

**PERFORMANCE AGREEMENT
2019/2020 FINANCIAL YEAR**

Made and Entered into by and between

THE GREATER GIYANI MUNICIPALITY

Herein represented by

MUNICIPAL MANAGER, M.M. CHAUKE

(Herein after referred to as the "Employer")

And

DIRECTOR CORPORATE SERVICES, SHIVITI M.T.

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

For the period

01 July 2019 – 30 June 2020

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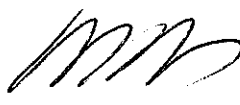
- (i) The Employer has entered into a contract of employment with the Employee in terms of contract of employment signed with employee. The **Employer** and the **Employee** are hereinafter referred to as "**the Parties**";
- (ii) Performance Management System Policy as approved by Council, read with 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.

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1. INTRODUCTION

1.1 This performance contract is between **Shiviti M.T.** Director Corporate Services and **Chauke M.M.** in his capacity as the **Municipal Manager**, 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.


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3. STRATEGIC OBJECTIVE

3. STRATEGIC OBJECTIVES

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

Municipal Manager	To lead, direct and manage a motivated and inspired Administration and account to the Greater Giyani Municipality Council as Accounting Officer for long term Municipal sustainability to achieve a good creditor rating within the requirements of the relevant legislation and whereas the following sections within the department, i.e. Performance Management, Risk Management and Internal Auditing is managed for integration, efficient, economic and effective communication and service delivery.
Finance	To secure sound and sustainable management of the financial affairs of Greater Giyani Municipality by managing the budget and treasury office and advising and if necessary assisting the accounting officer and other directors in their duties and delegation contained in the MFMA. Ensuring that the Greater Giyani Municipality is 100% financially viable when it comes to Cost Coverage and to manage the Grant Revenue of the municipality so that no grant funding is foregone
Community Services	To coordinate Environmental Health Services, Libraries, Safety and Security, Environmental and Waste management Parks and Recreation as well as Disaster management to decrease community affected by disasters
Technical Services	To ensure that the service delivery requirements for roads are met and maintenance of water, sewerage and electricity are conducted for access to basic services as well as no less than an average of 100% MIG expenditure
Local Economic Development	To direct the Greater Giyani Municipality's resources for advanced economic development and investment growth through appropriate town and infrastructure planning in order that an environment is created whereby all residents will have a sustainable income
Corporate Services	To ensure efficient and effective operation of council services, human resources and management, Information and Communication Technology (ICT), Administration and Public Participation, Events and the provision of high quality customer orientated administrative systems. Ensuring 100% compliance to the Skills Development Plan

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4. COMMENCEMENT AND DURATION

- 4.1 This Agreement will commence on **01 July 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.
- 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;

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

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6. PERFORMANCE MANAGEMENT SYSTEM

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




KPA	Key performance areas (KPA'S)	Weighting
1.	Institutional Development and Transformation	40
2.	Good Governance and Public Participation	40
3.	Local Economic Development (LED)	0
4.	Municipal Financial Viability and Management	10
5.	Basic Service Delivery and Infrastructure	0
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	5

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Competencies	Components	Competency Definition	Weighting % (total 100)
Change Leadership	<ul style="list-style-type: none"> • Change Vision and Strategy • Process Design and improvement • Change Impact Monitoring and Evaluation 	Able to direct and initiate institutional transformation on all levels in order to successfully drive and implement new initiatives and deliver professional and quality services to the community	10
Governance Leadership	<ul style="list-style-type: none"> • Policy Formulation • Risk and Compliance management • Cooperative Governance 	Able to promote, direct and apply professionalism in managing risk and compliance requirements and apply a thorough understanding of governance practices and obligations. Further, able to direct the conceptualisation of relevant policies and enhance cooperative governance relationships	10
Core Competencies			
Moral competence		Able to identify moral triggers, apply reasoning that promotes honesty and integrity and consistently display behaviour that reflects moral competence	5
Planning and Organising		Able to plan, prioritise and organise information and resources effectively to ensure the quality of service delivery and build efficient contingency plans to manage risk	10
Analysis and Innovation		Able to critically analyse information, challenges and trends to establish and implement fact-based solutions that are innovative to improve institutional processes in order to achieve key strategic objectives	5
Knowledge and Information Management		Able to promote the generation and sharing of knowledge and information through various processes and media, in order to enhance the collective knowledge base of local government	5
Communication		Able to share information, knowledge and ideas in a clear, focused and concise manner appropriate for the audience in order to effectively convey, persuade and influence stakeholders	10
Results and Quality Focus		Able to maintain high quality standards, focus on achieving results and objectives while consistently striving to exceed expectations and	10

