

ANNUAL PERFORMANCE AGREEMENT



Name of Employee : DR TE NTSKAKALA

Position Held : DIRECTOR STRATEGIC PLANNING, MONITORING & EVALUATION

Post Level : SECTION 57

Immediate Supervisor : MUNICIPAL MANAGER

Period Covered : 01st JULY 2020 – 30th JUNE 2021

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

DR TE NTSHAKALA

HEREINUNDER REFERRED TO AS THE EMPLOYEE (DIRECTOR STRATEGIC PLANNING, MONITORING AND EVALUATION)



NATURALLY PROGRESSIVE

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 2020/21 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.

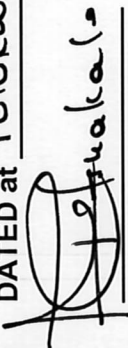
4.4 Then the completed appeal application must be submitted to the MEC for Local Government to be mediated within 30 days.

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 17 DAY OF June 2020

OBO THE EMPLOYER
AS WITNESSES

1 _____
DATED at Polokwane ON THIS 17 DAY OF June 2020

THE EMPLOYEE
AS WITNESSES

PART B: ASSESSMENT PROCEDURE

5.1 The annual performance assessments shall be conducted by the Municipal Manager and Assessment 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	0%
6.2	Financial Management and Viability	0%
6.3	Municipal Transformation and Organisational Development	0%
6.4	Local Economic Development	10
6.5	Good Governance and Public Participation	90
	Total KPA	100%

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

PART C: EMPLOYEE SCORECARD

1. KEY PERFORMANCE INDICATORS

1.1. GOOD GOVERNANCE AND PUBLIC PARTICIPATION (GPP)

IDP KPI Ref	KPA	Pillar	Municipal IDP Priority	IDP Strategic Objective	Municipal Programme	Operating Strategy	Key Performance Indicator (KPI)	Unit of Measure (UoM)	Performance Baseline 2019/20	Annual Target 2020/21	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Portfolio of Evidence
GGPP_TL01	Good Governance and Public Participation	Smart Governance	Promotion of good governance and the participation of local communities in the municipal affairs	To ensure confidence in the system of local government	IDP	Ensure participation of all stakeholders year.	Number of IDP, Budget and PMS Representative Forums held by 30 June each year.	#	2	2	1	N/A	1	N/A	Attendance Registers, Adverts, Invitations, Agenda.
GGPP_TL02	Good Governance and Public Participation	Smart Governance	Ensure long-term confidence in the system of local government and monitoring capacity, planning and evaluation	To ensure confidence in the system of local government	IDP	Facilitate and monitor the current financial year IDP, Budget and PMS needs falling without the municipality's mandate	Approval of the current financial year IDP, Budget and PMS Schedule (Process Plan) by 30 August each year (S21 of the MFMA).	#	1	1	1	N/A	N/A	N/A	Council Resolution and Process Plan.
GGPP_TL03	Good Governance and Public Participation	Smart Governance	Ensure long-term confidence in the system of local government and monitoring capacity, planning and evaluation	To ensure confidence in the system of local government	IDP	Ensure involvement and participation of all stakeholders year.	Number of IDP, Budget and PMS Steering Committee Meetings held by 30 June each year.	#	3	3	1	N/A	1	1	Agenda, Attendance Registers.
GGPP_TL04	Good Governance and Public Participation	Smart Governance	Ensure long-term confidence in the system of local government and monitoring capacity, planning and evaluation	To ensure confidence in the system of local government	IDP	To ensure processes are informed by community needs and priorities by budgeting the next financial year	Submitting the Final IDP to Council for adoption by 31 May each year (One month)	#	1	1	N/A	N/A	N/A	1	Council Resolution and Final IDP.

