



**PERFORMANCE AGREEMENT
2018/2019 FINANCIAL YEAR**

Made and Entered into by and between

THE GREATER GIYANI MUNICIPALITY

Herein represented by

MAYOR, - CLL SS. MATHEBULA

(Herein after referred to as the "Employer")

And

MUNICIPAL MANAGER, - MM CHAUKE

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

For the period

01 July 2018 – 30 June 2019

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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 **Chauke, MM** the **Municipal Manager**, and **Mathebula, SS** in her capacity as the **Mayor**, within the provisions of the delegated powers as stipulated by Council. The contract is for the 2018/19 financial year only. The expected performance reflected in this contract is based on the reviewed Integrated Development Plan (IDP) 2018/19, the Service Delivery and Budget Implementation Plan (SDBIP) 2018/19. 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>Finance</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 contained in the MFMA. Ensuring that the Greater Giyani Municipality is 100% financially viable when it comes to Cost Coverage and to manage the Grant Revenue of the municipality so that no grant funding is foregone</p>
<p>Community Services</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>Technical Services</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>Local Economic Development</p>	<p>To direct the Greater Giyani Municipality's resources for advanced economic development and investment growth through appropriate town and infrastructure planning in order that an environment is created whereby all residents will have a sustainable income</p>
<p>Corporate Services</p>	<p>To ensure efficient and effective operation of council services, human resources and management, legal services HIV/Aids, Youth, Disabled and Gender Desk Sports Arts and culture, Communication, Events and the provision of high quality customer orientated administrative systems.</p> <p>Ensuring 100% compliance to the Skills Development Plan</p>

4. COMMENCEMENT AND DURATION

- 4.1 This Agreement will commence on **01 July 2018** and will remain in force until **30 June 2019** 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

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**.

KPA	Key performance areas (KPA'S)	Weighting
1.	Institutional Development and Transformation	15
2.	Good Governance and Public Participation	15
3.	Local Economic Development (LED)	10
4.	Municipal Financial Viability and Management	20
5.	Basic Service Delivery and Infrastructure	30
6.	Spatial Development	10
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	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
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
Core Competencies			
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

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

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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.

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 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

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 2018	Informal reviews if performance is satisfactory, if not satisfactory the reviews will be formal
2	October - December	Before end of January 2019 (Midyear Review)	Formal
3	January - March	Before end of April 2019	Informal reviews if performance is satisfactory, if not satisfactory the reviews will be formal
4	April- June	Before end of September 2019 (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.

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 31st day of July 2018.

AS WITNESSES:

1. _____

2. _____



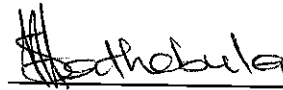
MUNICIPAL MANAGER

Thus done and signed on this 31st day of July 2018.

AS WITNESSES:

1. _____

2. _____



MAYOR

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ANNEXURE A (Part 1): PERFORMANCE PLAN - 2018/19

KPA 1 : Spatial Rational

Priority	Development	Indicator	Development	Alignment	Appoint	Geographical	All	Income	500,000	1/7/2018	30/6/2019	Appoint	Data	Analysis	Submit	2	Council	P & D	
Spatial and Town Planning	To develop an effective spatial framework that promotes intergrated and sustainable development	To develop the LUM S by June 2019	New Indicator	Development of LUMs BY June 2019	Alignment of LUS in BT0 budget	Appointment of Service Provider approval	Geographical Municipality	All wards	Income	500,000	1/7/2018	30/6/2019	Appoint	Data	Analysis	Submit to Council for approval	2	Council resolution, appointment letter of Service provider	P & D

