

**JOHN TAOLO GAETSEWE DISTRICT MUNICIPALITY
PERFORMANCE AGREEMENT FOR SECTION 57 EMPLOYEES**

MADE AND ENTERED INTO BY AND BETWEEN:

THE JOHN TAOLO GAETSEWE DISTRICT MUNICIPALITY

AS REPRESENTED BY

THE MUNICIPAL MANAGER

KAGISHO KLAAS TEISE

(FULL NAMES)

AND

CHRISTINE CEBILE SIBANYONI

CHIEF FINANCIAL OFFICER

THE EMPLOYEE OF THE MUNICIPALITY

For the Financial Year

1 JULY 2026 - 30 JUNE 2027

MLM
T.H.
K.P.
L.M.P.
SR
CC

PERFORMANCE AGREEMENT

ENTERED INTO BY AND BETWEEN:

The Municipality of John Taolo Gaetsewe District herein represented by KAGISHO KLAAS TEISE (full name) in his capacity as Municipal Manager
(Hereinafter referred to as the Employer or Supervisor)

And

CHRISTINE CEBILE SIBANYONI

Employee of the Municipality of John Taolo Gaetsewe District
(Hereinafter referred to as the Employee).

WHEREBY IT IS AGREED AS FOLLOWS:

MUM
T.H.
K.E.
CC
SP
L.M.P.

1. INTRODUCTION

1.1 The Employer has entered into a contract of employment with the Employee in terms of section 57(1)(a) of the Local Government: Municipal Systems Act 32 of 2000 ("the Systems Act"). The Employer and the Employee are hereinafter referred to as "the Parties".

1.2 Section 57(1)(b) of the Systems Act, read with the Contract of Employment concluded between the parties, requires the parties to conclude an annual performance Agreement.

1.3 The parties wish to ensure that they are clear about the goals to be achieved, and secure the commitment of the Employee to a set of outcomes that will secure local government policy goals.

1.4 The parties wish to ensure that there is compliance with Sections 57(4A), 57(4B) and 57(5) of the Systems Act.

2. PURPOSE OF THIS AGREEMENT

The purpose of this Agreement is to:

2.1 comply with the provisions of Section 57(1)(b), (4A), (4B) and (5) of the Systems Act as well as the Contract of Employment entered into between the parties;

2.2 specify objectives and targets established for the Employee and to communicate to the Employee the Employer's expectations of the Employee's performance expectations and accountabilities;

2.3 specify accountabilities as set out in the Service Delivery Budget Implementation Plan (Annexure A);

2.4 monitor and measure performance against set targeted outputs;

2.5 use the Performance Agreement and Performance Plan as the basis for assessing the suitability of the Employee for permanent employment and/or to assess whether the Employee has met the performance expectations applicable to his/her job;

MUM
T.H.
KX SP
CC
L.M.P

2.6 appropriately reward the Employee in accordance with the Employer's performance management policy in the event of outstanding performance; and

2.7 give effect to the Employer's commitment to a performance-orientated relationship with the Employee in attaining equitable and improved service delivery.

3. COMMENCEMENT AND DURATION

3.1 This Agreement will commence on the 1st July 2026 and will remain in force until 30th June 2027, where after a new Performance Agreement, Performance Plan and Personal Development Plan shall be concluded between the parties for the next financial year or any portion thereof.

3.2 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 commencement of the new financial year.

3.3 This Agreement will terminate on the termination of the Employee's contract of employment for any reason.

3.4 The content of this Agreement may be revised at any time during the above-mentioned period to determine the applicability of the matters agreed upon.

3.5 If time during the validity of this Agreement the work environment alters at any (whether as a result of government or council decisions or otherwise) to the extent that the contents of this Agreement are no longer appropriate, the contents shall immediately be revised.

4. PERFORMANCE OBJECTIVES

4.1 The Service Delivery Budget Implementation Plan (Annexure A) sets out:

4.1.1 The performance objectives and targets that must be met by the Employee; and

4.1.2 The time frames within which those performance objectives and targets must be met.

MUM
T.H. KX SP
CC
f.m.A

4.2 The performance objectives and targets reflected in Annexure A are set by the Employer in consultation with the Employee and based on the Integrated Development Plan and the Budget of the Employer, and shall include key objectives; key performance indicators; target dates and weightings.

4.3 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.

4.4 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.

5. PERFORMANCE MANAGEMENT SYSTEMS

5.1 The Employee agrees to participate in the performance management system that the Employer adopts or introduces for the Employer, management and municipal staff of the Employer.

5.2 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.

5.3 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.

6. THE EMPLOYEE AGREES TO PARTICIPATE IN THE PERFORMANCE MANAGEMENT AND DEVELOPMENT SYSTEM THAT THE EMPLOYER ADOPTS

6.1 The Employee undertakes to actively focus towards the promotion and implementation of the KPAs (including special projects relevant to the employee's responsibilities) within the local government framework.

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

6.2.1 The Employee must be assessed against the Key Performance Areas (KPAs);

6.2.2 Each area of assessment will be weighted and will contribute a specific part to the total score; and

6.2.3 KPAs covering the main areas of work will account for 80% and CCRs will account for 20%.

6.3 The employee's assessment will be based on his or her performance in terms of the outputs/outcomes (performance indicators) identified as per the service delivery and budget implementation plan (SDBIP) which are linked to the KPAs, which constitute 80% of the overall assessment result as per the weightings agreed to between the employer and employee.:

KEY PERFORMANCE AREAS (KPA'S)	WEIGHTINGS
Basic Services and Infrastructure Development	-
Good Governance and Public Participation	5
Local Economic Development (LED)	-
Financial Viability and Management	90
Municipal Development and Institutional Transformation	5
Total	100%

6.4 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.

6.5 The CCRs 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.

T.H.

CORE COMPETENCY REQUIREMENTS FOR EMPLOYEES (CCR)		
Core Managerial and Occupational Competencies	X [Indicate choice]	Weight
Core Managerial Competencies:		
Financial Management	Compulsory	50
People Management and Empowerment	Compulsory	15
Client Orientation and Customer Focus	Compulsory	5
Core Occupational Competencies:		
Interpretation of and implementation within the legislative and national policy frameworks	x	10
Knowledge of more than one functional municipal field / discipline	x	20
Total percentage		100%.

7. EVALUATING PERFORMANCE

7.1 The Service Delivery Budget Implementation Plan for **2026/2027** (Annexure A) to this Agreement sets out

7.1.1 The standards and procedures for evaluating the Employee's performance; and

7.1.2 The intervals for the evaluation of the Employee's performance.

7.2 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.

7.3 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 set time frames.

7.4 The Employee's performance will be measured in terms of contributions to the goals and strategies set out in the Employer's IDP.

MAN
SP KHC
T.H.
CC
L.M.P

7.5 The annual performance appraisal will involve:

7.5.1 Assessment of the achievement of results as outlined in the Service Delivery Budget Implementation Plan:

(a) 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.

(b) An indicative rating on the five-point scale should be provided for each KPA.

(c) The applicable assessment rating calculator (refer to paragraph 7.6 below) must then be used to add the scores and calculate a final KPA score.

