

# MATATIELE

LOCAL MUNICIPALITY

## PERFORMANCE PLAN

DEPARTMENT: COMMUNITY SERVICES  
YEAR: 2019 – 2020

NAME:	SIYABULELA MZOBANZI MBEDLA	LINE MANAGER:	DR DCT NAKIN
EMPLOYEE NO.	120001	JOB TITLE:	MUNICIPALITY MANAGER
JOB TITLE:	GENERAL MANAGER	BUSINESS UNIT/SITE	
DIVISION/BUSINESS UNIT	COMMUNITY SERVICES	PERIOD:	1 JULY 2019 – 30 JUNE 2020
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 (KPIs)

	=	Weight = 80%
1. Basic Service Delivery		90%
2. Municipal Institutional Development and Transformation		
3. Good Governance and Public Participation		05%
4. Municipal Financial Viability and Management		
5. Local Economic Development (LED)		05%
6. Spatial Development		

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Core Competency Requirements (CCRs) =

Weight = 20%

LEADING COMPETENCIES (LC's)		CORE COMPETENCIES (CC's)	
1. Strategic Direction and Leadership	- 10%	1. Moral Competency	-05%
2. People Management	- 10%	2. Planning and Organizing	-15%
3. Program and Project Management	- 10%	3. Analysis and Innovation	-
4. Financial Management	- 05%	4. Knowledge and Information management	-10%
5. Change Leadership	- 15%	5. Communication	-10%
6. Governance Leadership	-	6. Results and Quality Focus	-10%

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MANAGERS PERFORMANCE FOR FY 2019/20

PROJECT NO	IDP REF	KEY PERFORMANCE AREA	WEIGHT	PROJECT DESCRIPTION	MEASURABLE OBJECTIVE/OUTPUT	KEY PERFORMANCE MEASURE/INDICATOR	JULY 2019-JUNE 2020											
							QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4		Progress on the Date of Review	Own Rating	Rating by Panel Member	
							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL				
1.	P1G105.06	Basic Service Delivery and Infrastructure		Construction of new block of toilets	Construction of 3 new blocks of public toilets in Matatiele town by 30 June 2020.	Number of block of toilets constructed by set date	Drawing of designs for 3 blocks of public toilets by 30 September 2019	N/A	Appointment of service provider for renovation of Museum by 31 December 2019 and contractor establishment Stage 1 (10%)	N/A	Stage 3 (50%) Completion of the project by 31 March 2020	N/A	Stage 7 (100%) Completion of the project 3 blocks of public toilets by 30 June 2020.	N/A	N/A	N/A	N/A	

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							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL							
2.	P1G105.07	Basic Service Delivery and Infrastructure		Routin maintenance of 11 public amenities and procurement of Museum artefacts and brush cutters. <u>PLUS</u> Q1-4 - <u>Quarterly Progress Report to Council</u>	Undertake planned and routine maintenance of 12 public amenities and procurement of Museum artefacts and brush cutters by 30 June 2020	Number of public facilities maintained by set date	1. Maintenance of the pool at ward 19 2. Replacement and repairs on Swimming Pool Pumps Plant at ward 19	N/A	3. Tennis Court Fence and Pitch repaired at ward 20, est 40m length, 20m width, 4m height at Ward 20 4. Netball Pitch repaired at Ward 19	N/A	5-8 Maintenance of 4blocks of public toilets at ward 19 9. Procure Artefacts for the Museum at Ward 19	N/A	10-12 Routin maintenance of 3sport field and procurement of sport field brush cutters) at Ward 19, 20 and 16	N/A	N/A	N/A	N/A				
3.	P1G106.01	Basic Service Delivery and Infrastructure		Acquire weighbridge	Installation of a landfill weighbridge by 30 June 2020	Landfill weighbridge installed by set date	Process for the appointment of the service provider completed by 30 September 2019	N/A	Appointment of a Service provider and construct weighbridge by 31 December 2019	N/A	Construction of weighbridge continued by 31 March 2020.	N/A	Completion of weighbridge by 30 June 2020	N/A	N/A	N/A	N/A				

