



PERFORMANCE AGREEMENT

MADE AND ENTERED INTO BY AND
BETWEEN:

NGQUSHWA LOCAL MUNICIPALITY

AS REPRESENTED BY

MR. NDODA MGENGO

MUNICIPAL MANAGER

AND

MR. VUYISA ADVOCATE MBANGI

DIRECTOR COMMUNITY SERVICES

THE EMPLOYEE OF THE MUNICIPALITY

FOR THE

FINANCIAL YEAR: 1 JULY 2024 – 30 JUNE

2025

*M. And... L.X
G.M. RM
SB*

ENTERED INTO BY AND BETWEEN:

The Ngqushwa Municipality herein represented by **MR. NDODA MGENGO** in his capacity as the Municipal Manager (hereinafter referred to as the **Employer**)

and

MR VUYISA ADVOCATE MBANGI; the Community Services Director of the Municipality (hereinafter referred to as the **Employee**).

WHEREBY IT IS AGREED AS FOLLOWS:

1. INTRODUCTION

- 1.1 The **Employer** has entered into a contract of employment with the **Employee** in terms of section 57(1)(a) of the Local Government: Municipal Systems Act 32 of 2000 ("the Systems Act"). The **Employer** and the **Employee** 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 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 **Employee** 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(4) 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), (4B) and (5) of the Act as well as the employment contract entered into by between the parties;
- 2.2 specify objectives and targets defined and agreed with the employee and to communicate to the employee the employer's expectations of the employee's performance and accountabilities in alignment with the Integrated Development Plan, Service Delivery and Budget Implementation Plan (SDBIP) and the Budget of the municipality;
- 2.3 specify accountability 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;
- 2.5 use the Performance Agreement as the basis for assessing whether the employee has met the performance expectations applicable to his job;
- 2.6 in the event of outstanding performance, to appropriately reward the employee; and
- 2.7 give effect to the employer's commitment to a performance-orientated relationship with its employee in attaining equitable and improved service delivery

DIRECTOR COMMUNITY SERVICES PERFORMANCE AGREEMENT 2024/2025 (NGQUSHWA LOCAL MUNICIPALITY)

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RM

3. COMMENCEMENT AND DURATION

- 3.1 This Agreement will commence on the **01 July 2024** and will remain in force until **30 JUNE 2025** 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 in each quarter. The parties will conclude a new Performance Agreement and Performance Plan that replaces this Agreement at least once a year by no later than beginning of each successive financial year.
- 3.3 This Agreement will terminate on the termination of the **Employee's** 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 A) sets out-
- 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 Annexure A are set by the **Employer** in consultation with the **Employee** and based on the Integrated Development Plan, Service Delivery and Budget Implementation Plan (SDBIP) and the Budget of the **Employer**, and shall include; 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.
 - 4.2.4 The weightings show the relative importance of the key objectives to each other.
- 4.3 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.

5. PERFORMANCE MANAGEMENT SYSTEM

- 5.1 The **Employee** agrees to participate in the performance management system that the **Employer** adopts or introduces for the Employer, management and municipal staff of the Employer.
- 5.2 The **Employee** accepts that the purpose of the performance management system will be to provide a comprehensive system with specific performance standards to assist the **Employer**, management and municipal staff to perform to the standards required.
- 5.3 The **Employer** will consult the **Employee** about the specific performance standards that will be included in the performance management system as applicable to the **Employee**.
- 5.4 The **Employee** undertakes to actively focus towards the promotion and implementation of the KPAs (including special projects relevant to the employee's responsibilities) within the local government framework.
- 5.5 The criteria upon which the performance of the **Employee** shall be assessed shall consist of two components, both of which shall be contained in the Performance Agreement.

5.5.1 The **Employee** will 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.

5.5.2 Each area of assessment will be weighted and will contribute a specific part to the total score.

5.5.3 KPAs covering the main areas of work will account for 80% and CCRs will account for 20% of the final assessment.

- 5.6 The **Employee's** assessment will be based on his performance in terms of the outputs / outcomes (performance indicators) identified as per attached Performance Plan (**Annexure A**), which are linked to the KPA's, and will constitute 80% of the overall assessment result as per the weightings below agreed to between the **Employer** and the **Employee**:

Key Performance Areas (KPA's)	Weighting
Quality Basic Services and Infrastructure Development	15%
Institutional Development and Design	10%
Local Economic Development and Spatial Planning	50%
Financial Viability and Management	15%
Good Governance and Public Participation	10%
Total	100%

