

Annexure A



PERFORMANCE PLAN

Entered into by and between

THE MUNICIPALITY OF KOUGA

AS REPRESENTED BY THE MUNICIPAL MANAGER

MR C DU PLESSIS

AND

F MABUSELA

THE EMPLOYEE OF THE MUNICIPALITY

DIRECTOR PLANNING, DEVELOPMENT AND TOURISM

PERIOD: 1 JULY 2021 TO 30 JUNE 2022

2021/22 PERFORMANCE PLAN: DIRECTOR PLANNING AND DEVELOPMENT

Handwritten signatures and initials: a large signature, 'FFM', 'SR', and another signature.

1. PURPOSE

The performance plan defines the Council's performance expectations of the Director Planning, Development and Tourism and has the purpose of the alignment of such performance expectations with the Integrated Development Plan as provided for in Section 57 (5) of the Municipal Systems Act.

2. KEY RESPONSIBILITIES

It is expressly agreed that while certain key responsibilities of the Director Planning, Development and Tourism shall be measured in terms of the Performance Agreement and the Performance plan, the duties of the Director Planning, Development and Tourism 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 and the time frames for the submission of supporting performance evidence 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 and/or performance evidence, 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.



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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
1	Infrastructure and Basic Services Delivery	45
2	Local Economic Development	45
3.	Municipal Financial Viability and Management	10
	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.

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5.1 INSTITUTIONAL SERVICE DELIVERY IMPLEMENTATION PLAN TARGETS

INFRASTRUCTURE AND BASIC SERVICE DELIVERY															
SOD3: Directorate Planning, Development and Tourism															
Directorate Planning, Development and Tourism															
Division Town Planning and Building Control															
Function Building Control															
SOD:3.1															
TOWN PLANNING AND BUILDING CONTROL: To manage the rendering of spatial and land use planning, surveying, valuations and building control services															
KPA	Focus Area	Key Performance Indicator	Baseline	2021/2022: Quarterly Targets								Vote number and budget	Weight		
				Annual Target	Revised Target	Ending 30 September 2021		Ending 31 December 2021		Ending 31 March 2022				Ending 30 June 2022	
				Target	Actual	Target	Actual	Target	Actual	Target	Actual	Target	Actual		
Town Planning	% of land use applications finalized within 90 days of a compliant submission	100%	100%	100%		100%		100%		100%		100%		5	
	Number of days for the approval of compliant building plans for structures less than 500M2	30	30	30		30		30		30		30		5	
	Number of days for the approval of compliant	60	60	60		60		60		60		60		10	

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 FF/M



				Target	Actual	Target	Actual	Target	Actual	Target	Actual	Actual	and budget
Housing Administration	2 informal settlements formalized by 30 June 2022	-	2	-	1/2	-	-	2/2	-	-	-	-	5
	Appointment of a Service Provider for the Subdivision and Rezoning of Port 8 & 13 Of The Farm Dieprivier 689, Humansdorp	-	1	-	-	-	-	1	-	-	-	-	5
	Number of informal settlement Audits completed by 30 June 2022	-	1	-	-	-	-	1	-	-	-	-	10
Land Administration	Number of Human Settlements Plan by 30 June 2022	-	1	-	-	-	-	1	-	-	-	-	5
	% Outstanding Resolutions on Land executed	80%	80%	20/80%	40/80%	60/80%	80/80%	80/80%	-	-	-	-	5
	% Completion of the disposal of erven 2078,	90%	100%	-	50/100%	80/100%	100/100%	100/100%	-	-	-	-	5

SA
FFM

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KPA	LOCAL ECONOMIC DEVELOPMENT											Vote number and budget	Weight	
	Strategic Objective	SDO3: LED Office of the Municipal Manager												
		Directorate	Planning, Development and Tourism											
Division	LED and Tourism													
	Function	Local Economic Development												
SOD:3.2		DEVELOPMENT (LED) AND TOURISM: To plan and develop a coherent and integrated framework for local economic development and tourism												
Focus Area	Key Performance Indicator	Baseline	Annual Target	Revised Target	2021/2022: Quarterly Targets								Ending 30 June 2022	
					Ending 30 September 2021	Ending 31 December 2021	Ending 31 March 2022	Ending 30 June 2022	Target	Actual	Target	Actual		
Local Economic Development	Number of LED Forum Meetings Held	4	4		1/4	2/4	3/4	4/4				4/4		20
	% Budget expenditure for LED programs and projects	90%	90%		10/90%	45/90%	80/90%	90/90%				90/90%		20
	Number of jobs created through PPP	-	20		-	-	10/20	20/20				20/20		20
	Number of LED training opportunities	4	4		1/4	2/4	3/4	4/4				4/4		20

FFML
Cef JR

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6. MMFMA CIRCULAR 88 REPORTING

In terms of the provisions of 4.5 of the Performance Agreement of the Employee, the Employee undertakes to provide the following operational statistical information at the same agreed to reporting timelines for the provision of performance information.

As per the provisions of the Performance Agreement shall the performance of the Employee not be measured on these matters.

6.1 CIRCULAR 88 REPORTING INDICATORS

Reference	Performance Indicator	2020/21 Baseline
C29.	Number of approved applications for rezoning a property for commercial purposes	
C69.	Number of 'displaced persons' to whom the municipality delivered assistance	
C76.	Number of SMMEs and informal businesses benefitting from municipal digitisation support programmes rolled out directly or in partnership with other stakeholders	
Q3.	Does the municipality have an approved LED Strategy?	
Q17.	Does the Municipality have a dedicated SMME support unit or facility in place either directly or in partnership with a relevant roleplayer?	
Q18.	What economic incentive policies adopted by Council does the municipality have by date of adoption?	

Thus, done and signed on this 01 day of July 2021 in the presence of the undersigned witnesses



EMPLOYEE



EMPLOYER

WITNESSES:




