an observer during the evaluation process. I have requested that the presentations be circulated to all members of the committee to enable them to gain the insight that I have found to be so beneficial in the conducting of my function as Chair. Furthermore I have suggested to the municipal manager that she invites newly appointed committee members to the next review as the information gleaned during the presentations is invaluable and would serve as part of their induction programme.

Kind regards, Kim E Montgomery



BERGRIVEIR MUNICIPALITY

PERFORMANCE EVALUATION SUMMARY

Performance evaluation of: **Director: Technical Services**

Period: 1 July 2015 - 30 June 2016

Panel Members

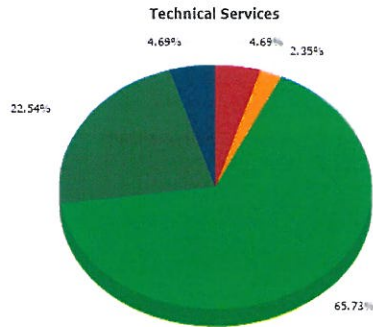
| | |
|-----------------------------|-----------------|
| Municipal Manager | Adv H Linde |
| Councilor | Cllr E Manual |
| Councilor | Cllr S Crafford |
| Councilor | Cllr R de Vries |
| Councilor | Cllr M Wessels |
| Audit Committee Member | Mr S Allie |
| Audit Committee Chairperson | Ms K Montgomery |
| External Municipal Manager | Mr J Scholtz |

Date of evaluation: 23 September 2016

PERFORMANCE RESULTS

| | Total score for period | Total weight for period | Weighted percentage | Performance % |
|------------------------------|------------------------|-------------------------|---------------------|---------------|
| Operational Performance | 64 | 70 | 80% | 73% |
| Core Competency Requirements | 18 | 20 | 20% | 18% |
| Final Score | 81 | 90 | 100% | 90% |

OVERALL PERFORMANCE



PERFORMANCE COMMENTS

Water capacity in Veldrift
 Start with succession planning
 Levels of supervision in the field - appointment of staff to address shortcomings to be considered

Signed by panel members:

| | |
|-----------------|--|
| Adv H Linde | |
| Cllr E Manual | |
| Cllr S Crafford | |
| Cllr R de Vries | |
| Cllr M Wessels | |
| Mr S Allie | |
| Ms K Montgomery | |
| Mr J Scholtz | |

Signed by employee: Director: Technical Services

Date: 23/9/16

Comments

OPERATIONAL KPIS

| PMS REF | Ref No | Key Performance Indicator (KPI) | Unit of measurement | Baseline | Targets | | | | Actual | R | Weighting | Own Score | Score | Final Score | Ignite comment |
|---------|--------|---|--|---|---------|-----|-----|------|--------|---|-----------|-----------|-------|-------------|--|
| | | | | | Q1 | Q2 | Q3 | Q4 | | | | | | | |
| 1 | TL9 | The percentage of the municipal capital budget actually spent on capital projects as at 30 June 2016 (Actual amount spent on capital projects/Total amount budgeted for capital projects)x100 | % of Capital budget spent as at 30 June 2016 [(Actual amount spent on capital projects/Total amount budgeted for capital projects)x100] | 95% | 0% | 10% | 40% | 95% | 92.88% | O | 5 | 4.5 | 4.5 | | |
| 2 | TL35 | Limit unaccounted for water to 10% by 30 June 2016 {(Number of Kilolitres Water Purchased or Purified minus Number of Kilolitres Water Sold (incl free basic water) / Number of Kilolitres Water Purchased or Purified x 100} | % unaccounted water by 30 June 2016 {(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} | 7.57% | 0% | 0% | 0% | 10% | 10.53% | R | 5 | 5 | 5 | | |
| 3 | TL36 | 100% of MIG funding allocated to build a new reservoir in Veldrif spent by 30 June 2016 [(Total amount spent/Total amount allocated)x100] | % of MIG funding allocated to build Veldrif reservoir spent by 30 June 2016 | New Key Performance indicator for 2015/16 | 0% | 0% | 15% | 100% | 100% | G | 5 | 4.5 | 4.5 | | Targets on Performance Agreement differ from the SDBIP |
| 4 | TL37 | 100% of MIG funding allocated to upgrade the water infrastructure in Porterville spent by 30 June 2016 [(Total amount spent/Total amount allocated)x100] | % MIG Funding allocated to the upgrading of water infrastructure in Porterville spent by 30 June 2016 | New Key Performance indicator for 2015/16 | 0% | 10% | 50% | 100% | 97.50% | O | 5 | 4.5 | 4.5 | | Targets on Performance Agreement differ from the SDBIP |
| 5 | TL38 | Limit unaccounted for electricity to 10% by 30 June 2016 {(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 2016 {(Number of Electricity Units Purchased and/or Generated - Number of Electricity Units Sold (incl Free basic electricity) / Number of Electricity Units Purchased and/or Generated) x 100} | 10% | 0% | 0% | 0% | 10% | 10.13% | R | 5 | 4.5 | 4.5 | | |

| PMS REF | Ref No | Key Performance Indicator (KPI) | Unit of measurement | Baseline | Targets | | | | Performance Comment | Target | Actual | R | Weighting | Own Score | Score | Final Score | Ignite comment |
|---------|--------------|---|---|---|---------|-----|-----|------|---------------------|--------|--------|---|-----------|-----------|-------|--|----------------|
| | | | | | Q1 | Q2 | Q3 | Q4 | | | | | | | | | |
| 6 | TL39 | 100% of the MIG conditional grant spent by 30 June 2016 to upgrade infrastructure ([Total amount spent/Total allocation received]x100) | % of MIG conditional grant spent by 30 June 2016 | 100% | 0% | 10% | 40% | 100% | 100% | 99% | O | 5 | | 4,5 | 4,5 | Targets on Performance Agreement differ from the SDBIP | |
| 7 | TL40 | 100% of the conditional road maintenance operational grant spent by 30 June 2016 ([Total amount spent/Total allocation received]x100) | % of conditional road maintenance operational grant spent by 30 June 2016 | 100% | 0% | 0% | 70% | 100% | 100% | 100% | G | 5 | | 4,5 | 4,5 | Targets on Performance Agreement differ from the SDBIP | |
| 8 | TL41 | Upgrade the hostels in Velddrif by 30 June 2016 | Number of hostels upgraded by 30 June 2016 | New Key Performance indicator for 2015/16 | 0 | 0 | 0 | 34 | 34 | 34 | G | 5 | | 5 | 5 | | |
| 9 | TL42 | Complete the top structures on Erf 3046 in Velddrif by 30 June 2016 | Number of top structures completed by 30 June 2016 | New Key Performance indicator for 2015/16 | 0 | 0 | 0 | 89 | 89 | 89 | G | 5 | | 4,5 | 4,5 | | |
| 10 | Not on SDBIP | Complete the servicing of sites in Albatros Street in Velddrif by 30 June 2016 | Number of sites serviced by 30 June 2016 | New Key Performance indicator for 2015/16 | 0 | 0 | 0 | 107 | Not on SDBIP | | | | | | 0 | | |
| 11 | TL44 | Complete the top structures in Albatros Street in Velddrif by 30 June 2016 | Number of top structures completed by 30 June 2016 | New Key Performance indicator for 2015/16 | 0 | 0 | 0 | 18 | 18 | 18 | G | 5 | | 4,5 | 4,5 | | |
| 12 | Not on SDBIP | Complete the servicing of sites in Velddrif by 30 June 2016 | Number of sites serviced by 30 June 2016 | New Key Performance indicator for 2015/16 | 0 | 0 | 0 | 134 | Not on SDBIP | | | | | | 0 | | |
| 13 | TL46 | Complete the top structures in Porterville by 30 June 2016 | Number of top structures completed by 30 June 2016 | New Key Performance indicator for 2015/16 | 0 | 0 | 0 | 116 | 116 | 116 | G | 5 | | 4 | 4 | | |
| 14 | TL47 | Raise public awareness on recycling to reduce household waste with awareness initiatives | Number of awareness initiatives | New Key Performance indicator for 2015/16 | 0 | 1 | 0 | 1 | 2 | 2 | G | 5 | | 4 | 4 | | |
| 15 | TL48 | Purchase stand-by generator by 31 March 2016 to ensure the functionality of sewerage pump station in the event of prolonged electricity interruptions | Number of stand-by generator purchased by 31 March 2016 | New Key Performance indicator for 2015/16 | 0 | 0 | 1 | 0 | 1 | 1 | G | 5 | | 4,5 | 4,5 | Targets on Performance Agreement differ from the SDBIP | |

