

PERFORMANCE AGREEMENT

**MADE AND ENTERED INTO BY AND
BETWEEN:**

**MOPANI DISTRICT MUNICIPALITY
AS REPRESENTED BY THE MUNICIPAL
MANAGER**

MR TSHEPO MOGANO

AND

MR MAWELEWELE MAHAYI

SENIOR MANAGER: TECHNICAL SERVICES

THE EMPLOYEE OF THE MUNICIPALITY

FOR THE

FINANCIAL YEAR:

1 JULY 2025 – 30 JUNE 2026

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ENTERED INTO BY AND BETWEEN:

The Municipality herein represented by **Mr TSHEPO JACK MOGANO** in his capacity as Municipal Manager (hereinafter referred to as the **Employer** or Supervisor)

and

Mr MAWELEWELE MAHAYI Employee of the Municipality (hereinafter referred to as the **Employee**).

WHEREBY IT IS AGREED AS FOLLOWS:

1. Introduction	<p>1.1 The Employer has entered into a contract of employment with the Employee in terms of section 56(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".</p> <p>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.</p> <p>1.3 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.</p> <p>1.4 The Parties wish to ensure that there is compliance with Sections 57 (4A), 57 (4B) and 57 (5) of the Systems Act.</p>
2. Purpose of this Agreement	<p>The purpose of this Agreement is to:</p> <p>2.1 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.</p> <p>2.2 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.</p> <p>2.3 Specify accountabilities as set out in a Performance Plan, which forms an Annexure to the Performance Agreement.</p> <p>2.4 Monitor and measure performance against set targeted outputs.</p> <p>2.5 Use the Performance Agreement as the basis for assessing whether the employee has met the performance expectations applicable to his or her job.</p> <p>2.6 In the event of outstanding performance, to appropriately reward the employee.</p> <p>2.7 Give effect to the employer's commitment to a performance-orientated relationship with its employee in attaining equitable and improved service delivery.</p>
3. Commencement	<p>3.1 This Agreement will commence on 1 July 2025 and will remain in force until</p>

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<p>and duration</p>	<p>30 June 2026 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.</p> <p>3.2 The parties will review the provisions of this Agreement during June each year. 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.</p> <p>3.3 This Agreement will terminate on the termination of the Employee's contract of employment for any reason.</p> <p>3.4 The content of this Agreement may be revised at any time during the above-mentioned period to determine the applicability of the matters agreed upon.</p> <p>3.5 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.</p>
<p>4. Performance Objectives</p>	<p>4.1 The Performance Plan (Annexure A) sets out:</p> <p>4.1.1 Key Performance Areas that the employee should focus on.</p> <p>4.1.2 Core competencies required from employees.</p> <p>4.1.3 The performance objectives, key performance indicators and targets that must be met by the Employee.</p> <p>4.1.4 The time frames within which those performance objectives and targets must be met.</p> <p>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:</p> <p>4.2.1 The strategic objectives describe the strategic intent of the organisation that needs to be achieved.</p> <p>4.2.2 The strategic performance indicators provide the details of the evidence that must be provided to show that a key objective has been achieved.</p> <p>4.2.3 The target dates describe the timeframe in which the work must be achieved.</p> <p>4.2.4 The weightings show the relative importance of the key performance areas, key objectives, and key performance indicators to each other.</p>
<p>5. Performance</p>	<p>5.1 The Employee agrees to participate in the performance management</p>

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Management System

system that the Employer adopts or introduces for the Employee, 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.
- 5.6 The Employee's assessment will be based on his / her 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 (KPA's)	Weighting
Municipal Institutional Development and Transformation	10%
Basic Service Delivery	50%
Local Economic Development (LED)	10%
Municipal Financial Viability and Management	10%
Good Governance and Public Participation	20%
Spatial Rationale	0%
Total	100%

- 5.7 Manager's responsibilities are also directed in terms of the abovementioned key performance areas. In the case of managers directly accountable to the Municipal Manager, other key performance areas related to the functional area of the relevant manager can be added subject to negotiation between the municipal manager and the relevant manager.

- 5.8 The CCRs will make up the other 20% of the Employee's assessment score.

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CCRs that are deemed to be most critical for the Employee's specific job should be selected (✓) from the list below as agreed to between the Employer and Employee. Three of the CCRs are compulsory for Municipal Managers:

CORE MANAGERIAL COMPETENCIES (CMC) ¹	WEIGHT
Strategic Capability and Leadership	5%
Programme and Project Management	5%
Financial Management	20%
Change Management	5%
Knowledge Management	5%
Service Delivery Innovation	10%
Problem Solving and Analysis	15%
People Management and Empowerment	5%
Client Orientation and Customer Focus	5%
Communication	10%
Accountability and Ethical Conduct	15%
Total percentage	100%

6. Evaluating Performance

- 6.1 The Performance Plan (Annexure A) to this Agreement sets out:
 - 6.1.1 The standards and procedures for evaluating the Employee's performance.
 - 6.1.2 The intervals for the evaluation of the Employee's performance.
- 6.2 Despite the establishment of agreed intervals for evaluation, the Employer may in addition review the Employee's performance at any stage while the contract of employment remains in force.
- 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 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 automatically. These scores are carried over to the applicable employee's performance plan. During assessment, the employee has a chance to submit evidence of performance where a disagreement.
 - (c) The applicable assessment ratings and scores will calculate a

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final KPA score.

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 applicable assessment rating calculator (refer to paragraph 6.5.1) must then be used to add the scores and calculate a final CCR score.

6.5.3 Overall rating:

An overall rating is calculated by using the applicable assessment-rating calculator. Such overall rating represents the outcomes of the various weighted ratings contained in the performance Plan which represents the outcome of the performance appraisal.

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

Rating	Terminology	Description	% Score
5	Outstanding performance	Performance far exceeds the standard expected of an employee at this level.	167
4	Performance significantly above expectations	Performance is significantly higher than the standard expected in the job.	133 - 166
3	Fully effective	Performance fully meets the standards expected in all areas of the job.	100 - 132
2	Performance not fully effective	Performance is below the standard required for the job in key areas. Performance meets some of the standards expected for the job.	67 - 99
1	Unacceptable performance	Performance does not meet the standard expected for the job. 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.	0 - 66

