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01 July 2020 – 30 June 2021

For the period

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

MUNICIPAL MANAGER, - MM CHAUKE

And

(Herein after referred to as the "Employer")

MAYOR, - CLL BA. SHIVAMBU

Herein represented by

THE GREATER GIYANI MUNICIPALITY

Made and Entered into by and between

PERFORMANCE AGREEMENT 2020/2021 FINANCIAL YEAR



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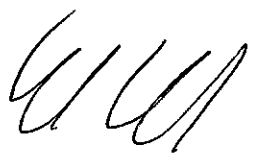
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its budget year.
- refers to the 12 month period which the organisation determines as

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

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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1. INTRODUCTION

1.1 This performance contract is between Chauke, MM the Municipal Manager, and Shivambu, BA in her capacity as the Mayor, within the provisions of the delegated powers as stipulated by Council. The contract is for the 2020/21 financial year only. The expected performance reflected in this contract is based on the reviewed Integrated Development Plan (IDP) 2020/21, the Service Delivery and Budget Implementation Plan (SDBIP) 2020/21. The afore-mentioned documents have been adopted as working documents of Greater Giyani Municipality and therefore, shall be the basis of performance assessment.

2. PURPOSE OF AGREEMENT

The purpose of this agreement is to:-

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

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;

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

2.4 Monitor and measure performance against set targeted outputs;

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

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

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

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>Municipal Manager</p> <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>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 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>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>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>Finance</p>
<p>Community Services</p>	<p>Technical Services</p>
<p>Local Economic Development</p>	<p>Corporate Services</p>

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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.

4.4 The parties agree that the contents of the agreement may be revised at any time during the duration thereof with the purpose to determine the applicability thereof.

4.3 This Agreement will terminate on the termination of the employment contract entered into by and between the parties for whatever reason.

4.2 The parties will review the provisions of this Agreement during June each year and will conclude not later than 31st July of each ensuing financial year a new Performance Agreement, Performance Plan and Personal Development Plan that replaces this Agreement.

4.1 This Agreement will commence on 01 July 2020 and will remain in force until 30 June 2021 or until a new Performance Agreement, Performance Plan and Personal Development Plan is concluded between the parties for the ensuing financial year or part thereof.

4. COMMENCEMENT AND DURATION

employee

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

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

as the case may be.

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

change is made.

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

Agreement.

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

those performance obligations and targets.

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

the goals and strategies set out in the Employer's IDP.

5.3 The Employee's performance will, in addition, be measured in terms of contributions to

other.

5.2.4 The weightings showing the relative importance of the key objectives to each

achieved;

5.2.3 The target dates that describe the timeframes in which the work must be

key objective has been achieved;

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

5.2.1 The key objectives that describe the main tasks that need to be done;

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6. PERFORMANCE MANAGEMENT SYSTEM

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.

6.2 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.

6.3 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.

6.4 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.

6.5 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-

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.

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

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.

6.6 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.

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Competencies	Components	Competency Definition	Weighting % (total 100%)
Strategic Direction and Leadership	<ul style="list-style-type: none"> Impact and Influence Institutional Performance Management Strategic Planning and Management Organisational Awareness 	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"> Human Capital Planning and Development Diversity Management Employee Relations Management Negotiation and dispute Management 	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"> Programme and Project Planning and Implementation Service Delivery Management Programme and Project Monitoring and Evaluation 	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"> Budget Planning and Execution Financial Strategy and Delivery Financial Reporting and Monitoring 	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
Leading competencies			

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	TOTAL
1.	Institutional Development and Transformation	28	
2.	Good Governance and Public Participation	29	
3.	Local Economic Development (LED)	8	
4.	Municipal Financial Viability and Management	10	
5.	Basic Service Delivery and Infrastructure	25	
			100%

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Competencies	Components	Competency Definition	Weighting % (total 100%)
Change Leadership	<ul style="list-style-type: none"> • Change Vision and Strategy • Process Design and Improvement • Change Impact Monitoring and Evaluation 	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"> • Policy Formulation • Risk and Compliance management • Cooperative Governance 	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
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
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
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.	1
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.	2
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.	3
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	4
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.	5

