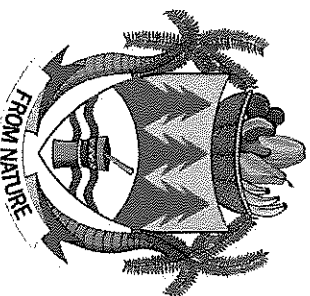


GREATER TZANEEN MUNICIPALITY

Annexure A

Adjusted Performance Plan 2018/19 MUNICIPAL MANAGER



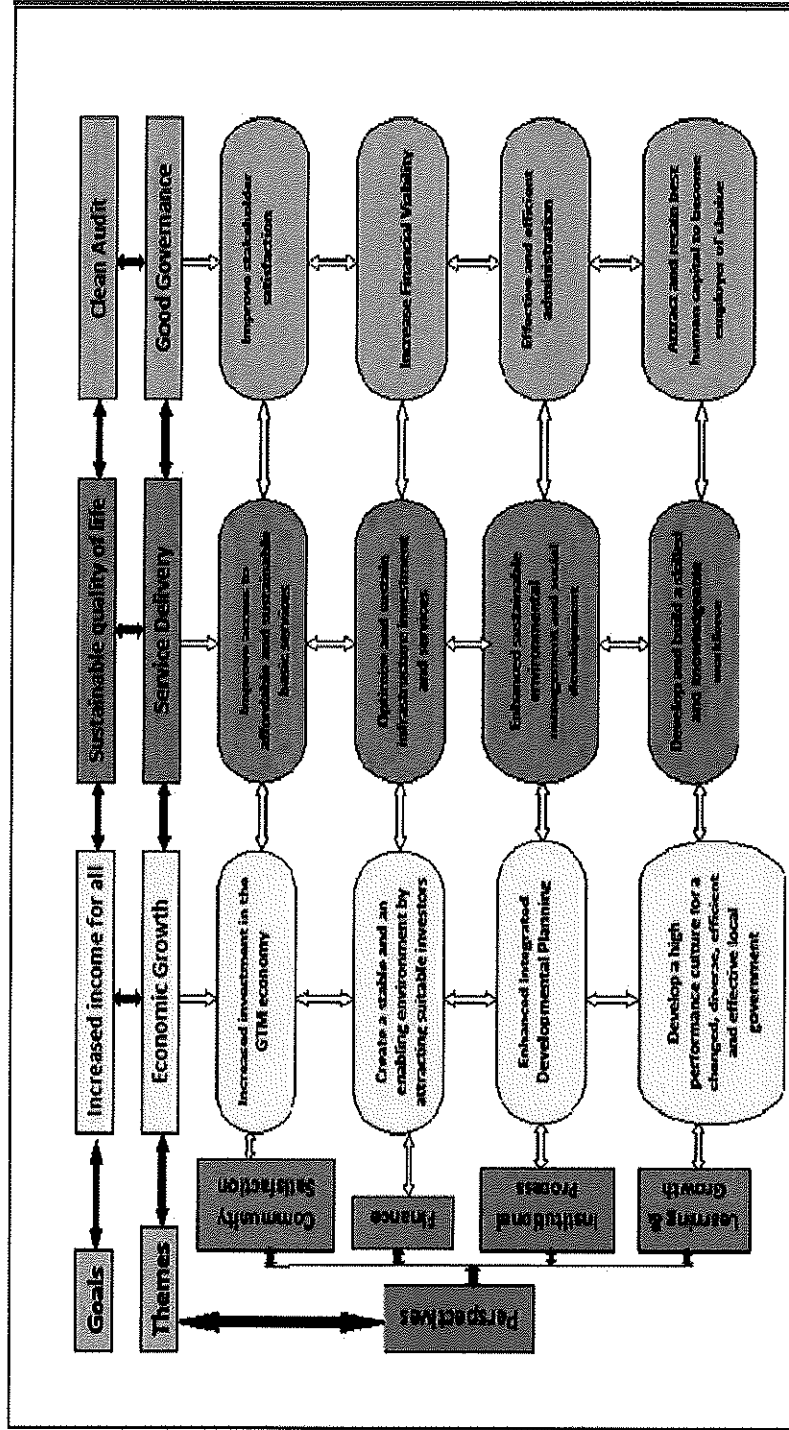
Employee Details

Name: Mr. BS Matlala
Position: Municipal Manager
Accountable to: Mayor
Period: 1 July '18 - 30 June '19

