

GREATER GIYANI MUNICIPALITY

PERFORMANCE AGREEMENT

2023/2024

Greater Giyani Municipality herein represented by

KHOZA VUSI DUNCAN,

in his capacity as the Municipal Manager (hereinafter referred to as the
Employer or Supervisor)

and

CHABALALA RACHEL TINYIKO,

employee of the Municipality (hereinafter referred to as the Employee).

WHEREBY IT IS AGREED AS FOLLOWS:

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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 This agreement does not at all replace the Employment Contract signed between the parties.
- 1.4 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.
- 1.5 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:

- 2.2 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
- 2.3 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
- 2.4 Specify accountabilities as set out in a Performance Plan, which forms an Annexure to the Performance Agreement
- 2.5 Monitor and measure performance against set targeted outputs
- 2.6 Use the Performance Agreement as the basis for assessing whether the employee has met the performance expectations applicable to his job
- 2.7 In the event of outstanding performance, to appropriately reward the employee
- 2.8 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 1 July 2023 and will remain in force until 30 June 2024 (provided the employment contract signed with the employer is still in force) thereafter a new Performance Agreement, Performance Plan and Personal Development Plan shall be concluded between the parties for the next financial year or **any portion thereof**.
- 3.2 The parties will review the provisions of this Agreement during June each year
- 3.3 The parties will conclude a new Performance Agreement and Performance Plan that replaces this Agreement at least once a year by not later than one month after the beginning of each successive financial year
- 3.4 This Agreement will automatically terminate on termination of the Employee's contract of employment for any reason
- 3.5 The content of this Agreement may be revised at any time during the abovementioned period to determine the applicability of the matters agreed upon
- 3.6 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. Key Performance Areas that the employee should focus on
 - 4.1.2. Core competencies required from employees
 - 4.1.3. The performance objectives, key performance indicators, projects and targets that must be met by the Employee
 - 4.1.4. The time frames within which those performance objectives and targets must be met
- 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

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Budget Implementation Plan (SDBIP) and the Budget of the Employer, and shall include strategic objectives; key performance indicators, targets, projects and activities that may include dates and weightings. A description of these elements follows:

- 4.2.1. The strategic objectives describe the strategic intent of the organisation that needs to be achieved
- 4.2.2. The performance indicators provide the measurement on how a strategic objective needs to be achieved
- 4.2.3. The target dates describe the timeframe in which the work must be achieved
- 4.2.4. The weightings show the relative importance of the key performance areas, key objectives, key performance indicators to each other
- 4.2.5. The activities are the actions to be achieved within a project

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 KPA's (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, Key Performance Areas and core Competency Requirements, 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 (KPA's) and the Core Competency Requirements (CCRs) respectively.
 - 5.5.2. KPA's covering the main areas of work will account for 80% and CCRs will account for 20% of the final assessment.
 - 5.5.3. Each area of assessment will be weighted and will contribute a specific part to the total score.
 - 5.5.4. The Employee's assessment will be based on his 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:

KEY PERFORMANCE AREAS	WEIGHT
1.Spatial Rationale	0%
2.Municipal Transformation and Organisational Development	8%
3. Basic Service Delivery and Infrastructure Development	48%
4. Local Economic Development	0%
5. Municipal Finance Management and Viability	0%
6. Good Governance and Public Participation	44%
TOTAL WEIGHTING	100%

5.6. Senior Manager's responsibilities are directed in terms of the abovementioned key performance areas.

5.7. The CCRs will make up the other 20% of the Employee's assessment score. The following CCRs are deemed to be most critical for the Employee's specific job.

CORE COMPETENCY REQUIREMENT	Weight
Strategic Direction and Leadership	10
People Management	10
Program and project Management	10
Financial Management	05
Change Leadership	10
Governance Leadership	10
Moral Competency	05
Planning And organising	10
Analysis And Innovation	05
Knowledge and information Management	05
Communication	10
Results and quality focus	10
Total	100%

6. Evaluating Performance

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

- 6.1.1. The standards and procedures for evaluating the Employee's performance
- 6.1.2. The intervals for the evaluation of the Employee's performance

6.2. Despite the establishment of agreed intervals for evaluation, the Employer may in addition review the Employee's performance at any stage while the contract of employment remains in force

6.3. Personal growth and development needs identified during any performance review discussion must be documented in a Personal Development Plan as well as the actions agreed to and implementation must take place within set time frames

6.4. The Employee's performance will be measured in terms of contributions to the 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 on actual performance 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. These scores are carried over to the applicable employee's performance plan. During assessment, the employee has a chance to motivate for higher scores. The panel members have a chance to ask questions regarding
- (c) The final scores are converted to % Performance by making use of COGTA Performance Assessment Rating Calculator

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) The score is translated to a final CCR percentage through COGTA Performance Assessment Rating Calculator (refer to paragraph 6.5.1)

6.5.3. Overall rating

An overall rating is calculated by using the Performance Assessment Rating Calculator whereby a weighting of 80% is applied to KPA performance and a weighting of 20% to CCR's.

6.6. The assessment of the performance of the Employee by panel members will be based on the following rating scale for KPA's and CCRs:

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

5	4	3	2	1
Outstanding Performance	Performance Significantly Above Expectations	Fully Effective	Not Fully Effective	Unacceptable Performance
Performance far exceeds the standard expected of an employee at this level.	Performance is significantly higher than the standard expected in the job.	Performance fully meets the standards expected in all areas of the job.	Performance is below the standard required for the job in key areas.	Performance does not meet the standard expected for the job.

