



**Mogale City**

**Local Municipality**

PERFORMANCE MANAGEMENT AGREEMENT

ENTERED INTO BY AND BETWEEN:

MOGALE CITY LOCAL MUNICIPALITY

AS REPRESENTED BY THE

MUNICIPAL MANAGER:

**MAKHOSANA MSEZANA**

AND

EXECUTIVE MANAGER: INFRASTRUCTURE DEVELOPMENT  
SERVICES

**Xolani Sibiya**

THE EMPLOYEE OF THE MUNICIPALITY

FOR THE

FINANCIAL YEAR: 01 JULY 2024 TO 30 JUNE 2025

JM

S

MA MM  
DAL F.N

## PERFORMANCE MANAGEMENT AGREEMENT

### ENTERED INTO BY AND BETWEEN

**MOGALE CITY LOCAL MUNICIPALITY** herein represented by **Makhosana Msezana** as the **Municipal Manager** (hereinafter referred to as the Employer or Supervisor)

And

**Xolani Sibiyi** as the **Executive Manager: Infrastructure Development Services** (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 "the Parties".
- 1.2 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.
- 1.3 The parties wish to ensure that there is compliance with Sections 57(4A), 57(4B), 57(C) and 57(5) of the Systems Act, Local Government: Municipal Performance Regulations for Municipal Managers and Managers directly accountable to Municipal Manager, 2006 & Local Government: Competency Framework for Senior Managers, 2014.

### 2. PURPOSE OF THIS AGREEMENT

The purpose of this Agreement is to –

- 2.1 Comply with the Contract of Employment entered into between the parties;
- 2.2 Specify objectives and targets established for the Employee and to communicate to the Employee the Employer's expectations of the Employee's performance expectations and accountabilities;
- 2.3 Specify accountabilities as set out in the Performance Management Plan (Annexure A);

Handwritten signatures and initials: JM, SM, MA M. M, SA, F.N.

- 2.4 Monitor and measure performance against set targeted outputs;
- 2.5 Use the Performance Management Agreement and Performance Management Plan as the basis for assessing whether the employee has met the performance expectations applicable to his job;
- 2.6 Appropriately reward the Employee in accordance with the Employer's performance management policy in the event of outstanding performance; and
- 2.7 Give effect to the Employer's commitment to a performance-orientated relationship with the Employee in attaining equitable and improved service delivery.

### 3 COMMENCEMENT AND DURATION

- 3.1 This Agreement will commence on the **01 JULY 2024** and will remain in force until **30 JUNE 2025**; where after a new Performance Management Agreement, Performance Management 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 the Agreement during February each year. The parties will conclude a new Performance Management Agreement and Performance Management Plan that replaces this Agreement at least once a year by not later 31 July 2025.
- 3.3 This Agreement will terminate on the termination of the Employee's contract of employment for any reason.
- 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.
- 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.

### 4 PERFORMANCE OBJECTIVES

- 4.1 The Performance Plan (Annexure A) sets out-
  - 4.1.1 The performance objectives and targets that must be met by the Employee; and
  - 4.1.2 The time frames within which those performance objectives and targets must be met.

SY

JM

MA M-M  
F.N DAL

- 4.2 The performance objectives and targets reflected in Annexure A are set by the Employer in consultation with the Employee and based on the Integrated Development Plan and the Budget of the Employer, and shall include key objectives; key performance indicators; target and weightings.
- 4.3 The key objectives describe the main tasks that need to be done. The key performance indicators provide the details of the evidence that must be provided to show that a key objective has been achieved. The target dates describe the timeframe within which the work must be achieved. The weightings show the relative importance of the key objectives to each other.
- 4.4 The Employee's performance will, in addition, be measured in terms of contributions to the goals and strategies set out in the Employer's Integrated Development Plan.

