

POLOKWANE MUNICIPALITY



PERFORMANCE AGREEMENT

2024/25

(1 June 2024)

Mr. Donald Matsi

**ACTING DIRECTOR: CORPORATE AND SHARED
SERVICES**

PERFORMANCE AGREEMENT

MADE AND ENTERED INTO BY AND BETWEEN:

THE POLOKWANE MUNICIPALITY

AS REPRESENTED BY THE MUNICIPAL MANAGER

Ms. Thuso Nemugumoni

(herein and after referred to as the Employer)

AND

ACTING DIRECTOR: CORPORATE AND SHARED SERVICES

Mr. Donald Matsi

(herein and after referred to as the Employee)

FOR THE

FINANCIAL YEAR:

01 JULY 2024 – 30 JUNE 2025

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1. INTRODUCTION

- 1.1 The Employer has entered into a contract of employment with the Employee in terms of section 57(1)(a) of the Local Government: Municipal Systems Act 32 of 2000 ("the Systems Act"). The Employer and the Employee are hereinafter referred to as "the Parties";
- 1.2 Section 57(1)(b) of the Systems Act, read with the Contract of Employment concluded between the parties, requires the parties to conclude an annual performance agreement;
- 1.3 The parties wish to ensure that they are clear about the goals to be achieved, and secure the commitment of the Employee to a set of outcomes that will secure local government policy goals;
- 1.4 The Parties wish to ensure that there is compliance with Sections 57 (4A), 57 (4B) and 57 (5) of the Systems Act;
- 1.5 In this Agreement, the following terms will have the meaning ascribed thereto:
 - 1.5.1 "this Agreement" – means the performance Agreement between the Employer and the Employee and the Annexures thereto;
 - 1.5.2 "the Executive Committee" – means the Executive Committee of council constituted in terms of the Structures Act (Local Government: Municipal Structures Act 117 of 1998) as represented by its chairperson, the Mayor;
 - 1.5.3 "the Employee" means the **Acting Director: Corporate and Shared Services** appointed in terms of Section 56 of the Systems Act;
 - 1.5.4 "the Employer" = means Polokwane Municipality; and
 - 1.5.5 "the parties" means the Employer and the Employee.

2. PURPOSE OF THIS AGREEMENT

The purpose of this Agreement is to:

- 2.1 Comply with the provisions of Section 57(1)(b), (4A), (4B) and (5) of the Act as well as the employment contract entered into between the parties;
- 2.2 Specify objectives in terms of the key performance indicators and targets defined and agreed with the employee and to communicate to the employee the employer's expectations of the employee's performance and accountabilities in alignment with the Integrated Development Plan, Service Delivery and Budget Implementation Plan (SDBIP) and the Budget of the municipality;
- 2.3 Specify accountabilities as set out in a Performance Plan, which forms an Annexure to the Performance Agreement;
- 2.4 Monitor and measure performance against set targeted outputs;
- 2.5 Use the Performance Agreement as the basis for assessing whether the employee has met the performance expectations applicable to his or her job;
- 2.6 In the event of outstanding performance, to appropriately reward the employee;
- 2.7 Give effect to the employer's commitment to a performance-orientated relationship with its employee in attaining equitable and improved service delivery.

3. COMMENCEMENT AND DURATION

- 3.1 This Agreement will commence on **01 July 2024** and will remain in force until **As Per The Acting Appointment** thereafter a new Performance Agreement, Performance Plan and Personal Development Plan shall be concluded between the parties for the next financial year or any portion thereof;
- 3.2 The parties will conclude a new Performance Agreement that replaces this Agreement at least once a year by not later than **31st of July** of the succeeding financial year;
- 3.3 This Agreement will terminate on the termination of the Employee's contract of employment for any reason; and
- 3.4 The content of this Agreement may be revised at any time during the above-mentioned period to determine the applicability of the matters agreed upon;

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- 3.5 If at any time during the validity of this Agreement the work environment alters (whether as a result of government or Council decisions or otherwise) to the extent that the contents of this Agreement are no longer appropriate, the contents shall immediately be revised

4. PERFORMANCE OBJECTIVES

4.1 The Performance Plan (Annexure A) sets out-

- 4.1.1 The performance objectives, key performance indicators and targets that must be met by the Employee;
- 4.1.2 The time frames within which those performance objectives and targets must be met; and.
- 4.1.3 The core competency requirements (Annexure C – definitions) as the management skills regarded as critical to the position held by the Employee

4.2 The performance objectives, key performance indicators and targets reflected in Annexure A are set by the Employer in consultation with the Employee and based on the Integrated Development Plan, Service Delivery and Budget Implementation Plan (SDBIP) and the Budget of the Employer, and shall include:

- 4.2.1 key objectives that describe the main tasks that need to be done;
- 4.2.2 key performance indicators that provide the details of the evidence that must be provided to show that a key objective has been achieved;
- 4.2.3 target dates that describe the time frame in which the targets must be achieved; and
- 4.2.4 weightings showing the relative importance of the key objectives to each other;

4.3 The Personal Development Plan (Annexure B) sets out the employee's personal development requirements in line with the objectives and targets of the Employer; and

4.4 The Employee's performance will, in addition, be measured in terms of contributions to the goals and strategies set out in the Employer's Integrated Development Plan.

