GREATER GIYANI MUNICIPALITY

PERFORMANCE AGREEMENT

2025/2026

Greater Giyani Municipality herein represented by

KHOZA VUSI DUNCAN,

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

and

MASHELE BONGANI,

employee of the municipality (hereinafter referred to as the Employee).

WHEREBY IT IS AGREED AS FOLLOWS:

B.M. V.D

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.

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 on 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:

KEY PERFORMANCE AREAS	**WEIGHT**
1.Spatial Rationale	0%
1.Municipal Transformation and Organisational Development	4.45%
3. Basic Service Delivery and Infrastructure Development	84.26%
4. Local Economic Development	0%
5. Municipal Finance Management and Viability	0%
6. Good Governance and Public Participation	11.29%
TOTAL WEIGHTING	**100%**

5.6. Senior 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. B.M.

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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:

The assessment of the performance of the Employee will be based on the following rating scale for KPA's and CMCs:				
5 (167%)	**4 (133%-166%)**	**3 (100%-132%)**	**2 (67%-99%)**	**1 (0%-66%)**
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 Senior manager, 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. Municipal manager from another municipality; and

6.7.5. Member from COGHSTA

6.7.6. 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

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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

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 ....Giyani.................................on this the 04 day of ..August... 2025.

AS WITNESSES:

1. ____________________

2. ____________________

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MASHELE BONGANI
DIRECTOR: TECHNICAL SERVICES

AS WITNESSES:

1. ____________________

2. ____________________

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KHOZA VUSI DUNCAN
MUNICIPAL MANAGER

B.M.
V.D.

GREATER GIYANI MUNICIPALITY

PERFORMANCE PLAN
DIRECTOR : TECHNICAL MASHELE BONGANI
2025/26 FY

Table of Contents

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. Spatial Rationale	Integrated spatial and human settlement.
2. Municipal Transformation and Organisational Development	Improved governance and administration
3. Basic Service Delivery and Infrastructure Development	Improved access to sustainable basic services and Promote
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

KPA 2: MUNICIPAL TRANSFORMATION AND ORGANISATIONAL DEVELOPMENT 4.45%

OUTCOME NINE: RESPONSIVE, ACCOUNTABLE, EFFECTIVE AND EFFICIENT LOCAL GOVERNMENT SYSTEM
OUTPUT 6: ADMINISTRATIVE AND FINANCIAL CAPABILITY
STRATEGIC OBJECTIVE: IMPROVED GOVERNANCE AND ADMINISTRATION

No.	Development Objective	Programme	Key Performance Indicators/Measurable Objective	Baseline	Budget 2025/26	Annual Targets	1st Q Target	2nd Q Targets	3rd Q Target	4th Q Targets	KPI Weight	Dept	Portfolio of Evidence

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1	To advise EXCO on policy matters and make recommendations to EXCO	Council Services	Number of Portfolio Committee Meetings to be attended	12 Portfolio Committee Meetings attended	Operational	12 Portfolio Committee Meetings (12 Water & Sanitation Per Portfolio Committee) by 30 June 2026	3 portfolio committee meeting attended	3 portfolio committee meeting attended	3 portfolio committee meeting attended	3 portfolio committee meeting attended	25	TECH	Q1-Q4 Notices of Invitations Agenda and Attendance Register
2	To advise EXCO on policy matters and make recommendations to EXCO	Council Services	Number of Portfolio Committee Meetings to be attended	6 Portfolio Committee Meetings attended	Operational	12 Portfolio Committee Meetings (12 Roads and Transport Per Portfolio Committee) by 30 June 2026	3 portfolio committee meeting attended	3 portfolio committee meeting attended	3 portfolio committee meeting attended	3 portfolio committee meeting attended	25	TECH	Q1-Q4 Notices of Invitations Agenda and Attendance Register
3	To ensure good governance of ICT	Information Technology	Number of IT Steering Committee Meetings to be attended	4 meetings attended	Operational	4 IT Steering Committee meetings attended by 30 June 2026	1 IT Steering Committee meetings attended	1 IT Steering Committee meetings attended	1 IT Steering Committee meetings attended	1 IT Steering Committee meetings attended	25	TECH	Q1-Q4 Invitations and Attendance Register
4	To advise EXCO on policy matters and make recommendations to EXCO	Council Services	Number of Portfolio Committee Meetings to be attended	5 Portfolio Committee Meetings attendended	Operational	12 Portfolio Committee Meetings (12 Infrastructure) Per Portfolio Committee) by 30 June 2026	3 portfolio committee meeting attended	3 portfolio committee meeting attended	3 portfolio committee meeting attended	3 portfolio committee meeting attended	25	TECH	Q1-Q4 Notices of Invitations Agenda and Attendance Register

