Mbhashe
Local Municipality
Willovale | Dutywa | Elliotdale

All correspondence must be directed to the office of the Municipal Manager.
454 Streatfield Street, Dutywa
Eastern Cape Province
Tel: 047 489 5800
Email: info@mbhashemun.gov.za
www.mbhashemun.gov.za

PERFORMANCE AGREEMENT

Entered into by and between

Mbhashe Local Municipality, as represented by the Municipal Manager

MKHULULI NAKO

('the employer')

and

ZUKILE MSIPHA

('the employee')

For the financial year:

1 July 2025– 30 June 2026

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PERFORMANCE AGREEMENT

ACRONYMS

SDBIP	-	Service Delivery and Budget Implementation Plan
BEE	-	Black Economic Empowerment
KPA	-	Key Performance Area
KPI	-	Key Performance Indicator
PDP	-	Personal Development Plan
PA	-	Performance Agreement
CCR	-	Core Competency Requirements
PMS	-	Performance Management System
PAC	-	Performance Audit Committee

DEFINITIONS

Official Language	-	Refers to the language parties to the contract choose to use as medium for formal communication between themselves.
Financial Year	-	Refers to the 12-month period which the organization determines as its budget year.
Employee	-	means a person employed by a municipality as a municipal manager or as a manager directly accountable to a municipal manager.
Employer	-	means the municipality employing a person as a municipal manager or as a manager directly accountable to a municipal manager and as represented by the mayor, executive mayor or municipal manger as the case may be;

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Employment contract	-	means a contract as contemplated in Section 57 of the Act;
Performance agreement	-	means an agreement as contemplated in Section 57 of the Act; and
the Act	-	means the Local Government: Municipal Systems Act, 2000.

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ENTERED INTO BY AND BETWEEN

Mbhashe Local Municipality, herein represented by **MKHULULI NAKO** in his capacity as Municipal Manager (hereinafter referred to as 'the Employer')

And **ZUKILE MSIPHA,** being a manager accountable to the Municipal Manager in terms of section 57 of the Local Government: Municipal Systems Act No. 32 of 2000, in his capacity as duly appointed Senior Manager: Corporate Services (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 Municipal Systems Act'). The Employer and the Employee are hereinafter referred to as 'the parties.

1.2. Section 57(1) (b) of the Municipal Systems Act, read with the Contract of Employment concluded between the parties, requires the parties to conclude an annual Performance Agreement. That the parties hereby agree to have this contract developed in terms of the Local Government: Municipal Performance Regulations for Municipal Managers and Managers directly accountable to Municipal Managers, 2006.

1.3. The parties wish to ensure that they are clear about the goals to be achieved and secure the commitment of the Senior 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 Section 57(4), 57(4B) and 57(5) of the Municipal Systems Act.

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2. Purpose of this Agreement

The purpose of this Performance Agreement is to –

2.1. comply with the provisions of Section 57(1)(b), (4B) and (5) of the Municipal Systems Act as well as the Contract of Employment 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 Plans, Service Delivery and Budget Implementation Plan ('SDBIP') and the Budget of the Employer.

2.3. specify accountabilities as set out in the Performance Plan as set out under paragraph 4;

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. appropriately reward the Employee in the event of outstanding performance; and

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

3. Commencement and Duration

3.1. This Agreement will commence on 1 July 2025 and will remain in force until 30 June 2026, at the end of which the parties shall negotiate a new Performance Agreement in terms of the Provisions of Section 57(2) (a) of the Act.

3.2. The parties will review the provisions of this Agreement during June each year. The parties will conclude a new Performance Agreement that replaces the previous Agreement at least once a year within one month after the commencement of the new financial year.

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

3.4. If at any time during the validity of this Agreement the work environment alters to the extent that the contents of this Agreement are no longer appropriate, the contents must, by mutual agreement between the parties, immediately be revised.

4. Performance Plan

4.1. By their signatures hereunder, the Parties hereby accept the Performance Plan as documented below, as the basis upon which performance will be monitored and measured.

4.2 The performance Plan consists of the following areas, forming separate Paragraphs to this Agreement:

4.2.1 Performance objectives – set out under paragraph 5;

4.2.2 Performance management systems – set out under paragraph 6;

4.2.3 Evaluation of performance – set out paragraph 7;

4.2.4 Annual performance appraisal – set out under paragraph 8;

4.2.5 Schedule of performance reviews – set out under paragraph 9;

4.2.6 Personal development requirements – set out under paragraph 10.

5. Performance objectives

5.1. The Parties hereto agree to set the performance objectives and targets, as reflected in the following attachments.

5.1.1 The Service Delivery and Budget Implementation Plan (SDBIP)

(Departmental Scorecard) – **ANNEXURE A;** And

5.1.2 The Personal Development Plan (PDP) – **ANNEXURE B.**

5.2. The performance objectives and targets agreed to are to be achieved within the specified time frames as set out in Annexure A.

5.3. The performance objectives and targets as reflected in Annexure A, are based on the Integrated Development Plan and the Budget of the Employer and include:

5.3.1 *Key objectives* – which describe the main tasks that need to be done;

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5.3.2 *Key performance indicators* – which provide the details of the evidence that must be provided to show that a key objective has been met;

5.3.3 *Target dates* – within which the objective and targets must be met; and

5.3.4 *Weightings* – which show the relative importance of the key objectives to each other.

