

Appendix A



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 2021– 30 June 2022

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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;

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- 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 2021** and will remain in force until **30 June 2022** 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.

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- 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**

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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.	5 %
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 %
TOTAL		100%

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.

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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
5	Outstanding performance	Performance far exceeds the standard expected of the Chief Financial Officer at this level. The appraisal indicates that the Community Services Director 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 Community Services Director 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 Community Services Director 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 Community Services Director 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 Community Services Director has achieved below fully effective results against almost all of the performance criteria and indicators as specified in the PA and Performance Plan. The Community Services Director 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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- 6.7 For purposes of evaluating the annual performance of the Municipal Manager, 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 Municipal Manager, an evaluation panel constituted of the following persons must be established -
- 6.8.1 Municipal Manager;
 - 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 Municipal Manager 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:

QUARTER	MONTHS	REVIEW DATE
First quarter	July 2021– September 2021	Before the end of October 2021
Second quarter	October 2021 – December 2021	Before the end of January 2022
Third quarter	January 2022– March 2022	Before the end of April 2022
Fourth quarter	April 2022 – June 2022	Before the end of July 2022

- 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.

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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 employees performance agreement, whether it relates to key responsibilities, priorities, methods of assessment and/ or any other matter provided for, shall be mediated by –

- (a) In case of the Municipal Manager, the MEC for local government in the province within thirty (30) days of receipt of a formal dispute from the Mayor; or any other person designated by the MEC; and
- (b) in the case of managers directly accountable to the municipal manager, the executive mayor or mayor within thirty (30) days of receipt of a formal dispute from the employee;

Whose decision shall be final and binding on both parties.

12.1.2 any disputes about the outcome of the employee performance evaluation must be mediated by:-

- (a) In case of the Municipal Manager, the MEC for local government in the province within thirty (30) days of receipt of a formal dispute from the employee; or any other person designated by the MEC; and
- (b) In the case of managers directly accountable to the Municipal Manager, 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 **Director: Community Services**;

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.
- 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.

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SIGNED AT CAMPERDOWN ON THIS THE 01 DAY OF July 2021.

AS WITNESSES:

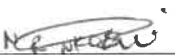
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MS NS MKHIZE
COMMUNITY SERVICES DIRECTOR

AS WITNESSES:

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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 2021 – 30 June 2022

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Period Under Review	
Surname	Mkhize
Name	Nonhlanhla S.
Municipality	Mkhambathini
Department	Community Services
Race	Black
Gender	Female
Employee Number	434
Date of Appointment	01/11/2017
Salary Package	

Performance Plan

Attached as Annexure C

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).

CORE MANAGERIAL COMPETENCIES (CMC)	✓ (Indicate Choice)	WEIGHT %	MILESTONES/COMMENTS
1 Strategic Direction and Leadership		20	%
2. People Management		10	%
3. Programme and Project Management		20	%
4. Financial Management		5	%
5. Change Management		5	%
6. Governance Leadership		10	%
7. Moral Competencies		5	%
8. Planning and Organizing		5	%
9. Analysis and Innovation		5	%
10. Knowledge and Information Management		5	%
11. Communication		5	%
12. Results and Quality Focus		5	%

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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)

CORE OCCUPATIONAL COMPETENCIES (CMC)	√ (Indicate Choice)	WEIGHT %	MILESTONES/COMMENTS
1. Competence in Self-Management		5	%
2. Interpretation of and implementation within the legislative and national policy framework		5	%
3. Knowledge of Performance Management and Reporting		5	%
4. Knowledge of global of South African specific political, social and economic contexts		5	%
5. Competence in policy conceptualization, analysis and implementation		5	%
6. Knowledge of more than one functional municipal field/discipline		5	%
7. Skills in Mediation		5	%
8. Skills in Governance		5	%
9. Competence as required by other national line sector department		10	%
10. Exceptional and dynamic creativity to improve the functioning of the municipality		10	%
Total percentage	-	100%	

