



**PERFORMANCE AGREEMENT**

**MADE AND ENTERED INTO BY AND BETWEEN:**

**THE MKHAMBATHINI MUNICIPALITY  
AS REPRESENTED BY  
MUNICIPAL MANAGER  
(Duly authorised by Council)**

**MR S MNGWENGWE  
850303 6087 083**

**And**

**NONHLANHLA S'THABILE MKHIZE  
810429 0299 082**

**COMMUNITY SERVICES DIRECTOR  
OF THE MUNICIPALITY**

**1 July 2020– 30 June 2021**

*[Handwritten signature]*

*NSM  
SM.  
[Handwritten initials]*

## PERFORMANCE AGREEMENT

### ENTERED INTO BY AND BETWEEN:

The Mkhambathini Municipality herein represented by **Mr S Mngwengwe** in his capacity as Municipal Manager (Hereinafter referred to as the **Mkhambathini Municipality** or **Supervisor**)

and

**Community Services Director Nonhlanhla S'thabile Mkhize**, Identity Number, **8104290299082** of the Municipality (Hereinafter referred to as the **Community Services Manager**).

### WHEREBY IT IS AGREED AS FOLLOWS:

#### 1. INTRODUCTION

- 1.1 The Mkhambathini Municipality has entered into a contract of employment with the **Community Services Director** in terms of section 57(1)(a) of the Local Government: Municipal Systems Act 32 of 2000 ("the Systems Act"). The **Mkhambathini Municipality** and the **Community Services Director** are hereinafter referred to as "the Parties".
- 1.2 Section 57(1)(b) of the Systems Act, read with the Contract of Employment concluded between the parties, requires the parties to conclude an annual performance agreement.
- 1.3 The parties wish to ensure that they are clear about the goals to be achieved, and secure the commitment of the **Community Services Director** to a set of outcomes that will secure local government policy goals.
- 1.4 The parties wish to ensure that there is compliance with Sections 57(4A), 57(4B) and 57(5) of the Systems Act.

#### 2. PURPOSE OF THIS AGREEMENT

The purpose of this Agreement is to -

- 2.1 comply with the provisions of Section 57(1)(b),(4A),(4B) and (5) of the Act as well as the employment contract entered into between the parties;
- 2.2 specify objectives and targets defined and agreed with the **Community Services Director** and to communicate to the **Community Services Director** Mkhambathini Municipality's expectations of the **Community Services Director** performance and accountabilities in alignment with the Integrated Development Plan, Service Delivery and Budget Implementation Plan (SDBIP) and the Budget of the municipality;
- 2.3 specify accountabilities as set out in a performance plan, which forms an annexure to the performance agreement;
- 2.4 monitor and measure performance against set targeted outputs;

2 | Performance Agreement: Community Services Director

Q.

NSM SM.  
SM.

- 2.5 use the performance agreement as the basis for assessing whether the **Community Services Director** has met the performance expectations applicable to his or her job;
- 2.6 in the event of outstanding performance, to appropriately reward the **Community Services Director**; and
- 2.7 give effect to the Mkhambathini Municipality's commitment to a performance-orientated relationship with its **Community Services Director** in attaining equitable and improved service delivery.

### 3 COMMENCEMENT AND DURATION

- 3.1 This Agreement will commence on the 01 July 2020 and will remain in force until 30 June 2021 thereafter a new Performance Agreement, Performance Plan and Personal Development Plan shall be concluded between the parties for the next financial year or any portion thereof.
- 3.2 The parties will review the provisions of this Agreement during June each year. The parties will conclude a new Performance Agreement and Performance Plan that replaces this Agreement at least once a year by not later than the beginning of each successive financial year.
- 3.3 This Agreement will terminate on the termination of the **Community Services Director** contract of employment for any reason.
- 3.4 The content of this Agreement may be revised at any time during the above-mentioned period to determine the applicability of the matters agreed upon.
- 3.5 If at any time during the validity of this Agreement the work environment alters (whether as a result of government or council decisions or otherwise) to the extent that the contents of this Agreement are no longer appropriate, the contents shall immediately be revised.

