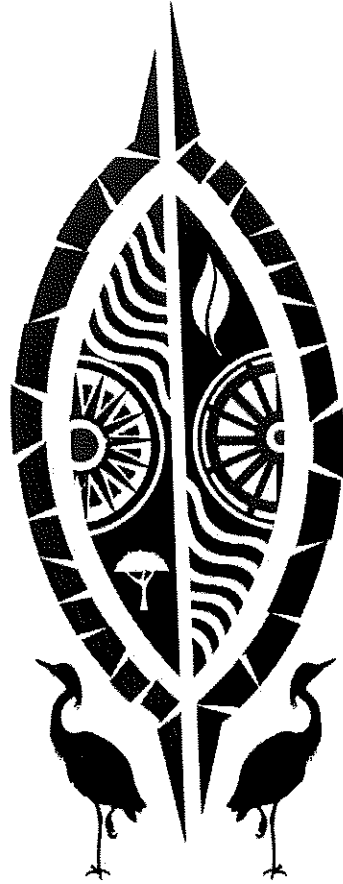


PERFORMANCE AGREEMENT



DR. KENNETH KAUNDA DISTRICT

MUNICIPALITY

CHIEF FINANCIAL OFFICER

2025/26

NR

PERFORMANCE AGREEMENT

MADE AND ENTERED INTO BY AND BETWEEN:

**THE MUNICIPALITY OF DR KENNETH KAUNDA DISTRICT
MUNICIPALITY,
AS REPRESENTED BY THE MUNICIPAL MANAGER**

FULL NAMES

Mr. MOKGATLHE JOHN RATLHOGO

AND

Ms. Jean-Marie Brown

THE EMPLOYEE OF THE MUNICIPALITY

FOR THE

FINANCIAL YEAR: 01 JULY 2025 TO 30 JUNE 2026



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PERFORMANCE AGREEMENT

ENTERED INTO BY AND BETWEEN:

The Municipality of Dr. Kenneth Kaunda District Municipality herein represented by

Mr. MOKGATLHE JOHN RATLHOGO

(Full name) in her capacity as Municipal Manager (hereinafter referred to as the **Employer or Supervisor**)

And

Ms. JEAN-MARIE BROWN (full name) **Employee** of the Dr. Kenneth Kaunda District Municipality (hereinafter referred to as the **Employee**).

WHEREBY IT IS AGREED AS FOLLOWS:

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 Act as well as the employment contract entered into between the **Parties**;
- 2.2 specify objectives and targets defined and agreed with the **Employee** and to communicate to the **Employee** the **Employer's** expectations of the employee's performance and accountabilities in alignment with the **Integrated Development Plan, Service Delivery and Budget Implementation Plan (SDBIP)** and the **Budget** of the municipality;
- 2.3 specify accountabilities as set out in a **Performance Plan**, which forms an **Annexure** to the **Performance Agreement**;



- 2.4 monitor and measure performance against set targeted outputs;
- 2.5 use the **Performance Agreement** as the basis for assessing whether the **Employee** has met the performance expectations applicable to her job;
- 2.6 in the event of outstanding performance, to appropriately reward the **Employee**; and
- 2.7 give effect to the **Employer's** commitment to a performance-orientated relationship with its **Employee** in attaining equitable and improved service delivery.

3. COMMENCEMENT AND DURATION

- 3.1 This **Agreement** will commence on the **01 July 2025** and will remain in force until **30 June 2026**. The **Personal Development Plan** shall be implemented as in line with the WSP.
- 3.2 The **Parties** will conclude a new **Performance Agreement and Performance Plan** that replaces this **Agreement** at least once a year by not later than the beginning of each successive financial year as may be the case.
- 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 at any time during the validity of this **Agreement** the work environment alters (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 **Performance Plan** 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.
- 4.2 The performance objectives and targets reflected in **the Performance Plan** are set by the **Employer** in consultation with the **Employee** and based on the **Integrated Development Plan, Service Delivery and Budget Implementation Plan (SDBIP)** and the **Budget** of the **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**.

A handwritten signature in black ink, appearing to be 'AR' followed by a stylized flourish or mark.

