

PERFORMANCE AGREEMENT



Fezile Dabi
District Municipality

Made and entered into by and between:

Mr. Sipho Thomas (Municipal Manager)

AND

Mrs Mbali Sphiwe Letebele (Director: Local Economic Development, Tourism & Infrastructure Development)

For the period – 01 July 2025 to 30 June 2026

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PERFORMANCE AGREEMENT ENTERED INTO BY AND BETWEEN:

Fezile Dabi District Municipality herein represented by **Mr Sipho Thomas** in his capacity as the Municipal Manager (hereinafter referred to as the Employer or Supervisor), and

Mrs Mbali Sphiwe Letebele, the Director: Local Economic Development, Tourism and Infrastructure Development of the Fezile Dabi District Municipality (hereinafter referred to as the Employee).

Whereby it is agreed as follows:

1. Introduction

- 1.1 The Employer has entered into a contract of employment with the Employee in terms of section 57(1) (a) of the Local Government Systems Act 32 of 2000 ("the systems Act"). The Employer and the Employee are hereinafter referred to as "the Parties".
- 1.2 Section 57(1) (b) of the Systems Act, read with the Contract of Employment concluded between the parties, requires the parties to conclude an annual performance agreement.
- 1.3 The parties wish to ensure that they are clear about the goals to be achieved and secure the commitment of the Employee to a set of outcomes that will secure local government policy goals.
- 1.4 The parties wish to ensure that there is compliance with Sections 57(4A), 57(4B) and 57(5) of the Systems Act.

2. Purpose of this agreement

The purpose of this agreement is to;

- 2.1 Comply with the provisions of Section 57(1) (b), (4A), (4B) and (5) of the Systems Act as the Contract of Employment entered into between the parties.
- 2.2 Specify objectives and targets established for the Employee and to communicate to the Employer's expectations of the Employee's performance expectations and accountabilities.
- 2.3 Specify accountabilities as set out in the Performance Plan (Annexure A);
- 2.4 Monitor and measure performance against set targeted outputs;
- 2.5 Use the Performance Agreement and Performance Plan as the basis for assessing the suitability of the Employee for permanent employment and/or to assess whether the Employee has met the performance expectations applicable to his/her job;
- 2.6 Appropriately reward the Employee in accordance with the Employer's performance management policy in the event of outstanding performance; and

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2.7 Give effect to the Employee's commitment to a performance-orientated relationship with the Employee in attaining equitable and improved service delivery.

3. Commencement and duration

- 3.1. This Agreement will commence on the **1st July 2025** and will remain in force until **30th June 2026** where after a new Performance Agreement, Performance Plan and Personal Development Plan shall be concluded between the parties for the next quarter or any portion thereof, if applicable.
- 3.2. The parties will review the provisions of this Agreement at the end of each quarter. The parties will conclude a new Performance Agreement and Performance Plan that replaces this Agreement at least every quarter (if applicable) by not later than the beginning of each successive quarter.
- 3.3. This Agreement will terminate on the termination of the Employee's contract of employment for any reason.
- 3.4. The content of this Agreement may be revised at any time during the above- mentioned period to determine the applicability of the matters agreed upon.
- 3.5. If at any time during the validity of this Agreement the work environment alters (whether as a result of government or council decisions or otherwise) to the extent that the contents of this Agreement are no longer appropriate, the contents shall immediately be revised.

4. Performance objectives

4.1 The Performance Plan (Annexure A) sets out-

- 4.1.1 the performance objectives and targets that must be met by the Employee; and
- 4.1.2 the time frames within which those performance objectives and targets must be met.

4.2 The performance objectives and targets reflected in Annexure A are set by the Employer in consultation with the Employee and based on the Integrated Development Plan and the Budget of the Employer, and shall include key objectives; key performance indicators; target dates and weightings.

4.3. The key objectives describe the main tasks that need to be done. The key performance indicators provide the details of the evidence that must be provided to show that a key objective has been achieved. The target dates describe the timeframe in which the work must be achieved. The weightings show the relative importance of the key objectives to each other.

4.4. The Employee's performance will, in addition, be measured in terms of contributions to the goals and strategies set out in the Employer's Integrated Development Plan.