7.6 The assessment of the performance of the Employee will be based on the following rating scale for KPA'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 Performance agreement and Performance plan and maintained 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 Performance agreement 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 Performance Agreement 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.					

MWM
JCK
SP
T.H.
ce

The following formula is used to calculate each KPA's Key Performance Indicator (KPI)

Weighting:

Level 5: Current weighting / 100 x 100 = add for outstanding

Level 4: Current weighting / 100 x 50 = add for above satisfactory

Level 3: Current weighting = satisfactory

Level 2: Current weighting / 100 x 50 = Subtract for below satisfactory

Level 1: Current weighting / 100 x 100 = subtract for unacceptable

7.7 For purposes of evaluating the Annual performance of the Employee, an evaluation panel constituted by the following persons will be established:

7.7.1 Municipal Manager;

7.7.2 Chairperson of the Performance Audit Committee;

7.7.3 Member of the Mayoral Committee;

7.7.4 Municipal Manager from another Municipality.

8. SCHEDULE FOR PERFORMANCE REVIEWS

8.1 The performance of each Employee in relation to his/her performance agreement shall be reviewed for the following dates with the understanding that reviews in the first and third quarter may be verbal if performance is satisfactory:

First quarter	: July – September 2026 (verbal)
Mid-year	: October – December 2026 (formal)
Third quarter	: January – March 2027 (verbal)
Annual	: July 2026 – June 2027 (formal)

Handwritten signatures and initials: mwm, SP, KJC, J.H., CC, J.M.P.

8.2 The Employer shall keep a record of the mid-year review and annual assessment meetings.

8.3 Performance feedback shall be based on the Employer's assessment of the Employee's performance.

8.4 The Employer will be entitled to review and make reasonable changes to the provisions of Annexure "A" from time to time for operational reasons. The Employee will be fully consulted before any such change is made.

8.5 The Employer may amend the provisions of Annexure A whenever the performance management system is adopted, implemented and/or amended as the case may be. In that case the Employee will be fully consulted before any such change is made.

9. DEVELOPMENTAL REQUIREMENTS

The Personal Development Plan (PDP) for addressing developmental gaps is attached as Annexure B.

10. OBLIGATIONS OF THE EMPLOYER

10.1 The Employer shall

10.1.1 create an enabling environment to facilitate effective performance by the employee;

10.1.2 provide access to skills development and capacity building opportunities;

10.1.3 work collaboratively with the Employee to solve problems and generate solutions to common problems that may impact on the performance of the Employee;

10.1.4 on the request of the Employee delegate such powers reasonably required by the Employee to enable him/ her to meet the performance objectives and targets established in terms of this Agreement; and

Mhm SP K/K T.H CC

10.1.5 make available to the Employee such resources as the Employee may reasonably require from time to time to assist him/her to meet the performance objectives and targets established in terms of this Agreement.

11. CONSULTATION

11.1 The Employer agrees to consult the Employee timeously where the exercising of the powers will have amongst others:

11.1.1 A direct effect on the performance of any of the Employee's functions;

11.1.2 Commit the Employee to implement or to give effect to a decision made by the Employer; and

11.1.3 A substantial financial effect on the Employer.

11.2 The Employer agrees to inform the Employee of the outcome of any decisions taken pursuant to the exercise of powers contemplated in 11.1 as soon as is practicable to enable the Employee to take any necessary action without delay.

12. MANAGEMENT OF EVALUATION OUTCOMES

12.1 The evaluation of the Employee's performance will form the basis for rewarding outstanding performance or correcting unacceptable performance.

12.2 A performance bonus of 5% to 14% of the inclusive annual remuneration package may be paid to the Employee in recognition of outstanding performance.

12.3 In the case of unacceptable performance, the Employer shall

12.3.1 provide systematic remedial or developmental support to assist the Employee to improve his or her performance; and

12.3.2 after appropriate performance counseling and having provided the necessary guidance

MLW KPC
SP T.H.
CC

and/ or support as well as reasonable time for improvement in performance, the Employer may consider steps to terminate the contract of employment of the Employee on grounds of unfitness or incapacity to carry out his or her duties.

13. DISPUTE RESOLUTION

13.1 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 -

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.

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

a member of the municipal council, provided that such member was not part of the evaluation panel provided for in sub-regulation 27(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.

14. GENERAL

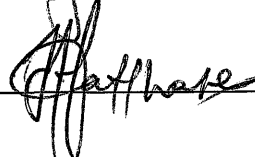
14.1 The contents of this agreement and the outcome of any review conducted in terms of Annexure A may be made available to the public by the Employer.

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

Thus done and signed at **Kuruman** on the 23 day of June 2026

AS WITNESSES:

1. 

2. 

AS WITNESSES:

3. 

4. 


EMPLOYEE


MUNICIPAL MANAGER

ANNEXURE A

IMPLEMENTATION PLAN (SERVICE DELIVERY BUDGET IMPLEMENTATION PLAN)

Entered into by and between

[KAGISHO KLAAS TEISE]
[“the Employer”]

and

[CHRISTINE CEBILE SIBANYONI]
CHIEF FINANCIAL OFFICER
[“the Employee”]

MLW SP KAC F.H. CC

1. Purpose

The service delivery budget implementation plan defines the Council's expectations of the Municipal Manager's performance agreement to which this document is attached and Section 57 (5) of the Municipal Systems Act, which provides that performance objectives and targets must be based on the key performance indicators as set in the Municipality's Integrated Development Plan (IDP) and as reviewed annually.

2. Key responsibilities

- 2.1. Responsible for the overall management of the department
- 2.2. Draft and ensure the implementation of the departmental SDBIP
- 2.3. Provide general strategic management to ensure that the department meets the five (5) key performance areas
- 2.4. Manage and administer contracts binding the Department's operations.
- 2.5. Making inputs to the Municipal Manager with respect to activities, problems and planning of the Budget and Treasury Office
- 2.6. Participate in decisions with regard to all delegated line functions including staff recruitments, disciplinary deviations and actions as well as participating in bid committees as well be delegated
- 2.7. Make use of available data information systems to exercise operational control
- 2.8. Advises the accounting officer on the exercise of powers and duties assigned to accounting officer in terms of the MFMA;
- 2.9. Assists the accounting officer in the administration of the municipality's bank accounts and, in the preparation, and implementation of the municipality's budget;
- 2.10. Advises senior managers and other senior officials in the exercise of powers and duties assigned to them in terms of section 78 or delegated to them in terms of section 79 of MFMA;
- 2.11. Performs such budgeting, accounting, analysis, financial reporting, cash management, debt management, supply chain management, financial management, review and other duties as may in terms of section 79 be delegated by accounting officer to the chief financial officer.

