

# LEKWA LOCAL MUNICIPALITY



## 2024/2025 PERFORMANCE AGREEMENT

MADE AND ENTERED INTO BY AND BETWEEN:

**THE LEKWA LOCAL MUNICIPALITY  
AS REPRESENTED BY**

**M. J. LAMOLA  
MUNICIPAL MANAGER**

AND

**S.M. JIYANE  
EXECUTIVE MANAGER TECHNICAL SERVICES  
THE EMPLOYEE OF THE MUNICIPALITY**

FOR THE

**FINANCIAL YEAR: 1 JULY 2024 - 30 JUNE 2025**

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## PERFORMANCE AGREEMENT

### ENTERED INTO BY AND BETWEEN:

The **Lekwa Local Municipality** herein represented by **M.J. Lamola** in his capacity as **Municipal Manager** (hereinafter referred to as the **Employer**)

and

**S.M. Jiyane** (Employee of the Lekwa Local Municipality (hereinafter referred to as the **Employee**)).

### WHEREBY IT IS AGREED AS FOLLOWS:

#### 1. INTRODUCTION

- 1.1 The **Employer** has entered into a contract of employment with the **Employee** in terms of section 57(1)(a) of the Local Government: **Municipal Systems Act 32 of 2000** ("the **Systems Act**"). The **Employer** and the **Employee** are hereinafter referred to as "the **Parties**".
- 1.2 Section 57(1)(b)(ii) of the **Systems Act**, read with the **Contract of Employment** concluded between the parties, requires the parties to conclude an annual performance agreement within one (1) month after the beginning of each financial year of the municipality.
- 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 Act as well as the employment contract entered into between the parties;
- 2.2 specify objectives and targets defined and agreed with the Employee and to communicate to the employer's expectations of the Employee's performance and accountabilities in alignment with the **Integrated Development Plan, Service Delivery and Budget Implementation Plan (SDBIP)** and the **Budget of the Municipality**;
- 2.3 specify accountabilities as set out in a performance plan, which forms an annexure to the performance agreement;
- 2.4 monitor and measure performance against set targeted outputs;
- 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;
- 2.6 in the event of outstanding performance, to appropriately reward the Employee; and
- 2.7 give effect to the employer's commitment to a performance-orientated relationship with its Employee in attaining equitable and improved service delivery.

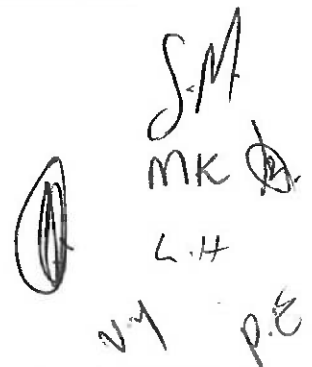
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### 3 COMMENCEMENT AND DURATION

- 3.1 This Agreement will commence on the **1<sup>st</sup> July 2024** and will remain in force until **30<sup>th</sup> June 2025** thereafter a new Performance Agreement, Performance Plan and Personal Development Plan shall be concluded between the parties for the next financial year or any portion thereof.
- 3.2 The parties will review the provisions of this Agreement during June each year. 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.

### 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.
- 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, Service Delivery and Budget Implementation Plan (SDBIP) and the Budget of the **Employer**, and shall include key objectives; key performance indicators; target dates and weightings.
- 4.2.1 The key objectives describe the main tasks that need to be done.
- 4.2.2 The key performance indicators provide the details of the evidence that must be provided to show that a key objective has been achieved.
- 4.2.3 The target dates describe the timeframe in which the work must be achieved.
- 4.2.4 The weightings show the relative importance of the key objectives to each other.
- 4.3 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.

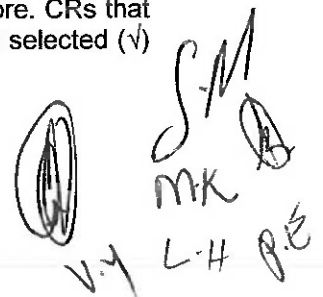
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## 5 PERFORMANCE MANAGEMENT SYSTEM