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P & D e v	SDF and Council Resolution	2	2	Analysis of information	N/A	N/A	Appointm ent of service provider	30/ 6/2 019	1/7 /20 18	500, 000	LG ES	ward 11,12 ,13	Great Giyani Municipality	Submission of the SDF to Council for Approval	REVI EW OF SDF	Review the SDF by 30 June 2019	Approved Spatial Development Opme	To review and align the SDF in con sistency with SPLU MA by 30 June 2019	Spatial and Town Planning
P & D e v	subdivisi on diagram	2	2	Appr ove d ame nd ed gene ral plan	Imple menta tion	Imple menta tion	Imple menta tion	Rezoni ng and subdiv ision of parks	Rezoning and subdiv ision of parks	Appr oved amen ded Gene ral Plan by 30 June 2019	New Indic ator	Appr oved ame nd ed Gene ral Plan by 30 June 2019	Indic ator	Approved Spatial Development Opme	To develop an effect ive spati al fram ewor k that prom otes inter grate d and susta inabl e devel opme	Spatial and Town Planning			

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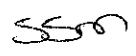
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KPA 2: MUNICIPAL TRANSFORMATION AND ORGANISATIONAL DEVELOPMENT

Priority	Area	Objective	Indicator	Target	Timeline	Responsible	Start	End	Frequency	Frequency	Frequency	Frequency	Frequency	Frequency	Frequency	Frequency	Frequency	Frequency	Frequency	Frequency
Council Services	To develop and retain the best human capital, effectively and efficiently	# of Council Meetings convened by	6 Council Meetings held in	6 Council Meetings coordinated and supported by	Council Meeting	Organization Council Meeting as per schedule	Greater Giyani Municipality	Administration	Income	Operational	1/7/2018	30/6/2019	1 Council Meeting	1 Council Meeting	2 Council Meetings	2 Council Meetings	5	Notice of Invitations, Minutes, Attendance Register	CORP	

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	admin strative and operational support systems																				
Council Services	To develop and retain the best human capital, effective and efficient administrative and operational support systems	# of reports developed on implementation of council resolutions by June 2019	4 reports developed in 2017/18	4 progress reports on implementation of council resolutions to be developed by June 2019	Council resolution implementation	Development of Council Resolution Register and monitoring implementation of council resolutions	Greater Giyani Municipality	Administration	Income	Operational	1/7/2018	30/6/2019	1 Council resolution implementation report	1 Council resolution implementation report	1 Council resolution implementation report	1 Council resolution implementation report	2	Proof of submission and ATR	CO R P		

Human Resources and Organizational Development	To develop and retain the best human capital, effective and efficient administrative and operational support system	To develop Work Skills Plan (WSP) and Annual Training Report (ATR) and submit to LGSET A by 30 April 2019	WSP and ATR submitted on the 30 April 2019	Develop and submit the WSP and ATR to LGSET A by 30 April 2019	WSP and ATR	Development and submission of the WSP and ATR	Greater Giyani Municipality	Administration	Income	Operational	1/7/2018	30/6/2019	Implementation of the 2018/19 WSP	Implementation of the 2018/19 WSP	Conduct skills audit/introduce Gapski II website	Submit the WSP and ATR to LGSET A	3	WSP, ATR and Proof of Submission	C O R P
Human Resources and Organizational Development	To develop and Retain the best Human Capital	To review the Organogram by 30 June 2019	Approved Organogram 2017/2018	Reviewing of organizational structure by 30 June	Organogram review	Reviewing of organizational structure	Greater Giyani Municipality	Administration	Income	Operational	1/7/2018	30/6/2019	Invite inputs from departments regarding the new organogram	N/A	Submit the draft organogram to Council for inputs. Consult	Submit the final Draft Organogram to Council for approval	2	Approved Organogram and Council Resolution	C O R P

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	1, Effective and Efficient Administration and Operational Support System	2019	Personnel Recruitment	Personnel Recruitment as per priority list	Greater Giyani Municipality	Administration	Inc	Operational	1/7/2018	30/6/2019	4 positions to be filled	6 positions to be filled	8 positions to be filled	8 positions to be filled	2	Advertisements, Shortlisting report, Interviews, report and Appointments letters	CRP
Human Resources and Organizational Development	To develop and Retain the best Human Capital, Effectively and Efficient Administration	Number of posts filled in terms of the approved of the 2017/2018	26 Post filled in terms of the organogram by 30 June 2019														

