# **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

NTOMBIZODWA MAHLATI- NKUHLU ('the employee')

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

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# 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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NKUHLU MN PN LH Z-M A.M MM 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.

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# 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

NTOMBIZODWA MAHLATI- NKUHLU, (ID No. 6708 020 739 084) 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: Corporate Services (hereinafter referred to as 'the Employee').

# WHEREBY IT IS AGREED AS FOLLOWS:

### 1. Introduction

- The Employer has entered into a Contract of Employment with the Employee 1.1. 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'.
- Section 57(1) (b) of the Municipal Systems Act, read with the Contract of 1.2. Employment concluded between the parties, requires the parties to conclude an annual Performance Agreement. That the parties hereby agree to have this contract developed in terms of the Local Government: Municipal Performance Regulations for Municipal Managers and Managers directly accountable to Municipal Managers 2006.
- The parties wish to ensure that they are clear about the goals to be achieved, 1.3. and secure the commitment of the Senior Manager to a set of outcomes that will score local government policy goals.

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1.4. The parties wish to ensure that there is compliance with Section 57(4), 57(5) of the Municipal Systems Act. 57(4B) and

### 2. Purpose of this Agreement

The purpose of this Performance Agreement is to -

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

### Commencement and Duration 3.

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- 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.

# Performance objectives

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- The Parties hereto agree to set the performance objectives and targets, as 5.1. reflected in the following attachments.
  - 5.1.1 The Service Delivery and Budget Implementation Plan (SDBIP) (Departmental Scorecard) - ANNEXURE A;

And

- The Personal Development Plan (PDP) ANNEXURE B. 5.1.2
- The performance objectives and targets agreed to are to be achieved within 5.2. the specified time frames as set out in Annexure A.
- The performance objectives and targets as reflected in Annexure A, are based 5.3. 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.
- The Employee's performance will, in addition, be measured in terms of 5.4 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 2020/21 FY PERFORMANCE AGREEMENT N. NKUHLU

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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:

Weighting
70%
****
5%
25%
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.

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COMPETENCY FRAMEWO Leading Competencies :		Weight
	Impact and Influence	
Strategic Direction and	Institutional Performance Management	
Leadership	<ul> <li>Strategic Planning and Management</li> </ul>	20%
	Organisational Awareness	
	Human Capital Planning and Development	
D la Management	Diversity Management	
People Management	Employee Relations Management	30%
	Negotiation and Dispute Management	
	Program and Project Planning and	
Duaguage and Drainet	Implementation	
Programme and Project Management	Service Delivery Management	10%
Management	<ul> <li>Program ad Project Monitoring and</li> </ul>	
	Evaluation	
	Budget Planning and Execution	
Financial Management	<ul> <li>Financial Strategy and Delivery</li> </ul>	10%
	Financial Reporting and Monitoring	
	Change Vision and Strategy	
Change Leadership	<ul> <li>Process Design and Improvement</li> </ul>	15%
	<ul> <li>Change Impact Monitoring and Evaluation</li> </ul>	
	Policy Formulation	
Governance Leadership	<ul> <li>Risk and Compliance Management</li> </ul>	15%
	Cooperative Governance	
TOTAL		100%

### 7. **Evaluating performance**

- 7.1. The following standards and procedures shall apply in the evaluation of performance of the Employee:
  - The Employer shall, for every quarter of the financial year, on the basis 7.1.1. 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.

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- The said report from the Employee must be made available to the 712 Employer within (5) five working days after the last day of the quarter (three month period).
- The said report shall indicate any problems or impediments 7.1.3 encountered by the Employee in meeting the targets provided for within the timeframes of the KPA and CCR's scorecards.
- Should the problems or impediments not be the fault of the 7.1.4 Employee, the report should propose new timeframes for the achievement of the said objectives.
- The Employer shall within fourteen (14) days upon the receipt of 7.1.5 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.
- The Employee must ensure any new time-frames or variances 7.1.6 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.
- The Employer shall, in the event of substandard performance by 7.1.7 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 outcomes. performance
- 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 -

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- (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.
- If, after the application of corrective measures as set out in 7.1.9 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
- The Employer may penalise the Employee by withholding any recognition of 7.2. performance in the following circumstances:
  - 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.

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- 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.

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# 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:

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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			Ratin		
	<u> </u>		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.	- The second of				
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				211	

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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:

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

- 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.