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Competencies	Components	Competency Definition	Weighting % (total 100)
		encourage other to meet quality standards. Further, to actively monitor and measure results and quality against identified objectives	
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					

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		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.	

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 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

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.

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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.

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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-

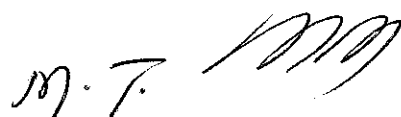
12.4.1 A score of one hundred and thirty percent (130%) to one hundred and forty nine percent (149%) is awarded a performance bonus ranging from five percent (5%) to nine percent (9%); and

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.

Handwritten signature in black ink, appearing to be 'M.T.' followed by a stylized flourish.

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. _____

DIRECTOR CORPORATE SERVICES


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

AS WITNESSES:

- 1. _____
- 2. _____



MUNICIPAL MANAGER


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

KPA 2: MUNICIPAL TRANSFORMATION AND ORGANISATIONAL DEVELOPMENT

To develop and retain the best human capital		# of Council Meetings convened by 30 June 2020	6 Council meetings held in 2018/19	6 Council Meetings coordinated and supported by 30 June 2020	Council Meeting	Organize Council Meeting as per schedule	Greater Giyani Municipality	Adm inist ratio n	Inco	Operati onal	1 Council Meeting	1 Council Meeting	2 Council Meeting	2 Council Meeting	Notices of Invitati ons, Minute s, Attend ance Registe r	5	CORP
Council Services	To develop and retain the best human capital	6	6	6	Council Meeting	Develop ment of Council Resoluti on Register and monitor implem entation of council resoluti	Greater Giyani Municipality	Adm inist ratio n	Inco	Operati onal	1 Council resoluti on implem entatio n report	1 Council resoluti on implem entatio n report	1 Council resoluti on implem entatio n report	1 Council resoluti on implem entatio n report	Proof of submis sion and ATR	5	CORP
Council Services	To develop and retain the best human capital, effective and administrative support	# of reports developed on implementation of council resolutions by 30 June 2020	4 reports developed in 2018/19	4 progress reports on implementation of council resolutions to be developed	Council resoluti on implem entatio n		Greater Giyani Municipality	Adm inist ratio n	Inco	Operati onal	1 Council resoluti on implem entatio n report	1 Council resoluti on implem entatio n report	1 Council resoluti on implem entatio n report	1 Council resoluti on implem entatio n report			

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Human Resources and Organizational Development	To develop and Retain the best Human Capital, Effective and Efficient Administrative and Operational Support System	(DoL) by 31 December 2019	To review the Organogram by 30 June 2020	Approved Organogram 2018/2019	Reviewing organizational structure by 30 June 2020	Organogram review	Reviewing organizational structure	Greater Giyani Municipality	Administration	Income	Operational	N/A	Invite inputs from departments regarding the new organogram	Submit the draft organogram to Council for inputs. Consultation with organized labour	Submit the final Draft Organogram to Council for approval	Approved Organogram and Council Resolution	5	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 System	Number of posts filled in terms of the approved Organogram by 30 June 2020	Approved Organogram 2018/2019	66 Posts filled in terms of the organogram by 30 June 2020	Personnel Recruitment	Personnel Recruitment as per priority list	Greater Giyani Municipality	Administration	Income	Operational	12 positions to be filled	16 positions to be filled	18 positions to be filled	20 positions to be filled	Advertisement, Shortlisting reports, Interviews reports and Appointment letters	5	CORP
Information Technology	To develop and Retain the best Human Capital, Effective and Efficient Administrative	To maintain network Infrastructure by 30 June 2020	Network Infrastructure maintained	Maintained network infrastructure by 30 June 2020	Infrastructure Maintenance	Maintaining the network infrastructure	Greater Giyani Municipality	Administration	Income	Operational	Maintenance of network Infrastructure	Maintenance of network Infrastructure	Maintenance of network Infrastructure	Maintenance of network Infrastructure	Maintenance Register	5	CORP

