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ACTING CHIEF FINANCIAL OFFICER

MR. THABO NONYANE

(1 July 2023)

2023/24

PERFORMANCE AGREEMENT

NATURALLY PROGRESSIVE



POLOKWANE MUNICIPALITY

PERFORMANCE AGREEMENT

MADE AND ENTERED INTO BY AND BETWEEN:

THE POLOKWANE MUNICIPALITY

AS REPRESENTED BY THE MUNICIPAL MANAGER

Ms. Thuso Nemgunoni

(herein and after referred to as the Employer)

AND

ACTING CHIEF FINANCIAL OFFICER

Mr. THABO NONYANE

(herein and after referred to as the Employee)

FOR THE

FINANCIAL YEAR:

01 JULY 2023 – 30 JUNE 2024

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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 **Chief Financial Officer** 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.

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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 2023** and will remain in force until **30 June 2024** 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;

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- 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;
- 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;

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5.5.2 Each area of assessment will be weighted and will contribute a specific part to the total score.

5.5.1 The Employee must be assessed against both components, with a weighting of 80:20 allocated to the Key Performance Areas (KPA's) and the Core Competency Requirements (CCRs) respectively.

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 (KPA's)) and Core Competency Requirements (CCRs), both of which shall be contained in the Performance Agreement.

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;

5.3 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;

5.2 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;

5.1 The Employer 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. PERFORMANCE MANAGEMENT SYSTEM

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.

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

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 KPAs, 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	N/A
2	Basic Service Delivery	N/A
3	Local Economic Development (LED)	N/A
4	Municipal Financial Viability and Management	80%
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:

LEVEL ³	WEIGHTING	✓	z	CORE MANAGERIAL COMPETENCIES ¹
	%			
	10			Strategic Capability and Leadership
	10			Programme and Project Management
	5	✓		Financial Management
	5			Change Management
	5			Knowledge Management

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- 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

6. PERFORMANCE ASSESSMENT

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

²Compulsory for municipal manager

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

Converted to 20%		
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%	

(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:

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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.
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

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Quarter	Review Period	Review to be completed by
1	July – September 2023	October 2023
2	October – December 2023	January 2024
3	January – March 2024	April 2024
4	April – June 2024	August 2024

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:

7. SCHEDULE FOR PERFORMANCE REVIEWS

- 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.

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:

Level	% score	Terminology	Description
			expected in the job despite management efforts to encourage improvement.

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

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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;

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11.3.2 After appropriate performance counselling and having provided the necessary guidance and/or support as well as reasonable time for improvement in 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 Senior 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.

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Thus done and signed at on this the day of 2023

AS WITNESSES:

1. _____
2. _____

Tupungatzen
MUNICIPAL MANAGER

Thus done and signed at on this the day of 2023

AS WITNESSES:

1. _____
2. _____

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ACTING CHIEF FINANCIAL OFFICER

Polokwane
Tupny

ANNEXURE A

Key Performance Area (KPA)	Financial Viability
Outcome 9:	Responsive, Accountable, Effective and Efficient Local Government System
Pillar	Smart Governance
SDF objective	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.
Municipal IDP Priority	Promotion of sound financial management to ensure financial sustainability
IDP Strategic Objective	To ensure efficiency and effectiveness of municipal administration

Project Name	Project Number	SBU	Key Performance Indicator (KPI)	Unit of Measure (UoM)	Proposed Budget	Responsible Official	Performance From Baseline Annual Report	5 Years Targets					Portfolio of Evidence (POE)
								Annual Target 2023/24	Quarter 1	Quarter 2	Quarter 3	Quarter 4	
N/A	FV_TL01	Budget and Reporting	Number of funded annual budget adopted as per M/FMA act by 30 May	#	N/A	Manager: Budget and Reporting	1	1	n/a	n/a	n/a	1	Approved funded annual budget
OPEX													
N/A		Budget and Reporting	Number of funded adjustment budget	#	N/A	Manager: Budget and Reporting	New	1	n/a	1	n/a	n/a	Approved funded

