



NAME:	SIYABULELA MZOBANZI MBEDLA	LINE MANAGER:	MR LIZO MATIWANE
EMPLOYEE NO.		JOB TITLE:	MUNICIPAL MANAGER
JOB TITLE:	GENERAL MANAGER: COMMUNITY SERVICES	BUSINESS UNIT/SITE	COMMUNITY SERVICES
DIVISION/BUSINESS UNIT		PERIOD:	01/07/2023-30/06/2024
SITE	102 Main Street, MATATIELE: 4730	REVIEW DATE:	
RATING SCALE			
1	Not meeting the standard		
2	Meet some of the standards		
3	Meet all the standards		
4	Meet all and exceed some standards		
5	Meet & exceed all standards		

Key Performance Areas (KPA's)

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Weight = 80%

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

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 10%
2. People Management	10%	2. Planning and Organizing 10%
3. Program and Project Management	10%	3. Analysis and Innovation 05%
4. Financial Management	10%	4. Knowledge and Information management 10%
5. Change Leadership	-	5. Communication 10%
6. Governance Leadership	10%	6. Results and Quality Focus 05%

PROJECT NUMBER	IDP REF.	KEY PERFORMANCE AREA	WEIGHT	PROJECT DESCRIPTION	KEY PERFORMANCE INDICATOR	ANNUAL TARGET & TIME FRAME	JULY 2023 – JUNE 2024								PROGRESS AS AT END OF THE PERIOD UNDER REVIEW	OWN RATING	RATING BY PAIRMENT
							QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4				
							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
3.	P1G206.02	Basic Service Delivery		Construction of nature reserve chalet	Chalet constructed by set date	Construction of one chalet by 30 June 2024	Drafting of TOR for chalets and bill of quantities by 30 September 2023	N/A	Advertisement for the construction of chalet by 31 December 2023	N/A	Appointment of service provider for the construction of chalet by 31 March 2024	N/A	Completion of Nature reserve chalet by 30 June 2024	N/A	N/A	N/A	
							Q1: TOR	N/A	Q2: Advert	N/A	Q3: Appointment letter	N/A	Q4: Completion Certificate	N/A			
4.	P1G206.04	Basic Service Delivery		Procurement of a tractor	Tractor procured by set date	Procurement of one tractor by 30 June 2024	Drafting of TOR for tractor by 30 September 2023	N/A	Advertising for the procurement of the tractor by 31 December 2023	N/A	Appointment of a service provider by 31 March 2024	N/A	Delivery of the tractor by 30 June 2024	N/A	N/A	N/A	
							Q1: TOR	N/A	Q2: Advert	N/A	Q3: Appointment letter	N/A	Q4: Delivery note	N/A			

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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			
7	P1G206.08	Basic Service Delivery		Waste removal	Removal of waste from residential and CBD in the following wards 1,19,20 & 26 by set date	Cleaning and removal of waste twice a week from residential areas and daily from the CBD in Wards 1, 19, 20 and 26 by 30 June 2024.	Cleaning and removal of waste twice a week from residential areas (wards 1,20 & 26) and daily from the CBD (ward 19) by 31 Dec 2023	N/A	Cleaning and removal of waste twice a week from residential areas (wards 1,20 & 26) and daily from the CBD (ward 19) by 31 Mar 2024	N/A	Cleaning and removal of waste twice a week from residential areas (wards 1,20 & 26) and daily from the CBD (ward 19) by 31 Dec 2024	N/A			N/A	N/A	N/A
							Q1: Inspection sheets/report	N/A	Q2: Inspection sheets/report	N/A	Q3: Inspection sheets/report	N/A	Q4: Inspection sheets/report	N/A			
8.	P1G206.10	Basic Service Delivery		Development and maintenance of Matatiele parks and entrances	Park equipment procured by set date	Procurement of park equipment by 30 June 2024	N/A	N/A	N/A	N/A	Procurement and delivery of park equipment by 31 March 2024.	N/A	N/A	N/A	N/A	N/A	N/A
							N/A	N/A	N/A	N/A	Q2: Appointment letter	N/A	Q3: Delivery note	N/A	N/A		

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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	TARGET	ACTUAL					
11	P1G207.08	Basic Service Delivery		Procurement of the medium size fire engine	Number of medium size Fire engine procured by set date	Procurement of one medium size fire engine by 30 June 2024	TOR for the appointment of the service provider completed by 30 September 2023	N/A	Appointment of a service provider by 31 December 2023.	N/A	Delivery of a medium size Fire Engine vehicle by 31 March 2024.	N/A	N/A	N/A							
							Q1: TOR.	N/A	Q2: Appointment letter.	N/A	Q3: Delivery note.	N/A	N/A	N/A							
12	P1G207.08	Basic Service Delivery		Procurement of grass-fire high-pressure	Number of grass-fire high-pressure procured by set date	Procurement of one grass-fire high-pressure by 30 June 2024	Drafting of terms of reference by 30 September 2023	N/A	Appointment of service provider and procureme nt of grass-fire high-pressure by 31 December 2023	N/A	N/A	N/A	N/A	N/A							
							Q1: TOR	N/A	Q2: Appointment letter and delivery note	N/A	N/A	N/A	N/A	N/A							

