

ANNUAL PERFORMANCE AGREEMENT



Name of Employee : MJ LAMOLA

Position Held : DIRECTOR TRANSPORTATION SERVICES

Post Level : SECTION 57

Immediate Supervisor : MUNICIPAL MANAGER

Period Covered : 01ST JULY 2019 – 30TH JUNE 2020

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1. Whereas:

1.1 The Employer and the Employee have entered into a Contract of Employment in terms of Section 57(1)(a) of the Local Government Municipal Systems Act 32 of 2000 (The Systems Act).

1.2 In terms of Section 57 of the Systems Act and the Contract of Employment between the Employer and the Employee the parties are required to enter into a Performance Agreement which Agreement must be concluded annually within a (ninety) 60 days after the appointment of the Employee and thereafter within one (1) month after the beginning of the Employer's subsequent financial year.

1.3 In compliance with the legislation, the parties hereby wish to record their agreement and obligations as contained in the relevant sections of this document.

1.4 This agreement shall commence on or retrospective of the date of signature by both parties and shall remain in force until a new Performance Agreement is concluded between the parties which agreement shall be reached within one (1) month after the beginning of the ensuing financial year of the Municipality.

2. PERFORMANCE BONUS

2.1 In terms of this Performance Agreement, the Employee's Contract of Employment, Local Government Performance Regulations -2006, the Employee is entitled to the payment of a performance bonus that is equivalent to the score obtained during the performance appraisal.

2.2 The Employee's performance shall be assessed in respect of key performance areas, objectives, key performance indicators and targets dates based on the balanced scorecard method applicable to the SBU and the Employee as set out in 'Part C' below.

2.3 All objectives and key performance indicators set out in the employee's scorecard shall be rated within a scale of 1-5 and weighted out of a total of 100 percent.

2.4 This percentage (calculated in 2.3 above) shall be applied to the performance bonus not exceeding (14%) of the Employee's current annual total cost to the Employer.

2.5 The performance bonus shall be split into 80/20 between KPA's and Core Competency Requirements.

2.6 There may be no bonus payable in the event that the Employee failed to perform the routine duties of his post contained in the Employee's contract of employment or reasonable legal instructions given to the Employee by the Employer from time to time.

3. PERFORMANCE ASSESSMENT PROCEDURE

3.1 The process of assessment shall be in accordance with the procedure set out in 'Part B' and in terms of the Municipality's Performance Management Policy.

3.2 The Employee shall give the Employer his/her performance file and provide verbal explanation when required to do so by the Employer to enable the performance assessment to be completed.

3.3 The assessment of the Employee shall be undertaken by the Municipal Manager, Municipal Manager from another municipality, Portfolio Committee Head responsible for the Directorate, Representative from Internal Audit, Chairperson of the Audit Committee and HR as scribes/secretariat.

3.4 The quarterly and the end of the year assessment of performance in accordance with this agreement shall take place as indicated under 'Part C'.

3.5 The annual performance assessment shall be conducted in the presence of a performance evaluation panel as provided in paragraph 3.3 and in the Local Government Municipal Performance Regulations for Municipal Managers and Managers Directly Accountable to the Municipal Managers, 2006 section 27 (4) d and e.

3.6 It is recorded and agreed that the key performance areas, key performance indicators and target dates are based on the 2019/20 Integrated Development Plan, SDBIP and Budget of the municipality adopted by the Employer.

3.7 It is recorded and acknowledged that the key performance areas, key performance indicators and target dates may be affected from time to time by decisions made by the Employer, the Council and/or by amendments to the Integrated Development Plan, SDBIP, Budget and legislation.

3.8 In the event of 3.7 occurring it is agreed that the key performance areas, key performance indicators and target dates will be reassessed and the Employee shall not be prejudiced by such decisions and/or amendments.

3.9 Therefore the Municipal Manager or Evaluation Panel (whatever the case may be) shall take into account the Employee's reasons for deviation, and if found to be beyond the Employee's control and with due regard for Employee's demonstrated effort to meet a particular objective, such objective shall not be assessed and the balance of objectives in this Agreement shall be rated out of 80% for KPA's and 20% for Critical Competency Requirements respectively.