5. Performance management system

- 5.1 The Employee agrees to participate in the performance management system that the Employer adopts or introduces for the Employer, management and municipal staff of the Employer.
- 4.5. 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.
- 4.6. 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.
- 4.7. The Employee agrees to participate in the performance management and development system that the Employer adopts.
- 4.8. 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.
- 4.9. The criteria upon which the performance of the Employee shall be assessed shall consist of two components, both of which shall be contained in the Performance Agreement.
- a) The employee must be assessed against both components with a weighting of 80:20 allocated to the Key Performance Areas (KPAs) and the Core Managerial Competencies (CMCs) respectively.
 - b) Each area of assessment will be weighted and will contribute a specific part to the total score.
 - c) KPAs covering the main areas of work will account for 80% and CMCs will account for 20% of the final assessment.
- 4.10. The Employee's assessment will be based on his/her performance in terms of the outputs / outcomes (performance indicators) identified as per attached performance plan (Annexure A), which are linked to the KPA's, and will constitute 80% of the overall assessment result as per the weights agreed to between the Employer and the Employee:

Key Performance Areas (80% of Total)	Weighting
Municipal Transformation and Organizational Development	15
Infrastructure Development and Basic Service Delivery	30
Local Economic Development (LED)	50
Municipal Financial Viability and Management	10
Good Governance and Public Participation	5
Total	100%

4.11. The CMCs will make up the other 20% of the Employee's assessment score. CMCs 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:

No.	LEADING COMPETENCIES		
	Competency Description	Driving Competencies	Weighting
1	Strategic Direction and Leadership	• Impact and influence • Institutional Performance Management • Strategic Planning and Management • Organisational Awareness	20
2	People Management	• Human Capital Planning and Development • Diversity Management • Employee Relations Management • Negotiation and Dispute Management	5
3	Program and Project Management	• Program and Project Planning and Implementation • Service Delivery Management • Program and Project Monitoring and Evaluation	5
4	Financial Management	• Budget Planning and Execution • Financial Strategy and Delivery • Financial Reporting and Monitoring	10
5	Change Leadership	• Change and Vision and Strategy • Process Design and Improvement • Change Impact Monitoring and Evaluation	10
6	Governance Leadership	• Policy Formulation • Risk and Compliance Management • Cooperative Governance	10

No	LEADING COMPETENCIES	Weighting
	Competency Description	
1	Moral Competence	5
2	Planning and Organising	5
3	Analysis and Innovation	10
4	Knowledge and Information Management	5
5	Communication	5
6	Resulting and Quality Focus	10
TOTAL		100
(NB: the sum total of weighted Leading and Core Competencies must always be equals to 100)		

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6. EVALUATING PERFORMANCE

6.1 The Performance Plan (Annexure A) to this Agreement sets out;

- a) The standards and procedures for evaluating the Employee's performance; and
- b) 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 timeframes.

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

6.5 The annual performance appraisal will involve:

6.5.1 Assessment of the achievement of results as outlined in the performance plan:

- a) Each KPA shall 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 KPA
- b) An indicative rating on the five-point scale shall be provided for each KPA.
- c) The applicable assessment rating calculator must then be used to add the scores and calculate a final KPA score.

6.5.2 Assessment of CMCs:

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

6.5.3 Overall rating

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

- b) The assessment of the performance of the employee will be based on the following five-point rating scale for both KPAs and Leading and CMCs:

Level	Terminology	Description	Rating				
			1	2	3	4	5
5	Outstanding Performance	Performance far exceeds the standard expected of an employee at this level. The key appraisal indicates that the employee has achieved above fully effective results against all performance criteria and indicators as specified in the PA and Performance plan and maintained this in all areas of responsibility throughout the year.					
4	Performance significantly above expectations	Performance is significantly higher than the standard expected in the job. The appraisal indicates that the Employee has achieved above fully effective results against more than half of the performance criteria and indicators and fully achieved all others throughout the year.					
3	Fully effective	Performance fully meets the standards expected in all areas of the job. The appraisal indicates that the Employee has fully achieved effective results against all significant performance criteria and indicators as specified in the PA and Performance Plan.					
2	Performance not fully effective	Performance is below the standard required for the job in key areas. Performance meets some of the standards expected for the job. The review/assessment indicates that the employee has achieved below fully effective results against more than half the key performance criteria and indicators as specified in the PA and Performance Plan.					
1	Unacceptable performance	Performance does not meet the standard expected for the job. The review/assessment indicates that the employee has achieved below fully effective results against almost all of the performance criteria and indicators as specified in the PA and Performance Plan. The employee has failed to demonstrate the commitment or ability to bring performance up to the level expected in the job despite management efforts to encourage improvement.					

