



REVISED PERFORMANCE PLAN

2025/2026

Performance Agreement Addendum

Mr. B Metembo
DIRECTOR: FINANCIAL SERVICES

In the bottom right corner of the page, there are several handwritten signatures and initials in black ink. One signature is a large, stylized cursive signature. To its left, there are smaller initials, possibly "A/C".

PERFORMANCE AGREEMENT ADDENDUM

MADE AND ENTERED INTO BY AND BETWEEN:

THE PRINCE ALBERT MUNICIPALITY

AS REPRESENTED BY THE MUNICIPAL MANAGER

Mr. Matthys Giliomee

(herein and after referred as Employer)

AND

DIRECTOR: FINANCIAL SERVICES

Mr. Bjorn Metembo

(herein and after referred as Employee)

FOR THE

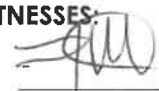

2025/2026 FINANCIAL YEAR

PERIOD: 19 MARCH 2026 - 30 JUNE 2026

Handwritten signatures and initials in black ink. The initials 'A/S' are written at the top. Below them are several stylized signatures, including one that appears to be 'Blom' and another that is more complex and cursive.

Thus, done and signed at Prince Albert on this 26th day March of 2026.


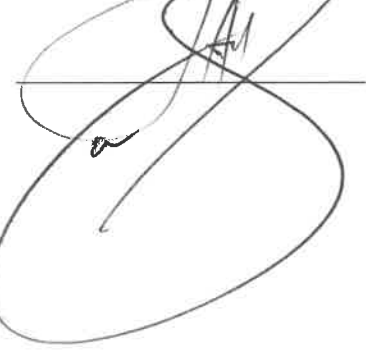
AS WITNESSES:

1.  _____
2.  _____


DIRECTOR

Thus, done and signed at Prince Albert on this 26th day March of 2026.

AS WITNESSES:

1.  _____
2.  _____


MUNICIPAL MANAGER

**ANNEXURE A:
Revised Performance Plan 2025/2026**



MR. B. METEMBO



DIRECTOR: FINANCIAL SERVICES

The Performance Plan sets out:

- a) Key Performance Areas that the employee should focus on, performance objectives, key performance indicators, and targets that must be met within a specific timeframe;
- b) Competencies required as stipulated in the Local Government: Regulations on appointment and conditions of employment of senior managers

The employee's assessment will be based on his/her performance in terms of the outputs/outcomes (performance indicators) identified as per the performance plan which are linked to the National KPA's, which constitute 80% of the overall assessment result as per the weightings agreed to between the employer and employee.

KPA's covering the main areas of work will account for 80% and Competencies will account for 20% of the final assessment.

KEY PERFORMANCE AREAS (KPA'S)	WEIGHTING	COMPETENCY FRAMEWORK	WEIGHTING
		LEADING COMPETENCIES	
Municipal Transformation and Institutional Development	36.92%	Strategic Direction and Leadership	1.67
Basic Service Delivery	12.31%	People Management	1.67
Local Economic Development	-	Program and Project Management	1.67
Municipal Financial Viability and Management	21.54%	Financial Management	1.67
Good Governance and Public Participation	9.23%	Change Leadership	1.67
		Governance Leadership	1.67
		CORE COMPETENCIES	
		Moral Competence	1.67
		Planning and Organising	1.67
		Analysis and Innovation	1.67
		Knowledge and Information Management	1.67
		Communication	1.67
		Results and Quality Focus	1.67
Total	80%	Total	20%

The assessment of the performance of the Employee will be based on the following rating scale for KPA's:

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

2025/2026 KEY PERFORMANCE INDICATORS

Reference	SDBIP Reference	Strategic Objective	National KPA	Key Performance Indicator	Unit of Measurement	Baseline	Portfolio of Evidence	TARGETS				Weight
								Quarter 1	Quarter 2	Quarter 3	Quarter 4	
OPERATIONAL PERFORMANCE (DEPARTMENTAL SDBIP)												
1	Various	To commit to the continuous improvement of human skills and resources to deliver effective services	Municipal Transformation and Institutional Development	Effective management and supervision of the SDBIP on the KPIs of Department: Revenue Services as measured by achievement of the SDBIP	90% of the KPIs of the Sub-Directorate have been met as per the Ignite dashboard report	New KPI	Ignite Dashboard Report	90%	90%	90%	90%	2
2	Various	To commit to the continuous improvement of human skills and resources to deliver effective services	Municipal Transformation and Institutional Development	Effective management and supervision of the SDBIP on the KPIs of Department: Financial Management Services as measured by achievement of the SDBIP	90% of the KPIs of the Sub-Directorate have been met as per the Ignite dashboard report	New KPI	Ignite Dashboard Report	90%	90%	90%	90%	2
3	Various	To commit to the continuous improvement of human skills and resources to deliver effective services	Municipal Transformation and Institutional Development	Effective management and supervision of the SDBIP on the KPIs of Department: Expenditure Services as measured by achievement of the SDBIP	90% of the KPIs of the Sub-Directorate have been met as per the Ignite dashboard report	New KPI	Ignite Dashboard Report	90%	90%	90%	90%	2
4	TBC	To commit to the continuous improvement of human skills and resources to deliver effective services	Municipal Transformation and Institutional Development	Implement Council resolutions within the required timeframe of the specific resolution	% of Council resolutions implementation	New KPI	Council resolution register	95%	95%	95%	95%	2

Reference	SDBIP Reference	Strategic Objective	National KPA	Key Performance Indicator	Unit of Measurement	Baseline	Portfolio of Evidence	TARGETS				Weight
								Quarter 1	Quarter 2	Quarter 3	Quarter 4	
5	TBC	To commit to the continuous improvement of human skills and resources to deliver effective services	Municipal Transformation and Institutional Development	Implement proposed correctives measures as identified in internal audit reports within 6 months	% of corrective measures implemented	New KPI	Progress reports to internal audit	95%	95%	95%	95%	2
6	TBC	To commit to the continuous improvement of human skills and resources to deliver effective services	Municipal Transformation and Institutional Development	Submit insurance claims within 30 days after incident to Expenditure & SCM	% of claims submitted	New KPI	Confirmation of inputs submitted	90%	90%	90%	90%	2
7	TBC	To commit to the continuous improvement of human skills and resources to deliver effective services	Municipal Transformation and Institutional Development	Investigate and report health and safety incidents within 7 days from when incident occurred	% of incidents investigated and reported	New KPI	Incident report	95%	95%	95%	95%	2
8	TBC	To maintain financial viability & sustainability through prudent expenditure, and sound financial systems	Municipal Financial Viability and Management	Submit inputs for the Demand Management Plan to Expenditure & SCM by the end of February	Inputs submitted	New KPI	Confirmation of inputs submitted	-	-	1	-	2

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Reference	SDBIP Reference	Strategic Objective	National KPA	Key Performance Indicator	Unit of Measurement	Baseline	Portfolio of Evidence	TARGETS				Weight
								Quarter 1	Quarter 2	Quarter 3	Quarter 4	
9	TBC	To maintain financial viability & sustainability through prudent expenditure, and sound financial systems	Municipal Financial Viability and Management	Achieve 90% of the activities of the Demand Management Plan on a monthly basis	% of activities achieved	New KPI	Confirmation of achievement by Expenditure & SCM	90%	90%	90%	90%	e
10	TBC	To commit to the continuous improvement of human skills and resources to deliver effective services	Municipal Transformation and Institutional Development	Submit the Department's inputs for the IDP by 31 January to the IDP and PMS Coordinator	Inputs submitted	New KPI	Confirmation of inputs submitted	-	-	1	-	e
11	TBC	To commit to the continuous improvement of human skills and resources to deliver effective services	Municipal Transformation and Institutional Development	Submit the Department's inputs for the Annual Report by 30 September to the IDP and PMS Coordinator	Inputs submitted	New KPI	Confirmation of inputs submitted	-	1	-	-	4
12	TBC	To commit to the continuous improvement of human skills and resources to deliver effective services	Municipal Transformation and Institutional Development	Submit the Department's inputs for the Annual Performance Report by 20 August to the IDP and PMS Coordinator	Inputs submitted	New KPI	Confirmation of inputs submitted	1	-	-	-	4

