



GREATER GIYANI MUNICIPALITY

REVISED 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 KV,

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

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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	57.9%
1.Municipal Transformation and Organisational Development	5.26%
3. Basic Service Delivery and Infrastructure Development	0%
4. Local Economic Development	20.08%
5. Municipal Finance Management and Viability	%
6. Good Governance and Public Participation	16.84%
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.

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Core Managerial and Occupational Competencies

Strategic Direction and Leadership

Program and project Management

Financial Management

Change Leadership

Knowledge Management

Service Delivery Innovation

Problem Solving and Analysis

People Management and Empowerment

Governance Leadership

Client Orientation and Customer focus

Communication

Honesty and Integrity

Core Occupational Competencies:

Interpretation and implementation within the legislative and national policy frameworks

Knowledge of developmental local government

Knowledge of performance management and reporting

Competency in policy conceptualisation, analysis and implementation

Knowledge of more than one functional municipal field/discipline

Skills in governance

Competency as required by other national line sector departments

Total percentage

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

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6.3. Personal growth and development needs identified during any performance review discussion must be documented in a Personal Development Plan as well as the actions agreed to and implementation must take place within set time frames

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

6.5. The Annual performance appraisal will involve:

6.5.1. Assessment of the achievement of results as outlined in the Performance Plan

- (a) Each KPA should be assessed according to the extent to which the specified standards or performance indicators have been met and with due regard to ad hoc tasks that had to be performed under the KPA
- (b) Values on actual performance are supplied for KPI's and Activities under each KPA as part of the Institutional Assessment. Based on the Target for an activity or KPI, over or under performance are calculated and converted to the 1-5-point scale. These scores are carried over to the applicable employee's performance plan. During assessment, the employee has a chance to motivate for higher scores. The panel members have a chance to ask questions regarding
- (c) The final scores are converted to % Performance by making use of COGTA Performance Assessment Rating Calculator

6.5.2. Assessment of the CCRs

- (a) Each CCR should be assessed according to the extent to which the specified standards have been met
- (b) An indicative rating on the five-point scale should be provided for each CCR
- (c) This rating should be multiplied by the weighting given to each CCR during the contracting process, to provide a score
- (d) The score is translated to a final CCR percentage through COGTA Performance Assessment Rating Calculator (refer to paragraph 6.5.1)

6.5.3. Overall rating

An overall rating is calculated by using the Performance Assessment Rating Calculator whereby a weighting of 80% is applied to KPA performance and a weighting of 20% to CCR's.

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

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

6.7. For purposes of evaluating the annual performance of the Senior manager, an evaluation panel constituted of the following persons must be established –

6.7.1. Municipal Manager

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

6.7.3. Member of the Executive Committee

6.7.4. Municipal manager from another municipality; and

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CV

6.7.5. Member from COGHSTA

6.7.6. The manager responsible for human resources 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:

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% 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

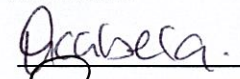
- 12.1. Any disputes about the nature of the Employee's performance agreement, whether it relates to key responsibilities, priorities, methods of assessment and/ or any other matter provided for, shall be mediated by the MEC for local government in the province within thirty (30) days of receipt of a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


13. General

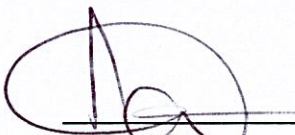
- 13.1. The contents of this agreement and the outcome of any review conducted in terms of Annexure A may be made available to the public by the Employer
- 13.2. Nothing in this agreement diminishes the obligations, duties or accountabilities of the Employee in terms of his contract of employment, or 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 aton this the 27 day of March 2024.


AS WITNESSES:


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SITHOLE KV
EMPLOYEE

AS WITNESSES:

1. 

2. 