- 5.7 Key performance areas related to the functional area of the **Employee** will be subject to negotiation between the **Employer** and the **Employee**.
- 5.8 The CCRs will make up the other 20% of the **Employee's** assessment score. CCRs that are deemed to be most critical for the **Employee's** specific job will be selected (✓) from the list below as agreed to between **Employer** and **Employee**. Three of the CCRs are compulsory for Managers directly accountable to Municipal Managers:

Core Competency Requirements for Managers (CCR)		Indicate Choice: Select Yes/No	Weight
	Core Managerial Competencies		
CCR1	Strategic Capability and Leadership	Yes	10%
CCR2	Programme and Project Management	Yes	12%
CCR3	Financial Management	Compulsory	15%
CCR4	Service Delivery Innovation	Yes	10%
CCR5	People Management and Empowerment	Compulsory	15%
CCR6	Client Orientation and Customer Focus	Compulsory	12%
CCR7	Communication	Yes	5%
CCR8	Risk Management	Yes	5%
CCR 9	Audit Action Plan	Yes	5%
	Core Occupational Competencies		
CCR10	Interpretation of and implementation within the legislative and national policy framework	Yes	4%
CCR11	Knowledge of developmental local government	Yes	2%
CCR12	Knowledge of Performance Management and Reporting	Yes	5%
Total CCR Score			100%

6. EVALUATING PERFORMANCE

6.1 The Municipality's Performance Management Framework sets out-

- 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 while the contract of employment remains in force

6.3 Personal growth and development needs identified during any performance review discussion will be documented in a Personal Development Plan as well as the actions agreed to and implementation will take place within set time frames.

6.4 The Employee's performance will be measured in terms of contributions to the goals and strategies set out in the Employer'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 will be assessed according to the extent to which the specified standards or performance indicators have been met and with due regard to ad hoc tasks that have had to be performed under the KPA.
- b) An indicative rating on the five-point scale will be provided for each KPA.
- c) The applicable assessment rating calculator (refer to paragraph 6.5.3 below) will be used to add the scores and calculate a final KPA score.

6.5.2 Assessment of the CCRs

- a) Each CCR will be assessed according to the extent to which the specified standards have been met.
- b) An indicative rating on the five-point scale will be provided for each CCR.
- c) This rating will 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) will be used to add the scores and calculate a final CCR score.

6.5.3 Overall rating

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

6.6 The assessment of the performance of the Employee will be based on the following rating scale for KPA's and CCR's:

Level	Terminology	Description	Rating				
			1	2	3	4	5
5	Outstanding performance	Performance far exceeds the standard expected of an employee at this level. The appraisal indicates that the Employee has achieved above fully effective results against all 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 standards expected in the job. The appraisal indicates that the Employee has achieved above fully effective results against more than half of the performance criteria and indicators and fully achieved all others throughout the year.					
3	Fully Effective	Performance fully meets the standards expected in all areas of the job. The appraisal indicates that the Employee has fully achieved 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 of 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.					

Handwritten signatures and initials:
 MAM [Signature] S.B. Lx
 [Signature] Rm

1	Unacceptable performance	Performance does not meet the standard expected for the job. The review/assessment indicates that the employee has achieved below fully effective results against almost all of the performance criteria and indicators as specified in the PA and Performance Plan. The employee has failed to demonstrate the commitment or ability to bring performance up to the level expected in the job despite management efforts to encourage improvement.	
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6.7 For purposes of evaluating the annual performance of the **Employee**, an evaluation panel constituted of the following persons shall be established -

- 6.7.1 Municipal Manager;
- 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 Committee or in respect of a plenary type municipality, another member of the Council; and
- 6.7.4 Municipal Manager from another municipality.

6.8 The manager responsible for Performance Management System of the municipality shall 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 each **Employee** in relation to his 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 – September 2024
Second quarter	:	October – December 2024
Third quarter	:	January – March 2025
Fourth quarter	:	April – June 2025

7.2 The **Employer** shall keep a record of the mid-year review and annual assessment meetings.

7.3 Performance feedback shall be based on the **Employer's** assessment of the **Employee's** performance.

7.4 The **Employer** will be entitled to review and make reasonable changes to the provisions of Annexure "A" from time to time for operational reasons. The **Employee** will be fully consulted before any such change is made.

7.5 The **Employer** may amend the provisions of Annexure A whenever the performance management system is adopted, implemented and / or amended as the case may be. In that case the **Employee** will be fully consulted before 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 EMPLOYER

9.1 The **Employer** shall –

- 9.1.1 create an enabling environment to facilitate effective performance by the **Employee**;

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

10. CONSULTATION

- 10.1 The **Employer** agrees to consult the **Employee** timeously where the exercising of the powers will have amongst others-
 - 10.1.1 a direct effect on the performance of any of the **Employee's** functions;
 - 10.1.2 commitment of the **Employee** to implement or to give effect to a decision made by the **Employer**; and
 - 10.1.3 a substantial financial effect on the **Employer**.
- 10.2 The **Employer** agrees to inform the **Employee** 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 **Employee** to take any necessary action without delay.

