



MBHASHE LOCAL MUNICIPALITY

All correspondence to be directed to the office of the Municipal Manager
454 Streatfield Street, Dutywa, Eastern Cape Province
Tel: 047 489 5864/34 • Email: info@mbhashemun.gov.za
www.mbhashemun.gov.za

PERFORMANCE AGREEMENT

entered into by and between

**Mbhashe Local Municipality, as represented by the
Municipal Manager**

**MKHULULI NAKO
('the employer')**

and

**NONURSE PATRICIA MLUNGU
('the employee')**

for the financial year :
1 July 2020 – 30 June 2021

PERFORMANCE AGREEMENT

ACRONYMS

SDBIP	-	Service Delivery and Budget Implementation Plan
BEE	-	Black Economic Empowerment
KPA	-	Key Performance Area
KPI	-	Key Performance Indicator
PDP	-	Personal Development Plan
PA	-	Performance Agreement
CCR	-	Core Competency Requirements
PMS	-	Performance Management System
PAC	-	Performance Audit Committee

DEFINITIONS

Official Language	-	Refers to the language parties to the contract choose to use as medium for formal communication between themselves.
Financial Year	-	Refers to the 12-month period which the organisation determines as its budget year.
Employee	-	means a person employed by a municipality as a municipal manager or as a manager directly accountable to a municipal manager.
Employer	-	means the municipality employing a person as a municipal manager or as a manager directly accountable to a municipal manager and as represented by the mayor, executive mayor or

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municipal manger as the case may be;

Employment contract - means a contract as contemplated in Section 57 of the Act;

Performance agreement - means an agreement as contemplated in Section 57 of the Act; and

the Act - means the Local Government: Municipal Systems Act, 2000.

PERFORMANCE AGREEMENT

ENTERED INTO BY AND BETWEEN

Mbhashe Local Municipality, herein represented by **MKHULULI NAKO (ID No. 750930 5768 080)** in his capacity as Municipal Manager (hereinafter referred to as 'the Employer')

and

NONURSE PATRICIA MLUNGU (ID No. 661214 0829 082) being a manager accountable to the Municipal Manager in terms of section 57 of the Local Government: Municipal Systems Act No. 32 of 2000, in his capacity as duly appointed Senior Manager: Community Services (hereinafter referred to as 'the Employee').

WHEREBY IT IS AGREED AS FOLLOWS:

1. Introduction

1.1. The Employer has entered into a Contract of Employment with the Employee in terms of section 57(1) (a) of the Local Government: Municipal Systems Act 32 of 2000 ('the Municipal Systems Act'). The Employer and the Employee are hereinafter referred to as 'the parties'.

1.2. Section 57(1) (b) of the Municipal Systems Act, read with the Contract of Employment concluded between the parties, requires the parties to conclude an annual Performance Agreement. That the parties hereby agree to have this

2020/21 FY PERFORMANCE AGREEMENT N. MLUNGU

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contract developed in terms of the Local Government: Municipal Performance Regulations for Municipal Managers and Managers directly accountable to Municipal Managers, 2006.

- 1.3. The parties wish to ensure that they are clear about the goals to be achieved, and secure the commitment of the Senior Manager to a set of outcomes that will secure local government policy goals.
- 1.4. The parties wish to ensure that there is compliance with Section 57(4), 57(4B) and 57(5) of the Municipal Systems Act.

2. Purpose of this Agreement

The purpose of this Performance Agreement is to –

- 2.1. comply with the provisions of Section 57(1)(b), (4B) and (5) of the Municipal Systems Act as well as the Contract of Employment entered into between the parties;
- 2.2. specify objectives and targets defined and agreed with the Employee and to communicate to the Employee the Employer's expectations of the Employee's performance and accountabilities in alignment with the Integrated Development Plans, Service Delivery and Budget Implementation Plan ('SDBIP') and the Budget of the Employer;
- 2.3. specify accountabilities as set out in the Performance Plan as set out under paragraph 4;
- 2.4. monitor and measure performance against set targeted outputs;
- 2.5. use the Performance Agreement as the basis for assessing whether the Employee has met the performance expectations applicable to his job;
- 2.6. appropriately reward the Employee in the event of outstanding performance; and
- 2.7. give effect to the Employer's commitment to a performance-orientated relationship with the Employee in attaining equitable and improved service

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delivery.