KPA 3: BASIC SERVICE DELIVERY & INFRASTRUCTURE DEVELOPMENT: KPA WEIGHT=84.26

OUTCOME NINE: RESPONSIVE, ACCOUNTABLE, EFFECTIVE AND EFFICIENT LOCAL GOVERNMENT SYSTEM
OUTPUT 2: IMPROVING ACCESS TO BASIC SERVICES,
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.	Development Objective	Programme	Key Performance Indicators/Measurable Objective	Baseline	Budget 2025/26	Annual Targets	1st Q Target	2nd Q Targets	3rd Q Targets	4th Q Targets	KPI Weight	Dept	Portfolio of Evidence

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0	To develop sustainable infrastructure networks which promotes economic growth and improve quality of life	Building and Construction	Babangu Internal Streets Upgrading from gravel to paving	Development of 4.3km Babangu detailed design for upgrading from gravel to paving	R26.509.410.89	Processing of base layer of Babangu Upgrading from gravel to paving 5.1km by 30 June 2026	Appointment letter of the contractor	Site establishment ,Box cutting	Construction of Subbase layer	Processing of base layer	3	TECH	Q1- Appointment Letter Q2- Progress Report Q3- Progress Report Q4- progress Report
2	To develop sustainable infrastructure networks which promotes economic growth and improve quality of life	Roads, Bridges and Storm water	Section E Phase 1 (3km) of upgrading of 13km from gravel to paving	New Indicator	R14.056.793	Construction of Subbase layer for Giyani Section E Phase 1 (3km) of upgrading of 13km from gravel to paving by 30 June 2026	N/A	Appointment letter of the contractor	Site establishment,box cutting	Construction of Subbase layer for Giyani Section E Phase 1	3	TECH	Q2- Appointment Letter Q3- Progress Report Q4- Progress Report
3	To develop sustainable infrastructure networks which promotes economic growth and improve quality of life	Building and Construction	Mageva Sports centre Phase 2		R10.000.000.00	Grassed soccer pitch, grandstand support, refurbished combi courts by 30 June 2026	Appointment letter of the contractor, site establishment	Planting of grass on the soccer pitch	Installation of irrigation system,, installation of roof at the guard house and ablution blocks, fencing around the soccer pitch, Refurbishment of grandstand	Refurbishment of grandstand, Installation of two highmast lights and turnstile gate ,, refurbishment of combi courts	3	TECH	Q1- Appointment Letter Q2 - Progress Report Q3- progress Report Q4- Completion Certificate
4	To develop sustainable infrastructure networks which promotes economic growth and improve quality of life	Roads, Bridges and Storm water	Nwa- Mankena Upgrading of internal streets	New Indicator	R21.911.639.11	Nwa- Mankena Upgrading of internal streets 4.8km by 30 June 2026	Installation of kerbing and paving blocks	Installation of kerbing and paving blocks	Road markings and road signs	N/A	3	TECH	Q1-Progress Report Q2- Progress Report Q3- Practical completion Certificate BM. VD