5. PERFORMANCE MANAGEMENT SYSTEM

- 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**.
- 5.4 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.
- 5.5 The criteria upon which the performance of the **Employee** shall be assessed shall consist of tools and weightings as encapsulated in the performance management systems of the municipality.
 - 5.5.1 The **Employee** shall be assessed against both components, with a weighting of 80% - 20% allocated to the **Key Performance Areas (KPAs)** and the **Core Managerial Competencies (CMCs)** respectively.
 - 5.5.2 Each area of assessment shall be weighted and shall contribute a specific part to the total score.
 - 5.5.3 KPAs covering the main areas of work will account for 80% and CMCs will account for 20% of the final assessment.
- 5.6 The **Employee's** assessment shall be based on her performance in terms of the outputs / outcomes (performance indicators) identified as per attached **Performance Plan**, which are linked to the KPA's, and will constitute 80% of the overall assessment result as per the weightings agreed to between the **Employer** and **Employee**:

Key Performance Areas (KPAs)	Weighting
Basic Service Delivery	0%
Municipal Institutional Development and Transformation	0%
District Economic Development (DED)	0%
Municipal Financial Viability and Management	70%
Good Governance and Public Participation	30%
Spatial Rationale	0%
Total	100%

5.7 The CMCs will make up the other 20% of the **Employee's** assessment score. CMCs 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 Employee**:

CORE COMPETENCY REQUIREMENTS FOR EMPLOYEES		
CORE MANAGERIAL and OCCUPATIONAL COMPETENCIES (CMC)	√(INDICATE CHOICE)	WEIGHT
CORE MANAGERIAL COMPETENCIES		
Strategic Capability and Leadership		5
Programme and Project Management		4
Financial Management	√	5
Change Management		4
Knowledge Management		4
Service Delivery Innovation		5
Problem Solving and Analysis		5
People Management and Empowerment	√	5
Client Orientation and Customer Focus	√	4
Communication		5
Honesty and Integrity		4
Competence in Self- Management		5
Interpretation of and implementation within the legislative and national policy frameworks		5
Knowledge of developmental local government		4
Knowledge of Performance Management and Reporting		4
Knowledge of global and South African specific political, social and economic contexts		4
Competence in policy conceptualisation, analysis and implementation		5
Knowledge of more than one functional municipal field/discipline		5
Skills in Mediation		4
Skills in Governance		4

CORE COMPETENCY REQUIREMENTS FOR EMPLOYEES		
CORE MANAGERIAL and OCCUPATIONAL COMPETENCIES (CMC)	√(INDICATE CHOICE)	WEIGHT
Competence as required by other national line sector departments		5
Exceptional and dynamic creativity to improve the functioning of the municipality		5
		100%

6. EVALUATING PERFORMANCE

6.1 The Performance Plan to this Agreement sets out -

- 6.1.1 the standards and procedures for evaluating the **Employee's** performance; and
- 6.1.2 the intervals for the evaluation of the **Employee's** performance.

6.2 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. `1

6.3 That the personal growth and development needs identified during performance review discussion must be documented in a **Personal Development Plan (PDP) (PART C)** as well as the actions agreed to and that implementation will take place within set time frames.

6.4 That annual performance appraisal will involve:

6.4.1 **Assessment of the achievement of results as outlined in the Performance 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 must then be used to add the scores and calculate a final KPA score.**

6.4.2 **Assessment of the CMCs**

- (a) Each CMC should be assessed according to the extent to which the specified standards have been met.
- (b) An indicative rating on the five-point scale should be provided for each CMC.
- (c) The applicable **assessment rating calculator must then be used to add the scores and calculate a final CMC score.**

6.4.3 Overall rating

- (a) An overall rating is calculated by using the applicable **assessment-rating calculator**. Such overall rating represents the outcome of the performance appraisal.
- (b) The assessment of the performance of the Employee shall be based on the following rating scale for KPA's and CMCs:
- (c)

LEVEL	TERMINOLOG Y	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 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 PA and Performance Plan.					
2	Not fully effective	Performance is below the standard required for the job in key areas. Performance meets some of the standards expected for the job. The review/assessment indicates that the employee has achieved below fully effective results against more than half the key performance criteria and indicators as specified in the PA and Performance Plan.					
1	Unacceptable performance	Performance does not meet the standard expected for the job. The review/assessment indicates that the employee has achieved below fully effective results against almost all of the performance criteria and indicators as specified 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 purposes of evaluating the performance of the **Employee**, an evaluation panel constituted by the following persons will be established –

- (i) *Municipal Manager*
- (ii) *Chairperson of the performance Audit committee or the audit committee in the absence of a performance of a performance audit committee;*
- (iii) *Member of the mayoral or executive committee*
- (iv) *Municipal Manager from another Municipality*
- (v) *Member of the Ward Committee/or stakeholder representative.*

(e) The manager responsible for human resources of the municipality must provide secretariat services to the evaluation panels referred to in sub-regulations 6.4 (d)

7. SCHEDULE FOR PERFORMANCE REVIEWS

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

FIRST QUARTER	:	4TH WEEK OCTOBER 2025
SECOND QUARTER	:	4TH WEEK JANUARY 2026
THIRD QUARTER	:	4TH WEEK APRIL 2026
FOURTH QUARTER	:	4TH WEEK JULY 2026

7.2 That the **Employer** shall keep a record of the mid-year review and annual assessment meetings.

7.3 That performance feedback shall be based on the **Employer's** assessment of the **Employee's** performance.

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

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

8. DEVELOPMENTAL REQUIREMENTS

The **Personal Development Plan (PDP)** of a senior manager will be implemented in terms of the WSP.

