

Annexure B



ANNUAL PERFORMANCE PLAN

Entered into by and between

**THE MKHAMBATHINI MUNICIPALITY
AS REPRESENTED BY THE ACTING MUNICIPAL
MANAGER**

(duly authorised by Council)

MR M. CHANDULAL

671020 5179 086

AND

MR M M LEMBETHE

760206 5340 081

THE MANAGER CORPORATE SERVICES

["the Employee"]

1 July 2015 – 30 June 2016

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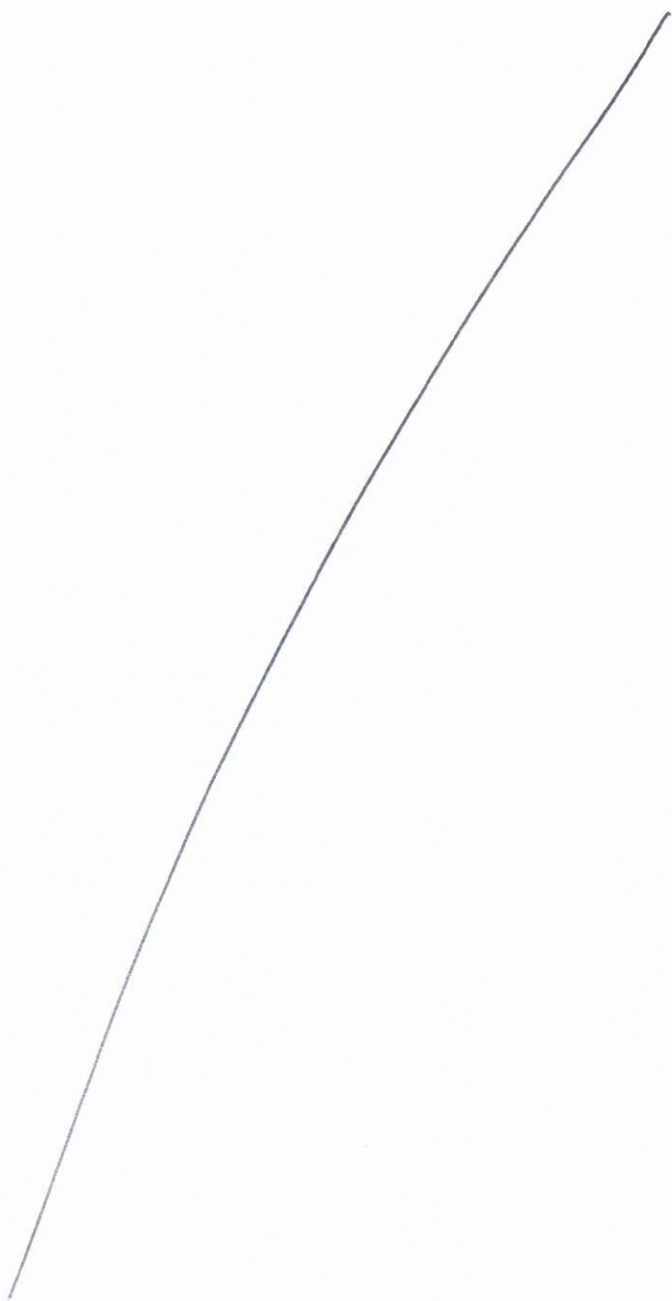
RATING	DEFINITION OF SCORE
5	Outstanding Performance
4	Performance significantly above expectation
3	Fully effective
2	Performance not fully satisfactory
1	Unacceptable Performance

Period Under Review	
Surname	
Name	
Municipality	uMkhambathini
Department	Corporate Services
Race	African
Gender	Male
Employee Number	
Date of Appointment	
Salary Package	

Performance Plan

Attached as Annexure C

RP *21/11*



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Calculation On the Core Management Criteria (CMC)

CMC's are based on the eleven core competencies – even Manager should be assessed against all those CMC that are applicable to his/her job. Compulsory CMC for Managers are highlighted below (NOTE: Weights should be taken from the signed performance agreement for the year under review).

