Annexure A
Performance Plan 2025/26

Greater Letaba Municipality

NAME: Mr. Sewape MO

POSITION: Municipal Manager

ACCOUNTABLE TO: Mayor (Cllr. TD Mamanyoha)

PLAN TIMEFRAME: 01/07/2025 – 30/06/2026

The *main parts* to this Performance Plan are:

1. Performance Plan Overview
2. Strategy Objectives
3. Statement about the *Purpose* of the Position;
4. Performance Targets per Key Performance Area
5. Summary Scorecard
6. Rating Scales
7. Assessment Process
8. Approval of Personal Performance Plan

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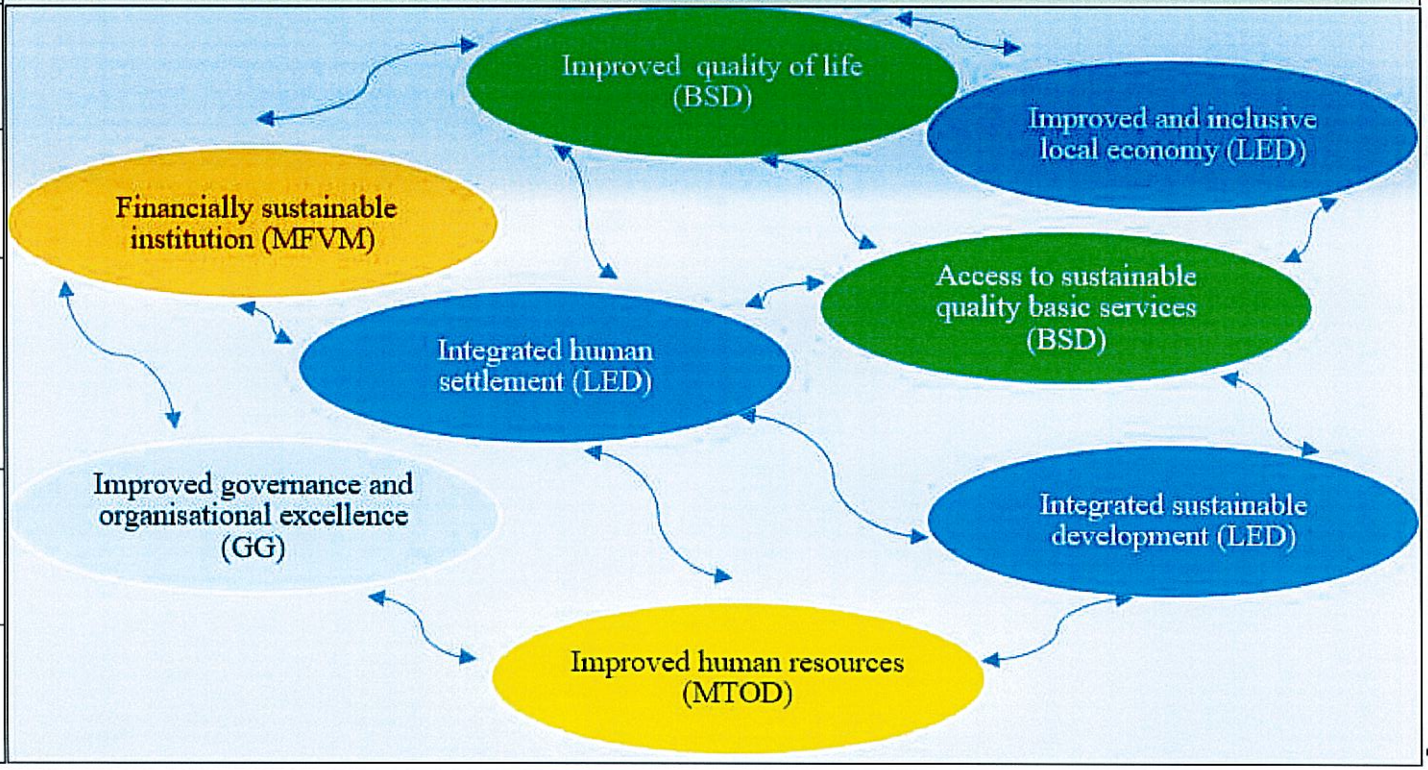
GLM STRATEGY	
To be a leading municipality in delivery of quality services for the promotion of socio-economic development	
GLM STRATEGIC MISSION	
To ensure an effective, efficient and economically viable municipality through: • Provision of accountable, transparent and consultative government • Promotion of local economic development and poverty alleviation • Strengthening cooperative governance • Provision of sustainable and affordable services • Ensuring a safe and healthy environment • Utilization of Smart Technology	
KPAs	**STRATEGIC OBJECTIVES 2025 26**
1. Municipal Transformation and Organisational Development (MTOD)	
2. Basic service Delivery (BSD)	
4. Local Economic Development & Spatial Rational (LED)	
5. Municipal Financial Viability and Management (MFVM)	
6. Good Governance and Public Participation (GG)	

