

# ANNUAL PERFORMANCE AGREEMENT



NATURALLY PROGRESSIVE

Name of Employee : NK Ramakuela  
Position Held : Director Community Development  
Post Level : Section 57  
Immediate Supervisor : Executive Mayor  
Period Covered : 01/07/2015 – 30/06/2016

*NK*

**PART A:**

**PERFORMANCE AGREEMENT**

ENTERED INTO AND BETWEEN:-

**POLOKWANE MUNICIPALITY**

REPRESENTED BY THE EXECUTIVE MAYOR,

**THEMBISILE PHUMELELE NKADIMENG**

HEREINUNDER REFERRED TO AS THE EMPLOYER.

AND

**NNDAVHELESENI KENNETH RAMAKUELA**

HEREINUNDER REFERRED TO AS THE EMPLOYEE (DIRECTOR COMMUNITY DEVELOPMENT)

CITY OF  
*Phumekwane*  
NATURALLY PROGRESSIVE

*NPR*

*TP*

**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) 90 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 5.3 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 KPAs 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 Mayor in his absence by the Deputy Mayor or Executive Committee in consultation with the Employee.
- 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 for 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 current 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 10<sup>th</sup> DAY OF July 2015  
[Signature]  
OBO THE EMPLOYER  
AS WITNESSES

1 \_\_\_\_\_  
DATED at Polokwane ON THIS 10<sup>th</sup> DAY OF July 2015  
[Signature]  
THE EMPLOYEE  
AS WITNESSES  
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## 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:-

Number	Key Performance Area (80%)	Weight
6.1	Basic Service Delivery	70%
6.2	Financial Management and Viability	N/A
6.3	Municipal Transformation and Organisational Development	N/A
6.4	Local Economic Development	N/A
6.5	Good Governance and Public Participation	30%
	<b>Total KPA</b>	<b>100%</b>

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%
	<b>Total percentage</b>	<b>100%</b>

## PART C: EMPLOYEE SCORECARD

### Basic Service Delivery

Basic Service Delivery																	
KPI No	Key Performance Area	Polokwane Strategic Objective	Municipal Programme	Strategic Key Performance Indicator	Key Performance Indicator (Owner)	KPI Unit of Measurement	KPI Baseline (30 June 2015)	Annual Target (30 June 2016)	Strategic Objective Annual Outcome	KPI Projects	Budget		Quarterly Milestones				Portfolio of Evidence
											Capital (R,000.00)	Operational (R,000.00)	Quarter 1	Quarter 2	Quarter 3	Quarter 4	
BSD15	Basic Service Delivery	Increased access to municipal services to all households	Library and Cultural Services	# of Library and Cultural services outreach programmes conducted by 30 June 2015	Municipal Manager	Number	4		Increased participation of community in social and cultural programmes		n/a	n/a	1	1	1	1	Outreach Reports, Photos, Programme, Outreach Attendance registers

### Good Governance and Public Participation

Good Governance and Public Participation															
Key Performance Area	Polokwane Strategic Objective	Municipal Programme	Strategic KPI	KPI (Owner)	KPI Unit of Measurement	KPI Baseline (30 June 2015)	Annual Target (30 June 2016)	Strategic Objective (Output)	Budget		Quarterly Milestones				PoE (Evidence to verify Performance)
									Capex	Opex	Quarter 1	Quarter 2	Quarter 3	Quarter 4	
Good Governance and Public Participation	Improve community confidence in the system of local government	Internal Audit	% of 2013/14 AG audit queries addressed by 31 August 2015	Director Community Development	Percentage		100%	n/a	n/a	n/a	100%	100%	100%	100%	OPCA Tracking register
Good Governance and Public Participation	Improve community confidence in the system of local government	PMS	# of Quarterly Departmental Performance Reports submitted to SPME [MFMA S52 (d)], by 30 June 2015	Director Community Development	Number	4	4	n/a	n/a	n/a	1	1	1	1	Signed off Departmental report and proof of submission
Good Governance and Public Participation	Improve community confidence in the system of local government		Submission of Departmental Performance Reports with PoE 10 days after the end of each quarter	Director Community Development	Date	10 days after the end of each quarter	10 days after the end of each quarter	n/a	n/a	n/a	10 days after the end of each quarter	10 days after the end of each quarter	10 days after the end of each quarter	10 days after the end of each quarter	Signed off Departmental report, PoE and proof of submission
100% Good Governance and Public Participation	Improved efficiency of planning, monitoring, evaluation and reporting processes	Secretariat	% Implementation of Council resolutions	Director Community Development	Percentage	100%	100%	Good Governance	n/a	n/a	100%	100%	100%	100%	Updated Council resolution register

