

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:

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 <u>automatically terminate</u> on termination of the Employee's contract of employment for any reason
- 3.5 The content of this Agreement may be revised at any time during the abovementioned period to determine the applicability of the matters agreed upon
- 3.6 If at any time during the validity of this Agreement the work environment alters (whether as a result of government or Council decisions or otherwise) to the extent that the contents of this Agreement are no longer appropriate, the contents shall immediately be revised

4. Performance Objectives

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

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

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

5. Performance Management System

- 5.1. The Employee agrees to participate in the performance management system that the Employer adopts or introduces for the Employer, management and municipal staff of the Employer
- 5.2. The Employee accepts that the purpose of the performance management system will be to provide a comprehensive system with specific performance standards to assist the Employer, management and municipal staff to perform to the standards required
- 5.3. The Employer will consult the Employee about the specific performance standards that will be included in the performance management system as applicable to the Employee
- 5.4. The Employee undertakes to actively focus towards the promotion and implementation of the KPA's (including special projects relevant to the employee's responsibilities) within the local government framework
- 5.5. The criteria upon which the performance of the Employee shall be assessed shall consist of two components, Key Performance Areas and core Competency Requirements, both of which shall be contained in the Performance Agreement.
- 5.5.1. The Employee must be assessed against both components, with a weighting of 80:20 allocated to the Key Performance Areas (KPA's) and the Core Competency Requirements (CCRs) respectively.
- 5.5.2. KPA's covering the main areas of work will account for 80% and CCRs will account for 20% of the final assessment.
- 5.5.3. Each area of assessment will be weighted and will contribute a specific part to the total score.
- 5.5.4. The Employee's assessment will be based on his performance in terms of the key performance indicator outputs / outcomes identified as per attached Performance Plan (Annexure A), which are linked to the KPA's, and will constitute 80% of the overall assessment result as per the weightings agreed to between the Employer and Employee:

KEY PERFORMANCE AREAS	WEIGHT
1.Spatial Rationale	0%
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	100	4.72		
				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 KRA's and CMCs:					
5 0 Outstanding Performance	74 Performance Significantly Above	3 Fully Effective	2 Not Fully Effective	1 Julius 1 J	
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:

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- 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 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.

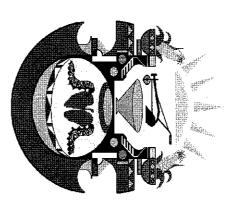
Thus, done and signed at GIHANI on this the 3 day of July 2023.

AS WITNESSES

NKUNA FEDIAM EMPLOYEE

MUNICIPAL MANAGER

KHOZÁ VUSI DUNCAN



GREATER GIYANI MUNICIPALITY

PERFORMANCE PLAN
CHIEF FINANCIAL OFFICER: NKUNA FEDIAM

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

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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.
- measurable and realistic targets for each Key Performance Indicator 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
- 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, linked to the SDBIP, IDP and Budget 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

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

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Areas are addressed. 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

Table A: Strategic Objectives are as follows:

KDA	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

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



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# of IT Steering Committee Meetings to be conducted		# of Portfolio Committee Meetings to be held by 30 June 2024	Key Performance Indicators/Mea surable Objective
4 meetings held in 2022/23 Financial year		12 Portfolio committe e Meetings held in 2022/23	Daseline 2022/23 2022/23
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Budget and Reporti ng		Revenue Manage ment
To improve financial manageme nt systems to enhance	To improve financial manageme nt systems to enhance revenue base	To improve financial management systems to enhance venue base
Submit the final budget to council	Draft budget tabled to council	Review the revenue enhance ment policies
Final budget was submitted to council	Draft budget was tabled to council	Revenue enhancem ent policies were reviewed
Final budget submitted to council	Draft budget tabled to council by 31 March 2024	Revenue enhancemen t strategy reviewed and implemented by 30 June 2024
Final budget	Draft budget	Revenu e enhanc ement policies review
Budget and Reportin g	Collect budget informat ion from departm ents, Consolid ate the budget, Present the draft to manage ment, portfolio committ ee, exco and Submit to council for approval	Send the policies for inputs by other departme nt. Present the draft review to managem ent. Submit to council for approval.
Greate r Giyani Munici pality	Greate r Giyani Munici pality	Greater Giyani Municip ality
Adminis tration	Adminis	Administ
e	e	Income
Operati onal	Operati onal	Operatio nal
N/A	N/A	Report on Impleme ntation of Revenue Enhance ment Strategy
Z	Z/A	Report on Impleme ntation of Revenue Enhance ment Strategy
N/A	Draft budge t tabled to counci	Report on Imple mentat ion of Reven ue Enhanc ement Strateg y
Final budget approve d by council	N/A	Report on Impleme ntation of Revenue Enhance ment Strategy
7,69	7,69	7,69
Approve d Final budget and Council	Q3- Draft budget and Council Resolutio n	Report on Impleme ntation of Revenue Enhance ment Strategy
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Mission: A democratic and accountable municipality that ensures the provision of services through sound environmental management practices, local economic development and community participation Vison: "A Municipality where environmental sustainability, tourism and agriculture thrive for economic growth"



