

ANNUAL PERFORMANCE AGREEMENT



NATURALLY PROGRESSIVE

Name of Employee : HRA Lubbe

Position Held : Director Community Services

Post Level : Section 57

Immediate Supervisor : Municipal Manager

Period Covered : 01/07/2015 – 30/06/2016

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PART A:

PERFORMANCE AGREEMENT

ENTERED INTO AND BETWEEN:-

POLOKWANE MUNICIPALITY, REPRESENTED BY THE MUNICIPAL MANAGER (ACTING),

NNDAYHELESENI KENNETH RAMAKUELA

HEREINUNDER REFERRED TO AS THE EMPLOYER.

AND

HENRY RICHARD ADRIAAN LUBBE

HEREINUNDER REFERRED TO AS THE EMPLOYEE (DIRECTOR COMMUNITY SERVICES)

Polokwane
CITY OF
(Signature)

NATURALLY PROUDLY

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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) 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 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 Employer shall give the Employee 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.

NA

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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 Pelolewane ON THIS 10th DAY OF July 2015
Wankhela P.
OBO THE EMPLOYER
AS WITNESSES

1 _____
DATED at Pelolewane ON THIS 10th DAY OF July 2015
Wankhela P.
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%)		Weight
Number	Key Performance Area	Weight
6.1	Basic Service Delivery	80%
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	20%
Total KPA		100%

CORE COMPETENCY REQUIREMENTS (20%)		Weight
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

Basic Service Delivery																	
KPI No	Key Performance Area	Portfolio 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 Outcomes	KPI Projects	Budget		Quarterly Milestones				Portfolio of Evidence
											Capital (R,000.00)	Operational (R,000.00)	Quarter 1	Quarter 2	Quarter 3	Quarter 4	
BSD07		Increased access to municipal services to all households	Waste disposal	Percent of Households with access to waste services by 30 June 2016	Director Community Services	Percentage (cumulative)	52.0%	53%	Reliable Service Delivery Infrastructure	n/a	n/a	n/a	n/a	n/a	n/a	53%	Monthly reports (Manager reports and Supervisor reports)
BSD12	Basic Service Delivery	Increased access to municipal services to all households	Traffic Services	# of traffic and road safety awareness campaigns held by 30 June 2015 (Schools programme (Scholar patrol), Rolling enforcement plan/Arrive alive, Adult educational road safety programme)	Director Community Services	Number	4	4	Increased access to municipal services to all households	n/a	n/a	n/a	1	1	1	1	Attendance registers and reports on Schools programme (Scholar patrol), Rolling enforcement plan/Arrive alive, Adult educational road safety programme
BSD13	Basic Service Delivery	Increased access to municipal services to all households	Municipal Safety Services	Conduct 10 Security risk assessments on municipal properties by the Security Services SBU by 30/06/2016	Director Community Services	Number	11	10	Reliable Service Delivery Infrastructure	n/a	n/a	n/a	3	3	2	3	Signed Monthly Security Assessments Reports
BSD14	Basic Service Delivery	Increased access to municipal services to all households	Community Health	# of Health (Food premises and outlets) Inspections conducted by 30 June 2016	Director Community Services	12		12	Legislative Compliance to Environmental Health	n/a	n/a	n/a	3	3	3	3	Monthly Reports on Inspections of Health premises
BSD17	Basic Service Delivery	Increased access to municipal services to all households	Disaster Services	Reviewal of the Disaster Risk Assessment Report by 30/06/2016	Director Community Services	Date	30/06/2015	30/06/2016	Legislative Compliance to Disaster Management Act and Mitigation of Disaster Risk	n/a	n/a	n/a	n/a	n/a	n/a	Council Reviewed Disaster Risk Assessment Report by 30/06/2016	Council Approved Reviewed Disaster Risk Assessment (Council Resolution)
	Basic Service Delivery	Increased access to municipal services to all households	Environmental Services	Reviewal of Integrated Environmental Management Plan by 30/06/2015	Director Community Services	Date	30/06/2015	30/06/2016	Legislative Compliance to Disaster Management Act and Mitigation of Disaster Risk	n/a	n/a	n/a	n/a	n/a	n/a	Council Reviewed Environmental Management Plan by 30/06/2016	Council Approved Reviewed Environmental Management Plan (Council Resolution)

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Good Governance and Public Participation

