

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

SITHOLE KHENSANI VERONICA,

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

WHEREBY IT IS AGREED AS FOLLOWS:

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1. Introduction

- 1.1. The Employer has entered into a contract of employment with the Employee in terms of section 57(1)(a) of the Local Government: Municipal Systems Act 32 of 2000 ("the Systems Act"). The Employer and the Employee are hereinafter referred to as "the Parties".
- 1.2 Section 57(1)(b) of the Systems Act, read with the Contract of Employment concluded between the parties, requires the parties to conclude an annual performance agreement.
- 1.3 This agreement does not at all replace the Employment Contract signed between the parties.
- 1.4 The parties wish to ensure that they are clear about the goals to be achieved, and secure the commitment of the Employee to a set of outcomes that will secure local government policy goals.
- 1.5 The Parties wish to ensure that there is compliance with Sections 57 (4A), 57 (4B) and 57 (5) of the Systems Act.

2. Purpose of this Agreement

The purpose of this Agreement is to:

- 2.2 Comply with the provisions of Section 57(1)(b), (4A), (4B) and (5) of the Act as well as the employment contract entered into between the parties
- 2.3 Specify objectives in terms of the key performance indicators and targets defined and agreed with the employee and to communicate to the employee the employer's expectations of the employee's performance and accountabilities in alignment with the Integrated Development Plan, Service Delivery and Budget Implementation Plan (SDBIP) and the Budget of the municipality
- 2.4 Specify accountabilities as set out in a Performance Plan, which forms an Annexure to the Performance Agreement
- 2.5 Monitor and measure performance against set targeted outputs
- 2.6 Use the Performance Agreement as the basis for assessing whether the employee has met the performance expectations applicable to his job
- 2.7 In the event of outstanding performance, to appropriately reward the employee
- 2.8 Give effect to the employer's commitment to a performance-orientated relationship with its employee in attaining equitable and improved service delivery

3. Commencement and duration

- 3.1. This Agreement will commence on 1 July 2023 and will remain in force until 30 June 2024 (provided the employment contract signed with the employer is still in force) thereafter a new Performance Agreement, Performance Plan and Personal Development Plan shall be concluded between the parties for the next financial year or **any portion thereof**.
- 3.2 The parties will review the provisions of this Agreement during June each year
- 3.3 The parties will conclude a new Performance Agreement and Performance Plan that replaces this Agreement at least once a year by not later than one month after the beginning of each successive financial year
- 3.4 This Agreement will automatically terminate on termination of the Employee's contract of employment for any reason
- 3.5 The content of this Agreement may be revised at any time during the abovementioned period to determine the applicability of the matters agreed upon
- 3.6 If at any time during the validity of this Agreement the work environment alters (whether as a result of government or Council decisions or otherwise) to the extent that the contents of this Agreement are no longer appropriate, the contents shall immediately be revised

4. Performance Objectives

- 4.1. The Performance Plan (Annexure A) sets out-
 - 4.1.1. Key Performance Areas that the employee should focus on
 - 4.1.2. Core competencies required from employees
 - 4.1.3. The performance objectives, key performance indicators, projects and targets that must be met by the Employee
 - 4.1.4. The time frames within which those performance objectives and targets must be met
- 4.2. The performance objectives, key performance indicators and targets reflected in Annexure A are set by the Employer in consultation with the Employee and based on the Integrated Development Plan, Service Delivery and

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:

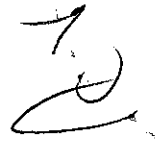
- 4.2.1. The strategic objectives describe the strategic intent of the organisation that needs to be achieved
- 4.2.2. The performance indicators provide the measurement on how a strategic objective needs to be achieved
- 4.2.3. The target dates describe the timeframe in which the work must be achieved
- 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 Employer 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	57.89%
1.Municipal Transformation and Organisational Development	5.26%
3. Basic Service Delivery and Infrastructure Development	0%
4. Local Economic Development	18.42%
5. Municipal Finance Management and Viability	0%
6. Good Governance and Public Participation	18.42%
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.

