



KANNALAND
MUNISIPALITEIT | MUNICIPALITY

**Performance Agreement
for the financial year 1 July 2024 – 30 June
2025**

**EXECUTIVE SENIOR MANAGER: CORPORATE
AND COMMUNITY SERVICE**

A handwritten signature in black ink, consisting of a stylized 'B' followed by a circular flourish.

PERFORMANCE AGREEMENT

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

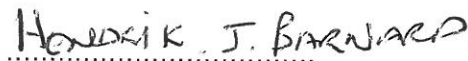
THE MUNICIPAL MANAGER



(herein and after referred as Employer)

AND

EXECUTIVE SENIOR MANAGER: CORPORATE AND COMMUNITY
SERVICES



(herein and after referred as Employee)

FOR THE FINANCIAL YEAR:
01 JULY 2024 – 30 JUNE 2025

1. PURPOSE

The purpose of the agreement is to:

- 1.1. comply with the provisions of Section 57(1)(b), (4A), (4B) and (5) of the Act as well as the employment contract entered into between **ADV. Dillo Sereo**, in his capacity as the **Municipal Manager of Kannaland Municipality** and **Mr. Hendrik Barnard**, in his capacity as **Senior Executive Manager: Corporate and Community Services 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 Integrated Development Plan, 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 performance agreement is entered into as from **1 July 2024 to June 2025** 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 targets 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 Integrated Development Plan, Service Delivery and Budget Implementation Plan (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 Competency 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 CCRs 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 (KPA's)	WEIGHTING
KPA 1: Municipal Transformation and Institutional Development	30
KPA 2: Basic Service Delivery and Infrastructure Development	0
KPA 3: Local Economic Development	10
KPA 4: Municipal Financial Viability and Management	5
KPA 5: Good Governance and Public Participation	55
TOTAL	100%

- 4.7. In the case of managers directly accountable to the municipal manager, key performance areas related to the functional area of the relevant manager, 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. CCRs that are deemed to be most critical for the employee's specific job should be selected from the list below as agreed 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
<i>Core Managerial competencies:</i>		
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
<i>Core Occupational Competencies:</i>		
Competence in Self-Management	√	4
Interpretation of and implementation within the legislative and national policy frameworks	√	5
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 departments	√	4
Exceptional and dynamic creativity to improve the functioning of the municipality	√	4
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 employee's performance; 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 needs 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 frames.
- 5.4. The annual performance appraisal must involve:
- (a) ***Assessment of the achievement of 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 been 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 CCRs***
 - (i) Each CCR should be assessed according to the extent to which the specified standards have been met.
 - (ii) An indicative rating on the five-point scale should be provided for each CCR.
 - (iii) This rating should be multiplied by the weighting given to each CCR during the contracting process, to provide a score.
 - (iv) The applicable assessment-rating calculator must then be used to add the scores and calculate a final CCR score.
 - (c) ***Overall rating***
 - (i) An overall rating is calculated by using the applicable assessment rating

LEVEL	Terminology	Description	Rating
		demonstrate the commitment or ability to bring performance up to the level expected in the job despite management efforts to encourage improvement.	

(d) For the purposes of evaluating the annual performance of the Municipal Manager, an evaluation panel constituted for the following persons must be established-

- (i) Executive Mayor or Mayor;
- (ii) Chairperson of the Performance Audit Committee or the Audit Committee in the absence 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;
- (iv) Mayor and/or Municipal Manager 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 or the Audit Committee in the absence 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
<i>First Quarter</i>	<i>July – September</i>	<i>31 October 2024 (informal)</i>
Second Quarter	October - December	28 February 2025 (formal)
<i>Third Quarter</i>	<i>January – March</i>	<i>30 April 2025 (informal)</i>
Fourth Quarter	April – June	30 September 2025 (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 unacceptable performance.
- 10.2. A performance bonus ranging from 5% to 14% of 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 rating, calculated by using the applicable assessment-rating calculator; provided that:
- (a) a score of 130% to 149% is awarded a performance bonus ranging from 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 counselling 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 of the employee on grounds 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 increment in the agreement, 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, 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 panel provided for in sub-regulation 5.4(e), within thirty (30) days of receipt of a formal dispute from the employee; whose decision shall be final and binding on both parties

12. GENERAL

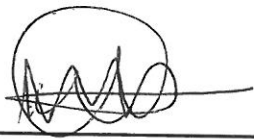
- 12.1. The contents of the performance agreement must be made available to the public by the employer in accordance with the Municipal Finance Management Act, 2003 and Section 46 of the Act.
- 12.2. Nothing in this agreement diminishes the obligations, duties or accountabilities of the Employee in terms 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, within fourteen (14) days after the

conclusion of the assessment.

