

# Annexure A

## Performance Plan 2025/26

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



### GREATER LETABA MUNICIPALITY

NAME: Ms Sesene AN

POSITION: Chief Financial Officer

ACCOUNTABLE TO: Municipal Manager

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

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## GLM STRATEGY

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

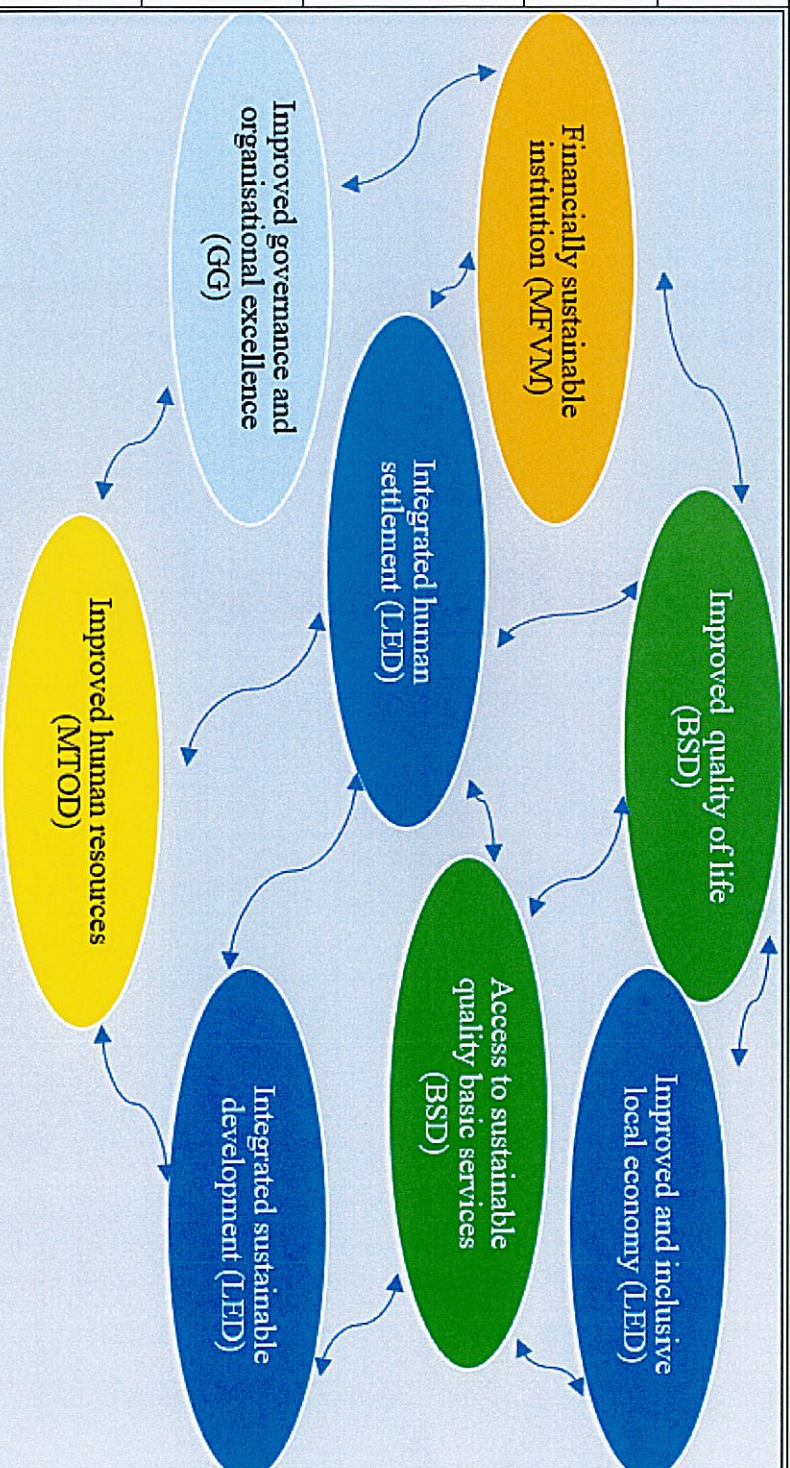
### GLM STRATEGIC MISSION

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

### KPAs

1. Municipal Transformation and Organisational Development (MTOD)
2. Basic service Delivery (BSD)
4. Local Economic Development & Spatial Rational (LED)
5. Municipal Financial Viability and Management (MFVM)
6. Good Governance and Public Participation (GG)