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							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL					
4.	P1G106.03	Basic Service Delivery and Infrastructure		Alien plant Eradication	Eradication of 100m of Alien Plants in the Nature Reserve by 30 June 2020	Eradicated alien plants in Nature Reserve dam by set date	Identification and assessment of Alien plants in the Nature Reserve by 30 September 2019	N/A	Appointment of a Service provider and eradication of Alien Plants in the Nature Reserve by 31 December 2019.	N/A	Eradication of Alien Plants in the Nature Reserve by 31 March 2020.	N/A	100m of Alien Plants in the Nature Reserve eradicated by 30 June 2020.	N/A	N/A	N/A	N/A		
5.	P1G106.05	Basic Service Delivery and Infrastructure		Donga rehabilitation	Rehabilitate dongas in 3 Wards (3, 10 and 18) by 30 June 2020	Number of wards with rehabilitated dongas by set date	Process for the appointment of the service provider completed by 30 September 2019	N/A	Appointment of service provider and donga rehabilitation in ward 3 by 31 December 2019	N/A	Donga rehabilitation in ward 18 by 31 March 2020.	N/A	Donga rehabilitation in ward 10 by 30 June 2020.	N/A	N/A	N/A	N/A		

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							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL							
6.	P1G1O6.06	Basic Service Delivery and Infrastructure		Maintenance and fencing of cemeteries	Fencing of (2) municipal cemeteries in wards 19 and 26 by 30 June 2020	Number of reports submitted to council by set date	Process for the appointment of the service provider completed by 30 September 2019	N/A	Appointment of service provider and fencing of cemeteries by 31 December 2019.	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A				
7.	P1G1O6.07	Basic Service Delivery and Infrastructure		Refuse removal	Provide waste removal services twice a week (in residential areas) and daily (in the CBD) by 30 June 2020	Number of times waste removal services are provided by set date	24 days quarterly (twice a week) waste removal from <u>residential</u> areas and 91 days quarterly (daily) from the CBD by 30 September 2019	N/A	24 days quarterly (twice a week) waste removal from <u>residential</u> areas and 91 days quarterly (daily) from the CBD by 31 December 2019	N/A	24 days quarterly (twice a week) waste removal from <u>residential</u> areas and 91 days quarterly (daily) from the CBD by 31 March 2020	N/A	24 days quarterly (twice a week) waste removal from <u>residential</u> areas and 91 days quarterly (daily) from the CBD by 30 June 2020	N/A	N/A	N/A	N/A				

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PROJECT NO	IDP REF	KEY PERFORMANCE AREA	WEIGHT	PROJECT DESCRIPTION	MEASURABLE OBJECTIVE/OUTPUT	KEY PERFORMANCE MEASURE/INDICATOR	JULY 2019-JUNE 2020												Progress on the Date of Review	Own Rating	Rating by Panel Member
							QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4								
							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL							
8.	P1G106.08	Basic Service Delivery and Infrastructure		Grass cutting services	Provide grass cutting services in residential areas at Maluti (Ward 1), Matatiele (Ward 19 and 20) and Cedarville (Ward 26) by 30 June 2020	Grass cutting services provided in Maluti, Cedarville and Matatiele by set date	N/A	N/A	Grass cutting in wards, 1, 19, 20 and 26 by 31 December 2019.	N/A	Grass cutting in wards, 1, 19, 20 and 26 by 31 March 2020.	N/A	N/A	N/A	N/A	N/A	N/A				

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							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL				
9.	P1G106.09	Basic Service Delivery and Infrastructure		Development of new Cemetery.	Development of a new cemetery in ward 19 by 30 June 2020	New Cemetery developed by set date	Identification of cemetery site by Community Services and Town Planning section and council approval by 30 September 2019	N/A	Environmental Impact Assessment of identified site approved by the Department of Environmental Affairs (DEA) by 31 December 2019.	N/A	Appointment of Service provider to prepare cemetery design by 31 March 2020.	N/A	Handover of cemetery site by the Service Provider to the Matatiele Local Municipality by 30 June 2020.	N/A	N/A	N/A		

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							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
10.	P1G107.03	Basic Service Delivery and Infrastructure		Public knowledge and literacy awareness programmes	Host 10 public knowledge and awareness programmes on library information and literacy by 30 June 2020.	Number of public knowledge and awareness programmes hosted by set date	2 Public knowledge and awareness programmes on library information and literacy hosted by 30 Sept. 2019	N/A	4 Public knowledge and awareness programmes on library information and literacy hosted by 31 Dec. 2019	N/A	2 Public knowledge and awareness programmes on library information and literacy hosted by 31 March 2020	N/A	2 Public knowledge and awareness programmes on library information and literacy hosted by 30 June 2020.	N/A			
11.	P1G707.05	Basic Service Delivery and Infrastructure		Fire Engine	Acquire a [one (1)] suitable fire engine by 30 June 2020.	Fire engine acquired by set date	Prepare a research report for submission to MTM and prepare Terms of Reference.	N/A	Process for the appointment of a service provider by 31 December 2019.	N/A	Appointment of the Service provider by 31 March 2020.	N/A	Delivery of one fire engine by 30 June 2020.	N/A			