5	To develop sustainable infrastructure networks which promotes economic growth and improve quality of life	Roads, Bridges and Storm water	Khakhala Upgrading from gravel to paving	new Indicator	R30.400.000.00	Khakhala Upgrading from gravel to paving 3.8km by 30 June 2026	Appointment of Service Provider (Contractor)	Box cutting, and roadbed preparation	Construction of subbase,processing of base layer	Laying of kerbing and paving. Road markings and road signs	3		TECH	Q1- Appointment Letter Q2- Progress Report Q3- Progress Report Q4- Completion certification
6	To develop sustainable infrastructure networks which promotes economic growth and improve quality of life	Roads, Bridges and Storm water	Upgrading of Parking Lot	new Indicator	R500.000.00	Installation of a paypoint system at Civic Centre Parking Lot by 30 June 2026	N/A	N/A	Appointment of a contractor	nstallation of a paypoint system at Civic Centre Parking Lot	3		TECH	Q3- Appointment letter Q4- Completion Letter
7	To develop sustainable infrastructure networks which promotes economic growth and improve quality of life	Building and Construction	Section E Sports Centre	new Indicator	R10.000.000.00	Construction of change rooms,Refurbishment of the guardhouse, at Giyani Section E Sport Centre by 30 June 2026	Submission of a tender document	Appointment of a contractor, Site establishment, Drilling of borehole,	Construction of a Football Turf, Refurbishment of Palisade fence Refurbishment of Combi court Paving	Construction of change rooms,Refurbishment of the guardhouse,	3		TECH	Q1-Tender Document Q2--Appointment letter Q3- progress Report Q4- Progress Report
8	To develop sustainable infrastructure networks which promotes economic growth and improve quality of life	Building and Construction	Refurbishment of Giyani Community Hall	New Indicator	R3.800.000.00	Refurbishment of the kitchen at Giyani Community Hall by 30 June 2026	Tender Advert	Appointment letter of contractor	Refurbishment of the ablutions blocks	Refurbishment of the kitchen	3		TECH	Q1-Tender Document Q2-Appointment Letter Q3-Progress Report Q4-Progress Report B.M.

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9	To develop sustainable infrastructure networks which promotes economic growth and improve quality of life	Building and Construction	Construction of market stalls (10 market stalls)	New Indicator	R5.000.000.00	Construction of market stalls by 30 June 2026	Site establishment and setting out	Clearing and grubbing ,casting of foundation slab	Construction of superstructure,	Installation of roof, plumbing , glazing and installation of doors.	3	TECH	Q1-Progress Report Q2-Progress Report Q3-Practical completion Certificate
10	To develop sustainable infrastructure networks which promotes economic growth and improve quality of life	Building and Construction	Refurbishment of Sporting Facilities (Gawula)	new Indicator	R3.000.000.00	Development of Detail Design for Gawula Sport Centre by 30 June 2026	N/A	Appointment of a consultant	Submission of Scoping Report and Preliminary Design Report	Submission of Detail Design Report	3	TECH	Q2-Appointment letter Q3-Scoping& preliminary design Report Q4-Detail Design
11	To develop sustainable infrastructure networks which promotes economic growth and improve quality of life	Building and Construction	Refurbishment of Giyani Stadium & Section A Tennis Court	New Indicator	R1.500.000.00	Development of Preliminary Design Report of Refurbishment of Giyani Stadium & Section A Tennis Court by 30 June 2026	N/A	N/A	Appointment of Consultant	Submision of Scoping and preliminary design report	3	TECH	Q3-Appointment letter Q4-Scoping & preliminary detail Report
12	To develop sustainable infrastructure networks which promotes economic growth and improve quality of life	Building and Construction	Intergrated Transport Plan (ITP)	New Indicator	R400.000.00	Intergrated Transport Plan (ITP) by 30 June 2026	N/A	Appointment of a consultant	Submission of a scoping report	Submission of a prelimianry design and detail design report	3	TECH	Q2-Appointment letter Q3-Submission of scoping & preliminary detail report Q4-Detail Design