 3

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%

*Fin*⁴

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:



Means assessment of the performance of the Employee will be based on the following rating scale: (A) = 5, (B) = 4, (C) = 3, (D) = 2, (E) = 1				
5	4	3	2	1
Outstanding Performance	Performance Significantly Above Expectations	Fully Effective	Not Fully Effective	Unsatisfactory 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

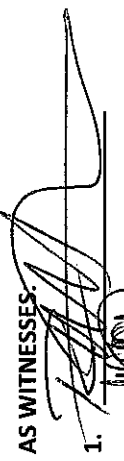

12. Dispute Resolution

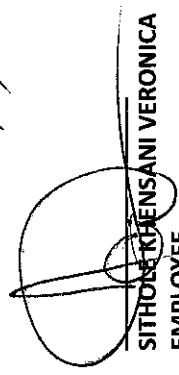
- 12.1. Any disputes about the nature of the Employee’s performance agreement, whether it relates to key responsibilities, priorities, methods of assessment and/ or any other matter provided for, shall be mediated by the MEC for local government in the province within thirty (30) days of receipt of a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


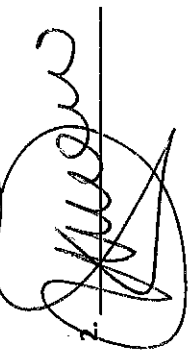
13. General


- 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.

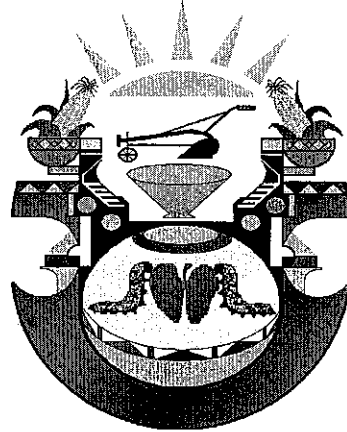
Thus, done and signed at GUYANA..... on this the 05/07 day of 2023.

AS WITNESSES:
 1. 
 2. 


 SITHOLE KUENSANI VERONICA
 EMPLOYEE

AS WITNESSES:
 1. 
 2. 


 MUNICIPAL MANAGER
 KHOZA VUSI DUNCAN



GREATER GIYANI MUNICIPALITY

**PERFORMANCE PLAN
DIRECTOR PLANNING & LED: SITHOLE KV
2023/24**

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Page 1

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

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

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6.KPA 5: MUNICIPAL FINANCE MANAGEMENT AND VIABILITYError! Bookmark not defined.

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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 manger**, 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

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3.KPA 2: MUNICIPAL TRANSFORMATION AND ORGANIZATIONAL DEVELOPMENT

KPA 2: MUNICIPAL TRANSFORMATION AND ORGANIZATIONAL DEVELOPMENT: KPA WEIGHT = 5,26%
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 advise EXCO on policy matters and make recommendations to EXCO	# of Portfolio Committee Meetings to be held by 30 June 2024	18 Portfolio Committee Meetings held in 2022/23	12 Portfolio Committee Meetings (12 LED Per Portfolio Committee) by 30 June 2024	Portfolio Committee Meetings	Organize Portfolio Committee meeting as per schedule	Greater Giyani Municipality	Administration	Income	Operational	3	3	3	3	50	Q1-Q4 Notices of Invitations Agenda and Attendance Register	P& DEV
02.	Information Technology	To ensure good governance of ICT	# of IT Steering Committee Meetings to be conducted by 30 June 2024	4 meetings held in 2022/23 Financial year	4 IT Steering Committee meetings conducted by 30 June 2024	IT Governance, Risks and Compliance	Coordination of the IT Steering Committee Meeting	Greater Giyani Municipality	Administration	Income	Operational	1 IT Steering Committee meeting conducted	1 IT Steering Committee meeting conducted	1 IT Steering Committee meeting conducted	1 IT Steering Committee meeting conducted	50	Q1-Q4 Invitations and Attendance Register	P& DEV

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3.KPA 1: SPATIAL RATIONALE

KPA 1: SPATIAL RATIONALE: KPA WEIGHT = 57.89%
 OUTCOME NINE: RESPONSIVE, ACCOUNTABLE, EFFECTIVE AND EFFICIENT LOCAL GOVERNMENT SYSTEM
 OUTPUT 4: ACTIONS SUPPORTIVE OF THE HUMAN SETTLEMENT OUTCOMES
 STRATEGIC OBJECTIVE: INTEGRATED SPATIAL AND HUMAN SETTLEMENT

