



INDIVIDUAL ANNUAL PERFORMANCE PLAN

ENTERED INTO BY AND BETWEEN:

MSUNDUZI MUNICIPALITY

Herein represented by:

Mr Mxolisi Alexius Nkosi (Full Name)

In his/her capacity as: *Municipal Manager (Supervisor)*


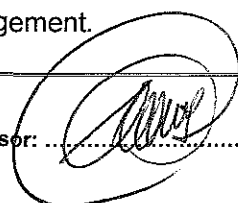
AND

Mr Mark Leonard (Full Name)

As the (Acting) *DMM: Economic Development (Jobholder)*

PERIOD OF AGREEMENT: 13 August 2012 to 31 December 2012

Following completion of this form, it must be forwarded to the Section:
Human Resource Management.

Signatures: Employee:  Date 19/09/2012 Supervisor:  Date 19/09/2012

Msunduzi Performance Agreement



WHEREBY IT IS AGREED AS FOLLOWS:

1. PURPOSE


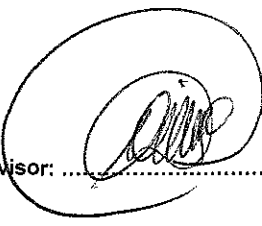
- 1.1 The purpose of entering into this agreement is to communicate to the Employee the performance expectations of the Municipality.
- 1.2 The performance plan defines the Council's expectations of the employee's performance agreement to which this document is attached and Section 57 (5) of the Municipal 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) as reviewed annually.
- 1.3 Should any non-agreement arise between the Employer and the Employee in respect of matters regulated by this plan, the process outlined in the Municipality's PMDS should be followed. If this process fails, the Employee may apply the formal grievance rules.

2. VALIDITY OF THE AGREEMENT

- 2.1 The agreement will be valid for the period **13 August 2012 to 30 June 2013**
- 2.2 The content of the plan may be revised at any time during the above-mentioned period to determine the applicability of the matters agreed upon, especially where changes are significant.
- 2.3 If at any time during the validity of this plan the work environment of the Municipality changes (whether as a result of Council or Management decisions or otherwise), to the extent that the contents of this agreement are no longer appropriate, the contents shall immediately be revised.

3. JOB DETAILS

Employee Number :
Management level : Level 2
Component : Economic Development
Unit : Economic Development
Location : Head Office
Occupational classification : Senior Management (Section 57)
Designation : Deputy Municipal Manager (Acting)

Signatures: Employee:  Date 19/09/2012 Supervisor:  Date 19/09/2012

Msunduzi Performance Agreement



4. JOB PURPOSE

The purpose of the DMM: Economic Developments' job should be in line with the Municipality's priorities as identified in the 2012 – 2013 Service Delivery Budget and Implementation Plan. The purpose of the DMM: Economic Development is to assist the Municipal Manager in implementing the Municipality's Strategic Objectives by ensuring efficient provisioning and management of Municipal Economic Development, through the implementation of policies, strategies, projects and processes that advance the realisation of goals and objectives of the Msunduzi Municipality.

Overall accountability of the jobholder:

The jobholder is the DMM: Economic Development and has the responsibility for Municipal Economic Development. The incumbent will provide continuous Management and other relevant information to the Municipal Manager in the Municipality's delivery of services.

5. JOB FUNCTIONS



The key functions of the jobholder are to:

- ⇒ Provide strategic leadership and management in the provision of:
- ⇒ Economic Development and Growth: (SMME, Informal trade, Business attraction, retention, investment and Municipal Enterprises) – Development Management Compliance and Forward Planning. – Real Estate and Housing. – Environmental Management and Land Survey
- ⇒ Provide strategic support to the Municipal Manager
- ⇒ Executing statutory obligations and delegated powers
- ⇒ Effective management of Municipal Enterprises, Tourism, Satellite Markets
- ⇒ Diligent and proper execution of council resolutions
- ⇒ Fulfilling the role of Administrative Head for Development Services
- ⇒ Promoting customer satisfaction in accordance with Batho Pele Principles
- ⇒ Promoting and facilitating appropriate land development

6. REPORTING REQUIREMENTS/LINES & ASSESSMENT LINES

The Jobholder shall report to the Supervisor on all parts of this plan. He/She shall:

- ⇒ Timeously alert the supervisor of any emerging factors that could preclude the achievement of any performance plan undertakings, including the contingency measures that she/he proposes to take to ensure the impact of such deviation from the original plan is minimised.
- ⇒ Establish and maintain appropriate internal controls and reporting systems in order to meet performance expectations.
- ⇒ Discuss and thereafter document for the record and future use any revision of targets as necessary as well as progress made towards the achievement of performance plan measures.