6.7. For purposes of evaluating the annual performance of the Senior manager, an evaluation panel constituted of the following persons must be established –

- 6.7.1. Municipal Manager
- 6.7.2. Chairperson of the Performance Audit Committee or a member of the Performance Audit Committee in the absence of the Chairperson of the Performance Audit Committee;
- 6.7.3. Member of the Executive Committee
- 6.7.4. Municipal manager from another municipality; and
- 6.7.5. Member from COGHSTA
- 6.7.6. The manager responsible for human resources of the municipality must provide secretariat services to the evaluation panels referred to in sub-regulations (d) and (e).

7. Schedule for Performance Reviews

7.1. The performance of each Employee in relation to his Performance Agreement shall be reviewed within the month following the quarters as indicated with the understanding that reviews in the first and third quarter may be verbal if performance is satisfactory:

- First quarter: July – September 2023
- Second quarter: October – December 2023
- Third quarter: January – March 2024
- Fourth quarter: April – June 2024

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 attached as Annexure B.

9. Obligations of the Employer

The Employer shall:

- 9.1. Create an enabling environment to facilitate effective performance by the employee
- 9.2. Provide access to skills development and capacity building opportunities
- 9.3. Work collaboratively with the Employee to solve problems and generate solutions to common problems that may impact on the performance of the Employee
- 9.4. On the request of the Employee delegate such powers reasonably required by the Employee to enable him to meet the performance objectives and targets established in terms of this Agreement
- 9.5. Make available to the Employee such resources as the Employee may reasonably require from time to time to assist him to meet the performance objectives and targets established in terms of this Agreement

10. Consultation

- 10.1. The Employer agrees to consult the Employee timeously where the exercising of the powers will have amongst others –
 - 10.1.1. A direct effect on the performance of any of the Employee's functions
 - 10.1.2. Commit the Employee to implement or to give effect to a decision made by the Employer
 - 10.1.3. A substantial financial effect on the Employer
 - 10.1.4. The Employer agrees to inform the Employee of the outcome of any decisions taken pursuant to the exercise of powers contemplated in as soon as is practicable to enable the Employee to take any necessary action without delay

11. Management of Evaluation Outcomes

- 11.1. The evaluation of the Employee's performance will form the basis for rewarding outstanding performance or correcting unacceptable performance.
- 11.2. A performance bonus of between 5% to 14% of the all-inclusive annual remuneration package may be paid to the Employee in recognition of outstanding performance to be constituted as follows:

% Rating Over Performance %	% Rating Over Performance % Bonus
130 - 133.8	5%
133.9 - 137.6	6%
137.7 - 141.4	7%
141.5 - 145.2	8%
145.3 - 149	9%
150 - 153.4	10%
153.5 - 156.8	11%
156.9 - 160.2	12%
160.2 - 163.6	13%
163.7 - 167	14%

- 11.3. In the case of unacceptable performance, the Employer shall:
- 11.4. Provide systematic remedial or developmental support to assist the Employee to improve his performance
- 11.5. After appropriate performance counselling and having provided the necessary guidance and/ or support as well as reasonable time for improvement in performance, the Employer may consider steps to terminate the contract of employment of the Employee on grounds of unfitness or incapacity to carry out his duties

12. Dispute Resolution

- 12.1. Any disputes about the nature of the Employee's performance agreement, whether it relates to key responsibilities, priorities, methods of assessment and/ or any other matter provided for, shall be mediated by the MEC for local government in the province within thirty (30) days of receipt of a formal dispute from the Employee or any other person appointed by the MEC

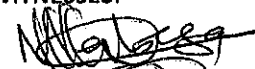
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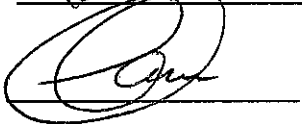
13. General

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

Thus, done and signed at Giyani on this the 07 day of July 2023.

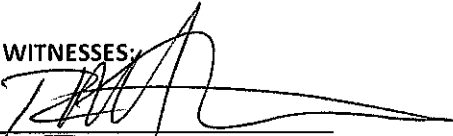
AS WITNESSES:


- 1. 

- 2. 

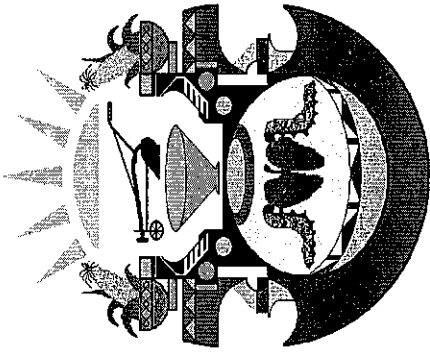

CHABALALA RACHEL TINYIKO
EMPLOYEE

AS WITNESSES:

- 1. 

- 2. 


KHOZA VUSI DUNCAN
MUNICIPAL MANAGER



GREATER GIYANI MUNICIPALITY

PERFORMANCE PLAN
DIRECTOR COMMUNITY SERVICES: CHABALALA RACHEL TINYIKO
2023/24

Vision: "A Municipality where environmental sustainability, tourism and agriculture thrive for economic growth"
Mission: A democratic and accountable municipality that ensures the provision of services through sound environmental management practices, local economic development and community participation

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1.LEGISLATION

The following legislation governs the development of the SDBIP and Performance management plan and functions within the Budget and Treasury Office.

- a. **Legislation Governing the Development of the SDBIP and Performance Contracts of Section 57 Managers**
 - **Municipal Finance Management Act 56 of 2003 (MFMA)**, requires municipalities to develop Service Delivery and Budget Implementation Plan (SDBIP) and must be signed by the Mayor within 28 days after the budget has been approved.
 - **Municipal Systems Act 32 of 2000**, requires municipalities to develop Performance Management Plan that must be reviewed quarterly. The performance management plan must be aligned to the IDP and indicate measurable and realistic targets for each Key Performance Indicator.
 - **Performance Regulations, 2006, for managers reporting to the municipal manager and the municipal manager**, outlines the process of the development of Performance agreements. The MFMA, 56 of 2003, further requires that Section 56 manager and municipal manager must develop performance agreement that must be signed by the municipal manager and the mayor respectively. This Performance plans must be linked to the SDBIP, IDP and Budget.
- b. **Legislation Governing the departmental Functions:**
 - The Constitution
 - The Municipal System Act, 32 of 2000
 - The Municipal Structures Act
 - Municipal Finance Management Act 56 of 2003
 - Performance regulations of 2006

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2. STRATEGIC OBJECTIVES

Chapter two of the IDP indicates Municipal Strategic Objectives which further indicates what the municipality needs to achieve. These strategic objectives were developed to ensure that all National Key Performance Areas are addressed.

