

# WINNIE MADIKIZELA-MANDELA LOCAL MUNICIPALITY



PERFORMANCE AGREEMENT: 2025/2026

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Entered into by and between

WINNIE MADIKIZELA MANDELA LOCAL MUNICIPALITY

("the Employer ")

Represented by the Honourable Mayor: Cllr T. D. Mafumbatha

Duly authorized in terms of Section 57 (2) (c) of the Local  
Government: Municipal Systems Act, No. 32 of 2000

AND

Mr. Luvuyo Mahlaka

["the Employee"]

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## ACRONYMS

SDBIP	-	Service Delivery and Budget Implementation Plan
BEE	-	Black Economic Empowerment
BIGM	-	Building Inclusive Green Municipalities
EXCO	-	Executive Committee
SM	-	Senior Manager
HoD	-	Head of Department
IDP	-	Integrated Development Plan
LED	-	Local Economic Development
MFMA	-	Municipal Finance Management Act, No. 56 of 2003
KPA	-	Key Performance Area
KPI	-	Key Performance Indicators
CCR	-	Core Competency Requirements
RSA	-	Republic of South Africa
SCM	-	Supply Chain Management
NEDLAC	-	National Economic Development and Labour Council
PDP	-	Personal Development Plan
PA	-	Performance Agreement
PP	-	Performance Plan
OPMS	-	Organisational Performance Management System

## DEFINITIONS

- Ruling Language** - Refers to the language parties to the contract choose to use as a medium for formal communication between themselves.
- Financial Year** - Refers to the 12 months period which the organization determines as its budget year.

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## GENERAL PROVISIONS

### 1. INTRODUCTION

- 1.1 The Council has entered into a contract of employment with the Municipal Manager for a period of five (5) years, ending on **31 July 2027**, in terms of section 57(1) (a) of the Local Government: Municipal Systems Act 32 of 2000 ("the Systems Act").
- 1.2 Section 57(1) (b) of the Municipal Systems Act, read with the contract of employment concluded between the parties, requires the parties to conclude an annual performance agreement. That the parties hereby agree to have this contract developed in terms of the Local Government: Municipal Performance Regulations for Municipal Managers and Managers directly accountable to the Municipal Manager.
- 1.3 The parties wish to ensure that they are clear about the goals to be achieved, and secure the commitment of the Municipal Manager reporting to the Council represented by the Mayor, to a set of actions that will secure local government policy goals.
- 1.4 This performance contract is between **Luvuyo Mahlaka**, the Municipal Manager, and **Winnie Madikizela Mandela Local Municipality**, represented by **Councillor T. D. Mafumbatha**, the Mayor. It is for the 2025/2026 financial year only. The expected performance reflected in this contract is based on the Council approved Integrated Development Plan 2025/2026 as revised and approved in 2025 and the 2025/2026 Service Delivery and Budget Implementation Plan. The two afore-mentioned documents have been adopted as the working documents of Winnie Madikizela Mandela Local Municipality and therefore, shall be the basis of performance assessment.

### 2. STRATEGIC OBJECTIVE

Over the period of his employment, the Municipal Manager shall bear the overall responsibility of driving Integrated Development Plan, making an assurance that its strategic objectives are achieved. As the accounting officer of the municipality, the municipal manager has a responsibility to ensure that the municipal Organisational Performance

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Management System is driving the municipality towards the creation of the community portrayed by the vision of the municipality.

### 3. PERFORMANCE BONUS & ANNUAL SALARY ADJUSTMENT

If the Municipal Manager achieves outstanding performance, he shall qualify for the annual performance bonus in accordance with the provisions of the contract of employment, as entered into between the Mayor (for the Employer) and the Municipal Manager on 01 August 2022, as well as the results of the performance evaluation results agreed to in this contract. The acceptability of the level of performance or otherwise shall be determined and declared by the performance evaluation team in accordance with the provision of this agreement, following the receipt of a report on the Municipal Manager's achievement or otherwise of the KPIs as reflected in clause 3 of this contract.

