

PERFORMANCE PLAN 2024 / 2025

Municipality / Region	Moretele Local Municipality	Employee Name	Tsholofelo Mohalanyane			
Post Title	Director Local Economic Development	Job Level	2			
Post Identification Number	DLED	Cellphone Number	082 052 6849			
Performance Period	01 Jun 2024 to 01 Jun 2025	Office Number				
Department	Local Economic Development and Planning	Division	n/a			
Line Manager	Municipal Manager	Section	n/a			

PRE-AMBLE OF THE PERFORMANCE PLAN

The pre-amble and context to the Performance Plan is outlined in this section:

- The Employer has entered into a contract of employment with the Employee in terms of section 57(1) (a) of the Local Government: Municipal System Act 32 of 2000 (the Systems Act). The Employer and the Employee are hereinafter referred to as the Parties
- Section 57(1)(b) of the Systems Act, read with the Contract of Employment concluded between the parties, required the parties to conclude an annual performance agreement.
- 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.
- The Parties wish to ensure that there is compliance with Section 57 4(a), 57 4(b) and 57 (5) of the Systems Act.

Part 1: SDBIP

National Outcome	National Outcome Responsive, Accountable, Effective And Efficient Local Government System										
NDP Chapters	Chapter 4: Economic Infrastructure Chapter 8: Human Settlements Chapter 12: Building Safer Communities Chapter 13: Building a capable state Chapter 14: Promoting accountability and fighting corruption										
Municipal Strategic Objectives	To promote and enhance economic development, growth and economic access										
Strategic Goals	SG LED: To maximise the economic potential and growth of the local economy through innovation and improved economic performance, To Maximise the economic potential and growth of Agriculture as a critical economic anchor in the local economy, To minimize the environmental damage through maximizing compliance to address the environmental issues that have a direct and indirect impacts on the natural environment, To maximise (should be minimise) environmental damage through temporary job creation, To maximise the economic potential development of Tourism in the area, Compliance with Town Planning Legislations/policies/regulations										
Key Performance Area	Local Economic Development										
Planning Level	Measurable Objective	Key Performance Indicator	Weighting	Evidence	UOM	Base line	Annual Target	Q1	Q2	Q3	Q4
Output	8.1: LED Strategy reviewed	Number (1) of LED Strategies reviewed by March 2025	5	Reviewed LED Strategy	TargetNumber CapitalN/A OperatingOpex	1.00	1.00	0	0	0	1
Output	8.2: Business by-law developed	Percentage (100) completion of the development of the business by-law by June 2025	10	Approved business by-law by Council	TargetPercentage CapitalN/A OperatingOpex	0.00	100.00	0	0	0	100
Output			10		TargetNumber	12.00	5.00	2	1	1	1

4.3 CORE COMPETENCIES Weightings					Absolute Weighting	Weighted Average
Core Competency	Financial Management	Description	Must be able to know, understand and comply with the Municipal Finance Management Act No 56 of 2003		20%	4%
Core Competency	Communication	Description	Able to share information, knowledge and ideas in a clear, focused and concise manner appropriate for the audience in order to effectively convey, persuade and influence stakeholders to achieve the desired outcome		10%	2%
Core Competency	Client Orientation and Customer Focus	Description	Must be willing and able to deliver services effectively and efficiently in order to put the spilt of customer service (Batho Pele) into practice		15%	3%
Core Competency	People Management and Empowerment	Description	Must be able to effectively manage, inspire and encourage people, respect diversity, optimise talent and build and nurture relationships in order to achieve institutional objectives		15%	3%
Core Competency	Strategic Capability and Leadership	Description	Must be able to provide a vision, set the direction for the municipality and inspire others in order to deliver on the municipality’s mandate		10%	2%
Core Competency	Programme and Project Management	Description	Must be able to plan, manage, monitor and evaluate specific activities in order to ensure that policies are implemented and that Local Government objectives are achieved		10%	2%
Core Competency	Service Delivery Innovation (SDI)	Description	Must be able to explore and implement new ways of delivering services that contribute to the improvement of municipal processes in order to achieve municipal goals		10%	2%
Core Competency	Knowledge of Performance Management and Reporting	Description	Promote a culture of performance and accountability by setting and maintaining performance standards and managing accountability		5%	1%
Core Competency	Knowledge of Performance Management and Reporting	Description	The ability to support the implementation of the performance reporting process of the municipality		5%	1%
Sub-total of Sub Part 4.3					100%	20%
Total (Sub Part 4.1, 4.2 & 4.3)					100%	100%
PART 5: PERSONAL DEVELOPMENT PLANS						
PDP Initiative	Competency Development Area		Description		Evidence	
Post Graduate Diploma	Public Management		Two years		Diploma Certificate	
Post Graduate Diploma	Project Management		2 years		Degree Certificate	
PART 6: LINE MANAGER REQUEST						
Not Applicable						
PART 7: PERFORMANCE EVALUATION CRITERIA DEFINITIONS						
7.1 Evaluation Criteria for Municipal Accountabilities						
1	2	3	4	5		
Unacceptable Performance	Performance not fully effective	Fully Effective	Performance significantly above expectations	Outstanding Performance		
Performance does not meet the standard performance expected for the job. The	Performance is below the standard required for the job in key areas. Performance meets some of	Performance fully meets the standards expected in all areas of the job. The appraisal indicates that	Performance is significantly higher than the standards expected in the job. The appraisal	Performance far exceeds the standard expected of an employee at this level. The appraisal indicates		