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Operational Support System	To develop and Retain the best Human Capital, Effective and Efficient Administrative and Operational Support System	To maintain network infrastructure by June 30 2019	Network Infrastructure maintained	Infrast ructur e Maintenance	Mainta ncing of the network infrastr ucture	Greater Giyani Municipality	Admini stration	Inc om e	Oper ation al	1/7 /20 18	30/6 /201 9	Mainta nance of network infrastr ucture	Mainta nance of network infrastr ucture	Mainta nance of network infrastr ucture	Mainta nance of network infrastr ucture	2	Maint ananc e Register	C O R P
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Information Technology	To develop and Retain the best Human Capital, Efficient Administrative and Operational Support System	# of IT Steering Committee Meetings to be coordinated by 30 June 2019	4 meetings held in 2017/18 Financial year	4 IT Steering Committee meetings to be coordinated by 30 June 2019	IT Governance, Risks and Compliance	Coordination of the IT Steering Committee Meetings	Greater Giyani Municipality	Administration	Income	Operational	1/7/2018	30/6/2019	1 IT steering committee meetings coordinated	1 IT steering committee meetings coordinated	1 IT steering committee meetings coordinated	1 IT steering committee meetings coordinated	2	Attendance Registers and Minutes	CORP
Management of litigation	To develop and Retain the best Human Capital	# of litigation cases received and finalized by 30 June	5 cases finalized	# of litigation cases received and finalized by 30 June	Management of litigation	Attending and finalizing all litigation cases of the municipality	Greater Giyani Municipality	Administration	Income	Operational	1/7/2018	30/6/2019	# of litigation cases received and finalized by 30 June	# of litigation cases received and finalized by 30 June	# of litigation cases received and finalized by 30 June	# of litigation cases received and finalized by 30 June	4	Litigation Register and Report	MM

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1, Effective and Efficient Administrative and Operational Support System	2019	2019									2019	2019	2019	2019		



KPA 3: BASIC SERVICE DELIVERY AND INFRASTRUCTURE DEVELOPMENT

Dumping Site	To develop infrastructure network which promotes economic growth and improve quality of life?	To Rehabilitate Dumping Site by 30 June 2019	Dumping Site Available	Approval of designs by Department of Water and Sanitation by 30 June 2019	Dumping Site Development	Rehabilitation of Dumping Site	Giyani Ward 21	MIG 4,000,000	1/07/2018	30/06/2019	Appraisal of detailed designs	Site establishment	Construction	Construction	2	Designs, Appointment letter for labourers, Project progress report,	T E C H

TE	Designs and Appointment letter, acceptance letter	2	Site establishment	Allocation of project to contractor	N/A	N/A	Construction	Construction	Completion	30/06/2019	1/07/2018	3,000,000	MI G	Ward 11	Giyani Section E	Upgrading of road from gravel to tar	Upgrading of 1.4 km road from gravel to tar Phase 2	Giyani Section E Upgrading From Gravel to tar Phase 2	Upgrading of 1.4 km road from gravel to tar at Giyani Section E Phase 2 by 30 June 2019	New Indicator	New Indicator	Giyani Section E Upgrading From Gravel to tar Phase 2 by 30 June 2019	To develop sustainable infrastructure network works which	Roads, Bridges and Storm water
TH	Appointment letter, acceptance letter	2					Construction	Construction	Completion	30/06/2019	1/07/2018	9,000,000	MI G	Ward 9	Hommu 14B to 14A	Upgrading from gravel to tar	Upgrading of 4.3 km from Gravel to Tar	Hommu 14B to 14A upgrading from gravel to tar	Construction of 4.3 Km road at Hommu 14 B to 14 A by 30 June 2019	New Indicator	New Indicator	Hommu 14 B to 14 A started by 30 June 2019		

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EPWP Environmental and Culture	To develop sustainable infrastructure network works which promotes economic growth and improve quality of life?	# of people to be appointed through EPWP Environmental and Culture Program by 30 June 2019	149 people appointed through EPWP Environmental and Culture Program	110 People appointed through EPWP Environmental and Culture Program by 30 June 2019	EPWP Environmental and Culture	Creation of jobs through EPWP Environmental and Culture Program	Giyani Township	All wards	EPWP	3,000,000	1/07/2018	30/06/2019	110 People appointed through EPWP Environmental and Culture	N/A	N/A	N/A	2	Participant list, Payment Register, Attendance Register	COM