5. PERFORMANCE MANAGEMENT SYSTEM

- 5.1 The Employee agrees to participate in the performance management system that the Employer adopts or introduces for the Employer, management and municipal staff of the Employer;
- 5.2 The Employee accepts that the purpose of the performance management system will be to provide a comprehensive system with specific performance standards to assist the Employer, management and municipal staff to perform to the standards required;
- 5.3 The Employer will consult the Employee about the specific performance standards that will be included in the performance management system as applicable to the Employee;
- 5.4 The Employee undertakes to actively focus towards the promotion and implementation of the KPAs (including special projects relevant to the employee's responsibilities) within the local government framework;
- 5.5 The criteria upon which the performance of the Employee shall be assessed shall consist of two components, Operational Performance (in the form of key performance indicators (KPIs) under specific Key Performance Areas (KPAs)) and Core Competency Requirements (CCRs), both of which shall be contained in the Performance Agreement.
 - 5.5.1 The Employee must be assessed against both components, with a weighting of 80:20 allocated to the Key Performance Areas (KPAs) and the Core Competency Requirements (CCRs) respectively.
 - 5.5.2 Each area of assessment will be weighted and will contribute a specific part to the total score.
 - 5.5.3 KPAs covering the main areas of work will account for 80% and CCRs will account for 20% of the final assessment.
- 5.6 The Employee's assessment will be based on his / her performance in terms of the key performance indicator outputs / outcomes identified as per attached Performance Plan (Annexure A), which are linked to the KPA's, and will constitute 80% of the overall assessment result as per the weightings agreed to between the Employer and Employee:

| KPA No. | Key Performance Areas | 100% |
|---------|--|------------------|
| 1 | Municipal Institutional Development and Transformation | 80% |
| 2 | Basic Service Delivery | N/A |
| 3 | Local Economic Development (LED) | N/A |
| 4 | Municipal Financial Viability and Management | N/A |
| 5 | Good Governance and Public Participation | 20% |
| | | Converted to 80% |

- 5.7 Manager's responsibilities are also directed in terms of the abovementioned key performance areas. In the case of managers directly accountable to the Municipal Manager, other key performance areas related to the functional area of the relevant manager can be added subject to negotiation between the municipal manager and the relevant manager
- 5.8 The CCRs will make up the other 20% of the Employee's assessment score. CCRs that are deemed to be most critical for the Employee's specific job should be selected (✓) from the list below as agreed to between the Employer and Employee. Three of the CCRs are compulsory for Municipal Managers:

| CORE MANAGERIAL COMPETENCIES ¹ | ✓ ² | WEIGHTING % | LEVEL ³ |
|---|-------------------|------------------|--------------------|
| Strategic Capability and Leadership | | 10 | |
| Programme and Project Management | | 10 | |
| Financial Management | ✓ | 5 | |
| Change Management | | 5 | |
| Knowledge Management | | 5 | |
| Service Delivery Innovation | | 10 | |
| Problem Solving and Analysis | | 15 | |
| People Management and Empowerment | ✓ | 10 | |
| Client Orientation and Customer Focus | ✓ | 5 | |
| Communication | | 10 | |
| Accountability and Ethical Conduct | | 15 | |
| TOTAL PERCENTAGE | | 100% | |
| | | Converted to 20% | |

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¹as published and defined within the Draft Competency Guidelines,
Government Gazette 23, March 2007

²✓ Compulsory for municipal manager

³Proficiency level (1, 2 or 3) as stipulated in the Draft Competency
Guidelines, Government Gazette 23, March 2007

6. PERFORMANCE ASSESSMENT

- 6.1 The Performance Plan (Annexure A) to this Agreement sets out:
- 6.1.1 The standards and procedures for evaluating the Employee's performance; and
 - 6.1.2 The intervals for the evaluation of the Employee's performance;
- 6.2 Despite the establishment of agreed intervals for evaluation, the Employer may in addition review the Employee's performance at any stage while the contract of employment remains in force;
- 6.3 Personal growth and development needs identified during any performance review discussion must be documented in a Personal Development Plan as well as the actions agreed to and implementation must take place within set time frames;
- 6.4 The Employee's performance will be measured in terms of contributions to the strategic objectives and strategies set out in the Employer's IDP
- 6.5 The Annual performance appraisal will involve:
- 6.5.1 Assessment of the achievement of results as outlined in the Performance Plan
 - (a) Each KPA should be assessed according to the extent to which the specified standards or performance indicators have been met and with due regard to *ad-hoc* tasks that had to be performed under the KPA
 - (b) Values are supplied for KPI's and Activities under each KPA as part of the Institutional Assessment. Based on the Target for an activity or KPI, over or under performance are calculated and converted to the 1-5-point scale automatically. These scores are carried over to the applicable employee's performance plan. During assessment, the employee has a chance to submit evidence of performance where a disagreement

- (c) The Employee will submit his self-evaluation to the Employer prior to the formal assessment; and
- (d) An overall score will be calculated based on the total of the individual scores calculated above.

6.5.2 Assessment of the CCRs:

- (a) Each CCR should be assessed according to the extent to which the specified standards have been met
- (b) An indicative rating on the five-point scale should be provided for each CCR
- (c) This rating should be multiplied by the weighting given to each CCR during the contracting process, to provide a score
- (d) An overall score will be calculated based on the total of the individual scores calculated above.

6.5.3 Overall rating

- (a) An overall rating is calculated by adding the overall scores as calculated in 6.5.1 (d) and 6.5.2 (d) above; and
- (b) Such overall rating represents the outcome of the performance appraisal.

