



**PERFORMANCE AGREEMENT  
2017/2018**

Collins Chabane Municipality herein represented by

**NGOBENI TSAKANI CHARLOTTE,**

in his capacity as the Municipal Manager (hereinafter referred to as  
the Employer or Supervisor)

and

**SHILENGE RISENGA RICHARD,**

employee of the Municipality (hereinafter referred to as the  
Employee).

WHEREBY IT IS AGREED AS FOLLOWS:

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## 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 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 01 July 2017 and will remain in force until 30 June 2018 (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 termination of the Employee's contract of employment for any reason

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.
  - 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:

|   |    |
|---|----|
| Municipal Transformation and Organisational Development | 45 |
| Basic Service Delivery                                  | 0  |
| Local Economic Development (LED)                        | 0  |
| Municipal Financial Viability and Management            | 10 |
| Good Governance and Public Participation                | 45 |

- 5.6. Municipal Manager's responsibilities are directed in terms of the abovementioned key performance areas.
- 5.7. The CCRs will make up the other 20% of the Employee's assessment score. The following CCRs are deemed to be most critical for the Employee's specific job.

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# COMPETENCES

| Leading Competencies                 |        |
|--------------------------------------|--------|
|                                      | Weight |
| Strategic Capability and Leadership  | 10     |
| Programme and Project Management     | 10     |
| Financial Management                 | 10     |
| Change Leadership                    | 10     |
| Governance Leadership                | 10     |
| People Management                    | 10     |
| Core Competencies                    |        |
|                                      | Weight |
| Moral competence                     | 5      |
| Planning and organising              | 10     |
| Analysis and Innovation              | 10     |
| Knowledge and Information Management | 5      |
| Results and Quality Focus            | 10     |

## 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 COGTA 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 COGTA Performance Assessment Rating Calculator (refer to paragraph 6.5.1)

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:

|   |  |   |  |  |
|---|--|---|--|--|
|   |  |   |  |  |
|   |  |   |  |  |
| 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 Director, an evaluation panel constituted of the following persons must be established –

6.7.1. Municipal Manager

- 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. Mayor or municipal manager from another municipality; and
- 6.7.5. The manager responsible for human resources of the municipality must provide secretariat services to the evaluation panels referred to in sub-regulations (d) and (e).

## **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 2017
- Second quarter : October – December 2017
- Third quarter : January – March 2018
- Fourth quarter : April – June 2018

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

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:

| % 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

12.1. 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 the MEC for local government in the province within thirty (30) days of receipt of a formal dispute from the Employee or any other person appointed by the MEC

## 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

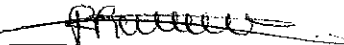
13.3. The performance assessment results of the Municipal Manager must be submitted to the MEC responsible for local government in the relevant province as well as the National Minister responsible for local government, within fourteen (14) days after the conclusion of the assessment.

Thus done and signed at Malamulele on this the 1 day of July 2017

### AS WITNESSES:

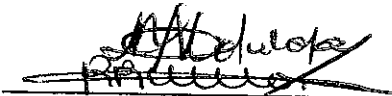
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2. \_\_\_\_\_

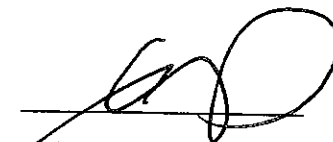


**SHILENGE RISENGA RICHARD  
EMPLOYEE**

### AS WITNESSES:

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**MUNICIPAL MANAGER**

**NGOBENI TSAKANI CHARLOTTE**



**PERSONAL DEVELOPMENT PLAN  
2017/2018**

Collins Chabane Local Municipality herein represented by  
in her capacity as the Municipal Manager (hereinafter referred to  
as the Employer or Supervisor)

**NGOBENI TSAKANI CHARLOTTE,**

And

**SHILENGE RISENGA RICHARD**

employee of the Municipality (hereinafter referred to as the  
Employee).

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# WHEREBY IT IS AGREED AS FOLLOWS:

## 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 there for identifies, prioritise 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.