## 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.

## 6 THE EMPLOYEE AGREES TO PARTICIPATE IN THE PERFORMANCE MANAGEMENT AND DEVELOPMENT SYSTEM THAT THE EMPLOYER ADOPTS

- 6.1 The Employee undertakes to actively focus towards the promotion and implementation of the KPAs (including special projects relevant to the employee's responsibilities) within the local government framework.
- 6.2 The criteria upon which the performance of the Employee shall be assessed shall consist of two components, both of which shall be contained in the performance agreement.
- 6.2.1 The Employee must be assessed against both components, with a weighting of 80:20 allocated to the Key Performance Areas (KPAs) and the Competency Requirements (CRs) (Leading & Core Competencies) respectively.
- 6.2.2 Each area of assessment will be weighted and will contribute a specific part to the total score.



SM



F.N



6.2.3 KPAs covering the main areas of work will account for 80 weighting and CRs will account for 20 weighting of the final assessment.

6.3 The Employee's assessment will be based on his/her performance in terms of the outputs/ outcomes (performance indicators) identified as per attached Performance Plan (Annexure A), which are linked to the KPA's, and will constitute 80 weighting of the overall assessment result as per the weightings agreed to between the employer and Employee:

Key Performance Areas (KPA's)	Weightings
Service Delivery and Infrastructure Development	50%
Financial Viability	16%
Good Governance and Public Participation	16%
Local Economic Development	07%
Municipal Transformation and Organizational Development	11%
<b>TOTAL</b>	<b>100%</b>

6.4 The Employee's assessment will be based on his/her performance in terms of the outputs/ outcomes (performance indicators) identified as per attached Performance Plan (Annexure A), which are linked to the KPA's, and will constitute 80 weighting of the overall assessment result as per the weightings agreed to between the employer and Employee.

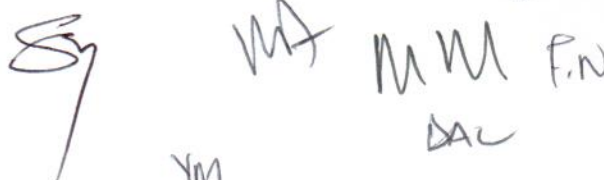
The six (6) core competencies that act as drivers to ensure that the leading competencies are executed at an optimal level

LEADING COMPETENCY REQUIREMENTS		WEIGHTS %
Strategic Direction and Leadership	<ul style="list-style-type: none"> <li>• Impact and influence</li> <li>• Institutional Performance Management</li> <li>• Strategic Planning and Management</li> <li>• Organizational Awareness</li> </ul>	10
People Management	<ul style="list-style-type: none"> <li>• Human Capital Planning &amp; Development</li> <li>• Diversity Management</li> <li>• Employee Relations Management</li> <li>• Negotiation and Dispute Management</li> </ul>	10
Program & Project Management	<ul style="list-style-type: none"> <li>• Program &amp; Project Planning and Implementation</li> <li>• Service Delivery Management</li> <li>• Program &amp; Project Monitoring &amp; Evaluation</li> </ul>	20

LEADING COMPETENCY REQUIREMENTS		WEIGHTS %
Financial Management	<ul style="list-style-type: none"> <li>Budget Planning &amp; Execution</li> <li>Financial Strategy &amp; Delivery</li> <li>Financial Reporting &amp; Monitoring</li> </ul>	20
Change Leadership	<ul style="list-style-type: none"> <li>Change Vision &amp; Strategy</li> <li>Process Design &amp; Improvement</li> <li>Change Impact Monitoring &amp; Evaluation</li> </ul>	20
Governance Leadership	<ul style="list-style-type: none"> <li>Policy Formulation</li> <li>Risk and Compliance Management</li> <li>Cooperative Governance</li> </ul>	20
<b>CORE COMPETENCIES</b>		-
Moral Competence		
Planning and Organizing		
Analysis and Innovation		
Knowledge and Information Management		
Communication		
Result and Quality Focus		
<b>TOTAL</b>		<b>100</b>

## 7 EVALUATING PERFORMANCE

- 7.1 The Performance Management Plan (Annexure A) to this Agreement sets out-
- 7.1.1 The standards and procedures for evaluating the Employee's performance; and
- 7.1.2 The intervals for the evaluation of the Employee's performance.
- 7.2 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.
- 7.3 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.
- 7.4 The Employee's performance will be measured in terms of contributions to the goals and strategies set out in the Employer's IDP.
- 7.5 The annual performance appraisal will involve:
- 7.5.1 Assessment of the achievement of results as outlined in the performance Plan:


 Handwritten signatures and initials: A large signature 'S', initials 'MA', 'MM', 'F.N', 'DAC', and 'YM'.

