



**REVISED PERFORMANCE AGREEMENT  
2020/2021 FINANCIAL YEAR**

**Made and Entered into by and between**

**THE GREATER GIYANI MUNICIPALITY**

Herein represented by

**MUNICIPAL MANAGER, CHAUKE MM**

(Herein after referred to as the "Employer")

And

**DIRECTOR; TECHNICAL SERVICES, RH MASHAMBA**

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

For the period

**01 July 2020 – 30 June 2021**

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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)

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



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## 1. INTRODUCTION

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

## 2. PURPOSE OF AGREEMENT

The purpose of this agreement is to:-

- 2.1 Comply with the provisions of legislation and the regulations pertaining to performance management;
- 2.2 Specify objectives and targets defined and agreed to with the employee and to communicate to the employee the employer's expectations of the employee's performance and accountabilities in alignment with the Integrated Development Plan (IDP), Service Delivery and Budget Implementation Plan (SDBIP) and the Budget of the Municipality;
- 2.3 Specify accountabilities as set out in a performance plan, which forms an annexure to the performance agreement;
- 2.4 Monitor and measure performance against set targeted outputs;
- 2.5 Use the performance agreement as the basis for assessing whether the employee has met the performance expectations applicable to his/her job;
- 2.6 In the event of outstanding performance, to appropriately reward the employee; and;
- 2.7 Give effect to the employer's commitment to a performance-orientated relationship with its employee in attaining equitable and improved service delivery.



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### 3. STRATEGIC OBJECTIVE

#### 3. STRATEGIC OBJECTIVES

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

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

### 4. COMMENCEMENT AND DURATION

4.1 This Agreement will commence on **01 July 2020** and will remain in force until **30 June 2021** or until a new Performance Agreement, Performance Plan and Personal



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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;

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- 5.2.3 The target dates that describe the timeframes in which the work must be achieved;
- 5.2.4 The weightings showing the relative importance of the key objectives to each other.
- 5.3 The Employee's performance will, in addition, be measured in terms of contributions to the goals and strategies set out in the Employer's IDP.
- 5.4 The Employer will make available to the Employee such employees as the Employee may reasonably require from time to time to assist him/her to meet the performance objectives and targets established in terms of this Agreement; provided that it will at all times remain the responsibility of the Employee to ensure that he/she complies with those performance obligations and targets.
- 5.5 The Employee will at his/her request be delegated such powers by the Employer as may in the discretion of the Employer be reasonably required from time to time to enable him/her to meet the performance objectives and targets established in terms of this Agreement.
- 5.6 The Employee acknowledges the fact that the Employer is entitled to review and make reasonable changes to the provisions of **Annexure "A"** from time to time for operational reasons. The Employer agrees that the Employee will be fully consulted before any such change is made.
- 5.7 The provisions of **Annexure "A"** may be amended by the Employer when the Employer's performance management system is adopted, implemented and/or amended as the case may be.
- 5.8 The Personal Development Plan **Annexure "B"** sets out the Employee's personal development requirements in line with the objectives and targets of the Employer
- 5.9 Disclosure of Financial Interests **Annexure "C"** set out the financial interests of the employee

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## 6. PERFORMANCE MANAGEMENT SYSTEM

- 6.1 The Employee agrees to participate in the performance management system that the Employer adopts or introduces for the municipality, management and municipal staff of the municipality.
- 6.2 The Employee accepts that the purpose of the performance management system will be to provide a comprehensive system with specific performance standards to assist the municipality, management and municipal staff to perform to the standards required.
- 6.3 The Employer shall consult the Employee about the specific performance standards that will be included in the performance management system as applicable to the Employee.
- 6.4 The Employee undertakes to actively focus towards the promotion and implementation of the Key Performance Areas (KPA's), including special projects relevant to the Employee's responsibilities, within the local government framework.
- 6.5 The criteria upon which the performance of the **Employee** must be assessed consist of two components, both of which must be contained in the performance agreement-
- 6.5.1 The **Employee** must be assessed against both components, with a weighting of 80:20 allocated to the Key Performance Areas (KPA's) and the Core Competency Requirements (CCR's), respectively.
- 6.5.2 Each area of assessment will be weighted and will contribute a specific part to the total score.
- 6.5.3 KPA's covering the main areas of work will account for eighty percent (80%) and CCR's will account for twenty percent (20%) of the final assessment.
- 6.6 The **Employee's** assessment will be based on his/her performance in terms of the outputs/outcomes (performance indicators) identified as per the performance plan which are linked to the KPA's, which constitute eighty percent (80%) of the overall assessment result as per the weightings agreed to between the **Employer** and **Employee**.

