

BA-PHALABORWA MUNICIPALITY



PERFORMANCE AGREEMENT

2026/2027

SENIOR MANAGER: TECHNICAL SERVICES

Ba-Phalaborwa Municipality complies with the requirements of Protection of Personal Information Act 4 of 2013 and Promotion of Access to Information Act 2 of 2000.

PERFORMANCE AGREEMENT

MADE AND ENTERED INTO BY AND BETWEEN:

THE BA-PHALABORWA MUNICIPALITY

AS REPRESENTED BY THE MUNICIPAL MANAGER

MOKOBI SEBOTE THABITHA

(herein and after referred to as the Employer)

AND

SENIOR MANAGER: TECHNICAL SERVICES

MAKUNGU KHOZA

(herein and after referred to as the Employee)

FOR THE

FINANCIAL YEAR:

01 JULY 2026 – 30 JUNE 2027

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;
- 1.5 In this Agreement, the following terms will have the meaning ascribed thereto:
- 1.5.1 "this Agreement" – means the performance Agreement between the Employer and the Employee and the Annexures thereto;
 - 1.5.2 "the Executive Committee" – means the Executive Committee of council constituted in terms of the Structures Act (Local Government: Municipal Structures Act 117 of 1998) as represented by its chairperson, the Mayor;
 - 1.5.3 "the Employee" means the **SENIOR MANAGER Technical Services** appointed in terms of Section 56 of the Systems Act;
 - 1.5.4 "the Employer" = means Ba-Phalaborwa Municipality; and
 - 1.5.5 "the parties" means the Employer and the Employee.

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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 in terms of the key performance indicators and targets defined and agreed with the employee and to communicate to the employee the employer's expectations of the employee's performance and accountabilities in alignment with the Integrated Development Plan, Service Delivery and Budget Implementation Plan (SDBIP) and the Budget of the municipality;
- 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;
- 2.7 Give effect to the employer's commitment to a performance-orientated relationship with its employee in attaining equitable and improved service delivery.

3. COMMENCEMENT AND DURATION

- 3.1 This Agreement will commence on **01 July 2026** and will remain in force until **30 June 2027** 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;

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- 3.2 The parties will conclude a new Performance Agreement that replaces this Agreement at least once a year by not later than 31st of July of the succeeding financial year;
- 3.3 This Agreement will terminate on the termination of the Employee's contract of employment for any reason; and
- 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, key performance indicators and targets that must be met by the Employee;
 - 4.1.2 The time frames within which those performance objectives and targets must be met; and.
 - 4.1.3 The core competency requirements (Annexure C – definitions) as the management skills regarded as critical to the position held by the Employee
- 4.2 The performance objectives, key performance indicators and targets reflected in Annexure A are set by the Employer in consultation with the Employee and based on the Integrated Development Plan, Service Delivery and Budget Implementation Plan (SDBIP) and the Budget of the Employer, and shall include:
 - 4.2.1 key objectives that describe the main tasks that need to be done;
 - 4.2.2 key performance indicators that provide the details of the evidence that must be provided to show that a key objective has been achieved;
 - 4.2.3 target dates that describe the time frame in which the targets must be achieved; and

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- 4.2.4 weightings showing the relative importance of the key objectives to each other;
- 4.3 The Personal Development Plan (Annexure B) sets out the employee's personal development requirements in line with the objectives and targets of the Employer; and
- 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;
- 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, Operational Performance (in the form of key performance indicators (KPIs) under specific Key Performance Areas (KPAs)) and Core Competency Requirements (CCRs), 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 Core Competency Requirements (CCRs) respectively.
 - 5.5.2 Each area of assessment will be weighted and will contribute a specific part to the total score.

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5.5.3 KPAs covering the main areas of work will account for 80% and CCRs will account for 20% of the final assessment.

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

KPA No.	Key Performance Areas	100%
1	Spatial Rationale	4%
2	Basic Service Delivery	45%
3	Municipal Financial Viability and Management	2%
4	Local Economic Development (LED)	4%
5	Municipal Transformation and Institutional Development	15%
6	Good Governance and Public Participation	13%
7	Capital projects	17%
		Converted to 80%

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

5.8 The CCRs will make up the other 20% of the Employee's assessment score. CCRs that are deemed to be most critical for the Employee's specific job should be selected (✓) from the list below as agreed to between the Employer and Employee. Three of the CCRs are compulsory for Municipal Managers:

CORE MANAGERIAL COMPETENCIES ¹	✓ ²	WEIGHTING %	LEVEL ³
Strategic Capability and Leadership		10	
Programme and Project Management		10	

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Financial Management	√	5	
Change Management		5	
Knowledge Management		15	
Service Delivery Innovation		25	
Problem Solving and Analysis		15	
People Management and Empowerment	√	10	
Client Orientation and Customer Focus	√	25	
Communication		15	
Accountability and Ethical Conduct		10	
TOTAL PERCENTAGE		100%	
Converted to 20%			

¹As published and defined within the Draft Competency Guidelines,
Government Gazette 23, March 2007

²√ Compulsory for municipal manager

³Proficiency level (1, 2 or 3) as stipulated in the Draft Competency
Guidelines, Government Gazette 23, March 2007

6. PERFORMANCE ASSESSMENT

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;

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6.4 The Employee's performance will be measured in terms of contributions to the strategic objectives and strategies set out in the Employer's IDP

6.5 The Annual performance appraisal will involve:

6.5.1 Assessment of the achievement of results as outlined in the Performance Plan

- (a) Each KPA should be assessed according to the extent to which the specified standards or performance indicators have been met and with due regard to *ad-hoc* tasks that had to be performed under the KPA
- (b) Values are supplied for KPI's and Activities under each KPA as part of the Institutional Assessment. Based on the Target for an activity or KPI, over or under performance are calculated and converted to the 1-5 point scale automatically. These scores are carried over to the applicable employee's performance plan. During assessment, the employee has a chance to submit evidence of performance where a disagreement
- (c) The Employee will submit his self-evaluation to the Employer prior to the formal assessment; and
- (d) An overall score will be calculated based on the total of the individual scores calculated above.

6.5.2 Assessment of the CCRs:

- (a) Each CCR should be assessed according to the extent to which the specified standards have been met
- (b) An indicative rating on the five-point scale should be provided for each CCR
- (c) This rating should be multiplied by the weighting given to each CCR during the contracting process, to provide a score
- (d) An overall score will be calculated based on the total of the individual scores calculated above.

