

**PERFORMANCE AGREEMENT
2019/2020 FINANCIAL YEAR**

Made and Entered into by and between

THE GREATER GIYANI MUNICIPALITY

Herein represented by

MAYOR, - CLL BA. SHIVAMBU

(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 2019 – 30 June 2020

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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 **Shivambu, BA** in her capacity as the **Mayor**, within the provisions of the delegated powers as stipulated by Council. The contract is for the 2019/20 financial year only. The expected performance reflected in this contract is based on the reviewed Integrated Development Plan (IDP) 2019/20, the Service Delivery and Budget Implementation Plan (SDBIP) 2019/20. 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>

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<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 2019** and will remain in force until **30 June 2020** 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.

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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.

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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 2019	Informal reviews if performance is satisfactory, if not satisfactory the reviews will be formal
2	October - December	Before end of January 2020 (Midyear Review)	Formal
3	January - March	Before end of April 2020	Informal reviews if performance is satisfactory, if not satisfactory the reviews will be formal
4	April- June	Before end of September 2020 (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.


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 ___ day of July 2019.

AS WITNESSES:

- 1. _____
- 2. _____




MUNICIPAL MANAGER

Thus done and signed on this ___ day of July 2019.

AS WITNESSES:

- 1. _____
- 2. _____



MAYOR



ANNEXURE A (Part 1): PERFORMANCE PLAN - 2019/20

KPA 1: Spatial Rational

Priority Issue/Programme	Development Objective	Key performance Indicator	Baseline	Annual Target	Project Name	Project/Indicator Description	Location	Ward	Funding Source	Budget 2019/20	1st Q Target	2nd Q Targets	3rd Q Targets	4th Q Targets	Weight	Portfolio Of Evidence	Department
Spatial and Town Planning	To develop an effective spatial framework that promotes interrelated and sustainable development	To develop the LUMS by 30 June 2020	New Indicator	Development of LUMS BY 30 June 2020	Alignment of LUS in BTO budget	Appointment of Service provider approval	Greater Giyani Municipality	All wards	Income	500,000	Appointment of service provider	Data collection	Analysis phase	Submit to Council for approval	2	Council Resolution, appointment letter of Service provider	P & D dev

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Spatial and Town Planning	Advance Spatial Planning	To review and align the SDF in line with SPLUMA by 30 June 2020	Approved Spatial Development Framework work (SDF)	Review the SDF by 30 June 2020	REVIEW OF SDF	Submission of the SDF to Council for Approval	Greater Giyani Municipality	Administration	Incumbent	Operational	N/A	N/A	Analysis of information	Analysis of information	2	SDF and Council Resolution	P & D ev
Spatial and Town Planning	To develop an effective spatial framework work that promotes interrelated and sustainable development.	Approved amended General Plan by 30 June 2020	New Indicator	Approved amended General Plan by 30 June 2020	Rezoning and subdivision of parks	Rezoning and subdivision of parks	giyani township	ward 11,12, 13	LG ES	500,000	Appointment of service provider	Implementation	Implementation	approved amended general plan	2	subdivision diagram	P & D ev

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KPA 2: MUNICIPAL TRANSFORMATION AND ORGANISATIONAL DEVELOPMENT

Priority Issue/Programme	Development Objective	Key performance indicator	Baseline	Annual Targets	Project Name	Project/Indicator Description	Location	Ward	Funding Source	Budget 2019/20	1st Target	2nd Targets	3rd Targets	4th Targets	Weighting	Portfolio of Evidence	Department
Council Services	To develop and retain the best human capital, effective and efficient administrative and operational support system	# of Council Meetings convened by 30 June 2020	6 Council meetings held in 2017/18	6 Council Meetings coordinated and supported by 30 June 2020	Council Meeting	Organize Council Meeting as per schedule	Greater Giyani Municipality	Administration	Income	Operational	1 Council Meeting	1 Council Meeting	2 Council Meetings	2 Council Meetings	5	Notices of Invitations, Minutes, Attendance Register	CORP
Council Services	To develop and retain the best human capital, effective and efficient administrative and operational support system	# of reports developed on implementation of council resolutions	4 reports developed in 2017/18	4 progress reports on implementation of council resolutions	Council resolution implementation	Development of Council Resolution Register and monitor implementation	Greater Giyani Municipality	Administration	Income	Operational	1 Council resolution implementation report	1 Council resolution implementation report	1 Council resolution implementation report	1 Council resolution implementation report	2	Proof of submission and ATR	CORP

