

**PERFORMANCE AGREEMENT  
FOR  
YEAR 2018/2019**

**MADE AND ENTERED INTO BY AND BETWEEN**

**Mrs. Adelaide Nomnandi Dlamini**

The Municipal Manager of the Harry Gwala District Municipality  
(Hereinafter referred to as the "Municipal Manager")

And

**Mr. Mthethunzima Mathew Mkatu**

The Chief Financial Officer: Financial Services of the Harry Gwala  
District Municipality  
(Hereinafter referred to as "**Chief Financial Officer**")

## **INTRODUCTION**

(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".

(2) Section 57(1) (b) of the Systems Act, read with the Memorandum of Agreement of Employment concluded between the parties, requires the parties to conclude an annual Performance Agreement. The employer must conclude a Performance Agreement within 90 days of assumption of duty and renew it annually within one month of the commencement of the beginning of the financial year.

(3) The parties will 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 IDP.

(4) The parties will 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 –

**2.1.** Comply with the provisions of Section 57(1)(b),(4A),(4B) and (5) of the Systems Act as well as the Memorandum of Agreement of Employment entered into between the parties;

**2.2.** Comply with the provisions of section 32(1)(b), (c),(d), sub-section (2)(a)(i) and (ii), sub-section (3) and (4)(a),(b), (c)(i) and (ii) of the Municipal Finance Management Act and adhere to the finance policies, laws, procedures and other legal prescripts.

**2.3.** To ensure that all Heads of Departments implement the Risk Mitigation Plans timely in line with the Risk Management register.

**2.4.** To comply with provisions made in regulation 14 subsection (1) (c) (i) and (ii), sub-section (4)(a)(i), (ii), (iii) of the Local Government: Municipal Planning and Performance Management Regulations of 2006, all Head of Department to prioritize the implementation of unresolved audit queries in line with the recommendations made by the Internal Audit Unit

**2.5.** To ensure that the Chief Financial Officer complies with provisions made in regulation 10 subsection (g) of the Local Government: Municipal Planning and Performance Management Regulations of 2006 by providing information on a quarterly basis on the municipal financial viability as expressed in terms of the following ratios:

(i) "A" representing debt coverage, "B" representing total operating revenue received, "C" representing operating grants and "D" representing debt service payment (i.e. interest + redemption) due within the financial year. Formula  $(A=B-C/D)$

(ii)"A" representing outstanding service debtors to revenue, "B" representing total outstanding service debtors, "C" representing annual revenue actually received for services. Formula  $(A=B/C)$

(iii)"A" cost coverage, "B" representing all available cash at a particular time, "C" representing investments and "D" representing monthly fixed operating expenditure. Formula  $(A=B+C/D)$

**2.6.** To ensure that all Heads of Departments prepare the quarterly performance reports and submits to the Performance Management Unit timely with the Portfolio of evidence and the signed Quality Assurance Certificate.

### **3. COMMENCEMENT AND DURATION**

**3.1** This Agreement will commence on the 1 July 2018 and will remain in force until 30 June 2019 where after a new Performance Agreement and new

Performance Scorecard/SDBIP 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 and will conclude a new Performance Agreement (and Performance Scorecard/SDBIP) that replaces this Agreement at least once a year but not later than one month after the commencement of the new financial year.

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

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

**3.5.** 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.

**3.6.** Any significant amendments/ deviations referred to in 3.4 and 3.5 above must take cognisance of, where relevant, the requirements of sections 34 and 42 of the Systems Act, and must be done in terms of regulation 4 (5) of the Local Government: Municipal Performance Regulations for Municipal Managers and Managers directly accountable to the Municipal Manager, 2006 ("the Regulations").

#### **4. PERFORMANCE OBJECTIVES**

**4.1.** The Performance Scorecard /SDBIP sets out-

**4.1.1.** The performance objectives and targets that must be met by the Employee; and

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

**4.2.** The performance objectives and targets reflected in Annexures "A" are set by the Employer in consultation with the Employee and based on the Integrated

Development Plan and the Budget of the Employer, and shall include key objectives; key performance indicators; target dates and weightings.

**4.3.** The key objectives describe the main tasks that need to be done. The key performance indicators provide the details of the evidence that must be provided to show that a key objective has been achieved. The target dates describe the timeframe in which the work must be achieved. The weightings show the relative importance of the key objectives to each other. The Quality Assurance Certificate must be signed by the Chief Finance Officer to commit that the performance information provided is accurate and reliable.

