

PERFORMANCE AGREEMENT

MADE AND ENTERED INTO BY AND BETWEEN



RAYMOND
MHLABA
MUNICIPALITY
.....
UMANYANO KUPHUTHULESO

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**Raymond Mhlaba Local Municipality, as represented by
the MAYOR**

**NOMHLE SANGO
(‘the employer’)**

and

**UNATHI THOLEKA MALINZI
(‘the employee’)**

For The Period 01 July 2025 To 30 June 2026

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PERFORMANCE AGREEMENT

ENTERED INTO BY AND BETWEEN:

The **RAYMOND MHLABA** Municipality herein represented by Nomhle Sango in her capacity as **THE MAYOR** (hereinafter referred to as the **Employer** or **Supervisor**)

And

Unathi Tholeka Malinzi being a Municipal Manager in terms of the Local Government: Municipal Systems Act No. 32 of 2000, (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 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; require 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 **Municipal Manager** 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), (4B) and (5) of the Systems Act.
- 1.5 In this Agreement the following words will have the meaning ascribed thereto:

"this Agreement" - means the performance agreement between the **Employer** and the **Employee** and the annexures thereto.

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“the Executive Authority” - means the Executive Committee of the Municipality constituted in terms of Section 55 of the Local Government: Municipal Structures Act as represented by its chairperson, the Mayor.

“the Senior Manager” – means the Head of Department directly accountable to the Municipal Manager in terms of Section 56(a) of the Local Government: Municipal Systems Act, No 32 of 2000.

the Municipal Manager” – means the Municipal Manager appointed in terms of Section 82 of the Local Government: Municipal Structures Act, No. 117 of 1998.

“the Municipality” – means the **Raymond Mhlaba Local Municipality**

“the Parties” - means the **Employer** and the **Employee**.

2. PURPOSE OF THIS AGREEMENT

2.1 The Parties agree that the purposes of this Agreement are to:

- 2.1.1. 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;
- 2.1.2. specify objectives and targets established for 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;
- 2.1.3. specify accountabilities as set out in a performance plan, which forms an annexure to the performance agreement;
- 2.1.4. monitor and measure performance against targeted outputs and outcomes;
- 2.1.5. use the performance agreement as the basis for assessing whether the employee has met performance expectations applicable to his or her job;
- 2.1.6. appropriately reward the employee in accordance with the Municipality’s performance management policy in the event of outstanding performance;
- 2.1.7. establish a transparent and accountable working relationship; and

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

3. COMMENCEMENT AND DURATION

- 3.1 Notwithstanding the date of signature this Agreement will commence on the 1st of July 2025 and will remain in force until 30 June 2026 thereafter a new Performance Agreement, Performance Plan and Personal Development Plan shall be concluded between parties for the next financial year or any portion thereof.
- 3.2 The Parties will review the provisions of this Agreement during June each year. The Parties will conclude a new performance agreement including a Performance Plan and Personal Development Plan that replaces this Agreement at least once a year by not later than the 31st of July each year.
- 3.3 The payment of the performance bonus is determined by the performance score obtained during the annual performance assessment as informed by the quarterly performance assessments. Should the Employee be entitled to a bonus, this will be paid out after approval by Council and not later than sixty (60) days thereafter in the Employee's salary for a month that shall be applicable.
- 3.4 The payment of a performance bonus for the year in which the Employee's contract of employment expires will be done as set out in clause 3.3 and the bonus so determined will be paid to the Employee on the last day of his/her employment or not later than 30 days thereafter.
- 3.5 In the event of the Employee commencing or terminating his services with the Municipality during the validity period of this Agreement, the Employee's performance for the portion of the period referred to in clause 3.1 during which he was employed, will be evaluated and he will be entitled to a pro rata performance bonus based on his evaluated performance and the period of actual service.
- 3.6 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 by the Parties.

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3.7 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.

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

4. PERFORMANCE OBJECTIVES

4.1 The Performance Plan in **Annexure A** sets out:

4.1.1 The performance objectives and targets which 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 Personal Development Plan in **Annexure B** sets out the Employee's personal developmental requirements in line with the objectives and targets of the Municipality.

4.3 The Core Management Competencies reflected sets out those management skills regarded as critical to the position held by the Employee.

4.4 The performance objectives and targets reflected in **Annexure A** are set by the Municipality in consultation with the Employee and based on the Integrated Development Plan and the budget of the Municipality, and include key objectives, key performance areas, target dates and weightings.

4.5 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 time frame in which the work must be achieved. The weightings show the relative importance of the key objectives to each other.

4.6 The Employee's performance will, in addition, be measured in terms of contributions to the development objectives and strategies set out in the Municipality's Integrated Development Plan.

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5. PERFORMANCE MANAGEMENT SYSTEM

- 5.1 The Employee agrees to participate in the performance management system that the Municipality adopts or introduces for the municipal management and municipal staff of the Municipality.
- 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 municipal management and municipal staff to perform to the standards required.
- 5.3 The Executive Authority (the Mayor) 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 his/her Key Performance Areas as set out in **Annexure A** including special projects relevant to the Employee's responsibilities within the local government framework.