Annexure "A" as attached with listed Key Performance Areas (KPAs) and Core Competency Requirements (CCRs) that are collectively worth 100 points. Each KPAs and CCRs consists of Key Performance Indicators that have different weightings. The achievement score of above 160 percent shall be regarded as 100% performance bonus warranting, above 130 percent to 160 percent, as average and warranting a proportional percentage of performance bonus, above 80 percent to 130 percent shall warrant some form of in-kind recognition, and below 50 percent, shall require the employer to effect remedial measures that may include incapacity disciplinary enquiry.

A performance bonus for outstanding performance or an in-kind recognition of effective performance shall only be effected after,

- I. The annual report for the financial year under review has been tabled and adopted by the Municipal Council;
- II. An evaluation of performance in accordance with the provisions of regulation 23, and this contract; and
- III. Approval of such evaluation by the Municipal Council or delegated structure as a reward for outstanding performance or effective performance.

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The salary increases for 2025/26 shall be based on the provisions of the Local Government: Municipal Performance Regulations for Municipal Managers directly accountable to Municipal Managers, 2006 and any other relevant law. The employer shall grant an annual salary adjustment linked to a cost-of-living adjustment based on market indicators, which is not performance based.

#### 4. EVALUATING PERFORMANCE

The evaluation of the employee's performance will form the basis for rewarding outstanding performance or correcting unacceptable performance.

The annual performance appraisal will involve:

- I. Assessment of the achievement of results as outlined in the performance plan;
- II. Assessing the extent to which the specified standards or KPIs have been met with due regard to ad-hoc tasks that had to be performed under the KPAs and CCRs.

The criteria upon which the performance of the employee shall be assessed consist of two components, both of which shall be contained in the performance plan:-

- I. The employee must be assessed against both components, with a weighting of 80:20 allocated to the KPAs and the CCRs respectively;
- II. Each area of assessment will be weighted and will contribute a specific part to the total score.

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A five-point rating scale to be used for both KPAs and CCRs is as depicted hereunder:

Level	Terminology	Description	Rating				
			1	2	3	4	5
5	Outstanding Performance	Performance far exceeds the standard expected of an employee at this level. The key 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.					
4	Performance significantly above expectations	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.					
3	Fully effective	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.					
2	Performance not fully effective	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 PA and Performance Plan.					
1	Unacceptable performance	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.					

The performance bonus payment shall be categorised in two bands with some ranges per band. SH

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The first performance bonus (cash rewards) payment band ranges between 5% and 9% of the all-inclusive remuneration package, as follows:

- I. A score of 130% to 136%, to qualify for a 5% bonus;
- II. A score of above 136% to 142%, to qualify for a 7% bonus;
- III. A score of above 142% to 149%, to qualify for a 9% bonus.

The second performance bonus (cash rewards) payment band ranges between 10% and 14% of the all-inclusive remuneration package, as follows:

- I. A score of 150% to 155%, to qualify for a 10% bonus;
- II. A score of above 155% to 160%, to qualify for a 13% bonus;
- III. A score of above 160%, to qualify for a 14% bonus.

A performance bonus may not be paid on a pro rata basis when the performance contract was terminated before the end financial year. A cash bonus is paid annually after complying with the legal requirements captured in this contract and the applicable laws.

The performance achievement ranging from 80% to 129% shall be regarded as fully effective and therefore warranting the employer to acknowledge and or recognize the employee, whichever is necessary. This category of performance acknowledgement and recognition is a non-financial rewards system. It will apply as follows:

- i. A score of 80% to 100%, to receive a letter of acknowledgement and recognition issued by the Mayor;
- ii. A score of above 100% to 120%, to receive a recognition certificate from the Mayor;
- iii. A score of above 120% to 129%, to receive an academic/skills development programme grant to a maximum of R25 000.00 only; this to be paid directly to a learning institution of choice. The selected programme must be linked to the personal development plan (Annexure B).

A level of performance achievement of 50% and below shall warrant the employer to execute corrective measures that may include disciplinary measures due to incapacity.

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5. **DEVELOPMENTAL REQUIREMENTS**

The Personal Development Plan (PDP) for addressing developmental gaps is attached as **Annexure "B"**.