## 2. Competency Modelling

The COGTA has decided that a competency development model will consist of both managerial and occupational competencies:

- Managerial competencies should express those competencies which are generic of all management positions.
- Occupational competence refers to competencies which are job/function specific.

## 3. Compiling the personal development plan attached as the appendix

The Municipal Manager, in consultation with the employee is to compile a Personal Development Plan. The PDP has 7 columns that need to be completed. Appendix A serves as the Action Plan for the PDP

### 3.1. Column 1: Skills/Performance GAP.

| E.g. 1.<br>Appraise<br>Performance<br>of<br>Managers | <i>The municipal manager will be able to enter into performance agreements with the Director reporting to him / her, appraise them against set criteria, within relevant time frames</i> | 3.Suggested training and / or development activity | 4.Suggested mode of delivery | 5.Suggested Time Frames | 6. Work opportunity created to practice skill / development | 7.Support Person |
|--|--|--|------------------------------|-------------------------|---|------------------|
|  |  |  |                              |                         |   |                  |
|  |  |  |                              |                         |   |                  |

*Handwritten initials/signature*  
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The identified training needs should be entered into column one. The following should be taken into consideration:

**Organisational needs**

Strategic development priorities and competency requirements, in line with the municipality's strategic objectives. The competency requirements of individual jobs. The relevant job requirements (job competency profile) as identified in the job description should be compared to the current competency profile of the employee to determine the individual's competency gaps.

Specific competency gaps as identified during the probation period and performance appraisal of the employee.

**Individual training needs that are job / career related.**

Prioritisation of the training needs in column 1 should also be determined since it may not be possible to address all identified training needs in a specific financial year. It is however of critical importance that training needs be addressed on a phased and priority basis. This implies that all these needs should be prioritized for purposes of accommodating critical / strategic training and development needs in the HR Plan, Personal Development Plans and the Workplace Skills Plan.

**3.2. Column 2: Outcomes Expected**

|  |   |  |                              |                         |  |                  |
|--|---|--|------------------------------|-------------------------|--|------------------|
| 1. Skills /Performance Gap(in order of priority) | 2. Outcomes Expected (measurable indicators: quantity, quality and time frames) | 3.Suggested training and / or development activity | 4.Suggested mode Of delivery | 5.Suggested Time Frames | 6. Work opportunity Created to practice skill / Development area | 7.Support Person |
|--|---|--|------------------------------|-------------------------|--|------------------|

Consideration must be given to the outcomes expected in column 2 so that once the intervention is completed the impact it had can be measured against relevant output indicators.

**3.3. Column 3: Suggested training**

|  |   |  |                              |                         |  |                  |
|--|---|--|------------------------------|-------------------------|--|------------------|
| 1. Skills /Performance Gap(in order of priority) | 2. Outcomes Expected (measurable indicators: quantity, quality and time frames) | 3.Suggested training and / or development activity | 4.Suggested mode Of delivery | 5.Suggested Time Frames | 6. Work opportunity Created to practice skill / Development area | 7.Support Person |
|--|---|--|------------------------------|-------------------------|--|------------------|

Training needs must be identified with due regard to cost effectiveness and listed in column 3.

The suggested mode of delivery refers to the chosen methodology that is deemed most relevant to ensure transfer of skills. Mode of delivery consists of, amongst others, self-study, internal or external training provision; coaching and / or mentoring and exchange programmes.

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**4. Column 4 : Suggested mode of delivery**

|  |   |  |                              |                         |  |                  |
|--|---|--|------------------------------|-------------------------|--|------------------|
| 1. Skills /Performance Gap(in order of priority) | 2. Outcomes Expected (measurable indicators: quantity, quality and time frames) | 3.Suggested training and / or development activity | 4.Suggested mode Of delivery | 5.Suggested Time Frames | 6. Work opportunity Created to practice skill / Development area | 7.Support Person |
|--|---|--|------------------------------|-------------------------|--|------------------|

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 developed with regard to a specific outcome (and registered with the South African Qualifications Authority). Unit standards usually have measurable assessment criteria to determine achieved competency.