7.6 The assessment of the performance of the Employee will be based on the following rating scale for KPAs :

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Quarter	Period	Review date	Type of Review
1	July - September	Before end of October 2020	Informal reviews if performance is satisfactory, if not satisfactory, the reviews will be formal
2	October - December	Before end of January 2021 (Midyear Review)	Formal
3	January - March	Before end of April 2021	Informal reviews if performance is satisfactory, if not satisfactory, the reviews will be formal
4	April- June	Before end of September 2021 (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;

Employee powers will have amongst others-

11.1 The Employer agrees to consult the Employee timeously where the exercising of the

11. CONSULTATION

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- 12.1 In the case of unacceptable performance, the employer shall -
- 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 66 of 1995.

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

- 12.5 The performance bonus referred to in 12.4 here above is payable annually and constituted as follows
- 12.4.1 A score of one hundred and thirty percent (130%) to one hundred and forty nine percent (149%) is awarded a performance bonus ranging from five percent (5%) to nine percent (9%); and
 - 12.4.2 A score of one hundred and fifty percent (150%) and above is awarded a performance bonus ranging from ten percent (10%) to fourteen percent (14%).

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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 28th day of July 2020.

AS WITNESSES:

1. _____

2. _____

MUNICIPAL MANAGER

Thus done and signed on this 28th day of July 2020.

AS WITNESSES:

1. _____

2. _____

MAYOR

ANNEXURE A (Part 1): PERFORMANCE PLAN - 2020/2121

KPA 2: MUNICIPAL TRANSFORMATION AND ORGANISATIONAL DEVELOPMENT

Priority	Strategic Objective	Performance Indicators	Annual Targets	Quarterly Targets	Project	Location	Manager	Start Date	End Date	Frequency	Reporting Period	Reporting Officer
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 2021	6 Council meetings held in 2019/20	6 Council Meetings coordinated and supported by 30 June 2021	Council Meeting	Greater Giyani Municipality	Administration	1	1	2	2	5
					Organize Council Meeting as per schedule							Notices of Invitations, Minutes, Attendance Register

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Council Services	To develop and retain the best human capital, effective and efficient administrative and	# of reports developed on implemented on of council resolutions by 30 June 2021	4 reports developed in 2019/20	4 progress reports on implementation of council resolutions to be developed by 30 June 2021	Council resolution implementation	Development of Council Resolution Register and monitor implementation of council resolutions	Greater Giyani Municipality	Administration	Income	Operational	1 Council resolution implementation report	1 Council resolution implementation report	1 Council resolution implementation report	1 Council resolution implementation report	4 progress report and Council Resolution	CORP
Human Resources and Organizational Development	To develop and retain the best human capital, effective and efficient administrative and	To Develop Work Skills Plan (WSP) and Annual Training Report (ATRA)	WSP and ATR submitted on the 30 April 2020	Developed WSP and ATR	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 WSP & ATR to the LGSETA	3 WSP, ATR and Proof of Submission	CORP

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		operational support system	submit to LGSETA by 30 April 2021			2021																																
Human Resources and Organizational Development	To develop and Retain the best Human Capital	# of Portfolio Committees Meeting	Portfolio Committee Meeting	96 Portfolio Committee Meeting	Portfolio Committee Meetings	Develop and submit Employment Equity Report by 15 January 2021	Great Giyani Municipality	Administration	Income	Operational	24 Portfolio Committee Meeting	24 Portfolio Committee Meeting	24 Portfolio Committee Meeting	24 Portfolio Committee Meeting	4	Notice of Invitations, Minutes, Attention	CORP																					
Human Resources and Organizational Development	To develop and Retain the best Human Capital	# of Portfolio Committees Meeting	Portfolio Committee Meeting	96 Portfolio Committee Meeting	Portfolio Committee Meetings	Develop and submit Employment Equity Report by 15 January 2021	Great Giyani Municipality	Administration	Income	Operational	24 Portfolio Committee Meeting	24 Portfolio Committee Meeting	24 Portfolio Committee Meeting	24 Portfolio Committee Meeting	4	Notice of Invitations, Minutes, Attention	CORP																					

