



## **GREATER GIYANI MUNICIPALITY**

### **REVISED PERFORMANCE AGREEMENT 2024/2025**

Greater Giyani Municipality herein represented by

**ZITHA THANDI,**

in her capacity as the Mayor (hereinafter referred to as the  
Employer or Supervisor)

and

**KHOZA VUSI DUNCAN,**

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 2024** and will remain in force until **30 June 2025 (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 towards the promotion and implementation of the KPA's (including special projects relevant to the employee's responsibilities) within the local government framework
- 5.5. The criteria upon which the performance of the Employee shall be assessed shall consist of two components, Key Performance Areas and core Competency Requirements, both of which shall be contained in the Performance Agreement.
  - 5.5.1. The Employee must be assessed against both components, with a weighting of 80:20 allocated to the Key Performance Areas (KPA's) and the Core Competency Requirements (CCRs) respectively.
  - 5.5.2. KPA's covering the main areas of work will account for 80% and CCRs will account for 20% of the final assessment.
  - 5.5.3. Each area of assessment will be weighted and will contribute a specific part to the total score.
  - 5.5.4. The Employee's assessment will be based on his performance in terms of the key performance indicator outputs / outcomes identified as per attached Performance Plan (Annexure A), which are linked to the KPA's, and will constitute 80% of the overall assessment result as per the weightings agreed to between the Employer and Employee:

KEY PERFORMANCE AREAS	WEIGHT
1.Spatial Rationale	2.08%
1.Municipal Transformation and Organisational Development	10.42%
3. Basic Service Delivery and Infrastructure Development	56.25%
4. Local Economic Development	8.33%
5. Municipal Finance Management and Viability	2.08%
6. Good Governance and Public Participation	20.84%
<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.

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<b>Core Managerial and Occupational Competencies</b>	<b>Weight</b>
Strategic Direction and Leadership	10%
Program and project Management	5%
Financial Management	10%
Change Leadership	4%
Knowledge Management	5%
Service Delivery Innovation	5%
Problem Solving and Analysis	5%
People Management and Empowerment	4%
Governance Leadership	4%
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%
Skills in governance	4%
Competency as required by other national line sector departments	4%
<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

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- 6.3. Personal growth and development needs identified during any performance review discussion must be documented in a Personal Development Plan as well as the actions agreed to and implementation must take place within set time frames
- 6.4. The Employee's performance will be measured in terms of contributions to the strategic objectives and strategies set out in the Employer's IDP
- 6.5. The Annual performance appraisal will involve:
- 6.5.1. Assessment of the achievement of results as outlined in the Performance Plan
- 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
  - 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
  - The final scores are converted to % Performance by making use of COGTA Performance Assessment Rating Calculator
- 6.5.2. Assessment of the CCRs
- Each CCR should be assessed according to the extent to which the specified standards have been met
  - An indicative rating on the five-point scale should be provided for each CCR
  - This rating should be multiplied by the weighting given to each CCR during the contracting process, to provide a score
  - 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 –
- Municipal Manager
  - 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;
  - 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 2024
  - Second quarter: October – December 2024
  - Third quarter: January – March 2025
  - Fourth quarter: April – June 2025
- 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 GGM offices on this the 25th day of March 2025.

### AS WITNESSES:

1. [Signature]
2. [Signature]

[Signature]  
KHOZA VUSI DUNCAN  
EMPLOYEE

### AS WITNESSES:

1. [Signature]
2. [Signature]

[Signature]  
ZITHA THANDI  
EMPLOYER

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GREATER GIYANI MUNICIPALITY  
PERFORMANCE PLAN  
MUNICIPAL MANAGER: KHOZA VD  
2024/25

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1.LEGISLATION

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

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

.Municipal Finance Management Act 56 of 2003 (MFMA), requires municipalities to develop Service Delivery and Budget Implementation Plan (SDBIP) and must be signed by the Mayor within 28 days after the budget has been approved.



