

32

01 July 2022 – 31 October 2022

For the period

(Herein and after referred to as the "Employee")

**MUNICIPAL MANAGER, - MIM CHAUKE**

And

(Herein after referred to as the "Employer")

**MAYOR, - CLLR T. ZITHA**

Herein represented by

# **THE GREATER GIYANI MUNICIPALITY**

Made and Entered into by and between

## **PERFORMANCE AGREEMENT 2022/2023 FINANCIAL YEAR**

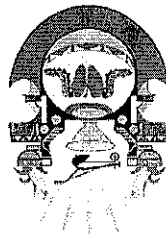


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FINANCIAL YEAR - refers to the 12 month period which the organisation determines as its budget year.

MFMA	-	Municipal Finance Management Act
KPI	-	Key Performance Indicator
KPA	-	Key Performance Area
POE	-	Portfolio of Evidence
SDBIP	-	Service Delivery Budget Implementation Plan
IDP	-	Integrated Development Plan

as amended)

"The ACT" shall mean the Local Government: Municipal Systems Act, 2000 (Act 32 of 2000

## DEFINITIONS

NOW Therefore the Parties agree as follows:

- (i) The Employer has entered into a contract of employment with the Employee in terms of contract of employment signed with employee. The **Employer** and the **Employee** are hereinafter referred to as "**the Parties**";
- (ii) Performance Management System Policy as approved by Council, read with the Contract of Employment concluded between the parties, requires the parties to conclude an annual performance agreement;
- (iii) 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;
- (iv) The Parties wish to ensure that there is compliance with the PMS Policy and the procedure manual of Council.

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2.7 Give effect to the employer's commitment to a performance-orientated relationship with its employee in attaining equitable and improved service delivery.

2.6 In the event of outstanding performance, to appropriately reward the employee; and;

2.5 Use the performance agreement as the basis for assessing whether the employee has met the performance expectations applicable to his/her job;

2.4 Monitor and measure performance against set targeted outputs;

2.3 Specify accountabilities as set out in a performance plan, which forms an annexure to the performance agreement;

2.2 Specify objectives and targets defined and agreed to 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 (IDP), Service Delivery and Budget Implementation Plan (SDBIP) and the Budget of the Municipality;

2.1 Comply with the provisions of legislation and the regulations pertaining to performance management;

The purpose of this agreement is to:-

## 2. PURPOSE OF AGREEMENT

1.1 This performance contract is between **Chauke, MM the Municipal Manager, and Zitha, Municipality** and therefore, shall be the basis of performance assessment. mentioned documents have been adopted as working documents of **Greater Giyani** 2022/23, the Service Delivery and Budget Implementation Plan (SDBIP) 2022/23. The afore- reflected in this contract is based on the reviewed Integrated Development Plan (IDP) by Council. The contract is for the 2022/23 financial year only. The expected performance T in her capacity as the **Mayor**, within the provisions of the delegated powers as stipulated

## 1. INTRODUCTION

### 3. STRATEGIC OBJECTIVE

#### 3. STRATEGIC OBJECTIVES

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

<p>To lead, direct and manage a motivated and inspired Administration and account to the Greater Giyani Municipality Council as Accounting Officer for long term Municipal sustainability to achieve a good creditor rating within the requirements of the relevant legislation and whereas the following sections within the department, i.e. Performance Management, Risk Management and Internal Auditing is managed for integration, efficient, economic and effective communication and service delivery.</p>	<p>Municipal Manager</p>
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<p>To secure sound and sustainable management of the financial affairs of Greater Giyani Municipality by managing the budget and treasury office and advising and if necessary assisting the accounting officer and other directors in their duties and delegation contained in the MFMA. Ensuring that the Greater Giyani Municipality is 100% financially viable when it comes to Cost Coverage and to manage the Grant Revenue of the municipality so that no grant funding is foregone</p>	<p>Finance</p>
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<p>To coordinate Environmental Health Services, Libraries, Safety and Security, Environmental and Waste management Parks and Recreation as well as Disaster management to decrease community affected by disasters</p>	<p>Community Services</p>
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<p>To ensure that the service delivery requirements for roads are met and maintenance of water, sewerage and electricity are conducted for access to basic services as well as no less than an average of 100% MIG expenditure</p>	<p>Technical Services</p>
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during the duration thereof with the purpose to determine the applicability thereof.

4.4 The parties agree that the contents of the agreement may be revised at any time

into by and between the parties for whatever reason.

4.3 This Agreement will terminate on the termination of the employment contract entered

replaces this Agreement.

Performance Agreement, Performance Plan and Personal Development Plan that

will conclude not later than 31st July of each ensuing financial year a new

4.2 The parties will review the provisions of this Agreement during June each year and

part thereof.

