



GREATER GIYANI MUNICIPALITY

PERFORMANCE AGREEMENT

2024/2025

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

RAPELEGO MF,

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 2024** and will remain in force until **30 June 2025 (provided the employment contract signed with the employer is still in force)** thereafter a new Performance Agreement, Performance Plan and Personal Development Plan shall be concluded between the parties for the next financial year or **any portion thereof**.
- 3.2 The parties will review the provisions of this Agreement during June each year
- 3.3 The parties will conclude a new Performance Agreement and Performance Plan that replaces this Agreement at least once a year by not later than one month after the beginning of each successive financial year
- 3.4 This Agreement will **automatically terminate** on termination of the Employee's contract of employment for any reason
- 3.5 The content of this Agreement may be revised at any time during the abovementioned period to determine the applicability of the matters agreed upon
- 3.6 If at any time during the validity of this Agreement the work environment alters (whether as a result of government or Council decisions or otherwise) to the extent that the contents of this Agreement are no longer appropriate, the contents shall immediately be revised

4. Performance Objectives

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

strategic objectives; key performance indicators, targets, projects and activities that may include dates and weightings. A description of these elements follows:

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

5. Performance Management System

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

KEY PERFORMANCE AREAS	WEIGHT
1.Spatial Rationale	0%
1.Municipal Transformation and Organisational Development	55.55%
3. Basic Service Delivery and Infrastructure Development	0%
4. Local Economic Development	0%
5. Municipal Finance Management and Viability	0%
6. Good Governance and Public Participation	44.45%
TOTAL WEIGHTING	100%

- 5.6. Municipal 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 Managerial and Occupational Competencies	Weight
Strategic Direction and Leadership	6%
Program and project Management	6%
Financial Management	6%
Change Leadership	6%
Knowledge Management	6%
Service Delivery Innovation	5%
Problem Solving and Analysis	5%
People Management and Empowerment	5%
Governance Leadership	5%
Client Orientation and Customer focus	5%
Communication	5%
Honesty and Integrity	5%
Core Occupational Competencies:	
Interpretation and implementation within the legislative and national policy frameworks	5%
Knowledge of developmental local government	5%
Knowledge of performance management and reporting	5%
Competency in policy conceptualisation, analysis and implementation	5%
Knowledge of more than one functional municipal field/discipline	5%
Skills in governance	5%
Competency as required by other national line sector departments	5%
Total percentage	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

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.

7. Evaluating Performance

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

6.3.1. The standards and procedures for evaluating the Employee's performance

6.3.2. The intervals for the evaluation of the Employee's performance

6.4. 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

6.5. 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

6.6. The Employee's performance will be measured in terms of contributions to the strategic objectives and strategies set out in the Employer's IDP

6.7. The Annual performance appraisal will involve:

6.7.1. 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

6.7.2. 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)

6.7.3. 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.

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

The assessment of the performance of the Employee will be based on the following rating scale for KPA's and CMCs:				
5	4	3	2	1
Outstanding Performance	Performance Significantly Above Expectations	Fully Effective	Not Fully Effective	Unacceptable Performance
Performance far exceeds the standard expected of an employee at this level.	Performance is significantly higher than the standard expected in the job.	Performance fully meets the standards expected in all areas of the job.	Performance is below the standard required for the job in key areas.	Performance does not meet the standard expected for the job.

6.9. For purposes of evaluating the annual performance of the Senior manager, an evaluation panel constituted

of the following persons must be established –

- 6.9.1. Mayor;
- 6.9.2. Chairperson of the Audit Committee or a member of the Performance Audit Committee in the absence of the Chairperson of the Audit Committee;
- 6.9.3. Member of the Executive Committee
- 6.9.4. Municipal manager from another municipality; and
- 6.9.5. Municipal Manager
- 6.9.6. 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).

8. 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 2024
- Second quarter: October – December 2024
- Third quarter: January – March 2025
- Fourth quarter: April – June 2025

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

9. Developmental Requirements

The Personal Development Plan (PDP) for addressing developmental gaps is attached as Annexure B.

10. Obligations of the Employer

The Employer shall:

- 9.1. Create an enabling environment to facilitate effective performance by the employee

MFV

- 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

11. 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

12. 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

13. 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

14. 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 Ciyanini on this the 03 day of July 2024.