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Human Resources and Organizational Development	To develop and retain the best human capital, effective and efficient administrative and operational support systems	To Develop Work Skills Plan (WSP) and Annual Training Report (ATR) and submit to LGSETA by 30 April 20	WSP and ATR submitted on the 30 April 2019	Develop and submit the WSP and ATR to LGSETA by 30 April 2020	WSP and ATR	Development and submission of the WSP and ATR	Greater Giyani Municipality	Administration	Income	Operational	Implementation of the 2018/19 WSP	Implementation of the 2018/19 WSP	Conduct skills audit/introduce Gap skill web tool	Submit the WSP and ATR to LGSETA	3	WSP, ATR and Proof of Submission	C O R P
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Human Resources and Organizational Development	To develop and Retain the best Human Capital, Effective and Efficient Administrative	To submit the Employment Equity report to Department of Labour (DoL) by 31 January 2020	2017/18 Employment Equity Report submitted	Employment Equity Report submitted to DoL by 31 December 2019	Equity	Development and submission of the Employment Equity Report	Greater Giyani Municipality	Administration	Income	Operational	Development of the Employment Equity Report	Submission of Annual Training Report	N/A	N/A	2	Employment Equity Report, Proof of Submission	CORP
Human Resources and Organizational Development	To develop and Retain the best Human Capital	# of Portfolio Committee Meetings to be held by 30 June 2020	Portfolio Committee Meetings	96 Portfolio Committee Meetings (12 Per Portfolio Committee) by 30 June 2020	Portfolio Committee Meetings	Organize Portfolio Committee meeting as per schedule	Greater Giyani Municipality	Administration	Income	Operational	24 Portfolio Committee Meetings (3 per Portfolio Committee) coordinated	24 Portfolio Committee Meetings (3 per Portfolio Committee) coordinated	24 Portfolio Committee Meetings (3 per Portfolio Committee) coordinated	24 Portfolio Committee Meetings (3 per Portfolio Committee) coordinated	2	Notices of Invitations, Minutes, Attendance Register	CORP

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Council Services	To develop and retain the best human capital	# of Executive Committee Meetings convened by 30 June 2020	10 Executive Committee held in 2018/19	12 Executive Committee Meetings coordinated and supported by 30 June 2020	Executive Committee Meetings	Organize Executive Committee Meetings as per schedule	Greater Giyani Municipality	Administration	Income	Operational	3 EXCO meetings convened	3 EXCO meetings convened	3 EXCO meetings convened	3 EXCO meetings convened	2	Notices of Invitations, Minutes, Attendance register,	CORP
Information Technology	To develop and Retain the best Human Capital, Effective and Efficient Administration and Operational Support systems.	# of IT Steering Committee Meetings to be coordinated by 30 June 2020	4 meetings held in 2017/18 Financial year	4 IT Steering Committee meetings to be coordinated by 30 June 2020	IT Governance, Risks and Compliance	Coordination of the IT Steering Committee Meeting	Greater Giyani Municipality	Administration	Income	Operational	1 IT steering committee meeting coordinated	1 IT steering committee meeting coordinated	1 IT steering committee meeting coordinated	1 IT steering committee meeting coordinated	2	Attendance Registers and Minutes	CORP

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KPA 3: BASIC SERVICE DELIVERY AND INFRASTRUCTURE DEVELOPMENT

Priority Issue/Programme	Development Objective	Key Performance Indicator	Baseline	Annual Targets	Project Name	Project/Indicator Description	Location	Ward	Funding Source	Budget 2019/20	1st Q Target	2nd Q Targets	3rd Q Targets	4th Q Targets	Weighting	Portfolio Of Evidence	Dept
Dumping Site	To develop sustainable infrastructure networks which promotes economic growth and improve quality of life?	To Rehabilitate Dumping Site by 30 June 2020	Dumping Site Available	Approval of designs by Department of Water and Sanitation by 30 June 2020	Dumping Site Development	Rehabilitation of Dumping Site	Giyani	Ward 21	MIG	12,500,000	Approval of detailed designs	Site establishment	Construction	Construction	2	Appointment letter, progress reports, practical completion certificate	TECH