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

- 6.1.1 The Municipal Manager
- 6.1.2 Chairperson of the Audit Committee
- 6.1.3 Member of the Mayoral Committee
- 6.1.4 Municipal Manager or Senior Manager from another municipality

7. Schedule for performance reviews

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

Period	Time Frames	Performance Review time lines
1 st Quarter	1 July to 30 September 2025	Not later than 30 October 2025
2 nd Quarter	1 October to 31 December 2025	Not later than 28 February 2026
3 rd Quarter	1 January 2026 to 31 March 2026	Not later than 30 April 2026
4 th Quarter	1 April 2026 to 30 June 2026	Not later than 30 September 2026

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.

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 part of the attached **Annexure A**.

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

10. Consultation

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

- 10.1.1 A direct effect on the performance of any of the Employee's functions;
- 10.1.2 Commit the Employee to implement or to give effect to a decision made by the Employer; and
- 10.1.3 A substantial financial effect on the Employer.

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 between 5% and 14% of all-inclusive annual remuneration package may be paid to the employee in recognition of outstanding performance to be constituted as follows:

11.2.1 The second performance bonus (cash rewards) payment band ranges between 10% and 14% of the all-inclusive remuneration package, as follows:

- (i) A score of 130% -138% to qualify for 5% bonus;
- (ii) A score of above 138%-148% to qualify for 7% bonus;
- (iii) A score of above 148%-149% to qualify for 9%.

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11.2.2 The second performance bonus (cash rewards) payment band ranges between 10% and 14% of the all-inclusive remuneration package, as follows:

- (i) A score of 150% - 155% to qualify for 10% bonus;
- (ii) A score of above 155% - 160% to qualify for 13% bonus;
- (iii) A score of above 160% to qualify for 14% bonus.

11.3 The performance achievement ranging between 100% and 129% shall be regarded as performance that 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. This will imply that 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. **This category of performance shall not be rewarded.**

11.4 In the case of unacceptable performance, the Employer shall;

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

11.4.2 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. Consequences of substandard performance

12.2 A level of performance achievement of below 60% shall warrant the employer to execute corrective measures that may include disciplinary measures due to incapacity.

12.3 Should the employee score below 130%, the employer, together with the employee shall develop a Remedial and Developmental Support Plan within 30 days of the Mid-Year Performance Review to assist the employee to improve performance. The design of the plan will be such that there should be performance improvement within 6 months of its implementation.

12.4 The plan will clearly specify that there should be performance improvement within 6 months of its implementation, and will also outline the responsibilities of the employer as well as the responsibilities of the employee with regard to its implementation.

12.5 If after 6 months, during the end-year performance review, the employee concerned still achieves a score of less than 60% and the employer has evidence or proof that it met its responsibilities in terms of implementing the remedial and developmental support plan, the employer will

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consider steps to terminate the contract of the employee on the grounds of poor performance or operational incapacity.

13. Dispute resolution

13.2 Any dispute about the nature of the employee's performance agreement, whether it relates to key responsibilities, priorities, methods of assessment and / or any other matter provided for, shall be mediated by:

13.1.1 The MEC for local government in the province within thirty (30) days of receipt of a formal dispute from the Employee; or

13.1.2 Any person appointed by the MEC;

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

14. GENERAL

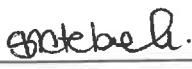
14.2 The contents of this agreement and the outcome of any review conducted in terms of Annexure A must be made available to the public by the Employer.

14.3 Nothing in this agreement diminishes the obligations, duties or accountabilities of the employee in terms of his/her contract of employment, or effects of existing or new regulations, circulars, policies, directives of other instruments.

(Signature Page)

Thus done and signed at **SASOLBURG** this **28TH** day of **July** 2025

Employee:

Signature:  Name Print: Mkhali Sphimre Letebele

Witnesses:

1. Signature:  Name Print: Cecilia Selloane Mokhele

2. Signature:  Name Print: YASMEEN SEKULISA

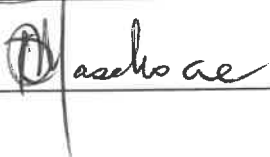
For and on behalf of Fezile Dabi District Municipality:

Employer:

Signature:  Name Print: SIPHO JOSEPH THOMAS

Witnesses:

1. Signature:  Name Print: GLADYS DIBUENG RAMABOA

2. Signature:  Name Print: Kaduno Masekoane

Annexure A:

Performance Plan of the Director: Local Economic Development, Tourism and Infrastructure Development of Fezile Dabi District Municipality

1. Purpose

The performance plan defines the Council's expectations of the Employee's performance agreement to which this document is attached and Section 57 (5) of the Municipal Systems Act, which provides that performance objectives and targets must be based on the key performance indicators as set in the Municipality's Integrated Development Plan (IDP) and as reviewed annually.