- 5.1 The Employee agrees to participate in the performance management system that the Employer adopts or introduces for the Employer, management and municipal staff of the Employer.
- 5.2 The Employee accepts that the purpose of the performance management system will be to provide a comprehensive system with specific performance standards to assist the Employer, management and municipal staff to perform to the standards required.
- 5.3 The Employer will consult the Employee about the specific performance standards that will be included in the performance management system as applicable to the Employee.
- 5.4 The Employee undertakes to actively focus towards the promotion and implementation of the KPAs (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, 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 (KPAs) and the Competency Requirements (CRs) respectively.
- 5.5.2 Each area of assessment will be weighted and will contribute a specific part to the total score.
- 5.5.3 KPAs covering the main areas of work will account for 80% and CRs will account for 20% of the final assessment.
- 5.5.4 The total score must be determined using the rating calculator.
- 5.6 The Employee's assessment will be based on his 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
Service Delivery & Infrastructure Development	70%
Municipal Institutional Development and Transformation	10%
Financial Viability and Management	10%
Good Governance and Public Participation	10%
Local Economic Development	%
Spatial Rationale	%
<b>Total</b>	<b>100%</b>

- 5.7 In the case of managers directly accountable to the Municipal Manager, key performance areas related to the functional area of the relevant manager must be subject to negotiation between the Municipal Manager and the relevant Manager.
- 5.8 The CRs will make up the other 20% of the Employee's assessment score. CRs that are deemed to be most critical for the Employee's specific job should be selected (✓)


  
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from the list below as agreed to between the Employer and Employee. Three of the CRs are compulsory for Municipal Managers:

COMPETENCY REQUIREMENTS FOR EMPLOYEES		
LEADING COMPETENCIES	√	WEIGHT
Strategic Direction and Leadership		10%
People Management		10%
Program and Project Management		25%
Financial Management		15%
Change Leadership		5%
Governance Leadership		5%
CORE COMPETENCIES		
Moral Competence		5%
Planning and Organising		5%
Analysis and Innovation		5%
Knowledge and Information Management		2%
Communication		11%
Results and Quality Focus		2%
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; and
- 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 goals 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) An indicative rating on the five-point scale should be provided for each KPA.
- (c) The applicable assessment rating calculator (refer to paragraph 6.5.3 below) must then be used to add the scores and calculate a final KPA score.

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P.E.

**6.5.2 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) This rating should be multiplied by the weighting given to each CR 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 CR score.

**6.5.3 Overall rating**

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

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

Level	Terminology	Description	Rating				
			1	2	3	4	5
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.					

*S.M. A.*  
*M.K.*  
*V.T. L.H. P.E.*

Level	Terminology	Description	Rating				
			1	2	3	4	5
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.					

6.7 For purposes of evaluating the annual performance of the municipal manager, an evaluation panel constituted of the following persons must be established -

- 6.7.1 Executive Mayor;
- 6.7.2 Chairperson of the performance audit committee or the audit committee in the absence of a performance audit committee;
- 6.7.3 Member of the mayoral;
- 6.7.4 Mayor and/or municipal manager from another municipality; and
- 6.7.5 Member of a ward committee as nominated by the Executive Mayor.

6.8 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 -

- 6.8.1 Municipal Manager;
- 6.8.2 Chairperson of the performance audit committee or the audit committee in the absence of a performance audit committee;
- 6.8.3 Member of the mayoral; and
- 6.8.4 Municipal manager from another municipality.

6.9 The Manager: PMS in the municipality must provide secretariat services to the evaluation panels referred to in sub-regulations (d) and (e).

## 7. SCHEDULE FOR PERFORMANCE REVIEWS

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

**First quarter** : July – September 2024 – **by end October 2024**  
**Second quarter** : October – December 2024 – **by end January 2025**  
**Third quarter** : January – March 2025 **by end April 2025**  
**Fourth quarter** : April – June 2025 **by end August 2025**  
**Annual Performance Assessment:** **To be held at a session after the 4th quarter assessment**

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

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

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 VY L-H PE

7.4 The Employer will be entitled to review and make reasonable changes to the provisions of Annexure "A" from time to time for operational reasons. The Employee will be fully consulted before any such change is made.

7.5 The Employer may amend the provisions of Annexure A whenever the performance management system is adopted, implemented and / or amended as the case may be. In that case the Employee will be fully consulted before any such change is made.

## 8. DEVELOPMENTAL REQUIREMENTS

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

## 9. OBLIGATIONS OF THE EMPLOYER

9.1 The Employer shall –

9.1.1 create an enabling environment to facilitate effective performance by the Employee;

9.1.2 provide access to skills development and capacity building opportunities;

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;

9.1.4 on the request of the Employee delegate such powers reasonably required by the Employee to enable him to meet the performance objectives and targets established in terms of this Agreement; and

9.1.5 make available to the Employee such resources as the Employee may reasonably require from time to time to assist him to meet the performance objectives and targets established in terms of this Agreement.

