

Annexure A



PERFORMANCE PLAN

Entered into by and between

THE MUNICIPALITY OF KOUGA

AS REPRESENTED BY THE MUNICIPAL MANAGER

MR C DU PLESSIS

AND

RIAAZ LORGAT

THE EMPLOYEE OF THE MUNICIPALITY

CHIEF FINANCIAL OFFICER

PERIOD: 1 JULY 2020 TO 30 JUNE 2021

2020/21 PERFORMANCE PLAN: CFO: R LORGAT

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1. PURPOSE

The performance plan defines the Council's expectations of the Chief Financial Officer's performance agreement to which this document is attached and Section 57 (5) of the Municipal Systems Act, which provides that performance objectives and targets must be based on the key performance indicators as set in the Municipality's Integrated Development Plan (IDP) and as reviewed annually.

2. KEY RESPONSIBILITIES

It is expressly agreed that while certain key responsibilities of the Chief Financial Officer shall be measured in terms of the Performance Agreement and the Performance plan, the duties of the Chief Financial Officer shall not be restricted to the measured responsibilities only.

3. PERFORMANCE REPORTING

3.2 The provision of the Performance Agreement relative to performance reporting time frames is herewith re-confirmed.

3.3 Whereas Section 57 of the Local Government Municipal Systems Act, 2000 provides that the appointment of the Employee is subject to participation in the performance management system of the Employer, the Parties herewith agree that the non-submission of performance information, on the electronic performance management systems and/or manually, on due dates as set out in the Performance Agreement may result therein that any possible performance reward due to the Employee may be forfeited at the discretion of the Employer.

3.4 It is herewith agreed that in instances where it becomes clear that any set target in respect of any reporting period cannot/shall not be achieved and/or has not been achieved, the Employee shall prepare a Memorandum addressed to the Municipal Manager detailing the following:

Key Performance Indicator and target for the reporting period;

- Actual achievements on the target in accordance with the Key Performance Indicator;
- Reasons why the target could not be fully achieved;
- Proposals on corrective actions to be implemented to ensure that the target shall be achieved at a date and time indicated in the corrective actions which shall be prior to the end of the reporting year;
- Provided that were the non-achievement becomes evident at such a late stage that corrective actions shall not result in achievement of the target prior to the year end, corrective actions must indicate how the matter shall be dealt with to ensure achievement in the shortest possible time after year end.

Only where the Municipal Manager has approved the reasons for the non-achievement of a target shall the Employee report the non-achievement of the target



as part of the performance reporting cycle and the Employee shall at all times attach the Memorandum directed to the Municipal Manager as well as the approval of the Municipal Manager to such reporting on the electronic performance management system.

4. KEY PERFORMANCE AREAS

The following Key Performance Areas (KPA's) as set in consultation with the employee inform the strategic objectives, listed in the table below:

KPA No	Key Performance Area	Weight
3.	Municipal Financial Viability and Management	90
1.	Infrastructure and Basic Service Delivery	5
2.	Institutional Development and Transformation	5
	Total	100


5. KEY PERFORMANCE INDICATORS

5.1 The following Key Performance Indicators (KPI's) provide the details of the evidence that must be provided to show that a key objective has been obtained. The target dates describe the timeframe in which the work must be achieved. The weightings show the relative importance of the key objectives to each other.




5.1 INSTITUTIONAL SERVICE DELIVERY IMPLEMENTATION PLAN TARGETS


IDP	PROJECT CODE	K P A	PRIORITY	OBJECTIVE	PROJECT	ANNUAL TARGET	KPI	Annual Budget 2020/21	QUARTER 1 TARGET	QUARTER 2 TARGET	QUARTER 3 TARGET	QUARTER 4 TARGET	WEIGHT
IDP11	CP_075	3	ICT upgrade	To improve and integrate IT systems of the municipality	Cibex Software	Implementation of 150 Cibex Endpoint Cloud licenses to seamlessly manage, backup, protect & migrate distributed endpoint data	Number of licenses implemented	600 000	n/a	Implement 75 Cibex licenses to devices	Implement 75 Cibex licenses to devices	n/a	60
IDP11	CP_4	3	ICT upgrade	To improve and integrate IT systems of the municipality	Computer Equipment	100% completion of procurement of computer equipment	% completion of procurement of computer equipment	200 000	Appoint service provider for the procurement of computer equipment	100% completion of procurement of computer equipment	N/a	N/a	40
TOTAL													100



5.2 OPERATIONAL SERVICE DELIVERY TARGETS

Political Focus Area	Key Performance Area	IDP Objective	Key Performance Indicator	2020/2021 Targets										Baseline		WEIGHT				
				Annual Target	Revised Target	30/9/20		31/12/20		31/3/21		30/6/21		30 June 2018	30 June 2019					
				Target	Target	Target	Actual	Target	Actual	Target	Actual	Target	Actual	Target	Actual					
Keep Kouga Growing	Financial Viability and Management	KG 5. Build sustainability of Kouga Municipality by empowering staff to achieve good governance and a clean administration which is committed to prudent management of public funds by promoting accuracy and transparency.	% Revenue collected against revenue raised	85%		85%		85%		85%		85%		85%				5		
			% compliance with National Treasury reporting calendar	95%		95%		95%		95%		95%		95%		95%				5
			Liquidity Ratio (Months cost coverage)	1.087												1:0.75	1:0.87			5
			Number of unqualified audit opinions by the AG	1		-	1		-		-		-		1	1		5		
			% of creditors paid within 30 Days of receipt of invoice	100%		100%		100%		100%		100%		100%				5		