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Information Technology	and Operational Support System	To develop and Retain the best Human Capital, Effective and Efficient Administrative and Operational Support System	# of IT Steering Committee Meetings to be coordinated by 30 June 2020	4 meetings held in 2018/19 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	Operational	Income	Operational	1 IT Steering Committee meetings coordinated	1 IT Steering Committee meetings coordinated	1 IT Steering Committee meetings coordinated	1 IT Steering Committee meetings coordinated	1 IT Steering Committee meetings coordinated	1 IT Steering Committee meetings coordinated	Attendance Registers and Minutes	10	CORP
		To develop and Retain the best Human Capital	% of municipal website updated by	Website updated 100% in 2018/	100% of municipal website updated	Update of Municipal website	Placing of compliance documents on municipal	Greater Giyani Municipality	Administration	Operational	Income	Operational	100% information sent to SITA to update the	100% information sent to SITA to update the	100% information sent to SITA to update the	100% information sent to SITA to update the	100% information sent to SITA to update the	100% information sent to SITA to update the	Sent Mail and website register	5	CORP

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Wellness Program	To develop and Retain the best Human Capital, Effective and	30 June 2020	19 Financial Year	ed by 30 June 2020	Occupational health	Development of 4 OHS reports	Greater Giyani Municipality	Administration	Income	Operational	website	website	website	website	website	website	CORP								
		To conduct inspection on OHS by 30 June 2020	4 OHS reports on site	OHS on-site inspection conducted by 30 June 2020																					
		To develop and Retain the best Human Capital, Effective and	4 OHS reports on site	OHS on-site inspection conducted by 30 June 2020																					
		To develop and Retain the best Human Capital, Effective and	4 OHS reports on site	OHS on-site inspection conducted by 30 June 2020																					
		1	1	1							1	1	1	1	1	1	1	1	1	1	1	1	1	1	
		progr	progr	progr							progr	progr	progr	progr	progr	progr	progr	progr	progr	progr	progr	progr	progr	progr	progr
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		report	report	report							report	report	report	report	report	report	report	report	report	report	report	report	report	report	report
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		OHS	OHS	OHS							OHS	OHS	OHS	OHS	OHS	OHS	OHS	OHS	OHS	OHS	OHS	OHS	OHS	OHS	OHS

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Human Resources and Organization Development	To develop and Retain the best Human Capital, Effective and Efficient Administration	To review HR policies Framework by 30 June 2020	HR Policies reviewed	Review of the HR Policies for levels	Greater Giyani Municipality	Administration	Income	Operational	N/A	Invite inputs from departments regarding the new HR policy	Submit the draft HR policies to Council for adoption and circulation to stakeholders for inputs	Submit the final HR policies to Council for approval	HR policies and Council Resolution	5	CORP
Efficient Administrative and Operational Support System															

M.M. M.T.

Providing and supply of IT equipment	To develop and Retain the best Human Capital	# of payments made for leased desktops and laptops	57 desktops and 85 laptops	12 payments made for leased desktops and laptops By 30 June 2020	Providing and supply of IT equipment	To provide IT Equipment	Greater Giyani Municipality	Administration	Income	12000	3 payments for leased desktops and laptops	3 payments for leased desktops and laptops	3 payments for leased desktops and laptops	3 payments for leased desktops and laptops	3 payments for leased desktops and laptops	3 payments for leased desktops and laptops	5	CORP
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M.M. M.T.

