

**REVISED PERFORMANCE AGREEMENT
2021/2022 FINANCIAL YEAR**

Made and Entered into by and between

THE GREATER GIYANI MUNICIPALITY

Herein represented by

MUNICIPAL MANAGER, CHAUKE MM

(Herein after referred to as the "Employer")

And

DIRECTOR; TECHNICAL SERVICES, MASHAMBA RH

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

For the period

01 July 2021 – 30 June 2022

R.H *MM*

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- (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.

NOW Therefore the Parties agree as follows:

DEFINITIONS

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

IDP	-	Integrated Development Plan
SDBIP	-	Service Delivery Budget Implementation Plan
POE	-	Portfolio of Evidence
KPA	-	Key Performance Area
KPI	-	Key Performance Indicator
MFMA	-	Municipal Finance Management Act
FINANCIAL YEAR	-	refers to the 12 month period which the organisation determines as its budget year.

1. INTRODUCTION

1.1 This performance contract is between, **Mashamba RH** the **Director Technical Services, and Chauke MM** in his capacity as the **Municipal Manager**, within the provisions of the delegated powers as stipulated by Council. The contract is for the 2021/22 financial year only. The expected performance reflected in this contract is based on the reviewed Integrated Development Plan (IDP) 2021/22, the Service Delivery and Budget Implementation Plan (SDBIP) 2021/22. 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.

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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.

Municipal Manager	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.
Finance	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
Community Services	To coordinate Environmental Health Services, Libraries, Safety and Security, Environmental and Waste management Parks and Recreation.
Technical Services	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
Local Economic Development	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
Corporate Services	To ensure efficient and effective operation of council services, human resources and management, Information and Communication Technology (ICT), Administration and Public Participation, Events and the provision of high quality customer orientated administrative systems. Ensuring 100% compliance to the Skills Development Plan

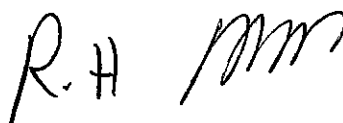
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4. COMMENCEMENT AND DURATION

- 4.1 This Agreement will commence on **01 July 2021** and will remain in force until **30 June 2022** 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.
- 4.2 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.
- 4.3 This Agreement will terminate on the termination of the employment contract entered into by and between the parties for whatever reason.
- 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.
- 4.5 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.

5. PERFORMANCE OBJECTIVES

- 5.1 The Performance Plan **Annexure "A"** sets out:
- 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.
- 5.2 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:



- 5.2.1 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.
- 5.3 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.
- 5.4 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.
- 5.5 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.
- 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.
- 5.7 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.
- 5.8 The Personal Development Plan **Annexure "B"** sets out the Employee's personal development requirements in line with the objectives and targets of the Employer
- 5.9 Disclosure of Financial Interests **Annexure "C"** set out the financial interests of the employee

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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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KPA	Key performance areas (KPA'S)	Weighting
1.	Institutional Development and Transformation	4
2.	Good Governance and Public Participation	6
3.	Local Economic Development (LED)	
4.	Municipal Financial Viability and Management	
5.	Basic Service Delivery and Infrastructure	90
6.	Spatial Development	
TOTAL		100

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:

Competencies	Components	Competency Definition	Weighting % (total 100%)
Leading competencies			
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	12
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	12
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	13
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	12

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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	12
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	12
Core Competencies			
Moral competence		Able to identify moral triggers, apply reasoning that promotes honesty and integrity and consistently display behaviour that reflects moral competence	13
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	13
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	13
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	12
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	12
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	13
Core Competencies			100%

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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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7.6 The assessment of the performance of the **Employee** will be based on the following rating scale for KPA's :

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.					

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

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

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

8. SCHEDULE FOR PERFORMANCE REVIEWS

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:

Quarter	Period	Review date	Type of Review
1	July - September	Before end of October 2021	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 2022	Informal reviews if performance is satisfactory, if not satisfactory the reviews will be formal
4	April- June	Before end of September 2022 (Annual Review)	Formal

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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.

9. DEVELOPMENTAL REQUIREMENTS

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

10. OBLIGATIONS OF THE EMPLOYER

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.



11. CONSULTATION

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

11.1.1 A direct effect on the performance of any of the Employee's functions;

11.1.2 Commit the Employee to implement or to give effect to a decision made by the Employer;

11.1.3 A substantial financial effect on the Municipality.

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.