### STRATEGIC OBJECTIVES 2025/26





JOB PURPOSE	
	Position Goal
	To be a competent, self-reliant financial department with unqualified audit report
	Position Purpose
	To secure sound and sustainable management of the financial affairs of Greater Letaba Municipality by managing the budget and treasury office and advising and if necessary assisting the accounting officer and other senior managers in their duties and delegation contained in the MFMA
<b>The Chief Financial Officer is accountable and responsible for amongst others:</b>	
Ø	The management of Municipality's financial accounting functions to ensure unqualified audit reports
Ø	The compilation and control of the municipality's budget to effect no budget variance
Ø	To manage cash receipts and disbursement to facilitate non-utilisation of bank overdrafts
Ø	The management of the payroll and ensuring timeous and accurate payment of personnel salaries and allowances
Ø	The administration of the municipal finances to ensure cash is available for projects and operations
Ø	Ensuring daily banking of cash received
Ø	Management of investment to earn above national average interest on surplus funds
Ø	Determination of tariffs and taxes and ensuring budgeted costs are recovered
Ø	Timeous development and submission of financial statements to ensure positive financial results
Ø	Alignment of the budget, Integrated Development Plan and Performance Management System
Ø	Manage income and expenditure of the municipality to ensure sound financial management of Council
Ø	The effective management and coordination of Information Technology of the municipality, in so far as software as well as hardware requirements are concerned

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### KPA 1: MUNICIPAL TRANSFORMATION AND ORGANISATIONAL DEVELOPMENT KEY PERFORMANCE INDICATORS (10% WEIGHTING)

KPI Ref	Strategic Objective	Municipal Programmes	Key Performance Indicator	Unit measure	Measurable Objectives	KPI Weighting	Budget 2026	Baseline / Status as of 30 June 2025	Annual Target (30/06/2026)	1st Quarter (1 Jul-30 Sept 2025)	2nd Quarter (1 Oct-31 Dec 2025)	3rd Quarter (1 Jan-31 Mar 2026)	4th Quarter (1 Apr-30 Jun-2026)	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	3	3	3	3	Agenda, Minutes & Attendance register
MTOD02	Improved Human Resources	Occupational Health and Safety	Percentage of OHS committee recommendations implemented within a financial year	Percentage	To ensure OHS committee recommendations implemented by the department as a percentage of the Total number of OHS committee recommendations referred to the Department	1%	Operational	100%	100%	100%	100%	100%	100%	OHS Recommendation register
MTOD03	Improved governance and organisational excellence	Performance Management	Number of performance reports completed on or before the scheduled Electronic system closure date	Number	To ensure that monthly performance updates for the Department are done on or before the scheduled closing date of the electronic system	1%	Operational	12	12	3	3	3	3	Action IT System screenshots of updated indicators
MTOD04	Improved governance and organisational excellence	Performance Management	Number of Signed Performance Agreements by the Senior Manager	Number	To ensure that Performance Agreements by the Senior Manager are signed within 30 days after the beginning of the financial year	1%	Operational	1	1	1	N/A	N/A	N/A	Signed Performance Agreement by the Senior Manager
MTOD05	Improved governance and organisational excellence	Performance Management	Number of Signed Performance Agreements by all Managers	Number	To ensure that Performance Agreements by all Managers are signed within 30 days after the beginning of the financial year	1%	Operational	3	4	4	N/A	N/A	N/A	Signed Performance Agreements by all Managers
MTOD06	Improved governance and organisational excellence	Performance Management	Number of Performance Assessments conducted for Managers	Number	To ensure quarterly Assessments for Managers are conducted within 30 days after the end of the quarter	2%	Operational	1	4	1	1	1	1	Approved Assessment Report
MTOD07	Improved governance and organisational excellence	Performance Management	Annual Report information	Number	To ensure a comprehensive Annual Report information is submitted by 31 October 2025	2%	Operational	1	1	N/A	1	N/A	N/A	Annual Report Information