6.5.3 Overall rating

(a) An overall rating is calculated by adding the overall scores as calculated in 6.5.1 (d) and 6.5.2 (d) above; and

(b) 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 KPIs and CCRs:

Level	% score	Terminology	Description
5	167	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	133 – 166	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 al others throughout the year.
3	100 – 132	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	67 – 99	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 performances criteria and indicators as specified in the PA and Performance Plan.
1	0 – 66	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

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Level	% score	Terminology	Description
			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 purpose of evaluating the performance of the Employee for the mid-year and year-end reviews, an evaluation panel constituted of the following persons will be established:

6.7.1 Municipal Manager

6.7.2 Chairperson of the Performance Audit Committee (PAC) or the Audit Committee (AC) in the absence of a performance audit committee

6.7.3 The Portfolio Councillor as Chairperson and a member of the executive committee (Exco);

6.7.4 A Municipal Manager from another municipality; and

6.7.5 The manager responsible for human resources of the municipality must provide secretariat services to the evaluation panels.

7. SCHEDULE FOR PERFORMANCE REVIEWS

7.1 The performance of the 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:

Quarter	Review Period	Review to be completed by
1	July – September 2026	October 2026
2	October – December 2026	February 2027
3	January – March 2027	April 2027
4	April – June 2027	August 2027

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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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. Such Plan may be implemented and/or amended as the case may be after each assessment. In that case, the Employee will be fully consulted before any such change or plan is made.

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 / her 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 assisting him/her to meet the performance objectives and targets established in terms of this Agreement.

10. CONSULTATION

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

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

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10.1.2 Commit the Employee to implement or to give effect to a decision made by the Employer

10.1.3 A substantial financial effect on the Employer

10.2 The Employer agrees to inform the Employee of the outcome of any decisions taken pursuant to the exercise of powers contemplated in 10.1 as soon as is practicable to enable the Employee to take any necessary action without delay

11. MANAGEMENT OF EVALUATION OUTCOMES

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

11.2 A performance bonus of 5% to 14% of the all-inclusive annual remuneration package may be paid to the Employee in recognition of outstanding performance to be constituted as follows:

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;

11.3.2 After appropriate performance counselling and having provided the necessary guidance and/ or support as well as reasonable time for improvement in performance, the Employer may consider steps to terminate the contract of employment of the Employee on grounds of unfitness or incapacity to carry out his or her duties.

12. DISPUTE RESOLUTION

12.1 In the event that the Employee is dissatisfied with any decision or action of the Employer in terms of this Agreement, or where a dispute or difference arises as to the extent to which the Employee has achieved the performance objectives and targets established in terms of this Agreement, the Employee may within 3 (three) business days, meet with the Employer with a view to resolving the issue. The employer will record the outcome of the meeting in writing;

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12.2 If the Parties cannot resolve the issues within 10 (ten) business days, an independent arbitrator, acceptable to both parties, shall be appointed to resolve the matter within 30 (thirty) business days; and

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

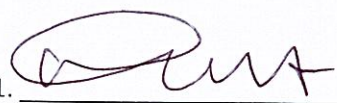
13. GENERAL

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

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.

Thus done and signed at Ba-Phalaborwa on this the 31 day of July 2026

1. 

SENIOR MANAGER: TECHNICAL SERVICES

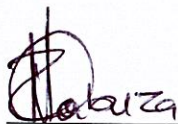
2. _____

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MUNICIPAL MANAGER



3. AS WITNESSES:



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Annexure A

PERFORMANCE PLAN

ENTERED INTO BY AND BETWEEN:

BAPHALABORWA MUNICIPALITY

AS REPRESENTED BY THE MUNICIPAL MANAGER

MOKOBI SEBOTE THABITHA

["the Employer"]

AND

KHOZA MAKUNGU

SENIOR MANAGER TECHNICAL SERVICES

["the Employee"]

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TECHNICAL SERVICES

TECHNICAL SERVICES SCORECARD 2026 – 2027

VISION: “ Provision of quality services for community well-being, tourism and mining development”

MISSION: “To provide quality infrastructure and affordable services, promote sustainable economic growth, financial viability, sound administration and accountable governance”.

VALUES: Efficiency and effectiveness; Accountability; Innovation and creativity; Professionalism and hospitality; Transparency and fairness; Continuous learning; and Conservation conscious.

FUNCTIONAL AREA: TECHNICAL SERVICES

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KPA 1: SPATIAL RATIONALE

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KPA 1: Spatial Rationale %												
PMS No. & Performance Area	Measurable Objective	Programme	Key Performance Indicator	Responsible Manager	Baseline	Annual Target 30/06/2027	Budget	2026/2027 Quarterly Projections				Evidence Required
								1 st Quarter (1 Jul – 30 Sept 26)	2 nd Quarter (1 Oct – 31 Dec 26)	3 rd Quarter (1 Jan – 31 Mar 27)	4 th Quarter (1 Apr – 30 Jun 27)	
1.1 Building plans												
1.1.1	To promote compliance with building regulations	Building Control and Development Control	Number of notices issued after inspection of illegal buildings	Senior Manager Technical Services	35	40	Opex	10	10	10	10	Notices issued with proof of receipt.
1.1.2	To promote compliance with building regulations	Building Control and Development Control	Turnaround time for approving buildings plans after submission	Senior Manager Technical Services	Within 30 days	Within 30 days	Opex	Within 30 days	Within 30 days	Within 30 days	Within 30 days	Building plans approval report and submission register

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KPA 2: BASIC SERVICE DELIVERY