| PMS REF | Ref No | Key Performance Indicator (KPI) | Unit of measurement | Baseline | Targets | | | | Performance Comment | Target | Actual | R | Weighting | Own Score | Score | Final Score | Ignite comment |
|---------|--------|--|---|---|---------|-----|----|-----|---|--------|--------|----|-----------|-----------|-------|-------------|----------------|
| | | | | | Q1 | Q2 | Q3 | Q4 | | | | | | | | | |
| 16 | TL49 | 65% water quality level obtained as per SANS 241 physical and micro parameters as at 31 December 2015 and 30 June 2016 | % water quality level as at 31 December 2015 and 30 June 2016 | New Key Performance indicator for 2015/16 | 0% | 95% | 0% | 95% | [D423] Director: Technical Services: Abstract data from the supply system drinking water quality performance report from the Department of Water Affairs and Sanitation. Data is collected directly from the laboratory results and capture on a national database. Water is analysed according to 4 criteria, namely Microbiological, Chemical, Physical Organoleptic and SANS 241 Operational Tests (June 2016) | 95% | 96,70% | G2 | 5 | 5 | 5 | | |
| | | | | | | | | | | | | 70 | | | 63,5 | | |



KANTOOR VAN DIE MUNISIPALE BESTURDER
BERGRIVIER MUNISIPALITEIT
POSBUS 60
PIKETBERG
7320

Aanhangsel 2 B

NOTULE VAN DIE VERGADERING VAN DIE PRESTASIE-EVALUERINGSKOMITEE VAN DIE DIREKTEUR TEGNIESE DIENSTE GEHOU OP VRYDAG 23 SEPTEMBER 2016 OM 09:50 IN DIE RAADSAAL, MUNISIPALE KANTORE, PIKETBERG

TEENWOORDIG

Adv H Linde (Voorsitter)
Rdh A De Vries (Speaker)
Rdl M Wessels (Portefeulje Voorsitter)
Rdd Me S Crafford (Lid van Uitvoerende Burgemeesterskomitee)
Mnr S Allie (Lid vir die prestasie van die Ouditkomitee)
Me K Montgomery (Voorsitter: Ouditkomitee)
Mnr J Scholtz (Eksterne Munisipale Bestuurder: Swartland Munisipaliteit)
Mnr A Butler (Verteenwoordiger van IGNITE)
Me A Louw (Bestuurder Menslike Hulpbrondienste) (Notuleerder)
Mnr H Kröhn (Direkteur Tegniese Dienste)
Mev M van der Westhuisen (Persoonlike Assistent – Waarnemend)

1. OPENING EN VERWELKOMING

Die Voorsitter open die vergadering, waarna sy almal by die vergadering verwelkom. Die Voorsitter meld dat die evaluering is vir die periode 1 Julie 2015 tot 30 Junie 2016.

2. AANSOEKE OM VERLOF TOT AFWESIGHEID

Verskoning is ontvang vanaf me A van Sittert weens opleiding wat sy moet bywoon. Daar is ook nog geen Wykskomiteevertenwoordigers verkies nie.

3. PRESTASIE EVALUERING VAN DIE DIREKTEUR TEGNIESE DIENSTE

Die Voorsitter verduidelik kortliks die proses wat gevolg word en meld dat die punte na afloop van die sessie toegeken sal word. Sy noem dat slegs haarself en die Speaker punte sal toeken, omdat die evaluering nog in die tydperk plaasvind toe hy nog Portefeulje Voorsitter was van die Tegniese Dienste Direktooraat.

Die Voorsitter vra gevolglik dat die Direkteur Tegniese Dienste op die volgende aspekte fokus en die versoek is om alles in 'n kort opsomming saam te vat, want geleentheid sal wel gegun word vir verdere gesprekvoerings:

- Oorsig van die afgelope 12 maande (hoogte- en laagtepunte wat bereik was in die direktooraat);
- SDBIP ("Key Performance Areas");
- Addisionele fokusareas waarop die Munisipale Bestuurder en homself ooreengekom het, en vevat is in die nuwe prestasie ooreenkoms vir die finansiële jaar 2015/2016; en
- Twaalf (12) "Core Competency Requirements" soos voorgeskryf deur wetgewing.

3.1 OORSIG: 1 JULIE 2015 – 30 JUNIE 2016

Mnr Kröhn word die geleentheid gegun om 'n voorlegging aan die komitee te maak met betrekking tot sy prestasie wat bereik is vir die tydperk 1 Julie 2015 tot 30 Junie 2016.
(Aanhangsel C).



**NOTULE VAN VERGADERING VAN DIE PRESTASIE EVALUERINGSKOMITEE
VAN DIE DIREKTEUR TEGNIESE DIENSTE GEHOU OP VRYDAG 23 SEPTEMBER
2016 OM 09:50 IN DIE RAADSAAL, MUNISIPALE KANTORE, PIKETBERG**

3.2 SDBIP 2015/2016

Die Direkteur Tegniese Dienste gee breedvoerig terugvoer aan die paneel met betrekking tot die KPI's wat behaal is in sy Departementele SDBIP vir die finansiële jaar 2015/2016.

Die vordering van die addisionele fokus areas soos wat geïdentifiseer vir finansiële boekjaar 2015/2016 is vervat in die voorlegging soos voorgehou deur die Direkteur.

