

ANNEXURE A:

PERFORMANCE PLAN OF THE DIRECTOR: TECHNICAL 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.
- 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)

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	Time frames	Quality	Quantity	Progress on date of review
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 Technical Services, 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 Technical Services, 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 (a)	Improving access to basic services	Heilbron/Phirithona: Installation of 511 residential meters and 45 bulk water meters	Technical Services quarterly milestone progress reports and Project stage reports	30 September 2016, 31 December 2016, 31 March 2017, 30 June 2017.	Quarterly reports on the progress on the installation of 511 residential meters and 45 bulk water meters in Heilbron/Phirithona during the 2016/17 financial year.	4	
Basic Service Delivery and Infrastructure Investment		2.1(b)	Improving access to basic services	Heilbron: Installation of 6 high mast lights	Technical Services quarterly milestone progress reports	30 September 2016, 31 December 2016, 31 March 2017, 30 June 2017.	Quarterly reports on the progress on the installation of 6 high mast lights in	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	
					and Project stage reports		Heilbron during the 2016/17 financial year.		
Basic Service Delivery and Infrastructure Investment		2.1(c)	Improving access to basic services	Koppies: Installation of 5 high mast lights	Technical Services quarterly milestone progress reports and Project stage reports	30 September 2016, 31 December 2016, 31 March 2017, 30 June 2017.	Quarterly reports on the progress of the installation of 5 high mast lights in Koppies during the 2016/17 financial year	4	
Basic Service Delivery and Infrastructure Investment		2.1(d)	Improving access to basic services	Pays: Installation of 10 high mast lights	Technical Services quarterly milestone progress reports and Project stage reports	30 September 2016, 31 December 2016, 31 March 2017, 30 June 2017.	Quarterly reports on the progress of the installation of 10 high mast lights in Pays during the 2016/17 financial year.	4	
Basic Service Delivery and Infrastructure Investment		2.1(e)	Improving access to basic services	Vredefort: Installation of 14 high mast lights	Technical Services quarterly milestone progress reports and Project stage reports	30 September 2016, 31 December 2016, 31 March 2017, 30 June 2017.	Quarterly reports on the progress of the installation of 14 high mast lights in Vredefort during the 2016/17 financial year.	4	
Basic Service Delivery and Infrastructure Investment		2.1(f)	Improving access to basic services	Edenville: Installation of 8 high mast lights	Technical Services quarterly milestone progress reports and Project stage reports	30 September 2016, 31 December 2016, 31 March 2017, 30 June 2017.	Quarterly reports on the progress of the installation of 8 high mast lights in Edenville during the 2016/17 financial year.	4	
Basic Service Delivery and Infrastructure Investment		2.1(g)	Improving access to basic services	Mokwallo: Construction of sports complex	Technical Services quarterly milestone progress reports	30 September 2016, 31 December 2016, 31 March 2017, 30 June 2017.	Quarterly reports on the progress on the construction of the sports	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	
Basic Service Delivery and Infrastructure Investment					and Project stage reports		complex in Mokwallo during the 2016/17 financial year.		
		2.1(h)	Improving access to basic services	Heilbron/Phiritona: Paving of internal roads 1km	Technical Services quarterly milestone progress reports and Project stage reports	30 September 2016, 31 December 2016, 31 March 2017, 30 June 2017.	Quarterly reports on the progress of the paving of the 1km internal road in Heilbron/Phiritona during the 2016/17 financial year.	4	
Basic Service Delivery and Infrastructure Investment					Technical Services quarterly milestone progress reports and Project stage reports		Quarterly reports on the progress of the construction of the 3.5 km storm water channel in Koppies/Kwakwatsi during the 2016/17 financial year.	4	
		2.1(i)	Improving access to basic services	Koppies/Kwakwatsi: Construction of 3.5km storm water channel	Technical Services quarterly milestone progress reports and Project stage reports	30 September 2016, 31 December 2016, 31 March 2017, 30 June 2017.	Quarterly reports on the progress of the construction of the 3.5 km storm water channel in Koppies/Kwakwatsi during the 2016/17 financial year.	4	
Basic Service Delivery and Infrastructure Investment					Technical Services quarterly milestone progress reports and Project stage reports		Quarterly reports on the construction of the solid waste disposal site in Parys during the 2016/17 financial year.	4	
		2.1(j)	Improving access to basic services	Construction of a solid waste disposal site in Parys	Technical Services quarterly milestone progress reports and Project stage reports	30 September 2016, 31 December 2016, 31 March 2017, 30 June 2017.	Quarterly reports on the construction of the solid waste disposal site in Parys during the 2016/17 financial year.	4	
Basic Service Delivery and Infrastructure Investment					Technical Services quarterly milestone progress reports and Project stage reports		Quarterly reports on the progress of the Vrededor Water Treatment Work – trident System project during the 2016/17 financial year.	4	
		2.1(k)	Improving access to basic services	Vrededor Water Treatment Works -Trident System	Technical Services quarterly milestone progress reports and Project stage reports	30 September 2016, 31 December 2016, 31 March 2017, 30 June 2017.	Quarterly reports on the progress of the Vrededor Water Treatment Work – trident System project during the 2016/17 financial year.	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	
Basic Service Delivery and Infrastructure Investment		2.1(i)	Improving access to basic services	Koppies Compact Water Treatment Works	Technical Services quarterly milestone progress reports and Project stage reports	30 September 2016, 31 December 2016, 31 March 2017, 30 June 2017.	Quarterly reports on the progress of the Koppies Compact Water Treatment Works project during the 2016/17 financial year.	4	
Basic Service Delivery and Infrastructure Investment		2.1(m)	Improving access to basic services	Parys: Erection of fencing at reservoir 1 and 2	Technical Services quarterly milestone progress reports and Project stage reports	30 September 2016, 31 December 2016, 31 March 2017, 30 June 2017.	Quarterly reports on the progress of the erection of fencing at reservoir 1 and 2 in Parys during the 2016/17 financial year.	4	
Basic Service Delivery and Infrastructure Investment		2.1(n)	Improving access to basic services	Repair and refurbishment of high mast and street lights for the 5 town in the Ngwathe municipality by 30 June 2017.	Technical Services quarterly milestone progress reports and Project stage reports	30 September 2016, 31 December 2016, 31 March 2017, 30 June 2017.	Quarterly reports on the repair and refurbishment of high mast and street lights completed in the 5 municipal towns during the 2016/17 financial year.	4	
Basic Service Delivery and Infrastructure Investment		2.1(o)	Improving access to basic services	Vredefort: Internal Road in to be paved for 1km by 30 June 2017.	Technical Services quarterly milestone progress reports and Project stage reports	30 September 2016, 31 December 2016, 31 March 2017, 30 June 2017.	Quarterly reports on the progress of the paving of the 1km internal road in Vredefort during the 2016/17 financial year.	4	
Basic Service Delivery and Infrastructure Investment		2.1(p)	Improving access to basic services	Edenville Boreholes project: Equipping 13 boreholes by 30 June 2017	Technical Services quarterly milestone progress reports and Project stage reports	30 September 2016, 31 December 2016, 31 March 2017, 30 June 2017.	Quarterly reports on the progress on the equipping of 13 boreholes as part of the Edenville Boreholes	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	
Basic Service Delivery and Infrastructure Investment		2.1(q)	Improving access to basic services	Construction of the water pipeline to Parys reservoir 1 by 31 December 2016.	Technical Services quarterly milestone progress reports and Project stage reports	30 September 2016, 31 December 2016, 31 March 2017, 30 June 2017.	project during the 2016/17 financial year. Quarterly reports on the progress of the construction of the water pipeline to Parys reservoir 1 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, 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 for each quarter.	4	

