



ANNEXURE A

PERFORMANCE PLAN

DEPARTMENT: INFRASTRUCTURE PLANNING AND DEVELOPMENT

YEAR: 2022 - 2023

MATATIELE

LOCAL MUNICIPALITY

NAME:	MRS S SAKO	LINE MANAGER:	MR L MATIWANE
EMPLOYEE NO.		JOB TITLE:	MM
JOB TITLE:	GM: IPD	BUSINESS UNIT/SITE	MUNICIPAL MANAGER'S DEPARTMENT
DIVISION/BUSINESS UNIT	INFRASTRUCTURE PLANNING AND DEVELOPMENT	PERIOD:	01 FEBRUARY 2023 – 30 JUNE 2023
SITE	102 Main Street, MATATIELE: 4730	REVIEW DATE:	
RATING SCALE			
1	Not meeting the standard		
2	Meet some of the standards		
3	Meet all the standards		
4	Meet all and exceed some standards		
5	Meet & exceed all standards		

Key Performance Areas (KPA's)

Weight = 80%

1. Basic Service Delivery	60
2. Municipal Institutional Development and Transformation	10
3. Good Governance and Public Participation	5
4. Municipal Financial Viability and Management	10
5. Local Economic Development (LED)	15
6. Spatial Development	0

Core Competency Requirements (CCRs)

Weight = 20%

LEADING COMPETENCIES (LC's)		CORE COMPETENCIES (CC's)	
1. Strategic Direction and Leadership	10	1. Moral Competency	5
2. People Management	10	2. Planning and Organizing	10
3. Program and Project Management	10	3. Analysis and Innovation	5
4. Financial Management	10	4. Knowledge and Information management	10
5. Change Leadership	5	5. Communication	10
6. Governance Leadership	5	6. Results and Quality Focus	10

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12	PG102.03	Basic Service Delivery	5	Mini Substation-Palisade Fencing	Number of substations fenced by set date	Fencing of 2 substations in ward 19 & 20 by 30 June 2023			Trenches and excavations by 31 March 2023	MOV/POE	Progress report	MOV/POE	Fencing of 2 substations by 30 June 2023			
							MOV// POE									
13	PG102.03	Basic Service Delivery	7	Installation of 250 new Street Lights	Number of Street lights installed by set date	Installation of 250 new Street Lights in Matatiel e Town by 30 June 2023			Trench excavation and laying of Cable by 31 March 2023				Delivery, Installation, Connection & Commissioning of 250 street lights in ward 19 by 30 June 2023			
							MOV// POE									
							MOV// POE									
							MOV// POE									

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14	PG102.03	Basic Service Delivery	5	Installation of 10 new High mast light	Number of High Mast lights installed by set date	Installation of 10 new High mast light in Area C by 30 June 2023	MOV// POE		Preparation of Foundation for High Mast by 31 March 2023	Progress Reports (minutes of progress Meeting s).	MOV// POE	Delivery, Installation , Connection & Commissioning 10 new high mast lights by 30 June 2023.	Progress Reports (minutes of progress Meeting s), Practical & Completion Certificate		
15	PG102.04	Basic service delivery	5	Construction of 10,4 Km of internal streets surfaced	Km of new tar roads constructed by set date	Construction of 10,4 Km of internal streets surfaced at identified areas by 30 June 2023	MOV// POE		N/A	Progress Reports (minutes of progress Meeting s).	Stage 7 (100%) Final Completion certificate Stage 7 (100%)	Stage 7 (100%) Final Completion certificate	10,4km		
				Construction of 3.7km Harry Gwala Phase 1 (Itsokolele-Njongweville) Internal Streets; Re-habilitation of 6,7km of			MOV// POE		N/A		MOV// POE	Progress Reports (minutes of progress Meeting			

46	PG104.02	Basic Service Delivery	5	Installation of Meggie Resha statue for council chambers	Installation of a statue by set date	Installation of Meggie Resha statue (one) at the new council chambers Building by 30 June 2023			Delivery and installation of statue at the New Council Chambers by 31 March 2023	Progress Reports (minutes of progress Meetings).	MOV// POE	Attending to the installation of statue for Council Chamber by 30 June 2023	Progress Reports (minutes of progress Meetings) Practical Completion Certificate			
49	PG105.02	Basic service delivery	5	Renovation of municipal facilities Matatiele Town Hall Thandani Sportfield Municipal Stores Nokhwezi Community Hall	Number of municipal facilities renovated	Number of renovations of municipal facilities undertaken in selected areas by 30 June 2023	MOV// POE		Advertise and Appointment of Contractor. 31 March 2023	Appointment letter	MOV// POE	4 municipal facilities renovated	Progress Reports (minutes of progress Meetings) Practical Completion			

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CORE COMPETENCY REQUIREMENTS