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13	To develop sustainable infrastructure networks which promotes economic growth and improve quality of life	Building and Construction	Muxiyani Upgrading from Gravel to Paving	New Indicator	R400.000.00	Development of Preliminary Designs for Upgrading of Muxiyani from Gravel to Paving by 30 June 2026	N/A	Appointment of a consultant	Submission of a scoping and preliminary design report	Development of preliminary designs	3	TECH	Q2- Appointment letter Q3- Submission of Scoping Q4- preliminary detail report
14	To develop sustainable infrastructure networks which promotes economic growth and improve quality	Building and Construction	Phikela Upgrading from Gravel to Paving	New Indicator	R400.000.00	Development of Preliminary Designs for Upgrading of Phikela from Gravel to Paving by 30 June 2026	N/A	Appointment of a consultant	Submission of a scoping and preliminary design report	Development of preliminary designs	3	TECH	Q2- Appointment letter Q3- Submission of Scoping Q4- preliminary detail report
21	To develop sustainable infrastructure networks which promotes economic growth and improve quality of life	Building and Construction	Ndhambi Upgrading from Gravel to Paving	New Indicator	R400.000.00	Development of Preliminary Designs for Upgrading of Ndhambi from Gravel to Paving by 30 June 2026	N/A	Appointment of a consultant	Submission of a scoping and preliminary design report	Development of preliminary designs	3	TECH	Q2- Appointment letter Q3- Submission of Scoping Q4- preliminary detail report
22	To develop sustainable infrastructure networks which promotes economic growth and improve quality of life	Building and Construction	Noble hoek Upgrading from Gravel to Paving	New Indicator	R400.000.00	Develoment of Preliminary Designs for Upgrading of Noble hoek from Gravel to Paving by 30 June 2026	N/A	Appointment of a consultant	Submission of a scoping and preliminary design report	Development of preliminary designs	3	TECH	Q2- Appointment letter Q3- Submission of Scoping Q4- preliminary detail report
23	To improve financial management systems to enhance venue base	PMU	% MIG Budget spent	100% MIG budget spent	R71.306.050	100% MIG Budget spent by 30 June 2026	15% of MIG budget spent	45 % of MIG budget spent	80% of MIG budget spent	100% of MIG budget spent	3	TECH	MIG Spending Report B.M.

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24	To develop sustainable infrastructure networks which promotes economic growth and improve quality of life	Fleet Management	Number of quarterly reports on Fleet Fuel Management to be submitted.	Submit 4 quarterly reports on Fleet Fuel Expenditure Management .	Operational	Submit 4 quarterly reports on Fleet Fuel Expenditure Management.by 30 June 2026	Submit 1 quarterly reports on Fleet Repair and Maintenance Expenditure Management.	Submit 1 quarterly reports on Fleet Repair and Maintenance Expenditure Management.	Submit 1 quarterly reports on Fleet Repair and Maintenance Expenditure Managemen t.	Submit 1 quarterly reports on Fleet Repair and Maintenance Expenditure Management.	3	TECH	Q1-Q4- Quartely report on fleet fuel expenditure management
25	To develop sustainable infrastructure networks which promotes economic growth and improve quality of life	Fleet Management	Number of quarterly reports on Fleet Licensing Management to be submitted.	Submit 4 quarterly reports on Fleet Licensing Expenditure Management .	Operational	Submit 4 quarterly reports on Fleet Licensing Expenditure Management. by 30 June 2026	Submit 1 quarterly reports on Fleet Licensing Expenditure Management.	Submit 1 quarterly reports on Fleet Licensing Expenditure Management.	Submit 1 quarterly reports on Fleet Licensing Expenditure Managemen t.	Submit 1 quarterly reports on Fleet Licensing Expenditure Management.	3	TECH	Q1-Q4- Quartely report on fleet Licensing expenditure management
26	To develop sustainable infrastructure networks which promotes economic growth and improve quality of life	Fleet Management	Number of quarterly reports on Fleet Procurement Management to be submitted.	Submit 4 quarterly reports on Fleet Procurement Expenditure Management .	Operational	Submit 4 quarterly reports on Fleet Procurement Expenditure Management.by 30 June 2026	Submit 1 quarterly reports on Fleet Procurement Expenditure Management.	Submit 1 quarterly reports on Fleet Procurement Expenditure Management.	Submit 1 quarterly reports on Fleet Procurement Expenditure Managemen t.	Submit 1 quarterly reports on Fleet Procurement Expenditure Management.	3	TECH	Q1-Q4- Quartely report on fleet procurement expenditure management
27	To develop sustainable infrastructure networks which promotes economic growth and improve quality of life	Fleet Management	Number of quarterly reports on Fleet Repair and Maintenance Expenditure Management to be submitted.	Submit 4 quarterly reports on Fleet Repair and Maintenance Expenditure Management .	Operational	Submit 4 quarterly reports on Fleet Repair and Maintenance Expenditure Management.by 30 June 2026	Submit 1 quarterly reports on Fleet Repair and Maintenance Expenditure Management.	Submit 1 quarterly reports on Fleet Repair and Maintenance Expenditure Management.	Submit 1 quarterly reports on Fleet Repair and Maintenance Expenditure Managemen t.	Submit 1 quarterly reports on Fleet Repair and Maintenance Expenditure Management.	3	TECH	Q1-Q4- Quartely report on fleet repair and maintanance Expenditure Management B.M.