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KPA 2: Basic Service Delivery %												
PMS No. & Performance Area	Measurable Objective	Programme	Key Performance Indicator	Responsible Manager	Baseline	Annual Target 30/06/2027	Budget	2026/2027 Quarterly Projections				Evidence Required
								1 st Quarter (1 Jul – 30 Sept 26)	2 nd Quarter (1 Oct – 31 Dec 26)	3 rd Quarter 1 Jan – 31 Mar 27)	4 th Quarter (1 Apr – 30 Jun 27)	
2.1 Water Services												
2.1.1	To ensure the timely provision of new water connections to customers after approval of applications.	Water Services	Turnaround time for connecting water after receiving application	Senior Manager Technical Services	Within 15 working days	Within 15 working days	OPEX	Within 15 working days	Within 15 working days	Within 15 working days	Within 15 working days	Job card/ submission of application register
2.1.2	To ensure the timely resolution of water-related complaints and improve customer satisfaction	Water Services	Percentage of water related complains resolved per quarter (Reduction of water losses)	Senior Manager Technical Services	New	70%	OPEX	70%	70%	70%	70%	Report Water Complaints register
2.1.3	To ensure the timely provision of new water connections to customers after approval of applications.	Water Services	Number of old water meter replacement per quarter (Replacement of water meter)	Senior Manager Technical Services	350	350	OPEX	100	200	300	350	Report Application register of replacement
2.1.4	To review and update the Water Maintenance Plan	Water services	Number of Reviewed water maintenance plan	Senior Manager Technical Services	1	1	OPEX	n/a	n/a	n/a	1	Reviewed maintenance plan
2.1.5	To promote collaboration, coordination, and effective management of water	Water Services	Number of Local Water Forum meeting attended	Senior Manager Technical Services	1	2	OPEX	n/a	1	n/a	2	Minutes of the meeting, attendance register

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KPA 2: Basic Service Delivery %												
PMS No. & Performance Area	Measurable Objective	Programme	Key Performance Indicator	Responsible Manager	Baseline	Annual Target 30/06/2027	Budget	2026/2027 Quarterly Projections				Evidence Required
								1 st Quarter (1 Jul – 30 Sept 26)	2 nd Quarter (1 Oct – 31 Dec 26)	3 rd Quarter (1 Jan – 31 Mar 27)	4 th Quarter (1 Apr – 30 Jun 27)	
	services within the municipality.											
2.2 Electricity												
2.2.1	Improve access to sustainable and affordable basic services	Households' electrification	Number of households electrified at Prieska	Senior Manager Technical Services	New	70 households	INEP	Designs completed	Construction with the following deliverables: Surveying servitude Planting MV and LV of poles	Construction with the following deliverables: Stringing of MV and LV network	Completion of 70 households connected	Progress report(Q1,2,3,4), and Practical Completion Certificate (Q4)
2.2.2	to ensure the reliable operation, maintenance, and sustainability of the municipal electricity network.	Electricity services	Number of Reviewed electricity maintenance plan	Senior Manager Technical Services	1	1	OPEX	n/a	n/a	n/a	1	Reviewed maintenance plan
2.2.3	to ensure the reliable operation, maintenance, and sustainability of the municipal	Electricity services	Number of assessment per quarter of electricity infrastructure in all municipal building	Senior Manager Technical Services	2	4	OPEX	1	1	1	1	Assessment Report and Implementation report on the findings of assessment

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KPA 2: Basic Service Delivery %												
PMS No. & Performance Area	Measurable Objective	Programme	Key Performance Indicator	Responsible Manager	Baseline	Annual Target 30/06/2027	Budget	2026/2027 Quarterly Projections				Evidence Required
								1 st Quarter (1 Jul – 30 Sept 26)	2 nd Quarter (1 Oct – 31 Dec 26)	3 rd Quarter (1 Jan – 31 Mar 27)	4 th Quarter (1 Apr – 30 Jun 27)	
	electricity network.											
2.2.4	To ensure the reliable operation, maintenance, and sustainability of the municipal electricity network.	Electricity services	Number of quarterly planned cleaning and inspections of sub-stations (15)	Senior Manager Technical Services	6	4	OPEX	1	1	1	1	Inspection Report
2.2.5	To strengthen coordination, collaboration, and stakeholder engagement on electricity and energy-related matters within the municipality.	Electricity services	Number of quarterly Local Energy Forum meeting attended	Senior Manager Technical Services	11	4	OPEX	1	1	1	1	Minutes of the meeting, attendance register
2.2.6	Improve access to sustainable and affordable basic service	Electricity provision	Number of HH with access to electricity in Municipal Licenced area (Phalaborwa Town) by 30 June 2027.	Senior Manager Technical Services	3559	3559	OPEX	3559	3559	3559	3559	Household, Number of HH list on conventional and pre-paid.
2.3 Fitting & Mechanical												
2.3.1	To monitor the condition and operational performance of mechanical	Water Services Infrastructure Maintenance	Number of quarterly Inspection conducted of Mechanical	Senior Manager Technical Services	4	4	OPEX	1	1	1	1	Assessment Report

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KPA 2: Basic Service Delivery %												
PMS No. & Performance Area	Measurable Objective	Programme	Key Performance Indicator	Responsible Manager	Baseline	Annual Target 30/06/2027	Budget	2026/2027 Quarterly Projections				Evidence Required
								1 st Quarter (1 Jul – 30 Sept 26)	2 nd Quarter (1 Oct – 31 Dec 26)	3 rd Quarter (1 Jan – 31 Mar 27)	4 th Quarter (1 Apr – 30 Jun 27)	
	infrastructure		infrastructure at Lulekani, Namakgale & Phalaborwa Purification plants									
2.3.2	To monitor the condition and operational performance of mechanical infrastructure	Water Services Infrastructure Maintenance	Number of monthly assessment conducted on the condition of sewer pump station	Senior Manager Technical Services	12	12	OPEX	3	3	3	3	Monthly Report
2.4 Roads & Storm Water												
2.4.1	To improve road infrastructure and enhance accessibility through rehabilitation	Road rehabilitation	Number of metres of Hanspirrow Street, Ward 11, rehabilitated and certified by 30 June 2027	Senior Manager Technical Services	New	700m	CAPEX	Planning and procurement 25%	Construction progress 50%	Construction progress 75%	Construction completion 700m of road rehabilitated	Appointment letter, Progress report(Q1,2,3,4) and Practical Completion Certificate (Q4)
2.4.3	To review and update the Roads and Storm Water Infrastructure Maintenance Plan	Roads and Storm Water Infrastructure Management	Number of reviewed Roads and storm water maintenance plan	Senior Manager Technical Services	2	1	OPEX	n/a	1	n/a	n/a	Reviewed Maintenance plan
2.4.4	To improve road infrastructure and enhance accessibility through	Road rehabilitation	Number of square metres of potholes patched on Phomolong Street,	Senior Manager Technical Services	New	5000m2	OPEX	1250m2	1250m2	1250m2	1250m2	Quarterly reports and pictures

