



**UMZIMVUBU**  
— LOCAL MUNICIPALITY —

## PERFORMANCE AGREEMENT

**MOLEKO LEBOHANG**

**INFRASTRUCTURE AND PLANNING MANAGER**

---

2018 – 2019

UPHULISO KUMNTU WONKE

# PERFORMANCE AGREEMENT 2018/2019 FY

MADE AND ENTERED INTO BY AND BETWEEN

## UMZIMVUBU LOCAL MUNICIPALITY

Herein represented by *Mr GPT Nota*, in her duly authorized capacity as *Municipal Manager* of UMZIMVUBU LOCAL MUNICIPALITY

AND

### EMPLOYEES NAME

Hereinafter referred to as *Lebohang Joseph Moleko* in her capacity as duly appointed as *Infrastructure and Planning Manager* of the municipality for the period of **03 September 2018 to 30 June 2019**

### WHEREAS

- A. The Employer has entered into an Agreement of Employment with the Employee in terms of section 57(1)(b) of the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000) as amended;
- B. Section 57(2)(a)(i) and (ii) of the amended Local Government: Municipal Systems Act, 2000, read with the Memorandum of Agreement of Employment concluded between the parties, requires the parties to conclude an annual Performance Agreement within sixty (60) days of assumption of duty, and renew it annually within one month after the beginning of each financial year of the municipality;
- C. The parties must 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 as defined in the municipal Integrated Development Plan; and
- D. The parties must ensure that there is compliance with Sections 57(4A), 57(4B), 57 (c) and 57(5) of the Local Government: Municipal Systems Act, 2000 as amended,

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**NOW THEREFORE THE PARTIES AGREE AS FOLLOWS:**

**INTERPRETATION AND DEFINITIONS**

1. In this Agreement, unless the context indicates otherwise–
  - (a) an expression, which denotes any gender, includes the other genders, a natural person includes an judicial person and vice versa, and the singular includes the plural and vice versa;
  - (b) clause headings are for convenience only and will not be used in its interpretation, and the following expressions bear the meanings assigned to them and cognate expressions bear corresponding meanings–

**“Agreement”** means this Performance Agreement and all the Appendices hereto;

**“Employee”** means **Lebohang Joseph Moleko**;

**“KPA”** means Key Performance Area;

**“KPI”** means Key Performance Indicator;

**“KRA”** means Key Responsible Area;

**“MEC”** means the Member of the Eastern Cape Executive Council responsible for local government;

**“MFMA”** means the Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003);

**“Municipality”** means UMZIMVUBU LOCAL MUNICIPALITY, established in terms of Structures Act;

**“Parties”** means the Municipality and the Employee;

**“Performance management system”** means a process used by the Municipality to evaluate organisational and its individual performance against the goals and objectives set out on the IDP.

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**“Regulations”** means the Local Government: Performance Regulations for Municipal Managers and Managers Directly Accountable to Municipal Managers, 2006, promulgated in the Government Gazette as Regulation Notice 805 on 1 August 2006;

**“Structures Act”** means the Local Government: Municipal Structures Act, 2000 (Act No. 117 of 1998); and

**“Systems Act”** means the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000) as amended, and the Regulations promulgated in terms of the Act;

- (c) words and expressions defined in any sub-clause, for the purpose of the clause of which that sub-clause forms part, bear the meaning assigned to such words and expressions in that sub-clause; and
- (d) this agreement is governed by and construed in accordance with the laws of the Republic of South Africa.

## PURPOSE OF THIS AGREEMENT

2. The purpose of this Agreement is to –

- (a) comply with the provisions of Section 57(1)(b),(4A),(4B), (4C) and (5) of the Systems Act as well as the Contract of Employment entered into between the parties;
- (b) communicate the Employer’s performance expectations and accountabilities to the Employee, by specifying objectives and targets as defined in the IDP;
- (c) specify accountabilities as set out in the Performance Plan, which must be in a format substantially compliant with Appendix “A”;
- (d) monitor and measure performance against set targeted outputs;

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- (e) use this Agreement and the Performance Plan as the basis for assessing the performance of the Employee and to establish whether the Employee has met the performance expectations applicable to the position; and
- (f) Appropriately reward the Employee in accordance with the Employer's performance management policy in the event of outstanding performance.