- (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 hoc tasks that had to be performed under the KPA;
- (b) An indicative rating on the five-point scale should be provided for each KPA;
- (c) The applicable assessment rating calculator must then be used to add the scores and calculate a final KPA score.

7.5.2 Assessment of the CRs

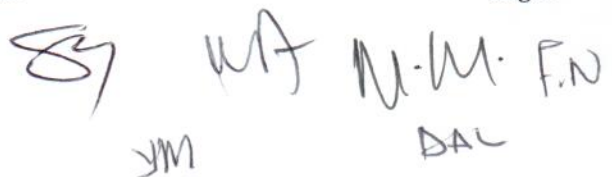
- (a) Each CR should be assessed according to the extent to which the specified standards have been met;
- (b) An indicative rating on the five-point scale should be provided for each CR;
- (c) The applicable assessment rating calculator must then be used to add the scores and calculate a final CR score.

7.5.3 Overall rating

An overall rating is calculated by using the applicable assessment-rating calculator. Such overall rating represents the outcome of the performance appraisal.

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

Overall Performance	Rating	Performance Score
<p><b>Unacceptable Performance</b></p> <p>Performance does not meet the standard expected for the job. The employee has failed to demonstrate the commitment level expected in the job despite management efforts to encourage improvement.</p>	1	0% - 59%
<p><b>Performance Not Fully Effective</b></p> <p>Performance is below the standard required for the job in key areas. Performance meets some of the standards expected for the job.</p>	2	60% – 69 %


 Handwritten signatures and initials: JM, WAF, M.M. F.N, DAL

Overall Performance	Rating	Performance Score
<b>Performance Fully Effective</b> Performance fully meets the standards expected in all areas of the job	3	70% – 79 %
<b>Performance Significantly Above Expectations / Exceptional Performance</b> Performance is significantly higher than the standard expected in the job.	4	80% – 89 %
<b>Outstanding Performance</b> Performance far exceeds the standard expected of an employee at this level.	5	90% – 100 %

7.7 For purposes of evaluating the annual performance of managers directly accountable to the Municipal Manager, an evaluation panel constituted of the following persons must be established –

- i. Municipal Manager;
- ii. Chairperson of the Performance Audit Committee or the Audit Committee in the absence of a Performance Audit Committee;
- iii. Member of the Mayoral Committee; and
- iv. Municipal Manager from another Municipality.

## 8 SCHEDULES FOR PERFORMANCE REVIEWS

8.1 The performance of each Employee in relation to his or her performance agreement shall be reviewed on the following dates with the understanding that reviews in the first and third quarter may be verbal if performance is satisfactory:

Quarter	Timeline	Date of the Review
First Quarter	July – September 2024	October 2024
Second Quarter	October – December 2024	January 2025
Third Quarter	January – March 2025	April 2025
Fourth Quarter	April – June 2025	n/a



- 8.2 The Employer shall keep a record of all formal and informal reviews, including the mid-year review and annual assessment meetings.
- 8.3 Performance feedback shall be based on the Employer's assessment of the Employee's performance.
- 8.4 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.
- 8.5 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.

## 9 DEVELOPMENTAL REQUIREMENTS

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

## 10. OBLIGATIONS OF THE EMPLOYER

10.1 The Employer shall:–

10.1.1 Create an enabling environment to facilitate effective performance by the Employee;

10.1.2 Provide access to skills development and capacity building opportunities;

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

10.1.4 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; and

10.1.5 Make available to the Employee such resources as the Employee may reasonably require from time to time to assist him/her to meet the performance objectives and targets established in terms of this agreement.

## 11 CONSULTATION

11.1 The Employer agrees to consult the Employee timeously where the exercising of the powers will have amongst others –

11.1.1 A direct effect on the performance of any of the Employee's functions;

Handwritten signatures and initials in blue ink, including a stylized signature, 'MMA', 'MM', 'F.N', and 'SAL'.