6. **CONSEQUENCE OF SUB-STANDARD PERFORMANCE**

Where the Mayor, at any time during the Municipal Manager's employment, is not satisfied with the Municipal Manager's performance with respect to any matter dealt with in this Agreement, the employer will give notice to the Municipal Manager to attend a monitoring and review meeting.

The Municipal Manager will have the opportunity at the meeting to satisfy the Mayor or the monitoring and evaluation team of the measures being taken to ensure that his performance becomes satisfactory and any program, including any dates, for implementing these measures.

7. **RULING LANGUAGE**

The contract is made out in the English language, which shall be the ruling language. All correspondence between the parties to this contract and all reports and documents pertaining to this contract shall be in the English language.

8. **TERM OF CONTRACT**

This contract shall be deemed to have been entered into on the 1<sup>st</sup> of July 2025 and will expire on the 30<sup>th</sup> of June 2026. The parties will conclude a new performance agreement that replaces this Agreement by not later than 31 July 2026. This Agreement will terminate on the termination of the Municipal Manager's contract of employment for any reason.

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9. LIMITATIONS OF THE CONTRACT

This contract is an agreement between the employer and the Municipal Manager about the expected performance of the latter during the specified term. This contract is subject to the employment contract which the Municipal Manager entered into on accepting his position and to the relevant South African legislation. In the case of any ambiguity, the employment contract shall prevail over this performance contract. Nothing contained in this Agreement in any way limits the right of the employer to terminate the Municipal Manager's contract of employment with or without notice for any other breach by the Municipal Manager of his obligations to the Municipality or for any other valid reason in law.

10. MONITORING AND EVALUATION

The monitoring and performance reviews for each quarter as determined in the Local Government: Municipal Performance Regulations for Municipal Managers and Managers directly accountable to Municipal Managers, 2006 shall be comprised of the Mayor, and his brief will be to assess the performance of the Municipal Manager in line with the performance requirements as outlined in Annexure A of this contract. Despite the in-year reviews, the employer shall establish an assessment team to conduct an annual performance review; the team shall be composed as follows:

- I. Mayor,
- II. Chairperson of the audit committee,
- III. A member of the Executive Committee,
- IV. Municipal Manager from another municipality, and
- V. Member of the ward committee as nominated by the Mayor.

The Senior Manager: Corporate Services must provide secretariat services to the evaluation panel referred to in this clause 10 above.

11. DISPUTE RESOLUTION

In case of disputes, which cannot be resolved through negotiations and mediation, the employee has a right to refer the case to the MEC for Local Government who must settle

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the case within thirty (30) days of receipt of a formal written dispute. The decision of the MEC shall be deemed final and binding on both parties.

**12. JURISDICTION**

Regardless of the place of execution, performance or domicile of the parties, this contract and all modifications and amendments hereof shall be governed by and construed under and in accordance with the laws of the Republic of South Africa.

**13. WHOLE AGREEMENT**

The parties to this contract agree that this contract constitutes the whole agreement and arrangement for the performance of the Municipal Manager with effect from 01 July 2025.

No agreement, varying, adding to, deleting from or canceling this contract, shall be effective unless reduced to writing and signed by both parties. The following annexures and appendices attached to this contract will have the same force and effect as if they were written in this section of the contract:

**ANNEXURE A: PERFORMANCE PLAN**

**ANNEXURE B: PERSONAL DEVELOPMENT PLAN**

**APPENDIX 1: COMMITMENT OF MANAGEMENT TEAM**

**APPENDIX 2: OBLIGATIONS OF THE EMPLOYER**

SIGNED at \_\_\_\_\_ Mbizana \_\_\_\_\_ this 30th day of JULY 2025

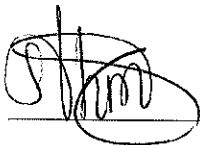
**MUNICIPAL MANAGER**

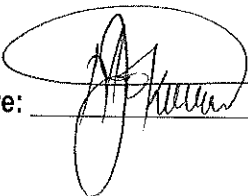
Signature: \_\_\_\_\_

Name Printed: Luvuyo Mahlaka

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WITNESSES

1. Signature:  Name Printed: N. C. ANC

2. Signature:  Name Printed: NWABISA JEKWE NI

FOR AND ON BEHALF OF WINNIE MADIKIZELA MANDELA LOCAL MUNICIPALITY

MAYOR

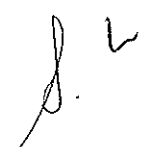
Signature: 