3. Commencement and Duration

- 3.1. This Agreement will commence on 1 July 2020 and will remain in force until 30 June 2021, at the end of which the parties shall negotiate a new Performance Agreement in terms of the Provisions of Section 57(2) (a) of the Act.
- 3.2. The parties will review the provisions of this Agreement during June each year. The parties will conclude a new Performance Agreement that replaces the previous Agreement at least once a year within one month after the commencement of the new financial year.
- 3.3. This Agreement will terminate on the termination of the Employee's Contract of Employment for any reason.
- 3.4. If at any time during the validity of this Agreement the work environment alters to the extent that the contents of this Agreement are no longer appropriate, the contents must, by mutual agreement between the parties, immediately be revised.

4. Performance Plan

- 4.1. By their signatures hereunder, the Parties hereby accept the Performance Plan as documented below, as the basis upon which performance will be monitored and measured.
- 4.2. The performance Plan consists of the following areas, forming separate Paragraphs to this Agreement:
 - 4.2.1 Performance objectives – set out under paragraph 5;
 - 4.2.2 Performance management systems – set out under paragraph 6;
 - 4.2.3 Evaluation of performance – set out paragraph 7;

- 4.2.4 Annual performance appraisal – set out under paragraph 8;
- 4.2.5 Schedule of performance reviews – set out under paragraph 9;
- 4.2.6 Personal development requirements – set out under paragraph 10.

5. Performance objectives

- 5.1. The Parties hereto agree to set the performance objectives and targets, as reflected in the following attachments.

5.1.1 The Service Delivery and Budget Implementation Plan (SDBIP)
(Departmental Scorecard) – **ANNEXURE A;**

And

5.1.2 The Personal Development Plan (PDP) – **ANNEXURE B.**

- 5.2. The performance objectives and targets agreed to are to be achieved within the specified time frames as set out in Annexure A.

- 5.3. The performance objectives and targets as reflected in Annexure A, are based on the Integrated Development Plan and the Budget of the Employer and include:

5.3.1 *Key objectives* – which describe the main tasks that need to be done;

5.3.2 *Key performance indicators* – which provide the details of the evidence that must be provided to show that a key objective has been met;

5.3.3 *Target dates* – within which the objective and targets must be met; and

5.3.4 *Weightings* – which show the relative importance of the key objectives to each other.

- 5.4 The Employee's performance will, in addition, be measured in terms of contributions to the goals and strategies set out in the Employer's Integrated Development Plan.

6. Performance Management System

- 6.1 The Employee agrees to participate in the performance management system that the Employer adopts or introduces for the Employer.
- 6.2 The Employee accepts that the purpose of the performance management system is to provide a comprehensive system with specific performance standards to assist the Employer, management and municipal staff to perform to the standard required.
- 6.3 The Employer will consult the Employee in respect of any specific performance standards that will be included in the performance management system that are applicable to the Employee.
- 6.4 The Employee undertakes to actively focus towards the promotion and Implementation of the Key Performance Areas (KPAs) (including special projects relevant to the Employee's responsibilities) within the local government framework.
- 6.5 The criteria upon which the performance of the Employee is to be assessed consist of two components, namely KPAs and Core Competency Requirement (CCRs), with a weighting of 80:20 allocated to the KPAs and the CCRs respectively.
- 6.6 Each area of assessment will be weighted and will contribute a specific part to the total score.
- 6.7 KPAs covering the main areas of work will account for 80% and CCRs will account for 20% of the final assessment.
- 6.8 The Employee's assessment will be based on performance in terms of the outputs/outcomes (performance indicators), identified as per Annexure A, which are linked to the KPAs and which constitutes 80% of the overall assessment result as per the weightings agreed to be between the Employer and Employee as follows:

Key Performance Areas (KPA's)	Weighting
Basic Service Delivery	40
Municipal Institutional Development and Transformation	
Local Economic Development (LED)	10%
Municipal Financial Viability and Management	10%
Good Governance and Public Participation	40%
Total	100%

- 6.9 The CCRs will make up the other 20% of the Employee's assessment score. CCRs which are competencies that cuts across all levels of work in a municipality are agreed to between the Employer and Employee.