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.	Spatial and Town Planning	To develop an effective spatial framework that promotes integrated and sustainable development	# of Tribunal Sittings held	New Indicator	4 Tribunal Sittings held by 30 June 2024	Alignment of LUS	Alignment of LUS	Greater Giyani Municipality	All Wards	Income	Operational	1 Tribunal sitting held	1 Tribunal sitting held	1 Tribunal sitting held	1 Tribunal sitting held	4,55	Q1-Q4 Invitation, agenda and attendance register	P& Dev
02.	Spatial and Town Planning	To develop an effective spatial framework that promotes integrated and sustainable development	To submit land use application for town establishment (Siyandhani)	New Indicator	Submit land use application for Town Establishment (Siyandhani) by 30 June 2024	Township establishment Siyandhani	Township establishment	Siyandhani village	Ward 7	LGES	600 000.00	N/A	Submit land use application for Town Establishment (Siyandhani)	N/A	N/A	4,55	Q2-Register	P & Dev

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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
03.	Spatial and Town Planning	To develop an effective spatial framework that promotes integrated and sustainable development	To submit land use application for town establishment (Ngove) by 30 June 2024	New Indicator	Submit land use application for Town Establishment (Ngove) by 30 June 2024	Township establishment Ngove	Township establishment	Ngove village	21	LGES	300 000	N/A	Submit land use application for Town Establishment (Ngove)	N/A	N/A	4,55	Q2-Register	P & Dev
04.	Spatial and Town Planning	To develop an effective spatial framework that promotes integrated and sustainable development	To submit land use application for town establishment to Tribunal (Ndengeza) by 30 June 2024	New Indicator	Submit land use application for Town Establishment and submit to Tribunal (Ndengeza) by 30 June 2024	Township establishment Ndengeza Village 500 sites	Township establishment	Ndengeza Village	Ward 3	LGES	700 000	Draft Layout	Compile land use application	N/A	Submit land use application for Town Establishment and submit to Tribunal (Ndengeza)	4,55	Q1-Draft Lay out Q2-Land use application Q4-Register	P & Dev
05.	Spatial and Town Planning	To develop an effective	Submit land application for Golf Course Development	Application to Rezone and subdivide	Submit land application to Rezone and	Golf Course Development	Rezoning and subdivision	Giyani D1	Ward 11	Income	600 000.00	N/A	Submit land application to Rezone	N/A	N/A	4,55	Q2-Register	P & Dev

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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 R4000	1st Q Target	2nd Q Targets	3rd Q Targets	4th Q Targets	KPI Weight	Portfolio of Evidence	Dept
		spatial frame work that promotes integrated and sustainable development		Golf Course compiled	subdivide Golf Course by 30 June 2024		of Golf Course						and subdivide Golf Course					
06.	Spatial and Town Planning	To develop an effective spatial frame work that promotes integrated and sustainable development	Submit application for Formalisation of Makosha Risinga Extension b	Draft Layout Plan	Submit application for Formalisation of Makosha Risinga Extension by 30 June 2024	Formalisation of Makosha Risinga	Formalisation of Makosha Risinga	Risinga	Ward 13	LGES	300 000.00	N/A	Submit land use application of township expansion to Tribunal		N/A	4,55	Q2-Register	P & Dev

N/A

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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
07.	Spatial and Town Planning	To develop an effective spatial framework that promotes integrated and sustainable development	Submit application for Formalization of Makosha Risinga Extension b	Draft Layout Plan	Submit application for Formalization of Makosha Risinga Extension by 30 June 2024	Formalisation of Makosha Risinga	Formalisation of Makosha Risinga	Risinga	Ward 13	LGES	300 000.00	N/A	Submit land use application of township expansion to Tribunal		N/A	4,55	Q2-Register	P&Dev
08.	Spatial and Town Planning	To develop an effective spatial framework that promotes integrated and sustainable development	Proclamation diagram and registration by 30 June 2024	Application not submitted	To lodge an application for proclamation with Rural Development by 30 June 2024	Proclamation Programme	Proclamation Programme	Greater Giyani Municipality	Ward 11,12,13	LGES	500 000.00	N/A	Engage Traditional Authority		Lodge application for proclamation	4,55	Q2-Register Q3-Register Q4-Application for Proclamation	P & Dev