11. MANAGEMENT OF EVALUATION OUTCOMES

- 11.1 The evaluation of the **Employee's** performance will form the basis for rewarding outstanding performance or correcting unacceptable performance.
- 11.2 A performance bonus of between 1% to 14% of the all-inclusive annual remuneration package may be paid to the **Employee** in recognition of outstanding performance to be constituted as follows:
 - 11.2.1 a score of 101% 129% is awarded a performance bonus ranging from 1% to 5%; and
 - 11.2.2 a score of 130% to 149% is awarded a performance bonus ranging from 5% to 9%; and
 - 11.2.3 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 **Employer** shall –
 - 11.3.1 provide systematic remedial or developmental support to assist the **Employee** to improve his 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,

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8/12/24
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the Employer may consider steps to terminate the contract of employment of the Employee on grounds of unfitness or incapacity to carry out his duties.

12. DISPUTE RESOLUTION

12.1 Any dispute about the nature of the Employee's performance agreement, whether it relates to key responsibilities, priorities, methods of assessment and/or salary increment in the Agreement, must be mediated by the Mayor within thirty (30) days of receipt of a formal dispute from the Employee, whose decision shall be final and binding on both parties.

12.2 Any dispute about the outcome of the Employee's performance evaluation, must be mediated by a member of the Municipal Council, provided that such member was not part of the evaluation panel provided for in 6.8, within thirty (30) days of receipt of a formal dispute from the Employee, whose decision shall be final and binding on both parties.

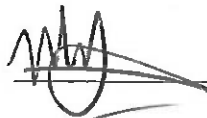

13. GENERAL

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 Employer

13.2 Nothing in this agreement diminishes the obligations, duties or accountabilities of the Employee in terms of his contract of employment, or the effects of existing or new regulations, circulars, policies, directives or other instruments.



Thus done and signed at Ngqushwa Local Municipality on the 3rd day of July 2024

AS WITNESSES:

1.  _____
2.  _____

 _____
EMPLOYEE

AS WITNESSES:

1.  _____
2.  _____

 _____
MUNICIPAL MANAGER

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ANNEXURE B: PERSONAL DEVELOPMENT PLAN – PDP

NGQUSHWA LOCAL MUNICIPALITY – PERFORMANCE AGREEMENT ANNEXURE B

PERSONAL DEVELOPMENT PLAN 2024/2025

Full Names : VUYISA ADVOCATE MBANGI

Employee Number :

Position : Director Community Services

KPA : Local Economic Development & Spatial Planning

Supervisor's Name : MR.NDODA MGENGO

Job Purpose : To ensure the provision of high level systems and services for all administrative functions within Ngqushwa Local Municipality's Community Services Department.

Table 1: Areas of Development and Formal Training

#	SKILLS PERFORMANCE GAP	OUTCOME EXPECTED	SUGGESTED TRAINING AND / OR DEVELOPMENT ACTIVITY	SUGGESTED TIMEFRAME	SUPPORT PERSON
1.	Performance Management	To be able to enter performance agreements with all managers, monitor and evaluate against set criteria	Monitoring & Evaluation	2024/2025	MM
2.	Planning & organising	To strengthen planning organising within the municipality	Planning & Organising	2024/2025	MM
3.	Risk Management	Effective Risk Management	Risk Management	2024/2025	MM
4.					

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S.B


Table 2: Other

You may attend an awareness session, seminar, conference, understudying, on-the-job training within the year that will seek to address any of the areas of development or personal development needs.

#	NAME OF SESSION, SEMINAR, CONFERENCE	OBJECTIVE OF DEVELOPMENT	QUARTER TARGETED / PERIOD / TIMEFRAME
1.	Spatial Planning and Development Conference	To acquire knowledge and keep abreast with new trends and developments within the respective areas of the department's sections.	1-2 Years
2.	Local Economic Development Conference		1 Years
3.	Ocean Economy Conference		1 Years
4.	Waste and Environment Conference		1 Years
5.	Traffic Management/Law		1 Years

We, (Employee) and (Supervisor) agree that the above-mentioned areas for development and the type of intervention suggested would be engaged in to achieve objectives for development. We also understand that due to the operational requirements and budget constraints of the Municipality (Department/division/unit), it may not be possible to undertake the training and development stated with the type of intervention stated and/or within the quarter of the year as stated. There is also an understanding between us that areas of development could be identified throughout the year and that this may change the order of priority and type of intervention as stated in the plan.

