



KANNALAND
MUNISIPALITEIT | MUNICIPALITY

**Performance Agreement
for the financial year 1 July 2026 – 30 June 2027**

MUNICIPAL MANAGER

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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 2026 – 30 JUNE 2027

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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 contract 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 Integrated 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 2026 to 30th June 2027** 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 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 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 Competency

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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 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. CCR's 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
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
Application of the consequence management policy	✓	
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:-

- The standards and procedures for evaluating the employees performance; and
- 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:**

- 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.
- An indicative rating on the five-point scale should be provided for each KPA.
- 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 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
- (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				
			1	2	3	4	5
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 this in all areas of responsibility throughout the year.					
4	Performance significantly above expectations	Performance is significantly higher 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					

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Performance Agreement

		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 in the PA and Performance Plan. The employee has failed to 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 purpose of evaluating 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 absence 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 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 of 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)

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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 2026 (informal)
2	October - December	28 February 2027 (formal)
3	January – March	31 April 2027 (informal)
4	April – June	30 September 2027 (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 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 rating, 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 of the 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 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 (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:

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- (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 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 31 day of July of 2026.

AS WITNESSES:

1. 


MUNICIPAL MANAGER

2. NR

Thus done and signed at Ladismith on the 31st day of July of 2026

AS WITNESSES:

1. 


EXECUTIVE MAYOR

2. NR

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.

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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.

Reference	Directorate	NKPA	Strategic Objective	Planned Delivery		Ward	Baseline	Planned target for the 2026/2027 FY					Proof of Evidence (POE)	Weight
				Key Performance Indicator	Unit of Measurement			Annual target	Quarterly					
									Q1	Q2	Q3	Q4		
TL 1	Office of Municipal Manager	NKPA 3	KPA 5: Good Governance and Public Participation	Submit 1 Risk Register to the Audit Committee by 28 February 2027	Number of Risk-register submitted to the Audit committee	All	1	1	-	-	1	-	Risk register/Audit Committee Resolution/minutes	
TL 2	Office of Municipal Manager	NKPA 3	KPA 5: Good Governance and Public Participation	1 Risk Assessments conducted by 30 June 2027	Number of Risk assessment conducted	All	1	1	-	-	-	1	Risk assessment register/Report	
TL 3	Office of Municipal Manager	NKPA 3	KPA 5: Good Governance and Public Participation	1 Draft 2027/2028 Top Layer SDBIP submitted to Council by 30 June	Number of the 2027/2028 Draft Top Layer SDBIP to the Mayor within 14 days after Council approval of the budget	All	1	1	-	-	-	1	Top Layer SDBIP/Council resolution	
TL 4	Office of Municipal Manager	NKPA 3	KPA 5: Good Governance and Public Participation	4 Performance Agreements for S57 Managers and the Municipal Manager submitted to the Mayor within 14 days	Number of signed Performance Agreements of the S57 Managers and MM to the Mayor within 14 days after the budget has been approved by Council	All	4	4	-	-	-	4	Signed Performance Agreements	

TL 5	Office of Municipal Manager	NKPA 3	KPA 5: Good Governance and Public Participation	after the budget has been approved by Council	Number of audit committee meetings convened	All	4	4	1	1	1	1	1	Minutes of Audit committee meeting/Agendas
TL 6	Office of Municipal Manager	NKPA 3	KPA 5: Good Governance and Public Participation	1 Final Annual Report submitted to Council by 25 January 2027	Submit the Final Annual Report to Council	All	1	1	-	1	-	-	-	Final Annual Report/ Council resolution
TL 7	Office of Municipal Manager	NKPA 3	KPA 5: Good Governance and Public Participation	1 Final IDP submitted to Council by 31 May 2027	Number of Final IDP submitted to Council for adoption	All	1	1	-	-	-	-	1	Final IDP/ Council resolution
TL 8	Office of Municipal Manager	NKPA 3	KPA 5: Good Governance and Public Participation	1 time schedule outlining key deadlines submitted to Council for adoption by 31 August 2027	Number of time schedule outlining key deadlines to Council for adoption	All	1	1	1	-	-	-	-	1 Time schedule/ Council resolution
TL 9	Office of Municipal Manager	NKPA 3	KPA 5: Good Governance and Public Participation	1 Mid-Year budget and performance assessment report tabled to Council by 31 January 2027	Number of Mid-Year budget and performance assessment report tabled to Council	All	1	1	-	-	1	-	-	Mid-Year report/ Council resolution