5.4 The Employee's performance will, in addition, be measured in terms of contributions to the goals and strategies set out in the Employer's Integrated Development Plan.

6. **Performance Management System**

6.1 The Employee agrees to participate in the performance management system that the Employer adopts or introduces for the Employer.

6.2 The Employee accepts that the purpose of the performance management system is to provide a comprehensive system with specific performance standards to assist the Employer, management, and municipal staff to perform to the standard required.

6.3 The Employer will consult the Employee in respect of any specific performance standards that will be included in the performance management system that are applicable to the Employee.

6.4 The Employee undertakes to actively focus towards the promotion and Implementation of the Key Performance Areas (KPAs) (including special projects relevant to the Employee's responsibilities) within the local government framework.

6.5 The criteria upon which the performance of the Employee is to be assessed consist of two components, namely KPAs and Core Competency Requirement (CCRs), with a weighting of 80:20 allocated to

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the KPAs and the CCRs respectively.

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

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

6.8 The Employee's assessment will be based on performance in terms of the outputs/outcomes (performance indicators), identified as per Annexure A, which are linked to the KPAs and which constitutes 80% of the overall assessment result as per the weightings agreed to be between the Employer and Employee as follows:

Key Performance Areas (KPA's)	**Weighting**
Basic Service Delivery	**65**
Municipal Institutional Development and Transformation	**10**
Local Economic Development (LED)	
Municipal Financial Viability and Management	**15**
Good Governance and Public Participation	**10**
Total	**100%**

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6.9 The CCRs will make up the other 20% of the Employee's √assessment score. CCRs which are competencies that cuts across all levels of work in a municipality are agreed to between the Employer and Employee.

Below is a list of Leading and Core competencies as stipulated in the Local Government: Regulations on appointment and conditions of Employment of Senior Managers:

COMPETENCY FRAMEWORK FOR SENIOR MANAGERS		
Leading Competencies :		Weight
Strategic Direction and Leadership	• Impact and Influence • Institutional Performance Management • Strategic Planning and Management • Organisational Awareness	10%
People Management	• Human Capital Planning and Development • Diversity Management • Employee Relations Management • Negotiation and Dispute Management	10%
Programme and Project Management	• Program and Project Planning and Implementation • Service Delivery Management • Program ad Project Monitoring and Evaluation	40%
Financial Management	• Budget Planning and Execution • Financial Strategy and Delivery • Financial Reporting and Monitoring	20%
Change Leadership	• Change Vision and Strategy • Process Design and Improvement • Change Impact Monitoring and Evaluation	5
Governance Leadership	• Policy Formulation • Risk and Compliance Management • Cooperative Governance	10
Core Competencies:		5
Moral Competence		
Planning and Organising		
Analysis and Innovation		
Knowledge and Information Management		

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Communication		
Results and Quality focus		
Total		**100%**

7. Evaluating performance

7.1. The following standards and procedures shall apply in the evaluation of performance of the Employee:

7.1.1. The Employer shall, for every quarter of the financial year, on the basis of a self-evaluation written report from the Employee, and his own assessment evaluate the Employee's performance. The reports may be subjected to further review by the Performance Audit Committee of Mbhashe Local Municipality.

7.1.2. The said report from the Employee must be made available to the Employer within (3) three working days after the last day of the quarter (three-month period).

7.1.3 The said report shall indicate any problems or impediments encountered by the Employee in meeting the targets provided for within the timeframes of the KPA and CCR's scorecards.

7.1.4 Should the problems or impediments not be the fault of the Employee, the report should propose new timeframes for the achievement of the said objectives.

7.1.5 The Employer shall within fourteen (14) days upon the receipt of a report indicating such impediments as described in paragraph 7.1.3. above, respond in writing to the Employee either the acceptance or rejection of the revised target timeframes.

7.1.6 The Employee must ensure any new time-frames or variances and corrective measures agreed to in terms of this paragraph, are where appropriate, correctly reflected in the monthly reports submitted to the Employer so as to allow the Municipal Manager

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to comply with the reporting requirements under section 71(1) of the Municipal Finance Management Act 56 of 2003.

7.1.7 The Employer shall, in the event of substandard performance by the Employee convene a meeting with the Employee where he will:

(a) give feedback in respect of the substandard performance.
(b) explain the requirements, levels, skills and nature of the posts.
(c) evaluate the Employees performance in relation to this Agreement.
(d) afford the Employee an opportunity to respond to the substandard performance outcomes.

7.1.8 After considering the submissions made by the Employee in terms of subparagraph 7.1.7(e) above the Employee may, if necessary –

(a) Initiate a formal programme of counselling and training to enable the Employee to reach the required standard of performance, which must include –
  i. Assessing the time that it will take for the Employee to deal with the substandard performance.
  ii. Establish realistic timeframes within which the municipality will expect the Employee to meet the required performance standard; and
  iii. Identify and providing appropriate training for the Employee to reach the required standard of performance.
(b) Establish ways to address any factors that affected the Employee's performance that lay beyond the Employee's control.

7.1.9 If, after the application of corrective measures as set out in paragraph 7.1.8 above, and after a reasonable time has been given for the Employee to improve his performance, the Employee continues to

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fail to meet the required performance standard for the post, or refuses to take part in any programme intended to correct the substandard performance, the Employer shall report the allegation of substandard performance of the Employee, to Council to commence formal disciplinary proceedings as stipulated in terms of the Local Government: Disciplinary Regulations for Senior Managers 2010, with a view of terminating the employment of the Employee in accordance with the provisions of the written Contract of Employment

7.2. The Employer may penalize the Employee by withholding any recognition of performance in the following circumstances :

7.2.1. The Employee fails to comply with this Agreement.

7.2.2. The Employee's leave record in respect of absenteeism and leave without pay shows a lack of commitment to his work.

