

ANNEXURE A

PERFORMANCE PLAN



DEPARTMENT: BUDGET AND TREASURY
YEAR: 2022 - 2023

UNIT: GOVERNANCE

M A T A T I E L E

NAME:	MR. KHALUWE MEHLOMAKULU	LINE MANAGER:	MR. LIZO MATIWANE
EMPLOYEE NO.	301127	JOB TITLE:	MUNICIPAL MANAGER
JOB TITLE:	CHIEF FINANCIAL OFFICER	BUSINESS UNIT/SITE	
DIVISION/BUSINESS UNIT	BUDGET AND TREASURY	PERIOD:	01/07/2022 – 30/06/2023
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 (KPAs)

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Weight = 80%

1. Basic Service Delivery	= 10%
2. Municipal Institutional Development and Transformation	= 5%
3. Good Governance and Public Participation	= 20%
4. Municipal Financial Viability and Management	= 65%
5. Local Economic Development (LED)	= 0%
6. Spatial Development	= 0

Core Competency Requirements (CCRs)

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Weight = 20%

LEADING COMPETENCIES (LC's)		CORE COMPETENCIES (CC's)	
1. Strategic Direction and Leadership	- 10%	1. Moral Competency	- 5%
2. People Management	- 5%	2. Planning and Organizing	- 5%
3. Program and Project Management	- 5%	3. Analysis and Innovation	- 15%
4. Financial Management	- 5%	4. Knowledge and Information management	- 15%
5. Change Leadership	- 25%	5. Communication	- 5%
6. Governance Leadership	- 5%	6. Results and Quality Focus	- 5%

PERFORMANCE PLAN FOR 2022-2023 - FINANCIAL YEAR.

PROJECT NUMBER.		IDP REF.		KEY PERFORMANCE AREA		WEIGHT		PROJECT DESCRIPTION	KEY PERFORMANCE INDICATOR	ANNUAL TARGET & TIME FRAME	JULY 2022 – JUNE 2023								PROGRESS AS AT END OF THE PERIOD UNDER REVIEW	OWN RATING	RATING BY PANEL
				QUARTER 1		QUARTER 2					QUARTER 3		QUARTER 4								
				JULY – SEP		OCT – DEC					JAN – MAR		APR – JUN								
				TARGET	ACTUAL	TARGET	ACTUAL				TARGET	ACTUAL	TARGET	ACTUAL							
1.		P2G308.01		Basic Service Delivery		10%		Indigent support	Number of registered indigent beneficiaries receiving free basic services by set date	Provide services to 13 413 registered indigent beneficiaries as follows: Electricity, Refuse and rates, Alternative energy by 30 June 2024	Provide services to 13 413 registered indigent beneficiaries as follows: Electricity, Refuse and rates, Alternative energy by 30 September 2022		Provide services to 13 413 registered indigent beneficiaries as follows: Electricity, Refuse and rates, Alternative energy by 31 December 2022		Provide services to 13 413 registered indigent beneficiaries as follows: Electricity, Refuse and rates, Alternative energy by 31 March 2023		Provide services to 13 413 registered indigent beneficiaries as follows: Electricity, Refuse and rates, Alternative energy by 30 June 2023				
				Indigent Register Status Quo Report	Indigent Register Status Quo Report			Indigent Register Status Quo Report	Indigent Register Status Quo Report			Indigent Register Status Quo Report		Indigent Register Status Quo Report		Indigent Register Status Quo Report					

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PROJECT DESCRIPTION	KEY PERFORMANCE INDICATOR	ANNUAL TARGET & TIME FRAME	JULY 2022 – JUL 2023								PROGRESS AS AT END OF THE PERIOD UNDER REVIEW	OWN RATING	REMARKS
			QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4				
			JULY – SEP	OCT – DEC	JAN – MAR	APR – JUN							
			TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
2.	P2G3O10.04	Municipal Financial Viability	65%	Preparation of GRAP compliant AFS.	GRAP Compliant Annual Financial Statements submitted by set date.	Prepare & submit GRAP compliant Annual Financial Statements to Auditor-General, National & Provincial Treasury by 31 st August 2022	Prepare & submit GRAP compliant Annual Financial Statements to Auditor-General, National & Provincial Treasury by 31 st August 2022	N/A	N/A	N/A			

