

PERFORMANCE AGREEMENT

MADE AND ENTERED INTO BY AND BETWEEN:

THE MUNICIPALITY OF RICHMOND,

AS REPRESENTED BY THE MUNICIPAL MANAGER

BHEKANI ERROL MSWANE

(HEREIN REFERRED TO AS THE EMPLOYER)

AND

GUGU MTHABISENI MAPHUMULO

THE DIRECTOR CORPORATE SERVICES

(HEREIN REFERRED TO AS THE EMPLOYEE)

FOR THE FINANCIAL YEAR:

JULY 2025 - 30 JUNE 2026

RICHMOND
— Local Municipality —

BE *GM* *T.W.S*
T.H. *[Signature]*

PERFORMANCE AGREEMENT

ENTERED INTO AND BETWEEN:

The Municipality of Richmond herein represented by **Bhekani Errol Mswane** in his capacity as **The Municipal Manager** (hereinafter referred to as the **Employer**).

and

Gugu Mthabiseni Maphumulo Employee of the Municipality of Richmond (hereinafter referred to as the **Employee**).

WHEREBY IT IS AGREED AS FOLLOWS:

1. INTRODUCTION

- 1.1 The Employer has entered into a contract of employment with the Employee in terms of section 57(1) (a) of the Local Government: Municipal Systems Acts 32 of 2000 ("the System Act"). The Employer and the Employee are hereinafter referred to as "the Parties".
- 1.2 Section 57(1) (b) of the Systems Act, read with the Contract of Employment concluded between the parties to conclude an annual performance Agreement.
- 1.3 The parties wish to ensure that they are clear about the goals to be achieved and secure the commitment of the Employee to a set of outcomes that will secure local government policy goals.
- 1.4 The parties wish to ensure that there is compliance with Sections 57(4A), 57(4B) and 57(5) of the Systems Act.

2. PURPOSE OF THIS AGREEMENT

The Purpose of this Agreement is to -

- 2.1 Comply with the provisions of Section 57(1)(b), 4(A), (4B) and (5) of the Systems Acts as well as the Contract of Employment entered into between the parties;

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- 2.2 Specify objectives and targets established for the Employee and to communicate to the Employee the Employer's expectations of the Employee's performance expectations and accountabilities;
- 2.3 Specify accountabilities as set out in the Performance Plan;
- 2.4 Monitor and measure performance against set targeted outputs;
- 2.5 Use the Performance Agreement and Performance Plan as the basis for assessing the suitability of the Employee for permanent employment and /or to assess whether the Employee has met the performance expectations applicable to his/her job;
- 2.6 Appropriately reward the Employee in accordance with the Employer's performance management policy in the event of outstanding performance; and
- 2.7 Give effect to the Employer's commitment to a performance-orientated relationship with the Employee in attaining equitable and improved service delivery.

3. COMMENCEMENT AND DURATION

- 3.1 This Agreement will commence on the **01 July 2025** and will remain in force until **30 June 2026** where after a new Performance Agreement, Performance Plan and Personal Development Plan shall be concluded between the parties for the next financial year or any portion thereof.
- 3.2 The parties will review the provisions of this Agreement during June each year. The parties will conclude a new Performance Agreement and Performance Plan that replaces this Agreement at least once a year by not later than the beginning of each successive financial year.
- 3.3 This Agreement will terminate on the termination of the Employee's contract of employment for any reason.
- 3.4 The content of this Agreement may be revised at anytime during the abovementioned period to determine the applicability of the matters agreed upon.

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3.5 If at any time during the validity of this Agreement the work environment alters (whether as a result of government or council decisions or otherwise) to the extent that the contents of this Agreement are no longer appropriate, the contents shall immediately be revised.

4. PERFORMANCE OBJECTIVES

4.1 The Employee Performance Plan (Annexure 12) sets out-

4.1.1 The performance objectives and targets that must be met the Employee; and

4.1.2 The time frames within which those performance objectives and targets must be met.

4.2 The performance objectives and targets reflected in the performance plan (Annexure 12) are set by the Employer in consultation with the Employee and based on the Integrated Development Plan and the Budget of the Employer, and shall include key objectives; key performance indicators; target dates and weighting

4.3 The key objectives describe the main tasks that need to be done. The key performance indicators provide the details of the evidence that must be provided to show that a key objective has been achieved. The target dates describe the timeframe in which the work must be achieved. The weightings show the relative importance of the key objectives to each other.

4.4 The Employee's performance will, in addition, be measured in terms of contributions to the goals and strategies set out in the Employer's Integrated Development Plan; and the attainment of the Municipality of an Unqualified Audit Opinion.

