

ALFRED NZO DISTRICT MUNICIPALITY



ALFRED NZO
DISTRICT MUNICIPALITY

PERFORMANCE AGREEMENT

20/21 FINANCIAL YEAR

BETWEEN

DAPHNE NOMTHANDAZO NGXENGE: SENIOR MANAGER)

And

(ZAMILE HEBERTH SIKHUNDLA: MUNICIPAL MANAGER)

PERIOD OF AGREEMENT:

(JULY 2020 TO 30 JUNE 2021)

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PERFORMANCE AGREEMENT

Herein represented by MR ZH SIKHUNDLA, in his duly authorized capacity as the the Municipal Manager of the ALFRED NZO DISTRICT MUNICIPALITY

AND

MRS DAPHNE NOMTHANDAZO NGXENGE

Hereinafter referred to as the EMPLOYEE in her capacity as duly appointed as SENIOR MANAGER: COMMUNITY SERVICES of the municipality.

WHEREBY IT IS AGREED AS FOLLOWS:

- a) The Employer has entered into an Agreement of Employment with the Employee in terms of section 57(1) (a) of the Local Government: Municipal Systems Act 32 of 2000. The Employer and the employee are hereinafter referred to as "Parties"
- b) Agreement of Employment concluded between the parties, requires the parties to conclude an annual Performance Agreement within sixty days of assumption of duty, and renew it annually within one month of the beginning of each financial year of the municipality;
- c) The parties must ensure that they are clear about the goals to be achieved, and secure the commitment of the Employee to a set of outcomes that will secure local government policy goals as defined in the municipal Integrated Development Plan;
- d) The parties must ensure that there is compliance with Municipal Performance Management Framework Policy and with Sections 57 (a), 57 (b) 57 (c) and 57 (d) of the Local Government: Municipal System Act, 2000 as amended; and
- e) The performance contract is between MRS DAPHNE NOMTHANDAZO NGXENGE, , SENIOR MANAGER: COMMUNITY SERVICES, and MR ZH SIKHUNDLA, Municipal Manager of the ALFRED NZO DISTRICT MUNICIPALITY. It is for the 20/21 financial year. The expected performance reflected in this contract is based on the Integrated Development Plan 20/21 reviewed, and the 20/21 Service Delivery and Budget Implementation Plan.
- f) The National Treasury has issued circular no2 of Municipal MSCOA in preparation of full M SCOA compliance.

INTERPRETATION AND DEFINITIONS

In this Agreement, unless the context indicates otherwise—

- 1.1. An expression, which denotes any gender, includes the other genders, a neutral person includes an judicial person and vice versa, and the singular includes the plural and vice versa;
- 1.2. Clause headings are for convenience only and will not be used in its interpretation, and the following expressions bear the meanings assigned to them and cognate expressions bear corresponding meanings –

"Agreement"	means this Performance Agreement and all the Appendices hereto;
"Employee"	means YOUR NAME AND SURNAME
"MEC"	means the Member of the EASTERN CAPE Executive Council responsible for local Government;
"MFMA"	means the Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003);
"Municipality"	means ALFRED NZO DISTRICT MUNICIPALITY , established in terms of Structures Act;
"Parties"	means the Municipality and the Employee;

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"Regulations"	means the Local Government: Performance Regulations for Municipal Managers and Managers Directly Accountable to Municipal Managers, 2006, promulgated in the Government Gazette as Regulation Notice 805 on 1 August 2006;
"Structures Act"	means the Local Government: Municipal Structures Act, 2000 (Act No. 117 of 1998); and
"Systems Act"	means the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000) as amended, and the Regulations promulgated in terms of the Act;
MSCOA	Means -is a multi-dimensional recording and reporting system across seven segments. Function or sub-function (GFS votes structure) Item (asset, liability, revenue, expenditure, etcetera) Funding source (rates, services charges, grants, loans, etcetera)

- 1.3. Words and expressions defined in any sub-clause, for the purpose of the clause of which that sub-clause forms part, bear the meaning assigned to such words and expressions in that sub clause; and
- 1.4. This agreement is governed by and construed in accordance with the laws of the Republic of South Africa.

PURPOSE OF THIS AGREEMENT

The purpose of this Agreement is to –

- 2.1. Comply with the provisions of Section 57(1) (b), (4A), (4B), (4C) and (5) of the Systems Act as well as the Memorandum of Agreement of Employment entered into between the parties;
- 2.2. Communicate the Employer's performance expectations and accountabilities to the Employee, by specifying objectives and targets as defined in the IDP;
- 2.3. Specify accountabilities as set out in the Performance Plan, which must be in a format Substantially compliant with Appendix "A";
- 2.4. Monitor and measure performance against set targeted outputs;
- 2.5. Use this Agreement and the Performance Plan as the basis for assessing the performance of the Employee and to establish whether the Employee has met the performance expectations applicable to the position; and
- 2.6. Appropriately reward the Employee in accordance with the Employer's performance Management policy in the event of outstanding performance.