Reference	SDBIP Reference	Strategic Objective	National KPA	Key Performance Indicator	Unit of Measurement	Baseline	Portfolio of Evidence	TARGETS				Weight
								Quarter 1	Quarter 2	Quarter 3	Quarter 4	
13	TBC	To commit to the continuous improvement of human skills and resources to deliver effective services	Municipal Transformation and Institutional Development	All permanent employees of the department have approved performance agreements by 30 July	% of employees with approved performance agreements	New KPI	System report	1	-	-	-	a
14	TBC	To commit to the continuous improvement of human skills and resources to deliver effective services	Municipal Transformation and Institutional Development	Conduct mid-year performance appraisals of all permanent employees by 31 January	% of employees for whom mid-year performance appraisals were conducted	New KPI	System report	-	-	1	-	a
STRATEGIC PERFORMANCE (TOP LAYER SDBIP)												
15	TL25	To maintain financial viability & sustainability through prudent expenditure, and sound financial systems	Municipal Financial Viability and Management	Submit of the Annual Financial Statements to the Auditor-General by 31 August 2025	Annual Financial Statements submitted to the Auditor-General within the legislative deadline	1	Submission proof	1	-	-	-	b
16	TL26	To enhance participatory democracy	Good Governance and Public Participation	Submit the Final Annual Budget to Council Support and the Mayor by 31 May 2026	Annual Budget submitted to Council Support and the Mayor within the legislative deadline	1	Submission proof	-	-	-	1	b

Reference	SDBIP Reference	Strategic Objective	National KPA	Key Performance Indicator	Unit of Measurement	Baseline	Portfolio of Evidence	TARGETS				Weight
								Quarter 1	Quarter 2	Quarter 3	Quarter 4	
17	TL27	To enhance participatory democracy	Good Governance and Public Participation	Submit the Adjustments Budget to Council Support and the Mayor by 28 February 2026	Adjustments Budget submitted to Council Support and the Mayor within the legislative deadline	1	Submission proof	-	-	1	-	4
18	TL28	To maintain financial viability & sustainability through prudent expenditure, and sound financial systems	Municipal Financial Viability and Management	Maintain a Year to Date (YTD) debtors' payment percentage of 84% excluding traffic services	Achieve a debtor payment percentage of 84% as at 30 June 2026 {(Gross Debtors Opening Balance + Billed Revenue - Gross Debtors Closing Balance - Bad Debts Written Off)/Billed Revenue x 100}	80%	Debtors Report	84%	84%	84%	80%	4
19	TL29	To maintain financial viability & sustainability through prudent expenditure, and sound financial systems	Municipal Financial Viability and Management	Maintain a financially unqualified audit opinion for the 2024/2025 financial year	Financial statements considered free from material misstatements as per the Auditor-Generals' Report	1	Final Audit Report	-	1	-	-	6