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KPA	Key performance areas (KPA'S)	Weighting
1.	Institutional Development and Transformation	
2.	Good Governance and Public Participation	0
3.	Local Economic Development (LED)	0
4.	Municipal Financial Viability and Management	0
5.	Basic Service Delivery and Infrastructure	100
6.	Spatial Development	0
<b>TOTAL</b>		<b>100%</b>

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%)
<b>Leading competencies</b>			
Strategic Direction and Leadership	<ul style="list-style-type: none"> <li>• Impact and Influence</li> <li>• Institutional Performance Management</li> <li>• Strategic Planning and Management</li> <li>• Organisational Awareness</li> </ul>	Provide and direct a vision for the institution, and inspire and deploy others to delivery on the strategic institutional mandate	8 %
People Management	<ul style="list-style-type: none"> <li>• Human Capital Planning and Development</li> <li>• Diversity Management</li> <li>• Employee Relations Management</li> <li>• Negotiation and dispute Management</li> </ul>	Effectively manage, inspire and encourage people, respect diversity, optimise talent and build and nurture relationships in order to achieve institutional objectives	8 %
Programme and Project Management	<ul style="list-style-type: none"> <li>• Programme and Project Planning and Implementation</li> <li>• Service Delivery Management</li> <li>• Programme and Project Monitoring and Evaluation</li> </ul>	Able to understand programme and project management methodology; plan, manage, monitor and evaluate specific activities in order to delivery on set objectives	9 %
Financial Management	<ul style="list-style-type: none"> <li>• Budget Planning and Execution</li> <li>• Financial Strategy and Delivery</li> <li>• Financial Reporting and Monitoring</li> </ul>	Able to compile, plan and manage budgets, control cash flow, institute financial risk management and administer procurement processes in accordance with recognised financial practices. Further to ensure that all financial transactions are managed in an ethical manner	9 %

Competencies	Components	Competency Definition	Weighting % (total 100%)
Change Leadership	<ul style="list-style-type: none"> <li>• Change Vision and Strategy</li> <li>• Process Design and improvement</li> <li>• Change Impact Monitoring and Evaluation</li> </ul>	Able to direct and initiate institutional transformation on all levels in order to successfully drive and implement new initiatives and deliver professional and quality services to the community	8 %
Governance Leadership	<ul style="list-style-type: none"> <li>• Policy Formulation</li> <li>• Risk and Compliance management</li> <li>• Cooperative Governance</li> </ul>	Able to promote, direct and apply professionalism in managing risk and compliance requirements and apply a thorough understanding of governance practices and obligations. Further, able to direct the conceptualisation of relevant policies and enhance cooperative governance relationships	8 %
<b>Core Competencies</b>			
Moral competence		Able to identify moral triggers, apply reasoning that promotes honesty and integrity and consistently display behaviour that reflects moral competence	8 %
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	8 %
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	8 %
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	8 %
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	9 %
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	9 %
<b>Core Competencies</b>			100%

## 7. EVALUATING PERFORMANCE

7.1 Annexure "A" to this Agreement sets out:

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

7.2 Despite the establishment of agreed intervals for evaluation, the **Employer** may, in addition, review the **Employee's** performance at any stage while the contract of employment remains in force.

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

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

7.5 The annual performance appraisal must involve:

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

- (i) Each KPA should be assessed according to the extent to which the specified standards or performance indicators have been met and with due regard to ad hoc tasks that had to be performed under the KPA.
- (ii) An indicative rating on the five-point scale should be provided for each KPA.
- (iii) The applicable assessment rating calculator must then be used to add the scores and calculate a final KPA score.

