

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

NKUNA FEDIAM,

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

WHEREBY IT IS AGREED AS FOLLOWS:

A handwritten signature or set of initials in black ink, located in the bottom right corner of the page.

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	9.09%
3. Basic Service Delivery and Infrastructure Development	0%
4. Local Economic Development	0%
5. Municipal Finance Management and Viability	59.09%
6. Good Governance and Public Participation	31.81%
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. 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 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


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 GIJANI.....on this the 3 day of July..... 2023.



AS WITNESSES:

- 1. 
- 2. 



NKUNA FEDIAM
EMPLOYEE

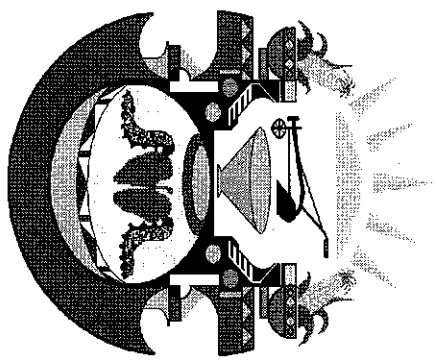
AS WITNESSES:

- 1. 
- 2. 



MUNICIPAL MANAGER
KHOZA VUSI DUNCAN

GREATER GIYANI LOCAL MUNICIPALITY



GREATER GIYANI MUNICIPALITY

PERFORMANCE PLAN
CHIEF FINANCIAL OFFICER: NKUNA FEDIAM
2023/24

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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



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

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



3.KPA 2: MUNICIPAL TRANSFORMATION AND ORGANIZATIONAL DEVELOPMENT

KPA 2: MUNICIPAL TRANSFORMATION AND ORGANIZATIONAL DEVELOPMENT; KPA WEIGHT = 9%

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
1.	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 held (12 Finance Portfolio Committee) by 30 June 2024	Portfolio Committee Meeting	Organize Portfolio Committee meetings as per schedule	Greater Giyani Municipality	Administration	Income	Income	3 Portfolio Committee Meetings held	3 Portfolio Committee Meetings held	3 Portfolio Committee Meetings held	3 Portfolio Committee Meetings held	50	Q1-Q4 Notices of Invitations Agenda and Attendance Register	BTO
2.	Information Technology	To ensure good governance	# of IT Steering Committee Meetings to be conducted	4 meetings held in 2022/23 Financial year	4 IT Steering Committee meetings conducted	IT Governance, Risks and	Coordination of the IT Steering	Greater Giyani Municipality	Administration	Income	Operational	1 IT Steering Committee meeting	1 IT Steering Committee meeting	1 IT Steering Committee meeting	1 IT Steering Committee meeting	50	Q1-Q4 Invitations and Attendance Register	BTO

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No.	Priority Issue/Program	Development Objective	Key Performance Indicators/Measurable Objective	Baseline 2022/23	Annual Targets	Project Name	Project Indicator/Description	Location	Ward	Funding Source	Budget 2023/24	1st Q Target	2nd Q Targets	3rd Q Targets	4th Q Targets	KPI Weight	Portfolio of Evidence	Dept	
		Finance of ICT	by 30 June 2024		by 30 June 2024	Compliance	Committee Meeting				R 000	5 conducted	5 conducted	5 conducted	5 conducted				

4.KPA 5: MUNICIPAL FINANCE MANAGEMENT AND VIABILITY

KPA 5: MUNICIPAL FINANCE MANAGEMENT AND VIABILITY KPA WEIGHT =59,09%

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

OUTPUT 6: ADMINISTRATIVE AND FINANCIAL CAPABILITY

STRATEGIC OBJECTIVE: SOUND FINANCIAL MANAGEMENT AND VIABILITY

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	1st Q Target	2nd Q Targets	3rd Q Targets	4th Q Targets	KPI Weight	Portfolio of Evidence	Dept
01.	Budget and Reporting	To improve financial management systems to enhance venue base	Unqualified Audit Opinion by 30 June 2024	Unqualified Audit Opinion	Unqualified Audit Opinion by 30 June 2024	Unqualified Audit Opinion	Complying with legislative frameworks, keeping records and submit AFS	Greater Giyani Municipality	Administration	Income	Operational	N/A	Obtaining of Unqualified Audit Opinion	N/A	N/A	7,69	AGSA Audit Report	BTO