**4.4.** The Employee's performance will, in addition, be measured in terms of contributions to the goals and strategies set out in the Employer's Integrated Development Plan.

## **5. PERFORMANCE MANAGEMENT SYSTEMS**

**5.1.** The Employee agrees to participate in the performance management system that the Employer adopts or introduces for the Employer itself, 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 KPAs (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, both of which are contained in the Performance Agreement.

**5.6.** The Employee must be assessed against both components, with a weighting of 80:20 allocated to the Key Performance Areas (KPAs) and the Core Managerial Competencies (CMCs) respectively.

**5.7.** KPAs covering the main areas of work will account for 80% and CMCs will account for 20% of the final assessment.

**5.8.** Each area of assessment will be weighted and will contribute a specific part to the total score.

**5.9.** The Employee's assessment will be based on his performance in terms of the outputs/ outcomes (performance indicators) identified as per attached SDBIP/Performance Scorecard (Annexure "A" and "B"), 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:

<b>Responsibilities contained in the employee's Job Description linked to the Key Performance Areas (KPA's) in his/her SDBIP/Performance Plan</b>		<b>Weighting</b>
<b>1</b>	Service Delivery and Infrastructure	<b>0</b>
<b>2</b>	Municipal Transformation and Organisational Development	<b>10</b>
<b>3</b>	Local Economic and Social Development	<b>0</b>
<b>4</b>	<b>Municipal Financial Viability and Management</b>	<b>80</b>
<b>5</b>	Good Governance and Public Participation	<b>10</b>
<b>TOTAL</b>		<b>100%</b>

**5.10** The CMCs will make up the other 20% of the Employee's assessment score. CMCs that are deemed to be most critical for the Employee's specific job should be selected (√) from the list below as agreed to between the Employer and Employee.

Annexure "D" provides the scoring template for the Core Competency requirements identified in the Table hereunder.

Core Competency Assessments will be conducted during quarterly face-to-face Performance Assessments. The Mayor shall conduct Core Competency Assessments for the Municipal Manager. The Municipal Manager shall conduct Core Competency Assessments for Section 57 Managers. Where agreement on the allocation of a score (on the range 1 – 5) cannot be reached, the onus rests with the Employee to provide evidence of their claim to possession of the disputed Core Competency.

Annexure "D" presumes the assessors will refer to the detailed Department of Public Service & Administration Guidelines (SMS Handbook Chapter 5) of what specific components of a Core Competency need to be demonstrated in order to qualify for the score awarded.

CORE MANAGERIAL COMPETENCIES		
LEADERSHIP COMPETENCIES		Weight
1.Strategic Direction & Leadership		20
2. People Management		15
3. Programme & Project Management		15
4.Financial Management		30
5.Change Leadership		10
6. Governance Leadership		10
<b>Total</b>	<b>100%</b>	<b>100%</b>

CORE COMPETENCIES	Weight	Weight
1.Moral Competencies		20
2. Planning & Organizing		15
3. Analysis & Innovation		15
4.Knowledge and Information Management		20
5. Communication		15
6. Results and Quality focus		15
<b>Total</b>	<b>100%</b>	<b>100%</b>

## **6. EVALUATING PERFORMANCE**

**6.1.** The organisation's performance as set out in the PMS Policy and User Manual sets out:

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

**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 shall be documented up-front in this Performance Agreement and additional needs may be identified during any performance review discussion. Annexure "C" documents in a Personal Development Plan, the Employee's personal growth and development needs at the beginning of the financial year as well as the actions agreed to. Implementation must take place within set time frames, including attendance at, at least 1 week-long training workshop per year – to allow the Employee to remain abreast of the latest developments in his/her field of work for the Employer.

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



**6.5.** The Employee`s performance will also be measured based on the performance of the people below him/her as set out in the individual score card which contributes to the goals and the strategic objectives set out in the IDP.

**6.6.** The annual performance appraisal will involve:

**6.6.1.** Assessment of the achievement of results for all the managers below section 54/57 managers as outlined in their individual scorecards:

**(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 adhoc tasks that had to be performed under the KPA.

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

**(c)** The applicable assessment rating calculator (refer to paragraph 7.5.3 below) must then be used to add the scores and calculate a final aggregate score.

