

BLOUBERG MUNICIPALITY



PERFORMANCE AGREEMENT

CHIEF FINANCIAL OFFICER(CFO)

RAGANYA M.C

2012/2013

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PERFORMANCE AGREEMENT

MADE AND ENTERED INTO BY AND BETWEEN:

THE MUNICIPALITY OF

Blouberg Local Municipality

AS REPRESENTED BY THE MUNICIPAL MANAGER

TPM Kgoale

AND

RAGANYA M.C

THE EMPLOYEE OF THE MUNICIPALITY

FOR THE

FINANCIAL YEAR

1 JULY 2012 – 30 JUNE 2013

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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 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 This agreement does not at all replace the Employment Contract signed between the parties.
- 1.4 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.
- 1.5 The Parties wish to ensure that there is compliance with Sections 57 (4A), 57 (4B) and 57 (5) of the Systems Act.

2. Purpose of this Agreement

The purpose of this Agreement is to:

- 2.2 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
- 2.3 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, Service Delivery and Budget Implementation Plan (SDBIP) and the Budget of the municipality
- 2.4 Specify accountabilities as set out in a Performance Plan, which forms an Annexure to the Performance Agreement
- 2.5 Monitor and measure performance against set targeted outputs
- 2.6 Use the Performance Agreement as the basis for assessing whether the employee has met the performance expectations applicable to his job
- 2.7 In the event of outstanding performance, to appropriately reward the employee
- 2.8 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 2012 and will remain in force until 30 June 2013 (provided the employment contract signed with the employer is still in force) 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 review the provisions of this Agreement during June each year
- 3.3 The parties will conclude a new Performance Agreement and Performance Plan that replaces this Agreement at least once a year by not later than one month after the beginning of each successive financial year
- 3.4 This Agreement will automatically terminate on the termination of the Employee's contract of employment for any reason

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3.5 The content of this Agreement may be revised at any time during the abovementioned period to determine the applicability of the matters agreed upon

3.6 If at any time during the validity of this Agreement the work environment alters (whether as a result of government or Council decisions or otherwise) to the extent that the contents of this Agreement are no longer appropriate, the contents shall immediately be revised

4. Performance Objectives

4.1. The Performance Plan (Annexure A) sets out-

4.1.1. Key Performance Areas that the employee should focus on

4.1.2. Core competencies required from employees

4.1.3. The performance objectives, key performance indicators, projects and targets that must be met by the Employee

4.1.4. The time frames within which those performance objectives and targets must be met

4.2. The performance objectives, key performance indicators and targets reflected in Annexure A are set by the Employer in consultation with the Employee and based on the Integrated Development Plan, Service Delivery and Budget Implementation Plan (SDBIP) and the Budget of the Employer, and shall include strategic objectives; key performance indicators, targets, projects and activities that may include dates and weightings. A description of these elements follows:

4.2.1. The strategic objectives describe the strategic intent of the organisation that needs to be achieved

4.2.2. The performance indicators provide the measurement on how a strategic objective needs to be achieved

4.2.3. The target dates describe the timeframe in which the work must be achieved

4.2.4. The weightings show the relative importance of the key performance areas, key objectives, key performance indicators to each other

4.2.5. The activities are the actions to be achieved within a project

5. Performance Management System

5.1. The Employee agrees to participate in the performance management system that the Employer adopts or introduces for the Employer, management and municipal staff of the Employer

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

5.3. 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

5.4. 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

5.5. The criteria upon which the performance of the Employee shall be assessed shall consist of two components, Key Performance Areas and core Competency Requirements, both of which shall be contained in the Performance Agreement.