6. PERFORMANCE ASSESSMENT

- 6.1 The performance of the Employee will be assessed against the outputs and outcomes achieved in terms of his/her Key Performance Areas (KPAs) as fully described in Annexure A and his/her Core Management Competencies (CMCs) determined at the commencement of this Agreement with a weighting of 80:20 allocated to the KPAs and CMCs respectively. Therefore the KPAs that refer to the main tasks of the Employee account for 80% of his/her assessment while the CMCs make up the other 20% of the Employee's assessment score.
- 6.2 The weightings agreed to in respect of the Employee's KPAs attached as Annexure A are set out in the table below:

KEY PERFORMANCE AREAS (KPAS) (80%)	WEIGHT
KPA 1: Institutional Development and Transformation	15%
KPA 2: Service Delivery and Infrastructure Provision	40%
KPA 3: Local Economic Development	20%
KPA 4: Financial Viability and Management	15%
KPA 5: Good Governance and Public Participation	10%
Total	100%

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6.3 The weightings agreed to in respect of the CMCs considered most critical for the Employee's position and further defined in Annexure C are set out in the table below:

Core Competency Requirements from Regulations (2014): 20%					
COMPETENCY FRAMEWORK FOR SENIOR MANAGERS					
LEADING COMPETENCIES		Achievement Levels	Weight	HOD's Achievement Level	Municipal Managers Score Level
Strategic Direction and Leadership	• Impact and Influence	Basic	8.4		
	• Institutional Performance Management	Competent			
	• Strategic Planning and Management	Advanced			
	• Organisational Awareness	Superior			
People Management	• Human Capital Planning and Development	Basic	8.4		
	• Diversity Management	Competent			
	• Employee Relations Management	Advanced			
	• Negotiation and Dispute Management	Superior			
Programme and Project Management	• Program and Project Planning and Implementation	Basic	8.4		
	• Service Delivery Management	Competent			
	• Program and Project Monitoring and Evaluation	Advanced			
		Superior			
Financial Management	• Budget Planning and Execution	Basic	8.3		
	• Financial Strategy and Delivery	Competent			
	• Financial Reporting and Monitoring	Advanced			
		Superior			
Change Leadership	• Change Vision and Strategy	Basic	8.3		
	• Process Design and Improvement	Competent			
	• Change Impact Monitoring and Evaluation	Advanced			
	•	Superior			
Governance Leadership	• Policy Formulation	Basic	8.4		
	• Risk and Compliance	Competent			

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	Management				
	• Cooperative Governance	Advanced			
		Superior			
CORE COMPETENCIES:					
	Achievement Levels	Weight	HOD's Achievement Level	Municipal Managers Score Level	
Moral Competence	Basic	8.3			
	Competent				
	Advanced				
	Superior				
Planning and Organising	Basic	8.3			
	Competent				
	Advanced				
	Superior				
Analysis and Innovation	Basic	8.3			
	Competent				
	Advanced				
	Superior				
Knowledge and Information Management	Basic	8.3			
	Competent				
	Advanced				
	Superior				
Communication	Basic	8.3			
	Competent				
	Advanced				
	Superior				
Results and Quality focus	Basic	8.3			
	Competent				
	Advanced				
	Superior				
Total		100%			

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6.4 The assessment of the performance of the Employee will be based on the following levels for KPAs and CMCs:

LEVEL	TERMINOLOGY	DESCRIPTION
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.

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6.5 To determine which rating on the five-point scale did the Manager achieve for each KPA the following criteria should be used:

Duration of task	- Was the target achieved within the projected time frame?
Level of complexity	- Required problem solving - Reconciling different perceptions - Innovative alternatives used
Cost	- within budget - saving - overspending
Constraints	- Did envisaged constraints materialise? - If so, were steps taken to manage/reduce the effect of the constraint? - If not, did it beneficially affect the completion of the target? - Any innovative/pro-active steps to manage the constraint

6.6 Annexure “B” may be used as the basis for progress discussions by the Municipality.

7. PANEL AND SCHEDULE FOR PERFORMANCE ASSESSMENTS

7.1 QUARTERLY PERFORMANCE ASSESSMENTS:

7.1.1 Quarterly performance of the Employee will be assessed by the Mayor in relation to his/her achievement of:

- 1) The targets indicated for each KPA in Annexure A; and
- 2) The CCRs as defined in clause 6.3 of this agreement

On a date to be determined for each of the following quarterly periods:

1 st Quarter (July to September):	October 2025
2 nd Quarter (October to December):	January 2026
3 rd Quarter (January to March):	April 2026
4 th Quarter (April to June):	July 2026

7.2 ANNUAL PERFORMANCE ASSESSMENT:

7.2.1 An assessment panel consisting of the following persons will be established:

7.2.1.1 Mayor;

7.2.1.2 Chairperson of the Performance Audit Committee or the audit committee in the absence of a performance audit committee.

7.2.1.3 Member of the Mayoral or Executive Committee or in respect of a plenary type municipality, another member of Council;

