



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

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.

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

- 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 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 score 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 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

2020/21 FY PERFORMANCE AGREEMENT N. NKUHLU

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- 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

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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:

Key Performance Areas (KPA's)	Weighting
Basic Service Delivery	
Municipal Institutional Development and Transformation	70%
Local Economic Development (LED)	
Municipal Financial Viability and Management	5%
Good Governance and Public Participation	25%
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	20%
	• Institutional Performance Management	
	• Strategic Planning and Management	
	• Organisational Awareness	
People Management	• Human Capital Planning and Development	30%
	• Diversity Management	
	• Employee Relations Management	
	• Negotiation and Dispute Management	
Programme and Project Management	• Program and Project Planning and Implementation	10%
	• Service Delivery Management	
	• Program and Project Monitoring and Evaluation	
Financial Management	• Budget Planning and Execution	10%
	• Financial Strategy and Delivery	
	• Financial Reporting and Monitoring	
Change Leadership	• Change Vision and Strategy	15%
	• Process Design and Improvement	
	• Change Impact Monitoring and Evaluation	
Governance Leadership	• Policy Formulation	15%
	• Risk and Compliance Management	
	• Cooperative Governance	
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 :

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 –

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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%.

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.

Handwritten signatures and initials:
 MN, PH, LH, Z-m, A.M, N.W

- 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

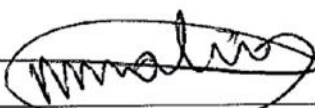
- 15.1. The contents of the Performance Agreement will be made available to the public by the Employer in accordance with the Municipal Finance Management Act, 2003 and Section 46 of the Municipal Systems Act.
- 15.2. Nothing in this Agreement diminishes the obligations, duties or accountabilities of 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

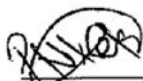
AS WITNESSES :


1. 

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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 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 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 : _____

MEHASHHE LOCAL MUNICIPALITY
KPA 1: MUNICIPAL TRANSFORMATION AND ORGANISATIONAL DEVELOPMENT 70 %

KPA 1: MUNICIPAL TRANSFORMATION AND ORGANISATIONAL DEVELOPMENT - 70 %																						
FOCUS AREA	OBJECTIVE	OBJ No.	STRATEGY	PROJECT INDICATOR	IND No.	BASELINE	B2B	ANNUAL BUDGET	ANNUAL TARGET	QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4		RESPONSIBLE OFFICIAL	KPI 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
Human Resources	To provide and enhance skills among the Councilors, Traditional Leaders, Ward Committees, employees, youth and other funders (SETA, SALGA, TVET)	MTI 1	By up skilling employees and Councilors through formal and informal qualification as per approved skills development plan (WSP SETA, SALGA, TVET)	Study Assistance	Number of formal and informal qualifications registered as per approved skills development plan (WSP SETA, SALGA, TVET)	MTI 1.1	57	R370,000	5 formal qualifications and 5 informal qualifications registered as per approved skills development plan (WSP SETA, SALGA, TVET)	Formal - LLB, Certificate in Archives and Records Management, Higher Certificate in Public Admin, Degree in Public Admin, Honours in Public Admin	R185,000	Proof of registration and expenditure report	Informal - Supervisory Skills, Basic Computer Course, OHS, Project Management, Waste Management	R185,000	Attendance register and expenditure report	N/A	R0	N/A	R0	N/A	SM Corporate Services	1
										21 learners participating in internship program	R240,375	1. Generated report from the system 2. Signed Quarterly report with the number and names of learners recruited 3. Expenditure report	Recruitment processes of new interns	R240,375	1. Signed report on recruitment processes by SM 2. Expenditure report	21 learners participating in internship program	R240,375	1. Generated report from the system 2. Signed Quarterly report with the number and names of learners recruited 3. Expenditure report	21 learners participating in internship program	R240,375	1. Generated report from the system 2. Signed Quarterly report with the number and names of learners recruited 3. Expenditure report	21 learners participating in internship program
	To attract, retain human capital of Mehashhe that will ensure effective and efficient service delivery by 2022	MTI 2	By reviewing organizational structure	Organogram Review	Number of Organogram submitted to Council	MTI 2.1	1	R0	1 Organogram submitted to Council	Building Institutional resilience and administrative Capability	R0	Building Institutional resilience and administrative Capability	Building Institutional resilience and administrative Capability	R0	Building Institutional resilience and administrative Capability	Building Institutional resilience and administrative Capability	R0	Building Institutional resilience and administrative Capability	R0	Building Institutional resilience and administrative Capability	SM Corporate Services	3

