

POLOKWANE MUNICIPALITY



PERFORMANCE AGREEMENT

2023/24

(1 July 2023)

Mr. Vheli Mthombeni

**ACTING DIRECTOR: STRATEGIC PLANNING,
MONITORING AND EVALUATION**

PERFORMANCE AGREEMENT

MADE AND ENTERED INTO BY AND BETWEEN:

THE POLOKWANE MUNICIPALITY

AS REPRESENTED BY THE MUNICIPAL MANAGER

Ms. Thuso Nemugumoni

(herein and after referred to as the Employer)

AND

ACTING DIRECTOR: STRATEGIC PLANNING, MONITORING AND EVALUATION

Mr. Vheli Mthombeni

(herein and after referred to as the Employee)

FOR THE

FINANCIAL YEAR:

01 JULY 2023 – 30 JUNE 2024

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1. INTRODUCTION

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

2. PURPOSE OF THIS AGREEMENT

The purpose of this Agreement is to:

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

3. COMMENCEMENT AND DURATION

- 3.1 This Agreement will commence on **01 July 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;
- 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	N/A
2.	Basic Service Delivery	N/A
	Local Economic Development (LED)	20%
	Municipal Financial Viability and Management	N/A
	Good Governance and Public Participation	80%
		Converted to 80%

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

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

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

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

²√ Compulsory for municipal manager

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

6. PERFORMANCE ASSESSMENT

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

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

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

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

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

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

6.5 The Annual performance appraisal will involve:

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

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

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

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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:

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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.

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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 2023	October 2023
2	October – December 2023	January 2024
3	January – March 2024	April 2024
4	April – June 2024	August 2024

- 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 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.

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

AS WITNESSES:

1.  _____


ACTING DIRECTOR: SPME

2.  _____

Thus done and signed at Polokwane on this the 27 day of July 2023

AS WITNESSES:

1. _____

2. _____

T. M. M. M. M. M.
MUNICIPAL MANAGER

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ANNEXURE A

Key Performance Area (KPA)	<ul style="list-style-type: none"> • Good Governance and Public Participation • Local Economic Development
Outcome 9:	Responsive, Accountable, Effective and Efficient Local Government System
Pillar	<ul style="list-style-type: none"> • Smart Governance • Smart Economy
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 develop and expand industrial manufacturing, agro-processing and secondary beneficiation within 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 • Strengthen the local economic development structures and expansion of expanded public works programme
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

Project Name	Project Number	SBU	Key Performance Indicator (KPI)	Unit of Measure (UoM)	Proposed Budget	Responsible Official	Performance Baseline From Annual Report	5 Years Targets				Portfolio of Evidence (POE)		
								Annual Target 2023/24	Quarter 1	Quarter 2	Quarter 3		Quarter 4	
N/A	GGPP_TL05	PMS	Tabling Draft Annual Report for previous financial year to Council by 31 January each year. (s121 - 129 MFMA)	Date	N/A	Manager: PMS	31-Jan-23	n/a	n/a	31-Jan-24	n/a	n/a	31-Jan-24	Copy of the draft Annual Report, Copy of Council Resolution
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Project Name	Project Number	SBU	Key Performance Indicator (KPI)	Unit of Measure (UoM)	Proposed Budget	Responsible Official	Performance Baseline From Annual Report	5 Years Targets					Portfolio of Evidence (POE)
								Annual Target 2023/24	Quarter 1	Quarter 2	Quarter 3	Quarter 4	
N/A	GGPP_TL06	PMS	Number of Quarterly Performance Reports submitted to Council by 30 June 2024	#	N/A	Manager PMS	4	1	1	1	1	1	Copy of Quarterly Performance Reports, Council Resolution
OPEX													
N/A	GGPP_OS04	PMS	Submission of the previous financial year Annual Performance Report to AG by 31 August each year	Date	N/A	Manager: PMS	31-Aug-22	31-Aug-23	N/A	N/A	N/A	N/A	Copy of previous financial year Annual Performance Report, Council Resolution
OPEX													
N/A	GGPP_OS05	PMS	Submission of the current financial year Mid-Year Performance Assessment Report to the Mayor, National Treasury and Provincial Treasury by 25 January each year.	Date	N/A	Manager: PMS	25-Jan-22	25-Jan-23	N/A	N/A	25-Jan-23	N/A	Copy of Mid-Year Performance Assessment Report, Council Resolution
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Project Name	Project Number	SBU	Key Performance Indicator (KPI)	Unit of Measure (UoM)	Proposed Budget	Responsible Official	Performance Baseline From Annual Report	5 Years Targets					Portfolio of Evidence (POE)	
								Annual Target 2023/24	Quarter 1	Quarter 2	Quarter 3	Quarter 4		
			(s72 of the MFMA)											
N/A	GGPP_OS06	PMS	Number of organisational performance management assessments conducted by 30 June each year	#	N/A	Manager: PMS	2	2	N/A	1	N/A	1	N/A	organisational performance management assessments Report
N/A	GGPP_OS07	PMS	Accounting Officer's submission of Draft SDBIP for next financial year to the Executive Mayor by 15 June each year (14 days after the adoption of the IDP and Budget)	#	N/A	Manager: PMS	14 days after the adoption of the IDP and Budget	14 days after the adoption of the IDP and Budget	N/A	N/A	N/A	N/A	14 days after the adoption of the IDP and Budget	Draft SDBIP for the New Financial year
N/A	GGPP_OS08	PMS	Approval of final SDBIP for next financial year	#	N/A	Manager: PMS	28 days after the adoption of the IDP	28 days after the adoption of the IDP	N/A	N/A	N/A	N/A	28 days after the adoption of the IDP	Final SDBIP for the New Financial year