4.5 In instances where the Municipality attains a negative audit outcome and the Employee is responsible for unauthorised, irregular, fruitless or wasteful expenditure, a performance bonus will not be paid to the Employee.

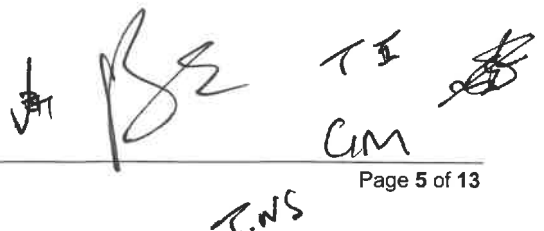
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5 PERFORMANCE MANAGEMENT SYSTEM

- 5.1 The Employee agrees to participate in the Performance Management System that the Employer adopts or introduces for the Employer, management, and municipal staff of the Employer.
- 5.2 The Employee accepts that the purpose of the Performance Management System will be to provide a comprehensive system with specific performance standards to assist the Employer, management, and municipal staff to perform to the standards required.
- 5.3 The Employer will consult the Employee about the specific performance standard that will be included in the Performance Management System as applicable to the Employee.

6 The Employee agrees to participate in the Performance Management and Development System that the Employer adopts.

- 6.1 The Employee undertakes to actively focus towards the promotion and implementation of KPA's (including special projects relevant to the employee's responsibilities) within the local government framework.
- 6.2 The criteria upon which the performance of the Employee shall be assessed shall consist of two components, both of which shall be contained in the Performance Agreement.
- 6.2.1 The Employee must be assessed against both components, with a weighting of 80:20 allocated to the Key Performance Areas (KPA's) and the Competency Framework (CF) respectively.
- 6.2.2 Each area of assessment will be weighted and will contribute a specific part to the total score.
- 6.2.3 KPA's covering the main areas of work will account for 80% and the Competency Framework (CF) will account 20% of the final assessment.
- 6.3 The Employee's assessment will be based on his/her performance in terms of the outputs / outcomes (performance indicators) identified as per attached Performance Plan (Annexure 10), which are linked to the KPA's, and will constitute 80% of the overall assessment result as per the weightings agreed to between the Employer and Employee.

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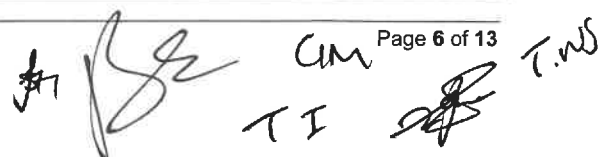
KEY PERFORMANCE AREAS (KPA'S)	WEIGHTING
Basic Service Delivery	
Municipal Institutional Development and Transformation	
Local Economic Development (LED)	
Municipal Financial Viability and Management	
Good Governance and Public Participation	
Total	100%

6.4 The Competency Framework (CF) will make the other 20% of the Employee's assessment score. The Competency Framework as contained in the Local Government Regulations on Appointment and Conditions of Employment of Senior Managers ,2014 must be used for this purpose. The Regulations state there is no hierarchical connotation to the structure, and all competencies are essential to the role of a Senior Manager to influence high performance. All competencies must therefore be considered as measurable and critical in assessing the level of a Senior Manager's performance.

6.5 Competency framework structure

The competencies that appear in the competency framework are detailed below:

COMPETENCY FRAMEWORK FOR EMPLOYEE		
LEADING COMPETENCIES	DESCRIPTION	WEIGHT %
1. Strategic direction and Leadership	<ul style="list-style-type: none"> Impact and influence Institutional Performance Management Strategic Planning and Management Organisational Awareness 	
2. People Management	<ul style="list-style-type: none"> Human Capital Planning and Development Diversity Management Employee Relations Management Negotiation and Dispute Management 	
3. Financial Management	<ul style="list-style-type: none"> Budget Planning and Execution Financial Strategy and Delivery Financial Reporting and Monitoring 	
4. Change Leadership	<ul style="list-style-type: none"> Change vision and strategy Process Design and Improvement Change impact monitoring and evaluation 	


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5. Governance Leadership	<ul style="list-style-type: none"> • Policy Formulation • Risk and Compliance Management • Cooperative Governance 	
CORE COMPETENCIES		WEIGHT
1. Moral competencies		
2. Planning and organising		
3. Analysis and innovation		
4. Knowledge and Information Management		
5. Communication		
TOTAL		100%

7. EVALUATING PERFORMANCE

7.1 The Performance Plan (Annexure 10) to this Agreement sets out-

7.1.1 The standards and procedures for evaluating Employee's performance; and

7.1.2 The intervals for the evaluation of the Employee's performance.

7.2 Despite the establishment of intervals for evaluation, the Employer may in addition review the Employee's performance at any stage while the contract of employment remains in force.

