



MATATIELE

LOCAL MUNICIPALITY

ANNEXURE A PERFORMANCE PLAN

DEPARTMENT: COMMUNITY SERVICES YEAR: 2021 - 2022

NAME:	SIYABULELA MZOBANZI MBEDLA	LINE MANAGER:	Mr. LIZO MATIWANE
EMPLOYEE NO.	120001	JOB TITLE:	MUNICIPAL MANAGER
JOB TITLE:	GENERAL MANAGER	BUSINESS UNIT/SITE	COMMUNITY SERVICES
DIVISION/BUSINESS UNIT	GOVERNANCE	PERIOD:	1 July 2021 - 30 NOVEMBER 2021
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		

Weight = 100%

Key Performance Areas (KPA's)

1. Basic Service Delivery	70%
2. Municipal Institutional Development and Transformation	05%
3. Good Governance and Public Participation	10%
4. Municipal Financial Viability and Management	05%
5. Local Economic Development (LED)	10%
6. Spatial Development	

Weight = 100%

Core Competency Requirements (CCRs)

LEADING COMPETENCIES (LC's)		CORE COMPETENCIES (CC's)
1. Strategic Direction and Leadership	10%	1. Moral Competency - 10%
2. People Management	10%	2. Planning and Organizing - 10%
3. Program and Project Management	05%	3. Analysis and Innovation - 05%
4. Financial Management	10%	4. Knowledge and Information management -10%
5. Change Leadership	05%	5. Communication -10%
6. Governance Leadership	10%	6. Results and Quality Focus -05%

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PERFORMANCE PLAN FOR 2021-2022 FINANCIAL YEAR.

PROJECT NUMBER	IDP REF	KEY PERFORMANCE INDICATOR	ANNUAL TARGET & TIME FRAME	JULY 2021 – JUNE 2022								PROGRESS AT END OF THE PERIOD UNDER REVIEW	OWN RATING	REMARKS
				QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4				
				TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
1.	PIG106.01	Fencing of mountain lake	Fenced mountain lake by set date	Fencing Mountain lake by 30 June 2022	Process for the advertise ment for the appointm ent of the service provider completed by 30 September 2021.	N/A	Appoin tment of the service provide r for fencing of the mounta in lake by Decem ber 2021	N/A	Fencing of Mounta in lake by Mar 2022	N/A	N/A	N/A	N/A	
					Q1: TOR	N/A	Q2: Appoin tment letter	N/A	Q3: Deliver y note and complet ion letter.	N/A	N/A	N/A		
				MOV/POE										
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PROJECT NUMBER	ID/REF.	KEY PERFORMANCE INDICATOR	ANNUAL TARGET & TIME FRAME	JULY 2021 – JUNE 2022								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.	PIC106.05	Procurement of 30 skip bins by 30 June 2022	Procurement of 30 skip bins by 30 June 2022	Number of skip bins procured by set date	Procure ment of 30 skip bins	Process for the advertise ment for the appointm ent of the service provider completed by 30 September 2021	N/A	Appoin tment of the service provide r for procure ment of skip bins	N/A	Deliver y of 30 waste skip bins	N/A	N/A	N/A	N/A	N/A

Basic Service Delivery

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PROJECT NUMBER	IDP REF.	KEY PERFORMANCE INDICATOR	PROJECT DESCRIPTION	ANNUAL TARGET & TIME FRAME	JULY 2021 – JUNE 2022								OWN RATING	PROGRESS AS AT END OF THE PERIOD UNDER REVIEW	REMARKS
					QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4				
					TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
3.	PIG106.06	Basic Service Delivery	Refuse removal to residential and CBD areas	Provide removal of waste services twice a week in residential areas and daily in the CBD (In wards 1,19,20 and 26)	Waste removal twice weekly from residential areas and daily in CBD by 30 Sept 2021	N/A	Waste removal twice weekly from residential areas and daily in CBD by 31 Dec 2021	N/A	Waste removal twice weekly from residential areas and daily in CBD by 31 Mar 2022	N/A	Waste removal twice weekly from residential areas and daily in CBD by 30 June 2022	N/A	N/A	N/A	