4. APPEAL PROCEDURE

4.1 Therefore the Municipal Manager or Evaluation Panel (whatever the case may be) shall take into account the Employee's reasons for deviation, and if found to be beyond the Employee's control and with due regard for Employee's demonstrated effort to meet a particular objective, such objective shall not be assessed and the balance of objectives in this Agreement shall be rated out of 80% for KPA's and 20% for Critical Competency Requirements respectively.

4.2 In the event that upon completion of the annual performance appraisal the Employee is dissatisfied with the decision of the Municipal Manager as the case may be or where a dispute or differences have arisen as to the extent to which the Employee has performed, the Employee shall be entitled to refer such dispute and/or appeal to the MEC for Local Government for mediation.

4.3 Then the completed appeal application must be submitted to the MEC for Local Government to be mediated within 30 days.

4.4 Then the completed appeal application must be submitted to the MEC for Local Government to be mediated within 30 days.

4.5 The appraiser shall likewise be entitled to make representations to and prepare a Memorandum to accompany the appeal application for the Mayor or MEC giving account of the events and decision upon which the appeal application is based.

4.6 The appeal authority shall consider the submissions by the Employee and/or the Municipal Manager and shall make a final decision.

4.7 The provisions of this clause shall not derogate from the Employee's rights to refer a dispute for determination in accordance with the provisions of the Labour Relations Act having exhausted the internal dispute procedure.

DATED at Polokwane ON THIS 10th DAY OF July 2019

OBO THE EMPLOYER

AS WITNESSES

1 _____

Polokwane
DATED at 10/11/2019 ON THIS 10 DAY OF July 2019

THE EMPLOYEE
AS WITNESSES

1 _____

PART B: ASSESSMENT PROCEDURE

5.1 The annual performance assessments shall be conducted by the Municipal Manager / Mayor and Evaluation Panel in accordance with the municipality's Performance Management System, PMS Policy, Local Government Municipal Performance Regulations for the Municipal Managers and Managers Directly Accountable to the Municipal Managers, 2006 and in consultation with the Employee.

5.2 It is recorded that the employee is required to cooperate and work as a team in the performance of his/her functions.

5.3 In assessing performance in respect of the key performance areas the following points and weighting shall be applied:-

Key Performance Area (80%)		
Number	Key Performance Area	Weight
6.1	Basic Service Delivery	100%
6.2	Financial Management and Viability	
6.3	Municipal Transformation and Organisational Development	
6.4	Local Economic Development	
6.5	Good Governance and Public Participation	
	Total KPA	100%

CORE COMPETENCY REQUIREMENTS (20%)		
Number	Core Competency Requirements	Weight
6.6	Strategic Capability and Leadership	20%
6.7	Programme and Project Management	20%
6.8	Financial Management	15%
6.9	Change Management	15%
6.10	Knowledge Management	
6.11	Service Delivery Innovation	5%
6.12	Problem Solving and Analysis	10%
6.13	People Management and Empowerment	5%
6.14	Client Orientation and Customer Focus	10%
6.15	Communication	
6.16	Honesty and Integrity	
	Total percentage	100%



PART C: EMPLOYEE SCORECARD

1. KEY PERFORMANCE INDICATORS

1.1 BASIC SERVICE DELIVERY (BSD)

KPI No	KPA	Pillar	Municipal IDP Priority	IDP Strategic Objective	Municipal Programme	Operating Strategy	Key Performance Indicator (KPI)	Unit of Measure (UoM)	Performance Baseline 2018/19	Annual Target 2019/20	1 st Quarter Target	2 nd Quarter Target	3 rd Quarter Target	4 th Quarter Target	Portfolio of Evidence
BSD_TL22	Service Delivery	Smart Mobility	Improving transport, roads and bridges	Promotion of economic growth, job creation and sustainable human settlements	Transportation (Infrastructure)	Plan and construct infrastructure	Km of Trunk route constructed by 30 June each year	km	0.6	0,7	n/a	n/a	n/a	0,7	Progress reports and Completion certificates
BSD_TL23	Service Delivery	Smart Mobility	Improving transport, roads and bridges	Promotion of economic growth, job creation and sustainable human settlements	Transportation (Infrastructure)	Plan and construct infrastructure	KM of TE constructed at Moletjie by 30 June 2020 (5.9km)	km	0.6	4	n/a	n/a	n/a	4	Progress reports
BSD_TL12	Service Delivery	Smart Mobility	Improving transport, roads and bridges	Promotion of economic growth, job creation and sustainable human settlements	Transport, Roads and storm water	Implement MIG programme. Increase allocation per financial year to allow quick reduction of backlog	Km of roads upgraded from gravel to tar by 30 June each year	km	Total number of km to be completed in 18/19 FY to be reported in June 2019 0.8 km of road achieved to date(18/19fy) 14.9 km of	26km	na	na	na	26km	completion certificates