9. OBLIGATIONS OF THE EMPLOYER

9.1 The **Employer** shall-

- 9.1.1 Create an enabling environment to facilitate effective performance by the **Employee**;
- 9.1.2 Provide access to skills development and capacity building opportunities;
- 9.1.3 Work collaboratively with the **Employee** to solve problems and generate solutions to common problems that may impact on the performance of the **Employee**;
- 9.1.4 on the request of the **Employee** delegate such powers reasonably required by the **Employee** to enable her to meet the performance objectives and targets established in terms of this **Agreement**; and
- 9.1.5 makes available to the **Employee** such resources as the **Employee** may reasonably require from time to time to assist her to meet the performance objectives and targets established in terms of this Agreement

10. CONSULTATION

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

- 10.1.1 A direct effect on the performance of any of the **Employee's** functions;
- 10.1.2 Commit the **Employee** to implement or to give effect to a decision made by the **Employer**; and
- 10.1.3 A substantial financial effect on the **Employer**.

10.2 The **Employer** agrees to inform the **Employee** of the outcome of any decisions taken pursuant to the exercise of powers contemplated in 10.1 as soon as is practicable to enable the **Employee** to take any necessary action without delay.

11. MANAGEMENT OF EVALUATION OUTCOMES

- 11.1** The evaluation of the **Employee's** performance will form the basis for rewarding outstanding performance or correcting unacceptable performance.
- 11.2** A performance bonus of between 5% to 14% all-inclusive annual remuneration package may be paid to the **Employee** in recognition of outstanding performance to be constituted as follows:
- 11.2.1 a score of 130% to 149% is awarded a performance bonus ranging from 5% to 9%; and
 - 11.2.2 a score of 150% and above is awarded a performance bonus ranging from 10% to 14%, in terms of the Policy Framework of the District Municipality
- 11.3** In the case of unacceptable performance, the **Employer** shall –
- 11.3.1 provide systematic remedial or developmental support to assist the **Employee** to improve his or her performance; and
 - 11.3.2 After appropriate performance counseling and having provided the necessary guidance 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.

12. DISPUTE RESOLUTION

- 12.1** Any disputes about the nature of the **Employee's** performance agreement, whether it relates to key responsibilities, priorities, methods of assessment and/ or any other matter provided for, shall be mediated by –
- 12.1.1 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.

- 12.2** Any disputes about the outcome of the employee's performance evaluation must be mediated by-
- 12.2.1 In the case of managers directly accountable to the municipal manager, a member of the municipal council, provided that such member was not part of the evaluation panel provided for in sub-regulation 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.

13. GENERAL

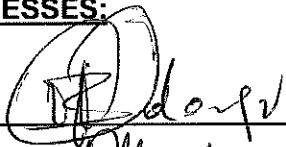
13.1 The contents of this performance agreement will be made available to the public by the **Employer in accordance with the Municipal Finance Management Act, No. 56 of 2003**


13.2 Nothing in this agreement diminishes the obligations, duties or accountabilities of the **Employee** in terms of her Contract of Employment, or the effects of existing or new regulations, circulars, policies, directives or other instruments.


13.3 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 **ORKNEY** on the _____

AS WITNESSES:


1. 


2. 



CHIEF FINANCIAL OFFICER
Ms. J. BROWN (EMPLOYEE)

AS WITNESSES:

1. 

2. 



MUNICIPAL MANAGER
Mr. M.J RATLHOGO (EMPLOYER)