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PROJECT NUMBER	IDP REF	KEY PERFORMANCE INDICATOR	ANNUAL TARGET & TIME FRAME	JULY 2021 – JUNE 2022								PROGRESS AS AT END OF THE PERIOD UNDER REVIEW	OWN RATING	REVIEWED BY
				QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4				
				TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
4.	PG106.07	Development of a new cemetery in Ward 20 by 30 June 2022	New Cemetery developed by set date	Development of a new cemetery in Ward 20 by 30 June 2022	Development of cemetery designs by Sept 30 2021	N/A	Access road, security gate by December 2021	N/A	Fencing of the cemetery by 31 Mar 2022	N/A	Completion and hand over by 30 June 2022	N/A	N/A	A
			MOVI/POE	1. Weekly inspection sheets 2. Landfill site register	N/A	1. Weekly inspection sheets 2. Landfill site register	N/A	1. Weekly inspection sheets 2. Landfill site register	N/A	1. Weekly inspection sheets 2. Landfill site register	N/A			

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PROJECT NUMBER	IDP REF.	KEY PERFORMANCE INDICATOR	ANNUAL TARGET & TIME FRAME	JULY 2021 – JUNE 2022								PROGRESS AS AT END OF PERIOD UNDER REVIEW	OWN RATING	RATING BY PARANET
				QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4				
				JULY – SEP		OCT – DEC		JAN – MAR		APR – JUN				
				TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
			MOVI/POE	Q1 TOR & Advert	N/A	Q2: Appointment letter	N/A	Q3: Installation and configuration of system progress report.	N/A	Q4: Completion letter.	N/A			

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PROJECT NUMBER	IDP REF.	KEY PERFORMANCE INDICATOR	ANNUAL TARGET & TIMEFRAME	JULY 2021 – JUNE 2022								OWN RATING	PROGRESS AT END OF THE PERIOD UNDER REVIEW	RATING BY PANEL
				QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4				
				TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
5.	PIG106.08	Cemetery Management System	Procurement of Cemetery management system by June 2022.	Process for the advertisement for the appointment of the service provider completed by 30 September 2021	N/A	Appointment of Service provider the Cemetery management system. 31 December 2021	N/A	Supply Deliver and configuration of Cemetery management system by 31 March 2022	N/A	Completion of the installation and configuration of the Cemetery System by 30 June 2022.	N/A	N/A	N/A	
				Q1: TOR and advert	N/A	Q2: Appointment letter	N/A	Q3: Installation in configuration of system progress report	N/A	Q4: Completion letter	N/A			

Basic Service Delivery

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PROJECT NUMBER	IDP REF.	KEY PERFORMANCE WEIGHT	PROJECT DESCRIPTION	KEY PERFORMANCE INDICATOR	ANNUAL TARGET & TIME FRAME	JULY 2021 – JUNE 2022								PROGRESS AS AT END OF THE PERIOD UNDER REVIEW	OWN RATING	REVIEWED BY	DATE	
						QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4						
						TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL					
6.	PIG106.09	Basic Service Delivery				Remediation of existing Landfill site by June 2022	Remediated Landfill site by set date	Remediation of existing Landfill site by June 2022	Process for the advertisement for the appointment of the service provider completed by 30 September 2021.	N/A	Appointment of a Service provider and restoration of existing landfill site by 31 December 2021	N/A	Restoration of existing Landfill site continued by 31 March 2022	N/A	Completion of Restoration of existing Landfill site by 30 June 2022	N/A	N/A	N/A

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PROJECT NUMBER	IDP REF	KEY PERFORMANCE WEIGHT	PROJECT DESCRIPTION	KEY PERFORMANCE INDICATOR	ANNUAL TARGET & TIME FRAME	JULY 2021 – JUNE 2022								PROGRESS AS AT END OF THE PERIOD UNDER REVIEW	OWN RATING	REVIEWED BY	DATE
						QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4					
						JULY – SEP		OCT – DEC		JAN – MAR		APR – JUN					
						TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL				
					MOV/POE:	Q1- TOR & Advertise ment	N/A	Q2: Appoin tment letter and progre ss report.	N/A	Q3: Monthl y Progres s report to MTM POE	N/A	Q4: Monthly progress reports submitted to MTM & completio n letter.					