KPI No	KPA	Pillar	Municipal IDP Priority	IDP Strategic Objective	Municipal Programme	Operating Strategy	Key Performance Indicator (KPI)	Unit of Measure (UoM)	Performance Baseline 2018/19	Annual Target 2019/20	1 st Quarter Target	2 nd Quarter Target	3 rd Quarter Target	4 th Quarter Target	Portfolio of Evidence
									road completed in 18/19fy(Roll over completed in 18/19 FY)						
BSD_TL13	Service Delivery	Smart Mobility	Improving transport, roads and bridges	Promotion of economic growth, job creation and sustainable human settlements	Transport, Roads and storm water	Implement MIG programme. Increase allocation per financial year to allow quick reduction of backlog	Km of roads renewed (Asset Renewal Programme/Existing Tar roads) by 30 June each year	km	Total number of km to be completed in 18/19 FY to be reported in June 2019 1.1km of road completed in 18/19fy(Roll over completed in 18/19 FY)	10km (vukuphile projects)+1.3km=11.3 km	n/a	n/a	n/a	10km (vukuphile projects)+1.3km=11.3 km	n/a
BSD_TL14	Service Delivery	Smart Mobility	Improving transport, roads and bridges	Promotion of economic growth, job creation and sustainable human settlements	Transport, Roads and storm water	Construct storm water in existing towns (Mankweng and Seshego)	Km of Storm water constructed in existing towns (Mankweng and Seshego) by 30 June 2020	km	Total number of km to be completed in 18/19 FY to be reported in June 2019 0.15 km of stormwater achieved to date(18/19fy)	21km	n/a	n/a	n/a	21km	completion certificates
BSD_OS 16	Service Delivery	Smart Mobility	Improving transport , roads and bridges	Promotion of economic growth, job creation and sustainable human settlements	Transport, Roads and storm water	Develop an all-inclusive storm water master plan	An all-inclusive storm water master plan developed and submitted to Council for approval by 30 June 2020	#	New	1	n/a	n/a	n/a	n/a	n/a
BSD_OS	Service Delivery	Smart Mobility	Improving transport , roads and	Promotion of economic growth, job creation	Transportation (Communications and Marketing)	Provide safe, reliable, affordable, sustainable public	Number of affected Taxi and Bus operators integrated into Leeto La	#	New	3	n/a	n/a	n/a	3	Reports

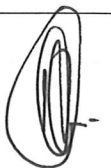
KPI No	KPA	Pillar	Municipal IDP Priority	IDP Strategic Objective	Municipal Programme	Operating Strategy	Key Performance Indicator (KPI)	Unit of Measure (UoM)	Performance Baseline 2018/19	Annual Target 2019/20	1 st Quarter Target	2 nd Quarter Target	3 rd Quarter Target	4 th Quarter Target	Portfolio of Evidence
			bridges	and sustainable human settlements		transport system	Polokwane by 30 June 2020								
BSD_OS 63	Service Delivery	Smart Mobility	Improving transport, roads and bridges	Promotion of economic growth, job creation and sustainable human settlements	Transportation	Plan and design an integrated public transport plan for operation in Polokwane	Taxi Incorporation & Readiness Preparations	#	3	3	n/a	n/a	n/a	n/a	n/a
BSD_OS 64	Service Delivery	Smart Mobility	Improving transport, roads and bridges	Promotion of economic growth, job creation and sustainable human settlements	Transportation	Plan and design an integrated public transport plan for operation in Polokwane	APTMS Procurement & Readiness Preparations	#	1	n/a	n/a	n/a	n/a	n/a	Appointment letter, progress reports, completion certificates
BSD_OS 65	Service Delivery	Smart Mobility	Improving transport, roads and bridges	Promotion of economic growth, job creation and sustainable human settlements	Transportation	Plan and design an integrated public transport plan for operation in Polokwane	UA Plan Update	#	1	1	n/a	n/a	n/a	1	Updated Plan