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To ensure monitoring and evaluation of DP to improve institutional performance by 2022	MTI 3	By coordinating performance reporting, monitoring and evaluation	Performance Management	Number of consolidated Institutional reports on individual performance submitted to Senior Management	MTI 3.1	1	Building Institutional resilience and administrative Capability	R 0	4 consolidated Institutional Reports on individual performance submitted to Senior Management	1 assessment report submitted to Senior Management	R 0	1. Signed assessment report by SM 2. Management minutes	1 assessment report submitted to Senior Management	R 0	1. Signed assessment report by SM 2. Management minutes	11 employees recruited	R230,000	1. Signed appointment letter 2. Expenditure report	SM: Corporate Services	4	
		By organizing/Coordinating assistance programs for Councilors, Traditional Leaders and Employees	Wellness programmes organised/coordinated	Number of wellness programs organized/coordinated	MTI 2.3	16	Building Institutional resilience and administrative Capability	R335,000	2 Wellness programs organized/coordinated	N/A	N/A	N/A	N/A	1 wellness program organized/coordinated	R162,500	1. Attendance register 2. Signed report by SM 3. Expenditure report	1 wellness program organized/coordinated	R162,500	1. Attendance register 2. Signed report by SM 3. Expenditure report	SM: Corporate Services	5

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ICT	To ensure an integrated, stable and responsive ICT infrastructure by 2022	MTI 5	By ensuring Business Continuity through disaster recovery	Compliance with Labour related Legislations	Turnaround time to submit compliance reports (COIDA, Employment Equity, WSP) to Department of Labour & LGSSETA	MTI 4.1	3	Building institutional resilience and administrative Capability	R1,500,000	Submission of 3 compliance reports (COIDA, Employment Equity and WSP) to Department of Labour and LGSSETA (EE-Plan by 31st March 2021) and WSP by 31st May 2021 LGSSETA (COIDA by 30th June 2021)	N/A	R0	N/A	N/A	R0	N/A	Submission of Employment Equity report to the department of Employment and Labour	Proof of submission	Submission of COIDA report to the department of Employment and Labour, WSP to the LGSSETA	R1,500,000	1. Proof of submission 2. Expenditure report	SMT Corporate Services	9

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To ensure Disposal of Ephemeral records by 2022	Application for disposal authority	Disposal of Records	Number of submitted request to Provincial Archives for approval	MTI 6.2	0	R0	3 disposal request submitted to Provincial Archives for approval	Develop a disposal register and prepare an application to provincial archives	R0	Copy of a register and acknowledgment letter from provincial archives	Develop a disposal register and prepare an application to provincial archives	R0	Copy of a register and acknowledgment letter from provincial archives	Develop a disposal register and prepare an application to provincial archives	R0	Disposal of Ephemeral records	R0	Report on disposal of Ephemeral Records and spending disposal authority from Provincial archives	SM Corporate Services	16	
KPA 4: MUNICIPAL FINANCIAL VIABILITY: 5%																					
To ensure Disposal of Ephemeral records by 2022	Implementation of the Workplace Skills Plan	Expenditure on Workplace Management	% spent on allocated WSP grant	MPV 3.4	100%	Putting People First	R 120,000	100% spent on allocated WSP grant	N/A	R0	N/A	R0	N/A	100% spent on the WSP budget allocated to Mthashe	R60,000	1. Quarterly Report signed by SM 2. Expenditure Report	100% spent on the WSP budget allocated to Mthashe	R60,000	1. Quarterly Report signed by SM 2. Expenditure Report	SM Corporate Services	76
KPA 5: GOOD GOVERNANCE AND PUBLIC PARTICIPATION: 25%																					
To ensure clean and accountable governance in the municipality by 2022	GGP1	By Identifying, assessing managing and monitoring fraud and risk exposure to the institution	Strategic and Operational Risk registers	Number of updated registers (Fraud, Risk, ICT and Strategic) submitted to the Risk management committee	GGP 1.1	9 risk registers	Good governance	R 120,000	9 updated registers (Fraud, ICT and Strategic) submitted to the Risk management committee	Risk assessment and update of risk registers operational, fraud, strategic and ICT	R40,000	1. Risk management report for previous quarter signed by SM Risk champion 2. Agenda for the meeting 3. Attendance register 4. Updated previous quarter risk registers	Risk assessment and update of risk registers operational, fraud, strategic and ICT	R40,000	1. Risk management report for previous quarter signed by SM Risk champion 2. Agenda for the meeting 3. Attendance register 4. Updated previous quarter risk registers	Risk assessment and update of risk registers operational, fraud, strategic and ICT	R40,000	1. Risk management report for previous quarter signed by SM Risk champion 2. Agenda for the meeting 3. Attendance register 4. Updated previous quarter risk registers	SM Corporate Services	79	
To ensure Disposal of Ephemeral records by 2022	By conducting the development of Audit Action Plan	Audit action plan	Number of reports submitted to Audit Committee for progress on implementation of Audit Action Plan	GGP 1.2	2018/19 Action plan	R 0	4 reports submitted to Audit Committee and council on implementation of Audit Action Plan	2018/19 audit action plan implementation report submitted to the AC	2018/19 audit action plan implementation report submitted to the AC	2018/19 audit action plan implementation report submitted to the AC	2018/19 audit action plan implementation report submitted to the AC	2018/19 audit action plan implementation report submitted to the AC	2018/19 audit action plan implementation report submitted to the AC	2018/19 audit action plan implementation report submitted to the AC	2018/19 audit action plan implementation report submitted to the AC	2018/19 audit action plan implementation report submitted to the AC	2018/19 audit action plan implementation report submitted to the AC	2018/19 audit action plan implementation report submitted to the AC	SM Corporate Services	80	