CORE MANAGERIAL COMPETENCIES (CMC)	√ (Indicate Choice)	WEIGHT %	MILESTONES /COMMENTS	OWN RATING (1-5)	RATING BY SUPERVISOR (1-5)	RATING BY PANEL MEMBER (1-5)
1.Strategic Capability and Leadership						
2. Programme and Project Management						
3. Financial Management	compulsory	20				
4. Change Management						
5. Knowledge Management						
6. Service Delivery Innovation		10				
7. Problem Solving and Analysis						
8. People Management and Empowerment	compulsory	5				
9. Client Orientation and Customer Focus	compulsory	10				
10. Communication		5				
11. Honesty and Integrity		10				

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EVALUATION ON THE CORE OCCUPATIONAL COMPETENCY (COC)

COC's are based on the eleven core competences – every Manager should be assessed against all those COC's that are applicable to his/her job.
(NOTE: Weight should be taken from the signed performance agreement for the year under review)

CORE MANAGERIAL COMPETENCIES (CMC)	✓ (Indicate Choice)	WEIGHT %	MILESTONES /COMMENTS	OWN RATING (1-5)	RATING BY SUPERVISOR (1-5)	RATING BY PANEL MEMBER (1-5)
1. Competence in Self-Management						
2. Interpretation of and implementation within the legislative and national policy framework		25				
3. Knowledge of Performance Management and Reporting						
4. Knowledge of global of South African specific political, social and economic contexts						
5. Competence in policy conceptualisation, analysis and implementation		10				
6. Knowledge of more than one functional municipal field/discipline		5				
7. Skills in Mediation		5				
8. Skills in Governance						
9. Competence as required by other national line sector department						
10. Exceptional and dynamic creativity to improve the functioning of the municipality						
Total percentage	-	100%				

PERSONAL DEVELOPMENT PLAN

AREA TO BE DEVELOPED	TYPE OF INTERVENTION	TARGET DATE	PERFORMANCE REVIEW FOR PDP		
			Progress	Barriers	Action to Overcome Barriers
B7. LAWS DRAFTING	TRAINING	2016-06-30			
ASISTE EVOLUTIVO	TRAINING	2016-03-30			

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PERFORMANCE ASSESSMENT RATING

The Assessment Rating will be used to add the score and calculate a final KRA score (80%) and a final CMC and COC's score (20%).

The Table 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	10 %		
2. Municipal Institutional Development and Transformation	40 %		
3. Local Economic Development	5 %		
4. Municipal Financial Viability and Management	20 %		
5. Good Governance and Public Participation	25 %		
6. Community and Social Development			
Total	100 %		
x 80%			

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Core Management Competencies	Weight	Rating	Score
1. Strategic Capability & Leadership			
2. Programme & Project Management			
3. Financial Management (Compulsory)	20		
4. Change Management			
5. Knowledge Management			
6. Service Delivery Innovation			
7. Problem Solving & Analysis			
8. People Management & Empowerment (Compulsory)	5		
9. Client Orientation & Customer Focus (Compulsory)	10		
10. Communication	5		
11. Honesty & Integrity	10		
Total			
x 20%			

Core Occupational Competencies	Weight %	Rating	Score
1. Competence in Self-Management			
2. Interpretation of and Implementation within the Legislation and National Policy Framework	20		
3. Knowledge of developmental local government	10		
4. Knowledge of Performance Management & Reporting			
5. Knowledge of Global & South African Specific Political, Social and Economic Context			
6. Competency on policy conceptualization, analysis and implementation	10		
7. Knowledge of more than one functional municipal field/ discipline			
8. Skill in mediation			
9. Skill in Governance			
10. Competence as required by other national line sector department			
11. Exceptional and dynamic Creativity to improve the functioning of the municipality			
Total			
X 20%			

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Key Results

KPA	(A) Sub- Total	(B) % Of Assessment	(AxB) Total Score
KRA (Key Result Area)		80%	
CC (Conduct Criteria)		20%	
c) FINAL SCORE			
FINAL SCORE IN PERCENTAGE (C/5X100)			

SIGNATURES OF MEMBERS OF THE EVALUATION PANEL

CHAIRPERSON:.....

MEMBER:.....

MEMBER:.....

MEMBER:.....

MEMBER:.....

Signed At :onof20.....

Handwritten signature/initials

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 Manager:.....

M M LEMBETHE

Date:.....