**DR. KENNETH
KAUNDA**
DISTRICT MUNICIPALITY

2025/26
PERFORMANCE PLAN
CHIEF FINANCIAL OFFICER

AKR

QUARTERLY PROJECTIONS OF SERVICE DELIVERY TARGETS AND PERFORMANCE INDICATORS FOR EACH VOTE

KPA 4: MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT

ENSURE SUSTAINABLE RESOURCE MANAGEMENT AND USE.													
MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT													
A POLICY FRAMEWORK THAT PROVIDES FOR A DIFFERENTIATED APPROACH TO MUNICIPAL FINANCING, PLANNING AND SUPPORT IS IMPLEMENTED													
ADMINISTRATIVE AND FINANCIAL CAPABILITIES OF MUNICIPALITIES ARE ENHANCED													
FUNCTIONAL AREA	STRATEGIC OBJECTIVE	MUNICIPAL POWERS & FUNCTIONS	BASELINE 2024/2025			KEY PERFORMANCE INDICATOR	WEIGHT	KPI TYPE	ANNUAL TARGET	BUDGET	MSCOA DESCRIPTION	QUARTERLY TARGETS	PORTFOLIO OF EVIDENCE
			Current status (Progress to date)	Demand (MFMA Circular 63)	Backlog (MFMA Circular 63)								
Budget and Treasury	To ensure internal municipal excellence	Municipal Planning	12 MFMA section 71 reports submitted	12 MFMA section 71 reports submitted to the Executive Mayor within legislative timeframe	Nil	KPI 27 Number of MFMA section 71 reports submitted to the Executive Mayor within 10 working days after the end of each month.	7	Output	12 MFMA section 71 reports submitted to the Executive Mayor within 10 working days after the end of each month by 30 June 2026	OPEX	-	Q1 3 MFMA section 71 reports submitted to the Executive Mayor within 10 working days after the end of each month by 30 September 2025	12 Monthly budget statements (section 71 reports) Proof of submission June 2025 Report/ Council Resolution July – May 2026 Reports Council Resolution
												Q2 3 MFMA section 71 reports submitted to the Executive Mayor within 10 working days after the end of each month by 31 December 2025	
												Q3 3 MFMA section 71 reports submitted to the Executive Mayor within 10 working days after the end of each month by 31 December 2025	

ENSURE SUSTAINABLE RESOURCE MANAGEMENT AND USE.

MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT

A POLICY FRAMEWORK THAT PROVIDES FOR A DIFFERENTIATED APPROACH TO MUNICIPAL FINANCING, PLANNING AND SUPPORT IS IMPLEMENTED

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FUNCTIONAL AREA	STRATEGIC OBJECTIVE	MUNICIPAL POWERS & FUNCTIONS	BASELINE 2024/2025			KEY PERFORMANC E INDICATOR	WEIGHT	KPI TYPE	ANNUAL TARGET	BUDGET	MSCOA DESCRIPTION	QUARTERLY TARGETS				PORTFOLIO OF EVIDENCE
			Current status (Progress to date)	Demand (MFMA Circular 63)	Backlog (MFMA Circular 63)							Q4	Q1	Q2	Q3	
Budget and Treasury PMS	To ensure internal municipal excellence	Municipal Planning	3 MFMA section 52 reports submitted to Council	4 MFMA section 52 reports submitted to Council	1 MFMA section 52 reports	KPI 28 Number of MFMA section 52 reports submitted to Council	7	Output	4 MFMA section 52 reports submitted to Council by 30 June 2026	OPEX	-	1 MFMA section 52 reports submitted to Council by 30 September 2025	1 MFMA section 52 reports submitted to Council by 31 December 2025	1 MFMA section 52 reports submitted to Council by 31 March 2026	4 Council resolutions on MFMA Section 52 reports submitted to council	
												3 MFMA section 71 reports submitted to the Executive Mayor within 10 working days after the end of each month by 31 March 2026			4 th qpr 2024/25 Council Resolution	1 st , 2 nd , 3 rd 2025/26 qprs Council Resolutions

ENSURE SUSTAINABLE RESOURCE MANAGEMENT AND USE.

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NATIONAL LG PRIORITIES	KPA	OUTPUT 1		OUTPUT 6		FUNCTIONAL AREA	STRATEGIC OBJECTIVE	MUNICIPAL POWERS & FUNCTIONS	BASELINE 2024/2025			KEY PERFORMANCE INDICATOR	WEIGHT	KPI TYPE	ANNUAL TARGET	BUDGET	MSCOA DESCRIPTION	QUARTERLY TARGETS	PORTFOLIO OF EVIDENCE										
		Current status (Progress to date)	Demand (MFMA Circular 63)	Backlog (MFMA Circular 63)																									
Budget and Treasury							To ensure internal municipal excellence	Municipal Planning	12 MFMA section 66 reports submitted	12 MFMA section 66 reports submitted within legislative timeframe	12 MFMA section 66 reports submitted to Council by 30 June 2026	7			12 MFMA section 66 reports submitted to Council by 30 June 2026	OPEX		<table border="1"> <tr> <td>Q4</td> <td>1 MFMA section 52 reports submitted to Council by 30 June 2026</td> </tr> <tr> <td>Q1</td> <td>3 MFMA section 66 reports submitted to Council by 30 September 2025</td> </tr> <tr> <td>Q2</td> <td>3 MFMA section 66 reports submitted Council by 31 December 2025</td> </tr> <tr> <td>Q3</td> <td>3 MFMA section 66 reports submitted to Council by 31 March 2026</td> </tr> <tr> <td>Q4</td> <td>3 MFMA section 66 reports submitted to Council by 30 June 2026</td> </tr> </table>	Q4	1 MFMA section 52 reports submitted to Council by 30 June 2026	Q1	3 MFMA section 66 reports submitted to Council by 30 September 2025	Q2	3 MFMA section 66 reports submitted Council by 31 December 2025	Q3	3 MFMA section 66 reports submitted to Council by 31 March 2026	Q4	3 MFMA section 66 reports submitted to Council by 30 June 2026	12 Section 66 reports Council Resolutions June 2025 Report/ Council Resolution July – May 2026 Reports/ Council Resolution
Q4	1 MFMA section 52 reports submitted to Council by 30 June 2026																												
Q1	3 MFMA section 66 reports submitted to Council by 30 September 2025																												
Q2	3 MFMA section 66 reports submitted Council by 31 December 2025																												
Q3	3 MFMA section 66 reports submitted to Council by 31 March 2026																												
Q4	3 MFMA section 66 reports submitted to Council by 30 June 2026																												