COMMENCEMENT AND DURATION

- 3.1. This Agreement will commence on **01 July 2020** and will remain in force until **30 June 2021**, where after a new Agreement, Performance Plan and Personal Development Plan must be concluded between the parties for each of the following financial years or any portion thereof for the duration of the Agreement of Employment.
- 3.2. This Agreement will terminate on the termination of the Employee's employment for any reason whatsoever or when the Acting Appointment is terminated.
- 3.3. The content of this Agreement may be revised at any time during the abovementioned period to determine the applicability of the matters agreed upon.
- 3.4. 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 must immediately be revised.

- 3.5. Any significant amendments or deviations must take cognizance of the requirements of sections 34 and 42 of the Systems Act, and regulation 4(5) of the Regulation

PERFORMANCE OBJECTIVES

- 4.1. The Performance Plan must set out the–
 - 4.1.1. The performance objectives and targets that must be met by the Employee; 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 the Performance Plan must–
 - 4.2.1. Be set by the Employer in consultation with the Employee;
 - 4.2.2. Be based on the Integrated Development Plan and Budget of the Employer; and
 - 4.2.3. Include key objectives, performance indicators, target dates and weightings.
- 4.3. It is agreed that–
 - 4.3.1. The key objectives must describe the main tasks that must be performed by the Employee;
 - 4.3.2. The key performance indicators provide the details of the evidence that must be provided to indicate that a key objective has been achieved;
 - 4.3.3. The target dates describe the timeframe in which the work must be achieved; and
 - 4.3.4. The weightings indicate the relative importance of the key objectives to each other.
- 4.4. 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.

PERFORMANCE MANAGEMENT SYSTEM

- 5.1. The Employee agrees to participate in the performance management system that the Employer adopts or introduces for the Municipality, and accepts that the purpose of the performance management system is to provide a comprehensive system, with specific performance standards, to assist Municipality to perform to the standards required.
- 5.2. The Employer must consult the Employee about the specific performance standards that are included in the performance management system that are applicable to the Employee.
- 5.3. The Employee undertakes to actively focus on the promotion and implementation of the Key Performance Areas, including special projects relevant to the Employee's responsibilities, within the local government framework.
- 5.4. The Employee must be assessed on his or her performance in terms of the performance indicators identified in the attached Performance Plan and include–
 - 5.4.1. The Key Performance Areas; and
 - 5.4.2. Core Managerial Competencies,

With a weighting of 80:20 allocated to sub-clause (a) and (b) respectively.

- 5.5. The Key Performance Areas will make up 80% of the Employee's assessment score, and will contain the following areas of which all of them are compulsory and weights must be allocated to each of them according to the scale of core and functional responsibilities:

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National KPA

	✓	Weight
1 Municipal transformation and Institutional Development		25
2 Basic Service Delivery		30
3 Local Economic Development		10
4 Financial Viability & Management		10
5 Good Governance and Public Participation		25
Total		100%

5.6. The Core Management Criteria will make up the other 20% of the Employee's assessment score

5.7. The Core Competency Requirements are deemed to be most critical for the Employee's specific job and **only ten (10)** of them should be selected from the list below including the compulsory CMCs as agreed to between the Employer and Employee:

No	Competency Required	Category	✓	Weight
1	Financial Management - Compulsory			8
2	People Management - Compulsory			15
3	Client orientation and Customer Care - Compulsory			10
4	Strategic Capability			5
5	Programme and Project Management			
6	Change Management	Core		7
7	Knowledge Management	Managerial		
8	Service Delivery Innovation	Competency		
9	Problem Solving and Analytical Thinking			10
10	Communication			15
11	Honesty and Integrity			15
12	Competence in Self-Management			15
13	Interpretation of and implementation within the legislative and national policy frameworks			
14	Knowledge of developmental local government			
15	Knowledge of Performance Management and Reporting			10
16	Knowledge of global and South African specific political, social and economic contexts			
17	Competence in policy conceptualization, analysis and Implementation	Core		
18	Knowledge of more than one functional municipal field/ Discipline	Occupational		
19	Skills in Mediation	Competencies		
20	Skills in Governance			
21	Competence as required by other national line sector Departments			
22	Exceptional and dynamic creativity to improve the functioning of the municipality			5

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- 5.8. Final Assessment scores shall be given according to each Key Performance Area either by working out a mean or by giving one final score to each KPA.
- 5.9. Final Assessment scores shall be awarded according to each Core Competency requirements either by working out a mean or by giving one final score to each CCR.