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- The Employee will be entitled to review and make reasonable changes to the 9.5. provisions of the Performance Plan from time to time for operational reasons both parties. agreement between on
- The Employer may amend the provisions of the Performance Plan whenever 9.6. the performance management system is adopted, implemented and/or amended as the case may be on agreement between both parties.
- Despite the establishment of agreed intervals for evaluation, the Employer may 9.7. in addition review the Employee's performance at any stage while the Contract of Employment remains in force.

### **Developmental requirements** 10.

- 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.

### Obligations of the Employer 11.

- 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;

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- 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 —

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- 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%.
- Should the awarding of performance bonus be appropriate as provided 13.3. 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.
- In the case of unacceptable performance, the Employer shall: 13.4.
  - 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, ad 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

Any disputes about the nature of the Employee's performance agreement, 14.1. 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.

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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 31st day of June 2020

AS WITNESSES:

1.

2.

MUNICIPAL MANAGER

AS WITNESSES:

1.

2

SENIOR MANAGER:

CORPORATE SERVICES



# 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 5800/5806 • Email: info@mbhashemun.gov.za www.mbhashemun.gov.za

**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 cooperation 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 Manager)

Unit	:	HUMAN RESOURCES MANAGEMENT
Title	:	HR Management
Name & Surname	:	Nonzwakazi Hanise
Signature	:	Date :
Unit	:	INFORMATION AND COMMUNICATION TECHNOLOGY
Title	:	IT Manager
Name & Surname	:	Mr Siyamthanda Mashologu
Signature	:	Date :
Unit		COUNCIL SUPPORT

Title : Council Secretary

Name & Surname : Mr Sisa Baliso

Signature : \_\_\_\_\_ Date : \_\_\_\_\_

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	Number of veilless programs organisedic condinated	Performent Number of Consolidate of Consolidate of Institutional Institutional Performance Establishment of Senting Abengement
5	Wellness programme s s coordinated/	Performance o Managome nt
By Recuitms maintaining tand a low vacancy rate	By organizing/ Coordinating gassistance programs. for Councilors, Traditional Leaders and Employees	By Pe coordinatin e g g parformanc int e reporting, e reporting, and including and evaluation
Colvoscopo de Resoluções		MTI3
		To ensure and increases and ensure ensure ensurement of IDP to improve institutional performance by 2022

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on .	<b>4</b>	9	11
SMt. Corporate Services	SM: Corporate Services	SAf. Corporate Services	SM. Corporate Services
authrission C Si Expenditur S eraport	1. System Sigensation (Constitution System Section Section Section System Signed by Signed System Signed System Signed System Sy	1. System is generated or report from backups backups hasted and restried signed by SM 2. Expenditure or report	Signed ietter by MM and acknowledg ement letter from Provincial Archives
R1,500,000 1. Przod od ubmission 2. Expenditur e report	R200,000	8	R210,000
Submission of ColDA or ColDA o	1 backup report on the fundionality of diseaster recovery	100% recovery of backed up information	Submission latter to Provincial Archives
S Prod of S Submission of a S S S S S S S S S S S S S S S S S S	1. System generated report from report from backups technologies and restored signed by S.M. Expenditure report	1. System generated report from backups tested and restored signed by SM SM Expenditur e report	NA
G 4	R200,000	2	8
Submission of Employment Eurlip viscottle Eurlip viscottle the department of Employment and Labour	1 bedup report on the Enriconality of diseator recovery	100% recovery of sacked up information	NA
WA S O S	System     Sonerated	1. System generated report femorated backups tested and restored signed by SM signed by SM report	NA
æ.	R200,000	82	8
44	1 backup report on the functionality of disaster recovery	100% recovery of backed up information	NA N
NA NA	1. System 1 seriorated report from the tested and restored and signed by SW SW 2. Expenditure e report.	1. System generated report from backups backups tosted and restored signed by SM 2. Expendiur e report	NA
2	R1,900,000	82	&
4	1 backup report on the functionality of disaster recovery	100% recovery of backed up information	N/A
Submission NUA do 3 a compliance compliance reports (COIDA, Employment Equity and WISP) to Department of Lebour and CLeSETA (EE-Plan by 31st March 2021) and WISP by 31st March 2021 and WISP by 31st	4 backup reports on the the functionality of disaster recovery	100% recovery of backed up information	1 Reviewed and ammended File Plan
R1,530,000	R2,500,000		R210,000
Building Institutional realizance and edministration ve Capability	Building Institutional resilience and administrati ve Capebility		
w	-		
Mil4:1	MT5.1	MTI 5.1.1	MTI6.1
	Number of backup reports on the functionality of disaster recovery	% recovery of becked information	Number of reviewed and ammended File Plan
Compliance Turnaround tine to Legislabion satient compliance reports (COIDA, Employment t Equity, WSP) to Department of Labour & LGSETA			f Registry manageme nt
By complying w with labour Legislations	By ensuring Disaster Business Recovery Continuity site through establishm disaster ent		Reviewal of Registry the manager Institutional nt File Plen
9 2 × 5 J	NH S		919
To create conducive working environment to cembry eec by 2022	To ensure inhaprated, stable end responsive ICT infrastructur e by 2022		To ersure maximum use of Registy in records manageme rit by 2022
	5		Records Manageme int

