

ANNEXURE A

PERFORMANCE PLAN

DEPARTMENT: INFRASTRUCTURE PLANNING & DEVELOPMENT

YEAR: 2021 - 2022

MATATIELE
LOCAL MUNICIPALITY

NAME:	MR M. LEHLEHLA	LINE MANAGER:	MR L. MATIWANE
EMPLOYEE NO.	630007	JOB TITLE:	MUNICIPAL MANAGER
JOB TITLE:	GENERAL MANAGER INFRASTRUCTURE PLANNING AND DEVELOPMENT	BUSINESS UNIT/SITE	MUNICIPAL MANAGER'S DEPARTMENT
DIVISION/BUSINESS UNIT	INFRASTRUCTURE SERVICES	PERIOD:	01 JULY 2021 – 30 JUNE 2022
SITE	102 MAIN STREET, MATATIELE: 4370	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		80%	
2. Municipal Institutional Development and Transformation		5%	
3. Good Governance and Public Participation		5%	
4. Municipal Financial Viability and Management		5%	
5. Local Economic Development (LED)		5%	
6. Spatial Development			
Core Competency Requirements (CCRs)		=	Weight = 20%
LEADING COMPETENCIES (LC's)			
1. Strategic Direction and Leadership	5%		5%
2. People Management	10%		5%
3. Program and Project Management	45%		5%
4. Financial Management	15%		5%
5. Change Leadership	5%		
CORE COMPETENCIES (CC's)			
1. Moral Competency			5%
2. Analysis and Innovation			5%
3. Communication			5%
4. Results and Quality Focus			5%

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PERFORMANCE PLAN FOR 2021-2022 FINANCIAL YEAR.

PROJECT NUMBER.	IDP REF.	KEY PERFORMANCE AREA	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	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.	PIG102.01	Basic Service Delivery	5%	Connection of 2679 Households to electricity 1. Vikinduku –Lubaleko (471) 2. Hillside – Manzi Phase 1 (327) 3. Sifolweni (189) 4. Ngcwengane (186) 5. Epiphany (459) 6. Mkhemane (248) 7. Mafayisa (51) 8. Phalane (363) 9. Khesa & Sidakeni (231)	Number of households connected to electricity by set date	2679 household's connection to electricity by 30 June 2022.	Site Establishment & Excavations by 30 September 2021.		Planting of Poles & Stringing of Conductor by 31 December 2021.		Continue Planting of poles , & Stringing of conductor by 31 March 2022		Connection of 2679 households by 30 June 2022.				

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							QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4				
							JULY – SEP		OCT – DEC		JAN – MAR		APR – JUN				
							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
						Progress Report and Practical Completion Certificate	Appointment Letter		N/A		Progress Report		Progress Report and Practical Completion Certificate				
	PIG102.4	Basic Service Level	2%	Installation of one new High mast light	Number of High Mast lights installed by set date	Installation of one new High mast light in Area C	Appointment letter issued by 30 September 2021.		N/A		Delivery & installation of one new High Mast Light in Area C by 31 March 2022		Connection & Commissioning of one high mast light by 30 June 2022.				
	PIG102.5	Basic Service Delivery	5%	Construction of 4 km Cedarville Internal Streets-Phase 3	Percentage of work on Internal Streets completed by set date	8.5km of Internal Streets surfaced by the 30 June 2022	Appointment Letter		N/A		Progress Report		Progress Report and Practical Completion Certificate				
5	PIG102.5	Basic Service Delivery	5%	Construction of 4 km Cedarville Internal Streets-Phase 3	Percentage of work on Internal Streets completed by set date	8.5km of Internal Streets surfaced by the 30 June 2022	Appointment Letter		N/A		Progress Report		Progress Report and Practical Completion Certificate				
							Stage4 (60%)Kerbing and Channelling, pavement layers and sealants by 30 September 2021		Stage4 (60%) Speed humps, pavement layers and sealants by 31 December 2021		Stage4 (80%) Protection of Works and road marking by 31 March 2022		Stage4 (95%) Attending to snag list Completion of project by 30 June 2022				

