

MANAGER PLANNING & ECONOMIC DEVELOPMENT

P RAPUTSOA

FOR

PERFORMANCE AGREEMENT

2015/2016



BELA-BELA LOCAL MUNICIPALITY

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2015/2016 FINANCIAL YEAR

01 JULY 2015 TO 30 JUNE 2016

FOR THE PERIOD

(Herein and after referred to as the Employee)

P RAPUTSOA

AND

(Herein and after referred to as the Employer)

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AS REPRESENTED BY THE MUNICIPAL MANAGER

THE BELA-BELA LOCAL MUNICIPALITY

MADE AND ENTERED INTO BY AND BETWEEN:

PERFORMANCE AGREEMENT

1. INTRODUCTION

1.1 The Employer has entered into a contract of employment with the Employee in terms of section 57(1)(a) of the Local Government: Municipal Systems Act No. 32 of 2000 ("the Systems Act"). The **Employer** and the **Employee** are hereinafter referred to as "**the Parties**";

1.2 Section 57(1)(b) of the Systems Act, read with the Contract of Employment concluded between the parties, requires the parties to conclude an annual performance agreement;

1.3 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;

1.4 The Parties wish to ensure that there is compliance with Sections 57 (4A), 57 (4B) and 57 (5) of the Systems Act;

1.5 In this Agreement, the following terms will have the meaning ascribed thereto:

1.5.1 "**Core competencies**" - means competencies that cut across all levels of work in a municipality and enhance contextualized leadership that guarantees service delivery impact;

1.5.2 "**Leading competencies**" - means competencies that are required to develop clear institutional strategy, initiate, drive and implement programs to achieve long-term sustainable and measurable service delivery performance results;

1.5.3 "**this Agreement**" - means the performance Agreement between the Employer and the Employee and the Annexures thereto;

1.5.4 "**the Mayor**" - means the Mayor of council appointed in terms of the Local Government: Municipal Structures Act No. 117 of 1998;

1.5.5 "**the Employee**" - means the **Manager for Planning & Economic Development** appointed in terms of Section 56 (1) (a) (i) of the Local Government Municipal Systems Act No 32 of 2000

1.5.6 "**the Parties**" means the Employer and the Employee

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- 2.1 The purpose of this Agreement is to:
 - 2.1.1 Comply with the provisions of Section 57(1) (b), (4A), (4B) and (5) of the Act as well as the employment contract entered into between the parties;
 - 2.1.2 Specify objectives in terms of the key performance indicators and targets defined and agreed 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;
 - 2.1.3 Give effect to the employer's commitment to a performance-orientated relationship with its employee in attaining equitable and improved service delivery.
 - 2.1.4 Specify accountabilities as set out in a Performance Plan, which forms an Annexure to the Performance Agreement;
 - 2.1.5 Monitor and measure performance against set targeted outputs;
 - 2.1.6 Use the Performance Agreement as the basis for assessing whether the employee has met the performance expectations applicable to his or her job;

2. PURPOSE OF THE PERFORMANCE AGREEMENT

- 1.5.7 **Regulations**
 - 1.5.7.1 Local Government: Municipal Planning and Performance Management regulations, 2001
 - 1.5.7.2 Local Government: Municipal Performance Regulations for Municipal Managers and Managers directly Accountable to Municipal Managers, 2006
 - 1.5.7.3 Local Government: Regulations on appointment and conditions of employment of senior managers. (17 January 2014)
 - 1.5.7.4 Local Government: Municipal Regulations on minimum Competency Levels, 2007, issued in terms of the Municipal Finance Management Act, No. 56 of 2003, as published under Government Notice No. 493 in Government Gazette No. 29967 of 15 June 2007
- 1.5.8 "Senior Manager" – means a municipal manager or acting municipal manager, appointed in terms of section 54A of the Act, and includes a manager directly accountable to a municipal manager appointed in terms of section 56 of the Act.
- 1.5.9 "Evaluation Panel" - means the committee constituted for the purpose of evaluating performance of the Municipal Manager and Managers directly accountable to the Municipal Manager.

- 2.1.7 Reward the **Employee** appropriately, in the event of outstanding performance;
- 2.1.8 Give effect to the employer's commitment to a performance-orientated relationship with its employee in attaining equitable and improved service delivery.

3 COMMENCEMENT AND DURATION

3.1 This Agreement will commence on **1 July 2015**, irrespective of the date on which it was signed by both **Parties**, and will remain in force until **30 June 2016** thereafter, a new Performance Agreement, Performance Plan and Personal Development Plan shall be concluded between the **Parties** for the next financial year or any portion thereof;

3.2 The **Parties** will conclude a new Performance Agreement that replaces this Agreement at least once a year by not later than 31st of July of the succeeding financial year;

3.3 This Agreement will terminate on the termination of the **Employee's** contract of employment for any reason; and

3.4 The Parties agree to review the provisions of this agreement during **June** each year

3.5 If at any time during the validity of this Agreement the work environment alters to the extent that the contents of this Agreement are no longer appropriate, the contents must, by mutual agreement between the **Parties**, immediately be revised.

4 PERFORMANCE OBJECTIVES

- 4.1 The Performance Plan (Annexure A) sets out-
 - 4.1.1 The performance objectives, and targets that must be met by the employee
 - 4.1.2 The time frames within which those performance objectives and targets must be met; and
 - 4.1.3 The Competencies comprising of the Leading Competencies and the Core Competencies
- 4.2 The performance objectives, and targets reflected in Performance Plan are set by the **Employer** in consultation with the **Employee** and based on the approved 2015/2016 Integrated Development Plan, approved 2015/2016 Service Delivery and Budget Implementation Plan (SDBIP) and the 2015/2016 approved Annual Budget of the **Employer**, and shall include:

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- 5.5.2 Each area of assessment will be weighted and will contribute a specific part to the total score. respectively.
- 5.5.1 The **Employee** must be assessed against both components, with a weighting of 80:20 allocated to the Key Performance Areas (KPA's) and the Competencies: Leading- and Core Competencies respectively.
- 5.5 The criteria upon which the performance of the **Employee** shall be assessed shall consist of two components, Operational Performance in the form of key performance indicators (KPIs) under specific Key Performance Areas (KPA's) and Competencies: Leading- and Core Competencies, both of which shall be contained in the Performance Agreement.
- 5.4 The **Employee** undertakes to actively focus towards the promotion and implementation of the (KPA's), including special projects relevant to the employee's responsibilities, within the local government framework;
- 5.3 The **Employer** will consult the **Employee** about the specific performance standards that will be included in the performance management system as applicable to the **Employee**;
- 5.2 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 **Employer**, management and municipal staff to perform to the standards required;
- 5.1 The **Employee** agrees to participate in the performance management system that the **Employer** adopts or introduces for the municipality;

5 PERFORMANCE MANAGEMENT SYSTEM

- 4.5 Disclosure of Financial Interests (Annexure C) set out the financial interests of the employee
- 4.4 The **Employee's** performance will, in addition, be measured in terms of contributions to the goals and strategies set out in the **Employer's** Integrated Development Plan.
- 4.3 The Personal Development Plan (Annexure B) sets out the **Employee's** personal development requirements in line with the objectives and targets of the **Employer**; and
- 4.2.4 Weightings: showing the relative importance of the key objectives to each other;
- 4.2.3 Target dates: that describes the time frame in which the targets must be achieved; and
- 4.2.2 Key performance indicators: that provides the details of the evidence that must be provided to show that a key objective has been achieved;
- 4.2.1 Key objectives: that describes the main tasks that need to be done;

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5.7 In the case of managers directly accountable to the municipal manager, KPAs related to the functional area of the relevant manager, must be subject to negotiation between the municipal manager and the relevant manager.

Key Performance Areas		Weighting
1	Basic Service and Infrastructure Development	9%
2	Municipal Institutional Development and Transformation	22%
3	Local Economic Development (LED)	15%
4	Municipal Financial Viability and Management	4%
5	Good Governance and Public Participation	24%
6	Spatial Rationale	26%
Total		100%
The KPA must constitute 100% and be converted to 80%		

5.5.3 KPAs covering the main areas of work will account for 80% and Competencies: Leading – and Core Competencies will account for 20% of the final assessment.

5.6 The **Employee's** assessment will be based on his / her performance in terms of the key performance indicator outputs / outcomes identified as per attached Performance Plan (Annexure A), which are linked to the KPA's, and will constitute 80% of the overall assessment result as per the weightings agreed to between the Employer and Employee

6. COMPETENCY FRAMEWORK¹

6.1 A person appointed as a senior manager must have the competencies as set out in this framework. Focus must also be placed on the following key factors:

- (a) Critical leading competencies that drive the strategic intent and direction of local government;
- (b) Core competencies which senior managers are expected to possess, and which drive the execution of the leading competencies; and
- (c) The eight Batho Pele principles.

6.2 The competency framework consists of **six leading competencies** which comprise of twenty (20) driving competencies that communicate what is expected for effective performance in local government.

6.3 The competency framework further involves **six core competencies** that act as drivers to ensure that the leading competencies are executed at an optimal level.