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Municipality / Region	Moretele Local Municipality	Employee Name	Portia Mahlo
Post Title	Director Human Resource and Corporate Services	Job Level	2
Post Identification Number	DHRCS	Cellphone Number	071 302 5138
Performance Period	01 Jun 2024 to 01 Jun 2025	Office Number	
Department	Human Resources and Corporate Services	Division	n/a
Line Manager	Municipal Manager	Section	n/a

PRE-AMBLE OF THE PERFORMANCE PLAN

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- a. The Employer has entered into a contract of employment with the Employee in terms of section 57(1) (a) of the Local Government: Municipal System Act 32 of 2000 (the Systems Act). The Employer and the Employee are hereinafter referred to as the Parties
- b. Section 57(1)(b) of the Systems Act, read with the Contract of Employment concluded between the parties, required the parties to conclude an annual performance agreement.
- c. 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.
- d. The Parties wish to ensure that there is compliance with Section 57 4(a), 57 4(b) and 57 (5) of the Systems Act.

Part 1: SDBIP

National Outcome	National Outcome Responsive, Accountable, Effective And Efficient Local Government System											
NDP Chapters	Chapter 4: Economic Infrastructure Chapter 8: Human Settlements Chapter 12: Building Safer Communities Chapter 13: Building a capable state Chapter 14: Promoting accountability and fighting corruption											
Municipal Strategic Objectives	To promote and enhance professional institutional development and transformation through improved human resources and technology											
Strategic Goals	SG HR & CS: To promote and enhance professional institutional development and transformation through improved human resources systems and technology											
Key Performance Area		Institutional Development and Transformation										
Planning Level	Measurable Objective	Key Performance Indicator	Weighting	Evidence	UOM	Base line	Annual Target	Q1	Q2	Q3	Q4	
					Target	Percentage	1.00	100.00	25	50	75	100
Output	14.1 Effective HR Administration and Management by June 2025	Percentage (100) - cumulative, implementation of Municipal Staff Regulations by June 2025	10	Q4: Approved HR Strategy, Reviewed Staff Establishment	Capital	N/A		0	0	0	0	
					Operating	N/A		0	0	0	0	
Output	14.2 Staff Appointed by June 2025	Percentage (100) - cumulative, of Appointments made by June 2025	10	Q1 - Q4: Signed Recruitment Files & Appointment Letters	Target	Percentage	100.00	100.00	50	0	100	0
					Capital	N/A		0	0	0	0	
					Operating	N/A		0	0	0	0	
Output	14.3 Enhanced measures and systems that create safe working conditions as prescribed for in OHS&A/COIDA by June 2025	Number (2) implementation of planned OHS&A/COIDA-related initiatives by June 2025	10	Q2 and Q4: Medical Surveillance Reports	Target	Number	2.00	2.00	0	1	0	1
					Capital	N/A		0	0	0	0	
					Operating	N/A		0	0	0	0	

Good Governance and Public Participation	Support Good Governance and Public Participation initiative	Daily	10%
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PART 3: CORE COMPETENCIES

Competency	Description	Evidence	Weighting
Knowledge and Information Management	Able to promote the generation and sharing of knowledge and information through various processes and media. In order to enhance the collective knowledge base of local government		10%
Service Delivery Innovation (SDI)	Must be able to explore and implement new ways of delivering services that contribute to the improvement of municipal processes in order to achieve municipal goals		10%
Program and Project Management	Program and Project Monitoring and Evaluation		5%
Client Orientation and Customer Focus	Must be willing and able to deliver services effectively and efficiently in order to put the spirit of customer service (Batho Pele) into practice		15%
Communication	Must be able to exchange information and ideas in a clear and concise manner appropriate for the audience in order to explain, persuade, convince and influence others to achieve the desired outcomes		10%
Program and Project Management	Program and Project Planning and Implementation		5%
Strategic Capability and Leadership	Must be able to provide a vision, set the direction for the municipality and inspire others in order to deliver on the municipality's mandate		10%
People Management and Empowerment	Must be able to effectively manage, inspire and encourage people, respect diversity, optimise talent and build and nurture relationships in order to achieve institutional objectives		8%
Financial Management	Must be able to know, understand and comply with the Municipal Finance Management Act No 56 of 2003		20%
People Management and Empowerment	Values staff and elected members, generates commitment to the municipality internally and externally		8%