AS WITNESSES:

1. [Signature]
2. [Signature]

[Signature]
RAPELEGO MF
EMPLOYEE

AS WITNESSES:

1. [Signature]
2. [Signature]

[Signature]
MUNICIPAL MANAGER
KHOZA VD



GREATER GIYANI MUNICIPALITY

PERFORMANCE PLAN

ACTING DIRECTOR CORPORATE SERVICES: RAPELEGO MF
2024/25

Table of Contents

1.LEGISLATION
2.STRATEGIC OBJECTIVES
3.KPA 2: INSTITUTIONAL TRANSFORMATION AND DEVELOPMENT
4.KPA 6: GOOD GOVERNANCE AND PUBLIC PARTICIPATION
5.PERFORMANCE WEIGHTINGS PER KEY PERFORMANCE AREAS
6.PERFORMANCE EVALUATION
7.PERFORMANCE ASSESSMENT
8.PERSONAL DEVELOPMENT PLANS (PDP)
9.SIGNATURES

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.

MF MF

- **Municipal Systems Act 32 of 2000**, requires municipalities to develop Performance Management Plan that must be reviewed quarterly. The performance management plan must be aligned to the IDP and indicate measurable and realistic targets for each Key Performance Indicator.
- **Performance Regulations, 2006**, for managers reporting to the municipal manager and the municipal manager, outlines the process of the development of Performance agreements. The MFMA, 56 of 2003, further requires that Section 56 manager and municipal manager must develop performance agreement that must be signed by the municipal manager and the Mayor respectively. This Performance plans must be linked to the SDBIP, IDP and Budget.

b. Legislation Governing the departmental Functions:

- The Constitution
- The Municipal System Act, 32 of 2000
- The Municipal Structures Act
- Municipal Finance Management Act 56 of 2003
- Performance regulations of 2006

2.STRATEGIC OBJECTIVES

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

Table A: Strategic Objectives are as follows:

KPA	STRATEGIC OBJECTIVES
1. Spatial Rationale	Integrated spatial and human settlement.
2. Municipal Transformation and Organisational Development	Improved governance and administration
3. Basic Service Delivery and Infrastructure Development	Improved access to sustainable basic services and Promote
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

3. KPA 2: MUNICIPAL TRANSFORMATION AND ORGANISATIONAL DEVELOPMENT = 55.55%

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

OUTPUT 6: ADMINISTRATIVE AND FINANCIAL CAPABILITY

STRATEGIC OBJECTIVE: IMPROVED GOVERNANCE AND ADMINISTRATION

No.	Development Objective	Programme	Key Performance Indicators/Measurable Objective	Baseline 2023/24	Annual Targets	Budget 2024/25	1st Q Target	2nd Q Targets	3rd Q Targets	4th Q Targets	KPI Weight	Dept	Portfolio of Evidence
1	To have an effective and productive workforce	Wellness Program	Coordinate wellness events	2 Wellness events coordinated	Operational	2 Wellness events coordinated by 30 June 2025	1 wellness event coordinated	N/A	N/A	1 wellness event coordinated	7.69	CORP	Q1 & Q4 Invitations and attendance register
2	Development of policies to ensure good governance	Review of Governance Policies	Review Governance policies Framework	HR policies reviewed	Operational	Review 51 Governance policies by 30 June 2025	N/A	N/A	List of policies to be reviewed policies and council resolution	List of approved policies and council resolution	7.69	CORP	Q3-List of policies to be reviewed and council resolution Q4-list of approved policies and council resolution
3	To ensure good governance of ICT	Information Technology	Number of IT Steering Committee Meetings to be conducted	4 meetings held in 2023/24 Financial year	Operational	4 IT Steering Committee meetings conducted by 30 June 2025	1 IT Steering Committee meetings conducted	1 IT Steering Committee meetings conducted	1 IT Steering Committee meetings conducted	1 IT Steering Committee meetings conducted	7.69	CORP	Q1-Q4 Invitation, Agenda, Attendance Register and Minutes
4	To develop and retain the best human capital, effective and efficient administrative and operational support system	Human Resources and Organizational Development	Develop Work Skills Plan (WSP) and Annual Training Report (ATR) and submit to LGSETA by 30 April 2024	WSP and ATR developed and submitted to LGSETA by 30 April 2024	Operational	Developed WSP and ATR submitted to LGSETA by 30 April 2025	N/A	N/A	N/A	Submission of WSP and ATR to LGSETA	7.69	CORP	Proof of submission