Signatures: Employee:  Date 19/09/2012..... Supervisor:  Date..... 19/09/2012.....



Msunduzi Performance Agreement

In turn the supervisor shall:

- ⇒ Meet to provide feedback on performance and to identify areas for development at least four times a year.
- ⇒ Create an enabling environment to facilitate effective performance by the Jobholder.
- ⇒ Facilitate access to skills development and capacity building opportunities.
- ⇒ Work collaboratively to solve problems and generate solutions to common problems within the municipality that may be impacting on the performance of the Jobholder.

7. PERFORMANCE ASSESSMENT/APPRaisal FRAMEWORK

Performance will be assessed according to the information contained in the Workplan.

7.1 The Key Performance Areas (KPA)s and Core Managerial Competencies (CMCs) together with their weighting, during the period of this agreement shall be as set out in the table below.

7.2 The Employee undertakes to focus and to actively work towards the promotion and implementation of the KPAs within the framework of the laws and regulations governing the Municipality. The specific duties/outputs required under each of the KPAs are outlined in the attached work plan. KPAs should include all special projects the Employee is involved in. The WORKPLAN should outline the Employee's specific responsibilities in such projects.

NB: KPAs should preferably not exceed five (5).


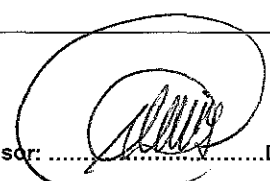
Key Performance Areas (KPAs)	Weight
1. Economic Development	45%
2. Planning, Building Inspectorate, Survey and Housing	30%
3. GEDI, Forward Planning and Environmental Management and Licencing	15%
4. Performance Management	10%
TOTAL	100%

NOTE: WEIGHTING OF KPAs MUST TOTAL 100%

7.3 The Employee's assessment will be based on her/his performance in relation to the duties/outputs outlined in the attached WORKPLAN as well as the CMCs marked here-under. At least **five (5)** CMCs, inclusive of any that may become prescribed from time to time, should be selected from the lists that are deemed to be critical for the Employee's specific job.

Core Managerial Competencies	Weight	Core Managerial Competencies	Weight
*Financial Management (4)	10	Knowledge Management (8)	5
*People Management & Empowerment (5)	10	Service Delivery Innovation (7)	10
*Client orientation & Customer Focus (6)	10	Honesty and integrity (2)	15
Strategic capability and leadership (1)	20		
Programme and project management (3)	15		
Change Management (9)	5		
Total			100%

* Compulsory

Signatures: Employee:  Date 19/09/2012 Supervisor:  Date 19/09/2012



Msunduzi Performance Agreement

NOTE: WEIGHTING OF CMCs MUST TOTAL 100%

KPAs shall contribute 80% and CMCs 20% of the final assessment score.

9. PERFORMANCE ASSESSMENT

The assessment of an Employee shall be based on his performance in relation to the KPAs and CMCs and performance indicators, as set out in this PERFORMANCE PLAN and attached WORKPLAN. The performance of the employee in respect of all individual KPAs and all individual

KPAs and CMCs will be assessed using a 5 point rating scale, i.e.:

- ⇒ 5 = OUTSTANDING PERFORMANCE
- ⇒ 4 = PERFORMANCE SIGNIFICANTLY ABOVE EXPECTATIONS
- ⇒ 3 = FULLY EFFECTIVE
- ⇒ 2 = PERFORMANCE NOT FULLY EFFECTIVE
- ⇒ 1 = UNACCEPTABLE PERFORMANCE

The total KPAs and the total CMCs scores are combined to produce an overall performance percentage score with percentage ranges that coincide with the above 5 point assessment scale.