Content:

1. Strategy Map
2. Position Vision & Mission
3. Key Performance Areas: Position Weighting
4. Key deliverables (KPIs and Projects)
5. Competencies
6. Performance Assessment Process
7. Rating Scale
8. Approval of Personal Performance Plan

1. Strategy Map 2018/19



2. Position Vision & Mission

Municipal Vision	
A Green, Prosperous and United Municipality that Provides Quality Services to All	
Municipal Mission	
<p>The Greater Tzaneen Municipality is committed to provide quality services to its economy by:</p> <p>“Promoting social and economic development; Providing and maintaining sustainable services; Ensuring efficient and effective utilization of all available resources; Ensuring Promoting Environmental sustainability; Promoting effective stakeholder and community participation.”</p>	
Position Vision	
<p><i>Develop a performance driven and innovative institution that is financial sustainable, well resourced and accountable to the community, where quality of life, hope, pride and loyalty is created and confidence installed in sound governance</i></p>	
Position Mission	
<p><i>To lead and direct the administration of the Municipality and account to the Municipal Council to ensure efficient and effective services are delivered to stakeholders and to ensure the long term sustainability of the Municipality within the requirements of the relevant legislation.</i></p>	

3. Key Performance Areas: Position Weighting

Municipal KPA	% Weight
Service Delivery	10%
Economic Growth	10%
Good Governance	80%
Weighted Total	80%
Competencies (Weighted Total)	20%
Grand Total	100%

* As contained in the GTM Strategy Map

BB

4. Key deliverables (KPIs and Projects)

Municipal KPA	Strategic Objective	Programme	Key Performance Indicator/ Project	KPI weight (%)	Unit of Measurement	Baseline (Actual at end 2017/18)	Annual Target	Quarterly milestones				Portfolio of evidence required
								Target Sept '18	Target Dec '18	Target Mar '19	Target Jun '19	
GG	Effective and Efficient administration	Sound Governance	Average no of working days taken to respond to internal audit queries for the Department	3%	Number	New KPI	100%	100%	100%	100%	100%	Register of Audit queries
GG	Effective and Efficient administration	Sound Governance	% of Departmental AG queries responded to within 3 working days	3%	Percentage	New KPI	100%	100%	100%	100%	100%	Register of Audit queries
GG	Increase financial viability	Budget management	% of MM departmental budget spent	3%	Percentage	New KPI	100%	25%	50%	75%	100%	Monthly financial budget reports
GG	Increase financial viability	Budget management	% of Departmental overtime budget spent	3%	Percentage	New KPI	100%	25%	50%	75%	100%	Monthly financial budget reports
GG	Effective and Efficient administration	Sound Governance	# of Departmental monthly reports submitted on time for consideration by Exco (15 working days)	3%	Number	New KPI	12	3	3	3	3	3 Monthly report Email to Secretariat
GG	Effective and Efficient administration	Risk Management	% of Departmental Risks mitigated by year-end	3%	Percentage	New KPI	100	N/A	N/A	N/A	80%	Strategic Risk Assessment Report
GG	Effective and Efficient administration	Sound Governance	# of Departmental meetings held	3%	Number	New KPI	4	1	1	1	1	1 Minutes and Attendance Registers
GG	Effective and Efficient administration	Sound Governance	# of Departmental Management meetings	2%	Number	New KPI	12	3	3	3	3	3 Minutes and Attendance Registers
GG	Effective and Efficient administration	Sound Governance	# of general staff meetings	2%	Number	New KPI	2	N/A	1	N/A	1	1 Minutes and Attendance Registers
GG	Effective and Efficient administration	Sound Governance	% of MPAC recommendations implemented within the required timeframe	2%	Percentage	New KPI	100%	100%	100%	100%	100%	100% MPAC resolution register
GG	Effective and Efficient administration	Sound Governance	% of Audit Committee recommendations for MM's department implemented within the required timeframe	2%	Percentage	New KPI	100%	100%	100%	100%	100%	Audit Committee resolution register
GG	Effective and Efficient administration	Sound Governance	% of Council Resolutions for MM's Department implemented within the required timeframe	2%	Percentage	New KPI	100%	100%	100%	100%	100%	Council Resolution register
GG	Effective and Efficient administration	Sound Governance	% of District MM's forum meetings attended	2%	Percentage	New KPI	100%	100%	100%	100%	100%	Invitation and attendance register
GG	Effective and Efficient administration	Legal support	% SLAs signed within 10 days after acceptance of appointment	2%	Percentage	actual awaited	100%	100%	100%	100%	100%	*SLA Register containing date of receipt of request & submission to MM (for signature)