7.2.1.4 Mayor and/or Municipal Manager from another municipality; and

7.2.1.5 Member of a Ward Committee

7.3 The performance of the Employee will be assessed in relation to his/her achievement of:

7.3.1 The targets indicated for each KPA in Annexure A; and

7.3.2 The CCRs as defined in clause 6.3 of this agreement

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8. EVALUATING PERFORMANCE AND MANAGEMENT OF EVALUATION OUTCOMES

- 8.1 The Employee will submit quarterly performance reports and a comprehensive annual performance report prior to the performance assessment meetings to the Employer
- 8.2 The Employer will give performance feedback to the Employee after each quarterly and the annual assessment meetings.
- 8.3 The evaluation of the Employee's performance will form the basis for rewarding outstanding performance or correcting unacceptable performance.
- 8.4 At the end of the 4th quarter, the Executive Authority will determine if the Employee is eligible for a performance bonus as envisaged in his/her contract of employment based on the bonus allocation set out in clause 8.11 of this agreement.
- 8.5 The results of the annual assessment and the scoring report of the Employee for the purposes of bonus allocation, if applicable, will be submitted to the Executive Authority for a recommendation to the full Council.
- 8.6 A fully effective assessment score will render the Employee eligible to be considered for a performance related increase (pay progression) as envisaged in his/her contract of employment provided the Employee has completed at least 12 months continuous service with the Municipality at his/her current remuneration package on the 30th of June.
- 8.7 Personal growth and development needs identified during any performance assessment discussion, must be documented in the Employee's Personal Development Plan as well as the action steps and set time frames agreed to.
- 8.8 Despite the establishment of agreed intervals for assessment, the Employer may, in addition, review the Employee's performance at any stage while his/her contract of employment remains in force.
- 8.9 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.
- 8.10 The provisions of Annexure "A" may be amended by the Executive Authority when the Municipality's performance management system is adopted, implemented and/or amended as the case may be subject to clause 5.3.
- 8.11 The evaluation of the employee's performance will form the basis for rewarding outstanding performance or correcting unacceptable performance.
- 8.11.1 A performance bonus ranging from 5% to 14% of the all-inclusive remuneration package may be paid to an employee in recognition of outstanding performance. In determining the performance bonus the relevant percentage is based on the overall rating, calculated by using the applicable assessment-rating calculator; provided that -

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- (a) a score of 130% to 149% is awarded a performance bonus ranging from 5% to 9%;
and
- (b) a score of 150% and above is awarded a performance bonus ranging from 10% to 14%.

9. OBLIGATIONS OF THE MUNICIPALITY

- 9.1 The Municipality will create an enabling environment to facilitate effective performance by the Employee.
- 9.2 The Employee will be provided with access to skills development and capacity building opportunities.
- 9.3 The Municipality will work collaboratively with the Employee to solve problems and generate solutions to common problems that may impact on the performance of the Employee.
- 9.4 The Municipality will make available to the Employee such resources including employees as the he/she may reasonably require from time to time to assist him/her to meet the performance objectives and targets established in terms of this Agreement; provided that it will at all times remain the responsibility of the Employee to ensure that he/she complies with those performance obligations and targets.
- 9.5 The Employee will, at his/her request, be delegated such powers by the Municipality as may in the discretion of the Municipality be reasonably required from time to time to enable him to meet the performance objectives and targets established in terms of this Agreement.

10. CONSULTATION

- 10.1 The Employer agrees to consult the Employee within a reasonable time where the exercising of the Employer's powers will –
 - 10.1.1 have 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;
 - 10.1.3 have a substantial financial effect on the Municipality.
- 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. CONSEQUENCE OF UNACCEPTABLE OR POOR PERFORMANCE

The management of poor performance should be seen as a corrective process, focusing on addressing issues that led to poor performance related problems. The process to be followed in addressing poor

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performance of both the municipal manager and section 56 managers is contained in Regulations 16 of the Local Government: Disciplinary Regulations for Senior Managers and shall be adhered to.

- 11.1 Where the Employer is, at any time during the Employee's employment, not satisfied with the Employee's performance with respect to any matter dealt with in this Agreement, the Employer will give notice to the Employee to attend a meeting with the Employer.
- 11.2 The Employee will have the opportunity at the meeting to satisfy the Employer of the measures being taken to ensure that the Employee's performance becomes satisfactory in accordance with a documented programme, including any dates, for implementing these measures.
- 11.3 The Municipality will provide systematic remedial or developmental support to assist the Employee to improve his/her performance.
- 11.4 If, after appropriate performance counselling and having provided the necessary guidance and/or support as well as reasonable time for improvement in performance, the Employer holds the view that the performance of the Employee is not satisfactory, the Municipal Council will, subject to compliance with applicable labour legislation, be entitled by notice in writing to the Employee, to terminate the Employee's employment in accordance with the notice period set out in the his/her contract of employment.
- 11.5 Where there is a dispute or difference as to the performance of the Employee under this Agreement, the Parties will confer with a view to resolving the dispute or difference.
- 11.6 Nothing contained in this Agreement in any way limits the right of the Municipality to terminate the Employee's contract of employment with or without notice for any other breach by the Employee of his obligations to the Municipality or for any other valid reason in law.

12. DISPUTES

- 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 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

whose decision shall be final on both parties.

- 12.2 In the event that the mediation process contemplated above fails, clause 20.3 of the Contract of Employment shall apply.

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13. GENERAL

- 13.1 The contents of this Agreement and the outcome of any review conducted in terms of Annexure "A" will not be confidential, and may be made available to the public by the Municipality, where appropriate.
- 13.2 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.

Signed at KwaMagoma on this 17 day of July 2025

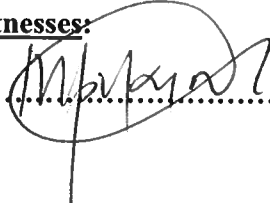
As Witnesses:

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Ms Unathi Tholeka Malinzi
Municipal Manager

Signed at KwaMagoma on this 17 day of July 2025

As Witnesses:

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Councillor Nomhle Sango
Mayor

ANNEXURE A

MUNICIPAL MANAGER'S PERFORMANCE PLAN

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The employee's assessment will be based on his/ her performance in terms of the outputs/ outcomes (performance indicators) identified as per the performance plan which are linked to the National KPA's, which constitute 80% of the overall assessment result as per the weightings agreed to between the employer and employees.

KPA's covering the main areas of work will account for 80% and CCR's will account for 20% of the final assessment.