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PROJECT NUMBER	IDP REF	KEY PERFORMANCE INDICATOR	ANNUAL TARGET & TIME FRAME	JULY 2021 – JUNE 2022								PROGRESS AS AT END OF THE PERIOD UNDER REVIEW	OWN RATING	REMARKS
				QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4				
				TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
7.	PIG207.07	Development of Disaster Management Plan by set date	Develop Disaster Management Plan by June 2022	Process for the appointment of the service provider completed by 30 September 2021	N/A	Appointment of a Service provider for development of Disaster Management Plan by 31 December 2021	N/A	Development of Disaster Management Plan continued by 31 March 2022	N/A	Completion of Disaster Management Plan developed by 30 June 2022	N/A	N/A	N/A	

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PROJECT NUMBER	IDP REF.	KEY PERFORMANCE WEIGHT	PROJECT DESCRIPTION	KEY PERFORMANCE INDICATOR	ANNUAL TARGET & TIME FRAME	JULY 2021 – JUNE 2022								PROGRESS AS AT END OF PERIOD UNDER REVIEW	OWNING RATING	RATING AT IN G BY PA NE L
						QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4				
						JULY – SEP		OCT – DEC		JAN – MAR		APR – JUN				
						TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
					POE/MOV: Appointment letter and Progress report, Closeout report and Completion certificate	TORs sent to SCM Appointment letter	N/A	Appointment letter	N/A	Progress report	N/A	Closeout report and Completion certificate	N/A			

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PROJECT NUMBER	DP REF	KEY PERFORMANCE INDICATOR	ANNUAL TARGET & TIME FRAME	JULY 2021 – JUNE 2022								OWN RATING	PROGRESS AT END OF THE PERIOD UNDER REVIEW	REMARKS
				QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4				
				TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
8.	PIG207.08	Development of Integrated Transport Plan by set date	Develop an Integrated Transport Plan by 30 June 2022	Process for the appointment of the service provider completed by 30 September 2021	N/A	Appointment of a Service provider for development of Integrated Transport Plan by 31 December 2021	N/A	Development of Integrated Transport Plan continued by 31 March 2022	N/A	Integrated Transport Plan developed by 30 June 2022	N/A	N/A	N/A	
				TORs sent to SCM	N/A	Appointment letter	N/A	MTM progress report	N/A	Closeout report and Completion certificate	N/A			

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PROJECT NUMBER	IDP REF	KEY PERFORMANCE INDICATOR	ANNUAL TARGET & TIME FRAME	JULY 2021 – JUNE 2022								PROGRESS AT END OF PERIOD UNDER REVIEW	OWNING DEPARTMENT	RATING BY PAENEL
				QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4				
				TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
9.	PIG207.10	Review of Community Safety Plan	Reviewed Community Safety Plan by set date	Review Community Safety Plan by 30 June 2022	Hold one stakeholder engagement meeting	N/A	Reviewed Community Safety plan	N/A	N/A	N/A	N/A	N/A	N/A	N/A
10.	N/A	Issuing of contravention notices	Number of contravention notices issued	Issuing of 3360 contravention notices by 30 June 2022	Issuing of 920 contravention notices	N/A	Issuing of 600 contravention notices	N/A	Issuing of 920 contravention notices	N/A	Issuing of 920 contravention notices	N/A	N/A	N/A
						POE/MOV	Monthly operational report	N/A	Monthly operational report	N/A	Monthly operational report	N/A	Monthly operational report	N/A
Basic Service Delivery Infrastructure				Basic Service Delivery										

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PROJECT NUMBER	ID/REF.	KEY PERFORMANCE INDICATOR	ANNUAL TARGET & TIME FRAME	JULY 2021 – JUNE 2022								PROGRESS AS AT END OF THE PERIOD UNDER REVIEW	OWN RATING	REVIEWED BY	DATE
				QUARTER 1 JULY – SEP		QUARTER 2 OCT – DEC		QUARTER 3 JAN – MAR		QUARTER 4 APR – JUN					
				TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL				
11.	N/A	Firefighting and rescue services	Number of fire and rescue incidents attended by set date	Attend 100% of reported fire and rescue incidents by 30 June 2022	N/A	Attend 100% of reported fire and rescue incidents	N/A	Attend 100% of reported fire and rescue incidents	N/A	Attend 100% of reported fire and rescue incidents	N/A	N/A	N/A	N/A	
					Incidents reports	Incidents reports	Incidents reports	Incidents reports	Incidents reports	Incidents reports					
12.	N/A	Learners, License applicants testing	Number of Learners License applicants tested	To have 1800 Learners License applicants tested by 30 June 2022	N/A	To have 500 Learners License applicants tested	N/A	To have 500 Learners License applicants tested	N/A	To have 500 Learners License applicants tested	N/A	N/A	N/A	N/A	
					Incidents reports	Incidents reports	Incidents reports	Incidents reports	Incidents reports	Incidents reports					