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Council Services	To	# of	10	12	Executive Committee Meetings	Organizational Committee Meetings	Greater Giyani Municipality	Administration	Income	Operational	3 EXCO meetings convened	3 EXCO meetings convened	3 EXCO meetings convened	3 EXCO meetings convened	4	Notice of Intentions, Minutes, Agendas, Attendance Register, etc.	C O RP
		gs to be held by 30 June 2021	10	12	Executive Committee Meetings	Organizational Committee Meetings	Greater Giyani Municipality	Administration	Income	Operational	3 EXCO meetings convened	3 EXCO meetings convened	3 EXCO meetings convened	3 EXCO meetings convened	4	Notice of Intentions, Minutes, Agendas, Attendance Register, etc.	C O RP
Human Resources and Organizational	To develop and retain the	To Develop Human Resources	Lack of Human Resources	Developed Human Resources	Human Resource Strategy	Development and submission of	Greater Giyani Municipality	Administration	Income	Operational	N/A	Developed human resource	N/A	N/A	4	Approved Human Resource Strategy	C O RP

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Development	best human capital system	ce	ce	Strategic Plan by 30 June 2021	Y and Plan	the Human Resource Strategy and Plan for approval	capital												strategic Y and Plan			BY Plan	
		Strategic Plan 30 June 2021	Strategic Plan and 30 June 2020	Strategic Plan by 30 June 2021																			

KPA 3: BASIC SERVICE DELIVERY AND INFRASTRUCTURE DEVELOPMENT

Priorities	Dept	Issue/Program/Project	Key person	Base line	Annual Targets	Project Name	Project/Initiative	Local	Ward	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End
							Desain			201	201												

Waste Management	Access to basic and infrastructure services	# of households with access to refuse removal services by 30 June 2021	635	37 households to refuse removal services by 30 June 2021	Collect refuse removal services by 30 June 2021	Waste Management	Collect refuse removal services in all the Townships in wards 11, 12, 13 & 21	Section A, D1, D2, E, F and Kremetart	Wards 11, 12, 13 & 21	Income	Operational	Total number of 5184 households with access to refuse removal services	Total number of 5184 households with access to refuse removal	Total number of 5184 households with access to refuse removal	3	Collection schedule, Auto track vehicle movement report	TECH COM
Roads, Bridges and Storm water	Accessible basic and infrastructure services	# of km of roads tarred by 30 June 2021	New	17.8 km of roads tarred by 30 June 2021	Upgrading of roads from gravel to tar	Upgrading of roads from gravel to tar	Section E, Home 14 A, Nkomo A & B	9, 10, 11	MI	29,402,821	Operational	Total number of 5184 households with access to refuse removal services	Total number of 5184 households with access to refuse removal	Total number of 5184 households with access to refuse removal	4	Progress Report, Practical completion certificate	TECH

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(Final Completion), Homestead 148 to 14A upgrading from gravel to tar (Practical completion) Nkomati (Construction of pave																						
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Buildin g and Constr uction	Acces sible basic and infra struc ture servi ces	constr uction of Civic Centre Phase 3 by 30 June 2021	Pha se 2 Com plet ed	Construc tion of Civic Centre Phase 3 by 30 June 2021	Civic Centre Building , Phase 3	Constr uction of Civic centre	Giyani	CBD	LG ES	12, 500 ,00 0	men t layer s)	Proc ess of adve rtisin g and prep arati ons of docu men ts	Appoint ment of service provide r and establis hment	Constru ction of council chambe r, internal building works and fire route escape.	Installati on of elevator and finalisati on of construc tion	4	Progress report	TECH
Roads, Bridge s and Storm water	Acces sible e basic and infra struc ture servi	# of km of roads paved by 30 June 2022	New Indi cato r	14.27 km road paved by 30 June 2021	Upgrading of roads from gravel to paved	Upgrad ing of roads from gravel to paved	Section n F, Mako sha	13,14	Ml G	20, 631 ,11 4	Mak osha - Finali zatio n of snag list and	Giyani section f- Laying of 80mm paving bricks of the	Giyani Section F- Practical complet ion and Final Comple tion	N/A	4	Practical and final complet ion certifica te	MM & COM	



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KPA 4: LOCAL ECONOMIC DEVELOPMENT

