PERFORMANCE AGREEMENT

MADE AND ENTERED INTO BY AND BETWEEN:

MIDVAAL LOCAL MUNICIPALITY

AS REPRESENTED BY THE MUNICIPAL MANAGER

MR. PHUMUDZO MAGODI
MUNICIPAL MANAGER

AND

MR. DELIGHT MUKWEVHO
ACTING EXECUTIVE DIRECTOR: ENGINEERING SERVICES

FOR THE
FINANCIAL YEAR
1 JULY 2025 - 30 JUNE 2026

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PERFORMANCE AGREEMENT

ENTERED INTO BY AND BETWEEN:

MIDVAAL LOCAL MUNICIPALITY
(GT422)

herein represented by **MR. PHUMUDZO MAGODI** in his capacity as the **MUNICIPAL MANAGER** (herein after referred to as the Employer or Supervisor)

and

MR. DELIGHT MUKWEVHO
ACTING EXECUTIVE DIRECTOR: ENGINEERING SERVICES

Employee of the Municipality of **Midvaal** (hereinafter referred to as the Employee)

WHEREBY IT IS AGREED AS FOLLOWS:

1. INTRODUCTION

1.1. The Employer has entered into a contract of employment with the Employee in terms of section 57(1)(a) of the Local Government: Municipal Systems Act 32 of 2000 ("the Systems Act"). The Employer and the Employee are hereinafter referred to as "the Parties".

1.2. Section 57 (1) (b) of the Systems Act, read with the Contract of Employment concluded between the parties, requires the parties to conclude an annual performance Agreement.

1.3. 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.

1.4. The parties wish to ensure that there is compliance with Sections 57 (4A), 57 (4B) and 57 (5) of the Systems Act.

2. PURPOSE OF THIS AGREEMENT

The purpose of this Agreement is to –

2.1. comply with the provisions of Section 57 (1)(b), (4A), (4B) and (5) of the Systems Act as well as the Contract of Employment entered into between the parties;

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2.2 comply with the provisions of the Local Government: Regulations on Appointment and Conditions of Employment of Senior Managers, Government Gazette 37245 dated 17 Jan 2014

2.3 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;

2.4 specify accountabilities as set out in the Performance Plan (Annexure A);

2.5 monitor and measure performance against set targeted outputs;

2.6 use the Performance Agreement and Performance Plan as the basis for assessing the suitability of the Employee for permanent employment and/or to assess whether the Employee has met the performance expectations applicable to his/her job;

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 1 July 2025 and will remain in force until 30 June 2026 where-after a new Performance Agreement, Performance Plan and Personal Development Plan shall be concluded between the parties for the next financial year or any portion thereof.

3.2 The parties will review the provisions of this Agreement during June each year. The parties will conclude a new Performance Agreement and Performance Plan that replaces this Agreement at least once a year by not later than the beginning of each successive financial year.

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.

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4. PERFORMANCE OBJECTIVES

4.1 The Performance Plan (Annexure A) as 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.

4.2 The performance objectives and targets reflected in Annexure A are set by the Employer in the consultation with the Employee and based on the Integrated Development Plan and the Budget of the Employer and shall include:

1. Key Objectives;
2. Key Performance Indicators;
3. Target Dates;
4. 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 in 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.

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6. PERFORMANCE MANAGEMENT AND DEVELOPMENT SYSTEM

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 KPA's (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 (KPA's) and the Core Managerial Competencies (CMC's) respectively.

6.2.2 Each area of assessment will be weighted and will contribute a specific part to the total score.

6.2.3 KPA's covering the main areas of work will account for 80% and CMC's will account for 20% 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% of the overall assessment result as per the weightings agreed to between the Employer and Employee.

KEY PERFORMANCE AREAS (KPA'S)	WEIGHTING
KPA 1: Good Governance	0
KPA 2: Safety & Healthy Environments	0
KPA 3: Community Development	0
KPA 4: Institutional Transformation	0
KPA 5: Financial Sustainability	20
KPA 6: Infrastructure & Sustainable Living Environments	71
KPA 7: Communication & Customer Care	0
KPA 8: Economic Growth & Spatial Transformation	09
Total	**100 %**

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6.4 The CMC's will make up to the other 20% of the Employee's assessment score.

6.5 Local Government: Competency Framework for Senior Managers
(Local Government: Regulations on Appointment and Conditions of Employment of Senior Managers, Government Gazette 37245 dated 17 Jan 2014)

In this framework:

"***core competencies***" are competencies that cut across all levels of work in a municipality and enhance contextualised leadership that guarantees service delivery impact; and

"***leading competencies***" means competencies that are required to develop clear institutional strategy, initiate, drive and implement programs to achieve long-term sustainable and measurable service delivery performance results.