Project Name	Project Number	SBU	Key Performance Indicator (KPI)	Unit of Measure (UoM)	Proposed Budget	Responsible Official	Performance Baseline From Annual Report	5 Years Targets					Portfolio of Evidence (POE)					
								Annual Target 2023/24	Quarter 1	Quarter 2	Quarter 3	Quarter 4						
OPEX			by the Executive Mayor within 28 days after the adoption of the IDP and Budget each year				of the IDP and Budget	and Budget										
N/A	GGPP_OS01	Municipal Clusters	Number of cluster offices that provide municipal services & other government services by 30 June each year	#	240 000	Manager Clusters	13	13	13	13	13	13	13	13	1. Reports (statistics of services provided) 2. attendance registers 3. query registers			
N/A	GGPP_OS02	Municipal Clusters	Number of identified sites where mobile services can be provided by 30 June each year	#	N/A	Manager Clusters	2 (Rampheri & Segopje)	1 (Moleletje)	N/A	N/A	N/A	1	1 (Moleletje)	1	1. Tribal resolution 2. Draft SG diagram			
N/A	GGPP_OS03	PMU	Number of monthly grants expenditure report	#	N/A	Manager: PMU	12	12	3	3	3	3	3	3	Monthly grants expenditure reports			
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Project Name	Project Number	SBU	Key Performance Indicator (KPI)	Unit of Measure (UoM)	Proposed Budget	Responsible Official	Performance Baseline From Annual Report	5 Years Targets					Portfolio of Evidence (POE)
								Annual Target 2023/24	Quarter 1	Quarter 2	Quarter 3	Quarter 4	
N/A	GGPP_OS04	PMU	compiled by 30 June 2024	#	N/A	Manager: PMU	4	1	1	1	1		
OPEX			Number of quarterly Professional service providers performance report by 30 June 2024										
N/A	LED_TL02	PMU EPWP	Number of job opportunities created through EPWP by 30 June 2024 (Temporary job opportunities)	#	N/A	Manager: PMU	3665	N/A	N/A	N/A	3665		EPWP reports
OPEX													
N/A	LED_NT-PM1	PMU EPWP	Number of additional jobs to be created using the Expanded Public Works Programme guidelines and other municipal programmes.	Number	N/A	Manager: PMU	3552	N/A	N/A	N/A	3665		EPWP System generated beneficiary report.
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Project Name	Project Number	SBU	Key Performance Indicator (KPI)	Unit of Measure (UoM)	Proposed Budget	Responsible Official	Performance Baseline From Annual Report	5 Years Targets					Portfolio of Evidence (POE)
								Annual Target 2023/24	Quarter 1	Quarter 2	Quarter 3	Quarter 4	
N/A		Director	% Adherence to the municipal cost containment policy	%	N/A	Director	New	100%	100%	100%	100%	100%	Monthly Sec 71 reports
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N/A		Director	% Compliance to monitoring and management of overtime	%	N/A	Director	New	100%	100%	100%	100%	100%	Monthly Sec 71 reports and overtime reports
OPEX													
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%	Progress checklist of the departmental issues raised Internal Audit.
OPEX													
N/A		Director	# of monthly departmental Audit Steering Committee meeting held by 30 June 2024	#	N/A	Director	12	12	3	3	3	3	Agenda, attendance register and minutes.
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N/A		Director	% of departmental AG raised and	%	N/A	Director	New	100%	100%	100%	100%	100%	Progress checklist of the
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Project Name	Project Number	SBU	Key Performance Indicator (KPI)	Unit of Measure (UoM)	Proposed Budget	Responsible Official	Performance Baseline From Annual Report	5 Years Targets					Portfolio of Evidence (POE)
								Annual Target 2023/24	Quarter 1	Quarter 2	Quarter 3	Quarter 4	
OPEX			addressed in the audit report of 2021/22 by 30 June 2024										departmental issues raised AG.
N/A		Director	Number of departmental risk management meeting convened and held by 30 June 2024	#	N/A	Director	12	12	3	3	3	3	Agenda, attendance register and minutes.
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		Director	% Compliance to the cash flow management strategy monthly allocations.	%	N/A	Director	New	100%	100%	100%	100%	100%	Monthly cash flow report

