



REVISED PERFORMANCE AGREEMENT

2025/2026

Performance Agreement Addendum

Mrs. Gwynnefer Harding
**DIRECTOR: CORPORATE AND
COMMUNITY SERVICES**

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Handwritten signature: *Blenda K.*
Handwritten initials: *CH*, *AS*, *AM*

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: CORPORATE AND COMMUNITY SERVICES

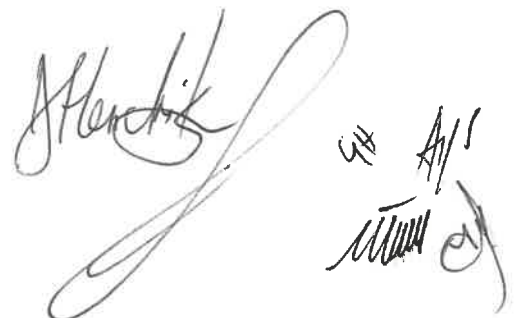
Mrs. Gwynnefer Harding

(herein and after referred as Employee)

FOR THE

2025/2026 FINANCIAL YEAR

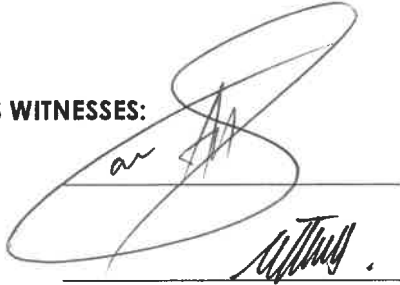
PERIOD: **19 MARCH 2026 - 30 JUNE 2026**

Handwritten signatures and initials in black ink. On the left is a large, stylized signature that appears to be 'M. Giliomee'. To the right are several smaller initials and signatures, including 'G.H.', 'A.H.', and 'M.H.'.

Thus, done and signed at Prince Albert on this 24th day March of 2026.

AS WITNESSES:

1.



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DIRECTOR

Thus, done and signed at Prince Albert on this 24th day March of 2026.

AS WITNESSES:

1.



2.





MUNICIPAL MANAGER

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

MRS. G HARDING

DIRECTOR: CORPORATE AND COMMUNITY SERVICES



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J. Hardwick

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	53.33%	Strategic Direction and Leadership	1.67
Basic Service Delivery	-	People Management	1.67
Local Economic Development	5.93%	Program and Project Management	1.67
Municipal Financial Viability and Management	14.81%	Financial Management	1.67
Good Governance and Public Participation	5.93%	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%

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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.

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 A large signature, possibly "Mandip", is written across the bottom right. Below it are several smaller initials and signatures, including "A/S", "C/A", and "C/H".

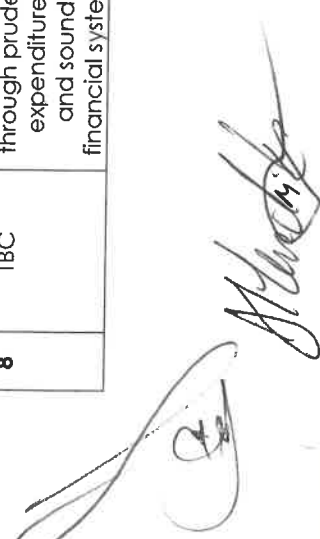
2025/2026 KEY PERFORMANCE INDICATORS

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: Administration and Human Resources 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%	3
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: Planning and Development 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%	3
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: Community 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%	3




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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	
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%	3
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%	3
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%	3
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%	3
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	-	3



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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%	3
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	-	3
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	-	-	3
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	-	-	-	3
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	-	-	-	3

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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	
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	-	30
STRATEGIC PERFORMANCE (TOP LAYER SDBIP)												
15	TL12	To commit to the continuous improvement of human skills and resources to deliver effective services	Municipal Transformation and Institutional Development	The percentage of the Municipality's training budget spent, measured as (Total Actual Training Expenditure/Approved Training Budget x 100) by 30 June 2026	Percentage of training budget spent by end-June	86,24%	Financial System Report	-	-	60%	90%	30
16	TL13	To commit to the continuous improvement of human skills and resources to deliver effective services	Municipal Transformation and Institutional Development	Percentage of appointments in the three highest management levels aligned with the Employment Equity Plan as at 30 June 2026 (Number of compliant posts / Total appointments made x 100)	Percentage of the three highest levels of management appointments made in compliance with the Employment Equity Plan	70%	Employment Equity Plan and Workforce Profile	-	-	-	70%	30