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## KPA 2: MUNICIPAL FINANCIAL VIABILITY KEY PERFORMANCE INDICATORS (60% 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-30 Sept 2025)	2nd Quarter (1 Oct -31 Dec 2025)	3rd Quarter- (1-Jan-31-Mar-2026)	4th Quarter- (1-Apr-30-Jun-2026)	Evidence required
MFMV01	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	3%	Operational	0	0	0	0	0	0	Financial reports
MFMV02	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
MFMV03	Financially sustainable institution	Expenditure Management	Percentage of the approved capital budget spent	Percentage	R-value capital expenditure as a percentage of the capital budget	2%	Capital	72%	100%	15%	50%	70%	100%	Financial reports
MFMV04	Financially sustainable institution	Expenditure Management	Percentage of the Operational budget spent	Percentage	R-value operational expenditure as a percentage of the operational budget	2%	Operational	79%	100%	15%	50%	70%	100%	Financial reports
MFMV05	Financially sustainable institution	Revenue	% of revenue collected	Percentage	R-value revenue collected as a percentage of the R-value revenue billed	2%	Operational	72%	95%	95%	95%	95%	95%	Revenue Reports
MFMV06	Financially sustainable institution	Asset and Fleet Management	Number of fleet inspections reported	Number	Simple count of the number of fleet inspection conducted and reported	2%	Operational	100	4	1	1	1	1	Approved Fleet Inspection reports
MFMV07	Financially sustainable institution	Asset and Fleet Management	Number of stocktake conducted	Number	Simple count of a number of stock take conducted per quarter	2%	Operational	4	4	1	1	1	1	Approved stock take count report
MFMV08	Financially sustainable institution	Supply Chain Management	Percentage of Bids and quotations awarded as per procurement plan	Number	Count of the number of bids awarded within the timelines as contained in the procurement plan	2%	Operational	100%	100%	25%	50%	75%	100%	Approved Specification /Tender Advert/Appointment letter/Purchase order and Procurement Plan



MFMV09	Financially sustainable institution	Supply Chain Management	Percentage of Bids awarded within 90 days after advertisement	Percent	Number of Bids awarded within 90 of days after advertisement as percentage of the total number of bids advertised	2%	Operational	100%	100%	100%	100%	100%	100%	Advert. Bid register and Appointment letter
MFMV10	Financially sustainable institution	Revenue	Percentage of debts collected	Percentage	R-value debt collected as a percentage of the R value outstanding debtors	2%	Operational	9%	15%	4%	7%	11%	15%	Financial reports
MFMV11	Financially sustainable institution	Budget and Reporting	Number of quarterly financial statements submitted to Provincial Treasury	Number	Number of quarterly Financial statements compiled and submitted to Provincial Treasury	2%	Operational	4	4	1	1	4	4	Dated proof of submission Financial Statements
MFMV12	Financially sustainable institution	Budget and Reporting	Draft budget for 2026/27 tabled by 31 March annually	Number	The tabling of the draft Budget, for the following financial year, by 31 March	2%	Operational	1	1	N/A	N/A	4	N/A	Draft Budget and Council Resolution
MFMV13	Financially sustainable institution	Budget and Reporting	Final budget for 2026/27 approved by 31 May annually	Number	The approval of the final Budget, for the following financial year, by 31 May	2%	Operational	1	1	N/A	N/A	N/A	4	Final Budget and Council Resolution
MFMV14	Financially sustainable institution	Budget and Reporting	Number of Budget related policies approved by Council	Number	Number of budget related policies approved along with the budget	2%	Operational	23	35	N/A	N/A	N/A	35	Budget related policies and Council Resolution
MFMV15	Financially sustainable institution	Budget and Reporting	Council to approve the Adjusted Budget annually by 28 February	Number	The approval of an Adjustment budget for the current financial year, by Council by 28 February	2%	Operational	1	1	N/A	N/A	4	N/A	Adjustment budget and Council Resolution
MFMV16	Financially sustainable institution	Budget and Reporting	Submit annual financial statements to the Auditor General by 31 August annually	Number	The submission of the Annual Financial Statements by 31 August	4%	Operational	1	1	1	N/A	N/A	N/A	Dated proof of submission of AFS to AG
MFMV17	Financially sustainable institution	Budget and Reporting	Number of updated Unauthorised, irregular, fruitless and wasteful expenditure (UIF) registers signed off by the CFO (Sect 32 of MFMA)	Number	Monthly updated UIF registers is expected	3%	Operational	12	12	3	3	3	3	Monthly updated UIF Register signed off by CFO

