

Kagisano - Molopo Local Municipality



**KABELO MOTSHWANE
EMPLOYEE**

PERFORMANCE AGREEMENT

FINANCIAL YEAR: 2026/2027

Made and entered into by and between:

**The Kagisano Molopo Local Municipality, as
represented by:**

OLEBILE OBED NTSIMANE

**THE ACTING MUNICIPAL MANAGER OF KAGISANO MOLOPO
LOCAL MUNICIPALITY**

AND:

KABELO MOTSHWANE

ACTING DIRECTOR BASIC SERVICE AND INFRASTRUTURE

FINANCIAL YEAR: 1ST JULY 2026 TO 31ST JUNE 2027

mm

pw

TABLE OF CONTENT

1. INTRODUCTION	2
2. PURPOSE OF THIS AGREEMENT	2
3. COMMENCEMENT AND DURATION	3
4. PERFORMANCE OBJECTIVES	4
5. PERFORMANCE MANAGEMENT SYSTEM	4
6. EVALUATION OF PERFORMANCE	5
7. SCHEDULE OF PERFORMANCE REVIEWS	8
8. DEVELOPMENTAL REQUIREMENT	9
9. OBLIGATIONS OF THE EMPLOYEE	9
10. CONSULTATION	9
11. MANAGEMENT OF EVALUATION OUTCOME	10
12. DISPUTE RESOLUTION	10
13. GENERAL	11
14. SIGNATURE OF THE PARTIES TO THE AGREEMENT	11
ANNEXURE A	12
PERFORMANCE PLAN	12
1. Purpose	12
2. Key Responsibilities	12
3. Key Performance Areas	12
INDIVIDUAL SCORCARD	13
BASIC SERVICES AND INFRASTRUCTURE	13
ANNEXURE "B"	19
CORE COMPETENCY REQUIREMENTS	19
ANNEXURE "C"	21
CORE OCCUPATIONAL COMPETENCIES	21
ANNEXURE "D"	22
PERSONAL DEVELOPMENT PLAN	22

PERFORMANCE AGREEMENT

ENTERED INTO BY AND BETWEEN:

The Kagisano Molopo Local Municipality herein represented by **OLEBILE OBED NTSIMANE** in his capacity as the Acting Municipal Manager (hereinafter referred to as the **Employer** or **Supervisor**)

and

KABELO MOTSHWANE, Employee of the Municipality as the Acting Director Basic Services and Infrastructure (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** for a period from **30 March 2026, the appointment be month to month for a period not exceeding three (3) months**, in terms of Section 57(1) (a) of the Local Government: Municipal Systems Act, Act 32 of 2000 (hereinafter referred to as "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 two 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**, reporting to the Mayor, to a set of actions 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 parties agree that the purposes of this Agreement are 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 (IDP), 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 his 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. **30 March 2026, the appointment be month to month for a period not exceeding three (3) months**, hereafter 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.
- 3.1. The parties will review the provisions of this Agreement in June of each year. 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.
- 3.2. This Agreement will terminate upon the termination of the **Employee's** contract of employment for any reason.
- 3.3. Upon the termination of the Employee's contract of employment for any reason before the end of the financial year in question, the Employee shall be assessed in all the quarters completed whilst the agreement was in force and shall be entitled to a pro-rata bonus accordingly. The pro-rata payment shall be affected only after the performance evaluation has been completed as contemplated in section 8(4B) of the Municipal Systems Amendment 44 of 2003 and the Performance Management System Policy adopted by Council.
- 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 because 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 (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.
- 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 (IDP), 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.
 - 4.1.1. The key objectives describe the main tasks that need to be done.
 - 4.1.2. The key performance indicators provide the details of the evidence that must be provided to show that a key objective has been achieved.
 - 4.1.3. The target dates describe the timeframe in which the work must be achieved.
 - 4.1.4. The weightings show the relative importance of the key objectives to each other.
- 4.3. 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 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 on 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 two components, both of which shall be contained in the Performance Agreement.
- 5.5.1. 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.
- 5.5.2. Each area of assessment will be weighed and will contribute a specific part to the total score.
- 5.5.3. KPAs covering the main areas of work will account for 80% and CCRs will account for 20% of the final assessment.
- 5.6. The **Employee's** assessment will be based on his / her performance in terms of the outputs / outcomes (performance indicators) identified as per attached Performance Plan (**Annexure A**), 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 (KPA's)	Weighting
Basic Services and Infrastructure	100%
Total	100%