Name Printed: Cllr T. D Mafumbatha (Hon. Mayor)

WITNESSES

1. Signature:  Name Printed: SIRAMZA SH

2. Signature:  Name Printed: Lulama MAKHOSHA

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## PERFORMANCE PLAN

## 14.1 BASIC SERVICE DELIVERY

% of total beneficiaries that claimed		reports, Adopted credible indigent register & Council resolution.
73	6	12

OBJECTIVES	WEIGHTING	RATING CALCULATOR WEIGHTING %	KPI's	ANNUAL TARGETS			FINANCIAL IMPLICATIONS	MEANS OF VERIFICATION
				TIME	QUALITY	QUANTITY		
14.1.4. To ensure reliable provision of electricity to households by June 2027	5	6,25	Number of households connected to the grid system in compliance with RAS targets.  b) Reviewed and adopted credible indigent register	30 June 2026	Households connection done as per applicable standards	672 HHs connected to the grid electricity	R22 008 0000.	Practical completion certificate/s.
						free FBAE by June 2026.  1 reviewed and adopted credible indigent register	R7 34 880,44	

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14.2 MUNICIPAL INSTITUTIONAL DEVELOPMENT AND TRANSFORMATION

OBJECTIVES	WEIGHTING	RATING CALCULATOR WEIGHTING %	KPI's	ANNUAL TARGETS			FINANCIAL IMPLICATION	MEANS OF VERIFICATION
				TIME	QUALITY	QUANTITY		
14.2.1. To ensure sustainable provision of Wellness services to all employees by 30 June 2027	5	6.25	Number of Employee Wellness Awareness Campaigns conducted	30/06/2026	Occupational Health and Safety Act, OHS Policy	Conducted two (2) Employee Wellness campaigns by June 2026	R328 248-00	Signed concept document, and Attendance register
14.2.2. To implement and sustain a functional and effective Performance Management System (PMS) by June 2027	5	6.25	Number of performance agreements signed and work plans formulated for employees below senior managers	30/06/2026	Municipal Systems Act	Signed PMS agreements and workplans for 75 employees below senior management for 2025/2026 Bi annual assessment of 75 employees by June 2024/2025	N/A	Signed individual performance agreements and plans Assessment report and attendance register

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OBJECTIVES	WEIGHTING	RATING CALCULATOR WEIGHTING %	KPI's	ANNUAL TARGETS			FINANCIAL IMPLICATION	MEANS OF VERIFICATION
				TIME	QUALITY	QUANTITY		
14.2.3. Review of Institutional Policies by June 2027			3.5 Number of HR policies translated into isiXhosa	30/06/2026	Systems Act 32, 2000	18 HR policies translated into isiXhosa by June 2026	R 875 030-61	18 translated policies, concept document and advert

#### 4.3 DEVELOPMENT PLANNING

OBJECTIVES	WEIGHTING	RATING CALCULATOR WEIGHTING %	KPI's	ANNUAL TARGETS			FINANCIAL IMPLICATIONS	MEANS OF VERIFICATION
				TIME	QUALITY	QUANTITY		
14.3.1 To capacitate and promote small wholesalers and retailers by June 2027	6	7,5%	Number of wholesalers and retailers capacitated and supported	30 June 2026	Capacitate and support wholesalers and retailers	50 Capacitated and 50 Supported wholesalers and retailers by June 2026	R 800 004,00	Report on support for Wholesalers and Retailers.
14.3.2 To develop a credible valuation roll by June 2027	4	5 %	Number of Supplementary Valuation Roll Developed by Municipal	30 June 2026	Development of 1 Supplementary Valuation Roll by Municipal	Development of 1 Supplementary Valuation Roll by Municipal	R 1 400 000,00	Final signed Supplementary Valuation Roll