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Project Name	Project Number	SBU	Key Performance Indicator (KPI)	Unit of Measure (UoM)	Proposed Budget	Responsible Official	Performance Baseline From Annual Report	5 Years Targets					Portfolio of Evidence (POE)	
								Annual Target 2023/24	Quarter 1	Quarter 2	Quarter 3	Quarter 4		
OPEX			adopted by 28 February											adjustment budget
N/A	FV_TL02	Budget and Reporting	Percentage Municipal compliance to MSCOA by 30 June 2024	%	N/A	Manager: Budget and Reporting	(100%)16 Data Strings reports:	(100%)	(100%)	(100%)	(100%)	(100%)	(100%)	(100%)
OPEX														
N/A		Budget and Reporting	Number of MSCOA reports processed and submitted to NT by 30 June each year.	#	N/A	Manager: Budget and Reporting	12 Monthly Reports TABB ORGB ADJIB PAUD	12 Monthly Reports TABB ORGB ADJIB PAUD	12 Monthly Reports	12 Monthly Reports	12 Monthly Reports	12 Monthly Reports	12 Monthly Reports	MSCOA reports processed and submitted to NT
OPEX														
N/A	FV_TL03	Expenditure Management	% of creditors paid within 30 days upon	%	N/A	Manager: Expenditure Management	98%	95%	95%	95%	95%	95%	95%	Age Analysis and MFMA S71 Report
OPEX														

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Project Name	Project Number	SBU	Key Performance Indicator (KPI)	Unit of Measure (UoM)	Proposed Budget	Responsible Official	Performance From Baseline Annual Report	5 Years Targets					Portfolio of Evidence (POE)
								Annual Target 2023/24	Quarter 1	Quarter 2	Quarter 3	Quarter 4	
			receipt of invoice"										
N/A	FV_TL04	Free Basic Services	% of Households with access to free basic services to all qualifying people in the municipal's area of jurisdiction	%	N/A	Manager: Revenue and Customer Care	100%	100%	100%	100%	100%	100%	Indigent Report
OPEX													
N/A	FV_TL05	Financial Viability	Percentage collection of revenue billed; total billed vs total collected.	%	N/A	Manager: Revenue and Customer Care	92%	86%	86%	86%	86%	86%	Billing vs Collection Report
OPEX													
N/A		Financial Viability	Percentage of government debt outstanding vs total debt collected.	%	N/A	Manager: Revenue and Customer Care	New	30%	30%	30%	30%	30%	Government debt vs debt collected.
OPEX													

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Project Name	Project Number	SBU	Key Performance Indicator (KPI)	Unit of Measure (UoM)	Proposed Budget	Responsible Official	Performance Baseline From Annual Report	5 Years Targets					Portfolio of Evidence (POE)
								Annual Target 2023/24	Quarter 1	Quarter 2	Quarter 3	Quarter 4	
N/A			(Government debt)										
OPEX		Business and Financial Planning	Percentage collection of land/property debts outstanding vs total collected. (Land and Property debts)	%	N/A	Manager: Business and Financial Planning	New	30%	30%	30%	30%	30%	Land and Property debt vs debt collected.
N/A													
OPEX		Business and Financial Planning	Percentage of progress on resolutions for solar project	%	N/A	Manager: Business and Financial Planning	New	50%	50%	50%	50%	50%	Resolution register with relevant supporting documents
N/A		Business and Financial Planning	Percentage progress of DBSA assistance on non-	%	N/A	Manager: Business and Financial Planning	New	100%	100%	100%	100%	100%	Resolution register with relevant supporting documents
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Project Name	Project Number	SBU	Key Performance Indicator (KPI)	Unit of Measure (UoM)	Proposed Budget	Responsible Official	Performance Baseline From Annual Report	5 Years Targets					Portfolio of Evidence (POE)
								Annual Target 2023/24	Quarter 1	Quarter 2	Quarter 3	Quarter 4	
			revenue projects										
N/A	FV_TL06	Supply Chain Management	Timorous appointment of service providers within 90 days in line with the National Treasury Norm on appointment of contractors	Days	N/A	Manager: SCM	72	90	90	90	90	90	Demand Management Report
OPEX													
N/A	FV_TL08	Expenditure Management	Number of payroll reconciliation prepared.	#	N/A	Manager: Expenditure Management	New	12 Payroll reconciliation prepared	12 Payroll reconciliation prepared	12 Payroll reconciliation prepared	12 Payroll reconciliation prepared	12 Payroll reconciliation prepared	Payroll reconciliation prepared
OPEX													
N/A	FV_TL09	Business and Financial Planning	Number of investment reconciliation prepared.	#	N/A	Manager: Business and Financial Planning	New	12 Investment reconciliation prepared	12 Investment reconciliation prepared	12 Investment reconciliation prepared	12 Investment reconciliation prepared	12 Investment reconciliation prepared	Investment reconciliation
OPEX													

