

ANNEXURE A:

PERFORMANCE PLAN OF THE ACTING DIRECTOR: CORPORATE 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 (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)

SS M.E J. SS LG PJ

M-J.

Page | 14

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 or date of review
						Time frames	Quality	Quantity	
Municipal Transformation and Institutional Development		1.1(f)	Improve administrative and financial capability.	Organise the annual EAP Internal Sports for all municipal employees to participate by 30 June 2017.	2015/16 EAP Internal Sports	1 July 2016 – 30 June 2017.	A report on the number of EAP internal sports event held and the number of municipal employees participated in the sports	1	
Municipal Transformation and Institutional Development		1.1(g)	Improve administrative and financial capability.	Review all 64 existing policies and promulgation of new by-laws by 30 May 2017.	2015/16 Existing municipal policies.	30 May 2017	A report on the number of existing policies reviewed and updated supported with copies of the reviewed and updated policies.	1	
Municipal Transformation and Institutional Development		1.1(h)	Improve administrative and financial capability.	Ensure that the system for leave days is continually updated 100%.	Ngwalhe Leave Policy	1 July 2016 – 30 June 2017.	Monthly reports on the number of leave forms received vs the number of leave forms captured onto the Leave days system during the 2016/17 financial year.	12	
Municipal Transformation and Institutional Development		1.1(i)	Improve administrative and financial capability.	Conduct quarterly workshops with all stakeholders regarding all recognised collective bargaining agreements, applicable legislation and policies to be implemented	Approved Employment Equity Plan.	30 September 2016, 31 December 2016, 31 March 2017, 30 June 2017.	Quarterly reports on the number of quarterly workshops conducted with all stakeholders regarding all recognised collective bargaining agreements, applicable legislation and	4	

11 GS M.E.J. LG PS

Key Performance Area	Weighting	ID	Strategic Objective	Key Performance Indicator	Baseline Information	Target			Progress on date of review
						Time frames	Quality	Quantity	
				and submit an Employment Equity report to the Department of Labour by 30 June 2017.			policies to be implemented. An Employment Equity reports submitted to the Department of Labour	1	
Municipal Transformation and Institutional Development		1.1(i)	Improve administrative and financial capability.	Development and monthly maintenance of a monthly Legal Administration schedule	2015/16 Legal Administration schedule	1 July 2016 – 30 June 2017.	Monthly maintenance reports regarding the updates completed on the Legal Administration schedule during the 2016/17 financial year.	12	
Municipal Transformation and Institutional Development		1.1(k)	Improve administrative and financial capability.	Develop and effectively implement a Records Management policy by 30 June 2017.	N/A	30 September 2016, 31 December 2016, 31 March 2017, 30 June 2017.	Quarterly reports on the progress of the development and the effective implementation of the Records Management policy by the end of each quarter of the 2016/17 financial year.	4	
Municipal Transformation and Institutional Development		1.1(i)	Improve administrative and financial capability.	Ensure effective record keeping of all mails and correspondence received and distributed by 30 June 2017.	2015/16 Record Management report	1 July 2016 – 30 June 2017.	Monthly reports on the register updates of all mails and correspondence received and distributed during the 2016/17 financial year.	12	
Municipal Transformation and		1.1(m)	Improve administrative and financial capability.	Ensure a secure ICT environment to guarantee	2015/16 Quarterly IT reports	30 September 2016, 31 December 2016,	Quarterly reports on the activities that were	4	