Employees: KPAs shall contribute 80% and CMCs 20% of the final assessment

10. FEEDBACK

Performance feedback shall be in writing on the Second Quarter Review Form and Annual Review Form, based on the Employer's assessment of the Employee's performance in relation to the KPAs and GAFs and standards outlined in this performance plan and taking into account the Employee's self-assessment.

11. DEVELOPMENTAL REQUIREMENTS

11.1 The Supervisor and the Jobholder agree that the Jobholder's key development needs are in relation to his/her current job and envisaged career path in the Municipality. Data on areas for development are identified in the Personal Development Plan (attached)

12. TIMETABLE AND RECORDS OF REVIEW DISCUSSIONS AND ANNUAL ASSESSMENT

Progress review 1 (Oral)	End Oct '12
Progress review 2	End Jan '13
Progress review 3 (Oral)	End April '13
Progress review 4	End July '13
Annual evaluation	End July '13

Assessment results (*Mid-Year review & annual evaluation*) shall be recorded in writing. Incumbents will be assessed by the Municipal Assessment Committee for Section 56 Managers in their Mid-year and Annual Reviews. Incumbents will be orally assessed by their Supervisor for their 1st and 3rd Quarter Assessments. Assessments will entail a review of progress made in respect of the fulfilling of the aforesaid responsibilities and may lead to modifications in either responsibilities or methods of assessment.

Signatures: Employee:  Date19/09/2012.....Supervisor:  Date.....19/09/2012.....

Msunduzi Performance Agreement



14. DISPUTE RESOLUTIONS

- ⇒ Any dispute about the interpretation and application of this agreement shall be mediated by: *Mayor: Msunduzi Municipality*
- ⇒ If this mediation fails, the internal grievance rules will apply.


12. AMENDMENT OF AGREEMENT

Amendments to the agreement shall be in writing and can only be effected after discussion and agreement by both parties.

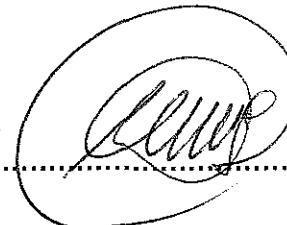
13. SIGNATURES OF PARTIES TO THE AGREEMENT

The contents of this document have been discussed and agreed with the Jobholder concerned.


Name of Jobholder: MARK POVALL

Signature:  Date: 12/07/2012

AND



Name of Supervisor: 

Signature: M.A. Nkosi Date: 12/07/2012

Signatures: Employee: Date 19/09/2012 Supervisor:  Date..... 19/09/2012.....



2012 - 2013 MUNICIPALITY WORKPLAN

MSUNDUZI MUNICIPALITY										
MR MARK POVALL			(ACTING) DMM: ECONOMIC DEVELOPMENT.							
WORKPLAN (1)										
National KPA (SDBIP)	Key Performance Area (KPA)	Weight (%)	Activities	Indicator	Baseline Information	Target	Timeframe	Reviews		
								Target	Actual	Quarter
Social and Economic Development	Economic Development	45.0%	Municipal enterprises	Council adopted Airport Masterplan	No prior document	12/31/2012				
				% Roll-out of adopted master plan		100% phase implementation	as per Masterplan			
			SMME Infrastructure Development	Approved Market facilities Business Plan and Funding application (KwaShange and KwaMncane)	None	12/31/2012				
			SMME Development	Number of training workshops conducted	6 Workshops	8 Training Workshops	6/30/2013			
			Job Creation and Income Opportunities	No of job opportunities created	1000 jobs	1000 job opportunities	30-Jun-13			
			Review of LED strategy	Approved Annual Strategy	2008 LED Strategy	28/02/2013				
				% Implementation of Strategy	N/A	100% Implementation	30-Jun-13			
			Business Retention and Expansion	Business Retention and Expansion Survey Report	None	12/31/2012				
				% Completion of BR&E Programme	None	100% Completion	30-Jun-13			
				Number of cooperatives established	None	8 Cooperatives	30-Jun-13			
			Compilation of informal economy database	% Up to date database	None	100% up to date database	30-Jun-13			
			Municipal Market Operations	Number of meetings held	None	10 Meetings	Monthly			
			Job Creation and Expansion of rates base	Number of commercial land sold	2 Commercial Sites	2 Commercial Sites	30-Jun-13			
Number of industrial land sold	4 Industrial Sites	4 Industrial Sites		30-Jun-13						
Compliance with MPRA	% of GV in 2012 - 2013	Previous GV in 2008	60% of GV	30-Jun-13						