6.6 The assessment of the performance of the Employee will be based on the following rating scale for KPIs and CCRs:

6.7

| Level | % score | Terminology | Description |
|-------|---------|-------------------------|--|
| 5 | 167 | Outstanding Performance | Performance far exceeds the standard expected of an employee at this level. The appraisal indicates that the Employee has achieved above fully effective results against all performance criteria and indicators as specified in the PA and Performance Plan and maintained this in all areas of responsibility throughout the year. |

| Level | % score | Terminology | Description |
|-------|-----------|--|---|
| 4 | 133 – 166 | Performance significantly above Expectations | Performance is significantly higher than the standard expected in the job. The appraisal indicates that the Employee has achieved above fully effective results against more than half of the performance criteria and indicators and fully achieved all others throughout the year. |
| 3 | 100 – 132 | Fully Effective | Performance fully meets the standards expected in all areas of the job. The appraisal indicates that the Employee has fully achieved effective results against all significant performance criteria and indicators as specified in the PA and Performance Plan. |
| 2 | 67 – 99 | Not fully Effective | Performance is below the standard required for the job in key areas. Performance meets some of the standards expected for the job. The review/assessment indicates that the employee has achieved below fully effective results against more than half the key performances criteria and indicators as specified in the PA and Performance Plan. |
| 1 | 0 - 66 | Unacceptable Performance | Performance does not meet the standard expected for the job. The review/assessment indicates that the employee has achieved below fully effective results against almost all of the performance criteria and indicators as specified in the PA and Performance Plan. The employee has failed to demonstrate the commitment or ability to bring performance up to the level expected in the job despite management efforts to encourage improvement. |

6.7 For purpose of evaluating the performance of the Employee for the mid-year and year-end reviews, an evaluation panel constituted of the following persons will be established:

6.7.1 Municipal Manager

- 6.7.2 Chairperson of the Performance Audit Committee (PAC) or the Audit Committee (AC) in the absence of a performance audit committee
- 6.7.3 Member of the Mayoral Committee responsible for the portfolio of the senior manager;
- 6.7.4 A Municipal Manager from another municipality; and
- 6.7.5 The manager responsible for human resources of the municipality must provide secretariat services to the evaluation panels.

7. SCHEDULE FOR PERFORMANCE REVIEWS

7.1 The performance of the Employee in relation to his performance agreement shall be reviewed on the following dates with the understanding that reviews in the first and third quarter may be verbal if performance is satisfactory:

| Quarter | Review Period | Review to be completed by |
|----------------|-------------------------|----------------------------------|
| 1 | July – September 2024 | October 2024 |
| 2 | October – December 2024 | February 2025 |
| 3 | January – March 2025 | April 2025 |
| 4 | April – June 2025 | August 2025 |

- 7.2 The Employer shall keep a record of the mid-year review and annual assessment meetings;
- 7.3 Performance feedback shall be based on the Employer's assessment of the Employee's performance;
- 7.4 The Employer will be entitled to review and make reasonable changes to the provisions of Annexure "A" from time to time for operational reasons. The Employee will be fully consulted before any such change is made;
- 7.5 The Employer may amend the provisions of Annexure A whenever the performance management system is adopted, implemented and / or amended as the case may be. In that case the Employee will be fully consulted before any such change is made.

8. DEVELOPMENTAL REQUIREMENTS

The Personal Development Plan (PDP) for addressing developmental gaps is attached as Annexure B. Such Plan may be implemented and/or amended as the case may be after each assessment. In that case, the Employee will be fully consulted before any such change or plan is made.

9. OBLIGATIONS OF THE EMPLOYER

9.1 The Employer shall:

- 9.1.1 Create an enabling environment to facilitate effective performance by the employee;
- 9.1.2 Provide access to skills development and capacity building opportunities;
- 9.1.3 Work collaboratively with the Employee to solve problems and generate solutions to common problems that may impact on the performance of the Employee;
- 9.1.4 On the request of the Employee, delegate such powers reasonably required by the Employee to enable him / her to meet the performance objectives and targets established in terms of this Agreement; and
- 9.1.5 Make available to the Employee such resources as the Employee may reasonably require from time to time assisting him/her to meet the performance objectives and targets established in terms of this Agreement.

10. CONSULTATION

10.1 The Employer agrees to consult the Employee timeously where the exercising of the powers will have amongst others:

10.1.1 A direct effect on the performance of any of the Employee's functions

10.1.2 Commit the Employee to implement or to give effect to a decision made by the Employer

10.1.3 A substantial financial effect on the Employer

10.2 The Employer agrees to inform the Employee of the outcome of any decisions taken pursuant to the exercise of powers contemplated in 10.1 as soon as is practicable to enable the Employee to take any necessary action without delay

11. MANAGEMENT OF EVALUATION OUTCOMES

11.1 The evaluation of the Employee's performance will form the basis for rewarding outstanding performance or correcting unacceptable performance.

11.2 A performance bonus of 5% to 14% of the all-inclusive annual remuneration package may be paid to the Employee in recognition of outstanding performance to be constituted as follows:

11.2.1 A score of 130% to 149% is awarded a performance bonus ranging from 5% to 9%; and

11.2.2 A score of 150% and above is awarded a performance bonus ranging from 10% to 14%.

11.3 In the case of unacceptable performance, the Employer shall:

11.3.1 Provide systematic remedial or developmental support to assist the Employee to improve his or her performance;

11.3.2 After appropriate performance counselling and having provided the necessary guidance and/ or support as well as reasonable time for improvement in performance, the Employer may consider steps to terminate the contract of employment of the Employee on grounds of unfitness or incapacity to carry out his or her duties.