4. TERUGVOERING VAN DIE PANEEL

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

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

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

5. AFSLUITING

Die vergadering verdaag om 11:00.

BERGRIVIER MUNICIPALITY

PERFORMANCE EVALUATION SUMMARY

Performance evaluation of: Director: Corporate Services

Period: 1 July 2015 - 30 June 2016

Panel Members:

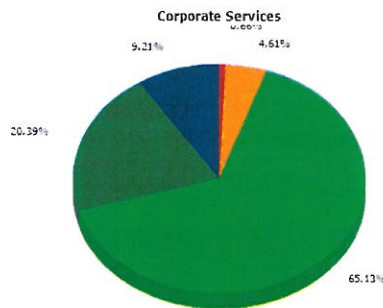
| | |
|-----------------------------|-----------------|
| Municipal Manager | Adv H Linde |
| Councilor | Cllr E Manual |
| Councilor | Cllr S Crafford |
| Councilor | Cllr R van Rooy |
| Audit Committee Member | Mr S Allie |
| Audit Committee Chairperson | Ms K Montgomery |
| External Municipal Manager | Mr J Scholtz |

Date of evaluation: 23 September 2016

PERFORMANCE RESULTS

| | Total score for period | Total weight for period | Weighted percentage | Performance % |
|------------------------------|------------------------|-------------------------|---------------------|---------------|
| Operational Performance | 72 | 90 | 80% | 72% |
| Core Competency Requirements | 17 | 20 | 20% | 17% |
| Final Score | 89 | 100 | 100% | 89% |

OVERALL PERFORMANCE



PERFORMANCE COMMENTS

Signed by panel members: Adv H Linde

[Signature]

Cllr E Manual

Cllr S Crafford

[Signature]

Cllr R van Rooy

[Signature]

Mr S Allie

[Signature]

Ms K Montgomery

[Signature]

Mr J Scholtz

[Signature]

Signed by employee: Director: Corporate Services

[Signature]

Date

23/09/2016

Comments

.....

OPERATIONAL KPI'S

| PMS REF | Ref No | Key Performance Indicator (KPI) | Unit of measurement | Baseline | Targets | | | | Performance Comment | Actual | R | Weights | Own Score | Final Score | Ignite Comment |
|---------|--------|--|---|---|---------|-----|-----|--|---|--------|----|---------|-----------|-------------|----------------|
| | | | | | Q1 | Q2 | Q3 | Q4 | | | | | | | |
| 1 | T9 | The percentage of the municipal capital budget actually spent on capital projects as at 30 June 2016 (Actual amount spent on capital projects/Total amount budgeted for capital projects)x100 | % of Capital budget spent as at 30 June 2016 [(Actual amount spent on capital projects/Total amount budgeted for capital projects)x100] | 95% | 0% | 10% | 40% | 95% | KPI part of Municipal Manager Performance Agreement | | | 8,96 | 5 | 8,96 | |
| 2 | TL27 | 95% of the MSIG grant spent by 30 June 2016 to implement the SITA report recommendations on software standardisation [(Actual amount spent on the project/Total project allocation)x100] | % of MSIG grant spent on the project by 30 June 2016 | New Key Performance Indicator for 2015/16 | 0% | 20% | 20% | 95% | [D216] Manager Administrative Services: Project were finished by 30 November 2015. Budget : R 600 000. Spend : R 599 752.47 (June 2016) | | | G2 | 4,5 | 7,992 | |
| 3 | TL28 | Submit a quarterly report on human resource management in the municipality to the Corporate Services Portfolio Committee | Number of reports submitted | New Key Performance Indicator for 2015/16 | 1 | 1 | 1 | 1 | [D217] Manager Human Resource : One monthly report on all Human Resources functions was submitted to the Corporate Services Committee (April 2016) [D217] Manager Human Resource : (May 2016) [D217] Manager Human Resource : One Quarterly Report for the months of April, May and June 2016 was submitted in three different months (June 2016) | | | G | 4 | 7,104 | |
| 4 | TL29 | 95% of the MIG conditional grant allocated to sport spent by 30 June 2016 to upgrade sport infrastructure in accordance with the business plan (Subject to MIG Funding approval) [(Actual amount spent on projects/Total allocation for projects)x100] | % of the MIG conditional grant allocated to sport spent by 30 June 2016 | 100% | 0% | 0% | 95% | [D218] Manager Community Services: 100% of MIG allocation was spent Budget: R1 758 329 330 Amount Spent: R1 758 329 99 The total MIG allocation for Picketberg Cricket ground was R2 760 863 10 (VAT Inc) of which R918 246 (VAT Inc) as spent in 2014/15 (June 2016) | | | G2 | 4,7 | 8,347 | | |
| 5 | TL30 | Review the revenue enhancement plan for resorts and submit to the Corporate Services Portfolio Committee by 31 December 2015 | Revenue enhancement plan for resorts reviewed and submitted to the Corporate Services Portfolio Committee by 31 December 2015 | 1 | 0 | 1 | 0 | 0 | [D220] Head Traffic Services: Amount budget is R 4 104 000. Irrecoverable debt is R 2 797 000. Actual line income is R 1 469 560,68. Percentage income amounts to 114 %. Target has thus been exceeded by 19 % (June 2016) | | | G | 4 | 7,104 | |
| 6 | TL31 | Collect 95% of budgeted income by 30 June 2016 for speeding fines (Excluding budgeted grant projects) [(Actual amount collected/total amount budgeted)x100] | % of budgeted income for speeding fines collected by 30 June 2016 | New Key Performance Indicator for 2015/16 | 0% | 0% | 0% | 95% | [D221] Manager Administrative Services: Grant R 5 920 000 Amount spend of grant R 5 420 000 Percentage spend of grant 100% Target Grant R 5 725 012 (Capital R100,000 & Operational) R 5 573 016 Amount spend of budget R 5 135 677 Percentage spend of budget 89% (June 2016) | | | G2 | 4,7 | 8,347 | |
| 7 | TL32 | 95% spent of the library grant by 30 June 2016 in terms of the approved Business Plan [(Total amount spent/Total allocation received)x100] | % of library grant spent by 30 June 2016 | 100% | 15% | 40% | 67% | 69% | [D222] Manager Planning and Development: The Integrated Zoning Scheme By-Law was approved by Council on 31 May 2016 (Resolution No. RVN006/05/2016 dated 31 May 2016). (June 2016) | | | G | 4 | 7,104 | |
| 8 | TL33 | Develop a uniform Zoning Scheme for the Municipality and submit to council by 30 June 2016 | Uniform Zoning Scheme developed and submitted to council by 30 June 2016 | New Key Performance Indicator for 2015/16 | 0 | 0 | 0 | 1 | [D223] Manager Human Resource : Total year-to-date spending: R 1 235 600,00 / R 1 225 868,59 * 100%=99,21% (June 2016) | | | G | 4,7 | 8,347 | |
| 9 | TL34 | 95% of the training budget spent by 30 June 2016 to implement the Work Place Skills Plan [(Total amount spent on training/Total amount budgeted)x100] | % of the training budget spent by 30 June 2016 to implement the Work Place Skills Plan | New Key Performance Indicator for 2015/16 | 0% | 0% | 0% | 95% | [D223] Manager Human Resource : Total year-to-date spending: R 1 235 600,00 / R 1 225 868,59 * 100%=99,21% (June 2016) | | | G2 | 4,7 | 8,347 | |
| | | | | | | | | | | | 80 | | 71,65 | | |