**5. Column 5: Suggested Time Lines**

|  |   |  |                              |                         |  |                  |
|--|---|--|------------------------------|-------------------------|--|------------------|
| 1. Skills /Performance Gap(in order of priority) | 2. Outcomes Expected (measurable indicators: quantity, quality and time frames) | 3.Suggested training and / or development activity | 4.Suggested mode Of delivery | 5.Suggested Time Frames | 6. Work opportunity Created to practice skill / Development area | 7.Support Person |
|--|---|--|------------------------------|-------------------------|--|------------------|

An employee should on average receive at least five days of training per financial year and not unnecessarily be withdrawn from training interventions. The suggested time frames enable managers to effectively plan for the annum e.g. so that not all their employees are away from work within the same period and also ensuring that the PDP is implemented systematically.

**6. Column 6: Work opportunity created to practice skill /development area**

|  |   |  |                              |                         |  |                  |
|--|---|--|------------------------------|-------------------------|--|------------------|
| 1. Skills /Performance Gap(in order of priority) | 2. Outcomes Expected (measurable indicators: quantity, quality and time frames) | 3.Suggested training and / or development activity | 4.Suggested mode Of delivery | 5.Suggested Time Frames | 6. Work opportunity Created to practice skill / Development area | 7.Support Person |
|--|---|--|------------------------------|-------------------------|--|------------------|

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).

**7. Column 7: Support Person**

|  |   |  |                              |                         |  |                  |
|--|---|--|------------------------------|-------------------------|--|------------------|
| 1. Skills /Performance Gap(in order of priority) | 2. Outcomes Expected (measurable indicators: quantity, quality and time frames) | 3.Suggested training and / or development activity | 4.Suggested mode Of delivery | 5.Suggested Time Frames | 6. Work opportunity Created to practice skill / Development area | 7.Support Person |
|--|---|--|------------------------------|-------------------------|--|------------------|

This identifies a support person that could act as coach or mentor with regard to the area of learning for the employee.

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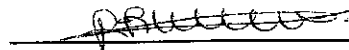


Thus done and signed at Matlasele on this the 1 day of July 201

**AS WITNESSES:**

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

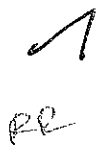
  
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**DIRECTOR CORPORATE SERVICES**  
**SHILENGE R.R.**

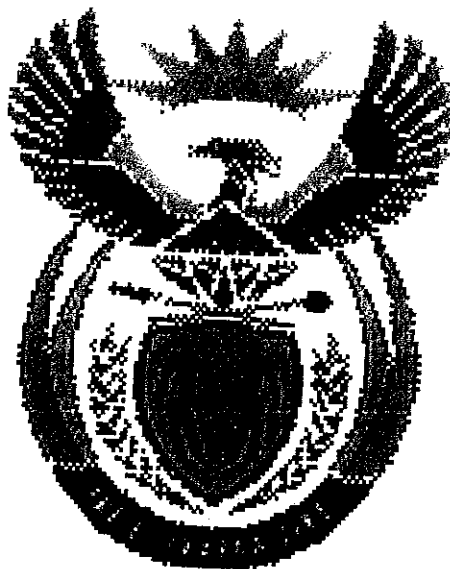
**AS WITNESSES:**

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**MUNICIPAL MANAGER**  
**NGOBENI T.C**





# FINANCIAL DISCLOSURES

2017/2018

EMPLOYEE NAME:

SHILENGE RISENGA RICHARD

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# STRICTLY CONFIDENTIAL

## Financial Disclosure Form

CONFIDENTIAL

I, the undersigned (surname and initials) Shutezo R.R.

(Postal address) Box 94  
Sabelamani 0928

(Residential address) Stand 339 Magamani

(Position held) Director Corporate Service

(Name of Municipality)  
Collins Chabane Local Municipality

Tel: 015 8510110 Fax: \_\_\_\_\_

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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n/a

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

| Name of Employer           | Type of Employment | Amount of Remuneration/ Income                      |
|----------------------------|--------------------|---|
| Creche Colaba              | Audit Committee    | R 3110.00<br>(preparation and travelling allowance) |
| Creche Guyana Municipality | Audit Committee    | R 1766.00<br>(preparation and travelling allowance) |
|                            |                    |   |
|                            |                    |   |

