

**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

**MDAKA NYANGANI ROBERT,**

employee of the 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: 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 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%
1.Municipal Transformation and Organisational Development	55.55%
3. Basic Service Delivery and Infrastructure Development	3.7%
4. Local Economic Development	0%
5. Municipal Finance Management and Viability	0%
6. Good Governance and Public Participation	40.74%
<b>TOTAL WEIGHTING</b>	<b>100%</b>

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	10
Change Leadership	05
Governance Leadership	10
Moral Competency	10
Planning And organising	05
Analysis And Innovation	10
Knowledge and information Management	05
Communication	05
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. Mayor.

6.7.2. Chairperson of the Audit Committee or a member of the Performance Audit Committee in the absence of the Chairperson of the Audit Committee.

6.7.3. Member of the Executive Committee

6.7.4. Municipal manager from another municipality; and

6.7.5. Municipal Manager

6.7.6. The manager responsible for Performance Management System 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. 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**


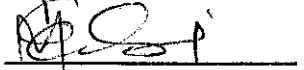
- 12.1. Any disputes about the nature of the Employee's performance agreement, whether it relates to key responsibilities, priorities, methods of assessment and/ or any other matter provided for, shall be mediated by the MEC for local government in the province within thirty (30) days of receipt of a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


**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 SUYANI .....on this the 01 day of July 2023.


**AS WITNESSES:**

- 1. 
- 2. 

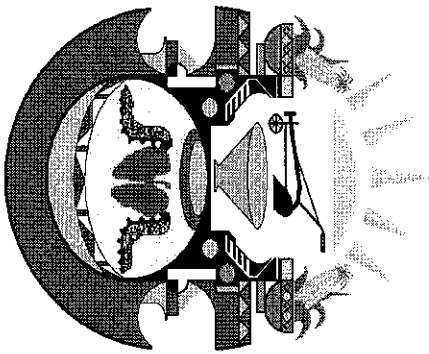
  
**MDAKA NYANGANI ROBERT**  
**EMPLOYEE**

**AS WITNESSES:**

- 1. 
- 2. 

  
**MUNICIPAL MANAGER**  
**KHOZA VUSI DUNCAN**





GREATER GIYANI MUNICIPALITY

PERFORMANCE PLAN  
DIRECTOR-CORPORATE SERVICES: MDAKA NYANGANI ROBERT  
2023/24

Vison: "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

N.R. R.Z.

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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 1: MUNICIPAL TRANSFORMATION AND ORGANIZATIONAL DEVELOPMENT

KPA 1: MUNICIPAL TRANSFORMATION AND ORGANIZATIONAL DEVELOPMENT: KPA WEIGHT = 55.55%

OUTCOME NINE: RESPONSIVE, ACCOUNTABLE, EFFECTIVE AND EFFICIENT LOCAL GOVERNMENT SYSTEM  
 OUTPUT 6: ADMINISTRATIVE AND FINANCIAL CAPABILITY  
 STRATEGIC OBJECTIVE: IMPROVED GOVERNANCE AND ADMINISTRATION

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
01.	Council Services	To make decisions concerning the exercise of all the powers and performance of all the functions of the municipality	# of Council Meetings convened	11 Council meetings held in 2022/23	7 Council Meetings coordinated and supported by 30 June 2024	Council Meeting	Organize Council Meeting as per schedule	Greater Giyani Municipality	Administration	Income	Operational	1 Council Meeting coordinated and supported	1 Council Meeting coordinated and supported	3 Council Meeting coordinated and supported	2 Council Meeting coordinated and supported	6.66	Q1-Q4 Notices of Invitations Agenda and Attendance Register	CORP
02.	Information Technology	To ensure good governance of ICT	# of IT Steering Committee Meetings to be conducted by 30 June 2024	4 IT Steering Committee 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	6.66	Q1-Q4 Invitations and Attendance Register	CORP