6.4 Competency Framework Structure

6.4.1 The competencies that appear in the competency framework are detailed below:

CRITICAL LEADING COMPETENCIES	
Six (6) Leading Competencies	Twenty (20) driving competencies
Strategic Direction and Leadership	<ul style="list-style-type: none"> • Impact and Influence • Institutional Performance Management • Strategic Planning and Management • Organisational Awareness
People Management	<ul style="list-style-type: none"> • Human Capital Planning and Development • Diversity Management • Employee Relations Management • Negotiation and Dispute Management
Program and Project Management	<ul style="list-style-type: none"> • Program and Project Planning and Implementation • Service Delivery Management • Program and Project Monitoring and Evaluation
Financial Management	<ul style="list-style-type: none"> • Budget Planning and Execution • Financial Strategy and Delivery • Financial Reporting and Monitoring
Change Management	<ul style="list-style-type: none"> • Change Vision and Strategy • Process Design and Improvement • Change Impact Monitoring and Evaluation
Governance Leadership	<ul style="list-style-type: none"> • Policy Formulation

¹ This competency Framework replaces regulation 26 (8) of the Local Government: Municipal Performance Regulations for Municipal Managers and Managers directly accountable to Municipal Managers, (Government Notice No. 805) as published in Government Gazette No. 29089 of 1 August 2006.

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(b) Values are supplied for KPI's and Activities under each KPA as part of the Institutional Assessment. Based on the Target for an activity or KPI, over or under performance are calculated and converted to the 1-5 point scale automatically. These scores are carried over to the applicable under the KPA

(a) 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

7.5.1 Assessment of the achievement of results as outlined in the Performance Plan

7.5 The Annual performance appraisal will involve:

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

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 agreed to and implementation must take place within set time frames;

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;

7.1.2 The intervals for the evaluation of the **Employee's** performance;

7.1.1 The standards and procedures for evaluating the **Employee's** performance; and

7.1 The Performance Plan (Annexure A) to this Agreement sets out:

7. PERFORMANCE ASSESSMENT

CRITICAL LEADING COMPETENCIES	
Six (6) Leading Competencies	Twenty (20) driving competencies
<ul style="list-style-type: none"> • Risk and Compliance Management • Cooperative Governance 	
SIX (6) CORE COMPETENCIES	
Moral Competence	
Planning and Organising	
Analysis and Innovation	
Knowledge and Information Management	
Communication	
Results and Quality Focus	

employee's performance plan. During assessment, the employee has a chance to submit evidence of performance where a disagreement

(c) The Employee will submit his self-evaluation to the Employer prior to the formal assessment; and

(d) An overall score will be calculated based on the total of the individual scores calculated above.

7.5.2 Assessment of the Leading Competencies and Core Competencies:

(a) There is no hierarchical connotation to the structure and all competencies are essential to the role of a senior manager to influence high performance.

(b) All competencies must therefore be considered as measurable and critical in assessing the level of a senior manager's performance.

(c) The competency framework is underscored by four (4) achievement levels that act as benchmark and minimum requirements for other human capital interventions, which are, recruitment and selection, learning and development, succession and planning, and promotion.

7.5.3 Achievement Levels

7.5.3.1 The achievement levels indicated in the table below serves as a benchmark for the appointments, succession planning and development interventions.

7.5.3.2 Individuals falling within the Basic range are deemed unsuitable for the role of senior manager, and caution should be applied in promoting and appointing such persons.

7.5.3.3 Individuals that operate in the Superior range are deemed highly competent and demonstrate an exceptional level of practical knowledge, attitude and quality. These individuals should be considered for higher positions, and should be earmarked for leadership programs and succession planning.

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Description	Achievement Levels
<p>Applies basic concepts, methods, and understanding of local government operations, but requires supervision and development intervention</p>	<p>Basic 1</p>
<p>Develops and applies more progressive concepts, methods and understanding. Plans and guides the work of others and executes progressive analyses</p>	<p>Competent 2</p>
<p>Develops and applies complex concepts, methods and understanding. Effectively directs and leads group and executes in-depth analyses</p>	<p>Advanced 3</p>
<p>Has a comprehensive understanding of local government operations, critical in shaping strategic direction and change, develops and applies comprehensive concepts and methods.</p>	<p>Superior 4</p>

8. Competency Description: LEADING COMPETENCIES

Cluster	Leading Competencies	Competency Name	Competency	Definition
		Strategic Direction and Leadership	15%	Provide and direct a vision for the institution, and inspire and deploy others to deliver on the strategic institutional mandate.
ACHIEVEMENT LEVELS				
BASIC	COMPETENT	ADVANCED	SUPERIOR	
<ul style="list-style-type: none"> Understand the institutional and departmental strategic objectives, but lacks ability to inspire others to achieve set mandate Describe how specific tasks link to the institutional strategies but has limited influence in directing strategy Has a basic understanding of institutional performance management, but lacks the ability to integrate systems into a collective whole Demonstrate a basic understanding of key decision makers 	<ul style="list-style-type: none"> Give direction to a team in realising the institution's strategic mandate and set objectives Has a positive impact and influence on the morale, engagement and participation of team members Develop actions plans to execute and guide strategy implementation Assist in defining performance measures to monitor the progress and effectiveness of the institution Displays and awareness of institutional structures and political factors Effectively communicate barriers to execution to 	<ul style="list-style-type: none"> Evaluate all activities to determine value and alignment to strategic intent Display in-depth knowledge and understanding of strategic planning Align strategy and goals across all functional areas Actively define performance measures to monitor the progress and effectiveness of the institution Consistently challenge strategic plans to ensure relevance Understand institutional structures and political factors, and the consequences of actions Empower others to follow strategic direction and deal with complex situations 	<ul style="list-style-type: none"> Structure and position the institution to local government priorities Actively use in-depth knowledge and understanding to develop and implement a comprehensive institutional framework Hold self-accountable for strategy execution and results Provide impact and influence through building and maintaining strategic relationships Create an environment that facilitates loyalty an innovation display a superior level of self-discipline and integrity in actions Integrate various systems into a collective whole to optimise institutional performance management Uses understanding of competing interests to manoeuvre successfully to a win/win outcome 	

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		<ul style="list-style-type: none"> • Guide the institution through complex and ambiguous concerns • Use understanding of power relationships and dynamic tensions among key players to frame communications and develop strategies, positions and alliances 	<ul style="list-style-type: none"> • Provide parties relevant guidance to all stakeholders in the achievement of the strategic mandate • Understand the aim and objectives of the institution and relate it to own work 	
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Cluster	Leading Competencies	Weight	Competency Name	Competency Definition
		10%	People Management ²	Effectively manage, inspire and encourage people, respect diversity, optimise talent and build nature relationships in order to achieve institutional objectives
ACHIEVEMENT LEVELS				
BASIC	COMPETENT	ADVANCED	SUPERIOR	
<ul style="list-style-type: none"> Participate in team goal setting and problem solving Interact and collaborate with people of diverse backgrounds Aware of guidelines for employee development, but requires support in implementing development initiatives 	<ul style="list-style-type: none"> Seek opportunities to increase team contribution and responsibility Respect and support the diverse nature of others and be aware of the benefits of a diverse approach Effectively delegate tasks and empower others to increase contribution and execute functions Apply relevant employee legislation fairly and consistently Facilitate team goal-setting and problem solving Effectively identify capacity requirements to fulfil the strategic mandate 	<ul style="list-style-type: none"> Identify ineffective team and work processes and recommend remedial interventions Recognise and reward effective behaviour and desired Provide mentoring and guidance to others in order to increase personal effectiveness Identify development and learning needs within the team Build a work environment conducive to sharing, innovation, ethical behaviour and professionalism Inspire a culture of performance excellence by giving positive and constructive feedback to the team Achieve agreement or consensus in adversarial environments Lead and unite diverse teams 	<ul style="list-style-type: none"> Develop and incorporate best practice people management processes, approaches and tools across the institution Foster a culture of discipline, responsibility and accountability Understand the impact of diversity in performance and actively incorporate a diversity strategy in the institution Develop comprehensive integrated strategies and approaches to human capital development and management Actively identify trends and predict capacity requirements to facilitate unified transition and performance management 	

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		across divisions to achieve institutional objectives		
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Cluster	Leading Competencies	Competency Name	Competency Definition	Weight
		program and Project Management?	Able to understand program and project management methodology; plan, manage, monitor and evaluate specific activities in order to deliver on set objectives	10%
ACHIEVEMENT LEVELS				
BASIC	COMPETENT	ADVANCED	SUPERIOR	
<ul style="list-style-type: none"> • Initiate projects after approval from higher authorities • Understand procedures of program and project management methodology, implications and stakeholder involvement • Understand the rational of projects in relation to the institution's strategic objectives • Document and communicate factors and risk associated with own work • Use results and approaches of successful project implementation as guide 	<ul style="list-style-type: none"> • Establish broad stakeholder involvement and communicate the project status and key milestones • Define the roles and responsibilities of the project team and create clarity around expectations • Find a balance between project deadline and the quality of deliverables • Identify appropriate project resources to facilitate the effective completion of the deliverables • Comply with statutory requirements and apply policies in a consistent manner • Monitor progress and use of resources and make needed adjustments to timelines, steps, and resource allocation 	<ul style="list-style-type: none"> • Manage multiple programs and balance priorities and conflicts according to institutional goals • Apply effective risk management strategies through impact assessment and resource requirements • Modify project scope and budget when required without compromising the quality and objectives of the project • Involve top-level authorities and relevant stakeholders in seeking project buy-in • Identify and apply contemporary project management methodology and influence project team to deliver exceptional results • Monitor policy implementation and apply procedures to manage risks 	<ul style="list-style-type: none"> • Understand and conceptualise the long-term implications of desired project outcomes • Direct a comprehensive strategic macro and micro analysis and scope projects accordingly to realise institutional objectives and consider and initiate projects that focus on achievement of the long-term objectives • Influence people in positions of authority to implement outcomes of projects • Lead and direct translation of policy into workable action plans • Ensures that programs are monitored to track progress and optimal resource utilisation, and that adjustments are made as needed 	