Signature: (Employee)  Date: 05/07/24

Supervisor's Signature:  Date: 05/07/2024

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ANNEXURE A - 2024/2025 PERFORMANCE PLAN

KPA3 : LOCAL ECONOMIC DEVELOPMENT AND SPATIAL DEVELOPMENT WEIGHT : 20

Strategic	Objective	Key Performance Indicator	Annual Target	Budget	Baseline	Qtr.1 Target	Qtr. 1 Evidence Required	Qtr.2 Target	Qtr. 2 Evidence Required	Qtr.3 Target	Qtr. 3 Evidence Required	Qtr.4 Target	Qtr. 4 Evidence Required	Custodian	KPI NO
Strategic	To create an enabling environments that promotes the capacitation of SME's, Development of Local Economy and Employment creation by 2025	Number of SME's profiled by 30 June 2025	50 SME's profiled for developmental programmes by 30 June 2025	R450.000	45 SME's profiled in 2023/24	Conduct profiling to 50 Ngqushwa SME's by 30 September 2024	Proof of registration for the SME's profiled and attendance register	No planned target for this quarter	No planned target for this quarter	No planned target for this quarter	No planned target for this quarter	No planned target for this quarter	No planned target for this quarter	Director Community Services	LED&SD 1
		Number reports on developmental programmes provided to Ngqushwa SME's compiled by 30 June 2025	Three (3) reports on developmental programmes provided to 50 Ngqushwa SME's compiled by 30 June 2025			No planned target for this quarter	No planned target for this quarter	Compile quarter two report on Skills Development and Networking session provided to 20 Ngqushwa SME's by 31 December 2024	1. Signed quarterly report on skills development and Networking session provided to 20 Ngqushwa SME's 2. Attendance register	Compile quarter three report on Skills Development provided to 15 Ngqushwa SME's by 31 March 2025	1. Signed quarterly report on skills development provided to 15 Ngqushwa SME's 2. Attendance register	Compile quarter four report on Networking session provided to 15 Ngqushwa SME's by 30 June 2025	1. Signed quarterly report on Networking session conducted to 15 Ngqushwa SME's 2. Attendance register	Director Community Services	LED&SD 2
		Number of reports on SME's supported through Incentive fund Programme compiled by 30 June 2025	Four(4) reports on Ten (10) SME's supported through SME's Incentive fund Programme compiled by 30 June 2025	R600.000	Four incentive fund reports submitted in 2023/24	Compile quarter one report on review of selection criteria for SMME's incentive fund programme by 30 September 2024	Signed quarterly report on review of selection criteria for SMME's incentive fund programme	Compile quarter two report on issuing out a call for proposals and conduct profiling on Ten(10) SMME's by 31 December 2024	Signed quarterly report on proposals received Advertisement for the call of SMME incentive fund and SMME's master list	Signed quarterly report on procurement of production inputs for Ten(10)SMME's supported through incentive programme 31 March 2025	Signed quarterly report on procurement of production inputs for Ten (10) SME's supported through incentive programme and Proof of procurement (Receipts)	Compile quarter four report on production inputs delivered, Monitoring and Evaluation conducted to Ten(10) SME's supported through incentive programme by 30 June 2025	Signed quarterly report on delivery of production inputs Monitoring and Evaluation provided to Ten(10) SME's,Proof of delivery note and acknowledgement of receipts by 10 SME's .	Director Community Services	LED&SD 3
		Number of partnerships established on Local Economic Development initiatives facilitated by 30 June 2025	Facilitate the establishment of two partnerships on Local Economic Development initiatives(Film and Agriculture development) by 30 June 2025	R0	New indicator	Facilitate the establishment of one partnership on Local Economic Development (Agriculture development) by 30 September 2024	1.Signed MOA for Local Economic Development Initiatives(Agriculture Development)	No planned target for this quarter	No planned target for this quarter	No planned target for this quarter	No planned target for this quarter	Facilitate the establishment of one partnership on Local Economic Development Initiatives (Film development) by 30 June 2025	1.Signed MOA for Local Economic Development (Film Development)	Director Community Services	LED&SD 4
