

# CEDERBERG MUNICIPALITY

## YEAR-END PERFORMANCE EVALUATION SUMMARY

Performance evaluation of: **Municipal Manager: Gerrit Matthyse**  
 Period: **1 July 2024 - 30 June 2025**  
 Panel Members: **Mayor**  
                           **Deputy Mayor**  
                           **Ward Committee Member**  
                           **Audit Committee Chairperson**  
                           **External Municipal Manager**  
                           **Internal Audit**  
 Date of evaluation: **18 February 2026**

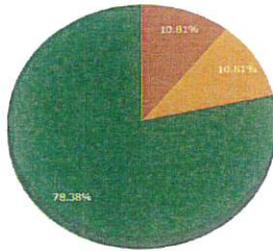


### PERFORMANCE RESULTS

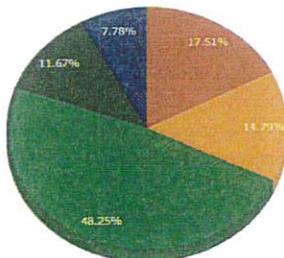
	Total score for period	Total weight for period	Weighted percentage	Performance %
Operational Performance	64,80	80,00	80%	64,80%
Core Competency Requirements	19,20	20,00	20%	19,20%
<b>Final Score</b>	<b>84,00</b>	<b>100,00</b>	<b>100%</b>	<b>84,00%</b>

### OVERALL PERFORMANCE

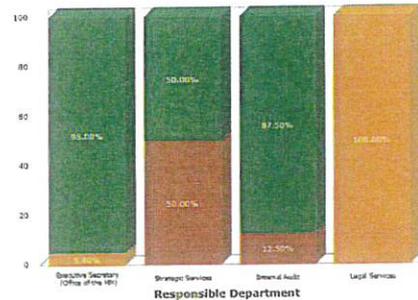
Office of Municipal Manager



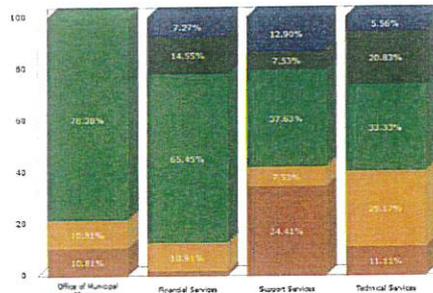
Cederberg Municipality



Responsible Department



Responsible Department



### PERFORMANCE COMMENTS

Signed by panel members:

Mayor

Deputy Mayor

Ward Committee Member

Audit Committee Chairperson

External Municipal Manager

Internal Audit

Signed by employee

Municipal Manager: Gerrit Matthyse

Date

18-Feb-26

Comments

.....

# CEDERBERG MUNICIPALITY

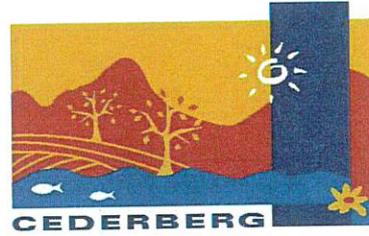
## YEAR-END PERFORMANCE EVALUATION SUMMARY

Performance evaluation of: **Municipal Manager: Gerrit Matthyse**

Period: **1 July 2024 - 30 June 2025**

Panel Members: **Mayor  
Deputy Mayor  
Ward Committee Member  
Audit Committee Chairperson  
External Municipal Manager  
Internal Audit**

Date of evaluation: **18 February 2026**

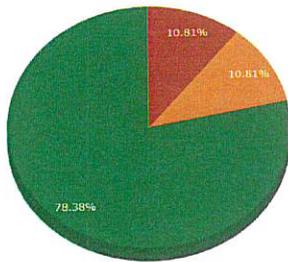


### PERFORMANCE RESULTS

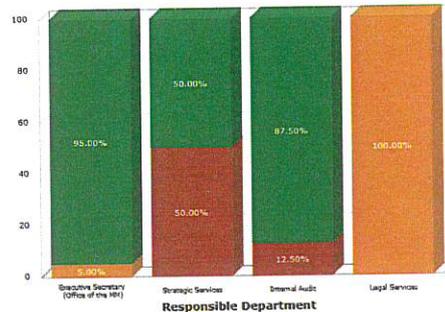
	Total score for period	Total weight for period	Weighted percentage	Performance %
Operational Performance	64,80	80,00	80%	64,80%
Core Competency Requirements	19,20	20,00	20%	19,20%
<b>Final Score</b>	<b>84,00</b>	<b>100,00</b>	<b>100%</b>	<b>84,00%</b>