Council \_\_\_\_\_

Signature on behalf of Council \_\_\_\_\_

Date \_\_\_\_\_

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

| Name of client | Nature | Type of business activity | Value of any benefits received |
|----------------|--------|---------------------------|--------------------------------|
|                |        |                           |                                |
|                |        |                           |                                |
|                |        |                           |                                |
|                |        |                           |                                |
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|                |        |                           |                                |
|                |        |                           |                                |
|                |        |                           |                                |
|                |        |                           |                                |

n/a

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|--|--|--|--|
|  |  |  |  |
|--|--|--|--|

5. Sponsorships

See information sheet: note (5)

| Source of assistance/sponsorship | Description of assistance/Sponsorship | Value of assistance/sponsorship |
|----------------------------------|---------------------------------------|---------------------------------|
|                                  |                                       |                                 |
|                                  |                                       |                                 |
|                                  |                                       |                                 |
|                                  | n/a                                   |                                 |
|                                  |                                       |                                 |
|                                  |                                       |                                 |
|                                  |                                       |                                 |

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

See information sheet: note (6)

| Description | Value | Source |
|-------------|-------|--------|
|             |       |        |
|             |       |        |
|             |       |        |
|             | n/a   |        |
|             |       |        |
|             |       |        |
|             |       |        |

7. Land and property

See information sheet: note (7)

| Description | Extent | Area | Value |
|-------------|--------|------|-------|
|             |        |      |       |

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**SIGNATURE OF EMPLOYEE**

DATE: 01/07/2017

PLACE: Malamulele

**OATH/AFFIRMATION**

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

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

Answer \_\_\_\_\_

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

Answer \_\_\_\_\_

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

Answer \_\_\_\_\_

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:

\_\_\_\_\_ (Block letters)

Designation (rank) \_\_\_\_\_ Ex Officio Republic of South Africa

Street address of institution \_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_ Place \_\_\_\_\_

---

**CONTENTS NOTED: NGOBENI TSAKANI CHARLOTTE**

**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):

### **1. SHARES AND OTHER FINANCIAL INTERESTS**

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

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

### **2. DIRECTORSHIPS AND PARTNERSHIPS**

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

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

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

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

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

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

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

Remuneration means the receipt of benefits in cash or kind.

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

### **4. CONSULTANCIES AND RETAINERSHIPS**

Designated employees are required to disclose the following details with regard to consultancies and retainerships:

- The nature of the consultancy or retainership of any kind;
- The name and type of business activity, of the client concerned; and
- The value of any benefits received for such consultancy or retainerships.

### **5. SPONSORSHIPS**

Designated employees are required to disclose the following details with regard to sponsorships:

- The source and description of direct financial sponsorship or assistance; and
- The value of the sponsorship or assistance.

#### **6. GIFTS AND HOSPITALITY FROM A SOURCE OTHER THAN A FAMILY MEMBER**

Designated employees are required to disclose the following details with regard to gifts and hospitality:

- A description and the value and source of a gift with a value in excess of R350;
- A description and the value of gifts from a single source which cumulatively exceed the value of R350 in the relevant 12 month period; and
- Hospitality intended as a gift in kind.

Designated employees must disclose any material advantage that they received from any source e.g. any discount prices or rates that are not available to the general public.

All personal gifts within the family and hospitality of a traditional or cultural nature need not be disclosed.

#### **7. LAND AND PROPERTY**

Designated employees are required to disclose the following details with regard to their ownership and other interests in

land and property (residential or otherwise both inside and outside the Republic):

- A description and extent of the land or property;
- The area in which it is situated; and
- The value of the interest.

**LIM345 LOCAL MUNICIPALITY**



**PERFORMANCE PLAN - DIRECTOR CORPORATE SERVICES**

**2017/18 FINANCIAL YEAR**

**Period: 01/07/2017 - 30/06/2018**

**NAME OF EMPLOYEE: SHILENGE RISENGA RICHARD**



**1. Purpose**

The performance plan defines the Council's expectations of the Director Corporate Services performance agreement to which this document is attached and Section 57 (5) of the Municipal Systems Act, which provides that performance objectives and targets must be based on the key performance indicators as set in the Municipality's Integrated Development Plan (IDP) and as reviewed annually.