### **COMMENCEMENT AND DURATION**

- 3.(1) This Agreement will commence on 03 September 2018 and will remain in force until 30 June 2019, where after a new Agreement, Performance Plan and Personal Development Plan must be concluded between the parties for each of the following financial years or any portion thereof for the duration of the Agreement of Employment.
- (2) This Agreement will terminate on the termination of the Employee's employment for any reason whatsoever or when the Acting Appointment is terminated.
- (3) The content of this Agreement may be revised at any time during the abovementioned period to determine the applicability of the matters agreed upon.
- (4) 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 must immediately be revised.
- (5) Any significant amendments or deviations must take cognisance of the requirements of sections 34 and 42 of the Systems Act, and regulation 4(5) of the Regulations.

### **PERFORMANCE OBJECTIVES**

- 4.(1) The Performance Plan must set out the–
  - (a) the performance objectives and targets that must be met by the Employee; and
  - (b) the time frames within which those performance objectives and targets must be met.
- (2) The performance objectives and targets reflected in the Performance Plan must–

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- (a) be set by the Employer in consultation with the Employee;
  - (b) be based on the Integrated Development Plan and Budget of the Employer; and
  - (c) include key objectives, performance indicators, target dates and weightings.
- (3) It is agreed that–
- (a) the key objectives must describe the main tasks that must be performed by the Employee;
  - (b) the key performance indicators provide the details of the evidence that must be provided to indicate that a key objective has been achieved;
  - (c) the target dates describe the timeframe in which the work must be achieved; and
  - (d) the weightings indicate the relative importance of the key objectives to each other.
- (4) The Employee's performance will, in addition, be measured in terms of contributions to the goals and strategies set out in the Employer's Integrated Development Plan.

#### **PERFORMANCE MANAGEMENT SYSTEM**

- 5.(1) The Employee agrees to participate in the performance management system that the Employer adopts or introduces for the Municipality, and accepts that the purpose of the performance management system is to provide a comprehensive system, with specific performance standards, to assist Municipality to perform to the standards required.
- (2) The Employer must consult the Employee about the specific performance standards that are included in the performance management system that are applicable to the Employee.

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- (3) The Employee undertakes to actively focus on the promotion and implementation of the Key Performance Areas, including special projects relevant to the Employee's responsibilities, within the local government framework.
- (4) The Employee must be assessed on his or her performance in terms of the performance indicators identified in the attached Performance Plan and include–
- (a) the Key Performance Areas; and
  - (b) Core Managerial Competencies,
- with a weighting of 80:20 allocated to sub-clause (a) and (b) respectively.
- (5) The Key Performance Areas will make up 80% of the Employee's assessment score, and will contain the following areas of which all of them are compulsory and weights must be allocated to each of them according to the scale of core and functional responsibilities:

Key Performance Areas (80% of Total)	Weighting
Municipal Institutional Development and Transformation	5
Local Economic Development	10
Municipal Financial Viability and Management	10
Good Governance and Public Participation	10
Basic Service Delivery	60
Spatial Development	5
<b>Total</b>	<b>100%</b>

- (6) The Core Management Criteria will make up the other 20% of the Employee's assessment score
- (7) The Core Competency Requirements are deemed to be most critical for the Employee's specific job and only ten (10) of them should be selected from the list below including the compulsory CMC s as agreed to between the Employer and Employee:

CORE COMPETENCY REQUIREMENTS FOR EMPLOYEES (20% of Total)		
CORE MANAGERIAL COMPETENCIES (CMC's)	√	WEIGHT
Strategic Direction and Leadership		5
Programme and Project Management		15
Financial Management		10
Change Management		5
People Management		10
Governance Leadership		10
<b>CORE OCCUPATIONAL COMPETENCIES (COC's)</b>		
Moral Competence		10
Planning and Organising		10
Analysis and Innovation		5
Knowledge and Information Management		5
Communication		10
Results and quality focus		15
<b>Total percentage</b>		<b>100%</b>

- (8) Final Assessment scores shall be given according to each Key Performance Area either by working out a mean or by giving one final score to each KPA.
- (9) Final Assessment scores shall be awarded according to each Core Managerial Competency either by working out a mean or by giving one final score to each CCR.