7.2.3 The Employee has been found guilty of misconduct in a disciplinary hearing during the period of this Agreement.

7.3 Should the Employee fail to submit his self-assessment for each or any quarter within the prescribed period as set out in paragraph 7.1 above, the Employer may disregard the self-assessment for that quarter and give a score of zero to the Employee.

7.4 The Employer shall not be entitled to give a score of zero where the Employee has failed to submit a self-assessment report, as provided for under paragraph 7.3 above, where the Employee's failure to submit the self-assessment is a result of any of the following events which are beyond the control of the employee:

(a) the Employee is on sick leave, as per the conditions outlined in the applicable municipal policy, thus losing essential time that would allow the Employee to complete and submit the self-assessment timeously.

(b) the Employee is away from the office on official Council business for any period of time within which the self-assessment is due;

(c) the Employee is on approved annual or any other leave at the time which the self-assessment is due.

7.5 In the event of any of the occurrences listed under paragraph 7.4 above, the Employee must advise the Employer in writing to the effect that the

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self-assessment cannot be submitted timeously.

7.6 The Employer must immediately acknowledge receipt of the Employee's submission under paragraph 7.5 above and indicate his agreement that the self-assessment cannot be submitted timeously, and to then provide the Employee with an alternative date on which the self-assessment report may be submitted.

7.7 The Employer must give the Employee notice in writing that he is contemplating not evaluating the Employees quarterly performance for reasons listed under paragraphs 7.2 and 7.4, to allow the Employee to provide further submission in this regard.

8. **Annual performance appraisals**

8.1. The annual performance appraisal will involve:

8.1.1 Assessment of the achievement of results as outlined in the Annexure A, as follows:

8.1.1.1 Each KPA will 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;

8.1.1.2 An indicative rating on the five –point scale will be provided for each KPA;

8.1.1.3 The applicable assessment rating calculator will then be used to add the scores and calculate the final KPA score.

8.1.2 Assessment of the CCR as follows:

8.1.2.1. Each CCR will be assessed according to the extent to which the specified standards have been met.

8.1.2.2 An indicative rating on the five-point scale will be provided for each CCR;

8.1.2.3 This rating will be multiplied by the weighting given to each CCR agreed to in this Agreement to provide a score.

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8.1.2.4 The applicable assessment rating calculator must then be used to add the scores and calculate the final CCR score.

8.1.3 Overall rating as follows:

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

8.1.3.2 The assessment of the performance of the Employee will be based on the following rating scale for KPA's and CCR's

Level	Terminology	Description	Rating				
			1	2	3	4	5
5	Outstanding performance	Performance far exceeds the standard expected of an employee at this level. The appraisal indicates that the Employee has achieved above fully effective results against all performance criteria and indicators as specified in the PA and Performance Plan and maintained this in all areas of responsibility throughout the year					
4	Performance significantly above expectation	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 achieved above fully effective results against more than half of the performance criteria and indicators and fully achieved all others throughout the year.					
2	Performance not fully effective	Performance is below the standard required for the job to 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					

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		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.	

8.2 The evaluation of the annual performance of the Employee, shall be conducted by a panel consisting of the following:

- Municipal Manager;
- Chairperson of the Performance Audit Committee or Audit committee in the absence of a Performance Audit Committee
- A member of the Mayoral or Executive Committee, and
- The Municipal Manager from another Municipality.

9. **Schedule for performance reviews**

9.1. The performance of the Employee in relation to his Performance Agreement shall be reviewed on the following dates:

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First quarter	:	July-	September:	10	October 2025
Second quarter	:	October-	December:	9	January 2026
Third quarter	:	January-	March	10	April 2026
Fourth quarter	:	April-	June		10 July 2026

9.2. The performance panels will sit annually as in line with the Performance Management Framework.

9.3. The Employer must keep a record of the mid-year review and quarterly assessment meetings.

9.4. Performance feedback must be based on the Employer's assessment of the Employee's performance.

9.5. The Employee will be entitled to review and make reasonable changes to the provisions of the Performance Plan from time to time for operational reasons on agreement between both parties.

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

9.7. 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.

10. **Developmental requirements**

10.1 A Personal Development Plan (PDP) (Annexure B) for addressing developmental gaps must form part of the Performance Agreement.

10.2 Personal growth and development needs identified during any performance review discussion must be documented in the PDP as well as the actions agreed to as well as implementation time frames.

11. **Obligations of the Employer**

11.1. The Employer must –

11.1.1. create an enabling environment to facilitate effective performance by the Employee.

11.1.2. provide access to skills development and capacity building opportunities.

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15. **General**

15.1. The contents of the Performance Agreement will be made available to the public by the Employer in accordance with the Municipal Finance Management Act, 2003 and Section 46 of the Municipal Systems Act.

15.2. 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.

