



2024-2025
PERFORMANCE EVALUATION REPORT –
PERMANENT EMPLOYEES

28 May 2026

A VORSTER
MUNICIPAL MANAGER

1. PURPOSE

The purpose of the 2024-2025 Performance Evaluation Report is to report on the performance of all permanent staff for the 2024-2025 financial year. The performance evaluation was completed as required in the Municipal Staff Regulations (MSR) and was subjected to the moderation process in terms of Section 40 of the MSR.

2. APPLICABLE LEGISLATION, REGULATIONS AND POLICIES

- The Constitution of the Republic of South Africa No. 108 of 1996
- The Municipal Systems Act 32 of 2000; (MSA)
- The Municipal Staff Regulations, 20 September 2021 (MSR)

3. SUMMARY

Based on the information received by the Finance Department and Human Resources, a total of 270 employees were permanently employed as from the 1 July 2024 – 30 June 2025 and could be evaluated.

The following performance results were completed and submitted to the office for moderation:

Directorate	Number of Agreements	Number of Evaluations Received	Number of Evaluations Outstanding	Performance Average
Office of the MM	25	25	0	75,56%
Financial Services	37	37	0	69,25%
Infrastructure Services	107	107	0	74,43%
Community Services	101	101	0	79,39%
	270	270	0	74.66%

The average performance scoring for all staff is **74.66%**, which represent a relative fair-to-good performance scoring compared to **72,72%** in 2023-2024. It indicates an increase in performance compared to the previous financial year.

3.1 Comments and recommendations from the Departmental Moderation Committee:

In terms of the MSR Section 39(4) and based on the moderations engagements that were held during November 2025, December 2025 and considering all the factors (cost implications, fairness etc.) during the financial year, the committees recommended that a total average score should be used to calculate the overall performance for all staff members. This is to ensure that there is no unfairness amongst individual performance as all the employees demonstrated great character and commitment to service delivery throughout the financial year.

The performance results were accepted by all the Departmental Moderation Committee's, together with the recommended reward and recognition.

3.2 Comments from the Municipal Moderation Committee:

In terms of the MSR Section 39(8), the Municipal Moderation Committee would like to highlight the following challenges regarding the implementation of the performance management system (PMS), especially the evaluation process:

- Manual processes that are follow to conclude agreements and evaluations.
- Inadequate capacity/ resources to ensure the effective implementation of the PMS process.

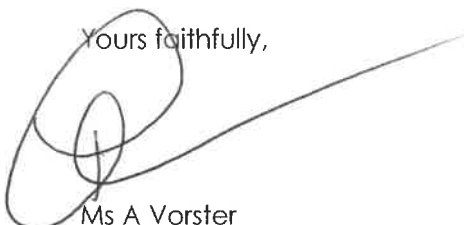
However, the Committee is of the view that adequate processes were followed to adhere to the evaluation and moderation process in terms of the Municipal Staff Regulations.

It was also concluded by the Municipal Moderation Committee's that a special leave should be allocated to each staff member as a reward and recognition for their performance for the 2024/25 financial year. This reward and recognition were approved by Council on 28 October 2025 also as part of the 2nd place for the Best Performing Municipality done by Rating Afrika, which is in line with the Rewards and Recognition Policy - A10 dated 30 January 2025.

4. CONCLUSION

As head of the administration, I sincerely want express my gratitude to all the staff members that demonstrated their commitment and reliance to effective service delivery to the community during these challenging times.

Yours faithfully,



Ms A Vorster
Municipal Manager