

ANNUAL PERFORMANCE AGREEMENT



NATURALLY PROGRESSIVE

Name of Employee : M LEDWABA

Position Held : ACTING DIRECTOR COMMUNITY DEVELOPMENT

Post Level : SECTION 57

Immediate Supervisor : MUNICIPAL MANAGER

Period Covered : 01 JULY 2018 – 30 JUNE 2019

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PART A:

PERFORMANCE AGREEMENT

ENTERED INTO AND BETWEEN:-

POLOKWANE MUNICIPALITY
REPRESENTED BY THE MUNICIPAL MANAGER,

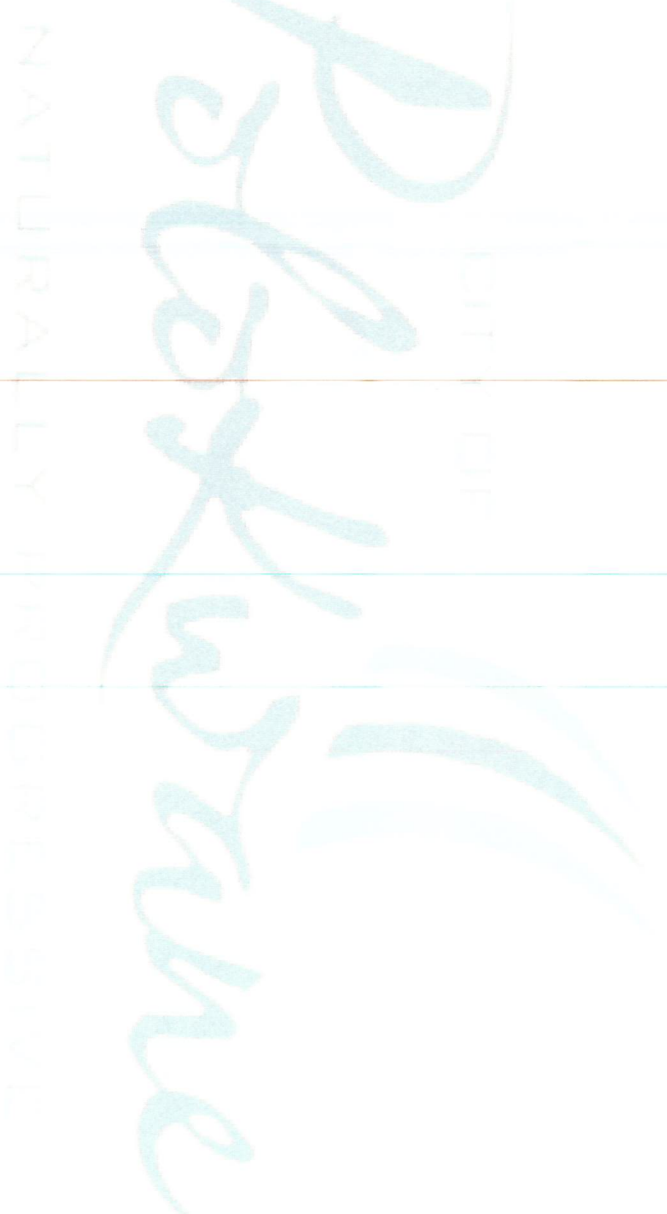
DIKGAPE H MAKOBE

HEREINUNDER REFERRED TO AS THE EMPLOYER.

AND

M LEDWABA

HEREINUNDER REFERRED TO AS THE EMPLOYEE (ACTING DIRECTOR COMMUNITY DEVELOPMENT)



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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 2017/18 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.

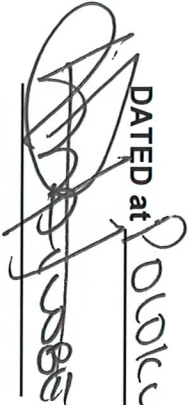
4.3 Then the completed appeal application must be submitted to the MEC for Local Government to be mediated within 30 days.

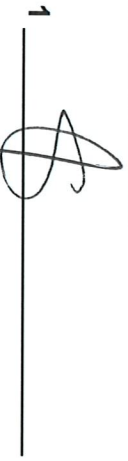
4.4 Then the completed appeal application must be submitted to the MEC for Local Government to be mediated within 30 days.