#### EVALUATING PERFORMANCE

- 6.(1) The Performance Plan, attached hereto as Appendix "A", must set out the :-
- the standards and procedures for evaluating the Employee's performance; and
  - the intervals for the evaluation of the Employee's performance.

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- (2) Despite the establishment of agreed intervals for evaluation, the Employer may in addition review the Employee's performance at any stage during the validity of the Agreement of Employment.
- (3) Personal growth and development needs identified during any performance review discussion, as well as the actions and time frames agreed to, must be documented in a Personal Development Plan, which must be in a format substantially compliant with Appendix "B".
- (4) The Employee's performance will be measured in terms of contributions to the goals and strategies contemplated in the Employer's Integrated Development Plan.
- (5) The annual performance appraisal must involve–
  - (a) an assessment of the achievement of results as outlined in the performance plan;
  - (b) an assessment of each Key Performance Area 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;
  - (c) a rating on the five-point scale for each Key Performance Area; and
  - (d) the use of the applicable assessment rating calculator to add the scores and calculate a final Key Performance Area score.
- (6) The Core Management Criteria must be assessed–
  - (a) according to the extent to which the specified standards have been met;
  - (b) with an indicative rating on the five-point scale for each Criteria; and
  - (c) by using the applicable assessment rating calculator to add the scores and calculating a final score.
- (7) An overall rating is calculated by using the applicable assessment-rating calculator, Which represents the outcome of the performance appraisal, provided that the

performance assessment of the Employee will be based on the following rating scale for both Key Performance Indicators and Core Management Criteria:

Level	Terminology	Description Rating
5	Outstanding performance	Performance far exceeds the standard expected of an employee at this level. The appraisal indicates that the employee has achieved above fully effective results against all performance criteria and indicators as specified in the PA and Performance plan and maintained this in all areas of responsibility throughout the year.
4	Performance Significantly above expectations	Performance is significantly higher than the standard expected in the job. The appraisal indicates that the employee has achieved above fully effective results against more than half of the performance criteria and indicators and fully achieved all others throughout the year
3	Fully effective	Performance fully meets the standards expected in all areas of the job. The appraisal indicates that the Employee has fully achieved effective results against all significant performance criteria and indicators as specified in the PA and Performance Plan.
2	Not fully effective	Performance is below the standard required for the job in key areas. Performance meets some of the standards expected for the job. The review/assessment indicates that the employee has achieved below fully effective results against more than half the key performance criteria and indicators as specified in the PA and Performance Plan.
1	Unacceptable performance	Performance does not meet the standard expected for the job. The review/assessment indicates that the employee has achieved below fully effective results against almost all of the performance criteria and indicators as specified in the PA and Performance Plan. The employee has failed to demonstrate the commitment or ability to bring performance up to the level expected in the job despite management efforts to encourage improvement.

(8) The performance of the Employee must be evaluated by an evaluation panel constituted

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in terms of regulation 27(4)(d), (e) and (f) of the Regulations.

## **SCHEDULE FOR PERFORMANCE REVIEWS**

- 7.(1) The performance of each Employee in relation to his or her performance agreement must be reviewed during–
- (a) July to September for the First quarter;
  - (b) October to December for the Second Quarter;
  - (c) January to March for the Third quarter
  - (d) April to June for the Fourth quarter,

Provided that reviews in the first and third quarter may be verbal if performance is satisfactory.

