

P.D. TUN

ACTING DIRECTOR: CORPORATE AND SHARED SERVICES

Mr. Donald Matsi

(1 July 2023)

2023/24

PERFORMANCE AGREEMENT

NATURALLY PROGRESSIVE



POLOKWANE MUNICIPALITY

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01 JULY 2023 – 31 MARCH 2024

FINANCIAL YEAR:

FOR THE

(herein and after referred to as the Employee)

Mr. Donald Matsi

ACTING DIRECTOR: CORPORATE AND SHARED SERVICES

AND

(herein and after referred to as the Employer)

Ms. Thuso Nemgunoni

AS REPRESENTED BY THE MUNICIPAL MANAGER

THE POLOKWANE MUNICIPALITY

MADE AND ENTERED INTO BY AND BETWEEN:

PERFORMANCE AGREEMENT

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: Corporate and Shared Services appointed in terms of Section 56 of the Systems Act;
- 1.5.4 "the Employer" = means Polokwane Municipality; and
- 1.5.5 "the parties" means the Employer and the Employee.

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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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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

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	80%
2	Basic Service Delivery	N/A
3	Local Economic Development (LED)	N/A
4	Municipal Financial Viability and Management	N/A
5	Good Governance and Public Participation	20%
		Converted to 80%

5.6 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

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%

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- (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 secretarial 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 The Employer shall:
 - 9.1.1 Create an enabling environment to facilitate effective performance by the employee;
 - 9.1.2 Provide access to skills development and capacity building opportunities;
 - 9.1.3 Work collaboratively with the Employee to solve problems and generate solutions to common problems that may impact on the performance of the Employee;
 - 9.1.4 On the request of the Employee, delegate such powers reasonably required by the Employee to enable him / her to meet the performance objectives and targets established in terms of this Agreement; and

9. 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

- 7.2 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.

Handwritten initials/signature

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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 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.

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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2. _____
1. _____

AS WITNESSES:

MUNICIPAL MANAGER

T. Remington

.....2023

Thus done and signed at on this the day of

2. _____
1. _____

AS WITNESSES:

ACTING DIRECTOR: CORPORATE AND SHARED SERVICES

J. P. D.

.....2023

Thus done and signed at on this the day of

Polokwane 25

ANNEXURE A

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

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	GGPP_TL08	ICT	Number ICT Steering Committee meeting held by 30 June 2024	#	N/A	Manager: ICT	4	4	1	1	1	1	Minutes and Attendance Register
OPEX													

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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	GGPP_TL09	ICT	Number of quarterly reports on the performance of ICT Service providers by 30 June 2024	#	N/A	Manager: ICT	4	4	1	1	1	1	Quarterly Report
OPEX													
N/A	MTOD_TL01	Human Resources Management	Submission of Reviewed of WSP to LGSETA by 30 April 2024	#	N/A	Manager: HR	1	1	n/a	n/a	n/a	1	Letter of acknowledgement
OPEX													
N/A	MTOD_TL02	Human Resources Management	Submission of Employment Equity Plan to the Department of Labour by 30 June 2024	#	N/A	Manager: HR	1	1	n/a	n/a	n/a	1	Acknowledgement letter
OPEX													
N/A	MTOD_TL03	Human Resources Management	Number of new External Students awarded study bursaries for the next academic year by 30th June 2024	#	R1 976,00	Manager: HR	40	40	n/a	n/a	40	n/a	bursaries Report
OPEX													
N/A	MTOD_TL04	Human Resources Management	Number of Graduates students awarded Internships	#	R7 938 959	Manager: HR	100	100	n/a	n/a	100	n/a	Internships /Experimental /Learnership Report
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 Annual Report	5 Years Targets					Portfolio of Evidence (POE)	
								Annual Target 2023/24	Quarter 1	Quarter 2	Quarter 3	Quarter 4		
OPEX			/Experimental /Learnership at Polokwane Municipality by the 30 June 2024											
N/A	MTOD_TL05	Human Resources Management	% of training session on application and understanding of code of conduct for new employees by 30 June 2024	%	N/A	Manager: HR	100	100%	100%	100%	100%	100%	Attendance Register	
OPEX														
N/A	GGPP_OS3	Human Resources Management	Number of Institutional Organizational Structure Reviewed in line with the IDP and Budget by 30 June each year	#	N/A	Manager: HR	1	1	1	N/A	N/A	N/A	Organisational Structure Report	
OPEX		Organisational Development												
N/A	BSD_OS1	Fleet Management	Number of fleet management policy Reviewed, inclusive of	#	N/A	Manager: Fleet Management	1	N/A	N/A	N/A	N/A	1	Council resolution/Approved fleet	

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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			consequences of abuse and negligence by 30 June each year										management policy
N/A	BSD_OS2	Facilities Management	Number of municipal facilities comply with building regulations by upgrading facilities by 30 June each year	#	R1 000 000	Manager: Facilities Management	0	2	N/A	N/A	N/A	2	Occupation Certificate
OPEX													
N/A	BSD_OS3	Facilities Management	Number of Facility maintenance plan reviewed and schedule by 30 June each year	#	N/A	Manager: Facilities Management	New	1	N/A	N/A	N/A	1	Reviewed Facility Maintenance Plan
OPEX													
N/A		Director	% Adherence to the municipal cost containment policy	%	N/A	Director	New	100%	100%	100%	100%	100%	Monthly Sec 71 reports
OPEX													
N/A		Director	% Compliance to monitoring and	%	N/A	Director	New	100%	100%	100%	100%	100%	Monthly Sec 71 reports and overtime reports

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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			management of overtime											
N/A		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.
OPEX		Director	# of monthly departmental Audit Steering Committee meeting held by 30 June 2024	#	N/A	Director	New	4	1	1	1	1	1	Agenda, attendance register and minutes.
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%	100%	Progress checklist of the departmental issues raised AG.
N/A		Director	Number of departmental risk management meeting convened and	#	N/A	Director	New	4	1	1	1	1	1	Agenda, attendance register and minutes.
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	
			held by 30 June 2024										
N/A		Director	Obtain Unqualified Audit Opinion by 31 January 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													
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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ANNEXURE B – CAPITAL WORKS PLAN

Project Name	Activities	Project Description	Opex /Capex	Ward No.	MTERF (R) 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)					
FACILITY MANAGEMENT AND INFRASTRUCTURE															
CWP_143	Civic Centre refurbishment	Refurbishment of Civic Centre building	Capital	39	1 000 000	CRR	25%	Waterproofing	50%	Fixing Ceiling at ICT section and North wing(Revenue and ICT)	75%	Fixing Ceiling at ICT section and North wing(Revenue and ICT)	100%	Fixing Ceiling at ICT section and North wing(Revenue and ICT)	Job cards and Invoices
CWP_144	Renovation of offices	Upgrade municipal offices to meet the requirements for Occupational Certificates	Capital	Municipal Wide	500 000	CRR	25%	Installation of Water pressure pump and tanks for Majla and Sebayeng Satellite offices	100%	Installation of Water pressure pump and tanks for Majla and Sebayeng Satellite offices	N/A	N/A	N/A	Job cards and Invoices	
CWP_147	Refurbishment of Municipal Public toilets	Replacement of existing sanitary fittings to Vandal proof sanitary ware. Removal and installation of new sanitary fittings.	Capital		6 000 000	CRR	25%	Removal and installation of new sanitary fittings, tiling, Electrical finishes, wall finishes and access control at: Checkers	50%	Removal and installation of new sanitary fittings, tiling, Electrical finishes, wall finishes and access control at: Excelsior	75%	Removal and installation of new sanitary fittings, tiling, Electrical finishes, wall finishes and access control at: Pick and	100%	Removal and installation of new sanitary fittings, tiling, Electrical finishes, wall finishes and access control at: Bus	Job cards and Invoices

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Project Name	Activities	Open Expenditure	Ward No.	MTERF (R)	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)					
	tiling, Electrical finishes, wall finishes and access control at: Checkers centre, SABC Park, Library Gardens, Excelsior Street, Taxi Rank, Hospital Park, Pick and Pay, Indian Centre, Bus Terminal, RSA(Dahl Street)			2023/24		Percentage (%)	Target Description	Percentage (%)	Target Description	Percentage (%)	Revised 3rd Quarter Target	Percentage (%)	Revised 4th Quarter Target	
CWP - 149	Refurbishment of Jack Botes Hall	Capital	39	1 500 000	CRR	25%	Waterproofing of concrete slabs	50%	Waterproofing of concrete slabs	75%	fixing of exit doors and smoke ventilators	100%	fixing of exit doors and smoke ventilators	Job cards and Invoices

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Project Name	Activities	Project Description	Opex/Capex	Ward No.	MTERF Budget (R)	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)					
CWP_150	Refurbishment Aganang Cluster offices	Plumbing, electrical, floor finishes, sanitary fittings replacement	Capital	Aganang Cluster	500 000	CRR	25%	Plumbing maintenance	50%	sanitary fittings replacement	75%	electrical, floor finishes	100%	electrical, floor finishes,	Job cards and Invoices
CWP_151	Municipal Furniture and Office Equipment's	Purchasing of office equipment's for staff personnel in Aganang	Capital	Municipal Wide	539 254	CRR	25%	Purchasing of office equipment's for staff personnel in Aganang	100%	Purchasing of office equipment's for staff personnel in Aganang	N/A	N/A	N/A	Job cards and Invoices	
CWP_152	Fencing of New Council Chamber Precinct Area from VIC to the New Council Chamber	Fencing of New Council Chamber and Jack Botes Hall Precinct Area from VIC to the New Council Chamber	Capital	City CBD	1 500 000	CRR	25%	Fencing of New Council Chamber and Jack Botes Hall Precinct Area from VIC to the New Council Chamber	100%	Fencing of New Council Chamber and Jack Botes Hall Precinct Area from VIC to the New Council Chamber	N/A	N/A	N/A	Job cards and Invoices	
CWP_153	Construction of Seshogo Municipal Cluster Offices	Construction of Municipal Cluster Offices (Planning)	Capital	17	869 565	IUDG	25%	Scoping report submission and approval	50%	Preliminary design report submission and approval	75%	Detail design report submission and approval. Submission of drawings at Building Inspection	100%	Approval of drawings at Building Inspection	Design reports, Drawings

P.D.

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Project Name	Activities	Open /Capex	Ward No.	MTERF (R) 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)					
				2023/24		Percentage (%)	Target Description	Percentage (%)	Target Description	Percentage (%)	Revised 3rd Quarter Target for approval	Percentage (%)	Revised 4th Quarter Target	
ICT Projects														
CWP_154	Procurement of Laptops, PCs and Peripheral Devices	Procurement of standardized Laptops, PCs, and Peripheral devices to all End users	All Wards	536 295	CRR	25	1 Quarterly Report	50	1 Quarterly Report	75	1 Quarterly Report	100	1 Quarterly Report	Yes
CWP_155	Implementation of ICT Strategy	Collaboration of ICT to Business for Smart city vision	All Wards	286 883	CRR	N/A	N/A	N/A	N/A	50	1 Quarterly Report, and Appointment Letter	100	Project Closure Report and Functionality Test Report	Yes

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Project Name	Activities	Project Description	Opex/Capex	Ward No.	MTERF (R)	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)			
CWP_156	Network Upgrade	Improvement of Network Connectivity	Capital	All Wards	417 118	CRR	N/A	N/A	N/A	50	1	100	Yes
CWP_157	2X security Panel van	Purchase of 2 X security Panel van	Capital	All Wards	1 260 000	CRR	25%	25%	50%	50%	50%	50%	Delivery of notices, Fleet analysis reports and technical fleet specification.
CWP_159	Acquisition of fleet - Refuse Trucks	Acquisition of fleet - Refuse Trucks	Capital	All Wards	17 787 277	CRR	25%	25%	50%	50%	50%	50%	Delivery of notices, Fleet analysis reports and technical fleet specification.

Fleet Management Projects

P.D.

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Turn P.D.

<p>STRICTLY CONFIDENTIAL</p>	
	<p>City of Polokwane</p>
<p>NAME: DONALD MATSI</p>	
<p>FINANCIAL DISCLOSURE FORM</p>	 <p>CITY OF Polokwane NATURALLY PROGRESSIVE</p>

CONFIDENTIAL Appendix C

I, the undersigned (surname and initials)

Thufi Donald M. Matisi

(Postal address)

P.O. Box 25, Sandfort 0708

(Residential address)

10.07, Remanov. Str. Ivy Park

(Position held)

Acting Director, Corporate And Share Services

(Name of Municipality)

FOKWAHE MUNICIPALITY

Tel:

0671495942

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/Entry
50%	Director R1		THAMKADON PETROLIUM

2. Directorships and partnerships

See information sheet: note (2)

Name of corporate entity, partnership or firm	Type of business	Amount of Remuneration/Income
THAMKADON PETROLIUM	PRIVATE COMPANY	PO

TURN P. 1

TURN P. 2.

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 _____
Signature by Council _____
Date _____

4. Consultants and retainerships
See information sheet: note (4)

Name of client	Nature	Type of business activity	Value of any benefits received

5. Sponsorships
See information sheet: note (5)

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

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

Description	Value	Source

OATH/
AFFIRMA
TION

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
[Signature]

DATE: 25/07/2023
PLACE: Plot 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100

Description	Extent	Area	Value
PROPERTY	375m ²	Ily Park, Rk 2, 3 m	

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

Turn P.D.

TUN P.D

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

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

Full first names and surname:
UBUSENG MPHALELE
(Block letters)

Designation (rank)
ASSISTANT MANAGER
EX OFFICIO Republic of South Africa

Street address of institution
**GR LINDROSS ROAD & BODENSTAN
STREETS**

Date
25/07/2023
Place
POLOKWANE

CONTENTS NOTED
[Handwritten Signature]

MUNICIPAL MANAGER
DATE:
02/08/2023



Handwritten initials: P.D. and J.P.N.

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>REMUNERATED 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>SPONSORSHIPS</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 3</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>GIFTS AND HOSPITALITY FROM A SOURCE OTHER THAN A FAMILY MEMBER</p>	<p>NOTE 4</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 5</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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Handwritten initials or mark at the top of the page.

DONALD MATSI
ACTING DIRECTOR:
CORPORATE AND
SHARED SERVICES

AND

CITY OF POLOKWANE
AS REPRESENTED BY
THE
MUNICIPAL MANAGER
THUSO NEMUGUMONI

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 AS 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 / Performance Indicators: Expected measurable	2. Outcomes (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 / practice / area	7. Support Person
1. Skills / Performance Indicators: Expected measurable	2. Outcomes (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 / practice / area	7. Support Person
E.g. 1. Appraise performance and enter into agreements with all managers reporting to him / her, appraise them against set criteria, following relevant time frames	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	A course containing theoretical and practical application with coaching in the workplace exceeding R 6 000	External provider, in line with identified unit standard and coaching in the workplace exceeding R 6 000	March 200...	Appraisals managed / her	Senior Manager: Training g/HR

(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.

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1. Skills / Expected (measurable) indicators: quantity, quality (in order and time frames)	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
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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.

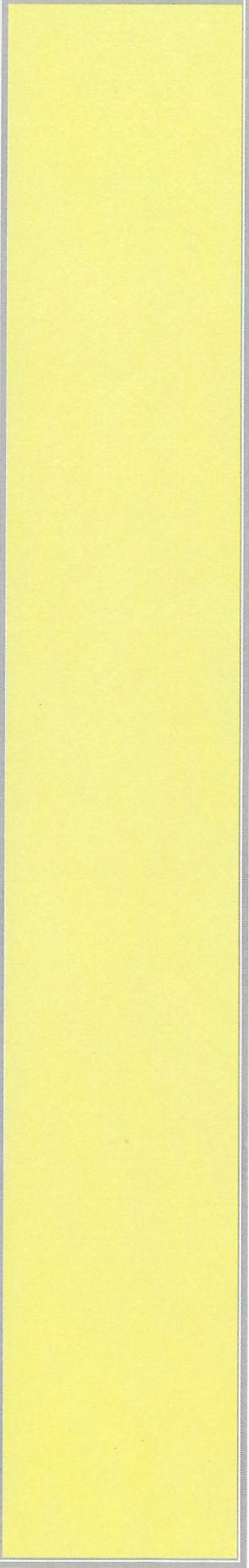
1. Skills / Expected (measurable) indicators: quantity, quality (in order and time frames)	2. Outcomes	3. Suggested training and / or development activity	4. Suggested mode of delivery	5. Suggested Time Frames	6. Work opportunity created to person	7. Support
--	-------------	---	-------------------------------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

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

Column 4 : Suggested mode of delivery

1. Skills / Expected (measurable)	2. Outcomes indicators: quantity, quality (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 practice skill / development area	7. Support Person
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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 / Expected (measurable)	2. Outcomes indicators: quantity, quality (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 practice skill / development area	7. Support Person
-----------------------------------	--	---	-------------------------------	--------------------------	--	-------------------

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 / Expected (measurable)	2. Outcomes indicators: quantity, quality (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 practice skill / development area	7. Support Person
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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

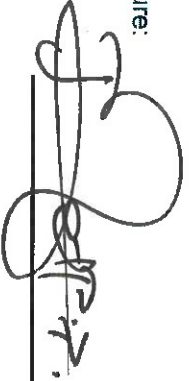
1. Skills / Expected Perform (measurable indicators: quantity, quality and time frames)	2. Outcomes	3. Suggested training and / or development activity	4. Suggested mode of delivery	5. Suggested Time Frames	6. Work opportunity created to develop a skill / area	7. Support Person

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


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

Employee's signature:



Municipal Manager's signature:



Date

25/07/2023

02/08/2023.