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MADE AND ENTERED
INTO BY AND BETWEEN:

CITY OF POLOKWANE

AS REPRESENTED BY
THE
MUNICIPAL MANAGER

THUSO NEMUGUMONI

PERSONAL
DEVELOPMENT PLAN
(PDP)

AND

VHELI MTHOMBENI

ACTING DIRECTOR:
STRATEGIC PLANNING,
MONITORING &
EVALUATION

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<p>1. INTRODUCTION</p>	<p>The Aim of the Personal Development Plan (PDP) is to ensure that Employees are skilled to meet Objectives as set out in the Performance Management Agreement as prescribed by legislation. Successful career-path planning ensures competent employees for current and possible future positions. It there for <i>identifies, prioritise and implement</i> training needs</p> <p>Legislative needs taken into account comes from the Municipal Systems Act Guidelines: Generic senior management competency framework and occupational competency profiles; Municipal Finance Management Competency Regulations, such as those developed by the National Treasury and other line sector departments' legislated competency requirements need also be taken into consideration during the PDP process.</p>														
<p>2. COMPETENCE MODELLING</p>	<p>The DPLG has decided that a competency development model will consist of both managerial and occupational competencies:</p> <p>Managerial competencies should express those competencies which are generic of all management positions.</p> <p>Occupational competence refers to competencies which are job/function specific.</p>														
<p>3. COMPILING THE PERSONAL DEVELOPMENT PLAN ATTACHED AS THE APPENDIX.</p>	<p>A manager, in consultation with his /her employee is to compile a Personal Development Plan. The PDP has 7 columns that need to be completed. An example is attached as Appendix A.</p> <p>Column 1: Skills/Performance GAP</p> <table border="1" data-bbox="475 981 1366 1751"> <thead> <tr> <th data-bbox="475 981 593 1290">1. Skills / Performance Gap (in order of priority)</th> <th data-bbox="593 981 785 1290">2. Outcomes Expected measurable indicators: quantity, quality and time frames)</th> <th data-bbox="785 981 919 1290">3. Suggested training and / or development activity</th> <th data-bbox="919 981 1034 1290">4. Suggested mode of delivery</th> <th data-bbox="1034 981 1142 1290">5. Suggested Time Frames</th> <th data-bbox="1142 981 1257 1290">6. Work opportunity created to practice skill / development area</th> <th data-bbox="1257 981 1366 1290">7. Support Person</th> </tr> </thead> <tbody> <tr> <td data-bbox="475 1290 593 1751">E.g. 1. Appraise Performance of Managers</td> <td data-bbox="593 1290 785 1751">The manager will be able to enter into performance agreements with all managers reporting to him /her, appraise them against set criteria, within relevant time frames</td> <td data-bbox="785 1290 919 1751">A course containing theoretical and practical application with coaching in the workplace following [relevant unit standard?</td> <td data-bbox="919 1290 1034 1751">External provider, in line with identified unit standard and not exceeding R 6 000</td> <td data-bbox="1034 1290 1142 1751">March 200...</td> <td data-bbox="1142 1290 1257 1751">Appraisal of managers reporting to him / her</td> <td data-bbox="1257 1290 1366 1751">Senior Manager or Training/HR</td> </tr> </tbody> </table> <p>(a) The identified training needs should be entered into column one. The following should be taken into consideration:</p> <p>Organisational needs Strategic development priorities and competency requirements, in line with the municipality's strategic objectives.</p>	1. Skills / Performance Gap (in order of priority)	2. Outcomes Expected measurable indicators: quantity, quality 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	E.g. 1. Appraise Performance of Managers	The manager will be able to enter into performance agreements with all managers reporting to him /her, appraise them against set criteria, within relevant time frames	A course containing theoretical and practical application with coaching in the workplace following [relevant unit standard?	External provider, in line with identified unit standard and not exceeding R 6 000	March 200...	Appraisal of managers reporting to him / her	Senior Manager or Training/HR
1. Skills / Performance Gap (in order of priority)	2. Outcomes Expected measurable indicators: quantity, quality 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 competency requirements of individual jobs. The relevant job requirements (job competency profile) as identified in the job description should be compared to the current competency profile of the employee to determine the individual's competency gaps. Specific competency gaps as identified during the probation period and performance appraisal of the employee.