**2. Key responsibilities**

The following objects of local government will inform the Director Corporate Services performance against set performance indicators:

- 2.1 Provide democratic and accountable government for local communities.
- 2.2 Ensure the provision of services to communities in a sustainable manner.
- 2.3 Promote social and economic development.
- 2.4 Promote a safe and healthy environment.
- 2.5 Encourage the involvement of communities and community organisations in the matters of local government.

**3. Key Performance Areas**

The following Key Performance Areas (KPA's) as outlined in the Local Government: Municipal Planning and Performance Management Regulations (2001) inform the strategic objectives listed in the table below:

- 3.1 Municipal Transformation and Organisational Development.
- 3.2 Basic Service Delivery
- 3.3 Local Economic Development (LED).
- 3.4 Municipal Financial Viability and Management.
- 3.5 Good Governance and Public Participation.

| Priority Issue/Programme    | Development Objective              | Key Performance Indicators/Measurable Objective                                 | Baseline                         | Weighting | Annual Targets  | Project Name                      | Project Description  | Location | Ward           | Funding Source | Budget 17/18 R'000 | Start Date | End date  | 1st Q Target                               | 4th Q Targets                              | Portfolio Of Evidence                                | Dept  |
|-----------------------------|------------------------------------|---|----------------------------------|-----------|---|-----------------------------------|--|----------|----------------|----------------|--------------------|------------|-----------|--|--|--|-------|
| Sound Municipal Institution | Good governance and Administration | # of Council Meetings convened by 30 June 2018                                  | Council meetings held in 2016/17 |           | 12 Council Meetings coordinated and supported by 30 June 2018                               | Council Meeting                   | Organize Council Meeting as per schedule   | LIM 345  | Administration | Income         | OP EX              | 1/7/2017   | 30/6/2018 | 3 Council Meeting                          | 3 Council Meeting                          | Notices of Invitations, Minutes, Attendance Register | CO RP |
| Sound Municipal Institution | Good governance and Administration | # of reports developed on implementation of council resolutions by 30 June 2018 | reports developed in 2016/17     |           | 4 progress reports on implementation of council resolutions to be developed by 30 June 2018 | Council resolution implementation | Development of Council Resolution Register and monitor implementation of council resolutions | LIM 345  | Administration | Income         | OP EX              | 1/7/2017   | 30/6/2018 | 1 Council resolution implementation report | 1 Council resolution implementation report | Proof of submission and ATR                          | CO RP |

|                             |                                    |  |               |  |                   |   |         |                |        |       |          |           |                                   |                                   |                                  |       |
|-----------------------------|------------------------------------|--|---------------|--|-------------------|---|---------|----------------|--------|-------|----------|-----------|-----------------------------------|-----------------------------------|----------------------------------|-------|
| Sound Municipal Institution | Good governance and Administration | To Develop Work Skills Plan (WSP) and Annual Training Report (ATR) and submit to LGSETA by 30 April 2018                         | New Indicator | Develop and submit the WSP and ATR to LGSETA by 30 April 2018  | WSP and ATR       | Development and submission of the WSP and ATR   | LIM 345 | Administration | Income | OP EX | 1/7/2017 | 30/6/2018 | Implementation of the 2017/18 WSP | Implementation of the 2017/18 WSP | WSP, ATR and Proof of Submission | CO RP |
| Sound Municipal Institution | Good governance and Administration | To develop the SDBIP 2018/2019 and submit to the Mayor for signature within 28 days after approval of the budget by 30 June 2018 | 2017/18 SDBIP | Development and submission of the 2018/2019 SDBIP to the Mayor for signature within 28 days after approval of the budget by 30 June 2018 | SDBIP Development | Collect information from departments, Develop a draft SDBIP, Submit to departments for inputs, Incorporate inputs and submit to council | LIM 345 | Administration | Income | OP EX | 1/7/2017 | 30/6/2018 | N/A                               | N/A                               | Signed SDBIP                     | CO RP |