12. MANAGEMENT OF EVALUATION OUTCOMES

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.

12.2 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.

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

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-



12.4.1 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%).

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

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

12.1 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.

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13. PERFORMANCE BONUS

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

- 13.1 the annual report for the financial year under review has been tabled and adopted by the municipal Council;
- 13.2 an evaluation of performance in accordance with the provisions of section 7 of this agreement; and
- 13.3 approval of such evaluation by the municipal Council, as a reward for outstanding performance.

14. DISPUTE RESOLUTION /APPEAL

- 14.1 Dispute on performance agreement / performance evaluation

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.

14.2 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.


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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 01st day of July 2021.

AS WITNESSES:

1.  _____

2. _____




DIRECTOR; TECHNICAL SERVICES
MASHAMBA RH

Thus done and signed on this 01st day of July 2021.

AS WITNESSES:

1.  _____

2. _____



MUNICIPAL MANAGER
CHAUKE MM

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ANNEXURE A (Part 1): PERFORMANCE PLAN - 2021/22

KPA 3: BASIC SERVICE DELIVERY AND INFRASTRUCTURE DEVELOPMENT

Roads, Bridges and Storm water	To develop sustainable infrastructure networks which promotes economic growth and improve quality of life?	To upgrade 1km from gravel to paving at Blinkwater	New Indicator	Designs and Draft tender document by 30 June 2022	Blinkwater upgrading of internal streets	1 km upgrading from gravel to paving at Blinkwater Village	Blinkwater	1	LGE S/M IG	8,100,000	Preparation of earthworks	Construction of final base layer and installation of paving blocks	Practical handover	N/A	Progress report and Practical completion certificate	3	TECH
Roads, Bridges and Storm water	To develop sustainable infrastructure	To upgrade 3.5 km from	New Indicator	To upgrade 3.5 km	Thom upgrading of	3.5 km upgrading from gravel to paving at	Thom	17	LGE S/M IG	12,212,641	Boxcutting and Roadbed preparation	Subbase and base layer preparation	Installation of Interlock paving blocks	Practical handover	Progress report and Practical	3	TECH

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Roads, Bridges and Storm water	To develop sustainable infrastructure networks which	To upgrade 1km from gravel to paving at Thomo Village by 30 June 2022	New Indicator	Designs and Draft tender documents 30	Nkuri Zama ni upgrading of internal streets	1 km upgrading from gravel to paving at Nkuri Zamani Village	Nkuri Zama ni Village	5	LGE S/M IG	8,100,000	Preparation of earthworks	construction of final base layer and installation of paving	Practical handover	N/A	Progress report and Practical completion certificate	3	TECH
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	promotes economic growth and improve quality of life?	by 30 June 2022	June 2022	s															
Roads, Bridges and Storm water	To develop sustainable infrastructure networks which promotes economic growth and improve quality of life?	To upgrade 2.5 km from gravel to paving at Shimange village by 30 June 2022	New Indicator	Designs and Draft tender documents by 30 June 2022	Shimange upgrading from gravel to paving at Shimange village	2.5 km upgrading from gravel to paving at Shimange village	Shimange Village	8	LGE S/MIG	20,100,000	Boxcutting and Roadbed preparation	Subbase and layer preparation	Installation of interlocking paving blocks	Practical handover	Progress report and Practical completion certificate	3	TECH		
Building and Construction	Accessible basic and	Construction of ndhambi taxi lanes	New Indicator	Construction of lanes	Ndhambi Taxi Rank	Construction of ndhambi taxi rank	Dzumberi	25	MIG/LGES	13,456,642	Advertisement and appointment	Site establishment	Construction of lanes layerwork	Installation paving works and one High	Advertisement, Appointment	3	TECH		

PMU	To improve financial management systems to enhance revenue base	% MIG Budget spent by 30 June 2022	100% MIG budget spent	layer work s, Palisade Fence, installation paving works and installation of one High mast	MIG Spending 100% of MIG allocated fund	Greater Giyani Municipality	Adm inist ration	MIG	64,105,000.00	15% of MIG budget spent	30% of MIG budget spent	30% of MIG budget spent	30% of MIG budget spent	25% of MIG budget spent	MIG Spending Report	3	TECH	
	infrastructure services	rank								of service provider				ks and Palisade Fence	mast.	t, Progress report and Practical completion certificate		