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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 Targets	2nd Q Targets	3rd Q Targets	4th Q Targets	KPI Weight	Portfolio of Evidence	Dept
03.	Council Services	To advise EXCO on policy matters and make recommendations to EXCO	# of Portfolio Committee Meetings held by 30 June 2023	12 Portfolio Committee Meetings held in 2022/23	12 Portfolio Committee Meetings (12 Corporate Services Portfolio Committee) by 30 June 2024	Portfolio Committee Meeting	Organize Portfolio Committee meetings as per schedule	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	6,66	01-Q4 Notices of Invitations, Agenda and Attendance Register	CORP
04.	Council Services	To monitor and assess implementation of Council resolutions	# of reports developed on implementation of council resolutions by 30 June 2024	4 reports developed in 2022/23	4 progress reports on implementation of council resolutions to be developed by 30 June 2024	Council resolution implementation	Development of Council Resolutions and monitoring implementation of council resolutions	Greater Giyani Municipality	Administration	Income	Operational	1 progress report on implementation of council resolutions to be developed	1 progress report on implementation of council resolutions to be developed	1 progress report on implementation of council resolutions to be developed	1 progress report on implementation of council resolutions to be developed	6,66	Council Implementation report	CORP

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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 Evidence	Dept
05.	Human Resources and Organization Development	To develop and retain the best human capital and effective administrative and operational support systems	Develop Work Skills Plan (WSP) and Annual Training Report (ATR) and submit to LGSETA by 30 April 2024	WSP and ATR submitted on the 30 April 2023	Developed WSP and ATR submitted to LGSETA by 30 April 2024	WSP and ATR	Development and submission of the WSP and ATR	Greater Giyani Municipality	Administration	Income	Operational	N/A	N/A	N/A	Submission of WSP and ATR to LGSETA	6,66	Proof of submission	CORP
06.	Human Resources and Organization Development	To develop and retain the best human capital and effective administrative and operational support systems	Submit the Employment Equity report to Department of Labour (DoL)	2022/23 Employment Equity Report submitted	Employment Equity Report submitted to DoL by 15 January 2024	Equity	Development and submission of the Employment Equity Report	Greater Giyani Municipality	Administration	Income	Operational	N/A	N/A	Submission of Employment equity report	N/A	6,66	Proof of submission	CORP

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No.	Priority Issue/Programme	Developmental 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
07.	Wellness Programme	To have an effective and productive workplace	Coordinate wellness events	New Indicator	2 Wellness events coordinated by 30 June 2024	Wellness Programs	Coordination of Wellness events	Greater Giyani Municipality	Administration	Income	Operational	1 wellness event coordinated	N/A	N/A	1 wellness event coordinated	6,66	Invitations and attendance register	CORP
08.	Occupational Health and Safety Program	To create a conducive working environment	Conduct inspection on OHS	4 OHS reports on site	4 OHS on-site inspection conducted by 30 June 2024	Occupational health	Development of 4 OHS reports	Greater Giyani Municipality	Administration	Income	Operational	1 OHS on site inspection conducted	1 OHS on site inspection conducted	1 OHS on site inspection conducted	1 OHS on site inspection conducted	6,66	Q1-Q4 OHS Report	CORP
09.	Review of Governmental Governance Policies	Develop a framework to ensure good governance	Review Governance policies Framework	New Indicator	Review of the Governance policies by 30 June 2024	Governance Policies	Reviewing of the Governance Policies	Greater Giyani Municipality	Administration	Income	Operational	N/A	N/A	list of policies to be reviewed and council resolution	list of approved policies and council resolution	6,66	Q3-List of policies to be reviewed and council resolution Q4-List of approved policies and council resolution.	CORP