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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 R1000	1st Q Target	2nd Q Targets	3rd Q Targets	4th Q Targets	KPI Weight	Portfolio of Evidence	Dept
09.	Spatial and Town Planning	To develop an effective spatial framework that promotes integrated and sustainable development	Submit application for Formalisation of Church view	Draft Layout Plan	Submit application for Formalisation of Church view by 30 June 2024	Formalisation of Church View	Formalisation of Church View	Church View	Ward 11	LGES	300 000.00	N/A	Submit land use application of township expansion to Tribunal	N/A	N/A	4,55	Q2-Register	P & Dev
10.	Spatial and Town Planning	To develop an effective spatial framework that promotes integrated and sustainable development	Street naming Giyani Section A	Draft street names submitted to Council for noting	Installation of street name boards of Giyani Section A by 30 June 2024	Street naming Giyani section A & F	Street naming Giyani Section A & F	Giyani Section A & F	Ward 11,12	LGES	300 000.00	N/A	N/A	Installation of street name boards	N/A	4,55	Q3-Installation Report	P & Dev

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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
11.	Spatial and Town Planning	To develop an effective spatial framework that promotes integrated and sustainable development	Street naming Giyani BA & C	Draft street names submitted to Council for noting	Installation of street name boards of Giyani BA by 30 June 2024	Street naming Giyani BA & C	Street naming Giyani BA & C	Giyani BA and C	Ward 11,12	LGES	300 000.00	N/A	Installation of street name boards	N/A	N/A	4,55	Q2- Installation Report	P & Dev
12.	Spatial and Town Planning	To develop an effective spatial framework that promotes integrated and sustainable development	Street naming Giyani E	Draft street names submitted to Council for noting	Installation of street name boards of Giyani E by 30 June 2024	Street naming Giyani E	Street naming Giyani E	Giyani E	Ward 11	LGES	300 000	N/A	Installation of street name boards	N/A	N/A	4,55	Q2- Installation Report	P & Dev

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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
13.	Spatial and Town Planning	To develop an effective spatial framework that promotes integrated and sustainable development	Street naming Kremetart submitted to by June 2024	Draft street names submitted to Council for noting	Installation of street names boards of Kremetart by 30 June 2024	Street naming Kremetart	Street naming Kremetart	Kremetart	Ward 7	LGES	300 000	N/A	N/A	Installation of street name boards	N/A	4,55	Q3-Installation Report	P & Dev
14.	Spatial and Town Planning	To develop an effective spatial framework that promotes integrated and sustainable development	To submit site demarcation application for town establishment (Dzumeri & Sikhunyani) to Tribunal by 30 June 2024	New Indicator	Submit site demarcation application (Sikhunyani & Dzumeri) to Tribunal by 30 June 2024	Site Demarcation in Sikhunyani & Dzumeri villages	Township establishment	Sikhunyani and Dzumeri	Ward 26 and 25	LGES	700 000	N/A	Draft layout	Compile site demarcation application	Submit application to Tribunal	4,55	Q2-Draft layout Q3-Site demarcation application (township establishment Q4-Register	P & Dev

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15.	Spatial and Town Planning	To develop an effective spatial framework that promotes integrated and sustainable development	To submit subdivision and Rezoning application of Municipal Properties in Villages	Application of township expansion submitted to Tribunal	Submit subdivision and Rezoning application of 3 Municipal Properties (Thomo, Homu & Mageva) in Villages by 30 June 2024	Subdivision, Rezoning of Municipal Properties	Rezoning and subdivision of 3 Municipal Properties in villages	Ngove Village	Ward 21	Income	600 000.00	N/A	Submit application of township expansion to Tribunal	N/A	N/A	4,55	Q2-Register	P & Dev

