Mid-year Amended Performance Plan

Director: Engineering Services

The Performance Plan sets out:

a) Key Performance Areas that the employee should focus on, performance objectives, key performance indicators and targets that must be met within a specific timeframe; and

b) The Competencies required from employees prescribed in the Regulations on the appointment and conditions of employment of senior managers, R21 of 2014.

Performance should be evaluated:

a) Quarterly of which the annual evaluation must be done by the panel as constituted in paragraph 6.11 of the agreement;

b) Performance should be assessed on a scale of 1 – 5 as outlined in paragraphs 6.9 – 6.10 of the agreement;

c) In the instance where an indicator do not have a target or is not applicable due to valid reason or where the performance could not be delivered for a valid reason outside of the control of employee, the indicator will not be evaluated, the weighting will be cancelled and the score total will be re-calculated to calculate the final score;

d) The employee must submit his/her assessment of his/her own performance to the employer three days prior to the assessment date.

KEY PERFORMANCE INDICATORS

The key performance areas, the performance objectives, key performance indicators and targets that must be met within the agreed timeframe are described below. The assessment of these performance indicators will account for **eighty percent** of the total employee assessment score.

Ref No	National KPA	Key Performance Indicator (KPI)	Unit of Measurement	Baseline	Portfolio of evidence	Targets					Weight
						Annual	Q1	Q2	Q3	Q4	
			Divisional Performance								
SDBIP Graph	Municipal Transformation and Institutional Development	Manage and achieve 90% of the KPI's of the sub-directorate: Solid Waste Management	90% of the KPI's of the sub directorate have been met as per Ignite Dashboard report	90%	Updated SDBIP and report	**90%**	90%	90%	90%	90%	**4.00**
SDBIP Graph	Municipal Transformation and Institutional Development	Manage and achieve 90% of the KPI's of the sub-directorate: Electrical Engineering Services	90% of the KPI's of the sub directorate have been met as per Ignite Dashboard report	90%	Updated SDBIP and report	**90%**	90%	90%	90%	90%	**4.00**
SDBIP Graph	Municipal Transformation and Institutional Development	Manage and achieve 90% of the KPI's of the sub-directorate: Civil Engineering Services	90% of the KPI's of the sub directorate have been met as per Ignite Dashboard report	90%	Updated SDBIP and report	**90%**	90%	90%	90%	90%	**4.00**
SDBIP Graph	Municipal Transformation and Institutional Development	Manage and achieve 90% of the KPI's of the sub-directorate: Project Management	90% of the KPI's of the sub directorate have been met as per Ignite Dashboard report	90%	Updated SDBIP and report	**90%**	90%	90%	90%	90%	**4.00**
SDBIP Graph	Municipal Transformation and Institutional Development	Manage and achieve 90% of the KPI's of the sub-directorate: Statutory and Town Planning	90% of the KPI's of the sub directorate have been met as per Ignite Dashboard report	90%	Updated SDBIP and report	**90%**	90%	90%	90%	90%	**4.00**
Divisional Performance total weights											20
Managerial Performance											

Ref No	National KPA	Key Performance Indicator (KPI)	Unit of Measurement	Baseline	Portfolio of evidence	Targets					Weight
						Annual	Q1	Q2	Q3	Q4	
D139	Good Governance and Public Participation	Attend to internal audit queries within 5 working days	% of Internal Audit queries attended to within 5 working days	91.67%	Performance confirmed by Internal Audit	90%	90%	90%	90%	90%	**0.71**
D140	Good Governance and Public Participation	Report quarterly on progress made with the implementation council resolutions applicable to the directorate to the Office of the MM	Number of reports submitted	4	Proof of submission	4	1	1	1	1	**0.71**
D141	Municipal Financial Viability and Management	Spend 95% of the total capital budget of the department by 30 June (Total actual capital expenditure/Total capital budget)	% of capital budget spent	67.26%	CAPEX Report from finance	95%	5%	30%	55%	95%	**0.71**
D142	Municipal Financial Viability and Management	Spend 95% of the total maintenance budget of the department by 30 June (Total actual maintenance expenditure/Total maintenance budget)	% of the maintenance budget spent	80.15%	Maintenance budget report	95%	10%	30%	60%	95%	**0.71**
D143	Good Governance and Public Participation	Respond to all external COMAF's received within 5 working days after receipt	% of external COMAF's responded to within 5 working days	100%	Performance confirmed by Internal Audit	100%	100%	100%	0%	0%	**0.71**
D144	Good Governance and Public Participation	Respond to all external RFI's received within 2 working days after receipt unless extension agreed and approved by AGSA	% of external RFI's responded to within 2 working days	90%	Performance confirmed by Internal Audit	100%	100%	100%	0%	0%	**0.71**
D145	Good Governance and Public Participation	Compile a procurement plan of all projects and submit to SCM and the CFO by 30 June	Procurement plan completed and submitted by 30 June	0	Proof of submission	1	0	0	0	1	**0.71**