2. Key responsibilities

The following objects of local government will inform Employee's performance against set performance indicators:

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

3. Key Performance Areas

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

- 3.1 Municipal Transformation and Organisational Development.
- 3.2 Infrastructure Development and Service Delivery.
- 3.3 Local Economic Development (LED).
- 3.4 Municipal Financial Viability and Management.
- 3.5 Good Governance and Public Participation.

This plan consists of the following 4 parts:

- 1) Key Performance Areas (KPAs) schedule, detailing key objectives and their related performance indicators, weightings and target dates
- 2) A Competency Requirements (CR) schedule, setting out Leading and Core Competencies
- 3) Personal Development Plan (PDP), for addressing developmental gaps
- 4) Record of assessment meetings (Control Sheet)

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1. Key Performance Areas schedule, details key objective and their related performance indicators, weightings and target dates

Key Performance Area	Weighting	ID	Strategic Objective	Key Performance Indicator	Baseline Information	Target		Assessment Score Level 5 - 1	Motivation for exceptional performance	Corrective Actions for under performance
						Time frames	Quality			
KPA 1: Municipal Transformation and Organisational Development	15	1.1	Improve administrative and financial capability of the municipality.	Percentage increase in the number of Auditor-General's findings relating to financial management, leadership, predetermined objectives and other matters addressed	Audit Report for 2024/2025 FY	1 July 2025 – 30 June 2026	80% of Auditor-General's findings relating to financial management, leadership, predetermined objectives and other matters addressed by 30 June 2026.			
		1.2		Number of reviewed PDP per departments	New KPI		34 PDPs reviewed for the department by 30 June 2026.			
KPA 2: Basic Service Delivery and Infrastructure Development	20	2.1	To assist local municipalities in the district in setting up a road asset management systems and to collect roads and traffic data in the district in line with the Road Infrastructure Strategic Framework for South Africa (RISFSA).	Length of road networks condition assessed in the district	2024/25 RRAMS road conditions assessment report.	31 October 2026, 30 January 2026, 30 April 2026	988 km road networks condition assessed in the district in line with Rural Roads Asset Management System (RRAMS) Grant conditions One final report prepared and submitted to the Provincial and National Departments of Transport by 30 June 2026.			
		2.2	To provide for and support integrated, efficient and sustainable settlements in the district.	Percentage Review of SDF of the municipality for 2025/2026 FY	2024/2025 KPI	1 July 2025- 30 Jun 2026	Reviewed SDF of the municipality for the 2025/26 financial year submitted for approval			

Key Performance Area	Weighting	ID	Strategic Objective	Key Performance Indicator	Baseline Information	Target		Assessment Score Level 5 - 1	Motivation for exceptional performance	Corrective Actions for under performance
						Time frames	Quality			
							by Council by 30 June 2026			
		2.3	To create and promote an environment that encourages socio-economic empowerment	Number of work opportunities created through EPWP	APR 2024/2025 FY	1 July 2025- 30 Jun 2026	28 Fulltime Equivalent (FTE's) and 30 Work Opportunities (WO) created though the EPWP by 30 June 2026			
			Effective implementation of capital programmes geared towards the extension of municipal services	Percentage implementation of MIG Implementation Plan on behalf of Mafube Local Municipality	84% MIG expenditure rate for 2024/2025 FY	1 July 2025- 30 Jun 2026	100% implementation of MIG Implementation Plan on behalf of Mafube Local Municipality			
KPA3: Local Economic Development	50	3.1	To create a conducive environment for economic development	Number of DDM Technical Hub established to Leverage on economic development opportunities to be derived from the extension of Vaal River SEZ to Metsimaholo	New KPI	1 July 2025- 30 Jun 2026	One DDM Technical Hub established to Leverage on economic development opportunities to be derived from the extension of Vaal River SEZ to Metsimaholo by June 2026			
		3.2		Number of District investment summits convened anchored by DDM One Plan's Catalytic projects	New KPI	1 July 2025- 30 Jun 2026	One District investment summits convened anchored by DDM One Plan's Catalytic projects by June 2026			
		3.3	To implement programmes and initiatives that are aimed at entrepreneurial support, job creation and poverty alleviation	Number of MSMEs in the district identified and provided with dedicated entrepreneurial support	4 MSMEs supported in 2023/24	1 July 2025- 30 Jun 2026	Sixteen MSMEs in the district identified and provided with dedicated entrepreneurial support by 30 June 2026			
		3.4	To implement programmes and initiatives that are aimed at entrepreneurial support, job creation and poverty alleviation	Number of Capacity building training provided to MSMEs in the district	Capacity building training provided to MSMEs in 2023/24	1 July 2025- 30 Jun 2026	Two capacity building training provided to MSMEs in the district by 30 June 2026.			
		3.5		Number of Cooperatives identified and supplied	4 Cooperative supplied with identified	1 July 2025- 30 Jun 2026	Two Cooperatives identified and supplied			