KPI No	KPA	Pillar	Municipal IDP Priority	IDP Strategic Objective	Municipal Programme	Operating Strategy	Key Performance Indicator (KPI)	Unit of Measure (UoM)	Performance Baseline 2018/19	Annual Target 2019/20	1 st Quarter Target	2 nd Quarter Target	3 rd Quarter Target	4 th Quarter Target	Portfolio of Evidence
BSD_OS 66	Service Delivery	Smart Mobility	Improving transport, roads and bridges	Promotion of economic growth, job creation and sustainable human settlements	Transportation	Plan and design an integrated public transport plan for operation in Polokwane	TOP Update	#	1	1	n/a	1	n/a	n/a	TOP Updated Plan
BSD_OS 67	Basic Service Delivery	Smart Mobility	Improving transport, roads and bridges	Promotion of economic growth, job creation and sustainable human settlements	Transportation	Plan and design an integrated public transport plan for operation in Polokwane	Planned PT Facilities Integration	#	2	n/a	n/a	n/a	n/a	2	Reports, designs, tender documents
BSD_OS 68	Service Delivery	Smart Mobility	Improving transport, roads and bridges	Promotion of economic growth, job creation and sustainable human settlements	Transportation (Infrastructure)	Plan and construct infrastructure	% of Construction of depot elements	%	60	75	25	25	25	n/a	Reports, minutes, certificates, photos
BSD_OS 69	Service Delivery	Smart Mobility	Improving transport, roads and bridges	Promotion of economic growth, job creation	Transportation (Infrastructure)	Plan and construct infrastructure	% of Construction of station elements	%	66	75	25	25	25	n/a	Reports, minutes, certificates, photos



KPI No	KPA	Pillar	Municipal IDP Priority	IDP Strategic Objective	Municipal Programme	Operating Strategy	Key Performance Indicator (KPI)	Unit of Measure (UoM)	Performance Baseline 2018/19	Annual Target 2019/20	1 st Quarter Target	2 nd Quarter Target	3 rd Quarter Target	4 th Quarter Target	Portfolio of Evidence
				and sustainable human settlements											
BSD_OS 70	Service Delivery	Smart Mobility	Improving transport, roads and bridges	Promotion of economic growth, job creation and sustainable human settlements	Transportation (Infrastructure)	Plan and construct infrastructure	Construction of lay-over elements	%	100	100	100	n/a	n/a	n/a	Payment certificate, completion certificates, close-out report.
BSD_OS 71	Service Delivery	Smart Mobility	Improving transport, roads and bridges	Promotion of economic growth, job creation and sustainable human settlements	Transportation (Infrastructure)	Plan and construct infrastructure	Construction of Queue jump lanes	No	3	5	n/a	5	n/a	n/a	Installed Queue jump lanes, completion certificates
BSD_OS 72	Service Delivery	Smart Mobility	Improving transport, roads and bridges	Promotion of economic growth, job creation and sustainable human settlements	Transportation (Marketing, Communication & Stakeholder Engagement)	Foster internal and external stakeholder relations	Ensure that the public understand and by-in to Leeto La Polokwane	%	85	100	52	25	25	n/a	Public Participation, stakeholder engagements, minutes, report

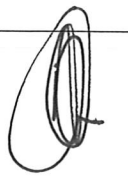


KPI No	KPA	Pillar	Municipal IDP Priority	IDP Strategic Objective	Municipal Programme	Operating Strategy	Key Performance Indicator (KPI)	Unit of Measure (UoM)	Performance Baseline 2018/19	Annual Target 2019/20	1 st Quarter Target	2 nd Quarter Target	3 rd Quarter Target	4 th Quarter Target	Portfolio of Evidence
BSD_OS 73	Service Delivery	Smart Mobility	Improving transport, roads and bridges	Promotion of economic growth, job creation and sustainable human settlements	Transportation	Provide safe, reliable, affordable, sustainable public transport system	Ensure that the system is safe and reliable	%	85	100	n/a	75	20	5	TOP, UA, Reports