4. Key deliverables (KPIs and Projects)

Key Performance Indicators (KPIs) and Projects													
Municipal KPA	Strategic Objective	Programme	Key Performance Indicator/ Project	KPI weight (%)	Unit of Measurement	Baseline (Actual at end 2017/18)	Annual Target	Quarterly milestones				Portfolio of evidence required	
GG	Improve stakeholder satisfaction	Public Participation	# of Mayoral (local) imbizos held	2%	Number	Actual awaited	4	1	1	1	1	1 Minutes and Attendance register (1 Imbizo per cluster per quarter)	
GG	Effective and Efficient administration	Office Administration	Purchase of office furniture and equipment for Office of the MM	2%	Q1: Not applicable this quarter Q2: Procurement process for the acquisition of furniture (10%) Q3: Furniture procured for MM's offices and delivered (100%) Q4: Not applicable this quarter	New KPI	100%	Not applicable this quarter	Furniture needs analysis and MM offices Procurement and delivery process for the acquisition of furniture (10%)	Furniture procured for MM's offices (100%)	Not applicable this quarter	Quotations Proof of receipt of furniture	
GG	Effective and Efficient administration	Council Support	% of GTM Council resolutions implemented	2%	Percentage	100%	100%	100%	100%	100%	100%	Resolution register	
GG	Effective and Efficient administration	Management and Administration	# Management meetings	2%	Number	24	26	7	6	6	7 Minutes & Attendance Registers		
GG	Effective and Efficient administration	Performance monitoring and reporting	Mid-year budget and performance report submitted to PT, COGSETA, and AG by 25 Jan	2%	Number	1	1 n/a	n/a	1 n/a	1 n/a	1 n/a Mid-year Performance Report Acknowledgement of Receipt		
GG	Effective and Efficient administration	Performance monitoring and reporting	Draft Annual Report tabled in Council by 31 Jan	2%	Number	1	1 n/a	n/a	1 n/a	1 n/a	1 n/a Draft Annual Report Council Minutes		
GG	Effective and Efficient administration	Performance monitoring and reporting	Final Annual Report approved by Council by 31 March	3%	Number	1	1 n/a	n/a	1 n/a	1 n/a	1 n/a Final Annual Report Council Minutes		
GG	Effective and Efficient administration	Performance monitoring and reporting	# of Quarterly SDBIP reports submitted to Council	2%	Number	4	4	1	1	1	1 Quarterly Performance Reports Council Minutes		
GG	Effective and Efficient administration	Performance monitoring and reporting	# of Back to Basics statistical reports submitted to CoGTA by the 15th of each month	2%	Number	12	12	3	3	3	3 B2S Reports, Acknowledgement of receipt		
GG	Effective and Efficient administration	Performance monitoring and reporting	Draft Annual Performance Report submitted to the AG, Audit Committee and the Mayor by 31 August	2%	Number	1	1	1 n/a	n/a	n/a	n/a Acknowledgement of Receipt from AG, AC & Mayor		