KHOZA VUSI DUNCAN
MUNICIPAL MANAGER



GREATER GIYANI MUNICIPALITY
PERFORMANCE PLAN
DIRECTOR PLANNING & LED: SITHOLE KV
2023/24

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1.LEGISLATION

The following legislation governs the development of the SDBIP and Performance management plan and functions within the Budget and Treasury Office.

a. Legislation Governing the Development of the SDBIP and Performance Contracts of Section 57 Managers

- **Municipal Finance Management Act 56 of 2003 (MFMA)**, requires municipalities to develop Service Delivery and Budget Implementation Plan (SDBIP) and must be signed by the Mayor within 28 days after the budget has been approved.
- **Municipal Systems Act 32 of 2000**, requires municipalities to develop Performance Management Plan that must be reviewed quarterly. The performance management plan must be aligned to the IDP and indicate measurable and realistic targets for each Key Performance Indicator.
- **Performance Regulations, 2006**, for managers reporting to the municipal manager and the municipal manager, outlines the process of the development of Performance agreements. The MFMA, 56 of 2003, further requires that Section 56 manager and municipal manager must develop performance agreement that must be signed by the municipal manager and the Mayor respectively. This Performance plans must be linked to the SDBIP, IDP and Budget.

b. Legislation Governing the departmental Functions:

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

Handwritten signature/initials.

2. STRATEGIC OBJECTIVES

Chapter two of the IDP indicates Municipal Strategic Objectives which further indicates what the municipality needs to achieve.

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

KPA 1: SPATIAL: KPA WEIGHT=57,9

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	Annual Targets	Project Name	Project/Indicator Description	Location	Ward	Funding Source	Budget 2023/24	Adjusted Budget 2023/24	1st Q Target	2nd Q Targets	3rd Q Targets	4th Q Targets	KPI Weight	Portfolio of Evidence	Dept
1	Spatial and Town Planning	To develop an effective spatial framework that promotes integrated and sustainable development	Number of Tribunal Sittings held	New Indicator	4 Tribunal Sittings held by 30 June 2024	Alignment of LUS	Alignment of LUS	Greater Giyani MUNICIPALITY	Administration	Income	Operational	Operational	1 Tribunal sitting held	1 Tribunal sitting held	1 Tribunal sitting held	1 Tribunal sitting held	6.25	Q1-Q4 Invitation, agenda, and attendance register	P & Dev
2	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) and sustainable development 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	250,000	Draft Layout	Complete land use application	N/A	Submit land use application for Town Establishment and submit to Tribunal (Ndengeza)	6.25	Q1-Draft Layout Register Q2-Land use application Q4-Register	P & Dev
3	Spatial and Town Planning	To develop an effective spatial framework that promotes integrated and sustainable development	Submit land application for Golf Course subdivision and Golf Course development by 30 June 2024	Application to Rezone and Golf Course subdivision complied	Submit land application to Rezoning and Golf Course subdivision by 30 June 2024	Golf Course Development	Rezoning and subdivision of Golf Course	Giyani D1	Ward 11	Income	600,000.00	500,000	N/A	Submit land application to Tribunal	Submit land application to Tribunal	N/A	6.25	Q2-Register Q3-Land Application and Proof of submission	P & Dev

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4	Spatial and Town Planning	To develop an effective spatial framework that promotes integrated and sustainable development	Submit application for Formalisation of Makosha Risinga Extension	Application for Formalisation of Makosha Risinga Extension completed	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	150,000	N/A	N/A	Submit land use application of township expansion to Tribunal	N/A	6.25	Q3-Land Application and Proof of submission	P & Dev
5	Spatial and Town Planning	To develop an effective spatial framework that promotes integrated and sustainable development	Submit Churchview draft general plan to Surveyor General Office	Draft Layout Plan	Submit Churchview draft general plan to Surveyor General Office by 30 June 2024	Approval of Building plans	Formalisation of Church View	Church View	Ward 11	LGES	300,000.00	300,000.00	N/A	N/A	Submit land use application of township expansion to Tribunal	N/A	6.25	Q2-Land Application Q4- Draft general plan and Proof of submission	P & Dev
6	Spatial and Town Planning	To develop an effective spatial framework that promotes integrated and sustainable development	Submit application for street names for Section A to Surveyor General	Target achieved (Draft Street names submitted to Council)	Submit application for street names for Section A to Surveyor General by 30 June 2024	Street naming Section A&F	Street naming Section A & F	Giyani Section A & F		LGES	300,000.00	300,000.00	N/A	N/A	Submit land use application of township expansion to Tribunal	N/A	6.25	Q4- Proof of submission	P & Dev
7	Spatial and Town Planning	To develop an effective spatial framework that promotes integrated and sustainable development	Submit application for street names for Giyani BA to Surveyor General	Target achieved (Draft Street names submitted to Council)	Submit application for street names for Giyani BA to Surveyor General by 30 June 2024	Street naming Giyani BA & C	Street naming Giyani BA & C	Giyani BA and C		LGES	300,000.00	300,000.00	N/A	N/A	Installation of street name boards of Giyani BA	N/A	6.25	Q2- Installation Report Q4- Proof of submission	P & Dev
8	Spatial and Town Planning	To develop an effective spatial framework that promotes integrated and sustainable development	Submit application for street names for Section E to Surveyor General	Target achieved (Draft Street names submitted to Council)	Submit application for street names for Section E to Surveyor General by 30 June 2024	Street naming Giyani E	Street naming Giyani E	Giyani E	Ward 11	LGES	300,000	300,000.00	N/A	N/A	Installation of street name boards	N/A	6.25	Q2- Installation Report Q4- Proof of submission	P & Dev