**• Municipal Systems Act 32 of 2000**, requires municipalities to develop Performance Management Plan that must be reviewed quarterly. The performance management plan must be aligned to the IDP and indicate measurable and realistic targets for each Key Performance Indicator.

- **Performance Regulations, 2006, for managers reporting to the municipal manager and the municipal manger** , outlines the process of the development of Performance agreements. The MFMA, 56 of 2003, further requires that Section 56 manager and municipal manager must develop performance agreement that must be signed by the municipal manager and the Mayor respectively. This Performance plans must be linked to the SDBIP, IDP and Budget.

**b. Legislation Governing the departmental Functions:**

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

## 2. STRATEGIC OBJECTIVES

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

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

KPA	STRATEGIC OBJECTIVES
1. 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

3. KPA 1: SPATIAL; KPA WEIGHT=2.08%

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

#### OUTPUT 4: ACTIONS SUPPORTIVE OF THE HUMAN SETTLEMENT OUTCOMES

STRATEGIC OBJECTIVE: INTEGRATED SPATIAL AND HUMAN SETTLEMENT

[illegible]



1 To develop an effective spatial framework that promotes integrated and sustainable development	Spatial and Town Planning	Number of Tribunal Sittings held	4 Tribunal Sittings held	Operational	Operational	4 Tribunal Sittings held by 30 June 2025	1 Tribunal sitting held	1 Tribunal sitting held	1 Tribunal sitting held	1 Tribunal sitting held	100%	MM	Q1-Q4 Invitation, agenda and attendance register
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#### 4. KPA 2: MUNICIPAL TRANSFORMATION AND ORGANISATIONAL DEVELOPMENT 10.42

#### 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 2024/25	Adjusted Budget	Annual Targets	1st Q Target	2nd Q Targets	3rd Q Targets	4th Q Targets	KPI Weight	Dept	Portfolio of evidence
4	To ensure good governance of ICT	Information Technology	Number of IT Steering Committee Meetings to be conducted	4 meetings held in 2023/24 Financial year	Operational	Operational	4 IT Steering Committee meetings conducted by 30 June 2025	1 IT Steering Committee meeting conducted	1 IT Steering Committee meeting conducted	1 IT Steering Committee meeting conducted	1 IT Steering Committee meeting conducted	20	MM	Q1-Q4 Invitation and Attendance Register and Minutes
2	To monitor and assess implementation of Council resolutions	Council Services	Number of reports developed on implementation of council resolutions	4 Progress reports on implementation of council resolutions developed	Operational	Operational	4 progress reports on implementation of council resolutions to be developed by 30 June 2025	1 progress report on implementation of council resolutions to be developed	1 progress report on implementation of council resolutions to be developed	1 progress report on implementation of council resolutions to be developed	1 progress report on implementation of council resolutions to be developed	20	MM	Q1-Q4 Council implementation report
3	To develop and retain the best human capital, effective and efficient administrative and operational support system	Human Resources and Organisational Development	Develop Work Skills Plan (WSP) and Annual Training Report (ATR) and submit to LGSETA by 30 April 2024	WSP and ATR developed and submitted to LGSETA by 30 April 2024	Operational	Operational	Developed WSP and ATR submitted to LGSETA by 30 April 2025	N/A	N/A	N/A	Submission of WSP and ATR to LGSETA	20	MM	Q4 Proof of submission