Priority/Project Name	Start Date	End Date	Phase	Status	Responsible Party	Estimated Cost	Actual Cost	Impact	Notes						
LED Strategy	To Create An Enabling Environment For Sustainable Economic Growth	To review LED Strategy by June 2021	New indicator	1 LED Strategy reviewed and approved by Council by June 2021	Review LED Strategy to be reviewed and submitted to Council for approval	Greater Giyani Municipality	Giyani Income 800,000	Development of terms of reference and submission to BTO	Advertisement	Actual drafting and submission of draft by Council for noting	Final LED strategy approved by Council	3	Approved LED Strategy	P & D ev	
SMME Support	To Create An Enabling Environment For	# of SMME's to be exposed to LED market	12 SMMEs exposed to LED market	5 SMMEs exposed to LED market	Support to SMMEs by taking them along to different	Greater Giyani Municipality	All Wards	Operational	N/A	N/A	3 SMME's exposed to Marula Show	2 SMME's exposed to Rand show	5	Invitation & Attendance Register	P & D ev

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	Sustainable Economic Growth	30 June 2021		30 June 2021		exhibition, tourism Indaba, Marula festival and rand show														
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KPA 5: MUNICIPAL FINANCE MANAGEMENT AND VIABILITY

Priority	Project	Start Date	End Date	Project Description	Responsible	Reporting	Start Date	End Date	Project Description	Responsible	Reporting	Start Date	End Date	Project Description	Responsible	Reporting	Start Date	End Date	Project Description	Responsible	Reporting	
Budget and Reporting	To improve financial management systems to enhance venue base	Unqualified Audit Opinion by 30 June 2021	Qualified Audit Opinion	Unqualified Audit Opinion by 30 June 2021	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	B&T					

Budget and Reporting	To improve financial management systems to enhance revenue base	% MIG Budget spent by 30 June 2020	100% MIG budget spent	100% MIG Budget spent by 30 June 2019	MIG Spending	Spending 100% of MIG allocated fund	Greater Giyani Municipality	Administration	MIG 79 115 000	100% of MIG budget spent	100% of MIG budget spent	100% of MIG budget spent	100% of MIG budget spent	5	MIG Spending Report	B&T

KPA 6: GOOD GOVERNANCE AND PUBLIC PARTICIPATION

Project Name	Project Description	Start Date	End Date	Project Manager	Project Status	Project Budget	Project Progress	Project Impact	Project Evaluation	Project Reporting	Project Review	Project Audit	Project Compliance	Project Governance	Project Transparency	Project Accountability
Integrated Development Planning	To develop governance structures and systems that will ensure effective public	To review the IDP for 2019/2020 and develop approved by 2019/2019	IDP review for 2018/2019 was completed and development of 2019/20 IDP and	IDP Review	Complete IDP analysis phase, Organise the IDP rep forum. Conduct Strategic	Greater Giyani Municipality	Administration	550,000.00	Complete the IDP analysis phase and conduct the IDP reports	N/A	Conduct Strategic planning session and commission	Final IDP submitted to council for adoption by 31 May	4	Council resolutions, Draft IDP, Strategic plan report, Attendance register, Invitations for strategic plan, IDP Consultation	P & D	

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consultation and organizational discipline	20 IDP financial year by 31 May 2021	in on the before 30 May 2020	approved by Council by 31 May 2021	Public Participation Final IDP					entative forum		the IDP strategic character and Draft IDP completed and submitted to Council for adoption by 31 March 2018, IDP Public participation, Final IDP	2020		attendance register, IDP Analysis phase
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Performance Management	To develop governance structures and systems that will ensure effective public consultation and organizational discipline	To develop the SDBIP 2020/2021 and submit to the Mayor for signature within 28 days after approval	SDBIP 2019/2020 was developed and submitted to the Mayor within 28 days after approval of the budget	Development and submission of the 2020/2021 SDBIP to the Mayor for signature within 28 days after approval	Development of Service Delivery and Budget Implementation Plan (SDBIP)	Collect information from departments, develop a draft SDBIP, Submit to departments for inputs, incorporate inputs	Greater Giyani Municipality	Administration	Income	Operational	N/A	N/A	N/A	9	Development and submission of the 2020/2021 SDBIP to the Mayor for signature within 28 days after approval of the budget	5	Signed SDBIP	M

[Handwritten signature]