MLM
SP
CC
1.11

3. Key Performance Areas

The following Key Performance Areas (KPA's) as outlined in the Local Government: Municipal Planning and Performance Management Regulations (2001) inform the strategic objectives listed in the table below:

- 3.1 Municipal Transformation and Organizational Development.
- 3.2 Infrastructure Development and Service Delivery.
- 3.3 Local Economic Development (LED).
- 3.4 Municipal Financial Viability and Management.
- 3.5 Good Governance and Public Participation

MUNICIPAL
SP CC
1.11.14

FINANCIAL VIABILITY AND MANAGEMENT

WEIGHTINGS		90			
TARGET BREAKDOWN	Q4	1	N/A	N/A	N/A
	Q3	1	N/A	25-Jan	28-Feb
	Q2	1	N/A	N/A	N/A
	Q1	1	31-Aug	N/A	N/A
REPORTING CYCLE		Quarterly	Annually	Annually	Annually
PORTFOLIO OF EVIDENCE		REPORT/MINUTES AND	AFS	REPORT	ADJUSTMENT BUDGET
UNIT OF MEASUREMENT		Number	Date	Date	Date
DEPARTMENTAL TARGET (OUTPUT)		4 quarterly Budget and IDP Steering Committee meetings held by 30 June	Annual Financial Statements submitted to Auditor General by 31 August	Annual Mid-year budget report submitted to the Executive Mayor by 25 January	Adjustment Budget submitted to Council by 28 February
DEPARTMENTAL KEY PERFORMANCE INDICATOR		Quarterly Budget and IDP Steering Committee meetings held by 30 June	Annual Financial Statements submitted to Auditor General by 31 August	Annual Mid-year budget report submitted to the Executive Mayor by 25 January	Adjustment Budget submitted to Council by 28 February
KPI NR		BTO 1.	BTO 2.	BTO 3.	BTO 4.
Departmental Objective		To promote and enhance the financial viability of the District Municipality			
MUNICIPAL OUTPUT		80% of financial planning, budgeting, and revenue management targets achieved, as reported in quarterly performance reports by 30 June			
IDP PROGRAMME		Municipal Financial Management & Viability			

58
C
K.M.P
T.H.

M.L.V

WEIGHTINGS				
TARGET BREAKDOWN	Q4	31-May	30-Jun	1
	Q3	N/A	N/A	1
	Q2	N/A	N/A	N/A
	Q1	N/A	N/A	N/A
REPORTING CYCLE		Annually	Annually	Bi-Annually
PORTFOLIO OF EVIDENCE		A-SCHEDULE	STRATEGY	REPORT
UNIT OF MEASUREMENT		Date	Date	Number
DEPARTMENTAL TARGET (OUTPUT)		Term and Revenue Expenditure Framework submitted to the Municipal Manager by 31 May	Revenue enhancement strategy developed and annually reviewed by 30 June	2 bi-annual reports on internal audit findings responded to within the prescribed timeframe by 30 June
DEPARTMENTAL KEY PERFORMANCE INDICATOR		Term and Revenue Expenditure Framework submitted to the Municipal Manager by 31 May	Revenue enhancement strategy developed and annually reviewed by 30 June	Number of bi-annual reports on internal audit findings responded to within the prescribed timeframe by 30 June
KPI NR		BTO 5.	BTO 6.	BTO 7.
Departmental Objective		To promote and enhance the financial viability of the District Municipality		
MUNICIPAL OUTPUT		80% of compliance with financial legislation and audit requirements targets achieved, as		
IDP PROGRAMME		Municipal Financial Management & Viability		

8.6.7

Page 2

WEIGHTINGS				
TARGET BREAKDOWN	Q4	N/A	3	3
	Q3	1	3	3
	Q2	N/A	3	3
	Q1	1	3	3
REPORTING CYCLE		Biannually	Monthly	Monthly
PORTFOLIO OF EVIDENCE		FINANCIAL STATEMENTS	VALIDATION REPORT	REPORT
UNIT OF MEASUREMENT		Number	Number	Number
DEPARTMENTAL TARGET (OUTPUT)		2 bi-annual financial statements submitted to Audit, Risk and Performance Committee by 30 June	12 monthly MFMA Section 71 data strings validation report in the LG Portal within the prescribed timeframe	12 monthly MFMA Section 71 reports submitted to the Mayor within the prescribe timeframe
DEPARTMENTAL KEY PERFORMANCE INDICATOR		Number of bi-annual financial statements submitted to Audit, Risk and Performance Committee by 30 June	Number of monthly MFMA Section 71 data strings validation report in the LG Portal within the prescribed timeframe	Number of monthly MFMA Section 71 reports submitted to the Mayor within the prescribe timeframe
KPI NR		BTO 12.	BTO 13.	BTO 14.
Departmental Objective		To promote and enhance the financial viability of the District Municipality		
MUNICIPAL OUTPUT		80% of expenditure and supply chain management efficiency targets achieved, as reported in quarterly performance reports by 30 June		
IDP PROGRAMME		Municipal Financial Management & Viability		

WEIGHTINGS				
TARGET BREAKDOWN	Q4	2	30-Jun	1
	Q3	2	N/A	1
	Q2	2	N/A	1
	Q1	2	N/A	1
REPORTING CYCLE		Octo-Annual	Annually	Quarterly
PORTFOLIO OF EVIDENCE		REPORT	PLAN	REPORT
UNIT OF MEASUREMENT		Number	Date	Number
DEPARTMENTAL TARGET (OUTPUT)		8 financial performance reports submitted to Senior Management by 30 June	Annual Procurement Plan reviewed and submitted to the Municipal Manager by 30 June	4 quarterly progress reports on implementation of the procurement plan submitted to Office of the Municipal Manager and Treasuries by 30 June
DEPARTMENTAL KEY PERFORMANCE INDICATOR		Number of octo-financial performance reports submitted to Senior Management by 30 June	Annual Procurement Plan reviewed and submitted to the Municipal Manager by 30 June	Number of quarterly progress reports on implementation of the procurement plan submitted to Office of the Municipal Manager and Treasuries by 30 June
KPI NR		BTO 15.	BTO 16.	BTO 17.
Departmental Objective				
MUNICIPAL OUTPUT				
IDP PROGRAMME				

h w

0.00.9

IDP PROGRAMME	MUNICIPAL OUTPUT	Departmental Objective	KPI NR	DEPARTMENTAL KEY PERFORMANCE INDICATOR	DEPARTMENTAL TARGET (OUTPUT)	UNIT OF MEASUREMENT	PORTFOLIO OF EVIDENCE	REPORTING CYCLE	TARGET BREAKDOWN	WEIGHTINGS			
										Q4			
										Q3			
										Q2			
										Q1			
			BTO 18.	Number of quarterly reports on implementation of the Supply Chain Management policy submitted to the Executive Mayor and Council by 30 June	4 quarterly reports on implementation of the Supply Chain Management policy submitted to the Executive Mayor and Council by 30 June	Number	REPORT	Quarterly		1			
										1			
										1			
										1			
			BTO 19.	Contract management report submitted to the Municipal Manager by 30 June	Contract management report submitted to the Municipal Manager by 30 June	Date	REPORT	Annually		N/A			
										N/A			
										N/A			
										N/A			
		To promote and enhance the financial viability of the District Municipality	BTO 20.	Number of quarterly Consolidated Municipal financial reports (MFMA Section 11, 52 and 66 reports) submitted by 30 June	4 quarterly Consolidated Municipal financial reports (MFMA Section 11, 52 and 66 reports) submitted by 30 June	Number	REPORT	Quarterly		1			
										1			
										1			
										1			
Municipal Financial Management & Viability	80% of municipal financial reporting and data integrity targets achieved, as reported in quarterly												