### 4 PERFORMANCE OBJECTIVES

- 4.1 The Performance Plan (Annexure B) sets out-
  - 4.1.1 the performance objectives and targets that must be met by the **Community Services Director** ; and
  - 4.1.2 the time frames within which those performance objectives and targets must be met.
- 4.2 The performance objectives and targets reflected in Annexure C are set by the **Mkhambathini Municipality** in consultation with the **Community Services Director** and based on the Integrated Development Plan, Service Delivery and Budget Implementation Plan (SDBIP) and the Budget of **Mkhambathini Municipality**, and shall include key objectives; key performance indicators; target dates and weightings.
  - 4.2.1 The key objectives describe the main tasks that need to be done.
  - 4.2.2 The key performance indicators provide the details of the evidence that must be provided to show that a key objective has been achieved.
  - 4.2.3 The target dates describe the timeframe in which the work must be achieved.

Q

NSM L<sup>W</sup> SM.  
D  
Kanda

- 4.2.4 The weightings show the relative importance of the key objectives to each other.
- 4.3 The **Community Services Director** performance will, in addition, be measured in terms of contributions to the goals and strategies set out in **Mkhambathini Municipality's** Integrated Development Plan.

## 5 PERFORMANCE MANAGEMENT SYSTEM

- 5.1 The **Community Services Director** agrees to participate in the performance management system that the **Mkhambathini Municipality** adopts or introduces for the **Mkhambathini Municipality**, management and municipal staff of the **Mkhambathini Municipality**.
- 5.2 The **Community Services Director** accepts that the purpose of the performance management system will be to provide a comprehensive system with specific performance standards to assist the **Mkhambathini Municipality**, management and municipal staff to perform to the standards required.
- 5.3 The **Mkhambathini Municipality** will consult the **Community Services Director** about the specific performance standards that will be included in the performance management system as applicable to the **Community Services Director**
- 5.4 The **Community Services Director** agrees to participate in the performance management and development system that the Employer adopts
- 5.5 The **Community Services Director** undertakes to actively focus towards the promotion and implementation of the KPAs (including special projects relevant to the **Community Services Director** responsibilities) within the local government framework.
- 5.6 The criteria upon which the performance of the **Community Services Director** shall be assessed shall consist of two components, both of which shall be contained in the Performance Agreement.
- 5.6.1 The **Community Services Director** must be assessed against both components, with a weighting of 80:20 allocated to the Key Performance Areas (KPAs) and the Core Competency Requirements (CCRs) respectively.
- 5.6.2 Each area of assessment will be weighted and will contribute a specific part to the total score.
- 5.6.3 KPAs covering the main areas of work will account for 80% and CCRs will account for 20% of the final assessment.
- 5.7 The **Community Services Director** assessment will be based on his / her performance in terms of the outputs / outcomes (performance indicators) identified as per attached Performance Plan (**Annexure B**), which are linked to the KPA's, and will constitute 80% of the overall assessment result as per the weightings agreed to between the **Mkhambathini Municipality** and **Community Services Director**

NSM SM.  
C.M.D.  
*[Handwritten signature]*

Basic Service Delivery	14%
Municipal Institutional Development and Transformation	5%
Local Economic Development (LED)	42%
Municipal Financial Viability and Management	6%
Good Governance and Public Participation	7%
Cross Cutting	11%
<b>Total</b>	<b>100%</b>

5.8 The CMC's will make up the other 20% of the **Community Services Director** Assessment score. CMC's that are deemed to be most critical for **Community Services Director** specific job should be selected (✓) from the list below as agreed to between **Mkhambathini Municipality** and **Community Services Director**.