PART 4: WEIGHTINGS

4.1 SDBIP Weightings			Absolute Weighting	Weighted Average	
Output	14.1 Effective HR Administration and Management by June 2025	Key Performance Indicator	Percentage (100) - cumulative, implementation of Municipal Staff Regulations by June 2025	10%	6%
Output	14.2 Staff Appointed by June 2025	Key Performance Indicator	Percentage (100) - cumulative, of Appointments made by June 2025	10%	6%
Output	14.3 Enhanced measures and systems that create safe working conditions as prescribed for in OHS&A/COIDA by June 2025	Key Performance Indicator	Number (2) implementation of planned OHS&A/COIDA-related initiatives by June 2025	10%	6%
Output	14.4 Maintenance of Municipal Buildings by June 2025	Key Performance Indicator	Percentage (100), quarterly implementation of Municipal Buildings maintenance initiatives by June 2025	5%	3%
Output	14.5 Improved fleet efficiency, reliability and prudence by June 2025	Key Performance Indicator	Percentage (100) (Q1 & Q3) completion of planned Procurement of new fleet, maintenance and repairs by June 2025	5%	3%
Output	14.8 Service and governance systems improved through the implementation of information and communication technology by June 2025	Key Performance Indicator	Percentage (100), quarterly implementation of planned information and communication technology initiatives by June 2025	5%	3%

Core Competency	People Management and Empowerment	Description	Must be able to effectively manage, inspire and encourage people, respect diversity, optimise talent and build and nurture relationships in order to achieve institutional objectives	8%	2%
Core Competency	Financial Management	Description	Must be able to know, understand and comply with the Municipal Finance Management Act No 56 of 2003	20%	4%
Core Competency	People Management and Empowerment	Description	Values staff and elected members, generates commitment to the municipality internally and externally	8%	2%
Sub-total of Sub Part 4.3				100%	20%
Total (Sub Part 4.1, 4.2 & 4.3)				100%	97%

PART 5: PERSONAL DEVELOPMENT PLANS

Not Applicable

PART 6: LINE MANAGER REQUEST

Not Applicable

PART 7: PERFORMANCE EVALUATION CRITERIA DEFINITIONS

7.1 Evaluation Criteria for Municipal Accountabilities

1	2	3	4	5
Unacceptable Performance	Performance not fully effective	Fully Effective	Performance significantly above expectations	Outstanding Performance
Performance does not meet the standard performance 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. 0%-49%	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. 50% to 74%.	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. 75% to 100%.	Performance is significantly higher than the standards 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. 101% to 119%.	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. Equal to or above 120%.

7.2 Evaluation Criteria for Job Description key Performance Indicators

1	2	3	4	5
Unacceptable Performance	Performance not fully effective	Fully Effective	Performance significantly above expectations	Outstanding Performance
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7.3 Evaluation Criteria for Core Competencies

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Municipality / Region	Moretele Local Municipality	Employee Name	Granny Zikhali Temba
Post Title	Community Development Services Director	Job Level	3
Post Identification Number	SPM	Cellphone Number	071 383 9200
Performance Period	01 Jun 2024 to 01 Jun 2025	Office Number	
Department	Community Development Services	Division	n/a
Line Manager	Municipal Manager	Section	n/a

PRE-AMBLE OF THE PERFORMANCE PLAN

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- d. The Parties wish to ensure that there is compliance with Section 57 4(a), 57 4(b) and 57 (5) of the Systems Act.