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							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL							
12.	P1G707.06	Basic Service Delivery and Infrastructure		Installation of traffic lights	Installation of two sets of traffic lights (robots) in Matatiele town by 30 June 2020	Number of traffic lights installed by set date	Process for the appointment of the service provider completed by 30 September 2019	N/A	Appointment of a Service provider and installation of traffic lights by 31 December 2019.	N/A	Installation of traffic lights continued by 31 March 2020.	N/A	Completion of installation of traffic lights by 30 June 2020	N/A	N/A	N/A	N/A				
13.	P1G202	Basic Service Delivery and		Traffic Law enforcement	Stop and check 15000 vehicles by 30 June 2020.	Number of vehicles stopped and checked by set date.	Stop and check 3750 vehicles	N/A	Stop and check 3750 vehicles	N/A	Stop and check 3750 vehicles	N/A	Stop and check 3750 vehicles	N/A	N/A	N/A	N/A				

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							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
14.	P1202	Basic Service Delivery and Infrastructure		By-law enforcement	Conduct inspections of 300 street trading permits by 30 June 2020	Number of inspections of street trading permits conducted by set date	Conduct inspections 75 street trading permits.	N/A	Conduct inspections 75 street trading permits.	N/A	Conduct inspections 75 street trading permits.	N/A	Conduct inspections 75 street trading permits.	N/A	N/A	N/A	
15.	P1G707.05	Basic Service Delivery and Infrastructure		Creation of fire belts	To have 20kilometres of fire belts done at Cedarville, Mountain Lake Nature reserve and Wilfred Bower Nature Reserve by June 2020.	Number of kilometres of fire belts done by set date.	Do 05 kilometres of fire belts at Cedarville, Mountain Lake Nature Reserve and Wilfred Bower Nature Reserve	N/A	N/A	N/A	N/A	Do 15 kilometres of fire belts at Cedarville, Mountain Lake Nature Reserve and Wilfred Bower Nature Reserve	N/A	N/A	N/A		

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							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL					
16.	P1G707.05	Basic Service Delivery and Infrastructure		Service and maintenance of fire extinguishers	Services and maintain 102 fire extinguishers by 30 June 2020	Number of fire extinguishers serviced and maintained by set date.	N/A	N/A	Service and maintain 102 fire extinguishers	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A		
17.	P1G107.02	Basic Service Delivery and Infrastructure		Holding of Disaster Management Advisory Forum	Hold two disaster management advisory forum meetings by 30 June 2020	Number of Disaster Management Advisory Forum Meetings held by set date	Hold one Disaster Management Advisory Forum meeting	N/A	N/A	N/A	N/A	Hold one Disaster Management Advisory Forum meeting	N/A	N/A	N/A	N/A	N/A		

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							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL							
18.	P1G107.02	Basic Service Delivery and Infrastructure		Procurement of Disaster relief material	Procure 50 blankets and 30 mattresses by 30 June 2020	Number of blankets and mattresses procured by set date	Submit items specifications to SCM	N/A	Appointment of service and delivery	N/A	Provide emergency disaster relief material as and when the need arises	Provide emergency disaster relief material as and when the need arises	N/A	N/A	N/A	N/A	N/A				
19.	P1G107.01	Basic Service Delivery and Infrastructure		Provision of Learners licences Testing services	100% processing of Learners licence test application by 30 June 2020	Percentage of Learners licence test applications processed by set date.	100% processing of Learners licence test applications	N/A	100% processing of Learners licence test applications	N/A	100% processing of Learners licence test applications	100% processing of Learners licence test applications	N/A	N/A	N/A	N/A	N/A				

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							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL					
20.	P1G107.01	Basic Service Delivery and Infrastructure		Provision of Driving Licences Testing services	100% processing of Driving licence test application by 30 June 2020	Percentage of driving licence test applications processed by set date.	100% processing of driving licence test applications	N/A	100% processing of driving licence test applications	N/A	100% processing of driving licence test applications	N/A	100% processing of driving licence test applications	N/A	N/A	N/A	N/A		
21.	P1G107.01	Basic Service Delivery and Infrastructure		Provision of Vehicle Testing Services	100% Processing of Vehicle tested for roadworthiness application by 30 June 2020	Percentage of vehicles tested for roadworthy processed by set date	100% processing of vehicle roadworthy test applications	N/A	100% processing of vehicle roadworthy test applications	N/A	100% processing of vehicle roadworthy test applications	N/A	100% processing of vehicle roadworthy test applications	N/A	N/A	N/A	N/A		