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- 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 Core Competency Requirements (CCRs) respectively.
- 5.5.2. KPA's covering the main areas of work will account for 80% and CCRs will account for 20% of the final assessment.
- 5.5.3. Each area of assessment will be weighted and will contribute a specific part to the total score.
- 5.5.4. The Employee's assessment will be based on his 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:

Key Performance Areas	Weighting
Municipal Transformation and Organisational Development	20
Basic Service Delivery	0
Local Economic Development (LED)	0
Municipal Financial Viability and Management	60
Spatial Rationale	0
Good Governance and Public Participation	20

- 5.6. Manager's responsibilities are also directed in terms of the abovementioned key performance areas. In the case of managers directly accountable to the Municipal Manager, other key performance areas related to the functional area of the
- 5.7. relevant manager can be added subject to negotiation between the municipal manager and the relevant manager
- 5.8. The CCRs will make up the other 20% of the Employee's assessment score. CCRs that are deemed to be most critical for the Employee's specific job should be selected (✓) from the list below as agreed to between the Employer and Employee. Three of the CCRs are compulsory for Municipal Managers:

	Weighting
Strategic Capability and Management	5%
Strategic Financial Management	20%
Operational Financial Management	20%
Governance, Ethics & Value in Financial Management	5%
Financial and Performance reporting	15%
Risk and Change Management	2.5%

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Legislation, Policy and implementation	5.0%
Project Management	5.0%
Stakeholder relations	2.5%
Supply Chain Management and Asset Management	15%
Audit and Assurance	5.0%
Total:	

6. Evaluating Performance

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

6.1.1. The standards and procedures for evaluating the Employee's performance

6.1.2. The intervals for the evaluation of the Employee's performance

6.2. 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

6.3. 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

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

6.5. The Annual performance appraisal will involve:

6.5.1. Assessment of the achievement of results as outlined in the Performance Plan

(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 under the KPA

(b) Values on actual performance 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. These scores are carried over to the applicable employee's performance plan. During assessment, the employee has a chance to motivate for higher scores. The panel members have a chance to ask questions regarding

(c) The final scores are converted to % Performance by making use of DPLG Performance Assessment Rating Calculator

6.5.2. Assessment of the CCRs

(a) Each CCR should be assessed according to the extent to which the specified standards have been met

(b) An indicative rating on the five-point scale should be provided for each CCR

(c) This rating should be multiplied by the weighting given to each CCR during the contracting process, to provide a score

(d) The score is translated to a final CCR percentage through DPLG Performance Assessment Rating Calculator (refer to paragraph 6.5.1)

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6.5.3. Overall rating

An overall rating is calculated by using the Performance Assessment Rating Calculator whereby a weighting of 80% is applied to KPA performance and a weighting of 20% to CCR's.

6.6. The assessment of the performance of the Employee by panel members will be based on the following rating scale for KPA's and CCRs:

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

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.	Performance is significantly higher than the standard expected in the job.	Performance fully meets the standards expected in all areas of the job.	Performance is below the standard required for the job in key areas.	Performance does not meet the standard expected for the job.

6.7. For purposes of evaluating the annual performance of the municipal manager, an evaluation panel constituted of the following persons must be established –

- 6.7.1. Municipal Manager from Blouberg Municipality
- 6.7.2. Chairperson of the Performance Audit Committee or a member of the Performance Audit Committee in the absence of the Chairperson of the Performance Audit Committee;
- 6.7.3. Member of the Executive Committee
- 6.7.4. Municipal Manager from another municipality
- 6.7.5. PMS officer for technical support
- 6.7.6. COGHSTA for technical support

7. Schedule for Performance Reviews

7.1. The performance of each Employee in relation to his Performance Agreement shall be reviewed within the month following the quarters as indicated with the understanding that reviews in the first and third quarter may be verbal if performance is satisfactory:

- First quarter : July – September 2012
- Second quarter : October – December 2012
- Third quarter : January – March 2013
- Fourth quarter : April – June 2013

7.2. The Employer shall keep a record of the mid-year review and annual assessment meetings

7.3. Performance feedback shall be based on the Employer's assessment of the Employee's performance

7.4. 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

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7.5. 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

8. Developmental Requirements

The Personal Development Plan (PDP) for addressing developmental gaps is attached as Annexure B.