- (2) The Employer must keep a record of all performance assessment meetings, and feedback must be based on the Employer's assessment of the Employee's performance.
- (3) The Employer may amend the provisions of the Performance Plan whenever the performance management system is adopted, implemented or amended, provided that the Employee must be consulted before any such change is made.
- (4) The work performance and performance review will not be confined and limited to the performance plan, any incidental work outside the performance plan shall be performed and evaluated accordingly.

## **OBLIGATIONS OF THE EMPLOYER**

8. The Employer must–
- (a) Create an enabling environment to facilitate effective performance by the Employee;

- (b) Provide access to skills development and capacity building opportunities;
- (c) Work collaboratively with the Employee to solve problems and generate solutions to common problems that may impact on the performance of the Employee;
- (d) On the request of the Employee delegate such powers reasonably required by the Employee to enable him or her to meet the performance objectives and targets established in this Agreement; and
- (e) Make available to the Employee such resources as the Employee may reasonably require from time to time to assist him or her to meet the performance objectives and targets established in this Agreement.

#### **CONSULTATION**

9. (1) The Employer agrees to consult the Employee timeously where the exercising of the powers will-
- (a) Have a direct effect on the performance of any of the Employee's functions;
  - (b) Commit the Employee to implement or to give effect to a decision made by the Employer; and
  - (c) Have a substantial financial effect on the Employee.
- (2) The Employer agrees to inform the Employee of the outcome of any decisions taken pursuant to the exercise of powers contemplated in sub-clause (1) above, as soon as is practicable to enable the Employee to take any necessary action without delay.

#### **MANAGEMENT OF EVALUATION OUTCOMES**

- 10.(1) The evaluation of the Employee's performance will form the basis for rewarding outstanding performance or correcting unacceptable performance.

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150 AND ABOVE	164 and above	14
	163	13.705
	162	13.42
	161	13.135
	160	12.85
	159	12.565
	158	12.28
	157	11.995
	156	11.71
	155	11.425
	154	11.14
	153	10.855
	152	10.57
	151	10.285
	150	10

Between 120 and 149	149	9
	148	8.6
	147	8.4
	146	8.2
	145	8
	144	7.8
	143	7.6
	142	7.4
	141	7.2
	140	7
	139	6.8
	138	6.6
	137	6.4
	136	6.2
	135	6
134	5.8	
133	5.6	
132	5.4	
131	5.2	
130	5	

### SUB-STANDARD / POOR PERFORMANCE MANAGEMENT

11. (a) All endeavours shall be made to provide support in the form of guidance, training and counselling to the employee when displaying signs of sub-standard performance.
- (b) The employee shall be given adequate period ranging from four months to six months to improve performance.
- (c) Unequivocal performance targets with a succinct action plan shall be drawn up for the employee with clear results to be achieved.

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- (d) The time needed for an employee to improve his/ her performance shall be dictated by the nature and level of the job.

## DISPUTE RESOLUTION

- 12.(1) Any disputes about the nature or content of the Employee's Performance Agreement, whether it relates to key responsibilities, priorities, methods of assessment and or salary increment in the agreement, must be mediated by –
- (a) The Mayor, within thirty days of receipt of a formal dispute from the Employee, whose decision shall be final and binding to both parties
- (2) Any disputes about the outcome of the Employee's performance evaluation, must be mediated by–
- (a) A member of the municipal Council, provided that such Councillor was not part of the evaluation panel contemplated in regulation 27(4)(e) of the Regulations, within thirty days of receipt of a formal dispute from the Employee, whose decision shall be final and binding on both parties.

## GENERAL

- 13.(1) The Employer must make the contents of this Agreement and the outcome of any review conducted in terms of the Performance Plan available to the public as contemplated in section 46 of the Systems Act.
- (2) Nothing in this agreement diminishes the obligations, duties or accountabilities of the Employee in terms of his or her Agreement of Employment, or the effects of existing or new regulations, circulars, policies, directives or other instruments.
- (3) The performance assessment results of the Municipal Manager must be submitted to the Member of the Executive Council responsible for local government in the Eastern Cape

as well as the National Minister responsible for local government, within fourteen days after the conclusion of the assessment.