EVALUATING PERFORMANCE

6.1. The Performance Plan, attached hereto as Appendix "A", must set out the: -

- 6.1.1. The standards and procedures for evaluating the Employee's performance; and
- 6.1.2. The intervals for the evaluation of the Employee's performance.
- 6.2. Despite the establishment of agreed intervals for evaluation, the Employer may in addition review the Employee's performance at any stage during the validity of the Agreement of Employment.
- 6.3. Personal growth and development needs identified during any performance review discussion, as well as the actions and time frames agreed to, must be documented in a Personal Development Plan, which must be in a format substantially compliant with Appendix "B".
- 6.4. The Employee's performance will be measured in terms of contributions to the goals and strategies contemplated in the Employer's Integrated Development Plan.

6.5. The annual performance appraisal must involve –

- 6.5.1. An assessment of the achievement of results as outlined in the performance plan;
- 6.5.2. An assessment of each Key Performance Area according to the extent to which the Specified standards or performance indicators have been met and with due regard to
- 6.5.3. Ad hoc tasks that had to be performed;
- 6.5.4. A rating on the five-point scale for each Key Performance Area; and
- 6.5.5. The use of the applicable assessment rating calculator to add the scores and
- 6.5.6. Calculate a final Key Performance Area score.

6.6. The Core Management Criteria must be assessed–

- 6.6.1. According to the extent to which the specified standards have been met;
- 6.6.2. With an indicative rating on the five-point scale for each Criteria; and
- 6.7. By using the applicable assessment rating calculator to add the scores and calculating a final score.
- 6.8. An overall rating is calculated by using the applicable assessment-rating calculator, which represents the outcome of the performance appraisal, provided that the Performance assessment of the Employee will be based on the following rating scale

For both Key Performance Indicators and Core Management Criteria:

Level	Terminology	Description Rating
5	Outstanding performance	<ul style="list-style-type: none"> ⬆ 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 expectations	<ul style="list-style-type: none"> ⬆ 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	<ul style="list-style-type: none"> ⬆ Performance fully meets the standards expected in all areas of the job. ⬆ The appraisal indicates that the Employee has fully achieved effective

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			results against all significant performance criteria and indicators as specified in the PA and Performance Plan.
2	Not effective	fully	<ul style="list-style-type: none"> 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 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		<ul style="list-style-type: none"> 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.

6.9. The performance of the Employee must be evaluated by an evaluation panel constituted in terms of regulation 27(4) (d), (e) and (f) of the Regulations.

6.10 The following formula shall be used to calculate total scores for awarding performance bonus: -

Formula 1.

- Weight x Final score per KPA = V x 80% (for KPA) = score for each KPA.
- Add up all KPA scores to get a total sum = W.

Formula 2.

- Weight x Final score per CMC = Y x 20% (for CMC) = score for each CCR.
- Add up all CCR scores to get a total sum = Z.

Formula 3.

- W + Z = Total score (percentage).

7. MANAGEMENT OF EVALUATION OUTCOMES

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

7.2 A performance bonus of between 5% and 14% of the inclusive annual remuneration package may be paid to the Employee in recognition of outstanding performance, as per regulation 32(2) of the Regulations.

7.3 In the case of unacceptable performance, the Employer—

7.4 Must provide systematic remedial or developmental support to assist the Employee to improve his or her performance; and

7.5 May, after appropriate performance counselling and having provided the necessary guidance and support as well as reasonable time for improvement in performance, consider steps to terminate the contract of employment of the Employee on grounds of unfitness or incapacity to carry out his or her duties.

7.6 Performance bonuses shall be awarded to individual employees who have a total score **of 4 and above**. This means that the employee's performance must be significantly higher than the standard expected in the job or the performance must be outstanding. ii. Performance rewards can only be made after independent verification of evidence and performance plan by the Internal Audit. iii. Performance bonus must be paid once a year provided the Municipality has budget for bonuses. Below is a scale that will be used in calculating the performance bonuses of the Municipal Manager, Section 56/57 employees, and line managers.