11.1.2 Commit the Employee to implement or to give effect to a decision made by the Employer; and

11.1.3 A substantial financial effect on the Employer.

11.2 The Employer agrees to inform the Employee of the outcome of any decisions taken pursuant to the exercise of powers contemplated in 11.1 as soon as is practicable to enable the Employee to take any necessary action without delay.

## 12. MANAGEMENT OF EVALUATION OUTCOMES

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

12.2 A performance bonus of 5% to 14% of the inclusive annual remuneration package may be paid to the Employee in recognition of performance and the amount payable would be calculated on the following basis:

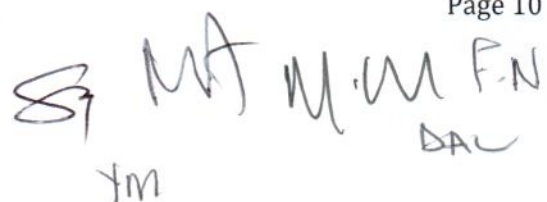
Performance Rating		Bonus Amount
1. 0% - 59%	Performance Unacceptable	0% of total package
2. 60% - 69%	Performance Not Fully Effective	
3. 70% - 79%	Performance Fully Effective	Remuneration Progression
4. 80% - 89%	Performance Significantly Above Expectations/ Exceptional Performance	<ul style="list-style-type: none"><li>• Remuneration Progression</li><li>• 5% - 9% of Total Package</li></ul>
5. 90% - 100%	Outstanding Performance	<ul style="list-style-type: none"><li>• Remuneration Progression</li><li>• 10% - 14% of total package</li></ul>

12.3 The Employee will be eligible for progression to the next higher remuneration package, within the relevant remuneration band, after completion of at least twelve months (12) service at the current remuneration package on 30 June (end of financial year) subject to a fully effective performance assessment results and above.

12.4 In the case of unacceptable performance, the Employer shall –

12.4.1 provide systematic remedial or developmental support to assist the Employee to improve his or her performance; and

12.4.2 After appropriate counseling 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.

Handwritten signatures and initials: 'SM', 'MA', 'M.M.F.N', 'DAL', and 'JM'.

**13 DISPUTE RESOLUTION**

13.1 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 provide for, shall be mediated by –

13.1.1 The Executive Mayor within thirty (30) days of receipt of a formal dispute from the Employee; or

13.1.2 Any other person appointed by the Executive Mayor.

13.2 In the event that the mediation process contemplated above fails, clause 19.3 of the Contract of Employment shall apply.

**14 GENERAL**

14.1 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.

14.2 Nothing in this agreement diminished 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 Krugersdorp on this the 27 day of August 2024

AS WITNESSES:

1. [Signature]

2. [Signature]

[Signature]  
**EXECUTIVE MANAGER:  
INFRASTRUCTURE DEVELOPMENT  
SERVICES**

Thus, done and signed at Krugersdorp on this the 27 day of August 2024

AS WITNESSES:

1. [Signature]

2. [Signature]

[Signature]  
**MUNICIPAL MANAGER**

[Handwritten initials: JM, S, MAM, F.N.]