MLM

REVISED
SP CC

WEIGHTINGS					
TARGET BREAKDOWN	Q4	1	N/A	30-Jun	100%
	Q3	1	31-Mar	N/A	100%
	Q2	1	N/A	N/A	100%
	Q1	1	N/A	N/A	100%
REPORTING CYCLE		Quarterly	Annually	Annually	Quarterly
PORTFOLIO OF EVIDENCE		VALIDATION REPORT	VALIDATION REPORT	VALIDATION REPORT	REPORT
UNIT OF MEASUREMENT		Number	Date	Date	Percentage
DEPARTMENTAL TARGET (OUTPUT)		4 quarterly borrowing and investment monitoring data strings uploaded on the LG Portal by 30 June	Adjustment Budget data strings uploaded to the LG Portal by 31 March	Budget data strings uploaded to the LG Portal by 30 June	Percentage of assets insured by 30 June
DEPARTMENTAL KEY PERFORMANCE INDICATOR		Number of quarterly borrowing and investment monitoring data strings uploaded on the LG Portal by 30 June	Adjustment Budget data strings uploaded to the LG Portal by 31 March	Budget data strings uploaded to the LG Portal by 30 June	Percentage of assets insured by 30 June
KPI NR		BTO 21.	BTO 22.	BTO 23.	BTO 24.
Departmental Objective					To ensure that the municipal assets are properly safeguarded
MUNICIPAL OUTPUT		performance reports by 30 June			80% of asset management targets achieved, as reported in
IDP PROGRAMME					Municipal Financial Management & Viability

IDP PROGRAMME	MUNICIPAL OUTPUT	Departmental Objective	KPI NR	DEPARTMENTAL KEY PERFORMANCE INDICATOR	DEPARTMENTAL TARGET (OUTPUT)	UNIT OF MEASUREMENT	PORTFOLIO OF EVIDENCE	REPORTING CYCLE	TARGET BREAKDOWN		WEIGHTINGS
									Q4	Q1	
									Q3	Q2	
									Q2	Q3	
									Q1	Q4	
	quarterly performance reports by 30 June		BTO 25.	Number of quarterly Asset Management Policy implementation reports submitted to the Municipal Manager by 30 June	4 quarterly Asset Management Policy implementation reports submitted to the Municipal Manager by 30 June	Number	REPORT	Quarterly	1	1	
									1	1	
									1	1	
									1	1	
Good Governance and Public Participation	80% of accountability and oversight targets achieved, as reported in quarterly performance reports by 30 June	To promote good intergovernmental relation in the district	BTO 26.	Number of quarterly District Financial Viability Forum meetings held by 30 June	4 quarterly District Financial Viability Forum meetings held by 30 June	Number	MINUTES	Quarterly	1	1	
									1	1	
									1	1	
									1	1	

NUM SR CC T.H.

MUNICIPAL DEVELOPMENT AND INSTITUTIONAL TRANSFORMATION

WEIGHTING		5			
TARGET BREAKDOWN	Q4	30-Jun	30-Jun	1	N/A
	Q3	N/A	N/A	1	N/A
	Q2	N/A	N/A	1	N/A
	Q1	N/A	N/A	1	N/A
REPORTING CYCLE		Annually	Annually	Quarterly	N/A
PORTFOLIO OF EVIDENCE		STRATEGY	ORGANOGRAM	REPORT	N/A
UNIT OF MEASUREMENT		Date	Date	Number	N/A
DEPARTMENTAL TARGET (OUTPUT)		Comprehensive HR Strategy reviewed by 30 June	Council-approved organisational structure annually reviewed by 30 June	4 quarterly HR status reports submitted to MM by 30 June	Quinquennially reviewed Employment Equity Plan by 31 May
DEPARTMENTAL KEY PERFORMANCE INDICATOR		Comprehensive HR Strategy reviewed by 30 June	Council-approved staff structure annually reviewed by 30 June	Number of quarterly HR status reports submitted to MM by 30 June	Quinquennially reviewed Employment Equity Plan by 31 May
KPI NR		CSD 1.	CSD 2.	CSD 3.	CSD 4.
Departmental Objective		To provide integrated human resource service			
MUNICIPAL OUTPUT		80% of human resource development and institutional capacity targets achieved, as reported in quarterly performance reports by 30 June			
IDP PROGRAMME		Sustainable Development Orientated Municipality			

MLK
5/2/20
t.m.p. 1-11-

Page 9

2026/2027 PERFORMANCE AGREEMENT

7.3.7

Page 10

IDP PROGRAMME	MUNICIPAL OUTPUT	Departmental Objective	KPI NR	DEPARTMENTAL KEY PERFORMANCE INDICATOR	DEPARTMENTAL TARGET (OUTPUT)	UNIT OF MEASUREMENT	PORTFOLIO OF EVIDENCE	REPORTING CYCLE	TARGET BREAKDOWN	WEIGHTING
	achieved, as reported in quarterly performance reports by 30 June								Q4	
				IT Policy annually reviewed by 31 May	IT Policy annually reviewed by 31 May	Date	POLICY	Annually	Q3	
				Number of bi-annual internal IT Steering Committee meetings held by 30 June	2 bi-annual internal IT Steering Committee meetings held by 30 June	Number	MINUTES	Biannually	Q2	
				Number of monthly IT Support and IT Services Management reports submitted to the Municipal Manager by 30 June	12 monthly IT Support and IT Services Management reports submitted to the Municipal Manager by 30 June	Number	REPORT	Monthly	Q1	

MUM
 CC
 F.H.
 L.M.P

L.M.P

WEIGHTING				
TARGET BREAKDOWN	Q4	31-May	1	3
	Q3	N/A	1	3
	Q2	N/A	1	3
	Q1	N/A	1	3
REPORTING CYCLE		Annually	Quarterly	Monthly
PORTFOLIO OF EVIDENCE		PLAN	REPORT	REPORT
UNIT OF MEASUREMENT		Date	Number	Number
DEPARTMENTAL TARGET (OUTPUT)		Disaster Recovery and Business Continuity Plan reviewed by 31 May	4 quarterly Disaster Recovery and Business Continuity implementation reports submitted to the Municipal Manager by 30 June	12 monthly website maintenance reports submitted to the Municipal Manager by 30 June
DEPARTMENTAL KEY PERFORMANCE INDICATOR		Disaster Recovery and Business Continuity Plan reviewed by 31 May	Number of quarterly Disaster Recovery and Business Continuity implementation reports submitted to the Municipal Manager by 30 June	Number of monthly website maintenance reports submitted to the Municipal Manager by 30 June
KPI NR		CSD 16.	CSD 17.	CSD 18.
Departmental Objective				
MUNICIPAL OUTPUT				
IDP PROGRAMME				