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PROJECT NUMBER	IDP REF.	KEY PERFORMANCE INDICATOR	ANNUAL TARGET & TIME FRAME	JULY 2021 – JUNE 2022								PROGRESS AT END OF THE PERIOD UNDER REVIEW	OWN RATING	RATING BY PANEL
				QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4				
				TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
13.	N/A	Driving Licences issued to applicants	Q2 – Q4 RD323 Natis Report	N/A	RD323 Natis Report	N/A	RD323 Natis Report	N/A	RD323 Natis Report	N/A	RD323 Natis Report	N/A	N/A	N/A
			To issue 1440 Driving Licences to applicants by 30 June 2022	N/A	To issue 190 Driving Licences to applicants	N/A	To issue 350 Driving Licences to applicants	N/A	To issue 450 Driving Licences to applicants	N/A	To issue 450 Driving Licences to applicants	N/A	N/A	N/A
14.	N/A	Vehicle testing	POE/MOV: Q1 – Q4 RD323	N/A	RD323	N/A	RD323	N/A	RD323	N/A	RD323	N/A	N/A	N/A
			To have 675 vehicles tested for roadworthy by 30 June 2022	N/A	To have 125 vehicles tested for roadworthy	N/A	To have 150 vehicle s tested for roadwo rthy	N/A	To have 200 vehicle s tested for roadwo rthy	N/A	To have 200 vehicles tested for roadworth y	N/A	N/A	N/A

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PROJECT NUMBER	DP REF	KEY PERFORMANCE WEIGHT	PROJECT DESCRIPTION	KEY PERFORMANCE INDICATOR	ANNUAL TARGET & TIME FRAME	JULY 2021 – JUNE 2022								PROGRESS AS AT END OF THE PERIOD UNDER REVIEW	OWN RATIO	RATING BY PA NE L
						QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4				
						TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
15.	N/A	Basic Service Delivery	Vehicle Registering and Licensing Authority	Number of vehicles registered and licensed by set date	POE/MOV Q1 – Q4 RD323	N/A	RD323	N/A	RD323	N/A	RD323	N/A	N/A	N/A	N/A	
					To have 9100 vehicles registered and licensed by 30 June 2022	To have 2225 vehicles registered and licensed	N/A	To have 2225 vehicles registered and licensed	N/A	To have 2325 vehicles registered and licensed	N/A	To have 2325 vehicles registered and licensed	N/A	N/A	N/A	
					POE/MOV Q1 – Q4 RD323	N/A	RD323	N/A	RD323	N/A	RD323	N/A	N/A	N/A	N/A	

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PROJECT NUMBER	IDP REF.	KEY PERFORMANCE INDICATOR	ANNUAL TARGET & TIME FRAME	JULY 2021 – JUNE 2022								PROGRESS AT END OF THE PERIOD UNDER REVIEW	OWN RATING	REMARKS
				QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4				
				TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
				Advert & Appointment letter 1 Quarterly report including expenditure submitted to council and copy of council resolution.	N/A	Advert & Appointment letter 1 Quarterly report including expenditure submitted to council and copy of council resolution.	N/A	Advert & Appointment letter 1 Quarterly report including expenditure submitted to council and copy of council resolution.	N/A	Advert & Appointment letter 1 Quarterly report including expenditure submitted to council and copy of council resolution.	N/A			

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PROJECT NUMBER	IDP REF	KEY PERFORMANCE INDICATOR	PROJECT DESCRIPTION	KEY PERFORMANCE INDICATOR	ANNUAL TARGET & TIME FRAME	JULY 2021 – JUNE 2022								PROGRESS AS AT END OF THE PERIOD UNDER REVIEW	OWN RATING	REMARKS
						QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4				
						TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
17.	P5G8020	Number of staff provided with protective clothing by set date	Provision of adequate protective clothing for staff	5%	Provide staff with necessary protective uniform by 30 June 2020.	N/A	N/A	N/A	N/A	Ensure procurement of protective clothing for staff members by set date	N/A	N/A	N/A	N/A	N/A	
						N/A	N/A	N/A	N/A	TOR, Order, delivery note and invoice	N/A	N/A	N/A	N/A	N/A	
18.	P3G4011.02	Number of Public knowledge and awareness programme	Promote Public knowledge and awareness		Development of e-library website and management thereof by 30 June 2022	Terms of reference and appointment done by 31 September 2021	N/A	Design and layout of the e-library website	N/A	Development of e-library website	N/A	Management of e-library website	N/A	N/A	N/A	