MIN

8		92		23	8	
SM. Corporate Services		SM: Corporate Services	-	Services	 SIM: Corporate Services	
Report on Signature Signat		1, Quarterly SM: Report Cost signed by Senv SM 2 Expenditur e Report		1. Risk managene of managene of provious provious quanta quanta dampion by M. Risk champion 2. Agenda posting 3. Allendan os register to the previous quanta risk registers.	Signed progress report by MAL Audit Committee minutes/res clubon register	_
&		R50,000		PAQ, 00 0	& 2	
sposal of openeral cords		100% spent on the WSP budget allocated to Mbhashe		Risk assessment and update of risk registors operational, fraud, strategic and ICT	2019/20 audit action plan plan plan plan plan plan submitted to the AC	
Copy of a Disposal of register and Ephemeral actrowladg records actrowladg records from provincial archives		1. Cuarterly 100% spent Report on the WSP signed by budget SM allocated to SM allocated to SM Abhashe Expenditur		manageme a manageme a manageme a manageme a previous of previous outreprevious outrangements outreprevious outrangements outreprevious outrangements outrang	 Signed progress of report by MM, Audit Committee minutes/res of olution registor	_Z
8	<b>-</b>	R60,000		2	&	M
Develop a disposal mogister of mogister of mogister of prepare an application to prepare an application to provincial archives		100% spent on the WSP budget allocated to Mithashe		Risk assessment assessment from the control of the	20/9/20 aucit action plan implementation report submitted to the AC	_
Copy of a D or register and of a showholdgem ret latter from provincial provincial provincial archives and p p p a state of the provincial prov		- D 0 8 2		1. Risk management a management a management a previous previous quarter signed of by SW Risk fit by the meeting t	 Signed progress report by May Audit Committee minutes/recolut ion register to register	
8		80	25%	R40,000	&	
Develop a disposal register of Ephemeral records and prepare an application to previously acceptance of the control of the con	UTY 5%	N.A	KPA 5: GOOD GOVERNANCE AND PUBLIC PARTICIPATION	Red trand trand the season of	 2018/19 audit acton plan implementa tion report to the AC	
Copy of a Develop a register and disposal activation of activation	NCIAL VIABI	Ą	D PUBLIC PA	1. Risk meragama at riport for proport for previous quartor signed by Sayned	 Signed progress report by MMA Audit Committee minutes/res clution register	
83	KPA 4; MUNICIPAL FINANCIAL VIABILITY	S.	RNANCE AN	R40,000	8	_
Develop a disposal register of Ephemeral records and prepare an application to provincial archives	KPA 4: MU	N/A	GOOD GOVE	Plak assessmen trans of the control	4 reports 201819 submitted to audit action Audit plan Audit plan and council ison report on submitted implementat to the AC Action Plan	_
3 disposal d		100% spent N/A on allocated WSP grant	KPA 5:	9 updated Requarterly and the second control of the Residue of the	4 reports submitted thought Audit Committee and council on implementation of Audit Action Plant	_
82	:	R 120,000		R 130,000	α 0	
		Puting People First		дометапоэ		
0		700%		9 nàx registers	 Action pian	
MTI 6.2		MFV 5.4		03P 1.1	 GGP 1.2	
Number of submitted disposal request to Provincial Archives for approval		l Expendiur % spert on allocated Manageme WSP grant nt		Number of updated registers registers and registers Risk, lord; and Stetebic). Stetebic, Stetebic, othe Risk management in	 Audit action Number of toports submitted to committed to committed for property for the property of the proper	
Application Disposal of Number of Application Disposal Records submitted disposal international provincial provincial Archives for approval		implementa Expendituritor of the o Workplace Manageme Skills Plan int		Skrategic end Operational Operational registers	 Audit acto	_
Application for disposal authority		Implementa ton of the Workplace Skills Plan		By identifying, identifying, assessing and monitoring and monitoring trand and rick exposure to the institution	 By conducting the dovelopme nt of Audit Action Plan	
				465	 	
To ensure Disposal of Ephemeral records by 2022				in To ensure dean and accountable governance in the municipality by 2022		
144		1		е е		