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	<p>proper monitoring and evaluation to ensure appropriate spending against budget</p>	<ul style="list-style-type: none"> Promote National Treasury's regulatory framework for Financial Management 		
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Cluster	Leading Competencies	Weight
Competency	Change Leadership ⁵	5%
Competency	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	
ACHIEVEMENT LEVELS		
BASIC	<ul style="list-style-type: none"> • Perform an analysis of the change, impact on the social, political and economic environment • Maintain calm and focus during change • Able to assist team members during change and keep them focused on the deliverables • Volunteer to lead change efforts outside of own work • Able to gain buy-in and approval for change from relevant stakeholders • Understand the impact of change on interventions within the institution • Identify gaps between the current and desired state • Identify potential risk and challenges to transformation, including resistance to change factors in participate in change programs and piloting interventions • Understand the impact of change on interventions on broader scope of Local Government 	
COMPETENT	<ul style="list-style-type: none"> • Perform an analysis of the change, results and progress to relevant stakeholders • Secure buy-in and sponsorship for change • Maintain calm and focus during change • Continuously evaluate change strategy and design and keep them focused on the institution's effectiveness • Build and nurture relationships with various stakeholders to establish strategic alliance in facilitating change • Take the lead in impactful change programs • Benchmark change interventions against best change practices • Understand the impact and psychology of change, and put remedial interventions in place to facilitate 	
ADVANCED	<ul style="list-style-type: none"> • Actively monitor change impact and results and convey progress to relevant stakeholders • Actively adapt current structures and processes to incorporate the change interventions • Mentor and guide team members on the effect of change, resistance factors and how to integrate change. Motivate and inspire others around change initiatives 	
SUPERIOR	<ul style="list-style-type: none"> • Sponsor change agents and create a network of change leaders who support the interventions • Actively adapt current structures and processes to incorporate the change interventions • Mentor and guide team members on the effect of change, resistance factors and how to integrate change. Motivate and inspire others around change initiatives 	

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		<p>effective transformation</p> <ul style="list-style-type: none"> • Take calculated risk and seek new ideas from best practice scenarios, and identify the potential for implementation 	<p>strategic objectives and goals</p>	
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7.5.4 COMPETENCY DESCRIPTION: CORE COMPETENCIES

Cluster	Core Competencies	Weight
Competency Name	Moral Competence ¹	5%
Competency Definition	Able to identify moral triggers, apply reasoning that promotes honesty and integrity and consistently display behaviour that reflects moral competence	

ACHIEVEMENT LEVELS

BASIC	COMPETENT	ADVANCED	SUPERIOR
<ul style="list-style-type: none"> Realise the impact of but requires guidance and development in implementing principles Follow basic rules and regulations of the institution Able to identify basic moral situations, but requires guidance and development in understanding and reasoning with moral intent. 	<ul style="list-style-type: none"> Conduct self in alignment with values of Local Government and the institution Able to openly admit own mistakes and weaknesses and seek assistance from others when unable to deliver report Actively report fraudulent and activity of corruption within local government and understand and honour the confidential nature of matters without seeking personal gain Able to deal with situations of conflict of interest promptly and in the best interest of local government 	<ul style="list-style-type: none"> Identify, develop, and apply measures of self-correction Able to gain trust and respect through aligning actions with commitments Make proposals and recommendation that are transparent and gain the approval of relevant stakeholders Present values, beliefs and ideas that are congruent with the institution's rules and regulations Take an active stance against corruption and dishonesty when noted Actively promote the value of the institution to internal and external stakeholders Able to work in unity with a team and not seek personal gain Apply universal moral principles consistently to achieve moral decisions 	<ul style="list-style-type: none"> Create an environment conducive of moral practices and develop and implement measures to combat fraud and corruption Set integrity and shared standards and accountability measures across the institution to support the objectives of local government Take responsibility for own actions and decisions, even if the consequences are unfavourable

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Cluster	Core Competencies	Competency Name	Competency Definition
		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
ACHIEVEMENT LEVELS			
BASIC	COMPETENT	ADVANCED	SUPERIOR
<ul style="list-style-type: none"> • Able to follow basic plans and organise tasks around set objectives • Understand the process of planning and organising but requires guidance and development in providing detailed comprehensive plans • Able to follow existing long-term plans and goals and ensure that objectives are met • Focus on short term objectives in developing plans and actions • Arrange information and resources required for a task, but require further structure and organisation 	<ul style="list-style-type: none"> • Actively and appropriately organise information and resources required for a task • Recognise the urgency and importance of tasks • Balance short and long-term plans and incorporate into the team's performance objectives • Schedule tasks to ensure they are performed within budget and with efficient use of time and resources • Measure progress and monitor performance results 	<ul style="list-style-type: none"> • Able to define institutional objectives, develop comprehensive plans, integrate and coordinate activities, and assign appropriate resources for successful implementation • Identify in advance stages and actions to complete tasks and projects • Schedule realistic timelines, objectives and milestones for tasks and projects • Produce clear, detailed and comprehensive plans to achieve institutional objectives • Identify possible risk factors and design and implement appropriate contingency plans • Adapt plans in light of changing circumstances • Prioritise tasks and projects according to their relevant urgency and importance 	<ul style="list-style-type: none"> • Focus on broad strategies and initiatives when developing plans and actions • Able to project and forecast short, medium and long term requirements of the institution and local government • Translate policy into relevant projects to facilitate the achievement of institutional objective

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Cluster	Competency Name	Competency	Definition
Core Competencies	Analysis and Innovation	10%	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
ACHIEVEMENT LEVELS			
BASIC		COMPETENT	ADVANCED
<ul style="list-style-type: none"> Understand the basic operation of analysis, but lack detail and thoroughness Able to balance independent analysis with requesting assistance from others Recommend new ways to perform tasks within own function Propose simple remedial interventions that marginally challenges the status quo Listen to the ideas and perspectives of others and explore opportunities to enhance innovative thinking 	<ul style="list-style-type: none"> Demonstrate logical problem solving techniques and approaches provide rationale for recommendation Demonstrate objectivity, insight, and thoroughness when analysing problems Able to break down complex problems into manageable parts and identify solutions and internal and external stakeholders Consult internal and external stakeholders on opportunities to improve processes and service delivery Clearly communicate the benefits of new opportunities and innovative solutions to stakeholders Continuously identify opportunities to enhance internal processes Identify and analyse opportunities to conduct innovative approaches and propose remedial intervention 	<ul style="list-style-type: none"> Coaches team members on analytical and innovative techniques Engage with individuals in appropriate and analysing and resolving complex problems Identify solutions on various areas in the institution Formulate and implement new ideas throughout the institution Able to gain approval and buy in for proposed interventions from relevant stakeholders Identify trends and best practices in process and service delivery and propose institutional application Continuously engage in research to identify client needs 	<ul style="list-style-type: none"> Demonstrate complex analytical and problem solving approaches and techniques Create an environment conducive to analytical and fact-based problem-solving Analyse, recommend solutions and monitor trends in key challenges to prevent and manage occurrence Create an environment that fosters innovative thinking and follows a learning organisation approach Be a thought leader on innovative customer service delivery, and process optimisation Plan an active role in sharing best practice solutions and engage in national and international government seminars and conferences
		SUPERIOR	

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Cluster	Core Competencies	Weight	Competency Name	Competency Definition	ACHIEVEMENT LEVELS							
Core Competencies	Knowledge and Information Management	5%		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	BASIC	<ul style="list-style-type: none"> Collect, categorize and track relevant information Interpret information to draw conclusions Seek new sources of information to increase the knowledge base Regularly share information and knowledge Actively create mechanisms and structures for sharing of information Use external and internal resources to research and provide relevant and cutting-edge knowledge to enhance institutional effectiveness and efficiency 	COMPETENT	<ul style="list-style-type: none"> Use appropriate information and systems and technology to manage institutional knowledge and information Analyse and interpret information to share knowledge Evaluate data from various sources and use information to influence decisions and provide solutions Actively create mechanisms and structures for sharing of information Use external and internal resources to research and provide relevant and cutting-edge knowledge to enhance institutional effectiveness and efficiency 	ADVANCED	<ul style="list-style-type: none"> Effectively predict future information and knowledge management requirements and systems and develop standards and processes to meet future knowledge management needs Share and promote best-practice knowledge across management Share and promote best-practice knowledge across various institutions Establish accurate measures and monitoring systems for knowledge and information management Create a culture conducive of learning and knowledge sharing Hold regular knowledge sharing sessions to elicit new ideas and share best practice approaches 	SUPERIOR	<ul style="list-style-type: none"> Create and support a vision and culture where team members are empowered to seek, gain and share knowledge and information Establish partnerships across local government to facilitate knowledge management Demonstrate a mature approach to knowledge and information sharing with an abundance and assistance approach Recognise and exploit knowledge points in interactions with internal and external stakeholders

