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DIRECTOR: ENERGY SERVICES

MR. JOHANNES NICOLAAS FOURIE

(1 July 2023)

2023/24

PERFORMANCE AGREEMENT

NATURALLY PROGRESSIVE



POLOKWANE MUNICIPALITY

01 JULY 2023 – 30 JUNE 2024

FINANCIAL YEAR:

FOR THE

(herein and after referred to as the Employee)

JOHANNES NICOLAAS FOURIE

DIRECTOR: ENERGY SERVICES

AND

(herein and after referred to as the Employer)

Ms. Thuso Nemgunmoni

AS REPRESENTED BY THE MUNICIPAL MANAGER

THE POLOKWANE MUNICIPALITY

MADE AND ENTERED INTO BY AND BETWEEN:

PERFORMANCE AGREEMENT

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The purpose of this Agreement is to:

2. PURPOSE OF THIS AGREEMENT

- 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: Energy 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.

1.5 In this Agreement, the following terms will have the meaning ascribed thereto:

- 1.4 The Parties wish to ensure that there is compliance with Sections 57 (4A), 57 (4B) and 57 (5) of the Systems Act;
- 1.3 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;
- 1.2 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;
- 1.1 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. INTRODUCTION

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- 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;

3. COMMENCEMENT AND DURATION

- 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.

4. PERFORMANCE OBJECTIVES

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

4.1 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;
- 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 KPAs, and will constitute 80% of the overall assessment result as per the weightings agreed to between the Employer and Employee;

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CORE MANAGERIAL COMPETENCIES	✓	z	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%	

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:

KPA No.	Key Performance Areas	100%
1	Municipal Institutional Development and Transformation	N/A
2	Basic Service Delivery	80%
3	Local Economic Development (LED)	N/A
4	Municipal Financial Viability and Management	N/A
5	Good Governance and Public Participation	20%
		Converted to 80%

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(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

(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

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

6.5 The Annual performance appraisal will involve:

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

6.3 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;

6.2 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;

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

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

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

6. PERFORMANCE ASSESSMENT

¹as published and defined within the Draft Competency Guidelines, Government Gazette 23, March 2007
²Compulsory for municipal manager
³Proficiency level (1, 2 or 3) as stipulated in the Draft Competency Guidelines, Government Gazette 23, March 2007

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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.

rating scale for KPIs and CCRs:

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

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

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

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

6.5.3 Overall rating

calculated above.

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

the contracting process, to provide a score

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

CCR

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

specified standards have been met

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

6.5.2 Assessment of the CCRs:

scores calculated above.

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

formal assessment; and

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

6.7.1 Municipal Manager

established:

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

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.

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- 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.

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

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

7. SCHEDULE FOR PERFORMANCE REVIEWS

- 6.7.2 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.

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10.1.2 Commit the Employee to implement or to give effect to a decision made by the

10.1.1 A direct effect on the performance of any of the Employee's functions

powers will have amongst others:

10.1 The Employer agrees to consult the Employee timeously where the exercising of the

10. CONSULTATION

objectives and targets established in terms of this Agreement.

reasonably require from time to time assisting him/her to meet the performance

9.1.5 Make available to the Employee such resources as the Employee may

targets established in terms of this Agreement; and

the Employee to enable him / her to meet the performance objectives and

9.1.4 On the request of the Employee, delegate such powers reasonably required by

Employee;

solutions to common problems that may impact on the performance of the

9.1.3 Work collaboratively with the Employee to solve problems and generate

9.1.2 Provide access to skills development and capacity building opportunities;

employee;

9.1.1 Create an enabling environment to facilitate effective performance by the

9.1 The Employer shall:

9. OBLIGATIONS OF THE EMPLOYER

such change or plan is made.

after each assessment. In that case, the Employee will be fully consulted before any

as Annexure B. Such Plan may be implemented and/or amended as the case may be

The Personal Development Plan (PDP) for addressing developmental gaps is attached

8. DEVELOPMENTAL REQUIREMENTS

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

12. DISPUTE RESOLUTION

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.

