



# **REVISED PERFORMANCE AGREEMENT**

**2025/2026**

***Performance Agreement Addendum***

**Mr. M Gilomee  
MUNICIPAL MANAGER**

AC  
BTM  
ADDRESS

**PERFORMANCE AGREEMENT ADDENDUM**

MADE AND ENTERED INTO BY AND BETWEEN:

THE PRINCE ALBERT MUNICIPALITY

AS REPRESENTED BY THE EXECUTIVE MAYOR

**Councillor Linda Jaquet**

*(herein and after referred as Employer)*

AND

MUNICIPAL MANAGER

**Mr. Matthys Giliomee**

*(herein and after referred as Employee)*

FOR THE

**2025/2026** FINANCIAL YEAR

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

APC  
A.V.R. 2026

Handwritten signatures and initials in black ink, including 'APC', 'A.V.R.', and '2026'.

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

**AS WITNESSES:**

1. 

2. 

  
MUNICIPAL MANAGER

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

**AS WITNESSES:**

1. AND. ROSS

2. 

  
EXECUTIVE MAYOR

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

*AW* *RF*  
*AW* *AW*  
*AW*  
AWROSS

**MR. M GILIOMEE**

**MUNICIPAL MANAGER**

**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
		<b>LEADING COMPETENCIES</b>	
<b>Municipal Transformation and Institutional Development</b>	<b>35.56%</b>	Strategic Direction and Leadership	<b>1.67</b>
<b>Basic Service Delivery</b>	-	People Management	<b>1.67</b>
<b>Local Economic Development</b>	-	Program and Project Management	<b>1.67</b>
<b>Municipal Financial Viability and Management</b>	<b>8.89%</b>	Financial Management	<b>1.67</b>
<b>Good Governance and Public Participation</b>	<b>35.56%</b>	Change Leadership	<b>1.67</b>
		Governance Leadership	<b>1.67</b>
		<b>CORE COMPETENCIES</b>	
		Moral Competence	<b>1.67</b>
		Planning and Organising	<b>1.67</b>
		Analysis and Innovation	<b>1.67</b>
		Knowledge and Information Management	<b>1.67</b>
		Communication	<b>1.67</b>
		Results and Quality Focus	<b>1.67</b>
<b>Total</b>	<b>80%</b>	<b>Total</b>	<b>20%</b>

AC  
  
 ADDRESS

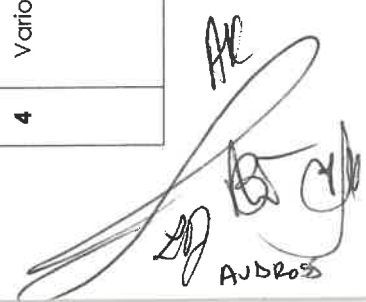
The assessment of the performance of the Employee will be based on the following rating scale for KPA's:

CATEGORY	COLOUR	EXPLANATION
<b>KPI's Not Met/ Unacceptable performance</b>	<b>1</b>	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.
<b>KPI's Almost Met / Not fully effective</b>	<b>2</b>	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.
<b>KPI's Met / Fully effective</b>	<b>3</b>	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.
<b>KPI's Well Met / Performance significantly above expectations</b>	<b>4</b>	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.
<b>KPI's Extremely Well Met / Outstanding Performance</b>	<b>5</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 PA and Performance plan and maintained this in all areas of responsibility throughout the year.

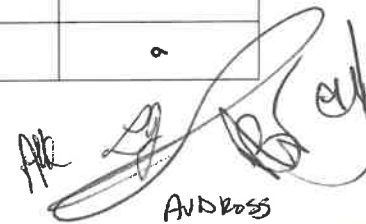
AC  
  
 ANDROS

2025/2026 KEY PERFORMANCE INDICATORS

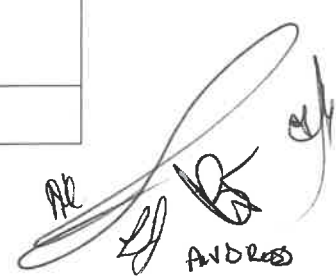
Reference	SDBIP Reference	Strategic Objective	National KPA	Key Performance Indicator	Unit of Measurement	Baseline	Portfolio of Evidence	TARGETS				Weight
								Quarter 1	Quarter 2	Quarter 3	Quarter 4	
<b>Operational Performance (Departmental SDBIP)</b>												
1	Various	To commit to the continuous improvement of human skills and resources to deliver effective services	Municipal Transformation and Institutional Development	Effective management and supervision of the <b>Corporate and Community Services</b> Directorate as measured by achievement of the SDBIP	80% of the KPIs of the Directorate have been met as per the Ignite dashboard report	New KPI	Ignite Dashboard Report	80%	80%	80%	80%	4
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 <b>Financial Services Directorate</b> as measured by achievement of the SDBIP	80% of the KPIs of the Directorate have been met as per the Ignite dashboard report	New KPI	Ignite Dashboard Report	80%	80%	80%	80%	4
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 <b>Technical Services Directorate</b> as measured by achievement of the SDBIP	80% of the KPIs of the Directorate have been met as per the Ignite dashboard report	New KPI	Ignite Dashboard Report	80%	80%	80%	80%	4
4	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 Departments within the Municipal Managers Directorate: <b>Council and Committee Services</b> as measured by achievement of the SDBIP	90% of the KPIs of the Directorate have been met as per the Ignite dashboard report	New KPI	Ignite Dashboard Report	90%	90%	90%	90%	4