Ref No	National KPA	Key Performance Indicator (KPI)	Unit of Measurement	Baseline	Portfolio of evidence	Targets					Weight
						Annual	Q1	Q2	Q3	Q4	
D146	Good Governance and Public Participation	Monthly achieve 90% of the milestones (activities) in the Procurement Plan	% of the milestones achieved	16.16%	Report submitted	90%	90%	90%	90%	90%	**0.71**
D147	Municipal Financial Viability and Management	Report quarterly to SCM on Service Level Agreements (SLA's) with service providers in line with relevant legislation i.e. Section 116 of the MFMA	Number of reports submitted	3	Proof of submission	4	1	1	1	1	**0.72**
D148	Good Governance and Public Participation	Submit monthly reports to Internal Audit from February to June on the progress made with the implementation with Audit Action plan	Number of reports submitted	5	Proof of submission	5	0	0	2	3	**0.72**
D149	Good Governance and Public Participation	Monthly discuss the departmental SDBIP and operational risks of each division with the MMC and managers	Number of meetings held	11	Minutes of the meetings held	11	3	2	3	3	**0.72**
D150	Good Governance and Public Participation	Conclude performance agreements with all staff by 30 July	% of performance agreements concluded	85.71%	Report from the system	100%	100%	0%	0%	0%	**0.72**
D151	Good Governance and Public Participation	Conduct mid-year performance assessments of all staff by 31 January	% of mid-year assessments . conducted	100%	Report from the system	100%	0%	0%	100%	0%	**0.72**
D152	Municipal Financial Viability and Management	Report monthly to budget office within 5 working days from the day the budget book circulated by budget office, on the adherence to budget policies within the Department	Number of reports submitted	0	Email response to budget office	12	3	3	3	3	**0.72**
Managerial Performance total weights											**10**

Ref No	National KPA	Key Performance Indicator (KPI)	Unit of Measurement	Baseline	Portfolio of evidence	Targets					Weight
						Annual	Q1	Q2	Q3	Q4	
Strategic (Top Layer) Performance											
TL23	Basic Service Delivery	Limit unaccounted electricity to less than 7.5% as at 30 June 2026	Percentage (%) unaccounted electricity captured in the report	16.89%	Electricity losses report generated from an Excel database maintained for the calculation of the electricity losses	7.50%	7.50%	7.50%	7.50%	7.50%	**1.72**
TL24	Basic Service Delivery	95% of Water samples comply with SANS241 micro biological indicators on a monthly basis	Percentage (%) compliance of samples tested	98.33%	Monthly Lab results	95%	95%	95%	95%	95%	**1.72**
TL25	Basic Service Delivery	Limit unaccounted water to less than 20% as at 30 June 2026	Percentage (%) of unaccounted water captured in the report	10.59%	Water Losses Excel database maintained by the Senior Manager: Civil Engineering Services	20%	20%	20%	20%	20%	**1.72**
TL26	Basic Service Delivery	80% of Effluent samples comply with permit values on a monthly basis	Percentage (%) compliance of samples	71.15%	Monthly Lab results	80%	80%	80%	80%	80%	**1.72**
TL27	Basic Service Delivery	Spend 95% of the budget allocated for the replacement and repairs of the electricity network by 30 June 2026	Percentage (%) of the approved budget spent	98.27%	Monthly capital expenditure report	95%	5%	30%	55%	95%	**1.72**
TL29	Basic Service Delivery	Spend 95% of the budget allocated to upgrade in Robertson precinct by 30 June 2026	Percentage (%) of the approved budget spent	0%	Monthly capital expenditure report	95%	10%	40%	60%	95%	**1.72**
TL30	Basic Service Delivery	Spend 95% of the budget allocated for the upgrade of Ashton roads (Ashton residential area, Industrial area, Zolani curbs) by 30 June 2026	Percentage (%) of the approved budget spent	6.87%	Monthly capital expenditure report	95%	5%	30%	55%	95%	**1.72**