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KPA 2: Basic Service Delivery %												
PMS No. & Performance Area	Measurable Objective	Programme	Key Performance Indicator	Responsible Manager	Baseline	Annual Target 30/06/2027	Budget	2026/2027 Quarterly Projections				Evidence Required
								1 st Quarter (1 Jul – 30 Sept 26)	2 nd Quarter (1 Oct – 31 Dec 26)	3 rd Quarter (1 Jan – 31 Mar 27)	4 th Quarter (1 Apr – 30 Jun 27)	
	rehabilitation		Namakgale by 30 June 2027.									
2.4.5	To improve road infrastructure and enhance accessibility through rehabilitation	Road rehabilitation	Number of square metres of potholes patched on Masakhane Street, Lulekani by 30 June 2027.	Senior Manager Technical Services	New	5000m2	OPEX	1250m2	1250m2	1250m2	1250m2	Quarterly reports and pictures
2.4.6	Improve long-term transport and road infrastructure planning	Roads and Stormwater master plan	Number of Roads and Stormwater Master Plans developed and approved by Council by 30 June 2027.	Senior Manager Technical Services	New	1	CAPEX	Planning and procurement processes 25%	50% implementation: Project initiation Collection of Infrastructure data	75% implementation: Draft plan	100% implementation: Final Road Master Plan approved	Appointment letters Progress report(Q1,2,3,4) Approved Road Master Plan Council resolution
2.5 Implementation of MIG Projects												
2.5.1	Ensure compliance to MIG expenditure	MIG expenditure	% compliance to MIG Expenditure per quarter	Senior Manager Technical Services	R35 105 169.05	R37 518 350.00	MIG	25%	50%	75%	100%	Quarterly Financial Report on MIG Expenditure
2.6 Sanitation												
2.6.1	To review and update the Sanitation Maintenance Plan to improve service delivery and infrastructure	Sanitation Services Infrastructure Management	Number of reviewed of sanitation maintenance plan	Senior Manager Technical Services	2	1	OPEX	n/a	n/a	n/a	1	Reviewed maintenance plan

Ba-Phalaborwa Municipality complies with the requirements of Protection of Personal Information Act 4 of 2013 and Promotion of Access to Information Act 2 of 2000.

KPA 2: Basic Service Delivery %												
PMS No. & Performance Area	Measurable Objective	Programme	Key Performance Indicator	Responsible Manager	Baseline	Annual Target 30/06/2027	Budget	2026/2027 Quarterly Projections				Evidence Required
								1 st Quarter (1 Jul – 30 Sept 26)	2 nd Quarter (1 Oct – 31 Dec 26)	3 rd Quarter (1 Jan – 31 Mar 27)	4 th Quarter (1 Apr – 30 Jun 27)	
	performance.											
2.6.2	To ensure the timely response to sewer-related complaints within 24 hours	Sanitation Services	Percentage Sewer related complaints attended to within 24 hours of reporting per quarter	Senior Manager Technical Services		75%	OPEX	75%	75%	75%	75%	Inspection sheet Complain register on reported sewer blockage
2.7 Municipal Buildings and Other Facilities												
2.7.1	To support the effective maintenance of municipal buildings	Facilities Management / Municipal Buildings Maintenance	Number of approved maintenance schedules of municipal buildings	Senior Manager Technical Services	1	2	OPEX	n/a	1	n/a	1	Maintenance Report
2.7.2	To ensure public safety and maintain the integrity of the municipal road and sewer infrastructure.	Roads and Storm Water / Sanitation Infrastructure Maintenance	Number of replacement of stolen manholes per quarter	Senior Manager Technical Services	110	60	OPEX	15	30	45	60	Maintenance Report

Ba-Phalaborwa Municipality complies with the requirements of Protection of Personal Information Act 4 of 2013 and Promotion of Access to Information Act 2 of 2000.

KPA 3:

MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT

Ba-Phalaborwa Municipality complies with the requirements of Protection of Personal Information Act 4 of 2013 and Promotion of Access to Information Act 2 of 2000.

KPA 3: Municipal Financial Viability and Management 2%												
PMS No. & Performance Area	Measurable Objective	Programme	Key Performance Indicators	Responsible Manager	Baseline	Annual Target 30/06/2027	Budget	2026/2027 Quarterly Projections				Evidence Required
								1 st Quarter (1 Jul – 30 Sept 26)	2 nd Quarter (1 Oct – 31 Dec 26)	3 rd Quarter (1 Jan – 31 Mar 27)	4 th Quarter (1 Apr – 30 Jun 27)	
3.1 Financial Management												
3.1.1	To ensure the efficient and effective utilisation of the approved departmental budget	Departmental Budget Management	% of Budget spent per quarter	Senior Manager Technical Services	100%	100%	OPEX	25%	50%	75%	100%	Financial report

Ba-Phalaborwa Municipality complies with the requirements of Protection of Personal Information Act 4 of 2013 and Promotion of Access to Information Act 2 of 2000.

KPA 4:

LOCAL ECONOMIC DEVELOPMENT

Ba-Phalaborwa Municipality complies with the requirements of Protection of Personal Information Act 4 of 2013 and Promotion of Access to Information Act 2 of 2000.

KPA 4: Local Economic Development 4%												
PMS No. & Performance Area	Measurable Objective	Programme	Key Performance Indicator	Responsible Manager	Baseline	Annual Target 30/06/26	Budget	2026/2027 Quarterly Projections				Evidence Required
								1 st Quarter (1 Jul – 30 Sept 26)	2 nd Quarter (1 Oct – 31 Dec 26)	3 rd Quarter (1 Jan – 31 Mar 27)	4 th Quarter (1 Apr – 30 Jun 27)	
4.1 Job Creation												
4.1.1	Ensure the creation of jobs through municipal capital projects	Promotion of Local Economy	Number of jobs created through capital Projects per quarter (Temporary jobs)	Senior Manager Technical Services	83	70	CAPEX	15	15	30	10	Certified ID copies, payment registers and employment contracts
4.1.2	Ensure the creation of jobs through Expanded Public Works Programme	Promotion of local economy	Number of work opportunities created through EPWP per quarter	Senior Manager Technical Services	135	63	OPEX	n/a	63	n/a	n/a	Certified ID copies, payment registers and employment contracts

Ba-Phalaborwa Municipality complies with the requirements of Protection of Personal Information Act 4 of 2013 and Promotion of Access to Information Act 2 of 2000.