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							QUARTER 1 JULY – SEP		QUARTER 2 OCT – DEC		QUARTER 3 JAN – MAR		QUARTER 4 APR – JUN				
							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
6	PIG102.6	Basic Service Delivery	3%	Construction of 3.7km Harry Gwala internal streets			Progress Report		Progress Report		Progress Report		Progress Report and Practical Completion Certificate				
							N/A		Stage 1 (10%). Contract or establishment. By 31 December 2021.		Stage 2 (20%). Clear grub Roadbed preparation by 30 March 2022		Stage 3 (40%). Laying of storm water ,Kerbing, Laying G5 Material by 30 June 2022				
							N/A		Appointment Letter		Progress Report		Progress Report				
7	PIG102.7	Basic Service Delivery	5%	Re-Surfacing of 2.5km of Matatiele (CBD) Internal Streets			N/A		Stage 1 (10%) Contract or establishment by 31 December 2021		Stage 4 (60%). Applying Tack Coat and Resurfacing of streets by 30 March 2022		Stage 6 - 95% completion by 30 June 2022				

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PROJECT NUMBER.	IDP REF.	KEY PERFORMANCE AREA	WEIGHT	PROJECT DESCRIPTION	KEY PERFORMANCE INDICATOR	ANNUAL TARGET & TIME FRAME	JULY 2021 – JUNE 2022								OWN RATING	PROGRESS AS AT END OF THE PERIOD UNDER REVIEW	RATING BY PARANETL
							QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4				
							JULY – SEP		OCT – DEC		JAN – MAR		APR – JUN				
							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
						Appointment Letter, Progress report and Practical Completion Certificate	N/A		Appointment Letter		Progress Report		Progress Report and Practical Completion Certificate				
8	PIG102.8	Basic Service Delivery	6%	Construction of 4,6km Mohapi access road and Bridge	Percentage of work on access roads & bridge completed by set date	41.3km of Access Road & 3 Bridges Completed by 30 June 2022	Stage 1 (10%). Contractor establish ment. By 30 September 2021.		Stage 2 (20%). Clear and grub Roadbed preparati on by 31 December 2021.		Stage 3 (40%) Installation of pipes by 31 March 2022		Stage 4 (60%). Tipping of gravel. Processing of gravel and portal Culvert Bridge by 30 June 2022				
							Progress Report		Progress Report		Progress Report		Progress Report				
9	PIG102.9	Basic Service Delivery	5%	Construction of 11km Purutle-Moyeni Access Road and Bridges	Percentage of work on access road & bridge complete by set date		Stage 1 (10%). Contractor establish ment. By 30 September 2021.		Stage 2 (20%). Clear and grub Roadbed preparati on by 31 December 2021.		Stage 3 (40%) Installation of pipes by 31 March 2022		Stage 4 (60%). Tipping of gravel. Processing of gravel & Bridges by 30 June 2022				

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							QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4				
							JULY – SEP		OCT – DEC		JAN – MAR		APR – JUN				
							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
							Appointment Letter and Progress Report		Progress Report		Progress Report		Progress Report				
					Percentage of work on access road & bridge complete by set date		N/A		Stage 1 (10%). Contract or establishment. By 31 December 2021		Stage 2 (20%). Clear grub Roadbed preparation by 31 March 2022.		Stage 3 (40%) Installation of pipes and bottom slab for the bridge by 30 June 2022				
10	PIG102.10	Basic Service Delivery	3%	Construction of 2.5 km Mahangu Access Road and Bridge			N/A		Appointment Letter and Progress Report		Progress Report		Progress Report				

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							QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4				
							JULY – SEP		OCT – DEC		JAN – MAR		APR – JUN				
							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
11	PIG102.11	Basic Service Delivery	2%	Construction of 6.1 km Skiti to Tholang Access Road	Percentage of work on access roads completed by set date		N/A		Stage 1 (10%). Contract or establishment. By 30 September 2021.		Stage 2 (20%). Clear and grub. Roadbed preparation by 31 December 2021		Stage 4 (60%). Tipping of gravel. Processing of gravel by 30 March 2022				
							N/A		Appointment Letter and Progress Report		Progress Report		Progress Report and Practical Completion Certificate				
12	PIG102.12	Basic Service Delivery	2%	Construction of 3.3km Rockville & Motsekua Access Road	Percentage of work on access roads completed by set date		N/A		Stage 1 (10%). Contract or establishment. By 31 December 2021.		Stage 2 (20%). Clear and grub. Roadbed preparation by 30 March 2022		Stage 4 (60%). Tipping of gravel. Processing of gravel by 30 March 2022				

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							QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4				
							JULY – SEP		OCT – DEC		JAN – MAR		APR – JUN				
							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
							N/A		Appointment Letter and Progress Report		Progress Report		Progress Report and Practical Completion Certificate				
					Percentage of work on access roads completed by set date		N/A		Stage 1 (10%). Contract or establishment. By 31 December 2021.		Stage 2 (20%). Clear grub, Roadbed preparation by 30 March 2022		Stage 4 (60%). Tipping of gravel. Processing of gravel Stage 5 (80%). Protection Works, Installation of road signs by 30 June 2022				
13	PIG102.13	Basic Service Delivery	2%	Construction of 5.7 km Khoarai to Likhetlane Access Road			N/A		Appointment Letter and Progress Report		Progress Report		Progress Report and Practical Completion Certificate				