8	8	8	8	S
SM. Coporate Services	Savt Corporate Savices	SM: Corporate Services	SM Corporate Services	SAM Corporate Services
igned ice of efings efings thendan gister.	Report on SW. the update Corp of council Serv resolutions	Submitted SME final Corp policies to Servi	1. Signed Signed Objective Signed Object	Submitted St.k. final Corporate strategiesty Services council council
7.225,000 1.5 mot	05 15 15 15 15 15 15 15 15 15 15 15 15 15	R15,000	C 20 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	8
10 meetings R held this quarter	Update on the implementation of council resolutions	Submit final draft policies to the council (2) (Subset Trading Policy) and Wellness policy	4 workshop conducted on all approved municipal policies/ Code of Conduct	Submiting (4) final death standards from council (Fine system) as stategoty plan, garanger, Strategoty and Enhancement Strategy and Training and Development Training and Development Strategy and Strat
1.Signed 1 notice of h meetings q 2.Attanden ce Register	Report on Uthe update Island of council Island Isla	1. Copies 9 of the draft of the draft of policies 2. Proof of the Submission of the Council of t	1. Signed Outstart of Countrally report by Street of the profess & Copies of the profess & Cobol of conduct that were workshopp ed de	1. Copies of the draft Strategies/ Plans 2. Proof of 2. Proof of the Council
R225,000	&	R485,000	α	82
10 meetings held tris quarter	Update on the Implementation of council resolutions	Submit draft policies to the council (2) (Stroet Trading Policy) and Weitness policy	4 workshop conducted on all approved man approved policies! Code of Conduct	Submit (4) draft strategiest plans to the council. (Five year II, strategie plan, strategic plan, strategy, wellness strategy, Wellness strategy and Training and Development Strategy.
1.Signed notice 10 meetings of meetings held this 2.Attendence quarter Register.	Report on the update of council resolutions	1. Signed sharboral analysis report by SM 2. Proof of inputs by relevant stakeholders	1. Signed Cuarterly record by SM. cookes of the policies & Code of Code of conduct that were workshopped 3. Attendance register	1. Signed stratecral analysis report analysis report of the proof of inputs by relevant stakeholders
R225,000	8	8	& &	
16 meetings held this quarter	Update on Update on the firm of disposal of countries and disposal of countries resolutions	Develop a strational analysis raport on the policies to be developed developed	4 workshop conducted approved approved policies <sup>1</sup> Code of Conduct	Develop a situational analysis report on strict strict strict strict be developed developed
1.Signed notice of meetings 2.Attenden oe Register.	Report on the update of council resolutions	AN .	V/A	NIA
R225,000	8	œ o	80	æ
15 meefings held this quarter	Update on the fire implements from of council resolutions	NA	NA	N/A
51 modings 15 held by mee council held structures in qua 2020/21	Interpretation of all council resolutions due for the period under review	2 politible developed	12 N secristrops or adulated or all spinors or all spinors or all spinors or all spinors or a conduct By-laws	stolegies/pl ans developed
R900,000	&	R 1,100,600	e e	S.
governance	Good	Good		Good
4		-		λ.
7.1700	GGP1.8	GGP 2.1	66P22	GGP 2.3
Number of meetings held by council shuchures in 2020/21	% implementa tion of all council resolutions due for tho period under review	Number of policies Developed	Number of workshops conducted on all approved municipal policies/ Oode of Conduct/ By-tave.	Number of strategies/p lars developed
Convening Number of of oversight meetings structures hald by meetings countries in 2020/21	implementa fion of council resolution	Developme nt of Policies	Workshops Number of on Policies workshops conducted on the period of the	Developme nt of strategies and plans
By coordinating the silfing of council oversight structures		By developing and reviewing historial policies, stratigies, bylans and by-laws		
		6GP 2		
		To ensure compliance with legislation as per section 11 (3) (a) of Municipal Systems		



