KANNALAND
MUNISIPALITEIT | MUNICIPALITY

Performance Agreement
for the financial year 1 July 2025 – 30 June 2026

MUNICIPAL MANAGER

PERFORMANCE AGREEMENT

MADE AND ENTERED INTO BY AND BETWEEN KANNALAND MUNICIPALITY HEREBY REPRESENTED BY:

EXECUTIVE MAYOR

.....
(herein and after referred as Employer)

AND

MUNICIPAL MANAGER

.....
(herein and after referred as Employee)

FOR THE FINANCIAL YEAR:
01 JULY 2025 – 30 JUNE 2026

1. PURPOSE:

The purpose of the agreement is to:

1.1 Comply with the provisions of Section 57(1)(b), 4(A) and (5) of the Municipal Systems Act as well as the employment contact entered into between **Mr Jeffrey Donson**, in his capacity as the **Executive Mayor of Kannaland Municipality** and **Adv Dillo Sereo**, in his capacity as **Municipal Manager** of **Kannaland Municipality**.

1.2 Specify objectives and targets defined and agreed with the employee and to communicate to the employee the employer's expectations of the employee's performance and accountabilities in alignment with the Intergrated Development Plan (IDP), Service Delivery and Budget Implementation Plan (SDBIP) and the Budget of Kannaland Municipality.

1.3 Specify accountabilities as set out in a performance plan, which forms an annexure to the performance agreement;

1.4 Monitor and measure performance against set targeted outputs;

1.5 Use the performance agreement as the basis for assessing whether the employee has met the performance expectations applicable to his job;

1.6 In the event of outstanding performance, to appropriately reward the employee; and

1.7 Give effect to the employer's commitment to a performance-orientated relationship with its employee in attaining equitable and improved service delivery.

2. COMMENCEMENT AND DURATION:

2.1 This agreement is entered into as from **1st July 2025** to **30th June 2026** for the next financial year of Kannaland Municipality or part thereof;

2.2 The parties must review the provisions of this agreement during June each year and must conclude a new performance agreement that replaces the previous agreement at least once a year within one month after the commencement of the new financial year.

2.3 The agreement will terminate on the termination of the employee's contract of employment for any reason.

2.4 If at any time during the validity of the agreement the work environment alters to the extent that the contents of the agreement are no longer appropriate, the contents must

by mutual agreement between the parties, immediately be revised.

3. PERFORMANCE OBJECTIVES:

3.1 The performance plan sets out:

a) The Performance objectives and targets that must be met by the employee; and

b) The time frames within which those performance objectives and targhets must be met.

3.2 The performance objectives and targets reflected in the performance plan are set by the employer in consultation with the employee and based on the IDP, SDBIP and the Budget of the municipality, and shall include key objectives; key performance indicators; target dates and weightings.

3.3 The key objectives describe the main tasks that need to be done. The key performance indicators provide the details of the evidence that must be provided to show that a key objective has been achieved. The target dates describe the timeframe in which the work must be achieved. The weightings show the relative importance of the key objectives to each other.

3.4 The employee's performance will, in addition, be measured in terms of contributions to the goals and strategies set out in the employer's Integrated Development Plan.

4. PERFORMANCE MANAGEMENT SYSTEM

4.1 The employee agrees to participate in the performance management system that the employer adopts or introduces for the municipality.

4.2 The employee accepts that the purpose of the performance management system will be to provide a comprehensive system with specific performance standards to assist the employer, management and municipal staff to perform to the standards required.

4.3 The employer will consult the employee about the specific performance standards that will be included in the performance management system as applicable to the employee.

4.4 The employee undertakes to actively focus towards the promotion and implementation of the Key Performance Areas (KPA's) (including special projects relevant to the employee's responsibilities) within the local government framework.

4.5 The criteria upon which the performance of the employee must be assessed consist of two components, both of which must be contained in the performance agreement. The employee must be assessed against both components, with a weighting of 80:20 allocated to the Key Performance Areas (KPA's) and the Core Compentency

Requirements (CCRs), respectively. Each area of assessment will be weighted and will contribute a specific part to the total score. KPA's covering the main areas of work will account for 80% and CCR's will account for 20% of the final assessment.

4.6 The employee's assessment will be based on his performance in terms of the outputs/outcomes (Performance Indicators) identified as per the performance plan which are linked to the KPA's which constitute 80% of the overall assessment result as per the weightings agreed to between the employer and employee.

KEY PERFORMANCE AREAS	WEIGHTINGS
KPA1: Municipal Transformation and Institutional Development	10
KPA 2: Basic Service Delivery and Infrastructure Development	35
KPA 3: Local Economic Development	10
KPA 4: Municipal Financial Viability and Management	15
KPA 5: Good Governance	30
TOTAL	**100%**

4.7 In the case of managers directly accountable to the municipal manager, key performance areas realted to the functionla area of the relevant manger, must be subject to negotiation between the municipal manager and the relevant manager.

4.8 The CCR's will make up the other 20% of the employee's assessment score. CCR's that are deemed to be most critical for the employee's specific job should be selected from the list below as agree to between the employer and the employee and must be considered with due regard to the proficiency level agreed to.