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							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	PIG102.14	Basic Service Delivery	2%	Construction of 5.9 km Magema to Kutwana Access Road	Percentage of work on access roads completed by set date		N/A		Stage 1 (10%). Contract or establishment. By 31 December 2021.		Stage 2 (20%). Clear grub, Roadbed preparation by 30 March 2022		Stage 4 (60%). Tipping of gravel. Processing of gravel Stage 5 (80%). Protection Works, Installation of road signs by 30 June 2022				
15	PIG102.15	Basic Service Delivery	2%	Construction of 5.1 km Liqalabeng Access Road	Percentage of work on access roads completed by set date		N/A		Appointment Letter and Progress Report		Progress Report		Progress Report and Practical Completion Certificate				

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							QUARTER 1 JULY – SEP		QUARTER 2 OCT – DEC		QUARTER 3 JAN – MAR		QUARTER 4 APR – JUN				
							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
							N/A		Appointment Letter and Progress Report		Progress Report		Progress Report and Practical Completion Certificate				
				Upgrade 4.7 km of Mbizeni Access Road	Percentage of work on access roads completed by set date		N/A		Stage 1 (10%). Contract or establishment. By 31 December 2021.		Stage 2 (20%). Clear and grub Roadbed preparation by 31 March 2022.		Stage 4 (60%). Tipping of gravel. Processing of gravel Stage 5 (80%). Protection Works. Installation of road signs by 30 June 2022				
16	PIG102.16	Basic Service Delivery	3%				N/A		Appointment Letter and Progress Report		Progress Report		Progress Report and Practical Completion Certificate				

PROJECT NUMBER.	IDP REF.	KEY PERFORMANCE AREA	WEIGHT	PROJECT DESCRIPTION	KEY PERFORMANCE INDICATOR	ANNUAL TARGET & TIME FRAME	JULY 2021 – JUNE 2022								PROG RESS AS AT END OF THE PERIO D UNDE R REVIE W	OWN RATI NG	R AT ING BY PA NE L
							QUARTER 1 JULY – SEP		QUARTER 2 OCT – DEC		QUARTER 3 JAN – MAR		QUARTER 4 APR – JUN				
							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
17	PIG102.17	Basic Service Delivery	2%	Construction of 3.1 km St Paul Access Road	Percentage of work on access roads completed by set date		N/A		Stage 1 (10%). Contract or establishment. By 31 December 2021.		Stage 2 (20%). Clear and grub, Roadbed preparation by 30 March 2022		Stage 4 (60%). Tipping of gravel. Processing of gravel Stage 5 (80%). Protection Works, Installation of road signs by 30 June 2022				
						Appointment Letter, Progress report and Practical Completion Certificate	N/A		Appointment Letter and Progress Report		Progress Report		Progress Report and Practical Completion Certificate				

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							QUARTER 1 JULY – SEP		QUARTER 2 OCT – DEC		QUARTER 3 JAN – MAR		QUARTER 4 APR – JUN				
							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
18	PIG102.18	Basic Service Delivery	5%	Rural Maintenance of Road – Outsourcing Plant of 25 km Maintenance and Construction of Access Road 1. hebron to Madimong AR 2. Zikhalini AR 3. Lihaseg AR 4. Matolweni AR 5. Maphutsing AR 6. Mbombo AR 7. Nature Reserve Road 8. Land fill site Road	Percentage of work on access roads completed by set date	25km of Rural Maintenance of Access Road by 30 June 2022	N/A		Stage 1 (10%). Contract or establishment. By 31 December 2021.		Stage 2 (20%). Clear grub, Roadbed preparation by 30 March 2022		Stage 4 (60%). Tipping of gravel. Processing of gravel Stage 5 (80%). Protection Works, Installation of road signs by 30 June 2022				

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							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	PIG102.19	Basic Service Delivery	2%	Completion of Silo facility phase 4	Percentage of work on Silo facility complete by set date	60% Construction of phase 4 Silo Facility by 20 June 2022	N/A		Appointment Letter and Progress Report		Progress Report		Progress Report and Practical Completion Certificate				
20	PIG102.20	Basic Service Delivery	5%	Construction of 6400m ² Extension of Matatiele Sport Center	Percentage of work on Sport field completed by set date	95% Construction of Extension of Matatiele Sport Center by 30 June 2022	Stage 5 (80%) Installation of Artificial Turf for the Sport Field and Marking by 30 September 2021		Stage 6 (95%) Attending to Snag List and Practical completion by 31 December 2021		N/A		N/A				