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 ROLOKWANE ON THIS 31 DAY OF ~~THE~~ JULY 2018

OBO THE EMPLOYER
AS WITNESSES

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DATED at ROLOKWANE ON THIS 31 DAY OF JULY 2018


THE EMPLOYEE
AS WITNESSES

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	60%
6.2	Financial Management and Viability	10%
6.3	Municipal Transformation and Organisational Development	5%
6.4	Local Economic Development	5%
6.5	Good Governance and Public Participation	20%
	Total KPA	100%

CORE COMPETENCY REQUIREMENTS (20%)		
Number	Core Competency Requirements	Weight
6.6	Strategic Capability and Leadership	9%
6.7	Programme and Project Management	9%
6.8	Financial Management	9%
6.9	Change Management	9%
6.10	Knowledge Management	9%
6.11	Service Delivery Innovation	9%
6.12	Problem Solving and Analysis	9%
6.13	People Management and Empowerment	9%
6.14	Client Orientation and Customer Focus	9%
6.15	Communication	9%
6.16	Honesty and Integrity	10%
	Total percentage	100%


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PART C: EMPLOYEE SCORECARD

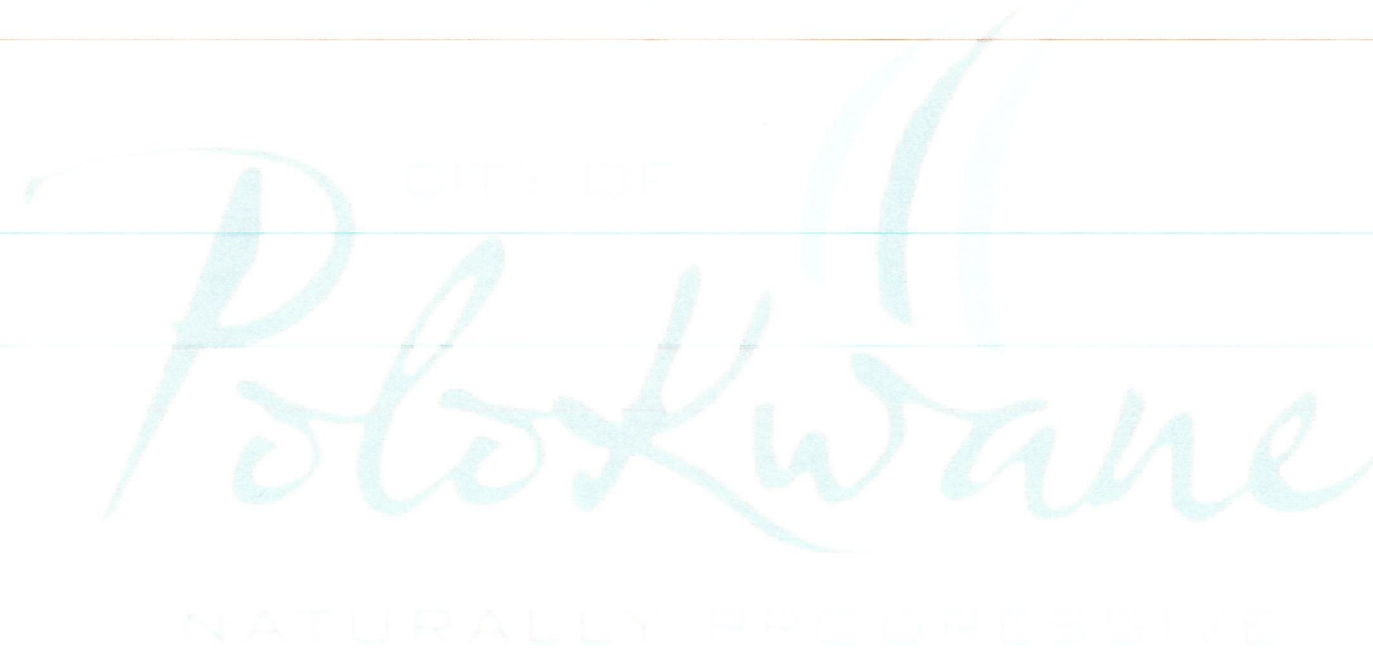
1. KEY PERFORMANCE INDICATORS

KPI No	KPA	Pillar	Municipal IDP Priority	IDP Strategic Objective	Municipal Programme	Operating Strategy	Key Performance Indicator (KPI)	Unit of Measure (UoM)	Total No of HH (CS 2016)	Performance Baseline 2017/18	Annual Target 2018/19	Quarter 1 (Jul-Sept 18)	Quarter 2 (Oct-Dec 18)	Quarter 3 (Jan-Mar 19)	Quarter 4 (Apr-Jun 19)	PoE
BSD_OS30	Service Delivery	Smart Living	Strengthen the local economic development structures and expansion of expanded public works programme	Promotion of economic growth, job creation and sustainable human settlements		Obtaining long term contracts / partnerships with relevant stakeholders that host events and activities (inclusive of National Teams)	Number of long term contracts / partnerships in place with stakeholders that host events and activities (inclusive of National Teams) at New and Old Peter Mokaba Stadium by 30 June 2019.	#	2	2	3	3	0	0	0	Contract OUs.
BSD_OS31	Service Delivery	Smart Living	Strengthen the local economic development structures and expansion of expanded public works programme	Promotion of economic growth, job creation and sustainable human settlements		Diversify activities to be hosted in various facilities	Rand Value Income generated through utilization of commercialized facilities	R-value		6,000,000	6,000,000	1 000 000	1 500 000	2 000 000	2 100 000	Invoice bank statement of Payment
BSD_OS32	Service Delivery	Smart Living	Strengthen the local economic development structures and expansion of expanded public works programme	Promotion of economic growth, job creation and sustainable human settlements	Commercialisation	Continuous marketing and building relationships with stakeholders	Percentage return on investment (Commercialization) (indicate the venues that will assist you in achieving this target)	%	5 940 000	6,600,000	10%	1 000 000	1 500 000	2 000 000	2 100 000	Invoice bank statement of Payment
BSD_OS33	Service Delivery	Smart Living	Improving sports and recreational facilities and promotion of social cohesion	To ensure social protection and education outcomes	Cultural Services	Implement museum outreach programmes 1. Heritage day celebration (Q1) 2. Participate Indigenous games (Q1) 3. International museum day celebration (Q4) 4. Art exhibition(2) (Q1&2)	Number of museum outreach programmes conducted by 30 June 2019	#		1	5	3	1		1	Report