# Capital Projects

Key Performance Area	Polokwane Strategic Objective (SDP Objective)	Municipal Programme	Project Name	Project Location	Ward No.	Vote No.	Project Owner	Annual Project Output (30 June 2016)	Sources of Funding	Implementing Agent	Budget	Quarterly Project Implementation Milestones				POB (Evidence to verify Performance)
												Quarter 1	Quarter 2	Quarter 3	Quarter 4	
<b>Facility Management</b>																
Basic Service Delivery	Increased access to municipal services to all households	Facility Management	Renovation of Offices (Upgrade municipal offices to meet the requirements for Occupational Certificates) by 30 June 2016.	City	Municipal wide	3040	Director Community Development	Renovated Offices compliant to Occupational Standards	CRR	Polokwane Municipality	2000 000	Planning	Advertising of Bids to appoint contractors at facilities and appointing of contractor.	Construction of guard houses at facilities, construction of disable requirements(ramps, toilets), Replace existing sanitary fittings with new.	construction of aprons, covered parking bays, paving works.	Appointment letters, Project reports, Payment certificates
Basic Service Delivery	Increased access to municipal services to all households	Facility Management	Upgrading of Offices Stadium (Partitioning of offices and office fittings)	City	20	3040	Director Community Development	Partitioned Offices with all office fittings	PTIS	Polokwane Municipality	3 500 000	Planning	Advertising of Bids to appoint contractors at facilities and appointing of contractor.	Partitioning of offices, installing of electrical services, cabling of networking and construction of ceilings.	Installing of carpets, tiles, sanitary-fittings, carpentry works, paintworks, light fittings	Appointment letters, Project reports, Payment certificates
Basic Service Delivery	Increased access to municipal services to all households	Facility Management	Upgrading of Barracks (partitioning of internal space into rooms. Installing of electrical fixes) by 30 June 2016.	City	23	3040	Director Community Development	Upgraded Barracks that meets occupational health standards	CRR	Polokwane Municipality	1 000 000	Planning	Advertising of Bids to appoint contractors at facilities and appointing of contractor.	Partitioning of internal space into rooms. Installing of electrical fixes.		Appointment letters, Project reports, Payment certificates
Basic Service Delivery	Increased access to municipal services to all households	Facility Management	Refurbishment of Civic Centre (Construction of office space on 3rd floor, 4th floor and 5th floor) by 30 June 2016	City	20	3040	Director Community Development	Refurbished Civic Centre	CRR	Polokwane Municipality	10 000 000	Site establishment	Removal of exterior sun shades on west wing building, removal of existing steel windows and installing new aluminium windows.	Painting the external facade and remedial works on the exterior concrete.	Demolishing of internal walls, removal of internal floor coverings on West wing, removal of internal fixes on west wing, installing of new flooring, repainting of walls, partitioning of offices.	Appointment letters, Project reports, Payment certificates
<b>Sport &amp; Recreation</b>																