		Number of reports on implementation of LED (Agriculture development initiatives) compiled by 30 June 2025	Three (3) report on implementation of LED (Agriculture development initiatives) compiled by 30 June 2025	R0	New indicator	Not Applicable	Not Applicable	Compile a quarterly report on implementation LED (Agriculture development initiatives) by 31 December 2024	Signed quarterly report on implementation of agriculture development initiatives	Compile a quarterly report on implementation LED (Agriculture development initiatives) by 31 March 2025	Signed quarterly report on implementation of agriculture development initiatives	Compile a quarterly report on implementation LED (Agriculture development initiatives) by 30 June 2025	Signed quarterly report on implementation of agriculture development initiatives	Director Community Services	LED&SD 5
		Number of Heritage and Tourism Programmes conducted by 30 June 2025	Three (3) Heritage programmes and One (1) Tourism programme conducted by 30 June 2025	R531.400	Two heritage and one tourism reports submitted	Conduct one heritage programme(Hiking trail) by 30 September 2024	1.Invitation 2. Agenda 3. Attendance register	Conduct one Tourism programme (Opening of the season) by 31 December 2024	1. Invitation 2. Agenda 3. Attendance register	No planned target for this quarter	No planned target for this quarter	Conduct (Two) heritage programmes (Commemoration of Umqwashini and Battle uMgwanqa) by 30 June 2025	1.Invitations 2. Agenda 3. Attendance register	Director Community Services	LED&SD 6
	To enhance equitable access to all natural resources and participation in Agricultural opportunities through unlocking Agricultural potential by 2025	Terms of Reference developed and advertisement of mentoring services for honey processing farmers by 30 June 2025	Terms of Reference developed and advertisement for mentoring services for honey processing farmers by 30 June 2025	R0	New indicator	1.Develop ToR for advertisement of mentoring services for honey processing farmers 2. Issue advertisement for mentoring services for honey processing farmers by 30 September 2024	Developed ToR and proof advertisement.	Appointment of service provider for mentoring services of honey processing farmers by 31 December 2024	Appointment letter for mentoring services of honey processing farmers.	No planned target for this quarter	No planned target for this quarter	No planned target for this quarter	No planned target for this quarter	Director Community Services	LED&SD 7
		Number of Project Steering Committee meeting on Beef Value Chain Complex convened by 30 June 2025	Four(4) Project Steering Committee meetings convened by 30 June 2025	R0	New indicator	Convene quarterly project steering committee meeting on Beef Value Chain Complex by 30 September 2024	1. Invitation of the meeting 2. Agenda and Attendance register 3. Minutes and Meeting resolutions	Convene quarterly project steering committee meeting on Beef Value Chain Complex by 31 December 2024	1. Invitation of the meeting 2. Agenda and Attendance register 3. Minutes and Meeting resolutions	Convene quarterly project steering committee meeting on Beef Value Chain Complex by 31 March 2025	1. Invitation of the meeting 2. Agenda and Attendance register 3. Minutes and Meeting resolutions	Convene quarterly project steering committee meeting on Beef Value Chain Complex by 30 June 2025	1. Invitation of the meeting 2. Agenda and Attendance register 3. Minutes and Meeting resolutions	Director Community Services	LED&SD 8
		Number of Ngqushwa Coastal Management Committee meeting convened with relevant stakeholders by 30 June 2025	Four (4) Coastal Management Committee meetings convened with relevant stakeholders by 30 June 2025	R0	Four Coastal Management committee meeting convened in 2023/24	One(1) Coastal Management Committee meetings convened with relevant stakeholders by 30 September 2024	1.Meeting Invitation 2. Agenda and attendance register of the meeting 3. Minutes of the meeting with Resolution register	One(1) Coastal Management Committee meetings convened with relevant stakeholders by 31 December 2024	1.Meeting Invitation 2. Agenda and attendance register of the meeting 3. Minutes of the meeting with Resolution register	One(1) Coastal Management Committee meetings convened with relevant stakeholders by 31 March 2025	1.Meeting Invitation 2. Agenda and attendance register of the meeting 3. Minutes of the meeting with Resolution register	One(1) Coastal Management Committee meetings convened with relevant stakeholders by 30 June 2025	1.Meeting Invitation 2. Agenda and attendance register of the meeting 3. Minutes of the meeting with Resolution register	Director Community Services	LED&SD 9
