

ANNEXURE A:

PERFORMANCE PLAN OF THE DIRECTOR: COMMUNITY SERVICES 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 (KPA's) 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.

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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 (KPA) 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)

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 leadership, 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.	4	
Municipal Transformation and Institutional Development		1.1(b)	Improve administrative and financial capability.	Convene 12 monthly departmental meetings by 30 June 2017 for continuous strategic alignment of departmental plans and goals	Monthly departmental meetings held in 2014/15	1 July 2016 – 30 June 2017.	Monthly minutes of the departmental meetings that took place for continuous strategic alignment of departmental plans and goals.	12	
Basic Service Delivery and Infrastructure Investment		2.1(s)	Improving access to basic services	Construction of 1 Sports Facility in Edenville and 1 Sports Facility in Vredefort by 30 June 2017.	Existing sport facilities in Vredefort and Edenville.	30 September 2016, 31 December 2016, 31 March 2017, 30 June 2017.	Quarterly reports on the progress of the construction of the Sports Facilities in Edenville and in Vredefort during the 2016/17 financial year.	4	
Basic Service Delivery and Infrastructure Investment		2.1(t)	Improving access to basic services	Distribution of 5000 refuse bins to the 5 municipalities towns by 30 June 2017	1500 refuse bins distributed in 2015/16.	30 September 2016, 31 December 2016, 31 March 2017, 30 June 2017.	Quarterly reports on the progress on the procurement and the number of refuse bins	4	

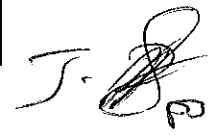
Key Performance Area	Weighting	ID	Strategic Objective	Key Performance Indicator	Baseline Information	Target			Progress on date of review
						Time frames	Quality	Quantity	
							distributed to the 5 municipal towns during the 2016/17 financial year.		
Basic Service Delivery and Infrastructure Investment		2.1(u)	Improving access to basic services	Purchase 1 new Compactor refuse removal truck by 30 June 2017	N/A	30 September 2016, 31 December 2016, 31 March 2017, 30 June 2017.	Quarterly reports on the progress on the procurement and delivery of the new Compactor refuse removal truck during the 2016/17 financial year.	4	
Basic Service Delivery and Infrastructure Investment		2.1(v)	Improving access to basic services	Procure 1 Fire & Rescue engine by 30 June 2017.	N/A	30 September 2016, 31 December 2016, 31 March 2017, 30 June 2017.	Quarterly reports on the progress on the procurement and delivery of the Fire & Rescue engine during the 2016/17 financial year.	4	
Basic Service Delivery and Infrastructure Investment		2.1(w)	Improving access to basic services	Train 10 Fire Officers in First Aid by 30 June 2017.	10 Fire Officers were trained on Fire 1 and 2 in 2015/16,	30 September 2016, 31 December 2016, 31 March 2017, 30 June 2017.	Quarterly reports on the progress on the procurement / appointment of the training service provider and the training of 10 Fire Officers in First Aid during the 2016/17 financial year.	4	
Basic Service Delivery and Infrastructure Investment		2.1(x)	Improving access to basic services	Procurement of firefighting equipment by 30 June 2017.	N/A	30 September 2016, 31 December 2016, 31 March 2017,	Quarterly reports on the progress on the procurement and delivery of	4	

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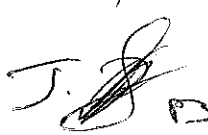
Key Performance Area	Weighting	ID	Strategic Objective	Key Performance Indicator	Baseline Information	Target			Progress on date of review
						Time frames	Quality	Quantity	
						30 June 2017.	firefighting equipment during the 2016/17 financial year.		
Basic Service Delivery and Infrastructure Investment		2.2	Ensure development of a policy framework for the release of public assets for the purposes of low and affordable housing.	Establish 1 Municipal Planning Tribunal (MPT) by 30 June 2017	N/A	1 July 2016 – 30 June 2017.	A report on the number of MPTs established at the end of the 2016/17 financial year.	1	
Local Economic Development		3.1(c)	Stimulate local economic growth	2 organised group of Women and 2 group of disabled persons empowerment programmes held by 30 June 2017.	N/A	30 September 2016, 31 December 2016, 31 March 2017, 30 June 2017.	Quarterly reports on the empowerment programmes held for Women and disabled persons at the end of each quarter during the 2016/17 financial year.	4	
Local Economic Development		3.1(d)	Stimulate local economic growth	Support at least two (2) agro-processing initiatives / projects by 30 June 2017	Crop Farming Projects Koppies and Edenville.	30 September 2016, 31 December 2016, 31 March 2017, 30 June 2017.	Quarterly reports on the on the activities completed to support at least two (2) agro-processing initiatives / projects during the 2016/17 financial year.	4	
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	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	4	