4. Key deliverables (KPIs and Projects)

Municipal KPA	Strategic Objective	Programme	Key Performance Indicator/ Project	KPI weight (%)	Unit of Measurement	Baseline (Actual at end 2017/18)	Annual Target	Quarterly milestones			Portfolio of evidence required
GG	Effective and Efficient administration	Performance monitoring and reporting	# of days taken to submit the SDBIP to the Mayor following budget approval	2%	Number	Actual awaited	28 n/a	n/a	n/a	28	Acknowledgement of receipt - Mayor
GG	Effective and Efficient administration	Performance monitoring and reporting	# of quarterly performance reports audited	2%	Number	0	4	1	1	1	Quarterly SDBIP Audit reports
GG	Effective and Efficient administration	Risk Management	# of Anti-corruption and fraud committee meetings	2%	Number	actual awaited	4	1	1	1	Agendas, Attendance register, Minutes
GG	Effective and Efficient administration	Risk Management	Strategic Risk Assessment report submitted to Council by 30 May	2%	Number	Actual awaited	1 n/a	n/a	n/a	1	Risk Assessment Report
GG	Effective and Efficient administration	Risk Management	# of Risk management progress reports submitted to Council	2%	Number	actual awaited	4	1	1	1	Council Resolution
GG	Effective and Efficient administration	Risk Management	# of UIF Investigation reports submitted to Public Accounts Committee (MPAC)	2%	Number	actual awaited	4	1	1	1	Risk Management progress Reports
GG	Effective and Efficient administration	Risk Management	# of compliance monitoring reports submitted to Council	2%	Number	actual awaited	4	1	1	1	Quarterly investigation reports (1 quarter delay)
GG	Effective and Efficient administration	Risk Management	# of risk committee meetings	2%	Number	actual awaited	4	1	1	1	Acknowledgement of receipt
GG	Effective and Efficient administration	Risk Management	# of compliance monitoring reports submitted to Council	2%	Number	actual awaited	4	1	1	1	Compliance monitoring Reports
GG	Effective and Efficient administration	Risk Management	# of risk committee meetings	2%	Number	actual awaited	4	1	1	1	Council Minutes
											Invitations Agenda Attendance Register Minutes

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4. Key deliverables (KPIs and Projects)

Municipal KPA	Strategic Objective	Programme	Key Performance Indicator/ Project	KPI weight (%)	Unit of Measurement	Baseline (Actual at end 2017/18)	Annual Target	Quarterly milestones				Portfolio of evidence required
GG	Effective and Efficient administration	Sound Governance	Contracted Internal Audit services (Panel)	2%	Q1: Advertisement for the appointment of a pool of service providers (10%) Q2: Appointment of pool of service providers Q3: Source quotations and appoint auditors (30%) Q4: Outsourced audits completed (100%)	New project	100%	Appointment of pool of service providers finalised (15%)	Source quotations and appoint auditors (30%)	Outsourced audits completed (100%)	Advertisement for the appointment of a pool of service providers (10%)	Advertisement letter Audit Reports
GG	Effective and Efficient administration	Sound Governance	Procurement of Electronic Audit System	2%	Q1: Advertisement for the appointment of a service provider (10%) Q2: Appointment finalised (30%) Q3: System configuration and training (75%) Q4: System fully functional and utilised by Division (100%)	New project	100%	10%	30%	75%	100%	Advertisement Appointment letter System reports
GG	Effective and Efficient administration	Sound Governance	Unqualified Audit opinion obtained from AG	2%	Number	1	1	n/a	1	n/a	n/a	AG Audit Report

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4. Key deliverables (KPIs and Projects)