7.7 The first performance bonus (cash rewards) payment band ranges between 5% and 9% of the all-inclusive remuneration package, as follows:

- I. Score of above 130% to 136%,
- II. A score of above 136% to 142%,
- III. A score of above 142% to 149%

7.8 The second performance bonus (cash rewards) payment band ranges between 10% and 14% of the all-inclusive remuneration package, as follows;

- I. A score of 150 to 155%,
- II. A score of above 155%,
- III. A score of above 160%,

8. SCHEDULE FOR PERFORMANCE REVIEW

8.1 The performance of the Employee in relation to his or her performance agreement must 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	Review Period	Review to be completed by
1	Mid-Year Review	January to February 2020
2	Annual Review	Sep to Dec 2020

8.2 Provided that reviews in the first and third quarter may be verbal if performance is satisfactory.

8.2.1 The Employer must keep a record of the mid-year review and annual assessment meetings, and feedback must be based on the Employer's assessment of the Employee's performance.

8.2.2 The Employer may amend the provisions of the Performance Plan whenever the performance management system is adopted, implemented or amended, provided that the Employee must be consulted before any such change is made.

8.2.3 The work performance and performance review will not be confined and limited to the performance plan, any incidental work outside the performance plan shall be performed and evaluated accordingly.

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9. OBLIGATION OF THE EMPLOYER

The Employer must–

- 9.1 Create an enabling environment to facilitate effective performance by the Employee;
- 9.2 Provide access to skills development and capacity building opportunities;
- 9.3 Work collaboratively with the Employee to solve problems and generate solutions to common problems that may impact on the performance of the Employee;
- 9.4 On the request of the Employee delegate such powers reasonably required by the Employee to enable him or her to meet the performance objectives and targets established in this Agreement; and
- 9.5 Make available to the Employee such resources as the Employee may reasonably require from time to time assisting him or she to meet the performance objectives and targets established in this Agreement.

10. CONSULTATION

10.1 The Employer agrees to consult the Employee timeously where the exercising of the powers will–

- 9.1.1 Have a direct effect on the performance of any of the Employee's functions;
- 10.1.2 Commit the Employee to implement or to give effect to a decision made by the Employer; and
- 10.1.3 Have a substantial financial effect on the Employee.
- 10.1.4 The Employer agrees to inform the Employee of the outcome of any decisions taken pursuant to the exercise of powers contemplated in sub-clause (1) above, as soon as is practicable to enable the Employee to take any necessary action without delay

11. DISPUTE RESOLUTION

11.1. Any disputes about the nature or content of the Employee's Performance Agreement, must be mediated by –

- 11.1.1. The Member of the Executive Council responsible for local government in the province, in the case of the Municipal Manager, or any other person appointed by the said Member of the Executive Council; and
- 11.1.2. The Mayor, in the case of Managers directly accountable to the Municipal Manager, within thirty days of receipt of a formal dispute from the Employee.

11.2. Any disputes about the outcome of the Employee's performance evaluation, must be mediated by–

- 11.2.1. The Member of the Executive Council for local government in the province, or any other person appointed by the MEC, in the case of the Municipal Manager; and
- 11.2.2. A Municipal Councilor, in the case of Managers directly accountable to the Municipal Manager, provided that such a Councilor was not part of the evaluation panel contemplated

in regulation 27(4) (e) of the Regulations, within thirty days of receipt of a formal dispute from the Employee.

- 11.3. The decision of the Mediator contemplated in sub-clauses (1) and (2) will be final and binding on both parties.

GENERAL

- 12.1. The Employer must make the contents of this Agreement and the outcome of any review conducted in terms of the Performance Plan available to the public as contemplated in section 46 of the Systems Act.
- 12.2. Nothing in this agreement diminishes the obligations, duties or accountabilities of the Employee in terms of his or her Agreement of Employment, or the effects of existing or new regulations, circulars, policies, directives or other instruments.
- 12.3. The performance assessment results of the Municipal Manager must be submitted to the Member of the Executive Council responsible for local government in the **EASTERN CAPE** as well as the National Minister responsible for local government, within fourteen days after the conclusion of the assessment.
- 12.4. The employee is required to complete the Financial Disclosure Form as per Item 5 of the Code of Conduct for municipal staff members. (Appendix C)
- 12.5.

Thus done and signed at ANDAM D21 on this July day of 30/07/2020 (Month) 2020 (Year)

AS WITNESSES:

1. [Signature]

2. [Signature]

EMPLOYEE

[Signature]

AS WITNESSES:

1. [Signature]

2. [Signature]

EMPLOYER (Person reporting to)

[Signature]

ALFRED NZO DISTRICT MUNICIPALITY



ALFRED NZO
DISTRICT MUNICIPALITY

PERFORMANCE WORK PLAN

20/21 FINANCIAL YEAR

DAPHNE NOMTHANDAZO NGXENGE:

SENIOR MANAGER

COMMUNITY DEVELOPMENT SERVICES

PERIOD OF PERFORMANCE PLAN:

(JULY 2020 TO 30 JUNE 2021)

