COLLINS CHABANE
LOCAL MUNICIPALITY
Since 2016




# PERFORMANCE AGREEMENT

# 2025/2026

Collins Chabane Municipality herein represented by

**SHILENGE RICHARD RISENGA,**

In his capacity as the Municipal Manager (hereinafter referred to as the Employer or Supervisor)

and

**BALOYI PETER MARUTLA,**

Employee of the Municipality (hereinafter referred to as the Employee).

WHEREBY IT IS AGREED AS FOLLOWS:



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## 1. Introduction

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

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

1.3 This agreement does not at all replace the Employment Contract signed between the parties.

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

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

## 2. Purpose of this Agreement

The purpose of this Agreement is to:

2.2 Comply with the provisions of Section 57(1)(b), (4A), (4B) and (5) of the Act as well as the employment contract entered into between the parties

2.3 Specify objectives in terms of the key performance indicators and targets defined and agreed with the employee and to communicate to the employee the employer's expectations of the employee's performance and accountabilities in alignment with the Integrated Development Plan, Service Delivery and Budget Implementation Plan (SDBIP) and the Budget of the municipality

2.4 Specify accountabilities as set out in a Performance Plan, which forms an Annexure to the Performance Agreement

2.5 Monitor and measure performance against set targeted outputs

2.6 Use the Performance Agreement as the basis for assessing whether the employee has met the performance expectations applicable to his job

2.7 In the event of outstanding performance, to appropriately reward the employee

2.8 Give effect to the employer's commitment to a performance-orientated relationship with its employee in attaining equitable and improved service delivery

## 3. Commencement and duration

3.1. This Agreement will commence on **1 July 2025** and will remain in force until **30 June 2026 (provided the employment contract signed with the employer is still in force)** thereafter a new Performance Agreement, Performance Plan and Personal Development Plan shall be concluded between the parties for the next financial year or **any portion thereof**

3.2 The parties will review the provisions of this Agreement during June each year

3.3 The parties will conclude a new Performance Agreement and Performance Plan that replaces this Agreement at least once a year by not later than one month after the beginning of each successive financial year

3.4 This Agreement will **automatically terminate** on termination of the Employee's contract of employment for any reason

3.5 The content of this Agreement may be revised at any time during the abovementioned period to determine the applicability of the matters agreed upon

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

## 4. Performance Objectives

4.1. The Performance Plan (Annexure A) sets out-

4.1.1. Key Performance Areas that the employee should focus on

4.1.2. Core competencies required from employees

4.1.3. The performance objectives, key performance indicators, projects and targets that must be met by the Employee

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

4.2. The performance objectives, key performance indicators and targets reflected in Annexure A are set by the Employer in consultation with the Employee and based on the Integrated Development Plan, Service Delivery and Budget Implementation Plan (SDBIP) and the Budget of the Employer, and shall include strategic objectives; key performance indicators, targets, projects and activities that may include dates and weightings. A description of these elements follows:

4.2.1. The strategic objectives describe the strategic intent of the organisation that needs to be achieved

4.2.2. The performance indicators provide the measurement on how a strategic objective needs to be achieved



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4.2.3. The target dates describe the timeframe in which the work must be achieved

4.2.4. The weightings show the relative importance of the key performance areas, key objectives, key performance indicators to each other

4.2.5. The activities are the actions to be achieved within a project

## 5. Performance Management System

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

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

5.3. The Employer will consult the Employee about the specific performance standards that will be included in the performance management system as applicable to the Employee

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

5.5. The criteria upon which the performance of the Employee shall be assessed shall consist of two components, Key Performance Areas and core Competency Requirements, both of which shall be contained in the Performance Agreement.

5.5.1. The Employee must be assessed against both components, with a weighting of 80:20 allocated to the Key Performance Areas (KPA's) and the Core Competency Requirements (CCRs) respectively.

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

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

5.5.4. The Employee's assessment will be based on his performance in terms of the key performance indicator outputs / outcomes identified as per attached Performance Plan (Annexure A), which are linked to the KPA's, and will constitute 80% of the overall assessment result as per the weightings agreed to between the Employer and Employee:



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| Key Performance Areas | Weighting |
|---|---|
| 1. Municipal Transformation and Organisational Development | 7 |
| 2. Spatial Rationale | 0 |
| 3. Basic Service Delivery and Infrastructure Development | 73 |
| 4. Local Economic Development | 0 |
| 5. Municipal Finance Management and Viability | 10 |
| 6. Good Governance and Public Participation | 10 |
| TOTAL WEIGHTING | 100.00 |

5.6. Municipal Manager's responsibilities are directed in terms of the abovementioned key performance areas.

5.7. The CCRs will make up the other 20% of the Employee's assessment score. The following CCRs are deemed to be most critical for the Employee's specific job.



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| CORE MANAGERIAL COMPETENCIES: | Weight (75%) |
|---|---|
| Strategic Capability and Leadership | 10 |
| Programme and Project Management | 10 |
| Financial Management(compulsory) | 10 |
| Change Management | 5 |
| Knowledge Management | 10 |
| Service Delivery Innovation | 5 |
| Problem Solving and Analysis | 5 |
| People Management and Empowerment(compulsory) | 10 |
| Client Orientation and Customer Focus(compulsory) | 10 |
| **CORE OCCUPATIONAL COMPETENCIES:** | Weight (25%) |
| Interpretation of and implementation within the legislative and national policy frameworks | 5 |
| Knowledge of developmental local government | 5 |
| Knowledge of more than one functional municipal field/discipline | 5 |
| Competence as required by other national line sector Departments | 5 |
| Exceptional and dynamic creativity to improve the functioning of the municipality | 5 |
| Total | 100% |

## 6. Evaluating Performance

6.1. The Performance Plan (Annexure A) to this Agreement sets out:

6.1.1. The standards and procedures for evaluating the Employee's performance

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

6.2. Despite the establishment of agreed intervals for evaluation, the Employer may in addition review the Employee's performance at any stage while the contract of employment remains in force



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6.3. Personal growth and development needs identified during any performance review discussion must be documented in a Personal Development Plan as well as the actions agreed to and implementation must take place within set time frames

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

6.5. The Annual performance appraisal will involve:

6.5.1. Assessment of the achievement of results as outlined in the Performance Plan

(a) Each KPA should be assessed according to the extent to which the specified standards or performance indicators have been met and with due regard to ad hoc tasks that had to be performed under the KPA

(b) Values on actual performance are supplied for KPI's and Activities under each KPA as part of the Institutional Assessment. Based on the Target for an activity or KPI, over or under performance are calculated and converted to the 1-5-point scale. These scores are carried over to the applicable employee's performance plan. During assessment, the employee has a chance to motivate for higher scores. The panel members have a chance to ask questions regarding

(c) The final scores are converted to % Performance by making use of COGTA Performance Assessment Rating Calculator

6.5.2. Assessment of the CCRs

(a) Each CCR should be assessed according to the extent to which the specified standards have been met

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

(c) This rating should be multiplied by the weighting given to each CCR during the contracting process, to provide a score

(d) The score is translated to a final CCR percentage through COGTA Performance Assessment Rating Calculator (refer to paragraph 6.5.1)

6.5.3. Overall rating

An overall rating is calculated by using the Performance Assessment Rating Calculator whereby a weighting of 80% is applied to KPA performance and a weighting of 20% to CCR's.