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NATIONAL LG PRIORITIES	KPA	OUTPUT 1		OUTPUT 6		FUNCTIONAL AREA	STRATEGIC OBJECTIVE	MUNICIPAL POWERS & FUNCTIONS	BASELINE 2024/2025			KEY PERFORMANCE INDICATOR	WEIGHT	KPI TYPE	ANNUAL TARGET	BUDGET	MSCOA DESCRIPTION	QUARTERLY TARGETS	PORTFOLIO OF EVIDENCE		
		Current status (Progress to date)	Demand (MFMA Circular 63)	Backlog (MFMA Circular 63)	Current status (Progress to date)				Demand (MFMA Circular 63)	Backlog (MFMA Circular 63)											
Budget and Treasury PMS		To ensure internal municipal excellence	Municipal Planning	3 MFMA Circular 34 reports submitted	4 MFMA Circular 34 reports submitted	1 MFMA Circular 34 reports	Number of SCM Circular 34 reports submitted to Council	7		4 SCM Circular 34 reports submitted to Council by 30 June 2026	OPEX		Q1	1 SCM Circular 34 reports submitted to Council by 30 September 2025	Q2	1 SCM Circular 34 reports submitted to Council by 31 December 2025	Q3	1 SCM Circular 34 reports submitted to Council by 31 March 2026	Q4	1 SCM Circular 34 reports submitted to Council by 30 June 2026	4 SCM quarterly reports Council Resolutions 4 th quarter SCM 2024/25 Council Resolution/ Reports 1 st , 2 nd , 3 rd 2025/26 quarter SCM Council Resolutions/ Reports
Budget and Treasury		To ensure internal municipal excellence	Municipal Planning	Post Audit Action Plan Developed and submitted to Council	Post Audit Action Plan Developed and submitted to Council	Nil	Number of post-audit action plans	6		1 post-audit action plans by 31 January 2026	OPEX		Q1	None	Q2	None	Q3	1 post-audit action plans by 31 January 2026	Q4	None	

ENSURE SUSTAINABLE RESOURCE MANAGEMENT AND USE.

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NATIONAL LG PRIORITIES	KPA	OUTPUT 1		OUTPUT 6		FUNCTIONAL AREA	STRATEGIC OBJECTIVE	MUNICIPAL POWERS & FUNCTIONS	BASELINE 2024/2025			KEY PERFORMANC E INDICATOR	WEIGHT	KPI TYPE	ANNUAL TARGET	BUDGET	MSCOA DESCRIPTION	QUARTERLY TARGETS	PORTFOLIO OF EVIDENCE
		Current status (Progress to date)	Demand (MFMA Circular 63)	Backlog (MFMA Circular 63)															
Budget and Treasury	To ensure internal municipal excellence	Municipal Planning	Municipal Planning	2024/25 adjustment budget	2025/26 adjustment budget tabled	Nil	KPI 32 2025/26 adjustment budget developed approved	6	Output	2025/26 adjustment budget developed approved by 28 February 2026	OPEX	-	-	Q1 None Q2 None Q3 2025/26 adjustment budget developed approved by 28 February 2026 Q4 None	Council resolution and 2025/26 Adjustment Budget				
Budget and Treasury	To ensure internal municipal excellence	Municipal Planning	Municipal Planning	2025/26 budget compiled approved (MFMA, Sec 25)	2026/27 budget compiled approved	Nil	KPI 33 2026/27 budget compiled approved	6	Output	2026/27 budget compiled approved by 31 May 2026	OPEX	-	-	Q1 None Q2 None Q3 None Q4 2026/27 budget compiled approved by 31 May 2026	Council Resolution and Approved 2026/27 budget				
Budget and Treasury	To ensure internal municipal excellence	Municipal Planning	Municipal Planning	Acceptable norm of financial viability as expressed by the ratios	Acceptable norm of financial viability as expressed by the ratios	Nil	KPI 34 Financial viability as expressed by the ratios (debt coverage ratio, outstanding service debtors to revenue, Cost coverage age)	6	Output	Acceptable norm of financial viability as expressed by the ratios (debt coverage ratio, outstanding service debtors to revenue, Cost coverage age) by 30 June 2026	OPEX	-	-	Q1 None Q2 Acceptable norm of financial viability as expressed by the ratios (debt coverage ratio, outstanding service debtors to revenue, Cost coverage age) by	Financial viability ratios report				