V.D

28	To efficiently acquire the required machinery and equipment that meet operational specifications and quality standards, ensuring timely	Acquisition of machinery & equipment	Number of machinery & equipment to be procured	Procurement of new machinery and equipment	Operational	3 Machinery & equipment (1 TLB,1 Chaindozer and 1 Lowbet truck) to be procured by 30 June 2026	Development and approval Memo for procurement of 3 Machinery & Equipment ((1 TLB,1 Chaindozer and 1 Lowbet truck)	Appointment of Service Provider for procurement of 3 Machinery & Equipment ((1 TLB,1 Chaindozer and 1 Lowbet truck)	N/A	Deliveries and Deployment	3	TECH	Q1-Approved memo Q2-Appointment letters Q4Delivery notes.
29	To procure vehicles that meet the company's operational needs and safety standards, ensuring cost-effectiveness, timely delivery.	Acquisition of vehicles	Number of vehicles to be procured	Procurement of new vehicles	Operational	3 vehicles to be procured by 30 June 2026	Development and approval Memo for procurement of 3 vehicles	Appointment of Service for procurement of 3 vehicles	N/A	Deliveries and Deployment	3	TECH	Q1-Approved memo Q2-Appointment letters Q4Delivery notes.
28	To develop sustainable infrastructure networks which promotes economic growth and improve quality of life	Electricity Provision	Servicing of Section F with electricity for 436 units		R2.500.000	Servicing of Section F with electricity of 436 units by 30 June 2026	Appointment of Service provider (Consultants)	Develop a detailed design for Connection of 436 units at Giyani Section F	Appointment of Service provider (Contractors)	Digging of holes for MV and LV poles	3	TECH	Q1 -Appointment Letter Q2 -Detail design Q3-Appointment letter Q4-Progress report
29	To develop sustainable infrastructure networks which promotes economic growth and improve quality of life?	Electricity Provision	Electrification of 142 units at Ndhambhi Village	New Indicator	R3.408.000.00	Connection 142 units at Ndhambhi Village by 30 June 2026	Appointment of Service provider (Contractors)	Digging of holes for MV and LV poles	Complete MV and LV networks	Practical Completion	3	TECH	Q1-Appointment letter Q2-Progress report Q3-progress report Q4-Practical completion Certificate