20/07/2015

I undertake to support (Name of Manager) with the achievement of the above Performance and Development Plan .

SIGNATURE:.....



Name of Manager:.....

M. CHANDULAL

Date:.....

20/07/2015

FEEDBACK ON INFORMAL QUARTELY REVIEW:

FEEDBACK FROM REPORTING OFFICER:

.....

.....

.....

.....

.....

.....

Signature of Reporting Officer

Signature of Manager

Date:.....

Date:.....



Appendix A



PERFORMANCE AGREEMENT

MADE AND ENTERED INTO BY AND BETWEEN:

**THE MKHAMBATHINI MUNICIPALITY
AS REPRESENTED BY THE ACTING MUNICIPAL
MANAGER
(Duly authorised by Council)**

MR. M CHANDULAL
671020 5179 086

AND

MR M M LEMBETHE
760206 5340 081

**THE MANAGER CORPORATE SERVICES
OF THE MUNICIPALITY**

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PERFORMANCE AGREEMENT

ENTERED INTO BY AND BETWEEN:

The Mkhambathini Municipality herein represented by **Mr. M Chandulal** in his capacity as Acting Municipal Manager (hereinafter referred to as the **Mkhambathini Municipality** or **Supervisor**)

and

Mr M.M Lembethe ID No. 760206 5340 081 of the Municipality (hereinafter referred to as the **Manager: Corporate Services**).

WHEREBY IT IS AGREED AS FOLLOWS:

1. INTRODUCTION

- 1.1 The Mkhambathini Municipality has entered into a contract of employment with the **Manager: Corporate Services** in terms of section 57(1)(a) of the Local Government: Municipal Systems Act 32 of 2000 ("the Systems Act"). The **Mkhambathini Municipality** and the **Manager: Corporate Services** are hereinafter referred to as "the Parties".
- 1.2 Section 57(1)(b) of the Systems Act, read with the Contract of Employment concluded between the parties, requires the parties to conclude an annual performance agreement.
- 1.3 The parties wish to ensure that they are clear about the goals to be achieved, and secure the commitment of the **Manager: Corporate Services** to a set of outcomes that will secure local government policy goals.
- 1.4 The parties wish to ensure that there is compliance with Sections 57(4A), 57(4B) and 57(5) of the Systems Act.

2. PURPOSE OF THIS AGREEMENT

The purpose of this Agreement is to -

- 2.1 comply with the provisions of Section 57(1)(b),(4A),(4B) and (5) of the Act as well as the employment contract entered into between the parties;
- 2.2 specify objectives and targets defined and agreed with the Manager: Corporate Services and to communicate to the Manager: Corporate Services the Mkhambathini Municipality's expectations of the Manager: Corporate Services' performance and accountabilities in alignment with the Integrated Development Plan, Service Delivery and Budget Implementation Plan (SDBIP) and the Budget of the municipality;
- 2.3 specify accountabilities as set out in a performance plan, which forms an annexure to the performance agreement;
- 2.4 monitor and measure performance against set targeted outputs;
- 2.5 use the performance agreement as the basis for assessing whether the Manager: Corporate Services has met the performance expectations applicable to his or her job;

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- 2.6 in the event of outstanding performance, to appropriately reward the Manager: Corporate Services; and
- 2.7 give effect to the Mkhambathini Municipality's commitment to a performance-orientated relationship with its Manager: Corporate Services in attaining equitable and improved service delivery.

3 COMMENCEMENT AND DURATION

- 3.1 This Agreement will commence on the 01 July 2015 and will remain in force until 30 June 2015 thereafter a new Performance Agreement, Performance Plan and Personal Development Plan shall be concluded between the parties for the next financial year or any portion thereof.
- 3.2 The parties will review the provisions of this Agreement during June each year. The parties will conclude a new Performance Agreement and Performance Plan that replaces this Agreement at least once a year by not later than the beginning of each successive financial year.
- 3.3 This Agreement will terminate on the termination of the **Manager: Corporate Services'** contract of employment for any reason.
- 3.4 The content of this Agreement may be revised at any time during the above-mentioned 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.