Part 1: SDBIP

National Outcome		National Outcome Responsive, Accountable, Effective And Efficient Local Government System									
NDP Chapters		Chapter 4: Economic Infrastructure Chapter 8: Human Settlements Chapter 12: Building Safer Communities Chapter 13: Building a capable state Chapter 14: Promoting accountability and fighting corruption									
Municipal Strategic Objectives		To ensure access to public amenities and to promote community safety, development and sustainable livelihoods									
Strategic Goals		SG CDS: To ensure access to safe and habitable public facilities, To promote and maximize participation in sports, To promote and maximize participation in sports and recreation									
Key Performance Area		Basic Services and Infrastructure Development									
Planning Level	Measurable Objective	Key Performance Indicator	Weighting	Evidence	UOM	Base line	Annual Target	Q1	Q2	Q3	Q4
Output	5.1: Cemeteries developed and maintained by June 2025	Number (2) of cemetery fenced in Ward 5 and 12 by June 2025	10	Q3 and Q4: Order and Delivery Note	TargetNumber CapitalCapex OperatingN/A	2.00 800000.00	2.00 0	0 0	0 0	1 0	1 800000
Output	5.2: Social Sector Meetings and Programs Conducted by June 2025	Number (12) of Social Sector Meeting and Programs Conducted by June 2025	10	Q1-Q4: Attendance Register	TargetNumber CapitalN/A OperatingOpex	0.00 60000.00	12.00 0	3 0	3 0	3 0	3 60000
Output	5.3: Community halls rehabilitated and maintained by March 2025	Number (3) of community halls maintained by March 2025	15	Q3: Completion Report	TargetNumber CapitalN/A OperatingN/A	0.00 0	3.00 0	0 0	0 0	0 0	0 0
Output			15		TargetPercentage	0.00	100.00	100	100	100	100

	improve institutional processes in order to achieve key strategic objectives		
Problem Solving and Analysis	Must be able to systematically identify, analyse and resolve existing and anticipated problems in order to reach optimum solutions in a timely manner		10%
Communication	Must be able to exchange information and ideas in a clear and concise manner appropriate for the audience in order to explain, persuade, convince and influence others to achieve the desired outcomes		10%
Risk Management	The ability to understand risk and guide the management of risk pertaining to the municipality within the area of responsibility.		10%
Change Management	Must be able to initiate and support municipal transformation and change in order to successfully implement new initiatives and deliver on service delivery commitments		10%
Client Orientation and Customer Focus	Must be willing and able to deliver services effectively and efficiently in order to put the spirit of customer service (Batho Pele) into practice		10%

PART 4: WEIGHTINGS

4.1 SDBIP Weightings			Absolute Weighting	Weighted Average	
Output	5.1: Cemeteries developed and maintained by June 2025	Key Performance Indicator	Number (2) of cemetery fenced in Ward 5 and 12 by June 2025	10%	6%
Output	5.2: Social Sector Meetings and Programs Conducted by June 2025	Key Performance Indicator	Number (12) of Social Sector Meeting and Programs Conducted by June 2025	10%	6%
Output	5.3: Community halls rehabilitated and maintained by March 2025	Key Performance Indicator	Number (3) of community halls maintained by March 2025	15%	10%
Output	5.4: Community Resilience promoted through effective disaster management activities	Key Performance Indicator	Percentage (100), quarterly implementation of planned disaster management activities conducted by June 2025	15%	10%
Output	5.5: Community support for victims of disasters provided through various relief initiatives by June 2025	Key Performance Indicator	Percentage (100), quarterly Community support initiatives provided for victims of disasters by June 2025	10%	6%
Output	5.6: Community safety programs designed and implemented in collaboration with other Security Cluster agencies in the fight against crime by June 2025	Key Performance Indicator	Percentage (100) - cumulative, implementation of planned safety and resilience initiatives by June 2025	10%	6%
Output	5.7: Health awareness campaigns conducted by June 2025	Key Performance Indicator	Number (12) of health awareness campaigns conducted by June 2025	10%	6%
Output	6.1: Sports and Recreational activities undertaken by June 2025	Key Performance Indicator	Percentage (100), quarterly of Sports & Recreational activities undertaken by June 2025	10%	6%
Output	6.2: Community Libraries Revitalised and Maintained by June 2025	Key Performance Indicator	Percentage (100), quarterly completion of Community Libraries Revitalisation and Maintenance initiatives by June 2025	10%	6%
Sub-total of 4.1			100%	64%	

4.2 JDKPA Weightings			Absolute Weighting	Weighted Average
JDKPA	Basic Services	Description	Improve provision of basic services by initiating ,monitoring and evaluating projects and programs. Ensuring that employees are performing as expected	100% <

1	2	3	4	5
Unacceptable Performance	Performance not fully effective	Fully Effective	Performance significantly above expectations	Outstanding Performance
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7.2 Evaluation Criteria for Job Description Key Performance Indicators

1	2	3	4	5
Unacceptable Performance	Performance not fully effective	Fully Effective	Performance significantly above expectations	Outstanding Performance
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7.3 Evaluation Criteria for Core Competencies

1	2	3	4	5
Under Performance	Basic Performance	Meeting Performance	Superior Performance	Outstanding Performance
Not understanding the basic concepts, methods and local government operation and requires supervision and development	Applies basic concepts, methods, and understanding of local government operation, but requires supervision and development.	Develops and applies more progressive concepts, methods and understanding. Plans and guides the work of others and executes progressive analysis.	Develops and applies complex concepts, methods and understanding. Effectively directs and leads a group and executes in-depth analysis.	Has a comprehensive understanding of local government operations, critical in shaping strategic direction and change, develops and applies comprehensive concepts and methods.