  
 AC
   
 AB
   
 C
   
 ANDROS

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	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 Departments within the Municipal Managers Directorate: <b>Annual Report</b> as measured by achievement of the SDBIP	90% of the KPIs of the Directorate have been met as per the Ignite dashboard report	New KPI	Ignite Dashboard Report	90%	90%	90%	90%	4
6	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 Departments within the Municipal Managers Directorate: <b>Communications &amp; Media Liaison, Marketing and Branding</b> as measured by achievement of the SDBIP	90% of the KPIs of the Directorate have been met as per the Ignite dashboard report	New KPI	Ignite Dashboard Report	90%	90%	90%	90%	4
7	TBC	To enhance participatory democracy	Good Governance and Public Participation	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
8	TBC	To commit to the continuous improvement of human skills and resources to deliver effective services	Municipal Transformation and Institutional Development	Implement proposed corrective 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
9	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

  
 ADDRESS

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	
10	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%	2
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 IDP by 31 January to the IDP and PMS Coordinator	Inputs submitted	New KPI	Confirmation of inputs submitted	-	1	-	-	2
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 Report by 30 September to the IDP and PMS Coordinator	Inputs submitted	New KPI	Confirmation of inputs submitted	-	1	-	-	2
13	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	-	-	-	2
14	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


  
 ANDRES

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	
15	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	-	2
<b>Strategic Performance (Top Layer SDBIP)</b>												
16	TL1	To enhance participatory democracy	Good Governance and Public Participation	Submit the Mid-Year Budget and Performance Assessment Report to Council in terms of the Local Government: Municipal Finance Management Act, No. 56 of 2003 by 31 January 2026	Mid-Year Budget and Performance Assessment Report submitted within the legislative deadline	1	Council Minutes	-	-	1	-	3
17	TL2	To enhance participatory democracy	Good Governance and Public Participation	Submit the Risk-Based Audit Plan to the Audit Committee by 31 May 2026	Risk-Based Audit Plan submitted to the Audit Committee by end-May	1	Minutes of Audit Committee Meeting	-	-	-	1	4
18	TL3	To enhance participatory democracy	Good Governance and Public Participation	Schedule quarterly General Council meetings	Number of General Council meetings scheduled	4	Meeting notification of the scheduled General Council meetings held	1	1	1	1	3
19	TL4	To enhance participatory democracy	Good Governance and Public Participation	Schedule quarterly Section 80 Committee meetings	Number of Section 80 Committee meetings scheduled per quarter	4	Meeting notification of the scheduled Section 80 committee meetings	4	4	4	4	3


  
 ADDRESS

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	TL5	To enhance participatory democracy	Good Governance and Public Participation	Submit the Draft Top Layer SDBIP to the Mayor within 14 days after the budget has been approved by Council Submit draft performance agreements of the S57 managers and MM to the Mayor within 14 days after the budget has been approved by Council	Final Top Layer SDBIP submitted within the legislative deadline	1	Delivery Note or E-mail	-	-	-	1	2
21	TL6	To enhance participatory democracy	Good Governance and Public Participation	Review and submit the Risk register to the Audit Committee by end-February	Number of agreements submitted within the legislative deadline	3	Delivery Note or E-mail	-	-	-	3	2
22	TL7	To enhance participatory democracy	Good Governance and Public Participation	Schedule quarterly audit committee meetings	Reviewed Risk Register submitted to the Audit Committee by end-February	1	Minutes of the Audit Committee	-	-	1	-	4
23	TL8	To enhance participatory democracy	Good Governance and Public Participation	Submit the Annual Performance Report to the Auditor-General by 31 August 2025	Number of audit committee meetings scheduled	4	Meeting notification of the scheduled Audit Committee meeting	1	1	1	1	3
24	TL9	To enhance participatory democracy	Good Governance and Public Participation	Develop and submit the Air Quality Management Bylaw to Council by 30 June 2025	Annual Performance Report submitted within the legislative deadline	1	Delivery Note or E-mail	-	1	-	-	2
25	TL10	To enhance participatory democracy	Good Governance and Public Participation		Air Quality Management Bylaw submitted to Council by 30 June 2025	New KPI	Council Resolution	-	-	-	1	2

*[Handwritten signature]*  
ADDRESS

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	
26	TL11	To enhance participatory democracy	Good Governance and Public Participation	Submit the Final Annual Report in terms of the Local Government: Municipal Finance Management Act, No. 56 of 2003 to Council by end-January 2026	Final Annual Report submitted to Council within the legislative deadline	New KPI	Council Resolution	-	-	1	-	2
27	TL37	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 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 capital projects as at 30 June 2026	New KPI	Capital Expenditure Report (Phoenix)	5%	25%	60%	90%	4
												80%

AK  
  
 ANDROSS