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						Target	Actual	Target	Actual	Target	Actual	Target	Actual	June 2018	June 2019		
Keep Kougua Growing	Infrastructure and basic service delivery	KG 5. Build a financial sustainability of Kougua Municipality by empowering staff to achieve good governance and a clean administration which is committed to prudent management of public funds by promoting accuracy and transparency.	% of indigent residents as per Indigent register with access to free basic services	100%		100%		100%		100%		100%					5
Keep Kougua Growing	Financial Viability and Management	KG 5. Build sustainability of Kougua Municipality by empowering staff to achieve good governance and a clean administration which is committed to prudent management of public funds by promoting accuracy and transparency.	Current Ratio	1.58:1										1.58:1	1.44:1		5
			% Reduction in staff overtime compared to previous year	10%		10%		10%		10%		10%		New	New		5
			% Completion of Asset Register	100%		-		10%		40%		100%		New	New		5
Keep Kougua Smart	Institutional Development and Transformation	KG 3. Provide professional, efficient, people centred human resources and administrative services to Kougua citizens, staff and council for a transformed,	% Compliance with the implementation of Covid-19 risk departmental workplan	90%		90%		90%		90%		90%		New	New		5

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						Target	Actual	Target	Actual	Target	Actual	Target	Actual	June 2018	June 2019				
Keep Kouga Growing	Financial Viability and Management	equitable and efficient local government services to Kouga citizens	Due date compliance with the completion of an implementation plan on Completion of Revenue	31/12/20	-	-	-	-	-	-	-	-	-	-	New	New	5		
				28/2/21	-	-	-	-	28/2/21	-	-	-	-	-	-	New	New	5	
				31/12/20	-	-	-	-	-	-	-	-	-	-	-	-	New	New	5
				31/12/20	-	-	-	-	-	-	-	-	-	-	-	-	New	New	5
			Due date compliance with the preparation and submission of a report to Council on the sale of municipal	31/12/20	-	-	-	-	-	-	-	-	-	-	-	-	5		

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				Target	Target	Target	Actual	Target	Actual	Target	Actual	Target	Actual	June 2018	June 2019			
Keep Kouga Growing	Financial Viability and Management	KG 5. Build sustainability of Kouga Municipality by empowering staff to achieve good governance and a clean administration which is committed to prudent management of public funds by promoting accuracy and transparency.	properties currently rented															
			Due date compliance with the completion and submission of a report to Council on the viability assessment for the establishment of a Kouga Development Agency	31/12/20		-	31/12/20									New	New	5
			Due date compliance with the preparation of the draft budget for approval by 31/3/21	31/3/21		N/a	N/a									New	New	5
			Due date compliance with the preparation of the final budget for adoption by 31 May 2021	31/5/21		N/a	N/a							New	New	5		
			Due date compliance with the submission of Tariff Review proposals	28/2/21		N/a	N/a							New	New	5		

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						Target	Actual	Target	Actual	Target	Actual	Target	Actual					
Keep Kouga Growing	Financial Viability and Management	KG 5. Build a financial sustainability of Kouga Municipality by empowering staff to achieve good governance and a clean administration which is committed to prudent management of public funds by promoting accuracy and transparency.	for the Directorate for consideration with the budget preparations															
			Due date compliance with the submission of business plans for projects relevant to the Directorate to be considered for inclusion in the budget	28/2/21		N/a		N/a		28/2/21		N/a		New	New			
			% compliance with due dates as set out in the procurement plan relevant to the directorate	95%		95%		95%		95%		New	New					5

Thus, done and signed on this 31st day of JULY 2020 in the presence of the undersigned witnesses



EMPLOYEE



EMPLOYER

WITNESSES:



PERSONAL DEVELOPMENT PLAN (PDP)

ENTERED INTO BY AND BETWEEN

KOUGA MUNICIPALITY

HEREIN REPRESENTED MR C DU PLESSIS IN HIS CAPACITY AND MUNICIPAL MANAGER (Duly authorized by Kouga Municipality and hereinafter referred to as the "Employer")

AND

R LORGAT

(Hereinafter referred to as the "Employee")

Two handwritten signatures in blue ink are located in the bottom right corner of the page. The first signature is a stylized 'C' followed by 'du Plessis', and the second is a stylized 'R' followed by 'Lorgat'.

Whereas the Employee has been appointed on a fixed term contract as the Chief Financial Officer by the Employer and whereas the Employee has entered into a performance agreement with the Employer and whereas the Employer is committed to the continuous development of employees to improve service delivery, the Employee herewith identifies the following the following training needs:

1. Performance/ Skills gap (In order of priority)	2. Outcomes Expected (measurable indicators: quantity, quality and time frames)	3. Suggested training and/or development activity	4. Suggested mode of delivery	5. Suggested time frames	6. Work opportunity created to practice skill/ development area	7. Support person
Detailed process of PPP Contract	Competence in PPP processes	PPP Training	Contact sessions	28 February 2021	Compliance in successfully implementing catalytic projects within the Municipality	DBSA / National Treasury

Thus done and signed at Jeffreys Bay on this 30 day of JULY 2020

EMPLOYEE



MUNICIPAL MANAGER

LF