MF UP

5	To develop and retain the best human capital, effective and efficient administrative and operational support system	Human Resources and Organizational Development	Submit the Employment Equity report to Department of Labour (DoL)	Employment Equity Report submitted to DoL	Operational	Employment Equity Report submitted by 15 January 2025	N/A	N/A	Submission of Employment equity report	N/A	7.69	CORP	Proof of submission
6	To improve efficiency and effectiveness of the municipality	Human Resources and Organizational Development	Review the Organizational Structure	Organizational structure reviewed	Operational	Reviewed organizational structure by 30 June 2025	N/A	N/A	Council Resolution and Draft Organizational Structure	Council resolution of approved organizational structure	7.69	CORP	Q3- Draft Organizational Structure and Council Resolution Q4-Council resolution of approved organisational structure
7	To develop and Retain the best Human Capital, Effective and Efficient Administrative and Operational Support System	Human Resources and Organizational Development	Number of posts filled in terms of the organization	35 posts filled	Operational	22 posts to be Filled in terms of the organization by 30 June 2025	6 posts to be Filled in terms of the organization	5 posts to be filled in terms of the organization	6 posts to be Filled in terms of the organization	5 posts to be filled in terms of the organization	7.69	CORP	Q1-Q4 Appointment letters
8	To maintain harmony in the workplace	Human Resources and Organizational Development	Number of Local Labour Forum meetings held	10 Local Labour Forum Meetings held in 2022/23	Operational	12 LLF meetings to be held by 30 June 2025	3 LLF meetings to be held	3 LLF meetings to be held	3 LLF meetings to be held	3 LLF meetings to be held	7.69	CORP	Q1-Q4 invitations and attendance register

VD
MF

9	To safeguard municipal interests in all legal related matters and to ensure that all municipal operations are conducted within the parameters of the law	Management of litigation	% of litigation cases attended to	5 litigation cases were concluded out of the 17 cases	Operational	100% of litigation cases attended to by 30 June 2025	100% of litigation cases attended	100% of litigation cases attended	100% of litigation cases attended	100% of litigation cases attended	7.69	CORP	Q1-Q4 Signed Quarterly Litigation Register
10	To create a conducive working environment	Occupational Health and Safety Program	Conduct inspection on OHS	4 OHS onsite inspection conducted	Operational	4 OHS onsite inspection conducted at Civic Centre, Unigaz, Testing Station and brick yard by 30 June 2025	1 OHS onsite inspection conducted at Civic Centre, Unigaz, Testing Station and brick yard	1 OHS onsite inspection conducted at Civic Centre, Unigaz, Testing Station and brick yard	1 OHS onsite inspection conducted at Civic Centre, Unigaz, Testing Station and brick yard	1 OHS onsite inspection conducted at Civic Centre, Unigaz, Testing Station and brick yard	7.69	CORP	Q1-Q4 OHS Report
11	To make decisions concerning the exercise of all the powers and performance of all the functions of the municipality	Council Services	Number of Council Meetings convened	7 Council meetings held in 2023/24	Operational	7 Council Meetings Convened by 30 June 2025	1 Council Meetings Convened	3 Council Meetings Convened	2 Council Meetings convened	2 Council Meetings convened	7.7	CORP	Q1-Q4 Notices of Invitations, Agenda and Attendance Register
12	To advise EXCO on policy matters and make recommendations to EXCO	Council Services	Number of Portfolio Committee Meetings held	84 Portfolio Committee Meetings held in 2023/24	Operational	12 Portfolio Committee Meetings held by 30 June 2025	3 Portfolio Committee Meetings held	3 Portfolio Committee Meetings held	3 Portfolio Committee Meetings held	3 Portfolio Committee Meetings held	7.7	CORP	Q1-Q4 Notices of Invitations, Agenda, Minutes and Attendance Register

VP
MF

13	To monitor and assess implementation of Council resolutions	Council Services	Number of reports developed on implementation of council resolutions	4 Progress reports on implementation of council resolutions developed	Operational	4 progress reports on implementation of council resolutions to be developed by 30 June 2025	1 progress report on implementation of council resolutions to be developed	1 progress report on implementation of council resolutions to be developed	1 progress report on implementation of council resolutions to be developed	1 progress report on implementation of council resolutions to be developed	7.7	CORP	Council implementation report
----	---	------------------	--	---	-------------	---	--	--	--	--	-----	------	-------------------------------

