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ACTING DIRECTOR: WATER AND SANITATION SERVICES
MR. MESHACK THABA

(1 July 2023)

2023/24

PERFORMANCE AGREEMENT

NATURALLY PROGRESSIVE



POLOKWANE MUNICIPALITY

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01 JULY 2023 – 30 JUNE 2024

FINANCIAL YEAR:

FOR THE

(herein and after referred to as the Employee)

Ms. MESHACK THABA

ACTING DIRECTOR: WATER AND SANITATION SERVICES

AND

(herein and after referred to as the Employer)

Ms. Thuso Nemgumoni

AS REPRESENTED BY THE MUNICIPAL MANAGER

THE POLOKWANE MUNICIPALITY

MADE AND ENTERED INTO BY AND BETWEEN:

PERFORMANCE AGREEMENT

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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 Act 32 of 2000 ("the Systems 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, requires 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;

1.5 In this Agreement, the following terms will have the meaning ascribed thereto:

1.5.1 "this Agreement" – means the performance Agreement between the Employer and the Employee and the Annexures thereto;

1.5.2 "the Executive Committee" – means the Executive Committee of council constituted in terms of the Structures Act (Local Government: Municipal Structures Act 117 of 1998) as represented by its chairperson, the Mayor;

1.5.3 "the Employee" means the **Acting Director: Water and Sanitation Services** appointed in terms of Section 56 of the Systems Act;

1.5.4 "the Employer" = means Polokwane Municipality; and

1.5.5 "the parties" means the Employer and the Employee.

2. PURPOSE OF THIS AGREEMENT

The purpose of this Agreement is to:

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- 2.1 Comply with the provisions of Section 57(1)(b), (4A), (4B) and (5) of the Act as well as the employment contract entered into between the parties;
- 2.2 Specify objectives in terms of the key performance indicators and targets defined and agreed with the employee and to communicate to the employee the employer's expectations of the employee's performance and accountabilities in alignment with the Integrated Development Plan, Service Delivery and Budget Implementation Plan (SDBIP) and the Budget of the municipality;
- 2.3 Specify accountabilities as set out in a Performance Plan, which forms an Annexure to the Performance Agreement;
- 2.4 Monitor and measure performance against set targeted outputs;
- 2.5 Use the Performance Agreement as the basis for assessing whether the employee has met the performance expectations applicable to his or her job;
- 2.6 In the event of outstanding performance, to appropriately reward the employee;
- 2.7 Give effect to the employer's commitment to a performance-orientated relationship with its employee in attaining equitable and improved service delivery.
3. COMMENCEMENT AND DURATION
- 3.1 This Agreement will commence on 01 July 2023 and will remain in force until 30 June 2024 thereafter 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 conclude a new Performance Agreement that replaces this Agreement at least once a year by not later than 31st of July of the succeeding financial year;
- 3.3 This Agreement will terminate on the termination of the Employee's contract of employment for any reason; and
- 3.4 The content of this Agreement may be revised at any time during the above-mentioned period to determine the applicability of the matters agreed upon;

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- 4.1 The Performance Plan (Annexure A) sets out-
 - 4.1.1 The performance objectives, key performance indicators and targets that must be met by the Employee;
 - 4.1.2 The time frames within which those performance objectives and targets must be met; and.
 - 4.1.3 The core competency requirements (Annexure C – definitions) as the management skills regarded as critical to the position held by the Employee
- 4.2 The performance objectives, key performance indicators and targets reflected in Annexure A are set by the Employer in consultation with the Employee and based on the Integrated Development Plan, Service Delivery and Budget Implementation Plan (SDBIP) and the Budget of the Employer, and shall include:
 - 4.2.1 Key objectives that describe the main tasks that need to be done;
 - 4.2.2 Key performance indicators that provide the details of the evidence that must be provided to show that a key objective has been achieved;
 - 4.2.3 target dates that describe the time frame in which the targets must be achieved; and
 - 4.2.4 weightings showing the relative importance of the key objectives to each other;
- 4.3 The Personal Development Plan (Annexure B) sets out the employee's personal development requirements in line with the objectives and targets of the Employer; and
- 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.

4. PERFORMANCE OBJECTIVES

- 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

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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 standards that will be included in the performance management system as applicable to the Employee;
- 5.4 The Employee undertakes to actively focus towards the promotion and implementation of the KPAs (including special projects relevant to the employee's responsibilities) within the local government framework;
- 5.5 The criteria upon which the performance of the Employee shall be assessed shall consist of two components, Operational Performance (in the form of key performance indicators (KPIs) under specific Key Performance Areas (KPAs)) and Core Competency Requirements (CCRs), both of which shall be contained in the Performance Agreement.
- 5.5.1 The Employee must be assessed against both components, with a weighting of 80:20 allocated to the Key Performance Areas (KPAs) and the Core Competency Requirements (CCRs) respectively.
- 5.5.2 Each area of assessment will be weighted and will contribute a specific part to the total score.
- 5.5.3 KPAs covering the main areas of work will account for 80% and CCRs will account for 20% of the final assessment.
- 5.6 The Employee's assessment will be based on his / her performance in terms of the key performance indicator outputs / outcomes identified as per attached Performance Plan (Annexure A), which are linked to the KPAs, and will constitute 80% of the

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CORE MANAGERIAL COMPETENCIES	WEIGHTING	LEVEL
Strategic Capability and Leadership	10	
Programme and Project Management	10	
Financial Management	5	√
Change Management	5	
Knowledge Management	5	
Service Delivery Innovation	10	
Problem Solving and Analysis	15	
People Management and Empowerment	10	√
Client Orientation and Customer Focus	5	
Communication	10	

the CCRs are compulsory for Municipal Managers:

5.8 The CCRs will make up the other 20% of the Employee's assessment score. CCRs that are deemed to be most critical for the Employee's specific job should be selected (√) from the list below as agreed to between the Employer and Employee. Three of