Individual training needs that are job / career related.

Prioritisation of the training needs [1 to ...] in column 1 should also be determined since it may not be possible to address all identified training needs in a specific financial year. It is however of critical importance that training needs be addressed on a phased and priority basis. This implies that all these needs should be prioritized for purposes of accommodating critical / strategic training and development needs in the HR Plan, Personal Development Plans and the Workplace Skills Plan.

Column 2: Outcomes Expected

1. Skills / Performance Gap (in order of priority)	2. Outcomes Expected (measurable indicators: quantity, quality 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
Eg. 1. Appraise Performance of Manager	The manager will be able to enter into performance agreements with all managers reporting to him / her, appraise them against set criteria, within relevant time frames	A course containing theoretical and practical application with coaching in the workplace following relevant unit standard?	External provider in line with identified unit standard and not exceeding R 6 000	March 200...	Appraisal of managers reporting to him / her	Senior Manager: Training/HR

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

Column 3: Suggested Training

1. Skills / Performance Gap (in order of priority)	2. Outcomes Expected (measurable indicators: quantity, quality 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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Training needs must be identified with due regard to cost effectiveness and listed in column 3.

Column 4: Suggested mode of delivery

1. Skills / Performance Gap (in order of priority)	2. Outcomes Expected (measurable indicators: quantity, quality 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 / Performance Gap (in order of priority)	2. Outcomes Expected (measurable indicators: quantity, quality 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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An employee should on average receive at least five days of training per financial year and not unnecessarily be withdrawn from training interventions. The suggested time frames enable managers to effectively plan for the annum e.g. so that not all their employees are away from work within the same period and also ensuring that the PDP is implemented systematically.

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

1. Skills / Performance Gap (in order of priority)	2. Outcomes Expected (measurable indicators: quantity, quality 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 / Performance Gap (in order of priority)	2. Outcomes Expected (measurable indicators: quantity, quality 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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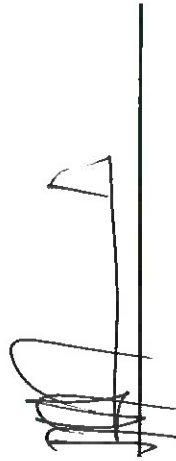
This identifies a support person that could act as coach or mentor with regard to the area of learning for the employee.