## 10. CONSULTATION

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

10.1.1 a direct effect on the performance of any of the Employee's functions;

10.1.2 commit the Employee to implement or to give effect to a decision made by the Employer; and

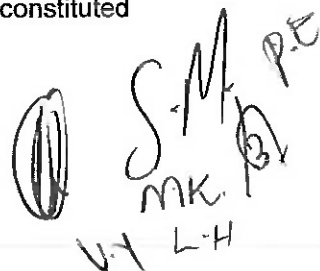
10.1.3 a substantial financial effect on the Employer.

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 total remuneration package may be paid to the Employee in recognition of outstanding performance to be constituted as follows:

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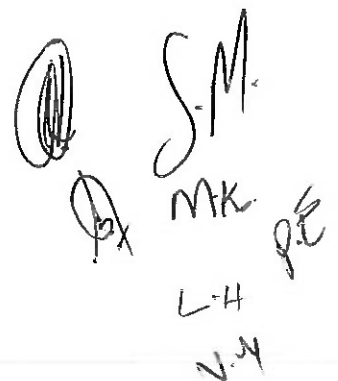
- 11.2.1 a score of 130% to 149% is awarded a performance bonus ranging from 5% to 9%; and
  - 11.2.2 a score of 150% and above is awarded a performance bonus ranging from 10% to 14%.
- 11.3 In the case of unacceptable performance, the Employer shall –
- 11.3.1 provide systematic remedial or developmental support to assist the Employee to improve his or her performance; and
  - 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 duties.

## 12. DISPUTE RESOLUTION

- 12.1 Any disputes about the nature of the Employee's performance agreement, whether it relates to key responsibilities, priorities, methods of assessment and / or any other matter provided for, shall be mediated by –
- 12.1.1 the MEC for local government in the province within thirty (30) days of receipt of a formal dispute from the Employee; or
  - 12.1.2 any other person appointed by the MEC.
  - 12.1.3 In the case of Managers directly accountable to the Municipal Manager, 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, 2006, within thirty (30) days of receipt of a formal dispute from the Employee; whose decision shall be final and binding on both parties.
- 12.2 In the event that the mediation process contemplated above fails, clause 20.3 of the Contract of Employment shall apply.

## 13. GENERAL

- 13.1 The contents of this agreement and the outcome of any review conducted in terms of Annexure A may be made available to the public by the Employer.
- 13.2 Nothing in this agreement diminishes the obligations, duties or accountabilities of the Employee in terms of his contract of employment, or the effects of existing or new regulations, circulars, policies, directives or other instruments
- 13.3 The performance assessment results of the Municipal Manager must be submitted to the MEC responsible for local government in the relevant province as well as the national minister responsible for local government, within fourteen (14) days after the conclusion of the assessment.

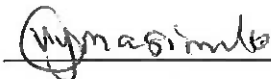
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Thus done and signed at Standerton on this the 18 day of 07 2024.

AS WITNESSES:


1.  \_\_\_\_\_  
EMPLOYEE (EXECUTIVE MANAGER TECHNICAL SERVICES)

2.  \_\_\_\_\_

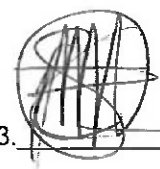
3.  \_\_\_\_\_

Thus done and signed at Standerton on this the 31 day of July 2024.

AS WITNESSES:

1.  (MM)  
EMPLOYEE (MUNICIPAL MANAGER)

2.  \_\_\_\_\_

3.  \_\_\_\_\_

**ANNEXURE "A"**

**LEKWA LOCAL MUNICIPALITY**



**2024/2025  
PERSONAL PERFORMANCE PLAN (PPP)**

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

**THE LEKWA LOCAL MUNICIPALITY  
AS REPRESENTED BY**

**M. J. LAMOLA  
MUNICIPAL MANAGER**

**AND**

**S.M. JIYANE  
EXECUTIVE MANAGER TECHNICAL SERVICES**

**THE EMPLOYEE OF THE MUNICIPALITY**

**FOR THE**

**FINANCIAL YEAR: 1 JULY 2024 - 30 JUNE 2025**

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**1. Purpose**

The performance plan defines the Council's expectations of the senior manager's 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) as reviewed annually.

**2. Key responsibilities**

The following objects of local government will inform the senior manager's performance against set performance indicators:

- 2.1 Provide democratic and accountable government for local communities.
- 2.2 Ensure the provision of services to communities in a sustainable manner.
- 2.3 Promote social and economic development.
- 2.4 Promote a safe and healthy environment.
- 2.5 Encourage the involvement of communities and community organisations in the matters of local government.