Below is a list of Leading and Core competencies as stipulated in the Local Government: Regulations on appointment and conditions of Employment of Senior Managers:

COMPETENCY FRAMEWORK FOR SENIOR MANAGERS		
Leading Competencies :		Weight
Strategic Direction and Leadership	• Impact and Influence	14,8
	• Institutional Performance Management	
	• Strategic Planning and Management	
	• Organisational Awareness	
People Management	• Human Capital Planning and Development	18.6
	• Diversity Management	
	• Employee Relations Management	
	• Negotiation and Dispute Management	
Programme and Project Management	• Program and Project Planning and Implementation	11.1
	• Service Delivery Management	
	• Program and Project Monitoring and Evaluation	
Financial Management	• Budget Planning and Execution	11.1
	• Financial Strategy and Delivery	
	• Financial Reporting and Monitoring	
Change Leadership	• Change Vision and Strategy	11.1
	• Process Design and Improvement	
	• Change Impact Monitoring and Evaluation	
Governance Leadership	• Policy Formulation	11.1
	• Risk and Compliance Management	
	• Cooperative Governance	
Core Competencies:		22.2
Moral Competence		
Planning and Organising		
Analysis and Innovation		
Knowledge and Information Management		
Communication		
Results and Quality focus		
Total		100%

7. Evaluating performance

7.1. The following standards and procedures shall apply in the evaluation of performance of the Employee:

- 7.1.1. The Employer shall, for every quarter of the financial year, on the basis of a self evaluation written report from the Employee, and his own assessment evaluate the Employee's performance. The reports may be subjected to further review by the Performance Audit Committee of Mbhashe Local Municipality.
- 7.1.2. The said report from the Employee must be made available to the Employer within **(5) five working days** after the last day of the quarter (three month period).
- 7.1.3. The said report shall indicate any problems or impediments encountered by the Employee in meeting the targets provided for within the timeframes of the KPA and CCR's scorecards.
- 7.1.4. Should the problems or impediments not be the fault of the Employee, the report should propose new timeframes for the achievement of the said objectives.
- 7.1.5. The Employer shall within fourteen (14) days upon the receipt of a report indicating such impediments as described in paragraph 7.1.3. above , respond in writing to the Employee either the acceptance or rejection of the revised target timeframes.
- 7.1.6. The Employee must ensure any new time-frames or variances and corrective measures agreed to in terms of this paragraph, are where appropriate, correctly reflected in the monthly reports submitted to the Employer so as to allow the Municipal Manager to comply with the reporting requirements under section 71(1) of the Municipal Finance Management Act 56 of 2003.
- 7.1.7. The Employer shall, in the event of substandard performance by the Employee convene a meeting with the Employee where he will:
 - (a) give feedback in respect of the substandard performance;
 - (b) explain the requirements, levels, skills and nature of the posts;

- (c) evaluate the Employees performance in relation to this Agreement;
- (d) afford the Employee an opportunity to respond to the substandard performance outcomes.

7.1.8 After considering the submissions made by the Employee in terms of subparagraph 7.1.7(e) above the Employee may, if necessary –

- (a) Initiate a formal programme of counselling and training to enable the Employee to reach the required standard of performance, which must include –
 - i. Assessing the time that it will take for the Employee to deal with the substandard performance;
 - ii. Establish realistic timeframes within which the municipality will expect the Employee to meet the required performance standard; and
 - iii. Identify and providing appropriate training for the Employee to reach the required standard of performance.
- (b) Establish ways to address any factors that affected the Employee's performance that lay beyond the Employee's control.