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Electricity Provision	To develop sustainable infrastructure networks which promotes economic growth and improve quality of life?	To connect 200 units at Tomu Village by 30 June 2022	New Indicator	Connection 200 units at Tomu Village by 30 June 2022	Electrification of Tomu Village (200)	Construction of Electrical Network Infrastructure	Tomu Village	War d 05	INE P/L GES	2,800,000	Appointment of Service Provider for Tomu	Digging of holes for MV and LV poles at Tomu Village	Complete MV and LV networks at Tomu Village	Close out reports for Tomu Village	Certification of Completion for Tomu Village	3	TECH
Electricity Provision	To develop sustainable infrastructure networks which promotes economic growth and improve quality of life?	To connect 200 units at Blinkwater Village by 30 June 2022	New Indicator	Connection 200 units at Blinkwater Village by 30 June 2022	Electrification of Blinkwater Village (200)	Construction of Electrical Network Infrastructure	Blinkwater Village	War d 1	INE P/L GES	2,200,000	Appointment of Service Provider for Blinkwater	Digging of holes for MV and LV poles at Blinkwater Village	Complete MV and LV networks at Blinkwater Village	Close out reports for Blinkwater Village	Certification of Completion for Blinkwater Village	3	TECH

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Electricity Provision	To develop sustainable infrastructure networks which promotes economic growth and improve quality of life?	To connect 200 units at Mavalani Village by 30 June 2022	New Indicator	Connection 200 units at Mavalani Village by 30 June 2022	Electrification of Mavalani Village (200)	Construction of Electrical Network Infrastructure	Mavalani Village	War d 20	INE P/L GES	3,200,000	Appointment of Service Provider for Mavalani Village	Digging of holes for MV and LV poles at Mavalani Village	Complete MV and LV networks Mavalani Village	Close out reports for Mavalani Village	Certificate of Completion for Mavalani Village	3	TECH
Electricity Provision	To develop sustainable infrastructure networks which promotes economic growth and improve quality of life?	To connect 200 units at Sifasonke Village by 30 June 2022	New Indicator	Connection 200 units at Sifasonke by 30 June	Electrification of Sifasonke (200)	Construction of Electrical Network Infrastructure	Sifasonke	War d 05	INE P/L GES	2,800,000	Appointment of Service Provider for Sifasonke	Digging of holes for MV and LV poles at Sifasonke	Complete MV and LV networks Sifasonke	Close out reports for Sifasonke	Certificate of Completion for Sifasonke	3	TECH

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Electricity Provision	To develop sustainable infrastructure networks which promote economic growth and improve quality of life?	To connect 200 units at Siyandhani Village by 30 June 2022	New Indicator	Connection of 200 units at Siyandhani Village by 30 June 2022	Electrification of Siyandhani (200)	Construction of Electrical Network Infrastructure	Siyandhani Village	War d 7	INE P/L GES	3,700,000	Appointment of Service Provider for Siyandhani Village	Digging of holes for MV and LV poles at Siyandhani Village	Complete MV and LV networks Siyandhani Village	Close out reports for Siyandhani Village	Certificate of Completion for Siyandhani Village	3	TECH
Electricity Provision	To develop sustainable infrastructure networks which promote economic growth and improve quality of life?	To connect 200 units at Ndengeza Village	New Indicator	Connection of 200 units at Ndengeza Village by 30 June 2022	Electrification of Ndengeza (200)	Construction of Electrical Network Infrastructure	Ndengeza Village	War d 3	INE P/L GES	1,900,000	Appointment of Service Provider for Ndengeza Village	Digging of holes for MV and LV poles at Ndengeza Village	Complete MV and LV networks Ndengeza Village	Close Out reports for Ndengeza Village	Certificate of Completion for Ndengeza Village	3	TECH

