1. KPA : GOOD GOVERANCE AND PUBLIC PARTICIPATION

KPA Goal : Promote Good Governance and Public Participation			High level Strategic Alignment References: ***Vision 2040:*** *The number 1 African city (municipality) in service delivery and good governance.*			2022 Strategic Objective: **Sustain Good Corporate Governance Through Effective and Accountable Clean Administration**							
Priority Area	Weighting	Performance Objectives (PO)	Key Performance Indicator	Baseline	2017- 2018 Targets	Quarterly Targets Q1	Q2	Q3	Q4	Input indicators	Output indicator	Outcome indicator	Lead Departments	POE
			reviews conducted	verified by June 2017	conducted by June 2018									signed performance reviews
			Number of organizational performance reports submitted	4 reports submitted for 2016/2017 financial year.	4 Organizational performance report submitted by 30 June 2018	1	1	1	1	Human Capital	Organization performance plan	Good Governance & Performance	Performance management	Performance report with evidence submitted.
KPA Goal : Promote Good Governance Organisational Development And Financial Sustainably			High level Strategic Alignment References: ***Vision 2040:*** *The number 1 African city (municipality) in service delivery and good governance.*			2022 Strategic Objective: Continuous respond and communicate with communities								
Priority Area	Weighting	Performance Objectives (PO)	Key Performance Indicator	Baseline	2017- 2018 Targets	Quarterly Targets Q1	Q2	Q3	Q4	Input indicator	Output indicator	Outcome indicator	Lead Departments	POE
Public participation		Enhance communications platforms for active public participation in council matters	Number of reports submitted to section 79 political monitoring committees	9 reports submitted	12 reports submitted by June 2018	4	4	4	4	Human Capital and meetings attended	Quarterly reports submitted	Good Governance & Public Participation	Finance Department	Reports submitted to section 79 political monitoring committees.
			Number of reports submitted to MPAC	1 reports submitted	12 reports to submitted by June 2018	4	4	4	4	Human capital and meetings attended	Reports submitted monthly	Good Governance & Public Participation	Finance Department	Reports submitted to administration monitoring committees and minutes.
KPA Goal : Promote Good Governance Organisational Development And Financial Sustainably			High level Strategic Alignment References: ***Vision 2040:*** *The number 1 African city (municipality) in service delivery and good governance.*			2022 Strategic Objective: Promote effective governance processes and planning								
Priority Area	Weighting	Performance Objectives (PO)	Key Performance Indicator	Baseline	2017- 2018 Targets	Quarterly Targets Q1	Q2	Q3	Q4	Input indicator	Output indicator	Outcome indicator	Lead Departments	POE
Risk Management		Facilitate the risk management processes	Number of strategic risk registers submitted to	Strategic Risk register Submitted once	Submit strategic risk register for	1	1	1	1	Human Capital	Risk Register	Good Governance	Risk Management	Strategic Risk register submitted to municipal manager

25/10

1. KPA : GOOD GOVERANCE AND PUBLIC PARTICIPATION

KPA Goal : Promote Good Governance and Public Participation			High level Strategic Alignment References: ***Vision 2040:*** *The number 1 African city (municipality) in service delivery and good governance.*			2022 Strategic Objective: **Sustain Good Corporate Governance Through Effective and Accountable Clean Administration**								
Priority Area	Weighting	Performance Objectives (PO)	Key Performance Indicator	Baseline	2017- 2018 Targets	Quarterly Targets				Input indicators	Output indicator	Outcome indicator	Lead Departments	POE
						Q1	Q2	Q3	Q4					
			Municipal Manager		quarterly review									
			Number of operational risk registers submitted to Municipal Manager	Operational risk register not submitted	Submit operational risk register be reviewed quarterly	1	1	1	1	Human Capital	Risk Register	Good Governance	Finance	Operational Risk register submitted to municipal manager
			% of identified risk mitigation measures implemented	60% of identified risk mitigation measures implemented as at June 2016	85% of identified risk mitigation measures implemented by June 2018	50 %	15%	15%	5%	Risk Register and Budget	Risk mitigation plan	Good Governance	Finance	Quarterly progress report on implemented mitigation measures