PROJECT NUMBER	IDP REF.	KEY PERFORMANCE AREA	WEIGHT	PROJECT DESCRIPTION	KEY PERFORMANCE INDICATOR	ANNUAL TARGET & TIME FRAME	JULY 2022 – JUL 2023								PROGRESS AS AT END OF THE PERIOD UNDER REVIEW	OWN RATING	RATING BY PANEL
							QUARTER 1 JULY – SEP		QUARTER 2 OCT – DEC		QUARTER 3 JAN – MAR		QUARTER 4 APR – JUN				
							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
				GRAP Compliant Annual Financial Statements and acknowledge ment by AGSA and Provincial Treasury	GRAP Compliant Annual Financial Statements and acknowledge ment by AGSA and Provincial Treasury	N/A			N/A			N/A					

PROJECT DESCRIPTION	KEY PERFORMANCE INDICATOR	ANNUAL TARGET & TIME FRAME	JULY 2022 – JULY 2023								PROGRESS AS AT END OF THE PERIOD UNDER REVIEW	OWN RATING	REMARKS	
			QUARTER 1 JULY – SEP		QUARTER 2 OCT – DEC		QUARTER 3 JAN – MAR		QUARTER 4 APR – JUN					
			TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL				
3.	P2G3O10.05	Municipal Financial Viability	65%	Receive unqualified audit opinion from AGSA.	Signed Auditor General Report by set date.	Achieve an Unqualified Audit Opinion issued by the Auditor-General by 30 November 2022.	Resolved all Audit findings towards Achieve an Unqualified Audit Opinion issued by the Auditor-General by 30 November 2022							
				Audit Report from AGSA		Audit Report from AGSA								

PROJECT NUMBER		PROJECT DESCRIPTION	KEY PERFORMANCE INDICATOR	ANNUAL TARGET & TIME FRAME	JULY 2022 – JULY 2023								PROGRESS AS AT END OF THE PERIOD UNDER REVIEW	OWN RATING	RATING BY PANEL	
IDP REF.	KEY PERFORMANCE AREA				WEIGHT	QUARTER 1 JULY – SEP		QUARTER 2 OCT – DEC		QUARTER 3 JAN - MAR		QUARTER 4 APR - JUN				
						TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET				ACTUAL
4.	P2G3O10.06	Municipal Financial Viability	65%	mSCOA Reports	Number of Mscosa reports produced by set date	Produce four (4) Quarterly mSCOA internal monitoring tool reports by 30 June 2022	Quarterly reports on mSCOA internal monitoring tools used	Quarterly reports on mSCOA internal monitoring tools used	Quarterly reports on mSCOA internal monitoring tools used	Quarterly reports on mSCOA internal monitoring tools used	Quarterly reports on mSCOA internal monitoring tools used					
5.	P2G3O9.01	Municipal Financial Viability	65%	Debt Collection & Reduction	Amount of debt reduced by set date	Reduce Revenue debt by R5,000 000 by 30 June 2023	Reduce Revenue debt by R1, 250, 000 by 30 September 2022	Reduce Revenue debt by R1, 250, 000 by 31 December 2022	Reduce Revenue debt by R1, 250, 000 by 31 March 2023	Reduce Revenue debt by R1, 250, 000 by 30 June 2023						
						Age Analysis	Age Analysis	Age Analysis	Age Analysis	Age Analysis						

