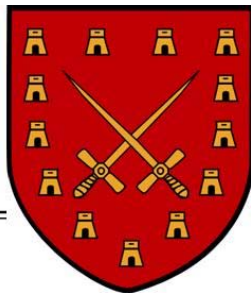


Kunsill Lokali Pembroke

Triq Alamein
Pembroke, PBK 1776,
Malta.

Tel : (+356) 2137 2111 Fax : (+356) 2137 2555

Web page : www.pembroke.gov.mt
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**Pembroke Local Council**

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e-mail : pembroke.lc@gov.mt

MINUTI**Laqgħa tal-Kunsill Lokali Pembroke****SEBA' LEGISLATURA****Laqgħa Numru 17/2018**

It-Tlieta 18 ta' Diċembru, 2018

Il-Kunsill Lokali Pembroke Itaq' fl-Uffiċċju Amministrattiv tiegħu li jinsab fl-indirizz Triq Alamein, Pembroke, fil-5:30 ta' wara nofsinhar.

PREŻENTI:

Dean Hili – Sindku
Raymond Lanzon – Viċi Sindku
Charles Cesare – Kunsillier
Désirée Vella Brincat - Kunsillier

ASSENTI b'APOLOGIJI (Skont Ordni Permanenti 14A (3):

Mark Causon – Kunsillier

ASSENTI

Ħadd

UFFIĊJAL PREŻENTI:

Kevin Borg – Segretarju Eżekuttiv

Minuti

Is-Sindku Dean Hili ppresjeda l-laqqgħa.

17.1 Qari tal-ittri ta' apologiji.

- 17.1.1 Is-Sindku Dean Hili nforma lill-Kunsill, li l-Kunsillier Mark Causon kien talab li jiġi skużat minħabba li kien imsiefer fuq xogħol. Il-kelliem ippropona li l-Kunsill jaċċetta din l-ittra t'apologija. **(Dok. 1)**
- 17.1.2 Il-Kunsillier Charles Cesare ssekonda.
- 17.1.3 Il-Kunsill qabel unanimament.

17.2 Kunsiderazzjoni u Approvazzjoni tal-Minuti 15/2018.

- 17.2.1 Is-Sindku Dean Hili ppropona l-approvazzjoni tal-Minuti referenza 15/K7/2018 kif ipprezentati.
- 17.2.2 Il-Kunsillier Charles Cesare ssekonda.
- 17.2.3 Il-Kunsill qabel unanimament.

17.3 Kunsiderazzjoni u Approvazzjoni tal-Minuti 16/2018.

- 17.3.1 Is-Sindku Dean Hili ppropona l-approvazzjoni tal-Minuti referenza 16/K7/2018 kif ipprezentati.
- 17.3.2 Il-Kunsillier Charles Cesare ssekonda.
- 17.3.3 Il-Kunsill qabel unanimament.

17.4 Komunikazzjoni mis-Sindku.

46/3254/18/I Email mingħand is-Sindku tas-Swieqi fejn qed jirrakkomandaw li TM jintalbu jwaħħlu bollards f'partijiet minn Triq Sant'Andrija ħalli kemm jista' jkun ma jkunx hemm traffiku jaqsam minn Pembroke lejn Swieqi u viċi versa (a) faċċata ta' Central Garage Petrol Station fejn hemm Triq Tobruk, (b) l'isfel mit-traffic lights biex traffiku li jkun ġej mid-direzzjoni Baħar iċ-Ċagħaq ma jidholx lejn il-grocer direzzjoni Swieqi, (c) faċċata ta' Triq Arnhem biex it-traffiku ma jdurx fuq il-lemin, (d) fir-rilwa u l-akwati minn fejn joħorġu l-vetturi minn Greens Supermarket għal fuq Triq Sant'Andrija.

- 17.4.1 Is-Sindku Dean Hili għamel referenza għall-korrispondenza **46/3254/18/I** fejn ippropona li l-Kunsill jirreġistra l-oġġezzjoni tiegħu għall-bollards fil-junction ta' quddiem Central Garage Petrol Station u ta' faċċata l-Greens minħabba li joħloq problema fil-junction ta' St. Patricks filwaqt illi jaqbel mal-kumplement tas-sugġerimenti. Il-kelliem ippropona ukoll li l-Kunsill għandu jissuggerixxi li jsiru bollards fil-parti tal-Kunsill Lokali Swieqi eżattament quddiem il-Forex Ironmongery biex jiġi impedit li vetturi jaqsmu minn fuq iż-żona li hemm immarkata biż-żebgħa bħala centre strip.

17.4.2 Il-Kunsillier Charles Cesare ssekonda.

17.4.3 Il-Kunsill qabel unanimament.

46/3271/18/I Email mingħand il-Moviment Graffiti jitolbu l-appoġġ u s-sostenn tal-Kunsill Lokali Pembroke fil-pass li jmiss vis-a-vis l-iżvilupp ta'db Group, jiġifieri li jibda proċess legali kontra l-ħruġ tal-permess tal-iżvilupp.

17.4.4 Is-Sindku Dean Hili għamel referenza għall-korrispondenza **46/3271/18/I** fejn ippropona li l-Kunsill jaqbel ma dan is-suġġeriment mgħoddi lill-Kunsill mill-avukati li qegħdin jirrediġu l-appell, b'dana illi l-Kunsill ikun fornut b'kopja tar-rikors, li mbagħad ikun jeħtieġ l-approvazzjoni mill-ġdid tal-Kunsill qabel jiġi ntavolat il-Qorti.

17.4.5 Il-Viċi Sindku Raymond Lanzon issekonda.

17.4.6 Il-Kunsill qabel unanimament.

46/3325/18/I Email mingħand GreenPak jistaqsu lill-Kunsill dwar jekk id-domes tal-Bring In Sites humiex ser jinżammu mill-Kunsill jew jekk humiex ser jintbagħtu għar-riċiklaġġ issa li l-lbins il-ġodda ser jiġu provduta minnaħa tagħhom.

17.4.7 Is-Sindku Dean Hili għamel referenza għall-korrispondenza **46/3325/18/I** fejn ippropona li l-Kunsill għandu jitlob lill-GreenPak biex jiddisponu minnhom għar-riċiklaġġ jew jiġu ritornata lill-WasteServ biex jintużaw għall-parts.

17.4.8 Il-Kunsillier Charles Cesare ssekonda.

17.4.9 Il-Kunsill qabel unanimament.

46/3332/18/I Email mingħand Ms. Philippa Farrugia titlob kumpens għall-ħsara li sofriet fil-vettura minħabba ħofra fi Triq G. Henin.

17.4.10 Is-Sindku Dean Hili għamel referenza għall-korrispondenza **46/3332/18/I** fejn ippropona li l-Kunsill f'każ li hemm id-dokumentazzjoni kollha meħtieġa, jagħmel tajjeb għall-ħsarat.

17.4.11 Il-Viċi Sindku Raymond Lanzon issekonda.

17.4.12 Il-Kunsill qabel unanimament.

46/3355/18/I Ittra mingħand Living Waters jitolbu l-permess tal-Kunsill biex jorganizzaw ġirja u mixja nhar il-Ħadd 5 ta' Mejju 2019 li tibda mill-Pembroke P&R għal Triq il-Professur Walter Ganado, Triq Sant'Andrija, Splash & Fun Water Park, White Rocks u lura.

17.4.13 Is-Sindku Dean Hili għamel referenza għall-korrispondenza **46/3355/18/I** fejn ippropona li l-Kunsill ma jsibx oġġezzjoni bil-kundizzjoni li jinġiebu l-permessi ta' TM u l-Pulizija kif ukoll li l-organizzaturi jipprovdu biżżejjed Pulizija u/jew Uffiċjali tal-Komunità biex jidderiġu t-traffiku. Il-kelliem ippropona wkoll li ladarba l-attività ser tkopri aktar minn lokal wieħed, kif titlob il-liġi, għandhom ikunu l-Pulizija li joħroġu l-permess finali.

17.4.14 Il-Kunsillier Charles Cesare ssekonda.

17.4.15 Il-Kunsill qabel unanimament.

46/3411/18/I Email mingħand l-ANSEK dwar kors li ser isir f'Jannar 2019 dwar il-GDPR.

17.4.16 Is-Sindku Dean Hili għamel referenza għall-korrispondenza **46/3411/18/I** fejn ippropona li s-Segretarju Eżekuttiv Kevin Borg għandu jattendi bil-miżata dovuta titħallas mill-Kunsill.

17.4.17 Il-Kunsillier Charles Cesare ssekonda.

17.4.18 Il-Kunsill qabel unanimament.

46/3415/18/I Email mingħand il-Pembroke Science Centre dwar l-attività Science Safari 2019 li ser issir is-Sibt 9 ta' Marzu 2019.

17.4.19 Is-Sindku Dean Hili għamel referenza għall-korrispondenza **46/3415/18/I** fejn ippropona li l-Kunsill għandu jagħmel kif sar fl-attivitàjiet passata u jgħin fejn jista' f'din l-attività dwar l-għarfien fuq il-lokal u x-xjenza.

17.4.20 Il-Kunsillier Charles Cesare ssekonda.

17.4.21 Il-Kunsill qabel unanimament.

46/3444/18/I Email mingħand l-AKL dwar Group Health Policy Renewal 2019.

17.4.22 Is-Sindku Dean Hili għamel referenza għall-korrispondenza **46/3444/18/I** fejn ippropona li l-Kunsill għandu jgħedded din il-polza tal-assikurazzjoni kif sar fis-snin li għaddew u skond il-ftehim kollettiv tal-impjegati. Il-kelliem ippropona wkoll li tali skema għandha tinkludi wkoll lill-membri eletti tal-Kunsill.

17.4.23 Il-Viċi Sindku Raymond Lanzon issekonda.

17.4.24 Il-Kunsill qabel unanimament.

17.4.25 Is-Segretarju Eżekuttiv Kevin Borg għamel referenza għall-korrispondenza numri **46/3384/18/I** u **46/3385/18/I** fejn informa lill-Kunsill li l-impjegati Alison Grixti u Kirsty Xuereb Rizzo talbu l-permess biex ammont ta' siegħat ta' vacation leave jiġi mġedded għas-sena 2019. Il-kelliem irrakkomanda lill-Kunsill li dawn it-talbiet għandhom jiġu milqugħa.

17.4.26 Is-Sindku Dean Hili ippropona li l-Kunsill japprova t-talbiet tal-impjegati biex vacation leave pendent jiġi mġedded għas-sena 2019.

17.4.27 Il-Viċi Sindku Raymond Lanzon issekonda.

17.4.28 Il-Kunsill qabel unanimament.

17.5 Twegibiet għall-Mistoqsijiet tal-Kunsillieri.

17.5.1 Peress li ma kienx hemm mistoqsijiet, is-Sindku Dean Hili għadda għall-item li kien imiss.

17.6 Rapporti, ilmenti u ordnijiet ta' xogħlijiet.

17.6.1 Is-Segretarju Eżekuttiv Kevin Borg ippreżenta lill-Kunsill:

- **Internal Memo 44/2018** – Kwotazzjonijiet relatata mal-funtana (**Dok. 2**)
- **Internal Memo 45/2018** - Lista ta' laqgħat li saru bejn laqgħa referenza 15/K7/18 u 17/K7/18 (**Dok. 3**)
- **Internal Memo 46/2018** - Lista ta' works orders maħruġa bejn laqgħa referenza 15/K7/18 u 17/K7/18 (**Dok. 4**)

- 17.6.2 Is-Sindku Dean Hili għamel referenza għall-**Internal Memo 46/2018** dwar works orders maħruġa bejn laqgħa u oħra, fejn ippropona r-ratifikazzjoni tagħhom, liema works orders inħarġu skond l-esiġenzi li kellu l-Kunsill.
- 17.6.3 Il-Kunsillier Charles Cesare ssekonda.
- 17.6.4 Il-Kunsill qabel unanimament.

17.7 Kwotazzjonijiet relatata max-xogħol tal-funtana.

- 17.7.1 Is-Sindku Dean Hili nforma lill-Kunsill li l-Kunsill kien għadu qed jistenna aktar kwotazzjonijiet għall-provvista tad-dawl għall-funtana.
- 17.7.2 Il-Kunsillier Charles Cesare ppropona li jsir xi haġa fil-lokal li tikkommemora l-membri kollha li kien hawn fil-Kunsill fl-aħħar 25 sena.
- 17.7.3 Is-Sindku Dean Hili ssekonda.
- 17.7.4 Il-Kunsill qabel unanimament.