#### **6.6.2 Assessment of the CMCs**

**(a)** Each CMC 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 CMC.

**(c)** The applicable assessment rating calculator (refer to paragraph 7.5.1 above) must then be used to add the scores and calculate a final aggregate score.

### **7. Management of Performance Outcomes**

Detail regarding the recognition and commensurate rewards for performance exceeding stipulated targets in the SDBIP are documented in the municipality's PMS Policy and User Manual – according to the August 2006 PMS Regulations.

Annexure "E" provides the process to be followed in the event the Employer fails to meet his/her performance objectives. Poor performance shall be deemed consistent once two consecutive quarterly performance face-to face appraisals reveal declining achievements against set targets.

## **8. Recognition for Performance of additional tasks**

Over and above KPA's where performance will be measured against SDBIP entries, recognition may be given for the performance of additional tasks. Rewards will be at the discretion of the Harry Gwala District Municipality's Executive Committee.

**8.1.** Complying with section 32(1) (c) (d) of the Municipal Finance Management Act, No 56 of 2003 which states that any official of the municipality who deliberately or negligently committed, made or authorized an irregular expenditure, is liable for that expenditure

**8.2.** Any official of the municipality who deliberately or negligently committed, made or authorized a fruitless and wasteful expenditure is liable for that expenditure

**8.3.** Prioritizing the implementation of unresolved audit queries in line with the recommendations made by the Internal Audit Unit in the audit assignment.

**8.4.** Prioritizing the Risk Mitigation Plans timely in line with the Risk Management register

**8.5.** Adhering to all the financial management legal prescripts (policies, laws, resolutions and procedures).

**8.6.** Comply with regulation 10 of the Local Government: Municipal Planning and Performance Management Regulations (2001) by ensuring provision of work opportunities and income support to poor and unemployed people through labour intensive on capital projects, internship programme, local economic development initiatives and Expanded Public Works Programme.

**8.6.** Rewards regarding the above mentioned tasks will be at the discretion of the Harry Gwala District Municipality's Executive Committee.

## **9. Performance Reviews**

The evaluation of the Chief Financial Officer: Financial Services performance will be done by:

1. The Municipal Manager
2. Chairperson of the Performance Audit Committee or the Audit Committee in the absence of the Performance Audit Committee
3. One Executive Committee Member
4. Municipal Manager from another municipality
5. Human Resources Manager

An audited performance report will be tabled to the Executive Committee. The performance of the Chief Financial Officer: Financial Services shall be reviewed on the following dates:

First Quarter: July-September	Date: 30 October 2018
Second Quarter: October-December	Date: 31 January 2019
Third Quarter: January- March	Date: 30 April 2019
Fourth Quarter: April-June	Date: 31 July 2019

#### **10. Consequences of Substandard Performance**

Where the Municipal Manager is, at any time during the Chief Financial Officer: Financial Services employment, not satisfied with his performance with respect to any matter dealt with in this Agreement, the Municipal Manager will give three days written notice to the Chief Financial Officer to attend a meeting with the Municipal Manager to discuss the issues contained in the written notice.

The Chief Financial Officer: Financial Services will have the opportunity at the meeting to provide the Municipal Manager with reasons for substandard performance and the measures or programs being taken to ensure that the Chief Financial Officer's performance becomes satisfactory, including any dates for implementing these measures.

	components of the core competency
2. (Basic Competence)	Applies basic concepts and methods but requires supervision and coaching
3. (Competent)	Independently develops and applies more advanced concepts and methods. Plans and guides the work of others. Performs analysis.
4. (Advanced)	Understands and applies more complex concepts and methods. Leads and directs people or groups of recognised specialists. Able to perform in-depth analysis.
5. (Expert)	Sought out for deep, specialised expertise. Leads the direction of the entire organisation. Defines models/theories of best practice.

## ANNEXURE A: ANNUAL PERFORMANCE ASSESSMENT FOR SECTION 57 MANAGERS

The following annual management review on *Key Result Areas (KRA)*, *Core Management Criteria (CMC)* and *Core Occupational Competencies (COC)* agreed to in each manager performance agreement has to be completed.

The annual performance appraisal involves the assessment of the achievement of results of the KRA's, CMC's and COC's in accordance with the five-point scale of (1-5).