6.6 **Competency Framework**

1. This competency framework replaces Regulation 26(8) of the Local Government: Municipal Performance Regulations for Municipal Managers and Managers directly accountable to Municipal Managers, (Government Notice 805) as published in Government Gazette 29089 dated 1 Aug 2006.

2. A person appointed as a senior manager must have the competencies as set out in this framework. Focus must also be placed on the following key factors:

    1. Critical leading competencies that drive the strategic intent and direction of local government;

    2. Core competencies which senior managers are expected to possess and which drive the execution of the leading competencies; and

    3. The eight Batho Pele principles.

3. The competency framework consists of six leading competencies which comprise of twenty (20) driving competencies that communicate what is expected for effective performance in local government.

4. The competency framework further involves six (6) core competencies that act as drivers to ensure that the leading competencies are executed at an optimal level.

5. There is no hierarchical connotation to the structure and all competencies are essential to the role of a senior manager to influence high performance. All competencies must therefore be considered as measurable and critical in assessing the level of a senior manager's performance.

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6. The competency framework is underscored by four (4) achievement levels that act as benchmark and minimum requirements for other human capital interventions, which are:

    - Recruitment and Selection,
    - Learning and Development,
    - Succession Planning; and
    - Promotion.

7. The competencies that appear in the competency framework are detailed below:

CORE COMPETENCY REQUIREMENTS FOR EMPLOYEES (CCR)		
LEADING COMPETENCIES		**WEIGHT**
1. Strategic Direction & Leadership	• Impact & Influence • Institutional Performance Management • Strategic Planning & Management • Organisational Awareness	10
2. People Management	• Human Capital Planning & Development • Diversity Management • Employee Relations Management • Negotiation & Dispute Management	10
3. Program & Project Management	• Program & Project Planning & Implementation • Service Delivery Management • Program & Project Monitoring & Evaluation	10
4. Financial Management	• Budget Planning & Execution • Financial Strategy & Delivery • Financial Reporting & Monitoring	10
5. Change Leadership	• Change Vision & Strategy • Process Design & Improvement • Change Impact Monitoring & Evaluation	5
6. Governance Leadership	• Policy Formulation • Risk & Compliance Management • Co-operative Governance	10
CORE COMPETENCIES		
1. Moral Competence		5
2. Planning & Organising		10
3. Analysis & Innovation		10
4. Knowledge & Information Management		10
5. Communication		5
6. Results & Quality Focus		5
	Total Percentage	**100 %**

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8. **Minimum Requirements**

The minimum requirements that accompany the competency framework, but do not govern the selected competencies, as set out in Annexure B to these regulations, refer to the level of higher education qualification, work experience and knowledge that are needed to operate effectively in the local government environment.

9. **Achievement Levels**

The achievement levels indicated in the table below serve as a benchmark for appointments, succession planning development interventions.

9.1 Individuals falling within the Basic range are deemed unsuitable for the role of senior manager and caution should be applied in promoting and appointing such persons.

9.2 Individuals that operate in the Superior range are deemed highly competent and demonstrate an exceptional level of practical knowledge, attitude and quality. These individuals should be considered for higher positions and should be earmarked for leadership programs and succession planning.

Achievement Level	Description
Basic	Applies basic concepts, methods and understanding of local government operations, but requires supervision and development intervention
Competent	Develops and applies more progressive concepts, methods and understanding. Plans and guides the work of others and executes progressive analyses
Advanced	Develops and applies complex concepts, methods and understanding. Effectively directs and leads a group and executes in-depth analyses
Superior	Has a comprehensive understanding of local government operations, critical in shaping strategic direction and change, develops and applies comprehensive concepts and methods

7. EVALUATING PERFORMANCE

7.1 The Performance 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.

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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:

(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) An indicative rating on the five-point scale should be provided for each KPA.

(c) The applicable assessment rating calculator (refer to paragraph 7.5.3 below) must then be used to add the scores and calculate a final KPA score.

7.5.2 Assessment of the CMC's

(a) Each CMC should be assessed according to the extent to which the specified standards have been met.

(b) An indicative rating on the four-point scale should be provided for each CMC.

(c) The applicable assessment rating calculator (refer to paragraph 7.5.1) must then be used to add the scores and calculate a final CMC 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.

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

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	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.

7.7 For purposes of evaluating the annual performance of the Employee, an evaluation panel constituted by the following persons will be established –

7.7.1 Municipal Manager;
7.7.2 Chairperson or delegated member of the Performance & Audit Committee;
7.7.3 Portfolio Member of the Mayoral Committee (MMC);
7.7.4 Municipal Manager from another Municipality.