|                             |                                    |   |               |                                     |                      |   |         |                |        |       |           |            |   |                                      |   |       |
|-----------------------------|------------------------------------|---|---------------|-------------------------------------|----------------------|---|---------|----------------|--------|-------|-----------|------------|---|--------------------------------------|---|-------|
| Sound Municipal Institution | Good governance and Administration | To submit the Employment Equity report to Department of Labour (Dol.) by 31 December 2017 | New Indicator | June 2018                           | Equity               | for approval by 31 March 2018. Submit to the Mayor for signature, Submit to council for noting. | LIM 345 | Administration | Income | OP EX | 1/10/2017 | 31/12/2017 | Development of the Employment Equity Report | Submission of Annual Training Report | Employment Equity Report, Proof of Submission | CO RP |
| Good Governance             | Cooperative Governance             | # of public participation to be implemented by  | New Indicator | 4 public participation conducted by | Public Participation | Consult members of the public on service  | LIM 345 | All wards      | Income | OP EX | 1/7/2017  | 30/6/2018  | 1   | 1                                    | Attendance register and                       | CO RP |

|                             |                                    |   |               |  |              |                                   |  |         |                |        |       |           |            |  |  |                                  |       |
|-----------------------------|------------------------------------|---|---------------|--|--------------|-----------------------------------|--|---------|----------------|--------|-------|-----------|------------|--|--|----------------------------------|-------|
| Sound Municipal Institution | Good governance and Administration | # of Council Meetings convened by 30 June 2018                                  | New Indicator |  | 30 June 2018 | Council Meeting                   | delivery issues  | LIM 345 | Administration | Income | OP EX | 1/7/2017  | 30/6/2018  | 3 Council Meeting                          | 3 Council Meeting                          | Programme                        | CO RP |
| Sound Municipal Institution | Good governance and Administration | # of reports developed on implementation of council resolutions by 30 June 2018 | New Indicator |  | 30 June 2018 | Council resolution implementation | Development of Council Resolution Register and monitor implementation of council resolutions | LIM 345 | Administration | Income | OP EX | 1/7/2017  | 30/6/2018  | 1 Council resolution implementation report | 1 Council resolution implementation report | Proof of submission and ATR      | CO RP |
| Sound Municipal Institution | Good governance and Administration | To Develop Work Skills Plan (WSP) and   | New Indicator |  | 30 June 2018 | WSP and ATR                       | Development and submission of the WSP and ATR  | LIM 345 | Administration | Income | OP EX | 1/01/2018 | 30/04/2018 | N/A  | N/A  | WSP, ATR and Proof of Submission | CO RP |



|                             |                                    |   |               |  |                     |   |         |                |        |       |           |            |   |   |  |       |
|-----------------------------|------------------------------------|---|---------------|--|---------------------|---|---------|----------------|--------|-------|-----------|------------|---|---|--|-------|
| Good Governance             | Good Corporate Governance          | # of MPAC Public Hearing to be coordinated by 31 March 2018 | New Indicator | 1 MPAC Public Hearing to be coordinated by 31 March 2018 | MPAC Public Hearing | Conduct public hearing of the 2016/17 Annual Report | LIM 345 | Administration | Income | OP EX | 1/07/2017 | 30/06/2018 | to Council. N/A   | to Council. N/A   | Attendance registers and Adverts           | CO RP |
| Sound Municipal Institution | Good governance and Administration | To review HR policies Framework by 30 June 2018             | New Indicator | Review of the HR policies by 30 June 2018                | HR Policies         | Reviewing of the HR Policies for levels             | LIM 345 | Administration | Income | OP EX | 1/07/2017 | 30/06/2018 | Review of the Substance and Travel Policy, Placement Policy, Recruitment Policy and Sports Policy | Invite inputs from departments regarding the new HR policy  | HR policies and Council Resolution         | CO RP |
| Sound Municipal Institution | Good governance and Administration | To review the Organogram by 30 June 2018                    | New Indicator | Approved Organogram by May 2018                          | Organogram review   | Reviewing of organizational structure               | LIM 345 | Administration | Income | OP EX | 1/07/2017 | 30/06/2018 | N/A   | Invite inputs from departments regarding the new organogram | Approved Organogram and Council Resolution | CO RP |

