ANNEXURE A:

PERFORMANCE PLAN OF THE CHIEF FINANCIAL OFFICER

OF

NGWATHE LOCAL MUNICIPALITY

1. Purpose

The performance plan defines the Council's expectations of the Employee's performance agreement to which this document is attached and Section 57 (5) of the Municipal Systems Act, which provides that performance objectives and targets must be based on the key performance indicators as set in the Municipality's Integrated Development Plan (IDP) and as reviewed annually.

2. Key responsibilities

The following objects of local government will inform Employee's performance against set performance indicators:

2.1 Provide democratic and accountable government for local communities.
2.2 Ensure the provision of services to communities in a sustainable manner.
2.3 Promote social and economic development.
2.4 Promote a safe and healthy environment.
2.5 Encourage the involvement of communities and community organisations in the matters of local government.

3. Key Performance Areas

The following Key Performance Areas (KPAs) as outlined in the Local Government: Municipal Planning and Performance Management Regulations (2001) inform the strategic objectives listed in the table below:

3.1 Municipal Transformation and Organisational Development.
3.2 Infrastructure Development and Service Delivery.

3.3 Local Economic Development (LED).

3.4 Municipal Financial Viability and Management.

3.5 Good Governance and Public Participation.

This plan consists of the following 4 parts:

1) Key Performance Areas (KPAs) schedule, detailing key objectives and their related performance indicators, weightings and target dates
2) A Competency Requirements (CR) schedule, setting out selected leading and core competencies
3) Personal Development Plan (PDP), for addressing developmental gaps
4) Record of assessment meetings (Control Sheet)

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1. Key Performance Areas schedule, detail key objective and their related performance indicators, weightings and target dates

Key Performance Area	Weighting	ID	Strategic Objective	Key Performance Indicator	Baseline Information	Target			Progress on date of review
						Time frames	Quality	Quantity	
Municipal Transformation and Institutional Development		1.1(a)	Improve administrative and financial capability.	100% of Post Audit Action Plan matters for 2015/16 relating to finance, predetermined objectives and other matters addressed by 30 June 2017	2015/16 Audit Action Plan.	30 September 2016, 31 December 2016, 31 March 2017, 30 June 2017.	Quarterly reports on the % of Post Audit Action Plan matters for 2014/15 relating to leadership, predetermined objectives and other matters addressed by the end of each quarter of the 2016/17 financial year.	4	
Financial Management & Viability		4.1(a)	Ensure sound financial management	12 signed-off monthly budget statement reports, 4 quarterly financial reports for 2016/17 produced and submitted to the Mayor by 30 June 2017	2015/16 monthly budget statements submitted.	1 July 2016 – 30 June 2017.	Signed-off monthly budget statement reports, Quarterly financial reports for 2016/17 produced and submitted to the Mayor.	12 4	
Financial Management & Viability		4.1(b)	Ensure sound financial management	12 signed-off monthly bank reconciliation statements of all bank accounts by 30 June 2017	2015/16 Bank Reconciliation Statements	1 July 2016 – 30 June 2017.	Signed-off monthly bank reconciliation statements of all bank accounts.	12	
Financial Management & Viability		4.1(c)	Ensure sound financial management	2015/16 signed-off Annual Financial Statements prepared in accordance with the South African	2014/15 signed-off Annual Financial Statements and the related Auditor-	31 August 2016.	2015/16 signed-off Annual Financial Statements prepared in accordance with the South African	1	

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Key Performance Area	Weighting	ID	Strategic Objective	Key Performance Indicator	Baseline Information	Target			Progress on date of review
						Time frames	Quality	Quantity	
				Standards of Generally Recognised Accounting Practices (GRAP) and section 122 of MFMA by 31 August 2016.	General's Report was submitted on the 1 October 2015		Standards of Generally Recognised Accounting Practices (GRAP) and section 122 of MFMA.		
Financial Management & Viability		4.1(d)	Ensure sound financial management	Review and sign-off one (1) Audit File and Audit File schedule respectively for 2015/16 financial year that is compliant with Annexure A of MFMA Circular 50 by 31 August 2016.	2014/15 Audit File	31 August 2016.	Signed-off on Audit File and Audit File schedule respectively for 2015/16 financial year that is compliant with Annexure A of MFMA Circular 50.	1	
Financial Management & Viability		4.1(e)	Ensure sound financial management	Ensure timeous billing on the 20th of each month of the monthly bulk municipal accounts	2015/16 Monthly Billing reports	1 July 2016 – 30 June 2017.	Monthly reports on the date of the monthly billing that was done on the bulk municipal accounts during the 2016/17 financial year.	12	
Financial Management & Viability		4.1(f)	Ensure sound financial management	Ensure timeous distribution of the monthly bulk municipal accounts 7 days after billing has been completed	2015/16 Bulk Mail Post Reports	1 July 2016 – 30 June 2017.	Monthly reports on the number of days after billing was completed, it took to distribute the bulk municipal accounts during the 2016/17 financial year.	12	
Financial Management &		4.1(g)	Ensure sound financial management	Initiate issuing accounts by utilizing email functionality	N/A	30 September 2016, 31 December 2016,	Quarterly reports on the number of consumer	4	