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

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

Level	Terminology	Description	Rating				
			1	2	3	4	5
5	Outstanding Performance	Performance far exceeds the standard expected of an employee at this level. The appraisal indicates that the Employee has achieved above fully effective results against all performance criteria and indicators as specified in the PA and Performance plan and maintained this in all areas of Responsibility throughout the year.					
4	Performance significantly above expectations	Performance is significantly higher than the standard expected in the job. The appraisal indicates that the Employee has achieved above fully effective results against more than half of the performance criteria and indicators and fully achieved all others throughout the year.					
3	Fully effective	Performance fully meets the standards expected in all areas of the job. The appraisal indicates that the Employee has fully achieved effective results against all significant performance criteria and indicators as specified in the PA and Performance Plan.					
2	Performance not fully effective	Performance is below the standard required for the job in key areas. Performance meets some of the standards expected for the job. The review/assessment indicates that the employee has achieved below fully effective results against more than half the key performance criteria and indicators as specified in the PA and Performance Plan					
1	Unacceptable Performance	Performance does not meet the standard performance expected for the job. The review! Assessment indicates that the employee has achieved below fully effective results against almost all of the performance criteria and indicators as specified in the PA and Performance Plan. The employee has failed to demonstrate the commitment or ability to bring performance up to the level expected in the job despite management efforts to encourage improvement.					



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

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

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

## 8. SCHEDULE FOR PERFORMANCE REVIEWS

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

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

8.2 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.

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## **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-

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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.

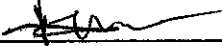
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## 15. GENERAL

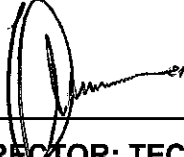
- 15.1 The contents of the Agreement shall be made available to the public by the Municipality, where appropriate.
- 15.2 Nothing in this Agreement diminishes the obligations, duties or accountabilities of the Employee in terms of his/her contract of employment, or the effects of existing or new regulations, 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 31 day of July 2020.

**AS WITNESSES:**

1.  \_\_\_\_\_

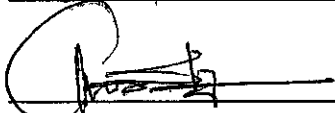
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**DIRECTOR; TECHNICAL  
SERVICES  
MASHAMBA RH**

Thus done and signed on this 31 day of July 2020.

**AS WITNESSES:**

1.  \_\_\_\_\_

2.  \_\_\_\_\_

  
\_\_\_\_\_  
**MUNICIPAL MANAGER  
CHAUKE MM**

## ANNEXURE A (Part 1): PERFORMANCE PLAN - 2020/21

### KPA 3: BASIC SERVICE DELIVERY AND INFRASTRUCTURE DEVELOPMENT

Priority Issue/Programme	Development Objective	Key Performance Indicator	Baseline	Annual Targets	Project Name	Project Location	Weighted Budget 2019/20	Actual Budget 2019/20	1st Target	2nd Target	3rd Target	4th Target	Weighted Budget	Portfolio of Expenditure	Dept
Building and Construction	Accessible basic and infrastructure	Construction of Civic Centre Phase 3 by 30 June 2021	Phase 2 Completed	Construction of Civic Centre by 30 June 2021	Civic Centre Building, Phase 3	Giyani	LG ES 12,500,000	12,500,000	Process of advertising and preparation of documents	Appointment of service provider and establishment	Construction of council chamber, internal building works and fire route escape	Installation of elevator and finalisation of construction	2%	Progress report	TECH
Budget and Reporting	To improve	% MIG Budget	100% MIG budget	100% MIG	MIG Spending	Greater Giyani Municipality	MIG 79,115,000	79,115,000	46.4% of MIG	27.1% of MIG	17.32% of MIG budget	9.18% of MIG budget	5%	MIG Spending	TECH



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ng	financ ial mana game nt syste ms to enhan ce venue base	spent by 30 June 2021	et spen t	Bud get spe nt by 30 Jun e 202 1	Elect rific atio n of Vuh ehli, Ndin dani, Gaw ula, nwa khu wani , Mahl athi and Ntsh uxi	MIG allocat ed fund	ni Muni cipali ty	ati on	INE P	50,0 00	budge t spent	budge t spent	spent	Report	TECH
Electricity Provisi on	To devel op sustai nable infrast ructur e netwo rks which prom otes econo mic growt h and	Devel opme nt of design s for the electri ficatio n of units at Vuh ehli, Ndin dani, Gaw ula, nwa khu wani , Mahl athi and Ntsh uxi	200 Units desig ns	Desi gns for the elec trifi cati on of unit s at Vuh ehli, Ndi nda ni, Gaw	Elect rific atio n of Vuh ehli, Ndin dani, Gaw ula, nwa khu wani , Mahl athi and Ntsh uxi	Constr uction of Electric al Networ k Infrastr ucture	Vuh ehli, Ndin dani, Gaw ula, Nwa khu wani , Mahl athi and Ntsh uxi	Wa rd 3, 18, 19 and 31	INE P	50,0 00	budge t spent	budge t spent	spent	Appoi ntmen t letter and Design s report	TECH