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9	Spatial and Town Planning	To develop an effective spatial framework that promotes integrated and sustainable development	Submission of street names for Krementat to Surveyor General	Target achieved (Draft Street names submitted to Council by 30 June 2024)	Submission of street names for Krementat to Surveyor General by 30 June 2024	Street naming Krementat	Street naming Krementat	Krementat	Ward 7	LGES	300,000	300,000.00	N/A	N/A	N/A	Submission of street names for Krementat to Surveyor General	6.25	Q4-Proof of submission	P & Dev
10	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	Target not achieved (Draft application (Sikhunyani & Dzumeri) to Tribunal by 30 June 2024)	Submit site demarcation application in Sikhunyani & Dzumeri villages by 30 June 2024	Site Demarcation in Sikhunyani & Dzumeri villages	Township establishment	Sikhunyani and Dzumeri	Ward 26 and 25	LGES	700,000	700,000	N/A	Draft layout	Complete site demarcation application	Submit site demarcation application for town establishment (Dzumeri & Sikhunyani) to Tribunal	6.25	Q2-Draft layout Q3-Site demarcation application (township establishment Q4-Proof of submission	P & Dev
11	Spatial and Town Planning	To develop an effective spatial framework that promotes integrated and sustainable development	Submit subdivision and Rezoning application of 3 Municipal Properties (Thomo, Ho Muke Mageva) to Tribunal	Target achieved (Subdivision and Rezoning application of 3 Municipal Properties in Villages (Thomo, Ho Muke Mageva) to Tribunal by 30 June 2024)	Submit subdivision and Rezoning application of 3 Municipal Properties in Villages (Thomo, Ho Muke Mageva) to Tribunal by 30 June 2024	Subdivision, Rezoning of Municipal Properties of 3 Municipal Properties in villages	Rezoning and subdivision of 3 Municipal Properties in villages	Ngove Village	Ward 21	Income	600,000.00	600,000.00	N/A	N/A	N/A	Submit subdivision and Rezoning application of 3 Municipal Properties (Thomo, Ho Muke Mageva) to Tribunal	6.25	Q4- Proof of submission and application	P & Dev
12	Spatial and Town Planning	To develop an effective spatial framework that promotes integrated and sustainable development	Submit Rezoning and subdivision application for municipal properties of parks to Tribunal	Target achieved (Rezoning and subdivision application for municipal properties of parks to Tribunal by 30 June 2024)	Submit Rezoning and subdivision application for municipal properties 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	700,000.00	N/A	N/A	Submit Rezoning and subdivision application for municipal properties of parks to Tribunal	N/A	6.25	Q3- Proof of submission and application	P & Dev
13	Spatial and Town Planning	To develop an effective spatial framework that promotes integrated and sustainable development	To develop Mahumani precinct plan	Target not achieved (Draft precinct plan for Mahumani Village pending final consultations and submission to Council)	Development of Mahumani precinct plan by 30 June 2024	Mahumani Precinct Plan	Mahumani Precinct Plan	Nkomo	Ward 10	LGES	500,000	400,000	N/A	N/A	N/A	Development of Mahumani precinct plan	6.25	Q4- Final Precinct Plan	P & Dev