Director : Granny Zikhali : _____

Municipal Manager : Sipho Ngwenya _____



PERFORMANCE PLAN 2024 / 2025

Municipality / Region	Moretele Local Municipality	Employee Name	Pholoshlo Molautsi
Post Title	Infrastructure Development Services Director	Job Level	2
Post Identification Number	IDSD2	Cellphone Number	076 291 5878
Performance Period	01 Jun 2024 to 01 Jun 2025	Office Number	
Department	Infrastructure Development Services	Division	n/a
Line Manager	Municipal Manager	Section	n/a

PRE-AMBLE OF THE PERFORMANCE PLAN

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- Section 57(1)(b) of the Systems Act, read with the Contract of Employment concluded between the parties, required the parties to conclude an annual performance agreement.
- 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.
- The Parties wish to ensure that there is compliance with Section 57 4(a), 57 4(b) and 57 (5) of the Systems Act.

Part 1: SDBIP

National Outcome	National Outcome Responsive, Accountable, Effective And Efficient Local Government System							
NDP Chapters	Chapter 4: Economic Infrastructure Chapter 8: Human Settlements Chapter 12: Building Safer Communities Chapter 13: Building a capable state Chapter 14: Promoting accountability and fighting corruption							
Municipal Strategic Objectives	To ensure access to sustainable services and infrastructure to all households							
Strategic Goals	SG 1D5: To optimise access to water services, To enhance human dignity through adequate sanitation, To promote and to ensure integrated and safe road networks, To ensure access to safe and habitable public facilities							
Key Performance Area	Basic Services and Infrastructure Development							
Planning Level	Measurable Objective	Key Performance Indicator	Weighting	Evidence	UOM			
					Target	Base line	Annual Target	Q1
Output	1.1: Concrete reservoir with 7 elevated steel tanks and booster pump in (Moeka, Ga-Motle, Ratjipeane, Kromkui, Mmakauanyane & Norokie) Schedule B by June 2025	Percentage (100) provision of basic water services with 7 elevated steel tanks and booster pump by June 2025 in (Moeka, Ga-Motle, Ratjipeane, Kromkui, Mmakauanyane & Norokie) Schedule B	5	Q4: Completion certificate, OperatingN/A	TargetPercentage	0.00	100.00	66
					CapitalCapex		5000000.00	8
							0	5000000
							0	0
Output	1.2: Additional households connected to the water networks by June 2025	Number (1000) of provision of basic water services with reticulation and yard connections Schedule C Water supply to Moeka, (Ga-Motle, Ratsipeane,	5	Q4: Progress Reports OperatingN/A	TargetNumber	39050.00	1000.00	0
					CapitalCapex		21391070.63	0
							0	0
							0	0
Output	1.2: Additional households connected to the water networks by June 2025	Number (1000) of provision of basic water services with reticulation and yard connections Schedule C Water supply to Moeka, (Ga-Motle, Ratsipeane,	5	Q4: Progress Reports OperatingN/A	TargetNumber	39050.00	1000.00	0
					CapitalCapex		21391070.63	0
							0	0
							0	0