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02.	Revenue Management	To improve financial management systems to enhance revenue base	Review the revenue enhancement policies	Revenue enhancement policies were reviewed	Revenue enhancement strategy reviewed and implemented by 30 June 2024	Revenue enhancement policies review	Send the policies for inputs by other departments.	Present the draft review to management. Submit to council for approval.	Greater Giyani Municipality	Administration	Income	Operational	Report on Implementation of Revenue Enhancement Strategy	Report on Implementation of Revenue Enhancement Strategy	Report on Implementation of Revenue Enhancement Strategy	Report on Implementation of Revenue Enhancement Strategy	7,69	Report on Implementation of Revenue Enhancement Strategy		
03.		To improve financial management systems to enhance revenue base	Draft budget tabled to council	Draft budget was tabled to council	Draft budget tabled to council by 31 March 2024	Draft budget	Collect budget information from departments, Consolidate the budget, Present the draft to management, portfolio committee, exco and Submit to council for approval.		Greater Giyani Municipality	Administration	Income	Operational	N/A	N/A	Draft budget tabled to council	N/A	Final budget approved by council	7,69	Q3- Draft budget and Council Resolution	BTO
04.	Budget and Reporting	To improve financial management systems to enhance	Submit the final budget to council	Final budget was submitted to council	Final budget submitted to council	Final budget	Budget and Reporting		Greater Giyani Municipality	Administration	Income	Operational	N/A	N/A	N/A	Final budget approved by council	7,69	Q4- Approved Final budget and Council	BTO	

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07.	Budget and Reporting	To improve financial management systems to enhance revenue base	Section 72 Mid-year report submitted to Mayor and Treasurer on or before January 25 2024	Sec 72 Report, Mayor's acknowledgment of receipt and Council Resolution submitted	1 Section 72 Report submitted to Mayor and Treasurer on or before 25 January 2024.	Section 72 report submission	Compile the section 72 report and submit to the Mayor and Treasurer on or before January 25 2024 as per the legislation.	Greater Giyani Municipality	Administration	Income	Operational	N/A	N/A	Complete the section 72 report and submit to the Mayor and Treasurer on or before January 25 2023 as per the legislation.	N/A	7,69	Q3 - Sec 72 Report, Mayor's and Treasurer acknowledgment of receipt.	BTO
08.	Supply Chain Management	To improve financial management systems to enhance venue base	# of Quarterly UIF report/ Letter submitted to AGSA and MEC for local government	UIF report not submitted to AGSA and COGHTRA	2 Quarterly UIF letters/ report submitted on UIF identified per quarterly	UIF Expenditure	submit quarterly letters submitted to AGSA and MEC for local government on UIF identified per quarter	Greater Giyani Municipality	Administration	Income	capital and operational	N/A	Submit UIF report to MEC and AG.	N/A	Submit UIF report to MEC and AG.	7,69	Q2 & Q4 Proof of submission to MEC and AG	BTO

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09.	Supply Chain Management	To improve financial management systems to enhance venue base	# of Quarterly SCM reports submitted to the MIM per quarter	4 SCM report	4 Quarterly SCM reports submitted to MIM by 30 June 2024	Supply Chain Management Reports	Submit Quarterly Supply Chain Management reports to MIM per quarter	Greater Giyani Municipality	Administration	Income	Operational	1 SCM report compiled and submitted to MIM	1 SCM report compiled and submitted to MIM	1 SCM report compiled and submitted to MIM	1 SCM report compiled and submitted to MIM	7,69	Q1-Q4 Quarterly SCM reports and MIM's Acknowledgment of receipt	BTO
10.	Asset Management	To improve financial management systems	# of Quarterly Insurance Report to Risk Management Committee	4 Quarterly Insurance Report to Risk Management Committee	4 Quarterly Insurance reports submitted to Risk Management Committee by 30 June 2024	Insurance Report	Submit quarterly Insurance reports to Risk Management Committee	Greater Giyani Municipality	Administration	Income	Operational	Submit quarterly Insurance report to Risk Management Committee	Submit quarterly Insurance report to Risk Management Committee	Submit quarterly Insurance report to Risk Management Committee	Submit quarterly Insurance report to Risk Management Committee	7,69	Q1-Q4 Insurance Report	BTO
11.	Asset Management	To improve financial management systems	# of Quarterly Assets Management Report submitted to Finance Portfolio Committee	(4) Quarterly asset development	4 Quarterly Assets management reports submitted to Finance Portfolio Committee by 30 June 2024	Asset management Report	Submit quarterly Asset management reports to Finance Portfolio Committee	Greater Giyani Municipality	Administration	Income	Operational	Submit quarterly Asset management report to Finance Portfolio Committee	Submit quarterly Asset management report to Finance Portfolio Committee	Submit quarterly Asset management report to Finance Portfolio Committee	Submit quarterly Asset management report to Finance Portfolio Committee	7,69	Q1-Q4 Asset Management Report	BTO