8. SCHEDULE FOR PERFORMANCE REVIEWS

8.1 The performance of each Employee in relation to his/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:

8.2 Quarterly Performance Reviews

Quarter	Period	Date for Performance Review
First Quarter	July – September	3rd Thursday of October
Second Quarter	October – December	3rd Thursday of January
Third Quarter	January – March	3rd Thursday of April
Fourth Quarter & Annual	April – June	3rd Thursday of July

For purposes of evaluating the quarterly performance of the Employee, an evaluation panel constituted by the following persons will be established –

8.2.1 Municipal Manager;
8.2.2 Portfolio Member of the Mayoral Committee (MMC);

8.3 The Employer shall keep a record of the mid-year review and annual assessment meetings.

8.4 Performance feedback shall be based on the Employer's assessment of the Employee's performance.

8.5 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.

8.6 The Employer may amend the provisions of Annexure "A" whenever the Performance Management System is adopted, implemented and/or amended as the case may be. In that case, the Employee will be fully consulted before any such change is made.

8.7 With reference to Section 3.6 of the Employment Contract entered into with the Employee, the particulars of Section 8 and 32 of the Local Government: Municipal Performance Regulations for Municipal Managers and Managers directly accountable to Municipal Managers, 2006, will be applicable as follows:

"32. (1) The evaluation of the employee's performance will form the basis for rewarding outstanding performance or correcting unacceptable performance.

(2) A performance bonus ranging from 5% to 14% of the all-inclusive remuneration package may be paid to an employee in recognition of outstanding performance. In determining the performance bonus the relevant percentage is based on the overall rating, calculated by using the applicable assessment calculator; provided that:

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(a) *a score of 130% to 149% is awarded a performance bonus ranging from 5% to 9%; and*

(b) *a score of 150% and above is awarded a performance bonus ranging from 10% to 14%."*

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;

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.

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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 evaluating performance or correcting unacceptable performance.

12.2 The Employee's performance will be evaluated on the basis as provided for in the Municipal Performance Regulations.

12.3 In the case of Unacceptable Performance, the Employer shall:

12.3.1 Provide systematic remedial or developmental support to assist the Employee to improve his/her performance; and

12.3.2 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/her duties.

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 provided for, shall be mediated by:

13.1.1 The Member of the Executive Council for Local Government in Gauteng (MEC) within Thirty (30) days of receipt of a formal dispute from the Employee; or

13.1.2 Any other person appointed by the MEC.

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

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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 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 Meyerton on this 31 day of July 2025.

AS WITNESSES:

1. ______________
2. ______________

MR. DELIGHT MUKWEVHO
ACTING EXECUTIVE DIRECTOR: ENGINEERING SERVICES

AS WITNESSES:

1. ______________
2. ______________

MR. PHUMUDZO MAGODI
MUNICIPAL MANAGER

Annexure A

PERFORMANCE PLAN

Entered into by and between

MR. PHUMUDZO MAGODI
MUNICIPAL MANAGER

["the Employer"]

and

MR. DELIGHT MUKWEVHO
ACTING EXECUTIVE DIRECTOR: ENGINEERING SERVICES

["the Employee"]

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1. Purpose

The Performance Plan defines the Council's expectations of the **EXECUTIVE DIRECTOR: ENGINEERING SERVICES** (position) Performance Agreement to which this document is attached and Section 57(5) 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 as reviewed annually.

2. Key responsibilities

The following Strategic Objectives of Midvaal Local Municipality will inform the Executive Director: Engineering Services (position) performance against set performance indicators:

1. To promote increased participation and improved communication with all key internal and external stakeholders

2. To create a sustainable environment safe from harm

3. To create an environment focused on uplifting the youth, the poor and the most vulnerable

4. To transform and align the people, processes and systems of the municipality to achieve its objectives

5. To improve the financial sustainability and capacity of the municipality, whilst adhering to statutory requirements

6. To ensure efficient infrastructure and energy supply that will improve the quality of life of the community

7. To deliver inclusive and excellent services to the community

8. To facilitate sustainable economic empowerment for all communities within Midvaal and through the development of partnerships and innovation

3. Key Performance Areas

The following Key Performance Areas (KPAs) as outlined in the Local Government: Municipal Planning and Performance Management Regulations (2001) inform the strategic objectives listed in the table below:

3.1 Municipal Transformation and Organizational Development.
3.2 Infrastructure Development and Service Delivery.
3.3 Local Economic Development.
3.4 Municipal Financial Viability and Management.
3.5 Good Governance and Public Participation.