17.8 Approvazzjoni tal-Estimi Finanzjarji għas-sena 2019.

- 17.8.1 Is-Sindku Dean Hili għamel referenza għad-dokument tal-Estimi Finanzjarja għas-sena 2019 kif diskuss u maqbul kemm fil-laqgħa preċedenti kif ukoll kif ipprezentat waqt il-laqgħa tal-lokalità, fejn ippropona li d-dokument għandu jiġi approvat formalment kif ipprezentat. (**Dok. 5**)
- 17.8.2 Il-Viċi Sindku Raymond Lanzon issekonda.
- 17.8.3 Il-Kunsill qabel unanimament.

17.9 Approvazzjoni tal-Pjan ta' Hidma għas-snin 2019-2021.

- 17.9.1 Is-Sindku Dean Hili għamel referenza għad-dokument tal-Pjan ta' Hidma għas-snin 2019-2021 kif diskuss u maqbul fil-laqgħa preċedenti li huwa abbażi tal-Estimi Finanzjarja approvata, fejn ippropona li d-dokument għandu jiġi approvat formalment kif ipprezentat. (**Dok. 6**)
- 17.9.2 Il-Kunsillier Charles Cesare ssekonda.
- 17.9.3 Il-Kunsill qabel unanimament.

17.10 Performance Bonus tas-Segretarju Eżekuttiv u l-ħaddiema klerikali.

- 17.10.1 Is-Sindku Dean Hili pprezenta r-rapport dwar il-performance tas-Segretarju Eżekuttiv Kevin Borg. (**Dok. 7**) Il-kelliem ippropona li s-Segretarju Eżekuttiv

Kevin Borg għandu jingħata l-full performance bonus skond il-ftehim kollettiv, jiġifieri 10%.

17.10.2 Il-Kunsillier Charles Cesare ssekonda.

17.10.3 Il-Kunsill qabel unanimament.

17.10.4 Is-Segretarju Eżekuttiv Kevin Borg irringrazzja lill-membri kollha tal-Kunsill filwaqt l'ippreżenta r-rapport dwar il-performance tal-impjegati Alison Grixti u Kirsty Xuereb Rizzo. **(Dok. 8 u 9)** Il-kelliem irrakkomanda lill-Kunsill li ż-żewġ impjegati għandhom jingħataw il-full performance bonus skond il-ftehim kollettiv, jiġifieri 6%.

17.10.5 Is-Sindku Dean Hili ppropona li l-Kunsill japprova r-rakkomandazzjoni ta' tas-Segretarju Eżekuttiv Kevin Borg dwar il-performance bonus tal-impjegati.

17.10.6 Il-Viċi Sindku Raymond Lanzon issekonda.

17.10.7 Il-Kunsill qabel unanimament.

17.11 Kunsiderazzjoni u Approvazzjoni tal-iskeda ta' pagamenti.

17.11.1 Is-Sindku Dean Hili ppreżenta l-iskeda tad-dħul u ħruġ. **(Dok. 10, 11 u 12)**

17.11.2 Wara li l-Kunsilliera raw u skrutinaw il-kontijiet ippreżentati, is-Sindku Dean Hili ppropona l-approvazzjoni tal-kontijiet kollha kif ippreżentata.

17.11.3 Il-Viċi Sindku Raymond Lanzon issekonda.

17.11.4 Il-Kunsill qabel unanimament.

17.12 Mozzjonijiet.

17.12.1 Is-Sindku Dean Hili nforma li ma kienu daħlu ebda mozzjonijiet u għalhekk għadda għall-item li kien imiss.

17.13 Tmiem tal-Laqqgħa u data tas-seduta li jmiss.

17.13.1 Il-laqqgħa ntemmet fis-6.30pm u ġiet agġornata għal-Ħamis 31 ta' Jannar 2019 fil-5:30pm.

Konfermati, Illum 31 ta' Jannar, 2019

IFFIRMATA

Avv. Dean Hili
Sindku

IFFIRMATA

Kevin Borg
Segretarju Eżekuttiv

Pembroke Local Council at Local Councils

From: mark causon <causonmark@hotmail.com>
Sent: 12 December 2018 17:55
To: Pembroke Local Council at Local Councils; Causon Mark at MESDC-PARK; Cesare Charles at Cleansing and Maintenance; 'Charles Cesare - 2'; Hili Dean at Local Councils; 'Dean Hili'; Borg Kevin at Local Councils; Lanzon Raymond at Local Councils; 'Ray Lanzon'; 'desiree@vellabrincat.com'
Subject: RE: Laqgha tal-Kunsill 17/K7/2018

Please note that I shall not be in Malta during the meeting so kindly excuse me from the meeting.

Regards

Mark

From: Pembroke Local Council at Local Councils [mailto:pembroke.lc@gov.mt]
Sent: 12 December 2018 11:49
To: Causon Mark at MESDC-PARK <mark.causon@gov.mt>; Cesare Charles at Cleansing and Maintenance <charles.cesare@gov.mt>; 'Charles Cesare - 2' <cesarec66@gmail.com>; Hili Dean at Local Councils <dean.hili@gov.mt>; 'Dean Hili' <deahili@gmail.com>; Borg Kevin at Local Councils <kevin.a.borg@gov.mt>; Lanzon Raymond at Local Councils <raymond.a.lanzon@gov.mt>; 'Mark Causon' <causonmark@hotmail.com>; 'Ray Lanzon' <raymondlanzompembrokecouncil@gmail.com>; 'desiree@vellabrincat.com' <desiree@vellabrincat.com>
Subject: Laqgha tal-Kunsill 17/K7/2018

Lill-membri kollha tal-Kunsill

Anness qed nibgħat kopja ta' dokumenti li ser jiġu preżentati u / jew diskussa fil-laqgha li jmiss.

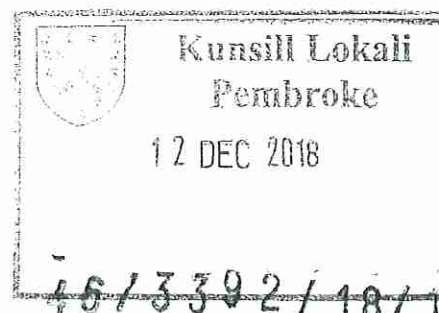
Tislijiet,

Kevin Borg
Executive Secretary
Local Council Pembroke
Administration

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www.localgovernment.gov.mt | www.publicservice.gov.mt
Valletta 2018 - European Capital of Culture www.valletta2018.org
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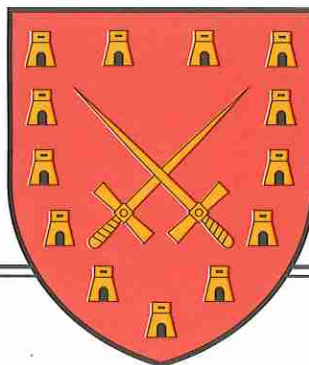
MINISTRY FOR JUSTICE,
CULTURE AND LOCAL GOVERNMENT
PEMBROKE LOCAL COUNCIL, TRIQ ALAMEIN,
PEMBROKE, MALTA



Doc 2

Kunsill Lokali Pembroke

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Internal Memo Referenza 44/2018

10 ta' Diċembru 2018

Kwotazzjoni 2018/11 - Supply & Install Water Fountain

Kwotazzjoni 2018/12 – Supply & Install Irrigation System

Kif approvat fil-laqgħa 08/K7/2018 – 08.5.14, il-Kunsill talab lil diversi kumpaniji biex jipprovdu stima għall-provvista u l-installazzjoni ta' Tabella tal-Kunsill.

	<u>Kwotazzjoni 2018/11</u> Water Fountain and lights	<u>Kwotazzjoni 2018/12</u> Irrigation System
Paradise Pools Ltd. Triq Mdina, Żebbuġ Tel: 2146 6860		Shimmer basket : €25.00 Tablet dispenser : €15.00 Testing kit : €25.00 + €10.00
Elektra (46/3180/18I) Triq il-Mithna, Qormi Tel: 2546 3000	(€1,790.12 + €1,512.30 + VAT) €3,896.85 (lights only)	
AFS Ltd (46/3021 & 3022/18/I) Triq Mdina, Attard Tel: 2141 7771	€15,755.48 inc installation and 2 yr maintenance agreement €414.88 (foam jet nozzle)	€6,448.92 inc installation and 2 yr maintenance agreement
Zahra Ent. Ltd. (46/3023/18/I) 190, Triq Santa Katerina, Attard Tel: 2143 1961	€815.79	€815.79
Bonnici Stores Ltd (46/3139/18/I) 199, Triq Burmarrad, Burmarrad Tel: 21571126	€568.75 (pump only)	€568.75 (pump only)
IV Portelli Ltd (46/3142/18/I) 85, 86, Triq San Pawl, Rabat Tel: 2145 4289	€749.74	€655.35
Muscat Pool Construction & Supplies Ltd 'Muscat Building' Triq Gammari Camilleri, Mgarr	Dispenser 7" with screen €19.00 Tablet 3 in 1 €1.75 each	
MicaMed Limited (46/3277/18/I) Triq il-Ħażna Marsa Tel: 2125 5024	€3,712.00 (lights only)	


Kevin Borg
Segretarju Eżekuttiv

Awtorizzazzjoni tas-Sindku Dean Hili sabiex tiġi ċċirkolata lill-Kunsilliera

Sindku : Dean Hili LL. D. **Viċi Sindku :** Raymond Lanzon
Kunsilliera : Evelyn Vella Brincat, Mark Causon u Charles Cesare
Segretarju Eżekuttiv : Kevin Borg

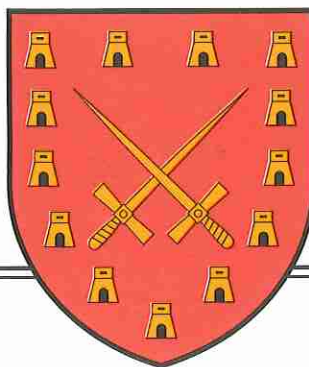
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Internal Memo Referenza 45/2018

18 ta' Dicembru 2018

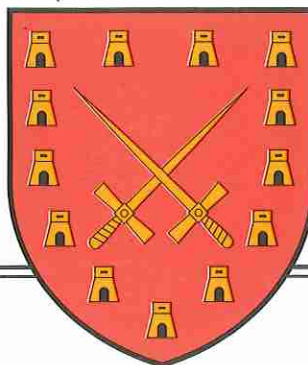
Laqgħat li saru bejn il-Laqgħa 15/K7/18 u 17/K7/18

Data	Suggett	Post	Min attenda
27/11/2018	Laqgħa tal-Kunsill numru 15/K7/2018	Kunsill Lokali Pembroke	Dean Hili Ray Lanzon Charles Cesare Desiree Vella Brincat Kevin Borg
03/12/2018	Laqgħa mas-sur Tony Micallef mill- Blood Donation Unit	Kunsill Lokali Pembroke	Kevin Borg
03/12/2018	Laqgħa tal-lokalita numru 16/K7/2018	Kunsill Lokali Pembroke	Dean Hili Ray Lanzon Charles Cesare Desiree Vella Brincat Kevin Borg
06/12/2018	Kungress ta' Udit f'Malta	The Palace Hotel, Sliema	Kevin Borg
07/12/2018			
12/12/2018	Laqgħa mal-WSC re poles Triq il-Mediterran	Kunsill Lokali Pembroke	Kevin Borg


Kevin Borg
Segretarju Eżekuttiv

Awtorizzazzjoni tas-Sindku Dean Hili sabiex tiġi ċċirkolata lill-Kunsilliera

Sindku : Dean Hili LL. D. **Viċi Sindku** : Raymond Lanzon
Kunsilliera : Mark Causon, Charles Cesare u Désirée Vella Brincat
Segretarju Eżekuttiv : Kevin Borg