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JOB PURPOSE
Position Goal
To manage the affairs of the Greater Letaba Municipality towards excellent service delivery and a clean audit
Position Purpose
To secure sound and sustainable management of the affairs of Greater Letaba Municipality by enforcing the implementation of Council Policies, the SDBIP and the Performance Management System within the limitations of the approved budget
The Municipal Manager is accountable and responsible for amongst others: Ø To function as head of the administration Ø To manage the communication between the political structures and office-bearers and the administration Ø To advise the political structures and office-bearers on matters of finance, legal, technical and policy matters. Ø To oversee the administration and implementation of the municipality's poilcies, by-laws as well as the implementation of national and provincial legislation Ø To manage the Integrated Development Planning process Ø To develop and implement the performance management system Ø To develop and manage delegations of Council

KPA 1: MUNICIPAL TRANSFORMATION AND ORGANISATIONAL DEVELOPMENT KEY PERFORMANCE INDICATORS (30% WEIGHTING)

KPI Ref	Strategic Objective	Municipal Programmes	Key Performance Indicator	Unit measure	Measurable Objectives	KPI Weighting	Budget 25/26	Baseline / Status as of 30 June 2025	Annual Target (30/06/2026)	1st Quarter (1 Jul-30 Sept 2025)	2nd Quarter (1 Oct -31 Dec 2025)	3rd Quarter (1 Jan 31 Mar 2026)	4th Quarter (1 Apr- 30 Jun 2026)	Evidence required
MTOD01	Improved governance and organisational excellence	Performance Management	Number of Departmental performance review meetings held	Number	To ensure Departmental meetings held by the Director with staff to discuss the performance of the Department	2%	Operational	12	12	3	3	~~3~~	~~3~~	Agenda, Minutes & Attendance register
MTOD02	Improved Human Resources	Occupational Health and Safety	Percentage of OHS committee recommendations implemented within a financial year	Percentage	To ensure OHS committee recommendations implemented by the department as a percentage of the Total number of OHS committee	1%	Operational	100%	100%	100%	100%	~~100%~~	~~100%~~	OHS Recommendation register
MTOD03	Improved governance and organisational	Performance Management	Number of performance reports completed on or before the scheduled Electronic system closure	Number	To ensure that monthly performance updates for the Department are done on or before the scheduled closing date of the electronic system	3%	Operational	12	12	3	3	~~3~~	~~3~~	Action iT System screenshots of updated indicators
MTOD04	Improved governance and organisational excellence	Performance Management	Number of Signed Performance Agreements by the Accounting officer, all Senior Managers and all Managers in the Municipal Managers office are signed within 30 days after the beginning of the financial year	Number	To ensure that Performance Agreements by the Accounting officer, all Senior Managers and all Managers in the Municipal Managers office are signed within 30 days after the beginning of the financial year	4%	Operational	9	10	10	N/A	~~N/A~~	~~N/A~~	Signed Performance Agreements by the A\ccounting officer, all Senior Managers and all Managers in the Municipal Managers Office
MTOD05	Improved governance and organisational excellence	Performance Management	Number of Performance Assessments conducted for Senior Managers and all Managers in the Municipal Managers Office	Number	To ensure quarterly Assessments for Senior Managers and all Managers in the Municipal Managers office are conducted within 30 days after the end of the quarter	4%	Operational	4	4	1	1	~~1~~	~~1~~	Approved Assessment Report
MTOD07	Improved governance and organisational excellence	Performance Management	Annual Report information	Number	To ensure a comprehensive Annual Report information is submitted by 31 October 2025	3%	Operational	1	1	N/A	1	~~N/A~~	~~N/A~~	Annual Report Information
MTOD07	Improved governance and organisational excellence	Performance Management	Quarterly SDBIP performance reports	Number	Number of quarterly SDBIP reports generated from the Electronic PMS	5%	Operational	4	4	4th Quarter SDBIP report generated from Electronic System	1st Quarter SDBIP report generated from Electronic System	2nd Quarter SDBIP report generated from Electronic System	3rd Quarter SDBIP report generated from Electronic System	System Generated quarterly SDBIP reports
MTOD08	Improved governance and organisational excellence	Legal services	Percentage of Service Level Agreements (SLA) signed within 14 days of the appointment of the Service Provider	Percentage	Number of SLA's signed within 14 days of appointment as a percentage of the total number of service providers appointed	4%	Operational	100%	100%	100%	100%	100%	100%	Signed SLA's, Appointment letters and Contract Register