12. DISPUTE RESOLUTION

12.1 In the event that the Employee is dissatisfied with any decision or action of the Employer in terms of this Agreement, or where a dispute or difference arises as to the extent to which the Employee has achieved the performance objectives and targets established in terms of this Agreement, the Employee may within 3 (three) business days, meet with the Employer with a view to resolving the issue. The employer will record the outcome of the meeting in writing;

- 12.2 If the Parties cannot resolve the issues within 10 (ten) business days, an independent arbitrator, acceptable to both parties, shall be appointed to resolve the matter within 30 (thirty) business days; and
- 12.3 In the event that the mediation process contemplated above fails, the relevant clause of the Contract of Employment shall apply.

13. GENERAL

- 13.1 The contents of this agreement and the outcome of any review conducted in terms of Annexure A may be made available to the public by the Employer;
- 13.2 Nothing in this agreement diminishes the obligations, duties or accountabilities of the Employee in terms of his/ her contract of employment, or the effects of existing or new regulations, circulars, policies, directives or other instruments; and
- 13.3 The performance assessment results of the Municipal Manager must be submitted to the MEC responsible for local government in the relevant province as well as the national minister responsible for local government, within fourteen (14) days after the conclusion of the assessment.

Thus done and signed at PoIokwane on this the 23 day of July, 2024



ACTING

DIRECTOR:

CORPORATE AND SHARED SERVICES

AS WITNESSES:

1. _____
2. _____



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Thus done and signed at Polokwane on this the 24 day of
July 2024

AS WITNESSES:

1. _____

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MUNICIPAL MANAGER

2. _____

ANNEXURE A

| Key Performance Area (KPA) | Good Governance and Public Participation <ul style="list-style-type: none"> • Municipal Transformation and Organisational Development | | | |
|----------------------------|---|--|--|--|
| Outcome 9: | Baony, Σερπτύ, Λεγάτρηψ <ul style="list-style-type: none"> • Responsive, Accountable, Effective and Efficient Local Government System | | | |
| Pillar | <ul style="list-style-type: none"> • Smart Governance • Smart People • Smart Mobility • Smart Living | | | |
| SDF objective | <ul style="list-style-type: none"> • To enhance, strengthen and maintain the economic vitality, attractiveness and quality of life of the main urban areas in the municipality and to enhance the image and value of Polokwane as the provincial capital of Limpopo and to leverage optimum economic value in regard thereto. • To strengthen and enhance skills development and general education and training in support of the growing services sector in the municipality | | | |
| Municipal IDP Priority | <ul style="list-style-type: none"> • Promotion of good governance and the participation of local communities in the municipal affairs • Ensure long-term planning capacity, monitoring and evaluation. • Improving transport, roads and bridges • Increased access to municipal services to all households | | | |
| IDP Strategic Objective | <ul style="list-style-type: none"> • To ensure community confidence in the system of local government • To ensure efficiency and effectiveness of municipal administration • Promotion of economic growth, job creation and sustainable human settlements • Increased access to municipal services to all households | | | |

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| Project Number | SBU | Key Performance Indicator (KPI) | Unit of Measure (UOM) | Proposed Budget | Responsible Official | Performance Baseline | Annual Target Description | Quarter 1 | Q1 POE | Quarter 2 | Q2 POE | Quarter 3 | Q3 POE | Quarter 4 | Q4 POE | Portfolio of Evidence (POE) | |
|----------------|------------|---------------------------------|-----------------------|-----------------|----------------------|--|---------------------------|-----------|--|-----------|--|-----------|--|-----------|--|-----------------------------|---|
| | | | | | | | | | | | | | | | | | |
| N/A | GGP PT L09 | ICT | # | N/A | Manager: ICT | Number of meetings held by 30 June each year | 4 | 4 | ICT Steering Committee meeting | 1 | Q1 steering committee report | 1 | Q2 steering committee report | 1 | Q3 steering committee report | 1 | Report /minutes and attendance register |
| N/A | GGP PT L10 | ICT | # | N/A | Manager: ICT | Number of quarterly reports on the performance of ICT Service providers by 30 June each year | 4 | 4 | ICT Service providers performance review | 1 | Q1 service provider performance report | 1 | Q2 service provider performance report | 1 | Q3 service provider performance report | 1 | Quarterly Report |

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| Project Number | SBU | Key Performance Indicator (KPI) | Unit of Measurement (UOM) | Proposed Budget | Responsible Official | Annual Target Description | Quarter 1 Target Description | Q1 POE | Quarter 2 Target Description | Q2 POE | Quarter 3 Target Description | Q3 POE | Quarter 4 Target Description | Q4 POE | Portfolio of Evidence (POE) | |
|----------------|--------------|---------------------------------|--|-----------------|--|---------------------------|------------------------------|---------------------------------|------------------------------|----------------------------|------------------------------|----------------------------|------------------------------|----------------------------|-----------------------------|---|
| N/A | GGP P-T L-11 | ICT | % of ICT service requests attended to and resolved as per IPP by 30 June each year | % | N/A | Manager: ICT | 100 % | ICT service requests management | 100 % | Q1 service requests report | 100 % | Q2 service requests report | 100 % | Q3 service requests report | 100 % | Generated report from Service desk system |
| N/A | GGP P-O S-01 | Corporate and Shared Services | # | N/A | Director Corporate and Shared Services | New | 12 | Hold 12 monthly meetings | 3 | Meetings held | 3 | Meetings held | 3 | Meetings held | 3 | Invitations, Agenda and Attendance Register |
| | | | | | | | | | | | | | | | | Invitations, Agenda and Attendance Register |

