CEDERBERG MUNICIPALITY

YEAR-END PERFORMANCE EVALUATION SUMMARY

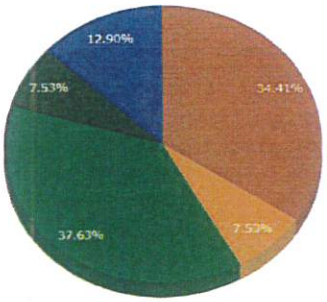
Performance evaluation of:	**Director Support Services: Henry Witbooi**
Period	1 July 2024 - 30 June 2025
Panel Members	Municipal Manager Councilor Audit Committee Chairperson External Municipal Manager Internal Audit
Date of evaluation	**18 February 2026**

PERFORMANCE RESULTS

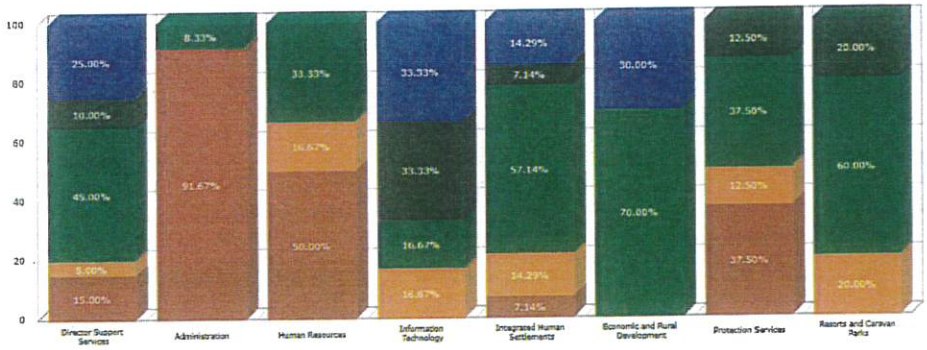
	Total score for period	Total weight for period	Weighted percentage	Performance %
Operational Performance	62,00	80,00	80%	62,00%
Core Competency Requirements	17,00	20,00	20%	17,00%
Final Score	79,00	100,00	100%	**79,00%**

OVERALL PERFORMANCE

Support Services



Responsible Department



PERFORMANCE COMMENTS

Signed by panel members:

Municipal Manager _____

Councilor _____

Audit Committee Chairperson _____

External Municipal Manager _____

Internal Audit _____

Signed by employee

Director Support Services: Henry Witbooi _____ Date 18-Feb-26

Comments .....

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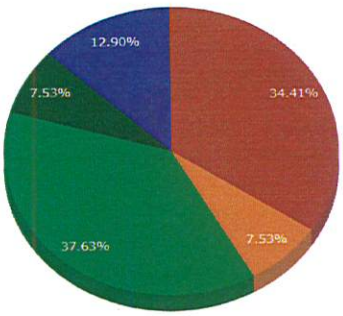

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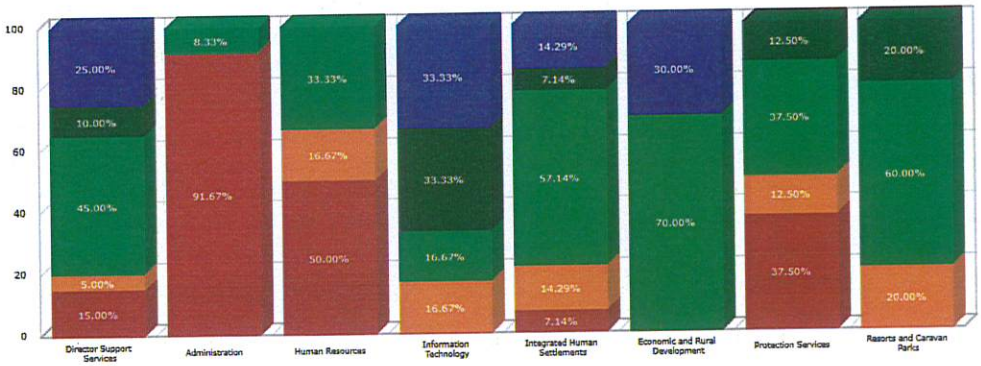

PERFORMANCE COMMENTS

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Municipal Manager _____

Councilor _____

Audit Committee Chairperson _____

External Municipal Manager _____

Internal Audit _____

Signed by employee — Director Support Services: Henry Witbooi _____ Date 18-Feb-26

Comments .....