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

11. MANAGEMENT OF EVALUATION OUTCOMES

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
10.1.3 A substantial financial effect on the Employer

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;

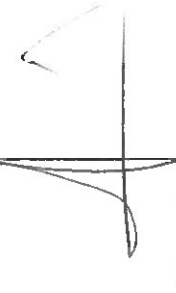
13.2 Nothing in this agreement diminishes the obligations, duties or accountabilities of the Employee in terms of his/ her contract of employment, or the effects of existing or new regulations, circulars, policies, directives or other instruments; and

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 Polokwane on this the 24TH day of JULY 2023

AS WITNESSES:

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DIRECTOR: ENERGY SERVICES



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AS WITNESSES:

.....2023

Thus done and signed at on this the day of

MUNICIPAL MANAGER



ANNEXURE A

Key Performance Area (KPA)	Basic Service Delivery			
Outcome 9:	Responsive, Accountable, Effective and Efficient Local Government System			
Pillar	Smart living			
SDF objective	<ul style="list-style-type: none"> To develop a viable, affordable, efficient and effective settlement model and rural area development strategy for areas beyond the urban complexes in the municipality. This will contribute to the strengthening of rural nodes and the creation of an inclusive economy. To enhance infrastructure development for priority communities by the strengthening of rural nodes. 			
Municipal IDP Priority	<ul style="list-style-type: none"> Provision of basic services, which include electricity, water, sanitation and refuse removal 			
IDP Strategic Objective	To ensure the provision of basic and environmental services in a sustainable way to our communities			

Project Name	Project Number	SBU	Key Performance Indicator (KPI)	Unit of Measure (UoM)	Proposed Budget	Responsible Official	Performance Baseline From Annual Report	Annual Target 2023/24				Portfolio of Evidence (POE)	
								Annual Target 2023/24	Quarter 1	Quarter 2	Quarter 3		Quarter 4
Design and construction 66KV Distribution substation Matlala	BSD_TL01	Energy Services	Number of new substations built by 30 June 2024	#	R110 000 000	Manager: Planning & Development	1	0.3	n/a	n/a	n/a	0.3	Appointment letters, minutes on meetings, progress reports, payment certificates, completion certificates

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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	Annual Target 2023/24				Portfolio of Evidence (POE)		
								Annual Target 2023/24	Quarter 1	Quarter 2	Quarter 3		Quarter 4	
Electrification of rural households,	BSD_TL03	Energy Services	Increase percentage of Rural Households with access to electrification by 0.5% by the 30 June 2024	%	R30 000 000	Manager: Planning & Development	0.5%	0.5%	n/a	n/a	n/a	n/a	0.5%	Appointment letters, minutes on meetings, progress reports, payment certificates, completion certificates
Electrification of Urban Households In Extensions	BSD_OS01	Energy Services	Number of Urban low-cost housings electrified by 30 June 2024	#	R 20 000 000	Manager: Planning & Development	550	550	n/a	n/a	n/a	450	Appointment letters, minutes on meetings, progress reports, payment certificates, completion certificates	
Electrification of Urban Households excluding low cost.	BSD_NT-EL 1	Energy Services	Number of additional Urban households living in formal areas, excluding low cost, provided with electricity connections by 30 June 2024	#	R 3 000 000	Manager: Planning & Development	350	200	n/a	n/a	n/a	200	Application forms, monthly reports, COCS	

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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	Annual Target 2023/24					Portfolio of Evidence (POE)	
								1	2	3	4	5		
Installation of High Mast lights (Rural Areas)	BSD_NT-EL 2	Energy Services	Number of additional high mast lights installed by 30 June 2024	#	R10 000 000	Manager: Planning & Development	5	5					5	Appointment letters, minutes on meetings, progress reports, payment certificates, completion certificates
N/A		Director	% Adherence to the municipal cost containment policy	%	N/A	Director	New	100%	100%	100%	100%	100%	100%	Monthly Sec 71 reports
OPEX														
N/A		Director	% Compliance to monitoring and management of overtime	%	N/A	Director	New	100%	100%	100%	100%	100%	100%	Monthly Sec 71 reports and overtime reports
OPEX														