Signatures: Employee:  Date: 19/9/12 Supervisor:  Date:
 Copyright 2012 Msunduzi Municipality

2012 - 2013 MUNICIPALITY WORKPLAN

WORKPLAN (2)										
National KPA (SDBIP)	Key Performance Area (KPA)	Weight (%)	Activities	Indicator	Baseline Information	Target	Timeframe	Reviews		
								Target	Actual	Quarter
Basic Service Delivery	Planning, Building Inspectorate, Survey and Housing	30.0%	Edendale J2 & Quarry	Submission of application to DOHS for Stage 1 Feasibility Studies	None	9/31/2012				
			Willowfountain: Bulwer	Submission of application to DOHS for Stage 1 Feasibility Studies	None	9/31/2012				
			Khalanyoni	Submission of application to DOHS for Stage 1 Feasibility Studies	None	9/31/2012				
			Kwa Thirty	Submission of application to DOHS for Stage 1 Feasibility Studies	None	9/31/2012				
			Hollingwood	Submission of application to DOHS for Stage 1 Feasibility Studies	None	9/31/2012				
			Edendale S - 8 Ext	Date of completion of Stage 1 Feasibility Study	IA Appointed	30/03/2013				
			Edendale S - 3 to 8	No. of sites completed with services	Incomplete services	Outstanding services for 2,010 Sites completed by IA	30/06/2013			
			Edendale T2 & T3	No. of sites completed with services	Incomplete services	Outstanding services for 231 Sites completed by IA	30/06/2013			
			Msunduzi Wirewall	No of houses completed	1100 units	Management of IA for the completion of 340 Units	30/06/2013			
			Willowfountain EE - Phase 1	No of houses completed	127 units	Management of IA to construct 73 Units	31-Mar-13			
			Lot 182 Snating	No of houses completed	0 units	Management of IA to construct 133 Units	30/06/2013			
			Edendale T2 & T3	No of houses completed	113 units	Management of IA to construct 357 Units	30/06/2013			
			Transfer of houses	Resolving of all legal issues	N/A	30/09/2012				
			Cleaning of ablutions for Masukwane Emergency Housing Scheme	Frequency of cleaning	N/A	Weekly				
			Maintenance of Rental Stock	% implementation of maintenance plan	R498,000 spent in 2011/11	100% Implementation of 2012-2013 Plan	30/06/2013			
			Transfer of Rental Stock under EEDBS Policy	Reports submitted to Manco	N/A	Quarterly				
			Housing needs register (Waiting list)	Date of operational register in place	Inefficient operations	31-Dec-12				
Number of names captured on Housing Register	N/A	5000 Names		30/06/2013						
Installation of Electric Plan Approval System	Fully functioning system	Inefficient operations	30/06/2013							

Signatures: Employee:  Date: 19/9/12 Supervisor:  Date: _____
 Copyright 2012 Msunduzi Municipality

2012 - 2013 MUNICIPALITY WORKPLAN



--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Signatures: Employee:  Date 19/9/12 Supervisor:  Date.....

Copyright 2012 Msunduzi Municipality

2012 - 2013 MUNICIPALITY WORKPLAN

WORKPLAN (3)										
National KPA (SDBIP)	Key Performance Area (KPA)	Weight (%)	Activities	Indicator	Baseline Information	Target	Timeframe	Reviews		
								Target	Actual	Quarter
Basic Service Delivery	GEDI, Planning, Environmental & Licensing	15.0%	Tenure upgrades and anomaly rectification	Number Of Property tenures upgraded	21762 property tenure upgrades	1500 property tenure upgrades	31-Mar-13			
			Land Expropriation	Number Of Properties expropriated	No properties expropriated as yet	63 properties expropriated	30-Jun-13			
			Local Area Plans	Date of completed of inception report for South Eastern District	No local area plans yet completed		30-Jun-13			
			Inner City Development and Regeneration Plan	Date of completed of inception report for Inner City Development	No local area plans yet completed		30-Jun-13			
			Town Planning Scheme Extension (Edendale & Sobantu)	Date of completed inception report	No Town Planning schemes for these two areas		30-Jun-13			
			Climate Change Adoption Policy	Council Approved Policy	No Policy		30-Jun-13			
			Ecosystem Services Plan	Completed Zonal Reports	No Ecosystem in place	3 Zonal Reports Completed	6/30/2013			