- 5.7. In the case of managers directly accountable to the municipal manager, key performance areas related to the functional area of the relevant manager must be subject to negotiation between the municipal manager and the relevant manager.
- 5.8. The Core Competency Requirements (CCRs) or Core Managerial Competencies (CMCs) and the Core Occupational Competencies (COC) will make up the other 20% of the **Employee's** assessment score as per attached **Annexure B and C** respectively. CCRs that are deemed to be most critical for the **Employee's** specific job should be selected (✓) from the lists in the annexure underneath.

6. EVALUATION OF PERFORMANCE

- 6.1. The Performance Plan (Annexure A) 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.
- 6.3. 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.
- 6.4. The **Employee's** performance will be measured in terms of contributions to the goals and strategies set out in the **Employer's** IDP.

6.5. The annual performance appraisal will involve:

6.5.1. 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 (refer to paragraph 6.5.3 below) must then be used to add the scores and calculate a final KPA score.

6.5.2. Assessment of the CCRs

- (a) Each CCR 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 CCR.
- (c) This rating should be multiplied by the weighting given to each CCR during the contracting process, to provide a score.
- (d) The applicable assessment rating calculator (refer to paragraph 6.5.1) must then be used to add the scores and calculate a final CCR score.

6.5.3. Overall rating

An overall rating is calculated by using the applicable assessment-rating calculator. Such overall rating represents the outcome of the performance appraisal.

6.6. The assessment of the performance of the **Employee** will be based on the following rating scale for KPA's and CCRs:

Level	Terminology	Description	Rating				
			1	2	3	4	5
5	Outstanding performance	Performance far exceeds the standard expected of an employee at this level. The appraisal indicates that the Employee has achieved above fully effective results against all performance criteria and indicators as specified in the PA and Performance plan and maintained this in all areas of responsibility throughout the year.					5
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.					4
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.					3
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.					2
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.					1

6.1 For purposes of evaluating the annual performance of the Director Community Services, an evaluation panel constituted of the following persons must be established

6.1.1 Municipal Manager

6.1.2 Municipal manager from another municipality

6.1.3 Chairperson of the Performance Audit Committee or the Audit Committee in the absence of a Performance Audit Committee;

6.1.4 Member of the Executive Committee

6.2 The Performance Management (Human Resource) Manager must provide secretariat services to the evaluation panels.

6.2.1 Member of the ward committee nominated by the Mayor and;

6.3 The Performance Management (Human Resource) Manager must provide secretariat services to the evaluation panels.

7 SCHEDULE FOR PERFORMANCE REVIEWS

7.1 The performance of each Employee in relation to his 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	:	July – September 2026
Second quarter	:	October – December 2026
Third quarter	:	January – March 2027
Fourth quarter	:	April – June 2027

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

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

7.4 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.

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

8 DEVELOPMENTAL REQUIREMENTS

The **Personal Development Plan (PDP)** for addressing developmental gaps is attached as **Annexure D**

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 him / her to meet the performance objectives and targets established in terms of this Agreement; and
- 9.1.5 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.

10 CONSULTATION

10.1 The Employer agrees to consult the Employee from time to time 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.

KW
9
m m A

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% of the 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%.

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 counselling 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 the MEC for local government in the province within thirty (30) days of receipt of a formal dispute from the **Employee**; or

12.1.2 any other person appointed by the MEC.

12.1.3 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) of the Municipal Performance Regulations, 2006, within thirty (30) days of receipt of a formal dispute from the employee;

12.1.4 whose decision shall be final and binding on both parties.

12.1.5 If the mediation process contemplated above fails, clause 20.3 of the Contract of Employment shall apply.

13 GENERAL

13.1 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**.

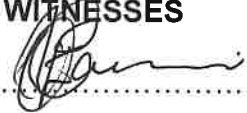
13.2 Nothing in this agreement diminishes the obligations, duties or accountabilities of the **Employee** in terms of his contract of employment, or the effects of existing or new regulations, circulars, policies, directives or other instruments.