7.3 Personal growth and development needs identified during any performance review discussion must be documented in a Personal Development Plan as well as the actions agreed to and implementation must take place within set time frames.

7.4 The Employee's performance will be measured in terms of contributions to the goals and strategies set out in the Employer's IDP.

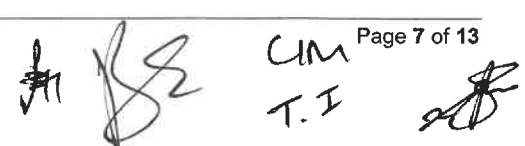
7.5 The annual performance appraisal will involve:

7.5.1 Assessment of the achievement of results as outlined in the performance plan:

(a) Each KPA should be assessed according to the extent to which the specified standards or performance indicators have been met and with due regard to ad hoc tasks that had to be performed under the KPA.

(b) An indicative rating on the five-point scale should be provided for each KPA.

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- (c) The applicable assessment rating calculator must then be used to add the scores and calculate a final KPA score.

7.5.2 Assessment of the Competency Framework

- (a) Each Competency should be assessed according to the extent to which the specified standards have been met.
- (b) An indicative rating on the five-point scale should be provided for each competency.
- (c) The applicable assessment rating calculator must then be used to add the scores and calculate a final competency score.

7.5.3 Overall Rating

An overall rating is calculated by using the applicable assessment-rating calculator. Such overall rating represents the outcomes of the performance appraisal.

7.6 The assessment of the performance of the Employee will be based on the following rating scale for KPA's and the Competency Framework:

LEVEL	TERMINOLOGY	DESCRIPTION	RATING
5	Outstanding Performance	Performance far exceeds the standard expected of an employee at this level. The appraisal indicate 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.	
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 Performance Agreement and Performance Plan.	
2	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 indicate that the employee has achieved below fully effective results against	

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LEVEL	TERMINOLOGY	DESCRIPTION	RATING
		more than half the key performance criteria and indicators as specified in the Performance Agreement 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 Performance Agreement 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.	




7.7 For purpose of evaluating the performance of the Municipal Manager (Section 54 employees), an evaluation panel constituted by the following persons will be established-

- 7.7.1 Executive Mayor or Mayor;
- 7.7.2 Chairperson of the Performance and Audit Committee;
- 7.7.3 Member of the Mayoral or Executive Committee or; in respect of a plenary type of Municipality, another member of a Council
- 7.7.4 Mayor and/ or Municipal Manager from another Municipality and Member of a ward committee as nominated by the Executive Mayor or Mayor

7.8 For purposes of evaluating the annual performance of Managers directly accountable to the Municipal Manager (Section 56 employees), an evaluation panel constituted by the following persons will be established-

- 7.8.1 Municipal Manager;
- 7.7.2 Chairperson of the Performance and Audit Committee;
- 7.7.3 Member of the Mayoral or Executive Committee or; in respect of a plenary type Municipality, another member of Council
- 7.7.4 Municipal Manager from another Municipality and

The Manager responsible for Human Resources of the Municipality must provide secretariat services to the Evaluation Panels referred to above.

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8. SCHEDULE FOR PERFORMANCE REVIEWS

8.1 The performance of each Employee in relation to his/her performance agreement shall be reviewed on the following dates with the understanding that reviews in the first and third quarter may be verbal if performance is satisfactory:

First quarter	: July 2025 – September 2025 (Verbal)
Second quarter	: October 2025 – December 2025
Third quarter	: January 2026 – March 2026 (Verbal)
Fourth quarter	: April 2026 – June 2026

8.2 The Employer shall keep a record of the mid-year review and annual assessment meetings.

8.3 Performance feedback must be based on the Employer's assessment of the Employee's performance.

8.4 The Employer will be entitled to review and make reasonable changes to the provisions of the Performance Plan from time to time for operational reasons on agreement between both parties.

8.5 The Employer may amend the provisions of the Performance Plan whenever the Performance Management System is adopted, implemented, and /or amended as the case may be. In that case the Employee will be fully consulted before any such change is made.