ANNEXURE B – CAPITAL WORKS PLAN

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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	Annual Target 2023/24				Portfolio of Evidence (POE)	
								Quarter 1	Quarter 2	Quarter 3	Quarter 4		
Electrification of rural households,	BSD_TL03	Energy Services	Increase percentage of Rural Households with access to electrification by 0.5% by the 30 June 2024	%	R30 000 000	Manager: Planning & Development	0.5%	0.5%	n/a	n/a	n/a	0.5%	Appointment letters, minutes on meetings, progress reports, payment certificates, completion certificates
Electrification of Urban Households in Extension 40	BSD_OS01	Energy Services	Number of Urban low-cost housings electrified by 30 June 2024	#	R 20 000 000	Manager: Planning & Development	550	550	N/A	N/A	N/A	550	Appointment letters, minutes on meetings, progress reports, payment certificates, completion certificates
Electrification of Urban Households excluding low cost.	BSD_NT-EL 1	Energy Services	Number of additional Urban households living in formal areas, excluding low cost, provided with electricity connections by 30 June 2024	#	R 3 000 000	Manager: Planning & Development	350	200	N/A	N/A	N/A	200	Application forms, monthly reports, COCs

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Project Name	Project Number	SBU	Key Performance Indicator (KPI)	Unit of Measure (UoM)	Proposed Budget	Responsible Official	Performance From Annual Report	Performance					Portfolio of Evidence (POE)
								Annual Target 2023/24	Quarter 1	Quarter 2	Quarter 3	Quarter 4	
Installation of High Mast lights (Rural Areas)	BSD_NT-EL 2	Energy Services	Number of additional high mast lights installed by 30 June 2024	#	R10 000 000	Manager: Planning & Development	5	5	N/A	N/A	N/A	5	Appointment letters, minutes on meetings, progress reports, payment certificates, completion certificates
N/A		Director	% Adherence to the municipal cost containment policy	%	N/A	Director	New	100%	100%	100%	100%	100%	Monthly Sec 71 reports
OPEX													
N/A		Director	% Compliance to monitoring and 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 2023 (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.
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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	Annual Target 2023/24				Portfolio of Evidence (POE)	
								1	2	3	4		
N/A		Director	# of monthly departmental Audit Steering Committee meeting held by 30 June 2023	#	N/A	Director	12	12	3	3	3	3	Agenda, attendance register and minutes.
OPEX													
N/A		Director	% of departmental AG raised and addressed in the audit report of 2021/22 by 30 June 2023.	%	N/A	Director	New	100%	100%	100%	100%	100%	Progress checklist of the departmental issues raised AG.
OPEX													
N/A		Director	Number of departmental risk management meeting convened and held by 30 June 2023	#	N/A	Director	12	12	3	3	3	3	Agenda, attendance register and minutes.
N/A		Director	Obtain Unqualified Audit Opinion by 31 January 2023	#	N/A	Director	12	12	3	3	3	3	Signed AGSA Audit opinion 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	Annual Target 2023/24					Portfolio of Evidence (POE)	
								100%	Quarter 1	Quarter 2	Quarter 3	Quarter 4		
N/A		Director	% Compliance to the cash flow management strategy monthly allocations.	%	N/A	Director	New	100%	100%	100%	100%	100%	100%	Monthly cash flow report
OPEX														