Output	3.7: Paved roads & stormwater drainage constructed in ward 17	Km (1) of road paved with stormwater drainage constructed by June 2024 in Ward 17 Makapanstad Seaparkwe	4	Q4: Progress Reports & Completion certificate	TargetKM CapitalCapex OperatingN/A	98.00 	1.00 8000000.00 	0 0 0	0 0 0	0 0 0	1 8000000 0
Output	4.1: Community lighting erected for improved public safety in ward 22 & 14	Number (10) of high mast-lights erected by June 2025 in (Ward 14 & 22)	5	Q3: Progress Reports, Completion certificate	TargetNumber CapitalCapex OperatingN/A	304.00 	10.00 7400000.00 	0 0 0	0 0 0	10 0 0	0 7400000 0
Output	4.2: Community lighting erected for improved public safety in Mathibestad	Number (9) of high mast-lights erected by June 2025 in Mathibestad	5	Q3: Progress Reports, Completion certificate	TargetNumber CapitalCapex OperatingN/A	304.00 	9.00 7000000.00 	0 0 0	0 0 0	9 0 0	0 7000000 0
Output	4.3: Community lighting erected for improved public safety in Makapanstad	Number (11) of high mast-lights erected by June 2025 in Makapanstad	5	Q3: Progress Reports, Completion certificate	TargetNumber CapitalCapex OperatingN/A	304.00 	11.00 8000000.00 	0 0 0	0 0 0	11 8000000 0	0 0 0
Output	1.4 Steel tanks installed at Ward 15 by June 2025	Number (2) of provision of basic water services with steel tanks installed at Ward 15 by June 2025	5	Q4: Progress, Report Completion Certificate	TargetNumber CapitalN/A OperatingN/A	 	2.00 	0 0 0	0 0 0	0 0 0	2 0 0
Output	4.5 Community Recreational Park constructed in Mathibestad by June 2025	Number (1) completion of Recreational Park in Mathibestad by June 2025	5	Q4: Progress Reports, Minutes and Completion certificate	TargetNumber CapitalN/A OperatingN/A	4.00 	1.00 6600000.00 	0 0 0	0 0 0	0 0 0	1 0 0
Output	4.4 Community lighting erected for improved public safety in Makapanstad by June 2025	Number (8) of high mast-lights erected in Makapanstad and Mathibestad at ward 19 and 24 by June 2025	3	Q4: Progress Reports Q4: Progress Reports, Completion Certificate	TargetNumber CapitalN/A OperatingN/A	304.00 	8.00 	0 0 0	0 0 0	0 0 0	8 0 0

PART 2: JDKPA (Job Description Key Performance Area)

JDKPA Title	JDKPA Description	Evidence	Frequency	Weighting
Local Economic Development	To Support Local Economic Development Initiatives		Daily	40%
Institutional Development and transformation	To support Institutional Development and transformation initiatives		Daily	10%
Good Governance and public participation	To support Good Governance and public participation initiatives		Daily	10%
Basic Services	Develop Basic Services initiatives		Daily	20%
Municipal financial management viability	To support Municipal financial management viability initiatives		Daily	20%

PART 3: CORE COMPETENCIES

Competency	Description	Evidence	Weighting
Financial Management	Must be able to know, understand and comply with the Municipal Finance Management Act No 56 of 2003		20%
Programme and Project Management	Must be able to plan, manage, monitor and evaluate specific activities in order to ensure that policies are implemented and that Local Government objectives are achieved		10%

Output	3.4: Paved roads & stormwater drainage constructed in ward 19	Key Performance Indicator	Km (1) of road paved and stormwater drainage by June 2025 in ward 19	5%	3%
Output	3.5: Paved roads & stormwater drainage constructed in ward 26 (Ratjlepane)	Key Performance Indicator	Km (1) of road paved with stormwater drainage constructed by June 2024 in ward 26 (Ratjlepane)	3%	2%
Output	3.6: Paved roads & stormwater drainage constructed in ward 13 by June 2025	Key Performance Indicator	Km (1) of road paved with stormwater drainage constructed by June 2025 in ward 13 (Carousel view)	5%	3%
Output	3.7: Paved roads & stormwater drainage constructed in ward 17	Key Performance Indicator	Km (1) of road paved with stormwater drainage constructed by June 2024 in Ward 17 Makapanstad Seaparknwe	4%	3%
Output	4.1: Community lighting erected for improved public safety in ward 22 & 14	Key Performance Indicator	Number (10) of high mast-lights erected by June 2025 in (Ward 14 & 22)	5%	3%
Output	4.2: Community lighting erected for improved public safety in Mathibestad	Key Performance Indicator	Number (9) of high mast-lights erected by June 2025 in Mathibestad	5%	3%
Output	4.3: Community lighting erected for improved public safety in Makapanstad	Key Performance Indicator	Number (11) of high mast-lights erected by June 2025 in Makapanstad	5%	3%
Output	1.4 Steel tanks installed at Ward 15 by June 2025	Key Performance Indicator	Number (2) of provision of basic water services with steel tanks installed at Ward 15 by June 2025	5%	3%
Output	4.5 Community Recreational Park constructed in Mathibestad by June 2025	Key Performance Indicator	Number (1) completion of Recreational Park in Mathibestad by June 2025	5%	3%
Output	4.4 Community lighting erected for improved public safety in Makapanstad by June 2025	Key Performance Indicator	Number (8) of high mast-lights erected in Makapanstad and Mathibestad at ward 19 and 24 by June 2025	3%	2%
Sub-total of 4.1				100%	64%


