



**GREATER GIYANI MUNICIPALITY**

**REVISED 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:

## 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.
- 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%
2.Municipal Transformation and Organisational Development	11.8%
3. Basic Service Delivery and Infrastructure Development	70.6%
4. Local Economic Development	0%
5. Municipal Finance Management and Viability	0%
6. Good Governance and Public Participation	17.6%
<b>TOTAL WEIGHTING</b>	<b>100%</b>

- 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>Core Managerial and Occupational Competencies</b>	<b>Weight</b>
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%
<b>Core Occupational Competencies:</b>	
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%
<b>Total percentage</b>	<b>100%</b>

## 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

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:

<b>The assessment of the performance of the Employee will be based on the following rating scale for KPA's and CMCs:</b>				
<b>5 (167%)</b>	<b>4 (133%-166%)</b>	<b>3 (100%-132%)</b>	<b>2 (67%-99%)</b>	<b>1 (0%-66%)</b>
<b>Outstanding Performance</b>	<b>Performance Significantly Above Expectations</b>	<b>Fully Effective</b>	<b>Not Fully Effective</b>	<b>Unacceptable Performance</b>
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

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

**12. Dispute Resolution**

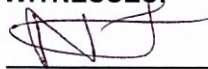
- 12.1. Any disputes about the nature of the Employee’s performance agreement, whether it relates to key responsibilities, priorities, methods of assessment and/ or any other matter provided for, shall be mediated by the MEC for local government in the province within thirty (30) days of receipt of a 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 13 day of March 2026.

**AS WITNESSES:**

- 1.   
\_\_\_\_\_
- 2. \_\_\_\_\_

  
**MASHELE BONGANI**  
**DIRECTOR: TECHNICAL SERVICES**

**AS WITNESSES:**

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_

  
**KHOZA VUSI DUNCAN**  
**MUNICIPAL MANAGER**



GREATER GIYANI MUNICIPALITY

PERFORMANCE PLAN  
DIRECTOR : TECHNICAL MASHELE BONGANI  
2025/26 FY

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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 56 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.

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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 11.7%

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

OUTPUT 6: ADMINISTRATIVE AND FINANCIAL CAPABILITY

STRATEGIC OBJECTIVE: IMPROVED GOVERNANCE AND ADMINISTRATION

No.	Development Programme Objective	Key Performance Indicators/Measurable Objective	Baseline	Budget 2025/26	Adjusted budget	Annual Targets	1st Q Target	2nd Q Targets	3rd Q Target	4th Q Targets	KPI Weight	Dept	Portfolio of Evidence
1	To advise EXCO on policy matters and make recommendations to EXCO	Number of Portfolio Committee (Energy, Water & Sanitation) Meetings to be attended	12 Portfolio Committee Meetings attended	Operational	Operational	12 Portfolio Committee (Energy, Water & Sanitation) Meetings to be attended by 30 June 2026	3 portfolio committee (Energy, Water & Sanitation) meetings attended	3 portfolio committee (Energy, Water & Sanitation) meetings attended	3 portfolio committee (Energy, Water & Sanitation) meetings attended	3 portfolio committee (Energy, Water & Sanitation) meetings attended	25	TECH	Q1-Q4 Notices of Invitations Agenda and Attendance Register

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2	To advise EXCO on policy matters and make recommendations to EXCO	Council Services	Number of Portfolio Committee (Roads & Transport) Meetings to be attended	12 Portfolio Committee Meetings attended	Operational	Operational	Operational	12 Portfolio Committee (Roads & Transport) Meetings to be attended by 30 June 2026	3 portfolio committee (Roads & Transport) meetings attended	3 portfolio committee (Roads & Transport) meetings attended	3 portfolio committee (Roads & Transport) meetings attended	3 portfolio committee (Roads & Transport) meetings attended	25	TECH	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 IT Steering Committee meetings conducted	Operational	Operational	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	Invitations and Attendance Register
4	To advise EXCO on policy matters and make recommendations to EXCO	Council Services	Number of Portfolio Committee (Infrastructure) Meetings to be attended	12 Portfolio Committee Meetings attend	Operational	Operational	Operational	12 Portfolio Committee (Infrastructure) Meetings to be attended by 30 June 2026	3 portfolio committee (Infrastructure) meetings attended	3 portfolio committee (Infrastructure) meetings attended	3 portfolio committee (Infrastructure) meetings attended	3 portfolio committee (Infrastructure) meetings attended	25	TECH	Notices of Invitations Agenda and Attendance Register