Development Plan is concluded between the parties for the ensuing financial year or

June 2023 or until a new Performance Agreement, Performance Plan and Personal

4.1 This Agreement will commence on 01 July 2022 and will remain in force until 30

#### 4. COMMENCEMENT AND DURATION

<p>To ensure efficient and effective operation of council services, human resources and management, legal services HIV/Aids, Youth, Disabled and Gender Desk Sports Arts and culture, Communication, Events and the provision of high quality customer orientated administrative systems. Ensuring 100% compliance to the Skills Development Plan</p>	<p>Corporate Services</p>
<p>To direct the Greater Giyani Municipality's resources for advanced economic development and investment growth through appropriate town and infrastructure planning in order that an environment is created whereby all residents will have a sustainable income</p>	<p>Local Economic Development</p>

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5.4 The Employer will make available to the Employee such employees as the Employee may reasonably require from time to time to assist him/her to meet the performance objectives and targets established in terms of this Agreement; provided that it will at all times remain the responsibility of the Employee to ensure that he/she complies with those performance obligations and targets.

5.3 The Employee's performance will, in addition, be measured in terms of contributions to the goals and strategies set out in the Employer's IDP

- 5.2.1 The key objectives that describe the main tasks that need to be done;
- 5.2.2 The key performance indicators and means of verification that provide the details of the portfolio of evidence (POE) that must be provided to show that a key objective has been achieved;
- 5.2.3 The target dates that describe the timeframes in which the work must be achieved;
- 5.2.4 The weightings showing the relative importance of the key objectives to each other.

5.2 The performance objectives and targets reflected in **Annexure "A"** are set by the Employer in consultation with the Employee, and are based on the IDP, SDBIP and Budget of the Employer and shall include the following:

- 5.1.1 The performance objectives and targets that must be met by the Employee and;
- 5.1.2 The time frames within which those performance objectives and targets must be met.

5.1 The Performance Plan **Annexure "A"** sets out:

## 5. PERFORMANCE OBJECTIVES

4.5 If at any time during the validity of the agreement the work environment alters to the extent that the contents of the agreement are no longer appropriate, the contents must by mutual agreement between the parties. Immediately be revised.

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6.4 The Employee undertakes to actively focus towards the promotion and implementation of the Key Performance Areas (KPA's), including special projects relevant to the Employee's responsibilities, within the local government framework.

6.3 The Employer shall consult the Employee about the specific performance standards that will be included in the performance management system as applicable to the Employee.

6.2 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 municipality, management and municipal staff to perform to the standards required.

6.1 The Employee agrees to participate in the performance management system that the Employer adopts or introduces for the municipality, management and municipal staff of the municipality.

## 6. PERFORMANCE MANAGEMENT SYSTEM

5.9 Disclosure of Financial Interests **Annexure "C"** set out the financial interests of the employee

5.8 The Personal Development Plan **Annexure "B"** sets out the Employee's personal development requirements in line with the objectives and targets of the Employer

5.7 The provisions of **Annexure "A"** may be amended by the Employer when the Employer's performance management system is adopted, implemented and/or amended as the case may be.

5.6 The Employee acknowledges the fact that the Employer is entitled to review and make reasonable changes to the provisions of **Annexure "A"** from time to time for operational reasons. The Employer agrees that the Employee will be fully consulted before any such change is made.

5.5 The Employee will at his/her request be delegated such powers by the Employer as may in the discretion of the Employer be reasonably required from time to time to enable him/her to meet the performance objectives and targets established in terms of this Agreement.



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6.7 The key performance areas related to the functional area of Employee shall be subject to negotiation between the Employer and the Employee.

6.8 The CCRs will make up the other 20% of the **Employee's** assessment score as follows:

KPA	Key performance areas (KPA's)	Weighting
1.	Institutional Development and Transformation	20
2.	Good Governance and Public Participation	33
3.	Local Economic Development (LED)	11
4.	Municipal Financial Viability and Management	05
5.	Basic Service Delivery and Infrastructure	23
6.	Spatial Development	08
<b>TOTAL</b>		<b>100%</b>

6.6 The **Employee's** assessment will be based on his/her performance in terms of the outputs/outcomes (performance indicators) identified as per the performance plan which are linked to the KPA's, which constitute eighty percent (80%) of the overall assessment result as per the weightings agreed to between the **Employer** and **Employee**.

6.5.3 KPA's covering the main areas of work will account for eighty percent (80%) and CCR's will account for twenty percent (20%) of the final assessment.

6.5.2 Each area of assessment will be weighted and will contribute a specific part to the total score.

6.5.1 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 (CCR's), respectively.

