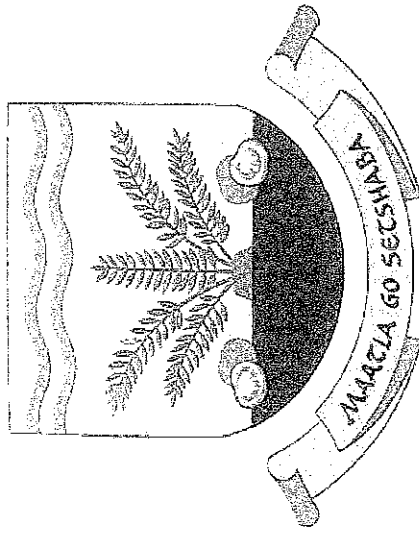


Annexure A Adjusted Performance Plan 2025/26

Greater Letaba Municipality



The main parts to this Performance Plan are:

1. Performance Plan Overview
2. Strategy Objectives
3. Statement about the Purpose of the Position;
4. Performance Targets per Key Performance Area
5. Summary Scorecard
6. Rating Scales
7. Assessment Process
8. Approval of Personal Performance Plan

NAME: Mr. Sewape MO

POSITION: Municipal Manager

ACCOUNTABLE TO: Mayor (Cllr. TD Mamanyoha)

PLAN TIMEFRAME: 01/07/2025 – 30/06/2026

A handwritten signature in black ink, appearing to read 'Sewape MO', is written over the printed name.

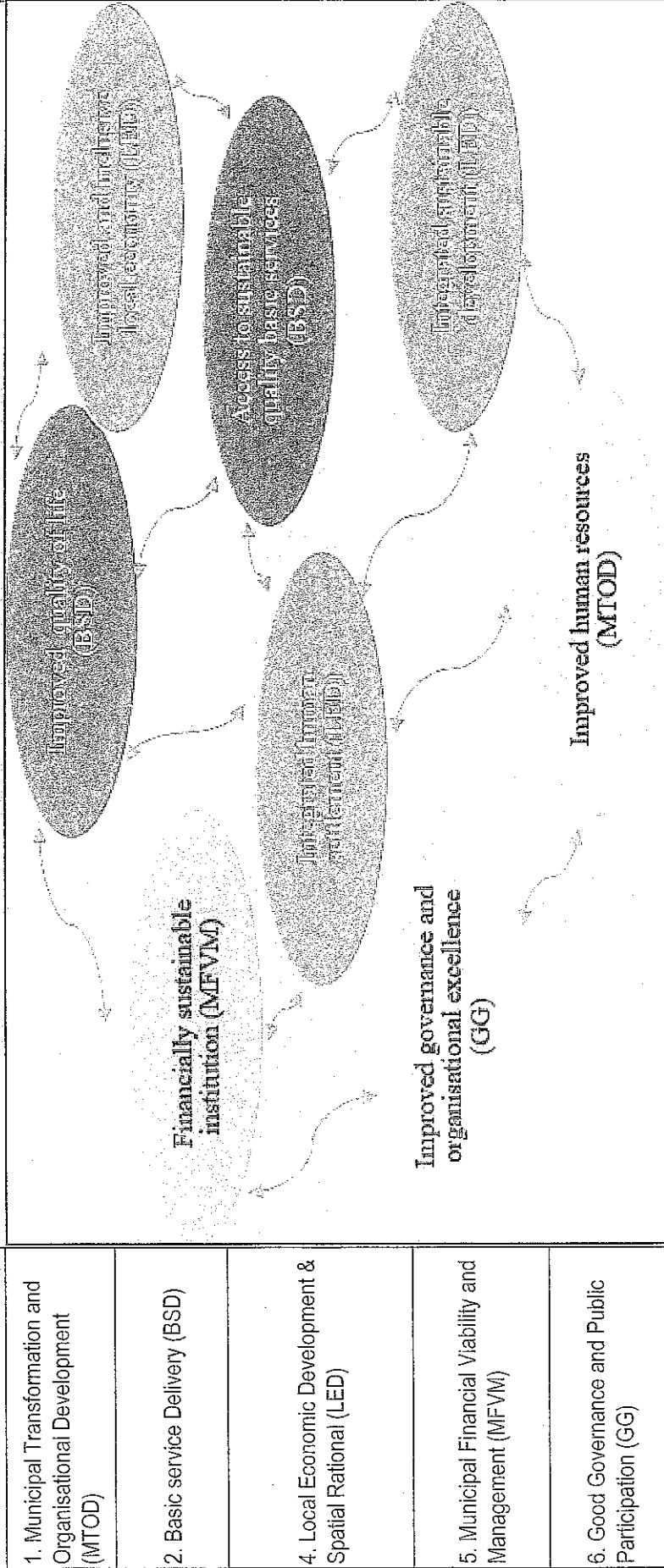
GLM STRATEGY

To be a leading municipality in delivery of quality services for the promotion of socio-economic development