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PROJECT NUMBER	IDP REF.	KEY PERFORMANCE INDICATOR	PROJECT DESCRIPTION	ANNUAL TARGET & TIME FRAME	JULY 2021 – JUNE 2022						PROGRESS AS AT END OF THE PERIOD UNDER REVIEW	OWN RATING	REMARKS		
					QUARTER 1		QUARTER 2		QUARTER 3					QUARTER 4	
					TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL				TARGET	ACTUAL
		Access to Library Information and Literacy hosted by set date	Programmes on Library Information and Literacy through digital platforms	Q1: TOR, App Letter, Q2 & Q3 Screenshots, layout and designs of live e-library, Q4: Quarterly progress reports and invoices	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Progress reports and invoices	
		Number of approved Policies, plans and Standard Operating Procedure reviewed by set date.	Review of policies, plans and SOPs	Review of 6 policies, 3 Plans, & 1 Standard Operating Procedures by 30 June 2022.	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Provision of the reviewed policies, Plans, & SOPs for presentation to the municipal governance structures	
19.		Good Governance and Public	10%		Conduct information sharing on the reviewed policies, SOPs, Plans to employee s.	N/A	Presentations of the reviewed policies, Plans, & SOPs at the Annual Strategic Planning workshop	N/A							

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PROJECT NUMBER	DP REF.	KEY PERFORMANCE INDICATOR	PROJECT DESCRIPTION	KEY PERFORMANCE INDICATOR	ANNUAL TARGET & TIME FRAME	JULY 2021 – JUNE 2022								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			
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PROJECT NUMBER	IDP REF.	KEY PERFORMANCE INDICATOR	ANNUAL TARGET & TIME FRAME	JULY 2021 – JUNE 2022								PROGRESS AS AT END OF THE PERIOD UNDER REVIEW	OWN RATING	RATING BY PA NE L
				QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4				
				TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
			MOV/ POE	Attendanc e registers and copy of responded COAFS	N/A	Attend ance register s and copy of respon ded COAF S	N/A	Attendanc e registers and copy of responded COAFS	N/A	Attendanc e registers and copy of responded COAFS	N/A			
21.	N/A	Fire, Disaster, waste manage ment and by-law aware ss campai ns	Number of awareness campaigns conducted by 30 June 2022	To have 12 awareness campaigns conducted by 30 June 2022	N/A	To have 4 awareness campai gns conduc ted	N/A	To have 4 awareness campai gns conduct ed	N/A	To have 4 awareness campai gns conducted	N/A	N/A	N/A	N/A
				POE/MOV: Q1 – Q2Attendance register	Attendanc e register	N/A	Attend ance register	N/A	Attendanc e register	N/A	Attendanc e register	N/A		

5/11/2021

PROJECT NUMBER	IDP REF.	KEY PERFORMANCE INDICATOR	PROJECT DESCRIPTION	ANNUAL TARGET & TIME FRAME	JULY 2021 – JUNE 2022								OWN RATING	PROGRESS AS AT END OF THE PERIOD UNDER REVIEW	RATING BY PA NE L	
					QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4					
					JULY – SEP		OCT – DEC		JAN – MAR		APR – JUN					
					TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL				
22.	N/A	Municipal Financial Viability	5%	Budget Management	Percentage of budget allocation	100% budget spending, implementation and control on Community Services Department	10% Spending, implementation & control on operations and projects of the Community Services Department	N/A	15% Spending, implementation & control on operations and projects of the Community Services Department	N/A	55% Spending, implementation & control on operations and projects of the Community Services Department	N/A	20% Spending, implementation & control on operations and projects of the Community Services Department	N/A	N/A	N/A
							MOV/PO E Expenditure Report from BTO	N/A	Expenditure Report from BTO	N/A	Expenditure Report from BTO	N/A	Expenditure Report from BTO	N/A		