4 PERFORMANCE OBJECTIVES

- 4.1 The Performance Plan (Annexure A) sets out-
 - 4.1.1 the performance objectives and targets that must be met by the **Manager: Corporate Services**; 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 Annexure A are set by the **Mkhambathini Municipality** in consultation with the **Manager: Corporate Services** and based on the Integrated Development Plan, Service Delivery and Budget Implementation Plan (SDBIP) and the Budget of the **Mkhambathini Municipality**, and shall include key objectives; key performance indicators; target dates and weightings.
 - 4.2.1 The key objectives describe the main tasks that need to be done.
 - 4.2.2 The key performance indicators provide the details of the evidence that must be provided to show that a key objective has been achieved.
 - 4.2.3 The target dates describe the timeframe in which the work must be achieved.
 - 4.2.4 The weightings show the relative importance of the key objectives to each other.

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- 4.3 The **Manager: Corporate Services** performance will, in addition, be measured in terms of contributions to the goals and strategies set out in the **Mkhambathini Municipality's Integrated Development Plan**.

5 PERFORMANCE MANAGEMENT SYSTEM

- 5.1 The **Manager: Corporate Services** agrees to participate in the performance management system that the **Mkhambathini Municipality** adopts or introduces for the **Mkhambathini Municipality**, management and municipal staff of the **Mkhambathini Municipality**.
- 5.2 The **Manager: Corporate Services** accepts that the purpose of the performance management system will be to provide a comprehensive system with specific performance standards to assist the **Mkhambathini Municipality**, management and municipal staff to perform to the standards required.
- 5.3 The **Mkhambathini Municipality** will consult the **Manager: Corporate Services** about the specific performance standards that will be included in the performance management system as applicable to the **Manager: Corporate Services**.
- 5.4 The **Manager: Corporate Services** undertakes to actively focus towards the promotion and implementation of the KPAs (including special projects relevant to the **Manager: Community Services' responsibilities**) within the local government framework.
- 5.5 The criteria upon which the performance of the **Manager: Corporate Services** shall be assessed shall consist of two components, both of which shall be contained in the Performance Agreement.
- 5.5.1 The **Manager: Corporate Services** must be assessed against both components, with a weighting of 80:20 allocated to the Key Performance Areas (KPAs) and the Core Competency Requirements (CCRs) respectively.
- 5.5.2 Each area of assessment will be weighted and will contribute a specific part to the total score.
- 5.5.3 KPAs covering the main areas of work will account for 80% and CCRs will account for 20% of the final assessment.
- 5.6 The **Manager: Corporate Services** assessment will be based on his performance in terms of the outputs / outcomes (performance indicators) identified as per attached Performance Plan (**Annexure A**), which are linked to the KPA's, and will constitute 80% of the overall assessment result as per the weightings agreed to between the **Mkhambathini Municipality** and **Manager: Corporate Services**:

Key Performance Areas (KPA's)	Weighting
Basic Service Delivery	10%
Municipal Institutional Development and Transformation	40%
Local Economic Development (LED)	5%
Municipal Financial Viability and Management	20%
Good Governance and Public Participation	25%
Total	100%

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- 5.7 In the case of managers directly accountable to the Manager: Corporate Services, key performance areas related to the functional area of the relevant manager, must be subject to negotiation between the **Manager: Corporate Services** and the relevant manager.
- 5.8 The CCRs will make up the other 20% of the **Manager: Corporate Services** assessment score. CCRs that are deemed to be most critical for **Manager: Corporate Services'** specific job should be selected (✓) from the list below as agreed to between the **Mkhambathini Municipality** and **Manager: Corporate Services**. Three of the CCRs are compulsory for **Manager: Corporate Services**:

CORE COMPETENCY REQUIREMENTS (CCR) FOR MANAGER: CORPORATE SERVICES		
CORE MANAGERIAL COMPETENCIES (CMC)	✓ (Indicate Choice)	WEIGHT
Strategic Capability and Leadership		
Programme and Project Management		
Financial Management	compulsory	
Change Management		
Knowledge Management		
Service Delivery Innovation		
Problem Solving and Analysis		
People Management and Empowerment	compulsory	
Client Orientation and Customer Focus	compulsory	
Communication		
Honesty and Integrity		
Core Occupational Competencies		
Competence in Self-Management		
Interpretation of and implementation within the legislative and national policy framework		
Knowledge of Performance Management and Reporting		
Knowledge of global of South African specific political, social and economic contexts		
Competence in policy conceptualisation, analysis and implementation		
Core Managerial Competencies		
Knowledge of more than one functional municipal field/discipline		
Skills in Mediation		
Skills in Governance		
Competence as required by other national line sector department		
Exceptional and dynamic creativity to improve the functioning of the municipality		
Total percentage	-	100%