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4. Midvaal Local Municipality's Key Performance Areas (KPA's) as defined in the Integrated Development Plan (IDP):

KPA 1 Good Governance
To promote increased participation and improved communication with all key internal and external stakeholders

KPA 2 Safe & Healthy Environments
To create a sustainable environment safe from harm

KPA 3 Community Development
To create an environment focused on uplifting the youth, the poor and the most vulnerable

KPA 4 Institutional Transformation
To transform and align the people, processes and systems of the municipality to achieve its objectives

KPA 5 Financial Sustainability
To improve the financial sustainability and capacity of the municipality, whilst adhering to statutory requirements

KPA 6 Infrastructure & Sustainable Living Environments
To ensure efficient infrastructure and energy supply that will improve the quality of life of the community

KPA 7 Communication & Customer Care
To deliver inclusive and excellent services to the community

KPA 8 Economic Growth & Spatial Transformation
To facilitate sustainable economic empowerment for all communities within Midvaal and through the development of partnerships and innovation

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KPA 1 Good Governance	KPA 2 Safe & Healthy Environments	KPA 3 Community Development	KPA 4 Institutional Development	KPA 5 Financial Stability	KPA 6 Infrastructure & Sustainable Living Environments	KPA 7 Communications & Customer Care	KPA 8 Economic Growth & Spatial Transformation
KFA 1 Governance Structures	KFA 5 Safety & Security	KFA 9 Parks, Sports & Recreation	KFA 13 Human Resources & Skills Development	KFA 17 Financial Management	KFA 21 Electricity, Energy Efficiency & Renewable Energy	KFA 27 Communications & Marketing	KFA 29 Municipal Planning & Built Environment
KFA 2 Risk Management	KFA 6 Emergency Services	KFA 10 Libraries, Arts, Culture & Special Programmes	KFA 14 Monitoring & Evaluation & Performance Management	KFA 18 Revenue Management	KFA 22 Roads & Stormwater Infrastructure	KFA 28 Customer Relations	KFA 30 Spatial Planning & Investment
KFA 3 Stakeholder Participation	KFA 7 Disaster Management	KFA 11 Health, Early Childhood Development & Social	KFA 15 Information Technology	KFA 19 Supply Chain Management	KFA 23 Water & Sanitation Infrastructure		KFA 31 Local Economic Development
KFA 4 Inter-governmental Relations	KFA 8 Environmental Health	KFA 12 Cemeteries & Crematoria	KFA 16 Policies, Processes & Procedures	KFA 20 Assets, Equipment & Fleet Management	KFA 24 Solid Waste Management		
					KFA 25 Project Management & Public Facilities		
					KFA 26 Climate Change Adaptation & Mitigation		