Ba-Phalaborwa Municipality complies with the requirements of Protection of Personal Information Act 4 of 2013 and Promotion of Access to Information Act 2 of 2000.

KPA: 5

MUNICIPAL TRANSFORMATION & INSTITUTIONAL DEVELOPMENT

Ba-Phalaborwa Municipality complies with the requirements of Protection of Personal Information Act 4 of 2013 and Promotion of Access to Information Act 2 of 2000.

KPA 5: Municipal Transformation and Institutional Development 15%												
PMS No. & Performance Area	Measurable Objective	Programme	Key Performance Indicator	Responsible Manager	Baseline	Annual Target 30/06/2027	Budget	2026/27 Quarterly Projections				Evidence Required
								1 st Quarter (1 Jul – 30 Sept 26)	2 nd Quarter (1 Oct – 31 Dec 26)	3 rd Quarter (1 Jan – 31 Mar 27)	4 th Quarter (1 Apr – 30 Jun 27)	
5.1 Organisational Design & Human Resource												
5.1.1	To enhance organisational effectiveness	Institutional Development and Transformation	Number of reviewed departmental Organizational structure	Senior Manager Technical Services	1	1	OPEX	n/a	n/a	n/a	1	Copy of Reviewed departmental organizational structure
5.1.2	To enhance organisational effectiveness	Human Resource Management / Institutional Development and Transformation	Number of Submitted monthly departmental attendance registers by the 6 th of each month	Senior Manager Technical Services	by the 1 st day of each month	by the 1 st day of each month	OPEX	by the 1 st day of each month	by the 1 st day of each month	by the 1 st day of each month	by the 1 st day of each month	Dated proof of submission
5.1.3	To enhance organisational effectiveness	Human Resource Management / Institutional Development and Transformation	Submission of monthly overtime by the 06 th of each month	Senior Manager Technical Services	By the 6 ^h of each month	By the 6 ^h of each month	OPEX	By the 6 ^h of each month	By the 6 ^h of each month	By the 6 ^h of each month	By the 6 ^h of each month	Dated proof of submission
5.1.4	To promote a safe and healthy working environment	Occupational Health and Safety	Number of monthly Departmental Safety meetings held	Senior Manager Technical Services	11	11	OPEX	3	5	8	11	Minutes of Safety meetings and attendance register
5.2 Skills Development												
5.2.1	To ensure compliance with skills development legislation	Institutional Development and Transformation	Number of Reviewed and submitted Skills Development Plan by 30/04/2027	Senior Manager Technical Services	1	1	OPEX	n/a	n/a	n/a	1	Copy of reviewed departmental skills plan
5.3 Performance Management System												
5.3.1	To enhance departmental coordination, communication and performance monitoring	Administration and Management	Number of scheduled monthly departmental meetings successfully held	Senior Manager Technical Services	11	11	OPEX	3	5	8	11	Minutes of Departmental meetings and attendance register

Ba-Phalaborwa Municipality complies with the requirements of Protection of Personal Information Act 4 of 2013 and Promotion of Access to Information Act 2 of 2000.

KPA 5: Municipal Transformation and Institutional Development 15%												
PMS No. & Performance Area	Measurable Objective	Programme	Key Performance Indicator	Responsible Manager	Baseline	Annual Target 30/06/2027	Budget	2026/27 Quarterly Projections				Evidence Required
								1 st Quarter (1 Jul – 30 Sept 26)	2 nd Quarter (1 Oct – 31 Dec 26)	3 rd Quarter (1 Jan – 31 Mar 27)	4 th Quarter (1 Apr – 30 Jun 27)	
5.3.2	To strengthen oversight, accountability and effective decision-making	Governance and Public Participation	Number of scheduled monthly portfolio committee meetings successfully held 30/06/2027	Senior Manager Technical Services	11	11	OPEX	3	5	8	11	Minutes of Portfolio meetings and attendance register
5.3.3	Sustain management of performance for Section 54 & 56 Managers	Performance Management System	Number of Signed performance agreements by 30/07/2027 (one month after the start of each financial year	Senior Manager Technical Services	1	1	OPEX	1	n/a	n/a	n/a	Copy of signed Performance Agreements

Ba-Phalaborwa Municipality complies with the requirements of Protection of Personal Information Act 4 of 2013 and Promotion of Access to Information Act 2 of 2000.

KPA 6:

GOOD GOVERNANCE & PUBLIC PARTICIPATION

Ba-Phalaborwa Municipality complies with the requirements of Protection of Personal Information Act 4 of 2013 and Promotion of Access to Information Act 2 of 2000.

KPA 6: Good Governance and Public Participation 13%												
PMS No. & Performance Area	Measurable Objective	Programme	Key Performance Indicator	Responsible Manager	Baseline	Annual Target 30/06/2027	Budget	2026/2027 Quarterly Projections				Evidence Required
								1 st Quarter (1 Jul – 30 Sept 26)	2 nd Quarter (1 Oct – 31 Dec 26)	3 rd Quarter (1 Jan – 31 Mar 27)	4 th Quarter (1 Apr – 30 Jun 27)	
6.1 Public Participation and Ward Committees												
6.1.1	To ensure timely response to Batho Pele findings and improve accountability for service delivery	Enhance stakeholder management	Deadline of submission of responses to batho pele report within due date as issued by Office of the MM 30/06/2027	Senior Manager Technical Services	Within 7 days of issue of Batho Pele Report	By the due date as issued by Office of the MM	OPEX	by due date as issued by Office of the MM	by due date as issued by Office of the MM	by due date as issued by Office of the MM	by due date as issued by Office of the MM	Dated proof of submission to office of the MM
6.1.2	To promote community participation, stakeholder engagement and responsive governance	Good governance and public participation	Number of quarterly Mayoral imbizo and public participation attended	Senior Manager Technical Services	4	4	Opex	1	1	1	1	Public notices, attendance register and Community Inputs report.
6.1.3	To promote accountability	Complaints Management	% of complains resolved per quarter	Senior Manager Technical Services	69.24%	75%	OPEX	75%	75%	75%	75%	Complains Register.
6.2 Internal Audit												
6.2.1	To strengthen governance, accountability and compliance through the implementation of Audit Committee resolutions	Audit Committee	% implementation of Audit Committee Resolutions	Senior Manager Technical Services	98%	100%	OPEX	100%	100%	100%	100%	Audited Audit Committee Institutional Resolution Register
6.2.2	To strengthen governance, accountability and	Internal Auditing	% implementation of Audit recommendations	Senior Manager Technical Services	50%	100%	OPEX	50%	75%	90%	75%	Internal Audit Follow-up report

Ba-Phalaborwa Municipality complies with the requirements of Protection of Personal Information Act 4 of 2013 and Promotion of Access to Information Act 2 of 2000.