22	105	49	13	<del>1</del>
SM: Corporate Services	SM: Corporate Services	SIM Corporate Services	SM. Coporate Services	SIAt Corporate Services
Final reviewed policies	1. Signed report by SM on the training hold 2. 2. 2. 2. 4. Alandance register	NA	Proof of correspond ance automited and ance automited and report. Signed by SM and register of access to municipal information.	Copy of the final cook of the council and council agendarini utss/resolut ion register
2	R313,168	82	&	82
Submiting of the reviewed policies to the council (85)	1 training interventions implemented implemented	NA	30 days time taken to respond to respond to ricken information information	Final Procedure manual submittee to council
1. Copies of the draft reviewed policies 2. Proof of submission to Council	N/A	1. Signed report by SM on the career Exhibition heid 2. Attendance register	Proof of correspond ance ance and report signed by SM and register of access to municipal information	Copy of the isgraded procedure manual by SM and council agendamin utes/resout ion register.
2	2	R 150,000	2	&
Submit draft reviewed policies to the council (85)	NA	1 career Exhibition coordinated in Duywa, Galyana and Xhotha	30 days time baken to respond to requested information	Develop draft procedure manual and submit to council
1. Signed situational enabysis report by SM 2. Proof of inputs by relevant stakeholders	1. Signed report by SM on the training held held representation register register.	W.A	Proof of correspondance of submitted and report signed by SM and register of access to municipal information	Signed stuatonal analysis report by SM
o 0	R313,168	8	2	æ
Develop a situational analysis report on the policies to be reviewed	1 training intervention s implemente d	NIA	30 days fims taken to respond to requested informetion	Develop Situational Analysis report
ž	<b>V</b>	NA	Proof of correspond ance submitted and report signed by SM and register of access to municipal information	NIA
8	&	S	&	8
4	NA	N/A	30 days hine taken to respond to requested information	NA
SS reviewed N/A,	2 training intervention s implemente d as per skills developmen to plan (NSP) at plan	Career 1 Career 2 Car	Response 30 days for the steam requested for respond access to to information requested be within 30 information days.	1 procedure IVA manual developed
~ ~	N 626,336	R150,000	8	0 0
governance	Building Institutional resiliance and administration ve Capability	Building Institutional residence and administrati ve Cepability	Good	доод доод
-	G	•		
24 24 24 24 24 24 24 24 24 24 24 24 24 2	GGP 8.2	989 8.3	GGP 10.3	3GP 10.4
Reviewel of Number of policies reviewed policies	Number of training intervention s s implemented d as per skills developme int plan (WSP and other government institutions)	Number of career career career career career career coordinated in 3 bours (Dutywa, Gatyana and Xhorha)	Tumeround fime to respond on respond on requested access to information by internal and external exter	Number of procedure manuals developed to address POP! & PAIA Act
Policies policies	Training and developme in tor employees	Career	Access to information	
			By enhancing promotion of excess to be set per	

31/07/2020



MBHASHE LOCAL NO MCIPALITY

All correspondence to be directed to the parties of the Municipal Manager 454 Streatfield Street, Dutywa, Eastern Cape Province

Tel: 047 489 5800/5806 • Email: info@mbhashemun.gov.za

www.mbhashemun.gov.za

# PERSONAL DEVELOPMENT PLAN

NAME: NTOMBIZODWA MAHLATI- NKUHLU

SENIOR MANAGER: CORPORATE SERVICES

JOB TITLE:

EMPLOYER: MBHASHE LOCAL MUNICIPALITY

FINANCIAL YEAR 2020/2021

COMPETENCY AREA TO BE	PROPOSED	RESPONSIBILITY	TIME- FRAME	EXPECTED OUTCOME
AUDRESSED	ACTIONS/DEVELOPMENT ACTIVITY			
Change management	Skills Program	Municipal Manager	September 2020	Competency
Performance Management	Skills Program	Municipal Manager	October 2020	Competency
Conflict Management	Skills Program	Municipal Manager	October 2020	Competency
Financial Management (Bid Committees)	Skills program	Municipal Manager	September 2020	Competency
Project Management	Short Course	Municipal Manager	December 2020	competency

31/04/2020

M. Nako (MUNICIPAL MANAGER)