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**MUNICIPAL TRANSFORMATION AND INSTITUTIONAL
DEVELOPMENT**

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LOCAL ECONOMIC DEVELOPMENT

LOCAL ECONOMIC DEVELOPMENT

Number of integrated events hosted by the department by the 30 June 2021	50% Five	8 events	Integrated budget	Monitor the preparation processes for hosting: MHS, CAHM, Disaster, and fire economic contributing programs	Monitor the preparation processes for OR Tambo month and SALGA Games	Monitor the preparation processes of back to school campaign through services on wheels	Monitor the preparation processes for hosting Alfred Nzo Month	Locally spent amounts, attendance registers with local people.
Number of recruited and capacitated CERT members by June 2021	50% Eighteen		10 R30 .00	Monitor procurement of CERT Fire Fighting tools	Monitor Training of 12 CERT on basic fire fighting skills	Monitor them on local community fire prevention and management	Monitor them on local community fire prevention and management	Attendance registers and pictured reports

Mid Term Assessments

20/21 FY

Actual Expenditure

Q1 Actual

Q2 Actual

Actual POE's

Comment

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FINANCIAL VIABILITY & MANAGEMENT

Portfolio of Evidence									
Number of procurement plans submitted to SCS as per SCM policy	40%	0	2 Nil	Facilitate the submission of Unit's procurement plans. Enforce adherence to SCM policy and processes	Enforce adherence to SCM policy and processes	Facilitate the submission of Unit's procurement plans. Enforce adherence to SCM policy and processes after budget adjustment	Enforce adherence to SCM policy and processes	Enforce adherence to SCM policy and processes	Copy of procurement plan
Number of Departmental budget inputs conducted before the deadline	40%	2	2 Nil	None	None	Consolidate and submit adjusted Departmental budget inputs	Finalise budget inputs for the following financial year	E-mail submitting budget inputs	
Number of accidents reported on assets allocated	20%	At least one accident per annum	0.00	Monitor the use of Municipal Assets	Monitor the use of Municipal Assets	Monitor the use of Municipal Assets	Monitor the use of Municipal Assets	Incident Reports	

Mid Term Assessments

20/21 FY

Actual Expenditure Q1 Actual

Q2 Actual

Actual POE's

Comment

Nil 24/5

GOOD GOVERNANCE AND PUBLIC PARTICIPATION

Portfolio of Evidence									
Number of Ordinary and Special Council meetings attended with resolutions implemented	10%	4 ordinary and 2 Council meetings to 12 be attended	R0.00	One ordinary Council meeting per quarter	One ordinary Council meeting per quarter	One ordinary Council meeting per quarter	One ordinary Council meeting per quarter	One ordinary Council meeting per quarter	Attendance registers, departmental resolution register
Number of Departmental Standing Committee coordinated to table CDS Reports.	10%	12 Departmental Standing Committee to be coordinated and submit CDS reports, 10 reports,	R0.00	Coordinate and compile reports for the sitting of the CDS Standing committee, and implement the recommendations.	Coordinate and compile reports for the sitting of the CDS Standing committee, and implement the recommendations.	Coordinate and compile reports for the sitting of the CDS Standing committee, and implement the recommendations.	Coordinate and compile reports for the sitting of the CDS Standing committee, and implement the recommendations.	Coordinate and compile reports for the sitting of the CDS Standing committee, and implement the recommendations.	emailed reports to CDS and CAHM, Portfolio heads Attendance registers, CDS resolution register
Number of mayoral meetings attended and reports presented	8%	4 Ordinal mayoral meetings per annum	R0.00	Compile reports from the CDS Standing committee, and submit them to Mayoral committee meeting and implement the recommendations.	Compile reports from the CDS Standing committee, and submit them to Mayoral committee meeting and implement the recommendations.	Compile reports from the CDS Standing committee, and submit them to Mayoral committee meeting and implement the recommendations.	Compile reports from the CDS Standing committee, and submit them to Mayoral committee meeting and implement the recommendations.	Compile reports from the CDS Standing committee, and submit them to Mayoral committee meeting and implement the recommendations.	email to Chief of Staff with mayoral reports and CAHM/Attendance registers.
Number of MHS By-laws developed and gazetted for implementation	7%	One MHS By-law developed and gazetted by 30 September 2020.	R160 000.00	Monitor procurement processes of MHS By Laws. Develop SOP for complaints Register.	Monitor procurement processes of MHS By Laws. Develop SOP for complaints Register.	Monitor procurement processes of MHS By Laws. Develop SOP for complaints Register.	Monitor the gazetted process of draft By Law	Monitor the implementation	Copy of the gazetted MHS By law