OPERATIONAL KPI'S

PMS REF	Red No	Key Focus Area	Key Performance Indicator (KPI)	Performance Comment	Corrective measures	Target (1 July 24 - 30 June 2025)	Actual (1 June 24 - 30 June	R	Weighting	Own Score	Score	Final Score
1	SDBIP Graphs	Municipal Transformation and Institutional Development	Manage and achieve 90% of the KPIs of the sub-directorate: Economic and Rural Development	10 of 10 KPI's achieved		90,00%	100,00%	G2	2	5	5	2
2	SDBIP Graphs	Municipal Transformation and Institutional Development	Manage and achieve 90% of the KPIs of the sub-directorate: Protection Services	4 of 8 KPI's achieved		90,00%	50,00%	R	2	3	3	1,2
3	SDBIP Graphs	Municipal Transformation and Institutional Development	Manage and achieve 90% of the KPIs of the sub-directorate: Resorts and Caravan Parks	4 of 5 KPI's achieved		90,00%	80,00%	O	3	3	3	1,8
4	SDBIP Graphs	Municipal Transformation and Institutional Development	Manage and achieve 90% of the KPIs of the sub-directorate: Integrated Human Settlements	11 of 14 KPI's achieved		90,00%	78,57%	O	3	3	3	1,8
5	SDBIP Graphs	Municipal Transformation and Institutional Development	Manage and achieve 90% of the KPIs of the sub-directorate: Information Technology	5 of 6 KPI's achieved		90,00%	83,33%	O	2	3	3	1,2
6	SDBIP Graphs	Municipal Transformation and Institutional Development	Manage and achieve 90% of the KPIs of the sub-directorate: Administration	2 of 24 KPI's achieved		90,00%	8,33%	R	2	3	2	0,8
7	SDBIP Graphs	Municipal Transformation and Institutional Development	Manage and achieve 90% of the KPIs of the sub-directorate: Human Resources	2 of 6 KPI's achieved		90,00%	33,33%	R	1	3	2	0,4
8	TL25	Municipal Transformation and Institutional Development	The number of people from employment equity target groups employed in the three highest levels of management in compliance with the equity plan as at 30 June 2025	Number of people employed as at 30 June confirmed		1	3	B	4	5	5	4
9	TL26	Municipal Transformation and Institutional Development	The percentage of the municipality's personnel budget actually spent on implementing its workplace skills plan by 30 June 2025 [(Actual amount spent on training/total operational budget)x100]	The percentage of the municipality's personnel budget actually spent on implementing its workplace skills plan by 30 June 2025.		0,15%	38%	B	4	5	5	4
10	TL27	Good Governance and Public Participation	Spend 90% of the approved capital budget for IT by 30 June 2025 [(Total actual expenditure on the project/ Approved capital budget for the project)x100]	Capital Expenditure		90%	98	G2	4	5	5	4
11	TL28	Local Economic Development	Review and submit the Informal Traders Policy to Council for approval by 30 June 2025	Reviewed Informal Traders Policy submitted to Council		1	1	G	4	4	4	3,2
12	TL61	Local Economic Development	Review the LED Strategy and submit to Council by 30 June	Performance Comment: LED Strategy submitted to Council		1	1	G	4	4	4	3,2
13	TL62	Basic Service Delivery	Review the Disaster Management Plan and submit to Council by 31 March	Submitted to Council on 31 March 2025		1	1	G	1	4	3	0,6
14	TL63	Basic Service Delivery	Conduct a feasibility study in conjunction with Government Departments on the viability of a vehicle impound centre by 31 December	Feasibility study done internally after consultation with Department of mobility. In accordance with financials, the salary expenditure exceeds the income of the vehicle testing stations		1	1	G	1	4	5	1
15	TL64	Municipal Transformation and Institutional Development	Conduct quarterly ICT steering committee meetings	Meeting conducted on 26 June 2025		4	3	O	3	4	3	1,8
16	TL65	Good Governance and Public Participation	Review the System of Delegations and submit to the Director by 31 March	System of delegations will be reviewed in the new financial year due to the Organisational Restructuring process	To be reviewed and work shopped with Council in the new financial year by September 2025.	1	0	R	2	3	2	0,8
17	TL66	Good Governance and Public Participation	Review the property register and submit to Council 31 May	Land Audit was done. Awaiting on the final outcome.	Property Register to be reviewed and submitted to Council by September 2025 after the final land audit outcome.	0	0	R	1	3	2	0,4
18	TL67	Municipal Transformation and Institutional Development	Conduct a quarterly Central Occupational Health & Safety Committee meeting	Meeting conducted on 24 June 2025		4	4	G	3	4	3	1,8
19	TL68	Municipal Transformation and Institutional Development	Submit the Workplace Skills Plan to LGSETA by 30 April	Workplace Skills Plan to LGSETA		1	1	G	4	4	4	3,2
20	TL69	Municipal Transformation and Institutional Development	Spent 90% of the approved training budget by 30 June [(Actual expenditure /total approved budget)x100]	101.41% of budget spent		90%	101%	G2	4	5	5	4
21	TL70	Municipal Transformation and Institutional Development	Submit the Employment Equity Report to the Department of Labour by 15 January			1	1	G	4	4	4	3,2
22	D63	Good Governance and Public Participation	Provide feedback on a quarterly basis to the Risk Officer on updated risk progress	Information submitted		4	4	G	4	4	3	2,4
23	D64	Good Governance and Public Participation	Spend 90% of capital budget for the directorate by 30 June	62,09% of capital budget spent by 30 June	Draw up an operational plan indicating when expenditure will take place as well as amounts thereof.	90%	62,09%	R	3	3	3	1,8
24	D65	Good Governance and Public Participation	Report monthly to SCM on Service Level Agreements (SLA s) with service providers in line with Section 116 of the MFMA	Vender Performance Reports sent to Supply Chain		12	19	B	3	5	5	3

ANNEXURE B: CORE COMPETENCY FRAMEWORK

Clusters	Leading Competencies	Competency Definition	Weighting	Score	Final Score	Core Competencies	Competency Definition	Weighting	Score	Final Score
Competency Name	Strategic Direction and Leadership	Provide and direct a vision for the institution, and inspire and deploy others to deliver on the strategic institutional mandate	1	4	0,80	Moral Competence	Able to identify moral triggers, apply reaosning that promotes honesty and integrity and consistently display behaviour that reflects moral competence	3	5	3,00
	People Management	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	Planning and Organising	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	3	4	2,40
	Program and Project Management	Able to understand program and project management methodology; plan, manage, monitor and evaluate specific activities in order to deliver on set objectives	1	4	0,80	Analysis and Innovation	Able to critically analyse information, challenges and trends	2	4	1,60
	Financial Management	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	1	4	0,80	Knowledge and Information Management	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	4	0,80
	Change Leadership	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	4	1,60	Communication	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
	Governance Leadership	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	Results and Quality Focus	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	4	0,80
			9		7,60			11		9,40

TOTAL SCORE	17