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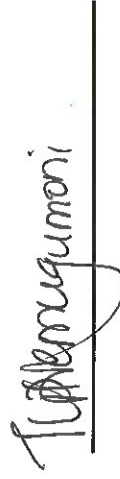
1. Personal Development Action Plan

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
N/A	N/A	N/A	N/A	N/A	N/A	N/A

Employee's signature :



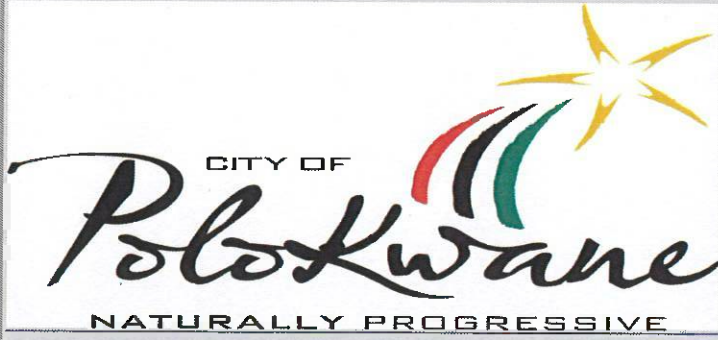
Municipal Manager's signature:



Date

25/07/2023

27/07/2022



**FINANCIAL DISCLOSURE
FORM**

City of Polokwane

NAME: VHELI MTHOMBENI

**STRICTLY
CONFIDENTIAL**

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FINANCIAL DISCLOSURE FORM

CONFIDENTIAL Appendix C

I, the undersigned (surname and initials) M. Lombardi V
 (Postal address) 344 Suid Street, Flora Park
Potswana
 (Residential address) 344 Suid Street, Flora Park
Potswana 0699
 (Position held) Acting Director SPME
 (Name of Municipality) Potswana Municipality
 Tel: 0152902164 Fax: N/A

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

1. Shares and other financial interests (Not bank accounts with financial institutions.)
 See information sheet: note (1)

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

2. Directorships and partnerships
 See information sheet: note (2)

Name of corporate entity, partnership or firm	Type of business	Amount of Remuneration/Income
Mogalee Time Services	P0018492571 Private Company	Rosmas

CONFIDENTIAL

3. Remunerated work outside the Municipality
 Must be sanctioned by Council. See information sheet: note (3)

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

Council _____

Signature by Council _____

Date _____

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

Name of client	Nature	Type of business activity	Value of any benefits received
Mokgopong - Modumole	Audie Committee Newsers	N/A	Preparation allowance and S&T R2500-50

5. Sponsorships
 See information sheet: note (5)

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

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

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

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

Description	Extent	Area	Value
House	1013	Floa Park	R1150 000-00
House	420	Lulekamu	R500 000-00


SIGNATURE OF EMPLOYEE

DATE: 25/07/2023

PLACE: Polokwane

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

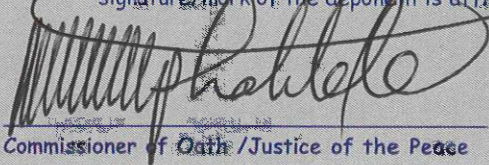
(ii) Do you have any objection to taking the prescribed oath or affirmation?

Answer: no

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

Answer: yes

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


Commissioner of Oath / Justice of the Peace

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

Full first names and surname:

UBUSENG MPHAHLELE (Block letters)

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

Street address of institution OFF LANDROSS MAER K BODENSTERN
STREETS

Date 26/07/2023 Place Polokwane

TURLEMUGUMONI

CONTENTS NOTED

MUNICIPAL MANAGER

DATE: 27/07/2023

INFORMATION SHEET FOR THE FINANCIAL DISCLOSURE FORM

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

NOTE 1

SHARES AND OTHER FINANCIAL INTERESTS

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

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

NOTE 2

DIRECTORSHIPS AND PARTNERSHIPS

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

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

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

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

NOTE 3

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

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

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

Remuneration means the receipt of benefits in cash or kind.

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

NOTE 4

CONSULTANCIES AND RETAINERSHIPS

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

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

NOTE 5

SPONSORSHIPS

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

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

NOTE 6

GIFTS AND HOSPITALITY FROM A SOURCE OTHER THAN A FAMILY MEMBER

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

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

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

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

NOTE 7

LAND AND PROPERTY

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

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

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