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ADMINISTRATIVE AND FINANCIAL CAPABILITIES OF MUNICIPALITIES ARE ENHANCED

FUNCTIONAL AREA	STRATEGIC OBJECTIVE	MUNICIPAL POWERS & FUNCTIONS	BASELINE 2024/2025			KEY PERFORMANCE INDICATOR	WEIGHT	KPI TYPE	ANNUAL TARGET	BUDGET	MSCOA DESCRIPTION	QUARTERLY TARGETS				PORTFOLIO OF EVIDENCE
			Current status (Progress to date)	Demand (MFMA Circular 63)	Backlog (MFMA Circular 63)							Q3	Q4	31 December 2025	None	
Budget and treasury	To ensure internal municipal excellence	Municipal Planning	2 assets verification report submitted	2 assets verification report submitted	Nil	KPI 35 Number of assets verification report submitted	6	Output	2 assets verification report submitted by 30 June 2026	OPEX	-	Q1 None	Q2 1 assets verification report submitted by 31 December 2025	Q3 None	Q4 1 assets verification report submitted by 30 June 2026	2 Assets verification reports

ENSURE SUSTAINABLE RESOURCE MANAGEMENT AND USE.

MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT

A POLICY FRAMEWORK THAT PROVIDES FOR A DIFFERENTIATED APPROACH TO MUNICIPAL FINANCING, PLANNING AND SUPPORT IS IMPLEMENTED

ADMINISTRATIVE AND FINANCIAL CAPABILITIES OF MUNICIPALITIES ARE ENHANCED

OUTPUT 1

OUTPUT 6

NATIONAL LG PRIORITIES	KPA	STRATEGIC OBJECTIVE	MUNICIPAL POWERS & FUNCTIONS	BASELINE 2024/2025			KEY PERFORMANC E INDICATOR	WEIGHT	KPI TYPE	ANNUAL TARGET	BUDGET	MSCOA DESCRIPTION	QUARTERLY TARGETS	PORTFOLIO OF EVIDENCE
				Current status (Progress to date)	Demand (MFMA Circular 63)	Backlog (MFMA Circular 63)								
Budget and Treasury	9	To ensure municipal excellence	Municipal Planning	2024/25 Contract registers updated	2025/26 Contract registers updated	Nil	KPI 36 Number of updated Contract registers submitted to Council	6	Output	4 updated Contract registers submitted to Council by 30 June 2026	OPEX	-	Q1 1 updated Contract registers submitted to Council by 30 September 2025 Q2 1 updated Contract registers submitted to Council by 31 December 2025 Q3 1 updated Contract registers submitted to Council by 31 March 2026 Q4 1 updated Contract registers submitted to Council by 30 June 2026	4 updated Contract registers
Budget and Treasury		To ensure municipal excellence	Municipal Planning	2023/24 capital projects expenditure report	Monitoring of capital expenditure	Nil	KPI 37 Percentage of a municipality's capital budget actually	6	Activity	100% of a municipality's capital budget actually spent on capital projects identified for a	R 13 850 000	-	Q1 None Q2 None Q3 None Q4 100% of a municipality's	Capital Expenditure report

ENSURE SUSTAINABLE RESOURCE MANAGEMENT AND USE.