|                             |                                    |   |                     |  |                           |   |         |                |        |       |           |            |  |  |   |       |
|-----------------------------|------------------------------------|---|---------------------|--|---------------------------|---|---------|----------------|--------|-------|-----------|------------|--|--|---|-------|
| Sound Municipal Institution | Good governance and Administration | % litigation cases finalized (# of cases addressed/# of cases received) by 30 June 2018 | New Indicator       | 100% cases attended to (# of cases attended/# of cases received) by 30 June 2018 | Management of litigations | Attending and finalizing all litigation cases of the municipality | LIM 345 | Administration | Income | OP EX | 1/07/2017 | 30/06/2018 | 100% cases attended to (# of cases attended/# of cases received) | 100% cases attended to (# of cases attended/# of cases received) | Litigation Register and Report  | CO RP |
| Sound Municipal Institution | Good governance and Administration | # of posts filled in terms of the approved program priority list by 30 June 2018        | Approved Organogram | 343 Posts filled in terms of the organogram                                      | Personnel Recruitment     | Personnel Recruitment as per priority list                        | LIM 345 | Administration | Income | OP EX | 1/07/2017 | 30/06/2018 | 41 Positions to be filled  | 102 Positions to be filled                                       | Advertisement, Shortlisting reports, Interviews reports and Appointment letters | CO RP |
| Sound Municipal Institution | Good governance and Administration | # of LLF Meetings convened by 30 June 2018  | New Indicator       | 12 LLF Meetings coordinated and supported by 30 June 2018                        | LLF Meetings              | Organize LLF Meeting as per schedule                              | LIM 345 | Administration | Income | OP EX | 1/7/2017  | 30/6/2018  | 3 LLF Meeting  | 3 LLF Meeting  | Minutes and Attendance Registers  | CO RP |



|                             |                                    |  |               |                                       |                |  |         |                |        |       |           |            |   |   |   |       |
|-----------------------------|------------------------------------|--|---------------|---------------------------------------|----------------|--|---------|----------------|--------|-------|-----------|------------|---|---|---|-------|
| Sound Municipal Institution | Good governance and Administration | To develop ICT governance system by 30 June 2018 | New Indicator | ICT Governance System by 30 June 2018 | ICT Governance | Development and Implementation of the ICT Plan | LIM 345 | Administration | Income | OP EX | 1/07/2017 | 30/06/2018 | Development of Specific Appointment of Service Provider | Development of ICT Legal Register, Risk Management Policy, ICT Internal Audit Plan, ICT Accountability Framework and Management Plan, ICT Portfolio Management Framework and Information Security Strategy. | Development, Appointment Letter, ICT Policy | CO RP |
|-----------------------------|------------------------------------|--|---------------|---------------------------------------|----------------|--|---------|----------------|--------|-------|-----------|------------|---|---|---|-------|

|                             |                                    |   |               |  |  |   |  |         |                |        |       |           |            |   |   |       |
|-----------------------------|------------------------------------|---|---------------|--|--|---|--|---------|----------------|--------|-------|-----------|------------|---|---|-------|
| Sound Municipal Institution | Good governance and Administration | To develop Back to Basics Action Plan by 30 June 2018               | New Indicator |  | New Indicator  | Back to Basics Action Plan                                | Development and submission of the Back to Basics Action Plan         | LIM 345 | Administration | Income | OP EX | 1/07/2017 | 30/06/2018 | Back to Basics Action Plan developed        | N/A                                       | CO RP |
| Sound Municipal Institution | Good governance and Administration | # of Back to Basics Action Reports developed by 30 June 2018        | New Indicator |  | New Indicator  | 4 Back to Basics Action reports developed by 30 June 2018 | Development and submission of the Back to Basics Action Plan reports | LIM 345 | Administration | Income | OP EX | 1/07/2017 | 30/06/2018 | 3 Back to Basics report                     | 3 Back to Basics report                   | CO RP |
| Sound Municipal Institution | Good governance and Administration | To Compile OHS reports on site inspection conducted by 30 June 2018 | 4             |  | 4 OHS on site inspection conducted developed by 30 June 2018 | Occupational health                                       | Development of the OHS report  | LIM 345 | Administration | Income | OP EX | 1/7/2017  | 30/6/2018  | 1 progress report on OHS                    | 1 progress report on OHS                  | CO RP |
| Sound Municipal Institution | Good governance and Administration | # of organisational performance reports                             | New Indicator |  | 8 organisational performance reports                         | Quarterly performance reports                             | Develop a reporting template and                                     | LIM 345 | Administration | Income | OP EX | 1/7/2017  | 30/6/2018  | 2 (Draft Annual Report 2016/2017 in term of | 1 (First Quarter SDBIP performance Report | CO RP |