6.5 The criteria upon which the performance of the **Employee** must be assessed consist of two components, both of which must be contained in the performance agreement-

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Competencies	Components	Competency Definition	Weighting % (total 100%)
<b>Leading competencies</b>			
Strategic Direction and Leadership	<ul style="list-style-type: none"> <li>• Impact and Influence</li> <li>• Institutional Performance Management</li> <li>• Strategic Planning and Management</li> <li>• Organisational Awareness</li> </ul>	Provide and direct a vision for the institution, and inspire and deploy others to delivery on the strategic institutional mandate	10
People Management	<ul style="list-style-type: none"> <li>• Human Capital Planning and Development</li> <li>• Diversity Management</li> <li>• Employee Relations Management</li> <li>• Negotiation and dispute Management</li> </ul>	Effectively manage, inspire and encourage people, respect diversity, optimise talent and build and nurture relationships in order to achieve institutional objectives	10
Programme and Project Management	<ul style="list-style-type: none"> <li>• Programme and Project Planning and Implementation</li> <li>• Service Delivery Management</li> <li>• Programme and Project Monitoring and Evaluation</li> </ul>	Able to understand programme and project management methodology; plan, manage, monitor and evaluate specific activities in order to delivery on set objectives	10
Financial Management	<ul style="list-style-type: none"> <li>• Budget Planning and Execution</li> <li>• Financial Strategy and Delivery</li> <li>• Financial Reporting and Monitoring</li> </ul>	Able to compile, plan and manage budgets, control cash flow, institute financial risk management and administer procurement processes in accordance with recognised financial practices. Further to ensure that all financial transactions are managed in an ethical manner	10
Change Leadership	<ul style="list-style-type: none"> <li>• Change Vision and Strategy</li> <li>• Process Design and Improvement</li> <li>• Change Impact Monitoring and Evaluation</li> </ul>	Able to direct and initiate institutional transformation on all levels in order to successfully drive and implement new initiatives and deliver professional and quality services to the community	10
Governance Leadership	<ul style="list-style-type: none"> <li>• Policy Formulation</li> <li>• Risk and Compliance management</li> <li>• Cooperative Governance</li> </ul>	Able to promote, direct and apply professionalism in managing risk and compliance requirements and apply a thorough understanding of governance practices and obligations. Further, able to direct the conceptualisation of relevant policies and enhance cooperative governance relationships	10
<b>Core Competencies</b>			
Moral competence		Able to identify moral triggers, apply reasoning that promotes honesty and integrity and consistently display behaviour that reflects moral competence	10
Planning and Organising		Able to plan, prioritise and organise information and resources effectively to ensure the quality of service delivery and build efficient contingency plans to manage risk	10

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Competencies	Components	Competency Definition	Weighting % (total 100%)
Analysis and Innovation		Able to critically analyse information, challenges and trends to establish and implement fact-based solutions that are innovative to improve institutional processes in order to achieve key strategic objectives	5
Knowledge and Information Management		Able to promote the generation and sharing of knowledge and information through various processes and media, in order to enhance the collective knowledge base of local government	5
Communication		Able to share information, knowledge and ideas in a clear, focused and concise manner appropriate for the audience in order to effectively convey, persuade and influence stakeholders	5
Results and Quality Focus		Able to maintain high quality standards, focus on achieving results and objectives while consistently striving to exceed expectations and encourage other to meet quality standards. Further, to actively monitor and measure results and quality against identified objectives	5
Core Competencies			100%

## 7. EVALUATING PERFORMANCE

7.1 Annexure "A" to this Agreement sets out:

7.1.1 The standards and procedures for evaluating the **Employee's** performance; and  
7.1.2 The intervals for the evaluation of the **Employee's** performance.

7.2 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.

7.3 Personal growth and development needs identified during any performance review discussion must be documented in a personal development plan as well as the actions.

7.4 The **Employee's** performance will be measured in terms of contributions to the goals and strategies set out in the **Employer's** IDP.

7.5 The annual performance appraisal must involve:

7.5.1 Assessment of the achievement of results as outlined in the performance plan-

(i) 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.

(ii) An indicative rating on the five-point scale should be provided for each KPA.  
(iii) The applicable assessment rating calculator must then be used to add the scores and calculate a final KPA score.

7.5.2 Overall rating is calculated by using the applicable assessment-rating calculator. Such overall rating represents the outcome of the performance appraisal.

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Level	Terminology	Description	Rating				
			1	2	3	4	5
5	Outstanding Performance	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.					
4	Performance significantly above expectations	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.					
3	Fully effective	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.					
2	Performance not fully effective	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					
1	Unacceptable Performance	Performance does not meet the standard performance 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.					

rating scale for KPAs:

7.6 The assessment of the performance of the **Employee** will be based on the following

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Quarter	Period	Review date	Type of Review
1	July - September	Before end of October 2022	Informal reviews if performance is satisfactory, if not satisfactory the reviews will be formal
2	October - December	Before end of January 2022 (Midyear Review)	Formal
3	January - March	Before end of April 2023	Informal reviews if performance is satisfactory, if not satisfactory the reviews will be formal
4	April- June	Before end of September 2023 (Annual Review)	Formal

8.1 The performance of the Employee in relation to his/her performance agreement shall be reviewed on the following dates with the understanding that reviews in the first and third quarter may be verbal if performance is satisfactory:

## 8. SCHEDULE FOR PERFORMANCE REVIEWS

The PMS Manager must provide secretariat services to the evaluation panel referred to in sub regulations (d) and (e).