7.1.9 If, after the application of corrective measures as set out in paragraph 7.1.8 above, and after a reasonable time has been given for the Employee to improve his performance, the Employee continues to fail to meet the required performance standard for the post, or refuses to take part in any programme intended to correct the substandard performance, the Employer shall report the allegation of substandard performance of the Employee, to Council to commence formal disciplinary proceedings as stipulated in terms of the Local Government: Disciplinary Regulations for Senior Managers 2010, with a view of terminating the employment of the Employee in accordance with the provisions of the written Contract of Employment

7.2. The Employer may penalise the Employee by withholding any recognition of performance in the following circumstances :

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- 7.2.1. The Employee fails to comply with this Agreement;
 - 7.2.2. The Employee's leave record in respect of absenteeism and leave without pay shows a lack of commitment to his work.
 - 7.2.3 The Employee has been found guilty of misconduct in a disciplinary hearing during the period of this Agreement.
- 7.3 Should the Employee fail to submit his self assessment for each or any quarter within the prescribed period as set out in paragraph 7.1 above, the Employer may disregard the self assessment for that quarter and give a score of zero to the Employee.
- 7.4 The Employer shall not be entitled to give a score of zero where the Employee has failed to submit a self assessment report, as provided for under paragraph 7.3 above, where the Employee's failure to submit the self assessment is a result of any of the following events which are beyond the control of the employee:
- (a) the Employee is on sick leave, as per the conditions outlined in the applicable municipal policy, thus losing essential time that would allow the Employee to complete and submit the self assessment timeously;
 - (b) the Employee is away from the office on official Council business for any period of time within which the self assessment is due;
 - (c) the Employee is on approved annual or any other leave at the time which the self assessment is due.
- 7.5 In the event of any of the occurrences listed under paragraph 7.4 above, the Employee must advise the Employer in writing to the effect that the self assessment cannot be submitted timeously.
- 7.6 The Employer must immediately acknowledge receipt of the Employee's submission under paragraph 7.5 above and indicate his agreement that the self assessment cannot be submitted timeously, and to then provide the Employee with an alternative date on which the self assessment report may be submitted.

- 7.7 The Employer must give the Employee notice in writing that he is contemplating not evaluating the Employees quarterly performance for reasons listed under paragraphs 7.2 and 7.4, to allow the Employee to provide further submission in this regard.

8. Annual performance appraisals

- 8.1. The annual performance appraisal will involve:

8.1.1 Assessment of the achievement of results as outlined in the Annexure A, as follows:

8.1.1.1 Each KPA will be assessed according to the extent to which the specified standards or performance indicators have been met and with due regard to ad hoc tasks that had to be performed under the KPA;

8.1.1.2 An indicative rating on the five –point scale will be provided for each KPA;

8.1.1.3 The applicable assessment rating calculator will then be used to add the scores and calculate the final KPA score.

8.1.2 Assessment of the CCR as follows:

8.1.2.1. Each CCR will be assessed according to the extent to which the specified standards have been met;

8.1.2.2 An indicative rating on the five point scale will be provided for each CCR;

8.1.2.3 This rating will be multiplied by the weighting given to each CCR agreed to in this Agreement to provide a score;

8.1.2.4 The applicable assessment rating calculator must then be used to add the scores and calculate the final CCR score.

8.1.3 Overall rating as follows:

8.1.3.1 An overall rating is calculated by using the applicable assessment rating calculator. Such overall rating represents

the outcome of the performance appraisal.

8.1.3.2 The assessment of the performance of the Employee will be based on the following rating scale for KPA's and CCR's