CORE COMPETENCY REQUIREMENT FOR EMPLOYEES (CCR)		
	Indicate Choice ✓	Weighting
Core Managerial competencies:		
Strategic Capability and Leadership	✓	5
Programme and Project Management	✓	5
Financial Management	✓	5
Change Management	✓	5
Knowledge Management	✓	5
Service Delivery Innovation	✓	5
Problem Solving and Analysis	✓	5
People Management and Empowerment	✓	5
Client Orientation and Customer Focus	✓	5
Communication	✓	5
Honesty and Integrity	✓	5

Core Occupational Competencies		
Competence in Self-Management	✓	4
Interpretation of an implementation within the legislative and national policy frameworks	✓	4
Knowledge of developmental local government	✓	4
Knowledge of Performance Management and Reporting	✓	4
Knowledge of global and South African specific political, social and economic contexts	✓	4
Competence in policy conceptualisation, analysis and implementation	✓	4
Knowledge of more than one functional municipal field/discipline	✓	4
Skills in Mediation	✓	4
Skills in Governance	✓	4
Competence as required by other national line sector	✓	4
Exceptional and dynamic creativity to improve the functioning of the municipality	✓	5
Total Percentage		100%

5. EVALUATING PERFORMANCE:

5.1 The Performance Plan (Annexure B) to this Agreement sets out:-
a) The standards and procedures for evaluating the employees perforamnce; and
b) The intervals for the evaluation of the employee's performance.

5.2 Despite the establishment of agreed intervals for evaluation, the employer may in addition review the employee's performance at any stage while the contract of employment remains in force.

5.3 Personal growth and development need identified during any performance review discussion must be documented in a Personal Development Plan as well as the actions agreed to and implementation must take place within a set time frame.

5.4 The annual performance appraisal must involve:

(a) ***Assesment of the achievement fo results as outlined in the performance plan:***
(i) Each KPA should be assessed according to the extent to which the specified standards or performance indicators have bee met and with due regard to ad hoc tasks that had to be performed under the KPA.
(ii) An indicative rating on the five-point scale should be provided for each KPA.
(iii) The applicable assessment rating calculator must then be used to add the scores and calculate a final KPA score

(b) Assessment of the CCR's

(i) Each CCR should be assessed according to the extent to which the spefied standards have been met.
(ii) An indicative rating on the five-point scale should be provided for each CCR.
(iii) This rating should be multipleis by the weighting given to each CCR during
(iv) The contracting process, to provide a score.

(C) Overall Rating

(i) An overall rating is calculated by using the applicable assessment rating calculator. Such overall rating represents the outcome of the performance appraisal.
(ii) The assessment of the performance of the employee will be based on the following rating scale for KPA's and CCR's.

LEVEL	TERMINOLOGY	DESCRIPTION	RATING
5	Outstanding performance	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 maintain thi in all areas of responsibility throughout the year.	1 2 3 4 5
4	Performance significantly above expectations	Performance is significantly highter 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.	
3	Fully Effective	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.	
2	Not fully effective	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.	
1	Unacceptable performance	Performance does not meet the standard expected for the job. The review/assessment indicates that the employee has achieved below fully effective results against almost all of the performance criteria and indicators as specified int PA and Performance Plan. The employee has failed to demonstrate the commitment or ability to bring performance up to the levele expected in the job despite management efforts to encourage improvement.	

(d) For the purpose of evalutating the annual performance of the Municipal Manager, an evaluation panel constituted for the following persons must be established-
   (i) Executive Mayor of Mayor;
   (ii) Chairperson of the Performance Audit Committee of the Audit Committee in the abscence of a Performance Audit Committee;
   (iii) Member of the Mayoral or Executive Committee or in respect of a plenary municipality, another Member of council
   (iv) Mayor and/of Municipal Manger from another municipality; and
   (v) Member of a ward committee as nominated by the executive Mayor or Mayor.

(e) For the purposes of evaluating the annual performance of Managers directly accountable to the Municipal Manager, an evaluation panel constituted of the following persons must be established-

   (i) Municipal Manager;
   (ii) Chairperson of the Performance Audit Committee of the Audit Committee in the abscence of a Performance Audit Committee;
   (iii) Member of the Mayoral or Executive Committee or in respect of a plenary type municipality, another Member of Council and;
   (iv) Municipal Manager from another municipality

f) The manager responsible for Human Resources of the municipality must provide Secretariat services to the evaluation panels referred to in sub-regulations (d) and (e)

6. SCHEDULE FOR PERFORMANCE REVIEWS

6.1 The performance of the Employee in relation to his performance agreement must be reviewed on the following dates with the understanding that the reviews in the first and the third quarter may be verbal if performance is satisfactory:

Quarter	Months	Review completed by
1	July - September	30 October 2025 (informal)
2	October - December	28 February 2026 (formal)
3	January – March	31 April 2026 (informal)
4	April – June	30 September 2026 (formal)

6.2 The employer must keep a record of the mid-year and annual assessment meetings;

6.3 Performance feedback must be based on the Employer's assessment of the Employee's performance;

6.4 The Employer will be entitled to review and make reasonable changes to the provisions of Performance Plan from time to time for operational reasons on agreement between both parties.