BSD_OS34	Service Delivery	Smart Living	Improving sports and recreational facilities and promotion of social cohesion	To ensure social protection and education outcomes	Cultural Services	Implement cultural development programmes: 1. Polokwane Literary Fair (Q1)	Number of cultural development programmes conducted by 30 June 2019	#		4	4	1	1		2	Report

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KPI No	KPA	Pillar	Municipal IDP Priority	IDP Strategic Objective	Municipal Programme	Operating Strategy	Key Performance Indicator (KPI)	Unit of Measure (UoM)	Total No of HH (CS 2016)	Performance Baseline 2017/18	Annual Target 2018/19	Quarter 1 (Jul-Sept 18)	Quarter 2 (Oct-Dec 18)	Quarter 3 (Jan-Mar 19)	Quarter 4 (Apr-Jun 19)	PoE
						2.Cultural Competitions (Q2) 3.Holiday program (Q4) 4.Literary development program (Q4)										
BSD_OS35	Service Delivery	Smart Living	Improving sports and recreational facilities and promotion of social cohesion	To ensure social protection and education outcomes	Cultural Services	Implement library outreach programmes 1.National Book week (Q1) 2.EM debate competition (Q1) 3.Holiday program (Q 2&4) 4.National library week (Q 3) 5.Grade vii outreach (Q 1&4)	Number of library outreach programmes conducted by 30 June 2019	#		5	7	3	1	1	2	Report
BSD_OS36	Service Delivery	Smart Living	Improving sports and recreational facilities and promotion of social cohesion	To ensure social protection and education outcomes	Cultural Services	Heritage site surveys (Q4)	Heritage site survey conducted by 30 June 2019	#	n/a	new	1	n/a	n/a	n/a	1	Resear docum
BSD_OS37	Service Delivery	Smart Living	Improving sports and recreational facilities and promotion of social cohesion	To ensure social protection and education outcomes	Facilities Management	To have all municipal facilities comply with building regulations by renovating and upgrading facilities	Number of municipal facilities comply with building regulations by renovating and upgrading facilities by 30 June 2019	#	n/a	15	10	2	3	2	3	Certific of complie Occupa certifica
BSD_OS38	Service Delivery	Smart Living	Improving sports and recreational facilities and promotion of social cohesion	To ensure social protection and education outcomes	Facilities Management	Regular review and implementation of maintenance plan and schedule	Facility maintenance plan and schedule reviewed by 30 June 2019	#		13	5	1	2	1	1	Review plan. Progres reports
BSD_OS39	Service Delivery	Smart Living	Improving sports and recreational facilities and promotion of social cohesion	To promote social cohesion, a healthy lifestyle and ensuring that Polokwane is a sporting and tourism hub.	Sports and Recreation	Planning, coordination and hosting sport and recreation programmes that encourages participation of all members of the community	Number of sport and recreation programmes planned, coordinated and hosted that encourages participation of all members of the community by 30 June 2019	#	4	4	8	2	2	2	2	Hosting letters. Attende register invoice:
BSD_OS40	Service Delivery	Smart Living	Improving sports and recreational facilities and promotion of social cohesion	To promote social cohesion, a healthy lifestyle and ensuring that Polokwane is a	Sports and Recreation	Bidding for and encourage federations to bid for national tournaments to be hosted in Polokwane	Number of bids submitted for national tournaments to be hosted in Polokwane by 30 June 2019	#		8	8	2	2	2	2	Bidding docum minutes the mer and