9. Obligations of the Employer

The Employer shall:

- 9.1. Create an enabling environment to facilitate effective performance by the employee
- 9.2. Provide access to skills development and capacity building opportunities
- 9.3. Work collaboratively with the Employee to solve problems and generate solutions to common problems that may impact on the performance of the Employee
- 9.4. On the request of the Employee delegate such powers reasonably required by the Employee to enable him to meet the performance objectives and targets established in terms of this Agreement
- 9.5. Make available to the Employee such resources as the Employee may reasonably require from time to time to assist him to meet the performance objectives and targets established in terms of this Agreement

10. Consultation

- 10.1. The Employer agrees to consult the Employee timeously where the exercising of the powers will have amongst others –
 - 10.1.1. A direct effect on the performance of any of the Employee's functions
 - 10.1.2. Commit the Employee to implement or to give effect to a decision made by the Employer
 - 10.1.3. A substantial financial effect on the Employer
 - 10.1.4. The Employer agrees to inform the Employee of the outcome of any decisions taken pursuant to the exercise of powers contemplated in as soon as is practicable to enable the Employee to take any necessary action without delay

11. Management of Evaluation Outcomes

- 11.1. The evaluation of the Employee's performance will form the basis for rewarding outstanding performance or correcting unacceptable performance.
- 11.2. A performance bonus of between 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:

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% Rating Over Performance %	% Rating Over Performance % Bonus
130 - 133.8	5%
133.9 - 137.6	6%
137.7 - 141.4	7%
141.5 - 145.2	8%
145.3 - 149	9%
150 - 153.4	10%
153.5 - 156.8	11%
156.9 - 160.2	12%
160.2 - 163.6	13%
163.7 - 167	14%

- 11.3. In the case of unacceptable performance, the Employer shall:
- 11.4. Provide systematic remedial or developmental support to assist the Employee to improve his performance
- 11.5. 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 duties

12. Dispute Resolution

- 12.2 Any disputes about the nature of the Employee's performance agreement, whether it relates to key responsibilities, priorities, methods of assessment and/ or any other matter provided for, shall be mediated by 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) of the Municipal Performance Regulations, 2006, within thirty (30) 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 contract of employment, or the effects of existing or new regulations, circulars, policies, directives or other instruments
- 13.3. The performance assessment results of the **Director** must be submitted to the MEC responsible for local government in the relevant province as well as the National Minister responsible for local government, within fourteen (14) days after the conclusion of the assessment.

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Thus done and signed at Blairies on this the 3rd day of July 2012

AS WITNESSES:

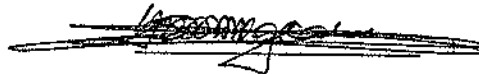
1. Morapedi MA
2. [Signature]



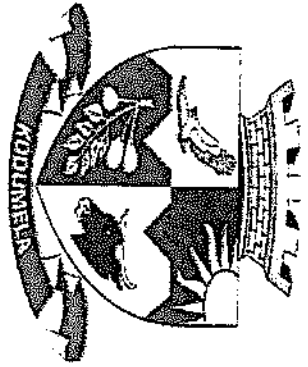
EMPLOYEE
RAGANYA MEIKIE CONNY

AS WITNESSES:

1. [Signature]
2. [Signature]



THOKA MAKORWANE PATRIC KGOALE
MUNICIPAL MANAGER



CHIEF FINANCIAL OFFICER

RAGANVA M. C.