- (4) The employee is required to complete the Financial Disclosure Form as per Item 5 of the Code of Conduct for municipal staff members which is attached to this agreement as Appendix "C".

SIGNED AT Mt Secere/Kunzwezi ON THIS 14<sup>th</sup> DAY OF September 2018

AS WITNESSES:

1. \_\_\_\_\_

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

\_\_\_\_\_  
SIGNATURE OF THE EMPLOYER REPRESENTATIVE

AS WITNESSES:

1. \_\_\_\_\_

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

\_\_\_\_\_  
SIGNATURE OF THE EMPLOYEE REPRESENTATIVES

## Lebohang Moleko

<b>Scorecard Details:</b>	
<b>Ref:</b>	SDP18PM/SCD5
<b>Created By:</b>	Phindile Magadla
<b>Created On:</b>	14 February 2019 14:20
<b>Activated By:</b>	Phindile Magadla
<b>Activated On:</b>	14 February 2019 14:31
<b>Employee Job Details:</b>	
<b>Job Start Date:</b>	12 May 2017
<b>Department:</b>	Infrastructure and Planning
<b>Job Title:</b>	Manager: Infrastructure and Planning
<b>Manager:</b>	Municipal Manager

### KPAs

Ref	Municipal KPA	Strategic Objective	Pre-determined Objectives	KPI	Unit of Measurement	Baseline	Source of Evidence	Sub-Directorate	KPI Owner	KPA Weight	Overall Weight
<b>Basic Service Delivery - KPAs</b>											
SDP18/D56	Basic Service Delivery	5. To provide access to improved, sustainable infrastructure to the community	1. Infrastructure Investment (Roads, water, sanitation, electricity, housing)	Kilometres of new roads constructed (accessing)	Number	56	Completion Certificates; pictorial evidence	Infrastructure and Planning: Project Management Unit	Manager: Infrastructure & Planning	7.14%	5%
SDP18/D57	Basic Service Delivery	5. To provide access to improved, sustainable infrastructure to the community	1. Infrastructure Investment (Roads, water, sanitation, electricity, housing)	Kilometres of roads maintained (accessing)	Number	54	Completion Certificates; pictorial evidence	Infrastructure and Planning: Project Management Unit	Manager: Infrastructure & Planning	7.14%	5%
SDP18/D59	Basic Service Delivery	6. To develop and promote an integrated sustainable environment	1. Infrastructure Investment (Roads, water, sanitation, electricity, housing)	Number of Housing Sector Plans (5 year strategy) reviewed	Number	1	Council Approval	Infrastructure and Planning: Building & Housing	Manager: Infrastructure & Planning	2.86%	2%
SDP18/D60	Basic Service Delivery	6. To develop and promote an integrated sustainable environment	1. Infrastructure Investment (Roads, water, sanitation, electricity, housing)	Number of Building Plan Appraisal Committee sittings	number	8	1.)Attendance Register 2.)Minutes 3.) Letters of building plans approvals	Infrastructure and Planning: Building & Housing	Manager: Infrastructure & Planning	5.71%	4%