Municipal KPA	Strategic Objective	Programme	Key Performance Indicator/ Project	KPI weight (%)	Unit of Measurement	Baseline (Actual at end 2017/18)	Annual Target	Quarterly milestones				Portfolio of evidence required
GG	Effective and Efficient administration	Sound Governance	# audit committee meetings	2%	Number	actual awaited	4	1	1	1	1	1 Agendas, Attendance register
GG	Effective and Efficient administration	Sound Governance	# of Audit Committee packs distributed 7 days before the meeting	2%	Number	actual awaited	4	1	1	1	1	1 Acknowledgement of receipt from external AC members
GG	Effective and Efficient administration	Sound Governance	3 year Strategic Audit plan approved by Audit Committee by 30 June	2%	Number	1	1 n/a	n/a	n/a	n/a	1	1 3 Year Strategic Risk Audit Plan AC minutes
GG	Effective and Efficient administration	Sound Governance	Reviewed Internal Audit Charter submitted & approved by Audit Committee by 30 June	2%	Number	tbd	1 n/a	n/a	n/a	n/a	1	1 Audit Charter AC Minutes
GG	Increase financial viability	Budget management	% of Operational budget spent	2%	Percentage	Actual awaited	100%	25%	50%	75%	100%	Budget Reports
GG	Increase financial viability	Budget management	% of Capital Budget spent	2%	Percentage	Actual awaited	100%	25%	25%	25%	25%	Budget Reports
GG	Increase financial viability	Revenue Management	% equitable share received	2%	Percentage	Actual awaited	100%	25%	50%	75%	100%	Bank Statement DORA
GG	Increase financial viability	Revenue Management	Draft Revenue Enhancement Strategy developed	2%	Number	Actual awaited	1 n/a	n/a	n/a	n/a	1	1 Appointment letter for service provider or Partnership agreement Draft Revenue Enhancement Strategy
GG	Increase financial viability	Supply Chain Management	% of Bids awarded within 2 weeks after adjudication resolution	3%	Percentage	Actual awaited	100%	100%	100%	100%	100%	SCM Submission register Bids approval by MM
GG	Increase financial viability	Supply Chain Management	# of Tenders awarded that deviated from the adjudication committee recommendation	3%	Number	Actual awaited	0	0	0	0	0	SCM Bid register Deviation Forms
LED	Enhanced Integrated developmental planning	Budget management	% of capital spent on projects as prioritised in IDP for specific year	10%	Percentage	90%	100%	100%	100%	100%	100%	Capital Expenditure report 17/18 IDP project list
LED	Develop a high performance culture for a changed, diverse, efficient and effective local government	Employee Performance Management	# of performance assessments for Sect 56/57 appointments	20%	Number	0	2	1	0	1	0	0 Mid-year and Annual Assessment reports

4. Key deliverables (KPIs and Projects)

Municipal KPA	Strategic Objective	Programme	Key Performance Indicator/ Project	KPI weight (%)	Unit of Measurement	Baseline (Actual at end 2017/18)	Annual Target	Quarterly milestones				Portfolio of evidence required
LED	Develop a high performance culture for a changed, diverse, efficient and effective local government	Employee Performance Management	# of Senior Managers (M & Directors) with signed performance agreements by 30 June	20%	Number	2	7	n/a	n/a	n/a	7	Performance Agreements
LED	Enhanced Integrated developmental planning	Integrated Development Planning	# of IDP Steering Committee meetings	10%	Number	6	6	1	2	2	1	1 Invitations Minutes & attendance registers
LED	Enhanced Integrated developmental planning	Integrated Development Planning	# of IDP Rep forum meetings	10%	Number	5	5	1	2	1	1	1 Invitations Minutes & attendance registers
LED	Enhanced Integrated developmental planning	Integrated Development Planning	Draft IDP approved by Council by 31 March annually	20%	Number	1	1	n/a	n/a		1	1 Draft IDP Council Minutes
LED	Enhanced Integrated developmental planning	Integrated Development Planning	Final IDP approved by Council by 31 May annually and submitted to CoGHS&TA & Treasury	10%	Number	1	1	n/a	n/a	n/a		1 Final IDP Council Minutes Acknowledgement of receipt by CoGHS&TA & Treasury
SD	Enhance sustainable environmental management and social development	Disaster Management	Annual Disaster Management report submitted to Mopani District by 30 Sept	20%	Number	1	1	1	n/a	n/a	n/a	1 Annual Report Acknowledgement of receipt from MDM
SD	Enhance sustainable environmental management and social development	Disaster Management	Annual Disaster Management report submitted to Council by 31 Aug	20%	Number	1	1	1	n/a	n/a	n/a	1 Disaster Management Report Council Resolution
SD	Enhance sustainable environmental management and social development	Disaster Management	% Disaster incidences responded to (relieved) within 72-hours	20%	Percentage	100%	100%	100%	100%	100%	100%	100% Disaster Relief forms