6. EVALUATING PERFORMANCE

- 6.1 The Performance Plan (Annexure A) to this Agreement sets out -

6.1.1 the standards and procedures for evaluating the **Manager: Corporate Services** performance; and

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- 6.1.2 the intervals for the evaluation of the **Manager: Corporate Services** performance.
- 6.2 Despite the establishment of agreed intervals for evaluation, the **Mkhambathini Municipality** may in addition review the **Manager: Corporate Services** performance at any stage while the contract of employment remains in force.
- 6.3 Personal growth and development needs identified during any performance review discussion must be documented in a Personal Development Plan as well as the actions agreed to and implementation must take place within set time frames.
- 6.4 The **Manager: Corporate Services** performance will be measured in terms of contributions to the goals and strategies set out in the **Mkhambathini Municipality's** IDP.
- 6.5 The annual performance appraisal will involve:
- 6.5.1 **Assessment of the achievement of results as outlined in the performance plan:**
- (a) Each KPA should be assessed according to the extent to which the specified standards or performance indicators have been met and with due regard to ad hoc tasks that had to be performed under the KPA.
 - (b) An indicative rating on the five-point scale should be provided for each KPA.
 - (c) The applicable assessment rating calculator (refer to paragraph 6.5.3 below) must then be used to add the scores and calculate a final KPA score.
- 6.5.2 **Assessment of the CCRs**
- (a) Each CCR should be assessed according to the extent to which the specified standards have been met.
 - (b) An indicative rating on the five-point scale should be provided for each CCR.
 - (c) This rating should be multiplied by the weighting given to each CCR during the contracting process, to provide a score.
 - (d) The applicable assessment rating calculator (refer to paragraph 6.5.1) must then be used to add the scores and calculate a final CCR score.
- 6.5.3 **Overall rating**
- An overall rating is calculated by using the applicable assessment-rating calculator. Such overall rating represents the outcome of the performance appraisal.
- 6.6 The assessment of the performance of the **Manager: Corporate Services** will be based on the following rating scale for KPA's and CCRs:

Level	Terminology	Description	Rating				
			1	2	3	4	5
5	Outstanding performance	Performance far exceeds the standard expected of a Manager: Corporate Services at this level. The appraisal indicates that the Manager: Corporate Services 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 Manager: Corporate Services 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 Manager: Corporate Services 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 Manager: Corporate Services 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 Manager: Corporate Services has achieved below fully effective results against almost all of the performance criteria and indicators as specified in the PA and Performance Plan. The Manager: Corporate Services 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.					

6.7 For purposes of evaluating the annual performance of the Municipal Manager, an evaluation panel constituted of the following persons must be established -

- 6.7.1 Executive Mayor or Mayor;
- 6.7.2 Chairperson of the performance audit committee or the audit committee in the absence of a performance audit committee;
- 6.7.3 Member of the mayoral or executive committee or in respect of a plenary type municipality, another member of council;
- 6.7.4 Mayor and/or Municipal Manager from another municipality; and

- 6.7.5 Member of a ward committee as nominated by the Executive Mayor or Mayor.
- 6.8 For purposes of evaluating the annual performance of managers directly accountable to the Municipal Manager, an evaluation panel constituted of the following persons must be established -
- 6.8.1 Municipal Manager;
 - 6.8.2 Chairperson of the performance audit committee or the audit committee in the absence of a performance audit committee;
 - 6.8.3 Member of the mayoral or executive committee or in respect of a plenary type municipality, another member of council; and
 - 6.8.4 Municipal Manager from another municipality.
- 6.9 The manager responsible for human resources of the municipality must provide secretariat services to the evaluation panels referred to in sub-regulations (d) and (e).