6.5 The Employer may amend the provisions of Performance Plan whenever the performance management system is adopted, implemented and/or amended as the case may be on agreement between both parties.

7. DEVELOPMENTAL REQUIREMENTS

7.1 A Personal Development Plan (PDP) for addressing developmental gaps must form part of the performance agreement.

8 OBLIGATIONS OF THE EMPLOYER

8.1 The Employer must-

(a) Create an enabling environment to facilitate effective performance by the employee;
(b) Provide access to skills development and capacity building opportunities;
(c) Work collaboratively with the Employee to solve problems and generate solutions to common problems that may impact on the performance of the Employee;
(d) On the request of the Employee delegate such powers reasonably required by the Employee to enable him to meet the performance objectives and targets established in terms of this Agreement; and
(e) Make available to the Employee such resources as the Employee may reasonably require from time to time to assist him to meet the performance objectives and targets established in terms of this Agreement.

9 CONSULTATION

9.1 The Employer agrees to consult the Employee timeously where the exercising of its powers will have amongst others,-

(a) A direct effect on the performance of any of the Employee's functions;
(b) Commit the Employee to implement or to give effect to a decision made by the Employer and
(c) A substantial financial effect on the Employer.

9.2 The Employer agrees to inform the Employee of the outcome of any decisions taken pursuant to the exercise of powers contemplated in sub-regulation 9.1 as soon as is practicable to enable the Employee to take any necessary action without delay.

10 MANAGEMENT OF EVALUATION OUTCOMES

10.1 The evaluation of the employee's performance will form the basis for rewarding outstanding performance or correcting unaccaptable performance.

10.2 A performance bonus ranging from 5% to 14% of all the all-inclusive remuneration package may be paid to an employee in recognition of outstanding performance. In determining the performance bonus the relevant percentage is based on the overall raing, calculated by using the applicable assessment -rating calculator; provided that:
a) A score of 130% to 149% is awarded a performance bonus ranging 5% to 9%; and
b) A score of 150% and above is awarded a performance bonus ranging from 10% to 14%.

10.3 In the case of unacceptable performance, the employer shall:

a) Provide systematic remedial or developmental support to assist the employee to improve his performance; and

b) After appropriate performance counseling and having provided the necessary guidance and/or support and reasonable time for improvement in performance, and performance does not improve, the employer may consider steps to terminate the contract of employment o fthe employee on ground of unfitness or incapacity to carry out his duties.

11 DISPUTE RESOLUTION

11.1 Any disputes about the nature of the employee's performance agreement,whether it relates to key responsibilities, priorities, methods of assessment and/or salary icrement in the agreement, must be mediated by:

a) In the case of the municipal manager, the MEC for local government in the province within (30) days of receipt of a formal dispute from the employee, or any other person designated by the MEC; and
b) In the case of managers directly accountable to the municipal manager, the executive mayor or mayor within thirty (30) days of receipt of a formal dispute from the employee; whose decision shall be final and binding on both parties.

11.2 Any disputes about the outcome of the employee's performance evaluation, must be mediated by:

(a) In the case of the municipal manager, the MEC for local government in the province

within thirty (30) days of receipt of a formal dispute from the employee, or any other person designated by the MEC; and

(b) In the case of managers directly accountable to the municipal manager, a member of the municipal council, provided that such member was not part of the evaluation, must be mediated by:

12 GENERAL

12.1 The contents of the performance agreemetn must be made available to the public by the employer in accordance with the Municipal Finance Management Act, 2003 and Section 46 of the Act.

12.2 Nothing in this agreement diminishes the obligations, duties or accountabilities of the Employee in terms of his contract of employment, or the effects of existing or new regulations, circulars, policies, directives or other instruments.

12.3 The performance assessment results of the municipal manager must be submitted to the MEC responsible for local government in the relevant province as well as the national minister responsible for local government witin fourteen (14) days after the conclusion of the assessment.

Thus done and signed at LADISMITH on the 31ST day of JULY of 2023.

AS WITNESSES:

1. _____

2. _____

_____
MUNICIPAL MANAGER

Thus done and signed at LADISMITH on the 31ST day of JULY of 2023

AS WITNESSES:

1. _____

2. _____

_____
EXECUTIVE MAYOR

Performance Plan

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; and

b) The Competencies required from employees prescribed in the Regulations on the appointment and conditions of employment of senior managers, R21 of 2014.

KEY PERFORMANCE INDICATORS

The key performance areas, the performance objectives, key performance indicators and targets that must be met within the agreed timeframe are described below. The assessment of these performance indicators will account for **hundred percent** of the total employee assessment score.