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PURPOSE OF THE POSITION	
VISION	
A Budget and Treasury unit will be the ultimate financial management authority and advisor on Financial Matters to the Institution in pursuit of Transparency, good governance and	
MISSION	
To create an enabling environment for the Municipality to deliver effective services throughout the community by prudently managing the financial resources of the municipality	
Purpose of the Position	
The Budget and Treasury Unit is accountable and responsible for the following services:	
1.	Budget planning, monitoring and reporting
2.	Supply chain Management
3.	Payroll administration
4.	Risk Management within Budget and Treasury Unit
5.	Revenue Management
6.	Expenditure Management
7.	Asset Management

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BUDGET AND TREASURY UNIT

KPA 2: ORGANISATIONAL TRANSFORMATION AND INSTITUTIONAL DEVELOPMENT (80)

Programme	Objectives	KPI NO	KPI	Annual Target	Baseline	Q1(July-Sep)	Q2(Oct-Dec)	Q3(Jan-Mar)	Q4(Apr-Jun)	Portfolio of Evidence	Weight	
Support of Financial Viability and Management structures/forums	To ensure functionality of Financial Viability and Management (Financial Viability and Management)	1	Establishment and Induction of Budget Steering Committee	Budget Steering Committee established and inducted	New Indicator	Budget Steering Committee established and inducted	N/A	N/A	N/A	Attendance register and report	3	
		2	Number of meetings of the Budget Steering Committee	9	1	3	5	9	9	Attendance register and Agenda	3	
		3	% of Budget Steering Committee resolutions implemented	75%	75%	75%	75%	75%	75%	Reports	300%	
		4	Availability of 3/5 year financial plan developed and approved	3/5 Year financial Plan developed and approved	N/A	N/A	N/A	N/A	N/A	3/5 Year Financial Plan developed and approved	Reports	3
		5	Review of the Budget Policy	Budget Policy reviewed	2012/2013 Budget Policy	N/A	N/A	N/A	N/A	Budget Policy reviewed	Policy document	3

KPA 3: FINANCIAL VIABILITY AND SUSTAINABILITY (100) VIABILITY AND SUSTAINABILITY (30%)

Programme	Objectives	KPI NO	KPI	Annual Target	Baseline	Q1(July-Sep)	Q2(Oct-Dec)	Q3(Jan-Mar)	Q4(Apr-Jun)	Portfolio of Evidence	Weight		
Revenue Management	To build a strong revenue base and collect revenue due to the Municipality that ensures financial sustainability of the Municipality to ensure it fulfils its developmental roles	6	% of projected revenue collected	100%	New Indicator	25%	50%	75%	100%	Reports (Billing meter reading, statement of accounts distribution)	4%		
		7	% of debt collected	75% of debt collected	New Indicator	30%	40%	50%	75%	Report	2%		
		8	Review of the Credit Control and Debt Management Policy	Credit Control and Debt Management Policy reviewed	2012/2013 Credit Control and Debt Management Policy	N/A	N/A	N/A	N/A	N/A	Credit Control and Debt Management Policy	Policy document	3
		9	Review of the Revenue Enhancement Strategy	Revenue Enhancement Strategy reviewed	Revenue Enhancement Strategy approved on 30/11/2012	Reviewed Revenue Enhancement Strategy	N/A	N/A	N/A	N/A	Strategy plan	3	
		10	Availability of action plan to realise revenue enhancement	Action Plan developed	New Indicator	N/A	Approved	Action Plan approved	N/A	N/A	Report	4	
													2