4. Key deliverables (KPIs and Projects)

Municipal KPA	Strategic Objective	Programme	Key Performance Indicator/ Project	KPI weight (%)	Unit of Measurement	Baseline (Actual at end 2017/18)	Annual Target	Quarterly milestones				Portfolio of evidence required
SD	Enhance sustainable environmental management and social development	Disaster Management	# of disaster awareness campaigns conducted	10%	Number	Actual awaited	9	3	2	2	2	2 Programme for Awareness Campaigns Attendance Registrar Agenda
SD	Enhance sustainable environmental management and social development	Youth, Gender & Disability support	# of new Jobs created by Municipal Capital projects for youth	10%	Number	Actual awaited	596	0	149	149	149	149 Consolidated Job creation reports Beneficiary List
SD	Enhance sustainable environmental management and social development	Youth, Gender & Disability support	# of new Jobs created by Municipal Capital projects for women	10%	Number	Actual awaited	596	0	149	149	149	149 Consolidated Job creation reports Beneficiary List
SD	Enhance sustainable environmental management and social development	Youth, Gender & Disability support	# of new Jobs created by Municipal Capital projects for disabled persons	10%	Number	Actual awaited	22	5	6	5	6	6 Consolidated Job creation reports Beneficiary List



5. COMPETENCY REQUIREMENTS

Competencies	Components	Competency Definition	Weighting %
Leading competencies			
Strategic Direction and Leadership	<ul style="list-style-type: none"> • 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	20%
People Management	<ul style="list-style-type: none"> • 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	10%
Programme and Project Management	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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%
Governance Leadership	<ul style="list-style-type: none"> • 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%

5. COMPETENCY REQUIREMENTS

Competencies	Components	Competency Definition	Weighting %
Core Competencies			
Moral competence	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	5%
Knowledge and Information Management	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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 other to meet quality standards. Further, to actively monitor and measure results and quality against identified objectives	10%
Total			100%

6. 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 employee and employer will take place twice a year to measure the performance of the employee against the agreed
 - 1.2. Progress against the KPI's and Targets will be captured in preparation for the review.
 - 1.3. Scores of 1-5 will be calculated based upon the progress against targets.
 - 1.4. KPI's and activities are audited and copied to the Performance Plans before assessment date.
 - 1.5. The employer must keep a record of the mid-year review 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 / Activity / CCR. Overall scores are calculated by taking weightings into account where applicable.
 - 3.5. The final KPI'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 review 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%

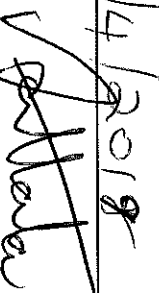
8. The Personal Development Plan (PDP) can be reviewed after the performance review had been finalised in case where more clarity has been established on what the essential development needs for the relevant person will be.
9. The results of the performance and development review (PDR) will be submitted to the performance audit committee for final approval of the
10. The performance assessment results of the Municipal Manager will also be submitted to the MEC responsible for Local Government in the relevant Province.

7. Rating Scale				
Score				
5 (167%)	4 (133-166%)	3 (100-132%)	2 (67-99%)	1 (0-66%)
Outstanding Performance (<i>Above and beyond what was expected</i>)	Performance Significantly Above Expectations	Fully Effective (<i>Implemented what was planned</i>)	Not Fully Effective (<i>Planned targets not fully met</i>)	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 PA 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 PA 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 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.	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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8. 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 hereby confirm and accept the conditions to this plan.
Signed and accepted by the Employee:	Signed and accepted by the Supervisor on behalf of Council:
Name: <u>B S MATIWA</u>	Name: <u>MANGENA MARISE</u>
Date: <u>17/4/2018</u>	Date: <u>24/04/19</u>
Signature: 	Signature: 