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Cluster	Core Competencies	Weight
Competency Name	Communication ⁵	5%
Competency	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 to achieve the desired outcome	
Definition		
ACHIEVEMENT LEVELS		
BASIC	<p>COMPETENT</p> <ul style="list-style-type: none"> Express ideas to individuals and groups in formal and informal settings in a manner that is interesting and motivating Able to understand, tolerate and appreciate diverse perspectives, attitudes and beliefs Adapts content and communication style to suit the audience and facilitate optimal information transfer Deliver content in a manner that gains support, commitment and agreement from relevant stakeholders Compile clear, focused, concise and well-structures written documents 	
ADVANCED	<ul style="list-style-type: none"> Effectively communicate high-risk and sensitive matters to relevant stakeholders Develop a well-defined communication strategy Balance political perspectives with institutional needs when communicating viewpoints on complex issues Able to effectively direct negotiations around complex matters and arrive at a win-win situation that promotes Batho Pele principles Market and promote the institution to eternal stakeholders and seek to enhance a positive image of the institution Able to communicate with the media with high levels of moral competence and discipline 	
SUPERIOR	<ul style="list-style-type: none"> Regarded as a specialist in negotiations and representing the institution and able to inspire and motivate others through positive communication that is impactful and relevant Creates an environment conducive to transparent and productive communication and critical and appreciative conversations Able to coordinate negotiations at different levels within local government and externally 	

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Level	Rating	Terminology	Description
	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 Performance Agreements and Performance Plan.
2		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 performances criteria and indicators as specified in the Performance Agreements and Performance Plan.
1		Unacceptable Performance	Performance does not meet the standard 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 Performance Agreements 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.

7.5.6. The assessment of the performance of the Employee will be based on the following rating scale for KPIs and Leading Competencies and Core Competencies:

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- 9.2 The Employer shall keep a record of the mid-year review and annual assessment meetings;
- 9.3 Performance feedback shall be based on the Employer's assessment of the Employee's performance;
- 9.4 The Employer will be entitled to review and make reasonable changes to the provisions of Annexure "A" from time to time for operational reasons. The Employee will be fully consulted before any such change is made;
- 9.5 The Employer may amend the provisions of Annexure A whenever the performance management system is adopted, implemented and / or amended as the case may be. In that case the Employee will be fully consulted before any such change is made.

Quarter	Review Period	Anticipated Review Dates
1	July 2015 – September 2015	30 October 2015
2	October 2015 – December 2015	30 January 2016
3	January 2015 – March 2016	30 April 2016
4	April 2015 – June 2016	30 July 2016

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

9. SCHEDULE FOR PERFORMANCE REVIEWS

- 8.1 Municipal Manager
 - 8.2 Chairperson of the Performance Audit Committee (PAC) or the Audit Committee (AC) in the absence of a performance audit committee
 - 8.3 Member of the Mayoral or Executive Committee or in respect of a plenary type municipality, another member of Council.
 - 8.4 Municipal Manager from another municipality; and
 - 8.5 The manager responsible for human resources of the municipality must provide secretariat services to the evaluation panels.
8. For purpose of evaluating the performance of the **Employee** for the mid-year and year-end reviews, an evaluation panel constituted of the following persons will be established:

10. DEVELOPMENTAL REQUIREMENTS

The Personal Development Plan (PDP) for addressing developmental gaps is attached as Annexure B. Such Plan may be implemented and/or amended as the case may be after each assessment. In that case, the Employee will be fully consulted before any such change or plan is made.

11. OBLIGATIONS OF THE EMPLOYER

11.1 The Employer shall:

11.1.1 Create an enabling environment to facilitate effective performance by the Employee;

11.1.2 Provide access to skills development and capacity building opportunities;

11.1.3 Work collaboratively with the Employee to solve problems and generate solutions to common problems that may impact on the performance of the Employee;

11.1.4 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 this Agreement; and

11.1.5 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 this Agreement.

12. CONSULTATION

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

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

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

12.1.3 A substantial financial effect on the Employer

12.2 The Employer agrees to inform the Employee of the outcome of any decisions taken pursuant to the exercise of powers contemplated in 11.1 as soon as is practicable to enable the Employee to take any necessary action without delay.

12.3 MANAGEMENT OF EVALUATION OUTCOMES

12.3.1 The evaluation of the **Employee's** performance will form the basis for rewarding outstanding performance or correcting unacceptable performance.

12.3.2 A performance bonus of 5% to 14% of the all-inclusive annual remuneration package may be paid to the Employee in recognition of outstanding performance to be constituted as follows:

12.3.3 A score of 130% to 149% is awarded a performance bonus ranging from 5% to 9%;

and

12.3.4 A score of 150% and above is awarded a performance bonus ranging from 10% to 14%.

12.3.5 In the case of unacceptable performance, the **Employer** shall:

12.3.6 Provide systematic remedial or developmental support to assist the **Employee** to improve his or her performance;

12.3.7 After appropriate performance counselling and having provided the necessary guidance and/or support as well as reasonable time for improvement in performance, the **Employer** may consider steps to terminate the contract of employment of the **Employee** on grounds of unfitness or incapacity to carry out his or her duties.

12.4 DISPUTE RESOLUTION

i. Any disputes about the nature of the **Employee's** performance agreement, whether it relates to key responsibilities, priorities, methods of assessment and/or salary increment in the agreement must be mediated by-

a) In the case of the Managers directly accountable to the Municipal Manager the Executive Mayor or Mayor within 30 days of receipt of a formal dispute from the employee, whose decision shall be final and binding on both parties.

ii. Any disputes about the outcome of the **Employee's** performance evaluation must be mediated by-

b) In the case of the Managers directly accountable to the Municipal Manager a member of the municipal council, provided that such member was not part of the evaluation panel provided for in sub regulation 27 (4) (e), within 30 (Thirty) days of receipt of a formal dispute from the **Employee**, whose decision shall be final and binding on both Parties.

13. GENERAL

13.1 The contents of this agreement and the outcome of any review conducted in terms of

Annexure A may be made available to the public by the Employer;

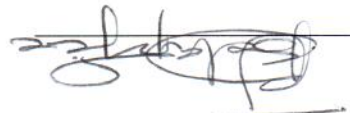
13.2 Nothing in this agreement diminishes the obligations, duties or accountabilities of the

Employee in terms of his/ her contract of employment, or the effects of existing or new regulations,

circulars, policies, directives or other instruments.

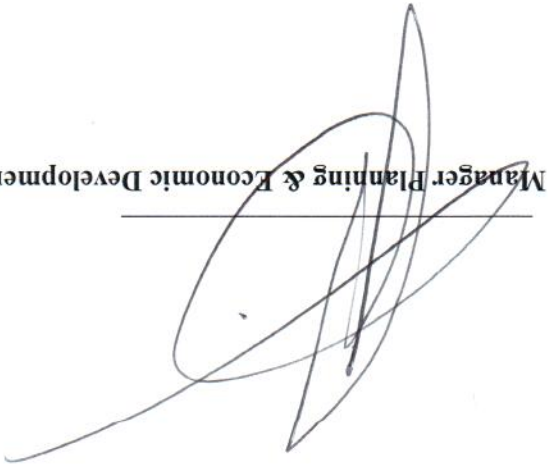
Thus done and signed at Bela-Bela on this the 02 day of July 2015

AS WITNESSES:

1. 

2. 

Manager Planning & Economic Development



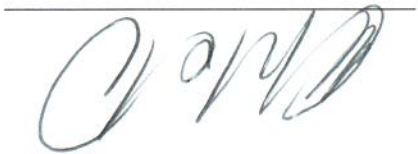
Thus done and signed at Bela-Bela on this the 03 day of July 2015

AS WITNESSES:

1. 

2. _____

Municipal Manager



2015/2016 PERFORMANCE PLAN



NAME	P RAPUTSOA
POSITION	MANAGER PLANNING & ECONOMIC DEVELOPMENT
SUPERVISOR	MUNICIPAL MANAGER
INSTITUTION	BELA-BELA LOCAL MUNICIPALITY
PERIOD	01 JULY 2015 TO 30/JUNE 2016

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COMPONENTS OF THE PERFORMANCE PLAN

1. Purpose
2. Key Performance Areas
3. Strategic Intent
4. Key Performance Indicators
5. Assessment Rating Scales
6. Performance Assessment Process
7. Approval of the Performance Plan

1. PURPOSE

The performance plan outlines the Council's performance expectations of the employee and the is a strategic intent to ensure that the development priorities and objectives as set in the Municipal Approved 2015/2016 Integrated Plan (IDP) and the Key Performance Indicators and targets in the Municipal Approved 2015/2016 Service Delivery and Budget Implementation Plan (SDBIP) are achieved through operational initiatives.

2. KEY PERFORMANCE AREAS

The strategic Objectives of the Municipality are informed by the following Key Performance Areas as outlined in the Local Government: Municipal Planning and Performance Management Regulations (2001)

- 2.1 Basic Service Delivery and Infrastructure Development
- 2.2 Local Economic Development
- 2.3 Municipal Financial Viability
- 2.4 Municipal Institutional Development & Transformation
- 2.5 Good Governance and Public Participation
- 2.6 Spatial Rationale (Added)

3. STRATEGIC INTENT

Vision:

"We are the prime agricultural hub and eco-tourism destination of choice"

Mission:

Our mission is to constantly strive towards the achievement of:

- An effective and efficient service delivery underpinned by
- Stakeholder driven economic development and growth that fosters
- Sustainable job creation opportunities of communities within
- A safe, healthy and prosperous environment.