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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.					
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					
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:

Self of Council: _____

Date: 24/06/2016

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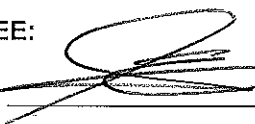
4. Record of assessment meetings (Control Sheet)

Employee's Name: Ntokoze Shabalala Employee Number: _____
Job Title: Director: Infrastructure & Technical Services Department: MM
Manager / Immediate Superior: Tsekedi P Date: 24th June 2016

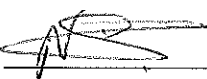
Date of assessment meeting	Employee's views on differences of assessment	Comments of the Employer	Action to be taken if any (feedback to be given to employee)
Q1:			
Q2:			
Q3:			
Q4:			
Additional review:			

Thus done and signed at Parys this 24th day of June 2016

EMPLOYEE:

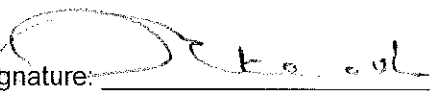
Signature:  Name Print: Ntokoze E. Shabalala

WITNESSES

1. Signature:  Name Print: Ntokoze E. Shabalala

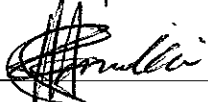
2. Signature:  Name Print: Ntokoze E. Shabalala

FOR AND ON BEHALF OF NGWATHE LOCAL MUNICIPALITY

Signature:  Name Print: Tsekedi P

WITNESSES

1. Signature: Ps Kgotle Name Print: Selmina Kgotle

2. Signature:  Name Print: SELMINA KGOTLE

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ANNEXURE C

FINANCIAL DISCLOSURE FORM

I, the undersigned (surname and initials) N.E Shabalala of _____
 _____ (Postal address) and
P.O. Box 8497 Die Heuwel 1042
 _____ (Residential address)
 employed as Director Technical Services at the Nqwathe 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
		R350K	SATPIX

2. Directorships and Partnerships

See information sheet: Note (2)

Name of Corporate entity, partnership or firm	Type of business	Amount of Remuneration or Income
Tsoqa Mzansi Trading CC	Trading mall aspects.	N1

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

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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
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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
Estate	1 200 m ²	Sasolburg	R 1 950 mil
Estate	1 800 m ²	Gauteng	R 1,250 mil

SIGNATURE OF EMPLOYEE

DATE: 24th June 2016

PLACE: Parys

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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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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

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Commissioner of Oath /Justice of the Peace

Full first names and surname: Molefi

Designation (rank): SAPS W/O

Street address of institution: 92 BREESTR PARYS

SAPS

Date: 2016-07-29

Place: PARYS.

SOUTH AFRICAN POLICE SERVICE COMMUNITY SERVICE CENTRE	
P A R Y S	2016 -07- 29
SUID-AFRIKAANSE POLISIEDIENS GEMEENSKAPDIENSTSENTRUM	

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CONTENTS NOTED: MAYOR

DATE: 29/07/2016

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