Table A: Strategic Objectives are as follows:

KPA	STRATEGIC OBJECTIVES
1. Spatial Rationale	Integrated spatial and human settlement.
2. Municipal Transformation and Organisational Development	Improved governance and administration
3. Basic Service Delivery and Infrastructure Development	Improved access to sustainable basic services and Promote community well-being and environmental welfare
4. Local Economic Development	Integrated Local economy
5. Municipal Finance Management and Viability	Sound Financial Management and Viability
6. Good Governance and Public Participation	Improved governance and administration and Effective Community Participation

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3.KPA 2: MUNICIPAL TRANSFORMATION AND ORGANIZATIONAL DEVELOPMENT

KPA 2: MUNICIPAL TRANSFORMATION AND ORGANIZATIONAL DEVELOPMENT; KPA WEIGHT = 11.53%

OUTCOME NINE: RESPONSIVE, ACCOUNTABLE, EFFECTIVE AND EFFICIENT LOCAL GOVERNMENT SYSTEM
 OUTPUT 6: ADMINISTRATIVE AND FINANCIAL CAPABILITY

STRATEGIC OBJECTIVE: IMPROVED GOVERNANCE AND ADMINISTRATION

No	Priorit y Issue	Devel opme nt Obje ctive	Key Performance Indicators/ Measurable Objective	Baseline 2022/23	Annual Targets	Project Name	Projec t Indica tor Descrip tion	Locatio n	Ward	Funding Source	Budg et 2023/2 4 R'000	1st Q Target	2nd Q Targets	3rd Q Targets	4th Q Targets	KPI Weigh t	Portfolio of Evidenc e	Dept
1.	Counc il Servic es	To advise EXCO on policy matter s and make recom menda tions to EXCO	# of Portfolio Committee Meetings to be held by 30 June 2024	12 Portfolio Committee Meetings held in 2022/23	12 Portfolio Committee Meetings (12 Health & Social Per Portfolio Committee) by 30 June 2024	Portfolio Committ ee Meetin gs	Organi ze Portfol io Comm itee meetin g as per sched ule	Greater Giyani Municip ality	Administra tion	Income	Operat ional	3 Portfolio Committ ee Meeting s held	3 Portfolio Committ ee Meeting s held	3 Portfolio Committ ee Meeting s held	3 Portfolio Committ ee Meeting s held	33.33	Q1-Q4 Notices of Invitations Agenda and Attendanc e Register	COMM

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No.	Priority Issue/ Programme	Level of Intervention	Key Performance Indicators/Measurable Objective	Baseline 2022/23	Annual Targets	Project Name	Project Description	Location	Ward	Funding Source	Budget 2023/24	1st Q Target	2nd Q Targets	3rd Q Targets	4th Q Targets	KPI Weight	Portfolio Evidence	Dept
2.	Council Services	To advise EXCO on policy matters and make recommendations to EXCO	# of Portfolio Committee Meetings to be held by 30 June 2024	12 Portfolio Committee Meetings held in 2022/23	12 Portfolio Committee Meetings (12 Sports, Arts & Culture) per Portfolio Committee) by 30 June 2024	Portfolio Committee Meetings	Organize Portfolio Committee meeting as scheduled	Greater Giyani Municipality	Administration	Income	Operational	3 Portfolio Committee Meetings held	3 Portfolio Committee Meetings held	3 Portfolio Committee Meetings held	3 Portfolio Committee Meetings held	33,33	Q1-Q4 Notices of Invitations and Agenda and Attendance Register	COMM
3.	Information Technology	To ensure good governance of ICT	# of IT Steering Committee Meetings to be conducted by 30 June 2024	4 meetings held in 2022/23 Financial year	4 IT Steering Committee meetings conducted by 30 June 2024	IT Governance, Risks and Compliance	Coordination of the IT Steering Committee Meeting	Greater Giyani Municipality	Administration	Income	Operational	1 IT Steering Committee meeting conducted	1 IT Steering Committee meeting conducted	1 IT Steering Committee meeting conducted	1 IT Steering Committee meeting conducted	33,33	Q1-Q4 Invitations and Attendance Register	COMM

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1: BASIC SERVICE DELIVERY & INFRASTRUCTURE DEVELOPMENT

KPA 3: BASIC SERVICE DELIVERY & INFRASTRUCTURE DEVELOPMENT: KPA WEIGHT=46.15%

OUTCOME NINE: RESPONSIVE, ACCOUNTABLE, EFFECTIVE AND EFFICIENT LOCAL GOVERNMENT SYSTEM

OUTPUT 2: IMPROVING ACCESS TO BASIC SERVICES

OUTPUT 3: IMPLEMENTATION OF THE COMMUNITY WORK PROGRAMME

STRATEGIC OBJECTIVES: IMPROVED ACCESS TO SUSTAINABLE BASIC SERVICES AND PROMOTE COMMUNITY WELL-BEING AND ENVIRONMENTAL WELFARE