KPA 1: MUNICIPAL TRANSFORMATION AND INSTITUTIONAL DEVELOPMENT									
KANNALAND OBJECTIVE To Provide an Efficient Workforce by Aligning our Institutional Arrangements to our Overall Strategy									
DISTRICT STRATEGIC OBJECTIVE 1: A Skilled Workforce and Communities									
PROVINCIALOUTCOME VIP 3: Empowering People									
NDP OUTCOMES OUTCOME 13: Building a Capable and Developmental State									
KPI NO.	KEY PERFORMANCE INDICATOR	DEPARTMENT	2025/26 TARGETS					POE	WEIGHT
			ANNUAL TARGET	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4		
KPI 1	Number of people from employment equity target groups employed in the three highest levels of management in compliance with a municipality's approved employment equity plan by end June 2026	Corporate Services	4 of people from employment equity target groups employed in the three highest levels of management in compliance with a municipality's approved employment equity plan by end June 2026	None	2 people from employment equity target groups employed in the three highest levels of management in compliance with a municipality's approved employment equity plan by end December 2025	None	2 people from employment equity target groups employed in the three highest levels of management in compliance with a municipality's approved employment equity plan by end June 2026	Report	5
KPI 2	Percentage of a municipality's budget actually spent on implementing its workplace skills plan by end June 2026	Corporate Services	100% of a municipality's budget actually spent on implementing its workplace skills plan by end June 2026	25% of a municipality's budget actually spent on implementing its workplace skills plan by end	25% of a municipality's budget actually spent on implementing its workplace skills plan by end	25% of a municipality's budget actually spent on implementing its workplace skills plan by end March 2026	25% of a municipality's budget actually spent on implementing its workplace skills plan by end June 2026	Signed off Quality certificates and grant spending reports	5

				September 2025	December 2025				

KPA 2: BASIC SERVICE DELIVERY AND INFRASTRUCTURE DEVELOPMENT									
KANNALAND OBJECTIVE To Provide Access to Reliable Infrastructure That Will Contribute to a Higher Quality of Life for Kannaland Citizens To Provide Adequate Services and Improve our Public Relations									
DISTRICT STRATEGIC STRATEGIC OBJECTIVE 2: Bulk Infrastructure Co-Ordination STRATEGIC OBJECTIVE 7: Sustainable Environmental Management and Public Safety									
PROVINCIALOUTCOME VIP 2: Growth and Jobs									
NDP OUTCOMES OUTCOME 6: Efficient, Competitive and Responsive Economic Infrastructure Network OUTCOME 2: Improve Health and Life Expectancy OUTCOME 10: Protection and Enhancement of Environmental Assets and Natural Resources OUTCOME 11: A Better South Africa, A Better and Safer Africa and World OUTCOME 12. Building Safer Communities									
KPI NO	**KEY PERFORMANCE INDICATOR**	**DEPARTMENT**	**2025/26 TARGETS**					**POE**	**WEIGHT**
			ANNUAL TARGET	**QUARTER 1**	**QUARTER 2**	**QUARTER 3**	**QUARTER 4**		
KPI 3	Number of formal residential households with access to basic level of water by end June 2026	Infrastructure Services	4665 of formal residential households with access to basic level of water by end June 2026	4635 of formal residential households with access to basic level of water by end September 2025	4642 of formal residential households with access to basic level of water by end December 2025	4656 of formal residential households with access to basic level of water by end March 2026	4665 of formal residential households with access to basic level of water by end June 2026	Report	3
KPI 4	Number of formal residential households with access to basic	Infrastructure Services	4350 formal residential households with access to basic	4330 formal residential households with access to basic level of	4340 formal residential households with access to basic level of sanitation	4350 formal residential households with access to basic level of	of formal residential households with access to basic level of sanitation	Report	3

	level of sanitation by end June 2026		level of sanitation by end June 2026	sanitation by end September 2025	by end December 2025	sanitation by end March 2026	by end June 2026		
KPI 5	Number of formal residential households with access to basic level of electricity by end June 2026	Infrastructure Services	3541 formal residential households with access to basic level of electricity by end June 2026	3520 formal residential households with access to basic level of electricity by end September 2025	3520 formal residential households with access to basic level of electricity by end December 2025	3520 formal residential households with access to basic level of electricity by end March 2026	3541 formal residential households with access to basic level of electricity by end June 2026	Report	3
KPI 6	Number of formal residential households with access to basic level of solid waste removal by end June 2026	Infrastructure Services	4550 formal residential households with access to basic level of solid waste removal by end June 2026	4540 formal residential households with access to basic level of solid waste removal by end September 2025	4546 of formal residential households with access to basic level of solid waste removal by end December 2025	4550 formal residential households with access to basic level of solid waste removal by end March 2026	4550 formal residential households with access to basic level of solid waste removal by end June 2026	Report	3
KPI 7	Number of municipal registered indigent households with access to free basic services by end June 2026	Infrastructure Services	2252 municipal registered indigent households with access to free basic services by end June 2026	2230 municipal registered indigent households with access to free basic services by end September 2025	2240 municipal registered indigent households with access to free basic services by end December 2025	2252 municipal registered indigent households with access to free basic services by end March 2026	indigent households with access to free basic services by end June 2026	Report	2
KPI 8	Percentage of a municipality's MIG actually spent on projects identified for 2025/26 financial year by end June 2026	Infrastructure Services	100% of a municipality's MIG actually spent on projects identified for 2025/26 financial year by end June 2026	25% of a municipality's MIG actually spent on projects identified for 2025/26 financial year by end September 2025	25% of a municipality's MIG actually spent on projects identified for 2024/25 financial year by end December 2025	25% of a municipality's MIG actually spent on projects identified for 2025/26 financial year by end March 2026	25% of a municipality's MIG actually spent on projects identified for 2025/26 financial year by end June 2026	Signed off Quality certificates and grant spending reports	2
KPI 9	Percentage of a municipality's	Infrastructure Services	100% of a municipality's	25% of a municipality's	25% of a municipality's	25% of a municipality's	25% of a municipality's	Signed off Quality	2