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30	To develop sustainable infrastructure networks which promotes economic growth and improve quality of life	Electricity Provision	Electrification of 343 units at Risinga View Village		R8.241.000.00	Connection 343 units at Risinga Village by 30 June 2026	Appointment of Service provider (Contractors)	Digging of holes for MV and LV poles	Complete MV and LV networks	Practical Completion	3	TECH	Q1 - Appointment Letter Q2 -Progress Report Q3 -Progress Reports Q4- Practical Completion Certificate
31	To develop sustainable infrastructure networks which promotes economic growth and improve quality of life	Electricity Provision	Electrification of 200 units at Vuhehli village	New Indicator	R270.000	Develop a detailed design for electrification of 200 units at Vuhehli View Village by 30 June 2026	Appointment of Service provider (Consultants))	Develop a detailed design for electrification of 200 units at Vuhehli View Village	N/A	N/A	3	TECH	Q1 - Appointment Letter Q2 -Detail Design
32	To develop sustainable infrastructure networks which promotes economic growth and improve quality of life	Electricity Provision	Electrification of 200 units at Nwamankena village		R270.000	Develop a detailed design for electrification of 200 units at N'wamakena Village by 30 June 2026	Appointment of Service provider (Consultants))	Develop a detailed design for electrification of 200 units at N'wamakena View Village	N/A	N/A	3	TECH	Q1 - Appointment Letter Q2 -Detail Design

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33	To develop sustainable infrastructure networks which promotes economic growth and improve quality of life	Electricity Provision	Electrification of 346 units at Xikukwani Village	New Indicator	R8.800.000	electrification ofv346 units at Xikukwani Village by 30 June 2026	Appointment of Service provider (Contractors)	Digging of holes for MV and LV poles	Complete MV and LV networks	Practical Completion	3	TECH	Q1 - Appointment Letter Q2 -Progress Report Q3 -Progress Reports Q4- Practical Completion Certificate
34	To develop sustainable infrastructure networks which promotes economic growth and improve quality of life	Electricity Provision	Electrification of 334 units at Ngove village	New Indicator	R270.000	Develop a detailed design for electrification of 334 units at Ngove Village by 30 June 2026	Appointment of Service provider (Consultants))	Develop a detailed design for electrification of 334 units at Ngove Village	N/A	N/A	3	TECH	Q1 - Appointment Letter Q2 -Detail design
35	To develop sustainable infrastructure networks which promotes economic growth and improve quality of life	Electricity Provision	Installation of Solar Roof Top in Civic Centre	New Indicator	R3.000.000.00	Installation of Solar Roof Top in Civic Centre by 30 June 2026	Appointment of Service provider (Contractors)	Installation of Solar Pannels	Commissioning and Testing	Practical Completion	3	TECH	Q1 - Appointment letter Q2 - Progress report Q3 -Progress Report Q4 - Practical Completion Certificate

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36	To develop sustainable infrastructure networks which promotes economic growth and improve quality of life	Electricity Provision	Installation of 152 energy saving street lights phase 3	124 energy saving streetlights installed)	R4.000.000	Installation of 152 energy saving street lights phase 3 by 30 June 2026	Installation of Streetlights Poles	Trenching, Installation of Cables and Transformers	Trenching, Installation of Cables and Transformer s	Practical Completion	3	TECH	Q1 -progress Report Q2 -progress Report Q3 -progress Report Q4 -practical completion certificate
	To ensuring all units meet specified energy efficiency standards and remain within the allocated budget	Electricity Provision	Acquisitions (Air conditioners)	new Indicator	Operational	Acquisitions of 12 (Air Conditioners) by 30 June 2026	Development and approval Memo for procurement of 3 vehicles	N/A	12 Air Conditioners to be procured	N/A	3	TECH	Q1- Approved memo Q3- Purchasing order and delivery note
37	To develop sustainable infrastructure networks which promotes economic growth and improve quality of life	EPWP Infrastructure	Number of workers to be appointed through EPWP Infrastructure Program	200 People appointed through EPWP Infrastructure Program	R6.550.000.00	200 workers appointed through EPWP Infrastructure Program by 30 June 2026	200 workers appointed through EPWP Infrastructure Program by 30 June 2026	N/A	N/A	N/A	3	TECH	Q1-Signed Appointment memo

B.M.

KPA 6: GOOD GOVERNANCE AND PUBLIC PARTICIPATION KPA WEIGHT=11.29%

OUTCOME NINE: RESPONSIVE, ACCOUNTABLE, EFFECTIVE AND EFFICIENT LOCAL GOVERNMENT SYSTEM

OUTPUT 5: DEEPEN DEMOCRACY THROUGH A REFINED WARD COMMITTEE MODEL

OUTPUT 6: ADMINISTRATIVE AND FINANCIAL CAPABILITY

V.D

No.	Development Objective	Programme	Key Performance Indicators/Measurable Objective	Baseline 2024/25	Budget 2025/26	Annual Targets	1st Q Target	2nd Q Targets	3rd Q Targets	4th Q Targets	KPI Weight	Dept	Portfolio of Evidence
1	To develop governance structures and systems that will ensure effective public consultation and organizational discipline	Performance Management	Number of quarterly reports (SDBIP, Back to Basics, and Circular 88) submitted to the PMS Unit within 12 calendar days after the end of each quarter	12 Compliance Reports (SDBIP, Back to Basics and Circular 88) submitted to PMS	Operational	12 quarterly reports (SDBIP, Back to Basics, and Circular 88) submitted to PMS by 30 June 2026	Submit 3 quarterly reports (SDBIP, Back to Basics, and Circular 88) to the PMS Unit within 12 calendar days after the end of each quarter	Submit 3 quarterly reports (SDBIP, Back to Basics, and Circular 88) to the PMS Unit within 12 calendar days after the end of each quarter	Submit 3 quarterly reports (SDBIP, Back to Basics, and Circular 88) to the PMS Unit within 12 calendar days after the end of each quarter	Submit 3 quarterly reports (SDBIP, Back to Basics, and Circular 88) to the PMS Unit within 12 calendar days after the end of each quarter	16.67	TECH	Q1-Q4 Submission Register, Reports and POEs
2	To develop governance structures and systems that will ensure effective public consultation and organizational discipline	Risk Management	Number of risk management activities to be attended	4 risk activities attended	Operational	4 Risk management Committte meeting attended by 30 June 2026	1 Risk management Committte meeting attended	1 Risk management Committte meeting attended	1 Risk management Committte meeting attended	1 Risk management Committte meeting attended	16.67	TECH	Q1-Q4 Minutes and Attendance Register
3	To develop governance structures and systems that will ensure effective public consultation and organizational discipline	Risk Management	% of total number of risk implemented (Strategic and Operational)	59% (136/236) of risk implemented Strategic and Operational	Operational	100% of total number of risk implemented (Strategic and Operational) by 30 June 2026	100% of risk issues resolved (Technical Services)in the risk implementation plan	100% of risk issues resolved (Technical Services)in the risk implementation plan	100% of risk issues resolved (Technical Services)in the risk implementation plan	100% of risk issues resolved (Technical Services)in the risk implementation plan	16.67	TECH	Q1-Q4 Updated Risk register. B.M.

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4	To develop governance structures and systems that will ensure effective public consultation and organizational discipline	Internal Auditing	% of findings resolved in the AG(SA) Action Plan	14% of findings (07 out 49) resolved in the AG(SA) Action Plan	Operational	100% of findings resolved (Technical Services) in the AG(SA) Action Plan by 30 June 2026	100% of findings resolved (Technical Services) in the AGSA's Action Plan	N/A	50% of findings resolved (Technical Services) in the AGSA's Action Plan	100% of findings resolved (Technical Services) in the AGSA's Action Plan	16.67	TECH	Q3 & Q4 Updated Audit Action Plan
5	To develop governance structures and systems that will ensure effective public consultation and organizational discipline	Internal Auditing	Number of Audit and Performance Audit Committee meetings to be held	9 Audit and Performance Committte meeting held	Operational	4 Audit and Performance Committte meeting held by 30 June 2026	1 Audit and Performance Committte meeting to be held	1 Audit and Performance Committte meeting to be held	1 Audit and Performance Committte meeting to be held	1 Audit and Performance Committte meeting to be held	16.66	TECH	Q1-Q4 Attendance Register, and Minutes
6	To develop governance structures and systems that will ensure effective public consultation and organizational discipline	Internal Auditing	% of findings resolved in the Internal Audit Action Plan	60.45% of findings (133 out of 220) resolved in the Internal Audit action Plan	Operational	100% of findings resolved (Technical Services) in the Internal Audit Action Plan by 30 June 2026	100% of findings resolved (Technical Services) in the Internal Audit Action Plan	100% of findings resolved (Technical Services) in the Internal Audit Action Plan	100% of findings resolved (Technical Services) in the Internal Audit Action Plan	100% of findings resolved (Technical Services) in the Internal Audit Action Plan	16.66	TECH	Q1- Q4 Updated Audit Action Plan