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MF/MV/18	Financially sustainable institution	Budget and Reporting	Average number of working days taken to submit monthly MFMA Sect 71 reports to Treasury after month-end	Number	Average number of 10 working days to submit monthly MFMA Sect 71 reports	5%	Operational	10	10	10	10	10	10	Sect 71 reports Dated proof of submission to Treasury
MF/MV/19	Financially sustainable institution	Budget and Reporting	Cost coverage	Ratio	R-value cash plus investments / Fixed operating expenditure	3%	Operational	1,1	1,1	n/a	1,1	n/a	1,1	Financial reports reflecting calculations
MF/MV/20	Financially sustainable institution	Expenditure Management	Percentage of invoices paid within 30 days of receipt from the service providers	Percentage	Number of invoices paid within 30 days of receipt as a percentage of the Total number of invoices received for the period	3%	Operational	100%	100%	100%	100%	100%	100%	Approved creditors payment register
MF/MV/21	Financially sustainable institution	Assets Management	Number of Assets verification conducted	Number	Simple count of Annual Assets verification conducted by 31 August	2%	Operational	1	1	1	n/a	n/a	n/a	Approved Asset verification reports
MF/MV/22	Financially sustainable institution	Expenditure Management	Percentage of Free Basic Services (FBS) budget spent	Percentage	R-value FBS expenditure as a percentage of the FBS budget	2%	Operational	100%	100%	10%	50%	70%	100%	Financial reports
MF/MV/23	Financially sustainable institution	Expenditure Management	Number of beneficiaries receiving Free Basic Services	Number of beneficiaries receiving free basic services	Number of people who are registered on the indigent register	2%	Operational	126	150	50	75	100	150	Updated Indigent Register
MF/MV/24	Financially sustainable institution	Expenditure Management	Percentage of Finance Management Grant (FMG) budget spent	Percentage	R-value FMG expenditure as a percentage of the FMG budget	3%	Operational	63%	100%	7%	50%	70%	100%	Financial reports
MF/MV/25	Financially sustainable institution	Asset and Fleet Management	Supply and installation of Petrol Pump (Stores)	Percentage	Supply and installation of Petrol Pump (Stores)	2%	R 200 000	New KPI	Supply and installation of Petrol Pump (Stores)	Develop Specifications of service and submit to SCM and Advertisement	Appointment of service provider	Supply and installation of Petrol Pump (Stores) at 100%	N/A	Approved Specification /Advertis/Appointment letter/Payment Voucher

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### KPA 3 : BASIC SERVICE DELIVERY KEY PERFORMANCE INDICATORS (10% 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-30 Sept 2025)	2nd Quarter (1 Oct -31 Dec 2025)	3rd Quarter (1 Jan-31 Mar-2026)	4th Quarter (1 Apr-30 Jun-2026)	Evidence required
BSD01	Access to sustainable quality basic services	Customer Relations Management	Percentage of customer complaints resolved and attended 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
BSD02	Improved quality of life	Free Basic Services	Number of approved list of Households receiving Free Basic Water (FBW)	Number	Number of Households on the list of approved Households receiving Free Basic Water (FBW)	5%	operational	29	25	10	15	20	25	Billing Report

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**KPA 4: GOOD GOVERNANCE AND PUBLIC PARTICIPATION KEY PERFORMANCE INDICATORS (20% WEIGHTING)**

KPI Ref	Strategic Objective	Municipal Programmes	Key Performance Indicator	Unit measure	Measurable Objectives	KPI Weighting	Budget 22/26	Baseline Status as of 30 June 2025	Annual Target (2025/2026)	1st Quarter (1 Jul-30 Sept 2025)	2nd Quarter (1 Oct-31 Dec 2025)	3rd Quarter (1 Jan-31 Mar 2026)	4th Quarter (1 Apr-30 Jun 2026)	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	3%	Operational	100%	100%	100%	100%	100%	100%	Updated Council Resolutions Register
GGPP02	Improved governance and organisational excellence	Council Support	Percentage in implementing LTF resolutions	Percentage	Number of LTF resolutions implemented by the department as a percentage of the total number of LTF resolutions allocated to the department	2%	Operational	100%	100%	100%	100%	100%	100%	Updated LTF 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	3%	Operational	100%	100%	100%	100%	100%	100%	Updated Risk Committee Recommendation's 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	Sample Count of the number of quarterly Risk Management Reports submitted to the Risk Officer within 12 working days after the end of each quarter	3%	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	Sample count of the number of Departmental Reports submitted to Internal Audit within 12 working days for consideration by Audit Committee	3%	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%	Internal Audit Reports
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%	100%	N/A	N/A	N/A	100%	Updated Audit Action Plan Report




**KPA 5 : LOCAL ECONOMIC DEVELOPMENT 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-30 Sept 2025)	2nd Quarter (1 Oct -31 Dec 2025)	3rd Quarter- (1-Jan-31-Mar-2026)	4th-Quarter- (1-Apr-30-Jun-2026)	Evidence required
None														