PROJECT DESCRIPTION	KEY PERFORMANCE INDICATOR	ANNUAL TARGET & TIME FRAME	JULY 2022 – JULY 2023								PROGRESS AS AT END OF THE PERIOD UNDER REVIEW	OWN RATING	REMARKS	
			QUARTER 1 JULY – SEP		QUARTER 2 OCT – DEC		QUARTER 3 JAN – MAR		QUARTER 4 APR – JUN					
			TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL				
7.	P2G308.02	Municipal Financial Viability	65%	Submission of quarterly reports as per section 52 (d) of MFMA.	Number of section 52d reports submitted by set timeframe	Submit (4) quarterly reports (section 52d reports and (4) withdrawal report) to National Treasury, Provincial Treasury by the 10th working day of each quarter	Submit (1) quarterly reports (section 52d reports and (1) withdrawal report) to National Treasury, Provincial Treasury by the 5th working day of each quarter	Submit (1) quarterly reports (section 52d reports and (1) withdrawal report) to National Treasury, Provincial Treasury by the 5th working day of each quarter	Submit (1) quarterly reports (section 52d reports and (1) withdrawal report) to National Treasury, Provincial Treasury by the 5th working day of each quarter	Submit (1) quarterly reports (section 52d reports and (1) withdrawal report) to National Treasury, Provincial Treasury by the 5th working day of each quarter	Submit (1) quarterly reports (section 52d reports and (1) withdrawal report) to National Treasury, Provincial Treasury by the 5th working day of each quarter			

PROJECT NUMBER	IDP REF.	KEY PERFORMANCE AREA	WEIGHT	PROJECT DESCRIPTION	KEY PERFORMANCE INDICATOR	ANNUAL TARGET & TIME FRAME	JULY 2022 – JUNE 2023								PROGRESS AS AT END OF THE PERIOD UNDER REVIEW	OWN RATING	REMARKS
							QUARTER 1 JULY – SEP		QUARTER 2 OCT – DEC		QUARTER 3 JAN – MAR		QUARTER 4 APR – JUN				
							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
8.	P2G308.03	Municipal Financial Viability	65%	Submission of banking details as per section 8 of MFMA.	Number of report on banking details submitted by set date	Quarterly reports (Section 52d) One annual banking details to be reported to National Treasury by 01 July 2022	Quarterly reports (Section 52d)		Quarterly reports (Section 52d)	N/A	Quarterly reports (Section 52d)	N/A	Quarterly reports (Section 52d)	N/A			
						One annual banking details to be reported to National Treasury by 01 July 2022.											
						Proof of submission to National Treasury	N/A		N/A		N/A		N/A				

PROJECT NUMBER.		IDP REF.		KEY PERFORMANCE AREA		WEIGHT		PROJECT DESCRIPTION		KEY PERFORMANCE INDICATOR		ANNI TARGET & TIME FRAME		JULY 2022 – JUNE 2023								PROGRESS AS AT END OF THE PERIOD UNDER REVIEW		OWN RATING		REMARKS			
														QUARTER 1 JULY – SEP		QUARTER 2 OCT – DEC		QUARTER 3 JAN – MAR		QUARTER 4 APR – JUN									
														TARGET		ACTUAL		TARGET		ACTUAL		TARGET		ACTUAL		TARGET		ACTUAL	
10.		P2G308.05		Municipal Financial Viability		65 %		Multi-year budget as per section 28 of the MFMA.		Adjusted budget prepared and submitted to Council, Provincial and National Treasury by set date		Prepare and Submit adjusted budget to Council by 28 th February and to National and Provincial Treasury by the 15 th March of each year		N/A		N/A		Prepare and Submit adjusted budget to Council by 28 th February and to National and Provincial Treasury by the 15 th March of each year		N/A									
								Adjustment budget Council Resolution										Adjustment budget Council Resolution											