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			Valuer	Valuer	Valuer by June 2026		
14.3.3. To promote enterprise development to contribute 10% by June 2027	5	6.25	Number of Updated building plan register and routine inspections conducted	30 June 2026	Update building plan register on received applications and approve number of applications and conduct 12 routine inspection	Updated building plan register on received applications with approved number of applications and 12 Routine Inspections by June 2026	Updated Building Plan Register and 12 Routine Inspection Register

#### 14.4 BUDGET AND TREASURY

IDP Objective	Weighting	Rating Calculator or weighting %	KPI	ANNUAL TARGETS			Financial Implications	MEANS OF VERIFICATION
				TIME	QUALITY	QUANTITY		
14.4.1 To achieve at least 95% collection of all debt by June 2027	4	5%	Implementation of debt collection service for debt that is more than 90 days.	30 June 2026	Collection of overdue consumer accounts	4 Quarterly reports compiled on 100% business accounts that are beyond 90 days handed over to debt collector for debt collection by 30 June 2026	R0.00	04 Quarterly reports

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14.4.2 To compile Annual Financial statements that comply with all requirements as at June 2027	8	10 %	Credible annual financial statements as at June 2026	Annually	Credible and fully compliant annual financial statements that secures Clean Audit Outcome	1 set of compliant AFS and 1 Clean Audit Report	nil	Annual financial Statements submission on time Copy of Clean Audit Report
14.4.3 To timely produce budgets in line with the National Treasury Guidelines and regulations	6	7.5%	Number of budgets approved	28 February 2025 and 31 May 2025	3 Approved budgets by June 2026	1 Approved Budget, 1 approved adjustments budget and, 1 Adopted draft budget	R0.00	Adjustment budget 25/26; Draft budget 26/27; Approved 26/27 Final Budget and Signed Council resolutions

#### 14.5.GOOD GOVERNANCE AND PUBLIC PARTICIPATION

OBJECTIVES	WEIGHTING	RATING CALCULATOR WEIGHTING %	KPI's	ANNUAL TARGETS				MEANS VERIFICATION OF
				TIME	QUALITY	QUANTITY	Financial Implications	
14.5.1 To ensure development of a credible	4	5%	Council resolutions on adoption of annual IDP reviews	31 May 2025	A credible IDP that meets the requirements of	One IDP Document	R902 300.00	Council resolution on adoption of IDP process plan for

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OBJECTIVES	WEIGHTING	RATING CALCULATOR WEIGHTING %	KPI's	ANNUAL TARGETS				MEANS OF VERIFICATION
				TIME	QUALITY	QUANTITY	Financial Implications	
IDP – reviewed and aligned with PMS & Budget by May 2027 through IDP processes					COGTA and achieves high ratings at assessment			2024/25. Attendance registers for mayoral imbizo Council resolution on adoption of draft reviewed IDP for 2025/2026 and adoption of final IDP for 2025/2026
14.5.2 To ensure compliance with laws and regulations and ensure a culture of accountability, performance excellence and monitoring by June 2027.	4	5%	Number of quarterly performance reports done tabled council and the structures for consideration.	30 June 2025	Quarterly performance reports tabled to council and its structures for consideration for 2024/2025 fy	100%	R570 000.00	Minutes of Council adopting reports
KPAs' Total	80	100%						

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# CORE COMPETENCIES REQUIREMENTS (CCRs)

## SELECTED CORE COMPETENCIES REQUIREMENTS

- 1) Financial Management (Objective 15.1)
- 2) People Management and Empowerment (Objective 15.2)
- 3) Client Orientation and Customer Focus (Objective 15.3)
- 4) Supply Chain Management (Objective 15.4)
- 5) Accountability and Ethical Conduct (Objective 15.5)