**Total Weight:** - 100%



Ref	Municipal KPA	Strategic Objective	Pre-determined Objectives	KPI	Unit of Measurement	Baseline	Source of Evidence	Sub-Directorate	KPI Owner	KPA Weight	Overall Weight
SDP18/D61	Basic Service Delivery	6. To develop and promote an integrated sustainable environment	1. Infrastructure Investment (Roads, water, sanitation, electricity, housing)	Number of Buildings Inspected	Number	1200	1.) Inspection register. 2.) Pictures	Infrastructure and Planning: Building & Housing	Manager: Infrastructure & Planning	5.71%	4%
SDP18/D62	Basic Service Delivery	6. To develop and promote an integrated sustainable environment	6. Centralized planning	Number campaigns conducted on Promotion of Adherence to Building Controls	Number	5	1.) Signed communication letters/flyers and attendance registers. 2.) Pictures	Infrastructure and Planning: Building & Housing	Manager: Infrastructure & Planning	7.14%	5%
SDP18/D63	Basic Service Delivery	6. To develop and promote an integrated sustainable environment	1. Infrastructure Investment (Roads, water, sanitation, electricity, housing)	Number of Housing Needs registers developed	Number	300	Report on Housing Needs Register	Infrastructure and Planning: Building & Housing	Manager: Infrastructure & Planning	7.14%	5%
SDP18/D64	Basic Service Delivery	6. To develop and promote an integrated sustainable environment	1. Infrastructure Investment (Roads, water, sanitation, electricity, housing)	Number of staff housing concepts developed	Number	1	Concept document with cost estimates, and drawings designs	Infrastructure and Planning: Building & Housing	Manager: Infrastructure & Planning	7.14%	5%
SDP18/D65	Basic Service Delivery	6. To develop and promote an integrated sustainable environment	1. Infrastructure Investment (Roads, water, sanitation, electricity, housing)	Number of municipal support centres rehabilitated	Number	2	Photos. Appointment letters, adverts, completion certificates	Infrastructure and Planning: Building & Housing	Manager: Infrastructure & Planning	7.14%	5%
SDP18/D66	Basic Service Delivery	6. To develop and promote an integrated sustainable environment	2. Economic and sectoral development (job creation, tourism, LED Projects, rural development)	Number of local SMME's mentored on construction programmes	Number	NA	Approved programme Appointment Letters Attendance Register Training Programmes Certificate of attendance	Infrastructure and Planning: Building & Housing	Manager: Infrastructure & Planning	7.14%	5%
SDP18/D67	Basic Service Delivery	5. To provide access to improved, sustainable and modernized infrastructure to the community	1. Infrastructure Investment (Roads, water, sanitation, electricity, housing)	Number of bridges constructed	Number	8	Photos. Appointment letters, adverts, completion certificates	Infrastructure and Planning: Project Management Unit	Manager: Infrastructure & Planning	7.14%	5%
SDP18/D68	Basic Service Delivery	5. To provide access to improved, sustainable and modernized infrastructure to the community	1. Infrastructure Investment (Roads, water, sanitation, electricity, housing)	Number of sport fields constructed ( Completion of Tela Cluster and Badibanise Phase 3)	Number	2	Photos. Appointment letters, adverts, completion certificates	Infrastructure and Planning: Project Management Unit	Manager: Infrastructure & Planning	7.14%	5%
SDP18/D69	Basic Service Delivery	5. To provide access to improved, sustainable and modernized infrastructure to the community	1. Infrastructure Investment (Roads, water, sanitation, electricity, housing)	Number of economic infrastructure facilities constructed	Number	1	Photos. Appointment letters, adverts, completion certificates	Infrastructure and Planning: Project Management Unit	Manager: Infrastructure & Planning	7.14%	5%