**KPA 3: BASIC SERVICE DELIVERY & INFRASTRUCTURE DEVELOPMENT: KPA WEIGHT= 70.6**

**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	Adjusted 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 sustainable infrastructure networks which promotes economic growth and improve quality of life	Building and Construction	Processing of base layer for 5.15 km Babangu Upgrading from gravel to paving	5.15km Babangu detailed design for upgrading from gravel to paving has been developed	R23.051.661.64	R23.051.661.64	Processing of base layer for 5.15km Babangu Upgrading from gravel to paving by 30 June 2026	Site establishment, Road setting out, Clearing and grubbing for 5.15km Babangu	Box cutting for 5.15km Babangu	Construction of Subbase layer for 5.15km Babangu	Processing of base layer for 5.15km Babangu	4.17	TECH	Progress reports

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2	To develop sustainable infrastructure networks which promotes economic growth and improve quality of life	Roads, Bridges and Storm water	Site establishment, box cutting for Giyani Section E Phase 1 (3km)	Consultant for Section E Phase 1 (3km) of upgrading of 13km from gravel to paving has been appointed	R12.223.298	R3.652.174	Site establishment, box cutting for Giyani Section E Phase 1 (3km) by 30 June 2026	N/A	Appointment of the contractor for Giyani Section E Phase 1 (3km)	Appointment of the contractor for Giyani Section E Phase 1 (3km)	Site establishment, box cutting for Giyani Section E Phase 1 (3km)	4.17	TECH	Appointment letter Progress Report
3	To develop sustainable infrastructure networks which promotes economic growth and improve quality of life	Building and Construction	Planting of grass on the soccer pitch, grandstand support, refurbished combicourts for Mageva sport centre	Tender document for extension of Mageva soccer pitch has been developed	R8.695.652.17	R14.297.391.30	Planting of grass on the soccer pitch, grandstand support, refurbished combicourts for Mageva sport centre by 30 June 2026	Site establishment and clearance for Mageva sport centre	Planting of grass on the soccer pitch for Mageva soccer pitch	Installation of irrigation system,, installation of roof at the guard house and ablation blocks, fencing around the soccer pitch, Refurbishment of grandstand for Mageva sport centre	Refurbishment of grandstand, and combi courts for Mageva sport centre	4.17	TECH	Progress reports -Practical Completion Certificate
4	To develop sustainable infrastructure networks which promotes economic growth and improve quality of life	Roads, Bridges and Storm water	4.8 km upgrading from paving at Nwa-Mankena	Subbase layer for 4.8 km Upgrading of internal streets at Nwa-Mankena has been constructed	R19.053.599.23	R22.596.454.01	4.8 km upgrading from gravel to paving at Nwa-Mankena by 30 June 2026	Installation of kerbing and paving blocks	Installation of kerbing and paving blocks	Road markings and road signs	Completion of two intersection at R81	4.17	TECH	Progress reports Practical Completion Certificate
5	To develop sustainable infrastructure networks which promotes economic growth and improve quality of life	Roads, Bridges and Storm water	3.8 km Upgrading from paving at Khakhala	new Indicator	R26.552.139.13	R32.959.086.09	3.8 km Upgrading from gravel to paving at Khakhala by 30 June 2026	Appointment of Contractor	Box cutting, and roadbed preparation	Construction of subbase,pro cessing of base layer	Laying of kerbing and paving, Road markings and road signs	4.17	TECH	Appointment Letter Progress Reports Practical Completion Certificate