- 7.7.1 Mayor
- 7.7.2 Mayor/ Municipal Manager from another Municipality
- 7.7.3 Chairperson of the Performance Audit Committee
- 7.7.4 Member of Executive Council
- 7.7.5 Ward Committee Member

7.7 For purposes of evaluating the annual performance of the Employee an evaluation panel constituted of the following persons must be established-

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- 10.1 The Employer shall:
- 10.1.1 create an enabling environment to facilitate effective performance by the Employee;
  - 10.1.2 provide access to skills development and capacity building opportunities;
  - 10.1.3 work collaboratively with the Employee to solve problems and generate solutions to common problems that may impact on the performance of the Employee;
  - 10.1.4 on the request of the employee delegate such powers reasonably required by the Employee to enable him/her to meet the performance objectives and targets established in terms of the agreement; and
  - 10.1.5 Make available to the employee such resources as the Employee may reasonably require from time to time assisting him/her to meet the performance objectives and targets established in terms of the agreement.

## 10. OBLIGATIONS OF THE EMPLOYER

- 9.1 A Personal Development Plan (PDP) for addressing developmental gaps is attached as "ANNEXURE B" and shall form part of this agreement.

## 9. DEVELOPMENTAL REQUIREMENTS

- 8.2 The Employer shall keep a record of the mid-year review and annual assessment meetings.
- 8.3 Performance feedback shall be based on the Employer's assessment of the Employee's performance.
- 8.4 The Employer will be entitled to review and make reasonable changes to the provisions of the performance plan from time to time for operational reasons on agreement between both parties.
- 8.5 The Employer may amend the provisions of the performance plan whenever the performance management system is adopted, implemented and/or amended as the case may be on agreement between both parties.

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12.4 A performance bonus ranging from five percent (5%) to fourteen percent (14%) of the all-inclusive remuneration package may be paid to an employee in recognition of outstanding performance, subject thereto that, in determining the performance bonus the relevant percentage is based on the overall rating, calculated by using the applicable assessment-rating calculator, provided that-

12.3 The evaluation of the Employee's performance shall form the basis for rewarding outstanding performance or correcting unacceptable performance

12.2 Performance appraisal feedback shall be conveyed to employees in writing or discussed with employees on a regular basis to prevent a scenario where employees only find out about the gaps in their performance during mid-year or during the final review.

12. The key to a developmentally oriented performance management system towards inadequate performance is to promote improvement through feedback, learning and support, rather than judgement, sanctions or punishment.

## 12. MANAGEMENT OF EVALUATION OUTCOMES

11.2 The Employer agrees to inform the Employee of the outcome of any decisions taken pursuant to the exercise of powers contemplated in 10.1 as soon as is practicable to enable the Employee to take any necessary action without delay.

11.1.3 A substantial financial effect on the Municipality.  
Employer;  
11.1.2 Commit the Employee to implement or to give effect to a decision made by the  
11.1.1 A direct effect on the performance of any of the Employee's functions;

11.1 The Employer agrees to consult the Employee timeously where the exercising of the Employee powers will have amongst others-

## 11. CONSULTATION



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12.1.1 Provide systematic remedial or developmental support to assist the employee to improve his/her performance; and  
 12.1.2 After appropriate performance counselling and having provided the necessary guidance and/or support and reasonable time for improvement in performance, and performance does not improve, the employer may consider steps to implement a disciplinary process that will be guided by the Labour Relations Act

12.1 In the case of unacceptable performance, the employer shall –

Score	Bonus %
130 -133	5
134 -137	6
138-141	7
142 -145	8
146 -149	9
150 -153	10
154 -157	11
158 - 161	12
162 - 165	13
166 - 167	14

constituted as follows

12.5 The performance bonus referred to in 12.4 here above is payable annually and

performance bonus ranging from ten percent (10%) to fourteen percent (14%).

12.4.2 A score of one hundred and fifty percent (150%) and above is awarded a

(5%) to nine percent (9%); and

nine percent (149%) is awarded a performance bonus ranging from five percent

12.4.1 A score of one hundred and thirty percent (130%) to one hundred and forty

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14.2 The application must be submitted to the Municipal Manager and the Municipal Manager must appoint an Appeals Committee to deal with such appeals. The findings of the Appeals Committee should be forwarded to the Municipal Manager with recommendations. The Municipal Manager must make a final decision on the matter and his/her decision will be regarded as final and binding.