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							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL					
22.	P1G107.01	Basic Service Delivery and Infrastructure		Provision of vehicle registering and licencing Authority Services (AR)	100% Processing of vehicle registering and licencing Authority Services	Percentage of vehicles registering and licencing processed by set date	100% processing of vehicles registering and licencing applications	N/A	100% processing of vehicles registering and licencing applications	N/A	100% processing of vehicles registering and licencing applications	N/A	100% processing of vehicles registering and licencing applications	N/A	N/A	N/A	N/A		
23.	P1G107.01	Basic Service Delivery and Infrastructure		Community Safety Forum	Conduct two community safety forum meetings by 30 June 2020	Number of community safety forum meetings conducted by set date.	Conduct one community safety forum meeting	N/A	N/A	N/A	Conduct one community safety forum meeting	N/A	N/A	N/A	N/A	N/A	N/A		

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							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL					
24.	P3G4O11.01	Local Economic Development		Public Employment Programme (job creation through Expanded Public Works Programme (EPWP))	Create 415 Jobs Opportunities through EPWP by 30 June 2019	Number of job opportunities created through EPWP	Create 415 job opportunities through EPWP. Orientation and Commencement of the programme by 30 September 2019.	N/A	1 Quarterly expenditure Report submitted to Council by 31 December 2019	N/A	1 Quarterly expenditure Report submitted to Council by 31 January 2020.	N/A	1 Quarterly expenditure Report submitted to Council by 30 June 2020.	N/A	N/A	N/A			

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25.	P6G9022.07	Good Governance and Public Participation		22. To Strengthen integrated planning, performance monitoring and evaluation of municipal programmes	Review of 12 policies and 10 SOPs by 31 MAY 2020.	Number of Policies and by-laws approved/reviewed by set date.	N/A	N/A	N/A	N/A	Presentations of the reviewed policies and SOPs at the Departmental and Annual Strategic Planning workshop	N/A	Presentations of the reviewed policies and SOPs to the municipal governance structures.	N/A	N/A	N/A	N/A				

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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%	Plan, structure, measure, control and pull information together in order to achieve pre-specified goals.			
2. People Management	10%	Employee Relations Management.			
3. Program and Project Management	10%	Planning Programs and Projects implementation.			
4. Financial Management	05%	Budget Planning and Execution. Financial Reporting and Monitoring.			
5. Change Leadership	15%	Systematic approach to problem solving.			
6. Governance Leadership	-				
TOTAL	50%				

2. CORE COMPETENCY (CC)

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Core Occupational Competency		Weight %	Milestones	Comments	Own Rating (By Manager) (1-5)	Rating (By Panel Member) (1-5)
1.	Moral Competency	05%	Encourage adherence to municipal values			
2.	Planning and Organizing.	15%	Development of broad initiatives and action plans for the realization of municipal objectives			
3.	Analysis & Innovation					
4.	Knowledge and Information Management.	10%	New theories and conceptual models.			
5.	Communication	10%	Communicate appropriate & useful information to others in order to provide optimal service delivery.			
6.	Results and Quality Focus	10%	Quality assurance.			
TOTAL		50%				

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PERSONAL DEVELOPMENT PLAN

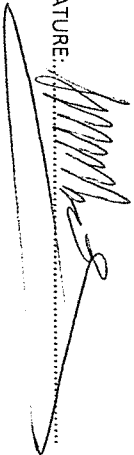
	AREA TO BE DEVELOPED	TYPE OF INTERVENTION	TARGET DATE	PERFORMANCE REVIEW FOR PDP		
				Progress	Barriers	Actions to Overcome Barriers

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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:.....



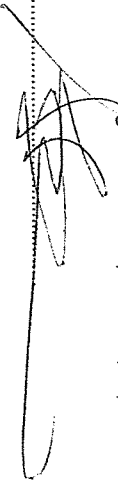
Name of the Manager: Siyabulela Mzobanzi Mbedla

Designation : General Manager: Community Services

Date:.....

I undertake to support the General Manager: Community Services , Siyabulela Mzobanzi Mbedla with the achievement of the above Performance Development Plan

SIGNATURE:.....



Name of the Municipal Manager: Dr. D.C.T Nakin

Designation : Municipal Manager: Matatiele Local Municipality

Date:.....