OBJECTIVES	WEIGHTING	WEIGHTING %	KPI's	ANNUAL TARGETS			MEANS OF VERIFICATION
				TIME	QUALITY	QUANTITY	
15.1 To ensure spending is in line with the approved budget.	8	40%	Implemented cost-cutting initiatives to control expenditure. No unauthorized expenditure other than an unforeseen expenditure that has been reported to Council.	Quarterly	Spending as per MFMA standards	100%	Quarterly financial performance reports submitted to the Executive Committee. Audit report with no findings of unauthorized expenditure and Fruitless & Wasteful expenditures.
15.2 To ensure suitably qualified staff complement by June 2026.	4	20%	A training schedule of Top Management staff to meet the minimum competencies prescribed by National Treasury.	30/06/2026	MFMA regulations	100%	List of prescribed management members already completed the Minimum competency course as offered by Wits Business School, University of Pretoria or any other accredited institution.
15.3 To minimize customer care related complaints by June 2026	4	20%	Institutionalizing Customer Care management system.	30/06/2026	N/A	100%	Quarterly customer care reports and referrals to relevant government entities.

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OBJECTIVES	WEIGHTING	WEIGHTING %	KPI's	ANNUAL TARGETS			MEANS OF VERIFICATION
				TIME	QUALITY	QUANTITY	
15.4 To have an effective Demand Management by June 2026.	2	10%	Implementation of the Procurement Plan and the reduction of irregular, fruitless and wasteful expenditure.	30/06/2026	N/A	100%	Implementation reports and minutes of the Standing Committee on Finance or Exco meetings confirming existence of the procurement plan and the reduced irregular, fruitless and wasteful expenditure.
15.5 To ensure adherence to Municipal Code of conduct in the institution by June 2026.	2	10%	Improved adherence to the Code of Conduct and Disciplinary Code and Procedures collective agreement.	30/06/2026	Improving adherence to Code of Conduct for municipal staff.	100%	Report with a reduced number of misconducted cases reported. Report on disciplinary cases concluded and ongoing.
	20	100%					

**NB:** All performance requirements have a deadline of 30 June 2025, unless stated otherwise in the requirements.

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# ANNEXURE "B"

## PERSONAL DEVELOPMENT PLAN

NAME: LUVUYO MAHLAKA  
JOB TITLE: MUNICIPAL MANAGER  
EMPLOYER: WINNIEMADIKIZELA MANDELA LOCAL MUNICIPALITY  
FINANCIAL YEAR: 2025/2026

Competency area to be enhanced	Proposed actions	Responsibility	Time-frame	Expected outcome
1. Strategic leadership and management.	Receive the appropriate knowledge and training on Corporate Governance on the King IV & V report and ICT Governance through an accredited Sector Education Training Authority (LGSETA) in terms of the SAQA guidelines and NQF registered unit standards and criteria. Get the fundamental knowledge on the Corporate Governance.	Skills Development Facilitator and SM: Corporate Services	By 30/06/2026	Achieving the minimum knowledge and understanding of Corporate Governance principles as promoted by the MFMA, No. 56 of 2003.  Understand the King IV report implications on the LG sector through the relevant supplement.

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## APPENDIX 1

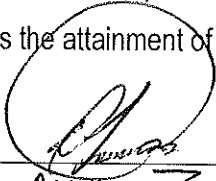
### Commitment of Management Team reporting directly to the Municipal Manager

We, the Senior Managers and the Managers in the Office of the Municipal Manager hereby make this commitment to support the Municipal Manager, Luvuyo Mahlaka, to achieve targets as set in this performance contract between him and the employer. As support managers, we understand that his targets are impossible to achieve without our full support and co-operation. We, therefore, accept both our individual and collective responsibilities towards the attainment of the set targets.