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6	To develop sustainable infrastructure networks which promotes economic growth and improve quality of life	Roads, Bridges and Storm water	Appointment of a contractor for installation of a paypoint system at Civic Centre Parking Lot	new Indicator	R434.782.61	R260.869.57	Appointment of a contractor for Installation of a paypoint system at Civic Centre Parking Lot by 30 June 2026	N/A	N/A	N/A	N/A	Appointment of a contractor, for refurbishment of the Section E Sports Centre	Appointment of a contractor, for refurbishment of the Section E Sports Centre	N/A	Appointment of a contractor for installation of a paypoint system at Civic Centre Parking Lot	4.17	TECH	Appointment letter
7	To develop sustainable infrastructure networks which promotes economic growth and improve quality of life	Building and Construction	Site establishment, Drilling of borehole, for refurbishment of the Section E Sports Centre	Tender document for refurbishment of Section E Sports Centre has been developed	R8.695.652.17	R3.652.173.91	Site establishment, Drilling of borehole for refurbishment of the Section E Sports Centre by 30 June 2026	Tender document for refurbishment of the Section E Sports Centre	Appointment of a contractor, for refurbishment of the Section E Sports Centre	Appointment of a contractor, for refurbishment of the Section E Sports Centre	Appointment of a contractor, for refurbishment of the Section E Sports Centre	Site establishment, Drilling of borehole for refurbishment of the Section E Sports Centre	Appointment of a contractor, for refurbishment of the Section E Sports Centre	N/A	Appointment of a contractor for installation of a paypoint system at Civic Centre Parking Lot	4.17	TECH	Tender Document Appointment Letter Progress report
8	To develop sustainable infrastructure networks which promotes economic growth and improve quality of life	Building and Construction	Appointment of contractor and site establishment for refurbishment of the ablutions blocks and kitchen at Giyani Community Hall	Consultant for Refurbishment of Giyani Community Hall has been appointed	R3.304.347.83	R1.565.217.39	Appointment of contractor and site establishment for refurbishment of the ablutions blocks and kitchen at Giyani Community Hall by 30 June 2026	Advertisement for refurbishment of the ablutions blocks and kitchen at Giyani Community Hall	Appointment of contractor for Refurbishment of the ablutions blocks and kitchen at Giyani Community Hall	Tender document for refurbishment of the ablutions blocks and kitchen at Giyani Community Hall	Appointment of contractor and site establishment for refurbishment of the ablutions blocks and kitchen at Giyani Community Hall	Appointment of contractor and site establishment for refurbishment of the ablutions blocks and kitchen at Giyani Community Hall	Tender document for refurbishment of the ablutions blocks and kitchen at Giyani Community Hall	N/A	Appointment of a contractor for installation of a paypoint system at Civic Centre Parking Lot	4.17	TECH	Tender document Appointment Letter Progress reports
9	To develop sustainable infrastructure networks which promotes economic growth and improve quality of life	Building and Construction	Construction of (10 market stalls) at Giyani section A	Contractor for construction of market stalls at Giyani Section A (10 market stalls) has been appointed	R4.347.826.09	R11.586.903.48	Construction of (10 market stalls) at Giyani section A by 30 June 2026	Site establishment and setting out of Giyani section A	Clearing and grubbing, casting of foundation slab at Giyani section A	Construction of superstructure at Giyani section A	Installation of roof, plumbing, glazing and doors at Giyani section A	Installation of roof, plumbing, glazing and doors at Giyani section A	Progress reports - Practical Completion Certificate	N/A	Appointment of a contractor for installation of a paypoint system at Civic Centre Parking Lot	4.17	TECH	Progress reports - Practical Completion Certificate

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10	To develop sustainable infrastructure networks which promotes economic growth and improve quality of life	Building and Construction	Development of Detail Design for Gawula Sport Centre	New Indicator	R2.608.695.65	R434.782.61	Development of Detail Design for Gawula Sport Centre by 30 June 2026	N/A	Appointment of a consultant for Gawula Sport Centre	Development of Scoping Report and Preliminary Design Report for Gawula Sport Centre	Development of Detail Design for Gawula Sport Centre	4.17	TECH	Appointment Letter - Scoping & Preliminary Design Report - Detail Design
11	To develop sustainable infrastructure networks which promotes economic growth and improve quality of life	Building and Construction	Development of Draft Preliminary Design Report for Refurbishment of Giyani Stadium & Section A Tennis Court	New Indicator	R1.304.347.83	R434.782.61	Draft Preliminary Design Report for Refurbishment of Giyani Stadium & Section A Tennis Court by 30 June 2026	N/A	N/A	Appointment of Consultant	Submission of Scoping and draft preliminary design report	4.17	TECH	Appointment Letter - Scoping and draft preliminary design report
12	To develop sustainable infrastructure networks which promotes economic growth and improve quality of life	Building and Construction	Appointment of consultant for Upgrading of Muxiyani from Gravel to Paving	New Indicator	R347.826.09	R96.927.83	Appointment of consultant for Upgrading of Muxiyani from Gravel to Paving by 30 June 2026	N/A	Appointment of a consultant for Muxiyani	N/A	Appointment of a consultant for Muxiyani	4.17	TECH	Appointment Letter
13	To develop sustainable infrastructure networks which promotes economic growth and improve quality of life	Building and Construction	Development of Preliminary Designs for Upgrading of Phikela from Gravel to Paving	New Indicator	R347.826.09	R347.826.09	Development of Preliminary Designs for Upgrading of Phikela from Gravel to Paving by 30 June 2026	N/A	Appointment of a consultant for Phikela	Development of scoping report for Phikela	Development of preliminary designs for Phikela	4.17	TECH	Appointment Letter Scoping report Preliminary design report
14	To develop sustainable infrastructure networks which promotes economic growth and improve quality of life	Building and Construction	Development of Preliminary Designs for Upgrading of Ndhambi from Gravel to Paving	New Indicator	R347.826.09	R347.826.09	Development of Preliminary Designs for Upgrading of Ndhambi from Gravel to Paving by 30 June 2026	N/A	Appointment of a consultant for Ndhambi	Development of scoping report for Ndhambi	Development of preliminary designs for Ndhambi	4.17	TECH	Appointment Letter Scoping report Preliminary design report