Key performance Areas (KPA's)		Weighting	Core Competency Requirements	Weighting
Municipal Transformation & Institutional Development Basic Service Delivery Local Economic Development Municipal Financial Viability & Management Good Governance & Public Participation	Municipal Transformation & Institutional Development	15%	Strategic Direction and Leadership	8.4
	Basic Service Delivery	40%	People Management	8.4
	Local Economic Development	20%	Programme and Project Management	8.4
	Municipal Financial Viability & Management	15%	Financial Management	8.3
	Good Governance & Public Participation	10%	Change Leadership	8.3
			Governance Leadership	8.3
			Moral Competence	8.3
			Planning and Organising	8.3
			Analysis and Innovation	8.3
			Knowledge and Information Management	8.3
		Communication	8.3	
		Results and Quality focus	8.3	
Total			Total	100%

The assessment of the performance of the employee will be based on the following rating scale for KPA's and CCRs

Category	Colour	Explanation
KPI's Not Met/ Unacceptable performance	1	Performance does not meet the standard expected for the job. The review/ assessment indicate that their 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.
KPI's Almost Met/ Not Fully Effective	2	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 indicate 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.
KPI's Met/ Fully Effective	3	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.
KPI's Well Met/ Performance significantly above expectations	4	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.
KPI's Extremely Well Met/ Outstanding Performance	5	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.

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28 KPI 24	To ensure a safe, healthy and sustainable environment by 2027	Waste	Number of profit sales maintained	2	New indicator	Number	4	2	R750 000 00	1	1	1	1	1	1	1	1	1	1	1	1	1
29 KPI 25	To ensure reduced road traffic accidents by enforcing traffic laws consistently and promoting road safety by 2027	Law enforcement	Number of functional vehicles testing stations	2	New indicator	Number	1	1	No Budget	1	1	1	1	1	1	1	1	1	1	1	1	1
30 KPI 26	To ensure reduced road traffic accidents by enforcing traffic laws consistently and promoting road safety by 2027	Law enforcement	Number of functional vehicles testing stations	2	New indicator	Number	1	1	No Budget	1	1	1	1	1	1	1	1	1	1	1	1	1
31 KPI 27	To ensure a safe, healthy and sustainable environment by 2027	Waste	Number of profit sales maintained	2	New indicator	Number	4	2	R750 000 00	1	1	1	1	1	1	1	1	1	1	1	1	1
32 KPI 28	To ensure adequate efficient, sustainable energy supply and infrastructure by 2027	Electricity	Percentage of NREP projects implemented	100%	Percentage	Percentage	100%	100%	R3 129 000 00	1	1	1	1	1	1	1	1	1	1	1	1	1
33 KPI 29	To ensure adequate efficient, sustainable energy supply and infrastructure by 2027	Electricity	Percentage of NREP projects implemented	100%	Percentage	Percentage	100%	100%	R3 129 000 00	1	1	1	1	1	1	1	1	1	1	1	1	1
34 KPI 30	To ensure adequate efficient, sustainable energy supply and infrastructure by 2027	Electricity	Percentage of NREP projects implemented	100%	Percentage	Percentage	100%	100%	R10 000 000 00	1	1	1	1	1	1	1	1	1	1	1	1	1
35 KPI 31	To ensure adequate efficient, sustainable energy supply and infrastructure by 2027	Electricity	Percentage of NREP projects implemented	100%	Percentage	Percentage	100%	100%	R10 000 000 00	1	1	1	1	1	1	1	1	1	1	1	1	1
36 KPI 32	To ensure adequate efficient, sustainable energy supply and infrastructure by 2027	Electricity	Percentage of NREP projects implemented	100%	Percentage	Percentage	100%	100%	R10 000 000 00	1	1	1	1	1	1	1	1	1	1	1	1	1
37 KPI 33	To ensure adequate efficient, sustainable energy supply and infrastructure by 2027	Electricity	Percentage of NREP projects implemented	100%	Percentage	Percentage	100%	100%	R10 000 000 00	1	1	1	1	1	1	1	1	1	1	1	1	1