Level	Terminology	Description	Rating				
			1	2	3	4	5
5	Outstanding performance	Performance far exceeds the standard expected of an employee at this level. The appraisal indicates that the Employee has achieved above fully effective results against all performance criteria and indicators as specified in the PA and Performance Plan and maintained this in all areas of responsibility throughout the year					
4	Performance significantly above expectation	Performance is significantly higher than the standard expected in the job. The appraisal indicates that the Employee has achieved above fully effective results against more than half of the performance criteria and indicators and fully achieved all others throughout the year.					
3	Fully effective	Performance fully meets the standards expected in all areas of the job. The appraisal indicates that the Employee has achieved above fully effective results against more than half of the performance criteria and indicators and fully achieved all others throughout the year.					
2	Performance not fully effective	Performance is below the standard required for the job to key areas. Performance meets some of the standards expected for the job. The review/ assessment indicates that the employee has achieved below fully effective results against more than half the key performance criteria and indicators as specified in the PA and Performance Plan.					
1	Unacceptable performance	Performance does not meet the standard expected for the job. The review/assessment indicates that the Employee has achieved below fully effective results against almost all of the performance criteria and indicators as specified in the PA and Performance Plan. The Employee has failed to					

		demonstrate the commitment or ability to bring performance up to the level expected in the job despite management efforts to encourage improvement.	
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8.2 The evaluation of the annual performance of the Employee, shall be conducted by a panel consisting of the following:

- Municipal Manager;
- Chairperson of the Performance Audit Committee or Audit committee in the absence of a Performance Audit Committee
- A member of the Mayoral or Executive Committee, and
- The Municipal Manager from another Municipality.

9. Schedule for performance reviews

9.1. The performance of the Employee in relation to his Performance Agreement shall be reviewed on the following dates:

First quarter	:	July – September:	14	October	2020
Second quarter	:	October – December:	20	January	2021
Third quarter	:	January – March	21	April	2021
Fourth quarter	:	April- June:	21	July	2021

9.2. The performance panels will sit annually as in line with the Performance Management Framework.

9.3. The Employer must keep a record of the mid-year review and quarterly assessment meetings.

9.4. Performance feedback must be based on the Employer's assessment of the Employee's performance.

9.5. The Employee will be entitled to review and make reasonable changes to the provisions of the Performance Plan from time to time for operational reasons

on agreement between both parties.

9.6. The Employer may amend the provisions of the Performance Plan whenever the performance management system is adopted, implemented and/or amended as the case may be on agreement between both parties.

9.7. Despite the establishment of agreed intervals for evaluation, the Employer may in addition review the Employee's performance at any stage while the Contract of Employment remains in force.

10. Developmental requirements

10.1 A Personal Development Plan (PDP) (Annexure B) for addressing developmental gaps must form part of the Performance Agreement.

10.2 Personal growth and development needs identified during any performance review discussion must be documented in the PDP as well as the actions agreed to as well as implementation time frames.

11. Obligations of the Employer

11.1. The Employer must –

11.1.1. create an enabling environment to facilitate effective performance by the Employee;

11.1.2. provide access to skills development and capacity building opportunities;

11.1.3. work collaboratively with the Employee to solve problems and generate solutions to common problems that may impact on the performance of the Employee;

11.1.4. on the request of the Employee delegate such powers reasonably required by the Employee to enable him to meet the performance objectives and targets established in terms of this Agreement; and

11.1.5. make available to the Employee such resources as the Employee may reasonably require from time to time to assist him to meet the performance objectives and targets established in terms of this Agreement.

12. Consultation

12.1. The Employer agrees to consult the Employee timeously where the exercising of the powers will have amongst others -

12.1.1. a direct effect on the performance of any of the Employee's functions;

12.1.2. commit the Employee to implement or to give effect to a decision made by the Employer; and

11.1.3 have a substantial financial effect on the Employer.

12.2. The Employer agrees to inform the Employee of the outcome of any decisions taken pursuant to the exercise of powers contemplated in 11.1 as soon as is practicable to enable the Employee to take any necessary action without delay.

13. Management of evaluation outcomes

13.1. The evaluation of the Employee's performance will form the basis for rewarding outstanding performance or correcting unacceptable performance.

13.2. A performance bonus ranging from 5% to 14% of the all inclusive remuneration package may be paid to the Employee in recognition of outstanding performance. In determining the performance bonus the relevant percentage is based on the overall rating, calculated by using the applicable assessment-rating calculator; provided that –

13.2.1. a score of 130% to 149% is awarded a performance bonus ranging from 5% to 9%; and

13.2.2. a score of 150% and above is awarded a performance bonus ranging from 10% to 14%.