RICHMOND
— Local Municipality —

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9. DEVELOPMENTAL REQUIREMENTS

The Personal Development Plan (PDP) for addressing development gaps forms part of the Performance Agreement. – Annexure 11

10. OBLIGATIONS OF THE EMPLOYER

10.1 The Employer shall:

- 10.1.1 Create an enabling environment to facilitate effective performance by the Employee;
- 10.1.2 Provide access to skills development and capacity building opportunities;
- 10.1.3 Work collaboratively with the Employee to solve problems and generate solutions to common problems that may impact on the performance of the Employee;
- 10.1.4 On the request of the Employee delegates such powers reasonably required by the Employee to enable him/ her to meet the performance objectives and targets established in term of this Agreement; and
- 10.1.5 Make available to the Employee such resources as the Employee may reasonably require from time to time to assist him/her to meet the performance objectives and targets established in terms of this Agreement.

11. CONSULTATION

11.1 The Employer agrees to consult the Employee timeously where the exercising of the powers will have amongst others-

- i. A direct effect on the performance of any of the Employee's functions;
- ii. Commit the Employee to implement or to give effect to a decision made by the Employer; and

11.1.4 A substantial financial effect on the Employer.

11.2 The employer agrees to inform the Employee of the outcome of any decisions taken pursuant to the exercise of powers contemplated in 11.1 as soon as is practicable to enable the Employee to take any necessary action without delay.

12 MANAGEMENT OF EVALUATION OUTCOMES

- 12.1 The evaluation of the Employee's performance will form the basis for rewarding outstanding performance or correcting unacceptable performance.
- 12.2 A performance bonus of 5% to 14% of inclusive annual remuneration package may be paid to the Employee in recognition of outstanding performance. In determining the performance bonus, the relevant percentage is based on the overall rating, calculated by using the applicable assessment –rating calculator; provided that –
- a) a score of 130% to 149% is awarded a performance bonus ranging from 5% to 9%; and
 - b) a score of 150% and above is awarded a performance bonus ranging from 10% to 14%
- 12.3 In the case of unacceptable performance, the Employer shall-
- 12.3.1 Provide systematic remedial of development support to assist the Employee to improve his or her performance; and
- 12.3.2 After appropriate performance and counselling and having provided the necessary guidance and/ or support as well as reasonable time for improvement in performance, and performance does not improve, the Employer may consider steps to terminate the contract of employment of the Employee on grounds of unfitness or incapacity to carry out his or her duties.

13. DISPUTE RESOLUTION

- 13.1 Any disputes about the nature of the Employee's performance agreement, whether it relates to key responsibilities, priorities, methods of assessment and/ or salary increment in the agreement must be mediated by –
- (a) In the case of the Municipal Manager, the MEC for Local Government in the Province within thirty (30) days of receipt of a formal dispute from the Employee; or any other person designated by the MEC; and
 - (b) In the case of the Managers directly accountable to the Municipal Manager, a member of the Municipal Council, provided that such member was not part of the

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evaluation panel, within thirty days (30) of receipt of a formal dispute from the employee.

whose decision shall be final and binding on both parties.

14. GENERAL

14.1 The contents of the performance agreement must be made available to the public by the Employer in accordance with the Municipal Finance Management Act, 2003 and Section 46 of the Act.

14.2 Nothing in this agreement diminishes the obligations, duties, or accountabilities of the Employee in terms of his/ her employment contract, or the effects of existing or new regulations, circulars, policies, directives, or other instruments.

14.3 The performance assessment results of the Municipal Manager must be submitted to the MEC responsible for Local Government in the Province as well as the National Minister responsible for Local Government within fourteen days (14) after the conclusion of the assessment.

Thus done and signed at Richmond on this the 01 day of July (Month) 2025 (Year)


AS WITNESSES:

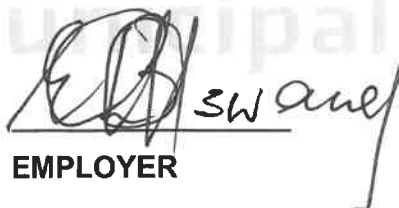
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EMPLOYEE

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AS WITNESSES:

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EMPLOYER

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Annexure 12



PERSONAL DEVELOPMENT PLAN

MADE AND ENTERED INTO BY AND BETWEEN:

THE MUNICIPALITY OF RICHMOND,

AS REPRESENTED BY THE MUNICIPAL MANAGER

BHEKANI ERROL MSWANE

(HEREIN REFERRED TO AS THE EMPLOYER)

AND

GUGU MTHABISINI MAPHUMULO

THE DIRECTOR CORPORATE SERVICES

FOR THE FINANCIAL YEAR:

01 JULY 2025 - 30 JUNE 2026

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EXPLANATORY NOTES TO THE PERSONAL DEVELOPMENT PLAN

1. INTRODUCTION

- 1.1 A Municipality should be committed to –
- (a) the continuous training and development of its employees to achieve its vision, mission and strategic objectives and empower employees; and
 - (b) managing training and development within the ambit of relevant national policies and legislation.
- 1.2 A Municipality should follow an integrated approach to Human Resource Development, that is:
- (a) Human resource development should form an integral part of human resource planning and management.
 - (b) In order for a municipality's training and development strategy and plans to be successful it should be based on sound Human Resource (HR) practices, such as the (strategic) HR Plan, job descriptions, the result of regular performance appraisals, career pathing, scarce skills and talent management and succession planning.
 - (c) To ensure the necessary linkage with performance management, the municipality's Performance Management and Development System should provide for the Personal Development Plans of employees to be included in their annual Performance Agreements. Such approach will ensure the alignment of individual performance objectives to the municipality's strategic objectives, and that training and development needs are also identified during the performance management and appraisal process.
 - (d) Career-pathing and succession planning ensures that employees are placed and developed in jobs according to aptitude and identified potential and through training and development acquire the necessary competencies to prepare them for future positions. Scarce skills and talent management also requires appropriate training, education and development interventions.

2. COMPETENCE MODELING

- 2.1 What does an institution mean when it says an employee / prospective employee is competent if he / she fits a managerial competency framework or occupational competency profile? The institution is in fact expressing competence as a **future-oriented** ideal that they require to achieve their strategic objectives. [The institution is in effect giving a depiction of the desired or required knowledge, skills and attributes for an individual in a specific position]. For competence to be useful, the associated competence should be greater than the observed performance as it will allow the individual growth towards this 'ideal'.

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- 2.2 There is however a risk in expressing a required competence that a current or prospective employee should adhere to in the future, as the future is, by definition, uncertain. Managers cannot know how an employee will perform in the future nor can they know how employees that they did not select, did not promote, did not award a qualification to, might perform.
- 2.3 Moreover, managers do not make their expressions in a social vacuum. They do so within a social context in which there are various actors, various stakeholders, with different interests accountabilities, different things they are trying to achieve and various ways in which others will hold them accountable. If managers are selecting employees, they shall similarly have to justify their decisions to others. Relevance thus becomes an obvious issue that affects the level of confidence in such a decision. Various human resources procedures and systems need to be established to maintain the relevance of the expression of competence to the requirements of the employer. Confidence is the basis on which the various parties implicated in the decisions and actions taken within a competence system will seek to account to others for those decisions and actions.
- 2.4 When linking a decision that a prospective employee / current employee is competent the communication is based on what may be called conventions of assessment. Some common understanding is achieved by which a certain set of arrangements become socially accepted as the basis for linking different contexts. Contexts differ, in particular in terms of time. So performance in the past is linked to future situations in which desired performance is anticipated. This linking of contexts will normally involve some model, some way of accounting for the claimed link. The **dplg** has decided on:
- 2.4.1 A managerial competency framework as an expression of required managerial competencies.
- 2.4.2 Occupational competency profiles as expression of occupation / post competency requirements.

3. **COMPILING THE PERSONAL DEVELOPMENT PLAN ATTACHED AS THE APPENDIX**

- 3.1 The aim of the compilation of Personal Development Plans (PDPs) is to identify, prioritise and implement training needs
- 3.2 The Local Government: Municipal Systems Act: Guidelines: Generic senior management competency framework and occupational competency profiles provides comprehensive information on the relevance of items 2.4.1 and 2.4.2 above to the PDP process. The Municipal Finance Management Competency Regulations, such as those developed by the National Treasury and other line sector departments' legislated competency requirements need also be taken into consideration during the PDP process.
- 3.3 The assessment results of a manager against the minimum requirements contained in the managerial competency framework and occupational competency profiles will assist a manager, in consultation with his / her employee, to **compile a Personal Development Plan** as follows:
- (a) The identified training needs should be **entered into column 1 of the Appendix, entitled Skills / Performance Gap**. The following should be carefully determined during such a process:

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- a. Organisational needs, which include the following:
- o Strategic development priorities and competency requirements, in line with the municipality's strategic objectives.
 - o The competency requirements of individual jobs. The relevant job requirements (job competency profile) as identified in the job description should be compared to the current competency profile of the employee to determine the individual's competency gaps.
 - o Specific competency gaps as identified during the probation period and performance appraisal of the employee.

b. Individual training needs that are job / career related.