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Electricity Provision	To develop sustainable infrastructure networks which promote economic growth and	To connect 200 units at Nkuri Zama ni Village by 30 June 2021	New Indicator	by 30 June 2021	Construction of Electrical Network Infrastructure	Nkuri Zama ni Village	Ward 5	INEP	2,250,000	Appointment of Service Provider for Nkuri Zama ni Village	Digging of holes for MV and LV poles at Nkuri Zama ni Village	Complete MV and LV networks Nkuri Zama ni Village	Close out reports for Nkuri Zama ni Village	46	Certificate of Completion for Nkuri Zama ni Village	TECH
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Electricity Provision	To develop sustainable infrastructure network which promotes economic growth and improve quality of life?	To connect 200 units at Mapuve Village by 30 June 2021	New Indicator	Connection of 200 units at Mapuve Village (200)	Construction of Electrical Network Infrastructure	Mapuve Village	WARD 30	INEP	2,250,000	Appointment of Service Provider for Mapuve Village	Digging of holes for MV and LV poles at Mapuve Village	Complete MV and LV networks Mapuve Village	Close out reports for Mapuve Village	Certificate of Completion for Mapuve Village	TECH
Electricity Provision	To develop sustainable infrastructure	To connect 100 units at Noble	New Indicator	Connection of 100 units at Noble	Construction of Electrical Network	Noblehooke Village	WARD 1	INEP	1,800,000	Appointment of Service Provider	Digging of holes for MV and LV	Complete MV and LV networks Noblehooke	Close out reports for Noblehooke Village	Certificate of Completion for Noblehooke	TECH

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Electricity Provision	To develop sustainable infrastructure network which promotes economic growth and	To Upgrade Giyani Traffic Lights & R81 Lighting by 30 June 2019	New Indicator	To Upgrade Giyani Traffic Lights & R81 Lighting by 30 June 2021	Mas have Village by 30 June 2021	Upgrading Of Giyani Traffic Lights & R81 Lighting	Giyani CBD	Giyani	LGES	3,800,000	Appointment of Service Provider	Digging of Holes for MV and LV and traffic light poles	Completion of digging of holes for MV and LV and traffic light poles	Close out report	4/10	Completion certificate	TECH
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R-H



Dumping Site	To develop sustainable infrastructure network which promotes economic growth and improve quality of life?	To Develop waste disposal site by 30 June 2021	Construction Earthwork on Cell 1, Gravel Access road and Palisade fence	Construction of waste disposal site	Waste Disposal Site Development	Development of Giyani waste disposal site	Dzindzingi	Ward 21	MIG	29,258,693	Construction of access road, ring road and cell	Finalisation of cell, installation of single way bridge system and construction of guard house	Finalisation of guardhouse and close out of project	N/A	4%	Progress report, Practical completion certificate and close out.	TECH
Dumping Site	To develop sustainable infrastructure	To Rehabilitate Dumping Site by	Designs are approved by	Appointment of Service provider	Rehabilitation of Dumping	To Rehabilitate the old waste disposal	Giyanini Section C	Ward 12	LGES	1,000,000	N/A	N/A	Advertisement	Appointment of Service provider and site	2%	Advertisement, Appointment letter and	TECH

RH

Roads, Bridges and Storm water	To develop sustainable infrastructure network which promote quality of life?	30 June 2021	DWS	provide for the Rehabilitation of Dumpi ng site	site	l with a transfer station.	Giya ni Section F	Ward 13	MIG	16,866,520	Box cut the remaining 3.8km of 8.67km. Prepare roadb	Laying of 80mm paving bricks of the remaining 3.8km	Practical completion and Final Completion	N/A	hand over	4 <sup>th</sup>	Site handover Certificate	TECH
				Upgraded 8.67 Km road at Giyani Section F	Upgrading of 8.67 km from gravel to pave at Giyani Section Street Phase													