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| Project Number | SBU | Key Performance Indicator (KPI) | Unit of Measurement | Proposed Budget | Responsible Office | Performance Baseline | Annual Target | Quarter 1 Target Description | Q1 POE | Quarter 2 Target Description | Q2 POE | Quarter 3 Target Description | Q3 POE | Quarter 4 Target Description | Q4 POE | Portfolio of Evidence (POE) |
|----------------|-------------|---------------------------------|---|---------------------------------------|--------------------|----------------------|---------------|--|--------|------------------------------|--------|------------------------------|--------|---|--------|--|
| N/A | MTO-D-T-L02 | Human Resources Management | # | N/A | Manager: HRM | New | 1 | Submission of Employment Equity Report to the Department of Labour by 15 January each year | N/A | N/A | N/A | N/A | 1 | Submission of Employment Council resolution | N/A | Acknowledgement Letter from Department of Labour |
| N/A | MTO-D-T-L03 | Human Resources Development | Number of new External Students awarded bursaries | R2 700 000 (new intakes and existing) | Manager: HRD | 0 | 50 | Awarding of 50 bursaries to external students | N/A | N/A | N/A | N/A | 50 | Awarding of 50 bursaries to external students | N/A | Bursaries Report |

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| Project Number | SBU | Key Performance Indicator (KPI) | Unmet Measure | Proposed Budget | Responsible Official | Performance Baseline | Annual Target Description | Quarter 1 Target Description | Q1 POE | Quarter 2 Target Description | Q2 POE | Quarter 3 Target Description | Q3 POE | Quarter 4 Target Description | Q4 POE | Portfolio of Evidence (POE) |
|----------------|-------------|---------------------------------|---|--------------------|----------------------|----------------------|---------------------------|------------------------------|--------|--|--------|---|--------|---|--------|-----------------------------|
| N/A | MTO D-T L05 | Human Resources Management | % of training sessions on application and understanding of code of conduct for new employees by 30 June | 30 June each year. | | | | New Manager: HRM | 100 % | % of training sessions on application and understanding of code of conduct for new employees per quarter | 100% | Attending registration sessions on application and understanding of code of conduct for new employees per quarter | 100% | Attending registration sessions on application and understanding of code of conduct for new employees per quarter | 100% | Attendance Register |
| | | | | | | | | | | | | | | | | |

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| Project Number | SBU | Key Performance Indicator (KPI) | Unmet Needs | Proposed Budget | Responsible Official | Performance Baseline | Annual Target Description | Quarter 1 Target Description | Q1 POE | Quarter 2 Target Description | Q2 POE | Quarter 3 Target Description | Q3 POE | Quarter 4 Target Description | Q4 POE | Portfolio of Evidence (POE) |
|----------------|-------------|---------------------------------|-------------|------------------|----------------------|----------------------|---------------------------|---|--|--|--|--|--------------------------------|---|-----------------|--|
| N/A | MTO-D-T-L06 | Human Resources Development | # | 131 72 719 | Manager: HRD | New | 61 4 | 614 employees trained by June 30 each Financial Year | 153 employees trained by June 30 each Financial Year | 154 employees to be trained | 154 employees to be trained | Training Report | Training Report |
| N/A | MTO-D-T-L07 | Human Resources Management | # | N/A | Manager: HRM | 6 | 10 | Number of LLF meetings held per annum | 3 | Number of LLF meetings held per annum | 2 | Number of LLF meetings held per quarter | 3 | Number of LLF meetings held per quarter | 2 | Invitations/Minutes /Attendance registrars |
| | | | each year | | | | | | | | | | | | | Invitations/Minutes /Attendance registrars |



| Project Number | SBU Name | Key Performance Indicator (KPI) | Unmet Needs | Proposed Budget | Responsible Official | Performance Baseline | Annual Target Description | Quarter 1 | Q1 POE | Quarter 2 | Q2 POE | Quarter 3 | Q3 POE | Quarter 4 | Q4 POE | Portfolio of Evidence (POE) |
|----------------|-------------|---------------------------------|---|-----------------|----------------------|----------------------|---------------------------|-----------|--|-----------|--|-----------|--|-----------|--|-----------------------------|
| N/A | MTO-D-T-L08 | Human Resources Development | # | R2 293 167 | Manager: HRD | New | Awarded | 0 | N/A | N/A | N/A | 40 | awarded bursaries to internal staff members | 0 | N/A | Bursary Report |
| N/A | MTO-D-T-L08 | Human Resources Development | Number of Internal bursaries awarded by 30 June each year. | % | R1 000 000 | Manager: HRD | New | 100% | Referred employees for external intervention | 100% | Referred employees who require external intervention | 100% | Referred employees who require external intervention | 100% | Referred employees who require external intervention | Referred Reports |
| N/A | MTO-D-T-L09 | Human Resources Development | % of employees referred for wellness interventions by 30 June each year | # | N/A | Manager: HRM | New | 1 | Number of OHS policies Reviewed | N/A | N/A | N/A | N/A | N/A | N/A | Reviewed OHS Policy |
| | | | | | | | | | | | | | | | | |

