



KANNALAND
MUNISIPALITEIT | MUNICIPALITY

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

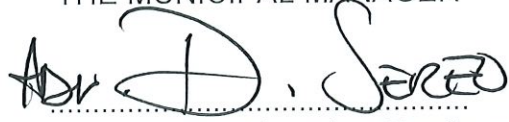
**SENIOR MANAGER: CORPORATE AND
COMMUNITY SERVICES**

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PERFORMANCE AGREEMENT

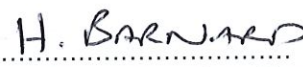
MADE AND ENTERED INTO BY AND BETWEEN KANNALAND MUNICIPALITY
HEREBY REPRESENTED BY:

THE MUNICIPAL MANAGER


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

AND

SENIOR MANAGER: CORPORATE AND COMMUNITY SERVICES


.....
(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:

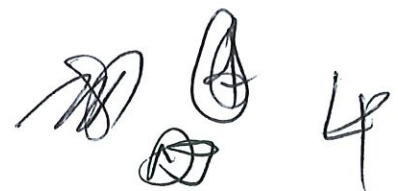
- 1.1 Comply with the provisions of Section 57(1)(b), 4(A) and (5) of the Municipal Systems Act as well as the employment contract entered into between **ADV Dillo Sereo**, in his capacity as the **Municipal Manager** of Kannaland Municipality and **Mr Hendrik Barnard**, in his capacity as **Senior Manager: 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 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 Irrespective the date of signature of this agreement, it will be effective and commence on and from 01st July 2026 and will remain in force until 30th June 2027 where-after a new Performance Agreement shall be concluded between the parties for the next financial year or any portion 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

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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 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 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	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	55



TOTAL	100%
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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
People Management and Empowerment	✓	5
Application of the consequence management policy	✓	
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	✓	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	✓	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:-

- 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) **Assessment 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**

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

(C) **Overall Rating**

- 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 encourgae 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-

- 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 type municipality, another Member of council
 - (iv) Mayor and/of Municipal Manger from another municipality; and
 - (iv) 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)

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 November 2026 (informal)
2	October - December	28 February 2027 (formal)
3	January – March	31 May 2027 (informal)
4	April – June Annual Performance Evaluations	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.

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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:

- (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 Lodismith on the 31st day of July of 2026.

AS WITNESSES:

1.  _____

2.  _____



MUNICIPAL MANAGER

Performance Agreement

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

AS WITNESSES:

1. 

2. 



SENIOR MANAGER:
CORPORATE AND
COMMUNITY SERVICES



Performance Plan

Director: Corporate and Community Services

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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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[Signature]
[Signature]

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		
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	Report		
TL15	Corporate Services	NKPA 3	KPA 5: Good Governance and Public Participation	4 Council resolution implementation registers submitted to Council by end June 2027	Number of Council resolution implementation registers submitted to Council.	All	4	4	1	1	1	Council resolution		
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	-	Report		
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	Percentage of annual expenditure of the total approved library grant	All	95%	95%	15%	20%	25%	Report		

Personal Development Plan

4 2026/2027

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 Employee



Date:

31/07/26

Signed by the Municipal Manager on behalf of the Municipality



Date:

31/07/26