PERSONAL DEVELOPMENT PLAN

AREA TO BE DEVELOPED	TYPE OF INTERVENTION	TARGET DATE

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*)

KPA	WEIGHT	RATING
1. Basic Service Delivery	15 %	
2. Municipal Institutional Development and Transformation	5 %	
3. Local Economic Development	60 %	
4. Municipal Financial Viability and Management	5 %	
5. Good Governance and Public Participation	5 %	
6. Community and Social Development	10 %	
Total		
x 80%		

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Core Management Competencies	Weight	Rating
1. Strategic Capability & Leadership	5 %	
2. Programme & Project Management	2 %	
3. Financial Management (Compulsory)	8 %	
4. Change Management	2 %	
5. People Management	2 %	
6. Governance Leadership	1 %	
Total		
x 20%		

Core Occupational Competencies	Weight %	Rating
1. Moral Competence	2 %	
2. Planning and Organizing	4 %	
3. Analysis and Innovation	2 %	
4. Knowledge and Innovation	2 %	
5. Communication	5 %	
6. Result and Quality Focus	5 %	
Total		
X 20%		

Key Results

KPA	(A) Sub-Total	(B) % Of Assessment
KRA (Key Result Area)		80%
CC (Conduct Criteria)		20%
c) FINAL SCORE		
FINAL SCORE IN PERCENTAGE (C/5X100)		

AGREEMENT TO PERFORMANCE AND DEVELOPMENT PLAN

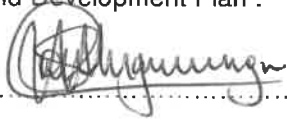
I agree with the objectives as set out in the above Performance and Development Plan and undertake to achieve the objectives as agreed on.

SIGNATURE:.....

Name of Director Community Services: Ms NS Mkhize

Date:.....01/07/21.....

I undertake to support **Ms NS Mkhize** .(Name of Director) with the achievement of the above Performance and Development Plan .

SIGNATURE:.....

Municipal Manager : Mr S Mngwengwe

Date:.....01/07/2021.....