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Reviews of policies	Number of reviewed policies	GGP 2.4	71	Good governance	R 0	35 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 stakeholders	Submit draft reviewed policies to the council (35)	R 0	1. Copies of the draft reviewed policies 2. Proof of submission to Council	Submitting of reviewed policies to the council (35)	R 0	Final reviewed policies	SM Corporate Services	91
Training and development for employees	Number of training interventions implemented as per skills development plan (WSP and other government institutions)	GGP 8.2	60	Building institutional resilience and administrative Capacity	R 625,335	2 training interventions implemented as per skills development plan (WSP and other government institutions)	N/A	R 0	N/A	1 training intervention is implemented	R 313,158	1. Signed report by SM on the training held 2. Attendance register	N/A	R 0	N/A	1 training interventions implemented	R 313,108	1. Signed report by SM on the training held 2. Attendance register	SM Corporate Services	105
Career Exhibition	Number of career Exhibition coordinated in 3 towns (Dutywa, Gelyana and Xhutha)	GGP 8.3	3	Building institutional resilience and administrative Capacity	R 150,000	1 career Exhibition coordinated in 3 towns (Dutywa, Gelyana and Xhutha)	N/A	R 0	N/A	N/A	R 0	N/A	1. Signed report by SM on the career Exhibition held 2. Attendance register	R 150,000	R 0	1. Signed report by SM on the career Exhibition held 2. Attendance register	N/A	N/A	SM Corporate Services	106
By enhancing promotion of access to information be it personal or institutional	Access to information	GGP 10.3		Good governance	R 0	Response on requested access to information be within 30 days	30 days time taken to respond to requested information	R 0	Proof of correspondance to submitted and requested information	30 days time taken to respond to requested information	R 0	Proof of correspondance to submitted and requested information	30 days time taken to respond to requested information	R 0	Proof of correspondance to submitted and requested information	30 days time taken to respond to requested information	Proof of correspondance to submitted and requested information	SM Corporate Services	113	
	Number of procedure manuals developed to address POPI & PAIA Act	GGP 10.4		Good governance	R 0	1 procedure manual developed	N/A	R 0	N/A	Develop Situational Analysis report	R 0	Signed situational analysis report by SM	Develop draft procedure manual and submit to council	R 0	Copy of the signed procedure manual by SM and council	Final Procedure manual submitted to council	R 0	Copy of the final procedure manual council agenda/min utes/resolut ion register	SM Corporate Services	114

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N. MASADA (MUNICIPAL MANAGER)

31/07/2020
DATE



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

PERSONAL DEVELOPMENT PLAN

NAME: NTOMBIZODWA MAHLATI- NKUHLU

JOB TITLE: SENIOR MANAGER: CORPORATE SERVICES

EMPLOYER: MBHASHE LOCAL MUNICIPALITY

FINANCIAL YEAR 2020/2021

COMPETENCY AREA TO BE ADDRESSED	PROPOSED ACTIONS/DEVELOPMENT ACTIVITY	RESPONSIBILITY	TIME- FRAME	EXPECTED OUTCOME
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

31/07/2020

M. Nako (MUNICIPAL MANAGER)