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Project Name	Project Number	SBU	Key Performance Indicator (KPI)	Unit of Measure (UoM)	Proposed Budget	Responsible Official	Performance Baseline From Annual Report	5 Years Targets					Portfolio of Evidence (POE)
								Annual Target 2023/24	Quarter 1	Quarter 2	Quarter 3	Quarter 4	
N/A	FV_TL10	Business and Financial Planning	Number of investment meetings held.	#	N/A	Manager: Business and Financial Planning	New	12	12	12	12	12	Attendance register
OPEX													
N/A	GGPP_TL14	Asset Management	Number of GRAP compliant fixed assets register compiled and updated	#	N/A	Manager: Asset Management	(1) 31 August 2022	(1) 31 August 2023	(1) 31 August 2023	n/a	n/a	n/a	GRAP compliant Fixed assets register
OPEX													
N/A		Assets management	100% of infrastructure assets unbundled in accordance with the accounting framework	%	N/A	Manager: Asset Management	New	100%	100%	100%	100%	100%	Unbundling report
OPEX													
N/A		Assets management	Number of Asset Management Committees held	#	N/A	Manager: Asset Management	New	4	1	1	1	1	Minutes of meetings and attendance registers
OPEX													

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Project Name	Project Number	SBU	Key Performance Indicator (KPI)	Unit of Measure (UoM)	Proposed Budget	Responsible Official	Performance Baseline From Annual Report	5 Years Targets					Portfolio of Evidence (POE)
								Annual Target 2023/24	Quarter 1 (1) 31 August 2023	Quarter 2 n/a	Quarter 3 n/a	Quarter 4 n/a	
N/A		Supply Chain Management	Number of GRAP compliant inventory register compiled and maintained	#	N/A	Manager SCM	New	(1) 31 August 2023	(1) 31 August 2023	n/a	n/a	n/a	GRAP Compliant Inventory register
OPEX	GGPP_TL 26	BTO	Maintain the Unqualified Audit Opinion	#	N/A	GFO / DCFO	Unqualified Audit Opinion	Unqualified Audit Opinion	Unqualified Audit Opinion				Signed AGSA Audit opinion report
N/A	GGPP_TL 27	BTO	Manage and maintain unauthorised, irregular and Fruitless Expenditure at R0,00	R (Monetary)	N/A	CFO / DCFO	R0,00 U/F expenditure	R0,00 U/F expenditure	R0,00 U/F expenditure	R0,00 U/F expenditure	R0,00 U/F expenditure	R0,00 U/F expenditure	U/F register
OPEX													
N/A		Manager Budget	Number of In-year monitoring reports submitted to Treasury within 10 days after	#	N/A	Manager: Budget and Reporting	New	12	3	3	3	3	Proof of submission of in-year monitoring report
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Project Name	Project Number	SBU	Key Performance Indicator (KPI)	Unit of Measure (UoM)	Proposed Budget	Responsible Official	Performance Baseline From Annual Report	5 Years Targets					Portfolio of Evidence (POE)
								Annual Target 2023/24	Quarter 1	Quarter 2	Quarter 3	Quarter 4	
			the end of the month										
N/A		Manager SCM	Number of UIF reports submitted to treasury within 10 days after the end of the month	#	N/A	Manager SCM	New	12	3	3	3	3	Proof of submission of UIF reports
OPEX													
N/A		BTO	Number of quarterly financial statements submitted to stakeholders within 60 days after the end of the quarter	#	N/A	CFO / DCFO	4 quarterly financial statements submitted to stakeholders within 60 days after the end of the quarter	4 quarterly financial statements submitted to stakeholders within 60 days after the end of the quarter	1	1	1	1	Quarterly financial statements as submitted to stakeholders
OPEX													
N/A		BTO	Number of annual financial statements submitted to the Auditor General by 31st August each	#	N/A	CFO / DCFO	1 annual financial statement submitted to the Auditor General by 31st August 2022	1 annual financial statement submitted to the Auditor General by 31st August 2023					annual financial statement
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Project Name	Project Number	SBU	Key Performance Indicator (KPI)	Unit of Measure (UoM)	Proposed Budget	Responsible Official	Performance Baseline From Annual Report	5 Years Targets					Portfolio of Evidence (POE)	
								Annual Target 2023/24	Quarter 1	Quarter 2	Quarter 3	Quarter 4		
N/A		CFO	Financial Year											
OPEX		CFO	% Adherence to the municipal cost containment policy	%	N/A	CFO / DCFO	New	100%	100%	100%	100%	100%	100%	Monthly Sec 71 reports
N/A		CFO	% Compliance to monitoring and management of overtime	%	N/A	CFO / DCFO	New	100%	100%	100%	100%	100%	100%	Monthly Sec 71 reports and overtime reports
OPEX		Director	% departmental Internal Audit issues addressed by 30 June 2024 (in line with the Internal Audit Tracking Register)	%	N/A	Director	New	100%	100%	100%	100%	100%	100%	Progress checklist of the departmental issues raised Internal Audit.