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#	PER DEPT	PER KPA	RESPONSIBLE DEPARTMENT	KPI	KPA	KFA	KEY PERFORMANCE INDICATOR (KPI) 2025/2026	DEFINITION	OBJECTIVE OF INDICATOR	WEIGHTINGS	PERFORMANCE MATRIX	SERVICE DELIVERY & BUDGET IMPLEMENTATION PLAN 2025/2026 1 JULY 2025 - 30 JUNE 2026 Q1 TARGET (Q1)	Q2 TARGET (Q2)	Q3 TARGET (Q3)	Q4 TARGET (Q4)
4	1	3	ENG	KPI 004.1	KPA 8	KFA 29	Average percentage turn-around time to consider land use applications within 15 working days maintained monthly	Maintain Land Use Applications Register in predefined format to reflect compliance with the average of 15 working days turn-around time to consider land use applications: Date of Application received versus date considered (Average according to number of applications received calculated)	To monitor and improve the turn-around times for land use applications in order to ensure faster development and to benefit the economy. Also to ensure new income revenue generation in terms of the National Building Regulations and Building Standards Act, 1977	4	3 = 90% 4 = 90.01% - 92.99% 5 = 93% and above	75%	80%	85%	90%
5	2	4	ENG	KPI 004.2	KPA 8	KFA 29	Average percentage turn-around time to consider building plan applications within 15 working days maintained monthly	Maintain Building Plan Applications Register in predefined format to reflect compliance with the average of 15 working days turn-around time to consider building plan applications: Date of Application received versus date considered (Average according to number of applications received calculated)	To monitor and improve the turn-around times for land use applications in order to ensure faster development and to benefit the economy. Also to ensure new income revenue generation in terms of the National Building Regulations and Building Standards Act, 1977	5	3 = 90% 4 = 90.01% - 92.99% 5 = 93% and above	75%	80%	85%	90%
7	3	1	ENG	KPI 006	KPA 6	KFA 25	Construction of Lakeside Multi-purpose Sports Hall	Completion Certificate (Phase 3) signed off by the principal agent by 30 Jun 2026	MLM appointed Vunani Investment CC to complete the construction at the Lakeside Multi-purpose Sports Hall	10	3 = Completed end Jun 2026 within budget (Contractual agreement completion) 4 = Completed before end of May 2026 within budget 5 = Completed before end of Apr 2026 within budget	-	-	-	1
17	4	10	ENG	KPI 014.5	KPA 5	KFA 19	(NKPI - 3) - The percentage of a municipality's capital budget actually spent on capital projects, identified for a particular financial year, in terms of the municipality's IDP	Actual accumulative percentage expenditure incurred on own and any other funding sources (all line items on capital budget), excluding fiscal dumping	The ratio indicates the proportion of the Municipality's Capital Budget actually spent. The target is 90% meaning the Municipality must have a spending level of at least 90% of the Capital Budget. The norm, with reference to MFMA Circular 71, range between 95% - 100%	10	3 = 95% 4 = 95.1% - 96.99% 5 = 97.1% - 100%	-	50%	-	95%
35	5	2	ENG	KPI 030	KPA 6	KFA 21	Percentage of electricity losses not to exceed target annually	Electricity kW purchase/kW accounted for due to technical loss	Percentage of electricity losses not to exceed target annually (Norm = 7% - 10%) (National Treasury in terms of MFMA Circular No. 71)	10	3 = (-10%) to (-12.06%) 4 = (-9.99% to -9.50%) 5 = (-9.49%) and lower	-	-	-	-10%
37	6	4	ENG	KPI 032	KPA 6	KFA 23	Percentage of water losses reduced in line with the Water Demand Management (WDM) Plan per annum	kL water purchased divided by kL of water accounted for (Calculation as per IWA Standards)	To ensure by-law enforcement to benefit quality built environment and to ensure clean and transparent development through compliance (Norm = 15% - 30%)	3	3 = -30% to -31.72% 4 = -27% to -29.99% 5 = -26.99% and lower	-	-	-	-30%
38	7	5	ENG	KPI 033	KPA 6	KFA 23	(NKPI - 1b) - Percentage of households with access to basic sanitation	Definition of a household = "residential property contained in the Municipal Valuation Roll, categorised as Residential. "Access to basic level" = billed account	To increase the percentage of households with access to basic sanitation	10	3 = 67.61% 4 = 67.62% to 69.99% 5 = 70% and higher	-	-	-	68%
39	8	6	ENG	KPI 034	KPA 6	KFA 23	Number of additional formal households with access to basic level of sanitation per annum	Number of additional formal houses connected to basic sanitation: (1) Actual connections done according to completed Works Orders by the Sanitation Section	To increase the access to basic sanitation to formal households	10	3 = 35 4 = 36 - 40 5 = 40 and higher	-	-	-	35

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40	9	7	ENG	KPI 035	KPA 6	KFA 23	(NKPI - 1a) - Percentage of households with access to basic water	Definition of a household = "residential property contained in the Municipal Valuation Roll, categorised as Residential. "Access to basic level" = billed account	To increase the percentage of households with access to basic water	5	3 = 84.27% 4 = 84.28% to 86.99% 5 = 87% and higher	-	-	-	84,27%
41	10	8	ENG	KPI 036	KPA 6	KFA 23	Number of additional formal households with access to basic level of water per annum	Number of additional formal houses connected to basic water: (1) Actual connections done according to completed Works Orders by the Water Section	To increase the access to basic water to formal households	4	3 = 80 4 = 81 - 90 5 = 91 and higher	-	-	-	80
42	11	9	ENG	KPI 037	KPA 6	KFA 21	(NKPI - 1c) - Percentage of households with access to basic electricity	Definition of a household = "residential property contained in the Municipal Valuation Roll, categorised as Residential. "Access to basic level" = billed account	To increase the percentage of households with access to basic electricity	5	3 = 84.13% 4 = 84.14% to 86.99% 5 = 87% and higher	-	-	-	84,13%
43	12	10	ENG	KPI 038	KPA 6	KFA 21	Number of additional formal households with access to basic level of electricity per annum	Number of additional formal houses connected to basic electricity (a) Actual connections done according to completed Works Orders by the Electrical Section (b) Actual connections done by a appointed contractor/Council	To increase the access to basic electricity to formal households	4	3 = 400 4 = 401 - 420 5 = 421 and higher	-	-	-	400
56	13	12	ENG	KPI 053	KPA 6	KFA 22	Number of km/m of gravel road converted to tarred road	Completion Certificate for 430 m gravel road converted to tar road: 1. Papegaai Street (Meyerton Farms) signed off by the Employer's agent by 30 Jun 2026	Upgrading of Papegaai Street Meyerton Farms from gravel to surface	10	3 = Project completed by 30 Jun 2026 4 = Project completed during May 2026 5 = Project completed during Apr 2026	-	-	-	430 m
66	14	18	ENG	KPI 072.1	KPA 5	KFA 19	The percentage of a municipality's capital budget actually spent on capital projects, identified for a particular financial year, in terms of the municipality's IDP	Actual accumulative percentage expenditure incurred on the departmental grant funding (all line items on capital budget), excluding fiscal dumping	The ratio indicates the proportion of the Municipality's Capital Budget actually spent. The target is 95% meaning the Municipality must have a spending level of at least 95% of the Capital Budget. The norm, with reference to MFMA Circular 71, range between 95% - 100%	10	3 = 95% 4 = 95.1% - 98% 5 = 98.1% and higher	-	50%	-	95%

PERSONAL DEVELOPMENT PLAN

(PDP)

ENTERED INTO BY AND BETWEEN:

MIDVAAL LOCAL MUNICIPALITY

AS REPRESENTED BY THE MUNICIPAL MANAGER

MR. PHUMUDZO MAGODI
MUNICIPAL MANAGER
["the Employer"]

and

MR. DELIGHT MUKWEVHO
ACTING EXECUTIVE DIRECTOR: ENGINEERING SERVICES
["the Employee"]

S.S.

1. **A Municipality should be committed to:**

   (a) the continuous training and development of its employees to achieve its Vision, Mission and Strategic Objectives and empower employees; and

   (b) managing training and development within the ambit of relevant National policies and legislation.

2. **A Municipality should follow an integrated approach to Human Resource Management, that is:**

   (a) Human Resource development forms and integral part of human resource planning and management.

   (b) In order for training and development strategy and plans to be successful it should be based on sound Human Resource (HR) practices, such as the (strategic) HR Plan, job descriptions, the result of regular performance appraisals and career pathing.

   (c) To ensure the necessary linkage with performance management, the Performance Management and Development System provides for the Personal Development Plans of employees to be included in their annual performance agreements. Such approach will also ensure the alignment of individual performance objectives to the Municipality's Strategic Objectives, and that training and development needs can be identified through performance management and appraisal.

   (d) Career-pathing ensures that employees are placed and developed in jobs according to aptitude and identified potential. Through training and development, they can acquire the necessary competencies to prepare for future positions. A Comprehensive Competency Framework and Profile for Municipal Managers are attached and these should be linked to relevant registered unit standards to specifically assist in compiling Personal Development Plans in consultation with their managers.

   (e) Personal Development Plans are compiled for individual employees and the data collated from all employees in the municipality forms the basis for the prescribed Workplace Skills Plan, which municipalities are required to compile as a basis for all training and education activities in the municipality in a specific financial year and report on progress made to the Local Government Sector Education and Training Authority.

3. **The aim of the compilation of Personal Development Plans is to identify, prioritise and implement training needs**

S.S.

4. Compiling the Personal Development Plan attached as Appendix

(a) Competency assessment instruments, which are dealt with more specifically in Appendix 1 and 2, should be established to assist with the objective assessment of employees' actual competencies against their job specific competency profiles and managerial competencies at a given period in time with the purpose of identifying training needs or skills gap.

(b) The competency framework and profiles and relevant competency assessment results will enable a manager, in consultation with his/her employee, to compile a Personal Development Plan. The identified training needs should be entered into Column 1 of Appendix 1, entitled Skills/Performance Gap.

The following should be carefully determined during such a process:

(i) Organisational needs, which include the following:

- 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.

(ii) Individual training needs that are job / career related.

(c) Next, the prioritization of the training needs [1 to …] should be listed 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 be 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.

(d) Consideration must then be given to the expected outcomes, to be listed in Column 2 of Appendix 1, so that once the intervention is completed the impact it had can be measured against relevant output indicators.

S.S.

(e) An appropriate intervention should be identified to address training needs/skills gaps and the outcome to be achieved but with due regard to cost effectiveness. These should be listed in Column 3 of Appendix 1, entitled: Suggested training and/or development activity in line with the National Qualifications Framework, which could enable the trainee to obtain recognition towards a qualification for training undertaken. It is important to determine through the Training/Human Resource Development/Skills Development Unit within the municipality whether unit standards have been developed and registered with the South African Qualifications Authority that are in line with the skills gap and expected outcomes identified. Unit standards usually have measurable assessment criteria to determine achieved competency.

(f) Guidelines regarding the number of training days per employee and the nominations of employees: An employee should on average receive at least five days of training per financial year and not unnecessarily be withdrawn from training interventions.

(g) Column 4 of Appendix 1: The suggested mode of delivery refers to the chosen methodology that is deemed most relevant to ensure transfer of skills. The training/development activity should impact on service delivery back in the workplace. Mode of delivery consists of amongst others, self-study [The official takes it upon him/her to read e.g. legislation]; internal or external training provision; coaching and/or mentoring and exchange programmes.

(h) The suggested timeframes (Column 5 of Appendix 1) enable managers to effectively plan for the annum so that not all their employees are away from work within the same period and also ensuring that the PDP is implemented systematically.

(i) Work opportunity created to practice skill/development areas, in Column 6 of Appendix 1, further ensures internalization 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).

(j) The final column, column 7 of Appendix 1, provides the employee with a support person that could act as coach or mentor with regard to the area of learning.

SS

REVIEWED SDBIP 2025/2026

ADDENDUM TO PERFORMANCE AGREEMENTS: COUNCIL RESOLUTION: C3726/02/2026 DATED 26 FEBRUARY 2026

PER DEPT	RESPONSIBLE DEPARTMENT	KPI	KPA	KEY PERFORMANCE AREA (KPA) DESCRIPTION	KFA	KEY FOCUS AREA (KFA) DESCRIPTION	KEY PERFORMANCE INDICATOR (KPI) 2025/2026	DEFINITION	OBJECTIVE OF INDICATOR	WEIGHTINGS	PERFORMANCE MATRIX	SERVICE DELIVERY & BUDGET IMPLEMENTATION PLAN 2025/2026 – 1 JULY 2025 - 30 JUNE 2026 Q1 TARGET (Q1)	Q2 TARGET (Q2)	Q2 ACTUAL (Q2)	Q3 TARGET (Q3)	Q4 TARGET (Q4)
1	ENG	KPI 004.1	KPA 8	Economic Growth & Spatial Transformation	KFA 29	Municipal Planning & Built Environment	Average percentage turn-around time to consider land use applications within 15 working days maintained monthly	Maintain Land Use Applications Register in predefined format to reflect compliance with the average of 15 working days turn-around time to consider land use applications: Date of Application received versus date considered (Average according to number of applications received calculated)	To monitor and improve the turn-around times for land use applications in order to ensure faster development and to benefit the economy. Also to ensure new income revenue generation in terms of the National Building Regulations and Building Standards Act, 1977	4	3 = 90% 4 = 90.01% - 92.99% 5 = 93% and above	75%	80%	91.14%	85%	90%
2	ENG	KPI 004.2	KPA 8	Economic Growth & Spatial Transformation	KFA 29	Municipal Planning & Built Environment	Average percentage turn-around time to consider building plan applications within 15 working days maintained monthly	Maintain Building Plan Applications Register in predefined format to reflect compliance with the average of 15 working days turn-around time to consider building plan applications: Date of Application received versus date considered (Average according to number of applications received calculated)	To monitor and improve the turn-around times for land use applications in order to ensure faster development and to benefit the economy. Also to ensure new income revenue generation in terms of the National Building Regulations and Building Standards Act, 1977	5	3 = 90% 4 = 90.01% - 92.99% 5 = 93% and above	75%	80%	100%	85%	90%
3	ENG	KPI 006	KPA 6	Infrastructure & Sustainable Living Environments	KFA 25	Project Management & Public Facilities	Construction of Lakeside Multi-purpose Sports Hall	Completion Certificate (Phase 4) signed off by the Head of the Department by 30 Jun 2026	MLM appointed Vunani Investment CC to complete the construction at the Lakeside Multi-purpose Sports Hall	10	3 = Completed end Jun 2026 within budget (Contractual agreement completion) 4 = Completed before end of May 2026 within budget 5 = Completed before end of Apr 2026 within budget	-	-	-	-	1
4	ENG	KPI 014.5	KPA 5	Financial Stability	KFA 19	Supply Chain Management	(NKPI - 3) - The percentage of a municipality's capital budget actually spent on capital projects, identified for a particular financial year, in terms of the municipality's IDP	Actual accumulative percentage expenditure incurred on own and any other funding sources (all line items on capital budget), excluding fiscal dumping	The ratio indicates the proportion of the Municipality's Capital Budget actually spent. The target is 90% meaning the Municipality must have a spending level of at least 90% of the Capital Budget. The norm, with reference to MFMA Circular 71, range between 95% - 100%	10	3 = 95% 4 = 95.1% - 96.99% 5 = 97.1% - 100%	-	50%	44,18%	-	95%
5	ENG	KPI 030	KPA 6	Infrastructure & Sustainable Living Environments	KFA 21	Electricity, Energy Efficiency & Renewable Energy	Percentage of electricity losses not to exceed target annually	Electricity kW purchase/kW accounted for due to technical loss	Percentage of electricity losses not to exceed target annually (Norm = 7% - 10%) (National Treasury in terms of MFMA Circular No. 71)	10	3 = (-10%) 4 = (-9.99%) to (-9.50%) 5 = (-9.49%) and lower	-	-	-	-	-10%
6	ENG	KPI 032	KPA 6	Infrastructure & Sustainable Living Environments	KFA 23	Water & Sanitation Infrastructure	Percentage of water losses reduced in line with the Water Demand Management (WDM) Plan per annum	kL water purchased divided by kL of water accounted for (Calculation as per IWA Standards)	To ensure by-law enforcement to benefit quality built environment and to ensure clean and transparent development through compliance (Norm = 15% - 30%)	3	3 = -30% 4 = -29.99% to -27.00% 5 = -26.99% and lower	-	-	-	-	-30%

7	ENG	KPI 033	KPA 6	Infrastructure & Sustainable Living Environments	KFA 23	Water & Sanitation Infrastructure	(NKPI - 1b) - Percentage of households with access to basic sanitation	Definition of a household = "residential property contained in the Municipal Valuation Roll, categorised as Residential. "Access to basic level" = billed account	To increase the percentage of households with access to basic sanitation	10	3 = 67.61% 4 = 67.62% to 69.99% 5 = 70% and higher	-	-	-	-	68%
8	ENG	KPI 034	KPA 6	Infrastructure & Sustainable Living Environments	KFA 23	Water & Sanitation Infrastructure	Number of additional formal households with access to basic level of sanitation per annum	Number of additional formal houses connected to basic sanitation: (1) Actual connections done according to completed Works Orders by the Sanitation Section	To increase the access to basic sanitation to formal households	10	3 = 35 4 = 36 - 40 5 = 40 and higher	-	-	-	-	35
9	ENG	KPI 035	KPA 6	Infrastructure & Sustainable Living Environments	KFA 23	Water & Sanitation Infrastructure	(NKPI - 1a) - Percentage of households with access to basic water	Definition of a household = "residential property contained in the Municipal Valuation Roll, categorised as Residential. "Access to basic level" = billed account	To increase the percentage of households with access to basic water	5	3 = 84.27% 4 = 84.28% to 86.99% 5 = 87% and higher	-	-	-	-	84,27%
10	ENG	KPI 036	KPA 6	Infrastructure & Sustainable Living Environments	KFA 23	Water & Sanitation Infrastructure	Number of additional formal households with access to basic level of water per annum	Number of additional formal houses connected to basic water: (1) Actual connections done according to completed Works Orders by the Water Section	To increase the access to basic water to formal households	4	3 = 80 4 = 81 - 90 5 = 91 and higher	-	-	-	-	80
11	ENG	KPI 037	KPA 6	Infrastructure & Sustainable Living Environments	KFA 21	Electricity, Energy Efficiency & Renewable Energy	(NKPI - 1c) - Percentage of households with access to basic electricity	Definition of a household = "residential property contained in the Municipal Valuation Roll, categorised as Residential. "Access to basic level" = billed account	To increase the percentage of households with access to basic electricity	5	3 = 64.13% 4 = 64.14% to 66.99% 5 = 67% and higher	-	-	-	-	64,13%
12	ENG	KPI 038	KPA 6	Infrastructure & Sustainable Living Environments	KFA 21	Electricity, Energy Efficiency & Renewable Energy	Number of additional formal households with access to basic level of electricity per annum	Number of additional formal houses connected to basic electricity (a) Actual connections done according to completed Works Orders by the Electrical Section (b) Actual connections done by a appointed contractor/Council	To increase the access to basic electricity to formal households	4	3 = 350 4 = 351 - 370 5 = 371 and higher	-	-	-	-	350
13	ENG	KPI 053	KPA 6	Infrastructure & Sustainable Living Environments	KFA 22	Roads & Stormwater Infrastructure	Number of km/m of gravel road converted to tarred road	Completion Certificate for 860 m gravel road converted to tar road: 1. Papegaai Street (Meyerton Farms) signed off by the Employer's agent by 30 Jun 2026	Upgrading of Papegaai Street Meyerton Farms from gravel to surface	10	3 = Project completed by 30 Jun 2026 4 = Project completed during May 2026 5 = Project completed during Apr 2026	-	-	-	-	860 m
14	ENG	KPI 072.1	KPA 5	Financial Stability	KFA 19	Supply Chain Management	The percentage of a municipality's capital budget actually spent on capital projects, identified for a particular financial year, in terms of the municipality's IDP	Actual accumulative percentage expenditure incurred on the departmental grant funding (all line items on capital budget), excluding fiscal dumping	The ratio indicates the proportion of the Municipality's Capital Budget actually spent. The target is 95% meaning the Municipality must have a spending level of at least 95% of the Capital Budget. The norm, with reference to MFMA Circular 71, range between 95% - 100%	10	3 = 95% 4 = 95.1% - 98% 5 = 98.1% and higher	-	50%	71,40%	-	95%

D. MUKWEVHO

ACTING EXECUTIVE DIRECTOR:
ENGINEERING SERVICES

25/03/2026

Date

P. MAGODI

MUNICIPAL MANAGER

30/03/26

Date