PROJECT NUMBER.		IDP REF.		KEY PERFORMANCE AREA		WEIGHT		PROJECT DESCRIPTION		KEY PERFORMANCE INDICATOR		ANN: TARGET & TIME FRAME		JULY 2022 – JULY 2023								PROGRESS AS AT END OF THE PERIOD UNDER REVIEW		OWN RATING		RATING BY PANEL	
														QUARTER 1 JULY – SEP		QUARTER 2 OCT – DEC		QUARTER 3 JAN – MAR		QUARTER 4 APR – JUN							
												TARGET		ACTUAL		TARGET		ACTUAL		TARGET		ACTUAL					
11.		P2G3O8.06		Municipal Financial Viability		65 %		Multi-year budget as per section 21 (b) of the MFMA.		Budget Time schedule (Process Plan) submitted to Council and National and Provincial Treasury by set date.		Develop budget time schedule (process plan) and submit to Council 10 months before the start of a financial year (31 August 2022) and to National and Provincial Treasury by the 30 September 2022		Develop budget time schedule (process plan) and submit to Council 10 months before the start of a financial year (31 August 2022) and to National and Provincial Treasury by the 15th Sept 2022		N/A		N/A		N/A		N/A					

PROJECT NUMBER		IDP REF.		KEY PERFORMANCE AREA		WEIGHT		PROJECT DESCRIPTION		KEY PERFORMANCE INDICATOR		ANNUL TARGET & TIME FRAME		JULY 2022 – JUNE 2023								PROGRESS AS AT END OF THE PERIOD UNDER REVIEW		OWN RATING		RATING BY PANEL	
														QUARTER 1 JULY – SEP		QUARTER 2 OCT – DEC		QUARTER 3 JAN – MAR		QUARTER 4 APR – JUN							
												TARGET		ACTUAL		TARGET		ACTUAL		TARGET		ACTUAL					
13.		P2G3O8.08		Municipal Financial Viability		65 %		Multi-year budget as per section 21 and 24 of MFMA.		2023/24 MTERF Budget prepared and submitted to Council, National and Provincial Treasury by set date.		Prepare 2023/24 MTERF Budget and submit to council by 30 June 2023 and to National and Provincial Treasury within 10 days after approval.		N/A		N/A		Prepare 2023/24 MTERF draft Budget and submit to Council by 31 March 2023 and to National and Provincial Treasury within 10 working days after approval.		Prepare 2023/24 MTERF final Budget and submit to Council by 30 June 2023 and to National and Provincial Treasury within 10 days working after approval.							
										Approved Budget Advert Council Resolution		N/A		N/A		Approved Budget Advert Council Resolution		Approved Budget Advert Council Resolution									

PROJECT NUMBER		IDP REF.		KEY PERFORMANCE AREA		WEIGHT	PROJECT DESCRIPTION	KEY PERFORMANCE INDICATOR	ANNUAL TARGET & TIME FRAME	JULY 2022 – JUNE 2023								PROGRESS AS AT END OF THE PERIOD UNDER REVIEW	OWN RATING	RATING BY PANEL
										QUARTER 1 JULY – SEP		QUARTER 2 OCT – DEC		QUARTER 3 JAN – MAR		QUARTER 4 APR – JUN				
										TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
14	P2G308.09	Municipal Financial Viability				65 %	Update and maintain fixed assets register.	Updated Fixed Assets Register by set date.	MSCOA compliant transacting and Updated Assets Register to achieve GRAP compliant FAR by 30 June 2023.	Updated Assets Register to achieve GRAP compliant FAR by 30 September 2022		Updated Assets Register to achieve GRAP compliant FAR by 30 December 2022		Updated Assets Register to achieve GRAP compliant FAR by 31 March 2023		Updated Assets Register to achieve GRAP compliant FAR by 30 June 2023				
						Asset Register	Asset Register		Asset Register		Asset Register		Asset Register		Asset Register					

PROJECT NUMBER.		IDP REF.		KEY PERFORMANCE AREA		WEIGHT		PROJECT DESCRIPTION		KEY PERFORMANCE INDICATOR		ANNUAL TARGET & TIME FRAME		JULY 2022 – JUNE 2023								PROGRESS AS AT END OF THE PERIOD UNDER REVIEW		OWN RATING		REMARKS	
														QUARTER 1 JULY – SEP		QUARTER 2 OCT – DEC		QUARTER 3 JAN – MAR		QUARTER 4 APR – JUN							
														TARGET		ACTUAL		TARGET		ACTUAL		TARGET		ACTUAL			
15	P2G308.10	Municipal Financial Viability		65 %	General valuation roll	Valuation roll produced by set date	Produce a supplementary valuation roll for implementation by 01 July 2023	Implement the supplementary roll on 01 July 2023	N/A	N/A																	
								Supplementary Valuation Roll	N/A	N/A																	
16	P2G308.12	Municipal Financial Viability		65 %	Demand Management (1)	Approved Procurement Plan by the set date	Approval Of 2023/24 Procurement Plan by 31 May 2023	N/A	N/A	N/A																	