Internal Memo Referenza 46/2018

18 ta' Diċembru 2018

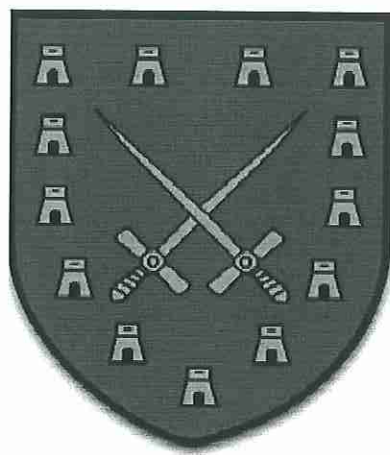
**Lista ta' works orders li jinħtieġ li jiġu ratifikata
bejn il-Laqqgħa 15/K7/18 u 17/K7/18**

Referenza	Kuntrattur	Xogħol ordnat
205 2018	Pembroke Self Service	Luminati u gallettini għall-laqqgħa tal-Kunsill
206 2018	Ufficcju tal-Presicent	Tlabna kopja tal-ktieb 'Encounters with Valletta A baroque City Through The Ages'
208 2018	Mica Med	Tlabna sabiex issewwi hsara li hemm go dar numru 46 fi Triq il-Kurunell Lorenzo Manche minhabba li qed tinqata s-salvavita meta jixgħel l-istreet lighting
209 2018	Maxims	Ordni ta' 6 tużżani pastizzi għall-laqqgħa tal-lokalita'
210 2018	Mica Med	Tlabna sabiex jerga jqabbad lampa li gie disconnected fi Triq il-Kurunell Lorenzo Manche u tiġi diskonnetjata lampa ohra sabiex tinstab il-problema
211 2018	Mica Med	Tlabna sabiex issewwi bozza li hemm fil-passagg bejn Triq Tobruk u l-Main road
212 2018	Smart Office Supplies	Lista ta' stationary
213 2018	Mica Med	Tlabna sabiex jerga jqabbad il-bozza li giet skonnetjata fi Triq il-Kurunell Lorenzo Manche.
214 2018	B. Grima and Sons	Tlabna sabiex iwehhel 4 tabelli ta' 45° għal mar-roundabout ta' Triq Normandy, Mera ta' 90cm sabiex teħel f'dejn il-gabbana u sabiex tiġi rrangata t-tabella ta' l-entratura ta' Pembroke
215 2018	Advisory 21	Infurmajnihom li ser jattendi s-Segretarju għall-kors dwar il-GDPR


Kevin Borg
Segretarju Eżekuttiv

Awtorizzazzjoni tas-Sindku Dean Hili sabiex tiġi ċċirkolata lill-Kunsilliera

Sindku : Dean Hili LL. D. **Viċi Sindku :** Raymond Lanzon
Kunsilliera : Mark Causon, Charles Cesare u Désirée Vella Brincat
Segretarju Eżekuttiv : Kevin Borg



Pembroke Local Council

**Annual Budget
For
Financial Year
2019**

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Overview and Summary

Income and Expenditure**Results for the Year 2018**

From the financial year ending 31st December 2018 bank balances are projected to end up with a positive balance of **€500,000**.

When Current Liabilities (Creditors and Accruals) and Inventory are taken into consideration, net available funds that can be spent will be in the region of **€350,000**. Of this amount there is €Nil which is already committed.

Revenue for the Year 2019

This year the Council will be allocated the sum of €485,069.00. It is also envisaged to have other income, €3,000.00 from permits, €100.00 sponsors, €3,600.00 LES administrative commissions and €120.00 from bank interest, for an overall total of **€491,889.00**.

Expenditure for the Year 2019

The expenditure including payment of outstanding accounts is distributed on three key votes. These are: -

Wages and Salaries

The Council is employing the full complement and is therefore allocating **19.90%** of all expenditure ie **€97,876.00**.

Operations and Maintenance

This vote will have an allocation of **69.99%** for a total amount of **€344,270.00**.

Administration and Other Expenditure

This vote will have an allocation of **6.70%** for a total amount of **€32,950.00**.

Depreciation

This vote will have an allocation of **3.41%** for a total amount of **€16,793.00**.

Capital Expenditure

Up to now no allocation was allocated and if Capital projects are done, said funds will come from the retained funds.



Mayor

Executive Secretary

Budgeted Statement of Income and Expenditure

DESCRIPTION

BUDGET Jan-Dec 2018	FORECAST Jan-Dec 2018	BUDGET Jan-Dec 2019	VARIANCE Bud-Bud	VARIANCE Bud-Act
€	€	€	€	€

Income

Funds received from Central Government (1)	434,463	440,671	485,069	50,606	44,398
Income raised from Bye-Laws (2)	3,060	4,237	3,000	(60)	(1,237)
Income raised from LES (3)	4,233	4,113	3,600	(633)	(513)
Investment Income (4)	144	131	120	(24)	(11)
Other Income (5)	100	1,845	100	-	(1,745)
TOTAL	442,000	450,998	491,889	49,889	40,892

Expenditure

Personal Emoluments (6)	95,346	92,351	97,876	2,530	5,525
Operations and Maintenance (7)	284,098	210,634	344,270	60,171	133,635
Administration (8)	28,825	31,056	32,950	4,125	1,894
Finance Cost (9)	-	-	-	-	-
Other Expenditure (10)	33,731	194,187	16,793	(16,938)	(177,393)
TOTAL	442,000	528,228	491,889	49,889	(36,339)

Surplus / Deficit

0	(77,230)	0	0	77,230
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Budgeted Statement of Affairs

DESCRIPTION	BUDGET as at 31 Dec 2018 €	FORECAST as at 31 Dec 2018 €	BUDGET as at 31 Dec 2019 €	VARIANCE Bud-Bud €	VARIANCE Bud-Act €
Non-current Assets					
Property, Plant and Equipment (16)	309,452	95,705	78,912	(230,540)	(16,793)
Current Assets					
Inventories (11)	1,700	1,600	1,500	(200)	(100)
Receivables (12)	5,000	4,000	4,000	(1,000)	(0)
Cash and Cash Equivalents (13)	433,731	500,000	521,893	88,162	21,893
Total Current Assets	440,431	505,600	527,393	86,962	21,793
Current Liabilities (14)					
Payables	72,876	48,000	53,000	(19,876)	5,000
Current portion of Long-Term Borrowings	-	-	-	-	-
Total Current Liabilities	72,876	48,000	53,000	(19,876)	5,000
Net Current Assets	367,555	457,600	474,393	106,838	16,793
Non-current liabilities (15)	34,440	-	-	(34,440)	-
Net Assets	642,567	553,305	553,305	(89,262)	0
Reserves					
Retained Funds	642,567	553,305	553,305	(89,262)	0

Financial Situation Indicator

DESCRIPTION	BUDGET as at 31 Dec 2018 €	FORECAST as at 31 Dec 2018 €	BUDGET as at 31 Dec 2019 €
Current Assets	440,431	505,600	527,393
Current Liabilities	72,876	48,000	53,000
Total Long Term Liabilities	34,440	-	-
Commitments approved by Ministry	-	-	-
	333,115	457,600	474,393
Government Allocation	434,463	440,671	485,069
FSI	76.67%	103.84%	97.80%

Cash Budget

DESCRIPTION	QTR 1	QTR 2	QTR 3	QTR 4	
	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	TOTAL
	2019	2019	2019	2019	2019
	€	€	€	€	€
Cash Inflows					
Government cash inflows	121,267	121,267	121,267	121,267	485,069
Cash flows from Bye-Laws & L.N fees	750	750	750	750	3,000
Local Enforcement cash flows	900	900	900	900	3,600
Finance cash flows					
Loan Proceeds	-	-	-	-	-
Investment income	30	30	30	30	120
	30	30	30	30	120
Capital cash flow					
Proceeds from disposal of assets	-	-	-	-	-
	-	-	-	-	-
Cash received from EU funds	-	-	-	-	-
Cash received from Twinning	-	-	-	-	-
Cash from Community Services	-	-	-	-	-
Other Cash Inflows	-	100	-	-	100
TOTAL Inflows	122,947	123,047	122,947	122,947	491,889
Cash Outflows					
Personal Emoluments	24,469	24,469	24,469	24,469	97,876
Operations & Maintenance	86,068	86,068	86,068	80,968	339,170
Administration	8,238	8,238	8,238	8,238	32,950
Finance	-	-	-	-	-
Capital					
Acquisition of property	-	-	-	-	-
Construction	-	-	-	-	-
Improvements	-	-	-	-	-
Special programmes	-	-	-	-	-
	-	-	-	-	-
Cash outflows re EU projects	-	-	-	-	-
Cash outflows re Twinning	-	-	-	-	-
Cash outflows re Community Services	-	-	-	-	-
	-	-	-	-	-
TOTAL Outflows	118,774	118,774	118,774	113,674	469,996
SURPLUS / (DEFICIT)	4,173	4,273	4,173	9,273	21,893
Brought forward (Bank /Cash Bal.)	500,000	504,173	508,446	512,619	500,000
Carry forward	504,173	508,446	512,619	521,893	521,893

Detailed Estimates of Income**DESCRIPTION**

A	B	C	D (B + C)	E	F (E - A)	G (E - D)
BUDGET Jan-Dec 2018	ACTUAL Jan-Sept 2018	FORECAST Oct-Dec 2018	TOTAL Jan-Dec 2018	BUDGET Jan-Dec 2019	VARIANCE Bud-Bud	VARIANCE Bud-Act
€	€	€	€	€	€	€

Income**1 Funds received from Central Government:**

0001 In terms of section 55 CAP 363

0002-0004 In terms of section 58 CAP 363

0005-0019 Other Income

433,663	325,247	108,416	433,663	457,426	23,763	23,763
-	2,348	-	2,348	-	-	(2,348)
800	4,660	-	4,660	27,643	26,843	22,983
434,463	332,255	108,416	440,671	485,069	50,606	44,398

2 Bye-Laws & Legal Fees

0021-0025 Community Services

0026-0035 Income from Permits

-	-	-	-	-	-	-
3,060	3,178	1,059	4,237	3,000	(60)	(1,237)
3,060	3,178	1,059	4,237	3,000	(60)	(1,237)

3 Local Enforcement Income

0037 Commission from Regional Committees

0038-0055 Contraventions

4,233	2,868	956	3,824	3,600	(633)	(224)
-	289	-	289	-	-	(289)
4,233	3,157	956	4,113	3,600	(633)	(513)

4 Investment Income

0091-0095 Bank Interest

0096-0099 Income received from Government Securities

144	98	33	131	120	(24)	(11)
-	-	-	-	-	-	-
-	-	-	-	-	-	-
144	98	33	131	120	(24)	(11)

5 General Income

0056-0065 Sponsorships

0066-0069 Documents & Information

0070-0075 EU Funds

0076-0080 Twinning

0081-0089 Insurance Claims

0100-0109 Donations

0110-0119 Contributions

0120-0129 General Income

-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
100	100	-	100	100	-	-
-	802	-	802	-	-	(802)
-	943	-	943	-	-	(943)
-	-	-	-	-	-	-
100	1,845	-	1,845	100	-	(1,745)

Total

442,000	340,533	110,464	450,998	491,889	49,889	40,892
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Detailed Estimates of Expenditure**DESCRIPTION**

A	B	C	D (B + C)	E	F (E - A)	G (E - D)
BUDGET Jan-Dec 2018	ACTUAL Jan-Sept 2018	FORECAST Oct-Dec 2018	TOTAL Jan-Dec 2018	BUDGET Jan-Dec 2019	VARIANCE Bud-Bud	VARIANCE Bud-Act
€	€	€	€	€	€	€

6 Personal Emoluments

1100 Mayor's Allowance	7,464	5,605	1,868	7,473	7,584	120	111
1200 Employees' Salaries & Wages	65,480	47,480	15,827	63,307	67,744	2,264	4,437
1300 Bonuses	6,531	4,782	1,594	6,376	6,695	164	319
1400 Income Supplements	380	285	95	380	380	-	-
1500 Social Security Contributions	6,176	4,690	1,563	6,254	6,421	245	167
1600 Allowances	6,400	4,698	1,566	6,265	6,400	-	135
1700 Overtime	2,915	1,722	574	2,297	2,652	(263)	355
	95,346	69,263	23,088	92,351	97,876	2,530	5,525