7. SCHEDULE FOR PERFORMANCE REVIEWS

- 7.1 The performance of **Manager: Corporate Services** in relation to his / her performance agreement shall be reviewed on the following dates with the understanding that reviews in the first and third quarter may be verbal if performance is satisfactory:

First quarter	:	July – September 2015
Second quarter	:	October – December 2015
Third quarter	:	January – March 2016
Fourth quarter	:	April – June 2016

- 7.2 The **Mkhambathini Municipality** shall keep a record of the mid-year review and annual assessment meetings.
- 7.3 Performance feedback shall be based on the **Mkhambathini Municipality's** assessment of the **Manager: Corporate Services** performance.
- 7.4 The **Mkhambathini Municipality** will be entitled to review and make reasonable changes to the provisions of Annexure "A" from time to time for operational reasons. The **Manager: Corporate Services** will be fully consulted before any such change is made.
- 7.5 The **Mkhambathini Municipality** may amend the provisions of Annexure A whenever the performance management system is adopted, implemented and / or amended as the case may be. In that case the **Manager: Corporate Services** will be fully consulted before any such change is made.

8. DEVELOPMENTAL REQUIREMENTS

The Personal Development Plan (PDP) for addressing developmental gaps is attached as Annexure B.

9. OBLIGATIONS OF THE MKHAMBATHINI MUNICIPALITY

- 9.1 The Mkhambathini Municipality shall –
- 9.1.1 create an enabling environment to facilitate effective performance by the **Manager: Corporate Services**;
 - 9.1.2 provide access to skills development and capacity building opportunities;

- 9.1.3 work collaboratively with the **Manager: Corporate Services** to solve problems and generate solutions to common problems that may impact on the performance of the **Manager: Corporate Services**;
- 9.1.4 on the request of the **Manager: Corporate Services** delegate such powers reasonably required by the **Manager: Corporate Services** to enable him / her to meet the performance objectives and targets established in terms of this Agreement; and
- 9.1.5 make available to the **Manager: Corporate Services** such resources as the **Manager: Corporate Services** may reasonably require from time to time to assist him / her to meet the performance objectives and targets established in terms of this Agreement.

10. CONSULTATION

- 10.1 The **Mkhambathini Municipality** agrees to consult the **Manager: Corporate Services** timorously where the exercising of the powers will have amongst others –
 - 10.1.1 a direct effect on the performance of any of the **Manager: Corporate Services**' functions;
 - 10.1.2 commit the **Manager: Corporate Services** to implement or to give effect to a decision made by the **Mkhambathini Municipality**; and
 - 10.1.3 a substantial financial effect on the **Mkhambathini Municipality**.
- 10.2 The **Mkhambathini Municipality** agrees to inform the **Manager: Corporate Services** of the outcome of any decisions taken pursuant to the exercise of powers contemplated in 10.1 as soon as is practicable to enable **Manager: Corporate Services** to take any necessary action without delay.

11. MANAGEMENT OF EVALUATION OUTCOMES

- 11.1 The evaluation of **Manager: Corporate Services** performance will form the basis for rewarding outstanding performance or correcting unacceptable performance.
- 11.2 A performance bonus of between 5% to 14% of the all-inclusive annual remuneration package may be paid to the **Manager: Corporate Services** in recognition of outstanding performance to be constituted as follows:
 - 11.2.1 a score of 130% to 149% is awarded a performance bonus ranging from 5% to 9%; and
 - 11.2.2 a score of 150% and above is awarded a performance bonus ranging from 10% to 14%.
- 11.3 In the case of unacceptable performance, the **Mkhambathini Municipality** shall –
 - 11.3.1 provide systematic remedial or developmental support to assist the **Manager: Corporate Services** to improve his or her performance; and
 - 11.3.2 after appropriate performance counselling and having provided the necessary guidance and/ or support as well as reasonable time for improvement in performance, the **Mkhambathini Municipality** may consider steps to terminate the contract of employment of the **Manager: Corporate Services** on grounds of unfitness or incapacity to carry out his or her duties.