KANTOOR VAN DIE MUNISIPALE BESTURDER
BERGRIVIER MUNISIPALITEIT
POSBUS 60
PIKETBERG
7320

Aanhangsel 3B

**NOTULE VAN DIE VERGADERING VAN DIE PRESTASIE-EVALUERINGSKOMITEE VAN
DIE DIREKTEUR KORPORATIEWE DIENSTE GEHOU OP VRYDAG, 23 SEPTEMBER 2016
OM 08:00 IN DIE RAADSAAL, MUNISIPALE KANTORE, PIKETBERG**

TEENWOORDIG

Adv H Linde (Voorsitter)
Rdh R van Rooy (Portefeulje Voorsitter)
Rdd Me S Crafford (Lid van Uitvoerende Burgemeesterskomitee)
Mnr S Allie (Lid vir die prestasie van die Ouditkomitee)
Mev K Montgomery (Voorsitter: Ouditkomitee)
Mnr J Scholtz (Eksterne Munisipale Bestuurder: Swartland Munisipaliteit)
Mnr A Butler (Verteenwoordiger van IGNITE)
Me A Louw (Bestuurder Menslike Hulpbrondienste) (Notuleerder)
Mnr JWA Kotzee (Direkteur Korporatiewe Dienste)
Me A van Rossum (Persoonlike Assistent - Waarnemend)

1. OPENING EN VERWELKOMING

Die Voorsitter open die vergadering, waarna sy almal by die vergadering verwelkom. Die Voorsitter meld dat die evaluering is vir die periode 1 Julie 2015 tot 30 Junie 2016.

2. AANSOEKE OM VERLOF TOT AFWESIGHEID

Verskoning s ontvang vanaf me A van Sittert weens opleiding wat sy moet bywoon. Daar is ook nog geen Wykskomiteevertenwoordigers verkies nie.

3. PRESTASIE EVALUERING VAN DIE DIREKTEUR KORPORATIEWE DIENSTE

Die Voorsitter verduidelik kortliks die proses wat gevolg word en meld dat die punte na afloop van die sessie toegeken sal word. Sy noem dat slegs haarself en die Portefeulje Voorsitter punte sal toeken.

Die Voorsitter vra gevolglik dat die Direkteur Korporatiewe Dienste op die volgende aspekte te fokus en die versoek is om alles in 'n kort opsomming saam te vat, want geleentheid sal wel gegun word vir verdere gesprekvoerings:

- Oorsig van die afgelope 12 maande (hoogte en laagte punte wat bereik was in die direktoraat);
- SDBIP ("Key Performance Areas");
- Addisionele Fokus Areas waarop die Munisipale Bestuurder en homself ooreengekom het, en vervat is in die nuwe prestasie ooreenkoms vir die finansiële jaar 2015/2016; en
- Twaalf (12) "Core Competency Requirements" soos voorgeskryf deur wetgewing.

3.1 OORSIG: 1 JULIE 2015 – 30 JUNIE 2016

Mnr Kotzee word die geleentheid gegun om 'n voorlegging aan die komitee te maak met betrekking tot sy prestasie wat bereik is vir die tydperk 1 Julie 2015 tot 30 Junie 2016.

(Aanhangsel A)



**NOTULE VAN VERGADERING VAN DIE PRESTASIE EVALUERINGSKOMITEE
VAN DIE DIREKTEUR KORPORATIEWE DIENSTE GEHOU OP VRYDAG
23 SEPTEMBER 2016 OM 08:00 IN DIE RAADSAAL, MUNISIPALE KANTORE,
PIKETBERG**

3.2 SDBIP 2015/2016

Die Direkteur Korporatiewe Dienste gee breedvoerig terugvoer aan die paneel met betrekking tot die KPI's wat behaal is in sy Departementele SDBIP vir die finansiële jaar 2015/2016

Die vordering van die addisionele fokus areas soos wat geïdentifiseer is vir die finansiële boekjaar 2015/2016 is vervat in die voorlegging soos voorgehou deur die Direkteur.

4. TERUGVOERING VAN DIE PANEEL

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

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

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

5. AFSLUITING

Die vergadering verdaag om 09:00.

BERGRIVER MUNICIPALITY
PERFORMANCE EVALUATION SUMMARY

Performance evaluation of: Chief Financial Officer

Period: 1 July 2015 - 30 June 2016

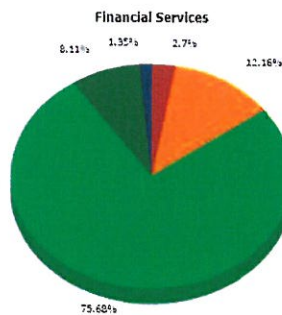
Panel Members:
 Municipal Manager: Adv H Linde
 Councilor: Cllr E Manual
 Councilor: Cllr S Crafford
 Audit Committee Member: Mr S Allie
 Audit Committee Chairperson: Ms K Montgomery
 External Municipal Manager: Mr J Scholtz

Date of evaluation: 23 September 2016

PERFORMANCE RESULTS

| | Total score for period | Total weight for period | Weighted percentage | Performance % |
|------------------------------|------------------------|-------------------------|---------------------|---------------|
| Operational Performance | 73 | 80 | 80% | 73% |
| Core Competency Requirements | 17 | 20 | 20% | 17% |
| Final Score | 90 | 100 | 100% | 90% |

OVERALL PERFORMANCE



PERFORMANCE COMMENTS

MSCOA must be implemented

Succession Planning to be considered

Implementation of GIS

Signed by panel members:

Adv H Linde _____ *[Signature]*

Cllr E Manual _____ *[Signature]*

Cllr S Crafford _____ *[Signature]*

Mr S Allie _____ *[Signature]*

Ms K Montgomery _____ *[Signature]*

Mr J Scholtz _____ *[Signature]*

Signed by employee: Chief Financial Officer _____ *[Signature]*

Date: 23/9/16

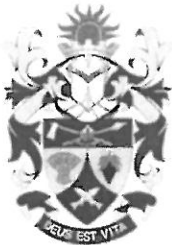
Comments:

OPERATIONAL KPI'S

| PMS REF | Ref No | Key Performance Indicator (KPI) | Unit of measurement | Baseline | Targets | | | | Performance Comment | Target | Actual | R | Weights | Own Score | Final Score |
|---------|--------|---|--|----------|---------|-----|-----|------|---|--------|--------|----|---------|-----------|-------------|
| | | | | | Q1 | Q2 | Q3 | Q4 | | | | | | | |
| 1 | TL50 | Institute legal processes by 30 June 2016 against 95% of non-exchange debtors to improve credit control (Number of rates and availability charges debtors older than 90 days handed over for collection/Total number of rates and availability charges debtors older than 90 days)x100] | % of non-exchange debtors against whom legal action can be and was instituted by 30 June 2016 | 90% | 0% | 50% | 0% | 95% | [D491] Accountant: Credit Control: Hand over report (June 2016) KPI achievement was amended with draft AFS (June 2016) | 95% | 83.85% | O | 10 | 4.5 | 9 |
| 2 | TL51 | Achieve a payment percentage of 96% as at 30 June 2016 ((Gross Debtors Closing Balance + Billed Revenue - Gross Debtors Opening Balance + Bad Debts Written Off)/Billed Revenue) x 100) | Payment % as at 30 June 2016 ((Gross Debtors Closing Balance + Billed Revenue - Gross Debtors Opening Balance + Bad Debts Written Off)/Billed Revenue) | 96% | 60% | 96% | 96% | 96% | [D492] Director Finance: Target achieved as per Aletta's phone call on 30 August 2016 (June 2016) | 96% | 99.43% | G2 | 10 | 5 | 10 |
| 3 | TL52 | Complete the monthly bank reconciliations within 30 days after month end | Number of bank reconciliations completed monthly within 30 days after month end | 12 | 3 | 3 | 3 | 3 | [D493] Accountant: Budget and Treasury Office: reports completed (June 2016) | 12 | 12 | G | 10 | 4.5 | 9 |
| 4 | TL53 | Submit monthly Section 71 Report to the National Treasury in terms of the MFMA before the 10th working day of each month | Number of reports submitted | 12 | 3 | 3 | 3 | 3 | [D494] Manager: Budget and Treasury Office: reports submitted (June 2016) | 12 | 12 | G | 10 | 4.5 | 9 |
| 5 | TL9 | The percentage of a municipality's capital budget actually spent on capital projects identified for a particular financial year in terms of the municipality's integrated development plan (Finance) (Reg 796) | % Capital budget spent | 95% | 10% | 20% | 80% | 95% | [D444] Municipal manager: THIS KPI will be drawn directly from the performance comments inserted by all Directors and the office of the Municipal Manager. Therefore the final percentage will only be known after annual financial statements have been submitted by the end of August 2016. The amount from | 95% | 92.88% | O | 10 | 4.5 | 9 |
| 6 | TL54 | Submit monthly VAT 201 returns to SARS by the 25th of each month | Number of VAT 201 returns submitted to SARS | | 3 | 3 | 3 | 3 | [D495] Director Finance: Returns submitted (June 2016) | 12 | 12 | G | 10 | 4.5 | 9 |
| 7 | TL55 | 100% of the conditional FMG conditional grant spent by 30 June 2016 ((Total amount spent/Total allocation received)x100] | % of conditional FMG grant spent by 30 June 2016 | | 40% | 60% | 80% | 100% | [D496] Director Finance: Achieved (June 2016) | 100% | 100% | G | 20 | 4.5 | 18 |
| | | | | | | | | | | | | | 80 | | 73 |

| ANNEXURE B: CORE COMPETENCY FRAMEWORK | | | | | | | | | | |
|---------------------------------------|------------------------------------|--|-----------|--------------|-------------|--------------------------------------|---|--------------|-------|--------------|
| Clusters | Leading Competencies | Competency Definition | Weighting | Score | Final Score | Core Competencies | Competency Definition | Weighting | Score | Final Score |
| Competency Name | Strategic Direction and Leadership | Provide and direct a vision for the institution, and inspire and deploy others to deliver on the strategic institutional mandate | 1.67 | 4 | 1.336 | Moral Competence | Able to identify moral triggers, apply reasoning that promotes honesty and integrity and consistently display behaviour that reflects moral competence | 1.67 | 5 | 1.67 |
| | People Management | Effectively manage, inspire and encourage people, respect diversity, optimise talent and build and nurture relationships in order to achieve institutional objectives | 1.67 | 3.5 | 1.169 | Planning and Organising | Able to plan, prioritise and organise information and resources effectively to ensure the quality of service delivery and build efficient contingency plans to manage risk | 1.67 | 4 | 1.336 |
| | Program and Project Management | Able to understand program and project management methodology, plan, manage, monitor and evaluate specific activities in order to deliver on set objectives | 1.67 | 4 | 1.336 | Analysis and Innovation | Able to critically analyse information, challenges and trends | 1.67 | 5 | 1.67 |
| | Financial Management | Able to compile, plan and manage budgets, control cash flow, institute financial risk management and administer procurement processes in accordance with recognised financial practices. Further to ensure that all financial transactions are managed in an ethical manner | 1.67 | 5 | 1.67 | Knowledge and Information Management | Able to promote the generation and sharing of knowledge and information through various processes and media, in order to enhance the collective knowledge base of local government | 1.67 | 4.5 | 1.503 |
| | Change Leadership | Able to direct and initiate institutional transformation on all levels in order to successfully drive and implement new initiatives and deliver professional and quality services to the community | 1.67 | 4 | 1.336 | Communication | Able to share information, knowledge and ideas in a clear, focused and concise manner appropriate for the audience in order to effectively convey, persuade and influence stakeholders to achieve the desired outcome | 1.67 | 3.5 | 1.169 |
| | Governance Leadership | Able to promote, direct and apply professionalism in managing risk and compliance requirements and apply a thorough understanding of governance practices and obligations. Further, able to direct the conceptualisation of relevant policies and enhance cooperative governance relationships | 1.67 | 4.5 | 1.503 | Results and Quality Focus | Able to maintain high quality standards, focus and achieving results and objectives while consistently striving to exceed expectations and encourage others to meet quality standards. Further, to actively monitor and measure results and quality against identified objectives | 1.67 | 4.5 | 1.503 |
| | TOTAL SCORE | | | 10.02 | 8.85 | | | 10.02 | | 8.851 |

17.201



KANTOOR VAN DIE MUNISIPALE BESTUURDER
BERGRIVIER MUNISIPALITEIT
POSBUS 60
PIKETBERG
7320

Aanhangsel B

NOTULE VAN DIE VERGADERING VAN DIE PRESTASIE-EVALUERINGSKOMITEE VAN DIE DIREKTEUR FINANSIËLE DIENSTE GEHOU OP VRYDAG 23 SEPTEMBER 2016 OM 09:00 IN DIE RAADSAAL, MUNISIPALE KANTORE, PIKETBERG

TEENWOORDIG

Adv H Linde (Voorsitter)
Rdd Me S Crafford (Portefeulje Voorsitter)
Rdh R van Rooy (Lid van Uitvoerende Burgemeesterskomitee)
Mnr S Allie (Lid vir die prestasie van die Ouditkomitee)
Me K Montgomery (Voorsitter: Ouditkomitee)
Mnr J Scholtz (Eksterne Munisipale Bestuurder: Swartland Munisipaliteit)
Mnr A Butler (Verteenwoordiger van IGNITE)
Me A Louw (Bestuurder Menslike Hulpbrondienste) (Notuleerder)
Mnr JA van Niekerk (Direkteur Finansiële Dienste)
Me E Kankowski (Persoonlike Assistent – Waarnemend)

1. OPENING EN VERWELKOMING

Die Voorsitter open die vergadering, waarna sy almal by die vergadering verwelkom. Die Voorsitter meld dat die evaluering is vir die periode 1 Julie 2015 tot 30 Junie 2016.