Thus done and signed at Dutywa on this 08 day of Tuesday 2025

AS WITNESSES:

1. _____

2. _____

_____

MUNICIPAL MANAGER

AS WITNESSES:

1. _____

2. _____

_____

SENIOR MANAGER:

INFRASTRUCTURE SERVICES

APPENDIX 1

Commitment of Managers directly reporting to the Head of Department (Sec 56 Manager reporting directly to the Municipal Manager)

This appendix serves as a commitment from managers reporting directly to the HOD (Section 56 Manager reporting directly to the Municipal Manager) in support of achieving targets as set in the SDBIP Scorecard attached hereto as Annexure A. This is to fulfil the support and co-operation on responsibilities allocated towards the attainment of the set targets for the units in the department contributing to the departmental overall performance. This is done according to the adopted establishment plan.

The following are the signatories for HEADS OF SECTIONS (Managers and Officers reporting to Senior Manager)

Unit : **PMU**

Title : **PMU Manager**

Name & Surname : **C. Makonza**

Signature : _____ **Date** : 08/07/2025

Unit : **Roads and Maintenance**

Title : **Roads and Maintenance Manager**

Name & Surname : **T. Masangwana**

Signature : _____ **Date** : 08/07/2025

PERSONAL DEVELOPMENT PLAN

NAME: ZUKILE MSIPHA

JOB TITLE: SENIOR MANAGER: INFRASTRUCUTRE

EMPLOYER: MBHASHE LOCAL MUNICIPALITY

FINANCIAL YEAR: 2025/26

COMPETENCY AREA TO BE ADDRESSED	PROPOSED ACTIONS/DEVELOPMENT ACTIVITY	RESPONSIBILITY	TIME- FRAME	EXPECTED OUTCOME
ENGINEERING (ECSA, IMESA, SACPCMP, CETA, ELECTRICAL, SABITA etc....) Short course for skills development.	Certificate	Municipal Manager	01 July 2025 – 30 June 2026	Competent
Change Management	Certificate	Municipal Manager	01 July 2025 – 30 June 2026	Competent
Risk Management	Certificate	Municipal Manager	01 July 2025 – 30 June 2026	Competent
Leadership Management	Certificate	Municipal Manager	01 July 2025 – 30 June 2026	Competent

Signature: _____ **Date** 08/07/2025

Mr Z. MSIPHA:- SENIOR MANAGER INFRASTRUCTURE

Signature _____ **Date** 08/07/2025

Mr M. NAKO: - MUNICIPAL MANAGER

FINAL SDBIP 2025/26 FY MBHASHE LOCAL MUNICIPALITY

KPA 1: MUNICIPAL TRANSFORMATION AND ORGANISATIONAL DEVELOPMENT 10 %

FOCUS AREA	OBJECTIVE	OBJ No.	STRATEGY	PROJECT	INDICATOR	IDP No.	BASELINE	ANNUAL BUDGET	ANNUAL TARGET	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4			RESPONSIBLE OFFICIAL	IDP No
										MILESTONE	BUDGET	EVIDENCE TO BE SUBMITTED	MILESTONE	BUDGET	EVIDENCE TO BE SUBMITTED	MILESTONE	BUDGET	EVIDENCE TO BE SUBMITTED	MILESTONE	BUDGET	EVIDENCE TO BE SUBMITTED		
Performance Management	To ensure monitoring and evaluation of IDP to improve institutional performance by June 2027	MTI 3	By coordinating performance reporting monitoring and evaluation	Performance Management	Number of departmental reports on individual performance reviews submitted to Corporate Services	MTI 3 1 1		R0	4 departmental reports on individual performance reviews submitted to Corporate Services	1 departmental report on individual performance reviews submitted to Corporate Services	R0	Signed report by SM on individual departmental performance reviews conducted and proof of submission to Corporate Services	1 departmental reports on individual performance reviews submitted to Corporate Services	R0	Signed report by SM on individual departmental performance reviews conducted and proof of submission to Corporate Services	1 departmental reports on individual performance reviews submitted to Corporate Services	R0	Signed report by SM on individual departmental performance reviews conducted and proof of submission to Corporate Services	1 departmental reports on individual performance reviews submitted to Corporate Services	R0	Signed report by SM on individual departmental performance reviews conducted and proof of submission to Corporate Services	SM Infra	7