R-H

	otes economic growth and improve quality of life	n F streets Phase 3 by 30 June 2021	Streets from gravel to pave by 30 June 2021		3	Upgrading 1.4 km of road from gravel to tar	Giyanini Section E Upgrading from gravel to tar	Giyanini Section E Upgrading from gravel to tar	Giyanini Section E Upgrading from gravel to tar	MI G	1,650,834	Final completion	N/A	N/A	N/A			out report.	TECH
Roads, Bridges and Storm water	To develop sustainable infrastructure network which promotes	Giyanini Section E Upgrading From Gravel to tar Phase 2 by 30 June	Practical completion	1.4km road upgrading from gravel to tar	Giyanini Section E Upgrading from gravel to tar	Upgrading 1.4 km of road from gravel to tar	Giyanini Section E	Giyanini Section E	Ward 11	MI G	1,650,834	Final completion	N/A	N/A	N/A			final completion certificate	TECH

R.H



Roads, Bridges and Storm water	To develop sustainable infrastructure network which promotes economic growth and improve quality	# of Road at Makosha to be paved by 30 June 2021	Completed	30 June 2021	Completion of snagging listed items and Close out report for makosha	Makosha upgrading from gravel to paving	Makosha 15	MIG	1,290,724	Finalization of snag list and close out report.	N/A	N/A	N/A	396	Close out report	TECH
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R.H.





Roads, Bridges and Storm water	To develop sustainable infrastructure network which promotes economic growth and improve quality of life	To Upgrade 3.5 Km road from gravel to paving at Giyani Section E "Vonin gani"	Detailed designs and draft tender document	Construction of 3.5km road from gravel to paving (Vonin gani)	Giyani Section E "Vonin gani" Upgrading from gravel to paving	Secti on E	11	LG ES	2,000,000	m.	N/A	N/A	Adverti semen t	Appointm ent of Service provider and site hand over	Advert , Appoi ntmen t letter and Site hando ver Certifi cate	TECH
Roads, Bridges and Storm	To develop sustainable design	To develop design	New Indicator	Designs for Alternative	Development of designs	Ngov e, Secti	Ward 10 and	MIG	1,500,000	N/A	N/A	N/A	Prelimi nary design	Draft designs	Prelimi nary design s	TECH

R-H

water	nable infrast ructur e netwo rks which prom otes econo mic growt h and impro ve qualit y of life	s for constr uction of altern ative road to Giyani from R81 by 30 June 2021	mat ive road to Giyani from R81 to dev elop ed by 30 June 2021	to Giyani from R81	for constr uction of altern ative road to Giyani from R81	on A 12	LG ES	1,00 0,00 0	Draft Desig ns for 9.6 km road	Final design s for 9.6 km road	N/A	N/A	report and draft design s report	TECH		
Roads, Bridges and Storm water	To devel op sustai nable infrast ructur e netwo	Xikuk wane upgra de from gravel to tarr(R AL)	New Indic ator	Preli min ary Desi gns dev elop ed for	Xiku kwa ne grav el to tar(R AL) (D38 04 &	Uptrade from gravel to tar at Xikukw ane (RAL) (D3804	Xiku kwa ne	14	LG ES	1,00 0,00 0	Draft Desig ns for 9.6 km road	Final design s for 9.6 km road	N/A	N/A	Design s report	TECH

R.H



Roads, Bridges and Storm water	To develop sustainable infrastructure network which promotes economic growth and improve quality of life?	to construct pavement layers on the upgrading of 2.5 km road from gravel to tar at Nkomobo to A by 30 June 2021	New Indicator	1	Construction of pavement layers on the upgrading of 2.5 km road from gravel to tar at Nkomobo to A	Upgrading of 2.5 km from gravel to tar	Nkomobo to A	Ward 26	MIG	16,000,000	Construction of pavement layers	Priming and surfacing of the road and installation of signage	Practical completion and Final Completion	N/A	5%	Progress report, Practical completion and final completion certificate and close out report	TECH
Roads, Bridges and Storm	To develop sustainable parking lot at	To upgrade parking	Available Parking		Parking lot at	To upgrade the parking	GGM office	CB D	LG ES	2,000,000	N/A	Advertise the	Service provider appoint	Earthworks and paving of	4%	Advert	TECH