4.2 JDKPA Weightings				Absolute Weighting	Weighted Average
JDKPA	Local Economic Development	Description	To Support Local Economic Development Initiatives	40%	6%
JDKPA	Institutional Development and transformation	Description	To support Institutional Development and transformation initiatives	10%	2%
JDKPA	Good Governance and public participation	Description	To support Good Governance and public participation initiatives	10%	2%
JDKPA	Basic Services	Description	Develop Basic Services initiatives	20%	3%
JDKPA	Municipal financial management viability	Description	To support Municipal financial management viability initiatives	20%	3%
Sub-total of Sub Part 4.2				100%	16%
Total (Sub Part 4.1 & 4.2)				100%	80%

4.3 CORE COMPETENCIES Weightings					Absolute Weighting	Weighted Average
Core Competency	Financial Management	Description	Must be able to know, understand and comply with the Municipal Finance Management Act No 56 of 2003		20%	4%
Core Competency	Programme and Project Management	Description	Must be able to plan, manage, monitor and evaluate specific activities in order to ensure that policies are implemented and that Local Government objectives are achieved		10%	2%
Core Competency	Client Orientation and Customer Focus	Description	Must be willing and able to deliver services effectively and efficiently in order to put the spirit of customer service (Batho Pele) into practice		15%	3%
Core Competency	Communication	Description	Able to share information, knowledge and ideas in a clear, focused and concise manner appropriate for the audience in order to effectively convey, persuade and influence stakeholders to achieve the desired outcome		10%	2%

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. 0% to 69%	than half the key performance criteria and indicators as specified in the PA and Performance Plan. 70% to 99%.	indicators as specified in the PA and Performance Plan. 100% to 129%.	achieved all others throughout the year. 130% to 149%.	Performance plan and maintained this in all areas of responsibility throughout the year. Equal to or above 150%.
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7.3 Evaluation Criteria for Core Competencies

1	2	3	4	5
Under Performance	Basic Performance	Meeting Performance	Superior Performance	Outstanding Performance
Not understanding the basic concepts, methods and local government operation and requires supervision and development	Applies basic concepts, methods, and understanding of local government operation, but requires supervision and development.	Develops and applies more progressive concepts, methods and understanding. Plans and guides the work of others and executes progressive analysis.	Develops and applies complex concepts, methods and understanding. Effectively directs and leads a group and executes in-depth analysis.	Has a comprehensive understanding of local government operations, critical in shaping strategic direction and change, develops and applies comprehensive concepts and methods.

Director : Pholosho Molautsi : 

Municipal Manager : 

PERFORMANCE PLAN 2024 / 2025

Municipality / Region	Moretele Local Municipality	Employee Name	Boitumelo Sathekge			
Post Title	Chief Financial Officer	Job Level	2			
Post Identification Number	CFO	Cellphone Number	BoitumeloS			
Performance Period	01 Jun 2024 to 01 Jun 2025	Office Number				
Department	Budget and Treasury Office	Division	n/a			
Line Manager	Municipal Manager	Section	n/a			

PRE-AMBLE OF THE PERFORMANCE PLAN



The pre-amble and context to the Performance Plan is outlined in this section:

- The Employer has entered into a contract of employment with the Employee in terms of section 57(1) (a) of the Local Government: Municipal System Act 32 of 2000 (the Systems Act). The Employer and the Employee are hereinafter referred to as the Parties
- Section 57(1)(b) of the Systems Act, read with the Contract of Employment concluded between the parties, required the parties to conclude an annual performance agreement.
- 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.
- The Parties wish to ensure that there is compliance with Section 57 4(a), 57 4(b) and 57 (5) of the Systems Act.