Total Weight: - 100%

Ref	Municipal KPA	Strategic Objective	Pre-determined Objectives	KPI	Unit of Measurement	Baseline	Source of Evidence	Sub-Directorate	KPI Owner	KPA Weight	Overall Weight
SDP18/D70	Basic Service Delivery	5. To provide access to improved, sustainable and modernized infrastructure to the community	1. Infrastructure Investment (Roads, water, sanitation, electricity, housing)	Number of households benefiting from grid electricity	Number	1765	Photos, Appointment letters, adverts, completion certificate, Eskom handover certificates	Infrastructure and Planning: Project Management Unit	Manager: Infrastructure & Planning	7.14%	5%
SDP18/D71	Basic Service Delivery	5. To provide access to improved, sustainable and modernized infrastructure to the community	1. Infrastructure Investment (Roads, water, sanitation, electricity, housing)	Kilometres of streets surfaced	Number	1	Completion Certificates; pictorial evidence	Infrastructure and Planning: Project Management Unit	Manager: Infrastructure & Planning	7.14%	5%
<b>Total Basic Service Delivery - KPIs Weight: 100%</b>											
<b>Institutional Development and Transformation - KPIs</b>											
SDP18/D72	Institutional Development and Transformation	5. To provide access to improved, sustainable and modernized infrastructure to the community	1. Infrastructure Investment (Roads, water, sanitation, electricity, housing)	Percentage completion of municipal offices phase 1	Number	NA	Progress reports	Infrastructure and Planning: Project Management Unit	Manager: Infrastructure & Planning	100%	5%
<b>Total Institutional Development and Transformation - KPIs Weight: 5%</b>											
<b>Spatial Development - KPIs</b>											
SDP18/D51	Spatial Development	2. To build and strengthen the administrative and institutional capability of the municipality	6. Centralized planning	GIS Licensing and Launching	Number	1	Copy of operating licence, registers for trainings, Registration for users	Infrastructure and Planning: Development	Manager: Infrastructure & Planning	20%	5%
SDP18/D52	Spatial Development	2. To build and strengthen the administrative and institutional capability of the municipality	5. Institutional integration and coordination (institutional development, organogram, workforce, principles development)	Procurement of Plotter and software for draughting	Number	NA	Purchase order for Plotter and hardware & Software	Infrastructure and Planning: Development	Manager: Infrastructure & Planning	20%	5%
SDP18/D53	Spatial Development	2. To build and strengthen the administrative and institutional capability of the municipality	5. Institutional integration and coordination (institutional development, organogram, workforce, principles development)	Environmental Impact Assessments for getting Record of Decision	Number	Vision 2030 strategic Document	Adverts, TOR, Inception Reports, ROD	Infrastructure and Planning: Development	Manager: Infrastructure & Planning	20%	5%
SDP18/D54	Spatial Development	2. To build and strengthen the administrative and institutional capability of the municipality	5. Institutional integration and coordination (institutional development, organogram, workforce, principles development)	Procurement of Service Provider for mobilisation of funds for infrastructure investments	Number	NA	Letter of appointment, TOR and Inception Reports	Infrastructure and Planning: Development	Manager: Infrastructure & Planning	20%	5%
<b>Total Weight: -</b>										<b>100%</b>	

Ref	Municipal KPA	Strategic Objective	Pre-determined Objectives	KPI	Unit of Measurement	Baseline	Source of Evidence	Sub-Directorate	KPI Owner	KPA Weight	Overall Weight
SDP18/D55	Spatial Development	6. To develop and promote an integrated sustainable environment	6. Centralized planning	Number of surveys conducted	Number	NA	Survey report Hard and soft copies of turkey surveys, council resolution, Monthly reports	Infrastructure and Planning and Development	Manager: Infrastructure & Planning	20%	5%
<b>Total Spatial Development - KPIs Weight: 100%</b>										<b>25%</b>	
<b>Total Weight:</b>										<b>-</b>	<b>100%</b>

### Core Competencies

Core Competency	Description	Weight
Analysis and Innovation	Able to critically analyse information, challenges and trends to establish and implement fact-based solutions that are innovative to improve institutional processes in order to achieve key strategic objectives	5%
Change Leadership	Able to direct and initiate institutional transformation on all levels in order to successfully drive and implement new initiatives and deliver professional and quality services to the community	5%
Communication	Able to share information, knowledge and ideas in a clear, focused and concise manner appropriate for the audience in order to effectively convey, persuade and influence stakeholders	10%
Financial Management	Able to compile, plan and manage budgets, control cash flow, institute financial risk management and administer procurement processes in accordance with recognised financial practices. Further to ensure that all financial transactions are managed in an ethical manner	10%
Governance Leadership	Able to promote, direct and apply professionalism in managing risk and compliance requirements and apply a thorough understanding of governance practices and obligations. Further, able to direct the conceptualisation of relevant policies and enhance cooperative governance relationships	10%
Knowledge and Information Management	Able to promote the generation and sharing of knowledge and information through various processes and media, in order to enhance the collective knowledge base of local government	5%
Moral competence	Able to identify moral triggers, apply reasoning that promotes honesty and integrity and consistently display behaviour that reflects moral competence	5%
People Management	Effectively manage, inspire and encourage people, respect diversity, optimise talent and build and nurture relationships in order to achieve institutional objectives	10%
Planning and Organising	Able to plan, prioritise and organise information and resources effectively to ensure the quality of service delivery and build efficient contingency plans to manage risk	10%
Programme and Project Management	Able to understand programme and project management methodology; plan, manage, monitor and evaluate specific activities in order to delivery on set objectives	10%
Results and Quality Focus	Able to maintain high quality standards, focus on achieving results and objectives while consistently striving to exceed expectations and encourage other to meet quality standards. Further, to actively monitor and measure results and quality against identified objectives	15%
Strategic Direction and Leadership	Provide and direct a vision for the institution, and inspire and deploy others to delivery on the strategic institutional mandate	5%
<b>Total weight:</b>		<b>100%</b>