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15	To develop sustainable infrastructure networks which promotes economic growth and improve quality of life	Building and Construction	Development of Preliminary Designs for Upgrading of Noble hoek Paving	New Indicator	R347.826.09	R347.826.09	R100.000.00	Development of Preliminary Designs for Upgrading of Noble hoek from Gravel to Paving by 30 June 2026	N/A	Appointment of a consultant for Noble hoek	Development of report for Noble hoek	Development of preliminary designs for Noble hoek	4.17	TECH	Appointment Letter - scoping report - Preliminary design report
16	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	4.16	TECH	MIG Spending Report
17	To develop sustainable infrastructure networks which promotes economic growth and improve quality of life	Electricity Provision	Appointment of consultant for electrification of 436 units at section F	The Memo for the appointment of the Consultant to develop the designs has been signed and is in place	R2.500.000.00	R100.000.00	R100.000.00	Appointment of consultant for electrification of 436 units at section F by 30 June 2026	Appointment of consultant for electrification of 436 units at section F	Develop a detailed design for electrification of 436 units at section F	N/A	Appointment of consultant for electrification of 436 units at section F	4.16	TECH	Appointment Letter
18	To develop sustainable infrastructure networks which promotes economic growth and improve quality of life	Electricity Provision	Electrification of 343 units at Risinga View Village	Consultant has been appointed	R8.241.000	R8.166.000	R8.166.000	Electrification of 343 units at Risinga View Village by 30 June 2026	Appointment of Contractor for electrification of 343 units at Risinga View Village	Digging of holes for MV and LV poles at Risinga View Village	Complete MV and LV networks at Risinga View Village	Practical Completion for electrification of 343 units at Risinga View Village	4.16	TECH	Appointment Letter Progress reports Practical Completion Certificate

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19	To develop sustainable infrastructure networks which promotes economic growth and improve quality of life	Electricity Provision	Electricification of 142 units at Ndhambhi Village	Detailed design for electricification of 142 units at Ndhambhi Village has been developed	R3.408.000	R3.400.000	Electricification of 142 units at Ndhambhi Village by 30 June 2026	Appointment of Contractor for electricification of 142 units at Ndhambhi Village	Digging of holes for MV and LV poles of 142 units at Ndhambhi Village	Complete MV and LV networks at Ndhambhi Village	Practical Completion for electricification of 142 units at Ndhambhi Village	4.16	TECH	Appointment Letter Progress Reports Practical Completion Certificate
20	To develop sustainable infrastructure networks which promotes economic growth and improve quality of life	Electricity Provision	Electricification of 362 units at Xikukwani Village	100 units at Xikukwani Village electrified	R8.800.000	R8.612.686	Electricification of 362 units at Xikukwani Village by 30 June 2026	Appointment of Contractors for Electricification of 362 units at Xikukwani Village	Digging of holes for MV and LV poles at Xikukwani Village	Complete MV and LV networks Electrification of 362 units at Xikukwani Village	Practical Completion	4.16	TECH	Appointment Letter Progress reports Practical Completion Certificate
21	To develop sustainable infrastructure networks which promotes economic growth and improve quality of life	Electricity Provision	Develop a detailed design for electricification of 200 units at N'wamakena Village	New Indicator	R270.000	R320.000	Develop a detailed design for electricification of 200 units at N'wamakena Village by 30 June 2026	Appointment of Consultant	Develop a detailed design for electricification of 200 units at N'wamakena Village	N/A	Develop a detailed design for electricification of 200 units at N'wamakena Village	4.16	TECH	Appointment Letter - Detail Design
22	To develop sustainable infrastructure networks which promotes economic growth and improve quality of life	Electricity Provision	Develop a detailed design for electricification of 334 units at Ngove Village	New Indicator	R270.000	R320.000	Develop a detailed design for electricification of 334 units at Ngove Village by 30 June 2026	Appointment of Consultant	Develop a detailed design for electricification of 334 units at Ngove Village	N/A	Develop a detailed design for electricification of 334 units at Ngove Village	4.17	TECH	Appointment letter Detail Design