ORGANISATIONAL SCORECARD FOR 2021/2022																																																		
COMMUNITY SERVICES DEPARTMENT																																																		
ALIGNMENT WITH NATIONAL POLICY FRAMEWORK	IDP, BUDGET AND B2B REF NUMBERS (ALIGNMENT)		STRATEGIC OBJECTIVE	KEY PERFORMANCE INDICATORS	KEY PERFORMANCE INDICATORS WITH DETAILED PERFORMANCE MEASURE	DEMAND	BASELINE	ANNUAL TARGET	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4	RESPONSIBLE DEPARTMENT																																					
	IDP REF NO. (Start/Obj)	MSCOA REF NO.					B2B REF NO.	2020/2021	2021/2022	TARGET	TARGET	TARGET		TARGET																																				
NKPA: BASIC SERVICE DELIVERY																																																		
KEY PERFORMANCE AREA: BASIC SERVICE DELIVERY	OUTPUT 2: IMPROVING ACCESS TO BASIC SERVICES	OUTCOME 6: AN EFFICIENT, COMPETITIVE AND RESPONSIVE ECONOMIC INFRASTRUCTURE NETWORK	BSD2	BS003	To Ensure a Safe & Healthy Environment	B2B_2	central waste sorting and disposal areas managed through EPWP and CWP	Tons of Waste collected Weekly from Wards 3, 4 & 6	572 Tons	New	572 Tons	143Tons	143Tons	143Tons	Institutional	WMO clean-up schedule, Msunduzi Landfill site slips or	Community Services																																	
							Review and adopt the Municipality's Integrated Waste Management Plan	Community Clean up Campaigns conducted as per the Municipality's Integrated Waste Management Plan	24	18	4	4	4	Institutional for all wards				WMO clean-up campaign reports and pictures	Community Services																															
							Provide Refuse Removal Services to all households within the town area	Waste Management Campaigns conducted as per the Municipality's Integrated Waste Management Plan	5	5	N/A	2	1							Ward 3 and 4	Waste report on awareness campaigns and pictures	Community Services																												
							Provide households with access to basic level of solid waste removal	Report on households with access to basic level of solid waste removal	4	4	1	1	1										Ward 1,2,3,4,5,6,7	Report on Basic level of solid waste removal	Community services																									
							LED 33.1	Green Projects: Number of Waste Transfer Stations for waste sorting (SMMEs – Youth & LED – Exit for GGD)	4	4	1	1	1													Ward 3, 4, and 6	WMO Report and pictures	Community Services																						
																													Green Projects: Number of Municipal Recycling Projects (SMMEs – Youth & LED – Exit for GGD)	7	3	N/A	N/A	N/A	WMO Report and pictures	Community Services														
																																					Start Date of Garden Waste Drop off Site Operation (EPWP Exit Programme)	30-May-22	N/A	N/A	30-May-22	WMO Report and pictures	Community Services							
																																												Number greening project (trees/ gardens) in all wards through the municipal greening project	12	12	3	3	Pictures and report by WMO	Community Services
							BSD4	LED 005.2	To ensure provision of free Basic Services for indigent residents of Mhlabatshini Municipality	Provide social relief support to indigent families within all wards	Number of reports social relief packs issued to indigent households monthly	12	12													3	3	3	3	Ward 1,2,3,4,5,6,7	Monthly Report on social relief support	Community services																		
LED 005.2	Report on the Number and percentage of households with earning less than R1100 a month with access to free	4	4	1	1	1									1	Ward 1,2,3,4,5,6,7	percentage of households earning less than R1100 a month																Community services																	
NKPA: MUNICIPAL TRANSFORMATION AND INSTITUTIONAL DEVELOPMENT																																																		

DESCRIPTION OF WORK						
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INKPA: MUNICIPAL TRANSFORMATION AND INSTITUTIONAL DEVELOPMENT