5.7 Manager's responsibilities are also directed in terms of the abovementioned key performance areas. In the case of managers directly accountable to the Municipal Manager, other key performance areas related to the functional area of the relevant manager can be added subject to negotiation between the municipal manager and the relevant manager

KPA No.	Key Performance Areas	100%
1	Municipal Institutional Development and Transformation	N/A
2	Basic Service Delivery	80%
3	Local Economic Development (LED)	N/A
4	Municipal Financial Viability and Management	N/A
5	Good Governance and Public Participation	20%
		Converted to 80%

Employee:
overall assessment result as per the weightings agreed to between the Employer and

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(b) Values are supplied for KPI's and Activities under each KPA as part of the Institutional Assessment. Based on the Target for an activity or KPI,

(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

Plan

6.5.1 Assessment of the achievement of results as outlined in the Performance

6.5 The Annual performance appraisal will involve:

6.4 The Employee's performance will be measured in terms of contributions to the strategic objectives and strategies set out in the Employer's IDP

6.3 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;

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

6.1.2 The intervals for the evaluation of the Employee's performance;

and

6.1.1 The standards and procedures for evaluating the Employee's performance;

6.1 The Performance Plan (Annexure A) to this Agreement sets out:

6. PERFORMANCE ASSESSMENT

¹As published and defined within the Draft Competency Guidelines, Government Gazette 23, March 2007
²Compulsory for municipal manager
³Proficiency level (1, 2 or 3) as stipulated in the Draft Competency Guidelines, Government Gazette 23, March 2007

Accountability and Ethical Conduct	15		
TOTAL PERCENTAGE	100%		
Converted to 20%			

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Level	% score	Terminology	Description
5	167	Outstanding 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

rating scale for KPIs and CCRs:

6.6 The assessment of the performance of the Employee will be based on the following

(b) Such overall rating represents the outcome of the performance appraisal.

in 6.5.1 (d) and 6.5.2 (d) above; and

(a) An overall rating is calculated by adding the overall scores as calculated

6.5.3 Overall rating

scores calculated above.

(d) An overall score will be calculated based on the total of the individual

during the contracting process, to provide a score

(c) This rating should be multiplied by the weighting given to each CCR

CCR

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

specified standards have been met

(a) Each CCR should be assessed according to the extent to which the

6.5.2 Assessment of the CCRs:

scores calculated above.

(d) An overall score will be calculated based on the total of the individual

formal assessment; and

(c) The Employee will submit his self-evaluation to the Employer prior to the

chance to submit evidence of performance where a disagreement

employee's performance plan. During assessment, the employee has a scale automatically. These scores are carried over to the applicable over or under performance are calculated and converted to the 1-5-point

Level	% score	Terminology	Description
4	133 – 166	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	100 – 132	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	67 – 99	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 performances criteria and indicators as specified in the PA and Performance Plan.
1	0 - 66	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.

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

7.3 Performance feedback shall be based on the Employer's assessment of the Employee's performance;

7.4 The Employer will be entitled to review and make reasonable changes to the provisions of Annexure "A" from time to time for operational reasons. The Employee will be fully consulted before any such change is made;

Quarter	Review Period	Review to be completed by
1	July – September 2023	October 2023
2	October – December 2023	January 2024
3	January – March 2024	April 2024
4	April – June 2024	August 2024

7.1 The performance of the Employee in relation to his 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:

7. SCHEDULE FOR PERFORMANCE REVIEWS

6.7 For purpose of evaluating the performance of the Employee for the mid-year and year-end reviews, an evaluation panel constituted of the following persons will be established:

6.7.1 Municipal Manager

6.7.2 Chairperson of the Performance Audit Committee (PAC) or the Audit Committee (AC) in the absence of a performance audit committee

6.7.3 Member of the Mayoral Committee responsible for the portfolio of the senior manager;

6.7.4 A Municipal Manager from another municipality; and

6.7.5 The manager responsible for human resources of the municipality must provide secretariat services to the evaluation panels.

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7.5 The Employer may amend the provisions of Annexure A whenever the performance management system is adopted, implemented and / or amended as the case may be. In that case the Employer will be fully consulted before any such change is made.

8. DEVELOPMENTAL REQUIREMENTS

The Personal Development Plan (PDP) for addressing developmental gaps is attached as Annexure B. Such Plan may be implemented and/or amended as the case may be after each assessment. In that case, the Employer will be fully consulted before any such change or plan is made.

9. OBLIGATIONS OF THE EMPLOYER

9.1 The Employer shall:

9.1.1 Create an enabling environment to facilitate effective performance by the employee;

9.1.2 Provide access to skills development and capacity building opportunities;

9.1.3 Work collaboratively with the Employee to solve problems and generate solutions to common problems that may impact on the performance of the Employee;

9.1.4 On the request of the Employee, delegate such powers reasonably required by the Employee to enable him / her to meet the performance objectives and targets established in terms of this Agreement; and

9.1.5 Make available to the Employee such resources as the Employee may reasonably require from time to time assisting him/her to meet the performance objectives and targets established in terms of this Agreement.

10. CONSULTATION

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

10.1.1 A direct effect on the performance of any of the Employee's functions

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12.1 In the event that the Employee is dissatisfied with any decision or action of the Employer in terms of this Agreement, or where a dispute or difference arises as to the extent to which the Employee has achieved the performance objectives and

12. DISPUTE RESOLUTION

11.3.2 After appropriate performance counselling and having provided the necessary guidance and/ or support as well as reasonable time for improvement in performance, 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.

11.3.1 Provide systematic remedial or developmental support to assist the Employee to improve his or her performance;

11.3 In the case of unacceptable performance, the Employer shall:

10% to 14%.