RATING	DEFINITION OF SCORE
5	Outstanding performance
4	Performance significantly above expectation
3	Fully effective
2	Performance not fully satisfactory
1	Unacceptable performance

### DETAILS OF THE MANAGER UNDER REVIEW

Period Under Review	2018/2019
Surname	Mkato
Name	Mfthethunzima Mathew
Municipality	Harry Gwala District Municipality
Department	Finance
Race	African
Gender	Male
Employee Number	388
Date Of Appointment	
Salary Package	

1. MANAGERS OPERATIONAL PLAN FOR THE YEAR UNDER REVIEW

1.1 KRA GOOD GOVERNANCE AND PUBLIC PARTICIPATION 100%

NATIONAL KEY PERFORMANCE AREA	STRATEGIC OBJECTIVES	MEASURABLE OUTPUT	PERFORMANCE MEASURES /INDICATOR	TARGET		MILESTONES/ COMMENTS	POE REF.	COMMENTS BY MUNICIPAL MANAGER	OWN RATING (1-5)	RATING BY PANEL MEMBER (1-5)
				2017/18 ANNUAL TARGET	ACTUAL ACHIEVEMENTS					
Municipal Financial Viability	Improved revenue collection by June 2019	Debt Collection	5.1.Number of customers on database billed	" 12 345						
			5.1.1.Number of days outstanding	30 days						
			5.1.2.% of collection ( amount collected / sales)	100%						
			5.1.3.Number of monthly debtors reconciliation reports	12 reports						

NATIONAL KEY PERFORMANCE AREA	STRATEGIC OBJECTIVES	MEASURABLE OUTPUT	PERFORMANCE MEASURES /INDICATOR	TARGET		MILESTONES/ COMMENTS	POE REF.	COMMENTS BY MUNICIPAL MANAGER	OWN RATING (1-5)	RATING BY PANEL MEMBER (1-5)
				2017/18 ANNUAL TARGET	ACTUAL ACHIEVEMENTS					
			5.1.4.Number of daily banking reports reviewed	240 reports						
Municipal Financial Viability	Updated and reliable indigent debtor information by June 2019	Indigent register	5.2.Number of meetings held to update indigent register	8						
Municipal Financial Viability	Updated and reliable debtor information	Data cleansing	5.2.Number of monthly reports on updated consumer data submitted to MANCO	12345						

NATIONAL KEY PERFORMANCE AREA	STRATEGIC OBJECTIVES	MEASURABLE OUTPUT	PERFORMANCE MEASURES /INDICATOR	TARGET		MILESTONES/ COMMENTS	POE REF.	COMMENTS BY MUNICIPAL MANAGER	OWN RATING (1-5)	RATING BY PANEL MEMBER (1-5)
				2017/18 ANNUAL TARGET	ACTUAL ACHIEVEMENTS					
Municipal Financial Viability	Complying with the MFMA and improve budgeting reporting processes by June 2019	Budget	5.3.Date in which the 2018/2019 final budget was approved	May-18						
Municipal Financial Viability	Prepare monthly financial statements	Annual Financial Statements	5.4. Date in which AFS were submitted to Auditor General	31 August 2018						
Municipal Financial Viability	Updated fixed asset register by June 2019	GRAP compliant fixed asset register	5.5.Date in which fixed asset register was updated	June 2018						



**1.2 KRA 1: FINANCIAL VIABILITY**

**PERFORMANCE ASSESSMENT RATING**

The assessment rating calculator will be used to add the scores and calculate a final KRA score (80%) and a final CMC & COC's score (20%)

The tables below should be completed by the summarized total of each panel member (NOTE: Weight should be taken from the signed performance agreement for the year under review)

KPA	Weight	Rating	Score
1. Basic Service Delivery	5		
2. Municipal Institutional Development and Transformation	5		
3. Local Economic Development	5		
4. Municipal Financial Viability and Management	60		
5. Good Governance and Public Participation	5		
Total	80%		
x: 60%			%

**2. VALUATION ON THE LEADERSHIP COMPETENCIES**

Every section 57 managers should be assessed against all those CMC's that are applicable to her/his job. Compulsory CMC's for Managers are highlighted below: (NOTE: Weight should be taken from the signed performance agreement for the year under review)

LEADERSHIP COMPETENCIES	WEIGHT %	MILESTONES/COMMENTS	OWN RATING (BY MANAGER) (1-5)	RATING BY PANEL MEMBER (1-5)
1. Strategic Direction & Leadership	20			
2. People Management	20			
3. Programme & Project Management	20			
4. Financial Management	10			
5. Change Leadership	10			
6. Governance Leadership	20			
<b>TOTAL</b>	<b>100%</b>			