**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 Service Delivery and Infrastructure Development
- 3.2 Municipal Institutional Development and Transformation
- 3.3 Financial Viability and Management
- 3.4 Good Governance and Public Participation
- 3.5 Local Economic Development
- 3.6 Spatial Rationale

**PERFORMANCE PLAN FOR THE EXECUTIVE MANAGER TECHNICAL SERVICES FOR THE PERIOD: 1<sup>st</sup> JULY 2024 to 30<sup>th</sup> JUNE 2025**

Signed by the EXECUTIVE MANAGER TECHNICAL SERVICES

Date: 18/07/2024

Signed and accepted by the MUNICIPAL MANAGER on behalf of the Employer

Date: 31/07/2024

L.H  
V.Y  
B

**Municipal KPA: Basic Service Delivery and Infrastructure Development**

**Municipal Priority:**

- Improve water and sanitation provision
- Provide reliable electricity supply
- Provision of safe and dependable roads
- Provision of efficient and effective fleet services
- SCADA installation to perform internal Eskom load shedding to keep water treatment works on during Eskom load shedding periods
- SCADA installation on water and sewer networks to monitor water losses and limit sewer spillage into Vaal River system
- Provision of efficient and effective solid waste management services, law enforcement, fire and rescue services, disaster management, parks and recreational facilities, library services
- Revenue generation through traffic control.

**Strategic Objective:**

- Provision of basic services (water 100%, sanitation 100%, electricity 100% and roads 100%)
- Provision of basic services (solid waste removal by 100%, emergency fire, traffic control, disaster management, parks and recreational facilities and libraries)

**Impact Statement:**

- Improved quality of life and safe living
- MTSF Target:
- Improved access to basic services (water 100%, sanitation 100%, electricity 100% and roads 207 km of Roads paved/tarred)
- Improved access to basic services such as waste 100% emergency fire, traffic control, disaster management, parks and recreational facilities and libraries

KPI No.	KPI	5 Year Target	2024/2025 SDBIP KPI	Baseline	2024/25 Annual Target	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Budget	Revenue/Funding Source	Ward Location/Regional Identifier	Portfolio of Evidence	Department
1	100% access to water	13 000 consumption meters replaced and 5 Zoning meter installed and SCADA expansion to water network	Number of water leaks repaired	900 Water leaks repaired	1000 water leaks repaired	250 water leaks repaired	250 water leaks repaired	250 water leaks repaired	250 water leaks repaired		OPEX	1,2,3,4,5,6,7,8,10,11,14,15	Progress reports	Technical Services

*S.M.*  
*[Signature]*  
 L.H. 9/20  
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KPI No.	KPI	5 Year Target	2024/2025 SDBIP KPI	Baseline	2024/25 Annual Target	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Budget	Revenue/Funding Source	Ward Location/Regional Identifier	Portfolio of Evidence	Department
2		Improved and consistent water supply	Number of water meters replaced	New KPI	120 water meters replaced	30 water meters replaced	30 water meters replaced	30 water meters replaced	30 water meters replaced	R200 000	OPEX	1,2,3,4,5,6,7,8,10,11,14,15	Progress reports	Technical Services
3			Number of boreholes installed	2 Boreholes installed	3 boreholes installed	Procurement of Contractor.	1 borehole installed	1 borehole installed	1 borehole installed	R1 827 340	OPEX	9,12,13	Progress Reports; Completion certificate; Signed Beneficiary happy letters	Technical Services
4			Number of boreholes refurbished	New KPI	6 boreholes refurbished	Procurement of Contractor.	2 Boreholes refurbished	2 Boreholes refurbished	2 Boreholes refurbished	R1 000 000	OPEX	9,12,13	Progress Reports; Completion certificate; Signed Beneficiary happy letters	Technical Services
5			Number of boreholes refurbished	New KPI	6 boreholes refurbished	Procurement of Contractor	2 boreholes refurbished	2 boreholes refurbished	2 boreholes refurbished		OPEX	9,12,13	Progress Reports; Completion certificate; Signed Beneficiary happy letters	Technical Services

S.M.  P. L-H P. L

KPI No.	KPI	5 Year Target	2024/2025 SDBIP KPI	Baseline	2024/25 Annual Target	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Budget	Revenue/Funding Source	Ward Location/Regional Identifier	Portfolio of Evidence	Department
6	100% access to sanitation	600 VIP toilets installed	Number of VIP toilets installed	100 VIP Toilets installed	150 VIP toilets installed	Procurement of Contractor	50 VIP Toilets installed	50 VIP Toilets installed	50 VIP Toilets installed	R2 500 000	MIG	9,12,13	Progress Reports; Completion certificate; Signed Beneficiary happy letters	Technical Services
7			Number of VIP toilets desludged	New KPI	150 VIP toilets desludged	Procurement of Contractor	50 VIP toilets desludged	50 VIP toilets desludged	50 VIP toilets desludged		MIG	9,12,13	Progress Reports; Completion certificate; Signed Beneficiary happy letters	Technical Services
8			Percentage sewer spillages attended	New KPI	100% sewer spillages attended	100% sewer spillages attended	100% sewer spillages attended	100% sewer spillages attended	100% sewer spillages attended		OPEX	1,2,3,4,5,6,7,8,10,11,14,15	Progress reports	Technical Services
9			Number of sewer pump stations inspected and maintained	New KPI	13 sewer pump station inspected and maintained	13 sewer pump station inspected and maintained	13 sewer pump station inspected and maintained	13 sewer pump station inspected and maintained	13 sewer pump station inspected and maintained		OPEX	1,2,3,4,5,6,7,8,10,11,14,15	Progress reports	Technical Services

S.M.



L.H  
OK

KPI No.	KPI	5 Year Target	2024/2025 SDBIP KPI	Baseline	2024/25 Annual Target	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Budget	Revenue/Funding Source	Ward Location/Regional Identifier	Portfolio of Evidence	Department
10	100% access to electricity	Rooikoppen switching station constructed	Percentage construction of switching station at Rooikoppen - Phase 1	New KPI	50% Construction of Switching Station at Rooikoppen. - Phase 1	Procurement of Contractor	Construction @15%	Construction @25%	Construction @50%	R10 000 000	INEP	11	Progress Reports; Completion certificate; Signed Beneficiary happy letters	Technical Services
11		20km of bulk electricity lines upgraded	Percentage construction of 6km 11kv line between A Substation and Rooikoppen - Phase 1	Designs completed for 11kV line between A Substation and Rooikoppen	50% Construction of 6km, 11kV line between A Substation and Rooikoppen. Phase 1	Procurement of Contractor	Construction @15%	Construction @25%	Construction @50%	R4 620 000	INEP	7,11	Progress reports	Technical Services
12		NMD upgraded to 110MVA	Number of progress reports on application to Eskom for Notified Maximum Demand (NMD) upgrade	0	4 Progress reports of application to Eskom for NMD upgrade	1 Progress report	1 Progress report	1 Progress report	1 Progress report	N/A	N/A	1,2,3,4,5,6,7,8,9,10,11,15	Progress reports	Technical Services

S.M.

*(Handwritten signature)*  
L.H.N.



KPI No.	KPI	5 Year Target	2024/2025 SDBIP KPI	Baseline	2024/25 Annual Target	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Budget	Revenue/Funding Source	Ward Location/Regional Identifier	Portfolio of Evidence	Department
13		26 high mast lights installed	Number of high mast lights installed	Designs and tender documentation for installation of high masts lights completed	10 high mast lights installed	Procurement of Contractor	2 high mast lights installed	3 high mast lights installed	5 high mast lights installed	R7 564 140	MIG	9,12,13 & 14	Progress reports	Technical Services
14		2500 street lights repaired	Number of street lights repaired	785 street lights repaired	400 street lights repaired	100 street lights repaired	100 street lights repaired	100 street lights repaired	100 street lights repaired	2 500 000,00	OPEX	1,2,3,4,5,6,7,8,10,11,14 & 15	Progress reports	Technical Services
15		100 high mast lights repaired	Number of high mast lights repaired	109 high mast lights repaired	20 high mast lights repaired	5 high mast lights repaired	5 high mast lights repaired	5 high mast lights repaired	5 high mast lights repaired	3 500 000,00	OPEX	1,2,3,4,5,6,7,8,10,11,14 & 15	Progress reports	Technical Services
16		100 high mast lights and street lights retrofitted	% high mast and street lights retrofitted with energy efficient lights	New KPI	100% high mast lights and street lights retrofitted with energy efficient lights	25%	50%	75%	100%	R4 000 000	EEDSM	MP305	Progress reports; Completion certificate	Technical Services

S.M.