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1	To develop sustainable infrastructure networks which promotes economic growth and improve quality of life	Building and Construction	Completion of guardhouse, vinyl flooring and ceiling for Mavalani Indoor Sports Centre	Substructure main hall and guard house has been completed for Mavalani Indoor Sports Centre	R8,365,834.63	R11,7257,85.91	Completion of guardhouse, vinyl flooring and ceiling for Mavalani Indoor Sports Centre and annual completion by 30 June 2025	Bricklaying	Bricklaying	Plastering, flooring and electrification for (Mavalani Indoor Sport Centre)	Practical Completion for (Mavalani Indoor Sport Centre)	7.15	MM	Q1 - Progress Report Q2 - Progress Report Q3- Progress Report Q4- Practical Completion
2	To develop sustainable infrastructure networks which promotes economic growth and improve quality of life	Building and Construction	Development of 4.3km Babangu detailed design for upgrading from gravel to paving	Development of preliminary Design for Internal Streets Upgrading from gravel to paving Babangu	R1,300,000.00	R1,300,000.00	Development of 4.3km Babangu detailed design for upgrading from gravel to paving by 30 June 2025	N/A	NA	Development of 4.3km Babangu detailed design for upgrading from gravel to paving	Development of Draft Tender Document	7.15	MM	Q3-Detailed design Q4-Draft Tender Document
3	To develop sustainable infrastructure networks which promotes economic growth and improve quality of life	Roads, Bridges and Storm water	Appointment of consultant for Section E Phase 1 (3km) of upgrading of 13km from gravel to paving	New Indicator	R1,500,000.00	R1,300,000.00	Appointment of consultant for Section E Phase 1 (3km) of upgrading of 13km from gravel to paving by 30 June 2025	N/A	Appointment of Consultant	Development of detailed design for Section E Phase 1 (3km) of upgrading of 13km	Development of Draft Tender Document	7.15	MM	Q2- Appointment letter Q3-Detailed design Q4-Draft Tender Document
4	To develop sustainable infrastructure networks which promotes economic growth and improve quality of life	Building and Construction	Development of a tender document for extension of mageva soccer pitch	Approved Terms of Reference to consultant for Mageva Soccer pitch extension	R4,500,000.00	R1,400,000.00	Development of a tender document for extension of mageva soccer pitch by 30 June 2025	Appointment of Consultants	Development of a tender document for extension of mageva soccer pitch	Finalisation of detail design report for extension of Mageva soccer pitch	Development of a tender document for extension of mageva soccer pitch	7.15	MM	Q1 - Appointment letter Q2 - Tender draft Q3-Detail design Report Q4--Draft Tender document

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5	To develop sustainable infrastructure networks which promotes economic growth and improve quality of life	Roads, Bridges and Storm water	Complete and submit the detailed design for the servicing of 539 sites at Section F	Detailed Design for Servicing of 539 sites at Section F has been submitted	R500,000.00	R92,000.00	Complete and submit the detailed design for the servicing of 539 sites at Section F by 30 June 2025	N/A	Development of draft tender document for Servicing of 539 sites	N/A	N/A	7.14	MM	Q2 - Draft tender document
6	To develop sustainable infrastructure networks which promotes economic growth and improve quality of life	Roads, Bridges and Storm water	Construction of subbase layer for 4.8 km	New Indicator	R24,472,367.47	R26,263,910.52	Construction of subbase layer for 4.8 km Upgrading of internal streets at Nwa-Mankena by 30 June 2025	Appointment of contractor, Site handover, Site establishment, Road setting out.	Clearing and grubbing, Box cutting	Roadbed preparation at Nwa-Mankena	Construction of subbase layer at Nwa-Mankena	7.14	MM	Q1 Appointment letter Q2 Progress report Q3 Progress report Q4 Progress report
7	To develop sustainable infrastructure networks which promotes economic growth and improve quality of life	Roads, Bridges and Storm water	3.6km upgrading from gravel to paving at Shawela	Contractor for 3.6km upgrading from gravel to paving at Shawela has been appointed	R31,650,844.03	R32,651,435.51	3.6km upgrading from gravel to paving at Shawela by 30 June 2025	Site handover, Site establishment, Road setting out, Clearing and grubbing, Box cutting	Roadbed preparation, Construction of subbase layer	Processing of base layer, Installation of paving bricks at Shawela	Installation of kerbs, paving bricks, road markings, Stormwater drains and Practical completion at Shawela	7.14	MM	Q1- Progress Report Q2- Progress Report Q3- Progress Report Q4- Practical Completion Certificate