NATIONAL LG PRIORITIES	MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT													
	A POLICY FRAMEWORK THAT PROVIDES FOR A DIFFERENTIATED APPROACH TO MUNICIPAL FINANCING, PLANNING AND SUPPORT IS IMPLEMENTED													
KPA	ADMINISTRATIVE AND FINANCIAL CAPABILITIES OF MUNICIPALITIES ARE ENHANCED													
OUTCOME 9	OUTPUT 1	STRATEGIC OBJECTIVE	MUNICIPAL POWERS & FUNCTIONS	BASELINE 2024/2025			KEY PERFORMANCE INDICATOR	WEIGHT	KPI TYPE	ANNUAL TARGET	BUDGET	MSCOA DESCRIPTION	QUARTERLY TARGETS	PORTFOLIO OF EVIDENCE
	OUTPUT 6			Current status (Progress to date)	Demand (MFMA Circular 63)	Backlog (MFMA Circular 63)								
FUNCTIONAL AREA						spent on capital projects identified for a particular financial year in terms of the municipality's integrated development plan			particular financial year in terms of the municipality's integrated development plan by 30 June 2026			capital budget actually spent on capital projects identified for a particular financial year in terms of the municipality's integrated development plan by 30 June 2026		

KPA 5: GOOD GOVERNANCE AND PUBLIC PARTICIPATION

Municipal Manager's Office: Internal Audit, Corporate Communications, Strategic Planning, Performance Management System, MISS- Municipal Information Security Standards, Speakers Office and Executive Mayor's Office

NATIONAL LG PRIORITIES		BUILD A DEVELOPMENTAL STATE, IMPROVE PUBLIC SERVICE AND STRENGTHEN DEMOCRATIC INSTITUTION ENSURE SUSTAINABLE RESOURCE MANAGEMENT AND USE														
KPA 2		TO PROMOTE GOOD GOVERNANCE														
OUTCOME 9		OUTPUT 5: TO STRENGTHEN PARTICIPATORY GOVERNANCE														
FUNCTIONAL AREA	STRATEGIC OBJECTIVE	MUNICIPAL POWERS & FUNCTIONS	BASELINE 2023/2024			KEY PERFORMANCE INDICATOR	WEIGHT	KPI TYPE	ANNUAL TARGET	BUDGET	MSCOA DESCRIPTION	QUARTERLY TARGETS				PORTFOLIO OF EVIDENCE
			Current status (Progress to date)	Demand (MFMA Circular 63)	Backlog (MFMA Circular 63)							Q 1	Q 2	Q 3	Q 4	
Budget and Treasury	To ensure internal municipal excellence	Municipal Planning	(8) 2024/25 budget related policies developed and reviewed	(8) 2025/25 budget related policies developed and reviewed	Nil	KPI 46 Number of budget related policies workshoped adopted	4	Output	(8) 2024/25 Budget related policies workshoped adopted by 31 May 2026	OPEX	-	Q 1 None	Q 2 None	Q 3 None	Q 4 (8) 2024/26 Budget related policies workshoped adopted by 31 May 2025	Council Resolutions and budget related policies

GENERIC KPIS: GOOD GOVERNANCE AND PUBLIC PARTICIPATION

NATIONAL LG PRIORITIES												
BUILD A DEVELOPMENTAL STATE, IMPROVE PUBLIC SERVICE AND STRENGTHEN DEMOCRATIC INSTITUTION												
ENSURE SUSTAINABLE RESOURCE MANAGEMENT AND USE												
KPA 2												
TO PROMOTE GOOD GOVERNANCE												
OUTCOME 9												
OUTPUT 5: TO STRENGTHEN PARTICIPATORY GOVERNANCE												
FUNCTIONAL AREA	STRATEGIC OBJECTIVE	BASELINE 2021/2022			KEY PERFORMANCE INDICATOR	WEIGHT	KPI TYPE	ANNUAL TARGET	BUDGET	QUARTERLY TARGETS	PORTFOLIO OF EVIDENCE	
		Current status (Progress to date)	Demand (MFMA Circular 63)	Backlog (MFMA Circular 63)								
Office of the Municipal Manager	To ensure internal municipal excellence	Municipal Risk Register 2024/25	4 risk management progress reports	Nil	KPI - A Number of risk management progress reports developed	4	Output	4 risk management progress reports developed by 30 June 2026	OPEX	Q1	1 risk management progress report developed by 30 September 2025	Risk management progress reports
										Q2	1 risk management progress report submitted by 31 December 2024	
										Q3	1 risk management progress report developed by 31 March 2026	
										Q4	1 risk management progress report developed by 30 June 2026	
Office of the Municipal Manager	To ensure internal municipal excellence	Internal Audit findings raised addressed	100% of Internal Audit findings raised addressed	Outstanding prior years findings	KPI - B Percentage of Internal Audit findings raised for 2024/25 financial year audit conducted addressed	4	Output	100% of Internal Audit findings raised for 2024/25 financial year audit conducted addressed by 31 December 2025	OPEX	Q1	None	Internal Audit Findings register progress report on
										Q2	100% of Internal Audit findings raised for 2024/25 financial year audit conducted addressed by 31 December 2024	
										Q3	None	
										Q4	None	
Office of the Municipal Manager	To ensure internal	Audit Committee	100% of Audit Committee	Outstanding prior	KPI - C Percentage of Audit Committee	4	Output	100% of Audit Committee resolutions for	OPEX	Q1	None	Updated Audit Committee Register
										Q2	100% of Audit Committee resolutions for 2024/25	