Key Performance Area	Polokwane Strategic Objective (IDP Objective)	Municipal Programme	Project Name	Project Location	Ward No.	Vote No.	Project Owner	Annual Project Output (30 June 2016)	Sources of Funding	Implementing Agent	Budget	Quarterly Project Implementation Milestones				PoE (Evidence to verify Performance)
												Quarter 1	Quarter 2	Quarter 3	Quarter 4	
Basic Service Delivery	Increased access to municipal services to all households	Sports & Recreation	Upgrading of Seshego Stadium (Building of clock rooms Installation of irrigation system Installation of Drainage systems Installation of lightings Installation of a fence and gates)	Seshego	13	4530	Director Community Development	Completed clock rooms, installed irrigation, drainage, lights, fence and gate	CRR	Polokwane Municipality	2 000 000	Construction of a new soccer pitch and refurbishment of the cloakroom, paintwork to stadium steel work	new paving or rehabilitation of existing one, installation of 4 new high masts with flood lighting, landscaping	complete the softball pitch; start refurbish basketball/netball/volleyball courts	project completed	monthly progress report
Basic Service Delivery	Increased access to municipal services to all households	Sports & Recreation	Rehabilitation of Polokwane town pool (Heating of the pool, repairing of the roof and the ablution facilities)	City	22	4530	Director Community Development	Repaired roof and heated swimming pool	CRR	Polokwane Municipality	1 500 000	Finalise the scoping report; Appointment of the Contractor	Start and complete implementation of the project (heating the swimming pool & grouting)	Start and complete implementation of the project (heating the swimming pool & grouting)	n/a	monthly progress reports
Basic Service Delivery	Increased access to municipal services to all households	Sports & Recreation	Upgrading of Ga- Manamela Sport Field (Installation of an Astro turf Installation of ablution facility)	Ga-Manamela	35	4530	Director Community Development	Astro turf and completed ablution facilities	MIG	Polokwane Municipality	5 000 000	finalise phase 2 scoping report; appoint contractor	erect the pavilion, construct the ablution facility; cloakroom	construct pavilion, ablution facility, cloak room, kiosks	Obtain s-built drawings, Pay final account	monthly progress reports
Basic Service Delivery	Increased access to municipal services to all households	Sports & Recreation	Construction of Ga-Molepo Sport Complex (Construction of netball, basketball and volleyball fields Install an astro turf soccer field Construct ablution facilities)	Ga-Molepo	1,2,3,4,5	4530	Director Community Development	Complete netball, basket ball and volleyball fields, astro turf for soccer and completed ablution facilities	MIG	Polokwane Municipality	12 000 000	complete Clubhouse finishes; electrical works; bulk earthworks for the combi - courts	complete bulk earthworks (combi-courts) start bulk earthworks for (ablutions); services (elevated water tank, septic tank, sewer, stormwater channels etc), start ablution facility construction	Final surfacing of the Combi-courts, start construction of embankment seating, ablution facility, start with earthworks (soccer field athletic tracks)	Complete ablution facility, aprons and walkways, complete earthworks	monthly progress reports