6.7 For the purpose of evaluating the performance of the section 57 manager

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	<p>reporting to the municipal manager, an evaluation panel constituted of the following persons must be established-</p> <p>6.7.1 Municipal Manager</p> <p>6.7.2 Chairperson of the performance audit committee</p> <p>6.7.3 Member of the mayoral committee</p> <p>6.7.4 Municipal manager from another municipality</p> <p>6.7 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).</p>												
7. Schedule for Performance Reviews	<p>7.1 The performance of each Employee in relation to his / her 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:</p> <table><tr><td>First quarter</td><td>July – September 2025</td><td>(October 2025)</td></tr><tr><td>Second quarter</td><td>October – December 2025</td><td>(January 2026)</td></tr><tr><td>Third quarter</td><td>January – March 2026</td><td>(April 2026)</td></tr><tr><td>Fourth quarter</td><td>April – June 2026</td><td>(July 2026)</td></tr></table> <p>7.2 The Employer shall keep a record of the mid-year review and annual assessment meetings.</p> <p>7.3 Performance feedback shall be based on the Employer’s assessment of the Employee’s performance.</p> <p>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.</p> <p>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.</p>	First quarter	July – September 2025	(October 2025)	Second quarter	October – December 2025	(January 2026)	Third quarter	January – March 2026	(April 2026)	Fourth quarter	April – June 2026	(July 2026)
First quarter	July – September 2025	(October 2025)											
Second quarter	October – December 2025	(January 2026)											
Third quarter	January – March 2026	(April 2026)											
Fourth quarter	April – June 2026	(July 2026)											
8. Developmental Requirements	<p>The Personal Development Plan (PDP) for addressing developmental gaps is attached as Annexure B.</p>												
9. Obligations of the Employer	<p>9.1 The Employer shall:</p> <p>9.1.1 Create an enabling environment to facilitate effective performance by the employee.</p> <p>9.1.2 Provide access to skills development and capacity building opportunities.</p> <p>9.1.3 Work collaboratively with the Employee to solve problems and generate solutions to common problems that may impact on the performance of the Employee.</p> <p>9.1.4 On the request of the Employee delegate such powers reasonably required by the Employee to enable him / her to meet the performance objectives and targets established in terms of this Agreement.</p> <p>9.1.5 Make available to the Employee such resources as the Employee</p>												

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		may reasonably require from time to time to assist him / her 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.																						
	10.2	The Employer agrees to inform the Employee of the outcome of any decisions taken pursuant to the exercise of powers contemplated in 10.1 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: <table><tr><td>% Rating Over</td><td>% Bonus</td></tr><tr><td>130 - 133.8</td><td>5%</td></tr><tr><td>133.9 – 137.6</td><td>6%</td></tr><tr><td>137.7 – 141.4</td><td>7%</td></tr><tr><td>141.5 - 145.2</td><td>8%</td></tr><tr><td>145.3 – 149</td><td>9%</td></tr><tr><td>150 – 153.4</td><td>10%</td></tr><tr><td>153.5 – 156.8</td><td>11%</td></tr><tr><td>156.9 – 160.2</td><td>12%</td></tr><tr><td>160.2 – 163.6</td><td>13%</td></tr><tr><td>163.7 – 167</td><td>14%</td></tr></table>	% Rating Over	% 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%
% Rating Over	% 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: 11.3.1 Provide systematic remedial or developmental support to assist the Employee to improve his or her performance. 11.3.2 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 or her duties.																						
12. Dispute	12.1	Any disputes about the nature of the Employee's performance agreement,																						

Resolution

whether it relates to key responsibilities, priorities, methods of assessment and/ or any other matter provided for, shall be mediated by the mayor within thirty (30) days of receipt of a formal dispute from the employee, whose decision shall be final and binding on both parties. The decision of the mediator (Mayor) shall be final and binding on both parties whose decision shall be final and binding on both parties.

- 12.2 Any disputes about the outcome of the employee's performance evaluation, must be mediated by a member of the municipal council, provided that such member was not part of the evaluation panel provided for in sub-regulation 27(4) (e) of the Municipal Performance Regulations, Regulation 805 of 2006, within thirty (30) days of receipt of a formal dispute from the employee. The decision of the mediator shall be final and binding on both parties whose decision shall be final and binding on both parties.

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/ her contract of employment, or the effects of existing or new regulations, circulars, policies, directives or other instruments.

Thus done and signed at City of Tlokweng on this the 14 day of 07 2025

AS WITNESSES:

1.

2.

EMPLOYEE

AS WITNESSES:

1.

2.

MUNICIPAL MANAGER

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Resolution

whether it relates to key responsibilities, priorities, methods of assessment and/ or any other matter provided for, shall be mediated by the mayor within thirty (30) days of receipt of a formal dispute from the employee, whose decision shall be final and binding on both parties. The decision of the mediator (Mayor) shall be final and binding on both parties whose decision shall be final and binding on both parties.

- 12.2 Any disputes about the outcome of the employee's performance evaluation, must be mediated by a member of the municipal council, provided that such member was not part of the evaluation panel provided for in sub-regulation 27(4) (e) of the Municipal Performance Regulations, Regulation 805 of 2006, within thirty (30) days of receipt of a formal dispute from the employee. The decision of the mediator shall be final and binding on both parties whose decision shall be final and binding on both parties.

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/ her contract of employment, or the effects of existing or new regulations, circulars, policies, directives or other instruments.

Thus done and signed at Aiyani on this the 14 day of 07 2025

AS WITNESSES:

1.

2.

EMPLOYEE

AS WITNESSES:

1.

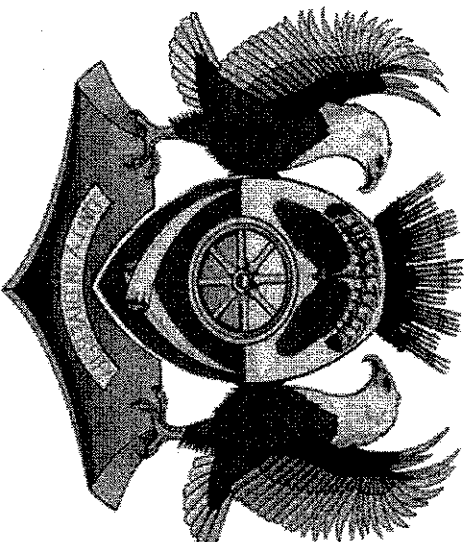
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Annexure A

Personal Performance Plan



MOPANI DISTRICT MUNICIPALITY

2025-2026

Name: Mawelewele Ludic Mahayi

Position: Senior Manager: Technical Services

Accountable to: The Municipal Manager

Plan Period: 01 July 2025 – 30 June 2026

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1. INTRODUCTION

PURPOSE:

The performance plan defines the Council's expectations of the employee's performance agreement to which this document is attached and Section 54 (A) of the Municipal Systems Act, which provides that performance objectives and targets must be based on the key performance indicators as set in the Municipality's Integrated Development Plan (IDP) and the Municipality's Service Delivery and Budget Implementation Plan (SDBIP) and as reviewed annually.

STRATEGIC ALIGNMENT:

The Objects of Local Government as outlined in the Constitution, Key Performance Areas (KPA) as outlined in the Local Government: Municipal Planning and Performance Management Regulations (2001) inform the strategic objectives per BSC perspective and the ultimate outcomes to be achieved are listed in the table below. The indicators and targets are aligned to contribute to the achievement of the objectives over the longer term, in so far as it is relevant to the functions of the employee.