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Chain Manage ment		Budget and Reporti ng
financial manageme nt systems to enhance venue base	To improve	To improve financial manageme nt systems to enhance revenue
Quarter ly UIF report/ Letter submitt ed to AGSA and MEC for local govern ment	Mayor and Treasur y on or before 25 January 2024	Section 72 Mid- year) report submitt ed to
not submitted to AGSA and COGHTA	Council Resolutio n submitted	Sec 72 Report, Mayor's acknowle dgment of receipt
Ulf letters/ report submitted on Ulf identified per quarterly	or before 25 January 2024.	1 Section 72 Report submitted to Mayor and Treasury on
Expend iture		Section 72 report submis sion
quarterly letters submitte d to AGSA and MEC for local governm ent on UIF Identifie d per	to the Mayor and Treasury on or before 25 January 2024 as per the legislatio n.	Compile the section 72 report and
r Giyani Munici pality	Greate	Greate r Giyani Munici pality
tration	Adminis	Adminis tration
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and operatio nal	capital	Operati onal
	N/A	V/N
UIF report to MEC and AG.	Submit	N/A
	t to the Mayor and Treas ury on or befor e 25 Januar y 2023 as per the legisla tion.	Compile the section 72 report and
UIF report to MEC and AG.	Submit	N/A
	7,69	7,69
Q4 Proof of submiss ion to MEC and AG	acknowl edgmen t of receipt.	Q3- Sec 72 Report, Mayor's and Treasur
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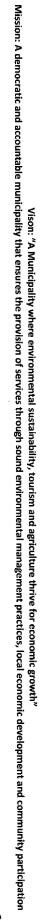
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5.KPA 6: GOOD GOVERNANCE AND PUBLIC PARTICIPATION

	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.	KPA 6: GOOD GOVERNANCE AND PUBLIC PARTICIPATION KPA WEIGHT =31,8%
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Internal Auditing	Risk Manage ment	Risk Manage ment	Priority Issue/Pr ogramm e
To develop governance structures and systems that will ensure effective public	To develop governance structures and systems that will ensure effective public consultatio n and organizatio nal discipline	To develop governance structures and systems that will ensure effective public consultatio n and organizatio nal discipline	Developme nt Objective
% of findings resolve d in the Internal Audit Action Plan by	% of total number of risk implem ented (Strateg ic and Operati onal) by 30 June 2024	# of risk manage ment activitie s to be coordin ated by 30 June 2024	Key Perfor mance Indicat ors/Mea surable Object!
Implemen tation in 2022/23 Internal Audit Action plan	New Indicator	4 Risk managem ent Committe e meeting held	Baseline
100% of findings resolved in the Internal Audit Action Plan by 30 June 2024	100% of total number of risk implemente d (Strategic and Operational) by 30 June 2024	4 Risk manageme nt Committee meeting held by 30 June 2024	Annual Targets
Interna I Audit Action Plan	Risk Registe r	Risk Manag ement commi ttee	Projecti Name
Impleme ntation of the Internal Audit Action Plan	Impleme ntation of the risk manage ment action plan	Organize Risk Manage ment Committ ee meetings	Project Project Name Indicato
Greate r Giyani Munici pality	Greate r Giyani Munici pality	Greate r Giyani Munici pality	on call
Adminis tration	Adminis	Adminis	WeW
lncom e	e	lncom e	Φ Sound Sound Tunda
Operati onal	Operati onal	Operati onal	Budger 2023/24
100% of findings resolved in the Internal Audit Action	100% of risk implem entation plan	1 Risk manage ment Commit tee meeting held	ls: Q. Target
100% of findings resolved in the Internal Audit Action Plan	100% of risk implem entation plan	1 Risk manage ment Commit tee meeting held	2 nd Q Target
of findin gs resolv ed in the Intern	of risk imple menta tion plan	1 Risk mana geme nt Comm ittee meeti ng held	3" Q Targe
100% of findings resolve d in the Internal Audit Action	risk implem entation plan	1 Risk manage ment Commit tee meeting held	A ^m Q
14,28	14,28	14,28	Kpl Weght
Q1-Q4 Update d Internal Audit Action Plan	Q1-Q4 Update d Risk register	Q1-Q4 Minutes and Attenda nce Register	Portfoll o of Evidenc e
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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