4. KPA 6: GOOD GOVERNANCE AND PUBLIC PARTICIPATION = 44.45%

KPA 6: GOOD GOVERNANCE AND PUBLIC PARTICIPATION KPA WEIGHT= 44.45%

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	Development Objective	Programme	Key Performance Indicators/Measurable Objective	Baseline 2023/24	Annual Targets	Budget 2024/25	1st Q Target	2nd Q Targets	3rd Q Targets	4th Q Targets	KPI Weight	Portfolio of Evidence	Dept
1	To develop governance structures and systems that will ensure effective public consultation and organizational discipline	Performance Management	Number of Compliance Reports (SDBIP, Back to Basics and Circular 88) submitted to PMS within 12 days after the end of the quarter	12 Compliance Reports (SDBIP, Back to Basics and Circular 88) submitted to PMS within 12 days after the end of the quarter by 30 June 2024	12 Compliance Reports (SDBIP, Back to Basics and Circular 88) submitted to PMS within 12 days after the end of the quarter by 30 June 2025	Operational	3 Compliance Reports (SDBIP, Back to Basics and Circular 88) submitted to PMS within 12 days after the end of the quarter	3 Compliance Reports (SDBIP, Back to Basics and Circular 88) submitted to PMS within 12 days after the end of the quarter	3 Compliance Reports (SDBIP, Back to Basics and Circular 88) submitted to PMS within 12 days after the end of the quarter	3 Compliance Reports (SDBIP, Back to Basics and Circular 88) submitted to PMS within 12 days after the end of the quarter	10	Q1-Q4 Submission Register, Reports and relevant POEs	COMM
2	To develop governance structures and systems that will ensure effective public consultation and organizational discipline	Risk Management	Number of risk management activities to be coordinated	(4 risk activities coordinated)	4 Risk management Committee meeting attended by 30 June 2025	Operational	1 Risk management Committee meeting attended	1 Risk management Committee meeting attended	1 Risk management Committee meeting attended	1 Risk management Committee meeting attended	10	Q1-Q4 Minutes and Attendance Register	COMM

MP

3	To develop governance structures and systems that will ensure effective public consultation and organizational discipline	Risk Management	% of total number of risk implemented (Strategic and Operational)	Implementation of risk mitigation plans	100% of total risk number of risk implemented (Strategic and Operational) by 30 June 2025	Operational	100% of risk (Corporate Services) implementation plan	100% of risk (Corporate Services) implementation plan	100% of risk (Corporate Services) implementation plan	100% of risk (Corporate Services) implementation plan	10	Q1-Q4 Updated Risk register.	COMM
4	To develop governance structures and systems that will ensure effective public consultation and organizational discipline	Internal Auditing	% of findings resolved in the AG(SA) Action Plan	% of findings resolved in the AG(SA) Action Plan	100% of findings resolved (Community Services) in the AG(SA) Action Plan by 30 June 2025	Operational	100% of findings resolved (Corporate Services) in the AGSA's Action Plan	N/A	50% of findings resolved (Corporate Services) in the AGSA's Action Plan	100% of findings resolved (Corporate Services) in the AGSA's Action Plan	10	Q3 & Q4 Updated Audit Action Plan	COMM
5	To develop governance structures and systems that will ensure effective public consultation and organizational discipline	Internal Auditing	Number of Audit and Performance Committee meetings to be attended	9 Audit and Performance Committee meeting held	4 Audit and Performance Committee meeting attended by 30 June 2025	Operational	1 Audit and Performance Committee meeting to be attended	1 Audit and Performance Committee meeting to be attended	1 Audit and Performance Committee meeting to be attended	1 Audit and Performance Committee meeting to be attended	10	Q1-Q4 Attendance Register, and Minutes	COMM
6	To develop governance structures and systems that will ensure effective public consultation and organizational discipline	Internal Auditing	% of findings resolved in the Internal Audit Action Plan	% of findings resolved in the Internal Audit Action Plan	100% of findings resolved (Community Services) in the Internal Audit Action Plan by 30 June 2025	Operational	100% of findings resolved (Community Services) in the Internal Audit Action Plan	100% of findings resolved (Community Services) in the Internal Audit Action Plan	100% of findings resolved (Community Services) in the Internal Audit Action Plan	100% of findings resolved (Community Services) in the Internal Audit Action Plan	10	Q1- Q4 Updated Audit Action Plan	COMM