	WSIG actually spent on projects identified for 2025/26 financial year by end June 2026		WSIG actually spent on projects identified for 2025/26 financial year by end June 2026	WSIG actually spent on projects identified for 2025/26 financial year by end September 2025	WSIG actually spent on projects identified for 2025/26 financial year by end December 2025	WSIG actually spent on projects identified for 2025/26 financial year by end March 2026	WSIG actually spent on projects identified for 2025/26 financial year by end June 2026	certificates and grant spending reports	
KPI 10	Percentage of a municipality's Human Settlements Development Grant (Beneficiaries) actually spent on projects identified for 2025/26 financial year by end June 2026	Corporate and Community Services	100% of a municipality's Human Settlements Development Grant (Beneficiaries) actually spent on projects identified for 2025/26 financial year by end June 2026	25% of a municipality's Human Settlements Development Grant (Beneficiaries) actually spent on projects identified for 2025/26 financial year by end September 2025	25% of a municipality's Human Settlements Development Grant (Beneficiaries) actually spent on projects identified for 2025/26 financial year by end December 2025	25% of a municipality's Human Settlements Development Grant (Beneficiaries) actually spent on projects identified for 2025/26 financial year by end March 2026	25% of a municipality's Human Settlements Development Grant (Beneficiaries) actually spent on projects identified for 2025/26 financial year by end June 2026	Signed off Quality certificates and grant spending reports	3
KPI 11	Percentage of municipality's Title Deeds Restoration Grant actually spent for 2025/26 financial year by end June 2026	Corporate and Community Services	100% of municipality's Title Deeds Restoration Grant actually spent for 2025/26 financial year by end June 2026	25% of municipality's Title Deeds Restoration Grant actually spent for 2025/26 financial year by end September 2025	25% of municipality's Title Deeds Restoration Grant actually spent for 2025/26 financial year by end December 2025	25% of municipality's Title Deeds Restoration Grant actually spent for 2025/26 financial year by end March 2026	25% of municipality's Title Deeds Restoration Grant actually spent for 2025/26 financial year by end June 2026	Signed off Quality certificates and grant spending reports	3
KPI 12	Percentage of municipality's Informal Settlements Upgrading Partnership Grant actually spent on projects identified for a 2025/26	Infrastructure Services	100% of municipality's Informal Settlements Upgrading Partnership Grant actually spent on projects identified for a 2025/26	25% of a municipality's Informal Settlements Upgrading Partnership Grant actually spent on projects identified for a 2025/26 financial	25% of municipality's Informal Settlements Upgrading Partnership Grant actually spent on projects identified for a 2025/26 financial	25% of municipality's Informal Settlements Upgrading Partnership Grant actually spent on projects identified for a	25% of municipality's Informal Settlements Upgrading Partnership Grant actually spent on projects identified for a 2025/26	Signed off Quality certificates and grant spending reports	3

	financial year by end June 2026		financial year by end June 2026	year by end September 2025	year by end December 2025	2025/26 financial year by end March 2026	financial year by end June 2026		
KPI 13	Percentage of municipality's Municipal Energy Resilience Grant actually spent on projects identified for 2025/26 financial year by end June 2026	Infrastructure Services	100% of municipality's Municipal Energy Resilience Grant actually spent on projects identified for 2025/26 financial year by end June 2026	25% of municipality's Municipal Energy Resilience Grant actually spent on projects identified for 2025/26 financial year by end September 2025	25% of municipality's Municipal Energy Resilience Grant actually spent on projects identified for 2025/26 financial year by end December 2025	25% of municipality's Municipal Energy Resilience Grant actually spent on projects identified for 2025/26 financial year by end March 2026	25% of municipality's Municipal Energy Resilience Grant actually spent on projects identified for 2025/26 financial year by end June 2026	Signed off Quality certificates and grant spending reports	2 –
KPI 14	Percentage of a municipality's Municipal Water Resilience Grant actually spent on projects identified for 2025/26 financial year by end June 2026	Infrastructure Services	100% of a municipality's Municipal Water Resilience Grant actually spent on projects identified for 2025/26 financial year by end June 2026	25% of a municipality's Municipal Water Resilience Grant actually spent on projects identified for 2025/26 financial year by end September 2025	25% of a municipality's Municipal Water Resilience Grant actually spent on projects identified for 2025/26 financial year by end December 2025	25% of a municipality's Municipal Water Resilience Grant actually spent on projects identified for 2025/26 financial year by end March 2026	25% of a municipality's Municipal Water Resilience Grant actually spent on projects identified for 2025/26 financial year by end June 2026	Signed off Quality certificates and grant spending reports	2