13.3 The performance assessment results of the municipal manager and section 57 managers must be submitted to the Audit Committee, Council and subsequently 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.

14 SIGNATURE OF PARTIES TO THE AGREEMENT

Thus done and signed at GANNJESA on this 24 day of July 2026

AS WITNESSES

1. 

2.

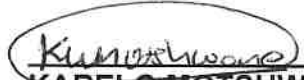

OLEBILE OBED NTSIMANE Mr.
Acting MUNICIPAL MANAGER
(Employer)

Signed at GANNJESA on this 24 day of July 2026

AS WITNESSES

1. 

2.


KABELO MOTSHWANE
Acting Director Basic Services and
Infrastructure (Employee)

ANNEXURE A

PERFORMANCE PLAN

1 Purpose

The performance plan defines the Council's expectations of the Acting 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

The following objects of local government will inform the Municipal Manager's performance against set performance indicators:

2.1 Basic Services and Infrastructure

3 Key Performance Areas

The following Key Performance Areas (KPA's) as outlined in the Local Government: Municipal Planning and Performance Management Regulations (2006) inform the strategic objectives listed in the table below:

3.1 Basic Services and Infrastructure

KW

man

10.2 KEY PERFORMANCE AREA: BASIC SERVICES AND INFRASTRUCTURE DEVELOPMENT

Quarterly projections of service delivery targets and performance indicators for each vote																		
KPA Basic Services and Infrastructure Development																		
Basic Services and Infrastructure Development																		
Outcome 9 Output 6 Administrative and financial capabilities of municipalities are enhanced																		
Functional Area / Development Priorities	Strategic Objective	Baseline 2025/2026			Annual Performance Target 2026/2027	Revised Annual Target	Budget	Adjusted Budget	Key Performance Indicators	Revised Key Performance Indicators	KPI TYPE	Weighting %	Quarterly projections/process indicator				Portfolio of Evidence	Annexure
		Current status	Demand	Backlog									Q 1	Q 2	Q 3	Q 4		
Ensuring submission of PMS Reports and Conducting reviews	Ensure that PMS Reports are submitted on time and that Reviews are conducted	Timeous submission of PMS quarterly Reports and complete POE to the office of the Municipal Manager within five (5) Days	Timeous submission of PMS quarterly Reports and complete POE to the office of the Municipal Manager within five (5) Days	None	Timeous submission of PMS quarterly Reports and complete POE to the office of the Municipal Manager within five (5) Days after the end of each Quarter	N/A	OpEx	N/A	Timeous submission of PMS quarterly Reports and complete POE to the office of the Municipal Manager within five (5) Days after the end of each Quarter	N/A	Output	2	Timeous submission of accurate PMS quarterly Reports and complete POE to the office of the Municipal Manager within five (5) Days after the end of each Quarter	Timeous submission of accurate PMS quarterly Reports and complete POE to the office of the Municipal Manager within five (5) Days after the end of each Quarter	Timeous submission of accurate PMS quarterly Reports and complete POE to the office of the Municipal Manager within five (5) Days after the end of each Quarter	Quarterly report	2A	
Ensuring submission of PMS Reports and Conducting reviews	Ensure that PMS Reports are submitted on time and that Reviews are conducted	Timeous submission of the 2025/2026 Mid-Term Report to the Office of the Municipal Manager	Timeous submission of the 2025/2026 Mid-Term Report to the Office of the Municipal Manager	None	Timeous submission of the 2026/2027 Mid-Term Report to the Office of the Municipal Manager by 20th January 2027	N/A	OpEx	N/A	Timeous submission of the 2026/2027 Mid-Term Report to the Office of the Municipal Manager	N/A	Output	2	Timeous submission of the 2026/2027 Mid-Term Report to the Office of the Municipal Manager by 20th January 2027	N/A	Timeous submission of the 2026/2027 Mid-Term Report to the Office of the Municipal Manager by 20th January 2027	2026/2027 Mid-Term Report	2B	
Ensuring submission of PMS Reports and Conducting reviews	Ensure that PMS Reports are submitted on time and that Reviews are conducted	4 Department Quarterly Performance Reviews performed	4 Department Quarterly Performance Reviews performed	None	4 Department Quarterly Performance Reviews performed by 30 June 2027	N/A	OpEx	N/A	Number Department Quarterly Performance Reviews performed	N/A	Output	2	1 Department Quarterly Performance Reviews performed by 30 September 2026	1 Department Quarterly Performance Reviews performed by 31 December 2026	1 Department Quarterly Performance Reviews performed by 30 June 2027	Departmental Attendance Register and Minutes	2C	