14.1 In a case where the employee is not satisfied with the assessment proceedings or results, the employee must apply in writing for reconsidering the performance review. The application for the appeal must be submitted within 14 working days from the date in which the assessment feedback has been communicated with the concerned employee. The employee shall look for a representative for assistance and support, example, Union Representatives.

14.1 Dispute on performance agreement / performance evaluation

## 14. DISPUTE RESOLUTION/APPEAL

13.3 approval of such evaluation by the municipal Council, as a reward for outstanding performance.

13.2 an evaluation of performance in accordance with the provisions of section 7 of this agreement; and

13.1 the annual report for the financial year under review has been tabled and adopted by the municipal Council;

In accordance with PMS Policy, a Performance bonus must be paid once a year provided the Municipality has budget for bonuses, after

## 13. PERFORMANCE BONUS

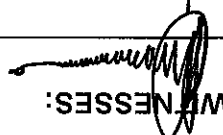
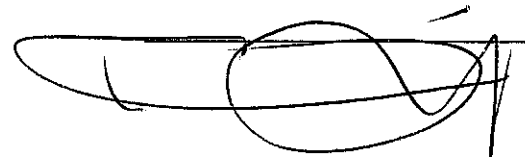
**15. GENERAL**

15.1 The contents of the Agreement shall be made available to the public by the Municipality, where appropriate.


15.2 Nothing in this Agreement diminishes the obligations, duties or accountabilities of the Employee in terms of his/her contract of employment, or the effects of existing or new regulations, circulars, policies, directives or other instruments.

15.3 The performance assessment results of the Employee shall be submitted to the Council within fourteen (14) days after the conclusion of the assessment.

Thus done and signed on this 28 day of July 2022.

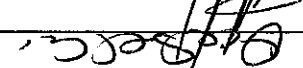
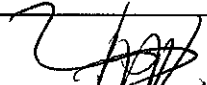
AS WITNESSES:  
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MUNICIPAL MANAGER




Thus done and signed on this \_\_\_ day of July 2022.

AS WITNESSES:

1.   
2. 

MAYOR



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# ANNEXURE A (Part 1): PERFORMANCE PLAN - 2022/23

## KPA 1: Spatial Rational

Priority Issue/Programme	Development Objective	Key performance indicator	Baseline	Annual Targets	Project Name	Project/Indicator Description	Location	Ward	Functioning Source	Budget 2022/23	1st Q Target	2nd Q Target	3rd Q Target	4th Q Target	Weight	Portfolio Of Evidence	Dept
Spatial and Town Planning	To develop an effective spatial framework that promotes integrated and sustainable development	Gazetting of SDF by 30 June 2023	New Indicator	SDF gazetted by 30 June 2023	Review of SDF	Reviewing of SDF	Greater Giyani Municipality	All Wards	Income	0	Gazette	N/A	N/A	N/A	4	SDF, Council Resolution & Gazette	MM

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Spatial and Town Planning	To develop an effective spatial framework that promotes integrated and sustainable development	Gazetting the LUS by 30 June 2023	New Indicator for	Alignment of LUS by June 2023	Alignment of LUS	Alignment of LUS	Greater Giyani Municipality	All Wards	Inclusive	0	Gazette	N/A	N/A	N/A	4	LUS, Council Resolution & Gazette	MM
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KPA 2: MUNICIPAL TRANSFORMATION AND ORGANISATIONAL DEVELOPMENT

Priority Issue/Programme	Development Objective	Key performance indicator	Baseline	Annual Targets	Project Name	Project/Indicator Description	Location	Ward	Functioning Source	Budget 2022/23	1st Q Target	2nd Q Target	3rd Q Target	4th Q Target	Weight	Portfolio Of Evidence	Dept
Council Services	To develop and retain the best human capital, effective and efficient administrative and operational support systems	# of Council Meetings convened by 30 June 2023	10 Council meetings held in 2021/22	6 Council Meetings coordinated and supported by 30 June 2023	Council Meeting	Organizational Meeting as per schedule	Greater Giyani Municipality	Administration	Internal	Operational	1 Council Meeting	1 Council Meeting	2 Council Meeting	2 Council Meeting	5	Notices of Invitations, Minutes, Attendance Register	MM