ANNEXURE B – CAPITAL WORKS PLAN

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Project Name	Activity Description	Operation/Category	Ward No.	MTEF (R) Budget	Source of Funding	QUARTERLY PROJECT IMPLEMENTATION MILESTONES								Portfolio of Evidence
						Quarter 1 (Jul-Sep 23)	Quarter 2 (Oct-Dec 23)	Quarter 3 (Jan-Mar 24)	Quarter 4 (Apr-Jun 24)					
ENERGY SERVICE PROJECTS														
CWP_26	Installation of Solar Street lights along Matlala road	Installation of Solar Street lights along Matlala road	Ward 08, 19	2 000 000	CRR	10%	SCM Processes	30%	Appointment, procurement of Materials	60%	Execution	100%	Project completion	Advert, appointment, emails, payment certificate, minutes of meetings
CWP_27	Installation of street lights along Nelson Mandela Drive from Ext 74 Robots to Seshogo Circle	Installation of Street Lights along Nelson Mandela Drive (Both sides) to Seshogo from Ext 74 Robot to Seshogo Circle Mall.	Ward 08, 11, 14, 12, 17, 37, 23	2 000 000	CRR	10%	SCM Processes	30%	Appointment, procurement of Materials	60%	Execution	100%	Project completion	Advert, appointment, emails, payment certificate, minutes of meetings

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Project Name	Activities	Open /Capex	Ward No.	MTERF (R) Budget	Source of funding	QUARTERLY PROJECT IMPLEMENTATION MILESTONES								Portfolio of Evidence
						Quarter 1 (Jul-Sep 23)	Quarter 2 (Oct-Dec 23)	Quarter 3 (Jan - Mar 24)	Quarter 4 (Apr - Jun 24)					
CWP_29	Installation of 5 x High Mast lights (Rural Areas)	Capital	3, 6, 27, 31, and 34	5 500 000	CRR	10%	Specification and tendering process	20%	Appointment, procurement of Materials	30%	Execution	100%	Delivering and installation of equipment	Advert, appointment emails, payment certificate \$, minutes of meetings
CWP_30	Upgrade SCADA and RTU	Capital	City	4 000 000	CRR	10%	Specification and tendering process	20%	Appointment, procurement of Materials	30%	Execution	100%	Delivering and installation of equipment (Phase 1)	Advert, appointment emails, payment certificate \$, minutes of meetings
CWP_31	Install New Bakone to IOTA 66kV double circuit GOAT line	Capital	11, 12, 13, 14, 17, 37,	20 000 000	CRR	15%	Finalizing servitudes and appointment of service provider	20%	Appointment of service provider	35%	Ordering and manufacturing the equipment	100%	Delivering and installation of equipment . Complete Phase 1 of the project	Advert, appointment emails, payment certificate \$, minutes of meetings

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Project Name	Activity Description	Operation / Capital Expenditure	Ward No.	MTEF (R) Budget	Source of Funding	QUARTERLY PROJECT IMPLEMENTATION MILESTONES								Portfolio of Evidence
						Quarter 1 (Jul-Sep 23)	Quarter 2 (Oct-Dec 23)	Quarter 3 (Jan - Mar 24)	Quarter 4 (Apr - Jun 24)					
	sub 14 km			2023/24		Percentage (%)	Target Description	Percentage (%)	Target Description	Percentage (%)	Revised 3rd Quarter Target	Percentage (%)	Revised 4th Quarter Target	
CWP_32	Plant and Equipment	Buy new plant and equipment for artisan and Technicians	municipal wide	1 500 000	CRR	10%	Specification and tendering process	20%	Appointment of service provider	35%	Ordering and delivery of the equipment	100%	Delivery of equipment	Advert, appointment, emails, payment certificate, minutes of meetings
CWP_33	Design and Construction of New 11kV Pietersburg 11kV substation	Design and construction of 11kV switching station for New Pietersburg area	8, 14, 19	5 000 000	CRR	50%	Installation of cable and RMU	80%	Installation of cable and RMU. Completion of the project	100%	Supply cables, RMU line constructed and substation fence completed	N/A		Advert, appointment, emails, payment certificate, minutes of meetings
CWP_34	Design and construction of 66kV Distribution substation in Matlala	Multyear Project: Design and construction of 66kV Distribution substation in Matlala Phase 1 (Civil works)	Matlala substation	24 548 068	CRR	15%	Specification and tendering process	30%	Appointment of service provider and ordering of materials	60%	Civil works completed	100%	Civil works 100% completed (phase 1)	allocation of work, appointment letter, emails, minutes of meetings, payment certificates