GLM STRATEGIC MISSION

To ensure an effective, efficient and economically viable municipality through: • Provision of accountable, transparent and consultative government • Promotion of local economic development and poverty alleviation • Strengthening cooperative governance • Provision of sustainable and affordable services • Ensuring a safe and healthy environment • Utilization of Smart Technology

STRATEGIC OBJECTIVES 2025 26



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JOB PURPOSE

Position Goal

To manage the affairs of the Greater Letaba Municipality towards excellent service delivery and a clean audit

Position Purpose

To secure sound and sustainable management of the affairs of Greater Letaba Municipality by enforcing the implementation of Council Policies, the SDBIP and the Performance Management System within the limitations of the approved budget

The Municipal Manager is accountable and responsible for amongst others:

- Ø To function as head of the administration
- Ø To manage the communication between the political structures and office-bearers and the administration
- Ø To advise the political structures and office-bearers on matters of finance, legal, technical and policy matters.
- Ø To oversee the administration and implementation of the municipality's policies, by-laws as well as the implementation of national and provincial legislation
- Ø To manage the Integrated Development Planning process
- Ø To develop and implement the performance management system
- Ø To develop and manage delegations of Council

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KPA 1: MUNICIPAL TRANSFORMATION AND ORGANISATIONAL DEVELOPMENT KEY PERFORMANCE INDICATORS (30% WEIGHTING)

| KPI Ref | Strategic Objective | Municipal Programmes | Key Performance Indicator | Unit measure | Measurable Objectives | KPI Weighting | Budget 25/26 | Baseline / Status as of 30 June 2025 | Annual Target (30/06/2026) | Adjusted Annual Target (30/06/2026) | 1st Quarter (1 Jul 25 - 30 Sep 25) | 2nd Quarter (1 Oct 25 - 31 Dec 25) | 3rd Quarter (1 Jan 26 - 31 Mar 26) | 4th Quarter (1 Apr 26 - 30 Jun 26) | Adjusted 4th Quarter (1 Apr 26 - 30 Jun 26) | Evidence required |
|---------|---|--------------------------------|---|--------------|--|---------------|--------------|--------------------------------------|----------------------------|-------------------------------------|------------------------------------|------------------------------------|------------------------------------|------------------------------------|---|--|
| MTOD01 | Improved governance and organisational excellence | Performance Management | Number of Departmental performance review meetings held | Number | To ensure Departmental meetings held by the Director with staff to discuss the performance of the Department | 2% | Operational | 12 | 12 | 12 | 3 | 3 | 3 | 3 | 3 | Agenda, Minutes & Attendance register |
| MTOD02 | Improved Human Resources | Occupational Health and Safety | Percentage of OHS committee recommendations implemented within a month | Percentage | To ensure OHS committee recommendations implemented by the department as a percentage of the Total number of OHS committee | 1% | Operational | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | OHS Recommendation register |
| MTOD03 | Improved governance and organisational excellence | Performance Management | Number of performance reports completed within 15 working days after month end | Number | To ensure that monthly performance updates for the Department are done within 15 working days after month end | 3% | Operational | 12 | 12 | 12 | 3 | 3 | 3 | 3 | 3 | Dated Action IT System screenshots of updated indicators |
| MTOD04 | Improved governance and organisational excellence | Performance Management | Number of Signed Performance Agreements by the Accounting officer, all Senior Managers and all Municipal Managers in the office are signed within 30 days after the beginning of the financial year | Number | To ensure that Performance Agreements by the Accounting officer, all Senior Managers and all Managers in the Municipal Managers office are signed within 30 days after the beginning of the financial year | 4% | Operational | 9 | 10 | 10 | 10 | N/A | N/A | N/A | N/A | Signed Performance Agreements by the Accounting officer, all Senior Managers and all Municipal Managers in the Municipal Managers Office |
| MTOD05 | Improved governance and organisational excellence | Performance Management | Number of formal Performance Assessments conducted for Senior Managers and all Municipal Managers in the Office | Number | To ensure quarterly Assessments for Senior Managers and all Managers in the Municipal Managers office are conducted within 30 days after the end of the quarter | 4% | Operational | 4 | 3 | 4 | 1 | 1 | 1 | 1 | 1 | Approved Assessment Report |
| MTOD06 | Improved governance and organisational excellence | Performance Management | Annual Report information | Number | To ensure a comprehensive Annual Report information is submitted by 31 October 2025 | 3% | Operational | 1 | 1 | 1 | N/A | 1 | 1 | 1 | N/A | Dated proof of submission of Annual Report Information |