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Project Name	Project Number	SBU	Key Performance Indicator (KPI)	Unit of Measure (UoM)	Proposed Budget	Responsible Official	Performance Baseline From Annual Report	5 Years Targets					Portfolio of Evidence (POE)
								Annual Target 2023/24	Quarter 1	Quarter 2	Quarter 3	Quarter 4	
N/A		Director	# of monthly departmental Audit Steering Committee meeting held by 30 June 2024	#	N/A	Director	12	12	3	3	3	3	Agenda, attendance register and minutes.
OPEX													
N/A		Director	% of departmental AG raised and addressed in the audit report of 2021/22 by 30 June 2024	%	N/A	Director	New	100%	100%	100%	100%	100%	Progress checklist of the departmental issues raised AG.
OPEX													
N/A		Director	Number of departmental risk management meeting convened and held by 30 June 2024	#	N/A	Director	12	12	3	3	3	3	Agenda, attendance register and minutes.
OPEX													
N/A		Director	Obtain Unqualified Audit	#	N/A	Director	31 January 2023	31 January 2024	N/A	N/A	31 January 2024	N/A	Signed AGSA Audit

TCPN

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Project Name	Project Number	SBU	Key Performance Indicator (KPI)	Unit of Measure (UoM)	Proposed Budget	Responsible Official	Performance From Baseline Annual Report	5 Years Targets					Portfolio of Evidence (POE)
								Annual Target 2023/24	Quarter 1	Quarter 2	Quarter 3	Quarter 4	
OPEX			Opinion by 31 January 2024										opinion report
N/A		Director	% Compliance to the cash flow management strategy monthly allocations.	%	N/A	Director	New	100%	100%	100%	100%	100%	Monthly cash flow report
OPEX													

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14/11/12

ACTING CHIEF FINANCIAL
OFFICER

THABO NONYANE

AND

THUSO NEMUGUMONI
MUNICIPAL MANAGER
THE
AS REPRESENTED BY

CITY OF POLOKWANE

MADE AND ENTERED
INTO BY AND BETWEEN:

PERSONAL
DEVELOPMENT PLAN
(PDP)



1. INTRODUCTION

The Aim of the Personal Development Plan (PDP) is to ensure that Employees are skilled to meet Objectives as set out in the Performance Management Agreement as prescribed by legislation. Successful career-path planning ensures competent employees for current and possible future positions. It there for identifies, prioritise and implement training needs Legislative needs taken into account comes from the Municipal Systems Act Guidelines: Generic senior management competency framework and occupational competency profiles, Municipal Finance Management Competency Regulations, such as those developed by the National Treasury and other line sector departments' legislated competency requirements need also be taken into consideration during the PDP process.

2. COMPETENCE MODELLING

The DPLG has decided that a competency development model will consist of both managerial and occupational competencies:
 Managerial competencies should express those competencies which are generic of all management positions.
 Occupational competence refers to competencies which are job/function specific.

3. COMPILING THE PERSONAL DEVELOPMENT PLAN ATTACHED TO THE APPENDIX.

A manager, in consultation with his / her employee is to compile a Personal Development Plan. The PDP has 7 columns that need to be completed. An example is attached as Appendix A.