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			To ensure adequate efficient sustainable energy supply and infrastructure by 2027	Number of streets where stormwater system has been maintained	500	Quarterly reports Before and after pictures Listing of streets maintained Job cards	160	40	Quarterly reports Before and after pictures Listing of streets maintained Job cards	40	Quarterly reports Before and after pictures Listing of streets maintained Job cards	40	Quarterly reports Before and after pictures Listing of streets maintained Job cards	40	Quarterly reports Before and after pictures Listing of streets maintained Job cards	40	Quarterly reports Before and after pictures Listing of streets maintained Job cards	40	Quarterly reports Before and after pictures Listing of streets maintained Job cards	40	Quarterly reports Before and after pictures Listing of streets maintained Job cards	40	Quarterly reports Before and after pictures Listing of streets maintained Job cards
38 KPI 34			To ensure safe efficient and sustainable road network by 2027	Number of road marking conducted	150	Quarterly Report on marked roads inclusive of street names and areas Job cards	50	15	Quarterly Report on marked roads inclusive of street names and areas Job cards	15	Quarterly Report on marked roads inclusive of street names and areas Job cards	15	Quarterly Report on marked roads inclusive of street names and areas Job cards	15	Quarterly Report on marked roads inclusive of street names and areas Job cards	15	Quarterly Report on marked roads inclusive of street names and areas Job cards	15	Quarterly Report on marked roads inclusive of street names and areas Job cards	15	Quarterly Report on marked roads inclusive of street names and areas Job cards	15	Quarterly Report on marked roads inclusive of street names and areas Job cards
39 KPI 35			To ensure coordinated inclusive and sustainable land use development to optimize resource allocation and infrastructure investment	Updated Land Audit	0	Quarterly Report Approved Land Audit Report	1	100%	Quarterly Report Approved Land Audit Report	100%	Quarterly Report Approved Land Audit Report	100%	Quarterly Report Approved Land Audit Report	100%	Quarterly Report Approved Land Audit Report	100%	Quarterly Report Approved Land Audit Report	100%	Quarterly Report Approved Land Audit Report	100%	Quarterly Report Approved Land Audit Report	100%	Quarterly Report Approved Land Audit Report
40 KPI 36			To ensure adherence to building regulations by 2027	Percentage of Approved Complete Building Plans	100%	Quarterly report List of building plans received	100%	100%	Quarterly report List of building plans received	100%	Quarterly report List of building plans received	100%	Quarterly report List of building plans received	100%	Quarterly report List of building plans received	100%	Quarterly report List of building plans received	100%	Quarterly report List of building plans received	100%	Quarterly report List of building plans received	100%	Quarterly report List of building plans received
41 KPI 37			To ensure coordinated inclusive and sustainable land use development to optimize resource allocation and infrastructure investment	Percentage of Approved Complete Land Use Applications	100%	Quarterly report List of land use applications received	100%	100%	Quarterly report List of land use applications received	100%	Quarterly report List of land use applications received	100%	Quarterly report List of land use applications received	100%	Quarterly report List of land use applications received	100%	Quarterly report List of land use applications received	100%	Quarterly report List of land use applications received	100%	Quarterly report List of land use applications received	100%	Quarterly report List of land use applications received
42 KPI 38			To ensure that project is aligned with an organizations overall strategic goals and are implemented on time	Percentage of Human Settlements projects implemented	100	Quarterly Progress reports Expenditure report Pictures	100%	100%	Quarterly Progress reports Expenditure report Pictures	100%	Quarterly Progress reports Expenditure report Pictures	100%	Quarterly Progress reports Expenditure report Pictures	100%	Quarterly Progress reports Expenditure report Pictures	100%	Quarterly Progress reports Expenditure report Pictures	100%	Quarterly Progress reports Expenditure report Pictures	100%	Quarterly Progress reports Expenditure report Pictures	100%	Quarterly Progress reports Expenditure report Pictures
43 KPI 39			To ensure adequate efficient sustainable energy supply and infrastructure by 2027	Percentage MGS Capital projects implemented	100%	Quarterly Progress reports Expenditure report Pictures	100%	100%	Quarterly Progress reports Expenditure report Pictures	100%	Quarterly Progress reports Expenditure report Pictures	100%	Quarterly Progress reports Expenditure report Pictures	100%	Quarterly Progress reports Expenditure report Pictures	100%	Quarterly Progress reports Expenditure report Pictures	100%	Quarterly Progress reports Expenditure report Pictures	100%	Quarterly Progress reports Expenditure report Pictures	100%	Quarterly Progress reports Expenditure report Pictures
44 KPI 40			To ensure adequate efficient sustainable energy supply and infrastructure by 2027	Percentage of MGRG (District) projects implemented	100%	Quarterly Progress reports Expenditure report Pictures	100%	100%	Quarterly Progress reports Expenditure report Pictures	100%	Quarterly Progress reports Expenditure report Pictures	100%	Quarterly Progress reports Expenditure report Pictures	100%	Quarterly Progress reports Expenditure report Pictures	100%	Quarterly Progress reports Expenditure report Pictures	100%	Quarterly Progress reports Expenditure report Pictures	100%	Quarterly Progress reports Expenditure report Pictures	100%	Quarterly Progress reports Expenditure report Pictures
45 KPI 41			To ensure adequate access to the basic services by 2027	Percentage of qualifying indigents benefiting	90%	Updated indigent register List on the system	90%	90%	Updated indigent register List on the system	90%	Updated indigent register List on the system	90%	Updated indigent register List on the system	90%	Updated indigent register List on the system	90%	Updated indigent register List on the system	90%	Updated indigent register List on the system	90%	Updated indigent register List on the system	90%	Updated indigent register List on the system
46 KPI 42			Free Basic Services																				
47	REF																						
48		Priority Area	To ensure sustainable Local Economic Development by 2027	Number of jobs created through LED projects within the municipality	500	Quarterly reports Confirmation of employment from the employer Listing of people employed	50	12	Quarterly reports Confirmation of employment from the employer Listing of people employed	12	Quarterly reports Confirmation of employment from the employer Listing of people employed	12	Quarterly reports Confirmation of employment from the employer Listing of people employed	12	Quarterly reports Confirmation of employment from the employer Listing of people employed	12	Quarterly reports Confirmation of employment from the employer Listing of people employed	12	Quarterly reports Confirmation of employment from the employer Listing of people employed	12	Quarterly reports Confirmation of employment from the employer Listing of people employed	12	Quarterly reports Confirmation of employment from the employer Listing of people employed
49 KPI 43																							