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8	To develop sustainable infrastructure networks which promotes economic growth and improve quality of life	Roads, Bridges and Storm water	2.6 km Upgrading from gravel to paving at Hlomela	Contractor for 2.6km upgrading from gravel to paving at Hlomela has been appointed	R21,681,638.50	R19,889,503.97	2.6 km Upgrading from gravel to paving at Hlomela by 30 June 2025	Site handover, Site establishment, Road setting out, Clearing and grubbing, Box cutting	Roadbed preparation, Construction of subbase layer	Processing of base layer, Installation of paving bricks at Hlomela	Installation of kerbs, paving bricks, road signs, road markings, Stormwater drains and Practical completion at Hlomela	7.14	MM	Q1- Progress Report Q2- Progress Report Q3- Progress Report Q4- Practical Completion Certificate
9	To develop sustainable infrastructure networks which promotes economic growth and improve quality of life	Building and Construction	Development of tender document for refurbishment of Section E Sports Centre	Approved Terms Of Reference to appoint consultant for refurbishment of Section E Sports Centre	R7,000,000.00	R1,524,618.96	Development of tender document for refurbishment of Section E Sports Centre by 30 June 2025	Appointment of consultant and development of scoping report refurbishment of Section E Sports Centre	Development of preliminary and detailed design for refurbishment of Section E Sports Centre	Development of tender document for refurbishment of Section E Sports Centre	N/A	7.14	MM	Q1- Appointment letter (consultant Scoping Report Q2- Preliminary & Design Detail design Q3-Draft Tender Document
10	To develop sustainable infrastructure networks which promotes economic growth and improve quality of life	Building and Construction	Appointment of consultant for Refurbishment of Giyani Community Hall	New Indicator	R1,500,000.00	R1,000,000.00	Appointment of consultant for Refurbishment of Giyani Community Hall by 30 June 2025	N/A	Appointment of consultant	Development of Scoping Report and Preliminary design for Refurbishment of Giyani Community hall	Detailed design	7.14	MM	Q2 - Appointment letter Q3- Scoping Report & Preliminary design Q4- Detailed design

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11	To develop sustainable infrastructure networks which promotes economic growth and improve quality of life	Building and Construction	Construction of stalls at Giyani section A (10 market stalls)	New Indicator	R5,000,000.00	R1,908,000.00	Construction of market stalls at Giyani Section A (10 market stalls) by 30 June 2025	Appointment of consultant	Development of Detailed design for Construction of market stalls at Giyani Section A	Development of tender document for Construction of market stalls at Giyani Section A	Appointment of the contractor	7.14	MM	Q1 - Appointment Letter Q2 - Progress Report Q3 - Tender document Q4 - Appointment letter
12	To develop sustainable infrastructure networks which promotes economic growth and improve quality of life	Building and Construction	Construction of Waste Disposal Site	Approved Terms Of Reference to appoint contractor for Waste Disposal Site)	R2,705,000.00	R12,428,712.49	Construction of Waste Disposal Site by 30 June 2025	Appointment of contractor	Placement of blanket leachate collection system of 150mm thick of 38-53 mm aggregate, placement of a separation geotexts tile above the blanket leachate collection system, placement of a ballast layer above the HDPE geo-membrane	Placement of blanket leachate collection system of 150mm thick of 38-53 mm aggregate, placement of a separation geotexts tile above the blanket leachate collection system, placement of a ballast layer above the HDPE geo-membrane	Practical Completion	7.14	MM	Q1 - Appointment Letter Q2 - Progress Report Q3 - Progress Report Q4 - Practical Completion
13	To improve financial management systems to enhance venue base	PMU	% MIG Budget spent	100% MIG budget spent	R67,604,850.00	R67,604,850.00	100% MIG Budget spent by 30 June 2025	15% of MIG budget spent	45 % of MIG budget spent	80% of MIG budget spent	100% of MIG budget spent	7.14	MM	MIG Spending Report