7 Operations and Maintenance

2100-2149 Public Utilities	6,450	2,594	865	3,459	3,133	(3,317)	(326)
2200-2259 Public Materials & Supplies	400	245	82	327	300	(100)	(27)
2300-2399 Repairs & Upkeep	86,219	18,625	6,208	24,834	131,250	45,031	106,416
2400-2449 Rent	1,456	1,092	364	1,456	1,456	-	(0)
3010 Street Lighting	8,000	4,652	1,551	6,203	8,000	-	1,797
3020 Lease of Equipment	-	-	-	-	-	-	-
3030 Insurance	2,046	1,524	508	2,031	2,044	(2)	13
3035 Bank Charges	250	163	54	218	200	(50)	(18)
3038 Penalties	-	-	-	-	-	-	-
3040 Waste Disposal	26,400	24,056	8,019	32,075	26,400	-	(5,675)
3041 Refuse Collection	36,362	25,346	8,449	33,794	52,101	15,739	18,307
3042 Bulky Refuse Collection	13,200	9,552	3,184	12,736	14,400	1,200	1,664
3043 Bins on wheels	-	-	-	-	-	-	-
3045 Bring in skips	200	-	-	-	200	-	200
3051 Road & Street Cleaning	19,429	14,677	4,892	19,570	20,429	1,000	859
3052 Cleaning & Maintenance of Non-Urban Areas	18,262	13,102	4,367	17,469	19,262	1,000	1,793
3053 Cleaning of Public Conveniences	6,285	4,085	1,362	5,447	4,524	(1,761)	(923)
3055 Cleaning of Council Premises	2,400	1,578	526	2,104	2,400	-	296
3060 Cleaning & Maintenance of Parks & Gardens	17,055	12,791	4,264	17,055	16,856	(199)	(199)
3061 Cleaning & Maintenance of Soft Areas	18,262	13,741	4,580	18,322	19,262	1,000	940
3062 Cleaning & Maintenance of Beaches & CA	-	-	-	-	-	-	-
3063 Cleaning & Maintenance of Country Non-Urban	-	-	-	-	-	-	-
3064 Other Contractual Services	8,978	5,462	1,821	7,283	8,078	(900)	796
3070-3090 Consultation Fees	2,000	-	-	-	2,000	-	2,000
3100-3139 Contract & Project Management	-	-	-	-	-	-	-
3300-3379 Hospitality	10,345	4,582	1,527	6,109	10,995	650	4,886
3380-3389 Community	100	50	17	67	981	881	914
3600-3694 Local Enforcement Expenses	-	58	19	78	-	-	(78)
3700-3799 EU Projects	-	-	-	-	-	-	-
3800-3899 Twinning	-	-	-	-	-	-	-
	284,098	157,976	52,659	210,634	344,270	60,171	133,635

Detailed Estimates of Expenditure (Continued)

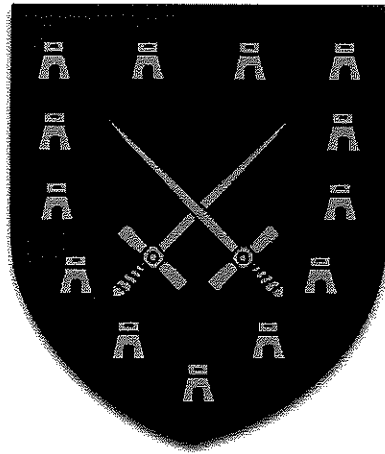
DESCRIPTION	A	B	C	D (B + C)	E	F (E - A)	G (E - D)
	BUDGET Jan-Dec 2018	ACTUAL Jan-Sept 2018	FORECAST Oct-Dec 2018	TOTAL Jan-Dec 2018	BUDGET Jan-Dec 2019	VARIANCE Bud-Bud	VARIANCE Bud-Act
	€	€	€	€	€	€	€
8 Administration & Other Expenditure							
2150-2199 Office Utilities	-	849	283	1,131	3,317	3,317	2,186
2260-2299 Office Materials & Supplies	-	570	190	761	100	100	(661)
2450-2499 Office Rent	-	-	-	-	-	-	-
2500-2599 National & International Memberships	1,400	422	141	563	1,100	(300)	537
2600-2699 Office Services	3,295	1,867	622	2,490	3,295	-	805
2700-2799 Transport	1,000	770	257	1,027	1,150	150	123
2800-2899 Travel	-	-	-	-	-	-	-
2900-2999 Information Services	3,590	1,481	494	1,975	2,550	(1,040)	575
3050 Office Cleaning	-	-	-	-	-	-	-
3140-3199 Professional Services	17,816	16,668	5,556	22,225	19,682	1,866	(2,543)
3200-3299 Training	500	-	-	-	500	-	500
3345 Office Hospitality	1,000	664	221	886	1,000	-	114
3400-3499 Incidental Expenses	224	-	-	-	256	33	256
	-	-	-	-	-	-	-
	28,825	23,292	7,764	31,056	32,950	4,125	1,894
9 Finance Costs							
3036 Interest on Bank Loan	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
10 Other Expenditure							
3500-3599 Loss / (Profit) on Disposal of assets	-	-	-	-	-	-	-
3695 Increase/(Decrease) in allowance for bad debts	-	-	-	-	-	-	-
8000-8099 Depreciation	33,731	190,189	3,998	194,187	16,793	(16,938)	(177,393)
	33,731	190,189	3,998	194,187	16,793	(16,938)	(177,393)
Total	442,000	440,720	87,508	528,228	491,889	49,889	(36,339)

Detailed Estimates of Statement Of Affairs

DESCRIPTION	A	B	C	D (B + C)	E	F (E - A)	G (E - D)
	BUDGET Jan-Dec	ACTUAL as at 30-Sep	FORECAST changes from 30 Sep-31 Dec	TOTAL as at 31-Dec	BUDGET Jan-Dec	VARIANCE Bud-Bud	VARIANCE Bud-Act
	2018	2018	2018	2018	2019		
	€	€	€	€	€	€	€
11 Inventory							
5201-5249 Stationery	-	-	-	-	-	-	-
5250-5299 Consumables	1,700	1,650	(50)	1,600	1,500	(200)	(100)
	-	-	-	-	-	-	-
	1,700	1,650	(50)	1,600	1,500	(200)	(100)
12 Receivables							
0201-0209 Receivables	4,000	1,441	559	2,000	2,000	(2,000)	(0)
0210-0219 LES Receivables	-	-	-	-	-	-	-
0220-0229 Receivables from EU	-	-	-	-	-	-	-
0250 Prepayments & Accrued income	1,000	1,827	173	2,000	2,000	1,000	0
	-	-	-	-	-	-	-
	5,000	3,268	732	4,000	4,000	(1,000)	(0)
13 Cash & Equivalents							
5001-5099 Bank & Cash Balances	433,731	534,395	(34,395)	500,000	521,893	88,162	21,893
	433,731	534,395	(34,395)	500,000	521,893	88,162	21,893
14 Payables							
4000 Payables	8,500	16,083	(83)	16,000	18,000	9,500	2,000
4100 Accruals	59,876	31,868	132	32,000	35,000	(24,876)	3,000
4150 Deferred Income	4,500	-	-	-	-	(4,500)	-
Current portion of Long-Term Borrowings	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
	72,876	47,951	49	48,000	53,000	(19,876)	5,000
15 Non Current Liabilities							
4200 Long Term Borrowings	-	-	-	-	-	-	-
Deferred Income	34,440	-	-	-	-	(34,440)	-
	34,440	-	-	-	-	(34,440)	-

16 Depreciation of Property, Plant and Equipment

Asset % of depreciation	Furn & Fittings																Total																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																														
	8% €	Office Equipment 20% €	Urban Improvements 10% €	Construction 10% €	Trees 0% €	Plant & Machinery 20% €	Special Programmes 10% €	New Street Signs 100% €								Total €																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																															
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Pembroke Local Council

Business Plan

2019 - 2021

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1.0 Introduction and Situation Analysis

Now in the final year of the legislature the Council finds itself in a position in which we are able to say that by and large, having gone through a transitory period absorbing all the comments, suggestions as well as complaints from all corners of the locality, the locality is once again where we believe it should be in terms of standards. We can finally look back and judge our own performance. We have made considerable strides in the challenges we were facing when we took charge of the Council but on the other hand, we now face, very different challenges.

Having understood better the needs of the locality at the start of this legislature, the Council drew up a list of priorities which brought about a number of measures taken in favour of greater cleanliness in general within the locality. In this manner the Council tried to make the locality appeal to its residents, as well as its visitors, both local and foreign. Today, hand on heart we can humbly admit that the work is not done, there are always things we can improve and we take great pride in absorbing comments and suggestions and putting the wheels in motion seeing these suggestions materialize, however we have done our best in ensuring that the general upkeep of infrastructure is satisfactory, while ensuring periodic, and regular cleaning while also keeping in mind the general outlook of Pembroke, as well as plan on what we believe is a fitting state for the years to come.

During the past few months we have continued with the embellishment of the open spaces around the locality. Various sites required a great deal of cleaning due to the targeting of various zones around the locality, which unfortunately were affected by dumping on a large scale. For this reason the Council sought to clean out as many of these zones as possible, and is now continuing routine maintenance and cleaning of other green areas and soft areas. For this reason we have given specific directions to both our contracts manager, as well as our contractors in order to address the many suggestions we received in a periodic manner. We also felt it important to create a sense of belonging, a sense of responsibility within the locality and its inhabitants – it was for this reason that activities were held within the NATURA2000 site which also saw the MTA officially unveiling the projects done on the walking trail in recent years.

This was then continued by a number of other initiatives and clean ups in the mentioned area, bearing in mind the growing significance of the area, especially with the increasing pressure on built up areas and the impacts which the increased commercial demand the locality has been facing. The Council fully intends on working harder to create a sense of awareness and pride among its residents so as to better protect and conserve the area. Having said this, the Council's vision for this area can never be achieved without the support of other entities' involvement; namely the Central Government, MEPA, and enforcement agencies. If we are serious about protecting this area, the limited resources and funds of the Local Council are never going to be enough; funds which could be put to better use with the aid of better enforcement and limited access to the area.

In recent years Pembroke saw a number of large infrastructural efforts being concluded – namely the Pembroke gardens as well as the Cycle Path in the NATURA2000 garigue site. Naturally the Council has been, and will continue to be at the disposal of its residents, as well as those who enjoy the sites in questions so as to ensure and maintain a high standard of maintenance. This year we have also coordinated matters with MTA, ERA, the AFM as well Nature Trust in consolidating what we have, preserving the NATURA2000 garigue site mainly by protecting and blocking vehicular access wherever possible. We believe that more needs to be done in the enforcement section, however, knowing that this is an area where more can be done in making sure this national heritage is preserved, prevention of vehicular access onto the garigue was essential in reducing the tonnage of waste, even construction waste, that the Council was taking out of the site in a weekly manner. Considerable progress has been made in this regard and more work is scheduled for the coming months.

In recent months the Council has also done its utmost to maintain these areas as clean as possible, particularly by the deployment of street sweepers, and by liaising with the MTA for the installation of a number of dog litter bins, as well as other periodical complaints regarding the Pembroke Gardens. The Council will now be focusing its efforts on setting the ball rolling on the idea of turning the entire zone into a national garigue park – an idea which was sparked a number of years ago, and which unfortunately came to a grinding halt in recent history. We still believe this is the way to go in ensuring this area is preserved, and to do this, on a national level, we are going to need help.

Pembroke boasts of a vast majority of roads which are in a fairly good state. Triq Gabriel Henin, and parts of Triq Burma however remain a constant worry for the Pembroke Local Council. Reports have been concluded regarding the state of affairs on Triq Gabriel Henin and we have in recent years continued our insistence with the national authorities in the hope that something is done in repairing and reconstructing these road. In recent months the Infrastructure Malta has announced a list of 120 roads on which it will be working in the coming months with the mentioned two roads being in the list. We look forward to now assisting with the work planned.

Having seen an influx in residential zones in Pembroke, and given that a number of older residential areas have never been properly serviced when it comes to street lighting, the Council has in recent years gathered a number of complaints and suggestions in order to draw up a list of priorities. We have acted upon the wishes of our residents and installed lighting wherever it was requested and we continued to do so to this day. We now find ourselves in a much better position and the coming years should see the Council spending less in this area. We have continued in this manner by fixing the

1.0 Introduction and Situation Analysis

lighting in Grien Clifford Micallef, as well as having installed photo cells in all gardens within the locality as well as in all housing areas to minimise wasteful consumption.