IDP KPI Ref	KPA	Pillar	Municipal IDP Priority	IDP Strategic Objective	Municipal Programme	Operating Strategy	Key Performance Indicator (KPI)	Unit of Measure (UoM)	Performance Baseline 2019/20	Annual Target 2020/21	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Portfolio of Evidence
GGPP_TL05	Good Governance and Public Participation	Smart Governance	Promotion of good governance and the participation of local communities in the municipal affairs	To ensure confidence in the system of local government	PMS	Communicate and share performance information	Tabling the Draft Annual Report for the previous financial year to Council by 31 January each year. (s121 - 129 MFMA).	#	1	1	N/A	N/A	1	N/A	Council Resolution and Copy of the Tabled Draft Annual Report
GGPP_TL06	Good Governance and Public Participation	Smart Governance	Promotion of good governance and the participation of local communities in the municipal affairs	To ensure confidence in the system of local government	PMS	Communicate and share performance information	Number of Quarterly Performance Reports submitted to Council by 30 June 2021	#	4	4	1	1	1	1	Council Resolution and Copy of the Quarterly Performance Report
GGPP_TL07	Good Governance and Public Participation	Smart Governance	Promotion of good governance and the participation of local communities in the municipal affairs	To ensure confidence in the system of local government	PMS	Communicate and share performance information	Tabling the Oversight Report on the previous financial year Annual Report to Council by 31 March each year (Section 121-129 MFMA)	#	1	1	N/A	N/A	1	N/A	Council Resolution of Oversight Report
GGPP_OS01	Good Governance and Public Participation	Smart Governance	Promotion of good governance and the participation of local communities in the municipal affairs	To ensure confidence in the system of local government	Municipal Clusters	Provide municipal services at cluster offices and develop and roll-out services to cluster offices	Number of cluster offices that provide municipal services by 30 June 2021	#	12	12	N/A	N/A	N/A	12	Quarterly Performance report, Half Yearly and Annual Performance Reports.

IDP KPI Ref	KPA	Pillar	Municipal IDP Priority	IDP Strategic Objective	Municipal Programme	Operating Strategy	Key Performance Indicator (KPI)	Unit of Measure (UoM)	Performance Baseline 2019/20	Annual Target 2020/21	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Portfolio of Evidence
GGPP_OS06	Good Governance and Public Participation	Smart Governance	Promotion of good governance and the participation of local communities in the municipal affairs	To ensure community confidence in the system of local government	PMS	Communicate and share performance information	Submission of the previous financial year Draft Annual Report to National Treasury, Provincial Treasury, AG and CoGHSTA by 10 February each year (S121 - 129 MFMA)	#	1	1	N/A	N/A	1	N/A	Submission letters to National Treasury, Provincial Treasury, AG and CoGHSTA
GGPP_OS07	Good Governance and Public Participation	Smart Governance	Promotion of good governance and the participation of local communities in the municipal affairs	To ensure community confidence in the system of local government	PMS	Communicate and share performance information	Publishing of the Draft Annual Report for previous financial year in the local newspapers and municipal website by 10 February each year. (s121 - 129 MFMA)	#	1	1	N/A	N/A	1	N/A	Copy of newspaper notice and website screenshot of the notice
GGPP_OS08	Good Governance and Public Participation	Smart Governance	Promotion of good governance and the participation of local communities in the municipal affairs	To ensure community confidence in the system of local government	PMS	Communicate and share performance information	Submission of Oversight Report on previous financial year Annual Report to Legislature, CoGHSTA, National Treasury and AG by 7 April each year (Section 121 - 129 MFMA)	#	1	1	N/A	N/A	1	N/A	Signed Submission letters or Delivery book signature to Limpopo Legislature, National Treasury and AG
GGPP_OS09	Good Governance and Public Participation	Smart Governance	Promotion of good governance and the participation of local communities in the municipal affairs	To ensure efficiency and effectiveness of municipal administration	PMS	Conduct organisational performance assessments	Number of organisational performance management assessments conducted by 30 June 2021	#	0	2	1	N/A	N/A	1	Organisational assessment report