LEADING COMPETENCIES		
CORE MANAGERIAL COMPETENCIES (CMC)	COMPETENCY DESCRIPTION	WEIGHT %
1. Strategic Direction and Leadership	Impact and influence institutional Performance Management Strategic Planning and Management Organisational Awareness	20%
2. People Management	Human Capital Planning and Development Diversity Management Employee Relations Management Negotiation and dispute Management	20%
3. Programme and Project Management	Program and project Planning and Implementation Service Delivery Management Program and Project Management and Evaluation	10%
4. Financial Management	Budget Planning and Execution Financial Strategy and Delivery Financial Reporting and Monitoring	5%
5. Change Management	Change Vision and Strategy Process Design and Improvement Change Impact Monitoring and Evaluation	5%
6. Governance Leadership	Policy Formulation Risk and Compliance Management Cooperative Governance	5%
CORE COMPETENCIES		
7. Moral Competencies	Able to identify triggers, apply reasoning that promotes honesty and integrity and consistency display behavior that reflects moral competence.	5%
8. Planning and Organising	Able to plan, priorities and organize information and resources effectively to ensure the quality of service delivery and build efficient contingency Plans to manage risk	5%

5 | Performance Agreement: Community Services Director


Q

am N5M  
Mkhambathini  
M.

9. Analysis and Innovation	Able to critically analysis information challenges and trends to establish and implement fact based solutions that are innovative to improve institutional processes in order to achieve key strategic objectives.	5%
10. Knowledge and Information Management	Able to promote the generation and sharing of knowledge and information through various processes and media, in order to enhance the collective knowledge base of local government.	5%
11. Communication	Able to share information, knowledge and ideas in a clear, focused and concise manner, appropriate for the audience in order to effectively convey, persuade and influence stakeholders to achieve the desired outcome.	10%
12. Results and Quality Focus	Able to maintain high quality standards, focus on achieving results and objectives while consistently striving to exceed expectations and encourage others to meet quality standards. Further to actively monitor and measure results and quality against identified objectives.	5%
<b>TOTAL</b>		<b>100%</b>

6 | Performance Agreement: Community Services Director

Q

NSM SM.  


## 6. EVALUATING PERFORMANCE

- 6.1 The Performance Plan (Annexure B) to this Agreement sets out -
- 6.1.1 the standards and procedures for evaluating the **Community Services Director** performance; and
  - 6.1.2 the intervals for the evaluation of the **Community Services Director** performance.
- 6.2 Despite the establishment of agreed intervals for evaluation, the **Mkhambathini Municipality** may in addition review the **Community Services Director** performance at any stage while the contract of employment remains in force.
- 6.3 Personal growth and development needs identified during any performance review discussion must be documented in a Personal Development Plan as well as the actions agreed to and implementation must take place within set time frames.
- 6.4 The **Community Services Director** performance will be measured in terms of contributions to the goals and strategies set out in the **Community Municipality's** IDP.
- 6.5 The annual performance appraisal will involve:
- 6.5.1 **Assessment of the achievement of results as outlined in the performance plan:**
    - (a) Each KPA should 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.
    - (b) An indicative rating on the five-point scale should be provided for each KPA.
    - (c) The applicable assessment rating calculator (refer to paragraph 6.5.3 below) must then be used to add the scores and calculate a final KPA score.
  - 6.5.2 **Assessment of the CCRs**
    - (a) Each CCR should be assessed according to the extent to which the specified standards have been met.
    - (b) An indicative rating on the five-point scale should be provided for each CCR.
    - (c) This rating should be multiplied by the weighting given to each CCR during the contracting process, to provide a score.
    - (d) The applicable assessment rating calculator (refer to paragraph 6.5.1) must then be used to add the scores and calculate a final CCR score.
  - 6.5.3 **Overall rating**

An overall rating is calculated by using the applicable assessment-rating calculator. Such overall rating represents the outcome of the performance appraisal.

CP

SM  
SM  
SM

6.6 The assessment of the performance of the **Community Services Director** will be based on the following rating scale for KPA's and CCRs:

Level	Terminology	Description	Rating				
			1	2	3	4	5
	Outstanding performance	Performance far exceeds the standard expected of the Chief Financial Officer at this level. The appraisal indicates that the <b>Community Services Director</b> 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 expectations	Performance is significantly higher than the standard expected in the job. The appraisal indicates that the <b>Community Services Director</b> 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 <b>Community Services Director</b> has fully achieved effective results against all significant performance criteria and indicators as specified in the PA and Performance Plan.					
2	Not fully effective	Performance is below the standard required for the job in key areas. Performance meets some of the standards expected for the job. The review/assessment indicates that the <b>Community Services Director</b> has achieved below fully effective results against more than half the key performance criteria and indicators as specified in the PA and Performance Plan.					
	Unacceptable performance	Performance does not meet the standard expected for the job. The review/assessment indicates that the <b>Community Services Director</b> has achieved below fully effective results against almost all of the performance criteria and indicators as specified in the PA and Performance Plan. The <b>Community Services Director</b> 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.					