Finding a suitable venue for our youths, as well as our elderly, to meet on a regular basis and in an informal setting remains a priority for the Council. The Council has for some time realized that it is now drawing near to having its first major generation of elderly, with the locality still being under-equipped for this necessity. It is for this reason that the Council has been striving to meet representatives from the Lands Department in order to bring this issue to the fore, in view of the possibility of being given land by devolution. We are working on this with various departments and ministries and we are both hopeful about what the future holds for our locality. We hope to make the breakthrough in conjunction with the Central Government with plans to be unveiled imminently; exciting times are ahead. In recent months a location has been found which could potentially house this project. Factors completely extraneous to the our work have put a spanner in the works but the Council is committed to seeing this through. We however require state aid in this regard in seeing the project take off, and more so, seeing it maintained and serviced in a sustainable manner.

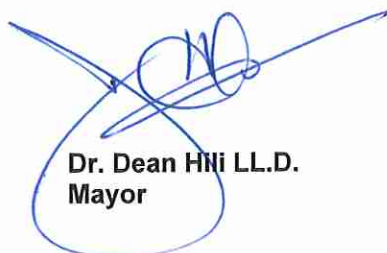
The Council will also continue to be pro-active and rather than dealing with matters as if it were a maintenance council, we strive to come up with the forethought on certain challenges and put forward idea in the appropriate channels to ensure that our beloved town grows in the manner we consider appropriate. In this sense we foresee that the work of the Council will not only be focused on purely bread and butter locality issues, but will also invest a great deal, both time and funds, in protecting what is our own, and making sure that all development in the locality respects our character, and more so, the local plan.

Pembroke Council will also continue to offer informative talks, courses, and other discussions of a topical, and educational value. The Council appreciates that beyond that which can be seen and felt, it has the duty to educate its residents and enrich their perspective on a number of issues, notable among which is the responsibility of every individual to separate his waste, for instance. We have seen considerable development in this sector and it is one other aspect of our work which we are proud of, with the implementation of the changes in waste collection going as smoothly as we could have hoped for in Pembroke.

The Council further understands the heritage of the locality, and its historical ties with sporting associations. We have therefore maintained a keen relationship with various sporting associations within the locality, encouraged sporting events, and helped with the organization of football tournaments, fun runs, and other events aimed at encouraging sports and wellbeing.

The past years have certainly been a challenge but we are more than satisfied with the work carried out so far. While no amount of hours, investment or effort will ever be enough; we can certainly look back on what has been achieved so far and be optimistic. We remain committed to keeping a close relationship with our residents and keeping their opinions firmly in at heart in conducting our work. This is being achieved both through the conventional mediums of communication with the Council, as well as through the Facebook page launched very early in this legislature, ensuring that the people who we ultimately strive to satisfy are kept abreast of our efforts within the locality, while also maintaining an effective and easy accessible channel of communication which also helps us in dealing with periodic complaints in a more efficient manner.

Acknowledging that the challenges will never retreat, we must keep working hard and in the pace we have already set for ourselves. This is a Council that is proud of the locality, and has its best interest firmly at heart. This is a Council that wants to work. We look forward to future challenges. I myself hope to be here to face them, even if they are many.



Dr. Dean Hili LL.D.
Mayor

2.0 Mission statement and Values

2.1 Mission Statement To continue to strive to create the right atmosphere and to develop the infrastructure to the best needs of our residents whilst keeping in mind that unlike other localities, Pembroke is purely a residential area. This will not be in conflict to encourage business opportunities, which would be identified as beneficial to the local residents especially when such business could generate part of the required funds to restore and maintain our Historic Heritage. We will also seek to control the present development by co-operating with the Planning Authority, thus:

- a) Representations will be made whenever it is felt that certain projects will ill effect the residents or the community at large.
- b) We also forward suggestions so that certain buildings of historical or characteristical value are included in the list of Protected Property.
- c) The Planning Authority Enforcement section will be summoned to intervene whenever the need arises.

Finally, the participation of the residents will be encouraged so that they will have a say in all decisions taken since, sooner or later, these will affect their way of thinking.

2.2.Values

The Values for the forthcoming years are: -

- a) To maximise the benefits of our community as a whole whilst respecting the needs of individuals and of specific sectors.
- b) To Respect the environmental and cultural heritage of this community.
- c) The just and open administration of all Council business.
- d) To instil more civic pride in each and every resident.
- e) To promote through education a co-operative and tolerant society.

3.0 Objectives, Expected Results and Strategies**3.1 Short term objectives and expected results (2019)**

Objectives	Expected Results
1. To continue to establish a modern and environment friendly town planning policy for the whole of Pembroke and on its implementation in phases.	1. The existing open areas, especially Government owned areas and picnic areas, which were identified will continue to be landscaped and to improve sports facilities to enhance healthy recreational grounds for the residents and their families. This policy will also continue to link the various existing units such as St Patrick's, St Andrews, and St George's into one whole area - Pembroke.
2. Encouragement of resident's awareness in various areas.	2. Increase police / local warden's protection to curb abuses especially in places which are highly frequented by people such as barren areas.
3. Continue with the resurfacing of roads, consisting of black top and reinstatement of existing underground services.	3. To ensure better flow of traffic and to improve the safety of the community.
4. To maintain expenditure within budget and at the same time ensure the best value for money for all services we buy.	4. Each and every financial year will end on a positive note.
5. We will do our utmost to employ or contract the right people for each and every task in the hope to improve customer care and increase efficiency.	5. Daily complaints should decrease which signify quick commitment to rectify such complaints and indirectly enhanced quality of service.
6. The introduction of locality maps in various parts of the locality.	6. Improvement to locate different parts of the locality.

3.0 Objectives, Expected Results and Strategies**3.2 Long Term objectives and expected results (2019 - 2021):**

Objectives	Expected Results
1. Motivate staff to execute the administration of the Council beyond acceptable levels.	1. Motivated staff will render more not only in quantity but also in quality of service.
2. Identify sources of new income to finance the proper maintenance of numerous soft open areas and possible ways and means to safeguard same areas.	2. Minimise complaints and also secure a healthy environment. Involve residents to show environmental awareness and participate in the upkeep and look after of such open areas.
3. To maintain and improve the road surface in Pembroke according to priorities.	3. Meet the dire expectations of the residents of Pembroke and further minimise complaints.
4. Continue with Town Planning Policy for Pembroke.	4. Offer alternative opportunity to the residents to seek healthier recreational areas created through landscaping and sports centres. It is anticipated that the Central Government will approve the necessary financial assistance.
5. Landscaping of the valleys and open areas.	5. This will impede the further destruction of the valleys and open areas while helping to embellish the area and providing the right environment to counter balance the effect of building development.
6. To intensify the campaign to revise the boundaries of the locality.	6. Approval of our request will stop the funny situation existing at the moment.

Objectives, expected results and strategies (cont.)

3.3 Strategies

The strategies to be adopted by the Council are aimed to provide a healthier environment by protecting *green belts*, and maintain to high standards all the soft open areas. Residents should be encouraged and helped to participate in this protection and care.

Keeping in mind that Pembroke is a relative small Council, but growing every year due to new housing projects, we will try to embark on joint ventures with surrounding Councils in order to cut costs and at the same time create a sense of belonging. This could also be done with the Region.

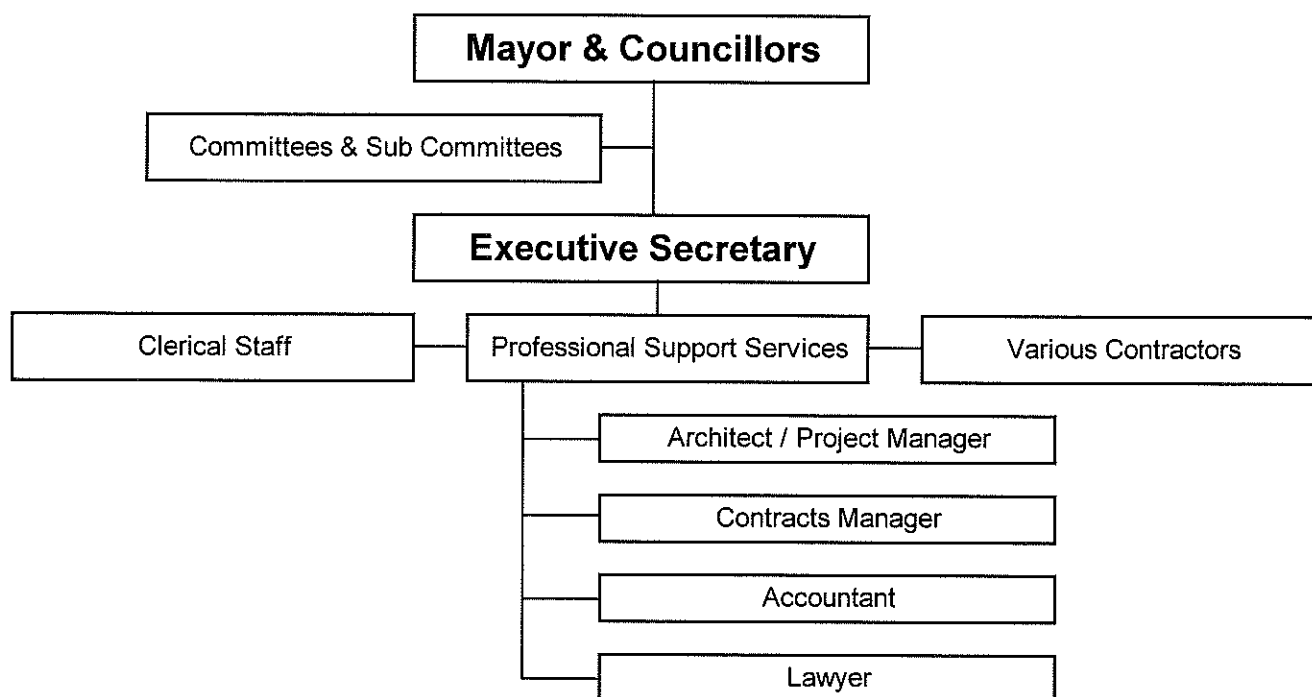
We believe that we are the voice of our residents and partners to surrounding Councils and therefore strictly believe in the process of dialogue whilst maintaining the prerogative to manage and to make decisions in the best interest of the community.

We will convince residents to be more aware of prevailing circumstances and will urge them to help the Council in our major commitment and participate in our aim of **safeguarding the environment**.

The contracting-out method will be used whilst additional help will be sought from the central government. Sponsorships from the private enterprise will also be sought and encouraged.

With reference to Town Planning it is important to embark on the implementation exercise as proposed in the North Harbour Local Plan (Pembroke's Section).

With reference to the embellishment of the valley and the open areas it is anticipated that the Council will find both the moral and financial support of the Central Government and the respective entities concerned coupled with the co-operation of the public who will then be encouraged to plant trees to commemorate special events such as: births, marriages etc.

4.0 Operations Analysis**4.1 Organisation**

The organisational structure, which at present is dealing with the day-to-day business has been in effect for the last twelve months and has reached its goal to have an administrative employee available at defined hours during the day to meet resident's expectations and thus be in a better position to deal more effectively with day-to-day business. As requested by the Department of Local Government, the Council is even opening of Saturday morning to give a better service to our residents.

The above is the result of the attending hours of the Council Executive Secretary currently operating on a full time basis and two full time clerks supporting the Executive Secretary and the regular attendance and help of the Mayor and Councillors.

All policy making are still headed by the Council and supported by the permanent committees, which once functioning will help in the Council's business to make it more effective and enhance supervision and allows quick and reliable feedback to all concerned.

The Executive Secretary is the executive, financial, and administrative head responsible to execute the Council's business.

The clerks carry out reception, telephone handling, and other various clerical duties.

The supporting professional staffs include a Lawyer, an Accountant, an Architect / Project Manager and a Contracts Manager.

Operations Analysis (cont.)

4.2 General Activities

During the calendar year 2018 the Council received a number of complaints and suggestions. These were all handled with efficiency since the Council has in its employment the full complement.

The Council intends to continue with the training of its staff and Councillors so that the best level of management could be reached.