 J.H.E

KPI No.	KPI	5 Year Target	2024/2025 SDBIP KPI	Baseline	2024/25 Annual Target	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Budget	Revenue/Funding Source	Ward Location/Regional Identifier	Portfolio of Evidence	Department
17		28 000 consumption meters replaced and 60 Zoning meter installed and SCADA expansion to electricity network	Number of electricity meters installed	100 electricity meters installed	100 electricity meters installed	25 electricity meters installed	25 electricity meters installed	25 electricity meters installed	25 electricity meters installed	2 500 000,00	OPEX	MP305	Progress reports	Technical Services
18		Develop and Implement EDMS Strategy Document	Number of EDMS strategy interventions implemented	EDMS Strategy developed	4 EDMS strategy interventions implemented	Development of energy awareness campaign plan for approval	1 Community awareness campaign on energy saving, impact of electricity theft, illegal connections, meter bridging and alternative energy	1 Community /School awareness campaign on electricity safety	1 Energy saving awareness campaign conducted via social media		OPEX	MP305	Quarterly report	Technical Services

S.M.



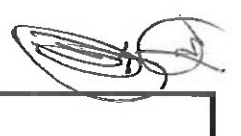
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KPI No.	KPI	5 Year Target	2024/2025 SDBIP KPI	Baseline	2024/25 Annual Target	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Budget	Revenue/Funding Source	Ward Location/Regional Identifier	Portfolio of Evidence	Department
19		Rehabilitation of Electricity Infrastructure	Number of electricity infrastructure rehabilitation interventions implemented	Electricity maintenance plan developed	4 Electricity infrastructure rehabilitation interventions implemented	Upgrade of electrical protection system at C SUB	Upgrade of electrical protection system at C SUB	Replacement of twelve 33KV transformers at B Substation	Refurbishment of 10 pole mounted transformers		OPEX	1,2,3,4,5,6,7,8,10,11,14 & 15	Quarterly report	Technical Services
20	192 km of Roads paved/tarred	20km road rehabilitated	Percentage rehabilitation of 1km of Vry Street	New KPI	100% rehabilitation of 1km of Vry Street	Procurement of Contractor	Construction @25%	Construction @50%	Construction @100%	R10 000 000	Municipal Disaster Recovery Grant	10	Progress reports; Completion certificate	Technical Services
21	Sourced funding for road rehabilitation		Number of progress reports for sourcing funds for rehabilitation of roads	New KPI	4 Progress reports on sourcing funds for rehabilitation of roads application to Eskom for NMD upgrade	1 Progress report	1 Progress report	1 Progress report	1 Progress report	0	N/A	1,2,3,4,5,6,7,8,10,11,14 & 15	Progress reports	Technical Services
22	Square meters of pothole patched		Square meters of pothole patched	New KPI	10 000 square meters of pothole patching	1000 square meters of potholes patched	3000 square meters of potholes patched	3000 square meters of potholes patched	3000 square meters of potholes patched	R5 000 000	OPEX	1,2,3,4,5,6,7,8,10,11,14 & 15	Progress reports	Technical Services

S.M.

L.H. 9.8  
21.11.2024

KPI No.	KPI	5 Year Target	2024/2025 SDBIP KPI	Baseline	2024/25 Annual Target	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Budget	Revenue/Funding Source	Ward Location/Regional Identifier	Portfolio of Evidence	Department
23	Dependable fleet management	30 vehicles procured	Number of vehicles procured	4 Vehicles procured	4 Vehicles procured	Not Applicable for reporting in Q1	Supply Chain processes completed	Not Applicable for reporting in Q3	4 Vehicles procured		OPEX	MP305	Vehicle delivery notes; Vehicle registration papers	Technical Services
24		Disposal of 40 vehicles	Number of vehicles disposed	Auctioneer appointed and list of vehicles to be disposed developed	8 vehicles disposed	Identify and submit list of vehicles for disposal	Follow up on progress of disposal	Follow up on progress of disposal	Transfer of disposed vehicles.		OPEX	MP305	Transfer Certificates	Technical Services
25		Develop and implement fleet maintenance plan	Percentage municipal fleet maintained	Fleet maintenance plan developed	100% municipal fleet maintained	25% Municipal fleet maintained	25% Municipal fleet maintained	25% Municipal fleet maintained	25% Municipal fleet maintained		OPEX	MP305	Quarterly report	Technical Services
28	Percentage Morgenzon landfill site rehabilitation	100% Morgenzon Landfill site rehabilitation	% Completed designs for Morgenzon landfill site rehabilitation	MIG approval for rehabilitation	100% Completed designs for Morgenzon landfill site rehabilitation	Appointment of Consultant	Completion of designs	Preparation of Tender document	Advertisement of the tender		MIG	14	Advert, Tender document; Appointment letter; designs	Technical Services
29	Number of cemeteries developed	3 Cemeteries developed	Percentage construction of 1 Cemetery	MIG approval for cemetery construction	75% Cemetery constructed	Procurement of Contractor	Construction @ 25%	Construction @ 50%	Construction @ 75%	8800000	MIG	12	Advert, Tender document; Appointment letter; designs	Technical Services

  
 S.M. J.A. L.H. P.E.