13.3. Should the awarding of performance bonus be appropriate as provided for under paragraph 13.2 above, such performance bonus will be subject to the following conditions:

13.3.1. The Employee having completed 2 consecutive quarters in full for the applicable performance year.

13.3.2. Should the Employee have been appointed for less than 12 months, a pro rata performance bonus will apply.

13.4. In the case of unacceptable performance, the Employer shall:

13.4.1 provide systematic remedial or developmental support to assist the Employee to improve his/her performance in line with the provision of paragraph 7.1.8; and,

13.4.2 after appropriate performance counselling and having provided the necessary guidance or support and reasonable time for improvement in performance, and performance does not improve, the Employer may consider steps as provided for this Agreement to terminate the Contract of Employment of the Employee on ground of unfitness or incapacity to carry out his duties.

14. **Dispute resolution**

14.1. Any disputes about the nature of the Employee's performance agreement, whether it relates to key responsibilities, priorities, methods of assessment and/or salary increment in the Agreement, must be mediated by the Executive Mayor within thirty (30) days of receipt of a formal dispute from the Employee, whose decision shall be final and binding on both parties.

14.2. Any disputes about the outcome of the Employee's performance evaluation, must be mediated by a member of the Municipal Council, provided that such

member was not part of the evaluation panel provided for in 7.5, within thirty (30) days of receipt of a formal dispute from the Employee, whose decision shall be final and binding on both parties.

15. General

15.1. The contents of the Performance Agreement will be made available to the public by the Employer in accordance with the Municipal Finance Management Act, 2003 and Section 46 of the Municipal Systems Act.

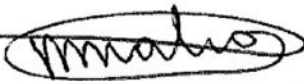
15.2. Nothing in this Agreement diminishes the obligations, duties or accountabilities of the Employee in terms of his Contract of Employment, or the effects of existing or new regulations, circulars, policies, directives or other instruments.

Thus done and signed at Dutywa on this 28 day of July 2020.

AS WITNESSES :

1. 

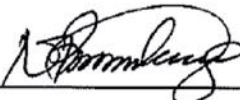
2. 


MUNICIPAL MANAGER

AS WITNESSES :

1. 

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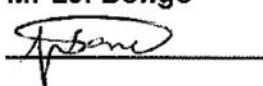

SENIOR MANAGER:
COMMUNITY SERVICES

APPENDIX 1

**Commitment of Managers directly reporting to the Head of Department (Sec 56
Manager reporting directly to the Municipal Manager)**

This appendix serves as a commitment from managers reporting directly to the HOD (Section 56 Manager reporting directly to the Municipal Manager) in support of achieving targets as set in the SDBIP Scorecard attached hereto as Annexure A. This is to fulfil the support and co-operation on responsibilities allocated towards the attainment of the set targets for the units in the department contributing to the departmental overall performance. This is done according to the adopted establishment plan.

The following are the signatories for HEADS OF SECTIONS (Managers and Officers reporting to Senior Managers)

Unit : TRAFFIC DEPARTMENT
 Title : Chief Traffic Officer
 Name & Surname : Mr L.J. Bongo
 Signature :  Date : 28 July 2020

Unit : WASTE MANAGEMENT
 Title : Waste Manager
 Name & Surname : Mr X. Siguyé
 Signature :  Date : 28 July 2020