No	Priority Issue/Programme	Development Objective	Key Performance Indicators/Measurable Objective	Baseline 2022/23	Annual Targets	Project Name	Project Location	Ward	Funding Source	Budget 2022/23 R'000	1st Target	2nd Targets	3rd Targets	4th Targets	KPI Weight	Portfolio of Evidence	Dept
01.	Waste Management	Accessible basic and infrastructure services	# of wards to have access to refuse removal by 30 June 2024	Refuse collection done once in a week in A, E, F, D1, D2 Kremetart and CBD	4 wards (11, 12, 13 and 21) to have access to refuse removal by 30 June 2024	Waste Management	Sections A, D1, D2, E, F, Kremetart and CBD	Wards 11, 12, 13 & 21	Income	Operational	4 wards (11, 12, 13 and 21) to have access to refuse removal	4 wards (11, 12, 13 and 21) to have access to refuse removal	4 wards (11, 12, 13 and 21) to have access to refuse removal	4 wards (11, 12, 13 and 21) to have access to refuse removal	8,33	Billing Report	COM

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02.	EPWP Environmental and Culture	To develop sustainable infrastructure networks which promotes economic growth and improve quality of life	# of people to be appointed through EPWP Environmental Program 30 June 2024	150 people appointed	150 people appointed through EPWP Environmental program by 30 June 2024	EPWP Environmental	Creation of jobs through EPWP Environmental Program	Giyani Township	All wards	EPWP	4 400 000	150 People appointed through EPWP Environmental and Culture	N/A	N/A	N/A	8,33	Q1-Signed Appointment Memo	COMIM
03.	Environmental Awareness Campaign	To develop sustainable infrastructure networks which promotes economic growth and improve quality of life	# of environmental awareness and educational programs to be conducted by 30 June 2024	12 awareness campaigns conducted	12 Awareness campaigns and educational programs conducted by 30 June 2024	Environmental Awareness Campaign	Conduction Education awareness campaigns on environmental management to communities	Greater Giyani	All wards	Income	Operational	3 Environmental Awareness Campaigns.	3 Environmental Awareness Campaigns.	3 Environmental Awareness Campaigns.	3 Environmental Awareness Campaigns.	8,33	Q1-Q4 Schedule and Attendance Registers	COMIM

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No	Priority Issue Programme	Development Objective	Key Performance Indicators/Measurable Objective	Baseline 2022/23	Annual Targets	Project Name	Project Location	Ward	Funding Source	Budget 2023/24 R'000	1st Target	2nd Targets	3rd Targets	4th Targets	KPI Weight	Portfolio of Evidence	Dept
04.	Scholar Patrol	To develop sustainable infrastructure networks which promotes economic growth and improve quality of life	# of scholar patrol to be conducted by 30 June 2024	20 Scholar patrols conducted	20 scholar patrols conducted by 30 June 2024	Scholar Patrol	Greater Giyani	All Wards	Income	Operational	Conduct 5 Scholar patrols	Conduct 5 Scholar patrols	Conduct 5 Scholar patrols	Conduct 5 Scholar patrols	8,33	Q1-Q4 Reports	COMM
05.	Speed Checks	To develop sustainable infrastructure networks which promotes economic growth and improve quality of life	# of speed checks conducted by 30 June 2024	40 speed checks conducted	40 Speed checks conducted by 30 June 2024	Speed Checks	Greater Giyani	All Wards	income	Operational	Conduct 10 Speed Checks	Conduct 10 Speed Checks	Conduct 10 Speed Checks	Conduct 10 Speed Checks	8,33	Q1-Q4 Reports	COMM

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No.	Priority Issue/Programme	Development Objective	Key Performance Indicators/Measurable Objective	Baseline 2022/23	Annual Targets	Project Name	Project Indicator Description	Location	Ward	Funding Source	Budget 2023/24 R'000	1st Q Target	2nd Q Targets	3rd Q Targets	4th Q Targets	KPI Weight	Portfolio of Evidence	Dept.
06.	Traffic summonses issued	To develop sustainable infrastructure networks which promotes economic growth and improve quality of life	# of Traffic summonses issued by 30 June 2024	1000 summonses issued	1000 (sec 56) summonses by 30 June 2024	Traffic summonses issued	Issuing of traffic summonses	Greater Giyani	All Wards	income	Operational	Issue 250 summonses	Issue 250 summonses	Issue 250 summonses	Issue 250 summonses	8,33	Q1-Q4 Reports	COMM
07.	Payment of AARTO fees	To develop sustainable infrastructure networks which promotes economic growth and improve quality of life	# of Payment of AARTO fees facilitated by 30 June 2024	12 payments of AARTO fees facilitated	12 payments of AARTO fees facilitated by 30 June 2024	AARTO	Facilitating payment of AARTO	Giyani Section C	Ward 12	Income	Operational	3 payments facilitated	3 payments facilitated	3 payments facilitated	3 payments facilitated	8,33	Q1-Q4 Reports	COMM

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No.	Priorit Issue/ Programme	Devel Opport Objective	Key Performance Indicators/Me asurable Objective	Baseline 2022/23	Annual Targets	Project Name	Project Indicator Description	Location	Ward	Funding Source	Budg Set 202/2	1st Target	2nd Targets	3rd Targets	4th Targets	KPI Weight	Portfolio or Evidence	Dept
08.	Payment of DLCA fees	To develop sustainable infrastructure networks which promotes economic growth and improve quality of life	# of Payment of DLCA fees facilitated by 30 June 2024	12 payments of DLCA fees as per Government Gazette	12 payments of DLCA fees facilitated by 30 June 2024	DLCA	Facilitating payment of DLCA	Giyani Section C	Ward 12	Income	Operational R1000	3 payments facilitated	3 payments facilitated	3 payments facilitated	3 payments facilitated	8,33	Q1-Q4 Reports	COMM
09.	RTMC payments	To develop sustainable infrastructure networks which promotes economic growth and improve quality of life	# of RTMC payments facilitated by 30 June 2024	12 payments of RTMC fees as per SLA	12 payments of RTMC fees facilitated by 30 June 2024	Road Traffic Management Corporation fees	Facilitating payment of RTMC fees	Giyani Section C	Ward 12	Income	Operational	3 payments facilitated	3 payments facilitated	3 payments facilitated	3 payments facilitated	8,33	Q1-Q4 Reports	COMM