Key Performance Area	Weighting	ID	Strategic Objective	Key Performance Indicator	Baseline Information	Target		Assessment Score Level 5 - 1	Motivation for exceptional performance	Corrective Actions for under performance
						Time frames	Quality			
				with dedicated agricultural implements	dedicated agricultural implements in 2023/24		with tools/equipment by 30 June 2026			
		3.6	To contribute positively towards economic development efforts of selected municipalities within the district	Percentage implementation of a support package developed to support selected municipalities within the district with game-changing catalytic projects	New KPI	1 July 2025- 30 Jun 2026	50% implementation of a support package developed to support selected municipalities within the district with game-changing catalytic projects by 30 June 2026			
		3.7	To nurture the development of people's potential in the district through arts & culture	A number of qualifying artists and / or groups of artists assisted and supported with training, coaching and crafting skills	4 qualifying artists and / or groups of artists supported in 2023/24.	1 July 2025- 30 Jun 2026	Two qualifying artists and / or groups of artists assisted and supported with training, coaching and crafting skills by 30 June			
		3.8	To plan, coordinate & support sports and recreation programmes in the district	Number of mountain bike races coordinated by the end of 30 June 2026	APR 2024/2025 FY	1 July 2025- 30 Jun 2026	2 mountain bike race coordinated 30 June 2026.			
		3.9		Number of mountain bike training sessions coordinated by the end of 30 June 2026	APR 2024/2025 FY	1 July 2025- 30 Jun 2026	Coordinate eight (8) mountain bike training sessions by 30 June 2026			
		3.10	To promote & develop the tourism sector in the District.	Number of B&B establishments in the district assisted and supported annually with Quality Assurance Training for possible Grading Certification			Five B&B establishments in the district assisted and supported annually with Quality Assurance Training for possible Grading Certification by 30 June 2026.			
		3.11		Number of tourism awareness campaigns (i.e. 1 per local municipality per quarter) by 30 June 2026	APR 2024/2025 FY	1 July 2025- 30 Jun 2026	Four tourism awareness campaigns (i.e. 1 per local municipality per quarter) conducted by 30 June 2026.			

Key Performance Area	Weighting	ID	Strategic Objective	Key Performance Indicator	Baseline Information	Target		Assessment Score Level 5 - 1	Motivation for exceptional performance	Corrective Actions for under performance
						Time frames	Quality			
KPA 4: Financial Management & Viability	10	3.12	To promote & develop the tourism sector in the District.	Participate in at least one (1) local and / or international tourism show / expo by 30 June 2026.	APR 2024/2025 FY	1 July 2025- 30 Jun 2026	Participate in at least one (1) local and / or international tourism show / expo by 30 June 2026.			
		3.13		Number of advertisements on promotion of tourism in the 30 June 2026.	APR 2024/2025 FY	1 July 2025- 30 Jun 2026	Two advertisements on promotion of tourism in the district publicised by 30 June 2026			
		3.15	To support development of emerging farmers in the district into mainstream farming	Number of agro-processing/ production support unit initiatives / projects supported	APR 2024/2025 FY	1 July 2025- 30 Jun 2026	One agro-processing/ production support unit initiatives / projects supported by 30 June 2026.			
		4.1	To secure sound financial management practices that enhance financial viability &	% reduction in repeat audit findings	New KPI	1 July 2025- 30 Jun 2026	80% reduction in repeat audit findings by June 2026			
		4.2	compliance with the requirements of MFMA & other relevant legislation	Percentage reduction of the amount of unauthorized, irregular and fruitless & wasteful expenditure incurred due to non-compliance to the municipality's Supply Chain Management Policy, Supply Chain Management Regulations, 2005 and the MFMA	Audit Report 2024/2025 FY	1 July 2025- 30 Jun 2026	50% reduction of the amount of UIFWs not complying to the municipality's Supply Chain Management Policy, Supply Chain Management Regulations, 2005 and the MFMA by 30 June 2026			
		4.3		Amount of unauthorised, irregular and fruitless & wasteful expenditure incurred due to non-compliance by all departments to the municipality's Supply Chain Management Policy, Supply Chain	New KPI	1 July 2025- 30 Jun 2026	Nil / Zero amount of unauthorized, irregular and fruitless & wasteful expenditure incurred due to non-compliance by all departments to the municipality's Supply Chain Management Policy, Supply Chain			

