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DIRECTOR: COMMUNITY SERVICES

MR. NGWAKO EDWARD HUTAMO

(1 July 2023)

2023/24

PERFORMANCE AGREEMENT

NATURALLY PROGRESSIVE



POLOKWANE MUNICIPALITY

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01 JULY 2023 – 30 JUNE 2024

FINANCIAL YEAR:

FOR THE

(herein and after referred to as the Employee)

MR. NE HUTAMO

DIRECTOR: COMMUNITY AND SOCIAL SERVICES

AND

(herein and after referred to as the Employer)

Ms. Thuso Nemgumoni

AS REPRESENTED BY THE MUNICIPAL MANAGER

THE POLOKWANE MUNICIPALITY

MADE AND ENTERED INTO BY AND BETWEEN:

PERFORMANCE AGREEMENT

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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 Director: Community and Social 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.

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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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- 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. PERFORMANCE OBJECTIVES

- 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

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5. PERFORMANCE MANAGEMENT SYSTEM

- 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.

5.1 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.

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CORE MANAGERIAL COMPETENCIES	WEIGHTING	LEVEL
Strategic Capability and Leadership	10	
Programme and Project Management	10	
Financial Management	5	√
Change Management	5	
Knowledge Management	5	
Service Delivery Innovation	10	

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:

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

KPA No.	Key Performance Areas	100%
1	Municipal Institutional Development and Transformation	N/A
2	Basic Service Delivery	80%
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%

5.6 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:

5.5.3 KPAs covering the main areas of work will account for 80% and CCRs will account for 20% of the final assessment.

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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

'as 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

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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6.7

rating scale for KPIs and CCRs:

6.6 The assessment of the performance of the Employee will be based on the following

(b) Such overall rating represents the outcome of the performance appraisal.

6.5.1 (d) and 6.5.2 (d) above; and

(a) An overall rating is calculated by adding the overall scores as calculated in

6.5.3 Overall rating

calculated above.

(d) An overall score will be calculated based on the total of the individual scores

the contracting process, to provide a score

(c) This rating should be multiplied by the weighting given to each CCR during

CCR

(b) An indicative rating on the five-point scale should be provided for each

specified standards have been met

(a) Each CCR should be assessed according to the extent to which the

6.5.2 Assessment of the CCRs:

scores calculated above.

(d) An overall score will be calculated based on the total of the individual

formal assessment; and

(c) The Employee will submit his self-evaluation to the Employer prior to the

submit evidence of performance where a disagreement

performance plan. During assessment, the employee has a chance to

automatically. These scores are carried over to the applicable employee's

or under performance are calculated and converted to the 1-5-point scale

Institutional Assessment. Based on the Target for an activity or KPI, over

(b) Values are supplied for KPI's and Activities under each KPA as part of the

regard to ad-hoc tasks that had to be performed under the KPA

specified standards or performance indicators have been met and with due

(a) Each KPA should be assessed according to the extent to which the

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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.

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- 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 Employee;
 - 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;
 - 9.1.2 Provide access to skills development and capacity building opportunities;
 - 9.1.1 Create an enabling environment to facilitate effective performance by the employee;
- 9.1 The Employer shall:

9. OBLIGATIONS OF THE EMPLOYER

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.

8. DEVELOPMENTAL REQUIREMENTS

- 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.
- 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;
- 7.3 Performance feedback shall be based on the Employer's assessment of the Employee's performance;
- 7.2 The Employer shall keep a record of the mid-year review and annual assessment meetings;

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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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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.

13. GENERAL

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.

12. DISPUTE RESOLUTION

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.

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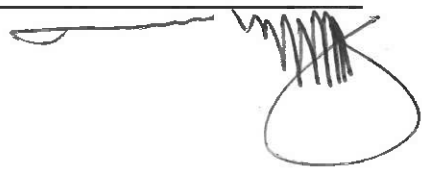
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AS WITNESSES:

Thus done and signed at Polokwane on this the 25 day of July 2023

2. _____

DIRECTOR: COMMUNITY AND SOCIAL SERVICES



AS WITNESSES:

Thus done and signed at Polokwane on this the 25 day of July 2023

ANNEXURE A – KEY PERFORMANCE INDICATORS

Key Performance Area (KPA)		Basic Service Delivery	
Outcome 9:		Responsive, Accountable, Effective and Efficient Local Government System	
Pillar		<ul style="list-style-type: none"> Smart Environment Smart Living 	
SDF objective		<ul style="list-style-type: none"> To develop and enhance the ecological, cultural and historical opportunities in the municipality inclusive of the limited tourism offering and concentrating on business, tourism and travel inclusive of government activities. To develop a viable, affordable, efficient and effective settlement model and rural area development strategy for areas beyond the urban complexes in the municipality. This will contribute to the strengthening of rural nodes and the creation of an inclusive economy. To enhance infrastructure development for priority communities by the strengthening of rural nodes. 	
Municipal IDP Priority		<ul style="list-style-type: none"> Provision of basic services, which include electricity, water, sanitation and refuse removal. Development of municipal capacity to manage disaster risk and protection of environment Improving sports and recreational facilities and promotion of social cohesion Improving transport, roads and bridges 	
IDP Strategic Objective		<ul style="list-style-type: none"> To ensure the provision of basic and environmental services in a sustainable way to our communities To ensure social protection and educational outcomes Promotion of economic growth, job creation and sustainable human settlements 	