1.2 PROJECTS

Project Number	Key Performance Area	Polokwane Strategic Objective (IDP Objective)	Municipal Programme	Project Name/Description	Type of Project / Classification	Project Location	Ward No.	Project Owner	Source of Funding	Original	Quarterly Project Implementation Milestones				Annual Project Output (30 June 2020)	PoE (Evidence to verify Performance)
											Quarter 1 (Jul-Sep)	Quarter 2 (Oct-Dec)	Quarter 3 (Jan-Mar)	Quarter 4 (Apr-Jun)		
Transport Operations(IPRTS)- Transport and Services																
CWP_231	Basic Service Delivery	To ensure the provision of basic and environmental services in a sustainable way to our communities	Transportation Services	AFC	N	Municipal wide	Municipal wide	Director Transportation Services	PTISG	22 499 000	Procurement of Fare Collection System for Leeto la Polokwane	Appointment of service provider	Dry run of the system	Operations of leeto La Polokwane system	Operations	Operations



Project Number	Key Performance Area	Polokwane Strategic Objective (IDP Objective)	Municipal Programme	Project Name/Description	Type of Project / Classification	Project Location	Ward No.	Project Owner	Source of Funding	Original	Quarterly Project Implementation Milestones				Annual Project Output (30 June 2020)	PoE (Evidence to verify Performance)
											Quarter 1 (Jul-Sep)	Quarter 2 (Oct-Dec)	Quarter 3 (Jan-Mar)	Quarter 4 (Apr-Jun)		
		s														
CWP_2 32	Basic Service Delivery	To ensure the provision of basic and environmental services in a sustainable way to our communities	Transportation Services	PTMS		Municipal wide	Municipal wide	Director Transportation Services	PTISG	15 499 000	Procurement of Operations Monitoring System	Appointment of Service provider	Dry run of the system	Operations of leeto La Polokwane system	Operations	Operations
CWP_2 33	Basic Service Delivery	To ensure the provision of basic and environmental services in a sustainable way to our communities	Transportation Services	Compensation		Municipal wide	Municipal wide	Director Transportation Services	PTISG	16 760 000	Engage Industry on Compensation survey results and sign off Compensation Survey Results	Sign off Compensation Offers	Withdrawal of 125 minibus taxis and settle compensation (payment of compensation on withdrawal of Operating Licences)	Not applicable for Quarter 4, as Compensation process is planned to be completed by end of Third Quarter.	Signed Compensation Offers, Settle Compensation and removal of 125 minibus taxis from Phas1 A footprint	Attendance Register, signed Compensation Survey Results, signed Compensation Offers, cancelled Operating Licences and the vehicles or scrapping certificate
CWP_2 34	Basic Service Delivery	To ensure the provision of basic and environmental services in a sustainable way to our communities	Transportation Services	PT facility upgrade		Municipal wide	Municipal wide	Director Transportation Services	PTISG	2 250 000	Designs of Taxi Facility upgrades	Appointment of contractor	Consultant busy with surveys and concept planning	Invitation of tenders for the upgrading of facilities	Operations	Operations
CWP_2 35	Basic Service Delivery	To ensure the provision of basic and environmental services in a sustainable way to our communities	Transportation Services	Construction of bus depot Civil works 108/2017 WP3			11	Director Transportation Services	PTISG	11 720 000	Establishment, excavations, mass earthworks, pavement layers, construction of stormwater pipe	Installation of stormwater systems, construction of pavement layers and platforms for buildings, concrete paving &	Completion of pavement layers and parking areas and platforms for top structures, construction of external stormwater	n/a	Fenced Depot site, paved bus parking area with, fueling and washbay facility areas, with stormwater drainage	Appointment letter, site meeting minutes, progress reports