Key Performance Area	Weighting	ID	Strategic Objective	Key Performance Indicator	Baseline Information	Target		Assessment Score Level 5 - 1	Motivation for exceptional performance	Corrective Actions for under performance
						Time frames	Quality			
KPA 5: Governance & Public Participation	5			Management Regulations, 2005 and the MFMA			Management Regulations, 2005 and the MFMA by 30 June 2026			
		5.1	To promote and facilitate Intergovernmental Relations amongst stakeholders in the district.	Number of District LED Forum meetings convened	APR 2024/2025 FY	1 July 2025- 30 Jun 2026	Two District LED Forum meetings convened by 30 June 2026			
		5.2		Number of Agriculture Stakeholders meetings convened by 30 June 2026.	New KPI	1 July 2025- 30 Jun 2026	Two District Agricultural Stakeholder meetings convened by 30 June 2026.			
		5.3		Number of District Tourism Stakeholders meetings convened	APR 2024/2025 FY	1 July 2025- 30 Jun 2026	Two District Tourism Stakeholder meetings convened by 30 June 2026			
		5.4	To promote and facilitate Intergovernmental Relations amongst stakeholders in the district.	Number of Energy Forum meetings convened	APR 2024/2025 FY	1 July 2025- 30 Jun 2026	Two Energy Forum meetings convened by 30 June 2026			
		5.5		Number of Water Sector Forum meetings convened	APR 2024/2025 FY	1 July 2025- 30 Jun 2026	Two Water Sector Forum meetings convened by 30 June 2026			
		5.6	To promote and facilitate Intergovernmental Relations amongst stakeholders in the district.	Four (4) Planning & GIS Forum convened by 30 June 2026	New KPI	1 July 2025- 30 Jun 2026	Four (4) Planning & GIS Forum Meetings convened by 30 June 2026			

Leading and Core Competencies		Weighting	Description/Definition	Comments/Observations		Rating			
Leading Competencies (All compulsory)						1Q	2Q	3Q	4Q
Strategic Direction and Leadership		20	Provide and direct a vision for the institution, and inspire and deploy others to deliver on the strategic institutional mandate.						
People Management		5	Effectively manage, inspire and encourage people, respect and diversity, optimise talent and build and nurture relationships in order to achieve institutional objectives						
Program and Project Management		5	Able to understand program and project management methodology; plan, manage, monitor and evaluate specific activities in order to deliver on set objectives						
Financial Management		10	Able to compile, plan and manage budgets, control cash flow, institute financial risk management and administer procurement processes in accordance with recognised financial practices. Further to ensure that all financial transactions are managed in an ethical manner						
Change Leadership		10	Able to direct and initiate institutional transformation on all levels in order to successfully drive and implement new initiatives and deliver professional and quality services to the community						
Governance Leadership		10	Able to promote, direct and apply professionalism in managing risk and compliance requirements and apply a thorough understanding of governance practices and obligations. Further, able to direct the conceptualism of relevant policies and enhance cooperative governance relationships						
Core Competencies (All Compulsory)						1Q	2Q	3Q	4Q
Moral Competence		5	Able to identify moral triggers, apply reasoning that promotes honesty and integrity and consistently display behaviour that reflects moral competence						
Planning and Organising		5	Able to plan, prioritise and organise information and resources effectively to ensure the quality of service delivery and build efficient contingency to plans to manage risk						
Analysis and Innovation		10	Able to critically analyse information, challenges and trends to establish and implement fact-based solutions that are innovative to improve institutional processes in order to achieve key strategic objectives						

Knowledge and Information Management	Information	5	Able to promote the generation and sharing of knowledge and information through various process and media, in order to enhance the collective knowledge base of local government					
Communication		5	Able to share information, Knowledge and ideas in a clear, focused and concise manner appropriate for the audience in order to effectively					
Resulting and Quality Focus		10	Able to maintain high quality standards, focus on achieving results and objectives while consistently striving to exceed expectations and encourage others to meet quality standards. Further, to actively monitor and measure results and quality against identified objectives.					