Outcome 9: Responsive, accountable, effective and efficient local government system												
Building a professional capable citizen focused public service NDP Chapter 13												
To provide sustainable services to the community												
DEPARTMENT: Infrastructure Development Services												
KPA: SERVICE DELIVERY AND INFRASTRUCTURE DEVELOPMENT 50%												
PLANNING LEVEL	MSCOA PROJECT	WARDS TO BENEFIT	KEY PERFORMANCE INDICATOR	WEIGHTING	UNIT OF MEASURE	BASELINE	ANNUAL TARGET	QUARTER	PROGRAMME/PROJECT MILESTONE	MEANS OF VERIFICATION / EVIDENCE	RESPONSIBLE PERSON	INDIVIDUAL PERFORMANCE MEASUREMENTS
Executive Manager: Output	Acquisition of Fleet	All Wards	Number of service delivery vehicles procured and acquired	10	Number	3	27	Q1 Q2 Q3 Q4	6 4 6 11	Q1-Q4: Delivery note and Invoice	Executive Manager: Infrastructure Development Services	1=59% and below achievement against target set 2=60-69% achievement against target set 3=70-79% achievement against target set 4=80-89% achievement against target set 5=90-100% achievement against target set
Executive Manager: Output	IDS - Percy Stewart WWTW refurbishment	All Wards	% implementation of Percy Stewart WWTW refurbishment project milestone in line with the project plan	10	%	New Target	100%	Q1 Q2 Q3 Q4	100% 100% 100% 100%	Q1: Project plan, progress report milestone certificate including Calculation Schedule Q2: Progress report milestone certificate including Calculation Schedule Q3: Progress report and milestone certificate including Calculation Schedule Q4: Progress report & milestone certificate including calculation Schedule	Executive Manager: Infrastructure Development Services	1=59% and below achievement against target set 2=60-69% achievement against target set 3=70-79% achievement against target set 4=80-89% achievement against target set 5=90-100% achievement against target set
Executive Manager: Output	Refurbishment of sewer pumpstations in Mogale City	37, 38, 29, 28, 27, 26, 25, 24, 22, 21, 20	Number of Pump Stations refurbished	5	Number	New Target	6	Q1 Q2 Q3 Q4	2 1 1 2	Q1: Project plan, progress report & milestone certificate including calculation schedule Q2: Progress report & milestone certificate including calculation schedule Q3: Progress report & milestone certificate Q4: Progress report & milestone certificate including calculation Schedule	Executive Manager: Infrastructure Development Services	1=59% and below achievement against target set 2=60-69% achievement against target set 3=70-79% achievement against target set 4=80-89% achievement against target set 5=90-100% achievement against target set

F.N  
M.V  
DAC

SB

MS

MS

KPA: GOOD GOVERNANCE AND PUBLIC PARTICIPATION 16%

PLANNING LEVEL	MSCOA PROJECT	WARDS TO BENEFIT	KEY PERFORMANCE INDICATOR	WEIGHTING	UNIT OF MEASURE	BASELINE	ANNUAL TARGET	QUARTER	PROGRAMME/ PROJECT MILESTONE	MEANS OF VERIFICATION / EVIDENCE	RESPONSIBLE PERSON	INDIVIDUAL PERFORMANCE MEASUREMENTS
Executive Manager: Output	AG Audit Action plans	All Wards	% implementation of AG Audit Action plans	3%	%	1	1	Q1	100%	Q3-Q4: Internal Audit assessed OPCA pane	Executive Manager: Infrastructure Development Services	1=59% and below achievement against target set
								Q2				2=60-69% achievement against target set
								Q3				3=70-79% achievement against target set
								Q4				4=80-89% achievement against target set
Executive Manager: Output	key legislative requirements	All Wards	% implementation of planned key legislation compliance requirements	3%	%	1	1	Q1	100%	Reports on key legislative requirements met.	Executive Manager: Infrastructure Development Services	1=59 % and below against target set
								Q2				2=60-69% achievement against target set
								Q3				3=70-79% achievement against target set
								Q4				5=90-100% achievement against target set
Executive Manager: Output	Risk Management	All Wards	% implementation of departmental mitigation action plans on the Strategic Risk Register	5%	%	1	1	Q1	100%	Q1-Q4: Strategic Risk report	Executive Manager: Infrastructure Development Services	1=59% and below achievement against target set
								Q2				2=60-69% achievement against target set
								Q3				3=70-79% achievement against target set
								Q4				4=80-89% achievement against target set
Executive Manager: Output	Procurement	All Wards	% implementation of the Finance Management Services procurement plan	5%	%	1	1	Q1	75%	Procurement report for financial year	Executive Manager: Infrastructure Development Services	1=59% and below achievement against target set
								Q2				2=60-69% achievement against target set
								Q3				3=70-79% achievement against target set
								Q4				4=80-89% achievement against target set

Handwritten initials and signatures: J.M., E.S., F.N., M.D., D.A.C.