11.2.2 A score of 150% and above is awarded a performance bonus ranging from 10% to 14%.

11.2.1 A score of 130% to 149% is awarded a performance bonus ranging from 5% to 9%; and

11.2 A performance bonus of 5% to 14% of the all-inclusive annual remuneration package may be paid to the Employee in recognition of outstanding performance to be constituted as follows:

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

11. MANAGEMENT OF EVALUATION OUTCOMES

10.2 The Employer agrees to inform the Employee of the outcome of any decisions taken pursuant to the exercise of powers contemplated in 10.1 as soon as is practicable to enable the Employee to take any necessary action without delay

10.1.3 A substantial financial effect on the Employer

Employer

10.1.2 Commit the Employee to implement or to give effect to a decision made by the

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targets established in terms of this Agreement, the Employee may within 3 (three) business days, meet with the Employer with a view to resolving the issue. The employer will record the outcome of the meeting in writing;

12.2 If the Parties cannot resolve the issues within 10 (ten) business days, an independent arbitrator, acceptable to both parties, shall be appointed to resolve the matter within 30 (thirty) business days; and

12.3 In the event that the mediation process contemplated above fails, the relevant clause of the Contract of Employment shall apply.

13. GENERAL

13.1 The contents of this agreement and the outcome of any review conducted in terms of Annexure A may be made available to the public by the Employer;

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

13.3 The performance assessment results of the Senior Manager must be submitted to the MEC responsible for local government in the relevant province as well as the national minister responsible for local government, within fourteen (14) days after the conclusion of the assessment.

Thus done and signed at Polokwane on this the 26th day of July 2023

AS WITNESSES:

1. _____
ACTING DIRECTOR: WATER AND SANITATION SERVICES

2. _____

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Thus done and signed at Polokwane on this the 27 day of July 2023

AS WITNESSES:

1. _____
2. _____

Tupenengumoni!
MUNICIPAL MANAGER

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ANNEXURE A – KEY PERFORMANCE INDICATORS

Key Performance Area (KPA)	Basic Service Delivery
Outcome 9:	Responsive, Accountable, Effective and Efficient Local Government System
Pillar	Smart living
SDF objective	<ul style="list-style-type: none"> To develop a viable, affordable, efficient and effective settlement model and rural area development strategy for areas beyond the urban complexes in the municipality. This will contribute to the strengthening of rural nodes and the creation of an inclusive economy. To enhance infrastructure development for priority communities by the strengthening of rural nodes.
Municipal IDP Priority	<ul style="list-style-type: none"> Provision of basic services, which include electricity, water, sanitation and refuse removal
IDP Strategic Objective	To ensure the provision of basic and environmental services in a sustainable way to our communities

Project Name	Project Number	SBU	Key Performance Indicator (KPI)	Unit of Measure (UoM)	Proposed Budget	Responsible Official	Performance From Annual Report	5 Years Targets				Portfolio of Evidence (POE)	
								Annual Target 2023/24	Quarter 1	Quarter 2	Quarter 3		Quarter 4
Construction of ventilated pit latrines	BSD_TL04	Sanitation	Increase percentage of Households with access to sanitation by 1.75% by 30 June 2024	%	R 28 257 269	Manager: Water & Sanitation and Manager PMU	1.68%	1.75%	n/a	n/a	n/a	1.75%	Happy letters, completion certificate, Progress report, beneficiary list and close out report.
N/A	BSD_OS01	Sanitation	Number of General samplings of effluent	#	N/A	Manager: Water & Sanitation & Assistant	12 (Monthly Monitoring Reports)	12					Monthly Monitoring Reports.

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Project Name	Project Number	SBU	Key Performance Indicator (KPI)	Unit of Measure (UoM)	Proposed Budget	Responsible Official	Performance Baseline From Annual Report	5 Years Targets					Portfolio of Evidence (POE)
OPEX			conducted at Wastewater treatment plants by 30 June each year			Manager							
Thakgalang Rural Sanitation Phase 1	BSD_NT-WS2	Sanitation	Number of additional sanitation service points (toilets) to be installed for informal settlement dwellers	#	R10 000 000	Manager: Water & Sanitation and Manager PMU	New	1074					Happy letters, completion certificate, Progress report, beneficiary list and close out report.
Various water Capital Projects	BSD_TL05	Water	Increase percentage of Households with access to Water by 0.40 % by the 30 June2024	%	N/A	Manager: Water & Sanitation and Manager PMU.	0.30%	0.40 %					completion letters
N/A	BSD_OS02	Water	Number of Water quality samples taken at point of use by 30 June	#	Opex	Manager: Water & Sanitation & Assistant	12 (Monthly Monitoring Reports)	12					Number of Samples to taken

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Project Name	Project Number	SBU	Key Performance Indicator (KPI)	Unit of Measure (UoM)	Proposed Budget	Responsible Official	Performance From Annual Report	5 Years Targets					Portfolio of Evidence (POE)	
OPEX			each year			Manager								
N/A		Director	% Adherence to the municipal cost containment policy	%	N/A	Director	New	100%	100%	100%	100%	100%	100%	Monthly Sec 71 reports
OPEX														
N/A		Director	% Compliance to monitoring and management of overtime	%	N/A	Director	New	100%	100%	100%	100%	100%	100%	Monthly Sec 71 reports and overtime reports
OPEX														
N/A		Director	% departmental Internal Audit issues addressed by 30 June 2024 (in line with the Internal Audit Tracking Register)	%	N/A	Director	New	100%	100%	100%	100%	100%	100%	Progress checklist of the departmental issues raised Internal Audit.
OPEX														
N/A		Director	# of monthly departmental Audit Steering Committee meeting held by 30 June 2024	#	N/A	Director	12	12	3	3	3	3	3	Agenda, attendance register and minutes.
OPEX														
N/A		Director	% of departmental AG raised and addressed in the audit	%	N/A	Director	New	100%	100%	100%	100%	100%	100%	Progress checklist of the departmental issues raised