KPA 6: Good Governance and Public Participation 13%												
PMS No. & Performance Area	Measurable Objective	Programme	Key Performance Indicator	Responsible Manager	Baseline	Annual Target 30/06/2027	Budget	2026/2027 Quarterly Projections				Evidence Required
								1 st Quarter (1 Jul – 30 Sept 26)	2 nd Quarter 1 Oct – 31 Dec 26)	3 rd Quarter 1 Jan – 31 Mar 27)	4 th Quarter (1 Apr – 30 Jun 27)	
	compliance through the implementation of Internal Audit recommendations											
6.2.3	To improve municipal internal controls and systems	External Auditing	% of audit queries addressed (2024/25 Audit Report)	Senior Manager Technical Services	75%	100%	OPEX	100%	100%	n/a	n/a	Audited AG Action Plan
6.3 Risk Management												
6.3.1	To mitigate identified risks and strengthen the municipality's risk management framework	Risk register	% on implementation Risk Management action plans per quarter	Senior Manager Technical Services	New	100%	OPEX	25%	50%	75%	100%	Quarterly implementation report

Ba-Phalaborwa Municipality complies with the requirements of Protection of Personal Information Act 4 of 2013 and Promotion of Access to Information Act 2 of 2000.

CAPITAL PROJECTS PER RESPONSIBLE MANAGER

Ba-Phalaborwa Municipality complies with the requirements of Protection of Personal Information Act 4 of 2013 and Promotion of Access to Information Act 2 of 2000.

Responsible Manager	Project Name	Total Capital Budget	Planned Start Date	Planned Completion Date	Ward No	2026/27 Quarterly Projections				Evidence Required
						1 st Quarter (1 Jul – 30 Sept 26)	2 nd Quarter (1 Oct – 31 Dec 26)	3 rd Quarter (1 Jan– 31 Mar 27)	4 th Quarter (1 Apr – 30 Jun 27)	
Electricity										
Senior Manager Technical Services	New 11-kV Overhead Power Line from Ext.6 to Kruger Spar	2 000 000	1/07/2026	30/06/2027	11 & 12	Advertisement and appointment of service provider	Construction and energizing of overhead line completed	n/a	n/a	Advert and appointment letter, Progress report, practical completion certificate & Payment certificate
Senior Manager Technical Services	Quality of Supply Monitoring Equipment in the Distribution System	600 000	1/07/2026	30/06/2027	11 & 12	Advertisement and appointment of service provider	Installation of Quality of Supply Monitoring Equipment	n/a	n/a	Advert and appointment letter, Progress report, completion certificate & Payment certificate
Senior Manager Technical Services	Replacement of Switchgear in Extension 8B Substation	1 600 000	1/07/2026	30/06/2027	11 & 12	Advertisement and appointment of service provider	Replacement of switchgear Substation	n/a	n/a	Advert and appointment letter, Progress report, Practical completion certificate & Payment certificate
Senior Manager Technical Services	New 11-kV Overhead Power Line at Potgieter Street (Main Sub to Cleveland Sub).	1 000 000	1/07/2026	30/06/2027	11 & 12	Advertisement and appointment of service provider	Construction of overhead line at 50%	Construction and energizing of overhead line completed	n/a	Advert and appointment letter, Progress report and Practical completion certificate, Payment certificate
Senior Manager Technical Services	New 500-kVA Minisub and Meter Kiosks at Aalwyn Street in Ward 11	1 200 000	1/07/2026	30/06/2027	11 & 12	Advertisement and appointment of service provider	Procurement of Minisub and Kiosks	Installation of Minisub and kiosks at 50%	Installation and commissioning of Minisub and kiosks completed	Advert and appointment letter, Progress report and Practical completion certificate, Payment certificate
Senior Manager Technical Services	New Surge Generator and Related Equipment	400 000	1/07/2026	30/06/2027	11 & 12	Advertisement and appointment of supplier	New surge generator and related equipment procured	n/a	n/a	Advert and appointment letter, Delivery note, Payment certificate

Ba-Phalaborwa Municipality complies with the requirements of Protection of Personal Information Act 4 of 2013 and Promotion of Access to Information Act 2 of 2000.

Responsible Manager	Project Name	Total Capital Budget	Planned Start Date	Planned Completion Date	Ward No	2026/27 Quarterly Projections				Evidence Required
						1 st Quarter (1 Jul – 30 Sept 26)	2 nd Quarter (1 Oct – 31 Dec 26)	3 rd Quarter (1 Jan– 31 Mar 27)	4 th Quarter (1 Apr – 30 Jun 27)	
Senior Manager Technical Services	New Mobile Backup Generator & Trailer	100 000	1/07/2026	30/06/2027		Planning and procurement at 50%	Backup generator and trailer procured	n/a	n/a	Request for Quotation. Delivery note. Payment certificate
Senior Manager Technical Services	Capital Tools and Equipment (2 x Link Sticks and 2 x 12-kV Insulation Testers/Meggers)	100 000	1/07/2026	30/06/2027		Planning and procurement at 50%	Capital tools and equipment procured	n/a	n/a	Request for Quotation. Delivery note. Payment certificate
Roads and stormwater										
Senior Manager Technical Services	Rehabilitation of streets Hanspirrow street ward 11	5 000 000	1/07/2026	30/06/2027	11 & 12	Planning and procurement 25%	Construction progress 50%	Construction progress 75%	Construction completion 700m of road rehabilitated	Appointment letter Progress report(Q1,2,3,4) Practical Completion Certificate (Q4)
Senior Manager Technical Services	Upgrading of Honeyville to Dinoko Sebera from gravel to block paving	4 514 674.54	1/07/2026	30/06/2027	8,9	-Subbase construction -Base construction	-Base construction -Installation of kerbs -Installation of block paving	n/a	n/a	Practical completion certificate, progress report
Senior Manager Technical Services	Upgrading of gravel to block paving from Aubrey carwash via cemetery to Kanana	3 051 731.91	1/07/2026	30/06/2027	2	-Subbase construction -Base construction	-Base construction -Installation of kerbs -Installation of block paving	n/a	n/a	Practical completion certificate, progress report
Senior Manager Technical Services	Refurbishment of Namakgale stadium	6 557 678.64	1/07/2026	30/06/2027	4,5	-Testing of water and sewer lines -Practical handover to municipality	-Base construction -Installation of kerbs -Installation of block paving	n/a	n/a	Practical completion certificate, progress report
INEP										
Senior Manager Technical Services	Electrification of 70 households at Prieska village	1 800 000	01/07/2026	30/06/2027	18	Designs completed	Construction with the following	Construction with the following	Completion of 70 households	Progress report(Q1,2,3,4), and Practical Completion Certificate (Q4)