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14	Accessible basic and infrastructure services	Waste Management	Number of zones and Town to have access to weekly refuse removal services	4 wards (1, 12, 13 and 21) had access to refuse removal	Operational	operational	06 zones and 1 town (A,B,C,D,E,F and CBA) have access to weekly refuse removal by 30 June 2025	06 zones and 1 town (A,B,C,D,E,F and CBA) have access to weekly refuse removal	06 zones and 1 town (A,B,C,D,E,F and CBA) have access to weekly refuse removal	06 zones and 1 town (A,B,C,D,E,F and CBA) have access to weekly refuse removal	06 zones and 1 town (A,B,C,D,E,F and CBA) have access to weekly refuse removal	7.14	MM	Billing Report
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6: KPA 4 : LOCAL ECONOMIC DEVELOPMENT (HIGHER SDBIP) KPA WEIGHT=8.33%

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

OUTPUT 6: DEEPEN DEMOCRACY THROUGH A REFINED WARD COMMITTEE MODEL

OUTPUT 6: ADMINISTRATIVE AND FINANCIAL CAPABILITY

No.	Development Objective	Program	Key Performance Indicators/Measurable Objective	Baseline 2023/24	Budget 2024/25		Annual Targets	1st Q Target	2nd Q Targets	3rd Q Targets	4th Q Targets	KPI Weight	Dept	Portfolio of Evidence
1	To Create An Enabling Environment For Sustainable Economic Growth	LED Forum	Number of LED Forums held	4 LED Forums held	operational	Operational	4 LED Forums held by 30 June 2025	1 LED Forum held	1 LED Forum held	1 LED Forum held	1 LED Forum held	33.33	MM	Q1-Q4 Invitation, Minutes and Attendance Register
2	To Create An Enabling Environment For Sustainable Economic Growth	LIBRA	Number of Business Registration and Licensing adjudication committee meetings held	4 Business Registration and Licensing adjudication committee meetings held	operational	Operational	4 Business Registration and Licensing adjudication committee meetings held by 30 June 2025	1 Business Registration and Licensing Adjudication Committee Meeting held	1 Business Registration and Licensing Adjudication Committee Meeting held	1 Business Registration and Licensing Adjudication Committee Meeting held	1 Business Registration and Licensing Adjudication Committee Meeting held	33.33	MM	Q1-Q4 Invitation, Minutes and Attendance Register



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3	To Create An Enabling Environment For Sustainable Economic Growth	SMME Support (Projects & Cooperatives	Financially support projects & cooperatives that are operational but facing some challenges.	4 SMME'S Supported financially	R1.720.000.00	R1.722.000.00	4 SMME'S Supported financially by 30 June 2025	N/A	N/A	N/A	4 SMME's supported financially	33.34	MM	Q4 Call for proposals, Application Form and Acknowledg ement letter
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**7. KPA 5: MUNICIPAL FINANCE MANAGEMENT AND VIABILITY (HIGHER SDBIP) 2.08**

KPA 5: KPA WEIGHT=2.08

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 2023/24	Budget 2024/25	Annual Target	1st Q Target	2nd Q Targets	3rd Q Targets	4th Q Targets	KPI Weight	Dept	Portfolio of Evidence

**8. KPA 6: GOOD GOVERNANCE AND PUBLIC PARTICIPATION 20.84**

KPA 6: GOOD GOVERNANCE AND PUBLIC PARTICIPATION KPA WEIGHT=20.84%

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

No.	Development Objective	Programme	Key Performance Indicators/ Measurable Objective	Baseline	Budget 2024/25	Annual target	1st Q Target	2nd Q Targets	3rd Q Targets	4th Q Targets	KPI Weight	Dept	Portfolio of evidence	
1	To improve financial management systems to enhance venue base	Budget and Reporting	Obtaining Unqualified Audit Opinion	Obtaining Unqualified Audit Opinion	Operational	Operational	Unqualified Audit Opinion for the 2023/24 FY by 30 November 2024	N/A	Obtaining of Unqualified Audit Opinion	N/A	N/A	9.1	MM	Q2 AGSA Audit Report