100%

11	12	13	14	15	16	17	18	19	20	21	22	23
% of implementation of revenue enhancement Strategy implementation	Action Plan Review of Rates Policy	Availability of Supplementary Valuation Roll for all rateable row or improved properties	Tariffs Policy & Structure	% capital budget spent on capital projects	% of operating budget spent	Availability of Demand Management Plan (DMP)	% of compliance with the DMP	% of contracts awarded within validity period	To maintain Integrity of the Assets Register by ensuring that all assets are recorded in the Register, physically located and functional	% of completion of infrastructure assets unbundling completed	Availability of Assets Maintenance Plan	Number of disposals/audits of obsolete assets
Action Plan implemented at 75%	Rates Policy reviewed and approved with the 2013/14 Budget	Supplementary Valuation Roll for all rateable new or improved properties approved	Tariffs Policy and Structure reviewed and approved with the 2013/14 Budget	100%	95%	Availability of Demand Management Plan	75% of procurement actions in line with the approved DMP	75%	2 assets verifications conducted	New indicator 25% (Service provider appointed)	Availability of Assets Maintenance Plan	1 auction conducted
New indicator N/A	Rates Policy approved for 2012/2013	General Valuation Roll is in place	Structure approved for 2012/2013	New indicator 25%	New indicator 22%	New indicator DMP approved	New indicator N/A	New indicator 75%	New indicator N/A	New indicator N/A	New indicator N/A	New indicator 1
N/A	N/A	N/A	N/A	50%	50%	N/A	75%	75%	1	N/A	N/A	N/A
75%	N/A	Supplementary Valuation Roll completed	N/A	75%	75%	N/A	75%	75%	0	(100%) Infrastructure Assets unbundling completed	N/A	N/A
75%	Reviewed Rates Policy approved	N/A	Tariffs Policy and Structure approved	100%	95%	N/A	75%	75%	2	N/A	N/A	N/A
Report	Director: Economic Development & Planning	Director: Economic Development & Planning	Policy document	Expenditure report	Expenditure report	Report	Report	Report	Report	Asset Register	Assets Maintenance plan	Action Report
				4%								

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			24	% of assets insured	100%	New indicator	100%	100%	100%	100%	100%	Maintenance policy document	3
			25	Review of assets Management Policy	Assets Management Policy reviewed	2012/2013 Assets Management Policy	N/A	N/A	N/A	N/A	N/A	Assets Management Policy	3
			26	Integration of systems	Venus system (integrated with the payday system)	New indicator	25% (SLA signed with service providers)	N/A	N/A	N/A	N/A	collected Systems (integrated)	2
	Financial systems	To upgrade and integrate financial systems										Reports	3

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NPA 5 - GOOD GOVERNANCE AND PUBLIC PARTICIPATION (20%)

Audit Queries	To ensure that the Municipality achieves clean audit on the financial statements by 2014	27	Availability and implementation of Action Plan to address all issues raised by the Auditor General on the 2012/13 Financial Statements	Issues raised by the AG on the 2013/12 Financial Statements resolved at 75%	N/A	N/A	N/A	N/A	50%	75%	Action plan for Finance raised issues by AG	4
Indigent Management	To promote social security and access to municipal services	28	Availability of action plan to implement the Indigent Policy	Implementability of the Indigent Policy	Indigent Policy is available	Action Plan approved	Plan N/A	N/A	N/A	N/A	Indigent Implementation Plan	4
		29	% of equalized Indigent Register	Availability of data Indigent Register	100% up to date	Indigent Register is available	100%	100%	100%	100%	Indigent Register	2
		30	Availability of policy to assist vulnerable people	Policy to assist vulnerable people developed and approved	New Indicator	N/A	Policy to assist vulnerable people developed and approved	N/A	N/A	N/A	Policy document	3
Budget Preparation	To ensure timely preparation of the annual and adjustments budgets	31	% of Compliance with timelines for preparation and approval of the Annual Budget (2013/14) in terms of S 16 of the MFA	100%	2011/2012 Budget Preparation Time Schedule	N/A	N/A	50% (Draft Annual Budget approved by Council for consultation)	100% (Final Budget approved by Council)	100% (Final Budget approved by Council)	Draft and Final Budget Document	4
		32	% of Compliance with timelines for preparation and approval of the Adjustments Budget (2012/13) in terms of S 16 of the MFA	100%	New Indicator	N/A	N/A	Adjustments Budget compiled and approved	N/A	N/A	Adjustment Budget Document	3
In-year Reports	To enhance accountability and compliance to statutory and other compulsory reporting requirements	33	Number of statements submitted to the Mayor and Provincial Treasury	12	New Indicator	3	5	9	12	571 reports and confirmation report National Treasury	4	
		34	Number of financial management reports to Council	4	New Indicator	1	1	1	1	1	3	