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Electricity Provision	To develop sustainable infrastructure networks which promotes economic growth and improve quality of life?	To connect 150 units at Mavhuz a Village by 30 June 2022	New Indicator	Completion of 150 units at Mavhuz a Village by 30 June 2022	Electrification of Mavhuz a Village (150)	Construction of Electrical Network Infrastructure	Mavhuz a Village	War d 21	INE P/L GES	1,900,000	Appointment of Service Provider for Mavhuz a Village	Digging of holes for MV and LV poles at Mavhuz a Village	Complete MV and LV networks Mavhuz a Village	Close Out reports for Mavhuz a Village	Certification of Completion for Mavhuz a Village	3	TECH
	Infrastructure networks which promotes economic growth and improve quality of life?	at Ndengeza Village by 30 June 2022			Village (200)	Structure					for Ndengeza Village	Ndengeza Village	Ndengeza Village		for Ndengeza Village		

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Electricity Provision	To develop sustainable infrastructure networks which promotes economic growth and improve quality of life?	To connect 200 units at Gon'on' Village by 30 June 2022	New Indicator	Connection of 200 units at Gon'on' Village by 30 June 2022	Electrification of Gon'on' Village (200)	Construction of Electrical Network Infrastructure	Gon'on' Village	War d 6	INE P/L GES	1,900,000	Appointment of Service Provider for Gon'on' Village	Digging of holes for MV and LV poles at Gon'on' Village	Complete MV and LV networks Gon'on' Village	Close Out reports for Gon'on' Village	Certification of Completion for Gon'on' Village	3	TECH
Electricity Provision	To develop sustainable infrastructure networks which promotes economic growth and	To connect 150 units at Babangu Village by 30 June 2022	New Indicator	Connection of 150 units at Babangu Village by 30 June 2022	Electrification of Babangu Village (150)	Construction of Electrical Network Infrastructure	Babangu Village	War d 3	INE P/L GES	1,900,000	Appointment of Service Provider for Babangu Village	Digging of holes for MV and LV poles at Babangu Village	Complete MV and LV networks Babangu Village	Close Out reports for Babangu Village	Certification of Completion for Babangu Village	3	TECH

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improve quality of life?	To develop sustainable infrastructure networks which promotes economic growth and improve quality of life?	To connect 539 sites Section F at Village by 30 June 2022	New Indicator	539 sites connect with electricity at Section F by 30 June 2022	Electrification of Mashavella Village (150 units)	Construction of Electrical Network Infrastructure	Section F	War d 13	LGES	50,000	Appointment of Service Provider	N/A	N/A	N/A	Appointment Letter	3	TECH
improve quality of life?	To develop sustainable infrastructure networks which promotes economic growth and improve quality of life?	To install Traffic Lights in Giyani Township Lighting by 30 June 2022	New Indicator	To install Traffic Lights in Giyani Township by 30 June 2022	Installation of Traffic Lights in Giyani Township	Installation of Traffic Lights in Giyani Township	Giyani Township	War d 11, 12, 13 & 21	LGES	100,000	Appointment of Service Provider	Digging of Holes for MV and LV and traffic light poles	Completion of installation of traffic light poles	Close out report	Completion certificate	2	TECH

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Electricity Provision	To develop sustainable infrastructure networks which promotes economic growth and improve quality of life?	To install high mast lights in 93 villages (CBD) by 30 June 2022	New Indicator	To install high mast lights in 93 villages (CBD) by 30 June 2022	ship	Installation of High Mast Lights in 93 Villages (CBD)	Greater Giyani	All wards	LGES	500,000	N/A	Appointment of Service Provider for CBD High Mast Lights	Installation of High Mast Lights	Progress report	2	TECH
Electricity Provision	To develop sustainable infrastructure	To install energy saving street	New Indicator	To install energy saving street	Installation of energy saving street	Installation of energy saving street	Giyani CBD	All wards	LGES	7,000,000	Appointment of Service Provider	Digging and installation of holes	Installation of Street lights	Certificate of Completion	2	TECH