Mission: A democratic and accountable municipality that ensures the provision of services through sound environmental management practices, local economic development and community participation

Vision: "A Municipality where environmental sustainability, tourism and agriculture thrive for economic growth"

No.	Priority Issue/Programme	Development Objective	Key Performance Indicators/Measurable Objectives	Baseline 2022/23	Annual Targets	Project Name	Project Description	Location	Ward	Funding Source	Budget 2023/24 (R'000)	1st Q Targets	2nd Q Targets	3rd Q Targets	4th Q Targets	KPI Weight	Portfolio of Evidence	Dep.
10.	Calibration of VTS	To develop sustainable infrastructure networks which promotes economic growth and improve quality of life	# of Calibration of VTS done by 30 June 2024	1 calibration test equipment as per NRLA	1 calibration test equipment done by 30 June 2024	Vehicle Testing Station Calibration	Facilitating calibration of VTS equipment	Giyani Section C	Ward 12	Income	Operational	1 Calibration of VTS	N/A	N/A	N/A	8,33	Q1-Report	COMM
11.	Payment of Agency fees	To develop sustainable infrastructure networks which promotes economic growth and improve quality of life	# of Agency fees facilitated for payment by 30 June 2024	12 payment of Agency fee as SLA	12 payments for Agency fees facilitated for payment by 30 June 2024	80% Agency fees	Facilitating payment of 80% agency	Giyani Section C	Ward 12	Income	Operational	3 payments facilitated	3 payments facilitated	3 payments facilitated	3 payments facilitated	8,33	Q1-Q4 Reports	COMM

Vision: "A Municipality where environmental sustainability, tourism and agriculture thrive for economic growth"
 Mission: A democratic and accountable municipality that ensures the provision of services through sound environmental management practices, local economic development and community participation

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No.	Priority Issue/Programme	Development Objective	Key Performance Indicators/Measurable Objective	Baseline 2022/23	Annual Targets	Project Name	Project Location	Ward	Funding Source	Budget 2023/24 R'000	1st Q Target	2nd Q Targets	3rd Q Targets	4th Q Targets	KPI Weight	Portfolio of Evidence	Dept
12.	Road safety Operations	To develop sustainable infrastructure networks which promotes economic growth and improve quality of life	# Roadblocks held by June 2024	12 Roadblock operations held	12 Roadblocks held by 30 June 2024	Roadblocks	Greater Giyani	All wards	Income	Operational	Hold 3 Roadblocks	Hold 3 Roadblocks	Hold 3 Roadblocks	Hold 3 Roadblocks	8,33	Q1-Q4 Attendance Registers	COMM

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5.KPA 6: GOOD GOVERNANCE AND PUBLIC PARTICIPATION

KPA 6: GOOD GOVERNANCE AND PUBLIC PARTICIPATION KPA WEIGHT =42.3%

OUTCOME NINE: RESPONSIVE, ACCOUNTABLE, EFFECTIVE AND EFFICIENT LOCAL GOVERNMENT SYSTEM

OUTPUT 5: DEEPEN DEMOCRACY THROUGH A REFINED WARD COMMITTEE MODEL

OUTPUT 6: ADMINISTRATIVE AND FINANCIAL CAPABILITY

No.	Priority Issue/Program	Development Objective	Key Performance Indicators/Measurable Objective	Baseline	Annual Targets	Project Name	Project Indicator Description	Location	Ward	Funding Source	Budget 2023/24	1 st Q Target	2 nd Q Target	3 rd Q Target	4 th Q Target	KPI Weight	Portfolio of Evidence	Dept
01.	Performance Management	To develop governance structures and systems that will ensure effective public consultation and organization at discipline	# of Compliance Reports (SDBIP, Back to Basics and Circular 88) submitted to PMS within 12 days after the end of the quarter by 30 June 2024	New Indicator	12 Compliance Reports (SDBIP, Back to Basics and Circular 88) submitted to PMS within 12 days after the end of the quarter by 30 June 2024	Compliance Reports	Compile the compliance report. Submit to PMS within 12 days after the end of the quarter.	Greater Giyani Municipality	Administration	Income	Operational	3 Compliance Reports (SDBIP, Back to Basics and Circular 88) submitted to PMS within 12 days after the end of the quarter	3 Compliance Reports (SDBIP, Back to Basics and Circular 88) submitted to PMS within 12 days after the end of the quarter	3 Compliance Reports (SDBIP, Back to Basics and Circular 88) submitted to PMS within 12 days after the end of the quarter	3 Compliance Reports (SDBIP, Back to Basics and Circular 88) submitted to PMS within 12 days after the end of the quarter	9,09	Q1-Q4 Submission Register Reports and relevant POEs	COMM