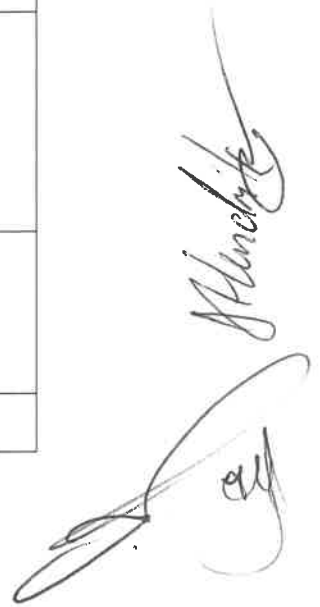
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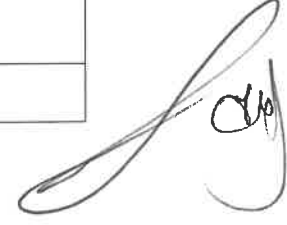




Reference	SDBIP Reference	Strategic Objective	National KPA	Key Performance Indicator	Unit of Measurement	Baseline	Portfolio of Evidence	TARGETS				Weight
								Quarter 1	Quarter 2	Quarter 3	Quarter 4	
17	TL14	To commit to the continuous improvement of human skills and resources to deliver effective services	Municipal Transformation and Institutional Development	Submit the Workplace Skills Plan (WSP) to the Local Government Sector Education and Training Authority (LGSETA) by end-April 2026	WSP submitted to LGSETA by end-April 2026	New KPI	Proof of submission	-	-	1	-	3
18	TL15	To enhance participatory democracy	Good Governance and Public Participation	Compile and submit the final IDP to Council by 31 May 2026	Final IDP submitted to Council by 31 May 2026	1	Council Resolution	-	-	1	-	3
19	TL16	To maintain financial viability & sustainability through prudent expenditure, and sound financial systems	Municipal Financial Viability and Management	Effective management of the maintenance budget measured by the percentage spent as at 30 June 2026 (Actual Expenditure/Total Maintenance Budget x 100%)	Percentage of the maintenance budget spent by 30 June 2026	New KPI	Financial System Report	5%	25%	90%	60%	3
20	TL17	To maintain financial viability & sustainability through prudent expenditure, and sound financial systems	Municipal Financial Viability and Management	10% of total traffic fines and by-law penalties issued that have been successfully collected by end-June 2026 (Collection Rate: Value of fines and penalties collected / Total value of fines and penalties issued x 100%)	Percentage Traffic Fines and Bylaw Penalties Collection Rate as at end-June 2026	New KPI	Financial System and Traffic Fines Report	-	-	10%	-	3

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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	
21	TL18	To commit to the continuous improvement of human skills and resources to deliver effective services	Municipal Transformation and Institutional Development	Filling of budgeted positions to ensure efficient workforce planning and service delivery in recruitment (Number of budgeted positions filled / Total number of budgeted positions x 100%)	Percentage of budgeted positions filled	New KPI	Workforce Profile and Recruitment Report	90%	90%	60%	90%	3
22	TL19	To enhance participatory democracy	Good Governance and Public Participation	Quarterly submission of Council Resolution Registers to Council to facilitate up-to-date information for informed governance and decision-making	Number of updated Council Resolution Registers submitted to Council for the financial year	New KPI	Submission proof and Council minutes	1	1	1	1	2
23	TL20	To commit to the continuous improvement of human skills and resources to deliver effective services	Municipal Transformation and Institutional Development	Completion and submission of the reviewed Performance Management Policy to Council by end-June 2026	Number of reviewed Performance Management Policies submitted by the target date.	New KPI	Submission proof and Council minutes	-	-	-	1	3
24	TL21	To commit to the continuous improvement of human skills and resources to deliver effective services	Municipal Transformation and Institutional Development	Schedule quarterly Occupational Health and Safety Committee Meetings to fulfil legal and organisational responsibilities regarding workplace safety	Number of Occupational Health and Safety Committee Meetings Scheduled	New KPI	Meeting notification and minutes of the meeting	1	1	1	1	3

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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	
25	TL22	To stimulate, strengthen and improve the economy for sustainable growth	Local Economic Development	Review and submit the Local Economic Development Strategy to Council by end-June 2026	Reviewed Local Economic Development Strategy submitted to Council	New KPI	Council Resolution	-	-	1		3
26	TL23	To stimulate, strengthen and improve the economy for sustainable growth	Local Economic Development	Implementation of the Local Economic Development Strategy by facilitating programmes and awareness initiatives	Number of programmes and awareness initiatives implemented by June 2026	New KPI	Local Economic Development Implementation Report	-	1	-		3
27	TL24	To maintain financial viability & sustainability through prudent expenditure, and sound financial systems	Municipal Financial Viability and Management	Spend 90% of the approved municipal capital budget on Corporate and Community Services capital projects by 30 June 2026 (Actual amount spent on capital projects/Total amount budgeted for capital projects) X100	Percentage of the municipal capital budget actually spent on Corporate and Community Services capital projects as at 30 June 2026	New KPI	Financial System Report	5%	25%	60%	90%	3
												80%




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