1. Signed by

(Name)

CHIEF FINANCIAL OFFICER

  
ZAKHILE ALEX ZUKULU

2. Signed by

(Name)

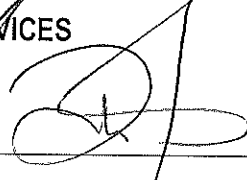
SENIOR MANAGER: CORPORATE SERVICES



3. Signed by

(Name)

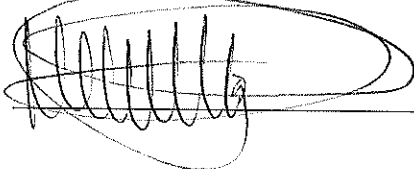
SENIOR MANAGER: ENGINEERING SERVICES

  
SISEKITO SAKO

4. Signed by

(Name)

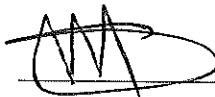
SENIOR MANAGER: DEVELOPMENT PLANNING



5. Signed by

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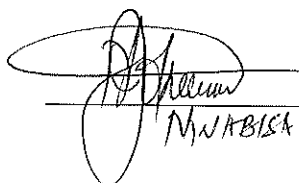
SENIOR MANAGER: COMMUNITY SERVICES



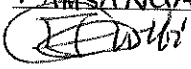
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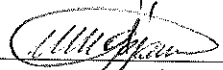
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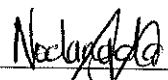
MANAGER: MUNICIPAL OPERATIONS


  
MABISA JOHANN

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TS N.H. - NB

7. Signed by TAMSA NGA CWISI  
(Name)   
MANAGER: COMMUNICATIONS AND IGR

8. Signed by   
(Name) N. M. NGESANE  
MANAGER: COUNCIL SUPPORT & PUBLIC PARTICIPATION

9. Signed by   
(Name) O. NODANGALA  
MANAGER: LEGAL SERVICES

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## APPENDIX 2

### 1. OBLIGATIONS OF THE EMPLOYER (KEY ASSUMPTIONS)

#### 1.1 Office Accommodation

During the full period of the performance agreement the employer shall provide adequate office accommodation for the Municipal Manager. The occupational cost including the attendant ground rent obligations will be borne by the Employer.

#### 1.2 Personnel

The employer shall be required to hire managers reporting directly to the Municipal Manager.

#### 1.3 Facilities and Equipment

1.3.1 During the full period of the performance contract, the employer shall avail to the Municipal Manager all existing facilities and equipment which he will need in executing his duties.

#### 1.4 Other provisions

##### 1.4.1 Approvals

The Employer shall make a decision/comment on items submitted for approval/comment within two (2) weeks of receipt of the items.

##### 1.4.2 Tasks to the Employer

The employer undertakes to execute all crucial activities that fall under his responsibility as required by this contract in order not to derail the continuity of department operations. If there is failure on the employer's part and the Municipal Manager feels that the attainment of targets of this contract is at stake, the two parties will meet and agree on the way forward.

##### 1.4.3 Substitution of the Municipal Manager

The employer reserves the right to take appropriate action to replace the Municipal Manager as per employment contract of the Municipal Manager.

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## 2 OBLIGATIONS OF THE MUNICIPAL MANAGER

### 2.1 Conditions of service

2.1.1 The Municipal Manager shall be the Head of the Administration, subject to the conditions of service as stipulated by the employer. The conditions of service of the Municipal Manager shall include but not restricted to:

2.1.1.1 Setting of specific of targets for managers reporting to him.

2.1.1.2 Advise Mayor on all matters including progress made in the implementation of the SDBIP.

2.1.1.3 Setting and monitoring of performance indicators for the municipality and execute corrective measures as and when necessary.

2.1.1.4 Ensuring that organisational assets are in a good working condition.

2.1.1.5 Provision of high-quality service within all the departments in a cost-effective manner within agreed time frames.

2.1.1.6 Completing and submitting performance reports for the municipality, to the Mayor or Executive Committee on a quarterly basis for information purposes.

2.1.1.7 Assessing performance reports for departmental staff where necessary.

2.1.1.8 Preparation of the annual budget and once approved, adhering to it.

2.1.1.9 Implementing strategies to improve the morale of staff.

2.1.1.10 Attending meetings and other occasions on behalf of organisation.

2.1.2 The Municipal Manager shall ensure that his staff has access and is well informed about the disciplinary procedure of the municipality.

2.1.3 Determining the optimum staff level necessary for the accomplishment of targets and advising the employer on reduction or increase of staff in the department. Staff restructuring or reduction will utilize the existing municipal 'staff pool' as will be mutually agreed between the employer and

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the Municipal Manager in fulfillment of the current staff reduction policy. If such staff is to be laid off due to the staff reduction policy, the cost of severance and other terminal benefits shall be borne by the employer as required by the Labour Laws of RSA.