BUILD A DEVELOPMENTAL STATE, IMPROVE PUBLIC SERVICE AND STRENGTHEN DEMOCRATIC INSTITUTION
ENSURE SUSTAINABLE RESOURCE MANAGEMENT AND USE
TO PROMOTE GOOD GOVERNANCE

OUTPUT 5: TO STRENGTHEN PARTICIPATORY GOVERNANCE

FUNCTIONAL AREA	STRATEGIC OBJECTIVE	BASELINE 2021/2022			KEY PERFORMANCE INDICATOR	WEIGHT	KPI TYPE	ANNUAL TARGET	BUDGET	QUARTERLY TARGETS	PORTFOLIO OF EVIDENCE
		Current status (Progress to date)	Demand (MFMA Circular 63)	Backlog (MFMA Circular 63)							
Office of the Municipal Manager	To ensure internal municipal excellence	resolutions for addressed	findings raised addressed	years findings	resolutions for 2024/25 financial year addressed	4	Output	2024/25 financial year addressed by 31 December 2025	OPEX	financial year addressed by 31 December 2025 Q3 None Q4 None Q1 None Q2 None Q3 None Q4 100% of AGSA Audit findings raised for 2024/25 financial year addressed by 30 June 2026	Post Audit Action Plan progress report
Corporate Services	To ensure internal municipal excellence	MANCO, Portfolio Committee, MAYCO and Council resolutions implemented	100% of Council resolutions implemented	Nil	KPI-D Percentage of AGSA Audit findings raised for 2024/25 financial year addressed	5	Output	100% of 2024/25 Council resolutions implemented by 31 December 2025	OPEX	Q1 None Q2 100% of 2024/25 Council resolutions implemented by 31 December 2025 Q3 None Q4 None	Updated council resolution register
Performance Management Systems	To ensure internal municipal excellence	4 quarterly performance reports submitted	4 quarterly performance reports	Nil	KPI-F Number of District Development meetings attended	5	Output	4 District Development meetings attended by 30 June 2026	OPEX	Q1 1 District Development meeting attended by 30 Sep 2025 Q2 1 District Development meeting attended by 31 December 2025	Quarterly performance reports

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<p align="center">BUILD A DEVELOPMENTAL STATE, IMPROVE PUBLIC SERVICE AND STRENGTHEN DEMOCRATIC INSTITUTION</p> <p align="center">ENSURE SUSTAINABLE RESOURCE MANAGEMENT AND USE</p> <p align="center">TO PROMOTE GOOD GOVERNANCE</p>																				
<p align="center">OUTPUT 5: TO STRENGTHEN PARTICIPATORY GOVERNANCE</p>																				
<p>NATIONAL LG PRIORITIES</p> <p>KPA 2</p>	<p>OUTCOME 9</p>	<p>STRATEGIC OBJECTIVE</p>	<p>BASELINE 2021/2022</p> <table border="1"> <tr> <td>Current status (Progress to date)</td> <td>Demand (M/FMA Circular 63)</td> <td>Backlog (M/FMA Circular 63)</td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </table>	Current status (Progress to date)	Demand (M/FMA Circular 63)	Backlog (M/FMA Circular 63)				<p>KEY PERFORMANCE INDICATOR</p>	<p>WEIGHT</p>	<p>KPI TYPE</p>	<p>ANNUAL TARGET</p>	<p>BUDGET</p>	<p>QUARTERLY TARGETS</p> <table border="1"> <tr> <td>Q3</td> <td>1 District Development meeting attended by 31 March 2026</td> </tr> <tr> <td>Q4</td> <td>1 District Development meeting attended by 30 June 2026</td> </tr> </table>	Q3	1 District Development meeting attended by 31 March 2026	Q4	1 District Development meeting attended by 30 June 2026	<p>PORTFOLIO OF EVIDENCE</p>
Current status (Progress to date)	Demand (M/FMA Circular 63)	Backlog (M/FMA Circular 63)																		
Q3	1 District Development meeting attended by 31 March 2026																			
Q4	1 District Development meeting attended by 30 June 2026																			

Employee's Signature: Beow

Date: 14/07/2025

Supervisor's Signature: [Signature]

Date: 14/07/2025

[Signature]