- (b) Next, the **prioritisation of the training needs in column 1 should also be determined** since it may not be possible to address all identified training needs in a specific financial year. It is however of critical importance that training needs be addressed on a phased and priority basis. This implies that all these needs should be prioritized for purposes of accommodating critical / strategic training and development needs in the HR Plan, Personal Development Plans and the Workplace Skills Plan.
- (c) Consideration must then be given to the **outcomes expected in column 2 of the Appendix**, so that once the intervention is completed the impact it had can be measured against relevant output indicators.
- (d) **An appropriate intervention** should be identified to address training needs / skills gaps and the outcome to be achieved but with due regard to cost effectiveness. These interventions should be listed in **column 3 of the Appendix, entitled: Suggested training and / or development activity**. The training / development must also be conducted either in line with a recognised qualification from a tertiary institution or unit standards registered on the National Qualifications Framework (South African Qualifications Authority), which could enable the trainee to obtain recognition towards a qualification for training undertaken. It is important to determine through the Training / Human Resource Development / Skills Development Unit within the municipality whether unit standards have been developed with regard to a specific outcome / skills gap identified (and registered with the South African Qualifications Authority). Unit standards usually have measurable assessment criteria to determine achieved competency. There is more detail on this in item 4 below.
- (e) **Guidelines regarding the number of training days per employee and the nominations of employees:** An employee should on average receive at least five days of training per financial year and not unnecessarily be withdrawn from training interventions.

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- (f) **Column 4 of the Appendix: The suggested mode of delivery** refers to the chosen methodology that is deemed most relevant to ensure transfer of skills. The training / development activity should impact on delivery back in the workplace. Mode of delivery consists of, amongst others, self-study [The official takes it upon him / her to read e.g. legislation]; internal or external training provision; coaching and / or mentoring and exchange programmes, etc.
- (g) The **suggested time frames (column 5 of the Appendix)** enable managers to effectively plan for the annum e.g. so that not all their employees are away from work within the same period and also ensuring that the PDP is implemented systematically.
- (h) **Work opportunity created to practice skill / development areas, in column 6 of the Appendix**, further ensures internalisation of information gained as well as return on investment (not just a nice to have skill but a necessary to have skill that is used in the workplace).
- (i) The final column, **column 7 of the Appendix**, provides the employee with a **support person** that could act as coach or mentor with regard to the area of learning.

3.4 Personal Development Plans are compiled for individual employees and the data collated from all employees in the municipality forms the basis for the prescribed Workplace Skills Plan, which municipalities are required to compile as a basis for all training and education activities in the municipality, in a specific financial year and report on progress made to the Local Government Sector Education and Training Authority (LGSETA).

3.5 Funding should be made available for training, education and development, in line with the Skills Development Act, at least 1% of the personnel budget must be earmarked for it. Additional funding can also be secured in terms of the provisions of the Skills Development Levies Act from the LGSETA if:

- (a) A Skills Development Facilitator has been appointed.
- (b) The Workplace Skills Plan has been submitted.
- (c) A submission, including a Business Plan is submitted for additional grants [The LGSETA can be approached at Tel. 011 456 8579 for more information in this regard].

4. LIFE-LONG LEARNING

4.1 It was agreed that an outcomes-based Lifelong Learning Development Framework would be the basis on which Curriculum 2005 would be developed. The basic principle is that learners should be able to progress to higher levels of achievement by mastering prescribed learning outcomes. Learning programmes should thus facilitate progression from one phase or learning outcome to another and from any starting point in the education and training system. Prior knowledge (acquired informally or by work experience, would also have to be assessed and credited. National qualifications would be awarded, at each of the levels of the

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National Qualifications Framework (NQF) [see the attached definitions] provided that candidates have accumulated certain combinations of credits and have abided by probable rules of combinations required for such qualifications.

- 4.2 Eight learning areas were identified to form the basis of all education up to the Further Education and Training Certificate:

NR.	LEARNING AREA
1	Language, Literacy and Communication
2	Mathematical Literacy, Mathematics and Mathematical Science
3	Human and Social Sciences
4	Natural Sciences
5	Technology
6	Arts and Culture
7	Economic and Management Sciences
8	Life Orientation

- 4.3 As is clear from the definitions, there will be four phases, with Adult Basic Education and Training (ABET) linked to the first three. The history of school education had the effect that the majority of the adult population for black communities, were provided with inadequate education or no schooling. Thus ABET is viewed as a force for social participation and economic development and has been brought into the mainstream of the education and training system. The underlying principles are that ABET should provide a general basic education, promote critical thinking and empower individuals to participate in all aspects of society, and promote active learning methods, and, ABET should lead to nationally recognized certificates based on clear national standards assessed as learning outcomes.
- 4.4 Once the foundation phase is addressed the other phases can follow suit. In this regard the discussion in item 3.3 (d) refers. Note should also be taken that in addressing professionalisation within the local government sector there may be a need to develop vocational qualifications.