MBHASHE LOCAL MUNICIPALITY																								
FOCUS AREA	OBJECTIVE	OBJ No.	STRATEGY	PROJECT OR	INDICATOR	IND No.	BASELINE	B2B	ANNUAL BUDGET	ANNUAL TARGET	QUARTER 1				QUARTER 2		QUARTER 3		QUARTER 4		RESPONSIBLE OFFICER	WIP No.		
											MILESTONE ONE	BUDGET	EVIDENCE TO BE SUBMITTED	MILESTONE ONE	BUDGET	EVIDENCE TO BE SUBMITTED	MILESTONE ONE	BUDGET	EVIDENCE TO BE SUBMITTED	MILESTONE ONE	BUDGET	EVIDENCE TO BE SUBMITTED		
	To provide effective and affordable waste management services to the community by 2022	SC1.2	By providing quality waste management services	Waste management services	Number of households serviced	SD 2.1	60124		R2 700 000	60124 households serviced	60124 households serviced	R500 000	1. Signed quarterly report 2. Approved waste Operational plan 3. Waste collection register signed by Supervisor	60124 households serviced	R1 000 000	1. Signed quarterly report 2. Approved waste Operational plan 3. Waste collection register signed by Supervisor	60124 households serviced	R1 000 000	1. Signed quarterly report 2. Approved waste Operational plan 3. Waste collection register signed by Supervisor	60124 households serviced	R200 000	1. Signed quarterly report 2. Approved waste Operational plan 3. Waste collection register signed by Supervisor		
			By providing quality sea rescue services during peak season (October to April)	Maritime rescue services provided with life rescue services during peak seasons at ward	Number of beaches provided with life rescue services during peak seasons at ward	SD 2.2	10		R300 000	10 beaches provided with life rescue services during peak seasons at ward	N/A	R 0	N/A	10 beaches provided with life rescue services during peak seasons at ward	R150 000	Signed attendance register	10 beaches provided with life rescue services during peak seasons at ward	R150 000	Signed attendance register	N/A	R 0	N/A	SM: Community Services	42
	To reduce poverty and unemployment through viable and sustainable job creation strategies by 2022	LED 3	By facilitating short term employment through ERPV projects implementation	Number of participants on short term employment through ERPV projects implementation	LED 3.1	2578			R4 147 000	720 participants on short term employment through ERPV projects implementation	Recruitment of 700 EPWP workers	R1 038 750	Signed report by SM and list of recruited employees on the report on the employment opportunities created in economic sectors	Developme nt of the quarterly report on the employment opportunities created in economic sectors	R1 038 750	Signed quarterly report on the report on the employment opportunities created in economic sectors	Developme nt of the quarterly report on the employment opportunities created in economic sectors	R1 038 750	Signed quarterly report on the report on the employment opportunities created in economic sectors	Developme nt of the quarterly report on the employment opportunities created in economic sectors	R1 038 750	Signed quarterly report on the report on the employment opportunities created in economic sectors	SM: Community Services	43
			By supporting tourism programme of three blue flag beaches	Number of tourism beaches where water testing will be conducted to maintain Blue Flag status (Tenza and Qelwa)	LED 7.2	5			R 130 000	2 tourism beaches where water testing will be conducted to maintain Blue Flag status (Tenza and Qelwa)	Blue flag application to Yesssa	R 40 000	Completed water samples testing at Tenza	R 45 000	Water testing report signed by SMI	Water testing report signed by SMI	Conduct water samples testing at Qelwa	R 45 000	Water testing report signed by SMI	N/A	R 0	Water samples testing report	SM: Community Services	53
KPA 4: MUNICIPAL FINANCIAL VIABILITY: 10%																								