2024

14	Spatial and Town Planning	To develop an effective spatial framework that promotes intergraded and sustainable development	Upgrade GIS System by 30 June 2024	Target achieved (GIS System upgraded)	Upgrade GIS System by 30 June 2024	GIS Upgrade	GIS Upgrade	Greater Giyani	All wards	LGES	700,000.00	700,000.00	N/A	N/A	Appointment of service provider	Upgraded GIS system	6.25	Q3-Appointment Letter Q4-Confirmation of system upgrade	P & Dev
15	Spatial and Town Planning	To develop an effective spatial framework that promotes intergraded and sustainable development	Compilation of land use application for Sikhunyani town intergraded establishment	Target achieved (Feasibility study and draft layout for Sikhunyani town establishment by 30 June 2024)	Compilation of land use application for Sikhunyani town establishment by 30 June 2024	Township establishment	Township establishment	Sikhunyani	Ward 26	LGES	500,000.00	1,100,000	N/A	N/A	N/A	Compilation of land use application for Sikhunyani town establishment	6.25	Q4-Land use application	P & Dev
16	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	Administrational	Income	Operational	Operational	100% of building plans approved	100% of building plans approved	100% of building plans approved	100% of building plans approved	6.25	Q1-Q4 Register & Report	P & Dev

KPA 2: MUNICIPAL TRANSFORMATION AND ORGANISATIONAL DEVELOPMENT 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	Annual Targets	Project Name	Project/Indicator Description	Location	Ward	Funding Source	2023/24 Budget R'000	Adjusted Budget 2023/24	1st Q Target	2nd Q Target	3rd Q Target	4th Q Target	KPI Weight	Portfolio of Evidence	Dept
1	Information Technology	To ensure good governance of ICT	Number of IT Steering Committee Meetings to be attended by 30 June 2024	4 meetings held in 2022/23 Financial year	4 IT Steering Committee meetings attended by 30 June 2024	IT Governance of the IT Steering Committee	Coordination of the IT Steering Committee Meeting	Greater Giyani Municipality	Administrational	Income	Operational	Operational	1 IT Steering Committee meeting attended	1 IT Steering Committee meeting attended	1 IT Steering Committee meeting attended	1 IT Steering Committee meeting attended	50	Q1-Q4 Invitations and Attendance Register	MM
2	Council Services	To advise EXCO on policy matters and make recommendations to EXCO	number of Portfolio Committee Meetings to be attended by 30 June 2024	18 Portfolio Committee Meetings attended in 2022/23	12 Portfolio Committee Meetings (12 LED Per Portfolio Committee) attended by 30 June 2024	Portfolio Committee Meetings	Organize Portfolio Committee meeting as per schedule	Greater Giyani Municipality	Administrational	Income	Operational	Operational	3 Portfolio Committee Meetings attended	3 Portfolio Committee Meetings attended	3 Portfolio Committee Meetings attended	3 Portfolio Committee Meetings attended	50	Q1-Q4 Notices of Invitations Agenda and Attendance Register	P& Dev