Kew

Quarterly projections of service delivery targets and performance indicators for each vote																		
KPA		Basic Services and Infrastructure Development																
Basic Services and Infrastructure Development																		
Outcome 9		Administrative and financial capabilities of municipalities are enhanced																
Functional Area / Developmental Priorities	Strategic Objective	Baseline 2025/2026			Annual Performance Target 2026/2027	Revised Annual Target	Budget	Adjusted Budget	Key Performance Indicators	Revised Key Performance Indicators	KPI TYPE	Weighting %	Quarterly projections/process indicator				Portfolio of Evidence	Annexure
		Current status	Demand	Backlog									Q 1	Q 2	Q 3	Q 4		
Providing a structured and coherent approach to regularly assessing and updating Risk Management	To ensure effective Risk management	4 Risk Register Updates conducted for each Department	4 Risk Register Updates conducted for each Department	None	4 Risk Register Updates conducted quarterly per Department by 30 June 2027	N/A	OpEx	N/A	Number of Risk Register Updates conducted quarterly per Department	N/A	Output	2	1 Risk Register Update conducted quarterly per Department by 30 September 2026	1 Risk Register Update conducted quarterly per Department by 31 December 2026	1 Risk Register Update conducted quarterly per Department by 31 March 2027	1 Risk Register Update conducted quarterly per Department by 30 June 2027	Updated Risk Register	2D
Development and Review of the Performance Management	To achieve a clean audit opinion	Timeous response to the Internal Auditor's Finding	Timeous response to the Internal Auditor's Finding	None	Timeous response to the Internal Auditor's Finding within 30 days after receiving the report	N/A	OpEx	N/A	Timeous response to the Internal Auditor's Finding	N/A	Output	2	Timeous response to the Internal Auditor's Finding within 30 days after receiving the report	Timeous response to the Internal Auditor's Finding within 30 days after receiving the report	Timeous response to the Internal Auditor's Finding within 30 days after receiving the report	Timeous response to the Internal Auditor's Finding within 30 days after receiving the report	Internal Audit Report and Management Responses	2E
Provision of effective Corporate Administration and Support	To provide Council Support Services	4 Portfolio committee meetings coordinated	4 Portfolio Committee meetings coordinated	None	4 Portfolio Committee meetings coordinated by 30 June 2027	N/A	OpEx	N/A	Number of Portfolio Committee meetings coordinated	N/A	Output	3	1 Portfolio Committee meeting coordinated by 30 September 2026	1 Portfolio Committee meeting coordinated by December 2026	1 Portfolio Committee meeting coordinated by 31 March 2027	1 Portfolio Committee meeting coordinated by 30 June 2027	Attendance Register and Minutes	2F