**3. EVALUATION ON THE CORE COMPETENCY**

Every section 57 Manager should be assessed against all those CMC's that are applicable to her/his job.  
 (NOTE: Weight should be taken from the signed performance agreement for the year under review)

CORE COMPETENCY	WEIGHT %	MILESTONES/ COMMENTS	OWN RATING (BY MANAGER) (1-5)	RATING BY PANEL MEMBER (1-5)
1.Moral Competencies	20			
2. Planning & Organizing	20			
3. Analysis & Innovation	10			
4.Knowledge and Information Management	20			
5. Communication	10			
6. Results and Quality focus	10			
<b>TOTAL</b>	<b>100%</b>			

KPA	(A) SUB-TOTAL	(B) % OF ASSESSMENT	(A X B) TOTAL SCORE
KRA (Key Result Area)		80%	
CC (Conduct Criteria)		20%	
<b>(C) FINAL SCORE</b>			
<b>FINAL SCORE IN PERCENTAGE (C / 5 X 100)</b>			%

**SIGNATURES OF MEMBERS OF THE EVALUATION PANEL**

Chairperson : \_\_\_\_\_

Member : \_\_\_\_\_

Member : \_\_\_\_\_

Member : \_\_\_\_\_

Member : \_\_\_\_\_

Signed in : \_\_\_\_\_ on \_\_\_\_\_ of \_\_\_\_\_ 201\_\_

**COMMENTS TO THE EVALUATION PANEL**

The Municipal Manager must alert the evaluation panel to specific areas of the Section 57 Manager's performance in terms of the performance agreement, which in the Municipal Managers opinion illustrate **performance not fully satisfactory or performance significantly above expectations and outstanding.**

A brief explanation must be provided by the Municipal Manager for his/her assessment of each identified area.

\_\_\_\_\_  
**SECTION 57 MANAGER'S SIGNATURE**

**DATE:**

\_\_\_\_\_  
**MUNICIPAL MANAGER'S SIGNATURE**

**DATE:**

**PERSONAL DEVELOPMENT PLAN**

Area To Be Developed	Action (How And Provided By Whom)	Target Date	Performance Review For PDP		
			Progress	Barriers	Actions To Overcome Barriers

#### 4. PERFORMANCE ASSESSMENT RATING

The assessment rating calculator will be used to add the scores and calculate a final KRA score (80%) and a final CMC & COC's score (20%)

The tables below should be completed by the summarized total of each panel member (*NOTE: Weight should be taken from the signed performance agreement for the year under review*)

KPA	Weight	Rating	Score
1. Basic Service Delivery	70		
2. Municipal Institutional Development and Transformation	10		
3. Local Economic Development	5		
4. Municipal Financial Viability and Management	10		
5. Good Governance and Public Participation	5		
<b>Total</b>	<b>100%</b>		
<b>x 80%</b>			<b>%</b>

**5. EVALUATION ON THE LEADERSHIP COMPETENCIES**

Every section 57 managers should be assessed against all those CMC's that are applicable to her/his job. Compulsory CMC's for Managers are highlighted below: (NOTE: Weight should be taken from the signed performance agreement for the year under review)

LEADERSHIP COMPETENCIES	WEIGHT %	MILESTONES/COMMENTS	OWN RATING (BY MANAGER) (1-5)	RATING BY PANEL MEMBER (1-5)
1.Strategic Direction & Leadership	20			
2. People Management	20			
3. Programme & Project Management	20			
4.Financial Management	10			
5.Change Leadership	10			
6. Governance Leadership	20			
<b>TOTAL</b>	<b>100%</b>			



**6. EVALUATION ON THE CORE COMPETENCY**

Every section 57 Manager should be assessed against all those CMC's that are applicable to her/his job.  
 (NOTE: Weight should be taken from the signed performance agreement for the year under review)

CORE COMPETENCY	WEIGHT %	MILESTONES/ COMMENTS	OWN RATING (BY MANAGER) (1-5)	RATING BY PANEL MEMBER (1-5)
1. Moral Competencies	20			
2. Planning & Organizing	20			
3. Analysis & Innovation	10			
4. Knowledge and Information Management	20			
5. Communication	10			
6. Results and Quality focus	10			
<b>TOTAL</b>	<b>100%</b>			