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KPA 2: MUNICIPAL FINANCIAL VIABILITY KEY PERFORMANCE INDICATORS (5% weight)

| KPI Ref | Strategic Objective | Municipal Programmes | Key Performance Indicator | Unit measure | Measurable Objectives | KPI Weighting | Budget 25/26 | Baseline / Status as of 30 June 2025 | Annual Target (30/06/2026) | 1st Quarter (1 Jul 25 - 30 Sep 25) | 2nd Quarter (1 Oct 25 - 31 Dec 25) | 3rd Quarter (1 Jan 26 - 31 Mar 26) | 4th Quarter (1 Apr 26 - 30 Jun 26) | Evidence required |
|---------|-------------------------------------|-------------------------|---|--------------|---|---------------|--------------|--------------------------------------|----------------------------|------------------------------------|------------------------------------|------------------------------------|------------------------------------|--|
| MFV01 | Financially sustainable institution | Expenditure Management | Percentage of overtime funds spent not budgeted for | Percentage | R-value overtime spent not budgeted for as a percentage of the total R-value overtime budget for the department | 1% | Operational | 0 | 0 | 0 | 0 | 0 | 0 | Financial reports |
| MFV02 | Financially sustainable institution | Expenditure Management | Percentage Operational and maintenance budget spent | Percentage | R-value operational expenditure for the department as a percentage of the total R-value operational budget for the department | 2% | Operational | 100% | 100% | 25% | 50% | 75% | 100% | Financial reports |
| MFV03 | Financially sustainable institution | Supply Chain Management | Supply Chain committees (BSC, BEC & BAC) appointed by 31 July | Number | The appointment of BSC, BEC and BAC by 31 July will result in a score of 1 | 2% | Operational | 1 | 1 | 1 | N/A | N/A | N/A | Appointment Letters for BSC, BEC and BAC members |

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KPA 3: BASIC SERVICE DELIVERY KEY PERFORMANCE INDICATORS (5% weighting)

| KPI Ref | Strategic Objective | Municipal Programmes | Key Performance Indicator | Unit measure | Measurable Objectives | KPI Weighting | Budget 25/26 | Baseline / Status as of 30 June 2025 | Annual Target (30/06/2026) | 1st Quarter (1 Jul 25 - 30 Sep 25) | 2nd Quarter (1 Oct 25 - 31 Dec 25) | 3rd Quarter (1 Jan 26 - 31 Mar 26) | 4th Quarter (1 Apr 26 - 30 Jun 26) | Evidence required |
|---------|--|-------------------------------|---|--------------|--|---------------|--------------|--------------------------------------|----------------------------|------------------------------------|------------------------------------|------------------------------------|------------------------------------|-----------------------------|
| BSD01 | Access to sustainable quality basic services | Customer Relations Management | Percentage of customer complaints attended and resolved to within 7 days of receipt | Percentage | Number of customer complaints resolved by the Department as a percentage of the Total number of customer complaints referred to the department | 5% | Operational | 100% | 100% | 100% | 100% | 100% | 100% | Updated Complaints register |