### OVERALL PERFORMANCE

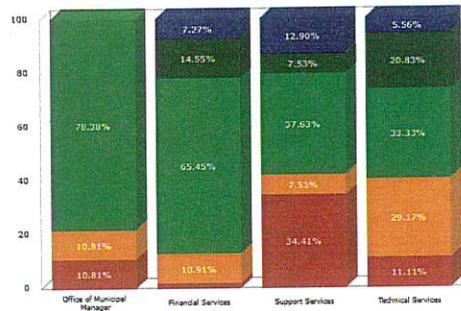
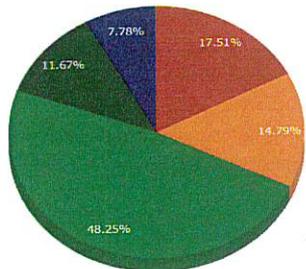
Office of Municipal Manager



Responsible Department



Cederberg Municipality



### PERFORMANCE COMMENTS

Signed by panel members:

Mayor

*[Signature]*

Deputy Mayor

Ward Committee Member

Audit Committee Chairperson

External Municipal Manager

Internal Audit

Signed by employee

Municipal Manager: Gerrit Matthyse

*[Signature]*

Date

18-Feb-26

Comments

.....

OPERATIONAL KPIs

KPI Ref	Key Focus Area	Key Performance Indicator (KPI)	Baseline			Target			Actual Q1 2023	Actual Q2 2023	Actual Q3 2023	Actual Q4 2023	Weighted	Completion	Score	Risk Factor	
			Q1	Q2	Q3	Q4	Q1	Q2									Q3
1	Municipal Transformation and Institutional Development	Manage and address 80% of the KPIs of the Directorate: Support Services	80%	80%	80%	80%	80%	80%	80%	80%	80%	3	3	3	1.8		
2	Municipal Transformation and Institutional Development	Manage and address 80% of the KPIs of the Directorate: Technical Services	80%	80%	80%	80%	80%	80%	80%	80%	80%	3	3	3	1.8		
3	Municipal Transformation and Institutional Development	Manage and address 80% of the KPIs of the Directorate: Technical Services	80%	80%	80%	80%	80%	80%	80%	80%	80%	3	3	3	1.8		
4	Municipal Transformation and Institutional Development	Manage and address 80% of the KPIs of the Directorate: Technical Services	80%	80%	80%	80%	80%	80%	80%	80%	80%	3	3	3	1.8		
5	Municipal Transformation and Institutional Development	Manage and address 80% of the KPIs of the Directorate: Technical Services	80%	80%	80%	80%	80%	80%	80%	80%	80%	3	3	3	1.8		
6	Municipal Transformation and Institutional Development	Manage and address 80% of the KPIs of the Directorate: Technical Services	80%	80%	80%	80%	80%	80%	80%	80%	80%	3	3	3	1.8		
7	Municipal Transformation and Institutional Development	Manage and address 80% of the KPIs of the Directorate: Technical Services	80%	80%	80%	80%	80%	80%	80%	80%	80%	3	3	3	1.2		
8	TU1	Develop and submit the Risk Based Audit Plan for 2023/24 to the Audit Committee by 30 June 2023	1	0	0	0	0	0	0	0	0	1	3	3	6	2.4	
9	TU2	Review and submit the Risk Based Audit Plan for 2023/24 to the Audit Committee by 30 June 2023	1	0	0	0	0	0	0	0	0	1	3	3	6	2.4	
10	TU3	Operational Risk Register to be submitted to the Risk Management Committee by 30 June 2023	1	0	0	0	0	0	0	0	0	1	3	3	6	2.4	
11	TU4	Report quarterly to Council on the implementation status of the Municipal Emergency Plan	0	1	1	1	1	1	1	1	1	1	4	4	4	3	
12	TU5	Report quarterly to Council on the implementation status of the Municipal Emergency Plan	0	1	1	1	1	1	1	1	1	1	4	4	4	3	
13	TU6	Report quarterly to Council on the implementation status of the Municipal Emergency Plan	0	1	1	1	1	1	1	1	1	1	4	4	4	3	
14	TU7	Good Governance and Public Participation	18 Feb-26	0	0	0	0	0	0	0	0	0	3	3	3	4	2.4
15	TU8	Municipal Financial Health and Risk Management	Adhere to the budget for 2023/24 financial year	1	0	0	0	0	0	0	0	1	3	3	3	3	
16	TU9	Basic Service Delivery	The percentage of the municipal capital budget which is spent on capital projects is 55.51%	0%	20%	60%	60%	60%	60%	60%	60%	60%	3	3	3	2.4	
17	E1	Municipal Transformation and Institutional Development	Contact country ESCO average	1	0	0	0	0	0	0	0	1	3	3	3	2.4	