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Project Name	Project Number	SBU	Key Performance Indicator (KPI)	Unit of Measure (UoM)	Proposed Budget	Responsible Official	Performance From Baseline Report	31 January 2023	31 January 2024	N/A	N/A	31 January 2024	N/A	Portfolio of Evidence (POE)
OPEX			report of 2021/22 by 30 June 2024											AG.
N/A		Director	Number of departmental risk management meeting convened and held by 30 June 2024	#	N/A	Director	12	12	3	3	3	3	3	Agenda, attendance register and minutes.
OPEX		Director	Obtain Unqualified Audit Opinion by 31 January 2024	#	N/A	Director	31 January 2023	31 January 2024	N/A	N/A	31 January 2024	N/A	Signed AGSA Audit opinion report	
N/A		Director	% Compliance to the cash flow management strategy monthly allocations.	%	N/A	Director	New	100%	100%	100%	100%	100%	100%	Monthly cash flow report

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ANNEXURE B – CAPITAL WORKS PLAN

Project Name	Activities	Opex /Capex	Ward No.	MTER F(R) Budget	Source of funding	QUARTERLY PROJECT IMPLEMENTATION MILESTONES								Portfolio of Evidence		
						Quarter 1 (Jul-Sep 23)	Quarter 2 (Oct-Dec 23)	Quarter 3 (Jan - Mar 24)	Quarter 4 (Apr - Jun 24)							
WATER AND SANITATION PROJECTS																
CWP_01	Olifantspoort RWS (Mimotong wa Perakisi)	Equipping and safeguarding of borehole, Water reticulation, Elevated Steel Tank, Stand Taps	Capital	10, 16, 36, 37	11 956 522	IUDG	80%	Construction of internal reticulation in pipe line	100%	Construction of internal reticulation in pipe line and equipping boreholes. Completion of the project	N/A	N/A	N/A	N/A	N/A	Progress report, Close out Report, Completion Certificate

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	Project Name	Activities	Opex /Capex	Ward No.	MTER F(R) Budget	Source of funding	QUARTERLY PROJECT IMPLEMENTATION MILESTONES								Portfolio of Evidence
							Quarter 1 (Jul-Sep 23)	Quarter 2 (Oct-Dec 23)	Quarter 3 (Jan - Mar 24)	Quarter 4 (Apr - Jun 24)					
CWP_02	Mothapo RWS	Stand Pipe, Equipping and safeguarding of borehole, Construction of pump main, 700Kl	Capital	6,31,24	10 086 957	IUDG	30%	Target Description on of bulk line and equipping of boreholes	60%	Electrification of boreholes and reticulation.	100%	Testing and commissioning, and completion	100%	Testing and commissioning, and completion	Progress report, Close out Report, Completion Certificate
CWP_03	Molejile East RWS	Connections at 2,5 ML command reservoir at Mabotsa village, Connections at 800Kl Sump and Booster pump station at legodi and 400Kl sump at Mataranyane, Security fencing all RWS Boreholes.	Capital	15, 36, 38	8 640 000	IUDG	1%	Scope presentation, PDR	5%	DDR Appointment of contractor, Site establishment	85%	Construction of pipelines, boreholes	100%	Testing and commissioning, and completion	PDR, DDR, Appointment letters, Progress report, Close out Report, Completion Certificate

	Project Name	Activities	Opex /Capex	Ward No.	MTER F(R) Budget	Source of funding	QUARTERLY PROJECT IMPLEMENTATION MILESTONES								Portfolio of Evidence
							Quarter 1 (Jul-Sep 23)	Quarter 2 (Oct-Dec 23)	Quarter 3 (Jan - Mar 24)	Quarter 4 (Apr - Jun 24)					
CWP_04	Molejije North RWS	Erect security fence for boreholes, Erect security fence for boreholes, 1000kl Elevated Steel Tank	Capital	35	6 086 957	WSI G	90%	Construction of reticulation pipeline and Erect two Package Plants	100%	Completion of two Package plants and Equipping borehole. Electrification of package plant and Borehole. Completion of the Project	N/A	N/A	N/A	N/A	Progress report, Close out Report, Completion Certificate
CWP_05	Sehayeng/Di Kgale RWS	Bulk pipe line. 3 Storage tanks. Bulk pipe line 1&2 650kl. Bulk pipe line 900kl storage tank. Bulk pipe line 2800kl storage tank. Bulk pipe line. Palisade fence. Steel tank. Elevated tanks	Capital	29,30,31,3	6 086 957	IUDG	1%	Planning, Technical Report Approval S, Scoping, PDR Approvals	10%	Tender Document Appointment and Site Handover	50%	Bulk pipe line. 3 Storage tanks. Bulk pipe line 1&2 650kl	90%	Bulk pipe line 900kl storage tank. Bulk pipe line 2800kl storage tank. Bulk pipe line.	Design reports, appointments letter, progress reports

Project Name	Activities	Opex /Capex	Ward No.	MTER (R) Budget	Source of funding	QUARTERLY PROJECT IMPLEMENTATION MILESTONES								Portfolio of Evidence
						Quarter 1 (Jul-Sep 23)	Quarter 2 (Oct-Dec 23)	Quarter 3 (Jan - Mar 24)	Quarter 4 (Apr - Jun 24)					
Project Description				2023/24		Percent age (%)	Target Description	Percent age (%)	Target Description	Percent age (%)	Revised 3rd Quarter Target	Percent age (%)	Revised 4th Quarter Target	
CWP_06	Molefije South RWS	Capital	9	11 026 086	WSI G	1%	Business plan approval, Technical Report Approval, Scoping, PDR Approvals	10%	Appointment of contractor and site establishment	25%	Equipping of borehole and installing pump station	50%	Construction of rising main pipeline and installation of valves	Approved business plan, appointment letter, progress reports
CWP_07	Houtriver RWS	Capital	09;16;18;3	9 086 957	IUDG	100%	Equipping of borehole, pipe laying and completion							Progress reports, Completion certificate, Minutes of meetings, close-up report
CWP_08	Chuene Maja RWS	Capital	1,2	10 347 826	IUDG	25%	Reticulation, Elevated Tank	70%	Installation of pumps, Pump station	100%	Installation of yard connections and Completion	N/A	N/A	Progress reports, Completion certificate, Minutes of meetings, close-up report