Thus, done and signed at LADISMITH on the 02 day of AUGUST of 2024.

AS WITNESSES:

1. 

2. 


 SENIOR EXECUTIVE MANAGER:
 CORPORATE AND COMMUNITY
 SERVICES

Thus, done and signed at LADISMITH on the 11 day of SEPTEMBER of 2024.

AS WITNESSES:

1. 

2. 


 MUNICIPAL MANAGER



Performance Plan


SENIOR EXECUTIVE MANAGER: CORPORATE AND COMMUNITY SERVICES
Mr. HENDRICK BARNARD

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.



PERFORMANCE PLAN – ANNEXURE A

2024/2025

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						
PROVINCIAL OUTCOME						
VIP 3: Empowering People						
NDP OUTCOMES						
OUTCOME 13: Building a Capable and Developmental State						
KPI NO.	KEY PERFORMANCE INDICATOR	DEPARTMENT	2024/25 TARGETS			
			ANNUAL TARGET	QUARTER 1	QUARTER 2	QUARTER 3
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 2025	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 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 December 2024	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 2025
						Report
						15
KPI 2	Percentage of a municipality's budget	Corporate Services	100% of a municipality's budget	25% of a municipality's budget	25% of a municipality's budget	25% of a municipality's budget
						Signed off Quality
						15

2024/2025



PERFORMANCE PLAN – ANNEXURE A

2024/2025

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									
PROVINCIAL OUTCOME									
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	ANNUAL TARGET	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4	POE	WEIGHT
KPI 15	Number of jobs created through municipality's local, economic development initiatives by end June 2025	Corporate and Community Services	8 jobs created through municipality's local, economic development initiatives by end June 2025	2 jobs created through municipality's local, economic development initiatives by end September 2024	2 jobs created through municipality's local, economic development initiatives by end December 2024	2 jobs created through municipality's local, economic development initiatives by end March 2025	2 jobs created through municipality's local, economic development initiatives by end June 2025	Report	2
KPI	Number of jobs created through municipality's capital projects by end June 2025	Corporate and Community Services	15 jobs created through municipality's capital projects by end June 2025	15 jobs created through municipality's capital projects by end June 2025	15 jobs created through municipality's capital projects by end June 2025	15 jobs created through municipality's capital projects by end June 2025	15 jobs created through municipality's capital projects by end June 2025	Report	2
KPI 16	number of jobs created through municipality's EPWP by end June 2025	Corporate and Community Services	30 number of jobs created through municipality's EPWP by end June 2025	30 number of jobs created through municipality's EPWP by end June 2025	30 number of jobs created through municipality's EPWP by end June 2025	30 number of jobs created through municipality's EPWP by end June 2025	30 number of jobs created through municipality's EPWP by end June 2025	Report	2

PERFORMANCE PLAN – ANNEXURE A

2024/2025

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									
PROVINCIAL OUTCOME									
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	2024/25 TARGETS				POE	WEIGHT	
			ANNUAL TARGET	QUARTER 1	QUARTER 2	QUARTER 3			QUARTER 4
KPI 17	number of SMMES training workshops held by end June 2025	Corporate and Community Services	4 SMMES training workshops held by end June 2025	1 SMMES training workshop held by end September 2024	1 SMMES training workshop held by end December 2024	1 SMMES training workshop held by end March 2024	1 SMMES training workshop held by end June 2025	Report	2
KPI 18	number of Youth programs held by end June 2025	Corporate and Community Services	2 Youth programs held by end June 2025	None	1 Youth program held by end December 2024	None	1 Youth program held by end June 2025	Report	2