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Council Services	To develop and retain the best human capital, effective and efficient administrative and	# of reports developed on implementation of Council Resolutions by 30 June 2023	4 reports developed in 2021/22	4 progress reports on implementation of Council Resolutions to be developed	Executive Committee Meeting	Organize Executive Committee Meeting as per schedule	Greater Giyani Municipality	Administration	Income	Operational	3 EXCO meetings convened	3 EXCO meetings convened	3 EXCO meetings convened	3 EXCO meetings convened	5	Notice of Invitations, Minutes, Attendees, Attendance register,	MM
Council Services	To develop and retain the best human capital, effective and efficient administrative and	# of reports developed on implementation of Council Resolutions by 30 June 2023	4 reports developed in 2021/22	4 progress reports on implementation of Council Resolutions to be developed	Executive Committee Meeting	Organize Executive Committee Meeting as per schedule	Greater Giyani Municipality	Administration	Income	Operational	1 Council resolution implemented report	1 Council resolution implemented report	1 Council resolution implemented report	1 Council resolution implemented report	4	Signed Progress Report and Council Resolution	MM

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	operational support systems		by 30 June 2023																	
Human Resources and Organizational Development	To develop and retain the best human capital, effectively and	Develop Work Skills Plan (WSP) and Annua Training Report (ATR) and submit to LGSET A by 30 April 2023	WSP and ATR submitted on the 30 April 2022	Developed WSP and ATR and submit to LGSET A by 30 April 2023	WSP and ATR	Development and submission of the WSP and ATR	Greater Giyani Municipality	Administration	Income	Operational	N/A	N/A	N/A	Development and submission of Employment Equity Report	N/A	3	WSP, ATR and Acknowledgement letter LGSETA		MM	
Human Resources and Organizational Development	To develop and retain the best human capital, effectively and	Submit the Employment Equity Report to Department of	2021/22 Employment Equity Report submitted	Employment Equity Report submitted to DoL by 15 January 2023	Equity	Development and submission of the Employment Equity Report	Greater Giyani Municipality	Administration	Income	Operational	N/A	N/A	Development and submission of Employment Equity Report	N/A	3	Employment Equity Report, Acknowledgement		MM		

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Management of Litigation	To develop and retain the best Human Capital, Effective and Efficient Administration and Operational Support System	# of litigation matter reduced by 30 June 2023	17 Active Cases	Management of litigations	Attending and finalizing all litigation cases of the municipality	Management of litigations	Greater Giyani Municipality	Administration	Income	7 000	4 cases resolved	4 cases resolved	4 cases resolved	5 cases resolved	5 cases resolved	Litigation Register and Report	MM
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KPA 3: BASIC SERVICE DELIVERY AND INFRASTRUCTURE DEVELOPMENT

Priority Issue/Programme	Development Objective	Key Performance Indicator	Baseline	Annual Targets	Project Name	Project /Indicator Description	Location	Ward	Frequency	Budget 2022/23	1st Q Target	2nd Q Target	3rd Q Target	4th Q Target	Weighting	Portfolio Of Evidence	Dept
Waste Management	Accessible basic and infrastructure services	Collection of waste in all the township sections A, D1, D2, E, F and Kremetart and CBD households with access to refuse removal by 30 June 2023	635 households to refuse collection	Collect refuse removal to all households by 30 June 2023	Waste Management	Collection of waste in all the Townships in wards 11, 12, 13 & 21	Section A, D1, D2, E, F and Kremetart	Wards 11, 12, 13 & 21	Monthly	Operational	Weekly refuse collection in towns hips A, D1, D2, E, F and Kremetart	Weekly refuse collection in towns hips A, D1, D2, E, F and Kremetart	Weekly refuse collection in towns hips A, D1, D2, E, F and Kremetart	Weekly refuse collection in towns hips A, D1, D2, E, F and Kremetart	4	Billing Report	MM

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Roads, Bridges and Storm water	To develop sustainable infrastructure networks which	Appointment of service provider/engineer at Hlomela	New Indicator	Appointment of service provider/engineer at Hlomela upgrading from Gravel to Paving	Hlomela Upgrading from Gravel to Paving	Appointment of service provider/engineer at Hlomela upgrading from Gravel to Paving	Hlomela	Ward 19	LG ES/M/IG	1,500,000	N/A	Advertisement letter	Signed Progress Report on Selawa upgrading of roads from gravel	Appointment of Service provider/engineer	Scoping Report, Detailed Design	3	Scoping Report and Detailed Design	MM
Roads, Bridges and Storm water	To develop sustainable infrastructure networks which	Construction of Selawa upgrading of roads from gravel to paving	New Indicator	Construction of roads from gravel to paving	Selawa upgrading of roads from gravel to paving	To construct Selawa upgrading of roads from gravel to paving	Selawa	Ward 8	LG ES/M/IG	3,937,908	Advertisement letter	Signed Progress Report on Selawa upgrading of roads from gravel	Signed Progress Report on Selawa upgrading of roads from gravel	Practical handover	3	Completion Certificate	MM	