TL10	Office of Municipal Manager	NKPA 3	KPA 5: Good Governance and Public Participation	1 Oversight report submitted to Council by 31 March 2027	Number of Oversight reports tabled to Council	All	1	1	-	-	1	-	1 Oversight report/Council resolution
TL11	Financial Services	NKPA 3	KPA 5: Good Governance and Public Participation	1 Set of Final Annual Financial Statements submitted to the Auditor General by 31 August 2026	Number of Annual Financial Statements submitted to the Auditor General.	All	1	1	1	-	-	-	AFS submitted to Council
TL12	Financial Services	NKPA 3	KPA 5: Good Governance and Public Participation	1 MTREF submitted to Council by 31 May 2027	Number of MTREF submitted to Council.	All	1	1	-	-	-	1	MTREF Budget/Council resolution
TL13	Financial Services	NKPA 3	KPA 5: Good Governance and Public Participation	1 Adjustment Budget submitted to Council by 28 February 2027	Number of Adjustment Budgets submitted to Council	All	1	1	-	-	1	-	Adjustment Budget/Council resolution
TL14	Corporate Services	NKPA 3	KPA 5: Good Governance and Public Participation	1 Work Skills Plan submitted to LGSETA by 30 April 2027	Number of Work Skills Plan submitted to LGSETA	All	1	1	-	-	-	1	Approved WSP/Council Resolution
TL15	Corporate Services	NKPA 3	KPA 5: Good Governance and Public Participation	4 Council resolution implementation registers submitted to	Number of Council resolution implementation registers submitted to Council.	All	4	4	1	1	1	1	Register of all council resolution

			Participation	Council by end June 2027															
TL16	Financial Services	SO: 5&6	KPA 4: Municipal Financial Viability and Management	30 Days in which consumers are billed/invoice for services by 30 June 2027	Number of average days in which consumers are billed and invoiced for services.	All	30 days	60 days	30 days	30 days	30 days	30 days	30 days	Ratio calculations/supporting evidence					
TL17	Financial Services	SO: 5&6	KPA 4: Municipal Financial Viability and Management	3 Months taken to cover short term operating expenditure with available revenue by 30 June 2027	Number of months taken to cover short term operating expenditure with available revenue	All	3 months	3 months	3 months	3 months	3 months	3 months	3 months	Ratio calculations/supporting evidence					
TL18	Financial Services	SO: 5&6	KPA 4: Municipal Financial Viability and Management	2300 Indigent account holders receiving 50kwh free basic electricity by 30 June 2027	Number of indigent account holders receiving free basic electricity which are connected to the municipal electrical infrastructure network.	All	2300	2300	1500	1750	2000	2300	2300	Indigent Register					
TL19	Financial Services	SO: 5&6	KPA 4: Municipal Financial Viability and Management	2300 Registered Indigent account holders receiving free basic refuse removal, refuse dumps, and solid waste disposal by 30 June 2027	Number of indigent account holders receiving free basic refuse removal monthly	All	2300	2300	1500	1750	2000	2300	2300	Indigent register					
TL20	Financial Services	SO: 5&6	KPA 4: Municipal Financial Viability	2300 Registered indigent account	Number of registered indigent account holders receiving free basic water	All	2300	2300	1500	1750	2000	2300	2300	Indigent Register					

			and Manageme nt	holders receiving 6kl free water by 30 June 2027													
TL21	Financial Services	SO: 5&6	KPA 4: Municipal Financial Viability and Manageme nt	Provision of free basic sanitation services to 2300 registered indigent account holders which are connected to the municipal waste water (sanitation/sew erage) network & are billed for sewerage services	Number of indigent account holders receiving free basic sanitation	All	2300	2300	1500	1750	2000	2300	Indigent Register				
TL22	Infrastruct ure Services	SO: 5&6	KPA 3: Local Economic Developme nt	123 temporary jobs opportunities created through the municipality's local economic development projects by 30 June 2027	Number of temporary job opportunities created in terms of the municipality's local economic development projects in terms of the Expanded Public Works programme (EPWP)	All	123	123	70	70	80	80	LED Project register/hr of jobs created				
TL23	Corporate and Communit y Services	NKPA:	KPA 3: Local Economic Developme nt	4 SMME training workshops held by 30 June 2027	Number of SMME training workshops held	All	4	4	1	1	1	1	Agenda/A ttendance registers				
TL24	Corporate and Communit y Services	NKPA:	KPA 3: Local Economic Developme nt	2 Youth programs held by 30 June 2027	Number of Youth programs held	All	2	2	-	1	-	1	Agenda/A ttendance registers				