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Roads, Bridge and Storm water	Accessible basic and infrastructure services	# of km roads tarred by 30 June 2020	New Indicator	14.2 km of roads tarred by 30 June 2020	Upgrading of roads from gravel to tar	Upgrading of roads from gravel to tar	Giyani Section NE, Giyani Section F, Homu 14, Makosha	9,11,13, 14	MLG	294 028 21	Construction of layer work (Road bed, Selected layer, Sub-base)	Construction of base layer, Surfacing the road with asphalt, storm water drainage (Section F Paving).	N/A	2	Progress Report	TECH
Building and Construction	Accessible basic and infrastructure services	To construct Municipal building at Civic Centre Phase 2 by 30 June 2020	Phase 1 Completed	Construction of Civic Centre Phase 2 by 30 June 2020	Civic Centre Building, Phase 2	Construction of Civic Centre	Giyani	CBD	LGES	20,000,000	Alterations (Cap entry, metal work, ceiling repair) Sanitary fittings, electrical work	Building and Civil work (Mansory, parking lot paving, boundary wall, gate house)	N/A	2	Appointment letter, acceptance letter	TECH


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Waste Management	Accessible basic and infrastructure services	# of households with access to refuse removal by 30 June 2020	637 households having access to refuse removal by 30 June 2020	Waste Management	Collection of waste in all the Townships 11, 12, 13 & 21	Section A, D1, D2, E, F and Kremetart	Wards 11, 12, 13 & 21	Income	Operational	7609 of households with access to refuse removal	7609 of households with access to refuse removal	7609 of households with access to refuse removal	7609 of households with access to refuse removal	2	Refuse collection schedule and Auto track truck movements reports	MM & COM
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KPA 4: LOCAL ECONOMIC DEVELOPMENT

Priority Issue/Programme	Development Objective	Key performance indicators	Baseline	Annual Targets	Project Name	Project/Indicator Description	Local Location	Ward	Funding Source	Budget 2019/20	1st Q Target	2nd Q Target	3rd Q Target	4th Q Target	Weight	Portfolio	Dept
	To Create An Enabling Environment For Sustainable Economic Growth	# of jobs created through EPWP programme by 30 June 2020	150 jobs created	200 Jobs to be created through CWP by 30 June 2020	CWP	Jobs created through the implementation of labour intensive methods	Giyani	All Wards	LGES	500,000,00	N/A	N/A	N/A	200 jobs to be created through CWP	2	Database of all people appointed in the program and payment spreadsheet	P & Dev
	To Create An Enabling Environment For Sustainable Economic Growth	# of SMMEs exposed to LED market by 30 June 2020	12 SMMEs exposed to LED market	11 SMMEs exposed to LED market by 30 June 2020	Support to SMMEs	SMMEs exposed to market by taking them along to different exhibition, tourism indaba, marula festival and rand show	Giyani	all wards	LGES	Operational	4 SMMEs exposed to Letaba Show	N/A	3 SMMEs exposed to Marula Show	4 SMMEs exposed to rand show and Durban Inda.	2	Invitation & Attendance Register	P & Dev

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KPA 5: MUNICIPAL FINANCE MANAGEMENT AND VIABILITY

Priority Issue/Programme	Development Objective	Key performance indicator	Baseline	Annual Targets	Project Name	Project/Indicator Description	Location	Ward	Funding Source	Budget 2019/20	1st Q Targets	2nd Q Targets	3rd Q Targets	4th Q Targets	Weighting	Portfolio Of Evidence	Dept
Budget and Reporting	To improve financial management systems to enhance venue base	Qualified Audit Opinion by 30 June 2020	Qualified Audit Opinion	Qualified Audit Opinion by 30 June 2020	Unqualified Audit Opinion	Complying with legislative frameworks, keeping records and submit AFS	Greater Giyani Municipality	Administration	Income	Operational	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 2020	100% MIG budget spent	100% MIG Budget spent by 30 June 2019	MIG Spending	Spending 100% of MIG allocated fund	Greater Giyani Municipality	Administration	MIG	79 115 000	100% of MIG budget spent	100% of MIG budget spent	100% of MIG budget spent	100% of MIG budget spent	5	MIG Spending Report	B&T