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Project Name	Activity Description	Operation / Capex	Ward No.	MTERF (R) Budget	Source of funding	QUARTERLY PROJECT IMPLEMENTATION MILESTONES								Portfolio of Evidence	
						Quarter 1 (Jul-Sep 23)	Quarter 2 (Oct-Dec 23)	Quarter 3 (Jan - Mar 24)	Quarter 4 (Apr - Jun 24)						
CWP_35	Design and construct 66kV line between Alpha and Matalala substations	Design and construct on 66kV double circuit Goat from Alpha Distribution to Matalala substation	Capital	between Alpha and Matalala substations	1 000 000	CRR	20%	Appointing consultant	50%	Negotiating servitudes and doing design of the line.	75%	Negotiating servitudes and doing design of the line.	100%	Finalizing servitudes and detailed designs	allocation of work, appointment letter, emails, minutes of meetings payment certificate
CWP_36	Cherry Pickers x 5	Procuring of fleet: Cherry Pickers x 5 (1 of 22.5m in 2023/2024 and 4 of 12.5m in other years)	Capital	Municipal wide	2 500 000	CRR	15%	Specification and tendering process	20%	Appointment of service provider	40%	Ordering and manufacturing the equipment	100%	Delivering of equipment	allocation of work, appointment letter, emails, minutes of meetings payment certificate
CWP_38	Refurbishing of overhead networks in Ivydale	Refurbishing of overhead networks in Ivydale	Capital	Ward 22	1 500 000	CRR	20%	Refurbishment of overhead lines as per the design	40%	Refurbishment of overhead lines as per the design	60%	Refurbishment of overhead lines as per the design	100%	Refurbishment of overhead lines as per the design	allocation of work, appointment letter, emails, minutes of meetings payment certificate

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Project Name	Activity/Description	Operation/Category	Ward No.	MTERF Budget (R)	Source of funding	QUARTERLY PROJECT IMPLEMENTATION MILESTONES								Portfolio of Evidence
						Quarter 1 (Jul-Sep 23)	Quarter 2 (Oct-Dec 23)	Quarter 3 (Jan - Mar 24)	Quarter 4 (Apr - Jun 24)					
CWP_39	Energy Efficient Demand Side Management	Replacement of Streetlights and design of PV systems on Municipal Buildings	Municipal Wide	4 000 000	EEDS M	20%	Target Description: Appoint service provider, design and procure equipment	30%	Execution	60%	Revised 3rd Quarter Target	100%	Revised 4th Quarter Target	allocation of work, appointment letter, emails, minutes of meetings
CWP_40	Install New Bakone to IOTA 66KV double circuit GOAT line (2)	Planning design and construction of double 66KV goat line from Bakone to IOTA sub 14 km	11, 12, 13, 14, 17, 37, 19, 20, 21, 22, 23	12 000 000	IUDG	15%	Finalizing servitudes and appointment of service provider	30%	Specification and tendering process	60%	ordering of materials and equipment	100%	Delivering and installation of equipment. Complete Phase 1 of the project	Advert, appointment, emails, payment certificate, minutes of meetings
CWP_41	Electrification of Urban households in Seshogo Zone 8 Extension 133 (Phase 2 and phase 3)	Electrification of Urban households in Seshogo Zone 8 Extension 133 (Phase 2 and phase 3)	13, Seshogo Zone 8 Extension 133	17 161 000	INEP	10%	SCM processes	30%	appointment and ordering of materials	60%	Execution	100%	Completion of project	Advert, appointment, emails, payment certificate, minutes of meetings