R.H

water	able infrast ructur e netwo rks which prom otes econo mic growt h and impro ve qualit y of life?	g lot by 30 June 2021	Lot	Civi c Cen tre upg rad ed By 30 Jun e 202 1	ing lot	lot within the muni cipal offices	es	1	LG ES	500, 000	N/A	projec t	ment and site establi shmen t	parking.			
Roads, Bridges and Storm water	To devel op sustai nable infrast ructur e netwo rks	To upgra de 1km from gravel to paving at Blink	New Indic ator	Desi gns and Draf t ten der doc ume	Blink wat er upgr adin g of inter nal stre	1 km upgrad ing from gravel to paving at Blink ater	Blink wate r					Appoi ntmen t of servic e provid er	Scopin g and Prelimi nary design s reports	Detailed designs and Draft tender document	4 <sup>of 10</sup>	Appoi ntmen t letter, Prelimi nary design , Detail ed	TECH

R.H



Roads, Bridges and Storm water	To develop sustainable infrastructure network which promotes economic growth	To upgrade 1km from gravel to paving at Nkuri Zama ni by 30 June 2021	New Indicator	Designs and Draft tender document	Nkuri Zama ni Village	1 km upgrading from gravel to paving at Nkuri Zama ni Village	Nkuri Zama ni Village	5	LG ES	500,000	N/A	Appoint service provider	Scoping and Preliminary design reports	Detailed designs and Draft tender document	4%	Appoint letter, Preliminary design, Detailed design and draft tender document	TECH
h and improve quality of life?	Thomovillage by 20 June 2021	Desi gns and Dra ften der doc ume nt	Nkur i Zam ani upgr adin g of inter nal stre ets	1 km upgrad ing from gravel to paving at Nkuri Zamani Village	Nkur i Zam ani Villa ge	5	LG ES	500,000	N/A	Appoi ntmen t of servic e provid er	Scopin g and Prelimi nary design s reports	Detailed designs and Draft tender document	4%	Appoi ntmen t letter, Prelimi nary design , Detail ed design and draft tender docum ent	TECH		

R-H



h and improve quality of life?	To develop sustainable infrastructure network which promotes economic growth and improve quality of	To upgrade 2.5 km from gravel to paving at Shimage village by 30 June 2021	New Indicator	Designs and Drafting from gravel to paving at Shimage village	Shimage Village	8	LGES	1,000,000	N/A	Appointment of service provider	Scoping and Preliminary design reports	Detailed designs and Draft tender document	4%	Appoint letter, Preliminary design, Detailed design and draft tender document	TECH
Roads, Bridges and Storm water															

	life?	Construction of Civic Centre Phase 3 by June 2021	Construction of Civic Centre Wing number 1	Construction of Civic Centre Phase 3 wing number 2 by 30 June 2021	Civic Centre Building, Phase 3	Construction of Civic Centre phase 3 wing number 2	Giyani	CB D	LG ES	12,500,000	Paving of parking lot, finish of internal works and installation of Hvac and practical completion	Snag list and final completion of Civic centre phase 3 and close out	N/A	N/A		Progress report, practical completion certificate, Completion certificate and close out.	TECH
Building and Construction	Accessible basic and infrastructure services	Construction of Civic Centre Phase 3 by June 2021	Construction of Civic Centre Wing number 1	Construction of Civic Centre Phase 3 wing number 2 by 30 June 2021	Civic Centre Building, Phase 3	Construction of Civic Centre phase 3 wing number 2	Giyani	CB D	LG ES	12,500,000	N/A	Appointment of service	Construction of Civil work inside	Installation of elevator and finishes of		Appointment letter, site	TECH

R-H

Sports Facilities	To develop sustainable infrastructure network which promotes economic	To Develop and Construct Mavani indoor sport centre by 30 June	New Indicator	Design and Draft tender document	Mavani indoor sports centre	Development and construction of Mavani indoor sport centre.	Mavani village	20	LG	1,000,000	N/A	Appointment of service provider	Scoping and Preliminary design reports	Detailed designs and Draft tender document	0	Appointment letter, Preliminary design, Detailed design and draft tender	TECH
Structure services	Phase 4 by 30 June 2021	Centre Phase 4 by 30 June 2021	Phase 4	Development, Hvac, Elevator and upgrading of electricity reticulation	Development, Hvac, Elevator and upgrading of electricity reticulation	Development, Hvac, Elevator and upgrading of electricity reticulation	Development, Hvac, Elevator and upgrading of electricity reticulation	20	LG	1,000,000	N/A	Appointment letter, Preliminary design reports	Detailed designs and Draft tender document	0	Appointment letter, Preliminary design, Detailed design and draft tender	TECH	