MTOD09	Improved human resources	Special Programmes	Participation by people with disability	Number	Number of Special programme events held for people with disabilities	1%	Operational	4	4	1	1	~~1~~	~~1~~	Agenda and Attendance Registers
MTOD10	Improved human resources	Special Programmes	Gender initiatives and mainstreams programmes	Number	Number of Special programme events held for Gender issues	1%	Operational	4	4	1	1	~~1~~	~~1~~	Agenda and Attendance Registers
MTOD11	Improved human resources	Special Programmes	Youth initiatives and mainstream programme	Number	Number of Special programme events held for adressing issues of the Youth	1%	Operational	2	4	1	1	~~1~~	~~1~~	Agenda and Attendance Registers
MTOD12	Improved human resources	Special Programmes	HIV and AIDS programmes in the municipality	Number	Number of Special programme events held for HIV/AIDS awareness	1%	Operational	2	4	1	1	~~1~~	~~1~~	Agenda and Attendance Registers

KPA 2: MUNICIPAL FINANCIAL VIABILITY KEY PERFORMANCE INDICATORS (5% weight)

KPI Ref	Strategic Objective	Municipal Programmes	Key Performance Indicator	Unit measure	Measurable Objectives	KPI Weighting	Budget 25/26	Baseline / Status as of 30 June 2025	Annual Target (30/06/2026)	1st Quarter (1 Jul-30 Sept 2025)	2nd Quarter (1 Oct -31 Dec 2025)	3rd Quarter (1 Jan 31 Mar2026)	4th Quarter (1 Apr- 30 Jun 2026)	Evidence required
MFMV01	Financially sustainable institution	Expenditure Management	Percentage of overtime funds spent not budgeted for	Percentage	R-value overtime spent not budgeted for as a percentage of the total R-value overtime budget for the department	1%	Operational	0	0	0	0	0	0	Financial reports
MFMV02	Financially sustainable institution	Expenditure Management	Percentage Operational and maintenance budget spent	Percentage	R-value operational expenditure for the department as a percentage of the total R-value operational budget for the department	2%	Operational	100%	100%	25%	50%	~~75%~~	~~100%~~	Financial reports
MFMV02	Financially sustainable institution	Supply Chain Management	Supply Chain committees (BSC, BEC & BAC) appointed by 31 July	Number	The appointment of BSC, BEC and BAC by 31 July will result in a score of 1	2%	Operational	1	1	1	N/A	N/A	N/A	Appointment Letters for BSC, BEC and BAC members

KPA 3: BASIC SERVICE DELIVERY KEY PERFORMANCE INDICATORS (5% weighting)

KPI Ref	Strategic Objective	Municipal Programmes	Key Performance Indicator	Unit measure	Measurable Objectives	KPI Weighting	Budget 25/26	Baseline / Status as of 30 June 2025	Annual Target (30/06/2026)	1st Quarter (1 Jul-30 Sept 2025)	2nd Quarter (1 Oct -31 Dec 2025)	3rd Quarter (1 Jan 31 Mar 2026)	4th Quarter (1 Apr- 30 Jun 2026)	Evidence required
BSD01	Access to sustainable quality basic services	Customer Relations Management	Percentage of customer complaints resolved and attended to within 7 days of receipt	Percentage	Number of customer complaints resolved by the Department as a percentage of the Total number of customer complaints referred to the department	5%	Operational	100%	100%	100%	100%	~~100%~~	~~100%~~	Updated Complaints register