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23	To develop sustainable infrastructure networks which promotes economic growth and improve quality of life	Electricity Provision	Installation of 154 energy saving street lights phase 3 at section A,E,D1 & D2	Digging of holes and planting of 154 energy saving streetlights phase 3 at Giyani section A, C, CBD, D1, D2, E and F	R3,478,261	R8,173,913	Installation of 154 energy saving street lights phase 3 at section A,E,D1 & D2 by 30 June 2026	Installation of Streetlights Poles at section A,E,D1 & D2	Trenching, Installation of Cables and Transformers at section A,E,D1 & D2	Trenching, Installation of Cables and Transformers at section A,E,D1 & D2	Practical Completion for Installation of 154 energy saving street lights phase 3 at section A,E,D1 & D2	4.16	TECH	Progress reports Practical Certificate
24	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	191 EPWP workers through the EPWP Infrastructure Program contract extended	R8,010,000	R7,880,000	200 workers appointed through EPWP Infrastructure Program by 30 June 2026	200 workers appointed through EPWP Infrastructure Program	N/A	N/A	N/A	4.16	TECH	Signed appointment memo

**KPA 6: GOOD GOVERNANCE AND PUBLIC PARTICIPATION KPA WEIGHT=17.6%**

**OUTPUT 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**

No.	Development Objective	Programme	Key Performance Indicators/Measurable Objective	Baseline 2024/25	Budget 2025/26	Adjusted 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	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	Submission Register, Reports and POEs

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2	To develop governance structures and systems that will ensure effective public consultation and organizational discipline	Risk Management	Number of risk management Committee meetings to be attended	4 Risk Management Committee meetings attended	Operational	Operational	Operational	4 Risk management Committee meeting to be attended by 30 June 2026	1 Risk management Committee meeting to be attended	1 Risk management Committee meeting to be attended	1 Risk management Committee meeting to be attended	16.67	TECH	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	Operational	Operational	100% of total 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	16.67	TECH	Updated Risk register.
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 of 49) resolved in the AG(SA) Action Plan	Operational	Operational	Operational	100% of findings resolved (Technical Services) in the AG(SA) Action Plan by 30 June 2026	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	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 Committee meetings to be attended	10 Audit and Performance Committee meeting held	Operational	Operational	Operational	4 Audit and Performance Committee meeting attended by 30 June 2026	1 Audit and Performance Committee meeting to be attended	1 Audit and Performance Committee meeting to be attended	1 Audit and Performance Committee meeting to be attended	16.66	TECH	Attendance Register, and Minutes

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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	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	16.66	TECH	Updated Audit Action Plan
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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 (KPA) 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	0.0%
2. Municipal Transformation and Organisational Development	11.8%
3. Basic Service Delivery and Infrastructure Development	70.6%
4. Local Economic Development	0.0%
5. Municipal Finance Management and Viability	0.0%
6. Good Governance and Public Participation	17.6%
<b>TOTAL WEIGHTING</b>	<b>100.0%</b>

**CORE COMPETENCY REQUIREMENTS FOR EMPLOYEES (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%
<b>CORE COMPETENCY REQUIREMENT FOR EMPLOYEES(CCR)</b>	
<b>Core Occupational Competencies:</b>	
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	<b>100%</b>

. PERFORMANCE EVALUATION

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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		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	5	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	4	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	3	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	2	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 Finance Management Act 56 of 2003. All s56 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 V(DIRECTOR)

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