

UITTREKSEL:

HANTAM MUNISIPALITEIT

**NOTULE VAN 'N RAADSVERGADERING GEHOU OP DONDERDAG
29 OKTOBER 2020 OM 10H00 IN DIE RAADSAAL, KOMMANDO KANTORE,
DORPSTRAAT, CALVINIA**

TEENWOORDIG

Rdl. R.N. Swartz (Burgemeester)
Rdl. K. Alexander
Rdl. A.J.E. Claassen
Rdl. H. De Wee
Rdl. G. Gous
Rdl. J.H.N. Klaaste
Rdl. H.C. Steenkamp
Rdl. J.E. Steenkamp

AMPTENARE

Mnr. J.I. Swartz	Munisipale Bestuurder
Mnr. W.C. Jonker	Senior Bestuurder: Finansies en Korporatiewe Dienste
Mnr. J.R. Van Wyk	Senior Bestuurder: Tegnies en Gemeenskapsdienste
Mnr. J. Langner	Bestuurder: Begroting en Tesourier
Me. S.T. Felix	Hoof: GOP/PEO
Me. C.M. Jooste	Hoof: Interne Oudit
Me. J.C. Louw	Admin Beampte: Komitees

AFWESIG MET VERSKONING

Me. E. De Wet (Skryftelik)
Me. L. Claasen (Skryftelik)

Verskonings word deur die Voorsitter aanvaar.

**R08/10-20 FINALE PRESTASIE EVALUERINGS VAN ARTIKEL 54A EN 56
SENIOR BESTUURDERS VIR DIE 2019/20 FINANSIËLE JAAR**

BESLUIT:

Dat-

1. die Raad die prestasie van die Artikel 54A & 56 Senior Bestuurders soos geëvalueer volgens die finale prestasie evalueringsverslag vir die 2019/2020 finansiële jaar goedkeur.
2. die jaarlikse prestasie bonusse uitbetaal word aan Senior Bestuurders nadat die jaarverslag vir 2019/20 aan die Raad voorgelê is vir goedkeuring.

Voorstel: Rdl. H. De Wee
Sekondant: Rdl. K. Alexander

2019/20

HANTAM MUNICIPALITY

Performance Reviews Report Final

Senior Managers – 08 October 2020



INTRODUCTION

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

The evaluations for the 1st semester of the 2019/20 financial year were done on 06 February 2020.

With the Adjustments budget in February 2020, the Top Layer SDBIP was adjusted and therefore the Annexure A's of the applicable Senior Manager (Mr W Jonker) had to be adjusted accordingly.

The evaluations reported on in this report focused on the final-year performance of the senior management for the 2019/20 financial year. The evaluations focused on the actual work delivered in terms of the Annexure A of the performance agreement for the financial year ending 30 June 2020.

The performance of the following managers was evaluated:

- ∞ Mr J Swartz – Municipal Manager
- ∞ Mr R van Wyk - Senior Manager: Technical and Community Services; and
- ∞ Mr W Jonker - Senior Manager: Finance and Corporate Services;

ASSESSMENT PANEL

For purposes of evaluating the performance of the employees, an evaluation panel constituted of the following persons was established and the applicable persons attended the sessions as was necessary for the different persons to be evaluated:

- ∞ Cllr R Swartz, Mayor and responsible for Financial Services;
- ∞ Cllr K Alexander, Portfolio Councillor for Corporate Services;
- ∞ Cllr H de Wee, Portfolio Councillor for Technical Services;
- ∞ Mr J Swartz, Municipal Manager;
- ∞ Mr A Titus, Chairperson of the Audit committee; and
- ∞ Mr R Beukes, Municipal Manager of Kamiesberg Municipality.

The role of the panel members can be summarized as follows:

- ∞ The Municipal Manager were the primary evaluator of the performance of the Senior Managers.
- ∞ The Executive Mayor was primary evaluator of the performance of the Municipal Manager.
- ∞ The Portfolio Councillors was the secondary evaluator of the performance of the senior managers.
- ∞ The Chairperson of the Audit Committee will report to the Committee and the Council on the objectivity and the fairness of the process and the evaluations done.
- ∞ The Municipal Manager from Kamiesberg Municipality observed the evaluation process and added value with regard to benchmarking from own experiences.