Our efforts to fulfil the scope of a Local Council are not solely focused on ordinary organisation and administration of services sold or bought, but again we hope to embark on major capital projects as will be identified further on.

Our Main activities will be to.....

Execute efficiently our designated responsibilities. Ensure that our streets are daily cleaned, refuse of both fractions, mixed and recycled are collected on time, embellish our numerous open areas, to improve or at least maintain our roads and pavements to the highest acceptable level according to our funds.

Pembroke is a locality, which boasts of Historical Buildings and which, due to negligence on the part of the present owners, are slowly but surely being destroyed. In the past we tried our best to convince the present owners to do their utmost and start restoration works without further delay; unfortunately our pleas fell on deaf ears!

Existing infrastructural needs (mainly roads, culverts, and street lighting) are being dealt with by requesting the required support from the responsible Departments and Corporations, again amidst the reigning bureaucracy!

The Councillors, as chairpersons to five committees, will continue to work hand in hand to overcome the oncoming problems related to the challenge to change Pembroke and keep a balance between the environment and development and keep in mind that this locality needs to be developed into a modern and carefully planned residential area.



Kevin Borg
Executive Secretary

5.0 Financial and Performance Forecasts**5.1 Three-Year Financial Forecast**

ACCT NO.	DESCRIPTION	FORECAST 2019 €	FORECAST 2020 €	FORECAST 2021 €	FORECAST 2018 - 2020 €
2	Income				
0000	Government	485,069.00	485,069.00	485,069.00	1,455,207.00
0020	Bye-Laws	6,600.00	6,666.00	6,799.32	20,065.32
0090	Investment	120.00	150.00	150.00	420.00
0100	General	100.00	100.00	100.00	300.00
	TOTAL	491,889.00	491,985.00	492,118.32	1,475,992.32
1	Expenditure				
1000	Personal Emoluments	97,876.00	99,697.92	100,627.10	298,201.02
2000	Operations and maintenance	377,220.00	375,142.68	372,922.73	1,125,285.41
7000	Capital Expenditure	16,793.00	925,996.63	788,671.46	1,731,461.09
	TOTAL	491,889.00	1,400,837.23	1,262,221.29	3,154,947.52
	SURPLUS/DEFICIT		(908,852.23)	(770,102.97)	(1,678,955.20)

Notes:**5.2 Notes and Assumptions****Expenditure**

- a) Since the current financial allocation is only sufficient to cater for the day-to-day running of the locality, we hopefully anticipate that due to our control on spending the Council's capital projects will be entirely financed through the allocation from the Central Government and other assistance programmes from various departments.

*Financial and Performance Forecasts (cont.)***5.3 Three Year Income Forecast**

ACCT NO.	DESCRIPTION	FORECAST 2019 €	FORECAST 2020 €	FORECAST 2021 €	FORECAST 2018 - 2020 €
2	Income				
0000	Government				
0001	Annual	457,426.00	457,426.00	457,426.00	1,372,278.00
0002	Supplementary				
0003	Special needs				
0004	Public/government delegations				
0015	Other	27,643.00	27,643.00	27,643.00	82,929.00
		485,069.00	485,069.00	485,069.00	1,455,207.00
0020	Bye-Laws				
0021	Community services	3,000.00	3,030.00	3,090.60	9,120.60
0036	Contravention of bye-laws				
0056	Sponsorships				
0066	General services	3,600.00	3,636.00	3,708.72	10,944.72
		6,600.00	6,666.00	6,799.32	20,065.32
0090	Investment				
0091	Bank interest	120.00	150.00	150.00	420.00
0096	Government securities				
		120.00	150.00	150.00	420.00
0100	General				
0110	Donations	100.00	100.00	100.00	300.00
0120	Contributions				
		100.00	100.00	100.00	300.00
	TOTAL	491,889.00	491,985.00	492,118.32	1,475,992.32

Notes:

Financial and Performance Forecasts (cont.)**5.4 Three Year Expenditure Forecast**

ACCT NO.	DESCRIPTION	FORECAST 2019 €	FORECAST 2020 €	FORECAST 2021 €	FORECAST 2018 - 2020 €
1	Expenditure				
1000	Personal Emoluments				
1100	Mayor's allowance	7,584.00	7,735.68	7,813.04	23,132.72
1200	Employee salaries and wages	67,744.00	69,098.88	69,789.87	206,632.75
1300	Bonuses	6,695.00	6,828.90	6,897.19	20,421.09
1400	Income supplements	380.00	380.00	380.00	1,140.00
1500	Social Security contributions	6,421.00	6,549.42	6,614.91	19,585.33
1600	Allowances	6,400.00	6,400.00	6,400.00	19,200.00
1700	Overtime	2,652.00	2,705.04	2,732.09	8,089.13
		97,876.00	99,697.92	100,627.10	298,201.02
2000	Operations and maintenance				
2100	Utilities	6,450.00	6,514.50	6,579.65	19,544.15
2200	Materials and supplies	400.00	404.00	408.04	1,212.04
2300	Repair and upkeep	131,250.00	122,153.28	117,403.44	370,806.72
2400	Rent	1,456.00	1,456.00	1,470.56	4,382.56
2500	National / International memberships	1,100.00	1,111.00	1,122.11	3,333.11
2600	Office services	3,295.00	3,327.95	3,361.23	9,984.18
2700	Transport	1,150.00	1,161.50	1,173.12	3,484.62
2800	Travel		2,574.26	2,600.00	5,174.26
2900	Information services	2,550.00	2,575.50	2,601.26	7,726.76
3000	Contractual services	196,155.00	200,116.55	202,117.72	598,389.27
3100	Professional services	19,682.00	19,878.82	20,077.61	59,638.43
3200	Training	500.00	505.00	510.05	1,515.05
3300	Community and hospitality	12,976.00	13,105.76	13,236.82	39,318.58
3400	Incidental expenses	256.00	258.56	261.15	775.71
3600	Local Enforcement System				
		377,220.00	375,142.68	372,922.73	1,125,285.41
7000	Capital expenditure				
7001	Acquisition of property				
7100	Construction				
7200	Improvements		50,000.00	50,000.00	100,000.00
7300	Equipment				
7500	Special programmes		842,500.00	703,500.00	1,546,000.00
8000	Depreciation	16,793.00	33,496.63	35,171.46	85,461.09
		16,793.00	925,996.63	788,671.46	1,731,461.09
	TOTAL	491,889.00	1,400,837.23	1,262,221.29	3,154,947.52

Notes:

6.0 Capital Development

6.1 Three Year Capital Development Forecasts

Account No. Project No.	Capital Expenditure Project Description	2019		2020		2021		2019 to 2021
		Account €	Project €	Account €	Project €	Account €	Project €	Account Total €
7001	Acquisition of property							
7100	Construction							
7110 7120	Centru Civiku & Kummercjali Bini Amministrativ							
7200	Improvements			50,000.00		50,000.00		100,000.00
7210 7220 7230 7240	Office / Street Furniture Street Paving New Street Signs Urban Improvements				50,000.00		50,000.00	
7300	Equipment							
7310 7320 7330	Electronic Equipment Plant & Machinery Photovoltaic Cells							
7500	Special programmes			842,500.00		703,500.00		1,546,000.00
7510	Road Resurfacing				250,000.00		250,000.00	
7520	Gnien 4 ta' Lulju				47,000.00			
7530	Pembroke Battery				24,000.00		23,500.00	
7540	Play area triq WHarding				59,000.00		58,500.00	
7551	Reservoir Covers							
7552	New Pavements				117,000.00		116,500.00	
7559	Car park Triq Falaise / Alamein							
7560	Locality Maps				5,000.00		5,000.00	
7563	Reconstruction of Pavements				100,000.00		100,000.00	
7564	Conservation Wied Harq Hamien				23,500.00		2,500.00	
7565	Restoration Madliena Tower							
7566	Restoration Fort Pembroke				47,000.00		47,000.00	
7567	Rest. Sandhurst C/Twr.							
7568	Upgrade of Pembroke Beach				35,000.00		12,000.00	
7569	Conservation Water Course Bridge							
7570	St Patricks Playing Field				23,500.00		12,000.00	
7590	New Trees				5,000.00		5,000.00	
7591	Masgar fi Triq Burma				10,000.00		10,000.00	
7592	Pasage L Billion / I Vella				2,500.00		2,500.00	
7593	Triq il-Mediterran							
7594	Upgrading Juno Flats area				12,000.00		12,000.00	
7595	Junction St Patricks				35,000.00			
7596	5 a side football pitch				47,000.00		47,000.00	
TOTAL New Projects:				892,500.00		753,500.00		1,646,000.00

6.2 Notes and Assumptions

The execution of each project is subject to the availability of funds and potential changes in the Council's Capital development priorities.

No quotations have been requested for Capital Projects however prices are always based on technical estimates obtained from consultants.

6.0 Capital Development

Notwithstanding all this, the Council's projections for 2020 and 2021 need a further allocation of funds or Government involvement of approximately **€1,646,000.00**. These are needed to compliment and finish all Council's aspirations for the next three year.

Capital Development (cont.)

6.3 Details of Capital Development Projects***7110 Construction of a Local Commercial / Community Centre.***

This project is of high Priority for the Pembroke Local Council due to the fact that one finds a number of shops in the locality. During discussions leading to the North Harbour Local Plan, the Council had insisted with the then MEPA that a Local Commercial / Community Centre should be included and constructed without delay. This project has been on paper since the beginning of the Council.

7510 Resurfacing of Roads.

It is a known fact that the remaining Pembroke Roads lack a decent road surface. It is more than obvious that the current expenditure on road maintenance may be referred to as money going down the drain as practically some roads in the locality require patching at least three times a year. Existing roads requiring urgent resurfacing mainly Triq Gabrielle Henin, Triq Burma, Triq Juno, Triq ANZAC, Triq Falaise, Triq Tobruk, Triq Suffolk, Triq Sir Adrian Dingli, Triq Martin Luther King, Triq Giaocchino Le Brun and all St. Patricks roads.

This line item is subject to works related to works to be carried out by Infrasfructure Malta.

7540 Upgrading of Existing Play Area at Triq L-Imhallef W. Harding.

This project has been accepted and included in the Pembroke Action Plan by the Planning Authority. The Council has applied for a permit (PA 0399/97) to enable us to carry out urgent works to remove the danger that existed at the time, ie. a vehicular access to a private garage passes through this play area. This phase had been concluded. Phase two includes the general upgrading of the site, with added facilities, including new Play Equipment, Tennis / Multipurpose Court, Pathways, Gazebo's and planting of numerous Trees to enhance the Environment.

This Council, during the past years has asked for help from various Ministries on successive years for this project but to no avail, thus any help from the Central Government will be appreciated. The estimated cost will be approximately **€117,500.00**. Though having limited funds, the Council has removed the danger and completed Phase 1 of the project.

7552 Construction of New Pavements.

Pembroke still lacks new pavements in many areas especially in roads that were resurfaced prior 1999. The Council has a directive that whenever a street is to be resurfaced the pavements also will be done new. Services are put in the new pavement with the collaboration of the Corporations concerned.

Capital Development (cont.)

7563 Reconstruction of existing Pavements.

Though Pembroke is relatively new, a good number of existing pavements have to be reconstructed. This is the result of negligent construction and at times these pavements were severely damaged by plot owners during construction of their dwellings.

7564 Conservation of Wied Harq Hamiem.

It is the Council's aim to preserve this valley, although up to now it falls within the boundaries of St Julian's Council. During the past years this valley was neglected and frequently used as a dumping site. The Council would require substantial funds to effectively landscape and maintain this valley.

7566 Restoration of Fort Pembroke.

The Council is again hoping that sufficient funds be made available to restore this Historical Fort which presently is in the hands of the Verdala International School. This is a major restoration project whose result should appease the many Tourists (especially of British origin) that ever so often do visit Pembroke for its Military History - again it will be up to the Central Government to allocate the appropriate funds.

7568 Upgrading of Pembroke rocky beach (Bajja zghira)

Pembroke Local Council would like to upgrade the small area, which unfortunately is the only area, which is accessible to swimmers. This area is highly frequented by residents during Summer. The Council's intention is to plant new trees, place a number of benches and to improve access. The project might even include upgrading the road approaching the area by providing a small parking area to ensure that the area will not remain a shabby area.