1.2. LOCAL ECONOMIC DEVELOPMENT

IDP KPI Ref	KPA	Pillar	Municipal IDP Priority	IDP Strategic Objective	Municipal Programme	Operating Strategy	Key Performance Indicator (KPI)	Unit of Measure (UoM)	Performance Baseline 2019/20	Annual Target 2020/21	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Evidence Portfolio of
LED_TL02	Local Economic Development	Smart Economy	Strengthen the local economic development structures and expansion of public works programme	Promotion of economic growth, job creation and sustainable human settlements	EPWP Livelihoods	Sustainable Livelihoods	Number of job opportunities created through the EPWP by 30 June 2020 (Temporary Job Opportunities)	#	3636	4500	1000	1000	1000	653	EPWP reports

IDP KPI Ref	KPA	Pillar	Municipal IDP Priority	IDP Strategic Objective	Municipal Programme	Operating Strategy	Key Performance Indicator (KPI)	Unit of Measure (UoM)	Performance Baseline 2019/20	Annual Target 2020/21	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Evidence Portfolio of
GGP_OS20	Good Governance and Public Participation	Smart Governance	Ensure long-term planning capacity, monitoring and evaluation	To ensure community confidence in local government	PMS	Develop the SDBIP	Accounting Officers' submission of Draft SDBIP for next financial year to the Executive Mayor by 15 June each year (14 days after the adoption of the IDP and Budget)	#	1	1	N/A	N/A	N/A	1	Copy of the Signed Draft SDBIP for 2021/22, signed by the Executive Mayor and the Municipal Manager
GGP_OS21	Good Governance and Public Participation	Smart Governance	Ensure long-term planning capacity, monitoring and evaluation	To ensure community confidence in local government	PMS	Develop the SDBIP	Approval of final SDBIP for next financial year by the Executive Mayor within 28 days after the adoption of the IDP and Budget each year	#	1	1	N/A	N/A	N/A	1	Copy of the Final SDBIP for 2021/22 signed by the Executive Mayor and the Municipal Manager

2. PROJECTS

Project Number	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 2021)	POE (Evidence to Verify Performance)			
										1	Quarter 1 (Jul-Sep)	Quarter 2 (Oct-Dec)	Quarter 3 (Jan-Mar)	Quarter 4 (Apr-Jun)		
CWP_01	Good Governance and Public Participation	To ensure efficiency and effectiveness of municipal administration	Clusters	Thusong Service Centre (TSC)	R	Mankweng	Mankwen 9 Cluster	D:SPME	CRR	R1 104	Compilation of the documents required in the Deeds Office.	Submission of the Documents for registration	Transfer and registration of land Ownership	Fencing the Land	Acquisition of Land	Invoices registration and certificate.
CWP_02	Good Governance and Public Participation	To ensure efficiency and effectiveness of municipal administration	Clusters	Mobile service sites Rampheri Village	N	Rampheri-Maja	Molepo/Cheune/Maja Cluster	D:SPME	CRR	R1 046	Compilation of the documents required in the Deeds Office.	Submission of the Documents for registration	Transfer and registration of land Ownership	Fencing the Land	Acquisition of Land	Invoices registration and certificate.
CWP_03	Good Governance and Public Participation	To ensure efficiency and effectiveness of municipal administration	Clusters	Renovation of existing Cluster offices	R	Mohlolon 9 Cluster offices	Ward 45 (Aganang Cluster)	D:SPME	CRR	R113	Issue job card to annual service provider	Renovating the facility	Completing the scope of work.	NA	Completion of renovations	Issued Job Card, Invoices
CWP_04	Good Governance and Public Participation	To ensure efficiency and effectiveness of municipal administration	Clusters	Construction of Segoye Mobile Service Centre	U	Sebayeng	Sebayeng / Dikgale Cluster	D:SPME	CRR	R531	Compilation of the documents required in the Deeds Office.	Submission of the Documents for registration	Transfer and registration of land Ownership	Fencing the Land	Acquisition of Land	Invoices registration and certificate.

Clusters - Chief Operations Office

NATURALLY PROGRESSIVE