PROJECT NUMBER	DP REF.	KEY PERFORMANCE INDICATOR	ANNUAL TARGET & TIME FRAME	PROJECT DESCRIPTION	KEY PERFORMANCE INDICATOR	JULY 2021 – JUNE 2022								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			
23.	N/A	Municipal Financial Viability	100% attendance of bid committee meetings by 30 June 2022.	Attendance of Bid committee meetings	Number of bid committee meetings attended by set date.	100% attendance of bid committee meetings	N/A	100% attendance of bid committee meetings	N/A	100% attendance of bid committee meetings	N/A	100% attendance of bid committee meetings	N/A			
						Invitations & attendance registers	N/A	Invitations & attendance registers	N/A	Invitations & attendance registers	N/A	Invitations & attendance registers	N/A			

SM/19

PROJECT NUMBER	IDP REF	KEY PERFORMANCE INDICATOR	ANNUAL TARGET & TIME FRAME	JULY 2021 – JUNE 2022								OWN RATING	PROGRESS AS AT END OF PERIOD UNDER REVIEW	RATING BY PARANET	
				QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4					
				TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL				
24.	P3G4011.02	Create Job Opportunities through Public Employment Programme (PEP) – EPWP	Number of Job opportunities created through EPWP by set date.	Create Job Opportunities through EPWP by June 2022	500	Create 430 job opportunities through EPWP. Orientation and Commencement of the programme.	N/A	Quarterly progress and expenditure	N/A	Create 70 job opportunities through EPWP	N/A	Account for year performance and expenditure	N/A	N/A	N/A

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PROJECT NUMBER	IDP REF.	KEY PERFORMANCE INDICATOR	ANNUAL TARGET & TIME FRAME	JULY 2021 – JUNE 2022								PROGRESS AS AT END OF THE PERIOD UNDER REVIEW	OWN RATING	REMARKS
				QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4				
				TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
			1. Applicants Database per ward 2. Spreadsheet of contracted beneficiaries. 3. List of projects for the beneficiaries	1. Beneficiaries contract 2. Applicants Database per ward 3. Spreadsheet of contracted beneficiaries. 4. List of projects for the beneficiaries	N/A	Quarterly progress report and expenditure report	N/A	1. Beneficiaries contract 2. Applicants Database per ward 3. Spreadsheet of contracted beneficiaries. 4. List of projects for the beneficiaries	N/A	Year performance report and expenditure reports	N/A	N/A	N/A	

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"> Plan, structure, measure, control and pull information together in order to achieve pre-specified goals. 			
2.People Management	10%	<ul style="list-style-type: none"> Employee Relations Management. 			
3.Program and Project Management	5%	<ul style="list-style-type: none"> Planning Programs and Projects implementation. 			
4. Financial Management	5%	<ul style="list-style-type: none"> Budget Planning and Execution. Financial Reporting and Monitoring. Systematic approach to problem solving. 			
5.Change Leadership	10%				
6.Governance Leadership	10%	<ul style="list-style-type: none"> Plan, structure, measure, control and pull information together in order to achieve pre-specified goals. 			
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	05%	<ul style="list-style-type: none"> Encourage adherence to municipal values 			
2. Planning and Organizing.	15%	<ul style="list-style-type: none"> Development of broad initiatives and action plans for the realization of municipal objectives 			
3. Analysis & Innovation					
4. Knowledge and Information Management.	10%	<ul style="list-style-type: none"> New theories and conceptual models. 			
5. Communication	10%	<ul style="list-style-type: none"> Communicate appropriate & useful information to others in order to provide optimal service delivery. 			
6. Results and Quality Focus	10%	<ul style="list-style-type: none"> Quality assurance. 			
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
Public Participation	Training in Public Participation	31 March 2022			

Nim
5/4/24

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.

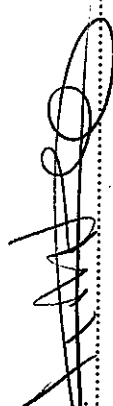
SIGNATURE:

Name of the employee: Mr. Siyabulela Mzobanzi Mbedha

Date: 19 July 2021



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

SIGNATURE.....


Name of Supervisor: GM Community Services MR. Lizo Matiwane

Date: 20 July 2021