KPI No.	KPI	5 Year Target	2024/2025 SDBIP KPI	Baseline	2024/25 Annual Target	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Budget	Revenue/Funding Source	Ward Location/Regional Identifier	Portfolio of Evidence	Department
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**Municipal KPA:** Municipal Transformation and Institutional Development

**Municipal Priority:**

Improved and capable institution

Customer Care

Improved individual and organizational performance

**Strategic Objective:**

Improved organisational performance

**Impact Statement:**

Improved organizational performance and administrative capabilities

**MTSF Target:**

A capable, ethical and developmental state

38	% performance assessments conducted	100% senior management performance assessments conducted	100% senior management performance assessments conducted	50%	100%	100%	100%	100%	100%		N/A	MP305	Performance assessments per senior manager	All Departments
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*S.M.*

*N.Y. L.H. E.P.*

KPI No.	KPI	5 Year Target	2024/2025 SDBIP KPI	Baseline	2024/25 Annual Target	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Budget	Revenue/Funding Source	Ward Location/Regional Identifier	Portfolio of Evidence	Department
39	Number of Top Management meetings held	Number of Top Management formal (minuted) meetings attended by senior managers	Number of Top Management formal (minuted) meetings attended by senior managers	12 Top Management meetings held	12 Top Management meetings held	3 Top Management meetings held	3 Top Management meetings held	3 Top Management meetings held	3 Top Management meetings held		N/A	MP305	Notice; Agenda; Minutes & Attendance register	All Departments

Municipal KPA: Spatial Rationale

Municipal Priority:

Integrated human settlements

Strategic Objective:

Viable communities

Impact Statement:

Reduced unemployment and poverty

MTSF Target:

Spatial integration, human settlements and local government

KPI No.	KPI	5 Year Target	2024/2025 SDBIP KPI	Baseline	2024/25 Annual Target	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Budget	Revenue/Funding Source	Ward Location/Regional Identifier	Portfolio of Evidence	Department

Municipal KPA: Local Economic Development

Municipal Priority:

Economic growth

Reduced unemployment and grow economic growth

Strategic Objective:

Promote inclusive and sustainable economic growth and investment

Impact Statement:

S.M.  
  
  
 L.H. P.K.

KPI No.	KPI	5 Year Target	2024/2025 SDBIP KPI	Baseline	2024/25 Annual Target	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Budget	Revenue/Funding Source	Ward Location/Regional Identifier	Portfolio of Evidence	Department
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Reduced unemployment and poverty

MTSF Target:

Spatial integration, human settlements, and local government

KPI No.	KPI	5 Year Target	2024/2025 SDBIP KPI	Baseline	2024/25 Annual Target	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Budget	Revenue/Funding Source	Ward Location/Regional Identifier	Portfolio of Evidence	Department
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Municipal KPA: Good governance and public participation

Municipal Priority:

Improved audit outcome

Community participation

Strategic Objective:

Sustain good corporate governance through effective and accountable administration

Impact Statement:

Enhanced and strengthened community participation

MTSF Target:

Accountable governance and public participation

89	5 Approved Council	Approved Schedule of	Date for approval of	Approved 30 June	1 approved Schedule of	Not Applicable	Not Applicable	Not Applicable	1 approved Schedule of		N/A	MP305	Council resolution;	Corporate Services
113	Number of RMAFACC meetings	20 RMAFACC meetings	Number of RMAFACC meetings	4 Meetings	4 RMAFACC meetings	1 RMAFACC meeting	1 RMAFACC meeting	1 RMAFACC meeting	1 RMAFACC meeting		OPEX	MP305	Notice; Agenda; Minutes & Attendance register	All Departments