| Project Number | SBU | Key Performance Indicator (KPI) | Unit of Measurement | Proposed Budget | Responsible Official | Performance Baseline | Annual Target Description | Quarter 1 | Q1 POE | Quarter 2 | Q2 POE | Quarter 3 | Q3 POE | Quarter 4 | Q4 POE | Portfolio of Evidence (POE) |
|----------------|------------|---------------------------------|---|--------------------------------|----------------------|----------------------|---------------------------|---|----------------------------|---------------------------------|----------------------------------|----------------------------|--------|----------------------------------|----------------------------|---|
| N/A | MTO-DT-L11 | Human Resources Management | Number of OHSAwareness Campaigns | by 30 June each Financial Year | Manager: HRM | New | 4 | Number of OHSAwareness Campaigns | Awareness Campaigns Report | 1 | Number of OHSAwareness Campaigns | Awareness Campaigns Report | 1 | Number of OHSAwareness Campaigns | Awareness Campaigns Report | Awareness Campaigns Report |
| N/A | MTO-DT-L12 | Human Resources Development | Percentage of individual Performance agreements signed by | by 30 June each financial year | Manager: HRM | New | % | Facilitate the signing of Annual performance agreements | 100% | Sign off performance agreements | N/A | N/A | N/A | N/A | N/A | Report on submitted performance agreements. |

| Project Number | SBU Name | Key Performance Indicator (KPI) | Unmet Needs | Proposed Budget | Responsible Official | Performance Baseline | Annual Target Description | Quarter 1 Target Description | Quarter 2 Target Description | Quarter 3 Target Description | Quarter 4 Target Description | Q4 POE | Portfolio of Evidence (POE) |
|----------------|----------|---------------------------------|--|-----------------|----------------------|----------------------|---------------------------|---|-------------------------------------|--------------------------------|------------------------------|--------|---|
| N/A | MTO DLT3 | Human Resources Development | Number of individual Performance Assessments | N/A | Manager: HRD | New | 2 | Facilitate the submission of annual performance assessments | N/A | N/A | N/A | 1 | Facilitate the submission of annual performance assessments |
| N/A | OS-1 | Human Resources Development | % of employees referred to | % | R4000 | Manager: HRD | New | 100 % | 100 % of Psychosocial interventions | 100 Psychosocial interventions | Report | Report | Report |
| | | | | | | | | | | | | | |

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| Project Number | SBU Name | Key Performance Indicator (KPI) | Unmet Needs | Proposed Budget | Performance Baseline | Annual Report | Quarter 1 Target Description | Q1 POE | Quarter 2 Target Description | Q2 POE | Quarter 3 Target Description | Q3 POE | Quarter 4 Target Description | Q4 POE | Portfolio of Evidence (POE) | | | | | | | |
|----------------|----------|---------------------------------|---|-----------------|----------------------|---------------|------------------------------|--------|---------------------------------|--------|------------------------------|--------|------------------------------|--------|-----------------------------|----------------------------|----------------------------|----------------------------|---|---|---|---|
| | | | | | | | | | | | | | | | Q1 Targ et Descript ion | Q2 Targ et Descript ion | Q3 Targ et Descript ion | Q4 Targ et Descript ion | Corporate and Shared Services and Municipal Manager |
| N/A | BSD-OS-4 | Facilities Management | Number of Facility maintenance enhancement plan reviewed by 30 June each year | # | N/A | New | 1 | 1 | 0 | N/A | N/A | N/A | N/A | N/A | 1 | Maint enance plan reviewed | | | |
| N/A | BS-DOS-5 | Facilities Management | Number of Facility maintenance | # | N/A | New | 1 | N/A | Man ager: Facilities Management | N/A | N/A | N/A | N/A | N/A | 1 | Maint enance policy | Facility maint enance | Facility maint enance | Facility maint enance | Council Resolution and review ed | Council Resolution and review ed | Council Resolution and review ed |

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| Project Number | SBU | Key Performance Indicator (KPI) | Unmet Measurable (UOM) | Proposed Budget | Responsible Official | Performance Baseline | Annual Target Description | Quarter 1 Actual Target Description | Q1 POE | Quarter 2 Actual Target Description | Q2 POE | Quarter 3 Actual Target Description | Q3 POE | Quarter 4 Actual Target Description | Q4 POE | Portfolio of Evidence (POE) | | Policy reviewed | Editorial maintenance policy | Finance policy |
|----------------|-----------|---------------------------------|---|-----------------|----------------------|--------------------------------|---------------------------|-------------------------------------|-------------------------------------|-------------------------------------|--------|-------------------------------------|--------|-------------------------------------|--------|-----------------------------|-----------------------|-------------------------------------|--|---------------------------------|
| | | | | | | | | | | | | | | | | Q1 Target Description | Q2 Target Description | Q3 Target Description | Q4 Target Description | Review Period |
| N/A | BS DO S6 | Facilities Management | Number of Municipal Buildings where Ramps were constructed by 30 June each year | # | R1 000 000 | Manager: Facilities Management | New | 2 | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | 2 | 2 new ramps constructed | Job card specifically for ramps/invoices | |
| N/A | GGP PO S7 | Human Resources Development | Number of Institutional Organisational Structure | # | N/A | Manager: HRD | 1 | 1 | Revise the Organisational structure | N/A | N/A | N/A | N/A | N/A | N/A | N/A | 1 | Review the Organisational structure | Report | Organisational Structure Report |