IDP PROGRAMME	MUNICIPAL OUTPUT	Departmental Objective	KPI NR	DEPARTMENTAL KEY PERFORMANCE INDICATOR	DEPARTMENTAL TARGET (OUTPUT)	UNIT OF MEASUREMENT	PORTFOLIO OF EVIDENCE	REPORTING CYCLE	TARGET BREAKDOWN	WEIGHTING
Sustainable Development Oriented Municipality	80% of records and information management targets achieved, as reported in quarterly performance reports by 30 June	To provide record management services	CSD 19.	Record Management Policy annually reviewed by 30 June	Record Management Policy annually reviewed by 30 June	Date	POLICY	Annually	Q4	30-Jun
									Q3	N/A
									Q2	N/A
									Q1	N/A
Good Governance and Public Participation	80% of accountability and oversight targets achieved, as reported in quarterly performance reports by 30 June	To promote good intergovernmental-relation in the district	CSD 20.	Number of quarterly record management reports submitted to the Municipal Manager by 30 June	4 quarterly record management reports submitted to the Municipal Manager by 30 June	Number	REPORT	Quarterly	Q4	1
									Q3	1
									Q2	N/A
									Q1	1
			CSD 21.	Number of bi-annual Institutional Transformation and Development Forum meetings held by 30 June	2 bi-annual Institutional Transformation and Development Forum meetings held by 30 June	Number	MINUTES	Biannually	Q4	1
									Q3	N/A
									Q2	1
									Q1	N/A

mum
 P.T.H.
 cc T.H.
 L.M.P

IDP PROGRAMME	MUNICIPAL OUTPUT	Departmental Objective	KPI NR	DEPARTMENTAL KEY PERFORMANCE INDICATOR	DEPARTMENTAL TARGET (OUTPUT)	UNIT OF MEASUREMENT	PORTFOLIO OF EVIDENCE	REPORTING CYCLE	TARGET BREAKDOWN	WEIGHTING
	June	Funding opportunities	CSD 22.	List of planned Projects with budget submitted to budget and treasury by 31 May	List of planned project with budget submitted to budget and treasury by 31 May	Date	Email	Annually	Q4 Q3 Q2 Q1	31 May N/A N/A N/A
		To provide auxiliary services	CSD 23.	Number of quarterly fleet management reports submitted to the Municipal Manager by 30 June	4 quarterly fleet management reports submitted to the Municipal Manager by 30 June	Number	REPORT	Quarterly		1 1 1 1
			CSD 24.	Bi-annual report on municipal building inspections submitted to the Municipal Manager	2 bi-annual report on municipal building inspections submitted to the Municipal Manager	Number	REPORT WITH PICTURES	Bi-annual		1 N/A N/A 1

MUM
 3
 T.H.
 CC

IDP PROGRAMME	MUNICIPAL OUTPUT	Departmental Objective	KPI NR	DEPARTMENTAL KEY PERFORMANCE INDICATOR	DEPARTMENTAL TARGET (OUTPUT)	UNIT OF MEASUREMENT	PORTFOLIO OF EVIDENCE	REPORTING CYCLE	TARGET BREAKDOWN				WEIGHTING
									Q4	Q3	Q2	Q1	
									1	1	1	1	
									1	1	1	1	
									1	1	1	1	
			CSD 25.	Quarterly reports on maintenance services provided submitted to the Municipal Manager	4 Quarterly reports on maintenance services provided submitted to the Municipal Manager	Number	REPORT	Quarterly	1	1	1	1	
									1	1	1	1	
									1	1	1	1	
									1	1	1	1	
		To govern municipal affairs	CSD 26.	Number of quarterly ordinary Council meetings held by 30 June	4 quarterly ordinary Council meetings held by 30 June	Number	MINUTES	Quarterly	1	1	1	1	
									1	1	1	1	
									1	1	1	1	
									1	1	1	1	
	80% of strategic communications targets achieved, as reported in quarterly performance reports by 30 June	To improve public participation	CSD 27.	Number of quarterly District Communications Forum meetings held by 30 June	4 quarterly District Communications Forum meetings held by 30 June	Number	REPORT	Quarterly	1	1	1	1	
									1	1	1	1	
									1	1	1	1	
									1	1	1	1	
			CSD 28.	Number of quarterly external newsletters published by 30 June	4 quarterly external newsletters published by 30 June	Number	NEWSLETTER	Quarterly	1	1	1	1	
									1	1	1	1	
									1	1	1	1	
									1	1	1	1	

MWN
 10/11/11
 SR
 L.M.P

IDP PROGRAMME	MUNICIPAL OUTPUT	Departmental Objective	KPI NR	DEPARTMENTAL KEY PERFORMANCE INDICATOR	DEPARTMENTAL TARGET (OUTPUT)	UNIT OF MEASUREMENT	PORTFOLIO OF EVIDENCE	REPORTING CYCLE	TARGET BREAKDOWN	WEIGHTING
									Q1	N/A
									Q2	N/A
									Q3	31-Mar
									Q4	N/A
								Annually		
							STRATEGY			
						Date				
						Communication Strategy annually reviewed by 31 March				
						Communication Strategy annually reviewed by 31 March				
						CSD 32.				

MUM
 R. J. H.
 CC
 L.M.P

GOOD GOVERNANCE AND PUBLIC PARTICIPATION

IDP PROGRAMME	MUNICIPAL OUTPUT	Departmental Objective	KPI NR	DEPARTMENTAL KEY PERFORMANCE INDICATOR	DEPARTMENTAL TARGET (OUTPUT)	UNIT OF MEASUREMENT	PORTFOLIO OF EVIDENCE	REPORTING CYCLE	TARGET BREAKDOWN	
Good Governance and Public Participation	80% of good governance and IGR targets achieved, as reported in quarterly performance reports by 30 June	To provide resources for the daily operations and maintenance of the Municipality	MMO 1.	Council approved budget for the daily operations and maintenance of the Municipality by 31 May	Council approved budget for the daily operations and maintenance of the Municipality by 31 May	Date	BUDGET AND RESOLUTION	Annually	Q1	N/A
									Q2	N/A
									Q3	N/A
									Q4	31-May
										3
		To govern municipal affairs	MMO 2.	Number of monthly Senior Management meetings held by 30 June	List of planned projects with budget submitted to budget and treasury by 31 May	Number	MINUTES	Monthly	Q1	N/A
									Q2	N/A
									Q3	N/A
									Q4	31 May
										3
		Funding opportunities	MMO 3.	List of planned projects with budget submitted to budget and treasury by 31 May	List of planned projects with budget submitted to budget and treasury by 31 May	Date	Email	Annually	Q1	N/A
									Q2	N/A
									Q3	N/A
									Q4	31 May
										1
		To promote good intergovernmental relation in the district	MMO 4.	Number of quarterly technical IGR and DDM Forum meetings held by 30 June	4 quarterly technical IGR and DDM Forum meetings held by 30 June	Number	MINUTES	Quarterly	Q1	1
									Q2	1
									Q3	1
									Q4	1
										1