2. KPA : MUNICIPAL TRANSFORMATION AND ORGANISATIONAL DEVELOPMENT

KPA Goal: **Promote Good Governance Organisational Development And Financial Sustainably**			High level Strategic Alignment References: ***Vision 2040:*** *The number 1 African city (municipality) in service delivery and good governance.*			2022 Strategic Objective: Develop and enhance human capital services to maximise services								
Priority Area	Weighting	Performance Objectives (PO)	Key Performance Indicator	Baseline	2017- 2018 Targets	Quarterly Targets				Input indicator	Output indicator	Outcome indicator	Lead Departments	POE
						Q1	Q2	Q3	Q4					
Human Capital Management		Provision of transformation, training and human capital management services	Number of initiatives on compliance with key points of OHS	10 OHS activities implemented	10 OHS activities to be implemented by June 2018	3	2	3	2	Human Capital	Compliance to OHS	Safe working environment	Finances	OHSCompliance report with evidence for directorate on activities under taken.

MF 2 …

2. KPA : MUNICIPAL TRANSFORMATION AND ORGANISATIONAL DEVELOPMENT

KPA Goal : **Promote Good Governance Organisational Development And Financial Sustainably**			High level Strategic Alignment References: ***Vision 2040:*** *The number 1 African city (municipality) in service delivery and good governance*			2022 Strategic Objective: Develop and enhance human capital services to maximise services								
Priority Area	Weighting	Performance Objectives (PO)	Key Performance Indicator	Baseline	2017- 2018 Targets	Quarterly Targets Q1	Q2	Q3	Q4	Input indicator	Output indicator	Outcome indicator	Lead Departments	POE
			Filling the Vacant Posts	Strategic Position not filled	Strategic Posts filled Supply Chain Manager and Assets Manager Budget Manager Revenue Support staff					Identify the vacant Posts	Advertisement of the vacant Posts	Productive Work place	Finance Department	Newly appointed employee files
			Approved procedural manuals	Procedural Manual not reviewed yearly	100% Approved procedural Manuals	50%	50%			Review the existing procedure and amend where necessary	Procedure Manuals	Approved procedures followed		

3. KPA : FINANCIAL VIABILITY

KPA Goal : **Promote Good Governance Organisational Development And Financial Sustainably**			High level Strategic Alignment References: ***Vision 2040:*** *The number 1 African city (municipality) in service delivery and good governance*			2022 Strategic Objective: To Manage the finances of the municipality to ensure financial viability								
Priority Area	Weighting	Performance Objectives (PO)	Key Performance Indicator	Baseline	2017- 2018 Targets	Quarterly Targets Q1	Q2	Q3	Q4	Input indicator	Output indicator	Outcome indicator	Lead Departments	POE
Financial Services		To ensure efficient, effective cash flow management.	Decrease debt to revenue ratio	Debt coverage ratio as at 30 June 2017 i.e 58x	Debt coverage ratio decrease to 54:1					Human capital and financial report Schedule	Improve Cash	Financial Viability & Sustainability	Finance	Annual report and key indicator schedule
			Improve cash /	Current Ratio:	Current Ratio:					Human capital and financial	Improve cash /	Financial Viability & Sustainability	Finance	Annual report and key indicator schedule

3. KPA : FINANCIAL VIABILITY

KPA Goal : **Promote Good Governance Organisational Development And Financial Sustainably**

High level Strategic Alignment References: ***Vision 2040:*** *The number 1 African city (municipality) in service delivery and good governance.*