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Summary Scorecard		
Position Outcomes/Outputs		Weighting
Key Performance Areas		80%
Municipal Institutional Development and Transformation		10
Municipal Financial Viability and Management		60
Basic Service Delivery		10
Good Governance and Public Participation		20
Local Economic Development		0
Competencies		
Leading competencies	Components	Competency Definition
Strategic Direction and Leadership	<ul style="list-style-type: none"> <li>• Impact and Influence</li> <li>• Institutional Performance Management</li> <li>• Strategic Planning and Management</li> <li>• Organisational Awareness</li> </ul>	Provide and direct a vision for the institution, and inspire and deploy others to delivery on the strategic institutional mandate
People Management	<ul style="list-style-type: none"> <li>• Human Capital Planning and Development</li> <li>• Diversity Management</li> <li>• Employee Relations Management</li> <li>• Negotiation and dispute Management</li> </ul>	Effectively manage, inspire and encourage people, respect diversity, optimise talent and build and nurture relationships in order to achieve institutional objectives
Programme and Project Management	<ul style="list-style-type: none"> <li>• Programme and Project Planning and Implementation</li> <li>• Service Delivery Management</li> <li>• Programme and Project Monitoring and Evaluation</li> </ul>	Able to understand programme and project management methodology; plan, manage, monitor and evaluate specific activities in order to delivery on set objectives
Financial Management	<ul style="list-style-type: none"> <li>• Budget Planning and Execution</li> <li>• Financial Strategy and Delivery</li> <li>• Financial Reporting and Monitoring</li> </ul>	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
Change Leadership	<ul style="list-style-type: none"> <li>• Change Vision and Strategy</li> <li>• Process Design and improvement</li> <li>• Change Impact Monitoring and Evaluation</li> </ul>	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"> <li>• Policy Formulation</li> <li>• Risk and Compliance management</li> <li>• Cooperative Governance</li> </ul>	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%
<b>Core Competencies</b>			
Moral competence	<ul style="list-style-type: none"> <li>• Integrity</li> <li>• Transparency</li> <li>• Accountability</li> </ul>	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"> <li>• Time management</li> <li>• Forward planning</li> <li>• Project Management</li> </ul>	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"> <li>• Objective problem analysis</li> <li>• Innovative thinking</li> <li>• Process optimisation</li> </ul>	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"> <li>• Gain and share knowledge</li> <li>• Data analysis</li> <li>• Employee Empowerment</li> </ul>	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"> <li>• Balance diverse perspectives</li> <li>• Communication with stakeholders</li> <li>• Compile clear &amp; concise reports</li> </ul>	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"> <li>• Setting high standards</li> <li>• Results orientation</li> <li>• Monitoring &amp; Evaluating progress</li> </ul>	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%
<b>Total</b>			<b>100%</b>

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RATING SCALE				
5 (167%)	4 (133-166%)	3 (100-132%)	2 (67-99%)	1 (0-66 %)
<b>Outstanding Performance (Above and beyond what was expected)</b>	<b>Performance Significantly Above Expectations</b>	<b>Fully Effective (Implemented what was planned)</b>	<b>Not Fully Effective (Planned targets not fully met)</b>	<b>Unacceptable Performance</b>
Performance far exceeds the standard expected of an employee at this level. The appraisal indicates that the Employee has achieved above fully effective results against all performance criteria and indicators as specified in the Performance Agreement and Performance plan and maintained this in all areas of responsibility throughout the year.	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.	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.	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 Performance Agreement and Performance Plan.	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.

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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:
 


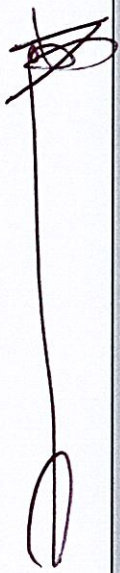
% Rating Over Performance	% Bonus
130-149%	5-9%
150% and above	10-14%
8. The Personal Development Plan (PDP) can be reviewed after the performance assessment had been finalised in case where more clarity has been established on what the essential development needs for the relevant person will be.
9. 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.





## 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 workshoping 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	Undertaking of the employee
<p>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.</p>	<p>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 hereby confirm and accept the conditions to this plan.</p>
<p>Signed and accepted by the Supervisor on behalf of Council:</p> 	<p>Signed and accepted by the Employee:</p> 
<p>DATE: 15/07/2025</p>	<p>DATE: 15/07/2025</p>