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. Spatial Rationale	0%
2. Municipal Transformation and Organisational Development	4.45%
3. Basic Service Delivery and Infrastructure Development	84.26%
4. Local Economic Development	0%
5. Municipal Finance Management and Viability	0%
6. Good Governance and Public Participation	11.29%
TOTAL WEIGHTING	100%

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CORE COMPETENCY REQUIREMENTS FOR EMPLOYESS (CCR)	
Core Managerial and Occupational Competencies	**Weight**
Strategic Direction and Leadership	7%
Program and project Management	7%
Financial Management	7%
Change Leadership	7%
Knowledge Management	7%
Service Delivery Innovation	5%
Problem Solving and Analysis	5%
People Management and Empowerment	5%
Governance Leadership	5%
Client Orientation and Customer focus	5%
Communication	5%
Honesty and Integrity	5%
CORE COMPETENCY REQUIREMENT FOR EMPLOYEES(CCR)	
Core Occupational Competencies:	
Interpretation and implementation within the legislative and national policy frameworks	5%
Knowledge of developmental local government	5%
Knowledge of performance management and reporting	5%
Competency in policy conceptualisation, analysis and implementation	5%
Knowledge of more than one functional municipal field/discipline	5%
Competency as required by other national line sector departments	5%
Total percentage	**100%**

.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	Definitions
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.

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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.

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 Finance 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

SIGNATURES

DIRECTOR: TECHNICAL
MASHELE B (EMPLOYEE)

MUNICIPAL MANAGER
KHOZA VD(EMPLOYER)

GREATER GIYANI MUNICIPALITY

PERSONAL DEVELOPMENT PLAN

2025/2026

Greater Giyani Municipality herein represented by

KHOZA VD,

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

MASHELE B,

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

WHEREBY IT IS AGREED AS FOLLOWS:

B.M. V.D

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.

BM. V.D

1. **Suggested training.**

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
MFMA	Compliance Accountability	MFMA	Attend Physical class	6 Months	N/A	Municipal Manager
infrasture IMESA	infrasture Management	CPD Accredited	Physical Attendance	3 days	N/A	Municipal Manager
Construction Regulations	Construction Regulation	CPD Accredited	Physical Attendance	2 days	N/A	Municipal Manager

Training needs must be identified with due regard to cost effectiveness and listed in columns.

The suggested mode of delivery refers to the chosen methodology that is deemed most relevant to ensure transfer of skills. Mode of delivery consists of, amongst others, self-study, internal or external training.
provision; coaching and / or mentoring and exchange programmes.

Training must be conducted either in line with a recognised qualification from a tertiary institution or unit standards registered on the National Qualifications Framework (South African Qualifications Authority), which could enable the trainee to obtain recognition towards a qualification for training undertaken. It is important to determine within the municipality whether unit standards have been developed with regard to a specific outcome (and registered with the South African Qualifications Authority). Unit standards usually have measurable assessment criteria to determine achieved competency. B.M.

V.D

Thus, done and signed at ......Giyani......on this the..04.. day of ...August.. **2025.**

AS WITNESSES:

1. ______________________

2. ______________________

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DIRECTOR: TECHNICAL SERVICES

MASHELE B

AS WITNESSES:

1. ______________________

2. Dcabela ______________________

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MUNICIPAL MANAGER

KHOZA VD