2022 Strategic Objective: To Manage the finances of the municipality to ensure financial viability

Priority Area	Weighting	Performance Objectives (PO)	Key Performance Indicator	Baseline	2017- 2018 Targets	Quarterly Targets Q1	Q2	Q3	Q4	Input indicator	Output indicator	Outcome indicator	Lead Departments	POE
			liquidity position	Acid Test Ratio:	Acid Test Ratio:					report Schedule	liquidity position			
Financial Services		To manage revenue in an efficient and responsible manner.	Current Account receipt levels be increased	Collection Rate at 50%	75% collection rate				75%	Human Capital and billing records	Decrease in debtor's book to improve cash position.	Financial Viability & Sustainability	Treasury Office (Credit Control) & Legal	Quarterly reporting on outstanding service debtors and billing reports
			Reduction on Accounts Receivables		40% Reduction on Accounts Receivables	10%	10%	10%	10%	Human Capital and billing records	Maintain cash position.	Financial Viability & Sustainability	Treasury Office (Credit Control) & Legal	Quarterly reporting on outstanding debts and billing reports
			% supplementary taxes implemented	100% of supplementary valuations implemented as at June 2017	100% of supplementary valuations implemented by 30 June 2018	100 %	100 %	100 %	100 %	Supplementary valuations received and Human Capital	Implementation of supplementary valuations	Accurate billing	Finance Department	Supplementary valuations received and implemented
Financial Services		To manage, control and maintain all assets of the municipality	% of moveable asset verification according to inventory lists	90%.	100% of assets verified according to inventory lists.				90%	Asset verification and inventory lists	Safeguard municipal assets and reduce financial losses	Financial Viability & Sustainability	All Departments	Report on asset verification

3. KPA : FINANCIAL VIABILITY

KPA Goal : **Promote Good Governance Organisational Development And Financial Sustainably**			High level Strategic Alignment References: ***Vision 2040:*** *The number 1 African city (municipality) in service delivery and good governance.*			2022 Strategic Objective: To Manage the finances of the municipality to ensure financial viability								
Priority Area	Weighting	Performance Objectives (PO)	Key Performance Indicator	Baseline	2017- 2018 Targets	Quarterly Targets Q1	Q2	Q3	Q4	Input indicator	Output indicator	Outcome indicator	Lead Departments	POE
			8% of OPEX allocated to repairs and maintenance	2.5% allocated for maintenance on the 2017/201 68 budget	7% 2018/2019 OPEX budget to be allocated on repair and maintenance				7%	Budget inputs	Maintain assets to improve service delivery	Financial Viability & Sustainability	All Departments	Repair and maintenance per approved budget
Financial Services		To ensure clean and effective financial governance and compliance with legislation framework	% compliance with GRAP reporting framework (financially unqualified)	Gazetted accounting standards 100% compliant annual financial statements for 2015/2016	Submit 100% GRAP compliant annual financial statements by 31 August 2017 for 2016/2017 financial year	100 %	-	-	-	Human Capital and budget	Proof of AFS submitted Report on management letter Audit opinion report	Financial Management & Viability	Finance	Annual financial statements submitted and audit report Final management letter
			98% of financial matters in audit action plan to be addressed.	70% of financial matters address for the 2015/2016 financial year.	98% of financial weaknesses address in audit action plan			98%		Human Capital	Clean audit status	Financial Management and Good Governance	Finance	Audit Action Plan
	4		Unqualified audit opinion received	Unqualified Audit Report 2015/2016	Receive Unqualified audit opinion for 2016/2017	-	1		-	Human capital	Audit outcome	Financial Management and Good Governance	Finance	Auditor General Audit report and opinion received

3. KPA : FINANCIAL VIABILITY

KPA Goal : **Promote Good Governance Organisational Development And Financial Sustainably**			High level Strategic Alignment References: ***Vision 2040:*** *The number 1 African city (municipality) in service delivery and good governance.*			2022 Strategic Objective: To Manage the finances of the municipality to ensure financial viability								
Priority Area	Weighting	Performance Objectives (PO)	Key Performance Indicator	Baseline	2017- 2018 Targets	Quarterly Targets				Input indicator	Output indicator	Outcome indicator	Lead Departments	POE
						Q1	Q2	Q3	Q4					
					financial year									
Financial Sevices	3	To ensure compliance with budget and reporting regulations	Number of compliant in-year reports submitted on time	12 month reports 4 quarterly reports 1 mid-year budget and performance assessment report	12 month reports 4 quarterly reports 1 mid-year budget and performance assessment report to be submitted by 30 June 2018	4	4	4	4	Human Capital	Report on financial status of municipality	Financial Management & Viability and good governance	All Departments	Council resolution and reports submitted
	8		% compliance with budget and reporting regulation framework	Funded Annual budget submitted according to regulations for 2017/2018	100% compliant and funded annual budget submitted by May 2018	-	-	-	100 %	Human Capital	Funded Budget and SDBIP	Financial Management & Viability	All Departments	Annual budget and resolution, budget steering minutes Inputs on budget by National & Provincial Treasury
Financial Services	3	To streamline supply chain management processes to fully comply with the legislation procurement framework	Number of compliant in-year reports submitted on time	2 quarterly reports 1 annual report 12 deviation reports submitted for	4 quarterly reports 1 annual report 12 deviation supply chain management reports submitted	5	4	4	4	Human Capital	SCM report submitted	Financial Viability & Sustainability	Finance (SCM)	Reports and resolutions