KPA 2: SERVICE DELIVERY AND INFRASTRUCTURE DEVELOPMENT 70 %

Infrastructure and Service Delivery	To construct, maintain and upgrade quality infrastructure by June 2027	SD 1	By constructing new access roads to public amenities and Tourism attraction areas	Construction of new gravel roads	Number of site establishment conducted at ward 28 2, 12, 16,18 29 and completion of access road at ward 21	SD 1 1	12 5km's	R6 778 756 95	6 site establishment conducted at ward 28 2, 12, 16,18 29 and 7km's of Quku to Mpume access road completed at ward 21	Site establishment at ward 21- Quku to Mpume-	593 627 10	Signed quarterly report by SM with pictures site minutes with attendance register Expenditure report	Construction of bulk earthworks at ward 21 Quku to Mpume-	593 627 10	Signed quarterly report by SM with pictures site minutes with attendance register Expenditure report	Processing and finishing of pavement layers at ward 21 Quku to Mpume	494 689 25	Signed quarterly report by SM with pictures, site minutes with attendance register Expenditure report	Site establishment conducted at ward 28 2, 12, 16,18 & 29 & Practical completion of 7km's at ward 21 Quku to Mpume	5 096 813 50	Signed quarterly report by SM with pictures site minutes with attendance register Expenditure report	SM Infra	17
				Construction of bridges	Number of bridges constructed at Ward 17 (Mtshakelweni) and ward 19 (Bulungula)	SD 1 1 1	1	R3 000 000 00	2 bridges Constructed at ward 17 (Mtshakelweni) & ward 19 (Bulungula)	Design reports completed for ward 17 & 19	R400 000	Signed design reports by SM & Consultant	Site establishment for ward 17 & 19	1 000 000 00	Signed Quarterly report with pictures (before and after) by S M & Consultant, site minutes with attendance register and expenditure report	Construction of base slab for ward 17 & 19	1 200 000	Signed Quarterly report with pictures (before and after) by S M & Consultant, site minutes with attendance register and expenditure report	Practical completion of ward 17 (Mtshakelweni) bridge & ward 19 (Bulungula)	400 000	Signed Quarterly report with pictures (before and after) by S M & Consultant, site minutes with attendance register and expenditure report	SM Infra	18
				Construction of existing access roads	Number of existing access road completed at 3.12.27.11 and construction of earthworks at ward 24	SD 1 1 2	20 5km's	34 079 199 05	19 1 kms of existing access roads completed as follows ward 3-3km s, (Mkhwezeni to Ngadu JSS) , ward 15-5km s (Bobani access road) ward 27-4 4km s (Nkudumeni to Tywaka) , ward 11-6 7km s (Nibini to Bolwe) & 4km's of earthworks constructed at ward 24-(Nitshitshane access road)	Construction of Bulk earthworks for existing access road as follows ward 3-3km s, (Mkhwezeni to Ngadu JSS) , ward 15-5km s (Bobani access road), , ward 11-6 7km s (Nibini to Bolwe), Construction of roadbed at ward 27-4 4km s (Nkudumeni to Tywaka)	7 537 614 30	Signed Quarterly report with pictures (before and after) by S M site minutes with attendance register and expenditure report	Completion of earthworks as follows ward 3-3km s, (Mkhwezeni to Ngadu JSS) , ward 15-5km s (Bobani access road), ward 11-6 7km s (Nibini to Bolwe), Construction of bulk earthworks at ward 27-4 4km s (Nkudumeni to Tywaka)	8 185 780 30	Signed Quarterly report with pictures (before and after) by S M site minutes with attendance register and expenditure report	Construction of base slab at 3-3km s, (Mkhwezeni to Ngadu JSS) and ward 11-6 7km s (Nibini to Bolwe), (Practical completion at ward 15-5km s (Bobani access road) & ward 27-4 4km s (Nkudumeni to Tywaka)	5 653 199 25	Signed Quarterly report with pictures (before and after) by S M, site minutes with attendance register and expenditure report Practical completion certificate at ward 15 and ward 27.	19 1 kms of existing access roads practically completed as follows ward 3-3km s, (Mkhwezeni to Ngadu JSS) , ward 11-6 7km s (Nibini to Bolwe), Final completion at ward 15-5km s (Bobani access road) ward 27-4 4km s (Nkudumeni to Tywaka) & Site establishment at ward 24-4km s (Nitshitshane access road)	12 722 625 20	Practical completion certificates as follows ward 3-3km s, (Mkhwezeni to Ngadu JSS) & ward 11-6 7km s (Nibini to Bolwe), Final completion certificate at ward 15-5km s (Bobani access road) ward 27-4 4km s (Nkudumeni to Tywaka) & Ward 24- Signed quarterly report by SM with pictures minutes and expenditure report	SM Infra	19