Ba-Phalaborwa Municipality complies with the requirements of Protection of Personal Information Act 4 of 2013 and Promotion of Access to Information Act 2 of 2000.

Responsible Manager	Project Name	Total Capital Budget	Planned Start Date	Planned Completion Date	Ward No	2026/27 Quarterly Projections				Evidence Required
						1 st Quarter (1 Jul – 30 Sept 26)	2 nd Quarter (1 Oct – 31 Dec 26)	3 rd Quarter (1 Jan – 31 Mar 27)	4 th Quarter (1 Apr – 30 Jun 27)	
							deliverables: Surveying servitude Planting MV and LV of poles	deliverables: Stringing of MV and LV network	connected	
MIG										
Senior Manager Technical Services	Installation of precast storm water culverts at Shitshitwe culvert	R 12 200 000.00	October 2025	June 2027	9	-Establishment of the roadway -Box cutting of the roadway -Preparation of the foundation	-roadbed preparation -sub base layer construction -casting of foundation	-sub base layer construction -Installation of stormwater structures	-base layer construction -handover to municipality	Progress report; practical completion certificate
Senior Manager Technical Services	Upgrading of gravel to block paving from clinic via ZCC	R6 400 000.00	October 2025	June 2027	2	-Establishment of the roadway -Box cutting of the roadway -Preparation of the foundation	-roadbed preparation -sub base layer construction -casting of foundation	-sub base layer construction -Installation of stormwater structures	-base layer construction -handover to municipality	Progress report; practical completion certificate
Senior Manager Technical Services	Upgrading of gravel to block paving from Nkateko Primary to Pondo Combined	R8 000 000.00	October 2025	June 2027	14	-Establishment of the roadway -Box cutting of the roadway -Preparation of the foundation	-roadbed preparation -sub base layer construction -casting of foundation	-sub base layer construction -Installation of stormwater structures	-base layer construction -handover to municipality	Progress report; practical completion certificate

Ba-Phalaborwa Municipality complies with the requirements of Protection of Personal Information Act 4 of 2013 and Promotion of Access to Information Act 2 of 2000.

Responsible Manager	Project Name	Total Capital Budget	Planned Start Date	Planned Completion Date	Ward No	2026/27 Quarterly Projections				Evidence Required
						1 st Quarter (1 Jul – 30 Sept 26)	2 nd Quarter (1 Oct – 31 Dec 26)	3 rd Quarter (1 Jan – 31 Mar 27)	4 th Quarter (1 Apr – 30 Jun 27)	
Senior Manager Technical Services	Upgrading of gravel road to black paved road from Humulani clinic to PMC bus stop	R19 900 000.00	October 2026	June 2028	3	-Appointment of consultant -Design development	-Appointment of a contractor -Site establishment	-Site clearing -Box cutting -Roadbed preparation	-Sub-base layer construction -Base layer construction	Appointment letter, Progress report
Senior Manager Technical Services	Upgrading of gravel road to black paved road from Mabine Primary to Lebeko Secondary School	R33 400 000.00	October 2026	June 2029	8&9	-Appointment of consultant -Design development	-Appointment of a contractor -Site establishment	-Site clearing -Box cutting -Roadbed preparation	-Sub-base layer construction -Base layer construction	Appointment letter, Progress report

Ba-Phalaborwa Municipality complies with the requirements of Protection of Personal Information Act 4 of 2013 and Promotion of Access to Information Act 2 of 2000.

**PERSONAL DEVELOPMENT PLAN
(PDP)**

ENTERED INTO BY AND BETWEEN:

BAPHALABORWA MUNICIPALITY

AS REPRESENTED BY THE MUNICIPAL MANAGER

MOKOBI SEBOTE THABITHA

['the Employer']

AND

KHOZA MAKUNGU

SENIOR MANAGER TECHNICAL SERVICES

["the Employee"]

1. INTRODUCTION

The aim of the Personal Development Plan (PDP) is to ensure that Employees are skilled to meet objectives as set out in the Performance Agreement as prescribed by legislation. Successful career-path planning ensures competent employees of current and possible future positions. It therefore identifies, prioritises and implements training needs.

Legislative needs taken into account from the Municipal Systems Act Guidelines, generic senior management competency framework and occupational competency profiles, Municipal Finance Management Competency Regulations, such as those developed by the National Treasury and other line sector departments' legislated competency requirements need also to be taken into consideration during the PDP process.

2. COMPETENCE MODELLING

The Department of CoGTA has decided that a competency development model will consist of both managerial and occupational competencies:

Managerial competencies should express those competencies which are generic for all management positions

Occupational competence refers to competencies which are job/function specific.