2. AANSOEKE OM VERLOF TOT AFWESIGHEID

Verskoning is ontvang vanaf me A van Sittert weens opleiding wat sy moet bywoon. Daar is ook nog geen Wykskomiteevertenwoordigers verkies nie.

3. PRESTASIE-EVALUERING VAN DIE DIREKTEUR FINANSIËLE DIENSTE

Die Voorsitter verduidelik kortliks die proses wat gevolg word en meld dat die punte na afloop van die sessie toegeken sal word. Sy noem dat slegs haarself en die Portefeulje Voorsitter punte sal toeken.

Die Voorsitter vra gevolglik dat die Direkteur Finansiële Dienste op die volgende aspekte fokus en die versoek is om alles in 'n kort opsomming saam te vat, want geleentheid sal wel gegun word vir verdere gesprekvoerings:

- Oorsig van die afgelope 12 maande (hoogte- en laagtepunte wat bereik was in die direktoraat);
- SDBIP ("Key Performance Areas");
- Addisionele fokusareas waarop die Munisipale Bestuurder en homself ooreengekom het, en vevat is in die nuwe prestasie ooreenkoms vir die finansiële jaar 2015/2016; en
- Twaalf (12) "Core Competency Requirements" soos voorgeskryf deur wetgewing.

3.1 OORSIG: 1 JULIE 2015 – 30 JUNIE 2016

Mnr. Van Niekerk word die geleentheid gegun om 'n voorlegging aan die komitee te maak met betrekking tot sy prestasie wat bereik is vir die tydperk 1 Julie 2015 tot 30 Junie 2016.

(Aanhangsel B)



**NOTULE VAN VERGADERING VAN DIE PRESTASIE-EVALUERINGSKOMITEE
VAN DIE DIREKTEUR FINANSIËLE DIENSTE GEHOU OP VRYDAG
23 SEPTEMBER 2016 OM 09:00 IN DIE RAADSAAL, MUNISIPALE KANTORE,
PIKETBERG**

3.2 SDBIP 2015/2016

Die Direkteur Finansiële Dienste gee breedvoerig terugvoer aan die paneel met betrekking tot die KPI's wat behaal is in sy Departementele SDBIP vir die finansiële jaar 2015/2016.

Die vordering van die addisionele fokus areas soos wat geïdentifiseer vir die finansiële boekjaar 2015/2016 is vervat in die voorlegging soos voorgehou deur die Direkteur.

4. TERUGVOERING VAN DIE PANEEL

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

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

Na afhandeling van vrae van komiteedele word Mnr. van Niekerk verskoon en sy prestasie geëvalueer en is 'n ooreenkoms bereik met betrekking tot die punttoekenning.

5. AFSLUITING

Die vergadering verdaag om 09:50.

BERGRIVIER MUNICIPALITY

PERFORMANCE EVALUATION SUMMARY

Performance evaluation of: **Municipal Manager**

Period: **1 July 2015 - 30 June 2016**

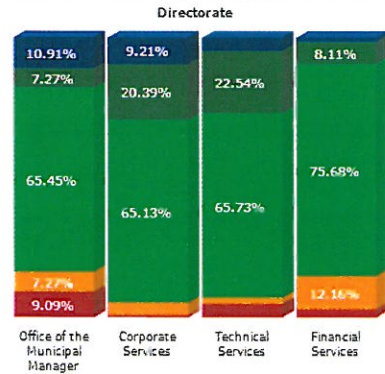
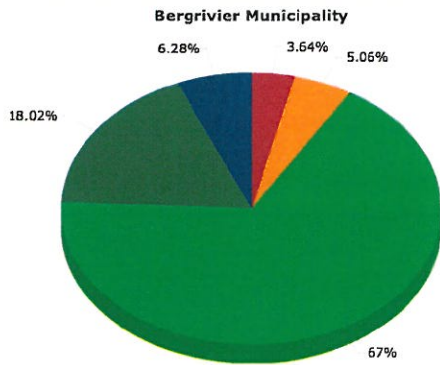
Panel Members: Executive Mayor, Cllr E Manual, Cllr S Crafford, Cllr R van Rooy, Audit Committee Member, Mr S Allie, Audit Committee Chairperson, Ms K Montgomery, External Municipal Manager, Mr J Scholtz

Date of evaluation: **23 September 2016**

PERFORMANCE RESULTS

| | Total score for period | Total weight for period | Weighted percentage | Performance % |
|------------------------------|------------------------|-------------------------|---------------------|---------------|
| Operational Performance | 62 | 68 | 80% | 73% |
| Core Competency Requirements | 19 | 20 | 20% | 19% |
| Final Score | 81 | 88 | 100% | 92% |

OVERALL PERFORMANCE



PERFORMANCE COMMENTS

Signed by panel members:

Cllr E Manual _____

Cllr S Crafford _____

Cllr R van Rooy _____

Mr S Allie _____

Ms K Montgomery _____

Mr J Scholtz _____

Signed by employee: Municipal Manager _____

Date: 23/9/16

Comments:

OPERATIONAL KPI'S

| PMS REF | Ref No | Key Performance Indicator (KPI) | Unit of measurement | Baseline | Targets | | | | Performance Comment | Mid-year Target | Mid-year Actual | R | Weights | Own Score | Score | Final Score |
|---------|--------|---|---|----------|---------|------|------|------|---------------------|-----------------|-----------------|-------|---------|-----------|--------|-------------|
| | | | | | Q1 | Q2 | Q3 | Q4 | | | | | | | | |
| 1 | TL9 | The percentage of the municipal capital budget actually spent on capital projects as at 30 June 2016 (Actual amount spent on capital projects/Total amount budgeted for capital projects)X100 | % of Capital budget spent as at 30 June 2016 [(Actual amount spent on capital projects/Total amount budgeted for capital projects)X100] | 95% | 0% | 10% | 40% | 95% | 95% | 92,88% | | 6,154 | | 4 | 4,9232 | |
| 2 | TL11 | 100% compliance with the Selection and 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 | 100% | 100% | 100% | 100% | 100% | 100% | 100% | G | 6,154 | | 4,5 | 5,5386 | |
| 3 | TL16 | Improve staff productivity and responsiveness through quarterly leadership development meetings and/or initiatives | Number of Leadership Forum Meetings and/or other leadership initiatives | 4 | 1 | 1 | 1 | 1 | 4 | 4 | G | 6,154 | | 4,5 | 5,5386 | |
| 4 | TL17 | Achieve an unqualified audit with less than 3 matters in total on Financial Statements, compliance and Performance Management (2014/15 Financial year) | Less than 3 matters in final audit report | 1 | 0 | 3 | 0 | 0 | 3 | 4 | R | 6,154 | | 4 | 4,9232 | |
| 5 | TL18 | Develop a risk based audit plan with an internal audit plan (RBAP) (MFMA - Section 165(2)(a)) and submit to the Audit Committee by 30 June 2016 | RBAP with internal audit programme submitted to the Audit Committee by 30 June 2016 | 1 | 0 | 0 | 0 | 1 | 1 | 1 | G | 6,154 | | 4 | 4,9232 | |
| 6 | TL19 | Convene a Councillor and Senior Management strategic planning session for the IDP Review and budget process by 30 November 2015 | Strategic planning session held by 30 November 2015 | 1 | 0 | 1 | 0 | 0 | 1 | 1 | G | 6,154 | | 5 | 6,154 | |

| PMS REF | Ref No | Key Performance Indicator (KPI) | Unit of measurement | Baseline | Targets | | | | Performance Comment | Mid-year Target | Mid-year Actual | R | Weights | Own Score | Score | Final Score |
|---------|--------------|--|---|---|---------|-----|-----|-----|--|-----------------|-----------------|---|---------|-----------|--------|-------------|
| | | | | | Q1 | Q2 | Q3 | Q4 | | | | | | | | |
| 7 | Not on SDBIP | 100% Compliance with laws and regulations by 30 June 2016 (Main Local Government Legislation) [(Number of sections compiled with/Total number of sections listed on the system to be compiled with)x100] | % Compliance level by 30 June 2016 as measured by compliance assist | 95% | 100 | 100 | 100 | 100 | Not on SDBIP | | | | | | | |
| 8 | TL21 | Communicate with the public on a quarterly basis through printed media | Number of editions and/or communications | 8 | 2 | 2 | 2 | 2 | [D51] Municipal Manager: Pikeberger berig April 2016 Flow ambassadeurs Courant (April 2016) [D51] Municipal Manager: The office of the MM communicate via the public with a monthly article in Die Pikeberger and article in Courant (June 2016) | 8 | 16 | B | 6,154 | 5 | 6,154 | |
| 9 | TL22 | Quarterly ward committee meetings and/or engagements | Number of meetings and/or engagements per quarter | 28 | 7 | 7 | 7 | 7 | [D15] Strategic Manager: WArd 1 - 11 April 2016 Ward 2 - 11 April 2016 Ward 3 - 12 April 2016 Ward 4 - 12 April 2016 Ward 6 - 13 April 2016 Ward 7 - 13 April 2016 Ward 5 - 14 April 2016 (did not take place) Town based meetings Porterville - 11 April 2016 Pikeberger - 12 April 2016 Redelinghuys - 13 April 2016 Veldrif - 13 April 2016 Goedverwacht - 14 April 2016 Provincial roadshow on budget - 18 April 2016 IDP Forum 25 April - Pikeberger 26 April - Veldrif (April 2016) [D15] Strategic Manager: No meetings were held in June. It was held in April (June 2016) | 28 | 49 | B | 6,154 | 4,5 | 5,5386 | |
| 10 | TL23 | Undertake an annual Customer Service evaluation and submit report with recommendations on the improvement of customer service to the Mayoral Committee by 30 June 2016 | Customer service evaluations completed and report with recommendations submitted to the Mayoral Committee by 30 June 2016 | 1 | 0 | 0 | 0 | 1 | [D53] Client Services Manager: Survey submitted to Mayco and Council in June 2016 (June 2016) | 1 | 1 | G | 6,154 | 5 | 6,154 | |
| 11 | Not on SDBIP | Monthly submit the Back to Basics report to take part in the provincial intergovernmental programmes | Number of reports submitted by the 15th of each month | New Key Performance Indicator for 2015/16 | 3 | 3 | 3 | 3 | Not on SDBIP | | | | | | | 0 |

| PMS REF | Ref No | Key Performance Indicator (KPI) | Unit of measurement | Baseline | Targets | | | | Mid-year Target | Mid-year Actual | R | Weights | Own Score | Score | Final Score |
|---------|--------|--|--|---|---------|----|----|----|-----------------|-----------------|-------|---------|-----------|--------|-------------|
| | | | | | Q1 | Q2 | Q3 | Q4 | | | | | | | |
| 12 | TL25 | Co-ordinate the entry for Greenest Town Competition by the due date | Entry submitted by the due date | 1 | 1 | 0 | 0 | 0 | 1 | G | 6,154 | | 5 | 6,154 | |
| 13 | TL26 | Develop an implementation plan to implement the LED strategy and submit to the municipal manager by 31 December 2015 | Implement plan as developed and submitted to the Municipal Manager by 31 December 2015 | New Key Performance indicator for 2015/16 | 0 | 1 | 0 | 0 | 1 | G | 6,154 | | 4,5 | 5,5386 | |
| | | | | | | | | | | | 68 | | | 61,54 | |



KANTOOR VAN DIE MUNISIPALE BESTUURDER
BERGRIVIER MUNISIPALITEIT
POSBUS 60
PIKETBERG
7320

Aankompsel 5 B

NOTULE VAN DIE VERGADERING VAN DIE PRESTASIE-EVALUERINGSKOMITEE VAN DIE MUNISIPALE BESTUURDER GEHOU OP VRYDAG 23 SEPTEMBER 2016 OM 11:05 IN DIE RAADSAAL, MUNISIPALE KANTORE, PIKETBERG

TEENWOORDIG

Rdh E Manuel (Voorsitter - Uitvoerende Burgemeester)
Rdd Me S Crafford (Lid van Uitvoerende Burgemeesterskomitee)
Mnr S Allie (Lid vir die prestasie van die Ouditkomitee)
Me K Montgomery (Voorsitter: Ouditkomitee)
Mnr J Scholtz (Eksterne Munisipale Bestuurder: Swartland Munisipaliteit)
Mnr A Butler (Verteenwoordiger IGNITE)
Me A Louw (Bestuurder Menslike Hulpbrondienste) (Notuleerder)
Adv H Linde (Munisipale Bestuurder)
Me J Carstens (Persoonlike Assistent – Waarnemend)

1. OPENING EN VERWELKOMING

Die Voorsitter open die vergadering, waarna hy almal by die vergadering verwelkom. Die Voorsitter meld dat die evaluering is vir die periode 1 Julie 2015 tot 30 Junie 2016.