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Values:

Bela-Bela municipality commits itself to adhere to the municipal core policies and values which are:

- Accountability
- Fairness
- Effectiveness
- Commitment
- Honesty and sincerity

4. KEY PERFORMANCE INDICATORS AND SERVICE DELIVERY TARGETS: ANNEXURE A

Strategic Goal	Programme	Performance Indicator	KPI Code	Unit of Measure	Weight	Baseline	Target 2015/16	1 st Quarter Target	2 nd Quarter Target	3 rd Quarter Target	4 th Quarter Target	Evidence Required
Key Performance Area: Basic Services and Infrastructure Development												
Plan for the future	Human Settlement	Number of verification of beneficiaries of RDP houses conducted and report to by 30 September 2015	KPI 01	#	2%	0	IX verification of beneficiaries of RDP houses conducted	IX verification of beneficiaries of RDP houses conducted and report to Council by 30 September 2016	Not applicable	Not applicable	Not applicable	Report with Council Resolution
Plan for the future	Human Settlement	Number of Informal Settlements formalized by 30 June 2016	KPI 02	#	1%	7	I	Not applicable	Not applicable	Not applicable	I	Report on the Formalization of Informal Settlement
Plan for the future	Human Settlement	Number of Portions (in Hectors) of land acquired for Human Settlements developed by 30 June 2016	KPI 03	#	2%	I at Ext 25 purchased by HDA	I (Roodekuil Farm) purchased by COGSHTA for BBLM	Not applicable	Not applicable	Not applicable	I (Roodekuil Farm) purchased by COGSHTA for BBLM	Copy of the Purchase Agreement
Plan for the future	Human Settlements	Number housing beneficiary list updated by 31 December 2015	KPI 04	#	2%	IX (Updated Annual Beneficiary List)	IX Beneficiary List updated	Verification of all the Beneficiaries and occupants of the current housing Units conducted	Updating the list	Submit I updated housing beneficiary list and the Development Report to the CoGSHTA	Not applicable	Beneficiary Verification Report. List of the updated beneficiary list and Development

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Strategic Goal	Programme	Performance Indicator	KPI Code	Unit of Measure	Weight	Baseline	Target 2015/16	1 st Quarter Target	2 nd Quarter Target	3 rd Quarter Target	4 th Quarter Target	Evidence Required
Plan for the future	Human Settlements	Number of Bi-Annual reports on housing issues addressed within the Municipality by 30 June 2016	KPI 05	#	2%	0	2	n/a	1	n/a	1	al Areas Report Set of 2 Bi-Annual Reports on Housing issues addressed within the Municipality
Key Performance Area: Municipal Institutional Development and Transformation												
Plan for the future	Integrated Development Planning	Number of 2016/2017 IDP, Budget & PMS review Process Plan approved by 31 May 2015	KPI 06	#	2%	Approved 2015/2016 IDP, Budget & PMS Process Plan	2016/2017 IDP, Budget & PMS review Process Plan approved	2016/2017 IDP, Budget & PMS review Process Plan approved	Not applicable	Not applicable	Not applicable	Copy of the Approved 2016/2017 IDP, Budget & PMS Process Plan
Plan for the future	Integrated Development Planning	MEC IDP credibility rating	KPI 07		1%	high	high	Not applicable	Not applicable	Not applicable	High	Assessment Report from the MEC
Plan for the future	Integrated Development Planning	Number of draft IDP tabled to Council by 30 March 2016	KPI 08	#	2%	Approved 2015/16 IDP	1x 5 Year IDP Draft tabled to Council for adoption	Not applicable	Not applicable	1x 5 Year IDP Draft tabled to Council for adoption	Not applicable	Copy of the 5 Year IDP Draft with Council resolution
Plan for the future	Integrated Development Planning	Number of 2016/2017 IDPs approved by 30 May 2016	KPI 09	#	3%	2015/2016 Council Approved IDP	1x Council Approved 5 Year Final IDP	Not applicable	Not applicable	Not applicable	1x Council Approved 5 Year Final IDP	Council Approved Final 5 Year Final IDP with Council Resolution
Plan for the future	Integrated Development Planning	Number of adverts through electronic and print Media issued on the Adoption of the	KPI 10	#	1%	2 Adverts issued during 2015/16 FY	1x Advert on Adoption of the 5 Year IDP Draft & 1 X advert on	Not applicable	Not applicable	Not applicable	1x Advert on Adoption of the 5 Year Final IDP within 14 days	1 X advert on Approval of Final Five Year IDP within 14 days

37 | Performance Agreement For 2015/2016 FY: BBLM

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Strategic Goal	Programme	Performance Indicator	KPI Code	Unit of Measure	Weight	Baseline	Target 2015/16	1 st Quarter Target	2 nd Quarter Target	3 rd Quarter Target	4 th Quarter Target	Evidence Required
Plan for the future	Integrated Development Planning	Draft IDP and Approval of Final 5 Year IDP within 14 days respectively.	KPI 11	#	1%	2015/16 Final IDP submitted within 10 days to the MEC of COGSTA	Approval of 5 Year Final IDP within 14 days					5 year Final IDP submitted within 10 days to the MEC COGSTA upon approval by Council
Plan for the future	Integrated Development Planning	Number of days taken to submit the final approved IDP to the MEC for CoGTA	KPI 12	#	2%	9	9	Not applicable	Not applicable	Not applicable	9	Signed Attendance Registers from the IDP/Budget Roadshows
Plan for the future	Integrated Development Planning	Number of wards in which IDP / Budget road shows conducted by 30 June 2015	KPI 13	#	2%	4	4	1	1	1	1	A Set of 4 Minutes for the IDP Representative Forum
Plan for the future	Integrated Development Planning	Number of IDP / Budget Representative Forum Meetings held by 30 June 2016	KPI 14	#	1%	1x	1x	Not applicable	Not applicable	Not applicable	1x 2015/2016 Approved IDP and the letter of submission to the MEC	1x 2015/2016 Approved IDP and the letter of submission to the MEC Resolution and the letter of submission to the MEC

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Strategic Goal	Programme	Performance Indicator	KPI Code	Unit of Measure	Weight	Baseline	Target 2015/16	1 st Quarter Target	2 nd Quarter Target	3 rd Quarter Target	4 th Quarter Target	Evidence Required	
Plan for the future	Integrated Development Planning	Number of IDP steering committee meetings successfully held by 30 June 2016	KPI 15	#	2%	4	4	1	1	1	1	A Set of 4 Minutes of the IDP Steering Committee Meetings	
Improve administrative and governance capacity	Performance Management	Number of days taken (turnaround time) to submit performance information for reporting	KPI 16	#	1%	0	3 days	3 days	3days	3days	3days	Proof of Submission of Information (email)	
Improve, Attract, Develop and Retain Human Capital	Occupational Health & Safety (OHS) Compliance	Percentage Compliance with OHS by 30 June 106	KPI 17	%	1%	0%	100%	100%	100%	100%	100%	Quarterly Reports	
Improve, Attract, develop and retain human capital	By-Laws	Number of By-Laws related to Planning & Economic Department reviewed /developed and submitted to Corporate Services for promulgation by 30 June 2016	KPI 18	#	3%	0	6x (SPLUMA, Outdoor Advertising, Street Trading, House/Spaz a Shops, Building Control, Eradication of Informal Settlement and Alienation of Municipal Land)	Reviewing of the By-laws, Public Participation and Consolidation of the Comments	Table to Council the draft by laws for final approval	Table to Council the draft by laws for final approval	Table to Council the draft by laws for final approval	Table to Council the draft by laws for final approval	Public Notice inviting comments, Council approved by-laws and the Council Resolutions

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Strategic Goal	Programme	Performance Indicator	KPI Code	Unit of Measure	Weight	Baseline	Target 2015/16	1 st Quarter Target	2 nd Quarter Target	3 rd Quarter Target	4 th Quarter Target	Evidence Required
Key Performance Area: Local Economic Development												
Promote and encourage sustainable economic environment	Marketing and Branding	Number of Local Economic Development Strategy reviewed and approved by Council by 30 June 2016	KPI 19	#	3%	1 LED Strategy	1X Reviewed Local Economic Development Strategy	Not applicable	Not applicable	Not applicable	Local Economic Development Strategy reviewed and approved by Council	Approved LED Strategy with Council Resolution
Promote and encourage sustainable economic environment	Marketing and Branding	Number of marketing and branding strategy developed by 30 June 2016	KPI 20	#	2%	0	1X Number of marketing and branding strategy developed	Not applicable	Not applicable	Not applicable	1X Number of marketing and branding strategy developed	Approved marketing and Branding Strategy with Council Resolution
Promote and encourage sustainable economic environment	Marketing and Branding	Number of Tourism Events initiated/participated in/attended and implemented with the primary of Marketing BLM by 30 June 2016	KPI 21	#	2%	3	3	1	1	1 National Tourism Indaba	Not applicable	Reports emanating from all the Events
Promote and encourage sustainable economic environment	Tourism	Number of feasibility study (business plan) developed for tourism by 30 June 2016	KPI 22	#	1%	0	1X feasibility study (business plan) developed	Not applicable	Not applicable	Not applicable	1X feasibility study (business plan) developed	Copy of feasibility study (business plan) with Council Resolution