Project Name	Project Number	SBU	Key Performance Indicator (KPI)	Unit of Measure (UoM)	Proposed Budget	Responsible Official	Performance From Annual Report	5 Years Targets					Portfolio of Evidence (POE)
								Annual Target 2023/24	Quarter 1	Quarter 2	Quarter 3	Quarter 4	
Monitoring of food premises	BSD_TLO7	Community Health	Number of Health (Food premises and outlets) inspections conducted by 30 June 2024	#	R6 000 000	Manager: Environment all Health Services	1540	1540	385	385	385	385	Food Premises inspection reports

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Project Name	Project Number	SBU	Key Performance Indicator (KPI)	Unit of Measure (UoM)	Proposed Budget	Responsible Official	Performance From Annual Report	5 Years Targets					Portfolio of Evidence (POE)
								Annual Target 2023/24	Quarter 1	Quarter 2	Quarter 3	Quarter 4	
Review of Disaster Management Plan	BSD_TL10	Disaster Management and Fire Services	Number of Disaster Management Plan Reviewed (Annual review) by 30 June 2024	#	N/A	Manager: Disaster Management	1	1	N/A	N/A	N/A	1	Approved Disaster Plan
N/A	BSD_TL11	Disaster Management and Fire Services	Km fire break re-blading conducted by 30 June 2024	km	R2 000 000	Manager: Disaster Management	2100 KM	2100 KM	N/A	N/A	N/A	2100 KM	Invoice List of re-bladed farms
OPEX	BSD_OS01	Cultural Services	Number of museum outreach programmes conducted by 30 June each year	#	R65 416	Manager: Cultural Services	4	4	1	1	1	1	Reports Attendance Registers
N/A	BSD_OS02	Cultural Services	Number of library outreach programmes conducted by 30 June each year	#	R191 360	Manager: Cultural Services	4	4	1	1	1	1	Reports Attendance Registers
OPEX													
Research and Development	BSD_OS03	Cultural Services	Number of Heritage site survey conducted by	#	R394 888	Manager: Cultural Services	1	1	0	0	0	1	Reports

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Project Name	Project Number	SBU	Key Performance Indicator (KPI)	Unit of Measure (UoM)	Proposed Budget	Responsible Official	Performance From Annual Report	5 Years Targets					Portfolio of Evidence (POE)
								Annual Target 2023/24	Quarter 1	Quarter 2	Quarter 3	Quarter 4	
Upgrading of Mankweng Library	BSD_NTCS 8	Cultural Services	Number of libraries to be developed / upgraded	#	R0	Manager: Cultural Services	0	0	0	0	0	No budget allocated	
			30 June each year										
OPEx	BSD_OS04	Sports and Recreation	Number of sport and recreation programmes planned, coordinated and hosted that encourages participation of all members of the community by 30 June each year	#	R3 800 500	Manager: Sports and Recreation	37	35	10	15	5	5	Monthly reports Pictures
N/A													
OPEx	BSD_OS05	Sports and Recreation	Number of major events and tournaments hosted in Polokwane by 30 June each year	#	R13 750 000	Manager: Sports and Recreation	36	35	10	15	5	5	Monthly reports Pictures
N/A													

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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	
N/A	BSD_OS06	Sports and Recreation	Number of promotion events hosted to promote intern school sport amongst schools in rural areas by 30 June each year	#	R460 000	Manager: Sports and Recreation	4	6	1	1	3	1	Monthly reports Pictures
OPEX	BSD_NTCS	Sports and Recreation	Number of sports fields and stadia to be developed / upgraded:	#	IUDG/FM U	Manager: Sports and Recreation	6	6	1	1	3	1	Completion certificates and progress reports
Refurbishment of the Nirvana Swimming Pool	BSD_NTCS	Sports and Recreation	Number of community swimming pools to be upgraded /Refurbished:	#	R1 850 000	Manager: Sports and Recreation	New	1	N/A	N/A	1	N/A	Completion certificate
N/A	BSD_OS7	Environmental Management	Number of Environmental Management Forum meetings to be held by 30 June each year	#	R100 000	Manager: Environmental Management	4	4	1	1	1	1	Agenda Minutes Schedule of meetings

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Project Name	Project Number	SBU	Key Performance Indicator (KPI)	Unit of Measure (UoM)	Proposed Budget	Responsible Official	Performance From Annual Report	5 Years Targets					Portfolio of Evidence (POE)
								Annual Target 2023/24	Quarter 1	Quarter 2	Quarter 3	Quarter 4	
N/A	BSD_OS8	Environmental Management	Number of environmental awareness programme events conducted by 30 June each year.	#	R250 000	Manager: Environmental Management	4	4	1	1	1	1	Agenda Minutes Schedule of meetings Pictures
OPEX													
Development of a regional parks in Rural Areas	BSD_OS9	Environmental Management	Number of regional parks developed by 30 June	#	R894 657	Manager: Environmental Management	1	1	N/A	1	N/A	N/A	Designs
Purchase of land for New Mankweng Cemetery	BSD_OS10	Environmental Management	Number of New cemetery Established in Municipal area by 30 June each year	#	R1 000 000	Manager: Environmental Management	1	1	Report to serve at Exco	Report to serve at Portfolio	Report to serve at Mayoral Committee	Approved report by Council (Land exchange with Bjaaladi Traditional Council)	Reports Council resolution, Tribal resolution
Development of Security at the Game Reserve	BSD_OS11	Environmental Management	Number of Game reserve security plan Reviewed and implemented by June each year	#	R700 000	Manager: Environmental Management	1	1	Development of Bid specifications	Advertisement of Bid	Appointment of Service provider	Development of Security Plan	Approve Security plan
Upgrading of Entrances	BSD_OS12	Environmental Management	Number of Improved aesthetical landscape of	#	R3 000 000	Manager: Environmental	10	9	2	2	2	3	Maintenance plan