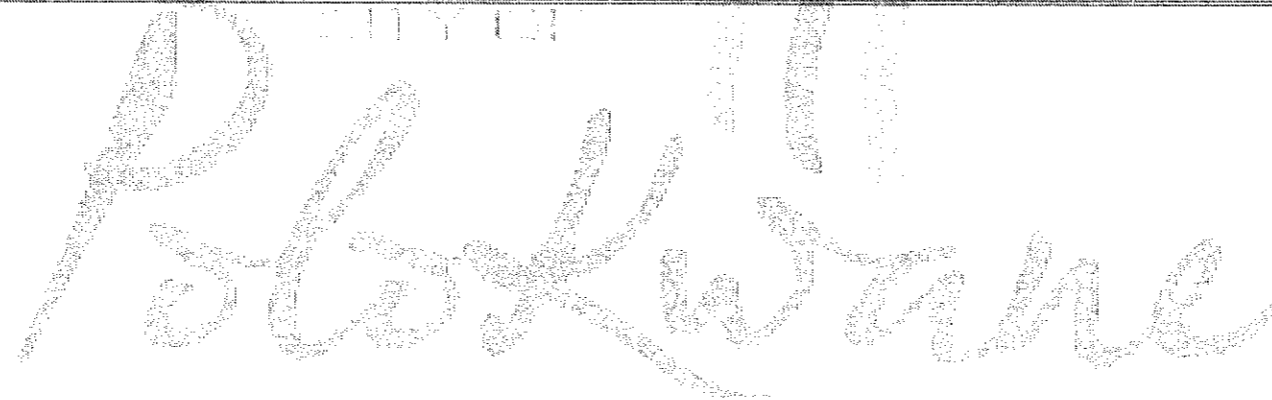
Good Governance and Public Participation															
Key Performance Area	Polokwane Strategic Objective	Municipal Programme	Strategic KPI	KPI (Owner)	KPI Unit of Measurement	KPI Baseline (30 June 2015)	Annual Target (30 June 2016)	Strategic Objective (Output)	Budget		Quarterly Milestones				PoE (Evidence 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 Services	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 Services	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 Services	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 Engineering Services	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 (IDP Objective)	Municipal Programme	Project Name	Project Location	Ward No.	Voting 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	
Environmental Management																
Basic Service Delivery	Increased access to municipal services to all households	Environmental Management	Botanical garden (erecting wall and drafting a layout plan at SterPark) by 30 June 2016	SterPark	21		Director Community Services	Perimeter wall	CRR	Polokwane Municipality	500 000	Site plan	Dig trenches and cast the foundation	Build the wall	Build the wall	Invoices and delivery notes. Pictures
Basic Service Delivery	Increased access to municipal services to all households	Environmental Management	Develop park at Tom Naude Dam (installing irrigation lines, drilling of the boreholes, develop the garden and erect play equipments) by 30 June 2016	Welgelegen	20		Director Community Services	Play amenities and garden	CRR	Polokwane Municipality	800 000	Drill borehole	Lay irrigation material	Develop garden	Erect play equipments	Invoices and delivery notes. Pictures

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	Environmental Management	Upgrading of Tom Naude Park (laying paving bricks and erect palisade fence) by 30 June 2016	Welgelegen	20		Director Community Services	Play amenities and garden	EPWP	Polokwane Municipality	700 000	Lay paving bricks	Lay paving bricks	Erect palisade fence	Erect palisade fence	Invoices and delivery notes. Pictures
Basic Service Delivery	Increased access to municipal services to all households	Environmental Management	upgrading of environmental educa centre (erecting the outdoor training facilities and to put up the fence around the facility) by 30 June 2016	Polokwane Game reserve	6		Director Community Services	Training facilities	CRR	Polokwane Municipality	500 000	Draft designs	Purchase material	Erect outdoor training facilities	Erect outdoor training facilities	Invoices and delivery notes. Pictures
Basic Service Delivery	Increased access to municipal services to all households	Environmental Management	zone 4 park expansion phase 2 (expand the park by 2000 Square metres, clear the ground and ranch poles, plant braai stands and sitting benches) by 30 June 2016	Seshego	12		Director Community Services	Park amenities	CRR	Polokwane Municipality	500 000	Clear the site	Lay irrigation material	Develop garden	Erect play equipments, benches and braai facilities	Invoices and delivery notes. Pictures
Traffic and Licenses																
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
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

Key Performance Area	Polokwane Strategic Objective (TOP 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	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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