Executive Manager: Output	IDS - Smart Conventional Water Meters	All Wards	5	Number	2800	2000	Q1	250	Project plan, progress report and installation list	Executive Manager: Infrastructure Development Services	1=59% and below achievement against target set
							Q2	500			2=60-69% achievement against target set
							Q3	750			3=70-79% achievement against target set
							Q4	500			4=80-89% achievement against target set
							Q1	50			5=90-100% achievement against target set
Executive Manager: Output	Installation of Bulk water meters in Mogate City	All Wards	10	Number	99	200	Q1	50	Project plan and progress report	Executive Manager: Infrastructure Development Services	1=59% and below achievement against target set
							Q2	50			2=60-69% achievement against target set
							Q3	50			3=70-79% achievement against target set
							Q4	50			4=80-89% achievement against target set
							Q1	50			5=90-100% achievement against target set
Executive Manager: Output	Seekoelhoek /Maanha Rand Pipeline	All Wards	5	Number	New Target	100%	Q1	100%	Q1: Project plan, progress report & milestone certificate including calculation schedule	Executive Manager: Infrastructure Development Services	1=59% and below achievement against target set
							Q2	100%			2=60-69% achievement against target set
							Q3	100%			3=70-79% achievement against target set
							Q4	100%			4=80-89% achievement against target set
							Q1	100%			5=90-100% achievement against target set
Executive Manager: Output	Singobile substation	All Wards	5	%	New Target	100%	Q1	-	Project plan, Progress report & milestone certificate including calculation schedule	Executive Manager: Infrastructure Development Services	1=59% and below achievement against target set
							Q2	-			2=60-69% achievement against target set
							Q3	100%			3=70-79% achievement against target set
							Q4	100%			4=80-89% achievement against target set
							Q1	100%			5=90-100% achievement against target set

KPA: FINANCIAL VIABILITY 16%

*[Handwritten signature]*

*[Handwritten signature]*

*[Handwritten initials]*

F.N

M.A.M.  
D.A.C.

PLANNING LEVEL	MSCOA PROJECT	WARDS TO BENEFIT	KEY PERFORMANCE INDICATOR	WEIGHTING	UNIT OF MEASURE	BASELINE	ANNUAL TARGET	QUARTER	PROGRAMME/PROJECT MILESTONE	MEANS OF VERIFICATION / EVIDENCE	RESPONSIBLE PERSON	INDIVIDUAL PERFORMANCE MEASUREMENTS
Executive Manager: Output	Grants expenditure	All Wards	% expenditure on the IUDG grant	5%		1	1	Q1	5%	1 July 2024 to 30 June 2025 in year monitoring report	Executive Manager: Infrastructure Development Services	1=59% and below achievement against target set
								Q2	40%			2=60-69% achievement against target set
								Q3	63%			3=70-79% achievement against target set
								Q4	100%			4=80-89% achievement against target set
Executive Manager: Output	Grants expenditure	All Wards	% expenditure on the NDPG grant	5%		1	1	Q1	-	1 July 2024 to 30 June 2025 in year monitoring report	Executive Manager: Infrastructure Development Services	1=59% and below achievement against target set
								Q2	30%			2=60-69% achievement against target set
								Q3	75%			3=70-79% achievement against target set
								Q4	100%			4=80-89% achievement against target set
Executive Manager: Output	Grants expenditure	All Wards	% expenditure on the WSIG grant fund	6%		1	1	Q1	19%	1 July 2024 to 30 June 2025 in year monitoring report	Executive Manager: Infrastructure Development Services	1=59% and below achievement against target set
								Q2	47%			2=60-69% achievement against target set
								Q3	76%			3=70-79% achievement against target set
								Q4	100%			4=80-89% achievement against target set