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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
16.	Spatial and Town Planning	To develop an effective spatial framework that promotes integrated and sustainable development	Compile Rezoning and subdivision application for municipal of parks	Application for land use	Submit Rezoning and subdivision application for municipal of parks to Tribunal by 30 June 2024	Rezoning and subdivision of parks	Rezoning and subdivision of parks	Giyani township	Ward 13	LGES	700 000.00	Submit application of township expansion to Tribunal	N/A	N/A	N/A	4,55	Q1-Register	P & Dev

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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 R1000	1st Q Target	2nd Q Targets	3rd Q Targets	4th Q Targets	KPI Weight	Portfolio Evidence	Dept
17.	Spatial and Town Planning	To develop an effective spatial framework that promotes integrated and sustainable development	Approval of the precinct plan for Mahumani Village	Draft Precinct Plan Document	Approved precinct plan for Mahumani Village by 30 June 2024	Mahumani Precinct Plan	Mahumani Precinct Plan	Nkomo	Ward 10	LGES	500,000	Approval Precinct Plan	N/A	N/A	N/A	4,55	Q1- Approved Precinct Plan and Council Resolution	P & Dev

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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 R1000	1st Q Target	2nd Q Targets	3rd Q Targets	4th Q Targets	KPI Weight	Portfolio of Evidence	Dept
18.	Spatial and Town Planning	To develop an effective spatial framework that promotes integrated and sustainable development	Upgrade GIS System by 30 June 2024	Terms of reference	Upgrade GIS System by 30 June 2024	GIS Upgrade	GIS Upgrade	Greater Giyani	All wards	LGES	700 000.00	N/A	Terms References	Appointment	Installation	4,55	Q2-Terms of reference Q3-Appointment Letter Q4-Installation Report	P & Dev

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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
19.	Spatial and Town Planning	To develop an effective spatial framework that promotes integrated and sustainable development	Conduct feasibility study and draft layout for town establishment	New Indicator	Conduct feasibility study and develop draft layout for Dzingidzini town establishment by 30 June 2024	Township establishment Dzingidzini	Township establishment	Dzingidzini	Ward 26	LGES	500 000.00	N/A	N/A	Q3- Conduct feasibility study and compile a report	Develop Draft layout	4,55	Q3- Draft feasibility study report Q4-Draft Lay out	P & Dev

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No	Priority Issue/ Programme	Development Objective	Key Performance Indicators/Measurable Objectives	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
20.	Spatial and Town Planning	To develop an effective spatial framework that promotes integrated and sustainable development	Conduct feasibility study and draft layout for town establishment	New Indicator	Conduct feasibility study and develop draft layout for Sikhunyan i town establishment by 30 June 2024	Township establishment Sikhunyani/NGov e	Township establishment	Sikhunyan	Ward 26	LGES	500 000.00	N/A	N/A	Q3- Conduct feasibility study and compile a report	Develop Draft layout	4,55	Q3- Draft feasibility study report Q4-Draft Lay out	P & Dev

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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
21.	Spatial and Town Planning	To develop an effective spatial framework that promotes integrated and sustainable development	Submit property registration application to COGHSTA	10 property registration application submitted to COGHSTA	Submit 12 property registration application to COGHSTA by 30 June 2024	Deeds Registration Office	Deeds registration office	Greater Giyani	All Wards	LGES	500 000.00	Submit 3 deeds application to COGHSTA	Submit 3 deeds application to COGHSTA	Submit 3 deeds application to COGHSTA	Submit 3 deeds application to COGHSTA	4,55	Q1-Q4 Register	P & Dev

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No.	Priority Issue/ Programme	Development Objective	Key Performance Indicators/Masurable 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 Evidence	Dept
22.	Buildings Regulations	To comply with building regulations	To approve building plans by 30 June 2024	New Indicator	100% approval of building plans by 30 June 2024	Approval of Building plans	Approval of Building plans	Greater Giyani Municipality	Administration	Income	Operational	100% of building plans approved	100% of building plans approved	100% of building plans approved	100% of building plans approved	4,55	Q1-Q4 Register & Report	P & Dev

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5.KPA 6: LOCAL ECONOMIC DEVELOPMENT