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Number of Fire and Rescue/ Fire Safety By law enforcement developed and gazetted for implementation	5%		One Fire Safety by-law developed, gazetted and sent to Council for adoption by 30 September 2020	R140 000.00	Monitor procurement processes of Fire Safety by-law	Monitor procurement processes of Fire Safety by-law	Monitor the gazetting process of draft By Law	Monitor the implementation	Copy of the gazetted Fire safety By law	
Number of IDP forum meetings attended	5%		4 IDP fora to be attended	R0.00	Attend 1 IDP Forum meeting	Attend 1 IDP Forum meeting	Attend 1 IDP Forum meeting	Attend 1 IDP Forum meeting	Attendance Registers	
Number of disaster management advisory forums convened (JOC)	5%		Number of disaster management advisory forums convened by June 2010	R0.00	Sitting of District Disaster Advisory Forum	Sitting of District Disaster Advisory Forum	Sitting of District Disaster Advisory Forum	Sitting of District Disaster Advisory Forum	Invites and Attendance Registers	
Number of IGR Structure Meetings coordinated	5%		4 24 IGR meetings	R0.00	5 IGR meetings (, Thusongs, Fire, Disaster, Health, CAHM)	7 IGR meetings (Social Cluster, , CAHM, Fire, Disaster, Health, Customer care, Thusongs)	5 IGR meetings (, Thusongs, Fire, Disaster, Health, CAHM)	7 IGR meetings (Social Cluster, , CAHM, Fire, Disaster, Health, Customer care, Thusongs)	Copy of Invites, attendance registers and reports	

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Number of integrated services for Thusong Service Centers	5%	6	8 Integrated services within Thusong Service Centers	100 000.00	Monitor the development of the integrated services plan for Thusong services. Monitor or the 2 integrated services in 2 Thusong Centers by 30 Sep. 2020	Monitor the 2 integrated services in 2 Thusong Centers by 30 Dec. 2020	Monitor the 2 integrated services in 2 Thusong Centers by 31 March 2021	Monitor the 2 integrated services in 2 Thusong Centers by 30 June 2021	Reports and attendance registers
Number of Early warning system Procured by 31 December 2020	5%	0	Early warning system purchased by the 31 December 2020	500 000	Monitor the procurement processes	Monitor the procurement processes	Monitor progress	Monitor progress	Copy of the Appointment letter, Progress reports.
Number of Commemorations of WEHD and SALGA Sessions	5%	2	Implement 1 Programmes to commemorate World Environment Health Day (WEHD) by 30 September 2020, Attend and participate in 1 National SALGA Summit on Municipal Health Services by 30 June 2021	155 000	Implement 1 Programme to commemorate WEHD by 30 September 2020	None	1. attend and participate in 1 National SALGA Summit on Municipal Health Services by 30 March 2021	None	Reports; Presentations
Number of MHS HPCSA Board members paid the annual subscription by March 2021	5%	1	pay 41 EHPs annual HPCSA & SAEH subscription by 31 March 2021	72 644	None	None	1. Facilitate payment of 41 EHPs' annual HPCSA subscription by 31 March 2021	None	HPCSA Annual Renewal Cards; Payment voucher(s)

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Number of Unit's Risk registers submitted	5%	1	1	Nil	Prepare and submit CAHD unit risk register	None	None	None	Risk register for 20/21
Number of Unit's Risk registers reviewed	5%	1	1	Nil	None	None	Review CAHD unit's register	None	Reviewed risk register for 20/21