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KPA 4: GOOD GOVERNANCE AND PUBLIC PARTICIPATION KEY PERFORMANCE INDICATORS (60% WEIGHTING)

KPI Ref	Strategic Objective	Municipal Programmes	Key Performance Indicator	Unit measure	Measurable Objectives	KPI Weighting	Budget 25/26	Baseline / Status as of 30 June 2025	Annual Target (30/06/2026)	1st Quarter (1 Jul-30 Sept 2025)	2nd Quarter (1 Oct -31 Dec 2025)	3rd Quarter (1 Jan 31 Mar 2026)	4th Quarter (1 Apr- 30 Jun 2026)	Evidence required
GGPP01	Improved governance and organisational excellence	Council Support	Percentage of Council resolutions implemented	Percentage	Number of Council Resolutions implemented by the Department as a percentage of the Total Number of Council Resolutions allocated to the Department	2%	Operational	100%	100%	100%	100%	~~100%~~	~~100%~~	Updated Council Resolutions Register
GGPP02	Improved governance and organisational excellence	Council Support	Percentage in implementing LLF resolutions	Percentage	Number of LLF resolutions implemented by the department as a percentage of the total number of LLF resoulutions allocated to the department	2%	Operational	100%	100%	100%	100%	~~100%~~	~~100%~~	Updated LLF Resolutions Register
GGPP03	Improved governance and organisational excellence	Risk Management	Percentage of Risk Committee recommendations implemented	Percentage	Number of Risk committee recommendations implemented as a percentage of the Total number of Risk committee recommendations for the department	2%	Operational	100%	100%	100%	100%	~~100%~~	~~100%~~	Updated Risk Committee Recommendations Register
GGPP04	Improved governance and organisational excellence	Risk Management	Number of Risk Management Reports submitted to Risk Officer within 12 working days after the end of each quarter	Number	Simple Count of the number of quarterly Risk Management Reports submitted to the Risk Officer within 12 working days after the end of each quarter	2%	Operational	4	4	1	1	1	1	Quarterly Risk Management Report and dated proof of submission
GGPP05	Improved governance and organisational excellence	Audit Management	Number of Departmental Reports submitted to Internal Audit within 12 working days for consideration by Audit Committee	Number	Simple count of the number of Departmental Report submitted to Internal Audit within 12 working days for consideration by Audit Committee.	2%	Operational	4	4	1	1	1	1	Quarterly Internal Audit Reports and dated proof of submission
GGPP06	Improved governance and organisational excellence	Audit Management	Percentage of internal audit findings resolved	Percentage	Number of Internal audit findings for the department resolved as a percentage of the Total number of Internal audit findings for the department	2%	Operational	100%	100%	100%	100%	100%	100%	Internal Audit Reports
GGPP07	Improved governance and organisational excellence	Audit Management	Percentage of Audit Committee resolutions implemented	Percentage	Number of Audit committee resolutions implemented as a percentage of the Total number of Audit committee resolutions for the department	2%	Operational	100%	100%	100%	100%	~~100%~~	~~100%~~	Updated Audit Committee Resolutions Register
GGPP08	Improved governance and organisational excellence	Audit Management	Percentage of AG audit findings (previous year audit) resolved	Percentage	Number of AG audit findings for the department resolved as a percentage of total number of AG audit findings for the department	2%	Operational	100%	100%	N/A	N/A	~~50%~~	~~100%~~	Updated Audit Action Plan Report