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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
10.	Human Resources and Organizational Development	To improve efficiency and effectiveness of the municipality	Review the Organizational Structure by 30 June 2024	Approved Organizational Structure 2022/23	Reviewed organizational structure by 30 June 2024	Organizational Structure review	Review organizational structure	Greater Giyani Municipality	Administration	Income	Operational R'000	N/A	N/A	Council Resolution and Draft Organizational Structure	Council resolution of approved organizational structure	6,66	Q3- Draft Organizational Structure and Council Resolution Q4- Council resolution of approved organizational structure	CORP
11.	Human Resources and Organizational Development	To develop and retain the best Human Capital and effective and Efficient Administration and Operational Support System	# of posts filled in terms of the organogram by 30 June 2024	12 posts filled in 2023	40 posts to be Filled in terms of the organogram by 30 June 2024	Personnel Recruitment	Personnel Recruitment as per priority list	Greater Giyani Municipality	Administration	Income	Operational	10 posts to be filled	28 posts to be filled	N/A	2 posts to be filled	6,66	Q1, Q2-Q4 Appointments letters	CORP

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No.	Priority Issue/Programme	Development Objective	Key Performance Indicators/Measurable Objective	Baseline 2022/23	Annual Targets	Project Name	Project Indicator for 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
12.	Human Resources and Organizational Development	To maintain harmony in the workplace	# of Local Labour Forum meetings held by 30 June 2024	12 Local Labour Forum Meetings held in 2022/23	12 LLF meetings to be held by 30 June 2024	Labour Relations	Maintain good labour relations	Greater Giyani Municipality	Administration	Income	Operational	3 LLF meetings to be held	3 LLF meetings to be held	3 LLF meetings to be held	3 LLF meetings to be held	6,66	Q1-Q4 invitations and attendance register	CORP
13.	Information Technology	To ensure that the public is informed about the affairs of the municipality.	% of municipal website updated	Website updated 100% in 2022/23 FY	100% of municipal website updated by 30 June 2024	Update of Municipality website	Placement of compliance documents on municipal website	Greater Giyani Municipality	Administration	Income	Operational	100% information updated on the Municipality website	100% information updated on the Municipality website	100% information updated on the Municipality website	100% information updated on the Municipality website	6,66	Q1-Q4 Report	CORP

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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
14.	Management of litigation	To safeguard municipal interests in all legal related matters and to ensure that all municipal operations are conducted within the parameters of the law	% of litigation cases attended to by 30 June 2024	New Indicator	100% of litigation cases attended to by 30 June 2024	Management of litigation	To safeguard municipal interests in all legal matters	Greater Giyani Municipality	Administration	Income	Operational	100% of litigation cases attended	100% of litigation cases attended	100% of litigation cases attended	100% of litigation cases attended	6.66	Q1-Q4 Signed Quarterly Litigation Register	CORP

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

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 Targets	2nd Q Targets	3rd Q Targets	4th Q Targets	KPI Weight	Portfolio of Evidence	Dept
15.	Office Support- Provision of Office Furniture	To ensure conducive working environment by providing office furniture	Coordination and facilitation of procurement of office furniture by 30 June 2024	Office furniture provided to 20 Offices by	Provide office furniture to 10 Offices by 30 June 2024	Office Furniture	Provision of office furniture	GM	Administration	Income	Operational	Development of Memo	Advert	N/A	Delivery Note and Invoice	6,66	Q1- Approved Memo Q2-Advert Q4- Delivery Note and Invoice	CORP

Vision: "A Municipality where environmental sustainability, tourism and agriculture thrive for economic growth"  
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N.R. 25.

1: BASIC SERVICE DELIVERY & INFRASTRUCTURE DEVELOPMENT

KPA 3: BASIC SERVICE DELIVERY & INFRASTRUCTURE DEVELOPMENT: KPA WEIGHT = 3.7%

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

OUTPUT 6: ADMINISTRATIVE AND FINANCIAL CAPABILITY

STRATEGIC OBJECTIVE: IMPROVED GOVERNANCE AND ADMINISTRATION

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
01.	EPWP Social	To develop sustainable infrastructure networks which promotes economic growth and improve quality of life	# of people to be appointed through Social by 30 June 2024	New Indicator	34 people appointed through EPWP Environmental program by 30 June 2024	EPWP Social	Creation of jobs through Social Program	Giyani Township	All wards	EPWP	1 000 000	34 People appointed through Social	N/A	N/A	N/A	100	Q1-Signed Appointment Memo	CORP

N.R. R.E.