				Upgrading of surfaced roads	Number of kms of Dutywa internal streets upgraded at Ward 1	SD 1 1 3	0	R10 000 000	1.722km s of Dutywa internal streets upgraded at Ward 1 en (Road 8,12,12B 3.3A, 11,11A and 12A) and 378m for clearing and grubbing done at Streatfield for Dutywa internal streets upgraded at Ward 1	0.568km roadbed of internal streets in (Road 8,12,12B) completed	2 000 000	Signed Quarterly report with pictures (before and after) by S M site minutes with attendance register and expenditure report	0.547km roadbed of internal streets in (Road 3&3A) completed and completion of (Road 8,12,12B)	2 500 000	Signed Quarterly report with pictures (before and after) by S M site minutes with attendance register and expenditure report	0.858km roadbed of internal streets in (Road 11,11A&12A) completed and paving of (Road 3 & 3A) completed	3 000 000	Signed Quarterly report with pictures (before and after) by S M, site minutes with attendance register and expenditure report	378m of cleaning and grubbing done in Streatfield road	2 500 000	Signed Quarterly report with pictures (before and after) by S M site minutes with attendance register and expenditure report	SM Infra	20
					Number of meters of streets upgraded at Gatyana ward 25, Dutywa ward 1 and Xhora ward 13 as per assessment report	SD 1 1 4		10 500 000	250m meters of streets upgraded at Gatyana (Hill street from main road(R408 to Cill street), 100m at Xhorha (Corner near Xhora pharmacy to Corner near Landani tyres), and 100m at Dutywa (Fuller street from Evelyn to North street) as per the assessment report	Design report for Gatyana ,Xhora and Dutywa	R750 000 00	Signed design reports by SM & Consultant	Site establishment in Gatyana ,Xhora and Dutywa	R1 500 000 00	Signed Quarterly report with pictures (before and after) by S M & Consultant, site minutes with attendance register and expenditure report	Construction of earthworks at Dutywa, Gatyana and Xhora	R5 000 000 00	Signed Quarterly report with pictures (before and after) by S M & Consultant, site minutes with attendance register and expenditure report	Practical completion at Dutywa, Gatyana and Xhora	R3 250 000 00	Practical completion certificate	SM Infra	21
			By maintaining access roads	Gravel roads maintenance	Number of kms of access roads/re-gravelling maintained in each unit as follows (Gatyana, Xhora and Dutywa)	SD 1 1 5	334 2km's	R27 250 000	60kms of access roads/re-gravelling maintained as follows Gatyana- 20km s Xhorha- 20km s Dutywa- 20km s	15kms of access roads/re-gravelling maintained as follows Gatyana- 5km s Xhorha- 5km s Dutywa- 5km s	R6812500 0	Signed Quarterly report with pictures (before and after) by S M, site minutes with attendance register & expenditure report	15kms of access roads/re-gravelling maintained as follows Gatyana- 5km s Xhorha- 5km s Dutywa- 5km s	R6812500 0	Signed Quarterly report with pictures (before and after) by S M, site minutes with attendance register & expenditure report	15kms of access roads/re-gravelling maintained as follows Gatyana- 5km s Xhorha- 5km s Dutywa- 5km s	R6812500 0	Signed Quarterly report with pictures (before and after) by S M site minutes with attendance register & expenditure report	15kms of access roads/re-gravelling maintained as follows Gatyana- 5km s Xhorha- 5km s Dutywa- 5km s	R6812500 0	Signed Quarterly report with pictures (before and after) by S M site minutes with attendance register & expenditure report	SM Infra	22
					Number of meters surfaced at Dutywa as per the assessment report	SD 1 1 6		R2 500 000	200 meters surfaced at Dutywa as per the assessment report	Construction of earthworks	R1000000 0	Signed Quarterly report with pictures (before and after) by S M site minutes with attendance register & expenditure report	Continuation of earthworks	R1200000 0	Signed Quarterly report with pictures (before and after) by S M site minutes with attendance register & expenditure report	Practical completion of 200 meters surfaced at Dutywa as per the assessment report	R300 000 00	Signed Quarterly report with pictures (before and after) by S M, site minutes with attendance register, expenditure report, Practical completion certificate & assessment report	N/A	R0 00	N/A	SM Infra	23
			By upgrading storm water culverts and channels	Upgrading of stormwater control	Number of storm water control measures upgraded in each unit (Gatyana, Dutywa and Xhorha)	SD 1 1 7	75	R700 000	32 storm water control measures upgraded in each unit (Gatyana, Dutywa and Xhora)	8 storm water control measures upgraded in each unit (Gatyana Dutywa and Xhora)	R175000 0	Signed Quarterly report with pictures (before and after) by S M, site minutes with attendance register	8 storm water control measures upgraded in each unit (Gatyana Dutywa and Xhora)	R175000 0	Signed Quarterly report with pictures (before and after) by S M, site minutes with attendance register	8 storm water control measures upgraded in each unit (Gatyana Dutywa and Xhora)	R175000 0	Signed Quarterly report with pictures (before and after) by S M site minutes with attendance register	8 storm water control measures upgraded in each unit (Gatyana Dutywa and Xhora)	R175000 0	Signed Quarterly report with pictures (before and after) by S M site minutes with attendance register	SM Infra	24