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GGPP09	Improved governance and organisational excellence	Performance Management	SDBIP to be approved by the Mayor within 28 days of Council adopting the final IDP and Budget	Number	The approval of the SDBIP by the Mayor within 28 days of the budget being approved by Council	5%	Operational	1	1	N/A	N/A	N/A	1	Signed SDBIP
GGPP10	Improved governance and organisational excellence	Performance Management	Annual Institutional Performance Report	Number	Annual Institutional Performance Report submitted to the AG by 31 August annually	5%	Operational	1	1	1	N/A	N/A	N/A	Dated proof of submission of APR to AG
GGPP11	Improved governance and organisational excellence	Performance Management	Mid year Performance assesssment report	Number	Mid-year Performance Assessment Report submitted by 25 January annually	4%	Operational	1	1	N/A	N/A	1	N/A	Dated proof of submission of Mid-year Perfomance Assessment Report
GGPP12	Improved governance and organisational excellence	Performance Management	Table the Annual Report in Council by 31 January	Number	Tabling the Annual Report in Council by 31 January	2%	Operational	1	1	N/A	N/A	1	N/A	Council Resolution
GGPP13	Improved governance and organisational excellence	Performance Management	Table the Oversight report on the Annual Report in Council by 31 March	Number	Tabling the Oversight report on the Annual Report in Council by 31 March	2%	Operational	1	1	N/A	N/A	1	N/A	Council Resolution
GGPP14	Improved governance and organisational excellence	Performance Management	Publish the Oversight report on the 24/25 Annual Report in the local media and GLM website within 7 days of Council adoption	Number	Publishing the Oversight report on the 24/25 Annual Report in the local media and GLM website within 7 days of Council adoption	5%	Operational	1	1	N/A	N/A	N/A	1	Newspaper copy and GLM website screenshot
GGPP15	Improved governance and organisational excellence	Performance Management	Submit the Adjusted SDBIP for 2025/26 to Council by 31 March	Number	Submission of the Adjusted SDBIP for 2025/26 to Council by 31 March	5%	Operational	1	1	N/A	N/A	1	N/A	Council Resolution
GGPP16	Improved governance and organisational excellence	Audit Management	Number of quarterly performance audit reports submitted to Council by Audit Committee	Number	Number of Audit committee reports submitted to council	2%	Operational	4	4	1	1	1	1	Council Resolution
GGPP17	Improved governance and organisational excellence	Audit Management	Submit the Internal Audit Plan to the Audit committee by 30 June annnually	Number	Submission of the Internal Audit Plan to the Audit committee by 30 June	2%	Operational	1	1	0	0	0	1	Dated submission of Internal Audit Plan to Audit Committee
GGPP18	Improved governance and organisational excellence	Audit Management	Implementation of the Internal Audit Action plan	Percentage	Number of IA Action plan activities implemented expressed as a percentage of the total number of activities required by the IA Action Plan	3%	Operational	100%	100%	N/A	N/A	N/A	100%	Approved Internal Audit Action Plan Reports

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GGPP19	Improved governance and organisational excellence	Audit Management	Audit Committee Meetings	Number	Number of Audit Committee Meetings held	3%	Operational	3	5	2	1	1	1	Agenda and Attendance register
GGPP20	Improved governance and organisational excellence	Risk management	Risk Management Committee meetings	Number	Number of Risk Committee Meetings	1%	Operational	2	4	1	1	1	1	Agenda and Attendance register
GGPP21	Improved governance and organisational excellence	Risk management	% of strategic risk mitigation actions Implemented	Percentage	Number of strategic risks mitigation actions implemented	1%	Operational	61%	100%	25%	50%	75%	100%	Approved Risk management Reports
GGPP22	Improved governance and organisational excellence	Risk Management	Approved Strategic Risk Assessment Reports	Number	Approval of Strategic Risk Assessment Report	1%	Operational	New KPI	1	N/A	N/A	1	N/A	Strategic Risk Assessment Report
GGPP23	Improved governance and organisational excellence	Risk Management	Number of Risk Register approved	Number	Number of Risk Register approved	1%	Operational	1	1	N/A	N/A	N/A	1	Approved Risk Register report
GGPP24	Improved governance and organisational excellence	Risk Management	# of risk monitoring reports submitted to Council	Number	Simple count of the number of risk monitoring reports submitted to Council	1%	Operational	4	1	1	1	1	1	Audit Committee Report to Council/Council Resolution

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GGPP25	Improved governance and organisational excellence	Risk management	% of cases reported and investigated	Percentage	Percentage cases of fraud and corruption reported and investigated	1%	Operational	New KPI	100%	100%	100%	100%	100%	Approved Fraud and Corruption case Register

KPA 5 : LOCAL ECONOMIC DEVELOPMENT KEY PERFORMANCE INDICATORS (0% weight)

KPI Ref	Strategic Objective	Municipal Programmes	Key Performance Indicator	Unit measure	Measurable Objectives	KPI Weighting	Budget 25/26	Baseline / Status as of 30 June 2025	Annual Target (30/06/2026)	1st Quarter (1 Jul-30 Sept 2025)	2nd Quarter (1 Oct -31 Dec 2025)	3rd Quarter (1 Jan 31 Mar 2026)	4th Quarter (1 Apr- 30 Jun 2026)	Evidence required
None														