2. AANSOEKE OM VERLOF TOT AFWESIGHEID

Verskoning is ontvang vanaf me A van Sittert weens opleiding wat sy moet bywoon. Daar is ook nog geen Wykskomiteevertenwoordigers verkies nie.

3. PRESTASIE-EVALUERING VAN DIE MUNISIPALE BESTUURDER

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

Die Voorsitter vra gevolglik dat die Munisipale Bestuurder op die volgende aspekte fokus en die versoek is om alles in 'n kort opsomming saam te vat, want geleentheid sal wel gegun word vir verdere gesprekvoerings:

- Oorsig van die afgelope 12 maande (hoogte- en laagtepunte wat bereik was in die direktoraat);
- SDBIP ("Key Performance Areas");
- Addisionele Fokus Areas waarop die Burgemeester en sy ooreengekom het, en vervat is in die nuwe prestasie ooreenkoms vir die finansiële jaar 2015/2016; en
- Twaalf (12) "Core Competency Requirements" soos voorgeskryf deur wetgewing.



**NOTULE VAN VERGADERING VAN DIE PRESTASIE-EVALUERINGSKOMITEE
VAN DIE MUNISIPALE BESTURDER GEHOU OP VRYDAG
23 SEPTEMBER 2016 OM 11:05 IN DIE RAADSAAL, MUNISIPALE KANTORE,
PIKETBERG**

3.1 OORSIG: 1 JULIE 2015 – 30 JUNIE 2016

Adv H Linde word die geleentheid gegun om 'n voorlegging aan die komitee te maak met betrekking tot haar prestasie wat bereik is vir die tydperk 1 Julie 2015 tot 30 Junie 2016. *(Aanhangsel D)*.

3.2 SDBIP 2015/2016

Die Munisipale Bestuurder gee breedvoerig terugvoer aan die paneel met betrekking tot die KPI's wat behaal is in haar Departementele SDBIP vir die finansiële jaar 2015/2016

Die vordering van die addisionele fokus areas soos wat geïdentifiseer is vir finansiële boekjaar 2015/2016 is vervat in die voorlegging soos voorgedra deur die Munisipale Bestuurder.

4. TERUGVOERING VAN DIE PANEEL

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

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

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

5. AFSLUITING

Die vergadering verdaag om 11:45.



PERFORMANCE REVIEWS REPORT

Year-end Assessment
Financial Year
2015/2016

1. BACKGROUND

The Municipal Systems Act, 2000 (Act 32 of 2000) prescribes that the municipality must enter into a performance-based agreement with all s56-employees and that performance agreements must be reviewed annually. The performance agreements of the s57-employees (s56-appointees and the managers reporting directly to the municipal manager) therefore establish the performance relationship between the employer and the employee and require that the performance of the employee needs to be formally evaluated at least twice per annum.

The evaluations reported on in this report focussed on the performance of the senior management for the 2015/16 financial year.

For purposes of evaluating the performance of the employee, an evaluation panel constituted of the following persons was established in terms of section 6.6 of the performance agreement –

- Councillor E Manuel, Executive Mayor for the evaluation of the Municipal Manager
- Adv H Linde, Municipal Manager for the evaluation of the Directors
- Cllr R van Rooy, Portfolio Chairperson for Corporate Services
- Cllr S Crafford, Mayco Member and Portfolio Chairperson for Financial Services
- Cllr R de Vries, Portfolio Chairperson for Technical Services (2015/16)
- Cllr M Wessels, Portfolio Chairperson for Technical Services
- Member of Ward Committee for the evaluation of the Municipal Manager (vacant)
- Mrs K Montgomery, Chairperson of the Audit Committee
- Mr S Allie, Audit Committee Member – Performance Management
- Mr J Scholtz, Municipal Manager of Swartland Municipality

The panel conducted the annual review of the performance of the following managers:

- Adv. H Linde - Municipal Manager
- Mr JWA Kotzee - Director Corporate Services
- Mr JA van Niekerk - Director Financial Services
- Mr H Krohn - Director Technical Services

2. PERFORMANCE PROCESS

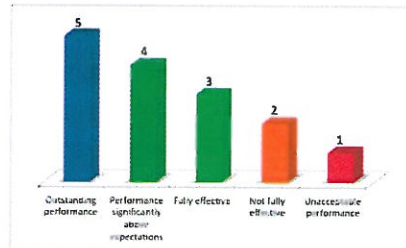
The programme followed for 23 September 2016 was distributed with the SDBIP 2015/16 report and the evaluation forms. Each employee prepared himself/herself for evaluation purposes. The panel was briefed by the municipal manager and updated with the actual performance management process before the commencement of the evaluations sessions.

During the evaluation for each employee:

- The Municipal Manager welcomed the members and the employee and explained the process that will be followed during the evaluation.
 - The evaluation focused on the performance of each department / section as well as the operational indicators linked to the National Key Performance Areas as per the performance contract signed by the employer and the employee at the beginning of the financial year. The
-

operational indicators are weighted in terms of importance and the municipal strategy and form 80% of the overall assessment.

- The remaining 20% of the overall assessment is comprised of the competencies of the Core Competency Requirements stipulated in section 26(8) of Regulation R805, Local Government: Municipal Performance Management Regulations for Municipal Managers, 2006 (published in Government Gazette No 29089 of 1 August 2006 and Notice R21 of January 2014, as agreed between the employer and employee.
- Scoring was done in terms of evidence provided and the panel members' experience in the work environment. The scoring was based on the following rating scale:



- The following information was considered during the evaluation:
 - The performance agreements
 - The presentation(s) of the employee
 - The SDBIP reports
- The approach was summarised as follows:
 - Feedback on performance by the employee
 - Questions from the panel
 - Scoring and feedback on the final result of the evaluation and the development areas identified during the evaluation

3. ASSESSMENT OUTCOMES

The outcome of the Performance Assessments is documented on the summary scoresheets. The final scores were derived from the score allocated to each key performance indicator or group of indicators by the primary assessor being the Executive Mayor for the Municipal Manager's assessment and the Municipal Manager for the other Section 57 employees and the secondary assessor being the respective portfolio councillor(s), multiplied by the weight allocated to the respective indicator / group of indicators.

These scores are considered as the final score and an adjustment of any score will be made by considering an appeal by an employee in terms of the agreement and based on the facts submitted by the individual.

Developmental areas were also identified and documented on the scoresheets. The actions to address the developmental areas identified should be agreed and documented on the Personal Development Plan which forms part of the performance agreement.

4. PERFORMANCE RESULTS

This evaluation was done in terms of the requirements stipulated in the performance contracts. The final scores awarded during the mid-year and year-end evaluations were as follows:

| Name | Year-end assessment |
|------------------------------|---------------------|
| Municipal Manager | 92% |
| Director: Corporate Services | 89% |
| Director: Financial Services | 90% |
| Director: Technical Services | 90% |

5. CONCLUSION

The evaluations were done objectively and in terms of the agreements and the internal audit of all the indicators added further credibility to the evaluation process.