Quarterly projections of service delivery targets and performance indicators for each vote																		
KPA	Basic Services and Infrastructure Development																	
Basic Services and Infrastructure Development																		
Outcome 9		Administrative and financial capabilities of municipalities are enhanced																
Functional Area / Development Priorities	Strategic Objective	Baseline 2025/2026			Annual Performance Target 2026/2027	Revised Annual Target	Budget	Adjusted Budget	Key Performance Indicators	Revised Key Performance Indicators	KPI TYPE	Weighting %	Quarterly projections/process indicator				Portfolio of Evidence	Annexure
		Current status	Demand	Backlog									Q1	Q2	Q3	Q4		
Facilitate the provision of public amenities: water	To monitor water service/projects to improve access to services	4 Rural Water Supply Meetings Attended	4 Rural Water Supply Meetings Attended	None	4 Rural Water Supply Program Meetings Attended by 30 June 2027	N/A	OpEx	N/A	Number of Rural Water Supply Program Meetings Attended	N/A	Output	3	1 Rural Water Supply Program Meeting Attended by 30 September 2026	1 Rural Water Supply Program Meeting Attended by 31 December 2026	1 Rural Water Supply Program Meeting Attended by 31 March 2027	1 Rural Water Supply Program Meeting Attended by 30 June 2027	Report, Attendance Register, and Minutes	2G
Facilitate the provision of Electrification services	To monitor the provision of electrification projects to improve access to services	4 Electricity Project Management Meetings Attended	4 Electricity Project Management Meetings Attended	None	4 Electricity Project Management Meetings Attended by 30 June 2027	N/A	OpEx	N/A	Number of Electricity Project Management Meetings Attended	N/A	Output	3	1 Electricity Project Management Meetings Attended by 30 September 2026	1 Electricity Project Management Meetings Attended by 31 December 2026	1 Electricity Project Management Meetings Attended by 31 March 2027	1 Electricity Project Management Meetings Attended by 30 June 2027	Report, Attendance Register, and Minutes	2H
Facilitate the provision of the Sanitation program	To monitor the provision of the sanitation Program to improve access to services	4 Rural Sanitation Program Meetings Attended	4 Rural Sanitation Program Meetings Attended	None	4 Rural Sanitation Program Meetings Attended by 30 June 2027	N/A	OpEx	N/A	Number of Rural Sanitation Program Meetings Attended	N/A	Output	3	1 Rural Sanitation Program Meetings Attended by 30 September 2026	1 Rural Sanitation Program Meetings Attended by 31 December 2026	1 Rural Sanitation Program Meetings Attended by 31 March 2027	1 Rural Sanitation Program Meetings Attended by 30 June 2027	Report, Attendance Register, and Minutes	2I
Provision of public amenities: Sports Facility	Provision of sports facilities to improve access to recreational facilities	1 Construction of the sports facility at Piet Plessis to be resuscitated	1 Construction of a sports facility at Piet Plessis	1 Construction of a sports facility at Piet Plessis	Complete construction of 4 project components (Roofing and electrification of Change rooms, and security Booth, including practical completion and project	N/A	R11 644 053	N/A	Number of construction components completed for Piet Plessis sports facility	N/A	Output	15	Roofing of Change rooms and Security Booth by 30 September 2026	Electrification of the Change room and security booth by 31 December 2026	Final completion of the project by 31 March 2027	Site handover by 30 June 2027	Progress report, Invoices, and Completion Certificate	2J

Quarterly projections of service delivery targets and performance indicators for each vote																		
KPA		Basic Services and Infrastructure Development																
Basic Services and Infrastructure Development		Basic Services and Infrastructure Development																
Outcome 9		Administrative and financial capabilities of municipalities are enhanced																
Functional Area / Development Priorities	Output 6	Strategic Objective	Baseline 2025/2026		Annual Performance Target 2026/2027	Revised Annual Target	Budget	Adjusted Budget	Key Performance Indicators	Revised Key Performance Indicators	KPI TYPE	Weighting %	Quarterly projections/process indicator				Portfolio of Evidence	Annexure
			Current status	Demand									Backlog	Q 1	Q 2	Q 3		
					handover) for Plet Plessis sports facility, by 30 June 2027 (multi-year project).													
Provision of Access Road	Upgrade the road from gravel to paved to improve access to services	3.2 KM Access Road constructed from Main Road to Mmusi Primary (Construction of Kudungwana access road and stormwater). (Ward 1)	3.2 KM Access Road constructed from Main Road to Mmusi Primary (Construction of Kudungwana access road and stormwater). (Ward 1)	None	Complete construction of laying of paving (18,700 m²/3.2km), and 10 Stormwater Culverts, including practical completion and project handover for Kudungwana pavement access road (Ward 1) by 30 June 2027. (multi-year project).	N/A	R 5 075 452	N/A	Number of kilometers of paving access road and storm water culverts completed from the main road to Mmusi Primary (Construction of Kudungwana access road and stormwater), (Ward 1)	N/A	Output	15	Laying of Paving (18 700 m²/3.2km) by 30 September 2026	Construction of 10 Stormwater Culverts by 31 December 2026	Finishes and Completion by 31 March 2027	Project handover by 30 June 2027	Progress report, Invoices, and practical completion	2K