Column 1: Skills/Performance GAP

1. Skills / Outcomes	2. Expected measurable indicators: (in order and time frames)	3. Suggested training and / or development activity	4. Suggested mode of delivery	5. Suggested Time Frames	6. Work opportunity created to develop skill / area	7. Support Person created
1. The manager will be able to enter into agreements with all managers reporting to him / her, appraise them against set criteria, following relevant time frames	E.g. Appraise performance and practical application with managers	A course containing theoretical, in line with practical application with coaching and appraisal in the workplace exceeding R 6 000	External provider 200...	March	Appraisals of Manager	Senior Manager
1. The manager will be able to enter into agreements with all managers reporting to him / her, appraise them against set criteria, following relevant time frames	E.g. Appraise performance and practical application with managers reporting to him / her, appraise them against set criteria, following relevant time frames	A course containing theoretical, in line with practical application with coaching and appraisal in the workplace exceeding R 6 000	External provider 200...	March	Appraisals of Manager	Senior Manager

(a) The identified training needs should be entered into column one. The following should be taken into consideration:

Organisational needs
 Strategic development priorities and competency requirements, in line with the municipality's strategic objectives.

1. INTRODUCTION

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1. Skills / Performance (measurable indicators): quantity, quality (in order and time frames)	2. Outcomes Expected	3. Suggested training and / or development activity	4. Suggested mode of delivery	5. Suggested Time Frames	6. Work area development to practical e skill / person created	7. Support opportunity Person
---	----------------------	---	-------------------------------	--------------------------	--	-------------------------------

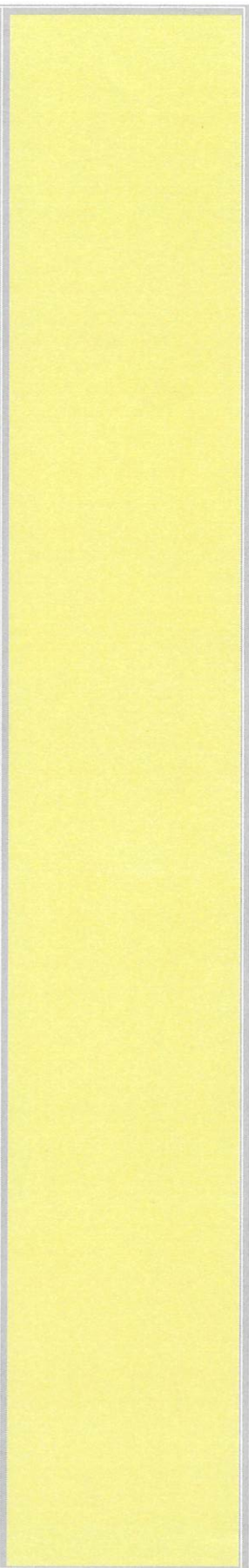
Column 3: Suggested Training

Consideration must be given to the outcomes expected in column 2 so that once the intervention is completed the impact it had can be measured against relevant output indicators.

1. Skills / Performance (measurable indicators): quantity, quality (in order and time frames)	2. Outcomes Expected	3. Suggested training and / or development activity	4. Suggested mode of delivery	5. Suggested Time Frames	6. Work area development to practical e skill / person created	7. Support opportunity Person
---	----------------------	---	-------------------------------	--------------------------	--	-------------------------------

Column 2: Outcomes Expected

The competency requirements of individual jobs. The relevant job requirements (job competency profile) as identified in the job description should be compared to the current competency profile of the employee to determine the individual's competency gaps. Specific competency gaps as identified during the probation period and performance appraisal of the employee. Individual training needs that are job / career related. Prioritisation of the training needs [1 to ...] in column 1 should also be determined since it may not be possible to address all identified training needs in a specific financial year. It is however of critical importance that training needs be addressed on a phased and priority basis. This implies that all these needs should be prioritized for purposes of accommodating critical / strategic training and development needs in the HR Plan, Personal Development Plans and the Workplace Skills Plan.



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(not just a nice to have skill but a necessary to have skill that is used in the workplace).

Column 7: Support Person

1. Skills / Expected Outcomes	Perform (measurable indicators):	Gap (in order of priority)	2. Outcomes	3. Suggested training and / or development activity	4. Suggested mode of delivery	5. Suggested Time Frames	6. Work opportunity created to development area	7. Support Person
-------------------------------	----------------------------------	----------------------------	-------------	---	-------------------------------	--------------------------	---	-------------------

This identifies a support person that could act as coach or mentor with regard to the area of learning for the employee.