Objects of Local Government	Local Government KPA	Strategic Objectives
Encourage the involvement of communities and community organisations in the matters of local government	Municipal Transformation and Organisational Development	Develop entrepreneurial and intellectual capability
Promote a safe and healthy environment	Basic Service Delivery	Improve Community well-being
Ensure the provision of services to communities in a sustainable manner.		Effective coordination of public transport systems
		Provide clean and safe water
		Develop and maintain infrastructure
Promote social and economic development	LED	Grow the economy
	Spatial Rationale	Plan for the future
Provide democratic and accountable government for local communities	Municipal Financial Viability and Management	Become financially viable
	Good Governance and Public Participation	Manage through information
		Democratic and accountable organization

2. PURPOSE OF THE POSITION

The employee undertakes to be committed to the municipality's strategic intent that follows:
The Vision:

2025/2026 Performance Plan – Senior Manager: Technical Services



"To be the Food Basket of Southern Africa and the Tourism Destination of Choice"

The Mission:

- ***To provide integrated sustainable equitable services through democratic responsible and accountable governance.***
- ***Promoting the sustainable use of resources for economic growth to benefit the community.***

The value system of Mopani District municipality includes the following:

- Innovation
- Excellence
- Commitment
- Care
- Ubuntu

The employee is accountable and responsible for amongst others:

- The management of the Municipality's administration in accordance with Municipal legislation and other legislation applicable to the Municipality, includes management, discipline and development of staff;
- The formation and development of an economical, effective, efficient and accountable administration that is equipped to carry out the task of implementing the municipality's Integrated Development Plan (IDP) and responsible to the needs of the local community
- The management and monitoring of Municipal Services provided to local community in a sustainable and equitable manner,
- The administration and implementation of the municipality's by-laws and other legislation, includes the implementation of National and Provincial directives, policies and legislation.
- Exercising powers delegated to the Municipal Manager by the Municipal Council and other authorities of the Municipality.
- Rendering administrative and strategic support to the Executive Mayor and other political structures in council.
- Manage income and expenditure of the municipality to ensure sound financial management of Council.



3. SERVICE DELIVERY AND PERFORMANCE INDICATORS

The indicators and targets for which the employee is responsible to achieve and report on follow:

3.1 KEY PERFORMANCE AREA 1: MUNICIPAL TRANSFORMATION AND ORGANIZATIONAL DEVELOPMENT

Reference	Municipal KPA	Strategic Objective	Municipal Programme	Measurable Objectives	Performance Indicator Title	Unit of Measure	KPI Concept	KPI Owner	Baseline	Reporting Category	Annual Target	KPI Calculation Type	Quarterly Targets				Source of Evidence
													Q1 Target	Q2 Target	Q3 Target	Q4 Target	
MTO1	To promote democratic sound governance	Municipal transformation and organizational development	PMS	To ensure that S54 & S56 Managers sign the performance agreements within 30 days after adoption of the final SDBIP	Signed Performance Agreements by all S54A & S56 Managers	#	Outcome	Senior Manager : Tech	1	Annually	1	Cumulative	1	N/A	N/A	N/A	Signed Performance Agreements for the Senior Manager
MTO2	To promote democratic sound governance	Municipal transformation and organizational development	PMS	To ensure PMS is cascaded to lower levels	# of Signed Performance Plan by all level 2 & 3 within the financial year	#	Output	Senior Manager : Tech	0	Annually	5	Standard-Alone	5	N/A	N/A	N/A	Signed Performance Plan for all level 2 & 3
MTO3	To promote democratic sound governance	Municipal transformation and organizational development	PMS	To ensure quarterly assessments for Deputy Managers is conducted within 30 days after the end of the quarter.	# of Performance assessments conducted for Deputy Managers and Managers	#	Output	Senior Manager : Tech	0	Bi-Annually	5	Standard-Alone	0	5	1	5	Performance Assessment report
MTO4	To promote democratic sound governance	Municipal transformation and organizational development	Internal Audit	To attain Clean Audit by ensuring compliance to all governance, financial management and reporting	% of Internal audit findings implemented (Technical services)	%	Output	Senior Manager : Tech	60%	Quarterly	100%	Standard-Alone	25%	50%	75%	100%	Resolved IA register/planning, POE submitted



Reference	Municipal KPA	Strategic Objective	Municipal Programme	Measurable Objectives	Performance Indicator Title	Unit of Measure	KPI Concept	KPI Owner	Baseline	Reporting Category	Annual Target	KPI Calculation Type	Dec-25				Jun-26	Source of Evidence
													Q1 Target	Q2 Target	Q3 Target	Q4 Target		
				requirements by 30 June 2026														
MTD	To promote democracy and sound governance	Municipal transformation and organisational development	Internal Audit	To attain Clean Audit by ensuring compliance to all governance; financial management and reporting requirements by 30 June 2026	% of AG issues resolved (Technical services)	%	Output	Senior Manager : Tech	80%	Quarterly	100%	Stand-Alone	0	0	50%	100%	Resolved AG issues and POE's submitted	
MTD	To promote democracy and sound governance	Municipal transformation and organisational development	PMS	To ensure monthly reporting and compliance within the financial year	# of Monthly reports submitted within 7 days of each month	#	Output	Senior Manager : Tech	New	Monthly	12	Stand-Alone	3	3	3	3	Monthly reports /Dated proof of submission	
MTD	To promote democracy and sound governance	Municipal transformation and organisational development	Risk management	To ensure effective implementation of risk mitigations actions 30 June 2026	% of Risk issues resolved (Technical services)	%	Outcome	Senior Manager : Tech	70%	Quarterly	100%	Cumulative	25%	50%	75%	100%	Resolved Risk issues and POE submitted	



3.2 KEY PERFORMANCE AREA 2: BASIC SERVICE DELIVERY

R e f	Municipal KPA	Strategic Objective	Measurable Objectives	Municipal Programme	Performance Indicator Title	UN MDG	KPI Concept	KPI Owner	Baseline	Reporting Category	Annual Target	KPI Calculation Type	Quarterly Targets				Source of Evidence
													Q1 Target	Q2 Target	Q3 Target	Q4 Target	
BSDO1	Basic Service Delivery	To have integrated infrastructure development.	To ensure sustainable infrastructure development and maintenance	MIG	Development of MIG Implementation Plan by July each year	#	Outcome	Senior Manager : Technical	1	Annually	1	Stand Alone	1	N/A	N/A	N/A	Approved MIG Implementation Plan
BSDO2	Basic Service Delivery	To have integrated infrastructure development.	To ensure sustainable infrastructure development and maintenance	MIG	# of monthly MIG reports captured in the MI systems	#	Outcome	Senior Manager : Technical	12	Monthly	12	Stand-Alone	3	3	3	3	System screen shots
BSDO4	Basic Service Delivery	To have integrated infrastructure development.	To accelerate sustainable infrastructure and maintenance in all sectors of development.	Roads & Transport	# in kilometres of gravel roads graded	#	Outcome	Senior Manager : Technical	632	Quarterly	500 km	Stand alone	125 km	125 km	125 km	125 km	Monthly reports
BSDO5	Basic Service Delivery	To have integrated infrastructure development.	To accelerate sustainable infrastructure and maintenance in all sectors of development.	Energy	# number of quarterly energy forum held	#	Outcome	Senior Manager : Technical	New	Quarterly	4	Stand alone	1	1	1	1	Agenda, Minutes and attendance register
						#			New		1		N/A	N/A	N/A	1	



Report of Evidence	Source of Evidence	Jun-26 Target	Q4 Target	Q3 Target	Q2 Target	Q1 Target	KPI Calculation Type	Annual Target	Reporting Category	Baseline	KPI Owner	KPI Concept	UOM	Performance Indicator Title	Municipal Programme	Measurable Objectives	Strategic Objective	Municipal KPA	Report of Evidence
B S D O 6	Basic Service Delivery						Stand alone		Annual		Senior Manager :Technical	Outcome		# number of integrated transport plan reviewed within the financial year	Roads & Trans port	To accelerate sustainable infrastructure and maintenance in all sectors of development.	To have integrated infrastructure development		
B S D O 7	Basic Service Delivery						Stand alone		Quarterly	New	Senior Manager :Technical	Outcome	#	# number of transport forum held	Roads & Trans port	To have integrated infrastructure development	To improve community safety, health and social well-being		