PROJECT NUMBER.		IDP REF.		KEY PERFORMANCE AREA		WEIGHT		PROJECT DESCRIPTION		KEY PERFORMANCE INDICATOR		ANNUAL TARGET & TIME FRAME		JULY 2022 – JUNE 2023								PROGRESS AS AT END OF THE PERIOD UNDER REVIEW		OWN RATING		RATING BY PANEL	
														QUARTER 1 JULY – SEP		QUARTER 2 OCT – DEC		QUARTER 3 JAN – MAR		QUARTER 4 APR – JUN							
												TARGET		ACTUAL		TARGET		ACTUAL		TARGET		ACTUAL					
17		P2G308.13		Municipal Institutional Development and Transformation		5 %		Policies and Standard Operating Procedures		Approved policies and standard operating procedures by set date		Approval of 35 policies and standard operating procedures for 2023/2043 MTERF by 31 st May 2023		N/A		N/A		Review of 35 policies and standard operating procedures for 2023/2024 MTERF to be tabled to council by 31 st March 2023		Approval of 35 policies and standard operating procedures for 2023/2024 MTERF by council by 31 st May 2023							
18		P2G308.14		Municipal Financial Viability		65 %		Bid Adjudication Meeting		Attendance of Bid Adjudication Meetings by set date		Attendance of 12 Bid Adjudication Meetings by 30 th June 2023		3 Bid Adjudication Meetings by 30 th September 2022		3 Bid Adjudication Meetings by 31 st December 2022		3 Bid Adjudication Meetings by 30 th March 2023		3 Bid Adjudication Meetings by 30 th June 2023							

PROJECT NUMBER.	IDP REF.	KEY PERFORMANCE AREA	WEIGHT	PROJECT DESCRIPTION	KEY PERFORMANCE INDICATOR	ANNUAL TARGET & TIME FRAME	JULY 2022 – JUNE 2023								PROGRESS AS AT END OF THE PERIOD UNDER REVIEW	OWN RATING	RATING BY PANEL
							QUARTER 1 JULY – SEP		QUARTER 2 OCT – DEC		QUARTER 3 JAN – MAR		QUARTER 4 APR – JUN				
							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
19	P2G308.15	Municipal Financial Viability	65%	Contract Management	Number of contracts awarded by set date	Management of Projects not exceeding the awarded amount by 30 June 2023	Awarded projects not exceeding the awarded amount by 30 th September 2022.	Adjudication committee register	Awarded projects not exceeding the awarded amount by 31 st December 2022.	Adjudication committee register	Awarded projects not exceeding the awarded amount by 31 st March 2023.	Adjudication committee register	Awarded projects not exceeding the awarded amount by 30 th June 2023.	Adjudication committee register			