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



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| The assessment of the performance of the Employee will be based on the following rating scale for KPA's and CMCs: | | | | |
|---|---|---|---|---|
| 5 | 4 | 3 | 2 | 1 |
| **Outstanding Performance** | **Performance Significantly Above Expectations** | **Fully Effective** | **Not Fully Effective** | **Unacceptable Performance** |
| Performance far exceeds the standard expected of an employee at this level. | Performance is significantly higher than the standard expected in the job. | Performance fully meets the standards expected in all areas of the job. | Performance is below the standard required for the job in key areas. | Performance does not meet the standard expected for the job. |

6.7. For purposes of evaluating the annual performance of the Director, an evaluation panel constituted of the following persons must be established –

6.7.1. Municipal Manager

6.7.2. Chairperson of the Performance Audit Committee or a member of the Performance Audit Committee in the absence of the Chairperson of the Performance Audit Committee;

6.7.3. Member of the Executive Committee

6.7.4. Mayor or municipal manager from another municipality; and

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

## 7. Schedule for Performance Reviews

7.1. The performance of each Employee in relation to his Performance Agreement shall be reviewed within the month following the quarters as indicated with the understanding that reviews in the first and third quarter may be verbal if performance is satisfactory:

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

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

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

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

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

## 8. Developmental Requirements

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

## 9. Obligations of the Employer

The Employer shall:

9.1. Create an enabling environment to facilitate effective performance by the employee

9.2. Provide access to skills development and capacity building opportunities

9.3. Work collaboratively with the Employee to solve problems and generate solutions to common problems that may impact on the performance of the Employee

9.4. On the request of the Employee delegate such powers reasonably required by the Employee to enable him to meet the performance objectives and targets established in terms of this Agreement

9.5. Make available to the Employee such resources as the Employee may reasonably require from time to time to assist 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 timeously where the exercising of the powers will have amongst others –

10.1.1. A direct effect on the performance of any of the Employee's functions

10.1.2. Commit the Employee to implement or to give effect to a decision made by the Employer

10.1.3. A substantial financial effect on the Employer

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

**11. Management of Evaluation Outcomes**

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

11.2. A performance bonus of between 5% to 14% of the all-inclusive annual remuneration package may be paid to the Employee in recognition of outstanding performance to be constituted as follows:

| % Rating Over Performance % | % Rating Over Performance % Bonus |
|---|---|
| 130 - 133.8 | 5% |
| 133.9 – 137.6 | 6% |
| 137.7 – 141.4 | 7% |
| 141.5 - 145.2 | 8% |
| 145.3 – 149 | 9% |
| 150 – 153.4 | 10% |
| 153.5 – 156.8 | 11% |
| 156.9 – 160.2 | 12% |
| 160.2 – 163.6 | 13% |
| 163.7 – 167 | 14% |

11.3. In the case of unacceptable performance, the Employer shall:

11.4. Provide systematic remedial or developmental support to assist the Employee to improve his performance

11.5. After appropriate performance counselling and having provided the necessary guidance and/ or support as well as reasonable time for improvement in performance, the Employer may consider steps to terminate the contract of employment of the Employee on grounds of unfitness or incapacity to carry out his duties



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## 12. Dispute Resolution

12.1. Any disputes about the nature of the Employee's performance agreement, whether it relates to key responsibilities, priorities, methods of assessment and/ or any other matter provided for, shall be mediated by the MEC for local government in the province within thirty (30) days of receipt of a formal dispute from the Employee or any other person appointed by the MEC

## 13. General

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

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

13.3. The performance assessment results of the Municipal Manager must be submitted to the MEC responsible for local government in the relevant province as well as the National Minister responsible for local government, within fourteen (14) days after the conclusion of the assessment.

Thus, done and signed at ....DCO.....on the..... day of 04/07/2025

**AS WITNESSES:**

1. _____

_____
**BALOYI P.M**
**SENIOR MANAGER TECHNICAL SERVICES**

**AS WITNESSES:**

1. _____

_____
**SHILENGE R.R**
**MUNICIPAL MANAGER**



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COLLINS CHABANE
LOCAL MUNICIPALITY




# ANNEXURE A

# PERFORMANCE PLAN

## SENIOR MANAGER TECHNICAL SERVICES: BALOYI P.M
## 2025/26

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Unity in Service Delivery

# ANNEXURE A

# PERFORMANCE PLAN

## SENIOR MANAGER TECHNICAL SERVICES: BALOYI P.M
## 2025/26

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## 1. LEGISLATION

The following legislation governs the development of the SDBIP and Performance management plan and functions within the Budget and Treasury Office.

### a. Legislation Governing the Development of the SDBIP and Performance Contracts of Section 57 Managers

- **Municipal Finance Management Act 56 of 2003 (MFMA),** requires municipalities to develop Service Delivery and Budget Implementation Plan (SDBIP) and must be signed by the Mayor within 28 days after the budget has been approved.
- **Municipal Systems Act 32 of 2000,** requires municipalities to develop Performance Management Plan that must be reviewed quarterly. The performance management plan must be aligned to the IDP and indicate measurable and realistic targets for each Key Performance Indicator.
- **Performance Regulations, 2006, for managers reporting to the municipal manager and the municipal manger,** outlines the process of the development of Performance agreements. The MFMA, 56 of 2003, further requires that Section 56 manager and municipal manager must develop performance agreement that must be signed by the municipal manager and the Mayor respectively. This Performance plans must be linked to the SDBIP, IDP and Budget.

### b. Legislation Governing the departmental Functions:

- The Constitution
- The Municipal System Act, 32 of 2000
- The Municipal Structures Act
- Municipal Finance Management Act 56 of 2003
- Performance regulations of 2006

## 2. STRATEGIC OBJECTIVES

Chapter two of the IDP indicates Municipal Strategic Objectives which further indicates what the municipality needs to achieve. These strategic objectives were developed to ensure that all National Key Performance Areas are addressed.

**Table A: Strategic Objectives are as follows:**

| KPA | STRATEGIC OBJECTIVES |
|---|---|
| 1.Municipal Transformation and Organisational Development | Improved governance and administration |
| 2. Spatial Rationale | Integrated spatial and human settlement |
| 3. Basic Service Delivery and Infrastructure Development | Improved access to sustainable basic services and Promote community well-being and environmental welfare |
| 4. Local Economic Development | Integrated Local economy |
| 5. Municipal Finance Management and Viability | Sound Financial Management and Viability |
| 6. Good Governance and Public Participation | Improved governance and administration and Effective Community Participation |