EVALUATION PROCESS

The evaluation forms with the final 2019/20 SDBIP results and the CCR scores as were determined during the midyear evaluation were distributed to the members of the committee beforehand. Each employee prepared himself for evaluation purposes. Before the commencement of the evaluation sessions, the panel was briefed with the legislative aspects as per senior manager performance agreement and evaluation processes and agreed on the process that will be followed.

During the evaluation for each employee:

- ∞ The members and the employee were welcomed and the attendance of the panel members confirmed.
- ∞ As part of the approach to this evaluation, it was explained that the evaluation will focus on the actual work delivered in terms of Annexure A of the performance agreement for the period ending June 2020. The content and weighting of these indicators (KPI's) and the respective key performance areas (KPA) are documented in the Annexure A of each agreement.
- ∞ The scoring was done in terms of evidence provided and with mutual agreement of all parties present.

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∞ The scoring was based on the following rating scale for operational KPI's:

Rating	Level	Description
5	Outstanding Performance	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.
4	Performed significantly above expectations	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.
3	Fully effective	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.
2	Performance 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 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.
1	Unacceptable performance	Performance does not meet the standard expected for the job. The review/assessment indicates that the 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.

∞ The scoring was based on the following rating scale for the CCR's:

Rating	Level	Description
1	Poor	Do not apply the basic concepts and methods to proof a basic understanding of local government operations and requires extensive supervision and development interventions.
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 analysis.
4	Advanced	Develops and applies complex concepts, methods and understanding. Effectively directs and leads a group and executes in-depth analysis.
5	Superior	Has a comprehensive understanding of local government operations, critical in strategic shaping strategic direction and change, develops and applies comprehensive concepts and methods.

∞ The approach for the evaluation of performance achieved of all KPIs was as follows:

- Feedback on actual performance by the employee per KPI in respect of the SDBIP 2019/20;
- Questions from the panel;
- Discussion by the panel members;
- Cognizance of the effect of COVID 19 regulations and restrictions on operations of certain functions; and
- Scoring determined by mutual agreement

ASSESSMENT OUTCOMES

The outcome of the final Performance Assessments is documented on the attached summary of the score sheets. The final scores were derived from the score allocated to each key performance, multiplied by the weight allocated to the respective indicator / group of indicators. All the final scores for each KPI and CCR were added together and the total represents the overall rating and the outcome of the performance appraisal.

The final score for each of the employees evaluated is as indicated in the attached score sheets for the following employees:

- ∞ Mr Jan Swartz: **Final Score: 87.24%**. According to paragraph 11.3 of the signed performance agreement, a performance bonus of **14%** of total package should be paid once the annual report for 2019/20 has been tabled and adopted by Council, as prescribed by section 8 (1) of Regulation 805.
- ∞ Mr R van Wyk: **Final Score: 88.84%**. According to paragraph 11.3 of the signed performance agreement, a performance bonus of **14%** of total package should be paid once the annual report for 2019/20 has been tabled and adopted by Council, as prescribed by section 8 (1) of Regulation 805.
- ∞ Mr W Jonker: **Final Score: 88.24%**. According to paragraph 11.3 of the signed performance agreement, a bonus of **14%** of total package should be paid once the annual report for 2019/20 has been tabled and adopted by Council, as prescribed by section 8 (1) of Regulation 805.

CONCLUSION

1. The senior managers must ensure that sufficient POE is available for audit purposes of all the actual results.
2. Senior managers must ensure that all KPI's on the SDBIP system are updated on a monthly basis to avoid audit challenges.

HANTAM MUNISIPALITEIT/MUNICIPALITY



TEENWOORDIGHEIDSREGISTER / ATTENDANCE REGISTER

VERGADERING/ MEETING: FINALE PRESTASIE EVALUERINGSSESSIES 2019/20

DATUM / DATE: DONDERDAG, 08 OKTOBER 2020

TYD / TIME: 08H00

LOKAAL / VENUE: KOMITEEKAMER – HANTAM MUNISIPALITEIT, CALVINIA

NAAM EN VAN/ NAME & SURNAME	ORGANISASIE/ ORGANISATION STRAAT ADRES/ ADDRESS	KONTAKBESONDERHEDE/ CONTACT DETAILS	E-POS / E-MAIL	HANDTEKENING/ SIGNATURE
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