mm

KW

Quarterly projections of service delivery targets and performance indicators for each vote																		
KPA Basic Services and Infrastructure Development																		
Basic Services and Infrastructure Development																		
Outcome 9 Output 6 Administrative and financial capabilities of municipalities are enhanced																		
Functional Area / Development Priorities	Strategic Objective	Baseline 2025/2026			Annual Performance Target 2026/2027	Revised Annual Target	Budget	Adjusted Budget	Key Performance Indicators	Revised Key Performance Indicators	KPI TYPE	Weighting %	Quarterly projections/process indicator				Portfolio of Evidence	Annexure
		Current status	Demand	Backlog									Q 1	Q 2	Q 3	Q 4		
Provision of public amenities: community Hall	Provision of a Community Hall to improve access to recreational facilities	New	Construction of one Community Hall in Ditshekutswane (Ward 5)	New	Construction of one Community Hall in Ditshekutswane (Ward 5) by 30 June 2027	N/A	R 1 096 0196	N/A	Number of constructed Community Halls in Ditshekutswane (Ward 5)	N/A	Output	10	Advert, Appointment of service Providers, design and documentation. Handover to the contractor by 30 September 2026	Site establishment, setting out, foundation construction, and fencing by 31 December 2026	Brick works up to roof level, roofing, plumbing, tiling, painting the ceiling, and finishes by 31 March 2027	Electrical works, finishes, and project completion by 30 June 2027	Advert, appointment letter, progress report, invoices, and practical completion	2L
Provision of the bridge and road	Provision of a bridge and upgrading of a road to improve access	New	Construction of one bridge and 1km of paved access road in Ganyesa (Ward 14)	New	Construction of one bridge and 1km of paved access road in Ganyesa (Ward 14) by 30 June 2027	N/A	R7 427 549.00	N/A	Number of bridges and kilometers of paved access roads constructed in Ganyesa (Ward 14)	N/A	Output	10	Advert, Appointment of service Providers, design and documentation. Handover to contractor by 30 September 2026	Site establishment, Survey and setting out, Excavations and Construction of roadbed and subbase by 31 December 2026	Construction of stabilized base, installation of culvert bridge by 31 March 2027	Installation of kerbs, paving, finishing, and Project completion by 30 June 2027	Advert, appointment letter, progress report, invoices, and practical completion	2M

mmx

KW

Quarterly projections of service delivery targets and performance indicators for each vote																		
KPA	Basic Services and Infrastructure Development																	
Basic Services and Infrastructure Development																		
Outcome 9	Output 5	Administrative and financial capabilities of municipalities are enhanced																
Functional Area / Development Priorities	Strategic Objective	Baseline 2025/2026			Annual Performance Target 2026/2027	Revised Annual Target	Budget	Adjusted Budget	Key Performance Indicators	Revised Key Performance Indicators	KPI TYPE	Weighting %	Quarterly projections/process Indicator				Portfolio of Evidence	Annexure
		Current status	Demand	Backlog									Q 1	Q 2	Q 3	Q 4		
Basic Service Delivery and Infrastructure Development	Implementation of the operational maintenance plan	Implementation of the operational maintenance plan	Implementation of the operational maintenance plan	Implementation of the operational maintenance plan by 30 June 2027	100%	N/A	OpEx	N/A	% of implementation of the operational maintenance plan	N/A	Output	5	N/A	N/A	N/A	100% Implementation of the operational maintenance plan by 30 June 2027	Report and invoices	2N
Performance Management	Line Managers' performance assessment performed	Conduct performance assessments for 3 line managers	Conduct performance assessments for 3 line managers	Conduct performance assessments for 3 line managers by 30 June 2027	Conduct performance assessments for 3 line managers by 30 June 2027	NA	OpEx	N/A	Number of Line Managers' performance assessments conducted	N/A	Output	2	Conduct performance assessments for 3 line managers by 30 September 2026	Conduct performance assessments for 3 line managers by 31 December 2026	Conduct performance assessments for 3 line managers by 31 March 2027	Conduct performance assessments for 3 line managers by 30 June 2027	Performance Assessment Report	2O
Effective financial management	To ensure effective financial management	100% contracts performance is monitored per department	100% contracts performance is monitored per department	None	100% contracts performance monitored per department by 30 June 2027	N/A	OpEx	N/A	% contracts performance monitored per department	N/A	Output	3	100% contracts performance monitored per department by 30 September 2026	100% contracts performance monitored per department by 31 December 2026	100% contracts performance monitored per department by 31 March 2027	100% contracts performance monitored per department by 30 June 2027	Assessment Report, Monthly progress reports, and invoices	2P