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Sports Facilities	To develop sustainable infrastructure network which promotes economic growth and improve quality	2021	New Indicator	Designs and Draft tender document	Jim-Nghalalame Community Hall	Development and construction of jim Nghalalame hall	Jim Ngalalame	30	LGES	1,000,000	N/A	Appointment of service provider	Scoping and Preliminary design reports	Detailed designs and Draft tender document	Appointment letter, Preliminary design, Detailed design and draft tender document	TECH
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R-11

Sports Facilities	To develop sustainable infrastructure network which promotes economic growth and improve quality of life	To Develop and Construct Nwazeku dzeku Community Hall by 30 June 2021	New Indicator	Designs and Draft tender document	Nwazeku Community Hall	Development and construction of Nwazeku dzeku community hall	Nwazeku Village	15	LG ES	1,000,000	N/A	Appointment of service provider	Scoping and Preliminary design reports	Detailed designs and Draft tender document	Appointment letter, Preliminary design, Detailed design and draft tender document	TECH
Sports Facilities	To develop	To Refurbish	New Indicator	Designs and	Home 14B	Home 14B Sport	Home 14B	9	LG ES	2,000,000	Appointment of	Site hand over	Refurbishment of	Practical completion	Appointment	TECH

RA

Sports Facilities	To develop sustainable infrastructure network	New Indicator	Construction of sports Centre at Section E by 30	Section E sports centre construction	Sports Centre	Construction of roof covering; athletic tracks; soccer	Giyani Township	Ward 11	LG ES	3,000,000	Advertisement of the project	Appointment of service provider and Site establishment	Construction of building works	Construction of civil works	10	Scoping report	TECH
	sustainable infrastructure network which promotes economic growth and improve quality of life	Homu 14B sport centre by 30 June 2021	Document	Sports centre	Centre refurbishment	Giyani Township	Ward 11	LG ES	3,000,000	Advertisement of the project	Appointment of service provider and Site establishment	Construction of building works	Construction of civil works	Scoping report	TECH	letter, Site hand over certificate, progress report and Practical completion certificate.	

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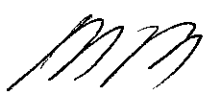
EPWP Infrastructure	To develop sustainable infrastructure network which promotes economic	June 2020	# of people to be appointed through EPWP Social Program by 30 June	169	150 People appointed through EPWP Social Program	EPW	Creation of jobs through EPWP Social Program	Giyanitownship	All wards	EPWP	4,364 000	150 People appointed through EPWP	N/A	N/A	N/A	4 0/0	Signed Appointment Memo	TECH

	growt h and impro ve qualit y of life?	2020	by 30 June 2020														
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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	Budget Category	1st Q Target	2nd Q Target	3rd Q Target	4th Q Target	Web Links	Portfolio No. Of Evidence	Deliverables
Information Technology	To develop and Retain the best Human Capital, Effective and Efficient	# of IT Steering Committee Meetings to be conducted by 30 June 2021	4 meetings held in 2019/2020 Financial year	4 IT Steering Committee meetings conducted by 30 June 2021	IT Governance, Risks and Compliance	Coordination of the IT Steering Committee Meeting	Greater Giyani Municipality	Administration	Operational	1 IT steering committee meetings attended	1 IT steering committee meetings attended	1 IT steering committee meetings attended	1 IT steering committee meetings attended	3%	Attendance Registers	TECH