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Key Performance Area	Weighting	ID	Strategic Objective	Key Performance Indicator	Baseline Information	Target			Progress on date of review
						Time frames	Quality	Quantity	
Viability				on the financial system for consumers		31 March 2017, 30 June 2017.	statements issued via the email functionality on the financial system during each quarter of the 2016/17 financial year.		
Financial Management & Viability		4.1(h)	Ensure sound financial management	80% accuracy in all billing based on the number of accounts billed on a monthly basis by 30 June 2017.	2015/16 Account Billing reports and meter reading books	1 July 2016 – 30 June 2017.	Monthly reports on the % accuracy in all billing based on the number of accounts billed on a monthly basis during the 2016/17 financial year.	12	
Financial Management & Viability		4.1(i)	Ensure sound financial management	Complete data purification on all debtor information on the financial system by 30 June 2017.	2015/16 Debtors information.	30 September 2016, 31 December 2016, 31 March 2017, 30 June 2017.	Quarterly reports on the number of debtor information on the financial system validated and updated at the end of each quarter of the 2016/17 financial year.	4	
Financial Management & Viability		4.1(j)	Ensure sound financial management	Complete an annual update on the Supplementary valuation roll by 30 June 2017.	2015/16 Supplementary Valuation roll	1 July 2016 – 30 June 2017.	A report on the number of annual updates of the supplementary valuation roll completed at the end of the 2016/17 financial year.	1	
Financial Management & Viability		4.1(k)	Ensure sound financial management	Increase revenue collection rate to 75% by 30 June 2017.	2015/16 Billing and Revenue Collection reports.	30 September 2016, 31 December 2016, 31 March 2017,	Quarterly reports on the % of revenue collected during each quarter of the 2016/17	4	

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Key Performance Area	Weighting	ID	Strategic Objective	Key Performance Indicator	Baseline Information	Target			Progress on date of review
						Time frames	Quality	Quantity	
						30 June 2017.	financial year.		
Financial Management & Viability		4.1(l)	Ensure sound financial management	Develop and maintain an Indigent register throughout the 2016/17 financial year.	2015/16 Indigent register	1 July 2016 – 30 June 2017.	Monthly reports regarding the entries and/ updates that were done on the Indigent register during each month.	12	
Financial Management & Viability		4.1(m)	Ensure sound financial management	4 quarterly reviews and updating of financial management related internal controls based on the quarterly Internal Audit reports by 30 June 2017.	Audit Action Plan of 2015/16	30 September 2016, 31 December 2016, 31 March 2017, 30 June 2017.	Quarterly reports on the reviews and updates completed based on the financial management related internal controls on the quarterly Internal Audit reports.	4	
Financial Management & Viability		4.1(n)	Ensure sound financial management	Review, update and submit for Council approval the following Budget related policies by 30 June 2017: Asset Management, Banking & Investment, Funding & Reserves, Budgeter Virement, Budget & Reporting, Supply Chain Management, Credit Control and Debt Collection, Tariff Policy,	2015/16 Budget related policies	1 July 2016 - 30 June 2017.	A report on the number and description of Budget related policies reviewed, updated and submitted for approval by Council by the end of the 2016/17 financial year.	1	