PERSONAL DEVELOPMENT PLAN OF GUGU MTHABISINI MAPHUMULO
DIRECTOR CORPORATE SERVICES

APPENDIX

2025/2026

1. SKILLS / PERFORMANCE GAP (in order of priority)	2. OUTCOMES EXPECTED (measurable indicators: quantity, quality and time frames)	3. SUGGESTED TRAINING AND / OR DEVELOPMENT ACTIVITY	4. SUGGESTED MODE OF DELIVERY	5. SUGGESTED TIME FRAMES	6. WORK OPPORTUNITY CREATED TO PRACTICE SKILL / DEVELOPMENT AREA	7. SUPPORT PERSON
1. Project and financial management	Management of departmental projects and budget	Skills programme	Training	03 – 05 Days	Current position	Mr. BE Mswane
2. Governance	Implement and monitor policies	Skills programme	Training	03 – 05 Days	Current position	
3. Innovative	Industrial relations	Advance skills programme	Training	1 Year	Current position	
4. Quality focus	Improve new ideas result driven	Advance skills programme	Training	1 Year	Current position	

EMPLOYEE'S SIGNATURE :

EMPLOYER'S SIGNATURE:





RICHMOND LOCAL MUNICIPALITY 2025/2026 ISRP

KYA	IDP Ref	Dept Code	Objective	Strategy Focus Area	Policy/Programme/Mesurable Output	Activity	Key Performance Indicator	Budget	Demand	Baseline	Backlog	Performance Target (ANNUAL)	Q1 Target	Q2 Target	Q3 Target	Q4 Target	Word Information	Responsible Department	POE		
MUNICIPAL TRANSFORMATION AND DEVELOPMENT	CORP01	HRM	To update and communicate system that drive institutional performance, staff recruitment, retention and motivation. Assessment of status quo, development of a strategic remedial measure.	Update and implement the workforce skills plan in line with the strategic and development needs	Work place skills plan developed and submitted to LGSEFA	Online submission of the WSP (2025 - 2026)	Date of submission to LGSEFA of the WSP (2025 - 2026)	R 0	30-Apr-26	30-Apr-25	0	30-Apr-24	N/A	N/A	N/A	30-Apr-24	Institutional	Corporate Services	WSP Document and acknowledgement letter from LGSEFA		
	CORP02	HRM		Trained and Developed of staff members	Search of service providers, and coordinating training	Number of Trained Staff	R 500 000	40	20	0	10	10	10	10	10	10	10	Institutional	Corporate Services	Attendance Register and certificates	
	CORP03	HRM		Education staff through continuous development and provision of staff bursaries	Sending out of circulars to raise awareness of the bursaries offered by the municipality, processing of application in line with the bursary policy	Number of approved bursary applications	R 553 728	5	5	0	N/A	N/A	0	5	N/A	N/A	6	Institutional	Corporate Services	Approved bursary Application forms	
	CORP04	HRM		Reports compiled and submitted to portfolio committees	Completion of reports and submission to committee	Number of reports submitted to Community Services Portfolio meetings held	R 0	12	12	0	3	3	0	12	3	3	3	3	Institutional	Corporate Services	Copies of reports submitted to committees
	CORP05	HRM		Staff climate survey conducted throughout the municipality	Reviewing of received survey forms with inputs	Number of survey done	R 0	1 survey completed	1 survey completed	0	N/A	N/A	0	1 survey completed	N/A	N/A	N/A	1 survey completed	Institutional	Corporate Services	Completed forms and implementation plan
	CORP06	HRM			Sourcing of service providers to raise awareness and assessments campaigns linked with the national calendar	Number of Employee Wellness Programs conducted	R 30 000	2	1	1	N/A	N/A	1	2	1	N/A	N/A	N/A	Institutional	Corporate Services	Invites to stakeholders, staff and stakeholders and photographs of the programme
	CORP07	HRM			Completion of Employment Equity report submitted to Department of Labour (EEA and EEM)	Number of reports submitted to Department of Labour	R 0	1	1	0	N/A	N/A	0	1	N/A	N/A	N/A	N/A	Institutional	Corporate Services	Acknowledgement Letter from Department of Labour
	CORP08	HRM			Compliance with the 2% leaver of people with disability of total number of staff representation	Number of staff with disability appointed	R 0	1	0	5	N/A	N/A	5	1	N/A	N/A	N/A	1	Institutional	Corporate Services	Copy of appointment letters
	CORP09	HRM			Human Resource Management Plan formulated and adopted by Council	Formulation of Human Resource Management Plan linked to the municipal IDP	Date of adoption of HR management plan by Council	R 0	30-Jun-24	30-Jun-25	0	N/A	0	30-Jun-24	N/A	N/A	N/A	30-Jun-24	Institutional	Corporate Services	Copy of Human Resource Management Plan and Council Resolution adopting the plan