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12.	Asset Management	To improve financial management systems to enhance value base	# of Asset Verification report submitted to MM	1 Asset verification report submitted to MM	1 Asset verification report submitted to MM by 30 June 2024	Asset Register	Receive new acquisitions, Barcode and capture into the asset register. Capture the expense of the project in progress. When the project is completed the unbundling and capitalisation into the asset register takes effect	Greater Giyani Municipality	Administration	Income	Operational	1 Assets verification report submitted to MM	N/A	N/A	N/A	N/A	7.69	Q1-Signed Asset Verification Report	BTO
13.	Asset Management	To improve financial management systems to enhance value base	# of Fleet Fuel and Maintenance Expenditure Management	4 Quarterly Fleet Fuel and Maintenance Expenditure Management Report	4 Quarterly Fleet Fuel and Maintenance Expenditure Management Report by 30 June 2024	Fleet Vehicle & Machinery	Perform fuel and expenditure management.	Greater Giyani Municipality	Administration	Income	Operational	Quarterly Report on fleet fuel and maintenance.	Quarterly Report on fleet fuel and maintenance.	Quarterly Report on fleet fuel and maintenance.	Quarterly Report on fleet fuel and maintenance.	7.69	Q1-Q4 Signed Fuel & Maintenance Report	BTO	

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5.KPA 6: GOOD GOVERNANCE AND PUBLIC PARTICIPATION

KPA 6: GOOD GOVERNANCE AND PUBLIC PARTICIPATION KPA WEIGHT =31.39%

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 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 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 Reports	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	14,28	Q1-Q4 Submissions Register Reports and POEs	BTO

No.	Priority Issue/Program	Development Objective	Key Performance Indicators/Measurable Objectives	Baseline	Annual Targets	Project Name	Project 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 to be 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	14,28	Q1-Q4 Minutes and Attendance Register	BTO
03.	Risk Management	To develop governance structures and systems that will ensure effective public consultation and organizational discipline	% of total number of risk implemented (Strategic and Operational) by 30 June 2024	New Indicator	100% of total number of risk 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	14,28	Q1-Q4 Updated Risk register	BTO
04.	Internal Auditing	To develop governance structures and systems that will ensure effective public	% of findings resolved in the Internal Audit Action Plan by	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	14,28	Q1-Q4 Updated Internal Audit Action Plan	BTO

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

	consultation and organizational discipline	30 June 2024								100% of findings resolved in the AG(SA) Action Plan by 30 June 2024		100% of findings resolved in the AG(SA) Action Plan	100% of findings resolved in the AGSA's Action Plan	50% of findings resolved in the AGSA's Action Plan	100% of findings resolved in the AGSA's Action Plan	14,28	Q3 & Q4 Update of Audit Action Plan	BTO
05.	Internal Auditing	To develop governance structures and systems that will ensure effective public consultation and organizational discipline	# of Audit and Performance 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 Committee Report	Organize Audit and Performance 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	14,28	Q1-Q4 Attendance Register and Minutes	BTO
07.	Internal Auditing	To develop governance structures and systems that will ensure effective public consultation and	# of Audit and Performance Committee Reports developed	4 Audit and Performance Committee Reports submitted to Council	4 Audit and Performance Committee Reports developed and submitted to Council	Audit and Performance Committee Reports	Develop Audit and Performance Committee Reports	Greater Giyani Municipality	Administration	Income	Operational	1 Audit and Performance Committee Reports submitted to	1 Audit and Performance Committee Reports submitted to	1 Audit and Performance Committee Reports submitted to	1 Audit and Performance Committee Reports submitted to	14,28	Q1-Q4 Report to Council, Council Resolution	BTO

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

organizational discipline	ed and submitted to Council by 30 June 2024	by 30 June 2024					council for approval	council for approval		
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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) 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	4,17%
3. Basic Service Delivery and Infrastructure Development	0%
4. Local Economic Development	0%
5. Municipal Finance Management and Viability	16,67%
6. Good Governance and Public Participation	20,85%
TOTAL WEIGHTING	100%

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



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

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
Outstanding Performance	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.
Performance Significantly Above Expectations	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.
Fully Effective	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 indicators as specified in the PA and Performance Plan.
Not Fully Effective	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.
Unacceptable Performance	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.

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 57 Managers are required have a 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



CHIEF FINANCIAL OFFICER

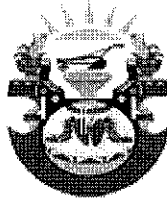
NKUNA FEDIAM

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)

NKUNA FEDIUM

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.