Signatures: Employee:  Date: 19/9/12 Supervisor:  Date:
 Copyright 2012 Msunduzi Municipality

2012 - 2013 MUNICIPALITY WORKPLAN

WORKPLAN (4)										
National KPA (SDBIP)	Key Performance Area (KPA)	Weight (%)	Activities	Indicator	Baseline Information	Target	Timeframe	Reviews		
								Target	Actual	Quarter
Municipal Transformation and Institutional Development	Performance Management	10.0%	Planning and Agreements	Submission towards Municipal IDP	N/A	As per internal notification				
				Submission towards Municipal SDBIP	N/A	30-Apr-13				
				Submission of section budgets		1-Nov-12				
				Signed Performance Agreements with Process Managers	No Performance Agreements in place	1-Jul-13				
			Monitoring and Reporting	Section Performance Monitoring Meetings		Weekly				
				Submission of Performance Reports to MANCO and EXCO		Monthly (Extended MANCO)				
						Monthly (EXCO)				
				Submission towards Municipal Annual Performance Report		30-Jul-12				
			Assessments	Assessment meetings register & Assessment Forms		End Oct '12				
						End Jan '13				
						End April '13				
						End July '13				
						End July '13				
			AG Compliance	% Compliance to Performance Audit Requirements as stipulated in the AG Performance Dashboards		N/A	100% Compliance	Annually		
Response to AG queries	N/A	Within the required time frames			Annually					

Signatures: Employee:  Date: 19/9/12 Supervisor:  Date: _____
 Copyright 2012 Msunduzi Municipality



PERSONAL DEVELOPMENT PLAN

ENTERED INTO BY AND BETWEEN:

MSUNDUZI MUNICIPALITY

Herein represented by:

Mr Mxolisi Alexis Nkosi (Full Name)

In his/her capacity as: *Municipal Manager (Supervisor)*


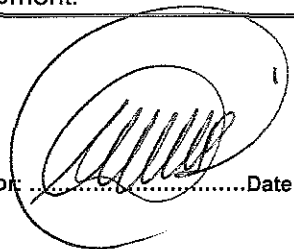
AND

Mr Mark Leonard Povall (Full Name)

As the (Acting) *DMM: Economic Development (Jobholder)*

PERIOD OF DEVELOPMENT: 13 August 2012 to 30 June 2013

Following completion of this form, it must be forwarded to the Section:
Human Resource Development.

Signatures: Employee:  Date19/09/2012.....Supervisor:  Date.....19/09/2012.....



Msunduzi Personal Development Plan

MUNICIPALITY:	Msunduze Local Municipality
NAME:	Mark Povall
JOB TITLE:	DMM: Economic Development (Acting until post filled)
SUPERVISOR	Municipal Manager
UNIT	Economic Development
COMPONENT:	

PURPOSE: To enable the Supervisor and the employee to identify skills development requirements and as a result agree on the steps taken to address those developmental gaps


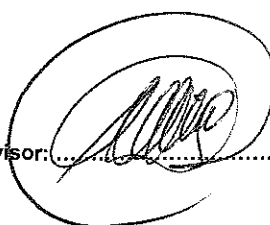
1. What are the competencies required for this job (refer to competency profile of job description)?

PLEASE NOTE THAT DUE TO THE LIMITED TIME PERIOD THAT THE ACTING INCUMBENT IS HOLDING THIS POSITION, PENDING A PERMANENT APPOINTMENT, THE PERSONAL DEVELOPMENT PLAN IS NOT APPLICABLE TO THE ACTING INCUMBENT.

2. What competencies from the above list, does the job holder already possess?

3. What then are the competency gaps? (If the job holder possesses all the necessary competencies, complete No's 5 and 6.)

4. Actions/Training interventions to address the gaps/needs

Signatures: Employee:  Date 19/09/2012..... Supervisor:  Date..... 19/09/2012.....