### Component Weights

Indicators	Lines	Weights	Component Weights
KPAs	21	100%	80%

APPENDIX C

FINANCIAL DISCLOSURE FORM - 2018 / 2019

I, the undersigned **Moleko L** of

N/A

(Postal address) and

No.14A Cornelius Street, Ext 7, Kokstad

(Residential address)

Employed as **Infrastructure and Planning Manager** at Mzimvubu Local Municipality 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)

No	Number of shares/ extent of financial interest	Nature	Nominal value	Name of Company or entity
1				
2				

**2. Directorships and Partnerships**

See information sheet: Note (2)

No	Name of Corporate entity, partnership or firm	Type of business	Amount of Remuneration or Income
1			
2			

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3. Remunerated work outside the Municipality (As sanctioned by Council)

See information sheet: Note (3)

No	Name of Employer	Type of business	Amount of Remuneration or Income
1			
2			

Signature of the Head of Department:  Date: 14/07/13

**CONFIDENTIAL**

4. Consultancies and retainerships

See information sheet: Note (4)

No	Name of client	Nature	Type of business activity	Value of benefits received
1				
2				

5. Sponsorships

See information sheet: Note (5)

No	Source of sponsorship	Description of sponsorship	Value of sponsorship
1			
2			

L.m

SP

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

See information sheet: Note (6)

No	Description	Value	Source
1			
2			
3			

7. Land and property

See information sheet: Note (7)

No	Description	Extent	Area	Value
1	ERF 1608	116 m2	Kokstad, Ext 7	1 100 000.00
2				

  
SIGNATURE OF EMPLOYEE

DATE: 14/09/18

PLACE: Mt Dese (KWABHACA)

L.m

GPI

**CONFIDENTIAL**

**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

**CERTIFIED A TRUE COPY OF THE ORIGINAL**

\_\_\_\_\_  
COMMISSIONER OF OATHS  
FORTUNE FUNDIRA  
PROFFESIONAL ACCOUNTANT (S.A)  
REGISTRATION# - 31915  
DATE: 20/09/2018

Full first names and surname: FORTUNE T. FUNDIRA (Block letters)

Designation (rank): PROFESSIONAL ACCOUNTANT (SA) Ex Officio Republic of South Africa

Street address of institution: ERF 813, MAIN STREET  
KWABHACA, 5090

Date: 20/09/2018

Place: KWABHACA

## ***INFORMATION SHEET FOR THE GENERIC FINANCIAL DISCLOSURE FORM***

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

### **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 recognised 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 Municipality (As sanctioned by Council)**

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, and 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 retainer ship 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 of the sponsorship;
- The description of the sponsorship; and
- The value of the sponsorship.

**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 R350.00;
- A description and the value of gifts from a single source which cumulatively exceed the value of R350.00 in the relevant 12 month period; and
- Hospitality intended as a gift in kind.

Designated employees must disclose any material advantages 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 of the land or property;
- The extent of the land or property;
- The area in which it is situated; and
- The value of the