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							QUARTER 1 JULY – SEP		QUARTER 2 OCT – DEC		QUARTER 3 JAN – MAR		QUARTER 4 APR – JUN				
							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
						Progress report and Practical Completion Certificate	Progress Report		Progress Report and Practical Completion Certificate		N/A						
	PIG102.21	Basic Service Delivery	2%	Construction of Back up water supply or council Chamber and Municipal Offices	Percentage of council chambers and municipal offices completed by set date	60% Construction of Back up water supply for council Chamber and Municipal office complete by 30 June 2022.	N/A		Stage 1 (10%) Contract or establishment by 31 December 2021		(40%) Stage 4 Pipe Trenching and Reservoir Slab by 30 March 2022		(60%) Stage 5 Laying of pipes, Installation of Reservoir, Backfilling and Installation of Manholes by 30 June 2022				
21						Progress report and Practical Completion Certificate	N/A		Appointment Letter and Progress Report		Progress Report		Progress Report and Practical Completion Certificate				

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							QUARTER 1 JULY – SEP		QUARTER 2 OCT – DEC		QUARTER 3 JAN – MAR		QUARTER 4 APR – JUN				
							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
22	PIG102.22	Basic Service Delivery	3%	Installation of Meggie Resha statue for council chambers	Installation of one statue at the new council chambers set	Installation of Meggie Resha statue (one) at the new council chambers Building	Appoint ment of a service provider to provide the Meggie Resha statue.	N/A	N/A	N/A		Delivery and implement ation and statue at the New Council Chambers.					
							Appoint ment Letter	N/A	N/A		Progress Report and Practical Completion Certificate				Progress Report and Practical Completion Certificate		
23	PIG102.23	Basic Service Delivery	3%	Constructio n of municipal pound Building	Percentage of Pound Structure completed by set date	95% Completion of Pound Structure by 30 June 2022	(60%) Stage 4 Electric y wiring, Plumbing & Doors by 31 September r 2021	(80%) Stage 5 Fencing, Installati on of doors and Ceiling by 30 Decemb er 2021	(95%) Stage 7 Attending to Snag List and Practical completion by 31 March 2022	N/A	N/A						
							Progress report		Progress Report		Progress Report and Practical Completion Certificate				N/A		

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							QUARTER 1 JULY – SEP		QUARTER 2 OCT – DEC		QUARTER 3 JAN – MAR		QUARTER 4 APR – JUN				
							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
24	PIG102.24	Basic Service Delivery and Infrastructure	3%	Maintenance of municipal facilities - Community Halls and Pre-School in 5 wards	Number of facilities maintained by set date	95% completion of Maintenance of 5 municipal public facilities by 30 June 2022	Process for the appointment of the service provider complete by 30 September 2021.		Stage 1 (10%) Appointment of local SMMEs for maintenance of Five (5) municipal public facilities by 31 December 2021.		Stage 6 (95%) Renovations of public amenity facilities by 31 March 2022		Stage 6 (95%) Renovations of public amenity facilities by 30 June 2022				
						Progress Report and Practical Completion Certificate	Advert		Progress Report and Practical Completion Certificate		Progress Report and Practical Completion Certificate						
25	PIG103.25	Local Economic Development	5%	220 Job Creation on projects /EPWP work opportunity	Number of EPWP work opportunities created on projects	220 job Created on projects by the 30 June 2022	55 Job Created on projects by 30 September 2021		55 Job Created on projects by 31 December 2021		55 Job Created on projects by 31 March 2022		55 Job Created on projects 30 June 2022				
						Signed Labour Form Register	Signed Labour Form Register		Signed Labour Form Register		Signed Labour Form Register		Signed Labour Form Register				

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							QUARTER 1 JULY – SEP		QUARTER 2 OCT – DEC		QUARTER 3 JAN – MAR		QUARTER 4 APR – JUN				
							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
26	PIG104.26	FINANCIAL MANAGEMENT AND VIABILITY	2.5%	Participating on BID Adjudication processes	Number of BID Adjudication meetings attended by set date	12 Bid adjudication meeting by 30 June 2022 <i>Attendance Register</i>	3 Bid adjudication Meeting by 30 September 2021 <i>Attendance Register</i>		3 Bid adjudication Meeting by 31 December 2021 <i>Attendance Register</i>		3 Bid adjudication Meeting by 31 March 2022 <i>Attendance Register</i>		3 Bid adjudication Meeting by 30 June 2022 <i>Attendance Register</i>				
				Capital Expenditure	% expenditure on all infrastructure grants	100% spending by 30 June 2022 <i>Expenditure Report</i>	10% Expenditure reported by 30 September 2021 <i>Expenditure Report</i>		40% Expenditure Reported by 31 December 2021 <i>Expenditure Report</i>		65% Expenditure Reported by 31 March 2022 <i>Expenditure Report</i>		100% Expenditure Reported by 30 June 2022 <i>Expenditure Report</i>				