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KPA 4: GOOD GOVERNANCE AND PUBLIC PARTICIPATION KEY PERFORMANCE INDICATORS (60% WEIGHTING)

| KPI Ref | Strategic Objective and organisational excellence | Municipal Programmes | Key Performance Indicator | Unit measure | Measurable Objectives | KPI Weighting | Budget 25/26 | Baseline / Status as of 30 June 2025 | Annual Target (30/06/2026) | 1st Quarter (1 Jul 25 - 30 Sep 25) | 2nd Quarter (1 Oct 25 - 31 Dec 25) | 3rd Quarter (1 Jan 26 - 31 Mar 26) | 4th Quarter (1 Apr 26 - 30 Jun 26) | Evidence required |
|---------|---|----------------------|--|--------------|--|---------------|--------------|--------------------------------------|----------------------------|------------------------------------|------------------------------------|------------------------------------|------------------------------------|--|
| GGPP01 | Improved governance and organisational excellence | Council Support | Percentage of Council resolutions implemented | Percentage | Number of Council Resolutions implemented by the Department as a percentage of the Total Number of Council Resolutions allocated to the Department | 2% | Operational | 100% | 100% | 100% | 100% | 100% | 100% | Updated Council Resolutions Register |
| GGPP02 | Improved governance and organisational excellence | Council Support | Percentage in implementing LLF resolutions | Percentage | Number of LLF resolutions implemented by the department as a percentage of the total number of LLF resolutions allocated to the department | 2% | Operational | 100% | 100% | 100% | 100% | 100% | 100% | Updated LLF Resolutions Register |
| GGPP03 | Improved governance and organisational excellence | Risk Management | Percentage of Risk Committee recommendations implemented | Percentage | Number of Risk committee recommendations implemented as a percentage of the Total number of Risk committee recommendations for the department | 2% | Operational | 100% | 100% | 100% | 100% | 100% | 100% | Updated Risk Committee Recommendations Register |
| GGPP04 | Improved governance and organisational excellence | Risk Management | Number of Risk Management Reports submitted to Risk Officer within 12 working days after the end of each quarter | Number | Simple Count of the number of quarterly Risk Management Reports submitted to the Risk Officer within 12 working days after the end of each quarter | 2% | Operational | 4 | 4 | 1 | 1 | 1 | 1 | Quarterly Risk Management Report and dated proof of submission |
| GGPP05 | Improved governance and organisational excellence | Audit Management | Number of Departmental Reports submitted to Internal Audit within 12 working days for consideration by Audit Committee | Number | Simple count of the number of Departmental Report submitted to Internal Audit within 12 working days for consideration by Audit Committee. | 2% | Operational | 4 | 4 | 1 | 1 | 1 | 1 | Quarterly Internal Audit Reports and dated proof of submission |
| GGPP06 | Improved governance and organisational excellence | Audit Management | Percentage of internal audit findings resolved | Percentage | Number of Internal audit findings for the department resolved as a percentage of the Total number of Internal audit findings for the department | 2% | Operational | 100% | 100% | 100% | 100% | 100% | 100% | Updated Internal Audit Action Plan |

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|--------|---|------------------------|--|------------|---|----|-------------|------|------|------|------|------|---|--|
| GGPP07 | Improved governance and organisational excellence | Audit Management | Percentage of Audit Committee resolutions implemented | Percentage | Number of Audit committee resolutions implemented as a percentage of the Total number of Audit committee resolutions for the department | 2% | Operational | 100% | 100% | 100% | 100% | 100% | 100% | Updated Audit Committee Resolutions Register |
| GGPP08 | Improved governance and organisational excellence | Audit Management | Percentage of AG audit findings (previous year audit) resolved | Percentage | Number of AG audit findings for the department resolved as a percentage of total number of AG audit findings for the department | 2% | Operational | 100% | 50% | 100% | 100% | 100% | Updated Audit Action Plan Report | |
| GGPP09 | Improved governance and organisational excellence | Performance Management | SDBIP to be approved by the Mayor within 28 days of Council adopting the final IDP and Budget | Number | The approval of the SDBIP by the Mayor within 28 days of the budget being approved by Council | 5% | Operational | 1 | N/A | N/A | N/A | 1 | Signed SDBIP | |
| GGPP10 | Improved governance and organisational excellence | Performance Management | Annual Institutional Performance Report | Number | Annual Institutional Performance Report submitted to the AG by 31 August annually | 5% | Operational | 1 | N/A | N/A | N/A | N/A | Dated proof of submission of APR to AG | |
| GGPP11 | Improved governance and organisational excellence | Performance Management | Mid year Performance assessment report | Number | Mid-year Performance Assessment Report submitted by 25 January annually | 4% | Operational | 1 | N/A | N/A | 1 | N/A | Dated proof of submission of Mid-year Performance Assessment Report | |
| GGPP12 | Improved governance and organisational excellence | Performance Management | Table the Annual Report in Council by 31 January | Number | Tabling the Annual Report in Council by 31 January | 2% | Operational | 1 | N/A | N/A | 1 | N/A | Council Resolution | |
| GGPP13 | Improved governance and organisational excellence | Performance Management | Table the Oversight report on the Annual Report in Council by 31 March | Number | Tabling the Oversight report on the Annual Report in Council by 31 March | 2% | Operational | 1 | N/A | N/A | 1 | N/A | Council Resolution | |
| GGPP14 | Improved governance and organisational excellence | Performance Management | Publish the Oversight report on the 24/25 Annual Report in the local media and GLM website within 7 days of Council adoption | Number | Publishing the Oversight report on the 24/25 Annual Report in the local media and GLM website within 7 days of Council adoption | 5% | Operational | 1 | N/A | N/A | N/A | 1 | Newspaper copy and GLM website screenshot | |