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| KPA 1: INSTITUTIONAL TRANSFORMATION AND ORGANISATIONAL DEVELOPMENT; KPA WEIGHT =7% | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| OUTCOME NINE: RESPONSIVE, ACCOUNTABLE, EFFECTIVE AND EFFICIENT LOCAL GOVERNMENT SYSTEM<br>OUTPUT 6: ADMINISTRATIVE AND FINANCIAL CAPABILITY | | | | | | | | | | | | | |
| STRATEGIC OBJECTIVE: IMPROVED GOVERNANCE AND ADMINISTRATION | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| **No.** | **Key Performance Indicators/Measurable Objective** | **Baseline** | **Annual Targets** | **Project Name** | **Funding Source** | **Budget 2025/26** | **Start Date** | **End Date** | **1st Q Target** | **2nd Q Target** | **3rd Q Target** | **4th Q Target** | **Portfolio of Evidence** |
| 01 | To sign performance agreement within one month after the start of the new financial year by 31 July 2025 | Signed performance agreement within one month after the start of the new financial year (2024/25) | Signed performance agreement within one month after the start of the new financial year by 31 July 2025 | Performance Agreement | Own funding | OPEX | 01/07/2025 | 31/06/2026 | Signed performance agreement within one month after the start of the new financial year | N/A | N/A | N/A | Q1: Signed performance agreements |
| 02 | To conduct 2025/26 Mid-Year Performance Assessment (Departmental | 2024/25 Mid-Year Performance Assessment conducted | 2025/26 Mid-Year Performance Assessment conducted | 2025/26 Mid-Year Performance Assessment | Own funding | OPEX | 01/07/2025 | 31/06/2026 | N/A | N/A | 2025/26 Mid-Year Performance Assessment conducted | N/A | Q3: Attendance Register, Minutes and |



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|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | managers) by 30 June 2026 | (Departmental managers) | (Departmental managers) by 30 June 2027 | | | | | | | | (Departmental managers) | | Assessment Report |
| 03 | To conduct 2024/25 Annual Performance Assessment (Departmental managers) by 30 June 2026 | New Indicator | 2024/25 Annual Performance Assessment conducted (Departmental managers) by 30 June 2026 | 2024/25 Annual Performance Assessment | Own funding | OPEX | 01/07/2025 | 31/06/2026 | N/A | N/A | 2024/25 Annual Performance Assessment conducted (Departmental managers) | N/A | Q3: Attendance Register, Minutes and Assessment Report |



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## 4. KPA 3: BASIC SERVICE DELIVERY & INFRASTRUCTURE DEVELOPMENT

| KPA 3: BASIC SERVICE DELIVERY & INFRASTRUCTURE DEVELOPMENT: KPA WEIGHT=73% | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| OUTCOME NINE: RESPONSIVE, ACCOUNTABLE, EFFECTIVE AND EFFICIENT LOCAL GOVERNMENT SYSTEM<br>OUTPUT 2: IMPROVING ACCESS TO BASIC SERVICES,<br>OUTPUT 3: IMPLEMENTATION OF THE COMMUNITY WORK PROGRAMME | | | | | | | | | | | | | |
| STRATEGIC OBJECTIVES: IMPROVED ACCESS TO SUSTAINABLE BASIC SERVICES AND PROMOTE COMMUNITY WELL-BEING AND ENVIRONMENTAL WELFARE | | | | | | | | | | | | | |
| **No.** | **Key Performance Indicators/Measurable Objective** | **Baseline** | **Annual Targets** | **Project Name** | **Funding Source** | **Budget 2025/26** | **Start Date** | **End Date** | **1st Q Target** | **2nd Q Targets** | **3rd Q Targets** | **4th Q Targets** | **Portfolio of Evidence** |
| 04 | To construct and connect 83 households with electricity network infrastructure at Xitachi Phase 2 by 30 June 2026 | New indicator | 83 households constructed and connected with electricity network infrastructure at Xitachi Phase 2 by 30 June 2026 | Construction and connection of 83 households with network electricity infrastructure at Xitachi Phase 2 | INEP | 9 613 000 | 01/07/2025 | 30/06/2026 | Site establishment, digging of 142 holes and planting of 142 poles | Construction of 2720m<br>MV power cable and 805m<br>LV power cable and installation of 83 ready board | Installation of 4 transformers | Connection of 83 households with network electricity infrastructure and project completed | Q1-Q3: Progress Report<br>Q4: Completion certificate |
| 05 | To construct and connect 156 households with network electricity infrastructure at Vyboom B Masia by 30 June 2026 | New indicator | 156 households constructed and connected with network electricity infrastructur | Construction and connection of 156 households with network electricity infrastructur | | | 01/07/2025 | 30/06/2026 | Site establishment, digging of 211 holes and planting of 211 poles | Construction of 4293m<br>MV power cable and 4035m<br>LV power cable and | Installation of 3 transformers | Connection of 156 households with network electricity infrastructure and | Q1-Q3: Progress Report<br>Q4: Completion certificate |



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|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | e at Vyboom B Masia by 30 June 2026 | e at Vyboom B Masia | | | | | | installation of 156 ready board | | projected completed | |
| 06 | To construct and connect 100 households with network electricity infrastructure at Mavambe Phase 2 by 30 June 2026 | New Indicator | 100 Households constructed and connected with network electricity infrastructure at Mavambe Phase 2 by 30 June 2026 | Construction and connection of 100 households with network electricity infrastructure at Mavambe Phase 2 | | | 01/07/2025 | 30/06/2026 | Site establishment, digging of 145 holes and planting of poles 145 | Construction of 6000m<br><br>MV power cable and 3000<br><br>LV power cable and installation of 100 ready board | Installation of 2 transformers | Connection of 100 households with network electricity infrastructure and projected completed | Q1-Q3: Progress Report<br><br>Q4: Completion certificate |



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|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 07 | % High mast lights maintained within Collins Chabane Local Municipality (Number of reported high mast lights /number of high mast lights maintained) by 30 June 2026 | 60 high mast lights at 30 wards (Wards: 1,2,3,4,5,6,7,8,9, 10,11,12,13,14,15,16,17, 18,19,20,21,22,23,24,25, 26,27,28,29 and 30) within Collins Chabane Local Municipality maintained) | 100% High mast lights maintained within Collins Chabane Local Municipality (Number of reported high mast lights /number of high mast lights maintained) by 30 June 2026 | Maintenance of High mast lights | Own Funding | 2 000 000 | 01/07/2025 | 30/06/2026 | 100% High mast lights maintained within Collins Chabane Local Municipality (Number of reported high mast lights /number of high mast lights maintained) | 100% High mast lights maintained within Collins Chabane Local Municipality (Number of reported high mast lights /number of high mast lights maintained) | 100% High mast lights maintained within Collins Chabane Local Municipality (Number of reported high mast lights /number of high mast lights maintained) | 100% High mast lights maintained within Collins Chabane Local Municipality (Number of reported high mast lights /number of high mast lights maintained) | Q1-Q4: High Mast Maintenance Report |



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|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 08 | % Smart solar Led street lights maintained within Collins Chabane Local Municipality (Number of smart solar led reported /number of smart solar led maintained) by 30 June 2026 | New Indicator | 100% Smart solar Led street lights maintained within Collins Chabane Local Municipality (Number of smart solar led reported /number of smart solar led maintained) by 30 June 2026 | Maintenance of Smart Solar Led Street lights | Own Funding | | 01/07/2025 | 30/06/2026 | 100% Smart solar Led street lights maintained within Collins Chabane Local Municipality (Number of smart solar led reported /number of smart solar led maintained | 100% Smart solar Led street lights maintained within Collins Chabane Local Municipality (Number of smart solar led reported /number of smart solar led maintained | 100% Smart solar Led street lights maintained within Collins Chabane Local Municipality (Number of smart solar led reported /number of smart solar led maintained | 100% Smart solar Led street lights maintained within Collins Chabane Local Municipality (Number of smart solar led reported /number of smart solar led maintained | Q1-Q4: Solar Street light Maintenance Report |
| 09 | To pave 820m of 2.8km ring road at Tshitomboni by 30 June 2026 | New Indictor | 820M of 2.8km ring road paved at Tshitomboni by 30 June 2026 | Construction of 2.8km ring road at Tshitomboni | MIG | 17, 331, 417 | 01/07/2025 | 30/06/2026 | Appointment of the service provider | Site establishment, 2.8km box cutting ,1km roadbed, and 900m subbase constructed | 900M base constructed | 820M kerbs,<br>820m Kerbs and 820m paving constructed | Q1: Appointment letter<br>Q2: progress report<br>Q3: Progress Report |