8 | Performance Agreement: Community Services Director

*Q*

*NSM SM.  
Am R*



- 6.7 For purposes of evaluating the annual performance of the Mayor, an evaluation panel constituted of the following persons must be established -
- 6.7.1 Executive Mayor or Mayor;
  - 6.7.2 Chairperson of the performance audit committee or the audit committee in the absence of a performance audit committee;
  - 6.7.3 Member of the mayoral or executive committee or in respect of a plenary type municipality, another member of council;
  - 6.7.4 Mayor and/or Mayor from another municipality; and
  - 6.7.5 Member of a ward committee as nominated by the Executive Mayor or Mayor.
- 6.8 For purposes of evaluating the annual performance of managers directly accountable to the Mayor, an evaluation panel constituted of the following persons must be established -
- 6.8.1 Mayor;
  - 6.8.2 Chairperson of the performance audit committee or the audit committee in the absence of a performance audit committee;
  - 6.8.3 Member of the mayoral or executive committee or in respect of a plenary type municipality, another member of council; and
  - 6.8.4 Mayor from another municipality.
- 6.9 The manager responsible for human resources of the municipality must provide secretariat services to the evaluation panels referred to in sub-regulations (d) and (e).

## 7. SCHEDULE FOR PERFORMANCE REVIEWS

- 7.1 The performance of **Community Services Director** in relation to his / her performance agreement shall be reviewed on the following dates with the understanding that reviews in the first and third quarter may be verbal if performance is satisfactory:

First quarter	July 2020– September 2020	Before the end of October 2020
Second quarter	October 2020 – December 2020	Before the end of January 2021
Third quarter	January 2021– March 2021	Before the end of April 2021
Fourth quarter	April 2021 – June 2021	Before the end of July 2021

- 7.2 The **Mkhambathini Municipality** shall keep a record of the mid-year review and annual assessment meetings.
- 7.3 Performance feedback shall be based on the **Mkhambathini Municipality's** assessment of **Community Services Director** performance.
- 7.4 The **Mkhambathini Municipality** will be entitled to review and make reasonable changes to the provisions of Annexure "B" from time to time for operational reasons. The **Community Services Director** will be fully consulted before any such change is made.
- 7.5 The **Mkhambathini Municipality** may amend the provisions of Annexure B whenever the performance management system is adopted, implemented and / or amended as the case

may be. In that case the **Community Services Director** will be fully consulted before any such change is made.

## 8. DEVELOPMENTAL REQUIREMENTS

The Personal Development Plan (PDP) for addressing developmental gaps is attached as Annexure B.

## 9. OBLIGATIONS OF THE MKHAMBATHINI MUNICIPALITY

9.1 The Mkhambathini Municipality shall –

- 9.1.1 create an enabling environment to facilitate effective performance by the **Community Services Director**
- 9.1.2 provide access to skills development and capacity building opportunities;
- 9.1.3 work collaboratively with the **Community Services Director** to solve problems and generate solutions to common problems that may impact on the performance of the **Community Services Director**;
- 9.1.4 on the request of the **Community Services Director** delegate such powers reasonably required the **Community Services Director** to enable him / her to meet the performance objectives and targets established in terms of this Agreement; and
- 9.1.5 make available to the **Community Services Director** such resources as the **Community Services Director** may reasonably require from time to time to assist him / her to meet the performance objectives and targets established in terms of this Agreement.