Ref No	National KPA	Key Performance Indicator (KPI)	Unit of Measurement	Baseline	Portfolio of evidence	Targets					Weight
						Annual	Q1	Q2	Q3	Q4	
TL31	Basic Service Delivery	Spend 95% of the budget allocated to upgrade Robertson WWTW by June 2026	Percentage (%) of the approved budget spent	99.94%	Monthly capital expenditure report	95%	10%	40%	60%	95%	**1.72**
TL32	Basic Service Delivery	Spend 95% of the budget allocated for the replacement of the sewer pipes by 30 June 2026	Percentage (%) of the approved budget spent	0%	Monthly capital expenditure report	95%	5%	30%	55%	95%	**1.72**
TL33	Basic Service Delivery	Spend 95% of the budget allocated to install handrails at the Transfer stations in all five towns by 30 June 2026	Percentage (%) of the approved budget spent	84%	Monthly capital expenditure report	95%	5%	30%	55%	95%	**1.72**
TL34	Basic Service Delivery	Spend 95% of the budget allocated to install groundwater quality boreholes at Ashton, Montagu and Bonnievale waste disposal facilities by 30 June 2026	Percentage (%) of the approved budget spent	0%	Monthly capital expenditure report	95%	5%	30%	55%	95%	**1.72**
TL35	Basic Service Delivery	Purchase a H25 baler for Ashton new MRF by 30 June 2026	Number of H25 baler purchased	0	Delivery note	1	0	0	0	1	**1.72**
TL36	Basic Service Delivery	Spend 95% of the budget allocated to upgrade Robertson and Montagu Transfer stations by 30 June 2026	Percentage (%) of the approved budget spent	0%	Monthly capital expenditure report	95%	5%	30%	55%	95%	**1.72**
TL37	Basic Service Delivery	Spend 95% of the budget allocated for Phase 1 of the upgrade of WTW in McGregor by 30 June 2026	Percentage (%) of the approved budget spent	16%	Monthly capital expenditure report	95%	0%	0%	60%	95%	**1.72**
TL38	Basic Service Delivery	Spend 95% of the budget allocated for phase 1 for the upgrade Bonnievale Water Treatment works by 30 June 2026	Percentage (%) of the approved budget spent	0%	Monthly capital expenditure report	95%	0%	0%	55%	95%	**1.72**

Ref No	National KPA	Key Performance Indicator (KPI)	Unit of Measurement	Baseline	Portfolio of evidence	Targets					Weight
						Annual	Q1	Q2	Q3	Q4	
TL39	Basic Service Delivery	Spend 95% of the budget allocated for raising of Dassieshoek dam wall by 30 June 2026	Percentage (%) of the approved budget spent	0%	Monthly capital expenditure report	95%	10%	40%	60%	95%	**1.72**
TL40	Basic Service Delivery	Spend 95% of the budget allocated for Phase 2 of upgrade of the Breede River pump station by 30 June 2026	Percentage (%) of the approved budget spent	26.94%	Monthly capital expenditure report	95%	10%	40%	60%	95%	**1.72**
TL41	Basic Service Delivery	Spend 95% of the budget allocated for the replacement of bulk water meters by 30 June 2026	Percentage (%) of the approved budget spent	44.78%	Monthly capital expenditure report	95%	5%	30%	55%	95%	**1.73**
TL42	Basic Service Delivery	Spend 95% of the budget allocated for the replacement of the siphon pipeline from the Robertson canal to Gumgrove Dam by 30 June 2026	Percentage (%) of the approved budget spent	0%	Monthly capital expenditure report	95%	5%	30%	55%	95%	**1.73**
TL43	Basic Service Delivery	Spend 95% of the budget allocated for the replacement of the water pipe (Bonnievale main supply to Lactalis, Bonnievale Winery and Uitsig) by 30 June 2026	Percentage (%) of the approved budget spent	12.85%	Monthly capital expenditure report	95%	5%	30%	55%	95%	**1.73**
TL44	Basic Service Delivery	Spend 95% of the budget allocated for the upgrade of Robertson heights human settlement development by 30 June 2026	Percentage (%) of the approved budget spent	0%	Monthly capital expenditure report	95%	0%	30%	55%	95%	**1.73**
TL45	Basic Service Delivery	Spend 95% of the budget allocated to replace 66Kv Transformers at Robertson main substation by 30 June 2026	Percentage (%) of the approved budget spent	0%	Monthly capital expenditure report	95%	0%	0%	55%	95%	**1.73**