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3. Training needs must be identified with due regard to cost effectiveness and listed in column

Column 4 : Suggested mode of delivery

1. Skills / Performance (measurable indicators): Expected	2. Outcomes	3. Suggested training and / or development activity	4. Suggested mode of delivery	5. Suggested Time Frames	6. Work opportunity created to person	7. Support
---	-------------	---	-------------------------------	--------------------------	---------------------------------------	------------

The suggested mode of delivery refers to the chosen methodology that is deemed most relevant to ensure transfer of skills. Mode of delivery consists of, amongst others, self-study, internal or external training provision; coaching and / or mentoring and exchange programmes. Training must be conducted either in line with a recognised qualification from a tertiary institution or unit standards registered on the National Qualifications Framework (South African Qualifications Authority), which could enable the trainee to obtain recognition towards a qualification for training undertaken. It is important to determine within the municipality whether unit standards have been developed with regard to a specific outcome (and registered with the South African Qualifications Authority). Unit standards usually have measurable assessment criteria to determine achieved competency.

Column 5: Suggested Time Lines

1. Skills / Performance (measurable indicators): Expected	2. Outcomes	3. Suggested training and / or development activity	4. Suggested mode of delivery	5. Suggested Time Frames	6. Work opportunity created to person	7. Support
---	-------------	---	-------------------------------	--------------------------	---------------------------------------	------------

An employee should on average receive at least five days of training per financial year and not unnecessarily be withdrawn from training interventions. The suggested time frames are enable managers to effectively plan for the annum e.g. so that not all their employees are away from work within the same period and also ensuring that the PDP is implemented systematically.

Column 6: Work opportunity created to practice skill / development area

1. Skills / Performance (measurable indicators): Expected	2. Outcomes	3. Suggested training and / or development activity	4. Suggested mode of delivery	5. Suggested Time Frames	6. Work opportunity created to person	7. Support
---	-------------	---	-------------------------------	--------------------------	---------------------------------------	------------

This further ensures internalisation of information gained as well as return on investment

1. Personal Development Action Plan

Skills Performance Gap	Outcomes Expected	Suggested Training / Development activity	Suggested Mode of delivery	Suggested Time Frames	Work opportunity created to practice skill / development area	Support Person
SATCA CPD	continuous professional development	work on SATCA CPD reflective plan	online training	31 December 2023.	Assessment	Director Corporate or shared services

Employee's signature :

Nony

Municipal Manager's signature:

T. Rengunoni

Date

31/07/2023.

31/07/2023.

TRN

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CONFIDENTIAL

NAME: THABO NONYANE

FINANCIAL DISCLOSURE
FORM

City of Polokwane



I, the undersigned (surname and initials) Ngweny T.V.

(Postal address) 107 Ndon Street, Southern-gateway, Extension 3, Polokwane, 0699

(Residential address) 107 Ndon Street, southern-gateway, Extension 3, Polokwane, 0699

(Position held) Acting Chief financial officer.

(Name of Municipality) City of Polokwane

Tel: _____ Fax: _____

hereby certify that the following information is complete and correct to the best of my knowledge:

1. Shares and other financial interests (Not bank accounts with financial institutions.)

See information sheet: note (1)

Number of shares/Extent of financial interests	Nature	Nominal Value	Name of Company/Entity
N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A

2. Directorships and partnerships

See information sheet: note (2)

Name of corporate entity, partnership or firm	Type of business	Amount of Remuneration/Income
Birds Technologies and consultant	close corporation	R10.00-

T.V.

T.V.

CONFIDENTIAL

3.

Remunerated work outside the Municipality

Must be sanctioned by Council. See information sheet: note (3)

Name of Employer	Type of Work	Amount of remuneration/ Income
N/A	N/A	N/A
N/A	N/A	N/A
N/A	N/A	N/A

Council

Signature by Council

Date

4.

Consultancies and retainerships

See information sheet: note (4)

Name of client	Nature	Type of business activity	Value of any benefits received
N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A

5.

Sponsorships

See information sheet: note (5)

Source of assistance/sponsorship	Description of assistance/ Sponsorship	Value of assistance/sponsorship
N/A	N/A	N/A
N/A	N/A	N/A
N/A	N/A	N/A

6.