KPA 6: LOCAL ECONOMIC DEVELOPMENT KPA WEIGHT =18,42%

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.	SMME Exposure to markets	To Create an Enabling Environment for Sustainable Economic Growth	# of SMME's exposed to LED market by 30 June 2024	4 SMMEs exposed to LED market	4 SMMEs exposed to LED market by 30 June 2024	SMME's exposure to market	SMMEs exposed to market by taking them along to different LED exhibition markets	Greater Giyani	All wards	Income	Operational	N/A	N/A	2 SMME's exposed	2 SMME's exposed	14,28	Q3-Q4 Invitation, Attendance register	P&DEV
02.	SMME Exposure to markets	To Create an Enabling Environment for Sustainable Economic Growth	# of SMME's exposed to LED market by 30 June 2024	4 SMME's exposed to pop up market	4 SMME's exposure to pop up market by 30 June 2024	SMME's exposure to pop up market	SMMEs exposed to local market	Greater Giyani	All wards	Income	Operational	1 SME's exposed to pop up market	1 SME's exposed to pop up market	1 SME's exposed to pop up market	1 SME's exposed to pop up market	14,28	Q1-Q4 Invitation, Attendance register	P&DEV
03.	Planning and LED awareness	To Create an Enabling Environment for Sustainable Economic Growth	#of Planning and LED Awareness to be conducted by 30 June 2024	4 Planning and LED Awareness	4 Planning and LED Awareness conducted by 30 June 2024	Planning and LED Awareness conducted	Planning and LED Awareness conducted	Greater Giyani	All wards	Income	Operational	1 Planning and LED awareness	1 Planning and LED awareness	1 Planning and LED awareness	1 Planning and LED awareness	14,28	Q1-Q4 Attendance register	P&DEV

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04.	LED Strategy	To Create An Enabling Environment For Sustainable Economic Growth	Adoption of LED Strategy by Council	LED strategy reviewed	Adoption of the LED Strategy by Council by 30 June 2024	LED Strategy Review	LED Strategy to be reviewed and submitted to Council for approval	Greater Giyani Municipality	Giyani	Income	Operational	Adoption of the LED Strategy by Council	N/A	N/A	N/A	14,28	Q1-Final LED Strategy and Council Resolution	P & Dev
05.	LED Forum	To Create An Enabling Environment For Sustainable Economic Growth	# of LED Forum held	4	4 LED Forum held by June 2024	LED Forum meeting	1 LED Forum meeting held per quarter	Greater Giyani Municipality	All Wards	Income	Operational	1 LED Forum meeting held	1 LED Forum meeting held	1 LED Forum meeting held	1 LED Forum meeting held	14,28	Q1-Q4 Invitation, Minutes and Attendance Register	P & Dev
06.	LIBRA	To Create An Enabling Environment For Sustainable Economic Growth	#of Businesses Registration and licensing adjudication committee meetings held by 30 June 2024	2	4 Business Registration and Licensing adjudication committee meetings by 30 June 2024	Adjudication committee meetings	4 Adjudication Committee Meeting held per quarter	Greater Giyani Municipality	All Wards	Income	Operational	1 Business Registration and Licensing Adjudication Committee Meeting	1 Business Registration and Licensing Adjudication Committee Meeting	1 Business Registration and Licensing Adjudication Committee Meeting	1 Business Registration and Licensing Adjudication Committee Meeting	14,28	Invitation, Minutes and Attendance Register	P & Dev
07.	SMME Support (Projects & Cooperatives)	To Create An Enabling Environment For Sustainable Economic Growth	Financially support projects & cooperatives that are operational but facing some challenges.	4 SMME supported	5 SMME'S Supported financially by 30 June 2024	SMME Support	5 SMME's supported by the end of the financial year	Greater Giyani Municipality	All Wards	LED Support funds	R1,590,000	N/A	N/A	N/A	6 SMME's supported	14,28	Call for proposals, Application Form and Acknowledgement letter	P & Dev

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5.KPA 6: GOOD GOVERNANCE AND PUBLIC PARTICIPATION

KPA 6: GOOD GOVERNANCE AND PUBLIC PARTICIPATION KPA WEIGHT =18,42%

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	Compile 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 Submission Register, Reports and POEs	P & Dev