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Project Name	Activity Description	Operation / Capex	Ward No.	MTERF (R) Budget	Source of funding	QUARTERLY PROJECT IMPLEMENTATION MILESTONES								Portfolio Evidence
						Quarter 1 (Jul-Sep 23)	Quarter 2 (Oct-Dec 23)	Quarter 3 (Jan - Mar 24)	Quarter 4 (Apr - Jun 24)					
CWP_42	Electrification of Urban households in Seshego Zone 8 Extension Phase 2	Electrification of Urban households in Seshego Zone 8 Extension	13, Seshego Zone 8 Extension	1 500 000	CRR	10%	SCM Processes	30%	Appointment and ordering of Material	60%	Execution	100%	completion of project	Advert, appointment, emails, payment certificate, minutes of meetings
CWP_43	Retrofit Street Lights in the Municipal area with Solar lights	Retrofit Street Lights in the Municipal area with Solar lights	Main City Entrances (Landros Mare Street)	2 000 000	CRR	10%	SCM Processes	30%	Designs of the PV system	60%	Advert and appointment on turnkey (through consultant), order material	100%	Execution and project completion	allocation of work, appointment, emails, payment certificate and minutes of meetings
CWP_44	Retrofit high mast lights with Solar lights	Retrofit high mast lights with Solar lights	Rural Clusters high mast lights	1 500 000	CRR	10%	SCM Processes	30%	Procurement process for appointment of service provider	60%	Execution	100%	Completion of project	Advert, appointment, emails, payment certificate, minutes of meetings

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STRICTLY CONFIDENTIAL

[Redacted area]

[Redacted area]

NAME: JOHANNES FOURIE

City of Polokwane

FINANCIAL DISCLOSURE
FORM



I, the undersigned (surname and initials) FOURIE J.N.

(Postal address) P.O. Box 162, MOKOPANE, 0600

(Residential address) 87 KRAIGER STREET, MOKOPANE, 0601.

(Position held) DIRECTOR ENERGY SERVICES

(Name of Municipality) POLOKWANE MUNICIPALITY

Tel: 05 290 2798 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)

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

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Source	Value	Description

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

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

5. Sponsorships
See information sheet: note (5)

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

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

Signature by Council _____
Council _____
Date _____

Amount of remuneration/ Income	Type of Work	Name of Employer

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

INFORMATION SHEET FOR THE FINANCIAL DISCLOSURE FORM		
<p>The following notes is a guide to assist with completing the attached Financial Disclosure form (Appendix C):</p>	<p>SHARES AND OTHER FINANCIAL INTERESTS</p> <p>Designated employees are required to disclose the following details with regard to shares and other financial interests held in any private or public company or any other corporate entity recognized by law:</p> <ul style="list-style-type: none"> • The number, nature and nominal value of shares of any type; • The nature and value of any other financial interests held in any private or public company or any other corporate entity; and • The name of that entity. 	<p>NOTE 1</p>
<p>Designated employees are required to disclose the following details with regard to directorships and partnerships:</p> <ul style="list-style-type: none"> • The name and type of business activity of the corporate entity or partnership/s; and • The amount of any remuneration received for such directorship or partnership/s. <p>Directorship includes any occupied position of director or alternative director, or by whatever name the position is designated.</p> <p>Partnership is a legal relationship arising out of a contract between two or more persons with the object of making and sharing profits.</p>	<p>DIRECTORSHIPS AND PARTNERSHIPS</p>	<p>NOTE 2</p>
<p>Designated employees are required to disclose the following details with regard to remunerated work outside the public service.</p> <ul style="list-style-type: none"> • The type of work; • The name and type of business activity of the employer; and • The amount of the remuneration received for such work. <p>Remuneration means the receipt of benefits in cash or kind.</p> <p>Work means rendering a service for which the person receives remuneration.</p>	<p>REMUNERATED WORK OUTSIDE THE PUBLIC SERVICE (ALL REMUNERATED EMPLOYMENT MUST BE SANCTIONED PRIOR TO THE WORK BEING DONE.)</p>	<p>NOTE 3</p>
<p>Designated employees are required to disclose the following details with regard to consultancies and retainerships:</p> <ul style="list-style-type: none"> • The nature of the consultancy or retainership of any kind; • The name and type of business activity, of the client concerned; and • The value of any benefits received for such consultancy or retainerships. 	<p>CONSULTANCIES AND RETAINERSHIPS</p>	<p>NOTE 4</p>
<p>Designated employees are required to disclose the following details with regard to sponsorships:</p> <ul style="list-style-type: none"> • The source and description of direct financial sponsorship or assistance; and • The value of the sponsorship or assistance. 	<p>SPONSORSHIPS</p>	<p>NOTE 5</p>
<p>Designated employees are required to disclose the following details with regard to gifts and hospitality:</p> <ul style="list-style-type: none"> • A description and the value and source of a gift with a value in excess of R350; • A description and the value of gifts from a single source which cumulatively exceed the value of R350 in the relevant 12 month period; and 	<p>GIFTS AND HOSPITALITY FROM A SOURCE OTHER THAN A FAMILY MEMBER</p>	<p>NOTE 6</p>