Gifts and hospitality from a source other than a family member

See information sheet: note (6)

Description	Value	Source
N/A	N/A	N/A
N/A	N/A	N/A
N/A	N/A	N/A

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**OATH/
AFFIRMATION**

1. I certify that before administering the oath/affirmation I asked the deponent the following questions and wrote down her/his answers in his/her presence:

(i) Do you know and understand the contents of the declaration? Yes
Answer

(ii) Do you have any objection to taking the prescribed oath or affirmation? No
Answer

(iii) Do you consider the prescribed oath or affirmation to be binding on your conscience? Yes
Answer

Nouy
SIGNATURE OF EMPLOYEE

DATE: 21/07/2023

PLACE: Poltwane

Description	Extent	Area	Value
Rendunhal		520 sq yards	
summedation			R570,500

7. Land and property
See information sheet: note (7)

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2. I certify that the deponent has acknowledged that she/he knows and understands the contents of this declaration. The deponent utters the following words: "I swear that the contents of this declaration are true, so help me God" / "I truly affirm that the contents of the declaration are true". The signature/mark of the deponent is affixed to the declaration in my presence.

UBUSENG MPHAHLELE
LEGAL ADVISOR
DIRECTORATE CORPORATE SERVICES
POLOKWANE MUNICIPALITY
CIVIC CENTRE
COMMISSIONER OF OATH
(EX OFFICIO)

Full first names and surname: Mphahlele Ubuse
 (Block letters)

Designation (rank): ASSISTANT MUNICIPAL MANAGER
 Ex Officio Republic of South Africa

Street address of institution: Mr Mphahlele's home
Sheeb

Date: 31/07/2023 Place: Polokwane

CONTENTS NOTED: Tunungumani

MUNICIPAL MANAGER

DATE: 31/07/2023



[Handwritten signature]
 Commissioner of Oath / Justice of the Peace

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INFORMATION SHEET FOR THE FINANCIAL DISCLOSURE FORM

The following notes is a guide to assist with completing the attached Financial Disclosure form (Appendix C):

SHARES AND OTHER FINANCIAL INTERESTS

NOTE 1

Designated employees are required to disclose the following details with regard to shares and other financial interests held in any private or public company or any other corporate entity recognized by law:

- The number, nature and nominal value of shares of any type;
- The nature and value of any other financial interests held in any private or public company or any other corporate entity; and
- The name of that entity.

NOTE 2

DIRECTORSHIPS AND PARTNERSHIPS

Designated employees are required to disclose the following details with regard to directorships and partnerships:

- The name and type of business activity of the corporate entity or partnerships; and
- The amount of any remuneration received for such directorship or partnerships.

Directorship includes any occupied position of director or alternative director, or by whatever name the position is designated.

Partnership is a legal relationship arising out of a contract between two or more persons with the object of making and sharing profits.

NOTE 3

REMUNERATED WORK OUTSIDE THE PUBLIC SERVICE (ALL REMUNERATED EMPLOYMENT MUST BE SANCTIONED PRIOR TO THE WORK BEING DONE.)

Designated employees are required to disclose the following details with regard to remunerated work outside the public service.

- The type of work;
- The name and type of business activity of the employer; and
- The amount of the remuneration received for such work.

Remuneration means the receipt of benefits in cash or kind.

Work means rendering a service for which the person receives remuneration.

NOTE 4

CONSULTANCIES AND RETAINERSHIPS

Designated employees are required to disclose the following details with regard to consultancies and retainerships:

- The nature of the consultancy or retainership of any kind;
- The name and type of business activity, of the client concerned; and
- The value of any benefits received for such consultancy or retainerships.

NOTE 5

SPONSORSHIPS

Designated employees are required to disclose the following details with regard to sponsorships:

- The source and description of direct financial sponsorship or assistance; and
- The value of the sponsorship or assistance.

NOTE 6

GIFTS AND HOSPITALITY FROM A SOURCE OTHER THAN A FAMILY MEMBER

Designated employees are required to disclose the following details with regard to gifts and hospitality:

- A description and the value and source of a gift with a value in excess of R350;
- A description and the value of gifts from a single source which cumulatively exceed the value of R350 in the relevant 12 month period; and

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NOTE 7

• Hospitality intended as a gift in kind. Designated employees must disclose any material advantage that they received from any source e.g. any discount prices or rates that are not available to the general public.

All personal gifts within the family and hospitality of a traditional or cultural nature need not be disclosed.

LAND AND PROPERTY

Designated employees are required to disclose the following details with regard to their ownership and other interests in land and property (residential or otherwise both inside and outside the Republic):

- A description and extent of the land or property;
- The area in which it is situated; and
- The value of the interest.