## LEADING COMPETENCIES

| Core Competencies                    | Weight      |
|--------------------------------------|-------------|
| Strategic Direction and leadership   | 10          |
| People management                    | 10          |
| Program and people management        | 10          |
| Financial management                 | 10          |
| Change Leadership                    | 10          |
| Governance Leadership                | 10          |
|                                      |             |
| Core occupational Competencies       | Weight      |
| Moral competence                     | 5           |
| Planning \and Organising             | 10          |
| Analysis and Innovation              | 10          |
| Knowledge and Information Management | 5           |
| Communication                        | 5           |
| Results and Quality focus            | 10          |
|                                      |             |
|                                      | <b>100%</b> |

## Assessment Ratings

**The assessment of performance of the employee will be based on the following rating scale for KPA's and CMC's**

|                                 | 1  | 2   | 3   | 4   | 5  |
|---------------------------------|--|---|---|---|--|
| <b>Unacceptable performance</b> | <b>Performance does not meet the standard expected for the job</b> | <b>Not fully effective</b>  | <b>Fully effective</b>  | <b>Performance significantly Above expectations</b>                       | <b>Outstanding performance</b>   |
|                                 | Performance does not meet the standard expected for the job        | Performance is below the standard required for the job in the key areas | Performance fully meets the standard expected in all areas of the job | Performance is significantly higher than the standard expected in the job | Performance far exceeds the standard expected of an employee at this level |

### ASSESSMENT OF THE ACHIEVEMENT OF RESULTS AS OUTLINED IN THE PERFORMANCE PLAN

1. 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.
2. An indicative rating on the five-point scale should be provided for each KPA
3. The applicable assessment rating calculator must then be used to add the scores and calculate a final KPA score

### ASSESSMENT OF CCR'S

1. Each CCR should be assessed according to the extent to which the specified standards have been met.
2. An indicative rating on the five-point scale should be provided for each CCR
3. This rating should be multiplied by the weighting given to each CCR during the contracting process to provide a score.
4. The applicable assessment rating calculator must then be used to add the scores and calculate a final CCR score.

| SUMMARY OF KPA  |             |
|---|-------------|
| KEY PERFORMANCE AREAS                                   | WEIGHTING   |
| Municipal transformation and organisational Development | 45          |
| Basic Service Delivery                                  | 0           |
| Local Economic Development (LED)                        | 0           |
| Municipal Financial Viability and Management            | 10          |
| Good Governance and Public Participation                | 45          |
|   | <b>100%</b> |

7. PERSONAL DEVELOPMENT PLANS (PDP)

Section 29 of the Performance Regulation of 2006, requires that managers must develop personal Development Plan that must address all gaps and this plan must be part of the performance agreement.

This performance is signed in line with the Municipal Finance Management Act 56 of 2003. All s57 Managers are required performance plan and sign performance agreements with the accounting officer.

This performance plan serves as an Annexure to the signed Performance Agreement.

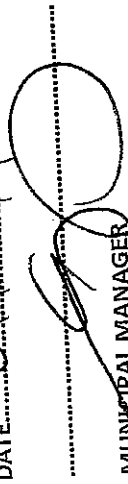
DATE 01 July 2017



SENIOR MANAGER CORPORATE SERVICES

SHILENGE RR

DATE 01/07/2017



MUNICIPAL MANAGER

NGOBENI TC