## 10. CONSULTATION

- 10.1 The **Mkhambathini Municipality** agrees to consult the **Community Services Director** timorously where the exercising of the powers will have amongst others –
  - 10.1.1 a direct effect on the performance of any of the **Community Services Director** functions;
  - 10.1.2 Commit the **Community Services Director** to implement or to give effect to a decision made by the **Mkhambathini Municipality**; and
  - 10.1.3 a substantial financial effect on the **Mkhambathini Municipality**.
- 10.2 The **Mkhambathini Municipality** agrees to inform the **Community Services Director** of the outcome of any decisions taken pursuant to the exercise of powers contemplated in 10.1 as soon as is practicable to enable the **Community Services Director** to take any necessary action without delay.

## 11. MANAGEMENT OF EVALUATION OUTCOMES

- 11.1 The evaluation of the **Community Services Director** Performance will form the basis for rewarding outstanding performance or correcting unacceptable performance.

Q.  
NSM  
R  
S  
H

11.1.1 A performance bonus of between 5% to 14% of all-inclusive annual remuneration package may be paid to the **Community Services Director** in recognition of outstanding performance to be constituted as follows:

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

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

11.3 In the case of unacceptable performance, the **Mkhambathini Municipality** shall –

11.3.1 provide systematic remedial or developmental support to assist the **Community Services Director** to improve his or her performance; and

11.3.2 after appropriate performance counselling and having provided the necessary guidance and/ or support as well as reasonable time for improvement in performance, the **Mkhambathini Municipality** may consider steps to terminate the contract of employment of the **Community Services Director** on grounds of unfitness or incapacity to carry out his or her duties.

## 12. DISPUTE RESOLUTION

12.1 Any disputes about the nature of the **Community Services Director** performance agreement, whether it relates to key responsibilities, priorities, methods of assessment and/ or any other matter provided for, shall be mediated by –

12.1.1 the MEC for local government in the province within thirty (30) days of receipt of a formal dispute from the **Community Services Director**; or

12.1.2 any other person appointed by the MEC.

12.1.3 In the case of managers directly accountable to the **Community Services Director**, a member of the municipal council, provided that such member was not part of the evaluation panel provided for in sub-regulation 27(4)(e) of the Municipal Performance Regulations, 2006, within thirty (30) days of receipt of a formal dispute from the **Community Services Director**; whose decision shall be final and binding on both parties.

12.2 In the event that the mediation process contemplated above fails, clause 20.3 of the Contract of Employment shall apply.

## 13. GENERAL

13.1 The contents of this agreement and the outcome of any review conducted in terms of Annexure A may be made available to the public by the **Mkhambathini Municipality**.

13.2 Nothing in this agreement diminishes the obligations, duties or accountabilities of the **Community Services Director** in terms of his/ her contract of employment, or the effects of existing or new regulations, circulars, policies, directives or other instruments.

11 | Performance Agreement: Community Services Director

Q.

NSM  
SM.  
Lm

- 13.3 The performance assessment results of the **Community Services Director** must be submitted to the MEC responsible for local government in the relevant province as well as the national minister responsible for local government, within fourteen (14) days after the conclusion of the assessment.

12 | Performance Agreement: Community Services Director

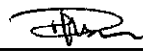
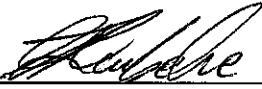
*G.*


*NSM*

*SM*  
*LM*



SIGNED AT CAMPERDOWN ON THIS THE 01 DAY OF July 2020.

**AS WITNESSES:**

1. 
2. 

  
**MS NS MKHIZE**  
COMMUNITY SERVICES DIRECTOR

**AS WITNESSES:**

1. 
2. 

  
**MR S MNGWENGWE**  
MUNICIPAL MANAGER



Appendix B

Entered into by and between

**THE MKHAMBATHINI MUNICIPALITY  
AS REPRESENTED BY THE  
MUNICIPAL MANAGER**

**(Duly authorised by Council)**

**MR S MNGWENGWE  
MUNICIPAL MANAGER**

AND

**NONHLANHLA S'THABILE MKHIZE  
DIRECTOR: COMMUNITY SERVICES  
["the Employee"]**

**01 July 2020 – 30 June 2021**

*NSM  
SM.*

5	Outstanding Performance
4	Performance significantly above expectation
3	Fully effective
2	Performance not fully satisfactory
1	Unacceptable Performance

Surname	MKHIZE
First Name	NONHLANHLA
Department	MKHAMBATHINI
Division	COMMUNITY SERVICES
Gender	
Employee Number	FEMALE
Date of Appointment	
Salary Package	

**Performance Plan**

**Attached as Annexure C**

USM  
R  
S M.