TL25	Corporate and Community Services	NKPA:	KPA 5: Good governance and public participation	2 Thusong Outreach Programmes facilitated on a bi-annual basis	Facilitate the Thusong Outreach Programme on a bi-annual basis	All	2	2	-	1	-	1	Record of outreach programmes facilitated
TL26	Corporate and Community Services	NKPA:	KPA 5: Good Governance and public participation	Spend 95% of the library grant- (Actual expenditure divided by the total approved grant received) x100 per annum	Percentage of annual expenditure of the total approved library grant by 30 June 2027	All	95%	95%	15%	20%	25%	35%	Grant register
TL27	Corporate and Community Services	NKPA:	KPA 2: Basic Service Delivery and Infrastructure Development	8 Roadblocks conducted by traffic and law enforcement to recover outstanding infringement notices recorded by 30 June 2027	Number of roadblocks facilitated on a quarterly basis	All	8	8	2	2	2	2	Law enforcement Roadblock Logbook
TL28	Infrastructure Services	NKPA:	KPA 2: Basic Service Delivery and Infrastructure Development	4665 of formal residential households with access to basic level of water by 30 June 2027	Number of formal residential households with access to basic level of water	All	4665	4665	4665	4665	4665	4665	Water account list of all formal residential households
TL29	Infrastructure Services	NKPA:	KPA 2: Basic Service Delivery and Infrastructure Development	4350 of formal residential households with access to basic level of sanitation by 30 June 2027	Number of formal residential households with access to basic level of sanitation	All	4350	4350	4350	4350	4350	4350	Sanitation account list of all formal residential households



			Development															
TL30	Infrastructure Services	NKPA:	KPA 2: Basic Service Delivery and Infrastructure Development	3541 formal residential households with access to basic level of electricity by 30 June 2027	Number of formal residential households with access to basic level of electricity	All	3520	3520	3520	3520	3520	3520	3520	3520	3541	Electricity account list of all formal residential households		
TL31	Infrastructure Services	NKPA:	KPA 2: Basic Services Delivery and Infrastructure Development	95% of the approved project budget spent on MIG projects by 30 June 2027	Percentage of municipality's MIG actually spent on projects identified for 2026/2027 FY	All	100 %	95%	15%	40%	60%	95%	Grant register					
TL32	Infrastructure Services	NKPA:	KPA 2: Basic Service Delivery and Infrastructure Development	4350 formal residential account holders that meet agreed service standards for piped water by 30 June 2027	Provision of piped water to formal residential account holders which are connected to the municipal water infrastructure network	All	4350	4350	4350	4350	4350	4350	4350	4350	List of account holders which are connected to the municipal piped water infrastructure network			
TL33	Infrastructure Services	NKPA:	KPA 2: Basic Service Delivery and Infrastructure Development	80% water quality measured by the compliance of water lab results with SANS 241 criteria	Percentage of water samples tested that comply with SANS 241 criteria (specifically the BAC: E-coli)	All	80%	80%	80%	80%	80%	80%	80%	80%	Water sample results/calculations			

TL34	Infrastructure Services	NKPA:	KPA 2: Basic Service Delivery and Infrastructure Development	Achieve less than 25% of material distribution losses by 30 June 2027	Percentage of material water distribution losses achieved	All	25%	25%	25%	25%	25%	25%	Statistics: Material water distribution losses	
TL35	Infrastructure Services	NKPA:	KPA 2: Basic Service Delivery and Infrastructure Development	Achieve less than 20% of material electricity distribution losses by 30 June 2027	Percentage of material electricity distribution losses achieved	All	20%	20%	20%	20%	20%	20%	Report Statistics material electricity distribution losses	
TL36	Infrastructure Services	NKPA:	KPA 2: Basic Service Delivery and Infrastructure Development	1 Final water master plan reviewed and submitted to Council by 30 June 2027	Number of water Master Plans reviewed and submitted to Council	All	1	1	-	-	-	1	Council resolution / Reviewed Water Master Plan	
TL37	Office of the Municipal Manager	NKPA:	KPA 5: Good Governance and Public Participation	1 Reviewed ICT Policy submitted to Council by 30 June 2027	Number of reviewed Information Technology (ICT) Policy to Council	All	1	1	-	-	-	1	Council resolution / ICT Policy	
TL38	Office of the Municipal Manager	NKPA: 13	KPA 1: Municipal Transformation and Institutional Development	2 Municipal newsletters developed and distributed by 30 June 2027	Number of Municipal newsletters developed and distributed bi-annually	All	2	2	-	-	1	1	Newsletters	

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Personal Development Plan

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Annexure C

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:

31/07/26

Signed by the Executive Mayor on behalf of the Municipality



Date:

31/07/2026