7570 Upgrading of Recreational Area at St. Patrick's.

The project includes new play equipment, benches, lighting and litterbins, lighting and planting of various trees. The Council estimates that this project would cost approximately **€70,000.00**, and surely aid from the Central Government would be needed and appreciated.

Sok 7

PERFORMANCE BONUS APPRAISAL

Isem	Kevin Borg	Kariga	Segretarju Eżekuttiv
Perjodu tal-Evaluazzjoni	Jannar sa Diċembru 2018		
Žmien tal-Kariga	Sa minn Settembru 1997		
Kunsill Lokali	Pembroke		

PERFORMANCE B'MOD ĠENERALI :

[Din it-Taqsima għandha sservi biex **Segretarju Eżekuttiv** ikun jaf kif kienet il-*performance* tiegħu b'mod ġenerali]

Għażel il-kaxxa li taħseb li l-aktar tirrifletti, b'mod ġenerali, il-*performance* tas-**Segretarju Eżekuttiv** meta mqabbla ma' dak li hu mistenni minnhu. Tista' tiġġudika billi tevalwa: kemm sar tajjeb ix-xogħol fdat lis-**Segretarju Eżekuttiv**; b'liema mod ġie mwettaq dan ix-xogħol; kemm ix-xogħol kien impenjattiv; u x'riżultati oħra ġew milfuqa minbarra dan ix-xogħol.

L-evalwazzjoni tinkludi tliet skali li juru li x-xogħol hu ta' livell aċċettabbli u skala waħda li turi li x-xogħol magħmul mhux ta' livell aċċettabbli, skond il-kriterji li ġejjin :

**Livell li jeċċedi
dak mistenni**

Ix-xogħol imwettaq jeċċedi b'mod konsistenti u sinifikanti l-oġettivi jew dak li kien mitlub minnu.



**Livell
rakkomandabbli**

Ix-xogħol imwettaq b'mod konsistenti laħaq fil-maġġor parti tiegħu l-oġettivi jew dak li kien mitlub minnu. F'ċerti każi, ir-riżultat jista' ikun eċċeda dak li kien mitlub, filwaqt li f'każi oħra jista' ma jkunx intlaħaq kif mitlub; madanakollu, b'mod ġenerali, ix-xogħol imwettaq laħaq l-oġettivi jew dak li kien mitlub.



2.

**Ħidma
Sodisfaċenti**

B'mod ġenerali, ix-xogħol imwettaq ta' sikwiet laħaq uħud mill-oġettivi jew dak li kien mitlub. Bi ftiit titjib f'ċerti oqsma tal-pjan ta' ħidma, ix-xogħol imwettaq jista' jittqies bħala sodisfaċenti.

☐

**Livell ta' xogħol
imwettaq mhux
aċċettabbli**

Ix-xogħol imwettaq b'mod konsistenti ma laħaqx l-oġettivi jew dak li kien mitlub. Jekk ma jintweriex titjib fix-xogħol għandha tittieħed azzjoni biex is-sitwazzjoni tiġi rrimedjata.

☐

PERFORMANCE BONUS APPROVAT :¹⁰%

B'RIŻOLUZZJONI TAL-KUNSILL F'LAQGHA LI SARET

NHAR It-Tlieta 18 ta' Diċembru tas-sena 2018

SINDKU
Avv. Dean Hili

DATA^{18.12.19}

3.

Miżuri li bihom titkejjel il-*Performance* :

[Din it-Taqsima għandha sservi sabiex turi fid-dettal kif **Segretarju Eżekuttiv** irnexxielu jattwa xogħlu billi jiġu stabbiliti t-tajjeb u l-ħażin permezz ta' diversi metodi ta' kejl. Għal kull fattur għandu jintuża l-ispazju mmarkat "*Kummenti*", fejn jingħataw eżempji speċifiċi li huma l-aktar qrib lejn il-*performance* tas- **Segretarju Eżekuttiv**, li jagħtu stampa ċara tal-miżuri dwar l-effettività u dawk il-fatturi l-oħra li jinfluwenzaw il-*performance*.]

MIŻURI TA' KEJL U SPJEGAZZJONIJIET

KUMMENTI

1. Volum ta' Xogħol:

Volum ta' xogħol li twettaq kif komparat ma' dak mitlub.

Għoli

2. Kwalita' ta' Xogħol:

Preċiżjoni u xogħol kif prezentat.

Għoli

3. Għarfien tax-Xogħol Assenjat:

Kemm wieħed jaf il-proċeduri, l-apparat u l-metodi, ir-responsabbiltajiet u d-diversi doveri tal-kariga.

Għoli

4. Affidabilità:

Sa fejn wieħed jista' jafdaħ biex iwettaq ix-xogħol assenjat lilu u dan fi żmien stipulat. Għati l-kummenti wkoll dwar *attendenza* u *puntwalità*.

Għoli

5. Innovazzjoni:

Kemm is-Segretarju Eżekuttiv kontinwament jeżamina metodi u *policies* u jagħmel suġġerimenti għal titjib.

Għoli

4.

6. *Staff Development:*

Kemm tintwera' konsiderazzjoni lejn *staff* ta' tahtu; kemm isir pjanar dwar xogħol ta' *staff* ta' tahtu, kif ukoll *monitoring*, evalwazzjoni u żvilupp tagħhom.

Għoli

7. *Komunikazzjoni:*

Kapaċita' sabiex jikkomunika informazzjoni kemm bil-fomm kif ukoll bil-miktub.

Għoli

8. *Teamwork:*

X'relazzjoni teżisti mal-kollegi tax-xogħol u persuni oħra fuq xogħol relatat mal-Kunsill.

Għoli

Evalwazzjoni fil-qosor dwar kemm l-impjegat hu effettiv fuq xogħlu:

Miżura ta' Performance	Għoli	Medju	Sodisfaċenti	Mhux Aċċettabbli
1. Volum ta' Xogħol	✓			
2. Kwalita' tax-Xogħol	✓			
3. Għarfien tax-Xogħol	✓			
4. Affidabilita'	✓			
5. Innovazzjoni	✓			
6. <i>Staff Development</i>	✓			
7. <i>Komunikazzjoni</i>	✓			
8. <i>Teamwork</i>	✓			

5.

Marka Globali [Għamel x fejn japplika] :

Jeċċedi dak mistenni minnu



Livell Rakkomandabbli



Performance Sodisfaċenti



Livell mhux aċċettabbli



Kummenti ġenerali mis-Sindku:

Għal sena oħra s-Sur Borg serva ta' asset għal Kunsill partikolarment fl-immanigġjar tal-istaff, koordinament tax-xogħol ma kuntratturi u twettieq fil-hin tal-pjanijiet tal-Kunsill.

Il-hiliet li zviluppa matul is-snin twal ta' xogħol fil-Kunsill Lokali illum iservu sabiex ix-xogħol tiegħu jagħmlu tajjeb u fil-hin u l-esperjenza li huwa kattar illum tippermettilu jagħmel decizjonijiet b'għaqal matul it-twettieq tax-xogħol ta' kuljum.

L-esperjenza tiegħu illum isservi lil Kunsill sabiex ix-xogħol li jkun ippjanat jara li jigi implimentat fil-hin, u entro l-parametri tal-ligi. Spiss issibu jmur lil hinn minn dak mistenni minnu u ma jiddejjaxx johrog mill-konfini tal-ufficju sabiex jara li x-xogħol li jkun għaddej fuq id-diversi proġetti li jkollu l-Kunsill jara li jsir sewwa u fil-hin. Ta' dan il-Kunsill għandu jkun grat.

6.

Pjan għal titjib fix-xogħol :

[Din it-Taqsima hi maħsuba sabiex jiġi formulat pjan biex titjeb dak is-settur li hemm bżonn ta' titjib fih.]

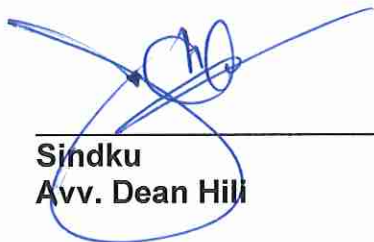
Fattur ta' *Performance*

Rakkomandazzjoni kif jista' jiġi mtejjeb il-livell tax-xogħol tas-Segretarju Eżekuttiv.

Kummenti tas-Segretarju Eżekuttiv:

—

L-evalwazzjoni t'hawn fuq giet moqrija u diskussa mas-**Segretarju Eżekuttiv**.



Sindku
Avv. Dean Hill



Segretarju Eżekuttiv
Kevin Borg

17/12/2018

Data

PERFORMANCE BONUS APPRAISAL

Isem	Kirsty Rizzo	Kariga	Skrivana
Perjodu tal-Evaluazzjoni	Jannar sa Diċembru 2018		
Žmien tal-Kariga	Sa minn Lulju 2008		
Kunsill Lokali	Pembroke		

PERFORMANCE B'MOD ĠENERALI :

[Din it-Taqsima għandha sservi biex **I-Impjegata** tkun jaf kif kienet il-*performance* tagħha b'mod ġenerali]

Għażel il-kaxxa li tañseb li l-aktar tirrifletti, b'mod ġenerali, il-*performance* ta' **I-Impjegata** meta mqabbla ma' dak li hu mistenni minnha. Tista' tiġġudika billi tevalwa: kemm sar tajjeb ix-xogħol fdat lil **Impjegata**; b'liema mod ġie mwettaq dan ix-xogħol; kemm ix-xogħol kien impenjattiv; u x'riżultati oħra ġew milfuqa minbarra dan ix-xogħol.

L-evalwazzjoni tinkludi tliet skali li juru li x-xogħol hu ta' livell aċċettabbli u skala waħda li turi li x-xogħol magħmul mhux ta' livell aċċettabbli, skond il-kriterji li ġejjin :

**Livell li jeċċedi
dak mistenni**

Ix-xogħol imwettaq jeċċedi b'mod konsistenti u sinifikanti l-oġettivi jew dak li kien mitlub minnu.

☐

**Livell
rakkomandabbli**

Ix-xogħol imwettaq b'mod konsistenti laħaq fil-maġġor parti tiegħu l-oġettivi jew dak li kien mitlub minnu. F'ċerti każi, ir-riżultat jista' ikun eċċeda dak li kien mitlub, filwaqt li f'każi oħra jista' ma jkunx intlaħaq kif mitlub; madanakollu, b'mod ġenerali, ix-xogħol imwettaq laħaq l-oġettivi jew dak li kien mitlub.

☒

2.

**Ħidma
Sodisfaċenti**

B'mod ġenerali, ix-xogħol imwettaq ta' sikwiet laħaq uħud mill-oġettivi jew dak li kien mitlub. Bi ftiit titjib f'ċerti oqsma tal-pjan ta' ħidma, ix-xogħol imwettaq jista' jittqies bħala sodisfaċenti.

☐

**Livell ta' xogħol
imwettaq mhux
aċċettabbli**

Ix-xogħol imwettaq b'mod konsistenti ma laħaqx l-oġettivi jew dak li kien mitlub. Jekk ma jintweriex titjib fix-xogħol għandha tittieħed azzjoni biex is-sitwazzjoni tiġi rrimedjata.

☐

PERFORMANCE BONUS APPROVAT :⁶.....%

B'RIŻOLUZZJONI TAL-KUNSILL F'LAQGHA LI SARET

NHAR It-Tlieta 18 ta' Diċembru tas-sena 2018

SINDKU
Avv. Dean Hili

DATA^{18/12/18}.....

3.

Miżuri li bihom titkejjel il-*Performance* :

[Din it-Taqsima għandha sservi sabiex turi fid-dettal kif **I-Impjegata** irnexxiela tattwa xogħliha billi jiġu stabbiliti t-tajjeb u l-ħażin permezz ta' diversi metodi ta' kejl. Għal kull fattur għandu jintuża l-ispazju mmarkat "*Kummenti*", fejn jingħataw eżempji speċifiċi li huma l-aktar qrib lejn il-*performance* ta' **I-Impjegata**, li jagħtu stampa ċara tal-miżuri dwar l-effettività u dawk il-fatturi l-oħra li jinfluwenzaw il-*performance*.]