2	To develop governance structures and systems that will ensure effective public consultation and organizational discipline	Performance Management	Develop and submit the SDBIP to the Mayor for signature within 28 days after approval of the budget	SDBIP 2024/2025 was developed and submitted to the Mayor within 28 days after approval of the budget	Operational	Operational	Development and submission of the 2025/2026 SDBIP to the Mayor for signature within 28 days after approval of the budget by 30 June 2025	N/A	N/A	N/A	Development and submission of the 2025/2026 SDBIP to the Mayor for signature within 28 days after approval of the budget	9.1	MM	Q4-Signed SDBIP and Proof of Submission
3	To develop governance structures and systems that will ensure effective public consultation and organizational discipline	Integrated Development Planning	Review the IDP for 2024/2025 and development of 2025/26 IDP financial year	Reviewed IDP for 2023/2024 and developed 2024/25 IDP financial year	Operational	Operational	Review the IDP for 2024/2025 and development of 2025/26 IDP financial year by 31 May 2025	Development and adoption by Council of IDP process plan	Development of analysis phase of IDP and conduct strategic planning	Conduct IDP Rep Forum, adoption of Draft IDP by Council 31 March 2025	Conduct public participation and IDP Rep Forum, adoption of Final IDP by Council 31 May 2025	9.1	MM	Q1 Council Resolution (Adopted Process Plan), Q2 Draft Analysis phase(Chapter) Q3 Council Resolution
4	To develop governance structures and systems that will ensure effective public consultation and organizational discipline	Risk Management	Number of risk management committee meetings held	4 Risk management committee meetings held	Operational	Operational	4 Risk management committee meetings held by 30 June 2025	1 Risk management Committee meeting held	1 Risk management Committee meeting held	1 Risk management Committee meeting held	1 Risk management Committee meeting held	9.1	MM	Q1-Q4 Minutes and Attendance Register
5	To develop governance structures and systems that will ensure effective public consultation and organizational discipline	Risk Management	59% (136/236) of risk implemented Strategic and Operational	Implementation of risk mitigation plans	Operational	Operational	100% of total number of risk implemented (Strategic and Operational) by 30 June 2025	100% of risk implementation plan (Strategic and Operational)	100% of risk implementation plan (Strategic and Operational)	100% of risk implementation plan (Strategic and Operational)	100% of risk implementation plan (Strategic and Operational)	9.1	MM	Q1-Q4 Updated Risk register



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6	To develop governance structures and systems that will ensure effective public consultation and organizational discipline	Internal Auditing	Develop Audit Committee Charter and submit to council for approval	Audit Committee Charter was developed and submitted to council for approval	Operational	Operational	Audit Committee Charter developed and submitted to council for approval by 30 June 2025	N/A	N/A	N/A	Approved Audit Committee Charter	9.1	MM	Q4- Approved Audit Committee Charter
7	To develop governance structures and systems that will ensure effective public consultation and organizational discipline	Internal Auditing	Develop the 3 year Internal Audit Plan, and Internal Audit Charter and submit to Audit Committee for approval	3 year Internal Audit plan and Internal Audit Charter was developed and submitted to Audit Committee for approval	Operational	Operational	3 year Internal Audit plan and Internal Audit Charter developed and submitted to Audit Committee for approval by 30 June 2025	N/A	N/A	N/A	Develop 3 year Internal Audit plan and Internal Audit Charter submit to Audit Committee for approval	9.1	MM	Q4- Approved 3 year Internal Audit plan, Internal Audit Charter,
8	To develop governance structures and systems that will ensure effective public consultation and organizational discipline	Internal Auditing	60.45% of findings (133 out of 220) resolved in the Internal Audit action Plan	Implementation in 2023/24 Internal Audit Action plan	Operational	Operational	100% of findings resolved in the Internal Audit Action Plan by 30 June 2025	100% of findings resolved in the Internal Audit Action Plan	100% of findings resolved in the Internal Audit Action Plan	100% of findings resolved in the Internal Audit Action Plan	100% of findings resolved in the Internal Audit Action Plan	9.1	MM	Q1-Q4 Updated Internal Audit Action Plan
9	To develop governance structures and systems that will ensure effective public consultation and organizational discipline	Internal Auditing	14% of findings (07 out of 49) resolved in the AG(SA) Action Plan	Implementation of AG(SA) Action Plan	Operational	Operational	100% of findings resolved in the AG(SA) Action Plan by 30 June 2025	100% of findings resolved in the AGSAs Action Plan	N/A	50% of findings resolved in the AGSAs Action Plan	100% of findings resolved in the AGSAs Action Plan	9.1	MM	Q1-Q3 & Q4 Updated Audit Action Plan