FEZILE DABI DISTRICT MUNICIPALITY CROSS CUTTING KEY PERFORMANCE INDICATORS

GOVERNANCE							KPA No (No in the IDP e.g.3				
LEGISLATIVE KPAS	BASIC SERVICE DELIVERY AND GOOD GOVERNANCE AND PUBLIC PARTICIPATION			IDP KPA	GOOD GOVERNANCE						
OUTCOME	KPI	TARGET		1 ST BIANNUAL REPORT	ANNUAL FINAL REPORT	MOTIVATION FOR PERFORMANCE EXCEPTIONAL PERFORMANCE	Assessment Score				
Ensure good governance and effective management of the city	% spent on the municipality's capital budget	95% capex spend		50% capex spend	95% capex spend		1	2	3	4	5
	Percentage coordination of the implementation of 3 rd Generation DDM One Plan for Fezile Dabi	30% coordination of the implementation of 3 rd Generation DDM One Plan for Fezile Dabi		30% implementation of identified catalytic projects by 31 December 2025	30% Percentage coordination of the implementation of 3 rd Generation DDM One Plan for Fezile Dabi						
				Developed 1 st Q Progress Report on the							

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GOVERNANCE									
LEGISLATIVE KPAS	BASIC SERVICE DELIVERY AND GOOD GOVERNANCE AND PUBLIC PARTICIPATION			IDP KPA	GOOD GOVERNANCE			KPA No (No in the IDP e.g.3	
OUTCOME	KPI	TARGET	1 ST BIENNIAL REPORT	ANNUAL FINAL REPORT	MOTIVATION FOR EXCEPTIONAL PERFORMANCE	ASSESSMENT SCORE	1	2	3
			implementation of catalytic projects						
	% Annual procurement plan concluded and implemented as it relates to the department	100% implementation of annual procurement plan of the department	50% implementation of annual procurement plan of the department	100% implementation of annual procurement plan of the department					
	% implementation of audit plan to address audit issues related to the department	100% implementation of audit plan to address audit issues related to the department	50% implementation of audit plan to address audit issues related to the department	100% implementation of audit plan to address audit issues related to the department					
	Number of reviewed PDP per departments	Thirty four reviewed PDP per departments	Seventeen reviewed PDP per departments	Thirty four reviewed PDP per departments					
Ensure good and effective management of the city	Provision of inputs into the municipality's planning processes (IDP and risk management) within stipulated time frames and in line with quality requirements	Provision of inputs into the municipality's planning processes and risk management 2 weeks earlier than stipulated time frames and in line with quality requirements	Provision of inputs into the municipality's planning processes and risk management 2 weeks earlier than stipulated time frames and in line with quality requirements	Provision of inputs into the municipality's planning processes and risk management 2 weeks earlier than stipulated time frames and in line with quality requirements					
	Identification and management of strategic risks	100% management and mitigation of identified strategic risks	100% management and mitigation of identified strategic risks	100% management and mitigation of identified strategic risks					

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GOVERNANCE							
LEGISLATIVE KPAS	BASIC SERVICE DELIVERY AND GOOD GOVERNANCE AND PUBLIC PARTICIPATION		IDP KPA	GOOD GOVERNANCE		KPA No (No in the IDP e.g.3	
OUTCOME	KPI	TARGET	1 st BIENNIAL REPORT	ANNUAL FINAL REPORT	MOTIVATION FOR PERFORMANCE UNDER AND EXCEPTIONAL PERFORMANCE	Assessment Score	
						1	2 3 4 5
	% Compliance with the municipality' system of delegation policy	100% compliance with the municipality's system of delegation policy	100% compliance with the municipality's system of delegation policy	100% compliance with the municipality's system of delegation policy			
	% increase in implementation of the municipality's SDBIP	100% implementation of the municipality's SDBIP	100% implementation of the municipality's SDBIP	100% implementation of the municipality's SDBIP			
	% implementation of employment equity targets set for OMM in the municipality's' employment equity plan	100% implementation of employment equity targets set for department in the municipality's' employment equity plan	50% implementation of employment equity targets set for department in the municipality's' employment	100% implementation of employment equity targets set for department in the municipality's' employment equity plan			
	To recommend and ensure implementation of internal controls, procedures and systems for good governance, prudent financial management and effective service delivery in compliance with statutory prescripts	100% compliance with statutory prescripts	100% compliance with statutory prescripts	100% compliance with statutory prescripts			
	Amount of unauthorised, irregular and fruitless & wasteful expenditure incurred due to non-compliance by all departments to the municipality's Supply Chain Management Policy, Supply Chain Management	Nil / Zero amount of unauthorized, irregular and fruitless & wasteful expenditure incurred due to non-compliance by all departments to the municipality's Supply Chain Management	Nil / Zero amount of unauthorized, irregular and fruitless & wasteful expenditure incurred due to non-compliance by all departments to the municipality's Supply Chain Management Policy, Supply	Nil / Zero amount of unauthorized, irregular and fruitless & wasteful expenditure incurred due to non-compliance by all departments to the municipality's Supply Chain Management			