3.3. KEY PERFORMANCE AREA 3: LOCAL ECONOMIC DEVELOPMENT

Report of Evidence	Source of Evidence	Jun-26 Target	Q4 Target	Q3 Target	Q2 Target	Q1 Target	KPI Calculation Type	Annual Target	Reporting Category	Baseline	KPI Owner	KPI Concept	UOM	Performance Indicator Title	Municipal Programme	Measurable Objectives	Strategic Objective	Municipal KPA	Report of Evidence
L E D 1	Local Economic Development						Stand Alone	2 800	Quarterly	2 794	Senior Manager :Technical	Outcome	#	# of jobs created through EPWP	LED	To ensure sustainable livelihoods within the district	To improve community safety, health and social well-being		



3.4 KEY PERFORMANCE AREA 4: MUNICIPAL FINANCIAL VIABILITY

Reference	Municipal KPA	Strategic Objective	Measurable Objectives	Municipal Programme	Performance Indicator Title	Unit of Measure	KPI Concept	KPI Owner	Baseline	Reporting Category	Annual Target	KPI Calculation Type	Quarterly Targets				Source of Evidence
													Q1 Target	Q2 Target	Q3 Target	Q4 Target	
Municipal	To promote democracy and sound governance 1	To increase revenue generation and implement financial control systems	To effectively manage the financial affairs of the municipality within the financial year	Expenditure Management	% capital budget spent as approved by Council within the financial year	%	Output	Senior Manager :Technical	74%	Annually	100% Capital Budget spent	Stand-Alone	20%	40%	70%	100%	Expenditure reports
	To promote democracy and sound governance 2	To increase revenue generation and implement financial control systems	To effectively manage the financial affairs of the municipality within the financial year	Expenditure Management	% MIG budget spent as approved by Council within the financial year	%	Output	Senior Manager :Technical	91%	Annually	100% MIG expenditure	Capita	20% R104 828 467	45% R236 100 150	70% R367 266 900	100% R543 922 000	Expenditure reports
	To promote democracy and sound governance 3	To increase revenue generation and implement financial control systems	To effectively manage the financial affairs of the municipality within the financial year	Expenditure Management	% WSIG budget spent as approved by Council within the financial year	%	Output	Senior Manager :Technical	63%	Annually	100% WSIG expenditure	Capita	20% R114 533 000	40% R19 199 200	70% R33 598 600	100% R136 000 000	Expenditure reports
Municipal	To promote democracy	To increase revenue generation	To effectively manage the financial year	Expenditure	% RRAMS budget spent as approved	%	Output	Senior Manager :Technical	75%	Quarterly	100% RRAMS expenditure	Capita	20% R10 094 800	40% R21 180 000	70% R1 733 200	100% R2 587 000	Expenditure

2025/2026 Performance Plan – Senior Manager: Technical Services



Reference	Municipal KPA	Strategic Objective	Measurable Objectives	Municipal Programme	Performance Indicator Title	Unit of Measure	KPI Concept	KPI Owner	Baseline	Reporting Category	Annual Target	KPI Calculation Type	Quarterly Targets				Source of Evidence
													Q1 Target	Q2 Target	Q3 Target	Q4 Target	
V	and sound governance	and implement financial control systems	financial affairs of the municipality within the financial year	Management	by Council within the financial year												reports
M	To promote F democracy and sound governance	To increase revenue generation and implement financial control systems	To effectively manage the financial affairs of the municipality within the financial year	Expenditure Management	% EPWP budget spent as approved by Council within the financial year	%	Output	Senior Manager : Technical	100%	Quarterly	100% EPWP R 7 838 000 expenditure	Operational	20% R1 359 800	40% R 2 719 600	70% R 4 759 300	100% R 7 838 000	Expenditure reports
M	To promote F democracy and sound governance	To increase revenue generation and implement financial control systems	To effectively manage the financial affairs of the municipality within the financial year	Expenditure Management	% of departmental budget spent as approved within the financial year	%	Output	Senior Manager : Technical	100%	Annually	90% departmental budget spent	Stand-Alone	25%	45%	70%	90%	Expenditure reports

3.6 KEY PERFORMANCE AREA 6: GOOD GOVERNANCE & PUBLIC PARTICIPATION

2025/2026 Performance Plan – Senior Manager: Technical Services

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Regional Entity	Municipal KPA	Strategic Objective	Measurable Objectives	Municipal Programme	Performance Indicator Title	UOM	KPI Concept	KPI Owner	Baseline	Reporting Category	Annual Target	KPI Calculation Type	Dec 25				Jun 26		Source of Evidence
													Q1 Target	Q2 Target	Q3 Target	Q4 Target			
G	Good Governance & Public Participation 1	To promote democracy and sound governance	To ensure functionality of Council committee within the financial year.	Council	# of Council Meetings invited & attended within the financial year	#	Outcome	Senior Manager: Technical	13	Annually	7	Stand Alone	1	1	3	2	Attendance register		
G	Good Governance & Public Participation 2	To promote democracy and sound governance	To ensure functionality of Council committee within the financial year.	Council	% in Implementation of Council Resolutions	%	Outcome	Senior Manager: Technical	78%	Monthly	100%	Stand-Alone	100%	100%	100%	100%	Updated Resolutions Register		
G	Good Governance & Public Participation 3	To promote democracy and sound governance	To ensure functionality of MAYCO within the financial year.	Mayor	# of MAYCO meetings invited & attended within the financial year	#	Output	Senior Manager :Technical	13	Monthly	7	Stand-Alone	1	1	3	2	Attendance register		
G	Good Governance & Public Participation 4	To promote democracy and sound governance	To ensure functionality of Portfolio committees within the financial year.	Portfolio	# of Portfolio committee meetings held within the financial year	#	Outcome	Senior Manager :Technical	8	Annually	8	Stand-Alone	2	2	2	2	Agenda, Minutes & attendance register		
G	Good Governance & Public Participation 5	To promote democracy and sound governance	To ensure functionality of Portfolio committees within the financial year.	Portfolio	% in Implementation of Portfolio Resolutions	%	Outcome	Senior Manager :Technical	100%	Quarterly	100%	Cumulative	100%	100%	100%	100%	Updated Resolutions Register		



R e f	Municipal KPA	Strategic Objective	Measurable Objectives	Municipal Programme	Performance Indicator Title	UO M	KPI Concept	KPI Owner	Baseline	Reporting Category	Annual Target	KPI Calculation Type	Dec-25				Source of Evidence
													Q1 Target	Q2 Target	Q3 Target	Q4 Target	
G P 6	Good Governance & Public Participation	To promote democracy and sound governance	To ensure functionality of IGR structures within the financial year.	IGR committee	# of Technical IGR meetings held within the financial year	#	Outcome	Senior Manager : Technical	4	Quarterly	4	Stand alone	1	1	1	1	Attendance register
G P 7	Good Governance & Public Participation	To promote democracy and sound governance	To ensure functionality of IGR structures within the financial year.	IGR	# of IGR meetings invited & attended within the financial year	#	Outcome	Senior Manager : Technical	4	Quarterly	4	Stand alone	1	1	1	1	Attendance register
G 7	Good Governance & Public Participation	To promote democracy and sound governance	To ensure functionality of IGR structures within the financial year.	IGR	% In Implementation of IGR Resolutions	%	Outcome	Senior Manager : Technical	100%	Quarterly	100%	Stand alone	100%	100%	100%	100%	Updated Resolutions Register
G P 8	Good Governance & Public Participation	To promote democracy and sound governance	To ensure public involvement in the affairs of the Municipalities	Public Participation	# of Public Participation Meetings invited & attended within the financial year	#	Output	Senior Manager : Technical	10	Monthly	5	Cumulative	N/A	N/A	N/A	5	Attendance register
G P 9 0	Good Governance & Public Participation	To promote democracy and sound governance	To ensure functionality of administration	Management committee	# of Management meetings invited & attended within the financial year	#	Outcome	Senior Manager : Technical	14	Monthly	12	Stand alone	3	3	3	3	Attendance register