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KPA 6: GOOD GOVERNANCE AND PUBLIC PARTICIPATION

Priority Issue/Programme	Development Objective	Key performance indicator	Baseline	Annual Targets	Project Name	Project Indicator	Location	Ward	Funding Source	Budget 2019/20	1st Q Target	2nd Q Targets	3rd Q Targets	4th Q Targets	Weights	Portfolio Of Evidence	Department
Integrated Development Planning	To develop governance structures and systems that will ensure effective public consultation and organizational discipline	To review the IDP for 2017/2018 and development of 2018/19 IDP financial year by 31 May 2019	IDP review for 2017/2018 was completed and approved by Council on the 30 May 2018	IDP review for 2017/2018 and development of 2018/19 IDP and approved by Council by 31 May 2019	IDP Review	Compile IDP analysis phase, Organise the IDP forum. Conduct Strategic Planning session, IDP completed and submitted to Council for adoption by 31 March 2018, IDP Public participation,	Greater Giyani Municipality	Administration	Income	5500	Complete the IDP analysis phase and conduct the IDP representative forum.	N/A	Conduct Strategic Planning session and compile the IDP strategic chapter and Draft IDP complete and submitted to Cou	Final IDP submitted to council for adoption by 31 May 2019	2	Council resolutions, Draft IDP, Strategic plan report, Attendance register, Invitations for strategic plan, IDP Consultation attendance register, IDP Analysis phase	P & D e v