3. COMPILING THE PERSONAL DEVELOPMENT PLAN

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

Column 1: Skills/Performance GAP

1. Skills/Performance Gap (in order of priority)	2. Outcomes Expected (measurable indicators: quantity, quality and time frames)	3. Suggested Training and/or development activity	4. Suggested mode of delivery	5. Suggested Time Frames	6. Work opportunity created to practice skill/development area	7. Support Person
E.g. 1. Appraise Performance of Managers	The manager will be able to enter into performance agreements with all managers reporting to him/her, appraise them against set criteria, within relevant time frames	A course containing theoretical and practical application with coaching in the workplace following [relevant unit standard]	External provider, in line with identified unit standard and not exceeding R6 000	March 200...	Appraisal of managers reporting to him/her	ACTING SENIOR MANAGER: Training/HR

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

Organisational Needs:

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

The competency requirements of individual jobs. The relevant job requirements (job competency profile) as identified in the job description should be compared to the current competency profile of the employee to determine the individual's competency gaps. Specific competency gaps as identified during the probation period and performance appraisal of the employee.

Individual training needs that are job / career related:

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

Column 2: Outcomes Expected

1. Skills/Performance Gap (in order of priority)	2. Outcomes Expected (measurable indicators: quantity, quality and time frames)	3. Suggested Training and/or development activity	4. Suggested mode of delivery	5. Suggested Time Frames	6. Work opportunity created to practice skill/development area	7. Support Person
E.g. 1. Appraise Performance of Managers	The manager will be able to enter into performance agreements with all managers reporting to him/her, appraise them against set criteria, within relevant time frames	A course containing theoretical and practical application with coaching in the workplace following [relevant unit standard]	External provider, in line with identified unit standard and not exceeding R6 000	March 200...	Appraisal of managers reporting to him/her	ACTING SENIOR MANAGER: Training/HR

Consideration must be given to the outcomes expected in column 2 so that once the intervention is completed the impact it had can be measured against relevant output indicators.

Column 3: Suggested Training

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

Column 4: Suggested Mode of Delivery

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

Column 5: Suggested Time Lines

1. Skills/Performance Gap (in order of priority)	2. Outcomes Expected (measurable indicators: quantity, quality and time frames)	3. Suggested Training and/or development activity	4. Suggested mode of delivery	5. Suggested Time Frames	6. Work opportunity created to practice skill/development area	7. Support Person
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Ba-Phalaborwa Municipality complies with the requirements of Protection of Personal Information Act 4 of 2013 and Promotion of Access to Information Act 2 of 2000.

An employee should on average receive at least five days of training per financial year and not unnecessarily be withdrawn from training interventions. The suggested time frames enable managers to effectively plan for the annum e.g. so that not all their employees are away from work within the same period and also ensuring that the PDP is implemented systematically.

Column 6: Work Opportunity Created to Practice Skills / Development Area

1. Skills/Performance Gap (in order of priority)	2. Outcomes Expected (measurable indicators: quantity, quality and time frames)	3. Suggested Training and/or development activity	4. Suggested mode of delivery	5. Suggested Time Frames	6. Work opportunity created to practice skill/development area	7. Support Person
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This further ensures 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).

Column 7: Support Person

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

Ba-Phalaborwa Municipality complies with the requirements of Protection of Personal Information Act 4 of 2013 and Promotion of Access to Information Act 2 of 2000.

Personal Development Action Plan

Skills Performance Gap	Outcomes Expected	Suggested Training / Development Activity	Suggested Mode of Delivery	Suggested Time Frames	Work Opportunity Created to Practice Skill / Development	Support Person

Employee's Signature:



Municipal Manager's Signature:


31/07/2026

Date:

31/07/2026

Date:

31/07/2026

Annexure C

CORE COMPETENCY FRAMEWORK

ENTERED INTO BY AND BETWEEN:

BAPHALABORWA MUNICIPALITY

AS REPRESENTED BY THE MUNICIPAL MANAGER

MOKOBI SEBOTE THATBITHA

["the Employer"]

AND

KHOZA MAKUNGU

SENIOR MANAGER TECHNICAL SERVICES

["the Employee"]

CORE COMPETENCY FRAMEWORK: SENIOR MANAGER TECHNICAL SERVICES

Core Managerial Skills	Definitions	Weight
Strategic Leadership and Management	Skills to be able to provide a vision, set the direction for the Municipality or department and inspire others in order to deliver on the Municipality's mandate	
Programme and Project Management	Skills to enable the individual to plan, manage, monitor and evaluate specific activities in order to ensure that policies are implemented and that local government objectives are achieved	
Financial Management	Skills required in managing projects and/or departmental work within the constraints of a budget. This includes being able to plan a budget at the beginning of the financial year, controlling expenditure throughout the year by allocating resources efficiently and understanding and anticipating the impact of other departments on won budget	
Change Management	Skills to initiate and support municipal transformation and change in order to implement new initiatives successfully and deliver on service delivery commitments	
Knowledge Management	Skills to enable individuals, teams and entire organisation to collectively create, share and apply knowledge, to better achieve institutional objectives	
Problem Solving and Analytical Thinking	Skills to be able to systematically identify, analyse and resolve existing and anticipated problems in order to reach optimum solutions in a timely manner.	
People and Diversity Management	Skills to manage and encourage people, optimize their outputs, and effectively manage relationships. This includes holding regular information sharing sessions to ensure that team members are made aware of decisions that may affect them. It also involves distribution of workloads to ensure that individual skills are used appropriately and so that the work is evenly spread,, making sure that the team has the necessary tools and resources in order to do their work and motivating the team so that they are committed to achieving the goals of the department and ultimately those of the Municipality.	
Client Orientation and Customer Focus	The Skill to seek to understand the needs of the customer and meeting the needs. At a minimum, employees are required to react to queries, keeping promises, being honest in all their dealings, adhering to policies, procedures and	

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	delegations, keeping the client up to date, being friendly and helpful and solving problems quickly and without arguments. Ideally, managers are required to be proactive by trying to understand the needs of the customer and providing an appropriate service based on those underlying needs.	
Service Delivery Innovation	The Skill to work well to achieve a high standard by trying to improve on the way things are done and by working towards achieving the work objectives. It is also about putting plans into action, meeting deadlines, taking initiative and solving problems to make sure that things get done. Employees do not wait to be told to do something, but are encouraged to use their initiative to make sure things get done accurately and efficiently.	
Communication	Skills to 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.	
Accountability and Ethical Conduct	Must be able to display and build the highest standards of ethical and moral conduct in order to promote confidence and trust in the Municipality.	
Total		100

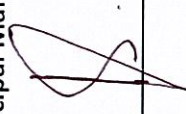
1. Employee's Signature:



Date:


31/07/2005

2. Municipal Manager



Date

31/07/2026

3. Witness