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|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | | | Q4: Progress Report |
| | To paved 1.5km of 2.5km ring road at Mutheiwana to Tshivhulana by 30 June 2026 | New Indicator | 1.5km of 2.5km ring road at Mutheiwana to Tshivhulana paved by 30 June 2026 | Construction of ring road 2.5km at Mutheiwana to Tshivhulana | MIG | 1 000 000 | 01/07/2025 | 30/06/2026 | Appointment of the service provider | Site establishment and box cutting of 1.5km roadbed and 1.5km subbase constructed | 1.5km base constructed | 1.5km paving constructed | Q1:Appointment letter<br>Q2: progress report<br>Q3:Progress Report<br>Q4:Progress Report |
| 10 | To construct 2.564km ring road up to practical completion at Jerome by 30 June 2026 | New Indictor | 2.564km ring road constructed up to practical completion at Jerome by 30 June 2026 | Construction of 2.564km ring road at Jerome | MIG | 17,504,416 | 01/07/2025 | 30/06/2026 | Appointment of the service provider | Site establishment, 2.564km box cutting, 2.564km roadbed, and 2.564km subbase constructed | 2.564km base and 3.7km kerbs constructed | 1.4km<br>V-drain, 2.564km paving constructed and Practical completion | Q1: Appointment letter<br>Q2: progress report<br>Q3: Progress Report<br>Q4: Progress Report and |



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|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | | | Practical completion |
| 11 | To construct 2.5km base of 2.5km ring road at Tiyani by 30 June 2026 | New Indicator | 2.5km base of 2.5km ring road constructed at Tiyani by 30 June 2026 | Constructio n of 2.5km ring road at Tiyani | MIG | 17,776,500 | 01/07/202 5 | 30/06/2026 | Appointme nt of the service provider | Site establishm ent and 1km box cutting constructe d | 1.5km of Box cutting constructed | 2.5km roadbed, 2.5km subbase and 2.5km base constructed | Q1: Appointme nt letter Q2: Progress report Q3: Progress Report Q4: Progress Report |
| 12 | To rehabilitate 2.85km internal street at Sereni by 30 June 2026 | New Indicator | 2.85km Internal Street rehabilitate d at Sereni by 30 June 2026 | Rehabilitati on of 2.85km internal street at Sereni | Own Funding | 4 000 000 | 01/07/202 5 | 30/06/2026 | Appointme nt of the service provider | 1km internal street rehabilitat ed | 1km internal street rehabilitate d | 850m internal street rehabilitate d | Q1: Appointme nt letter Q2: Progress Report Q3: Progress Report Q4: Completion Certificate |



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|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 13 | To Construct one (01) low level bridge at ward 8 (Thandavhalwe) by 30 June 2026 | New Indicator | One (01) low level bridge constructed at ward 8 (Thandavhalwe) by 30 June 2026 | Construction of Low-level bridge at ward 8<br><br>(Thandavhalwe) | Own Funding | 3 000 000 | 01/07/2025 | 30/06/2026 | Appointment of the service providers | One (01) low level bridge constructed at ward 8 (Thandavhalwe) | N/A | N/A | Q1; Appointment Letter<br><br>Q2: Completion Certificate |
| 14 | To Construct one (01) low level bridge at ward 5 (Bungeni) by 30 June 2026 | New Indicator | One (01) low level bridge constructed at ward 5 (Bungeni) by 30 June 2026 | Construction of Low-level bridge at ward 5<br><br>(Bungeni) | Own Funding | | 01/07/2025 | 30/06/2026 | Appointment of the service providers | Excavation, and installation of culvert | 100m subbase, and<br><br>100m base constructed | 200m kerbs, and 100m paving constructed | Q1: Appointment letters<br><br>Q2: Progress Report<br><br>Q3: Progress Report<br><br>Q4: Completion Certificate |



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|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 15 | Number of square meter municipal road potholes repaired and surfaced by 30 June 2026 | 830.1 Square meter Municipal Road maintained within Collins Chabane Municipality (510.4m$^2$ Pothole repaired ,319.7m$^2$ Road Surfaced) | 2014 Square meter municipal road potholes repaired and surfaced (Potholes repaired 566m$^2$ and Road Surfaced 1448m$^2$) by 30 June 2026 | Municipal Road Maintenance (Potholes repaired and surfaced) | Own Funding | 5 000 000 | 01/07/2025 | 30/06/2026 | 199m$^2$ Municipal road potholes repaired and surfaced (Potholes repaired 65m$^2$ and Road Surfaced 134m$^2$) | 1090m$^2$ Municipal road potholes repaired and surfaced (Potholes repaired 293m$^2$ and Road Surfaced 797m$^2$) | 252m$^2$ Municipal road potholes repaired and surfaced (Potholes repaired 72m$^2$ and Road Surfaced 180m$^2$) | 473m$^2$ Municipal road potholes repaired and surfaced (Potholes repaired 136m$^2$ and Road Surfaced 337m$^2$) | Q1-Q4: Maintenance Report for Road Surfacing and Portholes Repairs |
| 16 | Number of Kilometer for blading gravel roads within four municipality nodal point (Malamulele, Saselamane, Hlanganani and Vuwani) by 30 June 2026 | 480km of streets bladed within Collins Chabane local municipality (Ward:1, 2,3,4,5,6 | 731.5KM for blading gravel roads within four municipality nodal point (Malamulele, Saselamane, Hlanganani | Municipal Road Maintenance (Blading of gravel roads | | | 01/07/2025 | 30/06/2026 | 264.1KM for blading gravel roads within four municipality nodal point (Malamulele, Saselamane, Hlanganani | 116.1KM for blading gravel roads within four municipality nodal point (Malamule, Saselamane, | 71.4KM for blading gravel roads within four municipality nodal point (Malamulele, Saselamane, Hlanganani | 279.9KM for blading gravel roads within four municipality nodal point (Malamulele, Saselamane, Hlanganani | Q1-Q4: Maintenance Report for Blading Gravel Roads |



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|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | ,7,9,10,11,12,13,17,18,19,20,21,22,23,24,25,26,27,28,29,30,31,32,33,34,35,36) | and Vuwani) by 30 June 2026 | | | | | | and Vuwani) | Hlanganani and Vuwani) | and Vuwani) | and Vuwani) | |
| 17 | To construct Bungeni stadium up to Practical completion by 30 June 2026 | Bungeni Stadium grandstand upgraded to window level | Bungeni stadium up to practical completion constructed by 30 June 2026 | Upgrading of Bungeni Stadium | MIG | 22,317,167 | 01/07/2025 | 30/06/2026 | Installation of the roof on the main pavilion | Installation of the windows, Plumbing and painting of the main ground stand | Construction of the tennis Court, and electrification of the main building under pavilion | Tilling of the main building, and Practical completion | Q1-Q3: Progress report<br>Q4: Progress Report and Practical Completion |
| 18 | To construct Municipal Olding by 30 June 2026 | Pavement on parking area constructed at Municip | Municipal office building constructed by 30 June 2026 | Construction of Municipal Office Building (new) | Own Funding | 20,000,000 | 01/07/2025 | 30/06/2026 | Partitioning and tiling of the first and second floor for Section B | Partitioning and tiling of the third floor for Section B and C of | Plumbing of the ground, first, and second floor for Section A, | Installation of elevated lift. Electrification, and installation of windows | Q1-Q3: Progress Report<br>Q4: Completion Certificate |