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

5.KPA 6: GOOD GOVERNANCE AND PUBLIC PARTICIPATION  
 KPA 6: GOOD GOVERNANCE AND PUBLIC PARTICIPATION KPA WEIGHT =40.74%

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/Programme	Development Objective	Key Performance Indicators/Measurable Objective	Baseline	Annual Targets	Project Name	Project /Indicator Description	Location	Ward	Funding Source	Budget 2023/24	1 <sup>st</sup> Q Target	2 <sup>nd</sup> Q Target	3 <sup>rd</sup> Q Target	4 <sup>th</sup> Q Target	KPI Weight	Portfolio of Evidence	Dept
01.	Performance Management	To develop governance structures and systems that will ensure effective public consultation and organizational discipline	# of Compliance Reports (SDBIP, Back to Basics and Circular 88) submitted to PMS within 12 days after the end of the quarter	New Indicator	12 Compliance Reports (SDBIP, Back to Basics and Circular 88) submitted to PMS by 30 June 2024	Compliance Report	Complete the compliance report. Submit to PMS within 12 working 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	3 Compliance Reports (SDBIP, Back to Basics and Circular 88) submitted to PMS	3 Compliance Reports (SDBIP, Back to Basics and Circular 88) submitted to PMS	3 Compliance Reports (SDBIP, Back to Basics and Circular 88) submitted to PMS	9.09	Q1-Q4 Submission Register Reports and POEs	MM

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"

M.A. R.T.

02.	Risk Management	To develop governance structures and systems that will ensure effective public consultation and organizational discipline	# of risk management activities to be coordinated by 30 June 2024	4 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	MM
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.	MM
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	MM
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 AGSAs' Action Plan	N/A	50% of findings resolved in the AGSAs' Action Plan	100% of findings resolved in the AGSAs' Action Plan	9,09	Q3 & Q4 Updated Audit Action Plan	MM

N.R. R.T.

06.	Internal Auditing	To develop governance structures and systems that will ensure effective public consultation and organization al discipline	# of Audit and Performance Audit Committee meetings to be held by 30 June 2024	6 and Performance Audit Committee 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	MM
07.	Internal Auditing	To develop governance structures and systems that will ensure effective public consultation and organization al discipline	# of Audit and Performance Audit Committee Reports developed and submitted to Council by 30 June 2024	4 and Performance Audit Committee Reports developed and submitted to Council by 30 June 2024	4 Audit and Performance Audit Committee Reports developed and submitted to Council by 30 June 2024	Audit and Performance Audit Committee Reports	Develop Audit and Performance Audit Committee Reports	Greater Giyani Municipality	Administration	Income	Operational	1 Audit and Performance Audit Committee Reports submitted to council for approval	1 Audit and Performance Audit Committee Reports submitted to council for approval	1 Audit and Performance Audit Committee Reports submitted to council for approval	1 Audit and Performance Audit Committee Reports submitted to council for approval	9,09	Q1-Q4 Report to Council, Council Resolutions	MM
08.	Public Participation	To develop governance structures and systems that will ensure effective public consultation and organization al discipline	# of public participation to be conducted by 30 June 2024	5 public participations conducted	4 public participation s conducted by 30 June 2024	Public Participation	Consult members of the public on service delivery issues	Greater Giyani Municipality	All wards	Income	Operational	1 public participation conducted	1 public participation conducted	1 public participation conducted	1 public participation conducted	9,09	Q1-Q4 Attendance Register and Program me	CORP