12. DISPUTE RESOLUTION

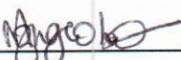

- 12.1 Any disputes about the nature of the **Manager: Corporate Services** performance agreement, whether it relates to key responsibilities, priorities, methods of assessment and/ or any other matter provided for, shall be mediated by –
- 12.1.1 the MEC for local government in the province within thirty (30) days of receipt of a formal dispute from the **Manager: Corporate Services**; or
 - 12.1.2 any other person appointed by the MEC.
 - 12.1.3 In the case of managers directly accountable to the Manager: Corporate Services, a member of the municipal council, provided that such member was not part of the evaluation panel provided for in sub-regulation 27(4)(e) of the Municipal Performance Regulations, 2006, within thirty (30) days of receipt of a formal dispute from the **Manager: Corporate Services**; whose decision shall be final and binding on both parties.
- 12.2 In the event that the mediation process contemplated above fails, clause 20.3 of the Contract of Employment shall apply.

13. GENERAL

- 13.1 The contents of this agreement and the outcome of any review conducted in terms of Annexure A may be made available to the public by the **Mkhambathini Municipality**.
- 13.2 Nothing in this agreement diminishes the obligations, duties or accountabilities of the **Manager: Corporate Services** in terms of his/ her contract of employment, or the effects of existing or new regulations, circulars, policies, directives or other instruments.
- 13.3 The performance assessment results of the Manager: Corporate Services must be submitted to the MEC responsible for local government in the relevant province as well as the national minister responsible for local government, within fourteen (14) days after the conclusion of the assessment.

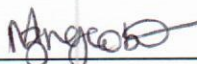

Thus done and signed at CAMPERDOWN on this the 20th day of JULY 2015

AS WITNESSES:

1. 
2. 


Manager: Corporate Services

AS WITNESSES:

1. 
2. 


Municipal Manager

CONFIDENTIAL

Appendix C

FINANCIAL DISCLOSURE FORM

I, the undersigned (surname and initials) LEMBETHE MM(Postal address) PO BOX 100520SCOTTSDALE 3209(Residential address) 11 BRITTLEWOOD ROAD LINCOLN MGADE(Position held) ADMINISTRATION AND CORPORATE SERVICES MANAGER

(Name of Municipality)

MKHAMBATHINITel: 031 785 9300 Fax: 031 785 2121

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

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

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

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

Name of corporate entity, partnership or firm	Type of business	Amount of Remuneration/Income
CAMSTAR TRADING	PTY LTD	DORMANT - NIL
BLUE ISA TRADING	CC	DORMANT - NIL
/	/	/
/	/	/

CONFIDENTIAL

3. Remunerated work outside the Municipality

Must be sanctioned by Council. See information sheet: note (3)

Name of Employer	Type of Work	Amount of remuneration/ Income

Council _____

Signature by Council _____

Date _____

4. Consultancies and retainerships

See information sheet: note (4)

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

5. Sponsorships

See information sheet: note (5)

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

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

See information sheet: note (6)

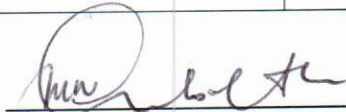
Description	Value	Source

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7. Land and property

See information sheet: note (7)

Description	Extent	Area	Value
ERF 684		PM BURG	R 710.000 01



SIGNATURE OF EMPLOYEE

DATE: 20-07-2015

PLACE: CAMPERDOWN

OATH/AFFIRMATION

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

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

Answer YES

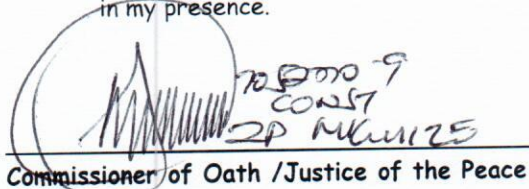
(ii) Do you have any objection to taking the prescribed oath or affirmation?

Answer NO

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

Answer YES

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



Commissioner of Oath / Justice of the Peace

Full first names and surname:

ZANELE PENELOPE Mkhize (Block letters)

SOUTH AFRICAN POLICE SERVICE
VISPOL HEAD
2015 -07- 20
CAMPERDOWN
KWAZULU-NATAL

CONFIDENTIAL

Designation (rank) _____ Ex Officio Republic of South Africa

Street address of institution 18 OLD MAIN ROAD
CAMPERDOWN

Date 20-07-2015 Place CAMPERDOWN



CONTENTS NOTED: Municipal Manager/Mayor

DATE: 20/7/15