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Building and Construction	To develop sustainable infrastructure networks which promote economic growth and improve quality of life	Construction of Civic Centre Building Phase 4	New Indicator	Construction of Civic Centre Building Phase 4	Civic Centre Building Phase 4	Construction of Civic Centre Building Phase 4	Giyani CBD	Administration	MIG	18,543,541	Advert and appointment letter	Site establishment	Construction of Civic Centre	Completion of Civic Centre	3	Completion Certificate	MM
PMU	To improve financial management	% MIG Budget spent by 30 June 2023	100% MIG budget spent	100% MIG Budget spent by 30 June 2023	MIG Spending	Spending 100% of MIG allocated fund	Greater Giyani Municipality			64,105,000	15% of MIG budget spent	30% of MIG budget spent	30% of MIG budget spent	25% of MIG budget spent	3	MIG Spending Report	MM


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	systems to enhance revenue base																						

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KPA 4: LOCAL ECONOMIC DEVELOPMENT

Priority Issue/Programme	Development Objective	Key Performance Indicator	Baseline	Annual Targets	Project Name	Project Description	Location	Ward	Funding Source	Budget	1st Q Target	2nd Q Target	3rd Q Target	4th Q Target	Weighting	Portfolio Of Evidence	Dept
LED Strategy	To Create an Enabling Environment For Sustainable Economic Growth	Review LED Strategy by 30 June 2023	Existing LED Strategy	1 LED Strategy reviewed and approved by Council by 30 June 2023	LED Strategy Review	LED Strategy to be reviewed and submitted to Council for approval	Greater Giyani Municipality	Giyani	Income	700,000	Advertisement and appointment of service provider	Public Participation with various stakeholders.	Development of LED Strategy and submission of draft LED Strategy to council for noting	Final draft LED strategy submitted to Council for approval	Advocate, Attention, registration, invitation, Draft LED Strategy, Appraised LED Strategy, Council resolution	3	MM

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LED Forum	To Create An Enabling Environment For Sustainable Economic Growth	# of LED Forum to be coordinated by 30 June 2023	4 LED Forum	4 LED Forum to be coordinated by 30 June 2023	LED Forum meeting	1 LED Forum meeting held per quarter	Greater Giyani Municipality	All Wards	Income	Operational	1 LED Forum meeting held	1 LED Forum meeting held	1 LED Forum meeting held	Invitation, Minutes, and Attendance registers	2	MM	
LIBRA	To Create An Enabling Environment For Sustainable Economic Growth	# of Business Registration and Licensing Adjudication Committee meetings held by 30 June 2023	12 Adjudication Committee meetings	4 Business Registration and Licensing Adjudication Committee meetings	Adjudication Committee meetings	Adjudication Committee meeting	Greater Giyani Municipality	All Wards	Income	Operational	1 Adjudication Committee meeting	1 Adjudication Committee meeting	1 Adjudication Committee meeting	Invitation, Minutes and Attendance Registers	2	MM	
SMME Support (Projects & Cooperatives)	To Create An Enabling Environment For Sustain	Financially support projects & cooperatives that are operatio	4 SMME supported supp	4 SMME'S financially supported by 30 June 2023	SMME Support	4 SMME's support ed to the tune of R200 000 each by	Greater Giyani Municipality	All Wards	LED Support funds	100 000	4 SMME's support ed	N/A	N/A	N/A	Invitation to apply, application form	2	MM

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KPA 5: MUNICIPAL FINANCE MANAGEMENT AND VIABILITY

Priority Issue/Programme	Development Objective	Key Performance Indicator	Baseline	Annual Targets	Project Name	Project /Indicator Description	Location	Ward	Funding Source	Budget 2022/23	1st Q Target	2nd Q Target	3rd Q Target	4th Q Target	Weighting	Portfolio Of Evidence	Dept
Budgeting and Reporting	To improve financial management systems to enhance revenue base	Unqualified Audit Opinion by 30 June 2023	Unqualified Audit Opinion	Unqualified Audit Opinion by 30 June 2023	Unqualified Audit Opinion	Complying with legislative framework, keeping records and submit AFS	Greater Giyani Municipality	Administration	Income	Operational	N/A	Obtaining of Unqualified Audit Opinion	N/A	N/A	5	AGSA Audit Report	MM

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KPA 6: GOOD GOVERNANCE AND PUBLIC PARTICIPATION

Priority Issue/Programme	Development Objective	Key Performance Indicator	Baseline	Annual Targets	Project Name	Project /Indicator/Description	Location	Ward	Funding Source	Budget	1st Q Target	2nd Q Target	3rd Q Target	4th Q Target	Weight	Portfolio Of Evidence	Dept
Integrated Development Planning	To develop governance structures and systems that will ensure effective public consultation and organizational discipline	Review the IDP for 2022/2023 and development of IDP financial year by 31 May 2022	IDP review for 2020/2021 was completed and approved by Council on the 30 May 2022	Review the IDP for 2022/2023 and development of IDP financial year by 31 May 2023	IDP Review	Compile IDP analysis phase, Organize the IDP rep forum. Conduct Strategic Planning session and present to the IDP rep forum, Draft IDP complete and submitted to Council for adoption by 31 March 2018, IDP Public	Greater Giyani Municipality	Administration	Income	600,000.00	Complete the IDP analysis phase and conduct the IDP representative forum.	N/A	Conduct Strategic Planning session and submit to Council for adoption by 31 March 2022	Final IDP submitted to Council for adoption by 31 May 2022	Council Resolutions, Draft IDP, Strategic plan report, Attendance Register, Invitation for Strategic Plan, IDP Consultation on Attendance Register	5	MM