			By electrifying households with historical backlog	Electrification	Number of households electrified at ward 8 Sibane & Msikithi and km's of link line constructed at Langeni ward 13	SD 1 2		R16 369 000 00	139 households electrified as follows ward 8 (Msikithi)-75 & ward 8 (Sibane)-64 and 9km's of linkline constructed at Langeni village ward 13	Site establishment in Msikithi, Sibane and Langeni	R4 000 000 00	Signed Quarterly report with pictures (before and after) by S M & Consultant, site minutes with attendance register & expenditure report	Digging of holes and plantation of poles in Msikithi, Sibane and Langeni	R5 500 000 00	Signed Quarterly report with pictures (before and after) by S M & Consultant, site minutes with attendance register & expenditure report	Stringing of conductor and installation of earthing in Msikithi, Sibane and Langeni	R4 000 000 00	Signed Quarterly report with pictures (before and after) by S M & Consultant, site minutes with attendance register & expenditure report	Connection of 139 households from edec to readyboards in Msikithi and Sibane Completion of linkline construction at Langeni village	R2 869 000 00	Practical completion certificate	SM Infra	25
			By maintaining streetlights in all towns	Maintenance of street lights	% of streetlights maintained as per the assessment report at Dutywa, Gatyana and Xhora	SD 1 3	70%	R3 000 000	100% of streetlights maintained as per the assessment report at Dutywa, Gatyana and Xhora	100% of streetlights maintained as per the assessment report at Dutywa, Gatyana and Xhora	R750 000 00	Signed Quarterly and Assement report with pictures (before and after) by S M	100% of streetlights maintained as per the assessment report at Dutywa, Gatyana and Xhora	R750 000 00	Signed Quarterly and Assement report with pictures (before and after) by S M	100% of streetlights maintained as per the assessment report at Dutywa, Gatyana and Xhora	R750 000 00	Signed Quarterly and Assement report with pictures (before and after) by S M	100% of streetlights maintained as per the assessment report at Dutywa, Gatyana and Xhora	R750 000 00	Signed Quarterly and Assement report with pictures (before and after) by S M	SM Infra	26
			By maintaining high mast lights in all units	Maintenance of highmast lights	% of high mast lights maintained in each unit Dutywa, Gatyana & Xhorha as per the assessment report	SD 1 4	70%		100% of high mast lights maintained in each unit Dutywa, Gatyana & Xhorha as per assessment report	100% of street lights and highmast lights maintained as per the assessment report at Dutywa, Gatyana and Xhora		Signed Quarterly report and assessment report by S M and assessment report	100% of street lights and highmast lights maintained as per the assessment report at Dutywa, Gatyana and Xhora		Signed Quarterly report and assessment report by S M and assessment report	100% of street lights and highmast lights maintained as per the assessment report at Dutywa, Gatyana and Xhora		Signed Quarterly report and assessment report by S M and assessment report	100% of street lights and highmast lights maintained as per the assessment report at Dutywa, Gatyana and Xhora		Signed Quarterly report and assessment report by S M and assessment report	SM Infra	27
			By constructing Sport facilities	Construction of sport facilities	Number of phase 1 activities in construction of ward 1 sport facility	SD 1 5	0	R600 000	1 activity for Phase 1 sport facility constructed at ward 1 as follows: (Running Track)	Laying of asphalt for running track	R250000 0	Signed Quarterly report with pictures (before and after) by S M & Consultant, site minutes with attendance register Expenditure report	Completion of running Track	350 000	Signed Quarterly report with pictures (before and after) by S M & Consultant, site minutes with attendance register Expenditure report	N/A	R 0	N/A	N/A	R 0	N/A	SM Infra	28
					Number of sport facilities completed at Ward 2	SD 1 6	1 bulk earthwork	R8 250 000	1 sport facility completed at Ward 2	Construction of v-channels around soccer pitch	R3300000 0	Signed Quarterly report with pictures (before and after) by S M & Consultant, site minutes with attendance register Expenditure report	Construction of retaining walls	2 887 500	Signed Quarterly report with pictures (before and after) by S M & Consultant, site minutes with attendance register Expenditure report	Practical completion of ward 2 sport facility	825 000	Practical completion certificate	Final completion	1 237 500	Final completion certificate	SM Infra	29
			By constructing public facilities	Construction of public facilities	Number of taxi ranks in construction at Gatyana and Dutywa	SD 1 7	0	R20 079 000	2 taxi ranks in construction as follows Gatyana-Earthworks and completion of Dutywa taxi rank	Completion of decanting site for ward 1 taxi rank Site establishment for ward 25 taxi rank	6 731 600	Signed Quarterly report with pictures (before and after) by S M & Consultant, site minutes with attendance register & expenditure report	Completion of paving for ward 1 taxi rank Construction of earthworks for ward 25 taxi rank	6 377 650	Signed Quarterly report with pictures (before and after) by S M & Consultant, site minutes with attendance register & expenditure report	Completion of renovations for super structure for ward 1 taxi rank Construction of stormwater at ward 25-Gatyana taxi rank	3 957 900	Signed Quarterly report with pictures (before and after) by S M & Consultant, site minutes with attendance register & expenditure report	Completion of ward 1 taxi rank Completion of earthworks for ward 25 taxi rank	3 [illegible]1 850	Practical completion certificate for ward 1 taxi rank Signed Quarterly report with pictures (before and after) by S M & Consultant, site minutes with attendance register for ward 25 Taxi rank	SM Infra	30
				Construction of community halls	Number of community halls rehabilitated at Ward 21 (Mpozolo) & 23 (Bhoyni)	SD 1 8	1	R2 000 000	2 community halls rehabilitated at Ward 21 (Mpozolo) & 23 (Bhoyni)	Site establishment for existing community halls as follows: ward 21 &23	650 000	Signed Quarterly report with pictures (before and after) by S M, site minutes with attendance register and expenditure report	Completion of roof for ward 21 Completion of super structure at Ward 23	450 000	Signed Quarterly report with pictures (before and after) by S M, site minutes with attendance register and expenditure report	2 community halls rehabilitated at Ward 21 (Mpozolo) & 23	900 000	Practical completion certificates	N/A	R0	N/A	SM Infra	31
				Mbhashe conference facility at ward 1	Number of conference facilities in construction at ward 1 (Dutywa)	SD 1 9		5 000 000	1 conference facility in construction at ward 1 (Site establishment)	N/A	R0 00	N/A	Draft design report	1 500 000	Signed draft design report by SM and consultant	Final design report	1 500 000	Signed final design report by SM and consultant	Site establishment	2 000 000	Signed Quarterly report with pictures by S M & Consultant, site minutes with attendance register and expenditure report	SM Infra	32