IDP PROGRAMME	MUNICIPAL OUTPUT	Departmental Objective	KPI NR	DEPARTMENTAL KEY PERFORMANCE INDICATOR	DEPARTMENTAL TARGET (OUTPUT)	UNIT OF MEASUREMENT	PORTFOLIO OF EVIDENCE	REPORTING CYCLE	TARGET BREAKDOWN			
									Q4	Q3	Q2	Q1
									1	3	3	1
									1	3	3	1
									1	3	3	1
				Number of quarterly MM's Forum meetings held by 30 June	4 quarterly MM's Forum meetings held by 30 June	Number	MINUTES	Quarterly	1	3	3	1
									1	3	3	1
									1	3	3	1
									1	3	3	1
		To ensure legal compliance	MMO 5.	Number of monthly compliance monitoring reports submitted to the Municipal Manager by 30 June	12 monthly compliance monitoring reports submitted to the Municipal Manager by 30 June	Number	REPORT	Monthly	3	3	3	1
									3	3	3	1
									3	3	3	1
									3	3	3	1
	80% of accountability, oversight, and performance management targets achieved, as reported in quarterly performance reports by 30 June	To promote oversight and public accountability	MMO 6.	Number of monthly consolidated Audit Action Plan progress updates submitted to the Municipal Manager by 30 June	12 monthly consolidated Audit Action Plan progress updates submitted to the Municipal Manager by 30 June	Number	REPORT	Monthly	3	3	3	1
									3	3	3	1
									3	3	3	1
									3	3	3	1
	Good Governance and Public Participation		MMO 7.	Number of quarterly MPAC meetings held by 30 June	4 quarterly MPAC meetings held by 30 June	Number	REPORT	Quarterly	1	3	3	1
									1	3	3	1
									1	3	3	1
									1	3	3	1

IDP PROGRAMME	MUNICIPAL OUTPUT	Departmental Objective	KPI NR	DEPARTMENTAL KEY PERFORMANCE INDICATOR	DEPARTMENTAL TARGET (OUTPUT)	UNIT OF MEASUREMENT	PORTFOLIO OF EVIDENCE	REPORTING CYCLE	TARGET BREAKDOWN			
									Q4	Q3	Q2	Q1
									1	1	1	1
									N/A	1	1	N/A
									1	1	1	1
Good Governance and Public Participation	80% of clean audit and effective internal audit oversight targets achieved, as reported in quarterly	To promote achievement of a clean annual audit outcome for Local Municipalities in the shared service with the District	MMO 9.	Number of bi-annual Mayor's Forum meetings held by 30 June	2 bi-annual Mayor's Forum meetings held by 30 June	Number	MINUTES	Bi-annually	N/A	1	N/A	N/A
			MMO 10.	Quarterly IDP and Budget steering committee	4 quarterly IDP and Budget steering committee	Number	Report and attendance	Quarterly	1	1	1	1
			MMO 11.	Quarterly political IGR and DDM Forum meetings held by 30 June	4 quarterly political IGR and DDM Forum meetings held by 30 June	Number	Minutes	Quarterly	N/A	1	1	1
			MMO 12.	Number of bi-annual Speaker's Forum meetings held by 30 June	2 bi-annual Speaker's Forum meetings held by 30 June	Number	MINUTES	Bi-annually	31-Jan	N/A	1	N/A
			MMO 13.	Annual Audit Action Plan submitted to the Municipal Manager by 31 January	Annual Audit Action Plan submitted to the Municipal Manager by 31 January	Date	PLAN	Annually	N/A	N/A	N/A	N/A

M.L.M

T.H. CC SP
K.L.M.P

IDP PROGRAMME	MUNICIPAL OUTPUT	Departmental Objective	KPI NR	DEPARTMENTAL KEY PERFORMANCE INDICATOR	DEPARTMENTAL TARGET (OUTPUT)	UNIT OF MEASUREMENT	PORTFOLIO OF EVIDENCE	REPORTING CYCLE	TARGET BREAKDOWN			
									Q4	12	30-Jun	30-Jun
									Q3	3	N/A	N/A
									Q2	3	N/A	N/A
									Q1	3	N/A	N/A
	performance reports by 30 June	Municipality	MMO 14.	Number of quarterly internal audit reports issued by 30 June	12 quarterly internal audit reports issued by 30 June	Number	REPORT	Quarterly				
			MMO 15.	Annual Internal Audit Methodology approved by Council by 30 June	Annual Internal Audit Methodology approved by Council by 30 June	Date	METHODOLOGY	Annually				
			MMO 16.	Annual Internal Audit Charter approved by Audit, Risk and Performance Committee by 30 June	Annual Internal Audit Charter approved by Audit, Risk and Performance Committee by 30 June	Date	CHARTER	Annually				
			MMO 17.	Three-year rolling and one-year Internal Audit plan approved by Audit, Risk and Performance Committee by 30 June	Three-year rolling and one-year Internal Audit plan approved by Audit, Risk and Performance Committee by 30 June	Date	PLAN	Annually				

MLM

CC SP

K. J. L. m. p.

K. J. L. m. p.

IDP PROGRAMME		MUNICIPAL OUTPUT			Departmental Objective		
KPI NR		Departmental Key Performance Indicator			Departmental Target (Output)		
Unit of Measurement		Portfolio of Evidence			Reporting Cycle		
Target Breakdown		Q1			Q2		
Q3		Q4					
Date		Number			Date		
Strategy		Item and Report			Resolution and Charter		
Annually		Quarterly			Annually		
N/A		N/A			N/A		
N/A		N/A			N/A		
N/A		N/A			N/A		
Three-year Internal Audit Strategy approved by Audit, Risk and Performance Committee by 30 June		4 quarterly Audit, Risk and Performance Committee Oversight Reports submitted to Council by 30 June			Annual Council Approved Audit, Risk and Performance Committee Charter by 30 June		
Three-year Internal Audit Strategy approved by Audit, Risk and Performance Committee by 30 June		4 quarterly Audit, Risk and Performance Committee Oversight Reports submitted to Council by 30 June			Annual Council Approved Audit, Risk and Performance Committee Charter by 30 June		
MMO 18.		MMO 19.			MMO 20.		

IDP PROGRAMME	MUNICIPAL OUTPUT	Departmental Objective	KPI NR	DEPARTMENTAL KEY PERFORMANCE INDICATOR	DEPARTMENTAL TARGET (OUTPUT)	UNIT OF MEASUREMENT	PORTFOLIO OF EVIDENCE	REPORTING CYCLE	TARGET BREAKDOWN			
									Q4	Q3	Q2	Q1
									31-May	N/A	N/A	N/A
									1	1	1	1
									1	N/A	1	N/A
Good Governance and Public Participation	80% of effective internal audit oversight targets achieved, as reported in quarterly performance reports by 30 June	To strengthen the municipality's ability to create, protect, and sustain value by providing management and ARPC with independent, risk-based, and objective assurance, advice, insight, and foresight	MMO 21.	Annual Internal Audit Awareness Campaign held by 31 May	Annual Internal Audit Awareness Campaign held by 31 May	Date	REPORT	Annually	1	1	1	1
									1	N/A	1	N/A
Good Governance and Public Participation	80% of public participation and stakeholder engagement targets achieved, as reported in	To promote the interests and rights of targeted groups – women, children, youth, disabled, elderly	MMO 22.	Number of QAR performed on completed audit engagements by 30 June	4 QAR performed on completed audit engagements by 30 June	Number	QAR	Quarterly	1	1	1	1
									1	N/A	1	N/A
Good Governance and Public Participation	80% of public participation and stakeholder engagement targets achieved, as reported in	To promote the interests and rights of targeted groups – women, children, youth, disabled, elderly	MMO 23.	Periodic internal quality assessment results reported to Audit, Risk and Performance Committee by 30 June	2 internal quality assessment results reported to Audit, Risk and Performance Committee by 30 June	Number	REPORT	Periodic	1	1	1	1
									1	N/A	1	N/A
Good Governance and Public Participation	80% of public participation and stakeholder engagement targets achieved, as reported in	To promote the interests and rights of targeted groups – women, children, youth, disabled, elderly	MMO 24.	Number of bi-annual District AIDS Council meetings held by 30 June	2 bi-annual District AIDS Council meetings held by 30 June	Number	MINUTES	Biannually	1	1	1	1
									1	N/A	1	N/A