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No.	Priority Issue/Programme	Development Objective	Key Performance Indicators/Measurable Objective	Baseline	Annual Targets	Project Name	Project/Indicator Description	Location	Ward	Funding Source	Budget 2023/24	1 st Q Target	2 nd Q Target	3 rd Q Target	4 th Q Target	KPI Weight	Portfolio of Evidence	Dept
02.	Risk Management	To develop governance structures and systems that will ensure effective public consultation and organizational discipline	# of risk management activities 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	P & Dev
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	14,28	Q1-Q4 Updated Risk Register	P & Dev
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	14,28	Q1-Q4 Updated Internal Audit Action Plan	P & Dev

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	Implement AG(SA) Action Plan	100% of findings resolved in the AG(SA) Action Plan by 30 June 2024	AG(SA) action plan	Implementation of the AG(SA) action plan	Greater Giyani Municipality	Administration	Income	Operational	100% of findings resolved in the AGSA's Action Plan	N/A	50% of findings resolved in the AGSA's Action Plan	100% of findings resolved in the AGSA's Action Plan	14,28	Q3 & Q4 Updated Audit Action Plan	P & Dev
06.	Internal Auditing	To develop governance structures and systems that will ensure effective public consultation and organizational discipline	# of Audit and Performance Audit Committee meetings to be held by 30 June 2024	6 Audit and Performance Committee meeting held	4 Audit and Performance Committee meeting held by 30 June 2024	Audit and Performance Audit Committee	Organize Audit and Performance Audit Committee meetings	Greater Giyani Municipality	Administration	Income	Operational	1 Audit and Performance Committee meeting to be held	1 Audit and Performance Committee meeting to be held	1 Audit and Performance Committee meeting to be held	1 Audit and Performance Committee meeting to be held	14,28	Q1-Q4 Attendance Register, and Minutes	P & Dev
07.	Integrated Development Planning	To develop governance structures and systems that will ensure effective public consultation and organizational discipline	Review the IDP for 2023/2024 and development of 2024/25 IDP financial year	IDP for 2021/2022 reviewed and development of 2023/2024 IDP financial year by 31 May 2023	Review the IDP for 2023/2024 and development of 2024/25 IDP financial year by 31 May 2024	IDP Review	Compile IDP analysis phase, Organise the IDP rep forum. Conduct Strategic Planning session and present to the IDP rep forum, Draft IDP completed and submitted to Council for adoption by 31	Greater Giyani Municipality	Administration	Income	600,000.00	Development and adoption by Council of IDP process plan	Development of analysis phase of IDP and conduct strategic planning	Conduct IDP Rep Forum, adoption of Draft IDP by Council 31 March	Conduct public participation and IDP Rep Forum, adoption of Final IDP by Council 31 May 2024	14,28	Q1 Council Resolution (Adopted Process Plan), Q2 Draft Analysis phase(Chapter) Q3 Council Resolution (Draft IDP) and Attendance Registers Q4- Council Resolution (Final IDP) and	P & Dev

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								March 2023, IDP Public participation, Final IDP submitted to council for adoption by 31 May 2024										attendance registers	
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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	57,89%
2. Municipal Transformation and Organisational Development	5,26%
3. Basic Service Delivery and Infrastructure Development	0%
4. Local Economic Development	18,42%
5. Municipal Finance Management and Viability	0%
6. Good Governance and Public Participation	18,42%
TOTAL WEIGHTING	100%

TABLE C: CORE COMPETENCY REQUIREMENTS (CCRs)

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

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9. PERFORMANCE EVALUATION

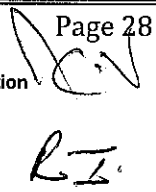
Performance evaluation will be done in line with section 23(c) of the Performance Regulation of 2006: Performance Regulation of Managers Reporting to the Municipal Manager and the Municipal Manager.

10. PERFORMANCE ASSESSMENT

	Score	Definition
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 criteria and 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.