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|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | al Office Building | | | | | | | and C of the building | the building | B and C of the building | and doors on the first, second, and third floor for Section A, B and C of the building | |
| 20 | To upgrade Vuwani sports Complex up to construction of septic tank by 30 June 2025 | Vuwani Sports Complex upgraded up to storm water system | Vuwani Sports Complex<br>Upgraded up to construction of septic tank by 30 June 2026 | Upgrading of Vuwani<br>Sports Complex | Own<br>Funding | 12,000,000 | 01/07/2025 | 30/06/2026 | Construction of ground stand foundation and columns | Construction of brick work on 2 ablution blocks facilities up to window level | Installation of roof on 2 ablution block facilities, and construction of steel elevated water tank | Construction of the septic tank | Q1-Q4: Progress Report |



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|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 21 | To construct 2.5km ring road at Gidjana by 30 June 2026 | 2.5km base of 2.5km ring road constructed at Gidjana | 2.5km ring road constructed at Gidjana by 30 June 2026 | Construction of 2.5km ring road at Gidjana | Own Funding | 10 500 000 | 01/07/2025 | 30/06/2026 | 500M kerbs and 500m paving constructed | 1km kerbs and 1km paving constructed | 1km kerbs and 1km paving constructed | N/A | Q1-Q2: Progress Report<br>Q3: Completion Certificate |
| 22 | To pave 1km of 2.6km ring road at Muchipisi by 30 June 2026 | 1.5km box cutting of 2.6km ring road constructed at Muchipisi | 1km of 2.6km ring road paved at Muchipisi by 30 June 2026 | Construction of 2.6km ring road at Muchipisi | Own Funding | 10 000 000 | 01/07/2025 | 30/06/2026 | 1.1km Box cutting,<br>1.6km roadbed constructed | 1km roadbed and 1.6km subbase constructed | 1km subbase and 2.6km base constructed | 100m V-drain ,1km kerbs and 1km paving constructed | Q1-Q4: Progress Report |



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|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 23 | To construct 7km ring road up to practical completion at Josefa by 30 June 2026 | 1km paving of 7km ring road paved at Josefa | 7km ring road up to practical completion constructed at Josefa by 30 June 2026 | Construction of 7km ring road at Josefa | Own Funding | 4 000 000 | 01/07/2025 | 30/06/2026 | 3km roadbed constructed | 3km subbase and 3km Base constructed | 6km kerbs and 2km paving constructed | 1km paving constructed and practical completion | Q1-Q3: Progress Report<br>Q4: Progress Report and Practical Completion Certificate |
| 24 | To construct 2.97km ring road up to practical completion at Masakona by 30 June 2026 | 2.5km roadbed of 2.97km ring road constructed at Masakona | 2.97km ring road up to practical completion constructed at Masakona by 30 June 2026 | Construction of 2.97km ring road at Masakona | Own Funding | 10 000 000 | 01/07/2025 | 30/06/2026 | 470M roadbed ,2.97km subbase | 2.97km base constructed | 2.97km kerbs and 2.97km V-drains constructed | 2.97km paving constructed and Practical completion | Q1-Q3: Progress Report<br>Q4: Progress Report and Practical Completion |
| 25 | To construct 2.8km ring road up to practical completion at Jim Jones by 30 June 2026 | 2.5km base of 2.8km ring road constructed at | 2.8km ring road constructed up to practical completion at Jim | Construction of 2.8km ring road at Jim Jones | Own Funding | 10 000 000 | 01/07/2025 | 30/06/2026 | 300M base constructed | 800m kerbs and 800m paving constructed | 1kerbs and 1km paving constructed | 1kerbs and 1km paving constructed | Q1-Q3: Progress Report<br>Q4: Progress Report and Practical |



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|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | Jim Jones | Jones by 30 June 2026 | | | | | | | | | | Completion Certificate |
| 26 | To pave 1km of 3.5km ring road at Mukhomi by 30 June 2026 | New Indicator | 1km of 3.5km ring road paved at Mukhomi by 30 June 2026 | Construction of 3.5km ring road at Mukhomi | MIG | 17,976,500 | 01/07/2025 | 30/06/2026 | Appointment of the service provider | Site establishment and 1km box cutting constructed | 1km roadbed constructed, 1km subbase constructed | 1km base constructed ,2km kerbs and 1km paving constructed | Q1: Appointment letter<br>Q2-Q4: Progress Report |
| 27 | To construct 2.85km at Masia Headkraal by 30 June 2026 | 2.85km ring road paved at Masia Headkraal | 2.85km ring road constructed at at Masia Headkraal by 30 June 2026 | Construction of 2.85km at Masia Headkraal ring road | MIG<br>Own Funding | 5 000 000<br>2 000 000 | 01/07/2025 | 30/06/2026 | 2.85km ring road constructed | N/A | N/A | N/A | Q1: Practical and Completion Certificate |



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|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 28 | To construct smart sport centre at Masakona by 30 June 2026 | New Indicator | Smart sport centre at Masakona Constructed by 30 June 2026 | Construction of Smart Sport centre at Masakona | Own Funding | 5 000 000 | 01/07/2025 | 30/06/2026 | Appointment of service provider | Drilling of borehole | Construction of the perimeter fence and completion | N/A | Q1;Appoitment Letter<br>Q2:Progress Report<br>Q3:Completion certificate |
| 29 | To construct smart sport centre at Makuleke by 30 June 2026 | New Indicator | Smart sport centre at Makuleke Constructed by 30 June 2026 | Construction of Smart Sport centre at Makuleke | | | 01/07/2025 | 30/06/2026 | Appointment of service provider | Drilling of borehole | Construction of the perimeter fence and completion | N/A | Q1;Appoitment Letter<br>Q2:Progress Report<br>Q3:Completion certificate |
| 30 | To construct smart sport centre at Xigamani by 30 June 2026 | New Indicator | Smart sport centre at Xigamani Constructed by 30 June 2026 | Construction of Smart Sport centre at Xigamani | | | 01/07/2025 | 30/06/2026 | Appointment of service provider | Drilling of borehole | Construction of the perimeter fence an completion | N/A | Q1;Appoitment Letter<br>Q2:Progress Report<br>Q3:Completion certificate |



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|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 31 | To construct smart sport centre at Tshikonelo by 30 June 2026 | New Indicator | Smart sport centre at Tshikonelo Constructed by 30 June 2026 | Construction of Smart Sport centre at Tshikonelo | | | 01/07/2025 | 30/06/2026 | Appointment of service provider | Drilling of borehole | Construction of the perimeter fence an completion | N/A | Q1;Appoitment Letter<br>Q2:Progress Report<br>Q3:Completion certificate |
| 32 | To construct waste transfer station at Hlanganani by 30 June 2026 | New indicator | Waste transfer station at Hlanganani constructed by 30 June 2026 | Transfer station at Hlanganani | Own Funding | 1 000 000 | 01/07/2025 | 30/06/2026 | N/A | Appointment of service provider | Site establishment | Waste transfer station at Hlanganani constructed | Q.2 :Appointment of the service providerQ.3 :Site establishment minutes Q.4 Progress report and completion certificate |