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<p>• Hospitality intended as a gift in kind. Designated employees must disclose any material advantage that they received from any source e.g. any discount prices or rates that are not available to the general public.</p> <p>All personal gifts within the family and hospitality of a traditional or cultural nature need not be disclosed.</p> <p>LAND AND PROPERTY</p> <p>Designated employees are required to disclose the following details with regard to their ownership and other interests in land and property (residential or otherwise both inside and outside the Republic):</p> <ul style="list-style-type: none"> • A description and extent of the land or property; • The area in which it is situated; and • The value of the interest. 	<p>NOTE 7</p>
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OATH/
AFFIRMATION

1.

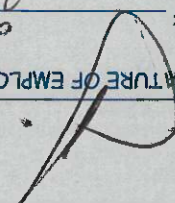
I certify that before administering the oath/affirmation I asked the deponent the following questions and wrote down her/his answers in his/her presence:

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

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

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

SIGNATURE OF EMPLOYEE



DATE:

25/7/2023

PLACE:

POLOKWANE

7.

Land and property

See information sheet: note (7)

Description	Extent	Area	Value
ERF 95 PORTION 3 CENTRAL TOWN, MOKOANE		1487 m ²	R1,000,000-00
ERF 782	BENDOR EXT. 17, POLOKWANE	1380 m ²	R2,350,000-00

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MM

TCAN

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.

[Signature]

Commissioner of Oath / Justice of the Peace

Full first names and surname:

Reuben Mmatsheni

(Block letters)

Designation (rank)
Ex Officio Republic of South Africa

Street address of institution
Mr (Major) MMS
AND ROBERTSON STREETS, BOKWANE

Date
25/07/2023
Place
BOKWANE

Tshenungweni

CONTENTS NOTED

MUNICIPAL MANAGER

DATE: 02/08/2023



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MADE AND ENTERED
 INTO BY AND BETWEEN:

CITY OF POLOKWANE

AS REPRESENTED BY
 THE
 MUNICIPAL MANAGER

THUSO NEMUGUMONI

AND

JOHANNES FOURIE

DIRECTOR ENERGY
 SERVICES

PERSONAL
 DEVELOPMENT PLAN
 (PDP)



