

<p style="text-align: center;">MUNISIPALITEIT VAN PRINS ALBERT</p> <p>Rig alle korrespondensie aan: DIE MUNISIPALE BESTUURDER Privaatsak X53, Prins Albert, 6930</p>		<p style="text-align: center;">MUNICIPALITY OF PRINCE ALBERT</p> <p>Address all correspondence to: THE MUNICIPAL MANAGER Private Bag X53, Prince Albert, 6930</p>
<p>E-Pos / E-Mail: jaquet@pamun.gov.za</p>		<p style="text-align: right;">Tel: 023 541 1320</p>

PERFORMANCE ASSESSMENT OF SENIOR MUNICIPAL OFFICIALS

Good day to all residents of Prince Albert

I have taken note of concerns that senior officials in the Municipality, including the Municipal Manager (MM), will receive bonuses tied to their performance.

When officials such as the MM, were employed by the Municipality, they signed an employment contract, as well as a performance agreement. These documents required regular assessments of their performance according to a set of key performance areas (KPAs), and key performance indicators (KPIs). These documents also went to the Western Cape Minister of Local Government, Mr Anton Bredell, for him to certify.

The MM's performance assessment for the municipal financial year of July 2022 – June 2023 was conducted by a panel composed of the chairperson of the Municipality's Audit Committee, another Municipal Manager, a member of a ward committee and me. The Integrated Development Plan and Performance Management Section Co-ordinator provided secretarial support. This was in accordance with regulatory guidelines and the performance management policy of the Municipality. All panellists scored the MM individually and not on a consensus basis. In some areas, the MM performed well against a set of objective criteria, while in others he did not perform as well.

Once the scores from all panellists were audited by the independent auditing firm, Moore Southern Cape, the MM was awarded an 8.33% performance bonus of his annual benefits. The Municipal Performance Regulations for Municipal Managers and Managers Directly Accountable to Municipal Manager of 2006 cap the maximum a senior manager at a municipality can receive as their performance bonus at 14%.

Besides the MM, the former CFO will also be getting an 8.33% performance bonus based on his performance during the 2022-23 financial year. The Director, Technical Services, will be getting a pro-rata bonus for the month of June 2023, when he first started in the position.

The Auditor General of South Africa (AGSA) will also scrutinise these performance evaluation reports.

The annual performance evaluations of senior managers could only be done after we received the AGSA's report on the Municipality's financial and governance performance in December 2023.

However, the performance assessment system inherited from the previous administration was outdated. I have also regularly questioned the wording of some KPAs and KPIs, with some of them being too generic and requiring updating.

At the end of last year, the Municipality acquired the Ignite Performance Management System, which has been widely used at other municipalities in the Western Cape for several years. This will help the us to comply with municipal staffing regulations, to keep all officials accountable and to improve service delivery.

Issued by Executive Mayor Linda Jaquet
Prince Albert Municipality
31 January 2024