*S-M*  
*LH*

KPI No.	KPI	5 Year Target	2024/2025 SDBIP KPI	Baseline	2024/25 Annual Target	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Budget	Revenue/Funding Source	Ward Location/Regional Identifier	Portfolio of Evidence	Department
119	Number of progress reports on implementation of AGSA audit action plan	20 Quarterly reports on AGSA audit action plan implementation	Number of progress reports on AGSA audit action plan implementation	4 Reports	4 Progress reports on AGSA audit action plan implementation	1 Progress report on AGSA audit action plan implementation	1 Progress report on AGSA audit action plan implementation	1 Progress report on AGSA audit action plan implementation	1 Progress report on AGSA audit action plan implementation		N/A	MP305	Quarterly report	All Departments
120	Number of reports on Internal Audit action plan implementation	20 prepared quarterly reports on Internal Audit action plan implementation	Number of progress reports on internal audit action plan implementation	4 Reports	4 Progress reports on internal audit action plan implementation	1 Progress report on internal audit action plan implementation	1 Progress report on internal audit action plan implementation	1 Progress report on internal audit action plan implementation	1 Progress report on internal audit action plan implementation		N/A	MP305	Quarterly report	All Departments
121	Institutional planning, budgeting, and reporting reforms through MFMA Circular 88		Number of reports on Circular 88 updates submitted	2 Reports	4 Reports on quarterly Circular 88 updates submitted	1 Report	1 Report	1 Report	1 Report		N/A	MP305	Circular 88 updates	All Departments

J.M. [Signature]  
 [Signature]  
 L.H. [Signature]

**Municipal KPA:** Financial viability and management  
**Municipal Priority:** Improve financial viability of the Municipality through the implementation of the Financial Recovery Plan & Financial Long-Term Plan  
**Strategic Objective:** A capable, ethical and developmental State



KPI No.	KPI	5 Year Target	2024/2025 SDBIP KPI	Baseline	2024/25 Annual Target	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Budget	Revenue/Funding Source	Ward Location/Regional Identifier	Portfolio of Evidence	Department
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**Impact Statement:**

Improved financial sustainability

**MTSF Target:**

Accountable governance and public participation

129	Number of service provider performance Monitoring Reports Prepared	20 Reports on service provider performance monitored	Number of reports on service provider performance monitoring	4 Reports	4 Reports on service provider performance monitoring	1 Report on service provider performance monitored	1 Reports on service provider performance monitoring	1 Reports on service provider performance monitoring	1 Reports on service provider performance monitoring		OPEX	MP305	Contract register report	All Departments
140	Number of reports on FRP implementation	Implementation of mandatory financial recovery intervention	Number of reports on FRP implementation	11 FRP reports	12 Reports on FRP Implementation	3 FRP Reports	3 FRP Reports	3 FRP Reports	3 FRP Reports		OPEX	MP305	Monthly FRP Report	All Departments

J.M.

*[Handwritten initials and signatures]*

**ANNEXURE "B"**

**LEKWA LOCAL MUNICIPALITY**



**2024/2025  
PERSONAL DEVELOPMENT PLAN (PDP)**

MADE AND ENTERED INTO BY AND BETWEEN:

**THE LEKWA LOCAL MUNICIPALITY  
AS REPRESENTED BY**

**M. J. LAMOLA  
MUNICIPAL MANAGER**

AND

**S.M. JIYANE  
EXECUTIVE MANAGER TECHNICAL SERVICES**

**THE EMPLOYEE OF THE MUNICIPALITY**

FOR THE

**FINANCIAL YEAR: 1 JULY 2024 - 30 JUNE 2025**

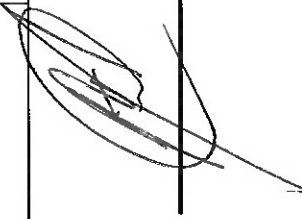
Handwritten signatures and initials in black ink. On the left is a circular mark. To the right are the initials "S.M." and "A.P.E." written in a cursive style. Below these are the initials "L.H." and "V.Y." written in a simpler, blocky style.

**Personal Development Plan of: M. JIYANE**

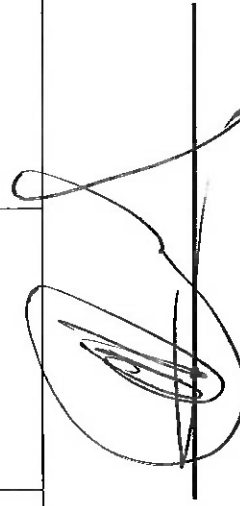
Compiled on (Date): .....

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
1. Financial Management	Streamline financial.	Municipal Finance Management	External provider	March 2025	Appraisal of managers	Corporate Services
2. Analysis and Innovation	Innovative	Innovation Management	External provider	March 2025	Appraisal of managers	Corporate services
3. Planning and Organizing	Inner working of an institution.	Administration course	External provider	March 2025	Appraisal of managers	Corporate services
4. Program and Project Management	Project Management and implementation	Project Management	External provider	March 2025	Appraisal of managers	Corporate services

Employee's signature :



Employer's signature:



*R L.H*  
*v.y P.E*