Project Name	Activities	Opex /Capex	Ward No.	MTER F(R) Budget	Source of Funding	QUARTERLY PROJECT IMPLEMENTATION MILESTONES								Portfolio of Evidence
						Quarter 1 (Jul-Sep 23)	Quarter 2 (Oct-Dec 23)	Quarter 3 (Jan - Mar 24)	Quarter 4 (Apr - Jun 24)					
	Project Description					Percent age (%)	Target Description	Percent age (%)	Target Description	Percent age (%)	Revised 3rd Quarter Target	Percent age (%)	Revised 4th Quarter Target	
CWP_09	Molepo RWS	Capital	3,4	10 347 826	IUDG	30%	Construction of bulk reticulation and drilling of boreholes	70%	Equipping and electrification of boreholes	100%	Testing and Commission			Progress reports, Completion certificate, Minutes of meetings, close-up report
	Pipes, Installation of pumps, Pump station, Water Conservati on and Demand Managem ent													

Project Name	Activities	Opex /Capex	Ward No.	MTER F(R) Budget	Source of funding	QUARTERLY PROJECT IMPLEMENTATION MILESTONES								Portfolio of Evidence
						Quarter 1 (Jul-Sep 23)	Quarter 2 (Oct-Dec 23)	Quarter 3 (Jan - Mar 24)	Quarter 4 (Apr - Jun 24)					
Project Description				2023/24		Percent age (%)	Target Description	Percent age (%)	Target Description	Percent age (%)	Revised 3rd Quarter Target	Percent age (%)	Revised 4th Quarter Target	
CWP_10 Laastehoop RWS	Extension of reticulation , Water Conservati on and Demand, Bulk pipeline Molepo dam to Laastehoo p, drilling of new boreholes to augment water supply.	Capital	5	4 347 826	IUDG	1%	Approval of Technical report by DWS	5%	Scoping, Preliminary and detailed design report.	20%	Appointm ent of contractor and Site establish ment	50	Construc tion of Bulk line and reticulati on	Technical report recommendation, PDR, DDR, Progress report, Meeting Minutes and attendance register
CWP_11 Mankweng RWS	Constructi on of Water reticulation , Drilling and equipping of boreholes	Capital	27, 25, 31, 7, 26	4 347 826	IUDG	1%	Approval of Technical report by DWS	5%	Scoping, Preliminary and detailed design report.	20%	Appointm ent of contractor and site establish ment.	50	Constructi on of reticulati on	Technical report recommendation, PDR, DDR, Progress report, Meeting Minutes and attendance register
CWP_12 Boyne RWS	Drilling of new boreholes to augment water supply and storage	Capital	4	10 347 826	IUDG	90%	Pipe laying, BH Equippin g	100%	Pipe Testing, Storage Refurbish ment, Electrificat ion of Boreholes	N/A	N/A	N/A	N/A	Completion Certificate, Minutes of progress meetings

Project Name	Activities	Opex /Capex	Ward No.	MTR F(R) Budget	Source of funding	QUARTERLY PROJECT IMPLEMENTATION MILESTONES								Portfolio of Evidence
						Quarter 1 (Jul-Sep 23)	Quarter 2 (Oct-Dec 23)	Quarter 3 (Jan - Mar 24)	Quarter 4 (Apr - Jun 24)					
	Project Description			2023/24		Percent age (%)	Target Description	Percent age (%)	Target Description	Percent age (%)	Revised 3rd Quarter Target	Percent age (%)	Revised 4th Quarter Target	
	tanks. Reticulation, Bulk connector to Mountain View, New 200KL concrete reservoir at Mountain View, 50KL steel tank at Flora Park													
CWP_13	Badimong RWS	Capital	28,30, 31,	3 000 000	WSI G	1%	Technical Report, Business Plan	50%	Drilling and Equipping of boreholes	100%	Electrification of Boreholes and completion	100%	Completion of Constructing of VIP Toilets	Completion Certificate, Minutes of progress meetings
CWP_14	Construction of ventilated pit latrines	Operational	09,10,15,16,18,35,36,38,09,10,15,16,18,35,36,38	60 000 000	IUDG	1%	Scoping, PDR and DDR and Appointment of the contractor	25%	Construction of VIP	75%	Construction of VIP	100%	Completion of Constructing of VIP Toilets	Progress report, Close out Report, Completion Certificate

Project Name	Activities	Opex /Capex	Ward No.	MTER F(R) Budget	Source of funding	QUARTERLY PROJECT IMPLEMENTATION MILESTONES				Portfolio of Evidence				
						Quarter 1 (Jul-Sep 23)	Quarter 2 (Oct-Dec 23)	Quarter 3 (Jan - Mar 24)	Quarter 4 (Apr - Jun 24)					
CWP_15 Regional Waste Water Treatment Plant	Construction of Regional Wastewater Works	Capital	11,12,13,14,17,37,08,19,20,21,22,23,39	110 942 000	RBIG	12%	Excavation and Laying of concrete pipes and Casting of drop structures	21%	Laying of concrete pipes, steel fixing and Casting of drop structures, Casting of the pipe bridge and Civil works on the main regional waste water plant	28%	Laying of concrete pipes, Steel fixing and Casting of drop structures, Casting of the pipe bridge and Civil works on the main regional waste water plant	42%	Steel fixing and Casting of the pipe bridge and Civil works on the main regional waste water plant. Testing of the pipes on the outfall sewer east of the pipe bridge.	Progress report, Meeting Minutes and attendance register
CWP_16 Polokwane Bulk Water Supply	Construction of Water Treatment works, Commissioning and equipping of boreholes. Upgrading of bulk line, Upgrading of booster	Capital	City, Seshoego, Mankweng	50 597 000	RBIG	85%	Pressure testing of pipeline and pump houses. Construction of WTWS	95%	Completion of pipeline and pump houses, Construction of WTWS	99%	Construction of WTWS	100%	Completion of WTWS	Progress report, Close out Meeting Minutes and attendance register, Completion Certificate