07.	06.	05.	
Internal Auditing	Auditing	Internal Auditing	•
To develop governance structures and systems that will ensure effective public consultatio	To develop governance structures and systems that will ensure effective public consultatio n and organizatio nal discipline	To develop governance structures and systems that will ensure effective public consultatio n and organizatio nal discipline	consultatio n and organizatio nal discipline
# of Audit and Perform ance Audit Commit tee Reports develop	# of Audit and Perform ance Audit Commit tee meeting s to be held by 30 June 2024	% of findings resolve d in the AG(SA) Action Plan by 30 June 2024	30 June 2024
4 Audit and Performa nce Audit Committe e Reports	6 Audit and Performa nce Committe e meeting held	Implemen tation AG(SA) Action Plan	
4 Audit and Performanc e Audit Committee Reports developed and submitted to Council	4 Audit and Performanc e Committee meeting held by 30 June 2024	100% of findings resolved in the AG(SA) Action Plan by 30 June 2024	
Audit and Perfor mance Audit Committee Report s	Audit and Perfor mance Audit Committee	AG(SA) action plan	·
Develop Audit and Perform ance Audit Committ ee Reports	Organize Audit and Perform ance Audit Committ ee meetings	Impleme ntation of the AG(SA) action plan	
Greate r Giyani Munici pality	Greate r Giyani Munici pality	Greate r Giyani Munici pality	
Adminis	Adminis	Adminis tration	
e e	Incom e	lncom e	
Operati onal	Operati	Operati onal	!
1Audit and Perform ance Audit Commit tee Reports submitt ed to	1 Audit and Perform ance Commit tee meeting to be held	100% of findings resolved in the AGSA's Action Plan	
Audit and Perform ance Audit Commit tee Reports submitt ed to	1 Audit and Perform ance Commit tee meeting to be held	N/A	
t and t and Perfor manc e Audit Comm ittee Repor ts	-	50% of findin gs resolv ed in the AGSA' s Action Plan	al Audit Action Plan
and Perform ance Audit Commit tee Reports submitt ed to	1 Audit and Perform ance Commit tee meeting to be held	100% of findings resolve d in the AGSA's Action Plan	
14,28	14,28	14,28	
Report to Council, Council Resoluti on	Q1-Q4 Attenda nce Register , and Minutes	Q3 & Q4 Update d Audit Action Plan	
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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.

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. The employee will be assessed against both components, with a weight of 80:20 allocated to the Key Performance Areas (KPAs) and the Core Competency Requirements (CCRs), respectively. Each area of assessment

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%

TABLE C: CORE COMPETENCY REQUIREMENTS (CCRs)

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



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

Outstanding Performance	Score 5	Definition 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 achieved above fully effective results against all performance criteria and indicators as specified in the PA and Performance plan and maintained achieved above fully effective results against all performance criteria and indicators as specified in the PA and Performance plan and maintained achieved above fully effective results against all performance criteria and indicators as specified in the PA and Performance plan and maintained achieved.
Performance Significantly 4	4	Performance is significantly higher than the standard expected in the job. The appraisal indicates that the Employee has achieved above fully
Above Expectations		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
		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	1	Performance does not meet the standard expected for the job. The review/assessment indicates that the employee has achieved below fully
Performance		effective results against almost all of the performance criteria and indicators as specified in the PA and Performance Plan. The employee has falled
		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)

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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

53/07/2013 201/70/20

CHIEF FINANCIAL OFFICER

NKUNA FEDIAM

DATE 83/87/202

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



1.1. Column 1: Skills/Performance GAP.

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6. Work opportunity created to practice skill development area	6. Work opportunity created to practice skill / development	TUR TUR	Yer			
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4.Suggested mode. Of delivery	4.Suggested mode of delivery	Cordant	Constant		1.00	
3.Suggested training and / or development activity	3.Suggested training and / or development activity	Workshop	Workship			
2. Outcomes Expected (Measurable indicators: quantity, quality and time frames)	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					
1. Skills (Performance Gap (in order of priority)	E.g.1. Appraise Performance of Managers	Pms	AFS			