1. LEADING COMPETENCIES

Core Management Criteria (CMC)	Weight %	Milestones	Comments	Own Rating (By Manager) (1-5)	Rating (By Panel Member) (1-5)
1. Strategic Direction and Leadership	10	<p>Hold one on one sessions for the review of individual performance agreements and formulation of action plan.</p> <p>Present the departmental SDBIP to all IPD staff including field workers so as to secure commitment on institutional mandate.</p> <p>Ensuring strategic planning resolutions are implemented and catered for in SDBIP</p>			
2. People Management	10	<p>Convening of departmental meetings with unit managers.</p> <p>Regulate the sitting of sectional meetings by section managers</p> <p>Assemble quarterly co-ordination meetings with SCM, IPD and critical stakeholders for effective reporting.</p> <p>Assessing current organogram for efficiency.</p>			
3. Program and Project Management	10	<p>Progress reporting sections held monthly to ensure effective monitoring of projects and programmes.</p> <p>Conducting of quarterly project assessments and site visits.</p> <p>Monitoring of projects not planned for full completion to ensure compliance with project milestones:</p>			

			<p>60% construction of 1,52km of Cedarville Internal Streets</p> <p>60% construction of Dlodlweni- Caba AR</p> <p>60% construction of Queen's Mercy AR</p> <p>60% Construction of Lekhalong Access road</p> <p>60% construction of Mavundleni Access Road</p> <p>60% construction of 6km Makomoreni Access Road completed</p> <p>60% construction of 7.9km Black Diamond</p> <p>60% construction of 1,8km Linotseng Access Road</p> <p>60% construction of 4km Nkosana Access Road</p> <p>60% construction of 5km Mountain Lake Road</p> <p>60% construction of 5,7km Mango - Nyanzela AR</p> <p>60% construction of Mphotshongweni (Rhashule) AR & bridge</p> <p>60% construction of Tsepisong,Kamorathaba-Kuyasa AR & bridge</p> <p>60% construction of Dengwane,Khoapa-Zwelitsha AR</p> <p>60% construction of Sitiweni AR & bridge</p> <p>Ensuring submission of monthly expenditure reports</p> <p>Cashflow tracking at project reporting sessions.</p> <p>Ensuring project expenditure does not exceed budgeted costs</p> <p>Motivating for retention of funds earmarked for stopping and re-allocation</p>			
4. Financial Management	10					

8/1/21

5. Change Leadership	5	Introducing strategies to improve departmental performance on project and reporting. Structuring operations of plant and formulation of SMME subcontracting strategies			
6. Governance Leadership	5	Compliance with adopted policies and council approved plans. Implement 3 year capital plan and roads maintenance plan			
TOTAL	50%				

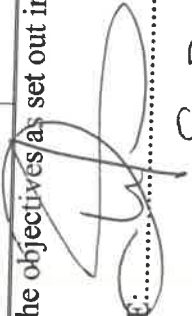
2. CORE COMPETENCY (CC)

Core Occupational Competency	Weight %	Milestones	Comments	Own Rating (By Manager) (1-5)	Rating (By Panel Member) (1-5)
1. Moral Competency	5	Promotion of honest dealing and declaring interests where applicable. Apply reasoning that promotes honesty and integrity consistently, display behaviour that reflects moral competence			
2. Planning and Organizing.	10	Implementation of MIG, INEP, OTP, Maintenance plan. Ensuring compliance with grant provisions requires concise planning and execution Tabling items timeously for adoption at council Ensuring compliance with approved plans Keeping records of community requests for inclusion in maintenance prioritisation			

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3. Analysis & Innovation	5	<p>Making use of RRAMS for maintenance prioritization as opposed to getting roads from councilors only.</p> <p>Able to analyse information , challenges , and trends to establish and implement facts – based solutions that are innovative to improve institutional processes in order to achieve key strategic objectives</p>			
4. Knowledge and Information Management.	10	<p>Meetings with various stakeholders and progress reporting to stakeholders.</p> <p>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.</p>			
5. Communication	10	<p>Dissemination of information to sectional heads through departmental meetings.</p> <p>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</p>			
6. Results and Quality Focus	10	<p>Conducting of quarterly assessments and monthly assessments on poorly implemented projects.</p> <p>Undertaking oversight visits to sites.</p> <p>Identifying project risks and calling for risk mitigation strategies</p>			
TOTAL	50%				

PERSONAL DEVELOPMENT PLAN (SERVES AS ANNEXURE A OF THE PLAN)

AREA TO BE DEVELOPED	TYPE OF INTERVENTION	TARGET DATE	PERFORMANCE REVIEW FOR PDP		
			Progress	Barriers	Actions to Overcome Barriers
OHS	SAMTRAC	30/06/2023			
<p>I agree with the objectives as set out in the Performance Development Plan and undertake to achieve the objectives as agreed on.</p> <p>SIGNATURE: </p> <p>Name of the employee: S. SATO</p> <p>Date: 14/03/2023</p>					

AGREEMENT TO PERFORMANCE AND DEVELOPMENT PLAN

I undertake to support the employee with the achievement of the above Performance Development Plan.

SIGNATURE:.....


Name of Supervisor:
Date:
 L. MATIWANG