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			35	Mid-year budget and performance assessment report submitted to the Mayor, Provincial and National Treasury	Mid year budget and performance assessment report completed and submitted to the Mayor, Provincial and National Treasury by 25 January 2012	100% compliance achieved for 2010/11	N/a	N/a	Mid year budget and performance assessment report completed and submitted to the Mayor, Provincial and National Treasury	N/a	Reports
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Competencies

Definitions

Within the Budget and Treasury Office, the ability to contribute to service delivery systems of a complex nature and manage the achievement of municipal strategies and goals. Within the area of responsibility, the ability to formulate and influence, monitor and long term service delivery plans to deliver on municipal strategies and goals

The ability to guide the management of an effective, economic and efficient finance function, supported by effective financial management policies and practices. The ability to forecast revenue and expenditure and assessing the impact thereof on a municipality's financial position and performance.

The ability to commission and operate financial systems and the ability to maintain sufficient working capital/cash flow/short term liquidity to meet the needs of the municipality. The ability to manage the budget preparation and the implementation process and provide technical expertise in this regard.

The ability to support and implement good governance in the area of responsibility. The ability to implement, manage and oversee the implementation of legislation and policy within the area of responsibility.

The ability to implement and manage the financial reporting process of the municipality. The ability to implement and manage the performance reporting process of the municipality

The ability to understand risk and guide the management of risk for the municipality within the area of responsibility. The ability to guide the management of change for the municipality within the area of responsibility.

The ability to support and contribute to the formulation of policy and By-Laws by the municipal council. The ability to implement, manage and oversee the implementation to the legislation and policy within the area of responsibility

The ability to provide direction and guide project management within the area of responsibility.

Within the area of responsibility, the ability to guide, establish and maintain appropriate stakeholder relations.

The ability to manage and oversee a fair, equitable, transparent, competitive and cost effective supply chain management function. Ability to manage the supply chain management

The ability to support the audit process, in order to obtain the optimum level of assurance from Auditor-General

Section Total:

These Competencies are dependent on final promulgation of the Guidelines in terms of the Regulations

- 2.5%
- 15.0%
- 5.0%
- 100%

100%

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Approval of



Ice Plan

The process followed ensures individual alignment to the strategic intent of the institution and give sound relationships, to develop human capital and to strengthen the organisation through excellent. The employer and employee both have responsibilities and accountabilities in getting value from th

: needs to be achieved through a self-directed approach to execute on the objectives, to build in has derived from intense workshopping to ensure integration, motivation and self-direction, an succeed without the support of the other.

Undertaking of the employer / superior


On behalf of my organisation, 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 clearly understand what is expected of them. I herewith approve this Performance Plan.

Undertaking of the employee

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 twice annually. As such, I therefore commit to do my utmost to live up to these expectations and to serve the organisation, my superiors, my colleagues and the community with loyalty, integrity and enthusiasm at all times. I herby confirm and accept the conditions to this plan.

Signed and accepted by the Supervisor on behalf of Council:

DATE:


8/7/2012

Signed and accepted by the Employee:



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DATE:

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RAGANYA MEIKIE CONNY: PERSONAL DEVELOPMENT PLAN 2012/2013

ANNEXURE B : PERSONAL DEVELOPMENT PLAN 2012/201

Skills /Performance Gap(In order of priority)	Outcomes Expected (measurable indicators: quantity, quality and time frames)	Suggested training and / or development activity	Suggested mode of delivery	Suggested Time Frames	Work opportunity created to practice skill /development area	Support Person
<p>Appraise Performance of Managers</p>	<p>To be able appraise managers reporting to me against set criteria, within relevant time frames</p>	<p>Training needs must be identified with due regard to cost effectiveness and listed in column 3.</p> <p>The suggested mode of delivery refers to the chosen methodology that is deemed most relevant to ensure transfer of skills.</p> <p>Mode of delivery consists of, amongst</p>	<p>Training must be conducted either in line with a recognised qualification from a tertiary institution or unit standards registered on the National Qualifications Framework (South African Qualifications Authority), which could enable the trainee to obtain recognition towards a qualification for training undertaken. It is important to determine within the municipality whether unit standards have been</p>	<p>First quarter</p>	<p>This further ensures internalisation of information gained as well as return on investment (not just a nice to have skill but a necessary to have skill that is used in the workplace).</p>	<p>This identifies a support person that could act as coach or mentor with regard to the area of learning for the employee</p>

				<p>The AMP is a unique learning experience that allows you to review and update your business management knowledge, develop new management tools and analyze strategic concepts while enhancing your leadership skills.</p>				
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Appendix C

FINANCIAL DISCLOSURE FORM

I, the undersigned (surname and initials) RACHANA MEIKES CONNY

(Postal address) P.O. BOX 432

Tridarettjela 0890

(Residential address) 27 wandle way Bendor

Peloponnes

(Position held) Chief financial officer

(Name of Municipality)

Blenheim Local Municipality

Tel: _____

Fax: _____

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

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

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

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

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

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

Name of Employer	Type of Work	Amount of remuneration/ Income
	H I P	

Council _____

Signature by Council _____

Date _____

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

Name of client	Nature	Type of business activity	Value of any benefits received
	M R		

5. Sponsorships
See information sheet: note (5)

Source of assistance/sponsorship	Description of assistance/ Sponsorship	Value of assistance/sponsorship
	H I P	

6. Gifts and hospitality from a source other than a family member
See information sheet: note (6)

Description	Value	Source
	H I P	

7. Land and property
See information sheet: note (7)

Description	Extent	Area	Value
	H/A		


SIGNATURE OF EMPLOYEE

DATE: 20/08/2012

PLACE: Senwabantwana

OATH/AFFIRMATION

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

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

Answer YES

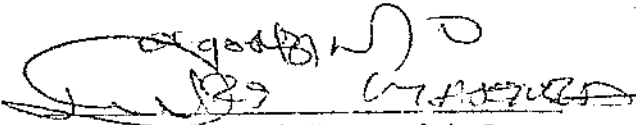
(ii) Do you have any objection to taking the prescribed oath or affirmation?

Answer NO

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

Answer YES

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" or "I fully affirm that the contents of the declaration are true". The signature/mark of the deponent is affixed to the declaration in my presence.


Commissioner of Oath /Justice of the Peace

2012-08-20
PRIVATE BAG 1009
SENWABANTWANA, P.O. BOX
SUID-ARBEIKAATSE POLISIEDIENS

Full first names and surnames:

M. J. ... (Block letters)

CONFIDENTIAL

Designation (rank) W/O Ex Officio Republic of South Africa

Street address of institution SEWABARWA

Date 2012-08-20 Place SEWABARWA

CONTENTS NOTED: EXECUTIVE MAYOR/ MAYOR

DATE: _____

INFORMATION SHEET FOR THE FINANCIAL DISCLOSURE FORM

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

NOTE 1

Shares and other financial interests

Designated employees are required to disclose the following details with regard to shares and other financial interests held in any private or public company or any other corporate entity recognized by law:

- The number, nature and nominal value of shares of any type;
- The nature and value of any other financial interests held in any private or public company or any other corporate entity; and
- The name of that entity.

NOTE 2

Directorships and partnerships

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

- The name and type of business activity of the corporate entity or partnership/s; and
- The amount of any remuneration received for such directorship or partnership/s.

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

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

NOTE 3

Remunerated work outside the public service (All remunerated employment must be sanctioned prior to the work being done.)

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

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

Remuneration means the receipt of benefits in cash or kind.

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

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; and
- 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.