Reference	SDBIP Reference	Strategic Objective	National KPA	Key Performance Indicator	Unit of Measurement	Baseline	Portfolio of Evidence	TARGETS				Weight
								Quarter 1	Quarter 2	Quarter 3	Quarter 4	
20	TL30	To maintain financial viability & sustainability through prudent expenditure, and sound financial systems	Municipal Financial Viability and Management	Financial viability measured in terms of the outstanding service debtors as at June 2026 (Total outstanding service debtors/ revenue received for services)	The average number of days to receive payment from Consumers for bills/invoices issued for services	50 days	Annual Financial Statements	-	-	-	65 days	2
21	TL31	To maintain financial viability & sustainability through prudent expenditure, and sound financial systems	Municipal Financial Viability and Management	Financial viability measured in terms of the available cash to cover fixed operating expenditure as at 30 June 2026 ((Cash and Cash Equivalents - Unspent Conditional Grants - Overdraft) + Short Term Investment) / Monthly Fixed Operational Expenditure excluding (Depreciation, Amortisation, and Provision for Bad Debts, Impairment and Loss on Disposal of Assets))	Number of months it takes to cover fixed operating expenditure with available cash	2.5 months	Annual Financial Statements	-	-	-	3 months	2

Reference	SDBIP Reference	Strategic Objective	National KPA	Key Performance Indicator	Unit of Measurement	Baseline	Portfolio of Evidence	TARGETS				Weight
								Quarter 1	Quarter 2	Quarter 3	Quarter 4	
22	TL32	To promote the general standard of living	Basic Service Delivery	Provide 50kwh free basic electricity to registered indigent account holders connected to the municipal & Eskom electrical infrastructure network as on 30 June 2026	Number of indigent account holders receiving free basic electricity which are connected to the municipal electrical infrastructure network	800	Billing data of financial system (Phoenix)	1100	1100	1100	1100	4
23	TL33	To promote the general standard of living	Basic Service Delivery	Provision of free basic refuse removal, refuse dumps, and solid waste disposal to registered indigent account holders	Number of indigent account holders receiving free basic refuse removal monthly	800	Billing data of financial system (Phoenix)	1100	1100	1100	1100	4
24	TL34	To promote the general standard of living	Basic Service Delivery	Provide 6kl free basic water to registered indigent account holders per month	Number of registered indigent account holders receiving 6kl of free water.	800	Billing data of financial system (Phoenix)	1100	1100	1100	1100	4

Reference	SDBIP Reference	Strategic Objective	National KPA	Key Performance Indicator	Unit of Measurement	Baseline	Portfolio of Evidence	TARGETS				Weight
								Quarter 1	Quarter 2	Quarter 3	Quarter 4	
25	TL35	To promote the general standard of living	Basic Service Delivery	Provision of free basic sanitation services to registered indigent account holders which are connected to the municipal waste water (sanitation/sewerage) network & are billed for sewerage service, irrespective of the number of water closets (toilets)	Number of indigent account holders receiving free basic sanitation in terms of Equitable share requirements.	800	Billing data of financial system (Phoenix)	1100	1100	1100	1100	4
26	TL36	To enhance participatory democracy	Good Governance and Public Participation	Submission of reviewed Information and Communication Technology (ICT) Policy to Council by end-June 2026	Completion and submission of the updated ICT Policy to Council by the specified deadline.	New KPI	E-mail sent to Council Support for the compilation of the agenda	-	-	-	1	2
												80%

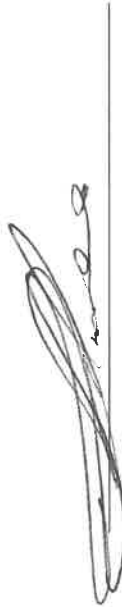
Number	Skills Performance Gap (in order of priority)	Outcomes Expected (measurable indicators: quantity, quality and time frames)	Suggested training and/or development activity	Suggested mode of delivery	Suggested Time Frames	Work opportunity created to practice skill/development area	Support Person
1.	Compilation AFS	Practical Completion 4th time frames	Practical	In person	Before Dec 26	Will assist Mun	N/A
2.	Practical MSA Budgeting	Practical	Practical	In person	Before Dec 26	Will assist Mun	N/A
3.							

Signed and accepted by the Employee



Date: 2026/03/26

Signed by the Municipal Manager on behalf of the Municipality



Date: 26/03/2026