KPA 3: LOCAL ECONOMIC DEVELOPMENT	
OBJECTIVE: To strive towards a safe community in Kannaland through the proactive management of traffic, environmental health, fire and disaster risks To facilitate Economic Growth and Social and Community development	
DISTRICT STRATEGIC STRATEGIC OBJECTIVE 5: Growing an Inclusive District Economy STRATEGIC OBJECTIVE 6: Healthy and Socially Stable Community	

PROVINCIALOUTCOME
VIP 4: Mobility and Spatial Transformation

NDP OUTCOMES
OUTCOME 2: Improve Health and Life Expectancy
OUTCOME 3: All People In South Africa Protected and Feel Safe
OUTCOME 4: Decent Employment
OUTCOME 7: Vibrant, Equitable and Sustainable Rural Communities and Food Security

KPI NO.	KEY PERFORMANCE INDICATOR	DEPARTMENT	2025/26 TARGETS					POE	WEIGHT
			ANNUAL TARGET	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4		
KPI 15	Number of jobs created through municipality's local, economic development initiatives by end June 2026	Corporate and Community Services	8 jobs created through municipality's local, economic development initiatives by end June 2026	2 jobs created through municipality's local, economic development initiatives by end September 2025	2 jobs created through municipality's local, economic development initiatives by end December 2025	2 jobs created through municipality's local, economic development initiatives by end March 2026	2 jobs created through municipality's local, economic development initiatives by end June 2026	Report	2
KPI	Number of jobs created through municipality's capital projects by end June 2026	Corporate and Community Services	15 jobs created through municipality's capital projects by end June 2026	15 jobs created through municipality's capital projects by end June 2026	15 jobs created through municipality's capital projects by end June 2026	15 jobs created through municipality's capital projects by end June 2026	15 jobs created through municipality's capital projects by end June 2026	Report	2
KPI 16	number of jobs created through municipality's EPWP by end June 2026	Corporate and Community Services	30 number of jobs created through municipality's EPWP by end June 2026	30 number of jobs created through municipality's EPWP by end June 2026	30 number of jobs created through municipality's EPWP by end June 2026	30 number of jobs created through municipality's EPWP by end June 2026	30 number of jobs created through municipality's EPWP by end June 2026	Report	2
KPI 17	number of SMMEs training workshops held by end June 2026	Corporate and Community Services	4 SMMEs training workshops held by end June 2026	1 SMMEs training workshop held by end	1 SMMEs training workshop held by end	1 SMMEs training workshop held by end March 2025	1 SMMEs training workshop held by end June 2026	Report	2

				September 2025	December 2025				
KPI 18	number of Youth programs held by end June 2026	Corporate and Community Services	2 Youth programs held by end June 2026	None	1 Youth program held by end December 2025	None	1 Youth program held by end June 2026	Report	2

KPA 4: MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT									
OBJECTIVE: To strive towards a financially sustainable municipality									
DISTRICT STRATEGIC Strategic Objective 3: Financial Viability									
PROVINCIALOUTCOME VIP 3: Innovation and culture									
NDP OUTCOMES Outcome 3: Building a capable and developmental state									
KPI NO.	**KEY PERFORMANCE INDICATOR**	**DEPT**	**2025/26 TARGETS**					**POE**	**WEIGHT**
			ANNUAL TARGET	**QUARTER 1**	**QUARTER 2**	**QUARTER 3**	**QUARTER 4**		
KPI 19	Percentage of financial viability measured in terms of debt coverage ratio by end June 2026	Financial Services	45% of financial viability measured in terms of debt coverage ratio by end June 2026	25% of financial viability measured in terms of debt coverage ratio by end September 2025	25% of financial viability measured in terms of debt coverage ratio by end December 2025	35% of financial viability measured in terms of debt coverage ratio by end March 2026	45% of financial viability measured in terms of debt coverage ratio by end June 2026	Report	3
KPI 20	Percentage of financial viability measured in terms of outstanding service debtors to revenue ratio end June 2026	Financial Services	95% of financial viability measured in terms of outstanding service debtors to revenue ratio end June 2026	80% of financial viability measured in terms of outstanding service debtors to revenue ratio end September 2025	80% of financial viability measured in terms of outstanding service debtors to revenue ratio end December 2025	95% of financial viability measured in terms of outstanding service debtors to revenue ratio end March 2026	95% of financial viability measured in terms of outstanding service debtors to revenue ratio end June 2026	Report	3