	To promote an inclusive economic growth and maintain healthy balance between the resources used and renewability on Ocean Environment by 2025	Number of partnerships established on Ocean economy development initiatives facilitated by 30 June 2025	Facilitate the establishment of One partnerships on Ocean economy development initiatives(Water sporting and Aquaculture) by 30 June 2025	R0	New indicator	Facilitate the establishment of one partnership on Ocean economy development initiatives(Water sporting and Aquaculture)by 30 September 2024	1. Signed MOA on Water sporting 2.Signed MOA on Aquaculture	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Director Community Services	LED&SD 10
		Number of reports implementation of the Ocean economy development initiatives compiled by 30 June 2025	Three reports on implementation of the Ocean economy development initiatives (1 Water sporting and 2 Aquaculture) compiled by 30 June 2025	R900.000	New indicator	Not Applicable	Not Applicable	Compile quarterly report on implementation of Ocean economy development initiatives (water sporting) with re by 31 December 2024	Signed quarterly report on implementation of Ocean economy development initiatives (water sporting)	Compile quarterly report on implementation of Ocean economy development initiatives (Aquaculture) by 31 March 2025	Signed quarterly report on implementation of Ocean economy development initiatives (Aquaculture)	Compile quarterly report on implementation of Ocean economy development initiatives (Aquaculture) by 30 June 2025	Signed quarterly report on implementation of Ocean economy development initiatives (Aquaculture)	Director Community Services	LED&SD 11
		Number of reports on activities implemented to attain Blue flag status compiled by 30 June 2025	Four reports on activities implemented to attain Blue flag status compiled by 30 June 2025	R550.000	Four reports on Blue flag activities submitted in 2023/24	Compile quarterly report on activities implemented to attain Blue flag status by 30 September 2024	Signed quarterly report on activities implemented to attain Blue flag status	Compile quarterly report on activities implemented to attain Blue flag status by 31 December 2024	Signed quarterly report on activities implemented to attain Blue flag status	Compile quarterly report on activities implemented to attain Blue flag status by 31 March 2025	Signed quarterly report on activities implemented to attain Blue flag status	Compile quarterly report on activities implemented to attain Blue flag status by 30 June 2025	Signed quarterly report on activities implemented to attain Blue flag status	Director Community Services	LED&SD 12
		To provide responsive, accountable, effective and sustainable public services.	To manage the rendering of efficient and sustainable Traffic and Law enforcement services to all road users and Public by 2025	Number of reports on driving licence test conducted to new applicants compiled by 30 June 2025	Four (4) quarterly reports on driving licence test to new applicants compiled by 30 June 2025	R0	Four reports on drivers licence testing submitted	Compile quarterly report on driving test to new applicants by 30 September 2024	1. Signed quarterly report on driving licence test to new applicants 2. NATIS report	Compile quarterly report on driving test to new applicants by 31 December 2024	1. Signed quarterly report on driving licence test to new applicants 2. NATIS report	Compile quarterly report on driving test to new applicants by 31 March 2025	1. Signed quarterly report on driving licence test to new applicants 2. NATIS report	Compile quarterly report on driving test to new applicants by 30 June 2025	1. Signed quarterly report on driving licence test to new applicants 2. NATIS report