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Strategic Goal	Programme	Performance Indicator	KPI Code	Unit of Measure	Weight	Baseline	Target 2015/16	1 st Quarter Target	2 nd Quarter Target	3 rd Quarter Target	4 th Quarter Target	Evidence Required
Promote and encourage sustainable economic environment	Tourism	Number of Awareness and Compliance Campaigns conducted by 30 June 2016	KPI 23	#	1%	1 Awareness and Compliance Campaign held	4 Set of Awareness & Compliance Campaigns conducted	Street Traders	Tourism Establishments	House Shops & Taverns	Big Business	A Set of 4 Quarterly Reports on Awareness & Compliance Campaigns conducted
Promote and encourage sustainable economic environment	Tourism Reporting	Number of quarterly reports on number of tourism influx within the municipality by June 2016	KPI 24	#	1%	2X Reports	4 Quarterly Reports on Tourism Influx within the municipality	1X Report	1X Report	1X Report	1X Report	4 Reports on Tourism Influx with Council Resolutions
Promote and encourage sustainable economic environment	Job Creation	Number of jobs created through municipal LED initiatives / projects by 30 June 2016	KPI 25	#	2%	2	2	Not applicable	1x Report	Not applicable	1x Report on Number of Jobs created	Bi-Annual Reports and Council resolutions
Promote and encourage sustainable economic environment	Job Creation	Report on number of jobs created through municipal capital projects by 30 June 2016	KPI 26	#	1%	2	2	Not applicable	1x Report	Not applicable	1x Report	Bi-Annual reports with Council Resolutions
Promote and encourage sustainable economic environment	Outdoor Advertising Compliance and Enforcement	Number of audits conducted on outdoor advertising by 30 June 2016	KPI 27	#	1%	0	2x Audits on outdoor advertising	1x Audits on outdoor advertising	Not applicable	1x Audits on outdoor advertising	Not applicable	2x Audit Report on outdoor advertising
Promote and encourage sustainable economic environment	Outdoor Advertising Compliance and Enforcement	Updating the database of advertising structures by 30 June 2016	KPI 28	#	1%	0	4	1	1	1	1	4x Reports on the updating of the Advertising

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Strategic Goal	Programme	Performance Indicator	KPI Code	Unit of Measure	Weight	Baseline	Target 2015/16	1 st Quarter Target	2 nd Quarter Target	3 rd Quarter Target	4 th Quarter Target	Evidence Required
Key Performance Area: Municipal Financial Viability and Management												
Improve administrative and governance capacity	Expenditure	% of Departmental Budget on all the Programmes and Projects implemented by DPED by 30 June 2016	KPI 29	%	2%	70%	100%	15%	55%	70%	100%	4 Reports on Budget Expenditure on Programmes and Projects
Improve administrative and governance capacity		Number of Procurement Plans prepared and submitted to TM for approval by 31 July 2015	KPI 30	#	2%	2014/15 Approved Procurement Plan for DPED	1 X 2015/16 Approved Procurement Plan for DPED	1 X 2015/16 Approved Procurement Plan for DPED				Copy of the 2015/16 Approved Procurement Plan for DPED
Key Performance Area: Good Governance and Public Participation												
Improve administrative and governance capacity	Good Governance and Accountability	Number of Good Governance Survey Conducted by 30 June 2016	KPI 31	#	1%	0	1x Good Governance Survey	Not applicable	Not applicable	Not applicable	1x Good Governance Survey conducted and adopted by Council	Copies of Good Governance Survey reports with Council Resolution
Improve administrative and governance capacity	Good Governance and Accountability	Percentage reduction of Auditor General queries related to Planning & Economic Department by 30 June 2016	KPI 32	%	2%	0%	100%	25%	50%	75%	100%	Departmental Action Plan
Improve administrative	Reporting	Percentage implementation of Council	KPI 33	%	1%	0	100%	100%	100%	100%	100%	Resolutions Register

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Strategic Goal	Programme	Performance Indicator	KPI Code	Unit of Measure	Weight	Baseline	Target 2015/16	1 st Quarter Target	2 nd Quarter Target	3 rd Quarter Target	4 th Quarter Target	Evidence Required
and governance capacity		Resolutions related to Planning & Economic Development by 30 June 2016										
Improve administrative and governance capacity	Council Administration	Number of scheduled Council meetings attended by 30 June 2016	KPI 34	#	1%	4 Ordinary Council & 9 sittings attended	4X Council Meeting	1X Council attended Meeting	1X Council attended	1X Council attended	1X Council attended	Attendance registers and Council Minutes
Improve administrative and governance capacity	Council Administration	Number of Section 79 meetings attended (Planning & Economic Development) by 30 June 2016	KPI 35	#	1%	12 subcommittee meetings attended	12 subcommittee meetings attended	3 subcommittee Meetings attended	3 subcommittee Meetings attended	3 subcommittee Meetings attended	3 subcommittee Meetings attended	Attendance Registers and minutes
Improve administrative and governance capacity	Local Labour Forum	Number of LLF meetings attended as per the invitation by 30 June 2016	KPI 36	#	1%	4 LLF Meetings	1 LLF Meetings attended as per the invitation	1 LLF Meetings attended as per the invitation	1 LLF Meetings attended as per the invitation	1 LLF Meetings attended as per the invitation	1 LLF Meetings attended as per the invitation	Signed Attendance Registers
Improve administrative and governance capacity	Accounting & Reporting	Number of ICT Steering Committee Meetings attended as per the invitation by 30 June 2016	KPI 37	0	1%	4x ICT Steering Committee	1x ICT Steering Committee meeting attended as per the invitation	1x ICT Steering Committee meeting attended as per the invitation	1x ICT Steering Committee meeting attended as per the invitation	1x ICT Steering Committee meeting attended as per the invitation	1x ICT Steering Committee meeting attended as per the invitation	Signed Attendance Register
Improve administrative and governance capacity	Accounting & Reporting	Number of Audit Committee meetings attended as per	KPI 38	0	1%	4x Audit Committee Meetings	1x Audit Committee meeting attended to as per the invitation	1x Audit Committee meeting attended to as per the invitation	1x Audit Committee meeting attended to as per the invitation	1x Audit Committee meeting attended to as per the invitation	1x Audit Committee meeting attended to as per the invitation	Signed Attendance Register
Improve administrative and governance capacity												Good Governance and Public Participation

43 | Performance Agreement For 2015/2016 FY: BBLM

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Strategic Goal	Programme	Performance Indicator	KPI Code	Unit of Measure	Weight	Baseline	Target 2015/16	1 st Quarter Target	2 nd Quarter Target	3 rd Quarter Target	4 th Quarter Target	Evidence Required
Improve administrative and governance capacity	Accounting & Reporting	the invitation by 30 June 2016 Number of Risk Committee meetings attended as per the invitation by 30 June 2016	KPI 39	0	1%	4X Risk Management Committee Meetings	1x Risk Management Committee Meeting attended as per the invitation	1x Risk Management Committee Meeting attended as per the invitation	1x Risk Management Committee Meeting attended as per the invitation	1x Risk Management Committee Meeting attended as per the invitation	Signed Attendance Register	Good Governance and Public Participation
Improve administrative and governance capacity	Performance Management	Number of Annual Evaluations for the Municipal Manager and Senior Managers convened by 30 June 2016	KPI 40	#	1%	Performance Evaluation for CFO, Manager Technical Services and Corporate Services Manager	1x Annual performance Evaluations for the Municipal Manager and Senior Managers	1x Annual performance Evaluations for the Municipal Manager and Senior Managers	Not applicable	Not applicable	Not applicable	Report of the Performance Assessments for Section 54/56 Managers and Attendance registers
Improve administrative and governance capacity	Performance Management	Number of Performance Management Systems (PMS) Framework/Policy Developed/Reviewed and tabled to Council for approval by 30 June 2016	KPI 41	#	1%	Current Performance Management Systems (PMS) Framework/Policy	1x PMS Framework/Policy reviewed	Not applicable	Draft Framework in place	Advise the Draft Framework for Comments	PMS Framework/Policy reviewed and tabled to Council for Approval	Council Approved PMS Framework/Policy with Council Resolution
Improve administrative and governance capacity	Performance Management & Reporting	Number of Annual Reports compiled in terms of Section 127 of the MFMA and	KPI 42	#	2%	1x (2013/2014 Annual Report)	1x (2014/2015) Annual Report	2014/2015 First Draft Annual Report submitted to Auditor	Final Draft submitted to the Municipal Manager by 30 November 2015	1x 2014/2015 Annual Report tabled to Council by	Not applicable	2014/2015 Annual Report with Council Resolution

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Strategic Goal	Programme	Performance Indicator	KPI Code	Unit of Measure	Weight	Baseline	Target 2015/16	1 st Quarter Target	2 nd Quarter Target	3 rd Quarter Target	4 th Quarter Target	Evidence Required	
Improve administrative and governance capacity	Service Delivery & Budget Implementation Plan (SDBIP)	submitted to the Municipal Manager by December 2015 for tabling to Council by 30 January 2016	KPI 43	#	3%	1x 2015/16 Approved SDBIP	1x 2016/17 Approved SDBIP	Not applicable	Not applicable	Not applicable	1x 2016/17 Approved SDBIP	1x 2016/17 Approved SDBIP	
Improve administrative and governance capacity	Performance Management & Accounting	Number of Annual Performance Reports compiled and submitted to the Municipal Manager for submission to the Auditor General by end August 2015	KPI 44	#	2%	1 (2013/14) Annual Performance Report	1 (2014/15) Annual Performance Report	1 (2014/15) Annual Performance Report	Not applicable	Not applicable	Not applicable	Not applicable	2014/2015 Audited Annual Performance Report with Council Resolution
Improve administrative and governance capacity	Performance Management	Number of individual performance reviews for Senior Managers convened by 30 June 2016	KPI 45	#	1%	2	4	1	1	1	1	Reports of the Performance Reviews and Signed Attendance Registers	