| Project Number | SBU | Key Performance Indicator (KPI) | Unmet Needs | Proposed Budget | Responsible Office | Performance Baseline | Annual Target | Quarter 1 Target | Q1 POE | Quarter 2 Target | Q2 POE | Quarter 3 Target | Q3 POE | Quarter 4 Target | Q4 POE | Portfolio of Evidence (POE) |
|----------------|--------|---------------------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|-----------------------------|
| N/A | GG OSS | Human Resources Management | Number of employees | # R1 000 000 | Manager: HRM | New | 16 0 | Number of employees | Report 20 | Number of employees | Report 60 | Number of employees | Report 60 | Number of employees | Report 60 | Number of employees |
| | | Strategic Development | Annual Structure Reviewed in line with the IDP and Budget by 30 June each year | Annual Structure Reviewed in line with the IDP and Budget by 30 June each year | Annual Structure Reviewed in line with the IDP and Budget by 30 June each year | Annual Structure Reviewed in line with the IDP and Budget by 30 June each year | Annual Structure Reviewed in line with the IDP and Budget by 30 June each year | Annual Structure Reviewed in line with the IDP and Budget by 30 June each year | Annual Structure Reviewed in line with the IDP and Budget by 30 June each year | Annual Structure Reviewed in line with the IDP and Budget by 30 June each year | Annual Structure Reviewed in line with the IDP and Budget by 30 June each year | Annual Structure Reviewed in line with the IDP and Budget by 30 June each year | Annual Structure Reviewed in line with the IDP and Budget by 30 June each year | Annual Structure Reviewed in line with the IDP and Budget by 30 June each year | Annual Structure Reviewed in line with the IDP and Budget by 30 June each year | |
| | | Financial Development | Annual Financial Review in line with the IDP and Budget by 30 June each year | Annual Financial Review in line with the IDP and Budget by 30 June each year | Annual Financial Review in line with the IDP and Budget by 30 June each year | Annual Financial Review in line with the IDP and Budget by 30 June each year | Annual Financial Review in line with the IDP and Budget by 30 June each year | Annual Financial Review in line with the IDP and Budget by 30 June each year | Annual Financial Review in line with the IDP and Budget by 30 June each year | Annual Financial Review in line with the IDP and Budget by 30 June each year | Annual Financial Review in line with the IDP and Budget by 30 June each year | Annual Financial Review in line with the IDP and Budget by 30 June each year | Annual Financial Review in line with the IDP and Budget by 30 June each year | Annual Financial Review in line with the IDP and Budget by 30 June each year | Annual Financial Review in line with the IDP and Budget by 30 June each year | |

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ANNEXURE B – CAPITAL WORKS PLAN

| Quarterly Project Implementation Milestones | | | | | | | | | | Portfolio of Evidence | | | | | | | | |
|---|--|---|---|------------------------|------------------------|--|-------------------------------------|--|------------|--|-------------------------------|---|-------------------------------|---|---|---------------------------------|---------------------------------|-------------------------|
| Ref Code | Project Name | Activities | | Budget (VAT Exclusive) | Annual Target 2024/25 | Quarter 1 (Jul-Sep 24) | | Quarter 2 (Oct-Dec 24) | | | | | | | | | | |
| | | Ward No. | Project Description | Funding Source | Budget (VAT Exclusive) | Annual Target 2024/25 | Appoint a consultant and contractor | Appointment letters | Progress % | Completion of flooring, painting and electrical finishes. | Progress reports and invoices | Completion of mechanical services and commissioning of ground floor | Progress reports and invoices | Completion certificate, invoice | N/A | Completion certificate, invoice | N/A | Delivery notes, Invoice |
| CWP_01 | Civic Centre refurbishment | Opening of entrance and tiling floor | Plumbing works and electrical Fitting at Ground Floor | 39 | CRR 304 | Refurbished Ground Floor | 25 % | Appoint a consultant and contractor | 50 % | Completion of wall to create access to new offices, Installation of access doors | 75 % | Completion of flooring, painting and electrical finishes. | 100 % | Completion of mechanical services and commissioning of ground floor | Appointment letters, progress reports and invoice | Invoice | Completion certificate, invoice | Delivery notes, Invoice |
| CWP_02 | Refurbishment of Jack Botes Hall | Installation of new Aircon plant at Jack Botes Hall | | 39 | CRR 1310 590 | Installed and functioning Aircon Plant | 25 % | Approved valuations and issue Job card | 50 % | Removal of old aircon. Installation of new aircon plant | 100 % | Delivery note, photos | 100 % | Commissioning of new aircon plant | N/A | N/A | Completion certificate, invoice | Delivery notes, Invoice |
| CWP_03 | Municipal Furniture and Office Equipment's | Procurement of Furniture and Office Equipment's | | 39 | CRR 5000 00 | Delivered Furniture | 25 % | Approved valuations and issue Job card | 50 % | Delivery of new furniture | 100 % | Delivery note, photos | 100 % | Delivery of new furniture | N/A | N/A | Completion certificate, invoice | Delivery notes, Invoice |