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Key Performance Area	Weighting	ID	Strategic Objective	Key Performance Indicator	Baseline Information	Target			Progress on date of review
						Time frames	Quality	Quantity	
				Indigent Support Policy, Revenue Enhancement Strategy, Rates and Taxes, Bad Debt.					
Financial Management & Viability		4.1(o)	Ensure sound financial management	Approved budget for 2017/18 financial year by 31 May 2017	2016/17 Approved budget	31 May 2017.	An approved budget for 2017/18.	1	
Financial Management & Viability		4.1(p)	Ensure sound financial management	100% of all monthly payment vouchers and accompanying supporting documents of filed, registered and kept in safe custody within 30 days of the end of each month throughout 2016/17 financial year.	2015/16 Payment vouchers & files	1 July 2016 - 30 June 2017.	Monthly reports on the % of monthly payment vouchers and accompanying supporting documents of filed, registered and kept in safe custody within 30 days of the end of each month throughout 2016/17 financial year.	12	
Financial Management & Viability		4.1(q)	Ensure sound financial management	100% of contracted services creditors on the system reconciled to supporting documentation on a monthly basis throughout 2016/17 financial year.	2015/16 Creditor's Analysis Reports	1 July 2016 - 30 June 2017.	Monthly reports on the % of contracted services creditors on the system reconciled to supporting documentation on a monthly basis throughout 2016/17 financial year.	12	
Financial Management & Viability		4.1(r)	Ensure sound financial management	2 biannual assets verification performed and asset registers updated	2015/16 Annual Assets Verification	1 July 2016 – 30 June 2017.	Reports on the number of biannual assets verification performed and asset	2	

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Key Performance Area	Weighting	ID	Strategic Objective	Key Performance Indicator	Baseline Information	Target			Progress on date of review
						Time frames	Quality	Quantity	
				with all assets movements, and report any damaged / missing items by 30 June 2017			registers updated with all assets movements, and report any damaged / missing items during the 2016/17 financial year.		
Financial Management & Viability		4.1(s)	Ensure sound financial management	Nil / Zero amount of unauthorised, irregular and fruitless & wasteful expenditure incurred due to non-compliance to the municipality's Supply Chain Management Policy, Supply Chain Management Regulations, 2005 and the MFMA by 30 June 2017	2015/16 Annual Financial Statements disclosure and the Auditor-General's Report	30 September 2016, 31 December 2016, 31 March 2017, 30 June 2017.	Quarterly reports on the amount of unauthorised, irregular and fruitless & wasteful expenditure incurred due to non-compliance to the municipality's Supply Chain Management Policy, Supply Chain Management Regulations, 2005 and the MFMA during each quarter of the 2016/17 financial year.	4	
Financial Management & Viability		4.1(t)	Ensure sound financial management	Develop and implement a Fleet Management plan for 2016/17 by 30 June 2017.	2015/16 Reports on status of municipal vehicles, repairs and maintenance	30 September 2016, 31 December 2016, 31 March 2017, 30 June 2017.	A Fleet management plan developed and the number of monthly reports compiled and submitted on the implementation of the Fleet Management Plan	1 9	
Financial Management &		4.1(u)	Ensure sound financial management	Quarterly maintenance of the SCM Stores stock	30 June 2016 Stock count report	30 September 2016, 31 December 2016,	Quarterly reports on the stock count that was	4	

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Key Performance Area	Weighting	ID	Strategic Objective	Key Performance Indicator	Baseline Information	Target			Progress on date of review
						Time frames	Quality	Quantity	
Viability				inventory by 30 June 2017.		31 March 2017, 30 June 2017.	completed during each quarter of the 2016/17 financial year.		

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2. Competency Requirements (CR) schedule

Leading and Core Competencies	Weighting	Description/Definition	Comments/Observations	Rating			
Leading Competencies (All compulsory)				1Q	2Q	3Q	4Q
Strategic Direction and Leadership		Provide and direct a vision for the institution, and inspire and deploy others to deliver on the strategic institutional mandate.					
People Management		Effectively manage, inspire and encourage people, respect and diversity, optimise talent and build and nurture relationships in order to achieve institutional objectives					
Program and Project Management		Able to understand program and project management methodology; plan, manage, monitor and evaluate specific activities in order to deliver on set objectives					
Financial Management		Able to compile, plan and manage budgets, control cash flow, institute financial risk management and administer procurement processes in accordance with recognised financial practices. Further to ensure that all financial transactions are managed in an ethical manner					
Change Leadership		Able to direct and initiate institutional transformation on all levels in order to successfully drive and implement new initiatives and deliver professional and quality services to the community					
Governance Leadership		Able to promote, direct and apply professionalism in managing risk and compliance requirements and apply a thorough understanding of governance practices and obligations. Further, able to direct the conceptualism of relevant policies and enhance cooperative governance relationships					
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					

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Leading and Core Competencies	Weighting	Description/Definition	Comments/Observations	Rating			
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): N. Samyela   Date: 24/06/2016

Signed and accepted by (Municipal Manager) on behalf of Council: ____________   Date: ____________

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3. Personal Development Plan

Employee's Name: Nikelwe Samyala

Employee Number:

Job Title: Chief Financial officer

Department: Finance

Manager:

Date:

Development need	Activity	When	Learning Outcome	Impact

Signed and accepted by (Chief Financial Officer): N. Samyala

Date: 24/06/2016

Signed and accepted by (Municipal Manager):

Date:

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4. Record of assessment meetings (Control Sheet)

Employee's Name: Nikelwa Senyolo Employee Number:

Job Title: Chief Financial Officer Department: Finance

Manager / Immediate Superior: Date: 24/06/2016

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 24 day of June 2016

EMPLOYEE:

Signature: Name Print: Nikelwa Senyolo

WITNESSES

1. Signature: Name Print: SEABATA RAMOLIKI

2. Signature: Name Print: AIFHELI BRIAN NETSHIVHODZA

FOR AND ON BEHALF OF NGWATHE LOCAL MUNICIPALITY

Signature: Name Print: Tsekedi P

WITNESSES

1. Signature: Name Print: Sheshupo Nkoane

2. Signature: Name Print: Emily Magalefa

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ANNEXURE C

FINANCIAL DISCLOSURE FORM

I, the undersigned (surname and initials) Semyala N of
51 Costello President Fouche drive
Northworld JHB (Postal address) and
2188
(Residential address)
employed as Chief Financial Officer at the Ngwathe Local
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
		20000	Under FNB choice of investment

2. Directorships and Partnerships

See information sheet: Note (2)

Name of Corporate entity, partnership or firm	Type of business	Amount of Remuneration or Income
Semyala and Associates	Business	0

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
N/A.	N/A	0

Council sanction confirmed:

Signature of Mayor: [signature] Date: 29/07/2016

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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		Vaal/Sasolburg	R1034 000

SIGNATURE OF EMPLOYEE

DATE: 24/06/2016

PLACE: Parys

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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 ~~Yes~~ 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.

0457605-3
Oliphant

Commissioner of Oath /Justice of the Peace

Full first names and surname: ANDREW OLIPHANT (Block letters)

Designation (rank): W/O. Ex Officio Republic of South Africa

Street address of institution: 91 Breë Str
PARYS. S.A.P.S.

Date: 2016/07/18

Place: Parys

CONTENTS NOTED: MAYOR

DATE: 29/07/2016

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INFORMATION SHEET FOR THE GENERIC FINANCIAL DISCLOSURE FORM

The following notes is a guide to assist with completing the Financial Disclosure form (Annexure A):

<u>NOTE 1</u>: Shares and other financial interests

Designated employees are required to disclose the following details with regard to shares and other financial interests held in any private or public company or any other corporate entity recognised by law:

- The number, nature and nominal value of shares of any type;
- The nature and value of any other financial interests held in any private or public company or any other corporate entity; and
- The name of that entity.

<u>NOTE 2</u>: Directorships and partnerships

Designated employees are required to disclose the following details with regard to directorships and partnerships:

- The name and type of business activity of the corporate entity or partnership/s; and
- The amount of any remuneration received for such directorship or partnership/s.

Directorship includes any occupied position of director or alternative director, or by whatever name the position is designated.

Partnership is a legal relationship arising out of a contract between two or more persons with the object of making and sharing profits.

<u>NOTE 3</u>: Remunerated work outside the Municipality (As sanctioned by Council)

Designated employees are required to disclose the following details with regard to remunerated work outside the public service:

- The type of work;
- The name and type of business activity of the employer; and
- The amount of the remuneration received for such work.

Remuneration means the receipt of benefits in cash or kind, and work means rendering a service for which the person receives remuneration.

NOTE 4: Consultancies and retainerships

Designated employees are required to disclose the following details with regard to consultancies and retainerships:

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

NOTE 5: Sponsorships

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

- The source of the sponsorship;
- The description of the sponsorship; and
- The value of the sponsorship.

NOTE 6: Gifts and hospitality from a source other than a family member

Designated employees are required to disclose the following details with regard to gifts and hospitality:

- A description and the value and source of a gift with a value in excess of R350.00;
- A description and the value of gifts from a single source which cumulatively exceed the value of R350.00 in the relevant 12 month period; and
- Hospitality intended as a gift in kind.

Designated employees must disclose any material advantages that they received from any source e.g. any discount prices or rates that are not available to the general public. All personal gifts within the family and hospitality of a traditional or cultural nature need not be disclosed.

NOTE 7: Land and Property

Designated employees are required to disclose the following details with regard to their ownership and other interests in land and property (residential or otherwise both inside and outside the Republic):

- A description of the land or property;
- The extent of the land or property;
- The area in which it is situated; and
- The value of the interest.

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