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50 KPI 46		To ensure sustainable Local Economic Development by 2027	Number of jobs created through Capital Projects	1300	Number	Quarterly reports on contracts of people employed	500	100	Required	50	n/a	n/a	25	n/a	25	Quarterly reports on contracts of people employed	n/a	25	Quarterly reports on contracts of people employed	n/a	Quarterly reports on contracts of people employed	Quarterly reports on contracts of people employed
		To ensure sustainable Local Economic Development by 2027	Number of jobs created through Expanded Public Works Programme	1078	Number	Quarterly reports on contracts of people employed	500	200	Required	50	n/a	n/a	50	n/a	50	Quarterly reports on contracts of people employed	n/a	50	Quarterly reports on contracts of people employed	n/a	Quarterly reports on contracts of people employed	Quarterly reports on contracts of people employed
51 KPI 45		To ensure sustainable Local Economic Development by 2027	Number of economic activities supported	15	Number	Quarterly reports on contracts of people employed	20	6	No Budget Required	n/a	n/a	2	2 (Building and Market Day)	n/a	2	2 (SME Day and Cooperative Indaba)	n/a	2	2 (Industrial and poultry)	n/a	Quarterly reports on contracts of people employed	Quarterly reports on contracts of people employed
52 KPI 46		To ensure sustainable Local Economic Development by 2027	Number of SMEs supported by the Municipality	193	Number	Quarterly reports on contracts of people employed	50	10	Required	50	n/a	2	2 (Dam and Market Day)	n/a	2	2 (Production and support)	n/a	2	2 (Industrial and poultry)	n/a	Quarterly reports on contracts of people employed	Quarterly reports on contracts of people employed
53 KPI 47		To ensure sustainable Local Economic Development by 2027	Number of tourism master plan activities implemented	New indicator	Number	Quarterly reports on contracts of people employed	8	4	Required	50	n/a	1	1 (Building and Market Day)	n/a	1	1 (Production and support)	n/a	1	1 (Industrial and poultry)	n/a	Quarterly reports on contracts of people employed	Quarterly reports on contracts of people employed
54 KPI 48		To ensure sustainable Local Economic Development by 2027	Number of Home Stays assessed & registered through our RHM	New indicator	Number	Quarterly reports on contracts of people employed	4	2	Required	50	n/a	1	1 (Building and Market Day)	n/a	1	1 (Production and support)	n/a	1	1 (Industrial and poultry)	n/a	Quarterly reports on contracts of people employed	Quarterly reports on contracts of people employed
55 KPI 49		To ensure sustainable Local Economic Development by 2027	Number of successfully registered informal traders	New indicator	Number	Quarterly reports on contracts of people employed	40	20	Required	50	n/a	5	5 (Building and Market Day)	n/a	5	5 (Production and support)	n/a	5	5 (Industrial and poultry)	n/a	Quarterly reports on contracts of people employed	Quarterly reports on contracts of people employed
56 KPI 50		To ensure sustainable Local Economic Development by 2027	Number of plans to roll out small towns revitalization programmes to other towns	2	Number	Quarterly reports on contracts of people employed	5	1	Required	50	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Quarterly reports on contracts of people employed	Quarterly reports on contracts of people employed
57 KPI 51		To ensure sustainable Local Economic Development by 2027	Percentage of lenders awarded to local SMEs and vulnerable groups	50%	Percentage	Quarterly reports on contracts of people employed	80%	50%	Required	50	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Quarterly reports on contracts of people employed	Quarterly reports on contracts of people employed
58 KPI 52		To ensure the financial sustainability in order to fulfil the statutory requirements by 2027	Percentage of lenders awarded to local SMEs and vulnerable groups	70%	Percentage	Quarterly reports on contracts of people employed	40%	40%	Required	50	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Quarterly reports on contracts of people employed	Quarterly reports on contracts of people employed
59 KPI 53		Supply Chain Management																			Quarterly reports on contracts of people employed	Quarterly reports on contracts of people employed

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	Cooperative	To ensure sustainable Local Economic Development by 2027	Percentage of business licenses approved	New indicator	Percentage	Quarterly report Listing of business Licenses application Business licenses	100%	100%	No Budget Required	100%	n/a	Quarterly report Listing of business Licenses application Business licenses	100%	n/a	Quarterly report Listing of business Licenses application Business licenses	100%	n/a	Quarterly report Listing of business Licenses application Business licenses	100%	n/a	Quarterly report Listing of business Licenses application Business licenses	Community Services
60	KPI 54																					
61	REF	Strategic Objective	Key Performance Indicator	Baseline	Unit of Measurement	Means of Verification	Accumulative Annual Target (2022-2027)	2025 - 2026	Budget	KPI 4: MUNICIPAL FINANCIAL VIABILITY	Qtr. 1 target	Qtr. 1 financial target	Qtr. 2 audit evidence	Qtr. 2 financial target	Qtr. 2 audit evidence	Qtr. 3 target	Qtr. 3 financial target	Qtr. 3 audit evidence	Qtr. 4 target	Qtr. 4 financial target	Qtr. 4 audit evidence	INDICATOR
62		To ensure the financial sustainability in order to fulfil the statutory requirements by 2027	Number of MTRIF Final Budget developed	2	Number	Draft Budget Final Budget Budget Adjustment	4	1	No Budget Required	n/a	n/a	n/a	n/a	n/a	n/a	Developed Draft Budget	n/a	Draft Budget Council Resolution	Developed Final Budget	n/a	Final Budget Council Resolution	Budget and Treasury
63	KPI 55	To ensure the financial sustainability in order to fulfil the statutory requirements by 2027	Percentage of total collection on outstanding debts	60%	Percentage	Quarterly report encapsulating encapsulating billing vs cash collected	70%	80%	No Budget Required	20%	n/a	Quarterly report encapsulating encapsulating billing vs cash collected	65%	n/a	Quarterly report encapsulating encapsulating billing vs cash collected	60%	n/a	Quarterly report encapsulating encapsulating billing vs cash collected	80%	n/a	Quarterly report encapsulating encapsulating billing vs cash collected	Budget and Treasury
64	KPI 56	To ensure the financial sustainability in order to fulfil the statutory requirements by 2027	Percentage of fines integrated of by-laws	New indicator	Percentage	Quarterly report List of fines generated report on fines collected	25%	25%	No Budget Required	25%	n/a	Quarterly report List of fines generated report on fines collected	25%	n/a	Quarterly report List of fines generated report on fines collected	25%	n/a	Quarterly report List of fines generated report on fines collected	25%	n/a	Quarterly report List of fines generated report on fines collected	Community Services
65	KPI 57	To ensure the financial sustainability in order to fulfil the statutory requirements by 2027	Percentage spent on the PMS operating grant	100%	Percentage	Quarterly reports System Generated Report	100%	100%	R2 600 000.00	20%	R560 000	Quarterly reports System Generated Report	70%	R1 260 000	Quarterly reports System Generated Report	70%	R1 980 000	Quarterly reports System Generated Report	100%	R2 800 000	Quarterly reports System Generated Report	Budget and Treasury
66	KPI 58	To ensure the financial sustainability in order to fulfil the statutory requirements by 2027	Percentage spent on the MGC Capital grant	100%	Percentage	Quarterly reports System Generated Report	100%	100%	R2 600 000.00	25%	R12 024 250	Quarterly reports System Generated Report	75%	R 24 048 500	Quarterly reports System Generated Report	75%	R36 072 750	Quarterly reports System Generated Report	100%	R48 097 000	Quarterly reports System Generated Report	Engineering Services
67	KPI 59	To ensure that project aligns with an organization's strategic goals and are implemented on time.	Percentage spent on the MGC (Disaster)	New indicator	Percentage	Quarterly reports System Generated Report	100%	100%	R2 600 000.00	25%	R6 854 000	Quarterly reports System Generated Report	75%	R13 706 000	Quarterly reports System Generated Report	75%	R20 562 000	Quarterly reports System Generated Report	100%	R27 416 000	Quarterly reports System Generated Report	Engineering Services
68	KPI 60	To ensure the financial sustainability in order to fulfil the statutory requirements by 2027	Percentage spent on the MNEF Capital grant	100%	Percentage	Quarterly reports System Generated Report	100%	100%	R3 129 000.00	25%	R782 250	Quarterly reports System Generated Report	75%	R1 564 500	Quarterly reports System Generated Report	75%	R2 346 750	Quarterly reports System Generated Report	100%	R3 129 000	Quarterly reports System Generated Report	Engineering Services
69	KPI 61	To ensure the financial sustainability in order to fulfil the statutory requirements by 2027	Percentage spent on the EPWP grant	100%	Percentage	Quarterly reports System Generated Report	100%	100%	R3 002 000.00	25%	R750 500	Quarterly reports System Generated Report	75%	R1 501 000	Quarterly reports System Generated Report	75%	R2 251 500	Quarterly reports System Generated Report	100%	R3 002 000	Quarterly reports System Generated Report	Engineering & LED
70	KPI 62	To ensure the financial sustainability in order to fulfil the statutory requirements by 2027	Percentage of total collection on outstanding debts	30%	Percentage	Quarterly reports List of fines generated report on fines collected	100%	100%	No Budget Required	100%	n/a	Quarterly reports List of fines generated report on fines collected	100%	n/a	Quarterly reports List of fines generated report on fines collected	100%	n/a	Quarterly reports List of fines generated report on fines collected	100%	n/a	Quarterly reports List of fines generated report on fines collected	Budget and Treasury
71	KPI 63	To ensure the financial sustainability in order to fulfil the statutory requirements by 2027	Number of procurement plans developed and approved	6	Number	Developed procurement plan in order of approval by the MAF	5	1	No Budget Required	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	1 procurement plan approved 2026-2027 FY	n/a	Developed and approved procurement plan	Budget and Treasury
72	KPI 64																					