		Number of reports on driving licence renewals issued to applicants compiled by 30 June 2025	Four(4) quarterly reports on driving licence renewals issued to applicants compiled by 30 June 2025	R0	New indicator	Compile quarterly report on driving licence renewals issued to applicants by 30 September 2024	1.Signed quarterly reports on driving licence renewals issued to applicants 2.NATIS report	Compile quarterly reports on driving licence renewals issued to applicants by 31 December 2024	1.Signed quarterly reports on driving licence renewals issued to applicants 2.NATIS report	Compile quarterly reports on driving licence renewals issued to applicants by 31 March 2025	1.Signed quarterly reports on driving licence renewals issued to applicants 2.NATIS report	Compile quarterly reports on driving licence renewals issued to applicants by 30 June 2025	1.Signed quarterly reports on driving licence renewals issued to applicants 2.NATIS report	Director Community Services	LED&SD 14
		Number of reports on renewal of vehicle licence disc to applicants compiled by 30 June 2025	Four (4) quarterly reports on renewal of vehicle licence disc to applicants compiled by 30 June 2025	R0	New indicator	Compile quarterly report on renewal of vehicle licence disc to applicants by 30 September 2024	1.Signed quarterly report on renewal of vehicle licence disc to applicants 2.INATIS report	Compile quarterly report on renewal of vehicle licence disc to applicants by 31 December 2024	1.Signed quarterly report on renewal of vehicle licence disc to applicants 2.INATIS report	Compile quarterly report on renewal of vehicle licence disc to applicants by 31 March 2025	1.Signed quarterly report on renewal of vehicle licence disc to applicants 2.INATIS report	Compile quarterly report on renewal of vehicle licence disc to applicants by 30 June 2025	1.Signed quarterly report on renewal of vehicle licence disc to applicants 2.INATIS report	Director Community Services	LED&SD 15
		Number of Ngqushwa Community Safety Forum convened with relevant stakeholders by 30 June 2025	Four (4) Ngqushwa Community Safety Forums convened with relevant stakeholders by 30 June 2025	R0	Four Community Safety Forums in 2023/24	Convene One (1) Ngqushwa Community Safety Forum with relevant stakeholders by 30 September 2024	1. Forum invitation 2. Agenda and attendance register 3.Minutes of the forum	Convene One (1) Ngqushwa Community Safety Forum with relevant stakeholders by 31 December 2024	1. Forum invitation 2. Agenda and attendance register 3.Minutes of the forum	Convene One (1) Ngqushwa Community Safety Forum with relevant stakeholders by 31 March 2025	1. Forum invitation 2. Agenda and attendance register 3.Minutes of the forum	Convene One (1) Ngqushwa Community Safety Forum with relevant stakeholders by 30 June 2025	1. Forum invitation 2. Agenda and attendance register 3.Minutes of the forum	Director Community Services	LED&SD 16
		Number of traffic fines issued to transgressors within Ngqushwa jurisdiction by 30 June 2025	12000 traffic fines issued to transgressors within Ngqushwa jurisdiction by 30 June 2025	R0	New indicator	3000 traffic fines issued to transgressors within Ngqushwa jurisdiction by 30 September 2024	Traffic Contravention System (TCS) report	3000 traffic fines issued to transgressors within Ngqushwa jurisdiction by 31 December 2024	Traffic Contravention System (TCS) report	3000 traffic fines issued to transgressors within Ngqushwa jurisdiction by 31 March 2025	Traffic Contravention System (TCS) report	3000 traffic fines issued to transgressors within Ngqushwa jurisdiction by 30 June 2025	Traffic Contravention System (TCS) report	Director Community Services	LED&SD 17
		Number of reports on warrants of arrest executed to transgressors compiled by 30 June 2025	Four reports on warrants of arrest executed to transgressors compiled by 30 June 2025	R0	New indicator	Quarterly report on warrants of arrest executed to transgressors compiled by 30 September 2024	1. Signed Quarterly report on warrants of arrest executed to transgressors 2.NATIS report	Quarterly report on warrants of arrest executed to transgressors compiled by 31 December 2024	1. Signed Quarterly report on warrants of arrest executed to transgressors 2.NATIS report	Quarterly report on warrants of arrest executed to transgressors compiled by 31 March 2025	1. Signed Quarterly report on warrants of arrest executed to transgressors 2.NATIS report	Quarterly report on warrants of arrest executed to transgressors compiled by 30 June 2025	1. Signed Quarterly report on warrants of arrest executed to transgressors 2.NATIS report	Director Community Services	LED&SD 18
		Number of reports on implementation of Traffic Services Turnaround Strategy compiled by 30 June 2025	Four (4) reports on implementation of Traffic Services Turnaround Strategy compiled by 30 June 2025	R0	Traffic Services Turnaround Strategy	Compile quarterly report on implementation of Traffic Services Turnaround Strategy by 30 September 2024	Signed quarterly report on implementation of Traffic Services Turnaround Strategy	Compile quarterly report on implementation of Traffic Services Turnaround Strategy by 31 December 2024	Signed quarterly report on implementation of Traffic Services Turnaround Strategy	Compile quarterly report on implementation of Traffic Services Turnaround Strategy by 31 March 2025	Signed quarterly report on implementation of Traffic Services Turnaround Strategy	Compile quarterly report on implementation of Traffic Services Turnaround Strategy by 30 June 2025	Signed quarterly report on implementation of Traffic Services Turnaround Strategy	Director Community Services	LED&SD 19
	To ensure provisioning and maintenance of municipal building and facilities by 2025	Develop Facilities maintenance plan submitted to Council by 30 June 2025	2024/25 facilities maintenance plan developed and submitted to Council for approval by 30 June 2025	R	New indicator	Draft 2024/25 facilities maintenance plan developed by 30 September 2024	Draft 2024/25 facilities maintenance plan	Final 2024/25 facilities maintenance plan developed and submitted to Council for approval by 31 December 2024	Final 2024/25 facilities maintenance plan and Council resolution	No planned target for this quarter	No planned target for this quarter	No planned target for this quarter	No planned target for this quarter	Director Community Services	LED&SD 20
