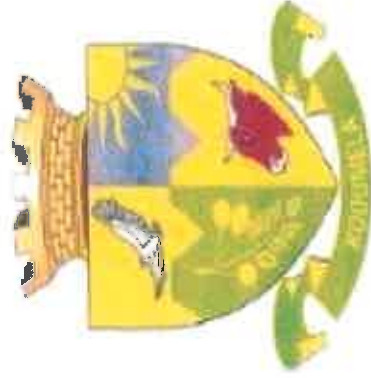




PERSONAL DEVELOPMENT PLAN

2015/2016

RAGANYA M.C

1. Introduction

The Aim of the Personal Development Plan (PDP) is to ensure that Employees are skilled to meet Objectives as set out in the Performance Management Agreement as prescribed by legislation. Successful career path planning ensures competent employees for current and possible future positions. It then for identifies promise and implement training needs.

Legislative needs taken into account comes from the Municipal Systems Act Guidelines. Generic senior management competency framework and occupational competency profiles, Municipal Finance Management Competency Regulations, such as those developed by the National Treasury and other line sector departments legislated competency requirements need also be taken into consideration during the PDP process.

Column 1: Skills/Performance GAP

1. Skills/Performance Gap (order / priority)	2. Outcome Expected (measurable indicators: quantity, quality and time frame)	3. Suggested Training and / or development activity	4. Suggested mode of delivery	5. Suggested Time Frames	6. Work opportunity linked to practice skill / competence area	7. Target Person
SCM	Be able to deliver on the departmental mandate including projects supervision and monitoring	SCM Training	Effective Supply Chain Management	6 Months		Municipal Manager
Project Management	Be able to deliver on the departmental mandate including projects supervision and monitoring	Project Management	Project Implementation	6 Months		Municipal Manager
Asset management	Be able to deliver on the departmental mandate including projects supervision and monitoring	Asset Management	Compliance Asset Management	5 Months		Municipal Manager

Thus done and signed at _____ on this the _____ day of _____ 2015/2016

AS WITNESSES

1. [Signature]

2. [Signature]

[Signature]
EMPLOYEE

AS WITNESSES

1. _____

2. _____

[Signature]
MUNICIPAL MANAGER



Mouloung Municipality

POSITION: CHIEF FINANCIAL OFFICER

NAME: M

A Municipality is an administrative division that has opportunities for growth and development through optimal utilization of available resources.

MISSION:

To ensure delivery of quality services through community participation and creation of an enabling environment for economic growth and job creation.

Purpose of the Position

The CHIEF FINANCIAL OFFICER is accountable and responsible for the following Services:

1. Budget Planning, Monitoring and Reporting

2. Financial Administration

3. Risk Management with Budget and Treasury Unit

4. Supply Chain Management

5. Revenue Management

6. Expenditure Management

7. Asset Management

Signature

Approval of the Personal Performance Plan

The process followed ensures individual alignment to the strategic intent of the institution and give clear direction on what needs to be achieved through a self-directed approach to execute on the objectives, to build sound relationships, to develop human capital and to strengthen the organization through excellent performance. This plan has derived from intense work shopping to ensure integration, motivation and self-direction. The employer and employee both have responsibilities and accountabilities in getting value from this plan. Neither party can succeed without the support of the other.

Undertaking of the employer / superior

On behalf of my organization, 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 organization. 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 organization, 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: 27/07/2015

Signed and accepted by the Employee:


DATE:

10002

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Appendix C

FINANCIAL DISCLOSURE FORM

1. the undersigned (surname and initials) Brannan M C
 (Postal address) P O Box 430
Indiantown 0890
 (Residential address) 6 Cedar Street
PO Box 430 - Indiantown
 (Position held) Chief Executive Officer
 (Name of Municipality) Blanchard Local Municipality
 Tel: 018 505 7100 Fax: 018 505 0016

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

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

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

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

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

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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
HIA		

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
HIA			

5. Sponsorships
See information sheet: note (5)

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

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

Description	Value	Source
HIA		

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7. Land and property
See information sheet page (7)

Description	Extent	Area	Value
House	680000	150000000	R 1200 000

SIGNATURE OF EMPLOYEE

DATE:

PLACE

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

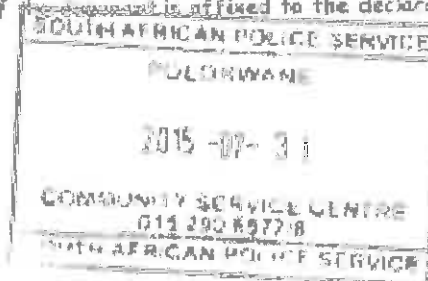
2. I certify that the deponent has acknowledged that she/he knows and understands the contents of this declaration. The deponent utters the following words: "I swear that the contents of this declaration are true, so help me God." / "I truly affirm that the contents of the declaration are true". The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

Commissioner of Oath / Justice of the Peace

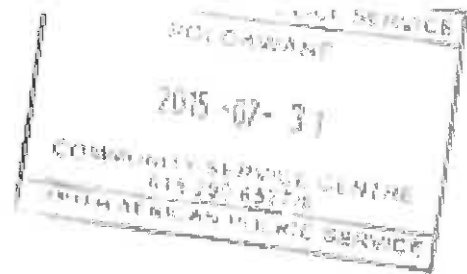
Full first names and surname

Naume Mokoeteli (S)

(Block letters)



4
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Designation (rank) 1ST Ex Officer Republic of South Africa

Street address of institution 32 Schreiner Street
Polokwane

Date 2015 07 31 Place Polokwane SDPS

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CONTENTS NOTED BY EXECUTIVE MAYOR/ MAYOR

DATE 31/07/2015

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.