KPI 21	Months of financial viability measured in terms of cost coverage ratio by end June 2026	Financial Services	2 months of financial viability measured in terms of cost coverage ratio by end June 2026	1 month of financial viability measured in terms of cost coverage ratio by end September 2025	1 month of financial viability measured in terms of cost coverage ratio by end December 2025	1 month of financial viability measured in terms of cost coverage ratio by end March 2026	2 months of financial viability measured in terms of cost coverage ratio by end June 2026	Report	2
KPI 22	Percentage of a municipality's operational National grants allocated actually spent on projects/programs identified for 2025/26 financial year by end June 2026	Office of the Municipal Manager Financial Services Corporate and Community Services Infrastructure Services	100% municipality's operational National grants allocated actually spent on projects/programs identified for 2025/26 financial year by end June 2026	25% municipality's operational National grants allocated actually spent on projects/programs identified for 2025/26 financial year by end September 2025	25% municipality's operational National grants allocated actually spent on projects/programs identified for 2025/26 financial year by end December 2025	25% municipality's operational National grants allocated actually spent on projects/programs identified for 2025/26 financial year by end March 2026	25% municipality's operational National grants allocated actually spent on projects/programs identified for 2025/26 financial year by end June 2026	Signed off Quality certificates and grant spending reports	3
KPI 23	Percentage of a municipality's operational Provincial grants allocated actually spent on projects/programs identified for 2025/26 financial year by end June 2026	Office of the Municipal Manager Financial Services Corporate and Community Services Infrastructure Services	100% municipality's operational Provincial grants allocated actually spent on projects/programs identified for 2025/26 financial year by end June 2026	25% municipality's operational Provincial grants allocated actually spent on projects/programs identified for 2025/26 financial year by end September 2025	25% municipality's operational Provincial grants allocated actually spent on projects/programs identified for 2025/26 financial year by end December 2025	25% municipality's operational Provincial grants allocated actually spent on projects/programs identified for 2025/26 financial year by end March 2026	25% municipality's operational Provincial grants allocated actually spent on projects/programs identified for 2025/26 financial year by end June 2026	Signed off Quality certificates and grant spending reports	3

KPA 5: GOOD GOVERNANCE AND PUBLIC PARTICIPATION									
OBJECTIVE: Promote effective and efficient governance with high levels of stakeholder participation									
DISTRICT STRATEGIC Strategic Objective 4: Good governance									
PROVINCIALOUTCOME VIP 5: Innovation and culture									
NDP OUTCOMES Outcome 3. Building a capable and developmental state Outcome 15. Transforming society and uniting the country									
KPI NO.	**KEY PERFORMANCE INDICATOR**	**DEPT**	**2025/26 TARGETS**					**POE**	**WEIGHTING**
			ANNUAL TARGET	**QUARTER 1**	**QUARTER 2**	**QUARTER 3**	**QUARTER 4**		
KPI 24	Number of Annual Financial Statements submitted to the Auditor-General by 31 August 2025	Financial Services	1 Annual Financial Statements submitted to the Auditor-General by 31 August 2025	1 Annual Financial Statements submitted to the Auditor-General by 31 August 2025	None	None	None	Annual Financial Statements	1
KPI 25	Number of Annual Performance Report submitted to the Auditor-General by 31 August 2025	Corporate and Community Services	1 Annual Performance Report submitted to the Auditor-General by 31 August 2025	1 Annual Performance Report submitted to the Auditor-General by 31 August 2025	None	None	None	Annual Performance Report	1
KPI 26	Number of Draft Annual Report submitted to the Auditor-General by 31 August 2025	Corporate and Community Services	1 Draft Annual Report submitted to the Auditor-General by 31 August 2025	1 Draft Annual Report submitted to the Auditor-General by 31 August 2025	None	None	None	Draft Annual Report	1
KPI 27	Number of time schedule outlining key deadlines submitted to council for adoption by end August 2025	Corporate and Community Services	1 time schedule outlining key deadlines submitted to council for adoption by end August 2025	1 time schedule outlining key deadlines submitted to council for adoption by end August 2025	None	None	None	Council Resolution and Report	1.5

KPI 28	Number of Oversight Reports tabled to Council by end June 2026	Corporate and Community Services	2 Oversight Reports tabled to Council by end June 2026	1 2023/24 Oversight Report tabled to Council by end September 2024	None	1 2023/24 Oversight Report tabled to Council by end March 2025	None	Council Resolution and 2024/25 Oversight Report	1.5
KPI 29	Number of Mid-year budget and performance assessment report tabled to council by end January 2026	Financial Services Corporate and Community Services	1 Mid-year budget and performance assessment report tabled to council by end January 2026	None	None	1 Mid-year budget and performance assessment report tabled to council by end January 2026	None	Council Resolution and Mid-year budget and performance assessment	1.5
KPI 30	Number of adjustment budget approved by end February 2026	Financial Services	1 adjustment budget approved by end February 2026	None	None	1 adjustment budget approved by end February 2026	None	Council Resolution and Adjustment Budget	1.5
KPI 31	Number of Draft Revised/Amended IDP submitted to council by end March 2026	Corporate and Community Services	1 Draft Revised/Amended IDP submitted to council by end March 2026	None	None	1 Draft Revised/Amended IDP submitted to council by end March 2026	None	Council Resolution and Draft Revised/Amended IDP	1.5
KPI 32	Number of Draft MTREF with budget related policies submitted to council by end March 2026	Financial Services	1 Draft MTREF with budget related policies submitted to council by end March 2026	None	None	1 Draft MTREF with budget related policies submitted to council by	None	Council Resolution and Draft MTREF with budget	1.5