Internal Audit	To develop	To develop	Audit Committee	Audit Committee	Audit Committee	Audit Committee	Great	Adm	Inc	Oper	N/A	N/A	N/A	Appr	5	Approve	M
Internal Audit	To develop	To develop	Audit Committee	Audit Committee	Audit Committee	Audit Committee	Great	Adm	Inc	Oper	N/A	N/A	N/A	Appr	5	Approve	M
g	oper	oper	Committee	Committee	Committee	Committee	Giyani	strat	om	ation				oved		d Audit	M
	governance	Audit Committee	Committee	Committee	Committee	Committee	Municipality							Committee		tee	
	structures and systems	Charter and submitted	developed and submitted	developed and submitted	developed and submitted	developed and submitted										Charter and Council Resolution	
	that will ensure effective public consultation	council for approval by June 2021	council for approval by June 2021	council for approval by June 2021	council for approval by June 2021	council for approval by June 2021											

(Handwritten signature)

	and organizational discipline																				
Internal Audit	To develop governance structures and systems that will ensure effective public consultation and organizational	To develop the 3 year Internal Plan, and Audit Charter	3 year Internal Audit plan and Internal Charter	3 year Internal Audit plan and Internal Charter	Internal Audit Plan and Internal Charter	Develop the Internal Audit Charter and submit to Audit Committee for approval	Greater Giyani Municipality	All Wards	Inclusive	Operational	N/A	N/A	N/A	Develop 3 year Internal Audit plan and Internal Charter	5	approved 3 year Internal Audit plan and Internal Charter, AC Resolutions	M				

[Handwritten signature]

	al discipline	30th June 2021	val	val by 30 June 2021																					
Public Participation	To develop governance structures and systems that will ensure effective public consultation and organizational disciplinary	# of public participation to be conducted by 30 June 2021	4 public participation conducted	4 public participation conducted by 30 June 2021	Public Participation	Consult members of the public service delivery issues	Greater Giyani Municipality	All wards	Inclusion	Operational	1 public participation conducted	1 public participation conducted	1 public participation conducted	1 public participation conducted	1 public participation conducted	5	Attendance register and Program								

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line																				
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ANNEXURE B: PERSONAL DEVELOPMENT PLAN 2020/21

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 2020/21


Other Interests:

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

Signatures 

B. Shubamshi

Date 28/07/2020


28/07/2020

BA

MM

M.R

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

Fax : 015 812 2068

Tel : 015 811 5500

(Name of Municipality) : Greater Giyani Municipality

(Position held) : Municipal Manager

(Residential address) : HOUSE NO. 184, MALAMULELE, 0982

CHAUKE MKHACANI MAXWELL

I, the undersigned (surname and initials):

CONFIDENTIAL

Financial Disclosure Form

STRICTLY CONFIDENTIAL

EMPLOYEE NAME: CHAUKE MM

2020/2021

FINANCIAL DISCLOSURES



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WJW

M.F

			Please see item no.2
Name of client	Nature	Type of business activity	Value of any benefits received

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

None	N/A	N/A
Name of Employer	Type of Employment	Amount of Remuneration/Income

note (3)

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

Name of corporate entity, partnership or firm	Type of business	Amount of Remuneration/Income
NMKC Construction and Services	Brick making, Eating House, Poultry Production, Egg layers, plant & transport hire	Family business remuneration in kind
NMKC Consulting Engineers	Building plans and General consulting work	Family business remuneration in kind
Punda Maria Community Radio	Community Broadcasting:	None
MMC Consulting Engineers	Consulting:	None
GTC Construction and Consulting Engineers	Entity: Under deregistration process	None

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

None	N/A	N/A	N/A
Number of shares/Extent of financial interests	Nature	Nominal Value	Name of Company/Entity

sheet: note (1)

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

M.R.

B.A. 

Answer:

(iii) Do you consider the prescribed oath or affirmation to be binding on your conscience?

Answer:

(ii) Do you have any objection to taking the prescribed oath or affirmation?