Part 1: SDBIP

National Outcome	National Outcome Responsive, Accountable, Effective And Efficient Local Government System											
NDP Chapters	Chapter 4: Economic Infrastructure Chapter 8: Human Settlements Chapter 12: Building Safer Communities Chapter 13: Building a capable state Chapter 14: Promoting accountability and fighting corruption											
Municipal Strategic Objectives	To promote and enhance effective governance systems for improved service delivery. To enhance and promote effective governance through credible communication systems, To promote and enhance integrated municipal planning. To promote Institutional development and transformation and good governance											
Strategic Goals	SG BTO: Ensuring Prudent Financial Management through improved sustainable revenue generation measures											
Key Performance Area	Financial Management and Viability											
Planning Level	Measurable Objective	Key Performance Indicator	Weighting	Evidence	UOM	Base line	Annual Target	Q1	Q2	Q3	Q4	
Output	7.1: Increased revenue base through the implementation of the MPRR by June 2025	Number (1) of Supplementary valuation roll developed and loaded into the FMS by 30 June 2025	40	Q1: Copy of supplementary valuation roll	Target	Number	1.00	1.00	1	0	0	0
					Capital	N/A			0	0	0	0
					Operating	Opex			10600000.00	0	0	0
Output	7.2: Effective budget planning and reporting	Percentage (100), quarterly Implementation of effective budget and financial reporting by June 2025	30	Q1-Q4: Proof of submission and acknowledgement of receipt of MFMA section 52 (Quarterly) reports	Target	Percentage	100.00	100.00	100	100	100	100
					Capital	N/A			0	0	0	0
					Operating	N/A			0	0	0	0
Output	7.3: Secure, sound and sustainable management of the financial affairs of	Percentage (100), quarterly implementation of initiatives to	30	Q1-Q4: Proof of submission and section 11 and 66 reports	Target	Percentage	100.00	100.00	100	100	100	100
		Capital	N/A					0	0	0	0	0

4.1 >DBIP Weightings				
Output	7.1: Increased revenue base through the implementation of the MPRR by June 2025	Key Performance Indicator	Number (1) of Supplementary valuation roll developed and loaded into the FMS by 30 June 2025	Absolute Weighting 40%
Output	7.2: Effective budget planning and reporting	Key Performance Indicator	Percentage (100), quarterly implementation of effective budget and financial reporting by June 2025	30%
Output	7.3: Secure, sound and sustainable management of the financial affairs of municipalities and other institutions in the local sphere of government	Key Performance Indicator	Percentage (100), quarterly implementation of initiatives to ensure the secure, sound and sustainable management of the financial affairs of the municipality by June 2025	30%
Sub-total of 4.1				100%
4.2 JDKPA Weightings				
JDKPA	Municipal Financial Viability	Description	Implement and Support Municipal Financial Viability initiatives	Absolute Weighting 20%
JDKPA	Good Governance and Public Participation	Description	Support Good Governance and Public Participation initiatives	10%
JDKPA	Local Economic Development	Description	Support Local Economic Development initiatives	20%
JDKPA	Municipal Basic Service Delivery	Description	Support Municipal Basic Service Delivery initiatives	40%
JDKPA	Municipal Institutional Development and Transformation	Description	Support Municipal Institutional Development and Transformations initiatives	10%
Sub-total of Sub Part 4.2				100%
Total (Sub Part 4.1 & 4.2)				100%
4.3 CORE COMPETENCIES Weightings				
Core Competency	Communication	Description	Must be able to exchange information and ideas in a clear and concise manner appropriate for the audience in order to explain, persuade, convince and influence others to achieve the desired outcomes	Absolute Weighting 10%
Core Competency	Knowledge of Performance Management and Reporting	Description	Promote a culture of performance and accountability by setting and maintaining performance standards and managing accountability	5%
Core Competency	Program and Project Management	Description	Program and Project Planning and Implementation	10%
Core Competency	Strategic Capability and Leadership	Description	Must be able to provide a vision, set the direction for the municipality and inspire others in order to deliver on the municipality's mandate	10%
Core Competency	Financial Management	Description	Must be able to know, understand and comply with the Municipal Finance Management Act No 56 of 2003	10%
Core Competency	Financial Management	Description	Must be able to compile, plan and manage budgets, control cash flow, institute financial risk management and administer procurement processes in accordance with recognised financial practices	10%
Core Competency	Client Orientation and Customer Focus	Description	Must be willing and able to deliver services effectively and efficiently in order to put the spirit of customer service (Batho Pele) into practice	15%
Core Competency	Knowledge of Performance Management and Reporting	Description	The ability to support the implementation of the performance reporting process of the municipality	5%
Core Competency	Service Delivery/ Innovation (SDI)	Description	Must be able to explore and implement new ways of delivering services that contribute to the improvement of municipal processes in order to achieve municipal goals	10%
				2%

Not understanding the basic concepts, methods and local government operation and requires supervision and development	Applies basic concepts, methods, and understanding of local government operation, but requires supervision and development.	Develops and applies more progressive concepts, methods and understanding. Plans and guides the work of others and executes progressive analysis.	Develops and applies complex concepts, methods and understanding. Effectively directs and leads a group and executes in-depth analysis.	Has a comprehensive understanding of local government operations, critical in shaping strategic direction and change, develops and applies comprehensive concepts and methods.
<p>CFO : Boitumelo Sathekege : Signature </p> <p>Municipal Manager : Sipho Ngwenya : </p>				