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Project Name	Project Number	SBU	Key Performance Indicator (KPI)	Unit of Measure (UoM)	Proposed Budget	Responsible Official	Performance From Annual Report	5 Years Targets					Portfolio of Evidence (POE)	
								Annual Target 2023/24	Quarter 1	Quarter 2	Quarter 3	Quarter 4		
and intersections			all townships, villages and City entrances Implement as per budget allocated			Managerial								
Parks Maintenance	BSD_NTCS 6	Environmental Management	Number of parks / leisure facilities to be developed / upgraded:	#	R5 000 000	Manager: Environmental Management		4	1	1	1	1		Maintenance Plan Pictures
N/A	BSD_OS13	Security Services	Number of security committee meetings held by 30 June each year	#	N/A	Manager: By laws Enforcement & Security	4	4	1	1	1	1		Minutes & attendance register
OPEX	BSD_OS14	Security Services	# of crime prevention stakeholder consultations conducted by 30 June each year	#	R45 000	Manager: By laws Enforcement & Security	4	4	1	1	1	1		Minutes & attendance register
N/A	BSD_OS15	Security Services	# of CSF meetings to be conducted by 30 June each year	#	N/A	Manager: By laws Enforcement & Security	12	12	3	3	3	3		Attendance register

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Project Name	Project Number	SBU	Key Performance Indicator (KPI)	Unit of Measure (UoM)	Proposed Budget	Responsible Official	Performance From Annual Report	5 Years Targets					Portfolio of Evidence (POE)
								Annual Target 2023/24	Quarter 1	Quarter 2	Quarter 3	Quarter 4	
N/A	BSD_TL08	Waste Management	Number of rural villages supplied with weekly waste removal services by 30 June 2024	#	R2 520 000	Manager: Waste Management	04	08	N/A	N/A	N/A	08	Waste collection reports
OPEX													
N/A	BSD_TL09	Waste Management	Increase Percent of Households with access to waste removal services by 0.10% by the 30 June 2024	%	R16 670 160	Manager: Waste Management	0.08	0.10%	N/A	N/A	N/A	0.10%	Waste collection reports
OPEX													
Purchase of Educational and Awareness equipment	BSD_OS16	Waste Management	Number of waste awareness and education conducted by 30 June each year	#	RS4 295	Manager: Waste Management	4	12	3	3	3	3	Monthly reports
Extension of landfill site (Mettevreden)	BSD_OS17	Waste Management	Number of Landfill site Extended by 30 June each year	#	R723 928	Manager: Waste Management	1	1	Issue license for the landfill	Appointment of consultant for the implementation of the project	Appointment of contractor	Implementation of the project	License Appointment letter

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Project Name	Project Number	SBU	Key Performance Indicator (KPI)	Unit of Measure (UoM)	Proposed Budget	Responsible Official	Performance From Annual Report	5 Years Targets					Portfolio of Evidence (POE)	
								Annual Target 2023/24	Quarter 1	Quarter 2	Quarter 3	Quarter 4		
Ga-Maja transfer station	BSD_OS18	Waste Management	Number of rural transfer stations constructed by 30 June each year	#	R1,304,348	Manager: Waste Management	1	1	Appointment of consultant for planning of the project	N/A	N/A	N/A	N/A	Appointment letter Desings
N/A	BSD_NTCS 1	Waste Management	Number of additional households provided with access to weekly refuse removal	#	R16 670 160	Manager: Waste Management	200	232		58	58	58	58	Monthly reports
OPEX	BSD_NTCS 2	Waste Management	Number of waste minimisation projects initiated/ upgraded	#	N/A	Manager: Waste Management	2	4		1	1	1	1	Recycling reports
N/A	BSD_NTCS 3	Waste Management	Number of households living in informal areas with solid waste removal service	#	N/A	Manager: Waste Management	30	30		N/A	N/A	N/A	30	Waste collection reports
OPEX														
N/A	BSD_OS19	Traffic and Licensing	Number of traffic and road safety awareness	#	N/A	Manager: Traffic and Licensing	56	56		14	14	14	14	Attendance registers

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Project Name	Project Number	SBU	Key Performance Indicator (KPI)	Unit of Measure (UoM)	Proposed Budget	Responsible Official	Performance From Annual Report	5 Years Targets					Portfolio of Evidence (POE)
								Annual Target 2023/24	Quarter 1	Quarter 2	Quarter 3	Quarter 4	
OPEX			campaigns held by 30 June each year (Schools programme (Scholar patrol), Rolling enforcement plan/Arhive alive, Adult educational road safety programme)										Screening lists
N/A		Director	% Adherence to the municipal cost containment policy	%	N/A	Director	New	100%	100%	100%	100%	100%	Monthly Sec 71 reports
OPEX		Director	% Compliance to monitoring and management of overtime	%	N/A	Director	New	100%	100%	100%	100%	100%	Monthly Sec 71 reports and overtime reports
N/A		Director	% departmental Internal Audit issues addressed by 30 June 2024 (in line with the	%	N/A	Director	New	100%	100%	100%	100%	100%	Progress checklist of the departmental issues raised

TCAN

Project Name	Project Number	SBU	Key Performance Indicator (KPI)	Unit of Measure (uom)	Proposed Budget	Responsible Official	Performance From Annual Report	5 Years Targets					Portfolio of Evidence (POE)
								Annual Target 2023/24	Quarter 1	Quarter 2	Quarter 3	Quarter 4	
			Internal Audit Tracking Register)										Internal Audit.
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		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.
N/A		Director	Number of departmental risk management meeting convened and held by	#	N/A	Director	12	12	3	3	3	3	Agenda, attendance register and minutes.
OPEX													

TRN

Project Name	Project Number	SBU	Key Performance Indicator (KPI)	Unit of Measure (UoM)	Proposed Budget	Responsible Official	Performance 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	30 June 2024	#	N/A	Director	31 January 2023	31 January 2024	N/A	N/A	31 January 2024	N/A	Signed AGSA Audit opinion report
OPEX		Director	Obtain Unqualified Audit Opinion by 31 January 2024	%	N/A	Director	New	100%	100%	100%	100%	100%	Monthly cash flow 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

FRN

ANNEXURE B – CAPITAL WORKS PLAN

Project Name	Activities	Opex /Capex	Ward No.	MTEFR/Budget	Source of funding	QUARTERLY PROJECT IMPLEMENTATION MILESTONES								Portfolio of Evidence
						Quarter 1 (Jul-Sep 23)	Quarter 2 (Oct-Dec 23)	Quarter 3 (Jan - Mar 24)	Quarter 4 (Apr - Jun 24)	Percentage (%)	Target Description	Percentage (%)	Target Description	
SPORTS & RECREATION														
CWP_16 0	Grass Cutting equipments	Grass Cutting equipments	Municipal Wide	687,299	CRR	25%	Specifications for tractor mounted slashers, Bush cutters, Hedge trimmer	50%	Procurement of Equipment	75%	Delivery of Equipment	100%	N/A	Work order Delivery notes Invoice
CWP_16 1	EXT 44/78 Sports and Recreation Facility	EXT 44/78 Sports and Recreation Facility	8	6,086,957	UDG	25%	Construction of Grandstand	50%	Change rooms	75%	Mitigation for storm water	100%	N/A	Progress reports Completion Certification
CWP_16 2	Construction of Sebaying / Dikgale Sport Complex	Construction of Sebaying / Dikgale Sport Complex	Sebaying 9 / Dikgale Cluster (24,29,32,30,31,33)	2,912,174	UDG	25%	Site Establishment and Constructions	50%	Guardhouse and Construction of Site, Borehole	25%		100%	N/A	Progress reports Completion Certification
CWP_16 3	Upgrading of Mankweng Stadium-roads	Upgrading of Mankweng Stadium-roads	25	1,456,522	UDG	20%	Site Establishment and Commencement of Works	100%	Works Completion	Completed	Completed	100%	N/A	Progress reports Completion Certification
CWP_16 4	Procurement of fields maintenance equipments	Procurement of Pich Rollers, Scarifying machine, hollow tining machine,ver tti-drain machine and rde on	Municipal Wide	773,827	CRR	10%	Specifications for Roller and Leaves Blower	90%	Equipment procured	100%	N/A	0%	N/A	Delivery notes and Invoice

PCN

Project Name	Activities Description	Opex /Capex	Ward No.	MTEFR (Budget)	Source of funding	QUARTERLY PROJECT IMPLEMENTATION MILESTONES								Portfolio of Evidence
						Quarter 1 (Jul-Sep 23)		Quarter 2 (Oct-Dec 23)		Quarter 3 (Jan - Mar 24)		Quarter 4 (Apr - Jun 24)		
						Percentage (%)	Target Description	Percentage (%)	Target Description	Percentage (%)	Revised 3rd Quarter Target	Percentage (%)	Revised 4th Quarter Target	
CWP_16	Procurement of Sports Fields Poles and Nets	Capita	Municipal Wide	741,473	CRR	25%	Specifications	75%	Delivery of Poles, and Netball Soccer Posts	0	N/A	0%	N/A	Specification Invoices
CWP_16	Refurbishment of the City Swimming Pool	Capita	City CBD	446,913	CRR	30%	Procure Paints and start painting of the facility	50%	Procure Scum Channels	70%	Removal of tree stumps and Paving	100%	Projects completion	Invoices Pictures
CWP_16	Refurbishment of the Nirvana Swimming Pool	Capita	19	1,112,218	CRR	20%	Plant Room Refurbishment	50%	Refurbishment of pool (pipe connection)	80%	Marbleshooting	100%	Completion	Invoices Pictures
CWP_16	Construction of Softball stadium in City Cluster	CAPE	City Cluster	5,000,000	IUDG	70%	Civil Works Completion	80%	Mechanical and Electrical	95%	Completion of Pitch and Fields	100%	Projects completion	Progress reports Completion Certification

TCM

Project Name	Activities	Opex /Capex	Ward No.	MTEFR (Budget)	Source of funding	QUARTERLY PROJECT IMPLEMENTATION MILESTONES								Portfolio of Evidence
						Quarter 1 (Jul-Sep 23)	Quarter 2 (Oct-Dec 23)	Quarter 3 (Jan - Mar 24)	Quarter 4 (Apr - Jun 24)					
Project Description						Percentage (%)	Target Description	Percentage (%)	Target Description	Percentage (%)	Revised 3rd Quarter Target	Percentage (%)	Revised 4th Quarter Target	
CWP_17 0	Molepo Sports Complex	Construction of Molepo Sports Complex	Capita	1,2,3,4,5	8 000 000	UDG	85%	Storm water Drainage, Athletics Track	100%	Athletics Track	N/A	N/A	N/A	Completion Certification
CWP_17 1	Collection development 1-books	Purchase library books (Various latest version books)	Capita	All wards	335 687	CRR	25% (Cumulative)	Issue works order	100% (Cumulative)	Supply and delivery books	N/A	N/A	N/A	Requisition Orders, Delivery Notes
WASTE MANAGEMENT														
CWP_17 7	Extension of landfill site (Wetveerde n)	Licensing, Construction of fence, sinking boreholes and new cell, perimeter fence, stretcher access road and paving	Capita	All wards	1,000,000		25% (Cumulative)	Issue license for the landfill	50% (Cumulative)	50% (Cumulative)	Appointment of the contractor	100%	Implementation of the project	Landfill license issued by LEDET Appointment letter
CWP_17 8	240 litre bins	Purchase of 240 litre bins	Capita	All wards	1 000 000	CRR	25% (Cumulative)	Advertisement of the project	75%	Appointment of the service provider	100%	Supply and delivery of the service	75%	
CWP_17 9	6.89 M3 Skip containers	Purchase of 30 x 9 m3 skip containers	Capita	All wards	1 500 000	CRR	25% (Cumulative)	Development of Bid Specification	50%	Advertisement of the project	75%	Appointment of the service provider	100%	Specification Appointment letter Invoices

TCR

Project Name	Activities	Opex	Ward No.	MTEFR Budget	Source of funding	QUARTERLY PROJECT IMPLEMENTATION MILESTONES								Portfolio of Evidence
						Quarter 1 (Jul-Sep 23)	Quarter 2 (Oct-Dec 23)	Quarter 3 (Jan - Mar 24)	Quarter 4 (Apr - Jun 24)					
Project Description		Capex		2023/24	9	Percentage (%)	Target Description	Percentage (%)	Target Description	Percentage (%)	Revised 3rd Quarter Target	Percentage (%)	Revised 4th Quarter Target	
CWP_18 0	Ga-Majala transfer station (Planning)						Appointment of consultant for planning of the project	50%	Preliminary design report	75%	Submission of a detailed design report	100%	BOQ and Tender document	Appointment letter Designs Reports
CWP_18 1	Ga-Chuene transfer station (Planning)						Appointment of consultant for planning of the project	50%	Preliminary design report	75%	Submission of a detailed design report	100%	BOQ and Tender document	Appointment letter Designs Reports
CWP_18 2	Molepo Transfer Station						Fencing and guard house	50%	Earthworks and drilling of borehole	75%	Construction of platforms and retaining walls	100%	Paving and electrification	Practical completion certificate
CWP_18 3	Construction of septic tank at Mankweng transfer station						Development of Bid Specification	50%	Appointment of the service provider	75%	Construction of septic tank	100%	N/A	Designs EIA report Payment certificate
CWP_18 4	Purchase of Educational and Awareness equipment						Development of Bid Specification	50%	Advertisement of the project	75%	Appointment of the service provider	100%	Supply and delivery	Specification Appointment letter Invoices

Project Name	Activities Description	Opex /Capex	Ward No.	MTEFR Budget	Source of funding	QUARTERLY PROJECT IMPLEMENTATION MILESTONES								Portfolio of Evidence
						Quarter 1 (Jul-Sep 23)	Quarter 2 (Oct-Dec 23)	Quarter 3 (Jan - Mar 24)	Quarter 4 (Apr - Jun 24)	Percentage (%)	Target Description	Percentage (%)	Target Description	
CWP_18	No dumping Boards	Purchase of boards	All wards	500,000	CRR	25% (Cumulative)	Issue works order	50%	Supply and delivery	100%	N/A	N/A	N/A	Works order Invoices
CWP_18	Installation of CCTV cameras at the (Wellevrede n and Wellevrede n and Aganang landfill sites, Ladanna and Webster transfer stations)	Installation of CCTV cameras at the Wellevrede n and Aganang landfill sites	20 & 45	1 375 632	CCR	25% (Cumulative)	Issue works order	50%	Installation of CCTV cameras	100%	Installed CCTV cameras	N/A	N/A	Bid specification Invoices
Traffic & Licensing														
	Procurement of 2 x equipped mobile Bus		Municipal wide	1244318.	CCR	25% (Cumulative)	Development of Specifications	50%	Advertisement of the project	75%	Appointment of the service provider	100%	Delivery and payment	Delivery note and invoice.
	Upgrading of City traffic & licensing centre		Municipal wide	3742699.	CCR	25% (Cumulative)	Site establishment	50%	Implementation of the project	75%	Implementation of the project	100%	Completion of phase one	Phase 1 completion certificate. Payment certificate
SAFETY & SECURITY SERVICES														
CWP_18	Installation of CCTV cameras and fibre network	Installation of CCTV cameras within the City CBD Crime Prevention	Capita 1	798,306	CRR	25%	Issue work order/job card to the appointed service provider	100%	Delivery and installation of five (5) CCTV camera sets	N/A	N/A	N/A	N/A	Invoices and completion certificate

TCM

Project Name	Activities	Opex /Capex	Ward No.	MTEFR Budget	Source of funding	QUARTERLY PROJECT IMPLEMENTATION MILESTONES								Portfolio of Evidence	
						Quarter 1 (Jul-Sep 23)	Quarter 2 (Oct-Dec 23)	Quarter 3 (Jan - Mar 24)	Quarter 4 (Apr - Jun 24)	Percentage (%)	Target Description	Percentage (%)	Target Description		Percentage (%)
CWP_18	Provision two way radios	Supply and delivery of two-way radios.	Capita	All Clusters	249,138	CRR	100%	Issue work order/job card to the appointed service provider	100%	Delivery of forty (40) two-way radios	N/A	N/A	N/A	N/A	Invoice and delivery note
CWP_19	Provision of Access Control Systems and equipment	Installation of access control systems and equipment in Municipal facilities	Capita	All Clusters	500,000	CRR	25%	Submit specification to SCM for advertising	50%	Advertising and evaluation process	75%	Appointment of service provider	100%	Installation of Access control systems at three (3) Municipal sites	Invoice and completion certificate
CWP_19	Supply and delivery of mobile guard houses	Supply and delivery of mobile guard houses at Municipal premises	Capita	All Clusters	328,947	CRR	25%	Submit specification to SCM for advertising	50%	Advertising and appointment of service provider	75%	Appointment of service provider	100%	Delivery of guard houses	Invoice and delivery note
CWP_19	Purchase of Firearms	Supply, delivery and licensing of fire arms	Capita	All wards	200,000	CRR	25%	Submit specification to SCM for advertising	50%	Advertising and appointment of service provider	75%	Appointment of service provider	100%	Delivery of fire arms	Invoices and delivery note
CWP_19	CCTV and Access control maintenance tool Kit	Purchase of CCTV & Access control maintenance tool Kit	Capex	All wards	95,883	CRR	25%	Submit specifications to SCM for advertising	50%	Procurement of service provider	100%	Delivery of CCTV & Access control maintenance tool Kit	N/A	Invoice and delivery note	
CWP_19	Acquisition of fire Equipment	To acquire emergency fire equipment to safe lives	Capita	23	673,956	CRR	25% (Cumulative)	Develop bid specification for the projects	50%	Advertising of the project	75%	Appointment of service provider	100%	Delivery of the fire equipment	Specification Invoice

DISASTER MANAGEMENT & FIRE SERVICES

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Project Name	Activities	Opex	Ward No.	MTEFR Budget	Source of funding	QUARTERLY PROJECT IMPLEMENTATION MILESTONES								Portfolio of Evidence	
						Quarter 1 (Jul-Sep 23)	Quarter 2 (Oct-Dec 23)	Quarter 3 (Jan - Mar 24)	Quarter 4 (Apr - Jun 24)						
Project Description		X		2023/24	9	Percentage (%)	Target Description	Percentage (%)	Target Description	Percentage (%)	Revised 3rd Quarter Target	Percentage (%)	Revised 4th Quarter Target		
CWP_19	Miscellaneous equipment and gear/ Ancillary equipment	To extent response to fire and rescue incidents efficiently in all areas. To stabilize the trench to fall when rescuing the victim	Capita	23	336 539	CRR	25% (Cumulative)	Develop bid specification for the projects	50%	Advertising of the project	75%	Appointment of service provider	100%	Delivery of the ancillary equipment	Specification Invoice
CWP_19	Hydraulic equipment	To extent response to fire and rescue incidents efficiently in all areas	Capita	23	1 821 842	CRR	25% (Cumulative)	Develop bid specification for the projects	50%	Advertising of the project	75%	Appointment of service provider	100%	Delivery of the hydraulic equipment	Specification Invoice
CWP_19	Multipurpose branches Monitors	To extent response to fire and rescue incidents efficiently in all areas	Capita	23	369 312	CRR	25% (Cumulative)	Develop bid specification for the projects	50%	Advertising of the project	75%	Appointment of service provider	100%	Delivery of the multiple branches equipment	Specification Invoice
CWP_19	Rescue ropes/high angle	Acquisition of rescue ropes/high angle set. To acquire 03 life safety rescue ropes	Capita	23	673 078	CRR	25% (Cumulative)	Develop bid specification for the projects	50%	Advertising of the project	75%	Appointment of service provider	100%	Delivery of the high angle or ropes	Specification Invoice