		Number of Municipal ablution facilities maintained by 30 June 2025	Three municipal ablution facilities maintained by 30 June 2024 (Ncumisa Kondlo, Main Building and Technical Services) by 30 June 2025	R1.000.000	New indicator	Advertisement for appointment of services provider for maintenance of ablution facilities (Ncumisa Kondlo, Main Building and Technical Services) by 30 September 2024	Proof of advertisement for a service provider for maintenance of ablution facilities at Ncumisa Kondlo, Main Building and Technical Services	Issuing of the appointment to the awarded service provider and progress report on maintenance of municipal facilities by 31 December 2024	Proof of appointment letter and progress on maintenance of municipal facilities	Progress report on maintenance of municipal facilities and issuing of practical completion certificate by 31 March 2025	Progress report on maintenance of municipal facilities and proof of practical completion certificate	Progress report on maintenance of municipal facilities and issuing of Final completion certificate by 30 June 2025	Progress report on maintenance of municipal facilities and proof of Final completion certificate	Director Community Services	LED&SD 21
		Number of reports on assessment and maintenance of five Municipal facilities compiled by 30 June 2025	One (1) quarterly report on assessment and Three(3) quarterly report on maintenance of five Municipal facilities(5 community halls) compiled by 30 June 2025	R0	New indicator	Quarterly report on assessment of community halls compiled by 30 September 2024	Signed quarterly report on assessment of community halls	Quarterly report on maintenance of Municipal facilities compiled by 31 December 2024	Signed quarterly report on maintenance of Municipal facilities	Quarterly report on maintenance of Municipal facilities compiled by 31 March 2025	Signed quarterly report on maintenance of Municipal facilities	Quarterly report on maintenance of Municipal facilities compiled by 30 June 2025	Signed quarterly report on maintenance of Municipal facilities	Director Community Services	LED&SD 22
To create a conducive spatial environment to address the Social, Economic, Environmental and cultural needs of the communities in order to ensure sustainable development in accordance with Spatial planning and Land Use Management Act principles and the National Development Plan.	To ensure effective enforcement of planning and building regulation policies and bylaws in order to achieve orderly development by 2025	Number of reports on building plans submitted, paid and approved within 30 days compiled by 30 June 2025	Four (4) reports on building plans submitted, paid and approved within 30 days compiled by 30 June 2025	R0	Four reports on building plans submitted in 2023/24	Quarter one report on building plans submitted, paid and approved within 30 days compiled by 30 September 2024	Signed quarterly report on building plans submitted, paid and approved.	Quarter two report on building plans submitted, paid and approved within 30 days compiled by 31 December 2024	Signed quarterly report on building plans submitted, paid and approved.	Quarter three report on building plans submitted, paid and approved within 30 days compiled by 31 March 2025	Signed quarterly report on building plans submitted, paid and approved.	Quarter four report on building plans submitted, paid and approved within 30 days compiled by 30 June 2025	Signed quarterly report on building plans submitted, paid and approved.	Director Community Services	LED&SD 24
		Number of reports on land use application received and assessed within 30 days compiled by 30 June 2025.	Four reports on land use application received and assessed within 30 days compiled by 30 June 2025	R0	Four reports on land use application submitted in 2023/24	Quarter one report on land use application received and assessed within 30 days compiled by 30 September 2024	Signed quarterly report on land use application received and assessed.	Quarter two report on land use application received and assessed within 30 days compiled by 31 December 2024	1. Signed quarterly report on land use application received and assessed.	Quarter three report on land use application received and assessed within 30 days compiled by 31 March 2025	1. Signed quarterly report on land use application received and assessed.	Quarter four report on land use application received and assessed within 30 days compiled by 30 June 2025	1. Signed quarterly report on land use application received and assessed.	Director Community Services	LED&SD 25
		Number of reports on disposal of sites for revenue enhancement compiled by 30 June 2025	Four reports on identification of container centre compiled by 30 June 2025	R0	New indicator	Quarter one report on disposal of sites for revenue enhancement compiled by 30 September 2023	Signed quarterly report on disposal of sites for revenue enhancement	Quarter two report on disposal of sites for revenue enhancement compiled by 31 December 2023	Signed quarterly report on disposal of sites for revenue enhancement	Quarter three report on disposal of sites for revenue enhancement compiled by 31 March 2025	Signed quarterly report on disposal of sites for revenue enhancement	Quarter four report on disposal of sites for revenue enhancement compiled by 30 June 2024	Signed quarterly report on disposal of sites for revenue enhancement	Director Community Services	LED&SD 26
		Number of reports on establishment of container centres submitted to Council for approval by 30 June 2025	Four reports on establishment of container centre approved by Council by 30 June 2025	R0	New indicator	Quarterly report on social facilitation for the development of container centre compiled by 30 September 2024	Signed quarterly report on social facilitation for the development of container centre and attendance register	Quarterly report on site identification of container centre compiled and submitted to Council for approval by 31 December 2024	Signed quarterly report on site identification of container centre and Council Resolution	Quarterly report on number of containers to be relocated compiled by 31 March 2025	Signed quarterly report on number of container to be relocated	Quarterly report on relocation of containers to container centre compiled by 30 June 2025	Signed quarterly report on relocation of containers to container centre	Director Community Services	LED&SD 27

Signed by:

Vuyisa Mbangi
Director Community Services

Date: 25 July 2024