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KPA 5: MUNICIPAL FINANCE MANAGEMENT AND VIABILITY

Budget and Reporting	To improve financial management systems to enhance venue base	Qualified Audit Opinion by 30 June 2019	Qualified Audit Opinion by 30 June 2019	Qualified Audit Opinion by 30 June 2019	Unqualified Audit Opinion	Compliance with legislative framework, keeping records and submit AFS	Greater Giyani Municipality	Administration	Income	Operational	1/7/2018	30/6/2019	N/A	N/A	N/A	Obtaining of Unqualified Audit Opinion	5	AGSA Audit Report	B & T
Budget and Reporting	To improve financial management systems to enhance venue base	% MIG Budget spent by 30 June 2019	100% MIG budget spent	% MIG Budget spent by 30 June 2019	MIG Spending	Spending 100% of MIG allocated fund	Greater Giyani Municipality	Administration	MIG	79 115 000	1/7/2018	30/6/2019	% of MIG budget spent	% of MIG budget spent	% of MIG budget spent	% of MIG budget spent	5	MIG Spending Report	B & T
Budget and Reporting	To improve venue base	To submit the	Final budget	Final budget	Final budget	Take the draft budget	Greater Giyani	Administration	Income	Operational	1/07/2018	30/6/2019	N/A	N/A	N/A	Final budget	5	Final budget	B & T

8	financial management systems to enhance revenue base	final budget to council by 31 May 2019	was submitted to council	submitted to council by 31 May 2019		for public participation with the IDP. Incorporate inputs and submit the budget for final approval	Municipality															and Council Resolution	
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Performance Management	To develop the governance structure and systems that will ensure effective public consultation and organizational discipline	To develop the SDBIP 2018/2 and submit to the Mayor for signature within 28 days after approval of the budget by 30 June 2018	SDBIP 2017/2 018 was developed and submitted to the Mayor within 28 days after approval of the budget	Development and submission of the 2018/2 SDBIP to the Mayor for signature within 28 days after approval of the budget by 30 June 2018	SDBIP Development	Collect information from departments, Develop a draft SDBIP, Submit to departments for inputs, Incorporate inputs to the Mayor for signature	Greater Giyani Municipality	Administration	Income	Operational	1/7/2018	30/6/2019	N/A	N/A	N/A	SDBIP signed by the Mayor within 28 days after approval of the budget	5	Signed SDBIP	MM
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Performance Management	To develop governance structures and systems that will ensure effective public consultation and organizational discipline	# of organizational performance reports developed and submitted to Council by 30 June 2019	5 organizational performance reports developed	Develop 5 organizational performance reports and submit to Council by 30 June 2019	Quarterly performance reports	Develop reporting template and send to departments, Receive completed templates and consolidate into one report. Organize SDBIP Management meeting to consider the report. Submit the report to Council for noting	Greater Giyani Municipality	Administration	Income	100,000	1/7/2018	30/6/2019	Fourth Quarter Performance Report 2017/18	First Quarter SDBIP Performance Report 2018/19	Second Quarter SDBIP Performance Report 2018/19	Third Quarter SDBIP Performance Report 2018/19	4	Signed Performance	M
Performance Management	To develop governance structures and systems that will ensure effective public consultation and organizational discipline	# of organizational performance reports developed and submitted to Council by 30 June 2019	5 organizational performance reports developed	Develop 5 organizational performance reports and submit to Council by 30 June 2019	Quarterly performance reports	Develop reporting template and send to departments, Receive completed templates and consolidate into one report. Organize SDBIP Management meeting to consider the report. Submit the report to Council for noting	Greater Giyani Municipality	Administration	Income	100,000	1/7/2018	30/6/2019	Fourth Quarter Performance Report 2017/18	First Quarter SDBIP Performance Report 2018/19	Second Quarter SDBIP Performance Report 2018/19	Third Quarter SDBIP Performance Report 2018/19	4	Signed Performance	M