18	E2	Municipal Transformation and Institutional Development	Attend all KPI Forum events	1	0	0	0	0	0	0	0	1	3	3	3	2.4	
19	E3	Municipal Transformation and Institutional Development	Conduct an annual meeting with staff	1	0	0	0	0	0	0	0	1	3	3	3	2.4	
20	E4	Municipal Transformation and Institutional Development	Conduct safety meetings with council members	1	0	0	0	0	0	0	0	1	3	3	3	2.4	
21	E5	Municipal Transformation and Institutional Development	Conduct monthly safety meetings with Safety Committee members	1	0	0	0	0	0	0	0	1	3	3	3	2.4	
22	E6	Municipal Transformation and Institutional Development	Approve the departmental IDPR within 28 days after the approval of the IDPR by Council	1	0	0	0	0	0	0	0	1	3	3	3	2.4	
23	E7	Municipal Transformation and Institutional Development	Conduct a Q1 IDPR meeting with the director in terms of the signed agreement	2	0	1	1	1	1	1	1	2	3	3	3	1.8	
24	E8	Municipal Transformation and Institutional Development	Review the Risk Policy by 30 June	4	0	0	0	0	0	0	0	1	3	3	3	2.4	
25	E9	Municipal Transformation and Institutional Development	Review the Risk Strategy by 30 June	4	0	0	0	0	0	0	0	1	3	3	3	2.4	
26	E10	Municipal Transformation and Institutional Development	Review the Risk Charter by 30 June	4	0	0	0	0	0	0	0	1	3	3	3	2.4	
27	E11	Good Governance and Public Participation	Submit monthly to SCM the annual performance report in view with sections 112 of the IDPR	0	1	1	1	1	1	1	1	1	2	2	2	1.4	

ANNEXURE B: CORE COMPETENCY FRAMEWORK										
Clusters	Leading Competencies	Competency Definition	Weighting	Score	Final Score	Core Competencies	Competency Definition	Weighting	Score	Final Score
Competency Name	<u>Strategic Direction and Leadership</u>	Provide and direct a vision for the institution, and inspire and deploy others to deliver on the strategic institutional mandate	4	5	4,00	<u>Moral Competence</u>	Able to identify moral triggers, apply reasoning that promotes honesty and integrity and consistently display behaviour that reflects moral competence	1	5	1,00
	<u>People Management</u>	Effectively manage, inspire and encourage people, respect diversity, optimise talent and build and nurture relationships in order to achieve institutional objectives	2	4	1,60	<u>Planning and Organising</u>	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	1	5	1,00
	<u>Program and Project Management</u>	Able to understand program and project management methodology, plan, manage, monitor and evaluate specific activities in order to deliver on set objectives	2	5	2,00	<u>Analysis and Innovation</u>	Able to critically analyse information, challenges and trends	1	4	0,80
	<u>Financial Management</u>	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	2	5	2,00	<u>Knowledge and Information Management</u>	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	1	5	1,00
	<u>Change Leadership</u>	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	2	5	2,00	<u>Communication</u>	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 to achieve the desired outcome	1	4	0,80
	<u>Governance Leadership</u>	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	2	5	2,00	<u>Results and Quality Focus</u>	Able to maintain high quality standards, focus and 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	1	5	1,00
				14		13,60		6		5,60
	<b>TOTAL SCORE</b>					<b>19,2</b>				