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Key Performance Area	Weighting	B	Strategic Objective	Key Performance Indicator	Baseline Information	Target			Progress on date of review
						Time frames	Quality	Quantity	
Financial Management & Viability				Chain Management Policy, Supply Chain Management Regulations, 2005 and the MFMA by 30 June 2017.			municipality's Supply Chain Management Policy, Supply Chain Management Regulations, 2005 and the MFMA for each quarter.		
		4.1(v)	Ensure sound financial management	Collection and verification of data of all the Municipality vacant sites in the 5 towns in the municipality by 30 June 2017.	2015/16 List of unoccupied vacant sites	1 July 2016 – 30 June 2017.	A report on the data that were collected and verified of all municipal vacant sites from the 5 municipal towns during the 2016/17 financial year.	1	

2. Competency Requirements (CR) schedule

Leading and Core Competencies		Weighting	Description/Definition	Comments/Observations	Rating			
Leading Competencies (All compulsory)								
Strategic Direction and Leadership			Provide and direct a vision for the institution, and inspire and deploy others to deliver on the strategic institutional mandate.		1Q	2Q	3Q	4Q
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)								
Moral Competence			Able to identify moral triggers, apply reasoning that promotes honesty and integrity and consistently display behaviour that reflects moral competence		1Q	2Q	3Q	4Q
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): 

Date: 24/06/2016

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

Date: _____

4. Record of assessment meetings (Control Sheet)

Employee's Name: A. BRIAN HETSHIHODZO Employee Number: _____
Job Title: DIRECTOR Department: Community Services
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 PARIS this 24 day of JUNE 2016

EMPLOYEE:

Signature: [Signature] Name Print: AIRIEL BRIAN HETSHIHODZO

WITNESSES

1. Signature: [Signature] Name Print: ZANELE MAJIVORO

2. Signature: [Signature] Name Print: SEABATA RAMOLIKI

FOR AND ON BEHALF OF NGWATHE LOCAL MUNICIPALITY

Signature: [Signature] Name Print: Esekech P

WITNESSES

1. Signature: [Signature] Name Print: Sheshope Mowabe

2. Signature: [Signature] Name Print: Emily Magalepa

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ANNEXURE C

FINANCIAL DISCLOSURE FORM

I, the undersigned (surname and initials) HETSHIHODZA AB of

H/A (Postal address) and

ORANJERUS 2, 37 ORANJE STREET, PARYS (Residential address)

employed as DIRECTOR at the HSWATHE 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
110	Ordinary	R15 950.00	M7N
66	Ordinary	R13 352.00	MEBICLINIC
100	Ordinary	R8 800.00	STEINHOFF
101	Ordinary	R8 787.00	WOLHORTH'S

2. Directorships and Partnerships

See information sheet: Note (2)

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

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
H/A		

Council sanction confirmed:

Signature of Mayor: MS

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
N/A			

5. Sponsorships

See information sheet: Note (5)

Source of sponsorship	Description of sponsorship	Value of sponsorship
N/A		

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

See information sheet: Note (6)

Description	Value	Source
N/A		

7. Land and property

See information sheet: Note (7)

Description	Extent	Area	Value
N/A			

[Signature]

SIGNATURE OF EMPLOYEE

DATE: 24/06/2016

PLACE: Phays

[Handwritten initials and marks]
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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.

Commissioner of Oath / Justice of the Peace

Full first names and surname: Zilindile Daniel Tolene (Block letters)

Designation (rank): Warrant Officer Ex Officio Republic of South Africa

Street address of institution: 92 Tree Street E705

Panys

Date: 16-07-28

Place: Panys

PM

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):

NOTE 1: Shares and other financial interests

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

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

NOTE 2: Directorships and partnerships

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

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

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

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

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

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

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

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

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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 retainerhip 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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