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10	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 held	9 Audit and Performance Committee meetings held	Operational	Operational	4 Audit and Performance Committee meetings held by 30 June 2025	1 Audit and Performance Committee meeting to be held	1 Audit and Performance Committee meeting to be held	1 Audit and Performance Committee meeting to be held	1 Audit and Performance Committee meeting to be held	9.1	MM	Q1-Q4 Attendance Register, and Minutes
11	To develop governance structures and systems that will ensure effective public consultation and organizational discipline	Internal Auditing	Number of Audit and Performance Committee Reports developed and submitted to Council	4 Audit and Performance Committee Reports	Operational	Operational	4 Audit and Performance Committee Reports developed and submitted to Council by 30 June 2025	1 Audit and Performance Committee Reports submitted to council for approval	1 Audit and Performance Committee Reports submitted to council for approval	1 Audit and Performance Committee Reports submitted to council for approval	1 Audit and Performance Committee Reports submitted to council for approval	9	MM	Q1-Q4 Report to Council, Council Resolution

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 (KPs) and the Core Competency Requirements (CCRs), respectively.

Each area of assessment will be weighted and will contribute a specific part to the total score. KPs covering the main areas of work will account for 80% and CCR will account for 20% of final assessment.

#### 9. Table B: WEIGHTING ON KPAs

KEY PERFORMANCE AREAS		WEIGHT
1. Spatial Rationale		4.00%
2. Municipal Transformation and Organisational Development		10.42%
3. Basic Service Delivery and Infrastructure Development		56.00%
4. Local Economic Development		8.74%
5. Municipal Finance Management and Viability		0.00%
6. Good Governance and Public Participation		20.84%
TOTAL WEIGHTING		100%

#### CORE COMPETENCY REQUIREMENTS FOR EMPLOYEES (CCR)

Core Managerial and Occupational Competencies	
Strategic Direction and Leadership	10%
Program and project Management	5%
Financial Management	10%
Change Leadership	4%
Knowledge Management	5%
Service Delivery Innovation	5%



Problem Solving and Analysis	5%
People Management and Empowerment	4%
Governance Leadership	4%
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%
Skills in governance	4%
Competency as required by other national line sector departments	4%
Total percentage	<b>100%</b>

## 10. 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.

## 11. 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.
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.

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Unacceptable Performance		Performance does not meet the standard expected for the job. The review/assessment indicates that the employee has achieved below fully effective results against almost all of the performance criteria and indicators as specified in the PA and Performance Plan. The employee has failed to demonstrate the commitment or ability to bring performance up to the level expected in the job despite management efforts to encourage improvement.
	1	

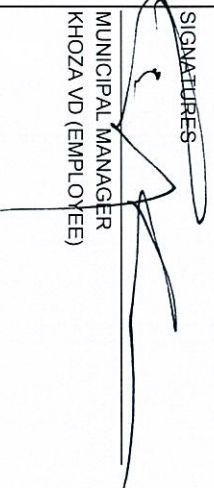
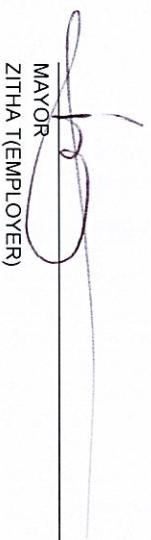
## 12. PERSONAL DEVELOPMENT PLANS (PDP)

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.

## 13. SIGNATURES

SIGNATURES	
 MUNICIPAL MANAGER KHOZA VD (EMPLOYEE)	 MAYOR ZITHA T (EMPLOYER)