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		To enrich the culture of good governance by 2027	Number of Inqualified audit opinions obtained from the Auditor General	2	Number	Audit Report	5	1	No Budget Required	n/a	n/a	n/a	1	n/a	Unqualified audit report	n/a	n/a	n/a	n/a	n/a	n/a	Budget and Treasury
85 KPI 75		To enrich the culture of good governance by 2027	Number of councilors who have declared their financial interest	45	Number	Signed declaration forms Report on declaration forms	45	45	No Budget Required	45	n/a	n/a	Signed declaration forms Report on declaration forms	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
86 KPI 76		To enrich the culture of good governance by 2027	Percentage of internal audit recommendations implemented	100%	Percentage	Quarterly Report Internal Audit Report Internal Audit Assessment Report	100%	100%	No Budget Required	100%	n/a	Quarterly Report Internal Audit Report Internal Audit Assessment Report	100%	100%	Quarterly Report Internal Audit Report Internal Audit Assessment Report	100%	n/a	Quarterly Report Internal Audit Report Internal Audit Assessment Report	100%	n/a	n/a	Quarterly Report Internal Audit Report Internal Audit Assessment Report
87 KPI 77		To enrich the culture of good governance by 2027	Percentage of AC resolutions implemented	100%	Percentage	Quarterly Reports AC resolution matrix	100%	100%	No Budget Required	100%	n/a	Quarterly Reports AC resolution matrix	100%	100%	Quarterly Reports AC resolution matrix	100%	n/a	Quarterly Reports AC resolution matrix	100%	n/a	n/a	Quarterly Reports AC resolution matrix
88 KPI 78		To ensure proper governance, accountability and public participation by 2027	Number of risk assessment conducted	8	Number	Quarterly report Risk assessment Report Attendance Register	5	1	No Budget Required	1	n/a	Quarterly report Risk assessment Report Attendance Register	n/a	n/a	Quarterly report Risk assessment Report Attendance Register	n/a	n/a	n/a	n/a	n/a	n/a	n/a
89 KPI 79		To ensure proper governance, accountability and public participation by 2027	Developed and approved general valuation	1	Number	Quarterly reports General valuation roll	1	1	No Budget Required	1	n/a	Quarterly reports General valuation roll	n/a	n/a	Quarterly reports General valuation roll	n/a	n/a	n/a	n/a	n/a	n/a	n/a
90 KPI 80		To improve municipal responsiveness to service delivery breakdowns by 2027	Percentage of official complaints responded to through the municipal complaint management system	100%	Percentage	Quarterly reports Reconciliation of complaints received and attended to	100%	100%	No Budget Required	100%	n/a	Quarterly reports Reconciliation of complaints received and attended to	100%	100%	Quarterly reports Reconciliation of complaints received and attended to	100%	n/a	Quarterly reports Reconciliation of complaints received and attended to	100%	n/a	n/a	Quarterly reports Reconciliation of complaints received and attended to
91 KPI 81		To improve municipal responsiveness to service delivery breakdowns by 2027	Number of average days in responding to service delivery breakdowns by complaints received	3	Number	Quarterly Reports System Generated report on number of days taken to respond	3	3	No Budget Required	3 days	n/a	Quarterly Reports System Generated report on number of days taken to respond	3 days	3 days	Quarterly Reports System Generated report on number of days taken to respond	3 days	n/a	Quarterly Reports System Generated report on number of days taken to respond	3 days	n/a	n/a	Quarterly Reports System Generated report on number of days taken to respond
92 KPI 82		To improve community participation by 2027	Number of community consultations conducted	16	Number	Quarterly reports Attendance Register	20	4	No Budget Required	1	n/a	Quarterly reports Attendance Register	1	n/a	Quarterly reports Attendance Register	1	n/a	Quarterly reports Attendance Register	1	n/a	n/a	Quarterly reports Attendance Register
93 KPI 83		To improve community participation by 2027	Number of civic education conducted	4	Number	Quarterly reports Attendance Register	12	4	No Budget Required	1	n/a	Quarterly reports Attendance Register	1	n/a	Quarterly reports Attendance Register	1	n/a	Quarterly reports Attendance Register	1	n/a	n/a	Quarterly reports Attendance Register
94 KPI 84		To improve community participation by 2027	Percentage of ward community meetings convened	23	Percentage	Quarterly reports Attendance Register List of meeting convened	100%	100%	No Budget Required	100%	n/a	Quarterly reports Attendance Register List of meeting convened	100%	100%	Quarterly reports Attendance Register List of meeting convened	100%	n/a	Quarterly reports Attendance Register List of meeting convened	100%	n/a	n/a	Quarterly reports Attendance Register List of meeting convened
95 KPI 85		To improve information sharing to communities as per the Communication Plan	Number of communication programs implemented as per the Communication Plan	15	Number	Quarterly reports Pictures Copy of the publication Communication Plan	20	4	No Budget Required	1	n/a	Quarterly reports Pictures Copy of the publication Communication Plan	1	n/a	Quarterly reports Pictures Copy of the publication Communication Plan	1	n/a	Quarterly reports Pictures Copy of the publication Communication Plan	1	n/a	n/a	Quarterly reports Pictures Copy of the publication Communication Plan
96 KPI 86																						