Project Name	Activities	Opex /Capex	Ward No.	MTER F(R) Budget	Source of funding	QUARTERLY PROJECT IMPLEMENTATION MILESTONES								Portfolio of Evidence
						Quarter 1 (Jul-Sep 23)	Quarter 2 (Oct-Dec 23)	Quarter 3 (Jan - Mar 24)	Quarter 4 (Apr - Jun 24)					
	Project Description			2023/24		Percent age (%)	Target Description	Percent age (%)	Target Description	Percent age (%)	Revised 3rd Quarter Target	Percent age (%)	Revised 4th Quarter Target	
	PS													
CWP_17	Sewer Combination Trucks/Supper Trucks/Su	Capital	All	2 383 534	CRR	50%	Procurement of Service Provider	50%	Delivery of the Sewer Combination Truck	N/A	N/A	N/A	N/A	Bid Document, Appointment Letter & Delivery Note
CWP_18	Aganang RWS (2)	Capital	43 & 45	17 289 771	IUDG	50	Pipe Laying, Borehole Equippin	75	Storage, Yard connections	100	Pipe Testing, Electrification of Boreholes			Completion Certificate, Minutes of progress meetings
	New Borehole development and Electrification. New bulk supply line from BH to Res. New reticulation with RDP (standard) Stand Pipes. (Matroai and Rammretto and villages)													

Project Name	Activities	Opex /Capex	Ward No.	MTER (FR) Budget	Source of funding	QUARTERLY PROJECT IMPLEMENTATION MILESTONES				Portfolio of Evidence
						Quarter 1 (Jul-Sep 23)	Quarter 2 (Oct-Dec 23)	Quarter 3 (Jan - Mar 24)	Quarter 4 (Apr - Jun 24)	
CWP_19 Aganang RWS (3) (Ramalapa, Mashamate, Makgodu, Mars)	Equiping of New Borehole at Mashamate Village, Construction of raising main, and Construction of gravity main, reticulation pipelines, 300 KL Steel tank on 10m high stand, 576 Yard Connections	Capital	40,41,42,43,44 & 45	26,086,957	WSI G	1 Percent age (%) Target Description Planning (PDR, DDR & Tender Documents)	25 Percent age (%) Target Description Pipe Laying, New Storage	50 Percent age (%) Revised 3rd Quarter Target Pipe Laying, Yard Connections	100 Percent age (%) Revised 4th Quarter Target Pipe Testing	Completion Certificate, Minutes of progress meetings
CWP_20 Bakone RWS (2)	Borehole development and Electrification, New bulk supply line from BH to Res. New reticulation with RDP (standard) Stand Pipe	Capital	40,41,42,43,44 & 45	13,652,174	WSI G	5% Approval of Technical report and Business plans, Development of designs, appointment of contractor	25% Site establishment New bulk supply line from BH to Res	85% Reticulation and yard connections	100% Testing and commissioning, and completion	Technical report recommendation, PDR, DDR, Progress report, Meeting Minutes and attendance register

Project Name	Activities	Opex /Capex	Ward No.	MTER F(R) Budget	Source of funding	QUARTERLY PROJECT IMPLEMENTATION MILESTONES								Portfolio of Evidence
						Quarter 1 (Jul-Sep 23)	Quarter 2 (Oct-Dec 23)	Quarter 3 (Jan - Mar 24)	Quarter 4 (Apr - Jun 24)					
	Project Description			2023/24		Percent age (%)	Target Description	Percent age (%)	Target Description	Percent age (%)	Revised 3rd Quarter Target	Percent age (%)	Revised 4th Quarter Target	
CWP_21	Thakgaling Rural Sanitation Phase 1	Construction of ventilated pit latrines	37	10 000 000	WSI G	70%	Construction of VIP Toilets	100%	Completion of Construction of VIP Toilets	N/A	N/A	N/A	N/A	Progress report, Close out Report, Completion Certificate
CWP_22	Kalkspruit Water Supply (Agangang Ward 42)	Equip and commission boreholes, Supply and install package plant, Refurbish concrete reservoirs, Supply and install steel tank, Rising main, Reticulation pipeline, Yard connection	Ward 42	2 847 826	WSI G	10%	Appointment of Contractor and site establishment	50%	Reticulation and refurbishment of reservoirs	95%	Equipping of boreholes and erection of steel tank and completion	N/A	N/A	Progress report, Close out Report, Completion Certificate
CWP_23	Mashashane Water Works	Upgrade of Mashashane Waterworks to 6.0 Ml/day	40	12 086 957	IUDG	50	Pipe Laying, Borehole Equippin g	75	Pipe Laying, New Storage	100	Pipe Testing, Electrification of Boreholes	N/A	N/A	Completion Certificate, Minutes of progress meetings

Project Name	Activities /Project Description	Opex /Capex	Ward No.	MTER F(R) Budget	Source of funding	QUARTERLY PROJECT IMPLEMENTATION MILESTONES				Portfolio of Evidence				
						Quarter 1 (Jul-Sep 23)	Quarter 2 (Oct-Dec 23)	Quarter 3 (Jan - Mar 24)	Quarter 4 (Apr - Jun 24)					
CWP_25	Installation of Prepaid Water Meters at Mankweng ward 25 and 26	Capital	ward 25 and 26	1 489 708	CRR	30%	Appointment of CLO and Local labourers for installation of Prepaid meters and pairing.	60%	Installation of Prepaid meters and pairing.	90%	Installation of Prepaid meters and pairing.	100%	Installation of Prepaid meters and pairing.	Invoices, Progress report, Minutes and water meter change forms

ACTING DIRECTOR:
WATER AND SANITATION

MESHACK THABA

AND

THUSO NEMGUMONI
MUNICIPAL MANAGER
THE
AS REPRESENTED BY

CITY OF POLOKWANE

MADE AND ENTERED
INTO BY AND BETWEEN:

PERSONAL
DEVELOPMENT PLAN
(PDP)



1. INTRODUCTION

The Aim of the Personal Development Plan (PDP) is to ensure that Employees are skilled to meet Objectives as set out in the Performance Management Agreement as prescribed by legislation. Successful career-path planning ensures competent employees for current and possible future positions. It therefore identifies, prioritise and implement training needs

Legislative needs taken into account comes from the Municipal Systems Act Guidelines: Generic senior management competency framework and occupational competency profiles, 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.