Council Services	To develop and retain the best human capital, effective and efficient administration and operational support systems	# of Portfolio Committee Meetings to be held by 30 June 2020	Approved Spatial Development Framework work (SDF)	12 Portfolio Committee Meetings held by 30 June 2020	Portfolio Committee Meetings	Organize Portfolio Committee meetings as per schedule	Greater Giyani Municipality	Administration	Income	Operational	3 Portfolio Committee Meetings coordinated	3 Portfolio Committee Meetings coordinated	3 Portfolio Committee Meetings coordinated	3 Portfolio Committee Meetings coordinated	Notice of Invitations, Minutes, Attendance Register	5	CORP
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MM
M.T.

KPA 6: GOOD GOVERNANCE AND PUBLIC PARTICIPATION

<p>Internal Audit</p>	<p>To develop governance structures and systems that will ensure effective public consultation and organization</p>	<p># of Audit and Performance Audit Committee meetings attended by 30 June 2020</p>	<p>4 Audit and Performance Audit Committee meetings</p>	<p>4 Audit and Performance Audit Committee meetings attended by 30 June 2020</p>	<p>Audit and Performance Audit Committee meetings attended</p>	<p>Attend Audit and Performance Audit Committee</p>	<p>Greater Giyani Municipality</p>	<p>Administration</p>	<p>Inc om e</p>	<p>Oper ation al</p>	<p>1Audit and Performance Audit Committee</p>	<p>1Audit and Performance Audit Committee</p>	<p>1Audit and Performance Audit Committee</p>	<p>1Audit and Performance Audit Committee</p>	<p>Attendance register</p>	<p>5</p>	<p>CORP</p>
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MM S.T.

Public Participation	To develop governance structures and systems that will ensure effective public consultation and organizational discipline	# of ward committee meetings coordinated by 30 June 2020	310 Ward Committee meetings	310 Ward Committee meetings coordinated by 30 June 2020	Support services for monthly ward committee meetings in each of 31 wards	Greater Giyani Municipality	Administration	Income	Operational	Coordinate ward committee meetings	Coordinate ward committee meetings	Coordinate ward committee meetings	Coordinate ward committee meetings	Coordinate ward committee meetings	Coordinate ward committee meetings	Attendance register, Ward committee quarterly report	5	CORP
Internal Auditing	To develop governance structures	% of total number of findings resolved	100% of total number of findings	Implementation in 2018/19 Internal	Implementation of the Internal Audit Action	Greater Giyani Municipality	Administration	Income	Operational	100% of findings resolved in the	100% of findings resolved in	100% of findings resolved in	100% of findings resolved in	100% of findings resolved in	100% of findings resolved in	Updated Audit Action plan	5	CORP

M.M. M.T.

External Audit	To develop governance structures and systems	ed in the AG(SA) Action Plan by 30 June 2020	Audit Action plan	resolved in the AG(SA) Action Plan by 30 June 2020	AG(SA) action plan	Implementation of the AG(SA) action plan	Greater Giyani Municipality	Administration	Income	Operational	Internal Audit Action Plan	Internal Audit Action Plan	Internal Audit Action Plan	the Internal Audit Action Plan	the Internal Audit Action Plan	the Internal Audit Action Plan	Update Action plan	5	CORP

M.M. M.T.

Public Participation	that will ensure effective public consultation and organizational discipline) Action Plan by 30 June 2020) Action Plan by 30 June 2020	AG(SA)	Public Participation	Consult members of the public on service delivery issues	Greater Giyani Municipality	Administration	Income	500 000	1 Imbizo	1 Imbizo	1 Imbizo	1 Imbizo	Attendance register and Programme	5	CORP
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MM
M.T.