Management	performance structures and systems that will ensure effective public consultation and organizational discipline	Management signed performance agreements by 30 June 2019	performance agreements	Management signed performance agreements by 30 June 2019	performance agreements	performance agreements. Engage the relevant Section 56 Managers. Submit the final PA to Municipal Manager for signing. Submit the signed agreement to MEC for Cooperative Governance and Human Settlement and Traditional Affairs.	Giyani Municipality	n	e	al	18	9	56 Managers signed performance Agreements					ance Agreements
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Risk Management	To develop governance structures and systems that will ensure effective public consultation and organizational discipline	# of risk management activities to be coordinated by 30 June 2019	14 risk activities were coordinated	5 risk activities to be coordinated by 30 June 2019	Risk Management project	Facilitate and coordinate risk management meetings	Greater Giyani Municipality	Administration	Income	Operational	1/7/2018	30/6/2019	Submit Quarterly progress report	Submit Quarterly progress report	Submit Quarterly progress report	Develop Strategic Risk Register, Submit Quarterly progress report	5	Attendance register	M
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Internal Auditing	To develop governance structures and systems that will ensure effective public consultation and organizational discipline	# of Audit and Performance Audit Committee Reports developed and submitted to Council by 30 June 2019	4 Audit and Performance Audit Committee Reports	4 Audit and Performance Audit Committee Reports submitted to Council by 30 June 2019	Audit and Performance Audit Committee Reports	Develop Audit and Performance Audit Committee Reports	Greater Giyani Municipality	Administration	Income	Operational	1/7/2018	30/6/2019	1 Audit and Performance Audit Committee Reports	1 Audit and Performance Audit Committee Reports	1 Audit and Performance Audit Committee Reports	1 Audit and Performance Audit Committee Reports	5	Report to Council, resolution	M	

Internal Audit g	To develo p gover nance struct ures and syste ms that will ensure effecti ve public consul tation and organi zation al discipli ne	# of Audit Steeri ng Comm ittee meet ings held by 30 June 2019	8 Audit Steeri ng Comm ittee held	8 Audit Steeri ng Comm ittee meet ings held by 30 June 2019	Audit Steeri ng Com mittee	Organiz e Audit Steeri ng Comm ittee meet ings	Great er Giyani Muni cipali ty	Admis tratio n	Inc om e	Oper ation al	1/7 /20 18	30/6 /20 19	2 Audit Steeri ng Comm ittee	3 Audit Steeri ng Com mittee	1 Audit Steeri ng Com mittee	2 Audit Steeri ng Com mittee	5	Minutes, Attenda nce register	M M
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Internal Auditing	To develop governance structures and systems that will ensure effective public consultation and organizational discipline	To develop the Internal Audit Charter, and Audit Committee Charter and submit to Council for approval by June 30th 2019	3 year Internal Audit plan, Internal Charter and submit to Council for approval	3 year Internal Audit plan, Internal Charter and submit to Council for approval by June 30th 2019	Internal Charter and Audit Committee Charter	Develop the Internal Charter and Audit Committee Charter for approval	Greater Giyani Municipality	Amnistration	Income	Operational	1/7/2018	30/6/2019	N/A	N/A	N/A	3 year Internal Audit plan, Internal Charter, Audit Committee Charter and submit to AC and council for approval by 30th June 2019	2	3 year Internal Audit plan, Internal Charter, Audit Committee Charter and Council Resolution for Audit Committee	M	