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Strategic Goal	Programme	Performance Indicator	KPI Code	Unit of Measure	Weight	Baseline	Target 2015/16	1 st Quarter Target	2 nd Quarter Target	3 rd Quarter Target	4 th Quarter Target	Evidence Required
Improve administrative and governance capacity	Performance Management	Number of Performance Agreements of Senior Managers submitted to the Municipal Manager and to the Mayor for signing by 30 July 2016	KPI 46	#	1%	3	4x Performance Agreements of Senior Managers	4x Performance Agreements of Senior Managers	Not applicable	Not applicable	Not applicable	Copies of Signed Performance Agreements
Improve administrative and governance capacity	Performance Management & Reporting	Number of quarterly SDBIP performance reports compiled submitted to Internal Audit for auditing by 30 June 2016	KPI 47	#	1%	4	4 th Quarterly Report	1 st Quarterly Report	2 nd Quarterly Report	3 rd Quarterly Report	4x Audited SDBIP Performance Reports	
Improve administrative and governance capacity	Performance Management & Reporting	Number of quarterly SDBIP performance reports compiled and submitted to Internal Audit for inclusion in the Audit Committee agenda by 30 June 2016	KPI 48	#	1%	4	4 th Quarterly Report	1 st Quarterly Report	2 nd Quarterly Report	3 rd Quarterly Report	Proof of Submission of performance reports to the Internal Audit (Email)	
Improve administrative and governance capacity	Performance Management & Reporting	Number of Quarterly SDBIP Performance Reports	KPI 49	#	1%	4 Quarterly SDBIP Reports	4 Quarterly SDBIP Reports	1 st Quarterly SDBIP Report	2 nd Quarterly SDBIP Report	3 rd Quarterly SDBIP Report	Quarterly Reports with Council Resolutions	

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Strategic Goal	Programme	Performance Indicator	KPI Code	Unit of Measure	Weight	Baseline	Target 2015/16	1 st Quarter Target	2 nd Quarter Target	3 rd Quarter Target	4 th Quarter Target	Evidence Required
Improve administrative and governance capacity	Performance Management & Reporting	submitted to the Municipal Manager for tabling to Council by 30 June 2016	KPI 50	#	2%	8 Back to Basics Reports and the Action Plan submitted to CoGHSTA	12 Back to Basics Reports and the Action Plan submitted to CoGHSTA	3 Back to Basics Reports and the Action Plan submitted to CoGHSTA	3 Back to Basics Reports and the Action Plan submitted to CoGHSTA	3 Back to Basics Reports and the Action Plan submitted to CoGHSTA	3 Back to Basics Reports and the Action Plan submitted to CoGHSTA	Reports and the Proof of Submission
Improve administrative and governance capacity	Performance Management & Reporting	Number of Back to Basics Reports and the Action Plan compiled and submitted to the Municipal Manager for Submission to CoGTA by 30 June 2016	KPI 51	#	3%	1 Section 72 Report Submitted	IX Section 72 (mid-year performance reports submitted to MM by 25th of January and to Council by 31st January	Not applicable	Not applicable	IX Section 72 (mid-year performance reports submitted to MM by 25th of January and to Council by 31st January	Not applicable	IX Adopted Section 72 Report with Council Resolution

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Strategic Goal	Programme	Performance Indicator	KPI Code	Unit of Measure	Weight	Baseline	Target 2015/16	1 st Quarter Target	2 nd Quarter Target	3 rd Quarter Target	4 th Quarter Target	Evidence Required
Key Performance Area :Spatial Rationale												
Plan for the future	Building Control	Number of building control awareness campaigns held by 30 June 2016	KPI 52	#	1%	1	2	Not applicable	1x building control awareness campaigns	Not applicable	1x building control awareness campaigns	Attendance Registers and Reports
Plan for the future	Building Control	Percentage of building contraventions attended (submitted for legal action) within 6 weeks from detection	KPI 53	%	1%	95%	100%	100%	100%	100%	100%	Signed copy of notices issued
Plan for the future	Building Control	Average turnaround time (working days) for assessment of building plans by 30 June 2016	KPI 54	#	1%	90 days	30 Days per months	30 days	30 days	30 days	30 days	Register of received building plans
Plan for the future/	Building Control	Percentage of compliant building plans applications processed within 30 Days from the date of receipt	KPI 55	%	2%	90 days	100% Processing of compliant building plans within 30 days	100%	100%	100%	100%	Register of received building plans
Plan for the future	Building Plan Administration and Inspectorate	Average turnaround time for inspections conducted from time of booking appointment	KPI 56	#	1%	2 days	2 days	2 days	2 days	2 days	2 days	Register of appointments . Notices

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Strategic Goal	Programme	Performance Indicator	KPI Code	Unit of Measure	Weight	Baseline	Target 2015/16	1 st Quarter Target	2 nd Quarter Target	3 rd Quarter Target	4 th Quarter Target	Evidence Required
Plan for the future	Land Use Management (SDF)	Number of Spatial Development Frameworks developed/reviwed by 30 June 2016	KPI 57	#	3%	Spatial Development Framework approved in 2011	Revised Comprehensive Spatial Development Frameworks Approved	Not applicable	Not applicable	Revised Comprehensive Spatial Development Frameworks APPROVED	Not applicable	Copy of Revised SDF accompanied by Council Resolution
Plan for the future	Land Use Management	Percentage of Land Use & Land Development applications meeting all requirements approved within legislative timeframes by 30 June 2016	KPI 58	%	2%	92%	100%	100%	100%	100%	100%	Copy of the Register of all Applications Received and Approved
Plan for the future	Land Use Management	Land Use Management Scheme (LUMS) revised and approved by 30 June 2016	KPI 59	#	3%	2008 LUMS & 2011 SDF	1x SDF & 1x LUMS revised and approved	Not applicable	1x SDF revised and approved	1x LUMS revised and approved	Not applicable	Revised SDF & LUMS with Council Resolutions
Plan for the future	Building Control	Percentage of building plans meeting all requirements approved within 30 days by 30 June 2016	KPI 60	%	2%	94%	100%	100%	100%	100%	100%	Copy of the Register of all Building Plans Received and Approved
Plan for the future	Land Use Management	Average turnaround time (weeks) related to applications of land use (township establishment)	KPI 61	#	1%	90 Days	90 Days (16 weeks)	90 Days (16 Week)	90 Days (16 Week)	90 Days (16 Week)	90 Days (16 Week)	Register and the Council Resolution

49 | Performance Agreement For 2015/2016 FY: BBLM

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Strategic Goal	Programme	Performance Indicator	KPI Code	Unit of Measure	Weight	Baseline	Target 2015/16	1 st Quarter Target	2 nd Quarter Target	3 rd Quarter Target	4 th Quarter Target	Evidence Required	
Plan for the future	Land Use Management	From time of receipt until consideration by Council 30 June 2016	KPI 62	#	1%	90 Days	90 Days (16 weeks)	90 Days (16 Week)	90 Days (16 Week)	90 Days (16 Week)	90 Days (16 Week)	Register and the Council Resolution	
Plan for the future	Land Use Management	Average turnaround time (weeks) related to applications of land use (rezoning, special consent or other uses) from time of consideration until receipt until consideration by Council	KPI 63	#	1%	6 weeks	6 weeks	6 weeks	6 weeks	6 weeks	6 weeks	Copies of the Notices Issued	
Plan for the future	Land Use Management	Average turnaround time (weeks) related to land use contraventions attend to (notices/directives issued)	KPI 64	#	2%	Alienation of Municipal Land Policy; Street Traders By-Laws; Outdoor Advertising By-Laws	Revised Alienation of Municipal Land By-Policy; Revised Street Traders By-Laws; Revised Outdoor Advertising By-Laws;		Revised Alienation of Municipal Land By-Policy; Revised Street Traders By-Laws; Revised Outdoor Advertising By-Laws; SPLUMA By-Laws; Building				Copies of the Approved Policies with Council Resolutions

50 | Performance Agreement For 2015/2016 FY: BBLM

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Strategic Goal	Programme	Performance Indicator	KPI Code	Unit of Measure	Weight	Baseline	Target 2015/16	1 st Quarter Target	2 nd Quarter Target	3 rd Quarter Target	4 th Quarter Target	Evidence Required	
Plan for the future	Land Use Management 1	Average % of land use (consolidations, special consent for second dwelling unit, building line relaxation) applications considered within 1 month of receipt of application by 30 June 2016.	KPI 65	%	1%	100%	SPLUMA By-Laws: Building Control By-Laws; Truck/House Shops By-Laws	100%	100%	Control By-Laws: Truck/House Shops By-Laws	100%	100%	Register and Approval Letter
Plan for the future	Land Use Management 1	Average turnaround time (weeks) related to land use (consolidations, special consent for second dwelling unit, building line relaxation) applications considered by 30 June 2016.	KPI 66	#	1%	6 weeks	6 weeks	6 weeks	6 weeks	6 weeks	6 weeks	Register and Approval Letter	
Plan for the future	GIS	Number of BBLM GIS operational by June 2016.	KPI 67	#	3%	General & Supplementary Valuation	Developed BBLM GIS System with the	Developed BBLM GIS System with the following	Developed BBLM GIS System with the following	Training of the Users	Close up Report	Report on implementation of the	