	CORP10	HRM			Organizational policies are developed / reviewed and approved by council	Review of policies and signing of collective agreements	Percentage of reviewed policies	R 0	100%	100%	0	N/A	0	100% Reviewed Policies	N/A	N/A	N/A	N/A	Institutional	Corporate Services	Council Resolution adopting reviewed policies
	CORP11	HRM			Communication of updated policies and procedures to all employees	Human Resources to conduct workshop	Number of workshops conducted	R 0	1	1	0	N/A	0	1 workshop	1 workshop	N/A	N/A	N/A	Institutional	Corporate Services	Attendance Registers
SUB-CATEGORY 4 - DIFFERENTIATED APPROACH TO MUNICIPAL PLANNING AND SUPPORT NATIONAL KEY - MUNICIPAL TRANSFORMATION AND INSTITUTIONAL DEVELOPMENT THE FUTURE'S BUILDERS CAPABLE LOCAL GOVERNMENT																					
SUB-CATEGORY 5 - DIFFERENTIATED APPROACH TO MUNICIPAL PLANNING AND SUPPORT NATIONAL KEY - HUMAN RESOURCE MANAGEMENT, COMMUNITY PARTICIPATION AND LOCAL GOVERNANCE THE FUTURE'S BUILDERS CAPABLE LOCAL GOVERNMENT																					
ADMINISTRATION																					
	CORP12	ADM	To provide reasonable and the effectiveness of internal control, risks and performance management measures.	Continuous monitoring of agreements between SALGRC and Local Labour Forum	Completion of the ILE Agendas, sending invites and booking of Local Labour Forum	Number of meetings held between SALGRC and Local Labour Forum	R 0	4	4	0	0	4	1	1	1	1	Institutional	Corporate Services	Agenda and attendance register		
	CORP13	ADM		Full Council to convene at least 4 times per year	Completion of the Council Agenda, sending invites and booking of venue	Number of quarterly Full Council meetings held	R 0	4	4	0	0	0	4	1	1	1	1	Institutional	Corporate Services	Agenda, attendance register and minutes	
	CORP14	ADM		Executive Committee to convene at least 4 times per year	Completion of the ECCC Agenda, sending invites and booking of venue	Number of quarterly Executive Committee meetings held	R 0	4	4	0	0	0	4	1	1	1	1	Institutional	Corporate Services	Agenda, attendance register and minutes	
	CORP15	ADM		Council Portfolio Committees to convene once monthly and the 12 times per year	Completion of the Agendas, sending invites and booking of venue	Number of Council Portfolio committee meetings held	R 0	16 (8 per portfolio committee)	16 (8 per portfolio committee)	0	4 (2 per portfolio committee)	4 (2 per portfolio committee)	16 (8 per portfolio committee)	4 (2 per portfolio committee)	4 (2 per portfolio committee)	4 (2 per portfolio committee)	4 (2 per portfolio committee)	Institutional	Corporate Services	Agenda, attendance register and minutes	
	CORP16	ADM		Committees to convene at least 4 times a year as per the 12 times per year	Completion of the PAC Agendas, sending invites and booking of venue	Number of Performance and Audit Committee meetings held	R 139 622	4	4	0	0	0	4 Meetings	1	1	1	1	Institutional	Corporate Services	Agenda, attendance register and minutes	
	CORP17	ADM		Risk Committee to convene at least 4 times per year	Completion of agenda for the Risk Committee meeting	Number of Risk Committee meetings held	R 0	4	4	0	0	0	4 Meetings	1	1	1	1	Institutional	Corporate Services	Agenda, attendance register and minutes	
	CORP18	ADM		MPAC to convene at least 4 times per year	Completion of the MPAC Agendas, sending invites and booking of venue	Number of MPAC Meetings held	R 0	4	4	0	0	0	4 Meetings	1	1	1	1	Institutional	Corporate Services	Agenda, attendance register and minutes	
	IMP 01	BIC		Provide assistance on key risks, governance and control.	Reduction of risks to the municipality risk profile through internal control and implementation of risk register	Number of quarterly risk register updates and submitted to the Risk Register	R 0	4	4	0	0	0	4	1	1	1	1	Institutional	Corporate Services	Updated Quarterly Risk Register	
	IMP 02	BIC	Ensure monthly reporting to understand and measure.	Monitoring of organizational performance through quarterly SDRP reports	Number of quarterly Performance Assessment Statements to WSD Unit	R 0	4	4	0	0	0	4	1	1	1	1	Institutional	Corporate Services	Quarterly PMS SDRP Report signed by HOD		