2. COMPETENCE MODELLING

The DPLG has decided that a competency development model will consist of both managerial and occupational competencies:

Managerial competencies should express those competencies which are generic of all management positions.

Occupational competence refers to competencies which are job/function specific.

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

A manager, in consultation with his / her employee is to compile a Personal Development Plan. The PDP has 7 columns that need to be completed. An example is attached as Appendix A.

Column 1: Skills/Performance GAP

1. Skills / Performance indicators: expected measurable	2. Outcomes	3. Suggested training and / or development activity	4. Suggested mode of delivery	5. Suggested Time Frames	6. Work opportunity created to develop skill / development area	7. Support Person
E.g. The manager will be able to enter into performance agreements with all managers reporting to him / her, appraise them against set criteria, within relevant time frames	The manager will be able to enter into performance agreements with all managers reporting to him / her, appraise them against set criteria, within relevant time frames	A course containing theoretical, practical and applicable unit standard?	External provider, in line with identified unit standard	External March 200...	Appraisals of managers reporting to him / her	Senior Manager: Training / HR

(a) The identified training needs should be entered into column one. The following should be taken into consideration:

Organisational needs
Strategic development priorities and competency requirements, in line with the municipality's strategic objectives.

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. Specific competency gaps as identified during the probation period and performance appraisal of the employee.

Individual training needs that are job / career related.

Prioritisation of the training needs [1 to ...] 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.

Column 2: Outcomes Expected

1. Skills / Performance (measurable indicators): Expected	2. Outcomes (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 development area	7. Support Person
E.g. Appraise performance and enter into agreements with all managers reporting to him / her, appraise them against set criteria, within relevant time frames	The manager will be able to enter into performance agreements with all managers reporting to him / her, appraise them against set criteria, following relevant unit standard?	A course containing theoretical, practical and applicable unit standard?	External provider, in line with identified unit standard and coaching in the workplace exceeding R 6 000	March 200...	Appraisals of managers reporting to him / her	Senior Manager: Training/HR

Consideration must be given to the outcomes expected in column 2 so that once the intervention is completed the impact it had can be measured against relevant output indicators.

Column 3: Suggested Training

1. Skills / Performance (measurable indicators): Expected	2. Outcomes (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 development area	7. Support Person
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Training needs must be identified with due regard to cost effectiveness and listed in column 3.

Column 4 : Suggested mode of delivery

1. Skills / Performance (measurable) Expected	2. Outcomes indicators: quantity, quality (in order of priority)	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
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The suggested mode of delivery refers to the chosen methodology that is deemed most relevant to ensure transfer of skills. Mode of delivery consists of, amongst others, self-study, internal or external training provision, coaching and / or mentoring and exchange programmes. Training must 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 within the municipality whether unit standards have been developed with regard to a specific outcome (and registered with the South African Qualifications Authority). Unit standards usually have measurable assessment criteria to determine achieved competency.

Column 5: Suggested Time Lines

1. Skills / Performance (measurable) Expected	2. Outcomes indicators: quantity, quality (in order of priority)	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
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An employee should on average receive at least five days of training per financial year and not necessarily be withdrawn from training interventions. The suggested time frames 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.

Column 6: Work opportunity created to practice skill / development area

1. Skills / Performance (measurable) Expected	2. Outcomes indicators: quantity, quality (in order of priority)	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
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This 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).

Column 7: Support Person

1. Skills / Expected Perform (measurable indicators: quantity, quality and time frames) (in order of priority)	2. Outcomes	3. Suggeste d training and / or developm ent activity	4. Suggeste d mode of delivery	5. Suggeste d Time Frames	6. Work opportu nity created to practic e skill / develop ment area	7. Support Person
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This identifies a support person that could act as coach or mentor with regard to the area of learning for the employee.

1. Personal Development Action Plan

Skills Performance Gap	Outcomes Expected	Suggested Training / Development activity	Suggested Mode of delivery	Suggested Time Frames	Work opportunity created to practice skill / development area	Support Person
FINANCIAL MANAGEMENT.	SOUND KNOWLEDGE IN MFMA.	MFMA.	EXTERNAL	FEB 2023	IMPROVE KNOWLEDGE IN MFMA	MANAGER HR
PUBLIC MANAGEMENT	SOUND KNOWLEDGE IN PUBLIC MANAGEMENT	PUBLIC MANAGEMENT	EXTERNAL	FEB 2023	IMPROVE KNOWLEDGE IN PM.	MANAGER HR

Employee's signature :

[Signature]

Municipal Manager's signature:

[Signature]

Date

25/07/2023.

27/07/2023.

STRICTLY
CONFIDENTIAL

NAME: MESHACK THABA

City of Polokwane

FINANCIAL DISCLOSURE
FORM



I, the undersigned (surname and initials) ESTHER M. HABA

(Postal address) F.O. Box 490

LEVUBA, 0929.