51 | Performance Agreement For 2015/2016 FY: BBLM

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Strategic Goal	Programme	Performance Indicator	KPI Code	Unit of Measure	Weight	Baseline	Target 2015/16	1 st Quarter Target	2 nd Quarter Target	3 rd Quarter Target	4 th Quarter Target	Evidence Required
						Roll and Asset Management System	following Additional Module: IDP, Town Planning, Building Control and Cemetery Management	Additional Module: IDP, Town Planning, Building Control and Cemetery Management	Additional Module: IDP, Town Planning, Building Control and Cemetery Management			BBLM GIS System

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6. ASSESSMENT RATING SCALE

5	4	3	2	1
Outstanding Performance	Performance Significantly Above Expectations	Fully Effective	Not Fully Effective	Unacceptable 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.	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.	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 Performance Agreements and Performance Plan.	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 performances criteria and indicators as specified in the Performance Agreements and Performance Plan.	Performance does not meet the standard 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 Performance Agreements 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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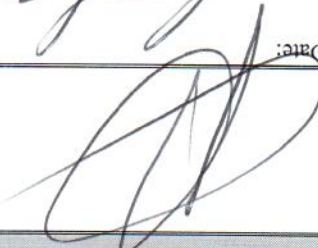
The following steps will be followed to ensure a fully participative and complaint performance assessment process is adhered to:

7. PERFORMANCE ASSESSMENT PROCESS

1. Performance Assessments
 - 1.1 Formal assessments between employee and employer will take place twice a year to measure the performance of the employee against the agreed performance targets.
 - 1.2 Progress against the targets will be captured in preparation for the assessments.
 - 1.3 Scores of 1-5 will be calculated based upon the progress against targets.
 - 1.4 Key Performance Indicators (KPI's) and targets are audited and copied to the performance plan before the assessment date.
 - 1.5 The employer must keep records of the assessment meetings.
2. The employee being assessed will compile a portfolio of evidence confirming the level of performance achieved for a given assessment period and made available to the panel on request.
3. The process determining employee rating is as follows:
 - 3.1 The employee to motivate for a higher rating where applicable
 - 3.2 The panel to rate the achievements for the KPI are on a 5 point scale. Decimal places can be used.
 - 3.3 The panel to rate the employee's core competency requirements (CCR) on the 5 point scale. Decimal places can be used.
 - 3.4 The panel scores are averaged to arrive at a total score per KPI / CCR. Overall scores are calculated by taking weights into account where applicable.
 - 3.5 The final KPA's rating will account for 80% of the final assessment total. The CCR are to account for 20% of the final assessment total.
4. The five point rating scale referred to in regulation 805 correspond as follows:

Rating	1	2	3	4	5
--------	---	---	---	---	---
5. The assessment rating calculator is used to calculate the overall % for performance.
6. The personal development plan can be (PDP) can be reviewed after the performance assessments had been finalised in case where more clarity has been established on what the essential development needs for the relevant employee will be.


8. APPROVAL OF THE PERFORMANCE PLAN

<p>This serves as a commitment between the employer and the employee that they will work together and support each other while struggling to achieve the goals of the Municipality as well as the personnel growth and development of the employee.</p>	
<p>Undertaking by the Employer/ Supervisor</p>	<p>Undertaking of the Employee</p>
<p>On behalf of the Municipality, I undertake to ensure that a work environment conducive for excellent employee performance is established and maintained. As such, I undertake to lead to the best of my ability, communicate comprehensively, and empower managers and employees. Employees will have access to ongoing learning, will be coached, and will be assisted to clearly understand what is expected of them, and herewith approve this performance plan.</p>	<p>I herewith confirm that I understand the strategic importance of my position within the broader organisation. I furthermore confirm that I understand the purpose of my position, as well as the criteria on which my performance will be evaluated at least twice per annum. As such I therefore commit to do my utmost to work up to these expectations. I hereby accept this plan.</p>
<p>Signed and accepted by the Supervisor on behalf of Council:</p>	<p>Signed and accepted by the employee:</p>
	
<p>Date: 02/07/2015</p>	<p>Date: 02/07/2015</p>


9. PERSONAL DEVELOPMENT ACTION PLAN: ANNEXURE B

Skills Gap	Performance	Outcomes Expected	Suggested Development	Training /	Suggested Mode of Delivery	Suggested Frames / Year	Time	Support Person
	Monitoring Performance and Evaluation	Effective Performance Planning & Evaluation	Advanced Monitoring Performance and Evaluation		Block Release	1 Year		Municipal Manager

Manager Planning & Economic Development


 Date 02/07/2015

Municipal Manager


 Date 02/07/2015

DISCLOSURE OF FINANCIAL INTERESTS FORM: ANNEXURE C

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

Telephone Number 014736 8033 Fax Number 014736 3288

Name of Municipality Bela-Bela

Position held Manager: Planning & Economic Development

Residential Address 5 Opal Street, Ert 18, Middelburg 1050

Postal Address P O Box 3340
Middelburg 1050

I, the undersigned (surname and initials) Mr P Ropertson

FINANCIAL DISCLOSURE FORM


CONFIDENTIAL




BELA-BELA LOCAL MUNICIPALITY

MM

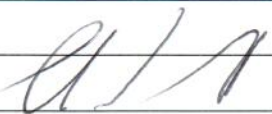
Signature by Council _____
Council _____
Date _____

		
Name of Employer	Type of Work	Amount of Remuneration/ Income

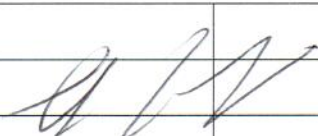
4. Remunerated work outside the Municipality
Must be sanctioned by Council. See information sheet: note (4)

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

3. Directorships and partnerships
See information sheet: note (3)

	
Name of Trust	Amount of Remuneration / Income

2. Interest in a Trust

			
Number of shares/Extent of financial interests	Nature	Nominal Value	Name of Company/Entity


See information sheet: note (1)

1. Shares and other financial interests (Not bank accounts with financial institutions.)


PLACE: Bela Bela

DATE: 02/02/2015

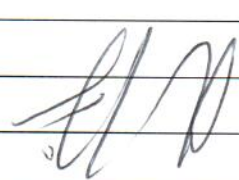
SIGNATURE OF EMPLOYEE

			
Description	Extent	Area	

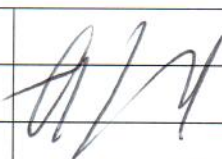
8. Land and Property
See information sheet: note (8)

			
Description	Value	Source	

7. Gifts and hospitality from a source other than a family member
See information sheet: note (7)

			
Source of assistance/sponsorship	Description of assistance/ Sponsorship	Value of assistance/sponsorship	

6. Sponsorships
See information sheet: note (6)

			
Name of client	Nature	Type of business activity	

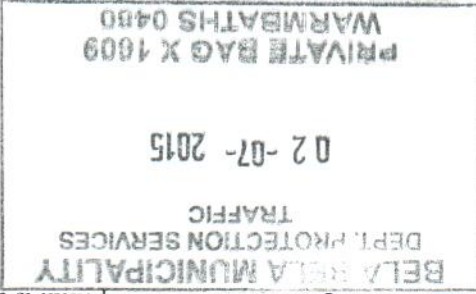
5. Consultancies and retainerships
See information sheet: note (5)

2/1/14

Street address of institution
 49 Van-De-R-Markt Street
 Bata Bata
 0480

Designation (rank) *SG-SP 70042*
 Ex Officio Republic of South Africa

(Block letters)
Pawana Philip Sgora



Full first names and surname:
P Sgora
 Commissioner of Oath/Justice of the Peace
SG-SP 70042
 0000 9917

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.

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

OATH/AFFIRMATION

Remuneration means the receipt of benefits in cash or kind.

- The amount of the remuneration received for such work.
- The name and type of business activity of the employer; and
- The type of work;

Designated employees are required to disclose the following details with regard to remunerated work outside the public service.

REMUNERATED WORK OUTSIDE THE PUBLIC SERVICE (ALL REMUNERATED EMPLOYMENT MUST BE SANCTIONED PRIOR TO THE WORK BEING DONE.)

NOTE 3

Partnership is a legal relationship arising out of a contract between two or more persons with the object of making and sharing profits.

Directorship includes any occupied position of director or alternative director, or by whatever name the position is designated.

- 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.

Designated employees are required to disclose the following details with regard to directorships and partnerships:

DIRECTORSHIPS AND PARTNERSHIPS

NOTE 2

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.

SHARES AND OTHER FINANCIAL INTERESTS

NOTE 1

The following notes is a guide to assist with completing the attached Financial Disclosure form (Annexure C):

INFORMATION SHEET FOR THE FINANCIAL DISCLOSURE FORM

DATE: _____

MANAGER PLANNING & ECONOMIC DEVELOPMENT

CONTENTS NOTED: P RAPUTSOA

Date 02-20-2015 Place BGLP-BGLP

Work means rendering a service for which the person receives remuneration.

NOTE 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.

NOTE 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;
- The value of the sponsorship or assistance.

NOTE 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.

NOTE 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.