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Waste Disposal	To develop sustainable infrastructure networks which promotes economic growth and improve quality of life?	To Develop A waste disposal site by 30 June 2022	Construction of Waste development site	Construction of waste disposal site development by 30 June 2022	Waste Disposal Site Development	Development of Giyani waste disposal site	Dzingi dzingi	War d 21	MIG	500,000	Preparation of final layer inside the cell, Electricity connections, practical completion of the project	N/A	N/A	N/A	for R81 To install energy saving street lights	for Energy saving street lights	2	TECH
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Roads, Bridges and Storm water	To develop sustainable infrastructure networks which promotes economic growth and improve quality of life	To Upgrade 3.5 Km road from gravel to paving at Giyani Section E "Voningani" by 30 June 2022	Detailed design and tender documents	Upgrading of 3.5km road from gravel to paving	Section E upgrading from gravel to paving (Voningani)	Giyani section E "Voningani" Upgrading from gravel to paving	Section E	11	LGES	8,000,000	Appointment of Service provider (Contractor)	Site handover and establishment	Construction of roadbed and subbase layers	Construction of base layer, paving of 1,9km	Appointment letter, Site handover Certificate & Progress report	2	TECH
Roads, Bridges and Storm water	To develop sustainable infrastructure networks which promotes economic growth and	To develop designs for construction of alternative road to Giyani from R81 by 30 June 2022	Concept, scoping report and Preliminary design	Designs for Alternative road to Giyani from R81 to developed	Alter native road to Giyani from R81	Development of designs for construction of alternative road to Giyani from R81	Ngove, Giyani A	War d 10 and 12	LGES	500,000	N/A	Present ation of detailed design	N/A	N/A	Detailed design report	2	TECH

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Roads, Bridges and Storm water	To develop sustainable infrastructure networks which promotes economic growth and improve quality of life	To develop designs for construction of alternative route from Elim road (R578) to Giyani via Siyandhani) by 30 June 2022	New Indicator	Designs for Alternative route from Elim road (R578) to Giyani via Siyandhani) by 30 June 2022	Designs for Alternative route from Elim road (R578) to Giyani via Siyandhani)	Development of designs for construction of alternative route from Elim road (R578) to Giyani via Siyandhani)	Dzingi, Dzingi, Siyandhani	War and 21	LGES	550,000	N/A	Presented design report	N/A	2	TECH
Roads, Bridges and Storm water	To develop sustainable infrastructure networks	To upgrade access road to Hospital by 30 June 2022	New Indicator	Designs to upgrade access road to	Upgrading of Nkhensani Hospital Access	To upgrade access road to Nkhensani Hospital	Section A	War and 12	LGES	50,000	N/A	Presented design report	N/A	2	TECH

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Building and Construction	To develop sustainable infrastructure networks which promotes economic growth and improve quality of life?	June 2022	Available Parking Lot	Construction of Civic Centre	Consolidation of Civic Centre	Upgrading of parking lot	Upgrading of parking lot within the municipal offices	GGM offices	CBD	LGES	2,000,000	Advertisement of project and appointment of service provider	Site handover, Construction of parking lot within the municipal offices, Earthworks and paving of parking.	Practical handover	N/A	Advert, Appointment, Progress report and Practical handover certificate	2	TECH
Building and Construction	Accessibile basic	Construction of	New Indicator	Construction of	Construction of Civic	Civic Centre	Construction of Civic	Giyani	CBD	LGES	7,064,924	Detailed design	Advert and appointment	Site establishment	Construction of Civic centre	Progress report	2	TECH

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tion	and infrastructure services	Civic Centre Phase 4 by 30 June 2022	Civic Centre Phase 4 by 30 June 2022	New Indicator	Servicing of 539 sites by 30 June 2022	Building Phase 4	centre council chamber ,Hvac, Elevator and upgrading of electricity reticulation	Giyani section F	ward 13	LGES	500,000	report	ment letter	Appointment of Service Provider	servicing of 539 sites	Progress report	2	TECH
PMU	To develop an effective spatial framework that promotes integrated and sustainable development	# of sites serviced by 30 June 2022	Servicing of 539 sites by 30 June 2022	New Indicator	Servicing of 539 sites by 30 June 2022	Building Phase 4	centre council chamber ,Hvac, Elevator and upgrading of electricity reticulation	Giyani section F	ward 13	LGES	500,000	report	ment letter	Appointment of Service Provider	servicing of 539 sites	Progress report	2	TECH
Sports Facilities	To develop sustainable infrastructure	To Develop and Construct	Design and Draft tend	New Indicator	Design and Draft tend	Mavani indoor sport	Development and construction of	Mavani village	20	LGES	2,000,000	N/A	Appointment of service provider	Scoping and Preliminary designs	Detailed designs and Draft tender document	Appointment letter, Prelim	2	TECH