Summary Scorecard

Position Outcomes/Outputs			Weighting
Key Performance Areas			**80%**
Municipal Institutional Development and Transformation			30
Municipal Financial Viability and Management			5
Basic Service Delivery			5
Good Governance and Public Participation			60
Local Economic Development			0
Competencies			**20%**
Leading competencies	**Components**	**Competency Definition**	
Strategic Direction and Leadership	• Impact and Influence • Institutional Performance Management • Strategic Planning and Management • Organisational Awareness	Provide and direct a vision for the institution, and inspire and deploy others to delivery on the strategic institutional mandate	15%
People Management	• Human Capital Planning and Development • Diversity Management • Employee Relations Management • Negotiation and dispute Management	Effectively manage, inspire and encourage people, respect diversity, optimise talent and build and nurture relationships in order to achieve institutional objectives	15%
Programme and Project Management	• Programme and Project Planning and Implementation • Service Delivery Management • Programme and Project Monitoring and Evaluation	Able to understand programme and project management methodology; plan, manage, monitor and evaluate specific activities in order to delivery on set objectives	5%
Financial Management	• Budget Planning and Execution • Financial Strategy and Delivery • Financial Reporting and Monitoring	Able to compile, plan and manage budgets, control cash flow, institute financial risk management and administer procurement processes in accordance with recognised financial practices. Further to ensure that all financial transactions are managed in an ethical manner	10%
Change Leadership	• Change Vision and Strategy • Process Design and improvement • Change Impact Monitoring and Evaluation	Able to direct and initiate institutional transformation on all levels in order to successfully drive and implement new initiatives and deliver professional and quality services to the community	10%

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Governance Leadership	• Policy Formulation • Risk and Compliance management • Cooperative Governance	Able to promote, direct and apply professionalism in managing risk and compliance requirements and apply a thorough understanding of governance practices and obligations. Further, able to direct the conceptualisation of relevant policies and enhance cooperative governance relationships	10%
Core Competencies			
Moral competence	• Integrity • Transparency • Accountability	Able to identify moral triggers, apply reasoning that promotes honesty and integrity and consistently display behaviour that reflects moral competence	5%
Planning and Organising	• Time management • Forward planning • Project Management	Able to plan, prioritise and organise information and resources effectively to ensure the quality of service delivery and build efficient contingency plans to manage risk	5%
Analysis and Innovation	• Objective problem analysis • Innovative thinking • Process optimisation	Able to critically analyse information, challenges and trends to establish and implement fact-based solutions that are innovative to improve institutional processes in order to achieve key strategic objectives	10%
Knowledge and Information Management	• Gain and share knowledge • Data analysis • Employee Empowerment	Able to promote the generation and sharing of knowledge and information through various processes and media, in order to enhance the collective knowledge base of local government	5%
Communication	• Balance diverse perspectives • Communication with stakeholders • Compile clear & concise reports	Able to share information, knowledge and ideas in a clear, focused and concise manner appropriate for the audience in order to effectively convey, persuade and influence stakeholders	5%
Results and Quality Focus	• Setting high standards • Results orientation • Monitoring & Evaluating progress	Able to maintain high quality standards, focus on achieving results and objectives while consistently striving to exceed expectations and encourage others to meet quality standards. Further, to actively monitor and measure results and quality against identified objectives	5%
Total			100%

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RATING SCALE

5 (167%)	4 (133-166%)	3 (100-132%)	2 (67-99%)	1 (0-66 %)
Outstanding Performance (*Above and beyond what was expected*)	**Performance Significantly Above Expectations**	**Fully Effective (*Implemented what was planned*)**	**Not Fully Effective (*Planned targets not fully met*)**	**Unacceptable Performance**
Performance far exceeds the standard expected of an employee at this level. The appraisal indicates that the Employee has achieved above fully effective results against all performance criteria and indicators as specified in the Performance Agreement and Performance plan and maintained this in all areas of responsibility throughout the year.	Performance is significantly higher than the standard expected in the job. The appraisal indicates that the Employee has achieved above fully effective results against more than half of the performance criteria and indicators and fully achieved all others throughout the year.	Performance fully meets the standards expected in all areas of the job. The appraisal indicates that the Employee has fully achieved effective results against all significant performance criteria and indicators as specified in the Performance Agreement and Performance Plan.	Performance is below the standard required for the job in key areas. Performance meets some of the standards expected for the job. The review/ assessment indicates that the employee has achieved below fully effective results against more than half the key performance criteria and indicators as specified in the Performance Agreement and Performance Plan.	Performance does not meet the standard expected for the job. The review/assessment indicates that the employee has achieved below fully effective results against almost all of the performance criteria and indicators as specified in the PA and Performance Plan. The employee has failed to demonstrate the commitment or ability to bring performance up to the level expected in the job despite management efforts to encourage improvement.