3. KPA : FINANCIAL VIABILITY

KPA Goal : **Promote Good Governance Organisational Development And Financial Sustainably**			High level Strategic Alignment References: ***Vision 2040:*** *The number 1 African city (municipality) in service delivery and good governance.*			2022 Strategic Objective: To Manage the finances of the municipality to ensure financial viability								
Priority Area	Weighting	Performance Objectives (PO)	Key Performance Indicator	Baseline	2017- 2018 Targets	Quarterly Targets Q1	Q2	Q3	Q4	Input indicator	Output indicator	Outcome indicator	Lead Departments	POE
				2016/02017	by June 2018									
	5		90% Compliance and adherence to finance procurement plan	New Indicator	50% Compliance and adherence to procurement plan	50%	50%	50%	50%	Quarterly procurement plan	Quarterly progress on procurement plan	Implementation of procurement plan and service delivery	Finance	Quarterly procurement plan
Financial Services	5	To maintain and upgrade the existing financial operations to manage the finances of the municipality	Number of budget-related policies reviewed	10 budget-related policies reviewed	Review 10 budget-related policies	-	-	-	10	Human capital and resources	Report and resolution on improved policies	Financial Viability & Sustainability	Finance	Council resolution on reviewed policies
	5		Implement mSCOA compliant system	Mscoa system procured to be implemented from 1 July 2017.	Implement additional 4 mSCOA modules by March 2018	2	2			Human capital and financial resources	Compliant mSCOA System	Financial Viability & Sustainability	Finance	Sign of modules register and plan, mSCOA System, Pay Day, T-GIS (Assets), Caseware

MF

5. KPA : COST MANAGEMENT

KPA Goal : **Promote Good Governance Organisational Development And Financial Sustainably**			High level Strategic Alignment References: ***Vision 2040:*** *The number 1 African city (municipality) in service delivery and good governance.*			2022 Strategic Objective: Develop and enhance human capital services to maximise services								
Priority Area	Weighting	Performance Objectives (PO)	Key Performance Indicator	Baseline	2017- 2018 Targets	Quarterly Targets				Input indicator	Output indicator	Outcome indicator	Lead Departments	POE
						Q1	Q2	Q3	Q4					
Maximising the available funds	3	Irregular Expenditure (Deviations) Ensure SCM COMPLIANCE FOR ALL ABOVE R30	Reduction from R60 MIL	R60Mil	Less than R20Mil	4	4	4	4				Finance	Irregular Expenditure Register
		Tenders awarded during 2017/2018	Implementation plan be followed	In appropriate Tender Processes followed	Appropriate Tender processes be followed								Finance	Tender Register
		Stores Management	Security and stores management To upgrade security and refurbish stores	Just in Time method is being used	Purchase in Bulk								Finance	Inventory List

MFRQ

3. Personal Development Plan

Employee's Name: Nikelwe Semyala

Employee Number: 045895

Job Title: Chief Financial Officer

Department: Finance

Manager:

Date:

Development need	Activity	When	Learning Outcome	Impact

Signed and accepted by (Chief Financial Officer): ______ Date: 31/07/2017

Signed and accepted by (Municipal Manager): ______ Date: 31/07/2017

Leading and Core Competencies	Weighting	Description/Definition	Comments/Observations	Rating			
Core Competencies (All Compulsory)				1Q	2Q	3Q	4Q
Moral Competence		Able to identify moral triggers, apply reasoning that promotes honesty and integrity and consistently display behaviour that reflects moral competence					
Planning and Organising		Able to plan, prioritise and organise information and resources effectively to ensure the quality of service delivery and build efficient contingency to plans to manage risk					
Analysis and Innovation		Able to critically analyse information, challenges and trends to establish and implement fact-based solutions that are innovative to improve institutional processes in order to achieve key strategic objectives					
Knowledge and Information Management		Able to promote the generation and sharing of knowledge and information through various process and media, in order to enhance the collective knowledge base of local government					
Communication		Able to share information, Knowledge and ideas in a clear, focused and concise manner appropriate for the audience in order to effectively					
Resulting and Quality Focus		Able to maintain high quality standards, focus on achieving results and objectives while consistently striving to exceed expectations and encourage others to meet quality standards. Further, to actively monitor and measure results and quality against identified objectives.					

Signed and accepted by (Chief Financial Officer): ____________ Date: 31/07/2017

Signed and accepted by (Municipal Manager) on behalf of Council: ____________ Date: 31/07/2017

4. Record of assessment meetings (Control Sheet)

Employee's Name: Nikelwa Samyola Employee Number: 045895
Job Title: Chief Financial Officer Department: Finance
Manager / Immediate Superior: ______ Date: 31/07/2017

Date of assessment meeting	Employee's views on differences of assessment	Comments of the Employer	Action to be taken if any (feedback to be given to employee)
Q1:			
Q2:			
Q3:			
Q4:			
Additional review:			

Thus done and signed at Parys this 31 day of July 2017

EMPLOYEE:
Signature: NB Name Print: Nikelwa Samyela

WITNESSES
1. Signature: PNdlovu Name Print: PUSELETSO NDHLOVU

2. Signature: ______ Name Print: ______

FOR AND ON BEHALF OF NGWATHE LOCAL MUNICIPALITY

Signature: ______ Name Print: ______

WITNESSES
1. Signature: ______ Name Print: ______

2. Signature: ______ Name Print: ______

23
MF
N

CONFIDENTIAL

ANNEXURE C

FINANCIAL DISCLOSURE FORM

I, the undersigned (surname and initials) Samyela N. of

(Postal address) and

(Residential address)

employed as Chief Financial Officer at the Ngwathe Local Municipality Municipality hereby certify that the following information is complete and correct to the best of my knowledge:

1. Shares and other financial interests (Not bank accounts with financial institutions)

See information sheet: Note (1)

Number of shares / extent of financial interest	Nature	Nominal value	Name of Company or entity

2. Directorships and Partnerships

See information sheet: Note (2)

Name of Corporate entity, partnership or firm	Type of business	Amount of Remuneration or Income

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

See information sheet: Note (3)

Name of Employer	Type of work	Amount of Remuneration or Income

Council sanction confirmed:

Signature of Mayor: [signature] Date: 31/07/2017

4. Consultancies and retainerships

See information sheet: Note (4)

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

5. Sponsorships

See information sheet: Note (5)

Source of sponsorship	Description of sponsorship	Value of sponsorship

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

See information sheet: Note (6)

Description	Value	Source

7. Land and property

See information sheet: Note (7)

Description	Extent	Area	Value
Property			R660 000
Vacant land			R900 000

SIGNATURE OF EMPLOYEE

DATE: 31/07/2017

PLACE: Parys

CONFIDENTIAL

OATH/AFFIRMATION

1. I certify that before administering the oath/affirmation I asked the deponent the following questions and wrote down her/his answers in his/her presence:
   (i) Do you know and understand the contents of the declaration?
   Answer 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.

Mpolaisa 70991134?
Mpolaisa

Commissioner of Oath /Justice of the Peace
Full first names and surname: Sabata Mpolaise Mpolaisa (Block letters)
Designation (rank): Constable Ex Officio Republic of South Africa
Street address of institution: 92 Bree Street Parys

Date: 2017-07-31
Place: Parys

SOUTH AFRICAN POLICE SERVICE
Human Resource Management
PARYS 31 JUL 2017 PARYS
SOUTH AFRICAN POLICE SERVICE

CONTENTS NOTED: MAYOR
DATE: 3/07/2017