M. J.

11 SS M.G.J. LGD

Key Performance Area	Weighting	ID	Strategic Objective	Key Performance Indicator	Baseline Information	Target			Progress on date of review
						Time frames	Quality	Quantity	
Institutional Development				functionality and availability to users throughout the 2016/17 financial year.		31 March 2017, 30 June 2017.	completed to ensure functionality and availability of the ICT environment to users throughout the 2016/17 financial year.		
Municipal Transformation and Institutional Development		1.1(n)	Improve administrative and financial capability.	Develop and implement a comprehensive security plan for the institution by 30 June 2017.	2015/16 Security plan	30 September 2016, 31 December 2016, 31 March 2017, 30 June 2017.	Quarterly reports on the progress of the development and implementation of the security plan at the end of each quarter 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 Chain Management Policy, 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 for each quarter.	4	
Good Governance & Public Participation		5.2(f)	Ensure regular engagements with communities	Ensure that council items and agendas delivered to the councillors 7 days	Approved schedule of meetings for Council and	30 September 2016, 31 December 2016, 31 March 2017.	Quarterly reports on the number of days before the scheduled council meeting	4	

Key Performance Area	Weighting	ID	Strategic Objective	Key Performance Indicator	Baseline Information	Target			Progress on date of review
						Time frames	Quality	Quantity	
Good Governance & Public Participation				before the date of Council meetings during 2016/17 financial year.	Systems Act Section 80 Committees	30 June 2017.	that the council items were delivered to councillors during the 2016/17 financial year.		
		5.2(g)	Ensure regular engagements with communities	Ensure that the Systems Act Section 80 items and agendas are delivered to councillors 7 days before the date of the Committee meeting during 2016/17 financial year.	Approved schedule of meetings for Council and Systems Act Section 80 Committees	30 September 2016, 31 December 2016, 31 March 2017, 30 June 2017.	Quarterly reports on the number of days before the scheduled council committee meetings that the council items were delivered to councillors during the 2016/17 financial year.	4	

SS
M.E.J.  LG

M.J.

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					

M-J.

SS SS M.E.J. JLG

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.		

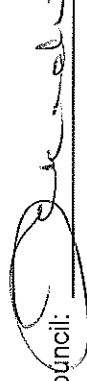
Signed and accepted by (Chief Financial Officer):



Date:

24/06/2016

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



Date:

24/06/24

SS MEJ. L C PJ M.J.

4. Record of assessment meetings (Control Sheet)

Employee's Name: Z.J. MAJIVULO Employee Number: 045889

Job Title: ACTING DIRECTOR CORP SER Department: MM

Manager / Immediate Superior: _____ Date: 24/06/16

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 PARVU this 24 day of 06 2016

EMPLOYEE:

Signature: J. [Signature] Name Print: ZANELE JOHN MAJIVULO

WITNESSES

1. Signature: [Signature] Name Print: Lebogang Moseme

2. Signature: [Signature] Name Print: MAMOKOENA EVELYN

FOR AND ON BEHALF OF NGWATHE LOCAL MUNICIPALITY

Signature: [Signature] Name Print: Tscheduf

WITNESSES

1. Signature: [Signature] Name Print: SEABATIA KAMOLIKI

2. Signature: [Signature] Name Print: Shashope Monele

CONFIDENTIAL

ANNEXURE C

FINANCIAL DISCLOSURE FORM

I, the undersigned (surname and initials) MARTINLO ZJ of
W/11 (Postal address) and
76 HARTLEY STR, KROONSTAD
9499 (Residential address)
 employed as ACTING DIRECTOR CORP SERV at the NSWATHE
 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: 29/07/2016

SS M.E.J. LG
 PJ

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.

06100929
deputy WO ZOTOKWE
Commissioner of Oath/Justice of the Peace

Full first names and surname: Zilimole Daniel Tokwe (Block letters)

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

Street address of Institution: 92 Bree Street 50705

10-45

Date: 16-07-28

Place: 10-45

HA
CONTENTS NOTED: MAYOR

DATE: 29/07/2016

SS
M.J.
SS M.E.J. LC
PS

CONFIDENTIAL

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
HOWE		EDENVILLE	R150 000.00
HOWE		KROONSTAD	R680 000.00



SIGNATURE OF EMPLOYEE

DATE: 24/06/2016

PLACE: PARLS

SS^{SS} M-J
SS M.E LC
P-3

CONFIDENTIAL

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.

SS M.J.
SS M.E J. LG
B

CONFIDENTIAL

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.

M.J.
SS
M.E.J.
LG
A