MLJM

T.H.
CC
SF

TARGET BREAKDOWN	Q4	N/A	1	1	31-May
	Q3	31-Mar	1	1	N/A
	Q2	N/A	1	1	N/A
	Q1	N/A	1	1	N/A
REPORTING CYCLE		Annually	Quarterly	Quarterly	Annually
PORTFOLIO OF EVIDENCE		STRATEGY	REPORT	REPORT	ITEM WITH CHARTER
UNIT OF MEASUREMENT		Date	Number	Number	Date
DEPARTMENTAL TARGET (OUTPUT)		Public Participation Strategy annually reviewed by 31 March	4 quarterly Mayoral engagements with key stakeholders by 30 June	4 council outreach programmes to communities by 30 June	District Service Delivery Charter annually reviewed and submitted to council by 31 May
DEPARTMENTAL KEY PERFORMANCE INDICATOR		Public Participation Strategy annually reviewed by 31 March	Number of quarterly Mayoral engagements with key stakeholders by 30 June	Number of council outreach programmes to communities by 30 June	District Service Delivery Charter annually reviewed and submitted to council by 31 May
KPI NR		MMO 25.	MMO 26.	MMO 27.	MMO 28.
Departmental Objective		To improve public participation			
MUNICIPAL OUTPUT		quarterly performance reports by 30 June			
IDP PROGRAMME					

MLM
V.T.H
CC SP

		MIN				
TARGET BREAKDOWN	Q4	30-Jun	1	1	1	1
	Q3	N/A	1	1	N/A	N/A
	Q2	N/A	1	1	1	1
	Q1	N/A	1	1	N/A	N/A
REPORTING CYCLE		Annually	Quarterly	Quarterly	Biannually	Biannually
PORTFOLIO OF EVIDENCE		SURVEY	REPORT	REPORT	REPORT	MINUTES
UNIT OF MEASUREMENT		Date	Number	Number	Number	Number
DEPARTMENTAL TARGET (OUTPUT)		Community satisfaction survey concluded by 30 June	4 quarterly targeted group forum meetings held by 30 June	4 quarterly targeted group campaigns conducted by 30 June	2 bi-annual District Disability Council meetings held by 30 June	2 bi-annual District Health Council meetings held by 30 June
DEPARTMENTAL KEY PERFORMANCE INDICATOR		Community satisfaction survey concluded by 30 June	Number of quarterly targeted group forum meetings held by 30 June	Number of quarterly targeted group campaigns conducted by 30 June	Number of bi-annual District Disability Council meetings held by 30 June	Number of bi-annual District Health Council meetings held by 30 June
KPI NR		MMO 29.	MMO 30.	MMO 31.	MMO 32.	MMO 33.
Departmental Objective						
MUNICIPAL OUTPUT						
IDP PROGRAMME						

4. Core Competency Requirements (CCRs)

The CCRs will make up the other 20% of the employees' assessment score. The following CCRs are deemed to be most critical for the employee's specific job as agreed to between the employer and the employee and are considered with due regard to the proficiency level agreed to:

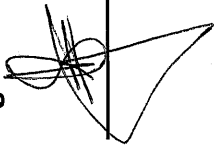
CORE COMPETENCY REQUIREMENTS FOR EMPLOYEES (CCR)		
Core Managerial and Occupational Competencies	X [Indicate choice]	Weight
Core Managerial Competencies:		
Financial Management	Compulsory	50
People Management and Empowerment	Compulsory	15
Client Orientation and Customer Focus	Compulsory	5
Core Occupational Competencies:		
Interpretation of and implementation within the legislative and national policy frameworks	x	10
Knowledge of more than one functional municipal field / discipline	x	20
Total percentage		100%

KPC
 MUM
 T.H.
 ac SP
 L.M.P

SOURCE / INPUT DOCUMENT	UNIT OF MEASUREMENT	KEY PERFORMANCE INDICATOR(S) TITLE	CCRs	STATUS OF INDICATOR	TARGET (OUTPUT)	REPORTING CYCLE	METHOD OF CALCULATION	CALCULATION TYPE	DESIRED PERFORMANCE	MEANS OF VERIFICATION	Target				WEIGHTINGS
											Q1	Q2	Q3	Q4	
PERFORMANCE AGREEMENT; MSA (32 of 2000)	Number	Number of value analysis reports	Financial Management	New	4 value analysis reports	Quarterly	A number is used to determination	Cumulative	Lower performance is not desired	ANALYSIS REPORT	1	1	1	1	50
PERFORMANCE AGREEMENT; MSA (32 of 2000)	Number	Number of departmental meetings held	People Management and Empowerment	New	4 departmental meetings held	Quarterly	A number is used to determination	Cumulative	Lower performance is not desired	ATTENDANCE REGISTER	1	1	1	1	10
PERFORMANCE AGREEMENT; MSA (32 of 2000)	Number	Number of management meetings held	Client Orientation and Customer Focus	New	4 management meetings held	Quarterly	A number is used to determination	Cumulative	Lower performance is not desired	ATTENDANCE REGISTER	1	1	1	1	10
PERFORMANCE AGREEMENT; MSA (32 of 2000)	Number	Number of monthly departmental compliance registers submitted	Interpretation of and implementation within the legislative and national policy frameworks	New	12 monthly departmental compliance registers submitted	Monthly	A number is used to determination	Cumulative	Lower performance is not desired	DEPARTMENTAL COMPLIANCE REGISTER	3	3	3	3	10
PERFORMANCE AGREEMENT; MSA (32 of 2000)	Number	Number of quarterly progress reports	Knowledge of more than one functional municipal field / discipline	New	4 quarterly progress reports	Quarterly	A number is used to determination	Cumulative	Lower performance is not desired	PROGRESS REPORT	1	1	1	1	20

MUM
F.M. cc
K.M.P
58

Signed and accepted by (CHIEF FINANCIAL OFFICER: BUDGET AND TREASURY OFFICE)



Date:.....*13 June 2026*.....

Signed by the MUNICIPAL MANAGER on behalf of the Council



Date:.....*23 June 2026*.....

ANNEXURE B

2026/2027 PERFORMANCE AGREEMENT

MLN KCC SP L.M.P

T.M.