2025/2026 Performance Plan – Senior Manager: Technical Services

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Ref	Municipal KPA	Strategic Objective	Measurable Objectives	Municipal Programme	Performance Indicator Title	UOM	KPI Concept	KPI Owner	Baseline	Reporting Category	Annual Target	KPI Calculation Type	Quarterly Targets				Source of Evidence
													Q1 Target	Q2 Target	Q3 Target	Q4 Target	
G	Good Governance & Public Participation	To promote democracy and sound governance	To ensure functionality of administrative	Management Committee	% in implementation of MANCO Resolutions within the financial year	%	Output	Municipal Manager	100%	Quarterly	100%	Stand-Alone	100%	100%	100%	100%	Updated Resolutions register
G	Good Governance & Public Participation	To promote democracy and sound governance	To ensure functionality of Council within the financial year	Labour Relations	# of LLF meetings invited & attended within the financial year	#	Outcome	Senior Manager : Technical	13	Monthly	12	Stand-Alone	3	3	3	3	Attendance register
G	Good Governance & Public Participation	To promote democracy and sound governance	To ensure functionality of Municipality within the financial year	Labour Relations	% in implementation of LLF resolutions within the financial year	%	Outcome	Senior Manager : Technical	100%	Monthly	100%	Cumulative	100%	100%	100%	100%	Updated Resolutions register
G	Good Governance & Public Participation	To promote democracy and sound governance	To ensure public involvement in the IDP review	Public Participation	# of IDP/Budget/ PMS REP Forum meetings invited & attended within the financial year	#	Output	Senior Manager : Technical	5	Quarterly	4	Stand-Alone	1	1	1	1	Attendance register
G	Good Governance & Public Participation	To promote democracy and sound governance	To ensure public involvement in the IDP/Budget review within a financial year	Public Participation	# of IDP/Budget/ PMS Steering Committee meetings invited & attended within the financial year	#	Output	Senior Manager : Technical	5	Annually	4	Stand-Alone	1	1	1	1	Attendance register



R e f	Municipal KPA	Strategic Objective	Measurable Objectives	Municipal Program Name	Performance Indicator Title	UO M	KPI Concept	KPI Owner	Baseline	Reporting Category	Annual Target	KPI Calculation Type	Dec-25				Jun-26	Source of Evidence
													Q1 Target	Q2 Target	Q3 Target	Q4 Target		
G P 1 5	Good Governance & Public Participation	To promote democracy and sound governance	To promote accountability within the municipality	Public Participation	% of complaints resolved <i>(Technical)</i>	%	Output	Senior Manager :Technical	100%	Quarterly	100%	Stand- Alone	100%	100%	100%	100%	Updated Complaints Management Register	
G P 1 6	Good Governance & Public Participation	To promote democracy and sound governance	To ensure functionality of Audit committee within a financial year	Committees	# of Audit Committee meetings invited & attended within the financial year	#	Output	Senior Manager :Technical	11	Quarterly	7	Stand- Alone	2	1	2	2	Attendance register	
G P 1 7	Good Governance & Public Participation	To promote democracy and sound governance	To attain clean audit by ensuring compliance to all governance , financial management and reporting requirements within the financial year	Audit	% of RFI responded to within 3 working days	%	Output	Senior Manager :Technical	New	Quarterly	100%	Stand- Alone	100%	100%	0	0	Dated Proof of submission	
G P 1 8	Good Governance & Public Participation	To promote democracy and sound governance	To attain clean audit by ensuring compliance to all governance , financial management and reporting requirements within the financial year	Audit	% of COMAF responded to within 3 working days	%	Output	Senior Manager :Technical	New	Quarterly	100%	Stand- Alone	100%	100%	0	0	Dated Proof of submission	

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R e f	Municipal KPA	Strategic Objective	Measurable Objectives	Municipal Programme	Performance Indicator Title	UOM	KPI Concept	KPI Owner	Baseline	Reporting Category	Annual Target	KPI Calculation Type	Dec-25				Jun-26		Source of Evidence
													Q1 Target	Q2 Target	Q3 Target	Q4 Target			
G P 1 9	Good Governance & Public Participation	To promote democracy and sound governance	To attain clean audit by ensuring compliance to all governance , financial management and reporting requirements within the financial year	Audit	% of Audit steering committee attended	%	Output	Senior Manager :Technical	New	Quarterly	100%	Stand- Alone	100%	100%	0	0	Dated Proof of submission		
G P 2 0	Good Governance & Public Participation	To promote democracy and sound governance	To ensure functionality of Audit committee within a financial year	Committees	% of Audit and Performance Audit Committee resolutions implemented within the financial year	%	Output	Senior Manager :Technical	79%	Quarterly	100%	Stand- Alone	100%	100%	100%	100%	Audit Committee resolutions register		
G P 2 1	Good Governance & Public Participation	To promote democracy and sound governance	To ensure functionality of Audit committee within a financial year	PMS	# Number of performance information reports submitted to PMS unit within 5 days of requests	#	Output	Senior Manager :Technical	4	Quarterly	100%	Stand- Alone	100%	100%	100%	100%	Dated proof of submission		
G P 2 2	Good Governance & Public Participation	To promote democracy and sound governance	To ensure functionality of Audit committee within a financial year	Audit	# Number of Audit Committee reports submitted to internal Audit within 5 days of requests	#	Output	Senior Manager :Technical	New	Quarterly	100%	Stand- Alone	100%	100%	100%	100%	Reports /Dated proof of submission		

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MUNICIPAL CAPITAL PROJECTS

BASIC SERVICES DELIVERY PROJECTS

Ward no	Municipal KPA	Strategic Objective	Municipal Program	Performance Indicator Title	Project Name	Start Date	Completion date	Project Owner	Source of funding	Original Budget	Oct-Dec 25 Q2 Target	Jan-Mar 26 Q3 Target	Apr-Jun 26 Q4 Target	Evidence required	
All wards	BSD1	To have integrated infrastructure development	Water	Road Asset Management System	Road Asset Management System	2025/07/01	2026/06/30	Senior Manager Tech	RRAM S	R2 586 996	25%	50%	75%	100%	Completion certificate
ward 2 MLM	BSD2	To have integrated infrastructure development	Water	Construction of Kamperus Bulk Water Scheme & Scotia Water Reticulation	Kamperus Bulk Water Scheme & Scotia Water Reticulation	2025/07/01	2026/06/30	Senior Manager Tech	MIG	R18 255 252	25%	50%	75%	100%	Completion certificate
ward 34 GTM	BSD3	To have integrated infrastructure development	Water	Construction of Lephepane Bulk Water	Lephepane Bulk Water	2025/07/01	2026/06/30	Senior Manager Tech	MIG	R45 168 612	25%	50%	75%	100%	Completion certificate
ward 15 BPM	BSD4	To have integrated infrastructure development	Water	Construction of Bulk Water Supply at Lulekani Water Scheme	Lulekani Water Scheme	2025/07/01	2026/06/30	Senior Manager Tech	MIG	R37 168 380	25%	50%	75%	100%	Completion certificate
ward 2 BPM	BSD5	To have integrated infrastructure development	Water	Construction of Makhushane Water Scheme	Makhushane Water Scheme	2025/07/01	2026/06/30	Senior Manager Tech	MIG	R56 626 896	25%	50%	75%	100%	Completion certificate