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|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 33 | To repair palisade fence at Mdavula Stadium by 30 June 2026 | New Indicator | Palisade fence repaired at Mdavula Stadium by 30 June 2026 | Palisade fence repairs at Mdavula Stadium | Own funding | R500 000,00 | 01/07/2025 | 30/06/2026 | Appointment of Service Provider | Digging of holes | Palisade fence repaired | N/A | Q1: Appointment Letter<br>Q2: Progress Report<br>Q3: Completion Certificate |
| 34 | To construct 20 car ports at Saselamani (10) and Hlanganani Sub offices (10) by 30 June 2026 | New indicator | 20 Car ports constructed at Saselamani (10) and Hlanganai (10) Sub Offices by 30 June 2026 | Construction of Car ports at Saselamani and Hlanganani Sub Offices | Own Funding | | 01/07/2025 | 30/06/2026 | Appointment of the service provider | Installation of Steel poles | 20 Car ports constructed / completed | N/A | Q1: Appointment Letter<br>Q2: Progress Report<br>Q3: Completion Certificate |



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| KPA 5: MUNICIPAL FINANCE MANAGEMENT AND VIABILITY KPA WEIGHT =10% | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| OUTCOME NINE: RESPONSIVE, ACCOUNTABLE, EFFECTIVE AND EFFICIENT LOCAL GOVERNMENT SYSTEM<br>OUTPUT 6: ADMINISTRATIVE AND FINANCIAL CAPABILITY | | | | | | | | | | | | | |
| STRATEGIC OBJECTIVE: SOUND FINANCIAL MANAGEMENT AND VIABILITY | | | | | | | | | | | | | |
| **No.** | **Key Performance Indicators/Measurable Objective** | **Baseline** | **Annual Targets** | **Project Name** | **Funding Source** | **Adjusted Budget 2025/26** | **Start Date** | **End Date** | **1st Q Target** | **2nd Q Targets** | **3rd Q Targets** | **4th Q Targets** | **Portfolio of Evidence** |
| 35 | To implement nine (09) MSCOA modules (Asset Management, Supply Chain Management, Billing, IDP,Annual Financial Statement, budget, General ledger, Inventor and Cashier) by 30 June 2026 | (09) MSCOA modules implemented (Asset Management, Supply Chain Management, Billing, IDP,Annual Financial Statement, budget, General ledger, Inventor and Cashier) | (09) MSCOA modules implemented (Asset Management, Supply Chain Management, Billing, IDP,Annual Financial Statement, budget, General ledger, Inventor and Cashier) by 30 June 2026 | MSCOA modules | Own funding | OPEX | 01/07/2025 | 30/06/2026 | (09) MSCOA modules implemented (Asset Management, Supply Chain Management, Billing, IDP,Annual Financial Statement, budget, General ledger, Inventor and Cashier) | (09) MSCOA modules implemented (Asset Management, Supply Chain Management, Billing, IDP,Annual Financial Statement, budget, General ledger, Inventor and Cashier) | (09) MSCOA modules implemented (Asset Management, Supply Chain Management, Billing, IDP,Annual Financial Statement, budget, General ledger, Inventor and Cashier) | (09) MSCOA modules implemented (Asset Management, Supply Chain Management, Billing, IDP,Annual Financial Statement, budget, General ledger, Inventor and Cashier) | Q1-Q4: MSCOA Report |
| 36 | % of departmental own capital budget spent ( Excluding | 116% of departmental own | 100% of departmental own capital | capital budget excluding grants | Own funding | OPEX | 01/07/2025 | 30/06/2026 | 25% spending on | 50% spending on | 75% spending on | 100% spending on | Q1-Q4: Capital expenditure report |



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|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | grants) by 30 June 2026 | capital budget spent( R7 019 937 ,80/R6 068 571,00) | budget spent ( Excluding grants) by 30 June 2026 | | | | | | quarterly projected capital budget | quarterly projected capital budget | quarterly projected capital budget | quarterly projected capital budget | |
| 37 | % MIG Spent (R Value spent/ R Value received) by 30 June 2025. | 100 % MIG Spent (R96,519,000.00 Value Spent /R96,159,000.00 Value received) There was an additional funding of R20 ,000.000 of which result to R116,519.000 expenditure | 100 % MIG Spent (R Value spent/ Value received)by 30 June 2025 | MIG Projects | Own funding | OPEX | 01/07/2025 | 30/06/2026 | 25% MIG Spent (R Value spent/ Value received) | 50% MIG Spent (R Value spent/ Value received) | 75 % MIG Spent (R Value spent/ Value received) | 100 % MIG Spent (R Value spent/ Value received) | Q1-Q4: MIG spending Report |
| 38 | % INEP Grant Spent by 30 June 2026 (R Value spent/ R-value received ) | 100% INEP Grant Spent (19,105,000.00/19,105,000.00) | 100 % INEP Grant spent (R Value spent/ R Value receive ) by | INEP Projects | Own funding | OPEX | 01/07/2025 | 30/06/2026 | 25 % INEP Grant spent (R Value spent/ | 50 % INEP Grant spent (R Value spent/ | 75 % INEP Grant spent (R Value spent/ | 100 % INEP Grant spent (R Value spent/ | Q1-Q4: INEP Spending Report |



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|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | 30 June 2026 | | | | | | Value received) | Value received) | Value received) | Value received) | |



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## 7. KPA 6: GOOD GOVERNANCE AND PUBLIC PARTICIPATION

| KPA 6: GOOD GOVERNANCE AND PUBLIC PARTICIPATION KPA WEIGH=10% | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| OUTCOME NINE: RESPONSIVE, ACCOUNTABLE, EFFECTIVE AND EFFICIENT LOCAL GOVERNMENT SYSTEM<br>OUTPUT 5: DEEPEN DEMOCRACY THROUGH A REFINED WARD COMMITTEE MODEL<br>OUTPUT 6: ADMINISTRATIVE AND FINANCIAL CAPABILITY | | | | | | | | | | | | | |
| STRATEGIC OBJECTIVE: IMPROVED GOVERNANCE AND ADMINISTRATION AND EFFECTIVE COMMUNITY PARTICIPATION | | | | | | | | | | | | | |
| **No.** | **Key Performance Indicators/Measurable Objective** | **Baseline** | **Annual Targets** | **Project Name** | **Funding Source** | **Adjusted Budget 2025/26** | **Start Date** | **End Date** | **1st Q Target** | **2nd Q Target** | **3rd Q Target** | **4th Q Target** | **Portfolio of Evidence** |
| 39 | % 100% implementations of recommendations by auditor general by 30 June 2026 | 0% Implementation of Auditor General recommendation. No finding raised for the department to address | 100% implementations of recommendations by auditor general by 30 June 2026 | Auditor general recommendations | Own funding | OPEX | 01/07/2025 | 30/06/2026 | N/A | N/A | 100% implementations of recommendations by auditor general | 100% implementations of recommendations by auditor general | Q3-Q4: Progress report on the AG action plan |
| 40 | % implementations of recommendations by internal audit by 30 June 2026 | 100% implementations of recommendations by internal audit | 100% implementations of recommendations by internal audit by 30 June 2026 | Internal Audit recommendations | Own funding | OPEX | 01/07/2025 | 30/06/2026 | N/A | N/A | N/A | 100% implementations of recommendations by internal audit | Q4: Progress report on the internal audit action plan |