				Construction of phase 1 Vehicle Testing station	Number of phase 1 vehicle testing station in construction at ward 1	SD 1 10		R5 954 562	1 vehicle testing Station in construction at ward 1	Construction of platform	R1 488 640 5	Signed Quarterly report with pictures (before and after) by S M & consultant, site minutes with attendance register and expenditure report	Construction of super structure for building works	R1 488 640 5	Signed Quarterly report with pictures (before and after) by S M & consultant, site minutes with attendance register and expenditure report	Installation of fencing	R1 488 640 5	Signed Quarterly report with pictures (before and after) by S M & consultant, site minutes with attendance register and expenditure report	Practical completion	R1 488 640 5	Practical completion certificate	SM Infra	33
KPA 4: MUNICIPAL FINANCIAL VIABILITY 10 %																							
Expenditure Management	By fully spending conditional Grant	MFV 5	Conditional Grants	Financial Management Grant	% expenditure on conditional Grants received	MFV 5 2	MIG- 100% INEP-100% Disaster-100%	R114 711 000	100% expenditure on conditional Grants received MIG - R 74 175 000, INEP - R 16 389 000, Disaster - R 24 167 000	100% expenditure on conditional grants allocated this quarter as per the business plan/Cash Flows	MIG - R 18 436 500, INEP - R 3 300 000, Disaster - R 6 041 750	1 Report on conditional grant expenditure signed by SM 2 Grant Expenditure Reports submitted to Management	100% expenditure on conditional grants allocated this quarter as per the business plan/Cash Flows	MIG - R 18 436 500, INEP - R 3 300 000, Disaster - R 6 041 750	1 Report on conditional grant expenditure signed by SM 2 Grant Expenditure Reports submitted to Management	100% expenditure on conditional grants allocated this quarter as per the business plan/Cash Flows	MIG - R 18 436 500, INEP - R 3 300 000, Disaster - R 6 041 750	1 Report on conditional grant expenditure signed by SM 2 Grant Expenditure Reports submitted to Management	100% expenditure on conditional grants allocated this quarter as per the business plan/Cash Flows	MIG - R 18 436 500 INEP - R 3 300 000, Disaster - R 6 041 750	1 Report on conditional grant expenditure signed by SM 2 Grant Expenditure Reports submitted to Management	SM Infra	68
KPA 5: GOOD GOVERNANCE AND PUBLIC PARTICIPATION 10 %																							
Good Governance	To ensure clean and accountable governance in the municipality by June 2027	GGP 1	By identifying assessing, managing monitoring & reporting fraud, compliance and risk exposure to the institution	Risk Management- Strategic and Operational Risk registers	Number of updated risk registers (Fraud, Operational, National & Provincial Disaster and Strategic) submitted to the Risk Management Committee	GGP 1 1	11	R395 000	5 updated risk registers (Fraud-1, Operational-1, National & Provincial Disaster-1 and Strategic-1) 1 Compliance submitted to the Risk Management Committee	Risk Monitoring and update of risk registers operational(1) fraud strategic, National Disaster	R31 666	1 Risk management report for previous quarter signed by SM 2 Agenda for the meeting 3 Minutes of the meeting signed by SM 4 Attendance register 5 Updated previous quarter risk registers 6 Signed report on implementation of mitigation action plans that were not achieved in the previous quarter	Risk Monitoring and update of risk registers operational(1) fraud strategic, National Disaster	R31 666	1 Risk management report for previous quarter signed by SM 2 Agenda for the meeting 3 Minutes of the meeting signed by SM 4 Attendance register 5 Updated previous quarter risk registers 6 Signed report on implementation of mitigation action plans that were not achieved in the previous quarter	Risk Monitoring and update of risk registers operational(1) fraud, strategic, National Disaster	R31 666	1 Risk management report for previous quarter signed by SM 2 Agenda for the meeting 3 Minutes of the meeting signed by SM 4 Attendance register 5 Updated previous quarter risk registers 6 Signed report on implementation of mitigation action plans that were not achieved in the previous quarter	Risk Monitoring and update of risk registers operational(1) fraud strategic, National Disaster	R31 666	1 Risk management report for previous quarter signed by SM 2 Agenda for the meeting 3 Minutes of the meeting signed by SM 4 Attendance register 5 Updated previous quarter risk registers 6 Signed report on implementation of mitigation action plans that were not achieved in the previous quarter	SM Infra	73
			By developing 2024/2025 audit action plan based on AGSA report	Audit action plan	Number of reports on implementation of AGSA findings for 2024/25 FY	GGP 1 2	2023/24 audit action plan	R0	2 Reports on implementation of AGSA Findings for 2024/2025 FY	N/A	R0	N/A	N/A	R0	N/A	Developing of 2024/25 audit implementation plan	R0	Updated audit implementation plan with inputs from the department submitted to Municipal Manager	Monitoring and updating of 2024/25 audit implementation plan submitted to Municipal Manager	R0	Updated audit implementation plan with inputs from the department Municipal Manager	SM Infra	74
	To ensure clean and accountable governance in the municipality by June 2027	GGP 2	By developing and reviewing Institutional policies, strategies plans and by-laws	Development of Policies	Number of reviewed policies	GGP 2 3	105	R1 000 000	3 reviewed policies	N/A	R0 00	N/A	N/A	R0 00	N/A	Submit 3 draft reviewed policies to the council	R300 000 00	1 List of policies 2 Proof of submission to Council	Submit 3 final reviewed policies to the council	R700 000 00	1 List of policies 2 Proof of submission to Council	SM Infra	87

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Public participation	To ensure that all stakeholders participate in the affairs of the municipality by June 2027	GGP 12	By strengthening community participation	Fora Meetings	Number of fora meetings held in 2025/26 FY	GGP 12 1	11	R69 565 21	4 fora meetings held for Transport forum in 2025/26.	1 Fora meeting held as follows Transport	R17 391 30	1 Report on fora meeting signed by SM 2 Attendance register	1 Fora meeting held as follows Transport	R17 391 30	1 Report on fora meeting signed by SM 2 Attendance register	1 Fora meeting held as follows Transport	R17 391 30	1 Report on fora meeting signed by SM 2 Attendance register	1 Fora meeting held as follows Transport	R17 391 30	1 Report on fora meeting signed by SM 2 Attendance register	SM intra	114

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