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		To maintain healthy trusted brand by 2027	Developed Municipal profile	Number	Number	Quarterly Reports Developed Municipal Profile	5	1	No Budget Required	n/a	n/a	n/a	n/a	n/a	n/a	1	n/a	Quarterly Reports Developed Municipal Profile	n/a	n/a	n/a	Strategic Planning & LED
97 KPI 87	Inter-governmental Relations	To ensure proper governance and accountability by 2027	Number of IGR meetings convened	20	Number	Quarterly reports Attendance Register Resolution Matrix	20	4	R80 000.00	1	n/a	Quarterly reports Attendance Register Resolution Matrix	1	n/a	Quarterly reports Attendance Register Resolution Matrix	1	n/a	Quarterly reports Attendance Register Resolution Matrix	1	n/a	Quarterly reports Attendance Register Resolution Matrix	Strategic Planning & LED
98 KPI 88	Sport	To enrich social cohesion through vulnerable groups by 2027	Number of sport programmes implemented	12	Number	Quarterly reports	20	4	1 Capacity Building	1	Quarterly reports	Quarterly reports	1 Sport and Recreation awards		Quarterly reports	1 Mayors Cup		Quarterly reports	1 Indigenous games		Quarterly reports	Strategic Planning & LED
99 KPI 89	Special Programmes	To enrich social cohesion through vulnerable groups by 2027	Number of vulnerable groups programme implemented	12	Number	Quarterly reports Attendance Register Expenditure report	25	5	2	2	Quarterly reports Attendance Register Expenditure report	Quarterly reports Attendance Register Expenditure report	1	n/a	Quarterly reports Attendance Register Expenditure report	1	n/a	Quarterly reports Attendance Register Expenditure report	1	n/a	Quarterly reports Attendance Register Expenditure report	Strategic Planning & LED
100 KPI 90		To ensure proper governance accountability and public participation by 2027	Number of by-laws developed	14	Number	Quarterly reports with supporting evidence	10	3	No Budget Required	n/a	n/a	n/a	3	n/a	Quarterly reports with supporting evidence	n/a	n/a	n/a	n/a	n/a	n/a	Corporate Service LED
101 KPI 91	Law enforcement																					

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I UNATHI Tshabalala MATHANZANI hereby accept the 2025/2026 Service Delivery and Budget Implementation Plan (SDBIP) as a basis of monitoring and evaluating my performance during the 2025/2026 financial year. I further accept that the indicators and targets as presented in the SDBIP are accurate and that I have been given the opportunity to provide inputs in their development.

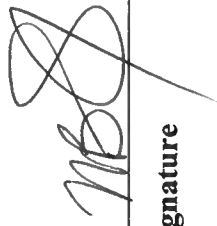


Signature

17 July 2025

Date

I Nomhle Sango the Mayor of Raymond Mhlaba Local Municipality approve the Municipal Manager's SDBIP in terms of the requirements of the Local Government: Municipal Planning and Performance Regulations for Municipal Managers and Managers directly accountable to Municipal Managers of 2006.



Signature

17 July 2025

Date

ANNEXURE B

PERSONAL DEVELOPMENT PLAN

Skills Performance Gap	Outcomes Expected	Suggested and/or activity	Suggested training development	Suggested mode of delivery	Suggested Frames	Time	Work opportunity created to practice skill/development area	Support Person
1.								
2.								
3.								

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Signed and accepted by the Employee

17 July 2025

Date

MS

Signed by the Mayor on behalf of the Municipality

17 July 2025

Date