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No.	Priority Issue/Programme	Development Objective	Key Performance Indicators/Measurable Objective	Baseline	Annual Targets	Project Name	Project/Indicator Description	Location	Ward	Funding Source	Budget 2023/24	1 st Q Target	2 nd Q Target	3 rd Q Target	4 th Q Target	KPI Weight	Portfolio of Evidence	Dept
02.	Risk Management	To develop governance structures and systems that will ensure effective public consultation and organizational discipline	# of risk management activities coordinated by 30 June 2024	4 Risk management Committee meeting held	4 Risk management Committee meeting held by 30 June 2024	Risk Management committee	Organize Risk Management Committee meetings	Greater Giyani Municipality	Administration	Income	Operational	1 Risk management Committee meeting held	1 Risk management Committee meeting held	1 Risk management Committee meeting held	1 Risk management Committee meeting held	9,09	Q1-Q4 Minutes and Attendance Register	COMM
03.	Risk Management	To develop governance structures and systems that will ensure effective public consultation and organizational discipline	% of total number of risks implemented (Strategic and Operational) by 30 June 2024	New Indicator	100% of total number of risks implemented (Strategic and Operational) by 30 June 2024	Risk Register	Implementation of the risk management action plan	Greater Giyani Municipality	Administration	Income	Operational	100% of risk implementation plan	100% of risk implementation plan	100% of risk implementation plan	100% of risk implementation plan	9,09	Q1-Q4 Updated Risk register.	COMM
04.	Internal Auditing	To develop governance structures and systems that will ensure effective public consultation and organizational discipline	% of findings resolved in the Internal Audit Action Plan by 30 June 2024	Implementation in 2022/23 Internal Audit Action plan	100% of findings resolved in the Internal Audit Action Plan by 30 June 2024	Internal Audit Action Plan	Implementation of the Internal Audit Action Plan	Greater Giyani Municipality	Administration	Income	Operational	100% of findings resolved in the Internal Audit Action Plan	100% of findings resolved in the Internal Audit Action Plan	100% of findings resolved in the Internal Audit Action Plan	100% of findings resolved in the Internal Audit Action Plan	9,09	Q1-Q4 Updated Internal Audit Action Plan	COMM

Vison: "A Municipality where environmental sustainability, tourism and agriculture thrive for economic growth"
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05.	Internal Auditing	To develop governance structures and systems that will ensure effective public consultation and organizational discipline.	% of findings resolved in the AG(SA) Action Plan by 30 June 2024	Implementation AG(SA) Action Plan	100% of findings resolved in the AG(SA) Action Plan by 30 June 2024	AG(SA) action plan	Implementation of the AG(SA) action plan	Greater Giyani Municipality	Administration	Income	Operational	100% of findings resolved in the AGSA's Action Plan	N/A	50% of findings resolved in the AGSA's Action Plan	100% of findings resolved in the AGSA's Action Plan	9,09	Q3 & Q4 Updated Audit Action Plan	COMM
06.	Internal Auditing	To develop governance structures and systems that will ensure effective public consultation and organizational discipline.	# of Audit and Performance Audit Committee meetings to be held by 30 June 2024	6 Audit and Performance Committee meeting held	4 Audit and Performance Committee meeting held by 30 June 2024	Audit and Performance Audit Committee	Organize Audit and Performance Audit Committee meetings	Greater Giyani Municipality	Administration	Income	Operational	1 Audit and Performance Committee meeting to be held	1 Audit and Performance Committee meeting to be held	1 Audit and Performance Committee meeting to be held	1 Audit and Performance Committee meeting to be held	9,09	Q1-Q4 Attendance Register and Minutes	COMM
07.	Library Outreach Program	To develop governance structures and systems that will ensure effective public consultation and organizational discipline.	# of library outreach conducted by 30 June 2024	12 Library outreach conducted	12 Library outreach conducted by 30 June 2024	Library outreach	conduct library outreach to identified schools	Greater Giyani Municipality	All wards	Income	Operational	Conduct four (4) library outreach	N/A	Conduct four (4) library outreach	Conduct four (4) library outreach	9,09	Q1, Q3 & Q4 Program Attendance Registers	COMM

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09.	Arts and Culture Support	To promote Arts, Culture and Heritage within the community members	# of Arts, Culture Festival and Heritage Day Celebration to be hosted by 30 June 2024	1 festival was held	1 Arts, Culture and Heritage festival held by 30 June 2024	Arts, Culture & Heritage Festival	Host Arts, Culture and Heritage festival	All Wards	All wards	Income	Operational	Hold 1 Arts, Culture and Heritage Festival	N/A	N/A	N/A	9,09	Q1- Invitation and Attendance Register	COMM
10.	Sport Development	To develop Sports programmes within the community members	# of sports development events coordinated by 30 June 2024	7 wards benefited	1 sports development event coordinated by 30 June 2024	Sport Development	To host sports development	All Wards	All wards	Income	Operational	N/A	Conduct Capacity Building Sports Workshop	N/A	1 sports development event coordinated	9,09	Q2 & Q3 Attendance register	COMM
11.	Indigenous games	To promote the Indigenous games within the community members	# of local indigenous games conducted by 30 June 2024	1 Local Indigenous game conducted	1 local indigenous game conducted by 30 June 2024	Indigenous Games	To host local Indigenous games	All Wards	All wards	Income	Operational	N/A	N/A	1 Local indigenous game conducted	N/A	9,09	Q3- Attendance Register	COMM

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8. PERFORMANCE WEIGHTINGS PER KEY PERFORMANCE AREAS

The criterion upon which the performance of the employee must be assessed consists of 2 components both of which must be contained in the performance agreement. The employee will be assessed against both components, with a weight of 80:20 allocated to the Key Performance Areas (KPA's) and the Core Competency Requirements (CCRs), respectively. Each area of assessment will be weighted and will contribute a specific part to the total score. KPAs covering the main areas of work will account for 80% and CCR will account for 20% of final assessment.