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Risk Management	To develop operational governance structures and systems that will ensure effective public consultation and organizational discipline	# of risk management activities to be coordinated by 30 June 2023	4 risk activities were coordinated	3 risk activities coordinated by 30 June 2023	Risk Management project	Facilitate and coordinate risk management meetings	Create a Giyani Municipality	Administration	Inc	Operational	Submit quarterly attend	Submit quarterly attend	Submit quarterly attend	Submit quarterly attend	Submit quarterly attend	3	Invitation, Minutes and Attendance Register	MM			

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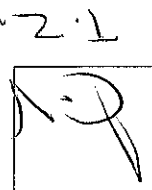
ms that will ensure effective public consultation and organizational discipline	and submit to Audit Committee for approval by 30th June 2023	Audit Charter was developed and submitted for approval	Audit Committee for approval by 30 June 2023	Public Participation	submit to Audit Committee for approval	Greater Giyani Municipality	All Wards	Income	Operational	1 public participation conducted	1 public participation conducted	1 public participation conducted	1 public participation conducted	Charter submit to Audit Committee for approval	3	Attendance Register and Program	MM
Public Participation	To develop operational governance structures and systems that will ensure effective	# of public participation to be conducted by 30 June 2023	4 public participation conducted by 30 June 2023	Public Participation	Consult members of the public on service delivery issues	Greater Giyani Municipality	All Wards	Income	Operational	1 public participation conducted	1 public participation conducted	1 public participation conducted	1 public participation conducted	Charter submit to Audit Committee for approval	3	Attendance Register and Program	MM


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Greater Giyani Municipality



Promote community and environment al welfare	To develop government structures and systems that will ensure effective public consultation and	# of activities conducted on special programs by 30 June 2023 (Mayor's Tourna ment, Youth Support, Gender Support, HIV/Ca ndle lighting	20 Special Programs organized by 30 June 2023	4 Special Programs	Special Programs	Organize and conduct the special programs undertaken in the different desks of the Special Programs Unit	Greater Giyani Municipality	All wards	Income	Operati	1 special progamme conducted	1 special progamme conducted	1 special progamme conducted	1 special progamme conducted	3	Attendance Register and Program me	MM
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	organizational discipline	Child & Old Age Support, Disability Support																					
Newsletter	To develop operational governance structure and systems that will ensure effective public consultation	# of Rito newsletters to be produced and circulated by 30 June 2023	4 Rito newsletters produced and circulated by 30 June 2023	4 Rito newsletters produced and circulated by 30 June 2023	Rito newsletter	Producing and circulating of the Rito newsletter	Greater Giyani Municipality	Administration	Income	Operational	1 Rito Newsletter to be produced and circulated	1 Rito Newsletter to be produced and circulated	1 Rito Newsletter to be produced and circulated	1 Rito Newsletter to be produced and circulated	3	4 Rito newsletters	MM						

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Public Participation	To develop operational governance structures and systems that will ensure effective public consultation and organizational discipline	# Of Imbizos to be convened by 30 June 2023	4 Imbizos held	4 Imbizos convened by 30 June 2023	Public Participation	Consult members of the public on service delivery issues	Greater Giyani Municipality	Administration	Income	Operational	1 Imbizos conducted	1 Imbizos conducted	1 Imbizos conducted	1 Imbizos conducted	1 Imbizos conducted	3	Attendance Register and Programme	MM	
																			



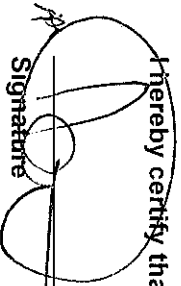
**ANNEXURE B: PERSONAL DEVELOPMENT PLAN 2022/23**

Skills performance gap (in order of priority)	Outcomes expected (measurable indicators, quantity, quality and time frames)	Suggested training and/or development activity	Suggested mode of delivery	Suggested time frame	Work opportunity created to practice skills/ development area	Support person

**ANNEXURE C: DISCLOSURE OF INTEREST FORM 2022/23**

Other Interests:

I hereby certify that the above information is complete and correct to the best of my knowledge.

  
 Signature

  
 Date