Key Performance Area	Weighting	Strategic Objective	Indicator	Baseline Information	Time frames	Evidence	Target	Progress on date of review
		To support & capacitate Councillors, Ward committee & Community Development workers in enhancing local government	To ensure that trainings & Workshops are planned by the relevant line managers and / directors	1 workshop per quarter Capacitated Councillors& functional Ward Committees	30 June 2018	Minutes of meetings Attendance register	Reviewed Public Participation Strategy in place	
LED		To create enabling environment for Cooperatives and SMME growth and development	To ensure that support is provided to 10 Cooperatives and four (4) workshops are facilitated	None	30 June 2018	Monthly Reports	To ensure that line managers perform their responsibilities of providing Support to 10 Cooperatives and SMMEs and facilitate 4 workshops on commonage	
Sound Financial Management		To ensure that revenue collection is maximised	Break Even	Low revenue collection rate	30 June 2018	Monthly Reports	Excess funding to be properly invested 100%	

Key Performance Area	Weighting	Strategic Objective	Indicator	Baseline Information	Time frames	Evidence	Target	Progress on date of review
		To effectively manage finances and improve financial sustainability	To ensure that accounts are issued through e-mails/sms's function on the financial system for concumers	No accounts that are send by emails/sms to consumers who require the service	30 June 2018	Monthly Reports	Monthly billing statements to be sent out to all consumers via email - **100%**	
		Financial Management/ Cost Management	To ensure that overtime related costs are minimised. Filling the vacant posts to avoid the overtime pay-outs To ensure that overtime and shift allowance are managed properly	Abnormal overtime cost is being incurred every month	40%	Monthly Reports	100% financial management	
		To ensure that data is Purified to avoid disputes	Door to Door Data purification conducted and credible billing information be available for billing customers	Disputes on amounts billed due to incorrect data	30 June 2018	Monthly Reports	Accurate billing data for all categories of debtors on the system by 30 June 2018. The tender for Door to Door campaign has been advertised **100%**	

Key Performance Area	Weighting	Strategic Objective	Indicator	Baseline Information	Time frames	Evidence	Target	Progress on date of review
Institutional Development & Building Capacity		Human Capital Management and the development of appropriate processes, policies and procedures.	Biometric Clocking System installed and functioning	Manual registers are being utilised	Purchase & Installation of Electronic Clocking System	Monthly reports	100% Human Capital Management and the development of appropriate processes, policies, and procedures	
			Reviewed and adopted staff establishment	Staff establishment last adopted in 2007	Review and adopt an appropriate Staff establishment/or ganogram (fill critical vacant budgeted posts)	Monthly reports		
			Ease identification of staff by stakeholders.	Only 34 electricity employees have name tags	Acquisition of name tags	Monthly reports		
Institutional Development & Building Capacity		Human Capital Management and the development of appropriate processes, policies and procedures.	To ensure that agendas are delivered timely by relevant line managers	Corporate pool car was involved in an accident in 2014 and never replaced	Acquisition of Corporate Services Pool car - by 30 June 2018	Monthly reports		
			To ensure that halls are renovated	Dilapidated and lack of halls in some wards	- by 30 June 2018	Monthly reports	Renovation of the Ngwathe hall – 100%	

Key Performance Area	Weighting	Strategic Objective	Indicator	Baseline Information	Time frames	Evidence	Target	Progress on date of review
Good Governance		To give feedback/ assistance and provide reasonable assurance regarding effectiveness of internal controls	Nine (9) internal audit reports to be issued	9 Internal Audit projects	30 September 2017 31 December 2017 31 March 2018 30 June 2018	Quarterly reports on the % of Post Audit Action Plan matters for 2017/18 by the end of each quarter	improved audit Reports	
		To ensure that Audit Outcome / Opinion is Improved and / maintained	Percentage of audit queries responded to	Operation Clean Audit	1 July 2017 – 30 June 2018	Audit Action Plan	100% of audit queries responded to	
Good Governance			1 Communication Strategy and plan to be adopted by Council	Draft Communication strategy and plan available	1 July 2017 – 30 June 2018	Minutes of Council Meeting adopting the Communication Strategy	1 Communication Strategy	
		To promote Intergovernmental Relations amongst stakeholders	To have 4 IGR Meetings/engagements		1 July 2017 – 30 June 2018	Attendance Registers/Invites	4 Meetings	
		To provide oversight on the affairs of the Municipality	Audit committee/ performance committee reports to be submitted to Council - four (4)	Reports not sent regularly	30 September 2016, 31 December 2016, 31 March 2017, 30 June 2017.	Quarterly Internal Audit reports on the effectiveness of controls within the municipality submitted to the Audit Committee	4 Meetings	

Key Performance Area	Weighting	Strategic Objective	Indicator	Baseline Information	Time frames	Evidence	Target	Progress on date of review
		To ensure that the Council, its committees and key governance structures remain fully functional						
Good Governance		Meetings of Oversight Committee	Oversight reports to Council	4 Reports of Oversight (MPAC)	30 September 2017 31 December 2017 31 March 2018 30 June 2018	Invites/ Attendance Registers/Minutes	4 Reports	
		Develop & adherence to the IDP framework & Process Plans	Develop Compliant IDP	1 IDP & Budget not aligned	31 March 2018	Council Minutes	1 Approved IDP 2018/19 Financial Year	
		To ensure that Performance Management Framework is fully Implementation	Review performance management policy/ Framework	Approved Performance management Framework 2016/17	31 December 2017	Council Minutes	1 Reviewed Performance Management Framework	