BS

W M F W  
DAL

AS

W

KPA: MUNICIPAL TRANSFORMATION AND ORGANISATIONAL DEVELOPMENT 11%

PLANNING LEVEL	MSCOA PROJECT	WARDS TO BENEFIT	KEY PERFORMANCE INDICATOR	WEIGHTING	UNIT OF MEASURE	BASELINE	ANNUAL TARGET	QUARTER	PROGRAMME / PROJECT MILESTONE	MEANS OF VERIFICATION / EVIDENCE	RESPONSIBLE PERSON	INDIVIDUAL PERFORMANCE MEASUREMENTS
Executive Manager: Output	Labour disputes	All Wards	% of grievances attended within the set time lines (step 2) finalised internally	6%	%	No grievances lodged	1	Q1	100%	Signed grievance form and Grievance meeting / response	Executive Manager: Infrastructure Development Services	1=59% and below achievement against target set
								Q2	100%			2=60-69% achievement against target set
								Q3	100%			3=70-79% achievement against target set
								Q4	100%			4=80-89% achievement against target set
Executive Manager: Output	Performance Management	All Wards	Number of Managers performance review sessions conducted	5%	Number	2	Q1	-	Minutes of Assessment	Executive Manager: Infrastructure Development Services	1= Less than 1 sessions conducted	
							Q2	1			2= 1 sessions conducted	
							Q3	-			3= 2 sessions conducted	
							Q4	1			4= 4 sessions conducted	
KPA: LOCAL ECONOMIC DEVELOPMENT 7%												
Executive Manager: Output	Employment opportunities	All Wards	No. of employment opportunities created	7%	Number	43	200	Q1	20	Employment reports on opportunities created.	Acting Executive Manager: Infrastructure Development Services	1=59% and below achievement against target set
								Q2	-			2=60-69% achievement against target set
								Q3	-			3=70-79% achievement against target set
								Q4	180			4=80-89% achievement against target set
KPA: LOCAL ECONOMIC DEVELOPMENT 7%												
Executive Manager: Output	Employment opportunities	All Wards	No. of employment opportunities created	7%	Number	43	200	Q1	20	Employment reports on opportunities created.	Acting Executive Manager: Infrastructure Development Services	1=59% and below achievement against target set
								Q2	-			2=60-69% achievement against target set
								Q3	-			3=70-79% achievement against target set
								Q4	180			4=80-89% achievement against target set

Signed and Accepted by the Executive Manager: Infrastructure Development Services

Xolani Sibya

Approved by the Municipal Manager

Makhosana Msezane

Date: 27 August 2024

Date: 27 August 2024

*SM*

*[Signature]*

*WR*

*WA RN*




CORE MANAGERIAL COMPETENCIES	WEIGHTING	KPI	PERFORMANCE MEASUREMENT	EVIDENCE
Strategic Direction and Leadership	5	Review of Roads & Storm water master plan.	1=Review finalized after December 2024	Reviewed Roads and Storm Water master plan.
			2= Review finalized by November 2024	
			3= Review finalized by October 2024	
			4=Review finalized by September 2024	
			5=Review finalized by August 2024	
Strategic Direction and Leadership	5	No. of Individual Performance Management Agreements signed with Managers by 31 August 2024	1= 3 Performance Management Agreements signed after the 30/09/2024	Three (3) 2024/2023 Performance Management Agreements signed with Managers
			2= 3 Performance Management Agreements signed after the 15/09/2024	
			3= 3 Performance Management Agreements signed by the 31/08/2024	
			4= 3 Performance Management Agreements signed by the 20/08/2024	
			5= 3 Performance Management Agreements signed by the 10/08/2024	
People Management and Empowerment	10	Development of Personal Development Plans (PDPs) for Managers	1=PDPs developed by 30 November 2024	Proof on the submission of PDPs for Managers to Learning and Development Sub-division for implementation
			2=PDPs developed by 31 October 2024	
			3=PDPs developed by 30 September 2024	
			4=PDPs developed by 15 September 2024	
			5=PDPs developed by 31 August 2024	


  
 EA M.D. DAC JMS P.N.