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Performance Assessment Process

The following steps will be followed to ensure a fully participative and compliant performance assessment process is adhered to.

1. Performance Assessment:

1.1. Formal assessment between will take place a least twice a year to measure the performance of the employee against the agreed performance targets for the half yearly and yearly assessments respectively.

1.2. Progress against the targets will be captured in preparation for the assessments.

1.3. Scores of 1-5 will be calculated based upon the progress against targets.

1.4. KPI's and targets are audited and copied to the Performance Plans before assessment date.

1.5. The employer must keep a record of the mid-year assessment and annual assessment meetings.

2. The employee being assessed will compile a portfolio of evidence confirming the level of performance achieved for a given assessment period and made available to the Panel on request. One independent person may be assigned to act as an Observer.

3. The process for determining Employee ratings are as follows:

3.1. The employee to motivate for higher ratings where applicable.

3.2. The panel to rate the achievement for the KPI's on a 5 point scale. Decimal places can be used.

3.3. The panel to rate the employee's core competency requirements (CCR) on the 5 point scale. Decimal places can be used.

3.4. The panel scores are averaged to derive at a total score per KPI /CCR. Overall scores are calculated by taking weightings into account where applicable.

3.5. The final KPA's rating will account for 80% of the final assessment total. The CCR's are to account for 20% of the final assessment total.

4. The five point rating scale referred to in regulation 805 correspond as follows:

Rating:	**1**	**2**	**3**	**4**	**5**
% Score:	**0-66**	**67-99**	**100-132**	**133-166**	**167**

5. The assessment rating calculator is used to calculate the overall % score for performance.

6. The half-year assessment rating can be used in combination with the Annual Performance Assessment to derive at a final Annual rating score.

7. The performance bonus percentages described in the performance agreement will be calculated on a sliding scale of the all inclusive remuneration package as indicated in table below:

% Rating Over Performance	% Bonus
130-149%	5-9%
150% and above	10-14%

8. The Personal Development Plan (PDP) can be reviewed after the performance assessment had been finalised in case where more clarity has been established on what the essential development needs for the relevant person will be.

9. The results of the performance assessment will be submitted to the performance audit committee for final approval of the assessment/s.

10. The performance assessment results of the Municipal Manager will also be submitted to the MEC responsible for Local Government in the relevant Province.

Approval of the Personal Performance Plan

The process followed ensures individual alignment to the strategic intent of the institution and give clear direction on what needs to be achieved through a self-directed approach to execute on the objectives, to build sound relationships, to develop human capital and to strengthen the organisation through excellent performance. This plan has derived from intense workshopping to ensure integration, motivation and self-direction. The employer and employee both have responsibilities and accountabilities in getting value from this plan. Neither party can succeed without the support of the other.

Undertaking of the employer / superior	Undertaking of the employee
On behalf of my organisation, I undertake to ensure that a work environment conducive for excellent employee performance is established and maintained. As such, I undertake to lead to the best of my ability, communicate comprehensively, and empower managers and employees. Employees will have access to ongoing learning, will be coached, and will clearly understand what is expected of them. I herewith approve this Performance Plan.	I herewith confirm that I understand the strategic importance of my position within the broader organisation. I furthermore confirm that I understand the purpose of my position, as well as the criteria on which my performance will be evaluated twice annually. As such, I therefore commit to do my utmost to live up to these expectations and to serve the organisation, my superiors, my colleagues and the community with loyalty, integrity and enthusiasm at all times. I herby confirm and accept the conditions to this plan.
Signed and accepted by the Supervisor on behalf of Council:	Signed and accepted by the Employee:
DATE: 15/07/2025	DATE: 15/07/2025