Project Number	Key Performance Area	Polokwane Strategic Objective (IDP Objective)	Municipal Programme	Project Name/Description	Type of Project / Classification	Project Location	Ward No.	Project Owner	Source of Funding	Original	Quarterly Project Implementation Milestones				Annual Project Output (30 June 2020)	PoE (Evidence to verify Performance)
											Quarter 1 (Jul-Sep)	Quarter 2 (Oct-Dec)	Quarter 3 (Jan-Mar)	Quarter 4 (Apr-Jun)		
											systems. fill for building platforms, palisade fencing, block paving on parking areas and road ways.	kerbing, palisade fencing	pipe systems and completion of internal systems, installation of paving and kerbing.		systems	
CWP_236	Basic Service Delivery	To ensure the provision of basic and environmental services in a sustainable way to our communities	Transportation Services	Construction of bus station Civil works 108/2017 WP4			22	Director Transportation Services	PTISG	18 180 000	Station area - Establishment, excavations, mass earthworks, demolishing of public toilets, pavement layers. Alternative parking - road layers, provision & construction of block paving with kerbing.	Pavement layers, rehabilitation and upgrading of roadways, construction of paving and kerbing on station precinct	Construction of roadways (pavement layers, stabilization, BTB base layers, surfacing, roadmarking and rumble blocks. Completion of construction of paved station precinct area.	n/a	Bus lanes, rehabilitated road ways, busstation platforms, paved station precinct, demolishing of ablution facility, completion of alternative parking area	Appointment letter, site meeting minutes, progress reports
CWP_237	Basic Service Delivery	To ensure the provision of basic and environmental services in a sustainable way to our communities	Transportation Services	Construction & provision of Depot Upper structures	N	City	City	Director Transportation Services	PTISG	4 925 000	Establishment, excavations and installation of services, excavations for foundations. Procurement of building materials	Construction of Maintenance and storeroom buildings, provision and erection of offices, restrooms, guardhouse, fueling and washbay facilities	Finishing of Maintenance and storeroom buildings, offices, restrooms, guardhouse, fueling and washbay facilities	Appointment of service provider. Construction of Maintenance building with service pits, storeroom, fueling and washbay facilities, temporary offices, restrooms and guardhouse	Construction of depot offices, rest rooms, maintenance building and storeroom, fueling and wash bay facilities and guardhouse	Appointment letter, site meeting minutes, progress reports
CWP_238	Basic Service Delivery	To ensure the provision of basic and environmental services	Transportation Services	Construction & provision of Station Upperstructures	N	City	City	Director Transportation Services	PTISG	30 000 000	Establishment, excavations and installation of services,	Construction of 2 station building foundations and platforms,	Finishing of 2 module buildings, Installation of Kiosk, ticket	Finishing of station precinct, ablution facilities, roadmarking	2 equipped station modules with office, ablution, fare gates,	Appointment letter, site meeting minutes, progress reports

Project Number	Key Performance Area	Polokwane Strategic Objective (IDP Objective)	Municipal Programme	Project Name/Description	Type of Project / Classification	Project Location	Ward No.	Project Owner	Source of Funding	Original	Quarterly Project Implementation Milestones				Annual Project Output (30 June 2020)	PoE (Evidence to verify Performance)
											Quarter 1 (Jul-Sep)	Quarter 2 (Oct-Dec)	Quarter 3 (Jan-Mar)	Quarter 4 (Apr-Jun)		
		in a sustainable way to our communities									excavations for foundations. Procurement of building materials	construction of 2 station module buildings with roofing	vending machine, installation of APTMS & AFC equipment, concrete paving on station precinct, construction of hawkers facilities and ablution facilities.	s and signage.	server room, ticket vending machine, APTMS & AFC equipment, paved station precinct, hawkers facilities, signage & landscaping	
CWP_239	Basic Service Delivery	To ensure the provision of basic and environmental services in a sustainable way to our communities	Transportation Services	Construction & provision of Station Upperstructures		Polokwane and Seshego		Director Transportation Services	PTISG	37 600 000	Establishment, excavations and installation of services, excavations for foundations. Procurement of building materials	Construction of 2 station building foundations and platforms, construction of 2 station module buildings with roofing	Finishing of 2 module buildings, Installation of Kiosk, ticket vending machine, installation of APTMS & AFC equipment, concrete paving on station precinct, construction of hawkers facilities and ablution facilities.	Finishing of station precinct, ablution facilities, roadmarkings and signage.	2 equipped station modules with office, ablution, fare gates, server room, ticket vending machine, APTMS & AFC equipment, paved station precinct, hawkers facilities, signage & landscaping	Appointment letter, site meeting minutes, progress reports