**Calculation on the Core Management Criteria (CMC)**

CMC's are based on the eleven core competencies -- every Manager should be assessed against all those CMC that are applicable to his/her job. Compulsory CMC for Managers are highlighted below (NOTE: Weights should be taken from the signed performance agreement for the year under review).

1. Strategic Capability and Leadership													
2. Programme and Project Management										20			
3. Financial Management							compulsory			10			
4. Change Management										5			
5. Knowledge Management										5			
6. Service Delivery Innovation										5			
7. Problem Solving and Analysis										5			
8. People Management and Empowerment							compulsory			20			
9. Client Orientation and Customer Focus							compulsory			5			
10. Communication										5			
11. Honesty and Integrity										10			

NSM  
@  
SM



**EVALUATION ON THE CORE OCCUPATIONAL COMPETENCY (COC)**

COC's are based on the eleven core competences – every Manager should be assessed against all those COC's that are applicable to his/her job.  
 (NOTE: Weight should be taken from the signed performance agreement for the year under review)

1. Competence in Self-Management	10				
2. Interpretation of and implementation within the legislative and national policy framework	10				
3. Knowledge of Performance Management and Reporting	15				
4. Knowledge of global of South African specific political, social and economic contexts	10				
5. Competence in policy conceptualization, analysis and implementation	5				
6. Knowledge of more than one functional municipal field/discipline	10				
7. Skills in Mediation	10				
8. Skills in Governance	10				
9. Competence as required by other national line sector department	10				
10. Exceptional and dynamic creativity to improve the functioning of the municipality	10				

*NSM*  
*22*

**PERSONAL DEVELOPMENT PLAN**


NSM  
2  
SM.

## PERFORMANCE ASSESSMENT RATING

The Assessment Rating will be used to add the score and calculate a final KPA score (80%) and a final CMC and COC's score (20%).

The Table Below should be completed by the summarized total of each panel member (*Note: Weight should be taken from the signed performance agreement for the year under review*)

1. Basic Service Delivery	14		
2. Municipal Institutional Development and Transformation	5		
3. Local Economic Development	42		
4. Municipal Financial Viability and Management	6		
5. Good Governance and Public Participation	7		
6. Community and Social Development	11		
x 80%			


NSM  
R  
Am.

1. Strategic Capability & Leadership			
2. Programme & Project Management			
3. Financial Management (Compulsory)			
4. Change Management			
5. People Management			
6. Governance Leadership			
x 20%			

1. Moral Competence			
2. Planning and Organizing			
3. Analysis and Innovation			
4. Knowledge and Innovation			
5. Communication			
6. Result and Quality Focus			
X 20%			

### Key Results

KRA	(A) SMC Total	(B) CP Assessment	(A/B) Total Score
KRA (Key Result Area)		80%	
CC (Conduct Criteria)		20%	
c) FINAL SCORE			
FINAL SCORE IN PERCENTAGE (0/5/100)			

NSM  
  
 SM.

**AGREEMENT TO PERFORMANCE AND DEVELOPMENT PLAN**

I agree with the objectives as set out in the above Performance and Development Plan and undertake to achieve the objectives as agreed on.

SIGNATURE: [Signature]

Name of Manager: Nonhlanhla Mkhize

Date: 01/07/20

I undertake to support M. NS Mkhize (Name of Manager) with the achievement of the above Performance and Development Plan .

SIGNATURE: [Signature]

Name of Manager: Sanele Mgwenqwe

Date: .....

**FEEDBACK ON INFORMAL QUARTELY REVIEW:**

FEEDBACK FROM REPORTING OFFICER:

.....

.....

.....

.....

.....