LED7	New	
	New	
	New	
	New	
LED3	LED006	
	LED008.2	
	LED008.1	
	LED007.1	
	tbc	
	tbc	
	tbc	
	LED0082	
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To promote Arts and Culture Activities	Coordinate Arts and Culture Activities	Date of "Azibuye Emasweni" Cultural Knowledge workshops for young boys	31-Jul-21	New	31-Jul-21	31-Jul-21	31-Jul-21	N/A	N/A	N/A	R1 208 500	Institutional (open to all wards)	Registers, photos, reports	Community Services
		Dates of "Umkhangiso wamachiko Omkhambathi" Competition	18 & 19 September 2021	November & December 2020	18 & 19 September 2021	18 & 19 September 2021	18 & 19 Sept-21	N/A	N/A	N/A		Institutional (open to all wards)	Registers, photos, reports	Community Services
	Coordinate crafters development programme through training/ workshops	Date of "Umkhangiso wamabutho nezintombi"	01-Sep-21	New	01-Sep-21	01-Sep-21	01-Sep-21	N/A	N/A	N/A		Ward 2	Registers, photos, reports	Community Services
		Number of artist and crafters development workshops	6	4	6	6	2	2	2	N/A		Institutional (open to all wards)	Registers, photos, reports	Community Services
		Date of Annual Career Exhibition for youth in and out of school	August 2021 (Out) Q4 - 31 May	August & May 2021	August 2021 (Out) Q4 - 31 May	August 2021 (Out) Q4 - 31 May	31-Aug-21 (Out)	N/A	N/A	31-May-22 (In)		Institutional (open to all wards)	Registers, photos, reports	Community Services
		Dates of Annual Matric Exam Prayers for Mkhambathi and Mid-Ilvo Crochets	01 & 08 September 2021 BI - Annual	Oct-20	01 & 08 September 2021	01 & 08 September 2021	01 & 08 Sep-21	N/A	N/A	N/A		Institutional (open to all wards)	Registers, photos, reports	Community Services
	Youth Programmes Implemented	Date of Annual Mkhambathi Schools Achievement Awards	31-Jan-22	Mar-21	31-Jan-22	31-Jan-22	N/A	N/A	N/A	N/A		Institutional (open to all wards)	Registers, photos, reports	Community Services
		Date of Annual Mkhambathi Community Youth Achievement Awards	17-Jun-22	New	17-Jun-22	17-Jun-22	N/A	N/A	N/A	17-Jun-22		Institutional (open to all wards)	Registers, photos, reports	Community Services
		Date of Youth Indaba	30-Apr-22	Nov-19	30-Apr-22	30-Apr-22	N/A	N/A	N/A	30-Apr-22		Institutional (open to all wards)	Registers, photos, reports	Community Services
	Coordinate Youth Council Activities	Date of Induction workshop for the Youth Council	31-May-22	Nov-19	31-May-22	31-May-22	N/A	N/A	N/A	31-May-22	R3 870 000.00	Institutional (open to all wards)	Registers, photos, reports	Community Services
		Date of "Beauty Meets Beads" show	30-Jun-22	New	30-Jun-22	30-Jun-22	N/A	N/A	N/A	30-Jun-22		Institutional (open to all wards)	Photos and reports	Community Services
	Coordinate establishment of Mkhambathi Special Programmes Forum	Date of Municipal "Take a Girl Child to Work" programme	31-Aug-21	New	31-Aug-21	31-Aug-21	31-Aug-21	N/A	N/A	N/A		Institutional (open to all wards)	Report and pictures	Community Services
		Date of Municipal "Take a Boy Child to Work" programme	31-Jul-21	New	31-Jul-21	31-Jul-21	31-Jul-21	N/A	N/A	N/A		Institutional (open to all wards)	Report and pictures	Community Services
		Date of Special Programmes Forum Launch	30-Mar-22	New	30-Mar-22	30-Mar-22	N/A	N/A	N/A	N/A		Institutional (open to all wards)	Report and pictures	Community Services
	To promote the rights of vulnerable groups through various socio-economic development programmes	Number of Quarterly Disability Awareness Campaigns	4	2	4	4	1	1	1	1		Institutional (open to all wards)	Report and pictures	Community Services
		Date of "Annual Disability Sports Day"	30-Jun-22	New	30-Jun-22	30-Jun-22	N/A	N/A	N/A	30-Jun-22		Institutional (open to all wards)	Report and pictures	Community Services
		Date of Disabled persons attending the "Annual Disability Imbizo"	30-Nov-21	New	30-Nov-21	30-Nov-21	N/A	N/A	N/A	N/A		Institutional (open to all wards)	Attendance Registers and pictures	Community Services