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Sports Facilities	To develop sustainable infrastructure networks which promote economic growth and improve quality of life	To Develop and Construct Jim Nghalume Community Hall by 30 June 2022	New Indicator	Designs and Draft tender document by 30 June 2022	Jim-Nghalume Community Hall	Development and construction of Jim Nghalume hall	Jim Nghalume	30	LGE S	2,000,000	N/A	Appointment of service provider	Scoping and Preliminary designs reports	Detailed designs and Draft tender document	Appointment letter, Preliminary design, Detailed design and draft tender document	2	TECH
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Sports Facilities	To develop sustainable infrastructure networks which promotes economic growth and improve quality of life	To Develop and Construct Nwazeku dzeku Community Hall by 30 June 2022	New Indicator	Designs and Draft tender document by June 2022	Nwazeku Community Hall	Development and construction of Nwazeku dzeku community hall	Nwazeku dzeku village	15	LGES	2,000,000	N/A	Appointment of service provider	Scoping and Preliminary designs reports	Detailed designs and Draft tender document	Appointment letter, Preliminary design, Detailed design and draft tender document	2	TECH
Sports Facilities	To develop sustainable infrastructure networks which promotes economic growth and	To Refurbish of Giyani Stadium & Section A Tennis Court by 30 June 2022	New Indicator	Refurbishment of Giyani Stadium & Section A Tennis Court by 30	Refurbishment of Giyani Stadium & Section A Tennis Court	Refurbishment of Giyani Stadium & Section A Tennis Court	Section A	12	LGES	50,000	N/A	N/A	N/A	Appointment of Service Provider	Appointment letter	2	TECH

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Sports Facilities	To develop sustainable infrastructure networks which promotes economic growth and improve quality of life	To Refurbish Homu 14B sport centre by 30 June 2022	New Indicator	Designs and Draft tender documents by June 2022	Home 14B Sports centre	Home 14B Sport centre refurbishment	Home 14B	9	LGE \$	4,600,000	Appointment of service provider	Site hand over and establishment	Refurbishment of courts, Change rooms, Soccer pitch and Pavillion roof.	Practical completion	Appointment letter, Site hand over certificate, progress report and Practical completion certificate.	2	TECH
Sports Facilities	To develop sustainable infrastructure networks which promote	To construct extension of mageva soccer pitch	New Indicator	To construct extension of mageva soccer pitch	Extension of mageva soccer pitch	To construct extension of mageva soccer pitch	Mageva - Dzumeri	24	LGE \$	1,000,000	Advertisement letter	Site hand over and establishment	Extension of mageva soccer pitch layerworks preparation	Practical completion	Appointment letter, Site hand over certificate, progress	2	TECH

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Sports Facilities	To develop sustainable infrastructure networks which promotes economic growth and improve quality of life	construction of sports Centre at Section E by 30 June 2022	New Indicator	Section sports centre constructed by 30 June 2022	Section sports Centre	Construction of a roof covering; athletic tracks; soccer pitch; parking area and side walks for section sports centre precinct	Giyani Township	War d 11	LGE S	50,000	N/A	Advertisement of the project	Appointment of service provider and Site establishment	Construction of building works	Scoping report	2	TECH
Sports Facilities	To develop sustainable infrastructure	Refurbishment of Sporting	New Indicator	Refurbishment of Sport	Refurbishment of Sports	Refurbishment of Gawula Sport centre	Income	War d 18	Income	50,000	N/A	N/A	Advertisement of the project &	Construction of building works	Appointment Letter &	2	TECH

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Sports Facilities	To develop sustainable infrastructure networks which promotes economic growth and improve quality of life	Facilities (Gawula) by 30 June 2022	Refurbishment of Shivulani Sports Centre by 30 June 2022	New Indicator	Refurbishment of Shivulani Sports Centre by 30 June 2022	Refurbishment of sport centre	Refurbishment of Shivulani Sports Centre	Shivulani	War d 15	Income	1,500,000	N/A	Advertisement of the project and appointment of Service Provider	Construction of soccer pitch	Completion of Soccer Pitch	Appointment Letter & Completion Certificate	2	TECH
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EPWP Infrastructure	To develop sustainable infrastructure networks which promotes economic growth and improve quality of life?	# of people to be appointed through EPWP Infrastructure Program by 30 June 2022	170	200 People appointed through EPWP Infrastructure Program by 30 June 2022	EPWP Infrastructure	Creation of jobs through EPWP Infrastructure Program	Giyani Township	All wards	EPWP	5 819 000	200 People appointed through EPWP	N/A	N/A	N/A	Signed Appointment Memo	2	TECH
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KPA 2: MUNICIPAL TRANSFORMATION AND ORGANISATIONAL DEVELOPMENT