Public Participation	To develop governance structures and systems that will ensure effective public consultation and organizational discipline	# of ward report back meetings coordinated by 30 June 2020	372 Report back meetings held	372 ward report back meetings coordinated by 30 June 2020	Ward Public Report Back meetings	Consult members of the public on service delivery issues	Greater Giyani Municipality	All wards	Income	Operational	31 Ward report back meetings coordinated	31 Ward report back meetings coordinated	31 Ward report back meetings coordinated	Attendance Registers and Minutes	5	CORP
Public Hearing of MPAC	To develop governance structures	# of MPAC Public Hearing to be coordinated	1 MPAC Public hearing conducted	1 MPAC Public Hearing to be coordinated	MPAC Public Hearing	Conduct public hearing of the 2016/17	Greater Giyani Municipality	Admission	Income	Operational	N/A	N/A	N/A	Attendance registers and Advert	5	CORP

M.M. M.T.

	res and systems that will ensure effective public consultation and organizational discipline	nated by 31 March 2020	ted on 31 March 2019	nated by 31 March 2020	Annual Report						Hearing on 2018/19 Annual Report				
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M.M.
M.T.

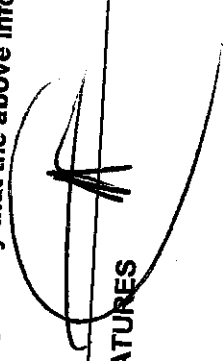
ANNEXURE B: PERSONAL DEVELOPMENT PLAN 2019/20

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
Supply Chain Management	Advanced understanding of supply chain management processes.	Supply chain management	Workshops	First quarter	Supply chain management skills to improve supply chain management processes.	
Labour Relations	Advanced understanding of labour law to improve workplace relations.	Labour law	Workshops	Second quarter	Labour relations skills to improve workplace relations	
Human Resource planning	Advanced understanding of Human resource planning in order to improve the quality of planning processes.	Human Resource planning	Workshops	Third quarter	improve human resource planning processes	

ANNEXURE C: DISCLOSURE OF INTEREST FORM 2019/20

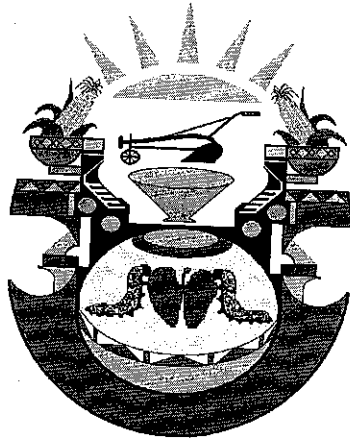
Other Interests:

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



SIGNATURES

2019/07/01
DATE



FINANCIAL DISCLOSURES

2019/2020

EMPLOYEE NAME: SHIVITI MT

STRICTLY CONFIDENTIAL

Financial Disclosure Form

CONFIDENTIAL

I, the undersigned (surname and initials):

MASENJANI THOMAS SHIVITI

(Residential address) :

HOUSE NO 799, SECTION E, GIJANI

MM

(Position held) : Director Corporate 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
159	Shares	R10271.00	FNB

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

Name of corporate entity, partnership or firm	Type of business	Amount of Remuneration/Income
VUTSHILA DRIVING SCHOOL	DRIVING SCHOOL	R0,00

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

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

4. Consultancies and retainerships

See information sheet: note (4)

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

5. Sponsorships

See information sheet: note (5)

MM

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

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

See information sheet: note (6)

Description	Value	Source
NONE	NONE	NONE

7. Land and property

See information sheet: note (7)

Description	Extent	Area	Value
HOUSE 799E	538M2	GIYANI	R

SIGNATURE OF EMPLOYEE

DATE: 2019/07/19

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:

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

Answer

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

Answer:

MM

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.

Mawabalo

Commissioner of Oath /Justice of the Peace

Full first names and surname:

MAHWASHI MUIHANGO FRANS (Block letters)

Designation (rank) CONSTABLE Ex Officio Republic of South Africa

Street address of institution GIYANI SAPS

Date 2019/07/19 Place GIYANI

SUID-AFRIKAANSE POLISIEDIENS
COMMUNITY SERVICE CENTRE
2019 -07- 19
PRIVATE BAG X9630 GIYANI 0826
SOUTH AFRICAN POLICE SERVICE

CONTENTS NOTED: (Immediate supervisor) _____

DATE: _____

Mm

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.

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.