N.R. *[Signature]*

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

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



09.	Public Participation	To develop governance structures and systems that will ensure effective public consultation and organizational discipline	# of ward committee meetings conducted by 30 June 2024	372 Ward Committee meetings	372 Ward Committee meetings conducted by 30 June 2024	Support services for monthly ward committee meetings in each of 31 wards	Greater Giyani Municipality	Administration	Income	Operational	Coordinate ward committee meetings and submit quarterly ward committee reports to Council.	Coordinate ward committee meetings and submit quarterly ward committee reports to Council.	Coordinate ward committee meetings and submit quarterly ward committee reports to Council.	Coordinate ward committee meetings and submit quarterly ward committee reports to Council.	9,09	Q1-Q4 Attendance Register and Quarterly Reports	CORP
10.	Public Participation	To develop governance structures and systems that will ensure effective public consultation and organizational discipline	# of ward report back meetings to be conducted by 30 June 2024	124 Report back meetings held	124 ward report back meetings conducted per ward by 30 June 2024	Consult members of the public on service delivery issues	Greater Giyani Municipality	All wards	Income	Operational	31 Ward Public Meeting conducted	31 Ward Public Meeting conducted	31 Ward Public Meeting conducted	31 Ward Public Meeting conducted	9,09	Q1-Q4 Attendance Register and Minutes	CORP
11.	Public Hearing of MPAC	To develop governance structures and systems that will ensure effective public consultation and organizational discipline	# of MPAC Public Hearing to be coordinated 30 June 2024	1 MPAC Public hearing conducted on 31 March 2023	1 MPAC Public Hearing coordinated by 31 March 2024	Conduct public hearing of the 2022/23 Annual Report	Greater Giyani Municipality	Administration	Income	Operational	N/A	N/A	Conduct MPAC public hearing on 2022/23 Annual Report	N/A	9,09	Q3- Public Notice and Attendance Register	CORP

NR  
ES

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"

**5. 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 (KPAs) 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	3.7%
2. Municipal Transformation and Organisational Development	55.55%
3. Basic Service Delivery and Infrastructure Development	0%
4. Local Economic Development	0%
5. Municipal Finance Management and Viability	0%
6. Good Governance and Public Participation	40.74%
<b>TOTAL WEIGHTING</b>	<b>100%</b>

N.R. B.S.

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%

NR R.T.

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**9. PERFORMANCE EVALUATION**

Performance evaluation will be done in line with section 23(c) of the Performance Regulation of 2006: Performance Regulation of Managers Reporting to the Municipal Manager and the Municipal Manager.

**10. PERFORMANCE ASSESSMENT**

	Score	Definition
<b>Outstanding Performance</b>	5	Performance far exceeds the standard expected of an employee at this level. The appraisal indicates that the Employee has achieved above fully effective results against all performance criteria and indicators as specified in the PA and Performance plan and maintained this in all areas of responsibility throughout the year.
<b>Performance Significantly Above Expectations</b>	4	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.
<b>Fully Effective</b>	3	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.
<b>Not Fully Effective</b>	2	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.
<b>Unacceptable Performance</b>	1	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. 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.

N.R. P.E.

**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 03/07/2023

  
.....

**DIRECTOR-CORPORATE SERVICES**

**MDAKA NYANGANI ROBERT**

DATE 03/07/2023

  
.....

**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)

**MDAKA NYANGANI ROBERT**

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

N.R

R.I.

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

N.R

Z.I.

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
Project Management	To be able to manage projects	Competency qualifications Training	Formal Training	3 Months	N/A	Manager HR
Bid Committee	To be able to adjudicate tenders	Competency Training	Formal Training	2 days	N/A	Manager HR

N.R. RL



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

**3.2. Column 3: Suggested training**

3.2. Column 3: Suggested training				

Training needs must be identified with due regard to cost effectiveness and listed in column 3.

The suggested mode of delivery refers to the chosen methodology that is deemed most relevant to ensure transfer of skills. Mode of delivery consists of, amongst others, self-study, internal or external training provision; coaching and / or mentoring and exchange programmes.