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



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
PMS		Workshop	Contact	30/09/2023	YES	PMS OFFICE
AFS		Workshop	Contact	31/12/2023	YES	Training MMS OFFICE

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
		NA				
		NA				

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

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

NA

BS

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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

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
			NS/A			

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

RP
~~RP~~

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 Timelines

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
		NSIA				

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.

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
		N/A				

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

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
		N/A				

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

1. Skills /Performance Gap (in order of priority)	2. Outcomes Expected (Measurable indicators: quantity, quality, and time frames)	3. Suggested training and / or development activity	4. Suggested mode of delivery	5. Suggested Time Frames	6. Work opportunity created to practice skill /development area	7. Support Person
E.g., 1. Appraise Performance of Managers	The 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

21/4

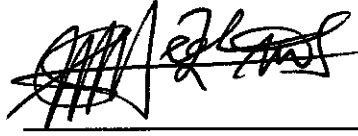
RJD
~~_____~~

Thus, done and signed at GIJANI on this the 3 day of JULY 2023.

AS WITNESSES:

1.  _____

2.  _____



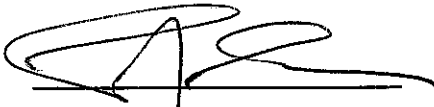
CHIEF FINANCIAL OFFICER

NKUNA F

AS WITNESSES:

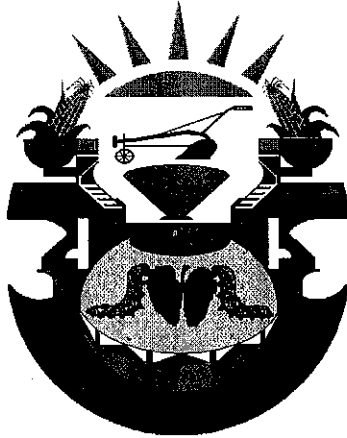
1.  _____

2.  _____



MUNICIPAL MANAGER

KHOZA VD



FINANCIAL DISCLOSURES

2023/2024

EMPLOYEE NAME: NKUNA FEDIAM

STRICTLY CONFIDENTIAL

Financial Disclosure Form

CONFIDENTIAL

I, the undersigned (surname and initials):

FEDIAM NKUNA

(Residential address) :

HOUSE NO. 238 ROOIBOS STREET
SECTION B
KLEMETARI
BIYANI 0826

(Position held) : Chief Financial Officer

(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
100%	ORDINARY SHARES	1 000	MALUVANI CONSULTING
100%	ORDINARY SHARES	100	NKALANI WA MALUVANI

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

Name of corporate entity, partnership or firm	Type of business	Amount of Remuneration/Income
ANDLA Y VANGAMA	PROPERTY INVESTMENT	—
MALUVANI CONSULTING	TAX & ACCOUNTING	—
NKALANI WA MALUVANI	GENERAL	—

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
—	—	—

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

Name of client	Nature	Type of business activity	Value of any benefits received
—	—	—	—

[Handwritten signature]

5. Sponsorships

See information sheet: note (5)

Source of assistance/sponsorship	Description of assistance/Sponsorship	Value of assistance/sponsorship
—	—	—

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

See information sheet: note (6)

Description	Value	Source
—	—	—

7. Land and property

See information sheet: note (7)

Description	Extent	Area	Value
HOUSE	1350 SQM	KREME PART	1 500 000
S TAND	1144 SQM	SECTION F	300 000

SIGNATURE OF EMPLOYEE

DATE:

[Signature] 01/07/2023

PLACE:

GIDAVI

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:

[Signature]

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

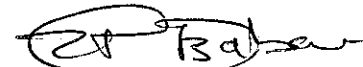
Full first names and surname

Makonde Iswazi Komani (Block letters)

Designation (rank) Admin Clerk Criminal Ex Officio Republic of South Africa

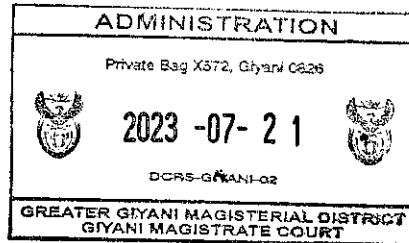
Street address of institution Stand No. 67 Giyani Unit BA, Opposite Old Nkhensani Hospital, Giyani Main Road.

Date 21/07/2023. Place Giyani Magistrate Court.



CONTENTS NOTED: (Immediate supervisor) Babane Z J

DATE: 21/07/2023



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.