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|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 41 | Identification of departmental risks on the Operational Risk Register and Mitigate them by 30 June 2026 | Departmental Operational Risks Identified and Mitigated | Departmental Operational Risks Identified and Mitigated by 30 June 2026 | Risk Management | Own funding | OPEX | 01/07/2025 | 30/06/2026 | Identification of the risk for the new financial year and reporting previous financial year fourth quarter progress on the mitigation of risk | Reporting on the mitigation of divisional risks | Reporting on the mitigation of divisional risks | Reporting on the mitigation of divisional risks | Q1:-Q4: Risk Register |
| 42 | To obtain unqualified AG audit opinion by 31 December 2025 | Unqualified AG audit opinion | Unqualified AG audit opinion obtained by 31 December 2025 | Audit opinion | Own funding | OPEX | 01/07/2025 | 30/06/2026 | N/A | Unqualified AG Audit opinion obtained | N/A | N/A | Q2: Audit Report |



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## 8. PERFORMANCE WEIGHTINGS PER KEY PERFORMANCE AREAS

The criterion upon which the performance of the employee must be assessed consists of 2 components both of which must be contained in the performance agreement.

The employee will be assessed against both components, with a weight of 80:20 allocated to the Key Performance Areas (KPAs) and the Core Competency Requirements (CCRs), respectively. Each area of assessment will be weighted and will contribute a specific part to the total score. KPAs covering the main areas of work will account for 80% and CCR will account for 20% of final assessment.

**Table B: WEIGHTING ON KPAs**

| KEY PERFORMANCE AREAS | WEIGHT |
|---|---|
| 1.Municipal Transformation and Organisational Development | 7 |
| 2. Spatial Rationale | 0 |
| 3. Basic Service Delivery and Infrastructure Development | 73 |
| 4. Local Economic Development | 0 |
| 5. Municipal Finance Management and Viability | 10 |
| 6. Good Governance and Public Participation | 10 |
| TOTAL WEIGHTING | 100.00 |

**TABLE C: CORE COMPETENCY REQUIREMENTS (CCRs)**

| CORE MANAGERIAL COMPETENCIES: | Weight (75%) |
|---|---|
| Strategic Capability and Leadership | 10 |
| Programme and Project Management | 10 |
| Financial Management(compulsory) | 10 |
| Change Management | 5 |
| Knowledge Management | 10 |
| Service Delivery Innovation | 5 |
| Problem Solving and Analysis | 5 |
| People Management and Empowerment(compulsory) | 10 |
| Client Orientation and Customer Focus(compulsory) | 10 |



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| CORE OCCUPATIONAL COMPETENCIES: | Weight (25%) |
|---|---|
| Interpretation of and implementation within the legislative and national policy frameworks | 5 |
| Knowledge of developmental local government | 5 |
| Knowledge of more than one functional municipal field/discipline | 5 |
| Competence as required by other national line sector Departments | 5 |
| Exceptional and dynamic creativity to improve the functioning of the municipality | 5 |
| Total | 100% |

## 9. PERFORMANCE EVALUATION

Performance evaluation will be done in line with section 23(c) of the Performance Regulation of 2006: Performance Regulation of Managers Reporting to the Municipal Manager and the Municipal Manager.

## 10. PERFORMANCE ASSESSMENT

| | Score | Definition |
|---|---|---|
| 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. |
| 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. |
| 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. |
| 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 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. |
| Unacceptable Performance | 1 | 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. 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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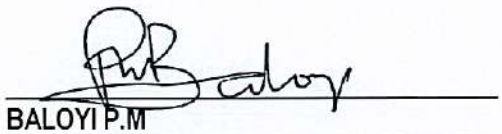
## 11. PERSONAL DEVELOPMENT PLANS (PDP)

Section 29 of the Performance Regulation of 2006, requires that managers must develop personal Development Plan that must address all gaps and this plan must be part of the performance agreement.

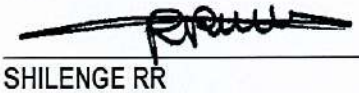
This performance is signed in line with the Municipal F00inance Management Act 56 of 2003. All s57 Managers are required performance plan and sign performance agreements with the accounting officer.

This performance plan serves as an Annexure to the signed Performance Agreement.

## 12. SIGNATURES



**BALOYI P.M**
**SENIOR MANAGER TECHNICAL SERVICES**



**SHILENGE RR**
**MUNICIPAL MANAGER**



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COLLINS CHABANE
LOCAL MUNICIPALITY
Since 2016

Unity in Service Delivery

ANNEXURE B

**PERSONAL DEVELOPMENT PLAN**

**2025/2026**

Collins Chabane Local Municipality herein represented by

**SHILENGE R.R,**

In his capacity as the Municipal Manager (hereinafter referred to as the Employer or Supervisor)

and

**BALOYI P.M.**

Employee of the Municipality (hereinafter referred to as the Employee).

WHEREBY IT IS AGREED AS FOLLOWS:

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## 1. INTRODUCTION

The Aim of the Personal Development Plan (PDP) is to ensure that Employees are skilled to meet Objectives as set out in the Performance Management Agreement as prescribed by legislation. Successful career path planning ensures competent employees for current and possible future positions. It there for identifies, prioritise and implement training needs

Legislative needs taken into account comes from the Municipal Systems Act Guidelines: Generic senior management competency framework and occupational competency profiles, Municipal Finance Management Competency Regulations, such as those developed by the National Treasury and other line sector departments' legislated competency requirements need also be taken into consideration during the PDP process.

## 2. COMPETENCY MODELLING

The COGTA has decided that a competency development model will consist of both managerial and occupational competencies:

- Managerial competencies should express those competencies, which are generic of all management positions.
- Occupational competence refers to competencies which are job/function specific.

## 3. COMPILING THE PERSONAL DEVELOPMENT PLAN ATTACHED AS THE APPENDIX

The Municipal Manager, in consultation with the employee is to compile a Personal Development Plan. The PDP has seven columns that need to be completed. Appendix A serves as the Action Plan for the PDP



R.R

### 3.1. Table 1: Action Plan for PDP

| 1. Skills /Performance Gap (in order of priority) | 2. Outcomes Expected (measurable Indicators: quantity, quality and time frames) | 3.Suggested training and / or development activity | 4.Suggested mode of delivery | 5.Suggested Time Frames | 6. Work opportunity created to practice skill /development area | 7.Support Person |
|---|---|---|---|---|---|---|
| Municipal governance | Certificate | Advance certificate :Municipal governance | Training | -+12 months | Managing projects | Municipal manager |
| GIS geographical information system mapping | Certificate | National certificate geography information science | Training | -+12 months | geographical information system mapping | Municipal manager |
| occupational directed education training and development practice | Certificate | National certificate: occupational directed education training and development practice | Training | -+12 months | training and development | Municipal manager |
| Municipal Integrated development planning | Certificate | National certificate :Municipal Integrated development planning | Training | -+12 months | Municipal planning | Municipal manager |
| Monitoring and evaluation | Certificate | Advance certificate :monitoring and evaluation | Training | -+12 months | Monitoring and evaluation projects | Municipal manager |

| | | | | | | |
|---|---|---|---|---|---|---|
| Employment equity | Certificate | National certificate organisational transformation and change management | Training | -+12 months | organisational transformation and change management | Municipal manager |
| Contract management | Certificate | Contract management | Training | -+12 months | Managing projects | Municipal manager |
| Project management | Certificate | Project management | Training | -+12 months | Managing projects | Municipal manager |