Ref No	National KPA	Key Performance Indicator (KPI)	Unit of Measurement	Baseline	Portfolio of evidence	Targets					Weight
						Annual	Q1	Q2	Q3	Q4	
TL47	Basic Service Delivery	Spend 95% of the budget allocated for replacement of water pipeline in Robertson by 30 June 2026	Percentage (%) of the approved budget spent	0%	Monthly capital expenditure report	95%	10%	40%	60%	95%	**1.73**
TL68	Basic Service Delivery	Spend 95% of the budget allocated for the paving of Barlinka Street in Montagu by 30 June 2026	Percentage (%) of the approved budget spent	0%	Monthly capital expenditure report	95%	5%	30%	55%	95%	**1.73**
TL69	Basic Service Delivery	Purchase a jetting tanker truck by 31 December 2025	Percentage (%) of the approved budget spent	0	Delivery note	1	0	1	0	0	**1.73**
TL70	Basic Service Delivery	Spend 95% of the budget allocated for rehabilitation of roads in all 5 towns by 30 June 2026	Percentage (%) of the approved budget spent	68.96%	Monthly capital expenditure report	95%	5%	30%	55%	95%	**1.73**
TL71	Basic Service Delivery	Spend 95% of the budget allocated to upgrade Robertson transfer station roof by 31 December 2025	Percentage (%) of the approved budget spent	84%	Monthly capital expenditure report	95%	40%	95%	0%	0%	**1.73**
TL73	Basic Service Delivery	Spend 95% of the budget allocated to upgrade Nordale Feeder, Bonnievale to Boekenhoutskloof by 30 June 2026	Percentage (%) of the approved budget spent	0%	Monthly capital expenditure report	95%	0%	0%	55%	95%	**1.73**
TL74	Basic Service Delivery	Spend 95% of the budget allocated for the upgrade of Mandela Square human settlement development by 30 June 2026	Percentage (%) of the approved budget spent	0%	Monthly capital expenditure report	95%	0%	0%	55%	95%	**1.73**
Strategic (Top Layer) Performance total weights											**50**
TOTAL											**80**

COMPETENCIES

The competencies required from employees prescribed in the Regulations on the appointment and conditions of employment of senior managers, R21 of 2014. The assessment of these competencies will account for **twenty percent** of the total employee assessment score.

Annexure B describes the different achievement levels for each Competency and should therefore form part of this section of the Performance Plan.

Competency	Definition	Weight
	LEADING COPETENCIES	
Strategic direction and leadership	Provide and direct a vision for the institution, and inspire and deploy others to deliver on the strategic institutional mandate. It includes: • Impact and influence • Institutional performance management • Strategic planning and management • Organisational awareness	1.67
People management	Effectively manage, inspire and encourage people, respect diversity, optimise talent and build and nurture relationships in order to achieve institutional objectives. It includes: • Human capital planning and development • Diversity management • Employee relations management • Negotiation and dispute management	1.67
Programme and project management	Able to understand program and project management methodology; plan, manage, monitor,and evaluate specific activities in order to deliver on set objectives. It includes: • Program and project planning and implementation • Service delivery management • Program and project monitoring and evaluation	1.67
Financial management	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. It includes: • Budget planning and execution • Financial strategy and delivery • Financial reporting and delivery	1.67
Change leadership	Able to direct and initiate transformation on all levels in order to successfully drive and implement new initiatives and deliver professional and quality services to the community. It includes: • Change vision and strategy • Process design and improvement • Change impact monitoring and evaluation	1.67

Competency	Definition	Weight
Governance leadership	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 conceptualisation of relevant policies and enhance cooperative governance relationships. It includes: • Policy formulation • Risk and compliance management • Cooperative governance	1.67
	CORE COMPETENCIES	
Moral competence	Able to identify moral triggers, apply reasoning that promotes honesty and integrity and display behaviour that reflects moral competence.	1.67
Planning and organising	Able to plan, prioritise and organise information and resources effectively to ensure the quality of service delivery and build efficient contingency plans to manage risk.	1.67
Analysis and innovation	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.	1.67
Knowledge and information management	Able to promote the generation and sharing of knowledge and information through various processes and media, in order to enhance the collective knowledge base of local government	1.67
Communication	Able to share information, knowledge and ideas in a clear, focused and concise manner appropriate for the audience in order to effectively convey, persuade and influence stakeholders to achieve the desired outcome.	1.67
Results and quality focus	Able to maintain high quality standards, focus on achieving results and objectives while consistency striving to exceed expectations and encourage others to meet quality standards. Further, to actively monitor and measure results and quality against identified objectives.	1.67
	TOTAL	**20**

DP LUBBE
16/3/2026

16/03/2026.