Public Participation	To develop governance structures and systems that will ensure effective public consultation and organizational discipline	# of imbizos convened by June 30 2019	4 Imbizos held	4 imbizos convened by June 30 2019	Public Participation	Consult members of the public on service delivery issues	Greater Giyani Municipality	Administration	Income	500 000	1/7/2018	30/06/2019	1 Imbizos	1 Imbizos	1 Imbizos	1 Imbizos	5	Attendance register and Program	M M
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Custom er Satisfac tion Survey	To develo p gover nance struct ures and system s that will ensure effective public consul tation and organi zation al discipli ne	To condu ct Custo mer Satisfac tion Survey by 30 June 2019	0 Custo mer satisfac tion Survey condu cted	1 Custo mer satisfac tion Survey condu cted by 30 June 2019	Custo mer Satisfac tion Survey	Distrib ution of Custom er Satisfac tion survey quation aire to commu nities to collect informa tion on custom er satisfati on	Great er Giyani Muni cipali ty	All wards	Inc om e	Oper ation al	1/7 /20 18	30/0 6/20 19	Develo pment of Custo mer Satisfac tion Survey Forms and distrib ute to comm unities for compl etion and Compi le a report	N/A	N/A	N/A	8	Reports and Quation aires	M M	

ANNEXURE B: PERSONAL DEVELOPMENT PLAN 2018/19



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

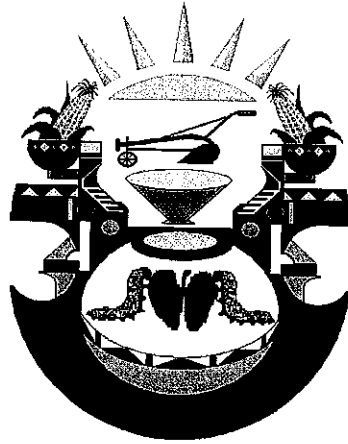
ANNEXURE C: DISCLOSURE OF INTEREST FORM 2018/19

Other Interests:

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

Signatures 

Date 31/07/2018



FINANCIAL DISCLOSURES

2018/2019

EMPLOYEE NAME: CHAUKE MM

STRICTLY CONFIDENTIAL

Financial Disclosure Form

CONFIDENTIAL

I, the undersigned (surname and initials):

CHAUKE MKHACANI MAXWELL

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

(Position held) : Municipal Manager

(Name of Municipality) : Greater Giyani Municipality

Tel : 015 811 5500

Fax : 015 812 2068

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

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

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

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

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 Consulting	None
Punda Maria Community Radio	Community Broadcasting: Under Deregistration process	None
MMC Consulting Engineers	Consulting: Under Deregistration process	None
GTC Consulting and Construction Engineers	Consulting and Construction: Under Deregistration process	None

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

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

4. Consultancies and retainerships

See information sheet: note (4)

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

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5. Sponsorships

See information sheet: note (5)

Source of assistance/sponsorship	Description of assistance/Sponsorship	Value of assistance/sponsorship
None	M/A	M/A

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

See information sheet: note (6)

Description	Value	Source
None	M/A	M/A

7. Land and property

See information sheet: note (7)

Description	Extent	Area	Value
House in Malamulele	House	5oom ²	R450 000
House in Pretoria	House	6oom ²	R60 0000
Business area at Xigalo	Land	5 HA	R50 000

SIGNATURE OF EMPLOYEE



DATE: 31/07/2018

PLACE: MALAMULELE.

OATH/AFFIRMATION

1. I certify that before administering the oath/affirmation I asked the deponent the following questions and wrote down her/his answers in his/her presence:

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

Answer:

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

Answer


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

Answer:

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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.


K. V. CHANKE

Commissioner of Oath / Justice of the Peace

Full first names and surname:

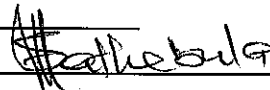
RISIMATI VIKENT CHANKE (Block letters)

Designation (rank) Constable Ex Officio Republic of South Africa

Street address of institution Malamulele main road, Malamulele town

Date 2018-07-31 Place Malamulele 2095

South African Police Service
COMMUNITY SERVICE CENTRE
2018-07-31
P/BAG X9200 MALAMULELE, 0892
Suid-Afrikaanse Polisie Diens

CONTENTS NOTED: (Immediate supervisor) 
DATE: 2018-07-31

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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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5. SPONSORSHIPS

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.

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

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

- A description and the value and source of a gift with a value in excess of R350;
- 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.

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.

All personal gifts within the family and hospitality of a traditional or cultural nature need not be disclosed.

7. LAND AND PROPERTY

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.

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