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1, Skills /Performance Gap (in order of	priority)						

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

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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

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1. Skills //Performance Gap (in order of priority)		
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Training must be conducted either in line with a recognised qualification from a tertiary institution or unit standards registered on the National Qualifications Framework (South African Qualifications Authority), which could enable the trainee to obtain recognition towards a qualification for training undertaken. It is important to determine within the municipality whether unit standards have been



developed with regard to a specific outcome (and registered with the South African Qualifications Authority). Unit standards usually have measurable assessment criteria to determine achieved competency.

3.4. Column 5: Suggested Timelines

CASCONNA OF DESCRIPTION OF STREET	Appending to the Spinoing was a section for the pro-
6. Work 7. Support 7. Support 5.	
A. Suggested Time Of delivery Frames	
3.Suggested training and / or development development by, activity	2
1. Skills 2. Outcomes Performance Expected Gap (in order of indicators: quantity, quality, and time frames):	

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.



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

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6. Work opportunity Created to practice skill/ Development area		
5. Suggested - g Time. Frames		
4. Suggested mode: Of delivery	4	
3. Suggested -training -and / or development -activity		
2. Outcomes Expected (Measurable indicators: quantity, quality, and time frames)		
1. Skills /Performance: Gap (in order of priority)		

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

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6. Work opportunity Created to practice skill./	Development—" area		
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5. Suggested Time Frames		;	
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2. Outcomes Expected (Measurable indicators:	quantity, quality, and time frames)		
	O R		
1. Skills /Performance Gap (iniorder of			

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



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5.Suggested Time Frames	5.Suggested Time Frames			-				
4.Suggested mode of delivery	4.Suggested mode of Delivery				٠	-		
3:Suggested training and //or development activity	3.Suggested training and / or development activity							
2. Outcomes Expected (Measurable indicators: quantity, quality, and time frames)	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.							
1. Skills /Performance Gap (in order of priority)	E.g., 1. Appraise Performance of Managers							



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

AS WITNESSES:

CHIEF FINANCIAL OFFICER
NKUNA F

MUNICIPAL MANAGER
KHOZA VD



FINANCIAL DISCLOSURES 2023/2024

EMPLOYEE NAME: NKUNA FEDIAM

STRICTLY CONFIDENTIAL

Financial Disclosure Form

CONFIDENTIAL	
I, the undersigned (surname and initials):	JA
(Residential address) :	2001BOS STREET
SECTION B	2001D03 2/12C1
KREMETART	
G NANI	EX LL



	(Name of Municipality) : Greate	r Giyani Municipality			
	Tel : 015 81	1 5500			
	Fax : 015 81	2 2068			
	I hereby certify that the following	information is complete a	and correct to t	he best o	f my knowledge:
1.	Shares and other financial into	erests (Not bank accour	its with finan	cial instit	utions.) See information
	sheet: note (1)				
	Number of shares/Extent of financial interests	Nature	Nominal V	alue	Name of Company/Entity
	100 %	BROWNERS SHARE	1000	>	MALUVANO
	100%	SAPHE EARNIGHT	g 1900		NEACAN WA
2.	Name of corporate entity, partnership or firm	Type of business		Income	t of Remuneration/
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3.					I. See information sheet:
	Name of Employer	Type of Employmen	nt	Amoun Income	t of Remuneration/
4.	Consultancies and retainershi See information sheet: note (4				
	Name of client Natu	-	pe of b	usiness	Value of any benefits received

(Position held) : Chief Financial Officer

AA.

5. Sponsorships

See information sheet: note (5)

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

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 SOM	KRONE FART	1200 000
STAND	1144 SQM	SECTION F	300 000
<u>.</u>			

SIGNATURE OF EMBLOYEE	
	1

DATE:

PLACE: ___

01/9/2023

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:

AM _

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 surnamer

At and Surday (Block letters)

Designation (rank) Howin (left Crimnal Ex Officio Republic of South Africa Street address of institution flower No. 67 (Tryan Unit BA, Opposite Machinery)

Date 2/07/2023. Place Tygan Mayistrate Gart

CONTENTS NOTED: (Immediate supervisor)



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.