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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			
16.	N/A	Basic Service Delivery		Testing applicants for learner's license.	Number of learner's license applicants tested	To have 1978 learners license applicants tested by 30 June 2024	To have 576 learners license applicants tested	N/A	To have 250 learners license applicants tested	N/A	To have 576 learners license applicants tested	N/A	To have 576 learners license applicants tested	N/A	N/A	N/A	
						MOV/ POE Q1 – Q4 RD323 natis report	Q1 :RD323 natis report	N/A	Q2: RD323 natis report	N/A	Q3: RD323 natis report	N/A	Q4: RD323 natis report	N/A			
17.	N/A	Basic Service Delivery		Driving licenses issued to applicants	Number of driving licenses issued to applicants by date	To issue 1568 driving licenses to applicants by 30 June 2024	To issue 446 driving licenses applicants	N/A	To issue 230 driving licenses to applicants	N/A	To issue 446 driving licenses to applicants	N/A	To issue 446 driving licenses to applicants	N/A	N/A	N/A	
						MOV/ POEQ1 – Q4 RD323	Q1: RD323	N/A	Q2: RD323	N/A	Q3: RD323	N/A	Q4: RD323	N/A	N/A	N/A	
18.	N/A	Basic Service Delivery		Vehicle roadworthy testing	Number of vehicles tested by set date	To have 635 vehicles tested for roadworthy by 30 June 2024	To have 181 vehicles tested for roadworthy	N/A	To have 92 vehicles tested for roadworthy	N/A	To have 181 vehicles tested for roadworthy	N/A	To have 181 vehicles tested for roadworthy	N/A	N/A	N/A	
						MOV/ POE Q1 – Q4RD323	Q1: RD323	N/A	Q2: RD323	N/A	Q3: RD323	N/A	Q4: RD323	N/A			

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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			
20.	P1G105.06	Basic Service Delivery		Annual routine maintenance of planned public amenities	Number of facilities maintained by set date	Maintain 12 public amenities by 30 June 2024	Appointment of service provider for	N/A	Open season operations and Maintenance of the swimming pool by 31 December 2023	N/A	TOR Appointment of 4 service providers / individuals for the maintenance of 4 blocks of public toilets.	N/A	Completion of maintenance of 4 blocks of public toilets and maintenance of 5 sports fields by 30 June 2024	N/A	N/A	N/A	
						MOVI/POE	Q1: TOR and appointment letters	N/A	Q2: Progress report and appointment letters	N/A	Q3: TOR & Advert for 4 blocks of toilet	N/A	Q4: Appointment letters, progress report & Completion Certificate.				

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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			
22.	P1G103.03	Basic Service Delivery		Boreholes	Number of boreholes constructed by set date	Construction of 2 boreholes at Maluti Civic Centre and Thanda Nani Stadium by 30 June 2024	TOR and advert for Maluti Civic Center and Thandanani stadium borehole by 30 September 2023.	N/A	Appointment of service provider and construction of borehole at Maluti Civic Center and Thandanani stadium borehole by 31 December 2023	N/A	TOR and advert for Thandanani borehole	N/A	Completion of construction of borehole at Maluti Civic Center and Thandanani stadium borehole	N/A	N/A	N/A	
23.	N/A	Municipal Financial Viability	5%	Budget Management	Percentage of operational budget spent	100% budget spending implementation and control on community services.	25% budget spending implementation and control on community services.	N/A	Appointment letter and completion certificate.	N/A	Q3: TOR	N/A	Q4: Appointment letter and completion certificate	N/A	N/A	N/A	

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							QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4				
							TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL			
							Q1: Attendance register for risk management committee and reports	N/A	Q2: Attendance register for risk management committee and reports	N/A	Q3: Attendance register for risk management committee and reports	N/A	Q4: Attendance register for risk management committee and reports	N/A			
26.	N/A	Good Governance and Public Participation		Public Participation on IDP & Budget Outreach meetings	Number of IDP & Budget outreach meetings attended	IDP outreach Meetings attended by 30 June 2024	NA	N/A	Attend 1 IDP outreach meeting by 31 December 2023	N/A	Attend 1 Budget Outreach meeting by 31 March 2024	N/A	NA	N/A	N/A	N/A	
							N/A	N/A	Q2: Attendance Register	N/A	Q3: Attendance Register	N/A	N/A	N/A			

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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					
						MOV/ POE	Q1:	N/A	Q2:	N/A	Q3:	N/A	Q4:	Quarterly evaluation reports	N/A				
							Contracts		Quarterly evaluation reports		Quarterly evaluation reports		Quarterly evaluation reports						

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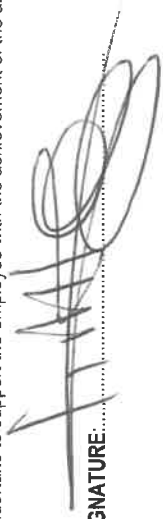
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2. CORE COMPETENCY (CC)

Core Occupational Competency	Weight %	Milestones	Comments	Own Rating (By Manager) (1-5)	Rating (By Panel Member) (1-5)
1. Moral Competency	10%				
2. Planning and Organizing.	10%				
3. Analysis & Innovation	5%				
4. Knowledge and Information Management.	10%				
5. Communication	10%				
6. Results and Quality Focus	5%				
TOTAL	50%				

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



SIGNATURE:.....

Name of Supervisor:

Date: