

# POLOKWANE MUNICIPALITY



## PERFORMANCE AGREEMENT

**2025/26**

(1 June 2025)

**Mr. Donald Matsi**

**DIRECTOR: CORPORATE AND SHARED SERVICES**

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**PERFORMANCE AGREEMENT**

**MADE AND ENTERED INTO BY AND BETWEEN:**

**THE POLOKWANE MUNICIPALITY**

**AS REPRESENTED BY THE MUNICIPAL MANAGER**

**Ms. Thuso Nemugumoni**

(herein and after referred to as the Employer)

**AND**

**DIRECTOR: CORPORATE AND SHARED SERVICES**

**Mr. Donald Matsi**

(herein and after referred to as the Employee)

**FOR THE**

**FINANCIAL YEAR:**

**01 JULY 2025 – 30 JUNE 2026**

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

## 2. PURPOSE OF THIS AGREEMENT

### The purpose of this Agreement is to:

- 2.1 Comply with the provisions of Section 57(1)(b), (4A), (4B) and (5) of the Act as well as the employment contract entered into between the parties;

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- 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 2025** and will remain in force until **30 June 2026** 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 31<sup>st</sup> of July of the succeeding financial year;
- 3.3 This Agreement will terminate on the termination of the Employee's contract of employment for any reason; and
- 3.4 The content of this Agreement may be revised at any time during the above-mentioned period to determine the applicability of the matters agreed upon;

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

#### 4. PERFORMANCE OBJECTIVES

4.1 The Performance Plan (Annexure A) sets out-

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

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

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

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

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

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## 5. PERFORMANCE MANAGEMENT SYSTEM

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

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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%
		<b>Converted to 80%</b>

5.7 Manager's responsibilities are also directed in terms of the abovementioned key performance areas. In the case of managers directly accountable to the Municipal Manager, other key performance areas related to the functional area of the relevant manager can be added subject to negotiation between the municipal manager and the relevant manager

5.8 The CCRs will make up the other 20% of the Employee's assessment score. CCRs that are deemed to be most critical for the Employee's specific job should be selected (✓) from the list below as agreed to between the Employer and Employee. Three of the CCRs are compulsory for Municipal Managers:

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

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

<sup>2</sup>✓ Compulsory for municipal manager

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

## 6. PERFORMANCE ASSESSMENT

6.1 The Performance Plan (Annexure A) to this Agreement sets out:

6.1.1 The standards and procedures for evaluating the Employee's performance; and

6.1.2 The intervals for the evaluation of the Employee's performance;

6.2 Despite the establishment of agreed intervals for evaluation, the Employer may in addition review the Employee's performance at any stage while the contract of employment remains in force;

6.3 Personal growth and development needs identified during any performance review discussion must be documented in a Personal Development Plan as well as the actions agreed to and implementation must take place within set time frames;

6.4 The Employee's performance will be measured in terms of contributions to the strategic objectives and strategies set out in the Employer's IDP

6.5 The Annual performance appraisal will involve:

6.5.1 Assessment of the achievement of results as outlined in the Performance Plan

(a) Each KPA should be assessed according to the extent to which the specified standards or performance indicators have been met and with due regard to *ad-hoc* tasks that had to be performed under the KPA

(b) Values are supplied for KPI's and Activities under each KPA as part of the Institutional Assessment. Based on the Target for an activity or KPI, over or under performance are calculated and converted to the 1-5-point scale automatically. These scores are carried over to the applicable employee's performance plan. During assessment, the employee has a chance to submit evidence of performance where a disagreement

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

#### 6.5.2 Assessment of the CCRs:

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

#### 6.5.3 Overall rating

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

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

#### 6.7

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

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

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

6.7.1 Municipal Manager

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

## 7. SCHEDULE FOR PERFORMANCE REVIEWS

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

Quarter	Review Period	Review to be completed by
1	July – September 2024	October 2025
2	October – December 2024	February 2026
3	January – March 2025	April 2026
4	April – June 2025	August 2026

- 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.

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## **8. DEVELOPMENTAL REQUIREMENTS**

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

## **9. OBLIGATIONS OF THE EMPLOYER**

### **9.1 The Employer shall:**

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

## **10. CONSULTATION**

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

- 10.1.1 A direct effect on the performance of any of the Employee's functions
- 10.1.2 Commit the Employee to implement or to give effect to a decision made by the Employer

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10.1.3 A substantial financial effect on the Employer

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

## **11. MANAGEMENT OF EVALUATION OUTCOMES**

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

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

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

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

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

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

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

## **12. DISPUTE RESOLUTION**

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

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12.2 If the Parties cannot resolve the issues within 10 (ten) business days, an independent arbitrator, acceptable to both parties, shall be appointed to resolve the matter within 30 (thirty) business days; and

12.3 In the event that the mediation process contemplated above fails, the relevant clause of the Contract of Employment shall apply.

### 13. GENERAL

13.1 The contents of this agreement and the outcome of any review conducted in terms of Annexure A may be made available to the public by the Employer;

13.2 Nothing in this agreement diminishes the obligations, duties or accountabilities of the Employee in terms of his/ her contract of employment, or the effects of existing or new regulations, circulars, policies, directives or other instruments; and


13.3 The performance assessment results of the Municipal Manager must be submitted to the MEC responsible for local government in the relevant province as well as the national minister responsible for local government, within fourteen (14) days after the conclusion of the assessment.

Thus done and signed at Potokwane on this the 14 day of July 2025



**DIRECTOR: CORPORATE AND SHARED SERVICES**

#### AS WITNESSES:

1. 
2. \_\_\_\_\_

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Thus **done** and **signed** at 781okwane on this the 14 day of July 2025

**AS WITNESSES:**

1. \_\_\_\_\_

2. \_\_\_\_\_

TURMUGUMONI  
MUNICIPAL MANAGER

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## ANNEXURE A

Project Number	Project Name	SBU	Key Performance Indicator (KPI)	Unit of Measure (UOM)	Approved Budget	Performance Baseline From 2024/25 Annual Report	Annual Target 2025/26	Annual Target Description	Quarter 1	Q1 Target Description	Q1 POE	Quarter 2	Q2 Target Description	Q2 POE	Quarter 3	Q3 Target Description	Q3 POE	Quarter 4	Q4 Target Description	Q4 POE	Portfolio of Evidence (POE)
MTO D_T L1	N/A	Human Resources Development	Submission of Reviewed WSP to LGS ETA by the 30 <sup>th</sup> of April each year	#	N/A	1	1	Submission of a Reviewed WSP to LGS ETA by the 30th of April	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	1	Submission of a Reviewed WSP to LGS ETA by the 30th of April	Acknowledgement letter from LGSETA	Acknowledgement letter from LGSETA
MTO D_T L2	N/A	Human Resources Management	Submission of Employment Equity Report to the Department of Labour	#	N/A	1	1	Submission of Employment Equity Report to the Department of Labour	N/A	N/A	N/A	N/A	N/A	N/A	1	Submission of Employment Equity Report to the Department of Labour	Acknowledgement Letter from Department of Labour	N/A	N/A	N/A	Acknowledgement Letter from Department of Labour

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Project Number	Project Name	SBU	Key Performance Indicator (KPI)	Unit of Measure (UoM)	Approved Budget	Performance Baseline From 2024/25 Annual Report	Annual Target 2025/26	Annual Target Description	Quarter 1	Q1 Target Description	Q1 POE	Quarter 2	Q2 Target Description	Q2 POE	Quarter 3	Q3 Target Description	Q3 POE	Quarter 4	Q4 Target Description	Q4 POE	Portfolio of Evidence (POE)
			ur by 15 January each year				ur by 15 January each year									ur by 15 January					
MTO DLT L3	N/A	Human Resources Development	Number of new External Students awarded study bursaries for the next academic year by 30th June each year	#	R2 700 000 (new intakes and existing)	40	50	Awarding of 50 bursaries to external students	N/A	N/A	N/A	N/A	N/A	N/A	50	Awarding of 50 bursaries to external students	External Bursaries Report	N/A	N/A	N/A	External Bursaries Report

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Project Number	Project Name	SBU	Key Performance Indicator (KPI)	Unit of Measure (UoM)	Approved Budget	Performance Baseline From 2024 /25 Annual Report	Annual Target 2025/26	Annual Target Description	Quarter 1	Q1 Target Description	Q1 POE	Quarter 2	Q2 Target Description	Q2 POE	Quarter 3	Q3 Target Description	Q3 POE	Quarter 4	Q4 Target Description	Q4 POE	Portfolio of Evidence (POE)
MTOD_T L4	N/A	Human Resources Development	Number of Graduates students awarded Internships / Experiential / Learnership at Polokwane Municipality by the 30 June each year	#	R2 100 000	New	105	Awarding of internships / Experiential / Learnership to 105 students	N/A	N/A	N/A	105	Awarding of internships / Experiential / Learnership to 105 students	Internships/Experiential/Learnership Report	N/A	N/A	N/A	N/A	N/A	N/A	Internships/Experiential/Learnership Report

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Project Number	Project Name	SBU	Key Performance Indicator (KPI)	Unit of Measure (UoM)	Approved Budget	Performance Baseline From 2024/25 Annual Report	Annual Target 2025/26	Annual Target Description	Quarter 1	Q1 Target Description	Q1 POE	Quarter 2	Q2 Target Description	Q2 POE	Quarter 3	Q3 Target Description	Q3 POE	Quarter 4	Q4 Target Description	Q4 POE	Portfolio of Evidence (POE)
MTODTL5	N/A	Human Resources Management	% of training session on application and understanding of code of conduct for new employees by 30 June each year	%	N/A	100%	100%	% of training session on application and understanding of code of conduct for new employees per quarter	100%	% of training session on application and understanding of code of conduct for new employees per quarter	Attendance Registers	100%	% of training session on application and understanding of code of conduct for new employees per quarter	Attendance Registers	100%	% of training session on application and understanding of code of conduct for new employees per quarter	Attendance Registers	100%	% of training session on application and understanding of code of conduct for new employees per quarter	Attendance Registers	Attendance Registers
MTODTL6	N/A	Human Resources Development Organis	Number of Institutional Organisational Structure	#	N/A	New	1	Number of Institutional Organisational Structure	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	1	Institutional Organisational Structure reviewed	Organizational Structure Report	Organizational Structure Report

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Project Number	Project Name	SBU	Key Performance Indicator (KPI)	Unit of Measure (UoM)	Approved Budget	Performance Baseline From 2024/25 Annual Report	Annual Target 2025/26	Annual Target Description	Quarter 1	Q1 Target Description	Q1 POE	Quarter 2	Q2 Target Description	Q2 POE	Quarter 3	Q3 Target Description	Q3 POE	Quarter 4	Q4 Target Description	Q4 POE	Portfolio of Evidence (POE)
		ational Development	ture reviewed in line with the IDP and Budget by 30 June each year					ture reviewed in line with the IDP and Budget by 30 June each year											in line with the IDP and Budget by 30 June each year		
MTO D_T L7	N/A	Human Resources Development	Number of employees trained by 30 June each Financial Year	#	R13 172 719	New	650	650 employees trained by 30 June 2025	163	163 employees to be trained	Training Report	162	162 employees to be trained	Training Report	163	163 employees to be trained	Training Report	162	162 employees to be trained	Training Report	Training Report
MTO D_T L8	N/A	Human Resources Management	Number of LLF meetings	#	N/A	New	10	Number of LLF meetings	3	3 LLF meetings held per	Invitations/Minutes /Attendance	2	2 LLF meetings held per	Invitations/Minutes /Attendance registers	3	3 LLF meetings held per	Invitations/Minutes /Attendance	2	2 LLF meetings held per	Invitations/Minutes /Attendance	Invitations/Minutes /Attendance registers

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Project Number	Project Name	SBU	Key Performance Indicator (KPI)	Unit of Measure (UoM)	Approved Budget	Performance Baseline From 2024 /25 Annual Report	Annual Target 2025/26	Annual Target Description	Quarter 1	Q1 Target Description	Q1 POE	Quarter 2	Q2 Target Description	Q2 POE	Quarter 3	Q3 Target Description	Q3 POE	Quarter 4	Q4 Target Description	Q4 POE	Portfolio of Evidence (POE)
		age ment	held by 30 June each year.					held per annum		quarter	registers		quarter			quarter	registers		quarter	registers	
MTO D_T L9	N/A	Human Resources Management	Number of employees medically tested (OHS) by 30 June each year	#	R1 000 000	New	180	Number of employees medically tested	45	45 Employees to be medically tested	Medical Testing Reports	45	45 Employees to be medically tested	Medical Testing Reports	45	45 Employees to be medically tested	Medical Testing Reports	45	45 Employees to be medically tested	Medical Testing Reports	Medical Testing Reports
MTO D_T L10	N/A	Human Resources Development	Number of Internal bursaries awarded by 30 June each year	#	R2 293 167	New	40	Award bursaries to 50 Internal staff members	N/A	N/A	N/A	N/A	N/A	N/A	40	Award bursaries to 50 internal staff members	Internal Bursaries Report	N/A	N/A	N/A	Internal Bursaries Report

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Project Number	Project Name	SBU	Key Performance Indicator (KPI)	Unit of Measure (UoM)	Approved Budget	Performance Baseline From 2024/25 Annual Report	Annual Target 2025/26	Annual Target Description	Quarter 1	Q1 Target Description	Q1 POE	Quarter 2	Q2 Target Description	Q2 POE	Quarter 3	Q3 Target Description	Q3 POE	Quarter 4	Q4 Target Description	Q4 POE	Portfolio of Evidence (POE)
MTO D_T L11	N/A	Human Resources Management	Number of OHS Awareness Campaigns Conducted by 30 June each financial year	#	N/A	New	4	Number of OHS Awareness Campaigns Conducted by 30 June each financial year	1	1 OHS Awareness Campaign to be conducted per quarter	Awareness Campaign Report/Attendance Register	1	1 OHS Awareness Campaign to be conducted per quarter	Awareness Campaign Report/Attendance Register	1	1 OHS Awareness Campaign to be conducted per quarter	Awareness Campaign Report/Attendance Register	1	1 OHS Awareness Campaign to be conducted per quarter	Awareness Campaign Report/Attendance Register	Awareness Campaign Report/Attendance Register
MTO D_T L12	N/A	Human Resources Development	Number of individual Performance Assessment Facilitated by 30 June each Financial	#	N/A	New	2	Facilitate the submission of Annual performance Assessment and mid-year	N/A	N/A	N/A	1	Facilitate the submission of Annual Performance Assessments	Report on the facilitation of submission of Annual Performance assessments	N/A	N/A	N/A	1	Facilitate the submission of Mid-Year Performance Assessments	Report on the facilitation of submission of Mid-Year Performance Assessments	Reports on the facilitation of submission of Performance Assessments (Annual/Mid-year)

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Project Number	Project Name	SBU	Key Performance Indicator (KPI)	Unit of Measure (UoM)	Approved Budget	Performance Baseline From 2024 /25 Annual Report	Annual Target 2025/26	Annual Target Description	Quarter 1	Q1 Target Description	Q1 POE	Quarter 2	Q2 Target Description	Q2 POE	Quarter 3	Q3 Target Description	Q3 POE	Quarter 4	Q4 Target Description	Q4 POE	Portfolio of Evidence (POE)
			cial Year					performance Assessment													
MTOD_T L13	N/A		Number of graduates appointed in the municipality by 30 June 2026	#	N/A	New	4	Total number of graduates appointed by the municipality	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	4	4 Employed	Employment reports	Employment reports
MTOD_T L14	N/A		The number of employment equity targets reports on groups	#	N/A	New	4	4 reports	1	Report	1	Report	1	Report	1	Report	1	Report	1	Report	Report

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Project Number	Project Name	SBU	Key Performance Indicator (KPI)	Unit of Measure (UoM)	Approved Budget	Performance Baseline From 2024/25 Annual Report	Annual Target 2025/26	Annual Target Description	Quarter 1	Q1 Target Description	Q1 POE	Quarter 2	Q2 Target Description	Q2 POE	Quarter 3	Q3 Target Description	Q3 POE	Quarter 4	Q4 Target Description	Q4 POE	Portfolio of Evidence (POE)
			employed in the three highest levels of management in compliance with a municipality approved employment equity plans																		

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Project Number	Project Name	SBU	Key Performance Indicator (KPI)	Unit of Measure (UoM)	Approved Budget	Performance Baseline From 2024/25 Annual Report	Annual Target 2025/26	Annual Target Description	Quarter 1	Q1 Target Description	Q1 POE	Quarter 2	Q2 Target Description	Q2 POE	Quarter 3	Q3 Target Description	Q3 POE	Quarter 4	Q4 Target Description	Q4 POE	Portfolio of Evidence (POE)
MTOD_TL15	N/A	Human Resources Development (EAP)	% of employees referred to external wellness intervention	%	R1 400 000	New	100%	Refer employees for external intervention	100%	Refer employees for external intervention	Referral Report	100%	Refer employees for external intervention	Referral Report	100%	Refer employees for external intervention	Referral Report	100%	Refer employees for external intervention	Referral Report	Referral Report
MTOD_TL16	N/A	Human Resources Management	Number of OHS policy Reviewed by 30 June each Financial Year	#	N/A	New	1	Number of OHS policies Reviewed by 30 June each Financial Year	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Number of OHS policy Reviewed by 30 June each Financial Year	Review ed OHS Policy Council Resolution	Reviewed OHS Policy Council Resolution
BSD_TL51	N/A OPEX	Facilities Management	Number of municipal facilities comp	#	R10 000 000	0	2	Number of municipal facilities comp	25%	Allocation of engineering for consultant	Allocation approval	50%	Submission of application for Occupation	Structural report, Application submissions	100%	Approval Of Occupation Certif	Occupation Certificates	N/A	N/A	N/A	Occupation Certificates

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Project Number	Project Name	SBU	Key Performance Indicator (KPI)	Unit of Measure (UoM)	Approved Budget	Performance Baseline From 2024/25 Annual Report	Annual Target 2025/26	Annual Target Description	Quarter 1	Q1 Target Description	Q1 POE	Quarter 2	Q2 Target Description	Q2 POE	Quarter 3	Q3 Target Description	Q3 POE	Quarter 4	Q4 Target Description	Q4 POE	Portfolio of Evidence (POE)
			lying with building regulations by 30 June each year					lying with building regulations by 30 June each year					n Certificate for Jack Botes Hall, West Emburg Hall			icates					
BSD_TL 53	N/A	Facilities Management	Number of Municipal Buildings where Disability compliance were implemented by 30 June each year	#	R1 000 000	New	2	Number of Municipal Buildings where Disability compliance were implemented by 30 June each year	25 %	Allocation of Service Provider	Allocation approval	100 %	Construction of ramps at Municipal Facilities	Invoices, completion certificates	N/A	N/A	N/A	N/A	N/A	N/A	Invoices, completion certificates

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Project Number	Project Name	SBU	Key Performance Indicator (KPI)	Unit of Measure (UoM)	Approved Budget	Performance Baseline From 2024/25 Annual Report	Annual Target 2025/26	Annual Target Description	Quarter 1	Q1 Target Description	Q1 POE	Quarter 2	Q2 Target Description	Q2 POE	Quarter 3	Q3 Target Description	Q3 POE	Quarter 4	Q4 Target Description	Q4 POE	Portfolio of Evidence (POE)
MTD_OS1	N/A	Human Resources Development	% of employees referred for wellness interventions by 30 June each year	%	R1 400 000	New	100%	Refer employees for external intervention	100%	Referral of employees who require external wellness interventions	Referral Report	100%	Referral of employees who require external wellness interventions	Referral Report	100%	Referral of employees who require external wellness interventions	Referral Report	100%	Referral of employees who require external wellness interventions	Referral Report	Referral Report
BSD_OS1	N/A OPEX	Facilities Management	Number of Facility maintenance plan reviewed by 30 June each year	#	N/A	0	1	Review of Facility maintenance plan	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	1	Approval of Facility maintenance plan reviewed	Approved Facility maintenance plan review	Approved Facility maintenance plan reviewed

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## ANNEXURE B – CAPITAL WORKS PLAN

Project Number	Project Name	Activities / Project Description	CAPEX / OPEX	Regional Segment	Funding Source	Budget - 2025/26	Annual Target	QUARTERLY PROJECT IMPLEMENTATION MILESTONES												Portfolio of Evidence
								Quarter 1 (Jul-Sep 25)			Quarter 2 (Oct-Dec 25)			Quarter 3 (Jan - Mar 26)			Quarter 4 (Apr - Jun 26)			
								Q1 Target Percentage (%)	Target Description	Q1 POE	Q2 Target Percentage (%)	Target Description	Q2 POE	Q3 Target Percentage (%)	Target Description	Q3 Revised POE	Q4 Target Percentage (%)	Q4 Target Description	Q4 POE	
CORPORATE AND SHARED SERVICES																				
Facilities Maintenance																				
CWP_143	Renovation of Municipal offices at Seshogo Zone 1:	Seshogo Zone 1, Repainting of building structure, replacement of faulty electrical	Capital	II	CR	500000	01 Municipal Office Renovated by target date and be issued	25%	Allocation of Service Provider from Panel of Service Providers for	Request for Allocation Memo, Approved Quota	35%	Site Handover to contractor	Site handover report	50%	Repainting of building structure, replacement of faulty electrical component	Progress report, invoices	100%	Completion of scope of work, invoices	N/A	Allocation Memo, Invoices, Completion certificate

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Project Number	Project Name	Activities / Project Description	CAPEX / OPEX	Regional Segment	Funding Source	Budget - 2025/26	Annual Target	QUARTERLY PROJECT IMPLEMENTATION MILESTONES												Portfolio of Evidence
								Quarter 1 (Jul-Sep 25)			Quarter 2 (Oct-Dec 25)			Quarter 3 (Jan - Mar 26)			Quarter 4 (Apr - Jun 26)			
								Q1 Target Percentage (%)	Target Description	Q1 POE	Q2 Target Percentage (%)	Target Description	Q2 POE	Q3 Target Percentage (%)	Target Description	Q3 Revised POE	Q4 Target Percentage (%)	Q4 Target Description	Q4 POE	
		ical components, replacement of damaged fittings					with Completion Certificate		General Building Maintenance	tions					ts, replacement of damaged fittings					
CW_P_144	Renovation of Municipal offices at Seshogo Zone 3	Seshogo Zone 3, Repainting of building structure, replacement of faulty electrical components, replacement of	Capital	12	CRR	900000	01 Municipal Office Renovated By target date and be issued with Completion Certificate	25%	Allocation of Service Provider from Panel of Service Providers for General Building Maintenance	Request for Allocation Memo, Approved Quotations	35%	Site handover to the service provider	Site handover report	50%	Repainting of building structure, replacement of faulty electrical components, replacement of damaged	Progress report, invoices	100%	Completion of scope of works	Invoices, Completion certificate	Allocation Memo, Invoice, Completion certificate

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Project Number	Project Name	Activities / Project Description	CAPEX / OPEX	Regional Segment	Funding Source	Budget - 2025/26	Annual Target	QUARTERLY PROJECT IMPLEMENTATION MILESTONES												Portfolio of Evidence
								Quarter 1 (Jul-Sep 25)			Quarter 2 (Oct-Dec 25)			Quarter 3 (Jan - Mar 26)			Quarter 4 (Apr - Jun 26)			
								Q1 Target Percentage (%)	Target Description	Q1 POE	Q2 Target Percentage (%)	Target Description	Q2 POE	Q3 Target Percentage (%)	Target Description	Q3 Revised POE	Q4 Target Percentage (%)	Q4 Target Description	Q4 POE	
		damaged fittings											fittings							
CWP-14S	Renovation of Municipal offices at Seshogo Zone 8:	Seshogo Zone 8: Re-painting of building structure, replacement of faulty electrical components, replacement of damaged fittings	Capital	13	CRR	400000	01 Municipal Office Renovated By target date and be issued with Completion Certificate	25%	Allocation of Service Provider from Panel of Service Providers for Airconditioning Maintenance	Request for Allocation Memo, Approved Quotations	35%	Site handover to the service provider	Site handover report	75%	Re-painting of building structure, replacement of faulty electrical components, replacement of damaged fittings	Progress report, invoices	100%	Re-painting of building structure, replacement of faulty electrical components, replacement of damaged fittings	Completion of scope of works, Invoices	Allocation Memo, Invoice, Completion certificate

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Project Number	Project Name	Activities / Project Description	CAPEX / OPEX	Regional Segment	Funding Source	Budget - 2025/26	Annual Target	QUARTERLY PROJECT IMPLEMENTATION MILESTONES												Portfolio of Evidence	
								Quarter 1 (Jul-Sep 25)			Quarter 2 (Oct-Dec 25)		Quarter 3 (Jan - Mar 26)			Quarter 4 (Apr - Jun 26)					
								Q1 Target Percentage (%)	Target Description	Q1 POE	Q2 Target Percentage (%)	Target Description	Q2 POE	Q3 Target Percentage (%)	Q3 Target Description	Q3 Revised POE	Q4 Target Percentage (%)	Q4 Target Description	Q4 POE		
CWP_146	Refurbishment of New Council Chamber	Replacement of Air Conditioning Plant, Repair of external structure, replacement of faulty electrical and plumbing fittings	Capital	39	CR	1 900 000	% Refurbishment of New Council Chamber completed by target date and be issued with Completion Certificate	25 %	Allocation of Service Providers from Panel of Service Providers for General Building and Airconditioning Maintenance	Request for Allocation Memo, Approved Quotations	100 %	Replacement of Air Conditioning Plant, Repaint of external structure, replacement of faulty electrical and plumbing fittings	Invoices, Completion certificate	N/A	N/A	N/A	N/A	N/A	N/A	Allocation Memo, Invoices, Completion certificate	
CWP_147	Refurbishment of Aganang	Replacement of roof structure,	Capital	Aganang	CR	2 000 000	% Refurbishment of Aganang	25 %	Allocation of Service Providers	Request for Allocation	35 %	Site Handover to the contractor.	Site handover report	50 %	Replacement of roof structure,	Progress report	100 %	Completion of scope of works		Completion certificate, invoices	Allocation Memo, Invoices, Compl

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Project Number	Project Name	Activities / Project Description	CAPEX / OPEX	Regional Segment	Funding Source	Budget - 2025 /26	Annual Target	QUARTERLY PROJECT IMPLEMENTATION MILESTONES												Portfolio of Evidence
								Quarter 1 (Jul-Sep 25)			Quarter 2 (Oct-Dec 25)			Quarter 3 (Jan - Mar 26)			Quarter 4 (Apr - Jun 26)			
								Q1 Target Percentage (%)	Target Description	Q1 POE	Q2 Target Percentage (%)	Target Description	Q2 POE	Q3 Target Percentage (%)	Target Description	Q3 Revised POE	Q4 Target Percentage (%)	Q4 Target Description	Q4 POE	
	Municipal Hall	sanitary fittings, electrical fittings, flooring					ang Municipal Hall Completed by target date and be issued with Completion Certificate		ders from Panel of Service Providers for General Building Maintenance	on Memo, Approved Quotations					sanitary fittings, electrical fittings, flooring					etion certificate
CWP_148	Refurbishment Agang Cluster office: Mohlonong	Repairing of walls, Waterproofing, replacement of sanitary	Capital	Agang	CR	800000	% of Refurbishment Agang Cluster offices	25%	Allocation of Service Providers from Panel of Service	Request for Allocation Memo, Approved	35%	Site handover to the contractor	Site handover report	75%	Repairing of walls, Waterproofing, replacement of sanitary	Progress report, invoices	100%	Completion of scope of works	Invoices, Completion certificate	Allocation Memo, Invoices, Completion certificate

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Project Number	Project Name	Activities / Project Description	CAPEX / OPEX	Regional Segment	Funding Source	Budget - 2025 / 26	Annual Target	QUARTERLY PROJECT IMPLEMENTATION MILESTONES												Portfolio of Evidence
								Quarter 1 (Jul-Sep 25)			Quarter 2 (Oct-Dec 25)			Quarter 3 (Jan - Mar 26)			Quarter 4 (Apr - Jun 26)			
								Q1 Target Percentage (%)	Target Description	Q1 POE	Q2 Target Percentage (%)	Target Description	Q2 POE	Q3 Target Percentage (%)	Target Description	Q3 Revised POE	Q4 Target Percentage (%)	Q4 Target Description	Q4 POE	
		fittings, electrical fittings							Providers for General Building Maintenance	Quotations					fittings, electrical fittings					
CW P_149	Municipal Furniture and Office Equipment's	Purchasing of office equipment's for staff personnel in Aganang	Capital	Municipal Wide	CR	500000	% of office furniture and equipment Purchased by target date	25%	Allocation of Service Provider	Request for Allocation Memo, Approved Quotations	100%	Purchasing of Furniture and office equipment	Delivery Notes, Invoices	N/A	N/A	N/A	N/A	N/A	N/A	Request for Allocation Memo, Approved Quotations, Delivery Notes, Invoices
ICT																				
CW P_150	Procurement of Laptops.	Procurement of standard	Capital	All Wards	CR	1647031	4 Quarterly Reports	1	1 report on procurement	Report	1	1 report on procurement of	Report	1	1 report on procurement	Report	1	1 report on procurement of Laptop and PC	Report	4 Reports on procurement of

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Project Number	Project Name	Activities / Project Description	CAPEX / OPEX	Regional Segment	Funding Source	Budget - 2025 / 26	Annual Target	QUARTERLY PROJECT IMPLEMENTATION MILESTONES												Portfolio of Evidence
								Quarter 1 (Jul-Sep 25)			Quarter 2 (Oct-Dec 25)			Quarter 3 (Jan - Mar 26)			Quarter 4 (Apr - Jun 26)			
								Q1 Target Percentage (%)	Target Description	Q1 POE	Q2 Target Percentage (%)	Target Description	Q2 POE	Q3 Target Percentage (%)	Target Description	Q3 Revised POE	Q4 Target Percentage (%)	Q4 Target Description	Q4 POE	
	PCs and Peripheral Devices	ed Laptops, PCs, and Peripheral devices to all End users					on procurement of Laptop and PCs by 30 June each year		ent of Laptop and PC			Laptop and PC			nt of Laptop and PC					laptop and PC
CWP_151	Network Upgrade	Implement wi-fi connectivity for employees and the public	Capital	All Wards	CR	1794062	6 Municipal site offices implemented with Community Wi-fi network by 30 June	25%	Assessment of sites and development of terms of reference	Terms of reference developed	50%	Appointment of service provider	Appointment letter	75%	Implementation of wi-fi Network	Progress Report	100%	6 Municipal site offices implemented with Community Wi-fi network	Invoice	Invoice / Project Report

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Project Number	Project Name	Activities / Project Description	CAPEX / OPEX	Regional Segment	Funding Source	Budget - 2025 / 26	Annual Target	QUARTERLY PROJECT IMPLEMENTATION MILESTONES											Portfolio of Evidence		
								Quarter 1 (Jul-Sep 25)			Quarter 2 (Oct-Dec 25)			Quarter 3 (Jan - Mar 26)			Quarter 4 (Apr - Jun 26)				
								Q1 Target Percentage (%)	Target Description	Q1 POE	Q2 Target Percentage (%)	Target Description	Q2 POE	Q3 Target Percentage (%)	Target Description	Q3 Revised POE	Q4 Target Percentage (%)	Q4 Target Description		Q4 POE	
							each year														
CWP_152	Procurement, licensing and Management of online facility and boardroom booking solution	Procurement, licensing and Management of online facility and boardroom booking solution	Capital	All Worlds	CR	3443478	1 online boardroom booking solution procured by target 2027	50%	Development of terms of reference	Terms of reference developed	N/A	N/A	N/A	100%	Online boardroom booking solution procured	Appointment letter	N/A	N/A	Appointment letter/Invoice	Project report	
CWP_153	Procurement of Laptops for ISDG Interiors	Procurement of Laptops for ISDG Interiors	Capital	All Worlds	CR	434783	4 reports on procurement of	1	1 report on procurement of Laptop	Report	1	1 report on procurement of Laptop for ISDG	Report	1	1 report on procurement of Laptop	Report	1	1 report on procurement of Laptop for ISDG	Report	4 Report on procurement of Laptop	

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Project Number	Project Name	Activities / Project Description	CAPEX / OPEX	Regional Segment	Funding Source	Budget - 2025 / 26	Annual Target	QUARTERLY PROJECT IMPLEMENTATION MILESTONES												Portfolio of Evidence
								Quarter 1 (Jul-Sep 25)			Quarter 2 (Oct-Dec 25)			Quarter 3 (Jan - Mar 26)			Quarter 4 (Apr - Jun 26)			
								Q1 Target Percentage (%)	Target Description	Q1 POE	Q2 Target Percentage (%)	Target Description	Q2 POE	Q3 Target Percentage (%)	Target Description	Q3 Revised POE	Q4 Target Percentage (%)	Q4 Target Description	Q4 POE	
						Laptops for ISDG by June 2026			op for ISDG						p for ISDG					s for ISDG
FLEET MANAGEMENT SERVICES																				
CWP_154	Acquisition of fleet	Acquisition of mixed municipal fleet units	Capital	Municipal Wide	CR	37403204	Number of fleet acquired through the fleet model as approved by council	10%	Approval of Fleet Model by council	Resolution approved by council	25%	Submission of fleet specifications/requirements to SCM	Specifications and or requirements	50%	Appointment of supplier to deliver as per approved fleet model	Appointment letter	100%	Delivery of fleets as per specifications and or requirements	Delivery notes and Invoices	Delivery notes and invoices

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