KPA 4 : LOCAL ECONOMIC DEVELOPMENT (HIGHER SDBIP) KPA WEIGHT= 20

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

1.5.4.1

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	Adjusted budget 2023/24	1st Q Targets	2nd Q Targets	3rd Q Targets	4th Q Targets	KPI Weight	Portfolio of Evidence	Dept
1	SMME Exposure to markets	To Create An Enabling Environment For Sustainable Economic Growth	Number of SMME's exposed to LED market	4 SMME's exposed to LED market	4 SMME's exposed to LED market by 30 June 2024	SMME's exposure to market	SMME's exposed to market by taking them along to different LED exhibition markets	Greater Giyani	All wards	Income	Operational	Operational	N/A	N/A	2 SMME's exposed to LED market	2 SMME's exposed to LED market	14.28	Q3-Q4 Invitation, Attendance register	P & Dev
2	SMME Exposure to markets	To Create An Enabling Environment For Sustainable Economic Growth	Number of SMME's exposed to LED market	4 SMME's exposed to pop up market	4 SMME's exposed to pop up market by 30 June 2024	SMME's exposure to pop up market	SMME's exposed to local market	Greater Giyani	All wards	Income	Operational	Operational	1 SMME's exposed to pop up market	1 SMME's exposed to pop up market	1 SMME's exposed to pop up market	1 SMME's exposed to pop up market	14.28	Q1-Q4 Invitation, Attendance register	P&DEV
3	Planning and LED awareness	To Create An Enabling Environment For Sustainable Economic Growth	Number of Planning and LED Awareness to be conducted	4 Planning and LED Awareness conducted by 30 June 2024	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	Operational	1 Planning and LED awareness conducted	1 Planning and LED awareness conducted	1 Planning and LED awareness conducted	1 Planning and LED awareness conducted	14.28	Q1-Q4 Attendance register	P&DEV
4	LED Strategy	To Create An Enabling Environment For Sustainable Economic Growth	Adoption of LED Strategy by Council	1 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	Operational	Adoption of the LED Strategy by Council	N/A	N/A	N/A	14.29	Q1-Final LED Strategy and Council Resolution	P & Dev
5	LED Forum	To Create An Enabling Environment For Sustainable Economic Growth	Number of LED Forum held	4 LED Forum held	4 LED Forum held by June 2024	LED Forum meeting	1 LED Forum meeting held per quarter	Greater Giyani Municipality	All Wards	Income	Operational	Operational	1 LED Forum meeting held	1 LED Forum meeting held	1 LED Forum meeting held	1 LED Forum meeting held	14.29	Q1-Q4 Invitation, Minutes and Attendance Register	P & Dev
6	LIBRA	To Create An Enabling Environment For Sustainable Economic Growth	Number of Business Registration and Licensing adjudication committee meetings held by 30 June 2024	4 Business Registration and Licensing adjudication committee meetings attended	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	Operational	1 Business Registration and Licensing Adjudication Committee Meeting attended	1 Business Registration and Licensing Adjudication Committee Meeting attended	1 Business Registration and Licensing Adjudication Committee Meeting attended	1 Business Registration and Licensing Adjudication Committee Meeting attended	14.29	Q1-Q4 Invitation, Minutes and Attendance Register	P & Dev

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7	SMME Support (Projects & Cooperatives)	To Create An Enabling Environment For Sustainable Economic Growth	Financially supported projects & cooperatives that are operational but facing some challenges.	4 SMME supported	6 SMMEs Supported financially by 30 June 2024	SMME Support	6 SMMEs supported by the end of the financial year	Greater Gyani Municipality	All Wards	LED Support	R1,590,000	1,620,000.00	N/A	N/A	N/A	6 SMMEs supported	14.29	Q4 Call for proposals, Application Form and Acknowledgment letter	P & Dev
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6.KPA 6: GOOD GOVERNANCE AND PUBLIC PARTICIPATION

KPA 6: GOOD GOVERNANCE AND PUBLIC PARTICIPATION KPA WEIGHT=16.84%

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 2022/23	Annual Targets	Project Name	Project/Indicator Description	Location	Ward	Funding Source	Budget 2023/24 R'000	Adjusted budget 2023/24	1st Q Target	2nd Q Targets	3rd Q Targets	4th Q Targets	KPI Weight	Portfolio of Evidence	Dept
1	Performance Management	To develop governance structures and systems that will ensure effective public consultation and organization after the end of the quarter	Number of Compliance Reports (SDBIP, Basics and Circular 88) submitted to PMS within 12 days after the end of the quarter	New indicator	12 Compliance Reports (SDBIP, Basics and Circular 88) submitted to PMS by 30 June 2024	Compliance Reports	Comply the compliance report, Submit to PMS within 12 working days after the end of the quarter.	Greater Gyani Municipality	Administrative	Income	Operational	Operational	3 Compliance Reports (SDBIP, Basics and Circular 88) submitted to PMS	3 Compliance Reports (SDBIP, Basics and Circular 88) submitted to PMS	3 Compliance Reports (SDBIP, Basics and Circular 88) submitted to PMS	3 Compliance Reports (SDBIP, Basics and Circular 88) submitted to PMS	14.28	Q1-Q4 Submission Register, Reports and POEs	P & Dev