Key Performance Area	Weighting	Strategic Objective	Indicator	Baseline Information	Time frames	Evidence	Target	Progress on date of review
		To monitor Quarterly reports of s54A and s56 Managers as per approved SDBIP	Monitoring & reporting of performance information	Inadequate reporting by divisions	30 September 2017 31 December 2017 31 March 2018 30 June 2018	Council Minutes	4 Reports submitted Council	
Good Governance & Public Participation		Ensure Good Governance practices to ensure effective, functioning municipality	Submit 1 draft SDBIP for the 2017/18 to the Mayor for approval by 28 July 2017	2016/17 SDBIP	28 July 2017	A draft SDBIP for the 2017/18 submitted to the Mayor for approval.	1 Draft SDBIP 2017/18	
			Signed Performance Agreements & Plans for the senior managers including the Municipal Manager for 2017/18 financial year concluded by 31 July 2017	Five performance plans and agreements for the MM and Senior Managers for the 2017/18	31 July 2017	Signed Performance Agreements & Plans	Signed Performance Agreements & Plans for the senior managers including the Municipal Manager for 2017/18 financial year to be concluded	
Good Governance & Public Participation		Ensure Good Governance practices, to ensure effective, functioning municipality	Submit 1-signed-off Mid-term budget and performance assessment report for 2017/18 to the Mayor, Provincial & National Treasuries by 25 January 2018	2015/16 Mid-year budget and performance assessment report	25 January 2018	A signed-off Mid-term budget and performance assessment report for 2017/18 submitted to the Mayor, Provincial & National Treasury	1 Mid Term Budget Performance assessment report	

Key Performance Area	Weighting	Strategic Objective	Indicator	Baseline Information	Time frames	Evidence	Target	Progress on date of review
Good Governance & Public Participation Risk		To fully implement risk management strategy and policy Conduct workshop on policies	4 Workshops	Zero	30 September 2017 31 December 2017 31 March 2018 30 June 2018	Quarterly risk assessment performed and risk register and risk mitigation plans	4 workshops	
Good Governance & Public Participation Risk		Encourage efficient and effective risk management	4 Risk assessment	Draft risk registers	30 September 2017 31 December 2017 31 March 2018 30 June 2018	Risk Registers	4 Risk Assessment	
		Encourage efficient and effective risk management	4 Risk Management Committee	Zero	30 September 2017 31 December 2017 31 March 2018 30 June 2018	Minutes/Attendance Registers	4 Risk Management Committee	

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					

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 (Municipal Manager): ____________ Date: 28/07/2017.

Signed and accepted by (Executive Mayor) on behalf of Council: ____________ Date: ____________

3. Personal Development Plan

Employee's Name: BRUCE W KANNEMEYER Employee Number: ____________

Job Title: MUNICIPAL MANAGER. Department: ____________

Manager: ____________ Date: 28 JULY 2017

Development need	Activity	When	Learning Outcome	Impact
PROGRAMME & PROJECT MANAGEMENT.				
CHANGE LEADERSHIP.				
RESULTING AND QUALITY FOCUS.				

Signed and accepted by ((Municipal Manager): ____________ Date: 28 JULY 2017

Signed and accepted by (Executive Mayor): ____________ Date: 28 JULY 2017

4. Record of assessment meetings (Control Sheet)

Employee's Name: ______________________ Employee Number: ____________

Job Title: ______________________ Department: ____________________

Manager / Immediate Superior: ______________________ Date: ______________

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 ______________________ this ________ day of __________ 2017

EMPLOYEE:
Signature: ______________________ Name Print: ______________________

WITNESSES
1. Signature: ______________________ Name Print: ______________________

2. Signature: ______________________ Name Print: ______________________

FOR AND ON BEHALF OF NGWATHE LOCAL MUNICIPALITY

Signature: ______________________ Name Print: ______________________

WITNESSES
1. Signature: ______________________ Name Print: ______________________

2. Signature: ______________________ Name Print: ______________________

CONFIDENTIAL

ANNEXURE C

FINANCIAL DISCLOSURE FORM

I, the undersigned (~~surname and initials~~) B.W. KANNEMEYER of

____

____ (Postal address) and

____

____ (Residential address)

employed as MUNICIPAL MANAGER at the NGWATHE LM. 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

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.

7186456-9 C/37
T.P. Mabumo

Commissioner of Oath /Justice of the Peace

Full first names and surname: TSHOLOFELO PRECIOUS MABUMO (Block letters)

Designation (rank): CONSTABLE Ex Officio Republic of South Africa

Street address of institution: 42 BREE STREET
PARYS SAPS, PARYS, 9585.

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: 31/07/2017

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
FREE STANDING	ERF ±1000		
HOUSE ON	Hare		

SIGNATURE OF EMPLOYEE

DATE: 31/07/2017

PLACE: PARYS