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|--------|---|------------------------|---|------------|--|----|-------------|------|------|-----|-----|------|--|
| GGPP15 | Improved governance and organisational excellence | Performance Management | Submit the Adjusted SDBIP for 2025/26 to Council by 28 Feb | Number | Submission of the Adjusted SDBIP for 2025/26 to Council by 28 Feb | 5% | Operational | 1 | 1 | N/A | 1 | N/A | Council Resolution |
| GGPP16 | Improved governance and organisational excellence | Audit Management | Number of quarterly performance audit reports submitted to Council by Audit Committee | Number | Number of Audit committee reports submitted to council | 2% | Operational | 4 | 4 | 1 | 1 | 1 | Council Resolution |
| GGPP17 | Improved governance and organisational excellence | Audit Management | Submit the Internal Audit Plan to the Audit committee by 30 June annually | Number | Submission of the Internal Audit Plan to the Audit committee by 30 June | 2% | Operational | 1 | 1 | 0 | 0 | 1 | Dated submission of Internal Audit Plan to Audit Committee |
| GGPP18 | Improved governance and organisational excellence | Audit Management | Implementation of the Internal Audit Action plan | Percentage | Number of IA Action plan activities implemented expressed as a percentage of the total number of activities required by the IA Action Plan | 3% | Operational | 100% | 100% | N/A | N/A | 100% | Approved Internal Audit Action Plan Reports |
| GGPP19 | Improved governance and organisational excellence | Audit Management | Audit Committee Meetings | Number | Number of Audit Committee Meetings held | 3% | Operational | 3 | 5 | 2 | 1 | 1 | Agenda and Attendance register |
| GGPP20 | Improved governance and organisational excellence | Risk management | Risk Management Committee meetings | Number | Number of Risk Committee Meetings | 1% | Operational | 2 | 4 | 1 | 1 | 1 | Agenda and Attendance register |

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|--------|---|-----------------|--|------------|--|----|-------------|---------|------|------|------|------|------|--|
| GGPP21 | Improved governance and organisational excellence | Risk management | % of strategic risk mitigation actions implemented | Percentage | Number of strategic risks mitigation actions implemented | 1% | Operational | 61% | 100% | 25% | 50% | 75% | 100% | Approved Risk management Reports |
| GGPP22 | Improved governance and organisational excellence | Risk Management | Approved Strategic Risk Assessment Reports | Number | Approval of Strategic Risk Assessment Report | 1% | Operational | New KPI | 1 | N/A | N/A | 1 | N/A | Strategic Risk Assessment Report |
| GGPP23 | Improved governance and organisational excellence | Risk Management | Number of Risk Register approved | Number | Number of Risk Register approved | 1% | Operational | 1 | 1 | N/A | N/A | N/A | 1 | Approved Risk Register report |
| GGPP24 | Improved governance and organisational excellence | Risk Management | # of risk monitoring reports submitted to Council | Number | Simple count of the number of risk monitoring reports submitted to Council | 1% | Operational | 4 | 1 | 1 | 1 | 1 | 1 | Audit Committee Report to Council/Council Resolution |
| GGPP25 | Improved governance and organisational excellence | Risk management | % of cases reported and investigated | Percentage | Percentage cases of fraud and corruption reported and investigated | 1% | Operational | New KPI | 100% | 100% | 100% | 100% | 100% | Approved Fraud and Corruption case Register |