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Perform ance Management	To develop governance structures and systems that will ensure effective public consultation and organizational discipline	To develop the SDBIP 2019/2020 and submit to the Mayor for signature within 28 days after approval of the budget by 30 June 2019	SDBIP 2018/2019 was developed and submitted to the Mayor within 28 days after approval of the budget	Development and submission of the 2010/2020 SDBIP to the Mayor for signature within 28 days after approval of the budget by 30 June 2019	SDBIP Development	Final IDP submitted to council for adoption by 31 May 2018	Greater Giyani Municipality	Administration	Income	Operational	N/A	N/A	N/A	Final IDP submitted to council for adoption by 31 May 2018	Development and submission of the 2019/ 2020 SDBIP to the Mayor for signature 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 Section 56 Managers with signed performance agreements by 30 June 2020	5 signed performance agreements	# of Section 56 Managers with signed performance agreements by 30 June 2020	Performance agreements	Develop draft 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 Human Settlement and Traditional	Greater Giyani Municipality	Administration	Operational	# of Section 56 Managers signed Performance Agreements	N/A	N/A	N/A	4	Signed Performance Agreements	M
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Internal Auditing	To develop governance structures and systems that will ensure effective public consultation and organizational discipline	To develop Audit Committee Charter and submit to council for approval by 30th June 2020	Audit Committee Charter developed and submitted to council for approval by 30 June 2020	Audit Committee Charter developed and submitted to council for approval	Audit Committee Charter submitted to council for approval	Greater Giyani Municipality	Amintation	Operational	N/A	N/A	N/A	Approved Audit Committee Charter and Council Resolution	5	Approved Audit Committee Charter	Approved Audit Committee Charter and Council Resolution	M
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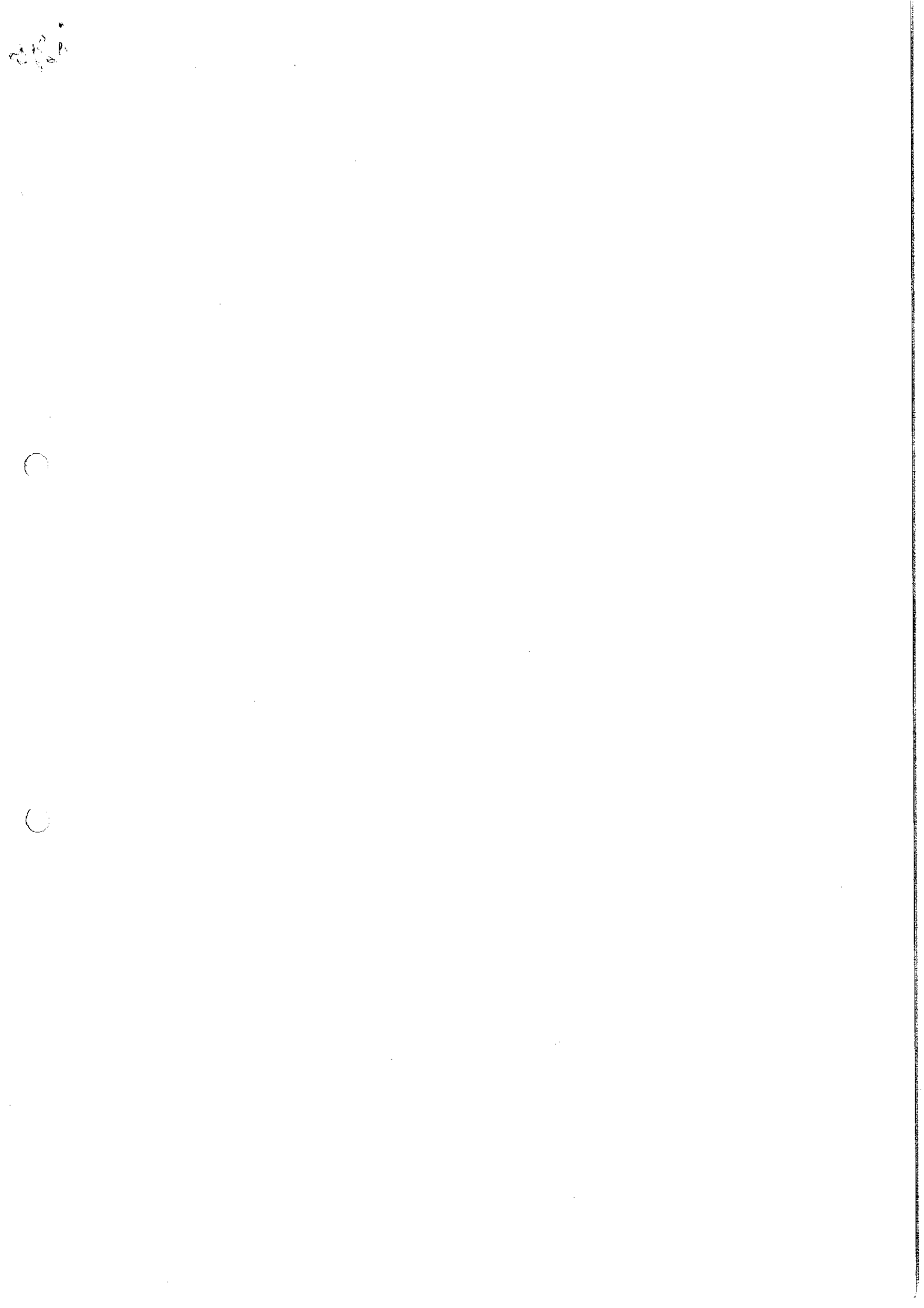
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Internal Auditing	To develop governance structures and systems that will ensure effective public consultation and organizational discipline	To develop 3 year Internal Audit Plan and Internal Audit Charter	3 year Internal Audit plan and Internal Audit Charter developed and submitted to Audit Committee for approval by 30 June 2020	3 year Internal Audit plan and Internal Audit Charter developed and submitted to Audit Committee for approval by 30 June 2020	Internal Audit Plan and Internal Audit Charter	Develop the Internal Audit Plan and Internal Audit Charter and submit to Audit Committee for approval	Greater Giyani Municipality	All Wards	Income	Operational	N/A	N/A	N/A	Develop 3 year Internal Audit plan and Internal Audit Charter submit it to Audit Committee for approval	approved 3 year Internal Audit plan and Internal Audit Charter, AC Resolutions	M
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ANNEXURE B: PERSONAL DEVELOPMENT PLAN 2019/20

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 2019/20

Other Interests:

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



Signatures

Date