ward 3 MLM	BSD6	To have integrated infrastructure development	Water	Construction of Mameija Sekororo	RBIG Mameija Sekororo	2025/07/01	2026/06/30	Senior Manager Tech	MIG	R35 000 000	25%	50%	75%	100%	Completion certificate
ward 22 GTM	BSD7	To have integrated infrastructure development	Water	Construction of Ritavi Water Scheme	Ritavi Water Scheme	2025/07/01	2026/06/30	Senior Manager Tech	MIG	R61 986 084	25%	50%	75%	100%	Completion certificate
	BSD8	To have integrated infrastructure development	Sanitation	Construction of VIP toilets units	Rural Household Sanitation (Maruleng)	2025/07/01	2026/06/30	Senior Manager Tech	MIG	R20 241 684	25%	50%	75%	100%	Completion certificate
	BSD9	To have integrated infrastructure development	Sanitation	Construction of VIP toilets units	Rural Household Sanitation (BPM)	2025/07/01	2026/06/30	Senior Manager Tech	MIG	R24 999 996	25%	50%	75%	100%	Completion certificate
	BSD10	To have integrated infrastructure development	Sanitation	Construction of VIP toilets units	Rural Household Sanitation (Greater Givani LM)	2025/07/01	2026/06/30	Senior Manager Tech	MIG	R29 200 176	25%	50%	75%	100%	Completion certificate
	BSD11	To have integrated infrastructure development	Sanitation	Construction of VIP toilets units	Rural Household Sanitation (Greater Letaba LM)	2025/07/01	2026/06/30	Senior Manager Tech	MIG	R33 999 996	25%	50%	75%	100%	Completion certificate
	BSD12	To have integrated infrastructure development	Sanitation	Construction of VIP toilets units	Rural Household Sanitation (Greater Tzaneen LM)	2025/07/01	2026/06/30	Senior Manager Tech	MIG	R33 999 996	25%	50%	75%	100%	Completion certificate



ward 12 GLM	BSD13	To have integrated infrastructure development	Water	Construction of Sekgosese Water Scheme supply and Borehole equipment	Sekgosese Water Scheme	2025/07/01	2026/06/30	Senior Manager Tech	MIG	R13 287 828	25%	50%	75%	100%	Completion certificate
ward 26 GTM	BSD14	To have integrated infrastructure development	Water	Construction of Tours Water reticulation	Tours Water reticulation	2025/07/01	2026/06/30	Senior Manager Tech	MIG	R16 691 184	25%	50%	75%	100%	Completion certificate
	BSD15	To have integrated infrastructure development	Water	Water Infrastructure Project - Giyani Water Projects Phase 2	Water Infrastructure Project - Giyani Water Projects Phase 2	2025/07/01	2026/06/30	Senior Manager Tech	WSIG 6B	R136 000 000	25%	50%	75%	100%	Completion certificate

4. CORE COMPETENCY REQUIREMENTS

The core competencies the employee should conform to and will be assessed and evaluated against follows:

CORE MANAGERIAL COMPETENCIES	DEFINITION	DIMENSIONS MEASURED	WEIGHT %
Strategic Capability and Leadership	Must be able to provide a vision, set the direction for the organisation and inspire others in order to deliver on the organisational mandate	Annual Performance Reporting; Lead People; Strategy and Task Execution; Strategic Planning; Governance and Management Frameworks	10%
Programme and Project Management	Must be able to plan, manage, monitor and evaluate specific activities in order to deliver the desired outputs	Project/Programme Planning; Execution and Reporting	5%

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CORE MANAGERIAL COMPETENCIES	DEFINITION	DIMENSIONS MEASURED	WEIGHT %
Financial Management	Must be able to compile and manage budgets, control cash flow, institute risk management and administer tender procurement processes in accordance with generally recognised financial practices in order to ensure the achievement of strategic organisational objectives	Financial Planning: MFMA, MTEF and MTSF; Financial Budget Execution and Reporting (in Year Monitoring and Reporting) AG Report	15%
Change Management	Must be able to initiate and support organisational transformation and change in order to successfully implement new initiatives and deliver on service delivery commitments	Change Vision, Planning and Strategy; Process Improvement; Organisation Design; Policy Change and Execution; Change Results; Impact Monitoring and Evaluation	5%
Knowledge Management	Must be able to promote the generation and sharing of knowledge and learning in order to enhance the collective knowledge of the organisation	Knowledge and Learning; Technology Usage; Knowledge Strategies; Information Sharing Sessions; Integration of Knowledge and Partnership Development	5%
Service Delivery Innovation	Must be able to explore and implement new ways of delivering services that contribute to the improvement of organisational processes in order to achieve organisational goals	Innovation; Processes, Policy and Structures; Application of Best Practice	5%
Problem Solving and Analysis	Must be able to systematically identify, analyse and resolve existing and anticipated problems in order to reach optimum solutions in a timely manner	Identify, Analyse and Resolve Problems in timely manner; Contingency Plans and Anticipate Problems	10%
People Management and Empowerment	Must be able to manage and encourage people, optimise their outputs and effectively manage relationships in order to achieve organisational goals	Employee Relations; Diversity Management; HR Planning; Management and Development	5%
Client Orientation and Customer Focus	Must be willing and able to deliver services effectively and efficiently in order to put the spirit of customer service (Batho Pele) into practice	Application of Batho-Pele Principles; Service Delivery knowledge; Coaching and Mentoring Others; Cost, Time, Budget, Quality, and Targets Consciousness	15%
Communication	Must be able to exchange information and ideas in a clear and concise manner appropriate for the audience in order to explain, persuade, convince and influence others to achieve the desired outcomes	Information and Ideas; Stakeholder Communication; Communication Strategy; Marketing and Branding; Use of Language; Negotiation and Bargaining	10%
Honesty and Integrity	Must be able to display and build the highest standards of ethical and moral conduct in order to promote confidence and trust in the Public Service.	High standard; Ethical and Moral Conduct; Confidentiality and Trust; Treat everyone with Respect; Responsible and Accountable; Shares information freely; Acts against Corruption	15%

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More details related to each competency are attached as Annexure A1 to this plan.