Mid Term Assessments

20/21 FY

Actual Expendi Q1 Actual

Q2 Actual

Actual POE's

Comment

15/11/21

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BASIC SERVICE DELIVERY

% of households assisted with immediate relief materials upon disaster incidents	25%	100% support given to the needy	500 000	by 30 September 2021	by 30 September 2021	by 30 September 2021	Portfolio of Evidence Assessment and number of relief
Number of Commemoration Days celebrated: Disaster by September 2021, (International Firefighter Day Commemorated by 31 May 2021. Customer Care Day conducted by September 2021	20%	3 Commemoration days (1) Disaster (2) Fire and rescue, (3) Customer care day.	410 000	Monitor the preparations and hoetin of the event	Monitor the preparations and hoetin of the event	Monitor the preparations and hoetin of the event	Attendance register, pictures
Number of Awareness campaigns conducted by June 2021	20%	168 Awareness campaigns 40 Disaster, 48 Fire and rescue, 80 MHS	200 000	10 public awareness campaigns	10 public awareness campaigns	10 public awareness campaigns	Attendance register, pictures
Number of satellite disaster centres constructed at Mbizana	10%	Completed building of the Mbizana disaster center 0 satellite center	4 000 000	Monitor the terms of reference and sign them	monitor the Construction of the centre	Handing over of the completed center	Progres reports, copy of the appointment letter.
Number of Air Quality Monitoring projects completed	5%	1. To procure 5 sets of air quality monitoring equipment by 30 June 2021 2. To establish 2 monitoring stations by 30 June 2021 3. Capacitation of 40 EHPs on use of air quality systems by 30 June 2021	2 650 000	Monitor the procurement of Air quality monitoring tools	monitor the capacity building of EHPs on implementation of the Air quality monitoring	Monitor the progress	Procurement Orders . Equipment delivery notes, Reports
Number of IFEH Congress attended	5%	Attend and participate in 1 All Africa IFEH Congress by 30 June 2021	100 000	None	None	Attend and participate in 1 All Africa IFEH Congress by 30 June 2021	Report and ANDM Presentation
Number of Trailers (Swift water, high angle and firefighting rescue equipment) procured	10%	Procure 1 rescue trailer containing Swift Water Rescue, High Angle and firefighting Equipment by 30 June 2021	500 000	Monitor the procurement of the Trailer	Monitor the effectiveness of the trailer	Monitor Progress in its utilisation	Procurement Orders Delivery Note and reports

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FOR PMS OFFICE OFFICE ONLY					
Name:					
Position:					
KPA's					
No.	KPA	Weight	Final Score	Total	Total %
1	Basic Service Delivery				
2	Municipal Transformation				
3	LED				
4	Financial Management & Viability				
5	Good Governance & Public Participation				
Total sum of W					
CCR's & CMS					
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
FINAL TOTAL SCORE					
Final score = divided by 5 to get a % =					

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FINANCIAL DISCLOSURE FORM 2019/20 FINANCIAL YEARI, the undersigned I, the undersigned I, the undersigned Mrs Ngxenge D.N.

12 Station Road

Kokstad

Employed as **Senior Manager, Community Development Services** at at Alfred Nzo District Municipality hereby certify that the following information is complete and correct to the best of my knowledge:

1. Shares and other financial interests (Not bank accounts with financial institutions)

See information sheet: Note (1)

No	Number of shares/ extent of financial interest	Nature	Nominal value	Name of Company or entity
1	N/A			
2		N/A		
3			N/A	
4				N/A
5				

2. Directorships and Partnerships

See information sheet: Note (2)

No	Name of Corporate entity, partnership or firm	Type of business	Amount of Remuneration or Income
1			

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2	N/A		
3		N/A	N/A
4			
5			

3. Remunerated work outside the Municipality (As sanctioned by Council)

See information sheet: Note (3)

No	Name of Employer	Type of business	Amount of Remuneration or Income
1	N/A	N/A	N/A
2			
3			
4			
5			

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4. Consultancies and retainer ships

See information sheet: Note (4)

No	Name of client	Nature	Type of business activity	Value of benefits received
1	N/A	N/A	N/A	N/A

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2				
3				
4				
5				

5. Sponsorships

See information sheet: Note (5)

Source of sponsorship	Description of sponsorship	Value of sponsorship
N/A	N/A	N/A

6. Gifts and hospitality from a source other than a family member

See information sheet: Note (6)

No	Description	Value	Source
1	N/A	N/A	N/A
2			
3			
4			
5			

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7. Land and property

See information sheet: Note (7)

No	Description	Extent	Area	Value
1	Housing bond	Still paid	12 Station Road Kokstad	1 200 000
2	Housing Bond	Still paid	142 Pumula , Port Shepstone	1 600 000
4				
5				


SIGNATURE OF EMPLOYEE

DATE: 20/01/2022

PLACE: Mount Ayliff

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OATH/AFFIRMATION

1. I certify that before administering the oath/affirmation I asked the deponent the following questions and wrote down her/his answers in his/her presence:

- (i) Do you know and understand the contents of the declaration?

Answer Yes

- (ii) Do you have any objection to taking the prescribed oath or affirmation?

Answer No

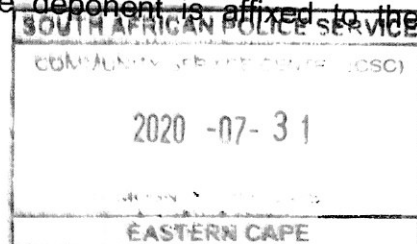


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(iii) Do you consider the prescribed oath or affirmation to be binding on your conscience?

Answer _____

I certify that the deponent has acknowledged that she/he knows and understands the contents of this declaration. The deponent utters the following words: "I swear that the contents of this declaration are true, so help me God." / "I truly affirm that the contents of the declaration are true". The signature/mark of the deponent is affixed to the declaration in my presence.