PERFORMANCE PLAN – ANNEXURE A

2024/2025

KPA 4: MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT									
OBJECTIVE: To strive towards a financially sustainable municipality									
DISTRICT STRATEGIC									
Strategic Objective 3: Financial Viability									
PROVINCIAL OUTCOME									
VIP 3: Innovation and culture									
NDP OUTCOMES									
Outcome 3: Building a capable and developmental state									
KPI NO.	KEY PERFORMANCE INDICATOR	DEPT	2024/25 TARGETS				POE	WEIGHT	
			ANNUAL TARGET	QUARTER 1	QUARTER 2	QUARTER 3			QUARTER 4
KPI 22	Percentage of a municipality's operational National grants allocated actually spent on projects/programs identified for 2024/25 financial year by end June 2025	Corporate and Community Services	100% municipality's operational National grants allocated actually spent on projects/programs identified for 2024/25 financial year by end June 2025	25% municipality's operational National grants allocated actually spent on projects/programs identified for 2024/25 financial year by end September 2024	25% municipality's operational National grants allocated actually spent on projects/programs identified for 2024/25 financial year by end December 2024	25% municipality's operational National grants allocated actually spent on projects/programs identified for 2024/25 financial year by end March 2025	25% municipality's operational National grants allocated actually spent on projects/programs identified for 2024/25 financial year by end June 2025	Signed off Quality certificates and grant spending reports	5

PERFORMANCE PLAN – ANNEXURE A

2024/2025

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									
PROVINCIAL OUTCOME									
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	2024/25 TARGETS				POE	WEIGHT	
			ANNUAL TARGET	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4		
KPI 25	Number of Annual Performance Report submitted to the Auditor-General by 31 August 2024	Corporate and Community Services	1 Annual Performance Report submitted to the Auditor-General by 31 August 2024	1 Annual Performance Report submitted to the Auditor-General by 31 August 2024	None	None	None	Annual Performance Report	5
KPI 26	Number of Draft Annual Report submitted to the Auditor-General by 31 August 2024	Corporate and Community Services	1 Draft Annual Report submitted to the Auditor-General by 31 August 2024	1 Draft Annual Report submitted to the Auditor-General by 31 August 2024	None	None	None	Draft Annual Report	4
KPI 27	Number of time schedule outlining key deadlines submitted to council for adoption by end August 2024	Corporate and Community Services	1 time schedule outlining key deadlines submitted to council for adoption by end August 2024	1 time schedule outlining key deadlines submitted to council for adoption by end August 2024	None	None	None	Council Resolution and Report	4

PERFORMANCE PLAN – ANNEXURE A

2024/2025

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									
PROVINCIAL OUTCOME									
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	ANNUAL TARGET	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4	POE	WEIGHT
2024/25 TARGETS									
KPI 28	Number of Oversight Reports tabled to Council by end June 2025	Corporate and Community Services	2 Oversight Reports tabled to Council by end June 2025	1 2022/23 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 2022/23 Oversight Report	4
KPI 29	Number of Mid-year budget and performance assessment report tabled to council by end January 2025	Corporate and Community Services	1 Mid-year budget and performance assessment report tabled to council by end January 2025	None	None	1 Mid-year budget and performance assessment report tabled to council by end January 2025	None	Council Resolution and 2023/24 Oversight Report	4
KPI 31	Number of Draft Revised/Amened IDP submitted to council by end March 2025	Corporate and Community Services	1 Draft Revised/Amened IDP submitted to council by end March 2025	None	None	1 Draft Revised/Amened IDP submitted to council by end March 2025	None	Council Resolution and Draft Revised/Amened IDP	4

PERFORMANCE PLAN – ANNEXURE A

2024/2025

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									
PROVINCIAL OUTCOME									
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	2024/25 TARGETS				POE	WEIGHT	
			ANNUAL TARGET	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4		
KPI 33	Number of Final Revised/Amen ded IDP submitted to council by end May 2025	Corporate and Community Services	1 Final Revised/Amen ded IDP submitted to council by end May 2025	None	None	None	1 Revised/Amen ded IDP submitted to council by end May 2025	4	Council Resolution and Final Revised/Amen ded IDP
KPI 35	Number of Work Skills submitted to LGSETA by end April 2025	Corporate and Community Services	1 Work Skills Plan submitted to LGSETA by end April 2025	None	None	None	1 Work Skills Plan submitted to LGSETA by end April 2025	4	Work Skills Plan
KPI 36	Number of Revised Employment Equity Plan tabled to council by end April 2025	Corporate and Community Services	1 Revised Employment Equity Plan tabled to council by end April 2025	None	None	None	1 Revised Employment Equity Plan tabled to council by end April 2025	4	Council Resolution and approved Revised Employment Equity Plan
KPI 37	Number of Internal Audit risk-based audit plan approved by audit committee by end July 2024	Office of the Municipal Manager	1 Internal Audit risk-based audit plan approved by audit committee by end July 2024	1 Internal Audit risk-based audit plan approved by audit committee by end July 2024	None	None	None	4	Approved Internal Audit risk-based audit plan