Msunduzi Personal Development Plan



5. Indicate the competencies required for future career progression/development



6. Actions/Training interventions to address future progression

7. Comments/Remarks of the Incumbent

8. Comments/Remarks of the supervisor

IMPACT ASSESSMENT

Impact of Development on work (After 3 – 6 Months)	
Employee	Supervisor/Manager

Signatures: Employee:  Date19/09/2012..... Supervisor:  Date.....19/09/2012.....



Msunduzi Personal Development Plan

Agreed upon:

Signature: _____

Supervisor: _____



Date: _____

Signature: _____

Incumbent: _____

Date: _____

Date of next review: _____

Signatures: Employee:  Date 19/09/2012 Supervisor:  Date..... 19/09/2012.....

ANNEXURE C

FINANCIAL DISCLOSURE
FORM

I, the undersigned (surname and initials) POVALL M.L. of
113 Orange Grove, Durban North

(Postal address)
and — ditto —

(Residential
address) employed as Acting DMM at the MSunduzi Municipality
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)

Number of shares / extent of financial interest	Nature	Nominal value	Name of Company or entity
<u>Various Unit Trusts managed by wealth corporations in Durban.</u>	<u>R/A</u>	<u>R980 000</u>	<u>Old Mutual + Nedbank.</u>

2. Directorships and Partnerships

See information sheet: Note (2)

Name of Corporate entity, partnership or firm	Type of business	Amount of Remuneration or Income
<u>NIL</u>		

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

See information sheet: Note (3)

Name of Employer	Type of work	Amount of Remuneration or Income
<u>NIL</u>		

Council sanction confirmed:

Signature of Mayor: _____






Date: _____

4. Consultancies and retainerships

See information sheet: Note (4)

Name of client	Nature	Type of business activity	Value of benefits received
1. NIL at present.	Two projects working as	Town planning	
2. KZN COGTA DELI team member to July 2012			R85 000 over 10 month period to July 2012

5. Sponsorships

See information sheet: Note (5)

Source of sponsorship	Description of sponsorship	Value of sponsorship
NIL		

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

See information sheet: Note (6)

Description	Value	Source
NIL		

7. Land and property

See information sheet: Note (7)

Description	Extent	Area	Value
House and land at 113 Orange Grove	Dwelling	1700 m ²	R1,3 million

SIGNATURE OF EMPLOYEE: *[Signature]*

DATE: 19 September 2012 PLACE: Pmb.


OATH/AFFIRMATION

- 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:

[Handwritten signature]


- (i) Do you know and understand the contents of the declaration?
Answer yes
- (ii) Do you have any objection to taking the prescribed ~~oath~~ or affirmation?
Answer no
- (iii) Do you consider the prescribed ~~oath~~ or affirmation to be binding on your conscience?
Answer yes

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



Commissioner of Oath /Justice of the Peace
Full first names and surname: Lelani van den Berg (Block letters)
Designation (rank): Admitted attorney Ex Officio Republic of South Africa
Street address of institution: City Hall, Pietermaritzburg.

Date: 19 September 2012
Place: Pietermaritzburg



CONTENTS NOTED: MAYOR M M
DATE: _____

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

NOTE 5: Sponsorships

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

- The source 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.

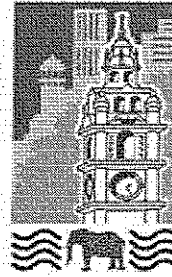
NOTE 7: Land and Property

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 interest.

**MSUNDUZI MUNICIPALITY
PERFORMANCE WORKPLAN**

CITY OF CHOICE



**PIETERMARITZBURG
MSUNDUZI**

This Performance Workplan is Annexure B of the incumbents Performance Agreement Document Pack and thus forms part of the Agreement

Employee Number	
Surname and Initials	Mr Mark Povall
Designation	Deputy Municipal Manager (Acting)
Component	Economic Development
Unit	Economic Development
Management Level	Level 2
Occupational Classification	Senior Management (Section 57)
Location	Head Office

This performance workplan has been agreed between the parties hereunder and shall be revised and assessed during the 1st Quarter (Orally), 2nd Quarter (Written), 3rd Quarter (Orally) and Annual Quarter (Written)

Signatures (WE AGREE WITH THE CONTENTS OF THIS PERFORMANCE WORKPLAN)

Employee :

[Signature] M. POVALL

Date

19/09/2012

Supervisor

[Signature]

Date

19/09/2012