## 2.2 Standard of Service

2.2.1 The Municipal Manager shall exercise all his skills, reasonable care, responsibility and diligence in discharge of his duties under this contract. The Municipal Manager shall do so with sound professional conduct in accordance with generally accepted standards.

2.2.2 Nothing in this Agreement diminishes the obligations, duties or accountabilities of the Municipal Manager in terms of his contract of employment, or the effects of existing or new regulations, circulars, policies, directives or other instruments.

## 2.3 Supervision of Personnel in the Municipality

The Municipal Manager undertakes to ensure the supervision of personnel in the organisation. If he is dissatisfied with performance of any staff, provisions of the relevant internal policy and legislative framework of RSA shall apply.

## 2.4 Targets and Milestones

2.4.1 The Municipal Manager shall do all in his power to achieve the targets and milestones indicated in the municipal IDP and Performance Management System.

2.4.2 The Municipal Manager undertakes to achieve the organisational targets, which shall be directly related to the expected improvement in the level of services and therefore improvement in the quality of life within the municipality. The organisational targets are those defined as performance requirements in the Performance Plan of this contract.

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## 2.5 Reporting

2.5.1 The Municipal Manager shall submit detailed quarterly reports on the operation of the municipality to the employer. The reports shall include details of achievement of targets and milestones for that quarter for information purposes. The quarterly report should reach the employer within one month after the quarter in question has lapsed.

2.5.2 The Municipal Manager also undertakes to submit any other report/s as required by the employer.

## 2.6 Expenditure

The Municipal Manager shall be responsible for the implementation of the approved operational and capital budget of the municipality.

## 2.7 Maintenance of Assets (fixed and movable) in the Municipality

The Municipal Manager shall assist the municipality in the maintenance of assets in the departments having authority to enter into service contracts with service providers to carry out such maintenance.

## 2.8 Purchases

2.8.1 The Municipal Manager undertakes to utilize the most recently approved Municipal Supply Chain Management Policy (SCM) to handle all procurement within the municipality, according to the provisions of this contract. No procurement shall be allowed to proceed outside of the approved SCM policy.

## 2.9 Books and Records

The Municipal Manager shall keep accurate books and records of all finance operations and shall permit the employer to inspect them and make copies where necessary.

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2.10 Financial Procedures

2.10.1 Financial year commenced on the 1<sup>st</sup> July 2025 and end on the 30<sup>th</sup> June 2026, such period defined as the financial year shall be used for purposes of budgets, expenditures, cash flows and other operational requirements.

2.10.2 The employer reserves the right to ensure that finances are operated in accordance with the government's financial regulations and can utilize the services of an auditor in this regard.

2.10.3 The Municipal Manager must ensure strict adherence of all approved municipal financial policies, including issues of cost effectiveness, cost efficiency and over expenditure.

2.11 Budget

2.11.1 During the budget process the Municipal Manager shall make the necessary submissions to financial services reflecting the projected financial needs of the municipality for the following financial year.

2.11.2 The approval of the municipal budget shall constitute the authority to the Municipal Manager to incur expenditure accordingly and in line with the performance targets indicated in this performance contract.

2.12 Liability

The Municipal Manager shall be responsible towards the municipality for the performance of services in accordance with the provisions of this contract, subject to the following limitation.

2.12.1 The Municipal Manager shall not be liable for any damage or injury caused by or arising out of the act, neglect, default or omission, of any personnel in the organisation in the course of duty or anybody subcontracted by the municipality.

3. OTHER PROVISIONS

3.1 Unforeseen conditions

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There may be some unforeseen conditions necessary for the success of this performance contract. If either party discovers such circumstances, during the course of operation of this performance contract, the matter shall be brought to the attention of the other, in writing. A meeting, whose timing shall be mutually agreed, shall then be convened to discuss the outstanding issues. The minutes of such a meeting shall form an addendum to this contract.

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