.....

.....

.....

Signature of Reporting Officer \_\_\_\_\_ Signature of Manager \_\_\_\_\_

Date:..... Date:.....









KEY PERFORMANCE AREA: GOOD GOVERNANCE  
 OUTPUT 1: IMPLEMENT A DIFFERENTIATED MUNICIPAL FINANCING, PLANNING AND OUTPUT 2: DEEPEN DEMOCRACY THROUGH WARD COMMITTEE MODEL  
 OUTPUT 3: A RESPONSIVE ACCOUNTABLE AND EFFICIENT LOCAL GOVERNMENT

GG4-1	N/A	BZB_3	To transform the municipality into a performance driven institution	Quarterly Performance Reports on achieved and not achieved targets submitted to PMS Unit	4	4	4	1	1	1	N/A	Institutional	Quarterly PMS Report and Submission Register	Community Services
GG8-1a	N/A	BZB_3	To coordinate quarterly meetings with Mkgumbathini Economic Development Agency	Number of quarterly meetings held in quarterly	2	3	4	1 (GR Meeting regarding Vision 2030)	1 (Transect)	1 (UMEDA)	N/A	Institutional	Registers	Community Services
GG8-1b	N/A	BZB_3	Submit two progress reports to Portfolio Committee (after the planned bi-annual meetings)	Number of reports submitted to Portfolio Committee	2	New	N/A	1	N/A	1	N/A	Institutional	Report and Portfolio Committee Minutes	Community Services

KNPA: CROSS CUTTING

KEY PERFORMANCE AREA: CROSS CUTTING ISSUES  
 OUTPUT 7: SINGLE WINDOW OF COORDINATION

CC4-1	LED 005	BZB_2	Disaster Management Plan Developed and approved	Date of Disaster Management Plan Approved by Council	30-Jun-21	N/A	31-May-21	Establishment of coordinating structure and Data collection	Consolidation of collected data and draft report to portfolio committee	31-May-21	N/A	Institutional for All Wards	Council resolution and Disaster Management plan	Community Services
CC4-2	N/A	BZB_2	Disaster Management Advisory Forum	Number of quarterly Disaster Management Advisory Forum meetings	4	4	4	1	1	1	N/A	Institutional	Attendance registers and/or minutes	Community Services
CC4-3b		BZB_2	Provide Disaster Relief Support to families that have reported disaster incidents	Number of quarterly Disaster Management reports submitted to portfolio committee	4	N/A	4	1	1	1	R80,000	Institutional	Report and Portfolio Minutes	Community Services
CC4-4	LED 005	BZB_2	Disaster Management Awareness Campaigns	Number of quarterly Disaster Management Awareness campaigns	4	2	4	1	1	1	R60,000	Institutional	Registers and correspondence	Community Services
CC4-5		BZB_3	Review of Seasonal contingency plans for Mkhambathini Municipality	Number of Workshops for ward based structures on Disaster Management by the end of Quarter 3	7	New	7	N/A	4 (Ward 1, 2,3,5)	3 (Ward 4,6 and 7)	N/A	Ward based (W1-7)	Registers and reports	Community Services
CC5-1		BZB_2	Establishment of the Mkhambathini Animal Pound	Dates of plans approval	Seasonal	Seasonal	Seasonal	N/A	30 August 2020 (Summer Plan)	N/A	28 February 2021 (Winter Plan)	Institutional for wards	Safety plan and Council Resolution	Community Services
CC5-2	N/A	BZB_2	To enhance public safety control mechanisms	Number of progress reports submitted to portfolio committee	2	1	2	N/A	1 (Site identification)	N/A	1 (Progress report)	Institutional	Report to Portfolio Committee	Community Services
CC5-3		BZB_2	Establishment of the Mkhambathini Municipality's Traffic Inspectorate	Quarterly progress reports submitted to portfolio committee	2	1	2	1 (Feasibility Study Report)	N/A	1 (Progress report)	N/A	Institutional	Report and Portfolio Minutes	Community Services

LE: EFFECTIVE AND EFFICIENT LOCAL GOVERNMENT SYSTEM