RA







Internal Audit	To develop governance structures and systems that will ensure effective	by 30 June 2021	% of total number of findings resolved in the Internal Audit Action Plan by 30 June	Implementation in 2018/19 Internal Audit Action plan	Internal Audit action plan	Implementation of the Internal Audit action plan	Greater Giyani Municipality	Admission	Income	Operational	100% of findings resolved in the Internal Audit Action Plan	100% of findings resolved in the Internal Audit Action Plan	100% of findings resolved in the Internal Audit Action Plan	100% of findings resolved in the Internal Audit Action Plan	100% of findings resolved in the Internal Audit Action Plan	Updated Internal Audit Action Plan	TECH
	the effective public consultation and organizational discipline	June 2021	100% of total number of findings resolved in the Internal Audit Action Plan by 30 June	100% of findings resolved in the Internal Audit Action Plan	100% of findings resolved in the Internal Audit Action Plan	100% of findings resolved in the Internal Audit Action Plan	100% of findings resolved in the Internal Audit Action Plan	100% of findings resolved in the Internal Audit Action Plan	100% of findings resolved in the Internal Audit Action Plan	100% of findings resolved in the Internal Audit Action Plan	100% of findings resolved in the Internal Audit Action Plan	100% of findings resolved in the Internal Audit Action Plan	100% of findings resolved in the Internal Audit Action Plan	100% of findings resolved in the Internal Audit Action Plan	100% of findings resolved in the Internal Audit Action Plan	30%	

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Internal Audit	To develop governance structures and systems that will ensure effective public consultation	2021	% of total number of findings resolved in the AG(SA) Action Plan by 30 June 2021	Implementation AG(SA) Action Plan	100% of total number of findings resolved in the AG(SA) Action Plan by 30 June 2021	AG(SA) action plan	Implementation of the AG(SA) action plan	Greater Giyani Municipality	Administration	Income	Operational	25% of findings resolved in the AGSA's Action Plan	50% of findings resolved in the AGSA's Action Plan	75% of findings resolved in the AGSA's Action Plan	100% of findings resolved in the AGSA's Action Plan	3%	Updated Action Plan	TECH
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support systems																			
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**ANNEXURE B: PERSONAL DEVELOPMENT PLAN 2020/21**


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

**ANNEXURE C: DISCLOSURE OF INTEREST FORM 2020/21**



Other Interests:

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

  
 Signatures

31/7/2020  
 Date



# FINANCIAL DISCLOSURES

2020/2021

EMPLOYEE NAME: MASHAMBA RH

**STRICTLY CONFIDENTIAL**

Financial Disclosure Form

CONFIDENTIAL

I, the undersigned (surname and initials):

MASHAMBA R.H

(Residential address) :

146 SECTION C  
MALAMULELE

R-H

MM

(Position held) : Director Technical Services

(Name of Municipality) : Greater Giyani Municipality

Tel : 015 811 5500

Fax : 015 812 2068

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			

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

Name of corporate entity, partnership or firm	Type of business	Amount of Remuneration/Income
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
N/A		

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

Name of client	Nature	Type of business activity	Value of any benefits received
NONE			

**5. Sponsorships  
See information sheet: note (5)**

R-A

MM

Source of assistance/sponsorship	Description of assistance/Sponsorship	Value of assistance/sponsorship
NONE		

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

See information sheet: note (6)

Description	Value	Source
NONE		

7. Land and property

See information sheet: note (7)

Description	Extent	Area	Value
NONE			



SIGNATURE OF EMPLOYEE

DATE: 14/09/2020

PLACE: GIYANI

**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: YES

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

Answer: NO

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

Answer: YES

R-H





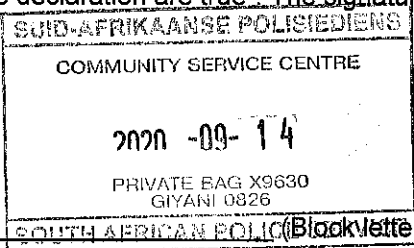
2. I certify that the deponent has acknowledged that she/he knows and understands the contents of this declaration. The deponent utters the following words: "I swear that the contents of this declaration are true, so help me God." / "I truly affirm that the contents of the declaration are true". The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

*[Signature]*

**Commissioner of Oath /Justice of the Peace**

Full first names and surname:

ANNAN SIBISI



Designation (rank) SERGEANT Ex Officio Republic of South Africa

Street address of institution GIYANI SAPS

Date 2020-09-14 Place GIYANI

CONTENTS NOTED: (Immediate supervisor) \_\_\_\_\_

*[Signature]*

DATE: \_\_\_\_\_

28/09/2020

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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.

R.H. MM