PROJECT NUMBER.		JULY 2022 – JUNE 2023												PROG RESS AS AT END OF THE PERIO D UNDE R REVIE W	OWN RAT ING	R AT IN G BY PA NE L
IDP REF.	KEY PERFORMANCE AREA	WEIGHT	PROJECT DESCRIPTION	KEY PERFORMANCE INDICATOR	ANNUAL TARGET & TIME FRAME	QUARTER 1 JULY – SEP		QUARTER 2 OCT – DEC		QUARTER 3 JAN – MAR		QUARTER 4 APR – JUN				
						TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
20	P2G308.16	Basic Service Delivery	10 %	Project Management	Number of project awarded by set date	Management of projects not exceeding the budgeted amount by 30 June 2023	Number of projects not exceeding the budgeted amount by 30 th September 2022.		Number of projects not exceeding the budgeted amount by 31 st December 2022.		Number of projects not exceeding the budgeted amount by 31 st March 2023.		Number of projects not exceeding the budgeted amount by 30 th June 2023.			
							Budget vs Actual Report		Budget vs Actual Report		Budget vs Actual Report		Budget vs Actual Report			
22	P2G308.18	Municipal Financial Viability	65 %	Payroll Management	Number of salaries to employees and allowances to Councilors paid by set date	Payment of 377 of salaries to employees and 55 allowance to Councilors by 30 June 2023.	377 of salaries to employees and 55 allowance to Councilors by 30 th September 2022		377 of salaries to employees and 55 allowance to Councilors by 31 st December 2022		377 of salaries to employees and 55 allowance to Councilors by 31 st March 2023		377 of salaries to employees and 55 allowance to Councilors by 30 th June 2023			

PROJECT NUMBER		IDP REF.		KEY PERFORMANCE AREA		WEIGHT		PROJECT DESCRIPTION		KEY PERFORMANCE INDICATOR		ANNUAL TARGET & TIME FRAME		JULY 2022 – JUNE 2023								PROGRESS AS AT END OF THE PERIOD UNDER REVIEW		OWN RATING		RATING BY PANEL	
														QUARTER 1 JULY – SEP		QUARTER 2 OCT – DEC		QUARTER 3 JAN – MAR		QUARTER 4 APR – JUN							
														TARGET		ACTUAL		TARGET		ACTUAL		TARGET		ACTUAL			
23		P2G308.18		Municipal Financial Viability		65 %		Revenue Enhancement Strategy		Development and implementation of revenue enhancement strategy by set date		Develop 1 revenue enhancement strategy and implement it by 30 June 2023.		Develop 1 revenue enhancement strategy by 30 th September 2022		Implement the revenue enhancement strategy by 31 st December 2022.		Implement the revenue enhancement strategy by 31 st March 2023.		Implement the revenue enhancement strategy by 30 th June 2023.							
												Monthly report				Monthly report				Monthly report				Monthly report			

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%	<ul style="list-style-type: none"> Provide direction and leadership within the department 			
2. People Management	5%	<ul style="list-style-type: none"> Ensure the policies and regulations as set out by council are adhered to. Ensure discipline, commitment amongst the staff members within the department. 			
3. Program and Project Management	5%	<ul style="list-style-type: none"> Ensure projects that are within the department are achieved within the set-time frames. 			
4. Financial Management	25%	<ul style="list-style-type: none"> Ensure the institution is financially stable and sustainable Ensure the institution produces credible and balancing budget. 			
5. Change Leadership	0%				
6. Governance Leadership	5%	<ul style="list-style-type: none"> Ensure the units within the department are functioning within the prescribed regulations 			
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%	<ul style="list-style-type: none"> Ensure the dilemmas and conflicts within the department are resolved amicably and timeously. 			
2. Planning and Organizing	5%	<ul style="list-style-type: none"> Ensure the tasks of the department are completed within the required time. Put the necessary systems to ensure the tasks are completed 			
3. Analysis & Innovation	15%	<ul style="list-style-type: none"> Ensure the targets set are completed within the required time and the estimated budget. 			
4. Knowledge and Information Management	15%	<ul style="list-style-type: none"> Knowledge on operations of the department and also transferring the knowledge to the staff members within the department. 			
5. Communication	5%	<ul style="list-style-type: none"> Ensure the decisions taken by council and management are communicated with the staff members. 			
6. Results and Quality Focus	5%	<ul style="list-style-type: none"> Ensure the municipality achieves the targets as set out on the IDP and SDBIP 			
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	

AGREEMENT TO PERFORMANCE AND DEVELOPMENT PLAN

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

SIGNATURE:.....

R. Mubarek

Name of the employee:

Date:

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

SIGNATURE:



Name of Supervisor:

L. Matwood

Date:

29/07/2022