Program and Project Management	20	Service Delivery Management	1= 59% and below implementation of the SDBIP	SDBIP Quarterly Performance Reports from Monitoring and Evaluation Division
			2= 60-69% implementation of the SDBIP	
			3= 70-79% implementation of the SDBIP	
			4= 80-89% implementation of the SDBIP	
			5= 90-100% implementation of the SDBIP	
Financial Management	10	% Reduction of Unauthorized Irregular Fruitless (UIF) expenditure	1= 0 - 54% reduction on the UIWFE	1 July 2024 to 30 June 2023 In year monitoring report
			2= 55 - 64% reduction on the UIWFE	
			3= 65 - 74% reduction on the UIWFE	
			4= 75 - 89% reduction on the UIWFE	
			5= 90 - 100% reduction including no UIWFE expenditure incurred	
Financial Management	5	% of opex budget spent at the end of financial year	1= 92% Spent	1 July 2024 to 30 June 2023 In year monitoring report
			2= 94% Spent	
			3= 96% Spent	
			4= 98% Spent	
			5= 100% Spent	
Financial Management	5	% of grant funded capital budget spent at the end of financial year	1= 92% Spent	1 July 2024 to 30 June 2023 In year monitoring report
			2= 94% Spent	
			3= 96% Spent	
			4= 98% Spent	
			5= 100% Spent	

MUM DAL  
  
 MAF  
 YMS F.N

Change Leadership	10	% Change Management Plan Implementation	1=59% and Below Implementation	Change Management Plan for the projects to be implemented
			2=60-69% Implementation	
			3=70-79% Implementation	
			4=80-89% Implementation	
			5=90-100% Implementation	
	5	Number of management meetings held per year	1= 4 meetings held	Agenda and Attendance Register of Management meetings
			2= 6 meetings held	
			3= 8 meetings held	
			4= 10 meetings held	
			5= 12 meetings held	
	5	Number of quarterly staff meetings held per year	1= 2 meetings held	Agenda and Attendance Register of departmental meetings
			2= 3 meetings held	
			3= 4 meetings held	
			4= 5 meetings held	
			5= 5 or more meetings held	

M.M DAL  
 J.M F.N  


Governance Leadership	10	Revision and Development of Policies	1=59% and Below submission of comments within timeframe set	Revised and Developed Policies vs Policies submitted to Council in the 2024/2025 financial year for Approval
			2=60-69% submission of comments within timeframe set	
			3=70-79% submission of comments within timeframe set	
			4=80-89% submission of comments within timeframe set	
			5=90-100% submission of comments within timeframe set	
Governance Leadership	10	% Implementation of the annual risk management implementation plan	1=59% and Below implementation of departmental risk mitigation measures	Dashboard Risk Management Reports from M&E
			2=60-69% implementation of departmental risk mitigation measures	
			3=70-79 % implementation of departmental Risk mitigation measures	
			4=80-89 % implementation of departmental risk mitigation measures	
			5=90 - 100% implementation of departmental risk mitigation measures	

Total=100

Signed and Accepted by the Executive Manager: Infrastructure Development Services

Xolani Sibiyi:  \_\_\_\_\_

Date: 27 August 2024



Approved by the Municipal Manager

Makhosana Msezana  \_\_\_\_\_

Date: 27 August 2024



**PERSONAL DEVELOPMENT PLAN (PDP)**

<b>SURNAME</b>	Sibiya	<b>NAME</b>	Xolani
<b>POSITION</b>	Executive Manager	<b>REPORT TO</b>	Municipal Manager
<b>SALARY LEVEL</b>	2	<b>SALARY BAND</b>	SECTION 56
<b>DEPARTMENT</b>	INFRASTRUCTURE DEVELOPMENT SERVICES	<b>FINANCIAL YEAR</b>	2024/2025
<b>Competency area to be developed</b>	<b>Specific development objectives (what to achieve)</b>	<b>Competency indicators (evidence of development)</b>	<b>Development activities (self-study, on-the-job, formal-dates and cost)</b>
Personal mastery	Assertiveness, problem solving & influencing	Being able to assertively influence decisions	POE
Strategic & business mastery	Planning, organising, finance & delegation	Able to prioritise activities and delegate to team	POE
Team mastery	Managing teams performance & conflict	The ability to enable opposing parties to move past impasse towards the successful resolution of an issue through the application of dispute resolution techniques	One on one meetings
<b>Employee Signature</b>		<b>MM's Signature</b>	
		<b>Support required (e.g. coaching)</b>	<b>Development review and assessment: Training provider</b>
			Bi-annual assessments
			Bi-annual assessments
		<b>Training on Performance Management</b>	<b>POE</b>
		<b>Date</b>	25 August 2024

N.F.  
WF