KPA	(A) SUB-TOTAL	(B) % OF ASSESSMENT	(A X B) TOTAL SCORE
KRA (Key Result Area)		80%	
CC (Conduct Criteria)		20%	
<b>(C) FINAL SCORE</b>			
<b>FINAL SCORE IN PERCENTAGE (C / 5 X 100)</b>			%

**SIGNATURES OF MEMBERS OF THE EVALUATION PANEL**

Chairperson : \_\_\_\_\_

Member : \_\_\_\_\_

Member : \_\_\_\_\_

Member : \_\_\_\_\_

Member : \_\_\_\_\_

Signed in : \_\_\_\_\_ on \_\_\_\_\_ of \_\_\_\_\_ 201\_\_\_\_\_

**COMMENTS TO THE EVALUATION PANEL**

The Municipal Manager must alert the evaluation panel to specific areas of the Section 57 Manager's performance in terms of the performance agreement, which in the Municipal Managers opinion illustrate **performance not fully satisfactory or performance significantly above expectations and outstanding.**

A brief explanation must be provided by the Municipal Manager for his/her assessment of each identified area.

\_\_\_\_\_  
**SECTION 57 MANAGER'S SIGNATURE**

**DATE:**

\_\_\_\_\_  
**MUNICIPAL MANAGER'S SIGNATURE**

**DATE:**

**7. PERSONAL DEVELOPMENT PLAN**

Area To Be Developed	Action (How And Provided By Whom)	Target Date	Performance Review For PDP		
			Progress	Barriers	Actions To Overcome Barriers

**AGREEMENT TO PERFORMANCE AND DEVELOPMENT PLAN:**

I agree with the objectives as set out in the above Performance and Development Plan and undertake to achieve the objectives as agreed on.

SIGNATURE: (name of jobholder) Date: \_\_\_\_\_

I undertake to support \_\_\_\_\_ (name of jobholder) with the achievement of the above Performance and Development Plan

SIGNATURE: (name of supervisor) Date: \_\_\_\_\_

**FEEDBACK ON INFORMAL QUARTERLY REVIEW:**

FEEDBACK FROM SUPERVISOR:  
.....  
.....

Signature of Supervisor  
Date: \_\_\_\_\_

Signature of Jobholder  
Date: \_\_\_\_\_





# HARRY GWALA DISTRICT MUNICIPALITY

"Together We Deliver and Grow"

40 Main Street, Private Bag X501, IXOPO 3276

Tel: 039 834 8707 Fax: (039) 834 170

## DISCLOSURE OF INTERESTS FORM

I, the undersigned,

(Full Names: \_\_\_\_\_)

(Identity Number: \_\_\_\_\_)

Residing at: \_\_\_\_\_)

Do hereby declare that the information contained herein fall within my personal knowledge and are to the best of my knowledge complete, true and correct; and

further declare my financial interests, non-executive directorship previously or currently held and remunerative work, consultancy and retainership positions held as follows:

1. SHARES & OTHER FINANCIAL INTERESTS IN A BUSINESS ENTITY		
Number of Shares/Member's Interest	Value of Shares/Member's Interest	Name of Institution or Business Entity

2. NON-EXECUTIVE DIRECTORSHIP	
Name of Company	Period
1.	
2.	
3.	
4.	
5.	

3. REMUNERATIVE WORK, CONSULTANCY & RETAINERSHIPS			
Name of Company & Occupation	Type of Business	Rand amount per month	Period
1.			
2.			
3.			
4.			
5.			

## NOTES TO DISCLOSURE OF INTERESTS FORM

The following notes provide guidance for completing the relevant parts of the disclosure of interest form

### **Note 1 – Shares and Financial Interests in a Business Entity**

Disclose shares and other financial interests held in any private, public company, partnership, close corporation or any other corporate body recognised by law.

- A share is any investment that provides a dividend, including unit trusts, equities and government bonds.
- Value refers to the current rand value of the shares.

### **Note 2 – Non-Executive Directorship**

Disclose all non-executive directorship.

### **Note 3 – Remunerated Work, Consultancies and Retainerships**

Disclose all remunerated work and employment.

- Remuneration means the receipt of benefits in cash or in kind.
- Work means rendering a service for which the person receives remuneration.
- A public service official must obtain the approval of his/her Minister for performing remunerated work outside the public service.

Disclose any interests in any consulting firm or company that provides advice or professional services.

- Name of client and nature of consultancy or retainership.
- Type of business activity
- Value of benefits derived may refer to benefits in cash or in kind.