Thus, done and signed at Malamulele on the 04 day of July 2025

AS WITNESSES:

1. _____

SENIOR MANAGER: TECHNICAL SERVICES
BALOYI P.M

AS WITNESSES:

1. _____

MUNICIPAL MANAGER
SHILENGE R.R

COLLINS CHABANE LOCAL MUNICIPALITY

# ANNEXURE C

## FINANCIAL DISCLOSURES

**SENIOR MANAGER TECHNICAL SERVICES: BALOYI P.M**
**2025/26**

STRICTLY CONFIDENTIAL

Financial Disclosure Form

CONFIDENTIAL

I, the undersigned (surname and initials) Baloyi P.M

(Postal address) P.O Box 325
Valdezia 0935

(Residential address) Stand 28, Valdezia

(Position held) Senior Manager

(Name of Municipality) Collins Chabane Local Municipality

Tel: 0664758413 Fax: N/A

Hereby certify that the following information is complete and correct to the best of my knowledge:

1. Shares and other financial interests (Not bank accounts with financial institutions.) See information sheet: note (1)

| Number of shares/Extent of financial interests | Nature | Nominal Value | Name of Company/Entity |
|---|---|---|---|
| | N/A | | |
| | | | |
| | | | |
| | | | |

2. Directorships and partnerships See information sheet: note (2)

| Name of corporate entity, partnership or firm | Type of business | Amount of Remuneration/ Income |
|---|---|---|
| | N/A | |
| | | |
| | | |
| | | |
| | | |

3. Council must sanction remunerated work outside the Municipality. See information sheet: note (3)

| Name of Employer | Type of Employment | Amount of Remuneration/ Income |
|---|---|---|
| | N/A | |
| | | |
| | | |
| | | |
| | | |



P.M R.R

4. Consultancies and retainerships

See information sheet: note (4)

| Name of client | Nature | Type of business activity | Value of any benefits received |
|---|---|---|---|
| | | | |
| | N/A | | |
| | | | |
| | | | |

5. Sponsorships

See information sheet: note (5)

| Source of assistance/sponsorship | Description of assistance/ Sponsorship | Value of assistance/sponsorship |
|---|---|---|
| | | |
| | N/A | |
| | | |
| | | |

6. Gifts and hospitality from a source other than a family member

See information sheet: note (6)

| Description | Value | Source |
|---|---|---|
| | N/A | |
| | | |
| | | |

7. Land and property

See information sheet: note (7)

| Description | Extent | Area | Value |
|---|---|---|---|
| House | | Phalaborwa | R900 000 |
| | | | |
| | | | |
| | | | |

SIGNATURE OF EMPLOYEE : [signature]

DATE : 04/07/2025

PLACE : Makhuvele



P.M RR

**OATH/AFFIRMATION**

1. I certify that before administering the oath/affirmation I asked the deponent the following questions and wrote down her/his answers in his/her presence:

(i) Do you know and understand the contents of the declaration?

Answer NO

(ii) Do you have any objection to taking the prescribed oath or affirmation?

Answer NO

(iii) Do you consider the prescribed oath or affirmation to be binding on your conscience?

Answer YES

2. I certify that the deponent has acknowledged that she/he knows and understands the contents of this declaration. The deponent utters the following words: "I swear that the contents of this declaration are true, so help me God." / "I truly affirm that the contents of the declaration are true". The signature/mark of the deponent is affixed to the declaration in my presence.

SGT
NO 70894531
HANBANANI

Commissioner of Oath /Justice of the Peace

Full first names and surname: HANBANANI VICTOR MALAMULELE (Block letters)

Designation (rank) SGT Ex Officio Republic of South Africa

Street address of institution COLLINS CHABANE

Date 2025/07/04 Place MALAMULELE SAPS

CONTENTS NOTED: SHILENGE R.R

SIGNATURE

DATE : 04/07/2025

SOUTH AFRICAN POLICE SERVICE
COMMUNITY SERVICE CENTRE
2025 -07- 04
PRIVATE BAG X9200
MALAMULELE 0892
SUID-AFRIKAANSE POLISIEDIENS



P.M R.R

## INFORMATION SHEET FOR THE FINANCIAL DISCLOSURE FORM

The following notes is a guide to assist with completing the attached Financial Disclosure form (Appendix C):

### 1. SHARES AND OTHER FINANCIAL INTERESTS

Designated employees are required to disclose the following details with regard to shares and other financial interests held in any private or public company or any other corporate entity recognized by law:

- The number, nature and nominal value of shares of any type;
- The nature and value of any other financial interests held in any private or public company or any other corporate entity; and
- The name of that entity.

### 2. DIRECTORSHIPS AND PARTNERSHIPS

Designated employees are required to disclose the following details with regard to directorships and partnerships:

- The name and type of business activity of the corporate entity or partnership/s; and
- The amount of any remuneration received for such directorship or partnership/s.

Directorship includes any occupied position of director or alternative director, or by whatever name the position is designated.

Partnership is a legal relationship arising out of a contract between two or more persons with the object of making and sharing profits.

### 3. REMUNERATED WORK OUTSIDE THE PUBLIC SERVICE (ALL REMUNERATED EMPLOYMENT MUST BE SANCTIONED PRIOR TO THE WORK BEING DONE.)

Designated employees are required to disclose the following details with regard to remunerated work outside the public service.

- The type of work;
- The name and type of business activity of the employer; and
- The amount of the remuneration received for such work.

Remuneration means the receipt of benefits in cash or kind.

Work means rendering a service for which the person receives remuneration.

### 4. CONSULTANCIES AND RETAINERSHIPS

Designated employees are required to disclose the following details with regard to consultancies and retainerships:

- The nature of the consultancy or retainerships of any kind;
- The name and type of business activity, of the client concerned; and
- The value of any benefits received for such consultancy or retainerships.

### 5. SPONSORSHIPS

Designated employees are required to disclose the following details with regard to sponsorships:

- The source and description of direct financial sponsorship or assistance; and
- The value of the sponsorship or assistance.

### 6. GIFTS AND HOSPITALITY FROM A SOURCE OTHER THAN A FAMILY MEMBER

Designated employees are required to disclose the following details with regard to gifts and hospitality:

- A description and the value and source of a gift with a value in excess of R350;
- A description and the value of gifts from a single source which cumulatively exceed the value of R350 in the relevant 12-month period; and
- Hospitality intended as a gift in kind.

Designated employees must disclose any material advantage that they received from any source e.g. any discount prices or rates that are not available to the general public.

All personal gifts within the family and hospitality of a traditional or cultural nature need not be disclosed.

### 7. LAND AND PROPERTY

Designated employees are required to disclose the following details with regard to their ownership and other interest's in land and property (residential or otherwise both inside and outside the Republic):

- A description and extent of the land or property;
- The area in which it is situated; and
- The value of the interest.