[Signature]
Commissioner of Oath / Justice of the Peace

Full first names and surname: MANDOKAZI KHUMI (Block letters)

Designation (rank): CONSTABLE Ex Officio

Republic of South Africa

Street address of institution: 109 SPORT STREET

MOUNT AYLIF

Date: 2020-07-31

Place: MOUNT AYLIF

INFORMATION SHEET FOR THE GENERIC FINANCIAL DISCLOSURE FORM

The following notes is a guide to assist with completing the Financial Disclosure forms (Annexure A):

NOTE 1: Shares and other financial interests

Designated employees are required to disclose the following details with regard to shares and other financial interests held in any private or public company or any other corporate entity recognized by law:

- The number, nature and nominal value of shares of any type;
- The nature and value of any other financial interests held in any private or public company or any other corporate entity; and
- The name of that entity.

[Signature]

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NOTE 2: Directorships and partnerships

Designated employees are required to disclose the following details with regard to directorships and partnerships:

- The name and type of business activity of the corporate entity or partnership/s; and
- The amount of any remuneration received for such directorship or partnership/s.

Directorship includes any occupied position of director or alternative director, or by whatever name the position is designated.

Partnership is a legal relationship arising out of a contract between two or more persons with the object of making and sharing profits.

NOTE 3: Remunerated work outside the Municipality (As sanctioned by Council)

Designated employees are required to disclose the following details with regard to remunerated work outside the public service:

- The type of work;
- The name and type of business activity of the employer; and
- The amount of the remuneration received for such work.

Remuneration means the receipt of benefits in cash or kind, and work means rendering a service for which the person receives remuneration.

NOTE 4: Consultancies and retainer ships

Designated employees are required to disclose the following details with regard to consultancies and retainer ships:

- The nature of the consultancy or retainer ship of any kind;
- The name and type of business activity, of the client concerned; and
- The value of any benefits received for such consultancy or retainer ships.

NOTE 5: Sponsorships

Designated employees are required to disclose the following details with regard to sponsorships:

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- The source of the sponsorship;
- The description of the sponsorship; and
- The value of the sponsorship.

NOTE 6: Gifts and hospitality from a source other than a family member
Designated employees are required to disclose the following details with regard to gifts and hospitality:

- A description and the value and source of a gift with a value in excess of R350.00;
- A description and the value of gifts from a single source which cumulatively exceed the value of R350.00 in the relevant 12 month period; and
- Hospitality intended as a gift in kind.

Designated employees must disclose any material advantages that they received from any source e.g. any discount prices or rates that are not available to the general public. All personal gifts within the family and hospitality of a traditional or cultural nature need not be disclosed.

NOTE 7: Land and Property

Designated employees are required to disclose the following details with regard to their ownership and other interests in land and property (residential or otherwise both inside and outside the Republic):

- A description of the land or property;
- The extent of the land or property;
- The area in which it is situated

Handwritten signature/initials

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INCUMBENT	DAPHNE NOMTHANDAZO NGXENGE
EMPLOYEE NO.	
JOB TITLE	SENIOR MANAGER COMMUNITY DEVELOPMENT SERVICES
REPORT TO	MUNICIPAL MANAGER

1. What are the competencies required for this job (refer to competency profile job Description)?

Communication	
Honesty and integrity	
Competence in self- management	
Interpretation of and implementation within the legislative and national policy frameworks	
Knowledge of developmental local government	
Knowledge of performance management and reporting	
Knowledge of global and south African specific political, social and economic contexts	
Financial Management	
People Management	
Client orientation and Customer Care	
Strategic capability	
Programme and Project Management	
Change Management	
Knowledge Management	

2. What are competencies from the above list, does the job holder already possess?

Communication	
Honesty and integrity	
Competence in self- management	

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People Management

Client orientation and Customer Care

3. What then are the competency gaps? (if the job holder possesses all the necessary competencies, complete No's 5 and 6)

- Programme and Project Management
- Knowledge of global and South African specific political, social and economic contexts
- Strengthen the financial management
- Assessors and moderation

4. Action/Training interventions to address the gaps/needs

- To have Capacity building session at tertiary level.

5. Indicate the competencies required for future career progression/development

- Project management

6. Action/Training interventions to address future progression

- Register in an accredited institution doing full course

7. Comments/Remarks of the incumbent

- Consideration of my personal development will be appreciated as it will add value to the services delivery
- Assessors and moderation

8. Comments/Remarks of the supervisor

Agreed upon

Employee:

Debbie Nontshandazo Ngweni

Signature:

[Signature]

Date:

30/07/2020

Supervisor:

ZH SIKHUNDLA

Signature:

[Signature]

Date:

31/07/2020