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| Ref Code | Project Name | Activities | Working No. | Funding Source | Budget (VAT Exclusive) | Annual Target 2024/25 | QUARTERLY PROJECT IMPLEMENTATION MILESTONES | | | | Portfolio of Evidence |
|---|--|---|----------------|----------------|------------------------|--|---|---|--|--|---|
| | | | | | | | Quarter 1 (Jul-Sep 24) | | Quarter 2 (Oct-Dec 24) | | |
| CWP_04 | Installation of Carports with Roof Sheetings at staff Parking (Bodenstein Street and Civic Centre Directors Parking) | Installation of Carports with Roof Sheetings | 39 | CRR | 1665 000 | Installed Carports with Roof Sheetings | 25 % | Approval of quotations and issue Job card | Job card and quotation | 50 % Removal of damaged structures. Installation of new carport with sheetings | Photo s, invoice |
| Information Services - Corporate and Shared Services | | | | | | | | | | | |
| CWP_198 | Procurement of Laptops, PCs and Peripheral Devices | Procurement of standardised Laptops, PCs, and Peripheral devices to End users | Municipal Wide | CRR | 1406 018 | 4 Quarterly Reports | 25 % | 1 Quarterly Report | Report on Procurement of Laptops, PCs and Peripheral Devices | 75 % Report on Procurement of Laptops, PCs and Peripheral Devices - purchase order and | Report on Procurement of Laptops, PCs and Peripheral Devices - purchase order and |

| Ref Code | Project Name | Activities | Work No. | Funding Source | Budget (VAT Exclusive) | Annual Target 2024/25 | QUARTERLY PROJECT IMPLEMENTATION MILESTONES | | | | Portfolio of Evidence |
|----------|--|---|----------------|----------------|--|-----------------------|---|--|--|--|--|
| | | | | | | | Quarter 1 (Jul-Sep 24) | Quarter 2 (Oct-Dec 24) | Quarter 3 (Jan - Mar 25) | Quarter 4 (Apr - Jun 25) | |
| CWP_199 | Procurement of Laptops, PCs and Peripheral Devices - BTO | Procurement of Standardized Laptops, PCs, and Peripheral devices to BTO | Municipal Wide | CRR 6000 00 | 4 Quarterly Reports | 25 % | 1 Quarterly Report | Report on Procurement of Laptops, PCs and Peripheral Devices | Report on Procurement of Laptops, PCs and Peripheral Devices | Report on Procurement of Laptops, PCs and Peripheral Devices | Report on Procurement of Laptops, PCs and Peripheral Devices |
| CWP_200 | Implementation of ICT Strategy | Collaboration of ICT to Businesses for Smart city vision | Municipal Wide | CRR 9582 52 | 20% Implementation of ICT strategy initiatives e.g. Energy services system | 10 % | Specification developed and submitted | Tender specification document | N/A | N/A | 20% of ICT strategy initiatives implemented |




| Ref Code | Project Name | Activities | Work No. | Funding Source | Budget (VAT Exclusive) | Annual Target 2024/25 | QUARTERLY PROJECT IMPLEMENTATION MILESTONES | | | | | | Portfolio of Evidence | |
|---|----------------------------------|-------------------------------------|----------------|----------------|------------------------|---|---|---|---|--|--------------------------------|---|---|---|
| | | | | | | | Quarter 1 (Jul-Sep 24) | | Quarter 2 (Oct-Dec 24) | | Quarter 3 (Jan - Mar 25) | | | |
| CWP_201 | Network Upgrade | Improvement of Network Connectivity | Municipal Wide | CRR 840 | 1407 | Network implementation on wireless network infrastructure in one cluster office | 25 % | Conduct network assessment | Network implementation on wireless network infrastructure | Invoice | 75 % | Network implementation on wireless network infrastructure | 100 % | Network implementation on wireless network infrastructure |
| Fleet Management - Corporate and Shared Services | | | | | | | | | | | | | | |
| CWP_205 | Acquisition of Refuse Trucks | Acquisition of Refuse Trucks | Municipal Wide | CRR 000 | 3500 | 1 Compactor | 10 % | Conduct fleet needs analysis and get SBU unit requirements specifications | Fleet specific actions | Procurement of 1 x Waste Compactor truck van as per specifications | Appointment letter of supplier | 50 % | Delivery of ordered fleet in line with the needs and specifications | |
| CWP_206 | Purchase of Yellow Fleet Graders | Procurement of 5 x Graders | Municipal Wide | CRR 0000 | 1560 | 5 Graders | 10 % | Conduct fleet needs analysis and get SBU unit requirements specifications | Fleet specific actions | Procurement of 5 x Graders as per specifications | Appointment letter of supplier | 50 % | Delivery of ordered fleet in line with the needs and specifications | |




| Ref Code | Project Name | Activities | Project Description | Ward No. | Funding Source | Budget (VAT Exclusive) | Annual Target 2024/25 | QUARTERLY PROJECT IMPLEMENTATION MILESTONES | | | | Portfolio of Evidence | | | |
|----------|---|---|---------------------|----------|----------------|------------------------|-----------------------|---|------------------------|--|--|--------------------------------|--|--|--|
| | | | | | | | | Quarter 1 (Jul-Sep 24) | Quarter 2 (Oct-Dec 24) | Quarter 3 (Jan - Mar 25) | Quarter 4 (Apr - Jun 25) | | | | |
| CWP_207 | Purchase of Municipal fleet (Sedans and Bakkies) | Procurement of 1 x 22 Seater Bus, 1 x 16 Seater Bus and 1 x 14 Seater Bus as per specifications | Municipal Wide | CRR | 2157 964 | 3 Buses | 10 % | Conduct fleet needs analysis and get SBU unit requirements specifications | Fleet needs analysis | 15 % Submission of fleet specifications to SCM for advertisement/procurement process | 25 % Procurement of 1 x 22 Seater Bus, 1 x 16 Seater Bus and 1 x 14 Seater Bus as per specifications | Appointment letter of supplier | 50 % Delivery of ordered fleet in line with the needs and specifications | Delivery notices , Fleet analysis reports and technical fleet specification. | Delivery notices , Fleet analysis reports and technical specification. |

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