KPA 4: MUNICIPAL FINANCIAL VIABILITY 10%

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	To ensure compliance with legislation as per section 11 (3) (a) of Municipal Systems Act	GGP 2	By reviewing and developing institutional policies, strategies, plans and by-laws	Reviewal of policies reviewed policies	GGP 2.4	71	Good governance	R 0	BS	Reviewed policies	N/A	R 0	N/A	Develop a situational analysis report on the policies to be reviewed	R 0	1. Signed situational analysis report by SM 2. Proof of inputs by relevant stakeholder	Submit draft reviewed policies to the council (85)	R0	1. Copies of the draft reviewed policies to submission to Council	Submitting reviewed policies to council (85)	R0	Final reviewed policies	SM: Community Services	91
				Reviewal of strategies and plans	GGP 2.5	15	Good governance	R 0	N/A	Develop a situational analysis report on the strategies, plans to be reviewed	R 0	1. Signed situational analysis report by SM 2. Proof of inputs by relevant stakeholder	Submit draft reviewed strategies/ plans to the council (5)	R0	1. Copies of the draft reviewed strategies/ plans to submission to Council	Submitting reviewed strategies/ plans to council (5)	R0	Final reviewed strategies/ plans	SM: Community Services	92				
Environment Planning	To ensure adherence to sound environmental management practices and to protect environmentally sensitive areas by 2022	GGP 4	By implementing climate change mitigation strategy	Climate change programs implemented towards climate change mitigation measures	GGP 4.1	2		R200 000	4 programs implemented towards climate change and mitigation measures	Develop a concept document contact consultation with relevant stakeholders	R0	1. Signed Concept document 2. Signed report by SM	Removal of alien vegetation at ward 25	R100 000	Signed report by SM and proof of removal of alien vegetation with relevant stakeholder	Develop a Renewable Energy and Initiatives and consultation with relevant stakeholder	R0	Signed consultation report by SM and signed report after consultation with relevant stakeholder	Final renewable energy initiative signed by SM and consultant	R100 000	Signed report by SM and consultant	SM: Community Services	96	
				Coastal Management Plan	GGP 4.2			R400 000	3 Programs implemented as per concept the Coastal Management Plan	Develop a concept document on Coastal Management Programmes and consultation	R0	Signed Concept document and signed report by SM	Support to Beaches towards achievement of Blue Flag Status (water testing/ awareness) ward 19, 22 & 32	R50 000	Signed Report and proof of support	Awareness Campaign on Coastal Management Plan	R50 000	1. Concept Document 2. Attendance registers 3. Signed report by SM	Rehabilitated Coastal Degraded areas	R300 000	Signed Report by SM and proof of rehabilitation of coastal degraded areas	SM: Community Services	97	
Public participation	To ensure that all stakeholders participate in the affairs of the municipality by 2022	GGP 11	By strengthening of community participation	Establishment of PSCs	GGP 11.3		Putting People First	R0	36 PSC meetings convened/ established	Develop a PSC meeting held in this quarter	R0	Minutes and attendance register	Support to PSC meetings held in this quarter	R0	Minutes of the PSC meeting and attendance register	9 PSC meetings held in this quarter	R0	Minutes of the PSC meeting and attendance register	9 PSC meetings held in this quarter	R0	Minutes of the PSC meeting and attendance register	SM: Community Services	119	
				For a Meetings	GGP 11.4	12	Putting people first	R0	12 for a meetings (Community Safety, LCF and Transport) held in 2020/21	3 for a meetings held in this quarter	R0	1. Report on for a meeting signed by SM 2. Attendance register	3 for a meetings held in this quarter	R0	1. Report on for a meeting signed by SM 2. Attendance register	3 for a meetings held in this quarter	R0	1. Report on for a meeting signed by SM 2. Attendance register	3 for a meetings held in this quarter	R0	1. Report on for a meeting signed by SM 2. Attendance register	SM: Community Services	120	

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PERSONAL DEVELOPMENT PLAN

NAME: NONURSE PATRICIA MLUNGU

JOB TITLE: SENIOR MANAGER: COMMUNITY SERVICES

EMPLOYER: MBHASHE LOCAL MUNICIPALITY

FINANCIAL YEAR: 2020/21

COMPETENCY AREA TO BE ADDRESSED	PROPOSED ACTIONS/DEVELOPMENT ACTIVITY	RESPONSIBILITY	TIME- FRAME	EXPECTED OUTCOME
Performance Management	Course training accredited by Local Government Sector Education and Training Authority (LGSETA)	Senior Manager; Corporate Services and Municipal Manager	By 30 June 2021	Achieving the Minimum required competences
Change Management	Course training accredited by Local Government Sector Education and Training Authority (LGSETA)	Senior Manager; Corporate Services and Municipal Manager	By 30 June 2021	Achieving the Minimum required competences

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Conflict Management	Course training accredited by Local Government Sector Education and Training Authority (LGSETA)	Senior Manager; Corporate Services and Municipal Manager	By 30 June 2021	Achieving the Minimum required competences

SIGNED BY


NP MLUNGU

SENIOR MANAGER COMMUNITY SERVICES