Answer:

(i) Do you know and understand the contents of the declaration?

wrote down her/his answers in his/her presence:

1. I certify that before administering the oath/affirmation I asked the deponent the following questions and

OATH/AFFIRMATION

PLACE: GIYANI

DATE: 28/07/2020

SIGNATURE OF EMPLOYEE

Description	Extent	Area	Value
HOUSE in Malamulele	HOUSE	500M2	R450 000
HOUSE in Malamulele	HOUSE	600M2	R600 000
Business area Xigalo	LAND	5HA	R50 000

See information sheet: note (7)

7. Land and property

Description	Value	Source
NONE	N/A	N/A

See information sheet: note (6)

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

Source of assistance/sponsorship	Description of assistance/sponsorship	Value of assistance/sponsorship
NONE	N/A	N/A

See information sheet: note (5)

5. Sponsorships

MM BK

M.R.

DATE: 28/07/2020

CONTENTS NOTED: (Immediate supervisor) BASUBOMBY.

Date 28/07/28 Place GUYANA

Street address of institution GUYANA SADS
Ex Officio Republic of South Africa

Designation (rank) w/o
Full first names and surname: MATTHEW RODGERE MCHABE

2020-07-28
PRIVATE BAG X9630
GIYANI 0826
SOUTH AFRICAN POLICE SERVICE
(Block letters)

Commissioner of Oath / Justice of the Peace
28/07/2020 MCHABE MR

2. I certify that the deponent has acknowledged that she/he knows and understands the contents of this declaration. The deponent utters the following words: "I swear that the contents of this declaration are true, so help me God." / "I truly affirm that the contents of the declaration are true". The signature/mark of the deponent is affixed to the declaration in my presence
STATION COMMANDER
SUID AFRIKAANSE POLISIENS

INFORMATION SHEET FOR THE FINANCIAL DISCLOSURE FORM

The following notes are a guide to assist with completing the attached Financial Disclosure form (Appendix C):

1. SHARES AND OTHER FINANCIAL INTERESTS

Designated employees are required to disclose the following details with regard to shares and other financial interests held in any private or public company or any other corporate entity recognized by law:

- The number, nature and nominal value of shares of any type;
- The nature and value of any other financial interests held in any private or public company or any other corporate entity; and
- The name of that entity.

2. DIRECTORSHIPS AND PARTNERSHIPS

Designated employees are required to disclose the following details with regard to directorships and partnerships:

- The name and type of business activity of the corporate entity or partnership/s; and
- The amount of any remuneration received for such directorship or partnership/s.

Directorship includes any occupied position of director or alternative director, or by whatever name the position is designated.

Partnership is a legal relationship arising out of a contract between two or more persons with the object of making and sharing profits.

3. REMUNERATED WORK OUTSIDE THE PUBLIC SERVICE (ALL REMUNERATED EMPLOYMENT MUST BE SANCTIONED PRIOR TO THE WORK BEING DONE.)

Designated employees are required to disclose the following details with regard to remunerated work outside the public service:

- The type of work;
- The name and type of business activity of the employer; and
- The amount of the remuneration received for such work.

Remuneration means the receipt of benefits in cash or kind.

Work means rendering a service for which the person receives remuneration.

4. CONSULTANCIES AND RETAINERSHIPS

Designated employees are required to disclose the following details with regard to consultancies and retainerships:

- The nature of the consultancy or retainership of any kind;
- The name and type of business activity, of the client concerned; and
- The value of any benefits received for such consultancy or retainerships.

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MM

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MM

Designated employees are required to disclose the following details with regard to their ownership and other interests in land and property (residential or otherwise both inside and outside the Republic):

- A description and extent of the land or property;
- The area in which it is situated; and
- The value of the interest.

7. LAND AND PROPERTY

All personal gifts within the family and hospitality of a traditional or cultural nature need not be disclosed. Designated employees must disclose any material advantage that they received from any source e.g. any discount prices or rates that are not available to the general public.

Designated employees are required to disclose the following details with regard to gifts and hospitality:

- A description and the value of gifts from a single source which cumulatively exceed the value of R350 in the relevant 12 month period; and
- Hospitality intended as a gift in kind.

6. GIFTS AND HOSPITALITY FROM A SOURCE OTHER THAN A FAMILY MEMBER

Designated employees are required to disclose the following details with regard to sponsorships:

- The source and description of direct financial sponsorship or assistance; and
- The value of the sponsorship or assistance.

5. SPONSORSHIPS