Signed and accepted by the Acting Director Basic Services and Infrastructure

Date

Signed by the Acting Municipal Manager on behalf of the Council

Date

 : Kumoshwari

: _____ 2026



: _____ 2026

ANNEXURE "B"

COMPETENCY FRAMEWORK STRUCTURE

The CCRs that are deemed to be most critical for the **Employee's** specific job as an agreement to between the **Employer** and **Employee**. Three obligatory CCRs indicated here are compulsory for the Municipal Manager:

Weighting of the Competencies = 60%

Competency required	Weighting %	Targets	Current level of competence rating is based on the competency assessment results (select from level 1 - 5)
1.1 Strategic Direction and Leadership	5%	5	3
1.2 People Management and Empowerment (compulsory)	5%	5	3
1.3 Program and Project Management	5%	5	3
1.4 Financial Management (compulsory)	5%	5	3
1.5 Change Management	5%	5	3
1.6 Client Orientation and Customer Focus (compulsory)	5%	5	3
1.7 Governance Leadership	5%	5	3
1.8 Moral Competence	5%	5	3
1.9 Planning and Organizing	4%	5	3

kw

Competency required	Weighting %	Targets	Current level of competence rating is based on the competency assessment results (select from level 1 - 5)
1.10 Analysis and Innovation	4%	5	3
1.11 Knowledge & Information Management	4%		3
1.12 Communication	5%		3
1.13 Results and Quality focus	3%		3
Total	60%		

mm

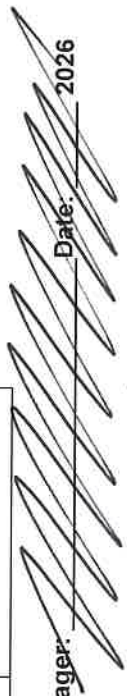
Kw

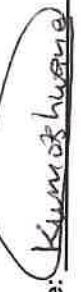
ANNEXURE "C"

CORE OCCUPATIONAL COMPETENCIES (COC)

Weighting of the Competencies = 40%

Competency required	Weighting %	Targets	Current level of competence (select from level 1 - 5)
2.1 Competence in Self - Management	5	5	3
2.2 Interpretation of and implementation within the legislative and national policy frameworks	10	5	3
2.3 Knowledge of developmental local government	5	5	3
2.4 Knowledge of Performance Management and reporting	5	5	3
2.5 Reporting Knowledge of global and South African specific political, social and economic contexts	5	5	3
2.6 Competence in policy conceptualization, analysis and implementation	5	5	3
2.7 Knowledge of more than one functional municipal field/ discipline	5	5	3
Grand Total	40%		

Name of Acting Municipal Manager: OLEBILE NTSIMANE Signature of Acting Municipal Manager:  Date: 2026

Name of Employee: KABELO MOTSHWANE Signature of Employee:  Date: 24 July 2026

ANNEXURE "D"

PERSONAL DEVELOPMENT PLAN (PDP)

Personal Development Plan of: **Mr. KABELO MOTSHWANE**

Compiled on: **19TH JUNE 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	7. Support Person
1. Good Governance	The art of leadership Leading for strategic alignment From motivation to inspiration Principles and practices of good governance	Certificate in professional registration	Part Time study	12 Months	Ability to have a strategic management knowledge which will ensure good governance	Director Corporate Services

Acting Municipal Manager's Signature: _____

Date Signed: _____

2026

Employee's Signature: _____

Date Signed: _____

2026