MIŻURI TA' KEJL U SPJEGAZZJONIJIET

KUMMENTI

1. Volum ta' Xogħol:

Volum ta' xogħol li twettaq kif komparat ma' dak mitlub.

Tajjeb ħafna

2. Kwalita' ta' Xogħol:

Preċiżjoni u xogħol kif preżentat.

Tajjeb

3. Għarfien tax-Xogħol Assenjat:

Kemm wieħed jaf il-proċeduri, l-apparat u l-metodi, ir-responsabbiltajjiet u d-diversi doveri tal-kariga.

Tajjeb ħafna

4. Affidabilità:

Sa fejn wieħed jista' jafdaħ biex iwettaq ix-xogħol assenjat lilu u dan fi żmien stipulat. Għati l-kummenti wkoll dwar *attendenza* u *puntwalita'*.

Tajjeb

5. Innovazzjoni:

Kemm is-Segretarju Eżekuttiv kontinwament jeżamina metodi u *policies* u jagħmel suggerimenti għal tiġib.

Tajjeb

4.

6. Staff Development:

Kemm tintwera' konsiderazzjoni lejn *staff* ta' tahtu; kemm isir pjanar dwar xogħol ta' *staff* ta' tahtu, kif ukoll *monitoring*, evalwazzjoni u żvilupp tagħhom.

Mhux applikabbli

7. Kommunikazzjoni:

Kapaċita' sabiex jikkomunika informazzjoni kemm bil-fomm kif ukoll bil-miktub.

Tajjeb ħafna

8. Teamwork:

X'relazzjoni teżisti mal-kollegi tax-xogħol u persuni oħra fuq xogħol relatat mal-Kunsill.

Tajjeb ħafna

Evalwazzjoni fil-qosor dwar kemm l-impjegat hu effettiv fuq xogħlu:

Miżura ta' Performance	Għoli	Medju	Sodisfaċenti	Mhux Aċċettabbli
1. Volum ta' Xogħol	✓			
2. Kwalita' tax-Xogħol		✓		
3. Għarfien tax-Xogħol	✓			
4. Affidabilita'		✓		
5. Innovazzjoni		✓		
6. <i>Staff Development</i>			Mhux applikabbli	
7. Kommunikazzjoni		✓		
8. <i>Teamwork</i>	✓			

5.

Marka Globali [Għamel x fejn japplika] :

Jeċċedi dak mistenni minnu

☐

Livell Rakkomandabbli

☒

Performance Sodisfaċenti

☐

Livell mhux aċċettabbli

☐

Kummenti generali mis-Segretarju Eżekuttiv:

Kien hemm titjib f'ċetru aspektu speċjalment fil-perjodu meta l-iskrivana l-oħra kienet nieqsa.

Il-problema hija li mhux dejjem iżżomm l-istess livell ta' performance. Hemm bżonn ta' kontinwita tul is-sena kollha.

Bħas-sena li għaddiet hemm bżonn li jkun hemm titjib meta taħdem taħt pressjoni kif ukoll li jinżamm rendikont tax-xogħol li jkun sar kif ukoll rendikont ta' dak li jkun għad hemm pendent nkluz follow up t'azzjonijiet li jkunu qed jittieħdu. Importanti li jkun hemm aktar multi tasking.

Xi drabi jkun hemm bżonn li titieħed ftit aktar inizjattiva kif ukoll tintrefa' responsabbilita' fejn ikun hemm bżonn.

Importanti ħafna l-iżżomm follow up ta' dak li jkun għaddej.

Kuntent bit-team work li hemm, għalkemm kultant hawn ukoll hemm bżonn xi titjib.

6.

Pjan għal titjib fix-xogħol :

[Din it-Taqsima hi maħsuba sabiex jiġi formulat pjan biex titjeb dak is-settur li hemm bżonn ta' titjib fih.]

Fattur ta' *Performance*

Rakkomandazzjoni kif jista' jiġi mtejjeb il-livell tax-xogħol ta' l-Impjegata.

Kuraġġ li tiegħu aktar inizjattiva u anqas dipendenza dament li dak li jkun qed isir ikun fil-kompetenza tiegħek.

Ftit aktar inizjattiva fuq follow ups t'affaijiet pendent minn żmien għal żmien

kummenti ta' l-Impjegata:

L-evalwazzjoni t'hawn fuq giet moqrija u diskussa ma' l-Impjegata.

**Segretarju Eżekuttiv
Kevin Borg**

**Impjegata
Kirsty Rizzo**

17/12/18

Data

PERFORMANCE BONUS APPRAISAL

Isem	Alison Grixti	Kariga	Ass. Uffiċjal Prinċipali
Perjodu tal-Evaluazzjoni	Jannar sa Diċembru 2018		
Žmien tal-Kariga	Sa minn Marzu 2011		
Kunsill Lokali	Pembroke		

PERFORMANCE B'MOD ĠENERALI :

[Din it-Taqsima għandha sservi biex **I-Impjegata** tkun jaf kif kienet il-*performance* tagħha b'mod ġenerali]

Għażel il-kaxxa li taħseb li l-aktar tirrifletti, b'mod ġenerali, il-*performance* ta' **I-Impjegata** meta mqabbla ma' dak li hu mistenni minnha. Tista' tiġġudika billi tevalwa: kemm sar tajjeb ix-xogħol fdat lil **Impjegata**; b'liema mod ġie mwettaq dan ix-xogħol; kemm ix-xogħol kien impenjattiv; u x'riżultati oħra ġew milħuqa minbarra dan ix-xogħol.

L-evalwazzjoni tinkludi tliet skali li juru li x-xogħol hu ta' livell aċċettabbli u skala waħda li turi li x-xogħol magħmul mhux ta' livell aċċettabbli, skond il-kriterji li ġejjin :

**Livell li jeċċedi
dak mistenni**

Ix-xogħol imwettaq jeċċedi b'mod konsistenti u sinifikanti l-oġettivi jew dak li kien mitlub minnu.

☒

**Livell
rakkomandabbli**

Ix-xogħol imwettaq b'mod konsistenti laħaq fil-maġġor parti tiegħu l-oġettivi jew dak li kien mitlub minnu. F'ċerti każi, ir-riżultat jista' ikun eċċeda dak li kien mitlub, filwaqt li f'każi oħra jista' ma jkunx intlaħaq kif mitlub; madanakollu, b'mod ġenerali, ix-xogħol imwettaq laħaq l-oġettivi jew dak li kien mitlub.

☐

2.

**Ħidma
Sodisfaċenti**

B'mod ġenerali, ix-xogħol imwettaq ta' sikwiet laħaq uħud mill-oġettivi jew dak li kien mitlub. Bi ftit titjib f'ċerti oqsma tal-pjan ta' ħidma, ix-xogħol imwettaq jista' jittqies bħala sodisfaċenti.

☐

**Livell ta' xogħol
imwettaq mhux
aċċettabbli**

Ix-xogħol imwettaq b'mod konsistenti ma laħaqx l-oġettivi jew dak li kien mitlub. Jekk ma jintweriex titjib fix-xogħol għandha tittieħed azzjoni biex is-sitwazzjoni tiġi rrimedjata.

☐

PERFORMANCE BONUS APPROVAT :6.....%

B'RIŻOLUZZJONI TAL-KUNSILL F'LAQGHA LI SARET

NHAR **It-Tlieta 18 ta' Diċembru** **tas-sena** **2018**

SINDKU
Avv. Dean Hili

DATA18/12/18.....

3.

Miżuri li bihom titkejjel il-*Performance* :

[Din it-Taqsimha għandha sservi sabiex turi fid-dettal kif **I-Impjegata** irnexxiela tattwa xogħlha billi jiġu stabbiliti t-tajjeb u l-ħażin permezz ta' diversi metodi ta' kejl. Għal kull fattur għandu jintuża l-isparju mmarkat "*Kummenti*", fejn jingħataw eżempji speċifiċi li huma l-aktar qrib lejn il-*performance* ta' **I-Impjegata**, li jagħtu stampa ċara tal-miżuri dwar l-effettività u dawk il-fatturi l-oħra li jinfluwenzaw il-*performance*.]

MIŻURI TA' KEJL U SPJEGAZZJONIJIET

KUMMENTI

1. Volum ta' Xogħol:

Volum ta' xogħol li twettaq kif komparat ma' dak mitlub.

Tajjeb ħafna

2. Kwalita' ta' Xogħol:

Preciżjoni u xogħol kif prezentat.

Tajjeb ħafna

3. Għarfien tax-Xogħol Assenjat:

Kemm wieħed jaf il-proċeduri, l-apparat u l-metodi, ir-responsabbiltajjiet u d-diversi doveri tal-kariga.

Tajjeb ħafna

4. Affidabilità:

Sa fejn wieħed jista' jafdaħ biex iwettaq ix-xogħol assenjat lilu u dan fi żmien stipulat. Għali l-kummenti wkoll dwar *attendenza* u *puntwalita'*.

Tajjeb ħafna

5. Innovazzjoni:

Kemm is-**Segretarju Eżekuttiv** kontinwament jeżamina metodi u *policies* u jagħmel suggerimenti għal titjib.

Tajjeb

4.

6. Staff Development:

Kemm tintwera' konsiderazzjoni lejn *staff* ta' tahtu; kemm isir pjanar dwar xogħol ta' *staff* ta' tahtu, kif ukoll *monitoring*, evalwazzjoni u żvilupp tagħhom.

Mhux applikabbli

7. Kommunikazzjoni:

Kapaċita' sabiex jikkomunika informazzjoni kemm bil-fomm kif ukoll bil-miktub.

Tajjeb ħafna

8. Teamwork:

X'relazzjoni teżisti mal-kollegi tax-xogħol u persuni oħra fuq xogħol relatat mal-Kunsill.

Tajjeb ħafna

Evalwazzjoni fil-qosor dwar kemm l-impjegat hu effettiv fuq xogħlu:

Miżura ta' Performance	Għoli	Medju	Sodisfaċenti	Mhux Aċċettabbli
1. Volum ta' Xogħol	✓			
2. Kwalita' tax-Xogħol	✓			
3. Għarfien tax-Xogħol	✓			
4. Affidabilità	✓			
5. Innovazzjoni		✓		
6. <i>Staff Development</i>			Mhux applikabbli	
7. Kommunikazzjoni	✓			
8. <i>Teamwork</i>	✓			

5.

Marka Globali [Għamel x fejn japplika] :

Jeċċedi dak mistenni minnu



Livell Rakkomandabbli



Performance Sodisfaċenti



Livell mhux aċċettabbli



Kummenti ġenerali mis-Segretarju Eżekuttiv:

Il-livell għoli tas-sena li għaddiet inżamm b'mod kostanti, għalkemm dejjem ikun għad hemm lok t'aktar titjib, speċjalment fl-użu ta' l-informatika.

Il-pożizzjoni tiegħek, kif diġa indikat is-sena li għaddiet, titlob li tintrefa' aktar responsabbilita' u li tiegħu aktar responsabbilita' dwar ix-xogħol li jkun qed isir, aktar issa li qed tokkupa skala għola.

Tibżax tiegħu deċiżjonijiet meta jkunu fil-livell tax-xogħol tiegħek speċjalment meta s-Segretarju Eżekuttiv ma jkunx preżenti u jkun diġa ta direzzjoni. Trid tkun aktar assertiva.

Xi drabi jkun hemm bżonn li titieñed ftit aktar inizjattiva kif ukoll tintrefa' responsabbilita' fejn ikun hemm bżonn.

Kuntent bit-team work li hemm, fejn hawn ukoll kien hemm titjib.

6.

Pjan għal titjib fix-xogħol :

[Din it-Taqsima hi maħsuba sabiex jiġi formulat pjan biex titjib dak is-settur li hemm bżonn ta' titjib fih.]

Fattur ta' *Performance*

Rakkomandazzjoni kif jista' jiġi mtejjeb il-livell tax-xogħol ta' l-Impjegata.

Aktar kuraġġ biex tiegħu deċiżjoni u mhux tibqa' lura, il-pożizzjoni tiegħek titlob dan, u dan huwa dak mistenni minnekk.

Kummenti ta' l-Impjegata:



L-evalwazzjoni t'hawn fuq giet moqrija u diskussa ma' l-Impjegata.



**Segretarju Eżekuttiv
Kevin Borg**



**Impjegata
Alison Grixti**

14/12/18

Data