CPN

Project Name	Activities Description	Opex /Capex	Ward No.	MTEFR Budget	Source of funding	QUARTERLY PROJECT IMPLEMENTATION MILESTONES								Portfolio of Evidence
						Quarter 1 (Jul-Sep 23)	Quarter 2 (Oct-Dec 23)	Quarter 3 (Jan - Mar 24)	Quarter 4 (Apr - Jun 24)					
						Percentage (%)	Target Description	Percentage (%)	Target Description	Percentage (%)	Revised 3rd Quarter Target	Percentage (%)	Revised 4th Quarter Target	
CWP_20 1	Industrial Fire Fighting portable Pumps	Capita	23	715 836	CRR	25% (Cumulative)	Develop bid specification the projects	50%	Advertise and evaluate	75%	Appointment of service provider	100%	Delivery of industrial portable pump	Specification Invoice
ENVIRONMENTAL MANAGEMENT														
CWP_20 2	Restoration of Game Reserve facilities	Capita	20	1 500 000	CRR	25% (Cumulative)	Painting of chalets and kudu house	50%	Tiling of chalets and kudu house	75%	Install kitchen units and wall wardrobes. Procurement of beds and linens.	100%	Repair hatch roof at Dries Lapa and 4 chalets. Replace steel roof at Kudu house	Invoices, pictures
CWP_20 3	Upgrading of municipal nursery	Capita	City	1 068 260	CRR	25% (Cumulative)	Prepare Bid specifications	50%	Appointment of service provider	75%	Repair and replace shade net	100%	Repair glasshouse cooling system	Bid specifications, Appointment letters
CWP_20 4	Grass cutting equipments	Capita	Municipal Wide	3 000 000	CRR	25% (Cumulative)	issuing of works order	100%	procurement of grass cutting equipment	N/A	N/A	100%	N/A	Works order and invoices
CWP_20 5	Greening programme	Capita	Municipal wide	1,178,261	IUDG	25% (Cumulative)	issuing of works order	50%	Supply and delivery of trees	75%	planting of 500 trees	100%	Planting of 500 trees	Works order, invoices and pictures
CWP_20 6	Development of a regional parks in Rural Areas	Capita	Municipal wide	1,528,856	IUDG	25% (Cumulative)	Develop Bid specification	50%	Bid advertisement	75%	Appointment of Service provider to design a model of regional parks	100%	Submission of approved plans and design	Bid Specs, Appointment letter, designs

Handwritten signature/initials

ME
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DIRECTOR: COMMUNITY SERVICES

EDWARD HUTAMO

AND

THUSO NEMGUMONI
MUNICIPAL MANAGER

AS REPRESENTED BY
THE

CITY OF POLOKWANE

MADE AND ENTERED
INTO BY AND BETWEEN:

PERSONAL
DEVELOPMENT PLAN
(PDP)



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1. INTRODUCTION	<p>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</p> <p>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.</p>														
2. COMPETENCE MODELLING	<p>The DPLG has decided that a competency development model will consist of both managerial and occupational competencies:</p> <p>Managerial competencies should express those competencies which are generic of all management positions.</p> <p>Occupational competence refers to competencies which are job/function specific.</p>														
3. COMPILING THE PERSONAL DEVELOPMENT PLAN ATTACHED AS APPENDIX.	<p>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.</p> <p>Column 1: Skills/Performance GAP</p>														
<table border="1"> <tr> <td data-bbox="247 1243 359 1411">1. Skills / Performance measurable indicators: expected</td> <td data-bbox="359 1243 478 1411">2. Outcomes</td> <td data-bbox="478 1243 598 1411">3. Suggested training and / or development activity</td> <td data-bbox="598 1243 718 1411">4. Suggested mode of delivery</td> <td data-bbox="718 1243 837 1411">5. Suggested Time Frames</td> <td data-bbox="837 1243 957 1411">6. Work opportunity created to develop skill / practice / development area</td> <td data-bbox="957 1243 1125 1411">7. Support Person</td> </tr> </table>	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 develop skill / practice / development area	7. Support Person	<table border="1"> <tr> <td data-bbox="247 515 359 1243">E.g. The manager will be able to enter into performance agreements with all managers reporting to him / her, appraise them against set criteria, following relevant time frames</td> <td data-bbox="359 515 478 1243">Appraise performance and theoretical, in line with identified unit standard</td> <td data-bbox="478 515 598 1243">A course containing provider, in line with identified unit standard</td> <td data-bbox="598 515 718 1243">External provider, in line with identified unit standard</td> <td data-bbox="718 515 837 1243">March 200...</td> <td data-bbox="837 515 957 1243">Appraisals of manager reporting to him / her</td> <td data-bbox="957 515 1125 1243">Senior Manager. Training g/HR</td> </tr> </table> <p>1. Skills / Performance measurable indicators: expected</p> <p>2. Outcomes</p> <p>3. Suggested training and / or development activity</p> <p>4. Suggested mode of delivery</p> <p>5. Suggested Time Frames</p> <p>6. Work opportunity created to develop skill / practice / development area</p> <p>7. Support Person</p>	E.g. The manager will be able to enter into performance agreements with all managers reporting to him / her, appraise them against set criteria, following relevant time frames	Appraise performance and theoretical, in line with identified unit standard	A course containing provider, in line with identified unit standard	External provider, in line with identified unit standard	March 200...	Appraisals of manager reporting to him / her	Senior Manager. Training g/HR
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 develop skill / practice / development area	7. Support Person									
E.g. The manager will be able to enter into performance agreements with all managers reporting to him / her, appraise them against set criteria, following relevant time frames	Appraise performance and theoretical, in line with identified unit standard	A course containing provider, in line with identified unit standard	External provider, in line with identified unit standard	March 200...	Appraisals of manager reporting to him / her	Senior Manager. Training g/HR									
<p>(a) The identified training needs should be entered into column one. The following should be taken into consideration:</p> <p>Organisational needs</p> <p>Strategic development priorities and competency requirements, in line with the municipality's strategic objectives.</p>															

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1. Skills	2. Outcomes Expected	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
1. Skills	2. Outcomes Expected	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
1. Skills	2. Outcomes Expected	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

1. Skills	2. Outcomes Expected	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
1. Skills	2. Outcomes Expected	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
1. Skills	2. Outcomes Expected	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

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.

Column 2: Outcomes Expected

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.