ANNEXURE B

PERSONAL DEVELOPMENT PLAN

Entered into by and between

KAGISHO KLAAS TEISE
[MUNICIPAL MANAGER]

[JOHN TAOLO GAETSEWE DISTRICT MUNICIPALITY]
[“the Employer”]

and

[CHRISTINE CEBILE SIBANYONI]

(CHIEF FINANCIAL OFFICER)
[“the Employee”]

MLW
CC
SP
L.M.P.
T.M.

1. PERSONAL DEVELOPMENT PLAN

1.1.1 A Municipality should be committed to

(a) the continuous training and development of its employees to achieve its vision, mission and strategic objectives and empower employees; and

(b) managing training and development within the ambit of relevant national policies and legislation.

1.1.2 A Municipality should follow an integrated approach to Human Resource Management, that is:

(a) Human resource development forms an integral part of human resource planning and management.

(b) In order for training and development strategy and plans to be successful it should be based on sound Human Resource (HR) practices, such as the (strategic) HR Plan, job descriptions, the result of regular performance appraisals and career pathing.

(c) To ensure the necessary linkage with performance management, the Performance Management and Development System provides for the Personal Development Plans of employees to be included in their annual performance agreements. Such approach will also ensure the alignment of individual performance objectives to the municipality's strategic objectives, and that training and development needs can be identified through performance management and appraisal.

(d) Career-pathing ensures that employees are placed and developed in jobs according to aptitude and identified potential. Through training and development they can acquire the necessary competencies to prepare them for future positions. A comprehensive competency framework and profile for Municipal Managers are attached and these should be linked to relevant registered unit standards to specifically assist them in compiling Personal Development Plans in consultation with their managers.

Handwritten notes and signatures in the bottom right corner, including "MUN", "K.M.P", "T.M.", and "SP".

(e) Personal Development Plans are compiled for individual employees and the data collated from all employees in the municipality forms the basis for the prescribed Workplace Skills Plan, which municipalities are required to compile as a basis for all training and education activities in the municipality in a specific financial year and report on progress made to the Local Government Sector Education and Training Authority.

1.1.3 The aim of the compilation of Personal Development Plans is to identify, prioritise and implement training needs.

1.1.4 Compiling the Personal Development Plan attached at Annexure B.

(a) Competency assessment instruments, which are dealt with more specifically in Annexure B: 1 and 2, should be established to assist with the objective assessment of employees' actual competencies against their job specific competency profiles and managerial competencies at a given period in time with the purpose of identifying training needs or skills gaps.

(b) The competency framework and profiles and relevant competency assessment results will enable a manager, in consultation with his / her employee, to compile a Personal Development Plan. The identified training needs should be entered into column 1 of Annexure B, entitled Skills / Performance Gap. The following should be carefully determined during such a process:

(i) Organisational needs, which include the following:

- Strategic development priorities and competency requirements, in line with the municipality's strategic objectives.
- The competency requirements of individual jobs. The relevant job requirements (job competency profile) as identified in the job description should be compared to the current competency profile of the employee to determine the individual's competency gaps.
- Specific competency gaps as identified during the probation period and performance appraisal of the employee.

(ii) Individual training needs that are job / career related.

MLM
CC KCC
SP
L.M.P
T.M

(c) Next, the prioritisation of the training needs should be listed since it may not be possible to address all identified training needs in a specific financial year. It is however of critical importance that training needs be addressed on a phased and priority basis. This implies that all these needs should be prioritized for purposes of accommodating critical / strategic training and development needs in the HR Plan, Personal Development Plans and the Workplace Skills Plan.

(d) Consideration must then be given to the expected outcomes, to be listed in column 2 of Annexure B, so that once the intervention is completed the impact it had can be measured against relevant output indicators.

(e) An appropriate intervention should be identified to address training needs / skills gaps and the outcome to be achieved but with due regard to cost effectiveness. These should be listed in column 3 of Annexure B, entitled: Suggested training and / or development activity in line with the National Qualifications Framework, which could enable the trainee to obtain recognition towards a qualification for training undertaken. It is important to determine through the Training / Human Resource Development / Skills Development Unit within the municipality whether unit standards have been developed and registered with the South African Qualifications Authority that are in line with the skills gap and expected outcomes identified. Unit standards usually have measurable assessment criteria to determine achieved competency.

(f) Guidelines regarding the number of training days per employee and the nominations of employees: An employee should on average receive at least five days of training per financial year and not unnecessarily be withdrawn from training interventions.

(g) Column 4 of Annexure B: The suggested mode of delivery refers to the chosen methodology that is deemed most relevant to ensure transfer of skills. The training / development activity should impact on delivery back in the workplace. Mode of delivery consists of, amongst others, self-study [The official takes it upon him / her to read e.g. legislation]; internal or external training provision; coaching and / or mentoring and exchange programmes, etc.

MUM
CC
KPC
T.H.
SP
K.M.P.

(h) The suggested time frames (column 5 of Annexure B) enable managers to effectively plan for the annum e.g. so that not all their employees are away from work within the same period and also ensuring that the PDP is implemented systematically.

(i) Work opportunity created to practice skill / development areas, in column 6 of Annexure B, further ensures internalisation of information gained as well as return on investment (not just a nice to have skill but a necessary to have skill that is used in the workplace).

(j) The final column, column 7 of Annexure B, provides the employee with a support person that could act as coach or mentor with regard to the area of learning.

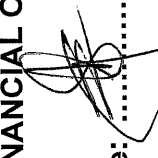
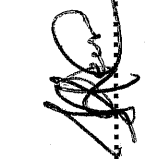
MLM
CC 10/11
T.H.
SP
L.M.P

Personal Development Plan of: CHRISTINE CEBILE SIBANYONI

Compiled on the : 23/06/2026

1. Skills / Performance Gap (in order of priority)	2. Outcomes Expected (measurable indicators: quantity, quality and time frames)	3. Suggested training and /or development activity	4. Suggested mode of delivery	5. Suggested Time Frames	6. Work opportunity created to practice skill / development area	Support Person
PMS Cascading (Managing performance at lower level)	Implement PMS conduct assessments	Performance Management system	Accredited Training and Support by the Department	2026/2027	Performance assessment of Managers within the department	Corporate Services through the Municipal Manager
Management of organisational risks	Perform risk management assessments	Risk management	Accredited Training and Support by the Department	2026/2027	Departmental risk assessments and continuous management; perform risk-based planning	Corporate Services through the Municipal Manager
Combating fraud and corruption in the work place	Fraud and corruption detected and prevented in the work place	Ethics Management	Accredited Institution	2026/2027	Strict adherence to SCM and related policies	Corporate Services through the Municipal Manager
Enforcing discipline	Professional conduct	Labour relations (Disciplinary Code)	Accredited training	2026/2027	Managing the municipal Budget and Treasury Office	Corporate Services through the Municipal Manager
Sage Evolution Systems	Improved understanding of the new mSCOA Compliant system functionality	SAGE Courses including pivot tables and reporting	Accredited training	2026/2027	Daily operations and reporting	Corporate Services through the Municipal Manager

CHIEF FINANCIAL OFFICER: BUDGET AND TREASURY OFFICE

Signature:  Date: 23 June 2026 Signature:  Municipal Manager