LED4	tbc		Coordinate gender based activities	Date of Men's Dialogues in all wards	31-Jul-21	2019	31-Jul-21	N/A	N/A	N/A	N/A	R3 185 000.00	Institutional (open to all wards)	Attendance Registers and pictures	Community Services
	tbc		Coordinate platforms for senior citizens engagements and dialogues	Date of Women's Dialogues in all wards	30-Aug-21	New	30-Aug-21	N/A	N/A	N/A	N/A		Institutional (open to all wards)	Attendance Registers and pictures	Community Services
	tbc		Coordinate participation in the Golden games by senior citizens of Mkhambathini Municipality	Date of "Local Golden Games Sports Day"	01-Aug-21	New	01-Aug-21	N/A	N/A	N/A	N/A		Institutional (open to all wards)	Attendance Registers and pictures	Community Services
	LED11				01-Jul-21	2019	01-Jul-21	N/A	N/A	N/A	N/A		Institutional (open to all wards)	Report and pictures	Community Services
	LED 11.3 and LED 11.4			Number of Senior Citizens participating in the District Senior Citizens Games	4	New	4	N/A	N/A	N/A	4		Institutional (open to all wards)	Attendance Registers and pictures	Community Services
	tbc		Coordinate and host Senior Citizens event through Operation MBO	Date of Senior Citizens event Coordinated and hosted through Operation MBO	31-Dec-21	New	31-Dec-21	N/A	N/A	31-Dec-21	N/A		Institutional (open to all wards)	Attendance Registers and pictures	Community Services
	tbc		Coordinate participation in the Annual Mayoral games and participation in the Annual District Games	Date of Annual Mayoral Games	30-Jun-22	New	30-Jun-22	N/A	N/A	N/A	30-Jun-22		Institutional (open to all wards)	Report and pictures	Community Services
	tbc		Sports Coaching workshops implemented and tournaments held	Number of Mkhambathini players participating in the annual District or National League Games	3	New	3	N/A	N/A	N/A	3		Institutional (open to all wards)	Attendance Registers and pictures	Community Services
	tbc			Number of Sports Coaching workshops implemented	14	New	14	N/A	N/A	14	N/A		Institutional (open to all wards)	Attendance Registers and pictures	Community Services
	tbc			Date of "Annual Nkanyiso Mngwengwe" Tournament	30-Nov-21	New	30-Nov-21	N/A	N/A	30-Nov-21	N/A		Institutional (open to all wards)	Report and pictures	Community Services
LED8			Ensure functional OSS Task team (LTT)	Number of quarterly OSS Local Task Team Meetings	4	4	4	1	1	1	1		Institutional (open to all wards)	Attendance registers and minutes	Community Services
	LED37	B2B-1	Coordinate Operation Sukuma Sakhe Outreach Programmes	Number of Quarterly Operation MBO campaigns	4	2	4	1	1	1	1		Institutional (open to all wards)	Report and pictures	Community Services
				Number of Active OSS War Rooms	7	7	7	7	7	7	7		Institutional (open to all wards)	Attendance registers and minutes/ reports	Community Services
				Number of Humanitarian Events in commemoration of Mandela Day	7	2	7	7	N/A	N/A	N/A		All 7 Wards	Report and pictures	Community Services
LED008.1			Coordinate and hold Local Aids Council Meetings	Number of Quarterly Local Aids Council Meetings	4	4	4	1	1	1	1		All 7 Wards	Registers, photos, reports	Community Services
				Number of Quarterly Ward Aids Committees Meetings	4	4	4	1	1	1	1		Institutional (open to all wards)	Attendance registers and minutes/ reports	Community Services
			To coordinate health awareness campaigns	Number of Quarterly Health Awareness Campaigns	4	4	4	1	1	1	1		Institutional (open to all wards)	Report and pictures	Community Services

KEY PERFORMANCE AREA : CRO		OUTPUT 7: SINGLE WINDOW C		LE, EFFECTIVE AND EFFICIENT LOCA		CCA									
	LED 005		To ensure a functional Disaster Management Unit	Management Advisory Forum											
		B2B_2	Provide Disaster Relief Support to families that have reported disaster incidents	Dates of Annual Training and workshops for Disaster Volunteers	31-Sep-21	New	30-Sep-21	30-Sep-21	N/A	N/A	N/A	R950 000.00	Institutional	Training schedule, registers and report	Community Services
		B2B_2		Number of Monthly Reports on Disaster Relief Support to vulnerable community members affected by disaster incidents	12	12	12	3	3	3	3	Institutional	Reports and list of beneficiaries	Community Services	
		B2B_3	Disaster Management Awareness Campaigns	Number of Disaster awareness campaigns in all wards	7	6	7	2	2	2	2	1	Ward based (W17)	Pictures and report	Community Services
				Number of Disaster awareness campaigns in schools	2	1	2	N/A	1	N/A	1	Institutional for wards	Pictures and report	Community Services	