**3.3. Column 4: Suggested mode of delivery**

*N.R. R.I.*


Training must be conducted either in line with a recognised qualification from a tertiary institution or unit standards registered on the National Qualifications Framework (South African Qualifications Authority), which could enable the trainee to obtain recognition towards a qualification for training undertaken. It is important to determine within the municipality whether unit standards have been developed with regard to a specific outcome (and registered with the South African Qualifications Authority). Unit standards usually have measurable assessment criteria to determine achieved competency.

**3.4. Column 5: Suggested Time Lines**

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*N.R. R.T.*


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

**3.5. Column 6: Work opportunity created to practice skill /development area**

[REDACTED]							

This further ensures internalisation of information gained as well as return on investment (not just a nice to have skill but a necessary to have skill that is used in the workplace).

**3.6. Column 7: Support Person**

*M.P. R.T.*


This identifies a support person that could act as coach or mentor with regard to the area of learning for the employee.

N.R. R.I.

**4. Skills  
Performance  
Gap (if  
any)**

**2. Outcomes  
to be  
achieved  
by  
the  
employee**


E.g.1. Appraise Performance of Managers	The Senior manager will be able to enter into performance agreements with all managers reporting to him /her, appraise them against set criteria, within relevant time frames	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

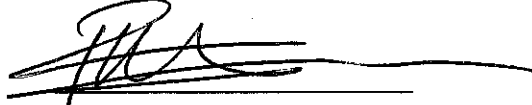
N.A. R.T.

Thus, done and signed at GIYAN on this the 07 day of JULY 2023

AS WITNESSES:

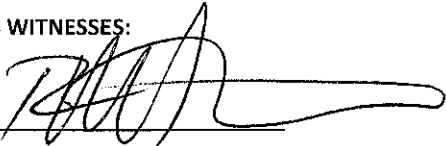
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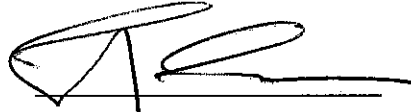


DIRECTOR: CORPORATE AND SHARED SERVICES  
MDAKA NR

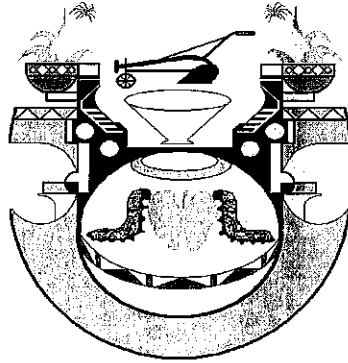
AS WITNESSES:

1. 

2. 



MUNICIPAL MANAGER  
KHOZA VD



# FINANCIAL DISCLOSURES

**2023/2024**

EMPLOYEE NAME: MDAKA NR

***STRICTLY CONFIDENTIAL***

**Financial Disclosure Form**

CONFIDENTIAL

I, the undersigned (surname and initials):

**Mdaka N.R**

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(Residential address) :

**House Number 426 Section E Giyani**

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N.R.

R.D.

(Position held) : **Director Corporate and Shared 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	N/A	N/A	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	N/A	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	N/A	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	N/A	N/A	N/A

N.A R.I.



**5. Sponsorships**

See information sheet: note (5)

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

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

See information sheet: note (6)

Description	Value	Source
N/A	N/A	N/A

**7. Land and property**

See information sheet: note (7)

Description	Extent	Area	Value
Residential House No. 426 Section E Giyani	450 Metres square	Giyani Section E	R540 000

SIGNATURE OF EMPLOYEE

DATE: 07/07/2023

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

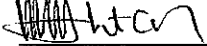
(iii) Do you consider the prescribed oath or affirmation to be binding on your conscience?

Answer:

(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:

NONCIANI MARGARETH CHAKA (Block letters)

Designation (rank) LT. COL Ex Officio Republic of South Africa

Street address of institution GIYANI SECTION A NEAR  
HOME AFFAIRS

Date 2023-07-07 Place GIYANI



CONTENTS NOTED: (Immediate supervisor) \_\_\_\_\_

DATE: 2023-07-07





## **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.

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R.S.

## 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.

N.R R.I