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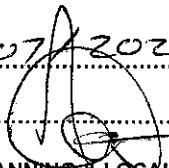


11.PERSONAL DEVELOPMENT PLANS (PDP)

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

12.SIGNATURES

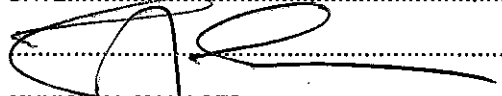
DATE 03/07/2023



DIRECTOR-PLANNING & LOCAL ECONOMIC DEVELOPMENT

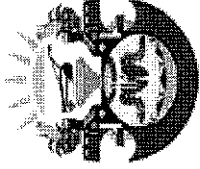
SITHOLE KV

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)

SITHOLE KHENSANI VERONICA

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

WHEREBY IT IS AGREED AS FOLLOWS:

1. INTRODUCTION

The Aim of the Personal Development Plan (PDP) is to ensure that Employees are skilled to meet Objectives as set out in the Performance Management Agreement as prescribed by legislation. Successful career path planning ensures competent employees for current and possible future positions. It there for identifies, prioritise and implement training needs

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Legislative needs taken into account comes from the Municipal Systems Act Guidelines: Generic senior management competency framework and occupational competency profiles, Municipal Finance Management Competency Regulations, such as those developed by the National Treasury and other line sector departments' legislated competency requirements need also be taken into consideration during the PDP process.

2. COMPETENCY MODELLING

The COGTA has decided that a competency development model will consist of both managerial and occupational competencies:

- Managerial competencies should express those competencies which are generic of all management positions.
- Occupational competence refers to competencies which are job/function specific.

3. COMPILING THE PERSONAL DEVELOPMENT PLAN ATTACHED AS THE APPENDIX

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

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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 Gap (in order of Performance / 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
Project Management	Cost (Kote 5)	Project Management course	Short course	2 months	Improved Project Management	MM
GIS Training	Certificates	GIS Training on New Version	Short course	6 months	Land development applications processing	MM
MPT Training	Certificates	MPT Training	Short course	1 Month	MPT	MM

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

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.

1-3

P.V

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 Development area	7 Support Person

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

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.

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 Development area	7 Support Person

3.4. Column 5: Suggested Time Lines

2-1

This identifies a support person that could act as coach or mentor with regard to 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

3.6. Column 7: Support Person

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).

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Thus, done and signed at Cityamon this the 15 day of July 2023

AS WITNESSES:

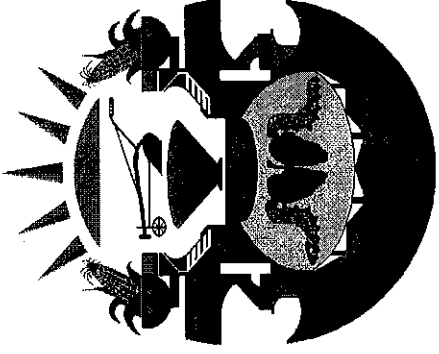
1. [Signature]
2. [Signature]

[Signature]
DIRECTOR-PLANNING AND LED
SITHOLE KV

AS WITNESSES:

1. [Signature]
2. [Signature]

[Signature]
MUNICIPAL MANAGER
KHOZA VD



FINANCIAL DISCLOSURES

2023/20224

EMPLOYEE NAME: SITHOLE KV

STRICTLY CONFIDENTIAL

Financial Disclosure Form

CONFIDENTIAL

I, the undersigned (surname and initials):

Sithole K-V

(Residential address) : 52 Koekoe Str, Wilburg Hut 57
Hoedspruit, B80

(Position held) : Director Planning &LED
 (Name of Municipality) : Greater Giyani Municipality
 Tel : 015 811 5500
 Fax : 015 812 2068

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

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

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

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

Name of corporate entity, partnership or firm	Type of business	Amount of Remuneration/Income
Res Centre Partners Pty Ltd	General Trading	0 - 00

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

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

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

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

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5. Sponsorships

See information sheet: note (5)

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

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

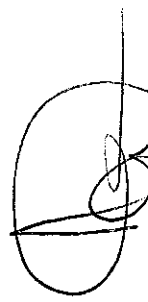
See information sheet: note (6)

Description	Value	Source
N/A		

7. Land and property

See information sheet: note (7)

Description	Extent	Area	Value
Sectional Title No 12, unit 57	85 MP	Hoodsgait	US\$ 600



SIGNATURE OF EMPLOYEE

DATE: 04-07-2023

PLACE: Gijani

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:

Yes

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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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.

10-1