Table B: WEIGHTING ON KPAs

KEY PERFORMANCE AREAS	WEIGHT
1. Spatial Rationale	0%
2. Municipal Transformation and Organisational Development	8%
3. Basic Service Delivery and Infrastructure Development	48%
4. Local Economic Development	0%
5. Municipal Finance Management and Viability	0%
6. Good Governance and Public Participation	44%
TOTAL WEIGHTING	100%

TABLE C: CORE COMPETENCY REQUIREMENTS (CCRs)

CORE COMPETENCY REQUIREMENT	Weight
Strategic Direction and Leadership	10
People Management	10
Program and project Management	10
Financial Management	05
Change Leadership	10
Governance Leadership	10
Moral Competency	05
Planning And organising	10
Analysis And Innovation	05
Knowledge and information Management	05
Communication	10
Results and quality focus	10
Total	100%


Vision: "A Municipality where environmental sustainability, tourism and agriculture thrive for economic growth"
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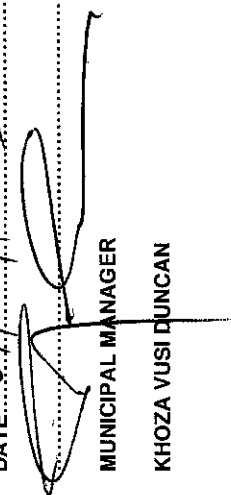
11. PERSONAL DEVELOPMENT PLANS (PDP)

Section 29 of the Performance Regulation of 2006 requires that managers must develop personal Development Plan that must address all gaps and this plan must be part of the performance agreement. This performance is signed in line with the Municipal Finance Management Act 56 of 2003. All s57 Managers are required performance plan and sign performance agreements with the accounting officer. This performance plan serves as an Annexure to the signed Performance Agreement.

12. SIGNATURES

DATE 07 July 2023


DIRECTOR: COMMUNITY SERVICES
CHABALALA RACHEL TINYIKO

DATE 07/07/2023

MUNICIPAL MANAGER
KHOZA VUSI DUNCAN



GREATER GIYANI MUNICIPALITY

PERSONAL DEVELOPMENT PLAN

2023/2024

Greater Giyani Municipality herein represented by

KHOZA VUSI DUNCAN,

in his capacity as the Municipal Manager (hereinafter referred to as the Employer or Supervisor)

CHABALALA RACHEL TINYIKO

employee of the Municipality (hereinafter referred to as the Employee).

WHEREBY IT IS AGREED AS FOLLOWS:

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 Management Agreement as prescribed by legislation. Successful career path planning ensures competent employees for current and possible future positions. It there for identifies, prioritise and implement training needs

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Legislative needs taken into account comes 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 be taken into consideration during the PDP process.

2. COMPETENCY MODELLING

The 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 of all management positions.
- Occupational competence refers to competencies which are job/function specific.

3. COMPILING THE PERSONAL DEVELOPMENT PLAN ATTACHED AS THE APPENDIX

The Municipal Manager, in consultation with the employee is to compile a Personal Development Plan. The PDP has 7 columns that need to be completed. Appendix A serves as the Action Plan for the PDP

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3.1. Column 1: Skills/Performance GAP.


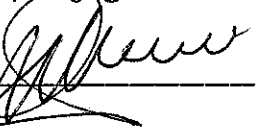
1. Skills /Performance Gap (in order of priority)	2. Outcomes Expected (measurable indicators: quantity, quality and time frames)	3. Suggested training and / or development activity	4. Suggested mode Of delivery	5. Suggested Time Frames	6. Work opportunity created to practice skill / development area	7. Support Person
E.g.1. Appraise Performance of Managers	2. The municipal manager will be able to enter into performance agreements with the Senior managers reporting to him / her, appraise them against set criteria, within relevant 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	7. Support Person
Disaster Management	Analytic skills	Disaster Management Courses	Workshop	2023-2024		MM
Governance Leadership Management	Leadership skills	Leadership Courses	Workshop	2023-2024		MM
Event Management	Event Management skills	Event Management courses	Workshop	2023-2024		MM
Sports Development	Sports Management skills	Sports courses	Workshop	2023-2024		MM


RF

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Thus, done and signed at Giyani.....on this the 07 day of July... 2023

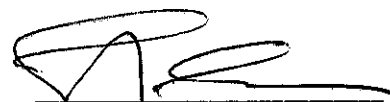
AS WITNESSES:

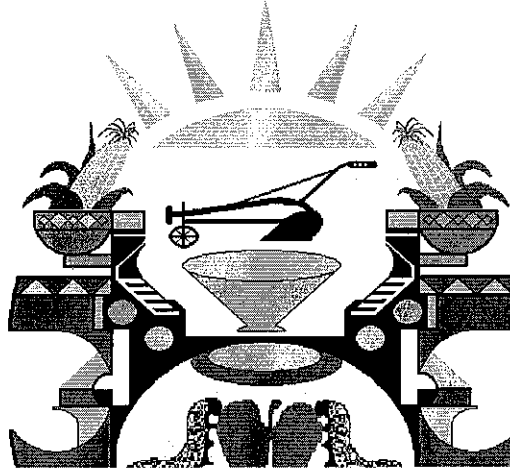
1. 
2. 


DIRECTOR COMMUNITY SERVICES
CHABALALA RT

AS WITNESSES:

1. 
2. 


MUNICIPAL MANAGER
KHOZA VD



FINANCIAL DISCLOSURES

2023/2024

EMPLOYEE NAME: CHABALALA RT

STRICTLY CONFIDENTIAL

Financial Disclosure Form

CONFIDENTIAL

I, the undersigned (surname and initials): CHABALALA R.T

CHABALALA R.T

(Residential address) : House no 161 B, Kremetart, Giyani, 0826

(Position held) : Director Community Services

(Name of Municipality) : Greater Giyani Municipality

Tel : 015 811 5500

Fax : 015 812 2068

I hereby certify that the following information is complete and correct to the best of my knowledge:

1. Shares and other financial interests (Not bank accounts with financial institutions.) See information sheet: note (1)

Number of shares/Extent of financial interests	Nature	Nominal Value	Name of Company/Entity
N/A			

2. Directorships and partnerships See information sheet: note (2)

Name of corporate entity, partnership or firm	Type of business	Amount of Remuneration/Income
N/A		