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							QUARTER 1 JULY – SEP		QUARTER 2 OCT – DEC		QUARTER 3 JAN – MAR		QUARTER 4 APR – JUN				
							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
27	PIG105.27	MUNICIPAL TRANSFORMATION AND ORGANIZATIONAL DEVELOPMENT	2.5%	PMS Review	% of quarterly review of employees on performance agreements	100% signed Performance Agreement and Plan and Quarterly Reviewed performance Agreement by 30 June 2022	100% Signed Performance Plan and agreement by 30 September 2021		100% Assessment Attendance Register by 31 December 2021		100% Assessment Attendance Register by 31 March 2022		100% Assessment Attendance Register by 30 June 2022				
							Signed Performance Plan and Agreement	Informal Assessment Attendance Register		Assessment Attendance Register		Informal Assessment Attendance Register					
			2.5%	Policies and Standard Operating Procedures	Approved policies and Standard operating procedures by set date	Approval of 5 Policies and Standard operating procedures by 30 June 2022	N/A		N/A		Review of 5 policies and Standard operating procedures by 31 March 2022		Approved of 5 policies and Standard operating procedures by 31 June 2022				

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							QUARTER 1 JULY – SEP		QUARTER 2 OCT – DEC		QUARTER 3 JAN - MAR		QUARTER 4 APR - JUN				
							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
28	PIG106.28	GOOD GOVERNANCE & PUBLIC PARTICIPATION	5%	Council Resolution	% of Council Resolutions implemented	100% implementation of Council Resolution by 30 June 2022	100% implementation of Council resolution by 30 September 2021		100% implementation of Council resolution on by 31 December 2021		100% implementation of Council resolution by 31 March 2022		100% implementation of Council resolution by 30 June 2022				
						Signed Council Resolution for Infrastructure	Signed Council Resolution for Infrastructure		Signed Council Resolution for Infrastructure		Signed Council Resolution for Infrastructure		Signed Council Resolution for Infrastructure				

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	5%	Plan, structure, measure, control and pull information together in order to achieve pre-specified goals			
2. People Management	10%	Effectively manage, inspire, and encourage people respect diversity, optimise talent and build, encourage relationship in order to achieve institutional objectives			
3. Program and Project Management	45%	To be able to demonstrate four stages of project management principles and display knowledge of application.			
4. Financial Management	15%	To be able to account on the budget allocation for all projects in accordance with the municipal systems			
5. Change Leadership	5%	Sets out work for others in a well-planned and clear manner. Helps to clarify roles and responsibilities of team members. Delegates task responsibility to others and provide support where necessary. Puts in place effective controls and monitoring processes to keep informed of issues and results.			
TOTAL	80%				

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%	Able to identify moral trigger, apply reasoning that promotes honesty and integrity consistently, display behaviour that reflects moral competence			
2. Analysis & Innovation	5%	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			
3. Communication	5%	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			
4. Results and Quality Focus	5%	Delivery of high quality services by ensuring adherence to industry guidelines, norms and standard in achieving results and objectives while consistently striving to exceed expectation and encourage others to meet the quality standards. Further to actively monitor and measure results and quality against identified objectives			
TOTAL	20%				

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
Municipal Finance Management Programme - CPMD	Financial Support and authorization to attend as required classes	June 2022	To Register in 2021		None	N/A	
Occupational Health and Safety (SAMTRAC)	Financial Support and authorization to attend as required classes	June 2022	To Register in 2021		None	N/A	
IMESA Conference, SAICE Seminars for ECSCA CPD Points (Project Management, Roads Training, Design Training, GCC, NEC, JBCC Training) etc.	Financial Support and authorization to attend as required classes	September 2021	July 2021 to June 2022		None	N/A	

1. m.

m/L

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

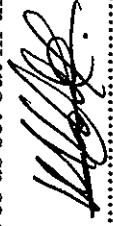
SIGNATURE: 

Name of Supervisor: **Mr. L Matiwane**

Date: *22/07/2021*

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. M. Lehlela**

Date: *22/07/2021*