Turn

<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 therefore identifies, prioritise and implement training needs. Legislative needs taken into account comes from the Municipal Systems Act Guidelines: Generic senior management competency framework and occupational competency profiles, Municipal Finance Management Competency Regulations, such as those developed by the National Treasury and other line sector departments' legislated competency requirements need also be taken into consideration during the PDP process.</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 APPENDIX A</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>	<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> <table border="1"> <tr> <td data-bbox="231 257 335 470"> <p>1. Skills</p> </td> <td data-bbox="231 470 335 772"> <p>Expected measurable indicators:</p> </td> <td data-bbox="231 772 335 929"> <p>2. Outcomes</p> </td> <td data-bbox="231 929 335 1232"> <p>3. Suggested training and / or development activity</p> </td> <td data-bbox="231 1232 335 1422"> <p>4. Suggested mode of delivery</p> </td> <td data-bbox="231 1422 335 1590"> <p>5. Suggested Time Frames</p> </td> <td data-bbox="231 1590 335 1993"> <p>6. Work opportunity created to develop skill / practice / development area</p> </td> <td data-bbox="231 1993 335 2038"> <p>7. Support Person</p> </td> </tr> </table>	<p>1. Skills</p>	<p>Expected measurable indicators:</p>	<p>2. Outcomes</p>	<p>3. Suggested training and / or development activity</p>	<p>4. Suggested mode of delivery</p>	<p>5. Suggested Time Frames</p>	<p>6. Work opportunity created to develop skill / practice / development area</p>	<p>7. Support Person</p>
<p>1. Skills</p>	<p>Expected measurable indicators:</p>	<p>2. Outcomes</p>	<p>3. Suggested training and / or development activity</p>	<p>4. Suggested mode of delivery</p>	<p>5. Suggested Time Frames</p>	<p>6. Work opportunity created to develop skill / practice / development area</p>	<p>7. Support Person</p>				



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 / Expected (measurable) indicators: quantity, quality (in order and time frames)	2. Outcomes	3. Suggested training and / or development activity	4. Suggested mode of delivery	5. Suggested Time Frames	6. Work opportunity created to development area	7. Support Person
E.g. 1. Appraise performance and enter into agreements with all managers reporting to him / her, appraise them against set criteria, within relevant time frames	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, practical and applicable unit standard? / relevant following R 6 000	External provider, in line with identified unit standard and coaching in the workplace exceeding not	March 200...	Appraisals managed by Senior Manager	Senior Manager

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 / Expected (measurable) indicators: quantity, quality (in order and time frames)	2. Outcomes	3. Suggested training and / or development activity	4. Suggested mode of delivery	5. Suggested Time Frames	6. Work opportunity created to development area	7. Support Person
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3. Training needs must be identified with due regard to cost effectiveness and listed in column

Column 4 : Suggested mode of delivery

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

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

Column 5: Suggested Time Lines

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

An employee should on average receive at least five days of training per financial year and not unnecessarily be withdrawn from training interventions. The suggested time frames 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	2. Outcomes	3.	4.	5.	6. Work	7.
Expected (measurable) indicators: quantity, quality	Suggested training and / or development activity	Suggested mode of delivery	Suggested Time Frames	opportunity created to	Person	Support

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

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

Column 7: Support Person

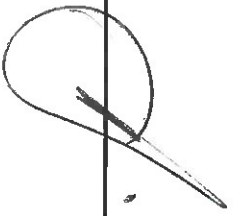
1. Skills	Expected	Perform (measurable indicators)	Gap	and time	of	priority)
2. Outcomes	and / or	development	ent	activity		
3. Suggested training	mode	of	delivery			
4. Suggested mode of delivery	Suggested	Time	Frames			
5. Suggested opportunity created	Person	Support	Person			
6. Work	development	area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

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

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
Government Certificate of Competency	Competent person in terms of OHS Act	S4 and Diploma in Technology and courses in GCC	Permanent study at University of Technology	2 years	Registration at Department of Labour as Competent person in terms of the OHS Act for the municipality	GCC Practitioner
Protection design	Design and setting own protection schemes	Protection design and relay setting courses	University of Technology and other courses	12 months	Protection design	MM

Employee's signature :



Municipal Manager's signature:



Date

02/08/2023.