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KPA 5 : LOCAL ECONOMIC DEVELOPMENT KEY PERFORMANCE INDICATORS (0% weight)

| KPI Ref | Strategic Objective | Municipal Programmes | Key Performance Indicator | Unit measure | Measurable Objectives | KPI Weighting | Budget 25/26 | Baseline / Status as of 30 June 2025 | Annual Target (30/06/2026) | 1st Quarter (1 Jul 25 - 30 Sep 25) | 2nd Quarter (1 Oct 25 - 31 Dec 25) | 3rd Quarter (1 Jan 26 - 31 Mar 26) | 4th Quarter (1 Apr 26 - 30 Jun 26) | Evidence required |
|---------|---------------------|----------------------|---------------------------|--------------|-----------------------|---------------|--------------|--------------------------------------|----------------------------|------------------------------------|------------------------------------|------------------------------------|------------------------------------|-------------------|
| NONE | | | | | | | | | | | | | | |

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| Summary Scorecard | | | Weighting |
|--|---|---|-----------|
| Position Outcomes/Outputs | | | |
| Key Performance Areas | | | |
| Municipal Institutional Development and Transformation | | | 80% |
| Municipal Financial Viability and Management | | | 30 |
| Basic Service Delivery | | | 5 |
| Good Governance and Public Participation | | | 5 |
| Local Economic Development | | | 60 |
| | | | 0 |
| Competencies | | | 20% |
| Leading competencies | Components | Competency Definition | |
| Strategic Direction and Leadership | <ul style="list-style-type: none"> Impact and Influence Institutional Performance Management Strategic Planning and Management Organisational Awareness | Provide and direct a vision for the institution, and inspire and deploy others to delivery on the strategic institutional mandate | 15% |
| People Management | <ul style="list-style-type: none"> Human Capital Planning and Development Diversity Management Employee Relations Management Negotiation and dispute Management | Effectively manage, inspire and encourage people, respect diversity, optimise talent and build and nurture relationships in order to achieve institutional objectives | 15% |
| Programme and Project Management | <ul style="list-style-type: none"> Programme and Project Planning and Implementation Service Delivery Management Programme and Project Monitoring and Evaluation | Able to understand programme and project management methodology; plan, manage, monitor and evaluate specific activities in order to delivery on set objectives | 5% |
| Financial Management | <ul style="list-style-type: none"> Budget Planning and Execution Financial Strategy and Delivery Financial Reporting and Monitoring | 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 | 10% |
| Change Leadership | <ul style="list-style-type: none"> Change Vision and Strategy Process Design and improvement Change Impact Monitoring and Evaluation | 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 | 10% |

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|--------------------------------------|--|--|-------------|
| Governance Leadership | <ul style="list-style-type: none"> • Policy Formulation • Risk and Compliance management • Cooperative Governance | 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 | 10% |
| Core Competencies | | | |
| Moral competence | <ul style="list-style-type: none"> • Integrity • Transparency • Accountability | Able to identify moral triggers, apply reasoning that promotes honesty and integrity and consistently display behaviour that reflects moral competence | 5% |
| Planning and Organising | <ul style="list-style-type: none"> • Time management • Forward planning • Project Management | 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 | 5% |
| Analysis and Innovation | <ul style="list-style-type: none"> • Objective problem analysis • Innovative thinking • Process optimisation | 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 | 10% |
| Knowledge and Information Management | <ul style="list-style-type: none"> • Gain and share knowledge • Data analysis • Employee Empowerment | 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 | 5% |
| Communication | <ul style="list-style-type: none"> • Balance diverse perspectives • Communication with stakeholders • Compile clear & concise reports | 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 | 5% |
| Results and Quality Focus | <ul style="list-style-type: none"> • Setting high standards • Results orientation • Monitoring & Evaluating progress | 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 | 5% |
| Total | | | 100% |

| RATING SCALE | | | | |
|---|--|--|--|---|
| 5 (167%) | 4 (133-166%) | 3 (100-132%) | 2 (67-99%) | 1 (0-66%) |
| <p>Outstanding Performance (Above and beyond what was expected)</p> <p>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 Performance Agreement and Performance plan and maintained this in all areas of responsibility throughout the year.</p> | <p>Performance Significantly Above Expectations</p> <p>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.</p> | <p>Fully Effective (Implemented what was planned)</p> <p>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 Performance Agreement and Performance Plan.</p> | <p>Not Fully Effective (Planned targets not fully met)</p> <p>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 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.</p> | <p>Unacceptable Performance</p> <p>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.</p> |

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Performance Assessment Process

The following steps will be followed to ensure a fully participative and compliant performance assessment process is adhered to.