PMF

7	To develop governance structures and systems that will ensure effective public consultation and organizational discipline	Public Participation	Number of public participation to be conducted	5 public participations conducted	4 public participations conducted by 30 June 2025	Operational	1 public participation conducted	1 public participation conducted	1 public participation conducted	1 public participation conducted	10	Q1-Q4 Attendance Register and Programme	CORP
8	To develop governance structures and systems that will ensure effective public consultation and organizational discipline	Public Participation	Number of ward committee meetings conducted	372 Ward Committee meetings	372 Ward Committee meetings conducted by 30 June 2025	Operational	Coordinate 93 ward committee meetings and submit quarterly ward committees' report to Council.	Coordinate 93 ward committee meetings and submit quarterly ward committees' report to Council.	Coordinate 93 ward committee meetings and submit quarterly ward committees' report to Council.	Coordinate 93 ward committee meetings and submit quarterly ward committees' report to Council.	10	Q1-Q4 Attendance Register, Ward Committee Quarterly Reports	CORP
9	To develop governance structures and systems that will ensure effective public consultation and organizational discipline	Public Participation	Number of ward report back meetings to be conducted	124 Report back meetings held	124 ward report back meetings conducted per ward by 30 June 2025	Operational	31 Ward Public Meetings conducted	31 Ward Public Meetings conducted	31 Ward Public Meetings conducted	31 Ward Public Meetings conducted	10	Q1-Q4 Attendance Registers and Minutes	CORP
10	To develop governance structures and systems that will ensure effective public consultation and organizational discipline	Public Hearing of MPAC	Number of MPAC Hearing to be coordinated	1 MPAC Public hearing conducted on 19 March 2024	1 MPAC Public Hearing coordinated by 31 March 2025	Operational	N/A	N/A	Conduct MPAC public hearing on 2023/24 Annual Report	N/A	10	Q3-Public Notice and Attendance Registers	CORP

The criterion upon which the performance of the employee must be assessed consists of 2 components both of which must be contained in the performance agreement.

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

MF

5. Table B: WEIGHTING ON KPAs

KEY PERFORMANCE AREAS	WEIGHT
1. Spatial Rationale	-
2. Municipal Transformation and Organisational Development	55.55%
3. Basic Service Delivery and Infrastructure Development	-
4. Local Economic Development	-
5. Municipal Finance Management and Viability	-
6. Good Governance and Public Participation	44.45%
TOTAL WEIGHTING	100%

CORE COMPETENCY REQUIREMENTS FOR EMPLOYEES (CCR)		Weight
Core Managerial and Occupational Competencies		
Strategic Direction and Leadership		6%
Program and project Management		6%
Financial Management		6%
Change Leadership		6%
Knowledge Management		6%
Service Delivery Innovation		5%
Problem Solving and Analysis		5%
People Management and Empowerment		5%
Governance Leadership		5%
Client Orientation and Customer focus		5%
Communication		5%
Honesty and Integrity		5%
CORE COMPETENCY REQUIREMENT FOR EMPLOYEES(CCR)		
Core Occupational Competencies:		
Interpretation and implementation within the legislative and national policy frameworks		5%
Knowledge of developmental local government		5%
Knowledge of performance management and reporting		5%
Competency in policy conceptualisation, analysis and implementation		5%
Knowledge of more than one functional municipal field/discipline		5%
Skills in governance		5%
Competency as required by other national line sector departments		5%
Total percentage		100%

6. 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.

ND
MF

7. PERFORMANCE ASSESSMENT

	Score	Definitions
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.

8. 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.

9. SIGNATURES

SIGNATURES



ACTING DIRECTOR : CORPORATE SERVICES
RAPELOGO MF (EMPLOYEE)



MUNICIPAL MANAGER
KHOZA VD (EMPLOYER)



GREATER GIYANI MUNICIPALITY

PERSONAL DEVELOPMENT PLAN

2024/2025

Greater Giyani Municipality herein represented by

KHOZA VUSI DUNCAN,

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

Rapelego MF,

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

WHEREBY IT IS AGREED AS FOLLOWS:

U.D.M.F

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.

V.1)MF

1. Suggested training

1. Skills /Performance Gap (in order of priority)	2. Outcomes Expected (measurable indicators: quantity, quality and time frames)	3. Suggested training and / or development activity	4. Suggested mode Of delivery	5. Suggested Time Frames	6. Work opportunity Created to practice skill / Development area	7. Support Person
Project Management	Training	Project Management	Contact Training	30 June 2025	Project Management	Municipal Manager
Strategic Management	Training	Strategic Management	Contact Training	30 June 2025	Strategic Management	Municipal manager

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

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.

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.

V.D.M.F

Thus, done and signed at 914741 on this the 3 day of JULY 2024.

AS WITNESSES:

1. 
2. 


ACTING DIRECTOR CORPORATE SERVICES
RAPELEGO MF

AS WITNESSES:

1. B. Mkhabela
2. R. Mkhabela


MUNICIPAL MANAGER
KHOZA VD



FINANCIAL DISCLOSURES

2024/2025

EMPLOYEE NAME:

STRICTLY CONFIDENTIAL

Financial Disclosure Form

CONFIDENTIAL

I, the undersigned (surname and initials):

Rapelele MF

(Residential address) : 67 SCHALK STR, UNIT 74 BETDOR GARDENS
BETDOR, POLOKWANE
0699

(Position held) : ACTING DIRECTOR CORPORATE SERVICES

(Name of Municipality) : GREATER LINYANI MUNICIPALITY