KPI No	KPA	Pillar	Municipal IDP Priority	IDP Strategic Objective	Municipal Programme	Operating Strategy	Key Performance Indicator (KPI)	Unit of Measure (UoM)	Total No of HH (CS 2016)	Performance Baseline 2017/18	Annual Target 2018/19	Quarter 1 (Jul-Sept 18)	Quarter 2 (Oct-Dec 18)	Quarter 3 (Jan-Mar 19)	Quarter 4 (Apr-Jun 19)	PoE
				sporting and tourism hub.												attenda register
BSD_OS41	Service Delivery	Smart Living	Improving sports and recreational facilities and promotion of social cohesion	To promote social cohesion, a healthy lifestyle and ensuring that Polokwane is a sporting and tourism hub.	Sports and Recreation	Hosting of major events and tournaments	Number of major events and tournaments hosted in Polokwane by 30 June 2019	#	9	11	1	3	0	3	4	Attenda register minutes the mer photos, videos, invoice:
BSD_OS42	Service Delivery	Smart Living	Improving sports and recreational facilities and promotion of social cohesion	To promote social cohesion, a healthy lifestyle and ensuring that Polokwane is a sporting and tourism hub.	Sports and Recreation	Promotion of intern school sport amongst schools in rural areas	Number of promotion events hosted to promote intern school sport amongst schools in rural areas by 30 June 2019	#	4	4	4	1	1	1	1	Attenda register minutes the mer photos, videos, invoice:



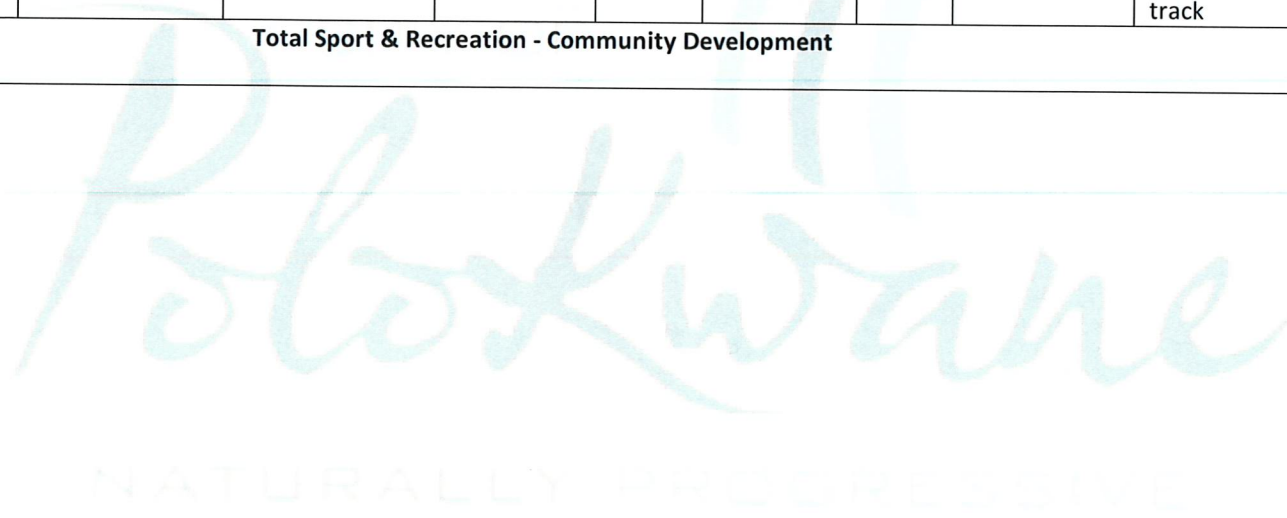
1.2 PROJECTS

Project No	KPA	Polokwane Strategic Objective	Municipal Programme	Project Name/Description	Type of Project: New/Renewal	Project Location	Ward No	Project Owner	Source of Funding	Implementing Agent	Budget	Quarterly Project Implementation Milestones				Annual Project Output (30 June 2019)	PoE
												Q1	Q2	Q3	Q4		
Clusters - SPME																	
Com Dev 01	Good Governance and Public Participation	Improved efficiency and effectiveness of Municipal administration	Clusters	Thusong Service Centre (TSC) - Mankweng	R	Mankweng	Mankweng Cluster	Director SPME	CRR	Director Community Development	1 000 000	Preparing of Bid document and finalising of construction estimate. Completion of planning.	None	None	None	Completion of planning phase.	Bid document. Drawings
Com Dev 02	Good Governance and Public Participation	Improved efficiency and effectiveness of Municipal administration	Clusters	Mobile service sites at Molepo Chuene Maja Cluster (Rampheri Village)	N	Rampheri - Maja	Chuene/Maja/Molepo Cluster	Director SPME	CRR		1 500 000	Identification of site, Design development	Approval of designs	Preparation of Bid document and final construction estimates	Advertising of Bid and Adjudication.	Planning	Bid document. Drawings
Facility Management- Community Development																	
Com Dev 03	Basic Service Delivery	Increased access to municipal services to all households	Infrastructure/Facility Maintenance	Civic Centre refurbishment	R	Polokwane	City Cluster	Director Community development	CRR		4 000 000	Installation of new aluminium windows, new mechanical ventilation, new electrical layouts.	Installation of new partitions, floor finishes, new electrical layouts and sanitary fittings.	Completion of Ground floor west wing	None	Refurbishment of Civic Centre ground floor	Payments, progress reports, completion certificates
Com Dev 04	Basic Service Delivery	Increased access to municipal services to all households	Infrastructure/Facility Maintenance	Renovation of municipal wide offices	R	Polokwane	City Cluster	Director Community development	CRR		1 500 000	Installation of air cons at Libraries	Installation of carpports at Traffic Ladanna	None	None	Installation of air cons and carpports	Payments, progress reports, completion certificates
Com Dev 05	Basic Service Delivery	Increased access to municipal services to all households	Infrastructure/Facility Maintenance	Municipal Furniture and Office Equipment	N	Polokwane	City Cluster	Director Community development	CRR		500 000	Supply office furniture	Supply office furniture	None	None	Delivery of office furniture	Delivery notes, Payments
Com Dev 06	Basic Service Delivery	Increased access to municipal services to all households	Infrastructure/Facility Maintenance	Refurbishment of City Library and Auditorium	R	Polokwane	20	Director Community development	CRR		500 000	Waterproofing, painting, electrical	None	None	None	Waterproofing, painting, electrical	Job cards, payments
Com Dev 07	Basic Service Delivery	Increased access to municipal services to all households	Infrastructure/Facility Maintenance	Upgrading of Seshego Library	R	Seshego	17	Director Community development	CRR		500 000	Installation of aircons, aluminium doors	None	None	None	Installation of aircons, aluminium doors	Payments, progress reports, completion certificates
Com Dev 07	Basic Service Delivery	Increased access to municipal services to all households	Infrastructure/Facility Maintenance	Library Dikgale	N	Dikgale	32	Director Community development	CRR		500 000	Identification of site, Design development	Approval of designs	Preparation of Bid document and final construction estimates	Advertising of Bid and Adjudication.	Planning	Bid document. Drawings