Key Performance Area	Polokwane Strategic Objective (IDP Objective)	Municipal Programme	Project Name	Project Location	Ward No.	Vote No.	Project Owner	Annual Project Output (30 June 2016)	Source of Funding	Implementing Agent	Budget	Quarterly Project Implementation Milestones				PoI (Evidence to verify performance)
												Quarter 1	Quarter 2	Quarter 3	Quarter 4	
Basic Service Delivery	Increased access to municipal services to all households	Sports & Recreation	Construction Mankweng Sport Complex (Construct ablution and change facilities install irrigation and drainage system install lights for the facility)	Mankweng	25	4530	Director Community Development	Completed ablution and change facilities, drainage system and lights	MIG	Polokwane Municipality	17 000 000	Complete the pavilion and bulk services	complete the soccer pitch and outer buildings	complete the softball pitch; start refurbish basketball/netball/volleyball courts	complete boundary wall;	monthly progress reports
Basic Service Delivery	Increased access to municipal services to all households	Sports & Recreation	Outdoor Sport facilities in all clusters (Construction of outdoor sporting facilities in all clusters)	All Clusters	All Clusters	4530	Director Community Development	Completed outdoor facilities in all clusters	MIG	Polokwane Municipality	1 000 000	Scoping report; advertise the bid; appoint contractor	appoint a service provider for the project	project completed	n/a	monthly progress reports
Basic Service Delivery	Increased access to municipal services to all households	Sports & Recreation	Extension 44/77 Sport and recreation facility - (Phase 1, multi-year project) (Construction of Sports Complex, soccer, netball, tennis and volleyball fields, ablution facilities, and recreational park)	Greenside/Opposite Disteneng Settlement	8	MIG	Director Community Development	n/a	MIG	Polokwane Municipality	3 000 000	n/a	appoint a service provider for the project	complete implementation of Phase 1 projects; Start planning for Phase 2	continue with phase 2 implementation	monthly progress reports
Basic Service Delivery	Increased access to municipal services to all households	Sports & Recreation	Sport stadium in Ga-Maja (Construction of the clubhouse and 7 guardhouse)	Ga-Maja	2	MIG	Director Community Development	Completed sport stadium	MIG	Polokwane Municipality	5 000 000	Appoint Contractor and Site establishment	Bulk earthworks	Construction of the clubhouse 7 guard house	construction of the club house; guardhouse	monthly progress reports
<b>Traffic and Licenses</b>																
Basic Service Delivery	Increased access to municipal services to all households	Traffic and Licenses	Upgrading of city vehicle test station (replace of electronic equipments and mechanical works) by 30 June 2016	City	23		Director Community Services	Installed new electronic equipments and mechanical works	CRR	Polokwane Municipality	800 000	Removal of old vehicle testing equipments and installations of new equipments	training, calibration of equipments and hand over. Completion	n/a	n/a	calibration certificates, payment certificates and hand over certificates

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Key Performance Area	Polokwane Strategic Objective (IDP Objective)	Municipal Programme	Project Name	Project Location	Ward No.	Vote No.	Project Owner	Annual Project Output (30 June 2016)	Source of Funding	Implementing Agent	Budget	Quarterly Project Implementation Milestones				PoE (Evidence to verify Performance)
												Quarter 1	Quarter 2	Quarter 3	Quarter 4	
Basic Service Delivery	Increased access to municipal services to all households	Traffic and Licenses	Upgrading of city weigh bridge (extending the length of the bridge from 18m to 24m and removal of weigh bridge single deck to multi-deck) by 30 June 2016	City	23		Director Community Services	Extended length of the weigh bridge from 18m to 24m and new multi-deck weigh bridge	CRR	Polokwane Municipality	500 000	n/a	n/a	Removal of the single deck weigh bridge and extension of the pit from 18m to 24m	Commissioning of the weigh bridge and completion	calibration certificates, payment certificates and hand over certificates
Basic Service Delivery	Increased access to municipal services to all households	Traffic and Licenses	Construction of Mankweng Traffic and licensing test station	Mankweng	25		Director Community Development	Complete Traffic and License Centre at Mankweng	CRR	Polokwane Municipality	2 000 000	n/a	n/a	Advertising of Bid to appoint a contractor		Appointment letters, Project reports
Basic Service Delivery	Increased access to municipal services to all households	Traffic and Licenses	Construction of a filling area at Polokwane Traffic Centre by 30 June 2016	City	23		Director Community Development	Filling area at Polokwane Traffic Centre	CRR	Polokwane Municipality	500 000	n/a	n/a	Advertising of Bid to appoint a contractor	construction of the filling area	Appointment letters, Project reports, Payment certificates
Basic Service Delivery	Increased access to municipal services to all households	Traffic and Licenses	Upgrading of Maja/Chuene cash office (Installing of Bullet proof glasses at cashier teller and installation of strong room) by 30 June 2016	Maja/Chuene	2		Director Community Development	Installing of Bullet proof glasses at cashier teller, installing of strong room door, installing of security gates.	CRR	Polokwane Municipality	500 000	n/a	Advertising of Bid to appoint a contractor	Installing of Bullet proof glasses at cashier teller, installing of strong room door, installing of security gates.	Installing of Bullet proof glasses at cashier teller, installing of strong room door, installing of security gates.	Appointment letters, Project reports, Payment certificates

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