						end March 2026		related policies	
KPI 33	Number of Final Revised/Amended IDP submitted to council by end May 2026	Corporate and Community Services	1 Final Revised/Amended IDP submitted to council by end May 2026	None	None	None	1 Final Revised/Amended IDP submitted to council by end May 2026	Council Resolution and Final Revised/ Amended IDP	1.5
KPI 34	Number of Final MTREF with budget related policies submitted to council by end May 2026	Financial Services	1 Final MTREF with budget related policies submitted to council by end May 2026	None	None	None	1 Final MTREF with budget related policies submitted to council by end May 2026	Council Resolution and Final MTREF with budget related policies	1.5
KPI 35	Number of Work Skills Plan submitted to LGSETA by end April 2026	Corporate and Community Services	1 Work Skills Plan submitted to LGSETA by end April 2026	None	None	None	1 Work Skills Plan submitted to LGSETA by end April 2026	Work Skills Plan	1.5
KPI 36	Number of Revised Employment Equity Plan tabled to council by end April 2026	Corporate and Community Services	1 Revised Employment Equity Plan tabled to council by end April 2026	None	None	None	1 Revised Employment Equity Plan tabled to council by end April 2026	Council Resolution and approved Revised Employment Equity Plan	1.5

KPI 37	Number of Internal Audit risk-based audit plan approved by audit committee by end [redacted]5 June 2026	Office of the Municipal Manager	1 Internal Audit risk-based audit plan approved by audit committee by end [redacted]5. June 2026	1 Internal Audit risk-based audit plan approved by audit committee by end July 2[redacted]5 June 2026	None	None	None	Approved Internal Audit risk-based audit plan	1.5
KPI 38	Number of MFMA Section 71 monthly reports submitted to the Accounting Officer by end June 2025	Financial Services	12 MFMA Section 71 monthly reports submitted to the Accounting Officer by end June 2025	3 MFMA Section 71 monthly reports submitted to the Accounting Officer by end [redacted] October 2025	3 MFMA Section 71 monthly reports submitted to the Accounting Officer by end [redacted] January 2025	3 MFMA Section 71 monthly reports submitted to the Accounting Officer by end [redacted] April 2026	3 MFMA Section 71 monthly reports submitted to the Accounting Officer by end June 2026	Signed off Quality certificates and MFMA Section 71 monthly reports	1
KPI 40	Number of MFMA Section 52 quarterly reports submitted to council by end June 2026	Financial Services Corporate and Community Services	4 MFMA Section 52 quarterly reports submitted to council by end June 2026	1 MFMA Section 52 quarterly report submitted to council by end September 2025	1 MFMA Section 52 quarterly report submitted to council by end December 2025	1 MFMA Section 52 quarterly report submitted to council by end March 2026	1 MFMA Section 52 quarterly report submitted to council by end June 2026	Council resolution Signed off Quality certificates and MFMA Section 52 quarterly reports	1
KPI 41	Number of Local Labor Forum meetings held by end June 2026	Corporate and Community Services	4 Local Labor Forum meetings held by end June 2026	1 Local Labor Forum meeting held by end September 2025	1 Local Labor Forum meeting held by end December 2025	1 Local Labor Forum meeting held by end March 2026	1 Local Labor Forum meeting held by end June 2026	Agenda; attendance register and Minutes	1.5

KPI 42	No of Audit Committee meetings held by end June 2026	Corporate and Community Services	4 Audit Committee meetings held by end June 2026	1 Audit Committee meeting held by end September 2025	1 Audit Committee meeting held by end December 2025	1 Audit Committee meeting held by end March 2026	1 Audit Committee meeting held by end June 2026	Agenda; attendance register and Minutes	1.5
KPI 43	Number of Council meetings held by end June 2026	Corporate and Community Services	12 Council meetings held by end June 2026	3 Council meetings held by end September 2025	3 Council meetings held by end December 2025	3 Council meetings held end March 2025	3 Council meetings held by end June 2026	Agenda; attendance register and Council Resolution	1
KPI 44	Number of IDP Rep Forum meetings held by end June 2026	Corporate and Community Services	2 IDP Rep Forum meetings held by end April 2026	None	None	1 IDP Rep Forum meetings held by end February 2026	1 IDP Rep Forum meetings held by end June 2026	Agenda; attendance register and minutes	1
New KPI	Number of Risk assessments Conducted by June 2026	Corporate Services And Office of the Municipal Manager	1 Risk assessment held by June 2026	None	None	None	1 Risk assessment held by June 2026		1

Personal Development Plan

Skills Performance Gap	Outcomes Expected	Suggested training and /or development activity	Suggested mode of delivery	Suggested Time Frames	Work opportunity created to practice skill/development area	Support Person
1. Municipal Finance Minimum Competency	Certificate in Municipal Finance Management To meet competency requirements in terms of section 83 of the MFMA	Municipal Finance Management Programme (MFMP)	External Training	12 Months	Head of Administration	Administration
2.						
3.						

Signed and accepted by the Municipal Manager

Date: 31/07/2025

Signed by the Executive Mayor on behalf of the Municipality

Date: _____