3. Remunerated work outside the Municipality must be sanctioned by Council. See information sheet: note (3)

Name of Employer	Type of Employment	Amount of Remuneration/Income
N/A		

4. Consultancies and retainerships
See information sheet: note (4)

Name of client	Nature	Type of business activity	Value of any benefits received
N/A			

5. Sponsorships
See information sheet: note (5)

Source of assistance/sponsorship	Description of assistance/Sponsorship	Value of assistance/sponsorship
N/A		

6. Gifts and hospitality from a source other than a family member

See information sheet: note (6)

Description	Value	Source
N/A		

7. Land and property

See information sheet: note (7)

Description	Extent	Area	Value
Property	Residential	Giyani	R800 000,00
Land	Business	Giyani - Makosha	R250 000.00


SIGNATURE OF EMPLOYEE

DATE: 03/07/2023

PLACE: GIYANI

OATH/AFFIRMATION

1. I certify that before administering the oath/affirmation I asked the deponent the following questions and wrote down her/his answers in his/her presence:

(i) Do you know and understand the contents of the declaration?

Answer:

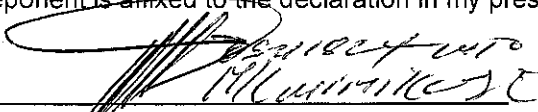
(ii) Do you have any objection to taking the prescribed oath or affirmation?

Answer

(iii) Do you consider the prescribed oath or affirmation to be binding on your conscience?

Answer:

2. I certify that the deponent has acknowledged that she/he knows and understands the contents of this declaration. The deponent utters the following words: "I swear that the contents of this declaration are true, so help me God." / "I truly affirm that the contents of the declaration are true". The signature/mark of the deponent is affixed to the declaration in my presence.


Commissioner of Oath / Justice of the Peace

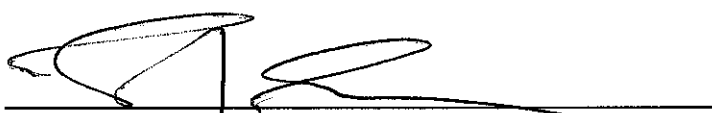
Full first names and surname:

SHITUMBELELA LEHARD MUKWIMIKA (Block letters)

Designation (rank) IN/10 Ex Officio Republic of South Africa

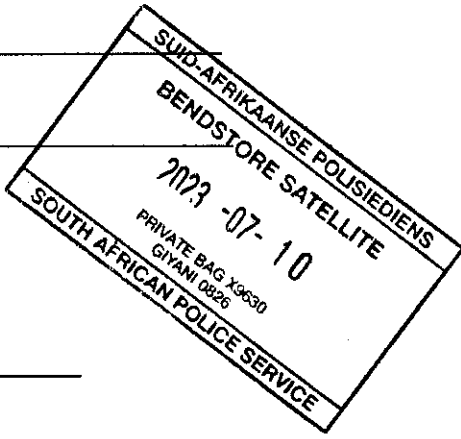
Street address of institution GIYAMI SAPS, GIYAMI MAIN ROAD

Date 10 July 2023 Place GIYAMI



CONTENTS NOTED: (Immediate supervisor) _____

DATE: 10/7/2023



INFORMATION SHEET FOR THE FINANCIAL DISCLOSURE FORM

The following notes are a guide to assist with completing the attached Financial Disclosure form (Appendix C):

1. SHARES AND OTHER FINANCIAL INTERESTS

Designated employees are required to disclose the following details with regard to shares and other financial interests held in any private or public company or any other corporate entity recognized by law:

- The number, nature and nominal value of shares of any type;
- The nature and value of any other financial interests held in any private or public company or any other corporate entity; and
- The name of that entity.

2. DIRECTORSHIPS AND PARTNERSHIPS

Designated employees are required to disclose the following details with regard to directorships and partnerships:

- The name and type of business activity of the corporate entity or partnership/s; and
- The amount of any remuneration received for such directorship or partnership/s.

Directorship includes any occupied position of director or alternative director, or by whatever name the position is designated.

Partnership is a legal relationship arising out of a contract between two or more persons with the object of making and sharing profits.

3. REMUNERATED WORK OUTSIDE THE PUBLIC SERVICE (ALL REMUNERATED EMPLOYMENT MUST BE SANCTIONED PRIOR TO THE WORK BEING DONE.)

Designated employees are required to disclose the following details with regard to remunerated work outside the public service.

- The type of work.
- The name and type of business activity of the employer; and
- The amount of the remuneration received for such work.

Remuneration means the receipt of benefits in cash or kind.

Work means rendering a service for which the person receives remuneration.

4. CONSULTANCIES AND RETAINERSHIPS

Designated employees are required to disclose the following details with regard to consultancies and retainerships:

- The nature of the consultancy or retainership of any kind.
- The name and type of business activity, of the client concerned; and
- The value of any benefits received for such consultancy or retainerships.

5. SPONSORSHIPS

Designated employees are required to disclose the following details with regard to sponsorships:

- The source and description of direct financial sponsorship or assistance; and
- The value of the sponsorship or assistance.

6. GIFTS AND HOSPITALITY FROM A SOURCE OTHER THAN A FAMILY MEMBER

Designated employees are required to disclose the following details with regard to gifts and hospitality:

- A description and the value and source of a gift with a value in excess of R350;
- A description and the value of gifts from a single source which cumulatively exceed the value of R350 in the relevant 12 month period; and
- Hospitality intended as a gift in kind.

Designated employees must disclose any material advantage that they received from any source e.g. any discount prices or rates that are not available to the general public.

All personal gifts within the family and hospitality of a traditional or cultural nature need not be disclosed.

7. LAND AND PROPERTY

Designated employees are required to disclose the following details with regard to their ownership and other interests in land and property (residential or otherwise both inside and outside the Republic):

- A description and extent of the land or property;
- The area in which it is situated; and
- The value of the interest.