Council Services	To develop and retain the best human capital, effective and efficient administrative and operational support systems	# of Portfolio Committees Meetings to be held by 30 June 2022	36 Portfolio Committees Meetings held in 20/20 /21	36 Portfolio Committees Meetings by 30 June 2022	Portfolio Committees Meetings	Organize Portfolio Committee meeting as per schedule	Greater Giyani Municipality	Administration	Income	Operational	9 Portfolio Committees Meetings coordinated	9 Portfolio Committees Meetings coordinated	9 Portfolio Committees Meetings coordinated	9 Portfolio Committees Meetings coordinated	9 Portfolio Committees Meetings coordinated	9 Portfolio Committees Meetings coordinated	Notice of Invitations, Minutes, Attendance Register	2	TECH
Information Technology	To develop and Retain the best Human Capital, Effective and Efficient	# of IT Steering Committee Meetings to be conducted by 30 June 2022	4 meetings held in 2020/21 Financial year	4 IT Steering Committee meetings conducted by 30	IT Governance, Risks and Compliance	Coordination of the IT Steering Committee Meeting	Greater Giyani Municipality	Administration	Income	Operational	1 IT Steering Committee Meeting	1 IT Steering Committee Meeting	1 IT Steering Committee Meeting	1 IT Steering Committee Meeting	1 IT Steering Committee Meeting	1 IT Steering Committee Meeting	Attendance Register and Minutes	2	TECH

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		Administrative and Operational Support System			June 2022																
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KPA 6: GOOD GOVERNANCE AND PUBLIC PARTICIPATION

Internal Auditing	To develop governance structures and systems that will ensure effective public consultation and organizational discipline	% of total number of findings resolved in the Internal Audit Action plan	Implementation in 2020/21 Internal Audit Action plan	100% of total number of findings resolved in the Internal Audit Action Plan by 30 June 2022	Internal Audit Action Plan	Implementation of the Internal Audit Action Plan	Greater Giyani Municipality	Administration	Income	Operational	100% of findings resolved in the Internal Audit Action Plan	100% of findings resolved in the Internal Audit Action Plan	100% of findings resolved in the Internal Audit Action Plan	Updated Internal Audit Action Plan	2	TECH
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Internal Auditing	"To develop governance structures and systems that will ensure effective public consultation and organizational discipline	% of total number of findings resolved in the AG(SA) Action Plan by 30 June 2022	Implementation of AG(SA) Action Plan	100% of findings resolved in the AG(SA) Action Plan	100% of findings resolved in the AG(SA) Action Plan	Operational	Greater Giyani Municipality	Administration	Income	Operational	100% of findings resolved in the AG(SA) Action Plan	N/A	50% of findings resolved in the AG(SA) Action Plan	100% of findings resolved in the AG(SA) Action Plan	Updated Audit Action Plan	2	TECH
Internal Auditing	To develop governance structures and systems that will ensure effective public consultation and organizational discipline	# of Audit and Performance Audit Committee meetings to be held by 30 June 2022	6 Audit and Performance Committee meetings held	4 Audit and Performance Committee meetings held by 30 June 2022	Audit and Performance Audit Committee	Organize Audit and Performance Audit Committee meetings	Greater Giyani Municipality	Administration	Income	Operational	1 Audit and Performance Committee meeting to be held	1 Audit and Performance Committee meeting to be held	1 Audit and Performance Committee meeting to be held	1 Audit and Performance Committee meeting to be held	Minutes and Attendance register	2	TECH

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ANNEXURE B: PERSONAL DEVELOPMENT PLAN 2021/22

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
Financial knowledge	12 month Learnership	MFMP	Workshop	12 month		MM
Procurement & Project supervision	Skills programme	Project management	Workshop	Short course (2 – 5 days)		MM

ANNEXURE C: DISCLOSURE OF INTEREST FORM 2021/22

Other Interests:

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



 Date

01/07/2021

Signatures

MM