Column 3: Suggested Training

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

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 development skill / practice area	7. Support Person

Column 4 : Suggested mode of delivery

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 development skill / practice area	7. Support Person

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

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 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 development skill / practice area	7. Support Person

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

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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 (measurable indicators: quantity, quality and time of frames) priority)	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 Person

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

ME

Date

21/07/2023

27/07/2023



Employee's signature

Municipal Manager's signature:



Skills Performance Gap	Outcomes Expected	Suggested Training / Development activity	Suggested Mode of delivery	Suggested Time Frames
		MANAGEMENT DEVELOPMENT PROGRAM		JUNE 2024
		MBA/MBL		JUNE 2024

1. Personal Development Action Plan

TRM

NE

STRICTLY
CONFIDENTIAL

NAME: EDWARD HUTAMO

FINANCIAL DISCLOSURE
FORM

City of Polokwane



I, the undersigned (surname and initials) HIGGINS NE

(Postal address) PO Box 2805

SOVENGA 0727

(Residential address) 692 UNIT C

MANFRENCH

(Position held) DIRECTOR

(Name of Municipality) ROLOKANE LOCAL MUNICIPALITY

Tel: 015 990 2548 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
18/18	18/18	18/18	18/18
18/18	18/18	18/18	18/18
18/18	18/18	18/18	18/18

2. Directorships and partnerships

See information sheet: note (2)

Name of corporate entity, partnership or firm	Type of business	Amount of Remuneration/Income
MEDICARE WASH	LEARNING SERVICES	R 30 000,00
MONWANE BUSINESS	MADE IN ALL ASPECTS	R 0,00
	NOT WORKING NOW	

TURN NE

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
Council for Built Environment	BOARD MEMBER	R 0,00
SALCP	BOARD MEMBER	R 0,00

Council _____
Signature by Council _____
Date _____

4. Consultancies and retainerhips
See information sheet: note (4)

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

5. Sponsorships
See information sheet: note (5)

Source of assistance/sponsorship	Description of assistance/ Sponsorship	Value of assistance/sponsorship
TRIP	TRIP	R/A

6. Gifts and hospitality from a source other than a family member
See information sheet: note (6)

Description	Value	Source
TRIP	R/A	R/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?

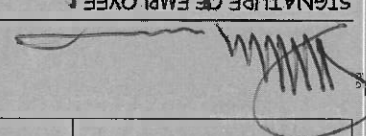
Answer YES

(ii) Do you have any objection to taking the prescribed oath or affirmation?

Answer NO

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

Answer YES

SIGNATURE OF EMPLOYEE

DATE: 21/07/2023
PLACE: Polokwane

Description	Extent	Area	Value
HOUSE	450	MARKWENY	R1200 000

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.

Commissioner of Oath / Justice of the Peace
 1909794-7
 Khaba Mjo

Full first names and surname:
 NGIKANA PETER IKUBATHA
 (Block letters)

Designation (rank) WARRANT OFFICER
 Ex Office of the Republic of South Africa

Street address of institution
 R9 POLOKWANE SILKON ROAD

Date 2023/07/25
 Place Polokwane

CONTENTS NOTED
 Tshemangmon

MUNICIPAL MANAGER

DATE: 02/08/2023

2023-07-25

2023-07-25

2023-07-25

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INFORMATION SHEET FOR THE FINANCIAL DISCLOSURE FORM	
<p>The following notes is a guide to assist with completing the attached Financial Disclosure form (Appendix C):</p> <p>SHARES AND OTHER FINANCIAL INTERESTS</p> <p>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:</p> <ul style="list-style-type: none"> • 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. 	<p>NOTE 1</p>
<p>Designated employees are required to disclose the following details with regard to directorships and partnerships:</p> <ul style="list-style-type: none"> • 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. <p>Directorship includes any occupied position of director or alternative director, or by whatever name the position is designated.</p> <p>Partnership is a legal relationship arising out of a contract between two or more persons with the object of making and sharing profits.</p> <p>REMNUNERATED WORK OUTSIDE THE PUBLIC SERVICE (ALL REMUNERATED EMPLOYMENT MUST BE SANCTIONED PRIOR TO THE WORK BEING DONE.)</p> <p>Designated employees are required to disclose the following details with regard to remunerated work outside the public service.</p> <ul style="list-style-type: none"> • The type of work; • The name and type of business activity of the employer; and • The amount of the remuneration received for such work. <p>Remuneration means the receipt of benefits in cash or kind.</p> <p>Work means rendering a service for which the person receives remuneration.</p>	<p>NOTE 2</p>
<p>Designated employees are required to disclose the following details with regard to consultancies and retainerships:</p> <ul style="list-style-type: none"> • 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. 	<p>NOTE 3</p>
<p>CONSULTANCIES AND RETAINERSHIPS</p>	<p>NOTE 4</p>
<p>Designated employees are required to disclose the following details with regard to sponsorships:</p> <ul style="list-style-type: none"> • The source and description of direct financial sponsorship or assistance; and • The value of the sponsorship or assistance. 	<p>NOTE 5</p>
<p>GIFTS AND HOSPITALITY FROM A SOURCE OTHER THAN A FAMILY MEMBER</p> <p>Designated employees are required to disclose the following details with regard to gifts and hospitality:</p> <ul style="list-style-type: none"> • 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 	<p>NOTE 6</p>

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<p>• 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.</p> <p>All personal gifts within the family and hospitality of a traditional or cultural nature need not be disclosed.</p> <p>LAND AND PROPERTY</p> <p>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):</p> <ul style="list-style-type: none">• A description and extent of the land or property;• The area in which it is situated; and• The value of the interest.	<p>NOTE 7</p>
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