PERFORMANCE PLAN – ANNEXURE A

2024/2025

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									
PROVINCIAL OUTCOME									
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	2024/25 TARGETS				POE	WEIGHT	
			ANNUAL TARGET	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4		
KPI 40	Number of MFMA Section 52 quarterly reports submitted to council by end June 2025	Corporate and Community Services	4 MFMA Section 52 quarterly reports submitted to council by end June 2025	1 MFMA Section 52 quarterly report submitted to council by end September 2024	1 MFMA Section 52 quarterly report submitted to council by end December 2024	1 MFMA Section 52 quarterly report submitted to council by end March 2025	1 MFMA Section 52 quarterly report submitted to council by end June 2025	Council resolution Signed off Quality certificates and MFMA Section 52 quarterly reports	4
KPI 41	Number of Local Labor Forum meetings held by end June 2025	Corporate and Community Services	4 Local Labor Forum meetings held by end June 2025	1 Local Labor Forum meeting held by end September 2024	1 Local Labor Forum meeting held by end December 2024	1 Local Labor Forum meeting held by end March 2025	1 Local Labor Forum meeting held by end June 2025	Agenda; attendance register and Minutes	4
KPI 42	No of Committee meetings held by end June 2025	Corporate and Community Services	4 Committee meetings held by end June 2025	1 Audit Committee meeting held by end September 2024	1 Audit Committee meeting held by end December 2024	1 Audit Committee meeting held by end March 2025	1 Audit Committee meeting held by end June 2025	Agenda; attendance register and Minutes	4
KPI 43	Number of Council meetings held by end June 2025	Corporate and Community Services	12 Council meetings held by end June 2025	3 Council meetings held by end September 2024	3 Council meetings held by end December 2024	3 Council meetings held by end March 2025	3 Council meetings held by end June 2025	Agenda; attendance register and Council Resolution	4

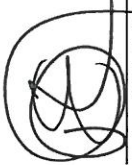
KPA 5: GOOD GOVERNANCE AND PUBLIC PARTICIPATION									
OBJECTIVE: Promote effective and efficient governance with high levels of stakeholder participation									
DISTRICT STRATEGIC									
Strategic Objective 4: Good governance									
PROVINCIAL OUTCOME									
VIP 5: Innovation and culture									
NDP OUTCOMES									
Outcome 3. Building a capable and developmental state									
Outcome 15. Transforming society and uniting the country									
KPI NO.	KEY PERFORMANCE INDICATOR	DEPT	2024/25 TARGETS				POE	WEIGHT	
			ANNUAL TARGET	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4		
KPI 44	Number of IDP Rep Forum meetings held by end June 2025	Corporate and Community Services	2 IDP Rep Forum meetings held by end April 2025	None	None	1 IDP Rep Forum meetings held by end February 2025	1 IDP Rep Forum meetings held by end June 2025	Agenda; attendance register and minutes	4

Signed and accepted by the Senior Executive Manager: Corporate and Community Services


Mr. HENDRIK BARNARD

Date: 02/08/2024

Signed by the Municipal Manager on behalf of Kannaland Municipality


Adv. DILILQ SEREQ

Date:  - 12 -

Personal Development Plan

A handwritten signature in black ink, appearing to be 'D. B.', located in the bottom right corner of the page.

PERFORMANCE DEVELOPMENT PLAN -ANNEXURE C

2024/2025

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	Municipal Finance Management Programme (MFMP)	External Training	12 months	Head of Corporate and Community Services Administration	Administration
	To meet competency requirements in terms of section 83 of the MFMA					

Signed and accepted by the Senior Executive Manager: Corporate and Community Services


Mr. HENDRIK BARNARD

Date:

02/08/2024

Signed by the Municipal Manager on behalf of Kannaland Municipality



Adv. DIKILO SEREO

Date:

11/09/2024