	Basic Service Delivery	Increased access to municipal services to all households	Infrastructure/Facility Maintenance	Library Bloodriver /Perskebuilt	N	Bloodriver /Perskebuilt	10	Director Community development	CRR		300 000	Identification of site, Design development	Approval of designs	Preparation of Bid document and final construction estimates	Advertising of Bid and Adjudication.	Planning	Bid document. Drawings
Com Dev 08	Basic Service Delivery	Increased access to municipal services to all households	Infrastructure/Facility Maintenance	Civic Centre Air con Upgrade	N	Polokwane	20	Director Community development	CRR		1 000 000	Installation of air con plant for Civic Centre North wing	Installation of air con plant for Civic Centre North wing	None	None	Installation of air con plant for Civic Centre North wing	Job cards, payments
Com Dev 09	Basic Service Delivery	Increased access to municipal services to all households	Infrastructure/Facility Maintenance	Construction of Mankweng Water and Sanitation Centre	N	Mankweng	25	Director Community development	CRR		1 000 000	Identification of site, Design development	Approval of designs	Preparation of Bid document and final construction estimates	Advertising of Bid and Adjudication.	Planning	
Sport & Recreation - Community Development																	
Com Dev 10	Basic Service Delivery	Improved social protection and education outcomes	Sport & Recreation	Construction of Mankweng Sport facility-2	N	Mankweng	25	Director Community Development	MIG		11 440 000	Appointment of Service provider, Bulk civil works for roads and parking, finishes for the main pavilion	External buildings, Bulk services installation viz: water, sewerage, external lights and stormwater drainage	Building finishes, seats, soccer pitch and baseball drainage	Refurbishment of old courts(Basketball, netball)	Completed roads and parking area; pavilion completely refurbished basket and netball and netball courts	Appointment letters, Project reports, certificates; pictures
Com Dev 11	Basic Service Delivery	Improved social protection and education outcomes	Sport & Recreation	Sport stadium in Ga-Maja	N	Ga-Maja	2	Director Community Development	MIG		9 600 000	Fencing; Bulk earthworks for all structures; Combo courts, ablution block; connection of water services	Borehole and septic tank; parking	Start with the construction of the community hall, excavation of the foundation; Construction of the concrete footing; construction of the floor	Construction of a community hall-;construction of the superstructure; Erection of the trusses, laying the roof cover; lighting, painting ;finishing off	Complete combo courts, ablution facility; borehole; septic tank; connection of services; community hall; lighting	Appointment letters, Project reports, certificates; pictures
Com Dev 12	Basic Service Delivery	Improved social protection and education outcomes	Sport & Recreation	EXT 44/77 Sports and Recreation Facility	N	Ext 44/77	8	Director Community Development	MIG		1 500 000	Appointment of consultant, Identification of site, Design development	Approval of designs	Preparation of Bid document and final construction estimates	Advertising of Bid and Adjudication.	Planning	Bid document. Drawings
Com Dev 13	Basic Service Delivery	Improved social protection and education outcomes	Sport & Recreation	Upgrading of Tibane Stadium	U	Tibane	44	Director Community Development	CRR		475 000	Procurement of contractor (Tender documents have been prepared)	Upgrading water supply system and providing additional ablution facilities	Project completion and finalisation	NA	Water supply system, tank and ablutions completed	Contract/ SLA/ progress reports, site meeting minutes as-



																	built documents
Com Dev 14	Basic Service Delivery	Improved social protection and education outcomes	Sport & Recreation	Sebayeng/Dikgale Sports Complex (Planning)		Sebayeng/Dikgale		Director Community Development	CRR		1 000 000	Appointment of consultant, Identification of site, Design development	Approval of designs	Preparation of Bid document and final construction estimates	Advertising of Bid and Adjudication.	Planning	Bid document. Drawings
Com Dev 15	Basic Service Delivery	Improved social protection and education outcomes	Sport & Recreation	Rehabilitation of Swimming Pool to be commercialized	R	City	City	Director Community Development	CRR		1 575 000	Plant room maintenance and Pumps installation	Filtration system and completion	N/A	N/A	Rehabilitated swimming pools	Project progress report and pictures
Com Dev 16	Basic Service Delivery	Improved social protection and education outcomes	Sport & Recreation	Upgrading of Mohlolong Stadium	U	Aganang	Aganang	Director Community Development	MIG		7 300 000	Construction of Retaining structure, lawns (artificial grass), augmentation of water system and gravel athletics track	Construction of Retaining structure, lawns (artificial grass), augmentation of water system and gravel athletics track	Concluding reporting and documentation, close out report and as-built plans	NA	Functioning water supply system, lawns and athletics track	Contract/SLA/progress reports, site meeting minutes as-built documents
Total Sport & Recreation - Community Development																	



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