15.4

2	Integrated Development Planning	To develop governance structures and systems that will ensure effective public consultation and organization at discipline	Review the IDP for 2023/2024 and development of 2024/25 financial year	Review the IDP for 2022/23 and 2023/2024 development of 2024/25 IDP financial year by 31 May 2024	IDP Review	Complete 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 March 2023. IDP Public participation, Final IDP submitted to council for adoption by 31 May 2023	Greater Gyan Municipality	Administration	Income	600,000.00					Development and adoption of IDP process plan	Development and analysis of IDP strategic planning	Conduct of IDP Forum, adoption of Draft IDP by Council 31 March	Conduct public participation by 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 attendance registers	P & Dev
3	Risk Management	To develop governance structures and systems that will ensure effective public consultation and organization at discipline	Number of risk management activities coordinated by 30 June 2024	4 Risk management Committee meetings attended by 30 June 2024	Risk Management Committee	Organize Risk Management Committee meetings	Greater Gyan Municipality	Administration	Income	Operational	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	14.28	Q1-Q4 Minutes and Attendance Register	P & Dev
4	Risk Management	To develop governance structures and systems that will ensure effective public consultation and organization at discipline	% of total number of risk mitigation plans implemented (Strategic and Operational) by 30 June 2024	100% of risk number of risk implemented (Strategic and Operational) by 30 June 2024	Risk Register	Implementation of the risk management action plan	Greater Gyan Municipality	Administration	Income	Operational	Operational				100% of risk implemented on plan	100% of risk implemented on plan	100% of risk implemented on plan	100% of risk implemented on plan	14.29	Q1-Q4 Updated Risk register.	P & Dev

70.1

5	Internal Auditing	To develop governance structures and systems that will ensure effective public consultation and organization at discipline	% of findings resolved in the AG(SA) Action Plan by 30 June 2024	24 findings resolved in the AG(SA) Action Plan by 30 June 2024	100% of findings resolved (Planning & LED) 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	Operational	100% of findings resolved (Planning & LED) in the AGSA's Action Plan	N/A	100% of findings resolved (Planning & LED) in the AGSA's Action Plan	100% of findings resolved (Planning & LED) in the AGSA's Action Plan	14.29	Q3 & Q4 Updated Audit Action Plan	P & Dev
6	Internal Auditing	To develop governance structures and systems that will ensure effective public consultation and organization at discipline	Number of Audit and Performance Committee meetings to be attended by 30 June 2024	9 Audit and Performance Committee meeting held	4 Audit and Performance Committee meeting attended by 30 June 2024	Audit and Performance Committee	Organize Audit and Performance Committee meetings	Greater Giyani Municipality	Administration	Income	Operational	Operational	1 Audit and Performance Committee meeting attended	1 Audit and Performance Committee meeting attended	1 Audit and Performance Committee meeting attended	1 Audit and Performance Committee meeting attended	14.29	Q1-Q4 Attendance Register, and Minutes	P & Dev
7	Internal Auditing	To develop governance structures and systems that will ensure effective public consultation and organization at discipline	% of findings resolved in the Internal Audit Action Plan by 30 June 2024	53% of findings (77 out of 145) resolved in the Internal Audit Action Plan	100% of findings resolved (Planning & LED) 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	Operational	100% of findings resolved (Planning & LED) in the Internal Audit Action Plan	100% of findings resolved (Planning & LED) in the Internal Audit Action Plan	100% of findings resolved (Planning & LED) in the Internal Audit Action Plan	100% of findings resolved (Planning & LED) in the Internal Audit Action Plan	14.29	Q1-Q4 Updated Audit Action Plan	P & Dev

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.

7. Table B: WEIGHTING ON KPAs

KEY PERFORMANCE AREAS		WEIGHT
1. Spatial Rationale		57.9%
2. Municipal Transformation and Organisational Development		5.26%
3. Basic Service Delivery and Infrastructure Development		-
4. Local Economic Development		20.00%
5. Municipal Finance Management and Viability		-
6. Good Governance and Public Participation		16.84%
TOTAL WEIGHTING		100%

CORE COMPETENCY REQUIREMENTS FOR EMPLOYEES (CCR)	
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 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%

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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.

9. 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.

10. 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.

11. SIGNATURES

SIGNATURES

DIRECTOR: PLANNING & L&D
SITHOLE KV (EMPLOYEE)

MUNICIPAL MANAGER
KHOZA VD (EMPLOYER)