1. Performance Assessment:
 - 1.1. Formal assessment between will take place a least twice a year to measure the performance of the employee against the agreed performance targets for the half yearly and yearly assessments respectively.
 - 1.2. Progress against the targets will be captured in preparation for the assessments.
 - 1.3. Scores of 1-5 will be calculated based upon the progress against targets.
 - 1.4. KPI's and targets are audited and copied to the Performance Plans before assessment date.
 - 1.5. The employer must keep a record of the mid-year assessment and annual assessment meetings.
2. The employee being assessed will compile a portfolio of evidence confirming the level of performance achieved for a given assessment period and made available to the Panel on request. One independent person may be assigned to act as an Observer.
3. The process for determining Employee ratings are as follows:
 - 3.1. The employee to motivate for higher ratings where applicable.
 - 3.2. The panel to rate the achievement for the KPI's on a 5 point scale. Decimal places can be used.
 - 3.3. The panel to rate the employee's core competency requirements (CCR) on the 5 point scale. Decimal places can be used.
 - 3.4. The panel scores are averaged to derive at a total score per KPI /CCR. Overall scores are calculated by taking weightings into account where applicable.
 - 3.5. The final KPA's rating will account for 80% of the final assessment total. The CCR's are to account for 20% of the final assessment total.
4. The five point rating scale referred to in regulation 805 correspond as follows:

| | | | | | |
|----------|------|-------|---------|---------|-----|
| Rating: | 1 | 2 | 3 | 4 | 5 |
| % Score: | 0-66 | 67-99 | 100-132 | 133-166 | 167 |
5. The assessment rating calculator is used to calculate the overall % score for performance.
6. The half-year assessment rating can be used in combination with the Annual Performance Assessment to derive at a final Annual rating score.
7. The performance bonus percentages described in the performance agreement will be calculated on a sliding scale of the all inclusive remuneration package as indicated in table below:

| % Rating Over Performance | % Bonus |
|---------------------------|---------|
| 130-149% | 5-9% |
| 150% and above | 10-14% |

8. The Personal Development Plan (PDF) can be reviewed after the performance assessment had been finalised in case where more clarity has been established on what the essential development needs for the relevant person will be.
9. The results of the performance assessment will be submitted to the performance audit committee for final approval of the assessments.
10. The performance assessment results of the Municipal Manager will also be submitted to the MEC responsible for Local Government in the relevant Province.

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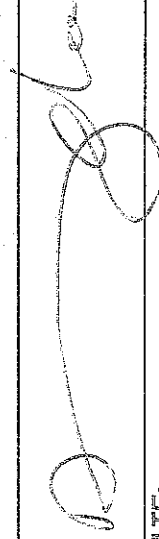
Approval of the Personal Performance Plan

The process followed ensures individual alignment to the strategic intent of the institution and give clear direction on what needs to be achieved through a self-directed approach to execute on the objectives, to build sound relationships, to develop human capital and to strengthen the organisation through excellent performance. This plan has derived from intense workshopping to ensure integration, motivation and self-direction. The employer and employee both have responsibilities and accountabilities in getting value from this plan. Neither party can succeed without the support of the other.

Undertaking of the employer / superior

On behalf of my organisation, I undertake to ensure that a work environment conducive for excellent employee performance is established and maintained. As such, I undertake to lead to the best of my ability, communicate comprehensively, and empower managers and employees. Employees will have access to ongoing learning, will be coached, and will clearly understand what is expected of them. I herewith approve this Performance Plan.

Signed and accepted by the Supervisor on behalf of Council:



DATE:

06 / 03 / 2026

Undertaking of the employee

I herewith confirm that I understand the strategic importance of my position within the broader organisation. I furthermore confirm that I understand the purpose of my position, as well as the criteria on which my performance will be evaluated twice annually. As such, I therefore commit to do my utmost to live up to these expectations and to serve the organisation, my superiors, my colleagues and the community with loyalty, integrity and enthusiasm at all times. I herby confirm and accept the conditions to this plan.

Signed and accepted by the Employee:



DATE:

06 / 03 / 2026