(Residential address) 26 KAMIEBOOD ST, BEUDOR EXT 20

(Position held) Active Director, Water & Sanitation

(Name of Municipality) POLKwane Local Municipality

Tel: 015 623 5210 Fax: _____

hereby certify that the following information is complete and correct to the best of my knowledge:

1. Shares and other financial interests (Not bank accounts with financial institutions.)

See information sheet: note (1)

Name of shares/Extent of financial interests	Nature	Nominal Value	Name of company/Entry
0.4011		R 366.00	Anglo Platinum
0.8644		R 1356.79	Discovery

2. Directorships and partnerships

See information sheet: note (2)

Name of corporate entity, partnership or firm	Type of business	Amount of Remuneration/Income
* Okeke Consulting	CONSULTANT	---
* Thaba Family Trust	General	---

* Various

CONFIDENTIAL

3.

Remunerated work outside the Municipality
Must be sanctioned by Council. See information sheet: note (3)

Name of Employer	Type of Work	Amount of remuneration/ Income

Council _____

Signature by Council _____

Date _____

4.

Consultancies and retainerships
See information sheet: note (4)

Name of client	Nature	Type of business activity	Value of any benefits received

5.

Sponsorships

See information sheet: note (5)

Source of assistance/sponsorship	Description of assistance/ Sponsorship	Value of assistance/sponsorship

6.

Gifts and hospitality from a source other than a family member
See information sheet: note (6)

Description	Value	Source

OATH/
AFFIRMATION

1. I certify that before administering the oath/affirmation I asked the deponent the following questions and wrote down her/his answers in his/her presence:

(i) Do you know and understand the contents of the declaration?
 Answer: Yes

(ii) Do you have any objection to taking the prescribed oath or affirmation?
 Answer: No

(iii) Do you consider the prescribed oath or affirmation to be binding on your conscience?
 Answer: Yes

SIGNATURE OF EMPLOYEE: [Signature]
 DATE: 25/07/2023
 PLACE: Pala kwane.

Description	Extent	Area	Value
Res Stand	600 m ²	Vunani.	R 10 000-00
Res Stand	1000 m ²	Tshakuma.	R 25 000-00

7. Land and property
 See information sheet: note (7)

2. I certify that the deponent has acknowledged that she/he knows and understands the contents of this declaration. The deponent utters the following words: "I swear that the contents of this declaration are true, so help me God." / "I truly affirm that the contents of the declaration are true". The signature/mark of the deponent is affixed to the declaration in my presence.

UBUSENG MPHAHLELE
 LEGAL ADVISOR
 DIRECTORATE CORPORATE SERVICES
 POLOKWANE MUNICIPALITY
 CIVIC CENTRE
 COMMISSIONER OF OATH
 (EX OFFICIO)

[Signature]
 Commissioner of Oath / Justice of the Peace

Full first names and surname: UBUSENG MPHAHLELE
 (Block letters)

Designation (rank) Assistant Manager Ex Officio Republic of South Africa

Street address of institution In Landroos Mare & Bodenstein
STREETS

Date 26/07/2023 Place Polokwane

CONTENTS NOTED Tupelengunomoni

MUNICIPAL MANAGER
 DATE: 02/08/2023

INFORMATION SHEET FOR THE FINANCIAL DISCLOSURE FORM

The following notes is a guide to assist with completing the attached Financial Disclosure form (Appendix C):

SHARES AND OTHER FINANCIAL INTERESTS

Designated employees are required to disclose the following details with regard to shares and other financial interests held in any private or public company or any other corporate entity recognized by law:

- The number, nature and nominal value of shares of any type;
- The nature and value of any other financial interests held in any private or public company or any other corporate entity; and
- The name of that entity.

NOTE 1

DIRECTORSHIPS AND PARTNERSHIPS

Designated employees are required to disclose the following details with regard to directorships and partnerships:

- The name and type of business activity of the corporate entity or partnership/s; and
- The amount of any remuneration received for such directorship or partnership/s.

Directorship includes any occupied position of director or alternative director, or by whatever name the position is designated.

Partnership is a legal relationship arising out of a contract between two or more persons with the object of making and sharing profits.

REMUNERATED WORK OUTSIDE THE PUBLIC SERVICE (ALL REMUNERATED EMPLOYMENT MUST BE SANCTIONED PRIOR TO THE WORK BEING DONE.)

Designated employees are required to disclose the following details with regard to remunerated work outside the public service.

- The type of work;
- The name and type of business activity of the employer; and
- The amount of the remuneration received for such work.

Remuneration means the receipt of benefits in cash or kind.

Work means rendering a service for which the person receives remuneration.

CONSULTANCIES AND RETAINERSHIPS

Designated employees are required to disclose the following details with regard to consultancies and retainerships:

- The nature of the consultancy or retainerhip of any kind;
- The name and type of business activity, of the client concerned; and
- The value of any benefits received for such consultancy or retainerships.

SPONSORSHIPS

Designated employees are required to disclose the following details with regard to sponsorships:

- The source and description of direct financial sponsorship or assistance; and
- The value of the sponsorship or assistance.

NOTE 5

GIFTS AND HOSPITALITY FROM A SOURCE OTHER THAN A FAMILY MEMBER

Designated employees are required to disclose the following details with regard to gifts and hospitality:

- A description and the value and source of a gift with a value in excess of R350;
- A description and the value of gifts from a single source which cumulatively exceed the value of R350 in the

NOTE 6

<p>relevant 12 month period; and</p> <ul style="list-style-type: none"> • Hospitality intended as a gift in kind. <p>Designated employees must disclose any material advantage that they received from any source e.g. any discount prices or rates that are not available to the general public.</p> <p>All personal gifts within the family and hospitality of a traditional or cultural nature need not be disclosed.</p> <p>LAND AND PROPERTY</p> <p>Designated employees are required to disclose the following details with regard to their ownership and other interests in land and property (residential or otherwise both inside and outside the Republic):</p> <ul style="list-style-type: none"> • A description and extent of the land or property; • The area in which it is situated; and • The value of the interest. 	<p>NOTE 7</p>
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