GOVERNANCE						
LEGISLATIVE KPAS	BASIC SERVICE DELIVERY AND GOOD GOVERNANCE AND PUBLIC PARTICIPATION		IDP KPA	GOOD GOVERNANCE		KPA No (No in the IDP e.g.3)
OUTCOME	KPI	TARGET	1 ST BIENNIAL REPORT	ANNUAL FINAL REPORT	MOTIVATION FOR PERFORMANCE UNDER AND EXCEPTIONAL PERFORMANCE	Assessment Score
	Regulations, 2005 and the MFMA	Policy, Supply Chain Management Regulations, 2005 and the MFMA by 30 June 2026	Chain Management Regulations, 2005 and the MFMA by 30 June 2026	Policy, Supply Chain Management Regulations, 2005 and the MFMA by 30 June 2026		1 2 3 4 5

Signed and accepted by Employee: lethebele

Date: 28 July 2025



Signed and accepted by (Municipal Manager) on behalf of Council:

Date: 28 July 2025

1. PERSONAL DEVELOPMENT PLAN

Employee's Name:

Mbali Sphiwe Letebele

Employee Number:

Job Title:

Director LED, Tourism and Infrastructure Development

Department:

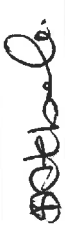
LED, Tourism and Infrastructure Development

Manager:

Mr. Sipho Thomas

Date:

Development need	Activity	When	Learning Outcome	Impact
Project Management	Receive appropriate knowledge and training	2025/26 FY	Certificate in Project Management	Effective management of projects, leading to improved productivity and personal development.
Strategic leadership and change management	Receive appropriate knowledge and training	2025/26 FY	Certificate in Strategic leadership and change management	Effective leading the team during challenging times, managing resistance to change and aligning organisational goals with evolving business landscape.
Public Innovation & Design	Receive appropriate knowledge and training	2025/26 FY	Certificate in Public innovation & Design	Ability to analyse work environment, identify opportunities for innovation and lead team through creative problem-solving
Finance for Non-Financial Managers	Receive appropriate knowledge and training	2025/26 FY	Certificate in Finance for Non-Financial Managers	Enhanced understanding of financial management, apply financial insights to business decisions thus contributing to the financial success of the organisation.
Local Economic Development	Receive appropriate knowledge and training	2025/26 FY	Higher Certificate in Local Economic Development	Requisite knowledge to drive sustainable economic development

Signed and accepted by Employee: 

Signed and accepted by (Municipal Manager) on behalf of Council: _____

Date: 28 July 2025

Date: 28 July 2025

2. RECORD OF ASSESSMENT MEETINGS (CONTROL SHEET)

Employee's Name: Mbali Sphiwe Letebele Employee Number: LEDT 4001
Job Title: Director LED, Tourism & Infrastructure Development Department: LED, Tourism & Infrastructure Development
Manager / Immediate Superior: S. Thomas Date: _____

Date of assessment	Employee's view on differences of assessment	Comments of the Employer	Action to be taken any (feedback to be given to employee)
Q1:			
Q2:			
Q3:			
Q4:			
Additional review:			
Signed and accepted by (Employee):		<u>gortla</u> Date: 28 July 2025	
Signed and accepted by (Municipal Manager) on behalf of Council:		<u>[Signature]</u> Date: 28 July 2025	

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(Signature Page)

Thus done and signed at SASOLBURG this 28th day of July 2025

EMPLOYEE:

Signature: Name Print: Mbaliso Sphelele

WITNESSES

1. Signature: Name Print: Cecilia Selloane
2. Signature: Name Print: YASMEEN SEKULISA

FOR AND ON BEHALF OF FEZILE DABI DISTRICT MUNICIPALITY

Signature: Name Print: SIFISO JOSEPH THOMAS

WITNESSES

1. Signature: Name Print: Gaojosi Dibuena Ramabuya
2. Signature: Name Print: Kaelo Mphahlele