SUMMARY SCORECARD

In terms of Regulation 805 of 2006, the employee will be scored on a ratio of 80% for key performance areas (KPA's) and 20% for core competency requirements (CCRs). It is also required that the KPAs relevant to the employee's functions also be weighted in terms of importance out of a total of 100%, contributing to the 80% contribution to KPAs. It is also necessary to allocate weightings amongst KPIs and projects where relevant. A summary of the total weightings are indicated below:

POSITION OUTCOMES/OUTPUTS		KPA WEIGHTINGS	KPI / PROJECT WEIGHTING		ASSESS WEIGHTING
Key Performance Areas					
Municipal Transformation and Organisational Development		10%	KPI's	100%	80%
Basic Service Delivery		50%	KPI's	100%	
Local Economic Development		10%	KPI's	100%	
Municipal Financial Viability		10%	KPI's	100%	
Good Governance and Public Participation		20%	KPI's	100%	
Spatial Planning		0%	KPI's	0	20%
Core Competency Requirements (CCRs)					
Total					100%



RATING SCALES

The assessment of the performance of the Employee will be based on the following rating scale for KPAs and CCRs:

Level	Terminology	Description
5	Outstanding performance	Performance far exceeds the standard expected of an employee at this level. The appraisal indicates that the Employee has achieved above fully effective results against all performance criteria and indicators as specified in the PA and Performance plan and maintained this in all areas of responsibility throughout the year.
4	Performance significantly above expectations	Performance is significantly higher than the standard expected in the job. The appraisal indicates that the Employee has achieved above fully effective results against more than half of the performance criteria and indicators and fully achieved all others throughout the year.
3	Fully effective	Performance fully meets the standards expected in all areas of the job. The appraisal indicates that the Employee has fully achieved effective results against all significant performance criteria and indicators as specified in the PA and Performance Plan.
2	Performance not fully effective	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.
1	Unacceptable performance	Performance does not meet the standard expected for the job. The review/assessment indicates that the employee has achieved below fully effective results against almost all of the performance criteria and indicators as specified in the PA and Performance Plan. The employee has failed to demonstrate the commitment or ability to bring performance up to the level expected in the job despite management efforts to encourage improvement.





5. PERFORMANCE ASSESSMENT PROCESS

The following steps will be followed to ensure a fully participative and compliant performance assessment process is adhered to.

1. Performance Assessment:
 - 1.1. Formal assessment between employee and employer will take place twice a year to measure the performance of the employee against the agreed performance targets for the half yearly and yearly assessments respectively.
 - 1.2. Actual performance against the targets will be captured in preparation for the assessments.
 - 1.3. Scores of 1-5 will be calculated based upon the progress against targets.
 - 1.4. KPI's and targets are audited before assessment date and their findings must accompany the Performance Plans.
 - 1.5. The employer must keep a record of the mid-year assessment and annual assessment meetings.
 2. The employee being assessed will compile a portfolio of evidence confirming the level of performance achieved for a given assessment period and made available to the Panel on request. One independent person may be assigned to act as an Observer.
 3. The process for determining Employee ratings are as follows:
 - 3.1. The panel to rate the achievement for the KPI's on a 5-point scale. Decimal places can be used.
 - 3.2. The employee to motivate for higher ratings where applicable.
 - 3.3. The panel to rate the employee's core competency requirements (CCR) on the 5-point scale. Decimal places can be used.
 - 3.4. The panel scores are averaged to derive at a total score per KPI / Activity / CCR. Overall scores are calculated by taking weightings into account where applicable.
 - 3.5. The final KPI's rating will account for 80% of the final assessment total. The CCR's are to account for 20% of the final assessment total.
 4. The five-point rating scale referred to in regulation 805 correspond as follows:

Rating:	1	2	3	4	5
% Score:	0-66	67-99	100-132	133-166	167
 5. The assessment rating calculator is used to calculate the overall % score for performance.
 6. Annual performance evaluation to determine the final ratings and scores as well as recommend performance bonuses will be conducted by the appropriate panel as constituted by Regulation 805 of 2006.
 7. The performance bonus percentages described in the performance agreement will be calculated on a sliding scale of the all-inclusive remuneration package as indicated in table below:

% Rating Over Performance		% Bonus
130-149%		5-9%
150% and above		10-14%

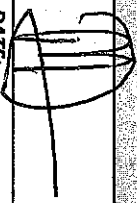

8. The Personal Development Plan (PDP) can be reviewed after the performance evaluation had been finalised in case where more clarity has been established on what the essential development needs for the relevant person will be.
9. The results of the annual performance evaluation will be submitted to the performance audit committee for final approval of the assessment/s /evaluations.
10. Performance bonus, based upon the annual evaluation, will be subject to approval by Council.
11. The performance evaluation results of the Municipal Manager will also be submitted to the MEC responsible for Local Government in the Province.

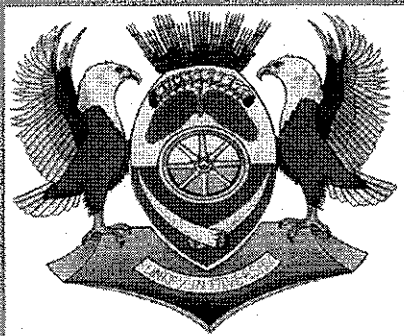
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6. APPROVAL

The process followed ensures individual alignment to the strategic intent of the institution and gives clear direction on what needs to be achieved through a self-directed approach to execute on the objectives, to build sound relationships, to develop human capital and to strengthen the organisation through excellent performance. This plan has derived from intense workshopping to ensure integration, motivation and self-direction. The employer and employee both have responsibilities and accountabilities in getting value from this plan. Neither party can succeed without the support of the other.

Undertaking of the employee	Undertaking of the employer
<p>I herewith confirm that I understand the strategic importance of my position within the broader organisation. I furthermore confirm that I understand the purpose of my position, as well as the criteria on which my performance will be evaluated twice annually. As such, I therefore commit to do my utmost to live up to these expectations and to serve the organisation, my superiors, my colleagues and the community with loyalty, integrity and enthusiasm at all times. I hereby confirm and accept the conditions to this plan.</p>	<p>On behalf of my organisation, I undertake to ensure that a work environment conducive for excellent employee performance is established and maintained. As such, I undertake to lead to the best of my ability, communicate comprehensively, and empower managers and employees. Employees will have access to ongoing learning, will be coached, and will clearly understand what is expected of them. I herewith approve this Performance Plan.</p>
<p>Signed and accepted by the Employee:</p> <p></p> <p>DATE: 14/7/2025</p>	<p>Signed and accepted on behalf of Council:</p> <p></p> <p>DATE: 14/7/25</p>



**PERSONAL
DEVELOPMENT PLAN
(PDP)**

**MADE AND ENTERED INTO BY
AND BETWEEN:**

**MOPANI DISTRICT
MUNICIPALITY**

**AS REPRESENTED BY THE
MUNICIPAL MANAGER**

MR TSHEPO JACK MOGANO

AND

**MR MAWELEWELE MAHAYI
THE EMPLOYEE OF THE MUNICIPALITY**


FOR THE

FINANCIAL YEAR:

1 JULY 2025 - 30 JUNE 2026

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<p>1. INTRODUCTION</p>	<p>The Aim of the Personal Development Plan (PDP) is to ensure that Employees are skilled to meet Objectives as set out in the Performance Management Agreement as prescribed by legislation. Successful career-path planning ensures competent employees for current and possible future positions. It there for <i>identifies, prioritise and implement</i> training needs.</p> <p>Legislative needs taken into account comes from the Municipal Systems Act Guidelines: Generic senior management competency framework and occupational competency profiles, Municipal Finance Management Competency Regulations, such as those developed by the National Treasury and other line sector departments' legislated competency requirements need also be taken into consideration during the PDP process.</p>
<p>2. COMPETENCE MODELLING</p>	<p>What does an institution mean when it says an employee / prospective employee is competent if he / she fits a managerial competency framework or occupational competency profile? The institution is in fact expressing competence as a future-oriented ideal that they require to achieve their strategic objectives [The institution is in effect giving a depiction of the desired or required knowledge, skills and attributes for an individual in a specific position]. For competence to be useful, the associated competence should be greater than the observed performance as it will allow the individual growth towards this 'ideal'.</p> <p>There is however a risk in expressing a required competence that a current or prospective employee should adhere to in the future, as the future is, by definition, uncertain. Managers cannot know how an employee will perform in the future nor can they know how employees that they did not select, did not promote, did not award a qualification to, might perform.</p> <p>Moreover, managers do not make their expressions in a social vacuum. They do so within a social context in which there are various actors, various stakeholders, with different interest's accountabilities, different things they are trying to achieve and various ways in which others will hold them accountable. If managers are selecting employees they shall similarly have to justify their decisions to others. Relevance thus becomes an obvious issue that affects the level of confidence in such a decision. Various human resources procedures and systems need to be established to maintain the relevance of the expression of competence to the requirements of the employer. Confidence is the basis on which the various parties implicated in the decisions and actions taken within a competence system will seek to account to others for those decisions and actions.</p> <p>When linking a decision that a prospective employee / current employee is competent the communication is based on what may be called conventions of assessment. Some common understanding is achieved by which a certain set of arrangements become socially accepted as the basis for linking different contexts. Contexts differ, in particular in terms of time. So performance in the past is linked to future situations in which desired performance is anticipated. This linking of contexts will normally involve some model, some way of accounting for the claimed link.</p> <p>The Department of Cooperative Governance has published a competency framework for senior managers in January 2014, with focus on the following:</p> <ul style="list-style-type: none"> • Critical leading competencies that drive the strategic intent and direction of local government; • Core competencies which senior managers are expected to possess, and which drive the execution of the leading competencies; and • The eight Batho Pele principles

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

A manager, in consultation with his / her employee is to compile a Personal Development Plan. The PDP has 7 columns that need to be completed. An example is attached as Appendix A.

Column 1: Skills/Performance GAP

1. Skills / Performance Gap (in order of priority)	2. Outcomes Expected (measurable indicators: quantity, quality and time frames)	3. Suggested training and / or development activity	4. Suggested mode of delivery	5. Suggested Time Frames	6. Work opportunity created to practice skill / development area	7. Support Person
Eg: 1. Appraise Performance of Managers	The manager will be able to enter into performance agreements with all managers reporting to him / her, appraise them against set criteria, within relevant time frames	A course containing theoretical and practical application, with coaching in the workplace following (relevant unit standard?)	External provider, in line with identified unit standard and not exceeding R 6 000	March 200...	Appraisal of managers reporting to him / her	Senior Manager: Training/HR

(a) The identified training needs should be entered into column one. The following should be taken into consideration:

Organisational needs

Strategic development priorities and competency requirements, in line with the municipality's strategic objectives.

The competency requirements of individual jobs. The relevant job requirements (job competency profile) as identified in the job description should be compared to the current competency profile of the employee to determine the individual's competency gaps.

Specific competency gaps as identified during the probation period and performance appraisal of the employee.

Individual training needs that are job / career related.

Prioritisation of the training needs [1 to ...] in column 1 should also be determined since it may not be possible to address all identified training needs in a specific financial year. It is however of critical importance that training needs be addressed on a phased and priority basis. This implies that all these needs should be prioritized for purposes of accommodating critical / strategic training and development needs in the HR Plan, Personal Development Plans and the Workplace Skills Plan.

Column 2: Outcomes Expected

1. Skills / Performance Gap (in order of priority)	2. Outcomes Expected (measurable indicators: quantity, quality and time frames)	3. Suggested training and / or development activity	4. Suggested mode of delivery	5. Suggested Time Frames	6. Work opportunity created to practice skill / development area	7. Support Person
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Consideration must be given to the outcomes expected in column 2 so that once the intervention is completed the impact it had can be measured against relevant output indicators.

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3. Column 3: Suggested Training

1. Skills / Performance Gap (in order of priority)	2. Outcomes Expected (measurable indicators: quantity, quality and time frames)	3. Suggested training and / or development activity	4. Suggested mode of delivery	5. Suggested Time Frames	6. Work opportunity created to practice skill / development area	7. Support Person
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Training needs must be identified with due regard to cost effectiveness and listed in column 3.

4. Column 4 : Suggested mode of delivery

1. Skills / Performance Gap (in order of priority)	2. Outcomes Expected (measurable indicators: quantity, quality and time frames)	3. Suggested training and / or development activity	4. Suggested mode of delivery	5. Suggested Time Frames	6. Work opportunity created to practice skill / development area	7. Support Person
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The suggested mode of delivery refers to the chosen methodology that is deemed most relevant to ensure transfer of skills. Mode of delivery consists of, amongst others, self-study, internal or external training provision; coaching and / or mentoring and exchange programmes. Training must be conducted either in line with a recognised qualification from a tertiary institution or unit standards registered on the National Qualifications Framework (South African Qualifications Authority), which could enable the trainee to obtain recognition towards a qualification for training undertaken. It is important to determine within the municipality whether unit standards have been developed with regard to a specific outcome (and registered with the South African Qualifications Authority). Unit standards usually have measurable assessment criteria to determine achieved competency.

5. Column 5: Suggested Time Lines

1. Skills / Performance Gap (in order of priority)	2. Outcomes Expected (measurable indicators: quantity, quality and time frames)	3. Suggested training and / or development activity	4. Suggested mode of delivery	5. Suggested Time Frames	6. Work opportunity created to practice skill / development area	7. Support Person
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An employee should on average receive at least five days of training per financial year and not unnecessarily be withdrawn from training interventions. The suggested time frames enable managers to effectively plan for the annum e.g. so that not all their employees are away from work within the same period and also ensuring that the PDP is implemented systematically.

6. Column 6: Work opportunity created to practice skill / development area

1. Skills / Performance Gap (in order of priority)	2. Outcomes Expected (measurable indicators: quantity, quality and time frames)	3. Suggested training and / or development activity	4. Suggested mode of delivery	5. Suggested Time Frames	6. Work opportunity created to practice skill / development area	7. Support Person
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This further ensures internalisation of information gained as well as return on investment (not just a nice to have skill but a necessary to have skill that is used in the workplace).

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7. Column 7: Support Person

1. Skills / Performan ce Gap (in order of priority)	2. Outcomes Expected (measurable indicators: quantity, quality and time frames)	3. Suggested training and / or developmen t activity	4. Suggested mode of delivery	5. Suggested Time Frames	6. Work opportuni ty created to practice skill / developm ent area	7. Support Person
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This identifies a support person that could act as coach or mentor with regard to the area of learning for the employee.

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1. Skills Performance Gap	2. Outcomes Expected	3. Suggested Training / Development Activity	4. Suggested Mode of delivery	5. suggested time frames	6. Work opportunity granted to provide skill / development area	7. Support Person
Project Finance Strategic Management		Development Finance Leadership & strategic management	MCOM BA development leadership program post graduate in programme management	3 years ly-ear		



14/07/2025

Municipal Manager S Signature

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